

**Village of Carmacks Council**

*Respectfully acknowledges that we are meeting on the traditional territory of the Little Salmon Carmacks First Nation.*

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**Agenda 25-01**

**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, January 7th, 2025**

**Zoom Information:** Meeting ID: **719 907 0780** Passcode: **643780**

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**Agenda**

1. **Call to Order**
2. **Adoption of Agenda** *Motion to adopt.*
3. **Adoption of Minutes**
  - 3.1 Regular Meeting of December 17th, 2024 *Motion to adopt.*
4. **Delegation**
  - 4.1 RCMP David MacNeil
5. **Correspondence**
6. **Reports**
  - 6.1 Council Activity Reports
  - 6.2 Mayor's Report
  - 6.3 Finance Report
  - 6.4 Public Works Report
  - 6.5 Bylaw Enforcement Report
  - 6.6 Association of Yukon Communities (AYC)
  - 6.7 CAO Report
7. **Bylaws**
  - 7.1 314-25 Business License Bylaw (First Reading & Review)
8. **New and Unfinished Business**
  - 8.1 Joint Council Meeting Agenda
  - 8.2 FCM Annual Meeting
9. **Question Period**
10. **In-Camera Session**

*Motion to go in and out of session with recorded times.*
11. **Adjournment**

**MINUTES FROM THE REGULAR MEETING OF THE COUNCIL FOR THE VILLAGE OF CARMACKS ON DECEMBER 17<sup>TH</sup>, 2024, IN THE MUNICIPAL COUNCIL CHAMBERS**

**PRESENT:** Mayor: Justin Lachance

Councillors: D. Hansen, D. Mitchell, T. Wheeler, C. Bellmore (Online)  
Staff: CAO P. Singh

Delegation: David Macneil (RCMP), Jonathan Osborne (Balance BioGas)

1. **CALL TO ORDER:** Mayor J. Lachance called the meeting to order at 7:00 PM.
  
2. **AGENDA:** Council reviewed the agenda.

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

**CARRIED**

3. **MINUTES:**

3.1 From the regular council meeting on December 3<sup>rd</sup>, 2024

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

**CARRIED**

4. **DELEGATION**

4.1 Corporal David MacNeil from the RCMP presented Council with the monthly policing report for November. He discussed the report with Council and provided explanations regarding recent events that occurred in the community.

4.2 Jonathan Osborne from Balance BioGas provided an overview of the composting project at the landfill, including timelines and funding options. He highlighted specific aspects of the project requiring Council's decisions. After hearing the presentation, Council decided to review the request and will decide at an upcoming Council meeting.

## **5. CORRESPONDENCE**

No correspondence.

## **6. REPORTS**

### **6.1 Councillor Activity Reports**

**Councillor D. Hansen** attended the CAO interview process during the past week.

**Councillor D. Mitchell** attended the CAO interview process during the past week.

**Councillor Tara Wheeler** shared that she enjoyed her holidays and had a great experience.

**Councillor C. Bellmore** attended the CAO interviews in recent weeks. Today, she was unable to attend the meeting in person due to illness (fever) and participated from home via Zoom.

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

Mayor J. Lachance attended the CAO interviews and participated in the Lagoon Project Workshop in recent weeks.

### **6.3 AYC**

Councillor D. Hansen mentioned that the Association of Yukon Communities (AYC) Annual General Meeting is scheduled to take place 24, 25, 26, April 2025 in Haines Junction.

## **BYLAWS**

NO Bylaw.

## **8. New & Unfinished Business**

### **8.1 Provisional O&M Budget for VOC**

Council reviewed the provisional Operations and Maintenance (O&M) budget for the Village of Carmacks for the 2025 fiscal year.

**24-24-03 M/S Councillors D. Hansen / C. Bellmore motioned to pass the provisional O&M budget for VOC for 2025.**

**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.

**24-24-04 M/S Councillor D. Hansen/C. Bellmore motioned to go in-camera at 7:44PM.**

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

**24-24-05 M/S Councillor D. Hansen/ D. Mitchell motioned to go out of in-camera at 8:13 PM.**

**ADJOURNMENT**

**24-24-06 M/S Councillor D. Hansen/ T. Wheeler motioned to adjourn the at 8:14 PM.**

Mayor Justin Lachance adjourned the meeting at 8:14 PM.

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Mayor Justin Lachance

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CAO Parminder Singh



## Village of Carmacks

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

### **Finance Department Report December 2024**

#### **Expenditure Summary**

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

#### **Bank Issues**

Due to recent staff changes, we have experienced temporary difficulties accessing our bank accounts. However, the issue has now been resolved, and we have successfully completed the bank reconciliations for November.

#### **Property Tax**

We have two individuals who have not paid their property taxes for the years 2023 and 2024. As a result, they will be proceeding to the tax lien process. Final demand letters have been issued, outlining the requirements for payment and detailing the consequences under the Municipal Act should the taxes remain unpaid.

#### **Provisional Budget**

The provisional Operations and Maintenance (O&M) budget was approved at the most recent council meeting.

#### **Projects**

##### **Canada Community Building Fund (CCBF)**

A revised report has been submitted to YG, and we are now awaiting funding, which is crucial for our 2025 budget.

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**Village of Carmacks**  
**Public Works General Manager Report**  
**Date: December 17, 2024**

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

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**Treatment Plant**

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

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

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

- **System Functionality:** Operating within normal parameters; no alarms or issues reported.
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**Equipment**

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



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

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

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

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

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

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

- **Old Fire Trucks:** Dale Best has expressed interest in purchasing the two old fire trucks.
- **Heating Fuel Delivery Update**
- We are transitioning the heating fuel delivery service for our VOC buildings from Chieftain Energy to AFD. This change is being made due to ongoing issues with Chieftain's scheduling and lack of communication regarding fuel deliveries, which has resulted in uncertainty about when refills would occur.
- AFD has proven to be a reliable partner, stepping in to assist us twice this month when we unexpectedly ran out of fuel. Their prompt response and dependable service ensure we can maintain consistent heating in our facilities moving forward.
- Sincerely,  
Jens Wylimczyk  
Public Works General Manager



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

## Bylaw Constable's Report Monthly Report

December 2024

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### Summary of Activities

Occurrences	December 2024	Year to Date 2024	Details
Dogs at Large	4	22	Responded to reports of dogs at larges; In all cases dogs were reunited with owners the same day
Aggressive Dog Complaints	1	11	Received one aggressive dog complaint
Traffic Violations(Parking, Unsecured Loads)	3	11	Conducted enforcement in high-risk areas, issued warnings, and promoted safe driving practices.
Assist RCMP	0	2	None
Public Encounters	8	33	Engaged with residents to address concerns, provide safety information, and foster relations.

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

Occurrences	December	Year to	Details
	2024	Date 2024	
Open Space Infractions	2	14	Warnings Issued for Operating ATV on a Village Walking Trail

### Highlights

- **Community Engagement** Increased use of social media to educate the public on bylaw enforcement topics, including parking, animal control.
- **Traffic Enforcement:** Focused on Unsecured Loads of Commercial and Private vehicles, Warnings were issued. Maintained a visible presence on municipal roads during peak rush hours to promote safety and deter violations.
- **Future Initiatives:** RCMP and Bylaw engaging in School Safety presentations in Spring (trail safety, bicycles etc)
- Foot Patrols in Spring/Summer
- Trail safety education and patrols

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### Prepared by:

Cst Liam Ferraz

Village of Carmacks Bylaw Services

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## Village of Carmacks BYLAW #314-25

### A Bylaw to Provide for the Licensing and Regulation of Businesses in the Village of Carmacks

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**WHEREAS** section 265(c) of the Municipal Act (R.S.Y. 2002), and amendments thereto, provides Council with the authority to pass bylaws for municipal purposes respecting businesses, business activities, and persons engaged in business;

**WHEREAS** section 248 of the Municipal Act provides that Council may impose a municipal service charge by bylaw;

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

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#### 1.0 SHORT TITLE

1.1 This bylaw may be cited as the "Business License Bylaw."

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#### 2.0 INTERPRETATION

2.1 In this bylaw, unless the context otherwise requires:

- (1) "**BUSINESS**" means carrying on a commercial or industrial undertaking of any kind or nature, or providing professional, personal, or other services for the purpose of gain or profit.
  - (2) "**COUNCIL**" means the Council of the Village of Carmacks.
  - (3) "**DESIGNATED OFFICER**" means an employee of the Village of Carmacks or an authorized representative designated by the CAO.
  - (4) "**PERSON**" means an individual, corporation, or partnership.
  - (5) "**PREMISES**" means any store, office, warehouse, factory, building, enclosure, yard, or other place occupied or capable of being occupied by a business.
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#### 3.0 BUSINESSES EXEMPTED FROM OBTAINING A BUSINESS LICENSE



3.1 All businesses must apply for and obtain a Business License unless exempted by this section:

- (1) Charitable organizations, provided they comply with all bylaws and regulations.
- (2) Businesses operating at a trade show or exhibition for no more than seven (7) consecutive days.
- (3) Professional health services provided intermittently within the Village.
- (4) Public utilities.

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## 4.0 APPLICATION FOR A BUSINESS LICENSE

4.1 Applications must be submitted to the Designated Officer using the prescribed form (Schedule A).

4.2 A separate license is required for each business location within the Village.

4.3 Businesses operating multiple activities from one premise must obtain separate licenses for each activity.

4.4 Licenses expire on December 31 each year.

4.5 No refunds will be issued once a license is granted.

4.6 Businesses operating seasonally may apply for an exception to renew their license at the beginning of their operational season instead of January 1. The renewal fee must still be paid in full, and seasonal businesses are required to notify the Designated Officer of their operational dates when applying for this exception.

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## 5.0 LICENSE FEE

5.1 The annual fee for a Business License is **\$75.00**.

5.2 Licenses not renewed within thirty (30) days of the start of the year will incur a **\$100.00 fine**, in addition to the renewal fee of **\$75.00**. Seasonal businesses that qualify under section 4.6 are exempt from this late renewal penalty if they renew their license within thirty (30) days of their operational season's start date.

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## 6.0 POSTING OF LICENSE

6.1 Licenses must be displayed prominently at the business premises. If no premises exist, the licensee must produce the license upon request by a Designated Officer or Peace Officer.

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## **7.0 TRANSFER OF LICENSE**

7.1 A licensee may transfer their license to another location or person by applying to the Designated Officer, paying a \$40 transfer fee, and surrendering the original license.

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## **8.0 SUSPENSION AND REVOCATION OF LICENSE**

8.1 A business license may be suspended or revoked if the licensee:

- (1) Violates a municipal bylaw or regulation.
- (2) Fails to meet lawful requirements to carry on the business.

8.2 A suspended or revoked license will not be reinstated until all conditions are met.

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## **9.0 APPEAL**

9.1 Appeals of license suspensions or revocations must be submitted in writing to Council within thirty (30) days of the decision.

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## **10.0 PENALTIES**

10.1 Any business operating without a valid license is liable to a fine of **\$50.00 per day**.

10.2 Businesses failing to renew their license within thirty (30) days of the start of the year are subject to a **\$100.00 fine** in addition to the renewal fee of **\$75.00**.

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## **11.0 GENERAL**

11.1 Should any section, clause, or provision of this bylaw become invalid, it shall not affect the validity of the remaining portions.

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## **12.0 ENACTMENT**

12.1 This bylaw repeals Bylaw 241-18 and its amendments.

12.2 This bylaw comes into full force and effect upon the third and final reading.



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**FIRST READING:** \_\_\_\_\_, 2025  
**SECOND READING:** \_\_\_\_\_, 2025  
**THIRD AND FINAL READING:** \_\_\_\_\_, 2025

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**Justin Lachance**, Mayor

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**Parminder Singh**, CAO

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## **Schedule A**

**Village of Carmacks  
Application for Business License**

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## **Schedule B**

### **Business License Fee Schedule**

- Annual Business License Fee: **\$75.00**
- Late Renewal Penalty (after 30 days): **\$100.00 + \$75.00 renewal fee**



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**Village of Carmacks**

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**Joint Council Meeting Agenda**

**Little Salmon Carmacks First Nation & Village of Carmacks**

**Wednesday January 8<sup>th</sup>, 2025, at 5PM LSCFN Council Chambers.**

**CHAIR: Deputy Chief Calvin Charlie**

<https://us06web.zoom.us/j/81498765445?pwd=cs6YXXbmCn0002nuoR6PywU1xAva jL1>

**1. CALL TO ORDER**

**2. AGENDA** (motion to adopt)

**3. ACTION ITEMS**

- |     |                                    |       |
|-----|------------------------------------|-------|
| 3.1 | Landfill/Recycling                 | LSCFN |
| 3.2 | Aquatic Center Reopening in 2025   | VOC   |
| 3.3 | Sewer Lagoon Project               | VOC   |
| 3.4 | Animal Control & Bylaw Enforcement | VOC   |

**4. ADJOURNMENT** (motion to adjourn)