# Agenda 24-03

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 6th, 2024.

1. **CALL TO ORDER**

2. **AGENDA**                                                    (motion to adopt)

3. **ADOPTION OF MINUTES**                                       (motion to adopt)
   3.1 Regular meeting of January 23rd, 2024

4. **DELEGATION**
   4.1 RCMP

5. **CORRESPONDENCE**
   5.1 YG Flood Mapping Analysis Presentation & Mayor/Council Feedback
   5.2 Escribe Civic Engagement and Online Meeting Manager Proposal

6. **REPORTS**
   6.1 Council Activity Reports
   6.2 Mayor Report
   6.3 Recreation Department Report
   6.4 PW Department Report
   6.5 Finance Department Report
   6.6 CAO Report
   6.7 AYC

7. **ACCOUNTS PAID AND PAYABLES**
   7.1 Attached Cheque Log

8. **BYLAWS**
                                                                 (motion to adopt)

9. **NEW & UNFINISHED BUSINESS**
   9.1 One Yukon Wastewater Monitoring - MOU

10. **QUESTION PERIOD**

11. **INCAMERA**                    (motion to go in and out of session and recorded time)

12. **ADJOURNMENT**

**MINUTES FROM THE REGULAR MEETING OF THE COUNCIL FOR THE VILLAGE OF CARMACKS ON JANUARY 23rd, 2024 IN THE MUNICIPAL COUNCIL CHAMBERS**

**PRESENT:** Mayor: Lee Bodie
Councillors: D. Hansen, H. Belanger, D. Mitchell
Staff: CAO Matt Cybulski, A. Wylimczyk
Regrets: Councillor J. Lachance
Delegation: John Laughlin – Carmacks Archery Club

**ORDER:** Mayor L. Bodie called the meeting to order at 7:00 PM.

**AGENDA:** Council reviewed the agenda.

**24-02-01**      **M/S Councillors H. Belanger/D. Hansen motioned that the agenda be accepted as presented.**                                                          **CARRIED**

**MINUTES:** From the regular meeting on January 9th, 2024.

**24-02-02**      **M/S Councillors D. Mitchell/D. Hansen motioned that the minutes be accepted as presented.**                                                          **CARRIED**

**DELEGATION**
J. Laughlin introduced himself as the President of the newly formed Carmacks Archery Club. He informed council that there is a high interest in archery training and that a new course is planned for April. Mr. Laughlin invited council to compete with the school at the Winterlude event that will be happening in March.

Mayor and Council wished them all the best in establishing the Archery Club.

**CORRESPONDENCE**

**5.1. AYC – CCBF Proposal Review**

CAO M. Cybulski informed council about the proposal and council motioned to support AYC with the proposal.

**24-02-03**      **M/S Councillors D. Hansen/ H. Belanger motioned to support AYC in the CCBF review.**

<div align="right">**CARRIED**</div>

### 5.2. One Yukon Wastewater Monitoring Package

CAO and Mayor informed council about the proposed Wastewater Monitoring from One Yukon Coalition and their benefits. Council agreed to support partnership with One Yukon.

**24-02-04**  **Councillors D. Hansen/H. Belanger motioned to support Wastewater monitoring in Carmacks in partnership with One Yukon Coalition.**

<div align="right">**CARRIED**</div>

### REPORTS:
### Councillor Activity Reports
Councillor D. Hansen has nothing to report. She is looking forward to the Joint Council meeting tomorrow.

Councillor D. Mitchell had questions regarding the Landfill and is going to attend the Fire practice this common Thursday.

Councillor H. Belanger has nothing to report.

### Mayor's Report
Mayor Bodie attended the meeting with the One Yukon Coalition last Friday about Wastewater Monitoring. It was very interesting.

### CAO Report
CAO Matt Cybulski presented Council with a written report and broke it down verbally.

### AYC Report
Councillor D. Hansen has nothing to report.

### ACCOUNTS PAID AND PAYABLES
Council read the report provided.

**BYLAWS**
No bylaws.

**NEW AND UNFINISHED BUSINESS**

**9.1 VoC – Summer Student Application**

CAO M. Cybulski provided council with the application.

**9.2. Animal Control Contract – Preliminary Draft Review**

Council reviewed draft.

**9.3. Landfill Townhall Meeting Review**

CAO Cybulski provided council with the slideshow.

**9.4. Animal Control Townhall Meeting Review**

CAO provided slideshow to council.

**QUESTION PERIOD**
No questions from the public.

**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;

24-02-05      **M/S Councillors H. Belanger/D. Hansen motioned to go in-camera a 9:05PM.**

An in-camera discussion by Council regarding a Human Resources matter.

24-02-06      **M/S Councillors H. Belanger/D. Hansen motioned to go out of in-camera at 9:14PM.**

**ADJOURNMENT**

**24-02-07      M/S Councillor H. Belanger motioned to adjourn the meeting at 9:15PM.**

Mayor L. Bodie adjourned the meeting at 9:15PM.


_____                    _____

Mayor Lee Bodie                                                CAO Matt Cybulski

# MONTHLY
# MAYOR'S / CHIEF'S
# POLICING REPORT
# January 2024

# Carmacks Detachment
# "M" Division Yukon

| OCCURRENCES | January 2024 | Year to Date 2024 | January 2023 | Year Total to January 2023 |
|---|---|---|---|---|
| Assaults (All Categories) | 6 | 6 | 5 | 5 |
| Assistance/Suspicious Occurrence | 0 | 0 | 4 | 4 |
| Break and Enters | 1 | 1 | 0 | 0 |
| Cause Disturbance / Mischief/Breach of Peace | 3 | 3 | 16 | 16 |
| Drugs (all categories) | 1 | 1 | 2 | 2 |
| Fail to comply with conditions | 0 | 0 | 1 | 1 |
| False Alarms | 2 | 2 | 0 | 0 |
| Impaired Driving | 1 | 1 | 2 | 2 |
| Liquor Act | 0 | 0 | 0 | 0 |
| Mental Health Act | 0 | 0 | 0 | 0 |
| Missing Persons/Requests to Locate | 0 | 0 | 0 | 0 |
| Sexual Assault | 1 | 1 | 1 | 1 |
| Thefts (all categories) | 0 | 0 | 1 | 1 |
| Traffic (Speeding/Prohibited driver/etc) | 1 | 1 | 7 | 7 |
| Uttering Threats | 4 | 4 | 0 | 0 |
| Vehicle Collisions | 3 | 3 | 5 | 5 |
| Wellbeing check | 2 | 2 | 1 | 1 |
| Other | 4 | 4 | 14 | 14 |
| **Total Calls for Service** | 29 | 29 | 59 | 59 |

| | | | | |
|---|---|---|---|---|
| Service Calls Involving **Alcohol** | 13 | 13 | 25 | 25 |
| Prisoners held locally | 4 | 4 | 1 | 1 |

**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.

**Next Carmacks Circuit Court:** March 13th, 2024

## Annual Performance Plan (A.P.P.'S) Community Priorities

Community approved priorities are (1) Drug and alcohol enforcement
                                (2) Enhance road safety (speeders, impaired driving, and commercial vehicle enforcement)
                                (3) Youth and community involvement

(1) While conducting speed enforcement on the North Klondike, a traffic stop was initiated, revealing that the driver was prohibited from operating any vehicle nationwide. What began as speed enforcement evolved into a drug investigation, resulting in the seizure of a significant quantity of suspected psilocybin mushrooms and a prohibited firearm. Two individuals are now facing charges stemming from this incident.

(2) In response to a tip from the public, an impaired driver was located, arrested and charged after it was determined his Blood Alcohol Concentration (BAC) exceeded the legal limit. The investigation revealed many aggravating factors including the accused's BAC being over double the legal limit and the presence of a child in the vehicle at the time of the stop. Impaired driving enforcement remains a high priority for the detachment and the public is encouraged to continue making reports of those suspected of impaired driving.

(3) Community involvement was somewhat constrained due to the prevalence of respiratory illnesses during the month. Nevertheless, Cpl. MacNeil participated in an all-ages curling bonspiel, and the RCMP is actively maintaining the hockey rink behind the school. Prior to commencing his paternity leave, Cst. Beauchamp had been assisting with youth hockey as an extra set of hands during weekly practice.

## Notable Occurrences:

- On January 24th, 2024, Carmacks RCMP responded to a reported stabbing, providing immediate first aid and subsequently transporting the victim to the Health Center for further treatment. The assailant was located the following day and arrested without incident before eventually being transported out of the community to the Whitehorse Correctional Facility.

- The population in Carmacks increased this month with Cst. Beauchamp and his spouse welcoming a happy and healthy baby boy to their family.

Should you have any questions or concerns regarding this report, please feel free to contact me.

Cpl. David MacNeil
Carmacks RCMP
Telephone: 867-863-2677
Email: david.macneil@rcmp-grc.gc.ca

# Flood Hazard Mapping for Yukon Communities

## Overall Program Updates

2023-11-09

| | Community | Status | Anticipated Completion |
|---|---|---|---|
| **Phase 1** | Carcross | On-going | April 2024 |
| | Tagish | On-going | April 2024 |
| | Marsh Lake | On-going | April 2024 |
| | Lake Laberge | On-going | April 2024 |
| **Phase 2** | Carmacks | On-going | April 2024 |
| | Teslin | On-going | April 2024 |
| | Ross River | Planning | April 2025 |
| | Old Crow | Planning | April 2025 |
| **Phase 3** | Dawson City | Planning | June 2025 |
| | Klondike Valley | Planning | June 2025 |
| | Upper Liard | Future | TBD (2026-2028) |
| | Mayo | Future | TBD (2026-2028) |
| **Phase 4** | Pelly Crossing | Future | TBD (2027-2029) |
| | Whitehorse | Future | TBD (2027-2029) |

Project status reports follow below for flood mapping studies that are on-going.

| Progress since last report: | • Advanced study analyses to inform the preparation of draft flood maps<br>• Completed topographic and bathymetric survey data collection<br>• Worked with engagement consultant to develop engagement plans for each community where flood mapping is on-going<br>• Confirmed NRCan funding for 2024-25 to 2027-28 |
|---|---|
| Upcoming activities: | • Complete and publish draft maps for on-going studies<br>• Hold in-person engagement events and document input in What We Heard reports<br>• Tender next flood mapping studies to begin in April 2024 |

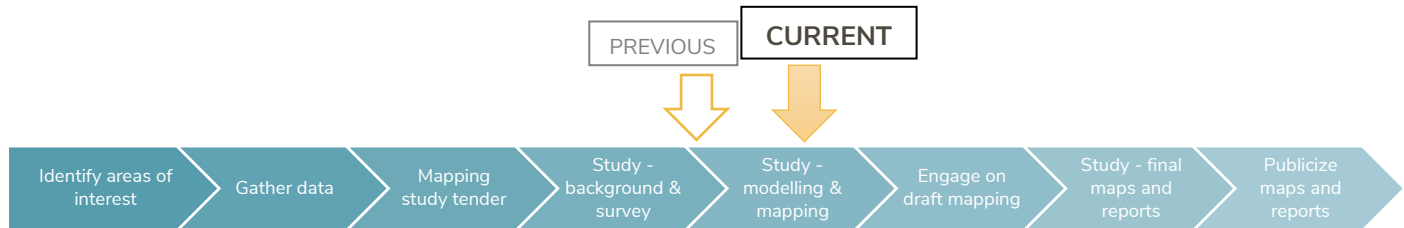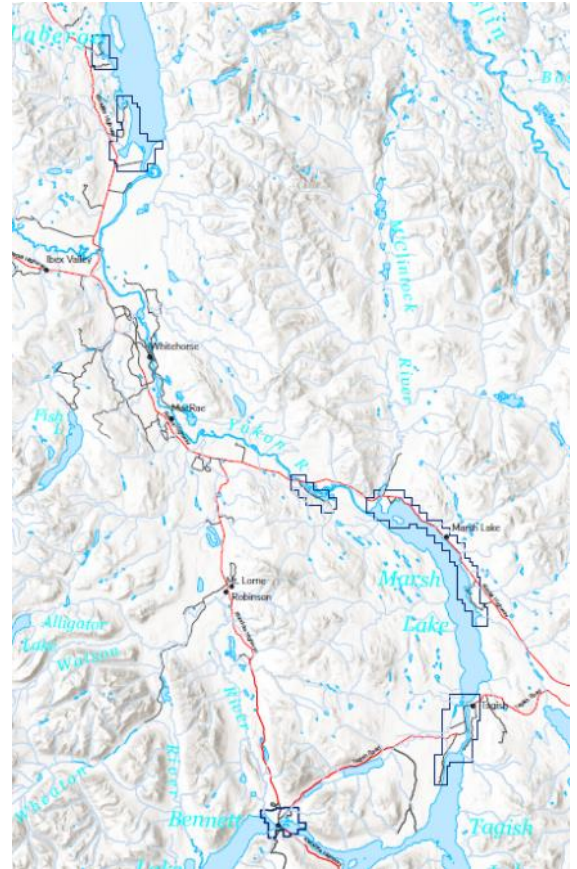| Background | • The Government of Yukon is developing flood maps to identify flood hazards and to help mitigate flood impacts to property, infrastructure and public safety across the territory. |
| --- | --- |
| | • Flood maps are critical tools for emergency response and coordination, infrastructure, community and land planning, and understanding the impacts of climate change. |
| | • The Government of Yukon is planning to produce flood maps for 14 flood-prone communities; this includes five lake communities and nine river communities. |
| | • Those communities are: Teslin, Carcross, Tagish, Marsh Lake, Lake Laberge, Upper Liard, Mayo, Pelly Crossing, Ross River, Whitehorse, Carmacks, Dawson, Klondike Valley and Old Crow. |
| | • With input from key partners, we have prioritized communities based on risk and readiness into four phases. We have communicated with municipal and First Nations governments regarding anticipated timelines. |

# Southern Lakes Flood Mapping Study

## Project Status Report

2023-11-09

Flood hazard mapping will be completed for lakeshore communities in the Yukon's Upper Yukon River watershed including Bennett Lake, Tagish Lake, Marsh Lake, and Lake Laberge. The approximate areas to be mapped are shown in the figure (right) and the total length of shoreline to be mapped is approximately 150 km. Mapping will be completed in accordance with the *Canadian Federal Flood Mapping Guidelines Series*.

Project activities include:

- Background data gathering and surveys
- Hydrologic assessment
- Wind and wave analysis
- Joint probability analysis
- Climate and land use change assessment
- Flood hazard mapping
- First Nations and community engagement



PREVIOUS | CURRENT

Identify areas of interest → Gather data → Mapping study tender → Study - background & survey → Study - modelling & mapping → Engage on draft mapping → Study - final maps and reports → Publicize maps and reports

## KEY DATES

| Activity | Date | Revised? |
|---|---|---|
| **Start of study** | 2022-11-28 | No |
| **Draft maps for engagement** | 2023-12-15 | Yes (originally 2023-09-30) |
| **Completion of study** | 2024-03-31 | No |
| **Final maps available to public** | 2024-04-30 | No |

| | |
|---|---|
| Progress since last report: | <ul><li>Analysis delayed due to data discrepancies and consultant capacity, now completed</li><li>Preparation of draft flood maps in progress</li><li>Engagement activities postponed from November to January/February, based on mapping study schedule</li><li>Preparation for public communications and engagement ongoing</li><li>YukonU research ongoing to document local experiences with flooding</li></ul> |
| Upcoming activities: | <ul><li>Complete draft flood maps and share by December 15 with First Nations governments and the public for comment</li><li>Plan January/February engagement on draft flood maps – online and in-person at events in each community; engagement specific to First Nations Citizens to be planned in collaboration with First Nations governments</li></ul> |
| Risks identified: | <ul><li>The preparation of communications messaging, in advance of engagement on draft flood maps, requires input from other departments affected by flood map development</li></ul> |

# Carmacks Flood Mapping Study
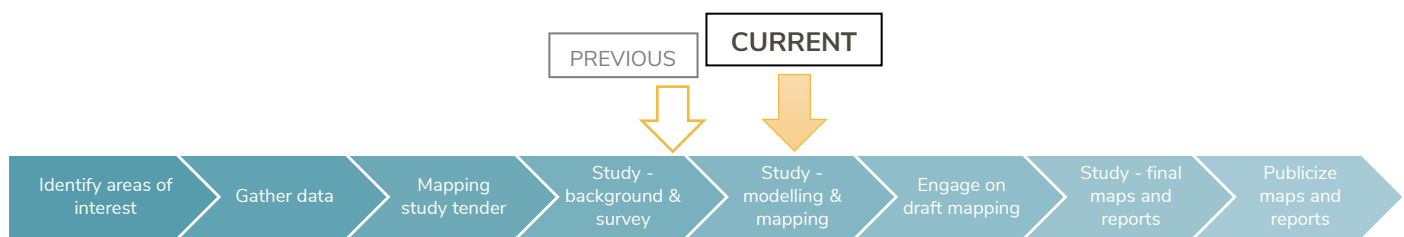
## Project Status Report

2023-11-09

Flood hazard mapping will be completed for the community of Carmacks (see figure). The total length of the rivers to be mapped is approximately 26 km and 9 km, for the Yukon River and the Nordenskiold River, respectively. Mapping will be completed in accordance with the *Canadian Federal Flood Mapping Guidelines Series.*



Flood Mapping Study Area of Interest Carmacks
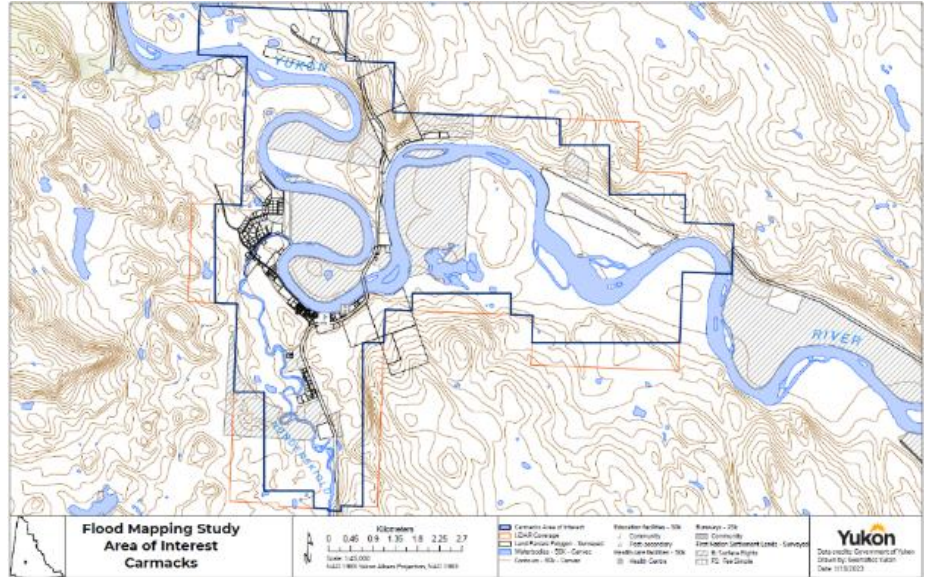
Project activities include:

- Background data gathering and surveys
- Hydrologic assessment; river ice assessment
- Joint probability analysis
- Hydraulic analysis and modelling
- Climate and land-cover change assessment
- Flood hazard mapping
- First Nations and community engagement

PREVIOUS | CURRENT

| Identify areas of interest | Gather data | Mapping study tender | Study - background & survey | Study - modelling & mapping | Engage on draft mapping | Study - final maps and reports | Publicize maps and reports |

## KEY DATES

| Activity | Date | Revised? |
|---|---|---|
| **Start of study** | 2023-04-05 | No |
| **Draft maps for engagement** | 2023-12-15 | Yes (originally 2023-10-27) |
| **Completion of study** | 2024-03-31 | No |
| **Final maps available to public** | 2024-04-30 | No |

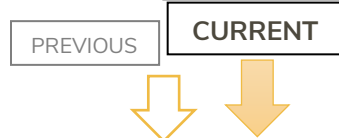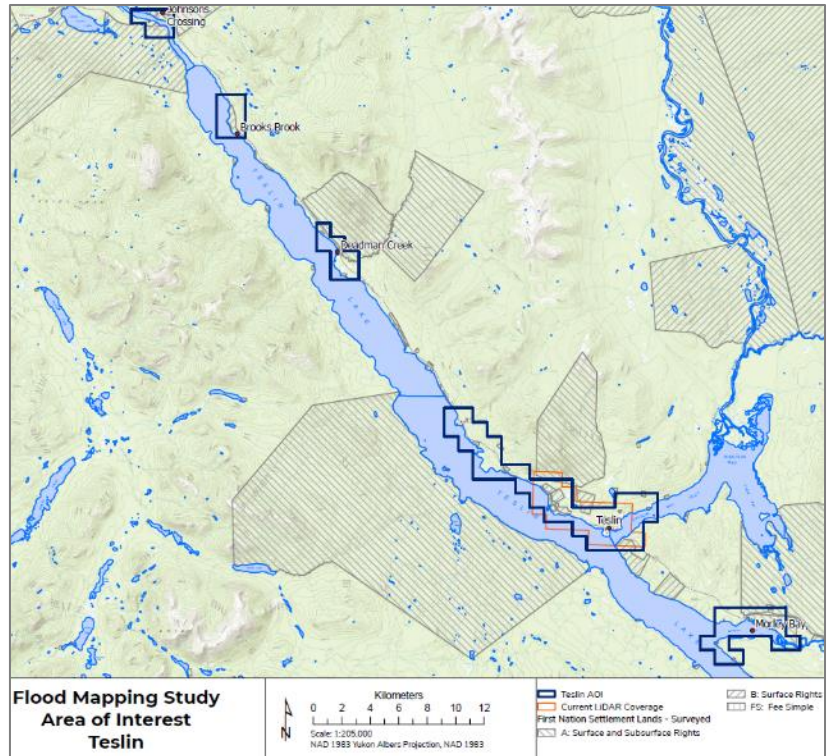| | |
|---|---|
| Progress since last report: | • Analysis delayed due to data collection challenges and consultant capacity, now near completion<br>• Consultant developed innovative climate change assessment approach that can be used in future studies and shared as an Environment & Climate Change Canada case study<br>• Engagement activities postponed from November to late-January, based on mapping study schedule<br>• Arranged presentations with Little Salmon / Carmacks First Nation Chief & Council and Village of Carmacks Mayor & Council to inform them of the work prior to public engagement<br>• Preparation for public communications and engagement on-going |
| Upcoming activities: | • Complete draft flood maps and share by December 15 with LS/CFN, Village of Carmacks, and the public for comment<br>• Plan engagement on draft flood maps – online over several weeks and in-person at an open house in Carmacks on January 25 |
| Risks identified: | • The preparation of communications messaging, in advance of engagement on draft flood maps, requires input from other departments affected by flood map development |

# Teslin Flood Mapping Study

## Project Status Report

2023-11-09

Flood hazard mapping will be completed for the community of Teslin and nearby flood-prone areas (see figure). The total length of shoreline to be mapped is approximately 65 km. Mapping will be completed in accordance with the *Canadian Federal Flood Mapping Guidelines Series*.

Project activities include:

- Background data gathering and surveys
- Hydrologic assessment
- Wind and wave analysis
- Joint probability analysis
- Climate and land use change assessment
- Hydraulic analysis and modelling
- Flood hazard mapping
- First Nations and community engagement



**Flood Mapping Study Area of Interest Teslin**

PREVIOUS · CURRENT

| Identify areas of interest | Gather data | Mapping study tender | Study - background & survey | Study - modelling & mapping | Engage on draft mapping | Study - final maps and reports | Publicize maps and reports |

## KEY DATES

| Activity | Date | Revised? |
|---|---|---|
| **Start of study** | 2023-05-08 | No |
| **Draft maps for engagement** | 2024-01-30 | Yes (originally 2023-10-27) |
| **Completion of study** | 2024-03-31 | No |
| **Final maps available to public** | 2024-04-30 | No |

| | |
|---|---|
| Progress since last report: | • Analysis delayed due to data collection and processing challenges<br>• Engagement activities tentatively rescheduled from early January to February, though data validation is still on-going and schedule may be further delayed<br>• Preparation for public communications and engagement on-going |
| Upcoming activities: | • Share LiDAR data collected in support of this study with TTC, once validated<br>• Consultant to complete analysis and prepare draft flood maps<br>• Complete draft flood maps and share in January with TTC, Village of Teslin, and the public for comment<br>• Plan January engagement on draft flood maps – online over several weeks and in-person at an open house to be scheduled in Teslin |
| Risks identified: | • The preparation of communications messaging, in advance of engagement on draft flood maps, requires input from other departments affected by flood map development.<br>• Delays with LiDAR collection and processing have cascaded into other project tasks, delaying engagement on draft maps until February, 2024. The current plan is to still meet the overall project/map publication timelines, however, the schedule is uncertain until the data are ready. |

# SCHEDULE C: SCOPE OF SERVICES

## 1.0    Overview

Flood hazard mapping is required for the community of Carmacks, Yukon. The approximate areas to be mapped are shown in Figure 1 on page 30. The total length of the rivers to be mapped is approximately 26 km and 9 km, for the Yukon River and the Nordenskiold River, respectively. Proponents should carefully consider the complexity, scope, scale, milestones, and timeline dependencies of the project, and prepare proposals accordingly. All work should be performed in accordance with the *Canadian Federal Flood Mapping Guidelines Series* (NRCan 2017). Deviation from these guidelines may be acceptable if a detailed rationale is provided in the proposal.

## 2.0    Acronyms

The following acronyms may be referenced in this section:

| | |
|---|---|
| AEP | Annual Exceedance Probability |
| CGVD2013 | Canadian Geodetic Vertical Datum of 2013 |
| CQL1 | Canadian Quality Level 1 |
| CSRS | Canadian Spatial Reference System |
| DTM | Digital Terrain Model |
| ECCC | Environment and Climate Change Canada |
| LiDAR | Light Detection and Ranging |
| LS/CFN | Little Salmon/Carmacks First Nation |
| NAD83 | North American Datum of 1983 |
| NRCan | Natural Resources Canada |
| RGBN | Red, green, blue, and near infrared |
| WSC | Water Survey of Canada |
| WRB | Water Resources Branch |
| YG | Government of Yukon |

## 3.0    Glossary

**Flood Hazard Maps:**  Engineering maps that display the results of hydrologic and hydraulic investigations, and that may include the extent of a regulatory design flood. These maps are used for regulatory planning purposes related to land use planning and flood mitigation.

**Design scenarios:** The combination of open water peak flows, ice impacts, and climate impacts that produce individual flood events to be hydraulically modelled.

**Mapped AEPs:** The project envisions three AEPs to be mapped (0.5%, 1.0%, and 5%); however, the final AEPs are to be confirmed with the Consultant after the hydrologic and ice analyses have been completed.

**Mapped Areas:** The areas for which flood hazard maps will be produced as part of the project (see Appendix B)

## 4.0　Background

In 2021 and 2022, flood mitigation responses were required in the Village of Carmacks due to high water levels on the Yukon River during the snowmelt period. The recreational waterfront was flooded and temporary berms were required to keep River Drive from being inundated, as well as to protect several homes on the north side of the Yukon River. High water levels also affected local drainage and required roadside drainage ditches to be pumped to mitigate risk to local houses. Increased flows to the wastewater treatment facility due to sanitary sewer infiltration and inflow required active pumping and bypass of wastewater. While freeze-up has generated the highest annual water level on the Yukon River at Carmacks in recent years, record snowpack in two subsequent years generated high runoff rates and open water levels that have not been seen for decades in Carmacks.

Historically, the highest discharge measured on the Yukon River at Carmacks was a discrete measurement in 1962 which coincides with flooding in the upstream community of Teslin. A 1983 study noted that a resident reported flooding in 1910, the late 1920s and 1958 (although records suggested 1958 was a dry year thus indicating ice processes). The year 1962 was not mentioned as a flood year suggesting that historically flooding may have been more significant than what is captured in the available record.

The Nordenskiold River joins the Yukon River downstream of central Carmacks (see Figure 1). A bridge on River Drive connects homes on the west side of the Nordenskiold to the rest of town. In recent years, ice jam-induced high water has come close to the underside of the bridge and impacted two properties on the east side of the Nordenskiold River downstream of the bridge. In addition, a rainfall event in the central Yukon during the 2022 freshet generated high water levels on the Nordenskiold due to the backwater effect of the Yukon River. This threatened homes on the west side of the Nordenskiold which were not directly impacted by the high water on the Yukon River.

Further upstream, the Nordenskiold River passes near several homes on Casino Way. In 2021, some properties in this location were impacted by ice jam flooding and in 2022 some residents required larger sump pumps to keep up with groundwater inflows due to high water during freshet.

As climate change continues to drive more extreme seasonal weather, the frequency and magnitude of peak water levels on the Yukon and Nordenskiold rivers are likely to change. Flood mapping does not exist for this area; however, flood mapping has been increasingly highlighted as a key tool, both in support of emergency preparation and response, and development planning to reduce community vulnerability to flooding in the face of the Yukon's changing climate. The Carmacks Flood Mapping Study will advance the goals of enhancing public safety and reducing future flood vulnerability through the identification and mapping of flood hazards.

Flood mapping for all Yukon communities at risk of flooding is a commitment in *Our Clean Future: a Yukon strategy for climate change, energy and a green economy*.

## 5.0　Study Area

The study area includes approximately 26 km of the Yukon River and 9 km of the Nordenskiold River (see Figure 1 on page 28). The total study area is approximately 51 km$^2$. Please note that the illustrated study area does not necessarily reflect the maximum extent of potential flooding that requires mapping, and that the indicated area is approximate.
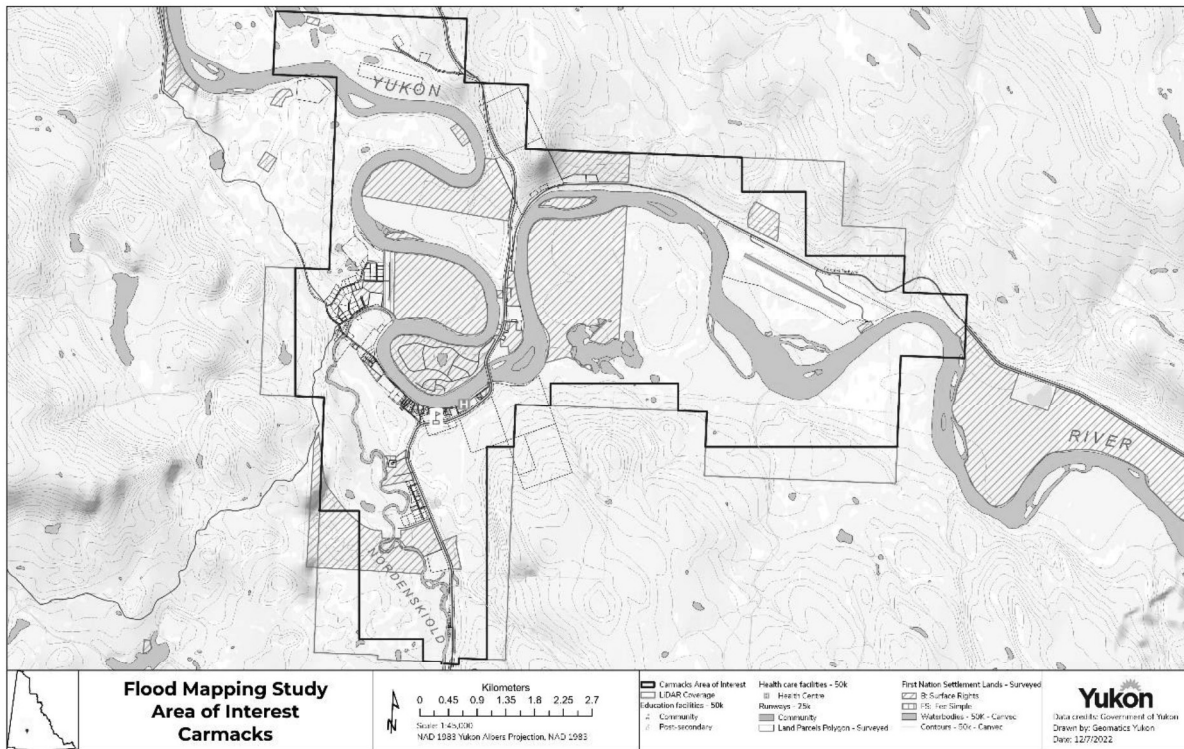
**Figure 1: Carmacks flood hazard study area**

The village of Carmacks is situated in one of the driest areas of the Yukon below the confluence of the Yukon and Teslin rivers. There is currently no active monitoring station near the mouth of the Teslin River, although there was a lower Teslin River WSC station from 1955 to 1973 (09AF001). While both the Teslin and the Upper Yukon rivers contain significant lakes in their upper reaches, they differ considerably in peak runoff timing. The Upper Yukon contains high mountains, receives much greater precipitation in coastal headwater areas, and has significant glacier coverage. The Upper Yukon River typically peaks in late August, while the Teslin River peaks in late June on average. Peak freshet on the Yukon River at Carmacks coincides with freshet from the Teslin River.

Peak annual water level on the Yukon River at Carmacks can be the result of several mechanisms. In recent years, with the initiation of winter monitoring, freeze-up related backwater effects were found to generate the highest water levels of the year. However, the summers of 2021 and 2022 exceeded recorded ice-related peak water levels and suggest that the greatest flood risk is likely due to peak freshet runoff.

WSC maintains a station on the Yukon River at Carmacks (09AH001) but there is a large gap in the record from 1994 to 2014. The flow record ends in 1994 with only water level available from 2014 to 2022. Discharge measurements were reinstated in 2022.

The Nordenskiold River experiences peak water levels from freeze-up in the upper reaches, while breakup ice jamming or spring freshet can also generate the peak annual water level closer to the Yukon River confluence. The Nordenskiold is a relatively low-gradient river meandering through a broad flat valley with a relatively low peak annual snowpack. WSC maintains a hydrometric station approximately 8 kms upstream of the mouth and above the village of Carmacks (09AH004). The stream gradient increases as the river drops down into the Yukon River valley. A bridge close to the mouth is a critical piece of infrastructure that may be vulnerable to high water. The Water Resources Branch maintains a level-only hydrometric station, installed in 2021, at this bridge for early warning and forecasting purposes. A second bridge over the Nordenskiold River is under construction at Casino Way, in the southern portion of the study area.

In 2022, the highest snowpack on record for the Nordenskiold River Basin was high enough to generate noticeably elevated groundwater inflows to some private residences during freshet and required higher capacity sump pumps than what were previously sufficient. Ice jamming has affected some private properties on the plateau above the Yukon River and also near the mouth in the Yukon River valley. Breakup on the Nordenskiold River tends to occur prior to the Yukon River breakup, which generates ice jamming near the mouth and has affected some private property owners in recent years. During the summer of 2022 a significant precipitation event generated sufficient flow on the Nordenskiold that, when combined with the backwater from the Yukon River, extended up the Nordenskiold River, and posed additional flood risk to some private residences.



**Figure 2: Yukon River and Nordenskiold River confluence**

## 6.0    Description and scope of work

The Consultant will be responsible for all materials, equipment, expenses, sub-contractors, sub-consultants, and services that are required to complete the project.  All work is to be supervised by a qualified Professional Engineer licensed to practice engineering in the Yukon who has expertise in riverine flood modelling and mapping.

The Consultant will review details of the available data and identify gaps requiring any additional base data collection for the Scope of Work, including supplementary survey data, infrastructure datasets and design drawings, or other base data needed to support modelling and mapping.

## 6.1    Background data gathering, surveys, digital terrain model

All survey data must be reported in Yukon Albers referenced horizontally to the North American Datum of 1983 Yukon Albers, Canadian Spatial Reference System, Epoch 2002 (NAD83 Yukon Albers CSRS, Epoch 2002). Vertically, the data must be referenced to CGVD2013, in accordance with the Federal Flood Mapping Guidelines and Specifications (NRCan 2017).

6.1.1 **Initial site visit** – The Consultant shall conduct a site visit to inspect river and floodplain sites and to support cross section location and alignment planning and finalization. The Consultant shall confirm the timing of the site visit with the Owner. Ideally, the visit will occur as early as possible after award and when the ground is bare or only partially covered with snow. The site visit should be coordinated with the Owner to ensure that appropriate permissions are obtained and local authorities can participate if desired.

6.1.2 **Survey plan** – Following the site visit, the Consultant shall present a plan to the Owner for discussion and finalization regarding surveyed river cross sections and/or bathymetric surveys. The location and alignment of the cross sections must be appropriate for modelling and mapping. The surveyed cross sections will include the main channel and will be extended through the overbanks using the LiDAR elevation data provided by the Owner.

6.1.3 **River cross section surveys** - The Consultant shall conduct these surveys in support of hydraulic modelling.  Typical ground survey technologies would include RTK GPS and/or total station equipment. Survey data collected using typical ground-based technologies must have an absolute positional accuracy of ±0.05 m, at 95% confidence. Typical bathymetric survey technologies would include acoustic depth sounding equipment used in conjunction with RTK GPS equipment. Final accuracy of bathymetric data collected using a combination of ground and acoustic-based technologies must be accurate to ±0.15 m, but it is expected that most data will maintain the ±0.05 m accuracy obtained from ground-based technologies.

The Consultant will be expected to compare surveyed overbank elevations to the LiDAR elevation data to verify that the elevation data is suitable for overbank cross section data extraction and flood mapping purposes. Significant issues must be brought to the attention of the Owner as soon as possible for investigation and follow-up.  A formal quality control assessment is not required.

6.1.4 **Hydraulic Structure Data Collection and Surveys** – The Consultant shall conduct these surveys in support of the requirements for hydraulic modelling. The Consultant shall collect survey data of the relevant bridges and culverts within the study area.

6.1.5 **High water mark survey** – The Owner will provide a list of locations for surveying anecdotal highwater marks from 2021 and 2022.  Owner staff and local administrators may attend the site visits for the surveys to provide context for previous flooding.  For the purposes of the Proposal, Proponents should assume one day of high water mark surveying will be required.

6.1.6 **Lands access permission** – The Consultant and the Owner will work together to ensure that land

access permission is obtained from landowners for all bathymetric and ground survey work. The Owner will provide the Consultant with a letter describing the project to support survey crew interactions with the public, and can liaise with approval authorities when required to clarify access requirements and survey timeframes.

6.1.7 **Photographic inventory** – During the survey, the Consultant shall collect representative photos to document the character of the shoreline and overbank.

6.1.8 **Digital Terrain Model** – The Consultant shall develop digital terrain models from the LiDAR point clouds provided by the Owner. It is expected that the DTM will be generated from the bare earth LiDAR point cloud; however, the non-bare earth LiDAR point cloud will also be provided if the Consultant requires the unfiltered LiDAR data. The interpolation methods and the output cell size of the DTM will be at the discretion of the Consultant. The DTM shall be referenced horizontally to the North American Datum of 1983 Yukon Albers, Canadian Spatial Reference System, Epoch 2002 (NAD 83 Yukon Albers CSRS, Epoch 2002). Vertically, the DTM must be referenced to the vertical datum CGVD2013, in accordance with the *Federal Flood Mapping Guidelines and Specifications* (NRCan 2017).

## 6.2    Hydrologic assessment

A hydrologic peak flow assessment is required to determine open water flood frequency estimates on the Yukon River at Carmacks and the Nordenskiold River.

The main components of this task are listed as follows. If recommended design flows are substantially different from prior engineering work (provided by the Owner), the reasons for these differences should be discussed in the model input memo (see Section 6.6).

6.2.1 **Data series preparation –** The Consultant shall gather all available recorded flow and flood peak data, including data and rating curves from Water Survey of Canada and Water Resources Branch, Government of Yukon (including key hydrometric stations listed below, in Table 1).

### Table 1: WSC hydrometric stations

| Station Number | Station Name | Period of Record (potentially discontinuous) |
|---|---|---|
| 09AH001 | Yukon River at Carmacks | 1951 – 1994;<br>2014 – 2022 - level only |
| 09AH004 | Nordenskiold River below Rowlinson Creek | 1982 – 2022 |
| 29AH001 | Nordenskiold River at River Drive | 2021 – 2022 |

6.2.2 **Flood history documentation –** The Consultant shall prepare a summary of major recent and recorded floods, as well as notable floods before the gauge record and observed floods to provide insight into flood mechanisms. An exhaustive narrative of any specific flood is not required unless it directly supports analysis, modelling or flood mapping tasks. Sources of information include Water Survey of Canada data, Yukon Archives, community newspaper archives, and engagement with local First Nations (see Section 6.9).

Historic flooding may influence the recommended design flood mapping.  For example, if a historic flood occurred that was determined to have a higher annual exceedance probability (AEP) than the

0.5% AEP, mapping of the historic flood is a more appropriate hazard map than the 0.5% AEP level.

6.2.3 **Flood frequency analysis** – Open water design flows for both the Yukon and Nordenskiold rivers should be produced using flood frequency analysis methods in accordance with the *Federal Hydrologic and Hydraulic Procedures for Floodplain Delineation* (NRCan 2019). Data up to and including 2022 shall be utilized in the analysis, even where those data may be provisional. The design flow estimation should use flow observations from the Yukon and Nordenskiold Rivers and supplementary regional information, where appropriate, and must reflect instantaneous peak flow conditions. Design flows for AEPs of 50%, 20%, 10%, 5%, 2%, 1%, 0.5% and 0.2% should be produced, though only the 5%, 1%, and 0.5% will be used for mapping.

## 6.3 River ice assessment

Riverine flooding can occur in open water as well as ice-affected seasons (both freeze-up and breakup periods) on the Nordenskiold and Yukon rivers. An ice analysis is required to determine how ice-affected water levels compare to open water flooding. The main components of this task are listed as follows.

6.3.1 **Ice flood history documentation** – The Consultant shall gather documentation of historic, observed, recorded, and recent ice jam floods in the study area to provide insight into ice jam flood mechanisms and to support ice jam modelling. An exhaustive narrative of any specific flood is not required unless it directly supports analysis, modelling and flood mapping tasks. Local observations can help define the extent and character of previous flood events. The Consultant should investigate a variety of sources of additional information, based on availability.

6.3.2 **Ice flood frequency analysis -** Depending on the recommended design events proposed for modelling (e.g. the combination of ice and open water floods), frequency analysis may be required for 5%, 1% or 0.5% AEP ice jam flow estimates, ice jam levels, or other relevant ice jam parameters. Development of ice-affected rating curves at specific locations may also be required.

## 6.4 Joint probability analysis

As there are many different flood processes with the potential to impact flooding in Carmacks, the joint probability of these events should be considered before recommending design flood events for the study area. A joint probability assessment considers the interdependence between potential flood processes. In situations where flooding processes are highly dependent, it may be appropriate to consider extreme values of multiple events to be equivalent to an extreme 'total' event. For example, if the peak flow regimes on the Yukon and Nordenskiold rivers are found to be very similar, it may be appropriate to use the 0.5% AEP on both rivers to represent a 0.5% 'total' event. Conversely, if the peak flow regimes are largely independent, the chances that a 0.5% AEP event occurs on both systems simultaneously has an AEP of substantially smaller than 0.5%.

The Consultant should consider and analyze the joint probability of:

- Peak open water flows on the Yukon River
- Peak open water flows on the Nordenskiold River
- Freeze-up processes on both rivers
- Ice breakup processes on both rivers

The analysis of these various flood events should lead to recommendations of the three AEP events illustrating flood hazard within Carmacks.

## 6.5    Climate and land-cover change assessment

Recommended hazard mapping design flows should account for ongoing changes due to climate and land-cover change. This should include:

- Interpretation of available research (both region-specific and general) to gain a qualitative understanding of potential impacts of climate change on flood hazard in the Mapped Areas from the present to 2100.
- A review of relevant standards applied to flood frequency analysis and flood mapping in a changing climate in other jurisdictions.
- Consideration of the potential impacts of land-cover change on the hydrology and ice regime of the rivers and land surrounding the Mapped Areas. For example, forest disturbance (fires, insects) and potential geomorphological changes to the river or mapping areas should be assessed (at a minimum) qualitatively to determine if they should be accounted for in the mapping.
- Recommended changes to hazard mapping design levels based on both qualitative and quantitative (if applicable) assessment of potential impacts of both climate and land-cover change on open water and ice-related flooding.

## 6.6    Modelling inputs memo

A mid-project memo containing results of the open water hydrology analysis, ice analysis, joint probability analysis, and climate and land-cover change assessment shall be submitted by the Consultant to confirm the appropriate design events for hydraulic modelling and mapping. The Owner shall review and approve the approach prior to the Consultant proceeding with modelling tasks.

## 6.7    Hydraulic analysis and modelling

Hydraulic analysis and modelling is required to create representative flood mapping. In completion of the general project scope and in fulfillment of the overall objective, the US Army Corps of Engineers HEC-RAS software must be used for the hydraulic modelling. The Consultant should describe their approach and suggest whether a 1-D or 2-D hydraulic model is appropriate. The Consultant should apply, at a minimum, the *Federal Hydrologic and Hydraulic Procedures for Floodplain Delineation* (NRCan, 2019) guidelines to conduct the hydraulic analysis. The main components of this task are listed as follows.

6.7.1    **Model Set-Up -** The Consultant shall be responsible for model set-up that will include incorporating all relevant terrain and geometry features for the combined Nordenskiold-Yukon River system. Surveyed river cross sections will be used to create the bathymetric surface. The alignment and spacing of the cross sections must be appropriate for the proposed hydraulic modelling method (e.g. 1-D or 2-D). The cross sections will be incorporated with the existing DTM to create a seamless terrain layer to be used in the hydraulic model.

The Consultant will incorporate all infrastructure data into the model, including but not limited to, bridges and culverts. It is expected that all infrastructure data collected during the Hydraulic Structure Data Collection and Surveys phase be incorporated into the model by the Consultant.

The Consultant will take every opportunity within the model itself to document or describe the files used and their purpose.

6.7.2    **Ice Jam Modelling -** Although there is a general expectation that the open water HEC-RAS model can be enhanced for ice jam simulation, the Consultant may suggest alternate approaches. The Consultant shall provide rationale for the ice jam modelling approach being used and the selection of ice-specific model input parameters. The final ice jam model should be calibrated with a focus on both breakup and freeze-up flooding on the Nordenskiold and Yukon Rivers.

6.7.3 **Model Calibration and Validation** - The Consultant shall perform model calibration based on historical flood event information (for all potential open water, freeze-up, and breakup flood events) and high water mark surveyed points obtained independently by the Consultant. The calibration datasets are to include, where possible, both low-flow and high-flow events.

If the Consultant is unable to perform model calibration due to lack of data or other factors, then the Consultant must use an alternative method approved by the Owner. Model calibration results and assumptions are to be documented in the final report.

6.7.4 **Sensitivity Analysis -** The Consultant shall perform sensitivity analysis on the hydraulic model to determine the effects of changing model parameters on water level, flow depths, and inundation areas. The sensitivity analysis should consider relevant model parameters within a credible range. Model boundary conditions and Manning's roughness values should be evaluated at a minimum. For ice jam modelling, when selecting the range of plausible model parameters, attention should be given to the variability of these factors specific to ice conditions. The results of the sensitivity analysis should be documented in the final report.

6.7.5 **Design Flow Modelling -** After the Consultant has successfully developed a calibrated draft hydraulic model, the Consultant shall complete model runs for the approved design flow events using the same model. Design flows to be modelled will be based on the open water hydrologic assessment, river ice assessment, joint probability analysis, and climate and land-cover change assessment, and be approved through discussion with the Owner. The modelled events will include, at a minimum, the 5%, 1% and 0.5% AEP open water river flooding events. The final design flow events will be determined following a review of the modelling inputs memo. Methodology and procedures are to be documented in the final report.

## 6.8   Flood Hazard Mapping

Inundation maps should show the extent of potential floodwater coverage (e.g., annual exceedance probabilities). They are intended to aid in the management of emergency preparedness plans for communities situated within floodplains and flood hazard zones.  Based on the results of the hydrologic, ice, joint probability, and climate and land-cover change assessments, and the hydraulic modelling, the Consultant will meet with the Owner to determine the AEPs to be mapped. It is expected that there will be 3 events mapped; however, the final AEPs are to be confirmed based on the recommendations of the Consultant.  All work performed should be in accordance with the *Federal Floodplain Mapping Guidelines and Specifications* (NRCan 2017).  Deviation from these guidelines may be acceptable if a detailed rationale is provided in the Proposal.

It is expected that the following tasks will be part of the flood hazard mapping:
- Base map preparation,
- Design flood selection,
- Flood hazard map production, and
- Water surface elevation & flood depth grid creation.

Details regarding the flood hazard to be mapped, the scale of mapping, formatting, etc. are to be finalized in discussion between the Consultant and the Owner.

## 6.9 Engagement support

The study area is located on the Traditional Territory of the Little Salmon/Carmacks First Nation (LS/CFN) and the community of Carmacks includes the LS/CFN government administration building, housing for citizens, and other infrastructure.

The Owner is carrying out early engagement with LS/CFN. The approach to engagement includes having one or more representatives from LS/CFN advising the Owner and will include opportunities for input from First Nations community members and knowledge holders.

Engagement with First Nations will be led by the Owner's Project Manager – Flood Mapping, with support from the Consultant. The engagement sessions that the Consultant will attend will occur around the initial site visit and after draft flood maps have been produced and prior to finalizing. The Owner will coordinate the logistics of the engagement sessions. The Consultant will prepare presentation materials and attend meetings to engage with participants, communicate map products that have been developed, and utilize feedback in the final maps and report.

Anticipated engagement meetings:

- Four meetings total (two with First Nations members and two with the general public)

At this time, it should be assumed that these meetings will occur in person. The schedule of meetings will be determined over the course of the project. It can be assumed that the four meetings will occur over two separate weeks, with one round of meetings coinciding with the initial site visit.

When collaborating with First Nations, any data or information must be collected, protected, used, and shared according to the First Nations principles of ownership, control, access, and possession (OCAP®; First Nations Information Governance Centre, 2022). If First Nation knowledge is communicated through the project to a broader audience, knowledge sharing agreements must be in place and communication must align with the wishes of the First Nation.


## 7.0 Additional Project Meetings

## 7.1 Project manager check-in meetings

It is anticipated that the project will require a total of 12, half-hour monthly meetings with the project manager to be conducted virtually via video-call.

## 7.2 Project team meetings

- It is anticipated that the project will require a total of four, two-hour project team meetings conducted virtually via video-call.
- Where the meeting topic includes a review of the model or report, the Consultant shall submit the model or report to the Owner two weeks prior to the meeting, so that comments can be provided to the Consultant before the meeting.
- Meetings must be arranged by the Consultant at appropriate dates, dependent on key milestones. The Consultant must circulate an agenda prior to each meeting and provide meeting minutes following the meeting.
- Possible meeting topics are as follows, but final topics and timing will be suggested by the Consultant and determined in consultation with the Owner:
  - Project kick-off meeting with the Owner's project team, to confirm the project schedule and discuss survey plans, preliminary water level and wave analysis approaches, mapping protocols, and administrative procedures.

- o Results of the hydrologic and hydraulic assessments and determination of the AEPs to be mapped.
- o Review of draft flood hazard maps and flood extent modifications.
- o Project close-out meeting and presentation of final results and deliverables.

## 8.0    Deliverables
- Finalized project schedule within two weeks of contract award
- Topographic and bathymetric survey preliminary plan (prior to conducting survey work)
- Modelling inputs memo
- Draft flood maps by October 27, 2023 (in advance of engagement)
- Draft final report by February 10, 2024 (Microsoft Word format)
- Monthly progress reports
- Final report and associated deliverables, as outlined below
  - o Flood Hazard Mapping for Mapped AEPs (PDF format)
  - o PowerPoint presentation slides summarizing main findings of the study at a public audience level that can be utilized in future Owner presentations.
  - o Survey data (Esri-compatible geodatabase, .xlsx and plain text formats)
  - o Geo-located photographs of study area (JPEG format) with appropriate metadata
  - o GIS data for all layers in hazard maps in Esri-compatible geodatabase, as required by YG Geomatics
  - o Digital Terrain Model developed from LiDAR datasets (GeoTiff file format)
  - o Draft and final HEC-RAS models containing open water calibration, flood
  - o frequency, and sensitivity analysis plans, with integrated documentation
  - o Draft and final models used to simulate ice jam flood frequency levels, with integrated documentation – may include ice-enhanced HEC-RAS model containing calibration and flood frequency plans, if applicable
  - o Digital files containing water level data used in the flood frequency analysis
  - o Calculations of AEP water levels for Mapped Areas

## 9.0    Schedule
It is the preference of the Owner to have the Work begin immediately following award. The revised final report and all deliverables must be submitted to and approved by the Owner by March 31, 2024.

## 10.0    Available information
The following sections outline the information that the Owner will make available to the Consultant after contract award.

### 10.1    GIS Data
The Owner will provide the Consultant with basic administrative, cadastral, transportation, and other publicly available government datasets. Data will be referenced to NAD83 Yukon Albers CSRS (Epoch 2002) horizontally, and the Canadian Geodetic Vertical Datum of 2013 (CGVD2013) vertically.

### 10.2    Airborne LiDAR Dataset
The Owner will provide the Consultant with base elevation LiDAR datasets of the study areas (see Appendix B for coverage) supported by associated metadata and a summary acquisition report. The LiDAR acquisitions will

meet Canadian Quality Level 1 (CQL1) standards as described in the *Federal Airborne LiDAR Data Acquisition Guideline* (NRCan, 2020) and will be made available in bare earth and non-bare earth LAS point cloud data formats with associated footprint shapefiles (.shp).

The LiDAR datasets will have undergone an independent quality control to ensure that they meet CQL1 accuracy standards.

## 10.3    Aerial Imagery

The Owner will provide the Consultant with orthoimagery of the study area. Imagery was acquired concurrently with the acquisition of LiDAR elevation data.

The following imagery products will also be made available to the Consultant:

- 15-30 cm, 8bit, RGBN aerial photography files in TIF (.tif) format
- Camera calibration report for each digital camera in use for the project.
- 15 -30 cm, 8-bit, RGBN orthorectified images in GeoTIFF (.tif) format.
- Index files in shapefile (.shp) or Esri geodatabase (.gdb) format.
- Metadata and/or report files.

## 10.4    High Water Data

The following surveys and documentation will be provided to the Consultant:

- RTK GPS High Water Surveys captured on June 23, 2022 and June 16, 2021
- UAV High Water Survey of the confluence of the Yukon River and the Nordenskiold captured on June 2, 2022
- NRCan processed RADARSAT Constellation Mission (RCM) imagery during flooding events in 2021 and 2022

## 10.5    Bridge Structures

The following bridge structure details will be provided to the Consultant:

- As-built drawings for the North Klondike Highway / Yukon River bridge (existing)
- As-built drawings for the River Drive / Nordenskiold River bridge (existing)
- Construction drawings for the Carmacks bypass / Nordenskiold River bridge (in construction)

## 10.6    Previous studies

The following studies have been completed previously within the study area. Links have been provided where reports are available online.

- *Water Level Return Period Relationships for Rivers and Lakes in Yukon – 2022 Update*, December 2022, Morrison Hershfield for Infrastructure Development Branch. (Included as Appendix C)
- *Preliminary assessment of flood exposure for future development areas in Dawson City and Carmacks*, December 2021, Yukon University. (Included as Appendix D)
- *Water Level Analysis for Yukon Communities*, May 2021, Morrison Hershfield for Water Resources Branch. (Included as Appendix E)
- *Carmacks surficial geology and community hazards susceptibility mapping*, 2020, Yukon Geological Society & Palmer. Available online at: https://emrlibrary.gov.yk.ca/ygs/MR/mr-20/Report.pdf
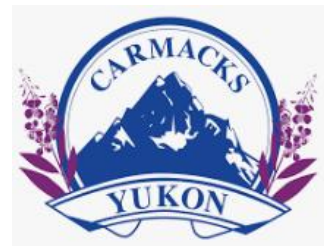- *Nordenskiold River Bridge: Hydrotechnical Design Report*, December 2018, WSP. (Included as Appendix F)

# Village of Carmacks
# Meeting Management System Proposal

James Coulen
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416-890-9808
**Date:**           February 2 2024
**Valid Until:**     April 2, 2024

# Situational Analysis

The Village of Carmacks is looking to help improve efficiencies around their meeting processes, both internally and for public transparency.

## Project Goals

Based on our discussions to date, it is understood that The Village of Carmacks is seeking a way to improve meeting management to achieve the following project goals:

- Digitally create and manage public meetings for staff, elected officials and public
- Improve staff efficiency with automated workflow and approval processes
- Reduce late items and changes to agenda items after they have been published
- Efficiently create and distribute paperless agendas to meeting attendees
- Provide an option for livestreaming of meetings for public transparency

## High Level Timeline

The eScribe implementation plan is formulated with consultation between the Customer Project Team and the eScribe Implementation Consultant upon the finalization of the agreement. Below is a sample implementation schedule and may change depending on the modules selected and Customer's timelines.

| Stage | Description | Target Date |
|---|---|---|
| PHASE 1 | | |
| 1 | Project Kick off - Agreement signed | Week 1 |
| 2 | Pre-Configuration – Meeting, user and process information | Week 2 |
| 3 | Configure eScribe settings for Customer | Weeks 3&4 |
| 4 | User Adoption – Train and transition users to eScribe | Weeks 5-9 |
| 5 | Live Meeting – First fully live meeting conducted using eScribe | Week 10 |
| PHASE 2 | | |
| 6 | eScribe assists Customer with roll out plan for other areas of the organization | Week 11+ |
| 7 | Roll Out Complete – transitioned to Account Management | |

# Our Recommendation

eScribe is a highly modular and scalable solution. You can mix and match features (modules) to build your own custom meeting management solution or save money and reduce onboarding times by taking advantage of one of our pre-configured meeting management bundles designed to solve common pain points.

Here is our recommended bundle to get you up and running quickly.

## Transparency Bundle with Webcasting Plus

Modules included in the Transparency bundle:

- **Meeting Manager** – Streamlines and automates meeting preparation and post meeting activities, and conducting meetings
- **Participant Portal** – Secure access for board and elected official
- **Internet Publishing Plus** – Easily engage stakeholders through their existing website, without programming and fully supports evolving digital inclusion requirements
- **Report Manager** – Revolves around the preparation and approval of reports and items for submission to meetings
- **Webcasting Plus** – An end-to-end storage and streaming solution with an integrated encoder

Optional Add-Ons:
- **Video Manager & YouTube Streaming** – Leverage YouTube's no-cost video storage and global content distribution with minimal configuration
- **Vote Manager & Request to Speak** – Rules-based electronic voting
- **Board Manager Lite or Plus** – Easily manage your boards and member details online
- **Closed Captioning** – Make your videos even more accessible
- **Public Comments** – Receive and publish comments from citizens
- **Delegation Request Management (DRM)** – Manage citizen requests to speak during public meetings

*For more information on each of the recommended module(s) features and details, please refer to Appendix A.*

# Onboarding

While a few vendors have solutions with features to address some of the pain points associated with meetings, features on their own don't necessarily drive benefits. While features are an important consideration at eScribe, we've learned that the ultimate success of a meeting management solution implementation is driven more by end user buy in to the improved way of doing things. That is why more projects fail from lack of user adoption than virtually any other reason.

While training end users on proper system use is an important component, there are additional critical factors to consider. To ensure a successful implementation we assign a dedicated team and follow a repeatable framework that has been developed over hundreds of successful implementations spanning customers both large and small.

**NOTE:** The eScribe system does have minimum requirements to ensure it can run properly with a positive experience, please refer to appendix C of this proposal.

### Your eScribe Team

Customer experience is very important to us. We understand it can be daunting to migrate to new software. That is why you will have access to a dedicated team of experienced eScribe professionals supporting you every step of the way, reducing the impact on your internal staff and IT department and ensuring a successful roll-out, including:

- ✓ *Corporate Project Sponsor*
- ✓ *Project Management*
- ✓ *Training & Process Workshops*
- ✓ *Technical Systems Analyst*
- ✓ *Realtime Technical Support*
- ✓ *Account Management*

## Project Management

eScribe is a flexible cloud-based platform that can be personalized with the look and feel of an organization while still aligning with "best-practices" and automated processes to assist users before, during and after meetings.

Your Project Lead will guide you through the process of setting up your project for success and long-term satisfaction through the whole organization. Throughout a series of project meetings

you will be led through a tried and true process to take your organization from configuration, training, initial go live, and subsequent roll out to the rest of the organization.

## Configuration

Your Project Lead will work with you to communicate with staff and coordinate the gathering of user, meeting and process information and configuring eScribe for first use, including:

- Project Planning and ongoing Coordination
- User and Permissions Configuration
- Meeting Types Configuration
- Agenda & Minute Templates & Workflow Configuration
- Report & Legislative Templates & Workflow Configuration
- Webcasting Configuration
- Internet Publishing Configuration
- Scheduling End User Training
    - Meeting Administrators
    - Site Administrators
    - Staff Contributors
    - Meeting Participants
- Maintaining project documentation and resolving open items

## Training & Process Workshops

### Training

eScribe is built to be user-friendly and with just a few training sessions, users will be quickly on their way to run their first live meeting independently and with confidence.

### eScribe Academy

eScribe Administrators will be given a login to begin their training. Courses are assigned based on the tools their organization uses. Learning is self-paced with each session lasting approximately 2.5 hours, with the whole program taking approximately 8-10 hours. Each session includes quizzes to ensure viewers are understanding the content that they must pass in order to progress.

Each eScribe Administrator should have their own unique license for the system as they will receive an eScribe Certificate with their name after training is completed. Certificates can be downloaded and added to their resume and LinkedIn profile! Administrators will be eScribe Certified!

## Train the Trainer

This method ensures there are always competent in-house power users available to help your team out with the new processes until the new skills become a habit. The other benefit to in-house power users who train other users is that they understand the organizational culture and needs, allowing them to share information and new knowledge in a way that will resonate with their staff.

## Workshop Sessions

In addition to end user training, you will participate in optional one on one workshop sessions following your training session. Workshops are usually scheduled in 30-60 minutes increments, with the majority of Customers taking advantage of 4-5 hours of workshop time throughout the onboarding process.

These workshop sessions will focus on any specific processes that require further discussion, as well as any questions that have risen from practice following the training session.

These sessions are designed to compliment the training sessions to ensure that each Customer can use their eScribe system to it's fullest potential. It is recommended that to make best use of these workshop sessions, they are scheduled once users have had a chance to practice after training in order to have a basic understanding of the flow of information throughout the eScribe system.

## Dedicated Go Live Support

In order to ensure that your first meeting gets off to a strong start, your eScribe Project Lead and Trainer will support you through agenda prep, conducting and recording your first live eScribe meeting to ensure administrative users are comfortable with all aspects of the meeting lifecycle.

# Online Resources and User Forums

## Educational Webinars

The eScribe Training team also leads educational webinars on topics as requested and voted on by customers offering how-to instructions and time saving tips to help users get the most from eScribe. There is no additional cost for these webinars. Sign up for one or as many as you like.

## Customer Community Portal (CCP)

To further empower our customers, the CCP can be used to submit and track support tickets. There is also a Feature Request forum within it to share product ideas directly with the eScribe product management team and vote on ideas from other organizations. A General Discussion forum is also used for collaborating on meeting "best-practices" with other eScribe customers.

Some key features of CCP include:

- **Knowledge Base** – A library of user reference, and help articles
- **FAQ section** – "How-to" guides and technical trouble shooting assistance
- **Customer forum** – Chat with other eScribe customers and learn from each other
- **Feature requests** – Submit ideas to eScribe and vote/comment on proposed features from other users
- **Announcements** – Including product release notes, promotions, company updates

# Realtime Technical Support

We are very proud of our solution, but even prouder of our post sale relationship with our customers.

Our support team is just a few clicks or call away and prides itself on their responsiveness and knowledge of both eScribe and the meeting processes we support.

eScribe customers can access our support in three ways:

- Customer Community Portal
- support@escribemeetings.com
- 1-855-299-0023

Standard support hours are from Monday to Friday, 8:30am to 8pm EST with extended phone support available until 11pm EST (Webcasting phone support is provided 24/7) excluding statutory holidays. Emergency and extended support are available by request.  Key features of Technical Support include:

- Online access to eScribe's trouble ticketing portal to log and update service requests, communicate directly with support personnel and access eScribe's online technical repository
- Live answering and monitoring of customer tickets during regular support hours.
- Unlimited technical assistance by telephone or electronic mail for designated individuals
- Provide any updates to eScribe software and its documentation automatically at no additional charge.

## Account Management

As your implementation of eScribe comes to an end, Customers will be transitioned to the Account Management team. Your Account Manager is your champion and single point of contact throughout your relationship with eScribe. Through proactively scheduled Account Management calls throughout the year you will always feel kept up to speed with any pertinent information and always have a friendly voice checking in to see how everything is going, and if there is anything that eScribe can do to further support you.

# Optional Services

In additional to our core services, Customers may require additional services to assist with implementation and user adoption, which are available for additional fee.

### Change Management Support

We understand that for many, change can be scary, and there many questions that need to be answered in order to effectively manage changing the way an organization manages its public meetings as we move to digital, including:

*"How will we communicate this to our stakeholders?"*
*"Will our processes need to change?"*
*"How will we smoothly transition to the new system?*

The transition away from traditional paper is changing the way we create, consume and share information, requiring us to move away from established processes and adopt a more integrated workflow, that once in place will benefit internal and external stakeholders alike.

With many years of real-world public sector experience, our third-party change management consultants can help you identify any process, training or skills variances and develop a plan to help your users smoothly transition to eScribe.

## One-on-One Training

For larger end user groups or in cases where the Customer would like to incorporate customized business process training into the curriculum, we offer one-on-one training sessions with a dedicated trainer. One-on-one training can be delivered remotely, or on site as required.

## Legacy Data Migration

In many cases eScribe's robust platform can import legacy meeting information from internal or competitive systems to provide users with a seamless experience. We would be happy to provide a custom statement of work and quotation based on a review of available data and structure.

## Document/Records Management Integration

At eScribe we realize that your public meetings are part of an overall content management strategy across your organization (ECM).  That's why eScribe provides off the shelf "connectors" to many of the industry's leading ECM systems, including, Laserfiche, FileHold and SharePoint.

## Chamber/Meeting Room Integration

Whether it's support for multiple screens or integrating with microphone and physical voting terminals, eScribe provides off the shelf "connectors" to several leading manufacturers, and in many cases can customize a solution to meet individual requirements.

# Why eScribe?

With over a decade of experience in meeting management, spanning hundreds of person years, eScribe has become the go-to-choice for public sector boards, committees and councils looking to go digital. A Microsoft partner since day one, eScribe also partners with other best-of-breed technology companies to offer Customers trusted and reliable end-to-end solutions.

## Key Differentiators

- **Customer Experience:** eScribe prides itself on the customer experience and support

- **Modular and Scalable:** End-to-end solution that you can add to over time to support the entire meeting lifecycle

- **Efficiency:** Process automation and workflow support before, during and after meetings

- **Digital Inclusion:** Industry leading WCAG 2.0 AA compliance reduces risk and user workload

- **Transparency:** Improved citizen communication and real-time access to meeting information through your organizations existing website with no programming

- **Security:** Built on the Microsoft Azure cloud, offering advanced security access and data protection services and guarantees.

- **Best of Breed Partnerships:** Relationships with complimentary industry leaders extending eScribe functionality before, during and after the meeting.

- **100% Public Meeting Focus:** At eScribe managing public meetings is all we do; That's why100% of our resources and R&D budgets are dedicated to helping our Customers improve the efficiency and transparency of their public meetings

## The Microsoft Azure Cloud Platform

Microsoft leads the industry in establishing clear security and privacy requirements and then consistently meeting these requirements.

Azure meets a broad set of international and industry-specific compliance standards, such as General Data Protection Regulation (GDPR), ISO 27001, HIPAA, FedRAMP, SOC 1 and SOC 2, as well as country-specific standards, including Australia IRAP, UK G-Cloud, and Singapore MTCS.



Rigorous third-party audits, such as those done by the British Standards Institute, verify Azure's adherence to the strict security controls these standards mandate.

## Strengthen Your Security Posture with Azure

Organizations like yours continue to face challenges that increase your risk of significant financial loss, damage to reputation, and stakeholder satisfaction. Azure protects assets while reducing security costs and complexity. Built-in security controls and intelligence help you easily identify and respond to threats and security gaps, allowing your organization to rapidly improve your security posture.

*Learn more about Azure security here.*

## Own and Control Your Data

Our time-tested approach to privacy and data protection is grounded in our commitment to organizations' ownership of and control over the collection, use, and distribution of their information. We strive to be transparent in our privacy practices, offer you meaningful privacy choices, and responsibly manage the data we store and process. One measure of our commitment to the privacy of Customer data is our adoption of the world's first code of practice for cloud privacy, ISO/IEC 27018.

*Learn more about privacy here.*

# Pricing

eScribe is pleased to offer, the following annual subscription fees and one-time setup fees to meet the requirements as outlined. eScribe leverages a detailed onboarding approach developed over hundreds of successful customer implementations, allowing us to provide a fixed price, including: activation of the solution on the cloud, customer specific configuration of meeting types, content templates, and initial workflow configuration, administrator, contributor, and participant training, in addition to one on one workshop sessions and go live support for key initial meetings.

## Option 1 - Efficiency Bundle:

| eScribe Annual Service and Support Fees | | | | |
|---|---|---|---|---|
| **Module** | **License Type** | **License Fee** | **Quantity** | **Cost** |
| eScribe Efficiency Bundle | Annual | $ 5,410 | 1 | $ 5,410 |
| eScribe Meeting Manager | | INCL | | |
| eScribe Participant Access | | INCL | | |
| eScribe Internet Publishing | | INCL | | |
| eScribe Public Comments | | $ 750 | 1 | $ 750 |
| eScribe Delegation Request | | $ 750 | 1 | $ 750 |
| Forms Authentication | | INCL | | |
| **Total - Annual Software and Support Fees** | | | | **$ 6,910** |
| **Implementation Fees** | | **Service Fee** | **Quantity** | **Cost** |
| eScribe Accessibility Setup/Training | One time | $ 1,623 | 1 | $ 1,623 |
| 2 Meeting Types | | INCL | | |
| 2 x eScribe Academy Licenses | | INCL | | |
| **Total - One-time Implementation Fees** | | | | **$ 1,623** |

## Option 2 – Digital Readiness Bundle

| eScribe Annual Service and Support Fees | | | | |
|---|---|---|---|---|
| **Module** | **License Type** | **License Fee** | **Quantity** | **Cost** |
| eScribe Digital Readiness Bundle | Annual | $ 8,725 | 1 | $ 8,725 |
| eScribe Meeting Manager | | INCL | | |
| eScribe Participant Access | | INCL | | |
| eScribe Internet Publishing | | INCL | | |
| eScribe Report Manager | | INCL | | |
| eScribe Public Comments | | $ 750 | 1 | $ 750 |
| eScribe Delegation Request | | $ 750 | 1 | $ 750 |
| Forms Authentication | | INCL | | |
| **Total - Annual Software and Support Fees** | | | | $ 10,225 |
| **Implementation Fees** | | **Service Fee** | **Quantity** | **Cost** |
| eScribe Digital Readiness Setup/Training | One time | $ 2,617 | 1 | $ 2,617 |
| 2 Meeting Types, 1 Report Template, 5 Workflows | | INCL | | |
| 2 x eScribe Academy Licenses | | INCL | | |
| **Total - One-time Implementation Fees** | | | | $ 2,617 |

## Option 3 – Transparency Bundle with YouTube Integration

| eScribe Annual Service and Support Fees | | | | |
|---|---|---|---|---|
| **Module** | **License Type** | **License Fee** | **Quantity** | **Cost** |
| eScribe Transparency Bundle | Annual | $ 10,935 | 1 | $ 10,935 |
| eScribe Meeting Manager | | INCL | | |
| eScribe Participant Access | | INCL | | |
| eScribe Internet Publishing | | INCL | | |
| eScribe Report Manager | | INCL | | |
| eScribe YouTube Integration | | INCL | | |
| eScribe Public Comments | | $ 750 | 1 | $ 750 |
| eScribe Delegation Request | | $ 750 | 1 | $ 750 |
| Forms Authentication | | INCL | | |
| **Total - Annual Software and Support Fees** | | | | $ 12,435 |
| **Implementation Fees** | | **Service Fee** | **Quantity** | **Cost** |
| eScribe Transparency Setup/Training | One time | $ 4,176 | 1 | $ 4,176 |
| 2 Meeting Types, 1 Report Template, 5 Workflows | | INCL | | |
| 2 x eScribe Academy Licenses | | INCL | | |
| **Total - One-time Implementation Fees** | | | | $ 4,176 |

## Option 4 – Transparency Bundle with Webcasting Plus (Encoder provided and Live Streaming on Village website)

| eScribe Annual Service and Support Fees | | | | |
|---|---|---|---|---|
| Module | License Type | License Fee | Quantity | Cost |
| eScribe Transparency Bundle | Annual | $     20,879 | 1 | $     20,879 |
| eScribe Meeting Manager | | INCL | | |
| eScribe Participant Access | | INCL | | |
| eScribe Internet Publishing | | INCL | | |
| eScribe Report Manager | | INCL | | |
| eScribe Webcasting Plus | | INCL | | |
| eScribe Public Comments | | $     750 | 1 | $     750 |
| eScribe Delegation Request | | $     750 | 1 | $     750 |
| Forms Authentication | | INCL | | |
| **Total - Annual Software and Support Fees** | | | | **$   22,379** |
| Implementation Fees | | Service Fee | Quantity | Cost |
| eScribe Transparency Setup/Training | One time | $     4,176 | 1 | $     4,176 |
| 2 Meeting Types, 1 Report Template, 5 Workflows | | INCL | | |
| 2 x eScribe Academy Licenses | | INCL | | |
| **Total - One-time Implementation Fees** | | | | **$     4,176** |

## Pricing Notes:

- All fees are in $CDN (exclusive of taxes), based on a three (3) year term and are valid for sixty (60) days from the date of this response.
- Implementation fees are for remote support. Onsite personnel can be arranged. Additional travel and living expenses would apply in addition to the Implementation Fees.
- Year 1 Subscription and Implementation Services Fees are invoiced upon commencement of the project.
- Subsequent year(s) Subscription Fees will be due on the anniversary date and will increase from the previous years Subscription Fees by five percent (5%).
- Payment Terms are Net 30 from date of invoice.
- Fees do not include the migration of any existing meeting content. Should you wish to migrate legacy data, eScribe would be happy to provide a separate statement of work and costs based on specific requirements.

- ADFS or Azure-AD single sign on capability can be provided – additional costs apply.
- eScribe Meetings Standard app for iOS is included in the bundle price (unlimited users). Meetings Professional for iPad and Windows 10 are available for download at the following annual rates (per user)
  - $100 (1 – 10 users)
  - $75 (11 – 50 users)
  - $50 (51 – 100 users)
  - $35 (100+ users)

# Contact

We look forward to the potential of working on this important project with you. Should you have any questions about this proposal, please do not hesitate to reach out.

James Coulen
Senior Account Executive
416-890-9808
[jcoulen@escribemeetings.com](mailto:jcoulen@escribemeetings.com)
[https://escribemeetings.com](https://escribemeetings.com)

# Appendix A – Module Details

| | Module Description |
|---|---|
| <br><br>**Meeting Manager**<br><br>*Agendas, minutes, and more* | Meeting Manager facilitates the building of agendas, minutes, action lists, and provides a platform for adding additional eScribe functionality.<br><br>Streamline and automate meeting preparation and post meeting activities. Conduct meetings; take roll call and manage member conflicts, record motions and actions. And with the addition of eScribe Meetings for the iPad or Windows 10, your board can go totally paperless.<br><br>**Key Features**<br><br>• Create & manage unlimited meeting templates and user groups<br>• Robust end-to-end pre- and post-meeting management, and user-configurable workflow support<br>• Fast Conduct Meeting mode to keep up with the flow of meetings<br>• Live meeting support, including roll call, quorum and conflict management, electronic recording of votes and minute capture<br>• Integrated action log for post-meeting follow-up and staff direction<br>• Comprehensive Report Center for meeting and attendee statistics |

## Participant Portal

*Secure access for board and elected officials*

Security-trimmed access for meeting participants to browse upcoming meeting agendas, access all related reports and supporting information, record personal comments, follow-up notes and tasks, access online resources, and search previous meetings.

Supports web browsers and eScribe mobile apps for iOS and Windows 10.

### Key Features

- Join any meeting, from anywhere, with any device
- View upcoming agendas and support materials in advance
- Download meeting materials and work offline
- Secure access to confidential meetings

## Internet Publishing Plus

*Engage with your stakeholders and drive greater transparency*

Internet Publishing Plus has a fully responsive WCAG 2.0 design that allows organizations to easily engage stakeholders through their existing website, without programming and fully supports evolving digital inclusion requirements.

Easily search through historical and upcoming meetings, access agenda details, open and download attachments with a click.

### Key Features

- Supports HTML and/or PDF publishing to website with links to individual supporting attachments
- Supports one-click publishing of meeting agendas and minute packages
- Flexible layout options including list and calendar views
- Can be added on top of Webcasting Plus or YouTube Integration module for automatic indexing and publishing of video/audio linked files for increased transparency

## Public Comments

*Receive and publish comments from citizens*

An add-on to the Internet Publishing Plus module, Public Comments allows organizations to receive and publish comments from citizens before, during and/or after meetings.

### Key Features

- Meeting administrators can track and post citizen comments by agenda item
- Configurable rules by meeting type
- Optional review and approval
- Comments can be retained as part of the public record or alternatively deleted after the meeting
- Fully integrated with the meetings agenda, minutes and video through your existing website

## Delegation Request Management (DRM)

*Manage citizen requests to speak during public meetings*

An add-on to the Internet Publishing Plus module, Delegation Request Management (DRM) allows organizations to efficiently manage citizens to speak during meetings through an online form on their existing website.

### Key Features

- Manage delegations' deadlines by individual meeting type
- Automated delegation request and approval
- Customizable web form fields

## Report Manager

*Manage templates, automated approvals and submission of reports and items*

Providing administrators and staff comprehensive management of all pre-meeting and post-meeting workflow activities, Report Manager revolves around the preparation and approval of reports and items for submission to meetings. Easily manage submission deadlines and notifications to staff, reducing last minute changes to the agenda.

Leveraging the power of Microsoft Word, administrators can easily standardize and maintain unlimited templates for bills, resolutions, and reports, ensuring compliance across the organization.

### Key Features

- Collaboration support, including version control, simultaneous multi-user document editing
- Manage permissions for public & private/in-camera items
- Flexible, user-configurable approval workflows, such as late item and exception management, ad-hoc and delegate approvers
- Automatic extraction of content to populate agenda items details, motions, and minutes
- Comprehensive audit reports and workflow approval histories, including electronic signature options
- Draft agenda allows staff documents to automatically be added into the selected agenda when created

## Webcasting Plus

*Unlimited live and archival web streaming and content distribution*

An end-to-end storage and streaming solution with an integrated encoder, Webcasting Plus provides everything you need to capture video from cameras located onsite.

With the addition of Internet Publishing Plus, audio and video content are automatically indexed with the meeting's agenda and minutes for publishing to the web, for both live and archived viewing by stakeholders.

Fully automated Closed Captioning service is available as an option. Cameras and installation sold separately.

### Key Features

- Unlimited storage & streaming of meeting audio or video content
- Automatically detects device used to view the video stream, and loads a suitable video player
- Allows for smart (hyper) tags of video to the meeting's agenda items and minutes
- Allows users to view entire meeting or jump to specific agenda item sections with a single tap
- Access to reporting & metrics of viewership
- Video feed can be provided by any video capture source, even from a cable company
- Optional closed captioning service

## Vote Manager & Request to Speak

*Rules-based electronic voting*

Vote Manager allows meeting participants to electronically vote on resolutions in real-time directly through their Participant Portal, iPad or Windows 10 tablet. Leveraging the enhanced Request to Speak add-on helps manage member debates in real-time during meetings.

Vote Manager also provides an enhanced graphical interface for clear display of vote results to participants and public, both in chamber and through the web, with the addition of Internet Publishing Plus.

### Key Features

- Supports multiple vote types: simple majority, majority present, weighted, two-thirds (present/members), ¾ majority, unanimous, tie breaker, multiple choice, and secret ballot
- Fully integrated with roll call, check in/out, pecuniary interest, voting areas
- Easily manage member debates with Request to Speak
- Graphical public display with configurable voting results

## Add-On or Standalone Module Description

### Board Manager –
*available in Lite or Plus*

*Easily manage boards, members, vacancies and appointments online*

Available as a stand-alone solution or integrated with eScribe's comprehensive meeting management suite, Board Manager lets municipalities, school districts and all public sector entities easily manage and publish their boards' and members' details – in addition to managing vacancies, applications and appointments – through an intuitive, responsive interface.

### Key Features

- Easily track, manage and publish board and member data
- Review, search and action items through a fully-responsive interface
- Configurable email alerts and notifications sent automatically
- Fully-responsive publishing screens integrate seamlessly with your existing website
- Associates boards with eScribe to fully manage meeting agendas, minutes and attendees

### Upgrade to Board Manager Plus

In addition to all the features of Board Manager Lite, upgrading to Board Manager Plus takes it a step further and allows administrators to manage the vacancy process. Create, post, receive and manage applications for vacancies all through your existing website.

### Key Features

- Post vacancies online with just a few mouse clicks, and present them through pages on your existing website
- Review, search and action submitted applications for vacancies
- Customize applicant statuses to match your organization's process
- Easily export selected applicant information to include in meetings as part of the decision-making process

# Appendix B – Mobile Applications



## Meetings for Tablets

*Secure Access to Meetings On-the-Go (for meeting participants)*

With digital content exploding, tablets and smartphones have evolved the way we live and work. eScribe Meetings is a real-time application for elected officials and meeting participants who actively participate in meetings. Users can securely access and sync with any authorized eScribe meeting portals to:

- Browse upcoming meeting agendas, download content for viewing offline
- Access related reports and supporting information easily
- Annotate comprehensively, with private and group comments support
- Use integrated e-voting and request-to-speak management for members *(*If Vote Manager & Request to Speak module is enabled)*
- Search online resources library for non-meeting specific information; and more
- eScribe Meetings is available globally for Apple iPad's running iOS 11 or higher, through the Apple App Store, as well as for Windows 10 through the Microsoft Store
- Available in Standard or Pro

## eScribe Approval Manager

*for Smartphones*

Never miss a deadline again, with Approval Manager for iOS and Android Smartphones. Now managers and report authors can easily access their Report Manager approval requests anywhere, anytime. With a few simple taps, users can review and prioritize awaiting approvals, open reports and supporting documents, and approve or reject with comments.

eSribe Meetings is available globally for Apple iPad's running iOS 9.0 or higher, through the Apple App Store, as well as for Android 4.4 or later through Google Play Store.

### App Features

- Approval Management — Secure access to your workflow approval tasks from Report Manager
- Secure Access — No separate usernames and passwords are required
- Document Viewer — Built-in online viewer supports all major file formats, including Microsoft Office and PDF

# Appendix C – IT Environment Checklist

In effort to facilitate an eScribe roll out to staff and meeting participants that thoughtful and proactive to ensure that all eScribe users will be working with equipment that is suitable to support their use of the system.

In a world of remote working and meeting participation, there has been a significant increase in the number of variables that need to be considered when running a remote or hybrid meeting.

The following is intended to be used as a check list for considerations to review prior to launching eScribe or as a troubleshooting guide in the event where issues have arisen in it's use.

NOTE: for the purposes of this document, the following terms are defined below:
- *A hybrid meeting* – where some participants join the meeting remotely, while others are in the meeting room
- *A remote meeting* – where all participants join the meeting remotely
- *eScribe Meetings Pro* – Pro applications are provided on a per licenses basis for both iPad and Windows 10 devices

## Network Connectivity
1. Webcasting services requires the following required dedicated bandwidth
   a. minimum level of available bandwidth- 3 Mbps upload speed
   b. ideal recommendation of available bandwidth - 5 Mbps upload speed

2. Investigate what bandwidth requirements are required from the chosen video conference tools being used.

3. Conduct evaluation of the internet connection available at each participant's location to ensure ample bandwidth is available to support a real time connection with the meeting.

4. Roll out standard procedures for reducing consumption of internet bandwidth at the time of the meeting, especially for those working from home. This would include procedures like reduce other people in the home on video conference meeting or using streaming services.

5. In effort to ensure optimal quality for the webcasting feed, implementing Quality of Service (QOS) rules within your network you can ensure that the feed from the encoder and the eScribe website is prioritized within your available network bandwidth is STRONGLY recommended.

6. For an outline of internet bandwidth is required for eScribe users, please see chart in appendix A.

## Hardware Devices

1. It is strongly recommended that participants who are attending a hybrid (or remote meeting remotely have dual monitors (one to participate in the meeting via video conference, and the other to use eScribe).
   a. If the participant is using an iPad, or other device that doesn't support a dual monitor, it is recommended that a secondary device be provided.

2. The meeting administrator functions will likely need to be divided into multiple administrators in effort to not overburden a single computer or administrator given the increased responsibilities to support a video conference.
   a. One administrator can conduct the meeting (take minutes, request to speak, open & close votes), while the other administrator can login to the video conference and manage the public display screens.

3. Meeting participants are required to have a quality peripheral headset and microphone.

4. See below for an outline of recommended device specifications.

| Application | OS Supported | Minimum Dedicated Bandwidth | Minimum | | Recommended | |
| --- | --- | --- | --- | --- | --- | --- |
| | | | CPU | RAM | CPU | RAM |
| eSCRIBE | Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required | 10 Mbits/s | i3 gen7, or comparable | 4 GB | i5 - Latest 2 generations | 8 GB |
| eSCRIBE + Video Conferencing (ex: Zoom, Teams, Webex) | Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required | 15 Mbits/s | i5 gen7, or comparable | 8GB | i7 - Latest 2 generations | 16 GB |
| eSCRIBE Meetings Pro for Windows 10 | Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required | 10 Mbits/s | Dual Core | 4 GB | Dual Core | 4 GB |
| eSCRIBE Meetings Pro for Windows 10 + Video Conferencing (ex: Zoom, Teams, Webex) | Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required | 15 Mbits/s | i5 gen7, or comparable | 8 GB | i5 - Latest 2 generations | 16 GB |
| eSCRIBE Meetings Pro for the iPad | iOS 12 to iOS 14 | 10 Mbits/s | n/a | n/a | n/a | n/a |
| Approval Manager app - iOS | iOS 12 to iOS 14 | n/a | n/a | n/a | n/a | n/a |
| Approval Manager app - Android | Android 4.4 - Android 10 | n/a | n/a | n/a | n/a | n/a |

## Browsers

1. Ensure that users are running the latest 2 version to any one of the following browsers:
   a. Google Chrome

b. Microsoft Edge
c. Apple Safari
d. FireFox

2. Browser Configurations:
   a. JavaScript must be enabled
   b. Cookies must be enabled
   c. Local storage must be enabled
   d. TLS v1.2 or above
   e. eScribe must be setup as a trusted site
   f. eScribe site URL must be white listed in any pop-up blockers & ad blockers
   g. Enable the setting to "Automatic logon with current user name and password"
   h. For more details on the recommended browser settings please see this article in eScribe's Customer Community Portal

3. Microsoft Upload Center – enable setting in Upload Center cache to "Delete files from the Office Document Cache when they are closed"

## Other Applications

1. What other applications will be running on the device at the time of the meeting? It is recommended where possible that applications that are not in use are shut down to avoid resource conflicts.
   a. Example of this would be a VPN connection.

2. Ensure that there are no computer or network scans being done at one time (ex: virus scans, monitoring tools).

3. Windows 10 or greater is required.

4. Microsoft Office of 2010 or greater is required.

**Monthly Report to Council**
**January 2024**

**Recreation Department**

**Recreation Updates:**

1. Organized
- Rooms are organized
- Made space in all storge rooms
- All change rooms back in service

2. Director resigned
- Chanel acting director

3. Drum Making workshop
- LSCFN brought a drum making workshop to the rec
- Rented space
- LSCFN let rec staff join and make drums

4. Preparing for Yukon Quest and Yukon Arctic Ultra

5. Preparing for Curling
- Sweetheart Bonspiel Feb 9 – 11th
- Yukon Curling Championships Feb 15 – 18th
- School will bring student during the day in between these dates to learn how to curl

6. Elders and Kids/Teen Trip Jan 20<sup>th</sup>
- All together we had 35 Participants
- Elders tell us how much they love these trips and how great it is for the senior community we have in Carmacks
- Reaching out to LSCFN to have their elder bus pick up and drop off participants at the Rec the days of these trips
- Next trip in February

7. Rentals are picking up, a few every week.
8. Rec Guide final draft will be completed once we have final dates for upcoming events

# Village of Carmacks

## *Public Works Foreman's Report*

*05/02/2024*                    *Report to CAO, Mayor and Council*

### Treatment Plant*:*

*Normal operations, we got the new UV sensor and actuator on hand. We are still waiting for the Electrician.*

### Landfill:

*Normal operations. The Landfill crew are getting better with the fees.*

### Collection System:

*At the moment the collection system is functioning normal*

*.*

### Duplex:

Normal operations

### Equipment:

Normal operations. The F 550 went for a recall.

### Recycling:

*Normal operations*

### Old Firehall:

Normal operations. The burner on the Furnace quit when it was cold. We got it fixed up and running again the next day.

### New Firehall

Normal operations,

### Admin. Bldg.:

Normal operations,

### Shop:

Still looking into replacing the heating system, the electrical work is completed. Normal operation.

### Streets:

We are busy plowing the streets.

### Arena and Rec-Building

The Arena had some water leaks, some of them are fixed up. Couple days after the Contractor left, we discovered more issues at sink and in one of the change Rooms.



### *Extra information*

*We have been spending some time in the Landfill and we also some time in the Rec-center to try to fix issues. Just waiting for the Plumbers to come out and fix the water issues in ice arena.*

*Sincerely,*

*Jens Wylimczyk,*

*Public Works Foreman*

Finance Department Report

- Working on payables and receivables, Bank reconciliations and payroll
- 1st 2024 budget meeting tomorrow

To: Mayor & Council

Date: February 6, 2024

From: Matthew Cybulski, Chief Administrative Officer, Village of Carmacks

Re: CAO Debrief (January 23, 2024 to February 5, 2024)

Hello Mayor & Council,

Major updates and minor debriefing of municipal service developments and administrative activities:

1. <u>Staffing & Training Update</u>
   - Internal Development Options being explored for current Sr Management staff in Acting Management roles
   - Current Open/Vacant VoC Roles:
     - Public Works General Manager (Sr Management)
     - Recreation Director (Sr Management)
     - Administrative & Municipal Clerk (Village Office - Administration)
     - Landfill Attendant (PW – PT/FT)
   - Introduction to Asset Management Strategies training being completed by all VoC Sr Management Team
   - Acting PW GM & PW Jr Foreman to complete following training programs:
     - ✓ Civil Engineering for Non-Civil Engineers
     - ✓ Municipal Road Asset Performance Condition Monitoring and Reporting
     - ✓ Solid and Hazardous Waste Management
     - ✓ Risk Management and Life-Cycle Planning for Municipal Road Asset Management
     - ✓ Successful Construction Project Administration and Scheduling
     - ✓ Fundamentals of Project Management

2. Balance BioGas Update
   - Bio Digester and Incinerator feasibility assessment discussions began Feb 2024
   - Portion of project to include implementation plan for organics waste area and composting staging location.
   - Digester and Incinerator made by CHOMP Energy (Seattle, WA)
   - Long Term Benefits Include:
       o Turns community Food Waste into Renewable Energy and Vegetation Feed
       o Logistically Practical – Unit is the size of a 40 foot Sea Can
       o Produces high quality grade biofertilizer
       o Reduces waste footprint of regional landfill and cell usage
       o All waste conversion done on-site with no transport of waste ($$$)
       o Creates renewable energy for on-site usage at the VoC Landfill
       o Less of a dependence on diesel as main facility utility.
   - Research and development including organics waste program implementation timeline is next 18 months (3-4 months for organics waste program implementation and 12-18 months for Incinerator/Bio-Digester Execution

3. Request for Proposal Updates
   - Upcoming RFP's:
       1) Administration Building/Village Office Janitorial Services (Posting Feb 7, 2024)
       2) Asset Management Plan – Registry RFP (March 2024)
       3) High Density Housing Plan – Workplan and Design RFP (April 2024)
       4) Splash Pad Design RFP (TBD)
       5) Animal Control RFP (Early Q2 2024)
       6) Diesel Fuel Services RFP (TBD)

4. Landfill Operations Update
   - 3rd Community Townhall hosted in late Jan 2024
   - Feedback included:
   (1) Importance of implementing Salvage Practices or Salvage Permit

(2) Phase #2 Overview & Feedback

(3) Composting and Organics Waste Plan

(4) Alternative Waste Solutions (Bio-Energy, and Incinerators)

(5) Regionalization History w/ Dave Albisser

- Next Townhall date: March 20th, 2024
- Projected Phase #2 Timeline: June/July 2024

5. Animal Control/Care Update
   - Townhall Hosted in early Feb 2024
   - Discussion with attendants about current animal control issues and potential options
   - VoC Animal Control Survey open from February 1st to April 1st 2024
   - Survey Details:
     (1) Rationale is to gauge community temperature on animal control options available to the VoC
     (2) Survey is available at the Tatchun Center, VoC Office, CRC, Post Office and will be mailed out to each PO Listing
     (3) Survey asks respondents to distinguish their preferred animal control approach and enforcement option
     (4) Survey is available on VoC website
     (5) Results to be reviewed and shared in April 2024

6. CMHC – HAF Site Visit
   - CMHC HAF Delegation visited Carmacks on Feb, 1st
   - Overview of CMHC HAF program requirements and execution plan
   - Site visit of proposed high-density housing plans
   - Overview of additional CMHC funding programs applicable to the VoC and our housing needs.

7.  <u>Website Update</u>
    - VoC redesigned website launched Feb 1st, 2024
    - Please follow CAO presentation to overview new features and shortcuts.
    - New Public Access features launching soon:
        - Service Ticket System/311 Resident Reporting (April 1st)
        - E-Permitting System (April 1st)
        - integrated Recreation Rental and Registration (April 1st)

8.  <u>On the Horizon & General Updates</u>
    - Pool Scoping Report underway and update in coming weeks
    - Cemetery By-law review and working project starting soon

BETWEEN:

**ONE YUKON SOCIETY**, a society incorporated pursuant to the
Societies Act (Yukon);

(“**One Yukon**”)

AND

**THE VILLAGE OF CARMACKS**

(the **“Municipality”**)

**BACKGROUND**

A.    Whereas One Yukon is engaged in a program regarding the collection and use of
      wastewater data in communities in the Yukon Territory (the “**Wastewater Surveillance
      Program**”);

B.    Whereas One Yukon facilitates the Wastewater Surveillance Program throughout the
      Yukon Territory and may provide funding to different partners to carry out the goals of
      the Wastewater Surveillance Program.

C.    Whereas the data produced from the Wastewater Surveillance Program is intended to be
      used to advance better public health outcomes in Yukon communities and municipalities;

D.    Whereas One Yukon wishes to collaborate with the Municipality in the collection and
      aggregation of wastewater data through the Wastewater Surveillance Program;

E.    Whereas One Yukon and the Municipality wish to enter into this memorandum of
      understanding regarding collaboration on the Wastewater Surveillance Program.


**MEMORANDUM OF UNDERSTANDING**

The parties hereto agree as follows:

1.    **Collaboration**. The parties hereto agree to generally collaborate on the Wastewater
      Surveillance Program as follows:

      (a) The implementation and operation of the Wastewater Surveillance Program in the
          Municipality;

      (b) One Yukon shall facilitate the Wastewater Surveillance Program and fund same at no
          cost to the Municipality, which may include (at One Yukon's discretion) direct
          funding to facilitate wastewater sampling and data collection;

(c) The Municipality agrees to participate in the Wastewater Program and shall grant access to its wastewater facility to representatives of One Yukon, working collaboratively towards achieving the outcomes noted in the recitals of this Agreement.

2.  **Use of Data**. One Yukon will act as a trusted custodian and shall retain all information collected from the Wastewater Surveillance Program in a secure manner. The Municipality acknowledges that the data collected will be used by One Yukon in the creation of reports and communication with authorized stakeholders towards the outcomes noted in the recitals hereto. The Municipality also acknowledges that collected samples and data may be shared with laboratories and educational institutions for further analysis at One Yukon's discretion. The specific handling and utilization of data collected from the Wastewater Surveillance Program will be delineated in a separate Data Sharing Agreement, to be entered into by the Municipality, One Yukon, and any other involved data-handling parties. This Data Sharing Agreement will detail the purposes of data sharing, and outline rights and responsibilities among the parties.

3.  **Data to Municipality**. The Municipality may request access to the collected data, and same shall be reasonably provided by One Yukon.

4.  **Funding.** One Yukon shall provide funding as noted in Schedule A, with the details of deliverables contained therein. Any future funding and deliverables may be agreed in writing between the parties.

5.  **Term of Agreement**. The parties agree that this Agreement shall continue until terminated by either party. Such termination shall be in writing and shall be effective as of the date of receipt of the notice of termination. For clarity, upon termination of this Agreement, One Yukon is not required to return any collected data and will retain the right to use such data, subject to the terms of a separate Data Sharing Agreement. Funding provided by One Yukon under this Agreement is subject to funding availability, and while service completion dates in Schedule A are specific, the overall Agreement remains valid until termination by either party as outlined in this section.

Dated this ____ day of _____, 20____

One Yukon Society                                    Municipality
By:                                                  By:


_____              _____
Authorized Signatory                                 Authorized Signatory

# SCHEDULE A

## FUNDING AND DELIVERABLES

**Facility Access**

As part of the Municipality's engagement in the Wastewater Program, it is agreed that One Yukon's representatives, which may include One Yukon's contractors who carry the appropriate liability insurance, will be granted access to the wastewater treatment facility on a prearranged schedule. This routine access facilitates the consistent delivery of the Program outlined and is crucial for data integrity. The specific days and times for access will be coordinated directly with the Municipality to ensure minimal disruption to facility operations while adhering to all requisite safety and procedural standards. Alternatively, sample collection and/or device maintenance may be performed by the Municipality or its representatives.

Approximately 1-3 hours of work per month is expected for the routine maintenance of the autonomous sampling and testing device (Kraken), primarily to replenish supplies. This shall not exceed a maximum of 5 hours per month, unless a different amount of time is mutually agreed upon in writing. The maintenance work is to be performed by the facility operator. One Yukon agrees to reimburse the Municipality for any direct and indirect costs associated with the aforementioned maintenance activities.

| Facility Access Details | Access Cost/Fees |
|---|---|
| **1- Address** | In kind |
| Address | |
| **1- Authorized Activities** | Not Applicable |
| Description of authorized activities | |
| **3- Authorized Persons** | Not Applicable |
| Names | |