

**TOWN OF WATSON LAKE  
COMMITTEE OF THE WHOLE MEETING  
COUNCIL CHAMBERS 6:00 PM**

**MEETING NO. 19  
October 3, 2023**

**ATTENDANCE**

*Electronic attendance \**

Christopher Irvin – Mayor  
Lauren Hanchar – Councillor  
Dale Burdes – Councillor  
Thomas Slager – Councillor  
Denina Paquette – Councillor

**Administration**

Shannon Bergeron – A/Chief Administrative Officer  
Tiffany Lund – Municipal Clerk

**Public**

C. Craft \*            J. Carlson \*  
C. Ellis              B. Whimp

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

**AGENDA**

**MOTION 023-19-153**

Moved by Councillor Hanchar, seconded by Councillor Slager THAT:

The Agenda be adopted as presented.

**- CARRIED -**

**MINUTES**

**MOTION 023-19-154**

Moved by Councillor Slager, seconded by Councillor Hanchar THAT:

The draft minutes from the Regular Council Meeting of September 19, 2023, be adopted as presented.

**- CARRIED -**

Councillor Slager asked Administration for an update on the questions posed at the previous meeting during Councillor Open Forum, regarding security cameras and fencing. Administration explained that there are no bylaws in place to address the issues brought forward regarding security cameras or fencing so no action will be taken by the municipality.

**PAYABLES**

**MOTION 023-19-155**

Moved by Councillor Paquette, seconded by Councillor Hanchar THAT:

The Open Payables in the amount of \$126,899.12 be approved and paid.

- CARRIED -

**CORRESPONDENCE**

**C. Ellis - Urban Visitor Sign Program**

Council was in receipt of a correspondence from Courtney Ellis asking Council to consider lowering the fees for businesses to install Urban Visitor Signs along the Alaska Highway. Mayor Irvin read the letter aloud and acknowledged that the Urban Visitor Sign program and fee structures were being reviewed by Council and discussed later in the meeting.

**E. Labonte – Potholes**

Council was in receipt of a correspondence from Erin Labonte regarding potholes on Town rights-of-way in some residential areas and the safety risk that they pose. Council acknowledged that there are certain areas of roadway that are in very poor condition. Although, many of these roadways will be fixed in time during the inground infrastructure project, Council recognizes that some areas need more immediate solutions. Council asked that Administration investigate potential solutions for priority areas that are a risk to safety.

**REPORTS**  
**CAO Report**

Administration provided various department updates, including:

- The Dennis Ball Memorial Pool closed for the season and the Parks crew is getting the facility prepared for winter.
- The northern Lights Centre closed for the season. There were approximately 4,000 visitors throughout the season. Two new movies were purchased through special museum funding that will be ready to show next season.
- The Ski Chalet roof project is complete and the Rec Centre drains will be done prior to winter.
- Administration met with members of the YG Tourism Branch to discuss potential funding for an Urban Visitor Sign project and possible trail enhancement project.
- The Watson Lake Ski Club has requested a Letter of Support for their funding application for a new snow groomer.
- Phase 1 of the inground infrastructure project commenced and will be complete mid-October. Administration provided Council with contract award details, including successful bidders for the various project stages, timelines, and budget amounts.

- Dry hydrant testing was completed at various sites. No results shared with Administration to date.

**Admin Report  
Yukon 125 Fund Update**

Council was in receipt of Admin Report #23-18, which provided an update on the Yukon 125 Fund. Due to a short timeline for project completion, Administration could not pull together all logistics for the Northern Lights Centre art installation. Administration provided two new project ideas for Council's consideration and Council chose the Signpost Forest signage for the funding. Council would like Administration to pursue other available funding avenues to fund a NLC art installation in partnership with LFN and DDC, if agreeable.

**MOTION 23-19-156**

Moved by Councillor Slager, seconded by Councillor Hanchar THAT:

Administration use the Yukon 125 Fund to pay for the new Signpost Forest sign and pursue other funding streams for a Northern Lights Centre art installation project.

- CARRIED -

**BYLAWS**

**Bylaw #99-17  
Volunteer Fire Department Bylaw**

Administration provided Council with the Volunteer Fire Department Bylaw with amendment recommendations from volunteer fire members. Council asked that Administration reach out to Dawson City to compare their Volunteer Fire Department Bylaw and have the newly hired Director of Protective Services and Administration provide feedback for consideration and Second Reading.

**NEW & UNFINISHED**

**Urban Visitor Sign Program**

Mayor Irvin provided background information about the Urban Visitor Sign (UVS) program and how the Town inherited the program, guidelines, and fee structure from the Watson Lake Chamber of Commerce. Council has decided to review the program guidelines and create a policy for UVS administration moving forward. Council asked that Administration inquire about the Whitehorse Chamber of Commerce UVS policy for reference. Council acknowledged that the current state of the signage is poor and wants to encourage businesses to participate in the program. Administration will apply to the Yukon Community Tourism Destination Development Fund in hopes of supporting businesses in sign creation and to potentially alleviate the cost by offering the service free of charge for a period and will create a draft policy for Council's consideration.

**Help & Hope for Families  
Community Grant Application**

Council was in receipt of Help & Hope for Families' Community Grant application and financial statements, as requested at the previous Council meeting, to accompany their letter to Council requesting their late grant application be considered. Council discussed the matter in detail but did not come up with a formal decision, as there is a desire to support non-profit organizations, but the Community Grant policy clearly states that all applications must be received prior to the deadline with all necessary supporting documentation, which was not the case for this organization. Councillor Hanchar would like to see the deadline requirements more prominent on the application form in the future. Mayor Irvin stated that a decision will need to be made at the October 17, 2023 Council meeting.

**Recreation Centre Redesign**

Administration shared concept designs for Recreation Centre kitchen redesigns. Council recommended that there be a change in location of the proposed storage area in the Main Hall and that if the redesign moves forward, there be timing considerations so there are no renovations happening during busy times of year. Mayor Irvin asked that Council send any feedback to Administration.

**GALLERY OPEN FORUM**

**Bill Whimp:**

- Asked for an update on the community safety meeting that Council had committed to hosting. Whimp explained that there have been minor improvements noticed since initial meetings but that there are still a lot of concerned citizens wanting to see a plan in place. Council explained that there will be an open meeting to discuss community safety solutions, but that it may take some time to coordinate all parties that Council wishes to invite, including a consultant who Council hopes will facilitate the meeting. Council assured Whimp that action is being taken and that timelines will be heavily considered in the meeting planning process.

**COUNCILLOR OPEN FORUM**

**Councillor Paquette:**

- Asked Administration what types of calls the emergency on-call staff will act on after hours. Council discussed the correct avenues to take when calling the after-hours line and what types of things would constitute an emergency.

**Mayor Irvin:**

- Brought forward the need for a Town Hall meeting in the near future with the 2024 budget and General Maintenance Bylaw being the main topics of discussion. Council would also like to use the opportunity to provide special project updates. A date of November 27, 2023 was set for the next Town Hall meeting.

IN-CAMERA

MOTION 023-19-157

Moved by Councillor Hanchar, seconded by Councillor Burdes THAT:

Council move In-Camera.

- CARRIED -

MOTION 023-19-158

Moved by Councillor Burdes, seconded by Councillor Paquette THAT:

Council revert back to an Open Meeting.

- CARRIED -

ADJOURNMENT

MOTION 023-19-159

Moved by Councillor Hanchar, seconded by Councillor Burdes THAT:

There being no further business the meeting be adjourned.

- CARRIED -



Christopher Irvin – Mayor



Tiffany Lund – Municipal Clerk



