

Agenda 23-06

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, March 21, 2023.

1. CALL TO ORDER

2. AGENDA

(motion to adopt)

3. ADOPTION OF MINUTES

(motion to adopt)

3.1 Regular meeting of March 7, 2023

4. DELEGATION

4.1 Adam Greenwood

5. CORRESPONDENCE

5.1 Greenwood Project Update

5.2 Admin Building Electrical and HVAC Upgrades

5.3 CRC Control Upgrades Change Directive #2

5.4 FCM Discussion

5.5 CanNor – Trust Account & Irrevocable Letter of Credit Update

6. REPORTS

6.1 Council Activity Reports

6.2 Mayor Report

6.3 CAO Report

6.4 AYC

7. ACCOUNTS PAID AND PAYABLES

8. BYLAWS

8.1 Recreation User-Fee and Rental By-Law

8.2 CRC Advertising Rates and Contract By-Law

8.3 CAO By-Law

(motion to adopt)

9. NEW & UNFINISHED BUSINESS

10. QUESTION PERIOD

11. INCAMERA

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

12. ADJOURNMENT

In order to comply with territorial regulations to reduce the risk of COVID-19 virus transmission, CouncilChambers is closed to the public, who are invited to attend

through Zoom web or teleconferencing.

Remote Attendance at Council Meetings

In order to comply with territorial regulations to reduce the risk of virus transmission, the public is invited to attend Council Meetings remotely through Zoom. Access is available either via internet or via phone (see instructions below). Please note that participants will be automatically muted, and the video function will not be enabled. Council Chambers will not be open to the public. If you are unable to access a phone or the internet, please contact the Village to discuss arranging remote access.

Access Instructions for Regular Council Meetings:

Meeting ID: 719 907 0780

Passcode: 643780

Call In +1 253 215 8782

COMPUTER (*Participants do not need an account but will need to download the Zoom app when prompted.*)

To join through the computer, use this link:

<https://us02web.zoom.us/j/7199070780?pwd=NTlUOWRwZnFuNEc5ZzBKWVJuWFkrUT09>

MINUTES FROM THE REGULAR MEETING OF THE COUNCIL FOR THE VILLAGE OF CARMACKS ON March 7, 2023 IN THE MUNICIPAL COUNCIL CHAMBERS

PRESENT: Mayor: Lee Bodie
Councillors: D. Hansen, K. Unterschute, J. Lachance
H. Belanger(by phone)
Delegation: Cpl. T. Woodman.
Staff: Interim CAO Jordan Stackhouse(zoom),
CAO/Recreation Director M. Cybulski, M. Lillefors

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

AGENDA: Council reviewed the agenda.

23-05-01 M/S Councillors J. Lachance/D. Hansen motioned that the agenda be accepted as presented.

CARRIED

23-05-02 Minutes: From the regular meeting on February 7, 2023
M/S Councillors J. Lachance/D. Hansen motioned that the minutes be accepted as presented.

CARRIED

Delegation:

4.1 RCMP

Cpl. T. Woodman elaborated that February went better than January, nothing was too out of the ordinary, unfortunately 1/3 of Februarys calls involved alcohol. Court is coming up this week, and the next court date will be mid-July. Cpl. G. Beauchamp has been involved with teaching gym, and volleyball at the school, overall being very involved with the youth of the community. Cpl. G. Beauchamp and Fire Chief B. Vandecamp have been hosting fitness classes Wednesdays and Fridays, everyone is welcome to attend.

Correspondence

5.1 Carmacks Solid Waste Management Plan Update 2023-33

Council, Administration and Public Works reviewed the Carmacks Solid waste Management Plan.

**M/S Councilor J. Lachance/D. Hansen motioned resolution to adopt 2023-33
The Carmacks Solid Waste Management Plan.**

CARRIED

6. Reports

6.1 Council Activity Reports

Councilor D. Hansen attended an AYC meeting last Saturday over zoom.

Councilor K. Unterschute had nothing to report.

Councilor J. Lachance attended the Carmacks Minor Hockey meeting in discussion of the Grand Opening for the Arena. He's also been volunteering his time to help set up the new gym equipment for the facility. He would like to take a moment to thank Public Works for doing such a great job keeping up with the snow removal considering all the snow we've received.

Councilor H. Belanger had nothing to report.

6.2 Mayor Report

Mayor L. Bodie mentioned that NVD and CDC have been throwing their full weight into helping with the Grand Opening of the Carmacks Arena, the University cooking class is also helping massively by supporting the event with preparation a lot of food. We are expecting to have a ton of media coverage for this grand event.

Mayor L. Bodie would like to extend thanks to NVD, CDC, and LSCFN heavily for their contributions.

6.3 CAO Report

CAO M. Cybulski, Foreman B. Tonnerson and the Fire Fighters have had a detailed walkthrough and training. The one and only issue with the building is that there is no backup generator expected for another 9 months, since it's a critical piece of equipment for operations, we will look for an alternative option in the meantime so we can get our emergency services into their new building ASAP. They can't operate through the new Fire Hall until the back up generator arrives, but we could store some things there in the meantime to officially take over occupancy. Other than that, a small cost for the Village of Carmacks to incur is for a dishwasher and 2 fridges to get a kitchen set up for the lease agreement which will come to Council for approval. The signage for the building has been authorized for purchase and is ready for pickup. The fire hall leases are expected to come to council for the next meeting. J. Stackhouse has investigated the sewage Lagoon project with Adam Greenwood since there's been some confusion on who's project it is, He's invited A. Greenwood to the next council meeting to give Mayor and Council a briefing regarding the project and details on it being outside of the municipal boundaries.

Council will find J. Stackhouse's report in the agenda he included the solid waste agreement which will include guarded gates and attendants for the dump. The benefit of this agreement is controlled recycling, and to further the lifespan of our landfill, among other things.

J. Stackhouse recommends engaging and signing the agreement. All Municipalities around the Yukon intend to sign, J. Stackhouse suggests we partake in doing such as well. Council doesn't need to approve it today, but it does need to happen as a normal part of the operation of the landfill.

J. Lachance voiced his concern about whether finding the temporary generator is our responsibility, or the Yukon Governments since we aren't at fault for the generator not arriving. J. Stackhouse confirmed that it is Yukon Governments responsibility, and they'll pay the bills for any temporary solution found.

Mayor L. Bodie mentioned that since the existing firehall was communicated verbally as condemned by Minister's team which is what led us to building our new firehall, he's worried about putting our fire fighters at risk if they can't get situated in the new building.

J. Stackhouse let him know that they are very open to solutions and would like to get the ball rolling ASAP considering the unfortunate circumstances.

CAO M. Cybulski and J. Stackhouse met for 3-4 hours in town last week for a crash course, they plan on working together for the next couple weeks. They have an agreement that J. Stackhouse will provide mentorship to M. Cybulski at no cost to the Village so he can have a lifeline and be well supported throughout the transition period. Jordan thanked Mayor and Council for the trust from the village.

6.4 Arena & Facility Operations Report

Council Reviewed the report.

6.5 Rec-Center Report

Major updates at a glance, CAO M. Cybulski typed up a user fee review that has been in the works for a few months now, he presented Council with a couple options for cost recovery. At the moment we don't have an established user base.

Whatever we use for our cost recovery will be reviewed at every fiscal year.

Council reviewed pricing fees update, minor changes were made.

23-05-04 M/S Councillors K. Unterschute/D. Hansen motioned that the new pricing fee Bylaw Structure be accepted as presented.

CARRIED

The new business plan reflects what we will need in order to keep a sustainable year one, year two might be a bit difficult but year three is expected to be neutral.

To discuss the facility opening overview, the building has passed all inspections, only thing unavailable is the elevator since we couldn't get that inspected in time for the opening. Total occupancy of the Arena is 550 people, including ice pad, changerooms, lobby, and heated room. The old part of the Recreation Centre can hold 450 people. Everything else is ready to go for when Council sees fit.

Council was presented with a quick overview of the itinerary for the grand opening. They're prepared to feed 1000 people Saturday. We are expecting to have many guest

speakers, including our own honorable Mayor L. Bodie. There will be radio live on site, and many media outlets covering our grand opening. Public Works have been working on clearing as many spots around the facility to create more ideal parking, as well as control overflow parking.

Council would like to give some recognition to our Arena Facilities Operator K. Mayer, and all our Public Works team for all the excellent work they've been doing.

23-05-05

M/S Councillors D. Hansen/J. Lachance motioned that the arena advertisement prices be accepted as presented.

CARRIED

CAO M. Cybulski presented 5 different options for the new Recreation logo, Council reviewed and would like to bring this up again at the next council meeting. The recreation committee also viewed the same logos have chosen their favorites. Mayor L. Bodie suggested we narrow down the options and give the public a chance to help choose the new Recreation Centre logo. A discussion on a ballot box will be opened at the next meeting to be presented to the community.

The Recreation Director job will be posted, there are 2 internal candidates that have been outlined as strong suitable candidates that have shown interest in applying and there is talk of getting them into the Northern Leadership training program through RPAY if they choose to apply for this position. The internal candidates will have to apply the same as everyone else.

6.6 Fire Department Report

Council reviewed the report.

6.7 Foreman Report

Council reviewed the report.

6.8 AYC

There is a FCM meeting in Toronto from May 25-28, we will be sending 2 Council members and the CAO. There was also a board of directors meeting this last Saturday over zoom that CAO M. Cybulski was present for. There was a resolution last year about health hospital trips and getting back home, they're adopting a plan from British Columbia called Bridges Home, and it is to facilitate a way to go from the hospital to home, Doris mentioned that she's hoping it will imply for the communities as well. Ted Laking and Shelly Hassard were asked to go to a preliminary about the budget, Doris noted that the rural land development budget items have gone down in the last year which is unfortunate.

7. ACCOUNTS PAID AND PAYABLES

Accounts paid and payables will be available at the next council meeting.

8. BYLAWS

No bylaws

9. NEW & UNFINISHED BUSINESS

No new and unfinished business

ADJOURNMENT

23-05-06

H. Belanger motioned to adjourn the meeting at 9:13 PM.

Mayor L. Bodie adjourned the meeting at 9:13 PM.

Mayor L. Bodie

CAO M. Cybulski

MINUTES

Date & Time | March 7, 2023 1:00 PM Location | Virtual Meeting

Project:	Carmacks Recreation Centre Mechanical Controls Upgrades Project
Type of Meeting:	Project Direction Discussion
Attendees:	Matthew Cybulski, Village of Carmacks Jeff Pike, Building Systems Consulting Adam Greenwood, Greenwood Engineering Mauro Trevisan, Greenwood Engineering
Distribution:	Attendees

ITEMS DISCUSSED

1. Change Directive 2 – Additional Rec Centre Control Programming

Due to operational nuances with the freeze alarm tripping and shutting off, the Mechanical Engineer recommends Arcrite proceeds with the work outlined in Change Directive 2.

CAO to sign and return Change Directive 2.

2. Administration Building Energy Upgrades - Project Background and Approach

The administration building mechanical, ventilation, and lighting improvements was initially budgeted for \$350,000. In February 2022, the project was tendered, and one bid was received for \$731,616. We informed the contractor the price was over budget and asked if they could revise the budget, but they would not. The decision was made to cancel the project tender so we could retender the project at a later date to avoid high market prices related to supply chain issues and limited contractor availability.

In May 2022, the lighting work for the administration building was included in the rec centre lighting upgrades contract completed by Mueller Electric. A subsequent tender was issued for mechanical and ventilation improvements to the admin building and the price received was \$647,490 which is substantially over budget and the contract was not awarded.

In November 2022, we solicited a quote from Ryfan, a contractor from outside the Territory that is currently doing work in the Territory, and we received a quote for \$320,351. The quotation did not include pricing for carpentry and seismic engineering sign off work, therefore we estimated an additional \$75,000 is required to cover these costs and project contingency for a total cost of \$395,351 for the mechanical and ventilation upgrades.

A letter of recommendation was issued to the Village to award to contract to Ryfan.

ACTION BY

Village

Carmacks Recreation Centre Mechanical Controls Upgrades Project

A response was not issued from the Village due to staffing turnover, but the recommendation still stands if funding is available.

3. IEEP Funding Program

There is \$125,137 remaining from the Transfer Payment Agreement (TPA) through YG's IEEP Funding Program. Based on the Ventilation and Mechanical costs of \$395,351, an additional \$325,000 is required to cover these project construction costs, engineering, and project administration costs. 75% of this could be covered by the IEEP program if approved and the remaining 25% will be covered by the Village.

As discussed, we recommend setting up a meeting with Energy Solution Centre to discuss securing additional funds through the IEEP program as soon as possible.

As discussed, in the absence of additional funding, it may be possible to order equipment with the balance of the TPA.

Village

GES





January 4, 2023

Lisa Teggarty, Chief Administrator Officer
Village of Carmacks
PO Box 113, Carmacks, Yukon Y0B 1C0

**RE: Carmacks Administration Building Electrical and HVAC Upgrades –
Letter of Recommendation for Award**

Dear Lisa Teggarty,

We received a quotation from Ryfan to perform electrical and mechanical upgrades to the Administration Building as per the Issued for Tender drawings and specifications dated 2021-06-23.

Ryfan	\$ 320,351 (excl. GST)
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In addition to this price, the following items should be included in the project cost:

Carpentry Allowance	\$ 15,000
Seismic Engineer Sign-off Allowance	\$ 10,000
Project Contingency (15%)	<u>\$ 50,000</u>
Total Project Budget	\$ 395,351 (excl. GST)

In 2022, we had previously received pricing from two other contractors however, the costs were \$647,490 and \$731,616 which exceeded the project budget. We had engaged in discussions with both contractors for opportunities to lower the project costs and both contractors indicated that the price could not be reduced. Given the price was substantially higher than the project budget, a contract was not established with either contractor.


Ryfan's price is substantially less than the previous quotes and appears to reflect the current market conditions. We recommend that the Village review the pricing with Yukon Energy Solutions Centre and determine if this project may proceed.

Letter of Recommendation for Award - Carmacks Administration Building Electrical and HVAC Upgrades

If the Village would like to proceed with this work, we recommend awarding a contract to procure long lead time items (Boiler, Ventilators, Heat Exchangers, Pumps and ERV System) which may be covered using the remaining project budget and a separate contract can be awarded to the contractor once additional funds are available to complete the work prior to construction this summer. A breakdown of the equipment prices is in the attached quote.

Please advise if you would like to award the contract to Ryfan and we will arrange for a pre-construction meeting to develop the appropriate contract documents to facilitate the work.

Sincerely,



Mauro Trevisan, E.I.T.
Contract Administrator



Adam Greenwood, P.Eng
Project Manager



9 Nahanni Drive, Yellowknife, NWT X1A 0E8
780-571-8000

To:
Chief Administrative Officer
Village of Carmacks
Box 113, Carmacks, Yukon Y0B 1C0
Fax: (867) 8763-6606
Email: cao@carmacks.ca

Quote # 22-139

November 25, 2022

Attention: Lisa Teggarty

Re: Carmacks Admin Bldg.-HVAC Upgrade-Invitation

Ryfan is pleased to submit our price covering the electrical / mechanical scope of work as per Issued for Tender drawings dated 2021-06-23, specifications, addenda (none) & below terms & conditions.

Total quoted price: \$ 320,351.00 GST not included.
Total quoted price Electrical: \$ 42,000.00 GST not included.
Combined price Mechanical and Electrical: \$362,351.00 GST not included.

****See attached mechanical equipment, material, labour, subcontractor etc... breakouts.****

NOTE:

- Start of construction to take place at the beginning of summer to minimize the impact to occupants.
- Excavation to take place in summer.
- The Heat Exchanger Model Number (RVN) listed in the equipment schedule is outdated. Heat exchanger model number carried is GBS series in lieu of RVN.
- Kelvion Heat Exchanger is CRN certified, but does not come with ASME certification.
- Equipment & Material pricing is subject to price increases in 2023.

Included in mechanical quote:

- Mechanical as per Specifications and Drawings.
- Balancing, Electrical, Insulation, Non-BMS Controls, Site services,
- Seismic Engineering (Seismic engineer site visit & sign-off not included).
- Flights, Accommodation, Shipping
- Distribution Ducting, Pipe, and Fittings.
- Grilles and Diffusers.
- Pipe and Duct Insulation.
- Pipe and Duct Identification.
- Louvers.
- Start Up & Commission.
- Mechanical Permits.
- O&M Manuals.
- As-Built drawings (Redlines, No Digital Copies or Auto-Cad).
- Warranty.

Not included in mechanical quote:

- Any design requirement outside NFPA 13.
- Site Security.
- Ceiling Removal & replacement (by Hagert).
- Cutting, Coring, Patching or Painting (by Hagert).
- Compaction testing.
- Backfilling with anything other than native soils.
- Winter work & excavation.
- Surveying.



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- Site Visit & Sign-Off by Seismic Engineer.
- Fire Prevention.
- Protective bollards.
- Regular maintenance.
- Hazardous material removal.
- Temporary Power, Heat or Ventilation.
- Pre-Balancing.
- Patching of wall & roof holes (to be done by on-site carpenter).
- Phase Work.
- Heat Tracing.
- New Base or Structural base for existing tank.
- Provisions for new Propane tank (Existing tank to be used as per plans).
- DDC or BMS Controls.
- Louver & penetration opening repairs.
- Any Cash Allowances (Controls, Gas Service).
- Utility charges.
- Any Engineering costs.
- Independent Commissioning Agent Fees.
- Concrete housekeeping pads for equipment.
- Under slab insulation.
- Freeze Protection.
- Corrosion Monitoring.
- Bonding Fees (Can be provided at an additional cost).
- Man-lifts & Scaffolding.
- Any penalty clauses or liquidated damages.
- No back charges will be accepted unless written notice is provided to Ryfan within 7 Days after the occurrence.

Included in electrical quote:

- Electrical as per Specifications and Drawings.
- Permit Fee is included.
- All wiring to meet the requirements of the latest Canadian Electrical Code.
- As-Built Drawings (Redlines, No Digital Copies or Auto-Cad).

Not included in electrical quote:

- X-Ray of slabs (If Required).
- Winter work.
- Temporary Power or Lighting.
- Any Engineering costs.
- Utility Company Charges.
- Omissions from Electrical Drawings or Specifications.
- Concrete Housekeeping Pads.
- Engineering fees pertaining to Fire Alarm Verification by General Contractor.
- Manlifts & Scaffolding.
- No back charges will be accepted unless written notice is provided to Ryfan within 7 Days after the occurrence.
- Any penalty clauses.

Quotation is good for 30 days from cover letter date.

Prices are in CAD & are exclusive of provincial & federal sales tax & subject to the following assumptions:

Delays as a result of other parties, ground conditions, incorrect prints or permit issues may result in additional charges.

Ryfan reserves the right to revise our price if the final condition varies from the information provided at the time

Quotation is Valid for 30 Days

Payment Terms: Net 30 Day's after receipt of Invoice.



9 Nahanni Drive, Yellowknife, NWT X1A 0E8
780-571-8000

of the estimate/quotation.

We thank you for the opportunity to quote and shall be pleased to submit any information you may require in your evaluation of our offer.

Yours Truly,

Darren Fraser.

Darren Fraser: Manager

T: 780.571.8001 | dfraser@ryfan.ca

Dan Paquette.

Dan Paquette: Mechanical Estimator

T: 780.571.8003 | dan.paquette@ryfan.ca

Carmacks Admin Building

COST CODE	DESCRIPTION	COST
	LABOR:	\$ 70,349.40
1	Mechanical demolition	\$ 7,260.00
2	Mechanical Piping	\$ 31,363.20
3	Mechanical heating equipment install	\$ 7,840.80
4	Mechanical ventilation	\$ 11,906.40
5	Mechanical ventilation equipment install	\$ 5,808.00
6	Mechanical finishing, Testing & Commissioning	\$ 6,171.00
	MATERIAL / EQUIPMENT:	\$ 98,342.75
7	heating material (pipes, fittings, valves & hangers)	\$ 39,938.47
8	Boilers	\$ 14,229.60
9	Pumps	\$ 7,590.33
10	HEX & Tanks	\$ 3,248.85
11	Water Softener	\$ 3,146.00
12	Gas Regs & Propane Blankets	\$ 5,324.00
13	ventilation material	\$ 4,840.00
14	ventilation equipment	\$ 20,025.50
	SUBCONTRACTORS:	\$ 103,371.20
15	electrical - includes control wiring	\$ 42,000.00
16	insulation	\$ 29,282.00
17	seismic	\$ 13,310.00
18	air & water balance	\$ 7,865.00
19	site service & line locate	\$ 9,704.20
20	refrig reclaim	\$ 1,210.00
21	carpentry / general contractor	\$ -
	GENERAL EXPENSES (OTHER):	\$ 90,287.78
22	permit, mobilization, submittals, tools, o&m's, as-builts, truck rental, misc..	\$ 19,360.00
23	food & accommodations	\$ 34,775.40
24	flights	\$ 18,002.38
25	freight	\$ 18,150.00
Total		\$ 362,351.13



Change Directive #2

Date | March 6, 2023

Project: Carmacks Recreation Centre Controls Upgrades
Owner: Jordan Stackhouse, Village of Carmacks
Contractor: Ben Gilbert, Arcrite Northern Ltd.
Prepared By: Adam Greenwood, Greenwood Engineering

This is your authorization that the changes listed in this change directive form part of the contract. The completion date and the contract amount of the reference project are hereby adjusted as indicated and shall not be further adjusted by reason of the described changes. All of the terms, covenants and conditions of the reference contract, except as duly modified by this and previous change orders if any, remain in full force and effect.

Reason for Change:

- 1) Freeze alarm issues were encountered by system operators. The Contractor will be directed to remotely reprogram and test the two air handling units from Whitehorse.

Time Tracking:

Item	Description	Quantity	Rate	Total
1	Labour – SOR Regular Time	8	\$140	\$1,120.00
			Total	\$1,120.00

Changes:

Schedule: Estimated Time to complete is approximately 1 month.

Price: Current Contract Price \$ 156,609.00
The contract price is increased by \$ 1,120.00
The new contract price is \$ 157,729.00

Recommended by Consultant: Mauro Trevisan, Greenwood Engineering Solutions

Signature:  Dated: 2023-03-06

Accepted by Ben, Gilbert., Arcrite Northern Ltd.

Signature: _____ Dated: _____

Accepted by the Owner: CAO, Village of Carmacks

Signature:  Dated: 03/16/2023



[Redacted text block]

Don't miss out! Registration for FCM's 2023 Annual Conference and Trade Show launches today

FCM Events <events@fcm.ca>

Tue 2/21/2023 6:01 AM

To: Kevin Unterschute <kunterschute@carmacks.ca>

[View email in browser](#)

February 21, 2023



Registration for AC 2023 launches today

Canada's largest gathering of municipal officials is back!

FCM's 2023 Annual Conference and Trade Show will take place from **May 25-28** at the **Metro Toronto Convention Centre** in downtown Toronto, ON.

Join us this year, as we help **local success go national**: connecting dynamic local leaders with the ideas, tools, and insights to deliver powerful results and build a stronger nation.

Registration launches today—Tuesday, February 21 at 2 p.m. ET.

Are you most interested in AC2023's practical workshops, great networking opportunities, or our renowned trade show? Feel free to preview our [program](#) and start to plan your trip.

Study and Companion Tours: Don't forget, when registering, you can **reserve your spot for one study tour of your choice**. We invite you to consult the detailed descriptions in advance of today's launch, as study tour registration operates on a first come, first registered basis. Our 2023 study tours will showcase a range of Toronto municipal projects and facilities, with eye-opening visits that will provide insight on some of the most important and timely issues affecting communities across the country. Guidance will be provided by experienced City of Toronto staff during these tours.

If you're expecting to have company on your trip to AC2023, take a look at our wide range of [companion tours](#) and review the options before registration launch. The exceptional range of activities will provide a wealth of insights into Canada's largest and most diverse city, and its unique history.

Booking your trip to AC2023: For help booking a trouble-free and discounted trip to Toronto, please see the [Travel](#) and [Accommodation](#) pages on our website. These outline transportation options to get to Toronto (with discount codes) and list hotels where FCM has reserved blocks of rooms. **Please note that the reservation for these blocks will open today at 2 p.m. ET.**

FCM's Annual Conference and Trade Show is a once-a-year opportunity to learn best practices, influence the national municipal agenda, network with local leaders from all kinds of communities, and forge the relationships that will help make your community stronger.

We're looking forward to seeing you at this exciting event in May!



Village of Carmacks

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

To: Mayor & Council

Date: March 16, 2023

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

Re: CAO Debrief (March 7th – March 16th)

Hello Mayor & Council,

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

1. Grand Opening of the Carmacks Recreation Complex – March 11th, 2023

The Village hosted a collaborative grand opening event for the CRC recently including the compounded assistance of many respective parties and agencies. Over 600 people participated in the activities throughout the weekend. The inaugural hockey camp at the CRC had 49 registered participants and provided a strong foundation for the Carmacks Minor Hockey Association to build from. 5 different corresponding media agencies covered the weekend festivities and media photo opportunities capturing the ceremonial opening faceoff including respective municipal, territorial, federal, and first nation representatives.

2. Fire Hall Update:

Firehall is ready for occupancy signature but the Village remains adamant in having a back-up generator contingency plan in place from YTG before authorizing owner occupancy of the facility. Update and timeline to be provided for next council meeting (April 4th). The Village is communicating with our CA (Alex Hill) and YTG – Building Safety and Environmental Health Department to gain clarity of the situation of the existing firehall and the status of condemnation of the building site (Old Firehall & Old Aquatic Center). The Village is in preliminary discussions with Wildfire Management regarding lease of the old firehall building and site dependant on condemnation status clarity from YTG – BSEH

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Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

3. CAO Training and Development Plan Update:

- Currently reading “Welcome to the Hall” by James Ridge – Former CAO at the City of Vancouver, City of Burlington, and City of Toronto. This material outlines the practical guide to being a new CAO, dealing with Mayor & Council, the breakdown of a variety of budgeting responsibilities, guides on how to act in the best interest of your community, and how to develop and action an Official Community Plan based on Council goal’s
- Rural Community Economic Development by Wayne Caldwell – This material outlines the economic planning challenges for a rural community when dealing with low birth rates, aging populations, low rates of new residents, and declining political power & longevity.
- Gathering financial training options with YTG – Community Advisor – Options include:
 - ◆ Financial Management – Yukon University (1 year)
 - ◆ Municipal Financial Management - MACA (NWT)
 - ◆ Municipal Financial Management – Athabasca University (6 months)
 - ◆ Municipal Financial Management – University of Alberta (6 months)
 - ◆ Municipal Finance 101 – Municipal Information Network
 - ◆ Finance Administration – Yukon Territorial Government
- Gathering Public Administration and Yukon Municipal Act training options including:
 - ◆ Public Administration University Certificate – Athabasca University (1-year)
 - ◆ First Nation Governance and Public Administration – Yukon University (3 years)
 - ◆ CAO Handbook and YMA Handbook – YTG – Community Advisor
 - ◆ Public Administration Certificate - Camosun College (1 Year)

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Village of Carmacks

By-law 262-20

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

WHEREAS Section 248 (1) of the Municipal Act provides that a Council may, by bylaw and to the extent of its jurisdiction, impose a municipal service charge; and

WHEREAS Section 232 of the Municipal Act provides that if it is in accordance with an agreement authorized by bylaw under section 229, a municipality may provide outside its boundaries a municipal service that it has power to provide in its boundaries.

NOW THEREFORE the Village of Carmacks duly enacts:

1. Title: This bylaw may be referred to as the “Service Rates and Fees Bylaw”.
2. Conditions:
 - a. The schedule of fees to be charged with respect to goods and services supplied by the Village of Carmacks is hereby established as set out in Appendix “A” attached hereto and forming part of this bylaw.
 - b. Normal business hours shall be 9:00 AM to 9:00 PM Monday through Friday, 12:00PM to 9:00PM Saturday, and 12:00PM to 4:00PM Sundays. Monday through Friday except on statutory holidays.
 - c. All rates shall be billed on a one-hour minimum basis and on half hour increments.
 - d. Goods and Services Tax must be added to the following rates unless otherwise specified.
 - e. All rentals are subject to the Village of Carmacks – Rental Agreement

ENACTMENT

7.1 This bylaw shall come into full force and effect upon, 2023

READ A FIRST TIME THIS --th DAY of -Month-, 2023

READ A SECOND TIME --rd DAY of -Month-, 2023

READ A THIRD TIME AND FINALLY PASSED THIS _____ DAY of _____, 2023.

MAYOR BODIE

CAO CYBULSKI

APPENDIX "A"



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

2023/24 – Recreation User Fees - *** All price points including tax

Age Group/ Membership Type	Single Visit (Fitness, Gym, Rock Climbing Wall, Free Skate)	4 Punch Pass (Fitness, Gym, Rock Climbing Wall,)	10 Punch Pass (Fitness, Gym, Rock Climbing Wall,)	Monthly Membership (Fitness, Gym, Rock Climbing Wall,)	3 Month Membership (Fitness, Gym, Rock Climbing Wall,)	6 Month Membership (Fitness, Gym, Rock Climbing Wall,)	1 Year Membership (Fitness, Gym, Rock Climbing Wall,)
Adult	\$6	\$12.50	\$35	\$35	\$75	\$125	\$200
Child/Youth	\$4	\$12.50	\$25	\$25	\$55	\$90	\$160
Family				\$60	\$125	\$200	\$360
Senior	\$4	\$12.50	\$25	\$25	\$55	\$90	\$160

Phone: (867)-863-6271 ext.202
 Email: recreation@carmacks.ca

VILLAGE OF CARMACKS - RECREATION CENTRE RENTAL RATES

Please email complete form with SUBJECT: RENTAL APPLICATION to: recreation@carmacks.ca
or drop off completed forms at the Recreation Center during regular business hours.

REGULAR RENTALS

ROOM	FEATURES	HOURLY RATE	PrimeTime	BEST SUITED FOR
TAX NOT INCLUDED				
Gymnasium	Full Sized Gym	\$40.00/hr (\$250 all day)	N/A	Commercial Enterprise Government Activities Presentations
SPECIAL NOTE: AVAILABILITY MAY VARY DUE TO KIDS CLUB BETWEEN 3:00PM-6:00PM				
Multi-Purpose Room	Comfortable seating Television Access Kitchen Proximity	\$30.00/hr (\$200 all day)	N/A	Conference Meetings Birthday Parties
SPECIAL NOTE: GREAT FOR FUND-RAISING EVENTS, MEETINGS AND YOUTH ACTIVITIES				
Meeting Room	Open Floor Plan Mini Bar Balcony Access	\$30.00/hr (\$200 all day)	N/A	Conference Meetings Private Functions Presentations
SPECIAL NOTE: NATURAL LIGHT, OUTDOOR ACCESS, QUIET SPACE IDEAL FOR CLASSROOM SETTINGS				
Kitchen	Fridge and Freezer Gas stove and fryer Lots of prep space	\$35.00/hr (\$225 all day)	N/A	Great for preparing meals for events and food storage
Hockey Ice-Pad (Adult)	Full Length Ice Slab Rental	\$160/hr - Prime \$100/hr Non-Prime	Monday to Friday: 3PM -8PM 11AM-8PM (Sat)	Hockey Programming
Hockey Ice-Pad (Minor)	Full Length Ice Slab Rental	\$100/hr -Prime \$65/hr Non-Prime	Monday to Friday: 3PM -8PM 11AM-8PM (Sat)	Hockey Programming
Curling Ice-Pad	Full Length Curling Slab - 3 Ends	\$130/hr - Prime \$100/hr Non-Prime	Monday to Friday: 3PM -8PM 11AM-8PM (Sat)	Curling Programming

Floor Slab (May to September) ***Seasonal***	Full Length Concrete Slab Rental – Rink Floor	\$60/hr or \$400 All Day	N/A	Camps, Birthday Parties, Bazaar, Sports, and more
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SPECIAL NOTE: ADDITIONAL FEES APPLY FOR EQUIPMENT RENTAL, SEE ITEM BREAKDOWN BELOW

SPECIFIC RENTALS

IN ADDITION, A \$200.00 DEPOSIT WILL BE REQUIRED FOR ALL EVENTS BELOW

ROOM	FEATURES	RATE	DEPOSIT FOR PARTIES	DETAILS
Funeral	Includes Gym and Kitchen	\$250.00	N/A	
Headstone Potlatch	Includes Gym and Kitchen	\$250.00	N/A	
Wedding	Includes Gym and Kitchen	\$1,000.00	N/A	

Revised January 2023

EQUIPMENT RENTALS

KEY DEPOSITS WILL ONLY BE HANDED OUT TO LONG-TERM RENTALS

ITEM	RENTAL RATE	CONDITIONS
Public Address System	\$40.00	Without Staff Set-Up
TV and DVD or Projector	\$20.00	Does Not Leave The Building
Facility Wifi Access	\$25.00	Per Day
Dishes and cookware	\$35.00	Does not leave the building
Cotton Candy/Popcorn Machines	\$25.00 each	Renter supplies materials needed

Snowshoes	\$5.00/day	Per Pair
Lockers	\$5.00/month	User supplies their own lock
Bouncy Castle	\$50.00/hr	Includes staff / set-up
Coffee and Tea service	\$25.00 / without Coffee & Tea \$50.00 / with Coffee & Tea	Read Options





Village of Carmacks

By-law 281-23

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

WHEREAS Section 248 (1) of the Municipal Act provides that a Council may, by bylaw and to the extent of its jurisdiction, impose a municipal service charge; and

WHEREAS Section 232 of the Municipal Act provides that if it is in accordance with an agreement authorized by bylaw under section 229, a municipality may provide outside its boundaries a municipal service that it has power to provide in its boundaries.

NOW THEREFORE the Village of Carmacks duly enacts:

1. Title: This bylaw may be referred to as the “Arena advertisement prices be accepted as presented”.
2. Conditions:
 - a. The Advertiser agrees to pay the Annual Price to the VOC when the contract is signed. Advertising will not be placed until the full amount is paid.
 - b. The Village may refuse or alter any advertising material submitted by the Advertiser for display in the said sign frame or location if the Village deems such material objectionable or for any reason undesirable and, without limiting the generality of the foregoing, the Advertiser agrees that all advertising will comply with the Canadian Code of Advertising Standards of the Canadian Advertising Advisory Board.
 - c. The Village will, upon receipt and approval of the advertising material, install the material at the Village's cost in the agreed location.
 - d. This Agreement will be governed by and construed and enforced in accordance with the laws of the Yukon Territory.
 - e. Goods and Services Tax must be added to the following rates unless otherwise specified.

ENACTMENT

7.1 This bylaw shall come into full force and effect upon, 2023

READ A FIRST TIME THIS --th DAY of -Month-, 2023

READ A SECOND TIME --rd DAY of -Month- , 2023

READ A THIRD TIME AND FINALLY PASSED THIS _____ DAY of _____ , 2023.

MAYOR BODIE

CAO CYBULSKI

APPENDIX "A"



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

Carmacks Recreation Complex - Arena Advertising Prices

Product	Quantity	Dimensions	Duration	Unit Price
Dasher Board – Sides – Rink	32	3ft X 8 ft	1 Year	\$1500
Dasher Board – Center Ice - Rink	2	3ft X 5ft	1 Year	\$2000
Dasher Board – Penalty Box - Rink	4	3ft X 3ft	1 Year	\$3000
Wall Banners – Main - CRC	10	6ft x 4ft	1 Year	\$1000
Wall Banners – Lobby - CRC	12	3ft x 6ft	1 Year	\$1000
Upper Concourse Suite - CRC	1	6ft x 8ft	1 Year	\$5000
Upper Level - Framed Posters - CRC	4	4ft x 4ft	1 Year	\$1000
Elevator Door - CRC	2	6ft x 3ft	1 Year	\$1000
Scoreboard – Rink - CRC	1	4ft x 8ft	1 Year	\$5000
TV Digital Ads – Lobby, Concourse & Changerooms - CRC	36	65" Television & 12" LCD Monitors	1 Year	\$250
In-Ice Logo – Rink - CRC	4	Neutral Zone Corners	1 Year	\$2500
Changeroom Sponsorship – CRC	3	Door Banner 2ft x 2ft & 6ft x 4ft Signage	1 Year	\$5000
Penalty Box Sponsorship - CRC	2	Box Wrapping & Bench Ad	1 Year	\$5000
Facility Sponsorship - CRC	1	***See Below***	1 Year	\$25000

*** Includes (2) In Ice Logos , Logos on Rink Entrance Doors , Dasher Board , Hallway Banner Upstairs, Hallway Banner Downstairs, Changeroom Sponsorship and a Window Banner in the Sponsored Rink ***

Telephone: (867) 863-6271
 Fax: (867)863-6606
 Email: info@carmacks.ca



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

2023 Arena Advertising Agreement /Invoice

Please complete the agreement and return with payment to the above address:

Company Name: _____

Mailing Address: _____

City/Town: _____

Contact Person: _____

Phone: _____ Fax: _____

Email: _____

Invoiced as indicated below:

\$___ – Annual Advertising Fee – Paid March 1 st – Each Year – Includes purchased and agreed upon ad space within the Carmacks Recreation Complex
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\$___ Annual Sponsorship of a Minor Hockey Tournament or Curling Event – Event Date

- The purchase of the sign is the responsibility of the municipality. Ownership of the sign is controlled by the advertiser.
- All new signs must be printed on a 3' X 6' or 3' x 8' crezon/premium vinyl board ad
- The advertiser assumes the responsibility of maintaining the sign to a high standard.
- The rental fee is for the period from March 1st, 2023 to April 31, 2024 unless a term longer than one year has been agreed upon by both parties.

Purchaser Signature: _____ Date: _____

CAO Signature: _____ Date: _____

Telephone: (867) 863-6271
Fax: (867)863-6606
Email: info@carmacks.ca



**Village of Carmacks
BY-LAW #280-23**

A by-law to establish the position of Chief Administrative Officer and to make provision for appointment.

Whereas pursuant to section 183 of the Municipal Act, Chapter 154, RSY 2002, the council of the Village of Carmacks must establish by bylaw the position of Chief Administrative Officer and must appoint a person or persons to that position; and

Whereas the council of the municipality deem it proper and expedient to appoint a chief administrative officer and to enter into a contract of employment with that person;

Now Therefore, the Council of the Village of Carmacks, in open meeting assembled, hereby **ENACTS AS FOLLOWS:**

1. This by-law may be cited as the "Chief Administrative Officer Bylaw".
2. The position of Chief Administrative Officer of the Village of Carmacks is hereby established.
3. The Chief Administrative Officer shall be appointed by bylaw and shall hold office at the pleasure of council and in accordance with such terms and conditions of employment as may be established by agreement between the council and the Chief Administrative Officer.
4. The Council of the Village of Carmacks appoints Matthew Cybulski as the Chief Administrative Officer for the Village of Carmacks.
5. This appointment is effective March 1, 2023.
6. The Chief Administrative Officer shall have signing authority on behalf of the Village of Carmacks.

BY-LAW #246-18 shall be repealed on the retirement of the incumbent.

Read a first time this 21st Day of March, 2023.

Read a second time this 21st Day of March, 2023.

Read a third and final time this ___th Day of ____, 2023.

Lee Bodie
Mayor

Matthew Cybulski
Chief Administrative Officer