



**Village of Haines Junction**  
**April 20, 2026**  
**Committee of the Whole Meeting 10:00-16:30**

*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. Old Business**
  - a. Review of Emergency Planning Documents
    - (i) RTC – Emergency Response Planning Update
    - (ii) Draft VoHJ Municipal Emergency Plan 2026
    - (iii) Draft VoHJ Emergency Response Guidelines 2026
  - b. Council Prioritization Planning
    - (i) Strategic Priority Matrix
    - (ii) RTC - Council Prioritization Tool
    - (iii) Council Prioritization Tool
- 6. New Business**
- 7. Motion to Close Meeting to the Public**
  - a. Meeting with EMO Staff
- 8. Adjournment**

The next Regular Council Meeting will take place at 7:00 pm on April 22<sup>nd</sup> 2026 in Council Chambers and via Zoom. Join Zoom Meeting

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

Meeting ID: 867 634 7100

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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.*

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



## Village of Haines Junction Report to Council

March 11, 2026  
Re-issued for April 20th  
CoW meeting

- Council Decision
- Council Direction
- Council Information
- Closed Meeting

RE: Emergency Response Guideline (ERG) 2026 and Municipal Emergency Plan (MEP) 2026 – update

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### Recommendation

That Council review this report and approve the draft 2026 Emergency Response Plan and Emergency Response Guidelines at the next regular Council Meeting

### Background

Council previously directed Administration to update the Village’s emergency management

2025-10-09	#345-25 Emergency Response Planning Contract	THAT Council direct Administration to engage Reynolds Consulting to work with staff to develop emergency response guidelines and a basic emergency response plan, and to provide an 8-hour staff orientation session with an introductory tabletop exercise.
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Administration engaged Reynolds Consulting to prepare a draft Municipal Emergency Plan (MEP) and Emergency Response Guideline (ERG) for the Village of Haines Junction.

### Current Status

Draft versions of the ERG and MEP (2026) have been completed and reviewed by Administration. These documents provide governance and coordination guidance for municipal emergency response and are intended to be used alongside Yukon Emergency Measures Organization (EMO) systems and procedures.

### Discussion/Analysis

The ERG and MEP clarify the distinct roles of Council and Administration during emergencies. Council’s role is strategic and supportive (e.g., receiving briefings, providing policy direction, and—when required—considering declarations or extraordinary measures). Council does not direct operational response activities. Operational coordination and plan activation are managed by the CAO and designated staff.

These documents will remain ‘living’ and will continue to be refined as the Village builds emergency management capacity. In particular, updates are anticipated once the new Protective Services Manager position is filled, as emergency management planning and program implementation fall within that scope of work.

### Asset Management Impact

No direct asset management impacts are anticipated as a result of receiving this report. The ERG and MEP support continuity of essential services and protection of municipal infrastructure during emergencies.

## **Alternatives Considered**

Not applicable. This report is provided for information; Council is not required to approve or take action on the attached drafts.

## **Alignment with Strategic Priorities**

Supports Council's strategic priority of providing resilient and sustainable municipal services by strengthening emergency preparedness, coordination, and continuity planning.

## **Next Steps**

Administration will:

- Continue to maintain and amend the ERG and MEP as operational needs, contact information, and municipal capacity evolve;
- Provide orientation and role-appropriate training for staff and elected officials;
- Continue working with Champagne and Aishihik First Nations toward a joint Emergency Management Response (EMR) document that details how the two governments collaborate during emergencies.

Prepared by

David Fairbank  
Chief Administrative Officer



# Priority Matrix

A **priority matrix** is a structured set of questions that helps Council and staff consistently assess:

- **Why** a project matters
- **Whether** it belongs in municipal scope
- **How urgent** it truly is
- **What it costs** in time, money, and capacity
- **What it displaces** if pursued

The goal is not to rank everything perfectly — it is to **make trade-offs visible** and **protect focus**.

## A Simple 5-Lens Priority Matrix for Council

Each project is reviewed through **five lenses**.  
You can score these (High / Medium / Low) or simply discuss them.

### 1. Mandate & Authority

**Does this clearly fall within Council's legislated authority and responsibility?**

Key questions:

- Is this within municipal jurisdiction?
- Are we responsible for delivery, or is this advocacy?
- If we don't act, are we failing a legal or governance obligation?

Why it matters:

This prevents councils from drifting into work that belongs to other governments.



## 2. Health, Safety & Regulatory Risk

**What is the risk of not doing this now?**

Key questions:

- Does this affect public health or safety?
- Are there regulatory or compliance requirements?
- Are there legal, environmental, or reputational risks?
- Does delay increase future cost or risk?

Why it matters:

High-risk items should rise to the top, regardless of popularity.

## 3. Strategic Alignment

**How clearly does this advance one of Council's strategic priorities?**

Key questions:

- Which strategic priority does this support?
- Is the connection direct or indirect?
- Is this foundational or "nice to have"?

Why it matters:

Prevents project creep and "interesting but distracting" initiatives.

## 4. Organizational Capacity & Readiness

**Can the organization realistically take this on right now?**

Key questions:

- Do we have staff capacity?
- Do we have the right skills and systems?
- What would be delayed if we say yes?
- Is this the right timing?



Why it matters:

Capacity is not infinite — saying yes here means saying no somewhere else.

## 5. Financial Impact & Sustainability

Is this financially responsible over the long term?

Key questions:

- What is the full life-cycle cost?
- Is there a funding source beyond grants?
- Does this create future operating pressure?
- Does it move us toward or away from sustainability?

Why it matters:

This protects future councils and taxpayers from hidden liabilities.

## 6. Intergenerational Stewardship

Does this decision help or burden future residents?

Key questions:

- Are we investing responsibly or deferring costs?
- Does this improve long-term resilience?
- Would future councils thank us or curse us?



**CHRISTINA BENTY**

STRATEGIC LEADERSHIP SOLUTIONS INC



**Village of Haines Junction  
Report to Council**

**April 20, 2026  
Committee of the Whole Meeting**

Council Decision  
 Council Direction  
 Council Information  
 Closed Meeting

**RE: Council Prioritization Tool**

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### **Recommendation**

To establish the Council Prioritization tool as a quarterly review item moving forward, providing staff with clear prioritization of new motions and tasks.

### **Background**

On September 10, 2025, staff shared the 2025 motion tracker with Council. The tracker lists all action-oriented motions that were made by Council during the 2025 calendar year, and the status of work on the motion (e.g. complete, partially complete, ongoing, holding, not yet actioned, etc.). This has been consistently updated and the current version covering the 2026 calendar year is appended to this report.

Staff explained that the motion tracker does not reflect all of the work that staff have been tasked with.

### **Current Status**

Staff have prepared a “Council Prioritization Tool”. This tool was developed to reflect:

- The short list of Council motions that still require action
- Action items arising from Committee of the Whole meetings
- Action items arising from Joint Council meetings
- Legislative/bylaw requirements
- Notices of motion
- Council’s 2025-2028 Strategic Plan
- Other Council requests
- Staff-led items for Council direction

The latest copy of the tool is attached in pdf format. Presently there are 80 outstanding items on the list and 340 completed items from between January 2025 to early April 2026.

It is important to note that this list does not reflect the full workload within the office; and was developed to directly support the CAO in tracking and prioritizing all work directly requested by/or requiring direction from Council.

Due to the volume of emergent tasks competing with (and sometimes overwhelming) Councils Strategic Priorities, staff felt more discussion is needed with Council on an ongoing basis regarding priorities.

## Discussion/Analysis

The items range from requiring a few hours to complete the work (e.g. researching and drafting a relatively straight forward Report to Council), to a major consultative initiative which could require months of sustained effort (e.g. drafting a short-term rentals bylaw or leading a 5-year review of the OCP).

The following suggestions are made for Council to consider when bringing new workload items forward:



- Going forward, Council could prioritize all new actions for staff action using the Eisenhower Prioritization Matrix (see below – this is a common way to prioritize a to-do list)
- Council could consider re-prioritizing the existing to-do list using this matrix.
- Council could include the Council Prioritization tool as a standing item on the Council Agenda going forward.

## Draft Resolution

THAT the Council Prioritization tool be reviewed by Council on a quarterly basis moving forward.



## ACTION ITEMS LIST - REGULAR COUNCIL RESOLUTIONS

Council Meeting	Res. No., Issue	Council Resolution	Status
2026-01-14	<b>#02-26</b> December 17, 2025 Minutes	THAT the minutes of the Committee of the Whole and the regular Council meetings of December 17, 2025 be tabled to the next Council Meeting.	Complete
2026-01-14	<b>#03-26</b> Contact ATCO re: power outage	THAT Village of Haines Junction staff contact ATCO and ask them for more information about the recent power outage, causes, lessons learned and plans to avoid outages like this in the future if possible.	Complete
2026-01-14	<b>#04-26</b> Staff Debrief re: power outage	THAT Village of Haines Junction staff conduct a debrief for Mayor and Council regarding the recent power outage and discuss lessons learned and how we can improve our emergency response in the future.	Complete
2026-01-14	<b>#05-26</b> Bylaw #436-25	THAT Bylaw #436-25 Short Term Rental Accommodation Moratorium is read for the third time and final time on the 14th day of January 2026.	Complete
2026-01-14	<b>#06-26</b> Bylaw #437-25	THAT Bylaw #437-25 2026 Municipal By-Election is read for the first time on the 14th day of January 2026.	Complete
2026-01-14	<b>#07-26</b> Retroactive Meetings	THAT the Council had a retroactive meeting December 17, 2025 for personnel and a retroactive meeting for personnel for January 6, 2026.	Complete
2026-01-28	<b>#14-26</b> Awarding 2025 Donated Refundables Funds	THAT administration proceed to award the funds to successful applicants as recommended in the January 28th, 2026 Report to Council – Awarding of 2025 Donated Refundables Fund.	Complete
2026-01-28	<b>#15-26</b> Municipal By-Election Dates	THAT the notice of nomination proceeding be posted on February 9, 2026, the nomination be on February 16, 2026, and the regular poll take place on March 5, 2026.	Complete
2026-01-28	<b>#16-26</b> 2nd reading of Bylaw 437-26	THAT Bylaw 437-26 is read this second time on the 28th day of January 2026.	Complete
2026-01-28	<b>#17-26</b> 3rd reading of Bylaw 437-26	THAT Bylaw 437-26 is read this third time on this 28th day of January 2026.	Complete
2026-01-28	<b>#18-26</b> Receive YG Mandate Letter	THAT the letter be received and brought forward to a subsequent Council's Committee of the Whole meeting.	Complete
2026-01-28	<b>#20-26</b> Receive and table discussion on ISED Consultation on Rural Dev.	THAT the ISED Consultation on Rural Development Action Plan be received and brought to the February 11, 2026 Council meeting for further discussion.	Complete
2026-01-28	<b>#21-26</b> Attendance at Yukon Literacy Coalition Event	THAT a Council member or Council members attend the Yukon Literacy Coalition's February 28, 2026 event on behalf of Council.	Complete
2026-01-28	<b>#22-26</b> TCT Grant Application	THAT the TCT Grant Application correspondence be received and that Village of Haines Junction staff submit an application if applicable.	Complete
2026-01-28	<b>#23-26</b> Correspondence re: STR Moratorium Bylaw	THAT the Village of Haines Junction staff write a letter to Heiko Haehnsen thanking him for his email and noting that if he has any more concerns, that he reaches out to Council.	Complete
2026-01-28	<b>#24-26</b> Nordic Ambassadors Lunch	THAT the Village of Haines Junction provide lunch for the Nordic Ambassadors on March 10, 2026 and that Champagne and Aishihik First Nations's Chief and Council, Minister Istchenko and two Rangers be invited.	Complete
2026-01-28	<b>#27-26</b> Form LT1 Tax Lien Summary	THAT Council accept Form TL1 Tax Lien Summary.	Complete
2026-02-11	<b>#30-26</b> Amended and adopted meeting minutes	THAT the minutes of the regular Council meeting of January 28, 2026 be adopted as amended with the following changes: <ul style="list-style-type: none"> <li>•Amend all references to 'Council of the Whole Meeting' to 'Committee of the Whole Meeting' and;</li> <li>•Under section 11.f., add a reference to emails exchanged between Mr. Haehnsen and the Village of Haines Junction's Policy and Communication Manager.</li> </ul>	Complete
2026-02-11	<b>#31-26</b> Defer approval of report	THAT Council defer approval of the recommendations outlined in the New Dwelling Construction Grant RTC to a further date.	Complete
2026-02-11	<b>#32-26</b> New Dwelling Construction Grant for Young Residents	THAT Policy 40-24, New Dwelling Construction Grant for Young Residents and 41-24 Affordable Housing Construction Grant are amended as presented.	Complete
2026-02-11	<b>#33-26</b> Shakwack Hall Committee	THAT Council appoint Jennifer Bakke, Wade Istchenko, Rose Kushniruk, and Bruce Tomlin to the Shakwak Hall Committee, along with Bruce Sundbo.	Complete
2026-02-11	<b>#34-26</b> TRC Policy and Community Identity RFPs	THAT Council accept the verbal update on the TRC Policy and Community Identity RFPs.	Action required
2026-02-11	<b>#35-26</b> Accounts Payable Feb. 11, 2026	THAT Council receive and file the Accounts Payable to February 11th, 2026.	Complete
2026-02-11	<b>#36-26</b> Education campaign	THAT staff continue to develop and execute a public education campaign on Zoning Bylaw.	Complete
2026-02-11	<b>#37-26</b> Bylaw 438-26	THAT Bylaw #438-26 New dwelling Construction Grant Bylaw be read this first time on February 11th, 2026.	Complete



## ACTION ITEMS LIST - REGULAR COUNCIL RESOLUTIONS

Council Meeting	Res. No., Issue	Council Resolution	Status
2026-02-11	<b>#38-26</b> Correspondence response	THAT Village of Haines Junction staff follow up on the letter from citizen Haehnsen.	Complete
2026-02-11	<b>#39-26</b> YG Housing Initiative	THAT the YG Housing Initiative Fund be received and filed.	Complete
2026-02-11	<b>#40-26</b> Proclamation policy	THAT staff include the Village of Haines Junction's Proclamation Policy for all proclamations that are presented to Council for the future.	Complete
2026-02-11	<b>#41-26</b> ISED Consultation filing	THAT the ISED Consultation – Rural Development Action Plan report be received and filed.	Complete
2026-02-11	<b>#43-26</b> Arctic Security Council Summit	THAT Councillor Mackinnon attend the Arctic Summit Security Conference during their next upcoming meetings.	Complete
2026-02-11	<b>#44-26</b> Letter to Tumbler Ridge	THAT staff be directed to write a letter with Deputy Mayor Sundbo's signature, to Tumbler Ridge's Mayor and Council with the Village of Haines Junction's Council's heartfelt condolences.	Complete
2026-02-11	<b>#47-26</b> RCMP Report	THAT RCMP Haines Junction Mayors-Chiefs Report January 2026 be received and filed.	Complete
2026-02-11	<b>#48-26</b> Meeting adjourned	THAT the meeting be adjourned at 10:46 p.m.	Complete
2026-03-11	<b>#49-26</b> Agenda	THAT the agenda be adopted.	Complete
2026-03-11	<b>#50-26</b> Meeting adjourned	THAT meeting be adjourned at 6:55 p.m.	Complete
2026-03-11	<b>#51-26</b> Agenda	THAT the agenda be adopted as amended with the following changes -Add item 3b swearing in new HJ councillor AND defer decision item 9.b (i) RTC – Emergency Response Planning Update; (ii) Draft Municipal Emergency Plan (MEP) 2026; (iii) Draft Emergency Response Guideline (ERG) 2026.	Complete
2026-03-11	<b>#52-26</b> Defer February 11, 2026 regular Council Minutes	THAT the adoption of the minutes of the regular Council meetings of February 11, 2026 be deferred to the following Council Meeting.	Complete
2026-03-11	<b>#53-26</b> Item Disposal	THAT Council adopt Policy #005-93 and defer the surplus Item Disposal policy to the Council's March 25, 2026 meeting	Complete
2026-03-11	<b>#54-26</b> Cardboard Trailers	THAT a Report to Council be drafted on the sale of the cardboard trailers to local businesses.	Complete
2026-03-11	<b>#55-26</b> Water System Modernization	THAT staff be directed to proceed with a sole source contract for the Water System SCADA modernization, Phases 1 and 2, with the contractor that provided the quote, and that the project budget be adjusted to \$350,000 in the 2026 budget to complete the work, noting Phase 2 completion in early 2027.	Complete
2026-03-11	<b>#56-26</b> Algae Control Unit	THAT staff add \$25,000 for a solar-powered ultrasonic algae-control unit and lagoon nutrient management to the 2026 budget.	Complete
2026-03-11	<b>#57-26</b> Dwelling Construction Grant	THAT Policy 46-25 Dwelling Construction Grant is adopted as presented with the following addition: the naming of Block 30 in the catchment area.	Complete
2026-03-11	<b>#58-26</b> First Reading - Bylaw #436-26	THAT bylaw #436-26 2026 O&M and Capital Budget be read a first time on March 11th, 2026.	Complete
2026-03-11	<b>#59-26</b> First Reading - Bylaw #427-26	THAT bylaw #427-26 Property Taxation Levy be read a first time on March 11th, 2026.	Complete
2026-03-11	<b>#60-26</b> Second Reading - Bylaw #438-26	THAT bylaw #438-26 Dwelling Construction Grant Bylaw be read a second time on March 11th, 2026.	Complete
2026-03-11	<b>#61-26</b> Third Reading - Bylaw #438-26	THAT bylaw #438-26 Dwelling Construction Grant Bylaw be read a third time and adopted on March 11th, 2026.	Complete
2026-03-11	<b>#62-26</b> MLA Letter	THAT the letter from MLA Brent McDonald be received and filed.	Complete
2026-03-11	<b>#63-26</b> February Health Centre Newsletter	THAT the Health Centre February Newsletter be received and filed.	Complete
2026-03-11	<b>#64-26</b> Draft letter to Yukon Contractor's Association	THAT staff provide the correspondence in relation to the Yukon Contractor's Association via email to Council for further discussion at the March 25, 2026 regular council meeting.	Complete
2026-03-11	<b>#65-26</b> Yukon Contractor's Association Letter	THAT the letter from the Yukon Contractor's Association be received and filed.	Complete
2026-03-11	<b>#66-26</b> Meeting Extension	THAT the meeting be extended past 9:00 p.m.	Complete
2026-03-11	<b>#67-26</b> Draft letter to Minister Bellmore	THAT staff draft a letter to Minister Bellmore to be sent in mid-April requesting a meeting to discuss issues that pertain to the Mandate letter received from Premier Currie Dixon.	Ongoing
2026-03-11	<b>#68-26</b> Mandate Letter	THAT the mandate letter from the Honourable Currie Dixon, Premier of the Yukon be received and filed.	Complete
2026-03-11	<b>#69-26</b> Close Meeting to	THAT the meeting be closed to the public at 9:22 p.m.	Complete
2026-03-11	<b>#70-26</b> Meeting Reopened to Public	THAT the meeting be reopened to the public at 10:15 p.m.	Complete
2026-03-11	<b>#71-26</b> CoW Scheduling	THAT a Committee of the Whole meeting be scheduled to discuss the ERP and Council priorities on April 20, 2026 from 10:00 a.m. to 4:00 p.m.	Complete



## ACTION ITEMS LIST - REGULAR COUNCIL RESOLUTIONS

Council Meeting	Res. No., Issue	Council Resolution	Status
2026-03-11	<b>#72-26</b> CCare Application Extension	THAT the CCARE application deadline be extended to a later date, to be determined at the March 25 <sup>th</sup> , 2026 Council meeting.	Complete
2026-03-11	<b>#73-26</b> Meeting adjourned	THAT the meeting be adjourned at 10:15 p.m.	Complete
2026-03-12	Council Action Item	Create direct award checklist or decision matrix for future solesource decisions	Complete
2026-03-25	<b>#74-26</b> Agenda Adoption	THAT the agenda be adopted as amended with the following addition by CAO Fairbank: •Item c. NRCMP to discuss in-camera.	Complete
2026-03-25	<b>#75-26</b> February 11, 2026 Meeting Minutes Adopted as Amended	THAT the minutes of the Regular Council Meeting of February 11, 2026 be adopted with the following amendment: Alter Page 7 to remove references to 'she', ensuring an anecdotal format of meeting minutes.	Complete
2026-03-25	<b>#76-26</b> March 11, 2026 Regular Meeting Minutes Adopted as Amended	THAT the minutes of the Regular Council Meeting of March 11, 2026 be adopted with the following amendments: •on page 7, bullet 2, change 'ferries' to 'prairies'; •on Page 11, move the motion to extend the meeting past 9:00 p.m. above item d. Mandate Letter – Hon. Currie Dixon, Premier of the Yukon; and •on Page 12, under Item 13 and 'Mayor Strand', at the end of the sentence of 'Had lunch with the Nordic Ambassadors and the Council', add: ', CAFN Council, and members of the Canadian Rangers'.	Complete
2026-03-25	<b>#77-26</b> March 11, 2026 CoW Minutes Adopted as Amended	THAT the minutes of the Committee of the Whole meeting of March 11, 2026 be adopted with the following amendment: •On Page 1, remove the mention that Mayor Strand was 'On Zoom'.	Complete
2026-03-25	<b>#78-26</b> Policy #005-93 Surplus Goods Disposal	THAT the Policy #005-93 Surplus Goods Disposal Amendment be amended as presented.	Complete
2026-03-25	<b>#79-26</b> Cardboard Trailers Sale	THAT staff be directed to offer the cardboard trailers previously identified by Council for sale at fair market value to the affected businesses prior to selling any remaining trailers through the Surplus Goods Policy.	Ongoing
2026-03-25	<b>#80-26</b> Receive and File Rec. Coordinator Report	THAT the Recreation Coordinator Report to Council be received and filed.	Complete
2026-03-25	<b>#81-26</b> CoW Scheduled for April 22, 2026	THAT a Committee of the Whole Meeting be scheduled for April 22nd, 2026 at 5:30 p.m. to discuss the Recreation Coordinator position.	Complete
2026-03-25	<b>#82-26</b> Solid Waste Management Facility Working Group engagement planning and RTC	THAT Council approves the Solid Waste Management Facility Working Group initiating public engagement, with the help of a professional, on the purchase of the Terra 200 unit and report to Council with the group's findings, and directs staff to work with the working group.	Complete
2026-03-25	<b>#83-26</b> Revised Consolidated Fee	THAT staff bring the revised consolidated fee by-law to Council as amended for the first reading at the April 8th, 2026 Regular Council Meeting.	Complete
2026-03-25	<b>#84-26</b> 426-26 2nd Reading	THAT bylaw 436-26, A Bylaw to Create the Annual Operating Capital/Projects Budgets for 2026 be read for the second time on the 25th day of March, 2026.	Complete
2026-03-25	<b>#85-26</b> 426-26 3rd Reading and Adoption	THAT bylaw 436-26, A Bylaw to Create the Annual Operating Capital/Projects Budgets for 2026 be read for the third time and adopted on the 25th day of March, 2026.	Complete
2026-03-25	<b>#86-26</b> 437-26 2nd Reading	THAT bylaw 439-26, A Bylaw for the Village of Haines Junction to Levy Real Property Taxes for the Year 2026 be read for the second time on the 25th day of March, 2026.	Complete
2026-03-25	<b>#87-26</b> 437-26 3rd Reading and Adoption	THAT bylaw 439-26, A Bylaw for the Village of Haines Junction to Levy Real Property Taxes for the Year 2026 be read for the third time and adopted on the 25th day of March, 2026.	Complete
2026-03-25	<b>#88-26</b> File and Receive RCMP Report	THAT the RCMP Report, February 2026 be received and filed.	Complete
2026-03-25	<b>#89-26</b> File and Receive Health Centre Newsletter	THAT the Haines Junction Health Centre Newsletter, March 2026 be received and filed.	Complete
2026-03-25	<b>#90-26</b> 1-page rationale of sole sourcing	THAT staff provide a one-page summary outlining Council's rationale for sole sourcing when needed.	Complete
2026-03-25	<b>#91-26</b> Meeting Extended	THAT the meeting be extended past 9:00 p.m.	Complete
2026-03-25	<b>#92-26</b> Meeting Closed to Public	THAT the meeting be closed to the public at 9:03 p.m.	Complete
2026-03-25	<b>#93-26</b> Meeting Reopened	THAT the meeting be reopened to the public at 10:37 p.m.	Complete
2026-03-25	<b>#94-26</b> Scheduled a Council meeting on April 8, 2026 re: Personnel Matters	THAT Council have a one-hour meeting on April 8th, 2026 at 6:00 p.m. regarding personnel matters.	Complete
2026-03-25	<b>#95-26</b> Council attend personnel meeting January 6, 2026	THAT Council attend a half-day personnel meeting on January 6th, 2026	Complete
2026-03-25	<b>#96-26</b> Adjournment	THAT the meeting be adjourned at 10:37 p.m.	Complete



Updated December 5, 2025

Council Prioritization Tool - Updated April 2026 (80 items)				
Date item was identified	How item was identified	Item	Priority (Staff Assessment)	Priority (Council Assessment)
2024-08-31	Council request	Council Priorities Annual Progress Report	2. Two to six months from now	
2025-01-08	Motion	THAT a letter from Council be drafted to ATCO letter to inquire about the arena billing.	4. Nice to do eventually/holding	
2025-01-22	Motion	THAT staff bring forward the proclamation of Indigenous Survivor Day to Council for consideration after their Strategic Plan has been developed.	2. Two to six months from now	
2025-01-22	Motion	THAT staff provide Council with more information on the Nominee program along with a draft letter	4. Nice to do eventually/holding	
2025-01-22	Motion	THAT staff prepare a RTC with more information from the Food Cyler program on next steps.	3. Ongoing as time permits	
2025-02-11	Motion	UPDATE: Proposal received. Deferred to Advisory Group THAT staff will: <ul style="list-style-type: none"> <li>•Work with YG to research the purchase of a composting unit</li> <li>•Work with AYC to seek support from YG with ELVs</li> <li>•Continue to work with local contractors on options to address grubbing/ stripping</li> <li>•Share data on tipping fees and volume of materials entering the facility six months following the enactment of tipping fees on March 5, 2025 to support decision-making on potential adjustments to the fee schedule.</li> <li>•Bring forward an amended Consolidated Municipal Fees Bylaw to reduce the by-volume residential waste from \$60/m<sup>3</sup> to \$20/m<sup>3</sup> DONT</li> </ul>	1. For Staff Action	
2025-02-26	Council request	Look into pricing for disposal of 20 lb and 100 lb propane bottles.	3. Ongoing as time permits	
2025-02-26	Council request	track down the Windows of Opportunities conference report	4. Nice to do eventually/holding	
2025-02-26	Motion	THAT staff ask the Advisory Group investigate the feasibility of the Food Cyler proposal	2. Two to six months from now	
2025-03-11	Motion	THAT the Public Works provide monthly reports on what is going on work-wise. MOTION was deferred pending a report from staff	4. Nice to do eventually/holding	
2025-03-26	Staff-led initiative	Update Fire Department Bylaw	2. Six + months from now	
2025-05-14	Motion	THAT the Staff ensure this Tipping Fee Holiday Proposal be reviewed when Tipping Fees are reviewed at the end of the year.	2. Six + months from now	
2025-05-14	Motion	THAT the Report to Council on Options for Sustaining Free Store Volunteers, and the amended Donated Refundables policy, be received and filed and deferred for discussion at a later date	2. Six + months from now	
2025-05-28	Motion	THAT staff discuss adding the Indigenous Survivors / Blanket Ceremony Day letter to the June 5th agenda with Linaya or Jennifer at CAFN	1. For Staff Action	
2025-05-28	Motion	THAT Staff provide a report within the next six months on the Yukon government First Nations procurement policy	2. Two to six months from now	
2025-05-28	Motion	THAT Staff provide a report at the next Council meeting on including various sized propane tanks in tipping fees and that provides an update on the status of waste antifreeze collection at the landfill	4. Nice to do eventually/holding	
2025-05-28	Council request	Follow up with One Yukon for copy of testing report that showed spike and forward to RCMP	1. For Staff Action	
2025-05-28	Motion	THAT staff provide a Report to Council with an estimate of costs to either demolish or repair the muffin.	1. For Staff Action	
2025-06-25	Motion	THAT Staff provide a Report to Council to refine the Community Recognition Award nominee process.	2. Six + months from now	

Updated December 5, 2025

Council Prioritization Tool - Updated April 2026 (80 items)				
Date item was identified	How item was identified	Item	Priority (Staff Assessment)	Priority (Council Assessment)
2025-06-25	Council request	Revise Community Recognition Policy for next year to create a Volunteer of the Year award	2. Two to six months from now	
2025-07-09	Motion	THAT Council directs staff to defer amendments to the Waste Management Cost Recovery and Sorting Bylaw until advice is received from the Solid Waste Management Advisory Group	2. Six + months from now	
2025-07-23	Legislated/bylaw requirement	Send letter to those who do not meet minimum requirements to be Landfill Monthly Account Holders	1. For Staff Action	
2025-08-06	CoW Action Item	THAT the Trail Committee will work with staff to implement Option 3, as recommended by the Committee, and to include the Dezadeash Trail within the trail network map and adding a trail network sign at the trailhead	2. Two to six months from now	
2025-08-13	Notice of Motion	Notice of Motion to discuss Urban Electrification Program Policy and establish reserve budget for the program	2. Six + months from now	
2025-08-13	Motion	THAT Staff are directed to set up a meeting with the Department of Community services to discuss and negotiate the path forward to getting the SRS operational	2. Two to six months from now	
2025-08-13	Notice of Motion	Notice of Motion to discuss the Village Reserves per recommendations from the recent Audit, when it makes sense.	1. Council meeting within two months	
2025-08-27	Motion	THAT staff bring back more information on whether current RV parks in town have direct connections to the sewer system, or if they use a holding tank, and invite Public Works Manager to be part of the discussion.	4. Nice to do eventually/holding	
2025-08-27	Motion	Share Motion Tracker on a Quarterly Basis	1. For Staff Action	
2025-08-31	Council request	Annual Community Statistics Report	3. Ongoing as time permits	
2025-09-02	2025-2028 Council Priority NOW	Comprehensive Road Maintenance Policy	2. Six + months from now	
2025-09-02	2025-2028 Council Priority NEXT	Water works maintenance policy	3. Ongoing as time permits	
2025-09-02	2025-2028 Council Priority ONGOING	Encourage waste diversion	3. Ongoing as time permits	
2025-09-02	2025-2028 Council Priority ONGOING	Address barriers to encourage housing development	3. Ongoing as time permits	
2025-09-02	2025-2028 Council Priority	Reconciliation training	1. For Staff Action	
2025-09-02	2025-2028 Council Priority	CAFN Joint Governance model for a new multi-use recreation facility	1. For Staff Action	
2025-09-02	2025-2028 Council Priority	Work with CAFN to explore design and development of new pool and rec centre	1. For Staff Action	
2025-09-02	2025-2028 Council Priority	Develop TRC Policy and Statement	1. Council meeting within two months	
2025-09-02	2025-2028 Council Priority	Identify minimum staffing levels	2. Six + months from now	
2025-09-02	2025-2028 Council Priority NOW	Host community identity workshop	2. Two to six months from now	
2025-09-02	2025-2028 Council Priority	Demolition of Shakwak hall and pool	1. For Staff Action	
2025-09-02	2025-2028 Council Priority	Shakwak end-of-life ceremony	1. For Staff Action	
2025-09-02	2025-2028 Council Priority NEXT	Property maintenance bylaw (for private properties)	2. Two to six months from now	

Council Prioritization Tool - Updated April 2026 (80 items)				
Date item was identified	How item was identified	Item	Priority (Staff Assessment)	Priority (Council Assessment)
2025-09-02	2025-2028 Council Priority NEXT	Recruitment & retention strategy	2. Two to six months from now	
2025-09-02	2025-2028 Council Priority	Provide Reconciliation / CAFN 101 training to community at large	2. Six + months from now	
2025-09-02	2025-2028 Council Priority	Support Fire Department Safety and Compliance	3. Ongoing as time permits	
2025-09-02	2025-2028 Council Priority	Level of Service for Bylaw Enforcement	3. Ongoing as time permits	
2025-09-02	2025-2028 Council Priority NOW	Municipal Property Standards Priority	2. Six + months from now	
2025-09-02	2025-2028 Council Priority NEXT	Financial policy	2. Two to six months from now	
2025-09-02	2025-2028 Council Priority	Work with regional partners to design an emergency management plan	1. For Staff Action	
2025-09-02	2025-2028 Council Priority ONGOING	Develop Level of Service Policy Framework	2. Six + months from now	
2025-09-02	2025-2028 Council Priority	Develop Asset Management Plan	1. For Staff Action	
2025-09-02	2025-2028 Council Priority NEXT	Review property taxation levy bylaw	2. Six + months from now	
2025-09-02	2025-2028 Council Priority	Communication strategy to educate residents on service levels and fiscal realities	2. Six + months from now	
2025-09-02	2025-2028 Council Priority NEXT	Develop Alcohol Use Policy	3. Ongoing as time permits	
2025-09-02	2025-2028 Council Priority NEXT	Redraft the Facilities User Policy	2. Six + months from now	
2025-09-02	2025-2028 Council Priority NEXT	Review Council Procedural Bylaw	3. Ongoing as time permits	
2025-09-02	2025-2028 Council Priority NEXT	Review the Municipal Boundary	1. For Staff Action	
2025-09-02	2025-2028 Council Priority NEXT	Publish a municipal performance plan	3. Ongoing as time permits	
2025-09-10	Motion	THAT staff are directed to proceed with Option 2 – add to the scope of work of the trail committee to include the Council requested maintenance work on the Dezadeash trail that is not already addressed by the Phase 1 Dezadeash Trail Revitalization Project.	3. Ongoing as time permits	
2025-09-23	Council request	RTC - CMx. Identify any potential variances from the Zoning Bylaw update	4. Nice to do eventually/holding	
2025-09-24	Council request	Staff look into Every Child Matters Highway Banner for next year, work collaboratively with CAFN, initiated earlier in the year	3. Ongoing as time permits	
2025-10-09	Council request	Send letter to Ministers to share Council priorities post-territorial election	1. Schedule CoW	
2025-10-09	Motion	Village Policy Design Refresh	3. Ongoing as time permits	
2025-10-09	Motion	THAT Council direct staff to write a letter reflecting Council's election readiness advocacy priorities to be sent to all territorial candidates, requesting written responses and commitments (DONE), and to publish the materials for community awareness (NOT YET DONE).	4. Nice to do eventually/holding	
2025-10-09	Legislated/bylaw requirement	Work with Circular Materials on EPR Communications	3. Ongoing as time permits	

Council Prioritization Tool - Updated April 2026 (80 items)				
Date item was identified	How item was identified	Item	Priority (Staff Assessment)	Priority (Council Assessment)
2025-10-09	Notice of Motion	Notice of Motion: That staff develop a policy regarding short-term rental accommodations in the Village	2. Two to six months from now	
2025-10-09	Legislated/bylaw requirement	RTC - Tipping Fee Analysis (part of budget process)	2. Six + months from now	
2025-10-09	Notice of Motion	Notice of Motion: That staff prepare a report to Council on the rationale and application of facility rental fees, including when charges are applied or waived.	2. Six + months from now	
2025-10-23	Notice of Motion	Notice of Motion - Initiate Review of Council Procedures Bylaw	4. Nice to do eventually/holding	
2025-10-23	Council request	Apply for land transfer for bike-skills park	3. Ongoing as time permits	
2025-10-27	Council request	Start to map out public engagement plan, contract assistance, and other budget requirements, for 2025 OCP review	2. Two to six months from now	
2025-11-27	Council request	Look for funding opportunities to support the Community Identity Workshop	1. For Staff Action	
2025-11-27	Council request	For 2026 and subsequent annual development permit reports, include summary of permits issued by zone	2. Six + months from now	
2025-12-10	CoW Action item	Revise wastewater and stormwater level of service per discussion at CoW	2. Six + months from now	
2025-12-10	CoW Action item	Work on level of service will be put on the hold until Council works through Prioritization Tool.	1. For Staff Action	
2025-12-10	CoW Action item	Council to rank to-do list (in council prioritization tool) by Urgent (Red), Medium (Yellow), Low (Green), Parking Lot (Blue)	1. For Staff Action	
2025-12-10	Motion	Post Community Identity Workshop RFP first week of January.	1. For Staff Action	
2025-12-10	#407-25 Office Renovations	THAT Council direct Administration to engage a firm to complete a preliminary review and conceptual redesign of the municipal office space, including options to increase the number of offices and workspaces and report back to Council with the conceptual design options and Class D cost estimate(s) for Council's consideration.	1. For Staff Action	
2025-12-10	#415-25 Indigenous Survivors Day	THAT staff send a letter to Troy Abromaitis explaining that Council is currently working on a Truth and Reconciliation Statement, to thank him for his work, and to cc CAFN on the letter.	1. For Staff Action	
2025-12-17	Action item, not motion	CAO to produce a follow-up report regarding the firework cost and additional details in early 2026	2. Six + months from now	