REGULAR COUNCIL MEETING AGENDA

Village of Haines Junction

November 12th, 2026 – 7:00 pm

1. **Call to Order**
2. **Acknowledgement of Champagne and Aishihik First Nations Traditional Territory**
3. **Adoption of Agenda**
4. **Declaration of Pecuniary Interest**
5. **Delegations**
    a. Northern Community Land Trust
    b. Kluane Mountain Bluegrass Festival Society
6. **Adoption of Minutes of Regular and Special Council Meetings**
    a. Draft Minutes from the October 28th, 2026, Council Meeting
7. **Public Hearings and Public Input Sessions**
8. **Unfinished Business**
    a. Accounts Payable to November 12th, 2026
    b. (i) RTC – Obsolete and or Redundant Repeal Bylaw
    (ii) Bylaw – Obsolete and or Redundant Repeal Bylaw #444-26
    c. RTC – Establishing Municipal Speed Limits
    d. (i) RTC – Draft Procurement Policy
    (ii) Policy – Procurement Policy #79-26
    e. RTC – Water and Sewer Fees
9. **New Business**
10. **Correspondence**
    a. RCMP – Chief and Mayors Monthly Report, October
11. **Council Reports and Notices of Motion**
12. **Questions from the Public**
13. **Motion to Close Meeting to the Public**
14. **Adjournment**

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

****Next Regular Council Meeting:** November 25, 2026 at 7:00 pm.

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

Haines Junction Home Ownership Interest Survey Results

Northern Community Land Trust Society · Nov. 1, 2026

24	17	14	22
households responded, 20 of them in the Village	would or might buy on NCLT terms	households joined the interest list	of 24 households want two or three bedrooms

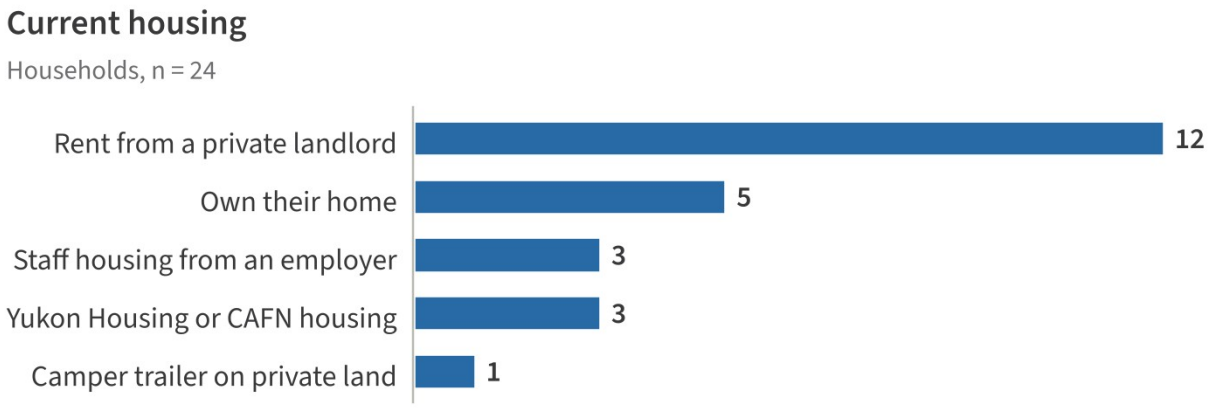
The October 2026 housing research recommended testing buyer demand before NCLT fixes the unit mix for Lot 17, Block 43, so NCLT ran the Haines Junction Home Ownership Interest Form from Oct. 13 to Oct. 31, 2026, and received 26 responses from 24 households.

1. Who responded?

Of the 24 households, 20 live in the Village of Haines Junction, 3 live in the surrounding area and 1 lives in Whitehorse and plans to move back. The 20 Village households are about 6% of the 310 households counted in the 2021 Census.

The responding households include 6 one-person, 6 two-person and 4 three-person households and 8 households of four or more. Respondents include 3 CAFN citizens, and 2 households are on the CAFN housing waitlist. All 24 households said they didn't apply in the September 2026 lot lottery.

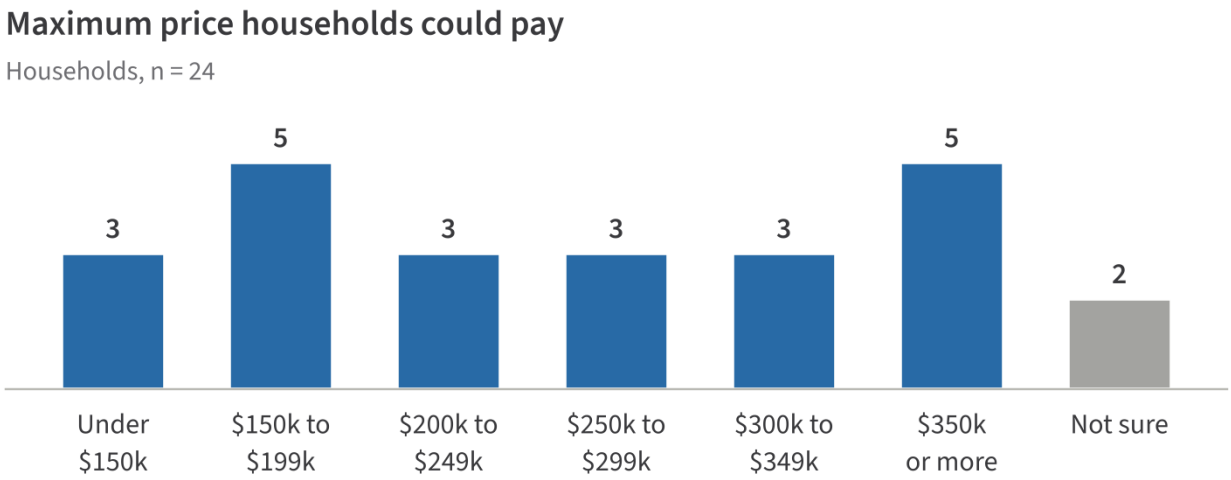
Of the 17 households that described past attempts to buy or build in Haines Junction, 8 said prices, mortgage limits or a lack of savings stopped them.



2. What can households afford?

Household income before tax	Households	Buying power at top of band, 5% down
Under $45,000	3	$120,000
$45,000 to $74,999	5	$234,000
$75,000 to $109,999	6	$367,000
$110,000 or more	7	$367,000 or more
Prefer not to say	3	

Buying power from the October 2026 housing research: 4.8% five-year fixed rate, 25-year amortization, 5% down with CMHC premium, 1.15% property tax, $332 monthly heating allowance and housing costs at 30% of gross income.

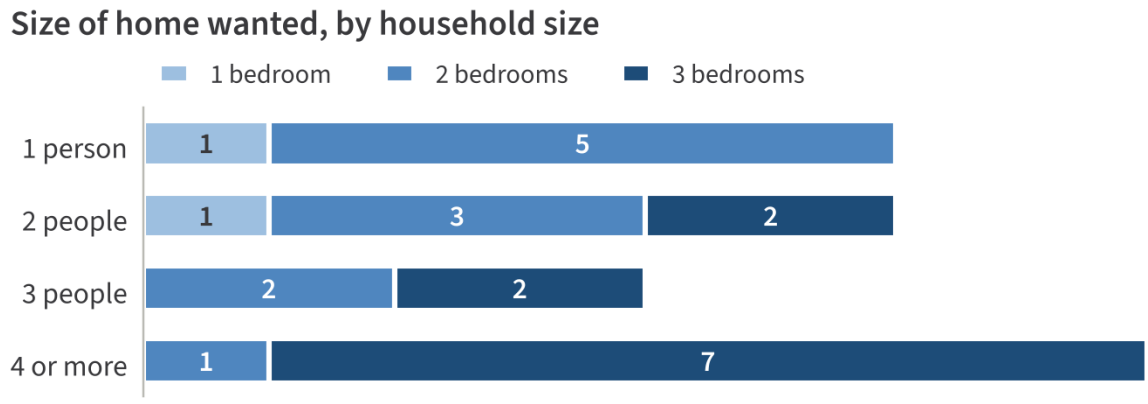


Almost half the households, 11 of 24, put their maximum price under $250,000. In 5 households the stated maximum exceeds the buying power at the top of their income band: 2 households earning under $45,000 named $150,000 to $249,999, and 3 earning $45,000 to $74,999 named $250,000 to $349,999.

Because the 5% minimum down payment on a $200,000 home is $10,000, the 7 households that could put less than $10,000 toward a down payment can buy only below that price.

3. What homes do households want?

Nearly every household wants two or three bedrooms: 11 chose two, 11 chose three and 2 chose one. Most one-person households chose two bedrooms, and most households of four or more chose three.

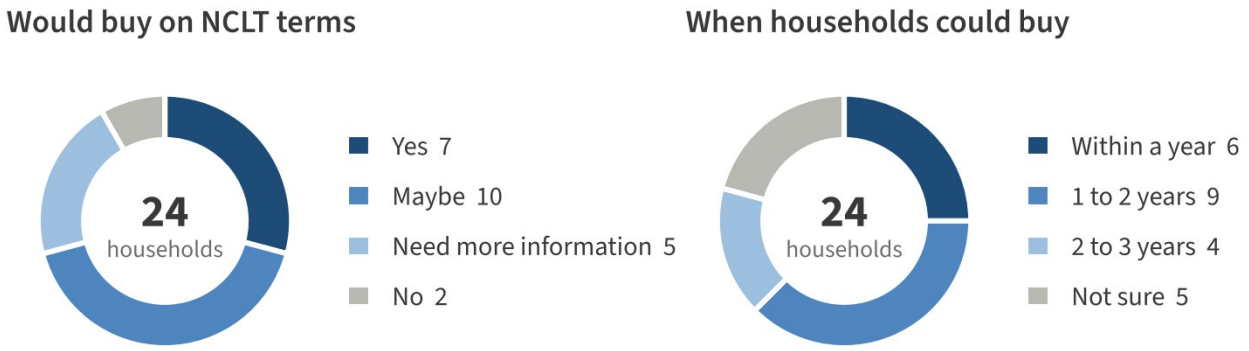


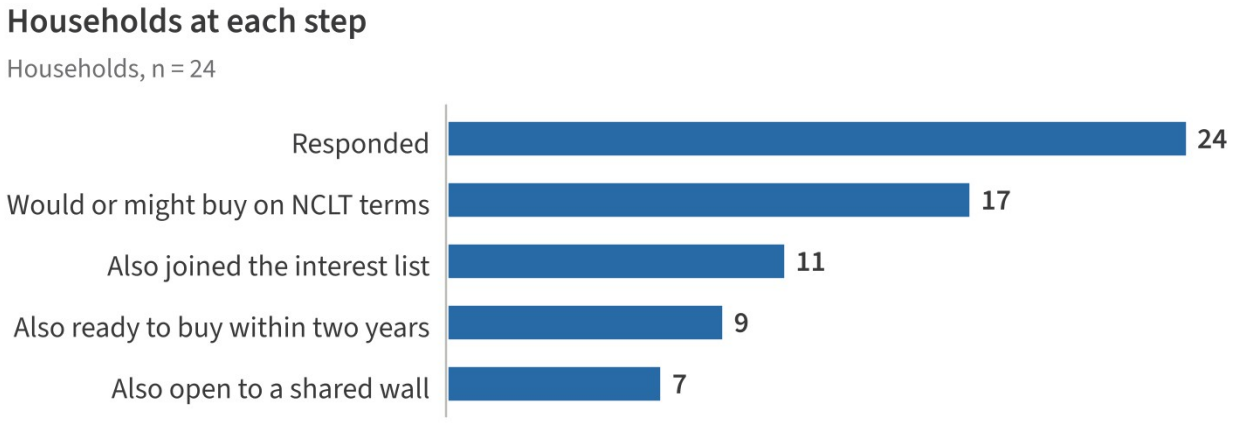
The October 2026 research pointed to one-bedroom homes because the National Occupancy Standard places 72% of Village households in the one-bedroom category and the Housing Needs Assessment estimates 41 to 55 one-bedroom units of need. The occupancy standard sets a minimum, and buyers in the survey asked for more space.

Most households, 14 of 24, wouldn't buy a home that shares a wall, 9 would depending on the design and 1 would. Among the 17 households that would or might buy on NCLT terms, 10 would consider a shared wall, 9 of them depending on the design. The conditions they gave were private, fenced yards, strong soundproofing, separation between homes and a duplex over a triplex or fourplex.

4. Would households buy on NCLT terms?

The survey described the NCLT resale formula and stated that condominium ownership is one option under consideration. On these terms, 17 of the 24 households would or might buy, and the interest list has 14 households, or 16 people.





Of the 11 households that would or might buy and joined the interest list, 9 could buy within two years, 6 want two bedrooms and 6 put their maximum price under $250,000.

5. What do households want to know before deciding?

Most questions concerned cost, including prices, down payment, the total monthly cost of ownership, property tax, insurance, maintenance and any condominium fees. Other questions covered home sizes and layouts, yard

layout, eligibility, mortgage financing, government incentives, accessibility, energy efficiency, the resale formula's effect on equity and the construction timeline.

One respondent would be much less likely to buy under condominium ownership because of the fees, not owning the land and needing condominium board approval for changes.

6. What do the results mean for the project?

Responding households want two- and three-bedroom homes, so a unit mix weighted to one-bedroom homes wouldn't match buyer demand. Nearly all interested households that would consider an attached home made it conditional on the design, mainly private yards and sound separation.

Most interested households put their maximum price under $250,000, close to the $234,000 buying power at the top of the moderate-income band. The 11 households that would or might buy and joined the interest list are fewer than the roughly 15 homes planned for Lot 17.

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: November 12, 2026

Individual, Group or Association: Northern Community Land Trust

Representative(s) of the Above: Vladyslav Hryhorenko, Executive Director;

Laird Herbert, Director; Tyler Heal, Director

Main Spokesperson: Vladyslav Hryhorenko

Topic(s): Proposed permanently affordable homeownership project on Lot 17, Block 43;

the community land trust model, project status and next steps

Written Materials Submitted (if applicable): Haines Junction Housing Research,

Haines Junction Homeownership Survey Results Summary

Projector or Other Electronic Support Required: TV+HDMI

Request Made By: Vladyslav Hryhorenko Date: October 16, 2026

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Municipal Accounts Payable to November 12, 2026

Cheque #	Name	Total Invoice	Department	Description
Transfer	Payroll Account #4305418	$ 32,323.68	Administration	Net Pay - Pay Period 22
		$ 6,406.86	Administration	RRSP Contribution - Pay Period 22
		$ 12,288.06	Administration	Group Insurance Pay Period 22
		$ 13,043.54	Administration	Receiver General November Pay Period 22
		$ 64,062.14		
Bill Pay	Visa	$ 1,595.96	Administration	Phones, toners, internet, adobe, zoom, postage
		$ 266.18	Arena	Paint, yarn for ice, parts for toilet, ice melt, oil for Zamboni
		$ 3,002.90	Capital Projects	Desk and cabinetry for SCADA system
		$ 109.66	Convention Centre	Entandem fees, ice melt
		$ 688.60	Landfill & Recycling	Glass door for Cat, composting conduit, phone
		$ 1,834.26	Public Works	Oil and filters, hose, jigsaw blades, mudflaps, phones, repair F150, saw
		$ 2,153.91	Water & Sewer	Ice melt, transfer pump, water conference BCWWA, freight, hotel
		$ 9,651.47		
Bill Pay	Atco	$ 7,974.27	Water & Sewer	Electricity: October 2026 billing
		$ 5,365.13	Arena	Electricity: October 2026 billing
		$ 548.72	Fire Department	Electricity: October 2026 billing
		$ 795.42	Public Works	Electricity: October 2026 billing
		$ 1,001.88	Administration	Electricity: October 2026 billing
		$ 1,001.87	Convention Centre	Electricity: October 2026 billing
		-$ 24.23	Landfill & Recycling	Electricity: October 2026 billing
		$ 4,908.59	Roads & Streets	Electricity: October 2026 billing
		$ 21,571.65		
28708	Cathy MacKinnon	$ 400.00	Legislative	C-Care committee honorarium
		$ 400.00	Landfill & Recycling	SWMF working group honorarium
		$ 800.00		
28709	Darlene Sillery	**$ 400.00**	Landfill & Recycling	SWMF working group honorarium
28710	Debbie Busche	**$ 500.00**	Landfill & Recycling	SWMF working group honorarium

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to November 12, 2026

28711	Erin Jamison	**$ 400.00**	Landfill & Recycling	SWMF working group honorarium
28712	Laura Gorecki	**$ 400.00**	Legislative	C-Care committee honorarium
28713	Mike Crawshay	**$ 200.00**	Landfill & Recycling	SWMF working group honorarium
28714	Patty Moore	**$ 400.00**	Legislative	C-Care committee honorarium
28715	Salome Alby	**$ 500.00**	Landfill & Recycling	SWMF working group honorarium
28716	Shawn Taylor	**$ 400.00**	Legislative	C-Care committee honorarium
28717	Stacy Menicoche	**$ 400.00**	Legislative	C-Care committee honorarium
28718	Sydney MacKinnon	**$ 400.00**	Legislative	C-Care committee honorarium
28719	Acklands Grainger Inc.	$ 2.98	Landfill & Recycling	Liquid weld nozzle
		$ 86.02	Water & Sewer	Hour meters
		$ 48.47	Public Works	Voltage detector
		$ 137.47		
28720	Across The River Consulting (Mark Wickham)	**$ 4,190.75**	Administration	Zoning bylaw review and tracker, COW preparation and presentation
28721	Advance Security & Automation Ltd.	**$ 173.25**	Convention Centre	Monthly alarm monitoring October to December
28722	Adventure Time	**$ 51.25**	Administration	Freight
28723	AFD Petroleum Ltd	$ 1,414.05	Arena	September 17, 2026 heating fuel
		$ 97.60	Water & Sewer	September 17, 2026 heating fuel
		$ 1,664.78	Fire Department	September 17, 2026 heating fuel
		$ 113.90	Convention Centre	September 17, 2026 heating fuel
		$ 113.90	Administration	September 17, 2026 heating fuel

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Municipal Accounts Payable to November 12, 2026

		$ 276.00	Recycling Centre	September 17, 2026 heating fuel
		$ 3,680.23		
28724	Arcrite Northern Ltd.	**$ 66,150.00**	Capital Project	Arena fire alarm upgrade
28725	Building Systems Consulting Inc.	$ 997.50	Convention Centre	Ventilation/ heating tender design
		$ 5,964.00	Arena	Arena fire alarm administration
		$ 6,961.50		
28726	Core Geoscience Services Inc.	**$ 2,291.64**	Landfill/Cap.Pro	LTF Decommissioning
28727	Dave Fairbank	$ 1,175.51	Administration	Operation Nanook travel and accommodation
		$ 934.80	Legislative	AYC meeting accommodation
		$ 2,110.31		
28728	Duncan's Limited	**$ 16,038.20**	Capital Projects	Convention Centre heating controls
28729	Ellen Stutz Petty - Cash	**$ 998.65**	Recycling Centre	Refundables paid out
28730	Evelyne Berezan	**$ 160.00**	Landfill & Recycling	Free store volunteer honorarium
28731	Finning (Canada)	**$ 1,530.33**	Public Works	Hydraulic fittings, oil, filters
28732	Griffin Emergency Vehicle Service	**$ 1,254.75**	Fire Department	Fire truck maintenance
28733	Hach Sales & Service Canada LP	**$ 560.70**	Water & Sewer	Water core sampler
28734	Jacobs Industries Ltd.	**$ 373.28**	Water & Sewer	Co2
28735	Josie Boyle	**$ 80.00**	Landfill & Recycling	Free store volunteer honorarium
28736	MacKellar Contracting	**$ 11,387.25**	Water & Sewer	Replace main to curb

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

Municipal Accounts Payable to November 12, 2026

28737	Melanson Contracting	**$**	**378.00**	Landfill	Septic tank pump out
28738	Michael Pealow	**$**	**3,150.00**	Administration	Replace lost cheque
28739	NorthwesTel	$	265.08	Administration	October 27, 2026 billing
		$	61.57	Public Works	October 27, 2026 billing
		$	723.15	Water & Sewer	October 27, 2026 billing
		$	446.07	Protective Services	October 27, 2026 billing
		$	127.81	Convention Centre	October 27, 2026 billing
		$	30.79	Mezzanine	October 27, 2026 billing
		$	30.79	Arena	October 27, 2026 billing
		$	80.36	Recycling Centre	October 27, 2026 billing
		$	**1,765.62**		
28740	Norton Rose Fulbright Canada LLP	**$**	**5,413.38**	Administration	Legal fees
28741	PBX Engineering	**$**	**14,730.66**	Capital/project	SCADA upgrade progress payment
28742	Plumbineers Plumbing and Heating	**$**	**22,177.37**	Water & Sewer	Repair leaks in PVC pumphouse # 2
28743	SBC Insurance Agencies	$	1,050.00	Convention Centre	Facility user groups insurance
		$	525.00	Mezzanine	Facility user groups insurance
		$	525.00	Arena	Facility user groups insurance
		$	**2,100.00**		
28744	Sport Yukon	**$**	**48.75**	Administration	Annual membership
28745	Sylvain Human Resource Services	**$**	**5,958.76**	Administration	Administrative support
28746	Tangerine Technology	**$**	**2,380.88**	Administration	IT Services October 2026
28747	Xerox	**$**	**574.64**	Administration	Printing and photocopies

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** Grant funded

Municipal Accounts Payable to November 12, 2026

28748	Yukon Service Supply	$	840.72	Convention Centre	Dinnerware
		$	1,080.98	Water & Sewer	Sodium hypochlorite
		$	**1,921.70**		

Municipal Accounts Payable	**$**	**278,814.58**

Prepared by Ellen Stutz

Mayor_____ CAO _____

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

Village of Haines Junction
Report to Council

November 12, 2026

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

RE: Repeal of Obsolete Bylaws and Rescission of an Obsolete Policy

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Recommendation
THAT Council give first and second reading to Bylaw #443-26, being a bylaw to repeal Bylaw #40A-91 Discharge of Firearms at the Haines Junction Solid Waste Disposal Site and Bylaw #391-21 Municipal Covid-19 Restart Grant; and that Council rescind Policy 005-94, Roller-Blading Policy – Bill Brewster Arena.

Background
As part of administration's ongoing work to maintain one current, consolidated version of each Village bylaw and policy, staff are reviewing the register for instruments that are spent, redundant, or no longer applied. Three items are brought forward for repeal or rescission:

- **Bylaw #40-91 - Discharge of Firearms at the Haines Junction Solid Waste Disposal Site.** Bylaw #40A-91 repealed and replaced Bylaw #40-91. It prohibits the discharge of firearms at the solid waste disposal site and within one kilometre of it.
- **Bylaw #391-21 – Municipal Covid-19 Restart Grant.** Adopted October 13, 2021, it established a one-time $100,000 grant pool distributed to eligible tourism-sector businesses in proportion to property taxes paid. Applications closed November 30, 2021.
- **Policy RF 005-94 – Roller-Blading Policy – Bill Brewster Arena.** Passed by resolution of Council on November 23, 1994. It sets supervision and safety-equipment requirements for roller-blading and roller hockey at the arena.

Current Status
None of the three instruments is currently in active use. The firearms bylaw duplicates protections provided under territorial legislation, the Covid-19 Restart Grant program has expired and its funds have been disbursed, and roller-blading is not a practiced activity at the Bill Brewster Arena.

Discussion/Analysis
Bylaw #40-91 / #40A-91 (Firearms)

- The Yukon Wildlife Act prohibits discharging a firearm within one kilometre of a residence without the occupants' permission, on or across the travelled portion of a road used by the public, and from a vehicle. These provisions are

enforced by Conservation Officers. Careless use of a firearm is also an offence under the Criminal Code.

- The bylaw's text is outdated (e.g., references to Executive Council Member approval and Animal Control Bylaw #28-89).
- Repealing the bylaw does not restrict authorized staff, Conservation Officers or RCMP from dispatching problem wildlife at the facility.
- Staff considered replacing Bylaw #40A-91 with a municipal-wide firearms discharge bylaw and do not recommend this approach. The Wildlife Act provides sufficient protection for residents.
- Relying on territorial legislation also keeps firearms-related incidents with Conservation Officers and the RCMP, rather than placing municipal bylaw enforcement in the role of responding to and managing those incidents.

Bylaw #391-21 (Covid-19 Restart Grant)

- The bylaw was a time-limited program. Its eligibility date (August 8, 2021) and application deadline (November 30, 2021) have passed, and there are no ongoing obligations under it.
- Repeal does not affect grants already paid.

Policy RF 005-94 (Roller-Blading)

- Roller-blading is not a practiced activity at the arena and the policy is not in use.
- Should a dry-floor wheeled activity be proposed in future, safety and supervision requirements can be set through arena operating procedures or facility rental terms.

Next Steps

1. This meeting: Council considers first and second reading of Bylaw #443-26 and rescission of Policy RF 005-94. The policy rescission takes effect on passage.
2. Subsequent regular meeting: Bylaw #443-26 returns for third reading and adoption. This is Council's final decision point on the bylaw repeals.
3. Following adoption: Administration updates the bylaw and policy register and the Village website, and marks archived copies "Repealed" or "Rescinded" with the date and authority.

No further Council action is required beyond these steps.

Draft Resolutions

That Council give first reading to Bylaw #443-26, being a bylaw to repeal Bylaw #40A-91 and Bylaw #391-21, and;

That Council give second reading to Bylaw #443-26, being a bylaw to repeal Bylaw #40A-91 and Bylaw #391-21, and;

That Council rescind Policy RF 005-94, Roller-Blading Policy – Bill Brewster Arena.

Prepared by

David Fairbank
Chief Administrative Officer

VILLAGE OF HAINES JUNCTION

Bylaw #444-26

A Bylaw to Repeal Obsolete and or Redundant Bylaws

WHEREAS Section 220 of the *Municipal Act*, being Chapter 154 of the Revised Statutes of the Yukon 2002 and amendments thereto, states "The power to pass a bylaw or a resolution includes the power to amend or repeal the bylaw or resolution unless this or any other Act expressly provides otherwise";

AND WHEREAS Council has determined that the bylaws listed in this bylaw are obsolete or redundant;

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 the "Obsolete and or Redundant Repeal Bylaw 2026".

ENACTMENT

1. Repeal Bylaw #40A-91, Discharge of Firearms at the Haines Junction Solid Waste Disposal Site Bylaw, including Schedule "A"
2. Repeal Bylaw #391-21, Municipal Covid-19 Restart Grant Bylaw
3. This bylaw shall come into full force and effect upon the final passage thereof.

Read a first time the 12th day of November 2026.

Read a second time the 12th day of November 2026.

Read a third time and finally passed the ____ day of _____ 2026.

_____	_____
Diane Strand	David Fairbank
Mayor	Chief Administrative Officer

Village of Haines Junction
Report to Council

November 12, 2026

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

RE: Speed Limit Signage – Required Steps and Preliminary Cost Estimate

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Recommendation

That Council direct Administration to report back on reduced residential speed limits, including a draft Traffic Bylaw, once Highways and Public Works (HPW) has confirmed when the remainder of the Traffic Safety Act will come into force.

Background

Council Resolution **#233-26** Speed Signage and Traffic RTC, directed Administration to explore adding speed limit signage and traffic calming devices within the Village. With a focus on reduced speeds on residential streets. Several previous reports to Council on this topic were found over the past decades.

This report outlines the legislative steps required before staff can post the speed limit signs and provides a preliminary cost estimate.

Current Status

- The Village does not have a traffic bylaw. Without one, the general maximum of 50 km/h under section 138 of the Motor Vehicles Act (MVA) applies on Village roads.
- Yukon's new Traffic Safety Act (TSA), received assent in December 2024 and will replace the MVA. Only parts of it are in force. Municipal traffic bylaw powers now apply through O.I.C. 2025/66, and the former MVA bylaw section (s. 126) has been repealed. The TSA speed limit, school and playground zone, and traffic control device provisions (ss. 30–34 and 43) are not yet in force.
- Administration has asked HPW when the remainder of the TSA will come into force and is awaiting a response.
- The Alaska Highway and Haines Road are territorial highways under Yukon Government jurisdiction. The Village cannot set speed limits or establish school or playground zones on them.

Discussion/Analysis

Residential speed limits: bylaw required. Under MVA s. 124(1)(b), a municipality may by bylaw set a maximum speed below 50 km/h for all or part of a highway under its jurisdiction, and must post signs showing the limit. A bylaw is required under either Act, so this work will not be wasted. However, the TSA changes the options:

- A Village-wide general limit may be set by bylaw, but only between 40 and 60 km/h.
- A limit below 40 km/h (e.g., 30 km/h) could only be set street by street.

A bylaw adopted now under the MVA would likely need a housekeeping amendment when the TSA comes into force, mainly to update statutory references. Holding the residential bylaw until HPW confirms the TSA timing would allow Council to decide whether to proceed under the MVA or draft directly under the TSA.

Question for Council.

Is Council's preference a Village-wide reduced limit (40 km/h would be the minimum under the TSA), or reduced limits on specific streets?

Enforcement. Speed limits are enforced by the RCMP. Administration would consult the Haines Junction RCMP detachment on the proposed zones and sign locations.

Financial considerations

The following preliminary estimate assumes 10 to 15 signs in total. Figures are order-of-magnitude estimates for budgeting only and are not quotes.

Item	Low	High
Residential speed limits (8–14 signs, bylaw required)		
Regulatory speed limit signs (600 x 750 mm)	$1,000	$3,000
Posts, anchors and mounting hardware	$1,200	$3,500
Additional freight	$300	$800
Installation – Public Works staff time	$1,000	$2,000
Legal review of Traffic Bylaw	1,500	$3,200
Public notice and communications	Admin staff time	Admin staff time
Contingency (~20%)	$1,000	$2,500
Total	**$6,000**	**$15,000**

- Staff installation time would be absorbed within existing Public Works wages, so the direct cash cost is lower than the totals shown.
- Not included: solar flashing-beacon signs (approximately $4,000–$8,000 per location), radar speed feedback signs (approximately $3,500–$7,000 each), and pavement markings.

Asset Management Impact

Signs and posts are low-value assets that are likely below the tangible capital asset threshold, but they should be recorded in a Village sign inventory showing location, sign type, installation date. Replacement for damage, theft and snow-clearing impacts adds a modest ongoing operating cost.

Alternatives Considered

1. Proceed once the TSA timing is confirmed.

2. Proceed with drafting the residential bylaw under the MVA with transition language and accepting a housekeeping amendment when the TSA comes into force. (recommended)
3. Defer signage until the TSA is fully in force.

Next Steps

Phase 1 – School and playground zones

1. Confirm road jurisdiction, inventory existing signs, and map proposed school and playground zones.
2. Return to Council with the proposed locations and a resolution authorizing placement of the signs under MVA s. 125(1).
3. Draft Traffic Bylaw reflecting Council's direction on residential limits, with legal review.
4. Initiate public communication advising of any changes to the speed limits in advance of installing the signs.
5. Bring the bylaw forward for final reading in accordance with the Municipal Act and Council Procedural Bylaw No. 352-19, then procure and install signs.

Draft Resolution

THAT Council direct Administration to report back on reduced speed limits for residential streets, including a draft Traffic Bylaw, once Highways and Public Works has confirmed when the remainder of the Traffic Safety Act will come into force.

Prepared by:

David Fairbank,

Chief Administrative Officer

Village of Haines Junction
Report to Council

November 12, 2026

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

RE: Procurement Policy #79-26

Recommendation

THAT Council review this report and review the draft Procurement Policy #79-26 as presented. When this Policy is ultimately adopted by Council it will replace Policy #05-94, The Competitive Bidding Process Policy, and Policy #26-20, Standing Offer and Supply Arrangements Policy.

Background

The Village's purchasing rules are currently set out in two policies: Policy #05-94, The Competitive Bidding Process Policy (amended August 13, 2025), and Policy #26-20, Standing Offer and Supply Arrangements Policy. Council directed staff to provide a review of the Yukon First Nations Procurement Policy and the Village's procurement policies through the Council Prioritization Tool.

This draft considers how the Village can support local and Yukon First Nations businesses while still meeting its obligations under trade agreements and funding agreements. The Government of Yukon's Yukon First Nations Procurement Policy was reviewed as part of this work and is summarized in this report.

Current Status

The draft Procurement Policy #79-26 combines the two existing policies into one document, with supporting appendices.

This Policy is functionally similar to the existing (1994) Competitive Bidding Process Policy and Council will continue to approve direct awards above the thresholds, over-budget awards and any award to a bidder other than the top-ranked bidder, and will receive a report on every competitive award. These check-in points are listed under Next Steps.

Discussion/Analysis

Key elements of the draft Policy

- The Village adopts the Government of Yukon's procurement thresholds. Direct award may be used up to $18,000 for goods, $75,000 for services and $100,000 for construction. Open competition is required for goods over $34,700 and for services and construction over $139,000. Between those

values, an invitational or open competition is required. When the Government of Yukon changes its dollar values, the Village's thresholds change on the same date and the CAO informs Council. A change to how the thresholds are structured would come back to Council for direction.

    - The Government of Yukon raised its direct award thresholds effective September 1, 2026. As noted in Government of Yukon News Release 26-237, "The direct award threshold for goods had been $10,000 since 1995. The direct award threshold for services and construction had been $50,000 since 2014."

- A procurement value is the total over the life of the contract, including renewals and options, before GST. Purchases may not be split to avoid a threshold. A project may be divided into packages for a good reason, such as allowing local businesses to bid or matching the work to the season, but the method is set by the total project value.
- Evaluation considers quality, reliability, service and total cost over the life of the purchase, not only the lowest price.
- A percentage reduction is applied to a bidder's price for comparison only; the contract is paid at the price bid. The adjustments are 7% for a Local Business, 5% for a Registered Yukon First Nations Business and 12% (in total) for a business that is both. For example, a Local Business bid of $107,526 (100,000÷0.93) would tie a $100,000 bid from a non-local business, as would a bid of $113,636 (100,000÷0.88) from a business that is both local and a Yukon First Nations Business.
    - Adjustments apply to invitational and open competitions, where trade agreements and the terms of funding agreements allow (s. 3.2 and 3.6). They do not apply to direct awards or quotes, which keeps the additional complexity off small purchases where the benefit would be limited.
    - The Local Business adjustment is based on location, so trade agreements do not allow it above the thresholds at which the Canadian Free Trade Agreement applies to municipalities. These are higher than the Government of Yukon thresholds the Village uses to decide when to advertise. In practice, the Local Business adjustment would apply to goods over $18,000, services over $75,000 and construction over $100,000, up to the trade agreement thresholds. Above those values, only the Yukon First Nations adjustment applies, consistent with the YFNPP and the trade agreement exceptions for measures relating to Aboriginal peoples. The 2026–2027 trade agreement thresholds for municipalities are understood to be $139,000 for goods and services and $347,400 for construction; to be confirmed with legal.
    - Where a funding agreement does not allow an adjustment, it is not applied to that procurement. Infrastructure funding agreements often

set their own procurement conditions, so adjustments may not be available on some capital projects.

  - A procurement document may exclude major equipment or materials from the adjustment so that it applies only to labour and related costs (s. 3.8). Every procurement document must state whether adjustments apply and how to claim them.
  - A Local Business must hold a Village or inter-municipal business licence and have a permanent place of business within 50 km by road of the Village Office. A Yukon First Nations Business is one listed on the Yukon First Nations Business Registry when bids close.

- **Authority to award (s. 4).** Administration may award to the top-ranked compliant bidder within the approved budget. A Council resolution is required where the award would exceed the budget, where staff recommend a bidder other than the top-ranked bidder, for a direct award above the thresholds, or where Council has reserved a project to itself. Spending authority continues to be delegated under the Finance Policy. The CAO will report every invitational or open competition award, with its value, at the next regular meeting.
  - Council may, by resolution before a procurement is issued, approve the evaluation criteria and weightings for a particular project. Once the procurement is issued, the evaluation and award follow those criteria and weightings. This is intended for exceptional projects and should not become standard practice, as Council involvement in the design of a procurement increases the Village's liability risk under tendering law. Administration will ask the Village's legal counsel, Norton Rose Fulbright, to advise on the inclusion of this provision.
- **Exceptions and direct awards (s. 5–6).** The Policy lists the situations where a contract above the thresholds may be directly awarded, such as another government or First Nation government, a single available supplier, cooperative purchasing (Canoe Procurement Group of Canada), or a failed competition. Each direct award above the thresholds requires a Report to Council and a resolution, which formalizes current practice. Emergencies, cooperative purchases and standing offers within budget do not need prior approval; emergency purchases are reported at the next meeting.
- **Standing offers (s. 7).** Replaces Policy #26-20. Standing offers for items such as equipment rental, trades, maintenance supplies, and fuel are set up through a four-week open competition, run for one or two years with one optional renewal (three years maximum), and require a business licence, insurance and WSCB coverage. Staff record the reason for each call-up.
- **Contractor performance reviews (s. 8).** New. Completed competitive contracts are scored on a standard forma and the contractor receives a copy. Past performance may be used as a scored criterion; bidders with no history receive a neutral score, and only reviews from the past five years are used.

- **Local relationships and conflicts (s. 9).** Knowing a bidder is not by itself a conflict, but connections must be declared. Council members do not evaluate bids and refer any bidder contact to the named Village contact.
- **Champagne and Aishihik First Nations (s. 10).** The Village will look for opportunities for joint purchasing, shared services and advance notice of upcoming projects.

Yukon First Nations Procurement Policy – summary

The Yukon First Nations Procurement Policy (YFNPP) forms part of the Government of Yukon's Procurement Policy (General Administration Manual Policy 2.6). It was developed jointly by the Government of Yukon and Yukon First Nations through the Yukon Forum, unveiled in December 2020, fully implemented in October 2021, and amended in May 2023. It supports the objective in Chapter 22 of the Umbrella Final Agreement of increasing Yukon First Nations participation in the economy. The YFNPP applies to Government of Yukon procurement; it does not bind municipalities. Its main tools are:

- A Yukon First Nations Business Registry, with verification carried out by the Yukon First Nations Chamber of Commerce.
- Bid value reductions of 5%, 10% or 15% based on Yukon First Nations ownership (50%, 75% or 100%), applied to the work performed by the Yukon First Nations business or subcontractor; an additional 5% for a business located in a Yukon community outside Whitehorse doing work in its own traditional territory; and 15% on wages paid to Yukon First Nations employees.
- Set-aside competitions limited to two or more registered Yukon First Nations businesses.
- Evaluation points for employing Yukon First Nations workers (up to 20% of the available points on value-driven procurements) and workforce development plans on certain projects.
- Unbundling of large contracts, annual community contract forecasts and capital plan reviews with each Yukon First Nation government, and Community Development Agreements for specific projects.
- A Monitor and Review Committee. A two-year review of bid value reductions (2023) did not find evidence of the anticipated risks, such as unexpected cost increases.

The table below shows which YFNPP measures are reflected in the draft Village Policy.

YFNPP measure	Draft Village Policy #79-26
Yukon First Nations Business Registry	**Incorporated.** Registry listing at bid closing is the test for a Yukon First Nations Business (s. 3.5). The Village relies on the existing verification process rather than creating its own.

YFNPP measure	Draft Village Policy #79-26
Bid value reduction (evaluation only; contract paid at the price bid)	**Incorporated.** Same mechanism (s. 3.1).
Tiered ownership reductions (5%, 10%, 15%)	**Simplified.** A single 5% adjustment for any business on the Registry (s. 3.3).
Additional 5% for a YFN business based outside Whitehorse working in its own traditional territory	**Adapted.** A 7% Local Business adjustment that applies to all local businesses, First Nations or not. A registered YFN business that is also local receives 12%, or 5% above the trade agreement thresholds (s. 3.3, 3.4 and 3.6).
Reductions applied to the value of work performed, not always the full price	**Adapted.** Major equipment, materials or supplies may be excluded so the adjustment applies to labour and related costs (s. 3.8).
Subcontractor and YFN labour reductions	**Not included.** Clauses could be added that restrict registered YFN companies from the bid adjustment benefit, when sub-contracting substantial components of the work to non-YFN companies.
Set-asides (competitions limited to registered YFN businesses)	**Not included.**
Evaluation points for YFN employment; workforce development plans	**Not included.** Community benefit criteria could be added to individual RFPs, but the Policy does not require them.
Unbundling large contracts so smaller businesses can bid	**Incorporated.** Projects may be divided into packages for good reason, with the method set by the total value (s. 1.5).
Community contract forecasts and capital plan sharing with First Nation governments	**Incorporated in part.** Advance notice of upcoming Village projects to CAFN (s. 10.1).
Community Development Agreements	**Incorporated in part.** Joint purchasing and shared services with CAFN (s. 10.1); direct award to a First Nation government or its corporations (s. 5.1(a)).
Applies to procurements of all values	**Incorporated in part.** The Yukon First Nations adjustment applies to invitational and open competitions of any value, including above trade agreement thresholds. It does not apply to direct awards (s. 3.2 and 3.6).
Monitor and Review Committee; public reporting	**Incorporated in part.** Award reporting to Council (s. 4.5) and contractor performance reviews (s. 8). No separate First Nations participation reporting.

The draft takes a simpler approach than the YFNPP, in keeping with the size of the Village's procurement program and staff capacity. Additional measures could be considered at the one-year review if Council wishes.

Questions for Council

1. Are the bid adjustment rates appropriate? As drafted, the Local Business adjustment is 7% and the Yukon First Nations Business adjustment is 5%.
2. Is 50 km by road the right Local Area, or should it reach other communities in the Champagne and Aishihik traditional territory?

Financial considerations.

Bid adjustments may mean the Village pays more than the lowest price on some invitational and open competitions: to a theoretical maximum of about 7.5% more on the eligible portion where a Local Business is selected, about 5.3% where a Yukon First Nations Business is selected, and approximately 13.6% where a business is both. In practice, bids are infrequently decided based on bid adjustments. This is further limited by not applying the Local Business adjustment above trade agreement thresholds, by funding agreement terms, and by excluding major equipment and materials where appropriate. Administration will track the number of contracts affected and the cost difference and report it at the one-year review.

Asset Management Impact

The Policy supports asset management by evaluating total cost over the life of a purchase, allowing work to be packaged to suit the construction season, using standing offers for routine maintenance trades and equipment, and using contractor performance reviews to inform the selection of contractors for future infrastructure work.

Alternatives Considered

1. (Recommended) Review Policy #79-26 and direct staff to return with any amendments requested by Council at a future meeting. This allows time for Council to consider the impact of implementing this policy, for legal review, and to reach out to the Yukon Chamber of Commerce for feedback.
2. Adopt Policy #79-26 with amendments identified by Council (for example, to the bid adjustment rates, the Local Area or the scope of bid adjustments).
3. Retain Policy #05-94 and Policy #26-20 in their current form.

Alignment with Strategic Priorities

- Sound and Open Governance: transparency in decision making and fiscal responsibility, through clear roles for Council and Administration and public reporting of contract awards.
- Organizational Development and Capacity Building: investing in the Village's policies and governance structures, and matching the effort of each purchase to its size and risk so staff capacity is used where it matters.

- Sustainable Levels of Service: strengthening asset management processes to optimize infrastructure investments.

Next Steps

If Council adopts the Policy:

- Before the Policy is signed, the Policy will be reviewed by legal counsel and a draft will be shared with the Yukon Contractors Association, and the Coalition of Yukon Chambers for comments.
- The Mayor and CAO will sign the Policy, and Policies #05-94 and #26-20 will be repealed.
- Procurements already advertised will be completed under the rules in place when they were issued.
- A one-year review in late 2027 or early 2028, reporting how the Policy is working, including the number and value of contracts affected by bid adjustments and their cost. Council may amend the Policy at that time.

Draft Resolution

THAT Council directs staff to bring the Procurement Policy #79-26 back to Council with any amendments, as discussed, to a future meeting.

Attachment

Draft Procurement Policy #79-26

Prepared by:
David Fairbank
Chief Administrative Officer

Policy #79-26

VILLAGE OF HAINES JUNCTION PROCUREMENT POLICY

Objective

The objective of this policy is to set out how the Village of Haines Junction buys goods, services and construction. It makes sure that Village purchasing is fair and open and gets good value for residents. Where it is practical and affordable, it also supports local and Yukon First Nations businesses.

Outcomes

The Policy will:

- Make sure public money is spent fairly, openly and responsibly;
- Give suppliers a fair and equal opportunity to compete for Village work;
- Support local and Yukon First Nations businesses through clear and limited bid adjustments;
- Match the effort of the buying process to the size and risk of the purchase, so small purchases stay simple and large purchases are carefully managed;
- Set out clearly what Administration can decide and what must go to Council;
- Keep a record of procurement decisions so that they can be explained to Council and residents; and,
- Use the results of past contracts to help choose good contractors in the future.

Parameters

1. Procurement Thresholds

1.1 The method used to buy goods, services or construction is set by the **estimated value** of the purchase, as shown in the table below. The values shown are those in effect from January 1, 2026.

Tendering Thresholds	Goods	Services	Construction
Direct award may be used	Less than $18,000	Less than $75,000	Less than $100,000
Invitational or open competition required	$18,000 to $34,699	$75,000 to $138,999	$100,000 to $138,999
Open competition required	$34,700 or greater	$139,000 or greater	$139,000 or greater

1.2 The Village's thresholds are the same as the Government of Yukon's procurement thresholds. When the Government of Yukon changes its thresholds (last updated September 1, 2026), the Village's thresholds change on the same date, without an amendment to this Policy. The CAO will update the table above and the Procedures, post the current thresholds on the Village website, and inform Council.

1.3 If the Government of Yukon changes how its thresholds are structured, and not only their dollar values, the CAO will bring the matter to Council for direction.

1.4 The estimated value is the total amount expected to be paid over the full life of the contract, including all phases and any renewal or extension options, but not including GST.

1.5 A purchase must not be split into smaller parts, or its value underestimated, to avoid a threshold. A project may be divided into separate packages when there is a good reason, such as allowing local businesses to bid or matching the work to the season, but the method used is based on the total value of the project.

2. Guiding Principles

2.1 Village procurement will follow these principles:

a. **Fairness** – all bidders are treated the same and have the same information.

b. **Openness** – the rules and evaluation criteria are set out in advance, and results are made public.

c. **Best value** – the Village considers quality, reliability, service and total cost over the life of the purchase, not only the lowest price.

d. **Accountability** – decisions are made by the person or body with the authority to make them, and are recorded.

e. **Community benefit** – where it is practical and affordable, the Village supports local and Yukon First Nations businesses.

3. Bid Adjustments

3.1 A bid adjustment is a percentage reduction applied to a bidder's price **for comparison purposes only**. The contract is paid at the price actually bid.

3.2 Bid adjustments apply only to purchases with an estimated value **at the Invitational or Open competition threshold** in section 1. Trade agreements supersede this Policy and may limit the ability to apply bid adjustments.

3.3 The adjustments are:

Bidder	Adjustment to evaluated price
Local Business	7%
Yukon First Nations Business	5%
A business that is both a Local Business and a Yukon First Nations Business	12%

3.4 **Local Business** means a business that holds a valid Village of Haines Junction business licence or inter-municipal business licence and has a permanent place of business (an office, shop, yard or home-based business) in the Local Area. The **Local Area** is the Village and the area within 50 kilometres by road of the Village Office.

3.5 **Yukon First Nations Business** means a business listed on the Government of Yukon's Yukon First Nations Business Registry when bids close.

3.6 Bid adjustments will not be used where a funding agreement or trade agreement does not allow them.

3.7 A procurement document may exclude part of the work from the bid adjustment, such as major equipment, materials or supplies, so that the adjustment applies only to labour and related costs. Any exclusion will be set out in the procurement document, and bidders will be asked to show the excluded items as a separate price. For example, in a tender to supply and install a backup generator where the generator is about 80% of the contract value, the adjustment may apply only to the installation and related costs.

3.8 Every invitation to quote, tender or propose must say whether bid adjustments apply, what is excluded, and how to claim them.

4. Authority to Award

4.1 The Administration may award a contract to the top-ranked compliant bidder when the award is within the approved budget.

4.2 Council approval, by resolution, is required when:

a. the award would exceed the approved budget. Council must approve the additional funds, following the process in the annual budget bylaw, before the contract is awarded;

b. staff recommend awarding the contract to a bidder other than the top-ranked compliant bidder;

c. a direct award is proposed above the thresholds, except as allowed in section 6.2; or,

d. Council has passed a resolution reserving the award of a particular project to itself.

4.3 Spending authority. Staff may buy goods, services or construction, or otherwise commit Village funds, only within the spending authority delegated to them in writing under the Village's Finance Policy #06-94, as amended from time to time.

4.4 Spending authority sets who may approve a purchase and up to what amount. It does not change how a purchase must be made. Every purchase must follow the thresholds and methods in this Policy, no matter who approves it.

4.5 The CAO will report to Council, at the next regular meeting, every contract awarded through an invitational or open competition. The report will include the total contract value of the successful bid.

5. Exceptions to Competition

5.1 A contract above the thresholds may be directly awarded without a competition when:

a. the contract is with another government, a First Nation government, or one of their agencies or corporations;

b. there is an emergency, as described in section 6.2(a);

c. only one supplier can provide the goods or services, and there is no reasonable alternative or substitute;

d. the purchase is made through a cooperative purchasing group the Village belongs to, such as Canoe Procurement Group of Canada, or through a contract another government has already competed publicly;

e. the purchase is made under a standing offer set up under section 7 of this Policy;

f. a competition was held and no compliant bids were received, and the scope has not changed in a significant way;

g. additional goods or services are needed from the original supplier to match, extend or maintain existing equipment, systems or work, and changing suppliers would cause significant cost, delay or technical problems; or,

h. Council is satisfied that a competition would not be in the public interest, for reasons recorded in the resolution.

6. Approval of Direct Awards Above the Thresholds

6.1 Before a contract is directly awarded above the thresholds, Council will receive a Report to Council from the CAO that explains the rationale for the direct award, how a fair price will be achieved, and the budget available. Council must authorize any direct award above the thresholds by resolution.

6.2 Council approval before the award is not required for:

a. **Emergencies.** Where immediate action is needed to prevent or respond to injury or death to people or animals, damage to property or infrastructure, or damage to the environment, the CAO and/or the Civil Emergency Coordinator may act as set out in the Chief Administrative Officer Bylaw and the Village's Emergency Measures Bylaw. The CAO will report the action and the costs at the next Council meeting.

b. **Cooperative purchasing and standing offers** under section 5.1(d) and (e), when the purchase is within the approved budget.

7. Standing Offers and Supply Arrangements

7.1 A standing offer is an agreement that sets the prices or rates a supplier will charge for goods or services the Village needs often or on short notice. The Village calls on the supplier as needed and only pays for what it orders. It does not guarantee the supplier any amount of work.

7.2 Standing offers may be used for such things as equipment rental, skilled trades (for example plumbing, carpentry and electrical work), recycling pick-up, heating fuel, vehicle fuel, and any other goods or services the CAO considers suitable.

7.3 Standing offers will be set up through an open competition, advertised for at least four weeks before closing. More than one supplier may be given a standing offer for the same type of goods or services.

7.4 A standing offer will run for one or two calendar years as defined in the tender package. If the competition says so, it may be renewed for up to one more year, to a maximum of three years in total.

7.5 Standing offer holders must hold a valid Village of Haines Junction or inter-municipal business licence, the insurance required by the Village, and Workers' Safety and Compensation Board coverage. Bid adjustments apply under section 3, based on the estimated total value of the standing offer.

7.6 When calling on a standing offer, staff will choose the supplier based on the most suitable equipment, goods or service, the lowest rate, and availability, and will record the reason for the choice. If work or goods are defective, staff will ask the supplier to reduce the rate or fix the problem at no cost to the Village. If the matter is not resolved, the Village may stop using that supplier for the rest of the standing offer's term, and will record this in the supplier's performance review.

8. Contractor Performance Reviews

8.1 When a contract awarded through an invitational or open competition is complete, staff will review the contractor's performance using a standard scoring form. The form will cover such things as quality of work, meeting the schedule, cost control, communication, safety, and management of subcontractors.

8.2 The contractor will receive a copy of its review and may respond in writing within 14 days. Any response will be kept with the review.

8.3 A procurement document may include past performance on Village contracts as a scored criterion. Not every procurement will include it. When it is used, the weight will be stated in the procurement document.

8.4 A bidder that has no performance review on file will receive a neutral score, so that new bidders are not disadvantaged.

8.5 Only reviews completed in the five years before the closing date will be used.

9. Local Knowledge and Relationships

9.1 Haines Junction is a small community, and Council, staff and suppliers often know each other. Knowing a bidder is not by itself a conflict of interest, but any personal, family or financial connection must be declared as set out in the Procedures. The person declaring must step out of the procurement if the CAO decides it is a conflict. The Village Council may also require that the CAO step out of a procurement if they decide there is a conflict.

9.2 Council members will refer any contact from a bidder to the Village contact person named in the procurement document.

10. Working with Champagne and Aishihik First Nations

10.1 The Village will look for opportunities to work with Champagne and Aishihik First Nations and its businesses on procurement, including joint purchasing, shared services and advance notice of upcoming Village projects.

11. Trade Agreements, Funding Agreements and the Law

11.1 Where a trade agreement, a funding agreement or a law applies to a procurement and conflicts with this Policy, that agreement or law takes precedence.

12. Related Bylaws and Policies

12.1 This Policy is to be read together with the Chief Administrative Officer Bylaw, the annual budget bylaw, the Code of Conduct Bylaw, the current O&M and Capital Budget, the Village's Emergency Measures Bylaw, and the Contractor of Last Resort Policy.

13. Repeal

13.1 This Policy replaces and repeals Policy 05-94, The Competitive Bidding Process Policy, as amended August 13, 2025, and Policy #26-20, Standing Offer and Supply Arrangements Policy.

Adopted by Resolution #_____ on the ____ day of _____, 2026.

_____	_____
Mayor	Chief Administrative Officer

Appendix A – Procurement Quick Guide

Estimated value	Method	Minimum steps	Who can award	Bid adjustments?
Goods under $18,000 Services / construction under $75,000	Direct award	Fair market price. Two or more quotes where practical	Staff within delegated limits. Must be in budget	No
Goods $18,000 – $34,700 Services / construction $75,000 – $133,799	Invitational or open competition	At least 2 invited. 3+ preferred. Normally 5+ business days to respond. Written bids	Staff within delegated limits. Must be in budget	Optional
Goods $34,700 or more Services / construction $133,800 or more	Open competition	Advertise at least 2 weeks (3-6 weeks for construction or complex RFPs). Public opening for Tenders and RFQs	Staff within delegated limits. Must be in budget	Whenever possible
Any value, where an exception applies	Direct award above thresholds	Report to Council and resolution (except emergencies, cooperative purchasing and standing offers)	Council, CAO, and/or Emergency Response Coordinator for emergencies. Staff for Cooperative purchasing and standing offers	Not applicable

All values are estimated totals over the life of the contract, not including GST.

Appendix B – Bid Adjustment Claim Form

Part 1 – Bid Adjustment

Complete this part if you are claiming a bid adjustment based on being a Local Business, or if currently registered on the Yukon First Nation Business Registry.

Procurement name / number: _____

Bidder (legal business name): _____

Yukon First Nations Business Registration #: _____

Complete this form only if you are claiming a bid adjustment. Bid adjustments are used only to compare bids. If you are awarded the contract, you will be paid the price you bid.

Claim	Adjustment	Information required
Local Business – holds a Haines Junction or inter-municipal business licence and has a permanent place of business within 130 km by road of the Village Office	7%	Business licence number and address of place of business
Yukon First Nations Business – listed on the Government of Yukon First Nations Business Registry	5%	Name as listed on the Registry

Part 2 – Bid Components and Exclusions

Complete this part if you are claiming a bid adjustment and the procurement document excludes some items from the adjustment.

1. List each part of your bid price, not including GST.
2. Items the procurement document excludes from the bid adjustment are listed as “Excluded” (E1, E2). Price each one separately.
3. List all other parts of your bid as “Eligible.”
4. All lines together must add up to the total bid price on your bid form.

Item	Description of bid component	Excluded or eligible	Price (excl. GST)
1	[Excluded item as named in the procurement document]	Excluded	$XX,XXX.XX
2		Excluded	$
3		Included	$
4		Included	$
5		Included	$

Item	Description of bid component	Excluded or eligible	Price (excl. GST)
6		Included	$
7			
8			
9			
10			
11			
12		Included	$

If more space is required, please attach as an appendix to the RFP.

Line	Calculation	Amount
A	Total bid price, not including GST (must match your bid form)	$
B	Total of excluded items (E1 + E2)	$
C	Eligible portion (A − B)	$
D	Bid adjustment claimed in Part 1 (10%, 5% or 15%)	%
E	Adjustment amount (C × D)	$
F	Evaluated price (A − E) – Village use only	$

Maximum total adjustment: 12%. The Village will verify all claims. A false claim will result in rejection of the bid and may result in exclusion from future Village procurements.

Signature of authorized person: _____ Date: _____

Name and title: _____

Village of Haines Junction
Report to Council

November 12, 2026

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

RE: Water and Sewer Fees – Moving Toward Cost Recovery

Recommendation

That Council direct Administration to prepare an amendment the Consolidated Fees Bylaw No. 343-19, Water and Sewer Fees, increasing water and sewer fees by fifteen percent (15%) per year for 2027, 2028 and 2029, and bring the amending bylaw back to Council at a future meeting.

Background

The Village charges flat monthly fees to properties connected to the municipal water and sewer system, along with bulk water, septage and miscellaneous fees. These are set out in Schedule Seven (7) of the Consolidated Municipal Fees Bylaw No. 343-19, as amended from time to time.

Water and sewer fees have historically fallen behind the cost of operating the system. Periodically Council adjusts the fees to bring them back to cost recovery.

In 2020 Council adopted Bylaw No. 351-20, which increased fees by 10% per year for 2020, 2021 and 2022. The residential flat rate rose from $45.00 to $60.00 per month over that period. The Recovery Rate reached ninety percent 90% in 2022 and eighty-six percent 86% in 2023.

Current Status

Below are the main water and sewer fees currently in effect under the Consolidated Fees Bylaw.

Current Water and Sewer Fees (Last updated in 2022)

Fee category	Current rate
Residential dwelling unit (flat, monthly)	$60.00
Commercial (flat, monthly)	$66.50
Licensed premises / restaurant (flat, monthly)	$66.50
Institutional – public (flat, monthly)	$146.25
Institutional – non-public (flat, monthly)	$66.50
School, per student (flat, monthly)	$2.25
Metered consumption, residential & commercial (per litre)	$0.00214
Bulk water, resident within boundary (per litre)	$0.00150
Lagoon / septage, per load (not currently charged)	$36.25

The following table summarizes water and sewer operating results since the last rate increase.

Water and Sewer Operating Results, 2020–2026

	2020	2021	2022	2023	2024	2025	2026 Budget
Revenue	$233,811	$257,307	$292,481	$293,584	$297,809	$304,118	$315,000
Operating expense	$321,330	$347,292	$325,696	$340,633	$508,556	$509,551	$524,164
Shortfall funded by taxation	$87,519	$89,984	$33,215	$47,049	$210,747	$205,434	$209,164
Recovery rate	**73%**	**74%**	**90%**	**86%**	**59%**	**60%**	**60%**

The shortfall funded by general taxation has grown from about $33,000 in 2022 to about $209,000 in the 2026 budget.

Discussion/Analysis

Why costs increased

Operating expense rose by about $168,000 between 2023 and 2024 and have remained near that level. The following table shows the cost lines that account for most of the change.

Main Cost Drivers

Cost line	2023 Actual	2026 Budget
Salaries, benefits and employer costs	$83,667	$125,164
Utilities – power	$96,137	$130,000
Contract services (incl. SCADA support)	$26,639	$55,000
Equipment repairs	$8,161	$35,000
Chlorine and chemicals	$17,948	$30,000
Building insurance	$51,919	$43,500
All other lines	$56,162	$105,500
Total operating expense	**$340,633**	**$524,164**

- **Salaries**, increased level of service and maintenance standards increased between 2023 and 2024-2026. These changes included increases in exercising water main valves, hydrant flushing.
- **Electricity** has risen 46% from $89,149 in 2022 to $130,000 in the 2026 budget. Under Yukon Energy's 2025–2027 General Rate Application, interim rate increases of approximately 10% took effect on July 1, 2025 and again on January 1, 2026, with a further change scheduled for January 1, 2027.

- **Contract services and equipment repairs.** From 2024 there have been numerous expenditures that have driven the cost of contract work up including: Engineering support for the Water License renewal, Repair of grease filled waterlines, and necessary repairs to the water treatment plant.

The Whitehorse Consumer Price Index rose 24% between December 2021 (140.8) and July 2026 (174.4). A $60.00 monthly fee set in January 2022 would be about $74.30 today if it had kept pace with inflation.

What "actual cost" means

The recovery rates in this report compare revenue to operating costs only. They do not include capital costs of renewing pipes, pumps, lift stations, the lagoon and treatment equipment as they wear out. A utility that recovers 100% of its operating costs but sets nothing aside for renewal is still running a deficit. That deficit shows up later as reliance on other levels of government or potentially, a large capital bill.

Comparison with other Yukon communities

The below table compares residential flat-rate water and sewer fees in Yukon municipalities that charge a flat rate rather than billing by metered use. Where a municipality bills quarterly or annually, the monthly equivalent is shown.

Residential Water and Sewer Flat Rates, Yukon Municipalities (2026)

Municipality	Billing basis	Monthly equivalent
Dawson	Quarterly ($1,272/yr)	$106.00
Whitehorse	Flat rate	$103.67
Faro	Quarterly ($214.21/qtr)	$71.40
Haines Junction	**Monthly**	**$60.00**
Watson Lake	Monthly	$60.00

Source: municipal fees and charges bylaws, 2026 schedules. Teslin (trucked water) Carmacks and Mayo are excluded because current rates were not available.

Haines Junction is tied with Watson Lake for the lowest residential rate among these communities. Comparisons do not account for differences in system size, Level of Service, or treatment requirements, so they are provided as context and not as a basis for setting rates.

Options and projected cost recovery

The table below shows the residential monthly flat rate and the projected 2029 recovery rate under three options. Consistent with the 2020 bylaw, rates are rounded to the nearest $0.25.

Residential Monthly Rate and Projected Recovery

Option	2027	2028	2029	2029 recovery
10% per year	$66.00	$72.75	$80.25	71%
15% per year (recommended)	**$69.00**	**$79.50**	**$91.50**	**81%**

Option	2027	2028	2029	2029 recovery
Full recovery by 2029 (~23.4% per year)	$74.25	$91.75	$113.25	100%

Assumptions: 2026 budget as the base year; operating expense increases 3% per year; fee revenue (services and truck fill, $303,000 in 2026) increases by the same percentage as the rates; other revenue of $4,000 per year.

The **10% option** would bring the recovery rate back to about 71% by 2029, roughly where it was in 2019, just before the last round of increases. It would leave a shortfall of about $165,000 a year funded by taxation.

The **full-recovery option** closes the gap by 2029 but nearly doubles the residential rate in three years. The 2029 rate would be higher than any comparison community charges today.

The **15% option** is recommended as a balance. It reduces the tax-funded shortfall from about $209,000 to about $108,000 a year by 2029, and the 2029 residential rate of $91.50 remains below what Whitehorse and Dawson charge today.

Other Schedule Water and Sewer fees

Administration proposes applying the same percentage to all Schedule 7 fees. This keeps the relationships established in 2020, including the resident to non-resident ratio and bulk rates that align with the flat-rate equivalent. Administration also recommends a 15% increase in the septage, RV and service connection fees.

Financial Considerations

Each dollar of additional fee revenue reduces the water and sewer shortfall funded through general taxation, which is paid by all property owners, including those not connected to the system. Dwellings without piped water service (delivery or well service) represent a substantial portion of the community, and while they would see an increase in bulk water rates, their subsidy of users connected to the water system would be reduced. Based on 2026 budgeted fee revenue of $303,000, a 15% increase generates about $45,000 in a full year.

Asset Management Impact

Water and sewer infrastructure is the Village's highest value assets. While much of the water and sewer infrastructure has been replaced in recent years, parts of the system are currently being upgraded or will require upgrades soon. The current investment in the SCADA system is one example.

Alternatives Considered

1. Status quo. Fees stay at 2022 levels. The tax-funded shortfall, now about $209,000 a year, grows as costs rise. Not recommended.

2. 10% per year for three years. Recovery reaches about 71% by 2029, leaving a shortfall of about $165,000 a year. Not recommended.

3. 15% per year for three years. Balances fiscal responsibility against community impact. Recommended.

4. Full recovery by 2029 (about 23.4% per year). Closes the gap, but the residential rate rises from $60.00 to $113.25 in three years. Not recommended.

Alignment with Strategic Priorities

Council's 2025–2028 Strategic Priorities identify Sustainable Levels of Service as a priority, with the goal of providing safe, reliable and maintained utilities and "defining service levels that are both effective and financially sustainable." The recommendation supports this priority by:

- Reducing the share of water and sewer operating costs funded through general taxation, consistent with the Strategic Plan action to develop a Financial Policy that ensures "reliable, cost-effective service delivery while maintaining reasonable tax rates."
- Funding the maintenance standards now in place, which the Strategic Plan commits to formalizing through a Water Works Maintenance Policy.
- Supporting the Asset Management Plan by moving the utility toward covering its own operating costs.

Notifying utility customers of the proposed rates, and the reasons for them, also advances the Strategic Plan action to "develop and implement a communication strategy to educate residents on service levels and fiscal realities," and Council's Sound and Open Governance commitment to fiscal responsibility.

Next Steps

- **November 12, 2026:** Council provides direction for the drafting of an amendment to the consolidated fees Bylaw. Fees change only if Council adopts the amending bylaw at Third Reading.
- Administration drafts an amending bylaw and Council considers First and Second Reading and may amend the rates at that time.
- Utility customers receive notice of the proposed rates and the reasons for them before Third Reading.
- Council considers Third Reading, with new rates effective April 1, 2027.
- Before 2030 rates are set, Administration reports to Council with updated results and a recommended path to full operating cost recovery.

Draft Resolution

That Council direct Administration to prepare an amendment to the Consolidated Fees Bylaw increasing all water and sewer fees by XX% per year for 2027, 2028 and 2029, and bring the amending bylaw back to Council for First and Second Reading; and,
That Administration report back to Council before 2030 water and sewer rates are set, with updated results and a recommendation.

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