



**Village of Haines Junction
August 14, 2024
Regular Council Meeting 7:00 p.m.**

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

AGENDA

- 1. Call to Order**
- 2. Acknowledgement of Champagne and Aishihik First Nations Traditional Territory**
- 3. Adoption of Agenda**
- 4. Declaration of Pecuniary Interest**
- 5. Adoption of Minutes of Regular and Special Council Meetings**
 - a. Draft Regular Council Meeting Minutes July 24, 2024
- 6. Proclamations**
- 7. Delegations**
 - a. BGC Yukon
 - b. Rune and Amelia Monstad
- 8. Public Hearings and Public Input Sessions**
- 9. Old Business**
 - a. RTC Zoning Bylaw
 - b. Donation of Refundable Items Policy Amendment
- 10. New Business**
 - a. Accounts Payable to August 14, 2024
 - b. RTC Tipping Fees
- 11. Bylaws – Reports, Readings and Adoption**
 - a. Bylaw #413-24 2024 Municipal Election Bylaw – Second and Third Reading
 - b. Bylaw #414-24 Council Remuneration Bylaw – First and Second Reading
 - c. Bylaw #415-24 Waste Management Cost Recovery Bylaw – First and Second Reading
 - d. Bylaw #416-24 Consolidated Fees Bylaw (Tipping Fees) – First and Second Reading
- 12. Correspondence**
 - a. BCG Yukon Sunshine Camp - Summary Report and Financial Report
- 13. Council Reports**
- 14. Questions from the Public**
- 15. Motion to Close Meeting to the Public**
- 16. Adjournment**

The next Regular Council Meeting will take place at 7:00 p.m. on August 28, 2024 in Council Chambers and via Zoom.

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

Join Zoom Meeting

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

Meeting ID: 867 634 7100

One tap mobile

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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 Delegation Request

As per s. 15. of Bylaw 352-19, Council Procedural Bylaw

- 15.1. Any person or delegations wishing to appear before council or committee must give notice prior to 11:00 am on the second last business day prior to the meeting.
- 15.2. Persons or delegations are requested to provide any information materials by the second last business day so that the documents may be included in the Agenda Package.
- 15.3. Persons or delegations are required to provide their name, address, contact information and reason for wishing to appear before council or committee.
- 15.4. Persons or delegations addressing council or committee are required to state their names, addresses, and the purpose of their presentation.
- 15.5. Persons or delegations will be given five (5) minutes with which to make their presentation.
- 15.6. Council or committee may agree by vote to extend the time available for a presentation if the persons or delegations has given advance notice to the Chief Administrative Officer or designate.
- 15.7. Council will only hear up to a maximum of three delegations at one meeting.
- 15.8. If a Member asks the delegation a question of clarification, the delegation may answer the question.
- 15.9. A general discussion or dialogue shall not take place unless Council adopts a resolution to suspend the rules.

Requested Council Meeting Date: _____

Individual, Group or Association: _____

Representative(s) of the Above: _____

Main Spokesperson: _____

Topic(s): _____

Written Materials Submitted (if applicable): _____

Projector or Other Electronic Support Required: _____

Request Made By: _____ Date: _____



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Requested Council Meeting Date: August 14th, 2024

Individual, Group or Association: Individual

Representative(s) of the Above: Amelia and Rune Monstad

Main Spokesperson: Amelia Monstad

Topic(s): Missing curb stop water/sewer service on Alsek Crescent lot

Written Materials Submitted (if applicable): Letter to council

Projector or Other Electronic Support Required: _____

Request Made By: Amelia Monstad Date: August 9th, 2024

August 9th, 2024

Dear Mayor and Council,

We are home owners on Alsek Crescent who learned recently that we cannot connect to water and sewer on our lot - as there is no 'curb stop' or services to the lot at present. This came as a surprise to us, as this is a "serviced" subdivision of Haines Junction, and we can visually see that all neighbouring lots have services available to them.

We are writing today to request that Council considers financially supporting the cost associated with putting in the curb stop at 156 Alsek Crescent. We purchased this lot together with the purchase of our house on the lot next door at 154 Alsek Crescent in 2022. We had a realtor and purchased the 2 separately titled, never amalgamated lots from the original owner, at which time we were not informed of the lack of services to 156 Alsek, nor was it disclosed to us that a water and sewer connection was not installed. We bought this lot in good faith that the services were available, with the reasonable expectation that a lot would have water services in a serviced subdivision.

When we inquired a few weeks ago about the logistics of a water and sewer connection with the village as well as a local contractor, we were surprised to learn that there is no curb stop at 156 Alsek Crescent. From discussions with Village staff, it is unclear why this happened. Perhaps this was an oversight of the Yukon Government at the time the lots were developed and serviced 30 years ago.

We are a young family who are willing to build a home or duplex on this lot, offering affordable long-term rental space in Haines Junction. A recent similar service addition in the community was estimated at \$17,000 to install the service from the mains to the curb stop at the property line. This is a significant extra cost for us to undertake, for a service that is available to neighbours on their undeveloped lots.

We feel that financial support from the Village to cover the entire cost of having the service installed from the water mains to the property line rectifies an oversight that was not known to us and should not be borne by us, and does not "directly benefit the owner" nor improve the lot but puts right a mistake and is fair.

Thank you for the consideration,

The image shows two handwritten signatures in black ink. The signature on the left is more cursive and appears to be 'Amelia', while the signature on the right is more stylized and appears to be 'Rune'.

Amelia and Rune Monstad



Village of Haines Junction
Report to Council

August 14, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Zoning Bylaw Update – Pre Third Reading

Recommendation

Administration recommends that Council review and confirm the proposed changes to the draft Zoning Bylaw. That Council review the draft zoning map. And, that Council defers the Third Reading of the Zoning Bylaw to August 28th, 2024, in order to allow time for staff to notify affected resident of the proposed zoning changes.

Background

On July 24th, 2024, Council passed the Draft Zoning Bylaw through Second Reading. Council provided feedback on three key questions, specifically:

1. Should the minimum dwelling size on Country Residential lots and Ag. Residential lots be reduced from the current 592' GFA?
2. Should Tourist Commercial lots off the highway frontage in the downtown core and on the highway West of the Junction, be changed to Mixed Commercial wherever appropriate?
3. How to address existing single-family dwelling in commercial zones?

Current Status

Based on direction received from Council staff have amended the draft Zoning Bylaw in the following ways:

1. The minimum dwelling size on Country Residential and Ag. Residential lots remain unchanged at 592' GFA
2. A new draft zoning map has been created including changing most CT lots to CM in the specified areas.
3. Council directed staff to provide an exemption to existing single-family residences in commercial zones. This would provide the continued use of the properties as residences without 'legally non-conforming status'. There are two paths to achieving this goal and staff is seeking direction from Council. **Option 1** includes using language provided from our lawyer. **Option 2** involves specifically noting the affected properties as site-specific exemptions in the Bylaw. Based on further discussion with the contractor, staff recommend that option 2 is it employed, as it is a tested methodology used in other communities and removes any legal uncertainty for the homeowner.

The Changes to the zoning map require review by staff as well as notice to any affected property owner. Staff are requesting that the proposed map be reviewed by Council and if accepted, staff will send notifications to all property owners who may be affected by the changes. These include:

- Owners of Tourist Commercial land rezoned to Commercial Mixed
- Owners of Industrial and Tourist Commercial Properties with residences larger than 1,076 square feet
- Owners of 'full-home owner absent' Short Term Rentals

Numerous small errors have been identified and fixed on the zoning map.

Other errors and omissions have been corrected in the current draft Zoning Bylaw.

Nest Steps

With Direction from Council, staff can finalize the single-family exemption in commercial zones. This language will be integrated into the final draft for the Third Reading which may be read at the August 24th Council Meeting.

Draft Resolution

None required

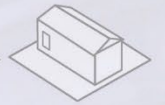
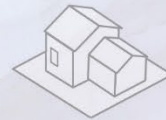
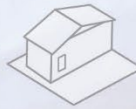
David Fairbank
Chief Administrative Officer

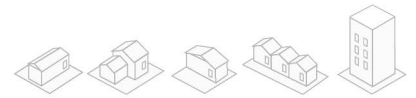
Village of Haines Junction

Zoning Bylaw

3rd Reading Draft
August 8, 2024

Bylaw No. ###





THE CORPORATION OF THE VILLAGE OF HAINES JUNCTION

ZONING BYLAW

A Bylaw to provide zoning for orderly, economic, social, and environmentally sensitive development in the Village of Haines Junction.

WHEREAS, the Village of Haines Junction has adopted an Official Community Plan pursuant to the Municipal Act, Chapter 119, R.S.Y.T., 2002;

WHEREAS, it is desirable and expedient to enact a zoning bylaw which is applicable to the Official Community Plan; and

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

Short Title

1. This Bylaw shall be cited as the Village of Haines Junction Zoning Bylaw.

Repeal of Existing Legislation

2. Bylaw # 104-96, as amended, is hereby repealed as of the date of commencement of this Bylaw.

Enactment

3. This Bylaw shall come into force and effect on the final passage thereof.

Read a first time on the ___ day of _____, 2024.

Read a second time on the ___ day of _____, 2024.

Read a third time and adopted on the ___ day of _____, 2024.

Bruce Tomlin, Mayor

David Fairbank, Chief Administrative Officer



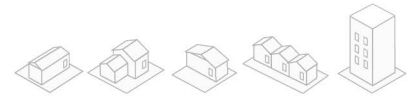


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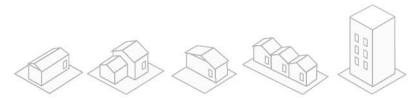


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SCHEDULES:

A – ZONING MAP

B – DEZADEASH RIVER AND PINE CREEK BUFFER



PART I ADMINISTRATION

I.1 TITLE

1.1.1 This bylaw is called “The Village of Haines Junction Zoning Bylaw” and includes Schedules A and B.

I.2 PURPOSE OF THE BYLAW

1.2.1 This bylaw provides the regulatory framework for orderly, economic, social, and environmentally responsible development within the Village of Haines Junction by:

- a) Implementing the goals and objectives of the Official Community Plan;
- b) Establishing land use zones and associated regulations to control the use, location, type, and level of development allowed to occur on a parcel of land within the Village of Haines Junction; and
- c) Setting out rules and procedures, information requirements, and processes to be followed to permit the consistent review and timely decision-making on an application to undertake a development, rezone a parcel, or file a development appeal.

I.3 ENABLING LEGISLATION

1.3.1 This bylaw has been passed in conformance with the *Municipal Act*, Chapter 154, R.S.Y.T., 2002.

I.4 SEVERABILITY

1.4.1 If any section, subsection, sentence, clause, or phrase of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed from the bylaw and such decision shall not affect the validity of the remaining portions of this bylaw.

I.5 APPLICATION OF REGULATIONS

1.5.1 Wherever the requirements of this bylaw are at variance with the requirements of other bylaws, regulations, statutes, deed restrictions or covenants, the more restrictive or that imposing the higher standard shall govern;

1.5.2 Where this bylaw sets out both general and specific regulations that could apply to a situation, the specific regulation shall apply.

I.6 COMPLIANCE WITH OTHER LEGISLATION

1.6.1 In addition to complying with this bylaw, a person applying for a development permit is responsible for ascertaining and complying with the requirements of any other applicable municipal, territorial, or federal legislation, without limiting the generality of the foregoing health, fire and building standards.

1.6.2 The issuance of a permit does not relieve the property owner from complying with any easement, covenant, lease, scheme, or development agreement that affects the development.

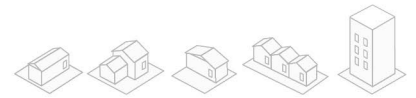
I.7 CONFORMITY

1.7.1 No land, building, or structure shall be used, and no development in the entire geographical area of the Village of Haines Junction is permitted for any purpose, except in conformity with this bylaw.

I.8 NON-CONFORMING BUILDINGS & USES

1.8.1 Non-conforming uses will be dealt with according to the provisions of the *Municipal Act*. A non-conforming use may be continued, but if that use is discontinued for 12 months or more, any





subsequent use of the land or building shall conform to the provisions of the Official Community Plan and Zoning Bylaw then in effect.

- 1.8.2 A non-conforming building or structure may not be enlarged, added to or substantially altered except to increase its conformity.
- 1.8.3 Repairs, maintenance, decoration or installations that do not alter the size of the building or other structure or involve the rearrangement or replacement of structural supporting elements shall not be considered to be structural alterations and are permitted.
- 1.8.4 The lawful non-conforming use of a portion of the land, building or structure may be extended throughout the rest of the site, building or structure provided there are no structural alterations or construction of additional buildings and structures.
- 1.8.5 The non-conforming use of land or a building is not affected by a change of ownership, tenancy or occupancy of the land or building except as limited by the conditions set out in section 1.8.4.
- 1.8.6 If a non-conforming building or structure is destroyed by fire or damaged to an extent of 75% of the assessed value of the building, it may not be rebuilt or repaired except in conformity with the Official Community Plan and Zoning Bylaw then in effect.

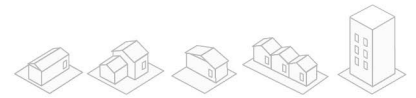
1.9 NON-CONFORMING LOT SIZES

- 1.9.1 Lots created before the approval of this bylaw that are less than the minimum dimensions, or more than the maximum dimensions, required of the zone they are in, shall be considered to be conforming lots for the purposes of this bylaw.
- 1.9.2 All lots that are shown on a registered plan prior to the passage of this bylaw which have an area less than the minimum lot size, or more than the maximum lot size, required for the zone in which they are situated, shall be allowed to develop the uses permitted in that particular zone provided that all other requirements of this bylaw are complied with. Rear and side yard setbacks may be reduced proportionately by the same percentage that the lot is less than the minimum for that zone.

1.10 DEVELOPMENT OFFICER

- 1.10.1 The position of Development Officer is established to administer this bylaw. One or more employees of the Village shall be appointed to fulfill the duties of this position.
- 1.10.2 The Development Officer shall receive completed applications for a development permit, an amendment to this bylaw, or a Certificate of Zoning Compliance.
- 1.10.3 The duties of the Development Officer include:
 - a) receiving, reviewing, and making recommendations to Council on any application to amend the text of this bylaw or Schedule A, the Zoning Map;
 - b) approving, rejecting, or approving development permits with conditions as the case may be, and issuing Certificates of Zoning Compliance;
 - c) referring an application to any federal or territorial department, the Champagne and Aishihik First Nation or any other agency or body deemed appropriate for advice and comment;
 - d) maintaining a current copy of this bylaw for inspection or purchase at a reasonable cost by the public during normal office hours;



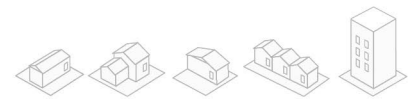


- e) maintaining a public register of all development permit and zoning amendment applications received, including the decisions made;
- f) exercising discretion in relaxing yard setbacks of up to 5% of the requirements of this bylaw, provided there will be no detrimental impact on adjacent properties or the neighbourhood and the density is not increased by virtue only of the variance; and
- g) performing such other duties as described or implied by this bylaw.

1.11 FEES, FORMS, AND RECORDS

- 1.11.1 Council shall periodically review and update by resolution a standard fee schedule for the application and administration of this bylaw.
- 1.11.2 Council shall adopt by resolution a standard set of forms to be used for the administration of this bylaw with such forms available in hard copy and electronic form.





PART 2 ZONES AND ZONE REGULATIONS

2.1 ZONING MAPS

2.1.1 The Village of Haines Junction is divided into land use zones and the boundaries of these zones are shown on the zoning map, attached as Schedule A, forming part of this bylaw.

2.2 ZONE BOUNDARIES

The boundaries on the zoning maps shall be interpreted as follows:

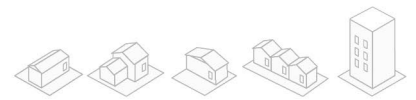
- 2.2.1 Where a zone boundary is shown as following a highway or road right-of-way or watercourse, the centre line of the right-of-way or watercourse shall be the zone boundary;
- 2.2.2 Where the zone boundary does not follow a legally defined line, and where the distances are not specifically indicated, the location of the zone boundary shall be determined by referencing topographic and scaling information from the zoning maps;
- 2.2.3 When any public roadway is closed, the roadway lands have the same zoning as the abutting land. Where different zones govern abutting lands, the centre of the roadway is the zone boundary unless the boundary is shown clearly following the edge of the roadway.

2.3 LIST OF ZONES

2.3.1 For the purpose of this Zoning Bylaw, the Village of Haines Junction is divided into the following zones:

- | | | |
|----|------------------------------|-----|
| a) | Urban Residential | R-1 |
| b) | Multiple Unit Residential | R-2 |
| c) | Country Residential | RC |
| d) | Tourist Commercial | CT |
| e) | Mixed Commercial | CM |
| f) | Light (Service) Industrial | M-1 |
| g) | Public Use Community | PD |
| h) | Airport | AP |
| i) | Parks & Recreation Community | PR |
| j) | Agriculture Residential | AR |
| k) | Agriculture General | AG |
| l) | Greenbelt Community | GB |
| m) | Open Space | OS |
| n) | Future Development | FD |





2.4 URBAN RESIDENTIAL ZONE (R-I)

2.4.1 Zone Intent:

- a) This zone is to provide for low and medium density residential development and residential related uses on smaller lots with municipal services i.e. water and sewer.

2.4.2 Permitted Uses

- a) Dwelling, Attached
- b) Single Family Dwellings
- c) Mobile Homes

2.4.3 Accessory Uses

- a) Bed and Breakfasts
- b) Family Day-Homes
- c) Home Businesses
- d) Minor Agricultural Pursuits
- e) Secondary Suites
- f) Short Term Rental Accommodations

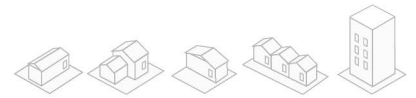
2.4.4 Regulations

- a) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size	Single	400.00 m ² (4,305.56 ft ²)
	Dwelling, Attached	300.00 m ² (3,229.17 Ft ²)
(when each unit is sited on its own titled property)		
Maximum Lot Size		750.00 m ² (8,072.93 ft ²)
Maximum Number of Dwelling Units	Lots 400 m ² or larger	Two
	Lots under 400 m ²	One
Maximum Site Coverage		50%
Minimum Size of Dwelling (GFA)		20.00 m ² (215.28 ft ²)
Dwelling	Height (max)	10.00 m (32.81 ft)
	Front Yard (min)	3.00 m (9.84 ft)
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	1.50 m (4.92 ft)
	With abutting lot at rear	Rear Yard (min)
Accessory Building (without dwelling)	Height (max)	5.00 m (16.4 ft)
	Front Yard (min)	3.00 m (9.84 ft)
	Side Yard (min)	1.00 m (3.28 ft)
	Rear Yard (min)	1.00 m (3.28 ft)

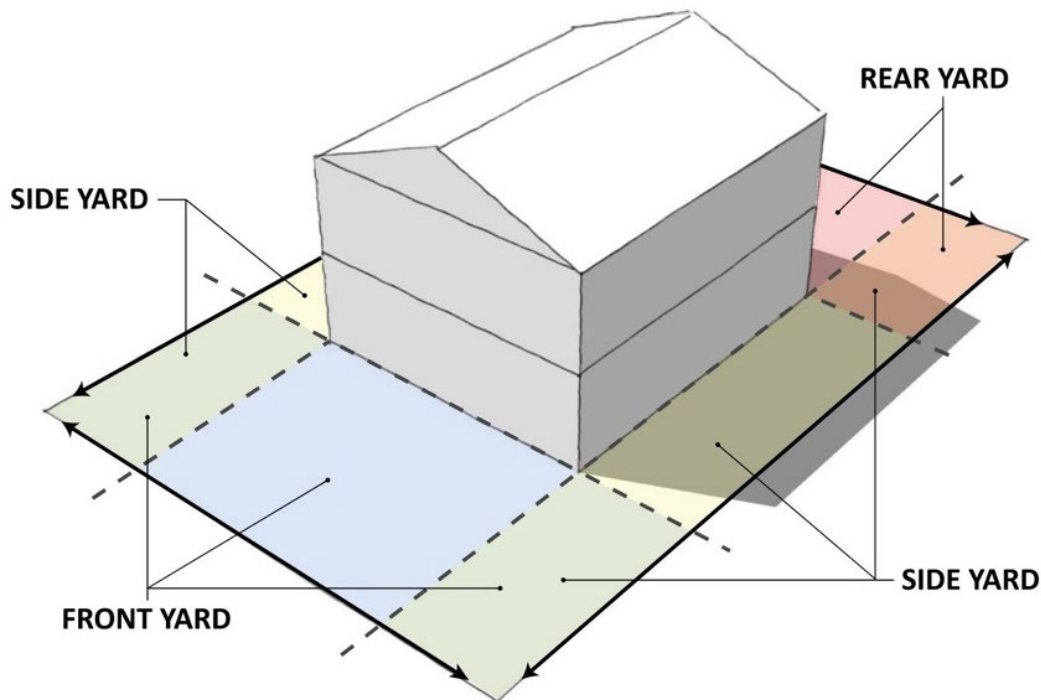
2.4.5 Other Regulations

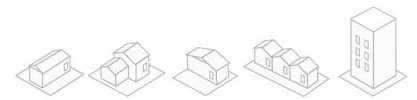




- a) No accessory buildings or uses will be permitted until the first dwelling is completed, unless approval is granted by the Development Officer.
- b) The principal residence of the operator of a Short-Term Rental Accommodation must be located on the same property.
- c) An operator of a Short-Term Rental Accommodation is exempted from Section 2.4.5 b) if the Village of Haines Junction has granted a valid Business Licence specifying permission to operate notwithstanding the principal residence requirement of Section 2.4.5 b).
- d) Every mobile home placed on a lot shall be identified by an attached Canadian Standards Association (C.S.A.) metal label stating that its construction meets C.S.A. standards.
- e) New placement of mobile homes on a lot is restricted to homes no older than ten years old, unless approval is granted by the Development Officer.
- f) The underside of each mobile home shall be completely screened from view by the foundation, skirting or other means that is of a manufactured or similar type to harmonize with the unit within 30 days of placement on the lot.

Illustration of Yards





2.5 MULTIPLE UNIT RESIDENTIAL ZONE (R-2)

2.5.1 Zone Intent:

- a) This zone is to provide for medium to high-density residential development and residential related uses.

2.5.2 Permitted Uses

- a) Care Facilities, Group
- b) Care Facilities, Seniors
- c) Multiple Unit Housing

2.5.3 Accessory Uses

- a) Family Day-Homes
- b) Home Businesses
- c) Minor Agricultural Pursuits
- d) Parks / Playgrounds
- e) Short Term Rental Accommodations

2.5.4 Regulations

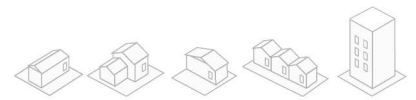
- a) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size		450.00 m ² (4,843.76 ft ²)
Minimum Density		25 Units per Hectare
Minimum Number of Dwelling Units		Three
Building with Dwelling	Height (max)	15.00 m (49.21 ft)
	Front Yard (min)	3.00 m (9.84 ft)
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	1.50 m (4.92 ft)
Accessory Building	Height (max)	5.00 m (16.4 ft.)
	Front Yard (min)	3.00 m (9.84 ft)
	Side Yard (min)	1.00 m (3.28 ft)
	Rear Yard (min)	1.00 m (3.28 ft)

2.5.5 Other Regulations

- a) No accessory buildings or uses will be permitted until the principal building is completed, unless approval is granted by the Development Officer.
- b) The principal residence of the operator of a Short Term Rental Accommodation must be located in the same dwelling.
- c) Adequate provision for the storage and removal of garbage.





2.6 COUNTRY RESIDENTIAL ZONE (RC)

2.6.1 Zone Intent:

- a) This zone is to provide for larger residential lots in a rural setting where the owner is responsible for sewage disposal and water supply.

2.6.2 Permitted Uses

- a) Duplexes
- b) Single Family Dwellings

2.6.3 Accessory Uses

- a) Bed and Breakfasts
- b) Family Day-Homes
- c) Home Businesses
- d) Home Industries
- e) Minor Agricultural Pursuits
- f) Secondary Suites
- g) Short Term Rental Accommodations

2.6.4 Regulations

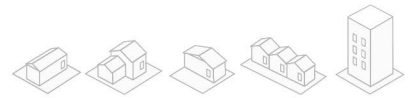
- a) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size		0.9 ha (2.22 acres)
Maximum Lot Size		1.9 ha (4.70 acres)
Maximum Number of Dwelling Units		Three
Minimum Size of Dwelling (GFA)	First dwelling	55.00 m ² (592.02 ft ²)
	Second & Third dwelling	20.00 m ² (215.28 ft ²)
Building with Dwelling	Height (max)	10.00 m (32.81 ft)
	Front Yard (min)	7.50 m (24.61 ft)
	Side Yard (min)	4.50 m (14.76 ft)
	Rear Yard (min)	7.50 m (24.61 ft)
Accessory Building	Height (max)	7.00 m (22.97 ft)
	Front Yard (min)	7.50 m (24.61 ft)
	Side Yard (min)	4.50 m (14.76 ft)
	Rear Yard (min)	7.50 m (24.61 ft)

2.6.5 Other Regulations

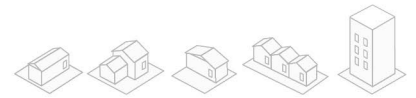
- a) No accessory buildings or uses will be permitted until the first dwelling is completed, unless approval is granted by the Development Officer.





- b) The principal residence of the operator of a Short Term Rental Accommodation must be located on the same property.
- c) An operator of a Short-Term Rental Accommodation is exempted from Section 2.6.5 b) if the Village of Haines Junction has granted a valid Business Licence specifying permission to operate notwithstanding the principal residence requirement of Section 2.6.5 b).





2.7 TOURIST COMMERCIAL ZONE (CT)

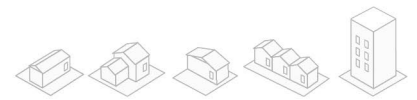
2.7.1 Zone Intent:

- a) This zone is to provide for a range of commercial uses that provide service to local industry and /or highway tourism and service needs. Mixed commercial and residential uses in this zone are permitted, though the area remains predominantly a service commercial zone.

2.7.2 Permitted Uses

- a) Agricultural Supply and Sales
- b) Animal Clinics/Hospitals
- c) Bake Shops
- d) Broadcasting and Recording
- e) Bus Terminals
- f) Car Washes
- g) Child Care Centres
- h) Commercial and Residential Mixed Uses
- i) Commercial Greenhouses
- j) Commercial Recreation
- k) Drive in or Drive-Thru Businesses
- l) General Contractor Services
- m) Licensed Premises pursuant to the Liquor Act
- n) Offices
- o) Overnight Accommodations
- p) Personal Service Establishments
- q) Places of Worship
- r) Public Buildings
- s) R.V. Campgrounds
- t) Restaurants
- u) Retail Stores
- v) Service Stations
- h) Short Term Rental Accommodations
- w) Utility Infrastructure
- x) Vehicle Sales, Rental and Services





2.7.3 Accessory Uses

- a) Bed and Breakfasts
- b) Home Businesses
- c) Secondary Suites
- d) Single Family Dwellings
- e) Temporary Retail Sales
- f) Temporary Uses
- g) Outdoor Storage

2.7.4 Regulations

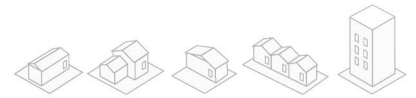
- a) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size		464.00 m ² (4,994.45 ft ²)
Minimum Size of Dwelling (GFA)		20.00 m ² (215.28 ft ²)
Maximum Size of Single Detached Dwelling (GFA)		100.00 m ² (1,076.39 ft ²)
Principal Building	Height (max)	15.00 m (49.21 ft)
	Front Yard (min)	None
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	2.50 m (8.20 ft)
Accessory Building	Height (max)	10.00 m (32.81 ft)
	Front Yard (min)	None
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	2.50 m (8.20 ft)

2.7.5 Other Regulations

- a) An accessory dwelling cannot be built or occupied until the principal commercial unit is complete or its use operational.
- b) Only one single family dwelling is permitted, which must be accessory to the principal use and shall not exceed 40% of the gross floor area of the combined buildings on the lot.
- c) Notwithstanding 2.7.5 (b), if the applicant demonstrates, to the satisfaction of the Development Officer, that the principal commercial use is complete and operational without the requirement of a principal commercial or industrial building, the 40% gross floor area restriction of 2.7.5 (b) will not apply until such time as a principal commercial building is developed.
- d) If uses may be or become hazardous or injurious as regards health or safety or which adversely affect the amenities of the neighbourhood or interferes with or may interfere with normal enjoyment of any land, building or structure, these uses shall be screened from adjacent sites and roads, through the use of fences, berms, landscaping, or a combination therefore, to the satisfaction of the Development Officer.





2.8 MIXED COMMERCIAL ZONE (CM)

2.8.1 Zone Intent:

- a) This zone is to provide for a mixture of commercial and residential uses and to promote a vibrant commercial core.

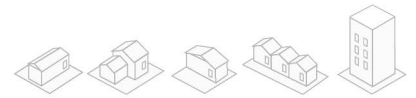
2.8.2 Permitted Uses

- a) Animal Clinics/Hospitals
- b) Bake Shops
- c) Broadcasting and Recording
- d) Child Care Centres
- e) Civic Uses
- f) Commercial Recreation
- g) Commercial and Residential Mixed Uses
- h) Licensed Premises pursuant to the Liquor Act
- i) Multiple Unit Housing
- j) Offices
- k) Overnight Accommodations
- l) Personal Service Establishments
- m) Public Buildings
- n) Parks / Playgrounds
- o) Restaurants
- p) Retail Stores
- i) Short Term Rental Accommodations

2.8.3 Accessory Uses

- a) Bed and Breakfasts
- b) Home Businesses
- c) Secondary Suites
- d) Single Family Dwellings
- e) Temporary Retail Sales
- f) Temporary Uses
- g) Outdoor storage





2.8.4 Regulations

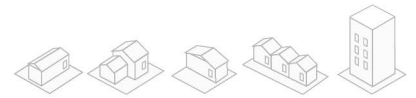
a) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size		464.00 m ² (4,994.45 ft ²)
Maximum Number of Dwelling Units		None
Minimum Size of Dwelling (GFA)		20.00 m ² (215.28 ft ²)
Maximum Size of Single Detached Dwelling (GFA)		100.00 m ² (1,076.39 ft ²)
Principal Building	Height (max)	15.00 m (49.21 ft)
	Front Yard (min)	None
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	2.50 m (8.20 ft)
Accessory Building	Height (max)	10.00 m (32.81 ft)
	Front Yard (min)	None
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	2.50 m (8.20 ft)

2.8.5 Other Regulations

- a) An accessory dwelling cannot be built or occupied until the principal commercial unit is complete or its use operational.
- b) Only one single family dwelling is permitted, which must be accessory to the principal use and shall not exceed 40% of the gross floor area of the combined buildings on the lot.
- c) Notwithstanding 2.8.5 (b), if the applicant demonstrates, to the satisfaction of the Development Officer, that the principal commercial use is complete and operational without the requirement of a principal commercial or industrial building, the 40% gross floor area restriction of 2.8.5 (b) will not apply until such time as a principal commercial building is developed.
- d) If uses may be or become hazardous or injurious as regards health or safety or which adversely affect the amenities of the neighbourhood or interferes with or may interfere with normal enjoyment of any land, building or structure, these uses shall be screened from adjacent sites and roads, through the use of fences, berms, landscaping, or a combination therefore, to the satisfaction of the Development Officer.





2.9 LIGHT (SERVICE) INDUSTRIAL ZONE (M-1)

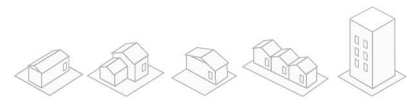
2.9.1 Zone Intent:

- a) This zone is to provide for the development of light industrial activities including manufacturing, storage, industrial services, and other commercial services. Permitted residential uses in this district are modest and secondary to the principal industrial use.

2.9.2 Permitted Uses

- a) Agricultural Supply and Sales
- b) Alcohol Productions
- c) Animal Clinics/Hospitals
- d) Animal Shelters
- e) Boarding or Breeding Facilities
- f) Broadcasting and Recording
- g) Car Washes
- h) Commercial Greenhouses
- i) Commercial Vehicle Sales, Rental and Services
- j) Equipment Sales, Service and Rentals
- k) General Contractor Services
- l) Hazardous Goods Storage
- m) Manufacturing, Light
- n) Offices
- o) Outdoor Storage
- p) Outdoor Storage, Truck
- q) Processing, Light
- r) Public Buildings
- s) R. V. Campgrounds
- t) Recycling Depots
- u) Retail Stores
- v) Service Stations
- w) Utility Infrastructure
- x) Vehicle Sales, Rental and Services
- y) Warehouse Facilities





2.9.3 Accessory Uses

- a) Restaurants
- b) Shipping Containers
- c) Single Dwelling
- d) Temporary Retail Sales
- e) Temporary Uses

2.9.4 Regulations

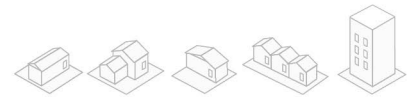
- a) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size		0.20 hectares (0.49 acres)
Maximum Number of Dwelling Units		One
Minimum Size of Dwelling (GFA)		20.00 m ² (215.28 ft ²)
Maximum Size of Dwelling (GFA)		100.00 m ² (1,076.39 ft ²)
Principal Building	Height (max)	15.00 m (49.21 ft)
	Front Yard (min)	4.50 m (14.76 ft)
	Side Yard (min)	4.50 m (14.76 ft)
	Rear Yard (min)	4.50 m (14.76 ft)
Accessory Building	Height (max)	10.00 m (32.81 ft)
	Front Yard (min)	2.50 m (8.20 ft)
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	2.50 m (8.20 ft)

2.9.5 Other Regulations

- a) An accessory dwelling cannot be built or occupied until the principal industrial use is operational to the satisfaction of the Development Officer.
- b) Only one dwelling is permitted, which must be accessory to the principal use and shall not exceed 40% of the gross floor area of the combined buildings on the lot.
- c) Notwithstanding 2.9.5 (b), if the applicant demonstrates, to the satisfaction of the Development Officer, that the principal industrial use is complete and operational without the requirement of a principal commercial or industrial building, the 40% gross floor area restriction of 2.9.5 (b) will not apply until such time as a principal industrial building is developed.
- d) Any other permitted accessory use, such as office, administrative, or retail operations shall not exceed 33% of the total floor area of the building(s) devoted to the principal use.
- e) Shipping containers shall not be stacked in any M-1 zone.
- f) A Site Plan will be required with the submission of a Development Permit application at the discretion of the Development Officer. This will indicate the landscape treatment, screening, and location of parking, loading outside operation / storage areas, waste / recycling receptacles, fencing, and accessory buildings. The Development Officer shall ensure that the locations of these

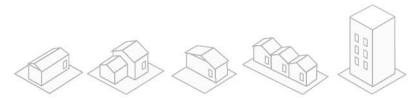




facilities are accessible to service vehicles as necessary, and do not disrupt onsite circulation and are appropriately fenced or screened.

- g) Where a permitted development abuts a non-industrial use or land use district, the Development Officer may require mitigation of potential development impacts on adjacent land use, including but not limited to:
 - (i) Provision of noise attenuating walls;
 - (ii) Increased landscaping, including a landscaped buffer;
 - (iii) Relocation of parking areas, walkways, business entrances or other high activity areas from residential property lines;
 - (iv) Screening or relocating on-site lighting to avoid spillage onto residential sites;
 - (v) Restricting the location of outdoor speakers;
 - (vi) Changing the proposed structure to mitigate noise, light, or glare impacts.
- h) A Solid Waste Management Plan may be required with the submission of a Development Permit application at the discretion of the Development Officer, which will depend on the use and nature of the proposed facility.
- i) A Water Demand Estimation report may be required with the submission of a Development Permit application at the discretion of the Development Officer, which will depend on the proposed operations to occur at the proposed facility.
- j) A Stormwater Management Plan may be required with the submission of a Development Permit application at the discretion of the Development Officer, which will depend on an assessment of the proposed water, sanitary, and storm servicing.
- k) An environmental impact statement may be required with the submission of a Development Permit application at the discretion of the Development Officer for any use or development that may result in significant noise, air, or water emissions or create a fire or explosive hazard that would extend beyond the permitter of the site.
- l) A description of the type and nature of business operations will be required upon application of a Development Permit. Factoring in the location of the site, adjacent uses, related traffic operations (deliveries, pickups, etc.) and impacts of business operations, the Development Officer may place restrictions on hours of operation of the proposed facility.





2.10 PUBLIC USE COMMUNITY ZONE (PD)

2.10.1 Zone Intent:

- a) This zone is to provide for the development of institutional, educational, community service, and recreational uses and facilities.

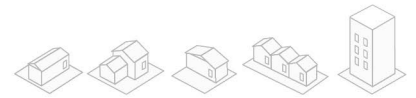
2.10.2 Permitted Uses

- a) Assembly
- b) Landfill and Lagoon
- c) Band Stands
- d) Care Facilities, Clinic
- e) Care Facilities, Group
- f) Care Facilities, Medical
- g) Care Facilities, Seniors
- h) Cemeteries and Funeral Services
- i) Childcare Centres
- j) Education Facilities
- k) Maintenance Facilities
- l) Parking Area or Lot
- m) Parks/Playgrounds
- n) Places of Worship
- o) Private Clubs and Lodges
- p) Public Buildings
- q) Utility Infrastructure
- r) Aviation-Restricted
- s) Civic Uses

2.10.3 Accessory Uses

- a) Restaurants
- b) Secondary Suites
- c) Single Family Dwelling
- d) Temporary Sales
- e) Temporary Uses





2.10.4 Regulations

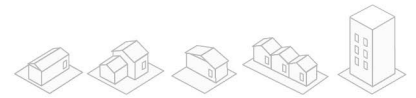
a) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size		464.00 m ² (4,994.45 ft ²)
Principal Building	Height (max)	15.00 m (49.21 ft)
	Front Yard (min)	None
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	2.50 m (8.20 ft)
Accessory Building	Height (max)	10.00 m (32.81 ft)
	Front Yard (min)	None
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	2.50 m (8.20 ft)

2.10.5 Other Regulations

- a) No accessory buildings or uses will be permitted until the principal unit is complete or its use operational.
- b) Only one single family dwelling accessory to the principal use is permitted and shall not exceed 40% of the gross floor area of the combined buildings on the lot.
- c) Where the site abuts a residential zone, the property shall be fenced and/or screened with landscaping to the satisfaction of the Development Officer having regard to the nature of the use, the potential impacts on the use on the normal use and enjoyment of the neighbouring properties and security.





2.11 AIRPORT ZONE (AP)

2.11.1 Zone Intent:

- a) This zone is to provide for development of Airports and Aviation related facilities.

2.11.2 Permitted Uses

- a) Aviation
- b) Aviation-Restricted
- c) Bulk Fuel Storage
- d) Maintenance Facilities
- e) Offices
- f) Public Buildings
- g) Utility Infrastructure
- h) Other compatible uses as deemed by the Development Officer

2.11.3 Accessory Uses

- a) Temporary Uses

2.11.4 Regulations

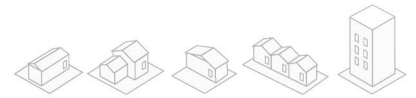
- a) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size		464.00 m ² (4,994.45 ft ²)
Any Building	Height (max)	20.00 m (65.62 ft)
	Front Yard (min)	None
	Side Yard (min)	None
	Rear Yard (min)	None

2.11.5 Other Regulations

- a) All uses within the Airport Zone shall be aviation related or intended to service airport uses.
- b) All uses in the Airport Zone shall comply with the Federal Ministry of Transport Aeronautics Act and any other relevant federal and provincial regulations.
- c) All development applications for land abutting the Airport Zone shall be referred to the Government of Yukon and other applicable agencies for comment.





2.12 PARKS AND RECREATION COMMUNITY ZONE (PR)

2.12.1 Zone Intent:

- a) This zone is to provide for the development of active and passive recreational areas.

2.12.2 Permitted Uses

- a) Band Stands
- b) Cemeteries and Funeral Services
- c) Fairgrounds
- d) Golf Courses
- e) Greenbelts
- f) Minor Agricultural Pursuits
- g) Outdoor Amphitheatre
- h) Parks/Playgrounds
- i) Public Buildings

2.12.3 Accessory Uses

- a) Temporary Sales
- b) Temporary Uses

2.12.4 Regulations

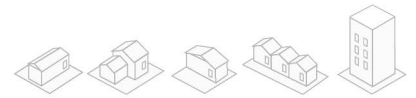
- a) Minimum and Maximum Requirements:

Requirements		
Principal Building	Height (max)	15.00 m (49.21 ft)
	Front Yard (min)	3.00 m (9.84 ft)
	Side Yard (min)	3.00 m (9.84 ft)
	Rear Yard (min)	3.00 m (9.84 ft)
Accessory Building	Height (max)	15.00 m (49.21 ft)
	Front Yard (min)	1.00 m (3.28 ft)
	Side Yard (min)	1.00 m (3.28 ft)
	Rear Yard (min)	1.00 m (3.28 ft)

2.12.5 Other Regulations

- a) Consideration will be given to public safety and wildlife prior to any development.
- b) All parcel and development regulations shall be at the discretion of the Development Officer.





2.13 AGRICULTURE RESIDENTIAL (AR)

2.13.1 Zone Intent:

- a) This zone is to provide for a limited range of agricultural pursuits in a residential setting.

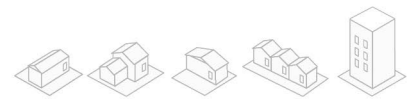
2.13.2 Permitted Uses

- a) Agricultural Supply and Sales
- b) Animal Clinics/Hospitals
- c) Apiary
- d) Boarding or Breeding Facilities
- e) Child Care Centres
- f) Farms
- g) Farm Sales of Agricultural Products Produced on the Lot
- h) Gardens
- i) Greenhouses
- j) Horticulture
- k) Keeping of Domestic Livestock up to the Regulated Maximum
- l) Landscaping Operations
- m) Nurseries
- n) Parks/Playgrounds
- o) Private Riding Facilities and Stables
- p) Rodeo Facilities
- q) Single Family Dwelling

2.13.3 Accessory Uses

- a) Bed and Breakfasts
- b) Family Day-Homes
- c) Home Businesses
- d) Home Industries
- e) Secondary Suites
- j) Short Term Rental Accommodations
- f) Temporary Uses





2.13.4 Regulations

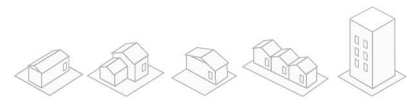
a) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size		4.00 hectares (9.88 acres)
Maximum Lot Size		6.00 hectares (14.83 acres)
Maximum Number of Dwelling Units		Three
Minimum Size of Dwelling (GFA)	First dwelling	55.00 m ² (592.02 ft ²)
	Second & Third dwelling	20.00 m ² (215.28 ft ²)
All Buildings	Height (max)	15.00 m (49.21 ft)
	Front Yard (min)	15.00 m (49.21 ft)
	Side Yard (min)	15.00 m (49.21 ft)
	Rear Yard (min)	15.00 m (49.21 ft)

2.13.5 Other Regulations

- a) The principal residence of the operator of a Short-Term Rental Accommodation must be located on the same property.
- b) An operator of a Short-Term Rental Accommodation is exempted from Section 2.13.5 a) if the Village of Haines Junction has granted a valid Business Licence specifying permission to operate notwithstanding the principal residence requirement of Section 2.13.5 a).
- c) The maximum combined number of livestock and cattle is 25.
- d) The maximum number of pigs is 30.
- e) The maximum number of poultry (including chickens, turkeys, quails, ducks, geese etc.) is 300.
- f) At the discretion of the Development Officer, the maximum number of livestock, cattle, pigs and poultry or all of these, may be increased, subject to the submission of, and continued compliance with, an acceptable management plan.
- g) Appropriate fencing shall be in place on all properties for any livestock, animals, horses, poultry, pigs, etc. and shall include overhead fencing when necessary.
- h) The nature of agricultural use and intensity of development may be restricted if, in the opinion of the Development Officer, the use would:
 - (vii) attract migratory birds or potentially create human/wildlife conflicts, and
 - (viii) potentially create noise, odour, traffic, dust or related conflicts that would interfere with the use and enjoyment of neighbouring properties in the same or adjacent land zones.





2.14 AGRICULTURE GENERAL (AG)

2.14.1 Zone Intent:

- a) This zone is to provide for a full range of agricultural pursuits.

2.14.2 Permitted Uses

- a) Abattoir
- b) Agricultural Supply and Sales
- c) Apiary
- d) Boarding or Breeding Facilities
- e) Farms
- f) Farm Sales of Agricultural Products Produced on the Lot
- g) Gardens
- h) Greenhouses
- i) Horticulture
- j) Keeping and Grazing of Domestic Livestock
- k) Nurseries
- l) Private Riding Facilities and Stables

2.14.3 Accessory Uses

- a) Secondary Suites
- b) Single Family Dwelling
- c) Temporary Uses

2.14.4 Regulations

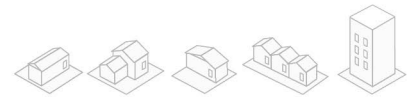
- b) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size		40.00 hectares (98.84 acres)
Maximum Number of Dwelling Units		Three
All Buildings	Height (max)	15.00 m (49.21 ft)
	Front Yard (min)	15.00 m (49.21 ft)
	Side Yard (min)	15.00 m (49.21 ft)
	Rear Yard (min)	15.00 m (49.21 ft)

2.14.5 Other Regulations

- i) Appropriate fencing shall be in place on all properties for any livestock, animals, horses, poultry, pigs, etc. and shall include overhead fencing when necessary.
- j) The nature of agricultural use and intensity of development may be restricted if, in the opinion of the Development Officer, the use would potentially create human/wildlife conflicts.





2.15 GREENBELT COMMUNITY ZONE (GB)

2.15.1 Zone Intent:

- a) This zone is to protect environmentally sensitive areas and/or lands that is not suitable for development, while providing access to the public in a manner that programs and preserves the land in its natural state.

2.15.2 Permitted Uses

- a) Greenbelts
- b) Parks

2.15.3 Accessory Uses

- a) None

2.15.4 Regulations

- a) All parcel and development regulations shall be at the discretion of the Development Officer and shall proceed in a manner to minimize impacts on the natural environment.
- b) Consideration will be given to public safety and wildlife prior to any development.
- c) The Development Officer may require vegetation management to facilitate wildfire protection and address aesthetic, wildlife or other vegetation concerns.
- d) In addition to the regulations listed above, other general regulations in this Bylaw may also apply.

2.16 OPEN SPACE ZONE (OS)

2.16.1 Zone Intent:

- a) This zone contains land which for which no use has been allocated. No use is permitted until an appropriate use has been determined and allocated by bylaw.

2.16.2 Permitted Uses

- a) None

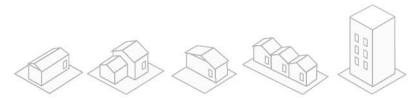
2.16.3 Accessory Uses

- a) None

2.16.4 Regulations

- a) All parcel and development regulations shall be at the discretion of the Development Officer.
- b) Consideration will be given to public safety and wildlife prior to any development.
- c) Any building, structure, and/or infrastructure on-site shall be temporary to ensure the proposed development does not limit future planning and orderly development of lands.
- d) The Development Officer may impose such temporal and use conditions as necessary to ensure the proposed development does not limit future planning and orderly development.





2.17 FUTURE DEVELOPMENT ZONE (FD)

2.17.1 Zone Intent:

- a) This zone is to protect land in a generally undeveloped and natural state until such time as comprehensive planning has occurred to determine appropriate zoning.

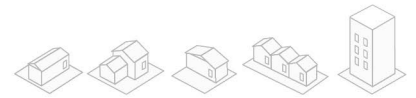
2.17.2 Permitted Uses

- a) Farms
- b) Farm Sales
- c) Horticulture
- d) Minor Agricultural Pursuits
- e) Parks
- f) Temporary Uses

2.17.3 Regulations

- a) All parcel and development regulations shall be at the discretion of the Development Officer.
- b) Consideration will be given to public safety and wildlife prior to any development.
- c) Any building, structure, and/or infrastructure on-site shall be temporary to ensure the proposed development does not limit future planning and orderly development of lands.
- d) The Development Officer may impose such temporal and use conditions as necessary to ensure the proposed development does not limit future planning and orderly development.
- e) The Development Officer may require the applicant to enter into a Development Agreement for any proposed use within this zone to limit encumbrances to the future planning and orderly development of lands.





PART 3 GENERAL PROVISIONS

3.1 USES PERMITTED IN ALL ZONES

3.1.1 The following uses shall be permitted in any zone providing they conform to the regulations of this bylaw:

- a) Public Utility services and underground or submarine utility systems, the installations of which may be sited on any portion of a lot.
- b) Public parks and playgrounds.
- c) Trails and active transportation routes.
- d) Accessory buildings and structures.
- e) Domestic gardens and greenhouses.
- f) Signs, when confirming with the requirements outlined in Subsection 3.21.
- g) Home office in any permitted dwelling unit.
- h) Solar energy systems as an accessory use, except in the Open Space (OS) zone and Community Green Belt (GB) zone.
- i) Required minimum parking areas.

3.2 TEMPORARY USES

3.2.1 A temporary use, other than a temporary residence, may be authorized where it is in the public interest to do so and:

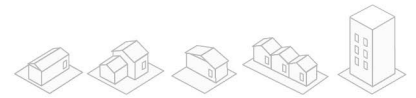
- a) It conforms to the regulations of this bylaw;
- b) It is seasonal or temporary in nature and provides a service in the public interest;
- c) It is an interim land use with a defined lifespan of less than one year;
- d) Impacts associated with the proposed use will be mitigated; and
- e) The site will be restored suitable to an intended future use.

3.2.2 A mobile home, recreation vehicle, or temporary structure is permitted as a temporary residence in all residential zones providing that:

- a) A building permit has been issued for a dwelling;
- b) Adequate provision for water supply, wastewater treatment, utilities, solid waste and recycling has been made, to the satisfaction of the Development Officer.
- c) The term of the temporary residence does not exceed 24 months; and
- d) The temporary residency shall cease within 30 days of the first residential occupancy of the dwelling on-site.

3.2.3 An extension of the temporary residence may be considered by if the dwelling construction has been proceeding with a reasonable diligence during the term of the stay.





3.3 SECONDARY SUITES

3.3.1 A secondary suite, where permitted, shall be treated as an accessory use in the zone in which it is located.

3.4 BED AND BREAKFASTS

3.4.1 A Bed and Breakfast, when permitted in any zone, shall be subject to the following regulations:

- a) The principal residence of the operator must be located in the same dwelling.
- b) The Bed and Breakfast shall not change the principal residential character or external appearance of the property involved.

3.5 SHORT TERM RENTAL ACCOMMODATIONS

3.5.1 A Short Term Rental Accommodation, when permitted in a residential zone, shall be subject to the following regulations:

- a) The principal residence of the operator must be located on the property.
- b) An operator of a Short-Term Rental Accommodation is exempted from Section 3.5.1 a) if the Village of Haines Junction has granted a valid Business Licence specifying permission to operate notwithstanding the principal residence requirement of Section 3.5.1 a).
- c) The Short Term Rental shall not change the principal residential character or external appearance of the property involved.

3.6 HOME OFFICE

3.6.1 A home office, when permitted in any zone, shall be subject to the following regulations:

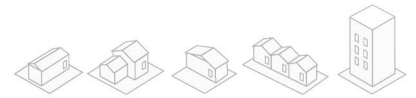
- a) Only residents living on the property may work in the home office.
- b) The home office shall not change the residential character of the site and there shall be no change in the outside appearance of the dwelling unit or accessory building.
- c) There shall be no audible, visible or other evidence of the conduct of a home office.
- d) There shall be no business-related visits on-site, or additional parking needs generated.

3.7 HOME BUSINESS

3.7.1 A home business, when permitted in any zone, shall be subject to the following regulations:

- a) Only residents living on the property and up to two other persons who are not residents may work in the home business on the property. Additional employees may work off site.
- b) The use of a property for a home business shall be incidental and subordinate to its use for residential purposes and shall have no visible change in the outside appearance of the dwelling unit or accessory building, other than one sign.
- c) The home business shall not
 - i) Change the residential character of the site;
 - ii) Create visual, audible or other interference off the property;





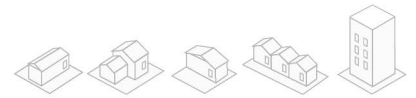
- (ix) Use or store equipment which creates noise, vibration, smoke, dust, odour, glare, fumes, electrical interference, litter, and/or other factors that cause a nuisance to adjacent residents;
 - iii) Store or keep goods, materials or commodities other than in the dwelling and/or in an accessory building, except in the AR and RC zones;
 - iv) Park or maintain a commercial vehicle of a capacity of more than 5,000 kg on the property, except in the AR and RC zones;
 - v) Operate between the hours of 8:00 pm to 8:00 am
- d) Retail sales shall not be permitted in a home business except for:
- (i) Sales where the customer does not enter the premises;
 - (ii) Products incidental to a service being provided; and
 - (iii) Products produced on the site.
- e) Any need for parking generated by the conduct of a home business shall be met on-site.

3.8 HOME INDUSTRY

3.8.1 A home industry, when permitted in any zone, shall be subject to the following regulations:

- a) Only residents living on the property and up to four other persons who are not residents may work in the home industry on the property. Additional employees may work off site.
- b) The use of a property for a home industry shall be incidental and subordinate to its use for residential purposes and shall have no visible change in the outside appearance of the dwelling unit or accessory building, other than one sign.
- c) The home industry shall not
 - (i) Change the residential character of the site;
 - (ii) Create visual, audible or other interference off the property;
 - (iii) Use or store equipment which creates noise, vibration, smoke, dust, odour, glare, fumes, electrical interference, litter, and/or other factors that cause a nuisance to adjacent residents;
 - (iv) Salvage or store derelict vehicles and equipment, used building materials, products, and/or similar discarded materials; or
 - (v) Operate between the hours of 8:00 pm to 8:00 am
- d) Only goods and materials directly related to the home industry may be stored on-site, and shall be:
 - (i) Essential to the operation of the home industry;
 - (ii) In a volume consistent with the residential character of the property;
 - (iii) Stored in a safe and organized manner so as not to pose any hazard or nuisance to the surrounding area; and
 - (iv) Screened from view from adjacent properties, if stored outside.



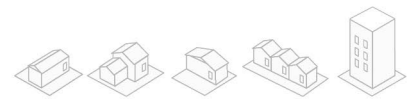


- e) Retail sales shall not be permitted in a home industry except for:
 - (i) Sales where the customer does not enter the premises;
 - (ii) Products incidental to a service being provided; and
 - (iii) Products produced on the site.
- f) Any need for parking generated by the conduct of a home industry shall be met on-site.

3.9 BOARDING OR BREEDING FACILITY

- 3.9.1 The Development Officer may, when issuing a development permit, determine the maximum number of animals that may be kept at any one time by the operator. In determining the maximum number of animals, the Development Officer shall take into account:
 - a) the size of the property;
 - b) the use of adjacent properties;
 - c) the setback distances to any property line or residential dwelling on an adjacent property; and
 - d) noise attenuation measures.
- 3.9.2 In determining the number of animals, animals less than six months of age shall not normally be included.
- 3.9.3 The setback distances specified in the district in which a boarding or breeding facility is located shall apply to all structures or facilities used in the boarding operation, regardless of size or function of the structure or facility. The Development Officer may vary the required setback distance if deemed necessary.
- 3.9.4 No buildings, pens, rooms, exercise runs or holding stalls used to accommodate the animals shall be allowed within 300.00 m (984.25 ft) of an existing dwelling located on an adjacent lot.
- 3.9.5 The Development Officer may require visual screening of the facility, which may include fencing, landscaping and berming.
- 3.9.6 Pens, rooms, exercise runs, and holding stalls shall be adequately soundproofed, if deemed necessary by the Development Officer who shall base their decision on the recommendations of a noise study, the number of animals to be kept at the facility, the proximity of the facility to other uses or other facilities, and the possibility that noise from the facility may adversely affect the amenities of the area.
- 3.9.7 The Development Officer may require animals to be kept indoors between the hours of 8:00 p.m. to 8:00 a.m., except when on leashed walks.
- 3.9.8 Where boarding or breeding facilities are to be located near known wildlife corridors or habitat areas, there shall be strict measures incorporated into the design of the development and operating procedures to ensure that the animals are securely restrained at all times.
- 3.9.9 Boarding and breeding facilities shall be operated in accordance with Yukon health regulations and, in particular, faeces and similar wastes shall be disposed of in a manner acceptable to the public health authority. In no case shall such waste be disposed of in the municipal waste collection system without the written consent of the municipality.





3.9.10 A development permit issued for a boarding or breeding facility may be issued for a period up to 5 years and is subject to immediate revocation if the boarding or breeding facility is not developed or operated in accordance with the conditions of approval or if the boarding or breeding facility is deemed by the Development Officer to be having an adverse effect on the amenities of the area or nearby properties.

3.10 ACCESSORY BUILDINGS, PRIVATE GARAGES AND GREENHOUSES

3.10.1 Accessory uses and accessory buildings or structures are permitted in all zones where a permit has been issued for a principal use.

3.10.2 Unless otherwise specified in this bylaw, accessory buildings and structures are not permitted on any parcel unless the principal use is active and/or the principal building has already been erected or will be erected simultaneously.

3.10.3 A private garage or carport attached to and forming part of a principal building or structure shall be considered to be part of the principal building or structure.

3.10.4 A greenhouse larger than 10.00 m² (107.64 ft²) GFA is considered an accessory building.

3.11 SHIPPING CONTAINERS

3.11.1 All Shipping Containers are considered an accessory building and shall meet the minimum required setbacks for accessory buildings.

3.11.2 Shipping Containers shall not be placed on a lot or parcel in a manner that the containers exceed the maximum height restriction specified in the zoning regulations.

3.12 FENCES AND SCREENING OF OUTDOOR STORAGE AREAS

3.12.1 In all zones, fences are permitted in front, rear or side yards.

3.12.2 In any residential zone, a fence must:

- a) Not exceed a height of 1.22 m (4.00 ft) in any required front yard; and
- b) Not exceed a height of 1.83 m (6.00 ft) in any side or rear yard.

3.12.3 In any commercial or industrial zone, all fencing and screening above 2.50 m (8.20 ft) in height shall be at the discretion of the Development Officer.

3.12.4 In any non-industrial zone, uses which involve the outdoor storage of goods, machinery, vehicles, building materials, equipment, waste materials, and other similar objects, shall be screened from adjacent sites and roads, through the use of fences, berms, landscaping, or a combination therefore, to the satisfaction of the Development Officer.

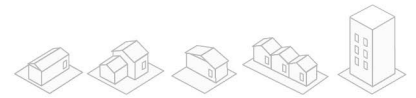
3.12.5 To increase the chance of survival, landscaping for screening purposes shall be at least 1.80 m (5.91 ft) high at planting and trees shall be placed at regular intervals.

3.13 SOLID WASTE AND RECYCLING

3.13.1 Solid waste and recycling management facilities which are suitable for the intended land use may be required by the Development Officer and shall be:

- a) Stored in animal proof and weatherproof containers that prevent the spread of waste materials;
- b) Screened from adjacent sites and public roads in an aesthetically pleasing manner at the discretion of the Development Officer; and





c) Designed and placed in a location that is easily accessible for waste disposal and pickup.

3.13.2 Where any proposed development requires collective waste disposal facilities, the location, manner of storage and screening shall be indicated on the site plan submitted with the development permit application.

3.13.3 Collective waste disposal facilities are not permitted within the front or side yard setbacks.

3.14 HEIGHT EXCEPTIONS

3.14.1 The maximum height regulations of this bylaw do not apply to the following:

- a) Chimney stacks
- b) Elevator housings
- c) Flagpoles
- d) Parapet walls
- e) Roof stairway entrances
- f) Skylights
- g) Steeples
- h) HVAC equipment
- i) Any other items deemed by the Development Officer to be of a similar nature to those noted above.

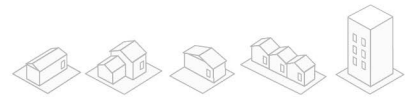
3.15 YARDS AND ALLOWABLE ENCROACHMENT

3.15.1 No development shall be permitted in any yard other than the erection of a gate, fence, wall, or other means of enclosure referred to in Subsection 3.12.

3.15.2 In all zones, the allowable encroachments are permitted as follows:

- a) Chimneys, cornices, leaders, gutters, pilasters, belt courses, sills, bay windows, steps, door canopies, or other similar features, may encroach up to 0.61 m (2.00 ft) into front, side, and rear yards.
- b) Encroachments of steps, eaves, canopies, or decorative overhangs are permitted up to 0.61 m (2.00ft) into front, side, and rear yards.
- c) Encroachments of steps, ramps, or boardwalks, at the discretion of the Development Officer, when required for safe access to a permitted primary or accessory structure due to parcel grade.
- d) Encroachments of uncovered patios or decks up to 0.61 m (2.00 ft) in maximum height from grade, are permitted up to 0.91 m (3.00 ft) into front, side, and rear yards.
- e) Wheelchair ramps are permitted to encroach into any required yard setback, at the discretion of the Development Officer, provided that the ramp:
 - (i) Does not impede fire access to or around the building; and
 - (ii) Is complimentary to and well-integrated into the existing building.





3.16 VISIBILITY AT INTERSECTIONS

3.16.1 No landscaping, screening, building, or structure shall be planted or erected at a height greater than 0.91 m (3.00 ft) above the established grade within the shaded space, as illustrated in Figure 1. This shaded space spans 6.00 m (19.69 ft) in either direction from the corner of a parcel.

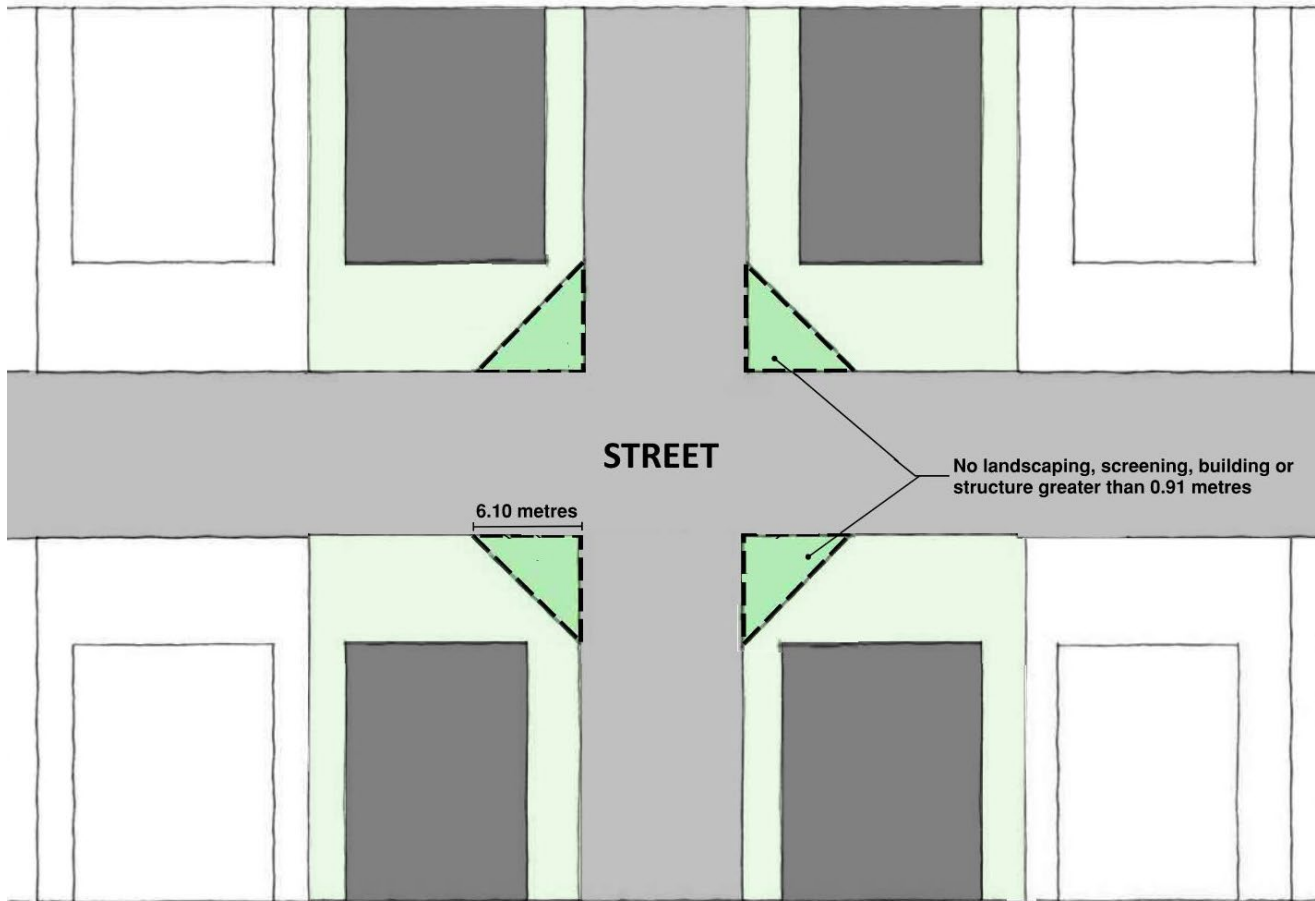


Figure 1 – Visibility at Intersections, Area that landscaping, screening, building, or structures are prohibited over 0.91 metres in height

3.17 OFF-STREET PARKING SPACE REGULATIONS

3.17.1 The Development Officer may require all developments in non-residential zones to provide as a minimum, a durable, gravel surfaced parking area with sufficient slope to ensure proper drainage.

3.17.2 When land or a building or structure is used for any purpose, there shall be, provided on the lot or an alternate site, the number of parking spaces and commercial vehicle off-street loading and parking areas as specified in Table 1.



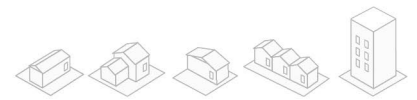


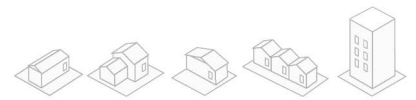
Table 1 – Minimum Parking Requirements

MINIMUM PARKING REQUIREMENTS		
TYPE OF DEVELOPMENT / USE	PARKING SPACES	LOADING SPACES
Urban Dwelling and Dwelling, Attached	1 per dwelling unit	
Multiple Unit Housing	1 plus 1 per dwelling unit	
Bed and Breakfast	1 per rental suite	
Home Business, Home Industry	1 per business plus 1 per non-resident employee	
Care facility, regardless of type	1 per 2 dwelling units plus 1 per 3 employees	± is this required at all sizes?
Hotels, motels, hostels	1 per sleeping unit	± Is this required at all sizes?
Offices, business, personal & service establishments, and retail stores	1 per 50 m ² (538.20 ft ²) of gross floor area	± Is this required at all sizes?
Service station	3 per service bay	1
Industrial uses	1 per 4 employees per shift, minimum of 4	1 space per loading dock / loading door
Eating and drinking establishments	1 per 6 seats	1
Schools – Kindergarten and Elementary	1 per classroom	1 per building
Schools – Middle Years / High School / Other	1 per classroom plus 1 per each staff member	1 per building
Indoor Recreation Facilities, Clubs, Assembly Halls	1 per 10 m ² (107.64 ft ²) of public GFA	1
Theatre, Arena, Auditorium, Church	1 per 6 seats	± Is this required at all sizes?

*Public Area means an area used by the public such as a gymnasium, swimming pool, auditorium, etc.

- 3.17.3 Where any development comprises uses in several of the categories mentioned in Table 1, the parking requirement is that of the category requiring the highest number of parking spaces.
- 3.17.4 When the calculation of the required off-street parking spaces or loading spaces results in a fraction, the calculation shall be rounded up.
- 3.17.5 No person shall keep a vehicle having a maximum gross weight in excess of 18,000 kg on a lot, site or street in a residential zone for longer than is reasonably necessary to load or unload a vehicle.
- 3.17.6 No person shall keep a dismantled or wrecked vehicle in view for more than 14 days on a lot, site or street unless authorized under the provisions of this bylaw.
- 3.17.7 In any zone, when any new development is proposed including a change in use of existing development, or when any existing development is in the opinion of the Development Officer substantially enlarged or increased in capacity, then provision shall be made for off-street parking or garage spaces in accordance with the regulations and standards contained in this bylaw.





3.18 PARKING AND MANEUVERING DESIGN

- 3.18.1 All parking space access points, parking and loading areas shall be specified to the satisfaction of the Development Officer having due regard to the use proposed, the type of traffic expected to be generated, roadway function and visibility, emergency vehicle movement and the needs of the elderly and disabled.
- 3.18.2 All off-street parking areas shall conform to the following requirements in Table 2 and conform with the Parking Design Standards as per Figure 2.

Table 2 – Parking Design Standards, Minimum Requirements

PARKING DESIGN STANDARDS				
A	B	C	D	E
PARKING ANGLE IN DEGREES	WIDTH OF STALL METERS	DEPTH OF STALL PERPENDICULAR TO MANEUVERING AISLE IN METERS	WIDTH OF STALL PARALLEL TO MANEUVERING AISLE IN METERS	WIDTH OF MANEUVERING AISLE IN METERS
0	2.6	2.6	6.7	One way 3.0
30	2.6	4.9	5.2	One way 3.5
45	2.6	5.5	3.6	One way 3.5
60	2.6	5.8	2.8	One way 5.8
90	2.6	6.0	2.6	One way 6.0

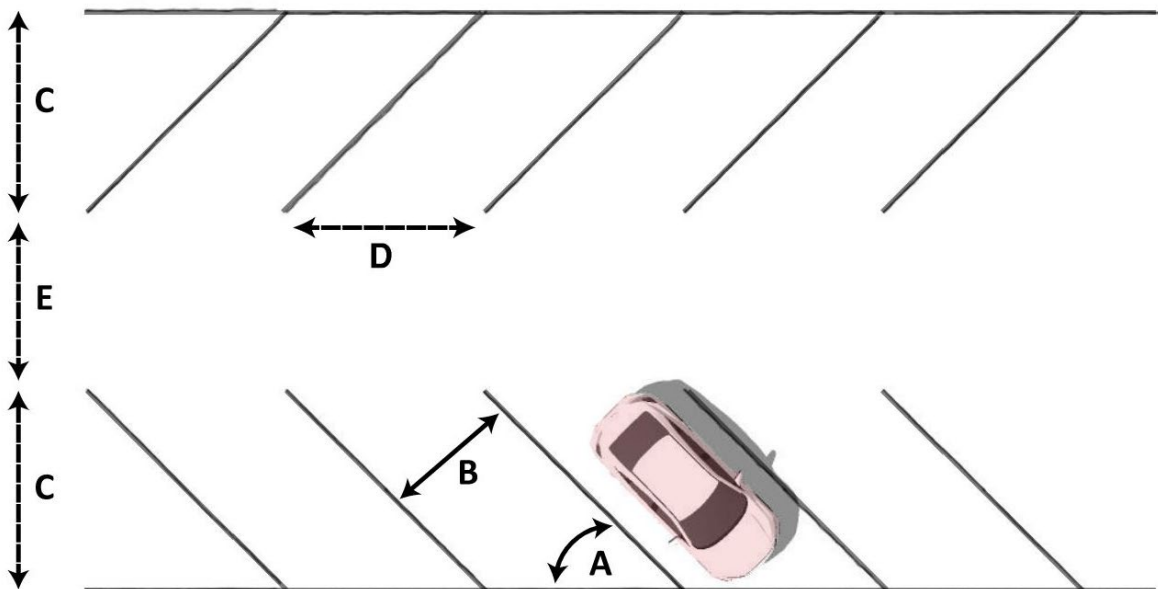
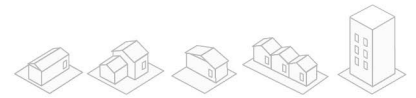


Figure 2 - Parking Design Standards

3.19 LOADING SPACE REGULATIONS

- 3.19.1 The number of commercial off-street loading spaces provided for a development must conform with Table 2.
- 3.19.2 Loading spaces must be no less than 3.00 m (9.84 ft) in width, 7.50 m (24.61 ft) in length, and 4.30 m (14.11 ft) in height.





3.19.3 Loading spaces must be designed to:

- a) Provide vehicular access to and from a street or land such that no backing or turning movements of vehicles going to and from the site causes interference with traffic in the abutting streets or lanes; and
- b) Be sited at an elevation or elevations convenient to a major floor level in the building or to a utility serving each major floor level.

3.20 DRIVEWAY ACCESS

3.20.1 For any development, driveway access shall be designed in such a way as to minimize the number of entrances and exits.

3.20.2 The width of a driveway providing access from a road to any type of development, may not exceed:

- a) 6.00 m (19.69 ft) where the lot width is less than 12.00 m (39.37 ft),
- b) 50% of the lot width where the lot width is between 12.00 m (39.37 ft) and 20.00 m (65.62 ft), and
- c) 10.00 m (32.81 ft) where the lot width is greater than 20.00 m (65.62 ft).

3.20.3 For residential developments, driveway access widths must provide adequate width and turning radii for emergency vehicle access, as well as a slope no greater than 8%, to the satisfaction of the Development Officer.

3.21 SIGNS

3.21.1 Signs up to 3.00 m² (32.29 ft²) are permitted in all zones, on sites where a permit has been issued for a principal use.

3.21.2 The operator of a home office, home business or home industry may attach only one nonilluminated fascia sign to the principal residence advertising the business, or in the case of a country residential zone, at the entrance to the driveway.

3.21.3 All signs shall be related to the principal use or uses of the site and serve to identify the name of the business and the products and services available.

3.21.4 Where a sign is found to identify a use incorrectly or is in an overall state of disrepair, the Development Officer may, by written notice, order a sign owner or person responsible for the sign, to alter, refurbish or remove the sign within the time specified in the notice.

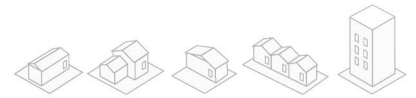
3.21.5 Only businesses holding a Village business license may apply to erect billboards along the Alaska Highway and Haines Road within municipal boundaries, except that other businesses may advertise at designated rest areas intended to provide an orientation to regional attractions and other communities.

3.21.6 No sign shall be attached to any object in a public place except a kiosk or bulletin board erected by the Village for that purpose. Temporary political campaign signs are exempted from this but must be removed within five days after the corresponding election date.

3.21.7 No part of any sign shall project beyond the property line.

3.21.8 No sign shall by reason of its location, colour, shape, format or content imitate an official traffic sign.





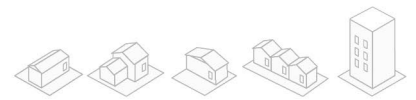
3.22 WATER, SANITARY SEWER FACILITIES, AND UTILITY SERVICES

- 3.22.1 When municipal servicing infrastructure is available, all new residential, commercial, and industrial development shall be required to adequately connect to adequate municipal servicing. The Village may require that each new development demonstrate adequate servicing capacity.
- 3.22.2 Each unit of an attached dwelling shall be individually and directly connected to the water and sanitary lines located in the public right-of-way.
- 3.22.3 Where piped municipal sanitary sewer service is not available, the owner or authorized agent shall provide a private water supply and wastewater system. The design, installation and setback of the private wastewater system shall be in accordance with current legislation and approval of Government of Yukon Environmental Health Services.
- 3.22.4 Where a building is not connected to a municipal wastewater system, the Development Officer shall require, as a condition of issuing a development permit that:
- a) In the case of a new building, that the developer provides the municipality with evidence that a permit from an accredited agency has been obtained by the developer for the installation of a private wastewater system in accordance with current legislation and standards, prior to commencement of any construction; or
 - b) In the case of an addition to an existing building, that the developer provides either a permit referenced in Subsection 3.22.4 a), or documentation showing that the existing system was sized to accommodate additional capacity, or a statement signed and sealed from a qualified professional that the existing wastewater system operates properly and is capable of handling the additional wastewater expected to be generated as a result of the addition, prior to the commencement of any construction; and
 - c) In the case of the construction of a new building or the addition to an existing building, proof that the building or addition does not cover existing or proposed wastewater systems.
- 3.22.5 The Development Officer may require that a developer provide evidence that an inspection of a private wastewater system was undertaken by the accredited agency that issued the permit for the wastewater system and that the inspection showed the system to have been properly installed.
- 3.22.6 A person shall not commence a development until provision has been made for utility services or facilities to the satisfaction of the Development Officer.

3.23 FLOOD CONTROL, ENVIRONMENTAL PROTECTION AND AQUIFER PROTECTION

- 3.23.1 Notwithstanding any other provisions of this bylaw, no building or any part thereof shall be constructed, reconstructed, moved or extended nor shall any mobile home or unit, modular home or structure be located within 30 m (98.43 ft) of the natural boundary of Pine Creek and/or Dezadeash River.
- 3.23.2 No development shall be permitted on any lot that falls within lands designated as susceptible to a 1:200 year flood as outlined on the Dezadeash River and Pine Creek Buffer Map (Schedule B), unless the applicant can demonstrate an acceptable method of flood proofing the proposed development and completes a flood hazard waiver that acknowledges the risk and indemnifies the Village against any future loss.





- 3.23.3 Where a proposed development involves land filling, the Development Officer may require the applicant to submit verification of compaction testing, a drainage plan, and include provision for drainage easements.
- 3.23.4 In all zones, all driveways crossing roadside drainage ditches require a culvert.
- 3.23.5 Development that could cause an impact on groundwater may not be allowed unless:
- a) It can be proven by adequate engineering or hydro-geological investigation that the proposed activity will not cause pollutions of the groundwater supply; or
 - b) Appropriate remedial measures have been or will be taken to sufficiently mitigate the risk of endangering the potability of the groundwater supply.
- 3.23.6 Land use and development activities that have a high pollution risk and the potential to contaminate groundwater within regulatory Well Protection Zones, as per the Village's Aquifer and Wellhead Protection Plan, will be restricted. These land uses can include, but are not limited to, chemical fertilization storage, disposal fields, fuel tanks, waste disposal, and wastewater treatment facilities. In instances where restriction is not possible, the following considerations must be met:
- a) The proponent shall prove, through adequate engineering or hydro-geological investigation, that the proposed activity will not cause pollution of the public drinking water supply; and/or
 - b) Appropriate precautionary measures are taken to sufficiently mitigate risk of endangering the public drinking water supply.

3.24 PARKS, GREENBELTS, AND ENVIRONMENTAL RESERVE

- 3.24.1 Environmentally sensitive lands including wetlands, lands along the Pine Creek and/or Dezadeash River, and lands of spiritual and cultural significance to the Champagne and Aishihik First Nations shall be protected from development and inappropriate use through restricted access, setbacks, buffers and such similar means as Council deems appropriate.
- 3.24.2 Development that improves public access to and along the Pine Creek and/or Dezadeash River shall be permitted where such development enhances the visitor experience (i.e. interpretative signage) and limits the impacts of users on the environment (i.e. boardwalks).

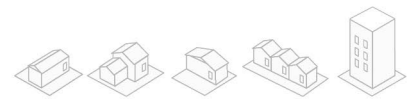
3.25 LIGHTING

- 3.25.1 Any outdoor lighting for any development shall be located and arranged so that no direct rays of light are directed at adjoining properties.
- 3.25.2 The Development Officer, in keeping with the principles of crime prevention through environmental design, may require such additional site lighting as is necessary to encourage pedestrian safety and allow casual surveillance from adjacent buildings and abutting streets of parking areas and walkways.

3.26 SATELLITE DISHES, ANTENNAS, TELECOMMUNICATION FACILITIES AND UTILITY TOWERS

- 3.26.1 All utility towers, facilities and visible accessory equipment shall meet the minimum setback requirements of the district in which it is located. Guy wires and other supporting structures shall be a setback a minimum of 2.00 m (6.56 ft) from any lot line.
- 3.26.2 An applicant for a communication tower and facility shall consider the visual impact of the development on the local surroundings, including the physical appearance and height of the tower. The Development Officer may limit tower height or design based on visual impact considerations.





- 3.26.3 All utility towers and facilities shall be designed to blend in with the surrounding environment, except where prevented by aeronautical safety requirements.
- 3.26.4 The applicant shall demonstrate that consideration has been given to minimize the risks to birds, including that new towers should be located away from wetlands or other known areas of high bird concentrations or along bird migratory routes; tower heights should be kept as low as possible to avoid lighting requirements; placing daytime visual markers on guy wires; and selecting lighting that has been shown to be less of an attractant to birds.
- 3.26.5 All buildings, structures and visible equipment accessory to utility towers and facilities should be architecturally compatible with the surrounding environment. Use of appropriate vegetation and screening is encouraged.
- 3.26.6 Satellite dishes, antennas and all structural supports shall be located on the same site as the intended signal user.
- 3.26.7 No equipment or process shall be used which creates visual or audible electrical interference in any radio or television receiver off the premises, or which causes fluctuations in line voltage off the premises.
- 3.26.8 Except in the Industrial Zone, no advertising shall be allowed on a satellite dish nor shall the antenna be illuminated.
- 3.26.9 A satellite dish that is larger than 1.00 m (3.28 ft) in diameter shall not be located on a roof except for multiple-unit residential and non-residential buildings, subject to the discretion of the Development Officer.
- 3.26.10 When communication towers and facilities become obsolete and / or damaged and unrepaired, they shall be immediately removed, and the development site reclaimed.

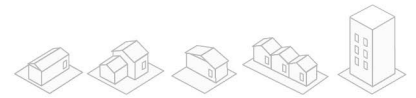
3.27 STORAGE OF MATERIALS

- 3.27.1 During the period a development permit is in effect, temporary storage of building materials shall be permitted in any yard of any lot, in all zones.
- 3.27.2 In any residential zone, no person shall keep, store or permit to accumulate outside and unscreened, any objects, chattels, goods or materials for a period of 14 days or more, which, in the opinion of the Development Officer, are unsightly, out of character with the residential character of the zone, or by their nature and location, diminish the reasonable use and enjoyment of neighbouring properties.
- 3.27.3 No person shall permit to accumulate, stockpile, keep or store on any lot, or in any building or structure, rubbish, building materials, fluids, machinery or other goods and chattels, in such quantities that in the opinion of the Development Officer, they pose a potential fire risk, nuisance or hazard to the physical health and safety of adjoining property owners or the public at large.

3.28 STORAGE FACILITIES FOR HAZARDOUS GOODS

- 3.28.1 All above-ground storage vessels for liquified petroleum gases and flammable liquids shall:
 - a) Be considered as an Accessory Use to a primary use within an industrial site;
 - b) Obtain a storage permit from the Yukon Government;
 - c) Notwithstanding the setbacks as outlined in the specific industrial land use district, be a minimum of 3.00 m (9.84 ft) from all side and rear lot lines.





3.28.2 The Development Officer may require a above-ground storage vessel for liquified petroleum gases and flammable liquids to be adequately screened from view of adjacent properties or roads through the use of vegetation, berming, or fencing.

3.29 TEMPORARY STRUCTURES

3.29.1 A temporary building or structure may be erected on a lot that is being developed for a period of time that does not exceed the duration of the construction process, or the length of time provided in the development permit, whichever is less, for the purposes of storage or as a temporary dwelling.

3.30 MOVING OF STRUCTURES

3.30.1 No person shall move a building, structure or a non-C.S.A. approved mobile home off or onto a lot without obtaining a development permit.

3.30.2 Any relocated building or structure must be brought up to current National Building Code standards or C.S.A. standards or both, as applicable, upon relocation.

3.31 SUBDIVISION

3.31.1 Where the development of land involves a subdivision of Land, no development permit shall be issued until the proposed subdivision has been approved in accordance with the Subdivision Act and Regulations thereto.

3.32 LANDSCAPING

3.32.1 The Development Officer may require a site landscaping and screening plan to be included in a development permit application for multiple family housing, commercial, industrial and institutional developments.

3.32.2 Plant materials shall be hardy to the region and to the location of the site in which they are planted.

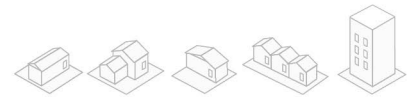
3.32.3 Existing trees and large shrubs on a site shall be preserved, protected or replaced where possible.

3.32.4 Any area required to be landscaped may, at the discretion of the Development Officer, be left in its natural state or be landscaped with a combination of hard and soft landscaping materials to enhance and complement the appearance of the development.

3.32.5 Where a landscaping plan is required, no landscaping work shall be commenced until the landscaping plan is approved by the Development Officer; and shall include the following:

- a) Boundaries and dimensions of the site;
- b) Adjacent land uses;
- c) Location and name of adjacent roads, lanes, driveway entrances, sidewalks and trails;
- d) Footprint and dimensions of all buildings;
- e) Location of any utilities or right-of-ways;
- f) Pedestrian circulation and open space systems;
- g) Location and description of any existing or proposed physical features such as fences, berms, retaining walls, outdoor furniture, decorative paving, water features;
- h) Location and description of any hard landscaping materials such as rocks or mulching;





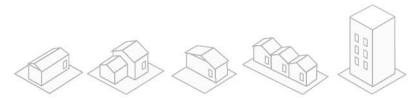
- i) Location and description of any existing or proposed plant materials, identifying plant common and botanical name, quantity and size at planting; and
- j) Site area proposed to be landscaped, and percent of site coverage.

3.32.6 At the discretion of the Development Officer, a landscaping plan may be required to be stamped by a registered Landscape Architect.

3.32.7 The Development Officer may require as a condition of a development permit or development agreement that the developer provides a landscaping security deposit, and that the security deposit shall only be returned in full to the developer upon completion of the landscaping according to the approved plan, to the satisfaction of the Development Officer.

3.32.8 The owner of a property, or any successors or assignees, shall be responsible for landscaping and proper maintenance for the life of the development. In the event that planting materials in an approved landscaping plan fail to survive, the Development Officer may require or approve alternate planting materials.





PART 4 DEVELOPMENT PERMITS

4.1 DEVELOPMENT PERMIT REQUIRED

4.1.1 Except as provided for below, no person shall commence and undertake any development unless:

- a) A development permit has been first issued pursuant to this bylaw; and
- b) The development is proceeded with in accordance with the terms and conditions of the development permit.

4.1.2 In addition to Subsection 4.1.1, a development permit is required for:

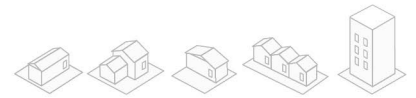
- a) The removal of topsoil, gravel and other surface materials for the preparation of a lot for development;
- b) The cutting of and/or removal of trees by individuals prior to those individuals having title to the property in question, or where such work is a prelude to construction that would require a development or building permit;
- c) Excavation for the purposes to accommodate construction, and drainage work, driveways and the placement of culvert materials; and
- d) Any developments requiring a variance, such as a setback requirement, building height, etc.

4.2 DEVELOPMENT PERMIT NOT REQUIRED

4.2.1 No development permit is required for the following developments provided that such developments comply with all provisions of this bylaw and other applicable legislation:

- a) Routine maintenance, minor repairs, and/or alterations to any building or structure provided that such work does not change the use or intensity of use of the building or structure;
- b) Residential construction for which there is no change in use or intensity of use;
- c) Commercial uses in non-residential zones for which there is no change in use or intensity of use;
- d) Erection of any fence, wall or gate not exceeding the height specified in the applicable zone, or any canopy or awning not overhanging public property;
- e) Use of premises as a temporary polling station, Returning Officer's headquarters, candidate's campaign office and any other official temporary use in connection with a Federal, Territorial, School Council, or Village election, referendum or census;
- f) Erection, repair and replacement of television and other minor communication related structures such as aerials, towers and satellite receivers/dishes in non-residential zones;
- g) Installation, maintenance or repair of public infrastructure;
- h) Erection of temporary structures, except dwelling units, incidental to construction, maintenance or alteration of a building or structure for which a development permit has been issued;
- i) Landscaping, including private walkways, pathways and driveways, where the existing grade and surface drainage pattern is not materially altered and will not create off-site impacts;
- j) Demolition of a building or structure under 10.00 m² (107.64 ft²) GFA, except a designated heritage structure;



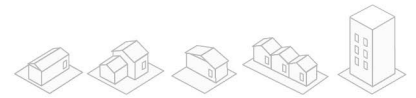


- k) Construction, maintenance and repair of private walkways, pathways and driveways;
- l) Completion of a building which was lawfully under construction at the date on which this bylaw came into full force and effect provided that the building is completed in accordance with the terms of any permit granted by the Village and the building is completed within 24 months of the date on which this bylaw came into full force and effect; and
- m) Erection and use of signs.

4.3 APPLICATION

- 4.3.1 Every application for a development permit shall be made in writing on the form prescribed by the Development Officer and signed by the registered owner of the affected property or their authorized agent.
- 4.3.2 An applicant for a development permit shall pay a non-refundable processing fee, as set by Council.
- 4.3.3 Every application shall include:
 - a) The legal description of the property and civic address if available;
 - b) A statement of the existing and proposed uses;
 - c) An illustration acceptable to the Development Officer, showing at a minimum:
 - (i) lot lines with dimensions;
 - (ii) location of existing and proposed buildings or structures;
 - (iii) location of any existing and proposed on-site water and wastewater systems including wells, septic tanks and disposal fields;
 - (iv) location of any existing and proposed utility connections including power, water and wastewater systems;
 - (v) location of any existing and proposed access and parking areas; and
 - (vi) setbacks and site coverage
- 4.3.4 The Development Officer may require the following additional information to make an informed decision:
 - a) A detailed site plan specifying the location of existing and proposed site features (e.g., fences, buildings, accessory structures, power poles, trees, slopes and watercourses), parking and loading areas, building heights and dimensions and existing and proposed building and lot grades;
 - b) Floor plans of each level and elevation drawings of each side of proposed buildings, including building height measurements and number of storeys;
 - c) A geotechnical evaluation of the site to confirm slope stability; appropriate top-of-bank, lakeshore, and watercourse setbacks;
 - d) Evidence of site suitability for an on-site wastewater system;
 - e) Evidence of access to the property from a legal right-of-way;
 - f) A drainage plan illustrating site topography and drainage details including directions of discharge, percentage of grades, swales, ditches and connections to storm mains;





- g) A landscape plan showing existing and proposed physical features including turf areas, trees, shrubs, planting beds, walls, fences, signage, site furnishing, and hard surfaces; site grading, areas of fill and drainage, existing and future tree locations, and related features to improve the appearance of the development (or screen its activities);
- h) A landscape reclamation plan where the nature of the proposed development will significantly alter the landscape, or the proposed use has a limited life span;
- i) An environmental impact assessment where the magnitude or type of use may have off-site implications of a short or long-term duration by virtue of the nature of the activity proposed;
- j) Written confirmation that satisfactory arrangements have been made for access, the supply of services such as water, electricity or wastewater disposal and garbage pick-up;
- k) Comments from the Yukon Government, regarding any development within 1 kilometre of the Airport Zone (AP).
- l) A surveyor's certificate; and
- m) Any other technical report that may be requested by the Development Officer to adequately evaluated the application.

4.3.5 An application for a development permit shall not be considered complete until all the requirements of this section of the bylaw have been met to the satisfaction of the Development Officer.

4.3.6 If the Development Officer determines that the application is incomplete, a notice shall be issued to the applicant advising of any missing requirements. If these requirements are not submitted within 3 months the application shall expire.

4.4 DECISION

4.4.1 Upon receipt of a complete development permit application, the Development Officer shall within 30 days:

- a) Approve the application;
- b) Approve the application subject to imposing conditions considered necessary; or
- c) Refuse the application, stating the reasons for the refusal.

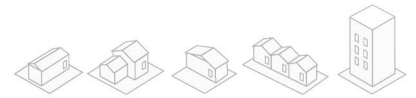
4.4.2 Where a Development permit application has been referred to external authorities or agencies for comments, the Development Officer may defer a decision beyond 30 days.

4.4.3 The Development Officer shall approve all applications for a permitted use upon the application conforming in all respects to the provision of this bylaw and may impose conditions to ensure compliance with this bylaw.

4.4.4 A permit application shall be refused when it is determined by the Development Officer that:

- a) Property taxes or other municipal fees and charges associated with the property are overdue;
- b) There is no access to the property from a legal right-of-way that is necessary for the proper operation of the development;
- c) Power, water and wastewater systems necessary for the proper operation of the development are not available; or





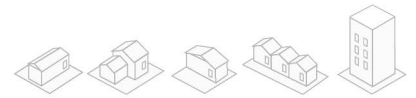
d) The proposed development requires a subdivision of land.

- 4.4.5 When an application is refused by the Development Officer, another application on the same site for the same or similar use as that previously applied for, shall not be accepted from the same or any applicant until at least six months after the date of refusal or final appeal, as the case may be.
- 4.4.6 Subsection 4.4.5 shall not apply in the case of an application for a Development permit if the new application is for a use that complies with the regulations of this bylaw.
- 4.4.7 An application for a development permit that is received in its complete and final form prior to the effective date of this bylaw shall be decided upon within 90 days of this bylaw coming into effect, and no time extension shall be granted to any development permit issued under this section for which development has not commenced within 12 months.
- 4.4.8 As per the *Municipal Act*, within five working days after a decision on a development permit application, the Development Officer shall send a notice of the decision to the applicant. In the case of a refusal, the notice of decision shall state the reasons for refusal and advise the applicant on the process and the right to appeal.

4.5 CONDITIONS

- 4.5.1 When a development permit has been approved, the development permit shall not be valid until the decision is issued in writing by the Development Officer.
- 4.5.2 A development permit is not valid where an appeal is made to Council until the Development Officer has approved the permit as directed by Council.
- 4.5.3 When issuing a permit, the Development Officer may impose any conditions required to ensure compliance with this bylaw including satisfactory arrangements for the supply of necessary power, water and wastewater systems.
- 4.5.4 When a development permit has been issued, the permit shall not be valid until the conditions of the permit, save those of a continuing nature, have been fulfilled.
- 4.5.5 If the development authorized by the development permit is not commenced within 12 months from the date of issue, or any associated construction not carried out with reasonable diligence, the permit is deemed void.
- 4.5.6 Notwithstanding Subsection 4.5.5, the applicant may request an extension prior to the expiry date by notifying the Development Officer in writing indicating the reasons for the extension request. The Development Officer may grant, reject or approve the extension with conditions based on the merits of the case. Such an extension may only be granted once.
- 4.5.7 When a development permit expires, a new application is required. Such application shall be dealt with as a first application and the development approving authority shall be under no obligation to approve it on the basis that a previous permit had been issued.
- 4.5.8 The person to whom a development permit has been issued shall, during construction, keep in a conspicuous place on the site a copy of the approved development permit, including a copy of all approved drawings and specifications for inspection by the Development Officer.





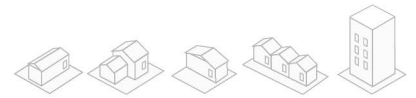
4.6 APPEALS

- 4.6.1 Any person who is aggrieved by a decision of the Development Officer or the Board of Variance as the case may be under this bylaw, may appeal in writing to Council within 30 days of that decision by filing a written notice of appeal using the form provided and paying the applicable processing fee.
- 4.6.2 Council shall schedule a hearing of the appeal within 30 days of filing following the procedures set out in the *Municipal Act*. The decision of Council is final and binding on all parties.

4.7 VARIANCES

- 4.7.1 A Board of Variance is established in accordance with the *Municipal Act*. The Board of Variance shall consist of not less than three members, none of whom are members of Council, to review and make decisions on applications made to it.
- 4.7.2 The Chairperson of the Board of Variance shall be selected by its members. The Chairperson shall sign all notices of decision and other documents on behalf of the Board. In their absence, such documents may be signed by one of the members present at the hearing to which they apply.
- 4.7.3 A majority of the members of the Board of Variance shall constitute a quorum. Only those members present may vote and a majority decision of the members present constitutes the decision of the Board.
- 4.7.4 Pursuant to the *Municipal Act*, a person may apply to the Board of Variance for a variance or exemption from an Official Community Plan or Zoning Bylaw if there are practical difficulties or unnecessary hardships in meeting the requirements of the Official Community Plan or Zoning Bylaw because of the exceptional narrowness, shortness, shape, topographic features, or any other unusual condition of the property.
- 4.7.5 Within 30 days of receipt of a completed application and payment of the non-refundable processing fee, as set by Council, the Board of Variance shall hold a hearing respecting the variance request and approve, disapprove or approve with conditions an application that in its opinion will preserve the purposes and intent of the Official Community Plan and Zoning Bylaw.
- 4.7.6 The Board of Variance shall give at least 14 days notice of the public hearing date, in writing to the applicant, the Development Officer, all landowners within 30.00 m (98.40 ft) of the development and other such persons as the Board of Variance specifies.
- 4.7.7 The Development Officer shall act as Secretary to the Board of Variance and perform the following duties:
- organizing the public hearing within 30 days of receipt of filing of an application and payment of a non-refundable processing fee;
 - publicly posting notice on the municipal office bulletin board and other prominent locations within the community the date of the public hearing at least 14 days in advance;
 - notifying property owners within a 30.00 m (98.40 ft) radius of the affected location; and
 - preparing and maintaining a written record of the proceedings and issuing a Notice of Decision to the affected parties and all interveners outlining the Board's decision and rationale within 5 working days of the public hearing.
- 4.7.8 The Board of Variance shall make available for public inspection before the commencement of the public hearing all relevant documents and materials respecting the variance.
- 4.7.9 At the public hearing, the Board of Variance shall hear:
- the person requesting the variance or any person acting on their behalf;





- b) the Development Officer or a person designated to act on their behalf;
- c) any other person who was served with notice of this public hearing and who wishes to be heard or a person acting on his/her behalf; and
- d) any other person that the Board of Variance agrees to hear or a person acting on their behalf.

4.7.10 The Board of Variance shall give its decision in writing together with the reasons for the decision within five days of the conclusion of the public hearing. In determining a decision, the Board of Variance shall not approve an application for a variance if:

- a) the unusual condition is the result of the applicant's or the property owner's action;
- b) the adjustment requested would constitute a special privilege inconsistent with the restrictions on the neighbouring properties in the same district;
- c) the variance or exemption would be contrary to the purposes and intent of the Official Community Plan or Zoning Bylaw and injuriously affect the neighbouring properties; or
- d) the variance or exemption would allow a change to a use that is not similar to a permissible use in the area.

4.8 DEVELOPMENT AGREEMENTS

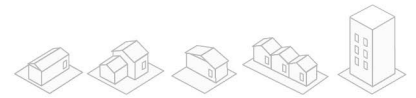
4.8.1 The Development Officer, or Council in the case of an appeal, may require the applicant to enter into a Development Agreement with the Village to cover the terms and conditions set out in the development permit that are deemed necessary to ensure compliance with this bylaw, the Official Community Plan, and the *Municipal Act*.

4.8.2 A Development Agreement may contain contractual arrangements as to any, or all, of the following:

- a) The use of the lot in relation to any existing or proposed buildings or structures including the preservation of buildings and structures;
- b) Any requirements for flood-proofing, environmental setbacks or waivers of municipal liability relating to known potential hazards;
- c) Land dedicated for public use, in compliance with the *Yukon Municipal Act*;
- d) The timing and nature of development including such matters as siting, drainage, grading, building height and dimensions, facade treatment, landscaping, screening, parking and access;
- e) The extension, construction, or replacement, in whole or in part, of roads, sidewalks, street lighting, storm drainage, water supply distribution, garbage and sewage disposal;
- f) The provision of on-site recreation or other amenities to serve the development; and
- g) The levying of a fee in lieu of otherwise providing for any of the matters mentioned in the sub-clauses above.

4.8.3 Pursuant to the *Municipal Act*, Council may require the Development Agreement to be registered in the Land Titles Office, and any agreement as registered shall have the force and effect of a restrictive covenant running with the land.



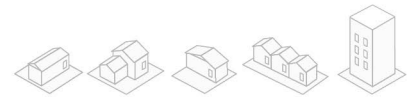


PART 5 AMENDMENT

5.1 PROCEDURE

- 5.1.1 Council may initiate any text or map amendments to this bylaw.
- 5.1.2 Any person may apply for an amendment to the text of this bylaw by submitting the required application to the Development Officer in writing along with the required fee and submitting a written statement that describes and justifies the proposed amendment.
- 5.1.3 A property owner, or their authorized agent, may apply to make a zoning amendment to their property by submitting the required application to the Development Officer in writing along with the required fee and providing:
- a) Documentation of ownership or authority to act on behalf thereof; a written statement of justification including a location map showing the proposed change in the context of adjacent land;
 - b) Permission for the Development Officer to enter onto and inspect the property; and such other information as the Development Officer deems necessary to prepare an evaluation of the request with a recommendation to Council.
- 5.1.4 Upon receipt of a completed application for a text amendment or map amendment, a Development Officer shall initiate or undertake an investigation and analysis of the potential impacts of development under the proposed zone. The analysis shall be based on the full development potential of the uses and development regulations specified in the proposed zone and not on the merits of any particular development proposal.
- 5.1.5 The analysis shall, among other factors, consider the following criteria:
- a) Relationship to, and compliance with, the OCP and other approved municipal plans and Council policies;
 - b) Relationship to, and compliance with, municipal plans in preparation;
 - c) Compatibility with surrounding development in terms of land use function and scale of development;
 - d) Traffic impacts;
 - e) Relationship to, or impacts on, services (such as water and sewage systems), utilities, and public facilities (such as recreational facilities and schools);
 - f) Relationship to municipal land, rights of way, or easement requirements;
 - g) Effect on the stability, retention, and rehabilitation of desirable existing uses, buildings, or both in the area
 - h) Necessity and appropriateness of the proposed text amendment or re-zoning according to the stated intentions of the applicant;
 - i) Analysis of any documented concerns and opinions of area residents and landowners regarding the application.





- 5.1.6 Subsequently, the Development Officer shall:
- a) Prepare a report on the proposed amendment; and
 - b) Submit a copy of the application and the Development Officer's recommendation and report to Council for decision.
- 5.1.7 Before approving a text, map or site rezoning amendment request, Council shall comply with those requirements and notification procedures set out in the *Municipal Act*.
- 5.1.8 When an application for an amendment to this bylaw has been refused by Council, another application for the same, or substantially the same, amendment shall not be submitted within 12 months of the date of refusal unless Council directs otherwise.

PART 6 ENFORCEMENT

6.1 GENERAL

- 6.1.1 A Development Officer or the Chief Administrative Officer may enforce the provisions of this bylaw.
- 6.1.2 All enforcement activities of a Development Officer as provided pursuant to the Municipal Act, this section, or any other section of this bylaw, may be commenced simultaneously.

6.2 OFFENCES

- 6.2.1 Any person who contravenes, causes, or permits a contravention of this bylaw, commits an offence.
- 6.2.2 Any person who owns, occupies, or uses land, constructs a building or structure, or makes an addition or alteration thereto for which a development permit is required but has not been issued; or is in contravention of a condition of a development permit issued under this bylaw, commits an offence.

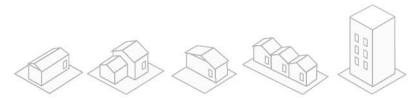
6.3 RIGHT OF ENTRY

- 6.3.1 After reasonable notice to the owner or occupant, a Development Officer or any other authorized Village representative may enter onto any land or into any building or structure at any reasonable time in order to conduct an inspection to ascertain compliance with this bylaw.
- 6.3.2 No person shall interfere with or obstruct the entry of a Development Officer or any authorized Village representative onto any land or into any building or structure to which entry is made or attempted pursuant to the provisions of this bylaw.
- 6.3.3 Where entrance into or upon any property within the Village is refused, a Judge, upon application made on behalf of council, may by order require the occupier of the property to admit a Development Officer or any authorized Village representative into or upon the property for the purpose of an inspection under section 6.3.1.
- 6.3.4 An order made by a Judge under this section continues in force until the purpose for which it was made has been fulfilled.

6.4 NOTICES

- 6.4.1 Once a Development Officer has found a violation of this bylaw, a Development Officer or the Chief Administrative Officer may notify the owner of the property, the person in possession of the land or development, and/or the person responsible for the violation, by:





- a) delivering either in person, by email, ordinary mail or a Notice of Violation; and
- b) posting the notice in a conspicuous location on the site.

6.4.2 Such Notice of Violation shall state:

- a) the nature of the violation of this bylaw;
- b) the scope of the corrective measures required to comply with this bylaw; and
- c) the time limit within which such corrective measures must be performed.

6.4.3 A Development Officer is not required to issue a Notice of Violation before commencing any other enforcement action under the Municipal Act or this bylaw.

6.5 REFUSAL, SUSPENSION OR REVOCATION OF PERMIT

6.5.1 A Development Officer may refuse to issue, suspend, or revoke a development permit where:

- a) the applicant fails to comply with the conditions of the issuance of the permit;
- b) any person undertakes or causes or allows any development on a site contrary to the terms or conditions of a permit;
- c) any person fails to complete the corrective measures described in a Notice of Violation issued pursuant to section 6.4; or
- d) the permit was issued in error.

6.5.2 If at any time it appears to the Development Officer that a development is not being carried out according to the terms of the permit, or that a development permit has been obtained by fraud or misrepresentation, the Development Officer may stop the development and may revoke, suspend or modify the original Development permit.

6.6 OFFENCE TICKETS

6.6.1 Where a person has contravened a provision of this bylaw, or if the corrective measures described in a Notice of Violation issued pursuant to section 6.4 are not completed within the specified time, or if development continues after a permit has been revoked, the person to whom the Notice of Violation was issued may be issued an offence ticket by a Development Officer or the Chief Administrative Officer in the amount specified in section 6.10.2.

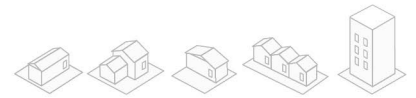
6.6.2 The offence ticket shall specify the alleged offence committed, the person to whom the offence ticket is issued, and require payment of the penalty by a specified date.

6.6.3 The offence ticket shall be served personally or by registered mail on the person identified in section 6.4.1.

6.6.4 A separate offence shall be deemed to be committed on each day during or on which a violation occurs or continues.

6.6.5 Any person who contravenes the same provision of this bylaw within twelve months after the date of the first contravention is liable to the specified penalties for such second or subsequent offence in the amount set out in section 6.11





6.7 REPORT TO COUNCIL

- 6.7.1 Where a Development Officer is satisfied that there is a continued contravention of this bylaw, a Development Officer may elect to report such a contravention to Council in a timely manner if it appears the contravention will not be corrected in a timely manner.
- 6.7.2 Council may, on finding that any development or use of land or buildings is in contravention of this bylaw:
- a) direct the Development Officer to act on the matter in accordance with section 6.8;
 - b) suspend or revoke a development permit with respect to the contravention; and
 - c) apply to the court for an injunction to restrain the contravention.

6.8 ORDERS

- 6.8.1 A Development Officer or the Chief Administrative Officer may issue to the owner of the property, the person in possession of the land or buildings, or the person responsible for the contravention, a written order to comply with the provisions of this bylaw.
- 6.8.2 The order may:
- a) direct a person to stop doing something or to change the way in which the person is doing it;
 - b) direct a person to take any action or measure necessary to remedy the contravention of the Act or bylaw, including the removal or demolition of a structure that has been erected or placed in contravention of a bylaw and, if necessary, to prevent a reoccurrence of the contravention;
 - c) state a date and time by which the person must comply with the directions;
 - d) state that if the person does not comply with the directions within the specified time, the municipality will take the action or measure at the expense of the person; and
 - e) state that a person who receives a written order may request that Council review the order within 14 days after the date the order is received. After reviewing the order, Council may confirm, vary, substitute, or cancel the order.
- 6.8.3 This order shall be delivered by registered mail or be personally served on the person described in section 6.4.1.

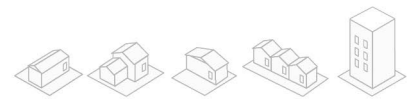
6.9 MUNICIPALITY REMEDYING CONTRAVENTION

- 6.9.1 Where a person fails or refuses to comply with the order issued under section 6.8, a Development Officer may take such action as is necessary to enforce the order.
- 6.9.2 The costs and expenses incurred by the Village in carrying out an order shall be placed on the tax roll as an additional tax against the property concerned, and that amount shall be collected in the same manner as taxes on the land.

6.10 PENALTIES

- 6.10.1 Any person who commits an offence under section 6.2 is, upon summary conviction, liable to a fine as specified in the Summary Convictions Act.
- 6.10.2 Any person who commits an offence under this bylaw is, in addition to any other punishment, liable on summary conviction to:





- a) a voluntary fine issued pursuant to Section 20 of the Summary Convictions Act and in respect of an offence specified in section 6.11; or
- b) a fine not exceeding ten thousand dollars (\$10,000.00) or to imprisonment for six months or both where proceedings are commenced pursuant to the summary convictions provisions of the Criminal Code of Canada; or
- c) a fine not exceeding five hundred dollars (\$500.00) or to imprisonment for six months or both where proceedings are commenced pursuant to section 9(1) of the Summary Convictions Act of the Yukon.

6.10.3 Where a person fails or refuses to comply with an Order pursuant to sections 6.2 and 6.8, that person is liable on summary conviction to a fine of not more than \$10,000 and, in the case of a continuing offence, to a further fine not exceeding \$2,500 for each day during which the offence continues.

6.10.4 In addition to the penalties provided for under section 6.10.2, a person convicted of an offence pursuant to section 6.2 in respect to the use of land or buildings or development carried out in contravention of this bylaw, may be ordered to remove such development and reclaim the site at that person’s own expense.

6.10.5 Should any person owning or occupying real property within the Village refuse or neglect to pay any penalties that have been levied pursuant to this bylaw, the Development Officer may inform such person in default that, if these charges are unpaid on the thirty-first day of December on the same year, these shall be added to and form part of the taxes payable in respect of that real property as taxes in arrears.

6.11 SCHEDULE OF FINES

6.11.1 A voluntary fine under section 20 of the Summary Convictions Act RSY 2002, Chapter 210, issued in respect of an offence, shall be increased for second and subsequent offences as specified herein:

Description of Offence	Penalty
Fail to comply with Zoning Bylaw regulations*	\$250.00
Fail to comply with Zoning Bylaw regulations (2nd or subsequent offence) *	\$500.00
Fail to obtain development permit	\$250.00
Fail to obtain development permit (2nd or subsequent offence)	\$500.00
Fail to comply with an Order*	\$250.00
Fail to comply with an Order (2nd or subsequent offence) *	\$500.00
Fail to comply with permit conditions	\$250.00
Fail to comply with permit conditions (2nd or subsequent offence)	\$500.00
Fail to comply with Notice of Violation	\$250.00
Fail to comply with Notice of Violation (2nd or subsequent offence)	\$500.00
Fail to grant right of entry	\$250.00
Fail to grant right of entry (2nd or subsequent offence)	\$500.00



PART 7 DEFINITIONS

7.1 RULES OF INTERPRETATION

Words used in the present tense shall include the future tense. The singular includes the plural, the word 'person' includes a corporation as well as an individual. The term 'shall' is always mandatory. The word 'used' or 'occupied' as applied to any land or building shall be construed to include the words 'intended, arranged, or designed to be used or occupied'.

Typical uses listed as examples in the definitions are not intended to be exclusive or restrictive. Intent, impact, and definition of the use, among others, will be considered when determining whether a use is permitted.

When a specific use does not conform to the wording of any use definition, or generally conforms to the wording of two or more definitions, the Development Officer will use discretion to deem that the use conforms to, and is included in, that use which is considered to be most appropriate in character and purpose.

7.2 GENERAL DEFINITIONS

For the purpose of this Bylaw, certain terms or words herein shall be interpreted or defined as follows:

ABATTOIR means a facility licensed by Government of Yukon to provide inspected slaughter services.

ABUT means to have a common boundary, to border on.

ACCESSORY when used to describe a use, building, or structure means a building, structure or use of which is ancillary or subordinate to that of the principal use on the lot and exclusively devoted to the principal use or building and located on the same lot or site.

ADJACENT means contiguous or would be contiguous if not for an easement, right-of-way, road, and/or natural features.

AGRICULTURAL SUPPLY AND SALES means the use of land and premises for retail sale of lawn and garden equipment, furnishing, nursery materials and supplies.

AGRICULTURE PROCESSING means a use for storage and upgrading of agricultural products for distribution or sale through value added processes such as mixing, drying, canning, fermenting; applying temperature, chemical, biological or other treatments to plant matter, the cutting, smoking, aging, wrapping and freezing of meat, or similar production methods. This use does not include Agriculture (Intensive or Regulated), Cannabis Cultivation or Cannabis Processing.

ALCOHOL PRODUCTION means a use where beer, spirits and other alcoholic beverages are manufactured that may have a private hospitality area where products made on the premises are provided to private groups for tasting and consumption as a Special Event and are sold to the public for consumption on the premises and that may include the retail sale of products. Typical uses include breweries, distilleries, wineries, and meaderies.

ANIMAL CLINIC/HOSPITAL means a use where the principal use is to provide medical treatment and/or hospitalization to animals/livestock. Boarding services may be provided on-site.

ANIMAL means animal as defined in the Animal Control Bylaw and amendments thereto.

ANIMAL SHELTER means the use of land or premises for the temporary care of lost, abandoned, or neglected animals.

APIARY means facility for keeping bees.

ASSEMBLY means a use providing for the assembly of persons for religious, charitable, philanthropic, cultural, rehabilitative, private recreational or private educational purposes. Typically, assembly would occur at auditoriums, youth centres, social halls and group camps.

AVIATION means an aerodrome/airport and includes hangars, storage and maintenance facilities, aviation service facilities, terminal buildings and heliports.

AVIATION-RESTRICTED means a helipad and related emergency response activities, including fire suppression and pre fire suppression.

BAKE SHOP means a facility where bread, pies, cakes or other bakery goods are produced for wholesale to retail outlets and includes the retail outlets where such products are sold.

BAND STANDS means circular, semicircular or polygonal structure designed to accommodate bands performing musical concerts.

BED AND BREAKFAST means an accessory use of the operator's principal residence for commercial purposes, in which temporary overnight accommodation and breakfast is provided for less than 30 consecutive days at a time.

BOARD OF VARIANCE means the Village of Haines Junction Board of Variance, established in accordance with the *Municipal Act*.

BOARDING OR BREEDING FACILITY means land and premises used for the business of breeding, buying, selling, or boarding of animals, excluding livestock.

BROADCASTING AND RECORDING means the production and / or broadcasting of audio or visual programming typically associated with radio, television, and motion picture studios.

BUILDING HEIGHT means the maximum vertical distance as measured from the average ground level elevation from the base of the exterior wall at that point, to the highest point of the building. The calculation of building height excludes a roof stairway entrance, an elevator housing, heating or ventilation equipment, flush-mounted solar collectors, a skylight, a steeple, a chimney, a smokestack, a flagpole, a firewall, guardrail, or similar feature or device not structurally essential to the building that is less than 1.0 m (3.28 ft) in added height, see Figure 3.

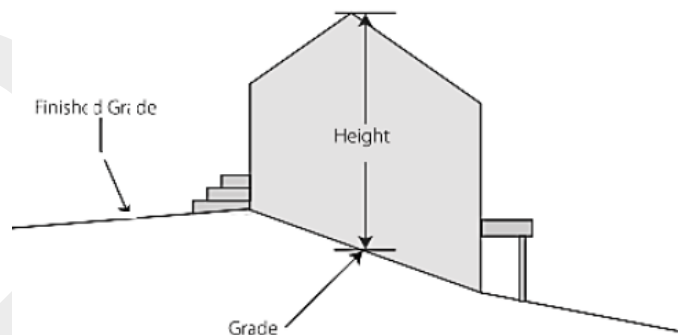


Figure 3 – Building Height Calculation

BUILDING means any structure having a roof supported by columns or walls and intended for the shelter, housing or enclosure of persons, animals or chattels.

BULK FUEL STORAGE means the premises used for the storage, sales, and distribution of bulk fuel products mainly for commercial and / or industrial purposes.

BUS TERMINAL means a facility where buses, that are mainly transporting people, and goods associated with those people, arrive and depart.

CAMP-SITE means a site occupied and maintained, or intended to be occupied and maintained, for the temporary accommodation of tourists, or temporary and / or seasonal workers, in trailers, or tents, which is operated for the purposes of financial gain, but does not include a motel, hotel or hostel.

CAR WASH means a building or part of a building used for the washing of motor vehicles.

CARE FACILITY, CLINIC means a use where the principal use is to provide medical and health care services on an outpatient basis only. Typical uses include medical and dental offices, health care clinics, pre-natal clinics and counseling services.

CARE FACILITY, GROUP means a use where individuals who are either disabled or in need of supervision reside on a temporary or long-term basis, in accordance with their individual needs. Typical uses include foster or boarding homes for children, group homes, family homes and long-term care facilities.

CARE FACILITY, MEDICAL means a development providing room, board, and surgical or other medical treatment for the sick, injured, or infirm including out-patient services and accessory staff residences. Typical facilities would include hospitals, sanitariums, convalescent homes, psychiatric hospitals, auxiliary hospitals, and detoxification centres.

CARE FACILITY, SENIORS means a use where accommodation with moderate care provisions for residents in a congregate setting. Residents do not require continuous access to professional services or on-site professional services. Room and board services, light housekeeping services, twenty-four (24) hour availability of assistance and oversight with personal care and social and recreation support may be provided. Typical uses include lodges and senior homes.

CEMETERIES AND FUNERAL SERVICES means development for the burial of the deceased and may include such facilities as crematories, cineraria, columbaria, mausoleum, memorial parks, burial grounds, cemeteries, and gardens of remembrance.

CHILD CARE CENTRE means a facility for the provision of a childcare centre program pursuant to the Child Care Act and current amendments thereto.

CIVIC USE means a use providing for public functions under the auspices of government body. It includes offices, municipal offices, public schools and colleges, education facilities, public hospital, community centres, libraries and archives, museums, police stations, fire stations, correctional institutions, jails and prisons, and courts of law.

COMMERCIAL AND RESIDENTIAL MIXED USE means a building that has commercial uses located on the ground floor and residential dwelling units located on the upper floors or on the ground floor behind commercial uses.

COMMERCIAL means for trade or financial gain.

COMMERCIAL RECREATION means a recreation facility that is privately operated for the purposes of financial gain, that also operates indoors. This could include facilities such as pool halls, arcades, private clubs, bingo halls, theatres, miniature golf, a driving range, go carts, etc.

CORNER LOT means a lot at the intersection of two or more roads and/or highways.

COUNCIL means the Municipal Council of the Village of Haines Junction.

DECK means a structure more than 0.60 m above grade without a roof or walls, except for visual partitions and railings, used as an outdoor amenity area.

DENSITY means the number of Dwelling Units on a site expressed in units per hectare (uph).

DEVELOPMENT means the carrying on of any construction or any other operation in, on, over or under any land or the making of any change in the use of the land, building or premises.

DEVELOPMENT OFFICER means a person appointed by Council to administer and enforce this bylaw.

DEVELOPMENT PERMIT means a certificate to allow development and includes the documents on the basis of.

DRIVE-IN OR DRIVE-THRU BUSINESS means a facility providing on-site service to customers while in their motor vehicles or the use of land and premises to park their vehicles for a short period for the purpose of doing business on-site.

DUPLEX means a building that is divided horizontally or vertically into two separate dwelling units. The units may or may not be registered on the same title. Each dwelling unit has its own independent entrance.

DWELLING UNIT means one or more rooms for the use of one household as a residence containing cooking, living, sleeping and sanitary facilities.

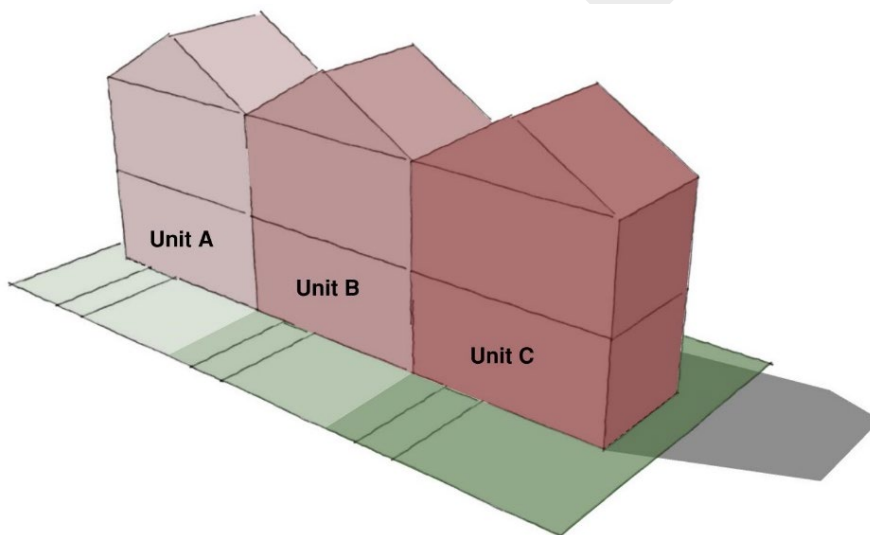


Figure 4 - Illustration of Attached Dwelling, 3-Unit Rowhouse / Townhouse on Separate Lots

DWELLING, ATTACHED means a building designed and built to contain two or more Dwelling Units separated from each other by a fire rated wall, with each having separate entrances, and for the purposes of this Bylaw, each is located on a separate titled lot.

EDUCATION FACILITY means any facility where education is dispensed, as defined by the Education Act and Yukon College University Act and current amendments thereto.

ENCLOSURE means an area screened from view by the surrounding streets and buildings. Enclosed spaces are either within a structure or behind a screen of landscaping, perforated masonry, metal, or other materials.

EQUIPMENT SALES, SERVICE AND RENTALS means the use of premises for the sales, repair or rental of off-road equipment, and/or machinery typically used in building roadway, pipeline, public works, and mining construction. This excludes on-road vehicle rentals.

EXHIBITION AND CONVENTION FACILITIES means a development that provides spaces for meetings, seminars and conventions, product and trade fairs, and other exhibitions.

EXISTING means at the time of the passage of this bylaw.

FAIRGROUNDS means an open space or exhibition facility that provides permanent facilities for activities such as entertainment, amusement facilities, educational displays, the barter and sale of goods, and exhibitions, often competitive, of farm, household, international, and manufactured products.

FAMILY DAY-HOME means a facility for the provision of a family day home program pursuant to the Child Care Act and current amendments thereto.

FARM means one or more parcels of land owned by or leased by a farmer, used for the purposes of agriculture, and which may or may not be continuous. This use does not include Cannabis Cultivation or Cannabis Processing.

FARM SALES means a use where the sale of farm products which are produced in the same farming operation takes place.

FENCE means an artificially constructed barrier erected to enclose or screen a property or use.

GARAGE OR CARPORT means an accessory building or structure, or a part of the principal building, designed and used primarily for the storage of motor vehicles of the occupants of the premises.

GARDEN means the use of land for cultivating or growing plants. This use does not include Cannabis Cultivation or Cannabis Processing.

GENERAL CONTRACTOR SERVICES means premises used for the provision of building and general construction services including landscaping, concrete, electrical, excavation, drilling, heating and plumbing, or similar services of a construction nature which require on-site workshop, storage and warehouse space and includes any sales, display, office or technical support service areas.

GOLF COURSE means a public or private area operated for the purpose of playing golf and includes tees, greens, fairways, cart paths, driving range, open space, public trails and parks., clubhouse facilities and maintenance and storage facilities.

GRADE means the ground elevation established for the purpose of regulating the number of storeys and the height of a building. If the ground is not entirely level, the grade is to be determined by averaging the elevation of the ground for the four elevations.

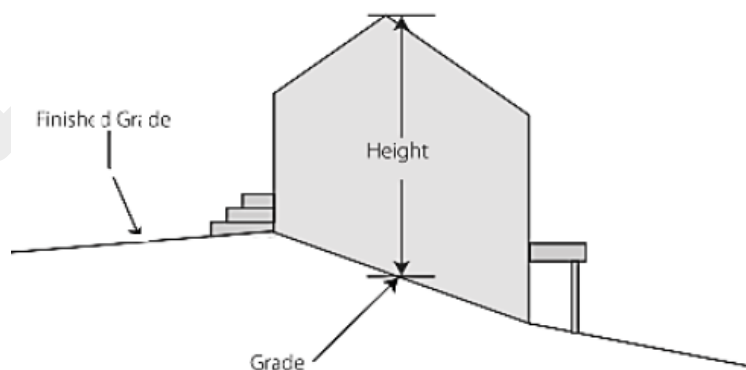


Figure 5 - Illustration of Grade Calculation

GREENBELT means an area of non-developed land that is generally left in a natural state that may be used for passive or active recreation, trails, or buffers.

GREENHOUSE means a building and/or structure used to grow plants and utilizes transparent covering to heat the air and provide a more hospitable environment for growth. This use does not include Cannabis Cultivation or Cannabis Processing.

GROSS FLOOR AREA (GFA) means the total floor area of a building within the exterior walls. This does not include basement areas, parking areas below grade, and areas devoted exclusively to mechanical or electrical equipment servicing the development.

HAZARDOUS GOODS STORAGE means a premise for the storage of chemicals in the Transportation of Dangerous Goods Act.

HIGHWAY includes a street, road, lane, bridge, viaduct and any other way open to the use of motor vehicles but does not include a private right-of-way on private property.

HOME BUSINESS means a use where business is conducted in a principal dwelling and/or its accessory building(s) by an occupant for the purpose of financial gain. The home business is a secondary use of a dwelling unit and does not change the residential appearance of the land and buildings with limited visits and employees on-site.

HOME INDUSTRY means a trade of a small-scale industrial nature, which is clearly accessory to the use of a dwelling unit, such as but not limited to fabricating, light manufacturing, servicing and repairing, distribution, assembly, wholesaling, and testing.

HOME OFFICE means an occupation, trade, profession or craft carried on by an occupant for the purposes of financial gain which is a secondary use of a dwelling unit or to the residential use of a lot occupied by a dwelling. The home office does not change the residential character of the site.

HORTICULTURE means the growing, producing and harvesting of fruit, vegetables, trees, shrubs and flowers but does not include animals or animal products, for the purpose of financial gain. This use does not include Cannabis Cultivation or Cannabis Processing.

INDUSTRIAL, SALVAGE means the use of land and premises for collection, demolition, dismantlement, salvage, storage, recycling or sale of waste materials including scrap metal, abandoned vehicles, machinery and other discarded materials. Typical uses are auto wreckers and junk yards.

LANDSCAPING means to change or modify the natural features of a site by adding lawns, trees, shrubs, ornamental plantings, fencing, walks, drives, or other similar structures and materials.

LANDSCAPING OPERATION means a facility for growing materials for landscaping services including the provision of such services and a plant nursery.

LICENSED PREMISES PURSUANT TO THE LIQUOR ACT means a facility that sells alcohol as regulated by *The Liquor Act*, such as a liquor store or a beer vendor.

LIVESTOCK means livestock as defined in the Animal Control Bylaw and amendments thereto.

LOADING SPACE means an on-site parking space directly accessible from a street reserved for temporary parking for the purpose of loading and unloading goods and materials.

LOT LINE means a line which marks the legal boundary of a lot (see Figure 6) and, in particular:

- a) **Front Lot Line** means the lot line that divides the lot from a highway, excluding a lane. In the case of a corner lot, the shorter lot line that abuts the highway shall be deemed to be the front lot line. In the case of a through lot, the lot lines abutting two parallel or approximately parallel highways shall be considered as front lot lines.
- b) **Rear Lot Line** means the lot line opposite to and most distant from the front lot line or, where the rear portion of the lot is bounded by intersecting side lot lines, it shall be the point of such intersection.
- c) **Side Lot Line** means a lot line other than a front or rear lot line.

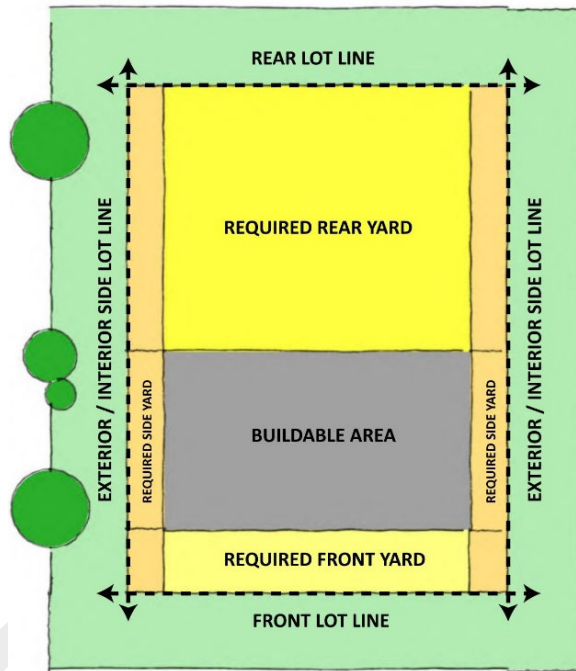
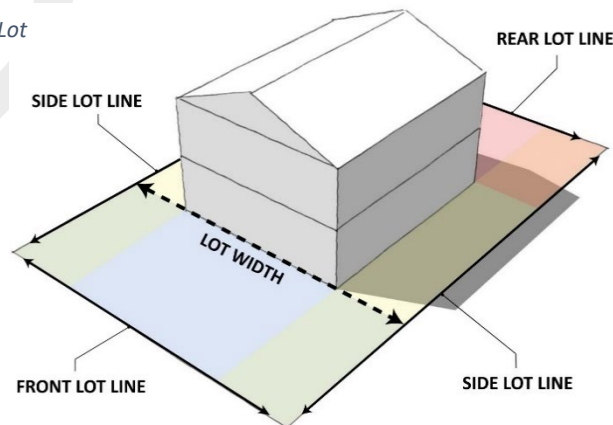


Figure 6 - Illustration of Lot Lines

LOT means the smallest unit as shown on the records of the Land Titles Office or which are described in a certificate of title of land in which land is held or which land is subdivided. The words 'site' and 'parcel' shall have the same meaning as the word 'lot'.

LOT WIDTH means the width of a lot where it abuts a highway except in the case of an irregular shaped lot where the lot width shall be the width of the lot along the front yard setback, see Figure 7.

Figure 7 - Illustration of Lot



MAINTENANCE FACILITY means a facility for the servicing and repairing of commercial vehicles and equipment, including vehicles and equipment used for public works.

MAINTENANCE means the upkeep of a building or property that does not involve structural change, the change of use, or the change of intensity of use.

MANUFACTURING, LIGHT means the use of facilities for the construction, creation, or assembling of semi-finished or finished goods, products or equipment that does not produce significant nuisance or environmental factors such as noise, appearance, or odour that may interfere with the use of any contiguous lot.

MINOR AGRICULTURAL PURSUITS means a horticulture or agriculture operation which is for the personal use and consumption by the residents and adheres to the Animal Control Bylaw.

MOBILE HOME means a transportable dwelling unit which has or had a self-contained chassis, meeting current C.S.A. standards or equivalent, suitable for long-term occupancy and which, upon arriving at the lot or site for location, is apart from the incidental operations such as placement on foundation supports and connection to utilities, ready for occupancy; it does not include modular home or prefabricated dwelling, meeting current C.S.A. standards or equivalent.

MOBILE HOME PARK means a parcel of land under one ownership which has been planned, divided into mobile home plots and improved for the placement of mobile homes for permanent residential use. The minimum plot size for a mobile home shall be 200.00 m² (2,152.78 ft²).

MULTIPLE UNIT HOUSING means any physical arrangement of three or more dwelling units intended to be occupied by separate households.

MUNICIPAL ACT means the *Yukon Municipal Act* and amendments thereto.

NATURAL RESOURCE DEVELOPMENT means the onsite removal, exploration, extraction, and primary processing of raw materials that are found on or under the site or that are accessible from the site. Typical uses include clay pits, gravel pits, placer mining, sandpits, bitumen, and topsoil stripping.

NON-CONFORMING BUILDING OR USE means any lawful building or use existing at the time of the adoption of this Bylaw which does not or will not conform to all the provisions of this Bylaw.

NURSERIES means a building or structure where plants are propagated and grown to a desired size. This use does not include Cannabis Cultivation or Cannabis Processing.

OFFENSIVE OR OBJECTIONABLE when used with reference to any use of any land, building or structure, means a use which, from its nature or from the manner of carrying on same, creates or is liable to create, by reason of noise, vibration, smoke, dust or other particulate matter, odour, toxic or noxious matter, radiation hazards, fire or explosive hazards, heat, humidity or glare, or unsightly storage of goods, wares, merchandise, salvage, junk, waste or other materials, a condition which, in the opinion of Council or Board of Variance (as the case may be), may be or become hazardous or injurious as regards health or safety or which adversely affects the amenities of the neighbourhood or interferes with or may interfere with normal enjoyment of any land, building or structure.

OFFICE means a facility for the provision of professional, management, administrative, consulting or financial services, such as offices for clerical, secretarial, employment, and similar office support services; offices for *Care Facility, Clinic* is not included.

OFFICIAL COMMUNITY PLAN means the Official Community Plan adopted by bylaw by the Municipality of Haines Junction, and amendments thereto.

OUTDOOR AMPHITHEATRE means open-air venue used for entertainment, performances, and recreation purposes.

OUTDOOR STORAGE means the storing, stock piling or accumulating of products, goods, equipment, vehicles, or material in an area that is open or exposed to the natural elements; this does not include the outdoor storage of commercial trucks and truck trailers.

OUTDOOR STORAGE, TRUCK means an industrial area of land set aside for the outdoor storage of commercial trucks and truck trailers.

OVERNIGHT ACCOMMODATION means a facility where overnight accommodation is provided to the travelling public and which may also contain commercial uses and such additional facilities or services as a restaurant, a dining room, room service or public convention rooms. This could include hotels, hostels, or motels.

OWNER means the person who has the beneficial ownership of land and includes a lessee or purchaser by way of Agreement of Sale.

PARK means an area of land consisting largely of open space which may include a recreational area, playground, play field or similar use. Typically, parks are owned and maintained by the Municipality or another public authority.

PARKING AREA OR LOT means an open area of land other than a street, or a building designed and used for the parking of vehicles.

PARKING SPACE, OFF-STREET means an off-street area available for the parking of one motor vehicle, exclusive of driveway, ramps, columns and office or work areas.

PERMITTED USE means the use of land, buildings, or structures for which an approval shall be obtained with or without conditions where the use applied for conforms with this bylaw.

PERSONAL SERVICE ESTABLISHMENT means uses which provide personal services to an individual which are related to the care and appearance of the body or the cleaning and repair of personal effects.

PLACES OF WORSHIP means a development owned by a religious organization used for worship and related religious, philanthropic or social activities including accessory rectories, classrooms, and auditoriums. Typical uses include churches, chapels, mosques, temples, synagogues, parish halls, convents, and monasteries.

PLAYGROUND means a non-commercial outside recreational facility for non-organized recreational use.

PRINCIPAL BUILDING means a building which contains the chief or main use on a lot and constitutes, by reason of its uses, the primary purposes for which the lot is used.

PRINCIPAL USE means the chief or main use of the land, buildings and structures on a lot.

PRIVATE CLUBS AND LODGES means a facility used for the meeting, social or recreation activities of members of non-profit, charitable, social services, athletic, business, or fraternal organization, with/without on-site residences. Private clubs and lodges may include rooms for eating, drinking and assembly.

PRIVATE RIDING FACILITIES AND STABLES means a private facility for the training, exercising, and boarding of horses. The arena shall not be used for horse shows, rodeos, or similar events to which there is a fee to participate in or to use the facilities.

PROCESSING, LIGHT means the use of land or facilities for construction, creation, of assembling of products and equipment, or the testing, refining, sampling, or preparing raw materials that do not produce significant nuisance or environmental factors such as noise, appearance, or odour that may interfere with the use of any contiguous lot.

PUBLIC BUILDING means a building owned or occupied by a Municipal, First Nations, Territorial or Federal governmental agency, which may or may not be accessible to the general public.

R.V. CAMPGROUND means a site occupied and maintained or intended to be occupied by recreational vehicles being used by the transient public.

RECREATIONAL VEHICLE (R.V.) means a portable structure intended as a temporary accommodation for travel, vacation or recreational use and includes travel trailers, motorized home, slide-in camper, chassis-mounted campers, and tent trailers but not including mobile homes.

RECYCLING DEPOT means a facility that buys, sorts, and/or stores bottles, cans, newspapers, and similar household goods for reuse. All storage is contained within an enclosed building or screened area.

RESIDENTIAL means the use of a building or part thereof as a dwelling unit.

RESTAURANT means a development where prepared foods and beverages are offered for sale to the public, or consumption within the premises or off the site. This includes neighborhood pubs, licensed restaurants, cafes, delicatessens, tea rooms, lunchrooms, refreshment stands, take-out restaurants, and food vendors. This does not include drive-thru businesses or mobile catering food services.

RETAIL STORE means a building where goods, wares or merchandise are offered or kept for retail sale and includes storage on or about the store premises of limited quantities of such goods, wares or merchandise sufficient only to service such store.

RODEO FACILITY means buildings, shelters, fences, corrals, holding pens, or other structures used for commercial rodeo events.

SCREENING means a fence, earth berm, row of trees, hedge, or established shelterbelt used to visually and/or physically separate areas or functions.

SECONDARY SUITE means a self-contained, accessory dwelling unit in any physical arrangement and includes garden suites.

SERVICE STATION means a business intended for the sale of fuel, alternative energy/fuels, lubricating oils, automotive fluids, may include a car wash, convenience store, electric vehicle charging stations, and a restaurant as accessory uses.

SETBACK means the distance that the development must be set back from a front, side, and/or rear lot lines or any physical feature of a site as specified by this Bylaw.

SHIPPING CONTAINER means a large metal container with suitable strength for the shipping, handling and storage of goods. Shipping Containers are also known as 'sea cans' or 'intermodal containers'.

SHORT TERM RENTAL ACCOMMODATION means the use of a dwelling unit, or one or more bedrooms in a dwelling unit, for commercial purposes as temporary accommodation for less than 30 consecutive days at a time, but does not include Hotels, Motels, Hostels or Bed and Breakfast.

SIGHT TRIANGLE means the triangle formed by two intersecting highway right-of-way boundaries and two points on those boundaries six metres from the point of intersection, see Figure 8.

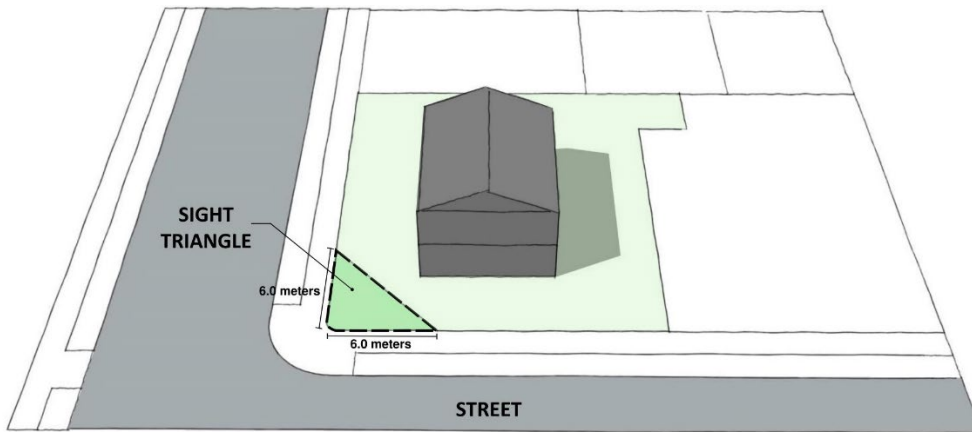


Figure 8 - Illustration of Sight Triangle

SIGN means a letter, numeral word, picture or attention-drawing devise, excluding traffic control devises, displayed out of doors in such a manner as to be visible from a highway but does not include any signs regulated by the Yukon Government Private and Community Highway Signs Regulations.

SIGN, POLITICAL means a temporary sign erected during a Federal, Territorial, First Nation, or Municipal election to promote voting for a political candidate, political party, or cause.

SIGN, TRAFFIC CONTROL means a sign erected within the public right-of-way identifying restrictions on travel. Examples of traffic control signs include stop signs, one-way signs, and speed limit signs. These signs can either be fixed, freestanding, or temporary.

SINGLE FAMILY DWELLING means a free-standing building that contains one primary dwelling unit and includes modular homes that meet current *National Building Code* standards.

SITE COVERAGE means the percentage of horizontal area of a lot that may be built upon including accessory buildings or structures excluding steps, eaves, cornices and similar projections, courtyards, terraces or patios, driveways, aisles and parking stalls. Cantilevered portions of buildings above the first storey will not be included in site coverage calculations.

STRUCTURE means a construction of any kind whether fixed to or supported by or sunk into land, including stadiums, sheds, fences, platforms, signs, tanks, poles, towers, pools, etc.

TEMPORARY RETAIL SALES means sales carried out over a period not to exceed 5 months in a twelve month period.

TEMPORARY USE means a use or development established for a fixed period of time with the intent to discontinue the activity upon the expiration of the time period specified. Temporary uses may include fairs, special events, use of land for material or equipment storage, or a site office while construction is in progress.

TRAIL means a path or track used for recreational purposes that provides a visibly apparent route to follow through the landscape, including any structures associated with the path such as bridges, boardwalks or viewing decks.

USE means the purpose or function to which land, buildings, or structures are designed or intended.

UTILITY INFRASTRUCTURE means any structure, facility or related infrastructure necessary for the operation of a utility, such as power lines, communication towers, telephone transformers, lift stations, pumping stations, water and sewage treatment plants, waste disposal areas, electrical and similar services where such use is established by one of the levels of government, a Crown corporation, or by a company regulated by a government commission.

VARIANCE means a variation, relaxation, or waiver of a development regulation or other requirement of this Bylaw.

VEHICLE SALES, RENTAL AND SERVICE means the premises for the sale, rental, lease, service, or restoration of personal, recreational, commercial and / or industrial vehicles, and the retail sales of parts, petroleum projects and alternative fuels for these types of vehicles.

WAREHOUSE FACILITY means a facility for the transportation, storing, distribution and sale of goods.

YARD means a portion of a lot upon or over which no structure or building shall be erected, unless otherwise permitted in this Bylaw.

YARD, FRONT means that portion of the lot extending across the full width from the front lot line to the nearest point of the exterior wall (including siding and trim) of the Principal Building and shall be measured at right angles to the front property boundary, see Figure 9.

YARD, REAR means that portion of the lot extending across the full width from the rear lot line to the nearest exterior wall (including siding and trim) of the Principal Building and shall be measured at right angles to the rear property boundary, see Figure 9.

YARD, SIDE means that portion of the lot situated between the front yard and the rear yard, which extends from the side property boundary to the nearest exterior wall (including siding and trim) of the Principal Building and shall be measured at right angles to the side property boundary, see Figure 9.

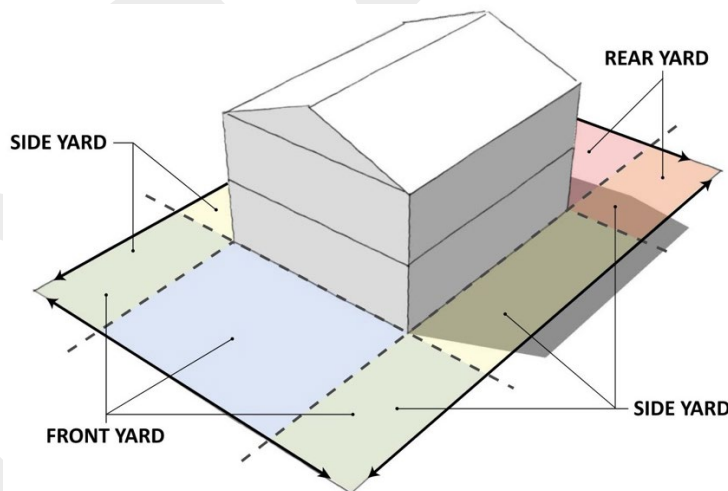


Figure 9 - Illustration of Yards

ZONE means a defined area of the Village as set out in this Bylaw and as shown on the Zoning Map.

ZONING MAP means the map delineating out the boundaries of the zones as set out in this bylaw within the Village of Haines Junction and attached as Schedule A.



**Village of Haines Junction
Report to Council**

August 14, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Amendment to Donation of Refundable Items Policy #31-20

Background

On January 24, 2024, Council made the following motion:

THAT Administration revise the Village's Donation of Refundable Items Policy #31-20 to extend the deadline for applications further into the new year to allow community groups more time to apply.

Current Status

An amended Donation of Refundable Items Policy #31-20 is attached that extends the deadline for applications to January 15th of the following year.

Draft Resolution

THAT the Amended Donation of Refundable Items Policy #31-20 be approved as presented.

Prepared by

Aynslie Ogden
Policy/Communications Manager

Approved by

Dave Fairbank
Chief Administrative Officer

Village of Haines Junction Donation of Refundable Items Policy

Policy #31-20

Objective

The Village of Haines Junction Donation of Refundable Items Policy will define the process for distributing the refund money collected from the donation of refundable items (“refundables”) at the Haines Junction Recycle Centre.

Outcomes

The Policy will:

- Provide eligibility guidelines for who can receive refund monies from donated refundables;
- Ensure that all eligible community groups have equitable access to the refund money;
- Inform the public about who is receiving the refund money from donated refundables;
- Provide fiscal oversight for the distribution of the refund money; and,
- Support groups contributing to the artistic/cultural/recreational benefit of the community.

Parameters

The following parameters are required:

- To receive refund monies from donated refundables, community groups must meet the eligibility criteria and complete an application;
- Recipients of refund monies from donated refundables are made public; and
- Refund monies are distributed to the approved recipients each calendar year as per s. 240(1) of the Yukon Municipal Act, as amended from time to time.

Originally Adopted by Resolution #410-20 on the 25th day of November, 2020.

Amended by Resolution #xxx-xx on the 14th day of August, 2024.

Dave Fairbank, Chief Administrative Officer

Donation of Refundable Items Policy Procedures

Donation of Refundable Items Definitions

Beverage Container Regulation Form means the spreadsheet which itemizes the purchase of refundables at the Haines Junction Recycle Centre on a per client basis.

Donated Refundables means:

- any refundable item abandoned at the Haines Junction Waste Management Facility, including unmarked items and items deposited in other sections of the landfill; and
- any refundable item which has been brought into the Recycle Centre by a client who indicates that the items are to be donated, whether verbally or in writing.

Donated Refundables Fund means the monies amassed in exchange for Donated Refundables.

Donated Refundables Fund Application means the document found at Schedule A.

Donated Refundables Fund Application Review Board (“the Board”) means the three (3) Village staff designated by the Chief Administrative Office to review applications on an annual basis.

Eligible Community Group means a community group which meets the eligibility criteria as outlined at Schedule B.

Recycle Centre Staff means any Village staff member who is working at the Village of Haines Junction Recycle Centre at the time that refundables are being processed.

Refundables means any items which the Village of Haines Junction Recycle Centre is authorized to purchase in exchange for refund money.

Receipt of Donated Refundables and Donated Refundables Funds Process

Recycle Centre Staff shall accept Donated Refundables within the confines of the Haines Junction Waste Management Facility.

Recycle Centre Staff shall be responsible for counting any abandoned Donated Refundables.

Recycle Centre Staff shall purchase Donated Refundables for cash and shall indicate and initial each such transaction on the Beverage Container Regulation Form.

Recycle Centre Staff shall deposit the cash into the Donated Refundables Fund in a clearly marked envelope in the Recycle Centre safe at the end of each day.

If there is a points club in effect, such as the Yukon Recycling Club, Recycle Centre Staff shall distribute the points earned evenly between all active club members when processing Donated Refundables.

Recycle Centre Staff shall bring any cash Donated Refundables Fund monies into the Village Office on a weekly basis.

Administrative Staff shall count the Donated Refundables Fund money upon receipt, store the monies in a secure location, and complete a yearly spreadsheet indicating the date and amount of monies received.

Distribution of Donated Refundables Fund Process

The Donated Refundables Fund will be distributed to Eligible Community Groups each calendar year as per s. 240(1) of the Yukon Municipal Act, as amended from time to time.

The Chief Administrative Officer (CAO) will designate three (3) Village staff members to sit on the Donated Refundables Fund Application Review Board (“the Board”) by October 31 annually. If any of the staff members cease their employment with the Village, the CAO will designate another staff member to sit on the Board in their stead.

Administrative Staff will publicly advertise for a minimum of three (3) weeks the annual intake deadline for Donated Refundables Fund Applications in at least three (3) prominent locations in the community, with at least one location being digitally and at least one location in hard copy format.

Community groups interested in receiving Donated Refundables Fund monies must complete and submit their Donated Refundables Fund Application by the advertised deadline to be considered.

The deadline for the annual intake of Donated Refundables Fund Applications shall be no later than **January 15 of the following year.**

The Board shall meet by January 31 of the following year to review Applications and make a recommendation to Council.

Donated Refundables Fund monies shall be distributed evenly between Eligible Community Groups unless there are extenuating circumstances, which circumstances shall be included in the Board’s recommendation to Council. The funds distributed will be those collected in the previous calendar year.

If no Applications are received, the Board shall make a recommendation to Council whether to allocate the Funds to the following year or to another community initiative.

Council shall adopt a resolution awarding the distribution of the Donated Refundables Fund on an annual basis for all monies amassed the previous year.



Schedule A
Village of Haines Junction
Donated Refundables Fund Application Form

Organization: _____

Contact Name: _____

Contact Position: _____

Mailing Address: _____

Phone Number(s): _____ Email: _____

Purpose of Organization: _____

Describe what the funding will be used for: _____

Describe the arts, cultural and/or recreational benefits to the community: _____

How long has your Organization existed: _____ How many members do you have: _____

Provide any additional information regarding your eligibility: _____

Please provide a copy of your financial statement (attached at Pages 2 and 3).

Contact/Applicant Signature

Date

Village Use Only

The Board recommends that the applicant is ELIGIBLE as a Donated Refundables Fund recipient.

The Board recommends that the applicant is INELIGIBLE as a Donated Refundables Fund recipient.

Comments: _____

Date of Council Meeting: _____

Council Motion # _____

Council Decision: _____

Income/Expenses for Last Year/Season

Income

Total Income

Expenses

Total Expenses

Surplus / Shortfall

Proposed Budget for This Year/Season

Income		
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
Total Income		_____
Expenses		
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
Surplus / Shortfall		_____



Schedule B

Village of Haines Junction

Donated Refundables Fund

Eligibility Guidelines

To be considered an Eligible Community Group for the receipt of Donated Refundables Fund monies, an organization must:

- Be based out of, or have a chapter of the organization based out of, the greater Haines Junction/Dakwākāda Region, extending from Alaska Highway km 1568 east of Pine Lake to km 1590 near Bear Creek, and south on the Haines Road to Kathleen Lake;
- Have a minimum of five active members;
- Have a minimum annual budget of \$250;
- Have been operating during the current calendar year; and
- Provide arts, sports, recreational and/or cultural programming to the community.

Municipal Accounts Payable to August 14 , 2024

<u>Cheque No.</u>	<u>Name</u>	<u>Amount</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 38,009.69	Administration	Net Pay - Pay Period 15
		\$ 5,473.40	Administration	RRSP Contribution - Pay Period 15
		\$ 808.00	Administration	Union Dues June 2024
		\$ 10,384.70	Fire Department	Honorarium Jan. - Jun. 2024
		\$ 54,675.79		
Transfer	Payroll Account #4305418	\$ 32,511.36	Administration	Net Pay - Pay Period 16
		\$ 5,427.54	Administration	RRSP Contribution - Pay Period 16
		\$ 9,009.10	Administration	Group Insurance Pay Period 16
		\$ 30,178.28	Administration	Receiver General
		\$ 77,126.28		
Bill Pay	Visa	\$ 5,873.24	Administration	Cell, office supplies, adobe, zoom, postage
		\$ 68.24	Convention Centre	Paint
		\$ 46.03	Landfill	Cell phone
		\$ 129.94	Legislative	Plaque
		\$ 1,544.97	Public Works	Cell, degreaser, concrete mix, safety equip.
		\$ 601.73	Water & Sewer	EOCP Fees, Insecticide, cleaning supplies
		\$ 8,264.15		
EFT	Coverco Buildings Ltd.	\$ 128,869.40	Capital Project	2nd installment for coverage building
280094	ACC Wastewater Solutions	\$ 9,480.45	Water & Sewer	Lagoon sludge removal product
280095	Across The River Consulting	\$ 8,073.45	Capital Project	Meetings, map review and updates
280096	Association of Yukon Communities	\$ 11,045.64	Legislative	July-Dec. 2024 membership fee
280097	Association of Yukon Communities	\$ 42.50	Administration	Inter-Municipal Business License # 9
280098	Bruce Tomlin o/a Green Banana Properties	\$ 350.00	Convention Centre	Lift rental for Convention Centre
280099	Citation Canada	\$ 9,554.56	Administration	HR Partner access for 11-25 employees
280100	Dieter Gade	\$ 89.34	Convention Centre	Podium lamp and signs for doors (JAM)

Municipal Accounts Payable to August 14 , 2024

280101	Ellen Stutz - Petty Cash	\$ 3,610.45		Recycling Centre	Refundables paid out
		\$ 18.00	\$ 3,628.45	Administration	Coffee
280102	Hach Sales & Service Canada LP		\$ 3,473.61	Water & Sewer	Portable Turbidimeter
280103	Inland Kenworth		\$ 12,291.56	Capital projects	Spreader
280104	Jacob's Industries Ltd		\$ 1,539.30	Water & Sewer	Co2, Lease Renewal
280105	Kluane Vac Services		\$ 3,864.00	Water & Sewer	Lift station and 3 man holes pump out
280106	Locksmith Services Ltd		\$ 21.00	Convention Centre	Keys
280107	MacKellar Contracting		\$ 420.00	Water & Sewer	Pit run gravel to lagoon
280108	Napa Whitehorse		\$ 538.21	Fire Department	2 batteries for fire truck
280109	NF Electrical and Event Production Ltd		\$ 1,170.01	Convention Centre	Shelves, storage hangers, installations of audio equip.
280110	Northwestel	\$ 250.14		Administration	July 27, 2024 billing
		\$ 73.47		Public Works	July 27, 2024 billing
		\$ 699.73		Water and Sewer	July 27, 2024 billing
		\$ 690.87		Protective Services	July 27, 2024 billing
		\$ 36.76		Convention Centre	July 27, 2024 billing
		\$ 36.76		Arena	July 27, 2024 billing
		\$ 66.47	\$ 1,854.20	Recycle Centre	July 27, 2024 billing
280111	SHE Consulting Inc.		\$ 10,439.13	Capital Project	Arena emergency plan
280112	Sperling Hansen Associates		\$ 27,302.81	Capital Project	Landfill entrance Phase 1 Professional Services
280113	Tangerine Technology	\$ 2,924.15		Administration	Network support
		\$ 105.00	\$ 3,029.15	Water & Sewer	Network support

Municipal Accounts Payable to August 14 , 2024

280114	Twiss and Shine			Administration	Custodial Services July - August 2024
				Convention Centre	Custodial Services July - August 2024
				Fire Department	Custodial Services July - August 2024
				Mezzanine	Custodial Services July - August 2024
				Public Works	Custodial Services July - August 2024
		\$	-	GST	Custodial Services July - August 2024
280115	WSP Canada Inc.	\$	5,210.49	Water & Sewer	Lift station PLC support
280116	Xerox	\$	245.91	Administration	Printing and Photocopies
280117	Yukon Invasive Species Council	\$	1,100.00	Administration	Invasive Species community event
280118	Yukon Service Supply	\$	625.28	Water & Sewer	Sodium Hypochlorite
		\$	624.48	Convention Centre	Paper towels, toilet paper, garbage bags-towels
		\$	232.58	Mezzanine	Paper towels, toilet paper, garbage bags-towels
		\$	1,482.34		

Municipal Accounts Payable **\$ 385,181.73**

Adopted on _____ Motion# _____

Mayor _____ CAO _____



**Village of Haines Junction
Report to Council**

August 14, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Tipping Fees

Recommendation

1. That a fee structure for the provision of waste management services be set that is based on the principle of cost recovery.
2. That a Waste Management Cost Recovery and Sorting Requirements Bylaw be passed that describes how the costs of waste management are determined, how the tipping fees will be set, and how materials are to be sorted to be accepted at the landfill.
3. That tipping fees be set by Consolidated Municipal Fees Bylaw #343-19 and subsequent Bylaw Amendments.

Background

The Village of Haines Junction has signed an Interim Regional Waste Management Agreement that is facilitating the transition of the Haines Junction landfill to a Regional Waste Management Facility. The Agreement provides funding for the municipality to ensure all residents within each regional boundary have access to a Regional Waste Management Facility. Under this agreement, the Village Haines Junction has agreed to develop a waste management bylaw that establishes sorting requirements and tipping fees. In addition, the agreement requires that all residential users of the Haines Junction landfill be charged the same tipping fees, noting some variation from one municipality to the other is expected due to individual operating practices.

Current Status

Progress made to date towards regionalization:

- Landfill hours of operation were changed last fall to ensure a staff person can be on site when the landfill is open.
- A redesign of the front of the landfill has been initiated. The new front-of-house design will include a staffed gatehouse, an updated septic system, a new recycling centre and free store
- A Waste Management Cost Recovery and Sorting Requirements Bylaw has been drafted that describes the process for calculating tipping fees, which is proposed to be recalculated annually during budget season. This bylaw is included in tonight's Council Package for 1st and 2nd Reading.
- An Amendment to the Consolidated Municipal Fees Bylaw #343-19 has been drafted that proposes tipping fees for FY 2025 based on the process outlined in the above-mentioned bylaw. This bylaw is also included in tonight's Council Package for 1st and 2nd Reading.

Prepared by

Aynslie Ogden
Policy/Communications Manager

Approved by

Dave Fairbank
Chief Administrative Officer

Landfill Tipping Fees - Comparison

Category		Description		Fee Schedule					
				Marsh Lake, Mount Lorne, Tagish, Carcross and Deep Creek June 9, 2020	Whitehorse April 1, 2024	Carmacks Q4 - 2023	Teslin	Dawson 2024	Watson Lake
Permit	Residential							Annual \$80 3-month \$25 6-month \$40	
	Commercial							Annual \$160 3-month \$50 6-month \$80	
Compostable (Organic) Waste – sorted before taken to waste disposal site	Organic material (e.g. food scraps, lawn and yard waste) in compostable bags (maximum 90 l or 76cm x 83 cm), up to 3 bags per load	\$3/load	\$3.50 up to 3 bags		No tipping fee schedule		No tipping fee schedule	\$10/m3	
	Organic material (e.g. food scraps, lawn and yard waste) - small pickup load (up to 0.3 m x 1.8 m x 2.4 m of loose compostable waste or in more than 3 compostable bags if total volume is up to 0.3 m x 1.8 m x 2.4 m)	\$5/load	\$6/small load			\$10/m3			
	Organic material (e.g. food scraps, lawn and yard waste) - large pickup load (between 0.3 m x 1.8 m x 2.4 m and 1.2 m x 1.8 m x 2.4 m, either loose or in compostable bags)	\$10/load				\$10/m3			
	Organic material (e.g. food scraps, lawn and yard waste), either loose or in compostable bags, larger load than volume set out in item 3	\$14/m3	\$70/tonne large load to be weighed			\$10/m3			
Brush and clean wood – sorted before taken to waste disposal site	Untreated wood; uncontaminated brush; trees	\$5/m3	\$27/pickup load \$70/tonne	Clean burnables - free			\$10m3	No charge	
	Clean woodchips and sawdust from untreated wood - no gravel	not specified	no charge	Clean burnables - free			\$10m3		
Grubbing	Grubbing material including roots, stumps, embedded logs and branches & bushes greater than 1.5cm in diameter	not specified	\$79/tonne				\$10/m3		
Animal carcasses	Small animal (e.g. cat, dog, other small pet)	\$7/animal	\$8/animal	not noted			\$10		
	Large animal or part of animal (e.g. pig, deer, moose, bear, horse)	\$25/animal	\$29/animal	\$15 each			\$20		
Bulky item	Large item (e.g. wooden furniture, couch, recliner)	\$10/item	\$13/item	\$10 per item			\$10/m3		
	Large item (e.g. mattress, box spring)	\$10/item	\$20/item	\$25 per item			\$10/m3		
Commercial	Pickup partial					\$5	\$10/m3		
	Pickup full					\$10	\$10/m3		
	Dumptruck					\$35	\$10/m3		
	Measured					\$2.50 per cubic meter	\$10/m3	Sorted \$121/m3 Unsorted \$291.30/m3	
Construction or demolition material – sorted before taken to waste disposal site	Construction/demolition, grubbing/stripping, drywall and wood waste - small pickup load (up to 0.3 m x 1.8 m x 2.4 m)	\$10/load	see below	\$15/truck load (up to 3.4m3)			\$10/m3		
	Construction/demolition, grubbing/stripping, drywall and wood waste - large pickup load (between 0.3 m x 1.8 m x 2.4 m and 1.2 m x 1.8 m x 2.4 m) sorted before disposal at the waste disposal site	\$20/load	see below	\$60/trailer load (up to 9m3)			\$10/m3		
	Construction/demolition, grubbing/stripping, drywall and wood waste - larger load than volume set out in item 10	\$31/m3	see below	\$150 anything larger than a trailer load (less than 25m3)			\$10/m3		

Landfill Tipping Fees - Comparison

Category		Description		Fee Schedule					
				Marsh Lake, Mount Lorne, Tagish, Carcross and Deep Creek June 9, 2020	Whitehorse April 1, 2024	Carmacks Q4 - 2023	Teslin	Dawson 2024	Watson Lake
Residual (household) waste – sorted before taken to waste disposal site	Household waste - regular sized garbage bag (maximum 90 l or 76cm x 83 cm)	\$1/bag	\$6 up to 5 bags	\$2/bag (within limit) \$8 for 5 bags \$14 for 10 bags				\$10/m3	\$10/bag for residential properties without an account at the town
	Household waste - small pickup load (up to 0.3 m x 1.8 m x 2.4 m of loose household waste or in bags if total volume is up to 0.3 m x 1.8 m x 2.4 m)	\$10/load	\$12/load	\$40/truck load				\$10/m3	No charge for small loads from residential households
	Household waste, large pickup load (between 0.3 m x 1.8 m x 2.4 m and 1.2 m x 1.8 m x 2.4 m), either loose or in bags	\$20/load	\$24/load	\$40/truck load				\$10/m3	
	Household waste, either loose or in bags, larger load than volume set out in item 14 sorted residual waste from outside city boundaries	\$16/m3	\$128/tonne \$343/tonne					\$10/m3	\$100 for small household load for non-resident or owner of Faro residential property without an account at the town
Unsorted waste	More than one category of waste mixed together	\$50/m3	\$315/tonne	Must be controlled waste \$5/bag \$100 pick up load or smaller \$200 trailer load \$500 anything larger				\$10/m3	
	Mixed waste, unsorted, from outside city boundaries	not specified	\$468/tonne				\$10/m3		
	Mixed waste additional item fee - load contains white goods, electronic waste, hazardous waste or tires Volume equivalent for unsorted residual or construction & demolition waste	not specified	\$50/item \$50/m3				\$10/m3		
Metal waste sorted before taken to waste disposal site	White goods with refrigerant (e.g. refrigerator, freezer, air conditioner)	\$40/item	\$50/item	\$50 each with refrigerant		\$50 each with refrigerant		\$40 each	\$65 each
	Any other white goods (e.g. dishwasher, stove, washer, dryer)	\$15/item	\$20/item	\$25 each without refrigerant		\$17 each without refrigerant		\$20 each	No charge for white goods not containing ozone depleting substances
	Scrap metal (e.g. clean tank or drum, scrap iron, bicycle, metal furniture) - small pickup load (up to 0.3 m x 1.8 m x 2.4 m)	\$35/load	\$40/load	\$80/half pick-up load		\$75/half pick-up load		\$10/m3	No charge
	Scrap metal (e.g. clean tank or drum, scrap iron, bicycle, metal furniture) – large pickup load (between 0.3 m x 1.8 m x 2.4 m and 1.2 m x 1.8 m x 2.4 m)	\$70/load		\$150/full pick-up load		\$150/full pick-up load		\$10/m3	No charge
	Scrap metal (e.g. clean tank or drum, scrap iron, bicycle, metal furniture)– larger load than volume set out in item 20	\$15/m3	\$143/tonne	\$600/dump truck load		\$600/dump truck load \$35 per cubic meter		\$10/m3	No charge (see below re: heating oil tank)
	Vehicle (if all fluids are drained, tires are off rims and battery is removed)	\$150/item	not accepted			\$250		\$125 each	\$100 (SW account holders only)
Vehicle (if all fluids are not drained, tires are on rims or battery is not removed)	\$300/item	not accepted			\$250		\$125 each	\$200	

Landfill Tipping Fees - Comparison

Category	Description	Fee Schedule							
		Marsh Lake, Mount Lorne, Tagish, Carcross and Deep Creek	Whitehorse	Carmacks	Teslin	Dawson	Watson Lake	Mayo	Faro
Effective Date		June 9, 2020	April 1, 2024	Q4 - 2023		2024		09-Apr-24	
Tires	Tires (if not separated from rim) with inner diameter of 99.06 mm. or less	\$5/item	not accepted	Tires with inner diameter less than 24" and on rims: \$25 each plus \$15			24.5" or less free	\$40 on rim	
	Tires (if not separated from rim) with inner diameter greater than 99.06 mm.	\$250/item	not accepted	Tires with inner diameter larger than 24" not accepted			Tires with inner diameter larger than 24.5" not accepted	Tires over 24" not accepted	
	Tires (not on rim) with inner diameter of 99.06 mm. or less	not specified	no charge	Tires with inner diameter less than 24" and not on rims: free			24.5 or less free	No charge if off rim	
	Tires (not on rim) with inner diameter greater than 99.06 mm.	not specified	\$290/each	Tires with inner diameter larger than 24" not accepted			Tires with inner diameter larger than 24.5" not accepted	Tires over 24" not accepted	
Asbestos	Asbestos load fee - in addition to materials containing asbestos charge	not specified	\$184/load					\$500/m3	
	Materials containing asbestos Materials containing asbestos from outside City boundaries	not specified not specified	\$240/tonne \$420/tonne						
Concrete	Concrete - sorted large load, to be weighed (concrete, bricks, masonry	not specified	\$143/tonne				\$10/m3		
Construction and demolition waste	Pickup load - cupboards, countertops, carpet, fixtures, gypsum, siding, insulation, treated, painted, glued or stained wood and other construction materials	not specified	\$31/load	\$15/truck load (up to 3.4m3) \$60/trailer load (up to 9m3)			\$10/m3		
	To be weighed - cupboards, countertops, carpet, fixtures, gypsum, siding, insulation, treated, painted, glued or stained wood and other construction materials	not specified	\$143/tonne	\$150 anything larger than a trailer load			\$10/m3		
Commercial/Industrial Collection	6 yard container - supplied by town							\$651.31 per quarter	
	4 yard container - supplied by town							\$434.20 per quarter	
	Container to collect cardboard - supplied by town Other commercial premises							\$300 per quarter \$145.39 per quarter	
Clean fill	Soild with analytical test results showing acceptable contamination levels	not specified	free				\$10/m3		
Other	Load inspection fee		\$100/inspection						
	Uncovered load		\$250/each						
	Automotive batteries						\$6 each		
	Oil Tanks (up to 250 gallon)						\$125 each	\$75 (must be empty, not accepted if not drained)	
	Paint cans						\$5 each		
	Urban residential collection							\$69.78 per quarter	
	Country residential collection							\$34.89 per quarter	
	Call out fee to open landfill during public works regular hours							\$50	
	Call out fee to open landfill outside of business hours							\$320	
	Limited amounts of commercial grade contaminated soil, upon special approval by VoM Council may be accepted						\$50/m3		
Electronics/e-waste				No fee		\$5 per piece		No charge	

Landfill Tipping Fees - Comparison

Category	Description	Fee Schedule						
		Marsh Lake, Mount Lorne, Tagish, Carcross and Deep Creek	Whitehorse	Carmacks	Teslin	Dawson	Watson Lake	Mayo
Effective Date		June 9, 2020	April 1, 2024	Q4 - 2023		2024		09-Apr-24
Weblink		https://yukon.ca/en/waste-and-recycling/garbage/find-out-about-tipping-fees-rural-communities	https://www.whitehorse.ca/living-in-whitehorse/wasteservices/waste-management/#1651518939174-26e3b7aa-1657	https://carmacks.ca/waste		https://www.cityofdawson.ca/Home/DownloadDocument?docId=c5e9a10c-4e3e-48eb-a10e-0de108809314	https://villageofmayo.ca/landfill/	https://www.faro.ca/Home/DownloadDocument?docId=42c8e237-d2a4-4c15-bed8-3340d84b52a3

VILLAGE OF HAINES JUNCTION

BYLAW 413-24

A Bylaw to regulate the 2024 Municipal Election

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

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

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

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

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

1.0 Short Title

1.1. This Bylaw shall be cited as the **2024 Municipal Election Bylaw #413-24**.

2.0 Purpose

2.1 The purpose of this bylaw is to regulate the conduct of the 2024 Municipal 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 Paulette Schatz is hereby appointed Returning Officer for the Village of Haines Junction 2024 Municipal Election.
- 4.2 Council hereby delegates to the Returning Officer authority to appoint Deputy Returning Officers and Poll Clerks, as necessary.
- 4.3 For the purposes of fulfilling the requirements of Part 3 of the Municipal Act, the CAO or their designate is appointed as the Designated Municipal Officer.
- 4.4 Election officials shall, during their appointment term, refrain from any active or public support or criticism of any candidate.

5.0 Nominations

- 5.1 Nomination day is Thursday, September 26, 2024.
- 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 between 10:00 a.m. and 12:00 o’clock noon Thursday, September 26, 2024.
- 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 Thursday September 26, 2024. It is the responsibility of the nominee to ensure the fax has been received.

6.0 Voting Opportunities

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

7.0 Advance Poll

- 7.1 The St. Elias Convention Centre, on the main floor in the Atrium, is hereby designated as the place for Advance Poll proceedings.
- 7.2 The Advance Poll will take place on Thursday, October 10, 2024, between the hours of 8:00 a.m. and 8:00 p.m.
- 7.3 The Advance Poll is available to those voters who meet the legislated criteria for the

Advance Poll.

8.0 Mobile Poll

- 8.1 The Mobile Poll will take place on Tuesday October 10, 2024, 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 October 3, 2024, 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 October 17, 2024.

10.0 General Polling Day

- 10.1 General Polling Day will take place on October 17, 2024, between the hours of 8:00 a.m. and 8:00 p.m. in the Atrium of St. Elias Convention Centre.

11.0 Fees

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

12.0 Registration of Voters

- 12.1 The Village of Haines Junction shall dispense with the requirement for a list of electors for the 2024 Municipal 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 24th day of July 2024
- 16.2 Read a Second time on the 14th day of August 2024
- 16.3 Read a Third time and adopted on the 14th day of August 2024

Bruce Tomlin, Mayor

Dave Fairbank, CAO

Village of Haines Junction Bylaw #414-24
2024 Bylaw Council Remuneration Bylaw

Whereas Yukon Municipal Act Section 173 permits Council to establish by bylaw an amount to be paid to council and the conditions for remuneration.

Therefore, the Council of the Village of Haines Junction, in open meeting duly assembled, hereby enacts the following:

1. Name

- 1.1 This bylaw may be cited as the Village of Haines Junction 2024 Council Remuneration Bylaw

2. Annual Compensation

- 2.1 The annual amount to be paid to Mayor and Council is:
 - 2.1.1 Mayor \$18,335
 - 2.1.2 Council \$13,727

3. Bi-weekly Payment

- 3.1 The annual amount will be paid to Mayor and Council in twenty-six (26) equal payments, Payment will be made by direct bank deposit.

4. Additional Compensation

- 4.1 Additional compensation for attending meetings, training, or events outside of regular Council meetings will be provided at the rate of \$200/day, \$150/half-day.
- 4.2 Specific circumstances, such as emergency response, may require Council members to receive additional compensation at a rate other than outlined in S4.1 due to, for example, a time commitment that is beyond normal expectations and/or the requirement to take leave of absence from paid work to fulfil Council duties. In such cases, the required compensation will be outlined in a Report to Council and approved by Council Motion.
- 4.3 Council members are required to submit the form in Appendix A to claim for additional compensation.

5. Deductions for Missed Meetings

- 5.1 Members must attend all regularly scheduled Council meetings, or other scheduled meetings, in order to receive the full bi-weekly indemnity, unless a leave of absence is approved by resolution of Council. If not, the approved bi-weekly indemnity will be reduced by 25% per absence and may be suspended in its entirety if a member is

absent without leave from 3 or more consecutive meetings while further absences continue.

6. Definition of Other Scheduled Meetings

6.1 For further clarity, other scheduled meetings is defined as both any meeting that is a meeting of Council called pursuant to Section 206.02 *Special Council Meeting*, and any meeting planned by Council and for which Council has passed a resolution at a previous Council meeting identifying the meeting as a scheduled meeting, per Motion #47-20.

7. Revenue Canada Deductions

7.1 All lawful Revenue Canada deductions will be deducted from the bi-weekly payment and remitted to Revenue Canada.

8. Annual Adjustment

8.1 The Annual Compensation will be adjusted retroactively to January 1st of the current year upon publication of the Statistics Canada change in the Consumer Price Index for Whitehorse. In a period of deflation, the change in the Consumer Price Index will be deemed to be zero (0).

9. Travel Expenses

9.1 Council members will be reimbursed for travel expenses (meals, transportation, accommodation, etc.) on the same basis as those approved by the Yukon Government for Employees on Travel Status. The Yukon Government Incidental Expense will be paid when the member stays overnight.

9.2 Council members are required to submit the form in Appendix B to claim for travel.

10. Review

10.1 This bylaw will be reviewed by each Council during its tenure.

11. Effective Date

11.1 This bylaw will come into effect on October 17, 2024

12. Bylaw Repeal

12.1 The following Bylaw is hereby repealed:

10.1.1 Bylaw #350-19, a Bylaw to Provide for the Remuneration for Members of Council.

13. Readings

Read a first time this 14th day of August, 2024

Read a second time this 14th day of August, 2024

Read a third time and adopted this xxx day of xxxx, 2024.

Bruce Tomlin, Mayor

Dave Fairbank, CAO

Appendix A: Additional Compensation Claim Form

Name: _____

The following claim is to reimburse for attending meetings, training or events outside of regularly scheduled Council meetings, or other scheduled meetings.

Name of meeting/event/training being claimed: _____

Date of meeting/event/training being claimed: _____

Is this claim related to a Council Motion? **Y** **N**

If **Y** please indicate which motion: _____

Number claimed	Rate	Total
	\$200/day	
	\$150/half-day	
TOTAL		

Claimed by: Print name: _____

Signature: _____

Approved by: Print name: _____

Signature: _____

**Appendix B:
STAFF AND COUNCIL TRAVEL AND EXPENSE CLAIM FORM
Rates Effective April 1, 2024**

Name: _____ Vehicle: _____

Event Name: _____ Event Location: _____

Event Start Date: _____ Event Start Time: _____

Event End Date: _____ Event End Time: _____

<u>Travel, Mileage, Transportation</u>	
Mileage Claim \$0.70 x _____ kms	\$ _____
Flight ¹	\$ _____
Bus/Ferry/Train	\$ _____
Other (taxi, parking) ¹	\$ _____

<u>Accommodation</u> – <i>Employees are eligible for accommodation if required to leave before 7:00 a.m. or return after 7:00 p.m.</i>	
Hotel Expense: \$ _____ x _____ (# of nights) ¹	\$ _____
Private Accommodation: \$50.00 x _____ (# of nights)	\$ _____

<u>Per Diem – YUKON¹</u>	
Per Day (\$135.70.45 daily includes incidental) x # days _____	\$ _____
<i>Depart before 7 a.m. and stay overnight</i>	
Or, # _____ # _____ # _____	
Breakfast (\$25.95) Lunch (\$23.80) Dinner (\$68.65)	\$ _____
<i>Depart before 7 a.m. 10 a.m. – 2 p.m. Return after 7 p.m.²</i>	
Incidentals (maximum \$17.30/day)	\$ _____
<i>Valid for overnight stays only</i>	

Total Expenses \$ _____

Claimant's Signature _____ Date _____

Supervisor Approval _____ Date _____

¹ Receipts must be provided

² Provinces: Breakfast (\$24.90); Lunch (\$25.20); Supper (\$61.85)

VILLAGE OF HAINES JUNCTION
Bylaw #415-24 Waste Management Cost Recovery and Sorting Requirements Bylaw

WHEREAS Section 248 of the Yukon Municipal Act provides that a Council may, by bylaw, and to the extent of its jurisdiction, impose a municipal service charge;

WHEREAS Council for the Village of Haines Junction deemed it proper to establish a Waste Management Cost Recovery Bylaw in order to develop a fee structure for the provision of waste management services;

WHEREAS The Village of Haines Junction has signed an Interim Regional Waste Management Agreement that is facilitating the transition of the Haines Junction landfill to a Regional Waste Management Facility. Under this agreement, the Village of Haines Junction has agreed to develop a waste management bylaw that establishes sorting requirements and tipping fees. In addition, the agreement requires that all residential users of the Haines Junction landfill be charged the same tipping fees, noting some variation from one municipality to the other is expected due to individual operating practices;

WHEREAS The Village of Haines Junction wishes to recover the annual operating cost of providing waste management services, with the exception of street and park barrels, from the user fees levied each year;

WHEREAS The Village of Haines Junction wishes to charge users of the landfill on an equitable basis;

WHEREAS In order to provide a basis for the setting a fee structure that is based on the principle of cost-recovery, the full cost of the service should be known, which in turn requires identifying which expenditures will be included in the full cost of providing the service to the community.

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

1. Short Title

- 1.1 This bylaw shall be cited as Bylaw# 415-24, Waste Management Cost Recovery and Sorting Requirements Bylaw

2. Definitions

- 2.1 **Waste management services** include the collection, processing, treatment, monitoring, diversion and/or disposal of solid waste.
- 2.2 **Cost recovery** is the practice of establishing and collecting user fees for services that is based on service levels provided and the costs of providing that service, based on the following formula

total costs to provide a service ÷ the number of service users = user fee per service

- 2.3 **Tipping fees** means fees charged to all waste management facility users per unit, or per unit of volume or mass, for waste disposed of at the facility.
- 2.4 **Regional Waste Management Facility** - The Interim Agreement between Haines Junction and Government of Yukon provides for the municipality to provide access to all residents within the regional boundary (as defined in Appendix A) to the Regional Waste Management Facility.

3. Expenditures

- 3.1 The following expenditures will be included to determine the full cost of operating the Haines Junction landfill:
 - 3.1.1 **Operating costs** – Includes/may include the collection, processing, treatment, monitoring, diversion and/or disposal costs for solid waste.
 - 3.1.2 **Administration** – Includes a portion of salaries, wages and benefits for facility attendants, their supervisors, as well as costs associated with payroll, training, licensing, management planning, etc.
 - 3.1.4 **Debt servicing** – Includes the annual cost of repaying all funds borrowed for capital and operating expenditures (NOTE: At present, the Village has no debt servicing costs)
 - 3.1.5 **Transfer to reserve** – Funding of reserves according to asset management obligations set out in bylaw (NOTE: At present, the Village does not have asset management obligations set out in bylaw).
 - 3.1.6 **Landfill closure and post-closure costs** – Based on an estimate of capacity used and years to closure remaining, as verified by the Solid Waste Management Plan and calculated based on the Public Sector Accounting Board S.PS3270.

4. Sorting Requirements

- 4.1 Sorting requirements for materials that will be accepted by the landfill are outlined in Appendix B.
- 4.2 The Village reserves the right to refuse to accept any materials that do not meet the requirements set out in Appendix B.

5. Tipping Fees

- 5.1 Tipping Fees shall be set by Consolidated Municipal Fees Bylaw #343-19 and subsequent Bylaw Amendments.

6. Household Garbage

- 6.1 Tags for bags of household garbage can be purchased in bulk at a reduced rate.

- 6.2 Bulk bag tags can be purchased at the Village Office.
- 6.3 The cost of bag tags purchased in bulk will be set by Consolidated Municipal Fees Bylaw #343-19 and subsequent Bylaw Amendments.
- 6.4 Tagged bags must be
 - 6.4.1 Sorted (it does not include compostables or recyclables or special waste)
 - 6.4.2 In clear plastic bags of any size up to the maximum of 90L (or 76cm x 83 cm)
- 6.5 Staff have the right to refuse tagged bags that do not meet the requirements set out in S6.4.

7. Process for Calculating Tipping Fees

- 7.1 For reference, the anticipated cost and revenues from operating the landfill in FY2024 are included in Appendix C.
- 7.2 For FY 2025, the first year tipping fees will come into effect at the Haines Junction Landfill, the fee structure will be set according to the principle of cost-recovery and based on an estimate of costs of running the facility and anticipated usage.
- 7.3 For all subsequent years, tipping fees will be calculated each year during the budget process, set according to the principle of cost recovery, and will be based on
 - 7.3.1 The previous year's costs for running the facility and the previous year's revenue generated from the facility.
 - 7.3.2 If previous year's revenues exceed expenses, tipping fees will be reduced for the coming year. If previous year expenses exceed revenues, tipping fees will be increased for the coming year.
- 7.4 Tipping fees will be posted for a minimum of one month before new fees come into effect, and will include the calculations upon which the fees are based, using the table in Appendix D.
- 7.5 Council may decide to adopt a tipping fee structure established through an alternative process.

8. Effective Date

- 8.1 This Bylaw will come into effect on January 1, 2025.

9. Readings

Read a first time this 14th day of August, 2024

Read a second time this 14th day of August, 2024

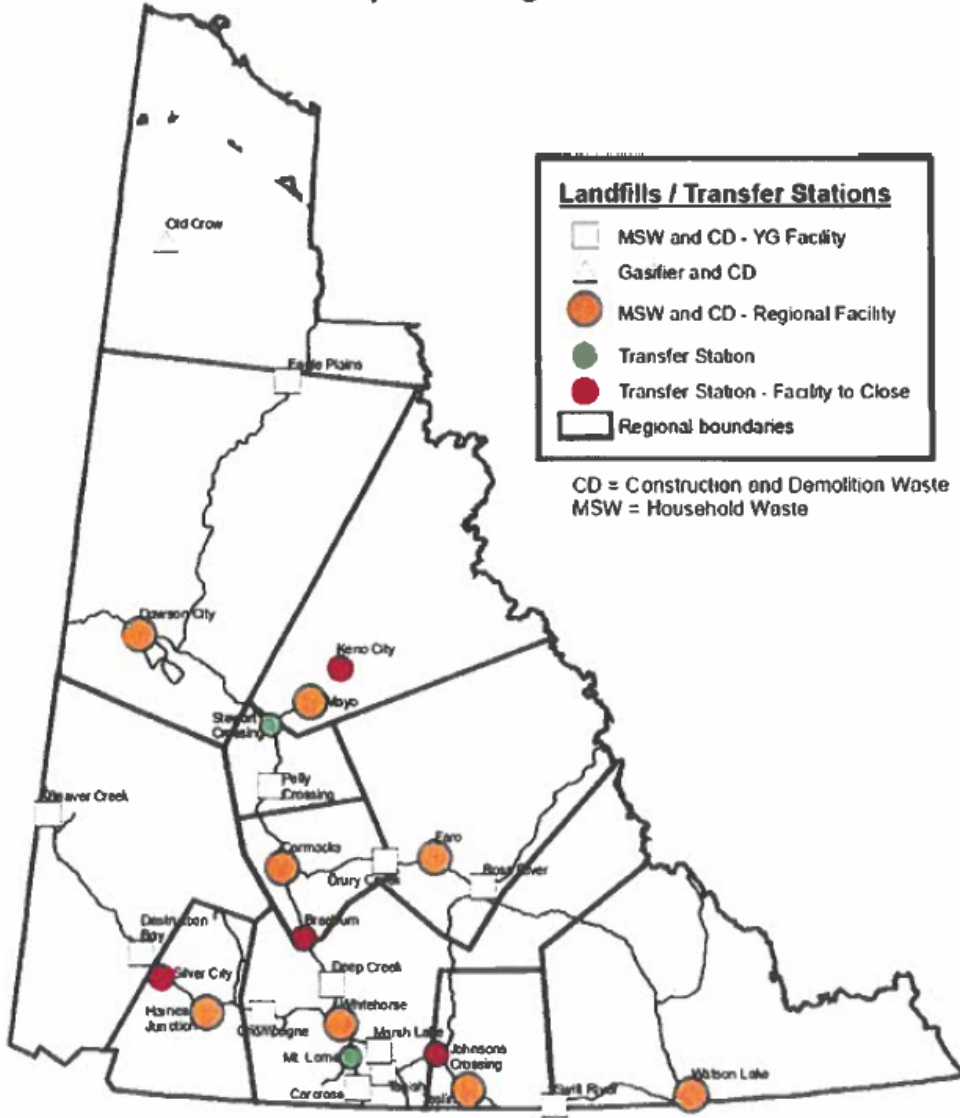
Read a third time and adopted this xxx day of xxxx, 2024.

Bruce Tomlin, Mayor

Dave Fairbank, CAO

Appendix A: Yukon Solid Waste Management Facility Regions (Proposed)

**Yukon After Regionalization:
Proposed Regional Boundaries and Sites to be Closed**



Appendix B: Sorting Requirements

Category	Requirements
Recyclables	Must be clean and sorted into cardboard, mixed paper, tin cans, hard plastic, soft plastic, refundables.
Compostables	E.g. food scraps/waste. NOT CURRENTLY ACCEPTED. Compostables will be accepted once YG provides the Village with a composting unit.
Clean fill	Analytical test results showing acceptable contamination levels may be required
Yard and grass trimmings and brush	Must be <1.5cm in diameter or will be considered grubbing.
Wood chips and sawdust	Must be untreated.
Household waste	Must be sorted (no refundables or compostables) and in clear plastic bag. Bulk bag tags can be purchased in bulk at the Village Office for a reduced rate.
Construction/demolition	E.g. drywall and wood waste, cupboards, countertops, carpet, fixtures, siding, insulation. Must be sorted. Analytical test results showing acceptable contamination levels may be required
Grubbing	Grubbing means stumps, roots, logs, branches and shrubs from clearing operations (organic material >1.5cm in diameter)
Stripping	Stripping means topsoil or other organic material and mineral soil that is unsuitable to build upon.
Concrete	Includes bricks, masonry.
Materials containing asbestos	Must be bagged and sealed appropriately.
Bulky item	E.g. couch, recliner, mattress, box spring
White goods with refrigerant	E.g. fridge, freezer, air conditioner
White goods without refrigerant	E.g. washer, dryer, dishwasher
Clean scrap metal	E.g. clean tank or drum, scrap iron, bicycle, metal furniture
Oil tanks	Must be empty
Vehicle	Fluids must be drained; tires are off rims and battery removed
Tires 24.5" or less, not on rim	
Tires 24.5" or less, on rim	
Automotive batteries	
Unsorted waste	
Electronic waste	
Emergency callout to open landfill outside of regular hours	If/when public works staff are available
Special waste	
Paint cans	
Oil/fuel filters	
1lb propane bottles	
Empty oil containers	
Tote of waste oil	
Kitchen oil	
Unknown liquid	
Waste leachate (contaminated soil)	
Water (hydrocarbon contaminated)	

Appendix C: Anticipated costs and revenues from operating the landfill in FY2024

Estimated cost of operating the landfill in FY 2024

Item	Amount
Operating costs	
Contract services	\$61,300
Equipment and supplies	\$19,000
Maintenance	\$4,000
Utilities	\$13,750
Insurance	\$3,710
Recycle funds paid out	\$40,000
Administration	
Salaries	\$225,104
Training and travel	\$2,900
Debt servicing (if applicable)	n/a
Transfer to reserve (if applicable)	n/a
Landfill closure and post-closure costs ¹	\$15,000
TOTAL OPERATING COSTS	\$384,764
Capital and Projects ²	
SWMP Design Implementation	\$200,000
Landfill Front Area Modernization	\$1,500,000
TOTAL CAPITAL AND PROJECT COSTS	\$1,700,000

Anticipated revenues from operating the landfill in FY 2024

Tipping Fee Category	Notes	Amount
Recyclables	FREE / Refundable	\$0
Compostables	(NOT CURRENTLY ACCEPTED)	\$0
Clean fill	FREE	\$0
Yard and grass trimmings and brush	FREE	\$0
Wood chips and sawdust	FREE	\$0

¹ The total net present value of the estimated total costs for closure and post-closure care at the end of 2023 was \$690,680.

² The 2024 Capital and Projects Budget has \$1.7M allocated for two capital projects: SWMP Design Implementation (\$200k sourced from operating funds) and Landfill Front Area Modernization (\$1.5M sourced from Reserves)

Household waste	FREE	\$0
Construction/demolition	FREE	\$0
Grubbing	FREE	\$0
Stripping	FREE	\$0
Concrete	FREE	\$0
Materials containing asbestos	FREE	\$0
Bulky item	FREE	\$0
White goods with refrigerant	FREE	\$0
White goods without refrigerant	FREE	\$0
Clean scrap metal	FREE	\$0
Oil tanks	FREE	\$0
Vehicle	FREE	\$0
Tires 24.5" or less, not on rim	YG covers cost of removal	\$0
Tires 24.5" or less, on rim	FREE	\$0
Automotive batteries	FREE	\$0
Unsorted waste	FREE	\$0
Electronic waste	YG covers cost of removal	\$0
Emergency callout to open landfill outside of regular hours	Service not offered	\$0
Special waste	YG covers costs for 1 HHW collection day/year	
Paint cans	FREE	\$0
Oil/fuel filters	FREE	\$0
11b propane bottles	FREE	\$0
Empty oil containers	FREE	\$0
Tote of waste oil	FREE	\$0
Kitchen oil	FREE	\$0
Unknown liquid	FREE	\$0
Waste leachate (contaminated soil)	FREE	\$0
Water (hydrocarbon contaminated)		\$0
Other O&M revenues		
Institutional User Fee Agreements		\$27,880
Grant funding		\$48,120
Beverage Container Refunds		\$70,000
Programs (Food Cycler)		\$6,600
Interim Regionalization Agreement		\$55,900
TOTAL REVENUES		\$208,500

Appendix D: Tipping Fee Calculation Table

Anticipated cost of operating the landfill in FY 2025

Item	Amount
Operating costs	
Contract services	\$65,000
Equipment and supplies	\$25,000
Maintenance	\$4,000
Utilities	\$13,860
Insurance	\$4,000
Recycle funds paid out	\$40,000
Administration	
Salaries	\$235,000
Training and travel	\$3,000
Debt servicing (if applicable)	n/a
Transfer to landfill capital/projects reserve	\$100,000
Landfill closure and post-closure costs	\$15,000
TOTAL	\$504,860

Anticipated revenues from operating the landfill in FY 2025

Tipping Fee Category	Volume of Waste Collected	Tipping Fee	Anticipated revenues
Recyclables		FREE / Refundable	\$0
Compostables		NOT CURRENTLY ACCEPTED	\$0
Clean fill		FREE	\$0
Yard and grass trimmings and brush		FREE	\$0
Wood chips and sawdust		FREE	\$0
Household waste – bag tags	20,000 bags	\$2/bag	\$40,000
Household waste – paid at landfill	20,000 bags	\$2.50/bag	\$50,000
Construction/demolition	1,750 m ³	\$15/m ³	\$26,250
Grubbing	2,000 m ³	\$5/m ³	\$10,000
Stripping	2,000 m ³	\$25/m ³	\$50,000
Concrete	100 m ³	\$200/m ³	\$20,000

Materials containing asbestos	100 m ³	\$90/m ³	\$9,000
Bulky item	100 items	\$20/item	\$2,000
White goods with refrigerant	50 items	\$50/item	\$2,500
White goods without refrigerant	50 items	\$20/item	\$1,000
Clean scrap metal	200 m ³	\$30/m ³	\$6,000
Oil tanks	10 tanks	\$125 each	\$1,250
Vehicle	20 vehicles	\$900/vehicle	\$18,000
Tires 24.5" or less, not on rim	100 tires	\$30 each	\$3,000
Tires 24.5" or less, on rim		FREE	\$0
Automotive batteries	50 batteries	\$10 each	\$500
Unsorted waste	100 m	\$60/m ³	\$6,000
Electronic waste		FREE	\$0
Emergency callout to open landfill outside of regular hours	10 callouts	\$200	\$2,000
Special waste			
Paint cans	100 cans	\$5/can	\$500
Oil/fuel filters	100 filters	\$2.50/filter	\$250
1lb propane bottles	100 bottles	\$3/bottle	\$300
Empty oil containers	250 pails/jugs	\$1/pail or jug	\$250
Tote of waste oil	1,000 litres	\$1/litre	\$1,000
Kitchen oil	500 litres	\$1.50/litre	\$750
Unknown liquid	100 litres	\$5/litre	\$500
Waste leachate (contaminated soil)	100 litres	\$5/litre	\$500
Water (hydrocarbon contaminated)	100 litres	\$1.75/litre	\$175
Other O&M revenues			
Institutional Agreements			\$27,139
Grant funding			\$47,784
Beverage Container Refunds			\$66,312
Interim Regionalization Agreement			\$111,800
TOTAL REVENUES			\$504,760

Adjustment required to FY2026 fee schedule based on actual revenue/expenses in FY 2025

2025 actual revenues	
2026 actual expenses	
2025 actual revenue minus actual expenses	
Percentage adjustment required to 2026 fee schedule	

Tipping fees for FY 2026

Tipping Fee Category	Tipping Fee 2025	Adjusted Fee 2026
Recyclables		
Compostables		
Clean fill		
Yard and grass trimmings and brush		
Wood chips and sawdust		
Household waste		
Construction/demolition		
Grubbing		
Stripping		
Concrete		
Materials containing asbestos		
Bulky item		
White goods with refrigerant		
White goods without refrigerant		
Clean scrap metal		
Oil tanks		
Vehicle		
Tires 24.5" or less, not on rim		
Tires 24.5" or less, on rim		
Automotive batteries		
Unsorted waste		
Electronic waste		
Emergency callout to open landfill outside of regular hours		
Special waste		
Paint cans		
Oil/fuel filters		
1lb propane bottles		
Empty oil containers		
Tote of waste oil		
Kitchen oil		
Unknown liquid		
Waste leachate (contaminated soil)		
Water (hydrocarbon contaminated)		

VILLAGE OF HAINES JUNCTION
Bylaw #416-24 Consolidated Municipal Fees Bylaw #343-19 Amendment #7

WHEREAS the *Municipal Act*, being Chapter 154 of the Revised Statutes of the Yukon, 2002 and amendments thereto, Section 220 provides for the power to amend a bylaw; and

WHEREAS Council deem it proper and expedient to consider such an amendment, in accordance with the objectives, policies and practices approved by Council;

WHEREAS The Waste Management Cost Recovery and Sorting Requirements Bylaw Bylaw #415-24 states, in S5.1 that Tipping Fees shall be set by Consolidated Municipal Fees Bylaw #343-19 and subsequent Bylaw Amendments

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

1. Short Title

- 1.1 This bylaw shall be cited as **Bylaw# 416-24, Consolidated Fees Bylaw Amendment #7**

2. Interpretation

- 2.1 For this bylaw all definitions are described in Bylaw #415-24 Waste Management Cost Recovery Bylaw and its amendments thereto including this bylaw.

3. Amendments

- 3.1 Following Schedule 14, add Schedule 16 as follows

--ADD THE FOLLOWING--

Bylaw Authorization: "Bylaw 415-24 Waste Management Cost Recovery and Sorting Requirements Bylaw "

Tipping fees for FY 2025

Volume Visualizations
 1m high x 1m wide x 1m deep = 1 m³
 Bed of full-size pickup (8-foot box) loaded level full (1.5 feet high) = 2 m³
 Bed of full-size pickup (8-foot box) loaded 4 feet high = 3.5m³

Tipping Fee Category	Suggested by volume
Recyclables	FREE / Refundable
Compostables	NOT CURRENTLY ACCEPTED
Clean fill	FREE
Yard trimmings and brush	FREE
Wood chips and sawdust, untreated	FREE
Household waste	\$2/bag with tag purchased in bulk from the Village office or \$2.50/bag if paid at the landfill
Construction/demolition	\$15/m ³
Grubbing	\$5/m ³
Stripping	\$25/m ³
Concrete	\$200/m ³
Materials containing asbestos	\$90/m ³
Bulky item	\$20/item
White goods with refrigerant	\$50/item
White goods without refrigerant	\$20/item
Clean scrap metal	\$30/m ³
Oil tanks	\$125 each
Vehicle	\$900/vehicle
Tires 24.5" or less, on rim	\$30 each
Tires 24.5" or less, not on rim	FREE
Automotive batteries	\$10 each
Unsorted waste	\$60/m ³
Electronic waste	FREE
Emergency callout to open landfill outside of regular hours	\$200
Paint cans	\$5/can
Oil/fuel filters	\$2.50/filter
1lb propane bottles	\$3/bottle
Oily debris (empty oil containers)	\$1/pail or jug
Tote of waste oil	\$1/litre
Kitchen oil	\$1.50/litre
Unknown liquid	\$5/litre
Waste leachate (contaminated soil)	\$5/litre
Water (hydrocarbon contaminated)	\$1.75/litre

1. Covered loose loads receive a 10% discount. Applies to residential open top transport vehicles only.
2. Loads measured by volume may be prorated if less than 1 m³ at the discretion of Landfill Staff.
3. The Village reserves the right to refuse any materials from the landfill at the sole discretion of staff.
4. Concerns regarding the above may be directed to the Public Works Manager or CAO. 867-634-7100.

4. Effective Date

4.1 This Bylaw will come into effect on January 1, 2025.

5. Readings

Read a first time this 14th day of August, 2024

Read a second time this 14th day of August, 2024

Read a third time and adopted this xxx day of xxxx, 2024.

Bruce Tomlin, Mayor

Dave Fairbank, CAO



Haines Junction Quarterly Report

July 2020 to September 2023

Program Summary

During the summer time in our community of Haines Junction so many great things happened! In July we were in the middle of a fantastic partnership with CAFN Youth Programs , hosting Shajé Kwa'à Sunshine Camp. During this summer recreation based opportunities we offered a safe space for young people aged between 6 and 18 years old. Starting this month, BGC Yukon Satellite Drop-in program will restart but this time with a new chapter, BGC Yukon now has access to their own "Club". We will share a room inside the school, a landing space for young people to gather and our staff, our growing team, now have a space to create magic from. Our Drop-in activities will be offered to youth between the age of 12 and 18 years old, enrolled in the school or not.

Objectives for the next fiscal quarter...

- Keep engaging with youth while restarting the after school drop-in for the community.
- Re-engaging with adult role models to recruit volunteers to support drop-in
- Officially open the drop-in space within the St Elias Community School
- Building relationship with the school, developing a strategy around supporting individual learners
- Offering a safe space for teens to connect, learn and develop skills barriers free
- Offering daily healthy snacks and food literacy skills building
- Have youth access HJct Club Staff for support and utilizing their space to engage positively with the community

HJct Programming Achievements

Quarterly statistics

- 3 program months , 36 days of programming, 302.5 hours duration
- 10,412.5 contact hours
- Average of 35 participants per day
- 1225 total healthy meals and 2450 snacks were served to youth
- 37 of the participants identify as First Nations

During this last quarter, the programming was offered to young people aged between 6 and 18 years old. Partnering with the local First Nation and other local agencies is what makes this program successful. We are able to provide services to the entire community without a divide because of where you're from or your age. There was something offered for everyone. Working collaboratively, bringing each of our strengths to the table is what makes a rich experience for the community. We have successfully hired a full time program manager which strengthens the program. To support the summer initiative we had also secured another full time lead as well as 2 part time (4 days\week) lead to fully accommodate the summer clientele. Our program manager is staying onboard for the continuity into Drop-in after school.

Highlights of this past quarter

The biggest highlight of this quarter is the success of the collaboration with the Champagne and Aishihik First Nations's Youth Programs. By coming together, with shared responsibilities, we were able to support the entire community. The success of the camp in all of its aspects, the quality of programming offered, the connections with the land and the people are the greatest achievements. By doing things together we are teaching each other (staff and young people) about different ways of doing things and how to use each other's strengths to make what serves our own community better. With the layer of management working together this summer, we were able to implement depth and understanding behind the programming offered. The use of the 40 developmental assets were a big part of the process. Using the assets builders in the community and inviting them in our daily programs was a very engaging way to learn, explore and grow. We spent time with Parks Canada and their wonderful staff, CAFN Cultural Center and the Interpreters, CAFN Lands & Heritage Dept. We visited our local library a few times and made use of many local resources throughout the summer.

Learning from the previous summer of working together, we developed the communication between us two CAFN & BGCY but also with other agencies in the community, using BGCY as connector and collaboration leader. While reaching and engaging with so many community members, it helped create a wind of re-engagement. From there, we brought back the inter agency meeting, building relationships and networking to provide better services in the community. Ensure the opportunities are shared amongst all and that everybody knows how to connect and reach out or support. This approach is also felt within the youth as they can all stay together, participate in the same opportunities and feel safe in their entire community, slowly but surely.

BGCY Financial Report - Haines Junction Municipality - 2023

A	B	D	E	H
Line Item	Total Core Budget	Applied to Haines Junction Municipality	Amount applied to other sources	Actuals applied to Haines Junction Municipality - YTD
Revenue: supporting Core expenses				
YTG Funds	979309		692309	
City of Whitehorse	180000		180000	
YTG Hold Back	10000		1000	
Other Grants	5500		5500	
Fundraising	10000		10000	
Program Fees	0		0	
Tuition Fees	307325		307325	
Federal Grants	30000		30000	
Other Income	0	51800	0	
Total Core revenue	1522134	51800	1226134	50,190
Expenses: core				
WAGES				
Administration Wages	356480		260597	
Permanent Full Time	114793		114793	
LTD and other Perminant staff	329239		329239	
Contract Employees	15000	36,570	15000	
Benefits + MERCs	59293		39293	
ADMINISTRATION				
Accounting & Professional Services	21000	6459	21000	\$ 6,459.00
Business Licenses and Permits	1994		1994	
Gifts, Incentives, and Awards	1500		1500	
FACILITY				
Computers	2500		2500	
Communications - phone, fax, internet	11074		11074	
Insurance	10850		10850	
Maintenance	5000		5000	
Facility Rental	112367		77867	
New- Casa agreement - Program office supplies				
Office Supplies	5000		5000	
Utilities and Waste Management	21304		21304	
Interest & Bank Charges	3500		3500	
PROGRAMMING				
Advertising (includes Website 'overhaul')	3500		2702	
Transportation	4500	1728	2000	\$ 1,728.00
Professional Travel	3000		3000	
Professional Development	1500		1500	
Training	4500			
Operating Contingency	3500		3500	
Food	73746		48246	
Cultural Facilitator Fees & Elder Fees	12170		12170	
Conferences	2500		2500	5299.25
Materials	81993	4760	82006	\$ 4,760.00
Fundraising Supplies	7514		7514	5299.25
LTD expenses	247817	2284	247817	\$ 2,283.75
Direct Deposit	5000		5000	
Total Core Expenses	1522133	51800	1338465	\$ -
All Revenue	1522134	51800		
Total Expenses	1522133	51800		
Net Position	0	0		

This report is for the period indicated below:

Initial budget Apr-Jun Jul-Sep Oct-Dec Final

11700
60547.5
60547.5

1248
7488

5299.25
5299.25