



REGULAR COUNCIL MEETING

Village of Haines Junction

May 13th, 2026 – 7:00 pm

AGENDA

Old Business

- RTC –Emergency Plan Approval Process: Request to approve the new Municipal Emergency Plan and Emergency Response Guideline.
- RTC – Capital Budget Amendment: Proposed increase of \$240,000 towards the convention center heating ventilation and control systems upgrade project, based on tendered values.

New Business

- RTC - Development Officer Proposed delegation of Development Officer authority to the Project and Asset Manager position.

Meeting Closed to the Public

Adjournment (End of Meeting)

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

Municipal Accounts Payable to May 13, 2026

<u>Cheque #</u>	<u>Name</u>	<u>Total Invoice</u>	<u>Department</u>	<u>Description</u>	
Transfer	Payroll Account #4305418	\$ 31,593.66	Administration	Net Pay - Pay Period 8	
		\$ 4,936.10	Administration	RRSP Contribution - Pay Period 8	
		\$ 689.23	Administration	Union Dues April 2026	
		\$ 13,593.67	Administration	Receiver General April Pay Period 8	
		\$ 50,812.66			
Transfer	Payroll Account #4305418	\$ 33,580.72	Administration	Net Pay - Pay Period 9	
		\$ 7,379.36	Administration	RRSP Contribution - Pay Period 9	
		\$ 7,902.74	Administration	Group Insurance Pay Period 9	
		\$ 16,093.12	Administration	Receiver General May Pay Period 9	
		\$ 64,955.94			
EFT	Visa	\$ 1,854.13	Administration	Cell phone, adobe, zoom, kettle, phone, AYC/AGM	
		\$ 1,320.13	Arena	LED lights for Arena rink	
		\$ 112.84	Convention Centre	Entandem, push door signs	
		\$ 45.00	Fire Department	Firetruck registration	
		\$ 286.69	Landfill	Internet, point of sale system, cell phone	
		\$ 2,140.92	Legislative	AYC/AGM	
		\$ 744.51	Public Works	Chainsaw chaps, motion sensor, timer switch, phones, bearsprays, wire kit	
		\$ 114.45	Water & Sewer	Internet, phone	
		\$ 6,618.67			
			Acklands - Grainger Inc.	\$ 548.12	Public Works
AFD Petroleum Ltd.		\$ 2,596.46	Arena	April 15, and 30, 2026 heating fuel	
		\$ 37.08	Water & Sewer	April 15, and 30, 2026 heating fuel	
		\$ 2,778.28	Fire Department	April 15, and 30, 2026 heating fuel	
		\$ 1,928.23	Convention Centre	April 15, and 30, 2026 heating fuel	
		\$ 1,928.22	Administration	April 15, and 30, 2026 heating fuel	
		\$ 629.36	Recycling Centre	April 15, and 30, 2026 heating fuel	
		\$ 9,897.63			

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to May 13, 2026

Building Systems Consulting Inc.	<u>\$ 4,095.00</u>	Arena	Arena tender administration fee
Christina Benty	<u>\$ 1,680.00</u>	Administration	Coaching Sessions October 2025-April 2026
Dieter Gade	<u>\$ 47.64</u>	Convention Centre	Shipping cost for broken speaker
Ellen Stutz Petty - Cash	2347.35	Recycling Centre	Refundables paid out
	\$ 215.80	Fire Department	Drivers Medical Exam, fire truck dome light
	<u>\$ 2,563.15</u>		
Evelyne Berezan	<u>\$ 120.00</u>	Landfill & Recycling	Free Store Volunteer Honorarium
Federation of Canadian Municipalities	<u>\$ 316.19</u>	Administration	Annual Membership
Hach Sales & Service Canada LP	<u>\$ 1,231.65</u>	Water & Sewer	Spectrometer color std, DPD packets, sample cells
Jacobs Industries Ltd.	<u>\$ 497.70</u>	Water & Sewer	Co2
Joe Johnson Equipment	<u>\$ 1,759.33</u>	Water & Sewer	Sewer flusher parts
Kelly Beaulieu	<u>\$ 200.00</u>	Landfill & Recycling	Free Store Volunteer Honorarium
Listers Motor Sports	\$ 18,193.00	Landfill	Side by Side vehicle
	\$ 18,193.00	Public Works	Side by Side vehicle
	<u>\$ 36,386.00</u>		
M&D Services	\$ 1,074.19	Convention Centre	April 2026 Custodial Services
	\$ 679.76	Mezzanine	April 2026 Custodial Services
	\$ 402.82	Administration	April 2026 Custodial Services
	\$ 268.55	Fire Department	April 2026 Custodial Services
	\$ 67.14	Convention Centre	Kitchen towels Laundry
	<u>\$ 2,492.46</u>		

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** Grant funded

Municipal Accounts Payable to May 13, 2026

NF Electrical and Event production Ltd.	<u>\$ 1,554.00</u>	Administration	System design and tech service, CC air handler motor replacement
NorthwesTel	\$ 265.08	Administration	April 27, 2026 billing
	\$ 61.57	Public Works	April 27, 2026 billing
	\$ 711.39	Water & Sewer	April 27, 2026 billing
	\$ 436.67	Protective Service	April 27, 2026 billing
	\$ 125.45	Convention Centre	April 27, 2026 billing
	\$ 30.80	Mezzanine	April 27, 2026 billing
	\$ 30.80	Arena	April 27, 2026 billing
	\$ 80.36	Recycling Centre	April 27, 2026 billing
	<u>\$ 1,742.12</u>		
Olaf Contracting	<u>\$ 3,003.00</u>	Water & Sewer	Water break repair, dig,back fill and clean up grave
Patrick Royle	<u>\$ 201.60</u>	Projects	C-Care for Clay Club
Rob Moore	<u>\$ 401.72</u>	Fire Department	Fire truck spare battery
Stream Pro Resources	\$ 1,207.50	Water & Sewer	Water license annual report
	\$ 2,173.50	Landfill	Landfill annual report
	<u>\$ 3,381.00</u>		
Superior Propane	<u>\$ 28.35</u>	Public Works	Tank rental
Xerox	<u>\$ 575.65</u>	Administration	Printing and photocopies
Yukon Service Supplies	<u>\$ 648.59</u>	Water & Sewer	Sodium Hypochlorite

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** Grant funded

Municipal Accounts Payable to May 13, 2026

Municipal Accounts Payable

\$ 195,758.17

Approved by:

Mayor _____ CAO _____

* Denotes an item not directly funded by the Village

** Grant funded



**Village of Haines Junction
Report to Council**

May 13, 2026

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Municipal Emergency Plan and Emergency Response Guidelines

Recommendation

That Council approve the 2026 Municipal Emergency Plan (MEP) and 2026 Emergency Response Guideline (ERG) as drafted, with operational and administrative refinements -including the incorporation of Council's feedback- to be completed by staff and approved by Council at the earliest opportunity; and, that Council direct staff to update emergency response Bylaws #364-20 and #365-20 to improve alignment with the new Emergency Response Plans.

Background

The Village's previous Civil Emergency Plan was repealed in March 2020, during the COVID-19 pandemic, and was not replaced. The Village has operated without a current civil emergency plan since that time, despite Bylaw #365-20 requiring one.

Council established emergency preparedness as a strategic priority and, in anticipation of the upcoming 2026 fire season, directed staff to prepare an emergency response plan on October 9, 2025. Staff engaged Reynolds Consulting, an experienced emergency management practitioner, to produce two complementary documents: the MEP, a governance and coordination framework establishing municipal authority and decision-making during emergencies, and the ERG, an operational document with scenario-specific response guidance for staff, referencing hazards relevant to the community. Given the time available, the scope of these documents is necessarily focused; they are intended to prepare the Village as well as possible for the upcoming fire season.

Both documents align with the Yukon *Civil Emergency Measures Act*, the *Municipal Act*, Bylaws #364-20 and #365-20, and recognized emergency management practices including the Incident Command System. Council has directed staff to update the relevant bylaws, and these will come forward for Council's consideration shortly.

Current Status

Council reviewed the draft documents at the April 20 Committee of the Whole meeting. With the support of the contractor, staff will incorporate Council's written comments into the first amendment of the documents.

Discussion/Analysis

The MEP and ERG are deliberately structured along the governance/management line. The MEP establishes the framework Council approves: legislative authorities, governance structures, declaration powers, and high-level roles. The ERG is an operational tool used by staff to respond to specific hazards.

Council's role in approving these documents is governance-level: confirming that the framework is sound, that qualified people have prepared it, and that staff have appropriate authority to operationalize it. Embedding further operational detail into the MEP itself would be contrary to recognized practice and would require Council approval for each operational refinement, undermining the plan's ability to adapt during a live incident. This division of responsibility is reflected in Section 12.2 of the MEP, which provides for administrative updates between substantive Council reviews.

Asset Management Impact

The MEP and ERG support protection and recovery of municipal infrastructure and assets during emergency events. Approval enables coordinated response that reduces risk of asset loss and accelerates restoration. Additional work focused on disaster recovery management will be included in future iterations of the plans.

Alternatives Considered

Approve as drafted with administrative iteration (*recommended*). The Village achieves statutory compliance under Bylaw #365-20. The framework is operational for fire season. Staff will continue to refine the documents, incorporating edits post approval.

Defer approval pending further Council review (*not recommended*). The Village remains in breach of its own bylaw. The community remains without an approved emergency framework through fire season. The absence of an approved plan would be a material fact in any inquiry, claim, or review following an incident.

Alignment with Strategic Priorities

Approval supports public safety, community resilience, statutory compliance, and good governance.

Next Steps

Upon Council approval, the documents will be distributed to municipal staff, YG EMO, CAFN, and other relevant response partners. Staff will compile Council members' written strategic feedback and incorporate it into revised draft for Council's review and approval at the earliest opportunity. Staff will begin building out the broader Emergency Management Program, including training and exercises.

Draft Resolution

That Council approve the 2026 Municipal Emergency Plan and the 2026 Emergency Response Guideline as drafted; and, that operational and administrative refinements, including the incorporation of Council's feedback, be completed by staff at the earliest opportunity for Council's review and approval; and, that Council direct staff to update emergency response Bylaws #364-20 and #365-20 to improve alignment with the new Emergency Response Plans.

Prepared by

David Fairbank
Chief Administrative Officer



**Village of Haines Junction
Report to Council**

May 13, 2026

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: Tender Result and Budget Amendment - Convention Center HVAC System Upgrades and Arena Fire Alarm System Replacement

Recommendation

That Council amend the 2026 Capital Budget for the ‘Bill Brewster Arena - Fire Alarm Replacement’ and ‘Convention Centre - Heating, Ventilation and Air Conditioning (HVAC) Upgrade’ projects to reflect the low bids received, increasing the combined budget from \$270,000 to \$515,000 (inclusive of approximately 10% contingency), so that Staff may proceed with awarding the tenders.

Background

In the 2023 O&M and Capital budget, Council approved \$53,000 towards the Convention Center Heating System Assessment and design and an additional \$40,000 towards the Fire alarm system design. BSC Ltd. was engaged to provide detailed design drawings for both projects.

As work progressed on both projects the anticipated costs increased due to improved understanding of the scope of work and the complexity of the projects.

In the 2025 O&M and Capital Budgets the fire alarm replacement project was budgeted at \$120,000 and no estimate was provided for the Convention Centre HVAC upgrade, as the design work was still underway. In both cases the design and tendering process did not include a formal Class D cost estimate, as it would add to the cost and completion of this work is required for the safe and continued operation of both buildings.

For the 2026 Capital Budget, the HVAC upgrade was estimated at \$150,000 (pending cost estimate) based on informal discussions with the design engineer. The difference between this tentative figure and the tender result does not indicate that the bids received are high; it reflects the difficulty of accurately estimating a complex project without undertaking the detailed cost estimating process that bidders carry out. The tender result is now the first reliable price point for this work.

Current Status

Staff tendered both projects concurrently with a closing date of April 23, 2026. A summary of the tender results is provided below:

Village of Haines Junction

Tender Submission Log | 2026 Capital Projects

Bill Brewster Arena — Fire Alarm Replacement

Tender closing date: April 23, 2026

Opened at: VoHJ Office

Attendees: Jerry Tracy, David Fairbank

Name of Bidder	Date Received	Time Received	Bid Amount	Variance vs. Budget	Provisional Electrician Rate
2026 Capital Budget Estimate			\$120,000.00		—
Bid #1	2026-04-23	3:16 PM	\$120,655.80	\$656	\$200.00
Bid #2	2026-04-24	1:13 PM	\$199,773.00	\$79,773	\$165.00
Bid #3	2026-04-22	2:30 PM	\$246,640.00	\$126,640	\$239.29

Convention Centre — HVAC Upgrade

Tender closing date: April 23, 2026

Opened at: VoHJ Office

Attendees: Jerry Tracy, David Fairbank

Name of Bidder	Date Received	Time Received	Bid Amount	Variance vs. Budget	Provisional Electrician Rate
2026 Capital Budget Estimate			\$150,000.00		—
Bid #1	2026-04-23	1:48 PM	\$347,286.00	\$197,286	\$240.00
Bid #2	2026-04-22	2:16 PM	\$375,749.00	\$225,749	\$277.00

Total Budget Variance

\$197,942

The Fire Alarm Replacement low bid came in at \$120,656, essentially matching the 2026 budget allocation of \$120,000. The HVAC Upgrade low bid came in at \$347,286, materially above the informal \$150,000 placeholder used in the 2026 budget. The combined low bids total \$467,942. Staff recommend a combined amended budget of \$515,000, which includes approximately 10% contingency to accommodate any change orders arising during construction, if required.

Discussion/Analysis

The Fire Alarm Replacement closely aligned with the budgeted value. This outcome lends confidence that the competitive tender process worked as intended.

The HVAC Upgrade result warrants framing. The \$150,000 figure carried in the 2026 budget was a placeholder, generated from informal engineer-to-Administration conversation without a Class D estimate; it was never a priced estimate. The tender result of \$347,286 is the first defensible price point for this work and reflects the true cost of the scope.

A high tender price is not the same as a poor tender result. Taken together, the two projects demonstrate that the Village's competitive tender process is functioning as intended and is producing market-tested pricing. The HVAC result also provides administration with more accurate information for future capital planning and asset management work.

Asset Management Impact

Both systems are at or near the end of their service lives and serve heavily used public buildings. These are not discretionary upgrades; they are lifecycle renewals of the type that the Village's Asset Management Plan is designed to identify and prioritize.

The Bill Brewster Arena Fire Alarm is life-safety infrastructure in a public assembly building. The Convention Centre HVAC system supports daily operation of a community-use and revenue-generating facility, failure during the heating season would be highly disruptive and costly to address on an emergency basis.

Proceeding with both projects in 2026 allows the Village to address these asset renewal needs on planned terms rather than under emergency conditions.

Alternatives Considered

Reject the tenders (not recommended). Rejecting the tenders would close the current procurement and require re-tendering if the work is to proceed. Re-tendering is unlikely to produce materially different pricing and would delay both projects past the 2026 construction season. It would also be expected to harm the Village's standing with the contractors who responded in good faith, and to reduce participation on future Village tenders, with cost implications over time.

Defer one or both projects (not recommended). Deferring the fire alarm replacement carries life-safety and insurance risk. Deferring the HVAC upgrade leaves an end-of-life system in place at a high-use public building through another heating season, with elevated risk of in-service failure and emergency repair costs.

Alignment with Strategic Priorities

This work aligns with Council's direction to maintain sustainable service levels and safe, code-compliant public facilities. It also advances the asset management and lifecycle renewal objectives.

Next Steps

Upon Council approval of the budget amendment, Staff will award the tenders, execute contracts, and coordinate with facility user groups to schedule the work in a manner that minimizes service disruption. The 2026 Capital Budget will be updated to reflect the amended figures, and Staff will report back at substantial completion with a final cost reconciliation.

Draft Resolution

That the 2026 Capital Budget be amended to reflect a combined project budget of \$515,000 for the Bill Brewster Arena - Fire Alarm Replacement and Convention Centre - HVAC Upgrade projects, inclusive of approximately 10% contingency.

Prepared by

David Fairbank
Chief Administrative Officer



**Village of Haines Junction
Report to Council**

May 13, 2026

Council Decision
 Council Direction
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 Closed Meeting

RE: Development Officer – Delegation of Authority

Recommendation

That Council appoint the Project and Asset Manager as a Development Officer for the Village of Haines Junction under Zoning Bylaw No. 411-24, alongside the Chief Administrative Officer, with the Project and Asset Manager assuming day-to-day responsibility for the administration of development permits, and the Chief Administrative Officer exercising Development Officer authority during periods of the Project and Asset Manager's absence, on any matter where the Project and Asset Manager has an actual or perceived conflict of interest, as the first-line reviewer of disputed Development Officer decisions, and on discretionary matters referred up by the Project and Asset Manager.

Background

Part 7 of the Yukon Municipal Act requires Yukon municipalities to regulate the use and development of land within their boundaries through Official Community Plans and Zoning Bylaws. The Village's Zoning Bylaw No. 411-24, adopted by Council on September 25, 2024, establishes the position of Development Officer to administer the bylaw.

Section 1.10.1 of Bylaw No. 411-24 reads: *"The position of Development Officer is established to administer this bylaw. One or more employees of the Village shall be appointed to fulfill the duties of this position."*

The Development Officer is responsible for receiving and processing development permit applications, reviewing applications against the regulations in the Zoning Bylaw, issuing or refusing permits, and recommending Development Agreements where appropriate.

In May 2024, the Village hired a Project and Asset Manager (PAM) on a three-year term to oversee implementation of the Housing Accelerator Fund (HAF) Agreement with the Canada Mortgage and Housing Corporation. The PAM's scope of work has included supporting the Zoning Bylaw modernization, building permit process improvements, dwelling construction grant programs, GIS platform development, and broader asset management planning.

Discussion/Analysis

The proposed appointment would establish the Project and Asset Manager as the primary Development Officer with day-to-day responsibility for the administration of development permits under Bylaw No. 411-24. The Chief Administrative Officer is co-appointed as a Development Officer to act during PAM absences, on any matter where the PAM has an actual or perceived

conflict of interest, as the first-line reviewer where a Development Officer decision is disputed, and on discretionary matters referred up by the PAM in the course of normal supervision.

Skills alignment. The Development Officer role requires familiarity with land-use regulations, planning principles, site assessment, and the interaction between zoning, building, and asset management. These competencies align with the PAM's scope of work and have been actively exercised over the past two years through HAF implementation.

Capacity and continuity. As HAF implementation moves into its later stages, capacity exists within the PAM role to absorb development permitting responsibilities. Co-appointing the CAO as backup ensures continuity during PAM absences and avoids creating a single point of failure for permit administration.

Dispute resolution and supervision. As the PAM's supervisor, the CAO may also exercise Development Officer authority where the PAM, in the course of administering the Bylaw, refers a discretionary or judgment-based matter up for decision.

Term position implications. The PAM is currently a three-year term position that is funded for approximately two additional years. The proposed appointment is to the position rather than the individual; if the position is extended, or made permanent, the appointment continues unless rescinded by Council. If the position is concluded, Development Officer authority reverts solely to the CAO.

Asset Management Impact

Embedding Development Officer authority within the Project and Asset Manager position more closely integrates land-use decision-making with the Village's asset management framework. Considerations such as servicing capacity, long-term infrastructure planning, and lifecycle costs of new development can be more directly weighed at the permit-review stage.

Alternatives Considered

- 1. Status quo – CAO as sole Development Officer.** Concentrates statutory authority within the CAO role. Does not leverage the planning and asset management capacity within the PAM position.
- 2. Full transfer to the Project and Asset Manager.** Removes the CAO entirely from Development Officer duties. Loses redundancy during PAM absences and creates difficulty managing PAM conflicts of interest. Not recommended.

Alignment with Strategic Priorities

Effective and Financially Sustainable Services. Aligns existing staff capacity with statutory responsibilities and reduces dependence on a single position for development permit administration.

Inclusive and Resilient Community Services. Strengthens operational resilience by establishing a clear backup pathway for the Development Officer function.

Draft Resolution

THAT, Council appoints the Project and Asset Manager and the Chief Administrative Officer as Development Officers for the Village of Haines Junction; And That the Project and Asset Manager shall serve as the primary Development Officer with day-to-day responsibility for the administration of development permits.

Prepared by

David Fairbank
Chief Administrative Officer