



# **Village of Haines Junction**

## **December 17<sup>th</sup>, 2025**

### **Regular Council Meeting 7:00 pm**

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

#### **AGENDA**

- 1. Call to Order**
- 2. Acknowledgement of Champagne and Aishihik First Nations Traditional Territory**
- 3. Adoption of Agenda**
- 4. Declaration of Pecuniary Interest**
- 5. Adoption of Minutes of Regular and Special Council Meetings**
  - a. Draft Minutes December 10<sup>th</sup> Council Meeting
  - b. Draft Minutes December 10 CoW Meeting
- 6. Proclamations**
- 7. Delegations**
- 8. Public Hearings and Public Input Sessions**
- 9. Old Business**
  - a. RTC - Annual fireworks Contribution
  - b. Draft RFP - TRC Statement and Policy
  - c. RTC – C-CARE Awards
  - d. RTC – Annual Tenders (postponed to notify bidders)
- 10. New Business**
  - a. Accounts Payable to December 17, 2025
- 11. Bylaws – Reports, Readings and Adoption**
- 12. Correspondence**
- 13. Council Reports and Notice of Motions**
- 14. Questions from the Public**
- 15. Motion to Close Meeting to the Public**
- 16. Adjournment**

**The next Regular Council Meeting will take place at 7:00 pm on January 14<sup>th</sup> in Council Chambers and via Zoom.**

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

## Join Zoom Meeting

<https://us02web.zoom.us/j/8676347100>

Meeting ID: 867 634 7100

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One tap mobile

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+12042727920,,8676347100# Canada

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Dial by your location

- +1 780 666 0144 Canada
- +1 204 272 7920 Canada
- +1 438 809 7799 Canada
- +1 587 328 1099 Canada
- +1 647 374 4685 Canada
- +1 647 558 0588 Canada
- +1 778 907 2071 Canada

Meeting ID: 867 634 7100

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

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



**Village of Haines Junction  
Report to Council**

**December 17 , 2025**

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

**RE: Annual New Years Fireworks Contribution**

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**Recommendation**

Council, take into consideration this report and provide staff with direction to continue to fund the annual New Years Fireworks display.

**Background**

In 2021 Council approved an ongoing grant of \$2,500 towards the annual fireworks display. This was a four-year commitment that has now expired.

**Current Status**

Council's commitment to support the annual fireworks display has expired and Council may now consider extending a new commitment.

**Discussion/Analysis**

\$2,500 is not an insignificant contribution however, the cost of all items has increased substantially over the last five years. Council may wish to review its level of financial commitment to the fireworks display. Council may also consider extending the commitment for a set number of years, as this avoids having to process the request annually.

**Draft Resolution**

That Council will provide a contribution \$(X),000 to the annual fireworks display for a period of (X) years.

Prepared by

David Fairbank  
Chief Administrative Officer



## REQUEST FOR PROPOSAL (RFP)

### Development of a Truth and Reconciliation Statement and Policy

#### 1. INTRODUCTION

The Village of Haines Junction is inviting proposals from Yukon-based businesses to develop a Truth and Reconciliation Statement and Policy for the Village of Haines Junction

#### 2. BACKGROUND

Council recently released its Strategic Priorities for 2025-2028.<sup>1</sup> One of Council's key initiatives is to develop a Truth and Reconciliation Policy and Statement for the Village of Haines Junction to address the Calls to Action issued to municipalities by the Truth and Reconciliation Commission<sup>2</sup>, including:

43. We call upon the federal, provincial, territorial, and municipal governments to fully adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples as the framework for reconciliation.

47. We call upon federal, provincial, territorial, and municipal governments to repudiate concepts used to justify European sovereignty over Indigenous peoples and lands, such as the Doctrine of Discovery and *terra nullius*, and to reform those laws, government policies, and litigation strategies that continue to rely on such concepts.

57. We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

77. We call upon provincial, territorial, municipal, and community archives to work collaboratively with the National Centre for Truth and Reconciliation to identify and collect copies of all records relevant to the history and legacy of the residential school system, and to provide these to the National Centre for Truth and Reconciliation.

#### 3. SCOPE OF WORK

The Contractor will:

1. Work collaboratively with Village council and staff to develop the statement and policy.
2. Deliver a workshop to Village council and staff on the statement and policy.
3. Provide an overview of this initiative at the upcoming Community Identity Workshop (date TBD).

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<sup>1</sup> <https://hainesjunction.ca/p/council-strategic-priorities-2025-2028>

<sup>2</sup> <https://nctr.ca/publications-and-reports/reports/>

#### **4. BUDGET**

All proposals should provide a detailed budget breakdown.

#### **5. PROPOSAL REQUIREMENTS**

Each proposal should include:

- A cover letter introducing the proponent(s) expressing an interest in the project.
- A detailed CV highlighting past projects.
- Proposed project management plan.
- A project timeline.
- A proposed budget.
- Names and contact information for three references.
- The proposal submission is not to exceed 10 pages in length.

#### **6. SELECTION CRITERIA**

Proposals will be evaluated based on:

- A demonstrated understanding of the Truth and Reconciliation Commission's Calls to Action
- Experience working to advance reconciliation within the Yukon
- Experience in policy development.
- Budget and timeline feasibility.

#### **7. SUBMISSION DEADLINE**

All proposals must be submitted no later than **5:00 pm January 14, 2026**. Proposals received after this date will not be considered. The Village reserves the right in its sole discretion to extend the closing date for any reason at any time prior to the closing date.

#### **8. TERMS AND CONDITIONS**

1. Contractors are solely responsible for their own expenses in preparing and delivering their proposals.
2. The successful proponent must be a Yukon-based business.
3. The Village reserves the right in its sole discretion to cancel this RFP in whole or in part at any time for any reason; or to reject any or all proposals.
4. The Village further reserves the right to accept or reject any proposal, in whole or in part, or to waive any irregularities at its own discretion.
5. The Village may issue another Request for Proposals on the same or different terms, sole source the contract to anyone, or do nothing further, without liability to any proponent or non-proponent.
6. The successful Contractor will need to sign an agreement detailing the terms of the project.
7. The successful Contractor will work with the Village staff and Council to ensure the deliverables are met.
8. The successful Contractor must secure, in advance of signing the contract:
  - a. Their own coverage under Yukon Safety and Compensation Board.
  - b. A current Village of Haines Junction Business Licence or Inter-Municipal Business Licence

- c. Current Commercial General Liability Insurance of \$2,000,000.
- d. Comply with the provisions of all laws and regulations applicable to the performance of the work, including, but not limited to the Yukon Employment Standards Act and the Yukon Workers' Compensation Act

## **9. CONTACT INFORMATION**

All proposals should be addressed to:

*The Village of Haines Junction*

*178 Backe St.*

*Haines Junction, Y0B 1L0*

For inquiries, please contact:

*David Fairbank*

*Phone: 867-634-7100*

*Email: [cao@hainesjunction.ca](mailto:cao@hainesjunction.ca)*



**Village of Haines Junction  
Report to Council**

**December 17, 2025**

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

**RE: Community Culture, Arts, Recreation and Environment (C-CARE) Program Awards**

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**Recommendation**

Council approves awarding of \$62,500 from the Community Culture, Arts, Recreation and Environment (C-CARE) Program as recommended in this report.

**Background**

C-CARE is a new funding program that was approved by Council on September 24, 2025. The program provides funding for culture, arts, recreation and environmental programming and events with the goal of supporting and enhancing individual and collective growth and well-being within the community. Eligibility criteria are outlined within the C-CARE Program Policy #48-25, available on the Village website <https://hainesjunction.ca/p/funding-opportunities>. Council established the total annual budget of \$125,000; to be allocated in two intakes/year (March 15 and September 15).

Council passed Bylaw #434-25, a Bylaw to Establish the C-CARE Program Committee, on October 9<sup>th</sup>, 2025. The Program Committee's mandate is to recommend projects for funding per the guidelines in the program policy, and to make recommendations on any needed improvements to the program policy following the first two intakes. On October 23, 2025, the following members were appointed to the Program Committee to serve until April 1, 2029: Laura Gorecki, Cathy Mackinnon, Stacy Menicoche, Patty Moore, Shawn Taylor and Councillor Sydney Mackinnon.

**Current Status**

The first intake closed on November 28, 2025. Ten applications were submitted, with a total ask of \$109,957.12. Funds available within this intake to allocate was \$62,500. Conflicts were managed by removing Program Committee members from evaluating any applications within a tier in which they were part of a project application.

The committee assessed applications using the Evaluation Form (appended to the Program Policy). Each application was given a consensus ranking by the Committee:

- Priority (project is ranked high and addresses Council's strategic funding priority) – Note, as Council didn't establish a strategic funding priority for this round, this rank was not used.
- High (project is highly recommended for funding)
- Medium (project has some shortcomings, is only recommended for funding if adequate funds remain after high ranked projects are funded, and shortcomings are addressed)

- Low (project has too many shortcomings to be recommended for funding in this round; encourage applicant to resubmit next round)
- Not eligible (project has not met the eligibility criteria, encourage applicant to resubmit next round)

Applications were evaluated by funding tiers. The highest ranked projects within each tier were awarded funding up to the maximum amount of funds available within that tier's funding envelope. Because this was the only intake in this fiscal year, the policy allows re-allocation of unspent funds from one tier to another tier.

## Discussion/Analysis

The results of the Program Committee's evaluation are summarized below:

Group	Tier	Budget Requested	Project Ranking	Recommended Award
Junction Clay Club	2	\$3,928.35	*High	*\$3,928.35
SECS Photography Club	2	\$3,500	High	\$3,250.00
Haines Junction Weightlifting Club	2	\$5,185.87	*Medium	*\$4,500.00
Part of the Land...	2/3	\$10,000	Low	\$0
Creative Junction	3	\$6,510	High	\$6,510.00
Yukon Bluegrass Music Society	3	\$9,950	High	\$9,950.00
St Elias Seniors and Elders Society	3	\$7,682.00	Not eligible	\$0
Boys and Girls Club Yukon	4	\$25,000	Low	\$0
Junction Arts and Music	4	\$26,122.25	High	\$24,416.00
SECS Freedom of Colours Club	4	\$22,078.65	*High/medium	*\$9,945.65
<b>TOTAL</b>				<b>\$62,500</b>

\*Conditional approval

Junction Clay Club – Total project costs are \$4,717.75 The club is requesting \$3,928.25 towards a workshop -- including instructor fees and equipment and supplies needed for the workshop -- which are eligible expenses under the C-CARE program. The club listed matching funds of \$789.90 cash and \$1,150 in-kind. This application is eligible to receive the full amount it applied for, providing it can confirm that the workshop is free for participants.

SECS Photography Club - Total project costs are \$13,250. The club requested \$3,500 to support twelve students in developing and showcasing work in a public exhibition -- including framing of prints, snacks, promotional posters and signage, memory cards and editing software -- which are eligible expenses under the C-CARE program. The club listed matching funding of \$10,000 in cash. The application is eligible to receive \$3,250 (as requested -- there was a math error in the budget table).



Haines Junction Weightlifting Club – Total project costs are \$5,685.87. The club is requesting \$5,185.87 towards the purchase of weightlifting equipment which are eligible expenses under the C-CARE program (providing they support the delivery of a program or event). The club listed matching funds of \$625 (cash) and \$500 (in-kind); making the project eligible for a maximum of \$4,500 due to the 25% matching funds requirement. Funding is to be awarded providing the following conditions are met; providing a description of the program that will be delivered with this funding to support the use of the facility, providing an explanation of how the facility will be made accessible to the broader community, and providing more information on how benefits will be measured.

Part of the Land Part of the Water Adventures – This application sought funding for two projects 1) Trapper Hat Workshop and 2) Ice Fishing Pilot Project on Pine Lake. The projects were assessed separately. The ice fishing project was deemed ineligible – trout fishing on Pine Lake has been closed for 10 years; while subsistence fishing for trout is permitted for CAFN citizens, commercial operations are not. The Trapper Hat Workshop, which was had several shortcomings – no matching funds, a weak plan for how benefits will be measured, two quotes were not provided for materials. The applicant will be advised of shortcomings and encouraged to reapply in the next intake.

Creative Junction – Total project costs are \$20,750.79. The group is requesting \$6,510.00 for a dance program and end of year performance and a polymer clay workshop -- including dance instructor fees, technician fees, and workshop instruction and supplies -- which are eligible expenses under the C-CARE program. The club has listed matching funding of \$10,840.79 (cash) and \$3,400 (in-kind). The application is eligible to receive the full amount it applied for.

Yukon Bluegrass Music Society – Total project costs are \$199,860. The society is requesting \$9,950 towards a free community concert, a community barn dance, and a local/regional artists budget -- including artist fees, technician fees, travel expenses -- which are eligible expenses under the C-CARE program. The society listed matching funding for the festival from Lotteries Yukon and the Arts Operating Fund. The application is eligible to receive the full amount it has applied for.

St. Elias Seniors and Elders Society – This application sought funding to cover costs associated with the rental of a small area within another business office to be used as a store front to provide seniors and elders with support services. Operating and maintenance costs associated with an organization's general administration (e.g. rent) is unfortunately ineligible under the C-CARE program.

Boys and Girls Club Yukon – Total project costs are \$81,748. The club is requesting \$25,000 from C-CARE to support the hosting of Shajé Kwa' Summer Camp -- including costs towards wages (director/coordinator and 2 frontline staff), merch, travel, supplies/gear and swag. The budget had several shortcomings – two quotes were not provided for items over \$1,000 as is required and included expenses that are considered ineligible in the C-CARE Program Policy. While the application provided detail on previous summer camp programming, it did not explain what programming will be offered this coming summer. The level of detail provided in the budget did not permit the committee to separate out what expenses might be eligible. The applicant will be advised of shortcomings and encouraged to reapply in the next intake.

Junction Arts and Music - Total project costs are \$35,030. The society is requesting \$26,122.25 towards the hosting of the Glacier Nights Festival – including artist fees, travel expenses, technician fees, producer fees, and volunteer coordinator fees – eligible expenses under the C-CARE program.

One expense – branded festival gear volunteer appreciation item for \$1,706.25 – was considered ineligible under the C-CARE program. The club listed matching funds of \$8,707.50 towards the event. The society is eligible to receive \$24,416.

SECS Freedom of Colours Club – Total project costs are \$31,190.70. The club is requesting \$22,078.65 to host an annual pride walk and community bbq – including painting of a progressive pride flag cross walk on Jacquot Street and Kluane Street where they connect to the highway – eligible expenses under the C-CARE program. The Committee discussed in length the two quotes provided for highway painting, and road work that is frequently done at the chosen intersections. The club listed matching funds of \$4,750 (cash and \$2,802 (in-kind)). The Committee allocated the funding remaining in the budget after higher-ranked projects were allocated funding, conditional on more information being provided on how benefits will be measured.

### **Asset Management Impact**

If Council approves the Program Committee's recommendations, the full 2025 budget will be allocated.

### **Alignment with Strategic Priorities**

The C-CARE Program aligns with Council's 2025-2028 Strategic Plan Goal: Investing in the Community. By setting this goal, Council committed to supporting a connected and active community by investing in recreation, public spaces and programs that encourage resident participation.

### **Draft Resolution**

THAT \$62,500 from the Community Culture, Arts, Recreation and Environment (C-CARE) Program be awarded as follows:

- Junction Clay Club \$3,928.35
- St. Elias School Photography Club \$3,250
- Haines Junction Weightlifting Club (Conditional Approval) \$4,500
- Creative Junction \$6,510
- Yukon Bluegrass Music Society \$9,950
- Junction Arts and Music \$24,416
- St. Elias School Freedom of Colours Club \$9,945.65

Prepared by

Aynslie Ogden  
Policy and Communications Manager

# **Municipal Accounts Payable to December 17 ,2025**

<b><u>Cheque No.</u></b>	<b><u>Name</u></b>	<b><u>Amount</u></b>	<b><u>Department</u></b>	<b><u>Description</u></b>
280846	Catalis Technologies Canada Ltd.	\$ 5,145.00	Administration	Replace lost cheque
280847	Association of Yukon Communities	\$ 85.00	Administration	Inter-Municipal business License #1
280848	Big Bud Contracting	\$ 3,675.00	Recycling Centre	Recycle pick-up for the month of Nov-Dec2025
280849	Building Systems Consulting Inc.	\$ 9,996.00	CP/Arena	Design and construction documentation
280850	Cathy MacKinnon	\$ 1,000.00	Legislative	C-Care program Committee honoraria
280851	Christina Schwendl	\$ 40.00	Landfill & Recycling	Free store volunteer honoraria
280852	Cimco	\$ 1,593.53	Arena	Strainer assembly and freight
280853	Core Geoscience Services Inc.	\$ 1,197.01	Landfill & Recycling	LTF decommissioning plan
280854	Dave Fairbank	\$ 511.69	Administration	Travel Expense AYC forum and meetings
280855	Dimensions Tech Services Inc.	\$ 11,340.00	Fire Department	Fire Radio License
280856	Ellen Stutz Petty-Cash	\$ 197.75	Recycling Centre	Refundables paid out
280857	Finning (Canada)	\$ 58.08	Public Works	Filter
280858	Harris & Company LLP	\$ 1,125.60	Administration	Legal fees
280859	Kelly Beaulieu	\$ 80.00	Landfill & Recycling	Free store volunteer honoraria
280860	Laura Gorecki	\$ 800.00	Legislative	C-Care program Committee honoraria

\* Denotes an item not directly funded by the Village

\*\* Grant funded

# **Municipal Accounts Payable to December 17 ,2025**

280861	M & D Services	\$ 2,573.59		Convention Centre	November 2025 Custodial Services
		\$ 735.31		Mezzanine	November 2025 Custodial Services
		\$ 383.64		Administration	November 2025 Custodial Services
		\$ 396.42		Fire Department	November 2025 Custodial Services
		\$ 95.92	\$ 4,184.88	Convention Centre	Kitchen towels laundry
280862	Norton Rose Fulbright Canada LLP		\$ 2,188.73	Administration	Legal fees
280863	Patty Moore		\$ 800.00	Legislative	C-Care program Committee honoraria
280864	Shawn Taylor		\$ 1,000.00	Legislative	C-Care program Committee honoraria
280865	Source Motors Ltd.	\$ 3,391.34		Arena	November 2025 Heating Fuel
		\$ 3,137.81		Fire Department	November 2025 Heating Fuel
		\$ 2,738.53		Administration	November 2025 Heating Fuel
		\$ 2,738.53		Convention Centre	November 2025 Heating Fuel
		\$ 880.46		Recycling Centre	November 2025 Heating Fuel
		\$ 2,151.56		Landfill & Recycling	November 2025 Fuel
		\$ 2,529.43		Public Works	November 2025 Fuel
		\$ 279.07	\$ 17,846.73	Fire Department	November 2025 Fuel
280866	Stacey Menicoche		\$ 1,000.00	Legislative	C-Care program Committee honoraria
280867	Sydney MacKinnon		\$ 1,000.00	Legislative	C-Care program Committee honoraria
280868	Yukon Service Supply		\$ 635.04	Water & Sewer	Sodium hypochlorite
	Municipal Accounts Payable		<b>\$ 65,500.04</b>		

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

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

\* Denotes an item not directly funded by the Village

\*\* Grant funded