



**Village of Haines Junction**  
**December 10, 2025**  
**Committee of the Whole Meeting**  
**4:00 – 6:00 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. Old Business**
  - a. Level of Service Assessment – Wastewater and Stormwater
  - b. Council Prioritization Tool
- 6. Adjournment**

**Join Zoom Meeting**

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

**Meeting ID: 867 634 7100**

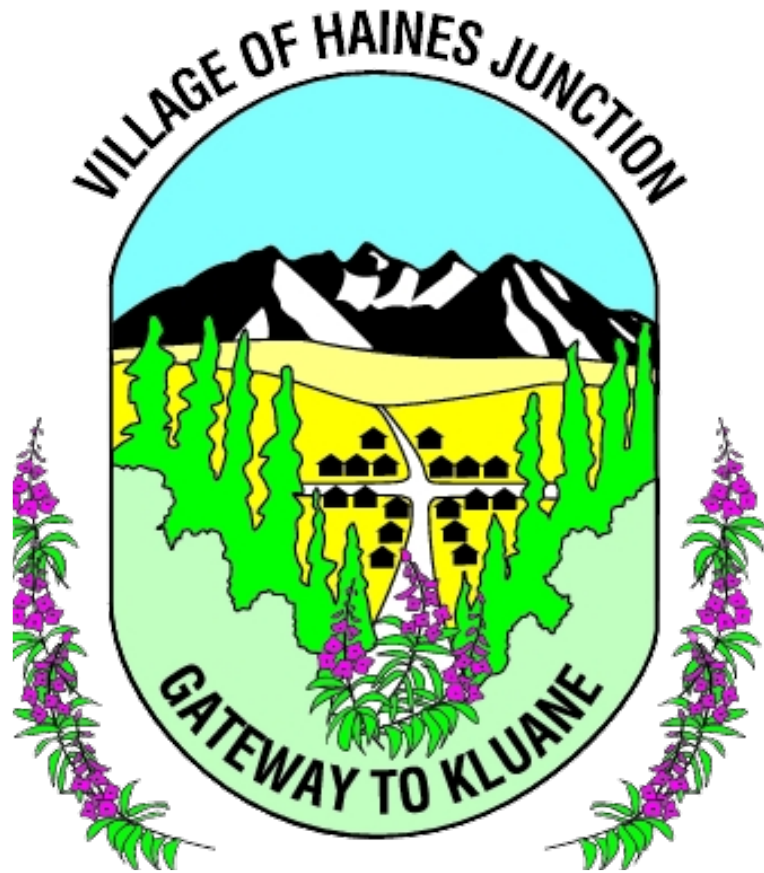
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*Please call the Village Office (634-7100) during regular office hours for assistance in joining via zoom.*



# Level of Service Framework

PART 2

Committee of the Whole

December 10, 2025

TONIGHT!

# Service inventory

<b>DONE! Drinking water</b> <ul style="list-style-type: none"><li>•Treatment</li><li>•Supply</li><li>•Piped distribution</li><li>•Bulk water sales</li><li>•Fire fighting</li></ul>	<b>Wastewater</b> <ul style="list-style-type: none"><li>•Piped collection</li><li>•Trucked collection</li><li>•Treatment</li><li>•Discharge</li></ul>	<b>Stormwater drainage</b> <ul style="list-style-type: none"><li>•Accessible stormwater infrastructure</li><li>•Flood protection for buildings</li><li>•Flood protection for roads</li></ul>	<b>Solid waste management</b> <ul style="list-style-type: none"><li>•Garbage disposal</li><li>•Recycling</li><li>•Composting</li><li>•Free store</li><li>•Landfill</li><li>•Cardboard pickup</li><li>•Recycling pickup</li></ul>	<b>Roads</b> <ul style="list-style-type: none"><li>•Grading</li><li>•Resurfacing</li><li>•Street cleaning</li><li>•Snow removal</li><li>•Street lighting</li></ul>
<b>Recreation and culture</b> <ul style="list-style-type: none"><li>•Tourism attractions</li><li>•Meeting/convention space</li><li>•Programming</li><li>•Facility rentals</li><li>•Holiday events</li><li>•Courtesy flagpole</li><li>•Funding programs</li></ul>	<b>Protective services</b> <ul style="list-style-type: none"><li>•Fire fighting</li><li>•Bylaw enforcement</li><li>•Emergency measures</li><li>•FireSmart</li><li>•Animal control</li></ul>	<b>Administration</b> <ul style="list-style-type: none"><li>•Governance – Council and Council Committee support</li><li>•Bylaw and policy development</li><li>•Communications</li><li>•HR</li><li>•Finance</li><li>•Intergovernmental relations</li><li>•Occupational health and safety</li><li>•Records management</li><li>•Asset management</li><li>•Permitting and licensing</li><li>•Programs</li><li>•Projects</li><li>•Public engagement</li></ul>	<b>Planning</b> <ul style="list-style-type: none"><li>•OCP/Zoning</li><li>•Board of Variance</li><li>•Land development</li><li>•Solid Waste Management Plan</li><li>•Emergency Management Plan</li><li>•Spill Response Plan</li><li>•Water System Emergency Plan</li><li>•SWMF Emergency Response Plan</li><li>•Bill Brewster Arena Emergency Plan</li><li>•Recreation planning</li><li>•Trails planning</li><li>•Economic Development Plan</li><li>•Infrastructure Plan</li><li>•Community Development Plan</li><li>•Asset Management Plan</li></ul>	<b>Property maintenance</b> <ul style="list-style-type: none"><li>•Fleet vehicles and equipment</li><li>•Building maintenance</li><li>•Equipment maintenance</li><li>•Beautification</li><li>•Grass cutting</li><li>•Greenspaces</li><li>•Cemetery</li><li>•Parks/playgrounds</li><li>•Multi-use trails</li><li>•Highway banners</li><li>•Contractor of last resort</li></ul>



Service area:  
Wastewater

Description of services provided: wastewater

Service provided	Description of service	2025 Staffing Levels (FTE)	2025 Budget	Nature of service (Essential function, Important service or Discretionary program)
Piped collection	Wastewater is piped to the sewage lagoon			Essential function
Trucked collection	Trucked wastewater may be dropped off at the sewage lagoon			Essential function
Treatment	Wastewater is treated at the sewage lagoon			Essential function
Discharge	Effluent from the sewage lagoon is within the regulatory limits prior to discharge			Essential function

## Wastewater is piped to the sewage lagoon

Service provided	Level 1	Level 2	Level 3	Level 4	Level 5
<b>Piped collection</b>	No wastewater collection service is provided; all users have individual on-site septic systems	Piped wastewater collection is available to all urban residential users	Piped wastewater collection is available to all urban residential users and some commercial and industrial users	Piped wastewater distribution is available to all urban residential, commercial and industrial users	Piped sewer collection is available to all users in the community (urban residential, commercial, industrial, country residential and agricultural)

<b>Current level of service</b>	<b>Level 3</b>
<b>Desired level of service</b>	<b>Level 3</b>
Primary driver to change level of service (Complaints, regulatory change, council objectives, affordability, address risks, public demand)	n/a
Performance gap? (Desire to increase or decrease level of service)	No
Sustainability gap? (Need to replace aging asset, maintain asset, purchase new assets to sustain a level of service, or increase HR capacity)	No

## Trucked wastewater may be dropped of at the sewage lagoon

Service provided	Level 1	Level 2	Level 3	Level 4	Level 5
<b>Trucked collection</b>	There is no sewage receiving station and no ability to receive trucked wastewater	There is no sewage receiving station but trucked wastewater can be deposited directly into the lagoon	Trucked wastewater can be deposited at SRS at Public Works Yard (requires connecting non-operating SRS to force main at existing site)	Trucked wastewater can be deposited at SRS at lagoon access road (requires relocating SRS to lagoon access road)	Trucked wastewater can be emptied directly into SRS adjacent to lagoon system (requires relocating SRS adjacent to anaerobic cells)

Current level of service	Level 2
Desired level of service	Level 5
Primary driver to change level of service (Complaints, regulatory change, council objectives, affordability, address risks, public demand)	Address risks
Performance gap? (Desire to increase or decrease level of service)	Yes – desire to increase service level
Sustainability gap? (Need to replace aging asset, maintain asset, purchase new assets to sustain a level of service, or increase HR capacity)	Yes – new asset required

## Wastewater is treated at the sewage lagoon

Service provided	Level 1	Level 2	Level 3	Level 4	Level 5
<b>Treatment</b>	Treatment capacity at the sewage lagoon requires water conservation measures to be in place year-round	Treatment capacity at the sewage lagoon meets demands with water conservation measures in place during periods of peak flow	Treatment capacity at the sewage lagoon is able to meet demands year-round	Treatment capacity at the sewage lagoon exceeds current demand and can satisfy increasing demand associated with growth over the next 10 years	Treatment capacity at the sewage lagoon exceeds current demand and can satisfy increasing demand associated with growth over the next 25 years

Current level of service	Level 5
Desired level of service	Level 5
Primary driver to change level of service (Complaints, regulatory change, council objectives, affordability, address risks, public demand)	n/a
Performance gap? (Desire to increase or decrease level of service)	No
Sustainability gap? (Need to replace aging asset, maintain asset, purchase new assets to sustain a level of service, or increase HR capacity)	No



## Effluent from the sewage lagoon is within the regulatory limits prior to discharge

Service provided	Level 1	Level 2	Level 3	Level 4	Level 5
<b>Discharge</b>	Effluent discharge does not meet any standards in the water licence for the quantity and quality of discharge	Effluent discharge meets some of the standards in the water licence for the quantity and quality of discharge	Effluent discharge meets many of the standards in the water licence for the quantity and quality of discharge	Effluent discharge meets most of the standards in the water licence for the quantity and quality of discharge	Effluent discharge meets all standards in the water license for the quantity and quality of discharge

<b>Current level of service</b>	<b>Level 4</b>
<b>Desired level of service</b>	<b>Level 5</b>
Primary driver to change level of service (Complaints, regulatory change, council objectives, affordability, address risks, public demand)	n/a
Performance gap? (Desire to increase or decrease level of service)	Yes
Sustainability gap? (Need to replace aging asset, maintain asset, purchase new assets to sustain a level of service, or increase HR capacity)	Yes - due to pH issue which limits our ability to discharge

# Action plan: Assess options to address service level gaps

Service	Performance gap?	Sustainability gap?	Risk of not addressing gap?	Option A	Option B	Option C	Preferred Option
Trucked collection	Yes – desire to increase service level	Yes – new asset required	Unknown likelihood, high consequence	Trucked wastewater can be deposited at SRS at Public Works Yard (requires connecting non-operating SRS to force main at existing site)	Trucked wastewater can be deposited at SRS at lagoon access road (requires relocating SRS to lagoon access road)	Trucked wastewater can be emptied directly into SRS adjacent to lagoon system (requires relocating SRS adjacent to anaerobic cells)	C
Discharge	Yes – desire to increase service level	Yes – due to pH issue which limits our ability to discharge	High likelihood, high consequence	Control algae growth with ultrasonic algae management system (costs tbd)	Floating ball shade cover (cost \$70-100k; downside is loss of evaporation and higher discharge volumes)	Mechanical aeration (cost \$70-100k, requires power service. Only feasible if power is installed with moving of the SRS)	TBD

Performance Gap?
Yes - Desire to increase service level
Yes - Desire to decrease service level
No
Unknown

Sustainability Gap?
Yes - Asset(s) nearing end of life cycle, needs replacing
Yes - Asset(s) needs maintenance
Yes - New asset(s) required
Yes - Need to increase HR Capacity
No
n/a

Risk
0 - No risk
1 - Low likelihood, low consequence
2 - High likelihood, low consequence
3 - Low likelihood, high consequence
4 - High likelihood, high consequence
5 - Unknown likelihood, high consequence
6 - Unknown

# Action plan: Assessment of preferred option

Preferred Option	Additional personnel requirements	Additional asset requirements	Asset Lifespan	Estimated capital cost	Estimated annual O&M cost	Estimated full lifecycle cost	Priority	Timeframe
Relocate SRS adjacent to anerobic cells	n/a	Relocation to lagoon will require installation of Phase 3 power	25	\$ 1,011,000	\$ 13,000	\$ 1,336,000	High	Within 1-2 years

Priority
1 - Not a priority
2 - Low priority
3 - Medium priority
4 - High priority
5 - Essential/mandatory
n/a

Timeframe
1-ASAP
2-Within 1 year
3-Within 1-2 years
4-Within 5 years
5-No immediate need to address

# Performance Plan: Wastewater

Service	Indicator	Service Level Commitment	Service Level Target	Performance Measure
Piped collection	Accessibility of sewer collection infrastructure	Piped wastewater collection is available to all urban residential users and some commercial and industrial users	All urban residential users and xx commercial and xx industrial users are on piped wastewater	# lots in defined service area without piped wastewater
Trucked collection	Trucked wastewater may be dropped off at a sewage receiving station	Trucked wastewater can be emptied directly into SRS adjacent to lagoon system	SRS is operational by December 31, 2026	Date SRS is operational then #days/year that SRS is not operational
Treatment	Treatment capacity at the sewage lagoon is adequate for peak flow	Treatment capacity at the sewage lagoon exceeds current demand and can satisfy increasing demand associated with growth over the next 10 years	Treatment capacity at the sewage lagoon is able to accommodate growth of 100 new homes over the next 10 years	Treatment capacity at the sewage lagoon is 25% greater than peak flow in 2025
Discharge	Effluent quality is within regulatory limits prior to discharge	Effluent discharge meets all standards in the water license for the quantity and quality of discharge	Pre-Discharge: BOD < 20mg/L TSS < 25mg/L pH between 6-9.5 Oil and grease<5mg/L Fecal coliforms<400 counts/100mL Total P < 1mg/L LC50 non-toxic at [100%] N <sub>2</sub> < 1.25mg/L @15°C +/- 1 °C	Pre-Discharge: 5-day biochemical oxygen demand; total suspended solids; pH; oil and grease; fecal coliforms; total phosphorus; acute lethal 96h LC50; un-ionized ammonia



Service area:  
Stormwater drainage

# Description of services provided: stormwater drainage

Service provided	Description of service	2025 Staffing Levels (FTE)	2025 Budget	Nature of service (Essential function, Important service or Discretionary program)
Stormwater infrastructure	Lots are serviced by stormwater management infrastructure			Important service
Flood protection for buildings	Buildings are protected against flooding			Important service
Flood protection for roads	Roads are protected against flooding			Important service

## Lots are serviced by stormwater management infrastructure

Service provided	Level 1	Level 2	Level 3	Level 4	Level 5
<b>Stormwater infrastructure</b>	The community is not connected to a drainage system	Large areas of the community are not connected to a drainage system	Some areas of the community are not connected to a drainage system	Most of the community is connected to a drainage system	All areas of the community are connected to a drainage system

Current level of service	Level 1
Desired level of service	Level 1
Primary driver to change level of service (Complaints, regulatory change, council objectives, affordability, address risks, public demand)	n/a
Performance gap? (Desire to increase or decrease level of service)	No
Sustainability gap? (Need to replace aging asset, maintain asset, purchase new assets to sustain a level of service, or increase HR capacity)	No

## Buildings are protected against flooding

Service provided	Level 1	Level 2	Level 3	Level 4	Level 5
<b>Flood protection for buildings</b>	The community does not have any flood protection measures in place	Many areas and/or critical services are exposed to significant flood risk, but do not have adequate flood protection.	All critical areas of the community have adequate flood protection, but some other areas of the community exposed to significant flood risk do not have adequate flood protection.	Nearly all areas of the community exposed to significant flood risk have adequate flood protection.	All areas of the community exposed to significant flood risk have adequate flood protection.

Current level of service	Level 5
Desired level of service	Level 5
Primary driver to change level of service (Complaints, regulatory change, council objectives, affordability, address risks, public demand)	n/a
Performance gap? (Desire to increase or decrease level of service)	No
Sustainability gap? (Need to replace aging asset, maintain asset, purchase new assets to sustain a level of service, or increase HR capacity)	No



## Roads are protected against flooding

Service provided	Level 1	Level 2	Level 3	Level 4	Level 5
<b>Flood protection for roads</b>	Flooding due to overflow and/or backup is frequent and significant (e.g. sufficient to potentially harm residents, damage property and/or limit access to critical community services)	Flooding due to overflow and/or backup is not frequent but is significant	Flooding due to overflow and/or backup is frequent but not significant	Flooding due to overflow and/or backup is infrequent and not significant	Flooding due to overflow and/or backup rarely occurs

Current level of service	Level 5
Desired level of service	Level 5
Primary driver to change level of service (Complaints, regulatory change, council objectives, affordability, address risks, public demand)	n/a
Performance gap? (Desire to increase or decrease level of service)	No
Sustainability gap? (Need to replace aging asset, maintain asset, purchase new assets to sustain a level of service, or increase HR capacity)	No

# Performance Plan: Stormwater drainage

Service	Indicator	Service Level Commitment	Service Level Target	Performance Measure
Accessibility of stormwater infrastructure	Stormwater infrastructure is accessible for servicing lots	The community is not connected to a storm sewer drainage system	Roadside ditches are maintained throughout the community	Length of ditches (km) maintained in the community
Flood protection for buildings	Buildings are protected against flooding	All areas of the community exposed to significant flood risk have adequate flood protection.	All buildings in the community are protected from flood damage	# buildings experiencing flood damage / year due to flooding
Flood protection for roads	Roads are protected against flooding	Flooding due to overflow and/or backup rarely occurs	All roads in the community are protected from flood damage	Length of roads (m) experiencing flood damage / year due to flooding



## Village of Haines Junction Report to Council

November 27, 2025

☒ Council Decision  
☒ Council Direction  
☐ Council Information  
☐ Closed Meeting

**RE: Council Prioritization Tool**

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### Recommendation

To include the Council Prioritization tool as a standing item on the council agenda going forward to provide staff with direction on what urgent reports or tasks are needed for the next Council meeting to allow for frequent re-prioritization as new items arise.

### Background

On September 10, 2025, staff shared the 2025 motion tracker with Council. The tracker lists all action-oriented motions that were made by Council during the 2025 calendar year, and the status of work on the motion (e.g. complete, partially complete, ongoing, holding, not yet actioned, etc.).

Staff explained that the motion tracker does not reflect all of the work that staff have been tasked with. Council asked that the Motion Tracker be shared on a quarterly basis going forward.

### Current Status

Staff have prepared a “Council Prioritization Tool”. This tool was developed to reflect:

- The short list of Council motions that still require action (34 items)
- Action items arising from Committee of the Whole meetings (5 items)
- Action items arising from Joint Council meetings (need to be added)
- Legislative/bylaw requirements (5 items)
- Notices of motion (5 items)
- Council’s 2025-2028 Strategic Plan (32 items)
- Other Council requests (20 items)
- Staff-led items for Council direction (7 items)

The latest copy of the tool, last updated on November 21, 2025, is attached in pdf format. Presently there are ~110 items on the list.

The excel format of the tool allows items to be easily searched by how the item was identified, when the item was identified, and staff’s understanding of when the item needs to be brought back to Council and/or completed.

Items (currently 10) that have been completed since the last Council meeting on October 23, 2025 are tracked in the “completed” worksheet.

It is important to note that this list does not reflect the full workload within the office; and was developed to directly support the Policy/Communications Manager and CAO in tracking and prioritizing all work directly requested by/or requiring direction from Council.

Staff felt more discussion is needed with Council on an ongoing basis regarding priorities.

## Discussion/Analysis

The items range from requiring several hours to complete the work (e.g. drafting a Report to Council to seek direction on winter events or drafting a Request for Proposals to implement the Trail Committee's recommendations), to a major consultative initiative (e.g. drafting a short-term rentals bylaw, creating a level of service framework, or leading a 5-year review of the OCP).

The following suggestions are made for Council to consider when bringing new workload items forward:

- Going forward, Council could prioritize all new actions for staff action using the Eisenhower Prioritization Matrix (see below – this is a common way to prioritize a to-do list)
- Council could consider re-prioritizing the existing to-do list using this matrix.
- Council could include the Council Prioritization tool as a standing item on the Council Agenda going forward.



## Draft Resolution

THAT the Council Prioritization tool be a standing item on the council agenda going forward.

Prepared by

Aynslie Ogden  
Policy and Communications Manager

## Updated December 5, 2025

Council Prioritization Tool				
Date item was identified	How item was identified	Item	Priority (Staff Assessment)	Priority (Council Assessment)
2025-09-23	Council request	RTC - CMx	0. OVERDUE	
2025-07-23	Legislated/bylaw requirement	Send letter to those who do not meet minimum requirements to be Landfill Monthly Account Holders	0. OVERDUE	
2025-05-28	Motion	THAT staff discuss adding the Indigenous Survivors / Blanket Ceremony Day letter to the June 5th agenda with Linaya or Jennifer at CAFN	0. OVERDUE	
2025-05-28	Motion	THAT Staff provide a report at the next Council meeting on including various sized propane tanks in tipping fees and that provides an update on the status of waste antifreeze collection at the landfill	0. OVERDUE	
2025-04-23	Motion	THAT Staff are directed to review the lottery funding grant criteria before the Fall 2025 intake	0. OVERDUE	
2025-01-22	Motion	THAT staff provide Council with more information on the Nominee program along with a draft letter	0. OVERDUE	
2025-01-22	Motion	THAT staff bring forward the proclamation of Indigenous Survivor Day to Council for consideration after their Strategic Plan has been developed.	0. OVERDUE	
2025-01-08	Motion	THAT a letter from Council be drafted to ATCO letter to inquire about the arena billing.	0. OVERDUE	
2025-02-11	Motion	THAT the heating fuel contract be sole sourced to Source Motors pending Council's approval of an email from staff with the final details.	0. OVERDUE	
2025-11-27	Council request	Contact CAFN to discuss possibility of old Madley's site as a potential camping site during the KMBF	2. Next regular council meeting	
2025-11-27	Motion	Put discussion of whether staff or contractor will carry out Council minute taking to a future meeting agenda	2. Next regular council meeting	
2025-11-27	Motion	Draft bylaw on STR moratorium in all zones except CT, CM and CMx	2. Next regular council meeting	
2025-10-23	Notice of Motion	Notice of Motion - Initiate Review of Council Procedures Bylaw	2. Next regular council meeting	
2025-10-23	2025-2028 Council Priority NOW	RTC - Tender for remediation and demolition of Shakwak Hall	2. Next regular council meeting	
2025-09-02	2025-2028 Council Priority NOW	RFP for Demolition of Shakwak hall and pool	2. Next regular council meeting	
2025-08-06	CoW Action Item	Develop RFP for TRC policy and statement (reflect municipal calls to action)	2. Next regular council meeting	
2025-10-09	Notice of Motion	Notice of Motion: That staff develop a policy regarding short-term rental accommodations in the Village	3. Council meeting after next	
2025-10-09	Legislated/bylaw requirement	RTC - Tipping Fee Analysis (part of budget process)	3. Council meeting after next	
2025-10-09	Notice of Motion	Notice of Motion: That staff prepare a report to Council on the rationale and application of facility rental fees, including when charges are applied or waived.	3. Council meeting after next	
2025-08-13	Notice of Motion	Notice of Motion to discuss the Village Reserves per recommendations from the recent Audit, when it makes sense.	3. Council meeting after next	
2025-10-09	Motion	Village Policy Design Refresh	4. As time permits	
2025-08-13	Notice of Motion	Notice of Motion to discuss Urban Electrification Program Policy and establish reserve budget for the program	4. As time permits	
2025-05-28	Motion	THAT staff provide a Report to Council with an estimate of costs to either demolish or repair the muffin.	4. As time permits	
2025-11-27	Council request	Look for funding opportunities to support the Community Identity Workshop	5. For staff action	
2025-11-27	Motion	Issue hydrovac tender	5. For staff action	
2025-11-27	Council request	Send Council a summary of development permits issued in 2025 by Zone	5. For staff action	
2025-11-27	Motion	Staff prepare for the following winter events: the Village Open House, the Rob McPhie Holiday Lights Contest (with a budget of \$1,000 for prizes), the Free Skate with Santa, and Free Public Skating.	5. For staff action	
2025-11-27	Motion	Issue public communications on soft close of landfill at 5:30 pm	5. For staff action	
2025-11-27	Council request	Advertise for Shakwak Hall Committee members after the holidays. Send direct letters of invitation to community clubs that were active in the Hall to suggest a representative for the committee	5. For staff action	

Updated December 5, 2025

Council Prioritization Tool				
Date item was identified	How item was identified	Item	Priority (Staff Assessment)	Priority (Council Assessment)
2025-10-30	Staff-led initiative	Public Notice - Donated Refundables Application Deadline January 15	5. For staff action	
2025-10-23	Council request	RTC - Lagoon Algae Control	5. For staff action	
2025-10-23	Council request	Apply for land transfer for bike-skills park	5. For staff action	
2025-10-23	Council request	Put Geothermal Memo on December 9 Joint Council Agenda	5. For staff action	
2025-10-23	Council request	Put Community Identity Workshop on December 9 Joint Council Agenda	5. For staff action	
2025-10-23	Council request	CAO contact YG to confirm annual lease cost for Bike skills park	5. For staff action	
2025-10-23	Council request	CAO to send email response to Councillor Sundbo with clarifications on three budget items	5. For staff action	
2025-10-23	Motion	THAT Village staff coordinate with the Salvation Army to enable their involvement at the Christmas Open House in December.	5. For staff action	
2025-10-23	Council request	THAT Village staff reach out to Champagne and Aishihik First Nation administration to discuss the Geothermal Technical Memo.	5. For staff action	
2025-10-09	Motion	THAT Council direct staff to write a letter reflecting Council's election readiness advocacy priorities to be sent to all territorial candidates, requesting written responses and commitments (DONE), and to publish the materials for community awareness (NOT YET DONE).	5. For staff action	
2025-10-09	Legislated/bylaw requirement	Work with Circular Materials on EPR Communications	5. For staff action	
2025-10-09	Council request	Send letter to Ministers to share Council priorities post-territorial election	5. For staff action	
2025-10-09	Staff-led initiative	Review Federal Budget 2025 for Infrastructure Funding Announcements (Recreation Centre/Pool)	5. For staff action	
2025-09-24	Motion	Village Policies design refresh	5. For staff action	
2025-09-24	Motion	THAT Council accepts Dhāl Ghäy/Mountain Ridge subdivision electrification Option C (first choice); Option A (Second choice).	5. For staff action	
2025-09-24	Motion	THAT no alcohol be served at the 2025 Village Haines Junction Christmas Social.	5. For staff action	
2025-09-10	Motion	THAT staff are directed to proceed with Option 2 – add to the scope of work of the trail committee to include the Council requested maintenance work on the Dezadeash trail that is not already addressed by the Phase 1 Dezadeash Trail Revitalization Project.	5. For staff action	
2025-09-10	Motion	THAT November 28, 2025, will be the deadline for the first intake of applications. Every attempt will be made to issue decisions on awards prior to Christmas 2025.	5. For staff action	
2025-09-02	2025-2028 Council Priority ONGOING	Develop Level of Service Policy Framework	5. For staff action	
2025-09-02	2025-2028 Council Priority NOW	Support Fire Department Safety and Compliance	5. For staff action	
2025-09-02	2025-2028 Council Priority ONGOING	Encourage waste diversion	5. For staff action	
2025-09-02	2025-2028 Council Priority NEXT	Assess feasibility of a new multi-use recreation facility	5. For staff action	
2025-09-02	2025-2028 Council Priority ONGOING	Work with CAFN to explore development of new pool and rec centre	5. For staff action	
2025-09-02	2025-2028 Council Priority ONGOING	Address barriers to encourage housing development	5. For staff action	
2025-09-02	2025-2028 Council Priority NEXT	Identify minimum staffing levels	5. For staff action	
2025-09-02	2025-2028 Council Priority ONGOING	Reconciliation training	5. For staff action	
2025-08-27	Motion	THAT staff bring back more information on whether current RV parks in town have direct connections to the sewer system, or if they use a holding tank, and invite Public Works Manager to be part of the discussion.	5. For staff action	
2025-08-13	Motion	THAT Staff are directed to set up a meeting with the Department of Community services to discuss and negotiate the path forward to getting the SRS operational	5. For staff action	
2025-08-06	CoW Action Item	THAT the Trail Committee will work with staff to implement Option 3, as recommended by the Committee, and to include the Dezadeash Trail within the trail network map and adding a trail network sign at the trailhead	5. For staff action	
2025-07-09	Motion	THAT Council directs staff to defer amendments to the Waste Management Cost Recovery and Sorting Bylaw until advice is received from the Solid Waste Management Advisory Group	5. For staff action	

## Updated December 5, 2025

Council Prioritization Tool				
Date item was identified	How item was identified	Item	Priority (Staff Assessment)	Priority (Council Assessment)
2025-07-09	Motion	THAT Staff provide a link to audio recordings of Council meetings online, from a location on a secure server, going forward	5. For staff action	
2025-05-28	Council request	Follow up with One Yukon for copy of testing report that showed spike and forward to RCMP	5. For staff action	
2025-05-14	Motion	THAT the Staff ensure this Tipping Fee Holiday Proposal be reviewed when Tipping Fees are reviewed at the end of the year.	5. For staff action	
2025-03-11	Motion	THAT the Public Works provide monthly reports on what is going on work-wise. MOTION was deferred pending a report from staff	5. For staff action	
2025-02-26	Council request	track down the Windows of Opportunities conference report	5. For staff action	
2025-02-26	Council request	Look into pricing for disposal of 20 lb and 100 lb propane bottles.	5. For staff action	
2025-02-11	Motion	THAT staff will: <ul style="list-style-type: none"> <li>•Work with YG to research the purchase of a composting unit</li> <li>•Work with AYC to seek support from YG with ELVs</li> <li>•Continue to work with local contractors on options to address grubbing/ stripping</li> <li>•Share data on tipping fees and volume of materials entering the facility six months following the enactment of tipping fees on March 5, 2025 to support decision-making on potential adjustments to the fee schedule.</li> <li>•Bring forward an amended Consolidated Municipal Fees Bylaw to reduce the by-volume residential waste from \$60/m3 to \$20/m3. DONE</li> </ul>	5. For staff action	
2025-01-22	Motion	THAT staff prepare a RTC with more information from the Food Cycler program on next steps. UPDATE: Proposal received. Deferred to Advisory Group	5. For staff action	
2025-01-22	Motion	THAT staff explore what options may be available for funding to support the Volunteer Fire Department.	5. For staff action	
2025-09-02	2025-2028 Council Priority NOW	Host community identity workshop	6. Three months from now	
2025-08-27	Motion	Share Motion Tracker on a Quarterly Basis	6. Three months from now	
2025-10-27	Council request	Start to map out public engagement plan, contract assistance, and other budget requirements, for 2025 OCP review	6. Three months from now	
2025-08-31	Council request	Annual Community Statistics Report	6. Three months from now	
2025-05-28	Motion	THAT Staff provide a report within the next six months on the Yukon government First Nations procurement policy	6. Three months from now	
2024-08-31	Council request	Council Priorities Annual Progress Report	6. Three months from now	
2025-09-24	Council request	Staff look into Every Child Matters Highway Banner for next year, work collaboratively with CAFN, initiated earlier in the year	7. Six months from now	
2025-09-02	2025-2028 Council Priority NOW	Comprehensive Road Maintenance Policy	7. Six months from now	
2025-09-02	2025-2028 Council Priority NOW	Level of Service for Bylaw Enforcement	7. Six months from now	
2025-09-02	2025-2028 Council Priority NOW	Municipal Property Standards Priority	7. Six months from now	
2025-09-02	2025-2028 Council Priority ONGOING	Develop Asset Management Plan	7. Six months from now	
2025-09-02	2025-2028 Council Priority NOW	Demolition of Shakkwak hall and pool	7. Six months from now	
2025-09-02	2025-2028 Council Priority NOW	Shakkwak end-of-life ceremony	7. Six months from now	
2025-06-25	Motion	THAT Staff provide a Report to Council to refine the Community Recognition Award nominee process.	7. Six months from now	
2025-06-25	Council request	Revise Community Recognition Policy for next year to create a Volunteer of the Year award	7. Six months from now	
2025-05-14	Motion	THAT the Report to Council on Options for Sustaining Free Store Volunteers, and the amended Donated Refundables policy, be received and filed and deferred for discussion at a later date	7. Six months from now	
2025-03-26	Staff-led initiative	Update Fire Department Bylaw	7. Six months from now	
2025-02-26	Motion	THAT staff ask the Advisory Group investigate the feasibility of the Food Cycler proposal	7. Six months from now	

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Council Prioritization Tool				
Date item was identified	How item was identified	Item	Priority (Staff Assessment)	Priority (Council Assessment)
2025-11-27	Motion	Report back to Council in late 2026 on benefits/cost of tendering hydrovac services	8. One year from now	
2025-11-27	Council request	For 2026 and subsequent annual development permit reports, include summary of permits issued by zone	8. One year from now	
2025-09-02	2025-2028 Council Priority NEXT	Property maintenance bylaw (for private properties)	8. One year from now	
2025-09-02	2025-2028 Council Priority NEXT	Water works maintenance policy	8. One year from now	
2025-09-02	2025-2028 Council Priority NEXT	Financial policy	8. One year from now	
2025-09-02	2025-2028 Council Priority NEXT	Review property taxation levy bylaw	8. One year from now	
2025-09-02	2025-2028 Council Priority NEXT	Work with regional partners to design an emergency management plan	8. One year from now	
2025-09-02	2025-2028 Council Priority NEXT	Communication strategy to educate residents on service levels and fiscal realities	8. One year from now	
2025-09-02	2025-2028 Council Priority NEXT	Develop Alcohol Use Policy	8. One year from now	
2025-09-02	2025-2028 Council Priority NEXT	Develop Facilities User Policy	8. One year from now	
2025-09-02	2025-2028 Council Priority NEXT	Recruitment & retention strategy	8. One year from now	
2025-09-02	2025-2028 Council Priority NEXT	Review Council Procedural Bylaw	8. One year from now	
2025-09-02	2025-2028 Council Priority NEXT	Review the Municipal Boundary	8. One year from now	
2025-09-02	2025-2028 Council Priority NEXT	Develop TRC Policy and Statement	8. One year from now	
2025-09-02	2025-2028 Council Priority NEXT	Provide Reconciliation / CAFN 101 training to community at large	8. One year from now	
2025-09-02	2025-2028 Council Priority NEXT	Publish a municipal performance plan	8. One year from now	
2025-10-23	Motion	Public notice of November 14 Landfill/Office closure	9. Deferred	
2025-07-30	Council request	Council requested an updated letter to the Minister, reflecting discussions with CMHC, for review at the August 13, 2025 Council meeting.	9. Deferred	
2025-07-30	Motion	THAT the following will be deferred to August 13 Regular Council Meeting: <ul style="list-style-type: none"> <li>•Amended Affordable Housing Construction Grant Policy</li> <li>•Amended New Dwelling Construction Grant for Young Residents Policy</li> <li>•New Dwelling Construction Grant Policy</li> <li>•New Dwelling Construction Grant Bylaw</li> </ul>	9. Deferred	
2025-07-09	Council request	Council requested the definition of affordable housing, Section 3.1 within the Affordable Housing Construction Grant Policy #41-24, be amended to make it clearer what is meant required for a housing unit is that is developed for sale to be considered affordable (e.g. small square footage, 1-2 bedrooms, etc.).	9. Deferred	



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## Council Prioritization Tool

Date item was identified	How item was identified	Item	Priority
02-Sep-25	2025-2028 Council Priority NOW	Community Recognition Policy	11. COMPLETE
02-Sep-25	2025-2028 Council Priority NOW	Develop a local user group investment policy (C-CARE)	11. COMPLETE
02-Sep-25	2025-2028 Council Priority NOW	Post audio recordings of Council meetings online	11. COMPLETE
2025-10-27	CoW Action Item	Revise RFP for community identity workshop	11. COMPLETE
2025-10-27	CoW Action Item	Draft October 27 CoW minutes	11. COMPLETE
2025-10-23	Notice of Motion	RTC - Speed limit on roads in town	11. COMPLETE
2025-10-09	Notice of Motion	Notice of Motion: That staff prepare a report to Council on facility recycling practices and options for public communication on the Village website.	11. COMPLETE
2025-10-09	Notice of Motion	Notice of Motion: That staff prepare a report on options for supporting staff participation in the November 14, 2025 Blanket Exercise, including time off and related costs.	11. COMPLETE
2025-07-09	Motion	THAT staff be directed to cancel the Cardboard Trailer Service as of March 1, 2026, notify businesses as soon as possible, and surplus the trailers.	11. COMPLETE
2025-10-09	Council request	C-CCARE Public Information Session October 30, 2025	11. COMPLETE
2025-10-23	Motion	RTC - Bluegrass RV Camping Permit/Tent camping options	11. COMPLETE
2025-10-09	Legislated/bylaw requirement	RTC - Development permit report on mobile homes (per Zoning Bylaw Requirement)	11. COMPLETE
2025-10-09	Notice of Motion	Notice of Motion: That staff develop a report to Council outlining potential regulatory approaches and associated benefits and risks for regulating STRs.	11. COMPLETE
2025-10-09	Contractual requirement	RTC - Lotteries Grant Awards - October 2025 Intake	11. COMPLETE
2025-10-27	CoW Action Item	Prep next two Level of Service assessments for Council discussion	11. COMPLETE
2025-07-09	Motion	THAT Council direct staff to begin the process of recruiting a Manager of Protective Services	11. COMPLETE
2025-10-27	CoW Action Item	Write up chapter in Level of Service report on Drinking Water	11. COMPLETE
2025-10-23	Council request	Public notice / update on road work. Look into whether anything can be done in Willow Acres before addressed in spring	11. COMPLETE
2025-10-23	Council request	RTC - Hydrovac Trailer	11. COMPLETE
2025-10-23	Motion	THAT Council appoint Laura Gorecki, Cathy Mackinnon, Stacy Menicoche, Patty Moore, Shawn Taylor and Deputy Mayor, Sydney Mackinnon to the CCARE Program Committee.	11. COMPLETE
2025-10-23	Staff-led initiative	RTC - Office renovations in Convention Centre	11. COMPLETE
2025-10-23	Staff-led initiative	RTC - Review Recreation and Events Administrator Job Description	11. COMPLETE

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## Council Prioritization Tool

Date item was identified	How item was identified	Item	Priority
2025-10-30	Council request	RTC - Direction for Christmas/Winter Events	11. COMPLETE
2025-10-30	Legislated/bylaw requirement	Annual Tenders	11. COMPLETE
2025-09-02	2025-2028 Council Priority NOW	Shakwak Hall Committee Terms of Reference	11. COMPLETE
2025-10-23	Staff-led initiative	RTC - SWMF Soft Close at 5:45pm	11. COMPLETE
2025-08-06	CoW Action Item	Create bylaw to form committee to gather photo memorial booklet/create exhibit of Shakwak Pool/Rec Centre	11. COMPLETE
2025-10-30	Staff-led initiative	Prepare for C-CARE Program Committee Evaluation Meeting	11. COMPLETE
2025-10-09	Council request	Draft RFP to implement Trail Committee Recommendations	11. COMPLETE
2025-09-24	Motion	THAT the draft RFP's -- for the Community Identify Workshop and the Truth and Reconciliation Statement and Policy -- be received and filed. Staff are directed to bring updated RFPs to a Committee of the Whole meeting for further discussion.	11. COMPLETE