



**Village of Haines Junction**  
**January 8, 2025**  
**Regular Council Meeting 7:00 pm**

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

**AGENDA**

- 1. Call to Order**
- 2. Acknowledgement of Champagne and Aishihik First Nations Traditional Territory**
- 3. Adoption of Agenda**
- 4. Declaration of Pecuniary Interest**
- 5. Adoption of Minutes of Regular and Special Council Meetings**
  - a. Draft Minutes – Regular Council Meeting, December 23, 2024
- 6. Proclamations**
- 7. Delegations**
- 8. Public Hearings and Public Input Sessions**
- 9. Old Business**
  - a. Brigitte Kirady – Food Cycle Science Corporation
  - b. Volunteer Fire Department Update
  - c. Trail Committee Update
  - d. JAM – Funding request for Glacier Nights Snow Festival
  - e. CAFN-VHJ Intergovernmental Working Group Appointments (deferred from Dec 23 Meeting)
- 10. New Business**
  - a. Accounts Payable to January 8, 2025
  - b. RTC – 2025 Annual Tenders
  - c. RTC – Policy Development Needs
- 11. Bylaws – Reports, Readings and Adoption**
  - a. Bylaw #420-24 Municipal Election Bylaw – Third Reading
- 12. Correspondence**
- 13. Council Reports and Notice of Motions**
- 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 pm on January 22, 2025 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

+17806660144,,8676347100# Canada

+12042727920,,8676347100# Canada

---

Dial by your location

• +1 780 666 0144 Canada

• +1 204 272 7920 Canada

• +1 438 809 7799 Canada

• +1 587 328 1099 Canada

• +1 647 374 4685 Canada

• +1 647 558 0588 Canada

• +1 778 907 2071 Canada

Meeting ID: 867 634 7100

Find your local number: <https://us02web.zoom.us/u/kbq7uk0jkn>

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



**Village of Haines Junction  
Report to Council**

**January 8, 2025**

Council Decision  
 Council Direction  
 Council Information  
 Closed Meeting

**RE: Background Note - FoodCycler Pilot Program**

---

## **Background**

The Village of Haines Junction supported a household composting pilot program that made household composters, called FoodCyclers, available to residents within the municipality at a subsidized rate.

In total, 90 households in Haines Junction participated in this program. The Village subsidized each unit at a rate of \$100/unit, therefore contributing \$9,000, plus taxes and shipping, to the program.

The Village supported this pilot program because these household composters will extend the lifespan of our landfill, reduce greenhouse gas emissions, and produce high-quality compost for backyard gardens.

- On average, a household produces roughly 1 tonne of food waste per year. Composting removes up to 40% from the household waste. 90 households could divert approximately 36 tonnes of food waste in one year,.
- In addition, every tonne of food waste diverted from the landfill is estimated to reduce greenhouse gas emissions by 1.2 tonnes of CO<sub>2</sub> before transportation emissions. Based on this, 90 households could divert approximately 43.2 tonnes greenhouse gas emissions.

## **Current Status**

Brigitte Kirady from the Food Cycle Science Corporation is presenting to Council at the January 8, 2025 meeting to share results from the participant survey including the amount of waste that was diverted from the landfill during the pilot program, the satisfaction of participants in the program, and participant feedback. Options for continuing the program will also be presented for Council's consideration.

Prepared by

Aynslie Ogden  
Policy/Communications Manager



# FoodCycler™

## On-Site Organics Diversion Program

Prepared for:  
Village of Haines Junction  
November 8<sup>th</sup>, 2024

Presented by:  
Food Cycle Science  
Brigitte Kirady

# About Us: Food Cycle Science

- Canadian company based out of Ottawa, Ontario
- 100% focused on Food Waste Diversion Solutions
- Official Canoe Procurement Group of Canada approved supplier
- Recent Awards include:
  - Finalists in Impact Canada's Food Waste Reduction Challenge
  - Deloitte Fast 50 CleanTech award winners (2021-2024)
  - #66<sup>th</sup> on Globe & Mail's Canada's Top Growing Companies for 2024



reddot



# Trusted Canadian Solution

From Coast to Coast to Coast



100 Canadian Municipal Partners  
... and counting!

# MUNICIPAL PROGRAM

## from Start to Finish

### TYPICAL PROGRAM SCOPE

#### PILOT

Residents purchase FoodCycler from the municipality at a subsidized rate.

They track the number of cycles they run for 12 weeks and complete a survey. The FoodCycler is theirs to keep forever.

#### EVALUATION

Based on the results from the pilot, the program is evaluated to determine the feasibility of this solution in your community.

#### EXPANSION (optional)

A 2<sup>nd</sup> pilot can be rolled out if needed.

#### PROGRAM ROLLOUT

Tailored program design and implementation.

Grants may be available, with support from Food Cycle Science.

# FUNDED PILOT PROGRAM OPTIONS

## Municipal Subsidy Model



**FOODCYCLER™**  
**FC-30**

\$ 500

-\$ 200

-\$ 50

\$ 100

\$ 150

RETAIL PRICE

MUNICIPAL  
DISCOUNT

FEDERAL FUNIDNG

\* MUNICIPAL  
SUBSIDY \*

RESIDENT  
COST

\$ 800

-\$ 250

-\$ 150

\$ 100

\$ 300



**FOODCYCLER™**  
**Eco 5**



# Pilot Program Recap

○ A pilot program was run in Haines Junction that included 90 participating households.

○ Cost to the Municipality was \$9,000 + taxes and shipping.

○ Program Outline:

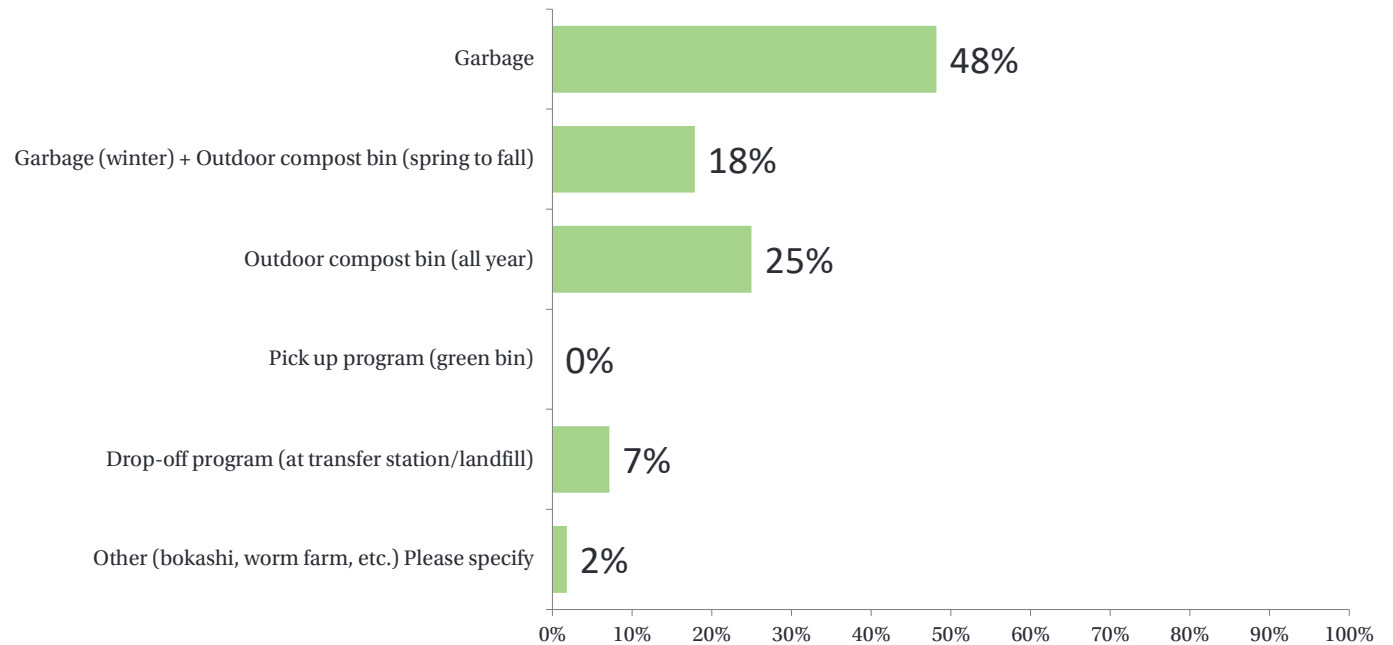
- Participating residents purchased a FoodCycler from the municipality at a subsidized price.
- Usage was tracked for 12 weeks to calculate total waste diversion.
- Participants completed a survey to provide data and feedback.



# Pilot Program Results

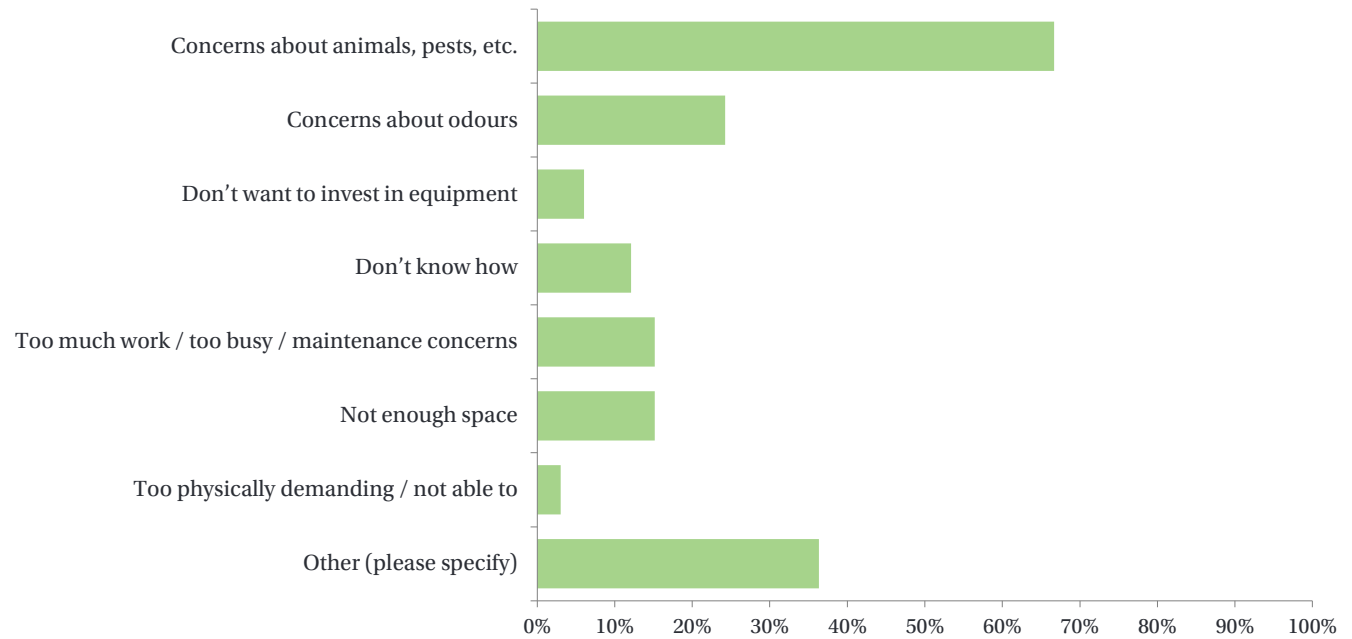
57 responses collected out of 90 participants (63%)

- How important is greenhouse gas reduction to you? 8/10
- How important is waste reduction to you? 9/10
- Where did your food waste go prior to using the FoodCycler?



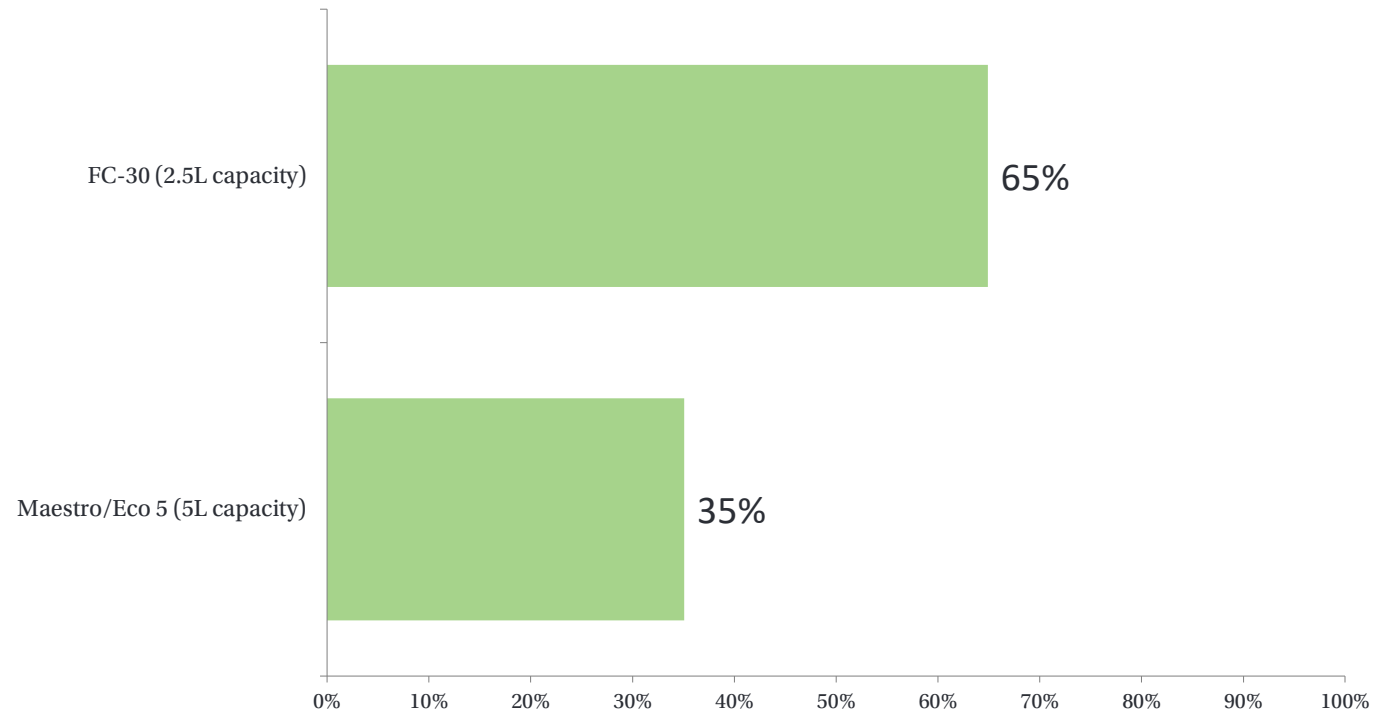
# Pilot Program Results

## Why don't you compost?



# Pilot Program Results

Which device do you have?



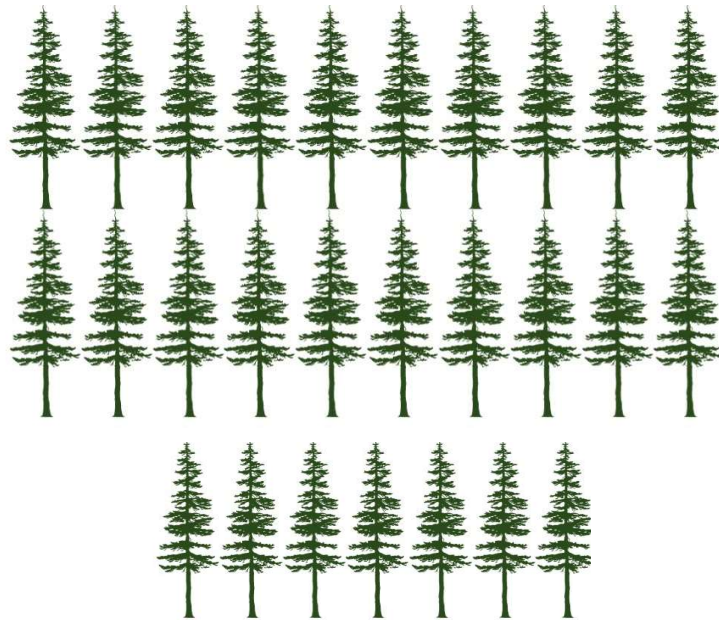
# Pilot Program Results

- Average of **2.90 cycles/week** for FC-30
- Average of **2.80 cycles/week** for Eco 5
  - Equivalent to **~203.5 kg/year/household**
  - Total of **18.31 metric tonnes (MT)** of food waste diverted from landfill/year from 90 FoodCyclers in use



# Pilot Program Results

- 90 FoodCyclers in Haines Junction will divert **23.81 MT CO<sub>2</sub> equivalents** per year, the equivalent to the carbon sequestered by 27.8 acres of forest per year!



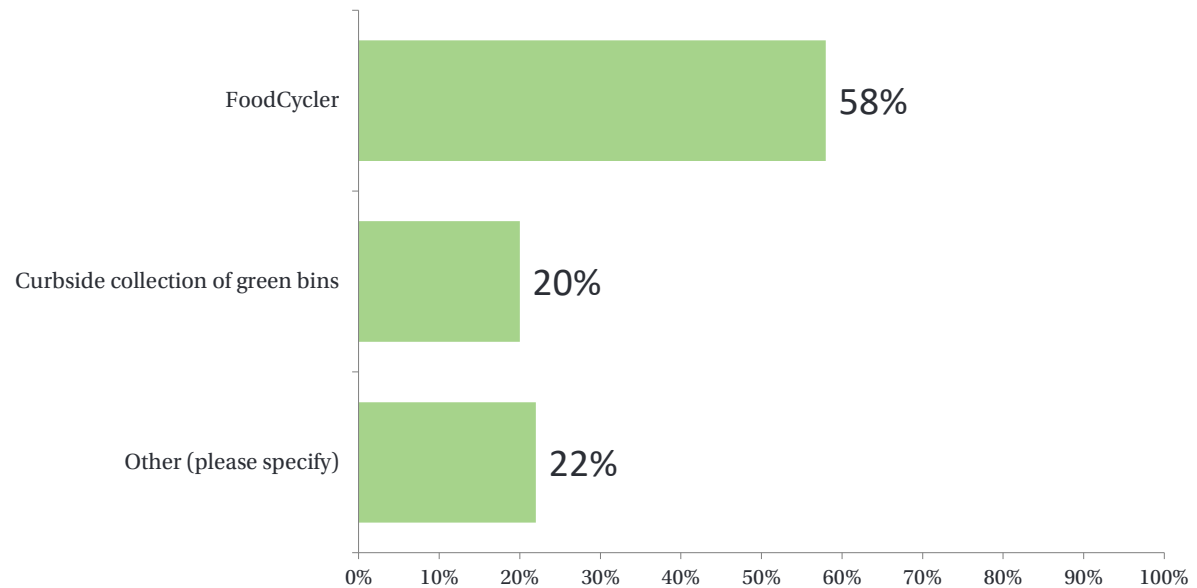
## Pilot Program Results

Residents reported generating **0.41 fewer standard garbage bags per week**, a reduction of **21.3 garbage bags per household per year** being trucked to the landfill!



# Pilot Program Results

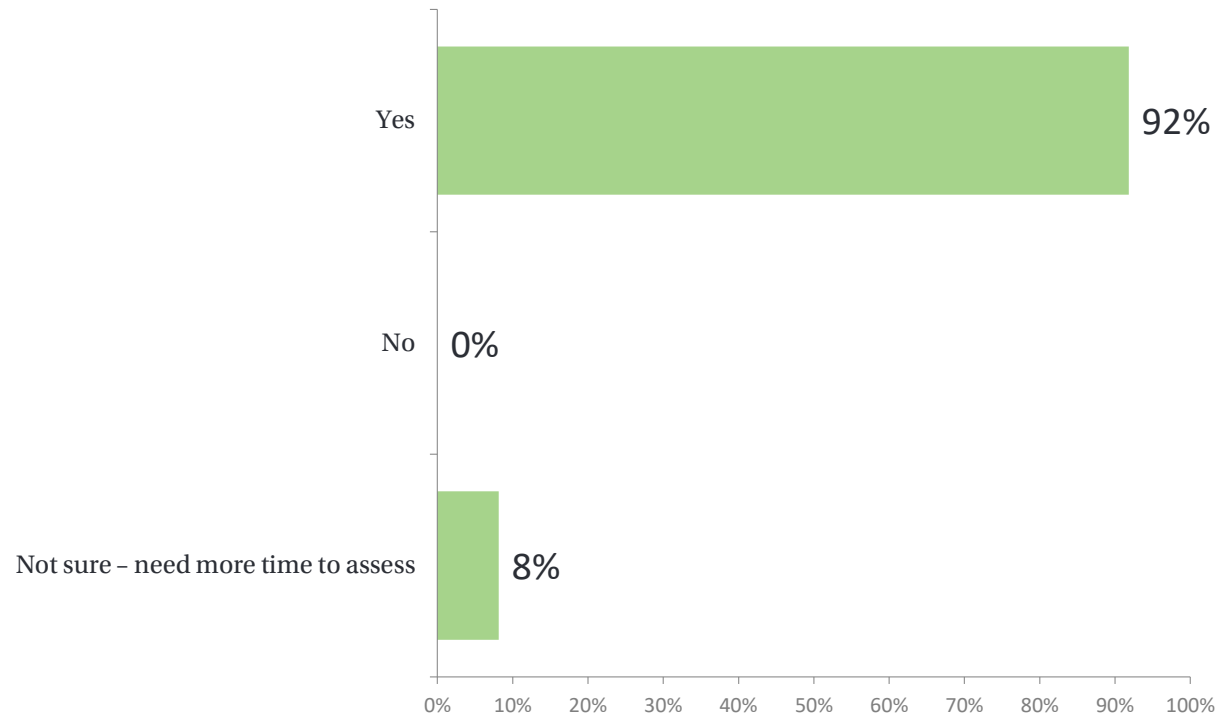
If the municipality were to implement a municipal service to divert food waste, please indicate your preferred method:





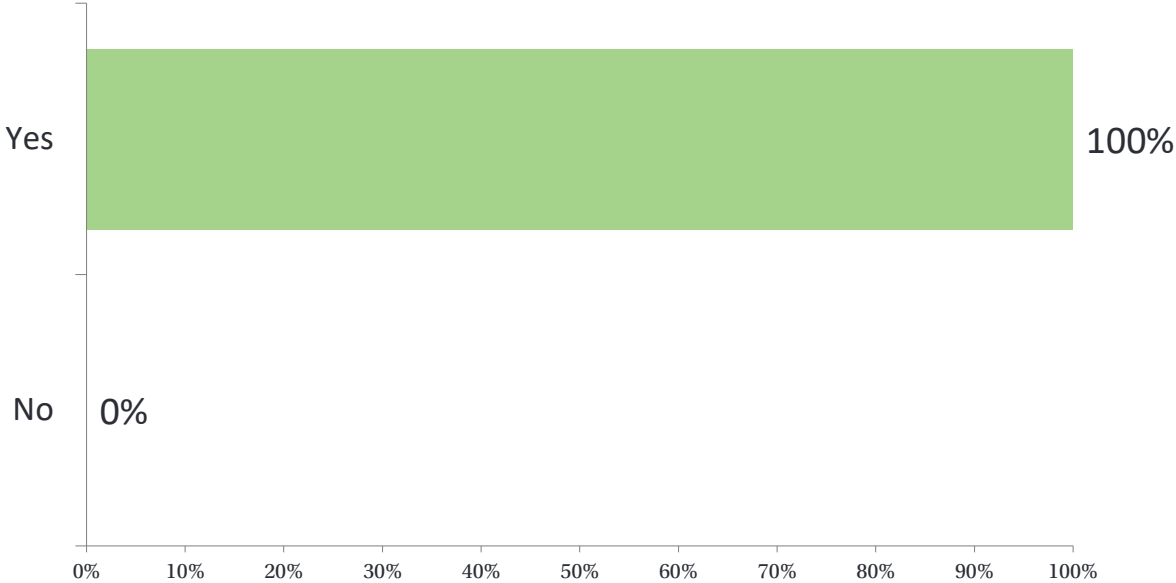
# Pilot Program Results

Would you recommend the FoodCycler to others?



# Pilot Program Results

Will you continue using the FoodCycler after this pilot?



## Pilot Program Results

Please rate the overall pilot project experience out of 5 stars.

Average rating: 4.7/5 Stars



- 1 Star = 0%
- 2 Stars = 0%
- 3 Stars = 2.0%
- 4 Stars = 28.6%
- 5 Stars = 69.4%

“Great program, thank you!”

“Thank you for offering the project!”

# Pilot Participant Comments

“Could offer a place to bring the by-product. I do not garden, nor did I want to dump it outside in case it attracted animals. I would be happy to bring it somewhere or to someone who could use it for their garden.”

“It would be great if the municipality had a place for folks to take the final product, like the CAFN greenhouse program or other community gardening initiatives, as I have more dried nutrients than I need for my own garden.”

“There might be the question of people's electrical bills going higher.”

“Can you offer additional support for off grid, like subsidize additional solar batteries so the cycle can complete before running out of power.”

“It would be good to be able to buy the filters at the village office.”

“I absolutely love my FoodCycler, and my parents and sister are very interested in the program now. They don't live in this community but are looking at options to purchase one for themselves. I only wish I had gotten the larger size.”

“Larger size bucket would be great for families.”

“Pretty cool machine, enjoy using it, and would not have purchased one without a subsidy. They are still very expensive presently.”

“Love being able to compost and divert the food scraps and waste. We have a toddler and a baby who has just started eating solids, so that's the majority of our waste (aside from diapers and pull-ups). Wishing it could have been cheaper than \$300 as this might be a deterrent for others in the community.”

“I live alone, and the device was actually not the right size. It could have had a smaller capacity, and it would have been just fine.”



# Pilot Participant Comments

“Very happy with it, even our kids have taken an interest in it!”

“I really like this method of composting for my garden.”

“Overall, a good product. We run it basically daily.”

“Good to speed up decomposition and use product in the garden.”

“Works great as we get to put in our garden and raised beds!”

“I love it! Fewer trips to the dump, augmenting yard soil, reducing greenhouse gases in landfill site.”

“I enjoy the fact that we're not putting extra waste into the landfills.”

“I love my FoodCycler. It's worth every penny!”

“Easy! Some thinking re: cut smaller, which items can't go in, some scent. Glad to have it. Thanks, and glad to be composting again even though it isn't as extensive as what can go in green bins.”

“I think it's great. It eliminated compost odours during the week and has made trips to the dump far less frequent as garbage isn't smelling. It is great to be able to manage compost myself without attracting bears or taking up space or managing a frozen pile in the winter. I am excited to use it in my garden this summer. I have recommended it to other neighbours and many would like one, also in other municipalities where it is not offered yet in the Yukon. It is sturdy and well-made and cost was reasonable (subsidized).”

“I love my FoodCycler, and I will continue my usual composting methods as well.”

“Love it!”

“Works well and should be used by everyone.”



## Program Recap

### Recap

- **18.31 MT** of food waste diverted from landfill/year from the 90 FoodCyclers in the pilot program
- Residents reported a **0.41 bag reduction per week** which equals **21.3 bags per household per year** of food waste diverted from the landfill.
- **92%** of participants would recommend the FoodCycler to their friends and family.
- **100%** of participants will continue using the FoodCycler



# Scaling Real Change

## Nelson, British Columbia (5000 homes)

Citywide Pre-treated Organics Program program including:

- Free bulk carbon refill station in local Safeway grocery store
- Full warranty and local repair program
- Convenient, animal-proof soil amendment drop off locations
- Accessories sold by local businesses
- E-waste recycling programs established locally
- Resident education – guides, information sessions, and how-to videos



CBC | MENU

NEWS Top Stories Local Climate World Canada Politics

British Columbia

**B.C. community expands home composting pilot project to divert more food waste from landfills**

## Next Steps

### FoodCycler as an Organic Waste Diversion Solution

- Launch of Eco3
  - bucket capacity of 3.5L, smaller overall size, and the same high efficiency Vortech grinding system as the Eco 5
  
- Life Cycle Analysis
  - Our new Emissions Calculator Tool is available at no extra cost to our implementation partners
  
- FoodCyclers in MultiRes
  - We have just wrapped up our 1<sup>st</sup> FoodCycler MultiRes Program in partnership with the City of Belleville
  
- Feasibility Report
  - We are developing a toolkit to provide municipalities with the economics of implementing FoodCyclers vs. landfill and curbside green bin programs







**Thank you!**  
Any Questions?

Brigitte Kirady  
Municipal Implementation Team  
Email: [brigittek@foodcycler.com](mailto:brigittek@foodcycler.com)



Village of Haines Junction  
Report to Council

January 8, 2025

Council Decision  
 Council Direction  
 Council Information  
 Closed Meeting

**RE: Background Note – Haines Junction Volunteer Fire Department**

---

## Background

The Haines Junction Volunteer Fire Department (HJFVD) was established in 1952. Since the incorporation of the Village of Haines Junction in 1984, the provision of fire fighting services within municipal boundaries became the responsibility of the Village.

According to the Municipal Act:

- With regards to the jurisdiction of Municipalities to pass bylaws, S265(a) states that a council may pass bylaws for municipal purposes with respect to the safety, health, and welfare of people and the protection of persons and property, including fire protection, fireworks, other explosives, firearms, weapons or devices, ambulance services, emergency services, and other emergencies.
- With regards to liability, S358 states that a municipality is not liable for loss or damage to a person or property in respect of the provision of protective fire services unless the municipality is grossly negligent.

The Village of Haines Junction has an agreement in place with CAFN since 1996 for the provision of fire protection services. In 2020, then CAO Dan Rodin began drafting work on drafting an updated fire services agreement; it is unclear if this has been finalized.

The HJFVD pumper truck was replaced in 2019 after 32 years in service.

An MOU was drafted with Yukon government in 2020 regarding mutual aid for Emergency Response / Fire Safety Inspections & Investigations (it is unclear if this was finalized). This MOU applies to any assistance and/or aid provided by one of the parties to the other at an incident that occurs inside or outside the Village boundaries.

Martin Eckervogt resigned from the position of Fire Chief on February 1, 2022, after 14 years in this position. Martin identified several issues and made recommendations for change in his resignation letter (attached), including the creation of a paid Fire Chief position. A new Fire Chief has not been appointed. Equipment needs that have been identified include additional fire apparatus for responding to incidents outside of the Municipality, PPE (turnout gear, helmets, boots, SCBA masks), handheld radios.

The Yukon Fire Marshall's Office (FMO) is responsible for structural fighting in unincorporated communities in Yukon. An independent review of the FMO was carried out in 2021<sup>1</sup> Recently, the

---

<sup>1</sup> Review of the Yukon Fire Marshal's Office fire suppression and rescue resources distribution  
[https://yukon.ca/sites/default/files/final\\_report\\_-\\_review\\_of\\_yukon\\_fmo\\_and\\_fire\\_services\\_response\\_specialties\\_november\\_2021.pdf](https://yukon.ca/sites/default/files/final_report_-_review_of_yukon_fmo_and_fire_services_response_specialties_november_2021.pdf)

association representing Yukon firefighters expressed concern over the lack of support for the Fire Marshall's office, and fire services across the territory. Read the story here:

<https://www.cbc.ca/news/canada/north/yukon-firefighters-say-service-lacking-support-1.7420894>

### **Current Status**

As outlined in Briefing Note 1-5 and Issue Note 1-6 from the 2024 Council Transition Binder (attached), there are currently 15 active volunteers within the HJVFD.

Martin Eckervogt, who is an active volunteer with the HJVFD, will be presenting to Council at their January 8, 2025 meeting to provide an update on the HJVFD.

Prepared by

Aynslie Ogden  
Policy/Communications Manager



# Village of Haines Junction

## 2024 Election – Transition Briefing Binder

### **BRIEFING NOTE #1-5**

**RE: Volunteer Fire Department**

---

#### **Background**

- There are currently 15 active volunteers within the Haines Junction Volunteer Fire Department. Volunteers are on call (subject to individual availability) to respond to fires, motor vehicle incidents, requests for assistance from Yukon EMS and other emergencies. Volunteers receive an honorarium and additional hourly attendance payment for training, drills and incidents.

#### **Current Status**

- Martin Eckervogt resigned from the position of Fire Chief on February 1, 2022, after 14 years in this position. Martin identified several issues and made recommendations for change in his resignation letter, including the creation of a paid Fire Chief position. A new Fire Chief has not been appointed.
- The Fire Department transitioned to a contracted Yukon-based dispatch service in 2021. Delta 1 is staffed 24/7 and receives 911 calls for fire departments across the Yukon. The Dispatchers collect information from the callers and notify the Fire Department via radio/pager and text message when a response is required.
- Equipment needs: additional fire apparatus for responding to incidents outside of the Municipality, PPE (turnout gear, helmets, boots, SCBA masks), handheld radios

#### **Additional Reading**

- <https://hainesjunction.ca/p/haines-junction-volunteer-fire-department>
- Bylaw 372-20 Volunteer Fire Department
- Martin Eckervogt resignation letter (November 1, 2021)
- Dimensions Tech/Delta 1 service agreement

<b>Prepared by:</b> Lianna Grice Project and Asset Manager	<b>Approved by:</b> Dave Fairbank Chief Administrative Officer
--	--



# Village of Haines Junction

## 2024 Election – Transition Briefing Binder

### ISSUE NOTE #1-6

**RE: Fire Chief**

---

#### Issue

- The Haines Junction Volunteer Fire Department has been without an appointed Fire Chief since Martin Eckervogt resigned from that position on February 1, 2022.

#### Recommended Response

- Mayor and Council review Martin Eckervogt’s resignation letter dated November 1, 2021 and Bylaw #372-20 Volunteer Fire Department. Martin remains available to discuss his concerns and recommendations with the Mayor and Council.

#### Background

- Martin’s resignation letter cites several challenges for the Fire Department and Fire Chief including volunteer recruitment and retention, increasing duties and expectations of the Fire Chief, equipment needs and increasing cost, incident response outside of the Municipal Boundary.
- In light of the above challenges, Martin recommended that the Village of Haines Junction consider staffing the Fire Chief position as a paid position.

#### Current Status

- Martin’s resignation letter was brought to Council on January 26, 2022. The following motion was carried but no action appears to have been taken.

#31-22 It was moved and seconded

**THAT** Council write Martin Eckervogt a letter thanking him for his years of service as Fire Chief, and invite him to a meeting, at his convenience, to discuss aspects of his letter.

#### Additional Reading

- Bylaw 372-20 Volunteer Fire Department <https://hainesjunction.ca/p/village-bylaws>
- Martin Eckervogt resignation letter -- January 26, 2022 Council Agenda Package <https://hainesjunction.ca/p/council-meetings>

<b>Prepared by:</b> Lianna Grice Project and Asset Manager	<b>Approved by:</b> Dave Fairbank Chief Administrative Officer
--	--

November 1 2021

Mayor and Council,

Please accept this letter as my resignation as Fire Chief effective Feb 1 2022. I have already communicated this to the fire department members present at our last practice on October 19<sup>th</sup>, 2021.

I will continue on as a volunteer firefighter, and 2022 will be my 29<sup>th</sup> year as a volunteer, with 14 of those as the Chief, but the position of Chief needs someone with more energy, time and fresh ideas than I have. While the 14 years that I have served as Chief have seen some positive changes within the department, we are still faced with challenges going forward.

For the past decade or so, our volunteer numbers have remained pretty constant, though the names have changed. There has been a core group of about 8 people, but we have never been able to get over the hump of having a dedicated group of 12 to 16 which would be ideal. It is challenging to recruit, train, and retain volunteers. This takes more imagination, planning, and time than I have to give, so hopefully someone will step forward with that energy and skill set.

In addition to this, other demands are also being made on this position such as; fire inspections, public education, public communication, administrative requirements, ensuring annual inspections are completed, ensuring fire turnout gear is OH&S compliant, monthly checks are completed, volunteer training, volunteer medicals are current, proper drivers licences are in place, attending conferences, and honestly, just hounding people to complete these tasks. It's amazing how long it can take just to get 12 signatures at times!

The community of Haines Junction - Dakwakada is growing pretty rapidly these days, and that means the responsibilities for the department are increasing. We have made efforts over the past 4 years to renew our apparatus, our old pumper was 32 years old when it was finally replaced in 2019. A first line pumper only has a recognized life of 20 years, so we were about 12 years overdue on that. We were also able to budget for and procure a brand new tender that was added to the Department this past summer. It was great to be a part of that process, and I am hopeful that these improvements might translate into new recruits.

While we don't always see a large number of fire calls, we also provide backup for EMS, the Community Health Nurses, as well as Wildland Fire Management. What is lacking at times is a good working relationship between YG and the VOHJ. Until 2020 we had gone 13 years without a formal firefighting agreement with YG. Finally last year we were able to hammer out an agreement, but I still think we compromised a lot. Regardless at least we now have something to build on.

Going forward, I think it will be a big ask for a Volunteer to step in as a Fire Chief, considering the responsibility and time commitment required to do a proper and complete job. If we do find a person, that is great. If not, I think at some point the VOHJ will need to put it out as a paid position, as Watson Lake and Dawson City have done. A paid position may be controversial for some people but that might be the reality going forward. I believe having a paid full time Fire Chief, may also mean that our Municipal Insurance classification could change, potentially reducing everyone's insurance rates on their homes as well. Perhaps it could be a hybrid position that also includes the Municipal bylaw file, which I think is also pretty common.

As I mentioned early on, I will be staying on as a volunteer, and will help with transitioning in a new Chief. I would also be happy to sit with Mayor and Council to answer any questions that you may have.

Sincerely

A handwritten signature in black ink, appearing to read 'M. Eckervogt', written in a cursive style.

Martin Eckervogt



**Village of Haines Junction  
Report to Council**

**January 8, 2025**

Council Decision  
 Council Direction  
 Council Information  
 Closed Meeting

**RE: Trail Committee Update**

---

**Background**

At their March 27, 2024 Meeting, Council approved the appointment of 7 community members to the Trail App and Signage Project Advisory Committee: Chris Cybulskie, Lianna Grice, Dave Heath, Colin Kallio, Owen MacKinnon, Dave Weir, Devin Wittig. CAFN appointed staff member Roberta Nakochee to participate on the Committee (see [hainesjunction.ca/p/trail-planning](https://hainesjunction.ca/p/trail-planning)).

As set out in their terms of reference, and explained in the Council Transition Binder Briefing Note 5-6 (attached) the mandate of the committee is to:

- a) To advise on a plan for placing signage on the trail network
- b) To advise on sign content, location of signage, and trail names
- c) To advise on the implementation of a trail network app
- d) To follow guidance in the 2018 What We Heard Report on the Haines Junction Trail Planning process,
- e) To follow guidance from Champagne Aishihik First Nation on the above- mentioned actions.

The project budget has been set at \$25,000. The budget includes honoraria for participation in Committee meetings, sign design and printing, public engagement, updating GIS mapping and graphic design work.

In September 2024, the Trail Committee presented recommendations to Council on signage and maintenance as well as next steps on the project (presentation attached). The committee recommended that the next steps a public engagement session to present the proposal and gather feedback, engage mapping and graphic design support to develop signs, install signs at selected locations and post trail information online.

Previous Council deferred decision-making on next steps to the new Council, so Committee work has stalled out pending direction from Council on their recommendations.

**Current Status**

Representatives from the Trail Committee Devin Wittig and Colling Kallio will be attending Council Meeting on January 8, 2025 to provide and update on the work of the Committee thus far, and to seek guidance and direction on next steps.

Prepared by

Aynslie Ogden  
Policy/Communications Manager



# Trail App and Signage Project Advisory Committee Terms of Reference

## Authorities:

Date	Motion Number	Summary
Feb 28, 2024	Motion #50-24	Council directed administration to proceed with establishing a trail app and signage project committee per the February 28, 2024 Report to Council

## Membership:

Members will be appointed by resolution by Council and will sit as members at the pleasure of Council.

## Membership criteria:

- Residing in Haines Junction for not less than three (3) years.

## Conflict of interest:

Conflicts of Interest shall be governed as per the Yukon Municipal Act.

## Mandate:

- To advise on a plan for placing signage on the trail network
- To advise on sign content, location of signage, and trail names
- To advise on the development of a trail network app
- To follow guidance in the 2018 What We Heard Report on the Haines Junction Trail Planning process, available on the Village website here: <https://hainesjunction.ca/p/trail-planning>
- To follow guidance from Champagne Aishihik First Nation on the above- mentioned actions.

## Term:

The members of the Board will sit on the Board for a period of one (1) year from the date of their appointment. That being said, it is hoped that this project will be completed for summer 2024.

## Administrative support:

Administrative support will be provided by Village of Haines Junction staff.

## Honorarium:

Members who are sitting on the committee in a personal capacity (e.g. not as representatives from a government agency) will receive an honorarium of \$100/meeting.

Five two-hour meetings are estimated to be required to complete this project.





# Trail Signage and App Proposal

Trail Signage and App Committee – Lianna Grice, Dave Weir, Dave Heath, Collin Kallio, Chris Cybulskie, Owen MacKinnon, Devin Wittig, and Roberta Nakoochee

1



## Trail Descriptions & Maintenance Recommendations

**Pine Lake Trail**

- Paved trail from Dezadeash Day Use Area to Pine Lake Campground
- Include segment from Source Motors to Top Spot
- Seasonal mowing for sightlines, wildlife interactions and invasive species

**Lagoon Loop**

- Loop trail north of Environmental Control Facility (outside of fenced property)
- Popular with birders
- Seasonal brushing required along north fence line

**Willow Acres Trails**

- Extensive trail network north of Willow Acres and Marshall Creek Road, greatly valued by local community
- Short re-routes required around wet areas
- Brushing required to re-establish trail from Alaska Highway to Lupine Drive

2

## Trail Descriptions & Maintenance Recommendations

**Tomlin Hill Loop**

- Intricate network of trails starting at Tomlin Hill, bounded by Alaska Highway North, Logan Street, Quill Crescent and Pumphouse 3
- Seasonal brushing and garbage collection

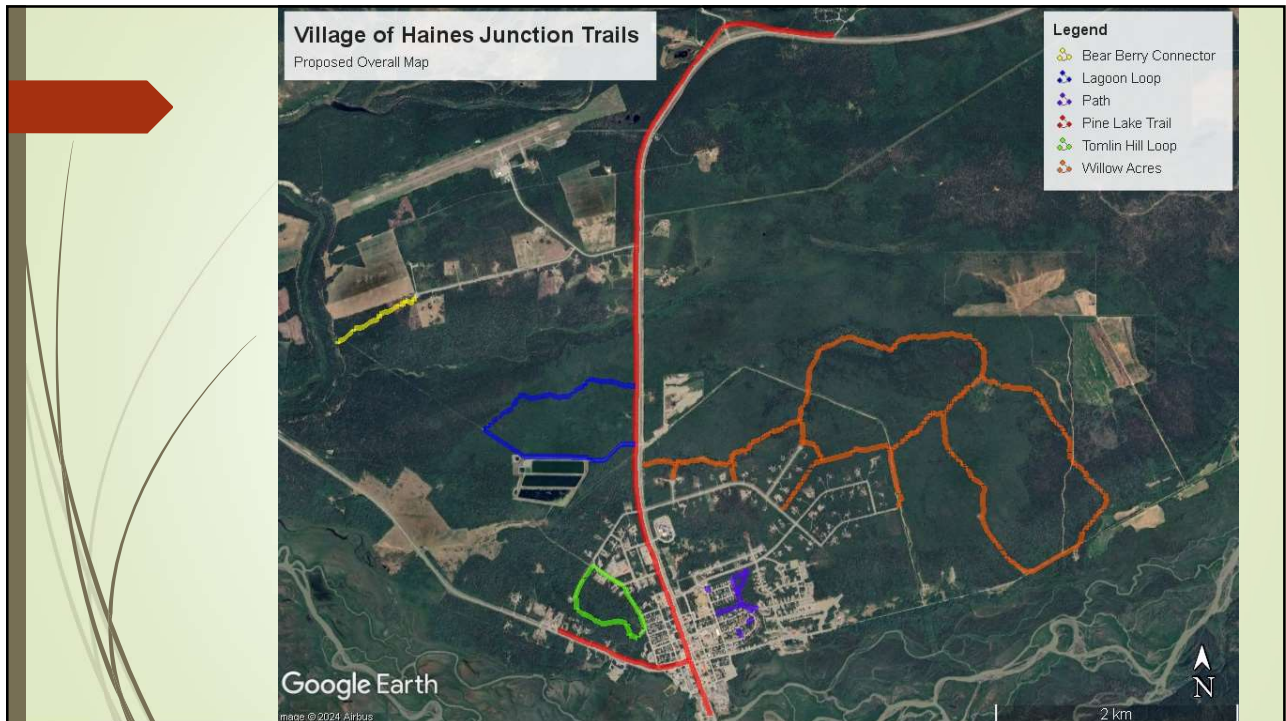
**Bear Berry Connector**

- New trail connecting Bear Berry Road to Pine Creek and existing Forestry/St. Elias Ski Club trails
- Additional work required to complete trail construction/establishment

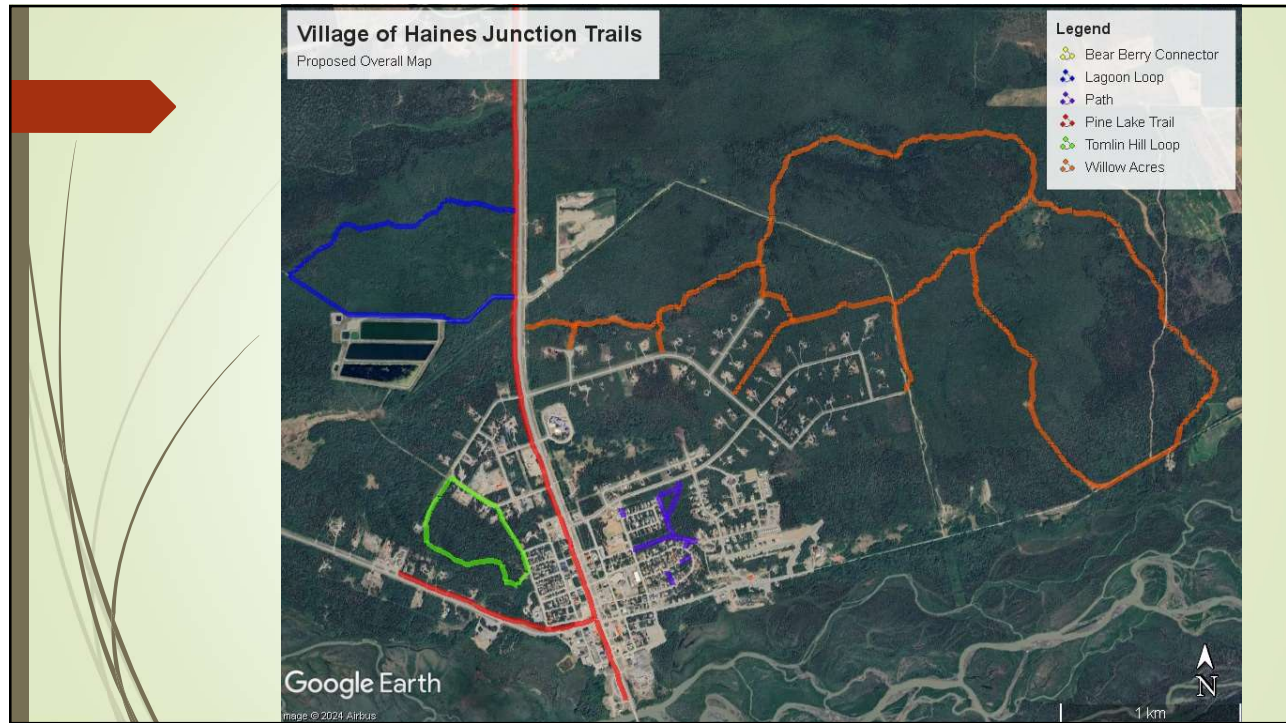
**Urban Trails**

- Short trails, primarily east of the Alaska Highway, that connect urban areas
- Includes the Legacy Trail and trail from Legacy Trail to Willow Acres Road
- Legacy Trail requires regular maintenance of gravel surface (grading and compacting)

3



4



5

## Trail Signage

Large information signs

- Located at Convention Center, Da Ku Cultural Center and Pine Lake Day Use Area
- Panel A - Overall trail map with distances and QR code directing to AllTrails and VHJ website
- Panel B - Information panel (multi-use trail etiquette, bear safety, traveling on First Nations traditional territory)

Trail access signs

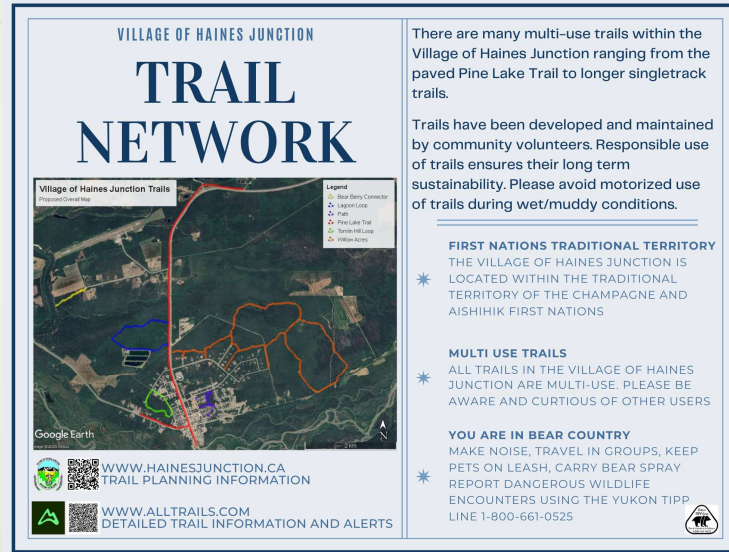
- Located at trail access points
- Includes trail name and QR code directing to AllTrails

Directional signs

- Located at frequent intervals throughout trail and at any crossings

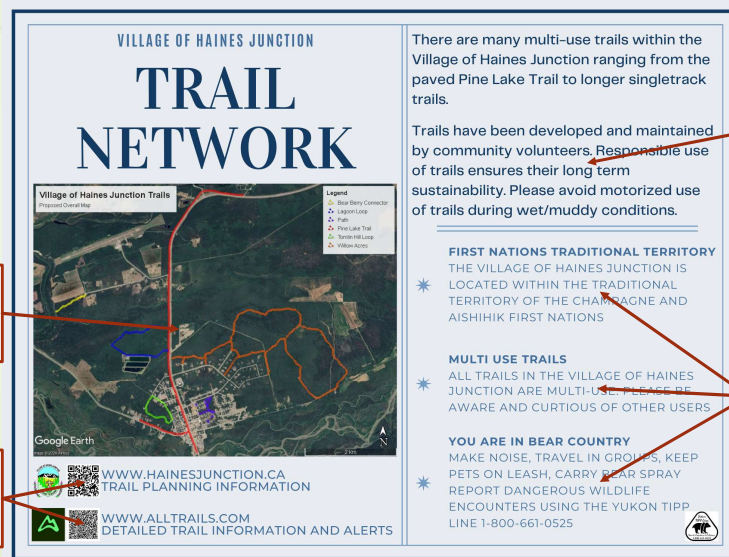
6

# Information Signs



7


# Information Signs



8

## Access Point Signs

- Located at main trail access points



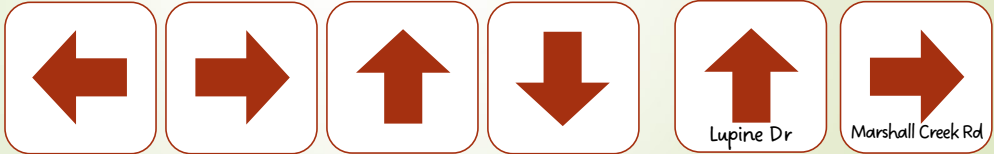
↑ **Lagoon Loop**  
2.9km

↑ **Bear Berry Connector**  
0.8km

9

## Directional Signs

- Directional sign should be installed facing each direction of travel at every decision point.
- Decision points include trail intersections and significant changes in direction.
- A minimum of two signs should be posted at every decision point, one for each direction of travel.



← → ↑ ↓

↑ Lupine Dr

→ Marshall Creek Rd

10

## Signage Cost Estimate

Description	Quantity	Estimated Unit Rate	Estimated Cost
Information Sign	3	\$163.60	\$490.80
Access Point Sign	11	\$21.51	\$236.61
Directional Sign	100	\$8.03	\$803.00


Total (including GST) \$1,606.93  
mapping and graphic design not included

11

## Online Trail Information

- Trail information should be hosted in two locations
- [www.hainesjunction.ca](http://www.hainesjunction.ca)
  - Include information on large information signs and additional information regarding trail development/history
- [www.alltrails.com](http://www.alltrails.com) through the Public Lands Program
  - Most likely to be accessed by visitors and new residents
  - Post trail alerts as needed

12



AllTrails | Public Lands Program

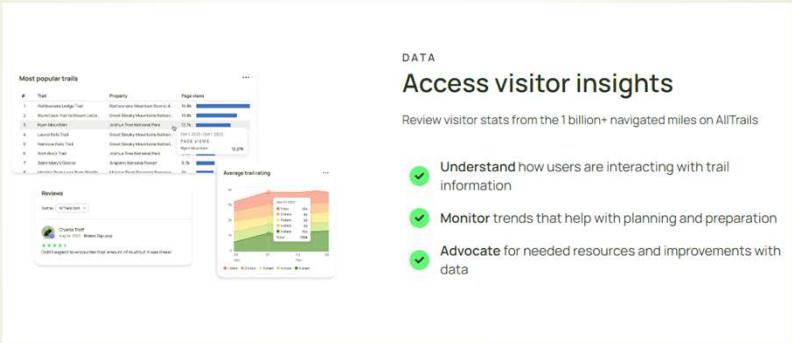
## Engage with the world's largest trail community

### Powerful tools for better trails

The Public Lands program is a **free resource** for agencies and non-profit organizations that helps partners:

- ✓ **Understand** how visitors use your trails
- ✓ **Manage** trail information to help your visitors recreate responsibly
- ✓ **Connect** with AllTrails' 65 million+ users and share up-to-date alerts

13



**DATA**

### Access visitor insights

Review visitor stats from the 1 billion+ navigated miles on AllTrails

- ✓ **Understand** how users are interacting with trail information
- ✓ **Monitor** trends that help with planning and preparation
- ✓ **Advocate** for needed resources and improvements with data

14

**TRAIL MANAGEMENT**

## Curate the trail-goer experience

Maintain reliable and accurate info on the most-used trail app in the world

- ✓ **Manage** route lines, starting points, and parking locations
- ✓ **Communicate** rules, regulations, and route recommendations
- ✓ **Prepare** visitors for a great day on the trail

15

**CONNECTION**

## Reach your audience

Ensure visitors know what to expect on and off the trail

- ✓ **Prioritize** the information you want visitors to see first
- ✓ **Communicate** real-time trail conditions and local knowledge
- ✓ **Reduce** search and rescue incidents with up-to-date closures, warnings, and alerts

16





## Next Steps

- ▶ Public engagement to present proposal
- ▶ Gather feedback on trail names, history and maintenance needs, information sign content
- ▶ Engage mapping and graphic design support to develop signs
- ▶ Install signs at selected locations
- ▶ Add trail information to Village of Haines Junction website and AllTrails (via Public Lands Program)

**From:** Junction Arts and Music <hainesjunctionjam@gmail.com>  
**Sent:** Friday, January 3, 2025 10:32 AM  
**To:** Aynslie Ogden <corporate@hainesjunction.ca>  
**Cc:** Chantal LaFreniere <chantal.lafreniere@gmail.com>; Haines Junction CAO <cao@hainesjunction.ca>  
**Subject:** Re: Funding request letter to the VoHJ

Hi Dave,

I hope you had a great holiday and Happy New Year!

To continue the conversation, I have answered the questions below. We're asking for a **\$7500 festival sponsorship to hire seasonal (festival) workers**. We have a shortfall of approximately \$10,000, and we're asking the Council for \$7500. This money has been earmarked to help us pay festival staff, who are community members, to help us ensure we deliver a quality signature event that reflects positively upon the Village.

Would it be easier to ask for \$7500 for artist fees? Sometimes, shifting the "category" makes it easier for people to conceptualize. Or perhaps provide Village staff through the payroll to help JAM set up and tear down during the festival. This could be another option.

Festivals are very expensive, and having the Lotteries invest this heavily should indicate to the Council how much buy-in they have in this community event. For the past two years, 85% of the behind-the-scenes organization + staff has been volunteers, which is not sustainable or reasonable to expect people to work for weeks/months for free. While Lotteries was extremely generous in giving us above the standard amount for rural events, it is still insufficient to host the entire event. JAM is contributing from our annual operating funds, and we have additional funds from the Community Development Fund.

Not to forget that JAM has a 25-year history of hosting events, with money entrusted to us from the Yukon Government. In addition, we have a small but highly trained team of JAM contractors who have extensive backgrounds in event management and production. We are not amateurs and know the challenges and expenses that go into producing a quality event.

**From your previous email. My answers in blue:**

Specifically, Council wanted to understand:

- Total project cost and other revenue sources, ext funding sources and internal revenue (silent auction, Etc.).
  - [This was provided in the PDF previously sent.](#)
- Would it be possible to generate more revenue through ticket sales or other means?

- Possibly, but we wanted to host a free family event open to the entire community. In addition, we have a sponsorship program as another source of revenue, but it has not attracted many businesses.
- Beneficial impact on the community, number of attendees, a benefit to local business, hotel bookings, etc. I know there isn't perfect data but perhaps one or two examples would help.
  - The attendee count is approx. 300 people. JAM purchases a minimum of 8 nights of accommodations for visiting artists, books local catering for the volunteers and artists, creates local jobs (when funding permits), advertises the event to outside communities to attract tourism, provides opportunities for local school youth to work on their shop skills, provides an opportunity for Market artisans to sell their wares, provides the Grads with a means of fundraising, offers residents a free family event during the long winter months where they can connect and enjoy the outdoors and indoor activities, offers workshops to learn new sculpting skills to name a few. :)
- Other groups that benefit from the event (Grad, Etc.).
  - The Grad class, the woodworking class, the Junior Rangers, and The Market vendors, the Parks Canada staff, the Mental Health Art Group. Groups pending for 2025 are the Youth Center and Jai Redi, with the support of CAFN,
- How much work done by volunteers vs paid staff. Who is paid and for what. Estimated hours of work for volunteers and paid staff.
  - A detailed breakdown is provided in the PDF. Previously, the festival assistant, the operator and the carpenters were paid. The rest of the event staff were volunteers, including the Creative Director, who had volunteered her time for the past 2 years.
- Why is the event so expensive. Perhaps actuals from prior years would be helpful.
  - The Lotteries budget provided in the pdf is based on actual numbers from previous years. Festivals and events are always expensive to host. Artists' fees, accommodations, food, supplies, and staff make up most of the costs.
- Overall, paint a clear picture of the work involved, the amount of effort that relies on volunteers and the benefit to the community.
  - We provided this work breakdown in the PDF.

Attached is the 2025 GNSF budget, I have a few questions on this.

- Why is there 20k in the 2025 budget for the booth and trailer? Can this be removed if paid for by other funding to reduce the overall cost.
  - The budget provided is directly from the submitted Lotteries budget. We have to supply all our sources of revenue. We have since received confirmation that the booth/trailer project has received funding from the Community Development grant. We do not need additional money for the booth/trailer.

- The Creative director position is listed as 500 hrs @ \$35/hr for \$17,500. Will this be based on actual hours worked (tracked time) or is this a lump sum.
  - [This is based on tracked hours from the past two festivals. The internal JAM procedure typically requires contractors to submit their invoices to JAM's treasurer.](#)
- All estimates seem high for the number of hours worked. For example, 500hrs for the creative director is four-months of full-time work. can you confirm this is accurate? Perhaps having these estimates on the high side helped with Yukon Lotteries but for the Village Council it can erode trust if it cannot be verified.
  - [This is based on tracked hours from the past 2 years creating and directing the festival. JAM is required to submit our volunteer hours to the YG Arts Operating Fund to receive our annual grant. This is tracked and has already been submitted to other governing offices.](#)

I hope that helps. Sorry, I wrote a novel, but that should provide the necessary information. Chantal and I will both be at the council meeting on January 8 to answer any questions if the need arises.

Thanks again for all your support!

Cheers,  
Leigh-Anne Larsen  
JAM Executive Director

Box 2039  
Haines Junction, YT Y0B 1L0

[www.junctionjam.ca](http://www.junctionjam.ca)



November 8, 2024

Re: Requesting Additional Funds To Support Glacier Nights Snow Festival 2025

Dear Members of Council,

Junction Arts & Music (JAM) is preparing to host its third annual Glacier Nights Snow Festival (GNSF) on March 7 and 8, 2025, on the grounds of St. Elias Convention Centre. This two-day, free, community-oriented event has been gaining in popularity each year. We believe it has the potential to become a marked annual event for the community of Haines Junction.

The benefits of hosting this community event are immense. Glacier Nights Snow Festival offers:

- ❖ An economic boost by inviting out-of-towners to discover the Village.
- ❖ Local economy growth by purchasing catering, housing, and local products.
- ❖ Accessibility to all, it brings people together of all ages and raises community spirit during the long, dark days of winter.
- ❖ Snow sculpting workshops and outdoor activities
- ❖ Brings the ephemeral art of snow sculpting to the Junction
- ❖ Supports and showcases Yukon artists and entertainers

In the absence of a village Recreation Director, many community events have been organized by volunteers. For the past two years, the festival director has donated her time to put on the free festival, which is unsustainable in the long term.

At this time, we are asking the Council for additional financial support of \$7,500 by February 2025 to help mitigate some of the festival costs. The annual festival budget has expenses exceeding \$72,000, and without the support of Yukon Lotteries, the Yukon Government, and other supporters, JAM could not present this event.

Due to JAM's budgetary restriction and a funding cap from Yukon Lotteries, JAM is asking the Council for a wage subsidy to assist us in hiring Chantal LaFreniere, our past president, as the Glacier Nights Snow Festival Director in 2025.

We thank you for your ongoing support of Junction Arts & Music and look forward to continuing to bolster the arts in the community.

Sincerely,

*Leigh-Anne Larsen*

Executive Director  
Junction Arts & Music Society



Village of Haines Junction  
Report to Council

January 8, 2025

Council Decision  
 Council Direction  
 Council Information  
 Closed Meeting

**RE: AIP (CAFN-VHJ) Intergovernmental Working Group Appointments**

---

### Recommendation

That Council appoint two new members from the current Council to serve on the Intergovernmental Working Group (IWG) and formalize these appointments through a motion.

### Background

On September 20, 2018, the Champagne and Aishihik First Nations (CAFN) and the Village of Haines Junction signed the Agreement in Principle (AIP). This agreement aims to strengthen cooperation and government-to-government relations. It establishes a framework for collaborative efforts on regional issues and areas of shared interest.

As part of the AIP, an Intergovernmental Working Group (IWG) was created, consisting of equal representation from both parties. During the previous Council term, Mark Nassiopoulos and Angie Charlebois represented the Village of Haines Junction on the IWG.

At their December 23, 2024 meeting, Council passed the following motion:

#418-24 It was moved and seconded

**THAT** appointments to the Intergovernmental Working Group meeting be deferred to the next Regular Council meeting in January.

### Current Status

The IWG requires the appointment of two members from the current Council to join the Chief Administrative Officer as representatives.

### Draft Resolution

1. That Council formally removes Mark Nassiopoulos and Angie Charlebois as representatives of the Village of Haines Junction on the Intergovernmental Working Group.
2. That Council appoints Councillor [FULL NAME] and Councillor [FULL NAME] to serve as the Village's representatives on the Intergovernmental Working Group, effective immediately.

Prepared by

Aynslie Ogden  
Policy/Communications Manager

**Municipal Accounts Payable to January 8, 2025**

<u>Cheque No.</u>	<u>Name</u>	<u>Amount</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 33,019.47	Administration	Net Pay - Pay Period 1
		\$ 5,798.40	Administration	RRSP Contribution - Pay Period 1
		\$ 22,779.37	Administration	Receiver General December 2024
		\$ 61,597.24		
280317	Angie Charlebois	\$ 144.00	Legislative	Employee leaving Cake
280318	Andy Stutz	\$ 200.00	Legislative	Winter event prize
280319	Cathy MacKinnon	\$ 150.00	Legislative	Winter event prize
280320	Christina Benty	\$ 1,050.00	Administration	Remote coaching Sept.-Dec 2024
280321	Erica Miller	\$ 200.00	Legislative	Winter event prize
280322	Jill McPhie	\$ 150.00	Legislative	Winter event prize
280323	Katalin Simon	\$ 150.00	Legislative	Winter event prize
280324	Trish George	\$ 150.00	Legislative	Winter event prize
280325	Twiss and Shine	\$ 1,211.44	Convention Centre	Custodial Services November - December 2024
		\$ 989.63	Mezzanine	Custodial Services November - December 2024
		\$ 682.50	Administration	Custodial Services November - December 2024
		\$ 102.38	Fire Department	Custodial Services November - December 2024
		\$ 2,985.94		
280326	CAFN	\$ 2,500.00	Legislative	New Years Fireworks
280327	Ellen Stutz Petty - Cash	\$ 29.99	Administration	Pens, desk calendar
		\$ 770.80	Recycling Centre	Refundables paid out
		\$ 800.79		

\* Denotes an item not directly funded by the Village

\*\* Grant funded



**Municipal Accounts Payable to January 8, 2025**

280328	Jacob's Industries Ltd.		\$	248.85	Water & Sewer	Co2
280329	Northwestel	\$250.14			Administration	December 27, 2024 billing
		\$73.47			Public Works	December 27, 2024 billing
		\$699.91			Water & Sewer	December 27, 2024 billing
		\$691.05			Protective Services	December 27, 2024 billing
		\$128.74			Convention Centre	December 27, 2024 billing
		\$36.76			Arena	December 27, 2024 billing
		\$66.47		\$1,946.54	Recycling Centre	December 27, 2024 billing
280330	Tangerine Technology	\$ 1,599.15			Administration	Network support
		\$ 3,026.10	\$	4,625.25	Water \$ Sewer	Network support
280331	Territorial Contracting Ltd.		\$	731.19	Capital Project	Concrete, heated water, heated aggregates

Municipal Accounts Payable **\$ 77,629.80**

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

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

\* Denotes an item not directly funded by the Village

\*\* Grant funded



**Village of Haines Junction  
Report to Council**

**January 8, 2025**

Council Decision  
 Council Direction  
 Council Information  
 Closed Meeting

**RE: Awarding of Tenders for 2025**

---

### **Background**

This procurement process is carried out under the Village's Standing Offer and Supply Arrangement's Policy #26-20 and the Competitive Bidding Process Policy #5-94.

Last year, Administration updated the tender package to standardize the general instructions to bidders and general contract terms and conditions across all the tenders and to ensure instructions to bidders and contract conditions that were specific to the tender were clearly identified. By standardizing the tender packages, the Village is in a better position to deal with disputes over the tendering process.

Last year,

- ten tenders were issued
- a total of 16 bids were received across all the tenders
- three of the tenders received no submissions

### **Current Status**

This year we issued eight tenders.

The following tenders were not issued this year that were issued last year:

- Internment services – this tender was not issued as these services can be provided under the Third-Party Equipment Rentals tender.
- Scada Instrumentation Electrical Services – This tender was not issued as we already have a contract in place with service providers. This contract was direct awarded following years of no response to our open tendering process.

As has been done in the past, businesses that are listed within our business license directory that offer services related to a tender were sent letters to notify them that we were seeking bids. A total of 30 letters were sent out.

The tenders were also advertised according to our Administrative Procedures for Communicating Public Notices. A poster was made up for each tender and posted on noticeboards in town, on our website, on Facebook, and sent to our email distribution list.

This year we received a total of 14 bids across all the tenders. 3 of the tenders received no submissions.

<b>Tender: Electrical Services</b>		
<b>Bidder</b>	<b>Bid Amount</b>	<b>Rank</b>
<i>No submissions</i>		

<b>Tender: Boiler Maintenance</b>		
<i>No submissions</i>		

<b>Tender: Supply of Heating Fuel</b>		
<b>Bidder</b>	<b>Bid Amount</b>	<b>Rank</b>
<i>No submissions</i>		

<b>Tender: Custodial Services</b>		
<b>Bidder</b>	<b>Bid Amount</b>	<b>Rank</b>
M&D Services	\$31.97/hour	1
Twiss & Shine	\$35.00/hour	2
15042 Yukon / Grime Stoppers	\$36.00/hour	3

<b>Tender: Provision of Vehicle and Equipment Fuel</b>		
<b>Bidder</b>	<b>Bid Amount</b>	<b>Rank</b>
Parkland Corporation	\$0.045/Litre discount off pump price Plus an additional \$0.07 off gasoline and an additional \$0.10 off diesel	1
Source Motors	\$0.04/Litre discount off pump price	2

<b>Tender: Carpentry Services</b>		
<b>Bidder</b>	<b>Bid Amount</b>	<b>Rank</b>
Discovery Woodworks	\$80.00/hour	1

<b>Tender: Recycling Pickup</b>		
<b>Bidder</b>	<b>Bid Amount</b>	<b>Rank</b>
Big Bud Contracting	\$500/week	1

<b>Tender: Third Party Equipment Rental</b>	
<b>Bidders</b>	<b>Equipment List*</b>
Castle Rock	Compactors, Dump Trucks, Loaders, Water Truck, Excavator, Skid-Steer, Dozer, Grader
MacKeller Contracting	Dump Truck, Grader, Excavator, Skid Steer, Packer, Loader
GearWorx	Dozer, Dump Truck, Loader, Excavator, Grader, Water Truck
Melanson Construction	Hydrovac
Bullseye Contracting 836430 Yukon Inc	Grader, Compactor, Dump Truck, Potable Water Truck, Loader, Bobcat

<b>RFP: Environmental services consulting</b>	
<b>Proponent</b>	<b>Proposal Rank</b>
Stream Pro Resources	1
Balance Environmental Services	2

### **Discussion**

The following tenders will be awarded to the lowest bidder for 2025:

- Custodial Services: M&D Services
- Provision of Vehicle and Equipment Fuel: Parkland Corporation
- Carpentry Services: Discovery Woodworks
- Recycling Pickup: Big Bud Contracting:

The following RFP be awarded to the proponent who provided the best overall value to the Village:

- Environmental Services Consulting: Stream Pro Resources

Standing offers will be set up for the following tender. Work will be awarded on an as-needed, lowest bid and availability basis:

- Third-Party Equipment or Equipment and Operator Rentals

For tenders for which we received no submissions, administration will proceed with hiring available contractors on an as-needed basis. If more than one contractor is available, we will request quotes and hire the contractor with the lowest rate.

### **Fiscal Impact**

The tendering process ensures the Village of Haines Junction:

- Provides opportunities for local contractors.
- Ensures the Village is getting the best price for the services it requires.

- Ensures the Village has accesses to services necessary to the operation of the municipality.

### **Next Steps**

Administration is proceeding to establish contracts with successful bidders.

Prepared by

Aynslie Ogden  
Policy/Communications Manager

# Village of Haines Junction 2025 Annual Third Party Equipment/Operator Rentals Price List

Equipment Type	Model	Year	Size	Equipment Rate	Operator Rate	MOB/DEMOB Rate
<b>Castle Rock</b>						
Compactor	Cat CS34	2017	55"	N/A	\$165/hour	
Compactor	Volvo	2020	66"	N/A	\$180/hour	
Compactor	Cat CS54B	2020	84"	N/A	\$225/hour	
Dump Truck	Kenworth T880	2024	Tandem	N/A	\$195/hour	
Dump Truck	Kenworth T880	2024	Pup/Truck	N/A	\$265/hour	
Dump Truck	Kenworth T880	2024	End Dump	N/A	\$265/hour	
Loader	938M	2023	938	N/A	\$225/hour	
Loader	950M	2023	950	N/A	\$265/hour	
Water Truck	International HV607	2024	Tandem Axle	N/A	\$215/hour	Fee from Whitehorse may apply if equipment is not in the Junction
Excavator	Cat 323 Nexgen	2019	323	N/A	\$255/hour	
Excavator	Cat 330-07	2022	330	N/A	\$315/hour	
Excavator	Cat 336/340	2023	336/340	N/A	\$330/hour	
Skid-steer	Cat Wheel	2021	242D3	N/A	\$160/hour	
Skid-steer	Cat Track	2018	299D	N/A	\$190/hour	
Dozer	Cat D4	2021	D4	N/A	\$185/hour	
Dozer	Cat D5k02	not stated	D5	N/A	\$235/hour	
Dozer	Cat D6x	not stated	D6	N/A	\$345/hour	
Grader	Cat 140M	2011	140M	N/A	\$295/hour	
<b>Mackellar Contracting</b>						
Dump Truck	Western Star	2000	Tandem	\$170/hour	Included in rate	
Excavator	Cat	1987	225	\$200/hour	Included in rate	
Skid Steer	Kubota	2021	SSU 7S	\$140/hour	Included in rate	
Grader	Champion	1997	740A	\$200/hour	Included in rate	\$200/hour
Loader	Cat	1978	966	\$180/hour	Included in rate	
Packer	Amman	2018	100-20 1650 lbs	\$300/day	\$75/hour with operator. Can be rented without operator	
<b>GearWorx Contracting</b>						
Dozer	Caterpillar DGH	1996	D6	\$225	Wet rate (operator and fuel included)	
Dump Truck	Kenworth	2002	10 Tou	\$185	Wet rate (operator and fuel included)	Kenworth lowbed mob/demob off-road equipment \$250/hour
Loader	CAT	1998	936	\$175	Wet rate (operator and fuel included)	
Excavator	Hitachi	2000	200LC	\$185	Wet rate (operator and fuel included)	
Grader	Volvo	2003	740VHP	\$175	Wet rate (operator and fuel included)	
Water Truck	Kenworth	2001	16000L	\$200	Wet rate (operator and fuel included)	
<b>Melanson Construction</b>						
Hydrovac	Mack12D6885	1997	13,231L	\$340/hour	Included in rate	Mileage \$2.73/km
<b>Bullseye Contracting 836430 Yukon Inc*</b>						
Grader	Champion 740	2000	20 ton	\$200	\$230	
Compactor	Ingersalrand	2000	84"	\$200	\$230	Most equipment is in Whitehorse.
Dumptruck	Kenworth	2007	Tandem	\$200	\$230	
Potable Water Truck	Freightliner	2008	Tridem	\$400	\$400	MOB/DEMOB will have to be added
Loader	Komatsu	2007	20 ton	\$200	\$230	
Bobcat	Cat	2007	248	\$150	\$175	

\*Also have winchtruck with scissor necks, end dump trailer, bellydump trailer, watertanker trailers with dual spray bars, vac truck but not for sewage, single axle dumptruck, plow/sand trucks, multiple attachments for wheel loader, skidsteer, graders, logging equipments, older dozers with lade, brush rake, winch, mechanical service trucks, light plants, gensets, welders, snowcats, 30 ton crane truck



Village of Haines Junction  
Report to Council

January 8, 2025

- Council Decision
- Council Direction
- Council Information
- Closed Meeting

**RE: Proposed workplan to address identified policy/bylaw development needs**

---

**Recommendation**

That Council review the identified policy development needs, and confirm their earlier assessment of the relative priority of these needs, and provide direction on the proposed workplan to carry out this work.

**Background**

A number of policy development needs were noted in the 2024 Council Transition Binder. These were reviewed and assessed for priority at the October 30, 2024 Committee of the Whole meeting.

Identified Policy Need (Transition Binder Reference)	Issue	Council Priority Ranking at Oct 30, 2024 Meeting
Procurement policy (IN 2-5)	A complete overhaul of the Tendering process is overdue. The Village Competitive Bidding Policy was written in 1993. The Standing Offer and Supply Arrangements Policy was passed in 2020.	Address within 3 months
Encourage development of vacant or underdeveloped lots (IN 2-6)	Previous Council asked staff to explore ways to encourage development of vacant or underdeveloped lots. Several options were presented (August 28, 2024 RTC) including a review of property tax minimums.	Address within 3 months
Service Agreement Bylaw (BN 3-10)	Policy #16-04 Urban Electrification and Bylaw #376-20 Water and Sewer enables the Village to assist taxpayers for utility hookups through local improvement charges. The terms and conditions for financing electricity hookup vs. water and sewer hookup through local improvement charges are vastly different.	Address within 3-6 months
Short term rentals bylaw (IN 3-11)	Community concerns around the potential proliferation of STRs were raised at the public engagement sessions around the 2024 Zoning Bylaw. Several individuals expressed a desire to use the Zoning Bylaw as a tool to regulate, or restrict, (STRs).	Address within 3 months

	Council sought additional input at a Public Engagement Session held on August 28 <sup>th</sup> to regulate STR's through an STR Bylaw instead of the Zoning Bylaw.	
Property maintenance bylaw (IN 3-12)	Community concerns around derelict buildings and unkempt properties were raised in the public engagement sessions around the 2024 Zoning Bylaw. Concerns were expressed desiring that the Zoning Bylaw be used as a tool to regulate property maintenance. The Zoning Bylaw did not address property maintenance as this is typically addressed in Municipalities through a separate Property Maintenance Bylaw.	Address within 3-6 months
Vacant lot tax policy (IN 3-13)	125 of 483 lots in town, or 26%, are paying the minimum property tax levy and are considered to be either under-developed or vacant. There are costs, both environmental (e.g. urban sprawl) and economic (e.g. sewer and water infrastructure, lost property tax revenues), to under-developed and vacant lots.	Address within 3 months
Service levels (IN 4-5)	Lack of policy regarding service levels of the municipality with respect to public works coupled with the level of service desired vs. the capacity of the municipality staff to maintain the set service level. Public works is trying to accomplish many things in regard to maintenance. Quite often they are reactionary instead of planned. As such the Village would benefit from a service levels policy.	Address within 3 months

**Current Status**

The following work has been initiated:

- The Zoning Bylaw Contractor's contract, established through an invitational tendering process, was extended to support the drafting of a Short-Term Rentals and Property Maintenance Bylaw. These funds were put towards resolving issues that arose late in the Zoning Bylaw development process – there is not enough budget remaining for additional bylaw drafting.
- Staff have begun researching and drafting a Vacant lot tax policy.

**Discussion/Analysis**

Staff recommend the following workplan:



1. The following bylaw/policy development, and associated consultation, be led by staff, with the goal of bringing forward draft policies for public/council review in the Spring of 2025:
  - Procurement policy
  - Development of vacant or underdeveloped lots of policy
  - Service Agreement Bylaw
  - Vacant lot tax policy
  - Service levels policy
  
2. The following bylaw/policy development, and associated consultation, be led by our Zoning Bylaw consultant with the goal of bringing forward draft policies for public/council review in the Spring of 2025:
  - Short-term rentals bylaw
  - Property maintenance bylaw

### **Fiscal Impact**

Budget is required to seek consultant assistance with drafting and consulting on the short-term rentals and property maintenance bylaws. If Council agrees with extending the contract with the Zoning Bylaw contractor to assist us with this work, noting this contractor was identified through an invitational tendering process, we will request a proposal for the costs to carry out this work.

### **Draft Resolution**

That Council approve / modify the proposed workplan for addressing identified policy/bylaw development needs.

Prepared by

Aynslie Ogden  
Policy/Communications Manager

# VILLAGE OF HAINES JUNCTION

## BYLAW #420-24

### A Bylaw to regulate the 2025 Municipal By-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 **2025 Municipal By-Election Bylaw #420-24**.

#### **2.0 Purpose**

2.1 The purpose of this bylaw is to regulate the conduct of the 2025 Municipal By-Election.

#### **3.0 Definitions**

3.1 “Election Official” means a person appointed to work in the election process.

3.2 “Returning Officer” means a person appointed by Council to conduct the election by receiving nominations, attending the polling place and having the power to ask the questions and receive the declarations or oaths authorized by law to be asked of and made by electors.

3.3 “CAO” means the Chief Administrative Officer for the Village of Haines Junction.

- 3.4 “Council” means the Village of Haines Junction Council, duly assembled, whose members are sworn to office.
- 3.5 “Deputy Returning Officer” means the person or persons appointed by the Returning Officer to act in his or her absence or as otherwise delegated by the Returning Officer.
- 3.6 “Poll Clerk” means a person or persons appointed by the Returning Officer to assist the Returning Officer in conduct of the election.

#### **4.0 Election Officials**

- 4.1 Cathy Mackinnon is hereby appointed Returning Officer for the Village of Haines Junction 2025 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 Saturday January 11, 2025.
- 5.2 The Municipal Office in the St. Elias Convention Centre, is hereby designated as the place for nomination proceedings.
- 5.3 Nominations will be accepted by the Returning Officer before noon on Saturday January 11, 2025.
- 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 Saturday January 11, 2025. 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, January 23, 2025, 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 Thursday January 23, 2025, 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 Friday January 17, 2025, by request to those voters who meet the legislated criteria.
- 9.2 Special Ballots must be returned to the Returning Officer by 2:00 p.m. on Thursday January 30, 2025.

**10.0 General Polling Day**

- 10.1 General Polling Day will take place on Thursday January 30, 2025, 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 2025 Municipal By-Election.
- 12.2 All persons meeting the eligibility criteria contained in Section 48 of the Municipal Act and wishing to cast a ballot shall be required to record their Name, Civic Address and Signature on the Approved Voter Registration List attached hereto as Schedule “A”.
- 12.3 The Returning Officer and Deputy Returning Officers appointed pursuant to Section 56 of the Municipal Act shall have the authority to administer the system of registration provided for in this bylaw, pursuant to Section 57 of the Municipal Act.

**13.0 Prescribed Oaths**

- 13.1 The Village of Haines Junction will use the forms and oaths provided by the Yukon Government.

**14.0 Notice to Electors**

- 14.1 Signage shall be displayed at all polling stations which shall inform voters of the following:
  - 14.1.1 The offences contained in Section 160 of the Municipal Act;
  - 14.1.2 The penalties associated with the offences contained in Section 164 of the Municipal Act; and
  - 14.1.3 A statement that, pursuant to this bylaw, the name of any individual challenged by a Returning Officer, Deputy Returning Officer, a candidate or candidate’s agent, or by an elector, who swears an oath of eligibility and votes in the election may be forwarded to the appropriate authorities for investigation and possible prosecution.

**15.0 Enactment**

- 15.1 This Bylaw shall come into force and effect on the adoption thereof.

**16.0 Readings**

- 16.1 Read a First time on the 23rd day of December 2024
- 16.2 Read a Second time on the 23rd day of December 2024
- 16.3 Read a Third time and adopted on the xx day of xx

---

Diane Strand, Deputy Mayor

---

Dave Fairbank, CAO

