

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

**MEETING NO. 03**  
February 4, 2025

**ATTENDANCE**

*Electronic attendance \**

Lauren Hanchar – Mayor  
Denina Paquette – Councillor  
Norma Puckett – Councillor

**Administration**

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

**Regrets**

Thomas Slager – Councillor  
William Whimp – Councillor

**Public**

J. Carlson *	P. Agana	L. Dicknoether
P. McLeod *	A. Miller *	J. Madera *

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

**AGENDA**

**MOTION 025-03-015**

Moved by Councillor Paquette, seconded by Councillor Puckett THAT:

The Agenda be adopted with the amendment that the payables amount change to \$162,753.60.

- CARRIED -

**MINUTES**

**MOTION 025-03-016**

Moved by Councillor Paquette, seconded by Councillor Puckett THAT:

The draft minutes from the Regular Council meeting of January 21, 2025 be adopted as presented.

- CARRIED -

**PAYABLES**

**MOTION 025-03-017**

Moved by Councillor Paquette, seconded by Councillor Puckett THAT:

The Open Payables in the amount of \$162,753.60 be approved and paid.

- CARRIED -

Council sought clarification several payables including those to Weste Peak Industries, Brandt Tractor, Buildings Systems Consulting, and Goldrush Hotel.

**PUBLIC HEARING**  
**Conditional Use Application for B&B Operation**  
**Lot 5, Block 5, Plan 22463 (709 Stikine Avenue)**

A Public Hearing was held to hear and consider all comments related to the Conditional Use Application for the operation of a B&B at Lot 5, Block 5, Plan 22463, Watson Lake.

**MOTION 025-03-018**

Moved by Councillor Paquette, seconded by Councillor Pucket THAT:

The Public Hearing be called to order.

- CARRED -

Administration confirmed that there were no written submissions received and there were no comments from the Gallery. With no comments to consider, Mayor Hanchar advised that the Conditional Use Application would be before Council at the Regular Meeting of February 18, 2025, for decision.

**MOTION 025-03-019**

Moved by Councillor Paquette, seconded by Councillor Puckett THAT:

Being there no further comments to consider, the Public Hearing be closed.

- CARRIED -

**REPORTS**  
**CAO Report**

A written report was provided to Council and read aloud for the Gallery (attached). Council requested additional information about the CHIF application submitted for phase two of the Inground Infrastructure project, clarification on the amendment made to the Fire Department CDF application, asked if Norcope will be responsible for the costs associated with the recent waterline repair on Adela Trail, and asked who monitors the surveillance cameras at Wye Lake Cabin.

**2024 Q4 Department Reports**

Council was in receipt of 2024 Q4 Department Reports and thanked the department heads for the thorough information provided. Council also acknowledged the Recreation Centre survey about the gym and shared how the public could engage.

**Admin Report**  
**Fees and Charges Bylaw**

Council was in receipt of an Admin Report, which Mayor Hanchar read aloud for the Galley, requesting that the Fees and Charges Bylaw be brought forward for an annual review. Councillor Puckett asked how our fees and charges compare to other communities; Administration to provide other Yukon community Fees and Charges Schedules for comparison.

**BYLAWS**  
**Animal Control Bylaw 2024-011**

Animal Control Bylaw 2024-11 was before Council for discussion prior to Second Reading. The draft bylaw and proposed amendments were presented at the January Town Hall meeting but there has not been a lot of feedback from the Community thus far. Mayor Hanchar asked that the draft bylaw be sent to LFN for comment and shared on the Town website and social media to encourage public participation and feedback.

**Property Tax Levy**  
**Bylaw 2025-03**

Property Tax Levy Bylaw 2025-03 was before Council for discussion prior to First Reading. Mayor Hanchar acknowledged that the provisional 2025 O&M budget was adopted with no property tax increase and shared that although property assessment values increased in 2024, causing property taxes to increase, the Town reduced the property tax levy in Watson Lake to limit the impact on property owners. Mayor Hanchar also noted that the Yukon and Federal governments may look at ways municipalities are raising income when negotiating funding agreements. Council acknowledged that costs continue to increase and discussed a potential 1% property tax levy increase.

**Capital Budget Bylaw 2025-01**

Capital Budget Bylaw 2025-01 was before Council for discussion prior to Second Reading and was presented to the public at the January Town Hall meeting. Administration highlighted changes to the draft budget since First Reading, including an addition to Parks and Recreation to replace the Wye Lake Cabin security system, an increase to the amount budgeted for the camera and sound system for Waste Management, and a transfer of \$250,000 from Protective Services Fire Training Facility and Breathing Apparatuses to the 2026 budget year. Overall, Council was satisfied with the budget as presented, but did share some apprehensiveness with spending \$2,750,000 from Gas Tax Funding to continue inground infrastructure upgrades, while also noting that this expenditure would only proceed if the Town's application was approved under the Federal Canada Housing Infrastructure Fund.

**O&M Budget Bylaw 2025-02**

O&M Budget Bylaw 2025-02 was before Council for discussion prior to Second Reading and was presented to the public at the January Town Hall meeting. Administration

highlighted changes to the budget since First Reading, which included an increase in insurance expenses to add cyber security coverage, an increase in heavy equipment repair expenses, and an increase to NLC income based on the new rental agreement with YG. As the draft budget stands there is a surplus of \$3,000; this amount may change if the property tax levy is increased.

#### **COUNCILLOR OPEN FORUM**

Councillor Paquette:

- Asked if the Town notifies ATCO when light posts are not working.

Mayor Hanchar:

- Advised Council that there is a call-out for AYC Resolutions, which will be discussed further at the Council meeting of February 18, 2025.
- Will be in Whitehorse for meetings during the February 18, 2025, Council meeting but will attend virtually.

#### **GALLERY OPEN FORUM**

P. McLeod:

- Asked what percentage the property tax levy was reduced by 2024 and what percentage the Town's property tax income increase by, based on YG's increase to assessed property values.

D. Burdes:

- Asked if the waterline repair on Adela Trail will be paid by Norcope and if the use of the Town's water truck will be billed back to the contractor.

#### **ADJOURNMENT**

#### **MOTION 025-03-020**

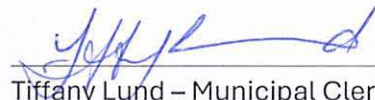
Moved by Councillor Paquette, seconded by Councillor Puckett THAT:

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

- CARRIED -



Lauren Hanchar – Mayor



Tiffany Lund – Municipal Clerk



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Town of Watson Lake



CAO Report

**PREPARED BY:** Shannon Bergeron

**REPORT DATE:** 2025-01-30

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### **Project Updates:**

**Infrastructure:** Norcope is in town as there was a freeze up in the water line on Adela Trail. This work was slated to be completed in the spring of 2025 as it wasn't able to be completed before the end of the season and they didn't think the line would be affected in this way based on the Engineer's recommendation. The line did freeze and that is why they needed to come early and dig up the road to fix the frozen section. Norcope will be back again in the spring to complete the remainder of phase 1a.

The funding application has been submitted for the next phase of the project – the beginning portion of the 1b section. We have no information regarding time lines for this funding application.

### **Budget Update:**

Capital Budget – Wye Lake Cabin cameras have been added with a quote of \$7500.00 – this will replace the existing system which is no longer operational. The landfill camera and sound system came in at \$25,000.00 (originally budgeted at \$21,000.00) the difference will come out of our own funds.

Fire training facility – the preliminary funding request has been asked to be reduced. We are reducing this to \$250,000 for further review by delaying the purchase of SCBA's to 2026 (pending funding in 2026)

O/M Budget – we added \$5,000 to insurance to add cyber security insurance. There was an unexpected grader repair in the amount of \$12,000 – we have added this to that unit numbers O/M. We have added an additional \$20,000 in NLC income based on the new agreement with the Visitors Center. With these changes we are in a surplus of \$3,000.00. With a 1% increase in taxes, we would be able to transfer \$24,445.70 from O/M to capital which would reduce our Operational Reserve spending.

**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. The tender has gone out for this project but has not yet been awarded. The tender closed January 30<sup>th</sup> at 4:30 – bids will be reviewed on February 12<sup>th</sup>. This project is being managed by YG.

**Francis Avenue:** We are still waiting on commissioning of the lift station – we have not yet had an update on sale price and date of availability for lot sales. Road surfacing for tender will be going out soon for the chipseal, and asphalt for Frances, Tintina, Stikine, Frank and Adela as well as the damaged sections on Hyland and other various small sections.

**Housing Accelerator Fund:** The next phase of the Housing Accelerator Fund – The Residential Conversion Grant – is now open for application. This is a grant for \$40,000 per unit to assist property owners to make needed renovations to an underutilized, vacant and/or non-conforming property. Elevator Yukon continues to manage this fund for us. Anyone interested in further information or applying for this funding can contact [housing@watsonlake.ca](mailto:housing@watsonlake.ca)

**Water Treatment Plant Boilers:** A contract has been signed with LCM, this project is scheduled to be completed in the spring however, it is most likely going to be earlier, this will be started as soon as the 10 plex has been completed. Estimated time is the end of February and boilers are on site.

**Cemetery:** The work at the cemetery is still ongoing. We have added 9 plots to our inventory for the short term, but the remainder of the work will be completed in the spring. This will give us approximately 115 new plots.

**Playgrounds:** The contract has been awarded to Play Envy and we had our first kickoff meeting with them. The project will be started and completed this summer, as soon as the ground thaws and they are able to work with the equipment.

**Rec Centre Backup Boilers:** This project is still under design.