

Village of Carmacks Council

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

Agenda 25-17

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, September 2nd, 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 August 19th, 2025 *Motion to Approve*
4. **Delegation**
 - 4.1. Balance Biogas – Jonathan Osborne
5. **Correspondence**
 - 5.1. Carmacks DMAF update
6. **Reports**
 - 6.1 Council Activity Reports
 - 6.2 Mayor's Report
 - 6.3 CAO Report
 - 6.4 PWGM Report
 - 6.5. Bylaw Report
 - 6.6. Visitor Center Report
 - 6.7. Finance Report
 - 6.8. Association of Yukon Communities (AYC)
7. **Bylaws**
 - 7.1. By-Law 320-25 - Appointment of Interim CAO
8. **New and Unfinished Business**
 - 8.1. Update on Weigh Scale project
 - 8.2. Canada Life Benefit cost sharing
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 August 19th, 2025, IN THE MUNICIPAL COUNCIL CHAMBERS

PRESENT: Mayor: J. Lachance

Councillors: D. Mitchell, T. Wheeler

Staff: Acting CAO A. Wylimczyk, P. Singh

Delegation: None.

1. CALL TO ORDER: Mayor J. Lachance called the meeting to order at 7:08 PM.

2. AGENDA: Council reviewed the agenda.

25-16-01 M/S Councillors T. Wheeler / D. Mitchell motioned that the agenda be accepted as presented.

CARRIED

3. MINUTES:

3.1 From the regular council meeting on August 05th, 2025

25-16-02 M/S Councillors T. Wheeler / D. Mitchell motioned that the minutes be accepted as presented.

CARRIED

4. DELEGATION

4.1 RCMP

Mayor and Council received the **RCMP's July 2025 monthly report** for review. Council went through the contents of the report during the meeting.

Unfortunately, the RCMP were unable to attend the meeting in person to provide their update directly.

4.2 PWGM- Proposal for Fleet Replacement

The Public Works General Manager presented a proposal regarding the replacement of the Village's existing 2016 Kubota R630C loader, which has been experiencing ongoing mechanical and maintenance issues.



Two quotes were received for a skid steer:

- Yukon Kubota: New Kubota SVL65-2 Compact Track Loader – Net price after trade-in of the Village's Kubota R630C would be \$50,798.89 + GST, for a total of \$53,338.83.
- MacPherson/Bobcat of Whitehorse: New Bobcat T64 Compact Track Loader – With a special Carmacks discount and trade-in value of the Kubota, the net cost to the Village would be \$31,500.00 (incl. taxes).

The PWGM noted that the Bobcat unit would be more versatile and compatible with existing attachments. It could also be used to assist with recycling center operations, loading materials, and reducing reliance on Public Works staff for moving equipment.

Council discussed the pros and cons of each option, including long-term maintenance, attachment compatibility, and budget considerations. It was confirmed that funds remain in the 2025 Fleet Replacement budget line (\$33,000 balance), with additional flexibility under the capital budget if needed.

25-16-03 M/S Councillors D. Hansen / T. Wheeler motioned to approve the purchase of a Bobcat T64 Compact Track Loader from MacPherson/Bobcat of Whitehorse at a net cost of \$31,500.00, to be funded from the Fleet Replacement capital budget.

CARRIED

5. CORRESPONDENCE

5.1 Boardwalk Audit Reconciliation

Council reviewed correspondence from CanNor regarding the Boardwalk Expansion Project funding reconciliation. The Village had received an advance of \$450,000 for the project. Following audit and reconciliation, certain expenditures were deemed ineligible under the funding agreement.

As a result, CanNor determined that the Village must return **\$23,086.80**.

Council discussed the situation, noting that the repayment was not due to missed timelines but rather to expenditures that were not eligible under the funding stream. The Finance Officer confirmed that the repayment would be processed and funds would be allocated appropriately.

25-16-04 M/S Councillors T. Wheeler / D. Mitchell motioned to approve repayment of \$23,086.80 to CanNor in accordance with the Boardwalk Expansion funding reconciliation.

CARRIED



5.2 Letter from Mr. Harris to Community Advisor A. Webster regarding Traffic Bylaw 307-24

Council reviewed correspondence from Mr. Stuart Harris addressed to the Community Advisor, Ms. Webster, and to Mayor and Council. In his letter, Mr. Harris raised concerns about the process followed during the readings of Traffic Management and Parking By-Law No. 307-24, noting that two readings were completed in one session and that this limited opportunities for public input.

Mr. Harris requested that Council reopen the matter for further community consultation and input.

Council discussed the request, noting that under the Municipal Act there is no requirement to wait 12 months to reconsider a by-law, however, under the Village's internal policy, reconsideration can only occur after a 12-month period. It was confirmed that the 12-month timeframe will lapse in September 2025, at which time Council may bring the by-law back for review.

Council directed that the by-law and confirmed dates of eligibility for reconsideration be brought back to a future agenda, and that public input opportunities be included at that time.

25-16-05 M/S Councillors D. Mitchell / T. Wheeler motioned to receive and file Mr. Harris's letter regarding Traffic By-Law No. 307-24 under active correspondence and action as appropriate.

CARRIED

5.3 AYC Canada Life Benefits Renewal September 1st, 2025

Council received notice of the upcoming renewal of the AYC / Canada Life employee benefits plan, effective September 1, 2025, which includes a 4.7% increase in premiums.

It was noted that, under the Village's bylaw, the cost of premiums is shared between the employer and employees. However, the bylaw does not specify the exact percentage breakdown. Currently, the cost is split 50/50, which places a relatively high financial burden on employees.

Council agreed to defer this matter to the next regular meeting agenda for further discussion and consideration of options regarding cost-sharing.



5.4 Federal government invests in flood resilience measures for the Village of Carmacks and LSCFN

Council acknowledged the federal government's recent announcement of a \$38.47 million investment through the Disaster Mitigation and Adaptation Fund (DMAF) to support permanent flood mitigation measures in Carmacks and the Little Salmon/Carmacks First Nation.

The project will raise and reinforce River Drive, construct structural dikes along the Yukon River, and improve wastewater treatment system resilience during flood events. These measures aim to protect vital infrastructure, including the recreation complex, municipal services building, health center, fire hall, police station, homes, and businesses.

On behalf of the Village of Carmacks, the Mayor expressed thanks to the Government of Canada for this significant investment. The mayor also noted the importance of engaging with Yukon Government and federal officials to clarify project details and ensure the community understands how the measures will be implemented. Council agreed this would be an appropriate subject for discussion at a future Joint Council meeting with LSCFN.

25-16-06 M/S Councillors D. Mitchell / T. Wheeler motioned to receive the announcement of the federal government's investment in flood resilience measures for the Village of Carmacks and LSCFN, and that this item be referred to a future Joint Council meeting for discussion.

CARRIED

6. REPORTS

6.1 Councillor Activity Reports

Councillor D. Mitchell mentioned that he attended Special council meeting regarding the housing incentive policy last week.

Councillor T. Wheeler Councillor Wheeler reported that several residents have expressed concerns regarding the afterschool and school-age recreation programming. The programming ended on August 1st, 2025 and is not scheduled to resume until September 8th, 2025, leaving a gap of over one month.

Community members questioned the length of this gap and noted that while recreation staff are employed, no programming is being offered during the month of August.

Councillor Wheeler brought this forward on behalf of residents for Council's awareness and discussion.



6.2 Mayor J. Lachance reported attending the pool closing event and awards ceremony for the swimming program. The event was well attended, with over 35 children and their parents participating. It was held on a warm, sunny day, with food provided and a positive community atmosphere.

The mayor extended thanks to pool staff — Noah, Matthias, and Brenda — for their hard work throughout the season in ensuring that local children had access to a safe and enjoyable swimming program.

The mayor also attended a special meeting during the reporting period.

6.3 CAO Report

The Acting CAO, Ms. Annette Wylimczyk, provided a report to Mayor and Council.

Important Dates:

- Regular Council Meetings: September 2, 2025.

Project Updates:

- Carmacks Pool: The pool closed on August 15 due to staff returning to school and university. Public Works will complete shutdown and winterizing, with assistance requested from LSCFN.
- Landfill Composting Program: A tent has been erected, and Public Works is installing an electric fence. Further public engagement will be held in late August, where compost bins will be distributed. Balance Biogas has been engaged for additional support.
- Scale Project: No new updates.
- Hooter Revival: No volunteer has stepped forward to lead the initiative.
- Property Tax: Ten undeveloped property owners remain in arrears as of August 14. Reminder letters have been sent.
- Curling Rock Resurfacing: Chanel and George are obtaining quotes for resurfacing and shipping.
- Leased Spaces: Both the municipal office and recreation centre leases with Yukon Government commence September 1, 2025. YG has been contacted to review agreements.
- HAF: A special meeting was held on August 14 to review policy.
- Lagoon: YG project managers continue to work with LSCFN regarding ongoing issues.
- Arena Boilers: Budget Plumbing is awaiting arrival of a new fan to complete boiler repairs and restore operations.



Discussion:

- Councillors raised concerns about ensuring the arena is ready to open by mid-September, subject to weather, and requested that administration continue to follow up with contractors.
- Council also discussed potential involvement of high school students in community projects, such as the Hooter initiative, as a way to provide volunteer opportunities and possible school credit.

6.4 AYC

Councillor Wheeler mentioned there is nothing to report from AYC.

7. BYLAWS

None.

8. NEW & UNFINISHED BUSINESS

8.1 Draft AYC Policy Position Council Feedback

Council reviewed the Association of Yukon Communities (AYC) draft policy positions for 2025–26, which cover the following areas:

- Affordable Housing & Lot Development
- Community Safety
- Municipal Financial Sustainability
- Municipal Infrastructure Investment
- Emergency Preparedness & Planning

Councillors agreed that the draft positions are generally strong, but requested that the Community Safety section be expanded to highlight the following additional concerns:

- Rural health services, including the lack of nurses and medical staffing in small communities.
- RCMP staffing shortages, particularly in rural detachments.
- Volunteer ambulance driver shortages and the broader strain on emergency response capacity.

It was agreed that these issues should be framed as integral components of community safety, alongside mental health and substance use services.

Council noted that AYC requested feedback by August 30, 2025. To allow additional Councillors to provide comments, the item will be brought back at



the next Council meeting, with the option for Councillors to submit written feedback via the provided template.

8.2 Motion to adopt HAF Funding Policy

Council considered the Housing Development Grant Policy, developed with support from the Housing Accelerator Fund (HAF). The policy was previously discussed at a special meeting with representatives from HAF, Jane, and Mark, which included the third round of public input.

Updates since the last review included:

- Changing the grant stream name from “Standard” to “Minor Housing Development”.
- Confirming eligibility of private wells and septic systems under the Servicing Grant, though power servicing costs were not included.
- Clarification of the lottery system for oversubscribed applications.
- Setting timelines for building permits, construction completion, and repayment conditions for the 85% / 15% staged grant disbursements.

The policy establishes two grant streams:

- Minor Housing Development Grants – Base grant of up to \$40,000 per unit, plus bonus and servicing grants, to a maximum of \$210,000 for four units.
- Major Housing Development Grants – Flexible incentive packages up to \$30,000 per unit (maximum \$270,000), negotiated with Council, including options such as property tax abatements, fee waivers, and pre-development cost assistance.

The program is funded through the Housing Accelerator Fund and is effective immediately upon Council approval.

25-16-07 M/S Councillors T. Wheeler / D. Mitchell motioned to adopt the Village of Carmacks Housing Development Grant Policy as presented and updated.

CARRIED

9. QUESTION PERIOD

None.

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.



25-16-08 M/S Councillor T. Wheeler / D. Hansen motioned to go in-camera at 07:34PM.

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

25-16-09 M/S Councillor T. Wheeler / D. Mitchell motioned to go out of in-camera at 08:05 PM.

11. ADJOURNMENT

25-16-10 M/S Councillor T. Wheeler motioned to adjourn the meeting at 08:05PM.

Mayor J. Lachance adjourned the meeting at 08:05 PM.

Mayor J. Lachance

CAO Annette Wyliczyk (Acting)

RE: Carmacks DMAF Project Update

From David.Eastland <David.Eastland@yukon.ca>

Date Wed 2025-08-27 4:19 PM

To CAO Village of Carmacks <cao@carmacks.ca>; Village of Carmacks Finance <finance@carmacks.ca>; kelly.skookum <kelly.skookum@lscfn.ca>

Cc jeremy.lheureux <jeremy.lheureux@lscfn.ca>; Micheal.Ukrainetz <Micheal.Ukrainetz@yukon.ca>; Arbor.Webster <Arbor.Webster@yukon.ca>

 1 attachment (17 MB)

RE: Update - DMAF(HICC) for Flood Mitigation in Carmacks(\$38+million);

Hello Annette and Kelly,

I hope this email finds you both well. In light of Chantal's departure as CAO for the village and the recent request for quotes for a media announcement, please receive this email as an update regarding the \$38 million funding through DMAF that was awarded to Carmacks for flood and disaster mitigation infrastructure. I also included the previous email update from us to the stakeholder group from back in mid April with a lot of project background as well for reference. Apologies for the long email however there is a lot of information regarding DMAF and I didn't want to miss anything relevant.

Unfortunately, since April we have had little progress due to one major factor/delay and that is receiving the updated Schedule G document from Stantec. This forms the conceptual design and scope for the entire project and informs all the next steps going forward. We continued progress as much as we could with regulatory(Ausenco) to develop the regulatory roadmap for this project but have stalled now without the information coming from the updated Schedule G. See below the high-level breakdown of our current ongoing progress and next steps.

Currently on going:

- **Stantec Schedule G, High Priority** - We have not received the draft yet for review and comments(anticipated in the next 2 weeks). Stantec to also assist with other funding requirements as well like the GHG(Greenhouse Gas Assessment). Once Sch G is complete, Stantec has a presentation built into their contract for VOC/LSCFN(TBD)
- **Regulatory** – Ausenco has been retained to buildout the Regulatory Roadmap for the project(YESAA, DFO, Water License, Permits). Currently stalled waiting for key information from the Sch G. Once complete, Ausenco has a presentation built into their contract for VOC/LSCFN(TBD)
- **Funding Announcement** – This must follow the DMAF communications protocol from Canada. An initial announcement was started, and we reached out for quote from VOC and LSCFN to then get federal approval to publish. YG recognizes that the time provided may not have been adequate for VOC, LSCFN and their respective councils to discuss or key members may have been on vacation. Because of territorial elections approaching there was not a lot of time left to get an announcement out prior(Oct). this was the drive behind the timeline. YG will put this announcement on hold until we can receive quotes from both VOC and LSCFN. **Keeping in mind that this announcement is not intended to include any project details and is just an announcement about Carmacks receiving the 38 million for flood mitigation infrastructure.* YG would like to work

with the VOC/LSCFN to develop a communications strategy going forward that works for all parties and the fund requirement.

- **Ultimate Recipient Agreements(VOC,LSCFN,HPW)** – This has started but also needs the information from the Sch G. Likely starting as an MOU until we can get into design and more project details and then we would do a Service Agreement. Required for funding
- Regular meetings with Canada as OC (Oversite Committee) Members(Mike and I) have been setup.
- 1st \$ claim recovery to Canada complete and approved for Stantec's assistance getting the fund CA(Contribution Agreement) signed and updating the original application project information on the CA based on new flood data.

Next steps:

- Multiple Presentations to VOC/LSCFN (Stantec – Sch G, Ausenco – Regulatory, and YG)
- Finalize Regulatory Roadmap and start applications, field surveys and any other requirements, assessments, or processes. Ausenco has 1 week of field work currently scheduled for end of September(dependant on Sch G).
- Signed Ultimate Recipient Agreements(MOU)
- Tender for Design

The initial funding announcement has been delayed. We are going to strive to get an announcement out by September 18th to 22nd in hopes that we can receive a quote from you latest by **September 15th/16th**(Chief and Mayor potentially back). We are still dealing with a tight timeline for this due to elections. Once called we cannot do announcements. However, we will delay to the new year if we cannot capture quotes from both VOC and LSCFN. If you prefer not to add a quote, please inform us and we will proceed without. Additionally, YG - Communications has offered to help facilitate with these quotes any way they can. Following this email, let us know if you have interest in a follow up meeting to try and meet the 15th/16th deadline.

We look forward to getting the completed and updated Schedule G document and progressing into more presentations, meetings and project details with the VOC and LSCFN. Due to the delays with this document and the cascading effect it has on progress, YG felt we where not at a point where presentations were going to be fruitful. However, if VOC or LSCFN ever wants any updates we can definitely facilitate whether we have milestone progress or not. This project is going to require strategic communications and coordination between stakeholders until we reach construction. Depending on timing, joint council meetings would be ideal to facilitate these next project presentations from Stantec and Ausenco. If VOC or LSCFN wants to have any additional involvement in anything outlined in this email or in future(e.g. Ausenco's field work in late September) please let us know and we will accommodate.

Thank You,



David Eastland

Project Manager

Community Services | Infrastructure Development Branch

T: 867-471-0353 | C: 867-332-9490 | Yukon.ca



TO: MAYOR AND COUNCIL

FROM: ANNETTE WYLIMCZYK, ACTING CAO

SUBJECT: CAO REPORT SEPTEMBER 2ND, 2025

Important Dates/Event

Regular Council Meetings

September 16, 2025

October 7, 2025

Project Updates

Landfill composting program	Balance Biogas has been contacted to set date for compost bins handout and public engagement session.
Scale Project	Castlerock has been awarded the contract and ordered the scale. Completion is set for October 30 th . Next site visit is September 4 th . Village is responsible for coordinating the software install and training.
Curling Rock resurfacing	Chanel ordered red and blue paint for ice resurfacing.
Leased spaces	YG departments moved in on August 28, 2025. The lessors require a few changes to the interior of the offices which were completed on August 29 th .
Lagoon	YG project managers working with LSCFN on lagoon issues.
Arena boilers	Budget Plumbing is still waiting for a new fan to arrive so that they can come install it and get the boilers back online



Village of Carmacks

Public Works General Manager Report

Date: August 27 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.
 - **New equipment:** 2015 Kubota R630 was traded in for a new bobcat skid steer.
-



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

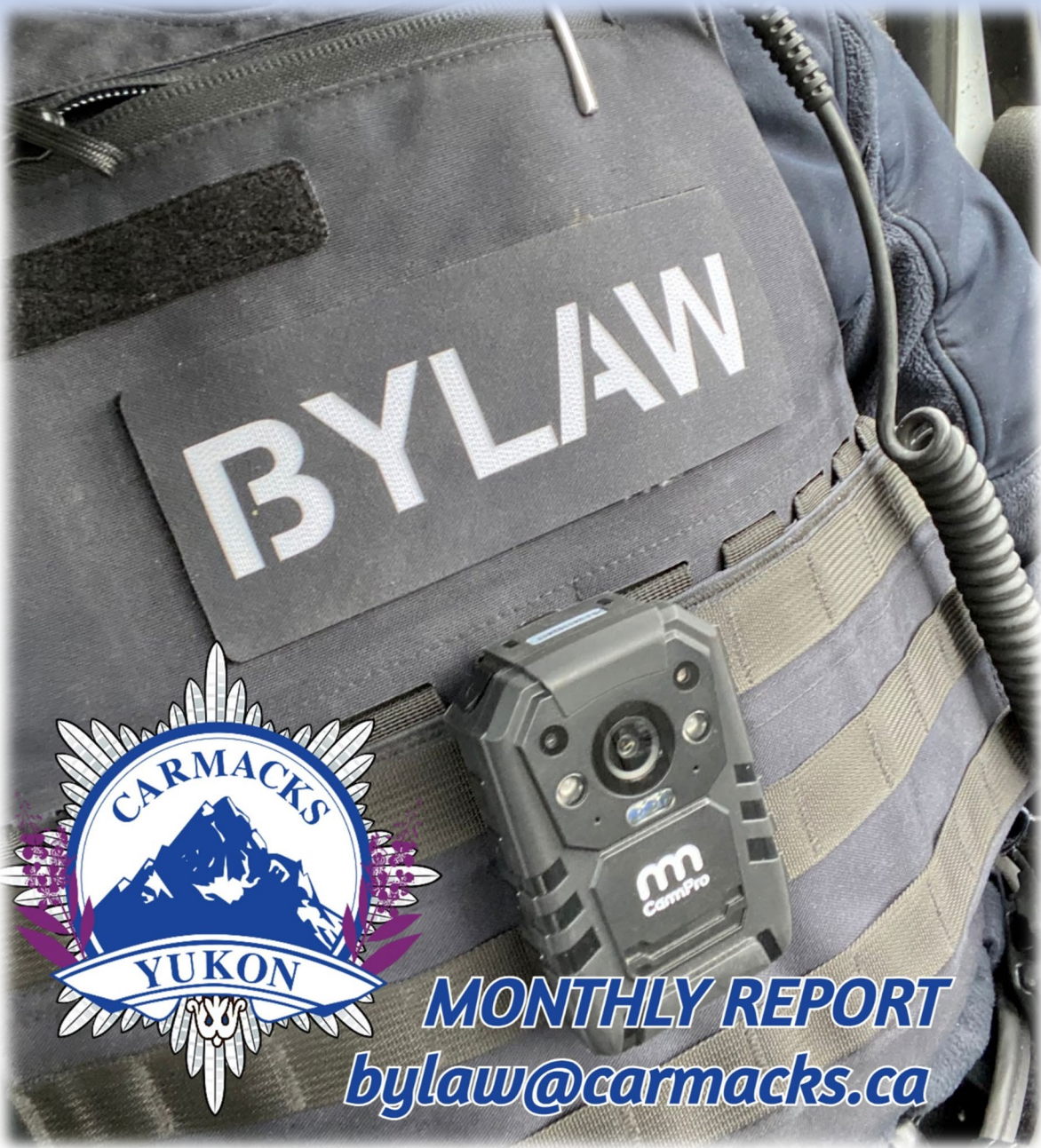
- **Facility Status:** Equipment and processes are functioning smoothly with no issues reported.
-

Streets

- **Status:** We are still doing road repairs aimed at enhancing local infrastructure and safety.
-

Additional Information

- Sincerely,
Jens Wylimczyk
Public Works General Manager



Telephone: (867) 385-1519
Email: bylaw@carmacks.ca



MUNICIPAL BYLAW ENFORCEMENT

Bylaw Constable's Report Monthly Report

August 2025

Summary of Activities

Occurrences	August 2025	Year to Date 2025	Details
Dogs at Large	2	24	Dogs Caught on Highway.
Aggressive Dog Complaints	2	6	Received two aggressive dog complaints on LCSFN settlement land.
Traffic Violations (Unsecured Loads)	3	33	Traffic Stop initiated on twos vehicles with inadequately secured loads One Parking Complaint relayed by RCMP
Assist RCMP	0	4	No calls to Assist RCMP
Public Encounters	5	48	Assisted Motorists and Tourists with directions and advised on current road conditions

Occurrences	August 2025	Year to Date 2025	Details
Open Space Infractions	0	12	No open space infractions this month.

Highlights

Conducted two separate traffic stops for inadequately secured loads contrary to the Village of Carmacks Traffic Bylaw No. 307-24. Both vehicles were travelling through Carmacks with loose/insufficient tie-downs posing a risk of Public Safety. I provided education on load securement standards and supervised re-securing of the loads.



Telephone: (867) 385-1519
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Any questions please email me at;

bylaw@carmacks.ca

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

Visitors Information Centre

Monthly Report – July 2025

Prepared by: Jeremy Byers VIC Coordinator

Date: Aug 28, 2025

1. Visitor Statistics

- Total Visitors: 187
- Visitor numbers were steady throughout the month with the majority arriving during weekends and early afternoons.
- The majority of visitors were tourists passing through Carmacks en route to Dawson City, Whitehorse, or fishing/hunting areas.

2. Visitor Inquiries & Interests

Common areas of interest included:

- Directions and maps of Carmacks and surrounding communities
- Information on local accommodations, campgrounds, and fuel services
- Recreational activities such as hiking, fishing, canoeing, and wildlife viewing
- Northern Tutchone cultural history and local heritage sites
- Road conditions and weather-related travel safety

3. Merchandise Sales

- Most popular items included postcards, maps, and locally made crafts.

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



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

4. Visitor Feedback

- Visitors commented positively on the friendliness and helpfulness of staff.
- Some noted difficulty in locating the Visitor Information Centre due to signage visibility.
- A few suggestions were made to expand local attraction brochures and community event listings.

5. Recommendations

1. Improve roadside and directional signage to increase visibility and ease of access to the Centre.
2. Continue to promote Carmacks' unique cultural and natural attractions to encourage longer stays.
3. Explore opportunities to increase locally made product sales to support local artisans and provide visitors with unique souvenirs.

6. Summary

The Visitor Information Centre welcomed 187 visitors this month, providing valuable information and services to travelers. While visitation numbers are modest, the Centre continues to play a key role in promoting Carmacks as a welcoming and culturally significant stop for tourists in the Yukon.



Village of Carmacks

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

Finance Department Report – August 2025

Expenditure Summary: The Expenditure Summary report for August 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 August 31, 2025, is attached for your review and consideration.

Outstanding Property Payments:

Letters have been issued to 10 property owners regarding late payments on undeveloped properties. Staff will continue to monitor and follow up as necessary.

Canada Summer Jobs Funding:

The Village received advance funding under the Canada Summer Jobs Initiative. Following the completion of the program and submission of the final report, a repayment of \$592.00 was issued due to students completing their employment earlier than originally scheduled.

Payroll System Upgrade:

The Village is in the process of implementing a new payroll punch system to improve efficiency and accuracy. The first test run of the system is scheduled for September 1st to 13th, 2025. Staff are hopeful that employees will adapt to the new system more quickly than the previous one.

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 2025-08-31			
REVENUE			
Revenue			
Tax Revenue - General	450,542.40		
Tax Revenue - Penalties	106.80		
Tax Revenue - Interest	31.53		
Grants in Lieu - Federal	24,222.98		
Grants in Lieu - CBC	400.00		
Grants in Lieu - YTG	202,618.74		
Grants in Lieu - Yukon Energy	400.00		
Total Tax Revenue		678,322.45	
Interest Income	37,782.92		
Administration revenue other	9,437.05		
Recreation Revenue	23,530.21		
Concession Revenue	2,305.60		
Arena Revenue	3,215.64		
Public Works Revenue	17,267.71		
Recycling Revenue	29,041.75		
Landfill Revenue	31,827.77		
Sewer Revenue	35,941.44		
Business Licence Fees	3,130.55		
Permit Fees	725.00		
Visitor Centre Revenue	278.40		
Building rentals	109,905.38		
Fire Protection Agreement	31,687.38		
Carbon Tax Rebate	33,837.15		
Total Other Revenues		369,913.95	
Grant Revenue - Federal	591,768.60		
Grants - Other	2,250.00		
Gas Tax Funding	874,863.52		
Total Grant Revenue		1,468,882.12	
Funding - Federal	29,391.00		
Funding - YTG	210,655.55		
Funding - Other	20,163.61		
Community Training Trust Fund	3,000.00		
Total Funding		263,210.16	
Comprehensive Grant - Unconditional	1,944,125.00		
Total - Comprehensive Grants		1,944,125.00	
Total Revenue		4,724,453.68	

TOTAL REVENUE		4,724,453.68	
EXPENSE			
Expenses			
Indemnities		57,973.36	
Salaries Managers		22,516.18	
Salaries Full Time		713,860.52	
Salaries Part time		50,875.04	
Salaries Student		25,215.48	
WCB		24,386.90	
Travel		23,868.28	
Per Diem		8,647.50	
Overtime		1,518.71	
Standby Pay		3,068.75	
Yearly Travel Bonus		16,500.00	
RSP Employer Portion		7,569.42	
Group Ins. Employer Portion		13,775.70	
CPP Employer Portion		47,286.34	
EI Employer Portion		18,930.51	
Contract labour & Equipment		341,412.15	
Janitorial expense		31,578.33	
Office Supplies		30,145.82	
Supplies		29,994.34	
Training		17,259.97	
Memberships		21,403.94	
Service, bank, and late charges		4,016.55	
Advertising		9,612.50	
Telephone/Internet/Cell		41,663.49	
Heating Fuel		129,467.15	
Electricity		157,618.66	
Repairs and Maintenance		59,010.79	
Testing		22,974.49	
Security		20,031.61	
Insurance		9,375.00	
Professional Fees		124,722.48	
Vehicle Expenses		18,545.43	
Vehicle Fuel		20,943.50	
Community Investment Grant		11,791.56	
Licences, Dues and Fees		1,379.58	
Meeting Expenses		2,114.74	
Capital		100,879.41	
Street Lights		14,677.50	
Street Signs		2,574.73	

Road Maintenance		6,504.16	
Small Tools & Equipment		1,750.18	
Animal Control		502.12	
Recycling Refund		18,044.30	
Landfill Maintenance		41,757.12	
Cemetary Maintenance		306.97	
Parks Maintenance		2,329.65	
Trails Maintenance		1,359.01	
Rec Board Grants		3,302.55	
Funded Events		16,473.77	
Events		20,179.98	
Special Events & Projects		4,475.00	
Concession		1,823.76	
Freight		4,631.24	
Total General & Admin. Expenses		2,382,626.22	
TOTAL EXPENSE		2,382,626.22	
NET INCOME		2,341,827.46	
Generated On: 2025-08-26			



**Village of Carmacks
BY-LAW #320-25**

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

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

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

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

1. This bylaw 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 the office at the pleasure of the council.
4. The Council of the Village of Carmacks appoints Parminder Singh as the Interim Chief Administrative Officer for the Village of Carmacks.
5. This appointment is effective on passing this Bylaw.

BY-LAW #315-25 shall be repealed on passing of this Bylaw.

Read for the first time this 2nd Day of September 2025.

Read for the second time this 2nd Day of September 2025.

Read for the third and final time this 16th Day of September 2025.

Dennis Mitchell
Deputy Mayor

Annette Wylimczyk (Acting)
Chief Administrative Officer

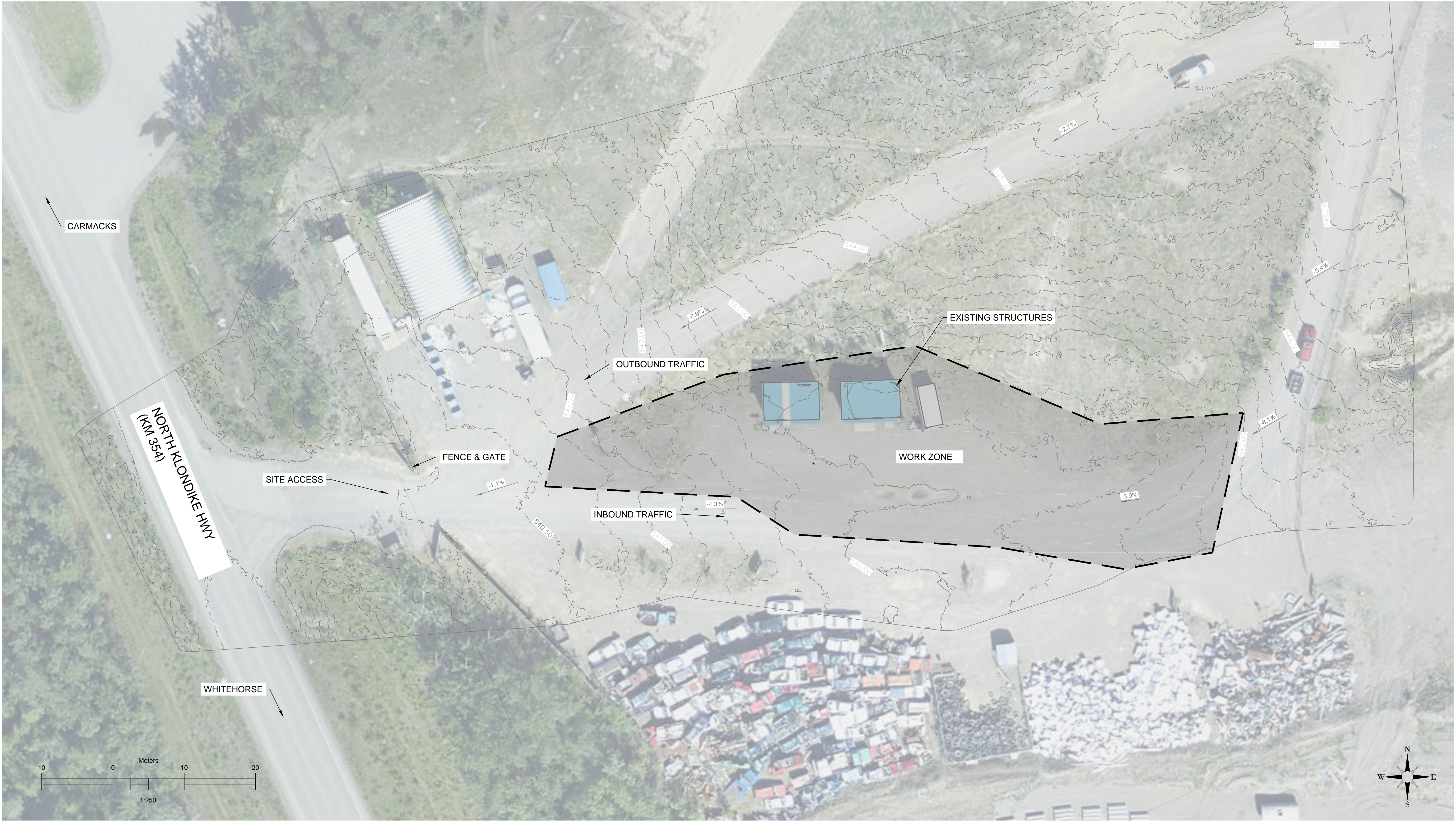


TRUCK WEIGH SCALE SUPPLY & INSTALL
SOLID WASTE FACILITY, CARMACKS, YT
ISSUED FOR TENDER
MAY 2025

<u>CIVIL PLANS</u>	<u>SHEET</u>
EXISTING CONDITIONS -	C100
SITE PLAN -	C101
GRADING PLAN -	C102
SWEEP ANALYSIS -	C103
ABUTMENT DETAILS -	C104
PROFILE & CROSS SECTIONS -	C105
<u>STRUCTURAL PLANS</u>	
SCALE HOUSE ELEVATION LAYOUT -	S100
SCALE HOUSE ELEVATION LAYOUT 2 -	S101
SCALE HOUSE ELEVATION DETAILS -	S102
SCALE HOUSE SKID FRAME DETAILS -	S103
<u>ELECTRICAL PLANS</u>	
ELECTRICAL SPECIFICATIONS -	E1
ELECTRICAL PLANS & DETAILS -	E2



TINTINA ENGINEERING
& CIVIL CONSULTING



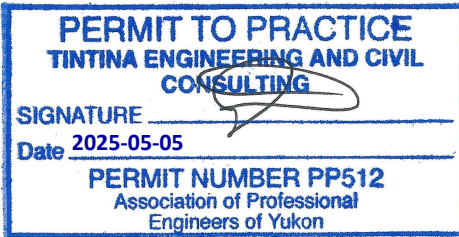
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REV. #: 1
SCALE: AS SHOWN

LEGEND

TINTINA ENGINEERING
& CIVIL CONSULTING

SEAL



CLIENT



PROJECT

CARMACKS SWF - TRUCK WEIGH SCALE

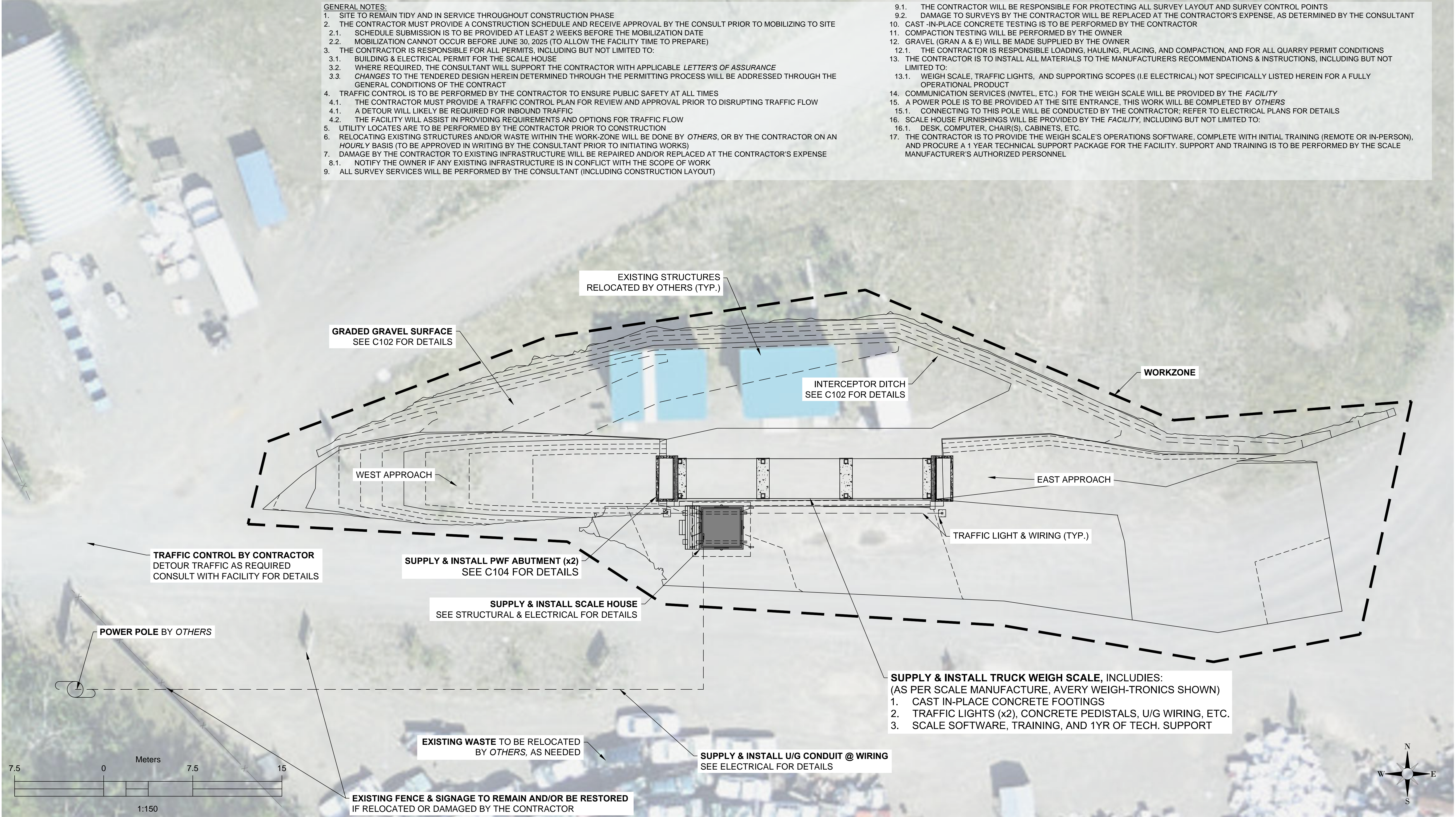
PLAN

EXISTING CONDONS

SHEET

C100

- GENERAL NOTES:
1. SITE TO REMAIN TIDY AND IN SERVICE THROUGHOUT CONSTRUCTION PHASE
2. THE CONTRACTOR MUST PROVIDE A CONSTRUCTION SCHEDULE AND RECEIVE APPROVAL BY THE CONSULT PRIOR TO MOBILIZING TO SITE
2.1. SCHEDULE SUBMISSION IS TO BE PROVIDED AT LEAST 2 WEEKS BEFORE THE MOBILIZATION DATE
2.2. MOBILIZATION CANNOT OCCUR BEFORE JUNE 30, 2025 (TO ALLOW THE FACILITY TIME TO PREPARE)
3. THE CONTRACTOR IS RESPONSIBLE FOR ALL PERMITS, INCLUDING BUT NOT LIMITED TO:
3.1. BUILDING & ELECTRICAL PERMIT FOR THE SCALE HOUSE
3.2. WHERE REQUIRED, THE CONSULTANT WILL SUPPORT THE CONTRACTOR WITH APPLICABLE *LETTER'S OF ASSURANCE*
3.3. *CHANGES* TO THE TENDERED DESIGN HEREIN DETERMINED THROUGH THE PERMITTING PROCESS WILL BE ADDRESSED THROUGH THE GENERAL CONDITIONS OF THE CONTRACT
4. TRAFFIC CONTROL IS TO BE PERFORMED BY THE CONTRACTOR TO ENSURE PUBLIC SAFETY AT ALL TIMES
4.1. THE CONTRACTOR MUST PROVIDE A TRAFFIC CONTROL PLAN FOR REVIEW AND APPROVAL PRIOR TO DISRUPTING TRAFFIC FLOW
4.1. A DETOUR WILL LIKELY BE REQUIRED FOR INBOUND TRAFFIC
4.2. THE FACILITY WILL ASSIST IN PROVIDING REQUIREMENTS AND OPTIONS FOR TRAFFIC FLOW
5. UTILITY LOCATES ARE TO BE PERFORMED BY THE CONTRACTOR PRIOR TO CONSTRUCTION
6. RELOCATING EXISTING STRUCTURES AND/OR WASTE WITHIN THE WORK-ZONE WILL BE DONE BY *OTHERS*, OR BY THE CONTRACTOR ON AN *HOURLY* BASIS (TO BE APPROVED IN WRITING BY THE CONSULTANT PRIOR TO INITIATING WORKS)
7. DAMAGE BY THE CONTRACTOR TO EXISTING INFRASTRUCTURE WILL BE REPAIRED AND/OR REPLACED AT THE CONTRACTOR'S EXPENSE
8.1. NOTIFY THE OWNER IF ANY EXISTING INFRASTRUCTURE IS IN CONFLICT WITH THE SCOPE OF WORK
9. ALL SURVEY SERVICES WILL BE PERFORMED BY THE CONSULTANT (INCLUDING CONSTRUCTION LAYOUT)
- 9.1. THE CONTRACTOR WILL BE RESPONSIBLE FOR PROTECTING ALL SURVEY LAYOUT AND SURVEY CONTROL POINTS
9.2. DAMAGE TO SURVEYS BY THE CONTRACTOR WILL BE REPLACED AT THE CONTRACTOR'S EXPENSE, AS DETERMINED BY THE CONSULTANT
10. CAST-IN-PLACE CONCRETE TESTING IS TO BE PERFORMED BY THE CONTRACTOR
11. COMPACTION TESTING WILL BE PERFORMED BY THE OWNER
12. GRAVEL (GRAN A & E) WILL BE MADE SUPPLIED BY THE OWNER
12.1. THE CONTRACTOR IS RESPONSIBLE LOADING, HAULING, PLACING, AND COMPACTION, AND FOR ALL QUARRY PERMIT CONDITIONS
13. THE CONTRACTOR IS TO INSTALL ALL MATERIALS TO THE MANUFACTURERS RECOMMENDATIONS & INSTRUCTIONS, INCLUDING BUT NOT LIMITED TO:
13.1. WEIGH SCALE, TRAFFIC LIGHTS, AND SUPPORTING SCOPES (I.E ELECTRICAL) NOT SPECIFICALLY LISTED HEREIN FOR A FULLY OPERATIONAL PRODUCT
14. COMMUNICATION SERVICES (NWTEL, ETC.) FOR THE WEIGH SCALE WILL BE PROVIDED BY THE *FACILITY*
15. A POWER POLE IS TO BE PROVIDED AT THE SITE ENTRANCE, THIS WORK WILL BE COMPLETED BY *OTHERS*
15.1. CONNECTING TO THIS POLE WILL BE CONDUCTED BY THE CONTRACTOR; REFER TO ELECTRICAL PLANS FOR DETAILS
16. SCALE HOUSE FURNISHINGS WILL BE PROVIDED BY THE *FACILITY*, INCLUDING BUT NOT LIMITED TO:
16.1. DESK, COMPUTER, CHAIR(S), CABINETS, ETC.
17. THE CONTRACTOR IS TO PROVIDE THE WEIGH SCALE'S OPERATIONS SOFTWARE, COMPLETE WITH INITIAL TRAINING (REMOTE OR IN-PERSON), AND PROCURE A 1 YEAR TECHNICAL SUPPORT PACKAGE FOR THE FACILITY. SUPPORT AND TRAINING IS TO BE PERFORMED BY THE SCALE MANUFACTURER'S AUTHORIZED PERSONNEL



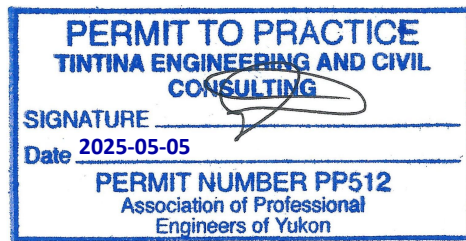
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SCALE: AS SHOWN

LEGEND

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& CIVIL CONSULTING

SEAL



CLIENT



PROJECT

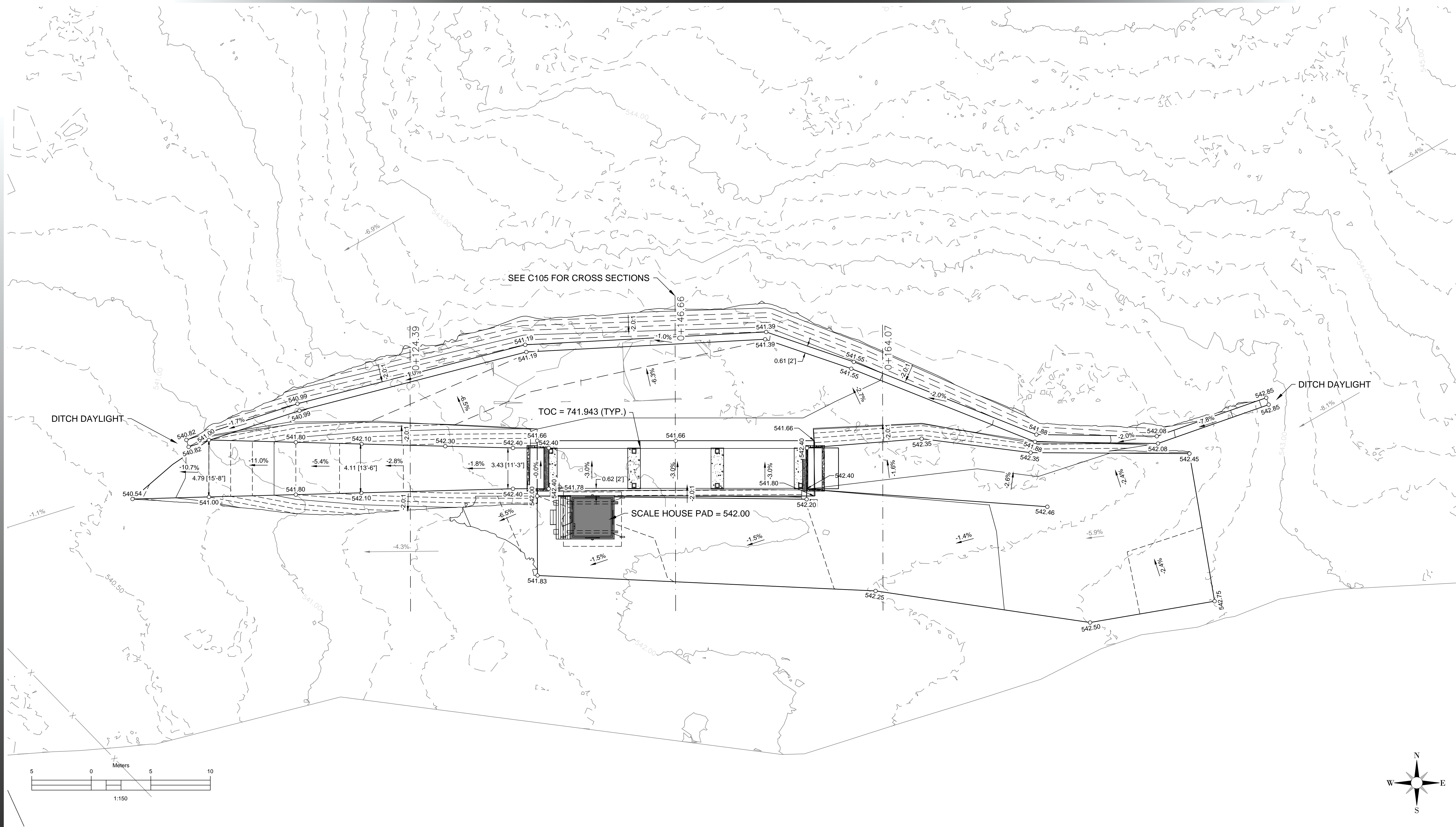
CARMACKS SWF - TRUCK WEIGH SCALE

PLAN

SITE PLAN

SHEET

C101



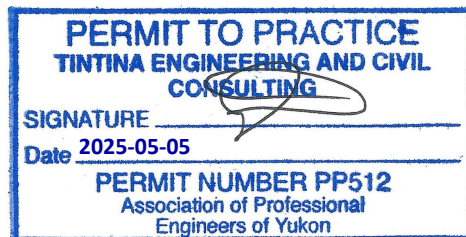
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SEAL



CLIENT



PROJECT

CARMACKS SWF - TRUCK WEIGH SCALE

PLAN

GRADING PLAN

SHEET

C102



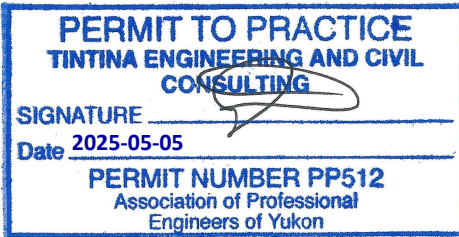
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LEGEND

TINTINA ENGINEERING
& CIVIL CONSULTING

SEAL



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PROJECT

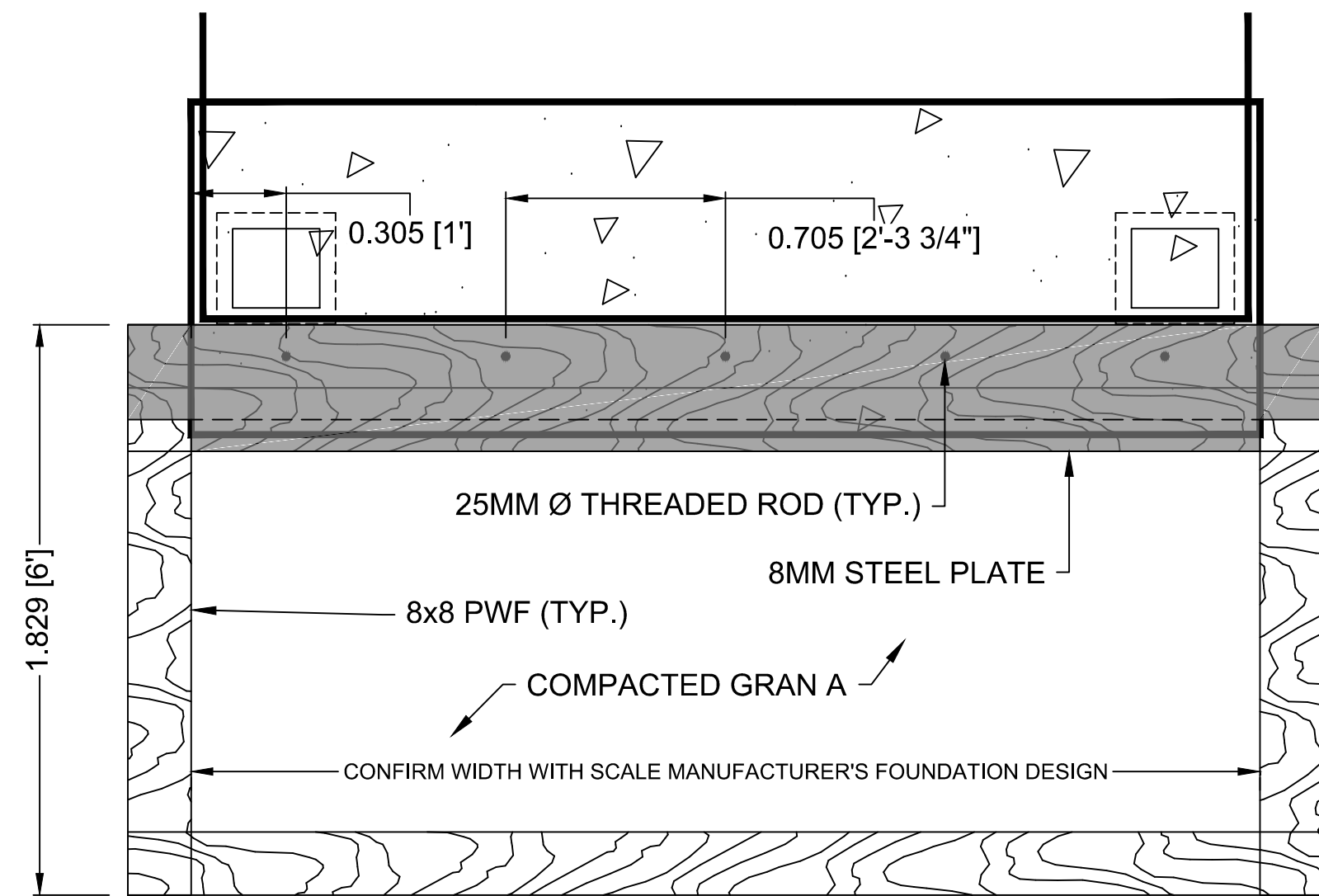
CARMACKS SWF - TRUCK WEIGH SCALE

PLAN

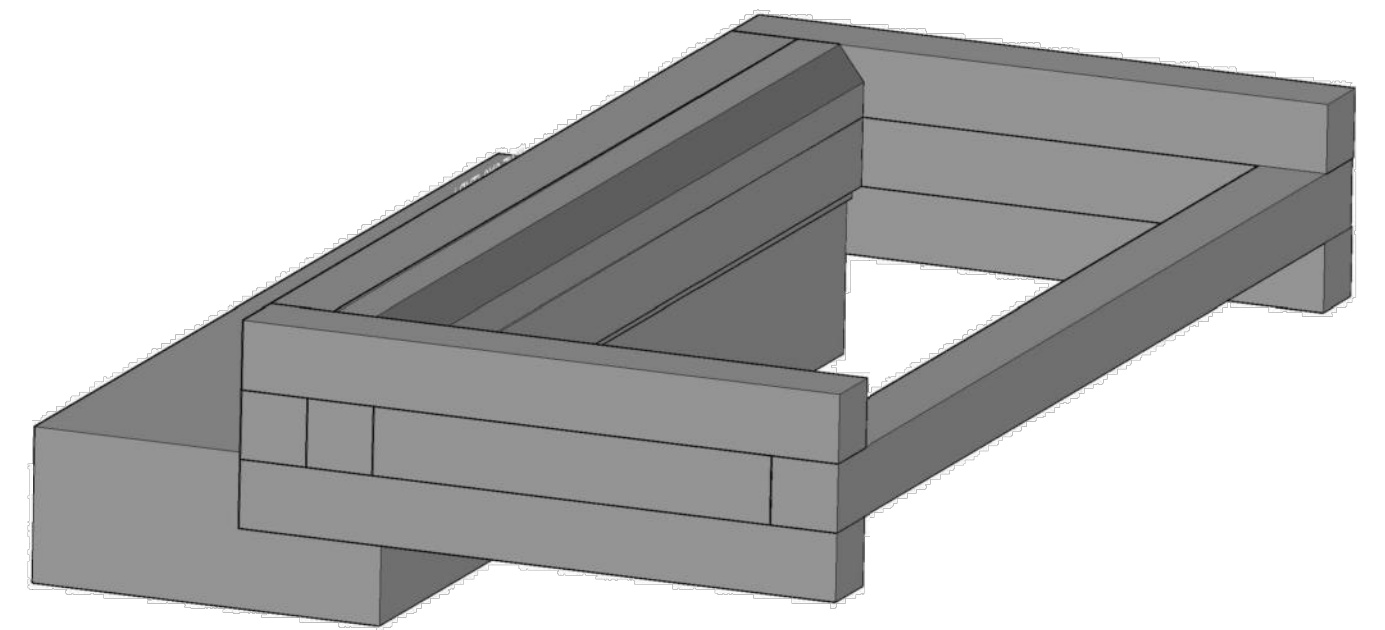
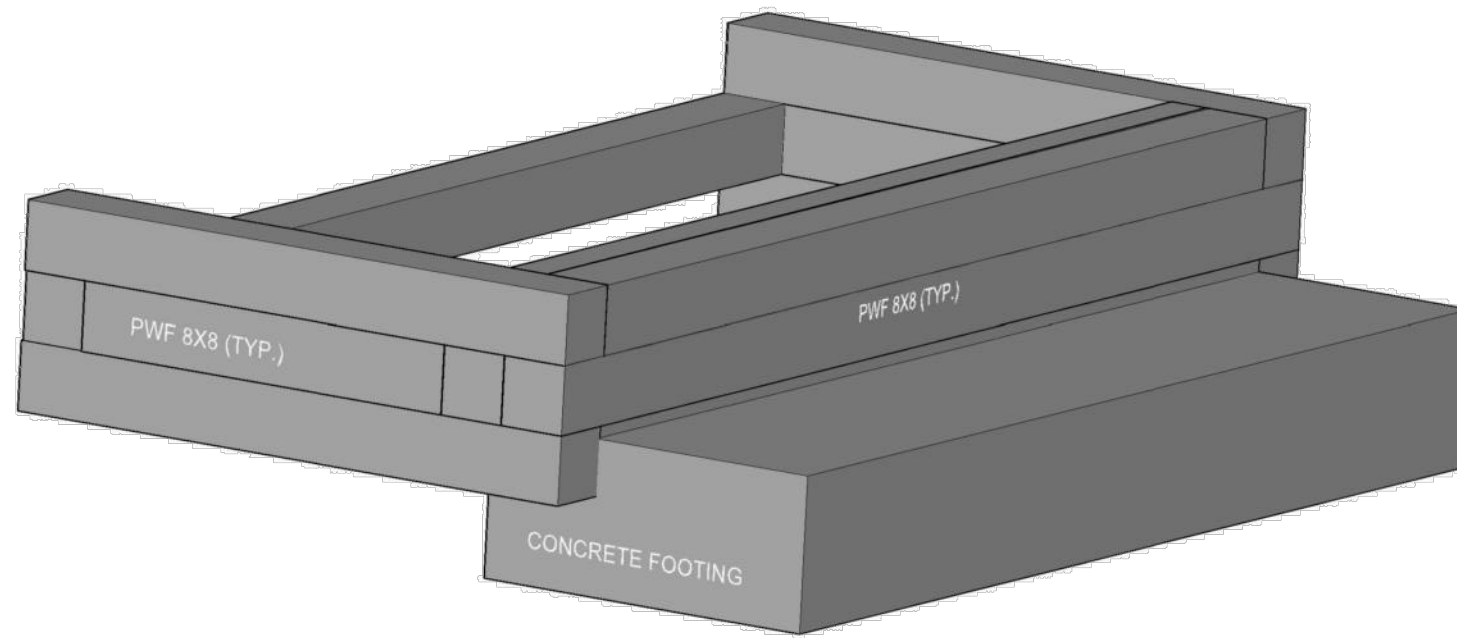
SWEEP ANALYSIS

SHEET

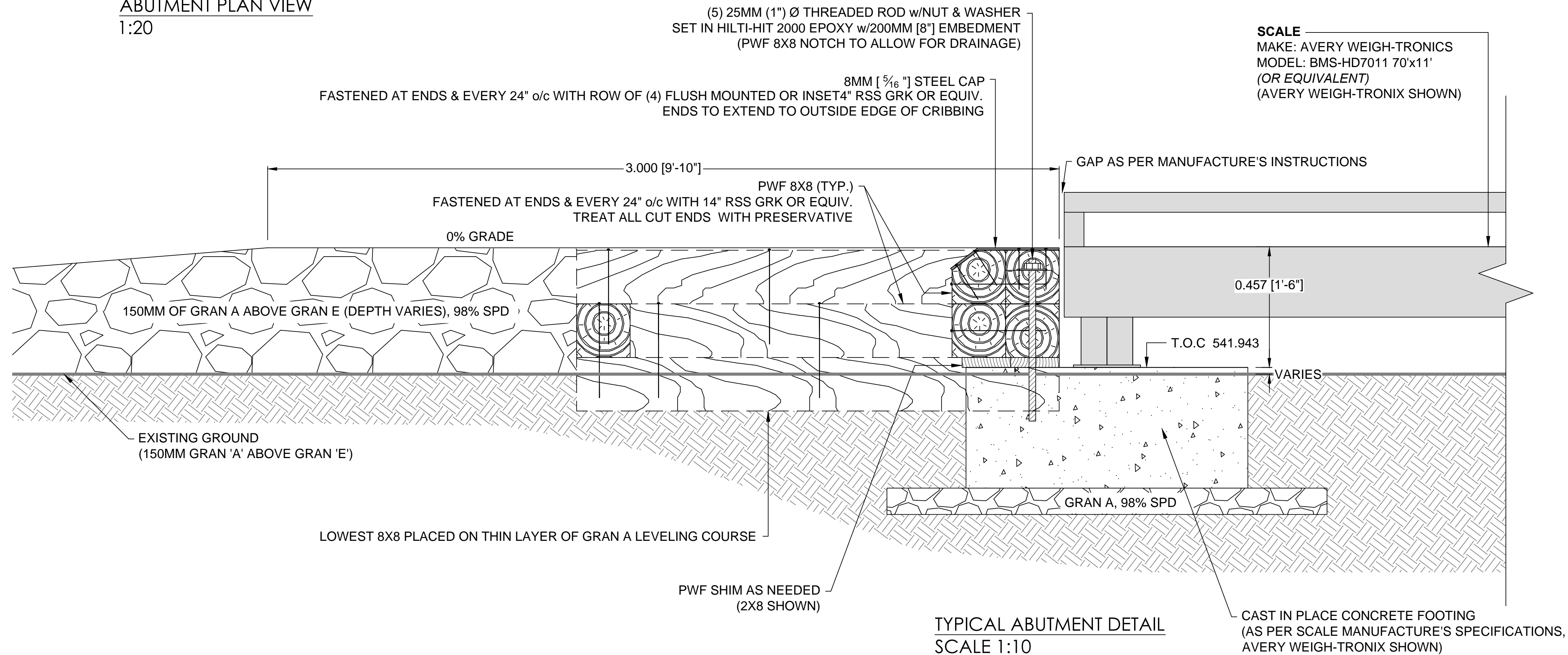
C103



ABUTMENT PLAN VIEW
1:20



ABUTMENT ISOMETRIC
NTS



TYPICAL ABUTMENT DETAIL
SCALE 1:10

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SCALE: AS SHOWN

LEGEND

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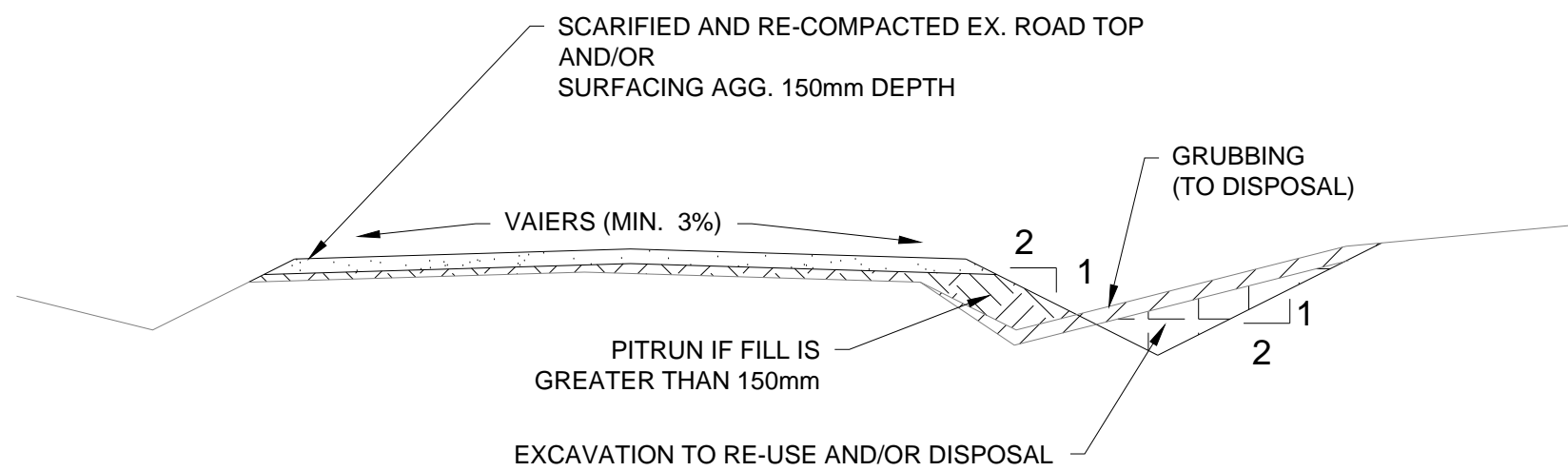
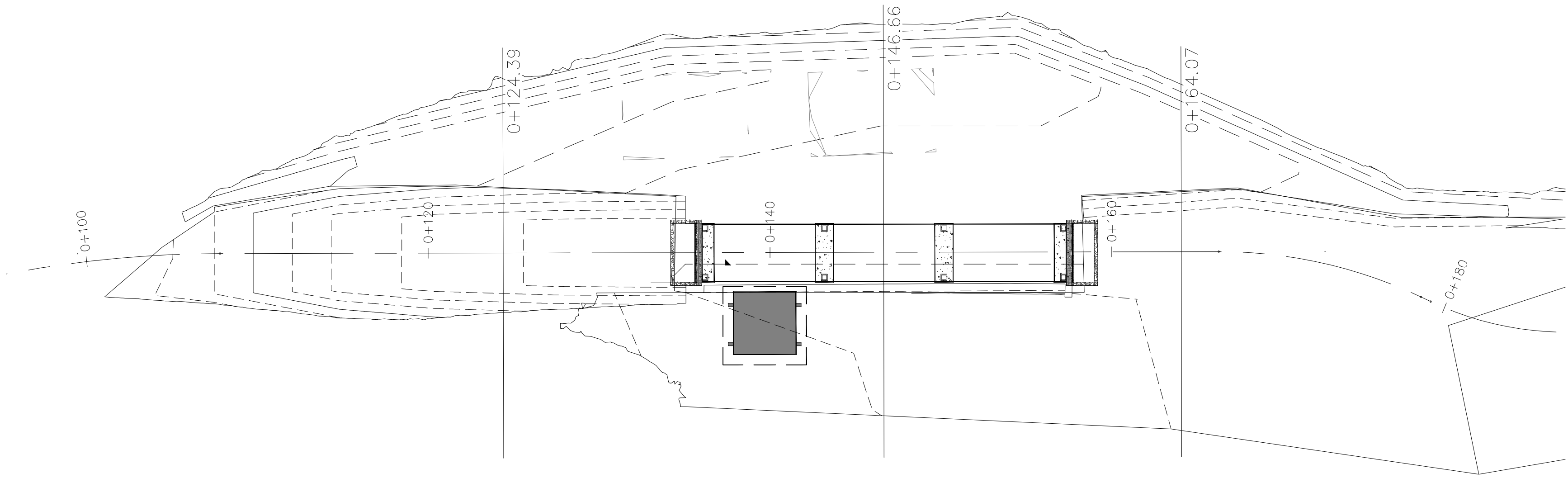
SEAL

PERMIT TO PRACTICE
TINTINA ENGINEERING AND CIVIL
CONSULTING
SIGNATURE
Date 2025-05-05
PERMIT NUMBER PP512
Association of Professional
Engineers of Yukon

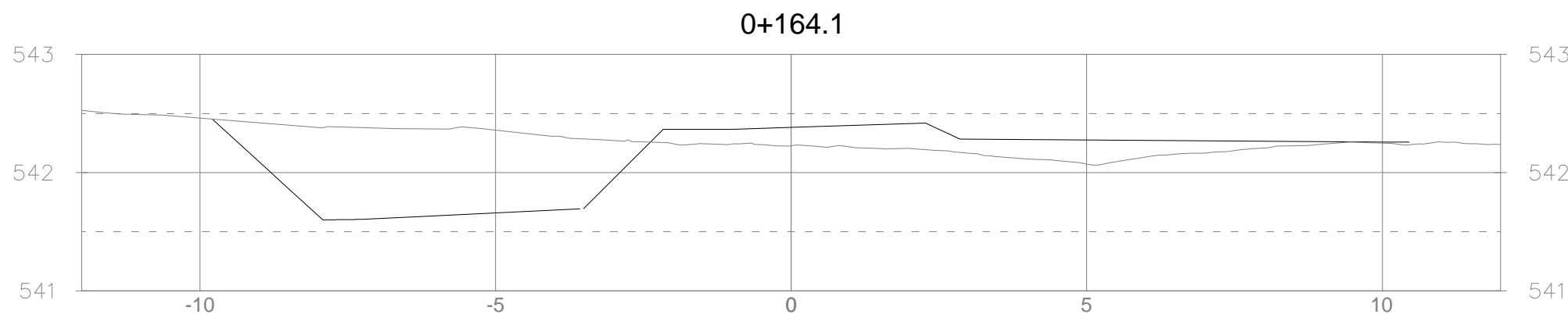
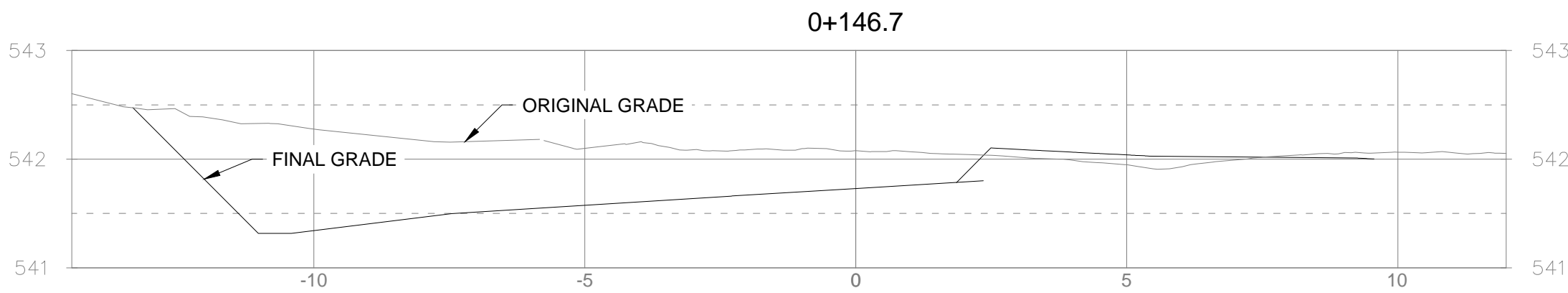
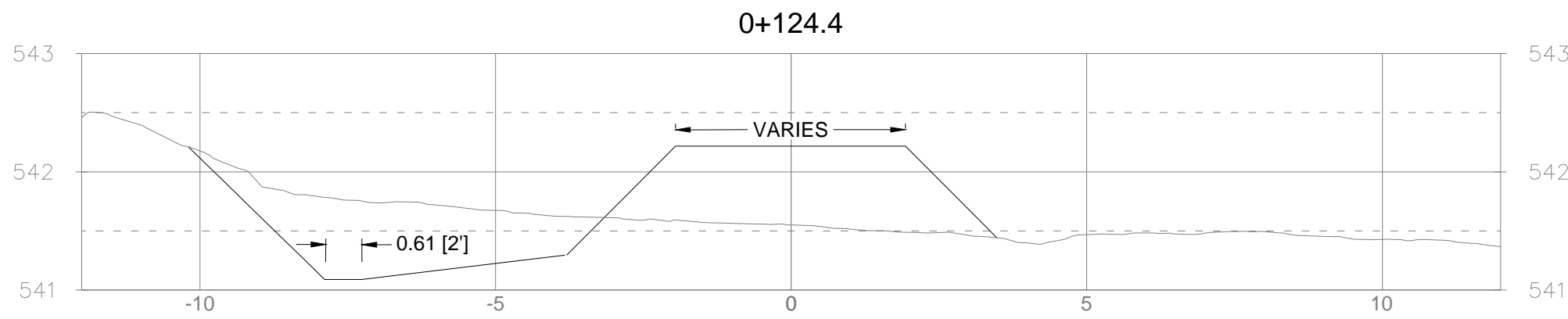
PROFESSIONAL
YUKON
JAIN SPOART DE LA MARE
TERRITORY
2025-05-05
ENGINEER



PROJECT
CARMACKS SWF - TRUCK WEIGH SCALE
PLAN
ABUTMENT DETAILS
SHEET
C104

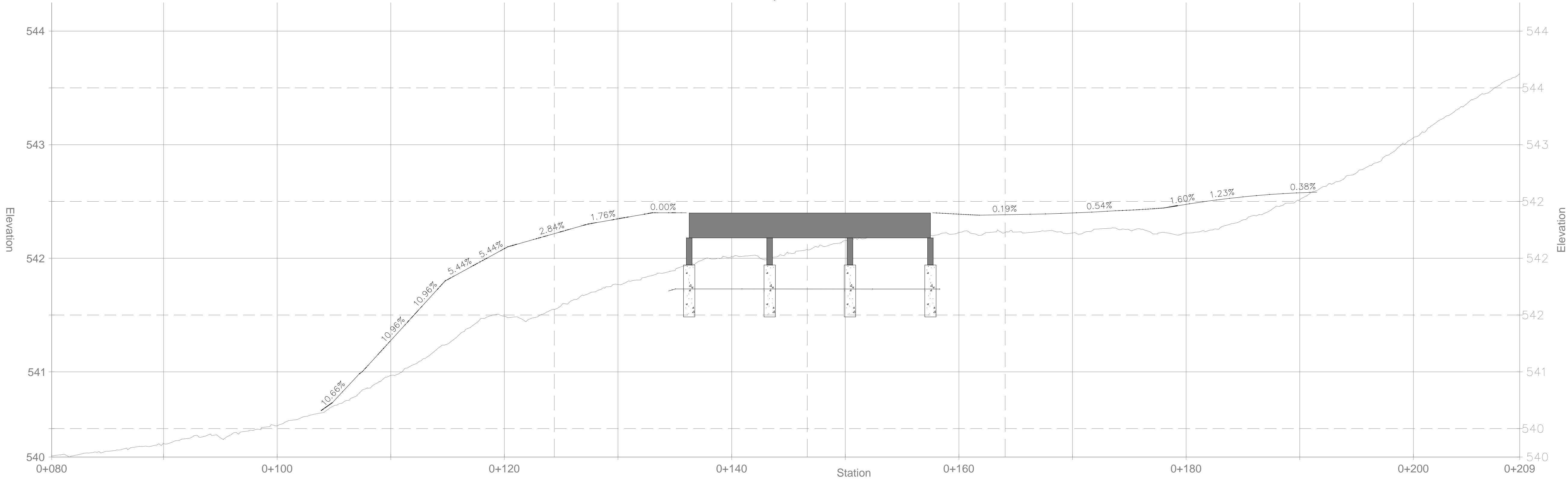


ROAD CROSS SECTION DETAIL (TYP.)
SCALE: NTS



ROADWAY CROSS SECTIONS
H 1:10 V 1:5

CENTER LINE PROFILE | VERT. SCALE FACTOR :10



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LEGEND

TINTINA ENGINEERING
& CIVIL CONSULTING

SEAL

PERMIT TO PRACTICE
TINTINA ENGINEERING AND CIVIL
CONSULTING
SIGNATURE
Date 2025-05-05
PERMIT NUMBER PP512
Association of Professional
Engineers of Yukon



CLIENT



PROJECT

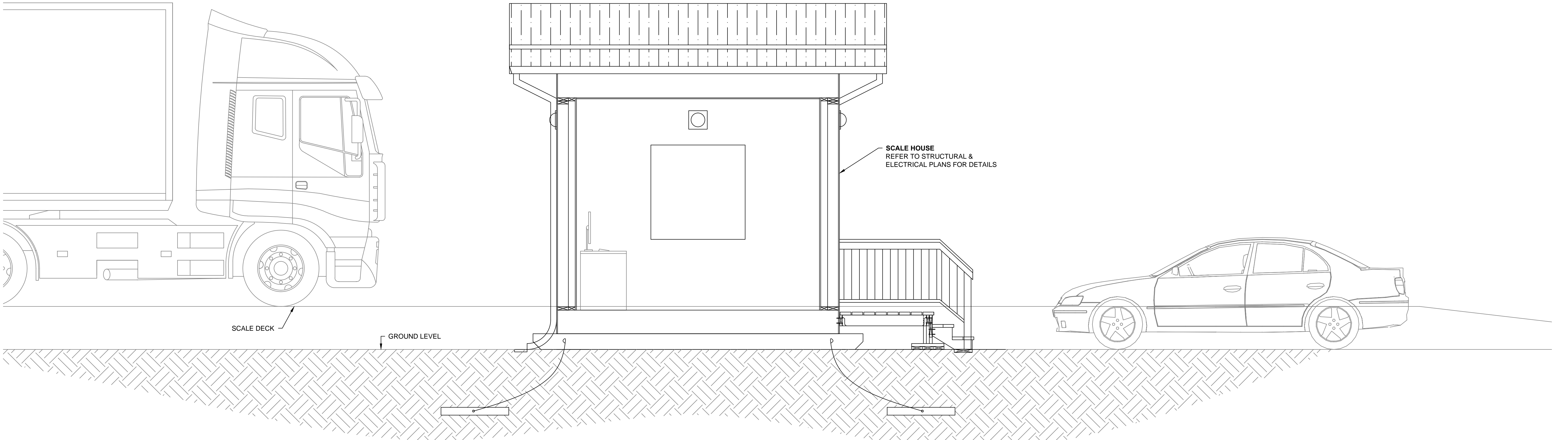
CARMACKS SWF - TRUCK WEIGH SCALE

PLAN

PROFILE & CROSS SECTIONS

SHEET

C105



SCALE HOUSE ELEVATION LAYOUT DETAIL

1:25

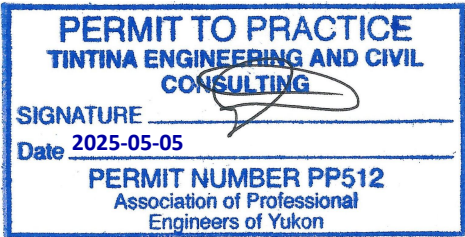
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LEGEND

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& CIVIL CONSULTING

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CLIENT



PROJECT

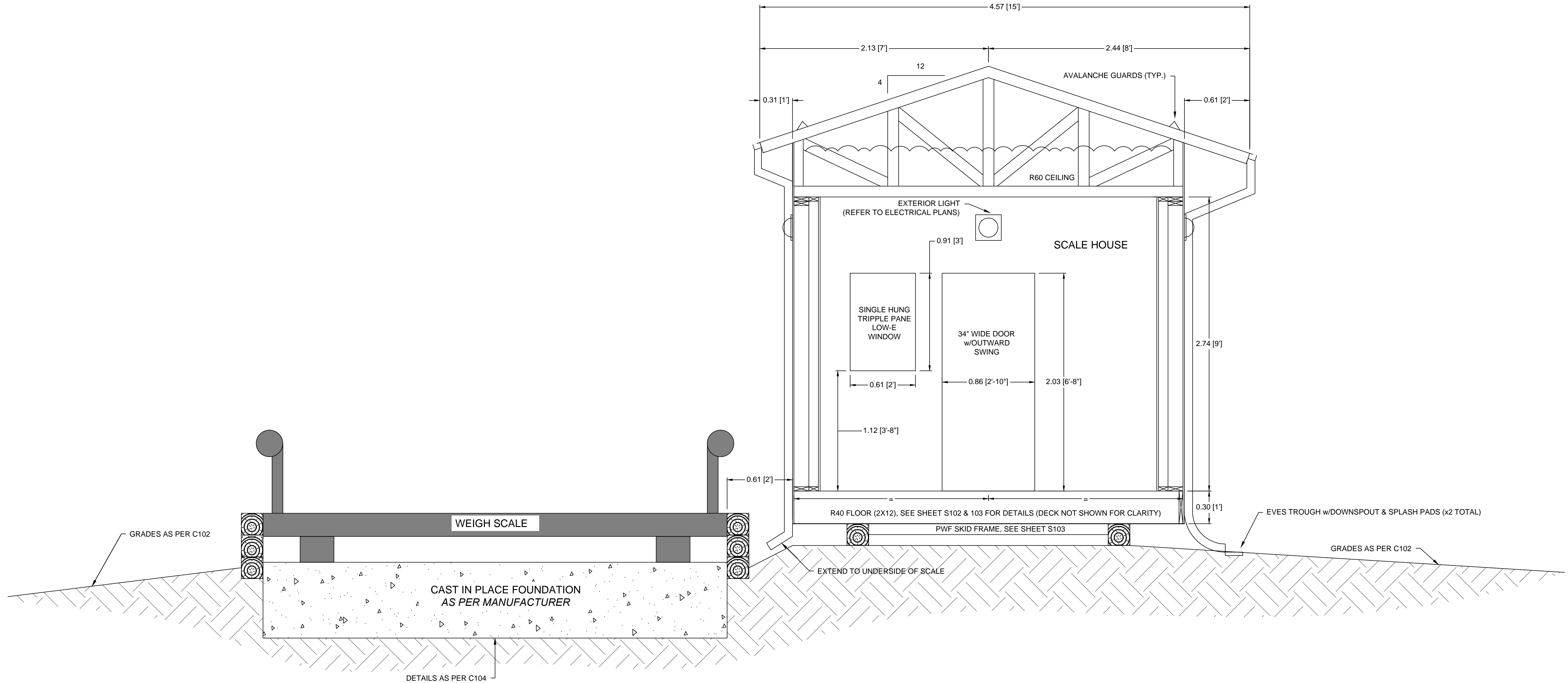
CARMACKS SWF - TRUCK WEIGH SCALE

PLAN

SCALE HOUSE ELEVATION LAYOUT

SHEET

S100



SCALE HOUSE ELEVATION LAYOUT DETAIL 2
1:20

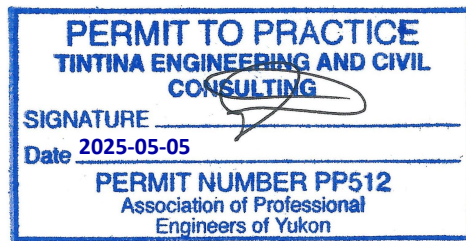
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LEGEND

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PROJECT

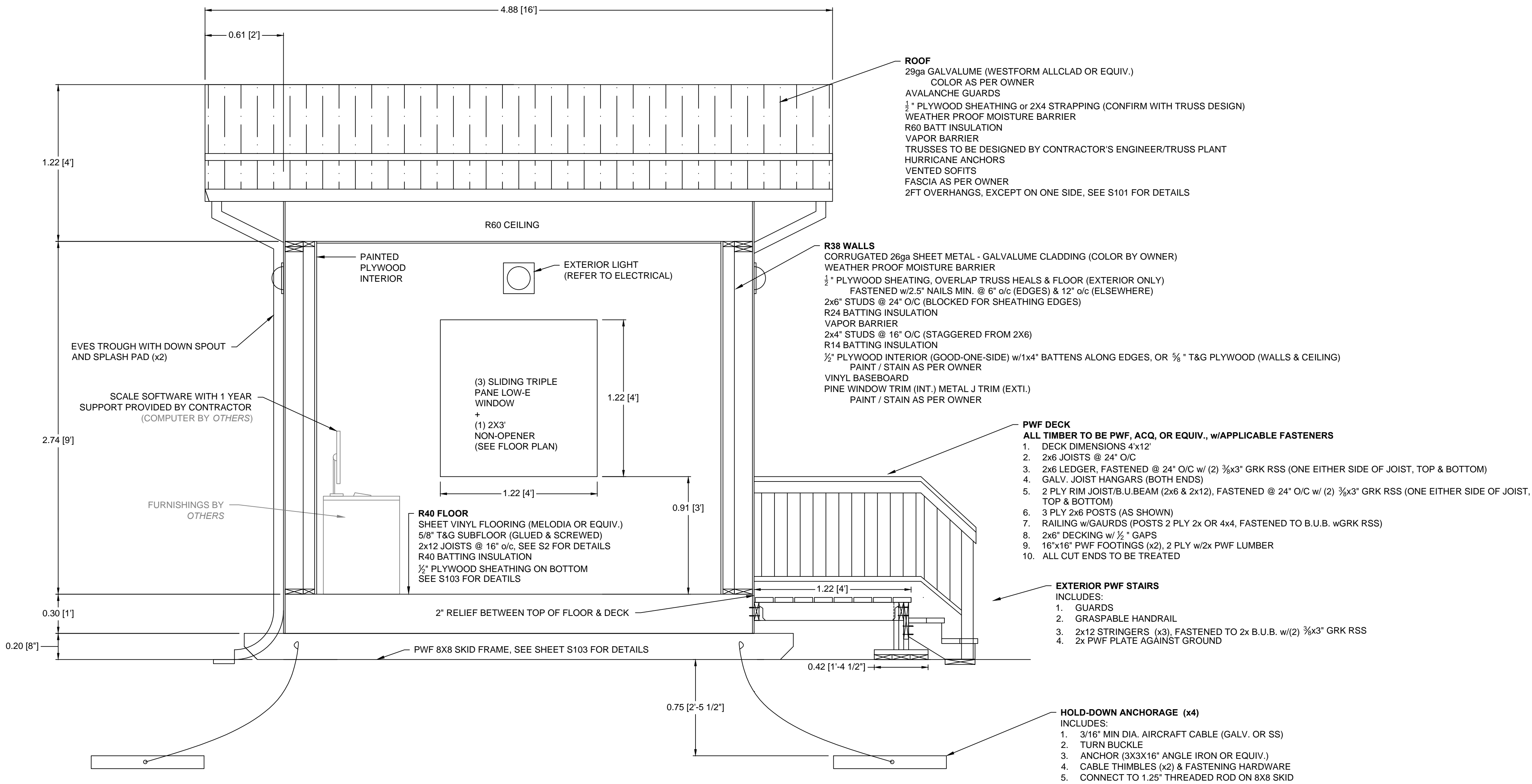
CARMACKS SWF - TRUCK WEIGH SCALE

PLAN

SCALE HOUSE ELEVATION LAYOUT 2

SHEET

S101



ELEVATION DETAIL 2
1:20

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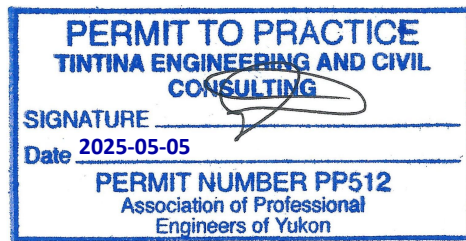
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LEGEND

TINTINA ENGINEERING
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PROJECT

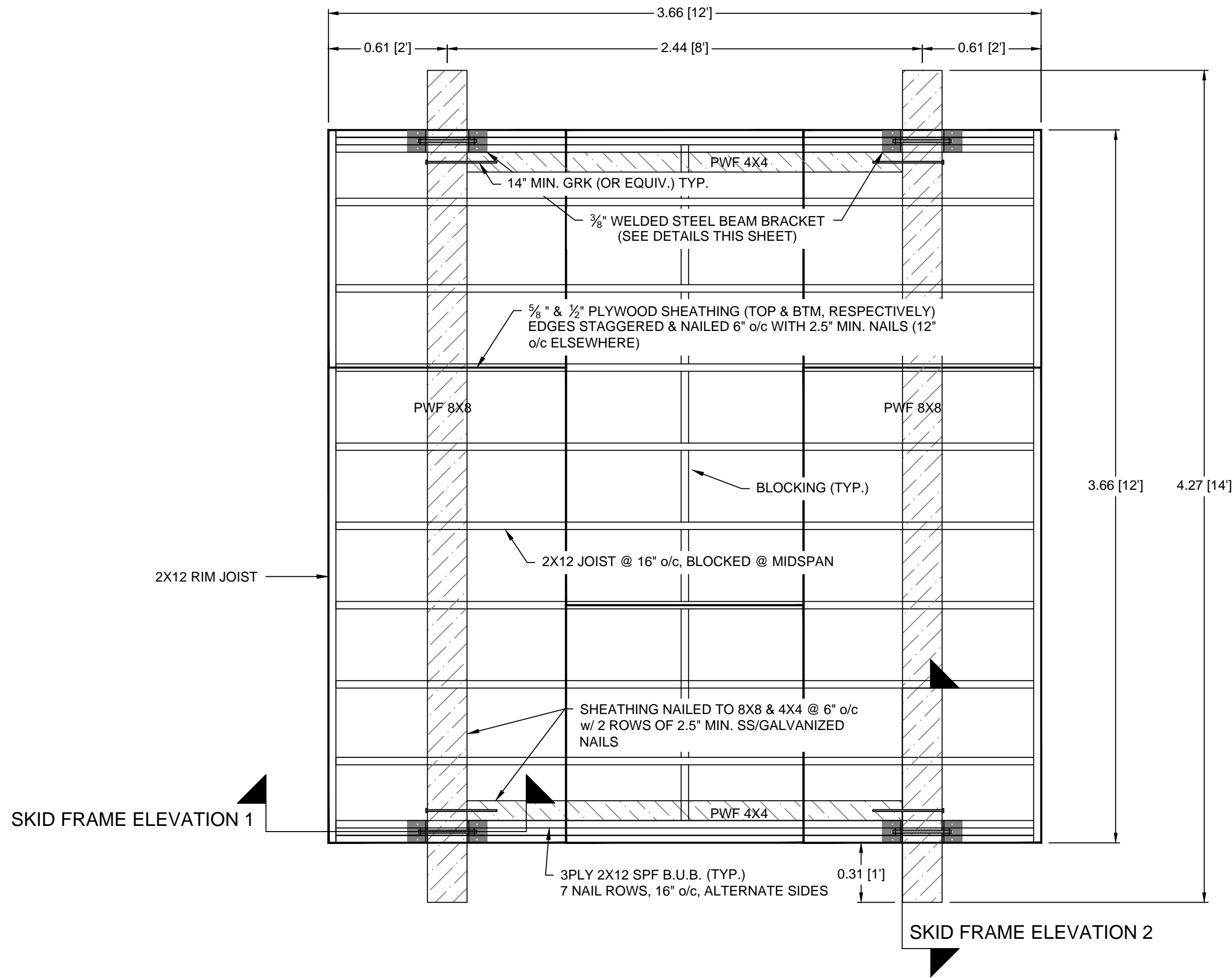
CARMACKS SWF - TRUCK WEIGH SCALE

PLAN

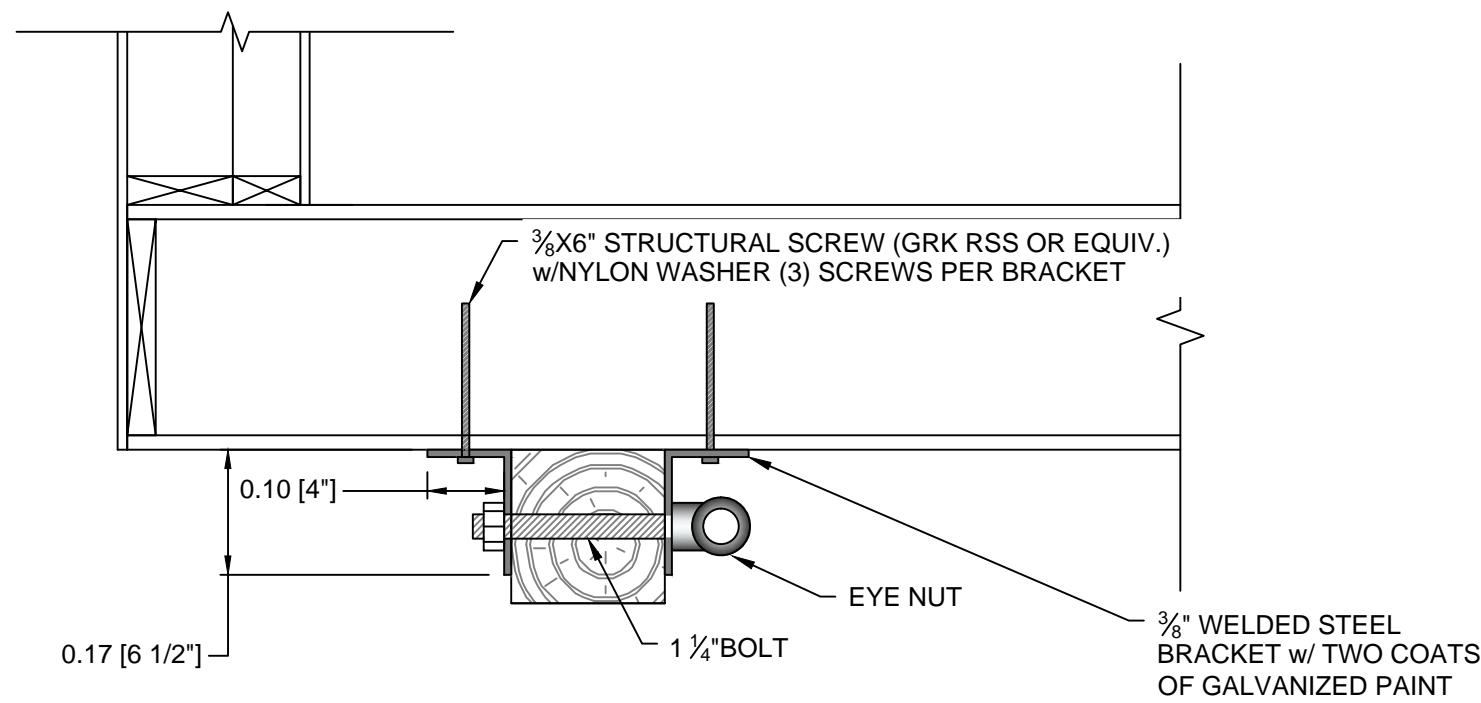
SCALE HOUSE ELEVATION DETAILS

SHEET

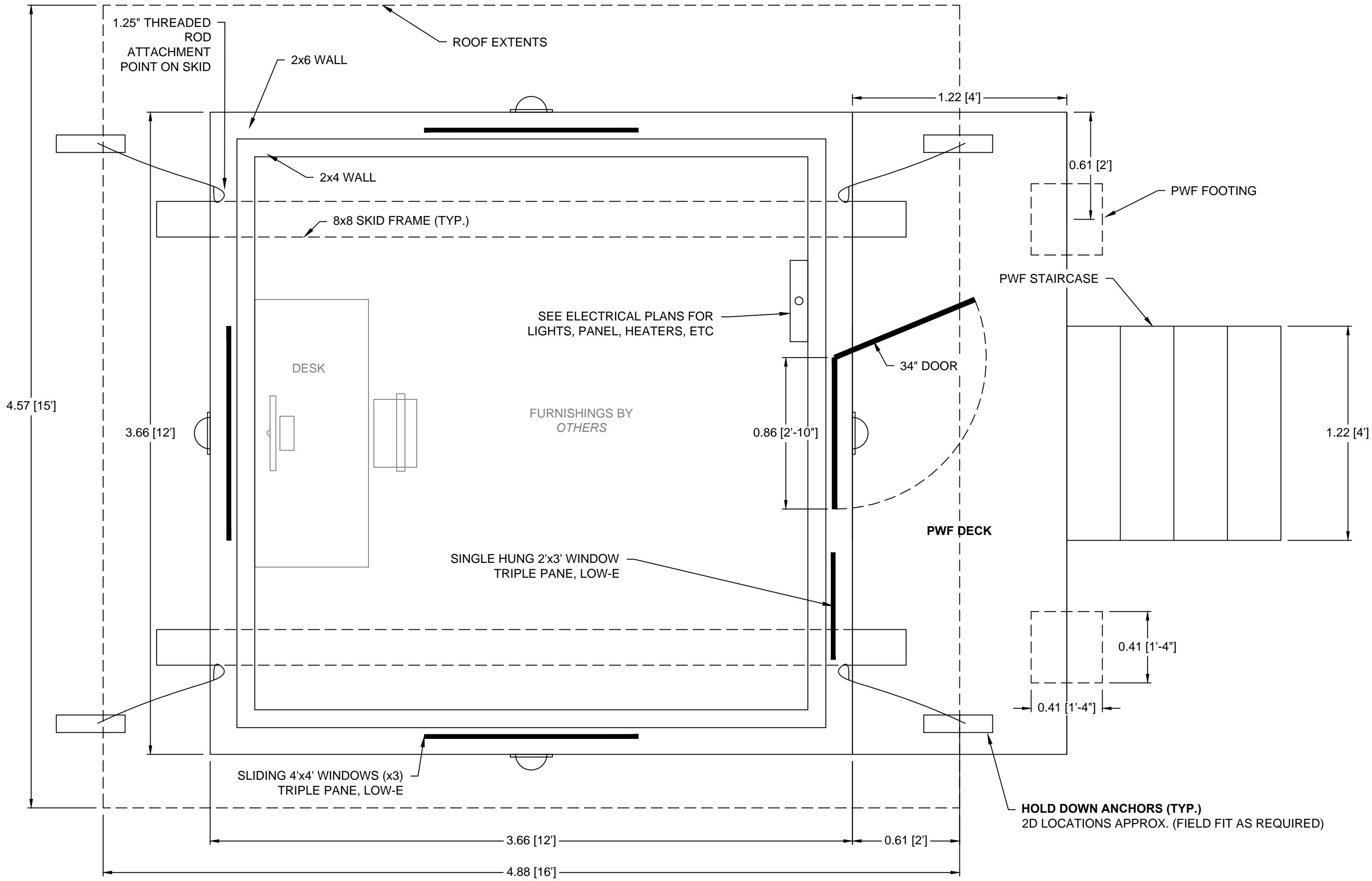
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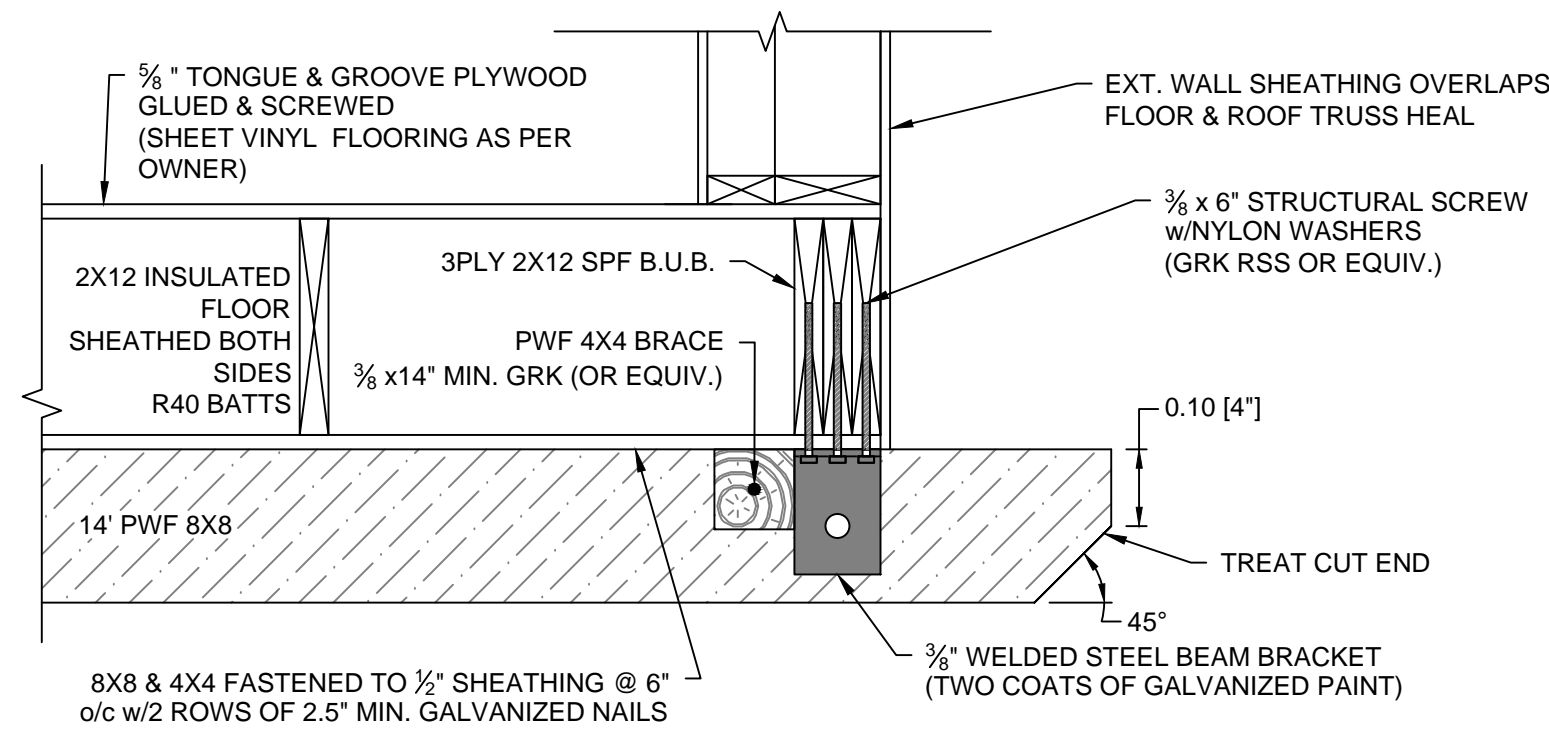
SKID FRAME PLAN VIEW
1:20



SKID FRAME ELEVATION 1
1:10



FLOOR PLAN DETAIL
1:20



SKID FRAME ELEVATION 2
1:10

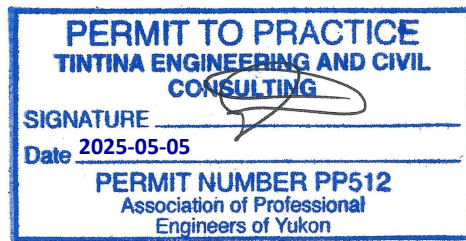
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TINTINA ENGINEERING
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PROJECT

CARMACKS SWF - TRUCK WEIGH SCALE

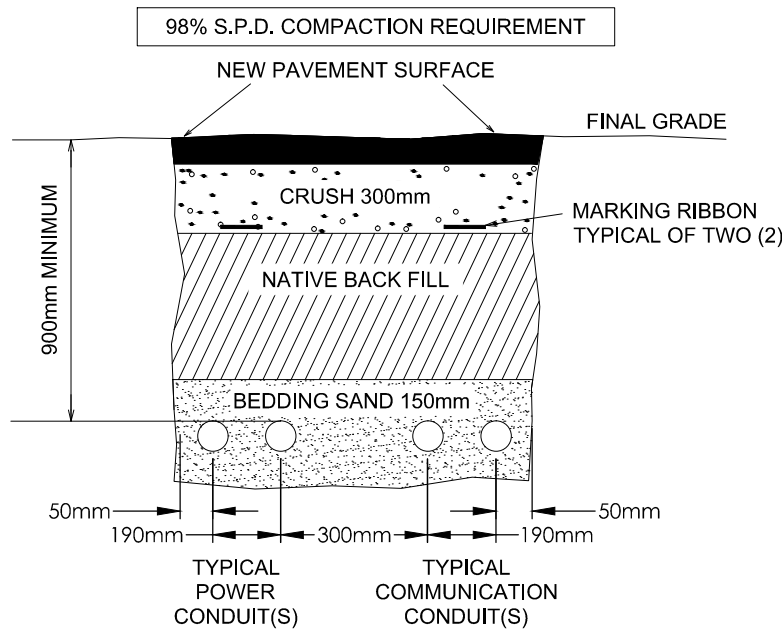
PLAN

SCALE HOUSE SKID FRAME DETAILS

SHEET

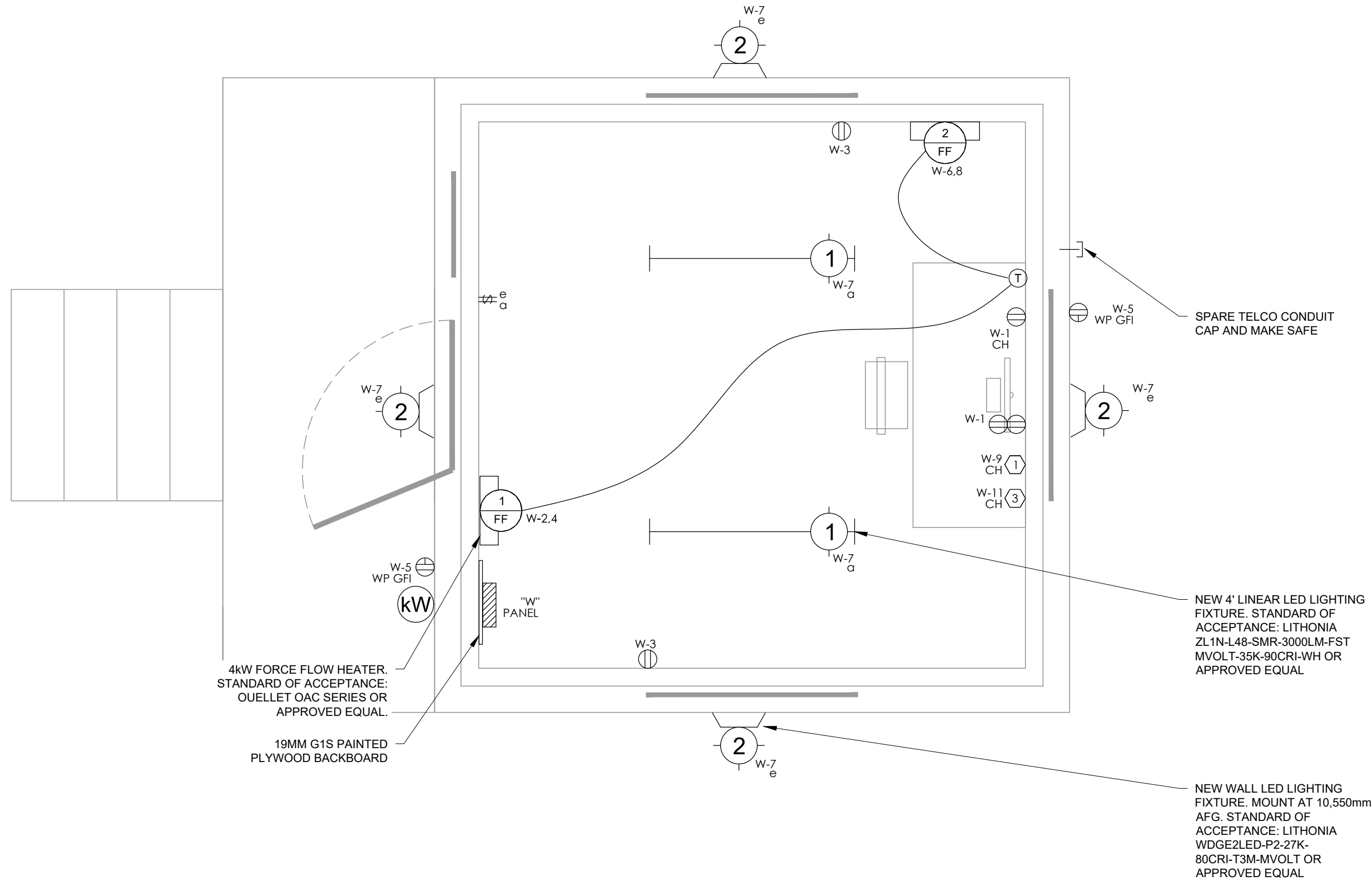
S103

ELECTRICAL LEGEND	
	SURFACE PANEL
	RECESSED PANEL
	HEAT TRACE
	DISCONNECT SWITCH
	PUSH BUTTON
	CIRCUIT BREAKER
	CONTACT
	THERMOSTAT
	ENERGY METER
	"kW" = UTILITY, "dM" - CLIENT OWNED JUNCTION BOX
	EQUIPMENT WITH DISCONNECT
	EQUIPMENT
	DUPLEX RECEPTACLE
	CH = COUNTER HEIGHT
	20 AMP RECEPTACLE T SLOT
	SPLIT DUPLEX RECEPTACLE
	WP = WEATHER PROOF
	DATA JACK
	"1VID" = 1 VOICE + 1 DATA JACK
	"A-12" PANEL & CIRCUIT NUMBER
	"t" SWITCH LEG
	WALL MOUNTED FIXTURE
	STRIP LIGHTING
	SINGLE GANG SWITCH, "O" SWITCH LEG
	"3" THREE WAY, "D" DIMMING
	KEYPAD
	DOOR POSITION SWITCH
	SHATTER GLASS DETECTOR
	FIXED LOW TEMPERATURE SENSOR
	HORN
	ABOVE FINISHED FLOOR
	GROUND FAULT CIRCUIT INTERRUPTER
	OCCUPANCY SENSOR
	WIRELESS ACCESS POINT
	PROVIDE MINIMUM 2 DATA DROPS



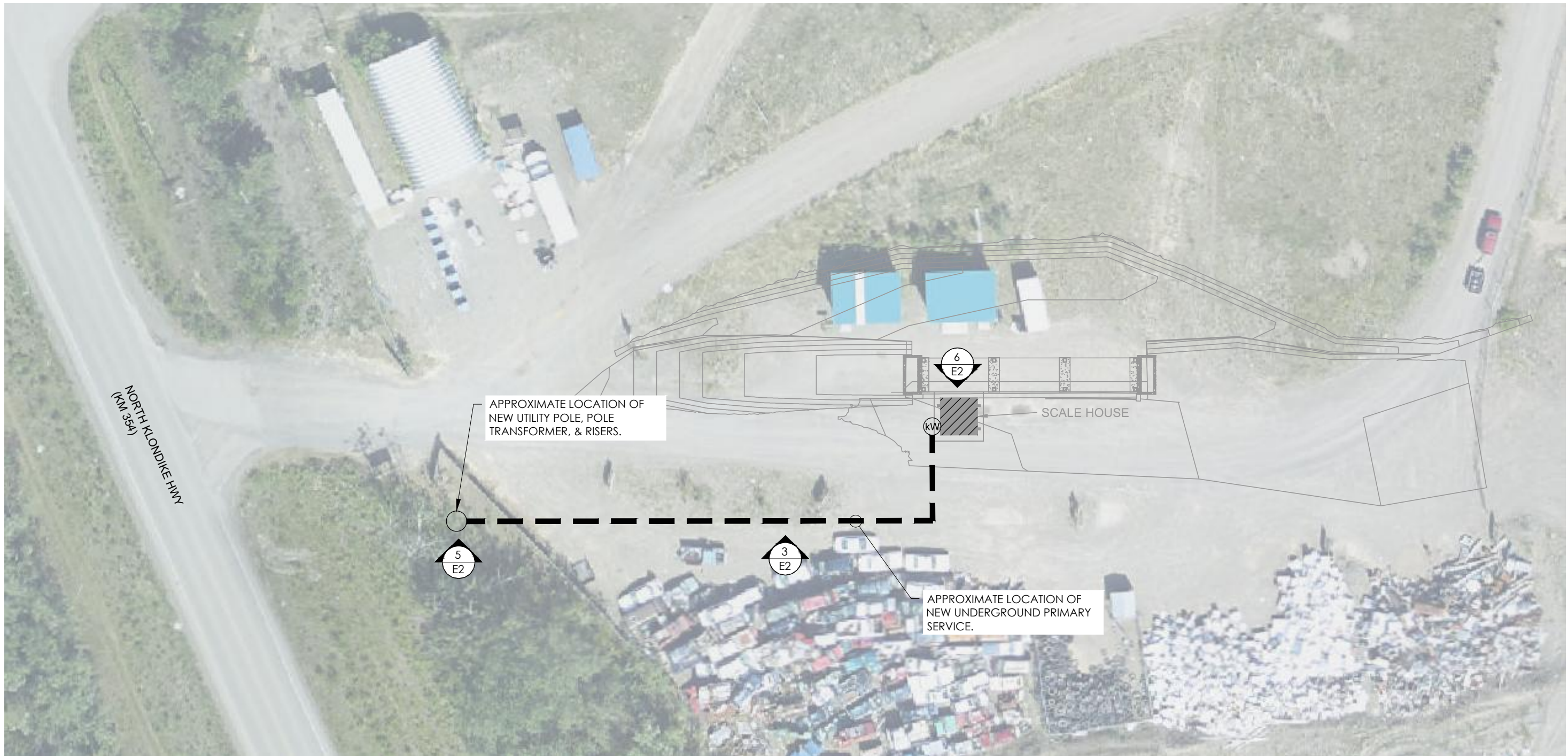
2 ELECTRICAL TRENCHING DETAIL

- SCALE: NTS
- NOTES:
- MINIMUM DEPTH OF 900mm FROM TOP OF CONDUIT TO FINAL GRADE.
 - MAINTAIN MINIMUM 190mm ON-CENTER SEPARATION OF EACH CONDUIT RUNNING IN PARALLEL AND AT CROSS-OVERS.
 - TOTAL TRENCH DEPTH & WIDTH DEPENDS ON QUANTITY & ARRANGEMENT OF CONDUITS.
 - TRENCHING IN ASPHALT - PROVIDE NEW PAVEMENT SURFACE OF MINIMUM 75mm COMPACTED DEPTH, ASPHALTIC COLD MIX MATERIAL.
 - TRENCHING IN CONCRETE - PROVIDE NEW CONCRETE SURFACE, MATCH EXISTING CONCRETE PAVEMENT THICKNESS. USE OPERATOR CONCRETE BASE DETAIL FOR MIX DESIGN.
 - CRUSH THICKNESS 300mm AT ROAD CROSSINGS.
 - IF NATIVE BACKFILL IS UNSUITABLE TO MEET DENSITY REQUIREMENTS, SUBSTITUTE BEDDING WITH A MINIMUM DEPTH 250mm OF 20mm CRUSH.
 - COMPACTION TO 98% S.P.D.
 - COMMUNICATION CONDUIT TO MAINTAIN MINIMUM 300mm SEPARATION FROM DIFFERING UNDERGROUND CABLES & CONDUIT. (CEC-54-700 b)



6 WEIGH STATION LAYOUT

SCALE: 1:25 FOR ARCH D PAPER



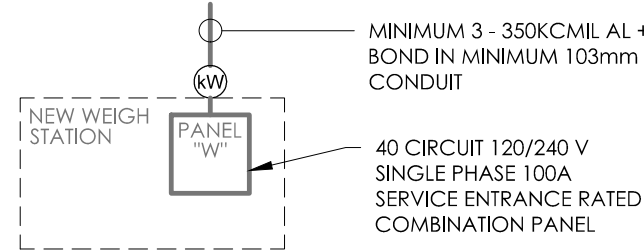
1 SITE PLAN

- SCALE: 1:400 FOR ARCH D PAPER
- NOTES:
- CONFIRM EXACT LENGTHS ON SITE PRIOR TO ORDERING MATERIAL.

SERVICE LOAD CALCULATION PER CEC 22.1-21 OCCUPANCY TYPE: COMMERCIAL FLOOR AREA: 13.5 m²				
DESCRIPTION	WATTAGE	DEMAND	LOAD [W]	
NEW FLOOR AREA	338	100%	338	
NEW ELEC HEATING	8,000	100%	8,000	
		SUB-TOTAL	8,338	
AMPCACITY AT 1-PHASE 120/240V			35A	
MINIMUM RECOMMENDED SERVICE SIZE			2P100A	

3 SERVICE CALCULATION

SCALE: NTS



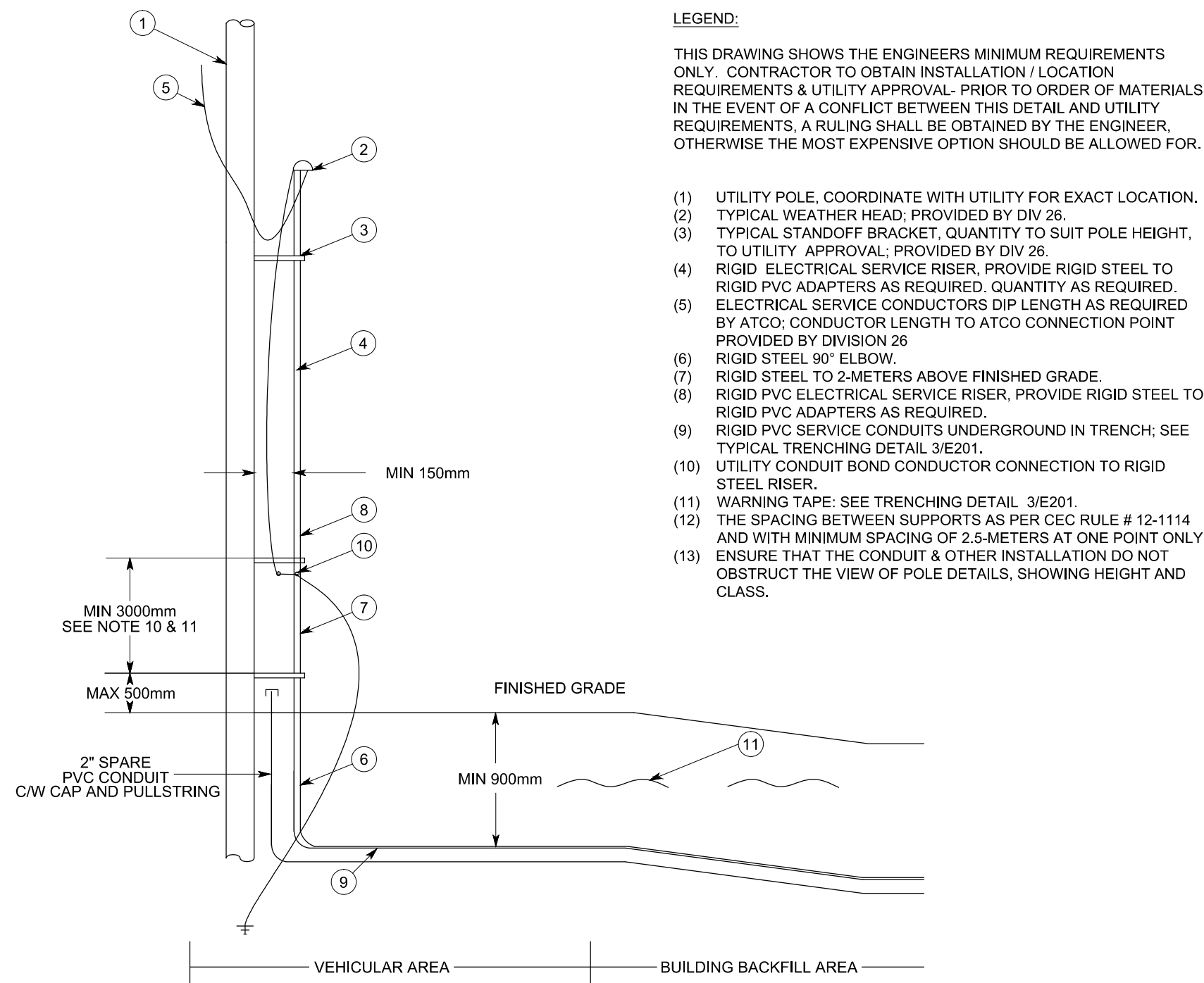
4 SINGLE LINE DIAGRAM

SCALE: NTS

PANEL 'W'					
PANEL LOCATION: WEIGH STATION					
VOLTAGE: 120/240		PHASE: 1		FEEDER SIZE: 100 AMP	
NAME OF LOAD	POLES / AMPS	CCT NO.	POLES / AMPS	NAME OF LOAD	
GENERAL RECEPTACLES	1/15 1	2	4 2/25	FF-1 4kW	
GENERAL RECEPTACLES	1/15 3	4			
EXTERIOR RECEPTACLES	1/20 5	6	2/25	FF-2 4kW	
GENERAL LIGHTING	1/15 7	8			
TRAFFIC LIGHTS	1/15 9	10	2/25	SPARE	
WEIGH SCALE TERMINAL	1/15 11	12			
SPARE	1/15 13	14			
SPARE	1/15 15	16			
SPARE	1/20 17	18			
	19	20			
	21	22			
	23	24			
	25	26			
	27	28			
	29	30			
	31	32			
	33	34			
	35	36			
	37	38			
	39	40			

7 PANEL SCHEDULE

SCALE: NTS



5 OVERHEAD TO UNDERGROUDN SERVICE DETAIL

SCALE: NTS

SCOPE OF WORK

- SERVICE THE NEW WEIGH STATION WITH UNDERGROUND UTILITY POWER & COMMUNICATION SERVICES FROM THE EXISTING OVERHEAD LINES.
- PROVIDE POWER, LIGHTING, & HEATING SYSTEM IN THE NEW WEIGH STATION AS INDICATED.
- COMPLETE SET-UP & TESTING AS INDICATED AND AS REQUIRED.
- PROVIDE SCALE GROUNDING AS PER MANUFACTURES REQUIREMENTS.
- ALL GROUND RODS TO BE 5/8" X 10' COPPER CLAD.

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CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND PROMPTLY REPORT ANY ERRORS AND/OR OMISSIONS TO DORWARD ENGINEERING SERVICES LTD.

NOTES:

KEYNOTES:

- TRAFFIC LIGHT CONTROL BOX, SUPPLIED BY OTHERS. PROVIDE COMMON 1P15A BRANCH CIRCUIT & 4-18AWG CONTROL CABLE IN CONDUIT. COORDINATE EXACT LOCATION ON SITE WITH THE OWNER.
- TRAFFIC CONTROL LIGHTS, PROVIDED BY OTHERS. PROVIDE COMMON 1P15A BRANCH CIRCUIT. PROVIDE RS232 CABLE IN CONDUIT FROM THE TRAFFIC LIGHT CONTROL BOX, TYPICAL OF TWO. COORDINATE EXACT LOCATION ON SITE WITH THE OWNER.
- WEIGHT SCALE TERMINAL, PROVIDED BY OTHERS. PROVIDE DEDICATED 1P15A BRANCH CIRCUIT. PROVIDE 6-22AWG LOAD-CELL CONTROL CABLE IN CONDUIT TO THE TRUCK SCALE LOAD-CELL. PROVIDE 2-18AWG DISPLAY CABLES IN CONDUITS TO EACH DISPLAY LOCATED AT THE TRAFFIC CONTROL LIGHTS. PROVIDE CAT6 CABLE TO THE TERMINAL STATION. COMPLETE INSTALLATION IN ACCORDANCE WITH THE MANUFACTURER'S WRITTEN INSTRUCTIONS.

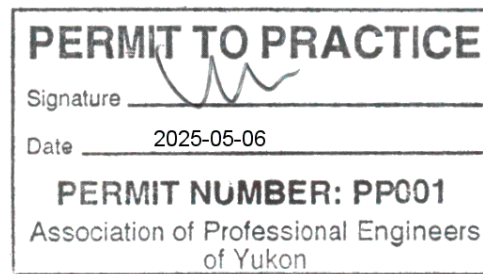
REVISIONS:

NO.	DATE	BY	DESCRIPTION
01	21/03/23	RD	ISSUED FOR COORDINATION
02	22/07/24	RD	ISSUED FOR 95% REVIEW
03	12/03/25	RD	ISSUED FOR TENDER
04	30/04/25	RD	REISSUED FOR TENDER
05	05/05/25	RD	REISSUED FOR TENDER



NOT APPROVED FOR CONSTRUCTION

PERMIT TO PRACTICE:



CONSULTING ELECTRICAL ENGINEERS

UNIT A - 1148 FRONT ST. WHITEHORSE, YUKON CANADA Y1A 1A6

Phone: (867) 668-6888 Email: dorward@eeee.org

PROJECT: CARMACKS SWF TRUCK WEIGH SCALE STATION

DRAWING TITLE:

ELECTRICAL PLANS & DETAILS

SCALE: AS SHOWN

DATE: APRIL 2023

DESIGN: KM/RD

DRAWN: KM

CHECKED: RD

NOT FOR CONSTRUCTION

D.E.S. PROJECT NUMBER:	SHEET:	OF
22079	E2	2



Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

Council Briefing Note: Canada Life Benefits Cost-Sharing

Purpose

To provide Council with an overview of the current Canada Life benefits cost-sharing arrangement, and to recommend adjusting the cost-sharing ratio from the current 50/50 split to an 80/20 split (Village 80%, Employees 20%) in order to improve affordability, increase employee participation, and reduce the Village's indirect liability.

1. Current Situation

At present, only **5 employees** are enrolled in the Canada Life benefits plan. The rest have opted out because the current 50/50 cost-sharing arrangement is too expensive for them to participate in. For instance average premium is as follows;

- **Total premium per employee:** \$500 per month (\$6,000 annually)
- **Employee share (50%):** \$250 per month (\$3,000 annually)
- **Village share (50%):** \$250 per month (\$3,000 annually)

2. Proposed Adjustment (80/20 Split)

Under the proposed adjustment, the Village would cover 80% of the premiums while employees would pay 20%. This aligns with common practice across Canadian municipalities, where the employer typically pays the majority of benefits premiums.

- **Employee share (20%):** \$100 per month (\$1,200 annually)
- **Village share (80%):** \$400 per month (\$4,800 annually)
- **Savings to employees:** \$1,800 annually (\$150 per month)
- **Additional cost to Village:** \$1,800 annually per enrolled employee

3. Comparison Table

Scenario	Employee Pay / Month (\$)	Employee Pay / Year (\$)	Village Pay / Month (\$)	Village Pay / Year (\$)	Total Premium (\$)
Current (50/50)	250	3,000	250	3,000	6,000
Proposed (80/20)	100	1,200	400	4,800	6,000

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4. Rationale

- **Fairness:** Employees currently bear an unusually high share of benefit costs compared to other municipalities.
- **Recruitment & Retention:** A stronger benefits contribution will improve the Village's ability to attract and retain staff.
- **Participation:** Shifting to 80/20 will make the plan affordable enough for more employees to join, expanding the coverage pool.
- **Liability Reduction:** If all employees are covered under Canada Life benefits, the Village indirectly reduces its liability exposure, as more employee needs are met by insurance rather than the employer.
- **True Benefit, Not Burden:** A benefits plan should support employees — not be a financial strain that discourages them from enrolling.
- **Industry Standard:** Employer-majority cost-sharing (75–80%) is the standard practice across Canada.

5. Recommendation

That Council approve adjusting the Canada Life group benefits cost-sharing ratio to **80% employer / 20% employee**, effective [insert date], to align with best practices, reduce indirect liability for the Village, and make benefits affordable for staff.

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