



REGULAR COUNCIL MEETING AGENDA

Village of Haines Junction

July 8th, 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 June 24th, 2026, Regular Council Meeting
6. Delegations
7. Public Hearings and Public Input Sessions
8. Old Business
 - a. Draft Community Recognition Policy
 - b. RTC – Draft Investment Policy
 - c. Draft Bylaw #442-26 Investment Policy
 - d. TRC- Trail Maintenance Program
9. New Business
 - a. Accounts Payable to July 8th
 - b. RTC – Lot Amalgamation Request – Tourist Commercial Properties
10. Correspondence
11. Council Reports and Notices of Motion
12. Questions from the Public
13. Motion to Close Meeting to the Public
 - a. Council procedures discussion
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:** July 22nd, 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.



VILLAGE OF HAINES JUNCTION

Community Recognition Policy

#43-25

1 Purpose

The purpose of this policy is to recognize significant contributions to the betterment of the community and to celebrate significant personal milestones. It also establishes a Lifetime Achievement Award to honour an individual whose sustained contribution over many years has had a lasting and positive impact on the community.

2 Policy Statement

The Village of Haines Junction wishes to acknowledge, celebrate and show appreciation to those who have made significant contributions to enhancing the quality of life of Haines Junction residents. This policy encourages the recognition of outstanding volunteerism, long service, projects, initiatives, accomplishments or achievements of individuals, groups, businesses and/or organizations in the Village of Haines Junction as well as the recognition of significant milestones (birthdays and wedding anniversaries). This policy provides the process for community members to make a nomination, a nomination form, a process for evaluating nominees, and timelines.

3 Implementation of Policy

3.1 Nominations

- To be considered for an award, eligible recipient(s) must be nominated by a member of the community using the attached nomination form.
- Nomination forms must be submitted by June 15th.

3.2 Evaluation

The following principles will guide the evaluation of nominations of individuals, groups, businesses and organizations to be recognized:

- The nominee to be recognized must:
 - Be an individual or individuals, group, business or organization within the Village of Haines Junction
 - Reflect either:
 - Outstanding volunteerism, long service, projects or initiatives, accomplishment or achievements that have contributed in a

significant way to the betterment of the community in any of the following areas: sport, music, arts, culture, education, citizenship, environment, and/or social services.

- Milestone birthdays (80 years, 85 years, 90 years, 95 years, 100 years, 100+ years) or milestone wedding anniversaries (e.g. 25 years, 30 years, 40 years, 50 years, 55 years, 60 years, 65 years, 70 years, 70+ years)
- For nominations other than milestones, greater weight will be given to contributions that demonstrate sustained commitment over time, breadth or depth of positive impact, and a clear and lasting benefit to the community.
- The nominee to be recognized must not:
 - Adversely impact the Village's identity or reputation
 - Conflict with any applicable laws, bylaws or policies
 - Advance the political interest of any party or group
 - Have the potential to incite violence or hatred
 - Present demeaning or derogatory portrayals of individuals or groups
 - Be of questionable taste in style, substance or presentation
 - Be a sitting member of Council or a current employee of the Village (this restriction does not apply to milestone recognition).
- In selecting recipients, Mayor and Council will strive to reflect the diversity of residents as well as the diversity of ways in which residents contribute to the betterment of Haines Junction.
- Mayor and Council may delegate evaluation to a Committee comprised of residents from the community.
- Recognition may be made posthumously.
- A nominator must disclose on the nomination form any personal, family, business or employment relationship to the nominee.

3.3 Recognition

- The recognition will be provided on behalf of Mayor and Council.
- The recognition may be given in several ways:
 - A thank you card, certificate or plaque.
 - A gift of appreciation, the value of which is to be no more than \$300.
 - Posthumous recognition will be in the form of a certificate or plaque presented to the awardee's family.
- Announcements will be made on Canada Day, July 1st, of every year.
- Only the names of nominees who were selected for recognition will be made public.
- Nomination packages may be retained for consideration in the following year.

3.4 Lifetime Achievement Award

- The Lifetime Achievement Award is the Village's highest form of community recognition. Mayor and Council may present up to one Lifetime Achievement Award each year.

- The award recognizes an individual whose volunteer service and contributions, sustained over many years, have had a significant and lasting impact on the quality of life in Haines Junction.
- Eligibility for the Lifetime Achievement Award:
 - The nominee must be an individual. Current residency is not required; both current and former residents are eligible, in recognition of the lifetime nature of the award.
 - The award may be made posthumously.
 - The award may be received only once; previous recipients are not eligible.
 - A sitting member of Council or a current employee of the Village is not eligible.
- The recipient is selected by Mayor and Council. Where the evaluation of nominations has been delegated to a Committee, the Committee may make a recommendation, but the decision on the Lifetime Achievement Award rests with Mayor and Council.
- Nominations follow the same process and June 15th deadline as all other nominations, and the recipient is announced on Canada Day, July 1st.
- Recognition takes the form of the recipient's name being added to a Lifetime Achievement Award plaque prominently displayed in the St. Elias Convention Centre. A gift of appreciation valued at no more than \$300 may also be provided.
- The Lifetime Achievement Award takes effect for the 2027 recognition cycle.

4 General Information

4.1 Inquiries

Questions about the policy should be directed to the Chief Administrative Officer
cao@hainesjunction.ca

5 Application

5.1 Relationship to other policies

This policy replaces the Community Recognition Award Policy #001-11, adopted in 2011 and repealed in 2017, which replaced Policy #016-08, adopted in 2008 and repealed in 2011.

5.2 Order of policy

Where any part of this policy conflicts with requirements in Village Bylaws, the requirements in the Bylaws will apply.

POLICY TITLE: Community Recognition Policy
POLICY #: 43-25
EFFECTIVE DATE: May 14, 2025 (Amendment 1 effective for the 2027 recognition cycle)
ADOPTED BY COUNCIL ON: May 14, 2025
RESOLUTION #: 163-25

Amendment Date: June 24th, 2026

Amendment Resolution #: XX-26

Approved by:

Diane Strand – Mayor

David Fairbank – CAO



VILLAGE OF HAINES JUNCTION

Community Recognition Policy

NOMINATION FORM

Nominator: _____

Address: _____

Phone: _____

Email: _____

Nominee: _____

(name of individual and/or group, business or organization)

Address: _____

Phone: _____

Email: _____

Reason for nomination (check all that apply):

- Volunteerism
- Long service
- Outstanding project or initiative
- Major accomplishment or achievement
- Lifetime Achievement Award
- Milestone birthday or anniversary. Please specify: _____

Category:

For nominations other than milestones, please indicate in which category/ categories was the contribution made (check all that apply):

- Sport
- Music
- Arts
- Culture
- Education
- Citizenship
- Environment
- Social services

Description:

For nominations other than milestones, please provide a description of the reason for the nomination including: details of the volunteerism, long service, project or initiative, accomplishment or achievement; timelines; location(s); other groups or individuals involved; outcomes; and most importantly, how this has contributed to the betterment of the community. Please also indicate any personal, family, business or employment relationship you have to the nominee.

*Please attach additional page(s) if needed
For nominations other than milestones, at least one letter of support is
required; additional letters may also be included.*



Village of Haines Junction Report to Council

June 8, 2026

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Establishment of a Village of Haines Junction Investment Bylaw and Proposed Investment Profile

Recommendation

That Council review the draft Investment Bylaw and the proposed investment profile set out in this report and provide administration with direction; And that administration return to Council with a bylaw for second reading once the Municipal Finance Authority of British Columbia has confirmed the Village's client approval and the permitted classes of investment have been confirmed with a qualified finance professional.

Background

Staff prepared the report Establishment of a Village of Haines Junction Investment Policy, presented to Council on May 27th, 2026. That report noted that the Village does not have an approved investment instrument and holds over \$9 million 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.

Section 243 of the Municipal Act (Yukon) permits a municipality to invest its funds by bylaw and sets out the permitted classes of investment. A HISA is the simplest, and among the lowest-yielding, of the options available to the Village. Holding funds in any instrument beyond a basic operating deposit requires a Council-adopted investment bylaw that sets the objectives, eligible instruments, risk tolerance, term and liquidity parameters, reporting requirements, and accountability within which the Village's reserves are managed.

This report brings forward a draft Investment Bylaw together with a proposed investment profile for Council's consideration. The bylaw is the binding instrument that establishes the Village's investment envelope. The draft has been informed by consultation with the Village's external auditor, the Villages current investment broker, and by engagement with the Municipal Finance Authority of British Columbia (MFA). Review by a qualified finance professional, and confirmation of the permitted classes of investment applicable to the proposed instruments, remain to be completed and are reflected in the Recommendation and Next Steps.

Current Status

The Village's reserves are held in a single HISA at a single financial institution (CIBC), with no diversification across instruments or counterparties.

The Village's external auditor has advised that at least one other Yukon communities invest through the MFA, and that while many Yukon communities hold their funds in HISAs, some maintain more developed investment profiles. On this basis, the Village is understood to be eligible to participate in the MFA's pooled investment program. MFA's formal approval of the Village as a client is pending.

No funds have been moved and no investment instruments have been changed since the May 27th report.

Options Explored

The Village's current HISA return sits at the low end of the range available for funds held under a conservative risk profile.

Staff raised this with the Village's current provider (CIBC). To date, the provider has not offered detailed alternatives or more competitive rates. A comparison of available options supports moving the Village's reserves to obtain a better return within a conservative risk profile. Of the options staff have reviewed, the MFA is the strongest and most secure, and is already used by peer Yukon communities.

This report concerns the Village's reserve and surplus funds only. The Village's day-to-day operating account, used for routine payroll and payables, is not the subject of this report.

Discussion/Analysis

Proposed investment profile. Staff propose moving the Village's reserves from the single CIBC HISA to the MFA and holding them in tranches matched to the Village's liquidity needs. As a starting position for Council's consideration, this would be approximately \$3 million in a pooled HISA (fully liquid), approximately \$2 million in a pooled High-Interest Notice Plan Account (a higher rate in exchange for 31 days' notice of withdrawal), and the balance of approximately \$4.1 million in longer-term, higher-yielding pooled funds. These amounts are indicative and would be confirmed against the Village's liquidity needs and the permitted classes of investment before any funds are moved.

Responsible-investing options. The MFA offers several of its funds in both a standard version and a Fossil Fuel Free (FFF) version. For the funds where both are available, the fees are in most cases identical and performance differs only modestly, so the choice is largely one of Council's preference. Both options are presented for Council's consideration.

Governance and the Council / staff boundary. The intent of the bylaw is to bring Council into the design of the Village's investment structure and any substantive change to it, while day-to-day management continues under the existing Finance policy, which requires the Mayor's signature to move funds. Under this model, Council would approve the investment profile and any substantive change. For example, a change to the target allocation between funds or the addition of a new type of fund. Staff would carry out deposits, withdrawals, and routine rebalancing within the approved profile. Within the

MFA's pooled funds, the selection of individual securities is performed by the fund manager, the bylaw therefore gives Council control of the Village's allocation across funds rather than oversight of individual investment transactions which are handled by the MFA fund manager.

Internal controls. MFA transactions are conducted through the partner banks' secure online portals. The Village's existing control (the Mayor's signature to move funds) would need to be mapped onto that process, including the requirement for a second authorization for any transfers per the Finance Policy.

Change in risk profile. A HISA holds its value and its deposits are insured up to applicable limits. The pooled bond and mortgage funds carry market value fluctuation, are not capital-guaranteed, and are not covered by deposit insurance; the Mortgage Fund is intended for a holding period of three years or longer and prices in an illiquidity premium, so an early redemption could be made at a loss. Council should be comfortable with this change in risk profile for the longer-term tranche before it is approved.

Liquidity and term matching. The longer-term tranche should hold only funds that are not expected to be required within the applicable investment horizon. Before the profile is finalized, staff will identify the operating float and reconcile against the Village's prudent operating-reserve target and its capital plan.

Concentration. The MFA's pooled HISAs are spread across several Schedule I banks (CIBC, National Bank of Canada, and Scotiabank). Moving out of the single CIBC HISA therefore reduces the Village's exposure to any one financial institutions insurance.

Indicative return. Recent MFA figures indicate returns above the Village's current 2.11%. With pooled HISAs in the range of approximately 2.80% to 2.90%, the Notice Plan Account at approximately 3.00%, the Short-term Bond Fund at a yield to maturity of approximately 3.2%, and the Mortgage Fund at a current yield of approximately 4.16%. MFA fees are low (approximately 0.03% to 0.25% depending on the fund). These figures are indicative only, are not guaranteed, and would be validated by a qualified finance professional before being relied upon.

Asset Management Impact

The Village's reserves provide the funding capacity for asset replacement, renewal, and major capital projects. A Council-approved investment bylaw and a deliberately structured investment profile support more disciplined stewardship of these funds. Matching the liquidity of each tranche to the Village's capital plan ensures that funds required for near-term projects are not committed to longer-term instruments.

Alternatives Considered

1. Review the draft Investment Bylaw and proposed profile to Council. The draft bylaw is available for first reading and prior to second reading confirm the MFA's

formal client approval and the permitted classes of investment are recommended by an independent financial advisor. (Recommended)

2. Take no further action at this time, leaving the Village's reserves in the current CIBC HISA. Under this option the governance gap and the concentration of reserves would remain, and the return would remain at the low end of the available range.

Should MFA's formal approval not be obtained, staff would return with alternative means of achieving the same objectives within the permitted classes of investment, such as a different qualified custodian or the direct purchase of permitted instruments.

Alignment with Strategic Priorities

Financial sustainability, sound governance, and responsible stewardship of municipal assets.

Next Steps

Subject to Council's direction, administration will:

3. Obtain the MFA's formal approval of the Village as a client.
4. Confirm the permitted classes of investment applicable to the proposed instruments with a qualified finance professional.
5. Incorporate Council's direction and any confirmations into a revised draft bylaw and profile.
6. Return to Council with the Investment Bylaw for second reading.

No funds will be moved and no accounts will be opened until the bylaw has been adopted, MFA's approval has been finalized, and the accounts have been established. Annual reporting to Council on the Village's investments are built into the bylaw.

Draft Resolution

That Council review the draft Investment Bylaw and the proposed investment profile set out in this report and provide administration with direction, and that administration return to Council with a bylaw for second reading once the Municipal Finance Authority of British Columbia has confirmed the Village's client approval and the permitted classes of investment have been confirmed with a qualified finance professional.

Prepared by

David Fairbank
Chief Administrative Officer

VILLAGE OF HAINES JUNCTION

BYLAW NO. [442-26]

A BYLAW TO ESTABLISH AN INVESTMENT FRAMEWORK FOR THE VILLAGE OF HAINES JUNCTION

WHEREAS section 243 of the Municipal Act (Yukon) authorizes a municipality to invest, by bylaw, money that is not immediately required by the municipality, within the classes of investment permitted under that Act;

AND WHEREAS the Council of the Village of Haines Junction considers it desirable to establish the objectives, eligible investments, risk and liquidity parameters, delegated authority, and reporting requirements within which the Village's funds are to be invested;

AND WHEREAS Council wishes to retain authority over the risk and liquidity posture of the Village's investments while providing administration with clear authority to carry out day-to-day management within that posture;

NOW THEREFORE the Council of the Village of Haines Junction, in open meeting assembled, enacts as follows:

1. TITLE

1.1 This Bylaw may be cited as the "Village of Haines Junction Investment Bylaw No. [442-26]".

2. DEFINITIONS

In this Bylaw:

"Council" means the Council of the Village of Haines Junction;

"Eligible Investment" means an investment permitted under section 5;

"Financial Administration Policy" means the Village's policy governing financial administration and signing authority, as amended;

"Investable Funds" means the reserve and surplus funds of the Village that are not immediately required for operating purposes;

"Investment Profile" means the allocation of the Village's Investable Funds across the liquidity and risk tiers set out in Schedule "A", as approved and amended by Council by resolution;

"Municipal Act" means the Municipal Act (Yukon), as amended;

"Substantive Change" means a change described in section 8.3;

"Village" means the Village of Haines Junction.

3. PURPOSE AND OBJECTIVES

3.1 The purpose of this Bylaw is to govern the investment of the Village's Investable Funds.

3.2 The Village's investments shall be managed to achieve the following objectives, in order of priority:

- (a) preservation of capital;
 - (b) maintenance of sufficient liquidity to meet the Village's operating and capital requirements as they come due; and
 - (c) a reasonable rate of return, consistent with paragraphs (a) and (b).
- 3.3 Return shall not be pursued in a manner that compromises the preservation of capital or the liquidity required under this Bylaw.

4. STANDARD OF CARE

- 4.1 Investable Funds shall be invested only within the classes of investment permitted under the Municipal Act.
- 4.2 Investment decisions shall be made with the care, skill, and diligence that a prudent person would exercise in the management of public funds, having regard to the objectives in section 3.2.

5. ELIGIBLE INVESTMENTS

- 5.1 Subject to the Municipal Act, the Village may invest its Investable Funds in the following, to the extent each is within the classes of investment permitted under section 243 of the Municipal Act:
 - (a) securities issued or guaranteed by the Government of Canada or by a province or territory of Canada;
 - (b) deposits, notes, certificates, and other short-term instruments of, or guaranteed by, a Canadian Schedule I bank or other savings institution permitted under the Municipal Act; and
 - (c) pooled investment funds and pooled deposit accounts that are composed of investments described in paragraphs (a) and (b) and that are offered by a recognized public-sector investment authority or financial institution.
- 5.2 The specific instruments and providers used to give effect to this section shall be consistent with the Investment Profile and with this Bylaw.

[The classes in section 5.1 are to be confirmed against the permitted classes under section 243 by a qualified finance professional and the Village's solicitor before second reading.]

6. PROHIBITED INVESTMENTS

- 6.1 The Village shall not invest Investable Funds in:
 - (a) equities or equity-based funds;
 - (b) derivatives or any instrument held for speculative purposes; or
 - (c) any investment not permitted under the Municipal Act.

7. INVESTMENT PROFILE

- 7.1 Council shall approve, by resolution, an Investment Profile in the form of Schedule "A".

- 7.2 The Investment Profile shall express the Village's risk and liquidity posture as target allocation bands across the liquidity and risk tiers set out in Schedule "A", rather than as fixed dollar amounts.
- 7.3 Administration shall manage the Village's Investable Funds so as to remain within the bands set out in the Investment Profile.
- 7.4 Council may amend the Investment Profile by resolution; no amendment to this Bylaw is required to change the Investment Profile.
- 7.5 The Investment Profile does not take effect until it is approved by Council by resolution.

8. DELEGATION OF AUTHORITY

- 8.1 Within the Investment Profile and this Bylaw, administration is authorized to carry out the day-to-day management of the Village's Investable Funds, including making deposits and withdrawals, reinvesting maturing amounts, and rebalancing allocations to remain within the approved bands.
- 8.2 Day-to-day management under section 8.1 remains subject to the transactional controls in the Financial Administration Policy, including any signing-authority requirement.
- 8.3 The following are Substantive Changes and require the approval of Council:
 - (a) a change to the target allocation bands in the Investment Profile;
 - (b) the addition of a new class or tier of investment; and
 - (c) any change to the classes of Eligible Investment under section 5.

9. LIQUIDITY

- 9.1 The Investment Profile shall maintain a minimum level of immediately available funds sufficient to meet the Village's reasonably anticipated operating and capital requirements.
- 9.2 The minimum liquidity level shall be set out in Schedule "A".

10. CUSTODY

- 10.1 The Village's Investable Funds shall be held with financial institutions or investment authorities consistent with the Eligible Investments under section 5.
- 10.2 Controls governing access to accounts and the authorization of transactions are governed by the Financial Administration Policy.

11. REPORTING AND REVIEW

- 11.1 Administration shall report to Council on the status and performance of the Village's investments in conjunction with the Village's regular financial reporting, and not less than annually.
- 11.2 Administration shall review the Investment Profile at least annually and recommend any changes to Council.

12. RELATIONSHIP TO FINANCIAL ADMINISTRATION POLICY

12.1 This Bylaw governs the objectives, eligible investments, and risk and liquidity parameters for the Village's investments. The Financial Administration Policy governs the transactional controls applicable to those investments. In the event of a conflict respecting investment parameters, this Bylaw prevails.

13. AMENDMENT

13.1 This Bylaw may be amended only by bylaw.

13.2 The Investment Profile in Schedule "A" may be amended by resolution of Council in accordance with section 7.

14. SEVERABILITY

14.1 If any provision of this Bylaw is held to be invalid, the invalid provision shall be severed and the remainder of the Bylaw shall remain in force.

15. COMING INTO FORCE

15.1 This Bylaw comes into force on the date of its adoption.

READ A FIRST TIME this _____ day of _____, 20____.

READ A SECOND TIME this _____ day of _____, 20____.

READ A THIRD TIME this _____ day of _____, 20____.

ADOPTED this _____ day of _____, 20____.

Mayor

Chief Administrative Officer

SCHEDULE “A”
INVESTMENT PROFILE For Bylaw #442-26, Investment Bylaw

Approved by resolution of Council dated _____.

The following target allocation bands and minimum liquidity level express the Village’s risk and liquidity posture for its Investable Funds. Administration shall manage the Village’s Investable Funds so as to remain within these bands.

Tier	Description	Purpose	Target allocation band
Tier 1 — Immediate Liquidity	Fully liquid deposits available on demand	Operating float and near-term requirements	[___% to ___%]
Tier 2 — Short-Term Notice	Deposits available on short notice (e.g., up to approximately 31 days)	Funds not required immediately but within the short term	[___% to ___%]
Tier 3 — Longer-Term Income	Higher-yielding pooled fixed-income investments (3-5 Years)	Funds not expected to be required within the applicable investment horizon	[___% to ___%]

Minimum liquidity: At all times, not less than [\$ _____ / _____ months of budgeted operating costs] shall be held in Tier 1.



**Village of Haines Junction
Report to Council**

July 8, 2026

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Trail Maintenance Program – Establishment and Re-allocation of 2026 Funds

Recommendation

That Council approve the establishment of a Trail Maintenance Program, administered by Village staff and funded from the unspent balance of the 2026 Trail Signage and App Committee budget; and direct administration to bring forward an option for a recurring trail maintenance operating line during 2027 budget deliberations. The full recommendation is set out in the Draft Resolution below.

Background

In 2025, Council established a Trail Signage and App Committee with a total budget of \$25,000. The budget was intended to cover the production and installation of trail signage, together with a component of trail maintenance and development.

At its meeting of August 13, 2025, Council selected Option 3 from the Committee’s presentation. Option 3 allocated up to \$16,000 of the budget toward trail maintenance and signage to be delivered by non-profit groups and contractors.

A Request for Proposals was subsequently issued for the trail maintenance and signage installation work. No proposals were received.

Current Status

Trail signage is in final design and is proceeding to production. On completion of sign installation and uploading trail information to AllTrails (online trail information portal), the mandate of the Trail Signage and App Committee will be complete.

The trail maintenance and development allocation of approximately \$16,000 remains unspent. Because the Request for Proposals returned no bids, none of these funds have been used.

Discussion/Analysis

Administration recommends using the unspent allocation to establish a Trail Maintenance Program under which smaller trail projects are scoped by the Village and delivered by community groups. The intent is to make use of funds Council has already committed while directing them to the people already active in maintaining the community’s trails.

The unsuccessful Request for Proposals indicates that the work, as packaged, was not well suited to the contractor market. The projects are small in scale and, in a community of this size, are more

readily delivered by local groups who already use and maintain the trails than by contractors preparing a formal proposal. If larger projects are identified by the Village (such as the Dezadeash River Trail Boardwalk Replacement Project), then these will be tendered following the Competitive Bidding Process Policy.

The proposed program would operate as follows:

- Projects would be defined and scoped by the Village to keep them small and manageable – for example, a group clearing loose deadfall from a defined section of trail.
- Simple tasks would be recognized through honoraria; more complex tasks would be delivered through small service contracts.
- All projects would fall well below the Village’s procurement threshold, with the largest project anticipated in the range of \$3,000. Competitive bidding under the Competitive Bidding Process Policy would therefore not be engaged.
- Wherever possible, work would be awarded to community groups rather than individuals, which simplifies administration and reduces the risk of the arrangement being treated as employment.
- Honoraria would be set as a fixed amount for a defined task or outcome rather than an hourly rate, again to avoid the arrangement taking on the characteristics of employment.
- Administration would confirm that work has been completed to an acceptable standard before payment is made.
- The Champagne and Aishihik First Nations and CAFN-affiliated groups would be eligible to participate, and there is good potential to work with CAFN on sections of shared interest.

Administration will confirm insurance and/or WCB requirement are met for any work to be completed.

Consistent with Council’s role, Council would authorize the program and its funding, while the scoping, awarding, and administration of individual projects would rest with administration.

Asset Management Impact

The community trail network is a Village asset. Regular, small-scale maintenance extends the useful life of trails and reduces the likelihood of larger, more costly rehabilitation work in the future.

The proposed program provides a low-cost, flexible mechanism for ongoing upkeep. Should Council later choose to establish a recurring operating line for trail maintenance, maintenance funding would be formalized within the Village’s normal budget cycle rather than depending on one-time allocations.

Alternatives Considered

- Re-issue the Request for Proposals. This approach has already been unsuccessful; the scale and nature of the work appear to be the barrier, so a further RFP is unlikely to attract bids.
- Complete the work using Village staff. Existing operations staff have limited capacity, and this work would compete with core service delivery.

- Reallocate the funds to other trail-related capital projects. This is possible but does not address ongoing difficulty finding contractors, identified trail maintenance needs, and does not engage the community.
- Allow the allocation to lapse. This forgoes work Council has already funded, along with the associated community benefit.
- Establish the Trail Maintenance Program (recommended). This makes use of funds already committed, engages the groups best placed to do the work, and creates an ongoing mechanism for trail upkeep.

Alignment with Strategic Priorities

The proposed program supports the maintenance and improvement of the community's recreation and trail infrastructure, strengthens partnerships with community groups and Champagne and Aishihik First Nations, and reflects responsible stewardship of funds Council has already allocated.

While regional economic development is not an explicit strategic priority, a healthy tourism sector driven by outdoor recreation would provide economic benefit to the community at large. This program will also create opportunities for local individuals to gain experience in trail building and building, so that they may respond to future procurement opportunities for trail work.

Next Steps

- Establish a simple process for scoping projects, offering them to community groups, and confirming completion before payment.
- Re-allocate the unspent 2026 Trail Signage and App Committee budget to the Trail Maintenance and Signage.
- Review the option for a recurring trail maintenance operating line during 2027 budget deliberations.

Draft Resolution

THAT Council approve the establishment of a Trail Maintenance Program, under which small trail maintenance and development projects are scoped by the Village and delivered by community groups through honoraria and/or small contracts;

And that Council re-allocating the unspent balance of the 2026 Trail Signage and App Committee budget, in the amount of \$25,000, to Trail Maintenance and Signage;

And that Council direct administration to bring forward, during 2027 budget deliberations, an option to establish a recurring operating line for trail maintenance.

Prepared by

David Fairbank
Chief Administrative Officer

Municipal Accounts Payable to July 8, 2026

<u>Cheque #</u>	<u>Name</u>	<u>Total Invoice</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 34,131.47	Administration	Net Pay - Pay Period 13
		\$ 5,146.92	Administration	RRSP Contribution - Pay Period 13
		\$ 8,911.77	Administration	Group Insurance Pay Period 13
		\$ 16,806.42	Administration	Receiver General July Pay Period 13
		<u>\$ 64,996.58</u>		
28509	CIBC Mortgage	<u>\$ 900.00</u>	Administration	Reimbursement of overpayment of taxes
EFT	Visa	\$ 611.41	Administration	Postage, adobe, phones, zoom
		\$ 1,257.17	Landfill	Internet, phones, point of sale system, impact gun, sockets
		\$ 194.25	Legislative	Flowers
		\$ 222.51	Protective Services	Signs
		\$ 5,445.95	Public Works	Phones, tools, parts, extinguishers, ropes, courses, coolant
		\$ 100.00	Capital Project	Quarry permit
		\$ 755.19	Water & Sewer	Phones, internet, cable crimps, lagoon sample freight
		<u>\$ 8,586.48</u>		
28510	535561 Yukon Inc.(Mylene Mangupit)	<u>\$ 501.38</u>	Landfill	Open house catering
28511	Acklands - Grainger Inc.	<u>\$ 88.81</u>	Public Works	Nitrile gloves, carbon steel chain
28512	Dimensions Tech Services Inc.	<u>\$ 3,359.48</u>	Fire Department	Inspections and testing for ladders and fire hoses
28513	Donna Istchenko Petty - Cash	<u>\$ 2,777.05</u>	Recycling Centre	Refundables paid out
28514	Duncan's Ltd.	<u>\$ 11,233.15</u>	Capital Project	Heating system upgrade for convention centre contract work
28515	Jacobs Industries Ltd.	<u>\$ 248.85</u>	Water & Sewer	Co2
28516	Metrix Group LLP	<u>\$ 7,225.68</u>	Administration	2025 Audit

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to July 8, 2026

28517	Michael Pealow	<u><u>\$ 3,150.00</u></u>	Landfill	Composting public engagement
28518	Northwestel	\$ 265.08	Administration	June 27, 2026 billing
		\$ 61.57	Public Works	June 27, 2026 billing
		\$ 723.15	Water & Sewer	June 27, 2026 billing
		\$ 446.07	Protective Service	June 27, 2026 billing
		\$ 127.81	Convention Centre	June 27, 2026 billing
		\$ 30.79	Mezzanine	June 27, 2026 billing
		\$ 30.79	Arena	June 27, 2026 billing
		\$ 80.36	Recycling centre	June 27, 2026 billing
		<u><u>\$ 1,765.62</u></u>		
28519	PBX Engineering Ltd.	<u><u>\$ 24,022.50</u></u>	Water & Sewer	SCADA upgrade
28520	Rachel Finn	<u><u>\$ 12,500.00</u></u>	Capital Project	Dwelling construction grant
28521	Tangerine Technology	<u><u>\$ 1,440.60</u></u>	Administration	Network Support
28522	TK Elevator (Canada) Ltd.	<u><u>\$ 1,790.25</u></u>	Convention Centre	Elevator repairs
28523	Xerox	<u><u>\$ 693.43</u></u>	Administration	Printing and photocopies
28524	Village Bakery	<u><u>\$ 735.00</u></u>	Administration	Canada Day cakes
28525	Yari Izigzon	<u><u>\$ 740.00</u></u>	Administration	Administrative support
28526	Yukon Service Supplies	\$ 174.72	Convention Centre	Garbage bags, hand towels
		\$ 71.93	Mezzanine	Garbage bags, hand towels
		\$ 100.70	Public Works	Garbage bags
		\$ 648.58	Water & Sewer	Sodium hypochlorite
		<u><u>\$ 995.93</u></u>		

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to July 8, 2026

Municipal Accounts Payable

\$ 147,750.79

Prepared by Ellen Stutz

Mayor _____ CAO _____

* Denotes an item not directly funded by the Village

** Grant funded



Village of Haines Junction Report to Council

July 8th, 2026

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Lot Amalgamation Requests – Tourist Commercial Properties

Recommendation

That Council recommend to the Government of Yukon that the two commercial lot amalgamation applications described in this report be approved; and

That Council direct Administration to bring forward a detailed report and a draft Subdivision Policy, a consistent framework for assessing all lot boundary amendment applications, including subdivisions, amalgamations, and boundary adjustments.

Background

The Village has received two applications to amalgamate adjoining commercially zoned lots. Under the Subdivision Regulations, the Government of Yukon is the subdivision approving authority; the Village's role is to review such applications and provide a recommendation to YG. YG's subdivision authority includes, subdivision (splitting a lot), amalgamation (combining lots) and the redrawing of existing lot boundaries (shifting the boundary between lots).

The first application concerns Lot 1&2, Block 10, owned by Sha Shaw Corporation, zoned Tourist Commercial. The proposed development is Commercial, which requires the combined area to accommodate the proposed structure and parking area.

The second application concerns Lot 9&10, Block 9, owned by Sha Shaw Corporation, zoned Tourist Commercial. The proposed development is Commercial, which requires the combined area to accommodate the structure and parking area.

The applicant, Sha Shaw Corporation, is the community and economic development corporation of the Champagne and Aishihik First Nations (CAFN). Neither parcel is settlement land, and the applicant's relationship to CAFN does not directly impact the assessment of the applications.

Current Status

The two current applications are recommended to proceed on their own merits and are not dependent on the timing or outcome of the future policy discussion.

Discussion/Analysis

In both cases the combined parcel is required for the structure, parking, and associated use. Amalgamation in these cases enables the intended permitted use of commercial land and does not

reduce the development capacity that zoning and servicing have already provided. Administration supports both applications and recommends they be forwarded to YG with a recommendation of approval.

For the two current commercial applications, any downside to approval is negligible. The only tradeoff is a modest loss of future flexibility to develop or sell the parcels separately and this is clearly outweighed by enabling the intended development.

For Policy consideration

Rather than treating each request in isolation, administration recommends developing a consistent set of organizing principles for assessing all lot boundary amendments. The Village does not currently have a policy or criteria to guide how these applications are assessed, and requests are considered on an ad hoc basis.

A Subdivision Policy, using the term “subdivision” in its inclusive sense to capture all three types of boundary change (amalgamation, subdivision, and lot boundary changes) would give applicants, staff, and Council consistent, predictable, and defensible criteria. The detailed report will set out the proposed principles, which differ by land use type.

Asset Management Impact

The two amalgamations have no direct asset management impact. Both parcels are already serviced and consolidating the titles neither adds nor removes Village infrastructure and is supported by the OCP intention to develop a vibrant commercial downtown.

Alternatives Considered

Option 1: Approve the two amalgamations and direct staff to develop a policy (recommended). Allows the two well-justified commercial applications to proceed without delay, and addresses the underlying consistency gap through a considered policy process.

Option 2: Approve the two amalgamations only. Resolves the immediate applications but leaves future requests to be handled ad hoc, with the same consistency gap likely to recur.

Option 3: Defer the two amalgamations pending a policy. Not recommended. It penalizes the applicant whose requests are clearly supportable, in order to resolve a general policy question. This would delay legitimate development.

Alignment with Strategic Priorities

The proposed lot amalgamations align with Council’s strategic direction for community and economic development, and specifically with the OCP’s Conceptual Land Use objectives to:

1. Strengthen the local economy
2. Increase economic diversity
3. Develop a vibrant downtown and community core

Development of a Subdivision Policy is consistent with Sound and Open Governance and provides a consistent level of service to residents while protecting existing Municipal infrastructure from being underutilized.

Next Steps

- Administration will forward the two commercial amalgamation applications to YG with the Village's recommendation of approval.
- Administration will prepare a detailed report and a draft Subdivision Policy – covering subdivisions, amalgamations, and boundary adjustments – for a future Council meeting, refining the assessment criteria.

Draft Resolution

THAT Council recommend to the Government of Yukon that the two commercial lot amalgamation applications described in this report be approved; and further

THAT Council direct Administration to prepare a detailed report and a draft Subdivision Policy establishing a consistent framework for assessing lot boundary amendment applications, including subdivisions, amalgamations, and boundary adjustments.

Prepared by

David Fairbank
Chief Administrative Officer

Proposed residential or rural residential lots

Number of existing lots _____

Number of proposed lots _____

Total size of all application lands _____
meters sq. or hectaresMinimum proposed lot size _____
meters sq. or hectares**Proposed commercial, industrial or other lots**Number of existing lots _____ **2**Number of proposed lots _____ **1**Total size of all application lands _____ **900m square**
meters sq. or hectaresMinimum proposed lot size _____ **900m square**
meters sq. or hectares

Explain why you wish to subdivide this land, for what purpose the land will be used and the expected development time frame. (Attach a separate sheet if necessary.)

These are commercial lots and we are developing a commercial building that will require both lots.

Services

Existing/proposed provision for drinking water
municipal system

Existing/proposed provision for sewage treatment/disposal
municipal system

Existing/proposed provision for disposal of garbage/solid waste
municipal system

Existing/proposed provision for electricity
power is adjacent to the lot

Existing/proposed provision for telephone, other utilities, etc.
adjacent to the lot

Are there any overhead or underground utilities located within or adjacent to the application area? Yes No
If yes, are the application lands subject to any existing easements?

There are hydro lines on the property but there is no hydro easement.

Is application area presently served by an established fire department? Yes No
If yes, give name/location of fire dept:

yes - HJ

Location of and distance to nearest school and school bus route (where applicable)
a few blocks

Existing/proposed provision parks, open space or other recreational amenities
there are three parks within walking distance.

Access

Existing/proposed provision for vehicle access to site. (Will any new access be required, connecting to an existing public road or highway?)

access will be off Jacquot Street and the alleyway.

Will new road be surveyed and constructed as part of this subdivision proposal?

Yes No

If yes, fully explain the nature of the access, and if/how other users of access might be affected.

no.

Improvements/structures

Are there any existing improvements located on the application area (buildings, fences, septic fields, wells, gardens, etc.)? If yes, is the applicant the sole owner of these improvements? Does the subdivision layout respect the location of any permanent structures?

Yes No

No.

Site characteristics

Soils (sand, gravel, clay, silt, peat, etc.)
undisturbed - top soil

Vegetation (spruce, pine, poplar, willow, clear, etc.)
spruce, willow and aspen

Topography (flat, steep, rolling, etc.)
flat

Water courses and site drainage (rivers, streams, lakes, ponds, drainage ditches within or adjacent to application area)
none

Any known significant historical or heritage features on or near this site
none.

Any known significant fish or wildlife habitat on or near this site
none.

Land use planning and zoning

The Land Planning Branch may provide assistance if current zoning information is not known. Call 867-667-3515.

Current zoning of application lands

No zoning Urban residential Rural residential Cottage Commercial

Industrial Other: _____

Name of applicable zoning bylaw or regulation: _____

Current planning designation of application lands

No zoning Urban residential Rural residential Cottage Commercial

Industrial Other: _____

Name of applicable community or local area plan: _____

Submittal information

Required additional information – the following information must be submitted with all applications

Sketch plan – Provide 3 copies of a sketch plan, drawn at a legible scale, showing the scheme of the proposed parcel configuration. Including the following information:

- Title block (giving description of application lands)
- Arrow indicating North
- Drawing scale
- Existing lot numbers of any adjacent lands
- Configuration/location of proposed (and adjacent existing) parcels of land
- Dimensions and bearings for all proposed and existing lot lines
- Roads, trails, pathways located on or near the application area
- Water bodies, drainage courses located on or near the application area
- Location of existing or proposed improvements on or near the application area
- Existing or proposed utilities (electrical, water, sewer, etc.)

Ownership/title

- Copy of certificate of title
- Copy of any caveats or encumbrances registered against the title

Proof of property taxes paid

- Written verification from the appropriate taxing authority that all property taxes have been paid on the core parcel(s) being enlarged

Additional information – the following information must be submitted, depending on the nature of request.

Depending on the nature, magnitude or location of any given application, an applicant may be required to undertake and provide further studies or assessments. This may include, but is not limited to such things as: environmental impact assessments, fisheries studies, geotechnical investigations, further public consultation etc.

If the application is within the boundaries of a municipality, provide written confirmation from that municipality that either:

- the proposed use **is** in compliance with existing planning and zoning schemes, or
- the proposed use **is not** currently in compliance with existing planning or zoning, but will be considered through an established public zoning/planning amendment process.

Development requirements: subdivision applications may include conditions requiring certain work to be performed.

- In some cases, public infrastructure included in subdivisions will be transferred and become the responsibility of the government or municipality. This includes such things as roads, streets, parks, public utility lots, water and sewer services, etc. To ensure that subdivisions are developed to accepted standards, there may be a requirement for a development agreement to be entered into between the parties. This development agreement may include the provision for the applicant to post performance security.

If the application has an agent include:

- a document signed by the registered owner(s) of land(s) authorizing the listed agent to act on their behalf.

Applicant/owner consent

I/we certify that I am/we are the registered owner(s) of the land described in this application.

I/we certify that all of the submitted information is true and correct to the best of my knowledge and belief.

I/we understand that any misrepresentation of submitted data may invalidate any approval of this application.

Signature: 

Date: 2026.06.08

Signature: _____

Date: _____

Collection of this information is authorized by section 4 of the *Subdivision Regulations* and subsection 15(a) of the *Access to Information and Protection of Privacy Act* SY for the purpose of reviewing relevant subdivision applications. Disclosure of this information is authorized by subsection 7(b) of the *Subdivision Regulations* and this information will be shared with other Yukon government departments and may be disclosed as permitted or required by the *Access to Information and Protection of Privacy Act*. For more information, please contact the Director of the Land Planning Branch at the Department of Energy, Mines and Resources in person at room 320, 300 Main St., by mail at Y1A 0E2, Whitehorse, YT, by phone at 867-667-3515 or by email at land.planning@yukon.ca.

Subdivision Application to Consolidate Lots 1 & 2 Block 10 Haines Junction, Plan 19794 LTO YT,
Village of Haines Junction, Yukon.



Proposed residential or rural residential lots

Number of existing lots _____

Number of proposed lots _____

Total size of all application lands _____
meters sq. or hectaresMinimum proposed lot size _____
meters sq. or hectares**Proposed commercial, industrial or other lots**Number of existing lots _____ **2**Number of proposed lots _____ **1**Total size of all application lands _____ **1012 SQ M**
meters sq. or hectaresMinimum proposed lot size _____ **1012 SQ M**
meters sq. or hectares

Explain why you wish to subdivide this land, for what purpose the land will be used and the expected development time frame. (Attach a separate sheet if necessary.)

WE WISH TO CONSOLIDATE 2 COMMERCIAL LOTS INTO ONE. IN ORDER TO ACCOMMODATE THE NECESSARY PARKING FOR OUR 1782 SQUARE FOOT BUILDING, PLUS DECK AND ACCESSIBILITY RAMP.

Services

Existing/proposed provision for drinking water
CONNECTED TO MUNICIPAL SYSTEM

Existing/proposed provision for sewage treatment/disposal
CONNECTED TO MUNICIPAL SYSTEM

Existing/proposed provision for disposal of garbage/solid waste
PRIVATE COMMERCIAL WASTE DISPOSAL CONTRACTOR HIRED

Existing/proposed provision for electricity
CONNECTED TO ATCO SUPPLIED POWER

Existing/proposed provision for telephone, other utilities, etc.
CONNECTED TO NWTEL FIBRE

Are there any overhead or underground utilities located within or adjacent to the application area? Yes No
If yes, are the application lands subject to any existing easements?
NO EASEMENTS

Is application area presently served by an established fire department? Yes No
If yes, give name/location of fire dept:
YES - HAINES JUNCTION

Location of and distance to nearest school and school bus route (where applicable)
2 BLOCKS AWAY

Existing/proposed provision parks, open space or other recreational amenities
THREE PARKS ARE WITHIN 3 BLOCKS

Access

Existing/proposed provision for vehicle access to site. (Will any new access be required, connecting to an existing public road or highway?)
ROAD ACCESS IS FROM JACQUOT STREET

Will new road be surveyed and constructed as part of this subdivision proposal? Yes No
If yes, fully explain the nature of the access, and if/how other users of access might be affected.

NO

Improvements/structures

Are there any existing improvements located on the application area (buildings, fences, septic fields, wells, gardens, etc.)? Yes No
If yes, is the applicant the sole owner of these improvements?
Does the subdivision layout respect the location of any permanent structures?

YES - ONE BUILDING AND SSC IS THE SOLE OWNER.

Site characteristics

Soils (sand, gravel, clay, silt, peat, etc.)

GRAVEL, IMPORTED

Vegetation (spruce, pine, poplar, willow, clear, etc.)

NIL

Topography (flat, steep, rolling, etc.)

GENTLE GRADE, SUITABLE FOR PARKING

Water courses and site drainage (rivers, streams, lakes, ponds, drainage ditches within or adjacent to application area)

N/A

Any known significant historical or heritage features on or near this site

NO

Any known significant fish or wildlife habitat on or near this site

NO

Land use planning and zoning

The Land Planning Branch may provide assistance if current zoning information is not known. Call 867-667-3515.

Current zoning of application lands

No zoning Urban residential Rural residential Cottage Commercial

Industrial Other: _____

Name of applicable zoning bylaw or regulation: _____

Current planning designation of application lands

No zoning Urban residential Rural residential Cottage Commercial

Industrial Other: _____

Name of applicable community or local area plan: _____

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- Water bodies, drainage courses located on or near the application area
- Location of existing or proposed improvements on or near the application area
- Existing or proposed utilities (electrical, water, sewer, etc.)

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Applicant/owner consent

I/we certify that I am/we are the registered owner(s) of the land described in this application.

I/we certify that all of the submitted information is true and correct to the best of my knowledge and belief.

I/we understand that any misrepresentation of submitted data may invalidate any approval of this application.

Signature: 

Date: 2026-05-27

Signature: _____

Date: _____

Subdivision Application to Consolidate Lots 9 & 10, Block 9 Haines Junction, Plan 19794 LTO YT,
Village of Haines Junction, Yukon

