REGULAR COUNCIL MEETING AGENDA

Village of Haines Junction

September 9th, 2026 – 7:00 pm

1. **Call to Order**
2. **Acknowledgement of Champagne and Aishihik First Nations Traditional Territory**
3. **Adoption of Agenda**
4. **Declaration of Pecuniary Interest**
5. **Delegations**
6. **Adoption of Minutes of Regular and Special Council Meetings**
    a. Draft Minutes from the August 12th, 2026, Council Meeting
7. **Public Hearings and Public Input Sessions**
8. **Unfinished Business**
    a. Accounts Payable to August 26th, 2026
    b. Accounts Payable to September 9th, 2026
    c. RTC - Willow Acres Loop – Calcium
    d. RTC – HR Review Program and Workplan
    e. Verbal - Update on the Emergency Response Plan and Bylaws.
    f. #443-26 Emergency Measures Bylaw
9. **New Business**
    a. RTC – Block 39 Outdoor Recreation Space Revitalization
    b. Small Room Use Proposal– St. Elias Seniors Society
10. **Correspondence**
11. **Council Reports and Notices of Motion**
12. **Questions from the Public**
13. **Motion to Close Meeting to the Public**
    a. RCMP Haines Junction Monthly Report
    b. HR
14. **Adjournment**

Join by Zoom: **Meeting ID: 867 634 7100** https://us02web.zoom.us/j/8676347100
Join by Phone: **1-780-666-0144**

****Next Regular Council Meeting:** September 23, 2026 at 7:00 pm.

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

Municipal Accounts Payable to August 26, 2026

Cheque #	Name	Total Invoice	Department	Description
Transfer	Payroll Account #4305418	$ 34,340.81	Administration	Net Pay - Pay Period 16
		$ 5,326.98	Administration	RRSP Contribution - Pay Period 16
		$ 8,918.67	Administration	Group Insurance Pay Period 16
		$ 16,988.47	Administration	Receiver General August Pay Period 16
		$ 65,574.93		
28578	Duncan's Limited	**$ 16,764.00**	Capital Projects	Convention Centre heating system upgrade
28580	15042 Yukon Inc. (Grime Stoppers Janitorial)	**$ 453.08**	Convention Centre	Laundering linens
28581	Any Avenue Designs Inc.	**$ 9,945.65**	Legislative	C-Care Grant Installation of progressive pride crosswalk
28582	Association of Yukon Communities	**$ 13,205.07**	Legislative	Second half of membership fee 2026
28583	Ellen Stutz petty - Cash	$ 2,575.15	Recycling Centre	Refundables paid out
		$ 13.12	Administration	Postage paid
		$ 69.10	Fire Department	Batteries, water, duct tape
		$ 2,657.37		
28584	Esri Canada	**$ 1,827.00**	Administration	Annual online subscription for GIS
28585	Evelyne Berezan	**$ 80.00**	Landfill & Recycling	Free store volunteer honorarium
28586	Flaman	**$ 53,319.00**	Public Works	Wing Mower
28587	Harris & Company LLP	**$ 796.95**	Administration	Legal fees
28588	Hurlburt-Firewood, Freight and Farm Inc.	**$ 7,350.00**	Public Works	Freight for mower
28589	Jacobs Industries Limited	$ 622.13	Water & Sewer	Co2
		$ 1,041.60	Public Works	Lease renewal for gas and Co2 bottles for welder

Municipal Accounts Payable to August 26, 2026

		$ 1,663.73		
28590	Kelly Beaulieu	**$ 120.00**	Landfill & Recycling	Free store volunteer honorarium
28591	Leavitt Machinery Canada Inc.	**$ 31.49**	Public Works	Online training
28592	PBX Engineering	**$ 10,399.62**	Capital/Projects	SCADA System replacement
28593	Rachel Finn	**$ 80.00**	Landfill & Recycling	Free store volunteer honorarium
28594	Source Motors	$ 3,461.38	Landfill & Recycling	July 2026 fuel bill
		$ 2,598.25	Public Works	July 2026 fuel bill
		$ 94.71	Fire Department	July 2026 fuel bill
		$ 6,154.34		
28595	Stream Pro Resources	$ 10,396.70	Water & Sewer	Drinking and water license monitoring and reports
		$ 5,079.46	Landfill	Landfill monitoring and reporting
		$ 15,476.16		
28596	Yukon Service Supply	$ 648.59	Water & Sewer	Sodium hypochlorite
		$ 143.75	Public Works	Toilet paper, hand towels
		$ 792.34		
	Municipal Accounts Payable	**$ 206,690.73**		

Prepared by Ellen Stutz

Mayor___________________________________ CAO ________________________________

* Denotes an item not directly funded by the Village ** Grant funded

Municipal Accounts Payable to September 9, 2026

Cheque #	Name	Total Invoice	Department	Description
Transfer	Payroll Account #4305418	$ 37,488.29	Administration	Net Pay - Pay Period 17
		$ 5,374.90	Administration	RRSP Contribution - Pay Period 17
		$ 776.42	Administration	Union Dues August 2026
		$ 13,243.49	Administration	Receiver General August Pay Period 17
		$ 56,883.10		
28597	Marty Samis	**$ 541.72**	Legislative	C-Care Grant Photography Club
28598	Atco	$ 32,302.04	Water & Sewer	Electricity: May to August 2026 billing for three month
		$ 10,014.51	Arena	Electricity: May to August 2026 billing for three month
		$ 1,521.49	Fire Department	Electricity: May to August 2026 billing for three month
		$ 692.30	Community Hall	Electricity: May to August 2026 billing for three month
		$ 2,171.03	Public Works	Electricity: May to August 2026 billing for three month
		$ 402.14	Pool	Electricity: May to August 2026 billing for three month
		$ 2,438.98	Administration	Electricity: May to August 2026 billing for three month
		$ 2,438.98	Convention Centre	Electricity: May to August 2026 billing for three month
		$ 2,802.08	Landfill & Recycling	Electricity: May to August 2026 billing for three month
		$ 14,662.80	Roads & Streets	Electricity: May to August 2026 billing for three month
		$ 69,446.35		
28599	Kluane Mountain Bluegrass Festival	**$ 8,235.00**	Legislative	C-Care Grant Bluegrass festival
28600	Klondike Chevrolet Buick GMC	**$ 78,729.00**	Fire Department	New truck for fire chief
28601	Augusto Children's Festival	**$ 8,263.65**	Legislative	C-Care Grant for Augusto Children's Festival
EFT	Barda Equipment	**$ 54,782.95**	Public Works	Medium tractor replacement
Bill Pay	Visa	$ 930.46	Administration	Photocopy paper, phones, postage, zoom,
		$ 5,000.00	Capital Projects	Down payment for tractor
		$ 288.20	Landfill & Recycling	Point of sale system, phone, internet
		$ 1,314.94	Legislative	Staff appreciation day gift cards, food
		$ 836.52	Public Works	Phones, internet, tools, parts

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Municipal Accounts Payable to September 9, 2026

	Visa continued	$ 1,611.75	Water & Sewer	Phones, membership fees BCWWA
		$ 9,981.87		
28602	Arctic Backhoe Services Ltd.	**$ 295,621.05**	Capital	Shakwak Hall demo - progress billing
28603	Acklands-Grainger Inc.	$ 47.92	Landfill & Recycling	Hydraulic gauge
		$ 325.28	Public Works	Safety gloves, wipes
		$ 373.20		
28604	Arctic Star Printing Inc.	**$ 538.65**	Administration	Address printing window envelopes
28605	Associated Engineering (B.C.) Ltd.	**$ 50,575.88**	Capital Roads & Str.	Onsite field support roadworks with daily reports
28606	Atco	**$ 16,738.95**	Landfill & Recycling	Final billing for electrical service for gatehouse
28607	BGC Yukon	**$ 2,500.00**	Capital Project	Pine Lake trail clean up event *
28608	Building Systems Consulting Inc.	$ 997.50	Capital Project	Convention Centre ventilation/heating tender design
		$ 897.75	Capital Project	Arena fire alarm upgrade
		$ 1,895.25		
28609	Ellen Stutz Petty-Cash	$ 1,714.40	Recycling Centre	Refundables paid out
		$ 101.40	Fire Department	Extension cord and ends
		$ 6.28	Mezzanine	Dish Soap
		$ 25.12	Convention Centre	Dish Soap
		$ 1,847.20		
28610	Evelyne Berezan	**$ 40.00**	Landfill & Recycling	Free store volunteer honorarium
28611	Inland Truck & Equipment Ltd.	**$ 2,246.37**	Landfill & Recycling	Door/fender parts, door glass
28612	Jacob's Industries Limited	**$ 373.28**	Water & Sewer	Co2
28613	Kelly Beaulieu	**$ 120.00**	Landfill & Recycling	Free store volunteer honorarium

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Municipal Accounts Payable to September 9, 2026

28614	Magenta HR Ltd.	**$ 10,467.19**	Administration	HR Review workplan
28615	Marty Samis	**$ 171.66**	Legislative	C-Care Grant Photography Club
28616	Melanson Construction	**$ 2,320.50**	Water & Sewer	Lift station clean out
28617	NorthwesTel	$ 265.08	Administration	August 27, 2026 billing
		$ 61.57	Public Works	August 27, 2026 billing
		$ 723.15	Water & Sewer	August 27, 2026 billing
		$ 446.07	Protective Services	August 27, 2026 billing
		$ 127.81	Convention Centre	August 27, 2026 billing
		$ 30.79	Mezzanine	August 27, 2026 billing
		$ 30.79	Arena	August 27, 2026 billing
		$ 80.36	Recycling Centre	August 27, 2026 billing
		$ 1,765.62		
28618	PR Services Ltd.	**$ 1,050.00**	Administration	Yukon winter web listing
28619	Rachel Finn	**$ 120.00**	Landfill & Recycling	Free store volunteer honorarium
28620	Suncorp Valuations	**$ 13,118.74**	Administration	Property inspection, data collection, analysis and report preparation
28621	Tangerine Technology	$ 30.45	Legislative	IT Services August 2026
		$ 1,253.70	Administration	IT Services August 2026
		$ 30.45	Landfill & Recycling	IT Services August 2026
		$ 186.90	Water & Sewer	IT Services August 2026
		$ 60.90	Public Works	IT Services August 2026
		$ 1,562.40		
28622	TK Elevator (Canada) Ltd	**$ 1,546.40**	Arena	Elevator maintenance
28623	Totaltrac Yukon Inc.	**$ 1,029.63**	Public Works	Draw bar

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Municipal Accounts Payable to September 9, 2026

28624	Xerox	**$ 197.99**	Administration	Printing and photocopies
28625	Yukon Service Supply	$ 111.20	Public Works	Garbage bags
		$ 540.49	Water & Sewer	Sodium Hypochlorite
		$ 651.69		
28626	844027 Yukon Inc.	**$ 24,500.00**	Capital	Dezadeash Trail revitalization project **
	Municipal Accounts Payable	**$ 718,235.29**		

Prepared by Ellen Stutz

Mayor_________________________________ CAO _______________________________

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Village of Haines Junction
Report to Council

September 9, 2026

___ Council Decision
X Council Direction
___ Council Information
___ Closed Meeting

RE: Willow Acres / Wintergreen Loop – Calcium Chloride and Motion #160-26

Recommendation

Council, take into consideration this report and provide staff with direction.

Background

At the June 24, 2026 Regular Council Meeting, Council considered a report setting out options for the reconstruction of the Willow Acres loop:

- Do nothing
- Partial repair
- Full loop rebuild to gravel in 2026, with surfacing in 2027 (recommended); and
- Full rebuild and resurfacing in 2026

Council adopted the recommended option by Motion #160-26. The resolution described "…that the road be left as a calcium-treated gravel surface pending completion of ditching, drainage, and BST surfacing in 2027".

Current Status

The loop was rebuilt and finished in crush gravel, as contemplated by the motion.

In mid-August 2026 the CAO conferred with Public Works staff and based on the information available, decided to defer the application of calcium chloride to spring 2027. Council was not advised of the decision.

The operational reasons for the deferral were:

- Material on hand. The Village holds two totes of calcium chloride. At published application rates of 680g per square metre, this quantity would not be able to adequately treat the area. Approximately 8 totes would be required.
- Supply. Kilrich will not sell in less than a full semi-load of 28 totes at a cost of roughly $1,200 per tote. In August staff engaging other Yukon communities and Yukon Highways and Public Works to determine whether a load can be shared and delivered in time for a spring 2027 application. Yukon Highways has also contacted as they will be ordering their supply in December/January.
- Storage. Having 28 totes would present a storage issue over the 2026/2027 winter, restricting covered space for equipment and materials required for winter road maintenance. Additionally, calcium chloride has a listed shelf life of 36 months. Our relatively low-humidity environment may extend this window.
- Season. The application would have taken place four to eight weeks before freeze-up, in a period that is typically wet and in which airborne dust is minimal.

On August 25th the office received a complaint from a resident and a contractor was engaged to grade the loop at an expected cost of under $1,000.

Discussion/Analysis

There are two matters before Council: the governance question, and the technical question.

Governance

Motion #160-26 was clear, and the reference to calcium chloride treatment was part of the option Council adopted. The decision not to apply calcium chloride this fall was made by the CAO without consulting Council. Where an operational constraint makes a course of action directed by Council impractical, the appropriate step is to return to Council with the constraint and the options, before proceeding.

Technical

- Given the limited calcium available to Public Works, a discussion occurred on applying what was available to the areas around driveway entrances. On further consideration this was dismissed as the two totes will not sufficiently treat this limited area at a rate required to achieve a binding effect. It was determined that applying the Village's remaining stock this fall would have consumed the material without achieving the outcome Council intended.
- Winter gravel loss is a minimal cost. On all roads, staff currently leave a compacted snow layer rather than blading to gravel or BST, in order to mitigate gravel loss or damage to the BST.

Asset Management Impact

Item	Cost / Impact
Grading of the loop (September 2026)	Estimated under $1,000 every 6-8 weeks when not frozen. Until surfacing occurs
Ditching repairs and shaping, Spring 2027	Estimate pending on Survey work
Calcium chloride, spring 2027	Minimum purchase is a full semi-load of 28 totes, estimated at >$32,000 delivered to Whitehorse. Cost will be reduced if partners are found or if Highways is able to provide material. To be brought forward in the 2027 budget
Cost of deferral	Staff do not anticipate any cost due to gravel loss. In recent history, gravel roads in Haines junction have not been treated with calcium and granular material loss has not been a concern. Spot applications of calcium have occurred on an ad hoc basis.
Asset condition	The loop will remain a gravel surface until it is surfaced in 2027. Its condition through the winter is not expected to deteriorate but the surface will require periodic re-grading regularly under any of the options below.

Alternatives Considered

Option 1: Apply the two totes on hand this fall.

Pros: Demonstrates compliance with the direction in Motion #160-26. May provide a limited binding effect if the treated portions area is limited.

Cons: The quantity available is well below the rate required to complete the loop. The material would be consumed with little benefit.

Not recommended.

Option 2: Purchase a full semi-load for application before freeze-up in 2026.

Pros: Delivers the outcome Council directed within the 2026 season.

Cons: A full load provides more calcium that the Village will require over the coming few years. Unused product requires covered storage presenting difficult trade-offs.

Not recommended.

Option 3: Defer to spring 2027 and pursue a shared semi-load (the course initiated by staff).

Pros: Allows the purchase of a half-load through Kilrich (shared with other communities) or through Yukon Highways. Places the application at the start of the dust season. Prevents storage issues.

Cons: The loop remains untreated through the winter. Requires partners to commit to a shared load, which is not yet secured.

Recommended option.

Alignment with Strategic Priorities

Sound and Open Governance. This report is intended to promote transparency by disclosing a departure from a Council direction.

Sustainable Levels of Service. Council has identified a Comprehensive Road Maintenance Policy as a current priority. Dust control and gravel surface treatment standards, including the circumstances in which calcium chloride is applied and the material the Village keeps on hand, should be addressed in that policy so that these decisions are made against an agreed standard rather than case by case.

Next Steps

- Ongoing grading of the loop as required
- Standard winter maintenance operations to minimise surface material loss
- Confirm whether a semi-load of calcium chloride can be shared with other Yukon communities or Yukon Highways and Public Works, and bring the cost and the surfacing question forward in the 2027 budget
- Address dust control and gravel surface treatment standards in the Comprehensive Road Maintenance Policy

Draft Resolution

That Council receive for information the report on the deferral of the calcium chloride application on the Willow Acres loop; and

That Council direct staff to bring forward options and costing for the treatment and surfacing of the Willow Acres loop as part of the 2027 budget deliberations.

Prepared by

David Fairbank
Chief Administrative Officer

Village of Haines Junction
Report to Council

September 9, 2026

X Council Decision
___ Council Direction
___ Council Information
___ Closed Meeting

RE: HR Program Development – Budget Approval

Recommendation

Council, take into consideration this report and provide a motion approving a budget allocation of up to $55,000 for the development of the Village of Haines Junction Human Resources Program, consisting of $10,000 for the completed HR Program Workplan and a maximum of up to $45,000 for the delivery of that Workplan through a Request for Proposals.

Background

Council has identified organizational development and capacity building as a strategic priority, with an emphasis on investing in people, policies and governance structures, empowering staff to deliver quality services, and ensuring professional development for staff. Council has also recognized that gaps in the Village's existing bylaws, policies and practices limit its ability to deliver on that priority.

Earlier this year Council discussed and supported an allocation of up to $10,000 to scope this work. The engagement was initially to be undertaken by Harris & Company, the Village's external employment counsel. Harris & Company was unable to take on the engagement, and Magenta HR Ltd. was retained in its place. The discussion of the $10,000 allocation was not carried into a resolution and does not appear in the motion tracker. As a result, no budget authority currently exists for the work. This report brings that allocation forward for formal approval alongside the balance of the program.

Magenta HR Ltd. delivered the Village of Haines Junction Human Resources Program Workplan on August 14, 2026. The Workplan is attached to this report. It sets out a three-phase program of approximately twenty-six weeks covering the review and revision of bylaws and personnel policies, role clarity and job descriptions, staffing capacity analysis, a compensation strategy and wage grid, a performance management framework, and formal recruitment, retention and workplace culture strategies for non-union employees. The existing Collective Agreement is expressly out of scope.

Current Status

The invoice for the scoping work and preparation of the Workplan has been received and remains unpaid pending Council's budget approval.

The RFP has been drafted and tenders the Workplan as a single award covering all three phases, with phase gates so that the Village is not committed beyond a phase that has not been completed to its satisfaction. The RFP states a maximum available budget of $45,000 and requires proponents to price all travel and accommodation costs within that maximum. While the per-phase estimates in the Workplan are exclusive of travel and accommodation; the $45,000 ceiling is inclusive of them. This favors local contractors.

The budget request is summarized below.

Component	Workplan Estimate	Budget Request
HR Program Workplan – scoping and preparation (complete, invoiced)	—	$10,000
Phase 1 – Review and revision of bylaws and operational policies	$8,000 – $12,000	
Phase 2 – Role clarity, compensation strategy, performance management, launch	$18,000 – $20,000	
Phase 3 – Recruitment and retention, workplace culture and wellness	$9,000 – $13,000	
Program delivery – maximum available under RFP VHJ-2026-HR-01 (inclusive of travel and accommodation)	$35,000 – $45,000	$45,000
Total budget request		**$55,000**

The $55,000 would be funded from the current year surplus.

Discussion/Analysis

Any proposed change to non-union wage structures arising from Phase 2 that would carry an ongoing payroll cost, would come back to Council through the 2027 (or supplemental) budget processes.

Magenta HR Ltd. prepared the Workplan under a scoping contract with the Village and may submit a proposal in response to the RFP. This is disclosed in the RFP so that all proponents are aware of it and can price accordingly. The Workplan is provided to every proponent as an RFP attachment, and evaluation will be conducted against published criteria.

A single award reduces delays (multiple tendering processes) and preserves continuity across three interdependent phases. The phase gate structure means the Village retains the ability to conclude the engagement at the end of each Phase if the work is not meeting expectations, with only the completed phases payable.

The Workplan identifies legal review on an as-needed basis for bylaw and policy amendments, and for changes to non-union employment contracts. External counsel time is not part of the consultant's fee and would be drawn from the Village's existing legal services budget.

Asset Management Impact

The program addresses the Village's organizational capacity, which is a prerequisite to sustaining service levels and to the responsible stewardship of physical assets over time. An updated HR framework reduces the operational risk associated with turnover and vacancy in the small number of positions that carry the Village's administrative,

Alternatives Considered

- Status quo. No further expenditure. The gaps identified would remain, as would the recruitment and retention risk associated with them. The $10,000 invoice would still require resolution by Council.
- Approve Phase 1 only, with Phases 2 and 3 subject to further Council approval. A smaller initial commitment of approximately $12,000. Tendering the phases separately would increase the project timeline significantly and would likely increase total cost.

Alignment with Strategic Priorities

This request aligns directly with Council's strategic priority of organizational development and capacity building; specifically, investing in people, policies and governance structures, empowering staff to deliver quality services, and ensuring professional development for staff. It also supports Council's priorities of sound and open governance, through the review and modernization of the bylaws and policies that govern employment at the Village, and of sustainable levels of service, by addressing the recruitment and retention risk that a small municipal workforce carries.

Development of a workplace culture and employee mental health and wellness strategy also supports the Village's obligations under the Workers' Safety and Compensation Board's newest regulations.

Next Steps

Subject to Council's approval:

- The invoice for the HR Program Workplan will be paid.
- RFP would be launched and proposals will be evaluated against the published criteria.
- The Consultant and the CAO will set milestone dates prior to the commencement of Phase 1.
- The CAO will report progress to Council at the conclusion of each phase.
- Phase 1 bylaw and policy amendments will be brought forward to Council for readings as they are ready.

Draft Resolution

That Council approve a budget allocation of $55,000, funded from the current year surplus, for the development of the Village of Haines Junction Human Resources Program and for the delivery of that Workplan through a public Request for Proposal.

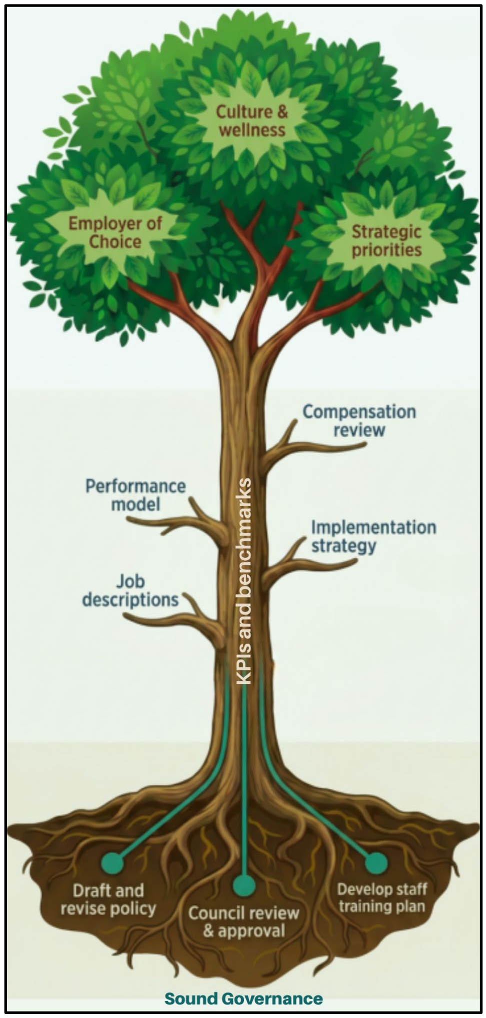
Attachment: Village of Haines Junction – Human Resources Program Workplan, Magenta HR Ltd.

Prepared by

David Fairbank
Chief Administrative Officer

VILLAGE OF HAINES JUNCTION

HUMAN RESOURCES REVIEW – WORKPLAN



August 14, 2026

We respectfully acknowledge that we reside on the traditional territory of the Champagne and Aishihik First Nations—Dän Dákwänje, the people of this land.

Respectfully submitted by:

Dawna Day, CPHR BC & Yukon
Magenta HR Ltd.

SECTION 1: THE PROJECT

Add in purpose and background statement

Strategic Priorities

Council's vision is to deliver sustainable services that enhance citizen's quality of life and allow growth for the future. Sound governance, responsible planning, transparency, and delivering services that meet the needs of our residents provide the foundation to achieve these obligations with an emphasis on four key priorities:

- Sustainable levels of service
- Investing in the community
- Organizational development and capacity building
    - Investing in people, policies, and governance structures
    - Empowering staff to deliver quality services
    - Ensuring professional development for staff.
- Sound and open governance

Project Rationale and Beneficiaries

The Village Council recognizes that there are gaps in existing bylaws, policies and practices that limit the ability to achieve their strategic priorities, in particular, with respect to role clarity, pay and benefits, and performance management for non-union staff. In order to enhance its capacity to achieve sustainable levels of service in those areas, a review and possible amendments of bylaws and policies is essential.

Project Scope

The existing Collective Agreement prescribes the manner in which union employees operate. The purpose of this review is to review, amend, and enhance existing approaches for non-union employees.

Project Deliverables

The success of this project relies heavily on ensuring that there is a strong relationship between governance by-law and policy directions and practice.

This project consists of multiple parts that will be developed in three main project phases. Together, these parts shape an informed, cohesive, and empowering employee recruitment and retention strategy. Additionally, the Council will be well on its way to meeting its priority to build capacity, particularly by investing in and empowering staff to deliver quality services.

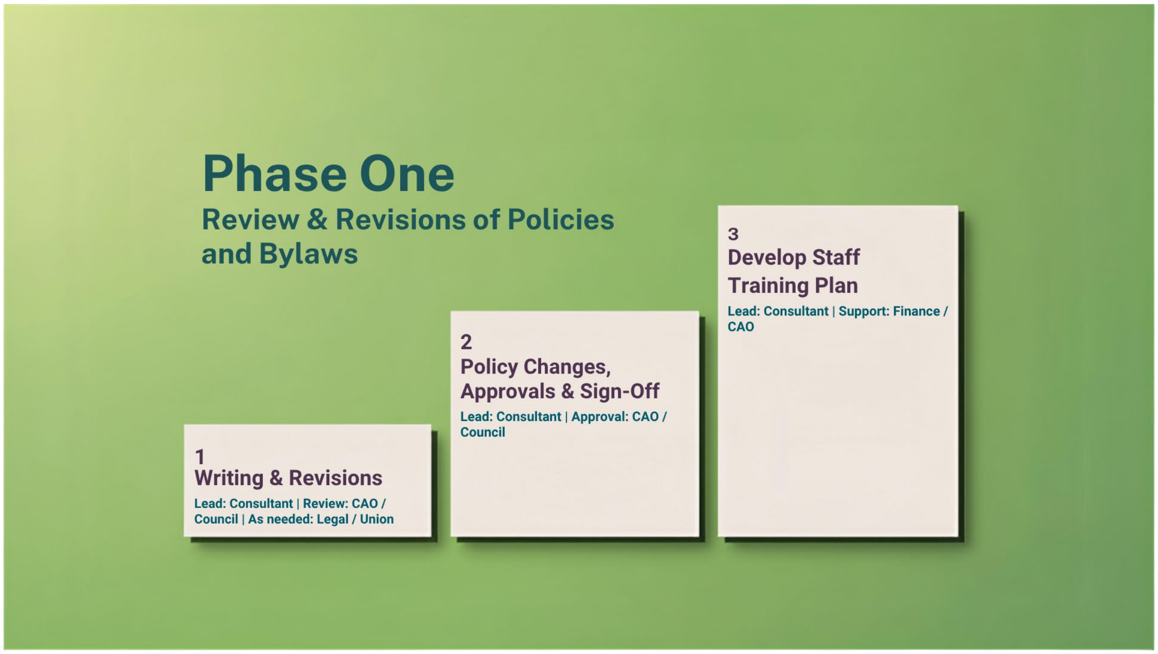
The high-level deliverables for this project include:

1. A review and update of related bylaws and policies.
2. Provision of tools that will enhance role clarity for staff. This includes the review and revision of employee contracts and job descriptions.
3. The creation of an innovative and attractive compensation model for non-union employees that will boost employee recruitment and retention efforts.
4. Development of a performance management framework for non-union employees.

5. Evolution of a formal employee recruitment and retention strategy.

Highlights of each deliverable are provided below:

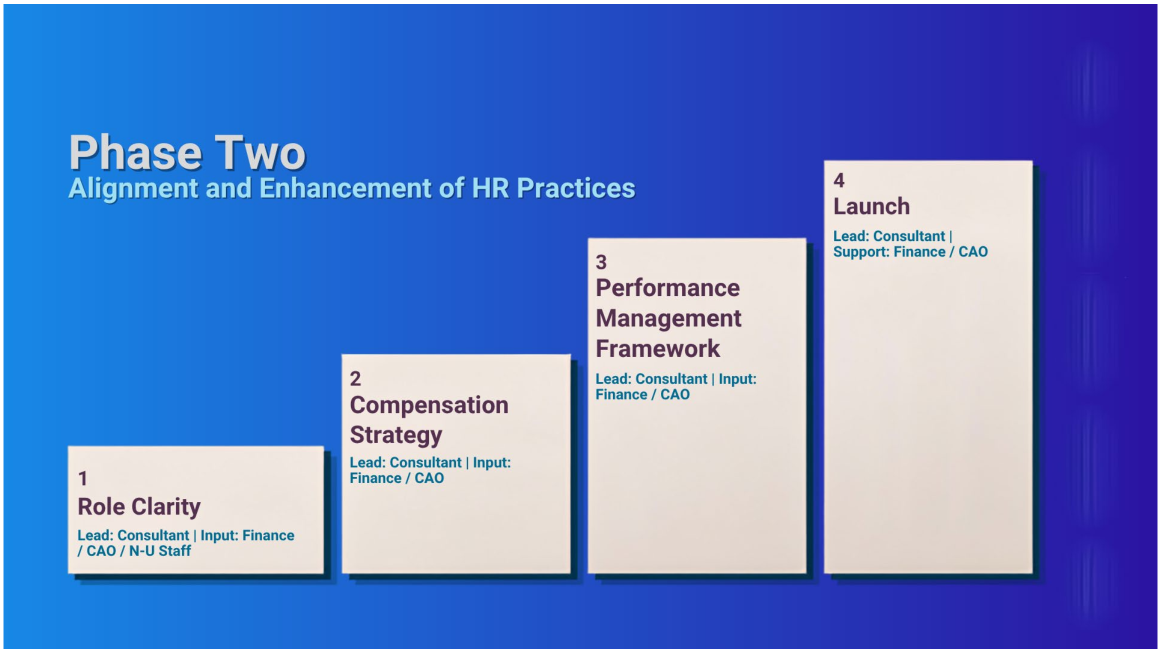
Phase 1: Review and Revision of Council Bylaws and Operational Policies



Phase 1 consists of a comprehensive review of all existing bylaws and policies that affect or relate to the Village's non-union workforce. Following this review, the Consultant will provide the Chief Administrative Officer with recommended amendments and new policy additions. The Consultant will then create a proposed staff training plan. Training plans will be included in various parts of this project. Evidence supports that clear communication, expectations, and awareness are foundational in workplaces that value employee psychological health and safety.

Once Council approves these recommendations, the revised bylaws and policies will guide the development of the Phase 2 deliverables.

Phase 2: Alignment and Enhancement of HR Practices



Phase 2 builds upon the high-level directions provided in bylaws and policies and brings together three critical components of an exemplary employee recruitment and retention strategy.

The work product for Phase 2 includes:

A. Establishing role clarity through a review and revision of job descriptions.
B. Creation of a compensation strategy for non-union staff.
C. Development of an employee performance management framework.
A. Key implementation plans for the launch of the new documents, frameworks, and strategies.

Phase 3 Deliverables: Formal Employee Recruitment and Retention and Workplace Culture Strategies

Having a dedicated Employee Recruitment and Retention Strategy will improve hiring efficiencies, maintain employee engagement throughout the tenure of their work, reduce employee turnover rates, and enhance the Village of Haines Junction' position as an employer of choice.

In addition to the materials created in Phase 2, the Employee Recruitment and Retention Strategy will include strategies relating to workplace culture and employee mental health and wellness.

Project Team

The Project will be led by the Consultant in consultation with the Village of Haines Junction's Chief Administrative Officer. Additionally, the project team may consist of the following:

- Village of Haines Junction Finance
- Council
- Non-union employees
- The Joint Health and Safety Committee
- Champagne and Aishihik First Nations' Representatives / Knowledge Keepers

Levels of Approval

Project Deliverables are subject to approval as follows:

1. Amendments to Village of Haines Junction Bylaws – Council
2. Pay Grading Systems – Flow through – Finance and the CAO with final approval by the Council
3. Employee Pay for Performance Model – Finance and the CAO with final approval by the Council
4. Revised Job Descriptions – The CAO

5. Workplace Culture Strategies and Action Plan – The CAO

Internal Project Resources

The Consultant will, at a minimum, require access to the following key internal resources:

- Existing Bylaws and Policies
- Council Meeting Minutes
- Strategic Priorities
- Operational budgets and forecasts
- The Collective Agreement
- Existing employee contracts, performance management, and compensation information.

Project Timelines

The project, in its entirety, is expected to take approximately twenty-six weeks. Gantt charts are included in this workplan and show a more detailed breakdown of workflow. The Gantt charts provide for a 3-4 week window of time at the end of the project duration to account for variations in product completion rates.

Consultation

Prior to the commencement of the project, the Consultant and CAO will establish a formal consultation schedule. This schedule will include confirmation of the participants throughout the project, set proposed team meeting dates, and will identify key milestones.

SECTION 2: PROJECT DELIVERY

PHASE 1: REVIEW AND REVISION OF COUNCIL BYLAWS AND OPERATIONAL POLICIES

In Phase 1, the Consultant will undertake a comprehensive review of all Village of Haines Junction bylaws and policies relating to the target audience – non-union staff. This work forms the guiding principles and foundation for work in Phases 2 and 3. This work aligns with Council's strategic priority to provide sound and open governance and invest in people, policies, and governance structures.

It is imperative that any changes or additions to human resources and employee compensation practices be consistent with, and supported by, the applicable bylaws and policies.

Project Initiation Documentation: Phase 1: Review and Revision of Council Bylaws and Operational Policies

Scope, Dependencies, Risks and Assumptions	
In Scope	Bylaws and operational policies that direct and/or impact employment rights, responsibilities, remuneration and evaluation of non-union employees. Bylaws and policies that inform operational practices with respect to employee recruitment and retention.
Out of Scope	Review and amendment of the Collective Agreement
Dependencies	The completion of phase 1 is essential to inform directives and options for Phase 2 of this project. The CAO and non-union employees will be required to actively participate in consultation and provide expertise at various stages of the project.
Constraints/Risks	Approval of bylaw changes involves due process with repeated readings and opportunities for consultation. This may impact the time needed to get all bylaw amendments on Council meeting agendas. Not all proposed changes may be ready to present at any one Council meeting.
Assumptions	Council will ensure proposed bylaw and policy amendments will be reviewed in a timely manner. The Consultant will actively engage in consultation with the CAO, Treasurer (and relevant finance staff), and Council throughout Phase 1. Policies will include provisions that will inform the content of job descriptions, processes, and standards with respect to employee evaluations – pay for performance models, and compensation strategies.

Project Controls and Reporting	
Communication	The Consultant will, at a minimum, meet virtually with the CAO bi-weekly to provide progress updates

Approvals	The CAO will review the necessary revisions and additions to bylaws and policies prior to their advancement to Council for approval.
Budget	$8000 to $12,000 (excluding consultant travel and accommodation)
Workflow	The Gantt chart (Figure 1) provided below sets out the recommended workflow and specific action items for Phase 1 of the HR Review.

Figure 1: Phase 1 - Gantt chart

Gantt Chart: HR Review Phase 1: Review and Revisions of Policies and Bylaws

Phase 1 Goal: The consultant will conduct a comprehensive review of existing Village Bylaws and Policies with the intent to ensure that language in Bylaws is up to date, accurately aligns with policy language and provides appropriate change mechanisms; e.g. Bylaw 337-18 Code of Conduct - Core values - should be mirrored in employee / operational policies / Assess policy for alignment with Strategic Priorities, Core Values/ Revise Wage Grid and language for CAO / Management Staff.

Part 1 - Writing and Revisions - Policies requiring in-depth review and potential revision / alignment with Collective Agreement / current and best practice	**Responsibilities**			**Week**																									
	Primary	***Secondary**	****Consultation**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**
At a minimum - initial review of: 49-25 Holiday Closure 42-25 Acting Appointments 38-22 Records Management 35-21 Employee Leaving Service Recognition 22-17 Working Alone Policy 20-10 Policy Concerning Harassment in the Workplace 12-96 Health and Safety Policy 6-94 Finance Policy	Consultant	CAO / Council	Possible Union Involvement Legal																										
Where required, draft new policies or revise existing Personnel Policies relevant to this Project - e.g. Hiring, Recruitment and Retention, Employee Conduct, Conflict of Interest, Confidentiality, Criminal Background Checks, Employee Pay & Benefits, Performance Mgmt, Reasonable Accommodations, Use of IT, Work from Home, Respectful Workplace, Leaves, Inclement Weather etc.	Consultant	CAO / Council																											
Consult with CAO and Relevant Sr. Managers to refine proposed bylaw and policy changes	Consultant	CAO / Council																											
Part 2: Policy Changes - Approvals and Sign Off	**Responsibilities**			**Week**																									
	Primary	***Secondary**	****Consultation**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**
CAO to submit amended bylaws and policies to Council																													
Consultant to support to CAO through policy and bylaw approval process/ Consultant to make necessary amendments																													
Part 3: Training Plan for staff - new policies etc.	**Responsibilities**			**Week**																									
	Primary	***Secondary**	****Consultation**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**
Develop Communication Strategy																													
Seek approval of Communications Strategy respecting new/revised policies and bylaws	Consultant	Finance/CAO																											
Estimated Consultant Hours Phase 1: 30-40																													

*** Secondary Consultation - Ongoing consultation - informal and formal; Approvals, Initial communication with additional participants where required.**

****Consultation - Additional persons to provide input at specific stages for each deliverable / not necessarily having regular contact with consultant nor approval responsibilities.**

The Consultant will consult with the CAO at regular interviews for the duration of the project as determined by the CAO

PHASE 2: ALIGNMENT AND ENHANCEMENT OF HR PRACTICES

The work in Phase 2 of the HR Review is intended to establish informed, fair, transparent, and clear practices with respect to employee job requirements, pay and benefits, and performance management standards for non-union employees. These practices will, at a minimum, align with similar language in the Collective Agreement.

Bylaws and Policies developed in Phase 1 will, at a high level, inform the content of the deliverables for Phase 2.

The work in Phase 2 involves 4 key parts:

Part 1: Establishing Role Clarity - Reviewing and revising job descriptions and employment contracts for non-union employees.

Part 2: Creating a compensation strategy for non-union employees.

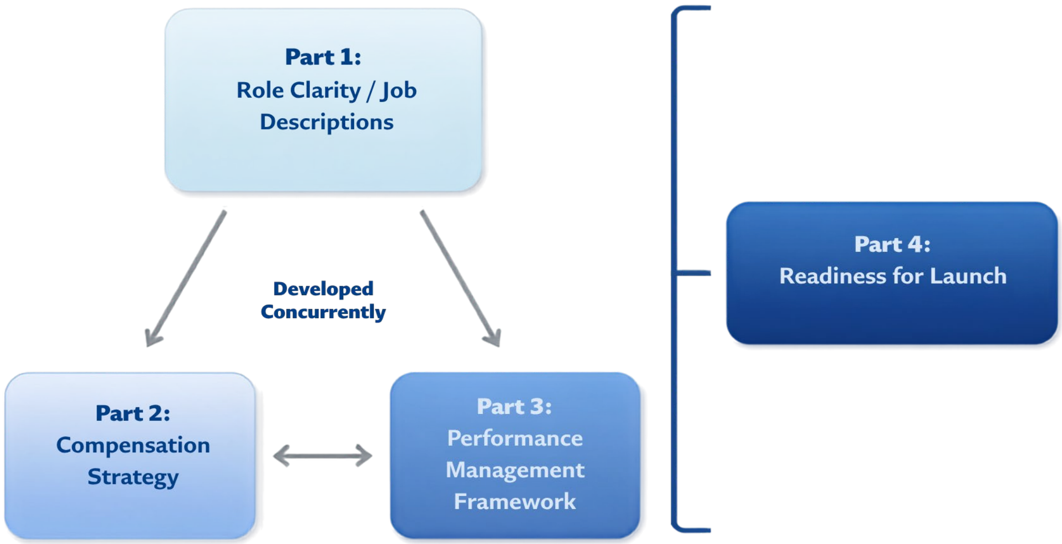
Part 3: Developing a performance management framework for non-union employees.

Part 4: Readiness to Launch - Creating communication, training and implementation plans for deliverables in Parts 1 through 3.

Parts 1 through 3 of Phase 2 will be developed concurrently. For example, roles and responsibilities provided for in job descriptions will inform key components of the compensation strategy while job descriptions will also contain information from the compensation strategy. The performance measures provided for in the performance management framework will also drive options for pay for performance. These options will also be included in the compensation strategy. The deliverables in Phase 2 will drive the Village's strategic priority to provide sustainable levels of service and invest in the community.

Figure 2 demonstrates the connection and interrelatedness of each of the four (4) parts of Phase 2.

Figure 2



Phase 2 Part 1: Role Clarity - Review and Revision of Job Descriptions/Employment Contracts for Non-Union Employees

Phase 2: Part 1 – Role Clarity Project Initiation Documentation (PID)	
In Scope	Job descriptions and employment contracts for non-union employees
Out of Scope	Job descriptions/contracts for unionized employees, volunteers
Dependencies	There exists current job descriptions for all relevant positions.
Constraints/Risks	Existing job descriptions may not represent the true nature of each role. This may impact the need for additional consultation with staff in order to inform new job description duties and responsibilities.
Assumptions	Non-union employees often take on multiple roles and job descriptions must allow for flexibility. Pay and benefits provisions in the job descriptions and employee contracts will align with the new compensation structure developed in this project. Compensation structures will align with approved budgets.

Communication Strategies, Controls and Reporting	
Approvals	Job descriptions and employment contracts for the CAO will be approved by Council. The CAO will approve job descriptions and employment contracts for other non-union staff.
Workflow	The Gantt chart (Figure 3) provided below sets out the recommended workflow and specific action items for Phase 2 of the HR Review.

Phase 2 Part 2: Compensation Strategy for Non-Union Employees

Phase 2: Part 2 **Compensation Review and Wage Grid Project Initiation Documentation (PID)**	
In Scope	Compensation proposals for non-union employees. Options for unique pay-for-performance remuneration. Consideration of non-traditional compensation options
Out of Scope	Compensation strategies for union staff and volunteers.
Dependencies	Dependencies: Budgets and financial limitations, current pay structures in the collective agreement; optimal number of non-union positions.
Constraints/Risks	Constraints include the availability of finance staff to run various projections.
Assumptions	There is a willingness for the creation of new non-traditional compensation models amongst non-union staff.

Communication Strategies, Controls and Reporting	
Approvals	Given the connection between pay for performance and operational budgets, approval will be required by Council.
Workflow	The Gantt chart provided below sets out the recommended workflow and specific action items for Phase 2 of the HR Review.

Phase 2 Part 3: Performance Management Framework for Non-Union Employees

Phase 2: Part 3 Performance Management Framework Project Initiation Documentation (PID)	
In Scope	Non-union employees
Out of Scope	Union employees
Dependencies	Performance management strategies must align with appropriate human resources laws and policies and must contain components relating to workplace psychological health and safety standards.
Constraints/Risks	Budget availability may restrict financial resources available for a pay-for-performance compensation structure.
Assumptions	The performance management framework will provide for authentic feedback from a variety of sources and will set the stage for improvement and/or professional growth plans. Performance measures will align with the Council's strategic priorities.

Communication Strategies, Controls and Reporting	
Approvals	Changes in compensation levels and structure will impact annual budgets. Final approvals for the Compensation Strategy will rest with Council.
Workflow	The Gantt chart provided below sets out the recommended workflow and specific action items for Phase 2 of the HR Review.

Phase 2 Part 4: Readiness for Launch – Implementation and Communication Plans

Phase 2: Readiness for Launch - Implementation Plans for Parts 1 through 3 **Project Initiation Documentation (PID)**	
In Scope	All work completed in Parts 1 through 3: Communications, Implementation and Training Plans
Out of Scope	Additions or modifications to this workplan
Dependencies	Time and resources of staff
Constraints/Risks	Time and resources of staff
Assumptions	There may be a need to launch various parts of the project over an extended period of time.

Communication Strategies, Controls and Reporting	
Approvals	Readiness for Launch plans will be approved by the CAO
Budget	*
Workflow	The Gantt chart provided below sets out the recommended workflow and specific action items for Phase 2 of the HR Review.

The Project Budget for Phase 2: $18,000 to $20,000 (excluding consultant travel and accommodation)

Figure 3: Phase 2 - Gantt Chart

Gantt Chart: HR Review Phase 2: Alignment and Enhancement of HR Practices

Goal: *To establish and implement fair, informed, transparent, and clear practices with respect to job requirements, pay and benefits, performance management.*																													
Part 1: Role Clarity - Review and Revisions of Employee Job Descriptions/Employment Contracts	**Responsibilities**			**Week**																									
	Primary	***Secondary**	****Consultation**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**
Revise Job Description / Employment Contract Revisions for Non-Union Employees - *New JDs will be aligned with policy, new compensation structures and performance strategies*	Consultant	Finance/CAO	Non-Union Staff																										
Develop role KPIs to align with Job Duties, Strategic Priorities, including - strong communication tool… This is what you need to do and this is how to do it. Sets up stage for performance mgmt right from the start.	Consultant	Finance/CAO	Non-Union Staff																										
Consider relevance or need to revise current position structures for non-union employees - for example - staffing levels - Are they relevant and practical - do they align with ability to meet strategic priorities and requirement that employees support various roles.	Consultant	CAO																											
Part 2: Compensation Review and Wage Grid	**Responsibilities**			**Week**																									
	Primary	***Secondary**	****Consultation**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**
Compensation Review - Development of Compensation Philosophy and Compensation Components - MERCS / Optional Provisions- Corss reference revised bylaw	Consultant	Finance/CAO																											
Gather Data and Benchmarks - COLA, Market Benchmarks, Performance Metrics, VoHJ Budgets, Benefits,	Consultant	Finance/CAO																											
Develop new wage grid, pay grading, and compensation model - fair, transparent, equitable, progressive, performance considerations/retroactive pay considerations	Consultant	Finance/CAO																											
Develop KPIs for wage increase provisions	Consultant	Finance/CAO																											
Part 3: Performance Management Framework	**Responsibilities**			**Week**																									
	Primary	***Secondary**	****Consultation**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**
Develop Performance Management/Pay for Performance Models -- Provide 2 options for consideration Content: Performance Indicators and Targets, Roles and Responsibilities, Performance Improvement Strategies, Performance Management Cycles	Consultant	Finance/CAO	Council - Strategic Priorities																										
Review Annual Budgets - Set targeted funding for pay for performance wage enhancements	Consultant	Finance/CAO	Council - Annual Budget																										
Develop Job Specific and General KPIs - see also Job Description KPIs.	Consultant	Finance/CAO	Non-Union Staff																										
Support the approval process for the Framework																													
Part 4: Readiness for Launch	**Responsibilities**			**Week**																									
	Primary	***Secondary**	****Consultation**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**
Part 4: Readiness for Launch																													
Development and Approval of Implementation Plan	Consultant	Finance/CAO																											
Development of Communications Plan	Consultant	CAO																											
Training and Professional Development PlanPerformance Management/ Performance Cycles/ How to conduct an effective appraisal/ Appraisal challenges road blocks	Consultant	CAO																											
Estimated Hours Phase 2: 75-90																													

*** Secondary Consultation - Ongoing consultation - informal and formal; Approvals, Initial communication with additional participants where required.**

****Consulation - Additional persons to provide input at specific stages for each deliverable / not necessarily having regular contact with consultant nor approval resposnsibilities.**

Phase 3: Employee Recruitment and Retention Strategy and Workplace Culture Strategy

Work in Phase 3 builds directly on the final products developed in Phases 1 and 2. By establishing a formal employee recruitment and retention strategy, the Village of Haines Junction will strengthen its ability to retain staff, attract high-quality candidates, and reinforce its reputation as an employer of choice.

Most importantly, the Project will include the development of an action plan to create a Workplace Culture Strategy. This strategy will enhance the Village of Haines Junction's ability to meet and exceed the requirements of the Yukon Government Workers' Safety and Compensation Board's new Violence and Harassment Prevention Regulation. This regulation is intended to prevent violence and harassment in the workplace and foster a positive culture while ensuring the physical and psychological safety of Yukon Workers.

Workplace culture is one of the highest indicators of employee recruitment and retention. By focusing The creation of a Workplace Culture Strategy Action Plan further enhances efforts to meet Council's strategic priorities and ultimately improve the quality of services delivered to the community.

Phase 3: Recruitment and Retention / Workplace Culture Strategies

Phase 3: Part 1 – Recruitment and Retention Strategy	
In Scope	Recruitment efforts for non-union employees.
Out of Scope	Recruitment and retention strategies for union employees.
Dependencies, Constraints and Assumptions	All parts of Phases 1 and 2 will be considered in the recruitment and retention strategy.
Constraints/Risks	The strategy will inform practices to recruit and retain employees; however, market and labour demands may limit the success of efforts to recruit and retain employees over time.
Assumptions	Part of the recruitment and retention strategy will include forecasts for future vacancies.

Communication Strategies, Controls and Reporting	
Approvals	Council and the CAO
Budget	$9000.00 to $13,000 (excluding consultant travel and accommodation)

Figure 4: Phase 3 - Gantt Chart

Gantt Chart: HR Review Phase 3: Creation of a Formal Recruitment and Retention Strategy and Workplace Culture Action Plan

Goal: *To improve hiring efficiency, maintain employee engagement, reduce turnover and enhance MJH's Reputation as employer of choice.*

Part 1: Formal Employee Recruitment and Strategy	**Responsibilities**			**Week**																									
	Primary	***Secondary**	****Consultation**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**
The recruitment and retention strategy brings together the work products from Phase 2: Updated Council bylaws and operational policies, role clarity as defined in job descriptions and employment contracts, key components of the compensation framework and performance management framework.																													
Establishment of Recruitment and Retention KPIs and Benchmarks	Consultant	Finance/CAO																											
If necessary, creating new policies specific to employee recruitment and retention strategies for non-union employees	Consultant	Finance/CAO	Council																										
Create a formal employee recruitment and retention framework for Council's consideration	Consultant	CAO	Council																										
Part 2 : Action Plan - Workplace Culture / Employee Mental Health and Wellness Strategy	**Responsibilities**			**Week**																									
	Primary	***Secondary**	****Consultation**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**
Part 2: Workplace Culture / Employee Mental Health and Wellness Strategy *A key component of workplace recruitment and retention - similar relevance as pay and benefits*																													
The employee mental health strategy will be informed by the Yukon Government Workers' Safety and Compensation Board's new Violence and Harassment Prevention Regulation and the Canadian Centre for Occupational Health and Safety - National Standard of Canada - Psychological Health and Safety in the Workplace. ****Aspects of Workplace standards and best practices will be considered in all aspects of the project.***	Consultant	CAO Council	Non-Union Staff																										
Estimated Hours Phase 3: 30-45																													

*** Secondary Consultation - Ongoing consultation - informal and formal; Approvals, Initial communication with additional participants where required.**

****Consulation - Additional persons to provide input at specific stages for each deliverable / not necessarily having regular contact with consultant nor approval respsonsibilities.**

SUMMARY

The advancement of key strategies provided for in this project will greatly enhance Council's ability to meet its strategic priorities in all areas. Employee performance and commitment will greatly increase with the implementation of the new supports, recognitions, and communications provisions.

VILLAGE OF HAINES JUNCTION

Bylaw No. 443 - 26

A Bylaw to Establish an Emergency Measures Commission and a Municipal Civil Emergency Plan

WHEREAS section 192(1) of the Municipal Act, RSY 2002, c. 154, and amendments thereto, provides that a council shall by bylaw establish a civil emergency measures commission and appoint the members thereof;

AND WHEREAS section 192(2) of the Municipal Act provides that a council may appoint a civil emergency co-ordinator to carry out the instructions of the commission;

AND WHEREAS section 192(3) of the Municipal Act provides that a council may empower the commission to incur liabilities within the amounts included therefor in the annual budget;

AND WHEREAS section 239(2) of the Municipal Act provides that a council may establish by bylaw a procedure to authorize and verify expenditures that vary from the annual operating budget or capital budget;

AND WHEREAS section 5(1) of the Civil Emergency Measures Act, RSY 2002, c. 34, and amendments thereto, provides that the council of every municipality shall by bylaw establish a municipal civil emergency plan;

AND WHEREAS section 5(2) of the Civil Emergency Measures Act provides that a municipal civil emergency plan shall specify the powers and duties of the Civil Emergency Measures Commission established under subsection 192(1) of the Municipal Act, and shall assign to municipal officers and employees those responsibilities necessary for the effective implementation of the plan;

AND WHEREAS section 9(2) of the Civil Emergency Measures Act empowers a council, when a civil emergency plan is in effect in the municipality, to do all things it considers necessary to deal with the emergency, and section 13 of that Act provides that its provisions prevail to the extent of any inconsistency with the operation of any other Act;

AND WHEREAS Council has considered the circumstances in which an emergency or disaster may require the immediate authorization of expenditure at a time when Council cannot lawfully be convened within the time the circumstances require, or cannot achieve quorum, and considers it necessary that the Commission be able to authorize expenditure in those circumstances;

NOW THEREFORE the Council for the Village of Haines Junction, duly assembled, hereby ENACTS AS FOLLOWS:

PART 1 — GENERAL

1.0 Short Title

1.1 This Bylaw may be cited as the **Emergency Measures Bylaw**.

2.0 Definitions

2.1 In this Bylaw:

"Allocation" means an allocation of funds made by the Commission under subsection 11.2;

"Alternate Coordinator" means a person appointed under subsection 7.2, and who while acting has all of the powers and duties of the Coordinator;

"Alternate Member" means a person who acts in the place of a Member under section 6, and who while so acting has all of the powers and duties of that Member;

"CEMA" means the Civil Emergency Measures Act, RSY 2002, c. 34, as amended from time to time;

"Commission" means the Emergency Measures Commission established under section 5, and referred to in this Bylaw as the "Emergency Measures Commission";

"Coordinator" means the Civil Emergency Coordinator appointed or acting under section 7, and includes an Alternate Coordinator while acting;

"Disaster" means a calamity, however caused, which has resulted in or may result in (a) the loss of life, (b) serious harm or damage to the safety, health or welfare of people, or (c) widespread damage to property or the environment;

"Emergency" means a present or imminent situation or condition that requires prompt action to prevent or limit (a) the loss of life, (b) harm or damage to the safety, health or welfare of people, or (c) damage to property or the environment;

"Member" means a member of the Commission under section 6;

"Municipal Act" means the Municipal Act, RSY 2002, c. 154, as amended from time to time;

"Plan" means the Village of Haines Junction Municipal Civil Emergency Plan established under section 8;

"State of Emergency" means a state of emergency declared under section 6 or section 7 of CEMA in or including the Village;

"Village" means the Village of Haines Junction.

3.0 Governing Provisions

3.1 This Bylaw is governed by the definitions and provisions of the Municipal Act and CEMA.

3.2 Where a provision of this Bylaw is inconsistent with the Municipal Act or CEMA, the Act prevails to the extent of the inconsistency.

4.0 Separation of Functions

4.1 Under this Bylaw:

(a) the Commission authorizes expenditure and allocates funds; and

(b) the Coordinator implements the Plan and expends funds allocated or budgeted.

4.2 The Commission shall not direct the response of the Village to an Emergency or Disaster, and shall not exercise operational command.

PART 2 — EMERGENCY MEASURES COMMISSION (EMC)

5.0 Establishment

5.1 The Emergency Measures Commission is hereby established and shall be referred to as the Emergency Measures Commission or EMC.

6.0 Membership, Alternates and Quorum

6.1 The Commission shall be composed of two members of Council and one member of staff.

6.2 The Members of the Commission are the Mayor, the Deputy Mayor and the CAO.

6.3 Where the Mayor or the Deputy Mayor is unable to act, the Alternate Member is drawn from Council in the order of the current Deputy Mayor rotation.

6.4 Where the CAO is unable to act, the Alternate Member for the CAO is:

(a) the Acting Chief Administrative Officer;

(b) failing (a), the Deputy Chief Administrative Officer; or

(c) failing (a) and (b), the municipal officer designated in writing by the CAO for that purpose from time to time.

6.5 Members and Alternate Members are designated by office, and a change in the holder of an office does not require an amendment to this Bylaw.

6.6 A Member is unable to act where that Member is unavailable, is incapable of acting, or is unwilling to act.

6.7 A determination that a Member is unable to act shall be made by the other Members or their Alternate Members, and shall not be made unless:

(a) reasonable efforts have been made to contact the Member, having regard to the urgency of the circumstances; and

(b) the determination is recorded in writing and included in the report required by section 16.

6.8 Quorum of the Commission is two Members or Alternate Members.

6.9 An act of the Commission requires the concurrence of a majority of the Members and Alternate Members acting.

7.0 Civil Emergency Coordinator

7.1 Council may, pursuant to subsection 192(2) of the Municipal Act, by resolution appoint a Civil Emergency Coordinator, by office or by name.

7.2 Council shall, by resolution, appoint at least one Alternate Coordinator, by office or by name, to act where the Coordinator is unable to act.

7.3 Where no appointment under subsection 7.1 is in force, the CAO is the Coordinator.

7.4 The Coordinator carries out the instructions of the Commission under subsection 192(2) of the Municipal Act, and holds the responsibilities assigned under Part 6 of this Bylaw.

PART 3 — MUNICIPAL CIVIL EMERGENCY PLAN

8.0 Establishment of the Plan

8.1 The municipal civil emergency plan required by subsection 5(1) of CEMA is hereby established and shall be referred to as the Village of Haines Junction Municipal Civil Emergency Plan, or the Plan.

8.2 The Plan consists of:

(a) the Emergency Response Plan, as approved by Council from time to time;

(b) such policies and procedures of the Village as are identified in the Plan; and

(c) such information, advice and direction received from territorial and federal departments as the Coordinator considers applicable.

8.3 The Plan, and any amendment to it, shall be approved by resolution of Council on the recommendation of the Commission, and does not require amendment of this Bylaw.

8.4 Notwithstanding subsection 8.3, the Coordinator may without resolution of Council make amendments to the Plan that are administrative in nature, including updates to contact information, call-out lists, position titles and organizational charts.

8.5 The Coordinator shall maintain the current Plan and shall maintain a record of each version of the Plan and the date on which it was approved.

9.0 Powers and Duties of the Commission

9.1 For the purposes of paragraph 5(2)(a) of CEMA, the powers and duties of the Commission are as set out in this section and in Part 4.

9.2 The Commission shall:

(a) allocate funds from the Unrestricted Reserve in accordance with section 11;

(b) authorize expenditures not provided for in the annual budget in accordance with section 11;

(c) recommend to the Mayor the declaration of a State of Emergency under section 17, and recommend to the Mayor its termination;

(d) recommend the Plan and any amendment to it to Council for approval;

(e) make and retain the records required by this Bylaw, report to Council under section 16, and seek ratification of expenditures under subsection 16.3;

(f) submit to Council, as part of the annual budget process, estimates of the expenditures required for the maintenance and operation of the Village's emergency organization; and

(g) submit the annual report required by section 19.

PART 4 — AUTHORITY TO ALLOCATE AND TO EXPEND

10.0 Budgeted Expenditure

10.1 Pursuant to subsection 192(3) of the Municipal Act, the Commission is empowered to incur liabilities within the amounts included therefor in the annual budget.

10.2 The Coordinator may expend amounts included in the annual budget for the Village's emergency organization, and may enter into contracts and agreements necessary for that purpose, within those amounts.

10.3 The authority in subsections 10.1 and 10.2 may be exercised at any time and is not conditional on section 11.

11.0 Emergency Allocation Where Council Cannot Act

11.1 The Commission may exercise the authority in subsection 11.2 where all of the following apply:

(a) an Emergency or Disaster exists or is imminent in or affecting the Village;

(b) the Commission determines that expenditure is immediately necessary to protect life, the health, safety or welfare of people, property, the environment, or the continuity of essential municipal services; and

(c) Council cannot act within the time the circumstances require, in that either:

(i) a meeting of Council cannot be convened in compliance with the Municipal Act and the Procedural Bylaw within that time; or

(ii) quorum of Council cannot be achieved.

11.2 Where subsection 11.1 is satisfied, the Commission is authorized to:

(a) allocate a sum from the Unrestricted Reserve; and

(b) authorize the expenditure of that sum for the purposes in paragraph 11.1(b), notwithstanding that the expenditure is not provided for in the annual operating budget or the annual capital/projects budget.

11.3 An Allocation shall be in writing and shall state the amount allocated, the purpose for which it is allocated, and any conditions to which it is subject.

11.4 Before making an Allocation, the Commission shall make reasonable efforts to have Council convened, including by any means available under sections 214 and 215 of the Municipal Act and under the Procedural Bylaw, and shall record at the time, or as soon as practicable after:

(a) the date and time of the determination;

(b) the efforts made to convene Council and their outcome;

(c) which members of Council were and were not contacted; and

(d) the basis for the determination under paragraph 11.1(c).

11.5 A record made under subsection 11.4 shall be filed with the CAO and included in the report required by section 16.

12.0 Expenditure of an Allocation

12.1 Where the Commission makes an Allocation, the Coordinator may:

(a) expend the sum allocated, within the Allocation and subject to its stated purpose and conditions; and

(b) enter into such contracts and agreements as are necessary for that purpose.

12.2 The Coordinator shall not expend any amount in excess of an Allocation, or for a purpose other than the purpose stated in the Allocation.

12.3 The Coordinator shall report each expenditure and each contract made under subsection 12.1 to the Commission as soon as practicable, or where the authority of the Commission has ceased under section 14, to Council.

13.0 Limits

13.1 The Commission shall not make an Allocation, or Allocations in aggregate in respect of the same Emergency or Disaster, exceeding $250,000, or such other amount as the Plan may specify for this purpose.

13.2 The Commission shall not make an Allocation unless uncommitted funds are available in the Unrestricted Reserve at the time of the Allocation sufficient to meet it.

13.3 An Allocation, and expenditure under it, is limited to goods, services and works directly required for response to, evacuation because of, sheltering arising from, or the restoration of essential municipal services following, the Emergency or Disaster, and shall not be applied to the acquisition of tangible capital assets except where the asset is immediately required for the response.

14.0 Duration of Authority

14.1 The authority of the Commission to make an Allocation under subsection 11.2 ceases on the earlier of:

(a) the time at which Council is next able to act within the meaning of paragraph 11.1(c); and

(b) 72 hours after an Allocation is first made, unless the Commission determines and records under subsection 11.4 that Council remains unable to act.

14.2 An Allocation made before the cessation of authority under subsection 14.1 continues in effect, and the Coordinator may continue to expend under it, until Council otherwise resolves.

14.3 The cessation of authority under subsection 14.1 does not invalidate anything lawfully done or any obligation lawfully incurred before that cessation.

15.0 Procurement and Cost Accounting

15.1 The requirements of the Village’s procurement policy respecting competitive solicitation do not apply to expenditures made under subsection 12.1.

15.2 The Coordinator shall record in writing, as soon as practicable, the rationale for each procurement made in reliance on subsection 15.1, including the reason the supplier was selected.

15.3 The CAO shall establish a separate cost centre upon the first expenditure under subsection 12.1, and shall record all costs incurred in a manner sufficient to support a claim under any territorial or federal disaster financial assistance program.

16.0 Reporting and Ratification

16.1 The Commission shall report to Council at the first meeting of Council held after the Commission’s authority ceases.

16.2 A report under subsection 16.1 shall include:

(a) a description of the Emergency or Disaster;

(b) the record made under subsection 11.4;

(c) each Allocation made;

(d) each expenditure incurred and each contract entered into under subsection 12.1;

(e) the rationale recorded under subsection 15.2; and

(f) any record made under paragraph 6.7(b).

16.3 Allocations and expenditures made under this Part shall be brought forward for ratification through the umbrella bylaw provision of the annual budget bylaw.

PART 5 — DECLARATION OF A STATE OF EMERGENCY

17.0 Declaration

17.1 Pursuant to section 7 of CEMA, the Mayor may declare that a State of Emergency exists in the Village, or in any part of the Village, where the Mayor is authorized to do so by a resolution of Council made under subsection 19.2.

17.2 Where the Mayor is unable to act, the Deputy Mayor may exercise the power in subsection 17.1.

17.3 A declaration under subsection 17.1 shall be published by such means as will reasonably bring it promptly to the attention of the residents of the area affected, and has effect in accordance with section 7 of CEMA.

17.4 The Coordinator shall immediately notify the Yukon Emergency Measures Organization of a declaration under subsection 17.1 and of its termination.

PART 6 — MUNICIPAL OFFICER AND EMPLOYEE ASSIGNMENT

18.0 Assignment of Responsibilities

18.1 For the purposes of paragraph 5(2)(b) of CEMA, the Coordinator is assigned the overall responsibility for the effective implementation of the Plan.

18.2 The Coordinator may establish and direct an Emergency Operations Centre.

18.3 The CAO is assigned responsibility for:

(a) the financial administration of the response, including the cost accounting required by subsection 15.3;

(b) liaison between the Coordinator, the Commission and Council;

(c) liaison with the Government of Yukon, the Government of Canada, the Champagne and Aishihik First Nations and other municipalities; and

(d) assigning to municipal officers and employees the responsibilities required for the effective implementation of the Plan, and recording those assignments in the Plan.

18.4 During the implementation of the Plan, a municipal officer or employee assigned a responsibility under paragraph 18.3(d) shall carry out that responsibility under the direction of the Coordinator.

PART 7 — GENERAL

19.0 Annual Report

19.1 The Commission shall submit to Council, at least once in each calendar year, a report that includes:

(a) a consideration of the occurrence of events that reasonably may be expected to lead to a need to declare a State of Emergency;

(b) an estimate of the coming year's operating and maintenance costs for the Village's emergency organization;

(c) the Plan as reviewed by the Commission, with any amendment recommended under paragraph 9.2(d);

(d) the appointments required by subsections 7.1 and 7.2; and

(e) the designation made by the CAO under paragraph 6.4(c).

19.2 Upon its consideration of the Commission's report, Council may by resolution:

(a) authorize the Mayor to declare a State of Emergency under subsection 17.1;

(b) make the staffing appointments referred to in paragraph 19.1(d); and

(c) approve the Plan with or without amendments.

20.0 Bylaws Repealed

20.1 Upon adoption of this Bylaw, the following Bylaws are repealed:

(a) Bylaw 364-20, Village of Haines Junction Emergency Measures Commission Bylaw; and

(b) Bylaw 365-20, Village of Haines Junction Civil Emergency Plan.

21.0 Severability

21.1 If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by a court of competent jurisdiction, the invalid portion shall be severed and shall not affect the validity of the remainder.

22.0 Effective Date

22.1 This Bylaw comes into effect on the date of its adoption.

23.0 Readings

23.1 Read a first time this 9th day of September 2026.

23.2 Read a second time this 9th day of September 2026.

23.3 Read a third time and adopted this _____ day of ____________ 2026.

________________________________ ________________________________

Diane Strand, Mayor David Fairbank, CAO

Village of Haines Junction
Report to Council

September 9, 2026

___ **Council Decision**
 X **Council Direction**
 X **Council Information**
___ **Closed Meeting**

RE: Block 39 Outdoor Recreation Space Revitalization

Recommendation

That Council, take into consideration this report and provide staff with direction to apply for funding to support the public engagement and design work for the Block 39 Outdoor Recreation Space Revitalization project.

Background

Block 39 is the "recreation block" of Haines Junction and has been developed in phases since the community was established. The parcel is currently home to the St. Elias Convention Center (and Municipal Office), Bill Brewster Arena, cenotaph, Lion's playground. A basketball court and a small skateboard park/bowl are located near the plan area, although they are in poor condition.

The *Recreation Needs Assessment* (2024) identified outdoor recreation infrastructure that were recommended to be addressed as resources and funding allows. The infrastructure identified included festival and event space, a skate park and basketball court replacement.

The *Haines Junction Community Recreation Plan: 2015-2024* established the goal of "maximizing existing and future infrastructure to facilitate recreation" through five objectives. Objective 1.3 looks to "develop the Recreation Centre block as a "something for everyone" community recreation hub" and recommends that the Village "create a master site plan to facilitate spontaneous, unstructured outdoor recreation and community gathering in the undeveloped space (with a priority on youth, seniors, and families)."

Previously completed recreation surveys (2013 and older) note infrastructure priorities related to maintenance and development of parks, playgrounds and outdoor recreation spaces that are low-cost and accessible for all residents. Staff have received feedback from users of the Lion's Playground area that the lack of outdoor washroom facilities and shade are a barrier to extended use of the space. Staff have also observed that the space could be better organized to allow for more opportunities for outdoor recreation and community gathering.

Champagne and Aishihik First Nations passed a General Assembly resolution 2018-16 to support the development of a skate park in Haines Junction, specifically that the CAFN Government seek the cooperation of the Village of Haines Junction and funding agencies for this development. Sha Shäw Corporation is interested in partnering with the Village of Haines Junction to support the youth engagement, design and construction of a skate park.

Current Status

Staff have initiated a project to consider revitalizing the outdoor recreation space south of the St. Elias Convention Center. A draft project brief and site plan are attached to this report. Work completed to date has included reviewing background information (reports, surveys, plans), engaging with Sha Shäw Corporation and landscape design consultants and assessing funding sources.

Staff have identified that this project would be eligible for funding from the Community Development Fund (Yukon Government). Tier 2 funding ($20,001 to $75,000) would support advancing the project to a construction ready stage. Funding is available for up to 90 percent of the total project costs. The application deadline for Tier 2 funding is September 15, 2026. At the time of this report, the total project cost has not been finalized.

Discussion/Analysis

This project presents an opportunity to advance the recommendations or objectives of recent recreation planning reports through the revitalization of an under-developed community space. The resulting infrastructure would be relatively low cost to maintain while still delivering benefit to the community.

Partnering with Sha Shäw Corporation to develop a skate park will allow the Village of Haines Junction and Champagne and Aishihik First Nations to work together on a recreation project that will benefit the greater Dakwäkäda-Haines Junction community.

Asset Management Impact

Revitalizing the outdoor recreation space would result in new assets for the Village of Haines Junction to maintain. The design of the space would specifically prioritize infrastructure that is resilient and low-maintenance.

Alternatives Considered

Continue to operate and maintain the space in its existing layout. This requires minimal effort from public works staff (playground inspections, empty garbage bins, occasional grounds maintenance). This alternative does not advance the recommendations or objectives of recent recreation planning reports.

Defer revitalization of the area south of the St. Elias Convention Center until planning and design is initiated for the now vacant site of the Shakwak hall/curling rink/pool. This would allow the design for the entire Block 39 area to be completed through one process. This alternative extends the timeline for advancing the recommendations or objectives of recent recreation planning reports. The boundary of the proposed project area will not limit the development of the former recreation center site and would make more space available for future development by potentially relocating the skate park and basketball court.

Alignment with Strategic Priorities

This project directly aligns with Council's Strategic Priority to *Invest in the Community* and contributes to the stated 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." The project contributes to the following key initiatives and actions: Maintain and enhance existing recreation and Engage with CAFN to explore joint recreational opportunities and partnerships.

Next Steps

Staff will submit an application for Tier 2 Community Development Fund before September 15, 2026. The Village will be notified of the funding decision by mid-November 2026. If the funding application is successful, public engagement and design work would be completed throughout the winter/spring. If the funding application is not successful, Staff will evaluate other funding sources and/or adjust the project scope as needed.

Draft Resolution

That Council direct Staff to apply for funding to support the public engagement and design work for the Block 39 Outdoor Recreation Space Revitalization project.

Prepared by

Lianna Grice
Project and Asset Manager

Block 39 Outdoor Recreation Space Revitalization Project Brief

BACKGROUND

The Village of Haines Junction is looking to revitalize a portion of Block 39 to provide outdoor recreation infrastructure for the community. Block 39 is the "recreation block" of Haines Junction and has been developed in phases since the community was established. The parcel is currently home to the St. Elias Convention Center (and Municipal Office), Bill Brewster Arena, cenotaph, Lion's playground. A basketball court and a small skateboard park/bowl are located near the plan area, although they are in poor condition.

This project will be led by Village of Haines Junction staff in collaboration with community partners. Sha Shäw Corporation will lead the youth engagement and design process for the proposed skate park within the project area.

The project area is located in the southeast corner of Block 39 (see attached site plan).

SCOPE

The Village of Haines Junction is seeking an experienced consultant to develop a plan to revitalize the project area.

Infrastructure to be considered

- Skate park
- Multi-use outdoor court(s) for basketball, pickleball and tennis
- Seasonal outdoor washroom (connect to existing water and sewer infrastructure)
- Shade structure
- Enhance existing Lion's playground
- Landscaped area with seating and shade
- Vehicle and bike parking
- Emergency vehicle access

Restrictions

The northeast corner of the parcel is a probable location of a future recreation facility. The revitalization of the project area should not restrict the development of the recreation facility.

Project values

- Community driven planning and design
- Collaboration with community groups (ie. recreation programming organizers, user groups) and partners (ie. Champagne and Aishihik First Nations, Sha Shäw Corporation)
- Local economic benefit by utilizing local contractors and labour forces where possible
- Resilient and low-maintenance infrastructure
- Inclusive and accessible design

Consultant Requirements

1. Project Initiation
   - Develop Project Charter, confirm project team roles and responsibilities
   - Review previously completed studies and reports including the *Recreation Needs Assessment* (2024), *Community Recreation Plan: 2015-2024* (2015), *Community Recreation Plan: Implementation Plan* (2015) and *Community Recreation Survey Report* (2013)
   - Review Champagne and Aishihik First Nations General Assembly Resolution 2018-16 Haines Junction Skate Park
   - Review site conditions, as-built drawings and surveys
2. Public Engagement
   - Develop engagement plan to confirm engagement activities, milestones, schedule, roles and responsibilities. This will ensure that engagement approach is meaningful and productive
   - Interviews with identified partners (Champagne and Aishihik First Nations, Sha Shäw Corporation) and community groups (recreation programming organizers, user groups)
   - Facilitated public open house to present the concept options and solicit input and feedback from the broader community. This event will provide an inclusive platform for residents, community stakeholders, and other interested parties to learn about the proposed design, ask questions, and share their perspectives
   - Prepare a What We Heard Report summarizing the engagement activities and consolidating the feedback, comments, concerns, and suggestions collected in the engagement process
3. Concept Design
   - Develop up to three revitalization concepts for community and Council review
   - Produce a preferred concept design, incorporating all feedback, comments, and information from the engagement phase, accompanied by a Class D cost estimate
   - Prepare a design summary report that highlights key aspects of the design and incorporates all deliverables from the previous phases
4. Detailed Design
   - Develop tender documents (drawings, specifications and front-end documents) for the selected plan.
5. Construction Support
   - Provide tender support and construction project management services on behalf of the Village of Haines Junction

ANTICIPATED TIMELINE

October 15, 2026 – Teir 2 Community Development Fund application ($20,001-$75,000) for project design funds

Late Fall 2026 – Project initiation

Winter 2026 – Public engagement, design

Spring 2027 – Seek funding for construction

Summer 2027 & 2028 – Phased construction, schedule dependant on final design and availability of specialized contractors (ie. skate park, multi-sport courts)

Village of Haines Junction Block 39

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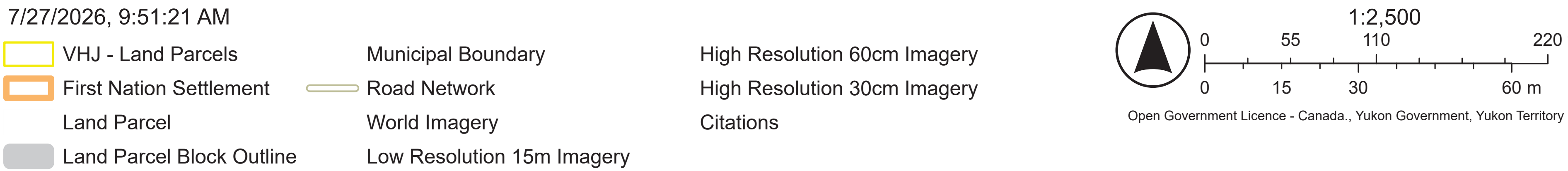

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Village of Haines Junction
Report to Council

September 9, 2026

X Council Decision
X Council Direction
___ Council Information
___ Closed Meeting

RE: Small Room Policy – Elders Services Room Use

Recommendation

Council, take into consideration this report and provide staff with direction to suspend the Small Room Policy (#34-21) for a six-month trial period, and to enter into a licence of occupation with the St. Elias Seniors and Elders Society (SESES) for office use of the Small Room on the terms outlined in this report.

Background

The Small Room Policy is copied below for reference:

> Small Room Policy
>
> Policy #34—2021
>
> Objective: This policy defines the rental regulation for the Small Room which is the room facing the arena on the ground floor of the St. Elias Convention Centre.
>
> The policy and procedures will:
>
> a) Reflect current practice with health service providers and other users;
>
> b) Not compete with local businesses which may from time-to-time have office space available for rent;
>
> c) Limit the number of days per week a user may use the room;
>
> d) Limit the number of months in advance that the room may be booked;
>
> e) Set the rental fee for rental for health service providers and other users of the room;
>
> f) Require health service providers to tidy and sanitize the room after use;
>
> g) Make it the responsibility of the health service providers to obtain an approved Application for Health Approval document (example attached), if required;
>
> h) Define Wellness Practitioners as being health service providers that are registered/certified by a territorial, provincial, or nationally recognized association; and,
>
> i) Recognize that being able to rent the room is a privilege being extended to health service providers by the community of Haines Junction to support community health.
>
> Adopted by Resolution #84-21 on the 24th day of March, 2021.

The Small Room is currently used once or twice per year by independent health care practitioners. The St. Elias Seniors and Elders Society (SESES) uses the room approximately every second week for reflexology treatments.

Current Status

Staff were approached several months ago by Patti Moore of SESES, expressing interest in renting the Small Room as an office. At that time staff advised that the space could not be rented for that purpose, as office use is not contemplated under the Small Room Policy.

SESES has recently been relocated from its former offices and is seeking a new location from which to deliver its services. The Society already delivers most of its programming from the St. Elias Convention Centre, and a fixed office in the same building would consolidate its operations in one location.

The proposal before Council is that the Small Room Policy be suspended for a period of six months while SESES is granted a trial licence of occupation to establish an office in the Small Room. When rented to a wellness practitioner, the workspace would be confined to the window wall, with a light curtain hung to delineate the space. The remainder of the room would continue to be available to visiting practitioners, and SESES has offered $350 per month for the use of the space.

Discussion/Analysis

Given the low utilization of the Small Room for its intended purpose, staff support making the space available to SESES on a trial basis while retaining the room's function as a wellness treatment space. Bookings would continue to be made and administered by the Village, and any rental fees paid by health practitioners would continue to be collected by the Village. This keeps control of a municipal asset with administration and avoids placing SESES in the position of managing access for other users.

<u>Rental Fee and Policy #36-21</u>

SESES has offered $350 per month, which would generate $2,100 over a six-month trial. Council may accept this amount or waive it.

Staff have reviewed the Local Community Group and Individuals Support Policy (#36-21) as a possible basis for a waiver. That policy permits Local Community Groups to use municipal recreation and convention centre facilities at no cost and extends the Village's third-party liability coverage to eligible groups.

The policy and its procedures are directed at bookings for events, programs and activities, rather than continuous or dedicated occupancy. Free-use bookings are confirmed no more than two months in advance and critically, may be changed at any time to accommodate other users.

Given that the space would remain available for all bookings under the current Small Room Policy, staff advise that the rental fee be waived as there is no impact on availability of the space and no direct additional cost to the Village. Paid users of the small room would still supersede free users.

Staff's recommendation is that, should Council wish to waive the $350, it do so by resolution attached to the licence of occupation rather than by applying the local Community Group and Individuals Support Policy #36-21. This avoids extending a facility-booking policy to cover office tenancy. Where fees are waived under #36-21 the annual value of the waiver is reported to Council; an equivalent figure can be included in the report back at the end of the trial.

Proposed Conditions of Occupancy

Staff propose that the following conditions be reflected in the licence of occupation:

- A term of six (6) months, with any occupancy beyond that date requiring a further resolution of Council.
- The office must be vacated whenever the room is booked by a wellness practitioner.
- Bookings for the room to continue to be administered by the Village, with reasonable notice provided to SESES.
- Events in the atrium and elsewhere in the Convention Centre take precedence over the office, the Village cannot guarantee quiet use of the space at all times, and SESES would accept the space on that basis.
- Proof of third-party liability insurance and an indemnity in favor of the Village.
- After-hours access limited to the Small Room and the Convention Centre entrance, consistent with other facility users.
- Cleaning and sanitization of the room after use, consistent with current practice.
- Heat and power are included. Custodial services, telephone and internet service are the responsibility of SESES.
- The licence may be terminated by either party on thirty (30) days' written notice.

Precedent

Approving this arrangement could prompt similar requests from other community organizations for dedicated space in municipal facilities. Some community groups (the Rangers and the Lions) already have Village owned, underutilized spaces allocated to them free of charge for storage. Staff do not recommend developing a general policy on community group use of space at this time as we believe the question is better addressed as new facilities are designed and become available.

Asset Management Impact

The Small Room is an existing municipal asset that is significantly underutilized. Locating the SESES office in the room increases use of the space at no capital cost to the Village and, if the fee is accepted, contributes $350 per month toward Convention Centre operating costs. Additional wear and utility consumption are expected to be marginal. Modifications to the building would be limited to a temporary curtain and possibly a sign on the door.

Alternatives Considered

Maintain the Small Room Policy as written and decline the request. This preserves the room exclusively for wellness practitioners, but leaves an underutilized asset in place and does not assist SESES in continuing to deliver its programs.

Repeal the Small Room Policy now and licence the space to SESES on a longer term. This would give SESES greater certainty, but commits the space before the shared arrangement has been tested.

Suspend the Policy for a six-month trial and report back (recommended). This allows the arrangement to be tested at low risk, retains the room's wellness function, and gives Council a decision point on whether to repeal the Policy and formalize a longer term.

Alignment with Strategic Priorities

Council's 2025-2028 Strategic Priorities include Investing in the Community, incorporating community needs and optimizing existing resources in support of a connected and active community. The recommendation also supports Sustainable Levels of Service by making better use of an existing asset and by defining the terms of that use in a way that is operationally and financially sustainable.

Next Steps

If Council supports the recommendation, administration will:

- Prepare and execute a six-month licence of occupation with SESES on the terms set out in this report.
- Report back to Council prior to the expiry of the licence with a recommendation on whether the Small Room Policy should be updated and a longer-term arrangement put in place.

Draft Resolution

That Council suspend the Small Room Policy (#34-21) for a period of six months, effective September 11th, 2026; and, That Council direct staff to enter into a licence of occupation with the St. Elias Seniors and Elders Society for office use of the Small Room for that six-month period, on the terms outlined in this report, at a fee of $350 per month (or with the monthly fee waived); and

That staff report back to Council prior to the expiry of the licence with a recommendation on the future of the Small Room Policy.

Prepared by

David Fairbank
Chief Administrative Officer