

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

MEETING NO. 07  
April 2, 2024

**ATTENDANCE**

*Electronic attendance \**

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

**Administration**  
Cam Lockwood – Chief Administrative Officer  
Tiffany Lund – Municipal Clerk

**Public**  
J. Carlson\*      H. Schilling\*      C. Craft\*  
K. Durocher\*      A. Miller\*      J. Stackhouse\*  
R. Harder      B. Walters

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

**AGENDA**

**MOTION 024-07-061**

Moved by Councillor Hanchar, seconded by Councillor Burdes THAT:

The Agenda be adopted as presented.

- CARRIED -

**MINUTES**

**MOTION 024-07-062**

Moved by Councillor Burdes, seconded by Councillor Paquette THAT:

The draft minutes from the Regular Council Meeting of March 19, 2024, be adopted as presented.

- CARRIED -

**PAYABLES**

**MOTION 024-07-063**

Moved by Councillor Hanchar, seconded by Councillor Paquette THAT:

The Open Payables in the amount of \$708,008.01 be approved and paid.

- CARRIED -

Council sought clarification on several items on the payables list and asked for more information about cheques issued to a contractor on a repayment plan with the municipality.

**REPORTS**  
**CAO Report**

CAO Lockwood provided a written report which was read aloud for the gallery (attached). In addition to the updates provided in the report, CAO Lockwood advised Council that, due to inquiries made by Council and the public about replacing roadways, an inquiry was made into what the approximate cost would be to replace all roadways in the community. Administration provided Council with a cost estimate for one roadway (Wye Drive), which came in at \$3.82M, if aggregates were supplied by the Town. Council asked if the cost could be reduced by using different materials or by replacing multiple roadways at once. Administration will continue to lobby the Yukon and Federal governments for funding support for roadway and infrastructure replacements.

**Admin Report – Proposed  
Zoning Bylaw Amendments**

Council was in receipt of an Admin Report provided by Jordan Stackhouse and Administration, with a recommendation to amend Zoning Bylaw 2023-05 to provide better clarity for interpretation and to add to the permitted uses for commercial zones. Stackhouse explained that the proposed bylaw amendments would allow Administration to address pressing issues and accommodate development permits that have been on hold, as well as provide further clarity and certainty to the interpretation and application of the Zoning Bylaw. Council asked if it made sense to open the Zoning Bylaw now if the process would be repeated during the Housing Accelerator Fund (HAF) zoning bylaw review and sought clarification on the amendment process. Administration explained that the amendments being proposed are to address pressing issues and that extensive public consultation would need to take place for the HAF review, which would not allow for pressing issues to be addressed for quite some time. Council asked that a new Zoning Amendment Bylaw with proposed amendments be introduced for First Reading at the April 16, 2024 Council Meeting.

**BYLAWS**  
**Fees and Charges Amendment  
Bylaw 2024-04**

The draft Fees and Charges Amendment Bylaw 2024-04 was before Council for further consideration prior to Third and Final Reading, along with an Admin Report which explained and addressed inconsistent and incorrect fees being quoted and/or charged for Recreation facility and equipment rentals, due to misinterpretations of the Fee Schedule. Councillor Slager voiced concerns about facility rental rates and the quote received for WLSS's upcoming event, which included a separate cost for table and chair rentals. Administration explained, as it was noted in the Admin Report, that the quote given was incorrect, as tables and chairs should have been included in the facility rental quote, and assured Council that the misinterpretation of the fee schedule had been addressed with Rec staff. Rather than charging additional fees for tables and chairs, it was recommended that there be a higher fee for the set-up, take-down and cleaning of large scales event, if the renter did not do it themselves. Council acknowledged that the fees being set are not to discourage use but to ensure accountability and to cover high expenses and time spent by Town staff setting up, taking down and cleaning for events.

**NEW & UNFINISHED**  
**Housing Accelerator Fund**

Jordan Stackhouse spoke to the Housing Accelerator Fund (HAF) and the five housing initiatives that the Town proposed under their fund application. The Town's application was approved in its entirety in the amount of \$2.06M to administer the following five initiatives:

- Zoning Bylaw review and internal policy development
- Creating market strategies to address financing and market value barriers
- The development of policy for municipal service standards for future development
- Conversions of non-residential properties to residential
- Create a grant program to support infill dwelling development

Budgets have not yet been set but it is anticipated that the majority of funding will be used for grant programs to assist those wishing to develop. The goal is to add 35 additional housing options in the community through the initiatives. Council would like to ensure that there is ample community consultation which will begin at a Town Hall meeting and continue until there is a plan that the community supports. Stackhouse will work on a pamphlet that can be shared with the community in coming weeks. Council thanked and acknowledged Stackhouse and Elevator Yukon for the extensive work put into the HAF application.

**Summer Meeting Schedule**

Being there a lot of business to address over the coming months, Council determined that they would not be breaking during the summer as typically done. Council will continue with the regular meeting schedule during the summer, however, changed May meetings to May 14<sup>th</sup> & 28<sup>th</sup> to accommodate AYC AGM travel.

**Town Hall Meeting**

Council will hold a Town Hall meeting on May 15<sup>th</sup>, 2024 to consult on the Housing Accelerator Funds, draft Feeding of Wild Birds and Animals Bylaw, draft General Maintenance Bylaw.

**COUNCILLOR OPEN FORUM**

Slager:

- Expressed satisfaction with the solution brought forward for facility rental fees.

Burdes:

- Commended Administration for the Housing Accelerator Fund announcement that took place earlier in the day.

Hanchar:

- Reminded Council and the public of Green Shirt Day on April 7<sup>th</sup>.

Irvin:

- Commended MP Hanley for lobbying Canada for Housing Accelerator Fund announcement and for the timely manner for which it was done.

GALLERY OPEN FORUM

R. Harder:

- Commended Council on effective meeting procedures
- Asked Administration if sewer connections were being replaced on Tintina Way as a part of the infrastructure upgrades. Administration confirmed that they would be replaced. To the property lines.
- Asked if the Town is CORE certified and mentioned that there have been Town employees seen working on the roadways without protective equipment. Administration confirmed that the Town is not CORE certified and thanked Harder for bringing safety concerns to Administrations attention.

B. Walters:

- Thanked Council for their work on the draft Feeding of Wild Birds and Animals Bylaw.
- Advised Council and Administration that since infrastructure work was done on Tintina Way in the Fall, Walters has poor water pressure. Administration will have the contractor reach out to Walters to discuss.

C. Craft:

- Advised Council that the Town Office flags are not flown in the correct order and asked Administration to ensure that the flags going up along the Alaska Highway are in good condition.

M. Collins:

- Advised that there have been issues with sewer lines freezing this winter. Administration to follow up directly with Collins to discuss further.


ADJOURNMENT

MOTION 024-07-064

Moved by Councillor Slager, seconded by Councillor Burdes THAT:

Being there no further business to discuss that the meeting be adjourned.

- CARRIED -

  
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Christopher Irvin – Mayor  
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Tiffany Lund – Municipal Clerk

10/11/1964

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Town of Watson Lake



CAO Report

PREPARED BY: Cam Lockwood  
REPORT DATE: 2024-03-28

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### Project Updates:

**Infrastructure:** The inground infrastructure work is scheduled to resume as soon as the weather permits in the spring. Norcope will have two crews in town to start the year, with one completing the Tintina Way work and the other working on Adela, Frank and Stikini with work slated to be completed by freeze up.

Currently Ottawa has not committed to any future funding streams, however it appears that they are waiting for the new budget in the spring.

Update: Norcope will have three crews in to start the year instead of the two previously mentioned. The third crew will be doing the boring and pipe installation under the Alaska Highway. Based on weather conditions the plan is for the work to commence by mid- May.

**Rec Centre Scoping:** Work has been ongoing with the building assessment scoping project with engineers and consultants in town completing their work. We will have additional consultants in town on Monday and Tuesday doing further follow up. When the work is completed, a report will be coming to council. This work is funded by YG.

Update: This work is progressing with a draft report to be issued in April.

**Community Hall Renos:** Northern Front Studios and their engineering staff where in town, this week completing their assessments and scoping. The plan is to have work tender documents ready to be put out for tender early May. Our CCBF funding has been approved.

Update: Work continues on the tender documents with no delays anticipated in tendering.

**HVAC:** We have been working with YG on a proposal to have all our HVAC systems at the Rec Centre, NLC and Admin building replaced. Our application for COVID HVAC

funding was submitted to YG Management Board, who have approved it and now an application has been submitted by YG to Ottawa for the final approval as this is a federal funding pot.

Update: Ottawa has approved the funding for this project, YG is just waiting on the signed agreement from them. Work on design continues in the background.

**Dry Hydrants:** The dry hydrant scoping project has wrapped up with 10 locations evaluated for potential dry hydrant installations. Only three locations were found to be suitable. Administration has received the final report and is in the process of reviewing it and will be presenting council with an administrative report soon.

Update: Administration is working on presenting the report to Council at the May COW meeting.

**Francis Avenue:** We have been meeting with Lands Branch to ensure that work is ready to proceed in the spring. Progressive Ventures, the lift station contractor has already mobilized some of their equipment to town and the wet well is scheduled to arrive in the next month. First Kaska has started production of the gravel material which will be in place for when Sidhu Contracting arrives in the spring.

Update: First Kaska is processing and stock piling gravel and fill material, since Council approved their quarry application. Progressive Ventures has numerous pieces of equipment in town waiting on spring thaw to bring the lift station. The wet well has not arrived in town yet but is expected to arrive any day. Sidhu Contracting has been mobilizing equipment to Francis Ave awaiting the snow melt so they can start work.

**Public Waste Drop Off Area:** Westpeak started site construction last fall and continued until the frost would not allow any further advancement. Our Public Works staff hauled fill and gravel to site and stockpiled it. Westpeak has been in constant communication with us since January as they doing their ordering of supplies and materials. They plan on being on site the end of April beginning of May depending on the spring thaw. Our crew has plowed the site to help speed up the thaw. The rolloff trailer and three bins have arrived and are being stored at the Public Works yard, so we will be ready to go into operation as soon as the work is complete.