



Village of Haines Junction
September 25, 2024
Regular Council Meeting 7:00 p.m.

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

AGENDA

- 1. Call to Order**
- 2. Acknowledgement of Champagne and Aishihik First Nations Traditional Territory**
- 3. Adoption of Agenda**
- 4. Declaration of Pecuniary Interest**
- 5. Adoption of Minutes of Regular and Special Council Meetings**
 - a. Draft Regular Council Meeting Minutes August 28, 2024
 - b. Draft Special Council Meeting Minutes September 19, 2024
- 6. Proclamations**
- 7. Delegations**
 - a. Boys and Girls Club
 - b. Matthew Lien
 - c. George VanSickle
- 8. Public Hearings and Public Input Sessions**
- 9. Old Business**
 - a. YG Land Development Branch
 - b. Affordable Housing Construction Grant
 - i. RTC – Summary of changes made to draft policy and bylaw
 - ii. Draft Policy #41-24 – for approval
 - c. Tipping Fees
 - i. RTC – Summary of changes to draft bylaws following Public Information Session
 - ii. Notes from Public Information Session
 - d. Zoning Bylaw – third reading report
- 10. New Business**
 - a. Accounts Payable to September 25, 2024
 - b. RTC – August 2024 Financial Report
 - c. RTC – Investment Account Withdrawal and Cash Flow
- 11. Bylaws – Reports, Readings and Adoption**
 - a. Second and Third Reading - Bylaw #417-24 Affordable Housing Construction Grant
 - b. Second and Third Reading - Bylaw #415-24 Waste Management Cost Recovery and Sorting Requirements
 - c. Second and Third Reading – Bylaw #416-24 Consolidated Municipal Fees Bylaw #343-19 Amendment #7 Tipping Fees
 - d. Third Reading – Zoning Bylaw
 - e. Zoning Map
- 12. Correspondence**
 - a. Letter From YG Health and Social Services re: Planet Youth
- 13. Council Reports**
- 14. Questions from the Public**
- 15. Motion to Close Meeting to the Public**

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

16. Adjournment

The next Regular Council Meeting will take place at 7:00 p.m. on October 9, 2024 in Council Chambers and via Zoom.

Join Zoom Meeting

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

Meeting ID: 867 634 7100

One tap mobile

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Dial by your location

- +1 780 666 0144 Canada
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Meeting ID: 867 634 7100

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

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



Village of Haines Junction Delegation Request

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

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

Requested Council Meeting Date: _____

Individual, Group or Association: _____

Representative(s) of the Above: _____

Main Spokesperson: _____

Topic(s): _____

Written Materials Submitted (if applicable): _____

Projector or Other Electronic Support Required: _____

Request Made By: _____ Date: _____

Shajë Kwä'ą: Sunshine Camp Final Report - BGC Yukon Junior Camp Report 2024

From Lindsay Cornell <ed@bgcyukon.com>

Date Fri 20-Sep-24 3:31 PM

To Haines Junction CAO <cao@hainesjunction.ca>; Aynslie Ogden <corporate@hainesjunction.ca>

Cc Isabelle Piché <ccd@bgcyukon.com>; Shannon Maloney <smaloney@cafn.ca>; Haines Junction Manager <hjmanager@bgcyukon.com>

 5 attachments (3 MB)

Summer Camp Registration Form 2024.pdf; BGCY Financial Report - Village of Haines Junction - Summer Camp June-August 2024 Signed.pdf; SAMPLE - PProgram Plan Pine Lake.pdf; Final Report 2024 Shajë Kwä'ą Sunshine Camp.pdf; Sept. 25 - 2024 BGCY Delegation Request Form FILLABLE.pdf;

External Email

*** WARNING *** This e-mail originated from outside your organization. Verify the contents and do not click links, open attachments or reply, unless you recognize the sender and their e-mail address. If you are uncertain about any e-mail received, please contact Tangerine Technology at info@TangerineTechnology.ca.

Hello Dave and Aynslie

I hope this email finds you well!

I am sorry I have not been in touch sooner, many reasons and no excuses!

We have been working hard on getting our teams their post season break, while gathering all the data points to report together to yourselves, Mayor and Council.

We continue to work on our whole camp reporting, and we have some whole camp data to share.

Attached here is:

1. Our Delegate request form
2. Summer Camp final report
3. Summer Camp financials
4. Sample Registration form
5. Sample collaborative program planning - off site excursion risk and communication contingency plan

note: This is a sample plan. Field plans are completed with staff names and contacts. These have been removed from the sample

Dave - if you have time Tuesday or Weds for 15-30mins we would like to connect prior to the meeting.

Also please review, and let me know if we have missed anything for you folks, as these are the documents I have for submission under our MOU for final reporting and we have added additional

information and documents as requested by Council at the last meeting we presented (August 5th 2024). But I don't want to miss anything so let us know.

We look forward to presenting and also addressing the teaching council shared last meeting. We are excited to meet again!

Thank you both again for all of your support and we are excited to reconnect after a busy end of season and start to the school year.

Shàw níthän | Gùnáłchìsh | Mähsi'cho | Merci | Thank you,
Be well

Lindsay Cornell

Pronouns: Lindsay

Executive Director

BGC Yukon

306 A Alexander St. Whitehorse, Yukon Territory, Y1A 2L6

T: 867-393-2824 # 201

ed@bgcyukon.com | bgcyukon.com

Respectfully recognizing that we connect, experience, learn, play & grow on the shared territory of Kwanlin Dün First Nation and Ta'an Kwäch'än Council.

[No.More.Barriers](#)

Shajē Kwā'ą Sunshine Camp Junior Camp - Final Report Summer 2024

Submission prepared for:
Sept. 25, 2024 Village of Haines Junction Council meeting
Report prepared by: BGC Yukon in collaboration with Champagne and
Aishihik First Nation (CAFN)



Shajē Kwā'ą Sunshine Camp Summary - 2024 Summer Season

This summer in Haines Junction was a season brimming with exciting developments and unforgettable experiences! The Shajē Kwa'ą Sunshine Camp, which ran through July and August, saw our partnership with Champagne and Aishihik (CAFN) Youth Programs grow and thrive. This camp created a vibrant, safe space for young people aged 6 to 18, offering them a wealth of recreational activities, new experiences, friends and, above all, lots of fun.

Shajē Kwā'ą Sunshine Camp Programming Achievements

- 3 program month, 39 days of programming, 353.25 hours duration
- 171,679.5 contact hours (average of 8.75 hours per participant per day)
- 354 total camp program hours
- 486 total of camp participants over the season (younger years only)
- Average of 16 participants per day
- 978 healthy breakfasts and lunches served
- 486 total healthy snacks

General Camp Statistics

- 44 online registered participants
- ~52 total camp registrations - 34 younger years; ~18 older Years
- 353.25 program total camp program hours
- 486 total of camp participants over the season (younger years only)
- We are still working with our partners to better report on whole camp statistics and is included in our focus for next year, as identified in future sections of this report

This summer Junior Camp was the primary responsibility of BGC Yukon with primary financial support from the Village of Haines Junction. Our programming served young people aged 6 to 18, thanks to a successful collaboration with Champagne and Aishihik First Nation and various community agencies. This partnership allows us to deliver inclusive services to everyone, regardless of background or age. Our collective strengths and teamwork ensure a rich and meaningful experience for the community.

We are excited to have hired a full-time program manager, which significantly enhances the program's effectiveness. To support our summer initiatives, we also secured an additional full-time lead and two

part-time leads (four days a week) to meet the needs of our summer participants. Our program manager will continue with us, ensuring a smooth transition into the after-school drop-in program.

Highlights of this past quarter

The standout achievement of this quarter is the success of our collaboration with the Champagne and Aishihik First Nation (CAFN) Youth Program team. By working together and sharing responsibilities, we effectively supported the entire community. The camp’s success, including its high-quality programming, meaningful connections with the land, and engagement with local people, represents our greatest accomplishments.

This collaborative effort not only showcased our shared strengths but also provided valuable learning experiences for both staff and young people, illustrating different approaches and how to leverage collective strengths for the benefit of our community. The integrated management team deepened the understanding and impact of our programming, with a significant focus on utilizing developmental assets to enrich the process.

Our engagement with various local resources—such as Parks Canada, the CAFN Cultural Center and its interpreters, and the CAFN Lands & Heritage Department—along with multiple visits to the local library, greatly enhanced our summer activities. Learning from the previous summer, we improved communication between CAFN and BGCY, as well as with other community agencies. BGCY played a pivotal role in connecting and leading these collaborations.

This renewed engagement with the community led to the revival of inter-agency meetings, strengthening relationships and networking to enhance service delivery. By ensuring that opportunities are shared and accessible to all, we fostered a sense of unity and safety among the youth. This inclusive approach is gradually creating a more cohesive and supportive community environment.

Shaje Kwa'a Sunshine Camp Junior Years - 2024 Financial Reporting

Being able to offer programming for young people, free of charge is a collaborative effort. We wouldn't be able to provide such quality services and fill the gaps if it wasn't for the help and support of our primary key partners. The Municipality of Haines Junction has been the primary funder for the summer camps opportunities. The Department of Justice of Yukon Government is the core funder for the activities happening outside the summer recreation opportunities. Champagne & Aishihik has provided an immense support by collaborating, sharing staff and resources, activities and materials and the Department of Education of Yukon Government supports us with in-kind contributions for the use of space as well as the use of the bus during the summer.



Shajē Kwā'a Sunshine Camp 2024 ; Village of Haines Junction agreed



	VoHJ	BGC Yukon	CAFN
Wages : (increased 2% from 2023)	Manager : \$30.60/hr X 40 hrs/week Coordinator : \$28.56\hr X 40hrs\week Lead Program: \$27.54/hr X40 hrs/week \$43,870.14 (incl; MERCHS)	Executive Director Oversight Director Supervisor Hires Manager & Senior Coordinator Youth Interns : 2 @ 25 hrs\week Training Insurances Model support Resources	Coordinator & Leads Cultural & Language Coordinator Hires Cook & Assist Cook (Breakfast/ Lunch/ afternoon snacks approx: 50pers per/day) Refers Youth for Employment and Training Summer Students
Food:			Food (increased 10% from 2023) \$15,000 approx
Travel :	Whitehorse-Haines Jct \$3567.30		use CAFN Youth Programs Bus for field trips during camp
Supplies and gear:	\$6400	Support CAFN Youth Center with Land-based Youth Program & Drop-In team with access to staff, resources and gear.	Swag: \$1,200
Admin fees: (15%)(53,837.44)	\$8,075.62		
Total contribution from the Village of Haines Junction :	\$61,913.06		

BGC Yukon financial reporting is **attached** in our Year to Date (YTD) financials, signed by our BGC Yukon Board Treasurer.

We happy to report on budget for the Village of Haines Junction. We did access additional transportation and food resources through Yukon Government grants and the Foodbank Society of the Yukon to enhance our food program this year. Specifically, approximately \$2500 in food support where participants received snack packs to take home and supported healthy breakfasts and snacks in addition to what we provided at summer camp, as well as additional food required for overnight excursions (YG Food literacy Grant). We were able to access standard bus rentals to take all our ages to the Canada Games Centre 1/week for the entire summer. Our participants loved this and enjoyed more swimming opportunities. well, we



The Story We Build

Every year, the summer camp team provides an opportunity for the families and the participants to share their experiences with us. We have conducted satisfaction surveys and we also collect testimonials throughout the year.

Where we've been - Our Collaboration History

BGC Yukon started building relationships with the community of Haines Junction just over 7 years ago, collaborating on resources and opportunities for Youth. We helped make connections with the Whitehorse resources for visiting young people, bringing opportunities and capacities, skills building to rural communities engaging in safe environments and promoting healthy behaviors . Each community has their own specific needs and BGC Yukon , working with the Youth Collective has developed ways to adapt and be flexible while ensuring the priority stays that we are stronger , working together for ALL young people in the Territory. BGC Yukon has worked closely with Carcross (CTFN), Haines Junction (CAFN), Burwash Landing (KFN) and Beaver Creek (WRFN) over the last few years all in different ways but always supporting the local needs. From week-long camps, to youth workshops as well as remote healing camps support, BGC Yukon has happily traveled to meet young people where they are.

For the first time in 2021, BGC Yukon was invited to the community of Haines Junction in order to support the municipality in delivering summer recreation. The pool being officially condemned created a big gap in opportunities and going through the pandemic, various closures and governmental restrictions, there was nothing for young people to be safely engaged. That's how we delivered our first summer camp with just over 40 registered participants.

In 2022, we developed a structure of collaboration with the Champagne and Aishihik First Nations Youth Programs. For the first time, the community of Haines Junction was able to provide programming for everyone, barrier free. By working with CAFN, we were able to share the resources, financials, humans, materials , build great connections within our community and develop strong working relationships. In 2023, both BGC Yukon & CAFN felt accomplished and proud from the camp we were able to host together. From the feedback from the young people themselves to the glorious praise received from the parents to our staff wanting to come back, there was no question on the success we had. More recently, in 2024 as we just concluded our 4th season in Haines Junction, our 3rd year in full collaboration with Champagne and Aishihik First Nation Youth Programs, our camp has served 52 participants in 2 great locations for young people aged between 5 ½ years old to 13 years old. The summer camp is also a very successful youth employment opportunity. This summer the camp employed 6 youth leaders aged

between 14 and 18 years old. Shajē Kwā'ā Sunshine Camp had a great success this year while offering programming from June 24th, 2024 to August 16th, 2024.

How We do it

Our intentional programming supports building young people's internal asset, such as self-confidence and positive sense of self. We do this by providing opportunities to be on the land with leaders, to grow in a social environment developing social skills as well as supporting young folks in becoming the best version of themselves.

Our collaborative programming model provides opportunities for young people, not only to be engaged positively within their own communities but also provides opportunities to host safe conversations with trained adults and develop these important life skills and attitudes. While being engaged and active, young people have access to resources and information that gives them the power to make the best informed decision they can. Our programming directly reduces risk taking behaviors and increases wellness and recreation opportunities.

While offering very successful summer programming our presence has continued during the school year and offering a drop-in space after school. This initiative and presence from BGC Yukon is being identified as a positive factor for increasing the school attendance. Because of our programming, young people are able to be positively engaged, within the school building, but with a different focus than learning. It has helped the young population to build a positive relationship with the building itself and have something to look forward to while in school. Model for Success (BGC Canada) and 40 developmental assets (YG), are very important tools to develop BGC programming. We plan with intentions and our activities are linked to skills building.



COMMON FEATURES

- Respectful, inclusive and engaging environments
- Relationship-building and mentoring
- Community and family engagement

CORE PROGRAMMING

- Physical activity, health and safety
- Leadership, growth and empowerment
- Learning and career development
- Families and communities

SHORT TERM OUTCOMES

- Children and youth are emotionally and physically safe
- Children and youth feel welcomed, accepted, valued and respected
- Children and youth enjoy exploring new opportunities
- Programs build relevant skills for children and youth
- Community, parents, children and youth are engaged in Clubs and feel ownership of programs

MID TERM OUTCOMES

- Children and youth are healthy, active and safe
- Children and youth are connected to peers, parents, school and community
- Children and youth have key academic, vocational and recreational skills
- Children and youth have confidence in their aspirations

ADULT OUTCOMES

- Health and well-being
- Positive and caring relationships
- Educational attainment and ability to achieve dreams
- Self-sufficiency and independence
- Meaningful participation in community and civil society

Yukon's 40 Developmental Assets to positive youth development

Search Institute® has identified the following building blocks of healthy development - known as Developmental Assets - that help young people grow up healthy, caring, and resilient. This set of 40 Developmental Assets was adapted by the Youth Directorate with permission from Search Institute's original framework (© 1997 by Search Institute, www.search-institute.org. All rights reserved). For more information on Developmental Assets®, please visit www.developmental-approach/assets-building. The definitions of these assets were adapted by the Youth Directorate with permission of Search Institute.

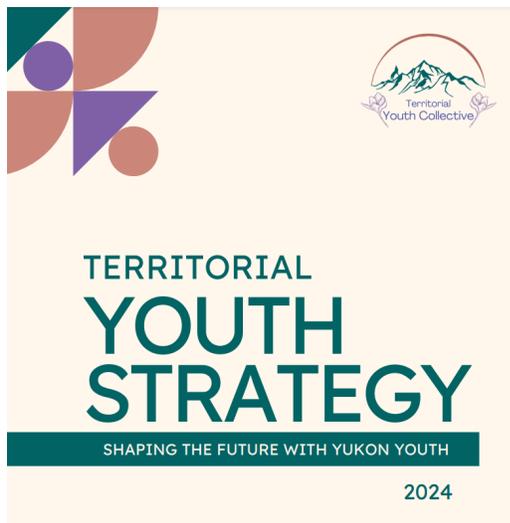
External Assets

1. Support: Family support | family life provides high levels of love and support.
2. Positive family communication | young person and their parent(s) communicate positively, and young person is willing to seek advice and counsel from parent(s).
3. Other adult relationships | young person receives support from three or more non-parent adults.
4. Caring neighborhood | young person experiences caring neighbors.
5. Caring school climate | school provides a caring, encouraging environment that respects the community's culture.
6. Parent involvement in schooling | parent(s) and community members are actively involved in helping the young person succeed in school.
7. Community values youth | young person perceives that adults in the community value youth.
8. Youth as resources | young people are given useful roles in the community.
9. Service to others | young person serves in the community one hour or more per week.
10. Safety | young person feels safe at home, school, and in the neighborhood.
11. Family boundaries | family has clear rules, roles, and consequences, and monitor's the youth's whereabouts.
12. School boundaries | school provides clear rules and consequences.
13. Neighborhood boundaries | community shares the responsibility for the safety and well-being of the youth.
14. Adult role models | parent(s) and other adults model positive, responsible behavior.
15. Positive peer influence | young person's best friends model responsible behavior.
16. High expectations | parents, community members, and teachers encourage youth to do well.
17. Creative activities | young person spends three or more hours per week in lessons or practice in music, theater, or other arts.
18. Youth programs | young person spends three or more hours per week in nature, sports, clubs, or other organizations at school, on the land, or in the community.
19. Spiritual/Religious community | young person spends one or more hours per week in activities of a spiritual or religious nature.
20. Time at home | young person chooses to spend quality time at home.

Internal Assets

21. Achievement motivation | young person is motivated to do well in school.
22. School engagement | young person is actively engaged in learning.
23. Homework | young person reports doing at least one hour of homework every school day.
24. Bonding to school | young person cares about their school.
25. Reading for pleasure | young person reads for pleasure three or more hours per week.
26. Caring | young person places high value on helping people.
27. Equality and social justice | young person respects self and others; places high value on sharing and cooperation.
28. Integrity | young person stands firm and acts on their beliefs, as well as respects other's beliefs.
29. Honesty | young person "tells the truth even when it is not easy."
30. Responsibility | young person accepts and takes personal responsibility.
31. Restraint | young person believes in making healthy, informed life choices.
32. Planning and decision making | young person knows how to plan ahead and make choices.
33. Interpersonal competence | young person has empathy, sensitivity, and friendship skills.
34. Cultural competence | young person has knowledge of own and other cultures, and feels comfortable with people from different backgrounds.
35. Resistance skills | young person can resist negative peer pressure and dangerous situations.
36. Peaceful conflict resolution | young person seeks to resolve conflict nonviolently.
37. Personal power | young person feels they have control over "things that happen to me."
38. Self-esteem | young person feels a connection to family and culture and has knowledge and pride of customs and traditions.
39. Sense of purpose | young person reports that "my life has purpose."
40. Positive view of personal future | young person is optimistic about their future.

Yukon.ca/40-assets



Learning about healthy food behaviors is a daily part of our programming activities.

Over this past three years, the Shajē Kwā'ą Sunshine Camp has served over 2000 meals and 6000 snacks. Young people are involved in the food aspect of programming by taking part in culinary activities. Providing access to free food is a very important priority for BGC Yukon. Food is a basic need that when unfilled can lead to less than ideal decision making. Knowing how to feed yourself, where to access sustainable and economic sources of nutrients is a very important life skill to develop. Our programs offer free food and knowledge about nutrition, daily. This summer participants of all programs within BGC Yukon had access to a growing space. In Haines Junction young people engaged in growing vegetables in collaboration with the



CAFN team and the “ High Cache” Green House project.

Stronger Together

Shaje Kwa'a Sunshine Camp has been established through a collaboration with Champagne and Aishihik First Nations (CAFN). Using the work to date at the time, as well as our community feedback and data, representatives used the lens of reconciliation and in 2022 developed a MOU for the execution of a collaborative, inclusive, safe, respectful and mutually celebrating summer camp. This collaboration supports the sharing and more efficient use of resources, in all aspect, to better meet the growing demands of the CAFN and Haines Junction community. We have worked hard to ensure we provide as many opportunities for young people to connect with local lands, food, organizations, business, resources, elders and individuals to promote and foster youth's sense of pride and belonging in their home community. For the first time in the school year of 2022-2023, we were able to support this collaboration to continue throughout the year and host increased after-school opportunities for young people to access healthy recreation programs which included but no restricted too; mental wellness, arts, culturally relevant programming, sports, crime prevention programming and resources, support in drug impaired driving prevention programs, and increased youth attendance both virtually and in-person at the Yukon Youth Summit - where Haines Junction and CAFN youth joined youth from all over the territory to have a voice, populate and join the formal signing of the Territorial Youth Strategy.

Where We Want To Go

Continue to support children's healthy development while supporting the Economic Development of Haines Junction by providing much needed childcare, for the entire community. To keep the work with the Territorial Youth Strategy; young people's voice, BGC Yukon is a leader in implementing the priorities and supporting the community of Haines Junction with the needs of the young people.

<https://www.yukonyouth.com/wp-content/uploads/2024/07/Territorial-Youth-Strategy-2024.pdf>

What we wish to create as a sustainability plan for the community is to develop a model of collaboration with different agencies to diversify the sources of funding, create capacity and be locally relevant for the youth and families. We are stronger together. Building the capacities of the communities outside of Whitehorse. Bringing more local Youth Employment opportunities for our young people. Connecting the community with mentors, leaders. We wish to create a positive sense of belonging for all young people in their own communities. Working with CAFN, sharing policies, training, connections and experiences makes for a connected camp that uses local resources and creates spaces where young people thrive to become their best selves. The collaboration we have built , with YG Dept. of Ed, has helped immensely as we were able to also secure the use of the activity school bus over the summer. This was a huge step forward and a game changer for our camp with having access to CAFN fleet & School bus to accommodate all the participants. Working together, and achieving this collective impact has only proven to have positive benefits and provides quality services for our entire community, barrier free.



BGC Yukon has been working to support capacity and consistency of meaningful opportunities for youth to learn skills, increase their self-confidence and their positive futures. Delivering programming in the community of Haines Junction means engaging with local resources. Helping young people to enjoy spending time in their community, exploring traditional sites and world known natural beauties.

Our Learning and Future Areas of Growth

We are committed to continue to provide and do the great programming our teams bring to the table. We have gathered our camper, families, staff and community initial feedback, and we will continue to update council as we have our annual camp reunion, which will provide more information.

To date our feedback has been very positive. The Village of Haines Junction's investment into the junior years portion of the camp has gone a long way to helping support children and youth in the Haines Junction community to access inclusive, safe and meaningful summer programming, which also is a valued resource for guardians and parents.

We have also identified some key areas to continue to focus our collaborative efforts and areas we can continue to grow and develop. Including feedback from the Village of Haines Junction Mayor and Council, we have identified the follow categories as key areas of focus:

- BGC Yukon and CAFN representatives have received the feedback and recognize a more formalized plan to support a reconciliation plan in addition to our MOU and existing training and collaboration processes is needed and is a current focus for the teams
- Further develop integrated administrative reporting tools to better reporting on the whole collective camp
 - Specifically, this report show some shared camp statistics, but is focused on Junior Camp. For a few unforeseen reasons are still working on tools to ensure the 'whole camp picture' can be captured. Especially, for statistics and participant registration and data collected offline
- Youth leader employment

- Enhance training opportunities with CAFN Department of Education and other community agencies
- Enhance Youth Leadership role and responsibility - with a consistent leadership team we can better provide meaningful employment mentorship and coaching
- Senior Years Camp
 - Review daily time of delivery for Senior Years - for example: Camp from 1pm-9pm
 - Work with youth throughout the year to better engage their voice in summer camp
 - Early recruitment for senior youth
- Host earlier camp planning session meetings (increase number)
- Focus on pre training for staff and preparation
 - Re-visit our pre-camp training and planning timeline. Re-invent so it can extend longer and be integrated with staff work schedules prior to camp
- Continue to on water safety and education plan work to secure by February
 - We have already begun to meet with Aquatics professionals to develop year round and summer access to swimming and swimming lessons for 2025. We hope this year to access new swimming opportunities and aquatics education.
- Secure staff and planning team in February for Camp season 2025
 - With support of the Hines Junction Village we will now be able hire and secure February





Appendix

Sample - 2024 Summer camp Weekly schedule

Junior Group:



**SHAJE KWÁ'A
SUNSHINE CAMP**
DAKWAKADA -
HAINES JUNCTION

Juniors
6-9 y/o

*Bikes and helmets
needed Monday,
Tuesday and Friday! *



CHAMPAGNE AND AISHIHIK FIRST NATIONS



bgc
Yukon

June 24 - June 28 Week 1

Time	Activity	Monday	Tuesday	Wednesday	Thursday	Friday
8:30	Soft start/ Play invite Breakfast	Soft start/ Play invite Breakfast	Soft start/ Play invite Breakfast	Soft start/ Play invite Breakfast Water planters	Soft start/ Play invite Breakfast	Soft start/ Play Invite Breakfast
9:30 Arrival cut-off	Welcome Routine	Welcome to Camp! Introductions, rules, area tour, daily schedule, Water planters	Daily Schedule, rules refresher Water planters and Greenhouse	Daily Schedule Field Trip to Canada Games Centre with Sr Group depart @9:30am	Daily Schedule Leave for St. Elias Lake Trail at 9:45, Sr group and Parks!	Daily Schedule Pine Lake Swimming Rules Water Planters and Greenhouse
10:00	Morning Activity	Name Game , Cone Game, Teams Picture Scavenger Hunt Race	Walk/bike to Da Ku and Visitor Centre with Sr group	Lunch at CGC Swimming begins at 1pm	St. Elias Lake Trail	Soccer with Dawson & Cindi
11:45	wash up	wash up	wash up	wash up	wash up	wash up
12:00	Lunch	Lunch	Lunch	Lunch picnic	Lunch picnic	Lunch
12:30	Recess	Recess	Recess	Recess	Recess	Recess
1:00	Afternoon Activity #1	Bike skills workshop	Playground/free play, Introduce baking snacks for the week: Brainstorm snack ideas, bake granola bars	Swimming	ST. Elias Lake Trail	Leave for Pine Lake



Senior Group :



CHAMPAGNE AND AISHIHIK FIRST NATIONS

Shajē Kwā'a Sunshine Camp Program Weekly Schedule

Senior Group	Week 6 July 29 to August 2	Monday July 29 th	Tuesday July 30 th Workshop	Wednesday July 31 st Dug Out Canoe	Thursday August 1 st	Friday August 2 nd Dezadeash Lake Day!
8:30 to 9:00am	Breakfast & Parent Drop-off!	Breakfast & Free time!	Breakfast & Free time!	Breakfast & Free time!	Breakfast & Free time!	Breakfast & Free time!
9:30 to 10:00am	Craft #1 or Cooking	Stain Glass Craft	Plant our pots (Go to Greenhouse)	Leaf Painting Outside	Clay Animal Making!	Water Games & Water fight in the YC Rink
10:30 to 11:00am	Outdoor Activities!	Kick Ball at the School	Beaded Sunglasses	Village Park and games (bring Bike & helmets)	Man Tracker at the Park	Dezadeash Lake Depart at 10:30am Driver: Rob
11:30 to 12:00am	Outdoor activities & Greenhouse	Kick Ball at the School	Water Gun painting!	Kick the Can	Village Park and Games (bring Bike & helmets)	Dezadeash Lake with Jr. Group Picnic Lunch
12:00 to 1:00pm	LUNCH	Bagged Lunch w/Snack	Wash up & eat Lunch	Wash up & eat Lunch	Wash up & eat Lunch	Bagged Lunch w/Snack
1:30 to 2:00pm	Craft #2, game or Science Activity	Lava Lamp Making	Printmaking Workshop at 1-3pm Garden Open House at 2-4pm	Pine Lake Dug Out Canoe at 1-3pm SUV Driver: Denise	Carnival (games, face painting, much more!)	Dezadeash Lake Swimming, Canoeing & Paddle Boarding
2:30 to 3:00pm	SNACK	Wash up & eat Snack	Wash up & eat Snack	Wash up & eat Snack	Wash up & eat Snack	Snack at Dezadeash Lake
3:00 to 4:00pm	Outdoor Activities!	Outside games!! Majority Vote	Printmaking Workshop at 1-3pm Garden Open House at 2-4pm	Water Plants at YC & Green House	Carnival (games, face painting, much more!)	Dezadeash Lake Swimming, Canoeing & Paddle Boarding Return to YC by 4:30pm
4:30 to 5:00pm	Free time & Parent pick-up!	Free time & parent Pick-up!	Free time & parent Pick-up!	Return at 5:00pm	Return at 5:00pm	Return at 4:30pm

40 Developmental Assets highlighted in Shajē Kwā'a Sunshine Camp

External Assets:



3. Other adult relationships—Young person receives support from three or more nonparent adults.
4. Caring neighborhood—Young person experiences caring neighbors.
5. Caring school climate—School provides a caring, encouraging environment.
7. Community values youth—Young person perceives that adults in the community value youth.
10. Safety—Young person feels safe at home, school, and in the neighborhood
11. Family boundaries—Family has clear rules and consequences and monitors the young person’s whereabouts.
12. School Boundaries—School provides clear rules and consequences.
13. Neighborhood boundaries—Neighbors take responsibility for monitoring young people’s behavior.
14. Adult role models—Parent(s) and other adults model positive, responsible behavior.
15. Positive peer influence—Young person’s best friends model responsible behavior.
16. High expectations—Both parent(s) and teachers encourage the young person to do well.
18. Youth programs—Young person spends three or more hours per week in sports, clubs, or organizations at school and/or in the community.



Internal Assets:

21. Achievement Motivation—Young person is motivated to do well in school.
22. School Engagement—Young person is actively engaged in learning.
23. Homework—Young person reports doing at least one hour of homework every school day.
24. Bonding to school—Young person cares about her or his school.
26. Caring—Young person places high value on helping other people.
27. Equality and social justice—Young person places high value on promoting equality and reducing hunger and poverty.
28. Integrity—Young person acts on convictions and stands up for her or his beliefs.
29. Honesty—Young person “tells the truth even when it is not easy.”
30. Responsibility—Young person accepts and takes personal responsibility
32. Planning and decision making—Young person knows how to plan ahead and make choices.
33. Interpersonal Competence—Young person has empathy, sensitivity, and friendship skills.
34. Cultural Competence—Young person has knowledge of and comfort with people of different cultural/racial/ethnic backgrounds.
35. Resistance skills—Young person can resist negative peer pressure and dangerous situations.
36. Peaceful conflict resolution—Young person seeks to resolve conflict nonviolently



BGCY Financial Report - Village of Haines Junction - Summer Camp June-August 2024

A	B	D	E	H
Line Item	Total Core Budget	Applied to Haines Junction Municipality	Amount applied to other sources	Actuals applied to Haines Junction Municipality - YTD
Revenue: supporting Core expenses				
YTG Funds	979309		692309	
City of Whitehorse	180000		180000	
YTG Hold Back	10000		1000	
Other Funding Sources and Grants	75413	61913.62	75413	61913.62
Fundraising	10000		10000	
Program Fees	0		0	
Tuition Fees	307325		307325	
Federal Grants	30000		30000	
Other Income	0		0	
Total Core revenue	1592047	61913.62	1296047	61913.62
Expenses: core				
WAGES				
Administration wages - Director oversight, oncall systems, admin p	356480	2500.00	260597	2500.00
Program Staff Wages	114793	43870.14	116293	43870.14
LTD and other Permanent staff	329239		329239	
Contract Employees	15000		15000	
Benefits + MERCs	59293		39293	
ADMINISTRATION				
Accounting & Professional Services	21000		21000	
Business Licenses and Permits	1994		1994	
Gifts, Incentives, and Awards	1500		1500	
FACILITY				
Computers	2500		2500	
Communications - phone, fax, internet	11074	350.00	11074	350.00
Insurance	10850	1500.00	10850	1500.00
Maintenance	5000		5000	
Facility Rental	112367		77867	
Office Supplies and Swag	5000	3726.18	5000	3726.18
Utilities and Waste Management	21304		21304	
Interest & Bank Charges	3500		3500	
PROGRAMMING				
Advertising (includes Website 'overhaul')	3500		2702	
Transportation	12500	3567.30	18000	3567.30
Professional Travel	3000		3000	
Professional Development	1500		1500	
Training	4500			
Operating Contingency	3500		3500	
Food	73746		48246	
Cultural Facilitator Fees & Elder Fees	12170		12170	
Conferences	2500		2500	
Materials	81993		82006	
Supplies	7514	6400.00	7514	6400.00
LTD expenses	247817		247817	
Direct Deposit	5000		5000	
Total Core Expenses	1530133	61913.62	1355965	61913.62
All Revenue	1592047	61913.62		61913.62
Total Expenses	1530133	61913.62		61913.62
Net Position	61913	0.00		0.00

This report is for the period indicated below:

Initial budget Apr-Jun Jul-Sep Oct-Dec **Final**



BGCY Board Treasurer

Shajē Kwá'a - Sunshine Camp

Registration Form BGC Yukon/ CAFN



Child Information

Name: _____

Gender identity: _____

Home Phone: _____ Cell Phone: _____

Date of Birth: _____ Age: _____

Street Address: _____

Postal Code: _____ City: _____

Cultural Identity: _____

CAFN Member (Yes or No): _____

Physician: _____

Physician Phone: _____

Child's Yukon Health Care Number: _____

Does your child have any concerns in the following areas: Respiratory, Diabetes, Hypoglycaemia, Dizziness, Seizures, Joints, Back/Neck, Neurological, Psychological, Heart, Behavioural, other (please indicate below)

If your child has any allergies, please list them below:

Does your child require any additional support to be successful at camp? If so, please describe.

If your child is currently taking medications and if they will be bringing them, please list them below:

Are there any physical concerns that you wish to share with us to help us support your child better (i.e. recurring injury)?

Shajē Kwà'ą - Sunshine Camp

Registration Form BGC Yukon/ CAFN



Parent/Guardian Information:

#1 Parent/Guardians Name: _____

Cell Phone: _____ Other Phone: _____

Email: _____

Authorized to Pick Up (please choose for Parent/Guardian #1): YES or NO

#2 Parent/Guardians Name: _____

Cell Phone: _____ Other Phone: _____

Email: _____

Authorized to Pick Up (please choose for Parent/Guardian #2): YES or NO

Emergency Contact Information

Emergency Contact Name: _____

Cell Phone: _____ Other Phone: _____

Email: _____

Relationship to Child: _____

Authorized to Pick Up (please choose for Parent/Guardian #1): YES or NO

If I am not available, I authorize BGC Yukon or CAFN staff to secure the medical services deemed necessary for the well-being of my child.

Please provide parent/guardian initial: _____

Child Pick Up

Please list the full names of anyone who is authorized to pick up your child from Shajē Kwà'ą Sunshine Camp:

Authorized Person Name #1: _____

Relationship to child: _____

Authorized Person Name #2: _____

Relationship to child: _____

Authorized Person Name #3: _____

Relationship to child: _____

Authorized Person Name #4: _____

Relationship to child: _____

Shajē Kwà'ą - Sunshine Camp

Registration Form BGC Yukon/ CAFN



Please initial here if your child is authorized to sign themselves in/out of Shajē Kwà 'ą Sunshine Camp (initial) _____

Registration:

I would like to register for (choose one):

- All eight weeks/ June 24th – August 16th, 2024 _____

- ONLY Specific Dates/Weeks _____

Please provide which dates: _____

I acknowledge that there will be a joint overnight camping with Shajē Kwà 'ą Sunshine Camp at a date/location TBD, chaperoned by BGCY & CAFN. Initial _____

What t-shirt size does the participant wear (youth size or adult size): _____

Permission

I, the undersigned parent/guardian, give permission for my child to participate in the Boys and Girls Club of Yukon's "Shajē Kwà 'ą Sunshine Camp" Program in partnership with Champagne and Aishihik First Nations Youth Programs. The BGC Yukon & CAFN sanctioned outings and field trips are included and covered by this registration form. I understand that care and attention will be given to the safety of all participants, but that BGC Yukon and CAFN staff and volunteers CANNOT be held liable for any injury or loss. BGC Yukon and CAFN reserves the right to remove a child from the program if the team deems necessary. I also give permission for media (audio/visual) of my child to be used for evaluation and publicity purposes connected with the promotion of the Boys and Girls Club of Yukon and Champagne & Aishihik First Nations. I understand that the parent/guardian signature is mandatory in order to register for the Shajē Kwà 'ą Sunshine Camp.

Parent/Guardian Signature: _____ Date: _____

Water Activities Permission

I, the undersigned parent/guardian, give permission for my child to participate in water activities, supervised by BGC Yukon and CAFN Staff, which may involve swimming, canoeing, paddle boarding, and kayaking. Please indicate if your child is required to wear a life jacket during swimming. Life jackets will be mandatory for canoeing, paddle boarding, and kayaking.

Shajē Kwà'ą - Sunshine Camp

Registration Form BGC Yukon/ CAFN



Parent/Guardian Signature: _____ Life Jacket (Yes/No) _____

LIABILITY & INSURANCE DISCLAIMER

I AGREE THAT the Boys and Girls Club Yukon & Champagne and Aishihik First Nations, its officers, directors, agents, contractors, employees, trainers, volunteers, members and representatives are not responsible for any injury, negligence, loss or damage of any kind sustained by any person while participating in any and all activities, events, or social activities sponsored or attended by the Boys and Girls Club Yukon & Champagne and Aishihik First Nations (the “Shajē Kwà 'ą Sunshine Camp”), including injury, loss or damage which might be caused by the negligence of Boys and Girls Club Yukon & Champagne and Aishihik First Nations. I AGREE TO RELEASE the Boys and Girls Club Yukon & Champagne and Aishihik First Nations from any liability from any injury, negligence, loss or damage expense that I may suffer, or that my next of kin may suffer as a result of my participations in the “Shajē Kwà 'ą Sunshine Camp” due to any cause whatsoever, including negligence, breach of contract, or breach of any statutory duty of care. I AGREE TO HOLD HARMLESS AND INDEMNIFY the Boys and Girls Club Yukon & Champagne and Aishihik First Nations from any and all liability for any damage to the property of, or personal injury of, any third party, resulting from my participation in the “Shajē Kwà 'ą Sunshine Camp”. I AGREE TO HOLD HARMLESS AND INDEMNIFY the Boys and Girls Club Yukon & Champagne and Aishihik First Nations in connection with the services and, or incidents/accidents of any train, vessel, carriage, aircraft, bus, privately owned or rented motor vehicle or other conveyance, which may be used during my participation in the “Shajē Kwà 'ą Sunshine Camp”. Neither will the Boys and Girls Club Yukon & Champagne and Aishihik First Nations assume any liability for any injury loss, accident or delay which may be occasioned by reason of any defect in any mode of transportation or through the act, error, neglect, negligence or default of any company or person engaged in transporting persons to the “Shajē Kwà 'ą Sunshine Camp”.

MEDICAL/HEALTH AND TRAVEL INSURANCE

I AM SOLELY RESPONSIBLE to select and purchase adequate medical or health insurance. No medical or health insurance will be provided by the Boys and Girls Club Yukon & Champagne and Aishihik First Nations. In the event of a medical or health problem, the Boys and Girls Club Yukon & Champagne and Aishihik First Nations accepts no responsibility for any costs associated with a medical or health problems. I AM SOLELY RESPONSIBLE to select and purchase adequate travel insurance when and if required. The Boys and Girls Club Yukon & Champagne and Aishihik First Nations will provide no travel insurance. The travel insurance should provide cover against theft, personal accident, personal liability, repatriation and cancellation of travel. The Boys and Girls Club Yukon & Champagne and Aishihik First Nations accepts no

Shajē Kwà'a - Sunshine Camp

Registration Form BGC Yukon/ CAFN



responsibility for any costs associated with these types of problems nor will Boys and Girls Club Yukon & Champagne and Aishihik First Nation pay for any expenses that may be incurred relating to these matters. I freely accept and assume all responsibility to provide myself with medical/health and travel insurance coverage.

Parent/Guardian Signature: _____

Date: _____

Shajē Kwà'a Sunshine Camp Information:

Child Drop off: 8:30am to 9:30am

Child Pick up: 4:30pm to 5:00pm

Ages 6 to 9 will be based out of the St. Elias Community School

Ages 10 to 13 will be based out of Anda Ta Youth Center (60A-B Joe Street)

Breakfast, Lunch and Snack will be provided for camp participants. Free of charge.

We will be closed on statutory holidays. If there is a closure, a notice will be sent out to parents/guardians.

We may also close due to unforeseen circumstances or "out of respect" under CAFN government policy.

Camp Weekly Dates:

Week 1: June 24th to June 28th

Week 2: July 2nd to July 5th (we will be Closed Monday, July 1st for Canada Day)

Week 3: July 8th to July 12th

Week 4: July 15th to July 19th

Week 5: July 22nd to July 26th

Week 6: July 29th to August 2nd

Week 7: August 5th to August 9th

Week 8: August 12th to August 16th (STEM week with Yukon U)

(Farewell BBQ will be at Pine Lake on August 16th)



SHAJĒ KWĀ'Ą
SUNSHINE CAMP
DAKWĀKĀDA -
HAINES JUNCTION

CONTINGENCY PLAN

For

Shajē Kwā'ą Sunshine Camp

Location: Pine Lake Haines Junction

**Date: Every Friday Starting June 28, 2024
to August 16, 2024**

Prepared By: BGC Yukon

1. Introduction

What is the plan: CAFN/BGCY Shajē Kwā'q: Sunshine Camp Junior & Senior Groups are going to Pine Lake to enjoy the recreational site, wading, swimming and beach activities.

A. Purpose and Location of the Gathering:

Hosted for: CAFN/BGCY Shajē Kwā'q: Sunshine Camp – Pine Lake Beach Field Trip

Location: Pine Lake Haines Junction

Dates: June 28, July 5, July 12, July 19, July 26, August 2, August 9 and August 16.

Staff Chaperoning: Staff & Youth Staff

On call staff: Shannon, Danielle and Sean

B. Emergency Numbers **911**

Police: 867-634-5555

How to contact during event: Satellite Phone or Cell Phone (depending on signal)

HJ Health Centre/Ambulance: 867-634-4444

How to contact in the event: Satellite Phone or Cell Phone (depending on signal)

Fire: 1-888-798-3473

How to contact in the event: Satellite Phone or Cell Phone (depending on signal)

(please notify police and Health Center of your event: number of people, location and dates in case of an emergency)

C. Responsibility of Individual Departments and or Staff

CAFN Sr. Director: XX Additional Support in case of Emergency

BGCY Sr. Director: XX Additional Support in case of Emergency

CAFN Community Wellness Director: XX Additional Support in case of Emergency

BGCY Director: XX Additional Support in case of Emergency

CAFN Youth Program Manager: XX Emergency Contact Person in HJ

BGCY Program Manager: Danielle Bray 867-689-7011 Emergency Contact Person at Pine Lake

Support Staff: XX – list number Satellite Number : # Pin #

2. Allocation of Resources

The following is a list of equipment that may be used for public safety during the event or in the event of an incident:

Hand held radios: n/a

Emergency Phone location: Each Staff Member attending the Pine Lake Beach Field Trip will have personal cell phones. [Insert Name of staff] will have the satellite phone if there is no cell service.

3. Communications

Cell phones:

Field staff and on-call team contact names and numbers listed here

Satellite phone :

4. Event Signage

Bus will be the muster point in case of an emergency. A BGCY sign will be taped on the bus, minimum standards of 8 ½ X11 paper with bold visible letters

5. Evacuation Plan

If the location is to be partially or fully evacuated the following actions will be considered:

Making a decision to evacuate: The following are people who may gather to make a decision to evacuate the public from event location: Danielle, Rachel, Cindi, Maddy, Jena and Denise

Safety person: Cindi Cowie

Procedure: Event coordinators will call people together to discuss the incident and how to proceed.

A. Organizing the evacuation:

There will be a second car at all times in case of evacuation of a small number of participants and the bus in case everyone needs to be evacuated. Cindi is responsible for the bus and Senior Group Staff for the first car and Danielle for the second car.

B. Communication:

Procedure: On-call support team – identify the team and each cell contact is listed here

Note: staff make contact with 1st call that answers. That support staff (Danielle or Sean (or Sean coverage) informs all other necessary people.

C. Exits:

Procedure: In case of emergency exit, participants and staff will drive back to the Youth Centre on the bus or access EMS

(In the event that all roads are closed and are not passable, we will consider other means of transporting people out such as helicopter rescue. In the event we cannot access highway the decision makers will contact RCMP to initiate Search and Rescue if it has not already been done)

D. Informing outside emergency services upon their arrival:

Procedure: In case of a minor incident On-call support team will drive to Haines Junction in their personal vehicle. Shannon is on call substitute support staff.

E. Directing the emergency services when outside help arrives

Procedure: In case of a 911 call, Danielle will be the point of contact with emergency services. First responders can delegate calls depending on the scene. In the case of a single participant having to go off site, a staff member will go with the participant. In the event of several participants going off site, follow BGC protocol.

F. Official Closing of Event:

Procedure: The event will be deemed closed when the activity has been able to be reestablished or there has been a transfer of care to parents or guardians of the participant.

G. To account for participants:

Procedure: Participants will have to follow staff instructions at all times. All participants are under loco parentis.

6. First Aid Services

Location of First Aid Station: White School Bus and blue backpacks. The First Aid designated area will be ready for use once the crew has arrived and has it set up.

Onsite First Aid Attendant: Cindi Cowie

Procedure: All staff will have access to first aid kits, either on bus or in backpacks. Danielle and Maddy Cave will be responsible for keeping the first aid kits up to date.

7. Emergencies to consider at this event:

A. Missing persons:

Procedure: Continuous participant head count and buddy system to prevent a missing person. In case of a missing person, Staff will group all participants together and do a head count and call for the missing person. Staff not required for ratio will search for the missing person. If the missing person hasn't been found in 30 min, Search and rescue will be called.

Important fact: No one should attempt to search for anyone in deep wilderness without proper instruction. You could do more damage than good. I.e... you could erase clues by walking over tracks or get lost yourself.

B. Highway/Road Emergencies:

Procedure: In case of vehicle accident or mechanical problems, the bus will pull over on the side of the highway, make sure that all the participants are safe then call Shannon to arrange another transportation. In case of any injured participants, we would check if we can help and if it is over our capabilities, we would call 911.

C. Illness/personal injury

The first aid attendant shall be contacted in the event of an injury or illness. The First Aid attendant will fill out the first aid record report. A copy will go with the patient to the hospital and one will stay with the Occupational Health and Safety Officer to be documented.

Procedure: As seen in mitigation plan

D. Fire

In the event of a wildland forest fire, CAFN or Danielle will contact fire management. If the fire is near, CAFN Management will discuss the possibility of initiating an evacuation.

In the event of a local structural fire: CAFN or Danielle will call the local fire department. If the fire is small we will attempt to put it out. Fire extinguisher on the White Bus.

Procedure: In case of a small fire in a fire pit, we will put out with buckets of water. In the event of a forest fire visible from our location we will cancel the event and head back to Haines Junction.

E. Bear/Wildlife Encounters:

Procedures: In case of wildlife encounter, we will keep together and Cindi, Rachel, Maddy, Denise and Jena will have bear spray in their backpacks. Once we are back to a safe location, we will call the Conservation Officer to report the encounter.

F. Water Accidents

Procedures: All parent identified participants will wear a PFD and there will be a designated BGC Yukon staff to make sure that everyone is safe in the water and will give a Water Safety Brief upon arrival. All staff members are also tasked to ensure PFDs are worn and participants are being safe in the water.

All PPE, such as helmets, PDFs (life preservers) must be worn if specified by parent for any CAFN led events that occur on the water. Camp or event coordinator is responsible for their own safety.

G. Other:

Personal Cell Phones: Staff are encouraged to bring cell phones, satellite phones along with CAFN and BGC vehicles for use in the event of an emergency.

Participants: all participants are attending the Event at their own risk and responsibility, CAFN/BGCY Shajē Kwà’q: Sunshine Camp participants have signed a waiver releasing any liability for loss, accident, injury, death for CAFN & BGCY . CAFN & BGCY staff will do their best to inform participants of emergency procedures.

Disability: CAFN & BGCY staff will ensure to the best of their ability that disability access issues are addressed – outhouses, additional support, etc.

Dog Owners: Must keep dogs in designated areas and clean-up after their dogs. Dogs need to be contained; tied up, on a leash and not left running around. Owners will be liable for any accident, injury or death caused by their dog. Owners/staff cannot work program and be liable for the dog. A dog/animal exit plan must be established prior to dog joining a program that does not impact the staff to participant ratio or participant safety.

8. Emergency Contact Numbers 911

Haines Junction RCMP:	1-867-634-5555
RCMP for non-emergency	1-867-634-2677
Haines Junction Health Center and Ambulance:	1-867-634-4444
Whitehorse Ambulance:	1-867-667-3333
Whitehorse General Hospital	1-867-393-8700
Whitehorse Emergency Measures Organization:	1-867-667-5220
Fuel & Oil Spills:	1-867-667-7244
Fire Management Branch:	1-888-798-3473

Whitehorse Poison Control:	1-867-393-8700
Champagne and Aishihik First Nations: HJ Office	1-867-634-4200
Whitehorse	1-867-456-6888
CAFN Municipal Shop HJ:	1-867-634-2021
CAFN Municipal Manager:	1-867-634-5104
Takhini Municipal shop:	1-867-393-2404

**9. Informing Staff of Responsibilities:
Mitigation Plan**

Scenario	Trigger	Response	Key Roles	Timeline	Likelihood (1 = Low , 5 = High)	Consequence (1 = Low , 5 = High)
Minor Injury Participant	During an activity a participant is injured	BGCY Staff provides participant with first aid care	BGCY and CAFN communicate together in regards to who takes the first aid and who takes the lead with the rest of the group.	If the intervention requires the interruption of the activity, Please reach out to Shannon for support and Supervision of the group.	5	2
AWOL	A registered participant is absent (did not arrive when supposed to, left premises)	AWOL BGC Yukon Policy & procedure	First staff to notice start AWOL procedure.	Procedures to start right away, Communicate with Supervisor Shannon for support.	3	4
Wildlife Encounter	Wildlife encounter while out with Participants	Outing & off-site Program Policy	Trained Staff will take lead with Bear Spray	Lead First Responder takes the lead with Bear Spray while stays with the group. Contact Director on-	3	3

				call as soon as it is safe to do so.		
Scenario	Trigger	Response	Key Roles	Timeline	Likelihood (1 = Low , 5 = High)	Consequence (1 = Low , 5 = High)
Undesirable Visitor	Encountering Strangers while off-site	Outing & off-site Program Policy Constantly assess & evaluate	If Indoors, Communicate with Danielle for support, If outdoors come back to.	BGC Yukon Staff to assess imminent risk. Use judgment to retrieve back to camp or pursue activity.	3	2
Serious Injury Participant	During an activity a participant seriously is injured.	BGCY Staff provides participants with first aid care, Communicate with Danielle right away.	First responder phones the emergency service, then communicates with Shannon and Danielle for parent call.	2nd Staff lead the group & debrief.	1	4
Serious Injury Staff	During an activity (or after the hours of camp) a Staff is injured.	Staff will communicate with Danielle and Shannon to receive help\care.	Danielle or first responder phones the emergency service, then communicates with On-call Support team.	Evaluate support needed to continue or terminate camp..	1	5
Staff Sickness	Staff does not feel well, before, during or after their scheduled shift.	communicate to Danielle and evaluate the need of Staff \ rest\ medical attention. Need to return home	On-call Support team can support the program. Ratio participants\adults	give notice as soon as possible to plan alternatives for less impact on the camp.	1	2
Scenario	Trigger	Response	Key Roles	Timeline		

					Likelihood (1 = Low , 5 = High)	Consequence (1 = Low , 5 = High)
Natural Disaster	Natural disaster happens during program or after-hours while in the community	Weather and Natural Disasters Policy & Procedures.	Communicate to Shannon Ensure everyone is safe. BGCY communicates with CAFN if ability to facilitate camp is compromised.	Start the procedure as soon as it is safe to do so.	1	5
Motor Vehicle Incident (staff)	Incident involving Motor Vehicle while in transit to and from camp. (Only Staff will be in vehicle, at no point in time will participants be driven by BGc Yukon Staff)	From Whse to Haines Jct; single vehicle traveling, X and X are the drivers. If any incident occurs X is to be called right away (after ems if needed).	Shannon and Lindsay will be contacted by Danielle. If EMS called, emergency contact of staff involved will be contacted by Danielle after informing Shannon. If Danielle is involved in the Incident Cindi will make the call to Director on call	EMS On-call Support team Emergency Contacts	1	5

Have a safe event 😊



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: Sept 25, 2024

Individual, Group or Association: Kluane Compositions Project

Representative(s) of the Above: Matthew Lien

Main Spokesperson: Matthew Lien

Topic(s): Grand piano for St Elias theater.

Written Materials Submitted (if applicable): _____

Projector or Other Electronic Support Required: _____

Request Made By: Matthew Lien Date: Sept 17, 2024



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.
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- 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: SEPT 25, 2024

Individual, Group or Association: INDIVIDUAL

Representative(s) of the Above: GEORGE VAN SICKLE

Main Spokesperson: GEORGE VAN SICKLE

Topic(s): PETITION

Written Materials Submitted (if applicable): _____

Projector or Other Electronic Support Required: NO

Request Made By: GEORGE VAN SICKLE Date: 20 SEPT 2024

No Mobile Homes in Existing R1

Published by George Van Sickle on 22nd Sep 2024

The Village of Haines Junction is proposing a new municipal zoning bylaw with the third and final reading on the agenda for September 25, 2024.

Owners of R1 zoned properties in Haines Junction invested in Haines Junction lots and housing secure knowing that the R1 zone would only include stick-built or modular dwellings. Council is now altering this contract through a consultation process that did not directly consult with the existing homeowners, and without due consideration of the impact of the change on stakeholders.

Mobile home infill around existing homes could lower property values and compromise neighborhood integrity in ways that were never agreed to. This threat is patently unjust and may be illegal under the Yukon Municipal Act.

283 (3) states that "... council is not empowered to impair the rights and privileges to which an owner of land is otherwise lawfully entitled." This bylaw as proposed may be doing exactly that.

Haines Junction needs mobile homes as an affordable housing option. The need for affordable housing was identified in the OCP but this change is not the way to achieve it. It exposes the community to irreversible and unintended future consequences on the backs of existing property owners.

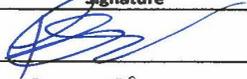
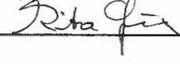
Evidence for the success of this sort of change has not been presented and is unlikely to be successful. Council should not be oppressing Village property owners to institute their contentious social experiment.

We, the undersigned residents and stakeholders of Haines Junction, strongly oppose the proposed or recently enacted municipal zoning bylaw allowing mobile homes in the single-family residential (R1) zone throughout the municipality. We support an amendment whereby mobile homes are excluded from R1 in existing subdivisions.

#	First name	Last name	Address	Date
1	George	Van Sickle	139 Spruce St	Sep 22, 2024
	We will not stop until this unwise bylaw is changed!			
2	Ronald	Schatz	110 Logan Street	Sep 23, 2024
3			Wintergreen Way	Sep 23, 2024
4	Isabel	Biggs	2027-11 Alsek Valley Place	Sep 24, 2024
5	Bruce	Sundbo	231 Alaska Hyw. North	Sep 24, 2024
	I disagree with much of the proposed Village of Haines Junction new draft zoning bylaw, including the proposed change to allow mobile homes in existing R1 residential lots.			
6	Boyd	Campbell		Sep 24, 2024
7			Spruce Street	Sep 24, 2024
	I understand the need for housing, I am not against having mobile homes in certain areas of town. However when i purchased this lot and chose to build a house here this is not what was agreed upon, if this was the case I would not have chose to purchase this lot to begin with. If every empty lot had a trailer put on it now it would change the street completely and lower the value of the houses currently on spruce street. Why not zone the new subdivision that was just built for trailers and stick built homes as no one has purchased there yet and expectations would be understood and agreed on from the start by new buyers. This is an incredibly frustrating position for the town of Haines junction to put current owners on spruce street in.			
8	Kate	M9ylan	139 Spruce Street	Sep 24, 2024
	As primary stakeholders we should have been formally consulted first.			
9			Spruce st.	Sep 24, 2024
	Blanket zoning changes should not be made for existing developed areas. Zone the new subdivision for mobiles before anyone buys a lot so they are aware of this before purchasing and keep existing residents happy so they can rest assured that their investments are safe.			
10	John	Alderson	122 Spruce st	Sep 24, 2024
	This is unacceptable and unfair.			
11	Wade	Klassen	KM 1636 lot 1097	Sep 24, 2024
	Mobile home 's should stay in designated Mobile Home Parks. There is some value in Architectural control in areas that support higher end living. This also supports graduated living young people start out in a starter home renovate and resell and upgrade to larger square foot home for a growing family.			
12	Vanessa	Klassen	km 1636 Alaska Highway lot 1097	Sep 24, 2024
	More time needs to be given for a major changes to By Laws. Over the Summer does not work			
13			Kennedy St	Sep 25, 2024

Petition: No Mobile Homes in Existing R1

We, the undersigned residents and stakeholders of Haines Junction, strongly oppose the proposed or recently enacted municipal zoning bylaw amendment allowing mobile homes in the single-family residential (R1) zone throughout the municipality. We support an amendment whereby mobile homes are excluded from R1 in existing subdivisions.

#	First Name	Last Name	Address	Date	Signature
	Heiko	Haehusen	63, Wintergreen	24.09.2024	
	Rita	Jux	145A Spruce St.	25.09.2024	



NOTICE OF PUBLIC HEARING

PUBLIC HEARING FOR THE THIRD READING OF THE VILLAGE OF HAINES JUNCTION ZONING BYLAW AND MAP

Wednesday September 25, 2024

7:00 pm

Zoom (ID 867 634 7100)

The purpose of this bylaw is to provide the regulatory framework for orderly economic, social and environmentally responsible development in the Village of Haines Junction.

The latest version of the Draft Bylaw and Map, and notes from recent public engagements, can be obtained:

- At the Village Office
- On the Village Website <https://hainesjunction.ca/p/zoning>
- By email by contacting corporate@hainesjunction.ca

Please note that an updated version of the Zoning Map, incorporating public comments received to-date, will available on or before September 13, 2024.

Written submissions regarding the proposed bylaw and map may be e-mailed to corporate@hainesjunction.ca or dropped off at the Village office until 12:00 noon on the date of the scheduled Public Hearing.

Verbal submissions regarding the proposed bylaw and Zoning map may be given in person at Council Chambers or via Zoom web or teleconferencing at the scheduled Public Hearing.

Please contact the Village Office at 867 634 7100 or corporate@hainesjunction.ca if you have any questions or concerns.

Posted September 3, 2024

Area 3 Master Planning Process

Presented by:
Land Development Branch

Presented to:
Mayor & Council, Village of Haines Junction



September 25, 2024

Planning Process

- Market Assessment
- OCP Direction
- Feasibility Assessments
- Geotechnical Suitability Mapping
- Concepts & Preferred Concept
- Next steps



September 25, 2024

Market Demand

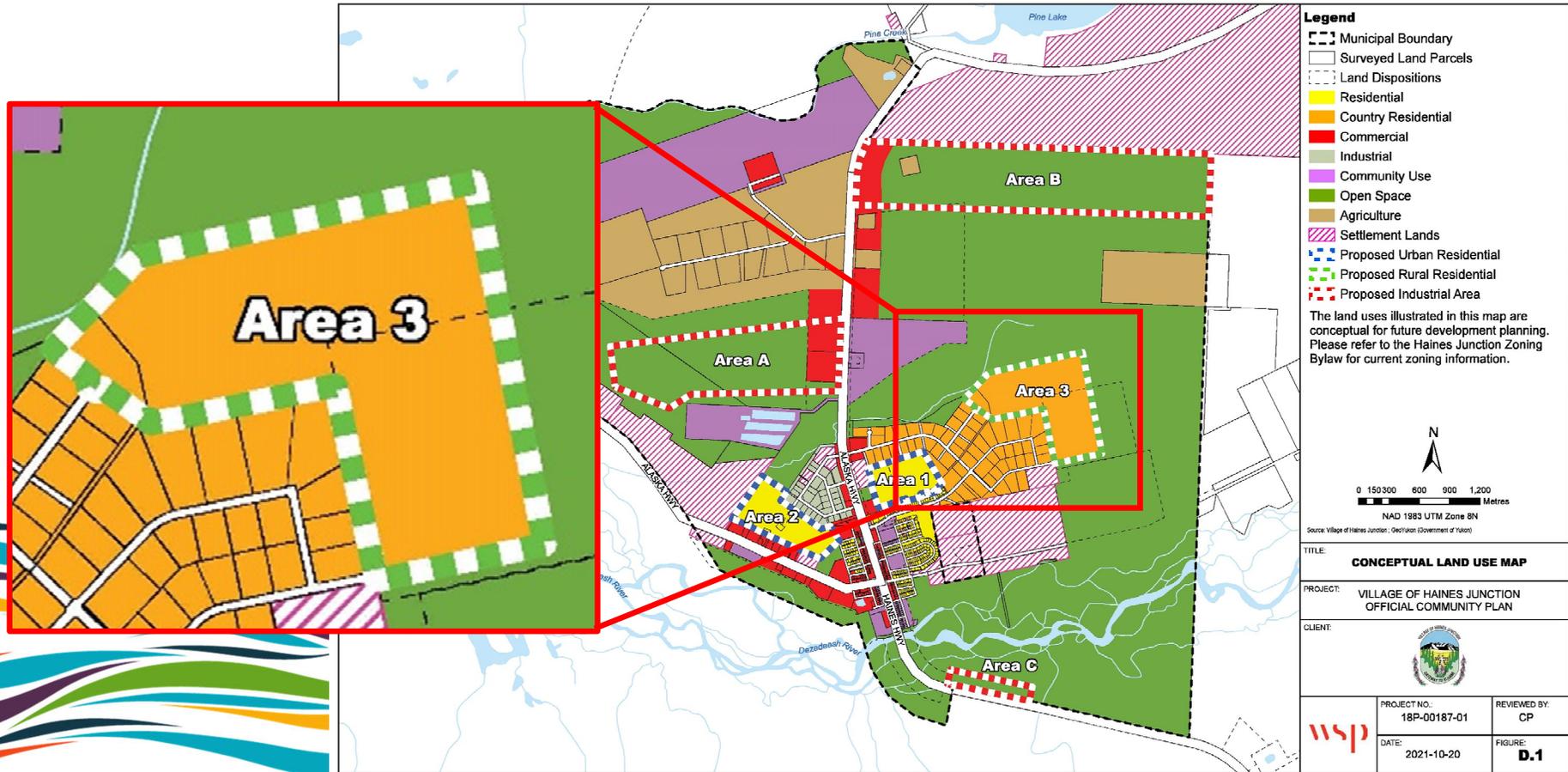


- New demand of about 263 housing units between 2023 and 2040
- ~30% of demand is for large lots (10,000 sq ft. or larger)
- Strong market preference for total costs (Lot & Construction) to fall below \$500,000

* Haines Junction Residential Opportunity Assessment, 2023, URBAN SYSTEMS

September 25, 2024

Planning Area In OCP

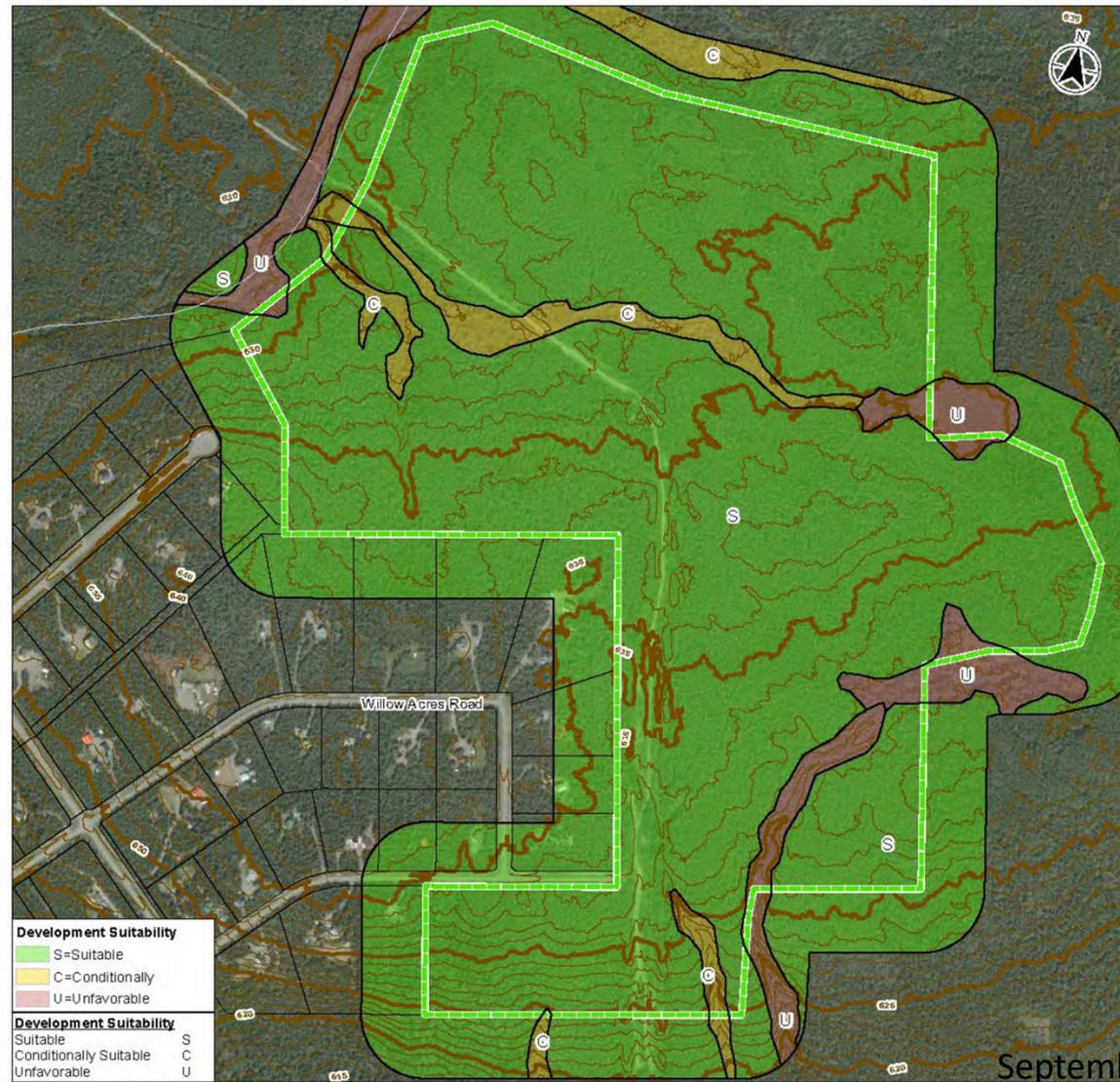


Feasibility Assessments

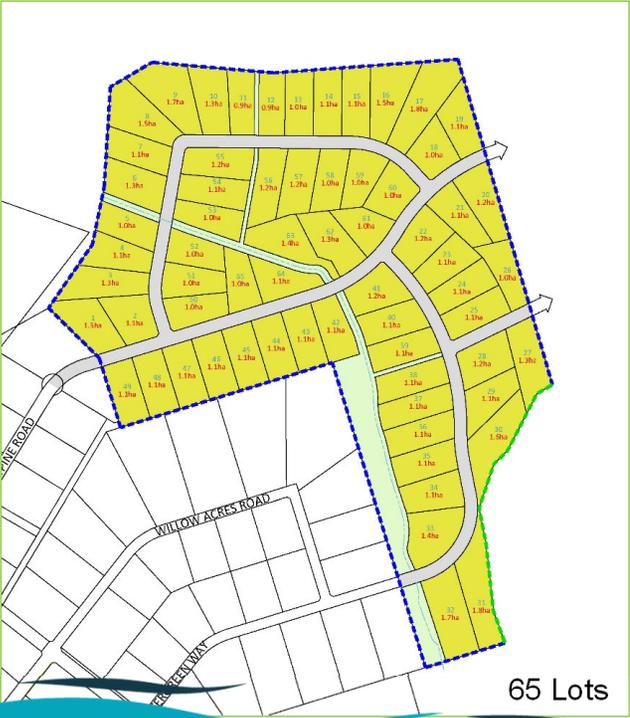
- Desktop Geotechnical Investigation
- Phase 1 Environmental Site Assessment
 - No site contamination or need for further assessment
- Historical Resource Impact Assessment
 - No heritage resources identified

September 25, 2024

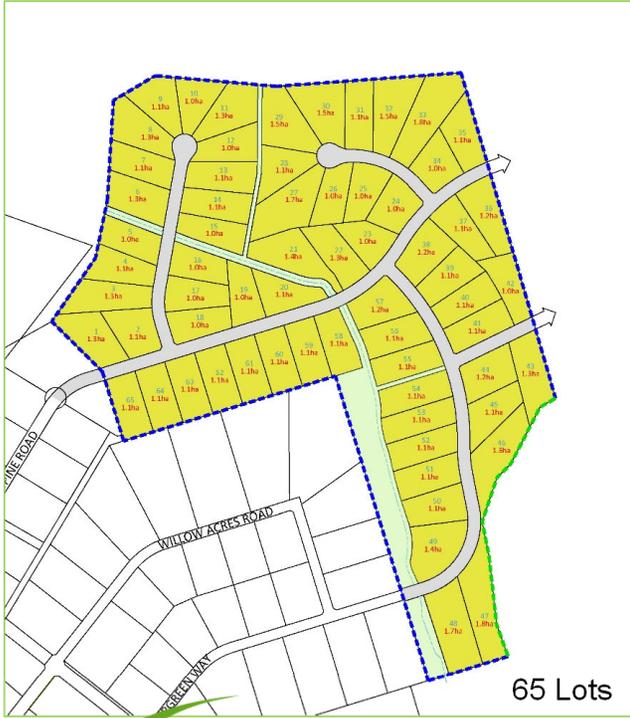
Geotechnical Suitability



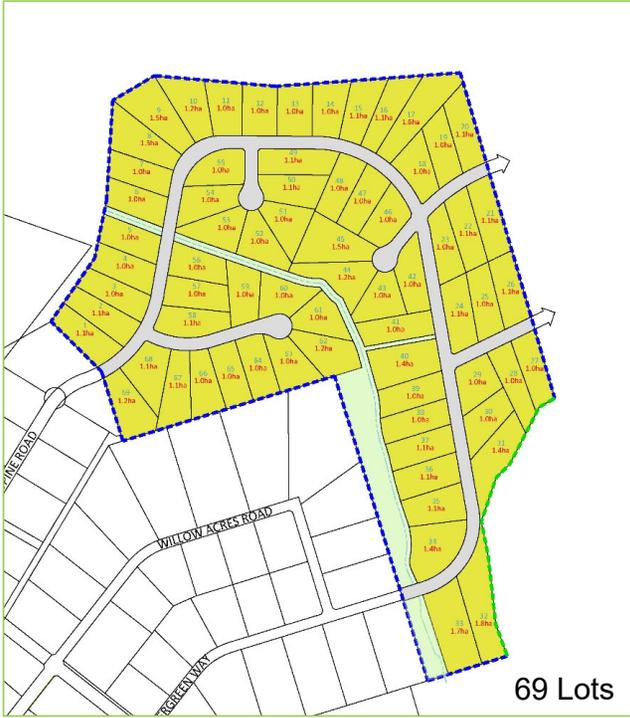
Concepts



Option A



Option B

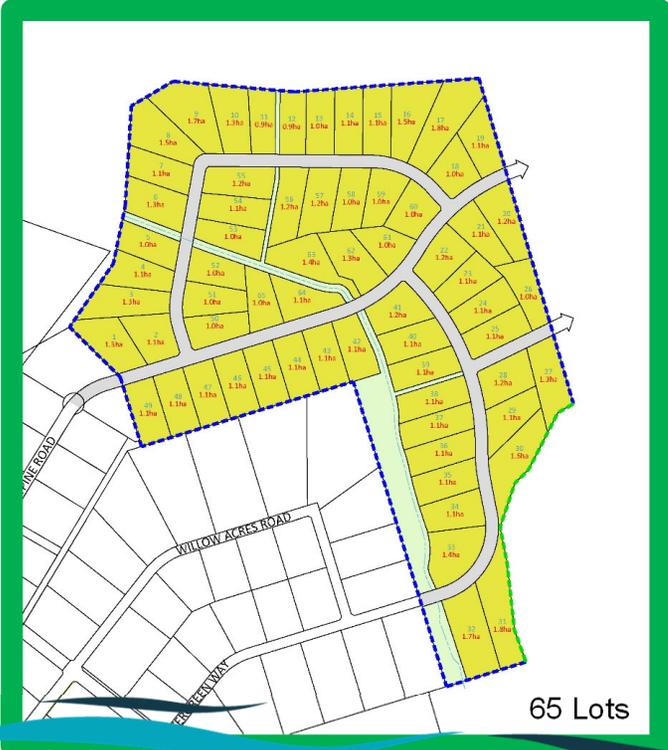


Option C

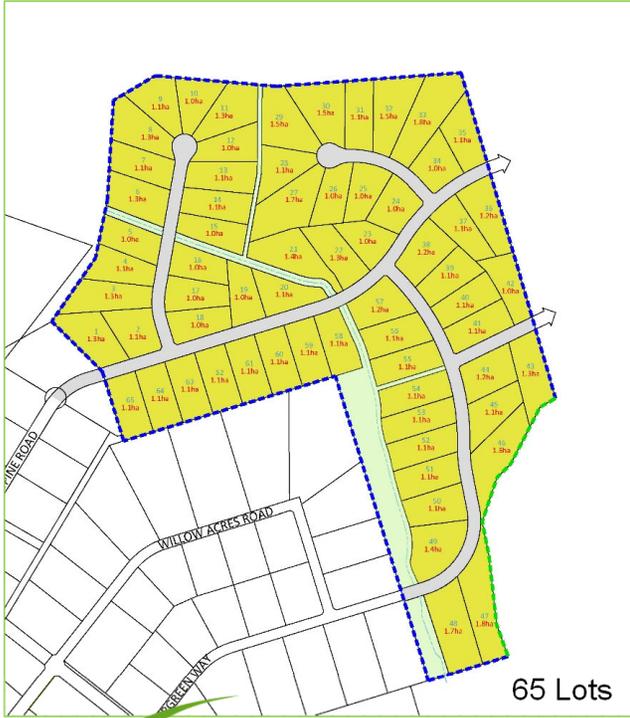
Concepts originally presented to Village of Haines Junction Council October 11th, 2023

September 25, 2024

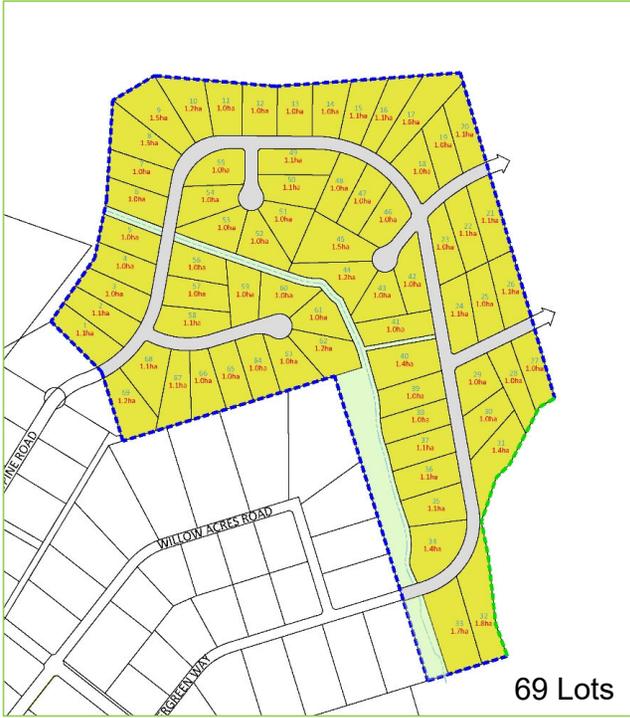
Concepts



Option A



Option B

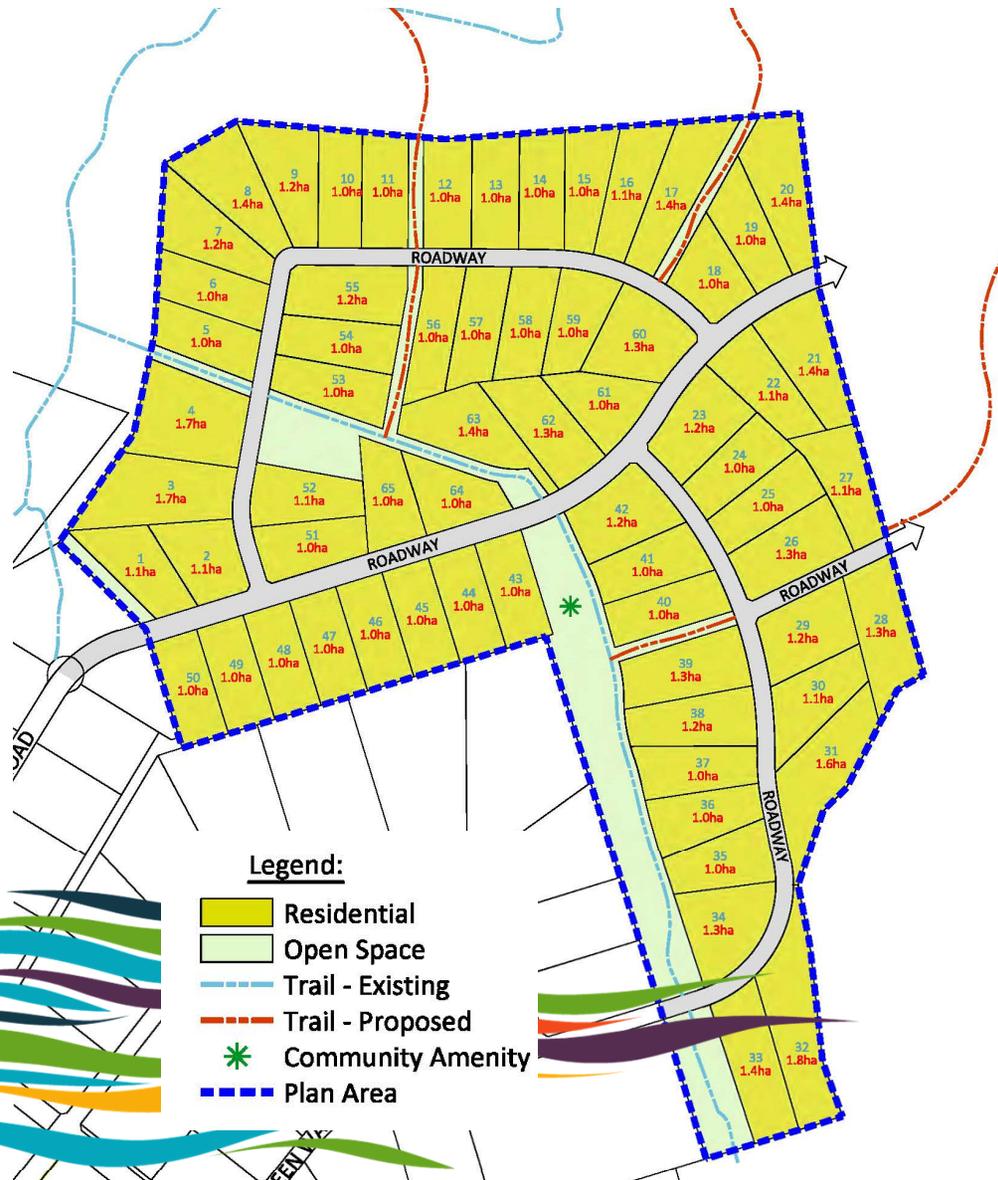


Option C

Concepts originally presented to Village of Haines Junction Council October 11th, 2023

September 25, 2024

Preferred Concept



September 25, 2024

Next Steps – Planning Area 3

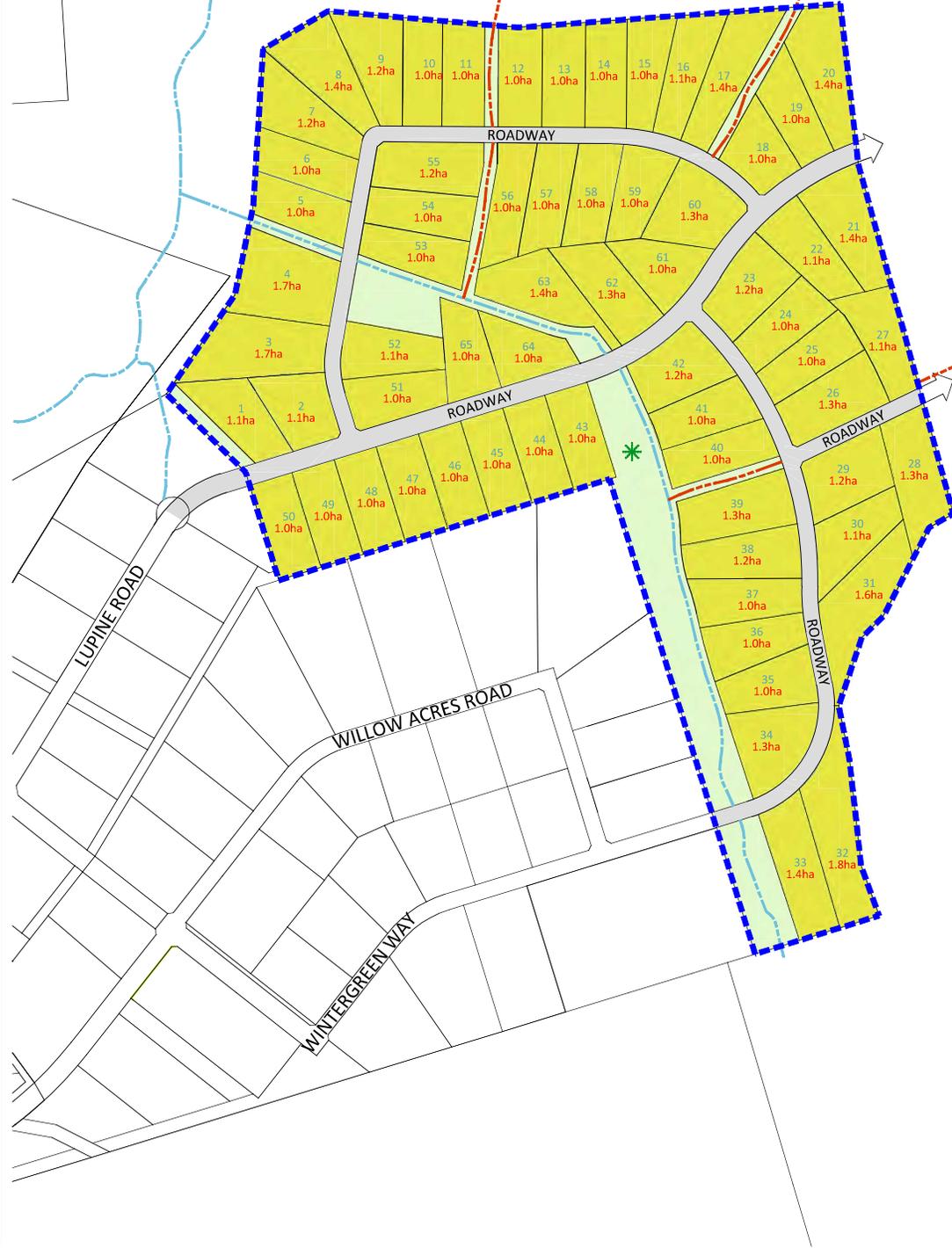
- Review Draft Master Plan with VOHJ Administration
- Community Engagement
 - Public Open House & Council Workshop
- *Plan Revisions*
- Final Plan Presented to VOHJ Council for adoption
- Application for Official Community Plan Designation Change
- Application for Zoning Amendments
- YESAB Application

September 25, 2024

Questions?



September 25, 2024



Legend:

-  Residential
-  Open Space
-  Trail - Existing
-  Trail - Proposed
-  Community Amenity
-  Plan Area

Figure 6
 Concept Plan
 Haines Junction

Prepared for:
 Government of Yukon



DRAWN BY: SAS
 CHECKED BY: GCL
 SCALE: 1:10,000
 PROJECT #: 113352008

February, 2024



**Village of Haines Junction
Report to Council**

September 25, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Summary of changes made to Draft Affordable Housing Construction Grant Policy and Bylaw

Background

At their September 11, 2024 Meeting, Council passed the following motions:

- Motion #264-24 THAT the revised Policy #41-24 be received. Administration is directed to revise the criteria to reflect that this opportunity is restricted to local developers.
- Motion #271-24 THAT Bylaw #417-24 A Bylaw to provide for grants for developers to construct new affordable housing units within the Village of Haines Junction be tabled for second reading on September 25th, 2024

No changes were requested to the Bylaw -- second reading was deferred so changes requested to the Policy can be reflected before the bylaw is read for a second time.

Current Status

The following changes have been made based on direction from Council at their September 11, 2024 meeting:

Clause 4.1 was added to Policy #41-24:

This opportunity is restricted to local developers. Applicants must reside in within the Municipality of Haines Junction or within the regional catchment / surrounding communities (e.g. Pine Lake Subdivision, Nygren Subdivision, the Agriculture Subdivision at Pine Lake, or on the Haines Road).

Prepared by

Aynslie Ogden
Policy/Communications Manager

Approved by

Dave Fairbank
Chief Administrative Officer



VILLAGE OF HAINES JUNCTION

Affordable Housing Construction Grant

Policy # 41-24

1 Purpose

The Village of Haines Junction recognizes that financial barriers to developing affordable housing exist. The Affordable Housing Construction Grant program will assist local developers with offsetting the cost of building a dwelling unit for affordable rent or sale within the municipality. This program will increase housing supply and improve affordability for people in our community.

2 Policy Statement

The Affordable Housing Construction Grant program aims to assist local developers with the construction of new affordable dwelling units within the Village of Haines Junction by providing financial assistance for eligible projects. The goal of this policy is to support housing development while increasing affordability for residents. This policy outlines the criteria, incentives, and guidelines for accessing this grant funding.

3 Definitions

- 3.1 **Affordable Housing** means rent below the most recent median monthly rent as per the most recent Yukon Bureau of Statistics Yukon Rent Survey (see table *Median rent, total units and vacancy rate (for all buildings with rental units), by size and community*) or sale price resulting in annual housing costs less than 30% of the median a household's before-tax income as per the most recent Statistics Canada Census Data.
- 3.2 **Affordable Housing Construction Grant** means financial assistance provided by the Village of Haines Junction to support developers in the construction of new affordable housing dwelling units.
- 3.3 **Dwelling Unit** means one or more rooms for the use of one household as a residence containing cooking, living, sleeping and sanitary facilities.

4 Eligibility Criteria

- 4.1 This opportunity is restricted to local developers. Applicants must reside in within the Municipality of Haines Junction or within the regional catchment / surrounding communities (e.g. Pine Lake Subdivision, Nygren Subdivision, the Agriculture Subdivision at Pine Lake, or on the Haines Road).
- 4.2 The maximum eligible grant per applicant to construct a new dwelling unit will be \$25,000 per dwelling.
- 4.3 The property must be located within the municipal boundary of the Village of Haines Junction.
- 4.4 Applicants must own the property on which the housing development is to be constructed.
- 4.5 If the applicant is in an Agreement for Sale with the Yukon Government or the Village of Haines

Junction for a vacant lot, they may also be eligible for the grant.

- 4.6 The property and proposed development must comply with the Village's Official Community Plan, Zoning Bylaw and the National Building Code.
- 4.7 Applicants must be in good standing with the Village of Haines Junction.
- 4.8 Property taxes for the property must be paid in full and the property must have no other outstanding financial claims upon it by the Village of Haines Junction.
- 4.9 Applicants must provide proof of financing or a declaration that the applicant has the funds necessary to complete the project.

5 Application Guidelines and Procedures

- 5.1 To receive an Affordable Housing Construction Grant as laid out in this policy, property owners must fill out the application form, provide a complete statutory declaration, provide a complete project proposal and attach all necessary documentation.
- 5.2 Applications for the Affordable Housing Construction Grant will be accepted for projects that were started after the Housing Accelerator Fund effective date of January 11, 2024. The project start date will be determined by the issuance of the development permit to undertake the project.
- 5.3 Any developments for which funding is provided for must be completed by July 11th, 2028. At the discretion of the Village of Haines Junction, developments only partially completed prior to the deadline may be eligible for prorated funding.
- 5.4 An application will be considered complete when the following documents and requirements have been met:
 - A completed and signed Affordable Housing Construction Grant application form.
 - A completed project proposal.
 - Other supporting documents and information as requested in the Affordable Housing Construction Grant application.

6 Application Evaluation and Grant Award Process

- 6.1 Once an application is deemed complete it will be reviewed and evaluated by the Village of Haines Junction in Fall 2024 using the Affordable Housing Construction Grant evaluation matrix.
- 6.2 The funding allocated for this project is \$250,000. Affordable Housing Construction Grants will be awarded to the highest scoring applications until all funding has been allocated. The Village will attempt to notify all applicants of the outcome of their application within 5 business days of the submission deadline. Successful applicants will have 10 business days to notify the Village of their intention to accept the grant. If the funds are turned down or that time has elapsed without communication from the applicant, the Village will then offer the grant to subsequent applicant(s) on the waitlist.

7 Disbursement of Funds

- 7.1 Affordable Housing Construction Grant funds will be disbursed in two installments: 75% of the grant will be paid upon the satisfactory completion of framing and insulation inspection, and the

remaining 25% once construction has been completed all required final inspection reports confirm compliance with governing codes and legislation. All Affordable Housing Construction Grant cheques will be made payable to the applicant.

8 Implementation of Policy

- 8.1 Applications must comply with the Village's Official Community Plan, Zoning Bylaw, policies and other bylaws.
- 8.2 Applicants who receive an Affordable Housing Construction Grant to develop a unit for rent and do not make the dwelling unit available for rent at an affordable rate for a period of ten (10) years from the date of occupancy and/or accept a reasonable rental request from a prospective tenant will be required to repay a proportionate amount of the grant for the period that the dwelling unit was not available for rent at an affordable rate. Failure to make the repayment will result in the amount being added to the following year property taxes.
- 8.3 Applicants who receive an Affordable Housing Construction Grant to develop a unit for sale and do not make the dwelling unit available for sale at an affordable price immediately after the date of occupancy and/or accept a reasonable offer to purchase from a prospective purchaser will be required to repay the grant amount. Failure to make the repayment will result in the amount being added to the following year property taxes.
- 8.4 To receive the first disbursement of funds, the applicant must provide a cost breakdown, pictures, and proof that the framing and insulation inspection has been passed.
- 8.5 To receive the last disbursement of funds, the application must provide a final cost breakdown, pictures and proof that construction is complete. Final inspection reports will be required.
- 8.6 If a development or building permit is revoked, cancelled, voided or amended to be outside of the eligibility criteria, the Affordable Housing Construction Grant will be considered invalid. A new application may be submitted in such cases.
- 8.7 The Affordable Housing Construction Grant will cover up to 5% of actual, eligible costs, to the maximum amount of \$25,000 per dwelling unit.
- 8.8 The Affordable Housing Construction Grant cannot be used for the renovation of an existing dwelling unit, nor for landscaping or other improvements not directly related to the creation of a new dwelling unit.
- 8.9 Receiving an Affordable Housing Construction Grant under this policy does not preclude an applicant from applying for and receiving different grants, subsidies or loans provided by the Village or other organizations.

9 General Information

- 9.1 Applications can be obtained by the Village of Haines Junction by email at projects@hainesjunction.ca, in person at the Village Office located at 178 Backe Street, Haines Junction or on the Village website at www.hainesjunction.ca.
- 9.2 Completed application forms are to be returned to the Village of Haines Junction in person, by email to projects@hainesjunction.ca, or by regular mail.

- 9.3 Questions about the application can be directed to Lianna Grice, Project Manager and Asset Manager, projects@hainesjunction.ca
- 9.4 Upon approval the applicant will be notified and forwarded a copy of the application and approval conditions.

10 Term of Agreement

- 10.1 The term of an Affordable Housing Construction Grant agreement cannot exceed July 11th, 2028.
- 10.2 Terms of the agreement will be reviewed on a yearly basis. Should no action be taken toward fulfilling the agreement by the applicant (e.g., no development activity), the Village of Haines Junction reserves the right to revoke the agreement with written notice.

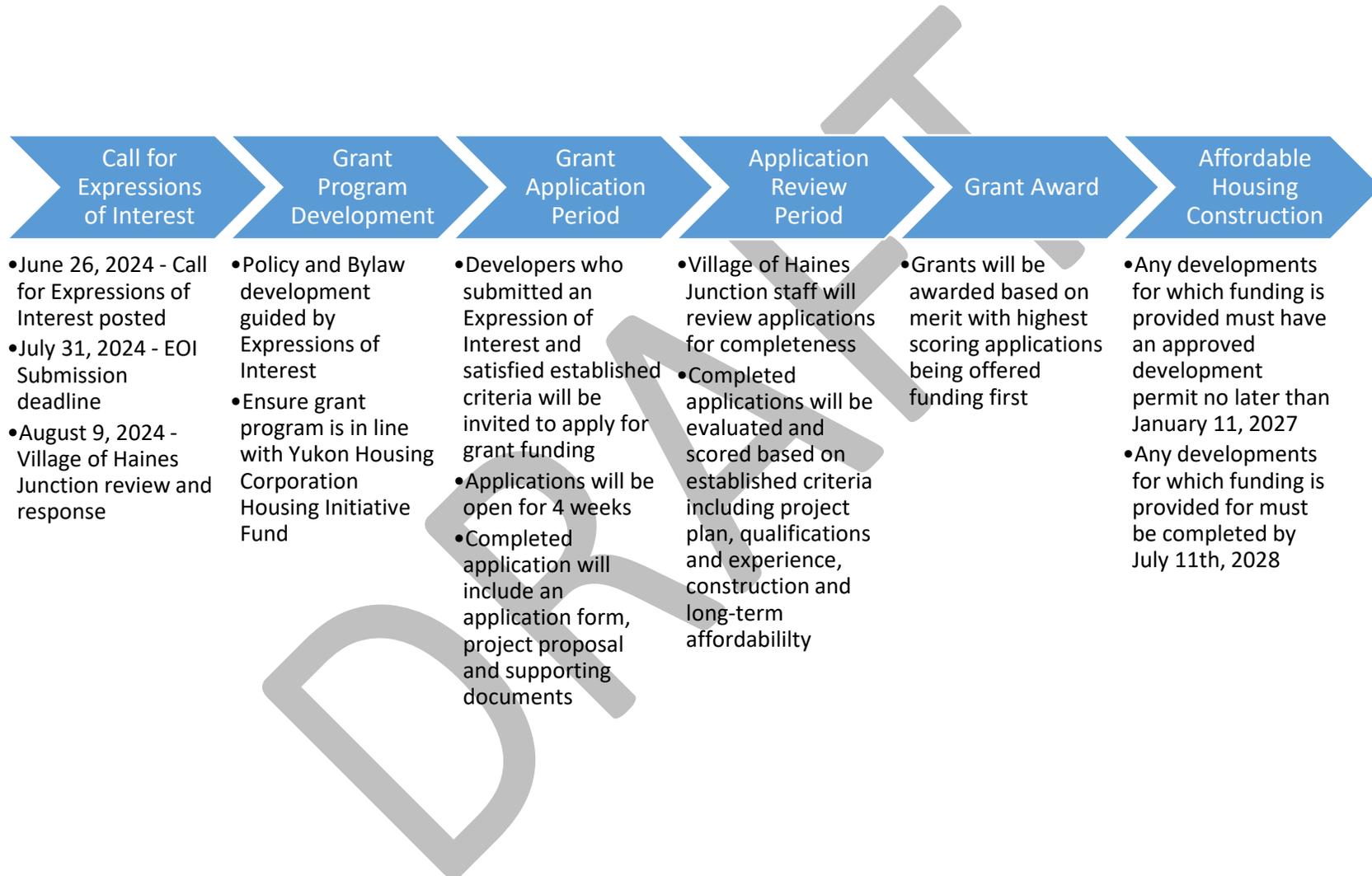
POLICY TITLE: Affordable Housing Construction Grant
POLICY #: 41-24
EFFECTIVE DATE: XXXX/XX/XX
ADOPTED BY COUNCIL ON: XXXX/XX/XX
RESOLUTION #: XXX-XX-XX

Bruce Tomlin – Mayor

David Fairbank – CAO

Village of Haines Junction Affordable Housing Construction Grant Policy
September 2024

Appendix A - Affordable Housing Construction Grant Process



Appendix B - Affordable Housing Construction Grant Proposal Evaluation

Core Requirements

- Affordable Housing development
- Village of Haines Junction Resident or Company
- Project located within the Village of Haines Junction
- Project completion prior to July 11, 2028

Scoring Matrix

Applications will be subject to the following scoring formula:

0 points

- Missing information

40% of available points

- Approaching: awarded to responses considered insufficient to meet the criteria or where the information provided cannot be understood.

60% of available points

- Meets: awarded to responses that meet the basic criteria and demonstrate a basic ability to perform the services.

80% of available points

- Good: awarded to responses that meet the established criteria and provide in clear detail the proponent’s ability to perform the services.

100% of available points

- Exceeds: awarded to responses that exceed the established criteria and indicate a superior approach to performing the services.

Evaluation Criteria

Project Plan (40 points)

The Plan for the project should include: a description of how the proposed project supports an established community housing need(s), a site plan and a description of the land tenure, a construction schedule and a management approach.

	Missing (0 points)	Approaching (4 point)	Meets (6 points)	Good (8 points)	Exceeds (10 points)
Brief description of how project supports an established community housing need(s) (maximum points = 10)					
Site plan and land tenure (maximum points =10)					
Construction schedule with key milestones and completion date (maximum points = 10)					

Management approach of the tenancies and the asset or home ownership initial sale (maximum points = 10)					
Total:					

Qualifications and Experience (30 points)

Applicants will be scored on past projects that are similar in scope, scale and location to the proposed project, and for which the current applicant was the prime delivery agent.

1. The specific role played in the project;
2. A description of each past project, and why it is similar in scope and scale to the proposed project;
3. Elements that deemed the projects a success. i.e.: met the original intent, came in on budget or under budget, successfully housed clients, met build and occupancy time lines etc.
4. References: for the past project examples identified above, applicants must provide an independent client contact that can be used as a reference to verify the information provided, including quality of product and service achieved (name, title, organization, address, phone number and email address)

	Score
Project 1 (maximum score = 15) 1. Role 2. Description of project and how it is similar to this proposal 3. Success criteria	
Project 1 (maximum score = 15) 1. Role 2. Description of project and how it is similar to this proposal 3. Success criteria	
Total:	

Construction Financial Viability (15 points)

Applicants must provide a business plan that demonstrates that the project will remain financially viable throughout construction. Information should include:

- Total construction costs (design, permitting, site preparation, construction, commissioning); total operating costs; cost and source of financing

	Missing (0 points)	Approaching (4 point)	Meets (6 points)	Good (8 points)	Exceeds (10 points)
Demonstrated financial viability over 20 year period (Maximum = 20 points)					
Total:					

Affordable Rental or Sale Feasibility (15 points)

Applicants must provide an approach that outlines affordability. Information should include:

- Affordable sale price upon initial sale (units for sale only)

- Financial feasibility outlining total operating costs; cost and source of financing; expected revenue; and 20-year cash flow

	Missing (0 points)	Approaching (4 point)	Meets (6 points)	Good (8 points)	Exceeds (10 points)
Demonstrated financial viability over 20 year period (Maximum = 20 points)					
Total:					

Overall Score: /100

DRAFT



Village of Haines Junction
Report to Council

September 25, 2024

Council Decision

Council Direction

Council Information

Closed Meeting

RE: Summary of changes to draft Tipping Fee bylaws following Public Information Session

Background

On September 19, 2024, a Public Information session on Landfill Improvements and Tipping Fees was held to share information and get feedback on:

1. Improvements that are underway at the landfill front of house
2. The shift to regional waste management in the Yukon
3. Proposed sorting requirements and tipping fees at the Haines Junction landfill

At their September 11, 2024 Meeting, Council tabled second reading of the Tipping Fee Bylaws (Draft Bylaw 415-24 Waste Management Cost Recovery and Sorting Requirements Bylaw and Draft Bylaw 416-24 Consolidated Municipal Fees Bylaw #343-19 Amendment #7 - Tipping Fees) to September 25, 2024 after the Public Information Session.

Current Status

The following changes have been included in the Bylaw for Council’s consideration based on feedback received at the September 18th Public Information Session.

Comment	How addressed
Mixed waste - It was noted that some families in town struggle to pay for food, and now some of this money will need to go for garbage. A compassionate approach for lower income residents is needed.	<u>NO CHANGE RECCOMENDED:</u> <ul style="list-style-type: none"> • Staff recommend that contracts with “Large-Volume Users”, including Yukon Housing, be reviewed to determine of price reductions can provide direct benefit to social housing residents (see comment #3)
Unknown liquids and chemicals: why would these be accepted at all?	<u>NO CHANGE RECOMMENDED:</u> <ul style="list-style-type: none"> • Staff do not recommend changing the draft bylaw which currently allows the Village to accept small quantities of unknown liquids/chemicals to prevent illegal dumping.
Fees for Large Volume Users: <ul style="list-style-type: none"> • Discussion on allowing Large-Volume User Agreements to be negotiated for non-residential users. 	<u>DIRECTION SOUGHT: Draft Bylaw 415-24 Waste Management Cost Recovery and Sorting Requirements Bylaw</u>

	<p>Based on earlier Council Direction, Clause 5.6 currently reads:</p> <ul style="list-style-type: none"> • <u>Contracts with high-volume users</u> – The Village may enter into a contract with High-Volume Users to facilitate greater flexibility in achieving cost-recovery and to allow payment by monthly invoice instead of payment at the gate. High-volume users will be required to meet sorting requirements • A definition of “High-Volume Users” has been added. <p>Direction sought on changing clause 5.6 to enable negotiated agreements with High-Volume Users. (Draft clause included in Bylaw)</p>
<p>Mixed waste -- It was suggested to have different prices for different sized bags</p>	<p><u>UPDATED: Draft Bylaw 416-24 Consolidated Municipal Fees Bylaw #343-19 Amendment #7 Tipping Fees</u></p> <ul style="list-style-type: none"> • Kitchen catcher bags (45 L) \$1 with tag, \$1.25 without • Large garbage bags (90 L) \$2 with tag, \$2.50 without
<p>Vehicle disposal – The Village was recommended to subsidize the costs of vehicle disposal for a period of time</p>	<p><u>NO IMMEDIATE CHANGE RECOMMENDED:</u> Staff recommend that the new Council undertake a thorough review of ELV pricing at the landfill, taking into consideration: cost to the taxpayers, environmental impacts, cost to users, ongoing negotiations between AYC and YG, local business opportunities, and outside funding opportunities. *A Motion directing staff to complete a report on this topic is recommended.</p>
<p>Grubbing – It was suggested that at \$25/m3, this would add substantial cost to land development.</p>	<p><u>NO IMMEDIATE CHANGE RECOMMENDED:</u> A re-examination of grubbing fees is recommended ahead of the 2025 build season. Staff will meet with community stakeholders and prepare a detailed report to Council exploring the impact of grubbing fees on local businesses and residential land development costs. Note that trimmings and Brush -including logs- are accepted at no cost. Separating stumps and roots will minimize cost and impact on the landfill. *A Motion directing Staff to complete a report on this topic is recommended.</p>

<p>Dump hours:</p> <ul style="list-style-type: none"> • The Village was asked to reconsider summer hours and explore means to enable access to the site for commercial users when the landfill is closed on Mondays and Tuesdays. • This included considering providing a key fob access system for Large-Volume Users on days that the dump is closed. 	<p><u>NO IMMEDIATE CHANGE RECOMMENDED:</u></p> <p>Currently there is no plan to install an electric gate system. Staff recommend exploring the viability of a key fob system to potentially provide Large-Volume Users off-hours landfill access.</p> <p>This report will be informed with findings from an internal review (risk and cost analysis), and engagement meetings with High-Volume Users.</p> <ul style="list-style-type: none"> • Staff will also explore the operational viability of making Public Works employee available on Mondays and Tuesdays for pre-scheduled drop-offs during regular office hours, (providing staff are available).
---	---

Prepared by

Aynslie Ogden
Policy/Communications Manager

Approved by

Dave Fairbank
Chief Administrative Officer



Meeting Notes

Landfill Improvements and Tipping Fees

Public Information Session

September 18, 2024

Purpose of information session:

To share information, and get feedback on:

1. Improvements that are underway at the landfill front of house
2. The shift to regional waste management in the Yukon
3. Proposed sorting requirements and tipping fees at the Haines Junction landfill

Discussion notes:

Feedback re: Landfill Improvements

- There is a desire for a composting unit to be onsite at the landfill as soon as possible, so food waste can be diverted. It was noted that these units will work in the wintertime.
- The Village was strongly recommended to consider purchasing a compactor with a bailer. This purchase is seen to be long overdue and will help prevent windblown garbage.
- It was noted that different measures the Village has taken in recent years to bail and manage soft plastics is creating a noticeable reduction in the amount of debris that needs to be picked up along highway corridor. Kudos were expressed to public works staff for their efforts.
- Funding was requested to pay volunteers that help to manage the Free Store. It was suggested that this funding could be sourced from the Village's Donated Refundables Fund.
- A location for trappers to store bait within the landfill was requested, for safety reasons.
- A request was made for an on-site washing station for compost/recycling bins

Feedback re: Regional Waste Management

- Fees for Large Volume Users:
 - Whether large volumes of asbestos should be charged a higher rate per cubic meter than small volumes was discussed.
 - Whether large volume users can negotiate lower rates was discussed.

- Public communications:
 - The Village is requested to do more public communications on where recyclables go, and to make sure the gate attendant is able to answer these questions.
 - The Village is requested to prepare an education and outreach plan on recycling – what can be recycled, how it is to be dropped off, etc. Currently information is available on the website, some of which is out of date,
 - Village staff noted that the Government of Yukon’s Extended Producer Responsibility legislation will be changing how recycling is done in Yukon. A more comprehensive and up-to-date education and outreach plan was requested.
 - The Village is encouraged to send a mailout to all regional users about the changes that are taking place

Feedback re: Tipping Fees

- The cost for disposal of tires >24.5” is not noted
- The cost for the disposal of animal carcasses is not noted
- Mixed waste:
 - It was noted that the Village is charging more than Whitehorse for mixed waste (\$6 for up to 5 bags or \$1.20/bag)
 - Some noted that they would have to hold on to garbage for three weeks to fill up a 90L garbage bag and would be concerned about smells attracting animals in the summer.
 - It was noted that some families in town struggle to pay for food, and now some of this money will need to go for garbage. A compassionate approach for lower income residents is needed (e.g. a compassionate tipping fee grant).
 - It was suggested to have different prices for different sized bags
- Vehicle disposal:
 - Old vehicles tend to be driven by people who can’t afford newer vehicles. This means that those who can least afford an expensive disposal fee will have to pay for disposal of end-of-life vehicles (ELVs)
 - Landlords are concerned that more old vehicles will be left on rental properties.
 - Village staff clarified that the fee of \$900/car is based on a cost estimate the Village received from Urban Recycling to crush and remove all of the vehicles from the landfill
 - A phased-in approach was suggested - start with lower rates, educate, encourage, then build to cost recovery
 - The Village was encouraged to figure out a way for people and businesses to dispose of old vehicles in a holistic and environmentally friendly fashion that also encourages clean-up around town.
 - Village staff noted it is pursuing, through AYC, help from YG for the disposal of ELV’s
- Grubbing:

- Concern was expressed at the high cost. At \$25/m³, it would cost \$6,000 to dispose of 20 loads of grubbing (the amount estimated to be produced from the clearing of a residential lot).
- An estimate of 20 loads is based on the loads being unsorted and including brush. The estimate would be much lower if brush were separated.
- Village staff confirmed that the cost is high because stumps take up a lot of air space in the landfill, noting the desire to encourage sorting
- Contractors noted that this cost is contrary to the Village's interests of promoting affordable housing, as the costs will be passed along to the property owner. Costs to sort brush from grubbing may be no different from the costs of dropping off unsorted brush/grubbing
- Village staff committed to holding a separate meeting with contractors to discuss this further.
- Unknown liquids and chemicals:
 - Why would these be accepted at all?
- There will be a rush on disposal of materials at the dump before tipping fees come in.
- Tipping fees may reduce the amount of salvage that takes place as folks will now only take things they are certain they can use (as they will need to pay to drop it off again)
- Village staff clarified that "honey buckets" are not accepted at the landfill (per regulatory requirements). Should someone need to dispose of one they should contact the Manager of Public Works.

Other Feedback

- Dump hours:
 - The Village was asked to consider winter hours and summer hours, that would enable the dump to be open on Mondays in the summer.
 - The Village was asked to consider providing a key fob for commercial / institutional / large volume users on days that the dump is closed.
 - Village staff noted that Haines Junction has the second greatest opening hours (next to Whitehorse). Dawson is open 4 days/week and Teslin 3 days a week, Watson Lake is 5 days a week but for fewer hours.
- Village staff confirmed that illegal dumping is enforced by Yukon government outside of town and the Municipality within town
- The Village was recommended to put a surveillance camera at the gate to be able to monitor who drops off garbage outside operating hours



Village of Haines Junction
Report to Council

September 25, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Draft Zoning Bylaw Third Reading Report

Background

On September 19, 2024 a Special Council Meeting was held to get direction from Council on the following topics prior to third reading of the Draft Zoning Bylaw:

1. CMx designation for vacant Commercial Mixed (CM) lots
2. Mobile homes in Residential (R1) Zones

CMx designation for vacant Commercial Mixed (CM) lots

At the Second Reading of the Draft Zoning Bylaw, the Commercial Mixed zone (CM) was changed to move single family dwellings from primary to secondary use. This meant that a compliant commercial endeavour would be required before a residence could be constructed in CM zones. At the same time, many 'second street' commercial properties were rezoned from Tourist Commercial (TC) to Commercial Mixed (CM). The intention was to increase commercial development opportunities in the Highway corridor.

It was identified at that time that existing residences would need a special allowance to maintain the residence without being 'legally non-conforming' and the creation of CMx zones was used to make this allowance for the residences.

At their Special Meeting on September 19, 2024, Council deliberated extending the CMx designation to vacant CM properties. Not having this designation raised concerns for the property owners as they will no longer be able to construct homes on their properties without also building a commercial enterprise. Additionally, the size of a future home will also be limited per the new Draft Zoning Bylaw. This would, in effect reduce the value of the property when the Bylaw is passed.

Council confirmed its intention was to limit development of single-family dwellings in the newly created CM areas along the highway corridor and not to adversely affect existing CM properties, and passed the following motion:

THAT Council directs staff to add the following properties to the CMx list in the Draft Zoning Bylaw:

Properties without residences CMonly									
Address	Block	Lot	Use	Zone Change	Use				
101 Auriol		7	19	Vacant	CM>CMx	Owns adjacent home			
113 Auriol		7	13	Rental Cabins	CM>CMx	Commercial Own property across street			
117 Auriol		7	11	YH & KPMB	CM>CMx	Commercial			
100 Kathleen		7	1	Vacant	CM>CMx				
102 Kathleen		7	2	Vacant	CM>CMx				
104 Kathleen		7	3	Vacant	CM>CMx	Owns adjacent home			
112 Kathleen		7	22	Vacant/shop	CM>CMx	Owns adjacent home			
176 Lucania		8	13	Post Office	CM>CMx	Commercial			
183 Backe		11	23	Vacant	CM>CMx				

Mobile homes in Residential (R1) Zones

At their Special Meeting on September 19, 2024, Council deliberated concerns raised by residents George Van Sickle and Kate Moylan about Council’s earlier decision to combine R-1 and RM zones. Council directed staff to discuss these concerns with the Zoning Bylaw Contractor, who recommended including the following language in the Draft Bylaw:

1.12 REVIEW

1.12.1 The Development Officer shall provide Council with a report of all applications and development permits issued under this bylaw for the previous calendar year by March 1st of the subsequent year. The report shall include recommendation of any amendments necessary to ensure the zoning bylaw is consistent with meeting the vision, principles and land use objectives of the Official Community Plan.

1.12.2 Council shall schedule a review of the zoning bylaw at the first regular meeting after receipt of the Development Officer report to consider its recommendations.

Following discussion and deliberation, Council passed the following motion:

THAT Council directs staff to include the recommended language regarding monitoring and review to the draft Zoning Bylaw and further to provide updates on all mobile home development Permits issued at Regular Council Meetings in the 2025 calendar year.

Current Status

The Draft Zoning Bylaw attached to this Council Agenda Package for third reading reflects the following:

- The list of properties with the CMx designation has been expanded to include the properties added to the list during the September 19th meeting
- The review clause suggested by the Zoning Bylaw Contractor has been added to the Draft Bylaw.

Prepared by

Aynslie Ogden
Policy/Communications Manager

Approved by:

David Fairbank
Chief Administrative Officer

Municipal Accounts Payable to September 25, 2024

<u>Cheque No.</u>	<u>Name</u>	<u>Amount</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 33,456.94	Administration	Net Pay - Pay Period 19
		\$ 7,979.04	Administration	RRSP Contribution - Pay Period 19
		\$ 10,657.03	Administration	Group insurance - Pay Period 19
		\$ 42,297.57	Administration	Receiver General Aug 2024
280160	Workers Safety and Compensation Board	\$ 9,135.31	Administration	Workers compensation coverage installment pmt.
280161	Doug Burgis	\$ 12,500.00	Administration	Return of property lot
280162	Acklands - Grainger Inc.	\$ 172.95	Public Works	Grease, Pail tipper
280163	Advance Security & Automation Ltd.	\$ 875.40	Convention Centre	Moving fire alarm to digital
280164	ATCO Electric	\$ 619.94	Administration	Electricity: September 2024 billing
		\$ 5,464.50	Arena	Electricity: September 2024 billing
		\$ 619.94	Convention Centre	Electricity: September 2024 billing
		\$ 170.48	Community Hall	Electricity: September 2024 billing
		\$ 341.38	Fire Department	Electricity: September 2024 billing
		\$ 260.93	Landfill \$ Recycling	Electricity: September 2024 billing
		\$ 65.23	Pool	Electricity: September 2024 billing
		\$ 341.43	Public Works	Electricity: September 2024 billing
		\$ 3,377.34	Roads & Streets	Electricity: September 2024 billing
		\$ 7,669.44	Water & Sewer	Electricity: September 2024 billing
280165	BI Pure Water (Canada) Inc.	\$ 5,106.78	Water & Sewer	Water filters
280166	Cimco	\$ 9,607.50	Arena	Renewal of service agreement Arena
280167	Ellen Stutz Petty Cash	\$ 2,831.20	Recycling Centre	Refundables paid out
280168	Falcon Electric	\$ 299.25	Water & Sewer	Lift station transfer switch work
		\$ 623.78	Convention Centre	Electrical for handicap lift
280169	Flocor Inc.	\$ 1,189.58	Water & Sewer	Valve for PH3

Municipal Accounts Payable to September 25, 2024

280170	Harris & Company		\$	614.25	Administration	Legal Fees
280171	Jacob's Industries		\$	497.70	Water & Sewer	Co2
280172	NF Electrical and Event Production Ltd.		\$	1,690.50	Convention Centre	Audio visual equip. tech services
280173	Source Motors Ltd.	\$ 248.27			Landfill & Recycling	Fuel August 2024
		\$ 4,187.51	\$	4,435.78	Public Works	Fuel August 2024
280174	Tech-Con Engineering Services		\$	1,701.00	Water & Sewer	Lagoon engineering inspection
280175	TerrX Freight Lines Ltd.		\$	145.53	Landfil & Recycling	Foodcycler freight
280176	Twiss and Shine	\$ 1,690.00			Convention Centre	Custodial Services August - September 2024
		\$ 325.00			Mezzanine	Custodial Services August - September 2024
		\$ 65.00			Arena Lobby	Custodial Services August - September 2024
		\$ 585.00			Administration	Custodial Services August - September 2024
		\$ 130.00			Fire Department	Custodial Services August - September 2024
		\$ 32.50			Public Works	Custodial Services August - September 2024
		\$ 141.38	\$	2,968.88	GST	Custodial Services August - September 2024
280177	Xerox		\$	115.98	Administration	Printing and photocopies

Municipal Accounts Payable **\$ 167,832.56**

Adopted on _____ Motion# _____

Mayor _____ CAO _____

**Report to Council
Village of Haines Junction
September 25, 2024**

RE: August 2024 Financial Report

Recommendation

That Council accept the August 2024 Financial Report as information.

Resolution

That the Council of the Village of Haines Junction receive and file the August 2024 Financial Report.

Background

The attached report summarizes the operations of the municipality by department, showing the current year to date, budget and benchmark.

Analysis

***Additions or changes since last report are noted in bold.**

SUMMARY:

Revenues – **Total revenue is at 99.98% for the year, above the 67% benchmark.**

Expenditures – **Total expenses are at 56.67% for the year, below the 67% benchmark.**

REVENUES

Legislative - Total revenues are above benchmark at **101.14%**.

- Comprehensive Municipal Grant, carbon tax rebate and initial Housing Accelerator Fund allocation have been received.
- Property tax revenue has been fully recorded. **Residential Taxes are \$3,538 below budget amount** due to several Spruce Street lots agreements for sale being terminated.
- **Investment account interest is \$46,785 above budgeted amount** (current investment account balance is approximately \$10 million).

Administration – **Total revenues are slightly above benchmark at 70.96%**.

- approximately \$5,500 in Seniors' Admin salaries not yet invoiced for reimbursement.

Public Works – **Total revenues are below benchmark at 12.59%**.

- Contract Services - \$7800 YG ROW Vegetation Control contract not received as of reporting period (to be invoiced in Sep/Oct).

Water & Sewer - **Total revenues are above benchmark at 94.37%**.

- Annual water and sewer services have been fully recorded.

Roads & Streets - **Total revenues are below benchmark at 29.33%**.

**Report to Council
Village of Haines Junction
September 25, 2024**

Landfill & Recycling – Total revenues are above benchmark at 116.56%.

- includes \$55,900 interim regional waste management facility funding which was not budgeted.
- includes \$6,000 additional revenue for food cyclor order which was not budgeted.
- CAFN Landfill User fees billing is \$4,600 above budgeted amount.

Animal Control – Revenues are below benchmark at 9.85%.

- No fines or impound fees have been imposed as of reporting period.

Fire Department – Revenues above benchmark at 89.10%.

- CAFN user agreement is \$2,059 above budgeted amount.

FireSmart – Revenues above benchmark at 100% as program completed.

Facilities – Revenues slightly below benchmark at 65.85%.

EXPENSES

Legislative – Below benchmark at 54.87%.

- Honoraria below benchmark due to Council member vacancy.
- AYC AGM expenses are \$4,200 below budgeted amount.
- **Budgeted line items not (yet) expensed: Strategic Planning \$5,000, Travel \$5,000, Training \$1,000, Halloween Fireworks \$2,000.**

Administrative – Below benchmark at 55.17%.

- Wages below benchmark as new recreation position not yet in place.
- Contract Services: Legal fees \$6,800 over budgeted amount of \$50,000.
- Grants – Community Lottery grant not yet allocated.

Public Works – Below benchmark at 44.55%.

- Wages under budget due to staff vacancies.
- Contract Services – Mosquito Control contract not yet recorded.

Water & Sewer – Above benchmark at 80.76%.

- Contract services \$8,622 over budget amount of \$22,000 due to contract for recruitment of Level 2 Water operator position.

Roads & Streets – Below benchmark at 54.21%.

- Equipment and supplies under benchmark as no purchases of Cold Mix, Sand and Gravel, Culverts, etc. as of reporting date.

Landfill & Recycling – Below benchmark at 59.13%.

**Report to Council
Village of Haines Junction
September 25, 2024**

- Contract Services includes \$12,000 additional expense for food cyclor order which was not budgeted.
- Landfill Closure Fees – year end auditor entry.

Animal Control – **Below benchmark at 57.94%.**

Fire Department – **Below benchmark at 39.29%.**

- Contract Services: Dispatch services normally invoiced in Nov/Dec.

FireSmart – Above benchmark at 96.0% as project was completed in February.

Convention Centre – **Above benchmark at 74.27%.**

- Maintenance: Building O&M \$6,750 over budgeted amount of \$14,000 due to retractable theatre seating repair costs.

Mezzanine – **Below benchmark at 48.15%.**

Community Hall, Curling Rink, Pool – **Below benchmark at 47.39%.**

Arena – **Below benchmark at 58.66%.**

- Wages below benchmark due to staff vacancies.

Conclusion

Council by reviewing this report will be exercising their financial oversight role of the monthly financial operations of the municipality.

Prepared by

Donna Istchenko, Treasurer

**Report to Council
Village of Haines Junction
September 25, 2024**

Village of Haines Junction - August 2024 Budget Expenditures				
O&M REVENUES		2024 YTD	2024 Budget	Benchmark 67%
LEGISLATIVE				
	Taxes and Grants in Lieu	\$ 1,015,270.84	\$ 1,018,808.56	99.65%
	Tax Penalties	\$ 6,563.70	\$ 7,000.00	93.77%
	Carbon Tax Rebate	\$ 45,883.27	\$ 45,883.27	100.00%
	CMG Block Funding	\$ 2,209,128.00	\$ 2,209,128.00	100.00%
	Return on Investments	\$ 196,785.47	\$ 150,000.00	131.19%
	Housing Accelerator Fund	\$ 308,659.28	\$ 308,659.28	100.00%
	Total Legislative	\$ 3,782,290.56	\$ 3,739,479.11	101.14%
ADMINISTRATION				
	Grant Funding	\$ 23,493.00	\$ 25,493.00	92.15%
	Licenses and Fees	\$ 11,120.48	\$ 12,650.00	87.91%
	Interest Earned	\$ 616.90	\$ 2,560.00	24.10%
	Contract Services	\$ 6,426.73	\$ 18,000.00	35.70%
	Total Administration	\$ 41,657.11	\$ 58,703.00	70.96%
PUBLIC WORKS				
	Contract Services	\$ 2,265.48	\$ 11,000.00	20.60%
	Surplus Goods Sales	\$ -	\$ 5,000.00	0.00%
	Grant Funding	\$ -	\$ 2,000.00	0.00%
	Total Public Works	\$ 2,265.48	\$ 18,000.00	12.59%
WATER AND SEWER				
	Services and Bulk Sales	\$ 286,612.58	\$ 294,800.00	97.22%
	Contract Services / Asset Sales	\$ 544.50	\$ 1,500.00	36.30%
	Grant Funding	\$ -	\$ 8,000.00	0.00%
	Total Water and Sewer	\$ 287,157.08	\$ 304,300.00	94.37%
ROADS AND STREETS				
	Contract Services / Asset Sales	\$ 1,613.08	\$ 5,500.00	29.33%
	Total Roads and Streets	\$ 1,613.08	\$ 5,500.00	29.33%
LANDFILL AND RECYCLING				
	User Fees	\$ 28,595.32	\$ 27,880.00	102.57%
	Grant Funding	\$ 98,168.00	\$ 48,120.00	204.01%
	Beverage Container Refunds	\$ 37,650.41	\$ 70,000.00	53.79%
	Programs (Food Cycler)	\$ 13,462.50	\$ 6,600.00	203.98%
	Total Landfill and Recycling	\$ 177,876.23	\$ 152,600.00	116.56%

**Report to Council
Village of Haines Junction
September 25, 2024**

ANIMAL CONTROL				
	Licenses and Fines	\$ 197.00	\$ 2,000.00	9.85%
	Total Animal Control	\$ 197.00	\$ 2,000.00	9.85%
FIRE DEPARTMENT				
	Contract Services	\$ 17,059.23	\$ 15,000.00	113.73%
	Lease Fees	\$ 19,656.00	\$ 26,208.00	75.00%
	Total Fire Department	\$ 36,715.23	\$ 41,208.00	89.10%
FIRESMART				
	Grant Funding	\$ 25,000.00	\$ 25,000.00	100.00%
	Total Firesmart	\$ 25,000.00	\$ 25,000.00	100.00%
FACILITIES				
	Rental Fees - Convention Centr	\$ 10,863.47	\$ 15,200.00	71.47%
	Rental Fees - Mezzanine	\$ 3,825.72	\$ 6,000.00	63.76%
	Rental Fees - Arena	\$ 2,452.37	\$ 3,500.00	70.07%
	Grant Funding	\$ -	\$ 1,333.00	0.00%
	Total Facilities	\$ 17,141.56	\$ 26,033.00	65.85%
TOTAL O&M REVENUES		\$ 4,371,913.33	\$ 4,372,823.11	99.98%
O&M EXPENSES				
		2023 Budget	2024 Budget	
LEGISLATIVE				
	Honoraria / Per Diems	\$44,909.69	\$81,792.00	54.91%
	Travel / Training	\$1,709.61	\$12,000.00	14.25%
	Grants and Hospitality	\$6,363.02	\$16,500.00	38.56%
	Supplies and Services	\$660.00	\$5,650.00	11.68%
	AYC Membership	\$22,091.28	\$22,091.28	100.00%
	Total Legislative	\$ 75,733.60	\$ 138,033.28	54.87%
ADMINISTRATION				
	Wages and Benefits	\$ 365,364.71	\$ 712,378.00	51.29%
	Contract Services	\$ 126,846.56	\$ 156,791.16	80.90%
	Equipment and Supplies	\$ 8,649.15	\$ 15,000.00	57.66%
	Utilities	\$ 17,045.92	\$ 35,000.00	48.70%
	Training, Travel, Memberships	\$ 2,612.16	\$ 7,500.00	34.83%
	Grants and Hospitality	\$ 4,050.55	\$ 28,493.00	14.22%
	Advertising	\$ 8,181.26	\$ 10,000.00	81.81%
	Bank Charges	\$ 3,148.63	\$ 6,200.00	50.78%
	Total Administration	\$ 535,898.94	\$ 971,362.16	55.17%

**Report to Council
Village of Haines Junction
September 25, 2024**

PUBLIC WORKS				
	Wages and Benefits	\$ 288,377.44	\$ 624,945.00	46.14%
	Contract Services	\$ 684.00	\$ 24,000.00	2.85%
	Equipment and Supplies	\$ 30,142.39	\$ 66,000.00	45.67%
	Maintenance	\$ 14,205.56	\$ 52,000.00	27.32%
	Utilities	\$ 10,511.43	\$ 27,285.00	38.52%
	Insurance	\$ 17,831.13	\$ 17,575.00	101.46%
	Training and Travel	\$ 2,567.66	\$ 6,000.00	42.79%
	Total Public Works	\$ 364,319.61	\$ 817,805.00	44.55%
WATER AND SEWER				
	Wages and Benefits	\$ 99,764.40	\$ 109,085.00	91.46%
	Contract Services	\$ 48,515.92	\$ 29,000.00	167.30%
	Equipment and Supplies	\$ 43,526.13	\$ 63,240.00	68.83%
	Maintenance	\$ 13,747.27	\$ 26,000.00	52.87%
	Utilities	\$ 70,170.59	\$ 118,500.00	59.22%
	Insurance	\$ 58,495.77	\$ 56,500.00	103.53%
	Training and Travel	\$ 400.00	\$ 12,000.00	3.33%
	Total Water and Sewer	\$ 334,620.08	\$ 414,325.00	80.76%
ROADS AND STREETS				
	Wages and Benefits	\$ 40,059.45	\$ 53,000.00	75.58%
	Contract Services	\$ 1,870.00	\$ 10,000.00	18.70%
	Equipment and Supplies	\$ -	\$ 23,000.00	0.00%
	Maintenance	\$ 660.38	\$ 1,500.00	44.03%
	Utilities (streetlights)	\$ 25,447.96	\$ 38,000.00	66.97%
	Total Roads and Streets	\$ 68,037.79	\$ 125,500.00	54.21%
LANDFILL AND RECYCLING				
	Wages and Benefits	\$136,573.34	\$225,104.00	60.67%
	Contract Services	\$41,230.41	\$61,300.00	67.26%
	Equipment and Supplies	\$10,495.13	\$19,000.00	55.24%
	Maintenance	\$0.00	\$4,000.00	0.00%
	Utilities	\$7,364.05	\$13,750.00	53.56%
	Insurance	\$3,843.87	\$3,710.00	103.61%
	Training and Travel	\$0.00	\$2,900.00	0.00%
	Recycle Refunds Paid Out	\$28,005.15	\$40,000.00	70.01%
	Landfill Closure Fees	\$0.00	\$15,000.00	0.00%
	Total Landfill and Recycling	\$ 227,511.95	\$ 384,764.00	59.13%

**Report to Council
Village of Haines Junction
September 25, 2024**

ANIMAL CONTROL				
	Wages and Benefits	\$ 909.69	\$ 1,100.00	82.70%
	Maintenance	\$ -	\$ 150.00	0.00%
	Equipment and Supplies	\$ -	\$ 320.00	0.00%
	Total Animal Control	\$ 909.69	\$ 1,570.00	57.94%
FIRE DEPARTMENT				
	Honoraria	\$ 25,995.83	\$ 52,200.00	49.80%
	Contract Services	\$ 6,588.65	\$ 20,000.00	32.94%
	Equipment and Supplies	\$ 1,480.81	\$ 12,500.00	11.85%
	Maintenance	\$ 5,333.46	\$ 23,000.00	23.19%
	Utilities	\$ 9,955.11	\$ 30,000.00	33.18%
	Insurance	\$ 14,973.44	\$ 14,900.00	100.49%
	Training and Travel	\$ 150.00	\$ 11,500.00	1.30%
	Total Fire Department	\$ 64,477.30	\$ 164,100.00	39.29%
FIRESMART				
	Contract Services	\$ 24,000.00	\$ 25,000.00	96.00%
	Total Firesmart	\$ 24,000.00	\$ 25,000.00	96.00%
CONVENTION CENTRE				
	Contract Services	\$ 16,983.00	\$ 34,000.00	49.95%
	Equipment and Supplies	\$ 6,742.45	\$ 17,000.00	39.66%
	Maintenance	\$ 24,241.78	\$ 19,000.00	127.59%
	Utilities	\$ 13,536.81	\$ 29,500.00	45.89%
	Insurance	\$ 43,669.21	\$ 42,100.00	103.73%
	Total Convention Centre	\$ 105,173.25	\$ 141,600.00	74.27%
MEZZANINE				
	Contract Services	\$ 5,362.50	\$ 11,000.00	48.75%
	Equipment and Supplies	\$ 824.43	\$ 1,000.00	82.44%
	Maintenance	\$ 795.36	\$ 2,000.00	39.77%
	Utilities	\$ -	\$ 500.00	0.00%
	Total Mezzanine	\$ 6,982.29	\$ 14,500.00	48.15%
COMMUNITY HALL, CURLING RINK, POOL				
	Maintenance	\$ -	\$ 500.00	0.00%
	Utilities	\$ 1,695.44	\$ 3,000.00	56.51%
	Insurance	\$ 105.30	\$ 300.00	35.10%
	Total Community Hall, Curling I	\$ 1,800.74	\$ 3,800.00	47.39%

**Report to Council
Village of Haines Junction
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ARENA				
	Wages and Benefits	\$ 25,685.46	\$ 82,700.00	31.06%
	Contract Services	\$ 288.00	\$ 1,200.00	24.00%
	Equipment and Supplies	\$ 5,894.69	\$ 11,300.00	52.17%
	Maintenance	\$ 9,010.76	\$ 27,000.00	33.37%
	Utilities	\$ 69,753.11	\$ 95,500.00	73.04%
	Insurance	\$ 44,615.05	\$ 45,000.00	99.14%
	Training and Travel	\$ 29.99	\$ 2,000.00	1.50%
	Total Arena	\$ 155,277.06	\$ 264,700.00	58.66%
TOTAL O&M EXPENSES		\$ 1,964,742.30	\$ 3,467,059.44	56.67%
NET O&M SURPLUS		\$ 2,407,171.03	\$ 905,763.67	
CAPITAL REVENUE		\$ 217,578.13	\$ 3,195,500.00	
CAPITAL RESERVES		\$ -	\$ 1,580,000.00	
CAPITAL / PROJECTS EXPENSES		\$ 863,721.54	\$ 5,752,500.00	
NET CURRENT YEAR SURPLUS		\$ 1,761,027.62	-\$ 71,236.33	
TRANSFER FROM UNRESTRICTED RESERVES			\$ 71,236.33	

**Report to Council
Village of Haines Junction
September 25, 2024**

2024 Capital Project Budget Status						
DEPARTMENT	PROJECT	August 2024 YTD	Budget Amount	Funding Source		
				CMG / Reserves	Other	
Administration	Office Computer / Software Upgrades	\$8,185.67	\$15,000.00	\$15,000.00		
Arena	Oil Tank Replacement		\$16,000.00	\$16,000.00		
	Fire Alarm Upgrade		\$40,000.00	\$40,000.00		
Convention Ctr	Stage Lighting Replacement	\$144,078.13	\$225,000.00		\$225,000.00	Gas Tax
	Historic Mural Upgrade	\$6,300.00	\$60,000.00		\$60,000.00	Gas Tax
	Genie Vertical Manlift	\$18,314.90	\$14,000.00		\$14,000.00	Gas Tax
	Handicap Lift (Elevator) Upgrades	\$56,240.00	\$115,000.00	\$115,000.00		
	Additional Tables		\$10,000.00	\$10,000.00		
	Seismic Renovations		\$1,200,000.00		\$1,200,000.00	Gas Tax
	Entrance Security Improvements	\$42,697.29	\$47,000.00		\$47,000.00	Gas Tax
	Heating System Upgrade Design	\$33,450.00	\$53,000.00	\$53,000.00		
Fire Department	Fire Dept Crew Cab		\$82,000.00		\$82,000.00	YG
	SCUBA Gear	\$7,405.30	\$45,000.00	\$45,000.00		FD Reserve
	Floor Drainage (Fire Hall)		\$15,000.00	\$15,000.00		
Landfill / Recycle	SWMP Design Implementation	\$65,908.25	\$200,000.00	\$200,000.00		
	Landfill Front Area Modernization	\$87,576.28	\$1,500,000.00	\$1,500,000.00		Reserves
Public Works:	Floor Drainage (Shop)		\$15,000.00	\$15,000.00		
	Vehicle Shelter / Covered Storage	\$184,099.15	\$250,000.00		\$250,000.00	Gas Tax
	Propane Fuel Storage		\$8,000.00	\$8,000.00		
	4 Post Vehicle Lift	\$13,452.31	\$14,000.00		\$14,000.00	Gas Tax
	Front Mount Zero Steer Mower	\$37,412.28	\$35,000.00	\$35,000.00		Reserves
	Water Tanker Hook Lift	\$36,556.80	\$37,500.00	\$37,500.00		
	48' 3pt Hitch Mower for small Kubota		\$4,000.00	\$4,000.00		
	Trail Salt Spreader	\$11,706.25	\$12,000.00	\$12,000.00		
Roads & Streets	Repair and Resurface		\$1,200,000.00		\$1,200,000.00	Gas Tax
Recreation	Trail Assets (benches)		\$25,000.00		\$25,000.00	TCT Grant
	Trail Care Event	\$7,180.10	\$10,000.00	\$6,500.00	\$3,500.00	TCT Grant
	Trail Signage / App Project	\$1,700.00	\$25,000.00	\$25,000.00		
	Heritage Structure Project		\$30,000.00	\$30,000.00		
Projects	Plans - OCP / Zoning	\$39,581.86	\$50,000.00		\$50,000.00	HAF
	Abandoned Assets Removal Plan		\$25,000.00	\$25,000.00		
	Truth and Reconciliation Policy and Statement		\$20,000.00	\$20,000.00		
	GIS Mapping		\$20,000.00	\$20,000.00		
	Asset Management Plan		\$100,000.00	\$100,000.00		
	Emergency Response Plan	\$2,404.49	\$75,000.00		\$75,000.00	
	Communications Strategy		\$25,000.00	\$25,000.00		
	Water License Lagoon Hydrogeological Assessment		\$50,000.00	\$50,000.00		
	Summer Recreation Programming / Equipment	\$49,530.45	\$75,000.00	\$75,000.00		
	Arena Emergency Plan	\$9,942.03	\$10,000.00	\$10,000.00		
Reserves	Reserve Allocation - Public Works		\$240,000.00	\$240,000.00		Reserves
	Reserve Allocation - Fire Department		\$90,000.00	\$90,000.00		Reserves
	Reserve Allocation - Recreation Facility		\$1,000,000.00	\$1,000,000.00		Reserves
		\$863,721.54	\$7,082,500.00	\$3,837,000.00	\$3,245,500.00	

**Report to Council
Village of Haines Junction
Open Meeting
September 25, 2024**

RE: Investment Account Withdrawal and Cash Flow

Recommendation

That Council review this report for information.

Background

A new Mayor and Council will be elected on October 17, 2024. This will require a complete change of signing authority for the municipal operating bank accounts and investment account - a process that can take several weeks to complete. Normally, the majority of the Village's funds are held in a high interest bearing investment account and drawn down as needed to cover operating expenses and capital purchases. A large withdrawal from investments into the municipal bank account will be done in anticipation of several large capital expenses (noted below) that will come due in the next several weeks (in addition to the regular expenses of payroll, utilities and supplies).

Landfill Front Area Upgrades	\$1,300,000
SWMP Design Implementation	\$ 25,000
CC Handicap Lift Upgrades	\$ 60,000
Household Hazardous Waste Shed	\$ 15,000
PW Shop Covered Storage	\$ 40,000
Zoning Bylaw Update	<u>\$ 15,000</u>
	\$ 145,500
Investment account withdrawal	\$2,000,000

Conclusion

Council by reviewing this report will be exercising their oversight role on this matter.

Prepared by

Donna Istchenko, Treasurer

Village of Haines Junction

Bylaw No. 417-24

A Bylaw to provide for grants for developers to construct new affordable housing units within the Village of Haines Junction.

1 **Whereas**, Section 245 of the Yukon Municipal Act provides that a Council, may by bylaw provide grants, gifts, or loans of money or municipal property or a guarantee of any borrowing within borrowing limits, including grants of property taxes or municipal service charges, as council considers expedient, to any person, institution, association, group, government, or body of any kind.

2 **Now Therefore**, the Council of the Municipality of the Village of Haines Junction in Open Meeting Assembled, hereby Enacts as Follows:

3 **Short Title**

3.1 This bylaw may be cited as **Bylaw # 417-24 Affordable Housing Construction Grant**

4 **Definitions**

4.1 *Affordable Housing Construction Grant* means financial assistance provided by the Village of Haines Junction to support developers in the construction of new affordable housing dwelling units.

4.2 *Dwelling Unit* means one or more rooms for the use of one household as a residence containing cooking, living, sleeping and sanitary facilities.

5 **Grant Eligibility**

5.1 Applicants must reside within the municipal boundary of the Village of Haines Junction or within the regional catchment/surrounding communities (e.g. Pine Lake Subdivision, Nygren Subdivision, the Agriculture Subdivision at Pine Lake, or on the Haines Road).

5.2 The property must be located within the municipal boundary of the Village of Haines Junction.

5.3 Applicants must own the property on which the housing development is to be constructed.

5.4 If the applicant is in an Agreement for Sale with the Yukon Government for a vacant lot, they may also be eligible for the grant.

5.5 The property and proposed development must comply with the Village's Official Community Plan, Zoning Bylaw and the National Building Code.

5.6 Applicants must be in good standing with the Village of Haines Junction.

5.7 Property taxes for the property must be paid in full and the property must have no other outstanding financial claims upon it by the Village of Haines Junction.

5.8 The dwelling unit must be available for sale or rental on or before July 11, 2028.

6 **Grant Value**

6.1 The maximum eligible Affordable Housing Construction Grant per applicant to construct a new dwelling unit will be \$25,000 per dwelling.

7 **Administration**

7.1 The administration of this Village of Haines Junction Bylaw will be done pursuant to this Bylaw and Village of Haines Junction Policy as amended from time to time.

8 **Enactment**

8.1 This Bylaw shall come into force and effect on the adoption thereof

9 **Readings**

Read a First time this 28th day of August, 2024.

Read a Second time this 25th day of September, 2024.

Read a Third time and adopted this 25th day of September, 2024.

Bruce Tomlin, Mayor

David Fairbank, C.A.O.

VILLAGE OF HAINES JUNCTION
Bylaw #415-24 Waste Management Cost Recovery and Sorting Requirements Bylaw

WHEREAS Section 248 of the Yukon Municipal Act provides that a Council may, by bylaw, and to the extent of its jurisdiction, impose a municipal service charge;

WHEREAS Council for the Village of Haines Junction deemed it proper to establish a Waste Management Cost Recovery Bylaw in order to develop a fee structure for the provision of waste management services;

WHEREAS The Village of Haines Junction has signed an Interim Regional Waste Management Agreement that is facilitating the transition of the Haines Junction landfill to a Regional Waste Management Facility. Under this agreement, the Village of Haines Junction has agreed to develop a waste management bylaw that establishes sorting requirements and tipping fees. In addition, the agreement requires that all residential users of the Haines Junction landfill be charged the same tipping fees, noting some variation from one municipality to the other is expected due to individual operating practices;

WHEREAS The Village of Haines Junction wishes to recover the annual operating cost of providing waste management services, with the exception of street and park barrels, from the user fees levied each year;

WHEREAS The Village of Haines Junction wishes to charge users of the landfill on an equitable basis;

WHEREAS In order to provide a basis for the setting a fee structure that is based on the principle of cost-recovery, the full cost of the service should be known, which in turn requires identifying which expenditures will be included in the full cost of providing the service to the community.

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

1. Short Title

- 1.1 This bylaw shall be cited as Bylaw# 415-24, Waste Management Cost Recovery and Sorting Requirements Bylaw

2. Definitions

- 2.1 **Cost Recovery** is the practice of establishing and collecting user fees for services that is based on service levels provided and the costs of providing that service, based on the following formula

total costs to provide a service ÷ the number of service users = user fee per service **Waste management services** include the collection, processing, treatment, monitoring, diversion and/or disposal of solid waste.

- 2.2 **Large-Volume Users** – Means any non-residential landfill user who enters a contract with the Village of Haines Junction that may include specific pricing for disposal. The intent of Large-Volume User contracts is to provide Council with the opportunity to negotiate the best outcome for the community through targeted pricing and incentives. Operational considerations may also be included, such as, the provision for monthly billing, as opposed to payment at the gate.
- 2.3 **Regional Waste Management Facility Agreement-** The Interim Agreement between Haines Junction and Government of Yukon provides for the municipality to provide access to all residents within the regional boundary (as defined in Appendix A) to the Regional Waste Management Facility
- 2.4 **Tipping fees** means fees charged to waste management facility users per unit, or per unit of volume or mass, for waste disposed of at the facility.

3. Expenditures

- 3.1 The following expenditures will be included to determine the full cost of operating the Haines Junction landfill:
- 3.1.1 **Operating costs** – Includes/may include the collection, processing, treatment, monitoring, diversion and/or disposal costs for solid waste.
- 3.1.2 **Administration** – Includes a portion of salaries, wages and benefits for facility attendants, their supervisors, as well as costs associated with payroll, training, licensing, management planning, etc.
- 3.1.4 **Debt servicing** – Includes the annual cost of repaying all funds borrowed for capital and operating expenditures (if applicable).
- 3.1.5 **Transfer to reserve** – Funding of reserves according to capital planning requirements and asset retirement obligations.
- 3.1.6 **Landfill closure and post-closure costs** – Based on an estimate of capacity used and years to closure remaining, as verified by the Solid Waste Management Plan and calculated based on the Public Sector Accounting Board S.PS3270.

4. **Sorting Requirements**

- 4.1 Recyclables are accepted at no cost providing they are clean and sorted into cardboard, mixed paper, tin cans, hard plastic, soft plastic and refundables.
- 4.2 Compostables include food scraps and waste. Compostables will be accepted for free once the Village secures a Composting Unit. Efforts are underway to secure this unit. The unit is expected sometime in FY2025. Until that time, compostables will be disposed of, and charged as, mixed waste.
- 4.3 Clean fill - Analytical test results showing acceptable contamination levels may be required.
- 4.4 Yard and grass trimmings and brush including logs, branches and shrubs, will be accepted at no cost
- 4.5 Wood chips and sawdust must be untreated to be accepted at no cost.
- 4.6 Mixed waste
- 4.6.1 Mixed waste is defined as more than one category of waste mixed together. Mixed waste does not include vehicles, oil tanks, concrete, special waste or materials containing asbestos.
- 4.6.2 Tags for bags of mixed waste can be purchased in bulk at a reduced rate.
- 4.6.2 Bulk bag tags can be purchased at the Village Office.
- 4.6.3 The cost of bag tags purchased in bulk will be set by Consolidated Municipal Fees Bylaw #343-19 and subsequent Bylaw Amendments.
- 4.6.4 Tagged bags:
- Must be less than 50lbs
 - Are encouraged to be sorted (it does not include compostables or recyclables)
 - May not be larger than 90L (or 76cm x 83 cm)
- 4.7 Construction/demolition waste includes drywall and wood waste, cupboards, countertops, carpet, fixtures, siding, insulation. Must be sorted. Analytical test results showing acceptable contamination levels may be required.
- 4.8 Grubbing includes stumps and roots from clearing operations.
- 4.9 Stripping means topsoil or other organic material and mineral soil that is unsuitable to build upon.
- 4.10 Concrete includes bricks and masonry. Must be broken up into pieces that are no larger than

60cm x 60cm x 30cm to be accepted at the landfill. Not accepted if originated from outside the region.

- 4.11 Materials containing asbestos must be bagged and sealed appropriately. Not accepted if originated from outside the region.
- 4.12 Bulky items include couches, recliners, mattresses and box springs.
- 4.13 White goods with refrigerant includes fridges, freezers and air conditioners.
- 4.14 White goods without refrigerant includes washers, dryers and dishwashers.
- 4.15 Uncontaminated scrap metal includes clean tanks or drums, scrap iron, bicycles and metal furniture.
- 4.16 Oil tanks must be completely empty.
- 4.17 Vehicles must be drained of fluids, tires off rims and battery removed.
- 4.18 Tires 24.5" or less and not on rim are accepted at no cost.
- 4.19 Tires 24.5" or less and on rim are accepted for the cost for a landfill attendant to remove the tire from the rim.
- 4.20 Automotive batteries are accepted at no cost providing they are removed from the vehicle and are not damaged or leaking.
- 4.21 Electronic waste is accepted at no cost.
- 4.22 Special waste - Except for unknown liquids, waste leachate (contaminated soil), and water (hydrocarbon contaminated), special waste (specifically paint cans, oil/fuel filters, 11b propane bottles, oily debris/empty oil containers, and waste oil and kitchen oil up to 10 liters) will be accepted at no cost. Special waste will not be accepted if originated from outside the region.
- 4.23 Unknown liquids/chemicals - Includes containers without product warning symbols, precautions about use of the product or instructions on proper disposal.
- 4.24 Hydrocarbon contaminated soil - With prior approval, soil contaminated with hydrocarbons and waste leachate from hydrocarbon contaminated soil may be accepted for transfer to an approved land treatment facility. Analytical test results must be submitted. A consultant's report may also be required to ensure relocation is done correctly. Volumes of material must be less than 1 m³ per incident/site.

- 4.25 Hydrocarbon contaminated water and waste leachate - With prior approval, water contaminated with hydrocarbons and waste leachate may be accepted for transfer to an approved water treatment facility. Analytical test results must be submitted. A consultant's report may also be required to ensure relocation is done correctly. Volumes must be less than 200 liters per incident/site.
- 4.26 Sorting requirements for materials that will be accepted by the landfill are summarized in Appendix B.

5.0 Other Requirements

- 5.1 Surcharge for waste originating from outside the region – Waste from outside the region will be subject to a 50% surcharge.
- 5.2 Limits to waste that will be accepted from outside the region - Special waste, concrete and materials containing asbestos will not be accepted if they originated from outside the region.
- 5.3 Emergency callouts to open the landfill outside of regular hours will only be offered if/when public works staff are available.
- 5.4 Uncovered loose loads (e.g. open top transport vehicles) will be subject to a 10% surcharge.
- 5.5 Prorating - Loads measured by volume may be prorated if less than 1m³ at the discretion of Landfill staff
- 5.6 Right of refusal - The Village reserves the right to refuse to accept any materials that do not meet the requirements set out above at the discretion of Landfill Staff
- 5.7 Right to ban – The Village reserves the right to ban a user who is routinely not meeting sorting requirements.
- 5.6 Contracts with High-Volume Users – With Councils approval, The Village may enter into agreements with High-Volume Users. High-volume users will be required to meet sorting requirements. Only non-residential landfill users may enter into a disposal agreement with the Village of Haines Junction. The intent of Large-Volume User agreements is to provide Council with the opportunity to negotiate the best outcome for the community through targeted pricing and incentives. Operational considerations may also be included, such as, the provision for monthly billing, as opposed to payment at the gate.

6. Tipping Fees

5.1 Tipping Fees shall be set by Consolidated Municipal Fees Bylaw #343-19 and subsequent Bylaw Amendments, per the process outlined below in S7.

7. Process for Calculating Tipping Fees

7.1 For reference, the anticipated cost and revenues from operating the landfill in FY2024 are included in Appendix C.

7.2 For FY 2025, the first-year tipping fees will come into effect at the Haines Junction Landfill, the fee structure will be set according to the principle of cost-recovery and based on an estimate of costs of running the facility and anticipated usage.

7.3 For all subsequent years, tipping fees will be calculated each year during the budget process, set according to the principle of cost recovery, and will be based on

7.3.1 The previous year's costs for running the facility and the previous year's revenue generated from the facility.

7.3.2 If the previous year's revenues exceed expenses, tipping fees will be reduced for the coming year. If previous year expenses exceed revenues, tipping fees will be increased for the coming year.

7.4 Tipping fees will be posted for a minimum of one month before coming into effect, and will include the calculations upon which the fees are based, using the table in Appendix D.

7.5 High Volume Users may enter into a contract with the Village. These contracts require Council approval and may include fee structures independent of the Consolidated Fees Bylaw.

7.5 Council may decide to adopt a tipping fee structure established through an alternative process.

8. Fines for Illegal Dumping within the Municipal Boundary

8.1 Illegal dumping includes

a) Improper waste disposal - as a person who disposes of solid waste or special waste within the Village of Haines Junction municipal boundary without a permit and/or outside of the designated location for said waste at the Haines Junction landfill.

b) Littering – a form of improper waste disposal, littering may be intentional or unintentional (e.g. resulting from the transporting of unsecured litter).

8.2 Fines will be calculated as follows:

a) Illegal dumping = Cost of cleanup + cost of tipping fee + administrative fee of \$400/m³ of material

b) Illegal dumping: as calculated in 8.2(a), with a minimum fine of \$500

c) Littering, unsecured transport: as calculated in 8.2(a), with a minimum fine of \$300

9. Effective Date

10.1 This Bylaw will come into effect on January 1, 2025.

10. Readings

Read a first time this 14th day of August, 2024

Read a second time this 25th day of September, 2024

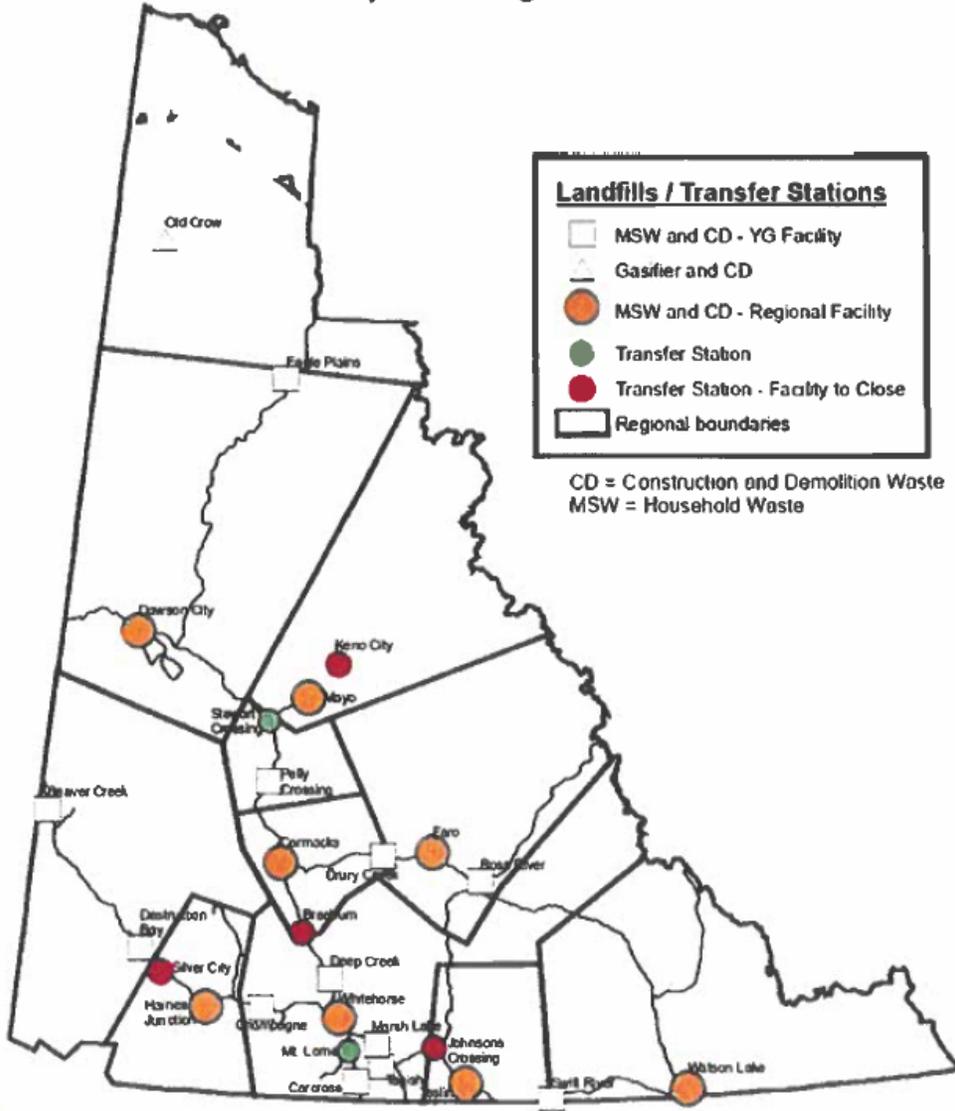
Read a third time and adopted this **xxx** day of **xxxx**, 2024.

Bruce Tomlin, Mayor

Dave Fairbank, CAO

Appendix A: Yukon Solid Waste Management Facility Regions (Proposed)

**Yukon After Regionalization:
Proposed Regional Boundaries and Sites to be Closed**



Appendix B: Summary of Sorting Requirements

Category	Requirements
Recyclables	Accepted at no cost providing they are clean and sorted into cardboard, mixed paper, tin cans, hard plastic, soft plastic, refundables.
Compostables	Compostables include food scraps/waste and will be accepted for free once the Village secures a composting unit. Efforts are underway to secure this unit and the unit is expected sometime in FY2025. Until that time, compostables will be disposed of, and charged as, mixed waste.
Clean fill	Analytical test results showing acceptable contamination levels may be required.
Yard and grass trimmings and brush	Includes logs, branches and shrubs, accepted at no cost.
Wood chips and sawdust	Must be untreated to be accepted at no cost.
Mixed waste (by volume)	Mixed waste is defined as more than one category of waste mixed together. Does not include vehicles, oil tanks, concrete, special waste or materials containing asbestos.
Mixed waste (bagged)	As defined above. Bag tags can be purchased in bulk at a reduced rate at the Village Office. Tagged bags must be less than 50lbs, no larger than 90L, and are encouraged to not include compostables or recyclables.
Construction/demolition waste	Includes drywall and wood waste, cupboards, countertops, carpet, fixtures, siding, insulation. Must be sorted. Analytical test results showing acceptable contamination levels may be required.
Grubbing	Grubbing means stumps and roots from clearing operations.
Stripping	Stripping means topsoil or other organic material and mineral soil that is unsuitable to build upon.
Concrete	Includes bricks, masonry. Must be broken up into pieces that are no larger than 60cm x 60cm x 30cm to be accepted at the landfill. Not accepted if originated from outside the region.
Materials containing asbestos	Must be bagged and sealed appropriately. Not accepted if originated from outside the region.
Bulky item	Includes couch, recliner, mattress, box spring.
White goods with refrigerant	Includes fridges, freezers, air conditioners.
White goods without refrigerant	Includes washers, dryers, dishwashers.
Uncontaminated scrap metal	Includes clean tanks or drums, scrap iron, bicycles, metal furniture.
Oil tanks	Must be empty.
Vehicle	Fluids must be drained; tires are off rims and battery removed.
Tires 24.5" or less, not on rim	Accepted at no cost.
Tires 24.5" or less, on rim	Are accepted at the cost noted in the Consolidate Fees Bylaw
Automotive batteries	Accepted at no cost.
Electronic waste	Accepted at no cost.
Emergency callout to open landfill outside of regular hours	If/when public works staff are available
Special waste	Not accepted if originated from outside the region.
Paint cans	Accepted at no cost.
Oil/fuel filters	Accepted at no cost.
11b propane bottles	Accepted at no cost.
Empty oil containers	Accepted at no cost.
Waste oil up to 10 liters	Accepted at no cost.
Kitchen oil up to 10 liters	Accepted at no cost.
Unknown liquids/chemicals	Includes containers without product warning symbols, precautions about use of the product or instructions on proper disposal.
Hydrocarbon contaminated soil up to 1m ³ , with prior approval	With prior approval, soil contaminated with hydrocarbons and waste leachate from hydrocarbon contaminated soil may be accepted for transfer to an approved land treatment facility. Analytical test results must be submitted. A consultant's report may also be required to ensure relocation is done correctly. Volumes of material must be less than 1 m ³ per incident/site.
Hydrocarbon contaminated water and waste leachate up to 200 liters, with prior approval	With prior approval, water contaminated with hydrocarbons may be accepted for transfer to an approved water treatment facility. Analytical test results must be submitted. A consultant's report may also be required to ensure relocation is done correctly. Volumes must be less than 1 m ³ per incident/site.

Appendix C: Anticipated costs and revenues from operating the landfill in FY2024

Estimated cost of operating the landfill in FY 2024

Item	Amount
Operating costs	
Contract services	\$61,300
Equipment and supplies	\$19,000
Maintenance	\$4,000
Utilities	\$13,750
Insurance	\$3,710
Recycle funds paid out	\$40,000
Administration	
Salaries	\$225,104
Training and travel	\$2,900
Debt servicing (if applicable)	n/a
Transfer to reserve (if applicable)	n/a
Landfill closure and post-closure costs ¹	\$15,000
TOTAL OPERATING COSTS	\$384,764

Anticipated revenues from operating the landfill in FY 2024

Tipping Fee Category	Notes	Amount
Recyclables	FREE / Refundable	\$0
Compostables	TO BE ACCEPTED SOON	\$0
Clean fill	FREE	\$0
Yard and grass trimmings and brush	FREE	\$0
Wood chips and sawdust	FREE	\$0
Mixed waste	FREE	\$0
Construction/demolition	FREE	\$0
Grubbing	FREE	\$0
Stripping	FREE	\$0
Concrete	FREE	\$0
Materials containing asbestos	FREE	\$0
Bulky item	FREE	\$0

¹ The total net present value of the estimated total costs for closure and post-closure care at the end of 2023 was \$690,680.

White goods with refrigerant	FREE	\$0
White goods without refrigerant	FREE	\$0
Uncontaminated scrap metal	FREE	\$0
Oil tanks	FREE	\$0
Vehicle	FREE	\$0
Tires 24.5" or less, not on rim	YG covers cost of removal	\$0
Tires 24.5" or less, on rim	FREE	\$0
Automotive batteries	FREE	\$0
Electronic waste	YG covers cost of removal	\$0
Emergency callout to open landfill outside of regular hours	Service not offered	\$0
Special waste	YG covers costs for 1 HHW collection day/year	
Paint cans	FREE	\$0
Oil/fuel filters	FREE	\$0
11b propane bottles	FREE	\$0
Empty oil containers	FREE	\$0
Waste oil up to 10 liters	FREE	\$0
Kitchen oil up to 10 liters	FREE	\$0
Unknown liquids/chemicals	FREE	\$0
Hydrocarbon contaminated soil	FREE	\$0
Hydrocarbon contaminated water and waste leachate	FREE	\$0
Other O&M revenues		
Institutional User Fee Agreements		\$27,880
Grant funding		\$48,120
Beverage Container Refunds		\$70,000
Programs (Food Cycler)		\$6,600
Interim Regionalization Agreement		\$55,900
TOTAL REVENUES		\$208,500

Appendix D: Tipping Fee Calculation Table

Anticipated cost of operating the landfill in FY 2025

Item	Amount
Operating costs	
Contract services	\$65,000
Equipment and supplies	\$25,000
Maintenance	\$4,000
Utilities	\$13,860
Insurance	\$4,000
Recycle funds paid out	\$40,000
Administration	
Salaries	\$235,000
Training and travel	\$3,000
Debt servicing (if applicable)	n/a
Transfer to landfill capital/projects reserve	\$100,000
Landfill closure and post-closure costs	\$15,000
TOTAL	\$504,860

Anticipated revenues from operating the landfill in FY 2025

Tipping Fee Category	Estimated Volume of Waste to be Collected	Tipping Fee	Anticipated Revenues
Recyclables		FREE / Refundable	\$0
Compostables		TO BE ACCEPTED SOON	\$0
Clean fill		FREE	\$0
Yard and grass trimmings and brush		FREE	\$0
Wood chips and sawdust		FREE	\$0
Mixed waste – by volume	200 m ³	\$60/m ³	\$12,000
Mixed waste – prepaid bag tags small	10,000 bags	\$1/bag	\$10,000
Mixed waste – prepaid bag tags	15,000 bags	\$2/bag	\$30,000
Mixed waste – paid at landfill	20,000 bags	\$2.50/bag	\$50,000
Construction/demolition waste	1,750 m ³	\$15/m ³	\$26,250
Grubbing	1,500 m ³	\$25/m ³	\$37,500

Stripping	1,500 m ³	\$10/m ³	\$15,000
Concrete	100 m ³	\$200/m ³	\$20,000
Materials containing asbestos	100 m ³	\$90/m ³	\$9,000
Bulky item	100 items	\$20/item	\$2,000
White goods with refrigerant	50 items	\$50/item	\$2,500
White goods without refrigerant	50 items	\$20/item	\$1,000
Uncontaminated scrap metal	200 m ³	\$30/m ³	\$6,000
Oil tanks	10 tanks	\$125 each	\$1,250
Vehicle	20 vehicles	\$900/vehicle	\$18,000
Tires 24.5" or less, on rim	75 tires	\$50 each	\$3,750
Tires 24.5" or less, not on rim		FREE	\$0
Automotive batteries	50 batteries	FREE	\$0
Electronic waste		FREE	\$0
Emergency callout to open landfill outside of regular hours	10 callouts	\$200	\$2,000
Special waste			
Paint cans	100 cans	FREE	\$0
Oil/fuel filters	100 filters	FREE	\$0
1lb propane bottles	100 bottles	FREE	\$0
Empty oil containers	250 pails/jugs	FREE	\$0
Waste oil up to 10 liters	1,000 liters	FREE	\$0
Kitchen oil up to 10 liters	500 liters	FREE	\$0
Unknown liquids/chemicals	500 liters	\$5/liter or \$5,000/m ³	\$2,500
Hydrocarbon contaminated soil	500 liters	\$5/liter or \$5,000/m ³	\$2,500
Hydrocarbon contaminated water and waste leachate	500 liters	\$1.75/liter or \$350 for 200 liters	\$875
Other O&M revenues			
Institutional Agreements			\$27,139
Grant funding			\$47,784
Beverage Container Refunds			\$66,312
Interim Regionalization Agreement			\$111,800
TOTAL REVENUES			\$505,160

Adjustment required to FY2026 fee schedule based on actual revenue/expenses in FY 2025

2025 actual revenues	
2026 actual expenses	
2025 actual revenue minus actual expenses	
Percentage adjustment required to 2026 fee schedule	

Tipping fees for FY 2026

Tipping Fee Category	Tipping Fee 2025	Adjusted Fee 2026
Recyclables		
Compostables		
Clean fill		
Yard and grass trimmings and brush		
Wood chips and sawdust		
Mixed waste – by volume		
Mixed waste – prepaid bag tags		
Mixed waste – paid at landfill		
Construction/demolition waste		
Grubbing		
Stripping		
Concrete		
Materials containing asbestos		
Bulky item		
White goods with refrigerant		
White goods without refrigerant		
Uncontaminated scrap metal		
Oil tanks		
Vehicle		
Tires 24.5” or less, not on rim		
Tires 24.5” or less, on rim		
Automotive batteries		
Electronic waste		
Emergency callout to open landfill outside of regular hours		
Special waste		
Paint cans		
Oil/fuel filters		

1lb propane bottles		
Empty oil containers		
Waste oil		
Kitchen oil		
Unknown liquids/chemicals		
Hydrocarbon contaminated soil		
Hydrocarbon contaminated water and waste leachate		

VILLAGE OF HAINES JUNCTION
Bylaw #416-24 Consolidated Municipal Fees Bylaw #343-19 Amendment #7

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

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

WHEREAS The Waste Management Cost Recovery and Sorting Requirements Bylaw Bylaw #415-24 states, in S5.1 that Tipping Fees shall be set by Consolidated Municipal Fees Bylaw #343-19 and subsequent Bylaw Amendments

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

1. Short Title

1.1 This bylaw shall be cited as **Bylaw# 416-24, Consolidated Fees Bylaw Amendment #7**

2. Interpretation

2.1 For this bylaw all definitions are described in Bylaw #415-24 Waste Management Cost Recovery Bylaw and its amendments thereto including this bylaw.

3. Amendments

3.1 Following Schedule 14, add Schedule 16 as follows

--ADD THE FOLLOWING--

Bylaw Authorization: "Bylaw 415-24 Waste Management Cost Recovery and Sorting Requirements Bylaw"

Tipping fees for FY 2025

January 1 – December 1, 2025

Volume Visualizations
1m high x 1m wide x 1m deep = 1 m ³
Bed of full-size pickup (8-foot box) loaded level full (1.5 feet high) = 2 m ³
Bed of full-size pickup (8-foot box) loaded 4 feet high = 3.5m ³

Tipping Fee Category	Suggested by volume
Recyclables	FREE / Refundable
Compostables	TO BE ACCEPTED SOON (FREE)
Clean fill	FREE
Yard trimmings and brush	FREE
Wood chips and sawdust, untreated	FREE
Mixed waste – by volume	\$60/m ³
Mixed waste – prepaid bag tags	Kitchen catcher bags (45 L) \$1 Large garbage bags (90 L) \$2
Mixed waste – paid at landfill	Kitchen catcher bags (45 L) \$1.25 Large garbage bags (90 L) \$2.50
Construction/demolition waste	\$15/m ³
Grubbing	\$25/m ³
Stripping	\$10/m ³
Concrete	\$200/m ³
Materials containing asbestos	\$90/m ³
Bulky item	\$20/item
White goods with refrigerant	\$50/item
White goods without refrigerant	\$20/item
Uncontaminated scrap metal	\$30/m ³
Oil tanks	\$125 each
Vehicle	\$900/vehicle
Tires 24.5” or less, on rim	\$50 each
Tires 24.5” or less, not on rim	FREE
Automotive batteries	FREE
Electronic waste	FREE
Emergency callout to open landfill outside of regular hours	\$200
Special waste	
Paint cans	FREE
Oil/fuel filters	FREE
1lb propane bottles	FREE
Oily debris (empty oil containers)	FREE
Waste oil up to 10 liters	FREE
Kitchen oil up to 10 liters	FREE
Unknown liquids/chemicals	\$5/liter or \$5,000/m ³
Hydrocarbon contaminated soil up to 1m ³ , with prior approval	\$5/liter or \$5,000/m ³
Hydrocarbon contaminated water and waste leachate up to 200 liters, with prior approval	\$1.75/liter or \$350 for 200 liters

1. Uncovered loose loads (e.g. open top transport vehicles) will be subject to a 10% surcharge.
2. Loads measured by volume may be prorated if less than 1 m³ at the discretion of Landfill Staff.
3. Waste from outside the region will be subject to a 50% surcharge.
4. Special waste, concrete and materials containing asbestos will not be accepted if they originated from outside the region
5. The Village reserves the right to refuse any materials from the landfill at the sole discretion of staff.
6. The Village reserves the right to ban a user who is routinely not meeting sorting requirements.
7. Concerns regarding the above may be directed to the Public Works Manager or CAO. 867-634-7100.

4. Effective Date

4.1 This Bylaw will come into effect on January 1, 2025.

5. Readings

Read a first time this 14th day of August, 2024

Read a second time this 25th day of September, 2024

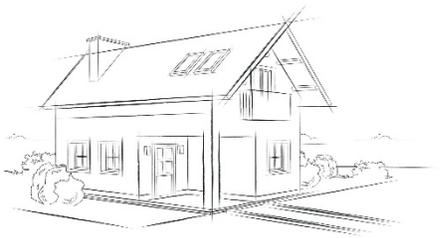
Read a third time and adopted this xxx day of xxxx, 2024.

Bruce Tomlin, Mayor

Dave Fairbank, CAO

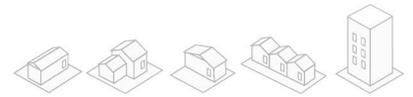
Village of Haines Junction

Zoning Bylaw



Zoning Bylaw No. #411-24

September 25, 2024



THE CORPORATION OF THE VILLAGE OF HAINES JUNCTION

ZONING BYLAW #411-24

A Bylaw to provide zoning for orderly, economic, social, and environmentally sensitive development in the Village of Haines Junction.

WHEREAS, the Village of Haines Junction has adopted an Official Community Plan pursuant to the Municipal Act, Chapter 119, R.S.Y.T., 2002;

WHEREAS, it is desirable and expedient to enact a zoning bylaw which is applicable to the Official Community Plan; and

THEREFORE, the Council for the Municipality of the Village of Haines Junction, in open meeting duly assembled, ENACTS AS follows:

Short Title

1. This Bylaw shall be cited as the Village of Haines Junction Zoning Bylaw.

Repeal of Existing Legislation

2. Bylaw # 104-96, as amended, is hereby repealed as of the date of commencement of this Bylaw.

Enactment

3. This Bylaw shall come into force and effect on the final passage thereof.

Read a first time on the ___ day of _____, 2024.

Read a second time on the ___ day of _____, 2024.

Read a third time and adopted on the ___ day of _____, 2024.

Bruce Tomlin, Mayor

David Fairbank, Chief Administrative Officer



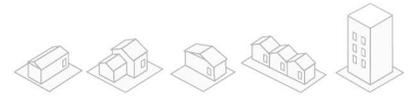


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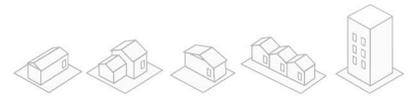


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SCHEDULES:

A – ZONING MAP

B – DEZADEASH RIVER AND PINE CREEK BUFFER



PART I ADMINISTRATION

I.1 TITLE AND REVIEW

- 1.1.1 This bylaw is called “The Village of Haines Junction Zoning Bylaw” and includes Schedules A and B.
- 1.2.1 The Development Officer shall provide Council with a report of all applications and development permits issued under this bylaw for the previous calendar year by March 1st of the subsequent year. The report shall include recommendation of any amendments necessary to ensure the zoning bylaw is consistent with meeting the vision, principles and land use objectives of the Official Community Plan.
- 1.12.2 Council shall schedule a review of the zoning bylaw at the first regular meeting after receipt of the Development Officer report to consider its recommendations.

I.2 PURPOSE OF THE BYLAW

- 1.2.1 This bylaw provides the regulatory framework for orderly, economic, social, and environmentally responsible development within the Village of Haines Junction by:
 - a) Implementing the goals and objectives of the Official Community Plan;
 - b) Establishing land use zones and associated regulations to control the use, location, type, and level of development allowed to occur on a parcel of land within the Village of Haines Junction; and
 - c) Setting out rules and procedures, information requirements, and processes to be followed to permit the consistent review and timely decision-making on an application to undertake a development, rezone a parcel, or file a development appeal.

I.3 ENABLING LEGISLATION

- 1.3.1 This bylaw has been passed in conformance with the *Municipal Act*, Chapter 154, R.S.Y.T., 2002.

I.4 SEVERABILITY

- 1.4.1 If any section, subsection, sentence, clause, or phrase of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed from the bylaw and such decision shall not affect the validity of the remaining portions of this bylaw.

I.5 APPLICATION OF REGULATIONS

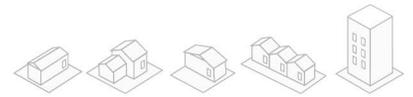
- 1.5.1 Wherever the requirements of this bylaw are at variance with the requirements of other bylaws, regulations, statutes, deed restrictions or covenants, the more restrictive or that imposing the higher standard shall govern;
- 1.5.2 Where this bylaw sets out both general and specific regulations that could apply to a situation, the specific regulation shall apply.

I.6 COMPLIANCE WITH OTHER LEGISLATION

- 1.6.1 In addition to complying with this bylaw, a person applying for a development permit is responsible for ascertaining and complying with the requirements of any other applicable municipal, territorial, or federal legislation, without limiting the generality of the foregoing health, fire and building standards.
- 1.6.2 The issuance of a permit does not relieve the property owner from complying with any easement, covenant, lease, scheme, or development agreement that affects the development.

I.7 CONFORMITY





1.7.1 No land, building, or structure shall be used, and no development in the entire geographical area of the Village of Haines Junction is permitted for any purpose, except in conformity with this bylaw.

1.8 NON-CONFORMING BUILDINGS & USES

1.8.1 Non-conforming uses will be dealt with according to the provisions of the *Municipal Act*. A non-conforming use may be continued, but if that use is discontinued for 12 months or more, any subsequent use of the land or building shall conform to the provisions of the Official Community Plan and Zoning Bylaw then in effect.

1.8.2 A non-conforming building or structure may not be enlarged, added to or substantially altered except to increase its conformity.

1.8.3 Repairs, maintenance, decoration or installations that do not alter the size of the building or other structure or involve the rearrangement or replacement of structural supporting elements shall not be considered to be structural alterations and are permitted.

1.8.4 The lawful non-conforming use of a portion of the land, building or structure may be extended throughout the rest of the site, building or structure provided there are no structural alterations or construction of additional buildings and structures.

1.8.5 The non-conforming use of land or a building is not affected by a change of ownership, tenancy or occupancy of the land or building except as limited by the conditions set out in section 1.8.4.

1.8.6 If a non-conforming building or structure is destroyed by fire or damaged to an extent of 75% of the assessed value of the building, it may not be rebuilt or repaired except in conformity with the Official Community Plan and Zoning Bylaw then in effect.

1.9 NON-CONFORMING LOT SIZES

1.9.1 Lots created before the approval of this bylaw that are less than the minimum dimensions, or more than the maximum dimensions, required of the zone they are in, shall be considered to be conforming lots for the purposes of this bylaw.

1.9.2 All lots that are shown on a registered plan prior to the passage of this bylaw which have an area less than the minimum lot size, or more than the maximum lot size, required for the zone in which they are situated, shall be allowed to develop the uses permitted in that particular zone provided that all other requirements of this bylaw are complied with. Rear and side yard setbacks may be reduced proportionately by the same percentage that the lot is less than the minimum for that zone.

1.10 DEVELOPMENT OFFICER

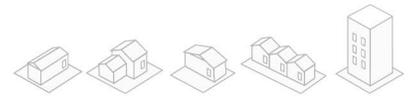
1.10.1 The position of Development Officer is established to administer this bylaw. One or more employees of the Village shall be appointed to fulfill the duties of this position.

1.10.2 The Development Officer shall receive completed applications for a development permit, an amendment to this bylaw, or a Certificate of Zoning Compliance.

1.10.3 The duties of the Development Officer include:

- a) receiving, reviewing, and making recommendations to Council on any application to amend the text of this bylaw or Schedule A, the Zoning Map;
- b) approving, rejecting, or approving development permits with conditions as the case may be, and issuing Certificates of Zoning Compliance;



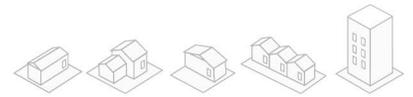


- c) referring an application to any federal or territorial department, the Champagne and Aishihik First Nation or any other agency or body deemed appropriate for advice and comment;
- d) maintaining a current copy of this bylaw for inspection or purchase at a reasonable cost by the public during normal office hours;
- e) maintaining a public register of all development permit and zoning amendment applications received, including the decisions made;
- f) exercising discretion in relaxing yard setbacks of up to 5% of the requirements of this bylaw, provided there will be no detrimental impact on adjacent properties or the neighbourhood and the density is not increased by virtue only of the variance; and
- g) performing such other duties as described or implied by this bylaw.

I.11 FEES, FORMS, AND RECORDS

- 1.11.1 Council shall periodically review and update by resolution a standard fee schedule for the application and administration of this bylaw.
- 1.11.2 Council shall adopt by resolution a standard set of forms to be used for the administration of this bylaw with such forms available in hard copy and electronic form.





PART 2 ZONES AND ZONE REGULATIONS

2.1 ZONING MAPS

2.1.1 The Village of Haines Junction is divided into land use zones and the boundaries of these zones are shown on the zoning map, attached as Schedule A, forming part of this bylaw.

2.2 ZONE BOUNDARIES

The boundaries on the zoning maps shall be interpreted as follows:

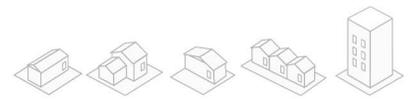
- 2.2.1 Where a zone boundary is shown as following a highway or road right-of-way or watercourse, the centre line of the right-of-way or watercourse shall be the zone boundary;
- 2.2.2 Where the zone boundary does not follow a legally defined line, and where the distances are not specifically indicated, the location of the zone boundary shall be determined by referencing topographic and scaling information from the zoning maps;
- 2.2.3 When any public roadway is closed, the roadway lands have the same zoning as the abutting land. Where different zones govern abutting lands, the centre of the roadway is the zone boundary unless the boundary is shown clearly following the edge of the roadway.

2.3 LIST OF ZONES

2.3.1 For the purpose of this Zoning Bylaw, the Village of Haines Junction is divided into the following zones:

- | | | |
|----|------------------------------|-----|
| a) | Urban Residential | R-1 |
| b) | Multiple Unit Residential | R-2 |
| c) | Country Residential | RC |
| d) | Tourist Commercial | CT |
| e) | Mixed Commercial | CM |
| f) | Light (Service) Industrial | M-1 |
| g) | Public Use Community | PD |
| h) | Parks & Recreation Community | PR |
| i) | Agriculture Residential | AR |
| j) | Agriculture General | AG |
| k) | Greenbelt Community | GB |
| l) | Open Space | OS |
| m) | Future Development | FD |





2.4 URBAN RESIDENTIAL ZONE (R-1)

2.4.1 Zone Intent:

- a) This zone is to provide for low and medium density residential development and residential related uses on smaller lots with municipal services i.e. water and sewer.

2.4.2 Permitted Uses

- a) Dwelling, Attached
- b) Single Family Dwellings
- c) Mobile Homes
- d) Short Term Rental Accommodations

2.4.3 Accessory Uses

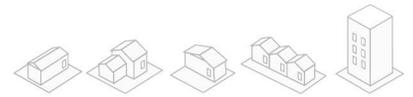
- a) Bed and Breakfasts
- b) Family Day-Homes
- c) Home Businesses
- d) Minor Agricultural Pursuits
- e) Secondary Suites

2.4.4 Regulations

- a) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size	Single	400.00 m ² (4,305.56 ft ²)
	Dwelling, Attached	300.00 m ² (3,229.17 ft ²)
(when each unit is sited on its own titled property)		
Maximum Lot Size		750.00 m ² (8,072.93 ft ²)
Maximum Number of Dwelling Units	Lots 400 m ² or larger	Two
	Lots under 400 m ²	One
Maximum Site Coverage		50%
Minimum Size of Dwelling (GFA)		20.00 m ² (215.28 ft ²)
Dwelling	Height (max)	10.00 m (32.81 ft)
	Front Yard (min)	3.00 m (9.84 ft)
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	1.50 m (4.92 ft)
	With abutting lot at rear	Rear Yard (min)
Accessory Building (without dwelling)	Height (max)	5.00 m (16.4 ft)
	Front Yard (min)	3.00 m (9.84 ft)
	Side Yard (min)	1.00 m (3.28 ft)
	Rear Yard (min)	1.00 m (3.28 ft)

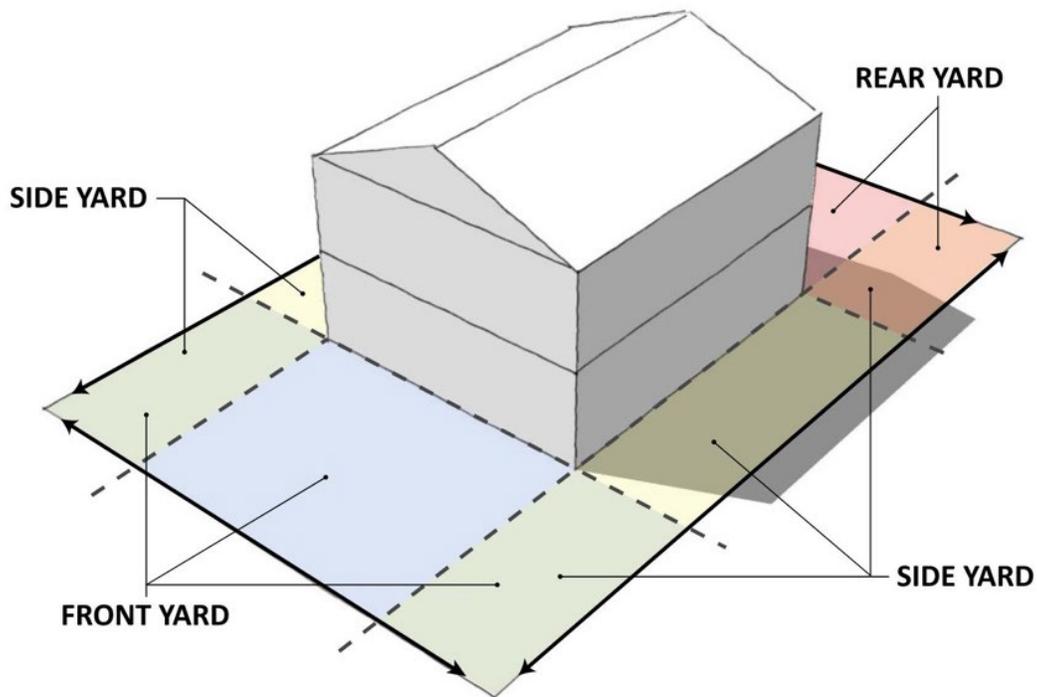


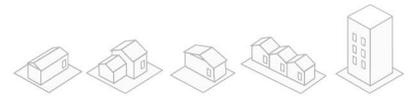


2.4.5 Other Regulations

- a) No accessory buildings or uses will be permitted until the first dwelling is completed, unless approval is granted by the Development Officer.
- b) Every mobile home placed on a lot shall be identified by an attached Canadian Standards Association (C.S.A.) metal label stating that its construction meets C.S.A. standards.
- c) New placement of mobile homes on a lot is restricted to homes no older than ten years old, unless approval is granted by the Development Officer.
- d) The underside of each mobile home shall be completely screened from view by the foundation, skirting or other means that is of a manufactured or similar type to harmonize with the unit within 30 days of placement on the lot.

Illustration of Yards





2.5 MULTIPLE UNIT RESIDENTIAL ZONE (R-2)

2.5.1 Zone Intent:

- a) This zone is to provide for medium to high-density residential development and related uses.

2.5.2 Permitted Uses

- a) Care Facilities, Group
- b) Care Facilities, Seniors
- c) Multiple Unit Housing
- d) Short Term Rental Accommodations

2.5.3 Accessory Uses

- a) Family Day-Homes
- b) Home Businesses
- c) Minor Agricultural Pursuits
- d) Parks / Playgrounds

2.5.4 Regulations

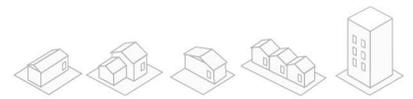
- a) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size		450.00 m ² (4,843.76 ft ²)
Minimum Density		25 Units per Hectare
Minimum Number of Dwelling Units		Three
Building with Dwelling	Height (max)	15.00 m (49.21 ft)
	Front Yard (min)	3.00 m (9.84 ft)
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	1.50 m (4.92 ft)
Accessory Building	Height (max)	5.00 m (16.4 ft.)
	Front Yard (min)	3.00 m (9.84 ft)
	Side Yard (min)	1.00 m (3.28 ft)
	Rear Yard (min)	1.00 m (3.28 ft)

2.5.5 Other Regulations

- a) No accessory buildings or uses will be permitted until the principal building is completed, unless approval is granted by the Development Officer.
- b) Adequate provision for the storage and removal of garbage.





2.6 COUNTRY RESIDENTIAL ZONE (RC)

2.6.1 Zone Intent:

- a) This zone is to provide for larger residential lots in a rural setting where the owner is responsible for sewage disposal and water supply.

2.6.2 Permitted Uses

- a) Duplexes
- b) Single Family Dwellings
- c) Short Term Rental Accommodations

2.6.3 Accessory Uses

- a) Bed and Breakfasts
- b) Family Day-Homes
- c) Home Businesses
- d) Home Industries
- e) Minor Agricultural Pursuits
- f) Secondary Suites

2.6.4 Regulations

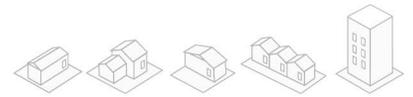
- a) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size		0.9 ha (2.22 acres)
Maximum Lot Size		1.9 ha (4.70 acres)
Maximum Number of Dwelling Units		Three
Minimum Size of Dwelling (GFA)	First dwelling	55.00 m ² (592.02 ft ²)
	Second & Third dwelling	20.00 m ² (215.28 ft ²)
Building with Dwelling	Height (max)	10.00 m (32.81 ft)
	Front Yard (min)	7.50 m (24.61 ft)
	Side Yard (min)	4.50 m (14.76 ft)
	Rear Yard (min)	7.50 m (24.61 ft)
Accessory Building	Height (max)	7.00 m (22.97 ft)
	Front Yard (min)	7.50 m (24.61 ft)
	Side Yard (min)	4.50 m (14.76 ft)
	Rear Yard (min)	7.50 m (24.61 ft)

2.6.5 Other Regulations

- a) No accessory buildings or uses will be permitted until the first dwelling is completed, unless approval is granted by the Development Officer.





2.7 TOURIST COMMERCIAL ZONE (CT)

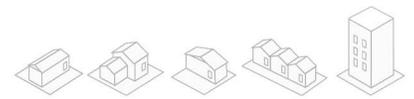
2.7.1 Zone Intent:

- a) This zone is to provide for a range of commercial uses that provide service to local industry and /or highway tourism and service needs. Mixed commercial and residential uses in this zone are permitted, though the area remains predominantly a service commercial zone.

2.7.2 Permitted Uses

- a) Agricultural Supply and Sales
- b) Animal Clinics/Hospitals
- c) Bake Shops
- d) Broadcasting and Recording
- e) Bus Terminals
- f) Car Washes
- g) Child Care Centres
- h) Commercial and Residential Mixed Uses
- i) Commercial Greenhouses
- j) Commercial Recreation
- k) Drive in or Drive-Thru Businesses
- l) General Contractor Services
- m) Licensed Premises pursuant to the Liquor Act
- n) Offices
- o) Overnight Accommodations
- p) Personal Service Establishments
- q) Places of Worship
- r) Public Buildings
- s) R.V. Campgrounds
- t) Restaurants
- u) Retail Stores
- v) Service Stations
- f) Short Term Rental Accommodations
- w) Utility Infrastructure
- x) Vehicle Sales, Rental and Services





2.7.3 Accessory Uses

- a) Bed and Breakfasts
- b) Home Businesses
- c) Secondary Suites
- d) Single Family Dwellings
- e) Temporary Retail Sales
- f) Temporary Uses
- g) Outdoor Storage

2.7.4 Regulations

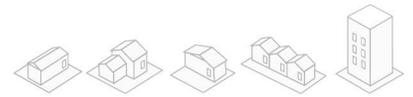
- a) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size		464.00 m ² (4,994.45 ft ²)
Minimum Size of Dwelling (GFA)		20.00 m ² (215.28 ft ²)
Maximum Size of Single Detached Dwelling (GFA)		100.00 m ² (1,076.39 ft ²)
Principal Building	Height (max)	15.00 m (49.21 ft)
	Front Yard (min)	None
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	2.50 m (8.20 ft)
Accessory Building	Height (max)	10.00 m (32.81 ft)
	Front Yard (min)	None
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	2.50 m (8.20 ft)

2.7.5 Other Regulations

- a) An accessory dwelling cannot be built or occupied until the principal commercial unit is complete or its use operational.
- b) Only one single family dwelling is permitted, which must be accessory to the principal use and shall not exceed 40% of the gross floor area of the combined buildings on the lot.
- c) Notwithstanding 2.7.5 (b), if the applicant demonstrates, to the satisfaction of the Development Officer, that the principal commercial use is complete and operational without the requirement of a principal commercial or industrial building, the 40% gross floor area restriction of 2.7.5 (b) will not apply until such time as a principal commercial building is developed.
- d) If uses may be or become hazardous or injurious as regards health or safety or which adversely affect the amenities of the neighbourhood or interferes with or may interfere with normal enjoyment of any land, building or structure, these uses shall be screened from adjacent sites and roads, through the use of fences, berms, landscaping, or a combination therefore, to the satisfaction of the Development Officer.





2.8 MIXED COMMERCIAL ZONE (CM)

2.8.1 Zone Intent:

- a) This zone is to provide for a mixture of commercial and residential uses and to promote a vibrant commercial core.

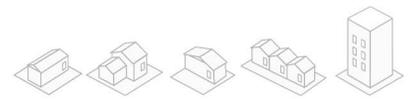
2.8.2 Permitted Uses

- a) Animal Clinics/Hospitals
- b) Bake Shops
- c) Broadcasting and Recording
- d) Child Care Centres
- e) Civic Uses
- f) Commercial Recreation
- g) Commercial and Residential Mixed Uses
- h) Licensed Premises pursuant to the Liquor Act
- i) Multiple Unit Housing
- j) Offices
- k) Overnight Accommodations
- l) Personal Service Establishments
- m) Public Buildings
- n) Parks / Playgrounds
- o) Restaurants
- p) Retail Stores
- g) Short Term Rental Accommodations

2.8.3 Accessory Uses

- a) Bed and Breakfasts
- b) Home Businesses
- c) Secondary Suites
- d) Single Family Dwellings
- e) Temporary Retail Sales
- f) Temporary Uses
- g) Outdoor storage





2.8.4 Regulations

a) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size		464.00 m ² (4,994.45 ft ²)
Maximum Number of Dwelling Units		None
Minimum Size of Dwelling (GFA)		20.00 m ² (215.28 ft ²)
Maximum Size of Single Detached Dwelling (GFA)		100.00 m ² (1,076.39 ft ²)
Principal Building	Height (max)	15.00 m (49.21 ft)
	Front Yard (min)	None
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	2.50 m (8.20 ft)
Accessory Building	Height (max)	10.00 m (32.81 ft)
	Front Yard (min)	None
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	2.50 m (8.20 ft)

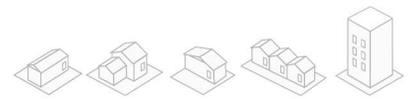
2.8.5 Other Regulations

- a) An accessory dwelling cannot be built or occupied until the principal commercial unit is complete or its use operational.
- b) Only one single family dwelling is permitted, which must be accessory to the principal use and shall not exceed 40% of the gross floor area of the combined buildings on the lot.
- c) Notwithstanding 2.8.5 (b), if the applicant demonstrates, to the satisfaction of the Development Officer, that the principal commercial use is complete and operational without the requirement of a principal commercial or industrial building, the 40% gross floor area restriction of 2.8.5 (b) will not apply until such time as a principal commercial building is developed.
- d) If uses may be or become hazardous or injurious as regards health or safety or which adversely affect the amenities of the neighbourhood or interferes with or may interfere with normal enjoyment of any land, building or structure, these uses shall be screened from adjacent sites and roads, through the use of fences, berms, landscaping, or a combination therefore, to the satisfaction of the Development Officer.

2.8.6 Special Modifications

- a) The following lots in Table 1 are designated CMx, the special modification being that one single family dwelling is permitted as a principal use and that this one single family dwelling is not subject to the maximum size regulation:





Civic Address	Block	Lot
191 Alaska Highway	5	9
217 Alaska Highway	10	7
219 Alaska Highway	Quad 115A/13	1101
221 Alaska Highway	Quad 115A/13	1088
222 Alaska Highway	Quad 115A/13	1071
223 Alaska Highway	Quad 115A/13	1
224 Alaska Highway	Quad 115A/13	1036
228A Alaska Highway	Quad 115A/13	1097-1
230 Alaska Highway		Lot 25 group 803
231 Alaska Highway	Quad 115A/13	1087
232 Alaska highway	Quad 115A/13	1076
234 Alaska Highway	Quad 115A/13	1049
101 Auriol Street	7	19
103 Auriol Street	7	18
108 Auriol Street	20	21
107/109 Auriol Street	7	21
113 Auriol Street	7	13
115 Auriol Street	7	12
117 Auriol Street	7	11
183 Backe Street	11	23
197 Backe Street	11	21
135 Dalton Street	3	28
143 Dalton Street	3	19
100 Kathleen Street	7	1
102 Kathleen Street	7	2
104 Kathleen Street	7	3
106 Kathleen Street	7	4
112 Kathleen Street	7	22
116 Kathleen Street	7	23
174 Lucania Street	8	14
176 Lucania Street	8	13
180 Lucania Street	8	11
158 Martin Street	5	13
100 Steel Street	6	20
102 Steel Street	6	19
147 Haines Road	5	8



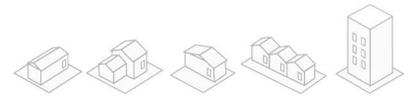


Table 1 – CMx Special Modification Lots

2.9 LIGHT (SERVICE) INDUSTRIAL ZONE (M-I)

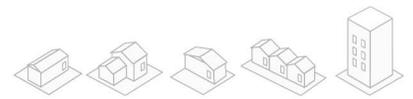
2.9.1 Zone Intent:

- a) This zone is to provide for the development of light industrial activities including manufacturing, storage, industrial services, and other commercial services. Permitted residential uses in this district are modest and secondary to the principal industrial use.

2.9.2 Permitted Uses

- a) Agricultural Supply and Sales
- b) Alcohol Productions
- c) Animal Clinics/Hospitals
- d) Animal Shelters
- e) Boarding or Breeding Facilities
- f) Broadcasting and Recording
- g) Car Washes
- h) Commercial Greenhouses
- i) Commercial Vehicle Sales, Rental and Services
- j) Equipment Sales, Service and Rentals
- k) General Contractor Services
- l) Hazardous Goods Storage
- m) Manufacturing, Light
- n) Offices
- o) Outdoor Storage
- p) Outdoor Storage, Truck
- q) Processing, Light
- r) Public Buildings
- s) R. V. Campgrounds
- t) Recycling Depots
- u) Retail Stores
- v) Service Stations
- w) Utility Infrastructure
- x) Vehicle Sales, Rental and Services
- y) Warehouse Facilities





2.9.3 Accessory Uses

- a) Restaurants
- b) Shipping Containers
- c) Single Dwelling
- d) Temporary Retail Sales
- e) Temporary Uses

2.9.4 Regulations

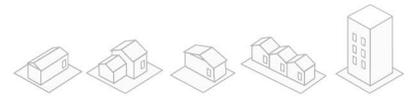
- a) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size		0.20 hectares (0.49 acres)
Maximum Number of Dwelling Units		One
Minimum Size of Dwelling (GFA)		20.00 m ² (215.28 ft ²)
Maximum Size of Dwelling (GFA)		100.00 m ² (1,076.39 ft ²)
Principal Building	Height (max)	15.00 m (49.21 ft)
	Front Yard (min)	4.50 m (14.76 ft)
	Side Yard (min)	4.50 m (14.76 ft)
	Rear Yard (min)	4.50 m (14.76 ft)
Accessory Building	Height (max)	10.00 m (32.81 ft)
	Front Yard (min)	2.50 m (8.20 ft)
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	2.50 m (8.20 ft)

2.9.5 Other Regulations

- a) An accessory dwelling cannot be built or occupied until the principal industrial use is operational to the satisfaction of the Development Officer.
- b) Only one dwelling is permitted, which must be accessory to the principal use and shall not exceed 40% of the gross floor area of the combined buildings on the lot.
- c) Notwithstanding 2.9.5 (b), if the applicant demonstrates, to the satisfaction of the Development Officer, that the principal industrial use is complete and operational without the requirement of a principal commercial or industrial building, the 40% gross floor area restriction of 2.9.5 (b) will not apply until such time as a principal industrial building is developed.
- d) Any other permitted accessory use, such as office, administrative, or retail operations shall not exceed 33% of the total floor area of the building(s) devoted to the principal use.
- e) Shipping containers shall not be stacked in any M-1 zone.
- f) A Site Plan will be required with the submission of a Development Permit application at the discretion of the Development Officer. This will indicate the landscape treatment, screening, and location of parking, loading outside operation / storage areas, waste / recycling receptacles, fencing, and accessory buildings. The Development Officer shall ensure that the locations of these





facilities are accessible to service vehicles as necessary, and do not disrupt onsite circulation and are appropriately fenced or screened.

- g) Where a permitted development abuts a non-industrial use or land use district, the Development Officer may require mitigation of potential development impacts on adjacent land use, including but not limited to:
 - (i) Provision of noise attenuating walls;
 - (ii) Increased landscaping, including a landscaped buffer;
 - (iii) Relocation of parking areas, walkways, business entrances or other high activity areas from residential property lines;
 - (iv) Screening or relocating on-site lighting to avoid spillage onto residential sites;
 - (v) Restricting the location of outdoor speakers;
 - (vi) Changing the proposed structure to mitigate noise, light, or glare impacts.
- h) A Solid Waste Management Plan may be required with the submission of a Development Permit application at the discretion of the Development Officer, which will depend on the use and nature of the proposed facility.
- i) A Water Demand Estimation report may be required with the submission of a Development Permit application at the discretion of the Development Officer, which will depend on the proposed operations to occur at the proposed facility.
- j) A Stormwater Management Plan may be required with the submission of a Development Permit application at the discretion of the Development Officer, which will depend on an assessment of the proposed water, sanitary, and storm servicing.
- k) An environmental impact statement may be required with the submission of a Development Permit application at the discretion of the Development Officer for any use or development that may result in significant noise, air, or water emissions or create a fire or explosive hazard that would extend beyond the permitter of the site.
- l) A description of the type and nature of business operations will be required upon application of a Development Permit. Factoring in the location of the site, adjacent uses, related traffic operations (deliveries, pickups, etc.) and impacts of business operations, the Development Officer may place restrictions on hours of operation of the proposed facility.

2.9.6 Special Modifications

- a) The following lots are designated M-1x, the special modification being that the one permitted dwelling is not subject to the maximum size regulation:



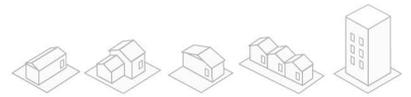
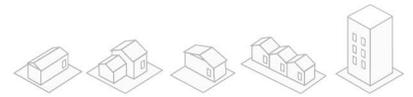


Table 2 – M-1x Special Modification Lots

Address	Block	Lot
111 Fireweed Street	33	2
103 Fireweed Street	33	5
100 Quill Crescent	34	1
106 Quill Crescent	34	4
110 Quill Crescent	34	6
116 Quill Crescent	34	9
118 Quill Crescent	34	10
124 Quill Crescent	34	13
126 Quill Crescent	34	14
136 Quill Crescent	34	19
110 Fireweed Street	35	4
112 Fireweed Street	35	5
114 Fireweed Street	35	15
105 Quill Crescent	35	13





2.10 PUBLIC USE COMMUNITY ZONE (PD)

2.10.1 Zone Intent:

- a) This zone is to provide for the development of institutional, educational, community service, and recreational uses and facilities.

2.10.2 Permitted Uses

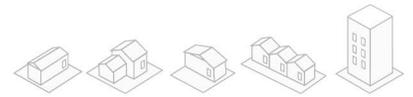
- a) Assembly
- b) Landfill and Lagoon
- c) Band Stands
- d) Care Facilities, Clinic
- e) Care Facilities, Group
- f) Care Facilities, Medical
- g) Care Facilities, Seniors
- h) Cemeteries and Funeral Services
- i) Childcare Centres
- j) Education Facilities
- k) Maintenance Facilities
- l) Parking Area or Lot
- m) Parks/Playgrounds
- n) Places of Worship
- o) Private Clubs and Lodges
- p) Public Buildings
- q) Utility Infrastructure
- r) Aviation-Restricted
- s) Civic Uses

2.10.3 Accessory Uses

- a) Restaurants
- b) Secondary Suites
- c) Single Family Dwelling
- d) Temporary Sales
- e) Temporary Uses

2.10.4 Regulations





a) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size		464.00 m ² (4,994.45 ft ²)
Principal Building	Height (max)	15.00 m (49.21 ft)
	Front Yard (min)	None
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	2.50 m (8.20 ft)
Accessory Building	Height (max)	10.00 m (32.81 ft)
	Front Yard (min)	None
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	2.50 m (8.20 ft)

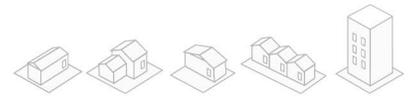
2.10.5 Other Regulations

- a) No accessory buildings or uses will be permitted until the principal unit is complete or its use operational.
- b) Only one single family dwelling accessory to the principal use is permitted and shall not exceed 40% of the gross floor area of the combined buildings on the lot.
- c) Where the site abuts a residential zone, the property shall be fenced and/or screened with landscaping to the satisfaction of the Development Officer having regard to the nature of the use, the potential impacts on the use on the normal use and enjoyment of the neighbouring properties and security.

2.10.6 Special Modifications

- a) Lot 8 Block 5 (147 Haines Road) is designated PDx, the special modification being that one single family dwelling is permitted as a principal use.





2.11 PARKS AND RECREATION COMMUNITY ZONE (PR)

2.11.1 Zone Intent:

- a) This zone is to provide for the development of active and passive recreational areas.

2.11.2 Permitted Uses

- a) Band Stands
- b) Cemeteries and Funeral Services
- c) Fairgrounds
- d) Golf Courses
- e) Greenbelts
- f) Minor Agricultural Pursuits
- g) Outdoor Amphitheatre
- h) Parks/Playgrounds
- i) Public Buildings

2.11.3 Accessory Uses

- a) Temporary Sales
- b) Temporary Uses

2.11.4 Regulations

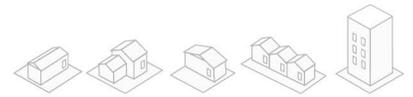
- a) Minimum and Maximum Requirements:

Requirements		
Principal Building	Height (max)	15.00 m (49.21 ft)
	Front Yard (min)	3.00 m (9.84 ft)
	Side Yard (min)	3.00 m (9.84 ft)
	Rear Yard (min)	3.00 m (9.84 ft)
Accessory Building	Height (max)	15.00 m (49.21 ft)
	Front Yard (min)	1.00 m (3.28 ft)
	Side Yard (min)	1.00 m (3.28 ft)
	Rear Yard (min)	1.00 m (3.28 ft)

2.11.5 Other Regulations

- a) Consideration will be given to public safety and wildlife prior to any development.
- b) All parcel and development regulations shall be at the discretion of the Development Officer.





2.12 AGRICULTURE RESIDENTIAL (AR)

2.12.1 Zone Intent:

- a) This zone is to provide for a limited range of agricultural pursuits in a residential setting.

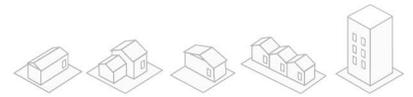
2.12.2 Permitted Uses

- a) Agricultural Supply and Sales
- b) Animal Clinics/Hospitals
- c) Apiary
- d) Boarding or Breeding Facilities
- e) Child Care Centres
- f) Farms
- g) Farm Sales of Agricultural Products Produced on the Lot
- h) Gardens
- i) Greenhouses
- j) Horticulture
- k) Keeping of Domestic Livestock up to the Regulated Maximum
- l) Landscaping Operations
- m) Nurseries
- n) Parks/Playgrounds
- o) Private Riding Facilities and Stables
- p) Rodeo Facilities
- q) Short Term Rental Accommodations
- r) Single Family Dwelling

2.12.3 Accessory Uses

- a) Bed and Breakfasts
- b) Family Day-Homes
- c) Home Businesses
- d) Home Industries
- e) Secondary Suites
- f) Temporary Uses





2.12.4 Regulations

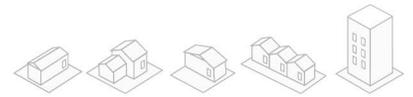
a) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size		4.00 hectares (9.88 acres)
Maximum Lot Size		6.00 hectares (14.83 acres)
Maximum Number of Dwelling Units		Three
Minimum Size of Dwelling (GFA)	First dwelling	55.00 m ² (592.02 ft ²)
	Second & Third dwelling	20.00 m ² (215.28 ft ²)
All Buildings	Height (max)	15.00 m (49.21 ft)
	Front Yard (min)	15.00 m (49.21 ft)
	Side Yard (min)	15.00 m (49.21 ft)
	Rear Yard (min)	15.00 m (49.21 ft)

2.12.5 Other Regulations

- a) The maximum combined number of livestock and cattle is 25.
- b) The maximum number of pigs is 30.
- c) The maximum number of poultry (including chickens, turkeys, quails, ducks, geese etc.) is 300.
- d) At the discretion of the Development Officer, the maximum number of livestock, cattle, pigs and poultry or all of these, may be increased, subject to the submission of, and continued compliance with, an acceptable management plan.
- e) Appropriate fencing shall be in place on all properties for any livestock, animals, horses, poultry, pigs, etc. and shall include overhead fencing when necessary.
- f) The nature of agricultural use and intensity of development may be restricted if, in the opinion of the Development Officer, the use would:
 - (vii) attract migratory birds or potentially create human/wildlife conflicts, and
 - (viii) potentially create noise, odour, traffic, dust or related conflicts that would interfere with the use and enjoyment of neighbouring properties in the same or adjacent land zones.





2.13 AGRICULTURE GENERAL (AG)

2.13.1 Zone Intent:

- a) This zone is to provide for a full range of agricultural pursuits.

2.13.2 Permitted Uses

- a) Abattoir
- b) Agricultural Supply and Sales
- c) Apiary
- d) Boarding or Breeding Facilities
- e) Farms
- f) Farm Sales of Agricultural Products Produced on the Lot
- g) Gardens
- h) Greenhouses
- i) Horticulture
- j) Keeping and Grazing of Domestic Livestock
- k) Nurseries
- l) Private Riding Facilities and Stables

2.13.3 Accessory Uses

- a) Secondary Suites
- b) Single Family Dwelling
- c) Temporary Uses

2.13.4 Regulations

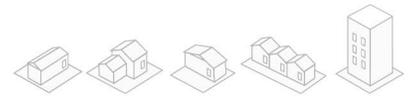
- b) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size		40.00 hectares (98.84 acres)
Maximum Number of Dwelling Units		Three
All Buildings	Height (max)	15.00 m (49.21 ft)
	Front Yard (min)	15.00 m (49.21 ft)
	Side Yard (min)	15.00 m (49.21 ft)
	Rear Yard (min)	15.00 m (49.21 ft)

2.13.5 Other Regulations

- g) Appropriate fencing shall be in place on all properties for any livestock, animals, horses, poultry, pigs, etc. and shall include overhead fencing when necessary.
- h) The nature of agricultural use and intensity of development may be restricted if, in the opinion of the Development Officer, the use would potentially create human/wildlife conflicts.





2.14 GREENBELT COMMUNITY ZONE (GB)

2.14.1 Zone Intent:

- a) This zone is to protect environmentally sensitive areas and/or lands that is not suitable for development, while providing access to the public in a manner that programs and preserves the land in its natural state.

2.14.2 Permitted Uses

- a) Greenbelts
- b) Parks

2.14.3 Accessory Uses

- a) None

2.14.4 Regulations

- a) All parcel and development regulations shall be at the discretion of the Development Officer and shall proceed in a manner to minimize impacts on the natural environment.
- b) Consideration will be given to public safety and wildlife prior to any development.
- c) The Development Officer may require vegetation management to facilitate wildfire protection and address aesthetic, wildlife or other vegetation concerns.
- d) In addition to the regulations listed above, other general regulations in this Bylaw may also apply.

2.15 OPEN SPACE ZONE (OS)

2.15.1 Zone Intent:

- a) This zone contains land which for which no use has been allocated. No use is permitted until an appropriate use has been determined and allocated by bylaw.

2.15.2 Permitted Uses

- a) None

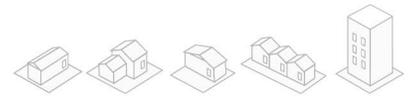
2.15.3 Accessory Uses

- a) None

2.15.4 Regulations

- a) All parcel and development regulations shall be at the discretion of the Development Officer.
- b) Consideration will be given to public safety and wildlife prior to any development.
- c) Any building, structure, and/or infrastructure on-site shall be temporary to ensure the proposed development does not limit future planning and orderly development of lands.
- d) The Development Officer may impose such temporal and use conditions as necessary to ensure the proposed development does not limit future planning and orderly development.





2.16 FUTURE DEVELOPMENT ZONE (FD)

2.16.1 Zone Intent:

- a) This zone is to protect land in a generally undeveloped and natural state until such time as comprehensive planning has occurred to determine appropriate zoning.

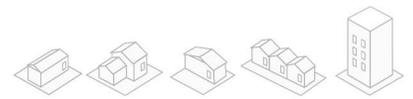
2.16.2 Permitted Uses

- a) Farms
- b) Farm Sales
- c) Horticulture
- d) Minor Agricultural Pursuits
- e) Parks
- f) Temporary Uses

2.16.3 Regulations

- a) All parcel and development regulations shall be at the discretion of the Development Officer.
- b) Consideration will be given to public safety and wildlife prior to any development.
- c) Any building, structure, and/or infrastructure on-site shall be temporary to ensure the proposed development does not limit future planning and orderly development of lands.
- d) The Development Officer may impose such temporal and use conditions as necessary to ensure the proposed development does not limit future planning and orderly development.
- e) The Development Officer may require the applicant to enter into a Development Agreement for any proposed use within this zone to limit encumbrances to the future planning and orderly development of lands.





PART 3 GENERAL PROVISIONS

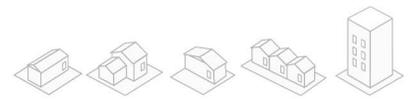
3.1 USES PERMITTED IN ALL ZONES

- 3.1.1 The following uses shall be permitted in any zone providing they conform to the regulations of this bylaw:
- a) Public Utility services and underground or submarine utility systems, the installations of which may be sited on any portion of a lot.
 - b) Public parks and playgrounds.
 - c) Trails and active transportation routes.
 - d) Accessory buildings and structures.
 - e) Domestic gardens and greenhouses.
 - f) Signs, when confirming with the requirements outlined in Subsection 3.21.
 - g) Home office in any permitted dwelling unit.
 - h) Solar energy systems as an accessory use, except in the Open Space (OS) zone and Community Green Belt (GB) zone.
 - i) Required minimum parking areas.

3.2 TEMPORARY USES

- 3.2.1 A temporary use, other than a temporary residence, may be authorized where it is in the public interest to do so and:
- a) It conforms to the regulations of this bylaw;
 - b) It is seasonal or temporary in nature and provides a service in the public interest;
 - c) It is an interim land use with a defined lifespan of less than one year;
 - d) Impacts associated with the proposed use will be mitigated; and
 - e) The site will be restored suitable to an intended future use.
- 3.2.2 A mobile home, recreation vehicle, or temporary structure is permitted as a temporary residence in all residential zones providing that:
- a) A building permit has been issued for a dwelling;
 - b) Adequate provision for water supply, wastewater treatment, utilities, solid waste and recycling has been made, to the satisfaction of the Development Officer.
 - c) The term of the temporary residence does not exceed 24 months; and
 - d) The temporary residency shall cease within 30 days of the first residential occupancy of the dwelling on-site.
- 3.2.3 An extension of the temporary residence may be considered by if the dwelling construction has been proceeding with a reasonable diligence during the term of the stay.





3.3 SECONDARY SUITES

3.3.1 A secondary suite, where permitted, shall be treated as an accessory use in the zone in which it is located.

3.4 BED AND BREAKFASTS

3.4.1 A Bed and Breakfast, when permitted in any zone, shall be subject to the following regulations:

- a) The principal residence of the operator must be located in the same dwelling.
- b) The Bed and Breakfast shall not change the principal residential character or external appearance of the property involved.

3.5 SHORT TERM RENTAL ACCOMMODATIONS

3.5.1 A Short Term Rental Accommodation, when permitted in a residential zone, shall be subject to the following regulations:

- a) The Short Term Rental shall not change the principal residential character or external appearance of the property involved.

3.6 HOME OFFICE

3.6.1 A home office, when permitted in any zone, shall be subject to the following regulations:

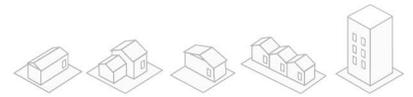
- a) Only residents living on the property may work in the home office.
- b) The home office shall not change the residential character of the site and there shall be no change in the outside appearance of the dwelling unit or accessory building.
- c) There shall be no audible, visible or other evidence of the conduct of a home office.
- d) There shall be no business-related visits on-site, or additional parking needs generated.

3.7 HOME BUSINESS

3.7.1 A home business, when permitted in any zone, shall be subject to the following regulations:

- a) Only residents living on the property and up to two other persons who are not residents may work in the home business on the property. Additional employees may work off site.
- b) The use of a property for a home business shall be incidental and subordinate to its use for residential purposes and shall have no visible change in the outside appearance of the dwelling unit or accessory building, other than one sign.
- c) The home business shall not
 - i) Change the residential character of the site;
 - ii) Create visual, audible or other interference off the property;
 - (ix) Use or store equipment which creates noise, vibration, smoke, dust, odour, glare, fumes, electrical interference, litter, and/or other factors that cause a nuisance to adjacent residents;
 - iii) Store or keep goods, materials or commodities other than in the dwelling and/or in an accessory building, except in the AR and RC zones;





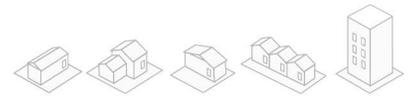
- iv) Park or maintain a commercial vehicle of a capacity of more than 5,000 kg on the property, except in the AR and RC zones;
- v) Operate between the hours of 8:00 pm to 8:00 am
- d) Retail sales shall not be permitted in a home business except for:
 - (i) Sales where the customer does not enter the premises;
 - (ii) Products incidental to a service being provided; and
 - (iii) Products produced on the site.
- e) Any need for parking generated by the conduct of a home business shall be met on-site.

3.8 HOME INDUSTRY

3.8.1 A home industry, when permitted in any zone, shall be subject to the following regulations:

- a) Only residents living on the property and up to four other persons who are not residents may work in the home industry on the property. Additional employees may work off site.
- b) The use of a property for a home industry shall be incidental and subordinate to its use for residential purposes and shall have no visible change in the outside appearance of the dwelling unit or accessory building, other than one sign.
- c) The home industry shall not
 - (i) Change the residential character of the site;
 - (ii) Create visual, audible or other interference off the property;
 - (iii) Use or store equipment which creates noise, vibration, smoke, dust, odour, glare, fumes, electrical interference, litter, and/or other factors that cause a nuisance to adjacent residents;
 - (iv) Salvage or store derelict vehicles and equipment, used building materials, products, and/or similar discarded materials; or
 - (v) Operate between the hours of 8:00 pm to 8:00 am
- d) Only goods and materials directly related to the home industry may be stored on-site, and shall be:
 - (i) Essential to the operation of the home industry;
 - (ii) In a volume consistent with the residential character of the property;
 - (iii) Stored in a safe and organized manner so as not to pose any hazard or nuisance to the surrounding area; and
 - (iv) Screened from view from adjacent properties, if stored outside.
- e) Retail sales shall not be permitted in a home industry except for:
 - (i) Sales where the customer does not enter the premises;
 - (ii) Products incidental to a service being provided; and
 - (iii) Products produced on the site.
- f) Any need for parking generated by the conduct of a home industry shall be met on-site.

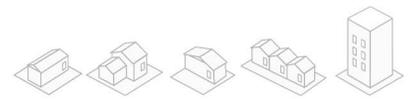




3.9 BOARDING OR BREEDING FACILITY

- 3.9.1 The Development Officer may, when issuing a development permit, determine the maximum number of animals that may be kept at any one time by the operator. In determining the maximum number of animals, the Development Officer shall take into account:
- a) the size of the property;
 - b) the use of adjacent properties;
 - c) the setback distances to any property line or residential dwelling on an adjacent property; and
 - d) noise attenuation measures.
- 3.9.2 In determining the number of animals, animals less than six months of age shall not normally be included.
- 3.9.3 The setback distances specified in the district in which a boarding or breeding facility is located shall apply to all structures or facilities used in the boarding operation, regardless of size or function of the structure or facility. The Development Officer may vary the required setback distance if deemed necessary.
- 3.9.4 No buildings, pens, rooms, exercise runs or holding stalls used to accommodate the animals shall be allowed within 300.00 m (984.25 ft) of an existing dwelling located on an adjacent lot.
- 3.9.5 The Development Officer may require visual screening of the facility, which may include fencing, landscaping and berming.
- 3.9.6 Pens, rooms, exercise runs, and holding stalls shall be adequately soundproofed, if deemed necessary by the Development Officer who shall base their decision on the recommendations of a noise study, the number of animals to be kept at the facility, the proximity of the facility to other uses or other facilities, and the possibility that noise from the facility may adversely affect the amenities of the area.
- 3.9.7 The Development Officer may require animals to be kept indoors between the hours of 8:00 p.m. to 8:00 a.m., except when on leashed walks.
- 3.9.8 Where boarding or breeding facilities are to be located near known wildlife corridors or habitat areas, there shall be strict measures incorporated into the design of the development and operating procedures to ensure that the animals are securely restrained at all times.
- 3.9.9 Boarding and breeding facilities shall be operated in accordance with Yukon health regulations and, in particular, faeces and similar wastes shall be disposed of in a manner acceptable to the public health authority. In no case shall such waste be disposed of in the municipal waste collection system without the written consent of the municipality.
- 3.9.10 A development permit issued for a boarding or breeding facility may be issued for a period up to 5 years and is subject to immediate revocation if the boarding or breeding facility is not developed or operated in accordance with the conditions of approval or if the boarding or breeding facility is deemed by the Development Officer to be having an adverse effect on the amenities of the area or nearby properties.





3.10 ACCESSORY BUILDINGS, PRIVATE GARAGES AND GREENHOUSES

- 3.10.1 Accessory uses and accessory buildings or structures are permitted in all zones where a permit has been issued for a principal use.
- 3.10.2 Unless otherwise specified in this bylaw, accessory buildings and structures are not permitted on any parcel unless the principal use is active and/or the principal building has already been erected or will be erected simultaneously.
- 3.10.3 A private garage or carport attached to and forming part of a principal building or structure shall be considered to be part of the principal building or structure.
- 3.10.4 A greenhouse larger than 10.00 m² (107.64 ft²) GFA is considered an accessory building.

3.11 SHIPPING CONTAINERS

- 3.11.1 All Shipping Containers are considered an accessory building and shall meet the minimum required setbacks for accessory buildings.
- 3.11.2 Shipping Containers shall not be placed on a lot or parcel in a manner that the containers exceed the maximum height restriction specified in the zoning regulations.

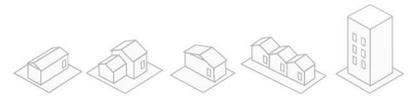
3.12 FENCES AND SCREENING OF OUTDOOR STORAGE AREAS

- 3.12.1 In all zones, fences are permitted in front, rear or side yards.
- 3.12.2 In any residential zone, a fence must:
 - a) Not exceed a height of 1.22 m (4.00 ft) in any required front yard; and
 - b) Not exceed a height of 1.83 m (6.00 ft) in any side or rear yard.
- 3.12.3 In any commercial or industrial zone, all fencing and screening above 2.50 m (8.20 ft) in height shall be at the discretion of the Development Officer.
- 3.12.4 In any non-industrial zone, uses which involve the outdoor storage of goods, machinery, vehicles, building materials, equipment, waste materials, and other similar objects, shall be screened from adjacent sites and roads, through the use of fences, berms, landscaping, or a combination therefore, to the satisfaction of the Development Officer.
- 3.12.5 To increase the chance of survival, landscaping for screening purposes shall be at least 1.80 m (5.91 ft) high at planting and trees shall be placed at regular intervals.

3.13 SOLID WASTE AND RECYCLING

- 3.13.1 Solid waste and recycling management facilities which are suitable for the intended land use may be required by the Development Officer and shall be:
 - a) Stored in animal proof and weatherproof containers that prevent the spread of waste materials;
 - b) Screened from adjacent sites and public roads in an aesthetically pleasing manner at the discretion of the Development Officer; and
 - c) Designed and placed in a location that is easily accessible for waste disposal and pickup.
- 3.13.2 Where any proposed development requires collective waste disposal facilities, the location, manner of storage and screening shall be shown on a site plan included with the development permit application.
- 3.13.3 Collective waste disposal facilities are not permitted within the front or side yard setbacks.





3.14 HEIGHT EXCEPTIONS

3.14.1 The maximum height regulations of this bylaw do not apply to the following:

- a) Chimney stacks
- b) Elevator housings
- c) Flagpoles
- d) Parapet walls
- e) Roof stairway entrances
- f) Skylights
- g) Steeples
- h) HVAC equipment
- i) Any other items deemed by the Development Officer to be of a similar nature to those noted above.

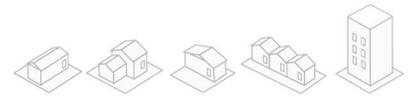
3.15 YARDS AND ALLOWABLE ENCROACHMENT

3.15.1 No development shall be permitted in any yard other than the erection of a gate, fence, wall, or other means of enclosure referred to in Subsection 3.12.

3.15.2 In all zones, the allowable encroachments are permitted as follows:

- a) Chimneys, cornices, leaders, gutters, pilasters, belt courses, sills, bay windows, steps, door canopies, or other similar features, may encroach up to 0.61 m (2.00 ft) into front, side, and rear yards.
- b) Encroachments of steps, eaves, canopies, or decorative overhangs are permitted up to 0.61 m (2.00ft) into front, side, and rear yards.
- c) Encroachments of steps, ramps, or boardwalks, at the discretion of the Development Officer, when required for safe access to a permitted primary or accessory structure due to parcel grade.
- d) Encroachments of uncovered patios or decks up to 0.61 m (2.00 ft) in maximum height from grade, are permitted up to 0.91 m (3.00 ft) into front, side, and rear yards.
- e) Wheelchair ramps are permitted to encroach into any required yard setback, at the discretion of the Development Officer, provided that the ramp:
 - (i) Does not impede fire access to or around the building; and
 - (ii) Is complimentary to and well-integrated into the existing building.





3.16 VISIBILITY AT INTERSECTIONS

3.16.1 No landscaping, screening, building, or structure shall be planted or erected at a height greater than 0.91 m (3.00 ft) above the established grade within the shaded space, as illustrated in Figure 1. This shaded space spans 6.00 m (19.69 ft) in either direction from the corner of a parcel.

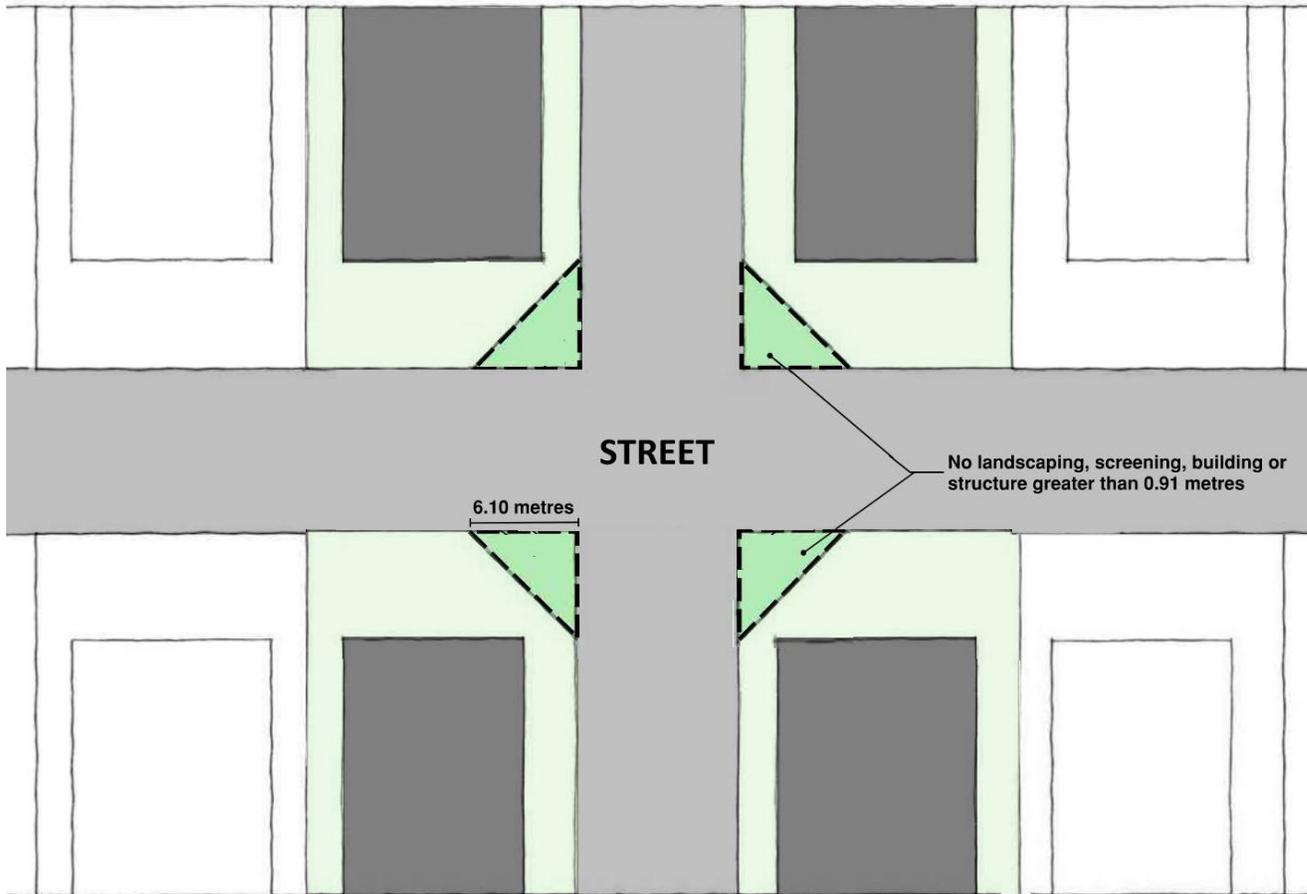


Figure 1 – Visibility at Intersections, Area that landscaping, screening, building, or structures are prohibited over 0.91 metres in height

3.17 OFF-STREET PARKING SPACE REGULATIONS

3.17.1 The Development Officer may require all developments in non-residential zones to provide as a minimum, a durable, gravel surfaced parking area with sufficient slope to ensure proper drainage.

3.17.2 When land or a building or structure is used for any purpose, there shall be, provided on the lot or an alternate site, the number of parking spaces and commercial vehicle off-street loading and parking areas as specified in Table 3.



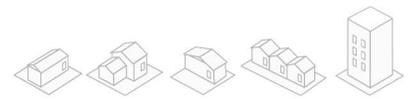


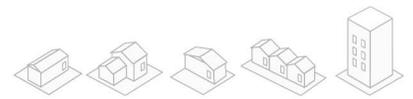
Table 3 – Minimum Parking Requirements

MINIMUM PARKING REQUIREMENTS		
TYPE OF DEVELOPMENT / USE	PARKING SPACES	LOADING SPACES
Urban Dwelling and Dwelling, Attached	1 per dwelling unit	
Multiple Unit Housing	1 plus 1 per dwelling unit	
Bed and Breakfast	1 per rental suite	
Home Business, Home Industry	1 per business plus 1 per non-resident employee	
Care facility, regardless of type	1 per 2 dwelling units plus 1 per 3 employees	
Hotels, motels, hostels	1 per sleeping unit	
Offices, business, personal & service establishments, and retail stores	1 per 50 m ² (538.20 ft ²) of gross floor area	
Service station	3 per service bay	1
Industrial uses	1 per 4 employees per shift, minimum of 4	1 space per loading dock / loading door
Eating and drinking establishments	1 per 6 seats	1
Schools – Kindergarten and Elementary	1 per classroom	1 per building
Schools – Middle Years / High School / Other	1 per classroom plus 1 per each staff member	1 per building
Indoor Recreation Facilities, Clubs, Assembly Halls	1 per 10 m ² (107.64 ft ²) of public GFA	1
Theatre, Arena, Auditorium, Church	1 per 6 seats	

*Public Area means an area used by the public such as a gymnasium, swimming pool, auditorium, etc.

- 3.17.3 Where any development comprises uses in several of the categories mentioned in Table 1, the parking requirement is that of the category requiring the highest number of parking spaces.
- 3.17.4 When the calculation of the required off-street parking spaces or loading spaces results in a fraction, the calculation shall be rounded up.
- 3.17.5 No person shall keep a vehicle having a maximum gross weight in excess of 18,000 kg on a lot, site or street in a residential zone for longer than is reasonably necessary to load or unload a vehicle.
- 3.17.6 No person shall keep a dismantled or wrecked vehicle in view for more than 14 days on a lot, site or street unless authorized under the provisions of this bylaw.
- 3.17.7 In any zone, when any new development is proposed including a change in use of existing development, or when any existing development is in the opinion of the Development Officer substantially enlarged or increased in capacity, then provision shall be made for off-street parking or garage spaces in accordance with the regulations and standards contained in this bylaw.





3.18 PARKING AND MANEUVERING DESIGN

- 3.18.1 All parking space access points, parking and loading areas shall be specified to the satisfaction of the Development Officer having due regard to the use proposed, the type of traffic expected to be generated, roadway function and visibility, emergency vehicle movement and the needs of the elderly and disabled.
- 3.18.2 All off-street parking areas shall conform to the following requirements in Table 4 and conform with the Parking Design Standards as per Figure 2.

Table 4 – Parking Design Standards, Minimum Requirements

PARKING DESIGN STANDARDS				
A	B	C	D	E
PARKING ANGLE IN DEGREES	WIDTH OF STALL METERS	DEPTH OF STALL PERPENDICULAR TO MANEUVERING AISLE IN METERS	WIDTH OF STALL PARALLEL TO MANEUVERING AISLE IN METERS	WIDTH OF MANEUVERING AISLE IN METERS
0	2.6	2.6	6.7	One way 3.0
30	2.6	4.9	5.2	One way 3.5
45	2.6	5.5	3.6	One way 3.5
60	2.6	5.8	2.8	One way 5.8
90	2.6	6.0	2.6	One way 6.0

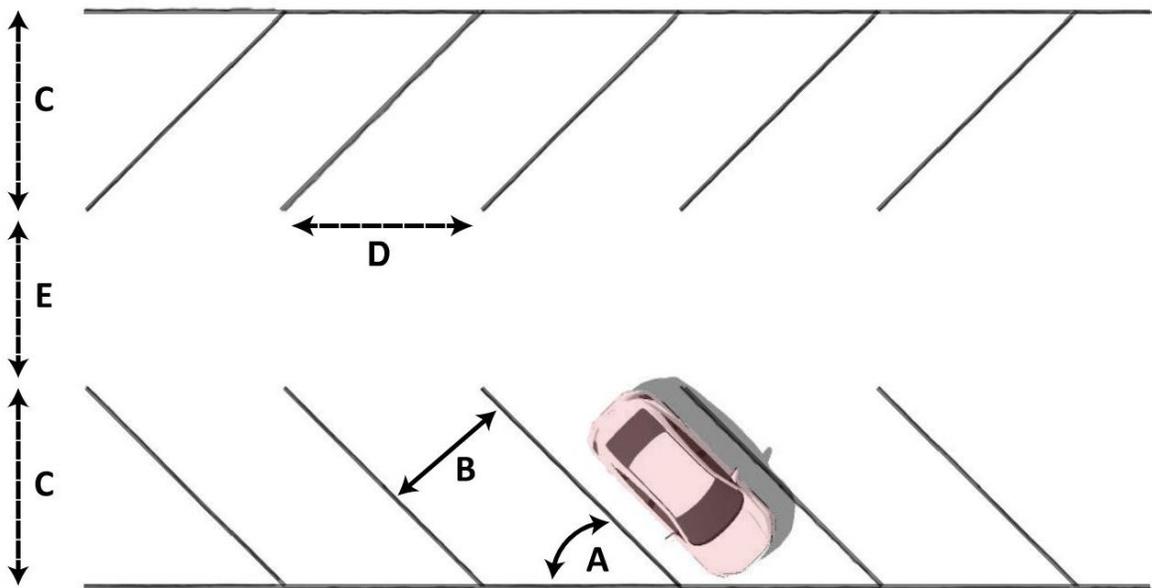
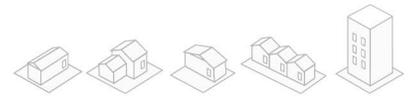


Figure 2 - Parking Design Standards

3.19 LOADING SPACE REGULATIONS

- 3.19.1 The number of commercial off-street loading spaces provided for a development must conform with Table 2.
- 3.19.2 Loading spaces must be no less than 3.00 m (9.84 ft) in width, 7.50 m (24.61 ft) in length, and 4.30 m (14.11 ft) in height.





3.19.3 Loading spaces must be designed to:

- a) Provide vehicular access to and from a street or land such that no backing or turning movements of vehicles going to and from the site causes interference with traffic in the abutting streets or lanes; and
- b) Be sited at an elevation or elevations convenient to a major floor level in the building or to a utility serving each major floor level.

3.20 DRIVEWAY ACCESS

3.20.1 For any development, driveway access shall be designed in such a way as to minimize the number of entrances and exits.

3.20.2 The width of a driveway providing access from a road to any type of development, may not exceed:

- a) 6.00 m (19.69 ft) where the lot width is less than 12.00 m (39.37 ft),
- b) 50% of the lot width where the lot width is between 12.00 m (39.37 ft) and 20.00 m (65.62 ft), and
- c) 10.00 m (32.81 ft) where the lot width is greater than 20.00 m (65.62 ft).

3.20.3 For residential developments, driveway access widths must provide adequate width and turning radii for emergency vehicle access, as well as a slope no greater than 8%, to the satisfaction of the Development Officer.

3.21 SIGNS

3.21.1 Signs up to 3.00 m² (32.29 ft²) are permitted in all zones, on sites where a permit has been issued for a principal use.

3.21.2 The operator of a home office, home business or home industry may attach only one nonilluminated fascia sign to the principal residence advertising the business, or in the case of a country residential zone, at the entrance to the driveway.

3.21.3 All signs shall be related to the principal use or uses of the site and serve to identify the name of the business and the products and services available.

3.21.4 Where a sign is found to identify a use incorrectly or is in an overall state of disrepair, the Development Officer may, by written notice, order a sign owner or person responsible for the sign, to alter, refurbish or remove the sign within the time specified in the notice.

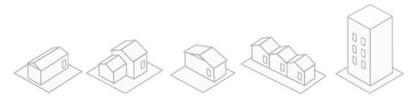
3.21.5 Only businesses holding a Village business license may apply to erect billboards along the Alaska Highway and Haines Road within municipal boundaries, except that other businesses may advertise at designated rest areas intended to provide an orientation to regional attractions and other communities.

3.21.6 No sign shall be attached to any object in a public place except a kiosk or bulletin board erected by the Village for that purpose. Temporary political campaign signs are exempted from this but must be removed within five days after the corresponding election date.

3.21.7 No part of any sign shall project beyond the property line.

3.21.8 No sign shall by reason of its location, colour, shape, format or content imitate an official traffic sign.





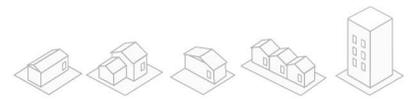
3.22 WATER, SANITARY SEWER FACILITIES, AND UTILITY SERVICES

- 3.22.1 When municipal servicing infrastructure is available, all new residential, commercial, and industrial development shall be required to adequately connect to adequate municipal servicing. The Village may require that each new development demonstrate adequate servicing capacity.
- 3.22.2 Each unit of an attached dwelling shall be individually and directly connected to the water and sanitary lines located in the public right-of-way.
- 3.22.3 Where piped municipal sanitary sewer service is not available, the owner or authorized agent shall provide a private water supply and wastewater system. The design, installation and setback of the private wastewater system shall be in accordance with current legislation and approval of Government of Yukon Environmental Health Services.
- 3.22.4 Where a building is not connected to a municipal wastewater system, the Development Officer shall require, as a condition of issuing a development permit that:
- a) In the case of a new building, that the developer provides the municipality with evidence that a permit from an accredited agency has been obtained by the developer for the installation of a private wastewater system in accordance with current legislation and standards, prior to commencement of any construction; or
 - b) In the case of an addition to an existing building, that the developer provides either a permit referenced in Subsection 3.22.4 a), or documentation showing that the existing system was sized to accommodate additional capacity, or a statement signed and sealed from a qualified professional that the existing wastewater system operates properly and is capable of handling the additional wastewater expected to be generated as a result of the addition, prior to the commencement of any construction; and
 - c) In the case of the construction of a new building or the addition to an existing building, proof that the building or addition does not cover existing or proposed wastewater systems.
- 3.22.5 The Development Officer may require that a developer provide evidence that an inspection of a private wastewater system was undertaken by the accredited agency that issued the permit for the wastewater system and that the inspection showed the system to have been properly installed.
- 3.22.6 A person shall not commence a development until provision has been made for utility services or facilities to the satisfaction of the Development Officer.

3.23 FLOOD CONTROL, ENVIRONMENTAL PROTECTION AND AQUIFER PROTECTION

- 3.23.1 Notwithstanding any other provisions of this bylaw, no building or any part thereof shall be constructed, reconstructed, moved or extended nor shall any mobile home or unit, modular home or structure be located within 30 m (98.43 ft) of the natural boundary of Pine Creek and/or Dezadeash River.
- 3.23.2 No development shall be permitted on any lot that falls within lands designated as susceptible to a 1:200 year flood as outlined on the Dezadeash River and Pine Creek Buffer Map (Schedule B), unless the applicant can demonstrate an acceptable method of flood proofing the proposed development and completes a flood hazard waiver that acknowledges the risk and indemnifies the Village against any future loss.





- 3.23.3 Where a proposed development involves land filling, the Development Officer may require the applicant to submit verification of compaction testing, a drainage plan, and include provision for drainage easements.
- 3.23.4 In all zones, all driveways crossing roadside drainage ditches require a culvert.
- 3.23.5 Development that could cause an impact on groundwater may not be allowed unless:
- a) It can be proven by adequate engineering or hydro-geological investigation that the proposed activity will not cause pollutions of the groundwater supply; or
 - b) Appropriate remedial measures have been or will be taken to sufficiently mitigate the risk of endangering the potability of the groundwater supply.
- 3.23.6 Land use and development activities that have a high pollution risk and the potential to contaminate groundwater within regulatory Well Protection Zones, as per the Village's Aquifer and Wellhead Protection Plan, will be restricted. These land uses can include, but are not limited to, chemical fertilization storage, disposal fields, fuel tanks, waste disposal, and wastewater treatment facilities. In instances where restriction is not possible, the following considerations must be met:
- a) The proponent shall prove, through adequate engineering or hydro-geological investigation, that the proposed activity will not cause pollution of the public drinking water supply; and/or
 - b) Appropriate precautionary measures are taken to sufficiently mitigate risk of endangering the public drinking water supply.

3.24 PARKS, GREENBELTS, AND ENVIRONMENTAL RESERVE

- 3.24.1 Environmentally sensitive lands including wetlands, lands along the Pine Creek and/or Dezadeash River, and lands of spiritual and cultural significance to the Champagne and Aishihik First Nations shall be protected from development and inappropriate use through restricted access, setbacks, buffers and such similar means as Council deems appropriate.
- 3.24.2 Development that improves public access to and along the Pine Creek and/or Dezadeash River shall be permitted where such development enhances the visitor experience (i.e. interpretative signage) and limits the impacts of users on the environment (i.e. boardwalks).

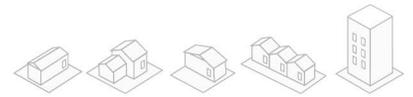
3.25 LIGHTING

- 3.25.1 Any outdoor lighting for any development shall be located and arranged so that no direct rays of light are directed at adjoining properties.
- 3.25.2 The Development Officer, in keeping with the principles of crime prevention through environmental design, may require such additional site lighting as is necessary to encourage pedestrian safety and allow casual surveillance from adjacent buildings and abutting streets of parking areas and walkways.

3.26 SATELLITE DISHES, ANTENNAS, TELECOMMUNICATION FACILITIES AND UTILITY TOWERS

- 3.26.1 All utility towers, facilities and visible accessory equipment shall meet the minimum setback requirements of the district in which it is located. Guy wires and other supporting structures shall be a setback a minimum of 2.00 m (6.56 ft) from any lot line.
- 3.26.2 An applicant for a communication tower and facility shall consider the visual impact of the development on the local surroundings, including the physical appearance and height of the tower. The Development Officer may limit tower height or design based on visual impact considerations.





- 3.26.3 All utility towers and facilities shall be designed to blend in with the surrounding environment, except where prevented by aeronautical safety requirements.
- 3.26.4 The applicant shall demonstrate that consideration has been given to minimize the risks to birds, including that new towers should be located away from wetlands or other known areas of high bird concentrations or along bird migratory routes; tower heights should be kept as low as possible to avoid lighting requirements; placing daytime visual markers on guy wires; and selecting lighting that has been shown to be less of an attractant to birds.
- 3.26.5 All buildings, structures and visible equipment accessory to utility towers and facilities should be architecturally compatible with the surrounding environment. Use of appropriate vegetation and screening is encouraged.
- 3.26.6 Satellite dishes, antennas and all structural supports shall be located on the same site as the intended signal user.
- 3.26.7 No equipment or process shall be used which creates visual or audible electrical interference in any radio or television receiver off the premises, or which causes fluctuations in line voltage off the premises.
- 3.26.8 Except in the Industrial Zone, no advertising shall be allowed on a satellite dish nor shall the antenna be illuminated.
- 3.26.9 A satellite dish that is larger than 1.00 m (3.28 ft) in diameter shall not be located on a roof except for multiple-unit residential and non-residential buildings, subject to the discretion of the Development Officer.
- 3.26.10 When communication towers and facilities become obsolete and / or damaged and unrepaired, they shall be immediately removed, and the development site reclaimed.

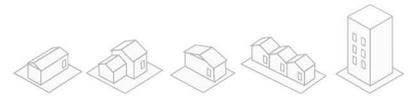
3.27 STORAGE OF MATERIALS

- 3.27.1 During the period a development permit is in effect, temporary storage of building materials shall be permitted in any yard of any lot, in all zones.
- 3.27.2 In any residential zone, no person shall keep, store or permit to accumulate outside and unscreened, any objects, chattels, goods or materials for a period of 14 days or more, which, in the opinion of the Development Officer, are unsightly, out of character with the residential character of the zone, or by their nature and location, diminish the reasonable use and enjoyment of neighbouring properties.
- 3.27.3 No person shall permit to accumulate, stockpile, keep or store on any lot, or in any building or structure, rubbish, building materials, fluids, machinery or other goods and chattels, in such quantities that in the opinion of the Development Officer, they pose a potential fire risk, nuisance or hazard to the physical health and safety of adjoining property owners or the public at large.

3.28 STORAGE FACILITIES FOR HAZARDOUS GOODS

- 3.28.1 All above-ground storage vessels for liquified petroleum gases and flammable liquids shall:
 - a) Be considered as an Accessory Use to a primary use within an industrial site;
 - b) Obtain a storage permit from the Yukon Government;
 - c) Notwithstanding the setbacks as outlined in the specific industrial land use district, be a minimum of 3.00 m (9.84 ft) from all side and rear lot lines.





3.28.2 The Development Officer may require a above-ground storage vessel for liquified petroleum gases and flammable liquids to be adequately screened from view of adjacent properties or roads through the use of vegetation, berming, or fencing.

3.29 TEMPORARY STRUCTURES

3.29.1 A temporary building or structure may be erected on a lot that is being developed for a period of time that does not exceed the duration of the construction process, or the length of time provided in the development permit, whichever is less, for the purposes of storage or as a temporary dwelling.

3.30 MOVING OF STRUCTURES

3.30.1 No person shall move a building, structure or a non-C.S.A. approved mobile home off or onto a lot without obtaining a development permit.

3.30.2 Any relocated building or structure must be brought up to current National Building Code standards or C.S.A. standards or both, as applicable, upon relocation.

3.31 SUBDIVISION

3.31.1 Where the development of land involves a subdivision of Land, no development permit shall be issued until the proposed subdivision has been approved in accordance with the Subdivision Act and Regulations thereto.

3.32 LANDSCAPING

3.32.1 The Development Officer may require a site landscaping and screening plan to be included in a development permit application for multiple family housing, commercial, industrial and institutional developments.

3.32.2 Plant materials shall be hardy to the region and to the location of the site in which they are planted.

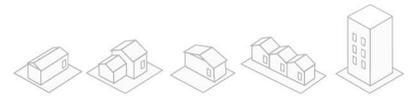
3.32.3 Existing trees and large shrubs on a site shall be preserved, protected or replaced where possible.

3.32.4 Any area required to be landscaped may, at the discretion of the Development Officer, be left in its natural state or be landscaped with a combination of hard and soft landscaping materials to enhance and complement the appearance of the development.

3.32.5 Where a landscaping plan is required, no landscaping work shall be commenced until the landscaping plan is approved by the Development Officer; and shall include the following:

- a) Boundaries and dimensions of the site;
- b) Adjacent land uses;
- c) Location and name of adjacent roads, lanes, driveway entrances, sidewalks and trails;
- d) Footprint and dimensions of all buildings;
- e) Location of any utilities or right-of-ways;
- f) Pedestrian circulation and open space systems;
- g) Location and description of any existing or proposed physical features such as fences, berms, retaining walls, outdoor furniture, decorative paving, water features;
- h) Location and description of any hard landscaping materials such as rocks or mulching;





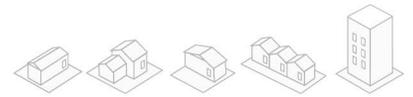
- i) Location and description of any existing or proposed plant materials, identifying plant common and botanical name, quantity and size at planting; and
- j) Site area proposed to be landscaped, and percent of site coverage.

3.32.6 At the discretion of the Development Officer, a landscaping plan may be required to be stamped by a registered Landscape Architect.

3.32.7 The Development Officer may require as a condition of a development permit or development agreement that the developer provides a landscaping security deposit, and that the security deposit shall only be returned in full to the developer upon completion of the landscaping according to the approved plan, to the satisfaction of the Development Officer.

3.32.8 The owner of a property, or any successors or assignees, shall be responsible for landscaping and proper maintenance for the life of the development. In the event that planting materials in an approved landscaping plan fail to survive, the Development Officer may require or approve alternate planting materials.





PART 4 DEVELOPMENT PERMITS

4.1 DEVELOPMENT PERMIT REQUIRED

4.1.1 Except as provided for below, no person shall commence and undertake any development unless:

- a) A development permit has been first issued pursuant to this bylaw; and
- b) The development is proceeded with in accordance with the terms and conditions of the development permit.

4.1.2 In addition to Subsection 4.1.1, a development permit is required for:

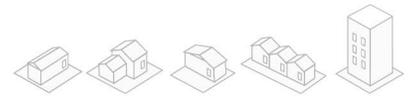
- a) The removal of topsoil, gravel and other surface materials for the preparation of a lot for development;
- b) The cutting of and/or removal of trees by individuals prior to those individuals having title to the property in question, or where such work is a prelude to construction that would require a development or building permit;
- c) Excavation for the purposes to accommodate construction, and drainage work, driveways and the placement of culvert materials; and
- d) Any developments requiring a variance, such as a setback requirement, building height, etc.

4.2 DEVELOPMENT PERMIT NOT REQUIRED

4.2.1 No development permit is required for the following developments provided that such developments comply with all provisions of this bylaw and other applicable legislation:

- a) Routine maintenance, minor repairs, and/or alterations to any building or structure provided that such work does not change the use or intensity of use of the building or structure;
- b) Residential construction for which there is no change in use or intensity of use;
- c) Commercial uses in non-residential zones for which there is no change in use or intensity of use;
- d) Erection of any fence, wall or gate not exceeding the height specified in the applicable zone, or any canopy or awning not overhanging public property;
- e) Use of premises as a temporary polling station, Returning Officer's headquarters, candidate's campaign office and any other official temporary use in connection with a Federal, Territorial, School Council, or Village election, referendum or census;
- f) Erection, repair and replacement of television and other minor communication related structures such as aerials, towers and satellite receivers/dishes in non-residential zones;
- g) Installation, maintenance or repair of public infrastructure;
- h) Erection of temporary structures, except dwelling units, incidental to construction, maintenance or alteration of a building or structure for which a development permit has been issued;
- i) Landscaping, including private walkways, pathways and driveways, where the existing grade and surface drainage pattern is not materially altered and will not create off-site impacts;
- j) Demolition of a building or structure under 10.00 m² (107.64 ft²) GFA, except a designated heritage structure;



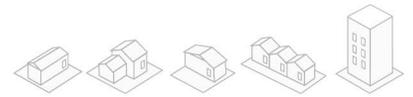


- k) Construction, maintenance and repair of private walkways, pathways and driveways;
- l) Completion of a building which was lawfully under construction at the date on which this bylaw came into full force and effect provided that the building is completed in accordance with the terms of any permit granted by the Village and the building is completed within 24 months of the date on which this bylaw came into full force and effect; and
- m) Erection and use of signs.

4.3 APPLICATION

- 4.3.1 Every application for a development permit shall be made in writing on the form prescribed by the Development Officer and signed by the registered owner of the affected property or their authorized agent.
- 4.3.2 An applicant for a development permit shall pay a non-refundable processing fee, as set by Council.
- 4.3.3 Every application shall include:
 - a) The legal description of the property and civic address if available;
 - b) A statement of the existing and proposed uses;
 - c) An illustration acceptable to the Development Officer, showing at a minimum:
 - (i) lot lines with dimensions;
 - (ii) location of existing and proposed buildings or structures;
 - (iii) location of any existing and proposed on-site water and wastewater systems including wells, septic tanks and disposal fields;
 - (iv) location of any existing and proposed utility connections including power, water and wastewater systems;
 - (v) location of any existing and proposed access and parking areas; and
 - (vi) setbacks and site coverage
- 4.3.4 The Development Officer may require the following additional information to make an informed decision:
 - a) A detailed site plan specifying the location of existing and proposed site features (e.g., fences, buildings, accessory structures, power poles, trees, slopes and watercourses), parking and loading areas, building heights and dimensions and existing and proposed building and lot grades;
 - b) Floor plans of each level and elevation drawings of each side of proposed buildings, including building height measurements and number of storeys;
 - c) A geotechnical evaluation of the site to confirm slope stability; appropriate top-of-bank, lakeshore, and watercourse setbacks;
 - d) Evidence of site suitability for an on-site wastewater system;
 - e) Evidence of access to the property from a legal right-of-way;
 - f) A drainage plan illustrating site topography and drainage details including directions of discharge, percentage of grades, swales, ditches and connections to storm mains;





- g) A landscape plan showing existing and proposed physical features including turf areas, trees, shrubs, planting beds, walls, fences, signage, site furnishing, and hard surfaces; site grading, areas of fill and drainage, existing and future tree locations, and related features to improve the appearance of the development (or screen its activities);
- h) A landscape reclamation plan where the nature of the proposed development will significantly alter the landscape, or the proposed use has a limited life span;
- i) An environmental impact assessment where the magnitude or type of use may have off-site implications of a short or long-term duration by virtue of the nature of the activity proposed;
- j) Written confirmation that satisfactory arrangements have been made for access, the supply of services such as water, electricity or wastewater disposal and garbage pick-up;
- k) Comments from the Yukon Government, regarding any development within 1 kilometre of the airport.
- l) A surveyor's certificate; and
- m) Any other technical report that may be requested by the Development Officer to adequately evaluated the application.

4.3.5 An application for a development permit shall not be considered complete until all the requirements of this section of the bylaw have been met to the satisfaction of the Development Officer.

4.3.6 If the Development Officer determines that the application is incomplete, a notice shall be issued to the applicant advising of any missing requirements. If these requirements are not submitted within 3 months the application shall expire.

4.4 DECISION

4.4.1 Upon receipt of a complete development permit application, the Development Officer shall within 30 days:

- a) Approve the application;
- b) Approve the application subject to imposing conditions considered necessary; or
- c) Refuse the application, stating the reasons for the refusal.

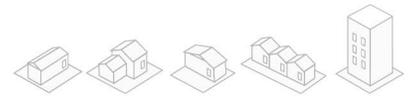
4.4.2 Where a Development permit application has been referred to external authorities or agencies for comments, the Development Officer may defer a decision beyond 30 days.

4.4.3 The Development Officer shall approve all applications for a permitted use upon the application conforming in all respects to the provision of this bylaw and may impose conditions to ensure compliance with this bylaw.

4.4.4 A permit application shall be refused when it is determined by the Development Officer that:

- a) Property taxes or other municipal fees and charges associated with the property are overdue;
- b) There is no access to the property from a legal right-of-way that is necessary for the proper operation of the development;
- c) Power, water and wastewater systems necessary for the proper operation of the development are not available; or
- d) The proposed development requires a subdivision of land.



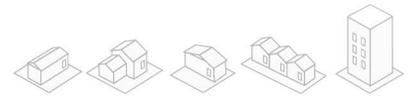


- 4.4.5 When an application is refused by the Development Officer, another application on the same site for the same or similar use as that previously applied for, shall not be accepted from the same or any applicant until at least six months after the date of refusal or final appeal, as the case may be.
- 4.4.6 Subsection 4.4.5 shall not apply in the case of an application for a Development permit if the new application is for a use that complies with the regulations of this bylaw.
- 4.4.7 An application for a development permit that is received in its complete and final form prior to the effective date of this bylaw shall be decided upon within 90 days of this bylaw coming into effect, and no time extension shall be granted to any development permit issued under this section for which development has not commenced within 12 months.
- 4.4.8 As per the *Municipal Act*, within five working days after a decision on a development permit application, the Development Officer shall send a notice of the decision to the applicant. In the case of a refusal, the notice of decision shall state the reasons for refusal and advise the applicant on the process and the right to appeal.

4.5 CONDITIONS

- 4.5.1 When a development permit has been approved, the development permit shall not be valid until the decision is issued in writing by the Development Officer.
- 4.5.2 A development permit is not valid where an appeal is made to Council until the Development Officer has approved the permit as directed by Council.
- 4.5.3 When issuing a permit, the Development Officer may impose any conditions required to ensure compliance with this bylaw including satisfactory arrangements for the supply of necessary power, water and wastewater systems.
- 4.5.4 When a development permit has been issued, the permit shall not be valid until the conditions of the permit, save those of a continuing nature, have been fulfilled.
- 4.5.5 If the development authorized by the development permit is not commenced within 12 months from the date of issue, or any associated construction not carried out with reasonable diligence, the permit is deemed void.
- 4.5.6 Notwithstanding Subsection 4.5.5, the applicant may request an extension prior to the expiry date by notifying the Development Officer in writing indicating the reasons for the extension request. The Development Officer may grant, reject or approve the extension with conditions based on the merits of the case. Such an extension may only be granted once.
- 4.5.7 When a development permit expires, a new application is required. Such application shall be dealt with as a first application and the development approving authority shall be under no obligation to approve it on the basis that a previous permit had been issued.
- 4.5.8 The person to whom a development permit has been issued shall, during construction, keep in a conspicuous place on the site a copy of the approved development permit, including a copy of all approved drawings and specifications for inspection by the Development Officer.





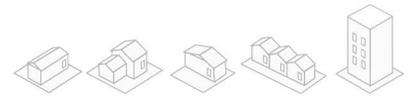
4.6 APPEALS

- 4.6.1 Any person who is aggrieved by a decision of the Development Officer or the Board of Variance as the case may be under this bylaw, may appeal in writing to Council within 30 days of that decision by filing a written notice of appeal using the form provided and paying the applicable processing fee.
- 4.6.2 Council shall schedule a hearing of the appeal within 30 days of filing following the procedures set out in the *Municipal Act*. The decision of Council is final and binding on all parties.

4.7 VARIANCES

- 4.7.1 A Board of Variance is established in accordance with the *Municipal Act*. The Board of Variance shall consist of not less than three members, none of whom are members of Council, to review and make decisions on applications made to it.
- 4.7.2 The Chairperson of the Board of Variance shall be selected by its members. The Chairperson shall sign all notices of decision and other documents on behalf of the Board. In their absence, such documents may be signed by one of the members present at the hearing to which they apply.
- 4.7.3 A majority of the members of the Board of Variance shall constitute a quorum. Only those members present may vote and a majority decision of the members present constitutes the decision of the Board.
- 4.7.4 Pursuant to the *Municipal Act*, a person may apply to the Board of Variance for a variance or exemption from an Official Community Plan or Zoning Bylaw if there are practical difficulties or unnecessary hardships in meeting the requirements of the Official Community Plan or Zoning Bylaw because of the exceptional narrowness, shortness, shape, topographic features, or any other unusual condition of the property.
- 4.7.5 Within 30 days of receipt of a completed application and payment of the non-refundable processing fee, as set by Council, the Board of Variance shall hold a hearing respecting the variance request and approve, disapprove or approve with conditions an application that in its opinion will preserve the purposes and intent of the Official Community Plan and Zoning Bylaw.
- 4.7.6 The Board of Variance shall give at least 14 days notice of the public hearing date, in writing to the applicant, the Development Officer, all landowners within 30.00 m (98.40 ft) of the development and other such persons as the Board of Variance specifies.
- 4.7.7 The Development Officer shall act as Secretary to the Board of Variance and perform the following duties:
- a) organizing the public hearing within 30 days of receipt of filing of an application and payment of a non-refundable processing fee;
 - b) publicly posting notice on the municipal office bulletin board and other prominent locations within the community the date of the public hearing at least 14 days in advance;
 - c) notifying property owners within a 30.00 m (98.40 ft) radius of the affected location; and
 - d) preparing and maintaining a written record of the proceedings and issuing a Notice of Decision to the affected parties and all interveners outlining the Board's decision and rationale within 5 working days of the public hearing.
- 4.7.8 The Board of Variance shall make available for public inspection before the commencement of the public hearing all relevant documents and materials respecting the variance.
- 4.7.9 At the public hearing, the Board of Variance shall hear:





- a) the person requesting the variance or any person acting on their behalf;
- b) the Development Officer or a person designated to act on their behalf;
- c) any other person who was served with notice of this public hearing and who wishes to be heard or a person acting on his/her behalf; and
- d) any other person that the Board of Variance agrees to hear or a person acting on their behalf.

4.7.10 The Board of Variance shall give its decision in writing together with the reasons for the decision within five days of the conclusion of the public hearing. In determining a decision, the Board of Variance shall not approve an application for a variance if:

- a) the unusual condition is the result of the applicant's or the property owner's action;
- b) the adjustment requested would constitute a special privilege inconsistent with the restrictions on the neighbouring properties in the same district;
- c) the variance or exemption would be contrary to the purposes and intent of the Official Community Plan or Zoning Bylaw and injuriously affect the neighbouring properties; or
- d) the variance or exemption would allow a change to a use that is not similar to a permissible use in the area.

4.8 DEVELOPMENT AGREEMENTS

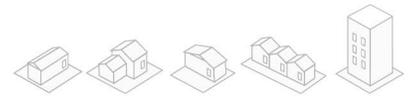
4.8.1 The Development Officer, or Council in the case of an appeal, may require the applicant to enter into a Development Agreement with the Village to cover the terms and conditions set out in the development permit that are deemed necessary to ensure compliance with this bylaw, the Official Community Plan, and the *Municipal Act*.

4.8.2 A Development Agreement may contain contractual arrangements as to any, or all, of the following:

- a) The use of the lot in relation to any existing or proposed buildings or structures including the preservation of buildings and structures;
- b) Any requirements for flood-proofing, environmental setbacks or waivers of municipal liability relating to known potential hazards;
- c) Land dedicated for public use, in compliance with the *Yukon Municipal Act*;
- d) The timing and nature of development including such matters as siting, drainage, grading, building height and dimensions, facade treatment, landscaping, screening, parking and access;
- e) The extension, construction, or replacement, in whole or in part, of roads, sidewalks, street lighting, storm drainage, water supply distribution, garbage and sewage disposal;
- f) The provision of on-site recreation or other amenities to serve the development; and
- g) The levying of a fee in lieu of otherwise providing for any of the matters mentioned in the sub-clauses above.

4.8.3 Pursuant to the *Municipal Act*, Council may require the Development Agreement to be registered in the Land Titles Office, and any agreement as registered shall have the force and effect of a restrictive covenant running with the land.



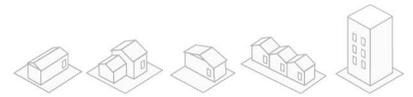


PART 5 AMENDMENT

5.1 PROCEDURE

- 5.1.1 Council may initiate any text or map amendments to this bylaw.
- 5.1.2 Any person may apply for an amendment to the text of this bylaw by submitting the required application to the Development Officer in writing along with the required fee and submitting a written statement that describes and justifies the proposed amendment.
- 5.1.3 A property owner, or their authorized agent, may apply to make a zoning amendment to their property by submitting the required application to the Development Officer in writing along with the required fee and providing:
- a) Documentation of ownership or authority to act on behalf thereof; a written statement of justification including a location map showing the proposed change in the context of adjacent land;
 - b) Permission for the Development Officer to enter onto and inspect the property; and such other information as the Development Officer deems necessary to prepare an evaluation of the request with a recommendation to Council.
- 5.1.4 Upon receipt of a completed application for a text amendment or map amendment, a Development Officer shall initiate or undertake an investigation and analysis of the potential impacts of development under the proposed zone. The analysis shall be based on the full development potential of the uses and development regulations specified in the proposed zone and not on the merits of any particular development proposal.
- 5.1.5 The analysis shall, among other factors, consider the following criteria:
- a) Relationship to, and compliance with, the OCP and other approved municipal plans and Council policies;
 - b) Relationship to, and compliance with, municipal plans in preparation;
 - c) Compatibility with surrounding development in terms of land use function and scale of development;
 - d) Traffic impacts;
 - e) Relationship to, or impacts on, services (such as water and sewage systems), utilities, and public facilities (such as recreational facilities and schools);
 - f) Relationship to municipal land, rights of way, or easement requirements;
 - g) Effect on the stability, retention, and rehabilitation of desirable existing uses, buildings, or both in the area
 - h) Necessity and appropriateness of the proposed text amendment or re-zoning according to the stated intentions of the applicant;
 - i) Analysis of any documented concerns and opinions of area residents and landowners regarding the application.





- 5.1.6 Subsequently, the Development Officer shall:
- a) Prepare a report on the proposed amendment; and
 - b) Submit a copy of the application and the Development Officer’s recommendation and report to Council for decision.
- 5.1.7 Before approving a text, map or site rezoning amendment request, Council shall comply with those requirements and notification procedures set out in the *Municipal Act*.
- 5.1.8 When an application for an amendment to this bylaw has been refused by Council, another application for the same, or substantially the same, amendment shall not be submitted within 12 months of the date of refusal unless Council directs otherwise.

PART 6 ENFORCEMENT

6.1 GENERAL

- 6.1.1 A Development Officer or the Chief Administrative Officer may enforce the provisions of this bylaw.
- 6.1.2 All enforcement activities of a Development Officer as provided pursuant to the Municipal Act, this section, or any other section of this bylaw, may be commenced simultaneously.

6.2 OFFENCES

- 6.2.1 Any person who contravenes, causes, or permits a contravention of this bylaw, commits an offence.
- 6.2.2 Any person who owns, occupies, or uses land, constructs a building or structure, or makes an addition or alteration thereto for which a development permit is required but has not been issued; or is in contravention of a condition of a development permit issued under this bylaw, commits an offence.

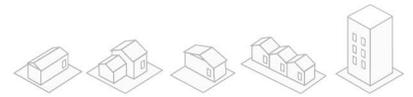
6.3 RIGHT OF ENTRY

- 6.3.1 After reasonable notice to the owner or occupant, a Development Officer or any other authorized Village representative may enter onto any land or into any building or structure at any reasonable time in order to conduct an inspection to ascertain compliance with this bylaw.
- 6.3.2 No person shall interfere with or obstruct the entry of a Development Officer or any authorized Village representative onto any land or into any building or structure to which entry is made or attempted pursuant to the provisions of this bylaw.
- 6.3.3 Where entrance into or upon any property within the Village is refused, a Judge, upon application made on behalf of council, may by order require the occupier of the property to admit a Development Officer or any authorized Village representative into or upon the property for the purpose of an inspection under section 6.3.1.
- 6.3.4 An order made by a Judge under this section continues in force until the purpose for which it was made has been fulfilled.

6.4 NOTICES

- 6.4.1 Once a Development Officer has found a violation of this bylaw, a Development Officer or the Chief Administrative Officer may notify the owner of the property, the person in possession of the land or development, and/or the person responsible for the violation, by:





- a) delivering either in person, by email, ordinary mail or a Notice of Violation; and
- b) posting the notice in a conspicuous location on the site.

6.4.2 Such Notice of Violation shall state:

- a) the nature of the violation of this bylaw;
- b) the scope of the corrective measures required to comply with this bylaw; and
- c) the time limit within which such corrective measures must be performed.

6.4.3 A Development Officer is not required to issue a Notice of Violation before commencing any other enforcement action under the Municipal Act or this bylaw.

6.5 REFUSAL, SUSPENSION OR REVOCATION OF PERMIT

6.5.1 A Development Officer may refuse to issue, suspend, or revoke a development permit where:

- a) the applicant fails to comply with the conditions of the issuance of the permit;
- b) any person undertakes or causes or allows any development on a site contrary to the terms or conditions of a permit;
- c) any person fails to complete the corrective measures described in a Notice of Violation issued pursuant to section 6.4; or
- d) the permit was issued in error.

6.5.2 If at any time it appears to the Development Officer that a development is not being carried out according to the terms of the permit, or that a development permit has been obtained by fraud or misrepresentation, the Development Officer may stop the development and may revoke, suspend or modify the original Development permit.

6.6 OFFENCE TICKETS

6.6.1 Where a person has contravened a provision of this bylaw, or if the corrective measures described in a Notice of Violation issued pursuant to section 6.4 are not completed within the specified time, or if development continues after a permit has been revoked, the person to whom the Notice of Violation was issued may be issued an offence ticket by a Development Officer or the Chief Administrative Officer in the amount specified in section 6.10.2.

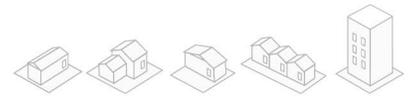
6.6.2 The offence ticket shall specify the alleged offence committed, the person to whom the offence ticket is issued, and require payment of the penalty by a specified date.

6.6.3 The offence ticket shall be served personally or by registered mail on the person identified in section 6.4.1.

6.6.4 A separate offence shall be deemed to be committed on each day during or on which a violation occurs or continues.

6.6.5 Any person who contravenes the same provision of this bylaw within twelve months after the date of the first contravention is liable to the specified penalties for such second or subsequent offence in the amount set out in section 6.11





6.7 REPORT TO COUNCIL

- 6.7.1 Where a Development Officer is satisfied that there is a continued contravention of this bylaw, a Development Officer may elect to report such a contravention to Council in a timely manner if it appears the contravention will not be corrected in a timely manner.
- 6.7.2 Council may, on finding that any development or use of land or buildings is in contravention of this bylaw:
- a) direct the Development Officer to act on the matter in accordance with section 6.8;
 - b) suspend or revoke a development permit with respect to the contravention; and
 - c) apply to the court for an injunction to restrain the contravention.

6.8 ORDERS

- 6.8.1 A Development Officer or the Chief Administrative Officer may issue to the owner of the property, the person in possession of the land or buildings, or the person responsible for the contravention, a written order to comply with the provisions of this bylaw.
- 6.8.2 The order may:
- a) direct a person to stop doing something or to change the way in which the person is doing it;
 - b) direct a person to take any action or measure necessary to remedy the contravention of the Act or bylaw, including the removal or demolition of a structure that has been erected or placed in contravention of a bylaw and, if necessary, to prevent a reoccurrence of the contravention;
 - c) state a date and time by which the person must comply with the directions;
 - d) state that if the person does not comply with the directions within the specified time, the municipality will take the action or measure at the expense of the person; and
 - e) state that a person who receives a written order may request that Council review the order within 14 days after the date the order is received. After reviewing the order, Council may confirm, vary, substitute, or cancel the order.
- 6.8.3 This order shall be delivered by registered mail or be personally served on the person described in section 6.4.1.

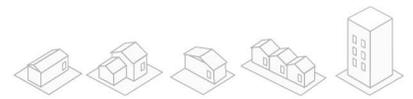
6.9 MUNICIPALITY REMEDYING CONTRAVENTION

- 6.9.1 Where a person fails or refuses to comply with the order issued under section 6.8, a Development Officer may take such action as is necessary to enforce the order.
- 6.9.2 The costs and expenses incurred by the Village in carrying out an order shall be placed on the tax roll as an additional tax against the property concerned, and that amount shall be collected in the same manner as taxes on the land.

6.10 PENALTIES

- 6.10.1 Any person who commits an offence under section 6.2 is, upon summary conviction, liable to a fine as specified in the Summary Convictions Act.
- 6.10.2 Any person who commits an offence under this bylaw is, in addition to any other punishment, liable on summary conviction to:





- a) a voluntary fine issued pursuant to Section 20 of the Summary Convictions Act and in respect of an offence specified in section 6.11; or
- b) a fine not exceeding ten thousand dollars (\$10,000.00) or to imprisonment for six months or both where proceedings are commenced pursuant to the summary convictions provisions of the Criminal Code of Canada; or
- c) a fine not exceeding five hundred dollars (\$500.00) or to imprisonment for six months or both where proceedings are commenced pursuant to section 9(1) of the Summary Convictions Act of the Yukon.

6.10.3 Where a person fails or refuses to comply with an Order pursuant to sections 6.2 and 6.8, that person is liable on summary conviction to a fine of not more than \$10,000 and, in the case of a continuing offence, to a further fine not exceeding \$2,500 for each day during which the offence continues.

6.10.4 In addition to the penalties provided for under section 6.10.2, a person convicted of an offence pursuant to section 6.2 in respect to the use of land or buildings or development carried out in contravention of this bylaw, may be ordered to remove such development and reclaim the site at that person’s own expense.

6.10.5 Should any person owning or occupying real property within the Village refuse or neglect to pay any penalties that have been levied pursuant to this bylaw, the Development Officer may inform such person in default that, if these charges are unpaid on the thirty-first day of December on the same year, these shall be added to and form part of the taxes payable in respect of that real property as taxes in arrears.

6.11 SCHEDULE OF FINES

6.11.1 A voluntary fine under section 20 of the Summary Convictions Act RSY 2002, Chapter 210, issued in respect of an offence, shall be increased for second and subsequent offences as specified herein:

Description of Offence	Penalty
Fail to comply with Zoning Bylaw regulations*	\$250.00
Fail to comply with Zoning Bylaw regulations (2nd or subsequent offence) *	\$500.00
Fail to obtain development permit	\$250.00
Fail to obtain development permit (2nd or subsequent offence)	\$500.00
Fail to comply with an Order*	\$250.00
Fail to comply with an Order (2nd or subsequent offence) *	\$500.00
Fail to comply with permit conditions	\$250.00
Fail to comply with permit conditions (2nd or subsequent offence)	\$500.00
Fail to comply with Notice of Violation	\$250.00
Fail to comply with Notice of Violation (2nd or subsequent offence)	\$500.00
Fail to grant right of entry	\$250.00
Fail to grant right of entry (2nd or subsequent offence)	\$500.00



PART 7 DEFINITIONS

7.1 RULES OF INTERPRETATION

Words used in the present tense shall include the future tense. The singular includes the plural, the word 'person' includes a corporation as well as an individual. The term 'shall' is always mandatory. The word 'used' or 'occupied' as applied to any land or building shall be construed to include the words 'intended, arranged, or designed to be used or occupied'.

Typical uses listed as examples in the definitions are not intended to be exclusive or restrictive. Intent, impact, and definition of the use, among others, will be considered when determining whether a use is permitted.

When a specific use does not conform to the wording of any use definition, or generally conforms to the wording of two or more definitions, the Development Officer will use discretion to deem that the use conforms to, and is included in, that use which is considered to be most appropriate in character and purpose.

7.2 GENERAL DEFINITIONS

For the purpose of this Bylaw, certain terms or words herein shall be interpreted or defined as follows:

ABATTOIR means a facility licensed by Government of Yukon to provide inspected slaughter services.

ABUT means to have a common boundary, to border on.

ACCESSORY when used to describe a use, building, or structure means a building, structure or use of which is ancillary or subordinate to that of the principal use on the lot and exclusively devoted to the principal use or building and located on the same lot or site.

ADJACENT means contiguous or would be contiguous if not for an easement, right-of-way, road, and/or natural features.

AGRICULTURAL SUPPLY AND SALES means the use of land and premises for retail sale of lawn and garden equipment, furnishing, nursery materials and supplies.

AGRICULTURE PROCESSING means a use for storage and upgrading of agricultural products for distribution or sale through value added processes such as mixing, drying, canning, fermenting; applying temperature, chemical, biological or other treatments to plant matter, the cutting, smoking, aging, wrapping and freezing of meat, or similar production methods. This use does not include Agriculture (Intensive or Regulated), Cannabis Cultivation or Cannabis Processing.

ALCOHOL PRODUCTION means a use where beer, spirits and other alcoholic beverages are manufactured that may have a private hospitality area where products made on the premises are provided to private groups for tasting and consumption as a Special Event and are sold to the public for consumption on the premises and that may include the retail sale of products. Typical uses include breweries, distilleries, wineries, and meaderies.

ANIMAL CLINIC/HOSPITAL means a use where the principal use is to provide medical treatment and/or hospitalization to animals/livestock. Boarding services may be provided on-site.

ANIMAL means animal as defined in the Animal Control Bylaw and amendments thereto.

ANIMAL SHELTER means the use of land or premises for the temporary care of lost, abandoned, or neglected animals.

APIARY means facility for keeping bees.

ASSEMBLY means a use providing for the assembly of persons for religious, charitable, philanthropic, cultural, rehabilitative, private recreational or private educational purposes. Typically, assembly would occur at auditoriums, youth centres, social halls and group camps.

AVIATION means an aerodrome/airport and includes hangars, storage and maintenance facilities, aviation service facilities, terminal buildings and heliports.

AVIATION-RESTRICTED means a helipad and related emergency response activities, including fire suppression and pre fire suppression.

BAKE SHOP means a facility where bread, pies, cakes or other bakery goods are produced for wholesale to retail outlets and includes the retail outlets where such products are sold.

BAND STANDS means circular, semicircular or polygonal structure designed to accommodate bands performing musical concerts.

BED AND BREAKFAST means an accessory use of the operator's principal residence for commercial purposes, in which temporary overnight accommodation and breakfast is provided for less than 30 consecutive days at a time.

BOARD OF VARIANCE means the Village of Haines Junction Board of Variance, established in accordance with the *Municipal Act*.

BOARDING OR BREEDING FACILITY means land and premises used for the business of breeding, buying, selling, or boarding of animals, excluding livestock.

BROADCASTING AND RECORDING means the production and / or broadcasting of audio or visual programming typically associated with radio, television, and motion picture studios.

BUILDING HEIGHT means the maximum vertical distance as measured from the average ground level elevation from the base of the exterior wall at that point, to the highest point of the building. The calculation of building height excludes a roof stairway entrance, an elevator housing, heating or ventilation equipment, flush-mounted solar collectors, a skylight, a steeple, a chimney, a smokestack, a flagpole, a firewall, guardrail, or similar feature or device not structurally essential to the building that is less than 1.0 m (3.28 ft) in added height, see Figure 3.

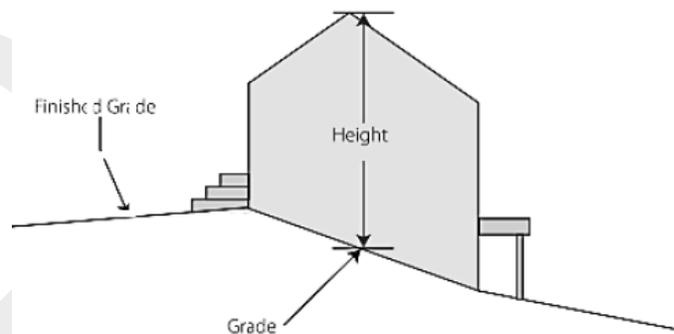


Figure 3 – Building Height Calculation

BUILDING means any structure having a roof supported by columns or walls and intended for the shelter, housing or enclosure of persons, animals or chattels.

BULK FUEL STORAGE means the premises used for the storage, sales, and distribution of bulk fuel products mainly for commercial and / or industrial purposes.

BUS TERMINAL means a facility where buses, that are mainly transporting people, and goods associated with those people, arrive and depart.

CAMP-SITE means a site occupied and maintained, or intended to be occupied and maintained, for the temporary accommodation of tourists, or temporary and / or seasonal workers, in trailers, or tents, which is operated for the purposes of financial gain, but does not include a motel, hotel or hostel.

CAR WASH means a building or part of a building used for the washing of motor vehicles.

CARE FACILITY, CLINIC means a use where the principal use is to provide medical and health care services on an outpatient basis only. Typical uses include medical and dental offices, health care clinics, pre-natal clinics and counseling services.

CARE FACILITY, GROUP means a use where individuals who are either disabled or in need of supervision reside on a temporary or long-term basis, in accordance with their individual needs. Typical uses include foster or boarding homes for children, group homes, family homes and long-term care facilities.

CARE FACILITY, MEDICAL means a development providing room, board, and surgical or other medical treatment for the sick, injured, or infirm including out-patient services and accessory staff residences. Typical facilities would include hospitals, sanitariums, convalescent homes, psychiatric hospitals, auxiliary hospitals, and detoxification centres.

CARE FACILITY, SENIORS means a use where accommodation with moderate care provisions for residents in a congregate setting. Residents do not require continuous access to professional services or on-site professional services. Room and board services, light housekeeping services, twenty-four (24) hour availability of assistance and oversight with personal care and social and recreation support may be provided. Typical uses include lodges and senior homes.

CEMETERIES AND FUNERAL SERVICES means development for the burial of the deceased and may include such facilities as crematories, cineraria, columbaria, mausoleum, memorial parks, burial grounds, cemeteries, and gardens of remembrance.

CHILD CARE CENTRE means a facility for the provision of a childcare centre program pursuant to the Child Care Act and current amendments thereto.

CIVIC USE means a use providing for public functions under the auspices of government body. It includes offices, municipal offices, public schools and colleges, education facilities, public hospital, community centres, libraries and archives, museums, police stations, fire stations, correctional institutions, jails and prisons, and courts of law.

COMMERCIAL AND RESIDENTIAL MIXED USE means a building that has commercial uses located on the ground floor and residential dwelling units located on the upper floors or on the ground floor behind commercial uses.

COMMERCIAL means for trade or financial gain.

COMMERCIAL RECREATION means a recreation facility that is privately operated for the purposes of financial gain, that also operates indoors. This could include facilities such as pool halls, arcades, private clubs, bingo halls, theatres, miniature golf, a driving range, go carts, etc.

CORNER LOT means a lot at the intersection of two or more roads and/or highways.

COUNCIL means the Municipal Council of the Village of Haines Junction.

DECK means a structure more than 0.60 m above grade without a roof or walls, except for visual partitions and railings, used as an outdoor amenity area.

DENSITY means the number of Dwelling Units on a site expressed in units per hectare (uph).

DEVELOPMENT means the carrying on of any construction or any other operation in, on, over or under any land or the making of any change in the use of the land, building or premises.

DEVELOPMENT OFFICER means a person appointed by Council to administer and enforce this bylaw.

DEVELOPMENT PERMIT means a certificate to allow development and includes the documents on the basis of.

DRIVE-IN OR DRIVE-THRU BUSINESS means a facility providing on-site service to customers while in their motor vehicles or the use of land and premises to park their vehicles for a short period for the purpose of doing business on-site.

DUPLEX means a building that is divided horizontally or vertically into two separate dwelling units. The units may or may not be registered on the same title. Each dwelling unit has its own independent entrance.

DWELLING UNIT means one or more rooms for the use of one household as a residence containing cooking, living, sleeping and sanitary facilities.

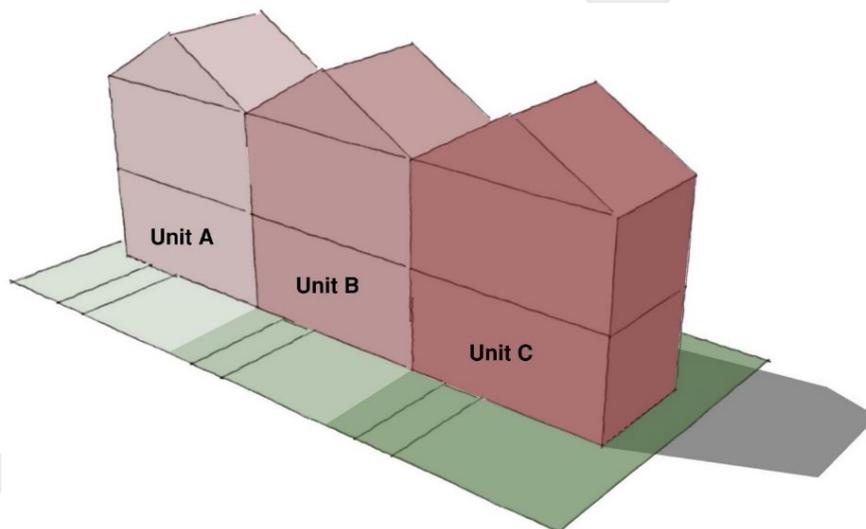


Figure 4 - Illustration of Attached Dwelling, 3-Unit Rowhouse / Townhouse on Separate Lots

DWELLING, ATTACHED means a building designed and built to contain two or more Dwelling Units separated from each other by a fire rated wall, with each having separate entrances, and for the purposes of this Bylaw, each is located on a separate titled lot.

EDUCATION FACILITY means any facility where education is dispensed, as defined by the Education Act and Yukon College University Act and current amendments thereto.

ENCLOSURE means an area screened from view by the surrounding streets and buildings. Enclosed spaces are either within a structure or behind a screen of landscaping, perforated masonry, metal, or other materials.

EQUIPMENT SALES, SERVICE AND RENTALS means the use of premises for the sales, repair or rental of off-road equipment, and/or machinery typically used in building roadway, pipeline, public works, and mining construction. This excludes on-road vehicle rentals.

EXHIBITION AND CONVENTION FACILITIES means a development that provides spaces for meetings, seminars and conventions, product and trade fairs, and other exhibitions.

EXISTING means at the time of the passage of this bylaw.

FAIRGROUNDS means an open space or exhibition facility that provides permanent facilities for activities such as entertainment, amusement facilities, educational displays, the barter and sale of goods, and exhibitions, often competitive, of farm, household, international, and manufactured products.

FAMILY DAY-HOME means a facility for the provision of a family day home program pursuant to the Child Care Act and current amendments thereto.

FARM means one or more parcels of land owned by or leased by a farmer, used for the purposes of agriculture, and which may or may not be continuous. This use does not include Cannabis Cultivation or Cannabis Processing.

FARM SALES means a use where the sale of farm products which are produced in the same farming operation takes place.

FENCE means an artificially constructed barrier erected to enclose or screen a property or use.

GARAGE OR CARPORT means an accessory building or structure, or a part of the principal building, designed and used primarily for the storage of motor vehicles of the occupants of the premises.

GARDEN means the use of land for cultivating or growing plants. This use does not include Cannabis Cultivation or Cannabis Processing.

GENERAL CONTRACTOR SERVICES means premises used for the provision of building and general construction services including landscaping, concrete, electrical, excavation, drilling, heating and plumbing, or similar services of a construction nature which require on-site workshop, storage and warehouse space and includes any sales, display, office or technical support service areas.

GOLF COURSE means a public or private area operated for the purpose of playing golf and includes tees, greens, fairways, cart paths, driving range, open space, public trails and parks., clubhouse facilities and maintenance and storage facilities.

GRADE means the ground elevation established for the purpose of regulating the number of storeys and the height of a building. If the ground is not entirely level, the grade is to be determined by averaging the elevation of the ground for the four elevations.

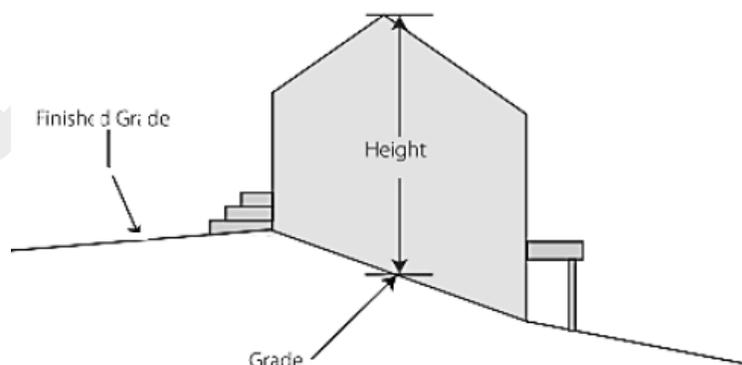


Figure 5 - Illustration of Grade Calculation

GREENBELT means an area of non-developed land that is generally left in a natural state that may be used for passive or active recreation, trails, or buffers.

GREENHOUSE means a building and/or structure used to grow plants and utilizes transparent covering to heat the air and provide a more hospitable environment for growth. This use does not include Cannabis Cultivation or Cannabis Processing.

GROSS FLOOR AREA (GFA) means the total floor area of a building within the exterior walls. This does not include basement areas, parking areas below grade, and areas devoted exclusively to mechanical or electrical equipment servicing the development.

HAZARDOUS GOODS STORAGE means a premise for the storage of chemicals in the Transportation of Dangerous Goods Act.

HIGHWAY includes a street, road, lane, bridge, viaduct and any other way open to the use of motor vehicles but does not include a private right-of-way on private property.

HOME BUSINESS means a use where business is conducted in a principal dwelling and/or its accessory building(s) by an occupant for the purpose of financial gain. The home business is a secondary use of a dwelling unit and does not change the residential appearance of the land and buildings with limited visits and employees on-site.

HOME INDUSTRY means a trade of a small-scale industrial nature, which is clearly accessory to the use of a dwelling unit, such as but not limited to fabricating, light manufacturing, servicing and repairing, distribution, assembly, wholesaling, and testing.

HOME OFFICE means an occupation, trade, profession or craft carried on by an occupant for the purposes of financial gain which is a secondary use of a dwelling unit or to the residential use of a lot occupied by a dwelling. The home office does not change the residential character of the site.

HORTICULTURE means the growing, producing and harvesting of fruit, vegetables, trees, shrubs and flowers but does not include animals or animal products, for the purpose of financial gain. This use does not include Cannabis Cultivation or Cannabis Processing.

INDUSTRIAL, SALVAGE means the use of land and premises for collection, demolition, dismantlement, salvage, storage, recycling or sale of waste materials including scrap metal, abandoned vehicles, machinery and other discarded materials. Typical uses are auto wreckers and junk yards.

LANDSCAPING means to change or modify the natural features of a site by adding lawns, trees, shrubs, ornamental plantings, fencing, walks, drives, or other similar structures and materials.

LANDSCAPING OPERATION means a facility for growing materials for landscaping services including the provision of such services and a plant nursery.

LICENSED PREMISES PURSUANT TO THE LIQUOR ACT means a facility that sells alcohol as regulated by *The Liquor Act*, such as a liquor store or a beer vendor.

LIVESTOCK means livestock as defined in the Animal Control Bylaw and amendments thereto.

LOADING SPACE means an on-site parking space directly accessible from a street reserved for temporary parking for the purpose of loading and unloading goods and materials.

LOT LINE means a line which marks the legal boundary of a lot (see Figure 6) and, in particular:

- a) **Front Lot Line** means the lot line that divides the lot from a highway, excluding a lane. In the case of a corner lot, the shorter lot line that abuts the highway shall be deemed to be the front lot line. In the case of a through lot, the lot lines abutting two parallel or approximately parallel highways shall be considered as front lot lines.
- b) **Rear Lot Line** means the lot line opposite to and most distant from the front lot line or, where the rear portion of the lot is bounded by intersecting side lot lines, it shall be the point of such intersection.
- c) **Side Lot Line** means a lot line other than a front or rear lot line.

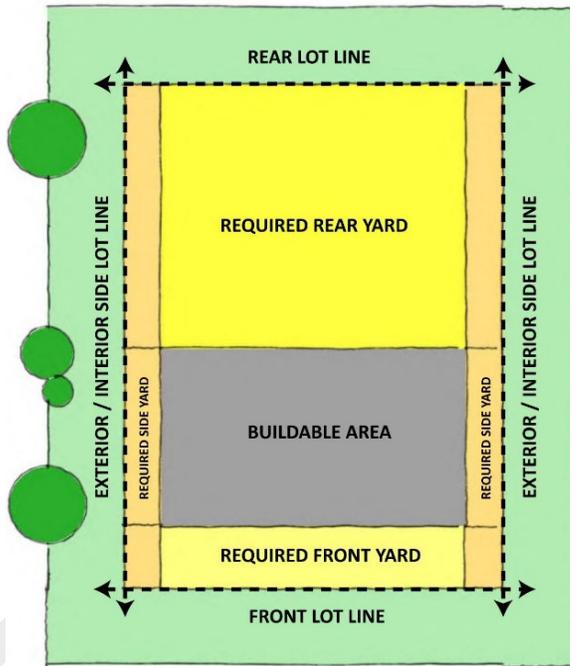
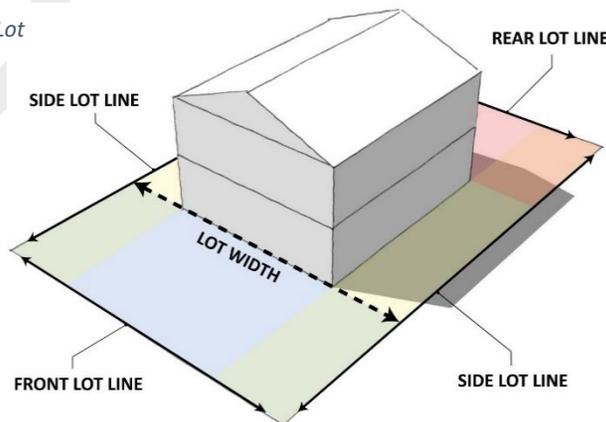


Figure 6 - Illustration of Lot Lines

LOT means the smallest unit as shown on the records of the Land Titles Office or which are described in a certificate of title of land in which land is held or which land is subdivided. The words 'site' and 'parcel' shall have the same meaning as the word 'lot'.

LOT WIDTH means the width of a lot where it abuts a highway except in the case of an irregular shaped lot where the lot width shall be the width of the lot along the front yard setback, see Figure 7.

Figure 7 - Illustration of Lot



MAINTENANCE FACILITY means a facility for the servicing and repairing of commercial vehicles and equipment, including vehicles and equipment used for public works.

MAINTENANCE means the upkeep of a building or property that does not involve structural change, the change of use, or the change of intensity of use.

MANUFACTURING, LIGHT means the use of facilities for the construction, creation, or assembling of semi-finished or finished goods, products or equipment that does not produce significant nuisance or environmental factors such as noise, appearance, or odour that may interfere with the use of any contiguous lot.

MINOR AGRICULTURAL PURSUITS means a horticulture or agriculture operation which is for the personal use and consumption by the residents and adheres to the Animal Control Bylaw.

MOBILE HOME means a transportable dwelling unit which has or had a self-contained chassis, meeting current C.S.A. standards or equivalent, suitable for long-term occupancy and which, upon arriving at the lot or site for location, is apart from the incidental operations such as placement on foundation supports and connection to utilities, ready for occupancy; it does not include modular home or prefabricated dwelling, meeting current C.S.A. standards or equivalent.

MOBILE HOME PARK means a parcel of land under one ownership which has been planned, divided into mobile home plots and improved for the placement of mobile homes for permanent residential use. The minimum plot size for a mobile home shall be 200.00 m² (2,152.78 ft²).

MULTIPLE UNIT HOUSING means any physical arrangement of three or more dwelling units intended to be occupied by separate households.

MUNICIPAL ACT means the *Yukon Municipal Act* and amendments thereto.

NATURAL RESOURCE DEVELOPMENT means the onsite removal, exploration, extraction, and primary processing of raw materials that are found on or under the site or that are accessible from the site. Typical uses include clay pits, gravel pits, placer mining, sandpits, bitumen, and topsoil stripping.

NON-CONFORMING BUILDING OR USE means any lawful building or use existing at the time of the adoption of this Bylaw which does not or will not conform to all the provisions of this Bylaw.

NURSERIES means a building or structure where plants are propagated and grown to a desired size. This use does not include Cannabis Cultivation or Cannabis Processing.

OFFENSIVE OR OBJECTIONABLE when used with reference to any use of any land, building or structure, means a use which, from its nature or from the manner of carrying on same, creates or is liable to create, by reason of noise, vibration, smoke, dust or other particulate matter, odour, toxic or noxious matter, radiation hazards, fire or explosive hazards, heat, humidity or glare, or unsightly storage of goods, wares, merchandise, salvage, junk, waste or other materials, a condition which, in the opinion of Council or Board of Variance (as the case may be), may be or become hazardous or injurious as regards health or safety or which adversely affects the amenities of the neighbourhood or interferes with or may interfere with normal enjoyment of any land, building or structure.

OFFICE means a facility for the provision of professional, management, administrative, consulting or financial services, such as offices for clerical, secretarial, employment, and similar office support services; offices for *Care Facility, Clinic* is not included.

OFFICIAL COMMUNITY PLAN means the Official Community Plan adopted by bylaw by the Municipality of Haines Junction, and amendments thereto.

OUTDOOR AMPHITHEATRE means open-air venue used for entertainment, performances, and recreation purposes.

OUTDOOR STORAGE means the storing, stock piling or accumulating of products, goods, equipment, vehicles, or material in an area that is open or exposed to the natural elements; this does not include the outdoor storage of commercial trucks and truck trailers.

OUTDOOR STORAGE, TRUCK means an industrial area of land set aside for the outdoor storage of commercial trucks and truck trailers.

OVERNIGHT ACCOMMODATION means a facility where overnight accommodation is provided to the travelling public and which may also contain commercial uses and such additional facilities or services as a restaurant, a dining room, room service or public convention rooms. This could include hotels, hostels, or motels.

OWNER means the person who has the beneficial ownership of land and includes a lessee or purchaser by way of Agreement of Sale.

PARK means an area of land consisting largely of open space which may include a recreational area, playground, play field or similar use. Typically, parks are owned and maintained by the Municipality or another public authority.

PARKING AREA OR LOT means an open area of land other than a street, or a building designed and used for the parking of vehicles.

PARKING SPACE, OFF-STREET means an off-street area available for the parking of one motor vehicle, exclusive of driveway, ramps, columns and office or work areas.

PERMITTED USE means the use of land, buildings, or structures for which an approval shall be obtained with or without conditions where the use applied for conforms with this bylaw.

PERSONAL SERVICE ESTABLISHMENT means uses which provide personal services to an individual which are related to the care and appearance of the body or the cleaning and repair of personal effects.

PLACES OF WORSHIP means a development owned by a religious organization used for worship and related religious, philanthropic or social activities including accessory rectories, classrooms, and auditoriums. Typical uses include churches, chapels, mosques, temples, synagogues, parish halls, convents, and monasteries.

PLAYGROUND means a non-commercial outside recreational facility for non-organized recreational use.

PRINCIPAL BUILDING means a building which contains the chief or main use on a lot and constitutes, by reason of its uses, the primary purposes for which the lot is used.

PRINCIPAL USE means the chief or main use of the land, buildings and structures on a lot.

PRIVATE CLUBS AND LODGES means a facility used for the meeting, social or recreation activities of members of non-profit, charitable, social services, athletic, business, or fraternal organization, with/without on-site residences. Private clubs and lodges may include rooms for eating, drinking and assembly.

PRIVATE RIDING FACILITIES AND STABLES means a private facility for the training, exercising, and boarding of horses. The arena shall not be used for horse shows, rodeos, or similar events to which there is a fee to participate in or to use the facilities.

PROCESSING, LIGHT means the use of land or facilities for construction, creation, of assembling of products and equipment, or the testing, refining, sampling, or preparing raw materials that do not produce significant nuisance or environmental factors such as noise, appearance, or odour that may interfere with the use of any contiguous lot.

PUBLIC BUILDING means a building owned or occupied by a Municipal, First Nations, Territorial or Federal governmental agency, which may or may not be accessible to the general public.

R.V. CAMPGROUND means a site occupied and maintained or intended to be occupied by recreational vehicles being used by the transient public.

RECREATIONAL VEHICLE (R.V.) means a portable structure intended as a temporary accommodation for travel, vacation or recreational use and includes travel trailers, motorized home, slide-in camper, chassis-mounted campers, and tent trailers but not including mobile homes.

RECYCLING DEPOT means a facility that buys, sorts, and/or stores bottles, cans, newspapers, and similar household goods for reuse. All storage is contained within an enclosed building or screened area.

RESIDENTIAL means the use of a building or part thereof as a dwelling unit.

RESTAURANT means a development where prepared foods and beverages are offered for sale to the public, or consumption within the premises or off the site. This includes neighborhood pubs, licensed restaurants, cafes, delicatessens, tea rooms, lunchrooms, refreshment stands, take-out restaurants, and food vendors. This does not include drive-thru businesses or mobile catering food services.

RETAIL STORE means a building where goods, wares or merchandise are offered or kept for retail sale and includes storage on or about the store premises of limited quantities of such goods, wares or merchandise sufficient only to service such store.

RODEO FACILITY means buildings, shelters, fences, corrals, holding pens, or other structures used for commercial rodeo events.

SCREENING means a fence, earth berm, row of trees, hedge, or established shelterbelt used to visually and/or physically separate areas or functions.

SECONDARY SUITE means a self-contained, accessory dwelling unit in any physical arrangement and includes garden suites.

SERVICE STATION means a business intended for the sale of fuel, alternative energy/fuels, lubricating oils, automotive fluids, may include a car wash, convenience store, electric vehicle charging stations, and a restaurant as accessory uses.

SETBACK means the distance that the development must be set back from a front, side, and/or rear lot lines or any physical feature of a site as specified by this Bylaw.

SHIPPING CONTAINER means a large metal container with suitable strength for the shipping, handling and storage of goods. Shipping Containers are also known as 'sea cans' or 'intermodal containers'.

SHORT TERM RENTAL ACCOMMODATION means the use of a dwelling unit, or one or more bedrooms in a dwelling unit, for commercial purposes as temporary accommodation for less than 30 consecutive days at a time, but does not include Hotels, Motels, Hostels or Bed and Breakfast.

SIGHT TRIANGLE means the triangle formed by two intersecting highway right-of-way boundaries and two points on those boundaries six metres from the point of intersection, see Figure 8.

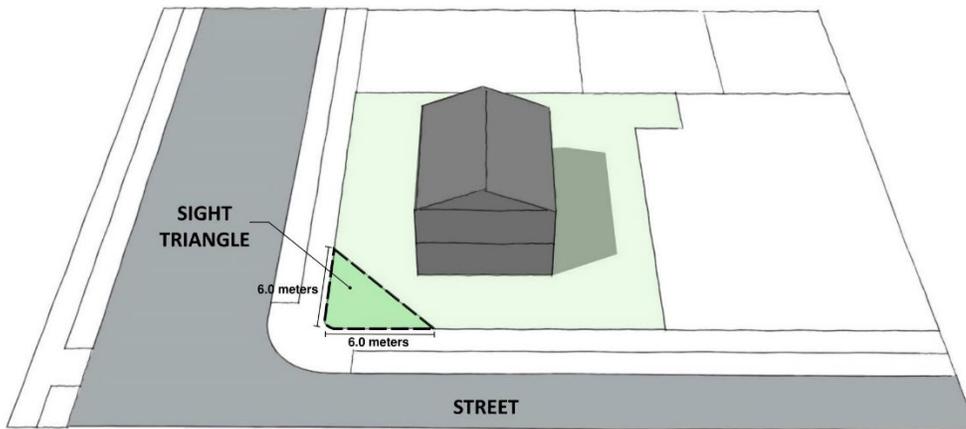


Figure 8 - Illustration of Sight Triangle

SIGN means a letter, numeral word, picture or attention-drawing devise, excluding traffic control devises, displayed out of doors in such a manner as to be visible from a highway but does not include any signs regulated by the Yukon Government Private and Community Highway Signs Regulations.

SIGN, POLITICAL means a temporary sign erected during a Federal, Territorial, First Nation, or Municipal election to promote voting for a political candidate, political party, or cause.

SIGN, TRAFFIC CONTROL means a sign erected within the public right-of-way identifying restrictions on travel. Examples of traffic control signs include stop signs, one-way signs, and speed limit signs. These signs can either be fixed, freestanding, or temporary.

SINGLE FAMILY DWELLING means a free-standing building that contains one primary dwelling unit and includes modular homes that meet current *National Building Code* standards.

SITE COVERAGE means the percentage of horizontal area of a lot that may be built upon including accessory buildings or structures excluding steps, eaves, cornices and similar projections, courtyards, terraces or patios, driveways, aisles and parking stalls. Cantilevered portions of buildings above the first storey will not be included in site coverage calculations.

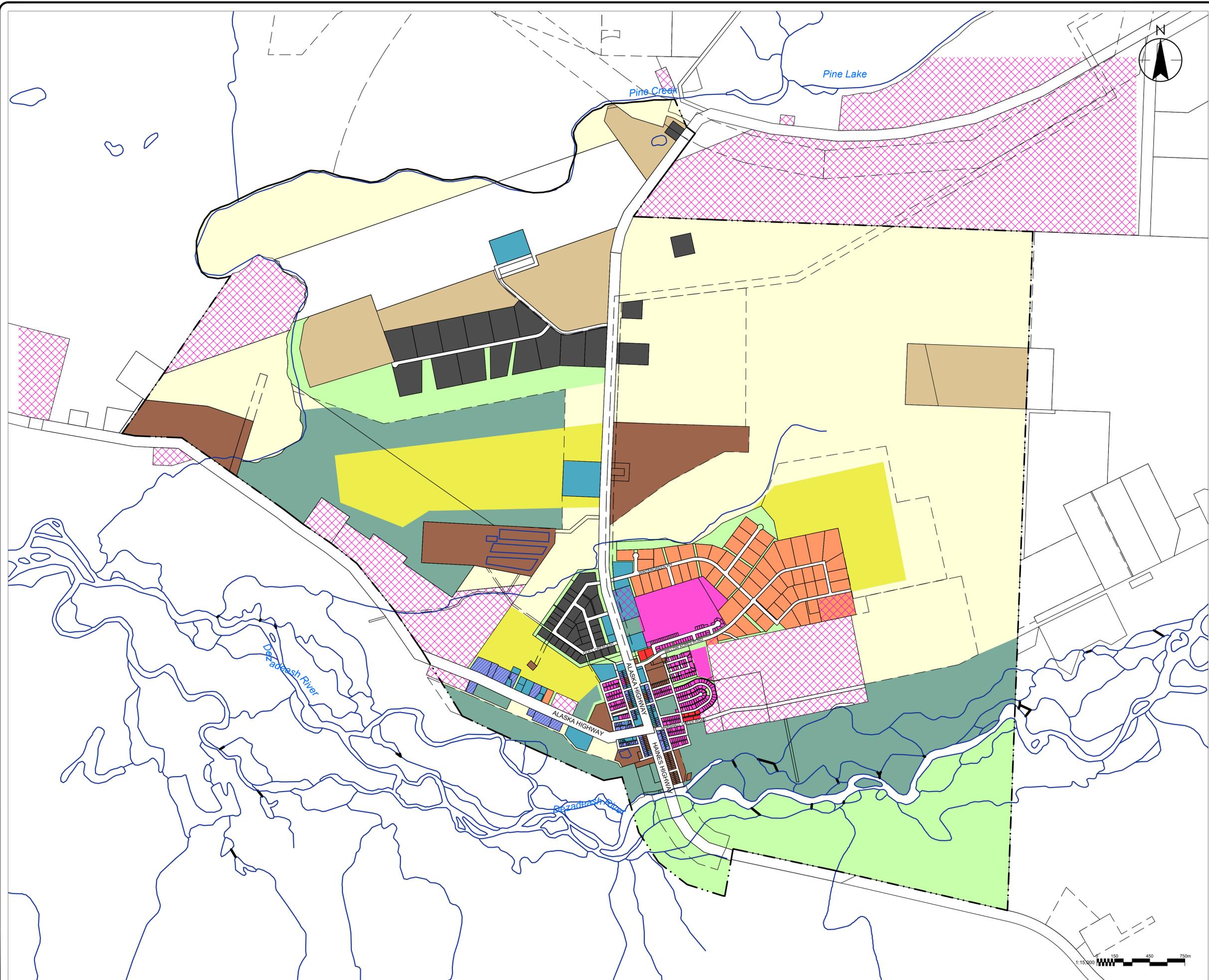
STRUCTURE means a construction of any kind whether fixed to or supported by or sunk into land, including stadiums, sheds, fences, platforms, signs, tanks, poles, towers, pools, etc.

TEMPORARY RETAIL SALES means sales carried out over a period not to exceed 5 months in a twelve month period.

TEMPORARY USE means a use or development established for a fixed period of time with the intent to discontinue the activity upon the expiration of the time period specified. Temporary uses may include fairs, special events, use of land for material or equipment storage, or a site office while construction is in progress.

TRAIL means a path or track used for recreational purposes that provides a visibly apparent route to follow through the landscape, including any structures associated with the path such as bridges, boardwalks or viewing decks.

USE means the purpose or function to which land, buildings, or structures are designed or intended.



- Legend**
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 - Public Use Community (PD)
 - Parks & Recreation Community (PR)
 - Greenbelt Community (GB)
 - Open Space (OS)
 - Agriculture General (AG)
 - Agriculture Residential (AR)
 - Future Development (FD)
 - Settlement Lands



1	2024-09-24	ISSUED FOR REVIEW
	YYYY-MM-DD	SUBMISSION INFORMATION

STAMP	PERMIT TO PRACTICE
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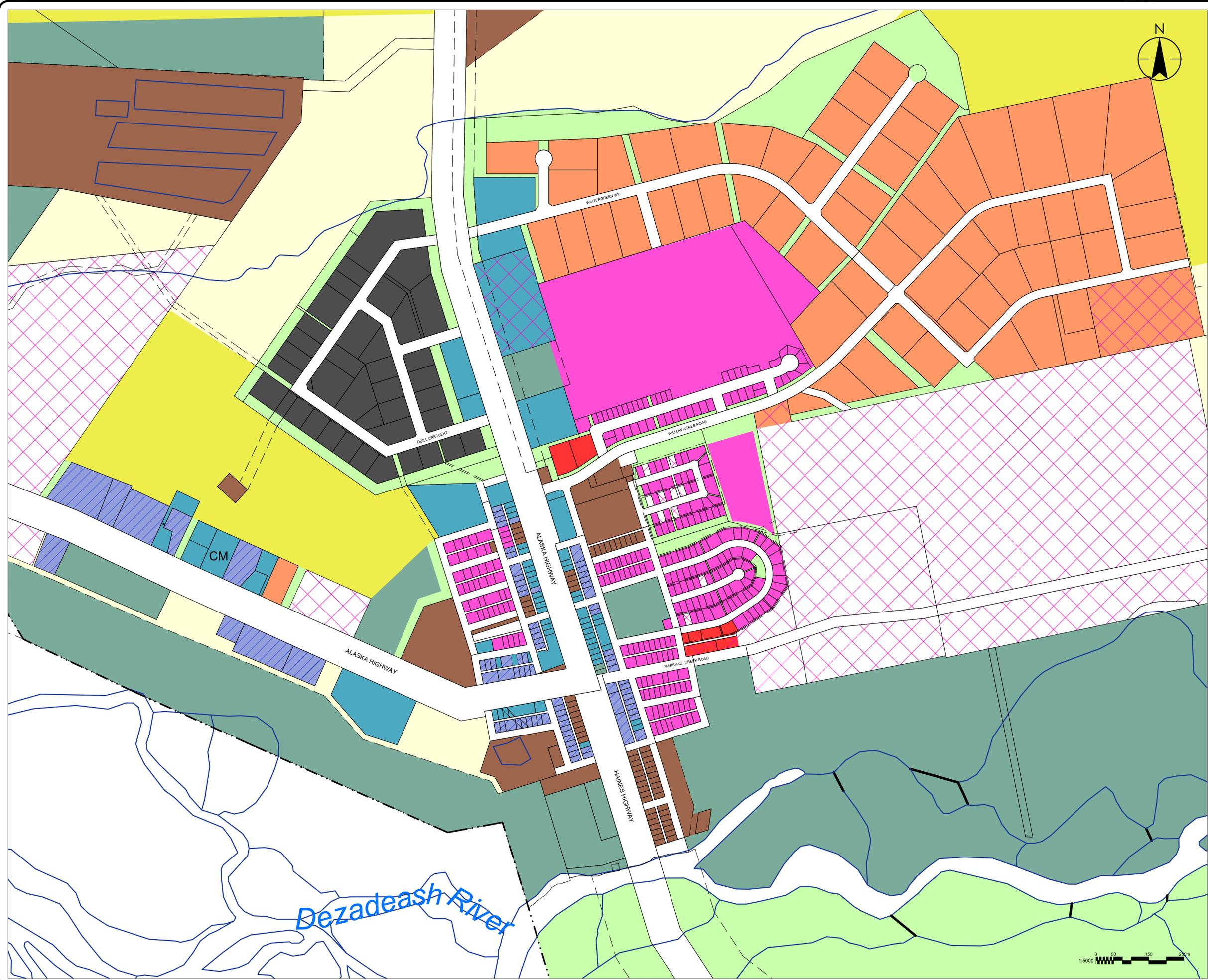


PROJECT
**VILLAGE OF HAINES JUNCTION
 ZONING BY-LAW**

DRAWING
**ZONING
 OVERVIEW**

DESIGN	DATE	SCALE
-	September 24, 2024	AS NOTED
DRAWN	PROJECT NO.	
MV	23-03	
CHECKED	DRAWING NO.	VERSION
-	C01	1
APPROVED		
-		





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1	2024-09-24	ISSUED FOR REVIEW
	YYYY-MM-DD	SUBMISSION INFORMATION

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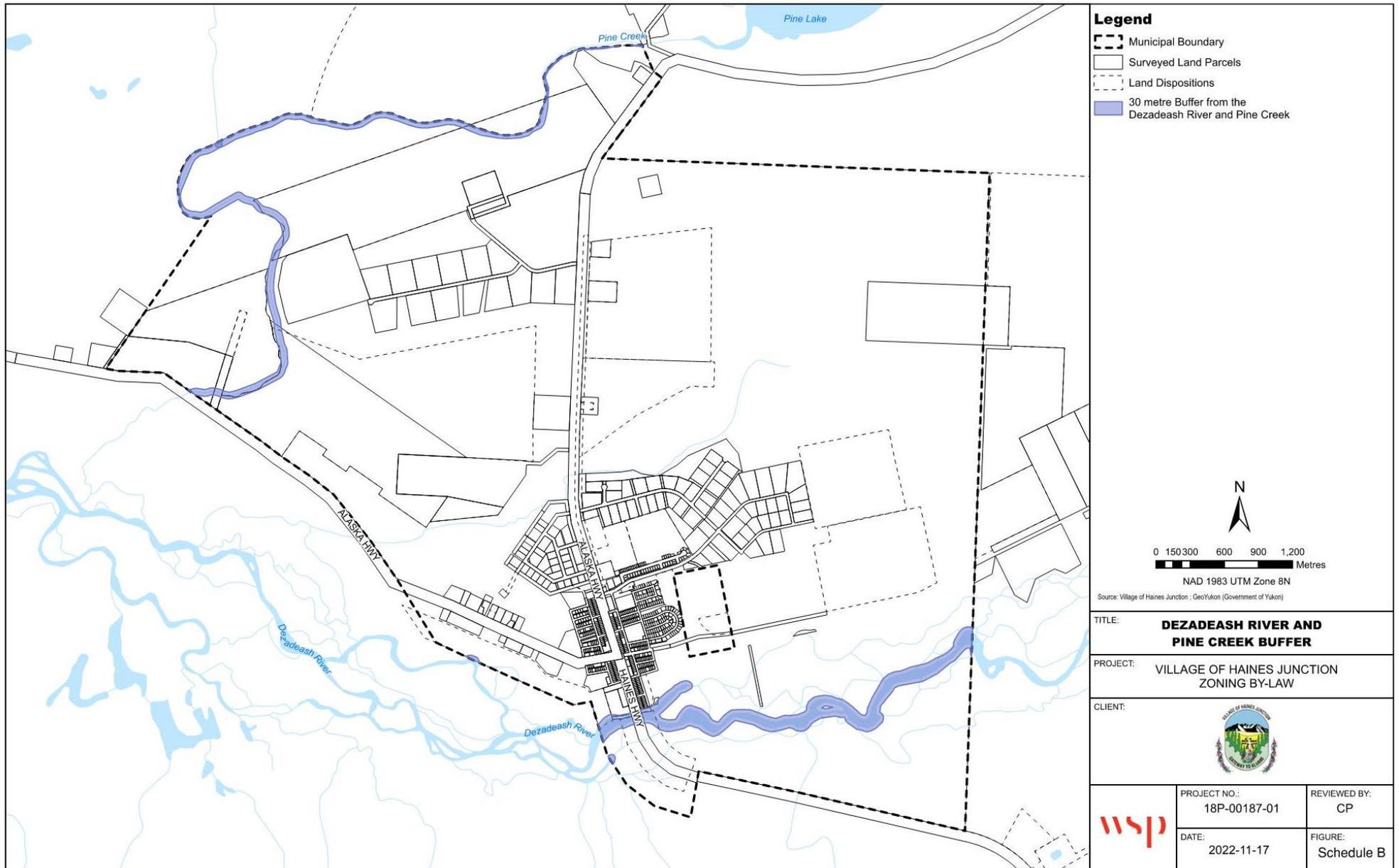
PROJECT
**VILLAGE OF HAINES JUNCTION
 ZONING BY-LAW**

DRAWING
**DOWNTOWN ZONING
 OVERVIEW**

DESIGN	DATE	SCALE
-	September 24, 2024	AS NOTED
DRAWN	PROJECT NO.	
MV	23-03	
CHECKED	DRAWING NO.	VERSION
-	C02	1
APPROVED		
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SCHEDULE B: DEZADEASH RIVER AND PINE CREEK BUFFER



UTILITY INFRASTRUCTURE means any structure, facility or related infrastructure necessary for the operation of a utility, such as power lines, communication towers, telephone transformers, lift stations, pumping stations, water and sewage treatment plants, waste disposal areas, electrical and similar services where such use is established by one of the levels of government, a Crown corporation, or by a company regulated by a government commission.

VARIANCE means a variation, relaxation, or waiver of a development regulation or other requirement of this Bylaw.

VEHICLE SALES, RENTAL AND SERVICE means the premises for the sale, rental, lease, service, or restoration of personal, recreational, commercial and / or industrial vehicles, and the retail sales of parts, petroleum projects and alternative fuels for these types of vehicles.

WAREHOUSE FACILITY means a facility for the transportation, storing, distribution and sale of goods.

YARD means a portion of a lot upon or over which no structure or building shall be erected, unless otherwise permitted in this Bylaw.

YARD, FRONT means that portion of the lot extending across the full width from the front lot line to the nearest point of the exterior wall (including siding and trim) of the Principal Building and shall be measured at right angles to the front property boundary, see Figure 9.

YARD, REAR means that portion of the lot extending across the full width from the rear lot line to the nearest exterior wall (including siding and trim) of the Principal Building and shall be measured at right angles to the rear property boundary, see Figure 9.

YARD, SIDE means that portion of the lot situated between the front yard and the rear yard, which extends from the side property boundary to the nearest exterior wall (including siding and trim) of the Principal Building and shall be measured at right angles to the side property boundary, see Figure 9.

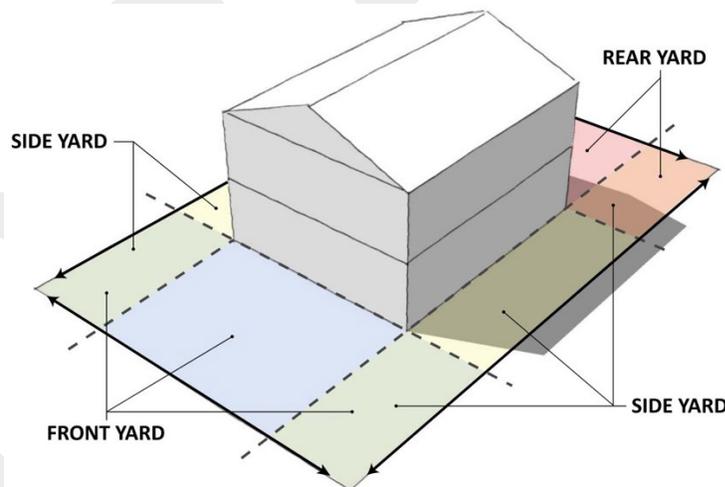
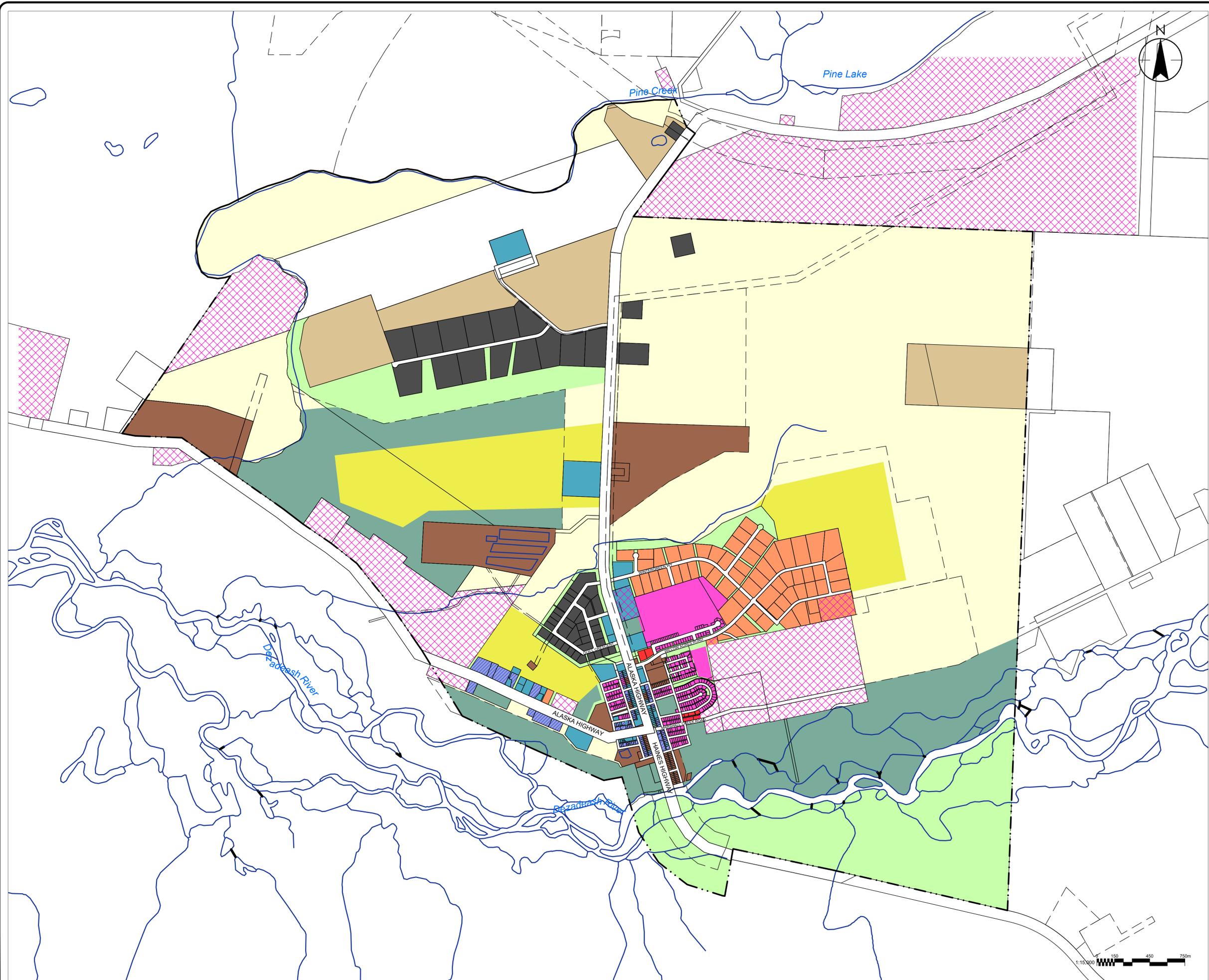


Figure 9 - Illustration of Yards

ZONE means a defined area of the Village as set out in this Bylaw and as shown on the Zoning Map.

ZONING MAP means the map delineating out the boundaries of the zones as set out in this bylaw within the Village of Haines Junction and attached as Schedule A.



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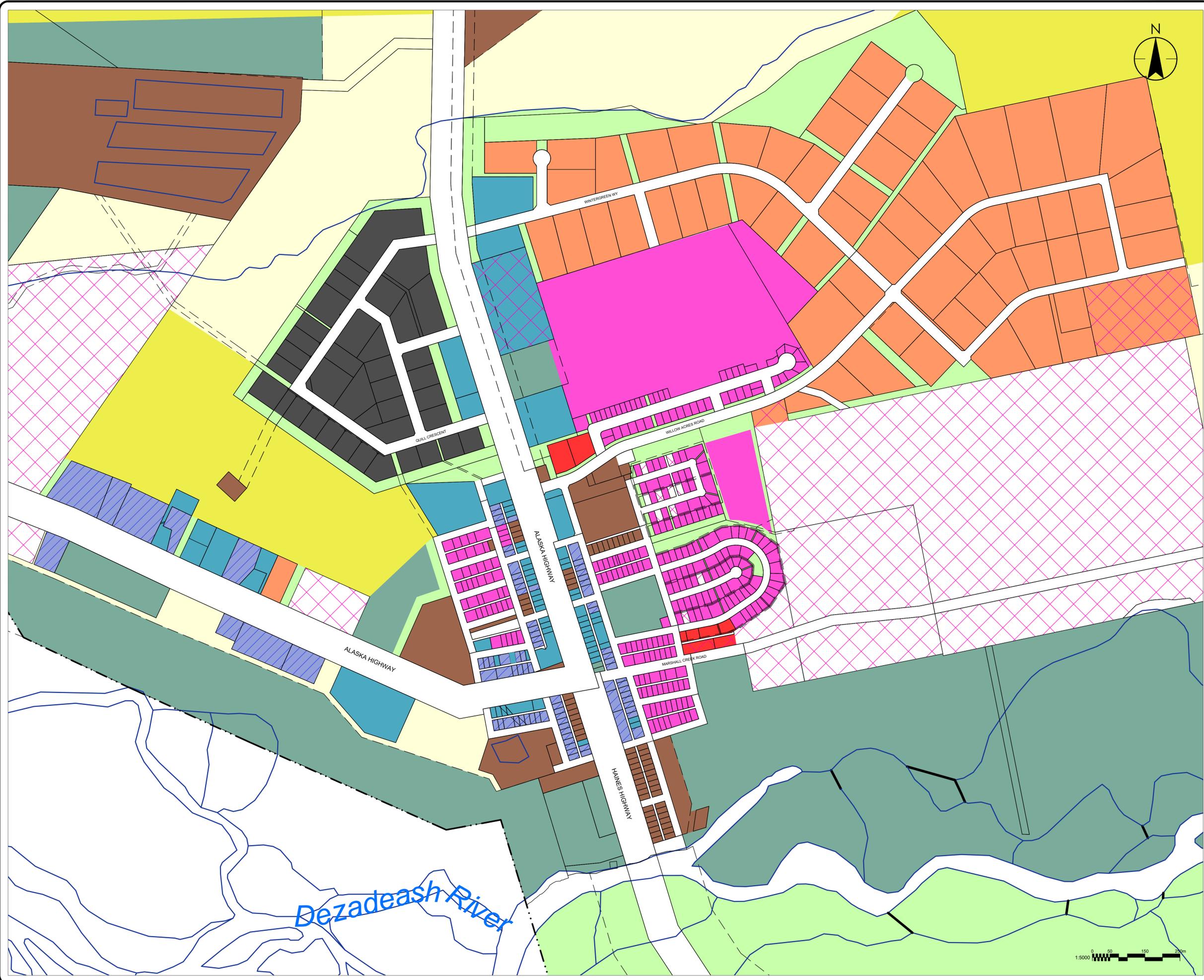


PROJECT
**VILLAGE OF HAINES JUNCTION
 ZONING BY-LAW**

DRAWING
**ZONING
 OVERVIEW**

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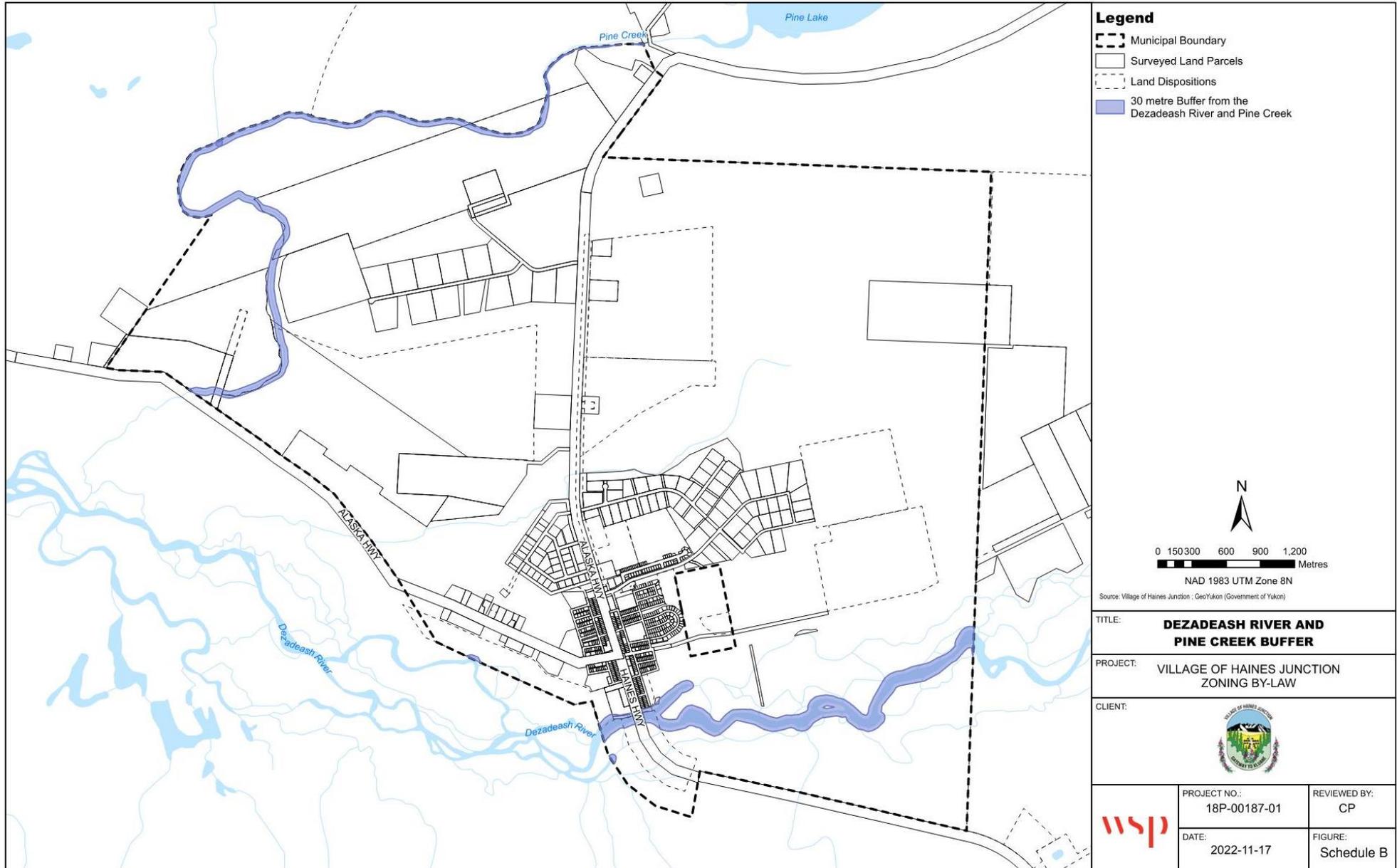
PROJECT
**VILLAGE OF HAINES JUNCTION
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DRAWING
**DOWNTOWN ZONING
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SCHEDULE B: DEZADEASH RIVER AND PINE CREEK BUFFER





**Department of Health and Social Services
PO Box 2703, Whitehorse, Yukon Y1A 2C6**

Re: Invitation to Information Sessions on the Planet Youth Initiative

I am writing to invite you to an upcoming information session about the Planet Youth Initiative, a five-year pilot project aimed at preventing youth substance use in Yukon communities. This initiative, based on the successful Icelandic Prevention Model developed by Planet Youth, represents an exciting opportunity to explore new approaches to supporting our youth.

To provide you with more information and to discuss how your community or organization might benefit from this initiative, we will be hosting two information sessions:

- Tuesday, September 24, 11 am-12 pm
- Tuesday, September 24, 5 pm to 7 pm

Both sessions will take place at the Whitehorse Public Library in the Main Floor Meeting Room. For those unable to attend in person, a virtual option will be available, and a link for remote attendance will be provided to those who RSVP closer to the event date.

These sessions are intended to give you a comprehensive overview of the Planet Youth Initiative, including the principles of the Icelandic Prevention Model, the support provided by the Government of Yukon, and how your community might explore participation in this pilot project. We will also have an application form available for those interested in taking the next steps.

Enclosed with this letter is an information sheet that outlines further details about the initiative, its objectives, and what it could mean for your community. I encourage you to review this material and bring any questions you might have to the session.

To help us plan effectively, I kindly ask that you RSVP for the session you wish to attend. Please email us at planeyouth@yukon.ca to confirm your attendance at one or both of the sessions. If you are unable to attend the sessions but are interested in learning more, we would be happy to set up a meeting or send you the expression of interest package at your convenience.

Thank you for considering this opportunity to engage with an initiative that has the potential to make a significant positive impact on the health and wellbeing of Yukon youth. I look forward to your participation in the session and to the possibility of working together on this important project.

Sincerely,

A handwritten signature in blue ink that reads "Laura Hillier". The signature is fluid and cursive, with the first name "Laura" and last name "Hillier" clearly distinguishable.

Laura Hillier
Director, Population and Public Health Evidence and Evaluation
Health and Social Services

Yukon Government's Planet Youth Initiative: A comprehensive approach to youth substance use prevention

The Government of Yukon is inviting two Yukon communities to participate in a five-year pilot initiative aimed at preventing youth substance use. This initiative is funded by the Government of Yukon and implemented in partnership with Planet Youth, an Icelandic research organization known for its successful substance use prevention strategies. The pilot leverages the Icelandic Prevention Model, a globally recognized model known for its effectiveness in reducing substance use among youth through community-based, data-driven decision-making that adapts to local needs.

Initiative overview

The initiative centers around communities or groups of communities and focuses on youths. Participating communities will be supported to conduct detailed surveys with youth to collect data on factors influencing youth behaviors towards substance use.

This data collection is critical as it helps the community to tailor prevention strategies to the specific needs and challenges of the community, requiring the involvement of at least 25 youth from each community.

The Government of Yukon will cover the costs related to setting up and implementing a pilot project in 2 communities, including contracting with Planet Youth for specialized support and covering the costs of the prevention strategy. Additionally, they will offer project management assistance if desired.

Community involvement and implementation

Yukon communities participating in this initiative will work closely with Planet Youth to establish support networks, conduct surveys, and design effective, localized interventions. The objective is to create environments that actively discourage substance use through proactive community engagement and evidence-based strategies.

A diverse community coalition, established by the community, from sectors like research, policy, and governance will guide the decision-making process, ensuring interventions are effective and locally relevant.

Information sessions and participation

To help community leaders and interested parties understand more about the initiative and their potential roles, the Government of Yukon will host online/in-person information sessions in late summer of 2024. These sessions will be designed to accommodate a variety of schedules. The pilot projects are slated to begin in fall 2024.

Community leaders interested in this opportunity are encouraged to attend the information sessions to learn more about the opportunity, the Icelandic Prevention Model, and how to implement it in their communities.

For additional information on session timings and to register, community leaders can email planetyouth@yukon.ca.

Understanding the Icelandic Prevention Model and Planet Youth

The Icelandic Prevention Model, developed and promoted by Planet Youth, is an evidence-based primary prevention approach for substance use among young people. Planet Youth, an Icelandic research organization, has been at the forefront of this field for decades, focusing on a community-based approach that leverages local data to tailor prevention strategies specifically to community needs.



Core principles of the Icelandic Prevention Model

The model is built around five foundational principles that guide its implementation:

1. **Primary prevention:** focuses on preventing substance use before it starts.
2. **Community action:** utilizes community centres like public schools as central hubs for coordinated action. In the Yukon, alternative community hubs may be designated.
3. **Data empowerment:** engages community members by providing them with high-quality data to inform decisions and strategies.
4. **Collaborative integration:** brings together researchers, policymakers, practitioners, and community members to create a unified approach to prevention.
5. **Aligned solutions:** ensures that the scope of prevention activities is directly aligned with the specific nature and scale of substance use challenges in the community.

Operational phases of the model

The implementation of the Icelandic Prevention Model spans a five-year cycle, divided into two main phases:

Year 1: focus on learning about the model, establishing a community coalition, planning appropriate interventions, and initiating implementation.

Years 2 to 5: focus on evaluating the effectiveness of the interventions, making necessary adjustments based on ongoing data collection, and maintaining effective prevention practices.

Further exploration

For communities and organizations interested in adopting or learning more about the Icelandic Prevention Model and the work of Planet Youth, extensive resources and further details are available on their website. This includes insights into successful implementations across various global sites, providing a practical overview of how the model can be adapted and applied in different cultural and social settings.

For more information about Planet Youth and to explore more about their prevention strategies, visit their official site at planetyouth.org.