

## Village of Carmacks Council

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

### Agenda 26-04

#### 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 17<sup>th</sup>, 2026**

**Zoom Information:** Meeting ID: **899 6857 0020** Passcode: **662543**

#### Agenda

1. **Call to Order**
2. **Adoption of Agenda** *Motion to Approve*
3. **Adoption of Minutes** *Motion to Approve*
  - 3.1 Regular Meeting of February 3<sup>rd</sup>, 2026,
4. **Delegation**
  - 4.1 RCMP Monthly Report
  - 4.2 Yukon Government, Department of Community Services
    - Michael Ukrainetz, Senior Project Manager
    - David Eastland, Project Manager
5. **Correspondence**  
None
6. **Reports**
  - 6.1 Council Activity Reports
  - 6.2 Mayor's Report
  - 6.3 CAO Report
  - 6.4 Association of Yukon Communities (AYC)
7. **Bylaws**
  - 7.1 Civic Addressing Bylaw 301-24 Addition of New Addresses *Motion to Approve*
8. **New and Unfinished Business**
  - 8.1 VoC Strategic Planning Session – seeking confirmation of interest and availability
  - 8.2 Scotiabank investing – update and recommendation
  - 8.3 Replacement of Public Works vehicles – update and recommendation
  - 8.4 Joint Council Meeting – seeking confirmation of availability
  - 8.5 CAMA & FCM conferences – confirmation of participation
9. **Question Period**
10. **In-Camera Session** *(Motion to go in and out of session with recorded times)*
  - 3 items for discussion
11. **Adjournment**



**MINUTES FROM THE REGULAR MEETING OF THE COUNCIL FOR THE  
VILLAGE OF CARMACKS ON February 2nd, 2026, IN THE MUNICIPAL COUNCIL  
CHAMBERS**

**PRESENT:** Mayor: J. Lachance

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

Staff: CAO B. Rogers, P. Singh

Delegation: None

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

**Moment of Silence**

Mayor J. Lachance requested the addition of a moment of silence in memory of Lisa Snyder, who had assisted the Finance Officer for several years. The mayor noted with sadness that Ms. Snyder has passed away and asked that Council and the community keep her and her family in their thoughts.

A moment of silence was observed.

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

It was noted that there is one amendment to the agenda. Under New and Unfinished Business, item 8.3 is to be added regarding a request for a donation from the Curling Club.

- 26-03-01 M/S Councillors H. Belanger / D. Hansen motioned that the agenda be accepted as amended.**

**CARRIED**

3. **MINUTES:**

3.1 From the regular council meeting on January 20<sup>th</sup>, 2025

- 26-03-02 M/S Councillors D. Hansen / T. Wheeler motioned that the minutes be accepted as presented.**

**CARRIED**

4. **DELEGATION**

None



## **5. CORRESPONDENCE**

None.

## **6. Reports**

### **6.1 Council Activity Reports**

Councillor D. Hansen has nothing to report.

Councillor D. Mitchell has nothing to report.

Councillor H. Belanger reported that she were in Whitehorse and attended a health workshop for a few hours on Friday. No other activities were reported.

Councillor T. Wheeler reported attending HR training earlier that day and noted it may be beneficial for some senior staff. Councillor Wheeler also commented that during a recent visit to the arena, the floor heating in the change room appeared to be functioning properly, as the area was quite warm. No further activities were reported.

### **6.2 Mayor's Report**

Mayor Lachance welcomed Blake Rogers, the new Chief Administrative Officer, and expressed appreciation for joining the Village team, noting that a formal welcome would follow the bylaw later in the meeting.

The Mayor reported recent visits to the arena, noting ongoing issues but observing that the heating system appeared to be functioning. Plumbing contractors were also on site working with staff to address repairs.

The Mayor advised that they were recently in Vancouver during the mining roundup and met with representatives from JDS, who commended Village staff for their diligence in managing dumping at the landfill facilities. JDS also expressed interest in supporting local youth initiatives and community events.

The Mayor also shared updates on involvement with minor hockey, including coaching youth teams and upcoming trips and tournaments in Dawson, as well as an invitation to attend a John Shabbat training camp.

### **6.3 CAO Report**

CAO Blake Rogers thanked administration for compiling the report and assisting with onboarding. The CAO noted the past few days had been busy and expressed appreciation for the support while becoming familiar with operations.



The CAO reported that final annual reporting for the Housing Accelerator Fund (HAF) for the 2025 reporting year has been completed with assistance from staff. The housing project approved by Council under CMHC funding is currently in the planning phase. The development permit has been approved, and administration anticipates submitting a building permit application for a seven-unit residential development in the coming days. Regarding the Scale Project, all required software and hardware have been installed and tested and are functioning as intended. Staff training will proceed once final approval is received from Yukon Government, with training currently pending due to internet infrastructure issues.

The CAO advised that Yukon Government project representatives will attend the February 17, 2026 Council meeting as a delegation to provide an update on the Disaster Mitigation Fund (DMF) project.

The FireSmart Project was unable to proceed due to extreme winter conditions, including heavy snowfall and prolonged cold temperatures. An extension request to complete work in May was declined by the Government of Yukon, and administration has been advised to reapply in the next funding year. Administration noted ongoing challenges related to seasonal work windows and recommended earlier application and approval timelines where possible.

#### **6.4. Finance Report**

Finance Officer A. Wylimczyk provided council with the 2026 Expenditure Summary was provided for Council's review. An Income Statement covering the period from January 1 to January 31, 2026 was also presented.

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

Regarding taxation liens, the LT1 Taxation Lien Summary was presented to Council on January 20, 2026. Final property tax reminder notices have been issued to affected property owners, and two property owners subsequently remitted payment of outstanding taxes. A list of properties with tax arrears (LT2) will be published in the Yukon News after February 4, 2026.

Under Projects:

- The Canada Community-Building Fund (CCBF) third-quarter report has been submitted and approved, with reported expenditures currently pending.
- For the Youth Development Asset Program (YDAP), the required financial report has been submitted, and the third funding payment has been approved and received.



**26-03-03 M/S Councillors D. Hansen / D. Mitchell motioned to accept the expenditure summary report.**

**CARRIED**

### **6.5. PW Report**

Mayor Lachance read the Public Works General Manager Report dated January 29, 2026, as submitted by Jens Wylimczyk.

The report provided updates on operations at the Treatment Plant, Arena and Recreation Building, Landfill, Collection System, Duplex, Equipment, Recycling Facility, Fire Halls, Administrative Building, Public Works Shop, Streets, and the Public Works Fleet.

Concerning the Public Works Fleet, it was reported that two vehicles are at or beyond their operational life (approximately 13 and 16 years old). Significant maintenance and repair costs exceeding \$15,000 have already been incurred, with further repairs pending, including transmission and front-end work. Administration advised that the age and condition of the vehicles pose potential safety risks to staff. Administration will explore options, including leasing versus purchasing, and conduct a cost-benefit analysis for Council's consideration.

Council thanked Public Works staff for the report.

### **6.6. Recreation Report**

Mayor Lachance read the Recreation Department January 2026 Council Report, as submitted by Chanel.

The report outlined ongoing operational challenges at the arena related to cold weather, aging infrastructure, and mechanical issues, as well as updates on maintenance, programs, upcoming events, and facility usage. Community participation and engagement were noted as strong.

Council received the report for information.

### **6.7 Bylaw Report**

Mayor J. Lachance presented the Bylaw Enforcement Report for January 2026, as submitted by Constable Liam.

The report outlined enforcement activity to date, including seven dog-at-large occurrences, one progressive dog complaint, two traffic bylaw violations, one parking complaint, one assist to the RCMP, and two public inquiries. No open space infractions were reported.



Highlights included continued proactive animal control enforcement, with a focus on dogs at large on municipal roads and highways. The report also noted the investigation and monitoring of one aggressive dog incident, conducted in coordination with Animal Protection Services and the RCMP.

## **6.8 Association of Yukon Communities Report**

Councillor T. Wheeler has nothing to report.

## **7. Bylaws**

7.1 323-26 CAO Appointment Bylaw

**26-03-04 M/S Councillors T. Wheeler / D. Hansen motioned to give Bylaw 323-26 Chief Administrative Officer Bylaw – 3<sup>rd</sup> reading.**

**CARRIED**

## **8. New and Unfinished Business**

### **8.1 2026 AYC Resolutions**

Council discussed the 2026 Association of Yukon Communities (AYC) Resolutions process. Councillor Hansen, Chair of the AYC Resolutions Committee, advised that the resolution template has been received and that proposed resolutions are due by March 13, 2026.

Council discussed potential areas for consideration, including matters related to municipal election processes and timelines for challenges following elections. Previous AYC resolutions were referenced for context related to power distribution, including past discussions.

No resolutions were brought forward at this time. Administration will assist with drafting, Should Council wish to submit a resolution for consideration.

### **8.2 Agenda Items for Council's Consideration Regarding the Minister of Community Services Visit**

Council discussed potential agenda items for an upcoming visit by the Minister of Community Services, anticipated to occur in approximately one month.

Proposed topics for discussion included:

- Disaster Mitigation Adaptation Fund (DMAF),
- Lagoon and infrastructure planning.
- Territorial office space and long-term infrastructure needs within the community.



- Extended Producer Responsibility (EPR) and the current status and next steps at the territorial level.
- Waste management and collection systems, including future capacity and infrastructure requirements.
- Energy and power infrastructure, including flexibility and options related to announced territorial funding.
- Health Centre infrastructure, including clarification on prioritization, timelines, and criteria for replacement or upgrades.
- Territorial Disaster Financial Assistance and mitigation policies, including the status of policy development and potential funding opportunities.

Council noted that several of these topics align with issues previously raised at joint council meetings and may also inform in upcoming strategic planning discussions.

### **8.3 Donation Request from Curling Club**

Council received a letter from Shannon Lachance, Vice Chair of Carmacks Special Events, requesting sponsorship support from the Village for the 48th Annual Sweetheart Bonspiel, taking place February 13–15, 2026 at the Carmacks Recreation Centre. The request was to assist with facility and ice rental costs and event expenses.

Mayor J. Lachance declared a conflict of interest, as his spouse is involved with the organizing committee, and removed himself from the decision-making process.

Council discussed options for supporting the event, including a reduction in facility rental fees. Council approves a \$1,000 reduction in facility rental fees for the Carmacks Curling Club Sweetheart Bonspiel.

Council members also indicated they may provide additional private support individually outside of municipal funding.

## **9. QUESTION PERIOD**

None.

## **10. IN-CAMERA**

None.

## **11. ADJOURNMENT**

**26-03-05 M/S Councillor D. Hansen / H. Belanger motioned to adjourn the meeting at 7:56 PM.**

Mayor J. Lachance adjourned the meeting at 7:56 PM.



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Mayor J. Lachance

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Municipal Clerk Parminder Singh



**MONTHLY  
MAYOR'S / CHIEF'S  
POLICING REPORT  
January 2026**

**Carmacks Detachment  
“M” Division Yukon**



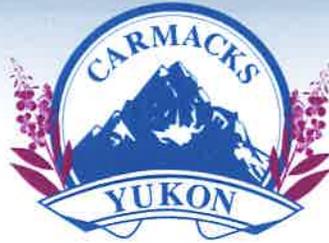
Royal Canadian Mounted Police Gendarmerie royale du Canada

Canada

<b>OCCURRENCES</b>	<b><u>January 2026</u></b>	<b>Year to Date 2026</b>	<b><u>January 2025</u></b>	<b>Year to Date 2025</b>
Assaults (All Categories)	1	1	2	2
Assistance/Suspicious Occurrence	4	4	3	3
Break and Enters	1	1	0	0
Cause Disturbance / Mischief/Breach of Peace	12	12	9	9
Drugs (all categories)	0	0	1	1
Fail to comply with conditions	1	1	1	1
False Alarms	3	3	1	1
Impaired Driving	2	2	2	2
Liquor Act	1	1	0	0
Mental Health Act	1	1	1	1
Missing Persons/Requests to Locate	0	0	0	0
Sexual Assault	0	0	1	1
Thefts (all categories)	1	1	1	1
Traffic (Speeding/Prohibited driver/etc.)	2	2	2	2
Uttering Threats	2	2	1	1
Vehicle Collisions	6	6	4	4
Wellbeing check	3	3	2	2
Other	3	3	6	6
<b>Total Calls for Service</b>	<b>43</b>	<b>43</b>	<b>37</b>	<b>37</b>

Service Calls Involving Alcohol	20	20	13	13
Prisoners held locally	2	2	4	4

**PLEASE NOTE: The statistic numbers in the report may change monthly as file scoring is added, deleted or changed. This occurs as investigations develops resulting in additional charges or proving an incident to be unfounded.**



## Village of Carmacks

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

June 28<sup>th</sup>, 2023

*Reference –Village of Carmacks / Little Salmon Carmacks First Nation*

To DMAF Application Assessment panel,

Please accept this letter of support for the Government of Yukon, Department of Community Services' application to the Disaster Mitigation Adaptation Fund to address flooding hazards in the Village of Carmacks and Little Salmon Carmacks First Nation territory.

Stantec Options Analysis: The proposed options presented in Stantec's Options Analysis are well supported, as we feel it is imperative to add resiliency and flood protection to our community of Carmacks and Little Salmon Carmacks First Nation. The proposed road raising along River Road, the highway, and dyke installation would be practical improvements to the local infrastructure.

Road Raising: Stantec has proposed raising the road in a number of locations in Carmacks, as a practical way to increase elevation to act as a flood defence. Permanent dyke structures in front of vulnerable homes on the bench, as well as around low elevation facilities.

Wastewater Treatment Plant: Improvements and upgrades to repair the communities' wastewater treatment plant would be an important enhancement as the facility is quickly overwhelmed during flood scenarios due to water infiltration and inflow. During the floods of 2021 and 2022, one of the major challenges experienced by Carmacks was infiltration into its wastewater pipe network from elevated groundwater. The elevated groundwater is likely correlated with elevated water surface elevations in the Yukon River. The additional flows entering the wastewater pipe network resulted in wastewater inflows that far exceeded the plant capacity. Repairing and upgrading this network is important, and will help protect the local waterways, and environment.

The Village of Carmacks is in full support of the Yukon Government submitting a DMAF application for the benefit of our community, in hopes of building resiliency into the future.

Sincerely,

Matthew Cybulski

Chief Administrative Officer

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)



# Little Salmon Carmacks First Nation

**Together today for our children tomorrow.**

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July 5, 2023

Little Salmon Carmacks First Nation  
Carmacks, YT  
Y0B 1C0

To: Whom It May Concern

Re: Letter of Support LSCFN

Please accept this letter of support for the Government of Yukon, Department of Community Services' application to the Disaster Mitigation Adaptation Fund to address flooding hazards in Little Salmon Carmacks First Nation territory and Village of Carmacks.

Stantec Options Analysis: The proposed options presented in Stantec's Options Analysis are well supported, as we feel it is imperative to add resiliency and flood protection to our community. The proposed road raising along River Road, the highway, and dyke installation would be practical improvements to the local infrastructure.

Road Raising: Stantec has proposed raising the road in a number of locations in Carmacks, as a practical way to increase elevation to act as a flood defence. Permanent dyke structures in front of vulnerable homes on the bench, as well as around low elevation facilities.

Wastewater Treatment Plant: Improvements and upgrades to repair the communities' wastewater treatment plant would be an important enhancement as the facility is quickly overwhelmed during flood scenarios due to water infiltration and inflow. During the floods of 2021 and 2022 One of the major challenges experienced by our community was infiltration into its wastewater pipe network from elevated groundwater. The elevated groundwater is likely correlated with elevated water surface elevations in the Yukon River. The additional flows entering the wastewater pipe network resulted in wastewater inflows that far exceeded the plant capacity. Repairing and upgrading this network is important, and will help protect the local waterways, and environment.

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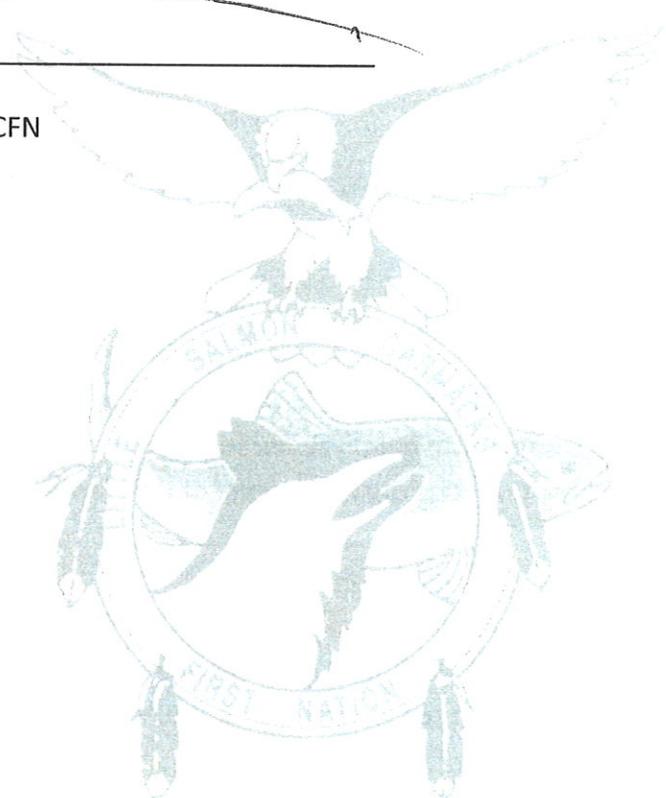
Post Office Box 135, Ninro 53, Carmacks, YK, Y0B 1C0  
Phone (867)863-5576 Fax (867)863-5710

Little Salmon Carmacks First Nation is in full support of the Yukon Government submitting a DMAF application for our community, in hopes to build resiliency into the future.

Sincerely,



Ed Schultz  
Executive Director, LSCFN







Village of Carmacks

P.O. Box 113

Carmacks, YT Y0B 1C0

**Village of Carmacks**

**CAO Report**

**Date: Feb. 13, 2026**

**To:** Mayor and Council

**From:** Blake Rogers, Chief Administrative Officer (CAO)

### **Important Dates/Events**

- **Meeting with Minister Bellmore & Minister Kent:** February 25, 2026 (Proposed)
- **Next Regular Council Meeting:** March 3, 2026

### **Orientation to CAO role**

- One-on-one meetings with Dept. heads; introduction to most VoC staff
- Introduction to many key partners via email and phone
- Familiarization with key projects, files, and systems
- Correspondence with residents on various topics relating to the community
- In-person meeting with Yukon Department of Community Services, Community Advisor (Feb. 5)
- In-person meeting with LSCFN Executive Director (Feb. 13)

### **Sustainable Communities Forum (Feb. 11-12)**

- Key information obtained re: wildfire risk reduction, funding, and partnership opportunities.
- In-person introductions and meetings with other Yukon CAOs, key YG and organizational contacts, as well as Minister Bellmore

Telephone: (867) 863-6271

Email: [CAO@carmacks.ca](mailto:CAO@carmacks.ca)



## Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

### **Council Motion – Approval of Civic Address Assignments**

THAT Council approve the civic address assignments for the following properties, as assigned by the Chief Administrative Officer in accordance with Section 3 of the Village of Carmacks Civic Addressing Bylaw No. 301-24;

AND THAT the approved civic addresses shall take effect immediately upon passage of this resolution and be added to the Village's official civic address listing and circulated to emergency services.

Properties:

Number 1)

- Parcel ID 8007915 – Lot 1130, Quad 115I/01, CLSR Plan 100630 (YT), LTO Plan 2012-0113 (YT), area 8,173.53 m<sup>2</sup>.
- Assigned Civic Address: 58240 Campbell Highway Carmacks, YT Y0B 1C0

Number 2)

- Parcel ID 8007926 – Lot 1131, Quad 115I/01, CLSR Plan 100630 (YT), LTO Plan 2012-0113 (YT), area 8,694.44 m<sup>2</sup>.
- Assigned Civic Address: 58220 Campbell Highway Carmacks, YT Y0B 1C0

Number 3)

- Parcel ID 8023521 – Lot 199, Carmacks, CLSR Plan 111640 (YT), LTO Plan 100044278 (YT), area 749.83 m<sup>2</sup>.
- Assigned Civic Address: 116 Prospector Road Carmacks, YT Y0B 1C0

Number 4)

- Parcel ID 8023522 – Lot 200, Carmacks, CLSR Plan 111640 (YT), LTO Plan 100044278 (YT), area 736.90 m<sup>2</sup>.
- Assigned Civic Address: 118 Prospector Road Carmacks, YT Y0B 1C0

Telephone: (867) 863-6271

Email: [admin@carmacks.ca](mailto:admin@carmacks.ca)



## Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

### Number 5)

- Parcel ID 8023523 – Lot 201, Carmacks, CLSR Plan 111640 (YT), LTO Plan 100044278 (YT), area 734.98 m<sup>2</sup>.
- Assigned Civic Address: 120 Prospector Road Carmacks, YT Y0B 1C0

### Number 6)

- Parcel ID 8023525 – Lot 202, Carmacks, CLSR Plan 111640 (YT), LTO Plan 100044278 (YT), area 757.97 m<sup>2</sup>.
- Assigned Civic Address: 122 Prospector Road Carmacks, YT Y0B 1C0

### Number 7)

- Parcel ID 8023520 – Lot 203, Carmacks, CLSR Plan 111640 (YT), LTO Plan 100044278 (YT), area 1,712.82 m<sup>2</sup>.
- Assigned Civic Address: 121 Prospector Road Carmacks, YT Y0B 1C0

### Number 8)

- Parcel ID 8023524 – Lot 197, Carmacks, CLSR Plan 111640 (YT), LTO Plan 100044278 (YT), area 4,382.38 m<sup>2</sup>.
- Assigned Civic Address: 155 Rowlinson Drive Carmacks, YT Y0B 1C0

### Number 9)

- Parcel ID 8001938 – Lot 23, Carmacks, CLSR Plan 55659 (YT), LTO Plan 31862 (YT), area 717.97 m<sup>2</sup>.
- Assigned Civic Address: 114 Rowlinson Drive Carmacks, YT Y0B 1C0

Telephone: (867) 863-6271

Email: [admin@carmacks.ca](mailto:admin@carmacks.ca)



**TO:** Blake Rogers, CAO, Village of Carmacks

**FROM:** Jordan Stackhouse, Elevator Yukon

**DATE:** February 11th, 2026

**SUBJECT:** Village Strategic Planning - Scope and Timing

**PURPOSE:** The purpose of this note is to provide information to the CAO and Council as to help determine the scope and timing of the approved Council strategic planning initiative.

**BACKGROUND:** In August of 2025 Council approved an initial scope of work to develop a Council Strategic Plan (attached). Since August, there has been a turnover in the CAO role and with the new CAO coming on board in early February 2026, we would like to establish both: a) timing for strategic planning, and b) the scope of the strategic planning project.

**DISCUSSION - TIMING OF STRATEGIC PLANNING:** The Council Strategic Plan will become a foundational document that will help provide direction to the Village with regard to priorities and action. In that respect, it would be advantageous to start the process and conclude strategic planning as soon as possible. However, there is no pressing issue for which strategic planning must be completed for, meaning that timing of the project is somewhat flexible. In initial discussions with the CAO, we had discussed a timing of March 2026 to begin, but it is completely flexible and up to Council discretion.

**DISCUSSION - SCOPE OF STRATEGIC PLANNING:** The original attached proposal from August contemplates doing the strategic planning portion only, which involves session preparation, a one-day meeting, and document development and design. However, with the addition of a new councillor as well as a new CAO there is an option to include a training module which covers the following:

1. **Council Orientation:** We will cover topics like: meeting structures, roles of various officials (e.g., chair, council members), respectful dialogue amongst council, engaging with members of the public, bringing forward items for consideration (on agenda and off the floor), motions and amendments, etc. We will also review municipality-specific items like councilor code of conduct policy.
2. **Joy of Governing:** Here, we use AYC's Joy of Governing as a foundation for a thorough analysis and discussion about governance. We will discuss council member's specific ideas and agendas and how those might be supported, or limited, by various legislations like the Municipal Act or other territorial acts (or existing municipal plans/laws). We will develop a shared understanding of governance within the specific context of your municipality and how the municipality uses tools like zoning and the Official Community Plan to guide development. We will also cover government-to-government relations in relation to their role on council, including how to represent the municipality outside of council chambers. We will also discuss First Nations opportunities/issues as it relates to land-use planning and municipal operations.

- 3. Develop a Legislative Agenda:** Based on the results of council orientation and a deep-dive discussion about governance, we will start to frame out a legislative agenda for council and administration. This agenda will flag policies and bylaws which may need to come forward for review or discussion based on Council's direction.

**TIMING AND COMMITMENT:** In terms of a timing commitment from CAO/Council, if we are going to include a training component, then we will need approximately 12 hours to cover all materials. The training component could be broken up into multiple sessions, but we recommend doing the strategic planning component in a one day session of about 6 hours. If the training component is included, we can do a weekend (Sat/Sun) or alternatively, multiple weekday/evening training sessions with a one day strategic planning session.

**FINANCIAL IMPLICATIONS:** The original quotation for development of a strategic plan is \$4,750 + GST. If adding a training component, we will be asking to increase the budget by \$1,500 for a total of \$6,250 + GST. This includes the additional 6 hours of consultant time for the training, travel, materials development, and preparation.

**NEXT STEPS:** Once Council directs administration on timing and scope, we can work with the CAO to begin this process. If Council can identify dates or timing windows at this meeting, that would be helpful for scheduling.

Submitted By:



\_\_\_\_\_  
Jordan Stackhouse, MBA, Ec.D.  
Elevator Yukon  
[jordan@elevatoryukon.com](mailto:jordan@elevatoryukon.com)

ATTACHMENT: VoC\_Council\_Training\_Proposal\_250706\_v2



Elevator Yukon

# Village of Carmacks Strategic Planning

## Proposal

For the provision of services to complete comprehensive strategic planning with elected officials on the Carmacks municipal council.

*2025/07/06*



## **elevator yukon**

Chantal Pellitier  
Chief Administrative Officer  
Village of Carmacks  
143 River Drive, Carmacks YT  
cao@carmacks.ca

VIA EMAIL

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### **Re: Strategic Planning Services**

Hi Chantal! Further to our conversation, I've prepared this small proposal to discuss with you.

Our approach to strategic planning focuses mostly on review and implementation of the community's official community plan and other priorities Council may wish to tackle during their term. We will work with the Council to build consensus on important initiatives that they would like to see progress on during their term and develop a goal-oriented and actionable plan that can be adopted throughout the organization.

If you could please have a review of this proposal and contact me at the information below, I would appreciate it. I believe there is tremendous value for the Village of Carmacks in engaging in a strategic planning exercise.

Sincerely,

Jordan Stackhouse

A handwritten signature in black ink, appearing to read 'Jordan Stackhouse', written in a cursive style.

Owner, Elevator Yukon  
(867)-689-0496  
jordan@elevatoryukon.com

## 1) hello and nice to meet you

Elevator Yukon is a local government consultancy agency based in Whitehorse, Yukon that exists to assist local governments (and small businesses) reach their potential. Elevator Yukon is pleased to meet you and also to submit our proposal for the provision of strategic planning services for the Village of Carmacks.

## 2) why are we doing this

**To cut through the noise and help set a foundation of success for your council:** Elected officials often come to their council seats with individual priorities and a preconceived notion of what being a councillor is and what they can do as councillors. We will help council develop a core understanding of the foundational elements for success in local government, and how they themselves can be successful for their time in the council seat

**To develop a shared understanding of roles, responsibilities, and priorities:** We understand what it takes to run a municipality. We will help bring context and practicality to the very real responsibilities the council has for the wellbeing of the community. We help the council to understand the nature of the political-administrative interface and how to navigate relationships in a respectful and healthy way for a productive working relationship amongst council and administration.

**To develop a crystal-clear operational and legislative agenda for council and administration to follow:** We will help interpret and synthesize council feedback to develop a goal-oriented and actionable strategic plan which considers all the administrative/legislative burdens and realities of Yukon. With this action plan, there will be a clear understanding of how the council and administration are moving forward in-step with one another to address community priorities through policy and legislation.

## 3) our approach

### Strategic Planning:

1. **Assess previous plans, activities, and current plans activities to provide analysis:** To get council and administration started off in the right direction, we will evaluate and provide analysis on key municipal documents with a focus on the Official Community Plan. Existing plans and strategies should provide a foundation for elected officials to build upon and we will help them understand the implications and goals of these plans before setting directions for the community.

*Deliverable: Background Report + Analysis*

2. **Create a short to medium-term council strategic plan:** This plan will provide a crystal-clear road map for administration and council to work off of and will speak to areas such as: infrastructure, capital planning, emergency services, water and waste, economic development, community development, tourism, recreation, and finance, among others. The plan will detail how operational and strategic plans intersect and how administration can move forward under the direction that council has provided.

*Deliverable: Strategic Plan*

## 4) what you will get

Based on the proposed approach outlined above, we will deliver:

**1 x Council Strategic Plan:** One professionally written council strategic plan that incorporates all the previous research and engagement lessons, and develops an action plan for areas such as: infrastructure, capital planning, emergency services, water and waste, economic development, community development, tourism, recreation, and finance, among others. The plan will detail how operational and strategic plans intersect and how to move forward under the direction that council has provided.

## 5) how long it will take

We are available to begin this project right away. It will take approximately 4-6 weeks to complete the planning, meeting, and drafting of a strategic plan.

## 6) how much it will cost

The estimated cost for the project, based on the hours and methodology noted above, not including GST, is **\$4,750.00**.

\*Travel rates for travel to/from communities are based on YG rates and are **not included** in this price; we highly recommend in-person sessions.

## 7) your team

**Jordan Stackhouse - Project Lead. Elevator Yukon:** Jordan is an accomplished business professional who holds a Bachelor's Degree in Business (Marketing) and Master of Business Administration specializing in community development. Jordan also holds a designation as a Certified Economic Development Professional through the Economic Developers Association of Canada. Jordan provides insight and expertise to this project through his 15 years of experience in municipal and First Nations government operations.



## Village of Carmacks

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

### Finance and Administration Report – February 2026

#### Investment Update and Recommendation

At present, the Village's only investment is a 2-year cashable GIC earning a relatively low interest rate.

Our Scotiabank advisor has presented several alternative investment options for consideration:

- **\$1,000,000** – 2-year term, non-redeemable
- **\$100,000** – 13-month term, non-redeemable
- **\$500,000** – Cashable (fully liquid)

After reviewing our current financial position and cash flow requirements, Administration is recommending the following investment strategy:

- **\$500,000** – 2-year term, non-redeemable
- **\$100,000** – 13-month term, non-redeemable
- **\$100,000** – Cashable after 30 days

This approach would allow the Village to secure improved interest rates on a portion of funds while maintaining sufficient liquidity to meet operational needs.

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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

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