



Village of Haines Junction
April 22, 2026
Committee of the Whole Meeting 5:30 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. Old Business**
 - a. **RTC – Recreation Position Review**
 - b. **Recreations and Events Coordinator – Job Description**
- 5. Questions from the Public**
- 6. Motion to Close Meeting to the Public**
- 7. Adjournment**

The next Regular Council Meeting will take place at 7:00 pm on April 22, 2026 in Council Chambers and via Zoom.

Join Zoom Meeting

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

Meeting ID: 867 634 7100

One tap mobile

+17806660144,,8676347100# Canada

+12042727920,,8676347100# Canada

Dial by your location

- +1 780 666 0144 Canada
- +1 204 272 7920 Canada
- +1 438 809 7799 Canada
- +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/j/8676347100>

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



**Village of Haines Junction
Report to Council**

April 22, 2026

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Recreation and Events Administrator — First-Principles Review

Purpose

At the March 25, 2026 Regular Council Meeting, Council was presented with a Report recommending a revised wage for the previously approved Recreation and Events Administrator position. In deliberation of the report, Council directed that a Committee of the Whole meeting be held to consider, from first principles, whether a recreation position is warranted in Haines Junction before revisiting questions of wage or scope.

This report is intended to support that discussion. It presents the history of the position, the case for and against hiring, and the considerations Council may wish to weigh. No decision is required at this meeting.

Background

A dedicated recreation position existed in Haines Junction approximately 25 years ago. That role was removed through organizational restructuring, not because it was judged ineffective. Since that time, the Village has operated without a dedicated recreation position. Arena facility operations have been delivered through two seasonal Arena Attendants who report to the Public Works Manager. Programming, events, and community activities have been delivered primarily by volunteer organizations and community groups.

In April 2024, following a community petition and several delegations to Council, a Recreation and Events Administrator position was approved through the Conditions of Employment for Non-Union Staff Bylaw Amendment #2. The position was established as an entry-level role at \$28.00/hour with facility bookings, event logistics, and arena supervision as primary functions.

In December 2025, Council deferred discussion on staff's recommendation to expand the position toward program development, external funding acquisition, and partnership coordination with Champagne and Aishihik First Nations (CAFN) and other community organizations. This expanded scope reflected expectations embedded in Council's 2025–2028 Strategic Priorities.

On March 25, 2026, staff presented a Report to Council recommending a revised wage of \$33.63/hour to reflect the expanded scope and to place the position competitively within the Yukon municipal labour market. Council directed that the foundational question - whether a recreation position is warranted at all- be addressed before wage and scope questions proceed further.

In October 2023, a community-led survey titled "Wanted: Recreation Director" collected 30 responses over five days. The survey was organized by community members and promoted through social media, posters, and PO box flyers.

The majority of respondents expressed support for a dedicated recreation position. The most frequently identified themes included program coordination across age groups, grant writing for recreation infrastructure and programming, partnership with CAFN and community organizations, reducing the burden on volunteers, providing continuity lost when volunteers burn out or step back, and retention of families who cite the lack of recreation opportunities as a reason for leaving.

A minority of respondents expressed skepticism, primarily around the view that facilities should come before staffing, concerns about municipal governance, and skepticism about past recreation efforts. These perspectives are reflected in the considerations discussed later in this report.

Yukon Municipal Comparison

Haines Junction is the only incorporated Yukon municipality without a dedicated administrative or coordination-level recreation position. Every other incorporated municipality -including communities significantly smaller than Haines Junction- maintains at least one such position. The following table summarizes the current state of recreation staffing across Yukon municipalities.

Municipality	Approx. Pop.	Recreation Positions (Admin/Coordination)	Operational Recreation Positions
City of Dawson	2,300	<ul style="list-style-type: none"> • Parks & Rec Manager • 2 Coordinators • Admin Assistant • Facility & Parks Supervisor 	10–15 total operations staff
Town of Watson Lake	1,200	<ul style="list-style-type: none"> • Director, Community Services • Recreation Programmer • Youth Rec Coordinator 	<ul style="list-style-type: none"> • Pool Manager • Front Desk • Several seasonal positions
Village of Mayo	450	<ul style="list-style-type: none"> • Recreation Coordinator 	Support provided by PW
Town of Faro	400	<ul style="list-style-type: none"> • Recreation Manager 	Unknown
Village of Teslin	500	<ul style="list-style-type: none"> • Recreation Manager • Recreation Programmer 	Facility Attendant
Village of Carmacks	500	<ul style="list-style-type: none"> • Recreation Director • Program Coordinator • 3x Program Leaders • 2x Seasonal Junior Program Leaders 	<ul style="list-style-type: none"> • 2x Customer Service / Facility Attendants • P/T Customer Service Reps • Arena Operator • 2x P/T On-call Staff
Village of Haines Junction	1,000	None	2 Seasonal P/T Arena Attendants

Communities with populations a fraction of Haines Junction’s -Faro (400) and Teslin (500)- each employ a Recreation Manager. Mayo, at roughly half the population of Haines Junction, employs a Recreation Coordinator. Carmacks, at half the population, supports a recreation department of five coordination level positions plus operational staff. This comparison establishes that recreation staffing at this scale is the norm among Yukon municipalities, not an exception.

First-Principles Discussion: Is a Recreation Position Warranted?

The following sections present the considerations on both sides of the question. Council is asked to weigh these considerations rather than respond to a staff recommendation.

Considerations in Favour of a Recreation Position

Existing staff are absorbing work that would be handled by a recreation position. Facility bookings, event preparation, and community group support are currently handled by office and administrative staff as additions to their primary duties. Support to community groups is provided inconsistently, dependent on staff availability at the time of the request. This produces two effects: existing staff are pulled away from their core responsibilities, and community groups receive a reduced level of service compared to what consistent coordination from the Village would provide. The absence of a recreation position is not cost-free, the cost is absorbed by existing staff capacity and by community groups receiving less support than they otherwise could.

Underutilized recreation infrastructure. The Village already owns recreation infrastructure that is underutilized. The Arena, mezzanine, and Convention Centre (including the Grand Hall) represent significant past capital investments. When these facilities sit empty, it is wasted potential. A Recreation and Events Administrator would be tasked with increasing utilization of these existing assets through programming, community bookings, and coordinated events, generating community benefit from investments the Village has already made.

Organizational benefit. The two seasonal Arena Attendants currently report to the Public Works Manager. Under the proposed structure, they would report to the Recreation and Events Administrator. This would reduce the Public Works Manager's direct reports from a maximum of 12 to 10 and would align arena supervision with a recreation mandate rather than an infrastructure focus.

External funding capacity. Multiple territorial and federal funding streams are available to municipalities for recreation that the Village has not pursued due to limited capacity. These include the Community Development Fund, the Community Lottery Program, the Canada Community-Building Fund, tourism destination development funding, and sport and recreation-specific grants. Other Yukon municipalities leverage these programs through their recreation positions. The degree to which a Haines Junction position would recover its salary through grants is not guaranteed, but the funding streams exist and are currently unpursued.

Volunteer sustainability. Recreation in Haines Junction is currently driven by volunteers. These individuals and organizations deliver programming, coordinate events, and maintain community engagement with no institutional support from the Village beyond ad hoc assistance. Volunteer burnout is a well-documented challenge in small communities. A Recreation and Events Administrator would not replace volunteers. It provides the coordination, administrative support, and continuity that sustains them. When a key volunteer leaves or steps back, the programming they supported does not have to end.

CAFN partnership capacity. Council's 2025–2028 Strategic Priorities include engagement with CAFN on joint recreational opportunities and partnerships. This

requires municipal capacity to co-develop and co-deliver programming. Currently that capacity does not exist within the Village.

Data and planning for a future Healthy Living Centre. The Village is working toward a future Healthy Living Centre over the next 3–4 years. When that facility comes online, the Village will need more than one recreation position to operate and program it. Filling the current position now supports data collection on community needs and facility utilization, informs the design and business case for the future facility, and builds the institutional foundation on which an expanded recreation function will rest.

Considerations Against a Recreation Position

Community groups currently deliver recreation programming without a Village position. Minor Hockey, Boys and Girls Club, Junction Arts and Music, and other community organizations deliver active programming today. These organizations have access to grant programs directly, including the C-CARE Program. A question reasonably raised is whether direct investment in these community groups, rather than in a municipal position, would deliver more programming value per dollar. The counterpoint is that the work these organizations do still generates demands on Village staff for coordination, bookings, and ad hoc support, and that the absence of a recreation position shifts the coordination cost to existing staff and reduces the level of service community groups receive. But Council may legitimately weigh whether funding should flow to the groups doing the programming or to municipal staff coordinating it.

Grant recovery is a projection, not a demonstrated outcome. The case for a recreation position includes an expectation that the position will recover a portion of its salary through external funding. Grant success depends on the candidate's skill, project readiness, and funder priorities. It is possible that the position will not secure external funding to support facilities, operations, and community groups.

The position does not solve the underlying facility gap. The 2023 community survey responses made clear that the community's central concern is facilities that are currently unavailable including, a pool, fitness space, and gathering space. A Recreation and Events Administrator would not design or build these facilities. Hiring the position may be interpreted by some residents as Council addressing the recreation issue when the principal issue remains unaddressed. Expectations may outpace what the position can realistically deliver.

The position has grown in scope and cost beyond what was originally approved. The position approved in April 2024 was an entry-level administrator at \$28.00/hour focused on facility bookings, event logistics, and arena supervision. The current proposal is a slightly higher-level professional at \$33.63/hour with grant writing, partnership development, and program design responsibilities. Council is within its rights to ask whether the expanded scope aligns with its original intent.

Current surplus is not a guarantee of ongoing affordability. The Village's current financial position allows the expanded position to fit within the anticipated annual O&M surplus. The Village's surplus position is expected to narrow when the Healthy Living Centre comes online over the coming years. A recreation position is a permanent operating expense. Council should be satisfied that the position can be sustained through that financial transition, recognizing that the role becomes more valuable, not less, as the Village's recreation function expands.

Financial and Organizational Details

The revised wage of \$33.63/hour (approximately \$67,000/year) was recommended in the March 25, 2026 Report to Council and aligns with the UMO-1 wage classification. For reference, a Recreation Coordinator in Dawson City averages \$37.16/hour (approximately \$74,000/year).

The revised draft job description (attached) reports to the CAO and is structured around five focus areas: program planning and delivery; community engagement and partnerships; external funding and grant writing; facility coordination and event support; and administration, financial management, and reporting.

Note on position title. The community survey respondents consistently used the titles “Director” or “Manager.” The position has been established as an “Administrator” to reflect the actual scope of the role and its placement within the Village’s organizational and salary framework. This is a deliberate decision to right-size the position to current needs and demonstrate financial responsibility.

Term vs. Permanent Appointment

If Council concludes that a recreation position is warranted, a further question is whether to establish the position on a term or permanent basis. A term appointment would limit the Village’s financial commitment but carries several practical disadvantages:

- **Recruitment:** A term position is significantly harder to fill in the community. Qualified candidates are unlikely to relocate for a one or two-year contract.
- **Continuity:** The value of the position depends on relationship-building with community organizations, CAFN, funders, and volunteers. These relationships take time to develop and are lost when a term expires.
- **Signal to the community:** A term appointment signals uncertainty about the commitment to recreation. The position was approved in 2024 and has been in the budget for two years.

If Council wishes an ongoing accountability mechanism, an annual report on recreation programming delivery and funding outcomes is a more effective tool than a term appointment.

Asset Management Impact

A functioning recreation position supports the Village’s asset management goals in several ways:

- Increased utilization of existing recreation facilities (Arena, mezzanine, Convention Centre) generates community benefit from past capital investments.
- Coordinated programming and facility booking can increase rental revenue. The Grand Hall is now well suited to conventions, theatre, film, and larger live music shows. Increased awareness of the space is needed to translate that investment into bookings.
- External funding secured through grant work may support capital and equipment projects, reducing pressure on the Village’s capital budget.

- Data collection on community recreation needs and facility utilization supports planning and business-case development for the future Healthy Living Centre.

Alignment with Strategic Priorities

If Council proceeds with the position, it would support the 2025–2028 Strategic Priorities in the following ways:

- **Investing in the Community:** The position is the Village’s primary vehicle for enhancing existing recreation and delivering accessible recreation, arts, culture, and wellness programming. It directly supports the strategic direction to engage with CAFN on joint recreational opportunities and partnerships.
- **Sustainable Levels of Service:** A capable recreation staff member will help define and deliver a consistent level of recreation service, leverage external funding, and maximize the use of existing infrastructure.
- **Organizational Development and Capacity Building:** Filling the position addresses a gap in the Village’s organizational capacity, reduces the workload on existing staff, and improves supervision of seasonal arena employees.
- **Sound and Open Governance:** An annual report on recreation programming, partnerships, and funding outcomes will provide Council and the community with transparency on the position’s contributions and value.

Next Steps

This report is presented for Council’s information and discussion at the Committee of the Whole. No decisions should be reached at this time.

Following the Committee of the Whole discussion, staff will bring a Decision Report to a future Regular Council Meeting reflecting Council’s direction on the foundational question, the wage, and the scope of the position.

Prepared by

David Fairbank
Chief Administrative Officer



VILLAGE OF HAINES JUNCTION

Job Description

RECREATION AND EVENTS ADMINISTRATOR	Department: Administration
	Employee Group: Union
	Date Completed: September 1, 2024
Supervisor: CAO	Approved By: CAO

General Summary

Reporting to the Chief Administrative Officer (CAO), the Recreation and Events Administrator is responsible for leading the development, coordination and evaluation of community recreation, sport, arts, culture and wellness programs for residents of all ages. This position maintains clean and safe facilities and promotes a healthy lifestyle for all community residents. The position works in close partnership with Champagne and Aishihik First Nations (CAFN), community organizations, regional and territorial partners, and funding agencies to design and deliver inclusive programming that promotes a healthy, active and connected community.

Duties and Responsibilities - include but are not limited to the following:

1. Program Planning, Development and Delivery

- Engage with community members, Council priorities and partners to identify recreation, sport, arts, culture and wellness needs and opportunities for all age groups and demographics.
- Lead the design, planning and implementation of a balanced annual program of recreation, sport, arts, culture and community events, ensuring a mix of drop-in, registered, seasonal and special programming.
- Develop program plans including objectives, schedules, participation targets, resource requirements, and risk management considerations.
- Coordinate registration, program logistics, instructors/leaders and volunteers to ensure smooth delivery of programs and events.
- Monitor participation, collect feedback, and evaluate program effectiveness; recommend changes, expansions or discontinuations based on results.
- Prepare written summaries and reports on recreation and community programs, including participation, outcomes and recommended improvements.

2. Community Engagement and Partnerships

- Build and maintain effective working relationships with CAFN, community organizations, schools, territorial departments, and regional sport and recreation bodies.

- Work collaboratively with partners to co-design and co-deliver programs and events, including shared funding and resource arrangements where appropriate.
- Support and coordinate volunteers involved in recreation and community programs, including orientation, basic training, scheduling and recognition.
- Promote inclusive, accessible recreation experiences that foster individual well-being, social connection, and respect for natural and built environments.
- Develop and implement outreach and communication strategies (print, digital and in-person) to ensure residents are aware of available programs and opportunities.

3. External Funding, Grants and Reporting

- Proactively research and track grant, contribution and partnership-funding opportunities that support Council's recreation, culture and community wellbeing objectives.
- Lead or co-lead the development of funding proposals, including project design, work plans, budgets, outcomes, evaluation approaches and partnership commitments.
- Prepare high-quality written applications, letters of support and accompanying documentation within required deadlines and submission standards.
- Administer approved grants and funded projects, including tracking expenditures, monitoring deliverables, and maintaining documentation in accordance with funder requirements.
- Prepare progress and final reports to funders, ensuring compliance with all financial and non-financial reporting conditions.
- Identify opportunities where external funding can offset municipal operating costs, extend existing programs, or pilot innovative recreation and community initiatives.

4. Facility Coordination and Event Support (Secondary Focus)

- Coordinate the use of Village recreation and event facilities in a way that supports program delivery and maximizes community benefit.
- Work with administrative and public works staff to ensure that facility bookings, room setups and basic event logistics are organized efficiently and communicated clearly.
- Assist with and/or coordinate event set-ups and take-downs where required, including ensuring equipment and spaces are safe, clean and ready for program use.
- Liaise with facility users, community groups and contractors to address basic operational issues and promote positive user experiences.

5. Administration, Financial Management and Reporting

- Assist with the development and monitoring of recreation and community program budgets, including revenues, expenditures and cost-sharing arrangements.
- Ensure that purchasing, contracting and financial practices for programs and events follow Village policies and procedures.
- Maintain accurate program, participant, volunteer, financial and funding records in accordance with Village standards, privacy requirements and funder expectations.
- Prepare regular reports, briefing notes and recommendations to the CAO and Council on program status, funding opportunities and emerging issues.

6. Health, Safety and Risk Management

- Ensure that programs and activities are delivered in accordance with applicable legislation, regulations, Village policies and health and safety requirements.

- Identify, assess and address risks associated with recreation and community programs, including facilities, equipment, participant behaviour and environmental conditions.
- Promote safe work practices, model appropriate behaviour, and support a culture of safety among staff, instructors, volunteers and participants.

1. Performs other duties by:

- Completes special requests or projects or to participate in or coordinate evening and off-hour activities
- Performs operating roles, as required.

POSITION REQUIREMENTS

Qualifications

Education and Experience:

- Post-secondary education in recreation, leisure services, community development, social sciences, education, or a related field; an equivalent combination of education and directly related experience may be considered.
- Two (2) to three (3) years of progressively responsible experience in community recreation, program coordination or a related field.
- Demonstrated experience in grant writing and/or managing externally funded projects is considered a strong asset.
- Experience working in or with small northern or rural communities and with Indigenous governments and organizations is an asset.

Knowledge, Skills, Ability

- Strong knowledge of community recreation, sport, arts, culture and wellness programming principles and practices.
- Demonstrated experience in program planning, implementation and evaluation.
- Demonstrated experience researching, writing and administering grants and other external funding.
- Ability to build and maintain effective partnerships with First Nations, community organizations, schools, funders and other stakeholders.
- Strong written and verbal communication skills, including the ability to prepare clear proposals and reports.
- Strong organizational, time-management and project-management skills, with the ability to manage multiple programs and deadlines.
- Ability to work both independently and as part of a multi-disciplinary team.
- Proficiency with common office software and digital tools used for communication, promotion, scheduling and basic data analysis.
- Ability to work flexible hours, including evenings and weekends, to support programs and events as required.

Additional Information:

Job Requirements:

- Willing to work evenings, weekends and/or holidays.
- Willing to travel to Whitehorse and/or other communities as required.
- Willing to work in varying weather conditions.
- Willing to accommodate schedule to support community events.
- Ability to handle and lift objects up to 30 kgs.
- Willing to wear approved personal protective equipment.

Working Conditions:

- Work is performed in both office and recreation facility settings with regular interaction with the public, including children, youth and elders.
- Work hours may include evenings and weekends to support program and event delivery.
- Occasional lifting, carrying, set-up of equipment and light physical activity is required.
- Travel within the community and region may be required for meetings, training and program delivery.

Conditions of Employment:

- Valid Yukon Class 5 driver’s license
- RCMP Vulnerable Sector Check
- Standard First Aid and CPR to level C
- Workplace Hazardous Materials Information Systems (WHMIS)
- Willingness to participate in additional training as required

Chief Administrative Officer (or designate): I approve this job description as being representative of the work required to be performed and confirm that the necessary authorities have been delegated to the position.

Signature:

Date: