



Village of Haines Junction
December 23rd, 2024
Regular Council Meeting 7:00 pm

This meeting will be held in Council Chambers. Attendance at this meeting is also available through Zoom web or teleconferencing (see below for instructions).

AGENDA

- 1. Call to Order**
- 2. Acknowledgement of Champagne and Aishihik First Nations Traditional Territory**
- 3. Adoption of Agenda**
- 4. Declaration of Pecuniary Interest**
- 5. Adoption of Minutes of Regular and Special Council Meetings**
 - a. Draft Regular Council Meeting Minutes November 27, 2024
 - b. Draft Committee of the Whole Meeting Minutes December 4, 2024
 - c. Draft Committee of the Whole Meeting Minutes December 5, 2024
 - d. Draft Regular Council Meeting Minutes December 11, 2024
- 6. Proclamations**
- 7. Delegations**
- 8. Public Hearings and Public Input Sessions**
- 9. Old Business**
- 10. New Business**
 - a. Accounts Payable to December 23rd, 2024
 - b. RTC AIP (CAFN-VHJ) Intergovernmental Working Group Appointments
 - c. RTC – Pecuniary Interest
- 11. Bylaws – Reports, Readings and Adoption**
 - a. RTC – 2025 By-Election
 - b. Bylaw #420-24 2025 Municipal By-Election Bylaw – 1st and 2nd Reading
- 12. Correspondence**
 - a. Letter regarding Donated Refundables Fund
- 13. Council Reports and Notice of Motions**
- 14. Questions from the Public**
- 15. Motion to Close Meeting to the Public**
 - a. Per S.213 3(c) - Draft Regular Council Meeting Minutes November 13, 2024
 - b. Per S.213 3(c) - Christmas HR discussion
- 16. Adjournment**

The next Regular Council Meeting will take place at 7:00 pm on January 8th, 2025 in Council Chambers and via Zoom.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/8676347100>

Meeting ID: 867 634 7100

One tap mobile

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+12042727920,,8676347100# Canada

Dial by your location

• +1 780 666 0144 Canada

• +1 204 272 7920 Canada

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• +1 587 328 1099 Canada

• +1 647 374 4685 Canada

• +1 647 558 0588 Canada

• +1 778 907 2071 Canada

Meeting ID: 867 634 7100

Find your local number: <https://us02web.zoom.us/u/kbq7uk0jkn>

Please call the Village Office (634-7100) during regular office hours for assistance in joining via zoom.

Municipal Accounts Payable to December 23, 2024

<u>Cheque No.</u>	<u>Name</u>	<u>Amount</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 38,654.63	Administration	Net Pay - Pay Period 26
		\$ 5,640.58	Administration	RRSP Contribution - Pay Period 26
		\$ 742.68	Administration	Union Dues December 2024
Bill Pay	Visa	\$ 1,016.68	Administration	Travel, paper, adobe, arcGIS, business cards
		\$ 1,020.07	Convention Centre	Starlink, plunger, Purolator, chains, cupplings
		\$ 4,836.40	Capital Projects	Tables
		\$ 3,745.24	Landfill	Starlink, pump, heat magnet, propane
		\$ 3,008.81	Public Works	Propane, speakers, leaf blower,
		\$ 24.64	Recycling centre	Cleaning Supplies
		\$ 167.36	Roads & Streets	Hoses, fittings
		\$ 211.05	Water & Sewer	Phone, frames
EFT	Harris & Company	\$ 1,501.50	Administration	Legal fees
280297	Territorial Contracting Ltd	\$ 5,965.00	Capital Project	Lock blocks
280298	Computrol Systems	\$ 2,142.00	Water & Sewer	Truck fill software
280299	Dave Fairbank	\$ 424.90	Administration	Travel AYC Training
280300	Ellen Stutz Petty - Cash	\$ 305.25	Recycling Centre	Refundables paid out
		\$ 150.00	Fire Department	Medical
280301	Falcon Electric	\$ 1,236.92	Water & Sewer	Electrical at PH1 & PH4
280302	Federation of Canadian Municipalities	\$ 310.47	Administration	Annual membership
280303	Hach Sales & Service Canada LP	\$ 639.45	Water & Sewer	DPD chlorine packets
280304	Humane Society Yukon	\$ 2,000.00	Legislative	Donation

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to December 23, 2024

280305	Inkspirationz		\$ 4,991.44	Cap Landfill	SWF Signage
280306	Inland Kenworth	\$ 191.47		Public Works	Hydraulic filters
		\$ 3,541.81	\$ 3,733.28	Fire Department	Fire truck maintenance
280307	IRP Consulting		\$ 4,270.50	Capital Projects	Reconciliation training
280308	NF Electrical and Event Production Ltd.		\$ 763.51	Convention Centre	Technical service, storage cabinet installation
280309	Norton Rose Fulbright		\$ 2,274.30	Administration	Legal fees
280310	Quantum Machine Works Ltd.		\$ 5,964.00	Water & Sewer	Pressure relieve elbow replacement
280311	Raven Recycling Society		\$ 375.01	Recycling Centre	Bailing wire
280312	Source Motors Ltd	\$ 1,597.05		Arena	Heating Fuel November 2024
		\$ 334.26		Arena	Propane
		\$ 2,283.22		Fire Department	Heating Fuel November 2024
		\$ 2,560.84		Administration	Heating Fuel November 2024
		\$ 2,560.84		Convention Centre	Heating Fuel November 2024
		\$ 1,127.85		Recycling Centre	Heating Fuel November 2024
		\$ 353.71		Recycling Centre	Fuel November 2024
		\$ 7,020.08	\$ 17,837.85	Public Works	Fuel November 2024
280313	Tangerine Technology	\$ 1,704.15		Administrative	Network support
		\$ 156.45		Water & Sewer	Network support
		\$ 105.00	\$ 1,965.60	Legislative	Network support
280314	Top Spot/Kusina Gracia		\$ 294.00	Capital Projects	Reconciliation training luncheon
280315	Yukon Government		\$ 19,956.34	Public Works	Mosquito control program

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to December 23, 2024

Municipal Accounts Payable

\$ 136,169.46

Adopted on _____

Mayor _____ CAO _____

* Denotes an item not directly funded by the Village

** Grant funded



**Village of Haines Junction
Report to Council**

December 23, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: AIP (CAFN-VHJ) Intergovernmental Working Group Appointments

Recommendation

That Council appoint two new members from the current Council to serve on the Intergovernmental Working Group (IWG) and formalize these appointments through a motion.

Background

On September 20, 2018, the Champagne and Aishihik First Nations (CAFN) and the Village of Haines Junction signed the Agreement in Principle (AIP). This agreement aims to strengthen cooperation and government-to-government relations. It establishes a framework for collaborative efforts on regional issues and areas of shared interest.

As part of the AIP, an Intergovernmental Working Group (IWG) was created, consisting of equal representation from both parties. During the previous Council term, Mark Nassiopoulos and Angie Charlebois represented the Village of Haines Junction on the IWG.

Current Status

The IWG requires the appointment of two members from the current Council to join the Chief Administrative Officer as representatives.

Draft Resolution

1. That Council formally removes Mark Nassiopoulos and Angie Charlebois as representatives of the Village of Haines Junction on the Intergovernmental Working Group.
2. That Council appoints Councillor [FULL NAME] and Councillor [FULL NAME] to serve as the Village's representatives on the Intergovernmental Working Group, effective immediately.

Prepared by

David Fairbank
Chief Administrative Officer



**Village of Haines Junction
Report to Council**

December 23, 2023

Council Decision
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 Closed Meeting

RE: Pecuniary Interest

This report is intended as a primer for members of Council and committee appointees (members) representing the Village of Haines Junction.

Identifying and Declaring Pecuniary Interests at Meetings

This report aims to assist councillors and committee appointees (members) in understanding their duty to identify, recuse themselves from, and disclose pecuniary (financial) interests. It provides guidance on obligations set out in section 193 of the Yukon Municipal Act and advises members to seek advice from staff, YG Community Services, YG Conflict Commissioner, or private legal support as needed.

When a matter involving a pecuniary interest comes before a member, they must:

- Verbally disclose the interest before any discussion.
- Refrain from participating in discussions or voting on the matter.
- Leave the meeting if it is not open to the public.
- Avoid influencing the voting on the matter.

A member has a direct pecuniary interest if a Council/committee decision impacts their finances, economic prospects, or asset value. The interests of a member's spouse, child, or parent are deemed to be the same as the member's.

Indirect pecuniary interests can arise from relationships with entities such as private or public corporations, business partners, or employers.

Arms-length relationships are distinct from direct and indirect relationships and are generally not considered a pecuniary interest. For example, when the relationship provides no direct benefit to the individual from their dealing with the corporation or entity.

Pecuniary interest as defined in the Municipal Act means having an interest in a matter which could financially affect:

- The person directly;
- A partnership or business of which the person is a member;
- A corporation, in which the person is a stakeholder, director or officer; or
- A society, in which the person is a member, director or officer.

Instances where the potential interest “is so remote or insignificant that it cannot reasonably be regarded as likely to influence them” are exempted under Section 193.01(3)(d) of the Municipal Act.

Members should review meeting agendas in advance to identify potential direct, and indirect pecuniary interests and seek advice as required. They should complete a written statement of interest and read it at the meeting. If a pecuniary interest is identified during a meeting, members should follow best practices, state the conflict, and remove themselves from the discussion as soon as the concern becomes apparent.

Prepared by

David Fairbank
Chief Administrative Officer



**Village of Haines Junction
Report to Council**

December 23, 2024

Council Decision
 Council Direction
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 Closed Meeting

RE: 2025 Municipal By-Election

Recommendation

Council carries out first and second reading of Bylaw #420-24 A Bylaw to regulate the 2025 Municipal By-Election.

Background

Due to the resignation of the Mayor on November 27, 2024, a vacancy has arisen on council. Per Section 146 of the Municipal Act, a nomination to fill a vacancy on council shall be held at time set by council, but no earlier than 30 days or later than 45 days after the vacancy occurs.

The Village of Haines Junction typically waives the requirement for an Electors List and opts for registration of electors. The proposed Bylaw #420-24 2024 Municipal By-Election Bylaw has been drafted to reflect this historic practice.

Current Status

The following are key dates in the 2025 Municipal By-Election

Dates	Description and Municipal Act references
December 12, 2024	Notice of Nomination Day posted and advertised
December 23, 2024	First and Second Reading of Municipal By-Election Bylaw to be passed
January 8, 2025	Municipal By-Election Bylaw to be passed
January 11, 2025	Nomination Day: deadline for submission of nominations (noon)
TBD	All candidates forum
January 17, 2025	Special ballots made available
January 23, 2025	Advance Poll and Mobile Poll to be held
January 30, 2025	Election day

A webpage has developed to provide information to the community about the by-election <https://hainesjunction.ca/p/2025-byelection>. In addition, a public notice has posted, according to the Village's Procedures for Communicating Public Notices, to provide the community with notification of nomination day and election day.

Prepared by

Aynslie Ogden
Policy and Communications Manager

VILLAGE OF HAINES JUNCTION

BYLAW #420-24

A Bylaw to regulate the 2025 Municipal By-Election

WHEREAS, Section 56 (1) of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that a Council of a municipality shall by bylaw (a) appoint a returning officer to be responsible for the administration of the election or public vote; (b) establish the place for making nominations; (c) establish places that are reasonably accessible to electors who are physically incapacitated at which polls will be held if a poll is required and, subject to section 85, set hours during which polls shall be open; (d) appoint deputy returning officers as required, or delegate to the returning officer the power to appoint deputy returning officers; (e) otherwise arrange for the holding of the election or public vote; and

WHEREAS, Section 60 (1) (a) of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that Council may by bylaw dispense with the requirement of a list of electors for an election; and

WHEREAS, Section 60 (1) (b) of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that Council may by bylaw prescribe procedures and forms governing the conduct of elections otherwise consistent with the Act; and

WHEREAS, Section 61 (1) (b) of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that Council may by bylaw provide for a system of registration of persons entitled to vote at an election which shall include the prescribed oath required to be signed by each person applying to vote;

THEREFORE, the Council for the Municipality of the Village of Haines Junction, in open meeting duly assembled, ENACTS AS FOLLOWS:

1.0 Short Title

1.1. This Bylaw shall be cited as the **2025 Municipal By-Election Bylaw #420-24**.

2.0 Purpose

2.1 The purpose of this bylaw is to regulate the conduct of the 2025 Municipal By-Election.

3.0 Definitions

3.1 “Election Official” means a person appointed to work in the election process.

3.2 “Returning Officer” means a person appointed by Council to conduct the election by receiving nominations, attending the polling place and having the power to ask the questions and receive the declarations or oaths authorized by law to be asked of and made by electors.

3.3 “CAO” means the Chief Administrative Officer for the Village of Haines Junction.

- 3.4 “Council” means the Village of Haines Junction Council, duly assembled, whose members are sworn to office.
- 3.5 “Deputy Returning Officer” means the person or persons appointed by the Returning Officer to act in his or her absence or as otherwise delegated by the Returning Officer.
- 3.6 “Poll Clerk” means a person or persons appointed by the Returning Officer to assist the Returning Officer in conduct of the election.

4.0 Election Officials

- 4.1 Cathy Mackinnon is hereby appointed Returning Officer for the Village of Haines Junction 2025 Municipal Election.
- 4.2 Council hereby delegates to the Returning Officer authority to appoint Deputy Returning Officers and Poll Clerks, as necessary.
- 4.3 For the purposes of fulfilling the requirements of Part 3 of the Municipal Act, the CAO or their designate is appointed as the Designated Municipal Officer.
- 4.4 Election officials shall, during their appointment term, refrain from any active or public support or criticism of any candidate.

5.0 Nominations

- 5.1 Nomination day is Saturday January 11, 2025.
- 5.2 The Municipal Office in the St. Elias Convention Centre, is hereby designated as the place for nomination proceedings.
- 5.3 Nominations will be accepted by the Returning Officer before noon on Saturday January 11, 2025.
- 5.4 A completed nomination paper which has been witnessed by either the Returning Officer, Notary Public or Designated Municipal Officer, may be faxed to the Returning Officer or Designated Municipal Officer at 867 634 2008 by 12:00 o’clock noon Saturday January 11, 2025. It is the responsibility of the nominee to ensure the fax has been received.

6.0 Voting Opportunities

- 6.1 Where the Returning Officer declares that an election is required the following voting opportunities will be made available:
 - 6.1.1 Advance Poll;
 - 6.1.2 Mobile Poll;
 - 6.1.3 Special Ballot; and,
 - 6.1.4.1 General Polling Day.

7.0 Advance Poll

- 7.1 The St. Elias Convention Centre, on the main floor in the Atrium, is hereby designated as the place for Advance Poll proceedings.
- 7.2 The Advance Poll will take place on Thursday, January 23, 2025, between the hours of 8:00 a.m. and 8:00 p.m.
- 7.3 The Advance Poll is available to those voters who meet the legislated criteria for the Advance Poll.

8.0 Mobile Poll

- 8.1 The Mobile Poll will take place on Thursday January 23, 2025, between the hours of 8:30 a.m. and 4:00 p.m.
- 8.2 The Mobile Poll is available to those voters who, due to physical incapacity, are incapable of attending a poll.
- 8.3 Polling will occur by arrangement with the Returning Officer.

9.0 Special Ballots

- 9.1 Special Ballots will be made available on Friday January 17, 2025, by request to those voters who meet the legislated criteria.
- 9.2 Special Ballots must be returned to the Returning Officer by 2:00 p.m. on Thursday January 30, 2025.

10.0 General Polling Day

- 10.1 General Polling Day will take place on Thursday January 30, 2025, between the hours of 8:00 a.m. and 8:00 p.m. in the Atrium of St. Elias Convention Centre.

11.0 Fees

- 11.1 The following rates shall be paid to persons acting as election officers:
 - 11.1.1 Returning Officer \$40.00 per hour
 - 11.1.2 Deputy Returning Officer \$30.00 per hour
 - 11.1.3 Poll Clerks \$25.00 per hour

12.0 Registration of Voters

- 12.1 The Village of Haines Junction shall dispense with the requirement for a list of electors for the 2025 Municipal By-Election.
- 12.2 All persons meeting the eligibility criteria contained in Section 48 of the Municipal Act and wishing to cast a ballot shall be required to record their Name, Civic Address and Signature on the Approved Voter Registration List attached hereto as Schedule “A”.
- 12.3 The Returning Officer and Deputy Returning Officers appointed pursuant to Section 56 of the Municipal Act shall have the authority to administer the system of registration provided for in this bylaw, pursuant to Section 57 of the Municipal Act.

13.0 Prescribed Oaths

- 13.1 The Village of Haines Junction will use the forms and oaths provided by the Yukon Government.

14.0 Notice to Electors

- 14.1 Signage shall be displayed at all polling stations which shall inform voters of the following:
 - 14.1.1 The offences contained in Section 160 of the Municipal Act;
 - 14.1.2 The penalties associated with the offences contained in Section 164 of the Municipal Act; and
 - 14.1.3 A statement that, pursuant to this bylaw, the name of any individual challenged by a Returning Officer, Deputy Returning Officer, a candidate or candidate’s agent, or by an elector, who swears an oath of eligibility and votes in the election may be forwarded to the appropriate authorities for investigation and possible prosecution.

15.0 Enactment

- 15.1 This Bylaw shall come into force and effect on the adoption thereof.

16.0 Readings

- 16.1 Read a First time on the 23rd day of December 2024
- 16.2 Read a Second time on the 23rd day of December 2024
- 16.3 Read a Third time and adopted on the xx day of xx

Diane Strand, Deputy Mayor

Dave Fairbank, CAO

December 12, 2024

Dear Village Council,

RE: Donated Refundables Fund deadline January 15, 2025 5pm

I understand the Refundable Funds have previously been awarded to eligible groups. Village staff review grant applications and make recommendations to the Village Council.

However, for this year, I recommend the Village Council apply all or a portion of the donated Refundables Fund to the upgrade and maintenance of the Free Store. This will include volunteer honorariums.

Your understanding and consideration of this matter is appreciated.

Paulette Schatz