



REGULAR COUNCIL MEETING AGENDA

Village of Haines Junction

October 14th, 2026 – 7:00 pm

- 1. Call to Order**
- 2. Acknowledgement of Champagne and Aishihik First Nations Traditional Territory**
- 3. Adoption of Agenda**
- 4. Declaration of Pecuniary Interest**
- 5. Delegations**
- 6. Adoption of Minutes of Regular and Special Council Meetings**
 - a. Draft Minutes of the September 23rd, 2026, Regular Council Meeting
 - b. Draft Minutes of the September 24th Committee of the Whole Meeting
- 7. Public Hearings and Public Input Sessions**
- 8. Unfinished Business**
 - a. Accounts Payable to October 14th, 2026
 - b. Council Prioritization Tool – Updated Oct 14th, 2026
 - c. Draft Emergency Measures Bylaw #443-26
 - d. RTC – Sea-Can Purchase for Shakwak Hall Storage (Verbal)
 - e. Draft Bylaw #352-19 Council Procedural Bylaw Amendment #2
 - f. RTC – Public Facility Use Policy
 - g. Draft Policy – Public Facility Use #50-26 (for discussion only)
- 9. New Business**
- 10. Correspondence**
 - a. Mutual Aid Letter – YG, Yukon Energy, ATCO
- 11. Council Reports and Notices of Motion**
- 12. Questions from the Public**
- 13. Motion to Close Meeting to the Public**
- 14. Adjournment**

Join by Zoom: **Meeting ID: 867 634 7100** <https://us02web.zoom.us/j/8676347100>
Join by Phone: **1-780-666-0144**

****Next Regular Council Meeting:** October 28th, 2026 at 7:00 pm.

*The Village of Haines Junction respectfully acknowledges that we are situated
on the Traditional Territory of the Champagne and Aishihik First Nations.*

Municipal Accounts Payable to October 14, 2026

<u>Cheque #</u>	<u>Name</u>	<u>Total Invoice</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 38,242.23	Administration	Net Pay - Pay Period 19
		\$ 5,506.38	Administration	RRSP Contribution - Pay Period 19
		\$ 830.30	Administration	Union Dues September 2026
		\$ 13,563.63	Administration	Receiver General June Pay Period 19
		<u>\$ 58,142.54</u>		
Transfer	Payroll Account #4305418	\$ 34,413.44	Administration	Net Pay - Pay Period 20
		\$ 5,403.08	Administration	RRSP Contribution - Pay Period 20
		\$ 11,793.79	Administration	Group Insurance Pay Period 20
		\$ 13,295.84	Administration	Receiver General October Pay Period 20
		<u>\$ 64,906.15</u>		
Bill Pay	Visa	\$ 739.31	Administration	Table lamps, zoom, adobe, phone, ink cartridges
		\$ 37.42	Fire Department	Fuel and new registration for fire chief truck
		\$ 622.13	Landfill	Phone, bolts, fittings, network components, radios, spray foam, cleaner
		\$ 1,284.15	Legislative	Booked flights for AYC AGM in May 2027
		\$ 4,635.35	Public Works	Cleaners, phone, garden supplies, fertilizer, couplers, oil, registration
		\$ 385.53	Roads & Streets	New banners for truth and reconciliation day
		\$ 714.86	Water & Sewer	DI water, antifreeze, lift station maintenance, phone, membership
		<u>\$ 8,418.75</u>		
EFT	Guspro Inc.	<u>\$ 14,452.05</u>	Arena	50% deposit for skate sharpener
28649	Shadunjen van Kampen	<u>\$ 730.00</u>	Roads & Streets	Banners artwork for Truth and Reconciliation Day
28650	Atco	\$ 9,309.30	Water & Sewer	Electricity: September 2026 billing
		\$ 2,010.42	Arena	Electricity: September 2026 billing
		\$ 453.94	Fire Department	Electricity: September 2026 billing
		\$ 685.21	Public Works	Electricity: September 2026 billing
		\$ 581.84	Administration	Electricity: September 2026 billing
		\$ 581.83	Convention Centre	Electricity: September 2026 billing
		\$ 1,127.97	Landfill & Recycling	Electricity: September 2026 billing

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to October 14, 2026

	Atco Continued	\$ 4,887.60	Roads & Streets	Electricity: September 2026 billing
		\$ 19,638.11		
28651	Castle Rock Enterprises	\$ 1,490,210.82	Capital Project	Repair and resurface of streets
28652	844027 Yukon Inc.	\$ 45,500.00	Capital Projects	Completion of boardwalk for Dezadeash Trail
28653	Acklands - Grainger Inc.	\$ 431.91	Public Works	Insulated coveralls, hand warmers, wipes
		\$ 249.79	Landfill & Recycling	Pressure gauge for compactor, tools
		\$ 681.70		
28654	Arctic Backhoe Services Ltd.	\$ 123,676.88	Capital	Shakwak Hall demolition -final payment
28655	Arctic Star Printing	\$ 54.60	Administration	Business cards
28656	Big Bud Contracting	\$ 6,825.00	Landfill & Recycling	Recycle pick-up for the month of July, August, September 2026
28657	Building Systems Consulting Inc.	\$ 897.75	Capital Projects	Construction administration
28658	Challenger Geomatics Ltd.	\$ 2,632.46	Capital Project	Road surveying
28659	Cimco	\$ 2,586.68	Arena	Ammonia sensor replacement
28660	Computrol Systems	\$ 2,588.25	Water & Sewer	Software services and maintenance
28661	Core Geoscience Services Inc.	\$ 3,023.09	Cap-Landfill	LTF Decommissioning
28662	Diane Strand	\$ 299.95	Legislative	AYC board meeting travel
28663	Ellen Stutz Petty Cash	\$ 3,091.70	Recycling Centre	Refundables paid out
28664	Finning (Canada)	\$ 1,635.20	Landfill & Recycling	Window, meter seal

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Municipal Accounts Payable to October 14, 2026

28665	Hurlburt - Firewood, Freight & Farm Inc.	<u><u>\$ 5,775.00</u></u>	Public Works	Freight haul Tractor
28666	Inland Truck & Equipment Ltd.	<u><u>\$ 521.98</u></u>	Public Works	Oil and fuel filters
28667	Jacobs Industries Ltd.	<u><u>\$ 746.55</u></u>	Water & Sewer	Co2
28668	Josie Boyle	<u><u>\$ 120.00</u></u>	Landfill & Recycling	Free store volunteer honorarium
28669	Kelly Beaulieu	<u><u>\$ 120.00</u></u>	Landfill & Recycling	Free store volunteer honorarium
28670	Locksmith Services Ltd.	<u><u>\$ 207.38</u></u>	Public Works	Padlocks, keys
28671	Michael Pealow	<u><u>\$ 3,150.00</u></u>	Administration	Replace lost Cheque
28672	NF Electrical and Event Production Ltd.	<u><u>\$ 252.00</u></u>	Convention Centre	Technical services, user manual for audio and visual equipment
	NorthwesTel	\$ 265.08	Administration	September 27, 2026 billing
		\$ 61.57	Public Works	September 27, 2026 billing
		\$ 723.15	Water & Sewer	September 27, 2026 billing
		\$ 446.07	Protective Services	September 27, 2026 billing
		\$ 127.81	Convention Centre	September 27, 2026 billing
		\$ 30.79	Mezzanine	September 27, 2026 billing
		\$ 30.79	Arena	September 27, 2026 billing
		\$ 80.36	Recycling Centre	September 27, 2026 billing
		<u><u>\$ 1,765.62</u></u>		
28673	Norton Rose Fulbright	<u><u>\$ 913.50</u></u>	Administration	Legal fees
28674	Olaf Contracting	<u><u>\$ 420.00</u></u>	Capital Projects	Bobcat services
28675	PBX Engineering	<u><u>\$ 55,927.02</u></u>	Capital / Projects	Scada upgrade progress payment

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Municipal Accounts Payable to October 14, 2026

28676	Superior Propane	<u><u>\$ 313.95</u></u>	Public Works	Propane tank rental
28677	Sylvain Human Resource Services	<u><u>\$ 7,428.75</u></u>	Administration	Administrative support
28678	Tangerine Technology	\$ 30.45	Legislative	IT Services September 2026
		\$ 938.70	Administration	IT Services September 2026
		\$ 60.90	Public Works	IT Services September 2026
		\$ 186.90	Water & Sewer	IT Services September 2026
		\$ 30.45	Landfill & Recycling	IT Services September 2026
		<u><u>\$ 1,247.40</u></u>		
28679	Taylor Architecture Group	<u><u>\$ 2,877.76</u></u>	Capital Projects	Site visit and concept design
28680	Totaltrac Yukon Inc.	<u><u>\$ 616.89</u></u>	Landfill & Recycling	Filters , oil for excavator
28681	Xerox	<u><u>\$ 490.29</u></u>	Administration	Printing and photocopies

Municipal Accounts Payable \$ 1,932,885.77

Prepared by Ellen Stutz

Mayor _____ CAO _____

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** Grant funded

Council Prioritization Tool - May 2026	Identified by	Item	Priority (Council Assessment)	Status
Date identified	How item was identified	Item	Priority (Council Assessment)	
2025-01-22	Motion	Staff to bring forward the proclamation of Indigenous Survivor Day to Council for consideration after their Strategic Plan has been developed.	1. Orange (high Priority)	Holding - 2027 New CAFN Council
2025-03-26	Staff-led initiative	Update Fire Department Bylaw	1. Orange (high Priority)	Drafted Holding for PSM, 2027
2025-05-28	Motion	Bring back Blanket Ceremony Day to CAFN Joint Council	1. Orange (high Priority)	Holding - 2027 New CAFN Council
2025-05-28	Motion	Provide a report within the next six months on the Yukon government First Nations procurement policy	1. Orange (high Priority)	Partially complete: November
2025-05-28	Motion	Provide a Report to Council with an estimate of costs to either demolish or repair the muffin.	1. Orange (high Priority)	Holding - After Community Identity
2025-06-25	Motion	Provide a Report to Council to refine the Community Recognition Award nominee process.	1. Orange (high Priority)	Complete
2025-06-25	Council request	Revise Community Recognition Policy for next year to create a Volunteer of the Year award	1. Orange (high Priority)	Complete
2025-08-13	Notice of Motion	Discuss the Village Reserves per recommendations from the recent Audit, when it makes sense.	1. Orange (high Priority)	Partially complete November meeting with BCMFA
2025-08-27	Motion	Share Motion Tracker on a Quarterly Basis	1. Orange (high Priority)	Ongoing
2025-09-02	2025-2028 Council Priority NOW	Comprehensive Road Maintenance Policy	1. Orange (high Priority)	WSP Contract: December update
2025-09-02	2025-2028 Council Priority NEXT	Water works maintenance policy	1. Orange (high Priority)	WSP Contract: December update
2025-09-02	2025-2028 Council Priority ONGOING	Reconciliation training for staff and Council, CAFN 101	1. Orange (high Priority)	Partially complete
2025-09-02	2025-2028 Council Priority NEXT	CAFN Joint Governance model for a new multi-use recreation facility	1. Orange (high Priority)	Ongoing - PM Consultant under contract
2025-09-02	2025-2028 Council Priority ONGOING	Work with CAFN to explore design and development of new pool / rec centre	1. Orange (high Priority)	Under Contract: Nov Update
2025-09-02	2025-2028 Council Priority NEXT	Develop TRC Policy and Statement	1. Orange (high Priority)	Holding - 2027 New CAFN Council
2025-09-02	2025-2028 Council Priority NEXT	Identify minimum staffing levels	1. Orange (high Priority)	Ongoing: Part of HR Review
2025-09-02	2025-2028 Council Priority NOW	Host community identity workshop	1. Orange (high Priority)	Not initiated - Reissue tender
2025-09-02	2025-2028 Council Priority NOW	Demolition of Shakwak hall and pool	1. Orange (high Priority)	Complete
2025-09-02	2025-2028 Council Priority NOW	Shakwak end-of-life ceremony	1. Orange (high Priority)	Ongoing: Jan
2025-09-02	2025-2028 Council Priority NEXT	Recruitment & retention strategy	1. Orange (high Priority)	Ongoing: CoW in Oct
2025-09-02	2025-2028 Council Priority NEXT	Provide Reconciliation / CAFN 101 training to community at large	1. Orange (high Priority)	Ongoing
2025-09-02	2025-2028 Council Priority NOW	Support Fire Department Safety and Compliance	1. Orange (high Priority)	HOLDING: 2027 PSM
2025-09-02	2025-2028 Council Priority NOW	Level of Service for Bylaw Enforcement	1. Orange (high Priority)	HOLDING: 2027 PSM
2025-09-02	2025-2028 Council Priority NEXT	Work with regional partners to design an emergency management plan	1. Orange (high Priority)	Ongoing
2025-09-02	2025-2028 Council Priority ONGOING	Develop Level of Service Policy Framework	1. Orange (high Priority)	Ongoing
2025-09-02	2025-2028 Council Priority ONGOING	Develop Asset Management Plan	1. Orange (high Priority)	Ongoing
2025-09-02	2025-2028 Council Priority NEXT	Review Vacant / property taxation levy bylaw	1. Orange (high Priority)	Ongoing: Nov
2025-09-02	2025-2028 Council Priority NEXT	Communication strategy to edycate residents on service levels and fiscal realities	1. Orange (high Priority)	Ongoing
2025-09-02	2025-2028 Council Priority NEXT	Redraft the Facilities User Policy including review of rental fees, including when charges are applied or waived	1. Orange (high Priority)	Ongoing: Oct
2025-10-09	Motion	Village Policy Design Refresh	1. Orange (high Priority)	Largely Complete
2025-10-09	Legislated/bylaw requirement	RTC - Tipping Fee Analysis (part of budget process)	1. Orange (high Priority)	Ongoing - March 2027
2025-10-09	Notice of Motion	Staff to prepare a report to Council on facility rental fees, including when charges are applied or waived.	1. Orange (high Priority)	Ongoing: Oct
2025-10-23	Notice of Motion	Notice of Motion - Initiate Review of Council Procedures Bylaw	1. Orange (high Priority)	Complete
2025-10-23	Council request	Apply to YG for land transfer of bike-skills park to Village	1. Orange (high Priority)	Lease Complete, Title ongoing
2025-11-27	Council request	Look for funding opportunities to support the Community Identity Workshop	1. Orange (high Priority)	Ongoing
2025-12-10	#407-25 Office Renovations	Engage firm to complete redesign of the municipal office and report back to Council with the design options and Class D cost estimates.	1. Orange (high Priority)	Ongoing: under contract
2025-12-10	#415-25 Indigenous Survivors Day	Send a letter to Troy Abromaitis explaining that Council is working on a Truth and Reconciliation Statement, thank him, and to cc CAFN on the letter.	1. Orange (high Priority)	Complete

VILLAGE OF HAINES JUNCTION

Bylaw No. 443 - 26

A Bylaw to Establish an Emergency Measures Commission and a Municipal Civil Emergency Plan

WHEREAS section 192(1) of the Municipal Act, RSY 2002, c. 154, and amendments thereto, provides that a council shall by bylaw establish a civil emergency measures commission and appoint the members thereof;

AND WHEREAS section 192(2) of the Municipal Act provides that a council may appoint a civil emergency co-ordinator to carry out the instructions of the commission;

AND WHEREAS section 192(3) of the Municipal Act provides that a council may empower the commission to incur liabilities within the amounts included therefor in the annual budget;

AND WHEREAS section 239(2) of the Municipal Act provides that a council may establish by bylaw a procedure to authorize and verify expenditures that vary from the annual operating budget or capital budget;

AND WHEREAS section 5(1) of the Civil Emergency Measures Act, RSY 2002, c. 34, and amendments thereto, provides that the council of every municipality shall by bylaw establish a municipal civil emergency plan;

AND WHEREAS section 5(2) of the Civil Emergency Measures Act provides that a municipal civil emergency plan shall specify the powers and duties of the Civil Emergency Measures Commission established under subsection 192(1) of the Municipal Act, and shall assign to municipal officers and employees those responsibilities necessary for the effective implementation of the plan;

AND WHEREAS section 9(2) of the Civil Emergency Measures Act empowers a council, when a civil emergency plan is in effect in the municipality, to do all things it considers necessary to deal with the emergency, and section 13 of that Act provides that its provisions prevail to the extent of any inconsistency with the operation of any other Act;

AND WHEREAS Council has considered the circumstances in which an emergency or disaster may require the immediate authorization of expenditure at a time when Council cannot lawfully be convened within the time the circumstances require, or cannot achieve quorum, and considers it necessary that the Commission be able to authorize expenditure in those circumstances;

NOW THEREFORE the Council for the Village of Haines Junction, duly assembled, hereby
ENACTS AS FOLLOWS:

PART 1 — GENERAL

1.0 Short Title

1.1 This Bylaw may be cited as the **Emergency Measures Bylaw**.

2.0 Definitions

2.1 In this Bylaw:

"Allocation" means an allocation of funds made by the Commission under subsection 11.2;

"Alternate Coordinator" means a person appointed under subsection 7.2, and who while acting has all of the powers and duties of the Coordinator;

"Alternate Member" means a person who acts in the place of a Member under section 6, and who while so acting has all of the powers and duties of that Member;

"CEMA" means the Civil Emergency Measures Act, RSY 2002, c. 34, as amended from time to time;

"Commission" means the Emergency Measures Commission established under section 5, and referred to in this Bylaw as the "Emergency Measures Commission";

"Coordinator" means the Civil Emergency Coordinator appointed or acting under section 7, and includes an Alternate Coordinator while acting;

"Disaster" means a calamity, however caused, which has resulted in or may result in (a) the loss of life, (b) serious harm or damage to the safety, health or welfare of people, or (c) widespread damage to property or the environment;

"Emergency" means a present or imminent situation or condition that requires prompt action to prevent or limit (a) the loss of life, (b) harm or damage to the safety, health or welfare of people, or (c) damage to property or the environment;

"Member" means a member of the Commission under section 6;

"Municipal Act" means the Municipal Act, RSY 2002, c. 154, as amended from time to time;

"Plan" means the Village of Haines Junction Municipal Civil Emergency Plan established under section 8;

"State of Emergency" means a state of emergency declared under section 6 or section 7 of CEMA in or including the Village;

"Village" means the Village of Haines Junction.

3.0 Governing Provisions

- 3.1 This Bylaw is governed by the definitions and provisions of the Municipal Act and CEMA.
- 3.2 Where a provision of this Bylaw is inconsistent with the Municipal Act or CEMA, the Act prevails to the extent of the inconsistency.

4.0 Separation of Functions

- 4.1 Under this Bylaw:
 - (a) the Commission authorizes expenditure and allocates funds; and
 - (b) the Coordinator implements the Plan and expends funds allocated or budgeted.
- 4.2 The Commission shall not direct the response of the Village to an Emergency or Disaster, and shall not exercise operational command.

PART 2 — EMERGENCY MEASURES COMMISSION (EMC)

5.0 Establishment

- 5.1 The Emergency Measures Commission is hereby established and shall be referred to as the Emergency Measures Commission or EMC.

6.0 Membership, Alternates and Quorum

- 6.1 The Commission shall be composed of two members of Council and one member of staff.
- 6.2 The Members of the Commission are the Mayor, the Deputy Mayor and the CAO.
- 6.3 Where the Mayor or the Deputy Mayor is unable to act, the Alternate Member is drawn from Council in the order of the current Deputy Mayor rotation.
- 6.4 Where the CAO is unable to act, the Alternate Member for the CAO is:
 - (a) the Acting Chief Administrative Officer;
 - (b) failing (a), the Deputy Chief Administrative Officer; or
 - (c) failing (a) and (b), the municipal officer designated in writing by the CAO for that purpose from time to time.
- 6.5 Members and Alternate Members are designated by office, and a change in the holder of an office does not require an amendment to this Bylaw.
- 6.6 A Member is unable to act where that Member is unavailable, is incapable of acting, or is unwilling to act.

- 6.7 A determination that a Member is unable to act shall be made by the other Members or their Alternate Members, and shall not be made unless:
- (a) reasonable efforts have been made to contact the Member, having regard to the urgency of the circumstances; and
 - (b) the determination is recorded in writing and included in the report required by section 16.
- 6.8 Quorum of the Commission is two Members or Alternate Members.
- 6.9 An act of the Commission requires the concurrence of a majority of the Members and Alternate Members acting.

7.0 Civil Emergency Coordinator

- 7.1 Council may, pursuant to subsection 192(2) of the Municipal Act, by resolution appoint a Civil Emergency Coordinator, by office or by name.
- 7.2 Council shall, by resolution, appoint at least one Alternate Coordinator, by office or by name, to act where the Coordinator is unable to act.
- 7.3 Where no appointment under subsection 7.1 is in force, the CAO is the Coordinator.
- 7.4 The Coordinator carries out the instructions of the Commission under subsection 192(2) of the Municipal Act, and holds the responsibilities assigned under Part 6 of this Bylaw.

PART 3 — MUNICIPAL CIVIL EMERGENCY PLAN

8.0 Establishment of the Plan

- 8.1 The municipal civil emergency plan required by subsection 5(1) of CEMA is hereby established and shall be referred to as the Village of Haines Junction Municipal Civil Emergency Plan, or the Plan.
- 8.2 The Plan consists of:
- (a) the Emergency Response Plan, as approved by Council from time to time;
 - (b) such policies and procedures of the Village as are identified in the Plan; and
 - (c) such information, advice and direction received from territorial and federal departments as the Coordinator considers applicable.
- 8.3 The Plan, and any amendment to it, shall be approved by resolution of Council on the recommendation of the Commission, and does not require amendment of this Bylaw.

- 8.4 Notwithstanding subsection 8.3, the Coordinator may without resolution of Council make amendments to the Plan that are administrative in nature, including updates to contact information, call-out lists, position titles and organizational charts.
- 8.5 The Coordinator shall maintain the current Plan and shall maintain a record of each version of the Plan and the date on which it was approved.

9.0 Powers and Duties of the Commission

- 9.1 For the purposes of paragraph 5(2)(a) of CEMA, the powers and duties of the Commission are as set out in this section and in Part 4.
- 9.2 The Commission shall:
- (a) allocate funds from the Unrestricted Reserve in accordance with section 11;
 - (b) authorize expenditures not provided for in the annual budget in accordance with section 11;
 - (c) recommend to the Mayor the declaration of a State of Emergency under section 17, and recommend to the Mayor its termination;
 - (d) recommend the Plan and any amendment to it to Council for approval;
 - (e) make and retain the records required by this Bylaw, report to Council under section 16, and seek ratification of expenditures under subsection 16.3;
 - (f) submit to Council, as part of the annual budget process, estimates of the expenditures required for the maintenance and operation of the Village's emergency organization; and
 - (g) submit the annual report required by section 19.

PART 4 — AUTHORITY TO ALLOCATE AND TO EXPEND

10.0 Budgeted Expenditure

- 10.1 Pursuant to subsection 192(3) of the Municipal Act, the Commission is empowered to incur liabilities within the amounts included therefor in the annual budget.
- 10.2 The Coordinator may expend amounts included in the annual budget for the Village's emergency organization, and may enter into contracts and agreements necessary for that purpose, within those amounts.

- 10.3 The authority in subsections 10.1 and 10.2 may be exercised at any time and is not conditional on section 11.

11.0 Emergency Allocation Where Council Cannot Act

- 11.1 The Commission may exercise the authority in subsection 11.2 where all of the following apply:
- (a) an Emergency or Disaster exists or is imminent in or affecting the Village;
 - (b) the Commission determines that expenditure is immediately necessary to protect life, the health, safety or welfare of people, property, the environment, or the continuity of essential municipal services; and
 - (c) Council cannot act within the time the circumstances require, in that either:
 - (i) a meeting of Council cannot be convened in compliance with the Municipal Act and the Procedural Bylaw within that time; or
 - (ii) quorum of Council cannot be achieved.
- 11.2 Where subsection 11.1 is satisfied, the Commission is authorized to:
- (a) allocate a sum from the Unrestricted Reserve; and
 - (b) authorize the expenditure of that sum for the purposes in paragraph 11.1(b), notwithstanding that the expenditure is not provided for in the annual operating budget or the annual capital/projects budget.
- 11.3 An Allocation shall be in writing and shall state the amount allocated, the purpose for which it is allocated, and any conditions to which it is subject.
- 11.4 Before making an Allocation, the Commission shall make reasonable efforts to have Council convened, including by any means available under sections 214 and 215 of the Municipal Act and under the Procedural Bylaw, and shall record at the time, or as soon as practicable after:
- (a) the date and time of the determination;
 - (b) the efforts made to convene Council and their outcome;
 - (c) which members of Council were and were not contacted; and
 - (d) the basis for the determination under paragraph 11.1(c).
- 11.5 A record made under subsection 11.4 shall be filed with the CAO and included in the report required by section 16.

12.0 Expenditure of an Allocation

- 12.1 Where the Commission makes an Allocation, the Coordinator may:

- (a) expend the sum allocated, within the Allocation and subject to its stated purpose and conditions; and
 - (b) enter into such contracts and agreements as are necessary for that purpose.
- 12.2 The Coordinator shall not expend any amount in excess of an Allocation, or for a purpose other than the purpose stated in the Allocation.
- 12.3 The Coordinator shall report each expenditure and each contract made under subsection 12.1 to the Commission as soon as practicable, or where the authority of the Commission has ceased under section 14, to Council.

13.0 Limits

- 13.1 The Commission shall not make an Allocation, or Allocations in aggregate in respect of the same Emergency or Disaster, exceeding \$250,000, or such other amount as the Plan may specify for this purpose.
- 13.2 The Commission shall not make an Allocation unless uncommitted funds are available in the Unrestricted Reserve at the time of the Allocation sufficient to meet it.
- 13.3 An Allocation, and expenditure under it, is limited to goods, services and works directly required for response to, evacuation because of, sheltering arising from, or the restoration of essential municipal services following, the Emergency or Disaster, and shall not be applied to the acquisition of tangible capital assets except where the asset is immediately required for the response.

14.0 Duration of Authority

- 14.1 The authority of the Commission to make an Allocation under subsection 11.2 ceases on the earlier of:
 - (a) the time at which Council is next able to act within the meaning of paragraph 11.1(c); and
 - (b) 72 hours after an Allocation is first made, unless the Commission determines and records under subsection 11.4 that Council remains unable to act.
- 14.2 An Allocation made before the cessation of authority under subsection 14.1 continues in effect, and the Coordinator may continue to expend under it, until Council otherwise resolves.
- 14.3 The cessation of authority under subsection 14.1 does not invalidate anything lawfully done or any obligation lawfully incurred before that cessation.

15.0 Procurement and Cost Accounting

- 15.1 The requirements of the Village's procurement policy respecting competitive solicitation do not apply to expenditures made under subsection 12.1.
- 15.2 The Coordinator shall record in writing, as soon as practicable, the rationale for each procurement made in reliance on subsection 15.1, including the reason the supplier was selected.
- 15.3 The CAO shall establish a separate cost centre upon the first expenditure under subsection 12.1, and shall record all costs incurred in a manner sufficient to support a claim under any territorial or federal disaster financial assistance program.

16.0 Reporting and Ratification

- 16.1 The Commission shall report to Council at the first meeting of Council held after the Commission's authority ceases.
- 16.2 A report under subsection 16.1 shall include:
 - (a) a description of the Emergency or Disaster;
 - (b) the record made under subsection 11.4;
 - (c) each Allocation made;
 - (d) each expenditure incurred and each contract entered into under subsection 12.1;
 - (e) the rationale recorded under subsection 15.2; and
 - (f) any record made under paragraph 6.7(b).
- 16.3 Allocations and expenditures made under this Part shall be brought forward for ratification through the umbrella bylaw provision of the annual budget bylaw.

PART 5 — DECLARATION OF A STATE OF EMERGENCY

17.0 Declaration

- 17.1 Pursuant to section 7 of CEMA, the Mayor may declare that a State of Emergency exists in the Village, or in any part of the Village, where the Mayor is authorized to do so by a resolution of Council made under subsection 19.2.
- 17.2 Where the Mayor is unable to act, the Deputy Mayor may exercise the power in subsection 17.1.
- 17.3 A declaration under subsection 17.1 shall be published by such means as will reasonably bring it promptly to the attention of the residents of the area affected, and has effect in accordance with section 7 of CEMA.

- 17.4 The Coordinator shall immediately notify the Yukon Emergency Measures Organization of a declaration under subsection 17.1 and of its termination.

PART 6 — MUNICIPAL OFFICER AND EMPLOYEE ASSIGNMENT

18.0 Assignment of Responsibilities

- 18.1 For the purposes of paragraph 5(2)(b) of CEMA, the Coordinator is assigned the overall responsibility for the effective implementation of the Plan.
- 18.2 The Coordinator may establish and direct an Emergency Operations Centre.
- 18.3 The CAO is assigned responsibility for:
- (a) the financial administration of the response, including the cost accounting required by subsection 15.3;
 - (b) liaison between the Coordinator, the Commission and Council;
 - (c) liaison with the Government of Yukon, the Government of Canada, the Champagne and Aishihik First Nations and other municipalities; and
 - (d) assigning to municipal officers and employees the responsibilities required for the effective implementation of the Plan, and recording those assignments in the Plan.
- 18.4 During the implementation of the Plan, a municipal officer or employee assigned a responsibility under paragraph 18.3(d) shall carry out that responsibility under the direction of the Coordinator.

PART 7 — GENERAL

19.0 Annual Report

- 19.1 The Commission shall submit to Council, at least once in each calendar year, a report that includes:
- (a) a consideration of the occurrence of events that reasonably may be expected to lead to a need to declare a State of Emergency;
 - (b) an estimate of the coming year's operating and maintenance costs for the Village's emergency organization;
 - (c) the Plan as reviewed by the Commission, with any amendment recommended under paragraph 9.2(d);
 - (d) the appointments required by subsections 7.1 and 7.2; and
 - (e) the designation made by the CAO under paragraph 6.4(c).

- 19.2 Upon its consideration of the Commission's report, Council may by resolution:
- (a) authorize the Mayor to declare a State of Emergency under subsection 17.1;
 - (b) make the staffing appointments referred to in paragraph 19.1(d); and
 - (c) approve the Plan with or without amendments.

20.0 Bylaws Repealed

- 20.1 Upon adoption of this Bylaw, the following Bylaws are repealed:
- (a) Bylaw 364-20, Village of Haines Junction Emergency Measures Commission Bylaw; and
 - (b) Bylaw 365-20, Village of Haines Junction Civil Emergency Plan.

21.0 Severability

- 21.1 If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by a court of competent jurisdiction, the invalid portion shall be severed and shall not affect the validity of the remainder.

22.0 Effective Date

- 22.1 This Bylaw comes into effect on the date of its adoption.

23.0 Readings

- 23.1 Read a first time this 9th day of September 2026.
- 23.2 Read a second time this 9th day of September 2026.
- 23.3 Read a third time and adopted this ____ day of _____ 2026.

Diane Strand, Mayor

David Fairbank, CAO

VILLAGE OF HAINES JUNCTION

Governance, Administration, and Human Resources
Bylaw #352-19

Council Procedural Bylaw



Bylaw #352-19

A Bylaw to create rules governing council meeting procedure

WHEREAS the Municipal Act, being Chapter 154 of the Revised Statutes of the Yukon, 2002 and amendments thereto, Section 210 provides that a Council shall make procedural rules;

NOW THEREFORE the Council for the Village of Haines Junction, duly assembled, hereby enacts as follows:

1. SHORT TITLE

- 1.1 This bylaw may be cited as the “Council Procedural Bylaw.”

2. GOVERNING PROVISIONS

- 2.1 The procedures of Council will be governed by the Yukon Municipal Act and this Bylaw.
- 2.2 When situations are encountered that are not covered by these Rules, reference to Robert's Rules of Order Newly Revised, as amended and replaced, will be used by the Presiding Officer.
- 2.3 Rules are used to facilitate the orderly progression of Members through the Meeting Agenda and are to be applied in the spirit of fairness, equality and common sense.

3. APPLICATION

- 3.1 The following rules shall be observed and shall be the rules and regulations for the order and conduct of business, including the relations between Council and Administration in all Regular Council Meetings, Special Council Meetings, Council committees and those committees, boards, commissions created by bylaw pursuant to Section 191 of the Yukon Municipal Act, unless the Bylaw creating the committee, board, commission specifically excludes this Bylaw or sections of this Bylaw.

4. DEFINITIONS

- 4.1 In this bylaw, unless the context otherwise requires,

‘**Agenda-Response Delegation**’ means a person registered under Section 14.11 to address Council at a Regular Council Meeting in response to a specific item on the published agenda for that meeting.

‘Business Day’ means any day other than a Saturday, a Sunday, a statutory holiday observed in the Yukon, or a day on which the Municipal Offices are closed to the public.

‘Individual’ means any person attending a meeting who is not a member.

‘Meeting’ means a meeting of Council or any Committee.

‘Member’ means the Mayor or a Council member.

‘Notice of Motion’ means a verbal or written statement by a Member, given under Section 16.12, of the Member’s intention to place a proposed motion on the agenda of a subsequent Council meeting for Council deliberation.

‘Presiding Officer’ means the Member, ordinarily the Mayor, who chairs the meeting.

‘Public Hearing or Public Input Session’ means a time defined in this Bylaw which enables Individuals to provide comment to Council on an agenda item before Council.

‘Regular Council Meeting’ means a meeting of Council held on the dates and at the time set out in Sections 8.1 and 8.2.

‘Rules’ the rules established defined in this Bylaw and, where not established under this Bylaw, Robert’s Rules of Order Newly Revised.

‘Special Council Meeting’ means a meeting of Council, other than a Regular Council Meeting, called and held in accordance with the Municipal Act and Section 8.4.

5. COMMITTEES, BOARDS AND COMMISSIONS

5.1 Council Committees. Pursuant to Section 190 of the Yukon Municipal Act, Council establishes the following Council Committees, each composed of the Mayor and all Members of Council:

5.1.1 Audit Committee – the mandate of this Committee is to meet annually with the Village’s auditors to review the auditors’ findings and to have the auditors address any questions or concerns of the Committee.

5.1.2 Committee of the Whole – the mandate of this Committee is to consider any matter that Council refers to it or that is of interest to the municipality and to report back to Council where appropriate.

5.2 Council Committees – proceedings and effect:

5.2.1 A Council Committee may appoint its Chair and adopt motions to conduct its own proceedings and to formulate its advice to Council, including a motion to recommend a course of action to Council.

5.2.2 A Council Committee does not make Council decisions. A recommendation or motion of a Council Committee is advisory only and does not bind Council. A matter that requires a Council decision is determined by Council by resolution or bylaw at a Regular Council Meeting or Special Council Meeting.

- 5.2.3 A Council Committee reports to Council through its Chair, or designate, who brings the Committee's recommendations before Council at a Regular Council Meeting or Special Council Meeting for Council's consideration.

5.3 Boards, Commissions and other Committees:

- 5.3.1 Pursuant to Section 191 of the Yukon Municipal Act, Council may, by bylaw or resolution, establish boards, commissions and other committees, the membership of which need not be limited to members of Council.
- 5.3.2 Council will, by resolution or bylaw, create the terms of reference for each board, commission or other committee established. The terms of reference will include:
 - 5.3.2.1 the appointment and composition of members;
 - 5.3.2.2 the term;
 - 5.3.2.3 the mandate; and
 - 5.3.2.4 the reporting requirements of the board, commission or committee.
- 5.3.3 The Mayor or the Mayor's designate is ex-officio a member of each board, commission or other committee established under this section and, when in attendance, possesses all the rights, privileges and duties of the other members, whether elected or appointed.
- 5.3.4 A member of Council who is not a member of a board, commission or other committee may, with the prior consent of that body, attend its meetings and take part in the discussion, but may not vote.
- 5.3.5 No board, commission or other committee, and no member of one, shall enter into a contract or incur or authorize any debt or expenditure on behalf of the municipality, or act in any manner that would suggest to a reasonable person that it, or the member, is acting on behalf of the municipality.
- 5.3.6 If, in the opinion of Council, a board, commission or other committee has contravened this section or any applicable municipal bylaw, policy or code of conduct, Council may by bylaw dissolve it. If, in the opinion of Council, a member of a board, commission or other committee has contravened this section or any applicable municipal bylaw, policy or code of conduct, Council may by resolution remove the member and appoint a replacement.

6. COUNCIL MEMBERS

6.1 Members of Council will:

- 6.1.1 Be respectful of citizens, delegates at meetings, administration and each other, including being respectful of each other's right to hold different and diverse opinions;

- 6.1.2 Keep an open mind and reserve making decisions until public input; administration input and Council debate are completed;
 - 6.1.3 Act impartially and with integrity; and
 - 6.1.4 Make decisions in the best interest of the municipality, while acknowledging that most decisions require Council to weigh competing interests.
- 6.2 The role of Council and the role of administration are further set out in Sections 42, 43, 44 and 45 of this Bylaw, and in the Code of Conduct Bylaw (Bylaw 337-18) and the Chief Administrative Officer Bylaw (Bylaw 358-19).

7. QUORUM

- 7.1 A quorum of Council will be the majority of its members; or, if a vacancy exists on Council, the majority of its remaining members.
- 7.2 If, due to a pecuniary interest of a member of Council in relation to a matter, only two members of Council are entitled to vote, those two members constitute a quorum for the matter.
- 7.3 When a quorum is not present within thirty (30) minutes of the time fixed for the start of the meeting, the recording secretary shall record the names of the members present and the meeting will stand adjourned until the next regularly scheduled or special meeting date.

8. MEETING SCHEDULES

- 8.1 Regular Council Meetings will be held on the second (2nd) and fourth (4th) Wednesday of each month.
- 8.2 Meetings will begin at 7:00 p.m. and end on, or before, 9:30 p.m.
- 8.3 Council may, by motion, extend a meeting beyond the time it would otherwise end, by a defined period of time.
- 8.4 Special Council Meetings will be held pursuant to the process described in the Yukon Municipal Act.
- 8.5 Council committee meetings will be scheduled by Council resolution or by bylaw.
- 8.6 All other meetings of committees, boards, and commissions will be by committee, board or commission resolution.

9. NOTIFICATION OF MEETINGS

- 9.1 The Chief Administrative Officer shall give public notice of all Regular Council, committee, board and commission meetings at least five (5) calendar days prior to the meeting by:

- 9.1.1 Posting on the Village of Haines Junction website;
- 9.1.2 Whenever possible, posting on the Village's social media accounts and any social media sites, pages or forums where, in the opinion of the Chief Administrative Officer, it is likely to provide notice to citizens of the Village of Haines Junction;
- 9.1.3 Distribution through the Village's email subscription list; and
- 9.1.4 Posting at the Village office bulletin board.
- 9.2 Public notice shall include: Date, Time, Agenda, and Location of the meeting.
- 9.3 The agenda and related documentation will be posted on social media and paper copies will be made available at the Municipal Offices.
- 9.4 Agenda items and materials for inclusion for Regular Council Meetings must be submitted to the Chief Administrative Officer by noon (12:00 p.m.) at least six (6) calendar days before the meeting date.
- 9.5 No later than 6:00 p.m., five (5) calendar days before a meeting date, the Chief Administrative Officer must make the Council Agenda available:
 - 9.5.1 To Members by delivering a copy of the Council Agenda package to their Village of Haines Junction email account; and,
 - 9.5.2 To the public by posting a copy of the Council Agenda at the Municipal Offices and on the Village of Haines Junction's website.
- 9.6 Notice of Special Council Meetings will be provided pursuant to the Yukon Municipal Act.

10. ELECTRONIC PARTICIPATION AT MEETINGS

- 10.1 Council members may participate in a meeting by electronic means.
- 10.2 The person who will be the meeting's Presiding Officer may not participate electronically.
- 10.3 If the electronic communication fails, the meeting will be held in abeyance for five (5) minutes while communication is re-established.
- 10.4 If after five (5) minutes communication is not re-established with the member, the member will be deemed to have left the meeting.
- 10.5 If a member is deemed to have left the meeting and the member was required to meet the requirements of a quorum; the meeting will be immediately adjourned.
- 10.6 Electronic Attendance by Persons Who Are Not Members of Council:

10.6.1 This section applies to persons who are not members of Council participating or observing electronically.

10.6.2 In addition to the meeting decorum requirements in Section 13, a person attending or participating by electronic means must, when asked by the Presiding Officer or the designated municipal officer, confirm their presence, by using the platform's "raise hand" function, by unmuting and briefly speaking, or by enabling their camera. A person who does not respond to two (2) such requests may be removed from the electronic meeting.

11. SELECTION OF PRESIDING OFFICER

11.1 Ordinarily the Mayor will chair the meeting.

11.2 In the absence of the Mayor, the Deputy Mayor will chair the meeting.

11.3 If the Mayor and Deputy Mayor are absent from the meeting, the three members present will elect a chair for the meeting.

12. RESPONSIBILITIES OF PRESIDING OFFICER

12.1 The duties of the Presiding Officer include:

12.1.1 Maintaining the orderly progression of the meeting;

12.1.2 Joining discussions after other members have spoken;

12.1.3 Managing the conduct of the meeting fairly, so that all members have an equal opportunity to speak and be heard. The Presiding Officer retains the right to participate in debate, to express an opinion on any matter before Council, and to vote on any matter in accordance with the Municipal Act;

12.1.4 Preserving order and encouraging Council members who stray from the topic to stay focused on the issue being debated;

12.1.5 Guiding Council through the Council agenda by introducing each item on the approved agenda for discussion and resolution;

12.1.6 Making decisions to maintain order and preserve the decorum of the meeting. These decisions are binding, but subject to appeal;

12.1.7 Determining which member or individual has the right to speak;

12.1.8 Ruling when a motion is out of order;

12.1.9 Calling a member to order if required;

12.1.10 Censuring members or individuals; and

12.1.11 Expelling members or individuals from the meeting.

13. MEETING DECORUM

- 13.1 Members and any individuals attending a meeting must behave in a manner which contributes positively to the decorum of the meeting.
- 13.2 Any person in attendance or joining remotely shall:
 - 13.2.1 Remain quiet when another individual or member is speaking;
 - 13.2.2 Not use electronic devices in the meeting except as aids to hearing, seeing, safety or emergency monitoring and for referencing information germane to the discussion on hand;
 - 13.2.3 Not make physical gestures towards any person, staff member or member of Council;
 - 13.2.4 Not speak on matters other than the matter on the floor;
 - 13.2.5 Not interrupt except on a point of order or question of privilege;
 - 13.2.6 Not shout or immoderately raise their voice or use offensive, vulgar or profane language;
 - 13.2.7 Not applaud, cheer, boo, or otherwise demonstrate approval or disapproval in a manner that disrupts the meeting;
 - 13.2.8 Not make personal attacks, allegations, or defame any person, staff member or member of Council; and
 - 13.2.9 Not repeat arguments or comments unless introducing new information or perspective.
- 13.3 Any member of Council, delegation, or individual who has the right to the floor (or is participating in a public hearing/public input session) shall:
 - 13.3.1 When wishing to speak, raise their hand and be recognized by the Presiding Officer before beginning to speak; and
 - 13.3.2 When raising points or questions on an issue under discussion, raise only one point or question at a time. The Presiding Officer may direct the order of other members or individuals attending before returning to any one member or individual attending.
- 13.4 If, in the opinion of the Presiding Officer, a member or individual has contravened any of these rules, the member or individual may be admonished, and their name and the censure be recorded in the meeting minutes.
- 13.5 If, in the opinion of the Presiding Officer, a member or individual has contravened any of these rules a second time, the member or individual may be directed to leave the meeting.

- 13.5.1 If the individual refuses to leave, the meeting will temporarily be adjourned while the members wait for the Royal Canadian Mounted Police to escort the individual from the building or if attending electronically are removed from the meeting by having their connection ended.
- 13.6 Council Members must comply with the Haines Junction Code of Conduct Bylaw, the Chief Administrative Officer Bylaw, and all other applicable Village bylaws and policies.

14. DELEGATIONS

- 14.1 Delegations must relate to a matter of bylaw, policy, or strategic significance to the Village.
 - 14.1.1 Questions of a routine operational nature are not heard as delegations and may be directed to the Chief Administrative Officer and dealt with by staff.
 - 14.1.2 A Notice of Motion may be raised concerning the delegation following the process outlined in Section 16.12.
- 14.2 Any person or delegation wishing to appear before Council or committee must give notice prior to 11:00 a.m., five (5) calendar days prior to the meeting. For a Regular Council Meeting on Wednesday, the cutoff to provide notice and supply materials is 11:00 a.m. on the preceding Friday.
- 14.3 Persons or delegations are requested to provide any information materials by 11:00 a.m., five (5) calendar days before the meeting so that the documents may be included in the Agenda Package.
- 14.4 Persons or delegations requesting to appear are required to provide their name, address, contact information and reason for wishing to appear before Council or committee.
- 14.5 Persons or delegations addressing Council or a committee are required to state their names, addresses, and the purpose of their presentation.
- 14.6 Persons or delegations will be given five (5) minutes with which to make their presentation.
- 14.7 Council or a committee may agree by vote to extend the time available for a presentation if the persons or delegations have given advance notice to the Chief Administrative Officer or designate that they require additional time.
- 14.8 Council will only hear up to a maximum of three (3) delegations at one meeting.
- 14.9 If a Member asks the delegation a question of clarification, the delegation may answer the question.
- 14.10 A general discussion or dialogue between Council or the committee and the person or delegation shall not take place unless Council adopts a resolution to suspend the rules.

14.11 Notwithstanding Section 14.2, a person wishing to address Council in response to a specific item on the published agenda for an upcoming Regular Council Meeting may register as an Agenda- Response Delegation by providing notice to the Chief Administrative Officer no later than 4:00 p.m. on the Business Day immediately preceding the meeting.

14.12 An Agenda-Response Delegation:

14.12.1 Must directly relate to a specific item on the published agenda for the meeting at which the person wishes to appear;

14.12.2 Will be limited to five (5) minutes to present;

14.12.3 Will not include the submission of new information materials (information materials supporting a delegation are governed by Section 14.3);

14.12.4 Will be heard at the appropriate place in the agenda, before Council's deliberation of the related agenda item; and

14.12.5 Is subject to all other provisions of this Bylaw governing delegations, including the requirement to provide name, address and contact information (Section 14.4) and the requirement to state name, address and purpose at the meeting (Section 14.5).

14.13 The maximum number of Agenda-Response Delegations at any meeting is five (5). This limit is independent of the limit in Section 14.8.

14.14 The Presiding Officer may decline to hear an Agenda-Response Delegation that, in the Presiding Officer's view, does not directly relate to a specific item on the agenda. Such a decision is subject to appeal pursuant to Section 36 of this Bylaw.

15. PUBLIC HEARINGS AND PUBLIC INPUT SESSIONS

15.1 When a matter is on the agenda of a Regular Council Meeting or Special Council Meeting for the purpose of a Public Hearing or Public Input session, any individual or delegation may appear without giving notice.

15.2 An individual or delegation may participate by electronic communication if arrangements are made with the designated municipal officer prior to 12:00 p.m. (noon) of the day of the meeting.

15.3 The time allotted to each speaker or delegation will be five (5) minutes.

15.4 Each speaker or delegation will only be heard once per public hearing or input session.

15.5 If a member asks a question of the delegate or delegation, the delegate or delegation will have five (5) minutes to respond.

- 15.6 The Presiding Officer shall call three times for appearances from the gallery and should there be no appearances, the Presiding Officer will declare the Public Hearing or Public Input session closed.
- 15.7 When the Presiding Officer declares a Public Hearing closed, they shall advise that no further submissions will be considered by Council except those provided by administration.
- 15.8 When the Presiding Officer declares a public input session closed, individuals or delegates may submit further submissions to Council members either in person or in writing.
- 15.9 Written submissions for a public hearing, including submissions by email will be accepted at the office of the designated municipal officer no later than 11:00 a.m. five (5) Business Days prior to the public hearing. Thereafter, written submissions may only be deposited with the designated municipal officer at the location of the meeting.
- 15.10 Written submissions, with respect to any public hearing, that are received after the public hearing is declared closed will not be considered.
- 15.11 All documentation received and considered by members will be deemed public information and available to the public for review.
- 15.12 A general discussion or dialogue shall not take place unless Council adopts a resolution to suspend the rules.

16. AGENDA

- 16.1 For all meetings, the order of business will ordinarily follow the standard agenda set out in Appendix “A” to this Bylaw. The sections are:
 - 16.2 Call to Order
 - 16.2.1 The Presiding Officer will call the meeting to order at the prescribed time.
 - 16.3 Acknowledgement of Champagne and Aishihik First Nations Traditional Territory
 - 16.4 Adoption of the Agenda
 - 16.4.1 The Presiding Officer will ask the members if there are any additions, amendments, or deletions to the agenda.
 - 16.4.2 After any amendments are made, the agenda will be adopted by a motion by Council members.
 - 16.4.3 If individual Council members are concerned about the addition or deletion of an agenda item, they can ask for its addition or deletion to be voted upon separately. Upon receiving the request, the Presiding Officer will ask for a show of hands for the inclusion or deletion of the item.

- 16.4.4 As the agenda has been adopted by Council members, individual items will not require motions to accept for discussion and instead will simply be introduced by the Presiding Officer.

16.5 Declaration of Pecuniary Interest

- 16.5.1 As defined in the Municipal Act with regard to a matter to be discussed by Council.

16.6 Delegations

- 16.6.1 Delegations will ordinarily be given five (5) minutes to present. A maximum of three delegations will be allowed at any meeting, not including Agenda-Response Delegations.
- 16.6.2 Agenda-Response Delegations registered under Section 14.11 are heard at the appropriate place in the agenda, prior to Council's deliberation of the related agenda item, rather than during this section.

16.7 Adoption of Minutes of Regular and Special Council Meetings

- 16.7.1 Members review the minutes and raise any concerns regarding the accuracy of the minutes.
- 16.7.2 The test for any correction is whether the minutes accurately reflect the decisions made and direction given by Council at the meeting.
- 16.7.3 Typographical, spelling, grammatical, and minor semantic corrections shall be submitted to the Chief Administrative Officer by email in advance of the meeting, where practical, so that meeting time is preserved for substantive matters.
- 16.7.4 Substantive corrections, particularly to motions, resolutions, or the record of Council direction, shall be raised in the meeting for Council discussion.
- 16.7.5 After any amendments are made, the minutes will be adopted by a motion of Council members.

16.8 Public Hearings and Public Input Sessions

- 16.8.1 See Section 15 of this Bylaw.

16.9 Unfinished Business

- 16.9.1 Agenda items that have been on previous agendas and are being placed on the agenda again.
- 16.9.2 A bylaw returning for a further reading or for adoption, together with any corresponding Report to Council, is placed under this section.

16.10 New Business

- 16.10.1 Agenda items that are new to the agenda.
- 16.10.2 Items of correspondence requesting action from Council will be placed under New Business.
- 16.10.3 A bylaw being introduced for first reading, together with its corresponding Report to Council, is placed under this section.

16.11 Correspondence

- 16.11.1 Items of correspondence providing information will be placed here. Council may adopt a motion to receive and file some or all the correspondence without further discussion.

16.12 Council Reports and Notices of Motion

- 16.12.1 Verbal and written reports from Members on Council committee work, governance matters, and community engagement.
- 16.12.2 A Member may give a Notice of Motion under this section.
- 16.12.3 Where a Notice of Motion advances to a carried motion of Council, administration shall prepare a Report to Council for the matter at a future Council meeting, in accordance with Section 44.5.

16.13 Questions from the Public

- 16.13.1 If there is a member of the public in attendance, Council may wish to vary the sections and items on the agenda so that the individual may avoid having to sit through an entire agenda.
- 16.13.2 Should a member of the public ask a question, the Presiding Officer will either answer the question or request a Council member or staff to respond.
- 16.13.3 General discussion or dialogue will not take place unless Council adopts a resolution to suspend the rules.
- 16.13.4 The time allotted for questions from the public will not exceed five (5) minutes per resident and must not exceed fifteen (15) minutes in total.

16.14 Motion to Close Meeting to the Public

- 16.14.1 This motion allows the meeting to become an in-camera meeting or meeting in which there is not any public audience.

16.15 Adjournment

17. MINUTES

- 17.1 Minutes must be kept for all Council meetings and all Council committee meetings.
- 17.2 Meetings or portion of meetings closed pursuant to Section 213 of the Yukon Municipal Act do not require minutes.
- 17.3 Minutes will be recorded as action minutes with bullet point highlights. For each item, the minutes will record the motions and recommendations considered, the mover and seconder of each, and the disposition of each, including the result of any vote, together with a brief summary, in bullet point form, of the key points or considerations raised, recorded without attribution to individual members. Where a recorded vote is taken under Section 18.4, the minutes will record the matters set out in Section 19.2.1. This section applies to the minutes of Council meetings and Council committee meetings, including a Committee of the Whole.
- 17.4 On a matter before Council, a member of Council may request that a specific statement or position be recorded “on the record”. Where a member makes such a request, that statement or position will be recorded in the minutes and attributed to the member, notwithstanding that the bullet point highlights are otherwise recorded without attribution to individual members.
- 17.5 Members may demand a recorded vote pursuant to Section 209(4) of the Municipal Act.
- 17.6 The minutes of a meeting will, subject to amendments, be adopted at the next meeting.
- 17.7 The audio recording of Regular Council Meetings will be posted to the Village website ordinarily within five (5) Business Days of the meeting, subject to more time being required. Minutes of Committee Meetings are not posted online.

18. VOTING

- 18.1 Council makes decisions by voting on motions.
- 18.2 Council Members and the Presiding Officer vote on motions unless disqualified pursuant to the Municipal Act or excused from voting by Council Resolution.
- 18.3 The Presiding Officer ordinarily votes last.
- 18.4 A recorded vote will be taken on any motion that does not carry unanimously. Where a recorded vote is taken, the minutes will record the matters set out in Section 19.2.1.

19. MOTIONS

- 19.1 General Process
 - 19.1.1 In crafting motions, members shall ensure that each motion provides clear and complete direction for administrative action.

- 19.1.2 The designated municipal officer shall record that a motion has been made and seconded. Generally, a motion that does not receive a seconder is not considered by the assembly. The exceptions are: Point of Order, Appealing a Decision of the Presiding Officer, and Call for Orders of the Day.
- 19.1.3 Before a motion is offered, all members shall ensure that each member has several opportunities to express their opinion on the issue at hand.
- 19.1.4 Members shall ensure they are not repeating themselves but are bringing forward new information or ideas that are relevant to the discussion each time they speak or are responding to new issues raised by other Members.
- 19.1.5 If, after discussion there appears to be no consensus, the Presiding Officer may ask for a motion.
- 19.1.6 When a motion is made and seconded the Presiding Officer will ask by a show of hands if the motion passes ("calling the question").
- 19.1.7 A motion that is tied is deemed to have failed.

19.2 Recorded Vote

- 19.2.1 When a recorded vote is demanded by a member or a motion does not carry unanimously, or more than a majority is required on a vote, the designated municipal officer must record in the minutes:
 - 19.2.1.1 The name of each member of Council who was present for the vote;
 - 19.2.1.2 Whether the member cast their vote in approval or disapproval;
 - 19.2.1.3 The name of any member who was prohibited from voting by paragraph 193.02(1)(a) of the Yukon Municipal Act; and
 - 19.2.1.4 The name of any member who was excused by Council from voting in that vote.

19.3 Negative Motions

- 19.3.1 When phrasing a motion, members shall phrase the motion in the positive.
- 19.3.2 If Council does not wish to take action, no motion is required to indicate this.

COMMON MOTIONS

20. EXCUSED FROM VOTING

- 20.1 The Yukon Municipal Act requires that all members vote on the matter before Council unless that member is excused from Council or is prohibited from voting due to a pecuniary interest as defined in Paragraph 193.02(a).

- 20.2 Council may, if requested by the member, excuse a member from voting, by passing a motion to excuse the member.

21. MOTION TO EXTEND THE MEETING

- 21.1 This motion is used to extend a meeting beyond the time it would otherwise end, by a defined period of time, pursuant to Section 8.3 of this Bylaw. The motion must be made before the meeting is adjourned.

22. MOTION TO POSTPONE

- 22.1 This motion is used when the mover wishes to postpone further discussion of an issue to another time. The motion must include the 'when' in the existing meeting or at what future meeting the discussion will renew.

23. MOTION TO POSTPONE INDEFINITELY

- 23.1 This motion stops any further discussion or debate on the issue at hand during the current meeting. The issue may reappear on a subsequent agenda.

24. MOTION TO AMEND A MOTION

- 24.1 A member may feel that a motion needs to be changed. This can be done by offering a motion to amend a motion by adding and/or removing language from the original motion. This motion to amend is voted on and, if adopted, the original motion is amended. If there are no further changes the amended motion is then voted upon.
- 24.2 A friendly amendment is a proposal by a Member who wishes to slightly alter a motion that has been proposed. If the change is approved by the originator of the motion and the seconder, if the motion has been seconded, the change to the motion can be made without going through the formality of making a motion to amend a motion.

25. MOTION TO SPLIT A MOTION

- 25.1 This motion is used when a motion is made which joins two or more items together. A member may make a motion that the motion being discussed is split so that each part of the motion is voted on separately.

26. MOTION TO REFER

- 26.1 When a member wishes more information about an issue or wishes to have a recommendation prepared, the member can make a motion referring the issue to a committee or to staff for either additional information or a recommendation.

27. MOTION TO RECONSIDER

- 27.1 This motion can be used either in a meeting during which a motion was adopted or in the subsequent meeting to the meeting during which a motion was adopted.

27.2 The purpose of the motion is to enable members to reconsider a hasty, ill-advised or erroneous action, or to take into consideration added information or a changed situation that has developed since taking the vote.

27.3 A member may only bring forward the motion to reconsider an issue once in a six (6) month period.

28. MOTION TO RECESS

28.1 This motion is used to suspend the meeting for a specified time so that members can take a break.

29. MOTION TO SUSPEND THE RULES

29.1 This motion is used to vary the order of the adopted agenda. It is used when a member believes that an important item on the agenda will not be dealt with before the meeting runs out of time. When making this motion, the mover needs to identify the change in the agenda that they believe is required.

30. MOTION TO CALL THE QUESTION

30.1 This is a motion to end debate on an issue and require that the motion that is in front of the meeting be immediately voted on. The motion to call the question needs to be seconded and then voted upon. If two-thirds (2/3) of the members present approve the motion, the motion that was in front of the meeting must then be voted on without any further discussion.

31. MOTION TO RESCIND

31.1 This motion is a proposal to cancel a previous motion. It cannot be used to cancel a bylaw as bylaws can only be cancelled by another bylaw.

32. MOTION TO RECEIVE AND FILE

32.1 This motion is used when Council does not wish to act on the report or letter but simply wants to acknowledge that the information has been received.

33. MOTION TO ADJOURN

33.1 This motion proposes to close or terminate the meeting. When adopted, it is the official end of the meeting and the members are no longer in session and cannot act as a Council. The motion needs to be seconded and be voted upon.

34. MOTION TO CLOSE MEETING TO THE PUBLIC

34.1 This motion is used to close a meeting to the public. The Yukon Municipal Act allows Councils to hold part of a meeting in camera. The meeting can be closed for a discussion on:

- 34.1.1 Commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved;
- 34.1.2 Information received in confidence which, if disclosed, would likely be prejudicial to the municipality or parties involved;
- 34.1.3 Personal information or personnel information;
- 34.1.4 The salary and benefits and any performance appraisal of an employee or officer;
- 34.1.5 A matter still under consideration and on which the Council has not yet publicly announced a decision and about which discussion in public would likely prejudice a municipality's ability to carry out its activities or negotiations;
- 34.1.6 The conduct of existing or anticipated legal proceedings;
- 34.1.7 The conduct of an investigation under, or enforcement of, an Act or bylaw;
- 34.1.8 Information, the disclosure of which could prejudice security and the maintenance of the law; and
- 34.1.9 The security of documents or premises.
- 34.2 Council is not able to adopt a bylaw nor pass a resolution during the closed portion of the meeting.
- 34.3 Council shall indicate that the meeting is being closed to discuss a matter pursuant to Section 213(3) of the Municipal Act.

35. APPEALING A PRESIDING OFFICER DECISION

- 35.1 The Yukon Municipal Act Section 207 empowers a member to make a motion to appeal a decision of the Presiding Officer made to maintain the order and decorum during a Council meeting; or on any question respecting the order of a Council meeting.
- 35.2 The appeal motion needs to be seconded.
- 35.3 The Presiding Officer shall cause the appeal to be voted upon by the other members present.
- 35.4 If the Presiding Officer refuses to put the appeal to a vote, then Council shall forthwith appoint a member present to act as Presiding Officer for the purpose of deciding the appeal.
- 35.5 Each member present must vote on the motion.
- 35.6 The result of the vote is binding.

36. QUESTION OF PRIVILEGE

- 36.1 Questions of Privilege are raised when a member believes that the situation is affecting the comfort, convenience, integrity, rights or privileges of the meeting or of a member. Examples include, without limitation: ventilation, temperature, noise, or the introduction of a confidential subject in the presence of the public.
- 36.2 The member who wishes to raise a Question of Privilege does not need to be recognized by the Presiding Officer and can interrupt the speaker.

37. POINTS OF ORDER

- 37.1 Points of Order are raised when a member believes that the Yukon Municipal Act and this Bylaw are not being followed. The rules for raising a Point of Order are:
 - 37.1.1 The member can interrupt a speaker who has the floor;
 - 37.1.2 The motion does not need to be seconded;
 - 37.1.3 The motion is not debatable and cannot be amended;
 - 37.1.4 The decision to accept or reject the motion is decided by the Presiding Officer;
 - 37.1.5 The motion cannot be reconsidered;
 - 37.1.6 When a Point of Order is called, all discussion shall cease until the Point of Order has been decided; and
 - 37.1.7 When the Presiding Officer is called upon to decide a Point of Order, the Point of Order shall be stated clearly and without unnecessary comment.

38. CALL FOR ORDERS OF THE DAY

- 38.1 This motion is made when a member feels that the meeting agenda is not being followed.
- 38.2 The motion does not need to be seconded.
- 38.3 The Presiding Officer may agree and redirect the meeting to the order of business that should be discussed.
- 38.4 The Presiding Officer may identify the order of business and then make a motion that the current issue under discussion be continued. If a two-thirds (2/3) vote approves the Presiding Officer's motion, then the Call for Orders of the Day is defeated.

39. BYLAWS

- 39.1 Proposing Bylaws
 - 39.1.1 Unless the Council otherwise resolves, the Council may not consider a proposed bylaw unless: (a) the Chief Administrative Officer, or their designate,

has given a copy of it to each Council member and to the Mayor, and (b) it is on the agenda for the meeting.

39.2 Readings and Adoption of Bylaws

39.2.1 The only motion required for the introduction of a Bylaw shall be "That the "...Bylaw" (giving the short title) be now Introduced and Read for the First, Second, or Third Time", whichever the case may be.

39.2.2 A member can request that the whole or any part of the draft bylaw shall be read before the motion is put.

39.2.3 The only motion necessary for the adoption of the bylaw shall be "That the "...Bylaw" (giving the short title) be adopted".

39.2.4 A Bylaw may be given two readings at one Council meeting.

39.3 Reconsideration of Bylaws

39.3.1 The Council may reconsider any part or all of a proposed bylaw before its adoption.

40. PECUNIARY INTEREST

40.1 Council Members shall identify their pecuniary interest at the beginning of a meeting.

40.2 The Municipal Act Paragraph 193.01 defines being in Pecuniary Interest if:

“The matter could monetarily affect the member of Council or an employer of the member of Council; or

The member of Council knows or should know that the matter could monetarily affect a member of their family.

40.3 Council members must identify their pecuniary interest prior to the issue being discussed and then withdraw from the meeting, subject to Municipal Act paragraphs 193.02(1) and 193.02(2).

41. COUNCIL ROLE AND GOVERNANCE

41.1 The role of Council is to provide good governance for the Village, including:

41.1.1 Representing the community as a whole and considering the health, well-being, and interests of the community in all deliberations;

41.1.2 Setting strategic direction, vision, and priorities for the municipality;

41.1.3 Developing and regularly evaluating municipal policies, programs, and services;

- 41.1.4 Ensuring administrative policies and procedures are in place to implement Council direction;
 - 41.1.5 Ensuring that appropriate policies, systems, and reporting are in place to support the accountability and transparency of the municipality's operations;
 - 41.1.6 Maintaining the long-term financial health, viability, and integrity of the municipality; and
 - 41.1.7 Preserving and protecting the integrity of the elected office.
- 41.2 The role of administration, led by the Chief Administrative Officer, is to implement Council direction, manage the day-to-day operations of the Village, and provide Council with the information and advice necessary for Council to exercise its governance role. The powers and duties of the Chief Administrative Officer are set out in the Chief Administrative Officer Bylaw (Bylaw 358-19).
- 41.3 Where direction is provided to the Chief Administrative Officer, that direction shall come from a resolution or bylaw of Council. The Mayor may convey Council's collective direction to the Chief Administrative Officer but does not provide individual direction. No individual member of Council provides direction to the Chief Administrative Officer outside of a properly carried motion of Council, except as specifically authorized by this Bylaw, the Chief Administrative Officer Bylaw, or the Code of Conduct Bylaw.

42. COUNCIL–ADMINISTRATION WORKING RELATIONSHIP

- The relationship between Council and administration is a reciprocal one: administration owes Council timely, complete, and equal information and professional advice (Municipal Act Section 184), and Council exercises its governance role through the collective mechanisms set out in this Bylaw. To protect that relationship and ensure all members are equally informed, the following apply:
- 42.1 Where a member of Council wishes to raise an operational matter for Council's collective consideration, the appropriate mechanism is a Notice of Motion pursuant to Section 16.12 of this Bylaw.
- 42.2 Where, during a Council meeting, a member raises a question regarding an operational matter not on the agenda, the Presiding Officer may:
- 42.2.1 Refer the member to the information request process in Section 44.4 of this Bylaw;
 - 42.2.2 Invite the member to bring a Notice of Motion at the appropriate place in the agenda; or
 - 42.2.3 With Council's consent, allow the Chief Administrative Officer to respond briefly or take the question on notice for a written response to Council.

43. INFORMATION AND COMMUNICATIONS BETWEEN COUNCIL AND ADMINISTRATION

43.1 Affirmative Duty to Inform Council

43.1.1 The Chief Administrative Officer shall provide Council with the information necessary for Council to exercise its governance role and make strategic decisions, in a timely manner and in a form suited to Council deliberation.

43.1.2 The Chief Administrative Officer shall proactively bring to Council's attention matters of strategic significance, anticipated policy requirements, and material risks or opportunities affecting the municipality.

43.1.3 Where appropriate, reports of the Chief Administrative Officer to Council shall identify the linkage between the matter being considered and the municipality's adopted strategic priorities.

43.2 Equal Information Principle

43.2.1 Information provided by the Chief Administrative Officer to one member of Council in response to an inquiry or in support of Council's governance role shall be provided to all members of Council.

43.2.2 Where the Chief Administrative Officer provides substantive operational or strategic information to the Mayor outside of Council meetings, that information shall be shared with Council at the next available opportunity unless its confidential nature prevents it. Routine procedural coordination between the Chief Administrative Officer and Mayor in support of meeting management and agenda setting is exempt from this section.

43.3 Routine Reporting to Council

43.3.1 The Chief Administrative Officer shall provide Council with the following routine reports on the schedule indicated, subject to Council's amendment by resolution:

43.3.1.1 Budget variance report - semi-annually;

43.3.1.2 Capital projects status report - semi-annually;

43.3.1.3 Legal services and expenditure summary - annually;

43.3.1.4 Strategic plan progress report - annually;

43.3.1.5 Human resources summary report - annually;

43.3.1.6 Other reports as Council may direct by resolution; and

43.3.1.7 Accounts Payable listing – at each Council Meeting.

- 43.3.2 Routine reports under Section 44.3.1 are in addition to, and do not replace, statutory reporting requirements (including the annual audit) or specific reports directed by Council through Notice of Motion or resolution.
 - 43.3.3 Accounts payable listings are published in the agenda, for information. Expenditures are authorized through Council's adoption of the annual operating and capital budget in accordance with Section 239 of the Yukon Municipal Act, and are issued under the signing authority set out in Section 240 of that Act. Council does not approve individual expenditures, and the listing is received and filed.
 - 43.3.4 Where a question respecting an item in the accounts payable requires research, or concerns personal information or a matter subject to legal privilege, the appropriate mechanism is a request to the Chief Administrative Officer under Section 44.4, or consideration in camera under Section 213 of the Yukon Municipal Act.
- 43.4 Information Requests by Members of Council
- 43.4.1 Routine information requests requiring minimal staff time shall be addressed by the Chief Administrative Officer in a reasonable time.
 - 43.4.2 Information requests requiring substantial staff time or requiring the production of records beyond what is ordinarily prepared for Council, shall be brought to Council for consideration by motion before being undertaken. Before declining or deferring a request under this section, the Chief Administrative Officer shall advise the member whether the request can reasonably be met within the threshold or scoped to do so. This section does not apply to information reasonably required in respect of a matter already before Council.
 - 43.4.3 Pursuant to the Code of Conduct Bylaw Section 8.6.1, members shall only access information where there is a bona-fide connection between the information and a matter before Council, a board, body, or entity created by Council.
 - 43.4.4 Information provided in response to a member's inquiry, where of general relevance to Council, shall be provided to all members of Council in accordance with Section 44.2 of this Bylaw.
- 43.5 Notices of Motion and Council Direction
- 43.5.1 A Notice of Motion under Section 16.12 places a proposed motion on a future agenda. Where such a motion is brought forward and adopted by Council, administration shall prepare a Report to Council for the matter to be acted upon, unless the motion itself concludes the matter or directs another course.
 - 43.5.2 A Notice of Motion that does not advance to a carried motion of Council does not trigger administrative action.

44. ELECTRONIC COMMUNICATIONS BETWEEN COUNCIL MEMBERS AND BETWEEN COUNCIL AND ADMINISTRATION

44.1 Application

- 44.1.1 This section governs electronic communications, including email and text messages, between members of Council, and between members of Council and the Chief Administrative Officer, on matters of municipal business.
- 44.1.2 This section does not apply to personal communications between members of Council and/or staff on matters unrelated to municipal business.

44.2 Channels of Record

- 44.2.1 Communications between members of Council on municipal business, and communications between members and the Chief Administrative Officer, in their capacity as Council members, shall be conducted through municipal email accounts.
- 44.2.2 Where the Chief Administrative Officer communicates substantive information by email to one member of Council, the Chief Administrative Officer shall ordinarily provide the same information to all members of Council, in accordance with Section 44.2.

44.3 No Decisions by Electronic Communication

- 44.3.1 Council decisions are made at duly convened meetings. No resolution, motion, or other formal decision of Council shall be made by electronic communication.
- 44.3.2 Where a matter requires Council decision between Regular Council Meetings, the proper mechanism is to schedule a Special Council Meeting convened pursuant to the Yukon Municipal Act.

44.4 Chief Administrative Officer's Consultation on Operational Matters

- 44.4.1 The Chief Administrative Officer may, on a matter that falls within the Chief Administrative Officer's operational authority and where the Chief Administrative Officer wishes to confirm Council awareness or invite Council input before proceeding, communicate the matter to Council by text message or email.

44.5 Council Reports on Inter-meeting Communications

- 44.5.1 Any member of Council may, under Council Reports (Section 16.12), raise for Council's discussion any matter arising from communications under Section 45.4 where the member considers Council deliberation or public discussion warranted.

44.6 Records

- 44.6.1 Electronic communications between members of Council, and between members and the Chief Administrative Officer, on municipal business are records of the municipality and shall be retained in accordance with the municipality's records retention Policy #38-22.

45. REPEALED BYLAWS

- 45.1 Bylaw #49-93 Council Procedural Bylaw is hereby repealed.
- 45.2 Bylaw #79-95 Council Procedures Amendment Bylaw is hereby repealed.

46. ENACTMENT

- 46.1 This bylaw shall come into full force and effect upon the final adoption thereof.

47. APPENDICES

- 47.1 Appendix 'A', which may be referred to as the 'Regular Council Meeting – Standard Order of Business' is attached to this bylaw, forms part of this bylaw and is read in conjunction with this bylaw.

Read a first time this ___ day of _____, 2026.

Read a second time this ___ day of _____, 2026.

Read a third time and adopted this ___ day of _____, 2026.

Amended by Bylaw #368-20.

Amended by Bylaw #442-26, Council Procedural Bylaw Amendment #2.

Appendix “A”
Bylaw #352-19, Council Procedural Bylaw
Regular Council Meeting – Standard Order of Business

This Appendix is provided for reference. The order of business is governed by Section 16 of this Bylaw.

1. Call to Order
2. Acknowledgement of Champagne and Aishihik First Nations Traditional Territory
3. Adoption of the Agenda
4. Declaration of Pecuniary Interest
5. Delegations
6. Adoption of Minutes of Regular and Special Council Meetings
7. Public Hearings and Public Input Sessions
8. Unfinished Business
9. New Business
10. Correspondence
11. Council Reports and Notices of Motion
12. Questions from the Public
13. Motion to Close Meeting to the Public
14. Adjournment



Village of Haines Junction Report to Council

October 14, 2026

— Council Decision

☒ Council Direction

— Council Information

— Closed Meeting

RE: Draft Public Facility Use Policy #50-26 – Discussion

Recommendation

That Council review the draft Public Facility Use Policy #50-26 and give Administration direction on where the policy should sit between two community values: keeping recreation accessible and keeping taxes affordable. Administration will return with a final draft for adoption at a future meeting. No decision on the policy is requested at this meeting.

Background

On September 2, 2025, Council set the following as a high priority in its 2025–2028 Council Priorities: *“Redraft the Facilities User Policy including review of rental fees, including when charges are applied or waived.”*

On September 23, 2026, Administration brought forward a draft Amendment #1 to Policy #36-21 Free Use Policy.

Council asked for additional information on the current and historical (rental) usage of public facilities, and asked that all facility rental policies be combined and reviewed together.

The attached draft brings the 1993 rental policy, the 2021 free use policy and the 1993 Joint Use Agreement with St. Elias Community School together into one policy.

Current Status

The draft keeps the changes presented on September 23 (12-month booking window, staff discretion when a paid rental conflicts with a free use booking, a reset of past free use arrangements, now moved to April 1, 2027, and Additional Services charged to all users). It also:

- carries forward the rental rules from Policy #02-93 (booking, cancellations, payment, renter responsibilities, liquor, arena, storage and cleaning), updated for the facilities the Village still operates;
- sets out in one place who uses facilities for free and who pays (Section 4);
- requires governments, including Champagne and Aishihik First Nations, to pay unless a separate agreement is in place, and keeps free use for St. Elias Community School activities;
- allows free use for events with alcohol only where the Village’s insurance covers the event; and
- still requires an annual report to Council on fees waived, Additional Services collected and insurance costs.

Facility use. Council asked for information on current and past use. Booking records for the Grand Hall and the Mezzanine show the number of days with at least one booking nearly doubled between 2022 and 2025.

Room	Days booked 2022	Days booked 2025	Change	Share of the year booked
Grand Hall	112	224	+100%	31% → 61%
Mezzanine	107	197	+84%	29% → 54%

A “day booked” is any day with at least one booking, of any length. The figures do not separate free use from paid rentals and do not count hours. 61% of days booked does not mean that the building is used to 61% of its potential.

This data shows that demand is growing, which was the policy’s stated goal.

Discussion/Analysis

Facility fees are not a problem with one right answer. This is about how much emphasis Council chooses to place on accessibility to facilities within the community. Every community arrives at a balance between two poles. Both poles are well intentioned, and they pull against each other. Leaning too far toward either pole causes problems, so the task is to find a middle road and adjust it over time. The map below sets out the two poles.

	Pole 1: Keep taxes affordable <i>Users pay their own way</i>	Pole 2: Keep recreation accessible <i>The Village covers the cost</i>
Benefits when balanced	Taxes stay low and predictable. People who benefit from a service help pay for it. Fee revenue helps maintain buildings and equipment.	Low barriers for volunteers, families, youth and seniors. Community groups can run programs they could not afford to run otherwise. Buildings that are already paid for get used.
When out of balance	Fees push out volunteer groups and programs end. Buildings sit empty but still need heat, power, insurance and upkeep. The Village underserves recreation. At the extreme: residents leave the community.	All taxpayers subsidize private events, businesses and other governments. Little revenue for upkeep and replacement. At the extreme: The Village can’t afford services provided and must make cuts elsewhere or raise taxes.

A few facts may help Council find the middle road:

1. **Most building costs are fixed.** Heat, power, insurance and maintenance are paid whether a room is booked or empty. A free community booking adds little cost beyond cleaning, set-up and supplies, which are largely recovered from users through the proposed Additional Services fees.
2. **The Village is not overspending on recreation.** A review of Yukon audited financial statements shows Haines Junction spends less on recreation per resident than any other incorporated Yukon municipality. The Village also runs a substantial annual surplus and has very large reserves relative to other communities. All this points to recreation being underfunded in Haines Junction.
3. **Paid users expect more.** Community groups tend to have realistic expectations. Paying users often expect a higher level of service, which adds to staff workload. The level of service is the same, expectations are not.

4. **Rates are a separate lever.** This policy decides who pays. How much they pay is set in the Consolidated Municipal Fees Bylaw. Current rates are listed in Appendix 1 of the draft for reference.

Where the draft sits. The table below shows the main decision points, where the draft places each one, and what moving toward either pole would look like.

Decision point	Toward Pole 2 (access)	Draft policy (middle)	Toward Pole 1 (Fee for Service)
Local community groups (room)	Completely free, no application	Free with an approved application; with cost-recovery fees (s. 3.2, 4.1.1)	Reduced or full room rate
Youth and seniors programming	Free for any organizer	Free if mainly local youth or seniors and any fee covers costs only (s. 4.1.2, 11.3)	Reduced rate or full rate
Fundraisers and charity events	Free	Free with approved application (s. 4.	Pay full rate
Funerals	Free, no limit	Free for the public service; may extend with CAO approval (s. 4.1.4)	Pay
Additional Services (set-up, linens, AV, Bouncy Cow Castle)	Free	Charged to every user at Fees Bylaw rates (s. 4.3)	Charged to all, with a margin added
Governments, including CAFN	Free with cost-recovery fees	Pay, unless a separate agreement is in place (s. 4.2.3)	Pay with margin, no agreements
St. Elias Community School	Free	Free for school activities; 1993 Joint Use Agreement replaced (s. 4.1.3)	Pay, or a two-way use agreement
Paid rental rates	Hold or lower	Not changed by this policy (set in Fees Bylaw 343-19)	Increase

Questions for Council:

1. Does Council support free room use for local community groups, with Additional Services charged to everyone?
2. Should fundraisers and charity events be exempted from the room rate?
3. Is one day of free use for funerals the right limit?
4. Is Council comfortable with the approach for governments (including CAFN) and St. Elias Community School?
5. Should Administration bring back a review of paid rental rates in the Fees Bylaw?

Financial Considerations

The value of fees waived in 2025 was \$58,498, and the annual cost of the Village's insurance policy for community groups is \$4,855.

Asset Management Impact

Charging Additional Services to all users helps pay for cleaning, replacing and maintaining linens, dishes, AV equipment, theatre seating and the Bouncy Cow Castle. Most building lifecycle costs are driven by age and weather rather than by how often rooms are booked.

Alternatives Considered

1. Provide direction on the draft as presented; Administration returns with a final draft for adoption.
2. Direct Administration to move the draft toward cost recovery (for example, a reduced room rate for community groups).
3. Direct Administration to move the draft toward access (for example, no Additional Services charges for community groups).
4. Leave Policies #02-93 and #36-21 as they are until the new recreation facility is built. This would leave the Council priority and the issues identified on September 23 unresolved.

Alignment with Strategic Priorities

This work responds directly to the 2025–2028 Council Priority to redraft the Facilities User Policy, including when charges are applied or waived. It acts on the 2023 Haines Junction Recreational Needs Assessment’s recommendation to review the Recreation Facility Rental Policy, and supports that report’s vision: “The Village and its community partners will work closely together to address gaps in service provision and expand opportunities for residents.”

Next Steps

- Update the draft to reflect Council’s direction and bring it back for adoption.
- If Council confirms the approach for the school, give notice to end the 1993 Joint Use Agreement.
- If directed, bring forward a Fees Bylaw amendment reviewing paid rental rates, including rates for theatre seating and wireless microphones.
- Once adopted, notify facility users and set up the Free-Use Rental Application in the online booking system before April 1, 2027.

Draft Resolution

That Council directs Administration to bring back a final draft of the policy for adoption that reflects Council’s direction from the October 14, 2026 meeting.

Prepared by
David Fairbank
Chief Administrative Officer

The Project

Recreation services play a vital role in enhancing the quality of life for residents of the Village. To help ensure recreation facilities and services satisfy community needs, the Village has completed a Recreational Needs Assessment. The needs assessment will provide a firm steppingstone for continued planning in the community, guide future investment in recreation, and support the long-term success of the Village.

Overview of Research

A variety of primary and secondary research activities were conducted to develop the needs assessment. Primary research was completed through surveys, input workshops, interviews and an in-person tour. Secondary research consisted of a review of key internal, regional, territorial, and national documents, trends research, and benchmarking research.



*Haines Junction Summer Camp
Photo Credit: Whitehorse Daily Star*

Current State

A high-level analysis of the Village's strengths, weaknesses, opportunities, and threats (SWOT) as they relate to recreation was completed to support the needs assessment. The key findings from this analysis are provided next.

Strengths	Weaknesses
› Strong sense of community with active participation among residents and community groups in organizing recreation events and programs. › Strong resident and community group support for recreation development. › The community hosts several annual events and festivals that showcase its vibrant culture and traditions. › Strong links to Indigenous history and culture.	› The Village's recreation infrastructure is aging. › Limited population and tax base. › Lack of human resources assigned to recreation. There is no Recreation Director or support staff for recreation at the Village currently.
Opportunities	Threats
› Recreation service delivery could benefit from enhanced collaboration. › With planned residential growth, there is an opportunity to enhance and expand recreation services. › The natural beauty and proximity to Kluane National Park and Reserve presents an opportunity to promote outdoor activities for residents and visitors. › Linking recreation development with tourism development to attract visitors and potential new residents.	› Rising costs to maintain and build recreation infrastructure. › The lack of specialized expertise or qualified professionals in the recreation field may hinder the development and implementation of innovative and high-quality programs and services.

Haines Junction Soccer Fest
Photo Credit: John Hopkins-Hill / Yukon News



Vision for Recreation in Haines Junction

Community groups currently play a pivotal role in facilitating much of the recreational programming available in Haines Junction. These groups' activities showcase their dedication to fostering an active and vibrant community. However, amidst these successes, challenges and gaps have emerged. For example, the pool is no longer operational, necessitating decisions regarding its future. Furthermore, feedback has revealed low levels of satisfaction with recreational offerings across various age groups, highlighting the need for improvements to better meet the needs and wants of community members. Recognizing the importance of collaboration, residents, community groups, the Village, and other partners have the opportunity to come together with a shared vision to increase satisfaction levels, remove barriers to participation, and promote accessibility and inclusivity in the community's recreation system.

Vision Statement

The Village and its community partners will work closely together to address gaps in service provision and expand opportunities for residents.

At the completion of this Needs Assessment, the following will be achieved:

Haines Junction will become a dynamic recreational hub offering a diverse array of spaces and services. With a clear strategy and proactive approach, the community will address resource constraints and embrace innovation to create a sustainable and thriving recreation environment. Through capacity building initiatives, the Village will be able to offer vibrant and fulfilling recreational experiences, solidifying Haines Junction as a community that exemplifies sustainability, innovation, and a sense of togetherness.

Guiding Principles for Service Delivery

Guiding principles for recreation service delivery were developed to support the implementation of the needs assessment. The Village will:

- 1 Provide equitable access to facilities, services, and programs which will include a balance between access for:
 - › Organized groups and the general public
 - › Passive and active endeavors
 - › Competitive and non-competitive pursuits
 - › Structured and spontaneous activities
 - › Diverse ages, cultures, and abilities
 - › Indoor and outdoor opportunities
- 2 Seek solutions that leverage outdoor assets and spaces and encourage the community to connect with the land and participate in outdoor recreation.
- 3 Support decision making with detailed analysis that enables a fulsome understanding of potential impacts, including benefits and costs.
- 4 Endeavour to achieve long-term sustainability, continuity, and adaptability in recreation infrastructure and programs.
- 5 Seek opportunities for collaboration and partnerships.
- 6 Ensure inclusion and accessibility in all programs, facilities, and services.





*Tour de Haines Junction
Photo Credit: Whitehorse Star*



*St. Elias Convention Centre
Photo Credit: Expedition Management Consulting Ltd.*

Recreation Development Priorities

Priorities for recreation development were created using a host of indicators that were informed by the findings from the research, engagement, and analysis process. The recommended priorities are as follows.

Phase 1 Priorities

1. Determine Feasibility of Adding a New Multipurpose Facility that Includes Aquatics, Fitness, and Multipurpose Space.
2. Address the Need for Aquatics Programming
 - a. Determine Feasibility of Offering Swimming Lessons at Pine Lake
 - b. Explore a Bus to Swim Program
3. Address the Gap in Recreation Staffing (including the hiring of a full-time Recreation Director and securing the services of contracted support).
4. Expand the Role of the Village in Service Delivery
5. Collaborate with Champagne and Aishihik First Nations (CAFN)
6. Capital Project Evaluation

Phase 2 Priorities

1. Expand and Enhance Programming for All Ages
 - a. Fitness Programming
 - b. Educational and Skill-building Programs
 - c. Children and Youth Programs
 - d. Outdoor Winter Programming
2. Conduct a Condition Assessment for the Arena

Other Recreational Needs Identified Through the Process

1. Trails and Pathways
2. Bike Skills Park/Pump Track
3. Festival and Event Space
4. Indoor Play Space
5. Skatepark
6. Climbing Wall
7. Signage and Marketing
8. Upgrade and Maintain Existing Facilities
 - a. Mezzanine
 - b. Grand Hall
 - c. Arena
9. Basketball Court
10. Maintain Rectangular Field
11. Ball Diamond

Implementation Planning and Considerations

1. Collaboration and Planning Forums with Community Groups
2. Develop a Tourism Strategy
3. Review the Recreation Facility Rental Policy

Village of Haines Junction Public Facility Use Policy

Policy #50-26

Replaces the Recreation Facility Rental Policy #02-93 (RF 003-93) and all amendments, the Local Community Group and Individuals Support Policy #36-21, and the 1993 Joint Use Agreement with St. Elias Community School.

1. Objective

This policy sets out how residents, community groups, businesses, governments and visitors can use the Village of Haines Junction's public buildings, who pays, and what renters are responsible for. It brings the Village's facility rental and free use rules together in one place.

2. Vision and Guiding Principles

This policy supports the vision of the 2023 Haines Junction Recreational Needs Assessment:

"The Village and its community partners will work closely together to address gaps in service provision and expand opportunities for residents."

In applying this policy, the Village will:

1. Provide equitable access to facilities, services and programs, balancing access for organized groups and the general public; passive and active pursuits; competitive and non-competitive pursuits; structured and spontaneous activities; diverse ages, cultures and abilities; and indoor and outdoor opportunities.
2. Make decisions based on a clear understanding of their benefits and costs.
3. Work toward long-term sustainability, continuity and adaptability in recreation facilities and programs.
4. Seek opportunities for collaboration and partnerships.
5. Ensure inclusion and accessibility in all programs, facilities and services.

Community groups deliver much of the recreation available in Haines Junction. The Village supports them by making its public buildings available at no charge for the room, and by recovering from all users the direct costs of the Additional Services they use.

3. Definitions

- 3.1 **Additional Services** – items and services beyond the use of a room or facility itself, including table and chair set-up and take-down, table linens, wireless microphones, audio-visual equipment, deploying the theatre seating, set-up and take-down of the Bouncy Cow Castle, and any similar item or service listed in the Consolidated Municipal Fees Bylaw.
- 3.2 **Charitable or Fundraising Event** – an event whose main purpose is to raise money for a registered charity, a non-profit society, or a community cause that benefits the Haines Junction/Dakwākāda region, where all money raised after event costs goes to that cause.
- 3.3 **Cost-Recovery Fee** – a fee a Local Community Group charges participants to cover only the direct costs of offering its activity. Examples include instructor travel fees from outside the region, supplies or equipment used in the activity such as paint supplies, and Additional Services charged by the Village. A Cost-Recovery Fee must not be used to pay individuals to lead or instruct the activity, to manage or coordinate the event, to buy items that could be resold for a meaningful profit, or to raise money for other purposes.

- 3.4 **Excluded Activities** – activities that the Village's Insurance Policy does not cover. These may be restricted or denied.
- 3.5 **Fees** – the rates set in the Consolidated Municipal Fees Bylaw 343-19, as amended from time to time, for the use of Village facilities and for Additional Services.
- 3.6 **For Profit** – an event or activity that raises money for any purpose other than covering the direct costs of the event, including paying instructors, organizers or management fees. An approved Charitable or Fundraising Event under Section 4.1.5 is not a For Profit event.
- 3.7 **Free Use** – use of a room or facility at no charge under Section 4 of this policy. Free Use covers the room or facility only.
- 3.8 **Government** – any federal, territorial, First Nation or municipal government, or one of its departments or agencies.
- 3.9 **Insurance Policy** – the Village's insurance policy providing third-party liability coverage for eligible Local Community Groups.
- 3.10 **Local** – residing or based in the Haines Junction/Dakwākāda region.
- 3.11 **Local Community Group** – a group made up mainly of people residing in the Haines Junction/Dakwākāda region. The group may be a registered society or simply a group of individuals. It will ordinarily meet the following criteria:
- i. membership is open to everyone (the CAO may allow groups that are not open to everyone, but serve a specific interest, such as addictions recovery or women's groups);
 - ii. it provides a service, program or activity to the community;
 - iii. access to its service, program or activity is open to all residents, subject to (i); and
 - iv. it does not charge attendees a fee, other than a Cost-Recovery Fee which must be pre-approved by Village staff.
- 3.12 **Private Function** – an event, activity or service restricted to specific invited people, such as a wedding or birthday party.
- 3.13 **Renter** – any person, group, business or Government that books a Village facility, whether the booking is paid or Free Use.
- 3.14 **Youth and Seniors** – as defined by the age categories in the Consolidated Municipal Fees Bylaw 343-19.

4. Who Pays

4.1 Free Use of the room or facility

The following users may use Village facilities without paying a room or facility fee, once the Village has approved their Free-Use Rental Application (see Section 11):

- 4.1.1 **Local Community Groups** that have an approved Free-Use Rental Application.
- 4.1.2 **Youth and seniors programming** – an activity whose main purpose is programming for local youth or seniors, whether or not the organizer is a Local Community Group.
- 4.1.3 **St. Elias Community School** – for school activities.
- 4.1.4 **Funerals** – one day free use unless pre-approved for additional time by the CAO or delegate.
- 4.1.5 **Charitable and Fundraising Events** – with an approved Free-Use Rental Application (see Section 11.7).

4.2 Paid use

All other users pay the Fees for the room or facility, including:

- 4.2.1 Private Functions;
- 4.2.2 businesses and corporate users;
- 4.2.3 Governments, including Champagne and Aishihik First Nations, unless the Village has a separate facility use agreement with that Government;
- 4.2.4 users who are not Local; and
- 4.2.5 all For Profit events.

4.3 Additional Services

Free Use covers the room or facility only. Additional Services are charged to every user, including Local Community Groups and Free Use bookings, at the rates in the Consolidated Municipal Fees Bylaw.

5. Booking

- 5.1 Bookings may be made through the Village's online booking system or at the Village Office. A booking is not confirmed until both parties have signed the Rental Agreement.
- 5.2 A Free Use booking is not confirmed until the Village has approved the applicant's Free-Use Rental Application (see Section 11).
- 5.3 Renters may book up to twelve (12) months in advance.
- 5.4 Bookings are made on a first come, first served basis.
- 5.5 The Village decides which room a booking is held in and may change it to accommodate other users. The Village will try to give advance notice of any change.
- 5.6 Prior entry for decorating and set-up must be approved by the Village.

6. Paid Rentals and Free Use Bookings

- 6.1 A confirmed Free Use booking may be moved, or in some cases cancelled, to make room for a paying rental or a Village event. This decision is at the discretion of the CAO or delegate.
- 6.2 In making that decision, staff will consider how long the group has used the facility, how regular its use is, whether the activity can reasonably move to another room, day or time, and how much notice can be given.
- 6.3 The Village will give the group as much notice as possible and will try to offer another room, day or time.

7. Cancellations

- 7.1 **Paid rentals.** Cancellations should be made with the Village Office. With at least 24 hours' notice there is no charge. With less than 24 hours' notice, the Renter is charged 50% of the rental cost.
- 7.2 **Free Use bookings.** Groups must give at least one week's notice of a cancellation. A group that fails to give notice twice within thirty (30) days loses the right to make Free Use bookings for thirty (30) days.
- 7.3 **Cancellation by the Village.** The Village will notify the Renter as soon as possible if something unforeseen means the facility is not available.

8. Payment

- 8.1 Private users must pay before the event.
- 8.2 Invoices are due within 30 days. The Village may withdraw all facility privileges from any Renter with an invoice unpaid for more than 30 days.
- 8.3 Lost key charges, call-out fees, cleaning costs and Additional Services resulting from the use will be added to the Renter's invoice.
- 8.4 A damage deposit may be required for events where liquor is sold or served. It will be returned after the facility has been inspected and all keys returned.
- 8.5 Arena regular season Renters will be billed monthly and must pay within 30 days or their privileges may be denied. Private arena rentals must be authorized by the Village and paid in advance.

9. Renter Responsibilities

- 9.1 The Renter is responsible for the entire set-up and clean-up of the facility and must return it as clean as it was received, following the Facility Cleaning Checklist (Section 13). If the facility is not left clean, the Renter will be invoiced for cleaning. For Free Use bookings, the group must clean up or pay an agreed cleaning fee.
- 9.2 The Renter accepts financial responsibility for any damage caused by anyone in the facility during the rental, and will be charged the replacement or repair cost of items damaged.
- 9.3 Tables and chairs must be put back where they came from and must not be dragged across the floors. If the Renter wants the Village to set up tables and chairs, it must give at least 48 hours' notice and pay the Additional Services rate.
- 9.4 Items and equipment may not be taken off site.
- 9.5 The Renter must not exceed the maximum capacity of the facility.
- 9.6 Events or activities for youth must be adequately supervised by adults 18 years of age or older.
- 9.7 The Renter must vacate at the agreed time and must make sure all lights are off and all doors are locked before leaving.
- 9.8 Keys must be returned to the Village Office by 4:30 p.m. the next working day unless the Village is notified otherwise.
- 9.9 Pins, thumbtacks and staples may not be used to post notices. Only painter's tape or similar may be used on any surface.
- 9.10 Smoking is not allowed in any Village facility.
- 9.11 All users must follow this policy, the Rental Agreement and any other Village rules for the facility.

10. Insurance, Liability and Liquor

- 10.1 Eligible Local Community Groups are covered by the Village's Insurance Policy for third-party liability, except for Excluded Activities.
- 10.2 If liquor is sold or served, the Renter must:
 - a) comply with the Liquor Act and the rules of the Yukon Liquor Corporation, and post the required permit or licence behind the bar during the event;

- b) close all bar service by 2:00 a.m.;
- c) provide two persons designated as security attendants during the hours liquor is sold or served; and
- d) remove all bar supplies from the building, or secure them in the building, after each event, and remove all bar supplies from the building after the last day of a multi-day event.

11. Free Use Procedures

- 11.1 **Application.** All Free Use applicants must complete the Free-Use Rental Application before their first Free Use booking, and again whenever the Village asks.
- 11.2 **Residency.** Staff may ask adults to show proof that they live in the Haines Junction/Dakwākāda region.
- 11.3 **Youth and seniors programming.** Before approving a request under Section 4.1.2, the CAO will confirm that participants are mainly local youth or seniors, that the activity is open to the community, and that any participant fee does not exceed the organizer's cost of delivering the activity.
- 11.4 **Cost-Recovery Fees.** A group that plans to charge a Cost-Recovery Fee must say so on its application and list the costs the fee will cover. The fee must cover those costs and no more. If asked, the group must show staff how the fee was set and what the money was spent on. If a fee goes beyond cost recovery, the CAO or delegate may require the group to change it, or may treat the group bookings as paid rentals.
- 11.5 **Exceptions.** The CAO or delegate may grant exceptions to the eligibility criteria case by case.
- 11.6 **Previous arrangements.** This policy replaces every earlier free-use arrangement, approval, understanding or practice, written or not. Any free use granted before April 1, 2027 to a group or individual that does not meet this policy ends on that date. From that date, no one receives Free Use without an approved Free-Use Rental Application. Past free use does not, on its own, establish eligibility.
- 11.7 **Charitable and Fundraising Events.** The CAO or delegate may approve Free Use for a Charitable or Fundraising Event when:
 - a) the organizer is a Local Community Group, a registered charity or a non-profit society;
 - b) all money raised after event costs goes to a registered charity, a non-profit society or a community cause that benefits the region, and none goes to a business, the organizer or any individual;
 - c) the event is open to the public;
 - d) the event is not run or promoted by a business, even if a portion of sales is donated;
 - e) the organizer has not already held two (2) Free Use fundraising events in the same calendar year; and
 - f) the application is received at least 30 days before the event.

If asked, the organizer must tell the Village after the event how much was raised and where it went. An organizer that does not meet these conditions, or does not give that information when asked, will pay the Fees for its future fundraising events. Sections 4.3 (Additional Services), 10.2 (liquor) and 6 (moving Free Use

bookings) apply. Section 11.4 (Cost-Recovery Fees) does not apply to these events.

12. Arena and Storage

- 12.1 Village staff must be present for arena rentals unless the Village has approved the Renter to use the arena on its own. In that case, someone 18 years or older must be present and the building must stay locked.
- 12.2 Arena ice rentals require a signed rental form authorized by the Village before the season or event.
- 12.3 Permanent or regular user groups may arrange with the Village to store items if space is available. Groups supply their own locks. The Village accepts no responsibility for loss of or damage to stored property. Groups are responsible for damage they cause to storage rooms, compartments or lockers.

13. Facility Cleaning Checklist

Kitchen use:

- 1. Remove all food and materials belonging to your group.
- 2. Clean the stove and oven.
- 3. Wash dishes, utensils, coffee pots, pots and pans. Wash the refrigerator, freezer and sinks. Sweep the floor.
- 4. Wipe the counters and put everything away in its place.
- 5. Take all garbage to the large garbage container outside.

General clean-up:

- 1. Wipe and put away tables and chairs.
- 2. Sweep the floors and wipe all counters.
- 3. Make sure the washrooms are clean.
- 4. Put everything away in its place.
- 5. Take all garbage to the large garbage container outside.
- 6. Clean-up must be finished by 12:00 noon the next day. If the facility is booked the next day, clean up immediately after the event.
- 7. Turn off all lights and fans and lock all doors when leaving.

14. Reporting and Review

- 14.1 Each year, staff will report to Council the value of Fees waived under this policy, the Additional Services fees collected from Local Community Groups, and the cost of the Insurance Policy.
- 14.2 This policy stays in effect until the new recreation facility is built. At that time the Village will review the use, booking and fee policies for all municipal facilities, and this policy will be replaced or amended as part of that review.

15. Implementation

The Chief Administrative Officer is responsible for implementing this policy.

16. Repeal

This policy repeals and replaces:

- the Recreation Facility Rental Policy #02-93 (RF 003-93), adopted by Resolution #291-93, and all amendments to it;
- the Local Community Group and Individuals Support Policy #36-21, adopted by Resolution #308-21; and
- the Joint Use Agreement between the Village of Haines Junction and St. Elias Community School dated May 28, 1993. The Village will give notice to end that agreement under its terms. From the date the notice takes effect [date], the school's use is governed by Section 4.1.3.

Adopted by Resolution #[XXX-26] on the [] day of [month], 2026.

Diane Strand, Mayor

David Fairbank, CAO

Appendix 1 – Current Facility Fees (for information)

*From Schedule 11 of the Consolidated Municipal Fees Bylaw 343-19 as of September 2026.
This table is for reference only.*

St. Elias Convention Centre

Room	Hour	Day
Grand Hall	\$45.00	\$270.00
Atrium	\$45.00	\$270.00
Stage	\$20.00	\$120.00
Kitchen	\$25.00	\$150.00
Council Chamber	\$25.00	\$150.00
Small Room – Wellness Practitioner (see Small Room Policy #34-21)		\$45.00
Small Room – Other User	\$15.00	\$90.00

Bill Brewster Arena

Public skating	Day	Month
6 and under	\$2.00	\$20.00
7–18	\$3.00	\$30.00
19–60	\$4.00	\$40.00
Seniors (61+)	\$2.00	\$20.00

Ice time	Adult	Youth/Senior
Hourly	\$70.00	\$50.00
Daily rate (up to 8 hours)	\$500.00	\$300.00
Each additional hour	\$60.00	\$40.00
Weekend rate (3 days, including Mezzanine)	\$2,000.00	\$1,000.00

Mezzanine	Hour	Day
Mezzanine	\$30.00	\$180.00
Mezzanine kitchen	\$15.00	\$90.00

10% discount on Mezzanine rental with joint booking of the Arena.

Additional Services (charged to all users)

Item or service	Rate	Minimum / replacement
Table/chair set-up and take-down	\$35.00/hr	\$35.00 minimum

Item or service	Rate	Minimum / replacement
Meeting package (coffee, tea, water jugs and glasses)	\$1.50/person	\$15.00 minimum
Banquet package (table cloth, skirting, glasses, water jugs)	\$2.50/person	\$25.00 minimum
Tablecloths	\$8.00 each	\$25.00 replacement
Table skirting	\$12.00 each	\$110.00 replacement
Wineglasses / water goblets	\$0.50 each	\$2.50 replacement
Bouncy Cow Castle set-up and take-down	\$35.00	If required
Bouncy Cow Castle cleaning	Custodian contract hourly rate	Minimum 2 hours
Overhead projector	\$10.00 each/day	
Mobile projector	\$20.00/day	
Theatre seating deployment	[rate to be set]	
Wireless microphones	[rate to be set]	

Large Electrical Load Reduction:

Contributions to Yukon Energy's Mutual Aid Protocol

At times when electricity demand approaches the limits of the system, Yukon Energy follows a 6-step Mutual Aid Protocol to reduce demand on the electricity system (Managing Peak Winter Electricity Demand | Yukon Energy).

As part of increasing resiliency of our electricity systems, Yukon Government, Yukon Energy, and ATCO Electric Yukon are looking to increase the amount of electrical load that can be shed from the grid at times of peak demand through the use of backup generators. (Step 4)

This helps to reduce the likelihood of moving to subsequent steps of the protocol, the 6th of which is rotating power outages.

Step	Action
1	Mines are asked to disconnect from the grid and switch to their backup generators.
2	ATCO Electric Yukon turns on community diesel generators.
3	Mine remediation sites are asked to disconnect from the grid and use backup generators.
4	Large facilities, such as the Canada Games Centre and Whistle Bend Place, are asked to disconnect from the grid and use backup generators.
5	The public is asked to immediately reduce non-essential electricity use. This request would first be communicated through social media and local media. If needed, the Yukon government's AlertReady system will be utilized.
6	Rotating power outages are initiated, if necessary.

Contact Jody Eikelboom (jody.eikelboom@yukon.ca) at the Energy Branch if your organization manages facilities with backup generators and is willing to participate in the mutual aid program. We are also happy to discuss facilities where backup generation could be added to support participation in the mutual aid program and community emergency preparedness.

Q & A:

Q: What facilities are well suited to participate in the program?

A: The facility must have the ability to disconnect from the grid and transfer to a backup power source, which requires a suitably-sized backup generator and a transfer switch. Facilities with large electrical loads will provide the most benefit to the grid when they disconnect. Facilities with backup generation may also be able to serve as community warming centres during a prolonged winter outage. Staff at Yukon government are happy to help assess your buildings' suitability for the mutual aid program and as a potential warming centre.

Q: Does the building have to participate in the program if called upon?

A: No. Participation is voluntary for each event, though we request that buildings are only put forward to be part of the program if it can be reasonably anticipated that they would be able to participate.

Q: How do we know if we need to disconnect a building from the grid?

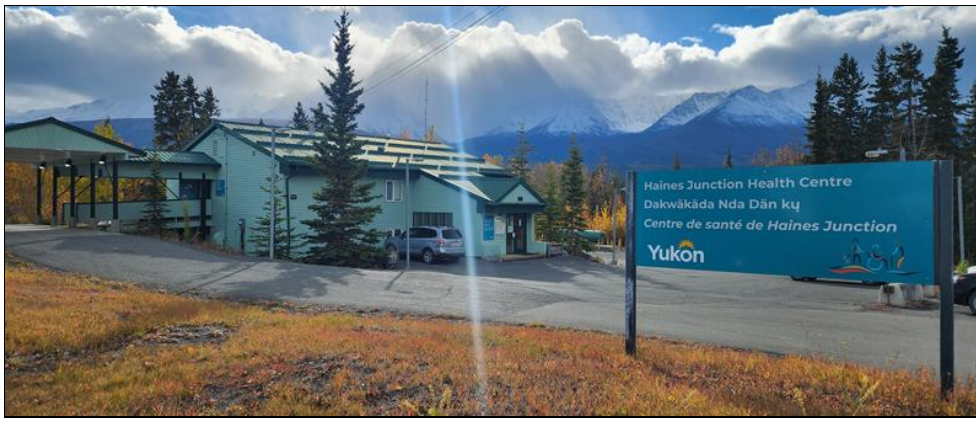
A: Yukon government's Emergency Measures Organization coordinates the call-out for buildings to disconnect from the grid if the mutual aid protocol is activated. Participating entities are typically notified in advance that a call-out may be coming to allow for the necessary preparations.

Q: Will our government/organization compensated for being part of the program?

A: For the 2026-27 winter, the Yukon government will compensate participants' fuel costs for running backup generators when the mutual aid program is activated and a building is asked to disconnect from the grid. Other costs, such as maintenance, repairs, and staff time are not covered. Arrangements for future years are still being determined.

Q: Are there other benefits to being part of the program?

A: By participating in the program, you will be helping to reduce strain on the electricity grid and prevent rotating power outages, maintaining electricity supply for your community and citizens.



Dakwākāda Nda Dān Kū Haines Junction Health Centre

NEWS
Oct 2026

FLU, RSV, AND COVID-19 VACCINES AVAILABLE SOON!

This year, there are shots available for three different respiratory illnesses: Influenza (Flu), COVID and RSV. Flu and Covid-19 shots are free and safe for all Yukoners over the age of 6 months. A **one-time RSV vaccine** will be available to Yukoners **65 years** and older and/or 60+ living in long-term care facilities. There will be RSV product available for infants 8 months and younger after November 1, 2025.

Call the clinic at 867-634-4444 to find out about your eligibility and make an appointment for Flu/Covid vaccine.

Here's when and where to get your vaccinations:

COMMUNITY FLU/COVID VACCINE CLINICS

Flu/Covid Vaccine Clinic at St. Elias Convention Centre,
Tuesday Oct. 13 - 1:30pm to 4pm, by drop in

Flu/Covid Vaccine Clinic at St. Elias Convention Centre,
Tuesday Oct. 20 - 1:30pm to 4pm, by drop in

After the first community clinic, RSV and Covid-19 vaccines will be available at the health centre by appointment only. To book an appointment, call the clinic at 867-634-4444.

For more information, visit yukon.ca/appointments.

HOURS OF OPERATION

Monday to Friday:
8:00 am to 4:30 pm

FOR **EMERGENCIES** AFTER HOURS
Please call 867-634-4444 or 911

APPOINTMENTS

Appointments are available daily.
Please call 867-634-4444

NURSE APPOINTMENTS

Monday, Tuesday, Thursday, and Friday:
8:30 am to 11:30 am
Monday, Tuesday, Wednesday, and Friday: 1:00 pm to 4:00 pm

LAB HOURS

Tuesday: 1:00 pm to 4:00 pm
Wednesday: 8:30 am to 11:30 am

ADMINISTRATION TIME

Thursday: 1 pm to 3 pm
***Open for emergencies 24/7**

DOCTOR SERVICES

Call 867-634-3838 to inquire about medical travel or to book an appointment with Dr. Froud.

Everyone can get flu shots at the health centre by appointment!

