

VILLAGE OF HAINES JUNCTION

Bylaw #434-25

Bylaw #434-25, A Bylaw to Establish the Community Culture, Arts, Recreation and Environment (C-CARE) Program Committee

WHEREAS, Section 191 of the Municipal Act, being Chapter 154 of the revised statutes of the Yukon, 2002 and amendments thereto, states that "Council may by bylaw establish committees, boards and commissions and their functions",

NOW THEREFORE, the Council for the Village of Haines Junction, in open meeting duly assembled, enacts as follows;

1.0 Short Title

This bylaw shall be known as the Culture, Arts, Recreation and Environment (C-CARE) Program Committee Bylaw

2.0 Membership

Five members will be appointed by resolution by Council and will sit as members at the pleasure of Council. One Council member will also serve on the Committee.

3.0 Membership criteria:

Residing in Haines Junction, or surrounding region, for no less than two (2) years.

4.0 Conflict of interest and confidentiality

Program committee members must declare any conflicts of interest and sign an oath of confidentiality prior to participating in the proposal review.

5.0 Mandate

1. Recommend projects for funding under the C-CARE program.
2. Adhere to guidelines provided in the program policy on how applications will be evaluated.
3. Make recommendations to council regarding any needed improvements to the program policy following the first year (two intakes) of the program's implementation.
4. Participate in a program evaluation that will be initiated in April 2028 and completed prior to the end of this Council's term.

6.0 Term

Members will serve until April 1, 2029.

7.0 Time commitment

1. The committee will review applications two times/year, following the May 15th and November 15th intake.

2. Each review will require committee members to participate in a half-day meeting to review applications and make recommendations.
3. Prior to the meeting, each member will be responsible for reviewing applications and completing the reviewer evaluation form.
4. At the meeting, the committee will reach consensus on the rankings of each of the project proposals and reach consensus on a recommendation to Council on which projects should be funded.

8.0 Honoraria

Committee members will be provided with a \$200 honoraria to participate in the half-day evaluation meeting, and a \$200 honoraria to prepare for an evaluation meeting.

9.0 Staff secretariat

Administrative support for the Committee will be provided by Village of Haines Junction staff. Staff will prepare meeting agenda packages, chair evaluation meetings, facilitate the Committee's work to reach consensus and summarize and present the Committee's recommendations to Council.

10.0 Enactment

This Bylaw shall come into force and effect on the final passage thereof.

Read a first time on the 24th day of September, 2025.

Read a second time on the 24th day of September, 2025.

Read a third time on the 9th day of October, 2025.


Diane Strand
Mayor


David Fairbank
Chief Administrative Officer

