



Village of Haines Junction

September 24, 2025

Regular Council Meeting 7:00 pm

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. September 10, 2025 Committee of the Whole Meeting Minutes
 - b. September 10, 2025 Regular Council Meeting Minutes
- 6. Proclamations**
- 7. Delegations**
- 8. Public Hearings and Public Input Sessions**
 - a. Rezoning Application
 - i. Notice of Public Hearing
 - ii. Application
 - iii. Letter to Applicants
 - iv. Zoning Map
- 9. Old Business**
 - a. EV Charging Stations
 - i. RTC
 - ii. Impact on Insurance Rates
 - b. Community Culture, Arts, Recreation and Environment
 - i. RTC
 - ii. Draft Program Outline
 - c. Potential zoning changes to CMx
 - d. Highway banner – quote
 - e. Roadwork addition
 - f. Minute taking and admin support services
 - g. Christmas open house/open bar
- 10. New Business**
 - a. Accounts Payable to September 24, 2025
 - b. Draft Request for Proposals for Council Strategic Initiatives:
 - i. Community Identity Workshop
 - ii. TRC Statement and Policy
 - c. RTC - Village Policies - Design Refresh
 - d. Proposal – Halloween Event at Landfill
 - e. RTC - August 2025 Financial Report
- 11. Bylaws – Reports, Readings and Adoption**
 - a. Bylaw #433-25, Zoning Bylaw #411-24 Amendment #3 (for 2nd and 3rd reading)
 - b. Bylaw #434-25, A Bylaw to Establish the Community Culture, Arts, Recreation and Environment Program Committee (for 1st and 2nd reading)
- 12. Correspondence**
- 13. Council Reports and Notice of Motions**

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

14. Questions from the Public

15. Motion to Close Meeting to the Public

- a. Lands discussion

16. Adjournment

**The next Regular Council Meeting will take place at 7:00 pm on THURSDAY October 9
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 NOTICE OF PUBLIC HEARING

Purpose: An amendment to the Zoning Bylaw is proposed

Date: Wednesday September 24, 2025

Time: 7:00 p.m.

Location: Council Chambers or Zoom (ID 867 634 7100)

An amendment to the Zoning Bylaw has been proposed to change the zoning of Lot 16, Block 11, 191 Backe Street from Mixed Commercial (CM) to Mixed Commercial X (CMx).

How to comment on the proposed bylaw amendment:

1. Written submissions regarding the proposed bylaw amendment may be e-mailed to corporate@hainesjunction.ca or dropped off at the Village office until 12:00 noon on the date of the scheduled Public Hearing.
2. Verbal submissions regarding the proposed bylaw may be given in person at Council Chambers or via Zoom at the scheduled Public Hearing.



Please contact the Village Office at 867 634 7100 or corporate@hainesjunction.ca with any questions, or to request a copy of the proposal.

Posted September 11, 2025

VILLAGE OF HAINES JUNCTION ZONING BYLAW #411-24
APPLICATION FOR A ZONING AMENDMENT

I/We herby make application for an amendment to the Zoning Bylaw in accordance with the information submitted herewith and subject to the provisions of Part Five of the Zoning Bylaw.

Applicant Information			
Applicant name Wanderer's Inn Backpacker's Hostel (Martin Laniel)			
Mailing address 191 Backe Street, PO 5499, Haines Junction, YT, Y0B 1L0			
Telephone No. 867-334-1175		E-mail info@wanderersinn.ca	
Location of Property			
Civic Address 191 Backe Street			
Block 11	Quad, Group or Subdivision	Lot 16	LTO Plan or Lease No.
Proposed Amendment			
Existing Zone CM - Mixed Commercial			
Proposed Zone CMx - Mixed Commercial X			
Justification for Amendment Please see attached document.			
Additional Information			
<input type="checkbox"/> Map showing proposed change in the context of adjacent land attached (see Bylaw #411-24 Section 5.1.3(a) for requirements)			
Additional information may be attached to application and/or may be requested by the Development Officer.			
Description of other supporting material attached -Justification for Amendment -Map			
Application date September 2, 2025		Applicant signature Martin Kloppers	
Fee \$250		Receipt No.	

IMPORTANT Please read the following prior to submitting this application

Any person applying to have this Bylaw amended shall apply in writing on Form B to the Development Officer and may furnish additional materials in support of the application.

Notwithstanding anything previously contained in this Bylaw, a proposed amendment which has been rejected by council within the previous twelve (12) months shall not be reconsidered unless Council otherwise directs by Resolution.

A person making an application for an amendment to this Bylaw shall pay the Village of Haines Junction a non-refundable fee of two hundred and fifty dollars (\$250.00).

An amendment to this Bylaw shall conform to the Official Community Plan that affects or will affect the Land.

Proposed amendments to the Village of Haines Junction Zoning Bylaw are subject to the provisions of Part Five of the Bylaw.

Justification for Amendment

My property at 191 Backe Street has been for sale since January. This property is currently zoned CM, but all the purchase interest we have received has been for Residential-primary use of the property. This corresponds with the results of the Housing Needs Assessment (Feb 2025), which showed that Haines Junction has a shortage of residential housing available on the market. *Changing the zoning of my property from CM to CMx will allow an interested residential buyer to purchase this property, helping address the demonstrated need for moderate-priced housing in our community.*

The lots adjacent to and behind mine are a combination of full-time residential, commercial activity, and staff accommodation. *My property is not highway-front, but rather faces a residential neighborhood and the school, so a change to CMx both complements the neighboring uses, and is attractive to residential buyers and families.*

Please note also that when I purchased this property in 2015, the zoning was Residential, and I applied for a variance change to CM in order to be allowed to operate a hostel offering short-term room rentals on the property. (In the years since then, it became apparent that the Air BnB businesses operating in many locations throughout the community offer identical short-term room rental services to mine, but on Residential, Rural Residential, CM or CMx zoning, making my original 2015 zoning change from Residential to CM unnecessary.) *I would like to please make this zoning change to CMx now to ensure that the future buyer has the option for residential primary use.*

There is a buyer interested in purchasing my property now, but only as residential-primary use (CMx). Thank you very much for your consideration of my zoning change request to CMx, which will allow both the efficient the sale of my property, and help fill the need for residential housing in our community.



Village of Haines Junction

Box 5339 • Haines Junction, Yukon Territory • Canada • Y0B 1L0
Phone: (867) 634-7100 • Fax: (867) 634-2008 • E-mail: admin@hainesjunction.ca
Website: hainesjunction.ca

Sent via email: info@wanderersinn.ca

Wanderers' Inn Hostel
191 Backe Street
Haines Junction, YT
Y0B 1L0

August 28, 2025

RE: Request to change zoning of Lot 16, Block 11, 191 Backe Street from Commercial Mixed (CM) to Commercial Mixed X (CMx)

We have received your August 28, 2025 email requesting a change in zoning from Mixed Commercial (CM) to Mixed Commercial X (CMx) to allow for residential-primary use on the property that is currently primarily commercial use, to clarify the process for requesting this zoning change, and to provide information permitted uses in CM and CMx zones.

Zoning Change Process

For your information, and the information of the buyer of the property, this request for a Zoning Change must be brought before Council. A zoning change requires a bylaw amendment, which requires three readings over two Council meetings. Council meetings are scheduled on the 2nd and 4th Wednesday of every month. Your Zoning Change request will be brought to Council for consideration on September 10th.

Permitted Uses in CM Zones

The 2024 Zoning Bylaw describes permitted and accessory uses within the CM Zone. The intent of this zone is to provide for a mixture of commercial and residential uses and to promote a vibrant commercial core. New construction in the CM zone requires that a principal commercial unit be complete or operational before an accessory dwelling can be built.

Permitted Uses in CMx Zones

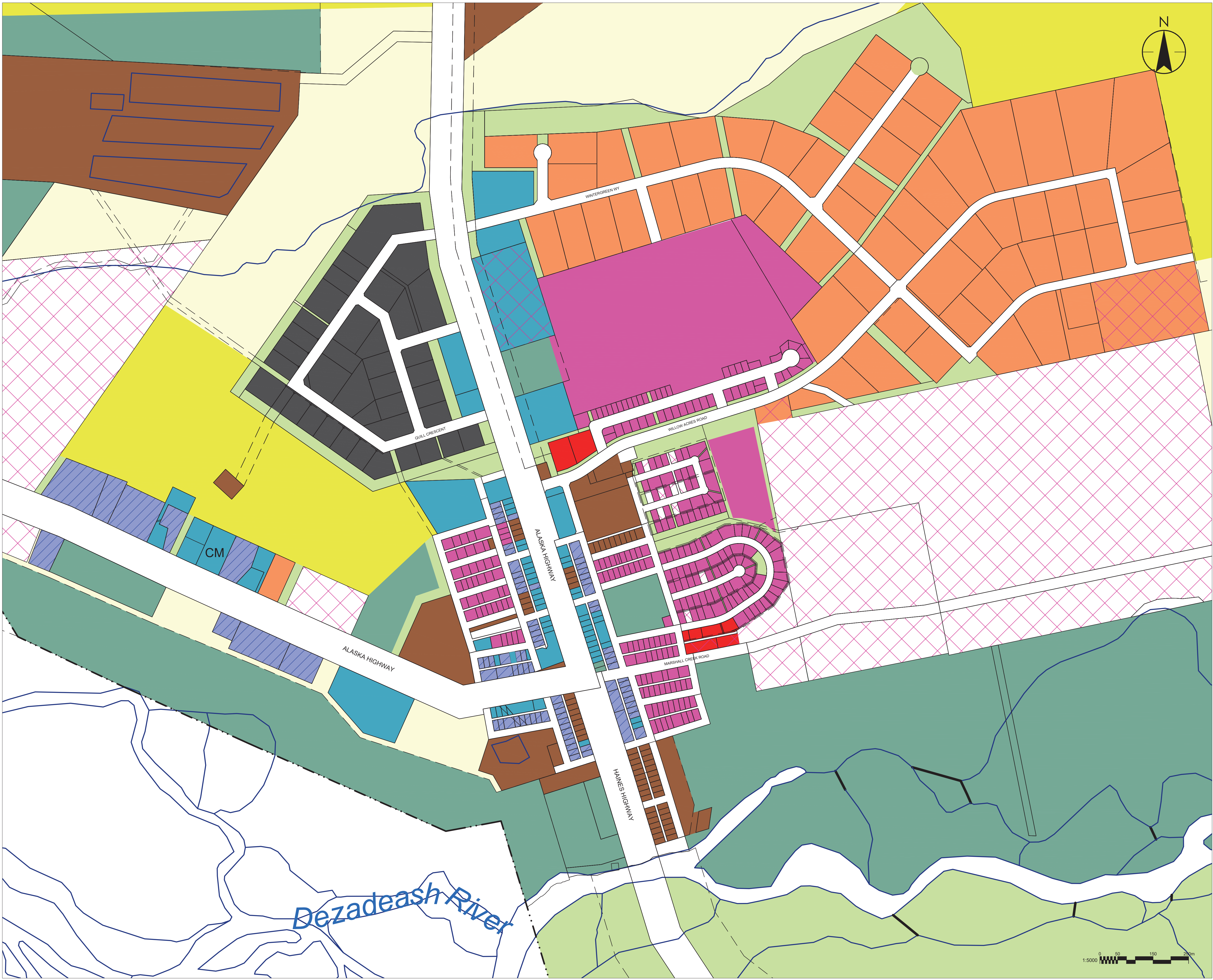
Within the bylaw, lots with the CM Zone that were principally residential use at the time the updated zoning bylaw was passed were designated as CMx, the special modification being that one single family dwelling is permitted as a principal use and that this one single family dwelling is not subject to the maximum size regulation.

Please do not hesitate to be in touch for additional information. The full Zoning Bylaw can be viewed online at <https://hainesjunction.ca/p/zoning>

Sincerely,

A handwritten signature in black ink, appearing to read 'David Fairbank', with a stylized, flowing script.

David Fairbank,
Chief Administrative Officer



- Legend**
- Municipal Boundary
 - Surveyed Land Parcels
 - Land Dispositions
 - Easements
 - Urban Residential (R-1)
 - Multiple Unit Residential (R-2)
 - Country Residential (RC)
 - Tourist Commercial (CT)
 - Mixed Commercial (CM)
 - Light (Service) Industrial (M-1)
 - Public Use Community (PD)
 - Parks & Recreation Community (PR)
 - Greenbelt Community (GB)
 - Open Space (OS)
 - Agriculture General (AG)
 - Agriculture Residential (AR)
 - Future Development (FD)
 - Settlement Lands

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

STAMP	PERMIT TO PRACTICE



PROJECT
VILLAGE OF HAINES JUNCTION
ZONING BY-LAW

DRAWING
DOWNTOWN ZONING
OVERVIEW

DESIGN -	DATE September 24, 2024	SCALE AS NOTED
DRAWN MV	PROJECT NO. 23-03	
CHECKED -	DRAWING NO. C02	VERSION 1
APPROVED -		



Village of Haines Junction Report to Council

September 24, 2025

☒ Council Decision
☒ Council Direction
☐ Council Information
☐ Closed Meeting

RE: Installation of EV Charging Stations

Recommendation

Proceed with the installation of four fee-for-use Level 2 chargers at the Convention Centre or Arena.

Background

In January 2025, the Government of Yukon (YG) approached Village Staff expressing an interest in increasing the number of EV chargers in the community According to YG:

- Haines Junction has been identified as a high-traffic area for EV chargers.
- The Level 3 charger in Haines Junction is the busiest charger on the Yukon Highway system, and there are often queues for use.
- An additional charger in the Village can be expected to see a lot of use and take in substantial revenue.

YG provided information on funding supports and programs available to establish Electric Vehicle (EV) charging stations.

To date, Council has provided the following direction:

- At their July 30, 2025 meeting, Council requested additional information to support a decision on whether to develop an EV charging station policy for the Village.
- Staff provided a Report to Council at the August 25 Council Meeting. Council directed staff do further research on the EV charging stations at both the Convention Centre and Public Works yard to check in on the impact on insurance, and on potential fleet needs with the Public Works manager.
- At their September 10 Council, staff provided a verbal update to Council on the questions raised at the August 25th meeting. Council passed a motion deferring EV charger discussions to the September 24 Council Meeting, and requested staff prepare an updated Report to Council.

Current Status

The following describes the current status of EV chargers in Haines Junction

- Currently there is one Level 3 charger in Haines Junction that is located at the Da Ku Cultural Centre, a popular stop for visitors.
- Shaw Shāw is exploring installing an additional Level 3 charger.

- At present the charger at Da Ku is being provided free of charge – electricity costs are covered by YG. Fees are expected to be introduced within the next month or so.
- As there is no EV charger close to the downtown core, this area has been identified as a possible location for a charger.
- The Public Works yard is another potential location to accommodate future electric fleet vehicles (noting Kluane National Park and Reserve is currently investing in building an electric fleet).
- Village staff have reached out to ATCO for electrical usage reports on the Arena, Convention Centre and the Public Works building. NF Electrical is looking at the reports (under a small contract) to compare them to the panel to see how much spare electricity is available to install EV chargers.
- Yukon government's Energy Branch offers a rebate that the Village could apply for once the chargers are installed and operational – see attached Appendix A. This program sunsets March 31, 2026.

Discussion/Analysis

The following summarizes discussion to date on installing new EV chargers in Haines Junction:

- The Level 3 charger at Da Ku is one of the most popular chargers in Yukon. Congestion events, when someone plugs in within 5 minutes of someone else leaving, an indication that there is a lineup, increased by more than 500% in the last 2 years. The number of charging sessions has doubled in this same time period.
- Most of the use of the charger at Da Ku is by Yukoners or by tourists who are not continuing along the Alaska Highway to Anchorage/Fairbanks.
- YG Tourism & Culture is promoting the “Golden Circle” as an EV Tourism Corridor, requiring a charger to be available every 250km. They have reached out to Skagway/Haines to help with this promotion. They may be able to top up the funding available from Energy Solutions.
- Energy Solutions recommends we go with pay-per-use Level 2 chargers because:
 - Sha Shāw is exploring installing a Level 3 charger
 - Level 2 chargers would have less impact on peak use/demand charges
 - We would likely get 100% of the costs rebated
 - YG is soon transitioning their chargers to pay-per-use
- The Convention Centre has been identified as a preferred location because of the proximity to washrooms and the downtown core. A trail network map will soon be put up that will provide a visitor experience opportunity while vehicles are being charged.
- O&M costs associated with EV chargers is minimal. Most units receive no maintenance except rare firmware updates – as cables get older it would be advisable to inspect regularly to ensure they aren't cracking. Otherwise, the main concern would be random acts of vandalism.
- The Manager of Public Works has confirmed a gradual conversion of the fleet to electric vehicles would only be done with direction from Council.

- The Village's insurer has confirmed that installing Level 2 EV chargers would have no impact on insurance rates (see attached).

Asset Management Impact

There are two costs associated with EV charging stations:

1. Capital cost to install the station. As noted above, YG has a rebate program until March 31, 2026, the amount available depends on what type of charger and whether CAFN is involved.
2. Electricity cost to charge vehicles. YG has provided an information sheet (attached) indicating municipalities can make money as an EV charging provider.

Alternatives Considered

1. Install fee-for-use Level 2 charger(s) at the Convention Centre or Arena (or usage paid by YG) where EV's have been seen on occasion making use of outside outlets.
2. Install Level 2 chargers at the Public Works facility for potential future use by fleet vehicles.
3. Partner with CAFN or a First Nation business on the installation of a Level 3 charger.
4. Encourage businesses in town to install charging stations.

Alignment with Strategic Priorities

Council is committed to ensuring, through strategic investments and responsible planning, delivering quality municipal services for current and future generations that are both effective and financially sustainable.

Draft Resolution

THAT Staff proceed with the installation of four fee-for-use Level 2 chargers at the Convention Centre or Arena.

Prepared by

Aynslie Ogden
Policy and Communications Manager

Appendix A: Yukon government's Energy Branch EV Charger Rebates

Level 2 Charger Rebate

YG is offering the following rebate for Municipalities and First Nations Governments to install a Level 2 charger (suitable for overnight charging of fleet vehicles, less suitable for tourism).:¹

- 90 per cent of total costs up to a maximum of \$9,000 per installed charger.
- The rebate is for a maximum of 20 chargers per building.
- We consider all dual-port chargers to be 1 charger for this rebate.
- This offer is available until March 31, 2026, and is subject to available funding.
- The rebate is based on costs related to the installation for:
 - equipment (including load sharing or smart splitting devices);
 - labour;
 - electrical upgrades (panel, wirings and new poles);
 - construction; and
 - contracting or professional expenses for installation and required upgrades to supporting infrastructure.

Level 3 Charger Rebate

Energy Branch could provide the following:

- At least a 50% rebate on eligible costs for Level 3 charger(s), scaled to charger capacity per the left column in the table below, with a maximum rebate per site of \$100,000.
- YG may be able to "top-up" above these amounts, but there is limited capital funding available.

Additional Rebate with First Nation Involvement

Involvement of CAFN would increase the rebate amount available. To be eligible for the higher rebate, the charging infrastructure would have to be owned and operated by CAFN (or a business listed on an Indigenous business registry) for at least the first three years after the rebate is received by CAFN. With ownership by CAFN or a YFN business, the following rebate could be provided:

- The same rebate for Level 2 EV chargers (90% up to \$9000 per charger), with a higher likelihood of a "top-up" to 100% up to \$10,000 per charger.
- At least a 75% rebate on eligible costs for Level 3 charger(s), scaled to charger capacity per the right column in the table below, with a maximum rebate per site of \$100,000.
- YG may be able to "top-up" above these amounts, but there is limited capital funding available.

¹ <https://yukon.ca/en/driving-and-transportation/clean-energy-rebates/apply-rebate-level-2-electric-vehicle-charger#nav-municipalities-and-first-nations-governments>

Eligible Electric Vehicle Technology Type	Maximum funding per unit installed	Maximum funding per unit installed for Indigenous businesses and communities
Fast charger (20 kW to 49 kW)	Up to 50% of total eligible expenditures of the Sub-Project, to a maximum of \$15,000 per fast charger	Up to 75% of total eligible expenditures of the Sub-Project, to a maximum of \$22,500 per charger
Fast charger (50 kW to 99 kW)	Up to 50% of total eligible expenditures of the Sub-Project, to a maximum of \$50,000 per fast charger	Up to 75% of total eligible expenditures of the Sub-Project, to a maximum of \$75,000 per charger
Fast charger (100 kW and above)	Up to 50% of total eligible expenditures of the Sub-Project, to a maximum of \$75,000 per fast charger	Up to 75% of total eligible expenditures of the Sub-Project, to a maximum of \$99,999 per charger

Before applying for a rebate, YG recommends:

- Determining if you need to upgrade your electrical system.
- Confirming if the electrical panel and service line can support an electric vehicle charger.
- Consulting an electrician. If you make electrical upgrades or changes, you must get a final electrical inspection.
- Reading the [Electric vehicle charging as a business opportunity](#) info sheet if you plan to operate an EV charger as a business.
- Contacting the Energy Branch with your questions by emailing energy@yukon.ca.

YG also explained that, if CAFN was in support, there would be the potential for 100% funding available for one Level 3 charger (a fast charger, ideal for tourism use). This would likely require a dedicated transformer which would be included in the cost of construction.

FW: Highway right-of-way in Haines Junction

From Haines Junction CAO <cao@hainesjunction.ca>
Date Thu 28-Aug-25 1:12 PM
To Mayor and Council <Council_2024-2028@hainesjunction.ca>
Cc Aynslie Ogden <corporate@hainesjunction.ca>

Hello,
Our insurer confirmed that installing Level 2 EV chargers would have no impact on our insurance rates.

Also, to flesh out my statement on chargers having essentially no maintenance... Most units receive no maintenance except rare firmware updates. As the cables get older, say after 5+ years, it would be advisable to look at them every few months to ensure that they aren't cracking. Otherwise, the main concern would be random act of vandalism.

Thanks

David Fairbank
Chief Administrative Officer
Municipality of Haines Junction
Email : cao@hainesjunction.ca
Cell : 250-619-5921
Office : 867 634-7100, ext. 102
www.hainesjunctionyukon.com

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

From: Greg Woodford <greg.woodford@acera.ca>
Sent: August 28, 2025 8:42 AM
To: Haines Junction CAO <cao@hainesjunction.ca>; Aynslie Ogden <corporate@hainesjunction.ca>
Subject: RE: Highway right-of-way in Haines Junction

External Email

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

Hi David,

Installing level 2 chargers will have no impact on your insurance rates.

Regards,



Greg Woodford, CIP
Acera Insurance

Senior Client Executive, Commercial Insurance
Partner

Direct [867.668.8032](tel:867.668.8032) ext.7432

Email greg.woodford@acera.ca

201 - 9016 Quartz Road | Whitehorse, YT Y1A 2Z5 | **Main** 867.668.4343 | **Fax** 867.668.4340 | **Toll-free** 1.888.413.2149 | acera.ca

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From: Haines Junction CAO <cao@hainesjunction.ca>

Sent: August 27, 2025 8:22 PM

To: Greg Woodford <greg.woodford@acera.ca>; Aynslie Ogden <corporate@hainesjunction.ca>

Subject: RE: Highway right-of-way in Haines Junction

EXTERNAL email - Verify sender and attached information or links to be safe!

Hi Greg,

Another question for you.

If we were to install level 2 chargers at our arena and Convention Center, would it have any impact on our insurance rates?

Thanks

David Fairbank
Chief Administrative Officer
Municipality of Haines Junction
Email : cao@hainesjunction.ca
Cell : 250-619-5921
Office : 867 634-7100, ext. 102
www.hainesjunctionyukon.com

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



Village of Haines Junction Report to Council

September 24, 2025

☒ Council Decision
☒ Council Direction
☐ Council Information
☐ Closed Meeting

RE: Community Culture, Arts, Recreation and Environment Program

Background

Council has held two Committee of the Whole (CoW) meetings – on August 27 and September 10, 2025 -- to discuss the establishment of a new funding program – the Community Culture, Arts, Recreation and Environment Program. The first CoW meeting set the broad direction and vision of the program, and the second CoW meeting reviewed the draft program outline.

Current Status

A revised program outline has been prepared based on Council direction at the September 20, 2025 CoW.

Asset Management Impact

The annual budget proposed for this program is \$125,000.

Alignment with Strategic Priorities

This program was developed per Council's 2025-2028 Strategic Priority: Investing in the Community.

Next Steps

1. A motion is needed to approve the program outline (Policy #48-25)
2. The date for the first intake of applications needs to be set.
3. Should Council decide that the first intake occur within the 2025 calendar year, a motion will be needed to establish the budget for that intake, which can then be reflected within the Supplementary 2025 O&M Capital/Projects Budget (Note: Should Council decide that the first intake occur early in the 2026 calendar year, a motion to establish the budget is not needed at this time).
4. A bylaw needs to be approved to establish the C-CARE Program Committee draft bylaw included in tonight's agenda package for 1st and 2nd reading.
5. Recruitment for Committee members should begin as soon as possible.
6. Staff schedule a public information night to discuss the new program before the end of October.
7. A Council Member needs to be appointed to the Committee.

Draft Resolutions

THAT Policy #48-25 is adopted (with any additional/needed amendments).

THAT The deadline for the first intake of applications be November 28, 2025; every attempt will be made to issue decisions on awards prior to Christmas, 2025.

THAT The budget for 2025 be set at \$62,500, noting funds are to be spent by March 31, 2026.

THAT Staff issue a call for applications Committee members with a deadline of October 10th for applications.

Prepared by

Aynslie Ogden
Policy and Communications Manager



VILLAGE OF HAINES JUNCTION

Community Culture, Arts, Recreation, and Environment (C-CARE) Fund

DRAFT Program Policy #48-25

1.0 Vision

By providing funding for culture, arts, recreation and environmental programming and events, the C-CARE fund will support and enhance individual and collective growth and well-being within our community.

2.0 Guiding principles

Programs and events supported by this program will:

1. Support community diversity and inclusion.
2. Promote volunteerism.
3. Foster community engagement and/or active living.
4. Foster collaboration and partnerships.
5. Contribute to either: community social or economic development, or cultural or environmental sustainability.
6. Have a measurable, beneficial impact.

3.0 Goals and objectives

Within the timeframe of this Council's mandate, this program will strive to achieve the following goals and objectives:

1. Community-identified needs for culture, arts, recreation and environment programming and events will be supported by:
 - a. Contributing to events or programming that benefit the community.
 - b. Incentivizing projects that address a strategic funding priority, as set by Council.
2. The reach/impact of the fund will be maximized by:
 - a. Leveraging other funding sources by requiring matching funding
 - b. Avoiding duplicating other funding envelopes
 - c. Establishing funding tiers that make more funding available to programs/events that positively impact more people within the community
 - d. Encouraging partnerships in the delivery of programs/events
3. Transparency and good governance will be ensured in the administration of this program by:
 - a. Making the following information available to the public:



- i. Program committee membership
 - ii. Project eligibility criteria
 - iii. Application requirements
 - iv. How applications will be evaluated
 - v. What funds are awarded
 - vi. Applications from funded projects
 - vii. Final project reports
- b. Requiring a program evaluation to be initiated in May 2028 and completed prior to the end of this Council's mandate.

4.0 Program implementation

4.1 Eligibility criteria

1. The following organizations are eligible to apply:
 - a. Individuals (tier 1 only)
 - b. Community groups
 - c. Non-profits
 - d. Local businesses
 - e. First Nation development corporations
 - f. Educational institutions
2. Applicants that are not headquartered within the community may apply, providing the project is carried out within Haines Junction/Dakwākāda and the project directly benefits residents of the community.
3. To be eligible, projects must sustain and/or contribute to the growth of recreation and the arts and/or contribute to the resiliency of culture and environment within Haines Junction/Dakwākāda.
4. Eligible projects may include:
 - a. Programming (e.g. summer camps, school break camps, group lessons, training courses, drop-in programs, registered programs, after-school programs, adult and senior programs etc.)
 - b. Events (e.g. festivals, workshops, conferences, performances, weed-pulls, trail care days, etc.)
5. To be eligible, the project must have a measurable, beneficial impacts within the Village of Haines Junction/Dakwākāda. Project benefits may include:
 - a. Individual growth and development – e.g. contribute to skills development, build knowledge or experience, promote well-being.
 - b. Community cohesion – e.g. strengthen community networks, facilitate community involvement.
 - c. Community sustainability – e.g. projects that contribute to cultural/ environmental resiliency/sustainability within the community.
 - d. Community development – e.g. generate local spending, bring in money from outside sources.



6. To be eligible, at least 25% of total project costs must be acquired from another funding source(s).
 - a. At least half of these matching funds must be a cash contribution, the remainder can be an in-kind contribution.
 - b. For example, a project with a total cost of \$1,000
 - i. is eligible to receive \$750 in C-CARE funding
 - ii. must fundraise \$250 from other funding sources -- at least \$125 must be cash contribution to the project, and the remaining contributions, at least \$125, can be in-kind contributions (e.g. donated goods/services).
7. Eligible expenses:
 - a. Costs related to providing programming or hosting events (e.g. catering, advertising, room rental, public performance rights/film licensing fees).
 - b. Fees and travel expenses directly associated with the delivery of programming/events (e.g. instructor fees/travel, facilitator fees/travel, speaker fees/travel, technician fees/travel, honoraria).
 - c. Equipment and supplies directly associated with the delivery of programming/events. (e.g. rental tents, rental equipment, printing of posters etc.).
 - d. Note regarding equipment: if equipment must be purchased that is essential to the success of the program/event, the applicant must indicate how it will be made accessible for use by other community groups following the funded program/event.
 - e. Note regarding local preference: if technicians, equipment or supplies must be sourced from outside the community, an explanation will be required on why this can't be sourced locally within Haines Junction/Dakwākadā.
 - f. Individual items that cost over \$1,000 must be accompanied by a minimum of two quotes
8. Ineligible expenses:
 - a. Assistance for individual children/families that can be accessed through the Kids Recreation Fund or Canadian Tire Jumpstart programs.
 - b. Operating and maintenance costs associated with an organization's general administration (e.g. insurance, rent, electricity, heat, phone, internet).
 - c. Salary/wages associated with an organization's general administration (e.g. wages associated with coordination, fundraising, payroll, bookkeeping, etc.)
 - d. Office supplies and equipment (computers, scanners, printers, projectors, telephones, software etc.).
 - e. Gifts, awards, prizes.
 - f. Capital expenses (renovations, construction, acquiring of assets).
 - g. Profit (e.g. financial gains that remain after program/event related expenses are paid).
9. Projects must be completed by March 31 of the following calendar year.
10. If an applicant received funding in the previous year and did not submit their final project report, they will be ineligible for funding for one year.



4.2 Funding tiers

1. Applications are to be submitted to the funding tier that corresponds with the number of people within the community that will directly benefit from the proposed activity, initiative or event.
2. No more than half of funds available in a funding tier can be awarded at the May 15 intake.
3. Funds not allocated within a funding tier at the November 15 intake can be re-allocated/awarded to another funding tier.
4. Applicants can only receive an award once per calendar year.
5. Applicants that also apply for funding from the Village of Haines Junction's Donated Refundables Fund or Community Lotteries program must clearly distinguish how funds will be used from the different sources.
6. Funds will be paid out on the submission of receipts for eligible expenses per the approved project budget.

Tier	Community Impact	Maximum Funding	Total Envelope	Application Deadlines*
1	Less than 5 people	Up to \$1,000	\$5,000	May 15 November 15
2	Between 5-15 people	Up to \$5,000	\$30,000	May 15 November 15
3	Between 15-50 people	Up to \$10,000	\$40,000	May 15 November 15
4	More than 50 people	Up to \$25,000	\$50,000	May 15 November 15
Total envelope			\$125,000	

6.3 Applications

1. All applicants must complete, in full, the application form provided in Appendix A.
2. Applications must be received before 5:00pm on the deadline for applications.
3. If the application deadline in the table above falls on a weekend or statutory holiday, applications will be due the next business day.
4. All or parts of funded project applications may be made available to the public.

4.3 Evaluation of applications

1. The evaluation of applications will be carried out by the Program Committee, whose terms of reference are provided in Appendix B.
2. Program committee members must declare any conflicts of interest and sign an oath of confidentiality prior to participating in the proposal review.
3. Projects that address the strategic funding priority, established by Council, will receive extra points in the evaluation phase.
4. The highest ranked projects, within the available funding envelope, will be funded.



5. Evaluations must be complete within two weeks of the application deadline.
6. The committee's evaluations and recommendations will be summarized, and presented to Council, by staff.
7. Council will make the final decision on the awarding of funds.
8. All applications will be evaluated per the attached evaluation form provided in Appendix C.

4.4 Final project report requirements

1. At the conclusion of the project, applicants must report on
 - a. How the outcomes of the project, as described in the application, have been achieved.
 - b. The number of individuals within the community that benefitted from the program.
 - c. How the community benefitted from the program.
 - d. How funds were expended in accordance with the approved project budget.
 - e. The final budget allocations for the project from all sources.
 - f. Explanations for any variances between the anticipated and actual outcomes must be provided and may be a consideration in the evaluation of future funding applications.
2. Final project reports must be submitted using the attached form in Appendix D.
3. Final project reports are due on March 31 of the following calendar year (e.g. projects awarded funding following either the May 15 or November 15, 2026 intake will be required to submit final project reports on or before March 31, 2027).
4. Final project reports will be made available to the public.
5. If a final project report is not submitted, the organization will be ineligible for funding for one year.

5.0 Program limitations

A number of challenges were identified that could affect the success of the program. Mitigations were incorporated into the design of this program to address these challenges.

Challenge	How addressed
1. Many community groups are volunteer driven, with limited resources to prepare grant applications	<ul style="list-style-type: none">• Clear requirements for those applying to the program have been created;• No more information than is absolutely necessary to support decision making will be requested in the application form.
2. Community groups seek stability funding opportunities	<ul style="list-style-type: none">• Dates when applications will be received, and when notices of award will be made will be posted well in advance.• Thresholds / levels of access to funds that are scaled to reach/impact will be set, so smaller initiatives are not evaluated alongside larger initiatives



3. Community groups seek sustainability from funding opportunities	<ul style="list-style-type: none"> • This program provides annual project-based funding for specific programming and/or events; it does not provide core funding for administrative functions, nor does it provide permanent, ongoing financial support. Applicants should not expect funds to be provided from year-to-year. • The intention of providing project-based funds is to ensure community groups do not become reliant on this one-funding source. • By encouraging the seeking of multiple funding sources, community groups will be more sustainable in the long run.
4. Staff have limited capacity to implement program	<ul style="list-style-type: none"> • A program committee will be established to assist with evaluating applications and making funding recommendations to Council. • Staff, with experience in program administration and delivery, will support the committee's work. The roles and responsibilities of the secretariat will be clearly outlined in the committee's Terms of Reference.
5. Demand for funds may exceed available resources	<ul style="list-style-type: none"> • Clear guidelines on how applications will be evaluated will be provided.
6. Alignment with community needs	<ul style="list-style-type: none"> • The public was asked to review the draft program outline. Comments provided by the public were addressed before the program was finalized. • A review of the program after its first year is scheduled to identify any needed improvements. • Each applicant will be required to identify how the program aligns with identified community needs.
7. Program longevity	<ul style="list-style-type: none"> • The program will be evaluated towards the end of this Council's term. An evaluation report, with recommendations, will be provided to the next Council to inform their decision-making on the continuity of the program. • By setting the total funding envelope at a level the Municipality can afford and having clear vision for what the program aims to accomplish, the program should be easier to sustain over the longer-term.
8. Fairness and equity in award allocations	<ul style="list-style-type: none"> • Clear guidelines on how applications will be evaluated will be provided. • Anticipated and actual outcomes will be compared in the final project report, and any unexplained or inadequately explained differences may affect future funding.



6.0 Program review

1. The program will be evaluated towards the end of this Council's term. An evaluation report, with recommendations, will be provided to the next Council to inform their decision-making on the continuity of the program.

7.0 Relationship to other policies

1. This is an additional funding opportunity that is administered separately from the Village of Haines Junction's Donated Refundables Fund, and Community Lottery funding programs.
2. Application deadlines and project completion deadlines are aligned with those of the Community Lottery Grant Program.
3. Where any part of this policy conflicts with requirements in Village Bylaws, the requirements in the Bylaws will apply.

POLICY TITLE: Community Culture, Arts, Recreation and Environment Fund
POLICY #: 48-25
EFFECTIVE DATE: TBD
ADOPTED BY COUNCIL ON: TBD
RESOLUTION #: TBD

Approved by:

Diane Strand – Mayor

David Fairbank - CAO



Appendix A: C-CARE Application Form

APPLICANT INFORMATION	
Name of applicant (organization)	
Primary contact person name	Primary contact person position
Mailing address of organization	Phone
	Email
Type of applicant: <input type="checkbox"/> Individual <input type="checkbox"/> Community group <input type="checkbox"/> Registered non-profit <input type="checkbox"/> Licensed local business <input type="checkbox"/> First Nation development corporation <input type="checkbox"/> Educational institution	What is your organization's mandate?
Is your organization based in Haines Junction? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PROJECT DESCRIPTION	
Start date:	End date:
Describe the project	
Describe how this project addresses a need identified by the community	



PROJECT ELIGIBILITY	
<p>This project will (check all that apply)</p> <p><input type="checkbox"/> Contribute to <u>cultural</u> sustainability within Haines Junction/Dakwākāda</p> <p><input type="checkbox"/> Sustain and/or contribute to the growth of <u>arts</u> within Haines Junction/Dakwākāda</p> <p><input type="checkbox"/> Sustain and/or contribute to the growth of <u>recreation</u> within Haines Junction/Dakwākāda</p> <p><input type="checkbox"/> Contribute to <u>environmental</u> sustainability within Haines Junction/Dakwākāda</p>	
<p>Intake applied to:</p> <p><input type="checkbox"/> May15</p> <p><input type="checkbox"/> November 15</p>	<p>Has your organization received funding from C-CARE this calendar year?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Is your project:</p> <p><input type="checkbox"/> Programming</p> <p><input type="checkbox"/> Event</p>	<p>Does this project address a strategic funding priority identified by Council:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>If this project addresses a strategic funding priority, please explain how:</p>	
<p>Did the organization receive funding from C-CARE last calendar year? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, was a final project support submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, did the prior-funded project achieve its intended outcomes? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please explain:</p>	
<p>How many people in Haines Junction/Dakwākāda will DIRECTLY benefit from this project:</p> <p><input type="checkbox"/> Tier 1 (less than 5 people)</p> <p><input type="checkbox"/> Tier 2 (between 5-15 people)</p> <p><input type="checkbox"/> Tier 3 (between 15-50 people)</p> <p><input type="checkbox"/> Tier 4 (more than 50 people)</p>	<p>To which funding tier are you applying:</p> <p><input type="checkbox"/> Tier 1 (up to \$1,000)</p> <p><input type="checkbox"/> Tier 2 (up to \$5,000)</p> <p><input type="checkbox"/> Tier 3 (up to \$10,000)</p> <p><input type="checkbox"/> Tier 4 (up to \$25,000)</p>



To be eligible, the project must have a measurable, beneficial impacts within the Village of Haines Junction/Dakwākāda. Explain what benefits your project will have, and how you will measure them.

PROJECT PARTNERS			
Name/Position	Organization	Phone/Email	Nature of Partnership



PROJECT BUDGET					
Item		Who would pay for the item			
Description/Justification	Cost	C-CARE	Other Funding Source		
			Cash	In-kind	Name of Source
Subtotal					
Total project budget					

Budget notes:

1. Justify all budget items. Attach additional budget pages if required.
2. Items under \$1,000 – provide a breakdown of the expense (for example: printing \$20/manual x 20 participants).
3. Items over \$1,000 – include with the application a minimum of two quotes from suppliers, contractors or consultants.



EXPECTED OUTCOMES OF PROJECT

Listed the expected outcomes of the project (the specific results, changes, or impacts that the project aims to achieve)

Certification by Applicant:

I certify that (check all that apply)

- ☐ I am a designated representative of the organization on whose behalf I am applying
- ☐ I have read the program policy
- ☐ I have only applied for project expenses that are eligible under this program
- ☐ I understand that I am required to submit a final report
- ☐ I understand that if successful, I am required to publicly acknowledge financial assistance from the Village of Haines Junction
- ☐ All statements within this application are to the best of my knowledge, true and correct
- ☐ This project will abide by all applicable municipal, territorial and federal laws and regulations

Name: _____

Position: _____

Signature: _____

Date: _____



Appendix B: C-CARE Program Committee Terms of Reference

Membership

Five members will be appointed by resolution by Council and will sit as members at the pleasure of Council. One Council member will also serve on the Committee.

Membership criteria:

Residing in Haines Junction, or surrounding region, for no less than two (2) years.

Conflict of interest and confidentiality

Program committee members must declare any conflicts of interest and sign an oath of confidentiality prior to participating in the proposal review.

Mandate:

1. Recommend projects for funding under the C-CARE program.
2. Adhere to guidelines provided in the program policy on how applications will be evaluated.
3. Make recommendations to council regarding any needed improvements to the program policy following the first year (two intakes) of the program's implementation.
4. Participate in a program evaluation that will be initiated in May 2028 and completed prior to the end of this Council's term.

Term:

Members will serve until May 1, 2029.

Time commitment:

The committee will review applications two times/year, following the May 15th and November 15th intake. Each review will require committee members to participate in a half-day meeting to review applications and make recommendations. Prior to the meeting, each member will be responsible for reviewing applications and completing the reviewer evaluation form. At the meeting, the committee will reach consensus on the rankings of each of the project proposals and reach consensus on a recommendation to Council on which projects should be funded.

Honoraria

Committee members will be provided with a \$200 honoraria to participate in the half-day evaluation meeting, and a \$200 honoraria to prepare for an evaluation meeting.

Staff secretariat:

Administrative support for the Committee will be provided by Village of Haines Junction staff. Staff will prepare meeting agenda packages, chair evaluation meetings, facilitate the Committee's work to reach consensus and summarize and present the Committee's recommendations to Council.



Appendix C: C-CARE Individual Reviewer Application Evaluation Form

Program Committee Reviewer Name:	
Has the applicant applied to the correct funding tier:	___Yes ___No
Will the project take place in Haines Junction/Dakwākāda	___Yes ___No
The project will: ___Contribute to <u>cultural</u> sustainability within Haines Junction/Dakwākāda ___Sustain and/or contribute to the growth of <u>arts</u> within Haines Junction/Dakwākāda ___Sustain and/or contribute to the growth of <u>recreation</u> within Haines Junction/Dakwākāda ___Contribute to <u>environmental</u> sustainability within Haines Junction/Dakwākāda	
Does this project address the strategic funding priority identified by Council	___Yes ___No

Does the project address a need identified by the community?

Strongly disagree	Disagree	Neutral	Agree	Strongly Agree
-------------------	----------	---------	-------	----------------

Comments:

Are the benefits to the community clearly described?

Strongly disagree	Disagree	Neutral	Agree	Strongly Agree
-------------------	----------	---------	-------	----------------

Comments:

Is there a clear plan for how the benefits will be measured?

Strongly disagree	Disagree	Neutral	Agree	Strongly Agree
-------------------	----------	---------	-------	----------------

Comments:

Have two quotes been provided for all individual items within the budget over \$1,000?

___Yes ___No

Does the project budget include any ineligible expenses? ___Yes ___No

Are at least 25% of total project costs acquired from another funding source(s)? ___Yes ___No

Are at least half of the matching funds a cash contribution? ___Yes ___No



If yes, indicate which ineligible expenses were found within the budget

Y/N	Ineligible expenses	Notes
	Assistance for individual children/families that can be accessed through the Kids Recreation Fund or Canadian Tire Jumpstart programs.	
	Operating and maintenance costs associated with an organization's general administration (e.g. insurance, rent, electricity, heat, phone, internet).	
	Wages associated with an organization's general administration (e.g. wages associated with fundraising, payroll, bookkeeping, etc.)	
	Office supplies and equipment (computers, scanners, printers, projectors, telephones, software etc.).	
	Gifts, awards, prizes.	
	Capital expenses (renovations, construction, acquiring of assets).	
	Profit (e.g. financial gains that remain after program/event related expenses are paid).	

Does the project include partnerships? ☐ Yes ☐ No

Are partnerships missing that would be essential to the success of the project? ☐ Yes ☐ No
Comments:

Overall project ranking:

- ☐ Priority (project is ranked high and also addresses Council's strategic funding priority)
☐ High (project is highly recommended for funding)
☐ Medium (project has some shortcomings, is only recommended for funding if adequate funds remain after high ranked projects are funded, and shortcomings are addressed)
☐ Low (project has too many shortcomings to be recommended for funding in this round; encourage applicant to re-submit next round)
☐ Not eligible (project has not met the eligibility criteria, encourage applicant to re-submit next round)

Reviewer signature

Print name Signature Date



Appendix E: C-CARE Final Report Form

Describe the outcomes of the project.

Describe how the community benefitted from the program, and how this was measured.

How many individuals within the community benefitted from the program? Describe how you arrived at this number.



FINAL PROJECT EXPENSES						
Item	Cost	Who paid for item	Amount paid		Is this as budgeted in the application?	Provide rationale for any differences
			Cash	In-kind		
Subtotal						
Final project expenses						

120A Platinum Road, Whitehorse Yukon Y1A 6A9
Phone 867-668-2114 | info@digitalink.ca

Valid 30 days from issue.
536272 Yukon Inc. GST Registration #70668 8124 RT0001

Card ID: LC-173

Order Number: 00215257

Quote/Estimate to:

Village of Haines Junction
Box 5339
Haines Junction YT Y0B 1L0

Ship to / Notes:

Village of Haines Junction
Box 5339
Haines Junction YT Y0B 1L0

SALESPERSON		YOUR NO.		SHIP VIA	SHIP DATE	TERMS		DATE	PG.
Dennise Virtudazo						Net 30		9/11/2025	1
QTY.	ITEM NO.	DESCRIPTION			PRICE	UNIT	DISC %	EXTENDED PRICE	TAX
1	4-1000	3' x 30' Mesh Banner - with Hem and Grommets			\$1,273.85			\$1,273.85	G
COMMENT									
						Subtotal		\$1,273.85	G
						Freight		\$0.00	
						GST		\$63.69	
						Enviro Fee		\$0.00	
NOTE that any changes in materials or specifications from shown above will result in revised pricing and altered delivery schedules. PRICES as shown constitute estimated time based on normal working conditions for similar projects. Production Item prices are fixed, however, photography, licensing, changes and/or additions, delays caused by the client, special consultations and all other project expenses that cannot be accurately estimated in advance will be billed extra. CANCELLATION of the project at any time prior to completion will result in the client being invoiced for all work and commitments made to date including any special materials orders regardless of receipt status.						Total		\$1,337.54	
						Deposit Balance Due		\$0.00 \$1,337.54	
CODE		RATE	AMOUNT	NOTE		THIS IS NOT AN INVOICE To confirm your order, please contact our office.			
G5 5% GST 2008		5%	\$63.69						

Aynslie Ogden

From: Tamara Selmer <selmert@ae.ca>
Sent: September 17, 2025 8:53 AM
To: Haines Junction CAO; Public Works Manager
Cc: James Stobbs; Kienna Baker; Steven Bartsch; Tamara Selmer
Subject: VoHJ/YG Misc Roadworks 2025

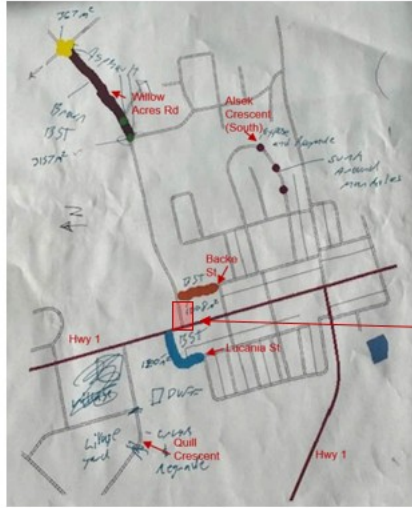
External Email

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

Morning Dave,

Do you want to add another small section to the list of roadwork repairs? Specifically, the entrance to Willow Acres Road off Hwy 1. Please see below and advise.

Thanks - Tamara



Entrance to Willow Acres Road, from Hwy to Backe Street:

Does the VoHJ want to add this section (from Hwy 1 to Backe St) to the Misc. Roadworks List? (This section is in poor condition, with Public Works continuously patching potholes.)



Tamara Selmer

Civil Inspector

Associated Engineering (B.C.) Ltd.

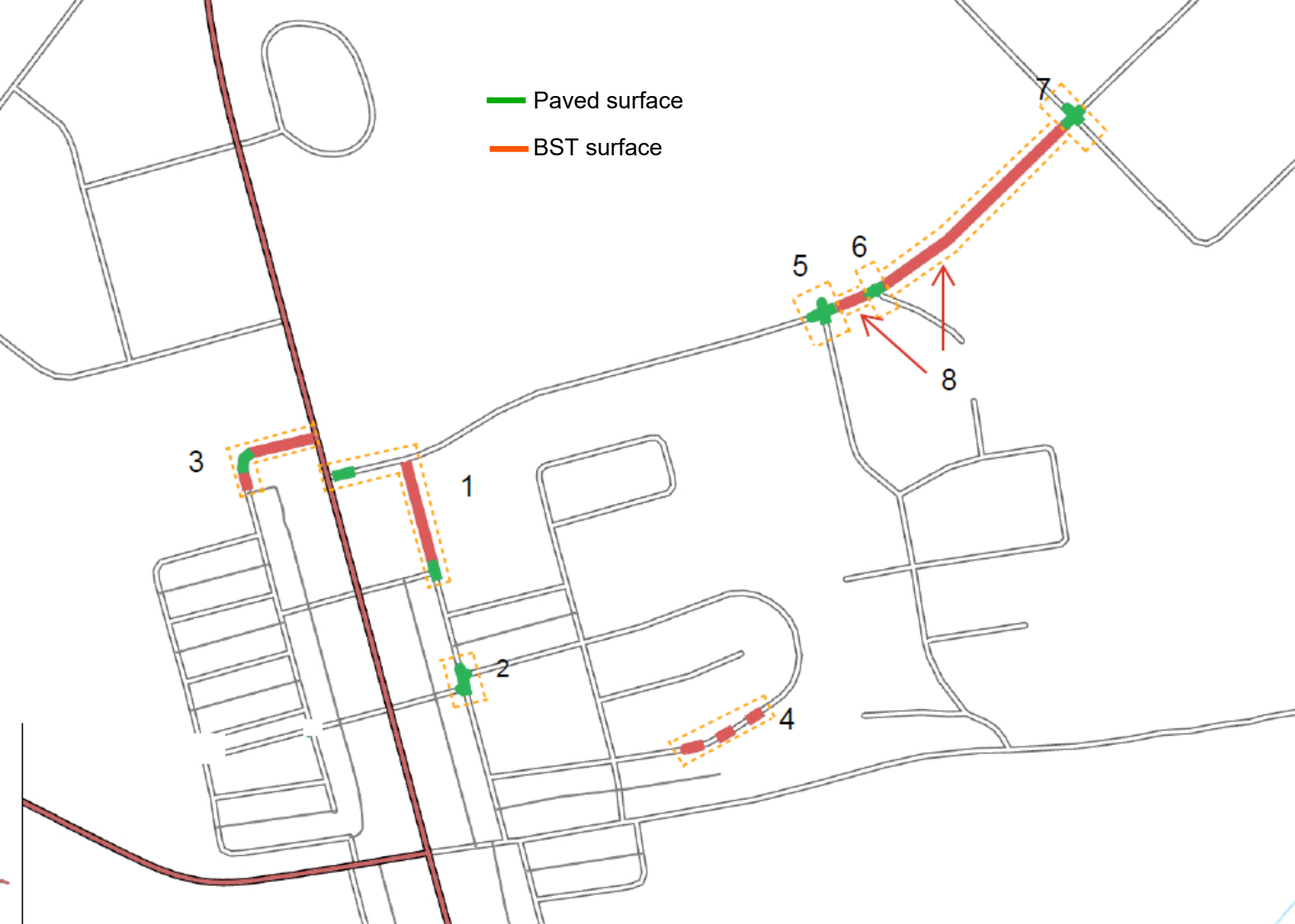
Suite 301 - 4109 4th Avenue, Whitehorse, YT Y1A 1H6

Tel: 867.456.2711 | Cell: 778-846-0442

You may [unsubscribe from Associated's electronic communications](#) at any time.

— Paved surface

— BST surface



Municipal Accounts Payable to September 24,2025

<u>Cheque No.</u>	<u>Name</u>	<u>Amount</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 36,178.76	Administration	Net Pay - Pay Period 19
		\$ 5,281.27	Administration	RRSP Contribution - Pay Period 19
		\$ 9,037.03	Administration	Group - Insurance Pay Period 19
280690	Joanne Thomas	\$ 9,189.14	Administration	50% of Survey cost on Shakwak lots
280691	Acklands-Grainger Inc.	\$ 411.51	Public Works	Disposable + chemical resistant gloves, earplugs
280692	April Sternbergh	\$ 40.00	Landfill & Recycling	Free Store volunteer honorarium
280693	Arctic Backhoe Services Ltd	\$ 4,722.90	Water & Sewer	Clean hydro vac for filter removal
280694	Big Bud Contracting	\$ 3,675.00	Recycling Centre	Recycle pick - up for the month of Jun.-Aug 2025
280695	Brogan Fire and Safety	\$ 1,187.20	Fire Department	Annual Inspection for trucks
280696	Building Systems Consulting Inc.	\$ 819.00	Arena	Arena design develop. 65% complete fire alarm
280697	Cimco	\$ 11,377.82	Arena	Agreement renewal, repair parts for ice plant
280698	Clark's Supply & Service Inc.	\$ 4,171.78	Public Works	Mower Part
280699	Clear Water Controls Inc.	\$ 5,091.37	Water & Sewer	Co2 injector parts and ph. probes
280700	Computrol Systems	\$ 6,372.45	Water & Sewer	Water truck fill mainboard
280701	Donna Istchenko Petty - Cash	\$ 1,921.75	Recycling Centre	Refundables paid out
		161.65	Fire Department	Pro tech gloves
280702	Evelyne Berezan	\$ 40.00	Landfill & Recycling	Free Store volunteer honorarium
280703	Government of Yukon	\$ 10,000.00	Capital Project	Quarry Permit #66

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to September 24,2025

280704	Harris & Company LLP		\$	1,547.70	Administration	Legal fees	
280705	Jacob's Industries		\$	497.70	Water & Sewer	Co2	
280706	James Bucknell		\$	3,050.00	Water & Sewer	Work done on waterlines on Macintosh St.	
280707	Kelly Beaulieu		\$	160.00	Landfill & Recycling	Free Store volunteer honorarium	
280708	MacKellar Contracting		\$	16,244.55	Roads & Streets	Street digging, grease removal, dump runs	
280709	M & D Services		\$	935.12		Convention Centre	August 2025 Custodial Services
			\$	311.71		Mezzanine	August 2025 Custodial Services
			\$	31.97		Arena Lobby	August 2025 Custodial Services
			\$	527.51		Administration	August 2025 Custodial Services
			\$	319.70		Fire Department	August 2025 Custodial Services
			\$	287.73		PW Outhouses	August 2025 Custodial Services
			\$	63.94		\$	2,477.68
280710	Melanson Construction		\$	3,034.50	Water & Sewer	Lift station annual vac cleaning	
280711	Mike Crawshay		\$	40.00	Landfill & Recycling	Free Store volunteer honorarium	
280712	Rachel Finn		\$	80.00	Landfill & Recycling	Free Store volunteer honorarium	
280713	Salomé Alby		\$	200.00	Landfill & Recycling	Free Store volunteer honorarium	
280714	Source Motors		\$	282.67		Landfill & Recycling	August 2025 Fuel
			\$	4,002.96		Public Works	August 2025 Fuel
			\$	159.51		\$	4,445.14
280715	Tech - Con Engineering Services		\$	1,701.00	Water & Sewer	Annual lagoon inspection	
280716	Totaltrac Yukon (2012) Inc.		\$	161.61	Public Works	UDT oil	

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to September 24,2025

280717	Underhill Geomatics Ltd.			\$	4,201.76	Roads & Streets	Road survey for Willow Acres
280718	Yukon Service Supply		\$	615.20		Water & Sewer	Sodium hypochlorite
			\$	176.51		Arena	Squeegee blades for floor scrubber
			\$	51.40	\$	843.11	Public Works

Municipal Accounts Payable	\$ 148,363.38
----------------------------	---------------

Adopted on _____

Mayor _____ CAO _____

* Denotes an item not directly funded by the Village

**** Grant funded**



REQUEST FOR PROPOSAL (RFP)

Coordination/Facilitation of Community Identity Workshop

1. INTRODUCTION

The Village of Haines Junction is inviting proposals from Yukon-based businesses to coordinate and facilitate a Community Identity Workshop

2. BACKGROUND

Council recently released its Strategic Priorities for 2025-2028.¹ One of Council's key initiatives is to host a Community Identity Workshop to:

- Develop a vision of what community we want to be
- Determine how we want to present ourselves to visitors
- Build a greater awareness of CAFN history and culture
- Discuss ways to bring our community together
- Develop a plan to build community pride
- Update the Village logo and entrance signage, and
- Decide what to do with the muffin.

3. SCOPE OF WORK

The Contractor will:

1. Work collaboratively with the Village and CAFN to identify clear milestones for the project that will enable the project to be complete for its target completion date of February 28, 2026.
2. Coordinate regular planning meetings of the Contractor, the Village of Haines Junction and a representative from CAFN.
3. Develop workshop schedule and communications plan with the goal of maximizing community participation at the workshop.
4. Coordinate speakers, invitations, and pre-registration.
5. Facilitate the workshop.
6. Produce a written summary of the outcomes of workshop discussions.
7. Complete the project by February 28, 2026

The Village will:

1. Coordinate/lead public communications around the event.
2. Directly cover expenses associated with catering, room rental, and invited speaker fees.

¹ <https://hainesjunction.ca/p/council-strategic-priorities-2025-2028>

4. BUDGET

All proposals should provide a detailed budget breakdown.

5. PROPOSAL REQUIREMENTS

Each proposal should include:

- A cover letter introducing the proponent(s) expressing an interest in the project.
- A detailed CV highlighting past projects.
- Proposed project management plan.
- A project timeline.
- A proposed budget (excluding catering, room rental, speaker fees).
- Names and contact information for three references.
- The proposal submission is not to exceed 10 pages in length.

6. SELECTION CRITERIA

Proposals will be evaluated based on:

- Coordination and facilitation experience
- Experience working within Yukon communities
- A demonstrated understanding of the Village of Haines Junction
- Budget and timeline feasibility

7. SUBMISSION DEADLINE

All proposals must be submitted no later than **5:00 pm October 31, 2025**. Proposals received after this date will not be considered. The Village reserves the right in its sole discretion to extend the closing date for any reason at any time prior to the closing date.

8. TERMS AND CONDITIONS

1. Contractors are solely responsible for their own expenses in preparing and delivering their proposals.
2. The successful proponent must be a Yukon-based business.
3. The Village reserves the right in its sole discretion to cancel this RFP in whole or in part at any time for any reason; or to reject any or all proposals.
4. The Village further reserves the right to accept or reject any proposal, in whole or in part, or to waive any irregularities at its own discretion.
5. The Village may issue another Request for Proposals on the same or different terms, sole source the contract to anyone, or do nothing further, without liability to any proponent or non-proponent.
6. The successful Contractor will need to sign an agreement detailing the terms of the project.
7. The successful Contractor will work with the Village staff and Council to ensure the deliverables are met.
8. The successful Contractor must secure, in advance of signing the contract:
 - a. Their own coverage under Yukon Safety and Compensation Board.
 - b. A current Village of Haines Junction Business Licence or Inter-Municipal Business Licence

- c. Current Commercial General Liability Insurance of \$2,000,000.
- d. Comply with the provisions of all laws and regulations applicable to the performance of the work, including, but not limited to the Yukon Employment Standards Act and the Yukon Workers' Compensation Act

9. CONTACT INFORMATION

All proposals should be addressed to:

The Village of Haines Junction

178 Backe St.

Haines Junction, Y0B 1L0

For inquiries, please contact:

Aynslie Ogden

Phone: 867-634-7100

Email: corporate@hainesjunction.ca



REQUEST FOR PROPOSAL (RFP)

Development of a Truth and Reconciliation Statement and Policy

1. INTRODUCTION

The Village of Haines Junction is inviting proposals from Yukon-based businesses to develop a Truth and Reconciliation Statement and Policy for the Village of Haines Junction

2. BACKGROUND

Council recently released its Strategic Priorities for 2025-2028.¹ One of Council's key initiatives is to develop a Truth and Reconciliation Policy and Statement for the Village of Haines Junction to address the Calls to Action issued to municipalities by the Truth and Reconciliation Commission², including:

43. We call upon the federal, provincial, territorial, and municipal governments to fully adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples as the framework for reconciliation.

47. We call upon federal, provincial, territorial, and municipal governments to repudiate concepts used to justify European sovereignty over Indigenous peoples and lands, such as the Doctrine of Discovery and *terra nullius*, and to reform those laws, government policies, and litigation strategies that continue to rely on such concepts.

57. We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

77. We call upon provincial, territorial, municipal, and community archives to work collaboratively with the National Centre for Truth and Reconciliation to identify and collect copies of all records relevant to the history and legacy of the residential school system, and to provide these to the National Centre for Truth and Reconciliation.

3. SCOPE OF WORK

The Contractor will:

1. Work collaboratively with Village council and staff to develop the statement and policy.
2. Deliver a workshop to Village council and staff on the statement and policy.
3. Provide an overview of this initiative at the upcoming Community Identity Workshop (date TBD).

¹ <https://hainesjunction.ca/p/council-strategic-priorities-2025-2028>

² <https://nctr.ca/publications-and-reports/reports/>

4. BUDGET

All proposals should provide a detailed budget breakdown.

5. PROPOSAL REQUIREMENTS

Each proposal should include:

- A cover letter introducing the proponent(s) expressing an interest in the project.
- A detailed CV highlighting past projects.
- Proposed project management plan.
- A project timeline.
- A proposed budget.
- Names and contact information for three references.
- The proposal submission is not to exceed 10 pages in length.

6. SELECTION CRITERIA

Proposals will be evaluated based on:

- A demonstrated understanding of the Truth and Reconciliation Commission's Calls to Action
- Experience working to advance reconciliation within the Yukon
- Experience in policy development.
- Budget and timeline feasibility.

7. SUBMISSION DEADLINE

All proposals must be submitted no later than **5:00 pm October 31, 2025**. Proposals received after this date will not be considered. The Village reserves the right in its sole discretion to extend the closing date for any reason at any time prior to the closing date.

8. TERMS AND CONDITIONS

1. Contractors are solely responsible for their own expenses in preparing and delivering their proposals.
2. The successful proponent must be a Yukon-based business.
3. The Village reserves the right in its sole discretion to cancel this RFP in whole or in part at any time for any reason; or to reject any or all proposals.
4. The Village further reserves the right to accept or reject any proposal, in whole or in part, or to waive any irregularities at its own discretion.
5. The Village may issue another Request for Proposals on the same or different terms, sole source the contract to anyone, or do nothing further, without liability to any proponent or non-proponent.
6. The successful Contractor will need to sign an agreement detailing the terms of the project.
7. The successful Contractor will work with the Village staff and Council to ensure the deliverables are met.
8. The successful Contractor must secure, in advance of signing the contract:
 - a. Their own coverage under Yukon Safety and Compensation Board.
 - b. A current Village of Haines Junction Business Licence or Inter-Municipal Business Licence

- c. Current Commercial General Liability Insurance of \$2,000,000.
- d. Comply with the provisions of all laws and regulations applicable to the performance of the work, including, but not limited to the Yukon Employment Standards Act and the Yukon Workers' Compensation Act

9. CONTACT INFORMATION

All proposals should be addressed to:

The Village of Haines Junction

178 Backe St.

Haines Junction, Y0B 1L0

For inquiries, please contact:

Aynslie Ogden

Phone: 867-634-7100

Email: corporate@hainesjunction.ca



Village of Haines Junction Report to Council

September 24, 2025

☒ Council Decision
☒ Council Direction
☐ Council Information
☐ Closed Meeting

RE: Village Policies/Design Refresh

Recommendation

That the Village gradually transition its public-facing documentation into a more modern look.

Background

Over the past 6 months to a year, staff have been using graphic design software to modernize the look of our public notices.

Current Status

Three policies are attached that using a refreshed design template.

Discussion/Analysis

The proposed, updated design balances the desire for a modern, professional look and feel to our publications, with limited resources to carry out this work. Staff are proposing we re-issue Village policies per the attached templates as they are not overly time-consuming to produce, nor do they require expensive software.

Asset Management Impact

Providing there is no rush to roll out the new policy design, and work to put policies into the new template can occur as time permits, this initiative will minimally impact staff time.

Alignment with Strategic Priorities

One element of Council's strategic priority of investing in the community is to foster pride in the community. A modern look to Village communications allows the Village to keep pace with similar efforts being made by other governments.

Next Steps

That policies be re-signed as they are ready.

Prepared by

Aynslie Ogden
Policy and Communications Manager



General Administration Policy 42-25

Acting Appointments Policy

1.0 Purpose

The purpose of this policy is to The purpose of this policy is to:

- Explain the different types of acting appointments
- Clarify when an employee is entitled to acting pay
- Confirm how acting pay is to be calculated
- Provide procedures for designating and notifying acting appointments
- Clarify how this policy relates to existing employment agreements.

2.0 Policy Statement

The Village of Haines Junction occasionally appoints employees to work in other positions due to vacations, illness, vacancies, or operational needs. Acting appointments may also increase employee engagement and retention by creating opportunities for employee development and support talent management/leadership development. The Village wishes to ensure employees are fairly compensated when they are required to temporarily perform duties at a higher classification level. This policy provides information to clarify, and expand on, the requirements outlined in current employment agreements.

3.0 Definitions

1. Acting appointment

- a. An acting appointment is when an employee temporarily assumes the responsibilities of another position within their department in the organization. Appointments may:
 - i. Be to a higher-level position requiring greater professional responsibility and competence for which acting pay is earned
 - ii. Be temporary lateral movements within the organization that do not earn acting pay.
 - iii. Be, temporarily, to a lower classification, where the employee will continue to be paid at their substantive rate of pay.

2. Acting pay

- a. Per S.25.05 of the Fourth Collective Agreement, an employee is entitled to Acting Pay when an employee is required by the Employer to perform the substantial duties of a higher classification on an acting basis for at least 3 working days.

3. Qualifying period

- a. The employee must perform the duties for a minimum of three consecutive days of work to be entitled to receive acting pay.



4.0 Implementation of Policy

1. *Designation of acting appointment:*
 - a. Acting appointments must be made by the supervisor of the position in which someone will acting. For example:
 - i. CAO acting appointments are designated by Council.
 - ii. Manager acting appointments are designated by the CAO.
 - iii. Public works employees acting appointments are designated by the Manager of Public Works
 - b. For further clarity, the incumbent in a position does not designate who will be acting for them when they are absent from the office; acting appointments may only be designated by the absent employee's supervisor.
2. *Notification of acting appointment* - Council and management staff must be notified, by email, of the start and end date for all acting appointments in advance of the commencement of the appointment.
3. *Roles and responsibilities of employees while acting* - When acting, the employee will need to assume roles and responsibilities of the position within which they are acting. Depending on operational requirements, the employee may also need to continue to carry out duties of their substantive position. It is the supervisor's responsibility to ensure that workloads are prioritized, balanced and achievable.
4. *Managers acting in a bargaining unit* - When a manager acts in a bargaining unit position, the manager's rights and entitlements flow from their substantive position.
5. *Bargaining unit members acting in management* - When a bargaining unit member acts in a management role, the employee's rights and entitlements flow from their substantive position.
6. *Calculation of Acting Pay* - Per S.25.05 of the Fourth Collective Agreement, acting pay shall be calculated as follows:
 - a. The employee shall be paid acting pay calculated from the day on which the employee was instructed to commence to perform the higher duties.
 - b. The employee will receive the minimum salary for the acting position where their present salary is less than the first step for that position, or one hundred and ten percent (110%) of their present salary, whichever is greater.
 - c. When a day designated as a paid holiday occurs on a day when the employee would otherwise be performing duties on an acting basis, the holiday shall be considered at the Acting pay rate.
7. *Return from acting position* - Upon return to their substantive position, the employee will revert to the substantive annual salary received at the time of the commencement of the acting assignment. Their salary will be adjusted for any collective agreement-related increases received during the assignment, up to but not exceeding the maximum of the substantive range.



5.0 General Information

- 1. Inquiries - Questions about the policy should be directed to the Chief Administrative Officer
cao@hainesjunction.ca

6.0 Application

- 1. Relationship to other policies - This policy complements:
 - a. Fourth Collective Agreement effective January 1, 2024 to December 31, 2026 Section 25.05
 - b. Bylaw #356-20 Conditions of Employment for Non-Union Staff
- 2. Order of policy - Where any part of this policy conflicts with a term in an employment agreement, the term in the employment agreement applies.

POLICY TITLE:	Acting Appointments
POLICY #:	42-25
EFFECTIVE DATE:	January 22, 2025
ADOPTED BY COUNCIL ON:	January 22, 2025
RESOLUTION #:	25-25

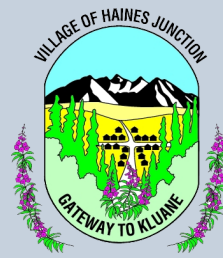
Approved by:

Diane Strand – Mayor

David Fairbank – CAO



Local Community Group and Individuals Support Policy



1.0 Objective

This policy defines the Village of Haines Junction support to local Community Groups and Individuals living in the Haines Junction/Dakwākāda region.

2.0 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.

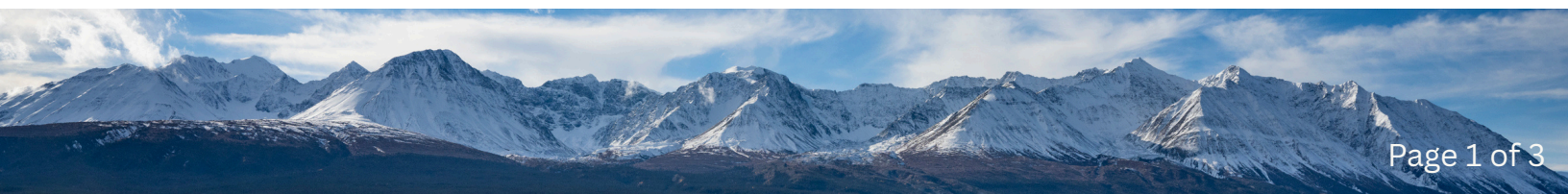
3.0 Rationale

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.

4.0 Definitions

1. Cleaning – sanitation to reduce the transmission of infectious diseases and return the facilities to the condition that they were offered in.
2. 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.
3. Insurance Policy– a insurance policy that provides \$2,000,000 third (3rd) party liability insurance, or as amended.
4. Local Community Group – a group of people comprised mainly of people residing in the Haines Junction / Dakwākāda. It will ordinarily meet the following criteria:
 - a. Membership to the group is open to everyone;
 - b. Provides a service, program, or activity to our community (Haines Junction/Dakwākāda);
 - c. Access to the service, program, event, or activity is open to all residents;
 - d. Does not charge a fee to attendees;
 - e. The group may be a registered society or simply a group of individuals;
 - f. The group will not have paid staff;
 - g. The group will be a non-profit group.





- 5. 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.
- 6. 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.

5.0 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.

6.0 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.

7.0 Private Parties

Private Parties are not eligible to benefit from this policy unless otherwise indicated.

8.0 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.

9.0 Implementation

The Chief Administrative Officer is responsible for the implementation of this policy.

POLICY TITLE:	Local Community Group and Individuals Support Policy
POLICY #:	36-21
EFFECTIVE DATE:	September 22, 2021
ADOPTED BY COUNCIL ON:	September 22, 2021
RESOLUTION #:	308-21

Approved by:

Diane Strand – Mayor

David Fairbank – CAO





Appendix A:

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

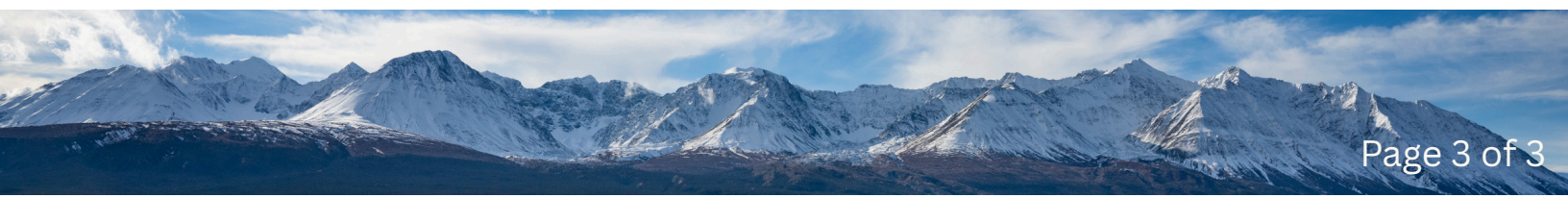
- Community Groups may book two annual events six months in advance.
- Other bookings can only be made two months in advance. The location of these bookings is at the discretion of the Village and may be changed at any time to accommodate other users. The Village will strive to provide advance notice regarding any location changes.

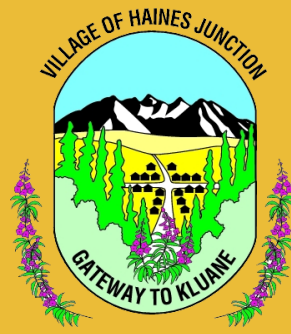
Community Group Booking Cancellations

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.





Public Works Policy 45-25

Monday/Tuesday Landfill Access for High Volume Users Policy

1.0 Purpose

The purpose of this policy is to provide (approved) high volume users, who demonstrate a clear need to dispose of garbage when the landfill is closed on Mondays and Tuesdays, with terms and conditions for after-hours access.

2.0 Policy Statement

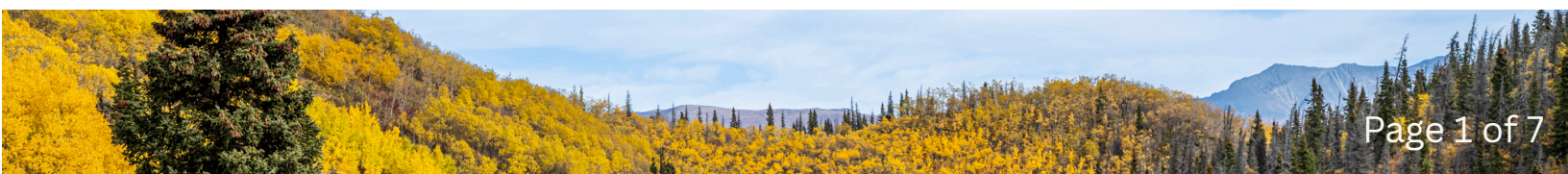
The Policy will describe the process for approving and granting access to high volume users to the landfill on Mondays and Tuesdays when the landfill is closed as well as the terms and conditions of access.

3.0 Definitions

1. High volume users – Refers to volumes that are typically generated by commercial and institutional users (e.g. land clearing activities, Yukon government and Parks Canada campgrounds).
2. Hours of operation – The regular hours of operation for the Haines Junction landfill are Wednesday to Sunday, 9:00am to 6:00pm.
3. Monday/Tuesday access – High volume users granted access to the Landfill on Mondays and Tuesdays will only be permitted access during the hours of 9:00 am to 6:00 pm.

4.0 Implementation

1. Application All users requesting after hours access must complete the Monday/Tuesday Access Policy Application Form (Appendix A).
2. Assessment of applications - Applications will be assessed per the following criteria:
 - a. The applicant is within the Haines Junction / Dakwākāda regional boundary (as defined in the Interim Regionalization Agreement).
 - b. The regular operating hours of the landfill are creating hardship for the applicant.
 - c. A high volume of waste needs to be disposed of on Mondays and Tuesdays.
 - d. The waste to be dropped off will not include hazardous materials or banned materials.
3. Acceptance of terms and conditions
 - a. Appendix B outlines the terms and conditions of after-hours access and must be signed by the applicant and the CAO, and the applicable bond must be paid, before access will be granted.
 - b. Access will be revoked, and the bond forfeited, if any of these terms and conditions are not met.





5. General information

Questions about the policy should be directed to the Chief Administrative Officer at cao@hainesjunction.ca

6. Application

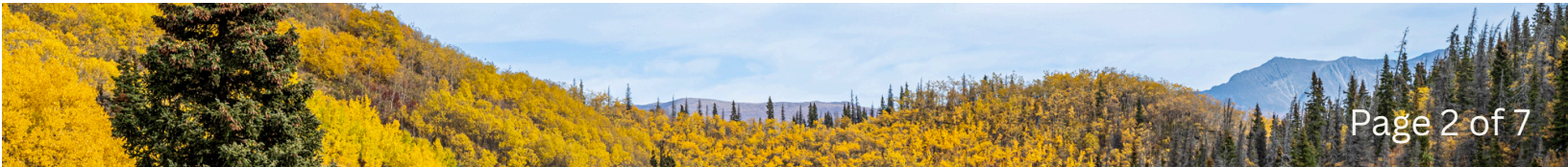
- 1. Relationship to other policies
 - a. This policy relates to the operating hours at the landfill (Motion 290-23). Should operating hours at the landfill be changed, this policy should be reviewed.
 - b. This policy relates to the Village’s Interim Landfill Regionalization Agreement with the Government of Yukon which requires the Village to monitor all materials brought into the landfill.
- 2. Order of policies - Where any part of this policy conflicts with requirements in Village Bylaws, the requirements in the Bylaws will apply.

POLICY TITLE:	Monday/Tuesday Landfill Access for High Volume Users
POLICY #:	45-25
EFFECTIVE DATE:	June 11, 2025
ADOPTED BY COUNCIL ON:	June 11, 2025
RESOLUTION #:	207-25

Approved by:

Diane Strand, Mayor

Dave Fairbank, CAO





VILLAGE OF HAINES JUNCTION
Monday/Tuesday Landfill Access - High Volume Users
APPLICATION FORM

Name: _____

Business: _____

Address: _____

Phone: _____

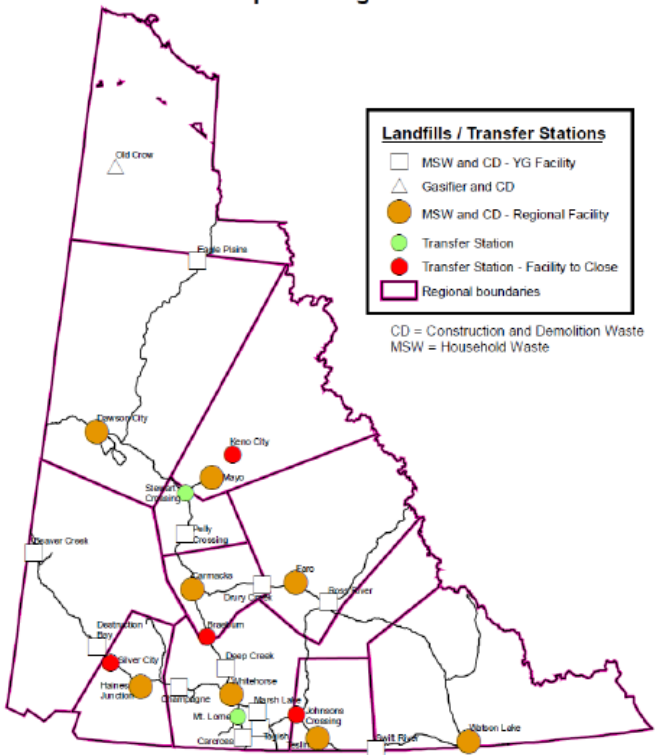
Email: _____

Is your business/organization located within
the Haines Junction/Dakwakada regional boundary
(per the adjacent map)?

___Yes
___No

Please explain when you are
currently accessing the landfill.

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





Please describe the volume of waste that you bring to the landfill on a weekly basis.

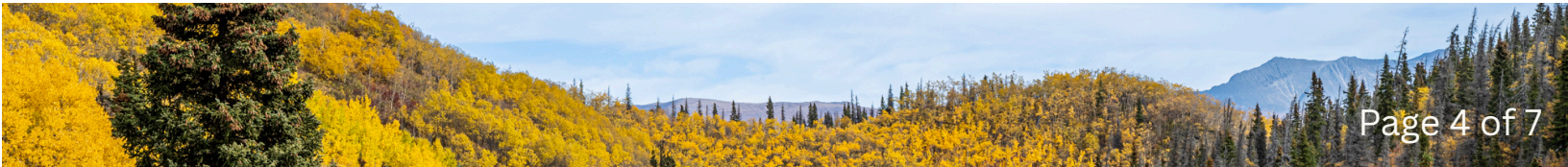
Please describe the type of waste that you bring to the landfill.

Please describe why you are requesting access to the landfill on Mondays and Tuesdays:

Signature

Date

Please attach additional page(s) if needed





VILLAGE OF HAINES JUNCTION
Monday/Tuesday Landfill Access - High Volume Users
APPLICATION FORM

Name: _____

Business: _____

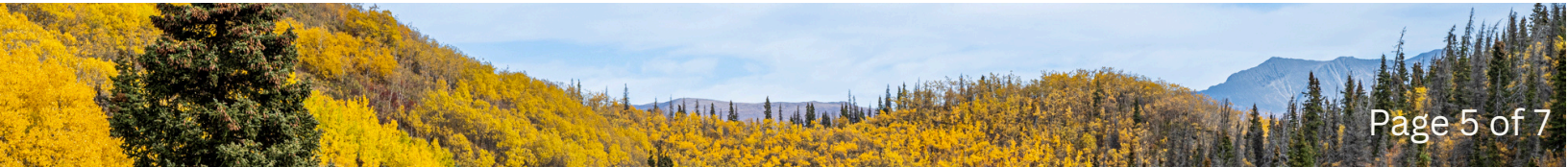
Address: _____

Phone: _____

Email: _____

As a user of the landfill on Mondays and Tuesdays, I agree to abide by the following terms and conditions (please check all boxes to indicate you have read and agree with the terms and conditions)

- ☐ I will limit access to Mondays and Tuesdays from 9 am to 6 pm.
- ☐ I will ensure the gate is locked when I am on site and when I leave the site.
- ☐ I will dispose of materials in the appropriate locations at the landfill.
- ☐ I understand that it is my responsibility to understand where materials are to be disposed of at the landfill BEFORE arriving to drop off materials on Mondays or Tuesdays.
- ☐ I will not bring hazardous/special waste to the landfill for disposal on Mondays or Tuesdays.
- ☐ I will not bring white goods, oil tanks, vehicles, tires, concrete, e-waste, automotive batteries, or materials containing asbestos to the landfill for disposal on Mondays or Tuesdays.
- ☐ I will not bring any materials to the landfill that may require analytical testing to demonstrate acceptable contamination levels to the landfill for disposal on Mondays or Tuesdays.
- ☐ I will not bring banned materials to the landfill for disposal on Mondays or Tuesdays.





___ I understand that I am responsible for paying tipping fees for all nonrecyclable materials that are disposed of on Mondays or Tuesdays.

___ I understand that the gate attendant will charge a fee based on the following load size:

Specify Load Size: _____

___ I understand that loads below this size will be charged at the load size specified above.

___ I understand that loads above this size are not permitted.

___ I understand that I must fill out a manifest form for each trip made to the facility on Monday or Tuesday.

___ I understand the manifest form must be deposited into the drop box at the gatehouse.

___ I understand that my vehicle license plate must be noted on the form to facilitate comparison to security camera footage.

___ I understand that the final decision on any disputes on invoicing will rest with the CAO.

___ I understand that I am responsible for removing any banned materials, or paying for the cost of their removal, that I bring to the landfill on Monday or Tuesday

___ I understand that I am responsible for paying for the clean up of any spills that result from my access to the landfill.

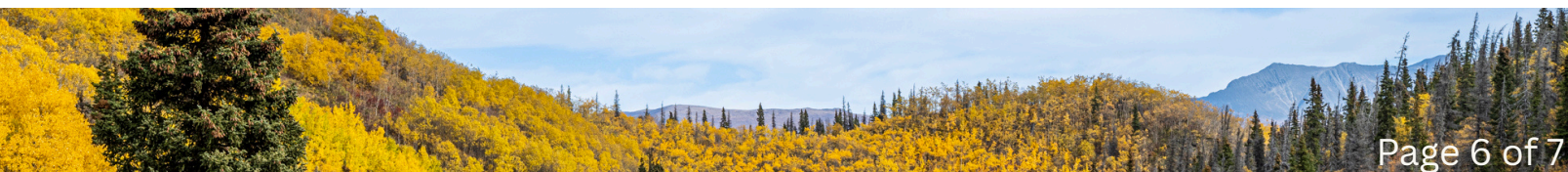
___ I understand that my activities at the landfill will be recorded on camera.

___ I understand that I must post a bond of \$500 to get access to the landfill on Monday and Tuesday.

___ I understand that once the bond is paid and the agreement is signed by both parties, I will be given a key to the access gate.

___ I will not share my access key with anyone other than my staff who are working for me.

___ I am responsible for ensuring my staff understand the terms and conditions associated with access to the landfill on Mondays and Tuesdays.





____I understand that any breach of the terms and conditions in this agreement will result in a forfeit of the bond.

____ I understand that any breach of the terms and conditions in this agreement will also require me to surrender my key.

___I understand that any failure to return the key after the bond is forfeited could result in a ban from the facility.

___I understand that if I forfeit my bond, I will need to repay the bond again to regain access to the facility on Mondays and Tuesdays.

___I understand that, providing the terms and conditions of this agreement are met, my bond will be refunded when I return my access key.

Agreed to by:

Signature

Date

Approved by:

CAO

Date

For office use:

A bond of \$500 was received on the following date: _____

I would like to propose organizing a **Halloween Decorating Day** in participation with Romp & Run.

The goal is to create a fun, family-friendly community event that brings kids and adults together to

Celebrate the season, while also promoting recycling and community spirit.

Planned Activities

Pumkin Carving Contest - create carving with main prizes, and small prizes.

Recycling & Garbage Sorting Contest - fun, educational, and prized based.

Halloween Decorating - decorations that can be stored and reused annually, adding more each year.

Community Barbecue - hosted by the Lions Club.

Community Benefits

Strengthens community bond. Encourages participation across all ages.

Promotes environmental awareness. Builds a tradition we can grow each year.

Estimated Budget

Item	Estimated Cost
Pumpkins (40 @ \$7 each)	\$280.00
Prizes (8 x \$25) gift Cards For Main Winners	\$200.00
Prizes (45x \$5) For all	\$225.00
Reusable Decorations	\$280.00
Lions Club BBQ (Food + Service)	\$500.00
Total Estimate Cost	\$1485.00

I believe this event would be an exciting and memorable way to bring our community together. I am

Requesting financial support to help cover these costs, ensuring the event is free and accessible for all participants.

With this said, I would like to incorporate giving thanks and acknowledgement to the Free Store Volunteers.

Thank you for considering this proposal, I would be happy to discuss details further.

Sincerely,

Bodine Stanlake

**Report to Council
Village of Haines Junction
September 24, 2025**

RE: August 2025 Financial Report

Recommendation

That Council accept the August 2025 Financial Report as information.

Resolution

That the Council of the Village of Haines Junction receive and file the August 2025 Financial Report.

Background

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

Analysis

***The budget amounts in this report are from the budget bylaw passed in April and do not include any subsequent budget amendments approved by Council. These amounts will be updated when the final amended budget is passed.**

***Changes from the previous report are highlighted in BOLD.**

SUMMARY:

Revenues – **Total O&M revenue is at 91.60% for the year, above the 67% benchmark.**

Expenditures – **Total O&M expenses are at 54.30% for the year, below the 67% benchmark.**

REVENUES

Legislative - Total revenues are above benchmark at **98.96%**.

- Comprehensive Municipal Grant, carbon tax rebate and Housing Accelerator Fund allocation have been received.

Administration – Total revenues are slightly above benchmark at **87.94%**.

- Unbudgeted amounts received - \$5600 grant received from AYC for Canada Day, \$10,000 interest on lot sales.

Public Works – Total revenues are below benchmark at 2.8%.

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

Water & Sewer - Total revenues are above benchmark at **96.07%**.

- Annual water and sewer services have been fully recorded.

Roads & Streets - Total revenues are above benchmark at 89.61%.

**Report to Council
Village of Haines Junction
September 24, 2025**

- Culvert sales

Landfill & Recycling – Total revenues are below benchmark at 31.45%.

- Tipping fees are at \$51,186, well below budgeted amount of \$252,000
- Interim regional waste management facility funding not yet received

Animal Control – Revenues are below benchmark at 13.35%.

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

Fire Department – Revenues above benchmark at 85.06%.

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

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

Facilities – **Revenues slightly below benchmark at 65.18%.**

EXPENSES

Legislative – Above benchmark at 79.60%

- AYC AGM expenses are \$4,500 over budgeted amount of \$15,000.
- Strategic planning \$11,000 over budgeted amount of \$5,000.

Administrative – Below benchmark at **49.49%.**

- Wages below benchmark as new recreation position not yet in place.
- Grants – Community Lottery grant not yet fully allocated for the year.

Public Works – Below benchmark at **47.38%.**

- Wages are under budget as more have been allocated to other departments (**ie) Water and Sewer**)
- Contract Services – Mosquito Control contract not yet recorded.

Water & Sewer – Above benchmark at **74.34%.**

- **Salaries approximately 18% above benchmark for the year.**

Roads & Streets – Below benchmark at 62.43%.

Landfill & Recycling – Above benchmark at 68.05%.

- Salaries above benchmark due to more PW resources being allocated to set up new system
- Additional supplies and other expenses for new system

Animal Control – Below benchmark at 11.78%.

Fire Department – **Below benchmark at 56.08%.**

**Report to Council
Village of Haines Junction
September 24, 2025**

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

FireSmart – Above benchmark at 90.36% as project was completed.

Convention Centre – Above benchmark at 68.97%.

Mezzanine – Below benchmark at 52.93%.

Community Hall, Curling Rink, Pool – Below benchmark at 51.34%.

Arena – Below benchmark at 59.03%.

- Wages below benchmark due to staff vacancies.

Conclusion

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

Prepared by

Donna Istchenko, Treasurer

**Report to Council
Village of Haines Junction
September 24, 2025**

Village of Haines Junction - 2025 Budget Expenditures				
O&M REVENUES		2025 YTD	2025 Budget	Benchmark 67%
LEGISLATIVE				
	Taxes and Grants in Lieu	\$ 1,033,915.09	\$ 1,031,420.30	100.24%
	Tax Penalties	\$ 7,189.53	\$ 7,000.00	102.71%
	Carbon Tax Rebate	\$ 57,942.47	\$ 57,942.47	100.00%
	CMG Block Funding	\$ 2,525,583.00	\$ 2,525,583.00	100.00%
	Return on Investments	\$ 104,878.33	\$ 150,000.00	69.92%
	Housing Accelerator Fund	\$ 308,659.28	\$ 308,659.28	100.00%
	Total Legislative	\$ 4,038,167.70	\$ 4,080,605.05	98.96%
ADMINISTRATION				
	Grant Funding	\$ 29,118.00	\$ 25,493.00	114.22%
	Licenses and Fees	\$ 11,598.36	\$ 12,650.00	91.69%
	Interest Earned	\$ 10,907.64	\$ 2,560.00	426.08%
	Contract Services	\$ -	\$ 18,000.00	0.00%
	Total Administration	\$ 51,624.00	\$ 58,703.00	87.94%
PUBLIC WORKS				
	Contract Services	\$ 503.50	\$ 11,000.00	4.58%
	Surplus Goods Sales	\$ -	\$ 5,000.00	0.00%
	Grant Funding	\$ -	\$ 2,000.00	0.00%
	Total Public Works	\$ 503.50	\$ 18,000.00	2.80%
WATER AND SEWER				
	Services and Bulk Sales	\$ 292,167.31	\$ 294,800.00	99.11%
	Contract Services / Asset Sales	\$ 181.50	\$ 1,500.00	12.10%
	Grant Funding	\$ -	\$ 8,000.00	0.00%
	Total Water and Sewer	\$ 292,348.81	\$ 304,300.00	96.07%
ROADS AND STREETS				
	Contract Services / Asset Sales	\$ 4,928.57	\$ 5,500.00	89.61%
	Total Roads and Streets	\$ 4,928.57	\$ 5,500.00	89.61%
LANDFILL AND RECYCLING				
	User Fees	\$ 51,186.83	\$ 252,000.00	20.31%
	Grant Funding	\$ 47,575.76	\$ 148,120.00	32.12%
	Beverage Container Refunds	\$ 51,163.05	\$ 70,000.00	73.09%
	Programs (Food Cycler)	\$ -	\$ 6,600.00	0.00%
	Total Landfill and Recycling	\$ 149,925.64	\$ 476,720.00	31.45%

**Report to Council
Village of Haines Junction
September 24, 2025**

ANIMAL CONTROL				
	Licenses and Fines	\$ 267.00	\$ 2,000.00	13.35%
	Total Animal Control	\$ 267.00	\$ 2,000.00	13.35%
FIRE DEPARTMENT				
	Contract Services	\$ 17,059.23	\$ 15,000.00	113.73%
	Lease Fees	\$ 17,992.00	\$ 26,208.00	68.65%
	Total Fire Department	\$ 35,051.23	\$ 41,208.00	85.06%
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 Centre	\$ 9,728.74	\$ 15,200.00	64.00%
	Rental Fees - Mezzanine	\$ 3,718.58	\$ 6,000.00	61.98%
	Rental Fees - Arena	\$ 3,521.42	\$ 3,500.00	100.61%
	Grant Funding	\$ -	\$ 1,333.00	0.00%
	Total Facilities	\$ 16,968.74	\$ 26,033.00	65.18%
TOTAL O&M REVENUES		\$ 4,614,785.19	\$ 5,038,069.05	91.60%
O&M EXPENSES				
		2025 YTD	2025 Budget	
LEGISLATIVE				
	Honoraria / Per Diems	\$57,204.06	\$89,725.00	63.75%
	Travel / Training	\$20,604.76	\$21,000.00	98.12%
	Grants and Hospitality	\$5,138.92	\$16,500.00	31.14%
	Supplies and Services	\$17,662.68	\$5,650.00	312.61%
	AYC Membership	\$25,255.84	\$25,255.83	100.00%
	Subtotal	\$125,866.26	\$158,130.83	79.60%
	HAF Grants	\$18,750.00	\$308,659.28	6.07%
	Total Legislative	\$144,616.26	\$466,790.11	30.98%
ADMINISTRATION				
	Wages and Benefits	\$ 343,893.90	\$ 712,378.00	48.27%
	Contract Services	\$ 92,783.53	\$ 156,791.16	59.18%
	Equipment and Supplies	\$ 11,875.96	\$ 15,000.00	79.17%
	Utilities	\$ 16,355.07	\$ 35,000.00	46.73%
	Training, Travel, Memberships	\$ 703.47	\$ 7,500.00	9.38%
	Grants and Hospitality	\$ 3,307.12	\$ 28,493.00	11.61%
	Advertising	\$ 7,714.40	\$ 10,000.00	77.14%
	Bank Charges	\$ 4,049.75	\$ 6,200.00	65.32%
	Total Administration	\$ 480,683.20	\$ 971,362.16	49.49%

**Report to Council
Village of Haines Junction
September 24, 2025**

PUBLIC WORKS				
	Wages and Benefits	\$ 290,583.00	\$ 624,945.00	46.50%
	Contract Services	\$ 1,300.00	\$ 24,000.00	5.42%
	Equipment and Supplies	\$ 44,983.97	\$ 66,000.00	68.16%
	Maintenance	\$ 18,364.05	\$ 52,000.00	35.32%
	Utilities	\$ 11,099.30	\$ 27,285.00	40.68%
	Insurance	\$ 18,366.09	\$ 18,366.09	100.00%
	Training and Travel	\$ 3,132.26	\$ 6,000.00	52.20%
	Total Public Works	\$ 387,828.67	\$ 818,596.09	47.38%
WATER AND SEWER				
	Wages and Benefits	\$ 92,924.49	\$ 109,085.00	85.19%
	Contract Services	\$ 41,688.29	\$ 67,000.00	62.22%
	Equipment and Supplies	\$ 54,029.72	\$ 73,240.00	73.77%
	Maintenance	\$ 21,420.02	\$ 51,000.00	42.00%
	Utilities	\$ 91,615.36	\$ 118,500.00	77.31%
	Insurance	\$ 59,218.70	\$ 59,218.70	100.00%
	Training and Travel	\$ 3,409.22	\$ 12,000.00	28.41%
	Total Water and Sewer	\$ 364,305.80	\$ 490,043.70	74.34%
ROADS AND STREETS				
	Wages and Benefits	\$ 34,866.10	\$ 53,000.00	65.79%
	Contract Services	\$ 7,920.00	\$ 10,000.00	79.20%
	Equipment and Supplies	\$ 5,742.92	\$ 23,000.00	24.97%
	Maintenance	\$ 479.99	\$ 1,500.00	32.00%
	Utilities (streetlights)	\$ 29,338.15	\$ 38,000.00	77.21%
	Total Roads and Streets	\$ 78,347.16	\$ 125,500.00	62.43%
LANDFILL AND RECYCLING				
	Wages and Benefits	\$190,810.79	\$246,464.14	77.42%
	Contract Services	\$27,536.75	\$61,300.00	44.92%
	Equipment and Supplies	\$20,068.44	\$32,000.00	62.71%
	Maintenance	\$7,235.83	\$10,000.00	72.36%
	Utilities	\$9,251.87	\$17,450.00	53.02%
	Insurance	\$4,824.02	\$4,824.02	100.00%
	Training and Travel	\$723.90	\$2,900.00	24.96%
	Recycle Refunds Paid Out	\$32,117.55	\$40,000.00	80.29%
	Landfill Closure Fees	\$0.00	\$15,000.00	0.00%
	Total Landfill and Recycling	\$ 292,569.15	\$ 429,938.16	68.05%

**Report to Council
Village of Haines Junction
September 24, 2025**

ANIMAL CONTROL				
	Wages and Benefits	\$ 185.02	\$ 1,100.00	16.82%
	Maintenance	\$ -	\$ 150.00	0.00%
	Equipment and Supplies	\$ -	\$ 320.00	0.00%
	Total Animal Control	\$ 185.02	\$ 1,570.00	11.78%
FIRE DEPARTMENT				
	Honoraria	\$ 29,338.04	\$ 65,070.00	45.09%
	Contract Services	\$ 18,162.83	\$ 20,000.00	90.81%
	Equipment and Supplies	\$ 2,835.36	\$ 12,500.00	22.68%
	Maintenance	\$ 16,457.39	\$ 23,000.00	71.55%
	Utilities	\$ 10,220.92	\$ 30,000.00	34.07%
	Insurance	\$ 14,191.16	\$ 14,191.16	100.00%
	Training and Travel	\$ 7,633.00	\$ 11,500.00	66.37%
	Total Fire Department	\$ 98,838.70	\$ 176,261.16	56.08%
FIRESMART				
	Contract Services	\$ 22,590.00	\$ 25,000.00	90.36%
	Total Firesmart	\$ 22,590.00	\$ 25,000.00	90.36%
CONVENTION CENTRE				
	Contract Services	\$ 16,480.99	\$ 34,000.00	48.47%
	Equipment and Supplies	\$ 11,130.29	\$ 17,000.00	65.47%
	Maintenance	\$ 13,819.71	\$ 19,000.00	72.74%
	Utilities	\$ 13,520.14	\$ 29,500.00	45.83%
	Insurance	\$ 44,061.68	\$ 44,061.68	100.00%
	Total Convention Centre	\$ 99,012.81	\$ 143,561.68	68.97%
MEZZANINE				
	Contract Services	\$ 5,622.30	\$ 11,000.00	51.11%
	Equipment and Supplies	\$ 554.07	\$ 1,000.00	55.41%
	Maintenance	\$ 1,294.24	\$ 2,000.00	64.71%
	Utilities	\$ 204.49	\$ 500.00	40.90%
	Total Mezzanine	\$ 7,675.10	\$ 14,500.00	52.93%
COMMUNITY HALL, CURLING RINK, POOL				
	Maintenance	\$ -	\$ 500.00	0.00%
	Utilities	\$ 1,845.27	\$ 3,000.00	61.51%
	Insurance	\$ 105.69	\$ 300.00	35.23%
	Total Community Hall, Curling I	\$ 1,950.96	\$ 3,800.00	51.34%

**Report to Council
Village of Haines Junction
September 24, 2025**

ARENA				
	Wages and Benefits	\$ 30,956.95	\$ 82,700.00	37.43%
	Contract Services	\$ 643.50	\$ 1,200.00	53.63%
	Equipment and Supplies	\$ 4,376.10	\$ 11,300.00	38.73%
	Maintenance	\$ 15,103.50	\$ 27,000.00	55.94%
	Utilities	\$ 59,975.79	\$ 95,500.00	62.80%
	Insurance	\$ 45,468.06	\$ 45,468.06	100.00%
	Training and Travel	\$ -	\$ 2,000.00	0.00%
	Total Arena	\$ 156,523.90	\$ 265,168.06	59.03%
TOTAL O&M EXPENSES		\$ 2,135,126.73	\$ 3,932,091.12	54.30%
NET O&M SURPLUS		\$ 2,479,658.46	\$ 1,105,977.93	
CAPITAL REVENUE		\$ -	\$ 4,295,500.00	
CAPITAL RESERVES		\$ -	\$ 45,000.00	
CAPITAL / PROJECTS EXPENSES		\$ 531,476.86	\$ 4,378,650.00	
NET CURRENT YEAR SURPLUS		\$ 1,948,181.60	\$ 1,067,827.93	
TRANSFER FROM UNRESTRICTED RESERVES				

Report to Council
Village of Haines Junction
September 24, 2025

2025 Capital Project Budget YTD							
DEPARTMENT	PROJECT	YTD	Budget Amount	Amended Budget	Funding Source		
					CMG / Reserves	Other	
Administration							
Arena	Oil Tank Replacement		\$16,000.00		\$16,000.00		
	Fire Alarm Upgrade	\$2,600.00	\$120,000.00		\$120,000.00		
Convention Ctr							
	Historic Mural Upgrade	\$37.35	\$60,000.00			\$60,000.00	Gas Tax
	Seismic Renovations		\$1,200,000.00			\$1,200,000.00	Gas Tax
	Grand Hall Projectors	\$52,372.34					CDF
	Heating System Upgrade Design						
Fire Department	Fire Dept Crew Cab		\$82,000.00			\$82,000.00	YG
	SCUBA Gear / Tools & Equipment		\$45,000.00		\$45,000.00		FD Reserve
	Tools & Equipment (Radios for truck)	\$7,911.01	\$0.00				
	Floor Drainage (Fire Hall)		\$15,000.00		\$15,000.00		
Landfill / Recycle	SWMP Design Implementation	\$5,525.89	\$1,000,000.00			\$1,000,000.00	Gas Tax
	Landfill Front Area Modernization	\$260,941.12	\$150,000.00			\$650,000.00	YG
	Environmental Spill Cleanup	\$12,340.00	\$20,000.00		\$20,000.00		
Public Works	Floor Drainage (Shop)		\$15,000.00		\$15,000.00		
	Flail Mower	\$17,014.41	\$15,000.00		\$15,000.00		
Water Sewer	Flow Meter	\$6,047.82	\$6,050.00		\$6,050.00		
	Wet Well Wizard		\$45,000.00		\$45,000.00		
	Equipment Repairs	\$103,033.35					
Roads & Streets	Repair and Resurface	\$100.00	\$1,200,000.00			\$1,200,000.00	Gas Tax
	Canada Banners	\$4,350.00	\$4,600.00		\$4,600.00		
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	\$900.00	\$25,000.00		\$25,000.00		
	Heritage Structure Project		\$30,000.00		\$30,000.00		
Projects	Abandoned Assets Removal Plan		\$25,000.00		\$25,000.00		
	Truth and Reconciliation Policy and Statement	\$8,006.00	\$20,000.00		\$20,000.00		
	GIS Mapping	\$3,000.00					
	Asset Management Plan		\$100,000.00		\$100,000.00		
	Emergency Response Plan		\$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	\$42,347.57					
	Rec Centre	\$4,950.00					CDF Funding
Reserves	Reserve Allocation - Public Works						
	Reserve Allocation - Fire Department						
	Reserve Allocation - Recreation Facility						
		\$531,476.86	\$4,378,650.00		\$583,150.00	\$4,295,500.00	



Village of Haines Junction Report to Council

September 10, 2025

☒ Council Decision
☒ Council Direction
☐ Council Information
☐ Closed Meeting

RE: Application to Amend Zoning

Recommendation

Council, take into consideration this report and provide staff with direction on the proposed rezoning of Lot 16, Block 11, 191 Backe Street from Commercial Mixed (CM) to Commercial Mixed X (CMx).

Background

Lot 16, Block 11 is located at 191 Backe Street between Jacquot Street and Kluane Street. The lot is currently zoned Commercial Mixed, along with four other lots on this block.



Two lots on this block, 183 Backe Street (at the corner of Jacquot and Backe) and 197 Backe Street (at the corner of Kluane and Backe) are zoned CMx. When the Zoning Bylaw was passed, existing residences on commercial property were rezoned to CMx, this was done to ensure that they would not become non-conforming and that the Zoning changes would not adversely impact existing residents.

Current Status

CM zoning is intended to allow light commercial use with residential options that must be secondary to the commercial activity.

CMx zoning was created to accommodate the many pre-existing residences, without requiring commercial activity as the primary use

The owners of the 191 Backe Street are trying to sell the property and have found a buyer would be interested in purchasing the property if residential-primary use is allowed.

Discussion/Analysis

When the 2024 Zoning Bylaw was passed, the CMx Special Modification was not applied to:

1. Undeveloped lots as the intention was to encourage new developments to conform to the new standard.
2. Lots whose principal use was commercial, as they would conform with CM zoning under the 2024 Zoning Bylaw.

Recently, Council approved a Zoning Amendment for Lots 14 and 17, Block 7 from Tourist Commercial to CMx. These lots were undeveloped when the 2024 Zoning Bylaw was passed. The rationale for this amendment was they were the only remaining lots on the block not designated as CM or CMx.

191 Backe Street was not assigned the CMx designation in the 2024 Zoning Bylaw because at the time when the 2024 Zoning Bylaw was passed, the principal use of this lot was commercial (the Wanderer's Inn).

Draft resolution

Bylaw #433025, Zoning Bylaw #411024 Amendment #3, be deemed read for the first time on September 10, 2025.

Prepared by

Aynslie Ogden
Policy and Communications Manager

VILLAGE OF HAINES JUNCTION

Bylaw #433-25

A Bylaw to Provide for an Amendment to the Haines Junction Zoning Bylaw #411-24

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

WHEREAS the *Municipal Act*, being Chapter 154 of the Revised Statutes of the Yukon, 2002 and amendments thereto, Sections 294 and 296 describes the provisions for a Public Notice and Public Hearing on any proposed zoning bylaw or amendment thereto; and

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

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

SHORT TITLE

1. This bylaw shall be cited as "Zoning Bylaw #433-25 Amendment #3 Bylaw".

INTERPRETATION

2. For this bylaw all definitions are described in Bylaw #411-24 and its amendments thereto including this bylaw.

PROVISIONS

3. Appendix 'A' forming part of this Bylaw is attached and defines the area in which zoning is to be amended:
For greater certainty, this Bylaw provides for the rezoning of Block 11, Lot 16, 191 Backe Street from Commercial Mixed (CM) to Commercial Mixed X (CMx).

ENACTMENT

4. This bylaw shall come into full force and effect upon the final passage thereof.

READINGS

Read a first time the 10th day of September, 2025.

A Public Hearing was held 10th day of September, 2025.

Read a second time the ____ day of ____, ____.

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

Diane Strand, Mayor

David Fairbank, CAO

Appendix "A"
Map of Location in which Zoning is to be Amended



VILLAGE OF HAINES JUNCTION

Bylaw #434-25

Bylaw #434-25, A Bylaw to Establish the Community Culture, Arts, Recreation and Environment (C-CARE) Program Committee

WHEREAS, Section 191 of the Municipal Act, being Chapter 154 of the revised statutes of the Yukon, 2002 and amendments thereto, states that "Council may by bylaw establish committees, boards and commissions and their functions",

NOW THEREFORE, the Council for the Village of Haines Junction, in open meeting duly assembled, enacts as follows;

1.0 Short Title

This bylaw shall be known as the Culture, Arts, Recreation and Environment (C-CARE) Program Committee Bylaw

2.0 Membership

Five members will be appointed by resolution by Council and will sit as members at the pleasure of Council. One Council member will also serve on the Committee.

3.0 Membership criteria:

Residing in Haines Junction, or surrounding region, for no less than two (2) years.

4.0 Conflict of interest and confidentiality

Program committee members must declare any conflicts of interest and sign an oath of confidentiality prior to participating in the proposal review.

5.0 Mandate

1. Recommend projects for funding under the C-CARE program.
2. Adhere to guidelines provided in the program policy on how applications will be evaluated.
3. Make recommendations to council regarding any needed improvements to the program policy following the first year (two intakes) of the program's implementation.
4. Participate in a program evaluation that will be initiated in April 2028 and completed prior to the end of this Council's term.

6.0 Term

Members will serve until April 1, 2029.

7.0 Time commitment

1. The committee will review applications two times/year, following the May 15th and November 15th intake.

2. Each review will require committee members to participate in a half-day meeting to review applications and make recommendations.
3. Prior to the meeting, each member will be responsible for reviewing applications and completing the reviewer evaluation form.
4. At the meeting, the committee will reach consensus on the rankings of each of the project proposals and reach consensus on a recommendation to Council on which projects should be funded.

8.0 Honoraria

Committee members will be provided with a \$200 honoraria to participate in the half-day evaluation meeting, and a \$200 honoraria to prepare for an evaluation meeting.

9.0 Staff secretariat

Administrative support for the Committee will be provided by Village of Haines Junction staff. Staff will prepare meeting agenda packages, chair evaluation meetings, facilitate the Committee's work to reach consensus and summarize and present the Committee's recommendations to Council.

10.0 Enactment

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

Read a first time on the 24th day of September, 2025.

Read a second time on the 24th day of September, 2025.

Read a third time on the _____ day of _____, 2025.

Diane Strand
Mayor

David Fairbank
Chief Administrative Officer