

**ATTENDANCE**

*Electronic attendance \**

Lauren Hanchar – D. Mayor/Councillor  
Dale Burdes – Councillor  
Denina Paquette – Councillor  
Thomas Slager – Councillor

**Administration**

Cam Lockwood – Chief Administrative Officer  
Tiffany Lund – Municipal Clerk  
Joey Cherpin – Director of Protective Services

**Public**

P. Carson            B. Whimp            D. Brodhagen  
J. Carlson\*        C. Craft\*            A. Miller\*

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

**AGENDA**

**MOTION 024-04-028**

Moved by Councillor Paquette, seconded by Councillor Burdes THAT:

The Agenda be adopted as presented.

- CARRIED -

**MINUTES**

**MOTION 024-04-029**

Moved by Councillor Paquette, seconded by Councillor Burdes THAT:

The draft minutes from the Committee of the Whole meeting of February 6, 2024 be adopted as presented.

- CARRIED -

**PAYABLES**

**MOTION 024-04-030**

Moved by Councillor Burdes, seconded by Councillor Paquette THAT:

The Open Payables in the amount of \$136,721.96 be approved and paid.

- CARRIED -

Council sought clarification about two of the payments listed on the cheque register.

**TENDERS**

**Contract Award Recommendation  
Structural Protection Units**

Council was in receipt of an Admin Report prepared by Fire Chief, Joey Cherpin, which provided a contract award recommendation for the purchase of two structural protection units (SPUs). Chief Cherpin spoke to the report, explaining that only one bid was received, which came in marginally under budget, and met all specification and delivery deadline requirements, therefore the recommendation was to award the contract to the sole bidder, A.S. Roach Fire Services Ltd., for the amount of \$573,904.00.

Councillor Slager voiced concerns with single sourcing the contract due to the bid amount and thought that it was in the Town's best interest to republish the RFP in hopes of getting a lower bid. Chief Cherpin explained that multiple suppliers were contacted during the budgetary process and when determining specification requirements for the SPUs, which was the reason the bid came in so close to the budgeted amount. Administration explained that the Town advertises tenders nationally and follows a secure closed bid process to ensure a fair process for all suppliers/bidders. Other Council members expressed the importance of having the SPUs in time for fire hazard season and did not share the same concerns as Councillor Slager after Administration's reassurance that due diligence was done during both the budgeting and tender processes.

**MOTION 024-04-031**

Moved by Councillor Burdes, seconded by Councillor Hanchar THAT:

Council accept the bid from A.S. Roach Fire Services LTD. in the amount of \$573,904.00 plus GST, for the purchase of two Type-2 Structure Protection Units.

- CARRIED -

Opposed: Councillor Slager

**Contract Award Recommendation  
Ground Water Well Monitoring**

Council was in receipt of an Admin Report seeking Council approval to complete a single source procurement for the replacement of three monitoring wells at the landfill, two at the lagoon, and new hydrological assessments. Administration was served a memo from the YG Water Resources Branch requiring the necessary work be completed prior to the renewal of the Town's water licence and other permits. Administration recommended that the contract be single sourced to Morrison Hershfield due to their ability to complete the work within the required timeline and due to their extensive knowledge of the project. Morrison Hershfield provided a scope of work and quote, which came in at \$155,400.00. The quote provided exceeds the amount the Town budgeted, however after having discussed with several other contractors, Administration believes that Morrison

Hershfield is the only contractor who can meet the timelines necessary and explained that the Town can apply for additional Gas Tax funds to complete the project.

Councillor Slager raised concerns with single sourcing the contract and with the quote being significantly higher than the budgeted amount, therefore recommended that the project be put out to Tender. Council discussed the potential ramifications if the project is not completed in time to renew the water licence, including non-compliance which could lead to shorter water licence terms and potential fines.

MOTION 024-04-032

Moved by Councillor Slager, seconded by Councillor Paquette THAT:

Council approve a Single Source Procurement to Morrison Hershfield for ground water well replacement at the lagoon and landfill for \$155,400.00 plus GST.

- CARRIED -

**BYLAWS**  
**Fire Protection and Life**  
**Safety Bylaw 2024-01**

Fire Protection and Life Safety Bylaw 2024-01 was before Council for First Reading. Fire Chief Cherpin spoke to the draft bylaw and provided Council with explanations for the proposed changes and the reason for amalgamating the Fire Protection and Life Safety Bylaw and Watson Lake Volunteer Fire Department Bylaw into one. Council made recommendations for minor amendments to the bylaw.

MOTION 024-04-033

Moved by Councillor Slager, seconded by Councillor Burdes THAT:

Fire Protection and Life Safety Bylaw 2024-01 be introduced for First Reading.

- CARRIED -

The draft bylaw will come back for further discussion at the Committee of the Whole Meeting on March 5, 2024.

**Zoning Amendment**  
**Bylaw 2024-03**

Zoning Amendment Bylaw 2024-03 was before Council for Second Reading. The purpose of the bylaw is to rezone the property located at lot 1055, block 105A/2, Watson Lake, registered to Levich Holdings, from Rural Residential (RR) to Industrial, General (M2).

MOTION 024-04-034

Moved by Councillor Slager, seconded by Councillor Burdes THAT:

Zoning Amendment Bylaw 2024-03 be introduced for Second Reading.

- CARRIED -

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

Fees and Charges Amendment Bylaw 2024-04 was before Council for First Reading. The purpose of the bylaw amendment is to review the schedule of fees and charges in respect to goods and services supplied by the Town.

MOTION 024-04-035

Moved by Councillor Slager, seconded by Councillor Burdes THAT:

Fees and Charges Amendment Bylaw 2024-04 be introduced for First Reading.

- CARRIED -

The draft bylaw will come back for further discussion at the Committee of the Whole Meeting on March 5, 2024.

**NEW & UNFINISHED  
Conditional Use Application  
Kaska F.R. Ltd.**

A public hearing to hear and consider all comments related to the Conditional Use Application submitted by Kaska F.R. Ltd., for a gravel quarry on the property located at 120 Auburn Drive, was held on February 6, 2024. At the time of the Public Hearing there were no public submissions received and Administration expressed no concerns with the application.

MOTION-024-04-036

Moved by Councillor Slager, seconded by Councillor Paquette THAT:

Council approve the Conditional Use Application for Kaska F.R. LTD. to allow for a gravel quarry on their property located at 120 Auburn Drive.

- CARRIED -

**Watson Lake Fire Department  
Remuneration Policy**

A draft Watson Lake Fire Department Remuneration Policy was before Council for first review. Fire Chief Cherpin spoke to the draft policy and changes, which included an increase to Member pay in a self-indexing tiered system based on Member rank. Chief Cherpin explained that Members were consulted about the pay grid and are happy to see an increase in pay but explained that the previous Fire Chief was discussing a rate of

\$30.00/hour for all Members. Chief Cherpin did not disagree with setting pay at a higher rate, but advocated to keep the tiered structure so that pay reflects knowledge and experience. After considerate discussions on roles, responsibilities and comparable wages, Council asked Administration to amend the tiered pay grid to start at a base rate of \$30.00/hour and to consider including years of experience and/or training into the pay scale, as opposed to it being based solely on rank. The draft Watson Lake Fire Department Remuneration Policy will come back to Council for further consideration at the March 5, 2024, Committee of the Whole Meeting.

**Donation Request – Early  
Childhood Development**

Council was in receipt of a donation request from Early Childhood Development to help support programing for children in the community.

**MOTION 024-04-037**

Moved by Councillor Slager, seconded by Councillor Paquette THAT:

Council provide Early Childhood Development with a cash donation in the amount of \$1,0000.00 to support youth programming and events.

**Donation Request – First  
Assist Hockey Camp**

Council was in receipt of a donation request from the organizers of the First Assist Hockey Camp taking place in Watson Lake in March. Council asked in what ways the Town has supported youth hockey camps in the past. Administration explained that facility rentals had been donated in the past and that the ice rink and main hall were currently available to book.

**MOTION 024-04-038**

Moved by Councillor Slager, seconded by Councillor Burdes THAT:

Council donate the arena and main hall facilities for the First Assist Hockey Camp.

- CARRIED -

**COUNCILLOR OPEN FORUM**

Councillor Paquette:

- Inquired on Canoe Procurement and asked if Administration was using it for purchases other than the new printers/copiers. Administration explained that not all Yukon suppliers are members of Canoe so bigger items have gone to tender through MERX as it is a national system.

Councillor Burdes:

- Enjoyed the movies at the Northern Lights Centre during Kiki weekend and asked if there will be other opportunities to show movies. Administration confirmed that

there are plans to show movies in March and potentially on an ongoing basis, dependent on staffing.

Councillor Hanchar:

- Commended the Parks and Recreation staff on the Kiki Karnival and was happy to see good attendance at the events.

**IN-CAMERA**

MOTION 024-04-039

Moved by Councillor Slager, seconded by Councillor Burdes THAT:

Council move to an In-Camera meeting.

- CARRIED -

MOTION 024-04-040

Moved by Councillor Paquette, seconded by Councillor Burdes THAT:

Council revert back to an open meeting.

- CARRIED -

**ADJOURNMENT**

MOTION 024-04-041

Moved by Councillor Slager, seconded by Councillor Burdes THAT:

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

- CARRIED -



Christopher Irvin – Mayor



Tiffany Lund – Municipal Clerk



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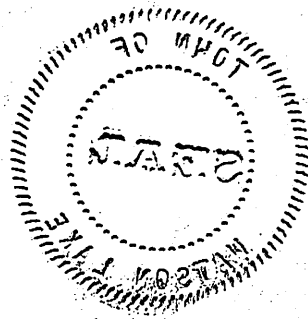
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