

Village of Carmacks Council

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

Agenda 25-11

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, June 4th, 2025**

Zoom Information: Meeting ID: **816 0093 7736** Passcode: **643780**

Agenda

1. **Call to Order**
2. **Adoption of Agenda** *Motion to Approve.*
3. **Adoption of Minutes**
3.1 Regular Meeting of May 20th, 2025, *Motion to Approve.*
4. **Delegation**
5. **Correspondence**
6. **Reports**
 - 6.1 Council Activity Reports
 - 6.2 Mayor's Report
 - 6.3 Finance Report
 - 6.4 Bylaw Report
 - 6.5 Public Work's Report
 - 6.6 Visitor Information Center
 - 6.7 Fire Report
 - 6.8 CAO Report
 - 6.9 Association of Yukon Communities (AYC)
 - 6.10 Traffic Safety Committee - approval of meeting minutes
7. **Bylaws**
None.
8. **New and Unfinished Business**
 - 8.1 Housing Accelerator Fund
 - 8.2 Regular Council Meeting July 1st Canada Day, move to July 2nd
 - 8.3 Woodchipper quotes
 - 8.4 Liability life rings
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 May 20th, 2025, IN THE MUNICIPAL COUNCIL CHAMBERS

PRESENT: Mayor: J. Lachance

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

Staff: CAO C. Pelletier, P. Singh

Regrets: Councillor T. Wheeler

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

2. AGENDA: Council reviewed the agenda.

25-10-01 M/S Councillors D. Mitchell / D. Hansen motioned that the agenda be accepted as amended addition of 5.4 Yukon River Quest under Section 5.

CARRIED

3. MINUTES:

3.1 From the regular council meeting on May 6th, 2025

25-10-02 M/S Councillors D. Hansen / D. Mitchell motioned that the minutes be accepted as presented.

CARRIED

4. DELEGATION

No Delegation.

5. CORRESPONDENCE

5.1 Mount Nansen Remediation (Information Only)

A letter dated May 12, 2025, was sent to Mayor and Council regarding the Mount Nansen Remediation Project. This correspondence is for information purposes only.

A public open house will be held to engage the community and provide updates on the remediation efforts: Date: Tuesday, May 27, 2025, Time: 4:00 PM – 7:00 PM

Location: Carmacks Recreation Centre

Special thanks to Eric for coordinating this engagement session.



5.2 Michael Sam has approached Public Works General Manager Jens Wylimeczyk to inform him that he is selling his 1978 CAT bulldozer. The asking price for the equipment is \$40,000. Please note:

- This item is not currently approved of in the existing budget.
- The information is being shared with Mayor and Council for awareness and future consideration, should the opportunity arise to evaluate or revisit equipment acquisitions.

This correspondence is for information purposes only and does not require any immediate action.

5.3 Indigenous Survivors Day & Reference Letter from Chief Janet Webster

A letter was received from Chief Janet Webster, requesting that June 30th be formally recognized by the Village of Carmacks as: "Indigenous Survivors Day"

This initiative is intended to promote healing, recognition, and unity within Indigenous communities. Chief Webster proposes that June 30th be designated as a statutory holiday for Village of Carmacks staff, aligning with the community's observance of the day.

Key Points from the Discussion:

- The letter proposes June 30th be added as a statutory holiday in the Village of Carmacks.
- Council members acknowledged that June 21st is already observed nationally as National Indigenous Peoples Day, and September 30th is recognized as the National Day for Truth and Reconciliation (Orange Shirt Day).
- The status of June 30th as a potential national holiday is currently not confirmed federally.
- Council members discussed the importance of consulting with Little Salmon Carmacks First Nation (LSCFN) for input, especially to ensure representation of all Indigenous voices in the community.
- A suggestion was made to explore this initiative initially as a proclamation, with further discussion needed regarding statutory designation and operational impacts.

5.4 Yukon River Quest Sponsorship

A letter was submitted by Kyla Mintz to Mayor Justin Lachance and Council regarding participation in the 2025 Yukon River Quest. Caleb is requesting sponsorship support to help cover Entry fees, Equipment and Training expenses.

This request is being presented in the spirit of representing Carmacks in a major international event, with recognition of the global audience the Yukon River Quest attracts.



Council Discussion Highlights:

- General support was expressed for assisting with funding, though a specific amount was not determined.
- It was suggested that the request be forwarded to the Recreation Department to evaluate available budget or grant opportunities for sponsorship.
- Council agreed to revisit the request once the Recreation Department has reviewed it and reported back with funding options or recommendations.

25-10-03 M/S Councillors C. Bellmore / D. Hansen motioned to file correspondence with no action.

CARRIED

6. REPORTS

6.1 Councillor Activity Reports

Councillor D. Hansen Reported attending an Association of Yukon Communities (AYC) Executive Meeting held via Zoom on Tuesday of the previous week.

Councillor D. Mitchell noted uncertainty about the timing of a recent Casino Mining-related meeting, acknowledging that a session may have just occurred, or may have been reported in a previous meeting. No additional activities were reported at this time.

Councillor C. Bellmore nothing to report.

6.2 Mayor J. Lachance informed that over the past reporting period, he participated in several community events and meetings:

- Attended the Casino Open House, engaging with attendees and listening to community updates.
- Participated in the Mother's Day Walk for Cancer, supporting local fundraising and awareness efforts.
- Took part in a Traffic Safety Committee Meeting earlier today, discussing community concerns and safety measures.
- Assisted with garbage cleanup throughout the community, including school grounds, in collaboration with Ralph Thomas. Ralph personally cleaned the area surrounding the cemetery and the back access road to Mount Nansen. Impressively, he collected six bags of recyclables from roadside areas entirely on his own.
- Helped facilitate and took minutes to prepare for the River Runners Company event, which was well attended. It was heartening to see many smiling children participating and enjoying the experience.



6.3 CAO Report

CAO Chantal Pelletier provided the following updates:

Upcoming Travel & Conferences

- May 24 – June 4, 2025: Attending the CAMA Conference followed by the Federation of Canadian Municipalities (FCM) Conference in Ottawa. Will be meeting Mayor Justin Lachance and Councillor Cory Bellmore. Returning to Carmacks on June 4, 2025.

Key Dates & Community Events

- Graduation Ceremony – TIS School:
May 30, 2025 at 5:30 PM
- Development Initiative Public Engagement with Jane Koepke & Mark Wickham:
June 5, 2025 at Recreation Centre
- International Trails Day (Trans Canada Trail Event):
June 7, 2025
Organized with the Recreation Department. A public call for volunteers will be issued to assist with boardwalk cleanup and flower planting.
- Pool Grand Opening Ceremony:
Date to be determined
Awaiting confirmation due to staff availability. Junior lifeguard is still in school until June 12. No senior lifeguard confirmed yet, though one candidate is reconsidering a three-month contract.
- Composting Public Engagement (with Balanced Biogas):
June 17, 2025 at Recreation Centre

Operational & Infrastructure Updates

- Mosquito Control Program:
Public notices have been issued. Field work is underway.
- Arena Boiler:
Still non-operational. Budget Plumbing is addressing ongoing issues with the fan.
- Highway Pooling Issue:
Met with Yukon Highways representatives about annual spring pooling across from the gas station. Positive meeting: Highways will move forward with design solutions and will provide updates.
- Recreation Centre Elevator:
Shut down by the elevator inspector due to water pooling over a power plug beneath the unit. Remediation is in progress.



Community Media & Outreach

- Met with Marsha Staples to discuss reviving *The Hooter* newsletter. It may be the same name or changed to something else.

Asset Auction Results

- The auction has concluded successfully.
- Approximately 75%+ of the listed items were sold, generating a total of \$18,603.00

Council Meeting Change

The next regular Council Meeting was originally scheduled for June 3, 2025. Due to scheduling conflicts with FCM travel, it was proposed to reschedule the meeting to June 4, 2025. A motion to approve this change was subsequently made and passed.

25-10-04 M/S Councillors D. Hansen / D. Mitchell motioned to reschedule the next regular council meeting from June 3, 2025 to June 4, 2025 due to travel conflicts with FCM travel.

6.4 AYC report Councillor D. Hansen

Councillor Hansen attended the meeting and noted organizational changes. Ministerial tours are being planned.

- AYC has two municipal board vacancies, but it's unclear if municipal elected officials are eligible—further clarification needed.
- A Sustainability Forum on flooding is scheduled for October 7–8.
- Community Affairs is seeking feedback on asset management training for elected officials, particularly on whether it should be delivered via Zoom.
- Jordan Stackhouse spoke on election readiness. Letters were sent to federal candidates; only the Green Party and Brandon Hanley responded.
- For the territorial election, similar letters will be sent out with CMG-style questions.
- The next AYC Board Meeting will be here in Carmacks on September 20, with two days booked at the Rec Centre (though the main meeting is expected to be one day).



6.5 Traffic Safety Committee Report

Meeting Date: May 23, 2025

Attendees: Mayor, CAO, Public Works General Manager

River Drive & YG Road Repairs

- YG roadwork on exposed rock sections was delayed due to contractor issues. New expected completion date: July 28, 2025.
- Amendment posters will include detour information.
- Clarification needed on whether repairs will extend beyond the worst-affected area.

Road Maintenance & Safety Issues

- Drainage issues noted at Guter and River Drive near cemetery road access.
- Norton's Bridge transition from wood to pavement is needed as it is unsafe—YG will be contacted.
- Large tree near the highway and school is obstructing visibility.
- Manholes on Tantalus Crescent are below road grade and require raising.

Visitor Information Centre

- Funding and advertising approved will proceed once Contribution Agreement (CA) is signed.
- Coordination with VIC staff on updating signage and directions is planned.

RCMP & School Safety

- RCMP confirmed school zone signage should be white and display operational hours (recommended: 8:00 a.m. – 4:30 p.m.).

Public Works Updates

- Brush clearing along easements will begin once equipment arrives. Public notice will be provided.
- Atco has replaced some lights that were dim. The extra power poles with lights work has not been done yet but is coming soon.

Bylaw & Legislative Items

- Previous discussion on traffic bylaw restrictions (307-24) regarding vehicle chains and lugged tires noted for potential bylaw review in the future.



- Request for Petition of bylaw 307-24 speed zone application was not approved as there was missing information in the application.

Community Engagement

- Public notice will be issued to inform residents of the newly formed Traffic Safety Committee and invite them to share concerns via phone, email, or in person.
- Residents will be encouraged to access the Village of Carmacks website via links on Facebook.

Next Steps

- This report is for information only and will be tabled for review at the next Council meeting on June 4, 2025.
- A motion to formally accept and submit the report will be considered at that time.

7. BYLAWS

None.

8. NEW & UNFINISHED BUSINESS

8.1 Public Works Building Tender Update

The tender for the new Public Works Building was issued and closed. The lowest bid received was \$4.85 million, significantly over the available budget of \$3.7 million, which was originally allocated for both the fire hall and public works but was later split.

As a result, the tender has been cancelled, and Council has been presented with three options by David Elan for moving forward:

1. Cancel the Project
 - The allocated \$3.7 million would be forfeited.
2. Retrofit the Existing Public Works Building
 - Proposed upgrades include:
 - Addition of a new bay
 - Improved insulation
 - Installation of bathrooms and office space
 - Connection to a functioning well



- Estimated cost: \$3.3–\$3.4 million (including \$300,000–\$400,000 for redesign).
- 3. Reduced Scope Design-Build (New Construction Shell Only)
 - This would involve a full redesign at a cost of \$300,000–\$400,000 but result in a basic shell with most components removed.
 - Not considered a viable option by YG due to limited utility and return.

Discussion Notes:

- The current Public Works building lacks functional bathrooms and adequate insulation.
- The retrofit has been long-overdue, with issues in plumbing and infrastructure persisting for over a decade.
- Council requested a detailed breakdown of retrofit upgrades and deliverables from YG's project manager or a formal presentation to Mayor and Council.

Timeline:

- Funds must be spent before March 31, 2026, so a decision must be made in time to allow for procurement and construction.

8.2 River Safety – Public Access to Life Rings

Discussion Summary:

- The idea of installing a life ring station near the river, particularly by the recreation center and beach area, was proposed to improve public water safety, especially for youth and families frequenting the area.
- Councillor Doris Hansen followed up and obtained a quote: a 24-inch life ring costs \$1,650.00 plus GST.
- It was initially believed these might be available for free, but this was not the case.

Considerations:

- Concerns were raised about theft or misuse, but it was noted that the life ring could be housed in a secure, break-glass style case, like a fire extinguisher.
- Councillor Bellmore asked about the Village's liability if a life ring is misused or if someone relies on it incorrectly.
- The discussion highlighted differences between Carmacks and other communities like Dawson City, where public life jacket trees have been successful due to high public awareness and river use.



Safety Awareness and Alternatives:

- Emphasis was placed on installing signage to promote water safety awareness, especially around areas heavily used by youth.
- It was noted that the school-side of the river near the boat launch is generally safer due to shallow water and a nearby sandbar.
- Councillor Bellmore supported placing safety measures near the recreation center due to higher public presence.
- A suggestion was made to consult with the Recreation Director about incorporating water safety training or awareness courses.

Next Steps:

- Further information gathering will be done regarding:
 - Liability implications
 - Additional pricing
 - Feasibility of water safety education programs
- The matter will be returned for further discussion once these details are available.

9. QUESTION PERIOD

1. Land Ownership & Development

- Brian Murrell inquired about vacant lots behind the Village office.
 - Lot #1 is under review for a potential staff housing development in collaboration with LSCFN. Early stages of discussions as per the HAF initiatives.
 - Brian volunteered to clear trees from the lot in exchange for wood, should the development proceed.

2. Boardwalk Extensions & Repairs

- Discussion centered on extending the boardwalk from Pocket Park to Riverside Motel using leftover materials.
 - Proposed work includes clearing, levelling, laying tech cloth, and reinstalling boardwalk panels without disturbing underlying infrastructure.
- Concerns were raised about the existing boardwalk (from the bridge to Pocket Park), which lacks sleepers, leading to moisture retention and potential structural degradation.



3. Speed Zone Discussion

- Community members voiced concern about recently lowered speed limits (now 25 km/h).
- RCMP data (Jan–Sept 2024):
 - 37 speed-related files were logged, 36 on the highway and one in town.
 - Only 1 complaint originated from the public.
- Suggestions included reverting to former speed limits.
- Council reiterated that the change was made to enhance pedestrian safety, particularly for children and school zones.

4. Road & Flood Mitigation

- Questions arose about raising River Drive as part of long-term flood protection planning.
 - YG has acknowledged the issue; any substantial changes are 2–3 years away.
 - Concerns include how raised roads would affect driveway access and adjacent properties.

5. Chipper Use & Trail Dust

- Brian requested wood chips from the Village’s chipping project to control dust on ATV trails near his property.
 - The chipping initiative is part of the solid waste assessment.
 - Chips will be used for trail mulch and composting, and Public Works will notify residents when materials are available.

10. 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.

25-10-05 M/S Councillor D. Hansen / C. Bellmore motioned to go in-camera at 8:01PM.

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

25-10-06 M/S Councillor D. Hansen / C. Bellmore motioned to go out of in-camera at 8:36 PM.



11. ADJOURNMENT

25-10-07 M/S Councillor D. Mitchell / D. Hansen motioned to adjourn the meeting at 8:37PM.

Mayor J. Lachance adjourned the meeting at 8:37 PM.

Mayor J. Lachance

CAO Chantal Pelletier



Village of Carmacks

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

Finance Department Report – May 2025

Expenditure Summary: The Expenditure Summary report for May is attached for your review. The bank reconciliations have not been completed yet due to early submission of report.

Income Statement: The Income Statement for the period from January 1 to May 31, 2025, is attached for your review and consideration.

Property Tax Payments and Audit Update

Property tax payments are being received on a daily basis. To date, approximately 25% of residents have submitted their payments.

Regarding the ongoing audit, there had been no communication from the auditors for nearly a month. However, they reached out yesterday requesting additional documentation, which I provided promptly.

Should you require any further details or clarification on any of the items outlined in this report, please do not hesitate to reach out.

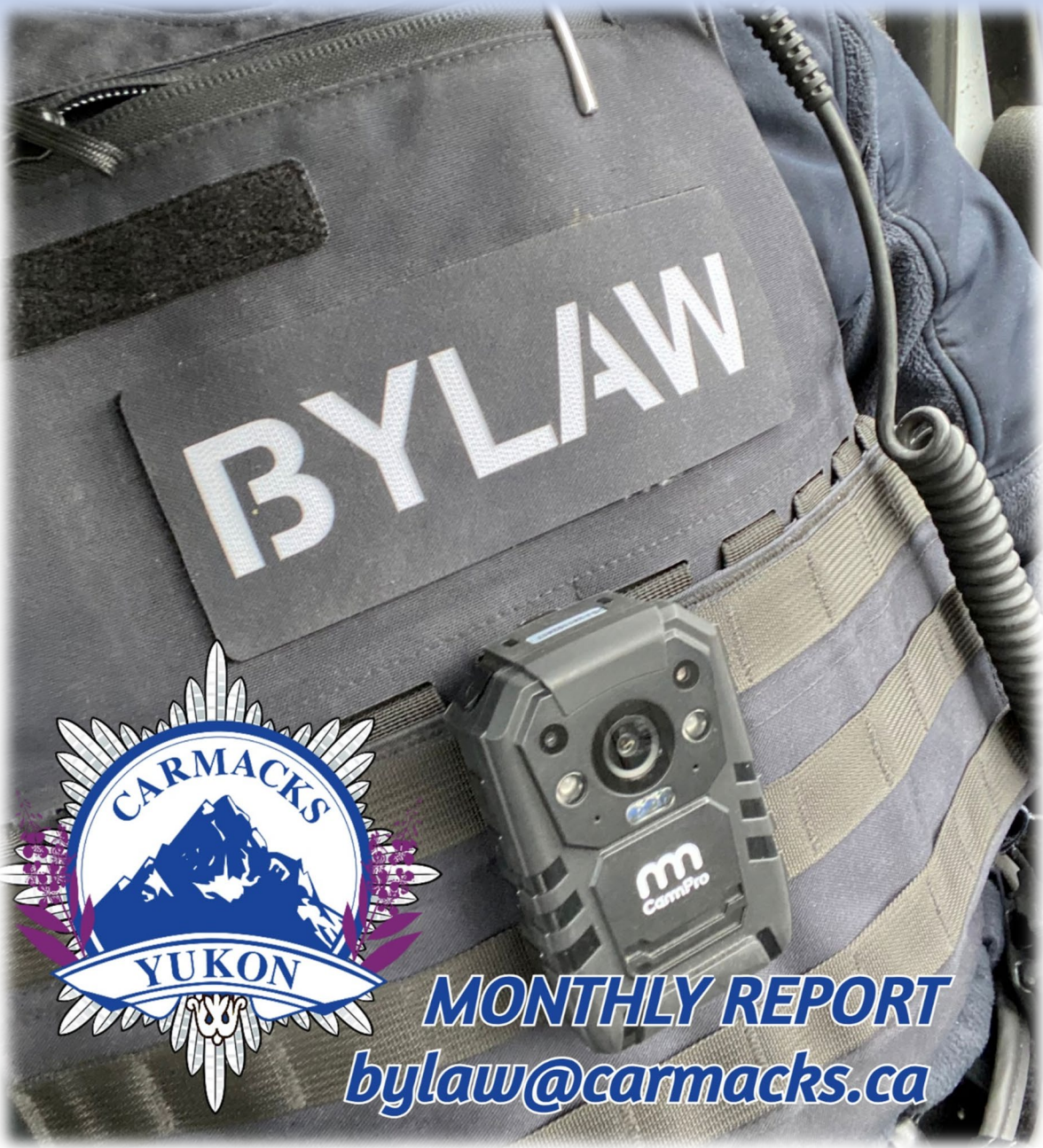
Annette Wylimczyk
Finance Officer

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

Village of Carmacks			
Income Statement 2025-01-01 to 2025-05-31			
REVENUE			
Revenue			
Tax Revenue - General	474,820.42		
Tax Revenue - Interest	31.41		
Grants in Lieu - Federal	24,528.98		
Grants in Lieu - CBC	400.00		
Grants in Lieu - YTG	202,618.74		
Grants in Lieu - Yukon Energy	400.00		
Total Tax Revenue		702,799.55	
Interest Income	18,161.56		
Administration revenue other	3,802.05		
Recreation Revenue	16,651.11		
Concession Revenue	2,305.60		
Arena Revenue	3,215.64		
Public Works Revenue	245.00		
Recycling Revenue	17,921.43		
Landfill Revenue	15,326.00		
Sewer Revenue	35,941.44		
Business Licence Fees	2,550.00		
Permit Fees	575.00		
Building rentals	81,332.37		
Fire Protection Agreement	31,687.38		
Carbon Tax Rebate	33,837.15		
Total Other Revenues		263,551.73	
Grant Revenue - Federal	591,768.60		
Gas Tax Funding	874,863.52		
Total Grant Revenue		1,466,632.12	
Funding - Federal	25,005.00		
Funding - YTG	209,305.55		
Funding - Other	20,163.61		
Total Funding		254,474.16	
Comprehensive Grant - Unconditional	1,944,125.00		
Total - Comprehensive Grants		1,944,125.00	
Total Revenue		4,631,582.56	
TOTAL REVENUE		4,631,582.56	
EXPENSE			

Expenses			
Indemnities		41,803.56	
Salaries Managers		3,120.22	(VIC)
Salaries Full Time		462,820.88	
Salaries Part time		33,631.33	
Salaries Student		6,777.21	
WCB		10,262.76	
Travel		22,350.13	
Per Diem		4,525.00	
Overtime		730.13	
Standby Pay		2,012.40	
Yearly Travel Bonus		14,000.00	
RSP Employer Portion		7,569.42	
Group Ins. Employer Portion		9,664.89	
CPP Employer Portion		30,698.44	
EI Employer Portion		11,889.75	
Contract labour & Equipment		288,917.67	
Janitorial expense		26,414.59	
Office Supplies		19,902.01	
Supplies		12,496.26	
Training		12,696.38	
Memberships		10,709.62	
Service, bank, and late charges		2,505.97	
Advertising		2,802.20	
Telephone/Internet/Cell		27,355.00	
Heating Fuel		121,990.88	
Electricity		114,497.89	
Repairs and Maintenance		44,885.33	
Testing		9,909.68	
Security		17,841.19	
Insurance		8,133.00	
Professional Fees		50,124.65	
Vehicle Expenses		12,888.42	
Vehicle Fuel		19,671.65	
Licences, Dues and Fees		753.58	
Meeting Expenses		982.76	
Capital		65,294.41	
Contributions		300.00	
Street Lights		9,024.17	
Street Signs		1,084.80	
Road Maintenance		5,605.63	
Small Tools & Equipment		128.74	
Animal Control		60.21	
Recycling Refund		7,208.10	

Landfill Maintenance		3,828.13	
Cemetary Maintenance		306.97	
Rec Board Grants		2,870.55	
Funded Events		11,842.46	
Events		8,656.55	
Special Events & Projects		4,475.00	
Concession		1,823.76	
Freight		4,631.24	
Total General & Admin. Expenses		1,594,475.57	
TOTAL EXPENSE		1,594,475.57	
NET INCOME		3,037,106.99	
Generated On: 2025-05-30			



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MUNICIPAL BYLAW ENFORCEMENT

Bylaw Constable's Report Monthly Report

May 2025

Summary of Activities

Occurrences	May 2025	Year to Date 2025	Details
Dogs at Large	4	16	Dogs Caught on River Dr.
Aggressive Dog Complaints	1	3	Received one aggressive dog complaint.
Traffic Violations(Parking, Unsecured Loads)	7	24	Several tractor semi-trailers were observed transporting vehicles with improper load securement, including one case where the load was completely unsecured. Tickets were issued to drivers. Additionally, one local resident was verbally warned for an improperly secured load at the landfill.

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Occurrences	May 2025	Year to Date 2025	Details
Assist RCMP	3	4	Assisted RCMP on after-hour patrols and jointly addressed an aggressive dog situation, Directed Traffic for School Run
Public Encounters	10	28	Assisting Tourists and members of the public with directions, Engaging with Youth at School Run, Public encounters during Community Safety Patrols.
Open Space Infractions	3	8	Littering of Alcoholic beverages after-hours in Parks and boardwalk

Highlights

- **Community Safety Focus:**

Assisted the RCMP with nighttime Community Safety patrols and jointly addressed an aggressive dog complaint. Also provided Traffic Control during the School run.

Traffic Enforcement

Several tractor semi-trailers were stopped for transporting vehicles with improper load securement, including one case where the load was completely unsecured (driver was made secure load before being released from Traffic Stop.) Tickets were issued to drivers. One local resident was issued a warning for an unsecured load at the landfill.

Parks and Open Spaces – Making sure boardwalks free of littering.



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Village of Carmacks

Public Works General Manager Report

Date: June 2, 2025

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. We will be connecting the cattle guard.
-

Collection System

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

Duplex

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

Equipment

- **Condition:** All equipment is in good condition with no immediate maintenance needs.
 - We replaced a new arm on one of our Kubotas
-



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:** We are preparing for upcoming road repairs aimed at enhancing local infrastructure and safety
-

Additional Information

- We purchase a new truck to the fleet
- The Visitor information center is working operationel

- Sincerely,
Jens Wylimczyk
Public Works General Manager



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

Village of Carmacks – Visitor Information Centre

Monthly Report to CAO

Reporting Period: May 16 – May 31, 2025

Visitor Statistics

- Total Visitors: 54
 - Weekday Visitors: 41
 - Weekend Visitors: 13
 - Local Visitors: 7
- Walking Tour Participation: 0

Gift Shop Sales

- Total Items Sold: 2
 - 1 Keychain
 - 1 Disc Golf Disc
- Total Revenue: \$18.00

Facility Updates & Repairs

- Front Door: Latch repaired to improve security and accessibility.
 - Exterior Shutters: Three outdoor shutters repaired to enhance curb appeal and functionality.
 - Interior Ceiling Log: Stabilized and secured.
 - Gallery Gift Shop:
 - Holes patched and gallery area painted.
 - Interior redesign completed to improve visitor flow and display visibility.
-



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

Notes

- Visitor turnout shows a steady weekday interest with lower weekend engagement.
 - Zero participation in walking tours indicates a need for increased promotion or schedule adjustments.
 - Gift shop inventory and marketing could be enhanced to encourage more purchases.
- * Posters for sandwich boards have arrived but the frames have not.
- * Waiting for a reply from Chon FM for radio advertising. Will follow up this week.
- * Common visitor comments were poor location, and hard to find.

Best regards,

Jeremy Byers
Village of Carmacks
Visitor Information Coordinator

Initiative

Type of Change Required: Remove Milestone and Replace Milestone

Reason for Change: The original Approved Action Plan assumed that the VoC's Zoning Bylaw was creating barriers to housing development (as is the case in most jurisdictions). A regulatory review by VoC's consultants in Fall 2024 determined that there is no need for a bylaw amendment. VoC's Zoning Bylaw is relatively recent (2020) and was very progressive for its time. Further, VoC Council has decided against becoming a housing authority; however, it has determined that its policy and operational capacity to develop and manage more staff housing would be highly beneficial (and supportive of the proposed new initiative around staff housing).

Initiative Name: Initiative 2 - Bylaw Amendments to Promote Housing Diversity

Initiative Type:

Other

Describe your initiative, including its goals and objectives:

The Village of Carmacks currently manages one staff housing unit. While Council has determined that creating a housing authority and assuming a much larger role in the housing market is outside its current capacity, it is interested in increasing its staff housing stock through HAF. The Carmacks Development Corporation (CDC) and Yukon Housing Corporation (YHC) will continue to be two of the largest housing providers in the community and VoC would like to explore partnerships with these two entities to manage its envisioned expanded housing portfolio, potentially through a Memorandum of Understanding or similar instrument. In addition, it would like to create a new policy (or suite of policies) to help administer its housing, focusing on allocation to staff and non-staff, rents, conditions, etc.

Estimated Cost: 15,000-20,000

Estimated Start Date: 2024-10-15

Estimated Completion Date:	2025-12-31
Estimated number of units the initiative will incent within 10 years:	10
Estimated number of units the initiative will incent within the program period:	4
Housing Type:	Missing Middle
Other Expected Results:	Improved partnerships and coordination between VoC, YHC, and CDC on housing delivery in Carmacks.

Priority Objectives [Select all that apply]:

- ☒ Creating more supply of housing
- ☐ Supporting low-carbon and climate-resilient communities
- ☒ Supporting affordable, inclusive, equitable and diverse communities
- ☒ Supporting complete and walkable communities with diverse land uses and access to amenities

Explain how the initiative supports the Priority Objective(s) selected:

Creating a policy and operational foundation for VoC around staff housing will equip it with critical tools to supply more housing in the community. Staff units are envisioned to be affordable and likely sited in the heart of the community, close to the Village offices and amenities such as the grocery store and school.

Initiative Assessment:

- How long will it take to complete the initiative?**
Answer: Within 1 years
Points: #REF!
- How long will it take to start to achieve additional permitted units as a result of the initiative?**

Answer: Within 2 years
Answer: 1. Within 1 year
Points: 5

3 What is the extent to which the initiative will improve housing and community outcomes?

Answer: Moderate degree of improvement
Points: #REF!

4 What is the extent to which the initiative increases stability and predictability in the housing system?

Answer: Moderate degree of stability and predictability
Points: #REF!

Milestones Details

Include at least one milestone (added more if needed):

- | | | |
|----------|-----------------------------------|--|
| 1 | Milestone Name: | Bylaw review |
| | Estimated Start Date: | 10/1/2024 |
| | Estimated Completion Date: | 2024-11-15 |
| | Description: | This milestone is complete now. |
|
 | | |
| 2 | Milestone Name: | Bylaw hearing process |
| | Estimated Start Date: | 2024-02-02 |
| | Estimated Completion Date: | 2024-03-31 |
| | Description: | The review concluded that there were no zoning impediments to housing creation in the community; as such, no bylaw hearing process is required. This milestone can be removed. |
|
 | | |
| 3 | Milestone Name: | Rezoning of specified zoning areas for middle and high density |

Estimated Start Date:	<u>2024-04-01</u>
Estimated Completion Date:	<u>2024-05-31</u>

Description:	<u>Middle and high density housing is already supported within the core community area (with sanitary servicing); as such, there is no need for rezoning. This milestone can be removed.</u>
---------------------	--

4 Milestone Name:	<u>Rezoning of select commercial lots for high and middle density housing.</u>
Estimated Start Date:	<u>2024-06-01</u>
Estimated Completion Date:	<u>2024-08-01</u>

Description:	<u>Middle and high density housing is already supported on commercial lots; as such, there is no need for rezoning. This milestone can be removed.</u>
---------------------	--

5 Milestone Name:	<u>Development of a VoC operated High Density Housing Complex and Rental Authority</u>
Estimated Start Date:	<u>9/1/2024</u>
Estimated Completion Date:	<u>11/1/2024</u>

Description:	<u>Council has determined that creating a housing authority and assuming a much larger role in the housing market is outside its current capacity. This milestone should be replaced with the first new milestone below.</u>
---------------------	--

6 Milestone Name:	<u>Oversight of an affordable housing rental authority</u>
Estimated Start Date:	<u>12/1/2024</u>
Estimated Completion Date:	<u>2/1/2025</u>

Description:	<u>Council has determined that creating a housing authority and assuming a much larger role in the housing market is outside its current capacity. This milestone should be replaced with the second new milestone below.</u>
---------------------	---

7 Milestone Name:	<u>Housing provision capacity building through partnerships (new milestone #1)</u>
Estimated Start Date:	<u>1/20/2025</u>

Estimated Completion Date: 12/31/2025

Description:

VoC will initiate discussions with Carmacks Development Corporation and Yukon Housing Corporation to determine what operational synergies could be created by partnering with these existing housing providers to manage and maintain VoC staff housing units. These discussions would happen in anticipation of VoC developing more staff housing units in the medium-term (and possibly beyond) without establishing a new housing authority. The anticipated outcome of these discussions, if positive, would be a Memorandum of Understanding that could form the basis for a more detailed arrangement when the new VoC housing units are built.

8 Milestone Name: Policy framework for VoC staff housing (new milestone #2)

Estimated Start Date: 1/20/2025

Estimated Completion Date: 12/31/2025

Description:

VoC currently has no policy framework through which to offer staff housing. With the anticipated development of new units, our aim is to close the policy gap and equip VoC to administer new units in a fair, consistent and equitable manner. This policy framework would be utilized by VoC and potentially operational partners (see above) and address key issues such as eligibility, housing priority, rents, tenant vs. owner responsibilities, etc.

Initiative

Type of Change Required: Remove Milestone and Replace Milestone

Reason for Change:

The original Action Plan assumed the construction of a 6-storey High Density Housing Complex on the former grader station site. This initiative is being replaced due to the fact that the grader station site will not be transferred to VoC for the foreseeable future due to regulatory complications. The bylaw review (Initiative #2 Milestone #1) determined that there are no major regulatory impediments to high density developments in either the Zoning Bylaw or OCP. Even though the grader site development has been pushed back, there is merit in taking a closer look at potential servicing barriers to higher density development. This is in light of ongoing challenges operating the Wastewater Treatment Plant (WWTP) and lack of piped water in the community. There may be special servicing considerations and requirements that should apply to both the future grader station development and other higher density developments within the municipal boundary; presumably, these would be addressed through the development permitting process.

Initiative Name: Initiative 3 - Development of New High Density Policies

Initiative Type:

Other

Describe your initiative, including its goals and objectives:

We will engage a municipal engineer to evaluate the capacity of VoC's municipal infrastructure to accommodate medium to high density development in the short, medium, and long terms. It will also explore best practices in regards to domestic wells serving multiple units (versus the typical single family or medium density units). This servicing review will take a broad view as well as identify specific considerations for the grader station site, proposed VoC staff housing site, and another larger multi-unit lot located in the Village boundary. Depending on the outcome of this servicing review, new policies and/or guidelines may be developed and incorporated into the development permitting process by VoC. The review will also help to identify any infrastructure and/or similar upgrades that VoC should consider to facilitate higher density housing in the future.

Estimated Cost:	\$15000-\$20000
Estimated Start Date:	2025-02-15
Estimated Completion Date:	2025-12-31
Estimated number of units the initiative will incent within 10 years:	100
Estimated number of units the initiative will incent within the program period:	4

Housing Type: Other Multi-Unit Housing-- likely missing middle and or singles - to be discussed for unit forecast a

Other Expected Results:

Improved medium and long-term capital planning by VoC and Government of Yukon Infrastructure Development Branch.

Priority Objectives [Select all that apply]:

- ☒ Creating more supply of housing
- ☒ Supporting low-carbon and climate-resilient communities
- ☒ Supporting affordable, inclusive, equitable and diverse communities
- ☒ Supporting complete and walkable communities with diverse land uses and access to amenities

Explain how the initiative supports the Priority Objective(s) selected:

This initiative will help the Village better equip itself for high density development, which will improve the supply of affordable housing and concentrate more housing supply in the community core (where municipal servicing is available).

Initiative Assessment:

1 How long will it take to complete the initiative?

Answer: Within 1 years

Points: #REF!

2 How long will it take to start to achieve additional permitted units as a result of the initiative?

Answer: Within 2 years
Answer: 1. Within 1 year
Points: 5

3 What is the extent to which the initiative will improve housing and community outcomes?

Answer: Moderate degree of improvement
Points: #REF!

4 What is the extent to which the initiative increases stability and predictability in the housing system?

Answer: Moderate degree of stability and predictability
Points: #REF!

Milestones Details

Include at least one milestone (added more if needed):

- 1

Milestone Name:

Estimated Start Date:

Estimated Completion Date:

Description:

Hire consultant and select high density development policies

2023-09-01

2024-05-31

The bylaw review determined that there is no need to amend the OCP or Zoning Bylaw to support high density housing development. This milestone should be removed.
- 2

Milestone Name:

Estimated Start Date:

Estimated Completion Date:

Description:

Hearing process

2023-11-01

2024-01-01

The bylaw review determined that there is no need to amend the OCP or Zoning Bylaw to support high density housing development. This milestone should be removed.

3	Milestone Name:	Explore waiving public hearing process for high density affordable housing developments
	Estimated Start Date:	2024-01-02
	Estimated Completion Date:	2024-12-15
	Description:	The bylaw review determined that there is no need to amend the OCP or Zoning Bylaw to support high density housing development. This milestone should be removed .
4	Milestone Name:	Policy implementation
	Estimated Start Date:	1/1/2023
	Estimated Completion Date:	1/15/2025
	Description:	Council has determined that creating a housing authority and assuming a much larger role in the housing market is outside its current capacity. This milestone should be replaced with the second new milestone below.
5	Milestone Name:	Municipal servicing review for high density development
	Estimated Start Date:	2/15/2025
	Estimated Completion Date:	6/30/2025
	Description:	The engineering consultant will undertake the servicing review a described in the initiative description above. The report will provide recommendations for the Village to potentially implement through new guidelines and/or policy and (potentially) capital planning work with Yukon Infrastructure Development Branch. New
	Milestone Name:	High density best practices, guidelines and/or policy development
	Estimated Start Date:	7/1/2025
	Estimated Completion Date:	12/31/2025
	Description:	The engineering consultant will undertake the servicing review a described in the initiative description above. New



Initiative

Type of Change Required: Replace Initiative

Reason for Change:

Circumstances have changed for Initiative 4 of the VoC's Approved Action Plan. The anticipated transfer of the brownfield former grader station site to the Village has been delayed indefinitely. Instead of pursuing high density development on this one site, we intend to pivot to building partnerships across the community to bring much needed housing units to the market.

Original Initiative Name: Initiative 4 - High Density Site Development Incentives and Non-Profit Partnerships

New Initiative Name: Initiative 4 - Development Incentives Program

Initiative Type:

Other

Describe your initiative, including its goals and objectives:

We intend to create a suite of incentives to encourage local government and related entities and private land owners to develop all types of housing on underutilized and/or vacant properties within the Village boundaries.

Estimated Cost: \$150,000-\$300,000

Estimated Start Date: 2025-01-20

Estimated Completion Date: 2026-11-30

**Estimated number of units
the initiative will incent
within 10 years:**

30

**Estimated number of units
the initiative will incent
within the program period:**

19

Housing Type:

Missing Middle Housing

Other Expected Results:

We anticipate that some new single family dwellings might be incentivized through this initiative as well.

Priority Objectives [Select all that apply]:

- ☒ Creating more supply of housing
- ☒ Supporting low-carbon and climate-resilient communities
- ☒ Supporting affordable, inclusive, equitable and diverse communities
- ☒ Supporting complete and walkable communities with diverse land uses and access to amenities

Explain how the initiative supports the Priority Objective(s) selected:

Incentives will help reduce financial barriers to private and institutional land owners, resulting in more housing supply. We will tailor our incentives program to the needs of our small local market but design additional incentives for housing projects that prioritize affordability and are in closer proximity to schools, stores, and community hubs like the Recreation Complex.

Initiative Assessment:

1 How long will it take to complete the initiative?

Answer: 2. Within 2 years

Points: 3

2 How long will it take to start to achieve additional permitted units as a result of the initiative?**Answer:** 1. Within 1 year**Points:** 5**3 What is the extent to which the initiative will improve housing and community outcomes?****Answer:** 1. High degree of improvement**Points:** 5**4 What is the extent to which the initiative increases stability and predictability in the housing system?****Answer:** 1. High degree of stability and predictability**Points:** 5

Milestones Details

Include at least one milestone (added more if needed):

- 1 Milestone Name:** Engage with local housing stakeholders to identify barriers and needs
-
- Estimated Start Date:** 2025-01-20
-
- Estimated Completion Date:** 2025-03-31
-
- Description:** We will reach out to the broader community as well as targeted groups (i.e., recent land purchasers, Carmacks Development Corporation, Little Salmon Carmacks First Nation) to identify prospective housing opportunities and understand what types (and levels) of incentives and/or other forms of support could move these opportunities towards implementation.
-
- 2 Milestone Name:** Design and adopt incentives program
-
- Estimated Start Date:** 2025-04-01
-
- Estimated Completion Date:** 2025-06-30
-

Description:

Based on the results of our engagement, we will design an incentives program that establishes criteria, incentive types and levels, and other pertinent details for review by Council. We will draw from other Yukon jurisdictions who have rolled out incentives as part of their HAF Action Plans. Council will review the draft program and, once ready, formally adopt it at a Council meeting.

3 Milestone Name:

Launch and administer incentives program

Estimated Start Date:

2025-07-01

Estimated Completion Date:

2026-11-30

Description:

Once the new incentives program is officially adopted by Council, we will again engage with the community and those who participated in our early 2025 engagement to promote the program and encourage participation. We will work with all applicants to successfully navigate the program and work towards receiving their building permits, with a final program cut-off of November 30, 2026.

4 Milestone Name:**Estimated Start Date:****Estimated Completion Date:****Description:**

Initiative

Type of Change Required: Replace Initiative

Reason for Change: Initiative 6 of the original Action Plan focuses on encouraging new housing types/prefabs and modular units. We would like to broaden this initiative to not assume modular units but include these as an option alongside conventional stick framed units. We would also like to explore the suitability of modular units for a VoC staff housing initiative.

Original Initiative Name: Initiative 6 - Encouraging new housing types/prefabs and modular units

New Initiative Name: Initiative 6 - Village staff housing project and modular/prefab exploration

Initiative Type:

Other

Describe your initiative, including its goals and objectives:

We intend to broaden the original initiative by researching modular housing options and making this information available as previously described. However, instead of committing to using modular or alternative construction forms (which the original Action Plan does), we prefer to let landowners and private housing developers determine what best meets their needs. We'll directly apply our research to the development of more staff housing on a Village-owned lot in the downtown core and determine the most cost-effective way to approach a 4-8 housing unit. Based on our findings, we will undertake site planning and move the first phase of this project forward.

Estimated Cost: \$250,000+

Estimated Start Date: 2025-02-01

Estimated Completion Date: 2026-12-31

Estimated number of units the initiative will incent within 10 years: 20

Estimated number of units the initiative will incent within the program period: 4

Housing Type: Missing Middle Housing

Other Expected Results:

Priority Objectives [Select all that apply]:

- ☒ Creating more supply of housing
- ☒ Supporting low-carbon and climate-resilient communities
- ☒ Supporting affordable, inclusive, equitable and diverse communities
- ☒ Supporting complete and walkable communities with diverse land uses and access to amenities

Explain how the initiative supports the Priority Objective(s) selected:

Providing Carmacks landowners and prospective housing developers with more information on modular and prefab options will encourage informed decision-making and increase confidence to proceed with housing projects. The VoC staff housing initiative will add much needed "missing middle" units on a centrally located lot in the community and potentially pilot alternative housing forms if deemed the most appropriate and cost-effective choice.

Initiative Assessment:

1 How long will it take to complete the initiative?

Answer: 2. Within 2 years

Points: 3

2 How long will it take to start to achieve additional permitted units as a result of the initiative?

Answer: Within 2 years

Points:

3 What is the extent to which the initiative will improve housing and community outcomes?

Answer: Moderate degree of improvement

Points:

4 What is the extent to which the initiative increases stability and predictability in the housing system?

Answer: Moderate degree of stability and predictability

Points:

Milestones Details

Include at least one milestone (added more if needed):

1 Milestone Name:	Research alternative housing development options
Estimated Start Date:	2025-01-01
Estimated Completion Date:	2025-06-30

Description:

We will undertake research on alternative/prefab/modular housing forms that may be applicable to the Carmacks context, including a range of dwelling sizes, manufacturer options, and approximate costing. This research will compare the costs of alternative housing forms with conventional stick-framed construction. This research will be compiled into an easy-to-read document and made available to private landowners in the Carmacks area. As part of this research, we will consider the suitability of prefab/modular forms for a 4-8 plex development on a Village owned lot in the downtown core as a pilot project and decide which approach to take to this project.

- 2 Milestone Name:** Undertake site planning and building schematic design for Development Permit
-
- Estimated Start Date:** 2025-07-01
-
- Estimated Completion Date:** 2025-10-31
-
- Description:** Guided by the decisions made in the previous milestone, we will advance site planning and schematic design for the staff housing project. This may involve hiring an architect to develop a design and/or advise on prefab building siting and overall layout given the lot's orientation, tree coverage, and relationship to neighbouring properties. This milestone will finish with a Development Permit application - **recommend adding encouraging uptake of CMHC Catalogue of Homes.**
-
- 3 Milestone Name:** Develop a project budget and explore financing and funding options
-
- Estimated Start Date:** 2025-11-01
-
- Estimated Completion Date:** 2026-02-28
-
- Description:** With our site plan and schematic building design complete, we will carefully cost out the project and explore funding and/or financing options with entities like the Yukon Housing Corporation, Business Development Bank of Canada, Canadian Mortgage and Housing Corporation, and other.
-
- 4 Milestone Name:** Secure building permit and initiate first phase
-
- Estimated Start Date:** 3/1/2026
-
- Estimated Completion Date:** 12/31/2026

Description:

We will complete the municipal development permitting process and advance the project to final design. Final design will be advanced to secure a territorial building permit. If seasonal conditions allow we will initiate the first phase site preparation of the staff housing project in step with available funding and resources.

May 15, 2025

Chantal Pelletier
Chief Administrative Officer
Village of Carmacks
Box 113
Carmacks, YT Y0B 1C0



**RE: PROPOSAL FOR CARMACKS HOUSING ACCELERATOR FUND IMPLEMENTATION –
SPRING/SUMMER 2025**

Dear Chantal,

Groundswell Planning is submitting the following brief proposal as follow-up to its conversations with you and Mark Wickham (Across the River Consulting) on April 3 and May 7th, and previous conversations with Adam Greenwood (Greenwood Engineering Services).

The Village has received two installments of annual funding from the Canada Mortgage and Housing Corporation (CMHC) under its Contribution Agreement (CA) for the Housing Accelerator Fund (HAF), signed in early January 2024. Mark and I completed our review of the HAF CA this past September and worked with CMHC staff until early February to develop and formally submit amendments to the CA and the HAF Action Plan to better align it with the VOC and Carmacks housing context.

The review of the Action Plan amendments is on pause while the federal election is underway. This delay puts the Action Plan, and VOC by extension, at risk of missing tasks and timelines and having to play "catch up" yet again. This proposal focuses on the completion of the Action Plan that are most at risk over the upcoming spring/summer. Once CMHC formally responds to the amendments, VOC can consider how best to approach the remainder of the Action Plan.

Scope of Work

Groundswell, working with Across the River Consulting and Greenwood Engineering Services, proposes to fulfill the following HAF Action Plan milestones (as per the amendments):

1. Conduct a municipal servicing review for high density development;
2. Engage with local housing stakeholders to identify barriers and needs to housing development;
3. Design and adopt a housing incentives program; and
4. Research alternative housing development options.

A more detailed breakdown of tasks associated with each milestone is provided in Table 2.

Budget and Schedule

The above noted milestones will be completed for a total maximum budget of \$73,190.35, inclusive of travel expenses charged out according to Government of Yukon 2025 rates. VOC will be billed on a time and materials basis monthly (or thereabouts). Permission will be sought from VOC for any significant scope or budget changes.

The first milestone completion is slated for July 31 and the final milestone is scheduled for September 30, 2025.

Please refer to Table 2 for more information.

Closing

Thank you for the opportunity to work with the Village on this rewarding project. Please let me know if you wish to discuss the contents of this proposal further.

Sincerely,

A handwritten signature in black ink that reads "Jane Koepke". The signature is written in a cursive, flowing style.

Jane Koepke
Principal
Groundswell Planning

cc Mark Wickham, Across the River Consulting
Adam Greenwood, Greenwood Engineering Solutions

Table 1. Detailed workplan, schedule and budget for Carmacks HAF Implementation – Spring/Summer 2025

INITIATIVE (AS PER AMENDMENT)	MILESTONE (AS PER AMENDMENT)	TASKS	ESTIMATED COMPLETION	CONSULTANT HOURS					EXPENSES	
				JANE	MARK	ADAM	GES	OTHER	VEHICLE	MEALS
#3. Development of High Density Policies	1. Municipal servicing review for high density development	Conduct review and submit report	31-Aug	4	2	32	88	\$ 262.80	\$ 53.30	
#4. Development Incentives Program	1. Engage with local housing stakeholders to identify barriers and needs	Project orientation and key developer meetings	05-Jun	8	8			\$ 262.80	\$ 53.30	
		Create a simple public engagement strategy	21-May	2	1					
		Create communications materials (survey, mailout, etc)	23-May	24	2					
		Host session(s) in Carmacks for public	05-Jun	8	8			\$ 262.80	\$ 147.90	
		Draft brief summary of public/developer input	13-Jun	6	1					
	2. Design and adopt incentives program	Review VOC development incentives policy	31-May		2					
		Review other Yukon incentives programs	10-Jun	2	16					
		Draft/present outline of recommended program/policy and rationale	30-Jun	12	32			\$ 262.80	\$ 147.90	
		Draft policy/bylaw/document for Council review	31-Jul	2	40			\$ 262.80	\$ 73.95	
#6. Village staff housing and modular/prefab exploration	1. Research alternative housing development options									
		Review CMHC catalogue	30-Jun		6					
		Research prefab and modular options for Yukon	31-Jul	2	32					
		Draft a summary report for Carmacks residents	31-Aug	12	8					
		Promote report to Carmacks residents	15-Sep	4	1					
		Study building options/costs/benefits for Lot 127	30-Sep	3	48					
CONSULTANT HRS				89	207	32	88			
SUB-TOTALS				\$15,575	\$36,225	\$6,400	\$ 13,200	\$ 1,314	\$ 476.35	
TOTAL BUDGET				\$ 73,190.35						

Ship To: IN STORE PICKUP

 Invoice To: Village Of Carmacks
 Yukon Y0B 1C0

Branch 01 - CHILLIWACK, BC		
Date 03/14/2025	Time 14:39:27 (O)	Page 1
Account No CASH01	Phone No	Est No 02 Q00832
Ship Via FOB CHILLIWACK	Purchase Order TBD	
Tax ID No		
CHARLES ARNOT		Salesperson CLA / DT

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 04/13/2025 Amount

New Stock #: New Serial #: 1566754.00

2025 CBI 484BT Tracked Chipper

- Diesel, Caterpillar C18 765-HP, T2 (570kW)
- Added 36/4000 warranty
- (2) Staggered pockets provide(4) 24" wide cuts
- Reversing pitch radiator fan that reverses airflow automatically
- Remote control operated

Included Options

- Compressor
- Metal Detection
- CE Compliance Package

Subtotal: 1566754.00

GST 5%: 78337.70

Authorization: Quote Total: 1645091.70

- PRICING IS IN CANADIAN DOLLARS, FOB CHILLIWACK BRANCH
- PRICING IS VALID FOR 14 DAYS
- 30% NON-REFUNDABLE DEPOSIT REQUIRED
- BALANCE DUE PRIOR TO SHIPMENT
- 7 MTH LEADTIME FROM DATE OF ORDER

- CURRENT MACHINE HOURS: NEW
- WARRANTY: 12 MTHS OR 2000 HRS WHICHEVER COMES FIRST

 PLEASE CONTACT FRONTLINE FINANCIAL FOR FINANCE AND LEASE
 OPTIONS. VANESSAR@FL-MACHINERY.COM OR CALL 1-844-245-3844

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6-8 months
 delivery
 with training

Reduce Costs - Increase Productivity
THANK YOU FOR YOUR BUSINESS. WE APPRECIATE IT



A TEREX BRAND

PRODUCT SPECIFICATION

CHIPMAX 484

WHOLE TREE
CHIPPER

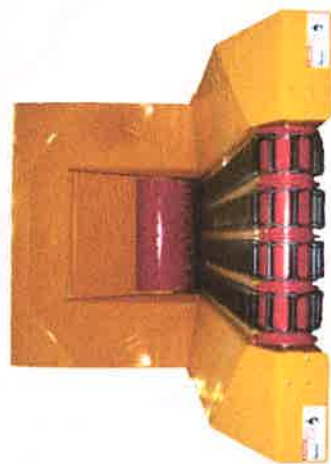


AVAILABLE AS TRACKED, PORTABLE, AND TRUCK-MOUNTED

This compact and reliable chipper consistently out-produces the competition by up to 50 percent on a daily basis and has a high-production capability of up to 120 tons per hour. Compact yet enormously productive, the CBI ChipMax 484 whole tree chipper hit the market with an eye on productivity and customer flexibility. The rotor, chipper box, and feed system are the strongest in its class as this drum chipper provides owners with years of trouble-free service. No other drum chipper currently on the market challenges machine operators to keep up as much as this extreme-duty biomass production workhorse.

PRODUCTION RATES UP TO 120 TONS AN HOUR.

REDESIGNED INFEED



Larger feed opening, lower winged side walls, sloped deck, and reverse pivoting feed yoke make feeding brush and tops easy.



FUEL CHIPS



MICRO CHIPS

484BT Tracked



484VT Tracked



484BP Portable



484VR Truck-Mounted



www.cbi-inc.com

Rotating discharge chute for top loading of trailers and 290° rotation for broadcast chip spreading minimize truck relocation during loading. Available in straight, flexible, or vertical configurations. *Pictured in vertical.

Infeed accepts logs up to 24" in diameter. Option of apron-style conveyor to prevent material spillage or four strand, heavy-duty drag chain to screen abrasive material.



APRON OPTION



DRAG CHAIN OPTION

CAT, C-18, 755 HP Tier 4 final engine.

500 mm triple grouser tracks on tracked models.

IQAN control system with radio remote control.

Standard, pivoting, or rotating chip deflector options to ensure smooth and precise discharge.

Rotor options

Featuring two rotor options, the CBI 484 makes high-quality fuel chips custom sized from 12–25 mm or "micro-chips" from 2–12 mm from logs up to 24" in diameter. These wood micro-chips produce a consistent fiber length that dramatically reduces the overall cost of producing pellets and improves the function of small boilers.

Two pocket rotor



Four pocket rotor



Easy access for knife changes



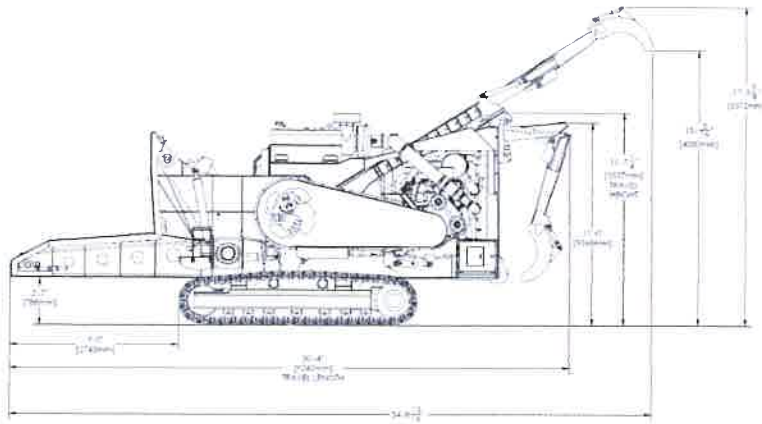
Dynamic chip deflector options



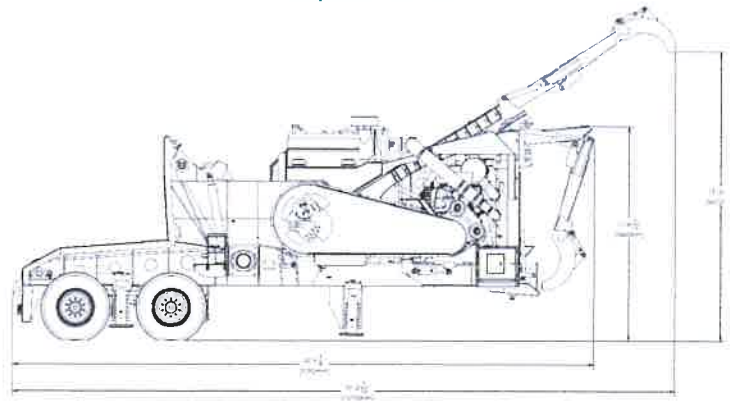
Quickly adjusts to loading angle



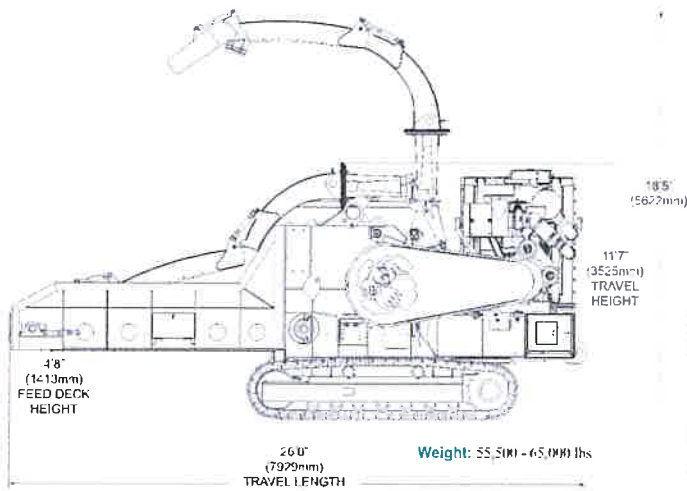
ChipMax 484BT



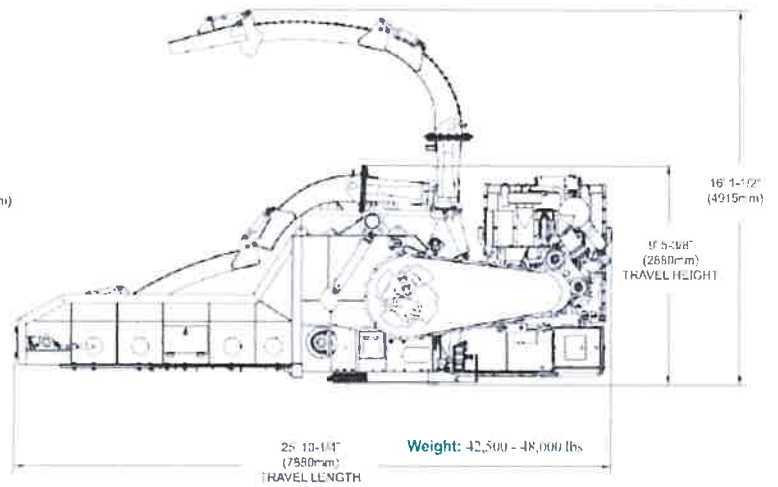
ChipMax 484BP



ChipMax 484VT



ChipMax 484VR



MODEL	WEIGHT	TRAVEL HEIGHT	TRAVEL LENGTH	WIDTH	ENGINE	INFEED	ROTOR
484BT	56,000 lbs.	11'- 7" (3525 mm)	30'- 4" (9200 mm)	8'- 4" (2.5 m)	CAT C-18, 765 HP	48"W	48"W, 40" D
484BP	55,000 lbs.	13'- 6" (4100 mm)	30'- 2" (9100 mm)	8'- 4" (2.5 m)	CAT C-18, 765 HP	48"W	48"W, 40" D
484VR	42,500 - 48,000 lbs.	9' 5" - 5.375" (2880 mm)	25' - 10.25" (7880 mm)	8'- 4" (2.5 m)	CAT C-18, 765 HP	48"W	48"W, 40" D
484VT	55,500 - 65,000 lbs.	11'- 7" (3525 mm)	26' 0" (7929 mm)	8'- 4" (2.5 m)	CAT C-18, 765 HP	48"W	48"W, 40" D



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Village of Carmacks
Request for Sourcewell Quote
Brush Chipper

May 22, 2025

Attention Chantal Pelletier,

I would like to take this time to thank you for giving Brandt Tractor Ltd. the opportunity to quote for the brush chipper. As you review the information provided in our submission please keep in mind the following information regarding our company and our manufacturer.

Not only do we provide superior quality equipment to meet and exceed your needs, we provide unrivaled support from resident technicians, to extremely knowledgeable parts, service, and in field customer support advisors. We currently have dealerships from coast to coast and a dealership located in Fort Nelson BC for all your sales, service and parts needs.

Brandt has Regional Distribution Centers all over Canada, these facilities allow us to over achieve with parts supply and response times to our customers across the nation. Brandt Tractor Ltd. has 56 branches across Canada and all dealerships have stocked parts departments of all fast moving parts that operate 24/7. Our head office is located in Regina Saskatchewan and is a Platinum Member of the Canada's 50 Best Managed Companies program.

Once again thank you for the opportunity to quote the Morbark EB 2131 chipper, should you have any further questions or concerns, please do not hesitate to call me at your earliest convenience.

Thank you,

Kailli Spencer
Territory Manager
Brandt Tractor Ltd.
(250) 774.4725 tel
(250) 262.8888 cel
(250) 785.3493 fax
kspencer@brandt.ca

*2-3 week delivery
with Training*

Brandt Tractor Ltd.

Fort Nelson Branch, 4505-55th Street, Fort Nelson, BC, V0C1R0, 250.774.4725





Corporate Profile



Brandt Tractor Ltd. is the world's largest privately held John Deere Construction and Forestry Dealer. We're proud to offer a complete line of John Deere construction and forestry equipment, from backhoes to excavators and graders, to skid steers and waste handling equipment, plus the kind of quality support a superior product of this nature deserves. And while John Deere is the company's main equipment line, we also offer sales and service for Ditch Witch, Morbark, Topcon, and Hammerhead. We believe in delivering value to our customers each and every day. Brandt has 56 branches across Canada to serve our broad base of customers in BC, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, Maritimes, the Northwest Territories, and Nunavut.

Powerful Value Delivered, is much more than a tagline at Brandt. It's our company-wide promise to help our customers succeed by empowering them with the outstanding performance of our people and the uncompromising quality of our products and services.

Grown from the seeds of an entrepreneurial spirit over 80 years ago, Brandt has a long history of providing powerful value to our customers through a solid commitment to strong core values; **Quality, Innovation, Commitment and Customer Focus**. Originally Brandt Electric designed and built innovative products including one of the first grain augers available in Canada. Eventually, Brandt Electric became Brandt Industries Ltd. Today, Brandt is a growing, dynamic and diverse group of companies headquartered in Regina, Saskatchewan. Brandt employs more than 5600 people across Canada and the US and services markets in over 20 countries and six continents. Brandt is the largest privately owned company in Saskatchewan and a Platinum Member of the Canada's 50 Best Managed Companies program.

Brandt Agricultural Products Ltd. engineers and manufactures quality agricultural equipment and markets these products through a dealer network in North America, Europe and Australia.

Brandt Developments Ltd. is a community-oriented real estate developer with the financial resources and proven expertise in the design, build, and management of highly-efficient, environmentally considerate and technologically advanced commercial business sites.

Brandt Engineered Products Ltd. (ISO 9001-2008) specializes in innovative machine and system design, manufacturing, installation, and commissioning for the tube and pipe and mining industries around the world.

Brandt Equipment Solutions Ltd. specializes in the design and manufacture of customized attachments and guarding for heavy-duty construction equipment.

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Brandt Finance Ltd. provides financing for new and used equipment, including non-Brandt products.

Brandt Positioning Technology is the exclusive Topcon Dealer in Western Canada for construction, survey/engineering/GIS, and agriculture positioning technologies.

Brandt Road Rail Corporation manufactures and markets railway maintenance equipment to customers throughout the world.

Brandt Truck Rigging & Trailers. This new division carries on the proud Camex tradition of supplying premium-quality specialty transportation solutions for industry.

Brandt Tractor Ltd. is the largest privately held John Deere construction and forestry dealership in the world with 56 locations across Canada.

Brandt believes in safe workplaces. To achieve this goal, we employ a number of safety risk mitigation measures including, but not limited to, safety awareness training, risk identification practices, education and instruction, operating standards, and compliance management procedures. Awareness, risk identification, education programs, and rigid safety standards ensure that we employ every measure possible to make our worksite safe places for our people. Our commitment to responsible environmental practices in all aspects of our company is also a key priority. Our concern extends well past regulatory compliance to reflect our respect for nature and our responsible management and stewardship of resources.

INTEGRITY DRIVES OUR ACTIONS

Integrity has been defined as doing the right thing, even when no one is watching you. This belief governs how Brandt operates and conducts business every minute of every day. We set a high standard for ourselves and we expect the same from everyone who works for, or acts on behalf of, every Brandt division. Trust takes years to build and only seconds to tear down. We believe that upholding the highest ethical standards in all of our business activities is the key to maintaining the great relationships we've built with our employees, our customers, and the communities we've invested in.



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Village of Carmacks (Member # AB7005) Sourcewell Pricing

Please find below quote and options for the requested Morbark EB2131 Chipper.
Quoted in compliance with Morbark Sourcewell Contract # 031721-MBI

Includes Following Equipment:

Stock 2024 EB2131- New Unit

- Morbark orange urethane paint system
- Infeed with rigid tray and control handle to actuate feed wheels and dual safety pull cables
- Dual horizontal feed wheels with TorqMax™
- Top feed wheel compression system, hydraulic lift assist, Variable Force™
- Direct drive bottom feed wheel with box mount coupler
- Reversing automatic feed system
- 37-3/8" diameter x 23-3/4" wide, four (4) dual-edged knife staggered pocket drum with removable knife holders, dual sided chambered air impeller system and controllable air flow vents
- 60-gallon lockable fuel tank with drain plug, electronic fuel gauge and shut-off valve
- 41-gallon lockable hydraulic reservoir with sight gauge, drain plug and clean-out cover
- Live hydraulics; ball valve, pump, motor and control valve
- Swivel discharge chute with 360° rotation and adjustable flipper end to deflect chips
- 6"x2" channel frame with cross bracing for additional structural rigidity
- 6"x4" tubular steel telescoping drawbar with (2) 12" extensions, adjustable hitch plate with 2-1/2" pintle ring and 3/8" thick safety chains with clasp hooks
- 12,000lbs Torsion axle, electric brakes, break-away actuator with 235/75R x17.5" radial tires and hexagon splash guard fenders
- 10,000lbs tongue jack with stationary foot pad
- Lockable steel combination tool and battery box compartment with 8D, 1400CCA battery
- Tube and support pad to mechanically raise and lower feed wheel using the drawbar jack
- Registration and operator guide holder
- Complete set of manuals including: Safety and Operator's, Parts Manual with electronic back-up, which also includes a Safety Video and OEM component manuals. Also included is an engine manual if applicable along with start-up paperwork
- Enclosed engine with gauge panel, radiator fines screen and slide rails for belt adjustment
- Trailer wiring package includes: 7-pin flat electrical connector, LED tail lamps, LED side marker lamps, tail lights, and license plate holder with light
- Variable speed flow control
- Origin 6.2L, 174-HP gasoline engine with over center clutch
- Winch package: Heavy-duty, 5000lb pull capacity with rope, 10' chafe guard and interlock device
- Freight
- PDI
- 13% Sourcewell Discount Applied
- Quote Valid for 30 Days
- Quote is subject to machine availability

Selling Price Sourcewell Discount Applied

\$ 150,900

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Spare Parts Inventory

The Fort Nelson dealership will be your main contact point for all your parts needs. They have fully stocked parts departments that work in conjunction with all our other dealerships to coordinate parts. At Brandt we maintain a minimum parts level in our system that gets replenished when stock levels hit the safety stock point. Any parts across the company that get a minimum of 2 orders in the past 2 years we keep on the shelf. If we do not have the required part at the closest parts department it is shipped out from the next location for next day.

Brandt has a customer Support Centre that reduces trouble shooting time for repeat problems and gets your equipment back to work quickly and efficiently. Brandt offers 24/7 live operator parts coverage, with fully trained parts staff for immediate ordering. We are committed to offering the best over-the-counter parts availability in the industry. Brandt is committed to trained technical specialists ready to assist you when you need us, and full after hours support to ensure that when you're working, we're working.

Customer Service Agreement

Brandt technicians are available for on-site and emergency service 24 hours a day, seven days a week. A fleet of heavy-duty service trucks covers our entire territory. Fully equipped with special purpose tools and computerized diagnostic equipment, they provide fast, accurate troubleshooting and repair. Working closely with our 24/7 Product Support Centre we have instant access to parts availability when needed. Our Fort Nelson Dealership has a full service shop with factory trained technicians that are available for equipment repairs during normal business hours.



MORBARK

With its large capacity and high-production volume reduction capabilities, this chipper is perfect for residential tree services, vegetation management, lot and land clearing, maintenance contractors and municipalities.

The **Eeger Beaver 2131** boasts a huge list of options to customize the machine as well as more standard features than any other chipper in its class.

The 2131 is also available tracked for right of way clearing, highway cleanups and hard-to-reach areas requiring a self-propelled unit for material access. An optional loader also is available.



MADE FOR MORE TO KEEP PACE WITH YOU



**EEGER
BEEVER**

2131

**BRUSH
CHIPPER**

FEATURES AND BENEFITS

- The unit can be outfitted with a four- or six-cylinder diesel engine and choice of single or tandem axle.
- The TorqMax™ dual feed wheel compression system provides more than 7,500 lb/ft (10,169 Nm) of material pulling force.
- The Variable Force™ Hydraulic Down Pressure System eliminates the use of springs and creates up to 10,000 lb (4,536 kg) of perpetual down pressure.
- The dual-sided, chambered air impeller system with controllable air flow vents increases chip-throwing velocity and easy discharge of light, leafy material.
- The reversing auto-feed system automatically stops forward feed and briefly backs material away from the drum for optimum performance.



MORBARKDEALERS.COM



MORBARK

**EEGER
BEEVER**

2131 BRUSH CHIPPER SPECIFICATIONS

Specifications may vary with equipment options

Updated 4/17/23

GENERAL	US	METRIC
Height (single/tandem axle)	9'8"11"	2.7 m
Width (single/tandem axle)	7'8"/8'	2.3 m
Length	21'8"	6.6 m
Gross weight (approx., single axle)	11,100 lb	5,035 kg
Gross weight (approx., tandem axle)	12,700 lb	5,761 kg
Suspension (single axle)	(1) 12,000 lb Torflex	(1) 4,536 kg Torflex
Suspension (tandem axle)	(2) 8,000 lb Torflex	(2) 3,629 kg Torflex
Infeed opening (height x width)	36" x 59"	91.4 x 149.9 cm
Throat opening (height x width)	20.5" x 31"	52.1 x 78.7 cm
Drum (width x diameter)	23.5" x 37.4"	59.7 x 94.9 cm
Engine	CAT, Ford, Isuzu, John Deere	
Horsepower	140–275 HP	104.4–205 kW
Fuel capacity	60 gallons	227.1 L
Hydraulic capacity	41 gallons	155.2 L
Frame	2" x 6" Tubular	5.1 x 15.2 cm Tubular
Tires	235/75R17.5	
Hitch	2.5" Pintle	6.4 cm Pintle

EQUIPMENT HIGHLIGHTS

- 23.5" wide (59.7 cm) x 37.375" (94.9 cm) diameter, four dual-edged knife staggered-pocket drum with removable knife holders, dual-sided, chambered air impeller system and controllable air flow vents
- Dual horizontal feed wheels with TorqMax™ top feed wheel compression system, hydraulic lift assist and Variable Force™ constant hydraulic down pressure system with additional manually applied hydraulic down pressure at the valve handle
- Live hydraulic system including: ball valve, pump, motor, and valve bank with additional pre-plumbed valve section for installation of an aftermarket winch package
- 360° manual height-adjustable discharge
- Direct-drive bottom feed wheel

OPTIONS INCLUDE

- Winch Package
- Bottom Bump Bar
- Hydraulic Swivel Discharge
- Cone Holder
- Spare Tire and Mount
- Folding Infeed Tray
- Flow Control
- Axle Options Available
- Infeed Curtain
- Strobe Light
- Pusher Paddle
- Front and Rear Stabilizers



RE: Inquiry Regarding Liability and Insurance Coverage for Public Safety Equipment

From Greg Woodford <greg.woodford@acera.ca>
Date Thu 2025-05-22 4:47 PM
To Village of Carmacks Finance <finance@carmacks.ca>
Cc CAO Village of Carmacks <cao@carmacks.ca>

Hi Annette,

Thank you for reaching out. I appreciate the Village's proactive approach to enhancing public safety along the riverfront. Below are my comments in response to your questions regarding the potential insurance and liability implications of installing life rings or life preserver buoys:

1. Liability Considerations

The installation of life-saving equipment such as life rings can, in fact, be viewed positively from a liability perspective. Courts tend to assess whether reasonable steps were taken to mitigate known risks. Providing life rings in an area with known water hazards could demonstrate due diligence and a commitment to public safety.

That said, there is an associated responsibility to ensure:

- The equipment is **properly installed**.
- It is **routinely inspected and maintained** to remain functional.
- **Clear signage** is posted to explain its intended use and limitations.

Failing to maintain or inspect the equipment appropriately could create exposure if someone were injured and the equipment was found to be inoperative or missing.

2. Insurance Coverage

The Village's existing **General Liability policy** will extend to cover the installation and use of public safety equipment, provided it is municipally owned and maintained.

I recommend:

- Documenting the equipment locations, maintenance schedule, and inspection protocols.

No new line of insurance is required, but it's important to notify your insurer about the change in operations and I will do that for you if the Village proceeds.

3. Best Practices & Risk Mitigation Strategies

To help minimize risk and reinforce the effectiveness of this initiative, I would recommend:

- **Routine inspections** (monthly at minimum, more frequently during peak use seasons).
- A **maintenance log** documenting checks, servicing, or replacements.
- **Clear, weather-resistant signage** with visual instructions for emergency use and a disclaimer.
- Placing equipment in **visible, accessible locations** that don't obstruct regular use of the area.
- Considering input from emergency services on placement and potential enhancements.

I hope this information will help Mayor and Council in their decision moving forward. Please let me know if I can be of any further service.

Regards,



Greg Woodford, CIP
Acera Insurance

Senior Client Executive, Commercial Insurance
Partner

Direct 867.668.8032 ext.7432

Email greg.woodford@acera.ca

201 - 9016 Quartz Road | Whitehorse, YT Y1A 2Z5 | **Main** 867.668.4343 | **Fax** 867.668.4340 | **Toll-free** 1.888.413.2149 | acera.ca

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From: Village of Carmacks Finance <finance@carmacks.ca>
Sent: Thursday, May 22, 2025 9:48 AM
To: Greg Woodford <greg.woodford@acera.ca>
Cc: CAO Village of Carmacks <cao@carmacks.ca>
Subject: Inquiry Regarding Liability and Insurance Coverage for Public Safety Equipment

EXTERNAL email - Verify sender and attached information or links to be safe!

Hi Greg,

Mayor and council are considering the installation of 1-5 life rings or life preserver buoys at the river adjacent to the recreation center as a public safety measure. Before proceeding, we would like to understand the potential insurance and liability implications of providing this type of safety equipment to the public.

Specifically, could you please advise on:

1. Whether the Village would assume any additional liability by installing and maintaining such equipment?
2. What type of insurance coverage, if any, would be recommended or required in this situation?
3. Are there any best practices or risk mitigation strategies you would recommend to minimize potential liability?

Your guidance on this matter would be greatly appreciated as we evaluate the feasibility of this initiative.

Thank you,



Annette Wylimczyk

Finance Officer

Village of Carmacks

T 867-863-6271 Ext. 104 Carmacks.ca

I respectfully acknowledge that I work within the Traditional Territories of Little Salmon Carmacks First Nation.