

Village of Carmacks Council

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

Agenda 26-03

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, February 3rd, 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 January 20th, 2026 *Motion to Approve*
4. **Delegation**

None
5. **Correspondence**

None
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 Bylaw Report
 - 6.8 Association of Yukon Communities (AYC)
7. **Bylaws**
 - 7.1 CAO Appointment Bylaw (Third Reading)
8. **New and Unfinished Business**
 - 8.1 2026 AYC Resolutions
 - 8.2 Agenda Items for Council's Consideration Regarding the Minister of Community Services Visit
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 January 20th, 2026, IN THE MUNICIPAL COUNCIL
CHAMBERS**

PRESENT: Mayor: J. Lachance

Councillors: D. Mitchell, T. Wheeler, H. Belanger

Staff: CAO P. Singh, A. Wyliczyk

Regrets: D. Hansen

Delegation: RCMP Cpl. D. MacNeil, Community Advisor A. Webster

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

1.1 Swearing In Ceremony

Cpl. D. MacNeil administered the Oath of Office to newly re-elected Councillor H. Belanger, who duly read the Oath and affirmed their office.

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

Mayor Lachance added an In-camera session to the agenda.

- 26-02-01 M/S Councillors T. Wheeler/D. Mitchell motioned that the agenda be accepted as amended.**

CARRIED

- 3. MINUTES:**

3.1 From the regular council meeting on December 16th, 2025

- 26-02-02 M/S Councillors D. Mitchell/T. Wheeler motioned that the minutes be accepted as presented.**

CARRIED

- 4. DELEGATION**

4.1. RCMP Monthly Report

RCMP Cpl. D. MacNeil presented a written report to Council and provided a verbal overview. The report was prepared by Cst. Beauchamp. In December, calls for service related to domestic disturbances increased, likely due to colder weather and residents spending more time indoors. Overall, calls for service in 2025 increased compared to 2024, with the majority being alcohol-related. Members focused their efforts on visibility and enforcement related to substance abuse (drugs and alcohol), road safety, and youth



engagement at the local school. One Mental Health Act file was initiated, and members successfully located the individual and transported him to the Health Centre. A higher-than-usual number of missing person reports, mental health calls, and wellness checks were also recorded for the month.

4.2. Jane K. & Mark W. Regarding CMHC updates

J. Koepke provided an update on the recommendations arising from the municipal servicing review for higher-density housing related to the HAF–CMHC project. Council was asked to approve two motions: first, to accept the High-Density Servicing Review Report; and second, to authorize the use of HAF funding for this purpose as required. Council was further advised that an update on the project will be provided by Spring 2026. She

26-02-03 M/S Councillors D. Mitchell/H. Belanger motioned that council accept the recommendations of the High Density Servicing Review, as well as the follow-up recommendations of Groundswell Planning/Across the River Consulting and authorize staff to work with consultants to implement them, and further that Housing Accelerator Fund monies be utilized for this purpose as needed and share the findings with LSCFN and Government of Yukon.

CARRIED

She further informed Council of Action Plan Item 6 regarding Village-owned Lot 127, an initiative exploring the feasibility of developing staff housing. The concept includes up to eight potential units and considers three construction types: modular, pre-built/prefabricated, and factory-built homes. Factory-built homes were identified as the preferred option due to their advantages and minimal on-site requirements, requiring only connection to existing utilities.

It was noted that the initiative is likely suitable to help address housing needs, with a recommendation to proceed with a pilot project consisting of two homes on the lot over the next one to two years. Council was advised that if funding is not secured within the next two years, the project would not proceed.

26-02-04 M/S Councillors T. Wheeler/D. Mitchell motioned that Council approves the installation of two factory-built homes as a pilot project on Village-owned Lot 127 and direct staff to continue working toward the issuance of a Development and Building Permit.

CARRIED



5. Correspondence

5.1 Carmacks DMAF Notice letter & Agreement from David Eastland

Council read letter and would like to discuss this project with Government of Yukon first before presenting it to LSCFN and the public. CAO was asked to reach out to David to arrange for a meeting.

6. Reports

6.1 Council Activity Reports

Councillor D. Mitchell has nothing to report.

Councillor H. Belanger is happy to be on board again and is looking forward to work with council and the community.

Councillor T. Wheeler has nothing to report Village wise. She spends Tuesdays and Thursdays in the arena to watch the kids play hockey.

6.2 Mayor's Report

Mayor Lachance welcomed re-elected Councillor H. Belanger and extended thanks to the RCMP and community members for their assistance during the cold weather.

Appreciation was also expressed to Public Works and Highways and Public Works for their work on road maintenance.

The Mayor attended the U9 Yambi Nights hockey tournaments in Whitehorse and advised that he will be travelling with the U11 team to Watson Lake to compete with Dawson City.

The mayor thanked Prince and Annette for their continued support to Village staff, Council, and residents during the transition period.

Council was advised that the new CAO, **Blake Rogers**, will be joining the organization on February 2nd, with required documentation to be finalized.

6.3 CAO Report

CAO P. Singh provided Council with a written report and presented a verbal overview.



Project Updates:

CMHC: The website has been updated, and approved motions will be posted, which will assist with future funding applications.

SWF: Power has been connected and the project is awaiting a building inspection. An issue with the internet connection was noted, as power for internet must be installed underground and the cost is prohibitive. Arbor will work with Infrastructure to explore potential solutions. The CAO advised that computer and scale software will be installed this week, and options to resolve the internet issue will be further reviewed.

Arena: Water pipes have broken, resulting in unusable bathrooms, no heat in the lobby, and boiler issues. The CAO has contacted Yukon Government project managers and Community Advisor Arbor regarding these concerns and advised that the building requires reassessment. The mayor asked whether the Insurance company should be notified, noting that repair costs may reach tens of thousands of dollars.

Joint Council Meeting: The CAO requested that a date be set for a Joint Council meeting.

The CAO further noted that the Emergency Measures Plan has been updated and posted on the Village website.

6.4. Association of Yukon Communities Report

The AYC Annual General Meeting will be held in Watson Lake from May 7-10, 2026. Resolution submissions are due by March 13, and award information was also mentioned.

Any ideas for resolutions should be forwarded to Doris.

7. Bylaws

CAO Appointment Bylaw

26-02-05 M/S Councillors T. Wheeler/H. Belanger motioned to give Bylaw 323-26 – Chief Administrative Officer Bylaw – 1st reading.

CARRIED

26-02-06 M/S Councillors H. Belanger/D. Mitchell give Bylaw 323-26 – Chief Administrative Officer Bylaw – 2nd reading.

CARRIED

8. New and Unfinished Business

8.1 Tax Lien Summary TL1



Finance Officer A. Wylimczyk provided the summary to council for informational purposes.

26-02-07 M/S Councillors T. Wheeler/H. Belanger motioned to file the Tax Lien Summary List TL1 for informational purposes.

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.

26-02-08 M/S Councillors T. Wheeler/D. Mitchell motioned to go into In-Camera at 8:10 PM.

26-02-09 M/S Councillor H. Belanger/T. Wheeler motioned to go out of In-Camera at 8:47 PM.

11. ADJOURNMENT

26-02-10 M/S Councillor T. Wheeler motioned to adjourn the meeting at 8:47 PM.

Mayor J. Lachance adjourned the meeting at 8:47 PM.

Mayor J. Lachance

CAO Parminder Singh (Interim)



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

TO: Mayor and Council
FROM: Parminder Singh, Interim CAO
DATE: February 02, 2026
SUBJECT: CAO Report

Important Dates / Events

- **Next Regular Council Meeting:** February 17th, 2026
-

Project Updates

Housing Accelerator Fund (HAF) – Housing Development Grant

The annual final reporting for the Housing Accelerator Fund project has been completed for the 2025 reporting year. With the assistance of Jane and Mark.

Upcoming work follows the motion approved by Council at its most recent meeting to support the housing project under CMHC funding. The project is currently in the planning phase. The development permit has been approved based on the consultant's finalized design, and administration anticipates submitting a building permit application for a seven-unit residential development in the coming days.

Scale Project

Since the last Council meeting, all required software and hardware for the weigh scale system have been installed within the facility. The system has been tested and is functioning as intended. Once final approval is received from YG, administration will proceed with preparations for staff training.

Yukon Government Project Managers Regarding DMF

Yukon Government project representatives have confirmed their availability to attend the February 17 Council meeting to provide Council with an update on the project, including current status, coordination requirements, and next steps.



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

FireSmart Project Update

The FireSmart project was unable to proceed as planned due to extreme winter weather conditions. Heavy snowfall and prolonged cold temperatures made it unsafe and impractical for the contractor to carry out tree cutting and vegetation clearing activities. The project area is heavily treed and has not previously undergone mitigation work, which further increased the complexity of completing the work under winter conditions.

Administration requested an extension from the Government of Yukon to allow the contractor to complete the work in May, as the contractor confirmed that the work could be completed at that time once snow is gone. However, the Government of Yukon declined the extension request and advised that the project be re-applied for in the next funding year.

Administration communicated that weather-related constraints and the limited seasonal work window consistently pose challenges for this project. It was further suggested that, where possible, the application and approval process begin earlier in the year so that all planning and administrative requirements can be completed prior to winter, allowing construction activities to proceed during favourable conditions.



Village of Carmacks

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Finance and Administration Report – January 2026

1. Expenditure Summary

The Expenditure Summary Report for January 2026 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 January 31, 2026, is attached for Council's review and consideration.

3. Audit

The interim audit is currently underway. Supporting documentation is being submitted on an ongoing basis, with materials provided almost daily.

4. Tax Lien Summary

The Tax Lien Summary List (TL1) was presented to Council on January 20. Final property tax reminder notices have been issued to affected property owners. Subsequently, two property owners remitted payment of their outstanding taxes the following week. A list of properties with tax arrears (TL2) will be published in the Yukon News after February 4.

5. Projects

Canada Community-Building Fund (CCBF)

The third-quarter CCBF report has been submitted, and approval of the reported expenditures is currently pending.

Youth Developmental Asset Program (YDAP)

The required financial report has been submitted. The third funding payment has been approved and received.



Village of Carmacks

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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 2026-01-01 to 2026-01-31					
REVENUE				EXPENSE	
Revenue				Expenses	
Recreation Revenue	307.69			Indemnities	5,189.26
Concession Revenue	117.14			Salaries Full Time	82,212.78
Arena Revenue	2,149.50			Salaries Part time	5,284.93
Public Works Revenue	150.00			Salaries Student	1,769.67
Landfill Revenue	3,134.01			Per Diem	1,345.00
Business Licence Fees	1,035.00			Overtime	1,615.13
Animal Control Fees	25.00			Standby Pay	260.00
Permit Fees	50.00			Group Ins. Employer Portion	3,063.20
Building rentals	2,041.50			CPP Employer Portion	5,287.11
Total Other Revenues		9,009.84		EI Employer Portion	2,079.83
Funding - Federal	10,000.00			Janitorial expense	664.89
Funding - YTG	13,076.00			Office Supplies	36.32
Total Funding		23,076.00		Supplies	2,643.73
Total Revenue		32,085.84		Service, bank, and late charges	226.50
				Elections	2,730.88
TOTAL REVENUE		32,085.84		Heating Fuel	18,394.96
				Repairs and Maintenance	1,240.00
				Testing	5,464.65
				Security	1,079.82
				Insurance	10,324.00
				Professional Fees	37,802.00
				Vehicle Expenses	384.97
				Vehicle Fuel	4,769.99
				Meeting Expenses	243.37
				CMHC-HAF Funding	40,000.00
				Road Maintenance	1,345.91
				Small Tools & Equipment	113.39
				Animal Control	29.48
				Funded Programs	3,600.00
				Events	224.72
				Total General & Admin. Expenses	239,426.49
				TOTAL EXPENSE	239,426.49
				NET INCOME	-207,340.65
				Generated On: 2026-01-30	



Village of Carmacks
Public Works GM Report
Date: Jan.29, 2026

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 cold weather caused all the water pipes to freeze and brake, and they had to be fixed. In addition, the showers were frozen and not operational.
 - **Recreation Building:** Open for scheduled activities, the issues with the day heating tank were fixed by Arcrite and it is working normally again.
-

Landfill

- **Operations:** Atco connected power to the attendant building. The software for the scale is being installed by the technician on January 30th.
-

Collection System

- **Status:** Operating within normal parameters
-

Duplex

- **System Functionality:** Operating within normal parameters
-



Equipment

- **Condition:** The equipment (Kubota) that had broken down was fixed in-house.
-

Recycling Facility

Operations: Sorting, shredding, and baling systems are partly operational. The furnace was repaired.

Old Firehall

- **Facility Status:** All systems and services are functioning smoothly; no issues reported.
-

New Firehall

- **Facility Status:** The propane froze over the Holidays, but its back to normal operation.
-

Administrative Building

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

Public Works Shop

- **Facility Status:** Equipment and processes are back to normal.
-

Streets

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

Fleet

- PW's fleet vehicles are at the end of their operational life, with one vehicle being 13 years old and the other 10 years old. Significant expenditures exceeding \$15,000 within the last couple years has already been incurred on maintenance and repairs, with ongoing costs expected to increase. Additionally, the age and condition of the vehicles pose a potential safety risk to staff. It is therefore proposed that Council consider leasing one or two vehicles, which would improve reliability, enhance staff safety, and provide greater financial efficiency over the long term.



- Sincerely,
Jens Wylimczyk
Public Works General Manager



Monthly Report to Council

Recreation Department – January Council Report 2026

January continued to present operational challenges at the arena due to cold weather, aging infrastructure in the rec, and mechanical failures. Staff and contractors continued to manage repairs with the upcoming events in mind.

1. Maintenance & Infrastructure

Plumbing & Water Systems

Multiple frozen and broken pipes occurred throughout the arena. Emergency repairs have been completed where possible, and additional shut-off valves have been installed to reduce damage from future leaks. Further insulation is required to prevent ongoing issues.

- Arena entrance and under-stair piping repaired, insulation still required
- Change Rooms 1–3 fully operational
- Change Room 4: toilet and sink operational, shower closed until summer
- Referee change room: toilet and tap operational, shower to be repaired in summer
- Janitorial room leak repaired
- Zamboni room stable; one pipe still awaiting repair
- Hockey equipment room leak repaired
- Men's washroom urinals remain out of service; toilets operational
- Plumbers advise further leaks are likely.

Heating, Mechanical & Ventilation

- Boiler #102 has failed and requires urgent servicing.
- Domestic hot water tank in the arena requires replacement.
- In-floor heating system is operational. Arena lobby gaining some heat.
- Plumber advises arena entrance heating issue is electrical; electrical inspection recommended.
- Air handling unit has been shut off as it was wasting fuel and pulling cold air into the building; will be reassessed after winter.

Ice Plant & Control Systems

- Ice plant experiencing irregular fuel temperature and pressure fluctuations.
- CIMCO has attended and is troubleshooting the issue.
- If another compressor fails, repair costs will be the responsibility of the Village.
- Ongoing technical issues with the Siemens system, including inaccurate readings.
- Recommendation to consider transitioning to a Honeywell system in the future.



Monthly Report to Council

Fuel & Utilities

- Rec side fuel tank issue has been repaired and is functioning correctly.
- Arena Fuel levels must continue to be closely monitored.
- Plumbers recommendation to maintain a minimum one-week fuel reserve on site.
- Recreation water fountains - waiting on a quote.

2. Programs & Events

Elders Trip

- Elders trip to Whitehorse scheduled for **January 31**.
- Travel by coach bus.
- 18 registered as of January 30.

Arena Events

Hockey Tournament

- **February 6–8**
- Community encouraged to attend and support the far away travel club.
- Concession operated by the travel club.

Curling Bonspiel

- **February 13–15**
- Concession hosted by the graduating class.
- Community encouraged to attend and support local youth.

Winterlude Planning

- Planning underway.
- Proposed dates: **February 26–28** or **March 5–7**.
- Mayor and Council will be invited to assist with the pancake breakfast once dates are confirmed.

3. Summary

- Freeze-related plumbing failures highlight the need for improved insulation and drainage.
- Boiler failure and ice plant instability remain critical concerns.
- Significant summer maintenance will be required.
- Community engagement and participation remain strong.



**Village of Carmacks
Recreation
Facility Revenue Summary Report**

January 1, 2025 To January 1, 2026

Carmacks Recreation Complex - Indoor Spaces - Gymnasium	Hours	Amount	Discounts	GST	Tax2	Tax3	Total
Daily Rental Rate (D)	158.50	\$4,250.00	\$0.00	\$212.50	\$0.00	\$0.00	\$4,462.50
Daily Rental Rate (D) 10% Discount	56.00	\$1,125.00	\$125.00	\$56.25	\$0.00	\$0.00	\$1,181.25
Hourly Rental Rate (H)	233.50	\$9,340.00	\$0.00	\$459.00	\$0.00	\$0.00	\$9,799.00
Hourly Rental Rate (H) 0.25% Discount	1.00	\$39.90	\$0.10	\$2.00	\$0.00	\$0.00	\$41.90
Hourly Rental Rate (H) 10% Discount	3.00	\$108.00	\$12.00	\$5.40	\$0.00	\$0.00	\$113.40
Hourly Rental Rate (H) 100% Discount	5.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00
No Charge	262.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Potlach Rate (D)	23.00	\$952.38	\$0.00	\$47.62	\$0.00	\$0.00	\$1,000.00
Wedding Rental Rate (Daily) (D)	8.00	\$952.38	\$0.00	\$47.62	\$0.00	\$0.00	\$1,000.00
Facility Total	750.50	\$16,767.66	\$337.10	\$830.39	\$0.00	\$0.00	\$17,598.05
Carmacks Recreation Complex - Indoor Spaces - General Meeting Room	Hours	Amount	Discounts	GST	Tax2	Tax3	Total
Daily Rental Rate (D) 10% Discount	48.00	\$720.00	\$80.00	\$36.00	\$0.00	\$0.00	\$756.00
Hourly Rental Rate (H)	44.50	\$1,335.00	\$0.00	\$56.25	\$0.00	\$0.00	\$1,391.25
No Charge	123.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (Daily Rate)	5.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
Facility Total	221.00	\$2,355.00	\$80.00	\$92.25	\$0.00	\$0.00	\$2,447.25
Carmacks Recreation Complex - Indoor Spaces - Kitchen	Hours	Amount	Discounts	GST	Tax2	Tax3	Total
Kitchen - Daily (D)	64.50	\$1,575.00	\$0.00	\$78.75	\$0.00	\$0.00	\$1,653.75
Kitchen - Daily (D) 10% Discount	60.00	\$1,012.50	\$112.50	\$50.65	\$0.00	\$0.00	\$1,063.15
Kitchen - Hourly (H)	122.00	\$4,270.00	\$0.00	\$213.52	\$0.00	\$0.00	\$4,483.52
No Charge	268.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (Flat Rate)	22.00	\$250.00	\$0.00	\$12.51	\$0.00	\$0.00	\$262.51
Facility Total	536.50	\$7,107.50	\$112.50	\$355.43	\$0.00	\$0.00	\$7,462.93
Carmacks Recreation Complex - Indoor Spaces - Multi-Purpose Room	Hours	Amount	Discounts	GST	Tax2	Tax3	Total
Daily Rental Rate (D)	27.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
Daily Rental Rate (D) 20% Discount	24.00	\$480.00	\$120.00	\$24.00	\$0.00	\$0.00	\$504.00
MP Room - Hourly (H)	23.50	\$705.00	\$0.00	\$13.50	\$0.00	\$0.00	\$718.50
No Charge	517.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facility Total	592.00	\$1,585.00	\$120.00	\$37.50	\$0.00	\$0.00	\$1,622.50
Carmacks Recreation Complex - Indoor Spaces - Ice Pad - Hockey	Hours	Amount	Discounts	GST	Tax2	Tax3	Total
Minor - Non Prime Hour (H)	52.00	\$3,380.00	\$0.00	\$169.00	\$0.00	\$0.00	\$3,549.00
Minor - Non Prime Hour (H) 25.95% Discount	26.00	\$1,251.38	\$438.62	\$62.53	\$0.00	\$0.00	\$1,313.91
Minor - Primetime Hour (H)	22.00	\$2,200.00	\$0.00	\$110.00	\$0.00	\$0.00	\$2,310.00
Minor - Primetime Hour (H) 25.95% Discount	26.00	\$1,925.30	\$674.70	\$96.33	\$0.00	\$0.00	\$2,021.63
No Charge	39.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facility Total	165.00	\$8,756.68	\$1,113.32	\$437.86	\$0.00	\$0.00	\$9,194.54
Carmacks Recreation Complex - Indoor Spaces - Arena Slab	Hours	Amount	Discounts	GST	Tax2	Tax3	Total
Hourly Rental Rate (H)	4.00	\$240.00	\$0.00	\$12.00	\$0.00	\$0.00	\$252.00

No Charge	183.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facility Total	187.00	\$240.00	\$0.00	\$12.00	\$0.00	\$0.00	\$252.00
Carmacks Recreation Complex - Indoor Spaces - Arena Lobby	Hours	Amount	Discounts	GST	Tax2	Tax3	Total
Hourly Rental Rate (H)	12.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
No Charge	110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (Flat Rate)	10.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
Facility Total	132.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
Carmacks Recreation Complex - Indoor Spaces - Rec Side Change Room	Hours	Amount	Discounts	GST	Tax2	Tax3	Total
Hourly Rental Rate (H)	11.00	\$330.00	\$0.00	\$16.50	\$0.00	\$0.00	\$346.50
Facility Total	11.00	\$330.00	\$0.00	\$16.50	\$0.00	\$0.00	\$346.50
Fire Hall - Room Rentals - Training Room	Hours	Amount	Discounts	GST	Tax2	Tax3	Total
Court (F)	28.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
Daily Rental Rate (D)	6.00	\$250.00	\$0.00	\$12.50	\$0.00	\$0.00	\$262.50
Hourly rate (H)	27.00	\$1,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,350.00
Hourly rate (H) 100% Discount	3.50	\$0.00	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00
No Charge	190.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (Daily Rate)	5.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
Other (Daily Rate) 20% Discount	8.50	\$190.48	\$47.62	\$9.52	\$0.00	\$0.00	\$200.00
Facility Total	268.00	\$3,290.48	\$222.62	\$22.02	\$0.00	\$0.00	\$3,312.50
Grand Total	2,863.00	\$41,032.32	\$1,985.54	\$1,803.95	\$0.00	\$0.00	\$42,836.27

Note: Report does not include Facility Approval Requests.



**Village of Carmacks
Recreation Department
Membership Rate Summary Report
All Memberships**

Recreation Memberships - Monthly Memberships

Jan 1, 2025 - Jan 1, 2026

Membership Name	Rate Name	Discount %	Rate Amount	Quantity	Auto Renew	Total
Adult - 24 Hour Access Memberships	1 Month Membership	0.00	\$47.62 G	11	0	\$523.82
Adult - 24 Hour Access Memberships	1 Year Membership	0.00	\$247.62 G	11	0	\$2,723.82
Adult - 24 Hour Access Memberships	10 Punch Pass	0.00	\$42.86 G	4	0	\$171.44
Adult - 24 Hour Access Memberships	3 Month Membership	10.00	\$85.72 G	1	0	\$85.72
Adult - 24 Hour Access Memberships	3 Month Membership	0.00	\$95.24 G	8	0	\$761.92
Adult - 24 Hour Access Memberships	4 Punch Pass	0.00	\$15.48 G	2	0	\$30.96
Adult - 24 Hour Access Memberships	6 Months Membership	100.00	\$0.00 G	2	0	\$0.00
Adult - 24 Hour Access Memberships	6 Months Membership	0.00	\$157.14 G	12	0	\$1,885.68
Adult Memberships	1 Month Membership	10.00	\$30.00 G	2	0	\$60.00
Adult Memberships	1 Month Membership	0.00	\$33.33 G	20	0	\$666.60
Adult Memberships	1 Year Membership	0.00	\$190.48 G	2	0	\$380.96
Adult Memberships	10 Punch Pass	0.00	\$33.33 G	4	0	\$133.32
Adult Memberships	3 Month Membership	10.00	\$64.29 G	1	0	\$64.29
Adult Memberships	3 Month Membership	0.00	\$71.43 G	10	0	\$714.30
Adult Memberships	4 Punch Pass	0.00	\$11.90 G	7	0	\$83.30
Adult Memberships	6 Month Membership	0.00	\$119.05 G	3	0	\$357.15
Family Memberships	6 Month Membership	0.00	\$190.48 G	3	0	\$571.44
LSCFN 24H Access	LSCFN \$50	0.00	\$0.00 G	9	9	\$0.00
Senior 24 Hour Access Membership	1 Month Membership	0.00	\$33.33 G	3	0	\$99.99
Senior 24 Hour Access Membership	1 Year Membership	0.00	\$200.00 G	1	0	\$200.00
Senior Memberships	1 Year Membership	0.00	\$152.38 G	1	0	\$152.38
Senior Memberships	4 Punch Pass	0.00	\$11.90 G	1	0	\$11.90
Wild Fire Crew Memberships	10 Punch Pass	0.00	\$33.33	2	0	\$66.66
Wild Fire Crew Memberships	24H 4 Months Wild Fire	0.00	\$148.57	7	0	\$1,039.99
Wild Fire Crew Memberships	24H 5 Months	0.00	\$166.67	4	0	\$666.68
			Subtotal	131	9	\$11,452.32

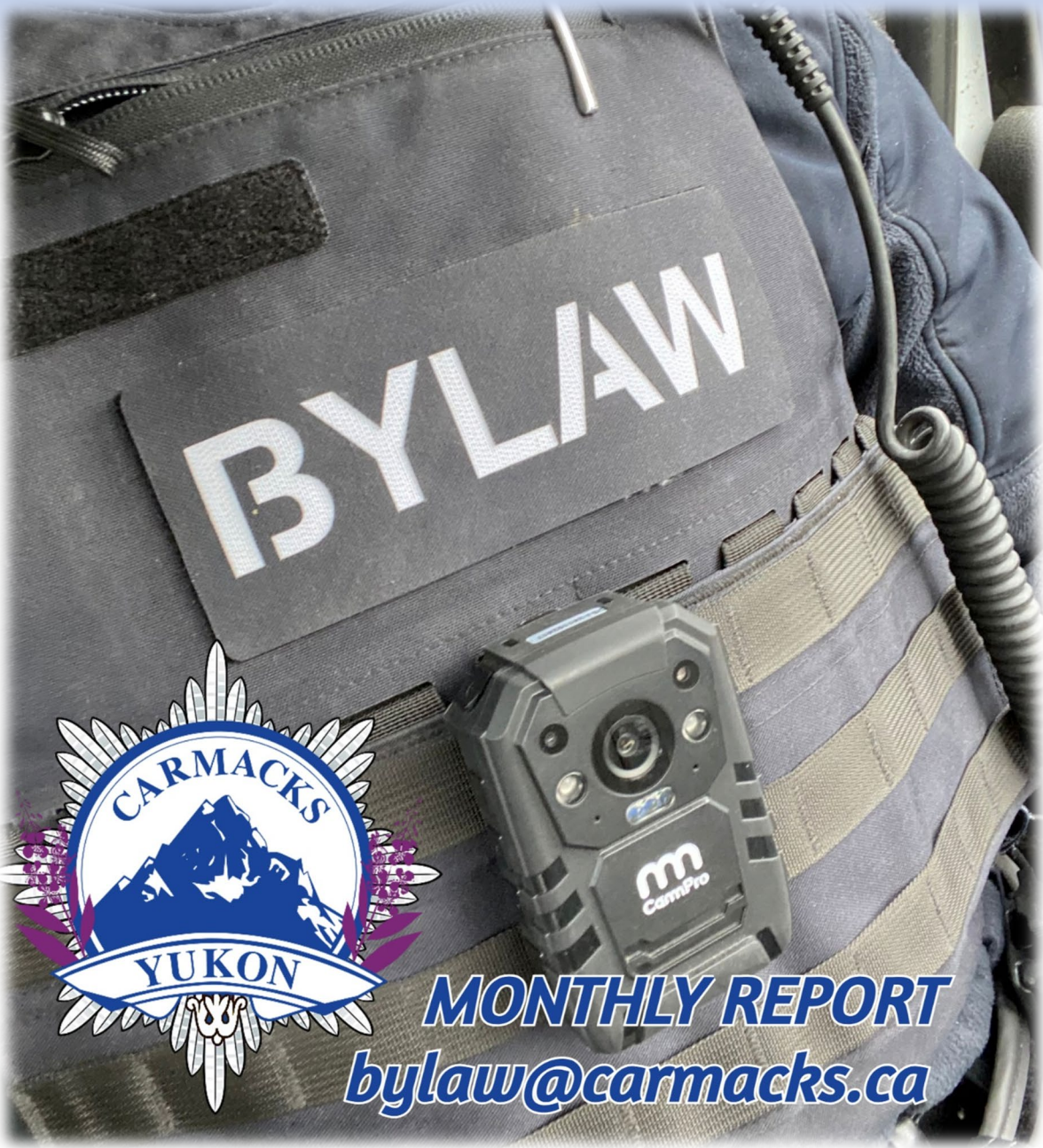
Recreation Memberships - Subsidized Memberships

Jan 1, 2025 - Jan 1, 2026

Membership Name	Rate Name	Discount %	Rate Amount	Quantity	Auto Renew	Total
LSCFN - Adult Monthly Membership	LSCFN Rate	0.00	\$0.00 G	46	46	\$0.00
LSCFN - Youth Monthly Membeship	LSCFN - Youth Membership	0.00	\$0.00 G	1	0	\$0.00
Memberships - VOCFD	24H access rate	0.00	\$0.00 G	3	3	\$0.00
Monthly Membership - VOC Employee	VOC Rate	0.00	\$0.00	16	16	\$0.00
			Subtotal	66	65	\$0.00
			Grand Total	197	74	\$11,452.32

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MUNICIPAL BYLAW ENFORCEMENT

Bylaw Constable's Report Monthly Report

January 2026

Summary of Activities

Occurrences	January 2026	Year to Date 2026	Details
Dogs at Large	7	7	Dogs Caught in Village, Municipal Roadways and two on the Highway.
Aggressive Dog Complaints	1	1	Received one aggressive dog complaint on LSCFN Settlement Land.
Traffic Bylaw Violations	2	2	One complaint regarding Tractor Semi Trailer on Village Roadway, One Parking Complaint
Assist RCMP	1	1	One Call to Assist RCMP
Public Encounters	2	2	Two Bylaw inquiries from members of the Public

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Occurrences	January 2026	Year to Date 2026	Details
Open Space Infractions	0	0	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 one aggressive dog incident in collaboration with Animal Protection Services and RCMP.



**Village of Carmacks
BY-LAW #323-26**

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 a chief administrative officer and to enter into a contract of employment with that person;

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 **Blake Rogers** as the Chief Administrative Officer for the Village of Carmacks.
5. This appointment is effective on passing this Bylaw.
6. The Chief Administrative Officer shall have signing authority on behalf of the Village of Carmacks.

BY-LAW #320-25 shall be repealed on passing of this Bylaw.

Read for the first time this 20th Day of January 2026.

Read for the second time this 20th Day of January 2026.

Read for the third and final time this 3rd Day of February 2026.

Justin Lachance
Mayor

Parminder Singh
Municipal Clerk

Year	Number and title	Action	Response	Further action
2021	21-AT-03 Rural Community Housing Issues	AYC work with other Gov, Yukon Housing, FCM, and financial institutions servicing the Yukon to better support rural property owners in accessing mortgages and address the barriers in rejected mortgage applications in rural Yukon	AYC staff contacted all 5 major banks in Whitehorse and Yukon Housing Corporation. All 5 banks and Yukon Housing provide construction mortgages for all residents in the Yukon, there is no bias to rural communities, but the cost to build often outweighs the loan to value ratio in communities.	AYC could advocate for YG Yukon Housing to expand their existing construction mortgage program, to increase the current cap, and to revise their modest guidelines. There could also be a caveat that once the construction is done the applicant would be required to get a bank mortgage and those funds would be replaced in the YHC coffers for the next applicant; AYC could advocate to the Federal Gov to create and provide an interim funding program for rural construction; AYC could advocate to all major financial institutions to change requirements and parameters around construction mortgages for rural residents.
2022	22-AT-01 Demand Utility Charges	AYC urge YG to mandate that Yukon Energy Corp change their rate policy to only charge municipalities an actual	Minister Stricker resoponded on June 20, 2022.	
2022	22-AT-02 Increase Council Term to Four Years	AYC work with YG on an engagement process with Yukon citizens to seek their input on changing the term length	YG ran a survey. This change was made in the legislature.	

2022	22-AT-03 Emergency Relief for Municipalities	AYC call upon YG to consult with municipalities on an appropriate financial relief program to offset increased costs and lost revenues due to COVID	Minister Mostyn requested further details on income shortfalls, a letter was sent to Minister Mostyn in July with a spreadsheet that included a more detailed breakdown of Yukon Municipalities lost revenue and extra expenses over a 2.5 year time frame	
2023	23-AT-01 Comprehensive Joint Review of the Municipal Act	AYC call on YG to undertake a comprehensive joint review of the Municipal Act with municipalities	Ayc received two responses from Minister Mostyn on July 27 and October 12, stating YG understands the importance of having an updated and modern Municipal Act, however opening it in 2023 would not be possible	Municipal Act Review Committee initiated Sept. 2025
2023	23-AT-03 Increase to Yukon's Share of the Canada Community-Building Fund	AYC urge the Federal gov to triple the Yukon's share of funding distributed through the Canada Community Building Fund	AYC received a response on July 19 from the Minister of Intergovernmental Affairs, Infrastructure and Communities. They encouraged AYC to work with Community Services in regards to CCBF	
2023	23-AT-04 Yukon Territorial Disaster Financial Assistance and Mitigation Projects	YG better support municipalities with long-term mitigation projects to address the impacts of natural disasters and climate change on infrastructure.	AYC received two responses from Minister Mostyn on August 2 and November 15 stating that YG is developing a territorial disaster financial assistance policy.	

2023	23-AT-05 Yukon Government to Undertake Meaningful Consultation with Municipalities	YG ensure meaningful and respectful consultation and advance notice on territorial decisions that may impact municipalities.	AYC received a response on July 12 from Minister Mostyn outlining the efforts YG takes to have meaningful consultations with municipalities.	
2023	23-AT-06 Emergency Medical Services	AYC request that YG develop and implement a communication protocol for communicating with communities about lapses in EMS service.	AYC received a response on July 12 from Minister McPhee outlining the efforts YG is taking with emergency medical services	
2023	23-AT-07 Sustainable and Long-Term Funding for the Humane Society Yukon	AYC requests that YG provide long-term sustainable funding to the Humane Society Yukon and AYC be included in the assessment and development of a financially sustainable model	AYC received a response on June 27 from Minister Clark outlining engagement with the City of Whitehorse, Humane Society Yukon, Kwanlin Dun, and Ta'an Kwach'an Council regarding funding for the Humane Society.	HSY participated in the 2024 Annual Conference
2023	23-AT-08 Peripheral Property Tax Rate	AYC lobby YG to review current property taxes in areas peripheral to Yukon municipalities, and increase those property taxes appropriately; and AYC lobby YG to provide an update of the 2018 resolution, review current	AYC received a response on August 24 from Minister Mostyn asking for public support from AYC as YG proceeds with the request, as well as asking AYC to provide additional details.	AYC responded on September 14
2023	23-AT-02 Review of the Municipal Act to Allow Permanent Residents to Vote in Municipal Elections	AYC call upon YG to review the Municipal Act for the purpose of allowing permanent residents to vote in municipal elections; and AYC to call upon YG to review the Municipal Act for		Municipal Act Review Committee initiated Sept. 2025
2024	24-AT-01 Administration of Municipal Elections	AYC call upon YG via Elections Yukon to assume responsibility for the conduct and administration of municipal elections in Whitehorse and across the	AYC sent a letter to the Premier on July 12 2024	

2024	24-AT-02 Automated Traffic Enforcement	AYC call upon YG to ensure Yukon municipalities are enabled to implement automated traffic enforcements without restrictions in the forthcoming Motor Vehicles Act and Summary Convictions Act amendments and that YG action theses changes as soon as possible, preferably no later than the 2024 fall	AYC received a response on August 8, 2024 from Minister Mostyn and Minister Calrke, acknowledging that YG has considered stakeholder feedback in regards to the new legislation to replace the Motor Vehicles Act.	
2024	24-AT-03 Negotiation of Comprehensive Municipal Grant	AYC ensures YG continues negotiations with AYC and Yukon municipalities on substantial enhancements to the Comprehensive Municipal Grant, including a factor addressing the service pressures of peripheral	AYC send a letter to Minister Mostyn on July 12, 2024.	CMG Task Force completed work in early 2025

2024	24-AT-05 Yukon Housing Corporation - RGI Assistance Program Review	AYC acknowledge the need for the review and potential adjustment of the Rent Geared to Income assistance framework to address the unique challenges faced by communities affected by housing shortages and high-income resident requiring rental solutions; AYC advocates for a collaborative approach involving the Yukon Housing Corporation, relevant stakeholders, and community representatives to assess the effectiveness of the current RGI assistance model and explore potential modifications that ensure equitable access to affordable housing solutions for all residents, while also addressing the specific needs of communities experiencing housing shortages and demographic diversity; AYC encourages the Yukon Housing Corporation to consider implementing a tiered RGI assistance system or other appropriate mechanisms that consider varying income levels and local housing	AYC received a response on August 1, 2024 from the Premier stating they would be interested in meeting with AYC to discuss this further.	YHC will present at the 2025 September Admin Forum in Carmacks
2024	24-AT-06 End of Life Vehicle Responsibility	AYC advocate for YG to conduct a study on the environmental, social, and fiscal impact of abandoned vehicles, including electric vehicles in the Yukon; AYC advocates for YG to create an action plan to address, manage and	AYC send a letter to Minister Clark on July 12, 2024	Response received November 21, 2024- Proposed to discuss at the quarterly meeting with AYC & Minister Mostyn

2024	24-AT-07 Municipal Boundaries and First Nation Sovereignty	AYC advocates for YG to work with FN Gov and municipalities to review the Municipal Act and make changes as necessary to allow for boundary expansion to Settlement Lands while maintaining First Nation Government's Sovereignty rights; AYC advocates for YG to explore options to boundary expansion that allow for the provision of Municipal services to FN citizens on Settlement land and payment of	This issue will be discussed at the Chief and Mayors Forum	
2024	24-AT-08 Development of Comprehensive Evacuation Plans	AYC communities request that YG immediately lead the development of comprehensive evacuation plans in collaboration with the Yukon Communities, including First Nations Gvs facing potential full-scale evacuations due to the threat of	AYC received a response on September 6, 2024 from Minister Mostyn giving an overview of current evacuation plans	
2025	Modernizing Workforce & Immigration Policies to Support Municipalities	AYC work with YG to review and update the employment standards act. YG makes enhancements to the Yukon Nominee Program, collaborate with municipalities to develop territorial-municipal partnerships for workforce recruitment and retention, and provide dedicated funding or direct training opportunities to support skill development of municipal employees.	Response Received July 23, 2025- YG made CTTS funding permanent, funding is available for municipal staff. Training is offered through the sustainable communities forum. YG has made significant investments to the CMG which reflect the commitment to ensuring local governments have the financial stability and flexibility needed. YG is committed to working with AYC. Departments of CS and Ec Dev will reach out to AYC to initiate discussions.	

2025	On Demand Energy Charges for Yukon Municipalities	YUB implement a fourth rate group to cover Yukon Municipalities so that they pay for actual energy consumption without demand charges or energy riders.	Response Received July 7, 2025- YUB cannot implement a new rate class. The board is a quasi-judicial established under the Public Utilities Act. Under this act, a public utility applies for rates and the Board must consider it and then set just and reasonable rates for the provision of safe electricity service. Either of the 2 public utilities (YEC or AEY) must apply to the board by filing an application. After applications are filed, The board and interveners examine the information in the application in a public proceeding. AYC can be involved as an intervener. YUB suggests that AYC bring concerns or proposals to AEY or YEC.	
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2025	RCMP Staffing In Rural Yukon	Minister of Justice collaborate with Commanding Officer of M Division RCMP to allow members who are suitably posted to extend their posting in communities based on feedback from the respective municipalities and to develop more stable and consistent relief staffing strategies for members on extended leave.	DOJ Response Received August 14, 2025- Noted RCMP will attend AYC board meeting to discuss. RCMP Response Received August 4, 2025- RCMP staffing policies address a minimum tenure at post, the policy does not address the maximum amount of time a member is allowed to stay in a community. Individuals can request extensions at their post; requests are assessed on a case-by-case basis. Members may be directed to leave their posts for operational requirements.	
2025	Strengthening Emergency Management, Fire Service, and EMS Support	YG take a leadership role in emergency management by enhancing territorial coordination for evacuation planning, increasing Fire Marshal funding, negotiating municipal EMS cost recovery agreements. AND YG to provide stable and sufficient funding for wildfire prevention, disaster mitigation, and infrastructure resilience	Response Received August 6- Your recommendations are in line with our shared commitment to public safety. The department is actively assessing how to strengthen the approach to emergency preparedness and response. AYC's input is welcomed	
2025	Strengthening Municipal Election Support and Standardization	YG to establish standardized municipal election administration procedures and YG will recognize Elections Yukon as the authority on elections under the municipal act, provide them with the necessary funding and resources, and develop a centralized support system to	Response Received July 23, 2025- This can be addressed through the Municipal Act Review	

2025	Urging the Government to Adequately Fund the Fire Marshals office to support municipal fire departments	YG to increase funding to the Fire Marshals office to ensure that fire departments receive consistent and sufficient support and to comit to long term support for fire services by adhering to the recommendations in the 2021 Fire Service Review.	Response Received Aug 6- CS uses the 2021 Fire Service Review report as guiding framework for long-term improvements. YG has made significant investments in Yukon's fire service.	
2025	Vulnerable Persons Management in Yukon Communities	YG to amend relevant legislation to enable the sharing of pertinent information between government departments as needed to provide access to all services which will allow for development of a comprehensive wellness or case management plan.	Response Received July 23, 2025- HSS is subject to HIPMA and ATIPPA, as well as other pieces of legislation that they must follow to collect, use, disclose, secure and manage personal health information. When required, departments work together to ensure that privacy protocols are upheld and that individuals information is handled with care, transparency, and accountability. These efforts are guided by privacy legislation and best practices to protect rights and dignity of all Yukoners. HSS welcomes the opportunity to hear more from AYC and specific examples around where vulnerable individuals may be experiencing barriers. DM is available to meet to discuss furhter.	

2025	National Building Code	YG to stop the automatic adoption of all future revisions to the NBC until a full review of the changes is conducted and consultations held with municipal governments, FNs, builders and other stakeholders. And that YG consider revising, replacing, or exempting certain provisions of the NBC as needed to better reflect Yukon's unique construction conditions, bringing the	Response Received August 6- Workshop was held in May- a key outcome was a shared understanding that enhanced training and capacity building opportunities for the building community could address many of the concerns raised. CS is working with CoW to explore how best to deliver training.	
2025	Community Recreation Assistance Grant	YG to increase funding for the CRAG for unincorporated communities and in its future budgets, at a minimum, keep the CRAG amount consistent with inflation.	Response Received August 6- Sport & Rec Branch is conducting a review of the CRAG program funding.	

Modernizing Workforce & Immigration Policies to Support Municipalities	AYC work with YG to review and update the employment standards act. YG makes enhancements to the Yukon Nominee Program, collaborate with municipalities to develop territorial-municipal partnerships for workforce recruitment and retention, and provide dedicated funding or direct training opportunities to support skill development of municipal employees.	Response Received July 23, 2025- YG made CTTS funding permanent, funding is available for municipal staff. Training is offered through the sustainable communities forum. YG has made significant investments to the CMG which reflect the commitment to ensuring local governments have the financial stability and flexibility needed. YG is committed to working with AYC. Departments of CS and Ec Dev will reach out to AYC to initiate discussions.
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RCMP Staffing In Rural Yukon	Minister of Justice collaborate with Commanding Officer of M Division RCMP to allow members who are suitably posted to extend their posting in communities based on feedback from the respective municipalities and to develop more stable and consistent relief staffing strategies for members on extended leave.	DOJ Response Received August 14, 2025- Noted RCMP will attend AYC board meeting to discuss. RCMP Response Received August 4, 2025- RCMP staffing policies address a minimum tenure at post, the policy does not address the maximum amount of time a member is allowed to stay in a community. Individuals can request extensions at their post; requests are assessed on a case-by-case basis. Members may be directed to leave their posts for operational requirements.

Strengthening Emergency Management, Fire Service, and EMS Support	YG take a leadership role in emergency management by enhancing territorial coordination for evacuation planning, increasing Fire Marshal funding, negotiating municipal EMS cost recovery agreements. AND YG to provide stable and sufficient funding for wildfire prevention, disaster mitigation, and infrastructure resilience to support municipal emergency preparedness and response efforts.	Response Received August 6- Your recommendations are in line with our shared commitment to public safety. The department is actively assessing how to strengthen the approach to emergency preparedness and response. AYC's input is welcomed
Strengthening Municipal Election Support and Standardization	YG to establish standardized municipal election administration procedures and YG will recognize Elections Yukon as the authority on elections under the municipal act, provide them with the necessary funding and resources, and develop a centralized support system to assist municipal election officials in delivering well-administered and accessible elections.	Response Received July 23, 2025- This can be addressed through the Municipal Act Review
Urging the Government to Adequately Fund the Fire Marshals office to support municipal fire departments	YG to increase funding to the Fire Marshals office to ensure that fire departments receive consistent and sufficient support and to commit to long term support for fire services by adhering to the recommendations in the 2021 Fire Service Review.	Response Received Aug 6- CS uses the 2021 Fire Service Review report as guiding framework for long-term improvements. YG has made significant investments in Yukon's fire service.

Vulnerable Persons Management	YG to amend relevant legislation to enable the sharing of pertinent information between government departments as needed to provide access to all services which will allow for development of a comprehensive wellness or case management plan.	Response Received July 23, 2025- HSS is subject to HIPMA and ATIPPA, as well as other pieces of legislation that they must follow to collect, use, disclose, secure and manage personal health information. When required, departments work together to ensure that privacy protocols are upheld and that individuals information is handled with care, transparency, and accountability. These efforts are guided by privacy legislation and best practices to protect rights and dignity of all Yukoners. HSS welcomes the opportunity to hear more from AYC and specific examples around where vulnerable individuals may be experiencing barriers. DM is available to meet to discuss further.
National Building Code	YG to stop the automatic adoption of all future revisions to the NBC until a full review of the changes is conducted and consultations held with municipal governments, FNs, builders and other stakeholders. And that YG consider revising, replacing, or exempting certain provisions of the NBC as needed to better reflect Yukon's unique construction conditions, bringing the adoption process in line with how other provinces implement the NBC.	Response Received August 6- Workshop was held in May- a key outcome was a shared understanding that enhanced training and capacity building opportunities for the building community could address many of the concerns raised. CS is working with CoW to explore how best to deliver training.
Community Recreation Assistance	YG to increase funding for the CRAG for unincorporated communities and in its future budgets, at a minimum, keep the CRAG amount consistent with inflation.	Response Received August 6- Sport & Rec Branch is conducting a review of the CRAG program funding.



ASSOCIATION OF YUKON COMMUNITIES

BRIEFING NOTE

SUBJECT

ISSUE

BACKGROUND

ANALYSIS / DISCUSSION

RECOMMENDATION (OPTIONAL)

SUBMITTING COMMUNITY

DATE

DD/MM/YYYY

VERSION



ASSOCIATION OF YUKON COMMUNITIES

HOW TO COMPLETE YOUR BRIEFING NOTE

SUBJECT

Provide a brief statement/title regarding the subject to be discussed.

ISSUE

In one paragraph provide overview of issue to be discussion/considered.

BACKGROUND

Within a couple paragraphs provide key background information; if required, additional information can be added as appendices.

ANALYSIS / DISCUSSION

Within a couple paragraphs provide analysis of the issue, highlighting the key considerations, impacts, and concerns.

RECOMMENDATION (OPTIONAL)

If appropriate, provide abridged recommendation for the next step / action.

SUBMITTING COMMUNITY

Name of municipality / community who is bringing the issue forward.

DATE AND VERSION

Supply the date the note was drafted, and its version number for tracking.

WHEN TO USE A BRIEFING NOTE?

Briefing notes provide a means for Councils or CAOs to bring issues forward for discussion at the Association's Board of Directors meetings, or for general information updates.

WHAT IS THE PURPOSE OF A BRIEFING NOTE?

To succinctly provide the Executive and Board Members an effective way of informing themselves regarding an issue in advance of the meeting. Through their retention, briefing notes allow for better tracking of issues by AYC Members or its staff.