



**Village of Haines Junction
July 24, 2024
Regular Council Meeting 7:00 p.m.**

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

AGENDA

- 1. Call to Order**
- 2. Acknowledgement of Champagne and Aishihik First Nations Traditional Territory**
- 3. Adoption of Agenda**
- 4. Declaration of Pecuniary Interest**
- 5. Adoption of Minutes of Regular and Special Council Meetings**
 - a. Draft Committee of the Whole Meeting Minutes June 26, 2024
 - b. Draft Regular Council Meeting Minutes June 26, 2024
- 6. Proclamations**
- 7. Delegations**
 - a. Klassen Enterprises Home Solutions
 - b. Julie Bauer re: Swallows
 - c. Julie Bauer re: Composting
- 8. Public Hearings and Public Input Sessions**
- 9. Old Business**
 - a. RTC Housing Accelerator Fund (HAF) Project Update
 - i. XX-24 New Dwelling Construction Grant for Young Residents Policy
 - ii. HAF Communications Plan
 - b. RTC YG Reserve Land Sale Process
 - c. RTC Zoning Bylaw Second Reading Report
- 10. New Business**
 - a. Accounts Payable to July 10, 2024
 - b. Accounts Payable to July 24, 2024
 - c. RTC June 2024 Financial Report
 - d. RTC Follow up on June 26, 2024 CoW – Council Priorities
 - e. RTC Dhäl Gähy (Mountain Ridge) Street Names
 - f. RTC Tree planting funding opportunity
 - g. RTC Comparison of Council Remuneration in Yukon Communities
 - i. Table - Comparison of Council Remuneration
 - h. RTC 2024 Municipal Election
 - i. 2024 Municipal Elections Manual
 - i. RTC Reposting Survey Posts on Shakwak Street
 - j. RTC Local Community Group and Individuals Support Policy – Annual Report
 - i. 36-21 Local Community Group and Individuals Support Policy
 - ii. 2023-2024 Rating Schedule
 - iii. SBC Insurance 2023-2024 Coverage Summary
- 11. Bylaws – Reports, Readings and Adoption**
 - a. Bylaw #413-24 2024 Municipal Election Bylaw – First Reading
 - b. Bylaw #411-24 Zoning Bylaw – Second Reading
- 12. Correspondence**
 - a. Letter from Jane Weeks re Swallows
 - b. YISC Haines Junction Community Outreach Report
 - c. TCT Trail Day 2024 Final Report – Pedal Junction
 - d. Letter from Julie Bauer re Composting and Landfill

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

e. Letter from Monica Primozic – Memorial Bench

13. Council Reports

14. Questions from the Public

15. Motion to Close Meeting to the Public

16. Adjournment

The next Regular Council Meeting will take place at 7:00 p.m. on August 14, 2024 in Council Chambers and via Zoom.

Join Zoom Meeting

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

Meeting ID: 867 634 7100

One tap mobile

+17806660144,,8676347100# Canada

+12042727920,,8676347100# Canada

Dial by your location

• +1 780 666 0144 Canada

• +1 204 272 7920 Canada

• +1 438 809 7799 Canada

• +1 587 328 1099 Canada

• +1 647 374 4685 Canada

• +1 647 558 0588 Canada

• +1 778 907 2071 Canada

Meeting ID: 867 634 7100

Find your local number: <https://us02web.zoom.us/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: _____



Yukon Housing Proposal

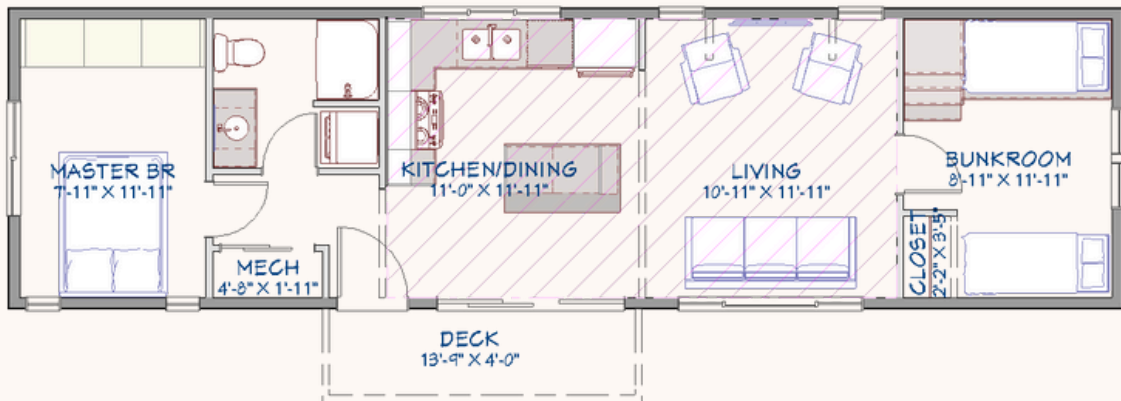
Municipality of Haines Junction

With a rich history of excellence and a reputation for top-notch workmanship, we stand as one of the leading builders in the industry. We are dedicated to crafting exceptional homes that are tailored to meet your unique lifestyle needs.



The DIXON

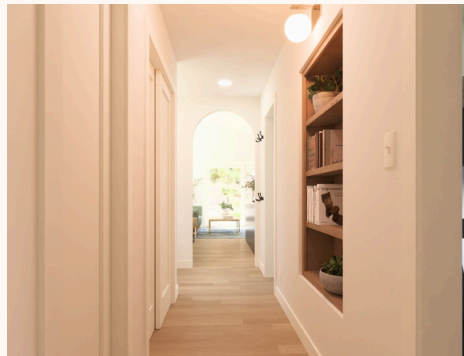
- 2 Bedrooms
- 1 Bathroom
- 624 square feet
- \$375,000



The

DENVER

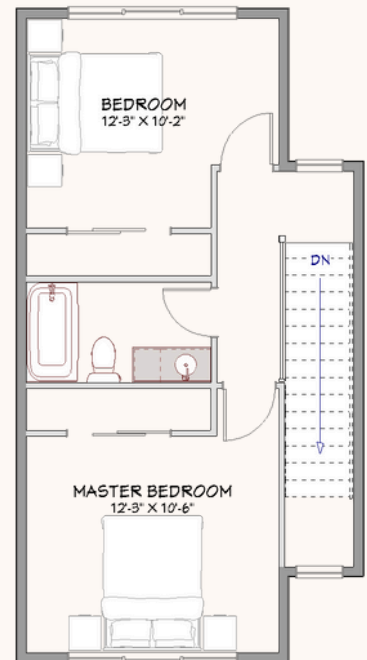
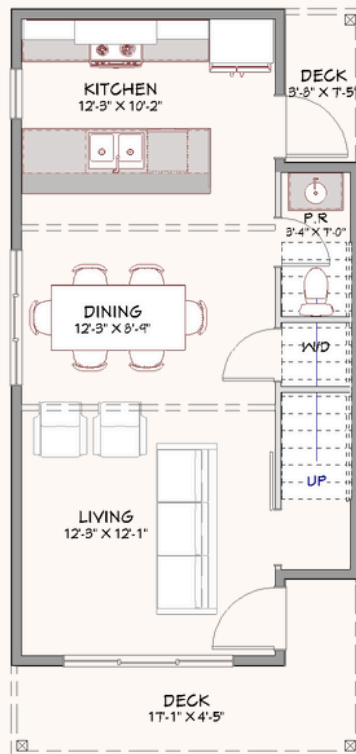
- 2 Bedrooms
- 1 Bathroom
- 705 square feet
- \$410,000



The

NEWPORT

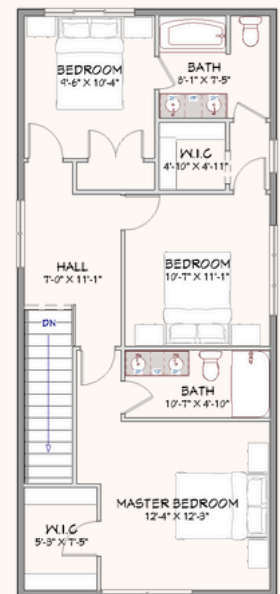
- 2 Bedrooms
- 1.5 Bathrooms
- 940 square feet
- \$460,000



The

PALMER

- 3 Bedrooms
- 2.5 Bathrooms
- 1582 square feet
- \$553,000



the SPEC SHEET

FOR ALL MODELS
TIN ROOF
HARDI BOARD SIDING
TRIPLE PANE WINDOWS
R VALUES FOR ZONE 8 REQUIREMENTS
INSULATED CRAWLSPACE
HEAT RECOVERY VENTILATION (HRV)
HIGH EFFICIENCY FURNACE
ELECTRIC HOT WATER TANK
FINISHES SIMILAR TO RENDERINGS



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- 15.9. A general discussion or dialogue shall not take place unless Council adopts a resolution to suspend the rules.

Requested Council Meeting Date: July 10/ 2024

Individual, Group or Association: Individual, concerned community

Representative(s) of the Above: Julie Bauer

Main Spokesperson: Julie Bauer

Topic(s): Cliff swallow use of the Convention Center, discussion re solution

Written Materials Submitted (if applicable): Previous submitted letter June 26 council

Projector or Other Electronic Support Required: No

Request Made By: Julie Bauer Date: 2 July 2024



**Village of Haines Junction
Report to Council**

July 24, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: HAF Project Update

Recommendation

Administration recommends the following:

- The policy for the New Dwelling Construction Grant Program for Young Residents be approved, noting up to 10 grants of \$25,000 per dwelling unit will be awarded to eligible projects, per the maximum unit sizes in this RTC, and funding approval from the lender will be a requirement for funding to be awarded.
- The Communications plan for the HAF project be approved as drafted.

Background

During the in-camera session of the June 17, 2024 Special Council Meeting an update on the HAF program and initiatives was presented to Council. Council provided direction to administration to move forward with work on the 5 initiatives and to develop a communications plan for the program.

Current Status

Work on the HAF program has continued to progress since the June 17, 2024 Special Council Meeting.

Discussion/Analysis

We have four updates to share:

1. Initiatives #1 Zoning Bylaw Review to Remove Barriers to Missing Middle Housing & Promote Higher Density Residential Development & #5 Promote Higher Density Residential Development & Commercial Mixed-use Opportunities
 - Elevator Yukon has completed a review of the proposed zoning bylaw with recommendations to ensure that barriers to missing middle housing, higher density residential and commercial mixed-use development have been removed. The recommendations from this report will be addressed in 9c. RTC Zoning Bylaw Second Reading Report.

2. Initiative #3 New Dwelling Construction Grant Program for Young Residents
 - Grant policies from other Yukon municipalities have been reviewed
 - Elevator Yukon was provided with comments and direction to develop a grant policy for the New Dwelling Construction Grant Program for Young Residents
 - Draft policy is attached to this report
 - Council direction needed for
 - Grant amount
 - Suggested \$25,000 per dwelling unit, up to 10 grants to be awarded
 - Eligibility criteria
 - Property ownership or agreement for sale – restricts pool of potential applicants, would not allow young resident to build second dwelling on property owned by a family member
 - Design and Building Standards
 - Maximum unit size – suggested maximum 84 m² (904.17 ft²) GFA for bachelor or 1-bedroom, 120 m² (1291.67 ft²) GFA for 2-bedroom dwelling units
 - Design guidelines – Yukon Housing Corporation has previously included design guidelines in funding agreements to however these have now been removed
 - Application Guidelines
 - Funding approval from lender – could be used to evaluate feasibility of projects but also restricts pool of potential applicants as some may rely on grant money to receive funding approval
3. Communications plan
 - Elevator Yukon completed a communications plan for the HAF program
 - Includes key messages, communications methods, roles and responsibilities and an assessment of the environment and target audience
 - Draft communications plan attached to this report
4. Affordable Housing
 - Call for Expressions of Interest posted on June 26, 2024 and emailed to contractor community
 - EOIs to be returned by July 31, 2024, VHJ review and response by August 9, 2024

Next Steps

Once the policy is approved by Council, the application form and other documentation can be developed. Applications could be accepted in late Summer with the lottery process taking place in Fall 2024.

Draft Resolution

THAT Council approves both the policy for the New Dwelling Construction Grant Program for Young Residents and the HAF Communications Plan, noting the following:

- Up to 10 grants of \$25,000 per dwelling unit will be awarded to eligible projects, per the maximum unit sizes in this RTC.
- A funding approval from the lender will be a requirement for funding to be awarded under this program.

Prepared by

Lianna Grice
Project and Asset Manager

Reviewed by

David Fairbank
Chief Administrative Officer



VILLAGE OF HAINES JUNCTION

New Dwelling Construction Grant for Young Residents Policy Policy # XX-24

1 Purpose

The Village of Haines Junction recognizes that financial barriers to home ownership exist, particularly for young residents. The New Dwelling Construction Grant for Young Residents program will assist young Haines Junction residents 35 years old and under with offsetting the cost of building a new primary dwelling in the Community. This program will increase housing supply and improve affordability for young people in our community.

2 Policy Statement

The New Dwelling Construction Grant for Young Residents program aims to assist young residents with construction of a new primary dwelling unit 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 young residents and targeting the development of smaller dwelling units. This policy outlines the criteria, incentives and guidelines for accessing this grant funding.

3 Definitions

- 3.1 **Development Grant:** Financial assistance provided by the Village of Haines Junction to support young residents in the construction of new single family dwelling units.
- 3.2 **Lottery:** A randomized selection process used to allocate Dwelling Construction Grant funds among eligible applicants who have met the necessary application criteria.
- 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.
- 3.4 **Secondary Suite** means a self-contained, accessory dwelling unit in any physical arrangement and includes garden suites.

4 Eligibility Criteria

- 4.1 The maximum eligible grant per applicant to construct a new single-family will be \$25,000 per dwelling.
- 4.2 The property must be located within the municipal boundary of the Village of Haines Junction.
- 4.3 Applicants must be no older than 35 years of age by the time the Housing Accelerator Fund effective date of January 11, 2024
- 4.4 Applicants must be in good standing with the Village of Haines Junction.
- 4.5 Applicants must own the property on which the housing development is to be constructed.
- 4.6 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.

- 4.7 The property and proposed development must comply with the Village's Official Community Plan, Zoning Bylaw and the National Building Code.
- 4.8 Property taxes for the property must be paid and the property must be in good standing.
- 4.9 The new dwelling unit must be the primary residence of the applicant for at least 2 years once completed.

5 Design and Building Standards

5.1 Maximum size

- Bachelor or 1-bedroom 84 m² (904.17 ft²) GFA
- 2-bedroom 120 m² (1291.67 ft²) GFA

5.2 Modest Design

- Design guidelines

6 Application Guidelines and Procedures

- 6.1 To receive a Dwelling Construction Grant as laid out in this policy, property owners must fill out the application form, provide an approved development permit for the intended use of the funding, provide estimated costs for the project and attach all necessary documentation.
- 6.2 Dwelling Construction Grant applications must be accompanied by an approved development permit for a single-family dwelling, along with other supporting information as requested in the application
- 6.3 Applications for the Dwelling 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.
- 6.4 Any developments for which funding is provided for must be completed by January 11th, 2028, which is the end date of the CMHC Housing Accelerator Fund. Developments only partially completed prior to the deadline may be eligible for prorated funding.
- 6.5 An application for is considered complete when the following documents and requirements have been met:
 - A completed and signed Development Grant application form.
 - An approved Development Permit issued by the Village of Haines Junction.
 - Other supporting documents and information as requested in the Development Grant application.

7 Application Review and Lottery Process

- 7.1 Once an application is deemed complete and is accepted by the Village of Haines Junction, as described in Section 6, the Applicant will be entered into a lottery to receive project funding.
- 7.2 Applications will be reviewed and approved for entry into the Dwelling Construction Grant lottery by Village of Haines Junction Staff. The lottery draw will take place in **Fall 2024**. The Village will attempt to notify all applicants of the outcome of their application within 2 business days of the lottery closing. 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.

- 7.3 The funding allocated for this project is \$250,000. If the amount requested through approved applications does not exceed \$250,000 by the time of the lottery, the Village of Haines Junction reserves the right to disburse funding to approved applicants without a lottery process

8 Disbursement of Funds

- 8.1 Dwelling Construction Grant funds will be disbursed in two installments: 75% of the grant will be paid upon the 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 Dwelling Construction Grant cheques will be made payable to the applicant.

9 Implementation of Policy

- 9.1 Applicants must use the single-family dwelling as their primary dwelling for two years after the completion of the unit. This time will be measured from the date the occupancy is granted and any finals on permits are issued. Applications must comply with the Village's Official Community Plan, Zoning Bylaw, policies and other bylaws.
- 9.2 A Dwelling Construction Grant for more than one single family dwelling on a single lot is not permitted.
- 9.3 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.
- 9.4 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.
- 9.5 If a development or building permit is revoked, cancelled, voided or amended to be outside of the eligibility criteria, the Dwelling Construction Grant will be considered invalid. A new application may be resubmitted in such cases.
- 9.6 All applicants will sign a declaration that the unit(s) they are constructing with the Dwelling Construction Grant are not intended to be used for short term rentals.
- 9.7 All applicants will use the incented single-family dwelling as their primary dwelling for a minimum of two years. This time will be calculated from the final payment of the grant or from the dates of final permits being closed, whichever is the latest.
- 9.8 The Dwelling Construction Grant will cover up to 100% of actual, eligible costs, to the maximum amount of \$25,000.
- 9.9 The Dwelling Construction Grant cannot be used for the renovation of an existing single-family dwelling, nor for landscaping or other improvements not directly related to the creation of a new single-family dwelling.
- 9.10 Labour costs for work completed by the homeowner are not eligible for reimbursement.
- 9.11 Receiving a Dwelling 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.

10 General Information

- 10.1 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.
- 10.2 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.
- 10.3 Questions about the application can be directed to Lianna Grice, Project Manager, projects@hainesjunction.ca
- 10.4 Upon approval the applicant will be notified and forwarded a copy of the application and approval conditions.

11 Term of Agreement

- 11.1 The term of a Development Grant agreement cannot exceed January 11th, 2028.
- 11.2 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: New Dwelling Construction Grant for Young Residents

POLICY #: XXXX-XX

EFFECTIVE DATE: XXXX/XX/XX

ADOPTED BY COUNCIL ON: XXXX/XX/XX

RESOLUTION #: XXX-XX-XX

Bruce Tomlin – Mayor

David Fairbank – CAO

DRAFT



elevator yukon

To: Lianna Grice, Project Manager, Village of Haines Junction

Date: July 1st, 2024

From: Alex Hill, Elevator Yukon

Re: DRAFT Haines Junction Housing Accelerator Fund Communications Plan

Hi Lianna,

I have updated the communications strategy based on your feedback and have added a summary below. Thanks very much for the opportunity to work on this piece of your Housing Accelerator project.

PURPOSE: Administration is seeking approval from Council on the DRAFT Communications Strategy appended to this report.

RECOMMENDATION:

- a) Approve the Haines Junction Housing Accelerator Fund Communications Strategy as presented.
- b) Vary or do not approve the Haines Junction Housing Accelerator Fund Communications Strategy as presented.

STRATEGIC PRIORITY IMPLICATIONS:

Approving the communications strategy will contribute to the successful implementation of the Housing Accelerator Program and the 2021 Haines Junction OCP's stated goals of increasing the number and variety of residential housing; increasing the number and variety of community support facilities and recreational amenities to meet the needs of a diverse multi-generational community.

BACKGROUND / DISCUSSION:

The Housing Accelerator program was announced in March 2024. There has not been substantial communication within the Village of Haines Junction about the Housing Accelerator Fund outside of the initial announcement with CMHC. The Village is starting to move forward on several initiatives and this

strategy will support cohesive communications with the residents of Haines Junction on implementation over the next three years.

ATTACHMENTS:

DRAFT Comms Strategy

Submitted By:

A handwritten signature in black ink, appearing to read 'Alex Hill', written over a horizontal line.

Alex Hill
Elevator Yukon

Project Name: Haines Junction Housing Accelerator Fund Communications Plan

Prepared By: Alex Hill and Jordan Stackhouse, Elevator Yukon

Date: June 24, 2024

Purpose: For Review/Discussion

1. Communications Objectives

- a. Overall Objective: Increase community awareness and support for the Housing Accelerator Fund initiatives.
- b. Specific Objectives:
 - ▶ Create enthusiasm for a diversity of housing options and sizes
 - ▶ Demonstrate fiscal responsibility
 - ▶ Communicate a vision for the community
 - ▶ Generate understanding about the need for housing densification

2. Target Audience

Primary Audience: All adult Haines Junction residents

- ▶ *See Appendix A for secondary audiences*

3. Key Messages

- a. We're thrilled to have been awarded over 1.2 million dollars through the Housing Accelerator Fund. The money will help create new housing development in Haines Junction.
- b. Our community is growing, and we want to ensure that it's growing in line with our shared vision and values.
- c. This funding will support our vision for a community that has the right homes, services, and opportunities to create a great place to live.
- d. This funding will support better policies, processes, and bylaws that we need for housing developments now and into the future.

4. Communications Methods

a. Public notices:

As a key communications tool that is already used frequently by the Village of Haines Junction, public notices should be issued at key milestones for several HAF initiatives of significant public interest. These include the conclusion of the lottery for the Grant Program for Young Residents, the release of a What We Heard document for the Recreation and Community Services review and the completion of the Housing Action Plan. An annual HAF progress report public notice is another way to celebrate the work completed.

b. Webpage:

An online presence in a trusted and expected digital space is a cornerstone of accessible communications. Creating a dedicated page on www.hainesjunction.ca, will provide a centralized home for HAF-related information.

The webpage can feature:

- ▶ An overview of the HAF, including its benefits and limitations
- ▶ Detailed descriptions of each initiative, with links to downloadable fact sheets
- ▶ Timelines and budgets associated with each initiative
- ▶ Application forms
- ▶ Frequently Asked Questions
- ▶ Public notices

c. Facebook:

The Village can utilise the existing Facebook pages for the Village of Haines Junction to promote important HAF-related announcements, events, and deadlines. These will be issued as public notices, as per the Haines Junction Administrative Procedures for Communicating Public Notices, and posted on the following pages:

- ▶ Haines Junction page
- ▶ Village of Haines Junction page (shared from Haines Junction page)
- ▶ Happenings of Haines Junction page (shared from Haines Junction page)
- ▶ Happenings of Haines Junction Uncensored page (shared from Haines Junction page)

d. Printed Media

Print-based communications are important to capture your audience who are less interested in or able to access online communications.

Brochures:

A brochure can be developed to introduce the Haines Junction HAF. This brochure could be mailed to all residents within the municipal boundary and be available at the municipal office and for download from hainesjunction.ca. The benefit of mailers is that it reaches the audience where they are already, rather than having to be sought out by interested parties, which is essential for those who don't yet know about the project.

Fact Sheets:

Fact sheets can be created for each of the six initiatives in the Haines Junction HAF funding agreement. These could be available at the municipal office, for download from the website, and can be mailed if direct communication is necessary.

Newsletters:

TREDMill:

The TREDMill newsletter could be a useful tool to promote HAF initiatives, celebrate successes, and highlight important deadlines and announcements. As the program progresses, feature articles will spotlight grant recipients, project starts, and other success stories.

St. Elias Echo:

Sharing important program updates, deadlines and opportunities for engagement St. Elias Echo would further increase your reach for this information, particularly for those residents who don't use social media or who don't visit the Village website often. This would be especially important if other print media methods are not used.

e. Direct Contact

Council Meetings:

Council meetings are open to the public, which allows delegates to ask questions of the council or consultants, when HAF related initiatives are on the agenda.

Public Engagement Sessions:

Public Engagement sessions provide an opportunity to discuss public interest issues in depth. As HAF initiatives roll out, they can be included as discussion topics, and HAF discussions may also arise during related discussions (i.e. zoning). Key messages and FAQs can be developed to support these events.

f. Media Relations

Public notices:

As public notices are shared with local media, key messages and FAQs can be provided for spokespeople to accompany notices, as required.

***Please note that CMHC also has the right to request input and participation in all public communications, and public notices that may drive more media attention, such as funding announcements, should be provided to CMHC at least 30 days prior to publication.*

5. Timelines and Milestones

a. Communications Milestones:

- | | |
|---------------------------------|---|
| ▶ Communication plan: July 2024 | ▶ Annual update public notice: May 2025, 2026 |
| ▶ Webpage launch: August 2024 | ▶ Key messages and FAQs: As needed |
| ▶ Print materials: August 2024 | ▶ Facebook posts: As needed |
| ▶ Grant program PN: Summer 2024 | ▶ Public engagement: As needed |

b. *See Appendix B for Project Milestones*

6. Communications Roles and Responsibilities

Who	What	Why
Project Manager: Lianna Grice	Overall Project Coordination	The Project Manager, as the program area expert, can answer questions about the HAF program, funding initiatives, and upcoming work.
Communications Lead: Lianna Grice/Aynslie Ogden	Lead and develop all communications	Lead and develop all communications materials noted in this plan, including, but not limited to: Drafting website copy and developing HAF webpage on hainesjunction.ca, updating HAF page on hainesjunction.ca, managing and monitoring social media posts with municipal staff support, drafting and distribution press releases and print materials, drafting materials for supplementary publications, providing support for public meetings and communicating communications activities with CMHC.
Content Coordinator: Aynslie Ogden	Communications Support	Provide communications support through website and social media assistance (providing login information, sharing posts) advising on distribution and supporting logistical efforts within Haines Junction.
Technical Expert: TBD per initiative	Spokesperson for technical questions	The Technical Expert, specializing in lands, can address questions about relevant legislation, policy development, zoning amendments, and other technical aspects of the program
Approval Authority: David Fairbank	Approve communications for distribution	The CAO or his designate will provide written approval prior to publishing any communications materials related to the Haines Junction HAF. He will act as an alternate spokesperson for media inquiries and the first point of contact for public inquiries.
Spokesperson: Bruce Tomlin	Communicate with media	The mayor will serve as the primary spokesperson for media inquiries. Key messages and FAQs can be provided as needed.

a. Council:

- ▶ Approval of the Communications Strategy to set direction.
- ▶ Approval of Public Notices where a quote is required from a member of council.
- ▶ All other communications materials can be approved at the CAO level, unless substantially different from the direction set out in this strategy.

b. CMHC:

As is typical with federally funded projects, CMHC has rights and authority related to public communications activities. Communications requirements are noted section 12.5 – 12.8 of the Haines Junction Housing Accelerator Fund agreement. See *Appendix C*.

7. Environmental Scan

a. Public discussion

- ▶ There has not yet been widespread discussion about the Housing Accelerator Fund or associated initiatives in Haines Junction.
- ▶ This is a positive place to begin communicating as receiving HAF funding is a good news story, and we expect that the public perception will be generally positive.
- ▶ Densification projects are often met with some initial resistance, but generally the aims are understood and supported, and NIMBYism is the root cause of pushback. The focus should remain on the outcome of housing for all.

b. Media

- ▶ There has been one media event to announce HAF recipients in the Yukon, including Haines Junction. The coverage was positive.

c. Link to council priorities

- ▶ This project is directly linked with the 2021 Haines Junction OCP's stated goals of increasing the number and variety of residential housing; increasing the number and variety of community support facilities and recreational amenities to meet the needs of a diverse multi-generational community.

8. Communications Evaluation

Evaluation Methods:

- a. We will seek direct feedback from residents at Village events, such as council meetings, community engagement sessions and in other public forums.
- b. We will monitor social media channels for discussion related to the Haines Junction HAF.
- c. The CAO will report back from program staff and consultants about what they are hearing from stakeholders.
- d. We will monitor local media after press releases to determine if these stories are being picked up and how they are being portrayed.

9. Communications Reporting:

According to the CMHC HAF Funding Agreement, reporting is required as per the schedule in *Appendix C*. As part of this reporting requirement, all reports must be made public in a clear and accessible way, once received by the CMHC.

10. Communications Plan Approval

- Sign-Off:
 - CAO: _____
 - Project Manager: _____

Appendix A - Target Audiences

Stakeholder	Details, outcomes and messaging
Residents or developers interested in building new units	<p>Goal: Inform</p> <p>Reaction: <i>These stakeholders will likely be supportive of this project and interested in learning more about opportunities for individuals to access funding.</i></p> <p>Targeted messages</p> <ul style="list-style-type: none"> ● Part of our plan for this funding is to provide grants directly to Haines Junction residents so that they can work on private, small to mid-sized developments. ● We will offer grants of up to \$XX per unit, up to a maximum of \$XX. The grants are for ...<i>this message should contain details of the program once determined</i>
Underhoused individuals and families	<p>Goal: Inform</p> <p>Reaction: <i>These stakeholders will likely be suspicious of how the program will benefit them, due to historic challenges with accessing housing throughout the country. They will be cautiously interested in learning more about how they could benefit from these programs.</i></p> <p>Targeted messages</p> <ul style="list-style-type: none"> ● While affordable housing falls under the Yukon government's jurisdiction, the Haines Junction Housing Accelerator Fund initiatives will support affordability by increasing housing supply. ● We have committed that 15 percent of the new units created with the funding from the Housing Accelerator Fund would be affordable housing.

NIMBYs

Goal: Demonstrate benefits

Reaction: *These stakeholders will likely be supportive of the goals of this project, as housing is a known necessity and the scarcity and ripple effects of this scarcity are well known. Despite this, they will be resistant to changes that are occurring close to their properties or recreational areas. They will be concerned about loss of space, privacy and access to recreation. They will also be concerned about declining property values, especially in relation to affordable housing projects.*

Targeted messages

- We know that housing is needed as more people discover our wonderful community. We want them to have a place that meets their needs, and that they can afford.
- New residents will contribute to a renewed energy and sense of potential for Haines Junction, driving opportunities for improved services and business opportunities
- Building in existing areas uses our infrastructure wisely, protecting our wilderness and reducing urban sprawl.

Champagne and Aishihik First Nation Government

Build relationships

Reaction: *While these stakeholders won't be significantly impacted by the HAF project, this good news story provides an opportunity to continue or increase communications with a neighbouring government. They will likely be most interested in any initiatives where they might have some influence, such as zoning changes. Due to the public nature of these initiatives, it will be best to directly engage with the first nation, even if there may be differences of opinion on some initiatives.*

Targeted messages

- The Village of Haines Junction is excited to share information about our upcoming housing initiatives.
- If you have any questions or feedback, please reach out, we would love to discuss this further.

Champagne and Aishihik
First Nation Citizens

No direct communications

Reaction: Champagne and Aishihik First Nation Citizens that live within the municipal boundary will likely have the same interests and reactions as other Haines Junction residents.

CAFN citizens outside of the municipal boundaries may be interested in new housing created through HAF initiatives, if they are interested in moving within the municipal boundary. They may also be frustrated that they are unable to access grant funding if their property lays outside of the municipal boundary.

Messaging won't be created for these stakeholders unless also residents of the municipality. The CAFN government will be invited to share municipal communications as they see fit.

Appendix B - Project Description and Milestones

Initiative #1 Zoning Bylaw Review to Remove Barriers to Missing Middle Housing & Promote Higher Density Residential Development

Start Date: 2023-09-29 End Date: 2025-10-01 Budget: \$75,000.00

Description: This initiative focuses on increasing permitted "missing middle" units in Haines Junction. Current zoning is restrictive considers only single-family dwellings, and does not promote density in areas that can accommodate more housing. While we intend to look at many aspects of the zoning bylaw, we will look to facilitate this increase in density and permits through missing middle forms of housing.

Work completed to date

- Revised Zoning Bylaw with changes to allow suites and second dwellings
- Review of revised Zoning Bylaw through lens of missing middle and higher density residential development

Next Steps

- Zoning Bylaw second reading and third reading
- Public communications on changes related to initiative targets
- Targeted communications with developers/builders

Milestones

	Name	Start Date	End Date	Description
1	Develop Detailed Project Scope and Hire Consultant	2023-09-30	2023-10-31	The Village will hire a consultant to help develop a project scope and terms of reference for the project. The Village does not have any planning professionals on staff so require support from the outset of the project.
2	Develop Zoning Bylaw Amendments	2023-10-02	2024-09-30	Focusing on specifically on missing middle forms of housing, the Town will engage a consultant to develop recommendations to Council for adoption through the appropriate bylaw processes.
3	Implement Changes and Monitor Results	2024-10-01	2025-10-01	Developers will be able to take advantage of these changes as of April 2024. We expect to see new units permitted within 1 year of implementation

Initiative #2 Improve Building Permitting and Approvals Processes

Start Date: 2023-09-29 End Date: 2024-10-31 Budget: \$50,000.00

Description: This initiative focuses specifically on improving and simplifying the building approvals processes for Haines Junction's property developers. Currently, the Government of Yukon provides building permits and approvals and the Village of Haines Junction issues development permits. We can describe this current system as fragmented, costly, and sometimes, uncertain. The Village would like to work with the Government of Yukon and develop solutions to streamline and simplify the building permit process.

Work completed to date

- June 12, 2024 RTC Build Conditions recommended replacing 1995 Build Requirements Policy with new Build Requirements Bylaw
- Drafting request to YG Building Safety to provide building permit status updates to VHJ

Next Steps

- Complete desktop review of permitting process
- Targeted engagement with YG, CAFN and local developers/builders
- Public engagement
- Produce report with recommendations for process improvement, implement changes

Milestones

	Name	Start Date	End Date	Description
1	Develop Detailed Project Scope	2023-09-29	2023-12-29	We will work with YG, CAFN, and others to develop and project scope and framework for this policy review exercise. Each party has different responsibilities in the permitting process and so we will seek to clarify roles and responsibilities and develop a shared understanding of the project.
2	Hire Consultant to Facilitate Project and Develop Recommendations	2024-01-01	2024-07-31	We propose to hire an expert in this area to help speed up the review process and ensure that a third party is helping us review objectively.
3	Implement Recommendations	2024-08-01	2024-10-31	We will work with YG, CAFN and others to implement the recommended changes through our organization's respective policy and bylaw amendment processes. We expect that developers will be able to take advantage of this streamlined process by October 2024 with additional permitted units to follow with 1 year.

Initiative #3 New Dwelling Construction Grant Program for Young Residents

Start Date: 2023-09-29 End Date: 2026-10-30 Budget: \$300,000.00

Description: The New Dwelling Construction Grant Program will assist young Haines Junction residents 35 years old and under with offsetting the cost of building a new primary dwelling in the Community. This initiative is focused solely on increasing the housing supply and improving affordability for young people in our community.

Work completed to date

- Review grant programs in other municipalities
- Develop Youth Construction Grant Policy

Next Steps

- Determine acceptance criteria and funding model
- Implement grant program with communications on other available funding opportunities

Milestones

	Name	Start Date	End Date	Description
1	Develop Detailed Project Scope and Hire Consultant	2023-09-29	2023-11-30	Engage with our partners, hire a consultant, and develop a detailed project plan and hire consultant to help create project scope
2	Adopt Policy and Program Through Council Process	2024-01-01	2024-04-01	VoHJ will work with our partners, consultant and community to develop a policy and funding program built on the principles of fairness, equity, and accessibility. We'll work with VoHJ Council to adopt the policies
3	Implement Program and Report on Results	2024-04-30	2026-10-30	VoHJ will heavily promote and market this program and actively seek to work with eligible recipients. It is our goal to disburse project funding and begin permitting units within 2 years of receiving approval. We will run the program until we have achieved our goals of funding 10 new units for young people in Haines Junction.

Initiative #4 Recreation and Community Services Review to Support Long-Term Residency

Start Date: 2023-09-30 End Date: 2026-12-31 Budget: \$100,000.00

Description: The Village issued a survey in 2022 that showed a meaningful percentage of families with children choose to leave Haines Junction when children reach a certain age because a lack of recreation amenities, services, and infrastructure. This review will provide direction to the municipality on how it can solve this problem over the medium-to-long term, and immediately help guide Village investments in recreation related amenities, programs and infrastructure.

Work completed to date

- Recreation Needs Assessment
- Recreation Needs Implementation Plan and Council discussion

Next Steps

- Continue work on motions from Nov 8, 2023 council meeting on Implementation plan
- Community Services Review (consider working with Chamber of Commerce)

Milestones

	Name	Start Date	End Date	Description
1	Develop Project Scope and Hire Consultant	2023-09-30	2023-11-30	Our focus initially is to scope this project and develop an understanding and action plan to tackle known deficient recreation services and put in place policies that help in the short-term while new recreation infrastructure is being developed.
2	Hire Recreation Consultant to Lead Project	2024-01-01	2024-02-29	A recreation consultant will be hired to oversee the initial planning of short to medium-term objectives, potentially leading to a full-time recreation position to oversee new programming and facilities.
3	Implement Program and Report on Results	2024-03-01	2026-12-31	We will work on both short and long-term objectives to solve this issue and we believe that it will lead to the attraction and retention of more residents over the program period. The Village will develop a metric to track the efficacy of the initiative.

Initiative #5 Promote Higher Density Residential Development & Commercial Mixed-use Opportunities

Start Date: 2023-10-30 End Date: 2026-09-30 Budget: \$75,000.00

Description: The Village's regulations already permit zoning as-of-right for many uses, but we will look to expand the number of uses that lead to housing and promote higher density mixed-use developments. Our goal is to use these changes as an opportunity to promote more housing as well as bring in more commercial development in Haines Junction.

Work completed to date

- Revised Zoning Bylaw with changes to allow higher density residential and commercial mixed-use development

Next Steps

- Zoning Bylaw second reading and third reading
- Public communications on changes related to initiative targets
- Targeted communications with developers/builders

Milestones

	Name	Start Date	End Date	Description
1	Develop Detailed Project Scope and Hire Consultant	2023-10-30	2023-11-30	The Village has a good understanding of where we can make these changes. We will develop a project scope and then hire a planning professional to work with our administration and the community to develop the appropriate policies and actions to implement.
2	Engage Council and Community to Educate and Develop Changes	2024-01-01	2024-04-01	Zoning as-of-right will need to be explained to the community and we will need to take their feedback and concerns into consideration. Engagement with the community will inform the requisite policy and bylaw changes.
3	Implement Changes and Monitor Results	2024-04-30	2026-09-30	We anticipate that changes will be proposed by Spring 2024 and will be ready for the Council bylaw process. Once the bylaw process concludes, we will monitor and report on results. We have identified a small budget to market and advertise these changes to the development community.

HOUSING ACCELERATOR FUND CONTRIBUTION AGREEMENT

THIS AGREEMENT is made between CANADA MORTGAGE AND HOUSING CORPORATION ("CMHC") and

Village of Haines Junction ("Recipient") (collectively the "Parties" and individually a "Party") with respect to

the geographic and local area known as Village of Haines Junction (the "Community").

12. General

12.5 The parties acknowledge that CMHC may wish, at its discretion, to participate in any public communications relating to this Agreement undertaken by the Recipient. Prior to any public communications (including announcements), the Recipient must (i) notify CMHC in writing of any such communications at least thirty (30) Business Days prior to such communications and (ii) if so requested by CMHC in writing, permit CMHC to participate in such communications. Notwithstanding the foregoing, it is understood that this Section does not apply to any public communications arising from the reporting obligations outlined in Section 6.2 (iii) above.

12.6 If requested by CMHC, the Recipient shall publicly acknowledge CMHC's and the Government of Canada's HAF Funding in a manner acceptable to CMHC, acting reasonably.

12.7 CMHC and/or the Government of Canada may publicize details of the Recipient's use of HAF Funding, including any Capital Project, and by signing this Agreement, the Recipient consents to such disclosure and will cooperate with CMHC and/or the Government of Canada as appropriate to facilitate such publication.

12.8 CMHC and/or the Government of Canada may publicize the Recipient's Approved Action Plan, including on CMHC's website or any Government of Canada website, and by signing this Agreement, the Recipient consents to such disclosure and will cooperate with CMHC and/or the Government of Canada as appropriate to facilitate such publication.

HOUSING ACCELERATOR FUND CONTRIBUTION AGREEMENT

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the geographic and local area known as Village of Haines Junction (the "Community").

6. Reporting

6.1 The Recipient will report to CMHC in the following intervals using the Prescribed Reporting Forms:

(i) no later than 6 months following the Effective Date: submission of a signed attestation;

(ii) prior to each subsequent advance and within 30 days following the first, second and third anniversary

of the Effective Date, respectively: submission of a signed attestation, a progress report on each of the Commitments, a report on the permit data and a report on the use of HAF Funding; and

(iii) within 90 days following the fourth anniversary of the Effective Date: submission of a report on the use of HAF Funding,



**Village of Haines Junction
Report to Council**

July 24, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

Re: YTG Lot Sale Initiative

Recommendation

That Council upon reviewing this report provide a motion to place lots 111 Hume and 134 Quill into the Yukon land lottery system.

Background

On May 22, 2024, after reviewing the appended reports, Council requested a report on the YTG reserve land sale initiative and other potential developable areas in the community. A Committee of the Whole was suggested once the report on all development areas was completed. This process is ongoing.

Current Status

The Land Development Branch is continuing in its endeavor to find properties that could be made available for purchase by the public. This initiative is in support of increasing the availability and affordability of developable lots across the Yukon. The next round of lottery sales is scheduled for mid-August, 2024 and the LDB has requested that two lots in Haines Junction be considered for inclusion.

Lot 111 Hume St.

This Lot was sold numerous times before being placed on reserve by the LDB. There is no indication of why the lot was placed on reserve. There are no known issues with the lot preventing its sale.

Lot 134 Quill St.

This lot was placed on reserve by the LDB when the subdivision was initially developed in the event that Fireweed St. was extended North-West. Geological surveys undertaken in the OCP development process have determined that the area North-West of the existing Industrial area is not suitable for further development due to a creek and proximity to the lagoon. There is currently no rationale for the lot to remain on reserve.

Draft Resolution

Council supports the Land Development Branch in the sale of lots 101 Hume St. and 124 Quill St. through the Yukon land lottery system.

Appendix A: RTC May 22, 2024

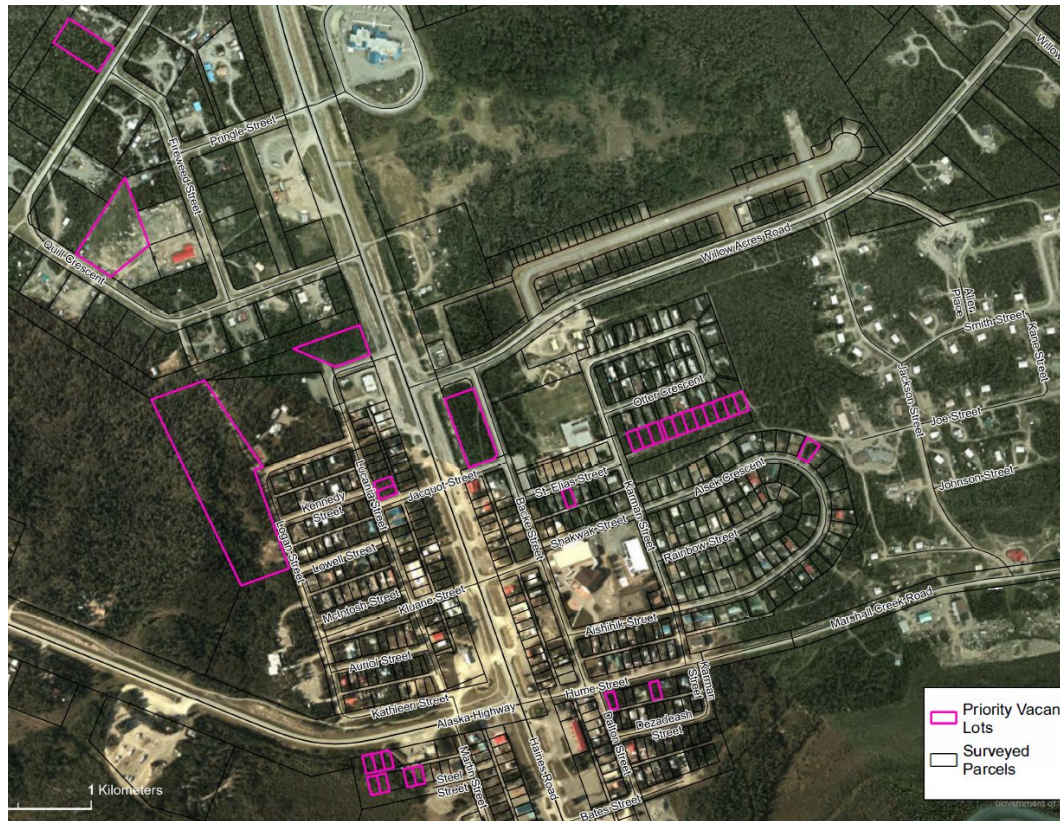
RE: #101 Hume St. And Existing Lots To Market

Recommendation

That Council review this background report and provide staff with a decision on the variance request for 101 Hume St. as presented in the May 8th, 2024, Council Report. Specifically, that a variance be granted for the lot located at 101 Hume St., providing an exemption for the minimum lot size with the conditions noted by the Board of Variance.

Background

In June 2023, the Land Development Branch (LDB) reached out to the Village seeking lots in the community that could be placed on sale. The map below shows the initial lots the LDB highlighted for potential sale. This was discussed at the July 12th Council meeting, resulting in Motion #194-23 instructing staff to proceed with the YTG lot sale initiative as directed. A subsequent email to the LDB stated the following: “After reviewing the potential lot sales with Council, the direction was to release a selection of lots without reservation, specifically: 101 Hume St., and Lots 206 & 208 Luciana St.”



Through staff examination of the remaining potential lots, several were removed from the list for various reasons, including right of way issues, protracted development requirements, and conflict with seasonal waterways. 111 Hume St. and the industrial lot were also recommended for consideration.

The latest correspondence from the LDB in March 2024 targeted the sale of 101 Hume St., 111 Hume St., and the industrial lot, with the intention of making lots 206 and 208 on Luciana St. available for sale once the service connections are completed. It was noted that 101 Hume St. would require a variance to comply with the minimum lot size requirement.

At that time, Village staff began the variance process for 101 Hume St. The Board of Variance had concerns with making a recommendation, as noted in the May 8th RTC, and the question was directed to Council.

Current Status

On May 8th, Council deferred a decision on the variance request for 101 Hume St. pending a background document. Servicing for 101 Hume St. would need to be installed by the Village. Servicing for the Luciana lots will be completed by YTG as a component of the phase 4 infrastructure upgrades.

Another Report to Council will be prepared to discuss lots 111 Hume St., as well as the industrial lot, with a recommendation to make these lots available for sale through the LDB.

Draft Resolution

That Council, having reviewed this background report and the May 8th, 2024, Board of Variance RTC, direct staff to approve the lot located at 101 Hume St. for sale through YTG, with the conditions noted by the Board of Variance.

Prepared by

David Fairbank CAO

Appendix B: RTC May 8, 2024

RE: Board of Variance Public Hearing – 101 Hume Street

Recommendation

The Board of Variance recommended Council approve this lot for sale, with the following conditions:

- The lot be sold with a development agreement requiring a home to be built within a specified time frame.
- That no encroachments into the side setback with the neighbouring property will be permitted be written into the development agreement.
- That the lot be serviced prior to sale.

Background

According to Section 307(1) of the Municipal Act, a person may apply to the Board of Variance for a variance or exemption from an OCP or zoning bylaw if there are practical difficulties or unnecessary hardships in meeting the requirements of the OCP or zoning bylaw because of the exceptional narrowness, shortness, shape, topographic features, or any other unusual condition of the property.

According to Section 307(2) of the Municipal Act, the Board of Variance shall not approve an application for a variance if:

- a) The unusual condition is the result of the applicant 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 OCP or zoning bylaw and would injuriously affect the neighbouring properties; or
- d) The variance or exemption would allow a change to a use that is not like a permissible use in the area.

Current Status

The Government of Yukon requested the Village apply, on its behalf, to the Board of Variance for 101 Hume Street. This property is 412 m² in size and is zoned Single Family Residential. Per the zoning bylaw, the minimum lot area in this zone is 450m². Due to the shortage of lots on the

market, Yukon government has asked for a variance to approve this lot for sale. This lot is bordered by two roads and an alley.

The Board of Variance held a Public Hearing on March 26, 2024. No one from the public attended the hearing, but three written submissions were received from adjacent property owners. Their comments are summarized below:

Respondent 1 (owner of adjacent property)

- I own the adjacent Hume Street lot and directly affected by the proposed variance. If approved the variance is an 8.5% reduction of the required minimum lot size. Normally a lot size variance rarely exceeds 5%... if approved you have just set a precedent for 8.5% variances elsewhere. Is that wise?
- A key consideration in deciding on whether to approve a variance or not is whether the need is “self-imposed or not” and the variance is a reasonable and fair solution. This request does not meet that test because the Government of Yukon is the proponent and was the original subdivision approving authority. Both Yukon and the Village of Haines Junction have been aware of the problem for over 20 years and ignored the problem.
- I expressed interest in buying the lot when I purchased mine more than 20 years ago but was told I could not build on it separately because of the minimum lot size requirement. I would also have to apply for lot consolidation. The variance option was not an option. When I approached the Village administration a few years later I was told the same thing including that minimum lot size might be revisited in the upcoming OCP/ZB review. No change was made.
- If the Board of Variance approves the request, I would like the potential impact on my lot mitigated by not reducing the side yard setback, along the eastern lot boundary between the 2 properties.
- The community needs affordable housing. The only infrastructure improvement needed is a sewer/water line connection into the lot. That is a nominal cost and should be factored in any repricing decision. I realize serviced lot values and servicing costs have risen substantially. The lot was originally priced around \$4,000. There is an opportunity here to apply the hidden equity toward demonstrating how affordable housing can be created on a smaller lot. Residents have already asked to have first access to any new residential lots created in a rural Yukon community.

Respondent 2 (neighbour across the lane)

- I do not think that this variance proposal should be approved. I think that this forested lot would help provide a barrier from the back end of the Alcan Motor Inn, both physically and visually and from the traffic on Dalton. I also think that this forested lot would help prevent more of a wind tunnel from blowing down Hume Street. We have already seen what the wind effect is like at the junction of the Alaska Highway and the Haines Highway due to the opening of the forest. Just ask the fruit and vegetable seller.
- Over the years, I have seen numerous wind events coming through that area and opening up more of the small green belts that we currently have could just increase those events. I am opposed to the variance proposal.

Respondent 3 (neighbour across the street)

- We do not believe that this should be a variance request, but rather a zoning bylaw amendment request. In the Haines Junction zoning bylaw, the Board of Variance is established as an appeal process when a development cannot be approved within the zoning regulations. There has been no refusal of a development on this property. Further, if it was to be considered as a zoning bylaw amendment, it would be a

‘spot zoning’ request – spot zoning has historically been discouraged in past OCP’s and by previous Councils.

- The Municipal Act states that a variance cannot be granted if the unusual condition of the lot is due to the property owner’s actions – it was YG who originally developed the lot this size.
- How likely is it that a purchaser of this lot would need to request an additional variance to build due to the smaller size and shape?
- It is likely that the lot would not have adequate space for accessory buildings, yards or parking and could potentially lead to encroachment of vehicles and personal items onto the road right of ways, creating a hazard for traffic on Dalton and Hume Street. Hume Street is of particular concern as speeding is a constant problem.
- The Municipal Act states that a variance shall not be granted if the adjustment constitutes a special privilege on the neighboring properties. The assessed land value of this undersized lot is lower than the neighboring properties, therefore providing a future owner a lower property tax levy (noted, it would fall under the minimum tax but only until such time as improvements were built that would increase the combined assessment value above the threshold for the minimum tax).
- As the noted intent of YG for this request is due to the shortage of lots available for sale, why isn’t Block 4 Lot 6 listed for sale on the government website - it is currently titled to YG on the assessment roll and is a 5000 sq ft lot.
- Has the applicant paid the required application fee (note that Council recently increased the variance application fee to discourage frivolous applications and to help offset the cost of the variance process). If not, it should be noted that municipal fees are set by bylaw, which do not exempt different levels of government and do not give authority to be waived administratively – fees need to be waived by a resolution of Council.
- In conclusion, we are not in support of the variance request.

Discussion/Analysis

Staff did an analysis of the comments that were received, and advised the Board of the following:

- The Municipal Act provides for reasons when the Board is not able to approve an application for a variance. Therefore, the following concerns do not affect the Board’s decision:
 - This treed lot provides a visual and physical barrier from the back end of the Alcan Motor Inn and from the traffic on Dalton.
 - Retaining this forested lot would help prevent a wind tunnel from blowing down Hume Street.
- A development permit was requested and denied as the lot didn’t meet the minimum lot size requirements, so a development permit could not be issued.
- It is unknown whether the minimum lot size requirements were different when the lot was first developed.
- In the current bylaw, there are no other zones with a smaller minimum lot size. No developable lot in Hanes Junction is less than 450m².
- There are lots in Whistle Bend that are smaller than this lot.
- This lot 15m wide at one end, and 12m wide at the other end, which is large enough to develop a home within current setbacks.
- The minimum lot width for a single detached home in Whitehorse is 11m.
- Block 4 Lot 6 is scheduled for an over-the-counter sale.

The Board of Variance concluded:

- The unusual condition of the lot is the result of the action of the Yukon government, the developer of this lot.

- The Board considers its mandate as being limited to assessing applications for variances submitted by people who purchase property from Yukon government.
- The Board felt it is Council's mandate to decide on whether to allow this lot to be put up for sale.
- The Board did not agree that development of a smaller lot, therefore subject to smaller tax levies, would affect neighbouring properties nor would it be a special privilege. That smaller lots pay less tax than larger lots is how the tax system works for everyone in the Yukon.
- The Board did not feel that the lot was small enough to prevent any possibility of parking on the lot. They also felt confident that this issue would also be addressed at the development permit stage when the lot developer would have to submit plans for development of the lot for approval.
- The Board did recommend Council approve this for sale, with the following conditions:
 - The Board also recognized that older lots did not have development agreements requiring building a home of a minimum size within a specified time frame. Should this lot go to market, the Board recommends requiring a modern development agreement.
 - The Board agreed with the adjacent property owner's request to not allow any encroachments into the side setback with the neighbouring property, and suggested this be written into the decision should this lot be allowed to go up for sale.
 - That the lot be serviced prior to sale.

Draft Resolution

That given the shortage of housing lots on the market in Haines Junction, Council approves this lot for sale, with the following conditions:

- The lot be sold with a development agreement requiring a home to be built within a specified time frame.
- That no encroachments into the side setback with the neighbouring property will be permitted be written into the development agreement.
- That the lot be serviced prior to sale.

Prepared by
Aynslie Ogden
Corporate Manager

Approved by
Dave Fairbank
Chief Administrative Officer



Village of Haines Junction
Report to Council

July 24th, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Draft Zoning Bylaw Second Reading Report

Recommendation

That Council provide decisions on the three questions posed in the Discussion/Analysis section of this report.

Background

The Draft Zoning Bylaw was read for the first time on June 12th, 2024. In the meeting Council heard from residents who raised concerns:

- *Minimum home size proposed in the Bylaw for Agriculture Residential (AR) and Country Residential (RC) currently at 592' GFA. Concern this would contribute to increased cost of ownership and lead to economic stratification.*
- *In AR zones concern that limitations on the number of animals allowed is too low and a desire to allow more agricultural pursuits, agri-business.*

Minutes from the First Reading included as **Appendix A**

The Village held a Public Engagement session on July 15, 2024, to address the following issues:

1. Residential use of Industrial and Commercial properties
2. How the Municipal Act impacts legally non-conforming properties
3. How to promote agricultural land use on AR lots.
4. Proposed rezoning of Tourist Commercial (TC) to Mixed Commercial (CM) off the highway corridor and designated Downtown Core.

Minutes from the meeting are included as **Appendix B**.

Key take aways include:

- The OCP mandate's locations of residential, commercial, and industrial zones.
- The OCP can be amended but is an involved process, Ministerial approval, Etc.
- *Desire from existing residents in commercial zone along West highway to retain ability to rebuild dwelling in the event of catastrophic loss and to make structural additions while maintaining the ability to pursue commercial enterprise.*
- *Limited land availability pushed residents to develop residential properties in Commercial and Industrial zones.*
- *Expressed need to maintain separation of commercial, and industrial uses from residential areas.*
- *Provide option to rezone TC to CM outside of Highway frontage*

- *Desire to increase allowance for agricultural pursuits on AR land, proposed unlimited animals in AR.*
- *Recommendation to revise build conditions on AR to remove the 5-year build term and allow agriculture first. I.e., build a shop, then clear land, then build a home.*

Current Status

Based on comments received at the Second Reading and subsequent Public Engagement event Staff have made the following changes to the Draft Zoning Bylaw:

- Increase allowance for animals in AR zone (not unlimited). Added provision for Development Authority to approve increased animals based on submitted management plan.
- Reduced parking requirements (per HAF recommendations)
- Removed Max # of visits to home business (per HAF recommendations)

Staff have also incorporated numerous smaller changes based on recommendations from HAF review.

Discussion/Analysis

The following considerations require Council decision. Once determined edits will be made to the draft Zoning Bylaw in advance of the Third Reading.

5. Option to reduce Min dwelling size in RC and AR zones, currently 592' GFA.
6. Option to permit rezoning of TC properties off the highway frontage in downtown core, and properties on the highway west, to CM.
7. Options to amend the CM zoning to:
 - a. allow for single family dwellings as principal use
 - b. list existing residences in commercial zone as exemptions
 - c. Proceed as written, with limitations on maximum home size in the event of catastrophic loss and other restrictions as outlined in the Municipal Act

Prepared by

David Fairbank
Chief Administrative Officer

Appendix A

Public Hearings and Public Input Sessions

Bylaw 411-21 2024 Zoning Bylaw

Materials provided: Draft Zoning Bylaw, Notes from Public Engagements (March 11, 2024, April 11, 2024 and May 23, 2024) and Committee of the Whole Meeting (May 14, 2024)

#160-24 It was moved and seconded

THAT discussion on the 411-21 2024 Zoning Bylaw be opened to the public.

Motion #160-24 was **CARRIED**.

CAO Report

- Since March, three public engagement sessions and a Committee of the Whole meeting with Council have been held
- Purpose of this evening is to hear thoughts from public on the latest draft of the Zoning Bylaw from the public and to collect information on any outstanding concerns or changes that have not been addressed to date.
- OCP is the guiding document, we cannot pass zoning contrary to the OCP

Public comments:

- The main think I'd like to say is that it is great to see so many positive changes in this bylaw. Thoroughly in favour of 90% of it. Would like to raise a disagreement with one aspect of the bylaw, and this is with the minimum house size on country residential and agriculture limited. There is a lot of concern in the community about affordable housing. House size is very much tied to housing size. A difference of 400 square feet equals \$160,000. More expensive to develop limited ag and country residential because they need septic systems (about \$50,000 in development costs). Bylaw is effectively saying that one has to spend \$200,000 more to live on country residential. This contributes to ghettoization. The minimum size is also effectively increased because we are now measuring minimum size on the inside, instead of the outside. Today house walls are 18 inches thick. This also works against affordable housing.
- Limited Agriculture -- now called ag-residential. Asked to increase number of chickens – 25 is not enough. Also need to raise number of livestock. Request setting numbers in a regulation that is easier to amend. 25 is not enough to run an agriculture business. Want to promote agricultural businesses. Want to see bylaw also encourage appropriate agricultural fencing.
- Question about R1, R2 and RC zones. Provision for short term rentals to only be on principle residence and be in receipt of a business license. Will there be another round of public hearings on this?
 - CAO explained that this Language is meant to create a bit of a buffer while Village creates a short-term rental policy. Many communities have a STR policy that is separate from the Zoning Bylaw. This work is expected to take significant

effort; this is a stopgap measure. There will be more public hearings on this issue.

- Council clarified that this is a first reading. Council will receive a report prior to second reading and can create more opportunities for public comment if deemed necessary.
- Regarding the Agriculture Residential, Agriculture Limited and Agriculture General zones, Haines Junction is the only jurisdiction in the Yukon that has Agriculture Limited (now referred to as Agriculture Residential). Concerned that this zone is now effectively a large country residential zone, as opposed to an agricultural zone. This impacts what can and cannot be done in these areas. Minimum and maximum lot sizes are much smaller for Agriculture Residential than they are for Agriculture General. Agriculture Residential also has a very different tax rate (almost double), while what can be done on these lots is restricted. Could do a whole lot more if zoned Agriculture General. Concerned that Agriculture Limited/Ag Residential is getting the short end of the stick. Intention should be to support agricultural activities in a smaller context, because smaller lots.
- Concerned about potential for subdivision of agricultural lots. None of the lots within Bearberry can be subdivided—totally support this, keep agriculture agricultural. Agriculture General has a minimum lot size of 14 acres. This means that some of the large fields such as Tait field could be subdivided -- have concerns over this. Council should take over control of subdivisions from YG. Much better if Village decides what can/can't be subdivided. Would like to see a moratorium on Agriculture Residential and Agriculture General subdivisions.
 - CAO Question: If were to increase minimum lot size on Agriculture General zoning such that existing 5 properties could not be subdivided, would this alleviate concerns?
 - This is one way to do this, but not necessarily the right way. Suggest merging agriculture into one zone to simplify. This is the only jurisdiction with to agricultural zones. If we want to promote agricultural activity, need to ensure agricultural land remains agricultural. Incentives – tax break for ag general applied to ag limited. Desire is to protect land that has been developed for agriculture.
 - Council noted there are 5 Agriculture General properties in town. Council suggests we talk to owners to get a sense of what their plans are for their properties.
- In support of more latitude for developing properties. Having rental suites or additional residences is a good step – supportive of this on all properties. Drawback is that the more that you build, the more your assessed value for taxes (as is the case for everywhere else).

#161-24 It was moved and seconded

THAT discussion on the 411-21 2024 Zoning Bylaw be closed.

Motion #161-24 was **CARRIED**.

Appendix B

Public Engagement minutes – July 15, 2024

OTHER

- Land use must adhere to OCP
 - Zoning changes are a separate process from variance hearings.
 - Zoning can be amended within OCP i.e. urban residential to country residential
- Enforcement of Bylaws is either at permit application or complaint driven
 - Could look to do “major non-compliance reviews” in the future (if staffed)

Residential use of Commercial or Industrial lots

- Maximum dwelling unit size and other measures to direct land use towards compliance
- Maximum dwelling unit size imposed to ensure accessory use to primary commercial or industrial use
- Tourist Commercial lots on North Alaska Highway
 - Limited availability pushed people to purchase non-conforming properties
 - Some other commercial lots in other areas of municipality have been rezoned to other residential uses
 - Tourist commercial should be treated differently than mixed-use commercial
- OCP and proposed zoning correct use of properties on Kluane Street/Auriol Street to urban residential (The Yukon Housing properties)
 - Current bylaw zoned as Tourist Commercial, will change to residential.
- OPTIONS TO MOVE FORWARD
 - Maintain wording in proposed bylaw
 - Dilute definition of mixed-commercial to allow residential use only
 - List of existing non-conforming commercial properties included in zoning bylaw with exemption from rebuild requirements
 - Does not help with trending towards zoning compliance
 - Does offer security to property owners
 - Give existing properties option of tourist commercial or mixed-use commercial
 - Allow non-conforming properties to change to residential and be able to switch back to commercial in future
 - Land use must conform with OCP (would require amendment to OCP)
 - Add third commercial zone to allow legacy non-conforming properties to continue to exist without rebuild limitations
 - Allow residential use first and commercial or industrial use second (not enforceable)
 - Allow current owners to have relaxed rebuild restrictions but not future owners
- Current land development trends will increase availability of urban and country residential lots means less future pressure to have residential primary use in wrong zone
- Keep industrial and commercial uses in correct zone rather than enabling incorrect use
 - Fairer to neighbouring residential properties
 - Empathize with non-conforming property owners but need to maintain separation of commercial, industrial and residential. Don't dilute different zones
- Non-conforming property owners can lease space to other party to undertake commercial or industrial use
 - Problem or opportunity?
- How many non-conforming properties actually exist?
 - Not insignificant number (approx. 20 commercial and 8 Ind.)
 - What have other municipalities done? Wording in proposed bylaw is reflective of other municipalities. (other communities similar to the bylaw as written)

Non-conforming properties

- Municipal Act – non-conforming building/structure
- Revised zoning bylaw follows municipal act

Promoting agricultural land use

- Proposed zoning bylaw now increases number of livestock, increase maximum number of dwelling units, STR okay if primary residence is on same property
- Concerns about limited number of Agricultural General lots
- Most Agricultural Residential lots don't have primary agricultural use
 - Bear Berry lots were sold with 5-year residential build requirement. Essentially large country residential with lower tax rate. Original request to develop subdivision was to make horse pasture available.
 - No agricultural development requirement
- How to incentivise agricultural use?
 - Remove restrictions on number of livestock entirely, enforce fencing requirements
 - Taxation – not zoning bylaw but would allow RC tax rate for non-agricultural use in AR
- No clearing requirements allows different agricultural practices working with land ie. permaculture
- Listen to agricultural uses on what they want
- Proposed zoning bylaw minimum dwelling size same as country residential
 - Creates stratification of income and zoning
 - Same minimum dwelling size for all zones
 - Ag branch revised policy on development to focus on agricultural use
- Development/build conditions should be revised for future AR development
- STR are complementary to Agricultural, must ensure it is secondary to ag use and owner lives on property
- Not zoning bylaw – draw down subdivision authority to Village
 - Do not allow subdivision of agricultural property

Relaxation of commercial zoning off highway corridor

- OCP put a lot of effort into defining commercial property along highway corridor
- Provide option to rezone properties without highway frontage to mixed-use commercial ie. rear face of highway blocks
 - Provide more rental and affordable housing options
 - Mix of reluctant and enthusiastic support, generally accepting
- Reach out to St. Elias Chamber of Commerce for comment
 - Chamber decided not to speak as a whole rather as individual businesses
- Opinion that tourist commercial uses compete with residential use in commercial area
 - Use of tourist commercial as subsidized housing competes with intended use of tourist commercial. YG sends people to community as there's no place in Whitehorse for them to stay, end up here without social supports needed.
 - Doesn't know anyone who would choose to live in a small apartment
 - Define vision for downtown core
 - OCP lays out vision for downtown and community core
- Encourage development of commercial lots (mixed-use and tourist), generally makes tourist commercial more valuable
- Not zoning bylaw – increase minimum tax rate, vacancy rate... Noted Council direction to review mill rate Bylaw
- Do we have the capacity to enforce bylaws?
 - Complaint based or at start of development
 - Opportunity for more education on enforcement and bylaw

Zoning map

- Show development set-backs around lagoon and landfill to show true picture of development opportunities

Municipal Accounts Payable to July 10, 2024

<u>Cheque No.</u>	<u>Name</u>	<u>Amount</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 32,341.18	Administration	Net Pay - Pay Period 13
		\$ 5,262.86	Administration	RRSP Contribution - Pay Period 13
		\$ 908.31	Administration	Union Dues June 2024
280050	Angie Charlebois	\$ 356.25	Legislative	Travel AYC
280051	Colin Kallio	\$ 100.00	Capital Project	Honoraria Trail Signage Committee
280052	Dave Fairbank	\$ 16.80	Administration	Office Coffee
280053	Dave Heath	\$ 100.00	Capital Project	Honoraria Trail Signage Committee
280054	Devin Wittig	\$ 100.00	Capital Project	Honoraria Trail Signage Committee
280055	Ellen Stutz Petty - Cash	\$ 2,255.35	Recycling Centre	Refundables paid out
		\$ 22.59	Administration	Patted envelope
		\$ 44.00	Legislative	July 1, 2024 prizes
280056	Gov't of Yukon	\$ 15,246.46	Administration	Domestic water well & better building program Remittance to YG of funds collected
280057	Jacobs Industries Ltd.	\$ 373.28	Water and Sewer	Co2
280058	Kluane Vac	\$ 199.50	Recycling Centre	Septic pump out
280059	Laura Gorecki	\$ 2,043.99	Administration	Rec. grant Creative Junction
280060	Lianna Grice	\$ 100.00	Capital Project	Honoraria Trail Signage Committee
280061	Lou Ida Gauthier	\$ 1,500.00	Administration	Overpayment of taxes
280062	Nortwestel	\$ 250.14	Administration	June 27, 2024 billing
		\$ 73.47	Public Works	June 27, 2024 billing
		\$ 699.73	Water and Sewer	June 27, 2024 billing

Municipal Accounts Payable to July 10, 2024

		\$ 690.87		Protective Services	June 27, 2024 billing
		\$ 36.76		Convention Centre	June 27, 2024 billing
		\$ 36.76		Arena	June 27, 2024 billing
		\$ 66.47	\$ 1,854.20	Recycle Centre	June 27, 2024 billing
280063	Rita Jux		\$ 539.10	Administration	Reimbursement WS fees
280064	Stream Pro Resources		\$ 5,816.74	Water and Sewer	Environmental services, license review, lab analysis
280065	Tangerine Technology	\$ 1,632.75		Administration	Network support
		\$ 881.88	\$ 2,514.63	Legislative	Network support
280066	Totaltrac Yukon Inc		\$ 458.30	Public Works	Cutter blade
280067	True North Electric		\$ 536.55	Public Works	Electrical work PW shop
280068	Twiss and Shine	\$ 520.00		Administration	Custodial Services June and July 2024
		\$ 2,145.00		Convention Centre	Custodial Services June and July 2024
		\$ 130.00		Fire Department	Custodial Services June and July 2024
		\$ 260.00		Mezzanine	Custodial Services June and July 2024
		\$ 162.50		Public Works	Custodial Services June and July 2024
		\$ 160.88	\$ 3,378.38	GST	Custodial Services June and July 2024
280069	Yukon Service Supply		\$ 625.28	Water and Sewer	Hypochloride

Municipal Accounts Payable **\$ 76,693.75**

Adopted on _____ Motion# _____

Mayor _____ CAO _____

Municipal Accounts Payable to July 24, 2024

<u>Cheque No.</u>	<u>Name</u>	<u>Amount</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 34,441.49	Administration	Net Pay - Pay Period 14
		\$ 5,302.52	Administration	RRSP Contribution - Pay Period 14
		\$ 7,176.20	Administration	Group Insurance - Pay Period 14
		\$ 39,098.87	Administration	Receiver General
		\$ 86,019.08		
Bill Pay	Visa	\$ 1,220.79	Administration	Office supplies, cell, zoom subscription
		\$ 1,702.40	Public Works	cell, flowers, tools, top soil, equipment
		\$ 115.14	Landfill & Recycling	Cell phone
		\$ 173.79	Water & Sewer	Connectors
		\$ 84.00	Convention Centre	Keys
		\$ 663.60	Capital Projects	Laptop
		\$ 3,959.72		
EFT	Fort Modular Inc.	\$ 13,260.54	Capital Landfill	Refurbished Scale House
EFT	Rockbox Structures Inc.	\$ 47,210.63	Capital Landfill	Custom compartment containment storage unit
280070	15042 Yukon Inc. /Grime Stoppers	\$ 439.43	Convention Centre	Tablecloth and dish towels cleaning
280071	Ackland's Grainger Inc.	\$ 209.16	Mezzanine	Hand soap
		\$ 260.51	Convention Centre	Hand soap
		\$ 798.28	Landfill & Recycling	Spill Pallet
		\$ 1,267.95		
280072	Advance Security & Automation Ltd.	\$ 173.25	Convention Centre	Fire dialer monitoring
280073	Ellen Stutz Petty - Cash	\$ 2,309.20	Recycling Centre	Refundables paid out
		\$ 23.11	Administration	Postage
		\$ 73.48	Fire Department	Headlight bulbs
		\$ 2,405.79		
280074	Harris & Company	\$ 682.50	Administration	Legal fees
280075	Kusina Gracia	\$ 640.71	Legislative	Dinner for joint meeting
		\$ 1,486.80	Administration	Salads for Canada Day
		\$ 743.40	Legislative	Appetizers for Area 1 public info session
		\$ 2,870.91		

Municipal Accounts Payable to July 24, 2024

280076	MacKellar Contracting		\$ 716.63	Water & Sewer	Grading - Sewage Lagoon Road
280077	MacPherson Rentals		\$ 19,230.64	Cap Convention Centre	AWS-30 Genie Lift
280078	Norton Rose Fulbright		\$ 1,316.70	Administration	Legal fees
280079-86	Pedal Junction - Various		\$ 5,330.39	Capital Projects	Reimbursement Trail Day event expenses
280087	Source Motors Ltd.	\$ 643.58		Landfill & Recycling	Gas June 2024
		\$ 1,884.21		Water & Sewer	Diesel for generators June 2024
		\$ 3,017.60	\$ 5,545.39	Public Works/Parks	Gas June 2024
280088	Total Fire Protection Services Ltd		\$ 1,548.75	Convention Centre	Inspection of sprinkler system
280089	Totaltrac Yukon Inc.		\$ 773.24	Public Works	Motor Oil
280090	Workers Safety and Compensation Board		\$ 8,559.69	Administration	Workers compensation coverage installment pmt.
280091	Xerox		\$ 359.64	Administration	Printing and photocopies
280092	Yukon Service Supply		\$ 416.85	Water & Sewer	Sodium Hypochlorite
280093	Yukon University		\$ 215.00	Public Works	First aid training

Municipal Accounts Payable **\$ 202,302.72**

Adopted on _____ Motion# _____

Mayor _____ CAO _____

**Report to Council
Village of Haines Junction
July 19, 2024**

RE: June 2024 Financial Report

Recommendation

That Council accept the June 2024 Financial Report as information.

Resolution

That the Council of the Village of Haines Junction receive and file the June 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

SUMMARY:

Revenues – **Total revenue is at 96.74% for the year, above the 50% benchmark.**

Expenditures – **Total expenses are at 42.61% for the year, below the 50% benchmark.**

REVENUES

Legislative - Total revenues are above benchmark at 98.78%.

- 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 \$2,672 below budget amount due to several Spruce Street lots agreements for sale being terminated.
- Investment account interest is \$13,000 above budgeted amount (current investment account balance is approximately \$10 million).

Administration – Total revenues are below benchmark at 29.59%.

- approximately \$5,500 in Seniors' Admin salaries not yet invoiced for reimbursement.
- Community Lottery Program funding of \$23,493 not recorded as of reporting period (has since been received in July).

Public Works – Total revenues are below benchmark at 3.44%.

- Contract Services - \$7800 YG ROW Vegetation Control contract not received as of reporting period.

Water & Sewer - Total revenues are above benchmark at 93.89%.

- Annual water and sewer services have been fully recorded.

**Report to Council
Village of Haines Junction
July 19, 2024**

Roads & Streets - Total revenues are below benchmark at 3.86%.

- No culvert sales as of reporting period.

Landfill & Recycling – Total revenues are above benchmark at 105.06%.

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

Animal Control – Revenues are below benchmark at 8.6%.

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

Fire Department – Revenues above benchmark at 78.5%.

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

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

Facilities – Revenues slightly above benchmark at 56.21%.

EXPENSES

Legislative – Below benchmark at 37.28%.

- Honoraria below benchmark due to Council member vacancy.
- AYC AGM expenses are \$4,200 below budgeted amount.

Administrative – Below benchmark at 40.30%.

- Wages below benchmark as new recreation position not yet in place.
- Contract Services: Legal fees \$3,200 over budgeted amount of \$50,000.
- Grants – Community Lottery grant not yet allocated.

Public Works – Below benchmark at 33.60%.

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

Water & Sewer – Above benchmark at 55.74%.

- 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 35.19%.

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

**Report to Council
Village of Haines Junction
July 19, 2024**

Landfill & Recycling – Below benchmark at 45.27%.

- 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 6.96%.

Fire Department – Below benchmark at 29.5%.

- Honoraria – Jan to Jun payment to be recorded in July.
- Contract Services: Dispatch services normally invoiced in Nov/Dec.

FireSmart – Above benchmark at 96.6% as project was completed in February.

Convention Centre – Above benchmark at 67.49%.

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

Mezzanine – Below benchmark at 38.64%.

Community Hall, Curling Rink, Pool – Below benchmark at 29.09%.

Arena – Above benchmark at 51.24%.

- 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
July 19, 2024**

Village of Haines Junction - June 2024 Budget Expenditures				
O&M REVENUES		2024 YTD	2024 Budget	Benchmark 50%
LEGISLATIVE				
	Taxes and Grants in Lieu	\$ 966,517.30	\$ 1,018,808.56	94.87%
	Tax Penalties	\$ 622.94	\$ 7,000.00	8.90%
	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	\$ 163,212.82	\$ 150,000.00	108.81%
	Housing Accelerator Fund	\$ 308,659.28	\$ 308,659.28	100.00%
	Total Legislative	\$ 3,694,023.61	\$ 3,739,479.11	98.78%
ADMINISTRATION				
	Grant Funding	\$ -	\$ 25,493.00	0.00%
	Licenses and Fees	\$ 10,327.92	\$ 12,650.00	81.64%
	Interest Earned	\$ 616.90	\$ 2,560.00	24.10%
	Contract Services	\$ 6,426.73	\$ 18,000.00	35.70%
	Total Administration	\$ 17,371.55	\$ 58,703.00	29.59%
PUBLIC WORKS				
	Contract Services	\$ 620.04	\$ 11,000.00	5.64%
	Surplus Goods Sales	\$ -	\$ 5,000.00	0.00%
	Grant Funding	\$ -	\$ 2,000.00	0.00%
	Total Public Works	\$ 620.04	\$ 18,000.00	3.44%
WATER AND SEWER				
	Services and Bulk Sales	\$ 285,338.91	\$ 294,800.00	96.79%
	Contract Services / Asset Sales	\$ 363.00	\$ 1,500.00	24.20%
	Grant Funding	\$ -	\$ 8,000.00	0.00%
	Total Water and Sewer	\$ 285,701.91	\$ 304,300.00	93.89%
ROADS AND STREETS				
	Contract Services / Asset Sales	\$ 212.12	\$ 5,500.00	3.86%
	Total Roads and Streets	\$ 212.12	\$ 5,500.00	3.86%
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	\$ 20,997.17	\$ 70,000.00	30.00%
	Programs (Food Cycler)	\$ 12,562.50	\$ 6,600.00	190.34%
	Total Landfill and Recycling	\$ 160,322.99	\$ 152,600.00	105.06%

**Report to Council
Village of Haines Junction
July 19, 2024**

ANIMAL CONTROL				
	Licenses and Fines	\$ 172.00	\$ 2,000.00	8.60%
	Total Animal Control	\$ 172.00	\$ 2,000.00	8.60%
FIRE DEPARTMENT				
	Contract Services	\$ 17,059.23	\$ 15,000.00	113.73%
	Lease Fees	\$ 15,288.00	\$ 26,208.00	58.33%
	Total Fire Department	\$ 32,347.23	\$ 41,208.00	78.50%
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	\$ 9,115.66	\$ 15,200.00	59.97%
	Rental Fees - Mezzanine	\$ 3,065.72	\$ 6,000.00	51.10%
	Rental Fees - Arena	\$ 2,452.37	\$ 3,500.00	70.07%
	Grant Funding	\$ -	\$ 1,333.00	0.00%
	Total Facilities	\$ 14,633.75	\$ 26,033.00	56.21%
TOTAL O&M REVENUES		\$ 4,230,405.20	\$ 4,372,823.11	96.74%
O&M EXPENSES				
		2023 Budget	2024 Budget	
LEGISLATIVE				
	Honoraria / Per Diems	\$33,462.21	\$81,792.00	40.91%
	Travel / Training	\$1,371.17	\$12,000.00	11.43%
	Grants and Hospitality	\$4,916.77	\$16,500.00	29.80%
	Supplies and Services	\$660.00	\$5,650.00	11.68%
	AYC Membership	\$11,045.64	\$22,091.28	50.00%
	Total Legislative	\$ 51,455.79	\$ 138,033.28	37.28%
ADMINISTRATION				
	Wages and Benefits	\$ 248,996.82	\$ 712,378.00	34.95%
	Contract Services	\$ 110,110.17	\$ 156,791.16	70.23%
	Equipment and Supplies	\$ 4,862.18	\$ 15,000.00	32.41%
	Utilities	\$ 14,223.29	\$ 35,000.00	40.64%
	Training, Travel, Memberships	\$ 2,612.16	\$ 7,500.00	34.83%
	Grants and Hospitality	\$ 207.28	\$ 28,493.00	0.73%
	Advertising	\$ 8,181.26	\$ 10,000.00	81.81%
	Bank Charges	\$ 2,245.73	\$ 6,200.00	36.22%
	Total Administration	\$ 391,438.89	\$ 971,362.16	40.30%

**Report to Council
Village of Haines Junction
July 19, 2024**

PUBLIC WORKS				
	Wages and Benefits	\$ 212,383.89	\$ 624,945.00	33.98%
	Contract Services	\$ 684.00	\$ 24,000.00	2.85%
	Equipment and Supplies	\$ 21,854.56	\$ 66,000.00	33.11%
	Maintenance	\$ 11,235.48	\$ 52,000.00	21.61%
	Utilities	\$ 8,730.43	\$ 27,285.00	32.00%
	Insurance	\$ 17,831.13	\$ 17,575.00	101.46%
	Training and Travel	\$ 2,046.66	\$ 6,000.00	34.11%
	Total Public Works	\$ 274,766.15	\$ 817,805.00	33.60%
WATER AND SEWER				
	Wages and Benefits	\$ 55,414.52	\$ 109,085.00	50.80%
	Contract Services	\$ 33,159.55	\$ 29,000.00	114.34%
	Equipment and Supplies	\$ 35,578.58	\$ 63,240.00	56.26%
	Maintenance	\$ 2,655.83	\$ 26,000.00	10.21%
	Utilities	\$ 45,638.83	\$ 118,500.00	38.51%
	Insurance	\$ 58,495.77	\$ 56,500.00	103.53%
	Training and Travel	\$ -	\$ 12,000.00	0.00%
	Total Water and Sewer	\$ 230,943.08	\$ 414,325.00	55.74%
ROADS AND STREETS				
	Wages and Benefits	\$ 25,743.91	\$ 53,000.00	48.57%
	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)	\$ 15,889.88	\$ 38,000.00	41.82%
	Total Roads and Streets	\$ 44,164.17	\$ 125,500.00	35.19%
LANDFILL AND RECYCLING				
	Wages and Benefits	\$101,328.70	\$225,104.00	45.01%
	Contract Services	\$37,040.41	\$61,300.00	60.42%
	Equipment and Supplies	\$8,174.70	\$19,000.00	43.02%
	Maintenance	\$0.00	\$4,000.00	0.00%
	Utilities	\$6,381.65	\$13,750.00	46.41%
	Insurance	\$3,843.87	\$3,710.00	103.61%
	Training and Travel	\$0.00	\$2,900.00	0.00%
	Recycle Refunds Paid Out	\$17,404.45	\$40,000.00	43.51%
	Landfill Closure Fees	\$0.00	\$15,000.00	0.00%
	Total Landfill and Recycling	\$ 174,173.78	\$ 384,764.00	45.27%

**Report to Council
Village of Haines Junction
July 19, 2024**

ANIMAL CONTROL				
	Wages and Benefits	\$ 109.24	\$ 1,100.00	9.93%
	Maintenance	\$ -	\$ 150.00	0.00%
	Equipment and Supplies	\$ -	\$ 320.00	0.00%
	Total Animal Control	\$ 109.24	\$ 1,570.00	6.96%
FIRE DEPARTMENT				
	Honoraria	\$ 14,589.53	\$ 52,200.00	27.95%
	Contract Services	\$ 4,406.17	\$ 20,000.00	22.03%
	Equipment and Supplies	\$ 1,480.81	\$ 12,500.00	11.85%
	Maintenance	\$ 3,609.48	\$ 23,000.00	15.69%
	Utilities	\$ 9,196.00	\$ 30,000.00	30.65%
	Insurance	\$ 14,973.44	\$ 14,900.00	100.49%
	Training and Travel	\$ 150.00	\$ 11,500.00	1.30%
	Total Fire Department	\$ 48,405.43	\$ 164,100.00	29.50%
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	\$ 13,117.00	\$ 34,000.00	38.58%
	Equipment and Supplies	\$ 5,374.26	\$ 17,000.00	31.61%
	Maintenance	\$ 21,629.84	\$ 19,000.00	113.84%
	Utilities	\$ 11,771.45	\$ 29,500.00	39.90%
	Insurance	\$ 43,669.21	\$ 42,100.00	103.73%
	Total Convention Centre	\$ 95,561.76	\$ 141,600.00	67.49%
MEZZANINE				
	Contract Services	\$ 4,403.75	\$ 11,000.00	40.03%
	Equipment and Supplies	\$ 403.73	\$ 1,000.00	40.37%
	Maintenance	\$ 795.36	\$ 2,000.00	39.77%
	Utilities	\$ -	\$ 500.00	0.00%
	Total Mezzanine	\$ 5,602.84	\$ 14,500.00	38.64%
COMMUNITY HALL, CURLING RINK, POOL				
	Maintenance	\$ -	\$ 500.00	0.00%
	Utilities	\$ 1,000.13	\$ 3,000.00	33.34%
	Insurance	\$ 105.30	\$ 300.00	35.10%
	Total Community Hall, Curling I	\$ 1,105.43	\$ 3,800.00	29.09%

**Report to Council
Village of Haines Junction
July 19, 2024**

ARENA				
	Wages and Benefits	\$ 25,057.58	\$ 82,700.00	30.30%
	Contract Services	\$ 288.00	\$ 1,200.00	24.00%
	Equipment and Supplies	\$ 5,894.69	\$ 11,300.00	52.17%
	Maintenance	\$ 8,848.26	\$ 27,000.00	32.77%
	Utilities	\$ 50,897.71	\$ 95,500.00	53.30%
	Insurance	\$ 44,615.05	\$ 45,000.00	99.14%
	Training and Travel	\$ 29.99	\$ 2,000.00	1.50%
	Total Arena	\$ 135,631.28	\$ 264,700.00	51.24%
	TOTAL O&M EXPENSES	\$ 1,477,357.84	\$ 3,467,059.44	42.61%
	NET O&M SURPLUS	\$ 2,753,047.36	\$ 905,763.67	
	CAPITAL REVENUE	\$ 33,500.00	\$ 3,195,500.00	
	CAPITAL RESERVES	\$ -	\$ 1,580,000.00	
	CAPITAL / PROJECTS EXPENSES	\$ 491,397.25	\$ 5,752,500.00	
	NET CURRENT YEAR SURPLUS	\$ 2,295,150.11	-\$ 71,236.33	
	TRANSFER FROM UNRESTRICTED RESERVES		\$ 71,236.33	

**Report to Council
Village of Haines Junction
July 19, 2024**

2024 Capital Project Budget Status						
DEPARTMENT	PROJECT	June 2024 YTD	Budget Amount	Funding Source		
				CMG / Reserves	Other	
Administration	Office Computer / Software Upgrades	\$7,553.68	\$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	\$143,348.12	\$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		\$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	\$14,456.95	\$200,000.00	\$200,000.00		
	Landfill Front Area Modernization	\$1,375.00	\$1,500,000.00	\$1,500,000.00		Reserves
Public Works:	Floor Drainage (Shop)		\$15,000.00	\$15,000.00		
	Vehicle Shelter / Covered Storage	\$55,229.75	\$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		\$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		\$10,000.00	\$6,500.00	\$3,500.00	TCT Grant
	Trail Signage / App Project	\$3,300.00	\$25,000.00	\$25,000.00		
	Heritage Structure Project		\$30,000.00	\$30,000.00		
Projects	Plans - OCP / Zoning	\$30,215.28	\$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		\$75,000.00	\$75,000.00		
	Arena Emergency Plan		\$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
		\$491,397.25	\$7,082,500.00	\$3,837,000.00	\$3,245,500.00	



**Village of Haines Junction
Report to Council**

July 24, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Council Priorities – Follow-up from June 26 Committee of the Whole Meeting

Recommendation

That Council provide priorities for:

- Council Motions from June 12 and June 26th Council Meetings, which have not yet been ranked (Table 4);
- Identified policy work that has not yet been ranked (Table 5); and
- Motions made from today's council meeting to the end of term, as the motion is made.

Background

At the June 26 Committee of the Whole Meeting, Council began an exercise to direct Administration's efforts towards Council's priorities within the time it has left on term. Council assessed each incomplete motion and assigned a ranking of High/Medium or Low Priority.

Council requested a follow up discussion on policy needs and to review priority rankings, in order to assist with assessing what can be done in house and where outside assistance will be required to complete work before Council's term ends.

Current Status

At the June 26 meeting, the following motions were ranked. Attached, the outstanding motions have been grouped by High Priority (table 1), Medium Priority (Table 2) and Low Priority (Table 3). Council Motions from June 12 and June 26th Council Meetings, which have not been ranked, are provided in Table 4. Table 5 summarizes identified policy needs, and provides the priority ranking (if a ranking has been completed).

Prepared by

Aynslie Ogden
Policy and Communications Manager



**Village of Haines Junction
Report to Council**

July 24, 2024

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

Table 1: HIGH PRIORITY – As assessed at the June 26 Committee of the Whole Meeting

Date	Motion Number	Motion	Status / Discussion Notes	Consensus Priority Ranking
10-Jan-24	#24-24 Seek funding for end-of-life vehicle disposition	THAT Administration explore the possibility of funding from YG for end-of-life vehicle disposition to explore options and opportunities for Haines Junction	Ongoing: ELV's motion with the AYC was passed at the AGM in May 2024, asking YTG to take responsibility for EVLs (again) as Territorial and Federal receive all tax benefits from vehicles.	High
7-Feb-24	#33-24 Amend Donated Refundables Fund policy	THAT Administration revise the Village's Donation of Refundable Items Policy #31-20 to extend the deadline for applications by two weeks to allow community groups more time to apply.	No progress. Have until January to complete.	High
28-Feb-24	#50-24 Trails committee, signage and app	THAT Administration proceed to establish a trail signage project committee, and with advice from the Committee, contract the development of a trail network app and the design and production of trail network signage with the goal of having this work complete for the Summer 2024 season.	Work is underway. Committee established and has met three times and is on-track to complete mandate this summer/fall	High
27-Mar-24	#79-24 Pedal Junction	THAT Administration continue discussions with Pedal Junction on lot options, specifically Location 5 in the Report and the Tomlin Hill location and that work be	Staff are actively working with the Lands Branch to transfer land adjacent to the water tower to Pedal Junction for the bike skills park.	High (if/when YG approves funding)

		undertaken once selection has been made to establish the appropriate land disposition process and the lease agreement components come back to Council.	Funding decision is pending response from YTG. YG approvals / timelines are outside of Council's Control	
27-Mar-24	#82-24 Minimum property tax levy	THAT Council receive this report and request Administration to prepare a report on all undeveloped, non-residential lots within the Municipality with options to encourage their development or sale, including exploring raising of property tax minimums.	RTC pending. Initial research collecting data on all other Yukon regions tax rates and Bylaws complete. How likely is it that this will be complete within Council's Mandate?	High
10-Apr-24	#96-24 Interim Regionalization Agreement	THAT Council direct Administration to begin required work on the required Policies and Bylaws to update landfill operations in accordance with the Interim Regionalization Agreement and that the Interim Regionalization Agreement be signed.	Bylaw development in research and data collection phase. A draft Bylaw will be brought to Council in July for first reading.	High
8-May-24	#131-24 FireSmart Incentive Program	THAT staff be directed to begin implementing Options 1 and 2 as identified in the RTC, and to explore Option 5 for next year – and whether other options (e.g. 3 and 4) can be rolled into Option 5.	Ongoing, Staff have initiated with Wildland fire for educational sessions, and contacted assessors for property fire smart inspections. Part of property tax discussion. Hire consultant to assist?	High
22-May-24	#140-24 101 Hume Street and Lot Sale Process	THAT the RTC on 101 Hume Street and the Lot Sale process be tabled and revisited at a future, to be scheduled, meeting.	A report to Council on the YTG lot sale initiative is in progress.	High - Underway

22-May-24	#151-24 Shakwak Street Lot Sale	THAT Administration be directed to offer a counter sale of 6 lots on Shakwak street	Legal work complete and ready to post notice of sale. Council emailed package for comments on June 11 th . Update – Notice of sale posted on June 20 th . As of July 4 th , all six lots have been sold.	High - sale is in process
22-May-24	#152-24 Affordable Housing EOI	THAT Administration be directed to prepare a draft Expression of Interest to any local partners for affordable housing in Haines Junction	Draft EOI reviewed at Council meeting on June 12 th . Edited Version will be posted the week of June 17 th . EOI Released June 26, 2024. EOIs due July 31, 2024	High – Underway
22-May-24	#154-24 Union Agreement	THAT the minutes of the settlement between PSAC and the Village of Haines Junction be approved	May require additional approval of final agreement text.	High
11-Jan-23	#10-23 Asset Management Maturity Assessment and Roadmap	THAT Council award the Asset Management Maturity Assessment and Roadmap project contract to WSP and that Administration be directed to provide Council with a comparative analysis report between the two firms that responded with proposals.	Contract with WSP canceled. Using Aurora software to update AM, approx. 10 years of data to update. Project and Asset Manager hired under HAF Funding Agreement -- beginning Asset Management Plan.	High - staff unlikely to be able to address until the winter
11-Jan-23	#19-23 Noise Bylaw Correspondence	THAT Council direct Administration to respond to the correspondence listed in the Agenda package, thanking each for taking the time to submit their concerns and questions and that consideration to these will be given during the next step of the legislative process. The public input portion of the development of 399-22 Noise Control Bylaw is closed.	No progress. Bylaw had gone to 2 nd reading. Need to be open and transparent and indicate to community that it was too complex to implement. Need to pass a motion to close this work. Need a report from the CAO with recommendation to terminate process.	High

Sept 27, 2023	#260-23 Assessment of donated refunds policy	<p>THAT Administration prepare a report on the donated refunds policy and any concerns or opportunities that may exist.</p> <p>It was noted that this could be brought forward as part of the larger landfill discussion</p>	<p>See Motion #33-24</p> <p>Does not need to be addressed until Winter</p>	High
Oct 11, 2023	#272-23 Country Residential Area 3 lot development	<p>THAT Council direct Administration and Land Development Branch to proceed with Option 2 of the Country Residential Area 3 lot development, to incorporate additional trail spaces and ensure that each lot meets the existing zoning bylaw minimum lot size of 1 ha.</p>	<p>Direction sent to YTG. Awaiting updated Area A plan.</p> <p>Waiting for Land Development Branch to come back with revised plan. Once this comes back to Council, this is considered will be a high priority.</p>	High
Oct 25, 2023	#290-23 RTC on Landfill Operations Considerations	<p>THAT the recommendations contained in the October 25, 2023 Report to Council on Landfill Operations Considerations be accepted. Administration is directed to move forward on these recommendations. Implementation of these recommendations to be informed by a legal review on privacy issues around the use of security cameras at the landfill....</p>	<p>Ongoing, planning power and conduit for future security monitoring system in new landfill public area design</p>	High
Nov 8, 2023	#309-23 Recreation Needs Assessment Implementation	<p>THAT, in September 2024, Administration will prepare a summary of the recommendation from the Haines Junction Recreation Needs Assessment to move forward with the development of a tourism</p>	<p>Ongoing, part of transition materials in development. Working on hiring position, negotiating with Union.</p> <p>Hire contractor while sorting out staffing Rec Position.</p>	High

		strategy so that it can be brought forward for incoming Council's consideration in their transition document.		
Dec 20, 2023	#375-23 Review of Urban Electrification Policy	THAT Administration is directed to review this policy in the new year and provide a report to council.	<p>No progress</p> <p>High – fixed interest rate for term is cause for concern. Interest rate capped at what signed on to. If interest rate drops then they can benefit from that</p> <p>Could offer new agreement to folks with recent agreements. A targeted two paragraph edit to the policy can be done quickly</p>	High

Table 2: MEDIUM PRIORITY – As assessed at the June 26 Committee of the Whole Meeting

Date	Motion Number	Motion	Status / Discussion Notes	Consensus Priority Ranking
10-Jan-24	#8-24 Letter from Source Motors	THAT the letter be received and filed and be brought forward for consideration during future landfill discussions.	<p>Ongoing: End-of-life vehicles (ELVs) motion with the AYC was passed.</p> <p>The upcoming landfill bylaw will establish pricing to store ELV's</p> <p>Agreement in place for Source Motors to honor existing contracts when moratorium was established.</p>	Medium
Sept 13, 2023	#253-23 Kluane National Park and Reserve Dark Sky Preserve	THAT Administration be directed to explore the implications of the Village's responsibilities in providing support to the dark sky designation.	<p>No progress.</p> <p>Mountain Ridge subdivision streetlight can be Dark Sky compliant.</p> <p>Moving forward, ask YG to address in new subdivision planning lighting</p>	Medium
Nov 8, 2023	#310-23 Recreation Needs Assessment Implementation	THAT a review of the recreation facility rental policy will be postponed until April 2024.	<p>No progress. This had to do with the bumping of non-paying users – this is not what the policy requires but is how it has been interpreted.</p> <p>Policy allows for administration to make a judgement call. No consensus on whether paying groups should have higher priority, or if priority should be given to supporting community groups in leading recreation activities.</p> <p>Need to hire someone to help write this policy?</p>	Medium

Nov 8, 2023	#312-23 Recreation Needs Assessment Implementation	THAT Administration prepare a multi-year RTC on possible agreements, partnerships, subsidies and other opportunities to address the need for swimming lessons, for the purpose of water safety, before early March, 2024.	<p>No progress. BCG Yukon is working on trying to develop this, having difficulties.</p> <p>This is important to the community. Are efforts likely to yield results?</p> <p>Could a rec consultant assist with this?</p>	Medium
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Table 3: LOW PRIORITY (includes Deferred and Complete) – As assessed at the June 26 Committee of the Whole Meeting

Date	Motion Number	Motion	Status / Discussion Notes	Consensus Priority Ranking
13-Mar-24	#71-24 One-time retroactive payment	THAT Council approves the one-time retroactive payment to current staff with greater than one year of continuous service or returning seasonal employment based on 4.5% of their annual earnings in the 2023 calendar year.	The Union negotiation mandated that all staff be eligible for the retro payment (CAO exempt). A RTC was deferred to the June 26 th CoW Meeting.	Complete
24-Apr-24	#118-24 CityScape Housing Needs Assessment	THAT we receive and file the City Scape Consultants Housing Needs Assessment presentation and that we bring this topic up for further discussion once the final report is ready.	Ongoing, waiting on consultant to release the report. <i>Update – a draft report has been received</i>	External lead
22-May-24	#142-24 Spring Litter Clean Up	THAT the staff be directed to coordinate the spring litter clean up program as directed in the RTC and proceed with Option 3 and a \$1500 budget.	Complete. \$400 sent to CAFN to support BBQ. Remaining funds re-allocated to Yukon Invasive Species Committee for weed pull/community event.	Complete
22-May-24	#146-24 CCBF Renewal	THAT the May 8, 2024 letter from the Minister be received and filed. When the new agreement is available, the letter, and all relevant earlier correspondence, will be brought forward for Council’s review and consideration.	No update, AYC is leading this initiative. Will provide updates and RTC as available.	Low
25-Jan-23	#25-23 40th Anniversary Art Commission	THAT Council hire Chris Caldwell to start on a Haines Junction version of the map visual.	Project ‘shelved’ in June 2023.	Low
25-Jan-23	#27-23 Unforeseen Closures Policy	THAT Council direct Administration to revisit the issue and look for better examples to word the policy.	No Progress	Complete

			Related to a personnel issue at the rink, resolved.	
8-Mar-23	#72-23 YESAB Registry - Fuel Abatement and Road Development - Haines Junction Phase 1	Deputy CAO Istchenko record Council's concerns to send to YESAB process and invite Wildland Fire Management Branch to the next Council meeting for discussion.	Uncertain of follow up. Staff will research.	Complete
July 12, 2023	#190-23 YTG Lot Sale Initiative	THAT Council direct Administration to move forward with the Lottery process for the Shakwak St. Lots.	This was revoked and replaced with a Motion to proceed with a "counter sale" of the lots.	Complete
Aug 30, 2023	#240-23 Land treatment facility	THAT Council direct staff to investigate the feasibility of a land treatment facility.	In-Camera discussion The private sector has taken the lead on this; YESAB application for Land Treatment Facility at the Mackintosh Gravel Pit has been submitted by Castle Rock (decision not yet issued).	Removed
Oct 11, 2023	#275-23 Landfill Free Store Operational Improvements	THAT Council directs Administration to meet with Ms. Mackinnon to provide information on the pending landfill regionalization and to explore opportunities on how a potential committee could support the community and Council in the transition process.	Pending construction of Landfill – public area. Met with Cathy, agreed to meet again later when free store is being planned. This is part of landfill suite of actions. Redevelopment of the free store isn't top priority in the sequence of landfill actions that need to be implemented. Include discussions as part of planning process. Don't have budget now to upgrade building. Operationalize per design process for front of house landfill (don't establish a new Committee).	Deferred

Nov 8, 2023	#319-23 RTC on 2024 CMG	THAT the November 8, 2023 RTC on the Comprehensive Municipal grant be received and filed a Committee of the Whole meeting, when time permits, will be scheduled to review the AYC report and related FCM work in more detail to support Council's advocacy efforts.	AYC motion passed at AGM, no further updates. RTC can be prepared. Leave with AYC.	Low
Dec 20, 2023	#380-23 Christmas Open House	THAT a report with options for children's activities at next year's open house be provided for incoming Council's consideration.	Part of transition documents. No progress to date.	Deferred

Table 4: 2024 Priorities not assessed at the June 26 Committee of the Whole Meeting

Date	Motion Number	Motion	Status / Discussion Notes	Consensus Priority Ranking
12-June-24	#158-24 Muffin	THAT that the Muffin, its potential replacement and location will be brought forward for further discussion.	Michael Pealow's PowerPoint presentation was shared with Council	
12-June-24	#163-24 Convention Centre Swallows	THAT Council directs Public Works to remove the pipes on the south side of the convention centre and investigate options for creating free standing nesting platform structures for swallow habitat this fall.	Pipes were removed from the south wall with the exception of a small section where the swallows built nests on the pipes	
12-June-24	#164-24 Business License Review	THAT Administration proceed with the next steps as outlined in the Business License Review Report to Council. Staff will also contact AYC for a list of Intermunicipal Business Licenses and clarify the business licence policy regarding businesses operating outside municipal boundaries (e.g. Nygren) in the next version of the report.	AYC was contacted and shared a copy of the Intermunicipal Business Licenses.	
12-June-24	#165-24 Build Conditions	THAT Administration research the financial implications of requiring final occupancy for title transfer, and whether there are other mechanisms to achieve these end goals without resulting in any financial hardships and bring this back to Council.	No further progress	

12-June-24	#167-24 Quarry Permit	THAT Administration proceed with the next steps outlined in the report and apply to Yukon government for a quarry lease and create a Report to Council.	No further progress	
12-June-24	#168-24 GIS	THAT the Project and Asset Manager develop a Project Management Plan and detailed costing/Gantt chart, based on the work that the City of Dawson is undertaking, to support the Village in developing GIS capabilities.	No further progress	
12-June-24	#173-24 Letter from Julie Bauer re: Compost Concerns	THAT this correspondence be deferred to the June 26, 2024 meeting and a report be prepared by staff.	No further progress	
12-June-24	#174-24 Letter from Julie Bauer re: Invasive Species	THAT Administration respond to Julie to thank her for her letter, confirm the Villages interest work with her and YISC to address concerns about invasive species through volunteer weed pulls, public presentations and seeking advice on a non-invasive seed mixture to seed the area that was cleared for the Mountain Ridge subdivision.	YISC has requested financial support or support to provide catering at a public presentation. Council approved reallocating \$1100 that was not needed for the community garbage-pick up to YISC for weed pull/community event.	
12-June-24	#177-24 Holistic Consultants	THAT Administration move forward with a Contract with Holistic to assist with developing and interim Emergency Management Plan to be followed by more detailed work on a joint plan with CAFN.	CAO and Policy/Comms Manager met with Holistic on June 25, 2024. CAFN/Holistic have invited VHJ Mayor and Council and Staff to join training scheduled for July 8 th /9 th	

12-June-24	#179-24 Acting Policy	THAT administration explore policy options for all acting positions within the municipality, addressing procedural and compensation considerations	No further progress	
26-June 2024	#192-24 Yukon 125 Mural	THAT the design move forward with a blend of Options C and B - incorporating the backlit panels as suggested in Option C and the individual interpretive panels/interactive kiosks as suggested in Option B – and not incorporating the central kiosk or railings and an elevated platform to keep visitors back from the exhibit (and instead selecting materials that can cleaned).	In progress	
26-June 2024	#195-25 Retro payment extended to all staff employed in 2023	THAT Council direct Administration to process a lump sum payment based on hours worked during 2023 to any employees who did not receive the inflation adjustment payment of 4.5%	In progress	



**Village of Haines Junction
Report to Council**

July 24, 2024

- Council Decision
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Table 2: Summary of Identified Policy Needs

Identified Policy Need	Status/Discussion Notes	Consensus Priority Ranking
Zoning Bylaw	Mark Wickham has a contract to assist with this work.	High
Donated Refundables Fund Policy	Extend the deadline for applications by two weeks to allow community groups more time to apply. Have until January to complete	High
Minimum property tax levy	Council has requested Administration to prepare a report on all undeveloped, non-residential lots within the Municipality with options to encourage their development or sale, including exploring raising of property tax minimums	High
Tipping fees at landfill	Council has directed Administration to begin required work on the required Policies and Bylaws to update landfill operations in accordance with the Interim Regionalization Agreement and that the Interim Regionalization Agreement be signed.	High
Property tax rebate for Firesmarting Properties	Council has tasked Administration to explore tax rebates for FireSmart efforts as part of the minimum property tax levy review	High
Move forward with the development of Tourism Strategy as recommended in the Recreation Needs Assessment	Council directed Administration to hire a contractor to advance recreation work while sorting out staffing of Rec Position	High
Recreation Facility Rental Policy	Explore amending policy to prevent bumping of non-paying community groups providing recreational activities by paying user groups	Medium
Urban <i>Electrification</i> Policy	Address fixed interest rate for the term of the policy. Residents should be able to benefit from drop in interest rates and not be locked into a higher rate for the term of the policy	High
Acting Policy	Administration has been directed to explore policy options for all acting positions within the municipality, addressing procedural and compensation considerations	High

Roundtable Policy	The CAO has identified the need to update the Council Procedural Bylaw to provide for Staff-Council roundtables	
Staff Overtime/Vacation	The CAO has identified the need to review staff overtime and vacation policies so they better align with the policies of other employers in the territory	
New lot development options	Council has tasked Administration to explore infill lot development options in the Community	
Emergency Plan	Council has tasked Administration to work jointly with CAFN and their consultants (Holistic) to develop an Emergency Plan for the Village of Haines Junction	
Amalgamation / Subdivision Authority	Council has tasked Administration to explore drawing down amalgamation/subdivision authorities from Yukon government	
Public Works Service Standards	The CAO has identified the need to develop a Service Standards Bylaw to address issues such as when the community can expect roads to be plowed, etc.	
Short Term Rentals Bylaw	This need arose during the work on the Zoning Bylaw. Mark Wickham has a contract to assist with this work.	
Property Maintenance Bylaw	This need arose during the work on the Zoning Bylaw. Mark Wickham has a contract to assist with this work.	
Council Renumeration Bylaw	Council tasked Administration to review this bylaw	



**Village of Haines Junction
Report to Council**

July 24, 2024

Council Decision
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RE: Dhäl Gähy (Mountain Ridge) subdivision street names

Recommendation

That Council select four (4) street names for the Dhäl Gähy (Mountain Ridge) subdivision.

Background

In Council Motion #143-24 directed staff to officially name the Area 1 infill development as Dhäl Gähy, roughly translated to Mountain Ridge. Phase 1 of this subdivision is currently being developed under agreement with the Government of the Yukon.

During the Master Planning Process community members were asked to help find a name for the Dhäl Gähy (Mountain Ridge) subdivision. A diversity in responses were provided, with the top suggestions being:

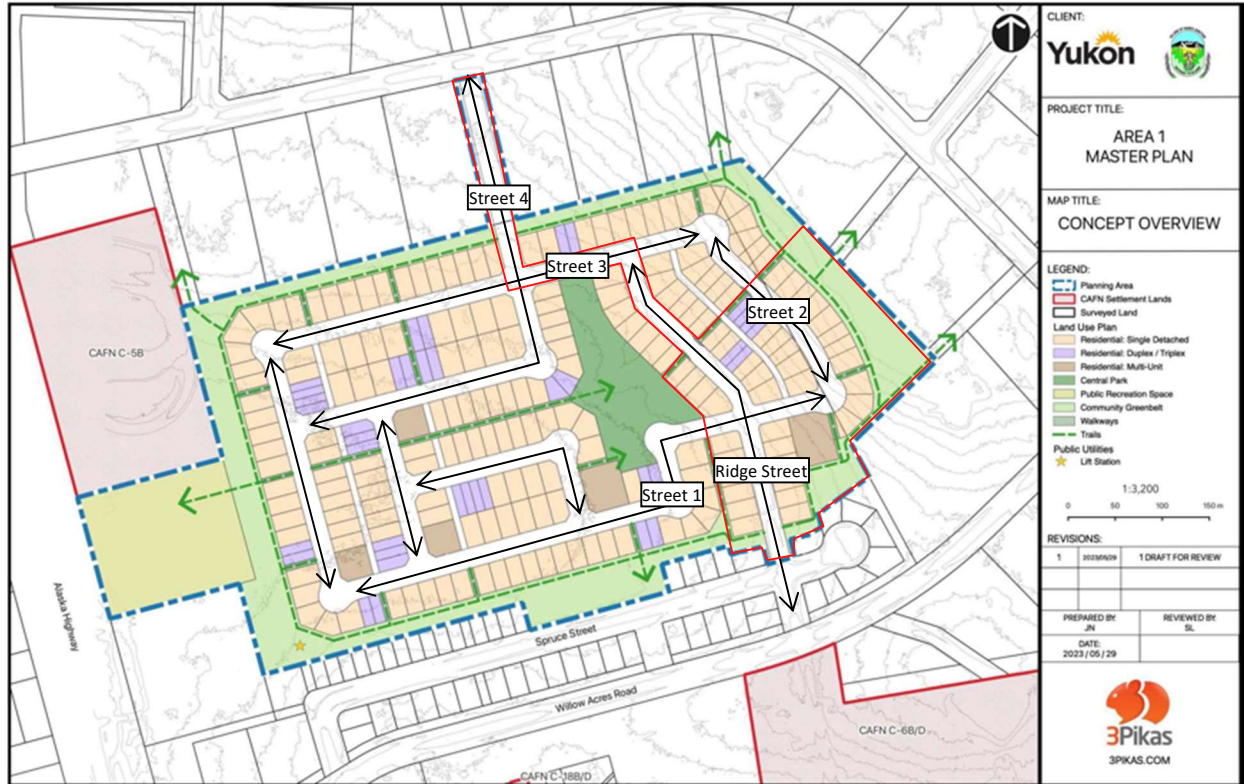
1. Dakwakada Acres / Vista
2. Grayling Acres
3. Bird's View
4. The Nest
5. Da Keyi (our land)
6. Old fairgrounds
7. Salix Fields
8. Ewok Village
9. Mountain Echo Village
10. Kluane Heights

In general, community members believe that the name should:

1. Reflect the natural environment
2. Be written in Southern Tutchone and English
3. Pay homage to CAFN traditional territory.

Current Status

Yukon Government has recently installed a project sign, as previously agreed to by Council, including the new subdivision name. YG is now requesting that Council provide direction on street names within the Phase 1 area. Council should provide four (4) street names as shown in the figure below.



Draft Resolution

That Council directs staff to officially designate the following street names, XXXXX, for the Dhäl Gähy (Mountain Ridge) subdivision.

Prepared by

Lianna Grice
Project and Asset Manager

Approved by

David Fairbank
Chief Administrative Officer



**Village of Haines Junction
Report to Council**

July 24, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Tree Planting Funding Opportunity

Recommendation

That Council approve the submission of a proposal to the Growing Canada's Community Canopies Fund to support a Community Tree Planting Program, acknowledging that the Village will be responsible for 50% of the costs of the project, and that a financial contribution from Yukon government would be sought to offset planting costs within the Dhäl Gähy (Mountain Ridge) subdivision per commitments made at the March 25, 2025 public meeting.

Background

A public meeting was held on March 25, 2024 to discuss public concerns regarding the clearcutting of the Dhäl Gähy (Mountain Ridge) subdivision. Several suggestions, and some commitments, for next steps were discussed at the meeting including a commitment to explore options to replant trees within the subdivision. Yukon government indicated its openness and willingness to investigate possibilities to partner on replanting trees, noting that planting at the back of the lot, and planting of boulevard trees is best done after a house is built.

Current Status

The Federation of Canadian Municipalities Green Municipal Fund currently has an open call for proposals for tree planting projects under the Growing Canada's Community Canopies funding program. This funding opportunity provides awards of up to 50% of eligible costs for tree planting projects with municipal government involvement and accountability.

Eligible costs are defined as "direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities" noting:

- Projects must have a minimum value of \$50,000
- Eligible costs can only be incurred from the date the full application is submitted until the date final reporting is submitted.
- Planting activities, including site preparation, must be completed within two years of receiving funding approval, with one additional year allocated for monitoring and maintenance activities
- When planting on private land such as residences, the lead applicant is accountable for the planting and first year's maintenance of funded trees. This responsibility can be delegated to a third party (with proof of delegation).
- Community engagement is a key priority. Projects that demonstrate inclusive engagement and foster a sense of ownership and understanding of the vital roles that trees play in urban environments are scored higher.

- Applications require engagement of forestry professionals in project planning. Specifically, applicants must submit a planting plan demonstrating knowledge of site conditions and suitable tree species that was prepared by a forestry professional, as well as a maintenance plan that details how trees will be cared for after planting, and a monitoring and management plan describing ongoing efforts to monitor tree health/survival and address tree mortality.
- The program prefers projects planted on civic lands as they are more likely to be permanent, however applications for planting on non-municipal lands will be accepted where the lead applicant is accountable for ongoing tree maintenance and survivability during the first year.
- Letters of support from landowners, including an acknowledgement of long-term tree ownership and responsibility, will be required for all planting sites on non-municipal land.
- All projects, regardless of the lead applicant or planting location, will require a resolution or letter of support from the council of the municipality in whose jurisdiction the planting is to occur.
- Applicants are also required to have secured, or have plans in place to secure, tree stock, land/labour.

Eligible activities include projects that are designed to support communities in making permanent additions to their forests, including:

- **Street tree planting**, which is the thoughtful placement of trees along public streets, enhancing aesthetics, providing shade, improving air quality and reducing noise
- **Urban planting** in areas with low canopy cover, which lowers temperatures to lessen the urban heat island effect
- **Park tree planting**, which focuses on establishing new groves and revitalizing existing tree stands in public parks, keeping green spaces healthy and biodiverse
- **Riparian planting** in flood-prone areas, which can increase the infiltration and stability of soils
- **Forest restoration and reforestation**, which can rehabilitate areas that have experienced die-offs caused by pests or wildfires

CAO Fairbank has reached out to local forester Finella Pescott for assistance in preparing a submission, including costing of trees and the development of a planting plan. – information that is needed to prepare a proposal.

The deadline for applications is July 12, 2024.

Discussion/Analysis

Administration has reviewed and assessed options for tree planting and recommends submitting a proposal for funding for a Community Tree Planting Program.

This program would involve:

1. Creating a temporary tree nursery on Village-owned property (such as the lots on Martin Street), where trees will be maintained by the Village until they can be transplanted to an approved location on municipal or private property.

2. Creating an agreement for residents to access free trees through the program, with terms and conditions that mirror those of the funder regarding maintenance and permanency. Trees could, for example, be requested by property owners within the new Dhäl Gähy (Mountain Ridge) subdivision to plant in the rear setback, or as street trees within the front setback. Trees could also be requested by property owners within the Village where there is low canopy cover and a desire for a shade tree.
3. Transplanting trees to suitable municipal locations (for example trails within the new Dhäl Gähy (Mountain Ridge) subdivision).
4. In addition to planting, local capacity building efforts may be included in the proposal to develop capacity to supply/source suitable trees locally, if such costs are considered eligible expenses.

Planting street trees and planting in the rear setback of lots in Dhäl Gähy (Mountain Ridge) were also assessed and determined to not be a good fit for this program due to the requirements for planting within the next two years, and the requirement for land owners to provide an acknowledgement of long term tree ownership and responsibility for plantings not on municipal land.

Fiscal Impact

The Village would be responsible for 50% of the costs of this project. Detailed costing for the project is still underway. We anticipate our proposal will seek funding for a project at the minimum funding requirement (\$50,000). Financial contribution from Yukon government would be sought to offset planting costs within the Dhäl Gähy (Mountain Ridge) subdivision.

Draft Resolution

THAT Council approve the submission of a proposal to the Growing Canada's Community Canopies Fund to support a Community Tree Planting Program, acknowledging that the Village will be responsible for 50% of the costs of the project, and that a financial contribution from Yukon government would be sought to offset planting costs within the Dhäl Gähy (Mountain Ridge) subdivision per commitments made at the March 25, 2025 public meeting.

Prepared by

Aynslie Ogden
Policy and Communications Manager



**Village of Haines Junction
Report to Council**

July 24, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Council remuneration

Recommendation

Administration recommends amending the Council Remuneration Bylaw so a new Bylaw is in place for the next term. Amendments that are recommended would bring the remuneration for Mayor and Council into a similar compensation arrangement as is in place with other Yukon communities.

Recommended amendments are to:

1. Provide additional compensation for attending meetings, training, or events outside of regular Council meetings at the rate of \$200/day, \$150/half-day.
2. Increase Mayoral compensation to the rate that is provided to the Mayor in Dawson \$18,335.
3. Amend the language regarding deductions for missed meetings to reflect the language used by Faro: that members must attend all regularly scheduled Council meetings in order to receive the full monthly indemnity, unless a leave of absence is approved by resolution of Council. If not, the approved monthly indemnity will be reduced by 25% per absence and may be suspended in its entirety if a member is absent without leave from 3 or more consecutive meetings while further absences continue.

Background

Council passed a Remuneration Bylaw in 2010. Key provisions included paying Mayor and Council a sum for each meeting attended, paying an hourly rate for meetings lasting beyond 4 hours, and reducing the rate if the meeting was less than 2 hours. An annual sum of money was paid for expenses incurred within the boundaries of Haines Junction. Expenses to travel outside the Village were paid at Yukon government rates. At the time Revenue Canada permitted a non-taxable allowance.

In 2018, a proposal was made to change the bylaw that was given one reading and then defeated. This bylaw was lengthy (15 pages) and built on the existing practice of paying per meeting rates.

The Village of Haines Junction Council Remuneration Bylaw #350-19 was last reviewed 6 years ago in 2019. S8 of Bylaw #350-19 indicates the bylaw will be reviewed by each Council during its tenure. Bylaw #350-19 reflected the understanding that attendance of meetings is only one aspect of a Council member's role. Doing research and analysis, making phone calls, writing letters, providing advice to staff, and advocating and travelling on behalf of the community is all carried out outside of meeting times. Bylaw #350-19 moved from a meeting-attendance basis for compensation to an annual amount to each Council member and the Mayor that is not specifically linked to meeting attendance, and compensated for Revenue Canada's change in policy for all remuneration to be

taxable. Bylaw #350-19 also intruded the notion of reducing payments to a Council Member of Mayor if/when meetings are missed, with or without notice.

The Annual Average Consumer Price Index rose by 6.8% in 2022 and 3.9% in 2023. These increases are the largest since 1991. In the past few years, many employers across Canada have been taking steps to ensure wages keep pace with inflation.

The Government of Yukon has just released the dates for the 2024 Municipal Elections. Election day will be October 17, 2024. This is an opportune time to review the Village of Haines Junction Council Remuneration Bylaw and to have a new Bylaw in place prior the Election.

Current Status

Per Bylaw #350-19, the annual amount to be paid to Mayor and Council is:

- Mayor \$14,666
- Council \$11,733

Payments are made in twenty-six equal payments. Deductions are made for missed meetings.

There is also an allowance for inflation. Annual Compensation is adjusted retroactively to January 1st of the current year upon publication of the Statistics Canada change in the Consumer Price Index for Whitehorse. Therefore, recent increases in cost-of-living increases are reflected in the compensation currently provided to Mayor and Council. With adjustments for cost of living, compensation in 2024 is:

- Mayor \$17,159
- Council \$13,727

Council members are also reimbursed for travel expenses (meals, transportation, accommodation etc.) using the same rates that are used for Yukon government employees on travel status.

Discussion/Analysis

Table 1 (attached) provides a comparison of Council Remuneration across Yukon Communities. Whitehorse is excluded from the summary below, as the rates of compensation are not comparable to other Yukon communities. This comparison shows:

- Teslin is an outlier, as they provide considerably less compensation to their Mayor and Councillors than is provided to other Yukon communities.
- Only Haines Junction and Faro adjust wages annually based on the change in the Consumer Price Index. Dawson does, but caps the increase at 2.5%. This has prevented significant wage compression and has allowed Mayor and Council in Haines Junction to have wages that have kept pace with inflation.
- Haines Junction is the only community to not provide additional compensation for attending meetings, training, events outside of regular Council meetings, noting Mayo and Teslin have compensation arrangements that are solely/primarily based on meeting attendance.
- Haines Junction and Faro are the only communities to deduct wages for missed meetings.

Alternatives considered

Council may wish to consider amending Bylaw #350-19 to reflect any/all of following adjustments to Mayor/Council compensation to align with policies in other Yukon communities:

1. Provide additional compensation for attending meetings, training, or events outside of regular Council meetings at the rate of \$200/day, \$150/half-day, similar to what is provided by Dawson, Watson Lake, and Carmacks.
2. Increase Mayoral compensation to the rate that is provided to the Mayor in Dawson \$18,335 to reflect the increased workload associated with Haines Junction being the fastest growing Yukon community (outside Whitehorse).
3. Amend the language regarding deductions for missed meetings to reflect the language used by Faro: that members must attend all regularly scheduled Council meetings in order to receive the full monthly indemnity, unless a leave of absence is approved by resolution of Council. If not, the approved monthly indemnity will be reduced by 25% per absence and may be suspended in its entirety if a member is absent without leave from 3 or more consecutive meetings while further absences continue.

Fiscal Impact

Option 1 would vary, depending on the amount of training, meetings and events attended outside of regular Council meetings. This may increase participation in meetings, so in addition to compensation increases, there could be an increase in travel claims as well if meeting/training/events are located outside of town. A rough estimate of costs is \$5,000 per Councillor per year.

Option 2 above would cost an additional \$1,226 per year.

Draft Resolution

THAT Administration bring forward an amended Council Renumeration Bylaw #350-19 for First Reading per the recommendations outlined in the July 10 Report to Council.

Prepared by

Aynslie Ogden
Policy and Communications Manager

Comparison of Council Remuneration

Municipality	Mayor	With CPI Increases (2024)	Council	With CPI Increases (2024)	Date of Bylaw	Annual increase	Other	Web link
Haines Junction	\$ 14,666	\$ 17,159	\$ 11,733	\$ 13,727	2019	per CPI unless when in a period of deflation when the change in CPI will be deemed to be zero	Deductions for missed meetings: 25% deduction if one meeting is missed 50% deduction if two consecutive meetings are missed 100% deduction if three consecutive meetings are missed	Village of Haines Junction Council Remuneration Bylaw
Dawson 2018	\$ 15,216	n/a	\$ 10,144	n/a	2018-2021	up to 2.5% (unless CPI indicates a negative adjustment - if so no adjustment will be applied)	Additional remuneration for training, event or meeting when attendance is approved by Council -\$200 Per day (>4hours) -\$150 Per half day (<4hours)	City of Dawson 2018 Council Remuneration Bylaw
Dawson 2021	\$ 17,501	\$ 18,385	\$ 11,667	\$ 12,564	2021-2024	up to 2.5% (unless CPI indicates a negative adjustment - if so no adjustment will be applied)	Additional remuneration for training, event or meeting when attendance is approved by Council -\$200 Per day (>4hours) -\$150 Per half day (<4hours)	City of Dawson 2021 Council Remuneration Bylaw
Watson Lake	\$ 15,000	\$ 15,000	\$ 10,000	\$ 10,000	2021	n/a	Attending approved meetings, courses and conventions as required in the course of their duties: -\$200 Per day (>4hours) -\$150 Per half day (<4hours)	Town of Watson Lake Council Indemnity Bylaw
Carmacks	\$ 14,666	\$ 14,666	\$ 11,733	\$ 11,733	2022	n/a	Additional remuneration for training, event or meeting when attendance is approved by Council -\$200 Per day (>4hours) -\$150 Per half day (<4hours)	Village of Carmacks Council Indemnity Bylaw
Teslin	\$ 8,000	\$ 8,000	\$ 7,300	\$ 7,300	2018	n/a	Teslin provides a maximum idemnity of for Mayor and Council based on a base indeminty of \$3750 for the Mayor, and \$3000 for a Councillor, with an additional \$125 per regular or special meeting of Council attended. Additional remuneration for tattending meetings or performing other duties on behalf of the municipality -\$200 Per day (>4hours) -\$150 Per half day (<4hours)	Village of Teslin Council Indemnity Bylaw
Mayo	n/a	n/a	n/a	n/a	2018		Attendance at regular council meetings Mayor \$200, Councillor \$150 Attendance at non-council meetings inside the community <2hours -Mayor \$150 -Councillor \$100 Attendance at non-council meetings inside the community >2hours -Mayor \$200 -Councillor \$150 Attendance at meetings outside the community -Mayor \$250 -Councillor \$200 Hourly honorarium for travel to meetings outside community in Yukon - \$40/hour	Village of Mayo Council Indemnity Bylaw

Municipality	Mayor	With CPI Increases (2024)	Council	With CPI Increases (2024)	Date of Bylaw	Annual increase	Other	Web link
Faro	\$ 17,880	\$ 21,828	\$ 10,632	\$ 12,980	2017	Adjusted at the beginning of each calendar year based on the change in the Consumer Price Index over the preceeding year.	One third of the monthly indemnity paid to each member shall be as a tax free allowance for expenses necessarily incidental to the discharge of their duties. Members must attend all regularly scheduled Council meetings in order to receive the full monthly indemnity, unless a leave of absence is approved by resolution of Council. If not approved the monthly indemnity will be reduced by 25% per absence and may be suspended in its entirety if a member is absent without leave from 3 or more consecutive meetings while further absences continue.	
Whitehorse	\$ 104,552		\$ 37,639		2020	per CPI unless when in a period of deflation when the change in CPI will be deemed to be zero	Entitled to extended health care, dental care, accidental death and dismemberment insurance, childcare allowance and employee assistance program	City of Whitehorse Council Remuneration Bylaw



**Village of Haines Junction
Report to Council**

July 24, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: 2024 Municipal Election

Recommendation

The Municipal Act provides Council to decide whether to enable a system for enumeration or a system for registration of electors. Administration recommends Council to proceed with a system for registration of electors, as has been done in previous years.

Background

Yukon Government has announced the Legislated dates for the fall Municipal Election. The 2024 Municipal Elections Manual is attached, and will shortly be posted on the Yukon government website here: <https://yukon.ca/en/municipal-and-local-advisory-council-elections>. Key dates and deadlines outlined in the Manual include:

Date/Deadline	Description and Municipal Act references
September 5	Deadline for Municipal Election Bylaw to be passed
September 19	Notice of Nomination Day, posted and advertised. s.74
September 26	Nomination Day: deadline for submission of nominations (noon). s.75
October 3	Notice of Advance Poll to be posted and advertised. s.85(2)
October 10	Notice of Poll to be posted and advertised. s.84(2)
October 10	Advance Poll to be held. s.87
October 17	Election day s.52

We have confirmed with YG what training/orientation will be provided to new Council members, once elected.

- Training on the basics of governance, how to run a Council, etc. is organized by AYC and is YG-Community Affairs usually joins in.
- Community Affairs often assesses what the needs are after the election and offers training accordingly.
- YG is also working on creating modules on governance and the Municipal Act that will be put on YG's internal online learning platform, which will be accessible to municipalities and councils. This may include training on procurement, leadership, financial management, etc. YG is interested in hearing from communities what kind of training they need so we can look at creating it or sharing it from YG's platform.

Current Status

- The Job Advertisement to recruit a Returning Officer was posted on June 28, 2024. The deadline for applications is July 31, 2024.

- Bylaw 413-24 2024 Municipal Election Bylaw has been brought forward to today's Regular Council Meeting for First Reading.
- Administration is working on a table of contents for a Briefing Binder for the incoming Council to support Council's orientation to pertinent/pressing issues, initiatives and projects.
- A webpage is being developed to provide information to the Community about the Fall Municipal Election.

Discussion/Analysis

There is one decision point regarding the 2024 Election Bylaw that Council may want to review. The Municipal Act provides Council to decide whether to enable a system for enumeration or a system for registration of electors.

- Our Bylaw typically waives the requirement for an Electors List and opts for registration of electors. The proposed Bylaw #413-24 2024 Municipal Election Bylaw has been drafted to reflect this.
- We've received feedback from individuals that previously ran for Council that an Elector's list would be useful.
- According to the YG 2024 Municipal Elections Manual, if a Municipality plans to go this route, a preliminary list of electors should be prepared within the 8 months prior to the election. Assistance can be requested from the Chief Electoral Officer. This would also require establishment of a Board of Revision to provide an opportunity for any person to request a revision to the preliminary list of electors (e.g. if an eligible voter is not on the list etc.)

Prepared by

Aynslie Ogden
Policy and Communications Manager



**2024 Municipal Elections
Manual**



This manual has been prepared by the Community Affairs branch for the 2024 municipal elections. If you have any questions about this manual or about the election process, contact your community advisor.

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2024 General Municipal Election LEGISLATED Dates

Date/Deadline	Description and <i>Municipal Act</i> references
September 5	Election Bylaw passed to appoint Returning Officer and establish other election arrangements. s.53-56
September 15	Notice of Hearing, Board of Revision, posted and advertised. s.65
September 19	Notice of Nomination Day, posted and advertised. s.74
September 19	Deadline for written applications requesting revisions must be to Board of Revision. s.68(1)
September 23	Designated municipal officer must provide copy of preliminary list of electors to Board of Revision. s.66
September 25	Board of Revision to sit and review all applications to revise electors list. s.64(4)
September 26	Nomination Day: deadline for submission of nominations (noon). s.75
October 3	Revised list of electors sent to designated municipal officer. Public notice issued confirming receipt of the list. s.71
October 3	Notice of Advance Poll to be posted and advertised. s.85(2)
October 10	Notice of Poll to be posted and advertised. s.84(2)
October 10	Advance Poll to be held. s.87
October 17	Election day s.52

** Please refer to the noted *Municipal Act* sections for more details.

2024 Municipal Election Calendar



General Timeline with Suggested and Legislated Activities


Timeline/Date	Activity	Description and <i>Municipal Act</i> references
February – September	Preliminary list of electors	<p>If a municipality plans to prepare a preliminary list of electors, this should be done within the 8 months prior to the election. (s.59)</p> <p>Council can decide not to prepare this list. (s.60)</p>
May – June	Enumeration or Registration system	Council may want to enable a system for enumeration or a system for registration of electors in their community. (s.61)
September 5	Election bylaw Board of Revision	<p>Prior to September 5th Council needs to pass their election bylaw which will:</p> <ul style="list-style-type: none"> • Appoint a returning officer, and deputy if needed • Establish the place for making nominations (usually the town office) • Arrange for the election to be held (s.53 - 56) <p>Also prior to September 5th, Council needs to establish a Board of Revision. (s.63)</p>
September 15	Public notice	<p>Public notice must be issued at least 10* days prior to the Board of Revision sitting. (s.65)</p> <p>* Not including Sundays and holidays</p>



2024 Municipal Election Calendar



General Timeline with Suggested and Legislated Activities

Timeline/Date	Activity	Description and <i>Municipal Act</i> references
September 19	Nominations	Notice of the time and place for holding nominations issued. (s.74)
September 19	Applications for revisions	Last day for any applications for revision of the list of electors. (s.68(1))
September 23	Preliminary list of electors	A copy of the preliminary list of electors needs to be delivered to each member of the Board of Revision at least 48 hours before the day set for revision of the preliminary list of electors. (s.66)
September 25	Sitting of the Board of Revision	The Board of Revision sits. (s.64)
September 26	Nominations	Nominations for mayor and councillor must be made by noon. (s.75)
October 3	Notice of advanced poll	Notice of advanced poll issued. (s.84)
October 3	Revised list of electors	Revised list of electors due. (s.71) Notice issued that revised list of electors has been received. (s.71)
October 10	Notice of poll	Notice of poll must be published and issued. (s.84)
October 10	Advance poll	Advance poll held. (s.87(1))
October 17	Election day	Election day (s.52) 

** Please refer to the noted Municipal Act section(s) for more details.



COMMUNITY AFFAIRS, Government of Yukon

Following is a list of general services provided by Community Affairs during the municipal election process. These services are not itemized in the *Municipal Act*.

- (a) establish the election schedule and circulate to all municipalities and local advisory areas
 - (b) provide election documents
 - (c) assist municipalities with bylaws, if requested
 - (d) review ballots and advertising, etc., if requested
 - (e) provide general advertising throughout election period for Nomination Day, Election Day, and a notice regarding Employees' Time Off to Vote.
 - (f) provide advice and guidance to municipal staff and returning officers on election process
 - (g) assist with new council training needs, if requested
-

Community Affairs Branch (Yukon Government)

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Community Advisor	Vacant	Ph: 334-3537
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The following list, taken from the *Municipal Act*, describes the duties and responsibilities of municipal councils in relation to municipal general elections.

Please refer to the *Municipal Act*, Part 3 Elections, for all the municipal election details. This list only includes excerpts from the Act.

Bylaws regulating elections s.53

s.53 Council may by bylaw:

- (a) divide the municipality into polling divisions;
- (b) subject to this Act, regulate the conduct of an election;
- (c) establish polling places in hospitals, old age homes or similar institutions, and set special hours for when these polls shall be open; and
- (d) establish one or more mobile polls which may attend at hospitals, extended care facilities, or other facilities where voters are confined, or at the residences of electors incapable of attending at a poll because of physical incapacity, and set special hours for when the poll shall be in attendance at the various institutions and other places that the bylaw requires the poll to attend.

Provision for wards s.54

s.54 The council may, by bylaw made with the approval of the Minister, provide that all or some of the members of the council be elected on an area or ward basis.

Commencement of election procedure s.56

s.56(1) The council shall by bylaw on or before the first Thursday in September in each election year and at other times as required

- (a) appoint a returning officer to be responsible for the administration of the election or public vote;
- (b) establish the place for making nominations;

- (c) establish places that are reasonably accessible to electors who are physically incapacitated at which polls will be held if a poll is required and, subject to section 85, set hours during which polls shall be open;
- (d) appoint deputy returning officers as required, or delegate to the returning officer the power to appoint deputy returning officers; and
- (e) otherwise arrange for the holding of the election or public vote.

s.56(2) The council may appoint an alternate returning officer.

Preliminary List s.59

s.59(1) If a municipality is not divided into separate polling divisions, in each election year the designated municipal officer shall prepare within the eight months preceding the date of the election a preliminary list of electors.

s.59(2) If a municipality is divided into polling divisions, in each election year the designated municipal officer shall prepare within the eight months preceding the date of the election a separate preliminary list of electors for each polling division.

s.59(2.01) The designated municipal officer shall complete their preparation of a preliminary list of electors as required under this section before the second Thursday of September that occurs immediately before the date of the general election to which a preliminary list of electors relates.

s.59(2.02) Immediately upon completion of a preliminary list of electors, the designated municipal officer shall issue, by any method that is appropriate to that particular municipality, a public notice of that completion.

s.59(3) If a by-election occurs and the list of electors has not been revised within the eight months preceding the date of the by-election, the council shall cause the list of electors to be revised in accordance with the provisions of this Act.

s.59(4) Despite s.59(3), the council may cause the list of electors to be revised in accordance with provisions of this Act if a by-election occurs within the eight months following the last revision.

s.59(5) Subject to s.59(6), the preliminary list of electors shall set out in alphabetical order, by surname and first initial, the names together with the address of the person's residence and mailing address, if different, as far as reasonably practicable, of all persons entitled to vote.

s.59(6) At any time before the completion of a preliminary list under s.59(2.01), an elector may make a request to the designated municipal officer that their personal information be removed from a preliminary list of electors or a revised list of electors (which is delivered to the designated officer under s.71) before the designated municipal officer provides, under s.72, access to any person to either list.

s.59(7) If, upon receiving a request under s.59(6), the designated municipal officer is satisfied that the inclusion of an elector's personal information in a preliminary list of electors or a revised list of electors at the time of another person's access to either list would reasonably expose the elector to a personal safety risk, the designated municipal officer must

- (a) remove the elector's personal information from either list, as the case may be, before providing access to another person to the list; and
- (b) ensure that, without showing any personal information, the elector is accounted for in the total number of electors shown in each list.

List not required s.60

s.60(1) Despite section 59, a council, if it so desires, may by bylaw

- (a) dispense with the requirement of a list of electors for an election; and
- (b) prescribe procedures and forms governing the conduct of elections otherwise consistent with this Act.

s.60(2) Sections 63 to 71 and subsection 130(2) do not apply to a municipality if its council has adopted a bylaw under subsection (1).

Enumeration or registration of voters s.61

s.61(1) The council may, by bylaw, provide for

- (a) a system of enumeration of persons entitled to vote at an election; or
- (b) a system of registration of persons entitled to vote at an election which shall include the prescribed oath required to be signed by each person applying to vote.

s.61(2) The council may enter into an agreement with the chief electoral officer of the Yukon or Canada to obtain data to be used in the preparation of a list of electors.

Council to establish Board of Revision s.63

s.63(1) Each council must establish a Board of Revision that consists of an odd number of members who hold office at pleasure.

s.63(1.01) The council must appoint persons as members of its Board of Revision who are not a member of council or an employee of the municipality.

s.63(2) Each Board of Revision shall choose a chairperson from its membership.

s.63(3) Each member of the Board of Revision shall, before entering on their duties, take and subscribe the oath of affirmation in the prescribed form.

s.63(4) The council shall, by resolution, prescribe a fee to be paid to members of the Board of Revision.

Chair, quorum, and sittings of the Board s.64

s.64(1) The Board of Revision shall be presided over by the chair, or in the chair's absence by an acting chair chosen from among the members present.

s.64(2) The municipality must supply a person to record the proceedings of the Board of Revision.

s.64(3) A majority of the members of the Board of Revision constitutes a quorum of the Board of Revision and if a quorum is not present, the Board of Revision shall stand adjourned to the next day, not a holiday, and from day to day thereafter until there is a quorum.

s.63(4) The Board of Revision shall sit on the day before the fourth Thursday in September each election year for a continuous period of not less than two hours and not more than twelve hours to be determined by the council.

s.63(5) The council may, by bylaw, require the Board of Revision to sit at other times in addition to the time mentioned in s.64(4) so as to transact its business for a by-election.

Applications for revision of the list s.67

s.67(1) Any person who is eligible to vote at an election may apply to the Board of Revision to revise the preliminary list of electors on the grounds that the name of

- (a) an eligible voter is omitted from it;
- (b) an eligible voter is incorrectly described in it;
- (c) a person who is not eligible to vote is described in it; or
- (d) an eligible voter is included in it contrary to the wishes of the eligible voter.

s.67(2) The council may, by bylaw, appoint an agent to make any application to the Board of Revision that a person who is eligible to vote at the election could make.

Notice of poll and hours for the poll to be given s.84

s.84(1) The notice of the poll issued by the returning officer shall state

- (a) the name of each candidate; and
- (b) the time and place at which the poll will be open for the purpose of receiving the votes of the electors.

s.84(2) The notice of the poll referred to in s.84(1) shall be published and posted by the returning officer at least seven days before polling day in the same manner as public notice is provided for a nomination proceeding under s.74.

s.84(3) The polls shall be open from 8:00 a.m. to 8:00 p.m. The council may set extended hours during which one or more polls shall be open, but the extended hours must fall between 7:00 a.m. and 11:00 p.m.

Direction to establish advance poll s.85

s.85(1) For the purpose of enabling every voter mentioned in s.48 to vote at an election, the council

- (a) shall direct the returning officer to establish one or more polling places for advance polling at the time set out in s.87(1); and
- (b) may direct the returning officer to establish one or more polling places for a second advance polling on one other day as stipulated by the council.

s.85(2) Notice of an advance poll shall be given in the form and in the manner provided in s.84.

Hours and voting qualifications for advance poll s.87

s.87(1) The poll at each advance polling place established under paragraph s.85(1)(a) shall be open on the second Thursday in October from 8:00 a.m. to 8:00 p.m. The council may set extended hours during which one or more polls shall be open, but the extended hours must fall between 7:00 a.m. and 11:00 p.m.

s.87(2) The poll at each advance polling place established under paragraph 85(1)(b) shall be open on the day or days stipulated by council from 8:00 a.m. to 8:00 p.m. The council may set extended hours during which one or more polls shall be open, but the extended hours must fall between 7:00 a.m. and 11:00 p.m.

Automated voting systems s.104

s.104(1) Council may, with the approval of the Minister, by bylaw provide for the taking of the votes of the electors by voting machines, vote recorders or automated voting systems, or other devices.

s.104(2) Despite any other provision of this Act, the bylaw referred to in s.104(1) shall prescribe

- (a) the form of the ballot;
- (b) procedures for how to vote;
- (c) procedures, rules and requirements regarding the counting and recounting of the votes;
- (d) procedures and precautions to ensure that each elector votes only once in the election and that they are able to vote secretly.

s.104(3) To the extent that there is an inconsistency between the procedures, rules, and requirements established by a bylaw under s.104(1) and the procedures, rules, and requirements established by or under this Part, the bylaw prevails.



DESIGNATED MUNICIPAL OFFICER (CAO)

The following list, taken from the Municipal Act, describes the duties and responsibilities of the designated municipal officer before and after the polls. This includes details of tasks ascribed specifically to the designated municipal officer in the municipal act, but does not include council responsibilities, described in part 2 of this manual, which should also be noted.

Please refer to the Municipal Act, Part 3 Elections, for all the municipal election details. This list only includes excerpts from the Act.

Preliminary List s.59

s.59(1) If a municipality is not divided into separate polling divisions, in each election year the designated municipal officer shall prepare within the eight months preceding the date of the election a preliminary list of electors.

s.59(2) If a municipality is divided into polling divisions, in each election year the designated municipal officer shall prepare within the eight months preceding the date of the election a separate preliminary list of electors for each polling division.

s.59(2.01) The designated municipal officer shall complete their preparation of a preliminary list of electors as required under this section before the second Thursday of September that occurs immediately before the date of the general election to which a preliminary list of electors relates.

s.59(2.02) Immediately upon completion of a preliminary list of electors, the designated municipal officer shall issue, by any method that is appropriate to that particular municipality, a public notice of that completion.

s.59(3) If a by-election occurs and the list of electors has not been revised within the eight months preceding the date of the by-election, the council shall cause the list of electors to be revised in accordance with the provisions of this Act.

s.59(4) Despite s.59(3), the council may cause the list of electors to be revised in accordance with provisions of this Act if a by-election occurs within the eight months following the last revision.

s.59(5) Subject to s.59(6), the preliminary list of electors shall set out in alphabetical order, by surname and first initial, the names together with the address of the person's residence

and mailing address, if different, as far as reasonably practicable, of all persons entitled to vote.

s.59(6) At any time before the completion of a preliminary list under s.59(2.01), an elector may make a request to the designated municipal officer that their personal information be removed from a preliminary list of electors or a revised list of electors (which is delivered to the designated municipal officer under s.71) before the designated municipal officer provides, under s.72, access to any person to either list.

s.59(7) If, upon receiving a request under s.59(6), the designated municipal officer is satisfied that the inclusion of an elector's personal information in a preliminary list of electors or a revised list of electors at the time of another person's access to either list would reasonably expose the elector to a personal safety risk, the designated municipal officer must

(a) Remove the elector's personal information from either list, as the case may be, before providing access to another person to the list; and

(b) Ensure that, without showing any personal information, the elector is accounted for in the total number of electors shown in each list.

List not required s. 60

s. 60(1) Despite section 59, a council, if it so desires, may by bylaw

(a) Dispense with the requirement of a list of electors for an election; and

(b) Prescribe procedures and forms governing the conduct of elections otherwise consistent with this Act.

s. 60(2) Sections 63 to 71 and subsection 130(2) do not apply to a municipality if its council has adopted a bylaw under subsection.

Notice of Board of Revision sitting s.65

s.65 At least 10 days before a sitting of a Board of Revision, the designated municipal officer must provide public notice of the sitting by

(a) posting a written notice of the time and place of the sitting in the municipality's office in a location that is accessible to the public; and

(b) publishing the notice in paragraph (a):

i) in the local media: or

ii) in the case where there is no local media in the municipality, by any other reasonable method appropriate to the municipality.

Delivery of list to the Board s.66

s.66 The designated municipal officer shall, at least 48 hours before the day set for revision of the preliminary list of electors, deliver to each of the members of the Board of Revision a copy of the preliminary list of electors.

Application procedure s.68

s.68(1) An application under s.67 must be made on or before the third Thursday in September by leaving the application for revision with the designated municipal officer.

s.68(2) The application for revision of the preliminary list of electors shall fully set out

- (a) the name of the person in respect of whom the application is made;
- (b) the nature of the revision that is sought;
- (c) the grounds on which the application is made; and
- (d) the name, residence, mailing address, and signature of the person making the application.

s.68(3) Despite s.68(1), a person may apply to the Board of Revision in person on the day of the sitting of the Board of Revision for a revision affecting their name only.

s.68(4) A person who makes an application in person at the hearing must sign the application.

s.68(5) If an application is made by a person for the adding or deleting of another person's name from the preliminary list, a notice shall be sent to that person by ordinary mail to the address shown on the preliminary list of electors, or any other record of the municipality.

Delivery of the revised list s.71

s.71(1) The chair of the Board of Revision shall deliver a copy of the revised list of electors to the designated municipal officer and to the returning officer on or before the first Thursday of October.

s.71(2) Immediately upon the delivery of a copy of the revised list of electors under s.71(1), the designated municipal officer shall issue, by any method that is appropriate to that particular municipality a public notice confirming their receipt of the list.

Access to information in list of electors s.72

s.72(1) An elector may make a request to the designated municipal officer for access to the following

- (a) a preliminary list of electors completed under s.59; or

(b) a revised list of electors that has been delivered to the designated municipal officer under s.71

s.72(2) A request under s.72(1) may be made only after the end of the period set out in s.59(2.01) in respect of the completion of a preliminary list of electors.

s.72(3) The designated municipal officer shall not permit an elector who makes a request under s.72(1) to have access to any personal information that is required to be removed from the list under s.59(7).

s.72(4) An elector's access to information in a preliminary list of electors or a revised list of electors does not entitle the elector to obtain a copy of that list.

Nomination requirements. s.76

s.76(1) No person shall be nominated as a candidate unless they
(a) are qualified to be elected under s.50;

(b) have been nominated in writing by at least 10 electors; and

(c) have delivered or caused to be delivered to the designated municipal officer or returning officer between the time of the nomination notice and 12 o'clock noon on the nomination day, a nomination paper in the prescribed form, together with a declaration administered by the returning officer, designated municipal officer, or a notary public in the prescribed form.

s.76(2) A nomination paper may be faxed to the returning officer or designated municipal officer.

Ballot boxes s.92

s.92(1) The designated municipal officer shall have ready for each polling day at least as many ballot boxes as there are polling stations in municipality.

s.92(2) Ballot boxes for an election may be any box or other appropriate receptacle that is constructed so that ballots can be inserted but not withdrawn unless the ballot box is opened.

s.92(3) The designated municipal officer shall, before the polling day, deliver to the returning officer enough ballot boxes for the election.

s.92(4) Any reference to ballot boxes in this Part shall include any other appropriate receptacle as approved by council by bylaw.

Alternate election officers s.111

s.111(1) If the returning officer is unable to or fails to do something required by this Part, it may be done by

- (a) the alternate returning officer, if any, appointed by the council; or
- (b) the designated municipal officer, if no alternate returning officer has been appointed.

s.111(2) If a deputy returning officer is unable to or fails to do something required by this Part, it may be done by

- (a) an alternate returning officer appointed by the council; or
- (b) another deputy returning officer designated by the returning officer.

Retention of election records s.129

s.129(1) The returning officer shall retain all documents and ballots for an election for a period of eight weeks from the day on which they proclaim the result of the election and until every proceeding relating to that election pending in the Supreme Court during that period, and of which written notice has been received from a party to the proceedings, has been finally determined.

S.129(2) Unless otherwise directed by the Supreme Court, the returning officer shall cause all ballots and all documents other than the following, to be destroyed and shall record the time, place and method for destruction

- (a) ballot accounts;
- (b) appointment of election officers;
- (c) poll book;
- (d) all oaths and declarations;
- (e) nomination papers; and
- (f) the marked copies of the list of electors.

s.129(3) The returning officer shall cause the documents for an election retained under subsection (2) to be given to the designated municipal officer who shall retain them until the next general election.

Oaths of office and allegiance s.171

s.171(1) Before or at the first meeting of council, a member of council shall take the oaths of office and allegiance in the prescribed form before a judge of the Supreme Court or Territorial Court, a justice of the peace, a notary public, or a designated municipal officer, and shall file them with the designated municipal officer.

s.171(2) Instead of swearing the oaths of office and allegiance, the member of council may affirm the prescribed affirmations of office and allegiance.

Failure to take oaths of office and allegiance s.172

s.172 If a person elected to council fails to take the prescribed oaths or affirmations of office and allegiance within 40 days after they are proclaimed elected, their election shall be considered null and void and their office vacant.

RETURNING OFFICER and DEPUTY RETURNING OFFICER

The following list taken from the *Municipal Act* describes the duties and responsibilities of the Returning and Deputy Returning Officers before and after the polls.

Please refer to the *Municipal Act*, Part 3 Elections, for all the municipal election details. This list only includes excerpts from the Act.

Commencement of election procedure s.56

s.56(1) The council shall by bylaw on or before the first Thursday in September in each election year and at other times as required

- (a) appoint a returning officer to be responsible for the administration of the election or public vote;
- (b) establish the place for making nominations;
- (c) establish places that are reasonably accessible to electors who are physically incapacitated at which polls will be held if a poll is required and, subject to section 85, set hours during which polls shall be open;
- (d) appoint deputy returning officers as required, or delegate to the returning officer the power to appoint deputy returning officers; and
- (e) otherwise arrange for the holding of the election or public vote.

s.56(2) The council may appoint an alternate returning officer.

Powers of returning officers and deputies s.57

s.57(1) The returning officer can perform all the duties and powers of a deputy returning officer and if there is no deputy appointed the returning officer shall perform the deputy's duties.

s.57(2) A returning officer or deputy returning officer appointed to attend at a polling place has the power to ask the questions and receive the declarations or oaths authorized by law to be asked of and made by electors.

Qualifications and procedure s.58

s.58(1) A person may be entitled to vote by special ballot if they are eligible to vote under this Act and apply to the returning officer to vote by special ballot and are:

- (a) housebound;

- (b) unable to vote at an advance or regular poll because of their employment, business, or profession;
- (c) a student or spouse of a student in an educational institution which is outside the municipality in which the student and spouse are qualified to vote;
- (d) a person who might be at personal risk if they appear in person to vote; or
- (e) going to be absent from the municipality on polling days.

s.58(2) A person may request from a returning officer an application for a special ballot anytime after the first day in September or after another date as determined by council.

s.58(3) Anytime after the close of nominations a returning officer receiving an application for a special ballot may issue a special ballot to a person who is eligible to vote and who qualifies to vote by special ballot.

s.58(4) In order to be counted, a special ballot must be returned before two o'clock in the afternoon of polling day to the returning officer of the municipality where the elector is qualified to vote.

s.58(5) A person who applies and receives a special ballot cannot take the ballot paper to the polling station on polling day and vote in person using that special ballot.

s.58(6) The returning officer shall provide a list of the names of persons who applied for and received special ballots, to the candidates, and to the deputy returning officers at each poll, immediately before the opening of the polls.

Electors requiring confidentiality s.58.01

s.58.01(1) An elector who believes that disclosure of his or her name or address would expose the elector to personal risk may apply at any time after the time established under subsection 58(2) to the returning officer to vote by special ballot even though the elector's name does not appear on the list of electors for the municipality in which the elector is qualified to vote.

s.58.01(2) An application under subsection (1) shall state the elector's reason for applying to vote by special ballot under this section.

s.58.01(3) If a special ballot is issued under this section, particulars of the elector shall be omitted from

- (a) the list of electors; and
- (b) lists and documents delivered to any candidate.

s.58.01(4) A candidate may request from the returning officer the number of special ballots issued under this section.

Delivery of the revised list s.71

s.71(1) The chair of the Board of Revision shall deliver a copy of the revised list of electors to the designated municipal officer and to the returning officer on or before the first Thursday of October.

Public notice of nomination proceeding s.74

s.74 At least 7 days before a nomination proceeding, the returning officer must provide public notice of the proceeding by

- (a) posting a written notice of the time and place of the proceeding at the office of the municipality in a location that is accessible to the public; and
- (b) posting a written notice in
 - (i) if the municipality is divided into separate polling divisions, at least two conspicuous places in each polling division, or
 - (ii) in any other case, at least three conspicuous places within the municipality.

Nomination requirements s.76

s.76(1) No person shall be nominated as a candidate unless they

- (a) are qualified to be elected under s.50;
- (b) have been nominated in writing by at least 10 electors; and
- (c) have delivered or caused to be delivered to the designated municipal officer or returning officer between the time of the nomination notice and 12 o'clock noon on nomination day, a nomination paper in the prescribed form, together with a declaration administered by the returning officer, designated municipal officer or notary public in the prescribed form.

s.76(2) A nomination paper may be faxed to the returning officer or designated municipal officer.

Nomination Papers s.77

s.77(3) The returning officer shall, if requested to do so, give a receipt to the person who delivers a nomination paper with the accompanying declaration.

Proceedings on nomination day s.78

s.78(1) The returning officer shall be present between the hours of 10:00 a.m. and 12 o'clock noon on nomination day at the place appointed by the council for the holding of nomination proceedings, and shall as soon as practicable after 12 o'clock noon announce the names of all electors who have been nominated as candidates in accordance with the provisions of this Act.

s.78(2) The returning officer shall not permit any speeches or interruptions during the nomination proceedings referred to in subsection (1).

Election, acclamation and filling of vacancies s.79

s.79(1) At the conclusion of nomination proceedings,

(a) if the number of candidates for the vacant offices exceeds the number of vacancies, the returning officer shall proceed to hold a poll under this Act, and

(b) if the number of candidates for the vacant offices equals or is less than the number of vacancies, the returning officer shall declare each candidate elected by acclamation if the time for a challenge under subsection 82(2) has expired and the candidate's nomination has not been challenged.

Death of candidate s.80

s.80(1) If, after a poll is announced, a candidate dies after the close of nominations and before the close of the poll, the returning officer shall, on being satisfied of the death, countermand the notice of poll and commence a new election.

s.80(2) Another nomination shall be held on the day and at the place and time, within 11 days from the date the poll was to have been held, as the council may by resolution determine, and the council shall also set the time and places for the poll. The poll shall take place on the seventh day following the close of nominations.

s.80(3) The council shall give the notice it considers best to inform the electors of the days, times and places set for the nomination and election.

s.80(4) A fresh nomination is not necessary for a candidate nominated at the time of the countermand of the poll.

Withdrawal of nomination s.81

s.81 A candidate may withdraw their nomination by filing a written notice of withdrawal with the returning officer within 96 hours after the close of nominations.

Challenge of nomination s.82

s.82(8) The person making the challenge must

- (a) immediately notify the returning officer and the person whose nomination is challenged of the time when the challenge will be heard; and
- (b) within one day of filing the petition, serve on those persons the petition and its accompanying affidavit, and a notice of the time set for the hearing.

Certified list of candidates s.83

s.83 At the close of nominations, the returning officer shall, at the request of a candidate or agent, deliver to them a certified list of all candidates and their physical address for the delivery of documents.

Notice of poll and hours for the poll to be given s.84

s.84(1) The notice of the poll issued by the returning officer shall state

- (a) the name of each candidate; and
- (b) the time and place at which the poll will be open for the purpose of receiving the votes of the electors.

s.84(2) The notice of the poll referred to in subsection (1) shall be published and posted by the returning officer at least seven days before polling day in the same manner as public notice is provided for a nomination proceeding under section 74.

s.84(3) The polls shall be open from 8:00 a.m. to 8:00 p.m. The council may set extended hours during which one or more polls shall be open, but the extended hours must fall between 7:00 a.m. and 11:00 p.m.

Direction to establish advance poll s.85

s.85(1) For the purpose of enabling every voter mentioned in section 48 to vote at an election, the council

- (a) shall direct the returning officer to establish one or more polling places for advance polling at the time set out in subsection 87(1); and
- (b) may direct the returning officer to establish one or more polling places for a second advance polling on one other day as stipulated by the council.

S.85(2) Notice of an advance poll shall be given in the form and in the manner provided in section 84.

Oath of voter for advance poll s.89

s.89 The deputy returning officer, every candidate and the agent of every candidate may require that a person intending to vote at the advance poll take any oath that the person may be required to take under this Act before being handed a ballot.

Sealing of ballot boxes for advance poll s.90

s.90 On the close of the advance poll each day, the deputy returning officer shall, and each candidate or agent present may, affix a seal to the ballot box in such a manner that no ballots can be deposited in it without breaking the seal, and the ballot box shall remain sealed until the close of the poll on the regular polling day.

Ballot boxes s.92

s. 92(3) The designated municipal officer shall, before the polling day, deliver to the returning officer enough ballot boxes for the election.

Printing of ballot papers s.93*

s.93(1) If a poll is granted, the returning officer shall immediately have printed, at the expense of the municipality, enough ballot papers in the prescribed form for the purposes of the election.

s.93(2) If a municipality continues to use a list of electors, the number of ballots printed in accordance with subsection (1) shall not be less than the number of electors on the revised list of electors.

* See form Affidavit of Printer

Content of ballot papers s.94

s.94(1) Separate ballot papers shall be used for the election of the mayor and for the election of councillors.

s.94(2) The names of the candidates shall be printed on the ballot paper in the order determined by lot by the returning officer on nomination day or, if authorized by bylaw of the municipality, in a rotation so that there is equal opportunity for the name of each candidate to appear in each row on the ballots.

s.94(3) Subject to an order under section 82, the name of each candidate shall be printed on the ballot paper in accordance with any reasonable directions that the candidate may give in their nomination papers as to its spelling, or as to the use of a contraction or a nickname.

s.94(4) Ballot papers shall include a statement indicating the maximum number of candidates an elector can vote for.

s.94(5) If there is one or more public votes at the same time as an election, a separate ballot paper shall be used for each public vote.

Preparation of ballot boxes s.95

s.95 The presiding officer at each polling place shall, just before the commencement of the poll, show each ballot box empty to those persons present in the polling station, so that they may see that it is empty, and then the presiding officer shall

- (a) close it and place a seal on it in such a manner as to prevent its being opened without breaking the seal; and
- (b) place and keep it in their view, closed and sealed, for the receipt of ballot papers.

Duty of officer to receive the votes of electors s.98

s.98 Subject to subsection 99(2), the deputy returning officer shall receive the vote of any person who is eligible to vote in the election.

Challenges s.99

s.99(1) If a person offering to vote is challenged by the deputy returning officer, by a candidate or the candidate's agent, or by an elector, the deputy returning officer shall require the person to swear or affirm an oath in the prescribed form.

s.99(2) Despite sections 98 and 101, any person who is challenged and who refuses to take the oath or affirmation shall not be permitted to vote.

Entries respecting challenges s.100

s.100(1) If an elector takes the oath or affirmation, the deputy returning officer shall enter, opposite the name of the elector in the list of electors, the word "sworn" or "affirmed".

s.100(2) If the vote of a person is objected to by a candidate or the candidate's agent, the deputy returning officer shall also

- (a) record the objection in the list of electors opposite the name of the elector using the words "objected to", and adding the name of the candidate, if the municipality is using a list of electors for the election; or
- (b) record in the poll book a notation to identify the voter who was objected to and the candidate who objected, if the municipality is not using a list of electors for the election.

Omission from electors list s.101

s.101(1) A person whose name does not appear on the revised list of electors of the municipality is entitled to vote if

- (a) the person files with the deputy returning officer an application for registration in the prescribed form; and
- (b) the person is otherwise qualified to have their name entered on the list of electors or entered on the poll book or other recording system established.

s.101(2) If a person receives a ballot under subsection (1), the poll clerk shall record the fact in the same way that section 100 requires a challenge to be recorded.

Provision of ballot paper to elector s.102

s.102(1) On being satisfied that an applicant for a ballot paper is entitled to vote at the polling place where they apply for the ballot paper, the deputy returning officer or poll clerk shall give the applicant one of each of the ballot papers to which they are entitled.

s.102(2) Despite subsection (1), if a municipality has a system of voter registration established under section 61, a person who applies for a ballot shall swear or affirm an oath of eligibility before being given any ballots.

s.102(3) A suitable mark shall be made on the list of electors against or through the name of each elector to whom a ballot paper is supplied.

Voting procedure s.103

s.103(1) The elector, on receiving a ballot paper, shall promptly proceed into one of the compartments provided and, while screened from observation, shall mark their ballot paper by making a cross or other mark in the blank space opposite the name of the candidate or candidates for whom they vote, or by making a cross or other mark in the blank space provided for the purpose of indicating whether or not they are in favour of a public vote.

s.103(2) The elector shall then fold the ballot paper across to conceal the names of the candidates and any mark they have made on the face of the ballot paper, leave the compartment without delay and, having exhibited the folded ballot paper to the returning officer, deputy returning officer or poll clerk, shall, without exposing the front of the ballot paper to anyone, deposit it in the closed ballot box.

s.103(3) After depositing their ballot paper, the elector shall promptly leave the polling place.

Electors requiring assistance s.105

s.105(1) If the deputy returning officer is satisfied that an elector's disability or inability to read prevents them from entering one of the compartments for voting or from marking or reading the ballot paper without help, then the deputy returning officer may permit the elector to mark the ballot in some other convenient location or the deputy returning officer or person designated by the elector may accompany the elector to a convenient place and mark the ballot paper on behalf of the elector as directed by the elector, according to what help the elector needs to vote.

s.105(2) A person, other than an election official, assisting in the marking of an elector's ballot under this section shall be required to swear or affirm the prescribed oath.

s.105(3) The deputy returning officer shall enter, opposite the name of the elector who is voting in the list of electors or poll book, the words "disability" or "unable to read."

s.105(4) The deputy returning officer or other person assisting the elector shall fold the ballot paper as in other cases, carry out the other requirements of section 103, and deposit the ballot paper in the closed ballot box in the presence of the elector.

Witness for electors requiring assistance s.106

s.106(1) An elector who is unable to mark their ballot is entitled to have a person of their choice witness the marking of their ballot and the deputy returning officer shall inform the elector of their rights under this section.

s.106(2) A person may act as a witness under subsection (1) only once at the same election and only after they have sworn or affirmed an oath in the prescribed form.

Mistaken identity s. 107

107(1) If a person, representing themselves to be a particular elector, applies for a ballot paper after another person has voted as that elector, the applicant, on swearing or affirming the oath required under section 99, is entitled to receive a ballot paper and to vote.

(2) If a person receives a ballot paper under subsection (1), the poll clerk shall record the fact in the same way that section 100 requires a challenge to be recorded.

Ballot papers inadvertently spoiled s.108

s.108 An elector who has spoiled their ballot paper so that it cannot be used to cast their vote may return it to the deputy returning officer and obtain a new ballot paper to

replace the spoiled one. The deputy returning officer shall immediately cancel the spoiled ballot paper and keep it separate from other ballot papers.

Votes of deputy returning officers and poll clerks s.109

s.109 Despite section 102, a deputy returning officer or poll clerk, if a qualified elector, may vote at the polling place to which they are appointed.

Alternate election officers s.111

s.111(1) If the returning officer is unable to or fails to do something required by this Part, it may be done by

- (a) the alternate returning officer, if any, appointed by the council; or
- (b) the designated municipal officer, if no alternate returning officer has been appointed.

s.111(2) If a deputy returning officer is unable to or fails to do something required by this Part, it may be done by

- (a) an alternate returning officer appointed by the council; or
- (b) another deputy returning officer designated by the returning officer.

Disruption of elections s.112

s.112(1) If a nomination or poll is significantly interrupted or obstructed, the returning officer or deputy returning officer may move the nomination or polling to another place or adjourn it to a later time or to another day, and shall take reasonable steps to give notice of the move or adjournment.

s.112(2) If nominations are concluded after an adjournment under this section, the poll may, if practicable, be put off for an equal number of days, and the new day shall be the day of polling under this Act.

Notice of adjournment of poll s.113

s.113 If a poll has been adjourned by a deputy returning officer, they shall promptly notify the returning officer, who shall not declare the results of the poll, or the name or names of the candidate or candidates elected, until the poll so adjourned has been finally closed.

Maintenance of order at elections s.114

s.114(1) From the time of nomination of candidates until the day following the final closing of the election, each returning officer and deputy returning officer is responsible for maintaining good order where election proceedings take place.

s.114(2) For the maintenance of peace and good order at an election, a returning officer or deputy returning officer may require the assistance of the Royal Canadian Mounted Police or other persons present, whether at the nominations, at a polling place, or any place where the votes are counted.

Regulation of polling stations s.115

s.115 For maintaining order at a polling place a deputy returning officer may regulate the number of electors admitted at a time and may exclude all persons not entitled, permitted, or required by this Act to be present.

Removal of persons from polling places s.117

s.117(1) If a person misconducts themselves in a polling place or fails to obey the lawful orders of the deputy returning officer, they may immediately, by order of the deputy returning officer, be removed from the polling place by the Royal Canadian Mounted Police, and the person so removed shall not, except with the permission of the deputy returning officer, be allowed to enter the polling place again during the day.

s.117(2) The powers under subsection (1) shall not be exercised to prevent any elector otherwise entitled to vote from having an opportunity to vote.

Arrest of person disturbing election s.118

s.118(1) A deputy returning officer may by verbal order cause to be arrested and placed in the custody of the Royal Canadian Mounted Police, a person who is disturbing the peace and good order at an election.

s.118(2) No such arrest or detention under subsection (1) exempts in any manner the person arrested from a penalty to which they may have become liable for anything contrary to this Act or otherwise.

Persons attending the counting of the votes s.120

s.120 The deputy returning officer, their assistants, poll clerks, the candidates and one agent for each candidate for each poll, but no other person except with the approval of the deputy returning officer, may be in the polling place during the opening of the ballot boxes and counting of the votes.

Counting of the votes s.121

s.121(1) The deputy returning officer for each polling place shall, promptly after the close of the poll, open the ballot boxes in the presence of candidates or their agents, count the votes in the manner prescribed by section 122, and declare the result of the poll at the polling place.

s.121(2) Despite subsection (1), no ballot box for an advance poll, institutional poll, or mobile poll shall be opened until after the final close of all polls on polling day.

s.121(3) If the deputy returning officer finds any ballot in other than the appropriate ballot box, they shall transfer it to the appropriate ballot box.

s.121(4) The deputy returning officer shall, in counting the votes, reject as invalid any ballot

(a) for a reason set out in this Act;

(b) having votes for more candidates than are to be elected;

(c) having a mark or otherwise having been dealt with in a manner by which the voter could be identified;

(d) that is unmarked;

(e) that has been marked so that it is not clear which candidate has been voted for;
or

(f) that has not been supplied by the deputy returning officer.

s.121(5) The deputy returning officer may appoint persons, in addition to any poll clerks, to assist in counting the votes, except the deputy returning officer shall personally deal with all ballot papers rejected or ballots objected to during the counting.

s.121(6) If fewer than 20 ballots have been cast at the poll, those ballots shall be combined with the ballots from another poll before being counted.

Procedure for counting votes s.122

s.122(1) The deputy returning officer in counting the votes shall examine each ballot and call out in a distinct voice the name of the candidates for whom votes are recorded on the ballot, keeping a record of the votes given for each candidate.

s.122(2) The ballots shall be opened and placed on a table with their printed or written faces upward, so that the candidates or their agents can see how the face of the ballots are marked.

s.122(3) The deputy returning officer shall reject ballots for the reasons set out in subsection 121(4), and shall endorse "rejected" on each ballot rejected, adding to the endorsement "rejection objected to" if an objection is made to their decision by a candidate or agent.

Ballot accounts s.123

s.123(1) After completion of the count, the deputy returning officer shall make into separate packets, each sealed by the officer and by those agents of candidates desiring to do so,

- (a) all ballots counted as valid to which no objection has been made;
- (b) all ballots counted as valid to which objection has been made;
- (c) all rejected ballots;
- (d) all unused and spoiled ballot papers;
- (e) the marked copies of the list of electors, all oaths and declarations, the poll book, and the counterfoils of the ballot papers, if any.

s.123(2) The deputy returning officer shall prepare and sign in duplicate a ballot account showing

- (a) the number of votes for each candidate and on each public vote at that polling place; and
- (b) the number of ballot papers entrusted to the officer accounted for under the headings of "ballot papers received", "ballots counted as valid", "ballots counted as valid to which objection has been made", "ballots rejected", and "ballot papers unused or spoiled".

s.123(3) The deputy returning officer shall place the sealed packets and an original ballot account in the ballot boxes used in the officer's polling place and lock or seal the boxes.

s.123(4) The locked or sealed boxes and a separate duplicate of the ballot account shall be delivered to the returning officer in accordance with the returning officer's instructions.

Examination of ballot accounts s.124

s.124(1) The returning officer shall arrange to examine the ballot accounts as soon as practicable after the close of the poll and, if necessary, to recount the votes in the presence of the candidates or their agents.

s.124(2) The returning officer shall conduct a recount of the ballots

- (a) if there is a tie in the votes for two or more candidates;
- (b) at the request of a candidate or a candidate's agent; or
- (c) if the number of ballots rejected would affect the outcome of the election if they could be counted as valid.

s.124(3) The returning officer may conduct a recount if

- (a) the number of ballots objected to and counted as valid would affect the outcome of the election if they were not counted and the returning officer is satisfied that there are reasonable grounds to review the objections; or
- (b) because of a combination of the closeness of the votes and other circumstances about the polling or the handling of the ballots, the returning officer is satisfied that there are reasonable grounds to recount the ballots so as to be confident the count is accurate.

Preliminary election results s.125

s.125(1) Immediately after examining the ballot accounts in any poll on the initial count under section 121, the returning officer may publish unofficial results as they are received from the polling place.

s.125(2) At any election, the candidate or candidates receiving the highest number of votes shall be considered elected, and in the event of a tie vote, section 126 applies.

Recount by returning officer s.126

s.126(1) If a recount is necessary under section 125 the returning officer shall give notice of the time and place of the recount to the candidates or their agents, and the recount shall be held within 24 hours of the close of the polls on polling day.

s.126(2) A returning officer who recounts votes under section 124, shall open each ballot box, take out the packets, recount and record the number of ballots and ballot papers, and then recount the votes, proceeding continuously so far as practicable.

s.126(3) A recount shall be conducted by the same procedure as for the initial count under section 122.

s.126(4) The returning officer may dispense with the recount if, in their opinion after examination of the ballot accounts, there is no doubt about the result of the poll and no candidate or agent has, in writing, requested a recount.

s.126(5) The returning officer may limit the recount to those polling places requested by a candidate or their agent.

s.126(6) The returning officer shall prepare a ballot account for any votes the officer counts on the recount.

s.126(7) Subject only to a recount by the Supreme Court, the decision of the returning officer on a question about a ballot is final.

Breaking of tie vote s.127

s.127 If, after the recounting of votes under section 126, it has been determined that two or more candidates have received an equal number of votes, the returning officer shall as soon as practicable after that determination

(a) write the name of each of those candidates on a separate but identical blank sheet of paper;

(b) fold each sheet in an identical manner so that the names are concealed;

(c) deposit each sheet into a non-transparent receptacle;

(d) withdraw the number of sheets that are equal to the number of candidates required to be elected; and

(e) declare each candidate whose name appears on a withdrawn sheet of paper to be elected.

Official election results s.128

s.128(1) On the fourth day following election day, the returning officer shall proclaim elected the candidate or candidates having the highest number of votes for the office or offices for which they have been nominated, subject to a judicial recount, if any.

s.128(2) The returning officer shall give the designated municipal officer and each candidate a statement in the prescribed form showing the total number of votes cast for each candidate and the number of rejected ballot papers and post a copy of the statement in the municipal office.

Retention of election records s.129

s.129(1) The returning officer shall retain all documents and ballots for an election for a period of eight weeks from the day on which they proclaim the result of the election and until every proceeding relating to that election pending in the Supreme Court during that period, and of which written notice has been received from a party to the proceedings, has been finally determined.

s.129(2) Unless otherwise directed by the Supreme Court, the returning officer shall cause all ballots and all documents other than the following, to be destroyed and shall record the time, place and method for destruction

- (a) ballot accounts;
- (b) appointment of election officers;
- (c) poll book;
- (d) all oaths and declarations;
- (e) nomination papers; and
- (f) the marked copies of the list of electors.

s.129(3) The returning officer shall cause the documents for an election retained under subsection (2) to be given to the designated municipal officer who shall retain them until the next general election.

Revision of the list of electors after an election s.130

s.130(1) Within eight weeks after proclaiming the result of the election, or of the public vote, the returning officer shall

- (a) submit to council a copy of the statement they issued under section 128 together with a compilation of the information contained in the ballot accounts; and
- (b) give to the designated municipal officer the names of all electors who were sworn in at the polls.

s.130(2) Immediately after receiving the names under paragraph (1)(b), the designated municipal officer shall incorporate into the list of electors the names of all electors who were sworn in at the polls.

Production of ballots and accounts s.133

s.133 On written notice from the Supreme Court, the returning officer or other person in whose possession the ballots and ballot accounts are, shall produce them at the time and place appointed for the recount, and the ballots and ballot accounts shall remain in the custody of the returning officer or other person having lawful custody, subject to the direction of the Supreme Court.

Ballot and ballot box offences s.163

s.163(1) It is an offence for a person

- (a) to forge, counterfeit, fraudulently alter, deface or destroy a ballot paper;
- (b) without authority, to possess a ballot paper or supply a ballot paper to another person;
- (c) to fraudulently put into the ballot box any item other than a ballot paper that they are authorized to put in the box;
- (d) to fraudulently remove a ballot paper from a ballot box or polling place;
- (e) without authority, to destroy, take, open, or otherwise interfere with a ballot box or packet of ballots; or
- (f) without authority, to print a ballot paper or to print more ballot papers than authorized to print.

s.163(2) It is an offence for an election official to

- (a) fraudulently put their initials, other than as authorized by this Act, on the back of any paper purporting to be a ballot paper;
- (b) place on any ballot paper, except as authorized by this Act, any writing, number or mark; or
- (c) to neglect or refuse to discharge any duty under this Part.

POLL CLERKS



The following list taken from the *Municipal Act* describes the duties and responsibilities of the Poll Clerk before and after the polls. Poll Clerks might also have other duties as assigned by the Deputy Returning Officer.

Please refer to the *Municipal Act*, Part 3 Elections, for all the municipal election details. This list only includes excerpts from the Act.

Recording of voters for advance poll s.88

s.88 The poll clerk at each advance polling place shall record in the poll book in the column headed "remarks" after the name of each person who votes, a notation that the person has voted.

Entries respecting challenges s.100

s.100(1) If an elector takes the oath or affirmation, the deputy returning officer shall enter, opposite the name of the elector in the list of electors, the word "sworn" or "affirmed".

s.100(2) If the vote of a person is objected to by a candidate or the candidate's agent, the deputy returning officer shall also

- (a) record the objection in the list of electors opposite the name of the elector using the words "objected to", and adding the name of the candidate, if the municipality is using a list of electors for the election; or
- (b) record in the poll book a notation to identify the voter who was objected to and the candidate who objected, if the municipality is not using a list of electors for the election.

Omission from electors list s.101

s.101(1) A person whose name does not appear on the revised list of electors of the municipality is entitled to vote if

- (a) the person files with the deputy returning officer an application for registration in the prescribed form; and
- (b) the person is otherwise qualified to have their name entered upon the list of electors or entered on the poll book or other recording system established.

s.101(2) If a person receives a ballot under subsection (1), the poll clerk shall record the fact in the same way that section 100 requires a challenge to be recorded.

Provision of ballot paper to elector s.102

s.102(1) On being satisfied that an applicant for a ballot paper is entitled to vote at the polling place where they apply for the ballot paper, the deputy returning officer or poll clerk shall give the applicant one of each of the ballot papers to which they are entitled.

s.102(2) Despite subsection (1), if a municipality has a system of voter registration established under section 61, a person who applies for a ballot shall swear or affirm an oath of eligibility before being given any ballots.

s.102(3) A suitable mark shall be made on the list of electors against or through the name of each elector to whom a ballot paper is supplied.

Voting procedure s.103

s.103(1) The elector, on receiving a ballot paper, shall promptly proceed into one of the compartments provided and, while screened from observation, shall mark their ballot paper by making a cross or other mark in the blank space opposite the name of the candidate or candidates for whom they vote, or by making a cross or other mark in the blank space provided for the purpose of indicating whether or not they are in favour of a public vote.

s.103(2) The elector shall then fold the ballot paper across to conceal the names of the candidates and any mark they have made on the face of the ballot paper, leave the compartment without delay and, having exhibited the folded ballot paper to the returning officer, deputy returning officer or poll clerk, shall, without exposing the front of the ballot paper to anyone, deposit it in the closed ballot box.

s.103(3) After depositing their ballot paper, the elector shall promptly leave the polling place.

Mistaken identity s.107

s.107(1) If a person, representing themselves to be a particular elector, applies for a ballot paper after another person has voted as that elector, the applicant, on swearing or affirming the oath required under section 99, is entitled to receive a ballot paper and to vote.

s.107(2) If a person receives a ballot paper under subsection (1), the poll clerk shall record the fact in the same way that section 100 requires a challenge to be recorded.

Votes of deputy returning officers and poll clerks s.109

s.109 Despite section 102, a deputy returning officer or poll clerk, if a qualified elector, may vote at the polling place to which they are appointed.

Persons attending the counting of the votes s.120

s.120 The deputy returning officer, their assistants, poll clerks, the candidates and one agent for each candidate for each poll, but no other person except with the approval of the deputy returning officer, may be in the polling place during the opening of the ballot boxes and counting of the votes.

Counting of the votes s.121

s.121(1) The deputy returning officer for each polling place shall, promptly after the close of the poll, open the ballot boxes in the presence of candidates or their agents, count the votes in the manner prescribed by section 122, and declare the result of the poll at the polling place.

s.121(2) Despite subsection (1), no ballot box for an advance poll, institutional poll, or mobile poll shall be opened until after the final close of all polls on polling day.

s.121(3) If the deputy returning officer finds any ballot in other than the appropriate ballot box, they shall transfer it to the appropriate ballot box.

s.121(4) The deputy returning officer shall, in counting the votes, reject as invalid any ballot

- (a) for a reason set out in this Act;
- (b) having votes for more candidates than are to be elected;
- (c) having a mark or otherwise having been dealt with in a manner by which the voter could be identified;
- (d) that is unmarked;
- (e) that has been marked so that it is not clear which candidate has been voted for;
or
- (f) that has not been supplied by the deputy returning officer.

s.121(5) The deputy returning officer may appoint persons, in addition to any poll clerks, to assist in counting the votes, except the deputy returning officer shall personally deal with all ballot papers rejected or ballots objected to during the counting.

s.121(6) If fewer than 20 ballots have been cast at the poll, those ballots shall be combined with the ballots from another poll before being counted.

Ballot and ballot box offences s.163

s.163(1) It is an offence for a person

- (a) to forge, counterfeit, fraudulently alter, deface or destroy a ballot paper;
- (b) without authority, to possess a ballot paper or supply a ballot paper to another person;
- (c) to fraudulently put into the ballot box any item other than a ballot paper that they are authorized to put in the box;
- (d) to fraudulently remove a ballot paper from a ballot box or polling place;
- (e) without authority, to destroy, take, open, or otherwise interfere with a ballot box or packet of ballots; or
- (f) without authority, to print a ballot paper or to print more ballot papers than authorized to print.

s.163(2) It is an offence for an election official to

- (a) fraudulently put their initials, other than as authorized by this Act, on the back of any paper purporting to be a ballot paper;
- (b) place on any ballot paper, except as authorized by this Act, any writing, number or mark; or
- (c) to neglect or refuse to discharge any duty under this Part.



BOARD OF REVISION



The following list, taken from the *Municipal Act*, describes the duties and responsibilities of the Board of Revision in relation to municipal general elections.

Please refer to the *Municipal Act*, Part 3 Elections, for all the municipal election details. This list only includes excerpts from the Act.

Council to establish Board of Revision s.63

s.63(1) Each council must establish a Board of Revision that consists of an odd number of members who hold office at pleasure.

s.63(1.01) The council must appoint persons as members of its Board of Revision who are not a member of council or an employee of the municipality.

s.63(2) Each Board of Revision shall choose a chairperson from its membership.

s.63(3) Each member of the Board of Revision shall, before entering on their duties, take and subscribe the oath or affirmation in the prescribed form.

s.63(4) The council shall, by resolution, prescribe a fee to be paid to members of the Board of Revision.

Chair, quorum, and sittings of the Board s.64

64(1) The Board of Revision shall be presided over by the chair, or in the chair's absence by an acting chair chosen from among the members present.

64(2) The municipality must supply a person to record the proceedings of the Board of Revision.

64(3) A majority of the members of the Board of Revision constitutes a quorum of the Board of Revision, and if a quorum is not present, the Board of Revision shall stand adjourned to the next day, not a holiday, and from day to day thereafter until there is a quorum.

64(4) The Board of Revision shall sit on the day before the fourth Thursday in September each election year for a continuous period of not less than two hours and not more than twelve hours to be determined by the council.

64(5) The council may, by bylaw, require the Board of Revision to sit at other times in addition to the time mentioned in subsection (4) so as to transact its business for a by-election.

Notice of Board of Revision sitting s.65

s.65 At least 10 days before a sitting of a Board of Revision, the designated municipal officer must provide public notice of the sitting by

- (a) posting a written notice of the time and place of the sitting in the municipality's office in a location that is accessible to the public; and
- (b) publishing the notice in paragraph (a):
 - i) in the local media: or
 - ii) in the case where there is no local media in the municipality, by any other reasonable method appropriate to the municipality.

Delivery of list to the Board s.66

s.66 The designated municipal officer shall, at least 48 hours before the day set for revision of the preliminary list of electors, deliver to each of the members of the Board of Revision a copy of the preliminary list of electors.

Applications for revision of the list s.67

s.67(1) Any person who is eligible to vote at an election may apply to the Board of Revision to revise the preliminary list of electors on the grounds that the name of

- (a) an eligible voter is omitted from it;
- (b) an eligible voter is incorrectly described in it;
- (c) a person who is not eligible to vote is described in it; or
- (d) an eligible voter is included in it contrary to the wishes of the eligible voter.

s.67(2) The council may, by bylaw, appoint an agent to make any application to the Board of Revision that a person who is eligible to vote at the election could make.

Application procedure s.68

s.68(1) An application under section 67 must be made on or before the third Thursday in September by leaving the application for revision with the designated municipal officer.

s.68(2) The application for revision of the preliminary list of electors shall fully set out

- (a) the name of the person in respect of whom the application is made;
- (b) the nature of the revision that is sought;
- (c) the grounds on which the application is made; and
- (d) the name, residence, mailing address, and signature of the person making the application.

s.68(3) Despite subsection (1), a person may apply to the Board of Revision in person on the day of the sitting of the Board of Revision for a revision affecting their name only.

s.68(4) A person who makes an application in person at the hearing must sign the application.

s.68(5) If an application is made by a person for the adding or deleting of another person's name from the preliminary list, a notice shall be sent to that person by ordinary mail to the address shown on the preliminary list of electors, or any other record of the municipality.

Revision of the list s.69

s.69(1) The Board of Revision shall consider all applications made under section 67.

s.69(2) If on any application the Board of Revision is satisfied that the preliminary list of electors should be corrected, then the Board of Revision shall revise the preliminary list of electors accordingly.

s.69(3) If the name of a person qualified to vote is incorrectly spelled, duplicated, or improperly described in the preliminary list of electors, the Board of Revision may correct such spelling, duplication or description despite the absence of any notice or application required by this Act.

s.69(4) If a person's name is removed from or added to the preliminary list of electors, or is changed on the list, in response to the application of some other person, the designated municipal officer shall give notice to the person whose name was removed or added or changed.

s.69(5) The notice required by subsection (4) may be given by ordinary mail addressed to the address shown on the preliminary list of electors, or any other record of the municipality, for the person who is entitled to be given the notice.

Revised list of electors s.70

s.70(1) All corrections and revisions made in the preliminary list of electors by the Board of Revision shall be shown legibly on it, and the preliminary list of electors so corrected and revised shall be certified by the Board as being the revised list of electors for the municipality.

s.70(2) The revised list of electors shall be the list of qualified electors for municipal elections.

Delivery of the revised list s.71

s.71(1) The chair of the Board of Revision shall deliver a copy of the revised list of electors to the designated municipal officer and to the returning officer on or before the first Thursday of October.

s.71(2) Immediately upon the delivery of a copy of the revised list of electors under subsection (1), the designated municipal officer shall issue, by any method that is appropriate to that particular municipality, a public notice confirming their receipt of the list.





**SPECIAL BALLOT APPLICATION AND OATH
DEMANDE DE BULLETIN SPÉCIAL ET SERMENT AFFÉRENT**

Municipality:

Municipalité :

APPLICATION FOR REGISTRATION

DEMANDE D'INSCRIPTION

Name
Nom

I,

Je,

of

Résident au

Address
Adresse

do hereby apply for registration as an elector by reason that:

1. I am the age of eighteen (18) years or older on polling day;
2. I am a Canadian citizen;
3. I have resided in the municipality for the period of one year immediately preceding polling day.

demande que mon nom soit inscrit sur la liste électorale parce que :

1. j'aurai au moins dix-huit (18) ans le jour du scrutin;
2. j'ai la citoyenneté canadienne;
3. je réside dans la municipalité visée depuis au moins un an à la date du scrutin.

**OATH OF REGISTERED VOTER/
APPLICATION FOR SPECIAL BALLOT**

**SERMENT DE L'ÉLECTEUR INSCRIT ET DEMANDE
DE BULLETIN SPÉCIAL**

I, the undersigned, do swear (or solemnly affirm) that I am qualified as an elector and therefore eligible to vote in the election to be held on

Je, soussigné, jure (ou affirme solennellement) que j'ai qualité d'électeur et qu'il m'est par conséquent permis de voter à l'élection qui sera tenue le

Date
Date

and I am qualified to vote by special ballot because I am (mark one):

- a) housebound,
- b) unable to vote at an advance or regular poll by reason of my employment, business or profession,
- c) a student or spouse of a student in an educational institution which is outside the municipality in which I am qualified to vote,
- d) a person who might be at personal risk if I appear in person to vote, as per s.58.1 of the Act, or
- e) going to be absent from the municipality on polling days.

pour laquelle j'exercerai mon droit de vote par bulletin spécial étant donné que (cocher une seule réponse) :

- a) je suis confiné à mon lieu de résidence;
- b) je suis incapable de voter par anticipation ou lors du scrutin ordinaire pour des raisons liées à mon emploi, à mes affaires ou à ma profession;
- c) mon conjoint ou moi étudions dans un établissement d'enseignement situé à l'extérieur de la municipalité dans laquelle mon conjoint ou moi avons qualité d'électeur;
- d) je serais en danger si j'allais voter en personne, conformément à l'art. 58.1 de la Loi;
- e) je ne serai pas dans la municipalité au moment du scrutin.

X _____
Applicant • Demandeur

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this _____ day of _____ at _____ in the Yukon Territory.
ce _____ jour de/d' _____ 20____, à _____ (Yukon).

X _____
Returning officer, notary public or designated municipal officer
Directeur du scrutin, notaire public ou fonctionnaire municipal désigné

**Returning officer
Directeur du scrutin**

Application received on (date, y/m/d)
Demande reçue le (date, a/m/j) _____

Special ballot issued on (date, y/m/d)
Bulletin spécial délivré le (date, a/m/j) _____



PRELIMINARY LIST OF ELECTORS LISTE ÉLECTORALE PRÉLIMINAIRE

Municipality
Municipalité _____

Polling division number
N° de la section de vote _____

This preliminary list of electors prepared pursuant to the *Municipal Act* was publicly posted in the municipal office on

La présente liste électorale préliminaire, préparée conformément à la Loi sur les municipalités, a été affichée au bureau municipal le

Date
Date

Electors should examine the list to ensure that their names and relevant information are correctly shown.

Les électeurs sont invités à vérifier que leur nom et les renseignements qui les concernent figurent bien sur la liste.

Changes to this list may be made during the sitting of the Board of Revision, by filing a written application with the clerk of the municipality.

Il est possible d'apporter des changements à la présente liste aux audiences de la Commission de révision en présentant une demande écrite au secrétaire de la municipalité.

The last day for filing written applications for additions, deletions or changes to the preliminary list of electors is

Les demandes d'ajout, de suppression ou de modification de renseignements figurant sur la liste électorale préliminaire doivent être déposées au plus tard le

Date
Date

X _____
Designated municipal officer
Fonctionnaire municipal désigné



BOARD OF REVISION
NOTICE OF HEARING

COMMISSION DE RÉVISION
AVIS D'AUDIENCE

Notice is hereby given that the Board of Revision of the

Par la présente, avis est donné que les membres de la Commission de révision du/de la

Municipality <i>Municipalité</i>	of	de/d'
Place <i>Localité</i>	shall meet at	se réuniront à l'adresse suivante :
Address <i>Adresse</i>	at	à
Time <i>Heure</i>	on	le
Day of week and date <i>Jour de la semaine et date</i>	for the purpose of hearing applicants requesting changes to be made in the preliminary list of electors for the election to be held on	afin de prendre connaissance des demandes de révision de la liste électorale préliminaire devant servir aux élections qui auront lieu le
Date <i>Date</i>		

Any person who is eligible to vote at an election may apply to the Board of Revision to have the preliminary list of electors revised on the ground that the name of:

- a) an eligible voter is omitted therefrom;
- b) an eligible voter is incorrectly described in it;
- c) a person who is not eligible to vote is described in it; or
- d) an eligible voter is included in it contrary to the wishes of the eligible voter.

Quiconque a droit de vote lors d'une élection peut demander à la Commission de révision de modifier la liste électorale préliminaire pour l'un des motifs suivants :

- a) un électeur admissible n'y a pas été inscrit;*
- b) un électeur admissible n'y a pas été inscrit correctement;*
- c) une personne qui n'a pas droit de vote a été inscrite sur la liste;*
- d) un électeur admissible y a été inscrit contre son gré.*

Written applications can be submitted to

Les demandes par écrit peuvent être déposées à l'endroit suivant :

Location <i>Lieu</i>	up to	au plus tard à
Time <i>Heure</i>	on	le
Date <i>Date</i>		

Those persons who have made written applications for revisions of the list of electors are not required to appear in person before the Board of Revision.

Les personnes qui déposent une demande de révision de la liste électorale ne sont pas tenues de se présenter devant la Commission de révision.

Given under my hand this _____ day of _____ at _____ in the Yukon Territory.
Donné sous mon seing ce _____ jour de/d' _____ 20____, à _____ (Yukon).

X _____
Designated municipal officer
Fonctionnaire municipal désigné



NOTICE OF APPLICATION FOR REVISION
 TO THE PRELIMINARY LIST OF ELECTORS
AVIS DE DEMANDE DE RÉVISION
 DE LA LISTE ÉLECTORALE PRÉLIMINAIRE

This application for revision of the preliminary list of electors must be filed with the municipal clerk's office no later than

La présente demande de révision de la liste électorale préliminaire doit être parvenue au bureau du/de la secrétaire de la municipalité au plus tard à

Time / *Heure*

 on / *le*
 Day of week and date / *Jour de la semaine et date*

A. I hereby apply to the Board of Revision to have / **A. Par la présente, je demande à la Commission de révision d'AJOUTER**
 Full name / *Nom et prénom(s)*

of / *résidant au*
 Street address (& mailing address if different) / *Adresse municipale (et adresse postale, si différente de l'adresse municipale)*

ADDED to the list of electors for the municipality of / *à la liste électorale de la municipalité de/d'*
 Municipality / *Municipalité*

on the grounds that this person is an eligible elector and has been omitted from the preliminary list of electors. / *parce que cette personne est un électeur/une électrice admissible et que son nom n'a pas été inscrit à la liste électorale préliminaire.*

OR / **OU**

B. I hereby apply to the Board of Revision to have / **B. Par la présente, je demande à la Commission de révision de RADIER**
 Full name / *Nom et prénom(s)*

of / *résidant au*
 Street address (& mailing address if different) / *Adresse municipale (et adresse postale, si différente de l'adresse municipale)*

DELETED from the list of electors for the municipality of / *de la liste électorale de la municipalité de/d'*
 Municipality / *Municipalité*

on the grounds that this person is not eligible to vote, OR being an eligible voter, I wish to delete my name for reasons of confidentiality, as per s.59.6 of the *Municipal Act*. / *parce que cette personne n'a pas droit de vote OU, bien qu'elle ait droit de vote, demande à être radiée pour des raisons de confidentialité en vertu de l'art. 59.6 de la Loi sur les municipalités.*

OR / **OU**

C. I hereby apply to the Board of Revision to have the following change(s) made to the list of electors: / **C. Par la présente, je demande à la Commission de révision d'apporter le(s) changement(s) suivant(s) à la liste électorale.**

CHANGE (name) / **REEMPLACER** (nom) to (name) / **par** (nom)

CHANGE (address) / **REEMPLACER** (nom) to (address) / **par** (adresse)

I hereby certify that the above statements are true and correct and that I am eligible to vote at the municipal election to be held on / *Par la présente, j'atteste que les déclarations ci-dessus sont vraies et exactes et que je suis autorisé(e) à voter aux élections municipales devant avoir lieu le*

Date / _____

 Name of applicant / *Nom du demandeur/de la demandeuse*

 Street address / *Adresse municipale*

 Mailing address (if different) / *Adresse postale (si différente de l'adresse municipale)*

X _____
 Applicant / *Signature du demandeur/de la demandeuse*



REVISED LIST OF ELECTORS
CERTIFICATE OF BOARD OF REVISION

LISTE ÉLECTORALE RÉVISÉE
CERTIFICAT DE LA COMMISSION DE RÉVISION

The undersigned member(s) of the Board of Revision certify (certifies):

Je (Nous), soussigné(s), membre(s) de la Commission de révision, atteste (attestons) que :

1. that all applications requesting changes to be made in the preliminary list of electors were reviewed on

1. toutes les demandes de modification de la liste électorale préliminaire ont été étudiées le

Day of week and date
Jour de la semaine et date

2. that amendments and necessary changes in the preliminary list of electors are shown in red ink on that list;

2. les modifications et les changements nécessaires apportés à la liste électorale préliminaire sont inscrits à l'encre rouge sur cette liste;

3. that this is the revised list of electors for the

3. la présente liste constitue la liste électorale révisée pour le/la

Municipality
Municipalité

of

de

Name
Nom

Date

X
Chairperson • *Président*

X
Member • *Membre*

X
Member • *Membre*

Received by • Reçu par

Date

X
Returning officer • *Directeur du scrutin*

Received by • Reçu par

Date

X
Designated municipal officer • *Fonctionnaire municipal désigné*



**NOTICE OF NOMINATIONS
AVIS DE PRÉSENTATION DES CANDIDATURES**

Notice is hereby given to the electors of
the municipality of

Par la présente, avis est donné aux électeurs du/de la

Municipality
Municipalité

of

de/d'

Place
Localité

Mayor and/or
of councillors
*De maire/de
conseillers*

that nominations for the position(s) of

que les candidatures pour le(s) siège(s)

Day of week and date
*Jour de la semaine
et date*

will be received on

seront reçues le

from the hours of ten o'clock in the forenoon
to twelve o'clock noon, at

de 10 h à midi, à l'endroit ci-dessous :

Place
Lieu

Nomination papers can be obtained at the
Municipal Office during regular office hours.

*On peut se procurer des déclarations de candidature au
bureau de la municipalité, durant les heures habituelles
d'ouverture.*

Nomination papers may also be filed with
the returning officer at

*On peut également déposer les déclarations de candidature
auprès du directeur du scrutin, à l'adresse suivante :*

Address
Adresse

before the close of nominations at noon on

au plus tard à midi, le

Day of week and date
*Jour de la semaine
et date*

In the event of a poll being necessary,
Polling Day will be on

*S'il devenait nécessaire de tenir un scrutin, celui-ci aura
lieu le*

Day of week and date
*Jour de la semaine
et date*

Given under my hand this _____ day of _____ at _____ in the Yukon Territory.
Donné sous mon seing ce _____ jour de/d' _____ 20____, à _____ (Yukon).

X _____
Returning officer
Directeur du scrutin

Nomination paper of a person to be a candidate at an election to be held in the municipality of

Déclaration de candidature à une élection qui aura lieu dans la municipalité de/d'

Municipality
Municipalité

for the office of

pour le poste de

Office
Poste

Note that this nomination paper may only be signed by electors entitled to vote for the office mentioned within.

Veillez noter que la présente déclaration de candidature ne peut être signée que par des électeurs habiles à voter pour le poste susmentionné.

**CONSENT OF NOMINEE AND
DECLARATION OF QUALIFICATION**

**CONSETEMENT DE LA PERSONNE MISE EN
CANDIDATURE ET DÉCLARATION D'ADMISSIBILITÉ**

Name
Nom

I, the said

Je,

Street address (& mailing address if different)
Adresse municipale
(et adresse postale, si différente)

of

du

Office
Poste

named in this nomination paper hereby state that on the date of nomination I:

faisant l'objet de la présente déclaration de candidature, déclare que :

1. will be eighteen (18) years of age or older on polling day;
2. am a Canadian citizen;
3. am eligible to vote at this election;
4. am a resident of the municipality or ward for one year prior to polling day;
5. am not otherwise disqualified; and
6. will, if elected, accept the office of

1. j'aurai au moins dix-huit (18) ans le jour du scrutin;
2. j'ai la citoyenneté canadienne;
3. je suis admissible au vote à ces élections;
4. je réside dans la municipalité ou le quartier depuis au moins un an le jour du scrutin;
5. je n'ai aucune raison d'être inhabile à siéger;
6. si on m'élit, j'accepterai le poste de

Municipality
Municipalité

for the municipality of

de la municipalité de/d'

Signed in the presence of • Signé en présence de

X _____
Returning officer, notary public or designated municipal officer
Directeur du scrutin, notaire public ou fonctionnaire municipal désigné

X _____
Nominee
Candidat

We, the undersigned electors, whose signatures appear opposite our names, and who are entitled to vote for the office mentioned herein, hereby nominate the aforesaid person to be a candidate for that office at the elections to be held in this municipality.

Nous soussignés, électeurs dont les signatures figurent à droite de nos noms et étant habiles à voter pour le poste précité, proposons la candidature de la personne susmentionnée pour ce poste lors de l'élection qui aura lieu dans la municipalité.

	Names of electors within municipality <i>Noms des électeurs de la municipalité</i>	Signatures of nominators <i>Signatures des personnes qui présentent la candidature</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Note that the Statement of Disclosure on the reverse of this form must be completed.
Prenez note que la déclaration se trouvant au dos du présent formulaire doit être remplie.

STATEMENT OF DISCLOSURE • DIVULGATION

The following is a requirement under the *Yukon Municipal Act* which became law on January 15, 1999.

Section 77.(1)(f) Insofar as is consistent with the principles of the *Canadian Charter of Rights and Freedoms* and the *Human Rights Act*, a statement in the prescribed form signed by the person being nominated in which they disclose all their convictions within the preceding 10 years for indictable offenses under the *Criminal code* for which they have not received a pardon.

This statement is not to include offenses under the *Young Offenders Act*.

I hereby swear or affirm that I have no convictions to disclose as outlined above;

OR

I disclose the following:

La Loi sur les municipalités entrée en vigueur le 15 janvier 1999 prévoit ce qui suit :

Alinéa 77(1)f) [D]ans la mesure où sont respectés les principes énoncés dans la Charte canadienne des droits et libertés et dans la Loi sur les droits de la personne, une déclaration – établie selon le modèle réglementaire – signée par le candidat dans laquelle il divulgue toutes ses condamnations au cours des 10 années précédentes relatives à des actes criminels prévus au Code criminel à l'égard desquelles il n'a pas reçu le pardon.

Cette déclaration exclut les infractions visées par la Loi sur les jeunes contrevenants.

Je jure ou affirme solennellement n'avoir aucune condamnation à divulguer

OU

Je me dois de divulguer ce qui suit :

Print name
Nom en lettres moulées

X _____
Signature
Signature

Date
Date

Signed in the presence of • Signé en présence de

X _____
Returning officer, notary public or designated municipal officer
Directeur du scrutin, notaire public ou fonctionnaire municipal désigné

Municipality
Municipalité

Place
Localité

Public notice is hereby given to the electors of the municipality named above that a poll has become necessary at the election now pending, and that I have ordered such poll; and further that the persons duly nominated as candidates for whom only votes will be received at the said election for the offices named below, are:

Par la présente, avis est donné aux électeurs de la municipalité susmentionnée que j'ai ordonné l'organisation d'un scrutin aux prochaines élections. De plus, avis est également donné que les personnes dûment nommées comme candidates, les seules pour lesquelles il sera possible de voter auxdites élections, pour les sièges indiqués ci-dessous, sont les suivantes :

Offices • Sièges	Surname, first name(s) • Nom, prénom usuel et autres prénoms
Mayor Maire	
Councillors Conseillers	

Such poll will be open as follows, and every person is hereby required to take notice and govern themselves accordingly.

Les heures d'ouverture des bureaux de scrutin seront indiquées ci-après. Veuillez prendre note des renseignements suivants, et vous y conformer.

Advance poll

Scrutin par anticipation

Day/month/year
Jour/mois/année

The advance poll shall be open between the hours of

Les bureaux de scrutin par anticipation seront ouverts de

Time
Heure

and • à

at

à

Location
Lieu

Regular poll

Scrutin général

Day/month/year
Jour/mois/année

The regular poll shall be open between the hours of

Les bureaux de scrutin général seront ouverts de

Time
Heure

and • à

at

à

Location
Lieu

Given under my hand this _____ day of _____ at _____ in the Yukon Territory.
Donné sous mon seing ce _____ jour de/d' _____ 20____, à _____ (Yukon).

X _____
Returning officer
Directeur du scrutin



**ADVANCE POLL OATH
DÉCLARATION SOUS SERMENT POUR
LE SCRUTIN PAR ANTICIPATION**

I

Je

Name
Nom

do swear (or solemnly affirm) that:

jure (ou affirme solennellement) que :

1. I am qualified as an elector of the

1. j'ai qualité d'électeur dans le/la

Municipality
Municipalité

of

de/d'

Name
Nom

and am entitled to vote at the election
to be held on

et que j'ai le droit de voter à l'élection qui aura lieu le

Date of election
Date du scrutin

and

et

2. a) I expect to be absent from the

2. a) je prévois m'absenter du/de la

Municipality
Municipalité

of

de/d'

Name
Nom

- on the day of the election and will not be able to vote on polling day; or
- b) I am unable to vote on polling day by matters of conscience; or
- c) I am unable to vote on polling day by circumstances beyond my control; or
- d) I am unable to vote on polling day by reason of physical disability; or
- e) I am unable to vote on polling day by reason that I am an election official or a candidate or a worker for a candidate.

- et serai incapable de voter le jour du scrutin; ou
- b) je serai incapable de voter le jour du scrutin parce que ma conscience me l'interdit; ou
- c) je serai incapable de voter le jour du scrutin en raison de circonstances indépendantes de ma volonté; ou
- d) je serai incapable de voter le jour du scrutin parce que je souffre d'une incapacité physique; ou
- e) je serai incapable de voter le jour du scrutin parce que je fais partie du personnel électoral, présente ma candidature ou travaille pour une personne qui présente sa candidature.

X _____

Applicant
Demandeur

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this day of _____ at _____ in the Yukon Territory.
ce _____ jour de/d' _____ 20 _____ à _____ (Yukon).

X _____

Returning officer or deputy returning officer
Directeur du scrutin ou scrutateur



Municipality • *Municipalité* _____
 Place • *Lieu du scrutin* _____
 Polling division • *Section de vote* _____ Date _____

POLL BOOK REGISTRE DU SCRUTIN

Number <i>Numéro</i>	Name of vote <i>Nom de l'électeur</i>	Electors list number <i>N° sur la liste</i>	Sworn/affirmed as elector <i>Assermenté/déclaré comme ayant qualité d'électeur</i>	Voted for • <i>Type de scrutin</i>			Remarks <i>Observations</i>
				Councillor <i>Conseiller</i>	Mayor <i>Maire</i>	Submission <i>Consultation populaire</i>	

I		Je
Name <i>Nom</i>		
<hr/>		
of		<i>du</i>
Address <i>Adresse</i>		
<hr/>		
do swear (or solemnly affirm) that:		jure (ou affirme solennellement) que :
1. I am the printer for the pending election in the municipality of		<i>1. je suis l'imprimeur pour l'élection en cours dans le/la</i>
Municipality <i>Municipalité</i>		
<hr/>		
of		<i>de/d'</i>
Name <i>Nom</i>		
<hr/>		
2. the number of ballot papers printed and delivered to the returning officer for:		<i>2. le nombre de bulletins de vote imprimés et livrés au directeur du scrutin pour :</i>
a) the election of mayor was		<i>a) l'élection du maire était de</i>
Number <i>Nombre</i>		
<hr/>		
b) the election of members of council was		<i>b) l'élection des membres du conseil municipal était de</i>
Number <i>Nombre</i>		
<hr/>		
c) the submission was		<i>c) la consultation populaire était de</i>
Number <i>Nombre</i>		
<hr/>		
and that no other ballot papers have been supplied to any other person; and		<i>et qu'aucun autre bulletin de vote n'a été fourni à qui que ce soit;</i>
3. the ballot papers printed and delivered to the returning officer were in the form required by the <i>Municipal Act</i> .		<i>3. les bulletins de vote imprimés et livrés au directeur du scrutin répondaient aux exigences prescrites dans la Loi sur les municipalités.</i>

X _____
Printing company representative
Représentant de l'imprimeur

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this _____ day of _____ at _____ in the Yukon Territory.
ce _____ jour de/d' _____ 20____, à _____ (Yukon).

X _____
Notary public, returning officer or designated municipal officer
Notaire public, directeur du scrutin ou fonctionnaire municipal désigné



**OATH OF A CHALLENGED ELECTOR
SERMENT D'UNE PERSONNE DONT LA QUALITÉ
D'ÉLECTEUR EST MISE EN DOUTE**

I

Je

Name
Nom

of

du

Address
Adresse

do swear (or solemnly affirm) :

1. that I have resided in the municipality and in the ward, if any, for the period of one year immediately before the date of the poll;
2. that I have not voted before in this election at this or any other polling station;
3. that I have attained the age of 18 years;
4. that I am a Canadian citizen;
5. that I have directly or indirectly received no reward or gift, and do not expect to receive anything for the vote for which I now apply; and
6. (where a list of electors is being used) that I am the person referred to as

jure (ou affirme solennellement) que :

1. je réside dans la municipalité et le quartier, le cas échéant, depuis au moins un an à la date du scrutin;
2. je n'ai pas déjà voté à cette élection dans ce bureau de scrutin ou dans un autre bureau de scrutin;
3. j'ai atteint l'âge de 18 ans;
4. j'ai la citoyenneté canadienne;
5. je n'ai reçu, directement ou indirectement, aucun cadeau ou récompense, et je ne m'attends pas à recevoir quoi que ce soit en échange du vote faisant l'objet de la présente demande;
6. (lorsqu'on utilise une liste électorale) je suis la personne désignée sous le nom de

Name
Nom

in the list of electors being used in this election.

sur la liste électorale utilisée pour le scrutin en cours.

So help me God. (Delete in case of affirmation.)

Ainsi Dieu me soit en aide. (Omettre dans le cas d'une affirmation solennelle.)

X

Elector
Électeur

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this day of _____ at _____ in the Yukon Territory.
ce jour de/d' _____ 20____, à _____ (Yukon).

X

Returning officer or deputy returning officer
Directeur du scrutin ou scrutateur



**APPLICATION FOR REGISTRATION
DEMANDE D'INSCRIPTION**

Municipality
Municipalité

Polling division
number or ward
*Numéro de section
de vote ou quartier*

I

Je

Name
Nom

of

du

Address
Adresse

do hereby apply for registration as an elector by reason that:

1. I am the age of eighteen (18) years or older on polling day;
2. I am a Canadian citizen;
3. I have resided in the municipality for the period of one year immediately preceding polling day.

fait par la présente une demande d'inscription sur la liste électorale pour les raisons suivantes :

1. *j'aurai au moins dix-huit (18) ans le jour du scrutin;*
2. *j'ai la citoyenneté canadienne;*
3. *je réside dans la municipalité depuis au moins un an à la date du scrutin.*

OATH OF REGISTERED VOTER

SERMENT DE L'ÉLECTEUR INSCRIT

I, the undersigned, do swear (or solemnly affirm) that I am qualified as an elector and therefore entitled to vote in the election in the above-named municipality.

Je, soussigné, jure (ou affirme solennellement) que j'ai qualité d'électeur et que, par conséquent, j'ai le droit de voter à l'élection qui aura lieu dans la municipalité susmentionnée.

X

Applicant
Demandeur

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this _____ day of _____ at _____ in the Yukon Territory.
ce _____ jour de/d' _____ 20____, à _____ (Yukon).

X

Returning officer or deputy returning officer
Directeur du scrutin ou scrutateur



**OATH OF ELECTOR'S ASSISTANT
SERMENT DE LA PERSONNE QUI ASSISTE L'ÉLECTEUR**

The *Municipal Act* provides that an elector who is unable to mark their ballot is entitled to have a person assist them in the marking of their ballot. The person assisting the elector is required to take the following oath.

Sous le régime de la Loi sur les municipalités, un électeur qui n'est pas en mesure de remplir son bulletin de vote peut se faire aider d'une autre personne pour le faire. La personne qui aide l'électeur à remplir son bulletin de vote doit prêter le serment suivant :

I,

Je,

Name
Nom

do swear (or solemnly affirm)

jure (ou affirme solennellement)

a) that I will assist the elector by marking their ballot as they direct;

a) que je remplirai le bulletin de vote de l'électeur selon ses instructions;

and

et

b) that I will keep secret the name of the candidate or candidates for whom I, as assistant, have marked the elector's ballot.

b) que je garderai secret le nom des candidats que j'ai cochés à la demande de l'électeur.

X

Elector's assistant • *Personne chargée d'aider l'électeur*

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this day of at in the Yukon Territory.
ce jour de/d' 20____, à (Yukon).

X

Returning officer or deputy returning officer • *Directeur du scrutin ou scrutateur*

The *Municipal Act* provides that an elector who is unable to mark their ballot is entitled to have a person of their choice witness the marking of their ballot. A person may act as a witness only once at the same election and only after they have taken the following oath.

La Loi sur les municipalités prévoit que l'électeur qui est incapable de marquer son bulletin de vote a droit à ce qu'une autre personne soit témoin de la marque qui est apposée sur son bulletin. Une personne ne peut agir à titre de témoin qu'une fois lors d'une élection et à la condition d'avoir prêté le serment ou fait l'affirmation ci dessous.

I

Je

Name
Nom

do swear (or solemnly affirm):

jure (ou affirme solennellement) :

a) that I will keep secret the name of the candidate or candidates for whom I as witness see the ballot papers of the voter marked; and

a) que je ne révélerai à personne le(s) nom(s) du(des) candidat(s) choisi(s) à titre de témoin de la marque apposée sur le bulletin de vote de l'électeur;

b) that I have not at this election acted as witness for another elector to observe the marking of a ballot paper.

b) je n'ai pas, lors de ces élections, agi à titre de témoin de la marque apposée sur le bulletin de vote d'un autre électeur.

X _____

Witness
Témoin

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this _____ day of _____ at _____ in the Yukon Territory.
ce _____ jour de/d' _____ 20____, à _____ (Yukon).

X _____

Returning officer or deputy returning officer
Directeur du scrutin ou scrutateur



**AUTHORIZATION OF AGENT
AUTORISATION D'UN REPRÉSENTANT**

Candidate:

Candidat :

Name
Nom

Agent:

Représentant :

Name
Nom

The above-named person is hereby authorized by the *Municipal Act* to be present as my agent at a polling station during the time appointed for polling and/or at the counting of the votes at the election on

Conformément à la Loi sur les municipalités, la personne susmentionnée est autorisée par la présente à me représenter à un bureau de scrutin pendant le vote et le dépouillement des votes à l'élection du

Day of week
and date
*Jour de la semaine
et date*

X

Candidate
Candidat

OATH OF AGENT OF CANDIDATE

SERMENT DU REPRÉSENTANT

I, the undersigned agent of the candidate named above, do swear (or solemnly affirm) that I will conduct myself according to law, and that I will keep secret the results of any poll until such time as the results of that poll have been officially reported.

Je soussigné, représentant du candidat susmentionné, jure (ou affirme solennellement) que je respecterai la loi et que je ne révélerai à personne les résultats de tout scrutin jusqu'à ce que les résultats dudit scrutin aient été divulgués officiellement.

X

Candidate's agent
Représentant du candidat

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this day of _____ at _____ in the Yukon Territory.
ce _____ jour de/d' _____ 20____, à _____ (Yukon).

X

Returning officer or deputy returning officer
Directeur du scrutin ou scrutateur



Date _____

TALLY SHEET FEUILLE DE COMPTAGE

Candidate Candidat	Candidate Candidat	Candidate Candidat	Candidate Candidat	Candidate Candidat	Candidate Candidat	Candidate Candidat	Candidate Candidat	Candidate Candidat	Candidate Candidat	Candidate Candidat	Candidate Candidat	
5						5						5
10						10						10
15						15						15
20						20						20
25						25						25
30						30						30
35						35						35
40						40						40
45						45						45
50						50						50
55						55						55
60						60						60
65						65						65
70						70						70
75						75						75
80						80						80
85						85						85
90						90						90
95						95						95
100						100						100
105						105						105
110						110						110
115						115						115



BALLOT ACCOUNT
TO BE PREPARED IN DUPLICATE AT EACH POLLING STATION
PROCÈS-VERBAL DU SCRUTIN
À PRÉPARER EN DOUBLE POUR CHAQUE BUREAU DE SCRUTIN

Municipality
Municipalité _____

Number of ballot papers received
Nombre de bulletins de vote reçus _____

Candidate's name • <i>Nom du candidat</i>	Number • <i>Nombre de votes</i>

Ballots counted as valid • *Bulletins valides*
Ballots counted as valid to which objection has been made (_____)
Bulletins valides faisant l'objet d'une opposition
Ballots rejected • *Bulletins rejetés*
Ballot papers unused or spoiled • *Bulletins inutilisés ou détériorés*

TOTAL

Given under my hand this _____ day of _____ at _____ in the Yukon Territory.
Donné sous mon seing ce _____ jour de/d' _____ 20 _____, à _____ (Yukon).

X _____
Returning officer or deputy returning officer
Directeur du scrutin ou scrutateur



OATH OF OFFICE
MAYOR AND COUNCILLORS
SERMENT PROFESSIONNEL
MAIRE ET CONSEILLERS MUNICIPAUX

Mayor-elect or
councillor-elect
*Maire élu ou conseiller
municipal élu*

I,

Je,

for the municipality of

de la municipalité de

Municipality
Municipalité

do swear / or affirm

jure ou affirme solennellement

1. THAT I am a Canadian citizen;
2. THAT I am not in anyway disqualified from holding the office of

1. *être citoyen canadien;*
2. *n'être en rien inhabile à occuper le poste de*

Mayor or councillor
*Maire ou conseiller
municipal*

3. THAT I have not, nor will I have while holding office, any interest, directly or indirectly, in any contract or services connected with the said municipality, except such as I may lawfully have under the provisions of the *Municipal Act*;
4. THAT I have not, by myself or any other person, knowingly employed any bribery, corruption or intimidation to gain my election;
5. THAT I will not, without due authority in that behalf, disclose or make known any matter that comes to my knowledge by reason of my office; and
6. THAT I will faithfully perform the duties of my office, and will not allow any private interest to influence my conduct in public matters.

3. *ne pas avoir et ne pas chercher à avoir d'intérêt direct ou indirect dans les contrats ou les services avec la municipalité, sauf dans la mesure où les dispositions de la Loi sur les municipalités l'autorisent;*
4. *ne pas avoir directement ou indirectement touché de pot-de-vin, ni recouru à la corruption ou à l'intimidation en vue d'être élu à ce poste;*
5. *ne pas divulguer ni révéler l'information privilégiée que je pourrais acquérir en raison de mon poste sans en avoir obtenu l'autorisation adéquate au préalable;*
6. *remplir sincèrement mes fonctions et ne permettre à aucun intérêt privé d'influer sur ma conduite en ce qui a trait aux questions d'intérêt public.*

So help me God.

Ainsi Dieu me soit en aide.

X

Signature

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this day of _____ at _____ in the Yukon Territory.
ce jour de/d' _____ 20____, à _____ (Yukon).

X

Supreme court judge, territorial court judge, justice of the peace, notary public, or designated municipal officer
Juge de la Cour suprême, juge de la Cour territoriale, juge de paix, notaire public ou fonctionnaire municipal désigné



OATH OF ALLEGIANCE SERMENT D'ALLÉGEANCE

I,

Name
Nom

Je,

do swear / or affirm that I will be faithful and bear true allegiance to His Majesty King Charles the Third, her heirs and successors according to law.

So help me God.

jure ou affirme solennellement *fidélité et sincère allégeance à Sa Majesté la Reine Élisabeth Deux, à ses héritiers et successeurs, suivant la loi.*

Ainsi Dieu me soit en aide.

X _____

Signature

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this day of _____ at _____ in the Yukon Territory.
ce jour de/d' _____ 20____, à _____ (Yukon).

X _____

Supreme court judge, territorial court judge, justice of the peace, notary public, or designated municipal officer
Juge de la Cour suprême, juge de la Cour territoriale, juge de paix, notaire public ou fonctionnaire municipal désigné



**Village of Haines Junction
Report to Council**

July 24, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Shakwak Street Survey Posts

Recommendation

Council, take into consideration this report and provide staff with direction on how to proceed with the reposting of lot corners for Lots 4-9 Block 18 on Shakwak Street.

Background

Lots 4-9 Block 18 were purchased by the Village of Haines Junction from Whitehorse Savings Ltd. in 2021 through a private sale. Administration was directed to offer a counter sale of six lots on Shakwak Street (Council Motion #151-24). The lots were available for sale beginning at 8:30am on Monday June 17, 2024 and all lots were sold by 5:00pm on Thursday July 4, 2024. During the counter sale process, purchasers inquired about the location of the lots and presence of survey posts. Public Works employees have not been able to locate any posts in the past. Upon further investigation, a post inventory was completed by Underhill Geomatics in 2022 which found that all posts for Block 18 had been removed, prior to the Phase III water and sewer upgrade work.

Current Status

Quotes were sought from Underhill Geomatics and Challenger Geomatics to complete a reposting of Block 18 Lots 4-9.

The quotes and timelines are as follows:

- Challenger Geomatics \$12,100.000 + GST (\$2,016.67 per lot), fieldwork mid July, final deliverables late September
- Underhill Geomatics \$15,500.00 + GST (\$2,583.33 per lot), fieldwork mid July, final deliverables early August
- The final invoice will reflect the time charged to this project.

The scope of work would include:

- Research to rebuild the legal fabric (prep work in advance of fieldwork)
- Re-establish all posts
- Field Notes of Reposting Plan/Plan of Survey to be registered with Canada Lands Survey Register

An email was sent to the Purchasers of the six Shakwak Street lots on Wednesday July 17, 2024 inquiring if there is interest in having the six lots reposted. The Village offered to administer the work with the final cost being shared among the Purchasers.

Administration is also investigating the possibility of hiring a Contractor to temporarily mark the approximate lot corner locations using satellite surveying techniques at a total cost of \$3,000.00 + GST. This work would not constitute a legal survey and would not be registered with the Canada Lands Survey Register. The points identified could only be used for information purposes and cannot be used to define boundaries.

Discussion/Analysis

The proposed options for resolution are:

1. Administration proceed with hiring a contractor to complete the reposting at the cost of the Village.
2. The Village proceed with hiring a contractor to mark the approximate lot corner locations using satellite surveying techniques.
3. If positive responses are received from all parties, the Village of Haines Junction can administer the reposting at the cost of the purchasers.
4. Do nothing. The lots were sold “on an as is where is basis” with “no collateral agreements, representations or warranties pertaining to the Property”. The Village has no legal obligation to provide survey posts.

Draft Resolution

THAT Administration proceed with option XX with regards to reposting of Block 18 Lots 4-9.

Prepared by

Lianna Grice
Project and Asset Manager

Reviewed by

David Fairbank
Chief Administrative Officer

**Report to Council
Village of Haines Junction
July 17, 2024**

RE: Local Community Group and Individuals Support Policy – Annual Report

Recommendation

That Council review and receive this report for information.

Background

In early 2021, Council approved the use of Federal Covid Restart Funds to waive facility fees for all local groups for the remainder of that year. Historically, Council had been increasingly requested to waive facility fees for various groups / events. Policy #36-21, Local Community Groups and Individuals Support Policy, was approved by Council on September 22, 2021, to address the issue of which groups would receive free rental

The objectives of the policy are:

- To maximize access to facilities by local community groups and participants by reducing financial barriers.
- Provide third party liability insurance for organizers of activities, as the municipal insurance policy does not cover groups or their volunteers who use our facilities.

User Group insurance is provided through SBC Insurance Brokers in BC and carries Commercial General Liability and Participant Liability of \$5 million (see attached summary of insurance coverage). A retained premium of \$2100.00 is required at the beginning of the policy term, a report detailing all insured users is submitted at the end of the term and any additional premiums are immediately payable.

Insurance is not provided to groups with their own insurance, members of provincial or national organizations, other levels of government, or to those providing any of the excluded activities listed by the insurer.

The policy requires that the value of waived fees and cost of insurance be reported to Council annually.

The following table shows the value of waived fees and insurance cost per user group by reporting period for the previous two years.

**Report to Council
Village of Haines Junction
July 17, 2024**

User Fees Insurance Reporting Period		Oct 2021 - Oct 2022		Oct 22 - Oct 23	
User Group	Facility Use	Value of Waived fees	Cost of Insurance	Value of Waived fees	Cost of Insurance
Augusto! Children's Festival	CC, Mezz, Arena	\$1,310	\$95	\$90	\$20
BGC Yukon	CC, Mezz, Arena, Skatepark	\$540	N/A	\$1,533	N/A
CAFN Boxing	CC, Mezz	\$420	N/A	-	-
CAFN Daycare	Bouncy Castle	\$293	N/A	\$475	N/A
CAFN Youth Programs	Convention Centre	\$428	N/A	-	-
Child Development Centre	Mezzanine	\$60	N/A	-	-
Community Market	Convention Centre	-	-	\$1,260	N/A
Creative Junction	Convention Centre, Mezzanine	\$6,053	\$675	\$2,584	\$170
Female Hockey Jamboree	Arena, Convention Centre, Mezzanine	-	-	\$1,470	N/A
Funerals	Convention Centre	\$270	-	\$270	-
Fitness Class	Mezzanine	\$120	Excluded	\$420	Excluded
Junction Arts and Music	Convention Centre	\$580	\$700	\$1,468	\$1,045
Junior Rangers	Mezzanine	\$1,350	N/A	\$2,220	N/A
Library	Convention Centre	-	-	\$180	N/A
Lions Club	Mezzanine, Convention Centre, Arena (Curling)	\$300	\$240	\$1,560	\$500
Minor Hockey	Arena Ice Time, Mezz, CC	\$5,564	Excluded	\$7,638	N/A
Participation	Mezzanine	-	-	\$60	N/A
Rec Hockey	Arena Ice Time	\$1,575	Excluded	\$2,100	Excluded
Romp 'n' Run	Mezzanine, Convention Centre (Bouncy Castle)	\$4,924	\$780	\$5,685	\$80
SECS (Grad, performances, etc)	Convention Centre	\$540	N/A	\$973	N/A
Seniors (Yoga, Bowling, etc.)	Convention Centre, Mezzanine	\$1,140	\$360	\$1,425	\$115
Ski Club	Convention Centre	-	-	\$630	\$195
STEP Class	Mezzanine	\$30	Excluded	\$390	Excluded
Threadbearers Quilting Group	Convention Centre	\$2,970	\$105	\$2,700	\$140
Zumba	Convention Centre, Mezzanine	\$990	Excluded	-	-
Echo Newsletter	Photocopies	\$1,005	N/A	\$819	N/A
TOTALS		\$30,461	\$2,955	\$35,948	\$2,265

Attachments

Policy #36-21, Local Community Groups and Individuals Support Policy

SBC Insurance 2023 – 24 Coverage Summary and Rating Schedule

Conclusion

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

Prepared by

Donna Istchenko, Treasurer

**Village of Haines Junction
Local Community Group and Individuals Support Policy**

Policy #36-21

Objective:

This policy defines the Village of Haines Junction support to local Community Groups and Individuals living in the Haines Junction/Dakwākāda region.

Parameters:

The policy is applicable to Local Community Groups and Individuals residing in the Haines Junction/Dakwākāda region.

Village Staff will annually report to Mayor and Council the value of the waived fees and the cost of the insurance policy.

Rationale:

The rationale for this policy is to:

1. Provide support to community groups and individuals organizing services, programs, or activities by reducing complexity of obtaining the use of municipal recreation and convention centre facilities;
2. Reduce financial barrier for local people who want to participate in events, services or activities held at the convention centre or at recreational facilities;
3. Increase the usage of municipal facilities; and,
4. Provide 3rd Party Liability for organizers of activities.

Definitions:

Cleaning – sanitation to reduce the transmission of infectious diseases and return the facilities to the condition that they were offered in.

Fees – those fees ordinarily charged to individuals or groups for the use of Village of Haines Junction recreational or convention centre facilities and the fees for offsite use of tables and chairs.

Insurance Policy – a insurance policy that provides \$2,000,000 third (3rd) party liability insurance, or as amended.

Local Community Group – a group of people comprised mainly of people residing in the Haines Junction / Dakwākāda. It will ordinarily meet the following criteria:

- Membership to the group is open to everyone;
- Provides a service, program, or activity to our community (Haines Junction/Dakwākāda);
- Access to the service, program, event, or activity is open to all residents;
- Does not charge a fee to attendees;
- The group may be a registered society or simply a group of individuals;
- The group will not have paid staff;
- The group will be a non-profit group.

Private Party – these are groups holding activities, programs, events, or services that are restricted to specific individuals. Examples of a Private Party include weddings and birthday parties.

Excluded Activities – these are activities for which the Insurance Policy does not apply. This includes activities such as: alpine skiing, boxing, climbing walls, contact martial arts, gymnastics, kickboxing, minor hockey (18 & under), and rugby.

Support:

This policy will:

- Permit Local Community Groups to use municipal owned recreation and convention centre facilities at no cost to the Community Group;
- Provide 3rd Party Liability insurance to eligible Community Groups and,
- Enable free access for residents to recreational opportunities provided by the Municipality.

Local Community Group and Individual Exceptions:

The Chief Administrative Officer may grant exceptions to the eligibility criteria to Local Community Groups and Individuals on a case-by-case basis.

Private Parties:

Private Parties are not eligible to benefit from this policy unless otherwise indicated.


Bouncy Cow Castle:

The Bouncy Cow Castle shall be available free-of-charge to private parties during designated hours according to the facility rental availability.

Implementation:

The Chief Administrative Officer is responsible for the implementation of this policy.

Adopted by Resolution #308-21 on the 22nd day of September, 2021.



Dan Rodin, Chief Administrative Officer

Local Community Group and Individual Support Policy Procedures

Individuals Attending Events, Programs, Service or Activities

Adults may be required by employees to provide documentation of their residency in the Haines Junction/ Dakwākāda region. Children need to be accompanied by an adult with the required residency document.

Community Group Use

Community Groups will be required to complete the Free-Use Rental Application (Appendix “A”) when requested by employees of the Municipality of Haines Junction.

Additional Items

Community Groups requesting linens and wireless microphones will be required to pay a fee pursuant to the Municipal Fees Bylaw

Offsite Use

Materials may be used off-site at the discretion of the Chief Administrative Officer or delegate.

Facility Cleaning

Community Groups will be required to clean the facilities after use or pay an agreed upon cleaning fee.

Community Group Booking

Community Groups may book two annual events six months in advance.

Other bookings can only be made two months in advance. The location of these bookings is at the discretion of the Village and may be changed at any time to accommodate other users. The Village will strive to provide advance notice regarding any location changes.

Community Group Booking Cancellations

Groups must provide at least one-week prior notice of a cancellation. Failure to provide notice twice within a thirty (30) day period will result in the Group losing the right to make a free-use booking for a thirty (30) day period.

First Come First Served

Bookings will be made on a First Come First Served basis. All Community Groups are requested to ensure that other Community Groups are afforded good times slots during which to hold events or activities.



Village of Haines Junction

Recreational Facilities

Free-Use Rental Application

Rental Information:

Please complete the following to help the Village determine whether your rental request falls under the Village's Local Community Group and Individual Support Policy. Additional information may be requested by the Village. This application is to be completed in conjunction with the standard Village of Haines Junction Rental Agreement.

1) Organiser and applicant: _____

2) Which of the following categories best describes the person/group organizing the event?

Non-profit

Business

Government

Private Individual

Other: _____

3) Are you based out of the greater Haines Junction/Dakwākāda area? *Yes* *No*

4) Description of event: _____

5) Is your event open to the general public? *Yes* *No*

6) Will your event be advertised to the general public, and how? *Yes* *No*

7) Will there be any costs / charges to attendees of the event? *Yes* *No*

8) If yes, how will the proceeds be allocated? (e.g. fundraiser):

Office Use Only

This application for free use of Village facilities is:

Accepted

Accepted with conditions

Denied

Additional information (if applicable): _____

Date of decision: _____

Name of Village Representative

Signature of Village Representative



Village of Haines Junction Recreational Facilities Free-Use Rental Application

Free-Use Terms and Conditions:

Please note that these terms and conditions are in addition to the terms and conditions in the standard Village of Haines Junction Rental Agreement.

.....
Facility fees for the St. Elias Convention Centre and the Bill Brewster Arena Mezzanine are being waived in order to support safe and affordable recreational opportunities to our community. This excludes private and for-profit events other than fundraisers.

Free-use of the Village Recreational Facilities does not include any Covid-19 sanitization required at the time of the event. You will be responsible for either completing the sanitization process or paying the sanitization surcharge as outlined on the Rental Agreement.

With the exception of two annual events, free-use bookings can only be confirmed for up to two months in advance.

The location of free-use bookings in Village Facilities is at the discretion of the Village and may be changed at any time to accommodate other users. The Village will strive to provide advance notice regarding any location changes.

Free-use renters must provide the Village with **one week prior notice** of any cancellations or changes to their bookings, unless there are extenuating circumstances, as determined by the Village. Failure to provide notice twice within a one month period will result in the user losing the right to make any further free-use bookings for a one month period.

It is the responsibility of the renter to ensure that all information contained in this application is accurate and up-to-date at the time of the event. Failure to do so may result in the Village charging for a rental should it be determined that the event does not fall under the free-use parameters set by the Village due to false or misleading information being contained in this application.

.....
I agree to the terms and conditions included in this application and hereby certify that all information contained in this application is accurate:

Applicant Signature

Date

FACILITY USER GROUP INSURANCE PROGRAM SUMMARY OF INSURANCE COVERAGE	
Insured: Policy No.: Insurance Company:	The Village of Haines Junction User Groups POLICY # PRG696341-03 Lloyd's Underwriters through Markel Canada Ltd.
The Insurance coverage under this Master Policy is valid only to those users and/or renters who have PURCHASED AND PAID for coverage under this program and only for those dates reported in the Rental Agreement on file with the Corporation of the District of North Vancouver User Groups .	

Insurance as described herein has been arranged on behalf of the Insured named herein under the following policy; and as more fully described in said policy and any endorsements attached thereto.

COVERAGE	LIMITS OF LIABILITY
Commercial General Liability – Per Occurrence	\$5,000,000
Participant Liability	\$5,000,000
Tenant's Legal Liability – Any one premises	\$250,000
Medical Expense – Non participant third party	\$1,000
Aggregate Limit – Products & Completed Operations Hazard	\$5,000,000
Bodily Injury / Property Damage & Legal Expense Deductible	\$1,000
Host Liquor Liability Coverage Included ONLY when Liquor Liability Premium has been paid	

Insured's include your employees, volunteers, executives, managers, coaches, trainers and participants while acting within the scope of their duties on your behalf.

NOTE: A SUB-CONTRACTOR, VENDOR OR EXHIBITOR IS NOT CONSIDERED AN EMPLOYEE AND THEREFORE NOT COVERED UNDER YOUR POLICY.

Additional Insured: The Village of Haines Junction is added as additional insured but only with respect to liability arising out of the operations performed by the Village of Haines Junction "User Groups", as per list on file.

ENDORSEMENTS & EXCLUDED ACTIVITIES
Incidental Medical Malpractice Liability, Additional Insured, Data Exclusion, Terrorism Exclusion, Asbestos Exclusion, Fungi Exclusion, and Abuse or Molestation Exclusion, Virus, Bacteria Disease and Contagion Exclusion, Sanction Limitation Endorsement Excluded Activities: Alpine Skiing, Boxing, Climbing Walls, Contact Hockey, Contact Martial Arts, Cycling, Fireworks (unless under the direction of a Fireworks Supervisor), Gymnastics, Horse Related, Kickboxing, Lacrosse, Minor Hockey (18 & under), Rugby, Skateboarding / Skateboard Parks, Snowboarding, Tackle Football, Trampoline
IMPORTANT NOTES
This Policy covers your legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and other resulting from your activity. In addition, your legal liability for injury to participants is covered. The typical types of claims filed against you include spectator slip/trip/fall injuries and injuries to sport participants. The Liability Policy DOES NOT provide Benefits for Medical Expenses incurred as a result of an injury sustained by an insured member, while participating in a sanctioned insured activity. The Liability Policy PROTECTS YOU IN THE EVENT OF A LAWSUIT against claims of bodily injury or property damage. Insurance coverage ONLY applies to the activity and dates disclosed on the permit application.

This is only a summary of the insurance provided under the Policy and constitutes a statement of the facts as of the date of issuance. These facts are so represented only to the addressee. This document does not list all policy wordings, limitations, exclusions and warranties that form part of the policy. The actual wording of the policy governs in all situations.

**VILLAGE OF HAINES JUNCTION USER GROUPS (AS ON FILE)
 USER GROUP RATING SCHEDULE – POLICY #PRG696341-02
 2,000,000 Commercial General Liability**

Rates effective – November 21, 2023

Internal Use Only

Sport Activities

Low Risk Activities: Badminton, Bowling, Curling, Dance Lessons, Horseshoes, Pickleball, Tennis
 Medium Risk Activities: Baseball, Basketball, Field Hockey, Floor Hockey, Handball, Racquetball, Soccer, Softball, Squash, Swimming with Lifeguard, Non-Contact Touch / Flag Football, Track & Field, Volleyball

Refer to broker for all other sports

Excluded Activities: Alpine Skiing, Boxing, Climbing Walls, Contact Hockey, Martial Arts, Cycling, Fireworks, Gymnastics, Horse Related, Kickboxing, Lacrosse, Rugby, Skateboarding/Skateboard Parks, Snowboarding, Tackle Football, Trampoline

Insurance inquiries & non-Canadian user groups must be referred to broker

Type of Event	# of Participants	Premium		
		Low	Medium	High
One Day Sport Activities <ul style="list-style-type: none"> 2-3 day sport activities are twice daily rate 	1-25	\$20	\$35	Refer
	26-100	\$35	\$60	Refer
	101-250	\$60	\$85	Refer
	Over 250	Refer	Refer	Refer
Beer Garden – applicable to sporting events	1-100	\$110/day		
	101-250	\$160/day		
	251-500	\$210/day		
All Season Sport Activities (except hockey)	1-25	\$40	\$85	Refer
	26-100	\$85	\$160	Refer
	101-250	\$160	\$235	Refer
	over 250	Refer	Refer	Refer

Adult Recreational Non-Contact Ice Hockey	Season September – April	Season May - August
Adult pickup – max. 30 players	\$135	\$85
Adult league	\$210/team	\$110/team
Adult tournaments	Up to 8 teams	\$260
	9-16 teams	\$385
	Over 16 teams	Refer
One time adult recreational non-contact ice hockey	1-30 players	\$25 (max 1½ hrs)
One time recreational skating <ul style="list-style-type: none"> no sticks or pucks 	1-25 participants	\$25 (max 1½ hrs)
	26-100 participants	\$45 (max 1½ hrs)
	101-250 participants	\$85 (max 1½ hrs)

Recreational Non-Contact Ball / Roller Hockey	Season September – April	Season May - August
Pickup – max 30 players	\$110	\$110
League	Refer	Refer

Meetings & Events

Type of Event	# of Participants	Premium	
Meetings – No Alcohol (including arts & craft, bridge, etc.) <ul style="list-style-type: none"> seasonal – monthly: 3 times rate seasonal – weekly: 5 times rate 	1-25	\$20	
	26-100	\$25	
	101-250	\$35	
	Over 250	Refer	
Weddings, Block Parties, Small Kids Functions, i.e birthday parties, baptism <i>Note: Rates are lower than for events below due to the familiar relationship</i>	1-25	\$20	\$60
	26-100	\$35	\$110
	101-250	\$60	\$160
	Over 250	Refer	Refer
Events, including Festivals & Parades	1-25	\$35	\$85
	26-100	\$60	\$135
	101-250	\$85	\$210
	Over 250	Refer	Refer
<ul style="list-style-type: none"> 2-3 day meetings/events are twice daily rate 4-5 day meetings/events are triple daily rate 			

VILLAGE OF HAINES JUNCTION

BYLAW 413-24

A Bylaw to regulate the 2024 Municipal Election

WHEREAS, Section 56 (1) of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that a Council of a municipality shall by bylaw (a) appoint a returning officer to be responsible for the administration of the election or public vote; (b) establish the place for making nominations; (c) establish places that are reasonably accessible to electors who are physically incapacitated at which polls will be held if a poll is required and, subject to section 85, set hours during which polls shall be open; (d) appoint deputy returning officers as required, or delegate to the returning officer the power to appoint deputy returning officers; (e) otherwise arrange for the holding of the election or public vote; and

WHEREAS, Section 60 (1) (a) of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that Council may by bylaw dispense with the requirement of a list of electors for an election; and

WHEREAS, Section 60 (1) (b) of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that Council may by bylaw prescribe procedures and forms governing the conduct of elections otherwise consistent with the Act; and

WHEREAS, Section 61 (1) (b) of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that Council may by bylaw provide for a system of registration of persons entitled to vote at an election which shall include the prescribed oath required to be signed by each person applying to vote;

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

1.0 Short Title

1.1. This Bylaw shall be cited as the **2024 Municipal Election Bylaw #413-24**.

2.0 Purpose

2.1 The purpose of this bylaw is to regulate the conduct of the 2024 Municipal Election.

3.0 Definitions

3.1 “Election Official” means a person appointed to work in the election process.

3.2 “Returning Officer” means a person appointed by Council to conduct the election by receiving nominations, attending the polling place and having the power to ask the questions and receive the declarations or oaths authorized by law to be asked of and made by electors.

3.3 “CAO” means the Chief Administrative Officer for the Village of Haines Junction.

- 3.4 “Council” means the Village of Haines Junction Council, duly assembled, whose members are sworn to office.
- 3.5 “Deputy Returning Officer” means the person or persons appointed by the Returning Officer to act in his or her absence or as otherwise delegated by the Returning Officer.
- 3.6 “Poll Clerk” means a person or persons appointed by the Returning Officer to assist the Returning Officer in conduct of the election.

4.0 Election Officials

- 4.1 (TBD) is hereby appointed Returning Officer for the Village of Haines Junction 2024 Municipal Election.
- 4.2 Council hereby delegates to the Returning Officer authority to appoint Deputy Returning Officers and Poll Clerks, as necessary.
- 4.3 For the purposes of fulfilling the requirements of Part 3 of the Municipal Act, the CAO or their designate is appointed as the Designated Municipal Officer.
- 4.4 Election officials shall, during their appointment term, refrain from any active or public support or criticism of any candidate.

5.0 Nominations

- 5.1 Nomination day is Thursday, September 26, 2024.
- 5.2 The Municipal Office in the St. Elias Convention Centre, is hereby designated as the place for nomination proceedings.
- 5.3 Nominations will be accepted by the Returning Officer between 10:00 a.m. and 12:00 o’clock noon Thursday, September 26, 2024.
- 5.4 A completed nomination paper which has been witnessed by either the Returning Officer, Notary Public or Designated Municipal Officer, may be faxed to the Returning Officer or Designated Municipal Officer at 867 634 2008 by 12:00 o’clock noon Thursday September 26, 2024. It is the responsibility of the nominee to ensure the fax has been received.

6.0 Voting Opportunities

- 6.1 Where the Returning Officer declares that an election is required the following voting opportunities will be made available:
 - 6.1.1 Advance Poll;
 - 6.1.2 Mobile Poll;
 - 6.1.3 Special Ballot; and,
 - 6.1.4.1 General Polling Day.

7.0 Advance Poll

- 7.1 The St. Elias Convention Centre, on the main floor in the Atrium, is hereby designated as the place for Advance Poll proceedings.
- 7.2 The Advance Poll will take place on Thursday, October 10, 2024, between the hours of 8:00 a.m. and 8:00 p.m.
- 7.3 The Advance Poll is available to those voters who meet the legislated criteria for the Advance Poll.

8.0 Mobile Poll

- 8.1 The Mobile Poll will take place on Tuesday October 10, 2024, between the hours of 8:30 a.m. and 4:00 p.m.
- 8.2 The Mobile Poll is available to those voters who, due to physical incapacity, are incapable of attending a poll.
- 8.3 Polling will occur by arrangement with the Returning Officer.

9.0 Special Ballots

- 9.1 Special Ballots will be made available on October 3, 2024, by request to those voters who meet the legislated criteria.
- 9.2 Special Ballots must be returned to the Returning Officer by 2:00 p.m. on October 17, 2024.

10.0 General Polling Day

- 10.1 General Polling Day will take place on October 17, 2024, between the hours of 8:00 a.m. and 8:00 p.m. in the Atrium of St. Elias Convention Centre.

11.0 Fees

- 11.1 The following rates shall be paid to persons acting as election officers:
 - 11.1.1 Returning Officer \$40.00 per hour
 - 11.1.2 Deputy Returning Officer \$30.00 per hour
 - 11.1.3 Poll Clerks \$25.00 per hour

12.0 Registration of Voters

- 12.1 The Village of Haines Junction shall dispense with the requirement for a list of electors for the 2024 Municipal Election.
- 12.2 All persons meeting the eligibility criteria contained in Section 48 of the Municipal Act and wishing to cast a ballot shall be required to record their Name, Civic Address and Signature on the Approved Voter Registration List attached hereto as Schedule “A”.
- 12.3 The Returning Officer and Deputy Returning Officers appointed pursuant to Section 56 of the Municipal Act shall have the authority to administer the system of registration provided for in this bylaw, pursuant to Section 57 of the Municipal Act.

13.0 Prescribed Oaths

- 13.1 The Village of Haines Junction will use the forms and oaths provided by the Yukon Government.

14.0 Notice to Electors

- 14.1 Signage shall be displayed at all polling stations which shall inform voters of the following:
 - 14.1.1 The offences contained in Section 160 of the Municipal Act;
 - 14.1.2 The penalties associated with the offences contained in Section 164 of the Municipal Act; and
 - 14.1.3 A statement that, pursuant to this bylaw, the name of any individual challenged by a Returning Officer, Deputy Returning Officer, a candidate or candidate’s agent, or by an elector, who swears an oath of eligibility and votes in the election may be forwarded to the appropriate authorities for investigation and possible prosecution.

15.0 Enactment

- 15.1 This Bylaw shall come into force and effect on the adoption thereof.

16.0 Readings

- 16.1 Read a First time on the 24th day of July 2024
- 16.2 Read a Second time on the xx day of xx
- 16.3 Read a Third time and adopted on the xx day of xx

Bruce Tomlin, Mayor

Dave Fairbank, CAO

VILLAGE OF HAINES JUNCTION

BYLAW #411-24

A Zoning Bylaw for the Village of Haines Junction.

WHEREAS, Sections 278-299 of the Municipal Act requires Municipalities to adopt an Official Community Plan in accordance with the Municipal Act that must address:

- a) the future development and use of land in the municipality;
- b) the provision of municipal services;
- c) environmental matters in the municipality;
- d) the development of public utility and public transportation systems;
- e) provisions for the regular review of the OCP and zoning bylaw with each review to be held within a reasonable period of time.

WHEREAS, The Council of the Village of Haines Junction adopted Bylaw #383-211 Village of Haines Junction Official Community Plan in 2021.

WHEREAS Section 288 of the Municipal Act requires a Council Plan to adopt a zoning bylaw within two years, or as soon as is practicable, after the adoption of an Official Community Plan that is:

- a) applicable to the area subject to the Official Community Plan
- b) consistent with the Official Community Plan

WHEREAS Section 289 of the Municipal Act enables a zoning bylaw to prohibit, regulate, and control the use and development of land and buildings in a municipality.

WHEREAS Section 290 of the Municipal Act

- a) enables a zoning bylaw to establish districts, areas or zones in the municipality; provide for a system of development and use permits; permit the temporary use of land or buildings or other structures within a zone;
- b) requires setting out zones, areas and districts by the use of maps and text; and
- c) provides for the establishment of a Board of Variance.

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

Short Title

This Bylaw shall be cited as the **2024 Zoning Bylaw**.

Bylaw Repeal

Bylaw #104-96, Village of Haines Junction Zoning Bylaw is repealed.

Enactment

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

Read a first time on the 12th day of June 2024.

Read a second time on the 24th day of July 2024.

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

Bruce Tomlin
Mayor

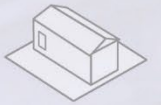
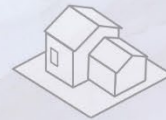
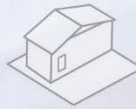
David Fairbank
Chief Administrative Officer

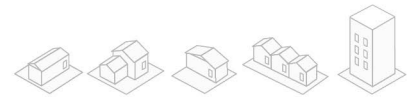
Village of Haines Junction

Zoning Bylaw

Post Hearing Draft
July 19, 2024

Bylaw No. ###





THE CORPORATION OF THE VILLAGE OF HAINES JUNCTION

ZONING BYLAW

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



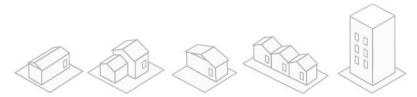


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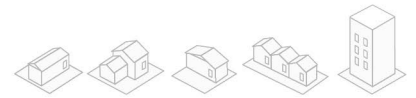
A – ZONING MAP

B – DEZADEASH RIVER AND PINE CREEK BUFFER



List of Amendments to the Village of Haines Junction Zoning Bylaw No. XXX				
Amendment Bylaw No.	Date of Adoption	Purpose and Description of Amendment	Text	Map





PART I ADMINISTRATION

I.1 TITLE

1.1.1 This bylaw is called “The Village of Haines Junction Zoning Bylaw” and includes Schedules A and B.

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.

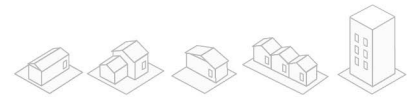
I.7 CONFORMITY

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.

I.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 twelve (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.

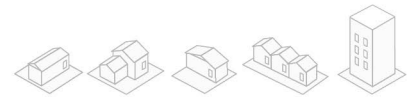
1.9 NON-CONFORMING LOT SIZES

- 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;



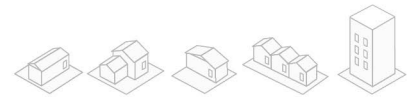


- e) maintaining a public register of all development permit and zoning amendment applications received, including the decisions made;
- f) exercising discretion in relaxing yard setbacks of up to 5% of the requirements of this bylaw, provided there will be no detrimental impact on adjacent properties 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.

1.11 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;

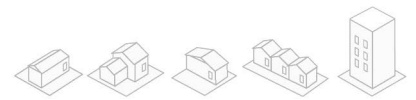
2.2.3 When any public roadway is closed, the roadway lands have the same zoning as the abutting land. Where different zones govern abutting lands, the centre of the roadway is the zone boundary unless the boundary is shown clearly following the edge of the roadway.

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) | Airport | AP |
| i) | Parks & Recreation Community | PR |
| j) | Greenbelt Community | GB |
| k) | Open Space | OS |
| l) | Agriculture Residential | AR |
| m) | Agriculture General | AG |
| n) | Future Development | FD |





2.4 URBAN RESIDENTIAL ZONE (R-I)

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

2.4.3 Accessory Uses

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

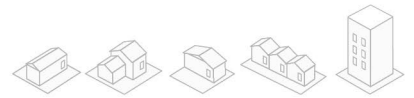
2.4.4 Regulations

- 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)	3.05 m (10 ft)
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	1.52 m (5 ft)
	With abutting lot at rear	Rear Yard (min)
Accessory Building (without dwelling)	Height (max)	5.00 m (16.4 ft)
	Front Yard (min)	3.05 m (10 ft)
	Side Yard (min)	1.00 m (3.28 ft)
	Rear Yard (min)	1.00 m (3.28 ft)

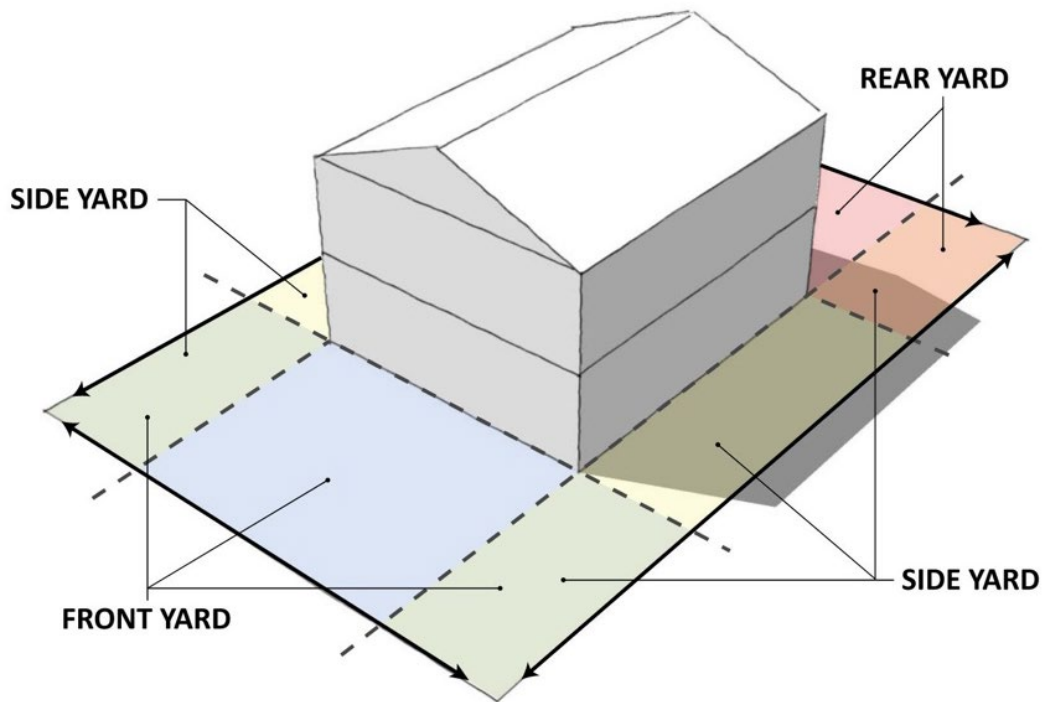
2.4.5 Other Regulations

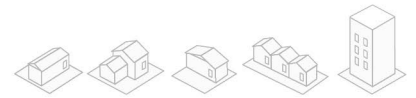




- a) No accessory buildings or uses will be permitted until the first dwelling is under construction, unless approval is granted by the Development Officer.
- b) The principal residence of the operator of a Short-Term Rental Accommodation must be located on the same property.
- c) An operator of a Short-Term Rental Accommodation is exempted from Section 2.4.5 b) if the Village of Haines Junction has granted a valid Business Licence specifying permission to operate notwithstanding the principal residence requirement of Section 2.4.5 b).
- d) 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.
- e) New placement of mobile homes on a lot is restricted to homes no older than ten years old.
- f) 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 residential related uses.

2.5.2 Permitted Uses

- a) Care Facilities, Group
- b) Care Facilities, Seniors
- c) Multiple Unit Housing

2.5.3 Accessory Uses

- a) Family Day-Homes
- b) Home Businesses
- c) Minor Agricultural Pursuits
- d) Parks / Playgrounds
- e) Short Term Rental Accommodations

2.5.4 Regulations

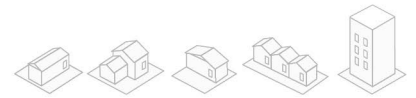
- a) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size		400.00 m ² (4,305.56 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)	3.05 m (10 ft)
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	1.52 m (5 ft)
Accessory Building	Height (max)	5.00 m (16.4 ft.)
	Front Yard (min)	3.05 m (10 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 under construction, unless approval is granted by the Development Officer.
- b) The principal residence of the operator of a Short Term Rental Accommodation must be located in the same dwelling.
- c) 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

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
- g) Short Term Rental Accommodations

2.6.4 Regulations

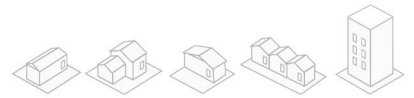
- a) Minimum and Maximum Requirements:

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)	4.60 m (15.09 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)	4.60 m (15.09 ft)
	Rear Yard (min)	7.50 m (24.61 ft)

2.6.5 Other Regulations

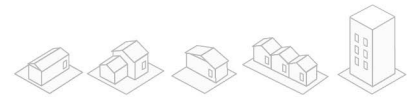
- a) No accessory buildings or uses will be permitted until the first dwelling is under construction, unless approval is granted by the Development Officer.





- b) The principal residence of the operator of a Short Term Rental Accommodation must be located on the same property.
- c) An operator of a Short-Term Rental Accommodation is exempted from Section 2.6.5 b) if the Village of Haines Junction has granted a valid Business Licence specifying permission to operate notwithstanding the principal residence requirement of Section 2.6.5 b).





2.7 TOURIST COMMERCIAL ZONE (CT)

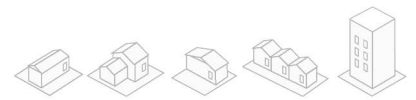
2.7.1 Zone Intent:

- 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
- h) 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

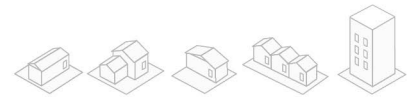
- a) Minimum and Maximum Requirements:

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, 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.

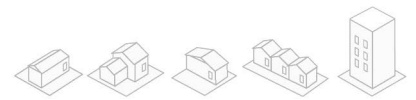
2.8.2 Permitted Uses

- 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
- i) 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

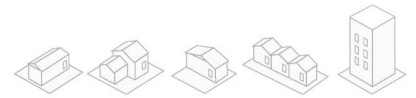
a) Minimum and Maximum Requirements:

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, 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.





2.9 LIGHT (SERVICE) INDUSTRIAL ZONE (M-1)

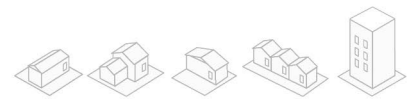
2.9.1 Zone Intent:

- 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) Secondary Suites
- c) Shipping Containers
- d) Single Family Dwelling
- e) Temporary Retail Sales
- f) Temporary Uses

2.9.4 Regulations

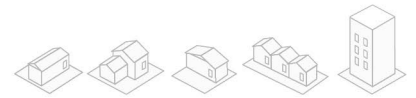
- a) Minimum and Maximum Requirements:

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)	4.60 m (15.09 ft)
	Side Yard (min)	4.60 m (15.09 ft)
	Rear Yard (min)	4.60 m (15.09 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, 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,

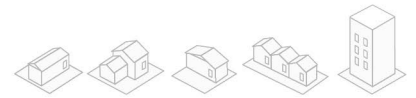




fencing, and accessory buildings. The Development Officer shall ensure that the locations of these facilities are accessible to service vehicles as necessary, and do not disrupt onsite circulation and are appropriately fenced or screened.

- 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.





2.10 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) Parks/Playgrounds
- m) Places of Worship
- n) Private Clubs and Lodges
- o) Public Buildings
- p) Utility Infrastructure
- q) Aviation-Restricted
- r) Civic Uses

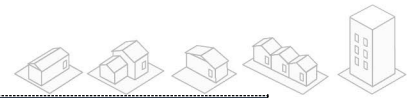
2.10.3 Accessory Uses

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

2.10.4 Regulations

- a) Minimum and Maximum Requirements:



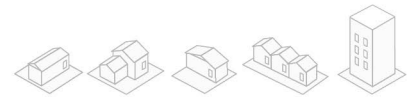


Requirements		
Minimum Lot Size		464.00 m ² (4,994.45 ft ²)
Principal Building	Height (max)	15.00 m (49.21 ft)
	Front Yard (min)	None
	Side Yard (min)	2.50 m (8.20 ft)
	Rear Yard (min)	2.50 m (8.20 ft)
Accessory Building	Height (max)	10.00 m (32.81 ft)
	Front Yard (min)	None
	Side Yard (min)	2.50 m (8.20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

2.10.5 Other Regulations

- a) One single family dwelling accessory to the principal use shall not exceed 40% of the gross floor area of the combined buildings on the lot.
- b) No accessory buildings or uses will be permitted until the principal unit is under construction.
- 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.





2.11 AIRPORT ZONE (AP)

2.11.1 Zone Intent:

- a) This zone is to provide for development of Airports and Aviation related facilities.

2.11.2 Permitted Uses

- a) Aviation
- b) Aviation-Restricted
- c) Bulk Fuel Storage
- d) Maintenance Facilities
- e) Offices
- f) Public Buildings
- g) Utility Infrastructure
- h) Other compatible uses as deemed by the Development Officer

2.11.3 Accessory Uses

- a) Temporary Uses

2.11.4 Regulations

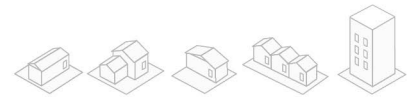
- a) Minimum and Maximum Requirements:

Requirements		
Minimum Lot Size		464.00 m ² (4,994.45 ft ²)
Any Building	Height (max)	20.00 m (65.62 ft)
	Front Yard (min)	None
	Side Yard (min)	None
	Rear Yard (min)	None

2.11.5 Other Regulations

- a) All uses within the Airport Zone shall be aviation related or intended to service airport uses.
- b) All uses in the Airport Zone shall comply with the Federal Ministry of Transport Aeronautics Act and any other relevant federal and provincial regulations.
- c) All development applications for land abutting the Airport Zone shall be referred to the Government of Yukon and other applicable agencies for comment.





2.12 PARKS AND RECREATION COMMUNITY ZONE (PR)

2.12.1 Zone Intent:

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

2.12.2 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

2.12.3 Accessory Uses

- a) Temporary Sales
- b) Temporary Uses

2.12.4 Regulations

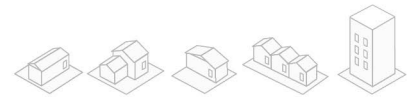
- a) Minimum and Maximum Requirements:

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)

2.12.5 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.





2.13 AGRICULTURE RESIDENTIAL (AR)

2.13.1 Zone Intent:

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

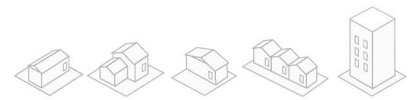
2.13.2 Permitted Uses

- 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) Single Family Dwelling

2.13.3 Accessory Uses

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





2.13.4 Regulations

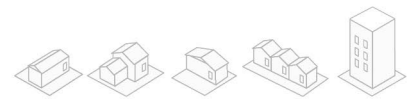
a) Minimum and Maximum Requirements:

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)

2.13.5 Other Regulations

- a) The principal residence of the operator of a Short-Term Rental Accommodation must be located on the same property.
- b) An operator of a Short-Term Rental Accommodation is exempted from Section 2.13.5 a) if the Village of Haines Junction has granted a valid Business Licence specifying permission to operate notwithstanding the principal residence requirement of Section 2.13.5 a).
- c) The maximum combined number of livestock and cattle is 25.
- d) The maximum number of pigs is 30.
- e) The maximum number of poultry (including chickens, turkeys, quails, ducks, geese etc.) is 300.
- f) 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.
- g) Appropriate fencing shall be in place on all properties for any livestock, animals, horses, poultry, pigs, etc. and shall include overhead/double fencing when necessary.
- h) The nature of agricultural use and intensity of development may be restricted if, in the option 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.





2.14 AGRICULTURE GENERAL (AG)

2.14.1 Zone Intent:

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

2.14.2 Permitted Uses

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

2.14.3 Accessory Uses

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

2.14.4 Regulations

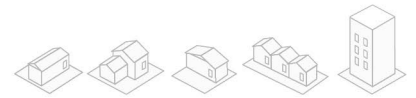
- b) Minimum and Maximum Requirements:

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)

2.14.5 Other Regulations

- i) Appropriate fencing shall be in place on all properties for any livestock, animals, horses, poultry, pigs, etc. and shall include overhead fencing when necessary.
- j) 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.





2.15 GREENBELT COMMUNITY ZONE (GB)

2.15.1 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.

2.15.2 Permitted Uses

- a) Greenbelts
- b) Parks

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 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) In addition to the regulations listed above, other general regulations in this Bylaw may also apply.

2.16 OPEN SPACE ZONE (OS)

2.16.1 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.

2.16.2 Permitted Uses

- a) None

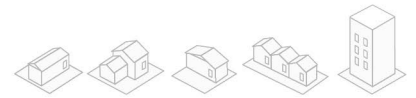
2.16.3 Accessory Uses

- a) None

2.16.4 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.





2.17 FUTURE DEVELOPMENT ZONE (FD)

2.17.1 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.

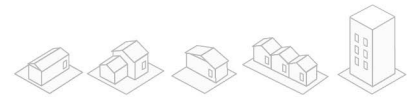
2.17.2 Permitted Uses

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

2.17.3 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

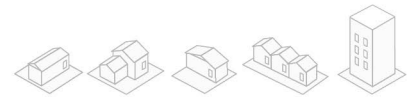
3.1 USES PERMITTED IN ALL ZONES

- 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 3.20.
 - 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 principal residence of the operator must be located on the property.
- b) An operator of a Short-Term Rental Accommodation is exempted from Section 3.5.1 if the Village of Haines Junction has granted a valid Business Licence specifying permission to operate notwithstanding the principal residence requirement of Section 3.5.1.
- c) 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:

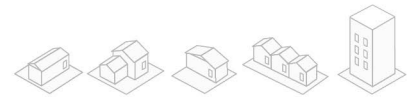
- a) Only residents living on the property may work in the home office.
- b) The home office shall not change the residential character of the site and there shall be no change in the outside appearance of the dwelling unit or accessory building.
- c) There shall be no audible, visible or other evidence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





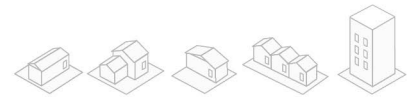
- (ix) Use or store equipment which creates noise, vibration, smoke, dust, odour, glare, fumes, electrical interference, litter, and/or other factors that cause a nuisance to adjacent residents;
 - iii) Store or keep goods, materials or commodities other than in the dwelling and/or in an accessory building, except in the AL 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 AL 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.



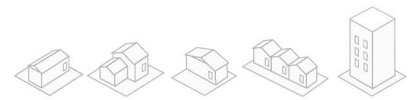


- e) Retail sales shall not be permitted in a home industry except for:
 - (i) Sales where the customer does not enter the premises;
 - (ii) Products incidental to a service being provided; and
 - (iii) Products produced on the site.
- f) Any need for parking generated by the conduct of a home industry 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 6 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.
- 3.11.3 Shipping containers used for storage shall be vented to lessen the risk of combustion.
- 3.11.4 Shipping containers shall be placed in a manner that the doors are facing away from all residences.

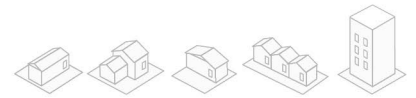
3.12 FENCES AND SCREENING OF OUTDOOR STORAGE AREAS

- 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 2.5 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 1.8 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 indicated on the site plan submitted 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.

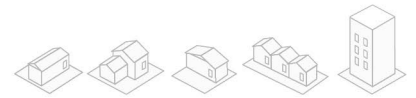
3.15 YARDS AND ALLOWABLE ENCROACHMENT

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 6.10 m (20.00 ft) in either direction from the corner of a parcel.

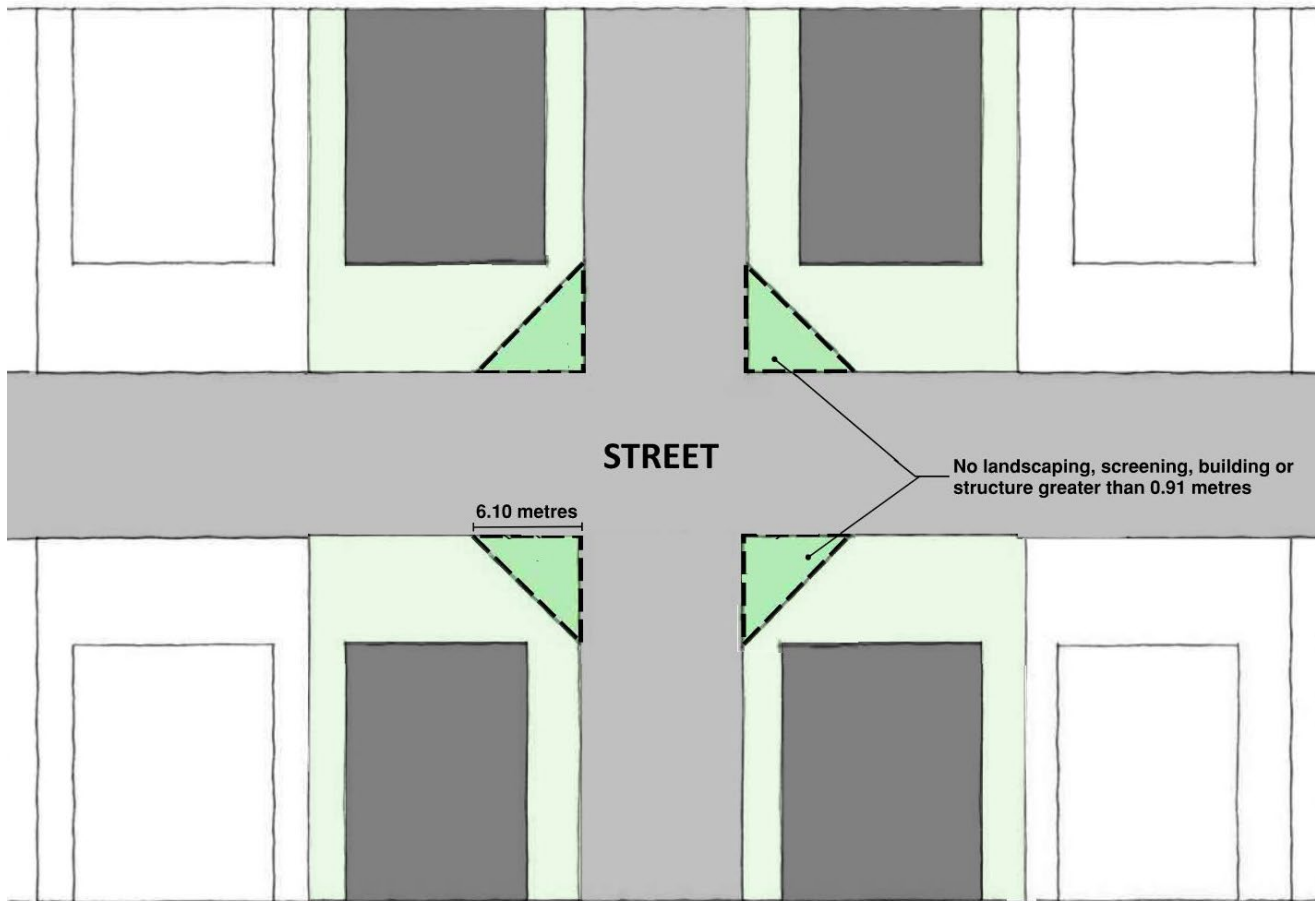


Figure 1 – Visibility at Intersections, Area that landscaping, screening, building, or structures are prohibited over 0.91 metres in height

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 1.



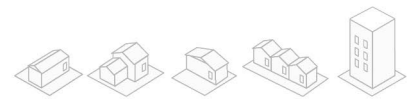


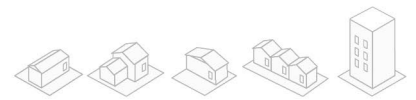
Table 1 – Minimum Parking Requirements

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 2 and conform with the Parking Design Standards as per Figure 2.

Table 2 – 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

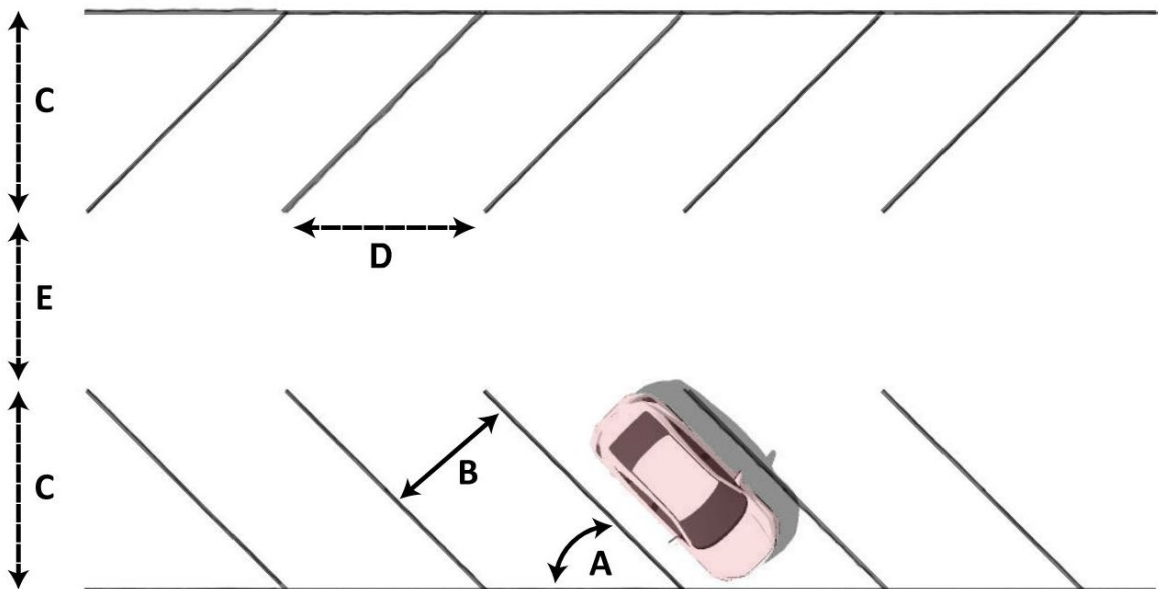
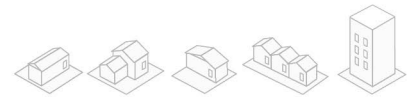


Figure 2 - Parking Design Standards

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, 7.60 m (24.93 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 2.97 m² (32 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.

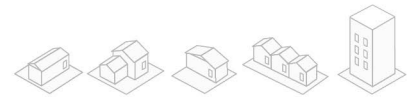
3.21.5 Only businesses holding a Village business license may apply to erect billboards along the Alaska Highway and Haines Road within municipal boundaries, except that other businesses may advertise at designated rest areas intended to provide an orientation to regional attractions and other communities.

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 5 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.





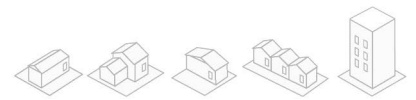
3.22 WATER, SANITARY SEWER FACILITIES, AND UTILITY SERVICES

- 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:
- It can be proven by adequate engineering or hydro-geological investigation that the proposed activity will not cause pollutions of the groundwater supply; or
 - 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:
- 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
 - 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).

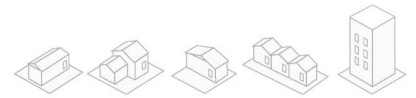
3.25 LIGHTING

- 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 0.90 m (3.00 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.

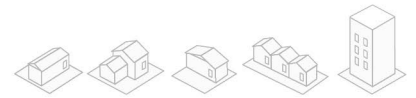
3.27 STORAGE OF MATERIALS

- 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.

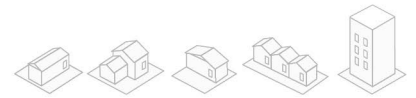
3.32.3 Existing trees and large shrubs on a site shall be preserved, protected or replaced where possible.

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;





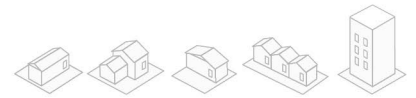
- i) Location and description of any existing or proposed plant materials, identifying plant common and botanical name, quantity and size at planting; and
- j) Site area proposed to be landscaped, and percent of site coverage.

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:

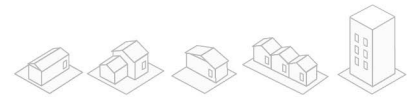
- a) The removal of topsoil, gravel and other surface materials for the preparation of a lot for development;
- b) The cutting of and/or removal of trees by individuals prior to those individuals having title to the property in question, or where such work is a prelude to construction that would require 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) Additions to existing dwellings that do not create a new dwelling unit;
- d) Construction of accessory buildings and structures in residential zones that do not include a dwelling unit;
- e) Commercial uses in non-residential zones for which there is no change in use or intensity of use;
- f) 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;
- g) 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;
- h) Erection, repair and replacement of television and other minor communication related structures such as aerials, towers and satellite receivers/dishes in non-residential districts;
- i) Installation, maintenance or repair of public infrastructure;
- j) 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;



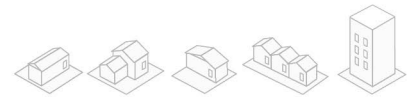


- k) Landscaping, including private walkways, pathways and driveways, where the existing grade and surface drainage pattern is not materially altered and will not create off-site impacts;
- l) Demolition of a building or structure under 10 m² (107.64 ft²) GFA, except a designated heritage structure;
- m) Construction, maintenance and repair of private walkways, pathways and driveways;
- n) 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
- o) 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 municipal 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 Zone (AP).
- 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.

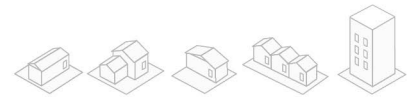
4.4.2 Where a Development permit application has been referred to external authorities or agencies for comments, the Development Officer may defer a decision beyond 30 days.

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.

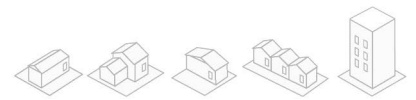
4.5.4 When a development permit has been issued, the permit shall not be valid until the conditions of the permit, save those of a continuing nature, have been fulfilled.

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, 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 land owners within 30.00 m (98.4 ft) of the development and other such persons as the Board of Variance specifies.

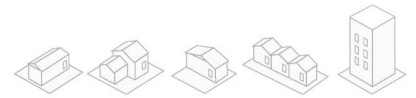
4.7.7 The Development Officer shall act as Secretary to the Board of Variance and perform the following duties:

- 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 (98.4 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

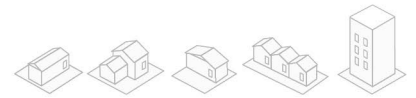
4.8.1 The Development Officer, or Council in the case of an appeal, may require the applicant to enter into a Development Agreement with the Village to cover the terms and conditions set out in the development permit that are deemed necessary to ensure compliance with this bylaw, the Official Community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



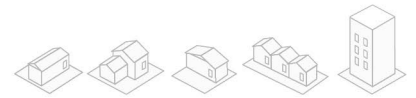


PART 5 AMENDMENT

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:
- 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;
 - 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:
- Relationship to, and compliance with, the OCP and other approved municipal plans and Council policies;
 - Relationship to, and compliance with, municipal plans in preparation;
 - Compatibility with surrounding development in terms of land use function and scale of development;
 - Traffic impacts;
 - Relationship to, or impacts on, services (such as water and sewage systems), utilities, and public facilities (such as recreational facilities and schools);
 - Relationship to municipal land, rights of way, or easement requirements;
 - Effect on the stability, retention, and rehabilitation of desirable existing uses, buildings, or both in the area
 - Necessity and appropriateness of the proposed text amendment or re-zoning according to the stated intentions of the applicant;
 - Analysis of any documented concerns and opinions of area residents and land owners 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.

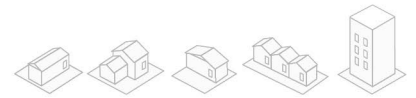
6.3 RIGHT OF ENTRY

- 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.

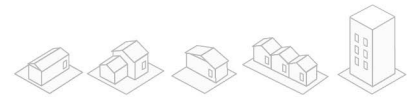
6.6.2 The offence ticket shall specify the alleged offence committed, the person to whom the offence ticket is issued, and require payment of the penalty by a specified date.

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.

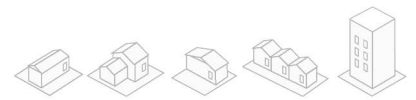
6.9 MUNICIPALITY REMEDYING CONTRAVENTION

- 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:

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.

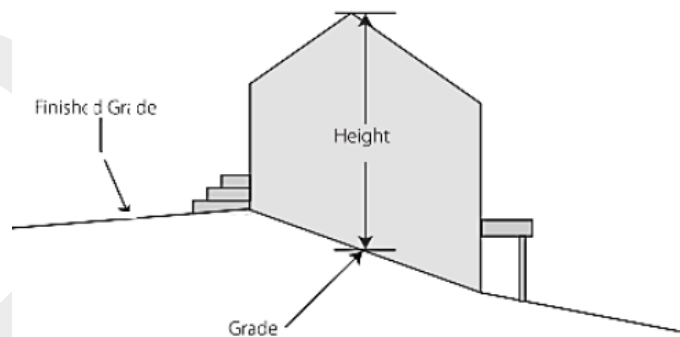


Figure 3 – Building Height Calculation

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.

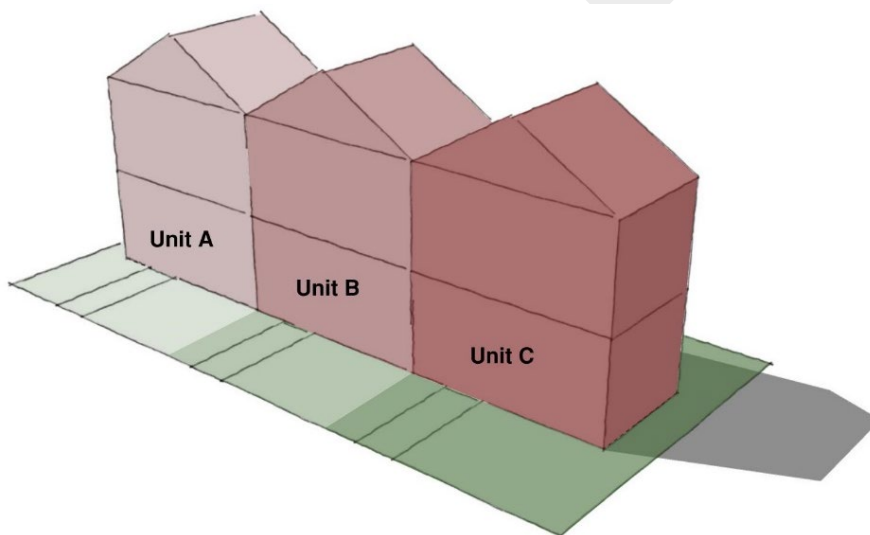


Figure 4 - Illustration of Attached Dwelling, 3-Unit Rowhouse / Townhouse on Separate Lots

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.

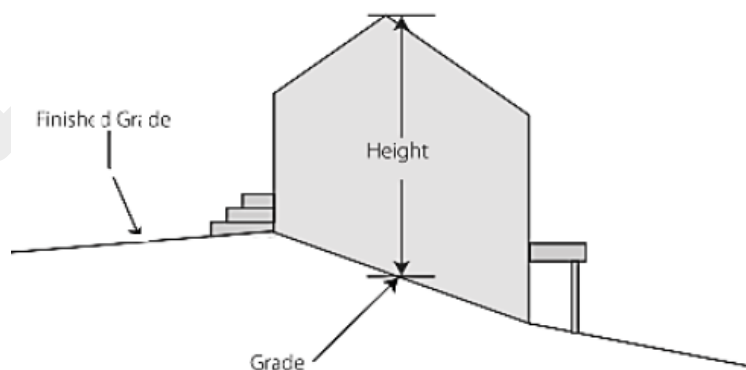


Figure 5 - Illustration of Grade Calculation

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.

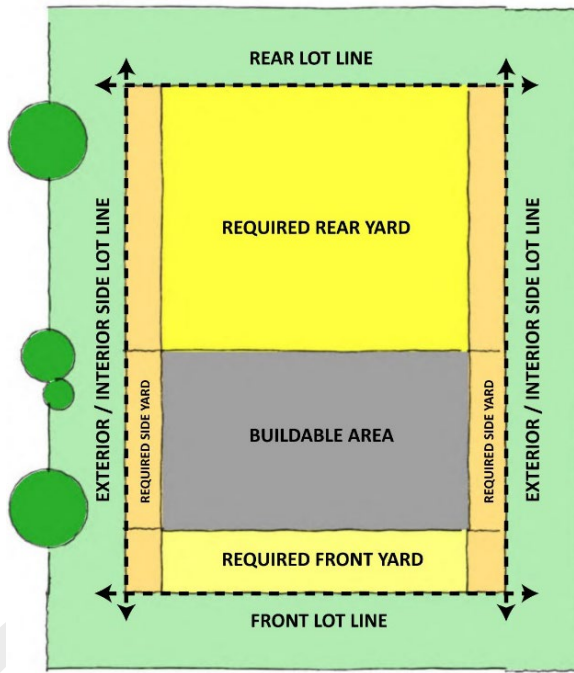
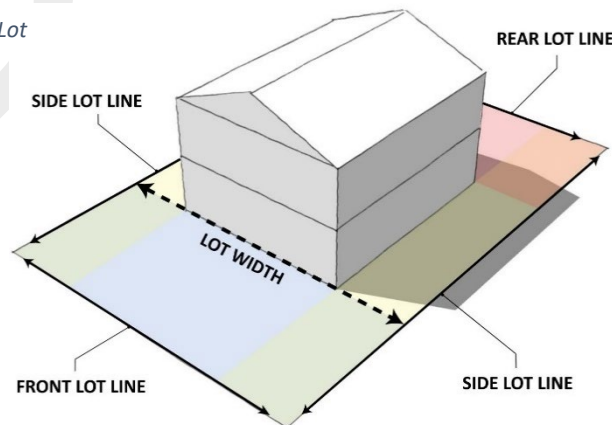


Figure 6 - Illustration of Lot Lines

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.

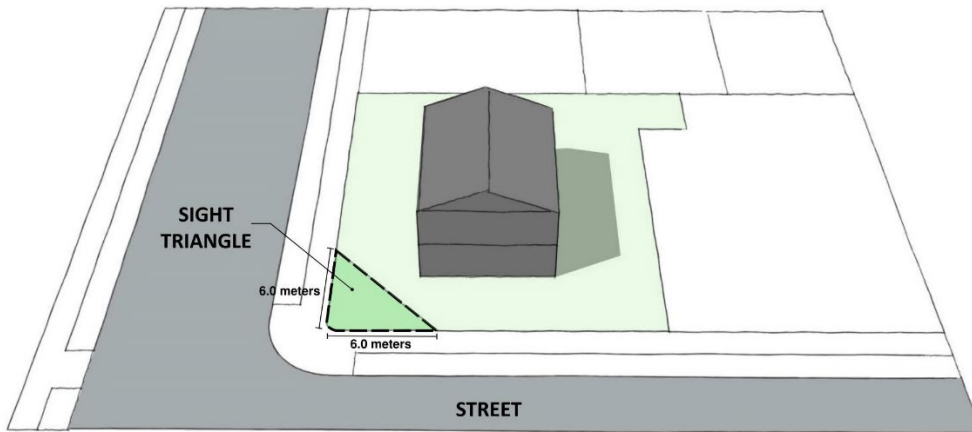


Figure 8 - Illustration of Sight Triangle

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.

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.

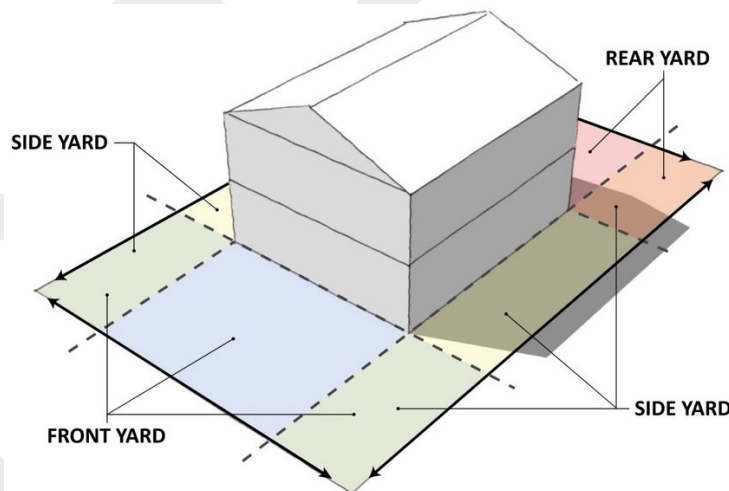


Figure 9 - Illustration of Yards

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.

Mayor Tomlin
Village Council
Box 5339
Haines Junction, Yukon
Canada Y0B 1L0

Jane Weeks
PO Box 722,
Valemount, BC
V0E 2Z0

June 19, 2024,

Attention, Your Worship Mayor Tomlin and Village Council of Haines Junction,

Regarding the Cliff Swallow's colonies

I was very disappointed to read about the removal of the nesting colony from St Elias Convention Centre in the Yukon News. From what I understand these nests were power washed off the building? These birds are knowingly displaced and are suffering from loss of habitat.

Quote from The Yukon News 2024: "unsightly" mess caused by the birds is detailed in a 2018 letter from Julie Bauer. 'I did not see a mess; I sat on the ground and watched them.

On one of my visits to the Yukon, last year 2023, I stayed two days longer at and around Haines Junction because I was thrilled to see and observe the Swallows of the large established colony in town and walked the town trails looking at other smaller nesting colonies as well, I thought "what a treasure, Haines Junction could be a bird capital for Swallows". I also shared this experience to people along the way and when I got home about the bird colonies.

The Yukon Tourism markets wildlife as one of the precious gems and to be valued...apparently not. Loss of habitat is one of the highest threats to all bird species worldwide.

Lately I have retold a different and disturbing follow up story about Haines Junction Swallows.

From what I have read it seems there has been a lack of long-term planning with solutions for wildlife on community buildings and lack of education for the complainant(s). I have thought education signage would be appropriate to promote Swallow appreciation and for tourism. Swallows are good in a community; for the

people that complain or are concerned about some excrement on their car...I can only say “out of how many times of the year?”

Perhaps a good place to start for local knowledge may be the Yukon Bird Club, 4061-4th Avenue, Whitehorse, Yukon, Y1A 1H1, Canada
yukonbirdclub@yukonbirds.ca Facebook page www.facebook.com/YukonBirdClub/


Other important links:

https://www.allaboutbirds.org/guide/Cliff_Swallow/overview

<https://www.birdscanada.org/conserv-birds/major-threats-to-birds>

Often, we don't know what we got 'til it's gone. Bird populations are plummeting worldwide. Haines Junction is fortunate to have these strong bird colonies, so far. I think a shift in attitude, to create advocacy and being strong custodians for these feathered community residents is a good place to start.

Sincerely



Jane Weeks

p.s. Your Worship Mayor Tomlin, Regarding the discussion from the June 12 2024 council meeting; I could not locate the discussion on the website and wondered if you would direct staff member to send that link? I would be interested in reading the thought processes that led to the decision making.

There is quite a lot of support and information



Who we are – Wildlife Habitat Canada

Who we are – Wildlife Habitat Canada Who we are Objectives History of the Stamp B...

whc.org



Cities, Towns, and Parks

Transforming our communities into places where birds flourish.

www.audubon.org



Green Spaces, Urban Wildlife, and Human Impacts - Tree Canada

City dwellers are surrounded by a wide array of urban wildlife, but there seems to be lit...

treecanada.ca



Urban wildlife

How to co-exist with backyard neighbours like squirrels, raccoons, skunks and other w...

spca.bc.ca



Urban Biodiversity | WWF.CA

WWF-Canada is working to protect and restore biodiversity in Canadian cities. Learn ...

wwf.ca

Opportunity for tourism/popular attraction

Batty bridge habitat

When the Texas Department of Transportation remodeled the Congress Avenue Bridge, located in the heart of downtown Austin, it left deep,

narrow crevices between the beams that turned out to be the perfect bat habitat. As a result, for several months each year, more than a million bats live under the bridge. It is the world's largest urban

bat colony. Just before sunset each evening during "bat season" (yes, it's a thing), the bats blanket the sky as they head out to forage for food. It has become one of Austin's most popular attractions!—PG

Haines Junction Report

YISC Community Outreach Project



July 3rd, 2024

Sponsored by the Village of Haines Junction, in partnership with The Green Resilience Project

Downtown Community Weed Pull - 10:00am-12:00pm

YISC along with five members of the Yukon Youth Conservation Corp, six Haines Junction community members, and several Parks Canada employees pulled Sweet Clover, Alfalfa, Butter and Eggs, Oxeye Daisy, foxtail and Lucerne at Spruce Street and Willow Acres.

Top Spot Weed Pull - 1:00pm -4:00pm

After a short break, YISC, Parks Canada and the Y2C2 crew got back to work on the site beside Top Spot Gas Station. Using water to soften the soil, a huge section of Yellow Clover was pulled from the ditch.

Community Dinner - 5:00pm-6:00pm

Dinner was hosted by YISC with catering from the local Village Bakery. There were a total of 26 participants from the Haines Junction community. YISC resources were handed out and certain partnerships were established such as with local community leaders and organizers of Squirrel Summer Camps for future programming in the area.

Documentary Screening - 6:00m-7:00pm

After the dinner, community members were invited to a screening of the Uninvited : The Spread of Invasive Species; a documentary hosted by YISC at the St. Elias Convention Centre. YISC provided refreshments along with snacks and popcorn. A total of 10 participants including city council members were present. The documentary lead us to conversations on invasives management and discussions of future partnership opportunities in Haines Junction, for YISC.



YISC in Haines Junction!

WEDNESDAY, JULY 3

10:00am-12:00pm
Downtown Weed Pull

Spruce Street, Willow Acres,
Alsek Trail

5:00pm-6:00pm
Community Dinner

Catered by and hosted at
the Village Bakery

6:00pm-7:30pm
Movie Night: Uninvited: The
Spread of Invasive Species
at the Convention Centre

**Please join us for a day
of family fun and
learning!**

Visit our Facebook or Instagram accounts
@yukoninvasives for more information!



The Green
Resilience Project
Le projet de
résilience verte



YISC
Yukon Invasive Species Council

YISC poster advertising our events.



Pulled yellow sweetclover.



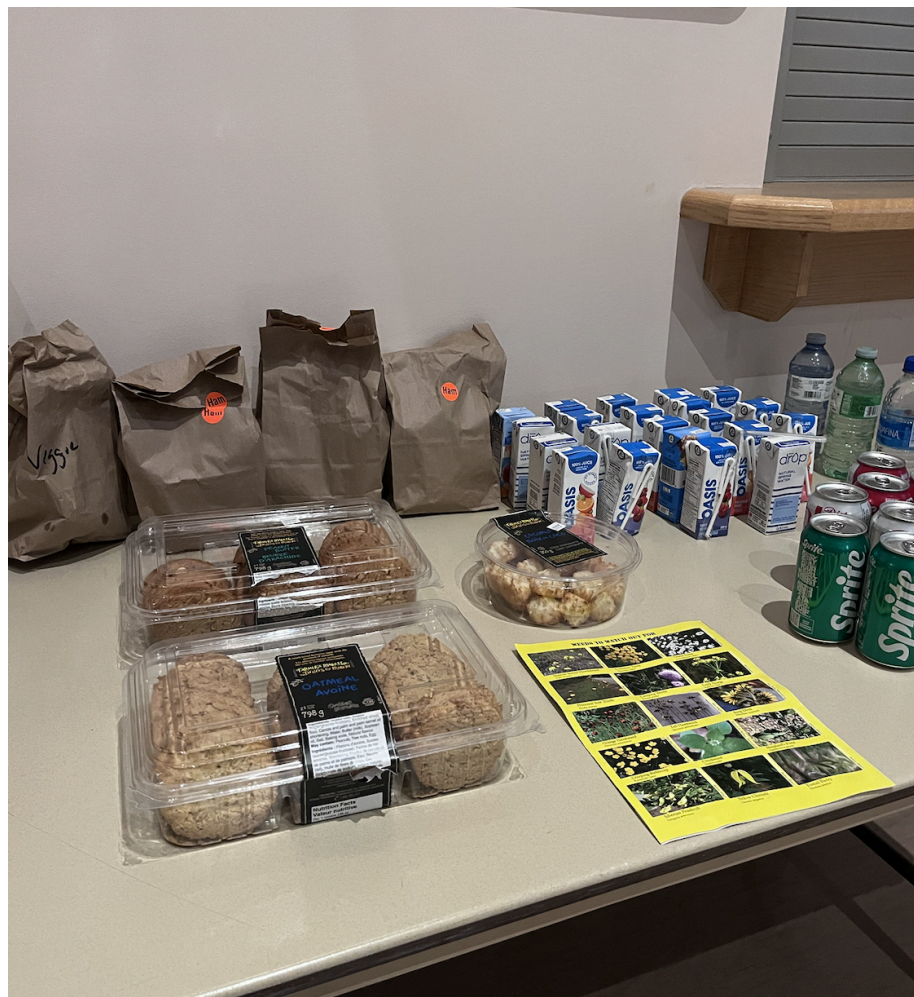
Weed pull.



YISC community dinner at the Village Bakery.



Documentary screening at the Convention Centre.



Refreshments and snacks table for documentary screening.

Kari Johnston

kari johnston

Submission Date Jul 9, 2024 12:27 AM

Submitted By - Name Kari Johnston

Submitted By - Email pedaljunctionyukon@gmail.com

Province/Territory **YT**

If you are aware of the name of the Trail section that you completed work on, please list it below. **Haines Junction**

Phone Number **(867) 335-0440**

Organization Name **Pedal Junction/Village of Haines Junction**

1. Please describe if and how these funds were used to build volunteerism (for example, volunteer engagement, satisfaction, safety, etc.). Indicate NA if volunteerism was not involved.

There were 10 key volunteers responsible for coordinating the Haines Junction Trail Day event. The key volunteer roles were: BBQ Coordinator Kari Johnston, Event Marshal Jonny Cromwell, Master of Ceremonies Lianna Grice, Safety Checkpoint Brendan Petrasek, Prize Coordinator Laura Goreki, Safety Coordinator Sarah Chisholm, Potable Water Provider Collin Kallio, Logistics Support Karin Voogd, Site Set-up Mike Gemmill, Safety Vehicle Mike Maloney, Finish Line Coordinator Arthur Galloit.

2. Provide a summary of the work that was completed on your section of the Trans Canada Trail as a result of receiving a grant through Trans Canada trails, Trail Care program. Did you achieve the original objectives that you had noted in your application?

Our goal was to engage our community in an amazing morning walking/running/biking a 6km section of the Trans Canada Trail from Haines Junction to Pine Lake. After the event we enjoyed a BBQ with fresh salads at the Pine Lake campground. In our small community of about 650 people, approximately 125 people participated in the event.

3. If you have exceeded the grant amount you received, please indicate by how much?

3488

4. Indicate the date that the work was completed.

Jun 1, 2024

Latitude (+99.9999) 60.7525

Longitude (-999.9999) 137.5102

5. Did you host a volunteer cleanup event? No

6. What is the total number of volunteers who participated in your cleanup event? 125

7. How many kilometres of trail did you maintain/cleanup using this grant? 6

8. Was a corporate partner, sponsor, or community group part of your volunteer cleanup event? Yes

If you answered Yes to the previous question, please list who. Pedal Junction

9. Please specify who participated in your event. Students Trail users Volunteers Seniors Contractors

10. Did you collect any trash during this cleanup initiative? No, we did not collect trash

12. Select the trail surface(s) that were worked on during this Trail Care activity. Select all that apply. Paved pathway

13. Select the natural environment that was surrounding the trail that was worked on during this Trail Care activity. Select all that apply. Mountainous Environments

14. How significant an impact did the Trail Care Grant have on your Trail section? Significant impact

15. Did the Trail Care Grant allow you to do work that wouldn't otherwise be completed? Yes

16. Attach any photos related to work that was done.  SmartSelect_20240524_113737_Facebook.jpg 536.44 KB

17. Is there anything else you'd like to tell us? Yes

If yes, please give brief explanation Thanks for sponsoring a fantastic event!

All information provided herein, is complete, true and accurate, and the undersigned is authorized to sign on behalf of the Recipient.

Yes

Authorized by:

kari johnston

June 5, 2024

Concerns re: composting and landfill

Dear Mayor and Council,

I have been a person interested in composting and have done so for many years. I have seen attempts by councils to encourage composting and am happy to see the uptake of the kitchen units by the community. There is material such as pizza boxes, meat waste, yard waste...that needs a larger container and I believe one is coming for the village. I have mentioned to council members that attend the AYC to get YTG to have a shredder that can rotate between the rural communities. Maybe this is being considered? With our landfill becoming a regional waste facility we need to consider the extra load from other communities. I am writing this letter but know I have support of other community members.

I would like to mention a few concerns when our landfill becomes gated.

1. To encourage the community to recycle and compost I would recommend that clear plastic bags be used. Easy to see if the bag has compostable material or recyclable material inside and maybe an additional fee should be applied if that material is in the bag. What about the garbage coming from other communities, how will this issue be handled? Likely that the bags will have to be provided by the village until people get the hang of it. Will need to get the big garbage producers on board ie Parks Canada, restaurants.....
2. EDUCATION much needed.
3. Need to look at the bags used for composting, not all are compostable and some are called biodegradable (small bits of plastic). I believe Whitehorse has already identified specific bags? Maybe the Village needs to provide these as well for a short period. Ideally composting without the bags is best.
4. Need to work with individuals and groups. There is an active "green team" at the school for many years. There is a composting unit at the school but likely cannot handle all the material.
5. Look at our convention center. There is a green container for composting located in the kitchen and bathrooms. It usually has a black plastic bag! In the bathroom it is in a corner away from the paper towels and usually the towels are thrown in the container below the towels. Needs to be relocated. We have many groups use the convention center and hardly ever see the compost containers used properly. Need to make it easy for people.
6. FACILITY RENTAL AGREEMENT. Need to add to this agreement the need to compost, not bring Styrofoam, and use facility dishes. If bringing disposable dishes/utensils have to be compostable, not plastic. Need to recycle. Perhaps an extra fee? Perhaps get a list of available compostable material that is available in Whitehorse that can be provided with the agreement? Or a fee and appropriate bag provided. Often caterers come with groups and there should be a clause for them to be informed of above.
7. There are many events that take place in the outside environment. At one time I saw a trailer that was available in Whitehorse that had containers for garbage, recycle

and compost. I believe the village already has trailers for storage of cardboard.

Make it the organizers responsibility to pick up and drop off the trailer or a set fee?

8. Our village has a great pickup of recyclables at community members driveways! Perhaps we could look at pickup for compost? Of course there is consideration of wildlife and bears in the community so that may make it difficult. Maybe another option?
9. Have all caterers that operate in the facility informed of the need to compost and recycle. No Styrofoam. No plastic (not sure if we will be able to recycle #1-7 soon?)
10. Have a clause put in the janitorial contract for proper use of compost bags. This would inform different companies when contractor changes.
11. One concern I have is the storage of tin cans on the ground. To make the effort to wash and then have these are stored inappropriately. I am sure many in the community are not aware of this practice. I have been transporting my tin to Whitehorse.



Village Of Haines Junction

Box 5339

Haines Junction, Yukon

Y0B 1L0

July 7th, 2024

RE: Memorial Bench

Dear Village of Haines Junction Council,

This letter is to request permission to install a memory bench in honor of the late Anthony Primozic. Anthony was a long time Haines Junction resident and his passing was sudden, as his life was taken from him. Anthony was well-known within the community and well-loved. He loved and was proud of his community, Haines Junction.

The Primozic family would like to install a memorial bench in Haines Junction. The location would be to be facing the St Elias Mountain range. I have attached a picture of the location we are requesting for installation. The bench would be made with locally milled wood by a close friend. We would ensure proper installation and would be responsible for upkeep of the memorial.

We would have a plaque mounted on the bench that would include Anthony's name and a dedication to him.

Thank you for considering permission for my family to install a memorial bench in Haines Junction in memory of the late Anthony Primozić.

With respect,

Monica Primozić and Family

\.picture.of.location.attached.

Monica,