

Village of Carmacks Council

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

Agenda 26-01

Regular Meeting of the Council of the Village of Carmacks, Yukon

To be held in the **Council Chambers** of the Carmacks Municipal Building at **7:00 PM**
on **Tuesday, January 6th, 2026**

Zoom Information: Meeting ID: **833 7117 5331** Passcode: **662543**

Agenda

1. **Call to Order**
2. **Adoption of Agenda** *Motion to Approve*
3. **Adoption of Minutes**
 - 3.1 Regular Meeting of December 16th, 2025 *Motion to Approve*
4. **Delegation**

None
5. **Correspondence**
 - 5.1 Arbor Webster Regarding Vehicle Disposal
6. **Reports**
 - 6.1 Council Activity Reports
 - 6.2 Mayor's Report
 - 6.3 CAO Report
 - 6.4 Finance Report
 - 6.5 PW Report
 - 6.6 Recreation Report
 - 6.7 Association of Yukon Communities (AYC)
7. **Bylaws**

None.
8. **New and Unfinished Business**
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 December 16th, 2025, IN THE MUNICIPAL COUNCIL CHAMBERS**

PRESENT: Mayor: J. Lachance

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

Staff: CAO P. Singh, A. Wylimczyk

Regrets: None

Delegation: Cst. G. Beauchamp

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

Mayor and Council observed a moment of silence in recognition of the recent passing of Carmacks residents Malcom Cashin and Francine Gillings.

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

25-24-01 M/S Councillors D. Hansen/T. Wheeler motioned that the agenda be accepted as presented.

CARRIED

3. **MINUTES:**

3.1 From the regular council meeting on December 2nd, 2025

25-24-02 M/S Councillors T. Wheeler/D. Hansen motioned that the minutes be accepted as presented.

CARRIED

4. **DELEGATION**

Cst. Beauchamp provided Council with written report and broke it down verbally. Call volume in November was low, attributed in part to colder weather. Members increased traffic enforcement efforts, resulting in several warnings and tickets for speeding, as well as operating unregistered and uninsured vehicles. Alcohol-related files decreased during the month. Members continued regular patrols within the community and the local lounge to help ensure residents returned home safely despite alcohol consumption. In addition to routine school visits, members participated in the Tantalus School and Community Remembrance Day ceremonies. Members remained actively engaged in community activities, including archery, boxing, hockey, and bingo. A report of suspected drug activity was received and remains under investigation.

5. **CORRESPONDENCE**

5.1 Landfill Water & Well Monitoring Costs Ausenco



CAO P. Singh explained to Council that monitoring costs increased this year because two wells drilled last year were found to be dry, requiring Ausenco to drill two replacement wells. Ausenco has advised that the new wells are expected to function properly for the next several years.

6. Reports

6.1 Council Activity Reports

Councillor D. Hansen has nothing to report.

Councillor D. Mitchell reported attending several funerals and expressed his support and condolences to the families experiencing difficult times, particularly during the holiday season.

Councillor T. Wheeler attended the Kids Christmas party. It was well organized.

6.2 Mayor's Report

Mayor Lachance reported attending the Kids Christmas Party and responding to several fire calls related to carbon monoxide. He noted that the Fire Marshal's Office has been conducting frequent call-outs to check the smoke & carbon monoxide detectors in your homes. The New Year's fireworks will be held at 12:00 p.m. from Two Mile Hill. He had no further items to report.

6.3 CAO Report

CAO P. Singh provided Council with a written report and presented a verbal overview. He updated Council on the HAF Funding Initiative, noting that the first payment has been issued to one resident who successfully completed all program and policy requirements. The remaining applicants are awaiting the issuance of building permits from the Government of Yukon.

The weigh scale project is awaiting electrical connection. Once completed, the Village will proceed with the installation of computer hardware, internet connection, and scale software, following staff training.

The FireSmart Project RFP deadline was today at 4:00 p.m. One submission was received, and the contract is expected to be awarded by the end of the week.

As Council is aware, Administration has been working on the preparation of the 2026 annual budget. Over the past several weeks, Administration has collaborated with all departments to develop the draft budget for the upcoming year. A provisional budget has been prepared and will be presented to Council for further discussion later in the meeting.

Finally, the upcoming by-election nomination period has been finalized and posted across all required platforms, with the process in place and proceeding as planned.



6.4. AYC Report

Councillor T. Wheeler informed Council that AYC circulated emails to all Yukon mayors and councils regarding the receipt of quotes for FCM from Northern Communities. Mayor Lachance indicated his willingness to participate. Councillor Hansen added that the executive meeting will be held this Friday.

It was also noted that the winner of the Festival of Trees donation of ice time from the Village of Carmacks has agreed to donate the prize to a local organization in Carmacks.

7. Bylaws

7.1 Bylaw No. 321-25 – Landfill Service Rates Bylaw

Council discussed the wording of the paragraph in Section 5.2 of the bylaw and requested that CAO P. Singh revise it. Council also discussed adding a provision to the fee schedule regarding the disposal of vehicles. The CAO is in communication with the Government of Yukon to determine the practicality of this addition, noting that electric vehicles are not accepted.

Councillors T. Wheeler and D. Hansen moved to give Bylaw 321-25, *Landfill Service Rates*, second reading with amendments.

25-24-03 M/S Councillors T. Wheeler/D. Hansen motioned to give Bylaw 321-25 – Landfill Service Rates Bylaw second reading with amendments.

CARRIED

8. New and Unfinished Business

8.1. Preliminary Budget 2026

CAO P. Singh and Finance Officer A. Wylimczyk presented the draft preliminary budget to Council, including explanations for proposed increases and decreases. Following thorough discussion, Council passed a motion to approve the preliminary budget with amendments.

25-24-04 M/S Councillors D. Hansen/T. Wheeler motioned to adopt the Preliminary Budget 2026.

CARRIED



8.2. Draft Inclement Weather Policy

Council discussed the draft policy and noted that it was not an appropriate time to implement it. Mayor Lachance suggested contacting LSCFN to obtain information on their cold weather policy. The policy was tabled to a future meeting.

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

25-24-05 M/S Councillor T. Wheeler motioned to adjourn the meeting at 8:54 PM.

Mayor J. Lachance adjourned the meeting at 8:54 PM.

Mayor J. Lachance

CAO Parminder Singh (Interim)

Good afternoon Prince,

Thank you for your email and for your patience as I consulted with our Community Operations Branch and reviewed common practices in other communities.

Many Yukon municipalities accept end-of-life vehicles for disposal at their landfill sites and include tipping fees in their bylaws. These tipping fees vary by community and can be set to cover the costs of disposal. Private contractors can collaborate with municipalities to manage vehicle supply at landfills through periodic collection or crushing services. Contractors can also work directly with individuals to arrange vehicle disposal.

Community Operations is aware of one private contractor in the territory, Urban Auto Recycling - [Urban Auto Recycling – Urban Auto Recycling](#), which specializes in vehicle processing and end-of-life recycling.

Please let me know if you'd like to discuss this ongoing issue further, or if you have additional questions about options available for municipalities to responsibly manage vehicle disposal.

Thank you,

Arbor



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



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

TO: Mayor and Council
FROM: Parminder Singh, Interim CAO
DATE: January 6, 2026
SUBJECT: CAO Report

Important Dates / Events

- **Next Regular Council Meeting:** January 20, 2026
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Project Updates

Housing Accelerator Fund (HAF) – Housing Development Grant

All approved applicants have now received their building permits from the Government of Yukon, and the Village has received all required documentation in accordance with the program policy and grant agreements.

As a result, all approved residents are now eligible to receive the **\$7,500 per unit bonus** from the Village of Carmacks, as outlined in the Housing Development Grant Policy. Payments will be issued accordingly.

This milestone represents the full implementation of the first phase of the HAF Housing Development Grant program and supports the timely advancement of local housing construction.

Scale Project

The project is currently awaiting ATCO to complete the electrical connection. We are following up with ATCO due to holidays no response yet.

Fire Smart Project

Following the RFP process, the project **will be awarded to one (1) successful applicant** in accordance with the procurement process and project requirements.



Village of Carmacks

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

Finance and Administration Report – December 2025

1. Expenditure Summary

The Expenditure Summary Report for December 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 December 31, 2025, is attached for Council's review and consideration.

3. Budget

Staff worked closely with all department heads to review and discuss budget requirements for 2026. The provisional budget was approved by Council on December 16, 2025.

4. Project Updates

a. FireSmart Program

The Request for Proposals (RFP) for the FireSmart project has been awarded to a contractor.

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 2025-12-31			
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	64,517.64		
Administration revenue other	8,495.61		
Recreation Revenue	47,334.85		
Concession Revenue	2,632.68		
Pool Revenue	1,985.54		
Arena Revenue	28,225.64		
Public Works Revenue	13,335.00		
Recycling Revenue	52,499.02		
Landfill Revenue	128,895.62		
Sewer Revenue	35,941.44		
Business Licence Fees	3,600.55		
Animal Control Fees	2,290.60		
Permit Fees	1,175.00		
Visitor Centre Revenue	1,399.69		
Building rentals	185,441.06		
Fire Protection Agreement	31,687.38		
Pool Agreement LSCFN	42,089.96		
Carbon Tax Rebate	33,837.15		
Total Other Revenues		685,384.43	
Grant Revenue - Federal	591,768.60		
Grant Funding - YTG	2,000.00		
Grants - Other	5,635.04		
CCBF Funding	1,261,690.51		
Total Grant Revenue		1,861,094.15	
Funding - Federal	35,931.57		
Funding - YTG	215,823.80		
Funding - Other	49,913.61		
Community Training Trust Fund	6,282.00		
Total Funding		307,950.98	

Comprehensive Grant - Unconditional	1,944,125.00		
Total - Comprehensive Grants		1,944,125.00	
Total Revenue		5,478,222.95	
TOTAL REVENUE		5,478,222.95	
EXPENSE			
Expenses			
Indemnities		76,549.06	
Salaries Managers		30,665.39	
Salaries Full Time		1,149,574.45	
Salaries Part time		57,027.99	
Salaries Student		32,079.04	
WCB		24,386.90	
Travel		27,717.10	
Per Diem		24,888.71	
Overtime		2,069.84	
Standby Pay		5,266.20	
Yearly Travel Bonus		29,000.00	
RSP Employer Portion		7,569.42	
Group Ins. Employer Portion		25,342.62	
CPP Employer Portion		71,874.84	
EI Employer Portion		27,194.98	
Contract labour & Equipment		341,412.15	
Janitorial expense		32,917.99	
Office Supplies		40,164.64	
Supplies		50,962.31	
Training		19,388.97	
Memberships		21,850.94	
Service, bank, and late charges		8,579.84	
Advertising		24,298.22	
Telephone/Internet/Cell		71,604.15	
Heating Fuel		211,221.30	
Electricity		243,521.02	
Repairs and Maintenance		104,950.75	
Testing		92,662.99	
Security		21,802.39	
Insurance		16,025.00	
Professional Fees		243,304.34	
Vehicle Expenses		34,206.10	
Vehicle Fuel		35,422.11	
Community Investment Grant		11,791.56	
Licences, Dues and Fees		2,222.38	

Meeting Expenses		4,225.99	
Capital		249,715.03	
Street Lights		22,765.39	
Street Signs		2,183.43	
Road Maintenance		10,375.05	
Small Tools & Equipment		3,152.42	
Animal Control		531.39	
Mosquito Control		16,063.46	
Recycling Refund		29,670.30	
Landfill Maintenance		12,666.45	
Cemetery Maintenance		306.97	
Parks Maintenance		2,384.63	
Trails Maintenance		1,359.01	
Rec Board Grants		4,450.55	
Funded Programs		32,985.73	
Events		20,839.98	
Special Events & Projects		5,475.00	
Concession		3,365.30	
Freight		5,669.24	
Total General & Admin. Expenses		3,647,701.01	
TOTAL EXPENSE		3,647,701.01	
NET INCOME		1,830,521.94	
Generated On: 2026-01-02			



Monthly Report to Council

Recreation Department – December Council Report 2025

December was an extremely busy and cold month, which significantly impacted arena operations. Prolonged cold temperatures caused frozen infrastructure, mechanical issues, and increased fuel usage. While the arena faced ongoing challenges, the recreation side remained stable with little to no issues over the Christmas break.

Arena Updates & Issues

- **Arena Freeze-Up (as of January 2):**
As of January 2, all water in the arena is frozen.
- **Extreme Cold & Fuel Usage:**
The arena has been very difficult to keep warm, and fuel consumption has increased significantly due to sustained extreme cold.
- **Men's Washroom (Arena):**
Prior to the full freeze-up, water froze in the pipes, causing both urinals to burst and spray water throughout the washroom. The urinals remain out of order and unusable. Repairs and freeze prevention measures are required.
- **Zamboni Room Drainage Issue:**
Water has been coming up through the floor drain and has frozen due to the cold, creating an ice buildup along the back wall like a skating rink. Staff are slowly chipping away at the ice as conditions allow.
- **Arena Elevator:**
The arena elevator is currently out of order due to cold-related mechanical issues. It is moving extremely slowly, and the doors take several seconds to open, creating safety and accessibility concerns.
- **In-Floor Heating:**
The arena's in-floor heating system is not functioning and requires repair.

Recreation Facility Updates

- **General Operations:**
The recreation side remained in good condition throughout the Christmas break, with little to no issues reported.
- **Building Upgrades Needed:**
The recreation side requires:
 - Paint upgrades
 - Washroom repairs
 - Flooring improvements
 - Sink and plumbing upgrades



Monthly Report to Council

- **Fuel Tank Sensor:**

The recreation fuel tank sensor requires replacement. Budget Plumbing advised the sensor should be arriving soon, and repairs are expected shortly.

- The system is currently operating in manual mode.
- Switching to automatic mode will cause fuel overflow.

- **Water Fountains:**

The recreation water fountains require replacement. A quote has been requested from Budget Plumbing but has not yet been received. Staff will continue to follow up.

- **Fuel Monitoring:**

Jerson continues to come in twice daily, morning and evening, to manually refill and monitor the fuel tank to ensure safe operation.

Programs & Community Engagement

- **Elders Christmas Trip to Whitehorse:**

The Elders Christmas trip to Whitehorse was a success, with 11 Elders participating.

- **Fireworks Display:**

The fireworks were delivered to Carmacks on Monday, December 29, and the fireworks show was a great success and well received by the community.

- **Children's Programming & Facility Use:**

Staff have been extremely busy managing bookings, maintaining cleaning schedules, and ensuring children's programming continued smoothly throughout December.

Operations & Staffing Challenges

- Staff have been working to obtain contractor quotes required for funding applications for repairs and upgrades. This has been challenging due to delayed responses or lack of communication from contractors, causing delays in the application process.

General Notes

Extreme cold weather has placed significant strain on arena infrastructure, resulting in a full water freeze-up, frozen plumbing, mechanical failures, and increased fuel usage. While the recreation side remained stable over the holiday period, the arena requires urgent attention and longer-term solutions to ensure safety, accessibility, and continued operation through the remainder of winter.