



**Village of Haines Junction
February 28, 2024
Regular Council Meeting 7:00 p.m.**

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 Committee of the Whole Minutes February 7, 2024
 - b. Draft Regular Council Minutes February 7, 2024
- 6. Proclamations**
- 7. Delegations**
 - a. Residents - Willow Acres Area 3 Development Plan
 - b. Pedal Junction – Bike Skills Park
- 8. Public Hearings and Public Input Sessions**
- 9. Old Business**
- 10. New Business**
 - a. Prescribed burning in Kluane National Park – Presentation and Q&A with Jeni Rudisill, Project Manager and Linaya Workman, Site Manager
 - b. Accounts Payable to February 28, 2024
 - c. RTC – Board of Variance Application Fee
 - d. RTC – Board of Variance Honoraria
 - e. RTC – Waiving Mezzanine Rental Fees for Wellness Group
 - f. RTC – Trail Signage and App
- 11. Bylaws – Reports, Readings and Adoption**
 - a. Bylaw #407-24 Consolidated Municipal Fees Bylaw #343-19 Amendment #6, 1st and 2nd reading
- 12. Correspondence**
 - a. Haines Junction Health Centre Newsletter February 2024
 - b. RCMP Haines Junction Mayors-Chiefs Report January 2024
 - c. Letter from AYC re: Comprehensive Municipal Grant
 - d. Letter from Minister Mostyn re: Phase 4 Infrastructure and Willow Acres Contract Award
 - e. Letter from AYC to Minister Fraser re: Road Infrastructure
- 13. Council Reports**
- 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 p.m. on March 13, 2024 in Council Chambers and via Zoom.

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

Join Zoom Meeting

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

Meeting ID: 867 634 7100

One tap mobile

+17806660144,,8676347100# Canada

+12042727920,,8676347100# Canada

Dial by your location

• +1 780 666 0144 Canada

• +1 204 272 7920 Canada

• +1 438 809 7799 Canada

• +1 587 328 1099 Canada

• +1 647 374 4685 Canada

• +1 647 558 0588 Canada

• +1 778 907 2071 Canada

Meeting ID: 867 634 7100

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

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



Village of Haines Junction Delegation Request

As per s. 15. of Bylaw 352-19, Council Procedural Bylaw

- 15.1. Any person or delegations wishing to appear before council or committee must give notice prior to 11:00 am on the second last business day prior to the meeting.
- 15.2. Persons or delegations are requested to provide any information materials by the second last business day so that the documents may be included in the Agenda Package.
- 15.3. Persons or delegations are required to provide their name, address, contact information and reason for wishing to appear before council or committee.
- 15.4. Persons or delegations addressing council or committee are required to state their names, addresses, and the purpose of their presentation.
- 15.5. Persons or delegations will be given five (5) minutes with which to make their presentation.
- 15.6. Council or committee may agree by vote to extend the time available for a presentation if the persons or delegations has given advance notice to the Chief Administrative Officer or designate.
- 15.7. Council will only hear up to a maximum of three delegations at one meeting.
- 15.8. If a Member asks the delegation a question of clarification, the delegation may answer the question.
- 15.9. A general discussion or dialogue shall not take place unless Council adopts a resolution to suspend the rules.

Requested Council Meeting Date: _____

Individual, Group or Association: _____

Representative(s) of the Above: _____

Main Spokesperson: _____

Topic(s): _____

Written Materials Submitted (if applicable): _____

Projector or Other Electronic Support Required: _____

Request Made By: _____ Date: _____

Dear Mayor and Members of Council,

Subject: Subdivision development plan for Area 3, Willow Acres.

Upon examining the proposed development plans for Area 3 in Willow Acres as provided by the Land Development Branch (LDB), we want to express our concerns regarding the absence of planning for trails and green spaces within the latest proposed plans. We are supportive of the motion passed by council to incorporate additional trail space into the development plan.

As residents of Haines Junction, we value the accessibility to trail networks afforded by our community. Trails serve not only as recreational avenues for us but also as assets that are appreciated by a diverse range of community members, as detailed in the 2015 Haines Junction Community Recreation Plan. This document identified that “the most frequently and broadly used recreation infrastructure is local trails”.

We want to draw attention to Section E.2 of the Official Community Plan, which outlines the importance of including a contiguous network of parks, trails and open spaces in development of new subdivisions. Moreover, it emphasizes encouraging community involvement in the initial planning of parks and trails, as well as collaboration with various stakeholders, including governmental bodies and community groups, to establish cohesive networks of parks and trails in the community.

The parcel of land designated as Area 3 presently hosts a well-established network of trails that cater to a range of recreational activities including walking, running, biking, birdwatching, skiing, ski-jouring, snowmobiling, ATVs and horseback riding. These trails, previously charted by the Village, facilitate year-round outdoor pursuits and enhance quality of life for residents. A recent map of the trail network is attached.

In light of our shared commitment to the principles outlined in the Official Community Plan, we offer to collaborate with Council and/or the LDB in the design of a plan that preserves the existing trail infrastructure, or to create a plan to develop a new trail network within Area 3 that supports the recreational needs of the neighborhood and our broader community.

Thank you for your attention to this matter, and we look forward to the prospect of working together towards a shared vision of community development.

Signed,

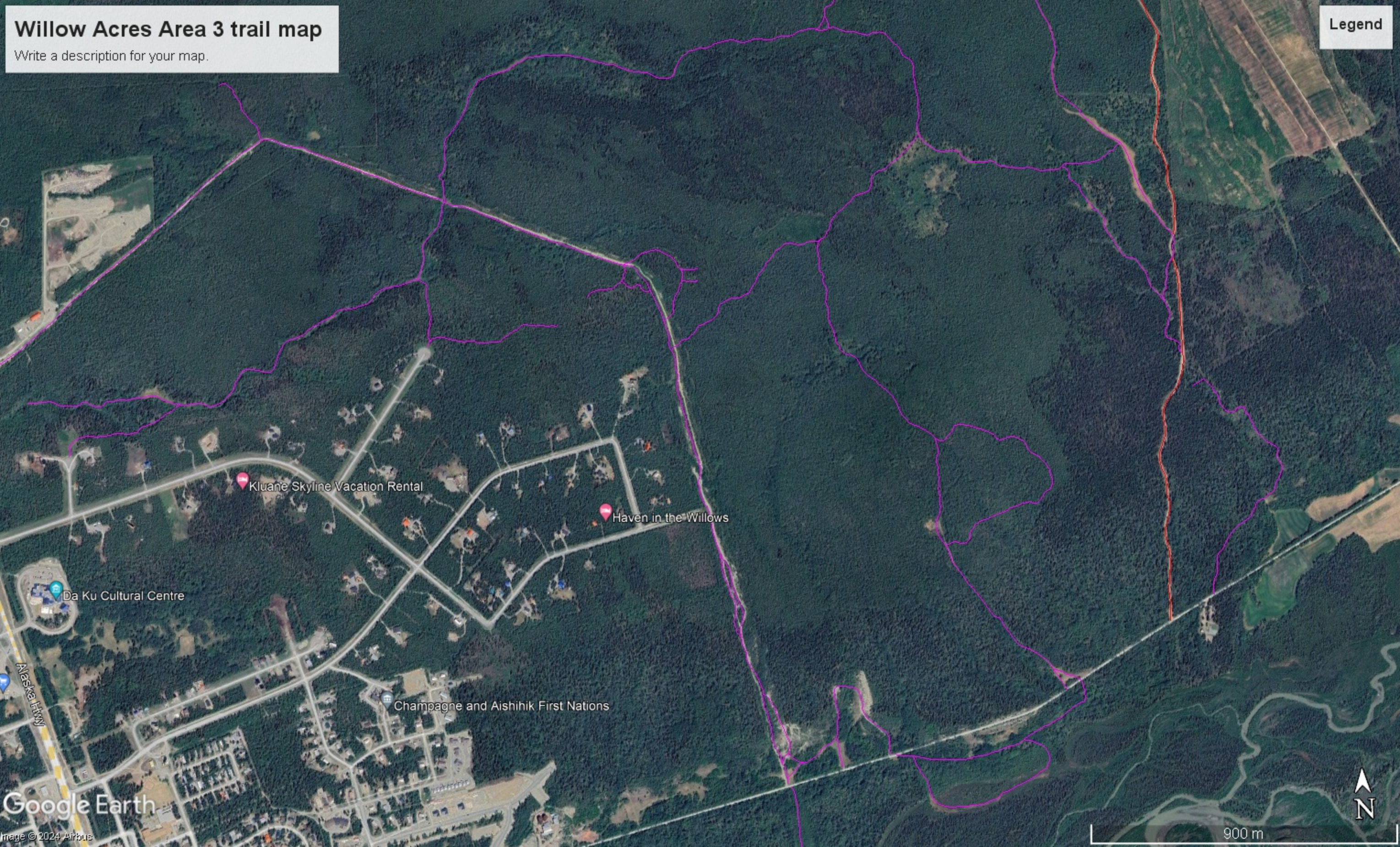
Sarah Chisholm
Jeffrey Peter
Martha Ritchie
Mark Ritchie
Marty Samis
Julie Bauer
Terry Skjonsberg
Emma Upton
Heiko Hansen

Nathan Conroy
Judy Unrau
Kevin McLaughlin
Laura Gorecki & Scott Stewart
Monika Steputh
Karin Voogd
Bryce Voogd
Travis Bernard
Allison Martin

Willow Acres Area 3 trail map

Legend

Write a description for your map.





Village of Haines Junction Delegation Request

As per s. 15. of Bylaw 352-19, Council Procedural Bylaw

- 15.1. Any person or delegations wishing to appear before council or committee must give notice prior to 11:00 am on the second last business day prior to the meeting.
- 15.2. Persons or delegations are requested to provide any information materials by the second last business day so that the documents may be included in the Agenda Package.
- 15.3. Persons or delegations are required to provide their name, address, contact information and reason for wishing to appear before council or committee.
- 15.4. Persons or delegations addressing council or committee are required to state their names, addresses, and the purpose of their presentation.
- 15.5. Persons or delegations will be given five (5) minutes with which to make their presentation.
- 15.6. Council or committee may agree by vote to extend the time available for a presentation if the persons or delegations has given advance notice to the Chief Administrative Officer or designate.
- 15.7. Council will only hear up to a maximum of three delegations at one meeting.
- 15.8. If a Member asks the delegation a question of clarification, the delegation may answer the question.
- 15.9. A general discussion or dialogue shall not take place unless Council adopts a resolution to suspend the rules.

Requested Council Meeting Date: February 28, 2024

Individual, Group or Association: Pedal Junction

Representative(s) of the Above: Lianna Grice, Mike Gemmill, Sarah Chisholm

Jonny Cromwell, Karin Voogd

Main Spokesperson: Lianna Grice

Topic(s): Creation of a new community organization called Pedal Junction and request for support

to build a Bike Skills Park in Dakwakada/Haines Junction

Written Materials Submitted (if applicable): Letter to Council,

bike skills park infographic

Projector or Other Electronic Support Required: No

Request Made By: Lianna Grice Date: February 22, 2024



February 22, 2024

Dear Mayor and Council,

Subject: Creation of a new community organization called Pedal Junction and request for support to build a Bike Skills Park in Dakwakada/Haines Junction.

Dakwakada/Haines Junction has a wonderful history of community groups supporting the development of parks and recreation spaces for community members, with the St Elias Lions Club playground at the Convention Center being a notable and excellent example of collaboration. Inspired by the long history of community groups/members developing our parks, a group of community volunteers has formed a new society called Pedal Junction. Building on the great work of the **Haines Junction Recreation Needs Assessment** Pedal Junction wants to support the creation of a bike skills park. This project aligns with the identified recreational needs of our community, offering a new avenue for active living and skill development accessible to all ages and abilities.

In 2023 the Haines Junction community demonstrated an interest in cycling programming and infrastructure. Throughout the spring, summer and fall a series of 8 volunteer-led Community Bike Nights were held on the Spruce Street cul-de-sac. These events brought together cyclists of all ages to ride bikes, play on wooden ramps and teeter totters and try out different skill stations. The season finale, a Bike Parade through the Village streets, brought out a great and energetic crowd of people of all ages and life-stages. We estimate that the average participation in Community Bike Nights was 15 people per night, and the Bike Parade drew more than 20 riders.

What is a bike skills park? It's a looping trail system of rollers banked for biking with small jumps, and obstacles to learn basic mountain biking skills. Parks like this have proven to be immensely popular in Whitehorse and other communities. The parks are a fantastic place for young and old to learn new biking skills. What's also really great about bike skills parks is that they are relatively easy to build, maintain and reclaim (if needed) because it's really just a bunch of dirt and wood!

Our initiative is inspired by the success of the Yukon's Wolf Creek bike skills park, a testament to what can be achieved through community collaboration and support. The Wolf Creek Community Association was awarded \$30,000 from the YG Community Development Fund (CDF) and engaged Joe deGraff, a skilled builder, to construct the track. This project not only delivered a valuable recreational asset to their community but also created a fantastic template for how community members can design and deliver a new park that the municipality of Whitehorse insures.

We are reaching out to possible community partners, the Village of Haines Junction, Champagne and Aishihik First Nations and Yukon government for support to help us find a suitable parcel of land for the bike skills park and support the annual insurance costs through their general policy which covers parks



and playgrounds. Our plan involves applying for funding through the Community Development Fund, leveraging a model of community engagement and financial planning proven successful in Wolf Creek.

Our volunteer group is not only passionate about this project but also brings a diverse set of skills crucial for its success, including experience in dirt work, engineering, project management, fundraising, funding applications, and communications. This diverse expertise ensures that we are well-equipped to manage the project from inception to completion, including ongoing maintenance. We commit to maintaining the park post-construction ensuring its sustainability for decades of enjoyment to come.

The development of a bike skills park in Haines Junction will offer low-barrier recreational opportunities that cultivate lifelong active living skills. This project also embodies the long history in Haines Junction of community-led initiatives, where we come together to build places to play, learn and grow.

We are keen to engage with the Village of Haines Junction to further discuss this proposal and explore how we can collectively bring this vision to fruition. We are also seeking more volunteers to join in so please spread the word about our bike park dream! Thank you for considering our proposal. We look forward to the opportunity to work collaboratively on this exciting initiative.

Sincerely,

A handwritten signature in black ink that reads "Lianna Grice". The signature is written in a cursive, flowing style.

Lianna Grice,
Pedal Junction Volunteer
pedaljunctionyukon@gmail.com
613-530-7977



LET'S BUILD A BIKE SKILLS PARK TOGETHER!



WOLF CREEK, YUKON

WHAT IS A BIKE SKILLS PARK?

It's a looping trail system of rollers banked for biking with small jumps, wooden decks and obstacles to learn basic mountain biking skill. The parks are a fantastic place for young and old to learn new biking skills. What's also really great about bike skills parks is that they are relatively easy to build, maintain and reclaim (if needed) because it's really just a bunch of dirt and wood!



COPPER RIDGE, YUKON

HOW WILL WE BUILD IT?

We form a society, ask community partners to help us identify suitable land, do some fundraising and apply for funding (like to YG's Community Development Fund), design it, build it, play in it and maintain it!

There are lots of great bike skills park examples in the Yukon to learn from like Wolf Creek, Mary Lake, Copper Ridge, Porter Creek, CGC - Mt Mac Ski area, Research Forest, Teslin, and Dawson City.

GET INVOLVED!

Email:
pedaljunctionyukon@gmail.com

Phone:
TBC

Provide your input or support online:



or visit us at pedaljunction.org

Municipal Accounts Payable to February 28, 2024

<u>Cheque No.</u>	<u>Name</u>	<u>Amount</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 28,891.60	Administration	Net Pay - Pay Period 4
		\$ 4,725.28	Administration	RRSP Contribution - Pay Period4
		\$ 23,132.31	Administration	Receiver General January 2024
		\$ 8,722.89	Fire Department	Honorarium Jul. - Dec. 2023
		\$ 65,472.08		
EFT	Solotech	\$ 96,242.24	Capital	Lighting system Grand Hall
Bill Pay	Visa	\$ 5,876.89	Administration	Office supplies, postage, office equipment,
		\$ 677.08	Arena	Hockey nets, net protectors, supplies
		\$ 633.59	Public Works	Rags, tools, sockets and adapters
		\$ 356.12	Recycling Centre	Freight for food cyclers
		\$ 7,543.68		
27857	Samuel Turcotte	\$ 25,200.00	Protective Services	Fire Smart Contract
27858	Workers' Safety and Compensation Board	\$ 3,199.51	Fire Department	Workers compensation coverage
27859	535902 Yukon Inc.	\$ 2,415.00	Water & Sewer	Backfill, dig, haul waste to dump,water break.
27860	Arctic Star Printing Inc.	\$ 523.95	Administration	Window Envelopes
27861	Big Bud Contracting	\$ 2,625.00	Recycling Centre	Recycle Pick - up month of Jan-Feb 2024
27862	Ellen Stutz - Petty Cash	\$ 1,334.45	Recycling Centre	Paid out refundable
		\$ 150.00	Fire Department	Medical Exam
		\$ 66.90	Administration	Office and sundry supplies
		\$ 1,551.35		
27863	Finning Canada	\$ 830.55	Landfill	Loader repairs
27864	Gorecki Laura	\$ 2,110.88	Administration	Donated Refundables Grant*
27865	Haines Junction Football Club	\$ 1,055.44	Administration	Donated Refundables Grant*
27866	Haines Junction Volunteer Department	\$ 12,889.23	Fire Department	Fire attendance

Municipal Accounts Payable to February 28, 2024

27867	Harris & Company		\$ 29,670.75	Administration	Legal Fees
27868	Jacobs Industries Ltd.		\$ 622.13	Water & Sewer	Carbon Dioxide
27869	Junction Arts & Music		\$ 1,055.44	Administration	Donated Refundables Grant*
27870	Manitoulin Transport		\$ 369.22	Arena	Zamboni parts
27871	Mason Consulting Group		\$ 295.00	Administration	Legal Fees
27872	Municipal Information Network		\$ 183.75	Administration	Annual subscription 2024
27873	NF Electrical and Event Production Ltd.		\$ 756.00	Convention Centre	Grand Hall seating repairs
27874	Omni Productions		\$ 1,575.00	Convention Centre	Lighting Rental January-February 2024
27875	Receiver General for Canada		\$ 323.82	Fire Department	Radio Licence renewal 2024
27876	Riseborough Michael		\$ 750.00	Administration	Aurora Lite II annual license (Asset Management)
27877	Source Motors Ltd.	\$ 1,773.64		Arena	Heating fuel January2024
		\$ 181.86		Arena	Heating fuel January2024
		\$ 2,332.03		Fire Hall	Heating fuel January2024
		\$ 2,948.67		Administration	Heating fuel January2024
		\$ 2,948.67		Convention Centre	Heating fuel January2024
		\$ 1,530.31		Recycling Centre	Heating fuel January2024
		\$ 1,043.69		Landfill & Recycling	Gas January 2024
		\$ 4,115.83	\$ 16,874.70	Public Works	Gas January 2024
27878	St.Elias Chamber of Commerce		\$ 500.00	Legislative	Canada Day J Bucks 2023
27879	St.Elias Community School Grad Class 2024		\$ 1,055.44	Administration	Donated Refundables Grant*
27880	St.Elias Cross Country Ski Club		\$ 1,055.44		Donated Refundables Grant*

Municipal Accounts Payable to February 28, 2024

27881	Sylvain Human Resource Services	\$	315.00	Administration	Job Description
27882	Xerox	\$	101.22	Administration	Printing and photocopies
27883	Yukon Service Supplies	\$	48.72	Administration	Paper Towels
		\$	48.72	Mezzanine	Paper Towels
		\$	97.44	Convention Centre	Paper Towels
		\$	595.35	Water & Sewer	Sodium Hypochlorite

Municipal Accounts Payable **\$ 277,161.82**

Adopted on _____ Motion# _____

Mayor _____ CAO _____



**Village of Haines Junction
Report to Council**

February 28, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Board of Variance Application Fee

Recommendation

The following is recommended:

- The Consolidated Municipal Fees Bylaw be amended to show the schedule of fees for Board of Variance Hearings as specified in the Zoning Bylaw
- Set the fees for Board of Variance Hearings and Appeals as follows:
 - Application fee for a Board of Variance Hearing or Appeal \$500
 - Fee for an appeal of a Board of Variance Decision by an adjacent property owner \$100

Background

In the July 29, 2021 Zoning Bylaw, any hearings or applications, whether for a variance or a appeal, requires a non-refundable fee of \$100 per application (see attached).

The Consolidated Zoning Bylaw #104-96 as of January 26, 2022 states, in S3.2.4, that the Application Fee for a Board of Variance Hearing shall be set by Consolidated Municipal Fees Bylaw #343-19 and subsequent Bylaw Amendments (see attached).

Currently, the Consolidated Municipal Fees Bylaw #343-19 and subsequent Bylaw Amendments does not currently have a schedule of fees for Board of Variance hearings; however, the application fees set in the July 2021 Zoning Bylaw are still in use.

Current Status

The Board of Variance recently met to hear two applications for variances, and provided feedback to staff that, in their opinion, the current application fee of \$100 is set too low given the amount of staff and Board time put into the analysis and review of applications, including a public hearing, particularly if legal opinions are required to inform decision making. They felt that a higher application fee may discourage applicants whose variance request may be more a matter of convenience or preference, and not the result of real practical difficulties or unnecessary hardships in meeting the requirements of the OCP or zoning bylaw.

Discussion/Analysis

We did a comparison of application fees in other Yukon Municipalities.

Municipality	Development permit	Application fee for Board of Variance Hearing	Fee for an appeal of a Board of Variance Decision	Zoning Amendment
Haines Junction	\$10	\$100	\$100	\$250
Dawson	\$165	\$120	Not specified	\$450
Carmacks	\$35	\$50	\$50	\$100
Teslin	\$35*	\$50*	\$50*	\$100*
Whitehorse	\$175*	Not specified	Not specified	\$2000*
Whistler		\$3,500		
Smithers		\$800		
Revelstoke		\$600		

*Rates are for single family residential – new build. Higher rates apply in commercial/institutional zones.

While our fee for development permits is well below all other Yukon municipalities whose fee schedules we reviewed, our fees associated with variance applications and appeals are either higher, or close to the highest fee.

Comparing to municipalities across Canada, Yukon municipalities have very low

We recommend increasing the application fee for a Board of Variance Hearing to \$250 to address our Board of Variance’s concern and leaving the fee for an appeal of a Board of Variance Decision unchanged at \$100.

Draft Resolutions

THAT The Consolidated Municipal Fees Bylaw be amended to set fees for Board of Variance Hearings and Appeals as follows:

- Application fee for a Board of Variance Hearing or Appeal \$500
- Fee for an appeal of a Board of Variance Decision by an adjacent property owner \$100

Prepared by

Aynslie Ogden
Corporate Manager

Section 3.2 of the Zoning Bylaw, January 2022

3.2 BOARD OF VARIANCE

- (1) The village of Haines Junction Council shall appoint a Board of Variance pursuant to the Yukon Municipal Act.
- (2) The Chairperson of the Board will be selected by its members.
- (3) The mandate and authority of the Board of Variance shall be that which is defined in the Yukon Municipal Act.
- (4) The Application Fee for a Board of Variance Hearing shall be set by Consolidated Municipal Fees Bylaw #343-19 and subsequent Bylaw Amendments.
- (5) A majority of the Board shall be a quorum.
- (6) The secretary of the Board shall be the Village of Haines Junction Chief Administrative Officer or their designate.

3.3 RIGHT OF APPEAL AND PROCEDURE FOR APPEAL

- (1) Any person who is aggrieved by a decision of the Development Officer, the Municipal Planning Board or the Council under this Bylaw, may appeal in writing, within thirty (30) days of the decision, to the Board of Variance.
- (2) An appeal may be made to the Board of Variance by the applicant or person affected by an order where a Development Officer;
 - (a) refuses or fails to issue a development permit to a person within forty (40) days of receipt of the application;
 - (b) issues a development permit subject to conditions.

Section 3.2 of the Zoning Bylaw, July 2021

3.2 BOARD OF VARIANCE

- (1) The Council shall appoint a Board of Variance consisting of three (3) members of which one (1) may be Council to hear appeals respecting the administration of this Bylaw as provided in Section 3.3.
- (2) Any hearings or applications, whether for a variance or an appeal of a Planning Board decision, shall require a non-refundable fee of \$100.00 per application.
- (3) The chairperson of the Board shall be selected by the Board from among its members.
- (4) The secretary of the Board shall be appointed by the Council, and shall not be a member of Council.
- (5) A majority of the Board shall be a quorum.

3.3 RIGHT OF APPEAL AND PROCEDURE FOR APPEAL

- (1) Any person who is aggrieved by a decision of the Development Officer, the Municipal Planning Board or the Council under this Bylaw, may appeal in writing, within thirty (30) days of the decision, to the Board of Variance.
- (2) An appeal may be made to the Board of Variance by the applicant or person affected by an order where a Development Officer;
 - (a) refuses or fails to issue a development permit to a person within forty (40) days of receipt of the application;
 - (b) issues a development permit subject to conditions.
- (3) Within thirty (30) days of receipt of a Notice of Appeal, the Board of Variance shall hold a Public Hearing respecting the appeal.



**Village of Haines Junction
Report to Council**

February 28, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Board of Variance Honoraria

Recommendation

The following is recommended:

- That our new rate would be:
 - Board members can claim \$100/hr. for meeting attendance.
 - A maximum that can be claimed per variance request is \$400.
 - Orientation for new board members would not be considered paid work.
- That these changes come into effect immediately, so our current Board members can be compensated more fairly and in recognition of their contributions.

Background

A Candidate Search was advertised on December 6, 2023 which (per the January 10, 2024 Report to Council on our Board of Variance Search) did not result in any applications.

Following the closing date of the Candidate Search on December 22, 2023, two community members put their names forward in early January, enabling Council to establish the current Board on January 10, 2024.

The terms of reference for the Board of Variance (Motion #181-21, attached) specifies members of the Board will receive an honorarium of \$100 per variance request.

Current Status

The Board of Variance recently met to hear two applications for variances. Both requests were technically challenging and one involved concerns from surrounding properties that had to be considered. The following is an estimate of time that was put in by board members:

- Prep for orientation meeting: 1 hour
- Orientation meeting: 3 hours
- Prep for public hearing: 3 hours
- Meeting prior to public hearing: 30 minutes
- Public hearing: 2 hours
- Deliberation meeting immediately following public hearing: 1.5 hours
- Second deliberation meeting: 2 hours
- Total time: 11h30 (approximately 6 hours per variance)

Discussion/Analysis

Under the current rate of remuneration each member of the board would receive \$8.70/hr. Under the proposed rate, board members would be remunerated at an estimated \$34.78/hr. In a hypothetical case, the simplest of variance requests could be completed in as little as two hours. In that instance, a board member who did not require an orientation could receive as much as \$50/hr however, this is an extreme example.

We are concerned that our current honoraria for Board of Variance members may discourage residents from applying to be members of the Board, due to the amount of work typically involved and the potential of the decision to affect relationships with other members of the community. The honoraria that is provided may not be enough to compensate for the effort involved and the potential social impact.

We did a comparison of publicly available honoraria in other Yukon Municipalities.

Municipality	Board/ Committee
Haines Junction	Current- \$100 per application –Board of Variance
Dawson	\$200 per month – Heritage Committee
Watson Lake	\$100 per application - Standing Variance Committee
*Government of Yukon	\$200/day – Category D board members

*The Yukon government Boards and Committees policy¹ considers those boards with independent decision-making authority, or an adjudicative role as being a Category D Board. Category D board members receive an honorarium of \$200/day.

Draft Resolutions

THAT the honorarium in the Terms of Reference for the Board of Variance be updated as follows, effective immediately:

- For attendance of an official variance meeting, board members will be remunerated at \$100/hr while actively hearing from the public or deliberating; and,
- The maximum that can be claimed per variance request is \$400; and,
- A meeting to provide orientation for new board members is considered unremunerated time.

¹yukon.ca/sites/yukon.ca/files/eco/eco-general-adminstration-manual-1.8.pdf

Prepared by

Aynslie Ogden
Corporate Manager

Motion #181-21: Terms of Reference for the Board of Variance

#181-21

It was moved and seconded

THAT the Council of the Village of Haines Junction approves the terms of reference for the Board of Variance as amended, being:

Board of Variance Membership:

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

Membership criteria:

- a) *Owning property in Haines Junction;*
- b) *Permanent residence in Haines Junction; and,*
- c) *Residing in Haines Junction for not less than three (3) years.*

Staff members directly involved in the development permit process are ineligible for membership.

Conflict of Interest:

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

June 23, 2021

Village of Haines Junction Council Meeting Minutes

Page 2 of 5

Mandate:

- a) *To hear requests for those types of variances as permitted by the Yukon Municipal Act*
- b) *To fulfill the requirements of Section 3.3 to Section 3.4 inclusive of the Village of Haines Junction Zoning Bylaw.*

Term:

The members of the Board will sit on the Board for a period of one (1) year from the date of their appointment.

Administrative Support

Administrative Support will be provided by Village of Haines Junction staff

Honorarium

Members of the Board will receive an honorarium of \$100.00 for each variance request.

Motion #181-21 was **CARRIED**.



Village of Haines Junction
Report to Council

February 28th, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: WAIVING OF MEZZANINE RENTAL FEE FOR WELLNESS GROUP

Recommendation

That Council take into consideration this report and provide staff with direction to waive the Mezzanine rental fee and damage deposit for the Mental Health and Substance Use Services, Wellness and Sobriety Group, weekly meeting. And that steps be taken to ensure the mezzanine is available for these meetings on a consistent basis.

Background

- The Free Use Policy directs admin staff to collect fees from government agencies when renting Village facilities.
- The Free Use Policy also states that unpaid rentals may be ‘bumped’ when in conflict with a paid rental.
- The Free Use Policy limits advance booking of facilities to three months.

There are currently no in-person sobriety support group meetings in Haines Junction. This gap in support programming makes individuals in the community struggling with addiction issues more vulnerable to relapse. The downstream impacts of addiction affect individuals, families, and social services across levels of government.

Current Status

Mental Health and Substance Use Services (MHSUS) will provide weekly secular sobriety support meeting in Haines Junction. MHSUS would like to hold these meetings in the Mezzanine and are requesting that the Village waive the rental/damage deposit fees for these meetings.

Staff believe that the limited budget available to MHSUS would be best used providing food and incentives to attendees, rather than paying for rental fees. Staff also believe that the support provided in these meetings is critical for those in the community struggling with addiction.



**Village of Haines Junction
Report to Council**

February 28th, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

Analysis

- Waiving the \$25/hr rental fee for the Mezzanine in support of this initiative will not meaningfully impact the Village budget.
- Council may wish to provide assurance that it will work to ensure the group is not 'bumped' by paid users, and if required, provide an alternative suitable location.
- Council may also wish to allow MHSUS to book the mezzanine indefinitely as long as the group is active.

Draft Resolution

Council directs staff to waive the rental and damage deposit fees for the weekly NHSUS sobriety support meetings, that staff provide a viable alternative location if the meeting must be relocated, and that staff allow the group to book the Mezzanine for its regularly scheduled meeting, for as long as the group is active.

Prepared by

David Fairbank

Chief Administrative Officer



**Village of Haines Junction
Report to Council**

February 28, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Trail Signage and App

Recommendation

The following is recommended:

- To establish a trail signage project committee and task the Committee with advising on plan for placing signage on the trail network, including recommending sign content, locations of signage, and proposing trail names, per the guidance in the above-mentioned What-We-Hear report.
- To develop an iOS and Android trail network app, per the app that was developed for the City of Whitehorse <https://apps.apple.com/ca/app/whitehorse-trail-guide/id872909893>
- To install signage on trails.
- To work collaboratively with CAFN on the above-mentioned actions.

Background

A comprehensive community engagement process was initiated in 2017 that resulted in the development of a conceptual trail network and implementation plan for a community trail network within municipal boundaries.

The What-We-Hear Report on the Haines Junction Trail Planning Process. This report, and the accompanying maps of the trail network, are posted on the Village's website at <https://hainesjunction.ca/p/trail-planning>

This work to create a vision for a trail network arose from the 2015-2024 Haines Junction Community Recreation Plan. This Plan, and the accompanying implementation plan, are posted on the Village website at <https://hainesjunction.ca/p/recreation-planning>

Current Status

We are proposing the following actions to pick up on where the trail planning process left off in 2018.

1. To establish a trail signage project committee and task the Committee with advising on plan for placing signage on the trail network, including recommending sign content, locations of signage, and proposing trail names, per the guidance in the above-mentioned What-We-Hear report.

2. To contract the development of an iOS and Android trail network app, per the app that was developed for the City of Whitehorse <https://apps.apple.com/ca/app/whitehorse-trail-guide/id872909893>
3. To contract design and production of signage on trails; installation to be carried out by public works.
4. To work collaboratively with CAFN on the above-mentioned actions.

Discussion/Analysis

The 2018 What We Heard Report indicated the following findings of this public engagement to be areas where residents in the community generally agree on next steps:

- Residents are looking forward to having a map developed to increase their access to trails.
- Residents are interested in investing in signage and/or basic trail markers for commonly used trails to improve safety and increase access for new residents and visitors.
- As bear activity has been highlighted as a concern, some community members would like to see bear awareness highlighted on some of these signs.
- Some groups suggested looking into app development for the final trail map product.

Financial Impact

Total project costs are estimated at \$16,000.

Item	Description	Rough Cost Estimate
Trail Committee	Honoraria for non-government employed members. Estimate is based on requiring a maximum of 5 2-hour meetings, 5 members @\$100/meeting.	\$2,500
Sign design and printing	Estimate 20 signs at \$500/sign	\$10,000
App development	Development and publishing of an iOS and Android app for trails using the existing trail network maps, registering GPS coordinates on the map so users can locate themselves geographically while using the app.	\$3,500
Total Project Costs		\$16,000

Project costs could potentially be sourced from as of yet unannounced funds that the Village has been awarded, VHJ surplus funds, or the CMG account.

A glossy version of the map could also be printed and sold at the Village office, as was done with the City of Whitehorse Trail map (which was sold for a period of time for ~\$12/map, if memory serves correctly).

Draft Resolution

THAT Administration proceed to establish a trail signage project committee, and with advice from the committee, contract the development of a trail network app and the design and production of trail network signage with the goal of having this work complete for the Summer 2024 season.

Prepared by

Aynslie Ogden
Corporate Manager

VILLAGE OF HAINES JUNCTION

Bylaw #407-24 Consolidated Municipal Fees Bylaw #343-19 Amendment #6

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

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

WHEREAS The Zoning Bylaw #104-96 states, in S3.2.4, that the Application Fee for a Board of Variance Hearing shall be set by Consolidated Municipal Fees Bylaw #343-19 and subsequent Bylaw Amendments

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

SHORT TITLE

1. This bylaw shall be cited as **Bylaw # 404–23, Consolidated Fees Bylaw Amendment # 6**

INTERPRETATION

2. For this bylaw all definitions are described in Bylaw #174–03-A and its amendments thereto including this bylaw.

AMENDMENTS

Following Schedule 14, add Schedule 15 as follows.

--ADD THE FOLLOWING--

SCHEDULE 15:

Bylaw Authorization: “Zoning Bylaw #104-96”

Bylaw Section	Fee/Charge/Penalty Categories	Fee/Charge/Penalty
3.2.4	Application Fee for a Board of Variance Hearing	\$500
3.2.4	Fee for an appeal of a Board of Variance Decision	\$100

--END OF SECTION--

ENACTMENT

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

READINGS

Read a first time the 28nd day of February, 2024.

Read a second time on _____

Read a third time and finally passed on _____

Bruce Tomlin, Mayor

David Fairbank, Chief Administrative
Officer



Dakwàkàda Nda Dàn Kù Haines Junction Health Centre NEWS

February 2024

FEBRUARY IS HEART HEALTH MONTH

One of the best ways to keep your heart healthy is to know your blood pressure and check it regularly. High blood pressure can lead to increased risk of stroke, heart failure, dementia, kidney disease and eye problems. Before you can address high blood pressure, you must know you're at risk. Know your numbers!

A nurse can check your blood pressure in our health centre. Either make an appointment or drop in Monday to Friday on our first floor. Give us a call to ask about availability!

TRAVELLING?

One safe way to be a healthy traveller is to keep up to date on your routine, publicly funded vaccines. Call our clinic to book an appointment to update your routine vaccines.

For detailed info on how to stay healthy when you travel internationally, visit travel.gc.ca/ to check their destination recommendations. You can book appointments for travel consultations and paid travel immunizations at Medicine Chest Pharmacies in Whitehorse, 867-668-7000 or 867-688-6123. You can also book appointments with the Whitehorse Travel Health Clinic at 867-333-6566.

COVID-19 boosters and flu shots will also be available at our weekly booster clinics. Call 867-634-4444 to book an appointment.

HOURS OF OPERATION

Monday to Friday: 8:30 am to 5 pm

FOR **EMERGENCIES** AFTER HOURS
PLEASE CALL 867-634-4444 OR 911

APPOINTMENTS

Appointments are available daily.
Please call 867-634-4444

NURSE APPOINTMENTS

Monday, Tuesday, Thursday and
Friday: 9 am to 11:30 am

Monday, Tuesday, Wednesday and
Friday: 1 pm to 4:30 pm

LAB HOURS

Tuesday: 1 pm to 4:30 pm
Wednesday: 9 am to 11:30 am

ADMINISTRATION TIME

Thursday: 1 pm to 3 pm
**Open for emergencies 24/7*

DOCTOR SERVICES

Call 867-634-3838 to inquire
about medical travel or to book an
appointment with Dr. Froud.



February 14, 2024

Mayor Bruce Tomlin, The Village of Haines Junction
mayor@hainesjunction.ca

VIA EMAIL

Re: Comprehensive Municipal Grant

Dear Mayor Tomlin,

I've received letters from many of you expressing support for the recommendations outlined in the Association of Yukon Communities' (AYC) Comprehensive Municipal Grant (CMG) Report and inquiring about the negotiation phase of the review. I am providing this information in follow up both to that letter and to our discussion at dinner on February 7th, 2024 for those of you who were able to attend.

The current municipal grant review in October 2019 began with the stated intention to not treat this as a negotiation, but rather a working group review to examine all aspects of the principles and formula to ensure the grant is meeting the needs of all municipalities. The working group met many times between 2020 to 2022. During that period, municipalities were also provided with an additional \$3.85M in "Municipal Safe Re-start" funding.

The work of that group resulted in the AYC report on the CMG. The report provided a direct request for specific changes to the formula (with an associated estimate of the increase to the grant) and nominated representatives to participate in discussions on implementing the recommendations. This began the negotiation phase of the CMG review process.

As I stated in my September 5th letter to the AYC President, it is important to understand the implications of changes to the current CMG formula, and it is important to engage municipalities in this process. The team at Community Services has been analyzing the recommendations and considering the implications to support a rationale for changes to the Grant formula. The work has included the representatives identified by the AYC to participate in this process. Meetings of this group occurred in October of 2023, and again in January 2024. This work is necessary to understand the current reality of municipal finances and to inform what is needed for long-term sustainability and to justify changes to the annual contribution formula.

It is important that municipal governments are funded to deliver services to citizens. You are facing the significant challenges of increasing regulatory requirements, rising costs, and aging infrastructure. We share an interest in ensuring municipal governments remain prepared in the long-term to deliver and maintain the vital suite of programs and services offered to your citizens in the face of these challenges.

We acknowledge the request for more funding and are reviewing to understand future needs. The request for 40 per cent increase in funding for the fiscal year 2024/25, amounting to \$10 million, is not feasible in the timeframe we are working within. However, I am pleased to note that the existing CMG formula includes escalators that will account this year for some of the inflation seen in 2022, resulting in a significant increase in grant payments for the upcoming fiscal year.

I assure you that our officials working collaboratively with the AYC and municipalities, are dedicated to negotiating in consideration of the long-term needs. I will continue to rely on advice from my officials and the AYC representatives on the CMG group. I ask that we give them time and support to complete due diligence work, and ultimately negotiate the terms and conditions that would support recommendations for changes to the formula-based grant funding.

Thank you for your continued partnership and collaboration in this matter. Together, we will strive to ensure that you continue to provide sustainable local services in your municipalities.

Sincerely,



Richard Mostyn
Minister of Community Services

c. Ted Laking, President AYC

Good Morning Dave,

I have copied all CAO's on this correspondence, anticipating that they may share similar inquiries.

The Minister's reference to two engagement sessions was primarily for informational purposes, not for negotiations. The October meeting convened to allow Samantha Crosby to provide AYC CMG members with an update on the procedural steps within the Yukon Government (YG) necessary to obtain a mandate for negotiations. Subsequently, the January session was convened due to additional inquiries from the YG regarding municipal tax rates, escalating regulatory costs, and cost of replacing assets. These sessions lasted less than 30 minutes, and the three AYC members have provided Samantha with further community-specific information to address these queries. From our perspective, negotiations have not yet commenced, and the latest update from Samantha Crosby suggests a potential start date around March. AYC intends to draft and distribute a response letter to all Mayors next week.

Cam or Val do you have anything to add?

If anyone has further questions or thoughts please let me know.

Happy Friday 😊

Shelley Hassard

Hi Shelley,

I was reviewing the attached letter and it occurred to me that I have not seen any reports, updates, or minutes from the two engagement sessions noted.

“The (CMG) work has included the representatives identified by the AYC to participate in this process. Meetings of this group occurred in October of 2023, and again in January 2024.”

Please let me know if there are any records of the meetings that can be shared for a Council update?

Thank you.

David Fairbank



Community Services
PO Box 2703, Whitehorse, Yukon Y1A 2C6

February 21, 2024

Bruce Tomlin
Mayor
Village of Haines Junction
Box 5339
Haines Junction, YT Y0B 1L0
btomlin@hainesjunction.ca

VIA EMAIL

**Re: Haines Junction Infrastructure upgrades: Phase 4 and Willow Acres Subdivision Expansion
Contract Award**

Dear Mayor Tomlin,

I want to follow up on my May 5, 2023, letter regarding Phase 4 Infrastructure funding. I am pleased to inform you that we are advancing this project to the next steps in the construction process. We have completed the necessary planning and scoping work, and Yukon and federal funding has been identified.

I am also pleased to let you know that we have awarded a contract for the first phase of the Willow Acres subdivision expansion. This project will be starting in the next few weeks with land clearing and materials purchasing. The work will provide 44 serviced residential lots that are planned for completion by July 2025.

Our Infrastructure and Land Development Branches will coordinate closely on these projects, sharing inspection, survey, and materials testing resources. We look forward to working closely with the Village of Haines Junction on these exciting projects.

Sincerely,



Richard Mostyn
Minister of Community Services

Association of Yukon Communities



#140-2237 2nd Avenue
Whitehorse, YT, Y1A 0K7

Phone: (867) 668-4388

Fax: (867) 668-7574

E-mail: ayced@ayc-yukon.ca

Website: www.ayc-yk.ca

President

Councillor Ted Laking

1st Vice President

Councillor Lauren Hanchar

2nd Vice President

Councillor Doris Hansen

Immediate Past President

Mayor Gord Curran

Executive Director

Shelley Hassard

Manager of Operations

David Rózsa

Members of:



February 19, 2024

Honorable Sean Fraser
Minister of Housing, Infrastructure and Communities
House of Commons
Ottawa, ON, K1A 0A6

Dear Minister,

I am writing to you today on behalf of Yukon communities to seek clarification on recent statements made by the Minister of Environment and Climate Change. The specific comments in question are:

“Our government has made the decision to stop investing in new road infrastructure. Of course, we will continue to be there for cities, provinces, and territories to maintain the existing network, but there will be no more envelopes from the federal government to enlarge the road network.”

As you are aware the Yukon is facing a housing crisis. Due to rapid population growth and inflation communities are having difficulty keeping up with demand. Municipalities have been undertaking several measures to try to develop land and facilitate more home construction; however, all new housing is dependent on municipal infrastructure such as water and wastewater facilities, community amenities, and roads. To put these costs into perspective, recent research conducted by the Federation of Canadian Municipalities (FCM) estimates that a housing unit requires an average investment of around \$107,000 in municipally owned capital assets. The FCM further estimates that of this \$107,000 approximately \$35,412 is associated with road assets.

If we assume that the 4730 homes that we estimate are required in the Yukon over the next 10 years are built to the same standard as today's existing housing stock, then the territory needs about \$500 million in infrastructure investments to support those homes over the next decade. Of this infrastructure, \$167.5 million is associated with municipal road assets. Indeed, many of our communities are moving forward with planning for new housing that will require the construction of new road infrastructure.

It is for these reasons that the Association of Yukon Communities was concerned with the suggestion that the federal government will no longer invest in new road infrastructure. If this were the case, then the federal government would essentially be leaving our communities helpless to meaningfully address the worsening housing crisis.

Thank you for your consideration,

Ted Laking
President
Association of Yukon Communities

CC: AYC Board of Directors, Yukon Mayors, Premier Pillai, MLA Dixon, MLA White