

Village of Carmacks Council

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

Agenda 25-19

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 **Wednesday, October 1ST, 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 September 16, 2025 *Motion to Approve*
4. **Delegation**

None
5. **Correspondence**
 - 5.1 “Yukon Community Services/NAMS Canada – Elected Officials’
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 Finance Report
 - 6.7. Association of Yukon Communities (AYC)
7. **Bylaws**

None
8. **New and Unfinished Business**
 - 8.1. Housing Grant Policy (reallocation of amount)
 - 8.2. Environmental site survey proposal for lot 127 (VoC)
 - 8.3 Balance Biogas detailed Design project summary and application
 - 8.4 Circular Material Master Service Agreement for review
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 September 16th, 2025, IN THE MUNICIPAL COUNCIL
CHAMBERS**

PRESENT: Mayor: J. Lachance

Councillors: D. Hansen, D. Mitchell, T. Wheeler (Zoom), C. Bellmore (Zoom)

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.

**25-18-01 M/S Councillors D. Hansen / D. Mitchell motioned that the agenda be
accepted as presented.**

CARRIED

3. MINUTES:

3.1 From the special council meeting on August 15th, 2025

**25-18-02 M/S Councillors D. Mitchell / T. Wheeler motioned that the minutes be
accepted as presented.**

CARRIED

3.2 From the regular council meeting on September 2nd, 2025

**25-18-03 M/S Councillors D. Hansen/ D. Mitchell motioned that the minutes be
accepted as presented.**

CARRIED

4. DELEGATION

None.

5. CORRESPONDENCE

5.1 Fact Sheet – What to expect during election period 2025

**25-18-04 M/S Councillors T. Wheeler / D. Hansen motioned to file the correspondence
with no action.**

CARRIED



6. REPORTS

6.1 Councillor Activity Reports

Councillor D. Hansen mentioned that she attended AYC executive meeting. The AYC board meeting will be held this weekend on September 19th- 20th in Carmacks Rec Center.

Councillor D. Mitchell mentioned that he attended a funeral, and he is currently working in Faro.

Councillor T. Wheeler had nothing to report.

Councillor C. Bellmore had nothing to report but she mentioned that she will attend the AYC Board meeting as a speaker and representative from Yukon Party.

6.2 Mayor J. Lachance thanked Acting Mayor Dennis and Council for chairing meetings during his three-week absence and noted he had nothing further to report. Mayor also thanked the community and Balance Biogas for their work on the Green Bin (composting program) at the landfill, noting positive feedback from residents.

6.3 CAO Report

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

Important Dates / Events

- Regular Council Meetings scheduled for October 1, 2025 and October 21, 2025.

Project Updates

- Landfill Composting Program
 - Compost bin handout and public engagement session held on September 11, 2025.

Scale Project

- YG and Castlerock conducted a site visit on September 10, 2025.
- Project remains on schedule.
- Village is responsible for coordinating software installation and training.

Curling Rock Resurfacing



- Jerson and George to begin preparing the ice surface next week.

Rugged Apprentices

- Village hosted Rugged Apprentices from September 8–12, 2025.
- Group painted railings and porch of the Village office building and seating area on the boardwalk.
- CBC interviewed the group during their stay.
- Apprentices expressed they enjoyed working with and for the Village.

Arena Boilers

- Contact made with David Eastland regarding boiler issue.
- He will follow up with YG and Budget Plumbing.

CAO requested that Council reschedule the next regular Council meeting from **Tuesday, October 7, 2025**, to **Wednesday, October 1, 2025, at 7:00 p.m.** because all Administration staff will be attending the Sustainable Community Forum hosted by the Community Services Department (Yukon Government), leaving no Administration available to support the meeting. Council approved the request, and the meeting was rescheduled accordingly.

6.4 Recreation Report

Council received the Recreation Report (August–September 2025) for information, as presented by Recreation Centre Director **Chanel Johnnie**.

6.5 Fire Department by Acting Chief Dennis Mitchell

The Carmacks Fire Department report for August 2025 included several practices and emergency responses. Members conducted gear checks and training sessions on fire behavior, flashover/backdraft, and ladder safety, along with a guided tour of the First Nation fire suppression system. The department assisted with community events such as watering the ball field during the softball tournament. Callouts included a motor vehicle accident on the North Klondike Highway near Minto, a major collision on the Pelly Crossing bridge requiring extrication, and a burning ATV near the sewer lagoon road. Routine maintenance was also carried out on the loaned pumper truck by the Fire Marshal's office. Attendance varied across events, with consistent participation by core firefighters.

6.6 AYC



Councillor Wheeler mentioned that the admin forum and AYC board meeting is on September 19 and September 20 at Recreation center Carmacks.

7. BYLAWS

7.1 By-Law 320-25 Appointment of Interim CAO

25-18-05 M/S Councillors D. Mitchell / T. Wheeler motioned to Give the By- law 320-25 Appointment of Interim CAO third & final reading.

CARRIED

8. NEW & UNFINISHED BUSINESS

8.1 LSCFN Joint Council Meeting Date October 22nd, 2025

Council agreed to the purposed date October 22nd, 2025, for joint council meeting with LSCFN.

Proposed items from council-

- **Flood Mitigation Project — Federal Funding Application**
- **Pool Season Review**
- **Composting Program**
- **Sewer Lagoon — Update**
- **Animal Control — Check-In with LSCFN**

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.

11. ADJOURNMENT

25-18-10 M/S Councillor T. Wheeler motioned to adjourn the meeting at 07:28PM.



Mayor J. Lachance adjourned the meeting at 07:28 PM.

Mayor J. Lachance

CAO Parminder Singh (Interim)

A

Arbor.Webster

  Reply  Reply all  Forward   ...To:  CAO Village of Carmacks

Fri 2025-09-26 9:33 AM

Cc: Anita.Janzen <Anita.Janzen@yukon.ca>

Good morning,

Recently we discussed the NAMS Canada asset management workshop offered to elected officials. In addition to the email below, I can share some extra details about this workshop:

NAMS Canada – a recognized leader in Canadian infrastructure asset management – has developed a training program tailored for elected officials.

This workshop helps council members better understand their role as stewards of community services and infrastructure, with a focus on building climate-ready, sustainable communities. The session will be customized for your community, linking corporate objectives, legislative requirements, services, risks, and overall service trends. It will also review current asset management practices, explore how asset management supports better decision-making, and highlight the key questions council should be asking to guide administration.

The workshop concludes by identifying top community priorities, next steps, and strategies for aligning all strategic and corporate planning work. The workshop is available now through March 31, 2026 and will take about 1.5 hours.

Village of Carmacks is welcome to invite Little Salmon/Carmacks First Nation to participate as well. Please let us know if you have questions, and if Council would like to register, we can connect you with NAMS Canada and support that process.

Thank you,

**Arbor Webster**

Community Advisor

Community Services | Community Affairs

T 867-334-1123 | Yukon.ca

I respectfully acknowledge that I work within the Traditional Territories of the Kwanlin Dün First Nation and the Ta'an Kwäch'än Council



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

TO: Mayor and Council
FROM: Parminder Singh, Interim CAO
DATE: October 1, 2025
SUBJECT: CAO Report

Important Dates / Events

- **Next Regular Council Meeting:** October 21, 2025
-

Project Updates

Circular Materials – Extended Producer Responsibility (EPR) Program

The Village has received the draft **Master Services Agreement (MSA)** and **Statement of Work (SoW)** from Circular Materials. The contract relates to operation of the Carmacks Recycling Depot under the new EPR program for packaging and paper products (PPP).

- The agreement covers **depot operations only** related to PPP.
- Compensation is set as a **fixed monthly payment**.
- The depot will collect PPP from both residential and commercial users; however, payment remains at the agreed monthly rate regardless of volumes.

Further details on the scope of work, obligations, and financial terms will be reviewed **in camera**, as this is a contract under negotiation.

Housing Accelerator Fund (HAF) – Grant Policy

Through the recent HAF-supported housing grant policy, the Village has had **5-6 potential residents show interest**, representing **up to 12 housing units**.

- Some projects are already in the **development permit process**.
- A few are preparing to **apply for building permits**.

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



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Carmacks, YT Y0B 1C0

- Others are still in the **design stage** and will be applying for development permits once plans are finalized.

Village staff are actively assisting applicants with the required paperwork to ensure smooth processing through Yukon Government. These applications and permits are key to meeting our **reporting requirements under HAF funding**.

Scale Project

YG and Castlerock are moving ahead on schedule. **Construction and digging work are now underway**, with completion estimated for the **end of October 2025**. The Village remains responsible for coordinating **software installation and training** once physical construction is complete.

Arena Ice

Jerson and George have begun preparing the **ice surface** for the season. Work is underway to have the arena ready for use on schedule.

Arena Boilers

Budget Plumbing has completed the main work. The boilers have been **tested and are operational again**. Some **minor repairs are ongoing**, but overall, the system is back in service.

Village Office Roof Project

The **Community Development Fund (CDF) application was declined**, despite a strong submission with multiple quotes and reference letters. CDF staff recommended Council consider completing the project through the **Village's capital budget**.

On the positive side, after further contractor outreach, **new quotes are in the \$50,000 range**, down from the earlier \$80,000–\$90,000 estimates. This presents an opportunity to complete the project more cost-effectively.

Composting Program

The **Composting Management Plan (CMP)** is expected by October 3, 2025. Staff training is scheduled for



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Carmacks, YT Y0B 1C0

October starting two weeks. The facility is scheduled to begin accepting organics the week of October 13, 2025, with signage and public notices to follow.

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



Village of Carmacks
Public Works Foreman Report
Date: September 25, 2025

To: Chief Administrative Officer, Mayor, and Council
From: Keith Sheldon Jr, Public Works Foreman

Treatment Plant

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

Arena and Recreation Building

- **Arena:** Boilers were repaired and are now functioning normal. Upstairs electric hot water tank needs to be replaced.
 - **Recreation Building:** Open for scheduled activities; boilers have been turned on. UV lights were repaired.
-

Landfill

- **Operations:** Normal activities are ongoing. Electric fence has been set up around compost shelter. Contractors have started with installation for scales.
-

Collection System

- **Status:** manhole inspections were conducted, we flushed some key points of the collection system. We also reinstalled frost lid covers and exposed manholes that were covered by road construction.
-

Duplex

- **System Functionality:** Operating within normal parameters; isolated outside water taps for winterization.
-



Equipment

- **Condition:** Kubota R630 wheel loader is stuck in turtle mode and has appointment for service.
-

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:** administration building was painted by the rugged apprentice group.
-

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.
-

Swimming Pool

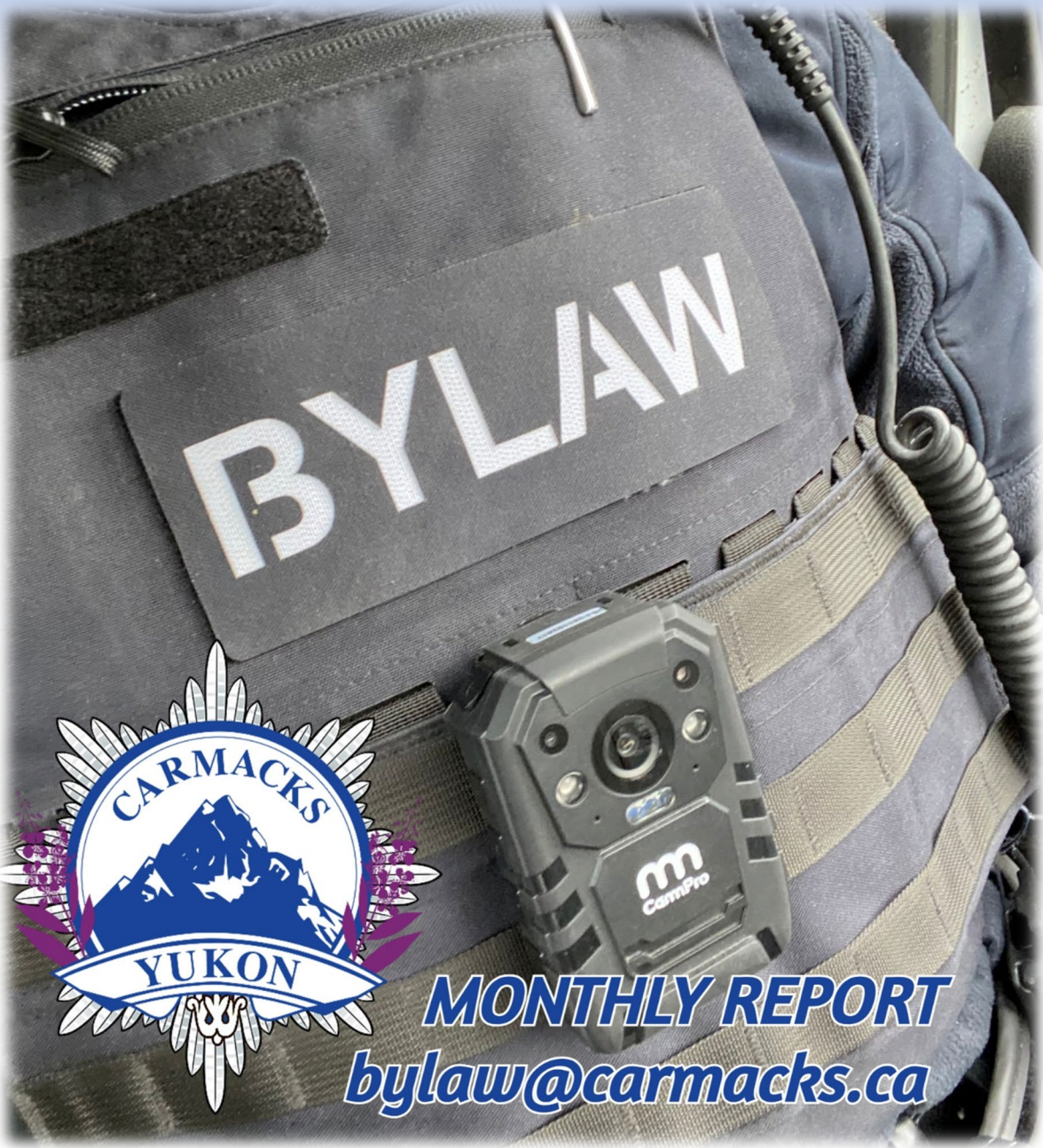
- **Facility status:** we closed the pool for winter and completed our winterization process.



Additional Information

- **VIC, Merv Tew Park, Lot 90 Park**
- **Water has been disconnected and washrooms are winterized.**

- Sincerely,
Keith Sheldon Jr
Public Works Foreman



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



MUNICIPAL BYLAW ENFORCEMENT

Bylaw Constable's Report Monthly Report

September 2025

Summary of Activities

Occurrences	September 2025	Year to Date 2025	Details
Dogs at Large	5	29	Dogs Caught on Klondike Highway, One Dog Hit by a Motor Vehicle on Highway, One Dog reported being a nuisance on neighbors' property and impounded.
Aggressive Dog Complaints	3	9	Received two aggressive dog complaints on LCSFN, Order was issued, and seizure of dog was considered. Monitoring closely and following up with Owner on regular basis to ensure compliance.
Traffic Violations (Unsecured Loads)	3	33	Traffic Stop initiated on Tractor Semi Trailer with Ratchet Straps dragging behind the Trailer on the roadway. One Parking Complaint on Roadway

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

Occurrences	September 2025	Year to Date 2025	Details
Assist RCMP	1	5	Two Dogs held at Dog Pound for RCMP investigation
Public Encounters	8	56	Informed Commercial Driver's with updates on road conditions and members of the Public with Animal Control inquiries
Open Space Infractions	1	13	Report of illegal Dumping in Municipal Boundary

Highlights

- **Animal Control:** Increased calls regarding dogs being a nuisance and at large during this time of year. One dog was killed on the Klondike Highway and the owner was notified.
- **YG Animal Protection:** One Dog Surrendered and handed over to Animal Protection Officer for rehoming in Whitehorse through the Humane Society.
- **Business Licensing:** One complaint was received regarding a business operating in Carmacks without a valid licence. Upon investigation, it was confirmed the individual possessed an inter-municipal licence and was in compliance.
- **Traffic Bylaw:** Monitoring for unsecured loads traveling through Carmacks continued. A visible Bylaw Enforcement presence was maintained when not engaged in animal control duties.



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



Any questions please email me at;

bylaw@carmacks.ca

Telephone: (867) 385-1519

Email: bylaw@carmacks.ca



Village of Carmacks

P.O. Box 113
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Finance Department Report – September 2025

Expenditure Summary: The Expenditure Summary report for September 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 September 30, 2025, is attached for your review and consideration.

Property Tax Report

There are currently eight outstanding property tax accounts. Second reminder notices will be issued next week. One property owner is making payments through an approved installment plan.

Additionally, the application to reclaim the Homeowners Grant (HOG) from Government of Yukon has been submitted.

Funding

Youth Developmental Asset Program (YDAP)

The report for the first program period (April–August) has been submitted. We are currently awaiting the release of the second funding installment from Government of Yukon.

Canada Community Building Fund (CCBF)

We received the funding for the 1st quarter of this year for Pool and Solid Waste Facility upgrades.

Payroll System Upgrade:

The Village is in the process of implementing a new payroll punch system to improve efficiency and accuracy. The second test run of the system is scheduled for September 29, 2025. Employees are adapting 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			
Cheque Log for 1005 Scotia Bank Chequing from 2025-08-01 to 2025-09-30			
Power Pay Payroll 17-19		179,378.57	
Cheque	Payee	Amount	Description
31485	Petty Cash - Recreation	6,000.00	Prize money for T-Ball tournament
31486	Domingo, Rex	1,306.72	Payroll
31487	Home Plus Products Inc.	6,565.97	Pool supplies
31488	Little Salmon Carmacks First Nation	630.00	Pumpouts at WWTP, Merv Tew Park and VIC
31489	The Canada Life Assurance Company	3,103.48	Monthly premium August
31490	Klondike Pest Control Services	157.50	Monthly service fee July
31491	AFD Petroleum Ltd	256.49	Heating fuel Rec-center
31492	Element Materials Technology Canada Inc	1,436.65	WWTP water sampling
31493	Budget Plumbing & Heating Inc.	1,239.00	UV lights at Rec-center
31494	Ausenco Sustainability Inc	1,110.19	Landfill sampling
31495	Yukon Wildlife Preserve	196.35	Youth trip
31496	All Yukon Refrigeration	2,277.01	Fridge repair at Rec-center
31497	WSP Canada Inc.	7,589.19	WWTP inspection
31498	TK Elevator (Canada) Limited	1,334.34	Monthly service fee August
31499	Ferraz, Liam	45.77	Re-imburement for Bylaw supplies
31500	Carmacks Hotel Limited	591.73	Monthly purchases July
31501	Pelletier, Chantal	123.90	Travel to Whitehorse for water testing pool
31502	Territorial Auto Parts	182.43	Vehicle supplies
31503	Yukon Pump Ltd.	605.26	Road construction signs
31504	Yukon Service Supply Co	6,782.42	Wood chipper purchase
31505	Home Hardware Building Centre - Whiteho	401.72	Cold mix for road repairs
31506	Total North Communications Ltd.	3,218.25	Monthly service fee August and network support
31507	Skookum Kelly & Allen	354.78	2025 GIC

Village of Carmacks			
Income Statement 2025-01-01 to 2025-09-30			
REVENUE			
Revenue			
Tax Revenue - General	451,042.40		
Tax Revenue - Penalties	218.47		
Tax Revenue - Interest	34.44		
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		678,937.03	
Interest Income	48,059.71		
Administration revenue other	9,441.55		
Recreation Revenue	27,645.28		
Concession Revenue	2,305.60		
Pool Revenue	43,976.50		
Arena Revenue	3,215.64		
Public Works Revenue	17,267.71		
Recycling Revenue	34,919.65		
Landfill Revenue	41,819.12		
Sewer Revenue	35,941.44		
Business Licence Fees	3,570.55		
Permit Fees	1,100.00		
Visitor Centre Revenue	1,247.60		
Building rentals	127,273.85		
Fire Protection Agreement	31,687.38		
Carbon Tax Rebate	33,837.15		
Total Other Revenues		463,308.73	
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	210,805.55		
Funding - Other	20,163.61		
Community Training Trust Fund	3,000.00		
Total Funding		263,360.16	
Comprehensive Grant - Unconditional	1,944,125.00		
Total - Comprehensive Grants		1,944,125.00	
Total Revenue		4,818,613.04	

TOTAL REVENUE		4,818,613.04	
EXPENSE			
Expenses			
Indemnities		63,676.28	
Salaries Managers		28,537.27	
Salaries Full Time		803,448.05	
Salaries Part time		57,661.63	
Salaries Student		29,265.30	
WCB		24,386.90	
Travel		24,451.02	
Per Diem		10,492.50	
Overtime		1,518.71	
Standby Pay		3,677.05	
Yearly Travel Bonus		16,500.00	
RSP Employer Portion		7,569.42	
Group Ins. Employer Portion		15,327.42	
CPP Employer Portion		53,176.62	
EI Employer Portion		21,239.12	
Contract labour & Equipment		341,412.15	
Janitorial expense		31,765.26	
Office Supplies		30,598.39	
Supplies		34,287.18	
Training		17,348.97	
Memberships		21,403.94	
Service, bank, and late charges		5,092.06	
Advertising		11,343.74	
Telephone/Internet/Cell		46,525.87	
Heating Fuel		132,517.37	
Electricity		172,672.19	
Repairs and Maintenance		92,647.80	
Testing		25,629.38	
Security		20,302.09	
Insurance		9,375.00	
Professional Fees		150,041.34	
Vehicle Expenses		19,429.18	
Vehicle Fuel		26,159.99	
Community Investment Grant		11,791.56	
Licences, Dues and Fees		1,419.58	
Meeting Expenses		2,114.74	
Capital		100,879.41	
Street Lights		16,690.78	

Street Signs		2,574.73	
Road Maintenance		7,810.33	
Small Tools & Equipment		1,750.18	
Animal Control		508.11	
Recycling Refund		22,786.50	
Landfill Maintenance		42,441.56	
Cemetary Maintenance		306.97	
Parks Maintenance		1,993.33	
Trails Maintenance		1,359.01	
Rec Board Grants		3,302.55	
Funded Events		17,118.29	
Events		20,179.98	
Special Events & Projects		4,475.00	
Concession		1,823.76	
Freight		5,669.24	
Total General & Admin. Expenses		2,616,474.80	
TOTAL EXPENSE		2,616,474.80	
NET INCOME		2,202,138.24	
Generated On: 2025-09-26			

Date: September 29, 2025

To: Mayor and Council, Village of Carmacks

From: Jane Koepke

Subject: Reallocation of Housing Development Grant Program funding from *Major* to *Minor* stream and Potential Funding Increase (2025 Intake)

Mayor and Council,

Mark and I recommend that Council reallocate the remaining 2025 Housing Incentive Program funding from the Major Projects stream to the Minor Projects stream for the balance of this intake. We currently have no active Major-stream projects, while the Minor stream is oversubscribed with viable applications. Redirecting the unused Major envelope will better match demand, enable us to move projects to permit quickly, and improve our chances of securing nine (9-12) building permits in 2025 and fully subscribing this first intake.

Currently, there are 7 prospective applications by 6 unique applicants encompassing 12 dwelling units. If all applications are submitted, a budget of \$570,000 would cover off the base (\$40K) grants for all units and a residual \$90K in bonus grant money for the units that receive a building permit by year-end.

The initial \$500,000 recommendation was based on a budget projection that accounted for HAF 2025 workplan commitments and left about \$37,000 in contingency funds. Mark and I are updating the HAF budget in the hopes that the Minor grant stream amount could be increased to \$570,000 to ensure all applicants are supported (and still incentivized to get 2025 permits!) Our updated projection is that the HAF budget could increase to \$600,000 in total, leaving \$30,000 in contingency funds from a \$570,000 allocation. We're confirming this amount later this week.

These proposed adjustments will demonstrate to CMHC that the Village of Carmacks is putting HAF dollars to maximum use, strengthening our case for another full funding instalment in 2026.

Recommendation

That Council reallocate the remaining 2025 Housing Development Grant Program Major Projects stream funding to the Minor Projects stream, effective immediately, to support oversubscribed Minor applications and maximize 2025 building permits. Further, that Council agree in principle to the total grant amount increasing to reflect the maximum budget possible, subject to the other aspects of the HAF Action Plan having sufficient funding and a \$20,000 to \$30,000 contingency amount being maintained.

Financial implications: No net increase; intra-program reallocation aligning funds to demand.

Policy/administration: Consistent with Council's authority to set program allocations; staff will amend guidelines and communications accordingly.

Risk: Low. If a Major project emerges, Council can rebalance at the next intake.

Draft Motion (for the minutes)

THAT Council reallocate the remaining **2025 Housing Incentive Program Major Projects** stream envelope **to the Minor Projects stream**, effective immediately, **and** authorize staff to (1) update program materials, (2) notify applicants, and (3) issue conditional approvals up to the revised Minor-stream allocation for this intake; **AND FURTHER THAT** Council review stream allocations at the outset of the next intake. **THAT** Council authorize staff to increase the overall Minor Projects funding amount to a maximum of \$570,000, subject to continued discussions with the HAF consultants and the requirement that any funding increases will not negatively impact the Village's ability to deliver on other aspects of the Village's HAF Action Plan.



APERTURE CONSULTING INC.

Proposed Work Plan

Phase I Environmental Site Assessment:

Lot 127

Carmacks, Yukon

Presented to:

Groundswell Planning

2025-09-22

Table of Contents

1.0	Introduction	1
2.0	Phase I ESA	1
4.0	Project Schedule	2
5.0	Corporate Information	3
5.1	WCB Coverage	3
5.2	Insurance	3
5.3	Health and Safety	3
6.0	Project Pricing	3
7.0	Closure.....	3

List of Tables

Table 1: Project Timeline	2
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1.0 Introduction

Aperture Consulting Inc. (ACI) is pleased to present the following proposed work plan for the provision of a Phase I Environmental Site Assessment (ESA) for Lot 127, located in Carmacks, Yukon. It is understood that the purpose of this work includes a due diligence investigation to identify potential sources of environmental contamination and present recommendations for future work, if required. It is understood that this land parcel is being considered for future development.

The scope of work for this project does not include identification or assessment of hazardous building materials. An initial overview search of the aerial photos shows that the lot is vacant and is located next to the Village of Carmacks Office. A detailed proposed methodology, work schedule, and cost estimate are provided in the following sections.

2.0 Phase I ESA

Responsibility for the site visit, data gathering, and review will be shared by Kirsten Hogan and Tim Hogan, both are Project Manager/Senior Review staff with ACI. It is anticipated that Tim Hogan will be the primary report writer, and Kirsten Hogan will provide final review of the report. Tim Hogan will serve as the main point of contact between ACI and the client team.

The Phase I ESA will be carried out in accordance with the standard methodology outlined in the Canadian Standards Association (CSA) Phase I Environmental Site Assessment standard CSA Z768-01 (Reaffirmed 2022). Modifications from the standard methodology, if any are needed, will be noted in the report.

Records

Review

During the information gathering portion of the Phase I ESA, ACI will review documentation provided by YG personnel and obtain relevant historical information. ACI will request historical land title searches for the properties in the study area. ACI will also conduct searches of data maintained by applicable regulatory agencies, including, but not limited to:

- Contaminated Sites Registry;
- Yukon Water Well Registry;
- Historical Aerial Photos;
- Canada's Historic Places;
- National PCB Inventory;
- CEPA Environmental Registry;
- Federal Contaminated Site Inventory; and
- Territorial databases containing information on designated materials permits, fuel storage tanks, historic sites, land treatment facilities, relocation permits, spills, special waste permits, and any other information sources identified by ACI or the client team.

The records review will be used to inform the site visit, develop site-specific questions for the interviews to be conducted, and identify areas where additional investigation may be necessary.

A detailed list of sources of information and findings will be kept and presented in the Phase I ESA report.

Site Visit ACI proposes to conduct a detailed site inspection under snow-free conditions in September or October, 2025. The site visit will include documenting and inspecting existing infrastructure, and documenting the condition of the site and the surrounding areas. ACI will use a site visit checklist and will use the onsite observations in conjunction with the results of the records review to identify Areas of Potential Environmental Concern (APECs).

The results of the site visit will be documented in detail using site drawings, notes, and photographs.

Interviews ACI will conduct interviews of up to 4 personnel with relevant knowledge of the subject site as outlined in the CSA Standard. ACI will obtain permission from the client team prior to conducting interviews with any personnel identified during the course of the investigation. The interviews will be used to confirm information identified in the records review, fill in data gaps, and answer any questions that may arise as a result of the site visit.

Evaluation and Reporting A comprehensive report will be generated outlining the sources of information reviewed, the results of the site visit and interviews, and an interpretation of the environmental condition of the site. APECs will be identified (if any), and any limitations of the investigation will be presented along with recommendations for future work (if any).

4.0 Project Schedule

The proposed project schedule is provided in Table 1. The proposed dates may be adjusted if necessary. Please note that we will be out of the territory December 1 – 31st, 2025 and will have limited ability to respond to report comments during this time period.

Table 1: Project Timeline

Task	Timeframe/Date of Completion
Records Review	October 2025
Interviews	October 2025
Site Visit	October 2025
Submission of Draft Phase I ESA	November 15, 2025
Submission of Final Phase I ESA Report	2 weeks following receipt of comments on draft report

5.0 Corporate Information

5.1 WCB Coverage

ACI maintains WCB coverage. A WCB clearance letter will be provided upon request.

5.2 Insurance

ACI maintains commercial general liability insurance, automobile insurance, and errors and omissions insurance. Proof of insurance is available upon request.

5.3 Health and Safety

ACI is registered with the Northern Safety Network and holds a Small Employer Certificate of Recognition (SECOR) for our health and safety program. Our SECOR number is 2019-582.

6.0 Project Pricing

We propose a fixed price of **\$8000 + GST** for the required work. This includes one day of onsite inspection in Carmacks, interviews with up to 4 people familiar with the site and its history, and provision for one round of comment and editing of the draft report.

7.0 Closure

Thank you for the opportunity to provide this proposal. We trust that the above information is sufficient for the requirements at this time. Please feel free to contact us should you require any additional information or clarification.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tim Hogan', with a horizontal line underneath.

Tim Hogan, P.Eng.

Aperture Consulting Inc.

Dist: Addressee (1) via email