

**TOWN OF WATSON LAKE  
REGULAR COUNCIL MEETING  
COUNCIL CHAMBERS 6:00 PM**

**MEETING NO. 20  
October 1, 2024**

**ATTENDANCE**

*Electronic attendance \**

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

**Administration**

Cam Lockwood – Chief Administrative Officer  
Tiffany Lund – Municipal Clerk

**Public**

R. Wilkinson      P. Agana      J. Rooney \*  
J. Stackhouse \*    A. Miller \*      J. Carlson \*

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

**AGENDA**

**MOTION 024-020-158**

Moved by Councillor Hanchar, seconded by Councillor Burdes THAT:

The Agenda be adopted with an amendment to remove RCMP Delegation.

- CARRIED -

**MINUTES**

**MOTION 024-020-159**

Moved by Councillor Burdes, seconded by Councillor Slager THAT:

The draft minutes from the Regular Meeting of September 17, 2024, be adopted as presented.

- CARRIED -

**PAYABLES**

**MOTION 024-020-160**

Moved by Councillor Paquette, seconded by Councillor Burdes THAT:

The Open Payables in the amount of \$251,537.39 be approved and paid.

- CARRIED -

Council sought clarification on payable amounts for Scrappy Larry's, CIMCO Refrigeration, Yukon Service Supply and North Lynx Mechanical. Administration explained that the payment to Westpeak had been paid in April and was shown on the payables list in error, therefore the payables total was incorrect.

MOTION 024-020-161

Moved by Councillor Hanchar, seconded by Councillor Burdes THAT:

Westpeak be removed from the Open Payables and an amended Open Payables in the amount of \$127,806.22 be approved and paid.

- CARRIED -

CORRESPONDENCE  
Brian and Tiffany Lund  
Property Access

Council was in receipt of correspondence from Tiffany and Brian Lund regarding access to their property located at 103 Thompson Drive. The correspondence asked for Council to designate the accessway to the property as a municipal road, as it is currently not a road and no easement is in place, which could cause property access issues in the future. Administration advised Council that the inquiry should first be directed to Yukon government for an easement or land lease application as it is Crown Land. Administration advised Council that a support letter from the municipality may help in the process.

MOTION 024-020-162

Moved by Councillor Slager, seconded by Councillor Hanchar THAT:

A letter of support be provided to Tiffany and Brian Lund for an application to Yukon government for an easement or land lease application.

- CARRIED -

REPORTS  
CAO Report

Council was provided with a written CAO report (attached), which was read aloud.

Further to the updates in the report, Administration shared the following information:

- Norcope is on schedule to complete phase one of the infrastructure project by the end of October. Due to the vibrations from the packer on site, a hole opened up on Frank Trail and the Town was using the camera to see if anything was buried in the area, causing the hole.
- Electricians were on site at the Frances Avenue project site to complete the Lift Station work.

- \$3M in funding was secured for the HVAC Upgrade project, which would have HVAC systems upgraded at three municipal facilities. The total project cost estimate came in at \$4M so the project will be rescoped based on priority.
- The Water Treatment Plant Boiler Replacement project may start this fall. The contractor is looking into the logistics of setting up temporary heat while work is underway.
- The Playground Upgrade RFT closes October 15<sup>th</sup>.
- The Director of Finance position had been filled and the incumbent had started.
- Administration is in final stages of negotiations to move the Visitor Information Centre over to the Northern Lights Centre. This change would allow the Gym to be moved back to the old location and would open up squash courts and a spot to instal a golf simulator.
- The curling and hockey ice is being installed the first week in November.
- There are Halloween activity planning underway which include a haunted house, bonfire and fireworks and a dance.
- Thanked mayor and council for their time served as elected officials, the great work done over the term and for the good working relationship between Council and Administration.

**Admin Report – Housing Accelerator Fund  
Vacant and Underutilized Property Incentive**

Jordan Stackhouse provided and presented an Admin Report for the Vacant and Underutilized Property Incentive, which is the next initiative being rolled out under the Housing Accelerator Fund. The goal of the incentive is to provide grants that would contribute to the development of ten housing units on underutilized properties. Stackhouse sought feedback from Council on how the funds would be used and advanced and provided an estimated timeline for the fund policy development and application intake. There was a discussion about the Town utilizing a portion of this funding pot internally to create lot availability and how that could lead to the issuance of development permits; Stackhouse to look further into this potential use. Administration plans to have targeted discussions with property owners who may qualify, including some applicants who were denied for the previous incentive program.

Councillor Slager asked about another HAF initiative which will work to address property market values and financial institution lending challenges. Stackhouse explained that this initiative was still in the research stage but that targeted discussions with CMHC, financial institutions, an appraisers was planned, to better understand the challenges and to try to develop a plan to address the issues.

**TENDERS**  
**RFQ 2024-01 Watson Lake  
Cemetery Infill**

Council was in receipt of an Admin Report with a contract award recommendation for the Cemetery Infill project, for the development of infill plots at the Watson Lake Cemetery. The RFQ for this project was published multiple times and sent to contractors, Yukon wide. At the closing of the last publication of the RFQ, one quote was received from KPI Northern Ltd for the amount of \$133,250.00. Council expressed concerns with the bid being over budget by \$33,250.00 and with past experiences with, the reputation of KPI Northern Ltd., and the

limited timeframe available to complete the work before the ground freezes. Administration explained the urgency of the project due to the limited number of plots currently available and explained that under the *Municipal Act*, the Town is required to provide such services. After further discussions, Council asked that Administration try to negotiate the scope of work to reduce the cost.

**MOTION 024-020-163**

Moved by Councillor Hanchar, seconded by Councillor Burdes THAT:

Administration attempt to negotiate with KPI Northern Ltd. for a modified scope of work to bring the project cost within budget.

- CARRIED -

**COUNCILLOR OPEN FORUM**

Mayor Irvin and Council members thanked and expressed gratitude to each other and Administration, as well as acknowledged the work done throughout Council's three-year term.

Mayor Irvin:

- Asked Administration about the announcement in the news that Yukon government is working towards a power connection for Watson Lake to get off diesel generated power. Administration explained that there is still a lot of consultation that needs to happen and that the project likely wouldn't be ready to move forward for 10 to 15 years.
- Asked if applicants denied under the previous HAF grant initiative were advised of the outcome and provided rationale.
- Thinks that moving the Visitor Information Centre to the Northern Lights Centre is a great idea and would like to see it be secured as a long term location with the possibility of expansion. Administration explained that Yukon government is still in discussions with LFN to collaborate on a cultural centre but the Town is in for a 5 year commitment to start and the ongoing discussions of a long term anchor tenancy in the future.

Paquette:

- Asked if any updates had been provided on the Electoral Boundaries Commission amendment. No update had been provided to date.

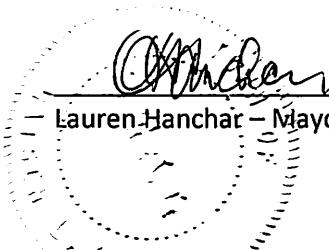
ADJOURNMENT

MOTION 024-020-164

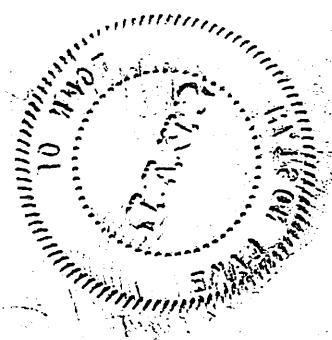
Moved by Councillor Hanchar, seconded by Councillor Paquette THAT:

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

- CARRIED -

  
Lauren Hanchar – Mayor

  
Tiffany Lund – Municipal Clerk





**PREPARED BY:** Shannon Bergeron

**DATE:** 2024-10-01

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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 has substantially completed the final grading of Tintina Way with just a couple of small outstanding items which will be completed this week. Works continues on Stikine and is scheduled to be completed in the next couple of weeks. Road work has been completed on Adela Trail and Norcope will finish out the year on Frank Trail road work.

**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: No update since last report.

**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: No update since last report.

**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: No update since last report

**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.

Update: No update since last report.

**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: The project is currently on track to reach substantial completion mid September. Administration will be meeting with Lands Branch and EMR in October to get details on the lot pricing and sale details. An administration report will be provided to Council after this meeting.

**Water Treatment Plant Boilers:** A contract has been signed with LCM, this project is scheduled to be completed in the spring however, they are in discussion with Administration as to whether this could be completed earlier.

**Cemetery:** A quote to complete the required work at the Cemetery has been received – please refer to the provided Administration Report

**Playgrounds:** The Request for Proposals is being issued this week with the work scheduled for completion by the end of May. The closing date for the RFP is October 15<sup>th</sup>. The parks scheduled for completion in this RFP are Wye Lake, Teslin Crescent and The Dennis Ball Pool park. The other three parks along with a dog park will be coming to council in next years budget.

**Rec Centre Backup Boilers:** No update since last report.

**Flag Poles:** Administration is working on a budget submission for next year to address Council's request for additional flag poles.

**Staffing:** We have hired a new Director of Finance, Johan Madera. Johan started his new position on September 18<sup>th</sup>. Johan has a strong background in accounting and is a welcome addition to the team!

**Upcoming Events:** Plans are underway for our Halloween events! This year the haunted house will be open to the public for two nights, October 30<sup>th</sup> and November 1<sup>st</sup>. The school will be invited to come through during the day of October 31<sup>st</sup>. The grads will once again be helping with the success of the haunted house.

There will be an adult dance held on November 2<sup>nd</sup> at the rec center. The bon fire and fireworks will be held as usual at Wye Lake park on the 31<sup>st</sup> with hot dogs and hot dogs being prepared by the Seniors.

The last day for the NLC will be Sunday, September 29<sup>th</sup>. We had a successful season this year and a full report will be provided once the numbers have been compiled for our annual report.

The ice plant has been turned on and preparation will begin to get the ice ready to have skating and curling start in November.

