

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

**MEETING NO. 09**  
May 6, 2025

**ATTENDANCE**

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

**Administration**

Cam Lockwood – CAO  
Tiffany Lund – Municipal Clerk

**Regrets**

William Whimp – Councillor

**Public**

P. Agana            A. Miller \*            R. Wilkinson  
C. Craft \*           J. Carlson            VIC \*  
C. Quinn (YG Community Advisor)

*Electronic attendance \**

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

**AGENDA**

**MOTION 025-09-068**

Moved by Councillor Slager, seconded by Councillor Paquette THAT:

The Agenda be adopted as presented.

- CARRIED -

**MINUTES**

**MOTION 025-09-069**

Moved by Councillor Paquette, seconded by Councillor Puckett THAT:

The draft minutes from the Regular Council Meeting of April 15, 2025, be adopted as presented.

- CARRIED -

**PAYABLES**

**MOTION 025-09-070**

Moved by Councillor Paquette, seconded by Councillor Slager THAT:

The Open Payables in the amount of \$377,810.59 be approved and paid.

- CARRIED -

Council sought clarification several payables including those to Envy Playgroup Corporation, Elevator Yukon and Petron Communications Ltd.

**CORRESPONDENCE**  
**Prostate Cancer Canada**

Council was in receipt of correspondence from Prostate Cancer Canada, asking for participation in their 'Paint the Town Blue' awareness campaign for the month of September. This is a campaign that Mayor and Council supported in the past.

**MOTION 025-09-071**

Moved by Councillor Slager, seconded by Councillor Puckett THAT:

A string of blue lights be hung at a Town facility for the month of September and a photo be sent to Prostate Cancer Canada for their campaign.

- CARRIED -

**REPORTS**  
**CAO Report**

CAO Lockwood provided an update on various projects and departments, which included the following information:

- Norcope is back working in the community to complete Phase 1a of the inground infrastructure project. Norcope hopes to have to work complete by the end of May, however, there have been a few issues that may extend the completion date.
- Administration is still waiting for updates on funding applications submitted to GICB and CHIF.
- Covid HVAC updates at the Rec Centre, Norther Lights Centre and Administration building will begin in July.
- Administration continues to work on future project scoping, including a new water well and issues with the MSB aprons.
- A tender is being published for the chip sealing of phase 1a infrastructure roadways as well as areas that were damaged during the Frances Avenue development.
- Hearing tests have been completed for all Town employees, as required by WCB.
- Most summer term positions for Parks and Recreation, Northern Lights Centre, Swimming Pool and Recycling Centre have been filled with final interviews currently underway. A Facilities Maintenance position was filled on a permanent, full-time basis.
- The Visitor Information Centre is set up at the NLC. YG is still working on signage.
- Administration continues to work on the Town's water licence and landfill operating permit renewals.
- The landfill will accept one free load of household garbage from each residence within municipal boundaries, starting May 20<sup>th</sup>.

- The Firesmart BBQ and community garage sale held May 3<sup>rd</sup> were well attended by the community. The Fire Department set up demo structural protection equipment and had a chipper anyone wanting to dispose of debris.
- The Recreation Programmer has been busy with lots of community events and activities happening. Administration has received great feedback from the community.
- Mayor and Council participated in emergency management and Incident Command training this week and will wrap up on Friday with a tabletop exercise/mock emergency with other community agencies. The Director of Protective Services has been working on the Town's emergency plan and has been involved in LFN's plan and training also.

### **Q1 Department Reports**

Council was in receipt of Q1 Department Reports. Questions and comments that arose from the reports included:

- If residential garbage collection was included in YTD landfill revenue total. Administration advised Council that there is a separate GL line for household garbage collection.
- If the landfill public waste drop-off area was in operation. Administration explained that Stantec is working on the public information pamphlets and that signage, and the camera and intercom systems have been ordered, which are the last things needed.
- How property owners who were impacted by the Teslin Crescent dump truck accident could claim damages. Homeowners can claim damages through their insurance holders who will then deal with the Town's insurer.
- Where the worst water leaks identified are located. Administration explained that the six leaks detected are fairly minor, however there is a significant issue on Teslin Crescent that needs to be addressed.

### **MOTION 025-09-072**

Moved by Councillor Slager, seconded by Councillor Paquette THAT:

Council accept the Q1 Department Reports as presented.

- CARRIED -

### **BYLAWS**

#### **Fees and Charges Amendment Bylaw 2025-04**

Fees and Charges Amendment Bylaw 2025-04 was before Council for discussion prior to Second Reading as follows:

- Business Licences: Administration did not provide recommended changes to these fees, however, noted that the Business Licence Bylaw is currently under review and fees may need to be updated after that review is complete.
- Cemetery: Administration did not make any recommended changes to these fees; however, Council had asked that other Yukon fee schedules be provided

for comparison. Council acknowledged that our fees are a bit lower than other communities and debated a potential increase, with some Council members wishing to see these fees remain unchanged, and others hoping to recoup some operating costs by increasing them. Council also discussed what funding streams residents can access for burial expenses. No decision was made.

- Solid Waste: Fees are in line with other communities. No recommended changes.
- Vac Truck: This fee was added in the event that there is no other vac truck available in town for emergency work needed. Administration clarified that the truck would only be used in emergent situations and operated by Town employees on Town infrastructure, answering Councillor Puckett's question about insurance liability.
- Lagoon & Septage: These fees are not new and are listed on lagoon set-up forms but not been added to the fee schedule. CAO Lockwood also asked that the large and small barrel amounts be changed to a lower amount.
- Rec Centre Facilities: added sections rental of kitchen and bar spaces only.
- Toddler room: added rentals for private functions.
- Long term rental spaces: basing monthly rentals on square footage.
- Punch Passes: allowing passes to be used for multiple activities.
- Swimming Lessons: new addition.
- Paddleboard and Disc Golf: lowering fee to match other equipment rental fees.
- After hours cemetery bill-backs: for staff overtime in the event that interments are after hours.

The draft bylaw will be back before Council for Second Reading at the Regular Meeting of May 20, 2025.

#### **Animal Control Bylaw 2024-011**

Animal Control Bylaw 2024-011 was before Council for review prior to Third & Final Reading. Administration made amendments to the draft based on previous Council feedback. The draft bylaw will now be reviewed by Legal, prior to Third and Final Reading.

#### **NEW & UNFINISHED**

#### **Conditional Use Application to Allow a Bed & Breakfast – 211 Stubenberg Blvd.**

Councillor Paquette declared a conflict of interest.

A Public Hearing was held on April 15<sup>th</sup> regarding a Conditional Use Applications to allow for the operation of a Bed & Breakfast in a country residential zone located at 211 Stubenberg Blvd., Watson Lake. At the Public hearing, one written submission was received for Council's consideration. Council asked if an approved conditional use would be transferred to a new owner from being transferred to a new property owner if the property was sold in the future and if there was a way to avoid this. Administration explained that this could be managed through the issuance of a required business licence.

### MOTION 025-09-073

Moved by Councillor Slager, seconded by Councillor Puckett THAT:

The Conditional Use Application for the operation of a Bed & Breakfast in a country residential zone located at 211 Stubenberg Blvd., Watson Lake be approved.

- CARRIED -

### SUMMER MEETING SCHEDULE

Mayor Hanchar proposed an amended council meeting schedule as follows:

June: No change to existing schedule - June 3<sup>rd</sup> Committee of the Whole & 17<sup>th</sup> Regular Meeting.

July: No meetings, unless a special meeting is needed.

August: Committee of the Whole Meeting – August 19<sup>th</sup>

Mayor Hanchar noted that there are strategic planning sessions for Council scheduled on June 28<sup>th</sup> & 29<sup>th</sup> and asked Council to monitor emails throughout the summer break.

### COUNCILLOR OPEN FORUM

Councillor Slager:

- Was not able to attend the meeting with LFN leadership and asked how it went. Mayor Hanchar said the meeting went very well and was a positive step toward future collaborations and partnerships, with a few issues identified as items that LFN and Town leadership could start working together on. LFN and Town leadership committed to continuing regular meetings to discuss topics of mutual benefit and interest.

Councillor Paquette:

- Asked if Administration could look into a PA system at the NLC for staff to announce show start times.

Mayor Hanchar:

- Shared that Mayor and Council and CAO Lockwood attended the AYC AGM in Haines Junction. At the AGM, nine resolutions were brought forward for consideration, including three from Watson Lake, and all resolutions were passed unanimously.
- Attended the FireSmart BBQ and Community garage sale and was pleased with the number of attendees.
- Participated in the emergency management training, along with Councillor Slager, Town staff and community agencies.

- Is working with Administration to draft a letter to congratulate MP Hanley on the election win and highlight priorities that the Town hopes to work closely with MP Hanley on in the future.

#### **GALLERY OPEN FORUM**

R. Wilkinson:

- Stated that there are some properties around town in bad condition and asked if these properties would be addressed by the Bylaw Officer. Council asked that Wilkinson submit a complaint at the Town Office.

J. Carlson:

- Asked why commenting is not enabled on Zoom during Gallery Open Forum. Administration explained that the chat function is disabled throughout the meeting and opened only during Gallery Open Forum. Administration apologized if there were times when it was not enabled during Gallery Open Forum.

C. Craft:

- Was happy to hear about the Town and LFN meeting.
- Asked if there is a section in the Watson Lake Cemetery dedicated for Kaska members. Administration stated that there is no designated area at this time. Craft also asked if the Town would consider a grant for LFN members to cover cemetery staff overtime fees as they are not covered by INAC and asked that the amount that was paid for a recent interment for staff overtime be reimbursed. Mayor Hanchar asked Craft to meet with Administration to further discuss the grant and refund requests.

A. Miller:

- Asked how many plots are currently available for purchase at the Cemetery and if any that were previously reserved were put back into supply. Administration confirmed that there were enough plots developed in the fall that there was no need to take from reserves and that the development of new plots would be completed this spring.

Mayor Hanchar mentioned that the Town of Watson Lake will host the 2026 AYC AGM April 30<sup>th</sup> – May 2<sup>nd</sup>, 2026.

#### **IN-CAMERA**

#### **MOTION 025-09-073**

Moved by Councillor Paquette, seconded by Councillor Puckett THAT:

Council move to an in-camera meeting.

- CARRIED -

MOTION 025-09-074

Moved by Councillor Paquette, seconded by Councillor Puckett THAT:

Council revert back to an open meeting.

- CARRIED -

ADJOURNMENT

MOTION 025-09-075

Moved by Councillor Slager, seconded by Councillor Paquette THAT:

There being no further business to discuss that the meeting be adjourned.

- CARRIED -



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Lauren Hanchar – Mayor



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Tiffany Lund – Municipal Clerk



