

Village of Carmacks Council

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

Agenda 25-23

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, December 2nd, 2025**

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

Agenda

1. **Call to Order**
2. **Adoption of Agenda** *Motion to Approve*
3. **Adoption of Minutes**
 - 3.1 Regular Meeting of November 18th, 2025 *Motion to Approve*
4. **Delegation**

None
5. **Correspondence**

None
6. **Reports**
 - 6.1 Council Activity Reports
 - 6.2 Mayor's Report
 - 6.3 Bylaw Report
 - 6.4 PW Report
 - 6.5 Finance Report
 - 6.6 Association of Yukon Communities (AYC)
7. **Bylaws**
 - 7.1 Bylaw No. 321-25 – Landfill Service Rates Bylaw
 - 7.2 Bylaw No. 322-25 – By-Election Bylaw 2nd and 3rd Reading
8. **New and Unfinished Business**
 - 8.1 Request for Municipal Employee Christmas Holidays – Service Shutdown & Time Off
 - 8.2 Balance Biogas –Commercial/Institutional Compost Integration and Water Monitoring
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 November 18th, 2025, IN THE MUNICIPAL COUNCIL
CHAMBERS**

PRESENT: Mayor: J. Lachance

Councillors: D. Mitchell, D. Hansen, T. Wheeler

Staff: A. Wylimczyk

Regrets:

Delegation: RCMP Cst. G. Beauchamp, BBG J. Osborne

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

2. AGENDA: Council reviewed the agenda.

Mayor Lachance added RCMP to Delegation and corrected the date of the agenda.

25-22-01 M/S Councillors D. Hansen/T. Wheeler motioned that the agenda be accepted as amended.

CARRIED

3. MINUTES:

3.1 From the regular council meeting on November 18th, 2025

25-22-02 M/S Councillors T. Wheeler/D. Hansen motioned that the minutes be accepted as amended.

CARRIED

4. DELEGATION

4.1 RCMP

Cst. Beauchamp provided council with written report and broke it down verbally. Calls were down compared to last year. Most calls involved alcohol, calls of disturbance and assistance of suspicious occurrences. The next court session will be on January 14th, 2026, at the new Fire Hall. RCMP members worked with local partners in solving potential fuel outage at Tatchun Centre. They were informed by the owner of Doering Petroleum Ltd. That there will be no fuel shut down, and it will be a seamless transition to the new system.

Road safety and police visibility remain focused. Members conducted 125 patrols and logged 133.5 hours on the road. One member was able to conduct an enhanced patrol on Freegold Road because several miners shared concerns about possible suspicious individuals casing their property for a potential break and enter after the mining season ends. Members participated in several community activities, including the Archery Club, family skating, and a Halloween haunted house. They also hosted their annual Halloween night bonfire and provided hot chocolate and treats to trick-or-treaters.



4.2. Balance Biogas – Jonathan Osborne

J. Osborne provided an update on the funding agreements for the Closed Loop Waste project. The agreements are ready for signing. He would like to get feedback from council and other stakeholders regarding the integration of commercial customers participating in the composting program. J. Osborne would also like to send in a proposal for the yearly groundwater well testing at the landfill and compost testing.

5. Correspondence

5.1 AYC – Request for Donation

AYC asked municipalities if they want to participate with a donation to this years Festival of Trees in Whitehorse. After a thorough discussion council decided to donate 1 hour ice time for a family.

25-22-03 M/S Councillors T. Wheeler/D. Hansen motioned to donate 1 hour of ice time to the Festival of Trees event.

CARRIED

5.2 YG – D. Eastland – Weigh Scale Update

D. Eastland provided an update on the weigh scale project. The attendant shack requires additional scope, costs, and engineering work, which has created a cascading effect on the completion of other components, including finishes and electrical. The contract with Castlerock has been extended to December 2nd. The scale has been calibrated and commissioned. ATCO must still complete the final power connection; once this is in place, internet installation will proceed, followed by training for Landfill and Public Works staff.

6. Reports

6.1 Council Activity Reports

Councillor D. Hansen is continuing in the recruitment process of the CAO. She attended the Remembrance Day Ceremony on November 11th at the Re-centre.

Councillor D. Mitchell has nothing to report. He is busy at work and unable to attend the Remembrance Day Ceremony and CAO interviews. He was happy to attend two Hockey nights at the Rec-centre.

Councillor T. Wheeler has nothing to report. She was unable to attend the Remembrance Day Ceremony due to feeling unwell.

6.2 Mayor's Report



Mayor J. Lachance continues to advance the recruitment process for the new Chief Administrative Officer, which is now in its final stages. The mayor attended the Remembrance Day ceremonies held at Tantalus School and the Recreation Centre. In addition, Mayor Lachance has been active in several community events, including activities with the Archery Club and local hockey programs.

6.3 AYC Report

Councillor T. Wheeler informed council that the Strategic Planning meeting will be held on November 28, 2025 and the Board meeting on November 29, 2025.

7. Bylaws

7.1 Proposed Amendment to Bylaw No. 321-25

25-22-04 M/S Councillors T. Wheeler/D. Hansen motioned to review Bylaw 321-25 – Landfill Service Rates Bylaw.

Council reviewed the proposed updated rates and raised several concerns regarding the “clean burnables” category, specifically brush and yard trimmings. It was noted that the charge per tonne should be removed.

Council also discussed the “white goods” category, including refrigerators and freezers, and clarified that refrigerant fluids can only be removed by an authorized technician. As a result, this item should be removed from the fee schedule.

Finance Officer, A. Wylimeczyk, was directed at obtaining additional information regarding the removal of freon fluids.

25-22-05 M/S Councillors T. Wheeler/D. Mitchell motioned to table the bylaw to the next meeting.

CARRIED

7.2 Bylaw 322-25 By-Election Bylaw

Council discussed possible dates for the by-election and appointing a Returning Officer. Bonnie Cooper was appointed to be the Returning Officer for this by-election.

25-22-06 M/S Councillors D. Hansen/T. Wheeler motioned to give Bylaw 322-25 – By-Election Bylaw 1st Reading with amendments for exact dates.

CARRIED

8. New and Unfinished Business

None



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.

25-22-07 M/S Councillors T. Wheeler/D. Hansen motioned to go into In-Camera at 8:25 PM.

25-22-08 M/S Councillors D. Hansen/T. Wheeler motioned to go out of In-Camera at 8:58 PM.

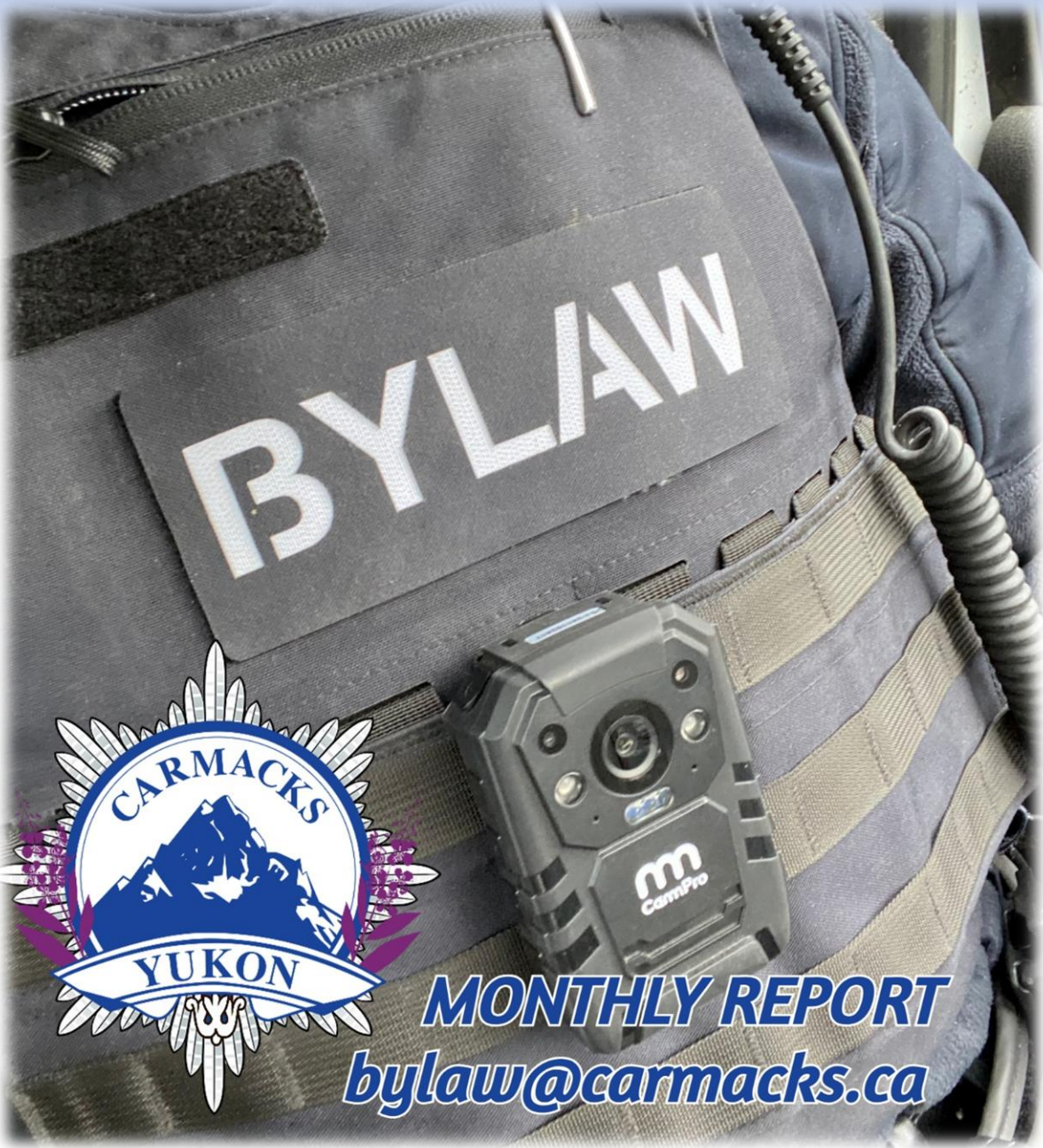
11. ADJOURNMENT

25-22-09 M/S Councillor T. Wheeler/D. Hansen motioned to adjourn the meeting at 8:58 PM.

Mayor J. Lachance adjourned the meeting at 8:58 PM.

Mayor J. Lachance

CAO Parminder Singh (Interim)



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



MUNICIPAL BYLAW ENFORCEMENT

Bylaw Constable's Report Monthly Report

November 2025

Summary of Activities

Occurrences	November 2025	Year to Date 2025	Details
Dogs at Large	6	39	Dogs Caught in Village, Municipal Roadways and one on Highway.
Aggressive Dog Complaints	2	12	Received two aggressive dog complaints this month, one on LSCFN Settlement Land
Traffic Bylaw Violations	1	36	One complaint regarding vehicle parked on Roadway
Assist RCMP	0	5	No calls to Assist RCMP
Public Encounters	8	70	Resident about dog neutering in the Yukon

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

Occurrences	November 2025	Year to Date 2025	Details
Open Space Infractions	0	14	No open space infractions this month

Highlights

Animal Control:

Maintained proactive enforcement presence through routine patrols targeting dogs at large on municipal roads and the highway. Investigated and monitored two aggressive dog incidents, ensured ongoing compliance through follow-up checks, and worked in direct coordination with the Environmental Health Officer to support public health and safety.



Village of Carmacks
Public Works GM Report
Date: Nov.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:** The elevator is working properly. It just must be used more.
 - **Recreation Building:** Open for scheduled activities; having problems with the day heating tank, need to do fill up manually. Waiting for parts.
 - **Elevator Recreation Building:** The Elevator was inspected last week. 3 deficiencies were addressed which we will be working on.
-

Landfill

- **Operations:** Normal activities are ongoing. Electric fence has been set up around compost shelter. Contractors have installed the scale, just waiting to get power to it.
-

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
-



Equipment

- **Condition:** Normal operation
 - **Road maintenance:** We had to order a new cutting edge for the snow blade.
-

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:** All systems and services are operating as expected
-

Public Works Shop

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

Streets

- **Status:** We are doing snow clearing and sanding.
-

- Sincerely,
Jens Wylimczyk
Public Works General Manager



Village of Carmacks

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

Finance and Administration Report – November 2025

1. Expenditure Summary

The Expenditure Summary Report for November 2025 is attached for Council's review. Bank reconciliations for the month will be completed once statements are ready.

2. Income Statement

The Income Statement covering the period from January 1 to November 31, 2025, is attached for Council's review and consideration.

3. Budget Report

The budget report as of October 31, 2025, is attached for review.

4. Funding Updates

a. Canada Community-Building Fund (CCBF)

We have received payment for the 2nd quarter from CCBF. The Merv Tew Park improvements – Phase 2 has been closed. No further projects currently.

b. FireSmart Program

The Village was awarded **\$25,000** for the FireSmart project. The RFP will need to be reposted due to late submissions.

5. Budget Update

All revenues and expenditures have been entered into the monthly department spreadsheet, and we are ready to start budget meetings next month.

Should Council require further details or clarification on any of the items outlined above, please do not hesitate to contact Administration.

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 2025-11-30

REVENUE

Revenue

Tax Revenue - General	451,292.40	
Tax Revenue - Penalties	624.33	
Tax Revenue - Interest	109.94	
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		679,668.39
Interest Income	59,417.50	
Administration revenue other	8,485.61	
Recreation Revenue	45,852.18	
Concession Revenue	2,632.68	
Pool Revenue	44,075.50	
Arena Revenue	28,225.64	
Public Works Revenue	17,267.71	
Recycling Revenue	42,225.93	
Landfill Revenue	104,574.12	
Sewer Revenue	35,941.44	
Business Licence Fees	3,570.55	
Animal Control Fees	2,290.60	
Permit Fees	1,175.00	
Visitor Centre Revenue	1,397.69	
Building rentals	183,134.56	
Fire Protection Agreement	31,687.38	
Carbon Tax Rebate	33,837.15	
Total Other Revenues		645,791.24
Grant Revenue - Federal	591,768.60	
Grant Funding - YTG	2,000.00	
Grants - Other	5,635.04	
Gas Tax Funding	1,215,830.92	
Total Grant Revenue		1,815,234.56
Funding - Federal	29,391.00	
Funding - YTG	215,823.80	
Funding - Other	16,163.61	
Community Training Trust Fund	6,282.00	
Total Funding		267,660.41
Comprehensive Grant - Unconditional	1,944,125.00	

Total - Comprehensive Grants	1,944,125.00
Total Revenue	5,352,479.60
TOTAL REVENUE	5,352,479.60

EXPENSE

Expenses

Indemnities	67,515.17
Salaries Managers	30,665.39
Salaries Full Time	1,003,284.64
Salaries Part time	75,596.87
Salaries Student	30,058.25
WCB	24,386.90
Travel	27,458.68
Per Diem	21,837.50
Overtime	2,069.84
Standby Pay	4,371.20
Yearly Travel Bonus	26,500.00
RSP Employer Portion	7,569.42
Group Ins. Employer Portion	18,899.35
CPP Employer Portion	65,484.20
EI Employer Portion	25,445.27
Contract labour & Equipment	341,412.15
Janitorial expense	32,468.12
Office Supplies	34,155.29
Supplies	37,388.61
Training	19,348.97
Memberships	21,733.94
Service, bank, and late charges	7,703.06
Advertising	24,298.22
Telephone/Internet/Cell	64,545.73
Heating Fuel	180,190.59
Electricity	210,722.77
Repairs and Maintenance	105,401.15
Testing	84,597.87
Security	21,531.91
Insurance	11,025.00
Professional Fees	222,729.34
Vehicle Expenses	32,220.02
Vehicle Fuel	36,497.05
Community Investment Grant	11,791.56
Licences, Dues and Fees	1,449.58
Meeting Expenses	2,225.99

Capital	180,514.55
Street Lights	20,740.04
Street Signs	2,183.43
Road Maintenance	10,375.05
Small Tools & Equipment	1,750.18
Animal Control	531.39
Mosquito Control	16,063.46
Recycling Refund	28,349.05
Landfill Maintenance	45,810.63
Cemetary Maintenance	306.97
Parks Maintenance	2,384.63
Trails Maintenance	1,359.01
Rec Board Grants	4,450.55
Funded Events	30,164.68
Events	20,179.98
Special Events & Projects	5,475.00
Concession	3,354.82
Freight	5,669.24
Total General & Admin. Expenses	<u>3,314,242.26</u>
 TOTAL EXPENSE	 <u>3,314,242.26</u>
 NET INCOME	 <u><u>2,038,237.34</u></u>

Generated On: 2025-11-28



Bylaw No. 321-25

Landfill Service Rates and Management Bylaw

WHEREAS

Pursuant to Sections 229(1), 230(1), and 248 (1) of the *Municipal Act, R.S.Y. 2002, c.154*, Council for the Village of Carmacks may make bylaws respecting the collection, management, and disposal of solid waste, the use of municipal facilities, and the imposition of fees and charges for municipal services;

AND WHEREAS the Village operates the Carmacks Solid Waste Disposal Facility under Yukon Waste Management Permit #80-008 (2025–2033) and the Carmacks Regional Waste Management Agreement with the Government of Yukon;

AND WHEREAS Council deems it necessary to establish a clear, equitable, and transparent schedule of landfill service rates consistent with the approved Solid Waste Management Plan (Tetra Tech, 2024);

NOW THEREFORE, the Council of the Village of Carmacks enacts as follows:

1. Short Title

1.1 This Bylaw may be cited as the *Landfill Service Rates and Management Bylaw*.

2. Definitions

2.1 In this Bylaw, unless the context otherwise requires:

2.1.1 “Attendant” means the authorized landfill operator or designate of the Public Works Department.

2.1.2 “Commercial Waste” means waste generated by a business, contractor, or institutional activity.

2.1.3 “Institutional Waste” means waste generated by a public or non-profit facility such as schools, health centres, and government buildings.

2.1.4 “Residential Waste” means household solid waste generated from a dwelling within the Village or Regional Service Area.

2.1.5 “Sorted Waste” means waste that has had recyclables, metals, organics, and hazardous materials removed.



2.1.6 “Unsorted Waste” means mixed waste containing recyclable or hazardous materials.

2.1.7 “Special Waste” means any waste designated under the *Special Waste Regulations* (O.I.C. 1995/030) that is accepted for handling or temporary storage under the Village’s Waste Management Permit #80-008.

2.1.8 “Weigh Scale” means the approved scale at the Carmacks Solid Waste Facility used to record load weight for billing purposes.

2.1.9 “Regional Agreement” means the most recent Regional Waste Management Agreement between the Village of Carmacks and the Government of Yukon.

3. Application

3.1 This Bylaw applies to all users of the Carmacks Solid Waste Facility, including residents, commercial entities, contractors, and institutional users within the Village and Regional Service Area as defined by agreement.

3.2 No person shall dispose of waste at the facility except in accordance with this Bylaw.

4. Weigh-Scale System

4.1 All vehicles entering or leaving the landfill shall weigh in and out on the scale unless otherwise directed by the Attendant.

4.2 Disposal fees shall be calculated on net weight (per tonne) as set out in Schedule “A.”

4.3 A scale ticket shall be issued for each load, and copies retained for Village records.

5. Bag-Tag System

5.1 Applicability

The bag-tag system applies to residential and small-contractor users disposing of limited household-type quantities of waste. Bulk or large loads shall be directed to the weigh scale and charged under the per-tonne rate in Schedule “A.”

5.2 Purchase and Use

Bag tags must be purchased in advance and attached securely to each garbage bag before arrival at the landfill. Tags are available for purchase at:

- a) The Village Office; and
- b) The Landfill Attendant Station.



5.3 Bag Tag Categories and Rates

Type	Colour	Description	Fee per Bag
Sorted Household Waste	Orange	Standard bag ($\leq 30" \times 38"$)	\$2.00
Contractor-Size Sorted Waste	Orange	Large bag ($> 30" \times 38"$)	\$4.00
Unsorted Waste	Yellow	Mixed waste ≤ 20 kg (44 lb)	\$5.00

5.4 Quantity Limit

Users may dispose of up to ten (10) tagged bags per vehicle per day under the bag-tag system. Loads exceeding ten bags must be weighed and charged by weight. Exceptions may be authorized by the Public Works General Manager or Administration for community clean-up events or similar approved activities.

5.5 Recycling Incentive Program

Residents who deliver one full bag of properly sorted recyclables to the recycling depot will receive one (1) free Sorted Waste Bag Tag as part of the Village's Recycling Incentive Program.

6. Fees and Charges

6.1 All tipping fees are shown in Schedule "A."

6.2 The Attendant may inspect and reclassify any load.

6.3 Fees must be paid prior to leaving the site unless the account holder has billing authorization from the Village.

7. Refusal or Redirection of Loads

7.1 The Attendant or Public Works General Manager may refuse or redirect any load that:

- a) Contains prohibited or hazardous materials;
- b) Originates from outside the Regional Service Area;
- c) Exceeds the daily bag-tag limits; or
- d) Fails to meet sorting or safety requirements.

8. Operational Authority and Site Closure

8.1 The Public Works General Manager or Chief Administrative Officer (CAO) may temporarily close or restrict access to the landfill when required for:

- a) Maintenance, equipment repair, or construction;
- b) Environmental protection or compliance with permit conditions; or
- c) Safety, weather, or emergency circumstances.

8.2 Notice of closure shall be posted at the landfill gate and, where practical, on the Village website or public notice boards.



9. Enforcement

9.1 Any person who contravenes this Bylaw is liable, to a fine not exceeding \$500 for a first offence and \$1,000 for each subsequent offence, as provided under Section 343 of the *Municipal Act*.

9.2 In addition to any fine, the Village may recover the full cost of cleanup, removal, or disposal of any unauthorized or prohibited material deposited at the landfill.

9.3 Such costs may be added to the person's municipal account or recovered by civil action.

10. Authority to Amend and Repeal

10.1 Council may amend or repeal this Bylaw, including Schedule "A" (Fee Schedule), by resolution or bylaw as authorized under Section 220 of the *Municipal Act* (RSY 2002, c. 154).

10.2 Any amendment to the Fee Schedule shall take effect upon adoption of the Council resolution.

11. Effective Date

11.1 This Bylaw shall come into force upon its adoption and the commissioning of the Carmacks Landfill weigh scale.

READINGS AND ADOPTION

1st Reading – _____

2nd Reading – _____

3rd Reading and Adoption – _____

Mayor Justin Lachance _____

Chief Administrative Officer _____

Village of Carmacks – Landfill Fee Schedule A 2025

1. Bag-Tag Rates				
Code	Tag Type & Colour	Unit of Measure	Fee (\$ per bag)	Notes / Conditions
BT-01	Sorted Household Waste	per bag	\$ 2.00	Standard bag ≤ 30" × 38" and ≤ 20 kg (44 lb)
BT-02	Contractor-Size Sorted Waste	per bag	\$ 4.00	Large bag > 30" × 38" and ≤ 25 kg (55 lb)
BT-03	Unsorted Waste	per bag	\$ 5.00	Mixed or unsorted bag ≤ 20 kg (44 lb)
2. Residential				
Code	Waste Type	Unit of Measure	Fee (\$)	Notes / Conditions
R-01	Sorted Waste	per tonne	\$ 140.00	Clean load – no recyclables, compostables, plastics materials.
R-02	Mixed / Unsorted Waste	per tonne	\$ 280.00	Contains recyclables, compostables, plastics, or mixed materials
R-03	Construction & Demolition (sorted)	per tonne	\$ 150.00	Clean load consisting only of wood, drywall, concrete, or inert materials. No metal, wiring, insulation, plastics, or piping.
R-04	Construction & Demolition (unsorted)	per tonne	\$ 300.00	Mixed load containing wood with metal, piping, insulation, wiring, or other non-inert materials.
R-05	Scrap Metal (Sorted)	per tonne	\$ 100.00	Clean, sorted only
3. Commercial				
Code	Waste Type	Unit of Measure	Fee (\$)	Notes / Conditions
C-01	Sorted Waste	per tonne	\$ 160.00	Clean load – no recyclables, compostables, plastics materials.
C-02	Mixed / Unsorted Waste	per tonne	\$ 320.00	Contains recyclables, compostables, plastics, or mixed materials
C-03	Construction & Demolition (Sorted)	per tonne	\$ 300.00	Clean load consisting only of wood, drywall, concrete, or inert materials. No metal, wiring, insulation, plastics, or piping.
C-04	Construction & Demolition (Unsorted)	per tonne	\$ 450.00	Mixed load containing wood with metal, piping, insulation, wiring, or other non-inert materials.
C-05	Scrap Metal (Sorted)	per tonne	\$ 150.00	Clean, sorted only
4. Special Items				
Code	Material Type	Unit of Measure	Fee (\$)	Notes / Conditions
S-01	Animal Carcasses Large animal	per item	\$ 30.00	E.g. bear, moose, another large animal
S-02	Animal Carcasses Small animal	per item	\$ 10.00	E.g. cat, dog, another small pet
S-03	Clean Burnables: Brush, yard trimmings	per unit	No Charge	If customer unloads, spreads, and leaves site clean
S-04	Clean Burnables: Brush, yard trimmings	per unit	\$ 100.00	If Public Works staff must push or manage material
S-05	Electronics	per unit	No Charge	-
S-06	Large Furniture	per item	\$ 25.00	Includes couches, mattresses, box springs, or bulky household items.
S-07	Small Furniture	per item	\$ 10.00	Includes chairs, tables, small shelving units, or recliners.
S-08	Vehicle Tires less than 24"	per tire	\$ 25.00	Tires with rims.
S-09	Vehicle Tires less than 24"	per tire	No Charge	Rim removed prior to disposal.
S-10	White Goods – Fridge / Freezer	per unit	\$ 50.00	
S-11	White Goods – Washer / Dryer / Stove	per unit	\$ 25.00	

VILLAGE OF Carmacks

BYLAW # 322-25

A Bylaw of the Village of Carmacks to regulate the Municipal By-Election in the Village of Carmacks

Whereas Section 53 of the Municipal Act, being Chapter 19 of the Statutes of the Yukon (2003) and amendments thereto, provides that the Council may by Bylaw regulate the conduct of an election; and

Whereas Section 146 of the Municipal Act, being Chapter 154 of the Statutes of the Yukon (2002) and amendments thereto, provides that the Council may by Bylaw regulate the conduct of a by-election.

NOW THEREFORE pursuant to the provisions of the Municipal Act of the Yukon Territory, the Council of the Village of Carmacks, in an open meeting duly assembled, hereby ENACTS AS FOLLOWS:

SHORT TITLE

1. This Bylaw may be cited as the "Municipal By-Election Bylaw #322-25".

INTERPRETATION

2. In this bylaw,
 - 1) "Act" means the Municipal Act
 - 2) "council" means the Council of the Village of Carmacks
 - 3) "elector" means a person qualified to vote in a municipal election pursuant to the Municipal Act
 - 4) "village" means the Village of Carmacks.

ELECTION OFFICIALS

3.
 - 1) Bonnie Cooper is hereby appointed Returning Officer.
 - 2) The Returning Officer appointed by Council hereby has delegated authority to appoint Deputy Returning Officers and Poll Clerks as necessary.
 - 3) Election officials shall, during their employment, refrain from any active or public support or criticism of any candidate.

LIST OF ELECTORS (DISPENSED WITH)

4.
 - 1) As provided by Section 60. (1) of the Act, the Village of Carmacks dispenses with the requirement of a list of electors for this by-election.

NOMINATIONS

5.
 - 1) Council Chambers located in the Village office is hereby designated as the place for nomination proceedings.
 - 2) Nomination Day is December 18th, 2025.

VILLAGE OF CARMACKS
BYLAW # 322-25

3) The Returning Officer will receive Nominations no later than 12 o'clock noon on Thursday, December 18th, 2026.

PLACES AND HOURS OF POLLS

6. 1) If an election is required, the advance polling place and the regular polling place shall be established in the Council Chambers in the Village Office.
- 2) The advance poll shall be held on Friday, January 2nd, 2026, and the hours of the poll shall be from 8:00am to 8:00pm.
- 3) The regular poll shall be held on Thursday, January 8th, 2026, and the hours of the poll shall be from 8:00am to 8:00pm.

FEES

7. The following rates shall be paid to persons acting as election officials, other than full-time officers or employees of the Village of Carmacks.

Returning Officer	\$40.00 per hour
Deputy Returning Officer	\$30.00 per hour
Poll Clerk	\$25.00 per hour

REPEAL

8. Bylaw #294-23 is hereby repealed.

ENACTMENT

9. This bylaw shall come into full force and effect upon passing thereof.

READ A FIRST TIME THIS 18TH DAY OF NOVEMBER 2025

READ A SECOND TIME THIS 2ND DAY OF DECEMBER 2025

READ A THIRD TIME AND FINALLY PASSES THIS 2ND DAY OF DECEMBER 2025

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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

December 2nd, 2025

Mayor Justin Lachance and Council
Village of Carmacks
Carmacks, Yukon

Subject: Request for Approval of Paid Holidays and Municipal Christmas Party

Dear Mayor Lachance and Members of Council,

Whereas, as precedent from previous municipal service calendars during the holiday season, the Village of Carmacks (VoC) has observed a tradition of implementing a reduced holiday service schedule and complimentary paid holiday time off for its staff.

Whereas this practice has fostered a culture of goodwill, staff appreciation, and enhanced morale within the organization, enabling the VoC to continue delivering exceptional service to the community.

We kindly request the approval of the following:

1. Paid Holiday Time Off:

- A total of three (3) paid holidays during the festive season. Council may choose between the following options for scheduling:
 - Option 1: December 22, 23, and 24, 2025.
 - Option 2: December 29, 30, and 31, 2025.

These dates are proposed to complement statutory holidays and minimize operational disruptions while providing staff with an extended opportunity to enjoy the festive season.

2. VoC Christmas Party:

- December 17th, 2025



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

Your support in approving this request would be greatly appreciated. Should you require additional details or wish to discuss these proposals further, please do not hesitate to reach out.

Thank you for considering this proposal.

Sincerely,
Village of Carmacks Staff

A dark green vertical bar runs along the left edge of the page. A light green arrow points to the right from this bar, containing the text 'Village of Carmacks'. In the bottom left corner, there are several thin, curved lines in dark green and light grey, resembling stylized grass or reeds.

Village of Carmacks

Proposal for Commercial/Institutional Compost Integration & Water Monitoring

Submitted to Village of Carmacks

Submitted by: Balance BioGas Inc.
NOVEMBER 2025

Village of Carmacks
143 River Drive, PO Box 113, Carmacks YT, Y0B 1C0

Attention: Mayor and Council

Re: Proposal for Compost Quality Assurance, Commercial Integration, and Groundwater Monitoring

Balance BioGas Inc. (BBG) is pleased to submit this proposal to the Village of Carmacks (VoC) to continue advancing the community's compost and environmental monitoring programs. This proposal follows our discussion with Council on November 18, 2025, and outlines the next steps to ensure ongoing compliance, improved compost quality, and successful integration of commercial users into the program.

Since 2024, BBG has been proud to support the Village in implementing its compost collection program through public engagement, infrastructure setup, and management planning. This next phase focuses on staff training and operations support, expanding program participation to include commercial/institutional users, infrastructure planning, and maintaining water quality monitoring requirements at the Solid Waste Facility. Together, these efforts will strengthen the long-term sustainability and performance of the VoC's waste diversion system.

We are pleased to offer this bundled scope of work at a savings to the Village, recognizing and appreciating the continued trust and opportunity to support the community's solid waste and composting initiatives.

We thank the Village of Carmacks for its ongoing partnership and look forward to continuing to build on the program's success. Should you have any questions or wish to discuss the proposal further, please contact the project team.

Regards,



Jonathan Osborne
Project Manager
867.335.5666
jonathan@balancebiogas.ca



Devon Yacura, M.Sc.
Technical Lead
867.335.6490
devon@balanceconsulting.org

Scope of Work

BBG proposes the following scope of work to assist the Village of Carmacks with the integration of commercial/institutional waste producers into their community compost program and generate additional value by bundling work with SWF groundwater well monitoring.

Task 1 – Compost Testing and Quality Assurance

- Conduct two (2) site visits for compost sampling and process assessment.
- Demonstrate proper sampling and testing procedures to VoC staff.
- Collect and prepare compost samples for accredited laboratory analysis (lab fees billed separately).
- Review laboratory results and provide recommendations for process improvements.
- Prepare and submit the Annual Compost Quality Report summarizing findings, compliance status, and next steps.

Deliverables:

- Two summary memos of sample events, training provided and compost status updates
- Annual Compost Quality Report

Task 2 – Program Expansion to Commercial Users

- Identify and engage key commercial waste generators, including the Carmacks Hotel, local grocery store, restaurants, RV parks and campgrounds and LSCFN's waste collection contractors.
- Conduct outreach meetings and site visits to assess waste streams and participation readiness.
- Develop a strategy for managing higher-volume and potentially contaminated material, including the design of a dedicated drop-off area.
- Engage with schools and other institutional waste producers to ensure inclusive participation.
- Draft a **Commercial Drop-off Integration Plan** outlining logistics, operational guidelines, and contamination control measures.

Deliverables:

- Summary memo of commercial/institutional stakeholder engagement
- Commercial Drop-off Integration Plan and Operations Manual
- On-site Landfill Operation Training
- Landfill Signage Procurement

Task 3 – Solid Waste Management Plan Amendment Coordinate with Yukon regulators to integrate the composting program and its intended end use into the Solid Waste Management Plan (SWMP).

- Prepare a draft amendment for VoC review.
- Submit finalized documentation to regulators to obtain approval for distribution of Grade A compost off-site.
- Participate in meetings and address regulatory comments.

Deliverables:

- Complete SWMP Amendment document

- Summary Memo of regulatory correspondence and engagement

Task 4 – Groundwater Monitoring and Reporting

- Conduct bi-annual groundwater sampling in accordance with VoC's permit conditions.
- Coordinate with a certified laboratory for analysis (lab fees billed separately).
- Interpret results and prepare the Annual Groundwater Monitoring Report.
- Provide recommendations for ongoing compliance and site management.

Deliverables:

- June groundwater sampling site work memo
- September groundwater sampling site work memo
- Annual Groundwater Monitoring Report

Task 5 - Project Management and Communication

- BBG will coordinate all field activities and deliverables with VoC Public Works and Environmental staff.
- Progress updates will be provided following each site visit and engagement activity.
- All deliverables will be submitted electronically and stored in VoC's shared project folder for recordkeeping.

Pricing

Position	Hourly Labour Rate
Jonathan Osborne, Project Manager	\$145.00
Devon Yacura, Senior Technical Lead	\$145.00

Deliverable Labour Fees:

Deliverable	Hours	Cost
Two summary memos of sample events, training provided and compost status updates	32hrs	\$4640.00
Annual Compost Quality Report	25hrs	\$3625.00
Summary memo of commercial/institutional stakeholder engagements	28hrs	\$4,060.00
Commercial Drop-off Integration Plan and Operations Manual	35hrs	\$5,075.00
On-site Landfill Operator Training	16hrs	\$2,320.00
Landfill Signage Procurement	2hrs + \$600 for sign purchase	\$890.00
Complete SWMP Amendment document	16hrs	\$2,320.00
Summary Memo of regulatory correspondence and engagements	6hrs	\$870.00

June groundwater sampling site work and memo	- 27.5hrs	\$3,987.50
September groundwater sampling site work and memo	27.5hrs	\$3,987.50
Annual Groundwater Monitoring Report	30hrs	\$4,350.00
Project Management	20hrs	\$2,900.00

Total Proposed Contract Value:

Scope	Disbursements	Labour	Total
Commercial Integration	\$2,310.40	\$26,700.00	\$29,010.40
Groundwater Well Monitoring and Reporting	\$5,886.80	\$12,325.00	\$18,211.80
Total Contract Value			\$ 47,222.20

Value Add:

BBG is pleased to offer bundled pricing that provides significant added value if all work is awarded together.

For administrative flexibility, the bundled option can also be delivered through two separate contracts — for example, one covering the Commercial Integration scope and one for the Groundwater Monitoring scope — while maintaining the overall discounted rate.

Value-Add Items Included at No Additional Cost:

Item	Description	Value
Additional In-person meetings	4 hrs	\$580.00
2 Additional on-site compost inspections	4 hrs	\$580.00
Savings on Travel time	16 hrs	\$2,320.00
Savings on Mileage (two trips)	—	\$560.00
Savings on Project management	8 hrs	\$1,200.00
Total Added Value		\$5,240.00

This bundled approach allows the Village to benefit from continuity of service, reduced mobilization costs, and a single coordinated reporting schedule — ensuring a more efficient, cost-effective, and seamless delivery of the overall program.

Invoicing

BBG proposes an invoicing structure that allows for progress billing over the life of the contracts:

- **Retainer Invoice:** 15% Total project value upon contract award to initiate project setup and scheduling.
- **Deliverable Invoices:** Following each major activity, including site visits, public engagement events, or regulator meetings.
- **Report Submission Invoice:** Upon delivery of each major report (e.g., Annual Compost Quality Report, SWMP Amendment, Groundwater Monitoring Report).

This approach ensures work is billed incrementally as deliverables are achieved, aligning payments with project progress and VoC's funding cycles.

Schedule

Work will be scheduled in coordination with VoC and aligned with the, SWMP requirements, composting season and required groundwater monitoring timelines. The overall scope is anticipated to be delivered over a **12-month period from contract award**, with flexibility for weather and regulatory review processes. A detailed project schedule shall be completed upon approval of contract and submission of retainer invoice.