



# Village of Haines Junction

August 27, 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. July 30, 2025 Special Council Meeting Minutes
  - b. August 6, 2026 Committee of the Whole Meeting Minutes
  - c. August 13, 2025 Regular Council Meeting Minutes
6. **Proclamations**
7. **Delegations**
8. **Public Hearings and Public Input Sessions**
9. **Old Business**
  - a. Strategic Priorities (for approval)
  - b. RTC – History of SRS Installation
10. **New Business**
  - a. Accounts Payable to August 27, 2025
  - b. RTC - July 2025 Financial Report
  - c. RTC - EV charging stations
  - d. RTC - Signs in the highway right-of-way
  - e. RTC - Hydrocarbon testing in sani-dumps
11. **Bylaws – Reports, Readings and Adoption**
  - a. Non-Union Staff Bylaw Amendment (for 2<sup>nd</sup> and 3<sup>rd</sup> Reading)
  - b. Bylaw #431-24 Local Improvement for Urban Electrification of Lot 50, Willow Acres (for 1<sup>st</sup> Reading)
  - c. Bylaw #432-25 Supplemental Capital/Projects Budget (2025)
12. **Correspondence**
  - a. Letter from Minister McPhee re: Review of SCAN Act
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 September 10 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

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Dial by your location

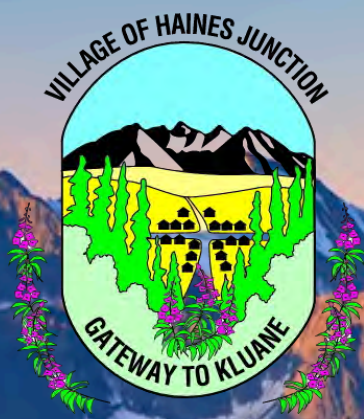
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- +1 204 272 7920 Canada
- +1 438 809 7799 Canada
- +1 587 328 1099 Canada
- +1 647 374 4685 Canada
- +1 647 558 0588 Canada
- +1 778 907 2071 Canada

Meeting ID: 867 634 7100

Find your local number: <https://us02web.zoom.us/j/8676347100>

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





# Council Strategic Priorities 2025-2028



# Executive Summary

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Council's vision is to deliver sustainable services that enhance our quality of life and allow growth for the future. We are committed to sound governance, responsible planning, transparency and delivering services that meet the needs of our residents.

Council has identified the following **four** priorities:

## **SUSTAINABLE LEVELS OF SERVICE**

Through strategic investments and responsible planning, we strive to provide safe, reliable, and maintained public spaces, roads, utilities, and emergency response for current and future generations. We are committed to delivering quality municipal services by maintaining essential infrastructure, supporting a right-sized workforce, and defining service levels that are both effective and financially sustainable.

## **INVESTING IN THE COMMUNITY**

We support a connected and active community by investing in recreation, public spaces, and programs that encourage resident participation. As we plan for the future, we will incorporate community needs, optimize existing resources, and explore sustainable recreation opportunities that enhance quality of life and strengthen community pride.

## **ORGANIZATIONAL DEVELOPMENT AND CAPACITY BUILDING**

We cultivate a service focused municipal organization by investing in our people, policies, and governance structures. By ensuring professional development for staff and Council, and enhancing interorganizational collaboration, we empower staff to deliver quality services.

## **SOUND AND OPEN GOVERNANCE**

We foster sound and open governance by ensuring there is transparency in decision making and open communications with the community.



# Land Acknowledgement

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We respectfully acknowledge that we reside on the traditional territory of the Champagne and Aishihik First Nations—Dän Dákwänje, the people of this land. This place is known as Dakwäkäda, meaning “High Cache Place.”

Our community looks toward Na Sha Tán—the place where the sun “sits” on the mountain. Along that ridge once stood many dakwäk’äts, or high caches, filled with carefully gathered fish and meat, sustaining families through the long winters.

Dakwäkäda was, and remains, an important gathering and crossing point—connecting people to Hutchi, Champagne, Burwash, Klukshu, Klukwan, and beyond. The land tells stories of movement, sustenance, and survival.

As you take in the beauty of these majestic mountains, hold space for the Dän Dhäl—the people who have lived in the shadow of these mountains for generations.

Picture the caches, the harvesting, the relationships, and the rhythms of life that have shaped this place since time immemorial. These people carry history, belonging, lineage, a clan system, and sovereignty. May we honour their presence, past and present. May we walk forward with mutual respect, gratitude, and awareness.

# Our Vision and Process

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## COUNCIL VISION

Council's vision is to deliver sustainable services that enhance our quality of life and allow growth for the future. We are committed to sound governance, responsible planning, transparency and delivering services that meet the needs of our residents.

## STRATEGIC PROCESS

The Village of Haines Junction is guided by a Council dedicated to strong governance and strategic leadership. Elected by the community, Council represents the interests of residents and makes decisions that shape the municipality's future.

Our dedicated staff support this vision by providing policy advice, managing resources, and operationalizing Council decisions. They ensure municipal services are delivered efficiently and effectively, aligned with the service levels set by Council.

Recognizing the importance of responsible governance and long-term stewardship, this Council has undertaken a strategic priority-setting process to ensure that the Village's finite resources are directed where they will have the greatest impact. With intention and focus, this Council is committed to four key priority areas:

**\* SUSTAINABLE LEVELS OF SERVICE**

**\* INVESTING IN THE COMMUNITY**

**\* ORGANIZATIONAL DEVELOPMENT  
AND CAPACITY BUILDING**

**\* SOUND AND OPEN GOVERNANCE**



# Our strategic areas of focus

## Sustainable Levels of Service

### GOAL

Through strategic investments and responsible planning, we strive to provide safe, reliable, and maintained public spaces, roads, utilities, and emergency response for current and future generations. We are committed to delivering quality municipal services by maintaining essential infrastructure, supporting a right-sized workforce, and defining service levels that are both effective and financially sustainable.

### KEY INITIATIVES AND ACTIONS

#### Ongoing:

- Continue to develop our Asset Management Plan and strengthen asset management processes to optimize infrastructure investments.
- Develop a Level of Service Policy Framework, and policies, to clarify municipal service commitments.
- Assess and align staffing levels with defined service expectations.
- Implement the Solid Waste Management Plan.
- Minimize environmental impacts including encouraging waste diversion.

#### Now:

- Develop policies to establish clear and financially sound service expectations:
  - Comprehensive Road Maintenance Policy (builds on our Snow Removal Policy).
  - Municipal Property Standards to guide the consistent care, maintenance, and presentation of publicly owned facilities and spaces - both interior and exterior - to ensure safety, functionality, and civic pride.
- Equip and support the Fire Department to operate safely and effectively, enabling full compliance with all legislated and mandated requirements.
- Define a Level of Service for Bylaw Enforcement.

#### NEXT:

- Establish clear and affordable service expectations:
  - Property Maintenance Bylaw (for private properties).
  - Water Works Maintenance Policy.
  - Financial Policy to ensure reliable, cost-effective service delivery while maintaining reasonable tax rates.
- Review the Property Taxation Levy Bylaw.
- Work with regional partners to design an Emergency Management Plan.
- Develop and implement a communication strategy to educate residents on service levels and fiscal realities.

#### ADVOCACY:

- Actively engage with CAFN to explore shared infrastructure solutions for mutual benefit.
- Continue to foster meaningful, ongoing community dialogue and intentionally integrate public input into the development of policies.

# Our strategic areas of focus

## Investing in the Community

### GOAL

We support a connected and active community by investing in recreation, public spaces, and programs that encourage resident participation. As we plan for the future, we will incorporate community needs, optimize existing resources, and explore sustainable recreation opportunities that enhance quality of life and strengthen community pride.

### KEY INITIATIVES AND ACTIONS

#### Ongoing:

- Maintain and enhance existing recreation, including working with CAFN, through the Recreation Charter, to explore the development of a new pool and recreation centre.
- Address barriers to encourage housing development.

#### Now:

- Establish a timeline and plan for the safe demolition of the Shakwak community hall and pool, ensuring transparent communication with residents including an end-of-life ceremony.
- Develop a Local User Group Investment Policy with clear criteria to support local organizations.
- Through a Community Identity Workshop, work with the community to;
  - develop a vision of what community we want to be,
  - determine how we want to present ourselves to visitors,
  - build greater awareness of the CAFN history and culture,
  - discuss ways to bring our community together,
  - develop a plan to build community pride,
  - update the Village logo and entrance signage, and
  - decide what to do with the muffin.

#### NEXT:

- Develop policies that establish clear expectations for facility use that include an Alcohol Use Policy and a Facilities User Policy.
- Assess the feasibility of a new multi-use recreation facility, considering community needs, funding opportunities, and long-term sustainability.

#### ADVOCACY:

- Engage with CAFN to explore joint recreational opportunities and partnerships.
- Continue open conversations with the community and include public dialogue in the development of policies.





# Our strategic areas of focus

## Organizational Development & Capacity Building

### GOAL

We cultivate a service focused municipal organization by investing in our people, policies, and governance structures. By ensuring professional development for staff and Council, and enhancing interorganizational collaboration, we empower staff to deliver quality services.

### KEY INITIATIVES AND ACTIONS

#### Ongoing:

- Establish and maintain an organizational structure with appropriate staffing levels that align with service level targets and future municipal needs.
- Reconciliation training.

#### Now

- Identify minimum staffing levels to ensure adequate resourcing for service delivery.

#### NEXT:

- Create a Staff Recruitment & Retention Strategy to attract and retain a skilled workforce.

#### ADVOCACY:

- Acknowledge that staff capacity is a finite resource and align service levels accordingly.



# Our strategic areas of focus

## Sound and Open Governance

### GOAL

We foster sound and open governance by ensuring there is transparency in decision making and open communications with the community.

### KEY INITIATIVES AND ACTIONS

#### Ongoing:

- Through a variety of communications approaches, ensure there is open and regular communications and dialogue with the community.
- Continue to collaborate with CAFN on matters of mutual interest.
- Continue to ensure fiscal responsibility.

#### Now

- Post audio recordings of Council meetings online.

#### NEXT:

- Review the Council Procedural Bylaw.
- Review the Municipal Boundary.
- Develop a Truth and Reconciliation policy and statement to address the Calls to Action issued to municipalities by the Truth and Reconciliation Commission.
- Provide reconciliation training / CAFN 101 to the community-at-large.
- Publish a Municipal Performance Plan.

#### ADVOCACY:

- Support ongoing reconciliation efforts.
- Encourage public participation.





# Council Priorities 2025-2028

Council’s vision is to deliver sustainable services that enhance our quality of life now and allow growth for the future. We are committed to sound governance, responsible planning, and delivering services that meet the needs of our residents.

## Sustainable Levels of Service

### GOAL:

Through strategic investments and responsible planning, we strive to provide safe, reliable, and maintained public spaces, roads, utilities, and emergency response for current and future generations. We are committed to delivering quality municipal services by maintaining essential infrastructure, supporting a right-sized workforce, and defining service levels that are both effective and financially sustainable.

### INITIATIVES:

- Strengthen asset management and align staffing with service needs
- Develop a Level of Service Framework and supporting policies
- Implement sustainable waste and landfill strategies
- Support the Fire Department’s safety and compliance
- Expand policies for maintenance, financial planning, and bylaw enforcement
- Review taxation and collaborate on emergency planning
- Communicate service expectations and fiscal realities to residents

### ADVOCACY:

- Actively engage with CAFN to explore shared infrastructure solutions for mutual benefit.
- Continue to foster meaningful, ongoing community dialogue and intentionally integrate public input into the development of policies.

## Investing in the Community

### GOAL

We support a connected and active community by investing in recreation, public spaces, and programs that encourage resident participation. As we plan for the future, we will incorporate community needs, optimize existing resources, and explore sustainable recreation opportunities that enhance quality of life and strengthen community pride.

### INITIATIVES:

- Maintain and enhance recreation
- Plan and communicate the safe demolition of Shakwak hall and pool
- Host a Community Identity Workshop
- Develop a Community Investment Policy to support local groups
- Create clear policies for facility use, support, and maintenance
- Work with CAFN to assess feasibility of a new multi-use recreation facility

### ADVOCACY:

- Engage with CAFN to explore joint recreational opportunities and partnerships.
- Continue open conversations with the community and include public dialogue in the development of policies.



# Council Priorities 2025-2028 continued...

## Organizational Development & Capacity Building

### GOAL

We cultivate a service focused municipal organization by investing in our people, policies, and governance structures. By ensuring professional development for staff and Council, and enhancing interorganizational collaboration, we empower staff to deliver quality services.

### INITIATIVES:

- Align organizational structure with service targets
- Reconciliation training
- Develop a Minimum Staffing Policy
- Create a Recruitment & Retention Strategy

### ADVOCACY:

- Acknowledge that staff capacity is a finite resource and align service levels accordingly.

## Sound and Open Governance

### GOAL

We foster sound and open governance by ensuring there is transparency in decision making and open communications with the community.

### INITIATIVES:

- Use a variety of approaches to ensure open and regular dialogue
- Continue to collaborate with CAFN and ensure fiscal responsibility
- Post audio recordings of Council meetings online
- Review the Council Procedural Bylaw and the Municipal Boundary
- Develop a Truth and Reconciliation Policy and Statement and provide training to the community
- Publish a municipal performance plan

### ADVOCACY:

- Support ongoing reconciliation efforts
- Encourage public participation





## Village of Haines Junction Report to Council

August 27, 2025

☒ Council Decision  
☒ Council Direction  
☐ Council Information  
☐ Closed Meeting

**RE: History of SRS Installation**

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### Recommendation

Direct staff to set up a meeting with the Department of Community Services to discuss/negotiate the path forward to getting the SRS operational.

### Background

#### 2015

- The Government of Yukon applied to the Build Canada Fund in 2015 to install a Septic Receiving Station (SRS) in Haines Junction. The purpose of a SRS is to detect hydrocarbon contamination in hauled waste which can upset biological treatment processes and pose a risk to sewage system workers, the public, and to the receiving environment.
- In late 2015, the Government of Yukon sought direction from Council on where the SRS was to be located. A Request for Decision was prepared by then Public Works Manager Dave Hatherly (attached) which presented options, and their pros/cons, for where the SRS could be located.
- On December 23, 2015, Motion #249-15 was passed: *That Council support the proposed location for a septicage receiving station located at the Public Works yard, and in the absence of private business supplying such, that Council endorse the accommodation of a RV waste dump within the same site that can be closed in future if needed.*

#### 2016

- In April 2016 the Village of Haines Junction submitted the project to YESAB as part of a larger submission to carry out improvements to the Wastewater Treatment Facility.
- In June 2016 a Decision Document was issued by the Department of Community Services approving the project.

#### 2019

- Construction of the SRS was completed 2019.
- The SRS became operational on August 1, 2019.
- Residents along the sewer lines path from the SRS to the lift station began to experience sewage odour when the SRS was used by septic trucks.

#### 2020

- Construction work carried over into 2020 to address several deficiencies (defects, faults or incomplete work).

## 2021

- In January 2021, Septic Trucks were directed to unload directly into the lagoon due to the odour issues
- When the ground thawed, manhole filters were installed in an attempt to alleviate the smell caused but was ineffective.
- The SRS has not been in use since this time and septic trucks have been unloading directly at the lagoon.

## 2024

- In October, 2025, the Government of Yukon commissioned Stantec to complete a feasibility study regarding the odour issues (attached). The study reviewed the feasibility of potential relocations of the existing SRS, or connection of the SRS directly to the existing sewer forcemain to mitigate the odour issues. This study assessed three options:
  1. Connect existing SRS to force main at existing site
  2. Relocate SRS to lagoon access road
  3. Relocate SRS adjacent to anaerobic cells

## 2025

- On July 9, 2025, the Public Works Manager submitted a Report to Council recommending moving the SRS from the Public Works yard to the sewage lagoon (Option 3 in feasibility study).
- On July 9<sup>th</sup>, Council passed Motion #240-25 directing staff to do background research on the SRS installation to provide insight on who may be responsible for the cost to move the SRS.

## **Current Status**

Thus far, funding has been unavailable from Yukon Government for moving of the SRS. Currently the risk associated with operating as we is quite high. Various septic trucks use the lagoon; we have no controls in place to control what is being deposited. In most cases, the truck drivers wouldn't even know if they are depositing hydrocarbons. If hydrocarbons were introduced to the lagoon, it would impede the natural treatment process and in turn effect our ability to do proper annual releases. It would also lead to very costly environmental clean up. It is as simple as someone dumping used oil into a rest stop toilet and we will be faced with the cleanup. We are currently not collecting any fees from septic trucks for the use of the facility. Originally when the SRS was taken out of service, the trucks worked on an honour system to submit payment for loads dumped. At some point this system of payment stopped.

## **Discussion/Analysis**

At their July 9 Council meeting, Council indicated that the Village had raised concerns on multiple occasions with the design of the facility with YG and its Engineering Contractor, and that YG and the Engineer's failure to address these concerns are why the facility experienced odour issues. Unfortunately, we were not able to locate any such concerns in our records. Records on

the history of the project are not as complete as we would like them to be. We suspect some key records (e.g. within email correspondence between Village Staff, YG and the Contractor) were lost due to staff changes and an inadequate central filing system.

### **Asset Management Impact**

The Village did not pay for the design or construction of the SRS, or the feasibility study that assessed options for addressing the odour issue.

The estimated cost to move the SRS from its current location in the Public Works yard to the sewage lagoon is \$1,011,000, with an estimated annual operating cost of \$13,000. Much of this cost is associated with electrical installation.

The cost to address a hydrocarbon release into the sewage lagoon, due to the SRS not being operational, could be substantial.

### **Alternatives Considered**

1. Press YG to address the need get the system they installed operational again noting that if YG agrees to pay, they may not select the Village's preferred option from the feasibility study commissioned by YG.
2. Propose a cost-sharing arrangement with YG to implement the Village's preferred option.
3. While YG and the Village are sorting out the question of who pays, put in a work order with ATCO to install electricity to the desired site, to ensure this is on ATCO's workplan for next summer.

### **Alignment with Strategic Priorities**

Through strategic investments and responsible planning, the Village is committed to ensure safe, reliable and maintained utilities for current and future generations and delivering quality municipal services by maintaining essential infrastructure that is effective and financially sustainable.

### **Draft Resolution**

THAT Staff are directed to set up a meeting with the Department of Community Services to discuss/negotiate the path forward to getting the SRS operational.

Prepared by

Aynslie Ogden  
Policy and Communications Manager



# REQUEST FOR DECISION

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**TO:** Mayor and Council

**REPORT DATE:** December 21, 2015

**TARGET DECISION DATE:** December 23, 2015

**FROM:** Dave Hatherley, Public Works Foreman

**RE:** BCF Lagoon Upgrades – Septage Receiving Location

**FILE NO:** PW 15-001

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## RECOMMENDATION(S)

1. That Council support the proposed location for a Septage Receiving Station to be located at the Public Works Yard.
2. That Council endorse the accommodation of a RV Waste dump within the same site.

## PURPOSE

Yukon Government must inform the engineering design team a preferred location to complete the preliminary design and costing proposal for the Build Canada Fund application process.

## OPTIONS/ALTERNATIVES

1. Options are outlined below.

## DISCUSSION

### Context/Background

As part of the Build Canada Fund (BCF) application, recent planning and review discussions with Yukon Government of the sewage lagoons have highlighted the challenges with the current septage receiving location and equipment requirements.

At this time, the Village of Haines Junction allows septage haulers to enter the lagoon site and dump their loads. The Village does not have an accurate method of measuring the volume of septage entering the lagoons or determining which haulers are utilizing the system. We rely completely on the 'honour' system both for volume and billing of loads. We are not in compliance with the conditions set out in Water Licence MN11-030.



The engineers responsible for developing the BCF proposal documents have indicated that raw septage should be introduced into the waste water system far enough away from the lagoons to allow proper mixing and dilution with normal waste streams to eventually provide better water quality exiting the lagoons and ultimately to Kluane National Park.

In viewing the proposal with forethought to the future requirements and needs of the community, three possible location options were discussed:

A. Existing Lagoon Site – Public Use & Limited Agriculture Zoning

Pros

Cons

Existing Location	Requires power to site (Prelim. cost \$170K)
No Neighbours/no complaints	No site control for haulers
No affected parties if odor is an issue	Septage dumping with no mixing/dilution
Easy gated access	No Measuring capacity for dumping

B. Lift Station Site – Commercial/Tourist Zoning

Pros

Cons

Existing Location	Potential Odour issues
Ensures adequate mixing	Potential Traffic/Noise concerns
	Surrounded by Commercial properties
Power available	Seniors' Residence very close
	Within the planned Dezadeash Day Use Area

C. PW Yard – Industrial Zoning

Pros

Cons

Existing Light Industrial Area Zoning	Potential Odour issues
Ensures adequate mixing	Limited Traffic/Noise concerns
Hauler septage dumping measurement and controls (factual billing)	May require additional signage
Potential RV disposal site – possible revenue generation	
Power available	
Supplies services to part of Quill Crescent	
Allows for future Water & Sewer expansion	
Services the PW Yard with Water and Sewer	
Central Location, site control, easy access	

The Public Works Yard location offers the most potential for further development of existing industrial lots, while allowing the greatest control of septage hauler dumping, and ensures accurate, timely billing.

With the installation of water and sewer infrastructure, allowance for future expansion of the industrial subdivision can be made, providing greater opportunities for economic development through the intended zoning uses.

With the recent closures of the Fast Gas site, Kluane RV Kampground, and the non-response from the owner of the North 60 Gas Station, there is currently no RV dump site within the Village boundaries. This site can offer the option of including a RV dump site.

### **Strategic Plan**

As per Council's strategic priorities:

#3 - Effective Governance

#4 – Economic Development/Tourism Strategy

### **Sustainability Guiding Principles**

The above aligns with the Environmental values outlined in the 2013 OCP

### **Policy Implications**

The above aligns with the Official Community Plan, 2013 Section 5.7 Industrial Development Policy

### **Financial Implications**

There are no financial implications to the Village as this will be a part of the BCF application included in the lagoon upgrades.

### **Communication Strategy**

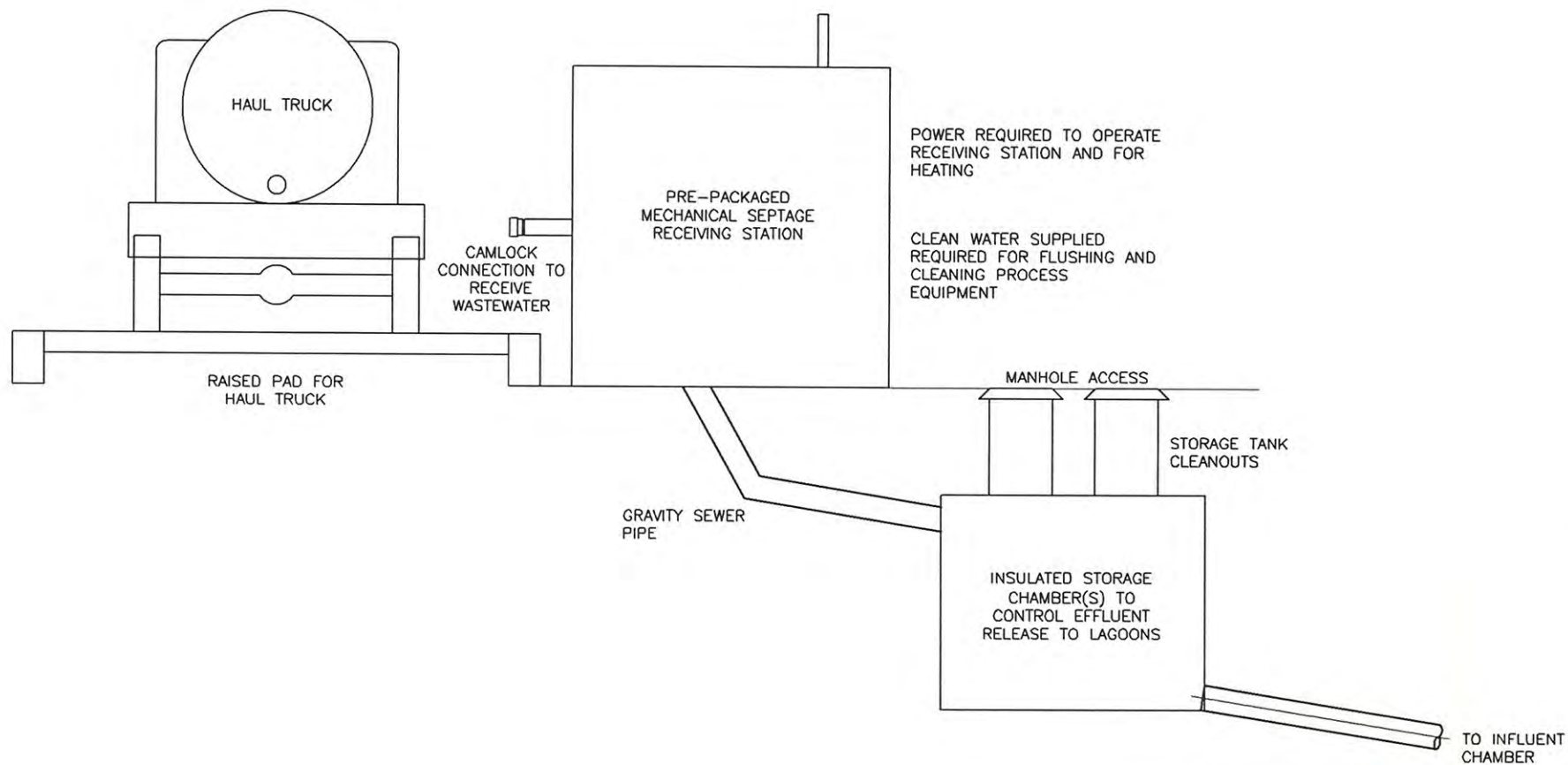
The preferred site location will be conveyed to Yukon Government staff. It will form part of the BCF application and any future YESAB process.



Respectfully submitted,

Dave Hatherley,  
Public Works Foreman

*Attachments: Septage Dumping - Figure 6  
VHJ – PW Yard*

F:\S15\5151070\10. Drawings & GIS\Working\Figure 4.dwg - Fig 6 - kboyle - Dec 11, 2015 - 4:25pm



	
HAINES JUNCTION SEWAGE LAGOON UPGRADES SEPTAGE DUMPING OPTION 2 - ELEVATION	
 MORRISON HERSHFIELD	DEC 2015
FIGURE 6	



# VHJ - PW Yard



## Legend

- Land Applications - Active
- Land Dispositions**
  - Transfer Request
  - Agreement for Sale
  - Easement
  - Lease
  - Reservation
- Land Licenses
- Lots for Sale
- Agricultural Land Dispositions
- Agricultural Land Applications
- Surveyed Land Parcels (<80k)
- Surveyed Easements (<80k)
- Settlement Lands (Surveyed)**
  - A: Surface and Subsurface Rights
  - B: Surface Rights
  - FS: Fee Simple
  - 4.1.1 Retained Reserve
- Settlement Lands (Unsurveyed)**
  - A: Surface and Subsurface Rights
  - B: Surface Rights
  - FS: Fee Simple
- Interim Protected Lands (Unsu

## Notes

0.1 0 0.07 0.1 Kilometers

Yukon Albers  
Produced from: Yukon Lands Viewer

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.  
Date Printed: 17-Dec-2015





**HAINES JUNCTION SRS - FEASIBILITY  
STUDY**

October 2024

Prepared for:  
Ben Hancock, Sr. Project Manager,  
Community Services,  
Infrastructure Development Branch,  
Government of Yukon

Prepared by:  
Stantec Architecture Ltd  
202-107 Main Street,  
Whitehorse, YT  
Y1A 2A7

Project Number:144903484

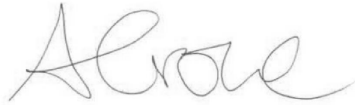
## Haines Junction SRS - Feasibility Study

The conclusions in the Report titled Haines Junction SRS - Feasibility Study are Stantec's professional opinion, as of the time of the Report, and concerning the scope described in the Report. The opinions in the document are based on conditions and information existing at the time the scope of work was conducted and do not take into account any subsequent changes. The Report relates solely to the specific project for which Stantec was retained and the stated purpose for which the Report was prepared. The Report is not to be used or relied on for any variation or extension of the project, or for any other project or purpose, and any unauthorized use or reliance is at the recipient's own risk.

Stantec has assumed all information received from Yukon Government (the "Client") and third parties in the preparation of the Report to be correct. While Stantec has exercised a customary level of judgment or due diligence in the use of such information, Stantec assumes no responsibility for the consequences of any error or omission contained therein.

This Report is intended solely for use by the Client in accordance with Stantec's contract with the Client. While the Report may be provided by the Client to applicable authorities having jurisdiction and to other third parties in connection with the project, Stantec disclaims any legal duty based upon warranty, reliance or any other theory to any third party, and will not be liable to such third party for any damages or losses of any kind that may result.

Prepared by:



Signature

Adam Crowe, PHD, P.Eng.

Adam Crowe

Printed Name

Reviewed by:



Signature

Jackie Bellemare, P.Eng.

Jacqueline (Jackie) Bellemare

Printed Name

Approved by:



Signature

Jackie Bellemare, P.Eng.

Jacqueline (Jackie) Bellemare

Printed Name



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Appendix B: Option Analysis Figures  
Appendix C: Village Of Haines Junction Zoning Map  
Appendix D: Options Analysis Costing



# **1 Introduction**

Stantec Architecture Ltd (Stantec) was retained by the Government of Yukon (YG) to complete a feasibility study regarding the odour issues currently experienced by Haines Junction residents adjacent to the existing gravity sewer between the existing Septage Receiving Station (SRS) and Lift Station in Haines Junction, YT.

## **1.1 Objectives**

The objective of this feasibility study is to review the options proposed by YG to review the feasibility of potential relocations of the existing SRS, or connection of the SRS directly to the existing sewer forcemain to mitigate the odour issues. The study aims to review the proposed options considering the following factors:

- Potential for reducing/increasing odours (qualitative)
- Site security requirements
- Village of Haines Junction (VoHJ) operational requirements
- Landownership considerations
- Regulatory considerations
- Capital and operations and maintenance (O&M) cost estimates (Class D)

## **1.2 Background Information**

### **1.2.1 EXISTING WASTEWATER SYSTEM**

The wastewater system for the VoHJ is shown in Figure 1 (Appendix A). The wastewater system operates as follows: sewage collected in the community and the trucked sewage collected at the Septage Receiving Station (SRS) flows by gravity to the existing Lift Station. The Lift Station pumps sewage to the two anaerobic cells at the wastewater lagoons. Following additional treatment in the three facultative cells, effluent is discharged to a drainage ditch across Champagne and Aishihik First Nation (CAFN) Settlement Land. The treated effluent then passes under the Alaska Highway through a culvert and discharges into wetlands before entering the Dezadeash River.

The SRS is a packaged system designed and supplied by Flow Point Environmental Systems in an insulated enclosure that was transported to the site (Stantec, 2017). Features of the SRS supplied include:

- Pre-assembled skid-mounted enclosure (R28)
- 4" plug valve w/ actuator, rock trap, inline grinder
- Magnetic flow meter
- Integrated Flushing Control Package
- Retractable Washdown Hose
- JWC "Honey Monster" screen w/ automated bagger and dumpster





- Lighting, heating, ventilation, and electrical equipment
- PLC and HMI system that can be integrated with VoHJ SCADA system
- Access & billing system: Disposal+ Software with 100 users, Ethernet communication

### **1.2.2 ODOUR PRODUCTION**

Odours from wastewater collection and treatment systems are a concern for most municipalities. Sewage naturally smells and under certain conditions odorous chemicals can form that substantially increase odour intensity. Odour causing sewer gases, primarily Hydrogen sulfide (H<sub>2</sub>S), are mostly formed in wastewater as a result of the natural decomposition of organic matter when no oxygen is present (EPCOR, 2019). Typically this occurs in the slime layer that develops on the inside wall of sewer pipes. Organic matter containing nitrogen and sulphur undergo biological conversion by micro-organisms in anaerobic conditions that release odorous gases (Metcalf & Eddy, 2014). This is more likely to occur in areas where flows are restricted or have long detention times in the collection system as the oxygen transfer from the air into the wastewater is limited.

Trucked liquid waste deposited to septage receiving stations is generally from the pump out of residential septic tanks or holding tanks. The conditions in septic/holding tanks systems are anaerobic with bacterial decomposition of the wastewater taking place causing odorous gases. Subsequently, septage has a high odour potential (Metcalf & Eddy, 2014).

### **1.2.3 POTENTIAL ODOUR LOCATIONS**

Odours can be released from many parts of the wastewater system where gases are released to the atmosphere. The locations where this can occur are maintenance hole openings, lateral and abandoned sewers, air release valves, cleanouts, and house vents. For septage receiving stations, odours are normally present during the transfer of septage from the truck to the SRS.

### **1.2.4 REPORTED ODOUR LOCATIONS**

The reported odour locations were discussed in a meeting on March 14, 2024 with Jerry Tracey, Public Works Manager at VoHJ. Below is the summary of the situation as it was understood:

- The SRS has been non-operational for over 2 years. No odour issues have been identified since the SRS has not been in operation.
- The odour issues were experienced by residents along the alignment of the sanitary gravity main from the SRS to and around the lift station. VoHJ notes odour complaints occurred upon the release of sewage at the SRS.
- Some residents detected odours within their homes, it is possible that the vent stacks are re-drawing the odour back into the homes. This is consistent with similar odour reports in the City of Dawson, YT where an odour mitigation study was undertaken (MH and GES, 2022).
- VoHJ is unaware of any documentation or records related to these odour complaints.
- Carbon filters were put on maintenance holes. VoHJ suspects maintenance holes are also causing some of the odour. The gravity sewer is vented by maintenance holes and house venting.



### 1.2.5 ODOUR MITIGATION OPTIONS

Odour mitigation options either prevent the formation of odorous gases (i.e. H<sub>2</sub>S) in the wastewater system or control the release of air and odour from the wastewater system. Potential odour mitigation options and their applicability to the odours being experienced in the VoHJ are discussed below.

Remove sags in gravity sewer: Sags in gravity sewers can develop due to settlement of the ground over time, especially if pipe grades are relatively low. This allows for wastewater to stagnate in the sags, increasing the potential for odours to develop. Underground utilities are in the process of being upgraded over time in the VoHJ, which may help to alleviate odour issues. However, the odour issues experienced have been directly linked to the use of the SRS.

Increase flow in gravity sewer: Increasing the flow and velocity in the gravity sewer pipes reduces the retention time and build up of solids that can result in anaerobic conditions within the wastewater network. The use of the SRS station is likely infrequent and the contributing area connecting to the gravity sewer in this area is low density resulting in low flows of wastewater. Therefore, the flow in the gravity sewer is unlikely to increase significantly over time.

Chemical Addition: The addition of chemicals, in particular Sodium Hydroxide (NaOH), is effective at reducing H<sub>2</sub>S odours in small wastewater systems as the pH of the wastewater is increased above 8.5 which shifts the molar distribution of sulfur species and partially inhibits the anaerobes that produce H<sub>2</sub>S (Wiley, 2019). The SRS station would need to be upgraded to dose the septage with NaOH and the effectiveness in reducing odours would require field trials for applicability to the VoHJ wastewater network. A chemical addition system would have relatively high operational and maintenance requirements for the VoHJ.

Relocation of SRS: Moving the SRS to another location could reduce septage from being conveyed through the gravity sewer where odours can be released at maintenance holes and through house vents. Odours are likely during the transfer for septage from truck to the SRS, which makes relocation of the SRS adjacent to the existing lift station in the VoHJ undesirable. However, the relocation for the SRS close to the existing wastewater lagoons is likely acceptable.

Connect SRS to forcemain: The septage currently enters the gravity sewer via a fibre-reinforced plastic (FRP) maintenance hole adjacent to the SRS. New pipes and pumps could be installed to connect the SRS to the existing forcemain along Quill Crescent. This would avoid septage from being conveyed through the gravity sewer where odours can be released at maintenance holes and through house vents. Odours are likely during the transfer of septage from the truck to the SRS, which may result in odours adjacent to the existing location of the SRS.



## **2 Options Analysis**

The options outlined below are based on discussions with the Government of Yukon, Community Services, Infrastructure Development Branch and the Village of Haines Junction.

### **2.1 Option 1 – Connect SRS to Forcemain at Existing Site**

This option involves reconfiguring how septage received at the SRS enters the wastewater collection system in the VoHJ (see Figure 1, Appendix B). Currently, septage enters the gravity sewer system and flows past residential houses to the lift station before being pumped via a forcemain to the wastewater lagoons. Instead, septage would be pumped directly into the forcemain that runs along Quill Crescent and then would be pumped to the wastewater lagoons with sewage from the existing lift station.

#### **Implementation**

Option 1 requires the following work items:

- Utilize existing buffering/storage FRP manhole as wet well for submersible pumps (minimum 2 pumps, 1 duty, 1 standby) to create new lift station adjacent to the existing SRS
- Connect submersible pumps to existing forcemain via new pipe including required connections and valves
- Electrical upgrades and controls kiosk required for new lift station
- SCADA integration with existing lift station
- Sewage from RV Dump and existing connection to Public Works building to be pumped into forcemain from new lift station as well as septage from SRS

#### **Odour Mitigation**

Septage would not enter the gravity sewer system and cause odour issues for residential houses along the alignment of the sanitary gravity main from the SRS to the existing lift station. Localized odour issues continue to be likely near the SRS site on Quill Crescent, especially during the transfer of septage from the truck to the SRS.

#### **Site Access**

The SRS and RV dump would remain at the current location and there would be no change in access to these facilities.

#### **Regulatory Considerations**

If the land parcel is owned by the Village of Haines Junction and all earthworks are contained within it, no evaluation by the Yukon Environmental and Socio-economic Assessment Board (YESAB) will be required. If Crown land is involved in the project, then a YESAB evaluation will be required. It would likely be a simple process as little to no environmental values exist at the location. All three options are within a



## **Haines Junction SRS - Feasibility Study**

### **2 Options Analysis**

wildlife reserve land notation that includes all of Haines Junction. This notation is not likely to present a barrier. The Government of Yukon would be the sole decision body and can accept, reject, or vary any recommendation by YESAB. The minimum time requirement for a YESAB evaluation is six weeks but currently three months or more are more realistic.

Water Licence MN21-029 licenses a sewage receiving station at the public works building and this option will not require an amendment to the Haines Junction municipal water licence.

#### **Land Use Considerations**

The current SRS is located on land zoned as Light (Service) Industrial (M-I), which permits activities related to 'Utility Infrastructure'. However, it should be noted that a rezoning of the site to Public Use Community Zone (PD) would be more appropriate as it includes 'Utility Infrastructure' and 'Landfill and Lagoon' as permitted uses.

The existing parcel of land where the current SRS is located, does not currently use the northern half of the parcel. Subdivision should be considered to separate the land use activities of the existing SRS portion from the unused northern portion of the land parcel. This separation of lands would require a subdivision.

As identified in the VoHJ Draft Zoning Bylaw Map (Appendix C), Area 2 is identified as Future Urban Residential. With Area 2 being within 100 m of the SRS, it is suggested that considerations be made regarding odours, private services and setbacks on the Future Urban Residential development area.

#### **Potential First Nations Land Use Considerations**

The project site is located on the Traditional Territory of the Champagne and Aishihik First Nations (CAFN). The VoHJ and CAFN signed an Agreement in Principle (AIP) in 2018, laying out the priorities for a joint discussion, specifically on the provisions of water and wastewater servicing. The AIP was not within the scope of this Feasibility Study and therefore was not reviewed. The AIP should be reviewed and considered regarding this potential option.

While the SRS and gravity sewer piping do not intersect with CAFN Settlement Lands, the existing forcemain easement cuts through CAFN Settlement Land C-2B. A further investigation should be conducted to determine the current easement agreement with CAFN and to review any provisions pertaining to utility infrastructure and/or utility maintenance within the Champagne and Aishihik First Nations Final Agreement.

#### **Additional Considerations**

The following items should be considered in relation to this item:

- There is power at existing SRS site, a new underground line to new lift station kiosk would be required. It is unknown if the existing service is sufficient for the additional load of the lift station.
- Co-ordination of pumping dissimilar liquids and different pressures for the existing and new lift station is difficult to coordinate and would require upgrades to the existing lift station.



- Additional O&M costs are associated with the requirement for a new lift station including energy costs, labour and miscellaneous maintenance. Costs are summarized in Section 3, Table 1.
- There is a piped water connection to the existing SRS so no alternative water supply is required for flushing or use of the washdown hose for the septic trucks.

### **Estimated Cost**

The estimated base cost for connecting the SRS to the existing forcemain is **\$980,000**, with an upper bound including 30% contingency of **\$1,274,000** (see Appendix D).

## **2.2 Option 2 – Relocate SRS to Lagoon Access Road**

This option involves relocating the packaged SRS to the lagoon access road off the Alaska Highway (see Figure 2, Appendix B). Site development would be required to create a new turn around area and new power service from the existing overhead power lines along the east side of the Alaska Highway. There is insufficient grade between this site and the anaerobic cells at the wastewater lagoons for a gravity sewer pipeline, therefore a new lift station and forcemain is required to transport septage from the proposed SRS to the anaerobic cells. In addition, the SRS requires water to flush the internal piping after each use of the SRS as well as for the external washdown hose for truck operators to clean their trucks and equipment. This would require the supply and installation of a new packaged insulated enclosure containing water tanks, pump package, heating, and lighting. These water tanks would require filling via the VoHJ bulk water truck.

### **Implementation**

Option 2 requires the following work items:

- Clearing of site and creation of gravel turn around area for trucks.
- Concrete foundations for the relocated SRS and water tank enclosure.
- Electrical service to site from Alaska Highway.
- Supply and installation of water tank enclosure.
- Relocation of existing SRS to proposed location.
- Decommissioning of piping and electrical at existing SRS location.
- Supply and installation of packaged lift station including controls kiosk.
- Electrical and commissioning of new SRS, water tank enclosure, and lift station.
- Construction of gravity pipe between new SRS and lift station including required connections and valves.
- Construction of approximately 1 km of forcemain to Anaerobic Cells including required connections and valves.
- Exterior luminaire and pole.
- Chain link fence around site, including gate.



### **Odour Mitigation**

Septage would not enter the gravity sewer system and cause odour issues for residential houses along the alignment of the sanitary gravity main from the SRS to the existing lift station. Localized odour issues are likely to continue near the new SRS location, however the closest identified residence is approximately 300m away.

### **Site Access**

The SRS would be accessed via the lagoon access road from the Alaska Highway. A chain link fence and gate could be used to limit access to the SRS. The RV dump would remain at the current location and there would be no change in access to this facility.

### **Regulatory Considerations**

This option includes clearing land and moving earth on Crown land and, therefore, requires a YESAB evaluation. The evaluation may be more involved than for Option 1 as there may be some environmental values. All three options are within a wildlife reserve land notation that includes all of Haines Junction. This notation is not likely to present a barrier. The Government of Yukon will be the sole decision body and can accept, reject, or vary any recommendation by YESAB. The minimum time requirement for a YESAB evaluation is six weeks but currently three months or more are more realistic.

Water licence MN21-029 licenses the operation of the sewage treatment plant and a sewage reception at the public works building. This option is not contained within either of these locations and will likely require an amendment to the Haines Junction municipal water licence. While a water licence application may be submitted at the same time as the YESAB Proposal, the bulk of the water licence process follows the YESAB process and is not conducted concurrently. The licence MN21-029 is a Type A licence which requires a signature by the Minister of the Executive Council (i.e., the premier) and may require a public hearing. The process is likely to take several months. Of the three options, this one requires the greatest regulatory effort.

### **Land Use Considerations**

The proposed land parcel is currently zoned as Open Space (OS). To support the development of a new SRS site, a zoning amendment would be required to rezone the proposed parcel from Open Space (OS) to Public Use Community (PD). The Public Use Community (PD) zone lists permitted uses as: 'Landfill and Lagoon facilities' as well as 'Utility Infrastructure'. An Official Community Plan amendment may also be required to identify the land as 'Public Use Community' prior to rezoning. To support the proposed land use rezoning, subdivision would also be required to define the new parcel.

The relocation of the SRS to lagoon access road may have potential future impacts on surrounding lands. The proposed Option 2 location is within 250 m of land proposed to be zoned as future Industrial Area (Area A). Due to the proximity of this option on the future proposed development of Area A, a more in-depth review of the land use potential impacts of development of an SRS site in this location should be



## Haines Junction SRS - Feasibility Study

### 2 Options Analysis

completed. Considerations should be made regrading potential future impacts regarding odours, private services, and setbacks. A review of the Aquifer and Wellhead Protection Plan (2017) and Water Supply Strategic Plan (2020) may be required to examine further possible impacts of the SRS relocation on water and adjacent lands under Option 2.

#### Potential First Nation Land Use Considerations

The project site is located on the Traditional Territory of the Champagne and Aishihik First Nations (CAFN). The VOHJ and CAFN signed an Agreement in Principle (AIP) in 2018, laying out the priorities for a joint discussion, specifically on the provisions of water and wastewater servicing. The AIP was not within the scope of this Feasibility Study and therefore was not reviewed. The AIP should be reviewed and considered regarding this potential option.

There is a current outstanding land application and YESAB review for lands located directly east of proposed Option 2 along the Alaska Highway. This outstanding YESAB application is regarding the continuation of use for an existing Village of Haines Junction Solid Waste Management Facility. Within this YESAB review, CAFN identified that they were concerned with the close proximity of the landfill to the unnamed creek which runs through their Settlement Lands, which is approximately 200 m from the property boundary. The proposed Option 2, relocating the SRS to the lagoon access road, would also fall within 250 m of the unnamed creek which may be a possible concern for CAFN.

CAFN suggests in this outstanding YESAB Review, that the waters flowing through this creek be included in a surface water quality-monitoring program (YESAB Project 2023-0169, 2024). CAFN concerns with the water in the creek from this nearby YESAB project, suggest that CAFN may have similar concerns relating to this relocation of the SRS location with its close proximity to the unnamed creek.

#### Additional Considerations

The following items should be considered in relation to this item:

- Bulk water delivery would be required to fill the water tanks. Based on two 8 m<sup>3</sup> water tanks inside the enclosure and 3 minutes of water use per truck for flushing and cleaning, the water tanks would require refilling approximately every 40-50 uses of the SRS by septic trucks.
- Additional O&M costs are associated with the requirement for a new lift station including energy costs, labour and miscellaneous maintenance, and water delivery. Costs are summarized in Section 3, Table 1.

#### Estimated Cost

The estimated base cost for connecting the SRS to the existing forcemain is **\$3,784,000**, with an upper bound including 30% contingency of **\$4,919,000** (see Appendix D).





## **2.3 Option 3 – Relocate SRS adjacent to Anaerobic Cells**

This Option involves relocating the packaged SRS to the lagoon facility adjacent to the anaerobic cells (see Figure 3, Appendix B). Septic trucks are currently dumping directly into the anaerobic cells so an informal turn around area already exists as shown by the satellite imagery in the figure. Clearing and brushing along the lagoon access road would be required for a new 1 km overhead power service from the existing overhead power lines along the east side of the Alaska Highway. A gravity sewer pipe would connect the SRS to the anaerobic cells of the lagoons. As highlighted in Option 2, the SRS requires water to flush the internal piping after each use of the SRS as well as for the external washdown hose for truck operators to clean their trucks and equipment. This would require the supply and installation of a new packaged insulated enclosure containing water tanks, pump package, heating, and lighting. These water tanks would require filling via the VoHJ bulk water truck.

### **Implementation**

Option 3 requires the following work items:

- Clearing and brushing of the lagoon access road.
- Concrete foundations for the relocated SRS and water tank enclosure.
- Electrical service to site from Alaska Highway.
- Supply and installation of water tank enclosure.
- Relocate of existing SRS to proposed location.
- Decommissioning of piping and electrical at existing SRS location.
- Electrical and commissioning of new SRS and water tank enclosure.
- Construction of gravity pipe between new SRS and anaerobic cells.
- Exterior luminaire and pole.

### **Odour Mitigation**

Septage would not enter the gravity sewer system and cause odour issues for residential houses along the alignment of the sanitary gravity main from the SRS to the existing lift station. Localized odour issues are likely near the new SRS location, however the closest identified residence is approximately 900 m away and would be at the existing lagoon facility which likely already generates localized odours.

### **Site Access**

The SRS would be accessed via the lagoon access road from the Alaska Highway. The lagoons have an existing chain link fence and a gate could be used to limit access to the SRS as is currently done for septic trucks dumping at the anaerobic cells. The RV dump would remain at the current location and there would be no change in access to this facility.



### **Regulatory Considerations**

This option could be considered “repair and maintenance of an existing structure or facility” and thus be exempt from a YESAB evaluation under item 1 of schedule 2 of the *Assessable Activities, Exemptions, and Executive Committee Screening Regulations*. The Government of Yukon as the sole Decision Body could make that decision. An example of this approach include modifications to the Drury Creek grader stations that were considered repair and maintenance.

If the proposed works are not considered repair or maintenance, a YESAB evaluation will be required, assuming that the works will be conducted with self propelled machines. The process would likely be relatively simple as there are few environmental values affected. All three options are within a wildlife reserve land notation that includes all of Haines Junction. This notation is not likely to present a barrier. The Government of Yukon will be the sole decision body and can accept, reject, or vary any recommendation by YESAB. The minimum time requirement for a YESAB evaluation is six weeks but currently three months or more are more realistic.

Water licence MN21-029 licenses the operation of the sewage treatment plant and does not specify how sewage is to be delivered to the plant. While it also licenses a sewage receiving station at the public works building, it does not specify that sewage must be collected outside of the existing facility (only that it can). Consequently, no amendment to the Haines Junction municipal water licence should be required.

### **Land Use Considerations**

The current site is zoned as Public Use Community Zone (PD) which permits Landfill and Lagoon facilities, therefore no rezoning is required.

As previously mentioned in Option 2, the relocation of the SRS to Lagoon, could have potential future surrounding land use impacts on Area A, a future proposed Industrial Area, which is within 250 m of the proposed project site. Due to the proximity and knowledge of existing odour-causing impacts from the SRS, there could be a future potential for further odour-causing disturbances on the future proposed Industrial Area A. Impacts on adjacent lands are considered to be limited as the project site abuts lands zoned as Parks and Recreation Community Space (PR) to the north, west and south and, Open Space (OS) to the east and south.

### **Potential First Nation Land Use Considerations**

The project site is located on the Traditional Territory of the Champagne and Aishihik First Nations (CAFN). The VoHJ and CAFN signed an Agreement in Principle (AIP) in 2018, laying out the priorities for a joint discussion, specifically on the provisions of water and wastewater servicing. The AIP was not within the scope of this Feasibility Study and therefore was not reviewed. The AIP should be reviewed and considered regarding this potential option.



### **Additional Considerations**

The following items should be considered in relation to this item:

- Bulk water delivery would be required to fill the water tanks. Based on two 8 m<sup>3</sup> water tanks inside the enclosure and 3 minutes of water use per truck for flushing and cleaning, the water tanks would require refilling approximately every 40-50 uses of the SRS by septic trucks.
- Additional O&M costs are associated with the requirement for water delivery for the relocated SRS. Costs are summarized in Section 3, Table 1.

### **Estimated Cost**

The estimated base cost for relocating the SRS next to the anaerobic cells is **\$1,011,000**, with an upper bound including 30% contingency of **\$1,313,000** (see Appendix D).



## 3 Summary

The purpose of this feasibility study is to provide options to address odour issues currently experienced by Haines Junction residents adjacent to the existing gravity sewer between the existing Septage Receiving Station (SRS) and Lift Station. Three options were outlined with considerations provided with respect to potential for reducing odours being experienced by residences, site security, operational requirements and costs, as well as landownership and regulatory considerations.

### **Civil**

Option 1 proposes the connection of the existing SRS to the forcemain at the existing site. This requires the creation of a new lift station adjacent to the existing SRS and associated upgrades. A high-level opinion of probable construction costs is \$1,274,000. Annual operations and maintenance costs would be required for the operation of the new lift station required. Option 2 proposes the relocation of the existing SRS to the lagoon access road requiring new services and a lift station. This involves site development and new power and water services, new gravity sewer, approximately 1 km of new forcemain to the lagoon, and decommissioning of the existing SRS and accessories. A high-level opinion of probable construction costs is \$4,919,000. Additional VoHJ operational costs should be expected such as operation of the proposed lift station and associated services. Option 3 proposes the relocation of the existing SRS adjacent to the anerobic cell at the existing lagoon. This requires clearing and brushing of the lagoon access road, new electrical and water services, a short gravity sewer and decommissioning of the existing SRS station. A high-level opinion of probable construction costs is \$1,313,000. Additional VoHJ operational costs should be expected to operate the relocated SRS.

### **Regulatory**

It is not expected that a YESAB application is required for Option 1, however Option 2 does require a YESAB application, and Option 3 potentially requires one, unless is it considered “repair and maintenance of an existing structure or facility” in which case would be exempt from a YESAB evaluation. It is expected that the Government of Yukon will be the sole Decision Body.

All three options are within a wildlife reserve land notation that includes all of Haines Junction. This notation is not likely to present a barrier.

A water licence amendment is likely required for Option 2 which would follow after the YESAB process. A public hearing may also be required. No Water licence amendment is anticipated for Options 1 or 3.

### **Land Use Considerations**

Option 1 may require rezoning and subdivision efforts should be considered for the existing SRS site. With Area 2 being within 100m of the SRS, it is suggested that considerations be made regarding odours, private services and setbacks on the Future Urban Residential development area. Investigation should be undertaken to determine the current forcemain easement agreement to review any provisions pertaining to utility infrastructure and/or utility maintenance with CAFN. Option 2 requires a subdivision and zoning amendment to develop the new SRS site, and an Official Community Plan amendment may also be



## Haines Junction SRS - Feasibility Study

### 3 Summary

required prior to rezoning. The proximity of the proposed site to Area A should be reviewed with respect to possible odour concerns and a review of the Aquifer and Wellhead Protection Plan and Water Supply Strategic Plan may need examination for possible impacts of the SRS relocation on water and Adjacent lands. Option 2 may also require consultation with CAFN regarding the existing unnamed creek in proximity to the site. Option 3 does not require rezoning. Impacts of the relocated SRS station should be reviewed with proximity of Area A. The existing AIP held with CAFN should be reviewed with all options.

Table 1 below provides a summary chart of the considerations identified in this feasibility study for each Option reviewed.

**Table 1: Considerations Summary Table**

<b>Considerations</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
<b>Odours</b>			
Potential For Odours	Localized to SRS	Localized to SRS	Localized to SRS
Distance to Closest Residence	~100m	~300m	~800m
<b>Civil</b>			
Estimated Construction Cost (excl. Contingency)	\$980,000	\$3,784,000	\$1,011,000
<u>Additional Estimated Annual O&amp;M Costs</u>			
Energy Costs *	\$31,250	\$31,250	
Water Delivery Costs *		\$13,000	\$13,000
Labour Costs *	\$26,000	\$26,000	
Misc Maintenance *	\$18,500	\$18,500	
Total Estimated Annual O&M Costs	\$75,750	\$88,750	\$13,000
<b>New Power Service</b>	No	Yes	Yes
<b>Regulatory</b>			
YESAB Application	Not Required	Required	Potentially Required
Decision Bodies	N/A	YG	YG
Other Stakeholders	VoHJ	VoHJ	VoHJ
<b>Water Licence Amendment Need</b>	No	Yes	No
<b>Land Use Considerations</b>			
Rezoning	Potentially to PD	Requires PD	None
FN Considerations	Potentially	Potentially	Unlikely
<b>Additional Considerations</b>	Complicated Pumping	Site Development Required	



## Haines Junction SRS - Feasibility Study

### 3 Summary

#### Notes:

- Additional Estimated Annual O&M Costs pertain to the new lift station requirements. All Options include bringing the existing SRS back online (in various locations) and it is assumed that all in all Options, the proposed SRS O&M costs are the same, and equal that of the existing SRS O&M costs when it was in operation by the VoHJ.
- Lift Station Labour cost assumes 5 hours per week at \$100 per hour.
- Water delivery costs assumed to be \$500 per delivery. Assumes weekly delivery for 6 months of the year.
- Assumes proposed lift station requires half the power consumption of existing lift station in the village. Existing station used 49,125 Kwh in 2023 at an average cost of \$1.25 per Kwh. New lift station assumed to require 25,000 Kwh at \$1.25 per Kwh.
- Miscellaneous Maintenance costs assumed to be cost of lift station over 20 years. Lift Station costs assumed to be \$370,000, divided by 20 years to get annual maintenance costs.
- Does not include annual flushing of the proposed gravity sewers and forcemains.



## **4 References**

EPCOR. 2019. City of Edmonton. Corrosion and Odour Reduction Strategy. Capital and Operational Plan. Report dated June 2019.

Metcalf & Eddy. 2014. Wastewater Engineering. Treatment and Recovery. 5<sup>th</sup> Edition.

Morrison Hershfield and Greenwood Engineering Solutions (MH and GES). 2022. City of Dawson. KVLS Odour Mitigation Project. Report dated March 16, 2022.

Stantec. 2017. Yukon Government – Community Services. Haines Junction Lagoon Upgrades – Detailed Design Report. Draft report dated January 30, 2017.

Wiley, Patrick. 2019. Reduction of hydrogen sulfide gas in a small wastewater collection system using sodium hydroxide. Water Environment Research 91.6: 483-490.





# **APPENDIX A – LOCATION FIGURE (MORRISON HERSHFIELD, 2023)**



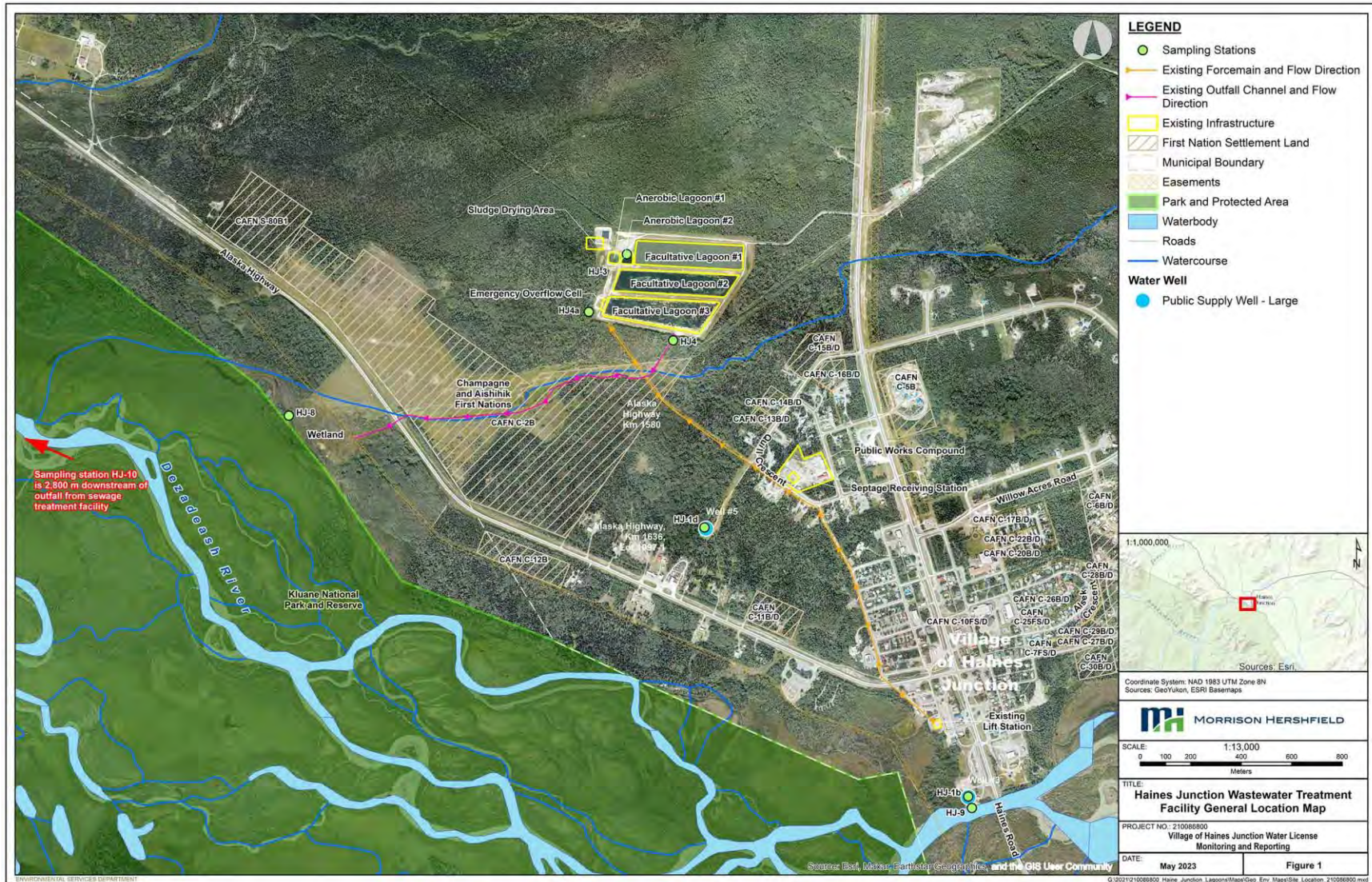


Figure 1: Location Map

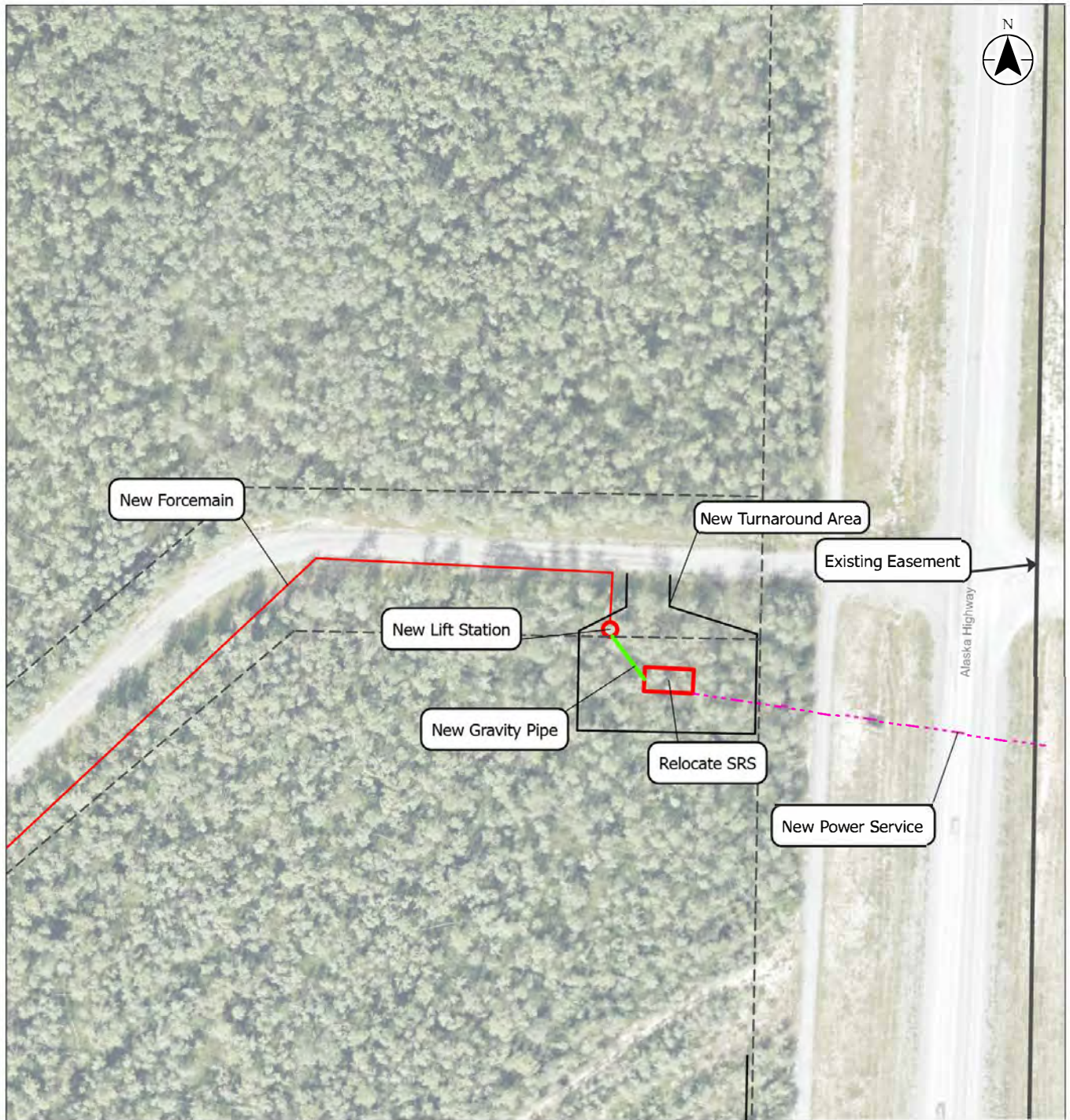
# **APPENDIX B – OPTIONS ANALYSIS FIGURES**



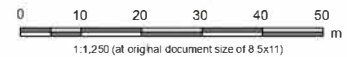








- Relocate SRS
- New Lift Station
- New Turnaround Area
- New Force Main
- New Gravity Pipe
- New Power Service
- Land Parcels - Surveyed
- Easement



Project Location: Haines Junction  
 Project Number: 144903484  
 Prepared by MAINSLEY on 20240612  
 Requested by JBELLAMARE on 20240531  
 Checked by JBELLAMARE on 20240613

Client/Project/Report  
 Yukon Government  
 Haines Junction SRS Feasibility Study

Figure No.

1

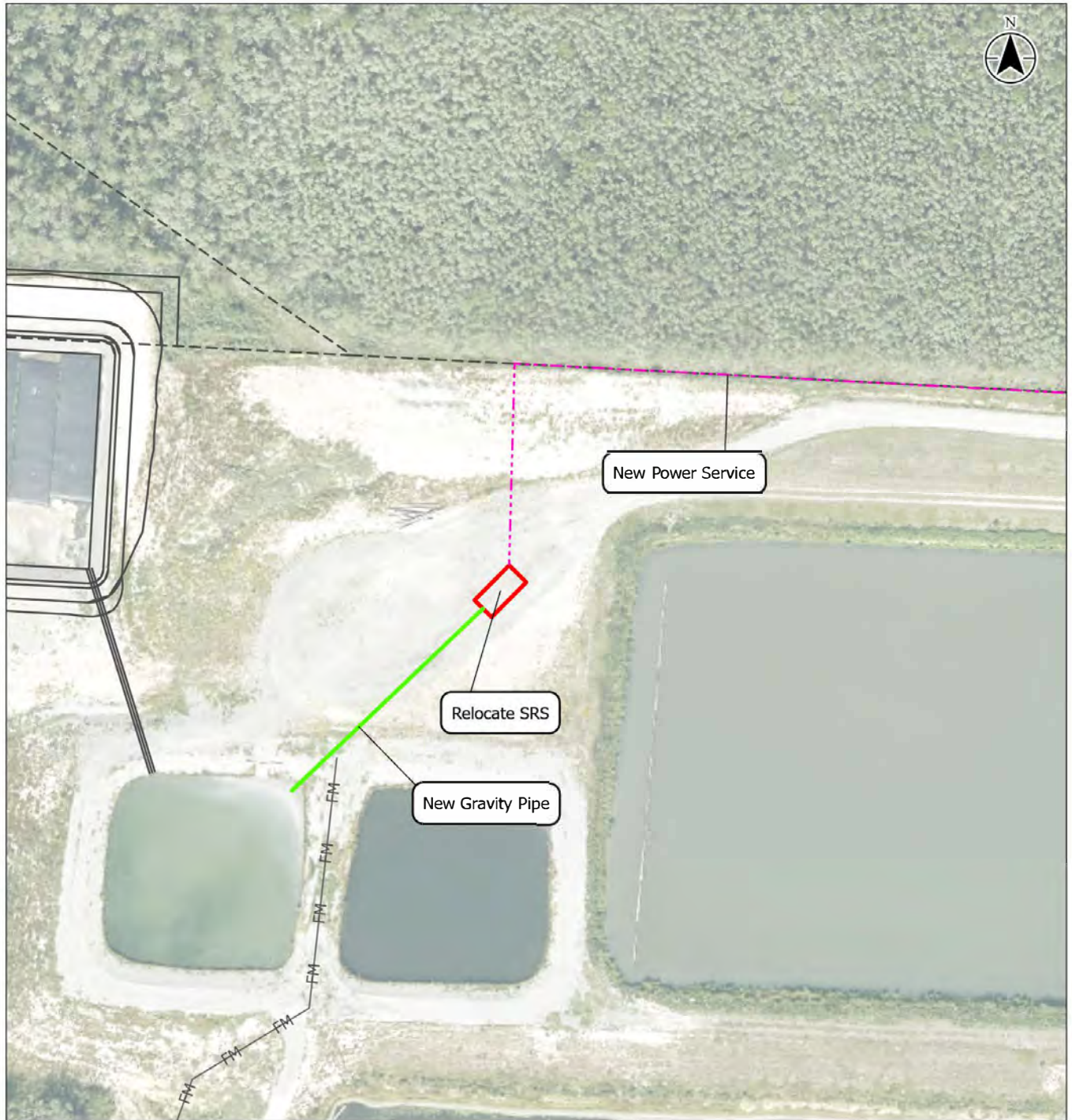
Title

**Option 2 – Relocate SRS to Lagoon  
 Access Road**

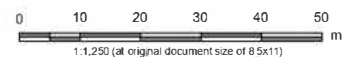
**Notes**  
 1. Coordinate System: NAD 1983 CSRS UTM Zone 8N  
 2. Data Sources: DataBC, Government of British Columbia;  
 Natural Resources Canada  
 World Imagery (Wayback 2024-05-09): Esri, Maxar, Earthstar  
 Geographics, and the GIS User Community

Disclaimer: Stantec assumes no responsibility for data supplied in electronic format. The recipient accepts full responsibility for verifying the accuracy and completeness of the data. The recipient releases Stantec, its officers, employees, consultants and agents, from any and all claims arising in any way from the content or provision of the data.





- Relocate SRS
- New Gravity Pipe
- New Power Service
- Land Parcels - Surveyed



Project Location: Haines Junction  
 Project Number: 144903484  
 Prepared by MAINSLEY on 2024-06-12  
 Requested by JBELLAMARE on 2024-06-13  
 Checked by JBELLAMARE on 2024-06-13

Client/Project/Report  
 Yukon Government  
 Haines Junction SRS Feasibility Study

Figure No.

**1**

Title

**Option 3 – Relocate SRS adjacent to Anaerobic Cells**

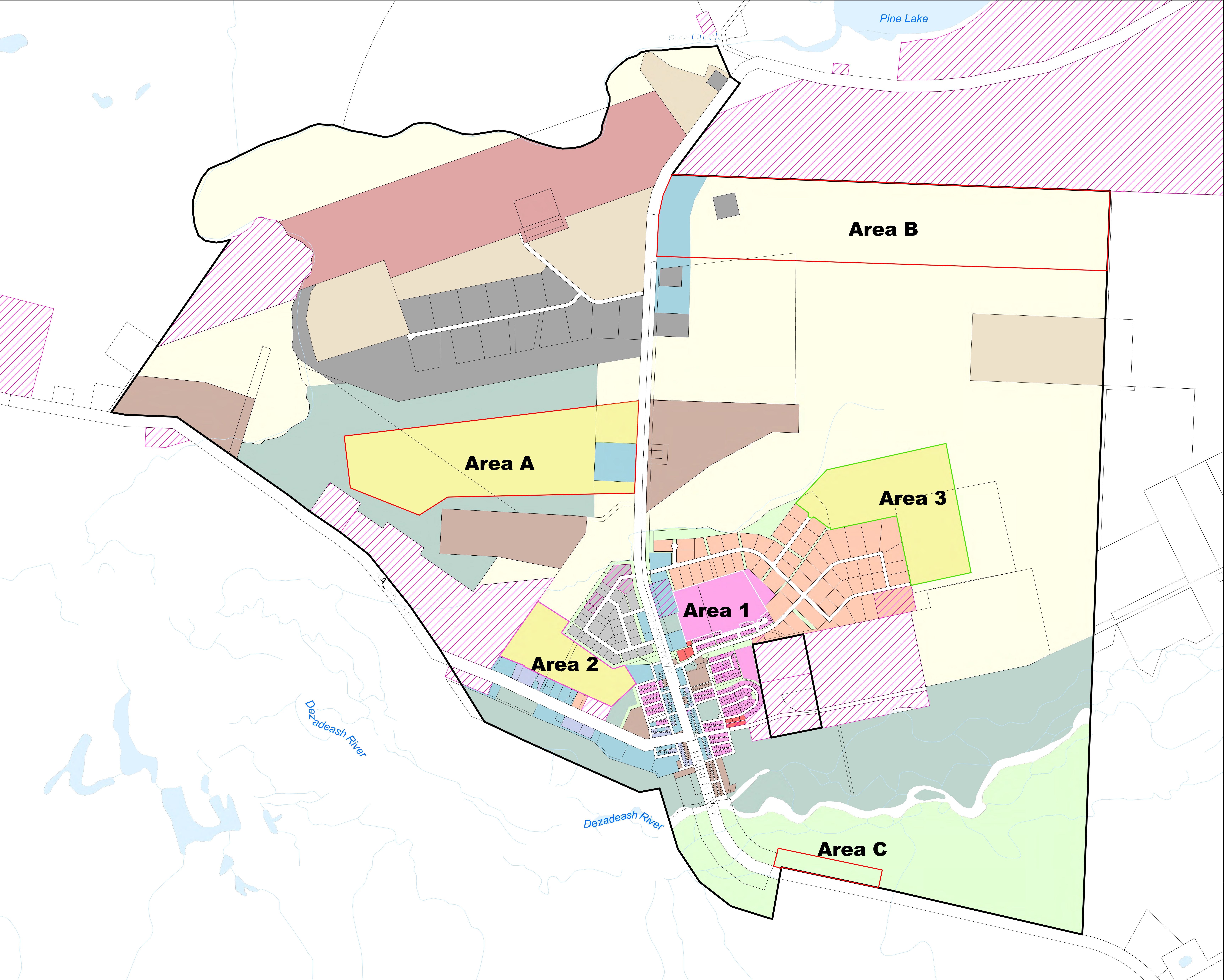
**Notes**  
 1. Coordinate System: NAD 1983 CSRS UTM Zone 8N  
 2. Data Sources: DataBC, Government of British Columbia; Natural Resources Canada  
 World Imagery (Wayback 2024-05-09): Esri, Maxar, Earthstar  
 Geographics, and the GIS User Community

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# **APPENDIX C – VILLAGE OF HAINES JUNCTION ZONING MAP**

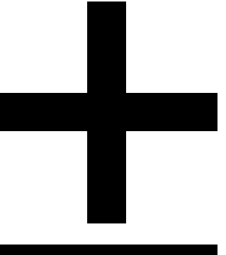






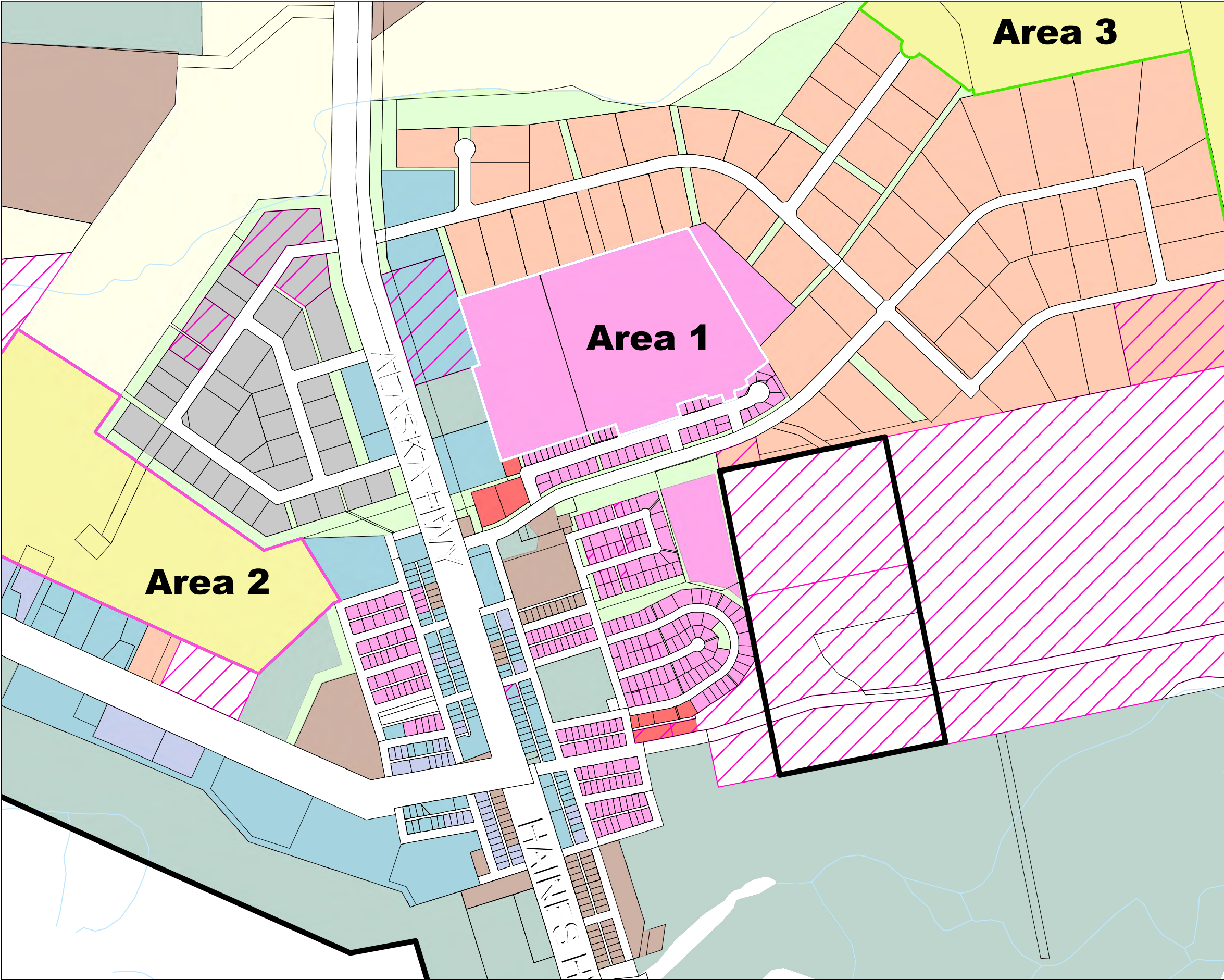
**Legend**

- Municipal Boundary
- Surveyed Land Parcels
- Land Dispositions
- Urban Residential (R-1)
- Multiple Family Residential (R-2)
- Country Residential (RC)
- Tourist Commercial (CT)
- Mixed Commercial (CM)
- Light (Service) Industrial (M-1)
- Public Use Community (PD)
- Airport (AP)
- Parks & Recreation Community (PR)
- Greenbelt Community (GB)
- Open Space (OS)
- Agriculture General (AG)
- Agriculture Residential (AR)
- Future Development (FD)
- Settlement Lands
- Proposed Urban Residential
- Proposed Country Residential
- Proposed Industrial Area

  
0 300 600 900 1,200  
Metres  
NAD 1983 UTM Zone 8N  
Source: Village of Haines Junction ; GeoYukon (Government of Yukon)

TITLE: <b>ZONING</b>		
PROJECT: VILLAGE OF HAINES JUNCTION ZONING BY-LAW		
CLIENT:		
	PROJECT NO.: 18P-00187-01	REVIEWED BY:
	DATE: 2024-06-25	FIGURE: <b>1</b>





**Legend**

Municipal Boundary

Surveyed Land Parcels

Urban Residential (R-1)

Multiple Family Residential (R-2)

Country Residential (RC)

Tourist Commercial (CT)

Mixed Commercial (CM)

Light (Service) Industrial (M-1)

Public Use Community (PD)

Airport (AP)

Parks & Recreation Community (PR)

Greenbelt Community (GB)

Open Space (OS)

Agriculture General (AG)

Agriculture Residential (AR)

Future Development (FD)

Settlement Lands

Proposed Urban Residential

Proposed Country Residential

Proposed Industrial Area

3006009001,200

Metres

NAD 1983 UTM Zone 8N

Source: Village of Haines Junction ; GeoYukon (Government of Yukon)

TITLE:

**ZONING**

PROJECT:

VILLAGE OF HAINES JUNCTION  
ZONING BY-LAW

CLIENT:

PROJECT NO.:  
18P-00187-01

DATE:  
2024-06-25

REVIEWED BY:

FIGURE:  
**2**

# **APPENDIX D – OPTIONS ANALYSIS COSTING**





## Budgetary Cost Estimates

The total estimated costs below are for budgetary purposes only based on the limited information available and work completed to date. In addition, construction pricing is currently fluctuating highly with reduced competition for contractors.

### Option 1 - Connect SRS to Forcemain at Existing Site

	Qty	Unit Price	Total \$	
Mob/Demob	1	\$80,000	\$80,000	
New Lift Station (excl. manhole)	1	\$370,000	\$370,000	
Misc. Electrical	1	\$50,000	\$50,000	
Commissioning and SCADA Integration	1	\$50,000	\$50,000	
New Pipe to Forcemain	60	\$2,000	\$120,000	
Decommissioning Existing Sewer Pipe	40	\$500	\$20,000	
Resurfacing	1	\$20,000	\$20,000	
Overhead and Profit (20%)	1	\$142,000	\$142,000	
<b>Subtotal</b>			<b>\$852,000</b>	
Engineering (15%)			\$127,800	
<b>Base Price</b>			<b>\$979,800</b>	\$ 980,000
Contingency (30%)			\$293,940	
<b>Total Estimated Cost</b>			<b>\$1,274,000</b>	

Assumptions: See report - Section 2

### Option 2 - Relocate SRS to Lagoon Access Road

	Qty	Unit Price	Total \$	
Mob/Demob	1	\$300,000	\$300,000	
Site Clearing / Grading	1	\$50,000	\$50,000	
New Foundation/Concrete Apron	1	\$65,000	\$65,000	
New Light Pole	1	\$12,000	\$12,000	
New Electrical Service	1	\$50,000	\$50,000	
New Water Tank/Enclosure	1	\$150,000	\$150,000	
New Lift Station	1	\$370,000	\$370,000	
Misc. Electrical	1	\$10,000	\$10,000	
Relocation of SRS Enclosure	1	\$50,000	\$50,000	
Commissioning SRS, water tank, liftstation	1	\$60,000	\$60,000	
New Forcemain to Anaerobic Cells	1010	\$1,500	\$1,515,000	
Gravity Pipe between SRS and Lift Station	20	\$1,500	\$30,000	
New Chain Link Fence	1	\$50,000	\$50,000	
Gravel Surfacing	1	\$30,000	\$30,000	
Overhead and Profit (20%)	1	\$548,400	\$548,400	
<b>Subtotal</b>			<b>\$3,290,400</b>	
Engineering (15%)			\$493,560	
<b>Base Price</b>			<b>\$3,783,960</b>	\$ 3,784,000
Contingency (30%)			\$1,135,188	
<b>Total Estimated Cost</b>			<b>\$4,919,000</b>	

Assumptions: See report - Section 2

### Option 3 - Relocate SRS adjacent to Anaerobic Cells

	Qty	Unit Price	Total \$	
Mob/Demob	1	\$80,000	\$80,000	
Site Clearing / Grading	1	\$30,000	\$30,000	
New Foundation/Concrete Apron	1	\$65,000	\$65,000	
New Light Pole	1	\$12,000	\$12,000	
New Electrical Service	1	\$150,000	\$150,000	
New Water Tank/Enclosure	1	\$150,000	\$150,000	
Misc. Electrical	1	\$70,000	\$70,000	
Relocation of SRS Enclosure	1	\$50,000	\$50,000	
Commissioning SRS, water tank, liftstation	1	\$20,000	\$20,000	
Gravity Pipe between SRS and Anaerobic Cell	50	\$1,500	\$75,000	
Gravel Surfacing	1	\$30,000	\$30,000	
Overhead and Profit (20%)	1	\$146,400	\$146,400	
<b>Subtotal</b>			<b>\$878,400</b>	
Engineering (15%)			\$131,760	
<b>Base Price</b>			<b>\$1,010,160</b>	\$ 1,011,000
Contingency (30%)			\$303,048	
<b>Total Estimated Cost</b>			<b>\$1,313,000</b>	

Assumptions: See report - Section 2

# **Municipal Accounts Payable to August 27, 2024**

<b><u>Cheque No.</u></b>	<b><u>Name</u></b>	<b><u>Amount</u></b>	<b><u>Department</u></b>	<b><u>Description</u></b>
Transfer	Payroll Account #4305418	\$ 38,931.14	Administration	Net Pay - Pay Period 17
		\$ 5,647.18	Administration	RRSP Contribution - Pay Period 17
		\$ 8,639.40	Administration	Group - Insurance Pay Period 17
280647	NF Electrical and Event Production Ltd.	\$ 54,990.96	Convention Centre	AV consulting, system design, and equipment
280648	Atco Electric	\$ 712.34	Administration	Electricity: August 2025 billing
		\$ 3,097.84	Arena	Electricity: August 2025 billing
		\$ 712.34	Convention Centre	Electricity: August 2025 billing
		\$ 198.99	Community Hall	Electricity: August 2025 billing
		\$ 396.46	Fire Department	Electricity: August 2025 billing
		\$ 562.28	Landfill & Recycling	Electricity: August 2025 billing
		\$ 80.81	Pool	Electricity: August 2025 billing
		\$ 563.10	Public Works	Electricity: August 2025 billing
		\$ 4,167.39	Roads & Streets	Electricity: August 2025 billing
		\$ 10,438.52	Water & Sewer	Electricity: August 2025 billing
280649	Association of Yukon Communities (AYC)	\$ 42.50	Administration	Inter-Municipal Business License
280650	Building Systems Consulting Inc.	\$ 2,730.00	Arena	Arena fire alarm design at 50% complete
280651	Castle Rock Enterprises Ltd.	\$ 10,265.88	Water & Sewer	Alaska highway water main repair
280652	Cathy MacKinnon	\$ 600.00	Legislative	Honorarium SWMF working group
280653	Charlotte Clark	\$ 40.00	Landfill & Recycling	Free Store volunteer honorarium
280654	Collin Kallio	\$ 200.00	Capital Project	Honoraria trail signage committee
280655	Cyndi O'Rourke	\$ 500.00	Legislative	Honorarium SWMF working group
280656	Darlene Sillery	\$ 600.00	Legislative	Honorarium SWMF working group

\* Denotes an item not directly funded by the Village

\*\* Grant funded

# **Municipal Accounts Payable to August 27, 2024**

280657	Debbie Busche		\$	600.00	Legislative	Honorarium SWMF working group
280658	Devin Wittig		\$	200.00	Capital Project	Honoraria trail signage committee
280659	Ellen Stutz Petty - Cash	2877.2			Recycling Centre	Refundables paid out
		2.74			Administration	Postage
		56.7	\$	2,936.64	Fire Department	Water bottles, drink powder
280660	Erin Jamieson		\$	500.00	Legislative	Honorarium SWMF working group
280661	Esri Canada		\$	1,827.00	Administration	Annual online subscription for GIS
280662	Evelyne Berezan		\$	80.00	Landfill & Recycling	Free Store volunteer honorarium
280663	Jacob's Industries		\$	622.13	Water & Sewer	Co2
280664	Kelly Beaulieu		\$	160.00	Landfill & Recycling	Free Store volunteer honorarium
280665	Mike Crawshay		\$	600.00	Legislative	Honorarium SWMF working group
280666	Norton Rose Fulbright		\$	403.20	Administration	Legal fees
280667	Salomé Alby		\$	100.00	Legislative	Honorarium SWMF working group
280668	Source Motors Ltd.	280.47			Landfill & Recycling	July 2025 fuel
		\$ 5,212.96			Public Works	July 2025 fuel
		\$ 1,575.00	\$	7,068.43	Public Works	Haul Kenworth to inland load and unload
280669	Sperling Hansen Associates		\$	3,058.53	Landfill	landfill entrance upgrade final, AMP review
280670	Thomas Eckervogt		\$	200.00	Legislative	Honorarium SWMF working group
280671	TK Elevator (Canada) Limited		\$	1,458.83	Arena	Elevator Maintenance

\* Denotes an item not directly funded by the Village

\*\* Grant funded

**Municipal Accounts Payable to August 27, 2024**

280672	Yukon Service Supply	\$	622.13	Water & Sewer	Sodium hypochlorite
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Municipal Accounts Payable	\$	<b>164,554.02</b>
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Adopted on \_\_\_\_\_

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

\* Denotes an item not directly funded by the Village

\*\* Grant funded

**Report to Council  
Village of Haines Junction  
August 27, 2025**

**RE: July 2025 Financial Report**

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**Recommendation**

That Council accept the July 2025 Financial Report as information.

Resolution

*That the Council of the Village of Haines Junction receive and file the July 2025 Financial Report.*

**Background**

The attached report summarizes the operations of the municipality by department, showing the current year to date, budget and benchmark.

**Analysis**

**\*The budget amounts in this report are from the budget bylaw passed in April and do not include any subsequent budget amendments approved by Council. These amounts will be updated when the final amended budget is passed.**

**SUMMARY:**

Revenues – Total O&M revenue is at 90.94% for the year, above the 60% benchmark.

Expenditures – Total O&M expenses are at 52.26% for the year, below the 60% **benchmark**.

**REVENUES**

Legislative - Total revenues are above benchmark at 98.49%.

- Comprehensive Municipal Grant, carbon tax rebate and Housing Accelerator Fund allocation have been received.

Administration – Total revenues are slightly above benchmark at 87.72%.

- Unbudgeted amounts received - \$5600 grant received from AYC for Canada Day, \$10,000 interest on lot sales.

Public Works – Total revenues are below benchmark at 2.8%.

- Contract Services - \$7800 YG ROW Vegetation Control contract not received as of reporting period (to be invoiced in Sep/Oct).

Water & Sewer - Total revenues are above benchmark at 96.06%.

- Annual water and sewer services have been fully recorded.

Roads & Streets - Total revenues are above benchmark at 89.61%.

- Culvert sales

**Report to Council  
Village of Haines Junction  
August 27, 2025**

Landfill & Recycling – Total revenues are below benchmark at 28.66%.

- Tipping fees are at \$44,400, well below budgeted amount of \$252,000
- Interim regional waste management facility funding not yet received

Animal Control – Revenues are below benchmark at 13.35%.

- No fines or impound fees have been imposed as of reporting period.

Fire Department – Revenues above benchmark at 85.06%.

- CAFN user agreement is \$2,059 above budgeted amount.

FireSmart – Revenues above benchmark at 100% as program completed.

Facilities – Revenues slightly above benchmark at 63.25%.

**EXPENSES**

Legislative – Above benchmark at 80.04%

- AYC AGM expenses are \$4,500 over budgeted amount of \$15,000.
- Strategic planning \$11,000 over budgeted amount of \$5,000.

Administrative – Below benchmark at 47.46%.

- Wages below benchmark as new recreation position not yet in place.
- Grants – Community Lottery grant not yet fully allocated for the year.

Public Works – Below benchmark at 45.60%.

- Wages are under budget as more have been allocated to other departments
- Contract Services – Mosquito Control contract not yet recorded.

Water & Sewer – Above benchmark at 72.90%.

- Contract services \$8,622 over budget amount of \$22,000 due to contract for recruitment of Level 2 Water operator position.

Roads & Streets – Below benchmark at 58.01%.

Landfill & Recycling – Above benchmark at 65.24%.

- Salaries above benchmark due to more PW resources being allocated to set up new system
- Additional supplies and other expenses for new system

Animal Control – Below benchmark at 11.78%.

Fire Department – Below benchmark at 56.04%.

- Contract Services: Dispatch services normally invoiced in Nov/Dec.

**Report to Council  
Village of Haines Junction  
August 27, 2025**

FireSmart – Above benchmark at 90.36% as project was completed.

Convention Centre – Above benchmark at 67.69%.

Mezzanine – Below benchmark at 52.93%.

Community Hall, Curling Rink, Pool – Below benchmark at 51.34%.

Arena – Below benchmark at 58.45%.

- Wages below benchmark due to staff vacancies.

**Conclusion**

Council by reviewing this report will be exercising their financial oversight role of the monthly financial operations of the municipality.

Prepared by

Donna Istchenko, Treasurer



**Report to Council**  
**Village of Haines Junction**  
**August 27, 2025**

<b>Village of Haines Junction - 2025 Budget Expenditures</b>				
<b>O&amp;M REVENUES</b>		<b>2025 YTD</b>	<b>2025 Budget</b>	<b>Benchmark 60%</b>
<b>LEGISLATIVE</b>				
	Taxes and Grants in Lieu	\$ 1,033,915.09	\$ 1,031,420.30	100.24%
	Tax Penalties	\$ 7,073.03	\$ 7,000.00	101.04%
	Carbon Tax Rebate	\$ 57,942.47	\$ 57,942.47	100.00%
	CMG Block Funding	\$ 2,525,583.00	\$ 2,525,583.00	100.00%
	Return on Investments	\$ 85,756.37	\$ 150,000.00	57.17%
	Housing Accelerator Fund	\$ 308,659.28	\$ 308,659.28	100.00%
	<b>Total Legislative</b>	<b>\$ 4,018,929.24</b>	<b>\$ 4,080,605.05</b>	<b>98.49%</b>
<b>ADMINISTRATION</b>				
	Grant Funding	\$ 29,118.00	\$ 25,493.00	114.22%
	Licenses and Fees	\$ 11,465.98	\$ 12,650.00	90.64%
	Interest Earned	\$ 10,907.64	\$ 2,560.00	426.08%
	Contract Services	\$ -	\$ 18,000.00	0.00%
	<b>Total Administration</b>	<b>\$ 51,491.62</b>	<b>\$ 58,703.00</b>	<b>87.72%</b>
<b>PUBLIC WORKS</b>				
	Contract Services	\$ 503.50	\$ 11,000.00	4.58%
	Surplus Goods Sales	\$ -	\$ 5,000.00	0.00%
	Grant Funding	\$ -	\$ 2,000.00	0.00%
	<b>Total Public Works</b>	<b>\$ 503.50</b>	<b>\$ 18,000.00</b>	<b>2.80%</b>
<b>WATER AND SEWER</b>				
	Services and Bulk Sales	\$ 292,117.99	\$ 294,800.00	99.09%
	Contract Services / Asset Sales	\$ 181.50	\$ 1,500.00	12.10%
	Grant Funding	\$ -	\$ 8,000.00	0.00%
	<b>Total Water and Sewer</b>	<b>\$ 292,299.49</b>	<b>\$ 304,300.00</b>	<b>96.06%</b>
<b>ROADS AND STREETS</b>				
	Contract Services / Asset Sales	\$ 4,928.57	\$ 5,500.00	89.61%
	<b>Total Roads and Streets</b>	<b>\$ 4,928.57</b>	<b>\$ 5,500.00</b>	<b>89.61%</b>
<b>LANDFILL AND RECYCLING</b>				
	User Fees	\$ 44,405.39	\$ 252,000.00	17.62%
	Grant Funding	\$ 48,518.00	\$ 148,120.00	32.76%
	Beverage Container Refunds	\$ 43,711.23	\$ 70,000.00	62.44%
	Programs (Food Cycler)	\$ -	\$ 6,600.00	0.00%
	<b>Total Landfill and Recycling</b>	<b>\$ 136,634.62</b>	<b>\$ 476,720.00</b>	<b>28.66%</b>

**Report to Council  
Village of Haines Junction  
August 27, 2025**

ANIMAL CONTROL				
	Licenses and Fines	\$	267.00	\$ 2,000.00 13.35%
	<b>Total Animal Control</b>	<b>\$</b>	<b>267.00</b>	<b>\$ 2,000.00 13.35%</b>
FIRE DEPARTMENT				
	Contract Services	\$	17,059.23	\$ 15,000.00 113.73%
	Lease Fees	\$	17,992.00	\$ 26,208.00 68.65%
	<b>Total Fire Department</b>	<b>\$</b>	<b>35,051.23</b>	<b>\$ 41,208.00 85.06%</b>
FIRESMART				
	Grant Funding	\$	25,000.00	\$ 25,000.00 100.00%
	<b>Total Firesmart</b>	<b>\$</b>	<b>25,000.00</b>	<b>\$ 25,000.00 100.00%</b>
FACILITIES				
	Rental Fees - Convention Centr	\$	9,226.84	\$ 15,200.00 60.70%
	Rental Fees - Mezzanine	\$	3,718.58	\$ 6,000.00 61.98%
	Rental Fees - Arena	\$	3,521.42	\$ 3,500.00 100.61%
	Grant Funding	\$	-	\$ 1,333.00 0.00%
	<b>Total Facilities</b>	<b>\$</b>	<b>16,466.84</b>	<b>\$ 26,033.00 63.25%</b>
<b>TOTAL O&amp;M REVENUES</b>		<b>\$</b>	<b>4,581,572.11</b>	<b>\$ 5,038,069.05 90.94%</b>
O&M EXPENSES				
		<b>2025 YTD</b>		<b>2025 Budget</b>
LEGISLATIVE				
	Honoraria / Per Diems		\$57,899.77	\$89,725.00 64.53%
	Travel / Training		\$20,604.76	\$21,000.00 98.12%
	Grants and Hospitality		\$5,138.92	\$16,500.00 31.14%
	Supplies and Services		\$17,662.68	\$5,650.00 312.61%
	AYC Membership		\$25,255.84	\$25,255.83 100.00%
	<b>Subtotal</b>		<b>\$126,561.97</b>	<b>\$158,130.83 80.04%</b>
	HAF Grants		\$0.00	\$308,659.28 0.00%
	<b>Total Legislative</b>		<b>\$126,561.97</b>	<b>\$466,790.11 27.11%</b>
ADMINISTRATION				
	Wages and Benefits	\$	325,843.92	\$ 712,378.00 45.74%
	Contract Services	\$	91,929.39	\$ 156,791.16 58.63%
	Equipment and Supplies	\$	11,509.70	\$ 15,000.00 76.73%
	Utilities	\$	16,106.07	\$ 35,000.00 46.02%
	Training, Travel, Memberships	\$	703.47	\$ 7,500.00 9.38%
	Grants and Hospitality	\$	3,307.12	\$ 28,493.00 11.61%
	Advertising	\$	7,714.40	\$ 10,000.00 77.14%
	Bank Charges	\$	3,859.50	\$ 6,200.00 62.25%
	<b>Total Administration</b>	<b>\$</b>	<b>460,973.57</b>	<b>\$ 971,362.16 47.46%</b>

**Report to Council  
Village of Haines Junction  
August 27, 2025**

PUBLIC WORKS				
	Wages and Benefits	\$ 277,912.33	\$ 624,945.00	44.47%
	Contract Services	\$ 1,300.00	\$ 24,000.00	5.42%
	Equipment and Supplies	\$ 43,968.19	\$ 66,000.00	66.62%
	Maintenance	\$ 17,880.38	\$ 52,000.00	34.39%
	Utilities	\$ 10,758.55	\$ 27,285.00	39.43%
	Insurance	\$ 18,366.09	\$ 18,366.09	100.00%
	Training and Travel	\$ 3,132.26	\$ 6,000.00	52.20%
	<b>Total Public Works</b>	<b>\$ 373,317.80</b>	<b>\$ 818,596.09</b>	<b>45.60%</b>
WATER AND SEWER				
	Wages and Benefits	\$ 86,315.96	\$ 109,085.00	79.13%
	Contract Services	\$ 41,588.29	\$ 67,000.00	62.07%
	Equipment and Supplies	\$ 53,915.79	\$ 73,240.00	73.62%
	Maintenance	\$ 21,290.03	\$ 51,000.00	41.75%
	Utilities	\$ 91,491.36	\$ 118,500.00	77.21%
	Insurance	\$ 59,218.70	\$ 59,218.70	100.00%
	Training and Travel	\$ 3,409.22	\$ 12,000.00	28.41%
	<b>Total Water and Sewer</b>	<b>\$ 357,229.35</b>	<b>\$ 490,043.70</b>	<b>72.90%</b>
ROADS AND STREETS				
	Wages and Benefits	\$ 30,024.73	\$ 53,000.00	56.65%
	Contract Services	\$ 7,220.00	\$ 10,000.00	72.20%
	Equipment and Supplies	\$ 5,742.92	\$ 23,000.00	24.97%
	Maintenance	\$ 479.99	\$ 1,500.00	32.00%
	Utilities (streetlights)	\$ 29,338.15	\$ 38,000.00	77.21%
	<b>Total Roads and Streets</b>	<b>\$ 72,805.79</b>	<b>\$ 125,500.00</b>	<b>58.01%</b>
LANDFILL AND RECYCLING				
	Wages and Benefits	\$181,706.84	\$246,464.14	73.73%
	Contract Services	\$27,256.75	\$61,300.00	44.46%
	Equipment and Supplies	\$19,071.29	\$32,000.00	59.60%
	Maintenance	\$7,155.84	\$10,000.00	71.56%
	Utilities	\$8,979.87	\$17,450.00	51.46%
	Insurance	\$4,824.02	\$4,824.02	100.00%
	Training and Travel	\$723.90	\$2,900.00	24.96%
	Recycle Refunds Paid Out	\$30,768.30	\$40,000.00	76.92%
	Landfill Closure Fees	\$0.00	\$15,000.00	0.00%
	<b>Total Landfill and Recycling</b>	<b>\$ 280,486.81</b>	<b>\$ 429,938.16</b>	<b>65.24%</b>

**Report to Council  
Village of Haines Junction  
August 27, 2025**

ANIMAL CONTROL				
	Wages and Benefits	\$ 185.02	\$ 1,100.00	16.82%
	Maintenance	\$ -	\$ 150.00	0.00%
	Equipment and Supplies	\$ -	\$ 320.00	0.00%
	<b>Total Animal Control</b>	<b>\$ 185.02</b>	<b>\$ 1,570.00</b>	<b>11.78%</b>
FIRE DEPARTMENT				
	Honoraria	\$ 29,338.04	\$ 65,070.00	45.09%
	Contract Services	\$ 18,162.83	\$ 20,000.00	90.81%
	Equipment and Supplies	\$ 2,780.73	\$ 12,500.00	22.25%
	Maintenance	\$ 16,457.39	\$ 23,000.00	71.55%
	Utilities	\$ 10,220.92	\$ 30,000.00	34.07%
	Insurance	\$ 14,191.16	\$ 14,191.16	100.00%
	Training and Travel	\$ 7,633.00	\$ 11,500.00	66.37%
	<b>Total Fire Department</b>	<b>\$ 98,784.07</b>	<b>\$ 176,261.16</b>	<b>56.04%</b>
FIRESMART				
	Contract Services	\$ 22,590.00	\$ 25,000.00	90.36%
	<b>Total Firesmart</b>	<b>\$ 22,590.00</b>	<b>\$ 25,000.00</b>	<b>90.36%</b>
CONVENTION CENTRE				
	Contract Services	\$ 16,480.99	\$ 34,000.00	48.47%
	Equipment and Supplies	\$ 11,130.29	\$ 17,000.00	65.47%
	Maintenance	\$ 11,985.75	\$ 19,000.00	63.08%
	Utilities	\$ 13,520.14	\$ 29,500.00	45.83%
	Insurance	\$ 44,061.68	\$ 44,061.68	100.00%
	<b>Total Convention Centre</b>	<b>\$ 97,178.85</b>	<b>\$ 143,561.68</b>	<b>67.69%</b>
MEZZANINE				
	Contract Services	\$ 5,622.30	\$ 11,000.00	51.11%
	Equipment and Supplies	\$ 554.07	\$ 1,000.00	55.41%
	Maintenance	\$ 1,294.24	\$ 2,000.00	64.71%
	Utilities	\$ 204.49	\$ 500.00	40.90%
	<b>Total Mezzanine</b>	<b>\$ 7,675.10</b>	<b>\$ 14,500.00</b>	<b>52.93%</b>
COMMUNITY HALL, CURLING RINK, POOL				
	Maintenance	\$ -	\$ 500.00	0.00%
	Utilities	\$ 1,845.27	\$ 3,000.00	61.51%
	Insurance	\$ 105.69	\$ 300.00	35.23%
	<b>Total Community Hall, Curling I</b>	<b>\$ 1,950.96</b>	<b>\$ 3,800.00</b>	<b>51.34%</b>

**Report to Council  
Village of Haines Junction  
August 27, 2025**

ARENA				
	Wages and Benefits	\$ 30,821.95	\$ 82,700.00	37.27%
	Contract Services	\$ 643.50	\$ 1,200.00	53.63%
	Equipment and Supplies	\$ 4,376.10	\$ 11,300.00	38.73%
	Maintenance	\$ 13,714.14	\$ 27,000.00	50.79%
	Utilities	\$ 59,975.79	\$ 95,500.00	62.80%
	Insurance	\$ 45,468.06	\$ 45,468.06	100.00%
	Training and Travel	\$ -	\$ 2,000.00	0.00%
	<b>Total Arena</b>	<b>\$ 154,999.54</b>	<b>\$ 265,168.06</b>	<b>58.45%</b>
	<b>TOTAL O&amp;M EXPENSES</b>	<b>\$ 2,054,738.83</b>	<b>\$ 3,932,091.12</b>	<b>52.26%</b>
	<b>NET O&amp;M SURPLUS</b>	<b>\$ 2,526,833.28</b>	<b>\$ 1,105,977.93</b>	
	<b>CAPITAL REVENUE</b>	<b>\$ -</b>	<b>\$ 4,295,500.00</b>	
	<b>CAPITAL RESERVES</b>	<b>\$ -</b>	<b>\$ 45,000.00</b>	
	<b>CAPITAL / PROJECTS EXPENSES</b>	<b>\$ 531,376.86</b>	<b>\$ 4,378,650.00</b>	
	<b>NET CURRENT YEAR SURPLUS</b>	<b>\$ 1,995,456.42</b>	<b>\$ 1,067,827.93</b>	
	<b>TRANSFER FROM UNRESTRICTED RESERVES</b>			

**Report to Council**  
**Village of Haines Junction**  
**August 27, 2025**

2025 Capital Project Budget YID							
DEPARTMENT	PROJECT	YTD	Budget Amount	Amended Budget	Funding Source		
					CMG / Reserves	Other	
Administration							
Arena	Oil Tank Replacement		\$16,000.00		\$16,000.00		
	Fire Alarm Upgrade	\$2,600.00	\$120,000.00		\$120,000.00		
Convention Ctr							
	Historic Mural Upgrade	\$37.35	\$60,000.00			\$60,000.00	Gas Tax
	Seismic Renovations		\$1,200,000.00			\$1,200,000.00	Gas Tax
	Grand Hall Projectors	\$52,372.34					CDF
	Heating System Upgrade Design						
Fire Department	Fire Dept Crew Cab		\$82,000.00			\$82,000.00	YG
	SCUBA Gear / Tools & Equipment		\$45,000.00		\$45,000.00		FD Reserve
	Tools & Equipment (Radios for truck)	\$7,911.01	\$0.00				
	Floor Drainage (Fire Hall)		\$15,000.00		\$15,000.00		
Landfill / Recycle	SWMP Design Implementation	\$5,525.89	\$1,000,000.00			\$1,000,000.00	Gas Tax
	Landfill Front Area Modernization	\$260,941.12	\$150,000.00			\$650,000.00	YG
	Environmental Spill Cleanup	\$12,340.00	\$20,000.00		\$20,000.00		
Public Works	Floor Drainage (Shop)		\$15,000.00		\$15,000.00		
	Flail Mower	\$17,014.41	\$15,000.00		\$15,000.00		
Water Sewer	Flow Meter	\$6,047.82	\$6,050.00		\$6,050.00		
	Wet Well Wizard		\$45,000.00		\$45,000.00		
	Equipment Repairs	\$103,033.35					
Roads & Streets	Repair and Resurface		\$1,200,000.00			\$1,200,000.00	Gas Tax
	Canada Banners	\$4,350.00	\$4,600.00		\$4,600.00		
Recreation	Trail Assets (benches)		\$25,000.00			\$25,000.00	TCT Grant
	Trail Care Event		\$10,000.00		\$6,500.00	\$3,500.00	TCT Grant
	Trail Signage / App Project	\$900.00	\$25,000.00		\$25,000.00		
	Heritage Structure Project		\$30,000.00		\$30,000.00		
Projects	Abandoned Assets Removal Plan		\$25,000.00		\$25,000.00		
	Truth and Reconciliation Policy and Statement	\$8,006.00	\$20,000.00		\$20,000.00		
	GIS Mapping	\$3,000.00					
	Asset Management Plan		\$100,000.00		\$100,000.00		
	Emergency Response Plan		\$75,000.00			\$75,000.00	
	Communications Strategy		\$25,000.00		\$25,000.00		
	Water License Lagoon Hydrogeological Assessment		\$50,000.00		\$50,000.00		
	Summer Recreation Programming / Equipment	\$42,347.57					
	Rec Centre	\$4,950.00					CDF Funding
Reserves	Reserve Allocation - Public Works						
	Reserve Allocation - Fire Department						
	Reserve Allocation - Recreation Facility						
		\$531,376.86	\$4,378,650.00		\$583,150.00	\$4,295,500.00	



## Village of Haines Junction Report to Council

August 27, 2025

☒ Council Decision  
☒ Council Direction  
☐ Council Information  
☐ Closed Meeting

**RE: Policy for EV Charging Stations**

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### Recommendation

Proceed with the installation of a Level 3 charger and several Level 2 chargers at the Convention Centre or Arena, and several Level 2 chargers at the Public Works building.

### Background

In January 2025, the Government of Yukon (YG) approached Village Staff expressing an interest in increasing the number of EV chargers in the community According to YG:

- Haines Junction has been identified as a high-traffic area for EV chargers.
- The Level 3 charger in Haines Junction is the busiest charger on the Yukon Highway system, and there are often queues for use.
- An additional charger in the Village can be expected to see a lot of use and take in substantial revenue.

YG provided information on funding supports and programs available to establish Electric Vehicle (EV) charging stations.

At their July 30, 2025 meeting, Council requested additional information to support a decision on whether to develop an EV charging station policy for the Village.

### Current Status

Currently there is one Level 3 charger in Haines Junction that is located at the Da Kų Cultural Centre, a popular stop for visitors.

At present the charger at Da Kų is being provided free of charge – electricity costs are covered by YG. Fees are expected to be introduced within the next month or so. Information is not yet available on how fees will be implemented; however, the following approach is expected:

- Usually, fees are collected through user accounts, that is to say the driver either uses a cell phone app or swipes a card to activate the charger - then their account is charged the fee.
- The owner of the charger receives payment from the users and pays Atco for the electrical usage
- The owner of the charger can set fees at whatever level they like.

As there is no EV charger close to the downtown core, this area has been identified as a possible location for a charger. The Public Works yard is another potential location to accommodate future



electric fleet vehicles (noting Kluane National Park and Reserve is currently investing in building an electric fleet).

Village staff have reached out to ATCO for electrical usage reports on the Arena, Convention Centre and the Public Works building. NF Electrical is looking at the reports (under a small contract) to compare them to the panel to see how much spare electricity is available to install EV chargers.

## **Discussion/Analysis**

Yukon government's Energy Branch offers a rebate that the Village could apply for once the chargers are installed and operational.

### **Level 2 Charger Rebate**

YG is offering the following rebate for Municipalities and First Nations Governments to install a Level 2 charger (suitable for overnight charging of fleet vehicles, less suitable for tourism).<sup>1</sup>

- 90 per cent of total costs up to a maximum of \$9,000 per installed charger.
- The rebate is for a maximum of 20 chargers per building.
- We consider all dual-port chargers to be 1 charger for this rebate.
- This offer is available until March 31, 2026, and is subject to available funding.
- The rebate is based on costs related to the installation for:
  - equipment (including load sharing or smart splitting devices);
  - labour;
  - electrical upgrades (panel, wirings and new poles);
  - construction; and
  - contracting or professional expenses for installation and required upgrades to supporting infrastructure.

### **Level 3 Charger Rebate**

Energy Branch could provide the following:

- At least a 50% rebate on eligible costs for Level 3 charger(s), scaled to charger capacity per the left column in the table below, with a maximum rebate per site of \$100,000.
- YG may be able to "top-up" above these amounts, but there is limited capital funding available.

### **Additional Rebate with First Nation Involvement**

Involvement of CAFN would increase the rebate amount available. To be eligible for the higher rebate, the charging infrastructure would have to be owned and operated by CAFN (or a business listed on an Indigenous business registry) for at least the first three years after the rebate is received by CAFN. With ownership by CAFN or a YFN business, the following rebate could be provided:

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<sup>1</sup> <https://yukon.ca/en/driving-and-transportation/clean-energy-rebates/apply-rebate-level-2-electric-vehicle-charger#nav-municipalities-and-first-nations-governments>

- The same rebate for Level 2 EV chargers (90% up to \$9000 per charger), with a higher likelihood of a "top-up" to 100% up to \$10,000 per charger.
- At least a 75% rebate on eligible costs for Level 3 charger(s), scaled to charger capacity per the right column in the table below, with a maximum rebate per site of \$100,000.
- YG may be able to "top-up" above these amounts, but there is limited capital funding available.

Eligible Electric Vehicle Technology Type	Maximum funding per unit installed	Maximum funding per unit installed for Indigenous businesses and communities
Fast charger (20 kW to 49 kW)	Up to 50% of total eligible expenditures of the Sub-Project, to a maximum of \$15,000 per fast charger	Up to 75% of total eligible expenditures of the Sub-Project, to a maximum of \$22,500 per charger
Fast charger (50 kW to 99 kW)	Up to 50% of total eligible expenditures of the Sub-Project, to a maximum of \$50,000 per fast charger	Up to 75% of total eligible expenditures of the Sub-Project, to a maximum of \$75,000 per charger
Fast charger (100 kW and above)	Up to 50% of total eligible expenditures of the Sub-Project, to a maximum of \$75,000 per fast charger	Up to 75% of total eligible expenditures of the Sub-Project, to a maximum of \$99,999 per charger

Before applying for a rebate, YG recommends:

- Determining if you need to upgrade your electrical system.
- Confirming if the electrical panel and service line can support an electric vehicle charger.
- Consulting an electrician. If you make electrical upgrades or changes, you must get a final electrical inspection.
- Reading the [Electric vehicle charging as a business opportunity](#) info sheet if you plan to operate an EV charger as a business.
- Contacting the Energy Branch with your questions by emailing [energy@yukon.ca](mailto:energy@yukon.ca).

YG also explained that, if CAFN was in support, there would be the potential for 100% funding available for one Level 3 charger (a fast charger, ideal for tourism use). This would likely require a dedicated transformer which would be included in the cost of construction.

### Asset Management Impact

There are two costs associated with EV charging stations:

1. Capital cost to install the station. As noted above, YG has a rebate program until March 31, 2026, the amount available depends on what type of charger and whether CAFN is involved.
2. Electricity cost to charge vehicles. YG has provided an information sheet (attached) indicating municipalities can make money as an EV charging provider.

## **Alternatives Considered**

1. Develop an EV charging station policy.
2. Install fee-for-use Level 3 charger(s) at the Convention Centre or Arena (or usage paid by YG) where EV's have been seen on occasion making use of outside outlets.
3. Install Level 2 chargers at the Public Works facility for potential future use by fleet vehicles.
4. Partner with CAFN or a First Nation business on the installation of a Level 3 charger.
5. Encourage businesses in town to install charging stations.

## **Alignment with Strategic Priorities**

Council is committed to ensuring, through strategic investments and responsible planning, delivering quality municipal services for current and future generations that are both effective and financially sustainable.

## **Draft Resolution**

THAT Staff proceed with the installation of a Level 3 charger and several Level 2 chargers at the Convention Centre or Arena, and several Level 2 chargers at the Public Works building.

Prepared by

Aynslie Ogden  
Policy and Communications Manager

# Electric Vehicle Charging as a Business Opportunity

A quick guide to becoming an Electric Vehicle (EV) charging provider.



The number of EVs in the Yukon is growing quickly and so is the need for EV charger locations.

This means there's an opportunity for the Yukon's private sector to offer electric vehicle charging services as an income.

The Government of Yukon offers rebates to significantly reduce the cost of installation. Plus, they offer technical guidance to help you decide if an EV charger is a good fit for your business or organization.

Is my organization or business a good fit for an EV charger?

## Yes!

These types of organizations could benefit as an EV charger provider:

- Brick and mortar businesses
- First Nation governments
- First Nation development corporations
- Municipalities
- Non-profits
- Strata and condominium corporations

Clients, customers, staff, employees, tenants, travellers, or visitors may be potential users of an EV charger.

What are the potential benefits for an EV charging provider?

- Income from charging fees
- Increased foot traffic to your business
- Your charger/business location appears on charging apps.

**By installing an EV charger, your business or organization can make money as an EV charging provider.**

## FOR MORE INFORMATION

visit [yukon.ca/apply-rebate-level-2-electric-vehicle-charger](https://yukon.ca/apply-rebate-level-2-electric-vehicle-charger) or email [electrify@yukon.ca](mailto:electrify@yukon.ca)

## EV Charger types



### Level 2 EV Charger

Used in parking lots where visitors usually stay longer than an hour.

**Requires:** 208-240V outlet

**Output:** 6 to 12kW

**Cost:** low capital cost, typically \$4000 - \$10,000 before rebates

**Rebate:** 75-90% from the Government of Yukon



### DC Fast Chargers

Used in locations where visitors usually stay 15-45 minutes, recharging for longer distances.

**Output:** 50-200 kW

**Cost:** high capital cost, \$40,000 and above.

**Rebate:** Speak to the Energy Branch, there may be federal funding.

## Maintenance and service

EV chargers are usually monitored and maintained through online portals. Drivers can find charger locations and pay charging fees through an app or by tapping a card.

## Charging fees for users

As the EV Charging station provider, you set the fee amount that charger users pay. Charging station fees can be based on connection time, energy used or by a flat rate.

**Time-based fees:** Charge per minute or hour of use. This type discourages overstaying, allows for a predictable revenue and helps match revenue with fixed cost.

**Energy-based fees:** Charge based on amount of energy used. Since power output may vary this is a less predictable revenue, but users may see it as fairer than other types.

### Suggested fee options calculated for profit and cost-recovery:

	Level 2	DCFC 25kW	DCFC 50kW	DCFC 100kW
\$/minute	\$0.07	\$0.20	\$0.33	\$0.83
\$/hour	4.00	\$12.00	\$20.00	\$50.00
\$/kWh	\$0.53	\$0.55	\$0.57	\$0.71

**Collecting fees:** Payments are taken automatically through an integrated system that is managed by the charger network and software

### FOR MORE INFORMATION

visit [yukon.ca/apply-rebate-level-2-electric-vehicle-charger](http://yukon.ca/apply-rebate-level-2-electric-vehicle-charger) or email [electrify@yukon.ca](mailto:electrify@yukon.ca)

## Operating Costs

Your operating costs will depend on how often a charger is used and the characteristics of the location.

**Fixed operating costs:** include demand charges, service/warranty, site maintenance and administration costs.

**Variable operating costs:** the cost of electricity use.

### Estimated costs for a commercial business

	Level 2	DCFC 25kW	DCFC 50kW	DCFC 100kW
Fixed Operating Costs (\$/yr)	\$1,700	\$7,663	\$11,504	\$18,891
Variable Operating Costs (\$/kWhr)	\$0.20	\$0.20	\$0.21	\$0.21

**Cost recovery:** To recover these operating costs, a charger would need to charge an estimated average of:

	Level 2	DCFC 25kW	DCFC 50kW	DCFC 100kW
Sessions per day	1	5	3.5	2.4

Faster, more powerful chargers at 200kW or 350kW may offer a higher profit per operational minute.



## Village of Haines Junction Report to Council

August 27, 2025

☒ Council Decision  
☒ Council Direction  
☐ Council Information  
☐ Closed Meeting

**RE: Signs in the Highway Right-of-Way**

---

### Recommendation

That a letter be sent from the Mayor to Yukon Highways and Public Works requesting a review of the signage along the highway corridor in town, and removal of signs of businesses that are no longer operational.

### Background

At their July 30, 2025 meeting, Council requested more information on what the procedures are for taking down old business signs in town.

### Current Status

Signs along the highway corridor are regulated by the Government of Yukon through the 2006 Visitor Information Sign Regulation.<sup>1</sup> The regulations address what type of signs can be erected and where signs can be located and establish a sign permit application form.

Staff reached out to the HPW Transportation Maintenance Branch who confirmed:

*Removal of signs in the highway right-of-way is normally done by our crews, but they are not working in that area this year. For the Village of Haines Junction to remove the old signs, a WROW Permit application would be required, along with a list of the signs that would be removed and verification that the business is not currently operating.*

*If the permit is approved, photos must be taken of the signs before removal, after removal, and of the site after sign is removed. Signs would be moved to the Haines Junction grader station, as they belong to the business owner(s).*

### Draft Resolution

THAT staff draft a letter for the Mayor's signature, addressed to Yukon Highways and Public Works, requesting a review of the signage along the highway corridor in town and the removal of signs of businesses that are no longer operational.

Prepared by

Aynslie Ogden  
Policy and Communications Manager

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<sup>1</sup> <https://yukon.ca/en/doing-business/permits-and-licensing/apply-put-sign-highway-right-way>





## Village of Haines Junction Report to Council

August 27, 2025

☒ Council Decision  
☒ Council Direction  
☐ Council Information  
☐ Closed Meeting

**RE: Hydrocarbon testing in sani-dumps**

---

### Background

The Village of Haines Junction's Septic Receiving Station (SRS) is currently not operational. A Report to Council was made on July 9, 2025 about moving the SRS from the Public Works yard to the sewage lagoon to address a low probability/high consequence risk.

Hydrocarbon testing is important, as when detected, the SRS automatically shuts off, preventing contamination from petroleum products or other hydrocarbon-based materials present in the hauled waste from entering the sewage lagoon. Such materials can upset biological treatment processes and pose a risk to sewage system workers, the public, and to the receiving environment.

Council asked staff to do additional research on who may be responsible for the cost to move the SRS. Related to this discussion, Council also asked staff to investigate what other communities due to test for hydrocarbons in sani-dumps (RV waste disposal facilities) as these are another potential source of hydrocarbon contamination of the sewage lagoon.

### Current Status

At present (as far as we are aware) there is only one RV sani-dump in town, and it is located at Top Spot. All the RV parks have sewer connections in each stall and/or use a septic tank.

The Village of Haines Junction's Water and Sewer Bylaw#376-20 does not have any specific requirements for sani-dumps. However, the Bylaw does include several source control measures under the heading "Commercial Installations" (See Appendix A).

Similarly, the Town of Watson Lake does not have specific regulations for sani-dumps but their Sewer and Water Bylaw #16-07 has more restrictions than the Village of Haines Junction regarding what is prohibited from entering the sewer system (See Sections 49-62).<sup>1</sup>

The City of Dawson's Water and Sewer Services Bylaw #11-03<sup>2</sup> is limited to establishing the terms and conditions for a municipal water and sewer service and does not have any provisions for environmental protection within the Bylaw.

The City of Whitehorse's Sewer and Storm Utility Bylaw #2103-56<sup>3</sup> also does not have specific regulations for sani-dump facilities. However,

- Sections 55-69 prevents the release of any hazardous matter into the sanitary sewer system.

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<sup>1</sup> <https://www.watsonlake.ca/Home/DownloadDocument?docId=99cff22d-adb3-40a0-963b-11173f86fbca>

<sup>2</sup> <https://www.cityofdawson.ca/Home/DownloadDocument?docId=56872c66-3445-48ce-b159-77f6d8938c26>

<sup>3</sup> <https://www.whitehorse.ca/wp-content/uploads/2022/06/SewerStormUtilityBylaw-1.pdf>

- Sections 86-89 assigns responsibilities in the event of a discharge of fuel/oil or other contaminant into the sewer/stormwater systems.
- The bylaw also defines restricted wastes, over strength matter that are subject to a surcharge, and establishes a schedule of fines.

## **Discussion/Analysis**

Based on a quick google search, there seem to be several general approaches used across Canada to discourage the discharge of waste into the sewer system that could either degrade the quality of receiving waters or hinder the efficiency of treatment facilities:

1. Education - Some municipalities have an education program around the hazards of dumping hydrocarbons in the sewer system. For example, the Department of Fisheries and Oceans developed an education project to paint yellow fish beside storm drains to remind residents to dispose of hazardous household wastes correctly.
2. Regulation - Many municipalities across Canada have passed bylaws to regulate the discharge of waste into sewage treatment facilities. The bylaws generally identify what types of waste are restricted and put the onus on the owners of service connections to prevent and monitor. Enforcement programs that involve inspections and monitoring may be set up to ensure compliance with the regulations.
3. A combination of education and regulation – Generally speaking, a source control approach that includes a significant educational component is likely to be more effective than strictly policing and enforcement.
4. Permits – Many larger municipalities issue/require a permit to industrial/commercial and institutional sectors that release restricted wastes, high volume discharges, high strength wastes, stormwater or cooling waste. Such permits limit and restrict the quantity, frequency and nature of the discharge and require the discharger to conduct pre-treatment and monitor the discharge and provide reports to the municipality.

## **Next Steps**

Staff require direction on whether Council would like to proceed with any of the following options:

1. Install hydrocarbon monitoring at sani-dumps in town (Note this is not recommended. Hydrocarbon monitoring should be the responsibility of the property owner as installing Village equipment on private property creates conflicts and the Village would assume liability of keeping the equipment operating and calibrated).
2. Prepare an amendment to the current Water and Sewer Bylaw to address sani-dumps e.g. require all sani-dumps be connected to a holding tank, which would be transferred to the SRS.
3. Create a sani dump associated with the relocated- SRS.
4. Draft new Source Control Bylaw to more comprehensively regulate discharges into the sewer system
5. Take no additional action at this time.



**Draft Resolution**

Staff are directed to [insert desired next step].

Prepared by

Aynslie Ogden

Policy and Communications Manager

## **Appendix A: Excerpt from the Village of Haines Junction's Water and Sewer Bylaw#376-20**

### **COMMERCIAL INSTALLATIONS**

- S25. A consumer in respect to a building or premises used for the purpose of a commercial garage or a service station or for the business of washing or lubrication of motor vehicles, shall install a readily accessible sand trap and sump and as required by the inspector, and an engineered or approved oil and grit separator for the collection of waste oil.
- S26. A consumer in respect to a building or premises used for the purpose of a restaurant, cafe or other food service outlet shall install a readily accessible grease trap or other interceptor.
- S27. A consumer in respect to a building or premises which has a sand trap, sump, or grease trap or interceptor shall comply with the following:
- (a) under no circumstances shall a sump be used as a sand trap;
  - (b) every sand trap shall be cleaned once per week or more often as required;
  - (c) all oil, grease or gasoline which accumulates on the surface of the water in a sand trap, sump or grease trap or interceptor shall be skimmed off at least twice per week and disposed of in a manner approved of by either an environmental compliance officer or the Chief Administrative Office;
  - (d) stirring up of the liquid in any sand trap, sump or grease trap or incinerator or turning a hose into any one for the purpose of forcing out sand, mud, oil, gasoline or grease is prohibited; and,
  - (e) no heavy or permanent objects shall be placed over any sump, sand trap, grease trap or interceptor in any manner which would hinder immediate access for inspection and cleaning.
- S28. The Chief Administrative Officer is authorized to inspect sump, sand traps, grease traps or interceptor to ensure compliance with this bylaw.
- S29. In the event that a consumer who is required to have a sump, sand trap, grease trap or interceptor fails or refuses to install a grease trap or to allow an inspection of a grease trap, the Chief Administrative Officer is authorized to immediately without notice to shut off the supply of water to the premises until the consumer has:
- (a) complied with this bylaw; and
  - (b) has paid the Village the fee for reinstatement of service as designated in the Schedule of the Consolidated Municipal Fees Bylaw

## VILLAGE OF HAINES JUNCTION

### **Bylaw #408-24 Condition of Employment for Non-Union Staff Bylaw #356-20 Amendment #3**

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

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

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

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

#### **SHORT TITLE**

1. This bylaw shall be cited as “Bylaw No. 356-20, Conditions of Employment for Non-Union Staff Amendment #3 Bylaw”.

#### **INTERPRETATION**

2. For this bylaw all definitions are described in Bylaw #356-20 and its amendments thereto including this bylaw.

#### **AMENDMENTS**

--REMOVE AND REPLACE--

#### **Section 8.1**

<b>Position</b>	<b>Classification</b>	<b>Minimum Salary</b>	<b>Maximum Salary</b>
Chief Administrative Officer	Management	\$99,000	\$165,000
Treasurer	Management	\$90,000	\$132,000
Public Works Manager	Management	\$96,000	\$132,000
Manager of Protective Services	Management	\$96,000	\$132,000
Policy and Communications Manager	Management	\$80,000	\$110,000
Project and Asset Manager	3-year Term Management	\$80,000	\$110,000

Office Administrator	Staff	\$48,000	\$78,000
Recreation and Events Administrator	Staff	\$48,000	\$78,000
Temporary Miscellaneous Positions	Staff	\$42,000	\$90,000
Temporary	Community Support initiative	Contract Dependent	

--END OF SECTION--

## **ENACTMENT**

This bylaw shall come into full force and effect upon adoption.

## **READINGS**

Read a first time the 13th day of August 2025.

Read a second time on \_\_\_\_ day of \_\_\_\_\_, 2025.

Read a third time and finally passed on \_\_\_\_\_.

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Diane Strand, Mayor

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David Fairbank, CAO

# **VILLAGE OF HAINES JUNCTION**

## **Bylaw #431-25**

### **A Bylaw to Authorize a Work of Local Improvement to Provide for Urban Electrification of Lot 50, Willow Acres Subdivision**

**WHEREAS** on September 8<sup>th</sup>, 2004 Council approved the concept of assisting taxpayers to bring electrical services to their property via the imposition of a local improvement charge bylaw; and

**WHEREAS** Sections 267 to 271 of the *Municipal Act*, being Chapter 154 of the Revised Statutes of the Yukon, 2002 and amendments thereto, require that a bylaw to provide for and authorize a local improvement will contain specific information pertaining to the local improvement and the procedures to be followed in passing the bylaw; and

**WHEREAS** the cost of the said construction is estimated by Atco Electric Yukon to be \$43,365.00 of which \$25,000.00 will be raised by way of a special frontage tax; and

**WHEREAS** in order to construct and complete the project it will be necessary to fund the sum of \$25,000.00 from the Village of Haines Junction; and

**WHEREAS** the estimated life of the project exceeds ten (10) years;

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

1. Pursuant to section 269 of the Municipal Act, being Chapter 154 of the Revised Statutes of the Yukon (2002) and amendments thereto, notice is given that the Council of the Village of Haines Junction hereby authorizes a work of local improvement, being the electrification of the property as set out in Schedule 'A' attached and forming part of this bylaw.
2. The parcel of land benefitting from this work of local improvement is as set out in Schedule 'A' to this bylaw.
3. The estimated cost of the local improvement has been determined by Atco Electric Yukon.
4. The total cost of the work is to be paid for by way of a frontage tax to be levied on the parcel as set out in Schedule 'A' to this bylaw.
5. For the purposes aforesaid, the sum of \$25,000.00 is to be funded by the Village at large.
6. The sum of \$25,00.00 plus interest is to be collected by way of a special frontage tax assessment as provided in Schedule 'A' to this bylaw.
7. The principal sum of the local improvement will be subject to actual final costs and the payment Schedule 'A' may be revised by a resolution of Council.
8. There shall be levied and raised in each year of the currency of the local improvement hereby authorized, the amount necessary to pay the annual amount of interest and principal falling due each year, by levying a special assessment under the Property Assessment and Taxation Act, and there is hereby imposed on the land set out in Schedule 'A' attached hereto and forming part of this bylaw, an annual fee for each of the ten (10) years, to be computed at the prime business rate plus two (2) percent on the date of application for funding. The said special assessment shall be in addition to all other rates and taxes.
9. The property owner has the option of paying the equal annual installments each of ten (10) years commencing on the due date or paying off the balance owing at any point during the ten-year life of the bylaw.

**ENACTMENT**

10. The provisions of this bylaw shall come into full force and effect upon the final passage thereof.

Read a first time the 27<sup>th</sup> day of August, 2025.

Read a second time the \_\_\_\_ day of \_\_\_\_\_, 2025.

Read a third time and finally passed the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Diane Strand, Mayor  
Officer

\_\_\_\_\_  
David Fairbank, Chief Administrative

Bylaw #431-25

Schedule ‘A’

Payment Schedule

Property: Lot 50 Willow Acres Subdivision

Principal Amount: \$25,000.00

Interest: 6.95%

Term: 10 years

Type: Annual Local Improvement Tax

YEAR	ANNUAL PAYMENT	PRINCIPAL PAID	INTEREST	OUTSTANDING BALANCE
2026	\$3,551.22	\$1,813.72	\$1,737.50	\$23,186.28
2027	\$3,551.22	\$1,939.77	\$1,611.45	\$21,246.52
2028	\$3,551.22	\$2,074.58	\$1,476.63	\$19,171.93
2029	\$3,551.22	\$2,218.77	\$1,332.45	\$16,953.17
2030	\$3,551.22	\$2,372.97	\$1,178.25	\$14,580.20
2031	\$3,551.22	\$2,537.89	\$1,013.32	\$12,042.31
2032	\$3,551.22	\$2,714.27	\$836.94	\$9,328.03
2033	\$3,551.22	\$2,902.92	\$648.30	\$6,425.11
2034	\$3,551.22	\$3,104.67	\$446.55	\$3,320.44
2035	\$3,551.22	\$3,320.44	\$230.77	\$0.00
	<b>\$35,512.15</b>	<b>\$25,000.00</b>	<b>\$10,512.15</b>	



**Village of Haines Junction**  
**Bylaw #432-25**  
**A Bylaw to Create a Supplementary Capital/Projects Budget for 2025**

WHEREAS Section 238 of the Municipal Act (R.S.Y. 2002) provides that Council shall by bylaw cause an annual operating budget for the current year and an annual capital budget for the current year and the capital expenditure program for the next three financial years to be prepared and adopted; and;

WHEREAS Section 239(1) of the Municipal Act states that no expenditure shall be made that is not provided for in the Annual Operating Budget and Section 239(2) provides that Council may establish by bylaw a procedure to authorize and verify expenditures that vary from the annual operating or capital/projects budget expenditure programs;

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

**1. Short Title**

This Bylaw may be known as Bylaw #423-25, 2025 Supplementary Capital/Projects Budget Bylaw.

**2. Section 239 Procedure**

No expenditure may be made that is not provided for in the 2025 Supplementary Capital/Projects Budget unless such expenditure is approved:

- a) By resolution of Council to a maximum expenditure of \$500,000.00 upon receiving a report in a public meeting explaining the process of approving the expenditure and the rationale for the proposed expenditure; or
- b) By bylaw for expenditures in excess of \$500,000.00.

**3. Umbrella Budget Bylaw**

Expenditures authorized in accordance with section 2(1) of this bylaw that result in an increase in total expenditures above what was approved in the 2025 Supplemental Capital/Projects budget shall be brought forward for final approval through an umbrella bylaw at year end.

**4. Chief Administrative Officer Re-Allocation Limits**

The Chief Administrative Officer is hereby authorized to re-allocate funds among the line items in Appendix "A" and Appendix "B" to a maximum expenditure of \$25,000.00; and such allocation decision will be reported to Council at the next Council Meeting.

**5. Appendices**

The attached Appendix A, showing the 2025-2028 Supplementary Capital/Projects Budget, is a fundamental part of this bylaw.

**6. Bylaw Repeal**

The 2025-2028 Capital/Projects Budget within Bylaw 423-25, 2025 Annual Operating and Capital /Projects Budget Bylaw, is hereby repealed

**7. Readings**

Read a first and second time this 27th day of August, 2025.

Read of third time and adopted this \_\_\_\_ day of \_\_\_\_\_, 2025.

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Diane Strand, Mayor

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David Fairbank, CAO

**2025 -2028 Supplemental Capital and Projects Budget**

	Project Name	Year				2025 Funding Source				Notes
		2025	2026	2027	2028	Operating Funds	Unrestricted Surplus	Capital Reserves	Other Source	
BF COMPLETE	<b>Recycling Centre &amp; Landfill</b>									
	SWMP Design Implementation (2023)(Landfill Back Area)	20,000	250,000	250,000	250,000				20,000	CCBF (Gas Tax)
	Landfill Front Area Modernization (2024/25)	250,000				250,000				YG (AP2024 AR 2025)
	Compact Loader	145,000						145,000		PW Equip reserve
	Hazardous Waste Storage	25,000							25,000	CCBF (Gas Tax)
CF	Compactor		TBD							
	Composter		TBD							
	<b>Convention Centre</b>									
	2020 Seismic Renovations Convention Centre		800,000	400,000						CCBF (Gas Tax)
	2023 CC Heating System (Cost Est)	150,000							150,000	CCBF (Gas Tax)
CF	Historic Mural Upgrade	60,000							60,000	CCBF (Gas Tax)
CF	<b>Arena</b>									
	2021 Arena Replace Single Walled Oil Tank		16,000							
CF	Fire Alarm (pending cost estimate)	120,000							120,000	CCBF (Gas Tax)
COMPLETE	<b>Public Works Mobile Equipment</b>									
	Flail Mower	16,000				16,000				
	Mowing Equipment		TBD							Batwing mower
	<b>Shakwak Pool / New Pool</b>									
	New Rec Center - Feasibility and Design	30,000	58,000	22,000					30,000	CDF 3-year with CAFN
	<b>Fire Department</b>									
CF	Fire Department Crew Cab			82,000						Yukon Gov't \$82,000
CF	SCBA Gear (2023)		45,000							Fire Dept Reserve
CF	Floor Drainage (2023)		15,000							
CF	Vehicle for Protective Services Manager		75,000							
	<b>Public Works</b>									
CF	Floor Drainage Public Works Shop (2023)		15,000							
	<b>Water and Sewer</b>									
COMPLETE	Wet Well Wizard	45,000				45,000				
	SCADA Infrastructure	100,000	100,000	50,000					100,000	CCBF (Gas Tax)
	SRS Septic Receiving Station		1,050,000							YG Funded?
	Hydro Evacuation Truck			200,000						
CF	<b>Roads and Streets</b>									
	Repair and Resurface	1,200,000	250,000	250,000	250,000				1,200,000	CCBF (Gas Tax)
CF	<b>Recreation and Parks/Greenspaces</b>									
	Trail Assets (benches, garbage cans) (2023)		25,000							
CF	Trail Signage / App Project	25,000				25,000				
CF	Heritage Structure Project (2023)		30,000							
	Dezedeash Trail Boardwalk Replacement		70,050							(\$50k) YG Community Tourism Destination Development Fund
<b>Total Tangible Capital Assets</b>		<b>2,186,000</b>	<b>2,799,050</b>	<b>1,254,000</b>	<b>500,000</b>	<b>336,000</b>		<b>145,000</b>	<b>1,705,000</b>	
COMPLETE	Environmental Spill Cleanup	20,000				20,000				
	Hazardous Materials Assessment and Tender (Shakwak Hall)	50,000				50,000				
CF	Hazardous Materials Removal (Shakwak Hall)	TBD								
	Asset Management Plan (2023)	20,000		20,000		20,000				
CF	Emergency Response Plan (2023)									TBD
CF	Truth and Reconciliation Policy and Statement	20,000				20,000				
CF	GIS Mapping	3,000				3,000				\$7k spent in 2024
CF	New Dwelling Construction Grant Program for Young Residents	125,000							125,000	CMHC Housing Accelerator Fund
	Affordable Housing Construction Grant Program	77,490							77,490	CMHC Housing Accelerator Fund
CF	Develop a Removal of Abandoned Assets Plan (2021)		20,000							For Water Tower, Lift Station etc.
CF	Water License Lagoon Hydrogeological Assessment (2023)		50,000							
COMPLETE	Scrap Metal ELV Removal	Paused (Tariffs)	200,000		200,000					CCBF (Gas Tax)
	Canada Banners	4,600				4,600				
COMPLETE	Summer Recreation Programming (BGC Yukon)	57,500				50,000			7,500	ParticipAction Award
Ongoing	Trail Day Event		10,000							
	Shakwak Lots Survey Pins	9,000				9,000				
	Grand Hall Projectors	84,000				9,000			75,000	CDF
	Community Identity Workshop	TBD								
	VHJ Logo Update	TBD								
	Repair/Replace Muffin	TBD								
	Village Entrance Signage	TBD								
	Reconciliation Training/CAFN 101	TBD								
	Pine Lake Trail - Crack Repair	TBD								
	Christmas Lights	5,000				5,000				
	Shakwak Hall Exhibit Committee	1,500	23,500			1,500				
<b>Total Non-Tangible Capital and Projects</b>		<b>477,090</b>	<b>303,500</b>	<b>20,000</b>	<b>200,000</b>	<b>192,100</b>	<b>0</b>	<b>0</b>	<b>284,990</b>	
	<b>Reserve Allocations</b>									
	Reserve Allocation - Public Works Equipment									
	Reserve Allocation - Fire Department Equipment									
	Reserve Allocation - Recreation Facility									
	Reserve Allocation - SWMF	100,000				100,000				
<b>Total Reserve Allocations</b>		<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL</b>		<b>2,763,090</b>	<b>3,102,550</b>	<b>1,274,000</b>	<b>700,000</b>	<b>628,100</b>	<b>0</b>	<b>145,000</b>	<b>1,989,990</b>	
									<b>1,675,000</b>	CCBF (Gas Tax) Total (2025)
									<b>2,763,090</b>	Total (2025)

**Total 2025 Capital and Project Expenditures 2,763,090**  
**Total 2025 Capital and Project Revenues 2,763,090**

BF Brought forward from 2025 - 2027 Budget  
 CF Carry forward from 2024 (not completed)  
 Ongoing Same every year  
 COMPLETE Project completed this fiscal year



**Minister's Office**  
**PO Box 2703, Whitehorse, Yukon Y1A 2C6**

August 12, 2025

Mayor Diane Strand  
Village of Haines Junction  
dstrand@hainesjunction.ca

Dear Mayor Strand,

**Re: Legislated Review of the SCAN Act**

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I am pleased to advise that the Government of Yukon is working on a review of the *Safer Communities and Neighbourhoods Act* (SCAN Act). The SCAN Act became law in 2006, helping make communities safer by addressing specific property-based illegal activities. It is civil, rather than criminal, legislation, that sometimes leads to evictions or the temporary closing of a building to disrupt illegal activity.

In 2022, the SCAN Act was amended to require a review of the Act, with results to be tabled in the Legislative Assembly by spring 2027. To date, we have completed preliminary policy and legal work and are now looking for input from Yukoners, stakeholders and communities about this important legislation.

To support informed participation in this engagement process, the Government of Yukon has developed the attached discussion document. I invite you to provide responses to the questions in the document as well as any comments you feel are important to the topics represented.

You can also participate by filling out a [survey](#), which will be open from August 13 to September 13, 2025. The public survey contains different questions than the discussion document.

Your participation will help inform any future changes to the SCAN Act. Please send your responses and comments by September 26, 2025, to [SCANreview@yukon.ca](mailto:SCANreview@yukon.ca).

If you have further questions or would like to meet with Department of Justice officials to discuss this review, please contact Debra Komar, Senior Policy Analyst, at 867-471-0029 or [Debra.Komar@yukon.ca](mailto:Debra.Komar@yukon.ca).

Thank you for taking the time to contribute to our review of this Act. The input we receive will be invaluable to inform the review.

Yours truly,

Tracy-Anne McPhee  
Minister of Justice and Attorney General



# ***Safer Communities and Neighbourhoods Act***

## **Legislative Review Discussion Document**

Department of Justice

2025



# Overview of the SCAN Act and SCAN Unit

The [\*Safer Communities and Neighbourhoods Act\*](#) (SCAN Act) became a Yukon law in 2006. The Act helps make communities safer by addressing specific illegal activities taking place at a property. It's not criminal law, so it does not result in criminal charges. The Act uses a civil process leading to evictions or the temporary closing of a building.

The SCAN Unit can investigate specific uses of property, including:

- drug trafficking;
- illegal sale of alcohol and cannabis;
- illegal activities related to prostitution;
- sexual abuse or exploitation of a child;
- illegal possession of restricted and prohibited firearms, explosives and other weapons; and
- organized crime.

The SCAN Unit is complaint-driven. The unit can only investigate after receiving a complaint. Complaints are confidential and complainant's identity is never shared.

Once a complaint has been made, the SCAN Unit begins its investigations. As per the Act, the SCAN Unit must do a series of steps which include informing a landlord or owner of the property and trying to resolve the complaint with informal actions. Most complaints can be resolved through informal intervention, such as verbal warnings, and without further escalation.

When community members report a suspicious property, SCAN investigators can:

- open an investigation about a property;
- gather information;
- issue a verbal or written warning;
- work with the landlord to facilitate a resolution or an eviction;
- refer people to supportive programs or services; and
- apply to the Supreme Court for a Community Safety Order.

The Act includes provisions that allow the SCAN Unit to work with non-profit organizations and other government agencies to support vulnerable persons who may be affected by actions under the SCAN legislation, particularly where someone's housing may be affected.

## Review of the legislation

The Yukon Legislative Assembly amended the SCAN Act in 2022 to require a review of the Act to be tabled in the Assembly by 2027. To date, we have completed preliminary policy and legal work to review SCAN legislation around the country, program data, and relevant case law.

As part of the review, the Government of Yukon is looking for input on the SCAN Act to address property-based illegal activities in the Yukon.

Responses to the public engagement will help us understand how the Act can best meet the expectations of Yukoners for tackling emerging trends in organized crime and drug trafficking happening at properties in the Yukon.

## Purpose of this discussion document

This document includes background information and a summary of recommended amendments that have been identified from policy and legal work.

The recommended amendments include:

- changes to specified uses definitions in the Act;
- changes to evictions; and
- changes to the ability of individuals to continue court applications.

This document explores a few topics in more detail than is currently available in other public communications about the SCAN Act and the SCAN Unit.

These topics are:

- the types of property addressed by the Act,
- how investigations are initiated,
- how vulnerable people affected by SCAN actions are supported, and
- whether civil forfeiture should be explored.



## How to provide input

Once you are done answering the questions contained in this discussion document, you can send your answers and comments back to us by emailing [scanreview@yukon.ca](mailto:scanreview@yukon.ca). You can also participate by filling out a survey, which is available at <https://surveys.yukon.ca/S2/?st=PALHDc2QVorRvg2UK7G9u%2FjGCohl8f2RlowTWP NcifQ%3D&lang=en> and will be open from August 13 and September 13, 2025. Finally, you can submit any comments or feedback by emailing [scanreview@yukon.ca](mailto:scanreview@yukon.ca) until September 26, 2023.

## Proposed amendment 1: Update definitions in Specified Uses

Specified Uses in the Act define the types of illicit activities that the SCAN Unit can investigate. Currently, the SCAN Act includes the following:

1. **Bootlegging:** “the use, consumption, or sale of liquor, in contravention of the *Liquor Act* or regulations under it” including selling liquor without a license
2. **Illegal use or sale of cannabis:** “the possession, consumption, purchase, sale, distribution, cultivation, propagation, harvesting or other use of cannabis in contravention of the *Cannabis Act* (Canada) or the *Cannabis Control and Regulation Act*”
3. **Controlled substances and other intoxicants:** “the possession, production, use, consumption, sale, transfer, or exchange of, or traffic in, a controlled substance as defined in the *Controlled Drugs and Substances Act* (Canada) or in contravention of that Act” or for the use or sale of “intoxicating substances,” which are defined under the Act and largely include gasses or vapours harmful or intoxicating to inhale. In practice, consistent with the policy objectives of the *Substance Use Health Emergency Strategy* and s. 68(2) of the *Residential Tenancies Act*, the SCAN Unit does not investigate complaints related only to possession and use. Its efforts are focused on curtailing trafficking.
4. **Sex work:** “prostitution and activities related to prostitution”

5. **Sexual abuse or exploitation of children:** “the sexual abuse or sexual exploitation of a child or for activities related to the sexual abuse or sexual exploitation of a child”
6. **Weapons:** the illegal “possession or storage of” prohibited or restricted firearms or other weapons, stolen firearms, or explosives.
7. **Organized crime:** “the commission or facilitation of a criminal organization offence” or “the accommodation, aid, assistance or support of any kind of a gang or criminal organization”

## Recommended changes

1. Remove prostitution as a specified use, and expand the specified use of sexual exploitation of children to include the sexual exploitation of any person

In the 2013 *Bedford* decision, the Supreme Court of Canada struck down as unconstitutional certain provisions of the criminal code criminalizing sex work, including the provision criminalizing sex workers operating from a “bawdy house”. The court found that criminalizing the ability of sex workers to work from a safe location forces them to operate from the streets or in other ways that reduce their ability to screen clients and places them at increased risk of violence and death. Sex workers must be able to operate safely and employ the same protections available to any other legal trade such as hiring security guards, or using security cameras to screen clients and protect the safety and the lives of sex workers.

The SCAN Unit has never investigated a complaint based solely on prostitution. In practice, when the SCAN Unit does investigate complaints related to sex work, it is in the context of vulnerable people, including people addicted to substances who can be exploited, forced into sex work or be paid in illegal drugs.

These proposed amendments would ensure that the legislation cannot be used to jeopardize the housing of a sex worker who is legally selling their own services from the safety of their own home, while keeping the ability to take action to



protect vulnerable people. It reframes the problem we are trying to solve: are the individuals consensually selling sexual services or are they being exploited? Additional protections for community members will be found in residential tenancies legislation which addresses the disruptive use of residential properties that impact neighbouring properties.

2. Amend the specified uses related to illegal weapons to include trafficking

Specified uses relating to illegal weapons address the possession and storage of the weapons but not trafficking. In practice, the SCAN Unit does investigate complaints related to weapons being trafficked. This amendment to include trafficking in the specified use would put this practice into law.

## Discussion Questions

1. Do you think the current specified uses address the most significant risks to neighbourhood safety in Yukon communities?
2. What, if any, concerns do you have with adding weapons trafficking to the list of specified uses of property?
3. What concerns, if any, would you have if the specified uses remove prostitution?
4. What, if any, are your concerns if specified uses expand the definition of the sexual exploitation of children to include the sexual exploitation of any person?
5. Are there any concerns or feedback with these proposed amendments that you would like to add?

## Proposed amendment 2: Changes to evictions

Ending a tenancy agreement is a possible outcome of a SCAN action, which can occur in two ways:



1) The SCAN Unit can assist a landlord with an eviction when the landlord wishes to evict the tenant based on the SCAN Unit's evidence.

2) Without the support of the landlord, the SCAN Director may apply to the court to grant a Community Safety Order which can include ending a tenancy agreement.

The SCAN Act includes a provision in s.3(2) that allows the SCAN Director to assist a landlord in terminating a tenancy agreement with five days' notice. This provision was struck down by the Supreme Court of Yukon in the *Wright v Yukon* decision in 2024. The Court cited concerns about the constitutionality of the provision as the short notice period jeopardizes the tenant's *Charter* right to security of the person. The Court also identified concerns with the lack of procedural fairness and concerns with the provision being overbroad and disproportionate to the policy intentions of the legislation.

The Government of Yukon did not seek to appeal the decision and agrees with many of the concerns identified in the court's decision. The SCAN Unit has not relied on s.3(2) of the SCAN Act for any evictions since 2020. Currently, when the SCAN Unit supports a landlord to end a tenancy agreement, it does so under the provisions of the [Residential Landlord and Tenant Act](#) which include provisions for 14-day for-cause evictions including those related to criminal activity occurring at the property. That legislation is anticipated to be replaced by a new *Residential Tenancies Act* assented to by the Legislative Assembly in Spring 2025. Regulations are required to bring the new legislation into force. The process under the *Residential Tenancies Act* outlines clear steps that either party can take to participate in the process, with due consideration for procedural fairness. SCAN's role in assisting a landlord through that process includes gathering evidence and helping the landlord in making a case regarding the illegal activities at the property.

A tenancy agreement being ended is not a common outcome of a SCAN investigation. A landlord-assisted eviction under the *Residential Tenancies Act* occurred in 8% of cases in 2024 (9 of 111), and there have been only three Community Safety Orders under the SCAN Act between 2016 and 2024.

## Recommended change

3. Remove references to a separate, shorter timeline for ending tenancy agreements under the *SCAN Act* and shift the role of the SCAN Unit to supporting landlords evicting their tenants under the *Residential Tenancies Act*

## Discussion Questions

6. Do you agree that the framework for evictions under SCAN legislation should be repealed, and the SCAN Unit should instead support landlords with evictions under the *Residential Tenancies Act*? Why or why not?

## Proposed amendment 3: Change the ability of individuals to continue court applications

The SCAN Act currently allows an individual who has complained to the SCAN Unit to apply directly to the court for a Community Safety Order. This can only happen if the SCAN Unit decides not to act on their complaint or abandons an application to the court for a Community Safety Order.

## Recommended Change

4. Remove the ability for an individual to apply to the court for a Community Safety Order if SCAN chooses not to act on their complaint

The SCAN Unit investigates complaints and, when evidence suggests they should take further actions, they use the tools built in the Act. If the SCAN Unit decides not to act on a complaint, there is likely a valid reason. The complainant may also report suspected illegal activities to the RCMP. However, RCMP may also not act on the complaint.

By allowing individuals to pursue their own application to the Court, it may lead to the complainant attempting to collect their own evidence, which may present a safety risk.

This change will support the safety of the individual as well as limit any unwarranted intrusion of their neighbour's privacy.

## Discussion Questions

7. Do you support removing the ability for a complainant to apply to the court for a Community Safety Order when the SCAN Unit, after investigating, does not pursue the complaint? Why or why not?

## Technical Amendments to Increase Procedural Fairness and Improve Act Administration

Based on the preliminary policy and legal review of the legislation prior to the public engagement, the Department of Justice recommends several technical amendments be made to improve procedural fairness and administrative processes under the SCAN Act. These recommended technical amendments are as follows:

- add the ability for commercial tenants to appeal notices of eviction (which would mirror the ability currently given to residential tenants);
- require that Community Safety Orders include giving those impacted notice of their right to appeal;
- allow occupants who did not contribute to the illegal activity to seek a variation of orders from the court;
- allow respondents to appeal the costs of shutting down a property that respondents can be required to pay under s.26;
- add a requirement for investigators to identify themselves or produce identification if asked when directly engaging with the public or persons involved in a case file;
- allow for a regulation to designate properties to which the SCAN Act or some of its provisions will not apply (e.g., so SCAN could not be required to investigate complaints of drug use at a safe consumption site that is supported by government);





- align the appointment process, authorities and responsibilities for “investigators” and “inspectors” under the Act to recognize that the same staff enforce all provisions of the SCAN Act, including addressing specified uses and fortified buildings;
- allow the Director to delegate certain powers to different investigators or different classes of investigators;
- prohibit the Director from delegating certain powers, such as the power to apply to the court for a Community Safety Order;
- make the requirement that SCAN file a notice of a Community Safety Order with the Land Titles Office discretionary rather than mandatory. There are cases where this notice has no value as there is no risk of anyone attempting to sell the property during the term of the Community Safety Order (e.g., public housing owned by the Government of Yukon);
- remove the requirement for owners to serve notice of an order. SCAN investigators should serve notices, removing the risks of the landlord interacting with tenants they are trying to evict when those tenants may be involved in organized crime;
- amend the requirement for SCAN to notify Family and Children’s Services to better align with the duty to report when a child may need protection; and
- review and update fine amounts to align with penalties in other jurisdictions, account for inflation, and update dollar values written into legislation approximately 20 years ago.

## Discussion Questions

8. Do you have any concerns with these recommended technical amendments?

In addition to changes to the existing SCAN Act, we are considering adding some new provisions to the legislation, as outlined below:





## Topic 1: Changes to the types of property

The SCAN Act defines property as a building and land, but it does not account for temporary structures or mobile property such as vehicles or motorhomes.

People involved in illegal activities often move around and use different properties for short periods to avoid being caught. People may also use their properties for other illegal activities like storage, production or distribution of drugs or weapons.

### Discussion Questions

9. Do you have any concerns with the SCAN Unit being able to address specific activities that occur in multiple locations or in mobile property such as vehicles?

## Topic 2: Civil Forfeiture

Civil forfeiture legislation is a law that allows for the seizure and sale of property used to support illegal activity, with the proceeds typically being used to support victims, address crime reduction, or offset other public expenditures. Of the six Canadian provinces and territories that have SCAN legislation, the Yukon is the only one that does not also have civil forfeiture legislation. Such legislation can provide an added deterrent due to the financial loss of property used for illegal activities.

If the SCAN Act were amended to include vehicles and other mobile property within the definition of specified uses of property, the Act could allow a vehicle used for illegal activity to be seized under the SCAN Act. However, civil forfeiture legislation would be needed to allow the government to take possession of the vehicle, sell it and distribute the proceeds. Care needs to be taken in the drafting of such legislation to ensure sufficient safeguards in its enforcement and to manage the potential incentives it can create for law enforcement agencies by restricting how the proceeds of the sale of such properties are allowed to be used. The Legislative Assembly last considered introducing civil forfeiture legislation in the Yukon in 2010.

## Discussion Questions

10. Do you think the Yukon should explore developing civil forfeiture legislation to address organized crime? Why or why not? This would require a separate engagement and policy development process if the Government of Yukon pursues developing such legislation.

## Topic 3: Updates to how investigations are initiated

The SCAN Act allows someone to make a complaint about specified uses of property that are happening in their neighbourhood or community. A complaint is required to trigger a SCAN investigation – the SCAN Unit cannot initiate their own investigations.

## Discussion Questions

11. Should the Act allow someone to make a complaint about a property in a neighbourhood or community that they do not live in? Why or why not?
12. Should the SCAN Unit be able to initiate an investigation if SCAN has not received a complaint but instead became aware of the issue through information from another investigation or information shared from another law enforcement agency? Why or why not?

## Topic 4: Changes to provide more support for vulnerable people affected

In some cases, vulnerable people are exploited when the property they are occupying is taken over by drug dealers or persons conducting illegal activities. Once the SCAN Unit has identified vulnerable people impacted by an investigation, they work with other community partners and agencies to support and protect those vulnerable people. Some of these partners include the Government of Yukon, RCMP, non-for-

profit organizations, social services systems, agencies and neighbourhood organizations that help vulnerable persons in need of additional supports. In 2024, SCAN made 205 referrals. From 2021 to 2023, the SCAN Unit made 57, 86, and 144 referrals respectively to other agencies, governments and NGOs.

Certain kinds of support are mandatory. For example, the SCAN Unit must notify Family and Children's Services in cases where children reside at a property for which SCAN is applying for a Community Safety Order. For individuals residing at a property who did not contribute to the illegal activity, there is a requirement in the Act to make a reasonable effort to determine whether those occupants have alternative accommodations. For those who do not, the Director must help in finding alternative accommodations. Other supports are possible but not mandatory, such as s.30 of the Act which allows the Director to work with social service systems and other agencies to promote and encourage safe and peaceful communities.

## Discussion Questions

13. What support do you believe SCAN should provide to individuals who are affected by a tenancy agreement ending, when those individuals were not contributing to the illegal activities at the property?
14. What other groups or agencies do you think SCAN should work with, and in what capacity, to provide supports for vulnerable people at properties where SCAN investigates illegal activities or takes different kinds of action?
15. What follow up, if any, should the support agencies be required to do after the SCAN Unit has made a referral?

*Thank you for taking the time to consider these questions. Your input will help inform the review of the Safer Communities and Neighbourhoods Act. Once you are done answering the questions contained in this discussion document, you can email your answers and comments to [scanreview@yukon.ca](mailto:scanreview@yukon.ca).*

