



## Village of Haines Junction

January 14, 2026

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 Minutes December 17<sup>th</sup>, 2025
- 6. Proclamations**
- 7. Delegations**
- 8. Public Hearings and Public Input Sessions**
- 9. Old Business**
  - a.
- 10. New Business**
  - a. Accounts Payable to January 14, 2026
  - b. Wildfire Community Preparedness Day Application
- 11. Bylaws – Reports, Readings and Adoption**
  - a. Bylaw #436-25 Short Term Rental Accommodation Moratorium – For 3<sup>rd</sup> reading
  - b. Bylaw #437-26 2026 Municipal By-Election – For 1<sup>st</sup> and 2<sup>nd</sup> reading
- 12. Correspondence**
- 13. Council Reports and Notice of Motions**
- 14. Questions from the Public**
- 15. Motion to Close Meeting to the Public**
  - a. RCMP Haines Junction Mayors-Chiefs Report - December 2025
- 16. Adjournment**

**The next Regular Council Meeting will take place at 7:00 pm on January 28<sup>th</sup> in Council Chambers and via Zoom.**

## Join Zoom Meeting

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

Meeting ID: 867 634 7100

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One tap mobile

+17806660144,,8676347100# Canada  
+12042727920,,8676347100# Canada

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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/u/kbq7uk0jkn>

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

**Municipal Accounts Payable to January 14 ,2026**

<b><u>Cheque No.</u></b>	<b><u>Name</u></b>	<b><u>Amount</u></b>	<b><u>Department</u></b>	<b><u>Description</u></b>	
Transfer	Payroll Account #4305418	\$ 35,855.98	Administration	Net Pay - Pay Period 26	
		\$ 5,170.64	Administration	RRSP Contribution - Pay Period 26	
		\$ 717.20	Administration	Union Dues December 2025	
		\$ 20,767.38	\$ 62,511.20	Administration	Receiver General December 2025
Transfer	Payroll Account #4305418	\$ 39,501.27	Administration	Net Pay - Pay Period 27	
		\$ 5,096.46	Administration	RRSP Contribution - Pay Period 27	
		\$ 10,602.20	\$ 55,199.93	Administration	Receiver General December 2025
280869	Acera Insurance Services Ltd.		\$ 5,000.00	Landfill	Environmental Pollution Liability EPR
280870	Acklands - Grainger Inc.	\$ 423.10		Landfill & Recycling	Door Strips for free store
		\$ 172.87	\$ 595.97	Public Works	Gloves
280871	AFD Petroleum Ltd.	\$ 5,927.32		Arena	December 2025 heating fuel
		\$ 287.98		Water & Sewer	December 2025 heating fuel
		\$ 2,335.18		Fire Department	December 2025 heating fuel
		\$ 2,483.66		Convention Centre	December 2025 heating fuel
		\$ 2,483.66		Administration	December 2025 heating fuel
		\$ 1,754.81	\$ 15,272.61	Recycling Centre	December 2025 heating fuel
280872	Association of Yukon Communities		\$ 170.00	Administration	Inter-Municipal Business License # 2+3
280873	Atco	\$ 727.25		Administration	Electricity: December 2025 billing
		\$ 9,590.66		Arena	Electricity: December 2025 billing
		\$ 727.24		Convention Centre	Electricity: December 2025 billing
		\$ 200.14		Community Hall	Electricity: December 2025 billing
		\$ 405.30		Fire Department	Electricity: December 2025 billing
		\$ 948.10		Landfill & Recycling	Electricity: December 2025 billing
		\$ 77.09		Pool	Electricity: December 2025 billing
		\$ 779.28		Public Works	Electricity: December 2025 billing
		\$ 4,192.47		Roads & Streets	Electricity: December 2025 billing

\* Denotes an item not directly funded by the Village

\*\* Grant funded

**Municipal Accounts Payable to January 14 ,2026**

	Atco continued	\$ 9,748.58	\$ 27,396.11	Water & Sewer	Electricity: December 2025 billing
280874	Christine Schwendl		\$ 40.00	Landfill & Recycling	Free store volunteer honoraria
280875	Debbie Busche		\$ 319.01	Legislative	Travel expense
280876	Diane Strand		\$ 319.01	Legislative	Travel expense
280877	Ellen Stutz Petty-Cash	\$ 721.40		Recycling Centre	Refundables paid out
		\$ 50.00	\$ 771.40	Legislative	Gift card
280878	Grime Stoppers		\$ 745.50	Convention Centre	Table cloth cleaning
280879	Humane Society Yukon		\$ 1,500.00	Legislative	Donation
280880	Jacobs Industries Ltd.		\$ 1,119.83	Water & Sewer	Co2
280881	Jill McPhie		\$ 200.00	Legislative	Rob McPhie Holiday lights contest winner
280882	Krista Reid		\$ 150.00	Legislative	Rob McPhie Holiday lights contest winner
280883	Kelly Beaulieu		\$ 80.00	Landfill & Recycling	Free store volunteer honoraria
280884	Maddison Allen		\$ 75.00	Legislative	Rob McPhie Holiday lights contest winner
280885	Marguerite Richard		\$ 150.00	Legislative	Rob McPhie Holiday lights contest winner
280886	Melanson Construction		\$ 357.00	Landfill & Recycling	Pump out septic tanks
280887	Mike Gemmill		\$ 588.00	Fire Department	Helmets
280888	Mylene Mangupit		\$ 200.00	Legislative	Rob McPhie Holiday lights contest winner
280889	NF Electrical and Event Production Ltd		\$ 5,460.66	Convention Centre	Mounting and installing TV in Council Chambers

\* Denotes an item not directly funded by the Village

\*\* Grant funded

**Municipal Accounts Payable to January 14 ,2026**

280890	Northwestel	\$ 257.29	Administration	December 27, 2025 billing
		\$ 61.40	Public Works	December 27, 2025 billing
		\$ 711.39	Water & Sewer	December 27, 2025 billing
		\$ 436.58	Protective Services	December 27, 2025 billing
		\$ 125.37	Convention Centre	December 27, 2025 billing
		\$ 30.70	Mezzanine	December 27, 2025 billing
		\$ 30.70	Arena	December 27, 2025 billing
		\$ 73.08	Recycling Centre	December 27, 2025 billing
		\$ 50.24	\$ 1,776.75	Administration
				Late fee - to be reversed
280891	Rob Moore	\$ 819.36	Fire Department	Chainsaw, cat curtain
280892	Shelby Campbell	\$ 75.00	Legislative	Rob McPhie Holiday lights contest winner
280893	Sophia Coley	\$ 150.00	Legislative	Rob McPhie Holiday lights contest winner
280894	Superior Propane	\$ 3,168.26	Public Works	Public workshop heating
280895	Sydney MacKinnon	\$ 338.17	Legislative	X-mas Chocolates
280896	Tangerine Technology	\$ 1,440.60	Administration	Network support
280897	Visa	\$ 8,046.97	Administration	Phones,zoom,adobe,postage,sage 50 upgrade
		\$ 395.79	Arena	Mudd stopper, AED petty pads
		\$ 367.48	Capital	Christmas decorations
		\$ 143.76	Convention Centre	Atrium bulbs
		\$ 1,277.99	Landfill	Toner cartridge, cleaning supplies, electrical sup.
		\$ 2,708.87	Legislative	Gift certificates, hotel rooms, open house supplies
		\$ 1,515.96	Public Works	Tools,phones,oil,equipment supplies
		\$ 1,294.61	\$ 15,751.43	Phones, certificate frames, training
280898	Xerox	\$ 364.63	Administration	Printing and photocopies

\* Denotes an item not directly funded by the Village

\*\* Grant funded

**Municipal Accounts Payable to January 14 ,2026**

280899	Yukon Service Supplies	\$ 41.79	Recycling Centre	Mop
		\$ 529.20	\$ 570.99	Water & Sewer
				Sodium Hypochlorite

Municipal Accounts Payable **\$ 202,676.42**

Adopted on \_\_\_\_\_

Mayor \_\_\_\_\_ CAO \_\_\_\_\_

[Home](#)[Privacy](#)[Français](#) / [English](#)

Aynslie Ogden



# Wildfire Community Preparedness Day

## Application Status

**Status**

Pending

**Submitted Date**

Jan-07-2026 12:36 PM

Click the Back button to return to your list of applications.

[Back](#)

## Application Form Details for 2026

**Province / Territory**

Yukon

**The City/village/First Nation that will receive the award**

Haines Junction

**If Other, Please enter a New City/Town/First Nation**

## Contact Details

**First name**

Aynslie

**Last name**

Ogden

**Email**

corporate@hainesjunction.ca

**Phone number**

867 634 7100

## Alternate Contact

**First name**

Dave

**Last name**

Fairbank

**Email**

cao@hainesjunction.ca

**Phone number**

867 634 7100

**Role / Comment**

Chief Administrative Officer

## Event location and shipping information

**Community name that will receive the award**

Village of Haines Junction

**Shipping Address**

Box 5339

**Town / City / First Nation**

Haines Junction

**Province / Territory**

Yukon

**Postal code**

Y0B 1L0

## Your organization's details

**Does the organization/community currently participate in the FireSmart Canada Neighbourhood Recognition Program?**

No

**Organization / community planning the event**

Village of Haines Junction

**In what language would you prefer your resource kit?**

English

**Do you require a new WCPD banner?**

Yes

**Organization type, check all that apply**

Municipality or community

**If Other, Please specify below**

## Your event details

**Who will participate in the event? Check all that apply**

Municipality or community

**If Other, Please specify below****What is the planned date of your event?**

Jun-10-2026

**How many people do you expect to attend your event? Please give your best estimate.**

21-50

**Event type**

FireSmart public education activity

**If Other, Please specify below****What are the goals of the event? Check all that apply**

Educate residents / community members about FireSmart and wildland fire resilience

**If Other, Please specify below****How do you intend on using the award funds? Check all that apply**

Supplies / food for an educational event or clean up

**If Other, Please specify below****Has your neighbourhood received a Wildfire Community Preparedness Day award previously?**

Unknown

**If yes, please indicate which years. Check all that apply****Briefly describe your event and what you hope to achieve. What's the plan?**

We plan to host a community educational event and barbecue to provide information about FireSmart. We will invite the local Wildland Fire Management office to co-host the event with us.

**Would you like to be added to our FireSmart Canada newsletter mailing list? Stay up-to-date on the latest FireSmart Canada news, updates and program information.**

Yes

## Consent

**The Administrator is hereby authorized to post on the Administrator's website, as having received the Award for 2026, the name of the Community, organization, neighbourhood or location that the award will go to as identified on the application.**

I agree

**The Administrator is hereby authorized to provide contact information of the main contact as outlined in the application to the Sponsors, for the purpose of event follow up or for permission to attend the event.**

I agree

**The Administrator is hereby authorized to ship a Wildfire Community Preparedness Day kit with resources and promotional materials to the address provided in this application.**

**\*\*\*IMPORTANT: This must be a physical address, PO boxes are not accepted.\*\*\***

I agree

**I agree. I have read and understand the consent form and the promotion rules and agree to abide by them. I also attest that I am authorized to submit this consent form on behalf of the Group.**

I agree

**VILLAGE OF HAINES JUNCTION  
BYLAW #436-25**

**SHORT TERM RENTAL ACCOMMODATION MORATORIUM BYLAW**

**A BYLAW OF THE VILLAGE OF HAINES JUNCTION TO ESTABLISH A  
MORATORIUM ON NEW SHORT TERM RENTAL ACCOMMODATIONS, TO  
REQUIRE BUSINESS LICENSES FOR EXISTING OPERATIONS, AND TO PROVIDE  
FOR ADMINISTRATIVE PENALTIES.**

**WHEREAS**

WHEREAS the Council of the Village of Haines Junction has adopted Official Community Plan Bylaw No. 382-21 and Zoning Bylaw #411-24 to guide and regulate land use and development within the municipality;

AND WHEREAS Short Term Rental Accommodations are a defined land use in Zoning Bylaw #411-24 and may be permitted in several residential and commercial zones;

AND WHEREAS Council wishes to undertake a review of the regulation of Short Term Rental Accommodations, including their impacts on the supply of long-term housing;

AND WHEREAS, pursuant to the Municipal Act, Council may pass bylaws for municipal purposes, including in relation to the safety, health and welfare of people, the protection of persons and property, the regulation of businesses, business activities and persons engaged in business, and the imposition of fees and penalties;

AND WHEREAS Council wishes to temporarily prohibit the establishment of new Short Term Rental Accommodations using online booking platforms, to require that existing Short Term Rental Accommodations be licensed as businesses, and to provide for administrative penalties in respect of certain contraventions of short term rental requirements;

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

**1. TITLE**

1.1 This bylaw may be cited as the **“Short Term Rental Accommodation Moratorium Bylaw # 436-25”**.

## **2. DEFINITIONS**

2.1 In this bylaw, unless the context otherwise requires:

(a) “**CAO**” means the Chief Administrative Officer of the Village of Haines Junction or their designate.

(b) “**Council**” means the Municipal Council of the Village of Haines Junction.

(c) “**Existing Short Term Rental Accommodation**” means a Short Term Rental Accommodation that:

(i) was in operation within a dwelling unit or one or more bedrooms in a dwelling unit located in the Village of Haines Junction on or before December 1, 2025; and

(ii) was advertised for booking as temporary accommodation on at least one Platform on or before December 1, 2025; and

(iii) is identified on **Schedule “A” – Existing Short Term Rental Accommodations**, as that Schedule may be amended from time to time in accordance with this bylaw.

(d) “**Municipal Business License Bylaw**” means **Municipal Business License Bylaw #105-96**, as amended or replaced from time to time.

(e) “**Municipality**” and “**Village**” both mean the Village of Haines Junction.

(f) “**Platform**” means an online website, application, or digital service operated by a third party through which Short Term Rental Accommodations may be advertised, booked, or paid for, and includes, without limitation, Airbnb, VRBO, Booking.com, Expedia, and any similar third-party online short term rental booking platform.

(g) “**Housing Zones**” means a Real Property with a zoning designation of: Urban Residential (R-1), Multiple Unit Residential (R-2), Country Residential (RC), Agricultural Residential (AR), and Agricultural General (AG) as defined in the Zoning Bylaw #411-24 as amended from time to time.

(h) “**Short Term Rental Accommodation**” has the same meaning as in Village of Haines Junction Zoning Bylaw #411-24, as amended from time to time.

2.2 Unless otherwise defined in this bylaw, words and phrases shall have the same meaning as in Zoning Bylaw #411-24 and the Municipal Act.

## **3. APPLICATION AND RELATIONSHIP TO OTHER BYLAWS**

3.1 This bylaw applies to all lands within the boundaries of the Village of Haines Junction.

3.2 Nothing in this bylaw has the effect of permitting a use of land, buildings, or structures that is otherwise prohibited by Zoning Bylaw #411-24 or any other applicable bylaw.

3.3 Where there is a conflict between this bylaw and any other bylaw of the Village, the provision that is more restrictive or that imposes the higher standard shall prevail to the extent of the conflict.

## **4. MORATORIUM ON NEW SHORT TERM RENTAL ACCOMMODATIONS**

4.1 On and after the effective date of this bylaw, **no person shall establish, operate, or permit the operation of a Short Term Rental Accommodation using a Platform** at any Dwelling located in a **Housing Zone**, in the Village of Haines Junction unless that property is an Existing Short Term Rental Accommodation listed on Schedule “A”.

4.2 Without limiting section 4.1, a person contravenes this bylaw if they, in relation to a property that is not an Existing Short Term Rental Accommodation:

- (a) create or maintain a listing for that property on a Platform for stays of less than 30 consecutive days; or
- (b) accept or confirm a booking, reservation, or contract for temporary accommodation made through a Platform; or
- (c) receive or attempt to receive financial compensation for temporary accommodation arranged through a Platform.

4.3 An Existing Short Term Rental Accommodation shall not, after the effective date of this bylaw, expand the number of bedrooms or dwelling units offered as Short Term Rental Accommodation on a Platform beyond the number in operation as of December 1, 2025, unless approved by Council.

4.4 The moratorium established by this bylaw shall remain in effect until this bylaw is amended or repealed by Council.

## **5. EXISTING SHORT TERM RENTAL ACCOMMODATIONS – SCHEDULE “A”**

5.1 **Schedule “A” – Existing Short Term Rental Accommodations** forms part of this bylaw and lists the properties that are exempt from the moratorium under section 4.

5.2 Schedule “A” shall include, for each property, to the extent known:

- (a) civic address;
- (b) legal description;
- (c) name of owner or operator; and
- (d) Platform(s) on which the property was advertised on December 1, 2025.

5.3 The CAO shall compile a draft of Schedule “A” based on active listings of Short Term Rental Accommodations on Platforms that identify properties located within the Municipality as of December 1, 2025, and shall present the draft Schedule “A” to Council for approval by resolution.

5.4 An owner or operator who asserts that their property was operating as a Short Term Rental Accommodation on or before December 1, 2025, and that it has been omitted from Schedule “A”, may request that Council add the property to Schedule “A”.

5.5 A person may also request a correction to information relating to a property already listed on Schedule “A”.

5.6 Requests under sections 5.4 and 5.5 shall be made in writing to the CAO and shall include documentary **proof of operation prior to December 1, 2025**, which may include, without limitation, platform booking or payout records, tax filings or financial records showing short term rental income, dated advertising or promotional materials, or other evidence satisfactory to Council.

5.7 The CAO shall review any request submitted under sections 5.4 or 5.5, may request additional information, and shall forward the request, together with a recommendation, to Council for decision. Council may, by resolution, add a property to, remove a property from, or correct information on Schedule “A”. Council’s decision is final.

5.8 Council may exercise its judgment approving or denying any request for a properties addition to Appendix A. Council’s decision may be informed by the:

- a. Historical continuity of operation, including seasonal rentals.
- b. Impact on neighbours, neighbourhood, noise, parking nuisance.
- c. If the proposed rental is a Full home, versus a Mortgage Helper (primary residence).
- d. Precedent setting

5.9 A change in ownership of a property that is listed on Schedule “A” does not, by itself, remove that property from Schedule “A”, provided the use of the property as a Short Term Rental Accommodation continues to comply with this bylaw and all other applicable bylaws.

## 6. BUSINESS LICENSE REQUIREMENT

6.1 Every person who **carries on or operates** a Short Term Rental Accommodation within the Village shall first apply for, obtain and maintain a valid business license issued by the Village under its **Municipal Business License Bylaw**.

6.2 The CAO, or the License Inspector acting under the Municipal Business License Bylaw, shall not issue or renew a business license for the operation of a Short Term Rental Accommodation unless:

- (a) the property for which the license is sought is listed on Schedule “A” as an Existing Short Term Rental Accommodation; and
- (b) the operation complies with this bylaw and all other applicable bylaws of the Village.

6.3 Every business license issued for a Short Term Rental Accommodation shall state that it is conditional upon continuing compliance with:

- (a) this bylaw;
- (b) Municipal Business License Bylaw #105-96; and
- (c) the Village’s Zoning Bylaw.

## 7. ADMINISTRATIVE PENALTIES

7.1 In addition to any other enforcement mechanism available at law, the CAO may issue an administrative penalty to a person in relation to matters governed by the Short-Term Rental Accommodations Act, its regulations, or this bylaw, where permitted by that Act and its regulations.

7.2 Without limiting section 7.1, an administrative penalty may be issued if the CAO is satisfied that a person has:

- (a) contravened a provision of the Short-Term Rental Accommodations Act or its regulations relating to the operation of a Short Term Rental Accommodation; or
- (b) failed to comply with a compliance order, direction, or similar requirement issued under the Short-Term Rental Accommodations Act, its regulations, or this bylaw; or
- (c) failed to comply with a requirement to provide records, information, or other documentation in connection with an investigation relating to a Short Term Rental Accommodation; or

(d) provided false or misleading information in an application, report, record, or during an inspection, investigation relating to a Short Term Rental Accommodation.

7.3 An administrative penalty shall be imposed by way of a written **Notice of Administrative Penalty**, which shall set out, at minimum:

- (a) the name of the person subject to the penalty;
- (b) the nature of the contravention;
- (c) the amount of the penalty; and
- (d) the deadline and method for payment.

7.4 The amount of an administrative penalty imposed under this section shall not exceed the maximum amount prescribed for that type of contravention, and for the applicable number of prior contraventions, in the Consolidated Fee Schedule Bylaw #343-19 as amended from time to time.

7.5 In determining the amount of an administrative penalty within the applicable maximum, the CAO may consider factors including, without limitation:

- (a) the nature and gravity of the contravention;
- (b) the extent of harm or potential harm to the public or to housing availability;
- (c) whether the contravention is a first or subsequent occurrence; and
- (d) any efforts by the person to remedy the contravention.

7.6 The imposition of an administrative penalty under this section does not relieve a person from the obligation to comply with the Short-Term Rental Accommodations Act, its regulations, this bylaw, or any compliance order, and does not prevent the Village from pursuing any other remedy or enforcement action available at law.

## **8. OFFENCES AND ENFORCEMENT**

8.1 Any person who contravenes, causes, or permits a contravention of this bylaw commits an offence.

8.2 Each day that a contravention of this bylaw continues constitutes a separate offence.

8.3 A person who commits an offence under this bylaw is liable, on summary conviction, to the fines and penalties prescribed under the Summary Convictions Act and any applicable enforcement or ticketing bylaw of the Village.

8.4 This bylaw may be enforced by any person designated by Council for that purpose, in accordance with the Municipal Act and any applicable enforcement bylaws of the Village.

## **9. SEVERABILITY**

9.1 If any section, subsection, sentence, clause, or phrase of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, that portion shall be severed and the remainder of the bylaw shall remain in full force and effect.

## **10. EFFECTIVE DATE**

10.1 This bylaw shall come into full force and effect on the day of its third reading and adoption.

### **READINGS**

Read a first time the 10th day of December, 2025.

Read a second time the 10th day of December, 2025.

Read a third time and finally passed the 14th day of January, 2026.

Mayor: \_\_\_\_\_

Diane Strand

CAO: \_\_\_\_\_

David Fairbank

## **SCHEDULE “A”**

### **EXISTING SHORT TERM RENTAL ACCOMMODATIONS**

Requires Council resolution in accordance with section 5 of this bylaw

- (a) civic address; (Whole home, or room/s)
- (b) legal description;
- (c) name of owner or operator; and
- (d) Platform(s) on which the property was advertised on or before December 1, 2025.

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**A      131 Willow Acres Road (whole home)**

- B      Lot 19 Willow Acres Subdivision
- C      XXX
- D      VRBO, Airbnb

**A      113 Wintergreen Way (whole home)**

- B      Lot 45 Willow Acres Subdivision
- C      XXX
- D      VRBO, Airbnb

**A      104 Rainbow Street (whole home)**

- B      Lot 24 Block 27
- C      XXX
- D      VRBO, Airbnb

**A      109 Bear Berry Lane (whole home)**

- B      Lot 10 Bear Berry Meadow Subdivision
- C      XXX
- D      VRBO, Airbnb

A **113 Auriol Street (cabins, suite)**

B Lot 13 Block 7

C XXX

D VRBO, Airbnb

A **110 Lowell Street (whole home)**

B Lot 13 Block 21

C XXX

D VIRBO, Airbnb

A **122 Spruce Street (whole home)**

B Lot 11 Block 43

C XXX

D VRBO, Airbnb

A **202 Lucania Street (suite)**

B Lot 21 Block 9

C XXX

D

**VILLAGE OF HAINES JUNCTION**  
**BYLAW #437-26**  
**A Bylaw to regulate the 2026 Municipal By-Election**

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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 **2026 Municipal By-Election Bylaw #420-26**.

## **2.0 Purpose**

2.1 The purpose of this bylaw is to regulate the conduct of the 2026 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 2026 Municipal By-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 Monday February 9, 2026.
- 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 Monday February 9, 2026.
- 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 Monday February 9, 2026. 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 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, February 19, 2026, 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.

7.4 Notice of the advance poll must go out no later than February 12, 2026.

## **8.0 Mobile Poll**

- 8.1 The Mobile Poll will take place on Thursday February 19, 2026, 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 Thursday February 12, 2026, 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 February 26, 2026.

## **10.0 General Polling Day**

- 10.1 General Polling Day will take place on Thursday February 26, 2026, between the hours of 8:00 a.m. and 8:00 p.m. in the Atrium of St. Elias Convention Centre.
- 10.2 Notice of General Polling Day must go out no later than February 19, 2026.

## **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 2026 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 14th day of January 2026.
- 16.2 Read a Second time on the 14th day of January 2026.
- 16.3 Read a Third time and adopted on the xx day of xx

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Diane Strand, Mayor

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Dave Fairbank, CAO

**Schedule “A”**

Candidate Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_