



REGULAR COUNCIL MEETING AGENDA

Village of Haines Junction

May 27th, 2026 – 7:00 pm

1. Call to Order
2. Acknowledgement of Champagne and Aishihik First Nations Traditional Territory
3. Adoption of Agenda
4. Declaration of Pecuniary Interest
5. Adoption of Minutes of Regular and Special Council Meetings
 - a. Draft Minutes from April 22nd, 2026, Committee of the Whole
 - b. Draft Minutes from May 5th Committee of the Whole
 - c. Draft Minutes from May 13th Regular Council Meeting
6. Delegations
7. Public Hearings and Public Input Sessions
8. Old Business
 - a. Accounts Payable to May 27th 2026
 - b. Update – Shakwak Committee - Verbal
 - c. RTC – Council Prioritization Review
 - d. Council Led Discussion - August Council Meeting Break
9. New Business
 - a. RTC – Municipal Investment Policy
 - b. RTC – Council meeting procedures - Discussion paper
10. Correspondence
11. Council Reports and Notices of Motion
12. Questions from the Public
13. Motion to Close Meeting to the Public
14. Adjournment

Join by Zoom: Meeting ID: 867 634 7100 <https://us02web.zoom.us/j/8676347100>
Join by Phone: [1-780-666-0144](tel:1-780-666-0144)

****Next Regular Council Meeting:** May 27, 2026 at 7:00 pm.

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

Municipal Accounts Payable to May 27, 2026

<u>Cheque #</u>	<u>Name</u>	<u>Total Invoice</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 33,180.96	Administration	Net Pay - Pay Period 10
		\$ 5,217.80	Administration	RRSP Contribution - Pay Period 10
		\$ 830.40	Administration	Union Dues May 2026
		\$ 14,882.31	Administration	Receiver General April Pay Period 10
		<u>\$ 54,111.47</u>		
EFT	ACC Wastewater Solutions	<u>\$ 25,263.00</u>	Capital	HBS SolaRaft, lagoon treatment solutions
28433	Ellen Stutz Petty - Cash	<u>\$ 1,216.15</u>	Recycling Centre	Refundables paid out
28434	Bruce Sundbo	<u>\$ 910.89</u>	Legislative	Travel to AYC AGM
28435	**Champagne and Aishihik First Nation	<u>\$ 6,150.00</u>	Administration	2025 Lottery funding grant
28436	Dave Fairbank	<u>\$ 1,363.20</u>	Administration	Accomodation and Travel AYC AGM
28437	Debbie Busche	<u>\$ 933.76</u>	Legislative	Travel to AYC AGM
28438	Diane Strand	<u>\$ 164.85</u>	Legislative	Travel to AYC AGM
28439	Ellen Stutz - Petty Cash	\$ 1,199.30	Recycling Centre	Refundables paid out
		\$ 126.00	Legislative	Flowers
		\$ 62.00	Convention Centre	Wine glasses
		<u>\$ 1,387.30</u>		
28440	Harris & Company LLP	<u>\$ 362.25</u>	Administration	Legal fees
28441	Norton Rose Fulbright Canada LLP	<u>\$ 989.63</u>	Administration	Legal fees
28442	Provident	<u>\$ 1,340.80</u>	Fire Department	AD&D Insurance Premium

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to May 27, 2026

28443	Source Motors	\$ 1,042.23	Landfill & Recycling	April 2026 fuel
		\$ 2,961.18	Public Works	April 2026 fuel
		<u>\$ 4,003.41</u>		
28444	St.Elias Planning & Consulting	<u>\$ 500.00</u>	Convention Centre	CAFN meeting consultation & exhibit planning 2025-2026
28445	Sylvain Human Resource Services	\$ 9,876.56	Administration	Corporate contract work and assisting with various tasks
		\$ 630.00	Administration	Minute taking and motion tracker spreadsheet February 11, 2026
		\$ 1,286.25	Administration	Transcribing meetings & updated motion tracker
		<u>\$ 11,792.81</u>		
28446	Tangerine Technology	\$ 105.00	Legislative	Network support
		\$ 1,305.15	Administration	Network support
		\$ 156.45	Water & Sewer	Network support
		\$ 345.45	Public Works	Network support
		<u>\$ 1,912.05</u>		
28447	Tish Tomlin Scholarship	<u>\$ 500.00</u>	Legislative	2026 Award winner
28448	Yukon Service Supply	<u>\$ 648.59</u>	Water & Sewer	Sodium Hypochlorite
28449	Yuquip Industrial Solutions	<u>\$ 242.54</u>	Landfill & Recycling	Belt tensioner kenworth
28450	Associated Fire Safety	<u>\$ 10,253.35</u>	Fire Department	Turnout gear, helmets
	Municipal Accounts Payable	<u>\$ 123,112.29</u>		

Adopted on _____

Mayor _____ CAO _____

* Denotes an item not directly funded by the Village

** Grant funded



**Village of Haines Junction
Report to Council**

May 27, 2026

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Council Prioritization Tool – Outcome of the May 5, 2026 Committee of the Whole

Recommendation

That Council receive this report as information, confirm the May 2026 Council Prioritization Tool as the active working list, and provide direction on the two items left unresolved at the May 5, 2026 Committee of the Whole: the Community Identity Workshop and the Review of the Council Procedures Bylaw.

Background

On November 27, 2025, staff introduced the Council Prioritization Tool as a means of tracking and re-prioritizing items requiring Council action or direction. At that time, approximately 110 items were on the list.

On December 10, 2025, Council resolved that items on the tool be ranked using a four-tier urgency scheme – Urgent (Orange), Medium (Yellow), Low (Green), and Parking Lot (Blue). Council also directed that broader Level of Service work be held pending completion of the prioritization exercise.

At the May 5, 2026 Committee of the Whole, Council worked through the 80 active items on the tool and assigned each a priority rating.

Current Status

The May 5 prioritization exercise produced a working set of 35 high-priority items, comprised of:

- 26 items rated Orange (high priority); and
- 9 items absorbed into broader workstreams – Community Identity (3), Level of Service (3), HR Review (2), and Procurement Policy (1) – that will advance through those workstreams rather than as standalone tasks.

The remainder of the 80-item list is distributed as 16 mid-priority, 6 low-priority, 5 parking lot, 7 deferred to the Solid Waste Management Advisory Group, and 11 not yet rated. These items remain visible in the tool and are eligible to advance as high-priority items are completed.

Two items were not resolved at the May 5 meeting. Council was split on the priority of the Community Identity Workshop and the Review of the Council Procedures Bylaw. Both are brought forward at this meeting for resolution. Council has been briefed on both items previously; no new information is provided in this report.

Discussion/Analysis

Composition of the working set

The 35 high-priority items include both standalone Council requests and items absorbed into broader workstreams. Items tagged "Tie to" a workstream remain active high-priority work; they will be advanced through the parent workstream rather than tracked individually.

Manageable, but still ambitious

Staff consider 35 items to be a defensible working set for the current operating year. The list remains ambitious – several items are multi-year initiatives (e.g., the Asset Management Plan, the OCP review, demolition of the Shakwak Hall and pool, the CAFN joint governance model for a new recreation facility, and the redraft of the Facilities User Policy). Prioritization established by Council determines what gets worked on; when and in what order remains a staff function, driven by dependencies, statutory timelines, and capacity.

Items not in the working set

Mid-priority, low-priority, parking lot, and SWAG-routed items are not abandoned. They remain in the tool and visible to Council, and will advance as high-priority items are completed.

Statutory and contractual obligations

A small number of items – legislative or bylaw requirements, EPR communications under territorial regulation, contractual obligations – are advanced regardless of where they sit on the priority list. These items are not subject to Council prioritization.

Dependency on the two unresolved items

The Community Identity Workshop and the Procedures Bylaw review are not isolated decisions. Three items currently tagged "Tie to Community Identity" depend on Council's direction on the workshop. The Procedures Bylaw item appears in the tool both as a 2025–2028 Strategic Plan item and as a separate October 23 Notice of Motion; Council direction on May 27 would consolidate these.

Treatment of new items going forward

New motions, Council requests, and notices of motion arising after May 27 will be triaged into the tool rather than absorbed into the high-priority working set by default. This preserves the integrity of the prioritization exercise.

Reporting cadence

The quarterly Motion Tracker, established by Council in 2025, will be paired going forward with a quarterly update on the Prioritization Tool. This provides Council with a single quarterly view of completed motions alongside the status of prioritized items.

Alternatives Considered

The principal alternative is to leave the Community Identity Workshop and the Review of the Council Procedures Bylaw unranked. This is not recommended, as it leaves three tied items (Community Identity) without an anchor and creates ambiguity for staff scheduling.

Alignment with Strategic Priorities

The 35 high-priority items align directly with the 2025–2028 Strategic Plan adopted by Council in September 2025. This prioritization exercise operationalizes the Strategic Plan; it does not redirect it.

Next Steps

- Update the Council Prioritization Tool to reflect Council direction on the two unresolved items.
- Begin sequencing the 35 high-priority items based on dependencies, statutory timing, and capacity.
- Pair the quarterly Motion Tracker with a Prioritization Tool update going forward.
- Triage all new items added after May 27, 2026 through the tool.

Draft Resolution

THAT Council receive this report on the outcome of the May 5, 2026 Council Prioritization exercise as information;

AND THAT Council direct staff to rank the Community Identity Workshop as a _____ priority;

AND THAT Council direct staff to rank the Review of the Council Procedures Bylaw as a _____ priority.

Prepared by

David Fairbank

Chief Administrative Officer

Council Prioritization Tool - May 2026			
Date item was identified	Column1 How item was identified	Column2 Item	Column4 Priority (Council Assessment)
2025-03-26	Staff-led initiative	Update Fire Department Bylaw	1. Orange (high Priority)
2025-05-28	Motion	Bring back Blanket Ceremony Day to CAFN Joint Council	1. Orange (high Priority)
2025-05-28	Motion	Provide a report within the next six months on the Yukon government First Nations procurement policy	Tie to Procurement Policy Review
2025-05-28	Motion	Provide a Report to Council with an estimate of costs to either demolish or repair the muffin.	Tie to Community Identity
2025-06-25	Motion	Provide a Report to Council to refine the Community Recognition Award nominee process.	1. Orange (high Priority)
2025-06-25	Council request	Revise Community Recognition Policy for next year to create a Volunteer of the Year award	1. Orange (high Priority)
2025-08-13	Notice of Motion	Discuss the Village Reserves per recommendations from the recent Audit, when it makes sense.	1. Orange (high Priority)
2025-08-27	Motion	Share Motion Tracker on a Quarterly Basis	1. Orange (high Priority)
2025-09-02	2025-2028 Council Priority NOW	Comprehensive Road Maintenance Policy	Tie to LOS
2025-09-02	2025-2028 Council Priority NEXT	Water works maintenance policy	Tie to LOS
2025-09-02	2025-2028 Council Priority ONGOING	Reconciliation training for staff and Council, CAFN 101	1. Orange (high Priority)
2025-09-02	2025-2028 Council Priority NEXT	CAFN Joint Governance model for a new multi-use recreation facility	1. Orange (high Priority)
2025-09-02	2025-2028 Council Priority ONGOING	Work with CAFN to explore design and development of new pool / rec centre	1. Orange (high Priority)
2025-09-02	2025-2028 Council Priority NEXT	Develop TRC Policy and Statement	1. Orange (high Priority)
2025-09-02	2025-2028 Council Priority NEXT	Identify minimum staffing levels	Tie to HR review
2025-09-02	2025-2028 Council Priority NOW	Host community identity workshop	Bring to Council Meeting
2025-09-02	2025-2028 Council Priority NOW	Demolition of Shakwak hall and pool	1. Orange (high Priority)
2025-09-02	2025-2028 Council Priority NOW	Shakwak end-of-life ceremony	1. Orange (high Priority)
2025-09-02	2025-2028 Council Priority NEXT	Recruitment & retention strategy	Tie to HR review
2025-09-02	2025-2028 Council Priority NEXT	Provide Reconciliation / CAFN 101 training to community at large	Tie to Community Identity
2025-09-02	2025-2028 Council Priority NOW	Support Fire Department Safety and Compliance	1. Orange (high Priority)
2025-09-02	2025-2028 Council Priority NOW	Level of Service for Bylaw Enforcement	Tie to LOS
2025-09-02	2025-2028 Council Priority NEXT	Work with regional partners to design an emergency management plan	1. Orange (high Priority)
2025-09-02	2025-2028 Council Priority ONGOING	Develop Level of Service Policy Framework	1. Orange (high Priority)
2025-09-02	2025-2028 Council Priority ONGOING	Develop Asset Management Plan	1. Orange (high Priority)
2025-09-02	2025-2028 Council Priority NEXT	Review Vacant / property taxation levy bylaw	1. Orange (high Priority)
2025-09-02	2025-2028 Council Priority NEXT	Communication strategy to educate residents on service levels and fiscal realities	1. Orange (high Priority)
2025-09-02	2025-2028 Council Priority NEXT	Redraft the Facilities User Policy including review of rental fees, including when char	1. Orange (high Priority)
2025-10-09	Motion	Village Policy Design Refresh	Tie to Community Identity
2025-10-09	Legislated/bylaw requirement	RTC - Tipping Fee Analysis (part of budget process)	1. Orange (high Priority)
2025-10-23	Notice of Motion	Notice of Motion - Initiate Review of Council Procedures Bylaw	Bring to Council Meeting
2025-10-23	Council request	Apply to YG for land transfer of bike-skills park to Village	1. Orange (high Priority)
2025-11-27	Council request	Look for funding opportunities to support the Community Identity Workshop	1. Orange (high Priority)
2025-12-10	#407-25 Office Renovations	Engage firm to complete redesign of the municipal office and report back to Council with the design options and Class D cost estimates.	1. Orange (high Priority)
2025-12-10	#415-25 Indigenous Survivors Day	Send a letter to Troy Abromaitis explaining that Council is working on a Truth and Reconciliation Statement, thank him, and to cc CAFN on the letter.	1. Orange (high Priority)



Village of Haines Junction Report to Council

May 27th 2026

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Establishment of a Village of Haines Junction Investment Policy

Recommendation

THAT Council direct administration to develop a draft Investment Policy for the Village of Haines Junction, in consultation with peer Yukon municipalities, the Village's external auditor, the Village's bank, and a qualified finance professional.

Background

The Village of Haines Junction does not currently have an approved Investment Policy. A draft Investment Policy was prepared in 2018 (attached as Appendix A for reference) but does not appear to have been presented to Council and was not adopted as policy by the Village.

The Village's authority to invest municipal funds is established under sections 243 and 244 of the Municipal Act (Yukon), which set out the permitted classes of investment for Yukon municipalities.

In the absence of an approved policy, the management of the Village's reserves is conducted administratively, without the benefit of Council-approved direction on objectives, eligible instruments, risk tolerance, reporting requirements, or accountability. An Investment Policy is a standard governance instrument for municipalities holding significant cash reserves.

Current Status

As of January 1, 2026, the Village holds a balance of \$9,145,427 in reserves at CIBC, the Village's primary banking institution. These funds are held in a single High Interest Savings Account (HISA).

In the 2025 calendar year, the account accrued interest at a rate of 2.11%, generating realized interest income of approximately \$192,968.

The Village's reserves are held in a single account at a single financial institution.

Discussion/Analysis

The current management of the Village's reserves raises two related considerations that warrant Council's attention.

1. Governance

The absence of an approved Investment Policy means that decisions about how the Village's reserves are held are made administratively. An approved policy would provide Council with the

means to set the parameters within which administration manages the Village's funds, and would provide administration with clear authority and limits.

2. Concentration and Performance

Diversification across multiple insured institutions, or the use of instruments backed by the Government of Canada or a Province or Territory, would materially reduce concentration risk without altering the conservative character of the Village's holdings. The 2.11% rate of return earned by the Village in 2025 may not reflect the full range of returns currently available to Yukon municipalities for funds held under a conservative risk profile. Confirming what is available to the Village within conservative parameters, and establishing how the Village wishes to position itself within those parameters, would be components of the policy development process.

Recognition of Internal Capacity

The Village does not have staff with formal expertise in institutional investment management. For this reason, administration is not in a position to recommend a specific investment strategy to Council without first drawing on external expertise. Administration is proposing that the development of the draft policy proceed through consultation with parties who do hold this expertise:

- Peer Yukon municipalities, Staff would directly contact other municipalities to understand how comparable communities have approached the same question;
- The Village's external auditor, to review the draft policy prior to its presentation to Council and to confirm that it aligns with sound financial management practice;
- The Village's banking partner (CIBC), to understand the conservative instruments currently available to the Village and the rates of return associated with them;
- A qualified finance professional, retained for a defined scope of work after the initial consultations, to assist with the drafting of the policy and policy recommendations.

The 2018 draft Investment Policy is attached as Appendix A. It is provided for reference only. This illustrates the structure and content an Investment Policy may contain and is not being recommended for adoption.

Asset Management Impact

The Village's reserves provide the funding capacity for asset replacement, renewal, and major capital projects. An approved Investment Policy will support more deliberate and disciplined stewardship of these funds, which directly underpins the Village's long-term ability to fund its capital and asset management obligations.

Alternatives Considered

1. Direct administration to develop a draft Investment Policy through the consultative process outlined in the Recommendation, for Council's review and approval. (Recommended)

2. Direct administration to take no further action at this time, leaving the Village's reserves under their current high-interest savings account. Under this option, the governance gap and the concentration of reserves identified in this report would remain unaddressed.
3. Direct administration to draft an Investment Policy internally without external consultation. This option is not recommended given that the Village does not currently have staff with formal investment management expertise.

Alignment with Strategic Priorities

[Insert reference to applicable Strategic Plan priorities — e.g., financial sustainability, sound governance, and responsible stewardship of municipal assets.]

Next Steps

Subject to Council's direction, administration will:

1. Initiate consultations with other Yukon municipalities.
2. Engage the Village's external auditor and banking partner (CIBC) on the relevant aspects of the policy.
3. Engage a qualified finance professional to assist with drafting the policy.
4. Bring a draft Investment Policy to Council for Council review.

In parallel with this work, administration will undertake a routine review of the Village's banking and cash management arrangements within existing administrative authority. No funds will be moved and no investment instruments will be changed as a result of the decision sought by this report.

Draft Resolution

THAT Council direct administration to develop a draft Investment Policy for the Village of Haines Junction, in consultation with peer Yukon municipalities, the Village's external auditor, the Village's bank, and a qualified finance professional.

Prepared by

David Fairbank
Chief Administrative Officer

2018 - INVESTMENT POLICY STATEMENT

VILLAGE OF HAINES JUNCTION



A guide for the development of a sustainable Municipal Investment Program rooted in strategic oversight, targeted performance management, and responsible capital asset utilization to advance the strategic interests of the Village of Haines Junction.

This draft report is from 2018 and is shared as an example of what an Investment Policy may look like.

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1. SHORT TITLE

1.1. This policy may be referred to as the Investment Policy of the Village of Haines Junction.

2. DEFINITION

2.1. “Chief Administrative Officer” – shall mean the Chief Administrative Officer of the Village of Haines Junction.

2.2. “Council” – shall mean the Council of the Village of Haines Junction.

2.3. “Investment Program” – shall mean the totality of components as it relates to strategically investing capital assets of the Municipality. These include but are not limited to investment: strategy, instruments, accounts, portfolios, trust, reserves, etc.

2.4. “Investment Returns” – shall mean the ratio between the net profit received from investment activities and the cost of investing.

2.5. “Investment Strategy” – shall mean a well conceived plan designed to achieve performance benchmark within the confines of the outlined risk profile.

2.6. “Liquidity” – shall mean a form of asset that is cash or is easily convertible into cash.

2.7. “Municipality”, “Village” – shall mean the Corporation of the Village of Haines Junction.

2.8. “Retained Investment Agent” – shall mean a person, entity, firm, or organization hired by the Village of Haines Junction provide investment services.

2.9. “Term of Office” – shall mean the period between the date when a Council is sworn into office subsequent to a municipal election and the date another Council is sworn into office subsequent to the next municipal election.

2.10. “Yield” – shall mean the cumulative return of all investment income received.

2.11. “Realized Investment Income” – shall mean income from investing activities from which the Village has earned a financial return.

3. REQUIREMENT TO UPDATE

- 3.1. The Village of Haines Junction shall review this policy at least once every five (5) years.
- 3.2. If this policy is not reviewed and or updated by the fifth (5th) year of the day it was initially brought into force, this policy shall automatically be placed in abeyance for an additional six (6) months.
- 3.3. If after the additional six (6) month period elapsed this policy is not reviewed and or updated, this policy shall be deemed to have expired and rescinded.

4. AUTHORITY

- 4.1. The Village of Haines Junction's funds are subject to the requirements of the Municipal Act, Yukon, 2002. In particular, sections 243 and 244 of the Municipal Act, Yukon 2002, specifies the authority by which Council for the Village of Haines Junction may invest municipal funds.

5. SCOPE OF POLICY

- 5.1. This policy applies to all current and future Investments Program(s) of the Village of Haines Junction as it/they may be amended from time to time.
- 5.2. This policy applies to all investments made on behalf of the Village of Haines Junction unless otherwise specified through a bylaw or resolution of the Village of Haines Junction.
- 5.3. The management of all municipal funds including and not limited to reserves, trusts, and investments accounts must be in compliance with all statutory requirements.

6. INVESTMENT STRATEGY DEVELOPMENT AND IMPLEMENTATION

6.1. INVESTMENT STRATEGY DEVELOPMENT

- 6.1.1. The Village of Haines Junction shall endeavour to develop a new or renew an existing Investment Strategy for each Investment Account within the Village's Investment Program every five (5) years.
- 6.1.2. The Village's Investment Strategy shall be monitored regularly similarly other financial affairs of the Village. Additionally, the Investment Strategy should be reviewed annually in tandem with the development of the Village's Annual Budgets. This review is meant to serve as an opportunity to review the preceding annual performance of the Investment Portfolio in order to determine if any changes to the strategy is required to meet benchmark targets for the upcoming year.

6.2. INVESTMENT STRATEGY IMPLEMENTATION

6.2.1. The implementation of the Investment Strategy is the explicit responsibility of the Chief Administrative Officer with the support and assistance of the Senior Manager of Finance.

6.2.2. If the Investment Strategy is changed for any of the Investment Accounts within the Investment Program, the strategy shall be deemed to be in effect on the next business day from the date it was implemented.

6.2.3. For clarity outside a period where a regular review will occur, the Chief Administrative Officer at the direction of Mayor and Council is authorized to change or amend the Investment Strategy of any Investment Account if, in their opinion:

6.2.3.1. It is required to preserve municipal capital assets by reducing undue exposure and potential of losses;

6.2.3.2. Any delays would be detrimental to the financial health of the account; or

6.2.3.3. Any delays would cause the Village of Haines Junction to miss an opportunity to generate desired Investment Returns.

6.2.4. If the Investment Strategy is not changed, it shall continue to be in enforce as written until otherwise cancelled or this policy is no longer in force.

7. ROLES AND ESPONSIBILITIES

7.1. COUNCIL

7.1.1. Within the first calendar year of each Council's Term of Office shall review all investment programs of the municipality to determine the financial health of the portfolio, the performance of the portfolio, and to outline any changes necessary to meet their strategic objective during their term.

7.1.2. On an annual basis or as regularly as produced, Council should receive reports of investments portfolio performance and recommendations from the Chief Administrative Officer.

7.1.3. Council shall remain the sole entity or body authorized to direct the Chief Administrative Officer to make changes to the investment portfolio.

7.2. ADMINISTRATION AND RETAINED INVESTMENT AGENT(S)

7.2.1. Council shall delegation of authority of the day-to-day management of the investment program to the Chief Administrative Officer, Senior Manager of Finance, and any Retained Investment Agent(s) of the Municipality.

7.2.2. The Chief Administrative Officer, Senior Manager of Finance, and any Retained Investment Agent(s) shall be responsible for the:

7.2.2.1. Implementation of approved Investment Strategies;

7.2.2.2. Continuous monitoring of the Investment Program and make minor non-substantive adjustments (unless otherwise provided for) in order to increase the probability of meeting set benchmarks; and

7.2.2.3. Preparation of the program's performance reports and distribute to required personnel.

8. OBJECTIVES AND GUIDING PRINCIPLES (order of priority)

8.1. SECURE A BALANCED BUDGET FIRST

8.1.1. The Village shall only earmark annual funding to the Village's investment program after the Village has past a balanced Operating and Maintenance Budget.

8.2. PRESERVATION OF MUNICIPAL CAPITAL

8.2.1. The overall Village of Haines Junction's Investment Risk Profile must, at all times, be designed and structured to protect and preserve the municipal capital investments, except where otherwise allowed for in this policy.

8.3. MAINTENANCE OF LIQUIDITY

8.3.1. The Village shall at all time maintain ready access to and be able to obtain full control of assets within the Short-Term – Stabilization Fund account. These funds shall only be removed and used in the manner provided for in this policy.

8.4. RISK MITIGATION THROUGH ASSET ALLOCATION

8.4.1. To the extent possible and with the use of information available at the time of the development of a strategy and subsequent implementation, all assets must be allocated in

such a way as to provide a robust risk mitigation approach to investments while generating targeted returns.

8.5. YIELD (RETURN ON INVESTMENTS) TARGETING

8.5.1. Subject to present economic conditions, market conditions, and the Village's financial risk tolerance, the return on investment target or benchmark must be set each year during the annual budget cycle for the Village.

8.6. MANAGED CURRENCY EXPOSURE

8.6.1. To prevent undue currency exposure risk to the Village of Haines Junction, a portion of the investment portfolio shall be managed in other currencies required by the Village for normal business operations. For clarity, a target amount should be set in the Investment Strategy for currency exchanges.

8.7. REGULAR MONITORING AND ADJUSTMENTS

8.7.1. On a regular basis, the Chief Administrative Officer and the Senior Manager of Finance shall monitor the health and performance of the Village's Investment Program. Additionally, on an annual basis and at the beginning of each Council's Term of Office, a comprehensive report detailing the ongoing activities of the Investment Program shall be prepared and shared with Council.

8.7.2. Subject to any findings or lessons learned stemming from a report of the Investment Program, the Village shall be required to take proactive steps to ensure the program is performing optimally and is on course to meeting or exceeding set performance targets or benchmarks.

9. INVESTMENT PROGRAM STRUCTURE

9.1. The Village of Haines Junction hereby create the following account structures which will comprise of the Investment Program Structure:

INVESTMENT ACCOUNTS MANAGEMENT STRUCTURE				
Account Type	(%) of Capital Allocation	Maximum Account Limit	Benchmark Target (%)	Notes (Purpose and Design)
Short-Term Stabilization Fund	15%	\$300,000.00	7 – 15%	<ul style="list-style-type: none"> • A fund that is accessible on short notice • A fund that has the lowest cost to access for the Village • A fund that could be used at the discretion of the Village to stabilize operational deficits if and/or when required as situation may arise from time to time. • The risk profile for this account shall be medium to high
Medium-Term Account	15%	\$600,000.00	4 – 8%	<ul style="list-style-type: none"> • A fund designed to be use for projects on a three (3) to five (5) time horizon. • A fund that could be “locked” in for up to five (5) years subject to approval based on return on investment benchmark. • A fund that may be accessed only in the presence of extreme financial difficulty by the Village (outside of the normal three (3) to five (5) year timeline. • The risk profile for this account shall be low to medium.
Long-Term Account	20%	No Limit	3 – 6%	<ul style="list-style-type: none"> • A fund designed to be used for projects on a five (5) year or greater time horizon. • A fund that must be “locked” in for at least five (5) years. • This fund shall never be accessed unless it is for its intended purpose. • The risk profile for this account shall be low.

10. INVESTMENT PROGRAM FUNDING

10.1. On an annual basis, the Village of Haines Junction shall make a regular capital contribution to the Investment Program. All contributions shall be made using the following guidelines:

10.1.1. The Village of Haines Junction must first pass a balanced Operating and Maintenance Budget by pooling all revenue streams and making the required capital allocation to cover annual business costs or expenses;

10.1.2. If after passing a balanced budget there are remaining unallocated capital, the Village may, as sanctioned by Council, commit the remaining capital to the Investment Program as follows:

10.1.2.1. 15% to the Short Term - Stabilization Fund up to a maximum carrying amount of \$300,000.00;

10.1.2.2. 15% to the Medium-Term Account up to a maximum carrying amount of \$600,000.00;

10.1.2.3. 20% to the Long-Term Account with no limit.

10.1.3. If the Short-Term and Medium-Term Accounts are at their respective Maximum Account Limits at the time of making a regular capital contribution, all funds available must be automatically diverted to the Long-Term Account.

11. USE OF INVESTMENT INCOME

11.1. The Village of Haines Junction shall use any Realized Investment Income from the following accounts in the following manner:

11.1.1. SHORT-TERM – STABILIZATION FUND

11.1.1.1. All returns shall remain in the account until the Maximum Account Limit is reached;

11.1.1.2. If the Maximum Account Limit is reached, any Realized Investment Income above and beyond the “Limit” shall then be transferred to the Medium-Term Account until this account also reaches its Maximum Account Limit;

11.1.1.3. Once both the Short-Term Stabilization Fund and the Medium-Term Accounts reaches their respective Maximum Account Limits, the Village may, subject to the

approval of Council, use any remaining unallocated Realized Investment Income to fund municipal operations, programs, and services.

11.1.2. MEDIUM-TERM ACCOUNT

- 11.1.2.1. All returns shall remain in the account until the Maximum Account Limit is reached;
- 11.1.2.2. If the Maximum Account Limit is reached, any Realized Investment Income above and beyond the “Limit” shall then be transferred to the Short-Term Stabilization Fund account until this account also reaches its Maximum Account Limit;
- 11.1.2.3. Once both the Short-Term Stabilization Fund and the Medium-Term Accounts reaches their respective Maximum Account Limits, any remaining unallocated Realized Investment Income must be transferred to the Long-Term Account.

11.1.3. LONG-TERM ACCOUNT

- 11.1.3.1. All Realized Investment Income generated by this account shall remain in this account and be reinvested.
- 11.1.3.2. The Village shall not use these funds for any purpose other than to fund specifically earmarked projects on the timeline outlined for this account.

12. TEMPORARY TRANSFERS AND INTERNAL LOANS

- 12.1. Only under exceptional circumstances and where deemed absolutely necessary and accompanied by clear evidence and supporting documentation, the Village may create and issue a loan to itself using the Medium-Term Account. Any loan drawn must be in accordance with the following parameters:
 - 12.1.1. A complete terms and conditions of the loan must be created;
 - 12.1.2. The Loan must be accompanied with an interest rate comparable to a rate that would otherwise be secured on the open market of from alternative lenders;
 - 12.1.3. The loan must be repaid on a regularly scheduled basis and shall not be more than fifteen (15) years in duration.

13. ELIGIBLE INVESTMENT INSTRUMENTS

13.1. SELECTION OF INVESTMENT INSTRUMENTS

13.1.1. The following investment instruments are hereby authorized to be a part of the Village's Investment Program:

- 13.1.1.1. Securities that are obligations of or guaranteed by the Government of Canada or Government of a Territory or Province;
- 13.1.1.2. Fixed deposits, notes, certificates, and other short-term paper of or guaranteed by a bank, credit union, or trust corporation, including swapped deposit transaction in the currency of the United States;
- 13.1.1.3. Commercial paper issued by a company incorporated under the laws of Canada or a Province or Territory;
- 13.1.1.4. Securities of corporations with the following with credit worthiness ratings outlined in this policy (Schedule A).

14. ETHICS AND CONFLICT OF INTEREST WITH INVESTMENTS

- 14.1. Members of Council, Municipal Officers, and Staff are required to only focus on the municipality's interest when making decisions pertaining to investments, reserves, and trust programs.
- 14.2. For clarity, Members of Council, Municipal Officers and Staff involved in the development of investment processes, ideas, and strategies, must refrain from engaging in personal business activities that could in reality or be perceived to be in conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions.
- 14.3. Members of Council, Municipal Officers, Staff, and/or Retained Investment Agents or Professionals are required to disclose any material interest in financial institutions, instruments, or products being recommended for utilization by the Village of Haines Junction. Additionally, all persons involved in the management of the Village's investment program are required to immediately disclose any material information in their possess that may cause the Village of Haines Junction to make a different decision.
- 14.4. Where there is a pre-existing relationship between a Member of Council, Municipal Officer, Staff, and the Retained Investment Agent or Professional (including firm) at the time this policy comes into effect, said person(s) must declare that relationship and recuse themselves



from any business dealings with said Agent or Professional on behalf of the Municipality. This is a requirement as to prevent the potential perception of a conflict.

- 14.5. Where there is not a pre-existing relationship between a Member of Council, Municipal Officer, Staff, and the Retained Investment Agent or Professional (including firm) at the time this policy comes into effect, said person(s) are strongly encouraged to refrain from utilizing the services of said Agent, Professional, or Firm for the duration of their role with the Municipality. While this is not a requirement it is strongly suggested so as to prevent the potential perception of a conflict.

DRAFT

SCHEDULE A – Credit Quality Rating Scale

In Canada and the United States of America (two big capital markers), debt issues (financial instruments) are rated by several rating agencies, three of the most frequently used agencies are “DBRS”, “Moody’s Investor Services”, and “Standard and Poor’s”.

Credit Quality	DBRS		Moody's		Standard & Poor's			Approved Account Types	
	Long Term	Short Term	Long Term	Short Term	Long Term	Global CP Scale	Canadian CP Scale		
Superior HIGHEST RATING - SAFEST	AAA	R-1 (high)	Aaa	p-1	AAA	A-1+	A-1 (high)	ALL ACCOUNTS TYPES (SHORT TERM, MEDIUM TERM, & LONG TERM)	
	AA (high)	R-1 (high)	Aa1	p-1	AA+	A-1+	A-1 (high)		
	AA	R-1 (mid)	Aa2	p-1	AA	A-1+	A-1 (high)		
	AA (low)	R-1 (mid)	Aa3	p-1	AA-	A-1+	A-1 (high)		
Good HIGH RATING - SAFER	A (high)	R-1 (low)	A1	p-1	A+	A-1	A-1 (mid)		
	A	R-1 (low)	A2	p-1	A	A-1	A-1 (mid)		
	A (low)	R-1 (low)	A3	p-2	A-	A-2	A-1 (low)		
Adequate MEAN – 50/50	BBB (high)	R-2 (high)	Baa1	p-2	BBB+	A-2	A-1 (low)		SHORT TERM & MEDIUM TERM
	BBB	R-2 (mid)	Baa2	p-2	BBB	A-2	A-2		
	BBB (low)	R-2 (low), R-3	Baa3	p-3	BBB-	A-3	A-3		SHORT TERM
Speculative VERY RISKY	BB (high)	R-4	Ba1	Not Prime	BB+	B	B	NO ACCOUNTS TYPES AUTHORIZED	
	BB	R-4	Ba2	Not Prime	BB	B	B		
	BB (low)	R-4	Ba3	Not Prime	BB-	B	B		
Highly Speculative EXTREMELY RISKY	B (high)	R-4	B1	Not Prime	B+	C	C		
	B	R-5	B2	Not Prime	B	C	C		
	B (low)	R-5	B3	Not Prime	B-	C	C		
	CCC	R-5	Caa	Not Prime	CCC	C	C		

VILLAGE OF HAINES JUNCTION
Discussion Paper
Council Motion Procedure at Regular Meetings

Prepared for Council's consideration



Purpose

This paper invites Council to consider a refinement to how discussions are handled during regular Council meetings. The intent is to bring greater procedural clarity to Council's decision-making while preserving the open deliberation that supports good governance.

Background: Current Practice

Section 210 of the Yukon Municipal Act requires Council to adopt, by bylaw, rules governing its procedure. Council Procedural Bylaw fulfils that requirement. This paper concerns practice within that procedural framework, not the framework itself.

At present, when an item is brought forward by way of a Report to Council (RTC), discussion typically proceed in the following pattern:

1. Staff present the report.
2. Council enters into an open discussion of the report and its subject matter.
3. After discussion has run its course, a motion is moved.
4. Council votes.

This pattern works, but it has limitations:

- Discussion may continue past the point of usefulness because there is no formal question before Council/Chair to anchor deliberation.
- The motion that is eventually tabled may not fully capture the direction the discussion took.
- The transition from “discussing the issue” to “deciding the question” is informal and can be unclear.

Reference Point: Robert's Rules of Order

The most widely recognised parliamentary authority — Robert's Rules of Order Newly Revised takes a stricter approach.

The strict approach has the strength of procedural focus. It can be unnecessarily complex, leaving little space for Council to explore options before locking in motion language.

A Blended Approach for Council's Consideration

The proposed approach blends the open deliberation of current practice with the procedural discipline of Robert's Rules. It is structured in six phases, with an explicit path for what follows the vote.

Phase 1: Presentation and Clarification

Staff present the RTC. Council may interject asking clarifying questions of staff. This phase is oriented toward making sure the report is understood, not toward forming a position.

Phase 2: Open Discussion of the Report

Council discusses the report, the issues, and possible directions. This phase is exploratory and broad. No motion is yet on the floor. The purpose is to surface views, test options, and arrive at a sense of where Council wants to land. A member of Council may call for a motion, or move a motion, to advance to the next phase.

Phase 3: Motion Moved and Seconded

A member moves a motion. This may be the motion recommended in the RTC, an adapted version informed by the discussion, or an alternative. Another member seconds the motion.

Once the motion has been stated, it is on the floor and the discussion changes character.

Phase 4: Focused Debate on the Motion

Discussion now narrows to the merits of the motion before the Chair. Members address whether the motion as worded should be adopted. Returning to broad, exploratory discussion at this stage defeats the purpose of the phased structure.

Phase 5: Amendments (if any)

A member may propose an amendment to the motion. Two approaches are available, and Council should choose which it intends to use:

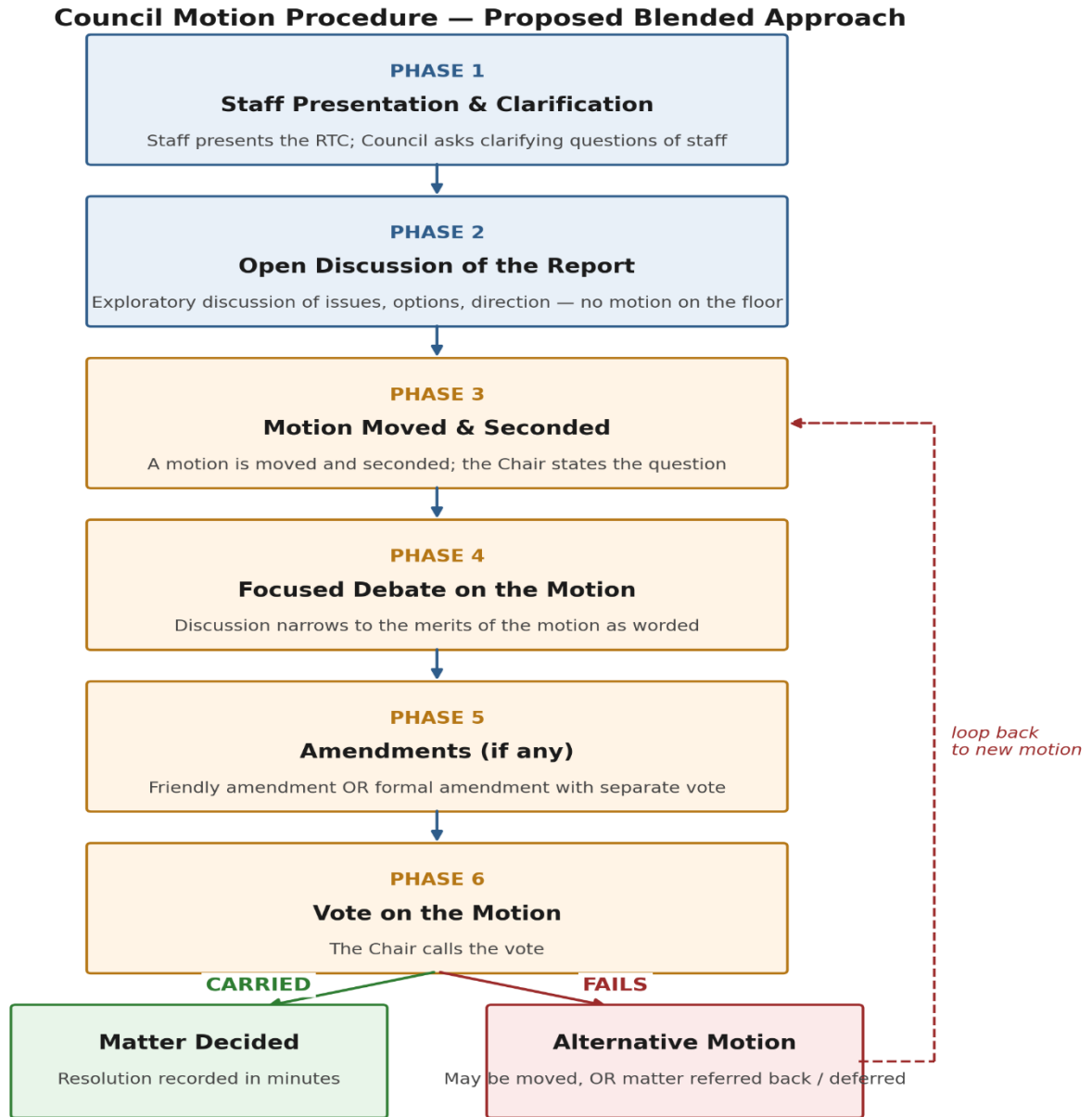
- **Formal amendment:** the amendment is moved, seconded, debated briefly, and voted on. If carried, it becomes part of the main motion. The main motion as amended is then debated further if needed before a final vote.
- **Friendly amendment:** a suggested change accepted by the mover and seconder, with no objection from Council, incorporated by the Chair without a separate vote.

Phase 6 — Vote on the Motion

The Chair calls the vote on the motion as it stands (whether amended or not). If the motion carries, the matter is decided and the resolution is recorded in the minutes. If the motion fails, a member may move an alternative motion (returning the process to Phase 3); alternatively, Council may refer the matter back to staff for further work or defer the item to a later meeting.

Process Diagram

The diagram below shows the six phases and the path that follows the vote. The two colour bands distinguish the open discussion phase (no motion on the floor) from the focused phase (motion on the floor).



- Discussion phase (no motion on floor)
- Motion-on-floor phase (focused on the question)

What Changes Compared to Current Practice

The blended approach makes three concrete changes:

1. A clear procedural break between general discussion of the report and focused debate on a specific motion. This allows time to craft a strong motion that considers information garnered in the open discussion. Collaborative work on crafting the motion is encouraged.
2. A stated motion before the Chair during the deliberative phase, giving discussion an anchor.
3. An explicit fallback path when a motion does not carry.

The approach preserves what works in current practice -the openness of pre-motion discussion- while adopting the discipline that comes with having a defined question on the floor.

Considerations for Council

Strengths

- Open discussion still occurs, but with a defined endpoint.
- The Chair and Council's role is clearer at each phase, which supports orderly meetings.
- Motion language can be shaped by discussion rather than imposed at the outset.
- Public observers can more easily follow what Council is doing at any given moment.
- Council retains flexibility when a motion does not carry.

Points to Be Mindful Of

- Members of Council must maintain awareness of the transition between phases. Without that awareness, the discipline of the approach is lost, and it collapses back into current practice. The Chair can assist by signaling the transitions.
- Pre-motion discussion can still drift if not managed/Chaired actively. Members of Council may move a Motion or call a Point of Order to advance the process.
- Members should resist returning to broad exploratory discussion once a motion is on the floor; that phase is closed at that point.
- Note: this is a change in procedural habit, not in legal authority.

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