

Village of Carmacks Council

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

Agenda 25-02

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 21st, 2025**

Zoom Information: Meeting ID: **881 8508 4340** Passcode: **643780**

Agenda

1. **Call to Order**
2. **Adoption of Agenda** *Motion to Approve.*
3. **Adoption of Minutes**
 - 3.1 Regular Meeting of January 7th, 2025, *Motion to Approve.*
 - 3.2 Special Meeting of January 13th, 2025, *Motion to Approve.*
4. **Delegation**
5. **Correspondence**
6. **Committee**
 - 6.1 Finance Committee
 - 6.2 Bylaw Committee
 - 6.3 Public Works Committee
 - 6.4 Recreation Committee
 - 6.5 Fire and Safety Committee
7. **Reports**
 - 7.1 Council Activity Reports
 - 7.2 Mayor's Report
 - 7.3 CAO Report
 - 7.4 Association of Yukon Communities (AYC).
8. **Bylaws**
 - 8.1 315-25 CAO Appointment Bylaw (Third Reading)
 - 8.2 314-25 Business License Bylaw (Second Reading & Review)
9. **New and Unfinished Business**
 - 9.1 Event Permit Application
10. **Question Period**
11. **In-Camera Session** *(Motion to go in and out of session with recorded times)*
12. **Adjournment**

MINUTES FROM THE REGULAR MEETING OF THE COUNCIL FOR THE VILLAGE OF CARMACKS ON JANUARY 7TH, 2025, IN THE MUNICIPAL COUNCIL CHAMBERS

PRESENT: Mayor: Justin Lachance

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

Delegation: David Macneil (RCMP),

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

2. AGENDA: Council reviewed the agenda.

25-01-01 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 December 17th, 2024

25-01-02 M/S Councillors C. Bellmore / T. Wheeler motioned that the minutes be accepted as presented.

CARRIED

4. DELEGATION

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

5. CORRESPONDENCE

No correspondence.

6. REPORTS

6.1 Councillor Activity Reports

Councillor D. Hansen participated in the CAO interview process last month and also enjoyed the New Year's Eve fireworks.

Councillor D. Mitchell participated in the CAO interview process last month and also enjoyed the New Year's Eve fireworks.

Councillor Tara Wheeler enjoyed the New Year's Eve fireworks and praised the Village of Carmacks' Christmas party, calling it excellent.

Councillor C. Bellmore participated in the CAO interview process last month and also enjoyed the New Year's Eve fireworks.

6.2 Mayor's Report

Mayor J. Lachance attended the CAO hiring interview process and was also at the New Year's Eve fireworks, where he helped run the fire show with the fire department.

6.3 Finance Report

Annette Wylimczyk, Finance Officer, provided the council with the finance report for December 2024. Attached were the income statement and the cheque register for the month of December 2024.

6.4 PWGM Report

Jens Wylimczyk, Public Works General Manager, provided the council with a report, which was reviewed by the council. Everything was found to be in order.

6.5 ByLaw Report

The bylaw report for December 2024, prepared by Bylaw Constable Liam Ferraz, was reviewed by the council. Everything was found to be in order.

6.6AYC

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. Administration has confirmed that the room has been booked in Haines Junction.

6.7 CAO Report

CAO Parminder Singh provided a verbal update to the Mayor and Council on important and upcoming municipal matters and operations.

7. BYLAWS

7.1 Business License Bylaw 314-25

25-01-03 M/S Councillors C. Bellmore/ D. Mitchell motioned to put Bylaw 314-25 Business License Bylaw for Discussion on the table.

CARRIED

25-01-04 M/S Councillors C. Bellmore/ D. Mitchell motioned to give 314-25 Business License Bylaw first reading.

CARRIED

8. New & Unfinished Business

8.1 FCM

The council discussed this year's Federation of Canadian Municipalities (FCM) conference, which will take place in Ottawa from May 29 to June 1, 2025. They decided that, in the upcoming months, they will determine which two council members will represent the municipality at the event.

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.

25-01-05 M/S Councillor D. Hansen/C. Bellmore motioned to go in-camera at 8:30PM.

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

25-01-06 M/S Councillor D. Hansen/ D. Mitchell motioned to go out of in-camera at 9:30 PM.

ADJOURNMENT

25-01-07 M/S Councillor D. Hansen/ T. Wheeler motioned to adjourn the at 9:30 PM.

Mayor Justin Lachance adjourned the meeting at 9:30 PM.

Mayor Justin Lachance

CAO Parminder Singh



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

SPECIAL MEETING MINUTES 25-S01

MINUTES FROM THE SPECIAL MEETING OF THE COUNCIL FOR THE VILLAGE OF CARMACKS ON JANUARY 13TH, 2025, IN THE MUNICIPAL COUNCIL CHAMBERS

PRESENT: Mayor: Justin Lachance

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

Staff: CAO C. Pelletier, P. Singh

Regrets: D. Mitchell

1. **CALL TO ORDER:** Mayor J. Lachance called the meeting to order at 6:00 PM.

2. **AGENDA:** Council reviewed the agenda.

25-S01-01 M/S Councillors C. Bellmore / T. Wheeler motioned that the agenda be accepted as amended.

CARRIED

3. 3. ACTION ITEMS

3.1 Tax Lien Process for Unpaid Property Taxes

25-S01-02 Moved by Councillor C. Bellmore and seconded by Councillor D. Hansen, that the Tax Lien 1 (TL1) for unpaid property taxes be approved, and that Council authorize the issuance of a public notice regarding unpaid property taxes for the past two years.

CARRIED

3.2 CAO Appointment Bylaw 315-25

25-S01-03 Moved by Councillor T. Wheeler and seconded by Councillor C. Bellmore, that Council give First Reading to the CAO Appointment Bylaw No. 315-25.

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

25-S01-04 Moved by Councillor C. Bellmore and seconded by Councillor T. Wheeler, that Council give Second Reading to the CAO Appointment Bylaw No. 315-25.

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.

25-S01-05 M/S Councillor C. Bellmore / D. Hansen motioned to go in-camera at 6:03PM.

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

25-S01-06 M/S Councillor C. Bellmore / T. Wheeler motioned to go out of in-camera at 6:23 PM.

ADJOURNMENT

25-S01-07 M/S Councillor T. Wheeler / D. Hansen motioned to adjourn the at 6:23 PM.

Mayor Justin Lachance adjourned the meeting at 6:23 PM.

Mayor Justin Lachance

CAO Chantal Pelletier

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca



Village of Carmacks BYLAW #315-25

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

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 deems it proper and expedient to appoint a chief administrative officer and to enter into a contract of employment with that person.

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 council and in accordance with such terms and conditions of employment as may be established by agreement between the council and the Chief Administrative Officer.
4. The Council of the Village of Carmacks appoints Chantal Pelletier as the Chief Administrative Officer for the Village of Carmacks.
5. This appointment is effective on passing this Bylaw.
6. The Chief Administrative Officer shall have signing authority on behalf of the Village of Carmacks.

BY-LAW #312-24 shall be repealed on passing of this Bylaw.

Read a first time this 13th Day of January 2025.

Read a second time this 13th Day of January 2025.

Read a third and final time this 21st Day of January 2025.

Justin Lachance
Mayor

Dennis Mitchell
Deputy Mayor



**Village of Carmacks
BYLAW #314-25**

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

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:

SHORT TITLE

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

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.
- (6) **"INTER-MUNICIPAL LICENSE"** is an Inter-Municipal Business License issued by any municipality signatory to the Inter-Municipal Business License Agreement negotiated between the Village and other Yukon Municipalities and administered by the Association of Yukon Communities.



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.

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.

5.0 LICENSE FEE

5.1 Please see Schedule B for all License fees.

5.2 Licenses not renewed within thirty (30) days of the start of the year will incur a fine, in addition to the renewal fee. 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.

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.

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 transfer fee (See Schedule B), and surrendering the original license.

8.0 INTERMUNICIPAL BUSINESS LICENSE

8.1 The Intermunicipal Business License allows businesses to operate across multiple participating municipalities without requiring separate licenses in each.

8.2 The Association of Yukon Communities administers the Yukon Intermunicipal Business License agreement 2017 (attached as schedule "C") These are available for purchase from the Village of Carmacks administration office, as well as any other participating municipality listed in the agreement.

8.3 Businesses must first obtain a primary business license from their base municipality before applying for an Intermunicipal Business License.

8.4 The Intermunicipal Business License fee is listed in Schedule A and is valid for the calendar year.

8.5 Businesses operating under an Intermunicipal Business License must comply with the bylaws of each participating municipality.

9.0 SUSPENSION AND REVOCATION OF LICENSE

9.1 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.

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



10.0 APPEAL

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

11.0 PENALTIES

11.1 Please see Schedule B for all penalties.

12.0 GENERAL

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

13.0 ENACTMENT

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

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

FIRST READING: January 7th, 2025

SECOND READING: _____, 2025

THIRD AND FINAL READING: _____, 2025

Justin Lachance, Mayor

CAO



Schedule A

VILLAGE OF CARMACKS

APPLICATION FOR CARMACKS BUSINESS LICENSE

I, _____ hereby apply for a Business License for the _____
License year, to be issued in the name of _____

I have resided continuously in the Village of Carmacks, or the business has been carried on in the Village of Carmacks for _____ (*years/months/weeks*) immediately preceding the date of application.

The Business Mailing Address is: _____

The Business Telephone Number is: _____

The Business Email Address: _____

The Business Website is: _____

The Business will be carried on at: _____

(physical address)

The Nature of the Business to be Licensed is: _____

I certify that the information provided in this application is true, correct and complete to the best of my knowledge and belief.

Signature of Applicant: _____

Date: _____



Schedule B

The fees prescribed in this schedule apply to businesses in Carmacks wishing to operate in the municipality. The Fee schedule applies in the municipality boundaries. The schedule will be reviewed from time to time.

License Fees:

Annual Business License Fee: \$75.00

Seasonal Business License Fee: \$75.00

Transfer of License Fee: \$40.00

Intermunicipal Business License Fee: \$85.00

Penalties:

New Business Operating without a valid Business License: \$50.00 per day.

Late Renewal Fee (after 30 days of starting a year): \$100.00 in addition to the renewal fee.

**Schedule C
To the Business License Bylaw
314-25 Village of Carmacks**

YUKON INTER-MUNICIPAL BUSINESS LICENCE AGREEMENT

BETWEEN: The Parties listed in Schedule C

WHEREAS businesses carrying on business in Yukon are obliged to obtain a business licence from each municipality in which they do business:

AND WHEREAS it has been agreed that, in order to reduce such licensing requirements, a business shall be entitled to apply for an **Inter-municipal Business Licence** to permit that business to carry on business in those municipalities that are party to this Agreement **in which it does not maintain premises.**

THE PARTIES THEREFORE AGREE AS FOLLOWS:

1. The parties to this Agreement hereby establish an Inter-municipal Business Licence.
2. Notwithstanding any bylaw of any party to this agreement to the contrary, an Inter-municipal Business Licence shall entitle the holder to carry on business in each municipality that is a party to this Agreement, in which the holder does not maintain temporary or permanent premises relating to that business.
3. Business of hawkers, peddlers, street vendors, mobile vendors and door to door sales people are not eligible for an inter municipal business licence due to the nature of the business and conflicting municipal bylaws across the Yukon Territory. Business of hawkers, peddlers, street vendors, mobile vendors and door to door salesmen will be required to purchase a business licence in each municipality they sell goods or products in.
4. The holder of a business licence from any municipality that is a party to this Agreement, shall be entitled to apply to any party to the Agreement for an Inter-municipal Business Licence relating to that business.
5. An Inter-municipal Business Licence shall entitle the holder to carry on only that business to which the licence relates, and a separate Inter-municipal Business Licence shall be required for each business carried on by an applicant.
6. An Inter-municipal Business Licence shall expire at mid-night on the 31st day of December in each year, unless the licence has been cancelled or forfeited.
7. The fee payable for an Inter-municipal Business Licence issued between the first day of January and the 30th day of June in any year shall be as set forth in schedule A to this Agreement, and the fee payable for a licence issued between the first day of July and the 31st day of December shall be one-half of the fee set out at schedule A. Schedule A may be amended by the parties from time to time by

unanimous consent of all of the parties, and any such amendment shall come into force when all parties have passed such an amendment by bylaw.

8. All fees collected under this Agreement shall be held by the receiving parties for payment to the Association of Yukon Communities on a semi-annual basis, on the 30th day of June and the 31st Day of December in each year for distribution as listed in schedule C.

9. Each party shall account, on the 30th day of June and the 31st day of December in each year to the others for all fees collected and shall forthwith pay over all fees collected to the Association of Yukon Communities for immediate distribution as set out in Schedule C of the Agreement.

10. Each party shall pass a bylaw incorporating the terms of this Agreement.

11. This Agreement comes into force effective October 1st, 2017. This Agreement replaces the Agreement of July 2012.

12. This Agreement shall remain in force until December 31st, 2017, and thereafter from year to year unless earlier terminated.

13. Any party may terminate this Agreement effective the next ensuing 31st day of December in any year by notice in writing of a bylaw of the terminating party, given at least six months prior to the effective date. On termination all fees collected by all parties shall be immediately accounted for and distributed: providing, however, that any fees paid relating to the next ensuing calendar year shall be retained for distribution to the remaining parties to this Agreement.

14. All Inter-Municipal Business Licences shall be in the form set out at Schedule B to this Agreement.

15. Where the provisions of this Agreement conflict with the provisions of any Business Licence Bylaw of any party, the later shall govern.

16. The provisions of a Business Licence Bylaw of any party relating to revocation or refusal of a licence, and appeals there from, and transfers of licences, shall apply with the necessary changes to any application to an Inter-Municipal Business Licence made to that party.

17. Each party to this Agreement shall, so long as it shall remain a party to this Agreement, remain a member in good standing of the Association of Yukon Communities.

18. For greater clarity, nothing in this Agreement shall be construed as waiving any requirement on any person to take out a business licence from any party in relation to any business operated from premises situated within the municipal boundaries of that party.

19. The Inter-Municipal Business Licence only covers business activities within the municipal boundaries of those participants to this Agreement (as listed in schedule C). Businesses are still required to pay an individual licence for any municipality not on this list. (Those businesses wishing to do business in Yukon outside municipal boundaries should check with the Government of Yukon concerning licensing requirements to do business in unincorporated areas.)

20. IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals in the presence of their duly authorized signing officers on that behalf in 2017.

THE CITY OF WHITEHORSE, per)
)
) seal
)
Betty Irwin)

THE TOWN OF THE CITY OF DAWSON, per)
)
) seal
)
[Signature])

THE TOWN OF FARO, per)
)
) seal
)
[Signature])
)

THE TOWN OF WATSON LAKE, per)
)
) seal
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[Signature])
)

THE VILLAGE OF CARMACKS, per)
)
) seal
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[Signature])
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THE VILLAGE OF HAINES JUNCTION, per



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THE VILLAGE OF MAYO, per



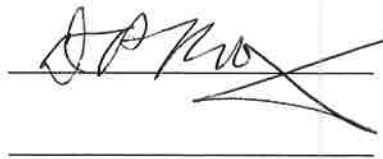
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THE VILLAGE OF TESLIN, per



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ASSOCIATION OF YUKON COMMUNITIES, per



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SCHEDULE "A"

To the Inter-Municipal Business Licence Agreement
2012

INTER-MUNICIPAL BUSINESS LICENCE FEES

No person shall operate any business within or partly within the municipal boundaries of the participating municipalities (listed in Schedule "C") without first having obtained a Business license from that municipality paid the fee prescribed or without first having obtained a business license from another participating municipality and an Inter-Municipal Business License and paid the fee prescribed. If a business maintains an office/space in more than one Yukon municipality, they must obtain a business license in each municipality in which they have a base. Inter-municipal business licenses are designed for businesses that provide occasional sales/services in other Yukon municipalities.

The fees prescribed in this schedule apply to businesses in Yukon wishing to operate in municipalities other than that in which they are based. The Fee schedule applies in municipalities participating in this Agreement as listed in schedule "C". The schedule will be reviewed from time to time. Revised fee schedules may be authorized by consensus of the participants at a Board Meeting of the Association or secretarially.

**The Inter-Municipal Business Licence fee for any business for
all or any part of a calendar year shall be:**

\$ 85.00

(Note: With few exceptions the fees set in 1998 for Inter-Municipal Business Licences for the years 2000+ were \$ 65.00 or \$ 80.00. In 2009, 60% of the standard fee for a Whitehorse business licence was approximately \$ 85.00)

INTER-MUNICIPAL BUSINESS LICENCE

VALID IN PARTICIPATING MUNICIPALITIES ONLY

SCHEDULE "B"

To the Inter-Municipal
Business Licence Agreement
2009

Name of Issuing Municipality

Licence Number

Licensee (Name and Place of

Expiry Date: December 31st,

Year

Mailing Address

The licensee named herein, having paid the prescribed fee(s), is hereby licensed within the participating municipalities to carry on the business, trade or profession stated herein, until the expiry date shown unless this licence is sooner cancelled, suspended or forfeited. This licence is issued subject to the terms of the Business Licence Bylaws of the participating municipalities now or hereafter in force, and any amendments that may hereafter be made to said bylaws during the term of this licence.

Is licensed to carry on the business

Schedule of Licence Fees

If the nature of the business is to be changed, the Licence Inspector must be notified immediately.

Special Conditions of Licence (if

Licence Inspector

THIS LICENCE MUST BE CARRIED AND PRODUCED ON DEMAND

SCHEDULE "C"

To the Inter-Municipal Business Licence Agreement
2009

LIST OF PARTICIPANTS and REVENUE SHARING RATIOS

The City of Whitehorse	12%
The Town of the City of Dawson	11%
The Town of Faro	11%
The Town of Watson Lake	11%
The Village of Carmacks	11%
The Village of Haines Junction	11%
The Village of Mayo	11%
The Village of Teslin	11%
The Association of Yukon Communities	11%