

## **Agenda 23-24**

Regular Meeting of the Council of the Village of Carmacks, Yukon to be held in the Council Chambers of the Carmacks Municipal Building at 7:00 PM on Tuesday, December 19, 2023.

### **1. CALL TO ORDER**

### **2. AGENDA**

(motion to adopt)

### **3. ADOPTION OF MINUTES**

(motion to adopt)

3.1 Regular meeting of December 5, 2023

### **4. DELEGATION**

### **5. CORRESPONDENCE**

### **6. REPORTS**

6.1 Council Activity Reports

6.2 Mayor Report

6.3 AYC

### **7. ACCOUNTS PAID AND PAYABLES**

### **8. BYLAWS**

(motion to adopt)

8.1 By-law 295-23 "Service Rates By-law"

8.2 By-law 296-23 "Provisional O&M 2024"

8.3 By-law 297-23 "Provisional Capital Budget 2024"

### **9. NEW & UNFINISHED BUSINESS**

9.1 Regularly Scheduled Council Meetings - 2024

### **10. QUESTION PERIOD**

### **11. INCAMERA**

(motion to go in and out of session and recorded time)

### **12. ADJOURNMENT**



Village of Carmacks By-law

295-23

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A BY-LAW OF THE VILLAGE OF CARMACKS IN THE YUKON TERRITORY TO PROVIDE THE SCHEDULE OF RATES AND FEES PAYABLE FOR SERVICES PROVIDED BY THE VILLAGE OF CARMACKS AND TO AUTHORIZE PENALTIES FOR UNPAID ACCOUNTS.

WHEREAS section 247 of the Municipal Act (R.S.Y. 2002) provides that council may by bylaw impose a municipal service charge.

NOW THEREFORE the Village of Carmacks duly enacts:

1. Title: This bylaw may be referred to as the "Service Rates and Fees Bylaw".
2. Conditions:
  - a. The schedule of fees to be charged with respect to goods and services supplied by the Village of Carmacks is hereby established as set out in Appendix "A" attached hereto and forming part of this bylaw.
  - b. Normal business hours shall be 8:30 AM to 12:00 PM and 1:00PM to 4:30PM, Monday through Friday except on statutory holidays.
  - c. All rates shall be billed on a one-hour minimum basis and on half hour increments thereafter.
  - d. All rates outside the municipality, within a two kilometer to sixteen-kilometer radius, shall be charged an additional of \$2.00 per kilometer both ways. Outside the sixteen-kilometer radius will be at the discretion of the CAO who will ensure that all costs to provide the service are covered.
  - e. Goods and Services Tax must be added to the following rates unless otherwise specified.

ENACTMENT

7.1 This bylaw shall come into full force and effect upon January 3rd, 2024.

7.2 By-law 262-20 is hereby repealed.

**READ A FIRST TIME THIS 5th DAY of December 2023.**

**READ A SECOND TIME 5th DAY of December 2023.**

**READ A THIRD TIME AND FINALLY PASSED THIS 19th DAY of December 2023.**

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MAYOR BODIE

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CAO CYBULSKI

## APPENDIX "A"

### VILLAGE OF CARMACKS - OFFICE SERVICES

SERVICE PROVIDED	COST
TAX CERTIFICATE SERVICE	\$25.00
PHOTOCOPYING SERVICE	\$0.25 PER PAGE (GST INCL.)
FAX SERVICE	\$0.50 FOR FIRST PAGE, \$0.25 PER ADDITIONAL PAGE(GST INCL.)
DEMO/PUBLIC SPACE/EVENT PERMIT	Demo: \$100 / Public Space: \$50 / Event: \$50
DEVELOPMENT PERMIT	\$75.00
RE-ZONING APPLICATION	\$200.00
VARIANCE AND APPEAL FEE	\$100.00
BUSINESS LICENSE (6 & 12 MONTHS)	\$30.00 - 6 Month / \$60 - 12 Months
Pet Permits (12 Months)	\$10.00

### SEWER SERVICE RATES

PROPERTY TYPE	MONTHLY RATE
RESIDENTIAL	\$18.00 / MONTH
APARTMENT (EACH UNIT)	\$18.00 / MONTH
HOTEL & MOTEL	\$5.40 / UNIT
LOUNGES, CAFES & TAVERNS	\$20.70 / MONTH
COMMERCIAL BUSINESS OFFICE	\$14.40 / MONTH
SERVICE STATION (NO CAR WASH)	\$36.00 / MONTH
DUMPING STATION	\$22.50 / DUMP STATION
PUBLIC SHOWERS, TOILETS & SINKS	\$7.50 / FIXTURE
LAUNDROMAT	\$10.80 / WASHER
HEALTH CENTER	\$7.50 / FIXTURE
RCMP	\$7.50 / FIXTURE
CHURCH	\$7.50 / FIXTURE
ENERGY, MINES AND RESOURCES & FIRE MANAGEMENT	\$7.50 / FIXTURE
SCHOOLS	\$7.50 / FIXTURE

## **RESIDENTIAL SERVICES**

RESIDENTIAL SERVICE CALL - <i><b>NORMAL HOURS</b></i>	\$58.50/HR
RESIDENTIAL SERVICE CALL - <i><b>AFTER HOURS</b></i>	\$117.00/HR
STEAMER SERVICE CALL - <i><b>NORMAL HOURS</b></i>	\$58.50/HR
STEAMER SERVICE CALL - <i><b>AFTER HOURS</b></i>	\$117.00/HR
CONNECTION/DISCONNECTION SERVICE - <i><b>SUMMER</b></i>	\$450.00
CONNECTION/DISCONNECTION SERVICE - <i><b>WINTER</b></i>	\$540.00



**Village of Carmacks**

**By-law 296-23**

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A BY-LAW OF THE VILLAGE OF CARMACKS IN THE YUKON TERRITORY TO PROVIDE FOR THE ADOPTION OF THE 2024 ANNUAL PROVISIONAL OPERATING BUDGET.

**WHEREAS** Section 238 (1) and (2) of the Municipal Act 2002, being Chapter 154 of the Revised Statutes of the Yukon and amendments thereto, requires Council to have prepared and adopted an Annual Operational Budget, and

**WHEREAS** Section 239 (1) of the Municipal Act 2002, being Chapter 154 of the Revised Statutes of the Yukon and amendments thereto, requires that no expenditure shall be made that is not provided for in the Annual Operational Budget, as adopted or amended by Council;

**WHEREAS** Section 13 (3) of the Municipal Finance and Community Grants Act 2002, being chapter 155 of the Revised Statutes of Yukon and amendments thereto, allows Council to decide allocation of the comprehensive grant required, for a specified fiscal year, to be spent on infrastructure projects and operation and maintenance expenses.

**NOW THEREFORE** the Council of the Village of Carmacks in an open meeting duly assembled enacts as follows:

1. SHORT TITLE  
This by-law shall be known as the Annual Operating Budget By-law 2024; and
2. BUDGET ATTACHED  
The Budget attached hereto as Schedule "A", and forming part of this By-law are hereby adopted
3. COMPREHENSIVE GRANT ALLOCATION  
The allocation for the comprehensive grant for the 2024 budget shall be 95.75% for operational activities and 4.25% for capital reserves.
4. ENACTMENT  
This by-law shall come into force and effect upon the final passing thereof.

By-law 284-23 is hereby repealed.

**Read a first time this 19th day of December 2023.**

**Read a second time this 19th day of December 2023.**

**Read a third and final time this 21st day of December 2023.**

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**Lee Bodie, Mayor**

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**Matthew Cybulski, CAO**

## Schedule "A"



Village of Carmacks

By-law 297-23

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A BY-LAW OF THE VILLAGE OF CARMACKS IN THE YUKON TERRITORY TO PROVIDE FOR THE ADOPTION OF THE ANNUAL CAPITAL EXPENDITURE PROGRAM (PROVISIONAL) FOR THE THREE-YEAR PERIOD COMMENCING IN THE YEAR 2024.

**WHEREAS** Section 238(2) of the Municipal Act, being Chapter 154 of the Revised Statutes of the Yukon 2002 and amendments thereto, requires Council to have prepared the annual capital budget for the current year and the Capital Expenditure Program for the next three financial years;

**WHEREAS** Section 13 (3) of the Municipal Finance and Community Grants Act 2002, being chapter 155 of the Revised Statutes of Yukon and amendments thereto, allows Council to decide allocation of the comprehensive grant required, for a specified fiscal year, to be spent on infrastructure projects and operation and maintenance expenses.

**NOW THEREFORE** the Council of the Village of Carmacks in an open meeting duly assembled enacts as follows:

1. SHORT TITLE

This by-law shall be known as the 2024 Capital Expenditure Program By-law; and

2. BUDGET ATTACHED

The budget attached hereto as Schedule "A", and forming part of this by-law in the total amount, showing estimates of the expenditure of funds for Capital Projects for each year of the program commencing in 2023 are hereby adopted; and

3. COMPREHENSIVE GRANT ALLOCATION

The allocation for the comprehensive grant for the 2023 budget shall be 95.75% for operational activities and 4.25% for capital reserves; and

4. ENACTMENT

This by-law shall come into force and effect upon the final passing thereof.

By-law 286-23 is hereby repealed.

Read a first time this 19<sup>th</sup> day of Dec 2023.

Read a second time this 19<sup>th</sup> day of Dec 2023.

Read a third time and finally passed this 21<sup>st</sup> day of December 2023.

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Lee Bodie, Mayor

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Matthew Cybulski, CAO

Schedule "A"

**Village of Carmacks Three Year Capital Plan 2023-2025**

Department		2023	2024	2025
Administration	Furniture	\$5,000	\$ -	\$ 15,000.00
	Technology/Computer Upgrade Security Server	\$5,000	\$ 20,000.00	\$ -
		<b>\$10,000</b>	<b>\$20,000</b>	<b>\$15,000</b>
	<b>Roof Upgrades</b>		\$ 75,000.00	\$ 75,000.00
Admin Bldg	Retrofit (pushed to 2023)	\$0	\$ -	\$ -
	Flooring/Upgrades (Main Floor)		\$ -	\$ 25,000.00
	GIS Council Mapping		\$ -	\$ 7,500.00
		<b>\$0</b>	<b>\$75,000</b>	<b>\$107,500</b>
			\$ -	\$ -
Duplex	Foundation/Bachelor Upgrades	\$75,000	\$ -	\$ 75,000.00
	Bathroom Upgrade		\$ -	\$ 10,000.00
	HVAC		\$ -	\$ -
	Fence Gates/Backyard		\$ -	\$ 5,000.00
		<b>\$75,000</b>	<b>\$0</b>	<b>\$90,000</b>
	Garbage & Recycling Collection			\$ 600,000.00
Enviro Health	Cemetery	\$25,000	\$ -	\$ -
	Landfill - upgrades	\$25,000	\$ 400,000.00	\$ -
	BackUp Generator			
	Landfill - Pit expansion	\$100,000	\$ -	\$ 150,000.00
		<b>\$150,000</b>	<b>\$400,000</b>	<b>\$750,000</b>
			\$ -	\$ -
Protective Services	FireTruck	\$500,000	\$ -	\$ -
	Rescue Truck		\$ -	\$ -
	Rescue Equipment	\$25,000	\$ 25,000.00	\$ 25,000.00
	new Firehall Furniture/Shelving	\$25,000	\$ -	\$ 25,000.00
		<b>\$550,000</b>	<b>\$25,000</b>	<b>\$50,000</b>
	<b>Fleet - Heavy Duty</b>		\$ 900,000.00	\$ -
Public Works	Streetlights (20 light expansion plan)		\$ 150,000.00	\$ 150,000.00
	Stormwater System	\$50,000	\$ 50,000.00	\$ 50,000.00
	Heavy Duty Fleet Accessories		\$ 25,000.00	\$ -
	AFO Greenspace Equipment		\$ -	\$ 10,000.00
	Fleet - Light Duty		\$ -	\$ 120,000.00
		<b>\$50,000</b>	<b>\$1,125,000</b>	<b>\$330,000</b>
			\$ 250,000.00	\$ -
Parks	Splash Pad		\$ 250,000.00	\$ -
	Tew Park Phase 1			
	Tew Park Phase 3/Voluntourism		\$ 25,000.00	\$ 25,000.00
	Boardwalk Completion	\$700,000	\$ 50,000.00	\$ 50,000.00
	Playground Equipment	\$25,000	\$ 75,000.00	\$ 75,000.00
		<b>\$725,000</b>	<b>\$400,000</b>	<b>\$150,000</b>
	<b>Hydrotherapy/Sauna Retrofit</b>		<b>0</b>	<b>150,000</b>
Recreation Center	Paving/Chipseal of CRC Parking Lot		<b>200,000</b>	<b>200,000</b>
	Aquatic Center Application	\$25,000	\$0	\$150,000
	Retrofit/Fans		\$0	\$0
	Technical Upgrades	\$5,000	\$0	\$0
	Arena - Heat Reclaim Assessment		\$210,000	\$350,000
	Basketball Backboards & Gym Floor		\$85,000	\$0
	Arena Equipment	\$25,000	\$0	\$0
		<b>\$55,000</b>	<b>\$495,000</b>	<b>\$850,000</b>
			\$0	\$0
VIC/Ec Dev			\$0	\$0
	Telegraph Office		\$0	\$0
	Heritage Buildings	\$75,000	\$0	\$0
		<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>
<b>Cumulative Total</b>		<b>\$ 1,690,000.00</b>	<b>\$ 2,540,000.00</b>	<b>\$ 2,342,500.00</b>



<b>Department</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Administration	\$ 10,000	\$ 20,000	\$ 15,000
Administration Building	\$ -	\$ 75,000	\$ 107,500
Duplex	\$ 75,000	\$ -	\$ 90,000
Environmental Health	\$ 150,000	\$ 400,000	\$ 750,000
Protective Services	\$ 550,000	\$ 25,000	\$ 50,000
Public Works	\$ 50,000	\$ 1,125,000	\$ 330,000
Parks	\$ 725,000	\$ 400,000	\$ 150,000
Recreation Centre	\$ 55,000	\$ 495,000	\$ 850,000
Visitor Services	\$ 75,000	-	\$ -
<b>Total</b>	<b>\$ 1,690,000</b>	<b>\$ 2,540,000</b>	<b>\$ 2,342,500</b>

Major Capital Budget Plan Scope of Work:

- Vehicle Replacement: The VoC PW and Landfill Services Department will be procuring a heavy equipment fleet including Dump Truck with Belly Plow and Grader Attachments, Excavator, and Payloader.
- Tourism & Parks: Tourism Destination Development Fund submission to include Splash Pad Facility at the Carmacks Recreation Complex with a connection to the future plans of the Village Hub included in the OCP. Upgrades to playground equipment at Pocket Park and Lot 90 Park are included as well.
- Recreation Complex: Green Municipal Fund Facility Assessment for Heat Reclaim Technology in the CRC to offset or reduce utility costs of the ice plant and boiler systems. Other capital projects include paving/chipseal of the CRC parking lot and refinishing of the gymnasium floors, and procurement of new Basketball Backboards.
- Administration: Roofing upgrades and re-shingling of the Village Office, Computer Upgrades for all Service Points, and Manager Workstations. Public Works General Manager computer will not be included in this upgrade. Upgraded in 2023.

## Council Meeting Dates - 2024

Type of Meeting	Date	Meeting Number
Regular Meeting	17-Dec-24	24-24
Regular Meeting	03-Dec-24	24-23
Regular Meeting	19-Nov-24	24-22
Regular Meeting	05-Nov-24	24-21
Regular Meeting	15-Oct-24	24-20
Regular Meeting	01-Oct-24	24-19
Regular Meeting	17-Sep-24	24-18
Regular Meeting	03-Sep-24	24-17
Regular Meeting	20-Aug-24	24-16
Regular Meeting	06-Aug-24	24-15
Regular Meeting	16-Jul-24	24-14
Regular Meeting	02-Jul-24	24-13
Regular Meeting	18-Jun-24	24-12
Regular Meeting	04-Jun-24	24-11
Regular Meeting	21-May-24	24-10
Regular Meeting	07-May-24	24-09
Regular Meeting	16-Apr-24	24-08
Regular Meeting	02-Apr-24	24-07
Regular Meeting	19-Mar-24	24-06
Regular Meeting	05-Mar-24	24-05
Regular Meeting	20-Feb-24	24-04
Regular Meeting	06-Feb-24	24-03
Regular Meeting	16-Jan-24	24-02
Regular Meeting	09-Jan-24	24-01