

ATTENDANCE

Lauren Hanchar – Deputy Mayor
Denina Paquette – Councillor
Dale Burdes – Councillor
Thomas Slager - Councillor

Administration

Cam Lockwood – Chief Administrative Officer
Tiffany Lund – Municipal Clerk

Public

J. Carlson R. Wilkinson

The meeting was called to order at 6:00 pm by Deputy Mayor Hanchar.

AGENDA

MOTION 022-17-143

Moved by Councillor Paquette, seconded by Councillor Burdes THAT:

The Agenda be adopted as amended to include an item under New & Unfinished, being the Town Hall Meeting.

- CARRIED -

MINUTES

MOTION 022-17-144

Moved by Councillor Burdes, seconded by Councillor Slager THAT:

The draft minutes from the Regular Meeting of September 20, 2022, be adopted as presented.

- CARRIED -

The minutes spoke to the discussion regarding the current condition of the Yukon border sign and Deputy Mayor Hanchar asked that Administration consider exploring the condition of the other Yukon border sign. Administration will follow up with the Department of Highways to request that the condition of both Yukon border signs be investigated, along with other signs throughout the community that have already been brought forward to the Department.

MOTION 022-17-145

Moved by Councillor Slager, seconded by Councillor Burdes THAT:

The draft minutes from the Special Meeting of September 29, 2022, be adopted as presented.

- CARRIED -

**ACCOUNTS
PAYABLE**

Open Payables

MOTION 022-17-146

Moved by Councillor Burdes, seconded by Councillor Paquette THAT:

The Open Payables in the amount of \$81,729.57 be approved and paid.

- CARRIED -

MOTION 022-17-147

Moved by Councillor Slager, seconded by Councillor Burdes THAT:

The Open Payables in the amount of \$249,405.24 be approved and paid.

- CARRIED -

Administration asked that moving forward, if there are questions about payables that cannot be answered at the time of the meeting, that Council approve the payables and have Administration follow up on the enquiry. Administration explained that when payables are tabled, payments are delayed.

CORRESPONDENCE

**Yukon Legislative Assembly
Standing Committee on Open Accounts**

Council was in receipt of a correspondence from the Yukon Legislative Assembly regarding the audit done on the Yukon Department of Health and Social Services and the Yukon Housing Corporation and seeking input on the draft action plan provided by Yukon government. Council is to send any comments to Administration to compile and send before the November 25, 2022 deadline.

**Community Services
Frances Avenue**

Council was in receipt of a correspondence from Community Services regarding a lift station and lot rezoning on Frances Avenue. Administration confirmed that the location of the

proposed lift station is correct, as per past correspondence with the Lands Branch and that with direction from Council, Administration will continue to work with Kevin Fisher in respect to the development of a lift station on Frances Ave.

MOTION 022-17-148

Moved by Councillor Paquette, seconded by Councillor Burdes THAT:

Council direct Administration to continue working with Kevin Fisher on the Frances Avenue lift station development.

- CARRIED -

REPORTS

CAO Report

Administration shared that the septic at the Municipal Services Building has been dug and redone by Arctic Backhoe and all other deficiencies have been corrected. An inspection is scheduled later in the month.

The landscaping project at the Town Office is almost complete with the only items outstanding being the installation of the sign and a clean-up of the parking lot.

Administration provided an update on infrastructure upgrades and noted that a surveyor has been in the community for several weeks preparing for work to commence in the spring. Administration would like Tender documents to go to the public in February 2023. Administration anticipates an update on funding for Phase 2 in the near future.

The Dry Hydrant initiative has been put on hold until spring when percolation tests can be completed. There were delays due to heritage assessments, Administration explained.

Administration announced that the Public Waste Drop-Off is being retendered later in October and the Transfer Payment Agreement has been extended to 2024. The goal is to have work start in the spring of 2023.

The ice plant upgrades are complete, and the Parks and Recreation staff have started making ice. The new equipment is working well. A portion of the lighting is not complete due to the contractor's shipment of lights being lost in transition. Administration shared that the goal is to have the arena ice ready within the next two weeks.

There is one last piece of roofing that needs to be done at the Recreation Centre; the contractor is waiting on supplies to complete and then will start on the repairs needed on the Ski Chalet roof.

Quarterly Department Reports

Council was in receipt of third quarter Department Reports. Administration noted that the update on the NLC fuel tank installation should not have been in the Utility Department report. Council had numerous questions resulting from the reports.

Administration explained that the removal of refrigerators from the Landfill is contracted by Yukon government and that the willows cleared from an area of the Landfill is for a new cell location for waste burial. Administration also explained that SWANA is facilitating a 3 day course that speaks to effective Landfill management and standards and the Town is sending four employees to attend.

In response to Council's enquiry of the Ski Chalet's fire suppression system failing recertification, Administration explained that a follow up was done with the Town's insurance company and various fire suppression providers and it was discovered that an error was made; the system should have been recertified for 6 months with a requirement that the Town to bring the system up to code within that timeframe. This will be rectified by the fire suppression company the following week and Administration will start working on the replacement of the system.

Council had questions about unionized positions, the process for job postings, and the possibility of creating Auxiliary On-Call positions to help when various departments are short staffed. Administration explained that hiring processes are followed as per the Collective Agreement and that Administration plans to explore floater/AOC positions at upcoming union negotiations.

Administration is working with Bylaw to determine the process when a property is unsalvageable, requiring demolition, and what happens when a property owner is unwilling or unable to complete the demolition.

Councillor Paquette acknowledged the work of the Bylaw Officer and enquired on the potential veterinary spay and neuter program. Administration would like to approach LFN about a program partnership in 2023.

The mention of a recycling pamphlet going out to the public prompted Deputy Mayor Hanchar to enquire on the Town Crier, as this information used to be shared in that format. Administration is still considering a cost-effective solution for the Town Crier as the past format was time consuming and costly.

Deputy Mayor Hanchar asked that certain items be removed from the department reports, due to the nature of the information, prior to the reports being published on the Town website.

MOTION 022-17-149

Moved by Councillor Paquette, seconded by Councillor Burdes THAT:

The Quarterly Department Reports be adopted.

- CARRIED -

**Admin Report
Fuel Cardlock Tender**

An Invitation to Tender was advertised for the supply of fuel cardlocks and the Town received two bids from Dall Contracting LTD. and North 60 Petro. Council discussed the difference in price with North 60 Petro providing a 0.02 discount from posted rates and Dall Contracting providing a 0.05 discount on posted rates.

MOTION 022-17-150

Moved by Councillor Slager, seconded by Councillor Paquette THAT:

Council approve the quote received from Dall Contracting LTD. to supply Town fuel cardlock services for the Town of Watson Lake for a one-year term.

- CARRIED -

Dump Truck Purchase

Deputy Mayor Hanchar read aloud the Admin Report which explained that due to a Canada wide shortage, the dump truck, which was previously approved by Council for purchase, was no longer available until 2024. Administration provided a recommendation to purchase a different model dump truck, which would be available at the end of October of this year, priced at \$262,000.00 which is \$39,032.00 over budget. Administration explained that a Gas Tax application was originally approved in the amount of \$250,000.00 and that Administration can apply for additional Gas Tax funds to cover the remaining amount of \$12,000.00. Council discussed the recent expenses incurred by dump truck rentals and the benefits of moving on the purchase right away.

MOTION 022-17-151

Moved by Councillor Paquette, seconded by Councillor Burdes THAT:

Council approve the purchase of the T880 dump truck in the amount of \$262,000.00 as recommended by Administration.

- CARRIED -

BYLAWS

**Bylaw #22-07
CAO Bylaw**

Following the October 4th Council meeting, at which concerns were raised about the Draft CAO Bylaw contradicting that of the Council Code of Conduct Bylaw, Administration reached out to Community Services for clarification and feedback. Council was in receipt of correspondence from Community Advisor, Michael Prowse, which explained that there was no conflict between the two Bylaws. Council discussed at length, the wording of the CAO Bylaw and the relationship between various sections of the Bylaw, and after such, were satisfied that there were no contradictions or a need to amend the Draft CAO Bylaw.

MOTION 022-17-152

Moved by Councillor Slager, seconded by Councillor Burdes THAT:

Bylaw 2022-07, being the CAO Bylaw, be introduced for First and Second Reading.

- CARRIED -

NEW & UNFINISHED

**Policy #2022-01
Procurement Policy**

The draft Procurement Policy #2022-01 was introduced to Council for consideration and adoption. Deputy Mayor Hanchar felt that the draft policy should be discussed at the upcoming Town Hall meeting or shared with the local Chamber of Commerce for feedback from the business community, prior to adoption. Deputy Mayor Hanchar also had questions on section 4.1, specifically being how illegal and unethical behaviours would be determined. Administration explained that the draft policy was adopted from the City of Whitehorse and the City of Dawson and was legally vetted, and that the Tender documents that the Town currently publish have similar verbiage on illegal and unethical behaviour.

MOTION 022-17-153

Moved by Councillor Slager, seconded by Councillor Burdes THAT:

Council adopt Procurement Policy #2022-01 as presented.

- DEFEATED -

Town Hall Meeting

Council discussed a new date for the Town Hall meeting after learning that Mayor Irvin was not available on the originally set date. The new date for Town Hall was set to October 19, 2022, at 6pm.

**COUNCILLOR
OPEN FORUM**

Councillor Slager brought forward a previous concern regarding vacant properties being charged for garbage collection. Administration explained that the Fees and Charges Bylaw will be on the November 1, 2022 meeting agenda for discussion at which time the garbage fee can be discussed. Administration advised Council that a change to this fee may also require a review and possible change to the Solid Waste Bylaw.

Councillor Burdes enquired on the status of the Auburn Drive project. Administration stated that work was anticipated to start by the end of the week.

Councillor Burdes asked what happens with cardboard bails at the Landfill and Recycling Centre, to which Administration explained that Yukon government tenders out the hauling of cardboard bails.

Councillor Paquette raised the question of why the Recycling Centre does not recycle glass. Administration explained that it was due to cost but that it is crushed and used for cover at the Landfill.

Councillor Hanchar enquired on the status of the flagpole installation at the Town Office and recommended that there be three poles installed, rather than two.

Councillor Hanchar shared that users of the baseball diamond have expressed concern over the current condition and asked if the Town would consider an application to the Field of Dreams fund for the repair, which must be completed by October 31, 2022. Administration agreed that researching and applying for funding for the ball diamond would be beneficial but expressed concern with internal capacity to complete the application in such a short period of time.

GALLERY OPEN FORUM

Janice Carlson asked for clarification on the fuel cardlock tender pricing.

Ruth Wilkinson enquired on the Auditor General report and if the public was privy to the report and could participate in providing feedback. Ruth also shared that parcels are set to be mailed to students attending school outside of the community and that students can be added upon request.

IN-CAMERA

MOTION 022-17-154

Moved by Councillor Burdes, seconded by Councillor Paquette THAT:

Council go In-Camera.

- CARRIED -

MOTION 022-17-155

Moved by Councillor Burdes, seconded by Councillor Paquette THAT:

Council revert to an Open Meeting.


- CARRIED -

MOTION 022-15-139

Moved by Councillor Burdes, seconded by Councillor Slager THAT:

There being no further business the meeting be adjourned.

- CARRIED -



Christopher Irvin – Mayor



Tiffany Lund – Municipal Clerk