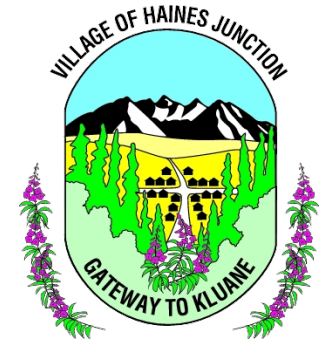


# Village of Haines Junction

## Progress Report on 2022-2024 Council Priorities



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## Message from the Mayor

Yukon government, through the Municipal Act, has enabled local government for two primary purposes 1) to provide, within its jurisdiction, good government for its community and 2) to provide services, facilities or things that a local government considers necessary or desirable for all or part of its community. The Municipal Act also enables the election of Mayor and Council to represent the community as a whole and make decisions on the community's behalf.

Amongst the more important roles and responsibilities of elected leaders is to set high-level strategic direction. In other words, Council needs to figure out how best to invest limited resources to address community needs and wants. To achieve this strategic direction, Council is given the authority, through the Municipal Act, to set policies, levy taxes, guide growth and development, and set budgets. In response, it is the role of staff to provide Council with apolitical information, guidance and analysis to support their decision-making, and to develop comprehensive, tactical plans to deliver on their direction.

With this in mind, early in our mandate Council hired Christina Benty, an accomplished community leader and mentor, to lead our newly elected governing body through a Strategic Planning exercise. We asked ourselves what we wanted to accomplish over our three-year term and then assessed what would be realistic to accomplish within this time frame with available staff and financial resources.

This progress report summarizes the progress made against the goals that we set early in our mandate. In some areas we made great progress; in other areas, and for a variety of reasons – such as the arising of unanticipated opportunities or challenges -- we didn't make as much progress as we would have liked.

This report stands as a record of this outgoing Council's accomplishments in hopes that the incoming Council will pick up, learn from, and see value in this process and move forward with their own strategic planning and priority-setting with good information on where this Council left off.

Mayor Bruce Tomlin

## Message from the CAO

Village staff are fortunate to have a Council that provides a clear Strategic Planning and strong leadership. This Council has been diligent in ensuring its decision-making processes are based on the most accurate and complete information available. This has led to efficient governance and effective municipal operations. One critical initiative from Council was to fill vacant position and increase staff capacity, this has resulted in the hiring of new positions furthering staffs' ability to provide critical services and expanding services offered to the community. These positions include:

- Policy and Communications Manager, replacing the Corporate Administrator position with vastly increased responsibilities
- Project and Asset Manager (3yr term). This position is outside funded through HAF and is focused on affordable housing initiatives, asset management, and GIS development
- Recreation and Events Coordinator position has been approved by Council and is currently seeking confirmation from the Union

The past three years have presented Council with numerous challenges. Council has worked to maintain progress on their initiatives while managing unavoidable turnover, which is particularly impactful in small organisation. Early in Council term, considerable time and energy was directed towards the response to COVID. Due to historical challenges much of staff's energy has been devoted to addressing a large backlog of policy and bylaw concerns. These factors together have resulted in some of Councils priorities not being addressed in this term. This report outlines Councils successes in competing its strategic plans, and clearly indicates where staff have struggled to achieve Councils vision.

2025 looks to be a productive year for the Village. The administration is eager to complete ongoing major projects as well as other goals included in this report. As we approach the upcoming election, this report will serve to provide continuity between the outgoing and incoming Councils. Council has directed staff to prepare a transition package for the incoming Council which will further enable the new Council to smoothly transition, while allowing opportunities to chart their own Strategic plans.

The summary table on pages 5 and 6 provides a high-level overview of progress towards each Strategic Planning Initiative.

David Fairbank, CAO

## Summary Table

Council Priority	Initiative	Progress
<b>Recreation</b>	1. Review existing studies and reports, and collate the findings	Considerable Progress
	2. Conduct a Recreation Services Needs Assessment	Completed
	3. Release regular and transparent information regarding conclusions found in existing studies and communicate next steps with the public	Some Progress
	4. Explore recreational service delivery options with partners	Considerable Progress
	5. Explore additional potential partnerships in recreation opportunities	Considerable Progress
<b>Planning for growth</b>	1. Institute the provision of an Annual General Report	Completed
	2. Ensure the Zoning Bylaw is growth friendly and supports diverse housing options	Completed
	3. Explore business investment incentives	Considerable Progress
	4. Conduct a gap analysis that includes demographic growth projections and a business needs assessment	Some Progress
	5. Confirm building commitments	Some Progress
<b>Stability and resilience</b>	1. Update legislative tool: Asset Management Policy	Some Progress
	2. Update legislative tool: Asset Management Plan	Some Progress
	3. Update legislative tool: Equipment Replacement Policy	Some Progress
	4. Update legislative tool: Public Property Maintenance Bylaw	Some Progress
	5. Update legislative tool: Cemetery Policy	Completed
	6. Update legislative tool: Procurement Policy	Some Progress
	7. Update legislative tool: Trails Maintenance Policy	Considerable Progress
<b>Intra-organizational sustainability</b>	1. Develop a robust orientation process that includes strategic planning and governance training early in the mandate	Completed
	2. Review the Procedures Bylaw	Some Progress
	3. Establish a Public Delegation Policy	Completed
	4. Engage in regular Council/CAO check-ins	Completed
	5. Support the development of a staff succession planning strategy	No progress

	6. Encourage public interaction by attending meetings and directing operational queries to staff	Completed
	7. Deliver candidate information and recruitment sessions for the public prior to the next election	Completed
<b>Vibrant and collaborative intergovernmental relationships</b>	1. Develop a Truth and Reconciliation Plan/Policy	Some progress
	2. Design an Intergovernmental Communication Strategy	No progress
	3. Initiate gathering opportunities with Council to Council/Ministers/MP	Considerable progress
	4. Support staff to staff collaboration	Considerable progress
<b>Innovative and effective communication and public engagement</b>	1. Develop a Communications Strategy including a website refresh and meaningful political messaging	Considerable progress
	2. Explore communication options for collaboration between community groups and volunteers	No progress
	3. Cultivate community pride and spirit	Considerable progress
<b>Emergency management</b>	1. Develop a shared (CAFN/VHJ) comprehensive Emergency Response Plan	Considerable progress
	2. Engage with our volunteers and support recruitment and retention activities	No progress
	3. Provide fire dept volunteers with the equipment and training they need now and to grow	Some progress
	4. Develop a VHJ staff policy to allow for volunteer hours on ambulance	Completed
	5. Advocate to YG to ensure our volunteers are supported, recognized, and compensated	No progress
	6. Explore public communication strategies on safety and protection practices that could lessen their risk	Some progress
	7. Investigate Fire Smart/abatement program for private homeowners	Some progress
<b>Waste diversion</b>	1. Develop a Diversion-Based Landfill Strategy and a Recycling and Composting Strategy that includes communication and education components	Considerable progress
	2. Develop a Cardboard Policy (for trailers)	No progress

# Introduction

Council established priorities for 2022-2024 that have guided its work and the work of staff. The following report provides information about the progress that has been made on these priorities.

**Table 1: Council Priorities 2022-2024**

Outcome	Council Priority	Goal
Well-being	Recreation	We will identify a broad range of recreational opportunities that bring our community together and support the wellbeing of our residents.
Growth and development	Planning for growth	Attract and retain citizens, businesses and services.
Service sustainability	Stability and resilience	We will make continuous improvements through timely investments in our existing assets and services. We will identify our service levels and costs for our assets and services
Resiliency and stability	Intra-organizational sustainability	We will focus on a health organizational culture, staff retention, and Council vibrancy.
Relationships (1)	Vibrant and collaborative intergovernmental relationships with First Nations, territorial and federal governments	We invest in key relationships.
Relationships (2)	Innovative and effective communication and public engagement.	We value our relationships with the community and recognize the importance of our volunteers.
Safety	Emergency management	We will work with our partners to proactively plan for a safe, secure community.
Environment	Waste diversion	We protect our environment and our natural assets through responsible waste management.

# Well-Being

**Council priority:** Recreation

**Goal:** We will identify a broad range of recreational opportunities that bring our community together and support the wellbeing of our residents.

**Identified initiatives:**

1. Review existing studies and reports, and collate the findings
2. Conduct a Recreation Services Needs Assessment
3. Release regular and transparent information regarding conclusions found in existing studies and communicate next steps with the public
4. Explore recreational service delivery options with partners

**Advocacy:**

5. Explore additional potential partnerships in recreation opportunities.

**What we achieved:**

Link to Council initiative	Accomplishment	Status	Description	More info
1, 2	Haines Junction Recreation Needs Assessment	Completed September 2023	To help ensure recreation facilities and services satisfy community needs, the Village completed a Recreational Needs Assessment. The needs assessment provides a firm stepping stone for continued planning in the community, guide future investment in recreation, and support the long-term success of the Village.	<a href="https://hainesjunction.ca/p/recreation-planning">https://hainesjunction.ca/p/recreation-planning</a>
3	Communications Strategy for New Recreation Infrastructure in Haines Junction	Completed October 2023	At its October 25, 2023, meeting, Council approved a Communications Strategy for New Recreation <i>Infrastructure in Haines Junction</i> . Building new recreation infrastructure is anticipated to take a minimum of 4 to 5 years. A	<a href="https://hainesjunction.ca/p/recreation-planning">https://hainesjunction.ca/p/recreation-planning</a>



			communications strategy was approved by Council to ensure consistent, open and transparent public communications over the lifespan of the project.	
3	Recreation Updates	Ongoing	The Village is providing recreation updates in newsletter format that is published according to Council-approved Procedures for Communicating Public Notices.	<a href="https://hainesjunction.ca/p/recreation-planning-updates">https://hainesjunction.ca/p/recreation-planning-updates</a>
4	Paving of the Pine Lake Trail	Completed 2022	Paving of the Pine Lake Trail was completed in 2022, This project was completed with support from Yukon government and the Trans Canada Trail.	
4	New playground equipment	Completed in 2021, 2022	In partnership with the St. Elias Lions Club, new playground equipment was purchased for the Lions Playground by the St. Elias Convention Centre.	
4	Boys and Girls Club of Yukon Summer Programming	Funded in 2022, 2023, 2024	The Village of Haines Junction, along with supported the Boys and Girls Club (BCG Yukon) to provide summer programming. BCG Yukon worked in partnership with Champagne and Aishihik First Nations Youth Programs to host summer camps.	<a href="https://hainesjunction.ca/p/recreation-planning-updates">https://hainesjunction.ca/p/recreation-planning-updates</a>
4	Trails Committee	In progress	In April 2024, Council appointed a 7-member Committee to advise on a trail map, signage and maintenance plan for the Community. The Village and CAFN worked together to recruit CAFN Citizen Members to join the Committee. The Committee will present a plan to Council on trail names, sign content, and locations in September 2024 and plans to host a public workshop to update the	<a href="https://hainesjunction.ca/p/trail-planning">https://hainesjunction.ca/p/trail-planning</a>

			trails map. The committee hopes that this project will be completed Fall 2024.	
4	International Trail Day Celebrations	Carried out in 2022, 2024	In 2022 and 2023, the Village recruited Community organizations to participate in cleaning up a section of the Pine Lake Trail, for which an honorarium was provided. In 2024 the Village sought proposals from local community organizations to coordinate and host a Pine Lake Trail Run/Walk/Ride to promote community volunteerism and celebrate the Pine Lake section of the Trans Canada Trail. Funds were awarded to Pedal Junction. All International Trail Day events were held in partnership with the Trans Canada Trail	<a href="https://hainesjunction.ca/p/recreation-planning-updates">https://hainesjunction.ca/p/recreation-planning-updates</a>
4	Purchase of new scoreboard	Purchased in 2023	In partnership with Minor Hockey, a new scoreboard was purchased for the Bill Brewster Arena.	
4	Stage lighting	Completed in 2024	In partnership with the Junction Arts and Music Society, new stage lighting was purchased and installed in the Grand Hall in the St. Elias Convention Centre	
4	Historical Mural Project	In progress	The Village applied for funding through Yukon 125 to produce a design to extend the Millenia exhibit in the Convention Centre foyer. Funding awarded by Yukon government was matched by the Village. An RFP was issued and Brent Liddle was awarded the project to work with CAFN and Village staff and citizens to produce a conceptual design and draft storyboards for the exhibit.	

4, 5	CAFN Partnership	In progress	<p>The Village of Haines Junction and Champagne and Aishihik First Nations are in the early stages of exploring a partnership approach to planning and operating the new recreation facility. The two governments hired a consultant to develop options for a partnership structure and are applying for funding for public engagements to finalize feasibility and design work. A Project Charter was signed on September 9, 2024</p>	<p><a href="https://hainesjunction.ca/p/recreation-planning-updates">https://hainesjunction.ca/p/recreation-planning-updates</a></p>
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# Growth and Development

**Council priority:** Planning for Growth

**Goal:** Attract and retain citizens, businesses, and services

**Identified initiatives:**

1. Institute the provision of an Annual General Report
2. Ensure the Zoning Bylaw is growth friendly and supports diverse housing options
3. Explore business investment incentives
4. Conduct a gap analysis that includes demographic growth projections and a business needs assessment
5. Confirm building commitments

**What we achieved:**

Link to Council initiative	Accomplishment	Status	Description	More info
<b>Council priority: Planning for Growth</b>	Area 1 Willow Acres Residential Infill (Dhāl Gähy (Mountain Ridge)	In progress	Yukon government is currently working on the Willow Acres Residential Infill Project which will see over 40 new lots developed behind Spruce Street. Development commenced in the summer of 2024, and is expected to be completed in the summer of 2025. A public meeting was held in March 2024 to discuss the project.	<a href="https://hainesjunction.ca/p/land-development">https://hainesjunction.ca/p/land-development</a>
<b>Council priority: Planning for Growth</b>	Area 3 Willow Acres Country Residential Expansion	In progress	Yukon government has initiated planning for the expansion of the Willow Acres Country Residential subdivision.	<a href="https://hainesjunction.ca/p/land-development">https://hainesjunction.ca/p/land-development</a>
<b>1</b>	2023 Community Statistics Report	Completed in	This second, expanded Haines Junction Community Statistics Report, the first published in 2020, reports on	<a href="https://hainesjunction.ca/p/2023-community-statistics-report">https://hainesjunction.ca/p/2023-community-statistics-report</a>

		September 2023	demographic indicators, energy consumption indicators, grants, financial indicators and more.	
<b>1</b>	2022-2023 Progress Report on Council Priorities	Completed in September 2024	Council established priorities for 2022-2024 that have guided its work and the work of staff. This report provides information about the progress that has been made on these priorities.	<a href="https://hainesjunction.ca/p/2022-24-progress-report">https://hainesjunction.ca/p/2022-24-progress-report</a>
<b>2</b>	Updated Zoning Bylaw	Completed in 2024	The 1996 Zoning Bylaw was updated, following extensive public engagement, to remove barriers to missing middle housing & promote higher density residential development.	<a href="https://hainesjunction.ca/p/zoning">https://hainesjunction.ca/p/zoning</a>
<b>2</b>	Property Maintenance Bylaw	Initiated	Public engagements on the Zoning Bylaw highlighted the need for a new Property Maintenance Bylaw. A Contractor has been hired to assist with drafting the bylaw and carry out public engagements.	
<b>2</b>	Short Term Rentals Bylaw	Initiated	Public engagements on the Zoning Bylaw highlighted the need for a Short-Term Rentals Bylaw. A Contractor has been hired to assist with drafting the bylaw and carry out public engagements.	
<b>3</b>	Awarded Funding from CMHC Housing Accelerator Fund (HAF)	Awarded funding in December 2023	In December 2023, the Village was awarded just over \$1.2M from the Government of Canada Housing Accelerator Fund (“HAF”) to help the Village fast track home construction and eliminate barriers to building more housing.	<a href="https://hainesjunction.ca/p/haf">https://hainesjunction.ca/p/haf</a>
<b>3</b>	Project/Asset Manager	Hired in June 2024	In June 2024 the Village hired a three-year term Project and Asset Manager position to assist with the implementation of the HAF funding	<a href="https://hainesjunction.ca/p/haf">https://hainesjunction.ca/p/haf</a>

			agreement. This position will work with Council to develop an implementation plan for this funding, and seek input will also be sought from the community on initiatives that we can take to remove barriers to housing development and boost housing supply in the community.	
<b>3</b>	New Dwelling Construction Grant Program for Young Residents	In progress	This grant program will assist young Haines Junction residents 35 years old and under with offsetting the cost of building a new primary dwelling in the Community. This initiative is focused solely on increasing the housing supply and improving affordability for young people in our community.	Web page under construction.
<b>3</b>	Affordable Housing Construction Grant	In progress	The Village of Haines Junction sought Expressions of Interest from local housing contractors to create affordable housing in our community. Following a positive response from local developers, the Village is developing a grant program to provide financial support for the construction of affordable housing units for sale or rental.	Web page under construction.
<b>4</b>	Housing Needs Assessment	In progress (external)	Yukon Housing Corporation hired CityScape Consultants to complete a Housing Needs Assessment for the Village of Haines Junction. The Village assisted the Consultants with advertising public engagements and providing comments on draft reports. The Housing Needs Assessment includes demographic growth projections.	Web page to be constructed once report is complete.

4	Recreation and Community Services Review to Support Long-Term Residency	Initiated	The Village issued a survey in 2022 that showed a meaningful percentage of families with children choose to leave Haines Junction when children reach a certain age because a lack of recreation amenities, services, and infrastructure. This review will provide direction to the municipality on how it can solve this problem over the medium-to-long term, and immediately help guide Village investments in recreation related amenities, programs and infrastructure.	Web page to be constructed once report is complete.
5	Improve Building Permitting and Approvals Process	Initiated	This initiative focuses specifically on finding solutions to streamline and simplifying the building approvals processes for Haines Junction's property developers.	
5	Build Conditions Review	Initiated	The Village established its Building Requirements Policy #11-95 in 1995. A Report to Council (RTC) was submitted in June, 2024 with options for updating build conditions.	RTC is in the June 12, 2024 Council Agenda Package <a href="https://hainesjunction.ca/p/council-meetings">https://hainesjunction.ca/p/council-meetings</a>

# Service Sustainability

**Council priority:** Stability and Resilience

**Goal:** We will make continuous improvements through timely investments in our existing assets and services. We will identify our service levels and costs for our assets and services.

**Identified initiatives:**

Update the legislative tools to include:

1. Asset Management Policy
2. Asset Management Plan
3. Equipment Replacement Policy
4. Public Property Maintenance Bylaw
5. Cemetery Policy
6. Procurement Policy
7. Trails Maintenance Policy

**What we achieved:**

Link to Council initiative	Accomplishment	Status	Description	More info
1	Project / Asset Manager Position hired	Hired in June 2024	In June 2024 the Village hired a three-year term Project and Asset Manager position to assist with the implementation of the HAF funding agreement.	Job Description – Project/Asset Manager
1	Asset Management Policy	Initiated	A Project/Asset Manager has been hired on a three-year term. One of the duties/responsibilities of this position is to develop an Asset Management Policy.	Job Description – Project/Asset Manager
1	Records and Information Management Manual	Drafted December, 2023	This purpose of this manual is to assist and guide Village of Haines Junction employees in being consistent in the management of our electronic administrative and operational records to ensure records with	Village of Haines Junction Records and Information Management Manual: Administrative Procedures for Management of Administrative and



			business value are identified and filed in a consistent manner to support their easy retrieval.	Operational Electronic Records on the Z Drive. 2023. Procedure 23-3: Version 1.0
1	GIS Platform Development	In progress	The Village issued an invitational call for proposals in July, 2024 to develop a Geographic Information System Platform. A consultant has been hired and project completion is expected by the end of December 2024. The Consultant shall provide any required services for the development of a GIS platform and data conversion along with the training and platform configuration necessary for the Village to efficiently use and maintain the platform. This work will include converting existing planning and development, property and public works data.	Invitational RFP: GIS Platform Development.
2	Asset Management Plan	Initiated	A Project/Asset Manager has been hired on a three-year term. One of the duties/responsibilities of this position is to develop an Asset Management Plan.	Job Description – Project/Asset Manager
2	Road Resurfacing	Initiated	Council approved through budget \$1,200,000 for the resurfacing of roads in the municipality. This work was planned to take place at the same time as resurfacing for Phase 4. Due to scheduling changes for the Road Works portion of the Phase 4, this work was not able to be completed this year.	<a href="#">Bylaw 410-24 2024 Annual Operating and Capital Projects Budget</a>
2	New condenser for the Arena	Purchased in 2022	A new condenser to create the ice rink at the Bill Brewster Arena was purchased that is more energy efficient than the old condenser.	

3	Equipment Replacement Policy	Initiated	A Project/Asset Manager has been hired on a three-year term. One of the duties/responsibilities of this position is to develop an Equipment Replacement Policy.	Job Description – Project/Asset Manager
3	Public works equipment purchases	Purchased in 2022	New equipment purchases for the Public Works department include a new plow truck and a dozer for the landfill	
4	Property Maintenance Bylaw	Initiated	Public engagements on the Zoning Bylaw highlighted the need for a new Property Maintenance Bylaw.	<a href="https://hainesjunction.ca/p/zoning">https://hainesjunction.ca/p/zoning</a>
5	Cemetery policy	New MOU signed in 2024	The Village and the St. Elias Lions Club have worked together for many years to maintain, restore and revitalize the Haines Junction Cemetery. An MOU was signed in 2024 describing the partnership for the next 5 years.	
6	Administrative Procedures for Annual Tenders	Drafted in November 2023	Procedures for administering annual tenders were updated in November 2023. This procedural update included a review and update of tender package templates, advertising procedures and contract templates.	Village of Haines Junction Administrative Procedures for Annual Tenders, November 2023 Procedure 23-1: Version 1.0
6	Membership in Canoe Procurement Group	Membership acquired in November 2023	In October 2023, the Association of Yukon Communities entered into an agreement with the Canoe Procurement Group of Canada to extend their group purchasing programs to include Yukon. Canoe, a not-for-profit cooperative purchasing group, issues tenders on behalf of its membership and has preferred pricing agreements in place with almost 300 suppliers.	More information can be found in the December 20, 2023 Agenda Package <a href="https://hainesjunction.ca/p/council-meetings">https://hainesjunction.ca/p/council-meetings</a>
7	Trails Committee	In progress	In April 2024, Council appointed a 7-member Committee to advise on a trail	<a href="https://hainesjunction.ca/p/trail-planning">https://hainesjunction.ca/p/trail-planning</a>

			<p>map, signage and maintenance plan for the Community. The Village and CAFN worked together to recruit CAFN Citizen Members to join the Committee. The Committee will present a plan to Council on trail names, sign content, and locations in September 2024 and plans to host a public workshop to update the trails map. The committee hopes that this project will be completed Fall 2024.</p>	
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# Resiliency and Stability

**Council priority:** Intra-organizational Sustainability

**Goal:** We focus on:

1. Healthy organizational culture
2. Staff retention
3. Council vibrancy

**Identified initiatives:**

1. Develop a robust orientation process that includes strategic planning and governance training early in the mandate
2. Review the Procedures Bylaw
3. Establish a Public Delegation Policy
4. Engage in regular Council/CAO check-ins
5. Support the development of a staff succession planning strategy
6. Encourage public interaction by attending meetings and directing operational queries to staff
7. Deliver candidate information and recruitment sessions for the public prior to the next election

**What we achieved:**

Link to Council initiative	Accomplishment	Status	Description	More info
1	Council Priorities, 2022-2024	Strategic Planning carried out in November 2022	Council hired a consultant to work with them on strategic planning. The outcome was a list of Council priorities that considered the Village’s immediate challenges and future opportunities.	Council Priorities, 2022-2024
2	Pilot test of a potential new council procedure: staff roundtable	Pilot tested in March 2024	Council and Staff pilot-tested a roundtable procedure to assess its utility for providing briefings and informal discussions on issues that are not at a point of decision. The pilot roundtable was modelled after policy adopted by the City of Whitehorse –	<a href="https://www.whitehorse.ca/wp-content/uploads/2022/06/CouncilandAdministrationRo-1.pdf">https://www.whitehorse.ca/wp-content/uploads/2022/06/CouncilandAdministrationRo-1.pdf</a>

			a Council and Administration Round Table Policy – in March, 2024.	
<b>3</b>	Public Delegations	Ongoing	Council meetings accept public delegations. For those wishing to appear as a delegation, a <a href="#">delegation request form</a> must be completed and submitted by the Friday prior to the Council meeting.	<a href="https://hainesjunction.ca/p/your-elected-officials">https://hainesjunction.ca/p/your-elected-officials</a>
<b>4</b>	Regular Council/CAO check-ins	Twice monthly	The CAO and Council check in at Council’s regularly scheduled Council meetings on the second and fourth Wednesday of every month.	<a href="https://hainesjunction.ca/p/council-meetings">https://hainesjunction.ca/p/council-meetings</a>
<b>7</b>	Deliver candidate information and recruitment sessions for the public prior to the next election	Completed in September 2024	Information has been posted on the Village of Haines Junction website about the upcoming election including information about running for Council. A Candidate Information Session was hosted on September 12, 2024	<a href="https://hainesjunction.ca/p/2024-election">https://hainesjunction.ca/p/2024-election</a>
<b>7</b>	New Council Remuneration Bylaw	Completed in August 2024	Council amended the Council Remuneration Bylaw so a new Bylaw is in place for the next term. Amendments bring the remuneration for Mayor and Council into a similar compensation arrangement as is in place with other Yukon communities.	<a href="#">Bylaw 414-24 Council Remuneration Bylaw</a>

# Relationships (1)

**Council priority (1):** Vibrant and collaborative intergovernmental relationships with First Nations, Territorial and Federal governments

**Goal:** We invest in key relationships.

**Identified initiatives:**

1. Develop a Truth and Reconciliation Plan/Policy
2. Design an Intergovernmental Communication Strategy
3. Initiate gathering opportunities with Council to Council/Ministers/MP
4. Support staff to staff collaboration

**What we achieved:**

Link to Council initiative	Accomplishment	Status	Description	More info
1	Reconciliation Training	Initiated	The Village has reached out to IRP Consulting to deliver reconciliation training sessions to staff and the next Municipal Council.	
3	Joint Council Meetings	Ongoing	CAFN Chief and Council, and VHJ Mayor and Council are meeting every three months (4x/year). Joint Council priorities are: <ol style="list-style-type: none"> <li>1. Recreation</li> <li>2. Animal Control</li> <li>3. Emergency Planning</li> <li>4. Municipal Boundary</li> </ol>	
3	Chiefs and Mayors Forum	Participated in October 2023 and April 2024	The Village of Haines Junction participated in the first-ever Chiefs and Mayors Forum held in October 2023. Chiefs and Mayors Forums will be hosted twice-annually to provide a venue for Yukon First Nations and municipal governments to discuss and	<a href="https://cyfn.ca/news-release-inaugural-yukon-first-nations-chiefs-and-mayors-forum-held-in-whitehorse/">https://cyfn.ca/news-release-inaugural-yukon-first-nations-chiefs-and-mayors-forum-held-in-whitehorse/</a>

			collaborate on matters of importance to their communities.	
<b>3, 4</b>	Association of Yukon Communities	Ongoing	Council and CAO attend the Annual General Meeting of the Association of Yukon Communities. The Village put forward motions at the 2024 AGM regarding Municipal Boundaries and End of Life Vehicles. The CAO also attends the twice-annual Administrators Forum. Haines Junction will be hosting the AYC AGM in 2025.	<a href="https://www.ayc-yk.ca/">https://www.ayc-yk.ca/</a>
<b>4</b>	VHJ-CAFN Intergovernmental Working Group	Ongoing	Joint Councils initiated an Intergovernmental Working group to foster collaboration amongst CAFN and VHJ on key files.	
<b>4</b>	Interim Regionalization Agreement	Signed in April 2024	Yukon government and the Village of Haines Junction signed an Interim Regional Waste Management Facility Agreement in April, 2024. Interim Regional Agreements provide funding for municipalities to work on waste management and to ensure all residents within each regional boundary have access to a Regional Waste Management Facility. These interim agreements will be replaced by Regional Agreements once lease, liability and other operational standards are established at municipal facilities.	Agreement is in the April 10, 2024 Council Agenda Package <a href="https://hainesjunction.ca/p/council-meetings">https://hainesjunction.ca/p/council-meetings</a>
<b>4</b>	Water License Renewal	Renewed in April 2024	The Village of Haines Junction water license for the operation of its drinking water and wastewater systems was successfully renewed on April 15, 2024.	<a href="https://hainesjunction.ca/p/water-and-sewer">https://hainesjunction.ca/p/water-and-sewer</a>
<b>4</b>	MOU respecting discharge of treated sewage effluent	Signed February 2024	Parks Canada, Champagne Aishihik First Nations and the Village of Haines Junction	<a href="https://hainesjunction.ca/p/water-and-sewer">https://hainesjunction.ca/p/water-and-sewer</a>

			<p>signed a MOU agreeing to cooperate / collaborate on:</p> <ul style="list-style-type: none"> <li>• Planning the timing and duration of discharges of treated wastewater from the Village wastewater treatment facility.</li> <li>• Planning the collection of samples required leading up to, during and after an effluent discharge.</li> <li>• Ongoing and regular communication regarding the status of any upgrades to the wastewater treatment facility and the operation of the facility itself.</li> <li>• Continued monitoring on the water quality in the Dezadeash River both up and downstream of the discharge point, pre- and post-discharge.</li> <li>• Seeking opportunities to conduct research and monitoring in the Dezadeash wetlands and river to better understand any potential impact of lagoon discharge events.</li> <li>• Review of the Adaptive Management Plan as requested by any participant.</li> <li>• Participation in an annual meeting between all Participants organized by the Village to review the year's activities and plans for the upcoming year, the Adaptive Management Plan, and this MOU.</li> <li>• Planning any amendment or renewal to the Water License.</li> </ul>	
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# Relationships (2)

**Council priority (2):** Innovative and effective communication and public engagement

**Goal:** We value our relationships with the community and recognize the importance of our volunteers.

**Identified initiatives:**

1. Develop a Communications Strategy including a website refresh and meaningful political messaging
2. Explore communication options for collaboration between community groups and volunteers
3. Cultivate community pride and spirit

**What we achieved:**

Link to Council initiative	Accomplishment	Status	Description	More info
1	Website refresh	Ongoing	The website was transferred over to a new web hosting service in 2023. Content on the website underwent a significant refresh in the winter and spring of 2024.	<a href="https://hainesjunction.ca/">https://hainesjunction.ca/</a>
1	Village of Haines Junction Public Communications Strategy	Approved in December 2023	At its December 6, 2023 meeting, Council approved the Village of Haines Junction Public Communications Strategy. The Strategy outlines the various communications tools used by staff to communicate with the Public and describes how and when each tool is used.	RTC is in the December 6, 2023 Council Agenda Package <a href="https://hainesjunction.ca/p/council-meetings">https://hainesjunction.ca/p/council-meetings</a>
1	Procedures for Communicating Public Notices	Approved in December 2023	At its December 20, 2023 meeting, Council approved administrative procedures to support implementation of the Public Communications Strategy by detailing how public notices are to be disseminated.	RTC is in the December 20, 2023 Council Agenda Package <a href="https://hainesjunction.ca/p/council-meetings">https://hainesjunction.ca/p/council-meetings</a>

1	Communications Strategy for New Recreation Infrastructure in Haines Junction	Approved in October 2023	At its October 25, 2023, meeting, Council approved a Communications Strategy for New Recreation Infrastructure in Haines Junction. Building new recreation infrastructure is anticipated to take a minimum of 4 to 5 years. A communications strategy was approved by Council to ensure consistent, open and transparent public communications over the lifespan of the project.	<a href="https://hainesjunction.ca/p/recreation-planning">https://hainesjunction.ca/p/recreation-planning</a>
3	Winter Events	Held in 2022, 2023, 2024	The Village hosts several winter events to cultivate community pride and spirit including: <ul style="list-style-type: none"> <li>• Christmas Open House</li> <li>• Christmas Card Contest</li> <li>• Christmas Lights Decorating Contest</li> </ul>	
3	Canada Day Events	Held in 2022, 2023, 2024	The Village hosts a Canada Day celebration on July 1 <sup>st</sup> every year. Festivities include a parade and a community barbeque.	
3	Community Clean-Up	Held in 2022, 2023, 2024	The Village co-sponsors a community clean up and barbeque with Champagne and Aishihik First Nations. Community groups were sponsored by the Village to do a highway right of way clean up in 2022 and 2023; in 2024 the ROW clean up was sponsored by the Yukon government Highways and Public Works Department.	

# Safety

**Council priority:** Emergency Management

**Goal:** We work with our partners to proactively plan for a safe, secure community.

**Identified initiatives:**

1. Develop a shared (CAFN/VHJ) comprehensive Emergency Response Plan.
2. Engage with our volunteers and support recruitment and retention activities
3. Provide fire dept volunteers with the equipment and training they need now and to grow.
4. Develop a VHJ staff policy to allow for volunteer hours on ambulance.

**Advocacy:**

5. Advocate to YG to ensure our volunteers are supported, recognized, and compensated.
6. Explore public communication strategies on safety and protection practices that could lessen their risk.
7. Investigate Fire Smart / abatement program for private homeowners.

**What we achieved:**

Link to Council initiative	Accomplishment	Status	Description	More info
<b>Council Priority – Emergency Management</b>	Emergency Management Plans posted on Village Website	Posted in July 2024	<p>The Village has several Emergency Plans in place including:</p> <ul style="list-style-type: none"> <li>• Water System Emergency Plan</li> <li>• Solid Waste Management Facility Emergency Response Plan</li> <li>• Solid Waste Management Facility Spill Response Plan</li> <li>• Bill Brewster Arena Emergency Plan</li> </ul> <p>These plans are now posted on the Village website.</p>	<a href="https://hainesjunction.ca/p/emergency-management-plans">https://hainesjunction.ca/p/emergency-management-plans</a>

<b>1</b>	MOU between Village of Haines Junction and Champagne and Aishihik First Nations on Emergency Management	An updated MOU was signed on September 9, 2024	This MOU, which acknowledges areas of common interest with respect to emergency management on both municipal and self-governing First Nation Settlement Lands, expired on December 31, 2019. An updated MOU was signed on September 9, 2024.	<a href="https://hainesjunction.ca/p/emergency-management-plans">https://hainesjunction.ca/p/emergency-management-plans</a>
<b>3</b>	Purchase of new fire truck	Purchased in 2021	A new fire truck was purchased for the Haines Junction Volunteer Fire Department.	<a href="https://hainesjunction.ca/p/haines-junction-volunteer-fire-department">https://hainesjunction.ca/p/haines-junction-volunteer-fire-department</a>
<b>3</b>	Fire Fighting Mutual Aid Memorandum of Understanding	Ongoing	This MOU between Yukon government and the Village of Haines Junction was negotiated in 2020. The MOU sets out responsibilities, procedures, requirements, and expectations for Emergency Response / Fire Safety Inspections, and Investigations by the Parties involved at an incident.	
<b>3</b>	Volunteer Fire Fighter Training	Ongoing	HJVFD members meet twice a month at 1900 hours (7:00pm) the 1st and 3rd Tuesday of the month for training. These training nights are generally two hours in length.	<a href="https://hainesjunction.ca/p/haines-junction-volunteer-fire-department">https://hainesjunction.ca/p/haines-junction-volunteer-fire-department</a>
<b>4</b>	Ambulance Calls Policy	Approved in 2018	The Ambulance Calls policy #18-08 was last reviewed in 2018. The intent of the policy is to encourage municipal staff to consider acting as ambulance personnel to augment the on-call personnel needed for this community service.	<a href="https://hainesjunction.ca/p/village-policies">https://hainesjunction.ca/p/village-policies</a>
<b>6</b>	Explore public communication strategies on	Actioned in May 2024	A FireSmart information page has been posted on the village website.	<a href="https://hainesjunction.ca/p/firesmart">https://hainesjunction.ca/p/firesmart</a>

	safety and protection practices that could lessen their risk		In May, 2024 a FireSmart manual was sent to households in the community.	
7	Investigate FireSmart/Fuel Abatement program for private homeowners	Initiated	Steps are being taken to work with Yukon government to provide home assessments to homeowners at no cost to the homeowner. Council has also directed staff to explore the feasibility of providing a property tax rebate to homeowners who FireSmart their property.	<a href="https://hainesjunction.ca/p/firesmart">https://hainesjunction.ca/p/firesmart</a>

# Environment

**Council priority:** Waste Diversion

**Goal:** We protect our environment and our natural assets through responsible waste management.

**Identified initiatives:**

- Develop a Diversion-Based Landfill Strategy and a Recycling and Composting Strategy that includes communication and education components
- Develop a Cardboard Policy (for trailers)

**What we achieved:**

Link to Council initiative	Accomplishment	Status	Description	More info
1	Interim Regionalization Agreement	Signed in April 2024	Yukon government and the Village of Haines Junction signed an Interim Regional Waste Management Facility Agreement in April, 2024. Interim Regional Agreements provide funding for municipalities to work on waste management and to ensure all residents within each regional boundary have access to a Regional Waste Management Facility. These interim agreements will be replaced by Regional Agreements once lease, liability and other operational standards are established at municipal facilities.	Agreement is in the April 10, 2024 Council Agenda Package <a href="https://hainesjunction.ca/p/council-meetings">https://hainesjunction.ca/p/council-meetings</a>
1	Landfill staffing	Ongoing	The Haines Junction Landfill and Recycling Center changed its operational schedule in November,	

			2023 to ensure staff are available during opening hours for better service and safety.	
1	Waste Management Cost Recovery Bylaw	To be adopted in October 2024	A Waste Management Cost Recovery Bylaw has been drafted to set tipping fees based on the principle of cost recovery.	Report to Council and Draft Bylaw are in the August 14, 2024 Council Agenda Package <a href="https://hainesjunction.ca/p/council-meetings">https://hainesjunction.ca/p/council-meetings</a>
1	Front of house of landfill redesign	To be completed in October 2024	A redesign of the front of the landfill has been initiated. The new front-of-house design will include a staffed gatehouse, an updated septic system, a new recycling centre and free store.	
1	Recycling Program	Ongoing	The following pamphlets have been developed to provide information on the Village's Recycling Program: <ul style="list-style-type: none"> <li>• Client Refundables Count Sheet</li> <li>• Recycling... it's easier than you think!</li> <li>• Construction and demolition waste diversion</li> </ul>	<a href="https://hainesjunction.ca/p/recycling-program">https://hainesjunction.ca/p/recycling-program</a>
1	Recycling Curbside Pick-up Service	Ongoing	A free weekly curbside pick-up service is available in Haines Junction.	<a href="https://hainesjunction.ca/p/recycling-program">https://hainesjunction.ca/p/recycling-program</a>
1	Household Composting Pilot Program	Completed in October 2024	90 FoodCycler units have been provided to individual households in Haines Junction at a reduced rate.	<a href="https://hainesjunction.ca/p/composting-information">https://hainesjunction.ca/p/composting-information</a>