



Village of Haines Junction
Council Agenda
Regular Council Meeting
7:00 p.m. September 13, 2023

This meeting will be held in Council Chambers.

Attendance at this meeting is also available through Zoom web or teleconferencing (Meeting ID 867 634 7100). Please visit the Village website (www.hainesjunctionyukon.com) or call the Village Office (634-7100) for instructions.

AGENDA

- 1. Call to Order**
- 2. Acknowledgement of Champagne and Aishihik First Nations Traditional Territory**
- 3. Adoption of Agenda**
- 4. Declaration of Pecuniary Interest**
- 5. Adoption of Minutes of Regular and Special Council Meetings**
 - a. Draft Council Minutes August 30, 2023
- 6. Proclamations**
- 7. Delegations**
 - a. Power of Positive Words – Stephanie Twiss & Lisa from Yukonstruct
- 8. Public Hearings and Public Input Sessions**
- 9. Old Business**
 - a. RFP Historical Mural Concept Design
- 10. New Business**
 - a. Accounts Payable to September 13, 2023
 - b. RTC Job Title Review
- 11. Bylaws – Reports, Readings and Adoption**
- 12. Correspondence**
 - a. Haines Junction August Mayors – Chief Report
 - b. CCBF Update-Balances (Haines Junction)
 - c. KNPR Dark sky Preserve
- 13. Council Reports**
- 14. CAO Update**
- 15. Questions from the Public**
- 16. Motion to Close Meeting to the Public**
- 17. Adjournment**

The next Regular Council Meeting will take place at 7:00 p.m. on September 27, 2023 in Council Chambers and via Zoom.

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

Attendance at Council Meetings

Council meetings are held in Council Chambers and broadcast via Zoom.

*Council Chambers can accommodate a maximum of 20 people, including Council.
If there are more than 5 members of the public in attendance, masks will be mandatory.*

Zoom remote access instructions are below.

Remote Access Instructions for Council Meetings:

Meeting ID is: 867 634 7100

COMPUTER *(Participants do not need an account but will need to download the Zoom app when prompted.)*

To join through the computer, use this link: <https://us02web.zoom.us/j/8676347100>

PHONE

Participants may join by phone by dialing any of these numbers and entering the meeting ID

+1 778 907 2071 Canada +1 438 809 7799 Canada +1 587 328 1099 Canada

+1 647 374 4685 Canada +1 647 558 0588 Canada +1 204 272 7920 Canada

MOBILE

+12042727920,,8676347100# Canada

+14388097799,,8676347100# Canada





Village of Haines Junction Delegation Request

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

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

Requested Council Meeting Date: Aug. 30, 2023

Individual, Group or Association: Stephanie Twiss - Yukon Struct
o Lisa

Representative(s) of the Above: _____

Main Spokesperson: Stephanie Twiss

Topic(s): Power of positive words project - follow up w
virtues

Written Materials Submitted (if applicable): Picture of new idea of
words - template

Projector or Other Electronic Support Required: TV Screen - white horse
invite

Request Made By: Stephanie Twiss Date: Aug. 26, 2023



REQUEST FOR PROPOSAL (RFP) Village of Haines Junction

Conceptual Design of a Historical Mural in the St Elias Convention Center

1. INTRODUCTION

The Village of Haines Junction is seeking Yukon based proposals from historians or teams to design a mural that represents the history of the Kluane region during the 1800's pre-goldrush era. This project is intended to compliment and complete the existing display in the Convention Center foyer. The mural design should provide a balanced perspective to educate, and foster appreciation of our historical roots, emphasizing the interconnected stories of the First Nations, early explorers, and mapmakers.

2. OBJECTIVES

The main objectives for the mural design are:

- To represent significant historical events beginning with Russian America , the fur trade and eventual “ discovery “ of unknown lands
- To provide a new exhibit mural in the main foyer, presenting a balanced historical overview of the Kluane region , including diverse perspectives of the First Nations, early explorers, scientists and mapmakers.
- To foster an accurate understanding our shared past through interpretation .
- To create a professional looking exhibit of photographs , artistic work and text that attracts residents and vistors alike.
- To promote and educate about the Yukon's history and cultural significance.

3. SCOPE OF WORK

Research and conceptualization of design ideas relevant to the specified era.

Note the final layout and construction of the Murals are outside the scope of this project.*

Creation of initial sketches or renderings for review.

Identify main themes , sub themes , storylines and related topics within the exhibit.

Identify artifact collections, graphic materials, or other exhibit elements which may be included .

Write a draft storyline, incorporating feedback noted sources the Village of Haines Junction's Council.

Provide council with a minimum of three options to proceed to final design , fabrication and installation ,

including materials required, timeline, and budget.

4. BUDGET

All proposals should provide a detailed budget breakdown that includes:

- Research and design time.
- Materials and equipment.
- Any additional costs or potential contingencies.
- The budget for this project is not to exceed \$15,000.00.
- The expected completion date for preliminary design work is Jan 30th, 2024.

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, especially any related to exhibit design or historical representations.
- Preliminary ideas or concept sketches (optional, but recommended).
- A project timeline with a completion date.
- A proposed design budget.

6. SELECTION CRITERIA

Proposals will be evaluated based on:

- Relevance and understanding of Yukon's regional history before the Klondike era. (25%)
- Artistic merit and creativity. (25%)
- Experience in delivering conceptual and preliminary design exhibit projects. (25%)
- Budget and timeline feasibility. (25%)

7. SUBMISSION DEADLINE

All proposals must be submitted no later than October 10, 2023. 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 and will notify Proponents of the revised Closing Date by issue of an addendum.

8. ADDENDA

The successful proponent must be a Yukon based Business.

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. 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. 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.

9. CONTACT INFORMATION

All proposals should be addressed to:

The Village of Haines Junction

178 Backe St.

Haines Junction, Y0B-1L0

Attn: CAO re: Historical Mural

For inquiries, please contact:

David Fairbank

Phone: 250-619-5921

Email: cao@hainesjunction.ca

10. OTHER TERMS AND CONDITIONS

The Village of Haines Junction reserves the right to accept or reject any proposal.

The selected artist/team will need to sign an agreement detailing the terms of the project.

The artist/team will work with the Village staff and Council to ensure the deliverables are met.

Thank you for your interest in contributing to our historical legacy. We look forward to your innovative ideas and designs.

Municipal Accounts Payable to September 13, 2023

<u>Cheque No.</u>	<u>Name</u>	<u>Amount</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 31,504.65	Administration	Net Pay - Pay Period 18
		\$ 4,131.96	Administration	RRSP Contribution - Pay Period 18
		\$ 960.83	Administration	Union Dues August 2023
		\$ 35,422.39	\$ 72,019.83	Administration Receiver General August 2023
	Transfer Visa	\$ 795.92	Administration	Adobe, Office Supplies, Phones
		\$ 2,373.52	Public Works	Brake pads, Seal def fluid, angle irons. Training
		\$ 1,064.96	Water & Sewer	Chlorine, water test, membership.
		\$ 47.20	\$ 4,281.60	Landfil& Recycling Gloves
	Petty Cash - Ellen Stutz	\$ 2,388.20	Recycling Centre	Recycling Refundables
	Allaway Catherine - Treble Makers	\$ 2,025.00	Administration	Recreation Spring Grant 2023
	Association of Yukon Communities	\$ 107.14	Legislative	Insurance Mayo and Council.
	First Contact	\$ 65.58	Administration	Web Hosting fee
	Inland Kenworth	\$ 1,857.77	Public Works	Kit Shoe, Kit Spring, lever adjuster
	Jacob's Industries Ltd.	\$ 373.28	Water & Sewer	CO2
	Leavitt Training	\$ 104.95	Public Works	Skid Steer Loader Training
	NF Electrical & Event Production Ltd.	\$ 582.75	Convention Centre	Grand Hall and Council Chambers Maintenance
	Northwestel	\$ 281.54	Administration	August 27, 2023 Billing
		\$ 27.86	Arena	August 27, 2023 Billing
		\$ 55.72	Convention Centre	August 27, 2023 Billing
		\$ 701.01	Fire Department	August 27, 2023 Billing
		\$ 57.57	Landfill & Recycling	August 27, 2023 Billing
		\$ 27.86	Mezzanine	August 27, 2023 Billing
		\$ 678.61	Water & Sewer	August 27, 2023 Billing
		\$ 91.55	\$ 1,921.72	Gst. August 27, 2023 Billing
	Tangerine Technology	\$ 630.00	Administration	Network Support August 2023
		\$ 366.45	\$ 996.45	Water & Sewer Network Support August 2023
	Totaltrac Yukon (2012) Inc.	\$ 311.33	Public Works	Blade DBL EDG
	Yukon Service Supply	\$ 385.77	Water & Sewer	Sodium Hypochloride

* Denotes an item not directly funded by the Village

**Grant funded

Municipal Accounts Payable to September 13, 2023

Municipal Accounts Payable \$ 87,421.37

Adopted on _____ Motion# _____

Mayor _____ CAO _____

* Denotes an item not directly funded by the Village

**Grant funded

**Report to Council
Village of Haines Junction**

September 13th, 2023

**RE: CONDITION OF EMPLOYMENT FOR NON-UNION STAFF BYLAW
AMENDMENT**

Recommendation

That Council review this report and, having approved the proposed amendment to change the job titles of “Corporate Administrator” to “Corporate Manager” and “Office Assistant” to “Office Administrator”, proceed to Third Reading Confirm legal and Adoption of Amendment to Bylaw 365-20.

Background

The Condition of Employment for Non-Union Staff Bylaw outlines the list of positions and their respective salaries within the administration. The "Office Assistant" role is presently occupied by Ellen, who was initially hired with the job description (JD) of "Receptionist". However, the job title "Receptionist" is not currently represented in the Bylaw.

Current Status

Ellen has since assumed additional duties, prompting an update to her JD to mirror these added responsibilities. Her role and functions now surpass those of a conventional receptionist.

Similarly, the “Corporate Administrator” position is currently unoccupied and has been updated to incorporate more managerial tasks, such as policy and bylaw research & development, spearheading Council initiatives, and overseeing project management. It's pertinent that these augmented responsibilities are mirrored in the title of the position.

Analysis

The current titles for these positions do not align with their existing and intended responsibilities. As such, we propose an amendment to the job titles in the Bylaw under section 8.1 to better match these roles. It should be noted that the salary brackets for these newly titled positions will remain unchanged.

Existing position name	Proposed position name
Corporate Administrator	Corporate Manager
Office Assistant	Office Administrator

Conclusion:

By thoroughly reviewing this report and making appropriate modifications to the attached Bylaw 365-20, the Council will ensure that the job titles are more in line with the anticipated roles and responsibilities.

Prepared by

David Fairbank
Chief Administrative Officer

Village of Haines Junction

Bylaw No 356-20

A Bylaw Establishing the Conditions of Employment for Non-Union Staff

WHEREAS

- A. Section 188 of the *Municipal Act* provides that Council shall by Bylaw establish the terms and conditions of the chief administrative officer, designated municipal officers, and other officers and employees, including remuneration, benefits, expenses, hours of work, and manner of appointment, promotion, discipline, dismissal, and rules of conflict of interest.
- B. Village of Haines Junction Bylaw No. 357-19, Conditions of Employment for Unionized Staff, establishes the terms and conditions of employment for Unionized Staff

NOW THEREFORE, the Council of the Village of Haines Junction in open meeting assembled, hereby **ENACTS AS FOLLOWS:**

1. Short Title

- 1.1. This Bylaw may be cited as the **BYLAW NO. 356 – 20: CONDITIONS OF EMPLOYMENT FOR NON-UNION STAFF.**

2. Application

- 2.1. This Bylaw applies to those employees of the Village who are not members of the Union or of the bargaining unit, whether such employees were appoint before or after this bylaw came into force.
- 2.2. The text of this Bylaw forms part of all employee contracts, letters of engagement, and offers of employment whether made in writing or orally. Where any part of this Bylaw conflicts with a term in an employment agreement, the term in the employment agreement applies.

3. Definitions:

- 3.1. In this Bylaw, unless the context otherwise requires, means:
 - 3.1.1. “Village” or “Employer” means the Village of Haines Junction;
 - 3.1.2. “Council” means the Council of the Village of Haines Junction;
 - 3.1.3. “Collective Agreement” means the Collective Agreement between the Village of Haines Junction and the bargaining unit certified by the Canada Industrial Relations Board pursuant to Order 10650-U;
 - 3.1.4. “Management Employee” means those individuals occupying the positions of Chief Administrative Officer, Treasurer, Public Works Manager and Corporate Administrator; and,

- 3.1.5. “Staff” means the Officer Assistant and any other employee who is not a member of the Union nor a member of the bargaining unit but is employed on a permanent or temporary basis.

4. Manner of Appointment

- 4.1. The Chief Administrative Officer will be appointed by Council.
4.2. The Chief Administrative Officer will appoint all other employees.

5. Promotion

- 5.1. The Chief Administrative Officer shall be responsible for the promotion all Management and Staff Employees.

6. Internal Promotions

- 6.1. Employees who are promoted within the organization will not be subject to any waiting period for benefits or other entitlements. Any accrued and unused ‘banks’ owed to an employee at the time of their promotion will be carried forward.

7. Employee Categories

- 7.1. There are three Employee Categories: Management Employees, Staff Employees and Employees hired through Community Support Initiatives or similar programs.
7.2. Employees may be hired either as Term employees (defined start and end date of employment) or Continuing Employees (defined start date).

8. Annual Remuneration

- 8.1. The salary of employees is dependent on their qualifications and experience. Employees will be placed on the following pay bands:

Position	Classification	Minimum Salary	Maximum Salary
Chief Administrative Officer	Management	\$90,000	\$150,000
Treasurer	Management	\$75,000	\$110,000
Public Works Manager	Management	\$80,000	\$110,000
Corporate Administrator	Management	\$60,000	\$100,000
Office Assistant.	Staff	\$40,000	\$65,000
Temporary Miscellaneous Positions	Staff	\$35,000	\$75,000

Temporary	Community Support Initiative	Contract Dependent	
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- 8.2. Salary will be paid in bi-weekly installments by direct deposit to the Employee's bank account.

9. Annual Pay Increase

- 9.1. To avoid wage compression between union and non-union employees as well as to avoid delay in the implementation of wage increases, non-union staff shall receive the same general pay increases approved by Council for union staff.

10. Other Pay and Allowances

10.1. Merit Bonus

- 10.1.1. Employees may receive a merit bonus or pay increase for outstanding performance.

10.2. Remote Worksite Allowance

- 10.2.1. To attract and retain staff, Council may pay employees a Remote Work Site allowance in accordance with Canada Revenue Agency IT-91R4.

10.3. Relocation Allowance

- 10.3.1. To assist in the recruitment of staff, a relocation allowance may be offered. The terms of receiving the relocation allowance will require repayment of a proportionate amount should the employee not complete a stipulated period of time as an employee.

10.4. Travel Allowance

- 10.4.1. Employees will be entitled to the same travel allowance as unionized employees.

11. Hours of Work

- 11.1. For the Public Works Manager the hours of work will be forty (40) hours per week.
11.2. For Administrative Management and Administrative Staff, the usual hours of work will be thirty-seven and one-half (37.5) hours per week.

12. Overtime

12.1. Staff

- 12.1.1. Staff will be paid overtime for all hours worked in excess of 8 hours per day or 40 hours per week. Employees will be paid one and one-half times their regular rate for the first two (2) hours and two times their regular rate for hours worked beyond two hours.
- 12.1.2. Overtime may not be worked without the prior authorization by the applicable manager.
- 12.1.3. Overtime worked will be paid out on each paycheque, or banked as per the Employee's request to a maximum of fifteen (15) days. Any amount accrued in excess of fifteen (15) days will be paid out.

12.2. Management

- 12.2.1. Management will not be entitled to overtime pay. However, in recognition of the additional hours required to attend Council meetings, Committee of the Whole meetings or other community meetings, management may receive between five (5) and fifteen (15) days' additional paid time off per year. The amount will be determined by the CAO taking into consideration the additional activities (meetings, etc.) the Management Employee is required to attend outside of their usual hours of work.
- 12.2.2. Such pay is deemed to be income for purposes of tax and other deductions.

13. Benefits

- 13.1. Management Employees and staff who qualify are entitled to the Village of Haines Junction employee medical, dental, AD & D, group life, and life insurance benefit package. Term or Temporary employees whose contract is less than five (5) months will not receive benefits.
- 13.2. The Employer will pay one hundred percent (100%) of the premiums for the following benefits for full time employees:
 - 13.2.1. Life & Accidental Death or Dismemberment;
 - 13.2.2. Critical Illness;
 - 13.2.3. Extended Health; and,
 - 13.2.4. Dental.
- 13.3. Management Employees and staff who work part-time (less than forty (40) hours per week if public works or recreation assignment and thirty-seven and one-half (37.5) hours administration) will have a prorated portion of benefit premiums paid by the employer. The portion to be paid by employees will be deducted from their pay cheque.
- 13.4. The benefit entitlement levels will be equal to that received by Union Employees under the applicable Collective Agreement as amended from time to time.
- 13.5. The liability of the Employer with respect to disability benefits or any other benefits is limited to only the premiums or portions of premiums related to the provision of benefit plans. The Employer is expressly not to be constituted the insurer in the event the insurance company denies coverage or for some other reason the insurance is not effected.

14. Statutory Payroll Deductions

- 14.1. The Employee authorizes the Employer to deduct from the Employees' salary all deductions required by law to be made by the Employer, including for Canada Pension Plan, Employment Insurance Premiums, and Income Tax Deductions.

15. Registered Retirement Savings Plan

- 15.1. Employees are required to enroll in a registered retirement savings plans. Both the employer and employee will make a matching contribution of nine percent (9%) of salary. For the purpose of this calculation, the percentage will be calculated on base annual pay and expressly does not include overtime, travel allowance, and payouts of vacation pay.

16. Vacation and Vacation Pay

- 16.1. Employees will earn four (4) weeks' paid vacation in each of their first and second years of employment. Employees who have completed more than two (2) years' employment will be entitled to annual vacation and vacation pay in accordance with the terms of the Collective Agreement, as amended from time to time.
- 16.2. Employees are required to make every effort to schedule and use vacation in the year in which it was earned. When such is not possible, employees will be allowed to carry a maximum of fifteen (15) days into the following year.
- 16.3. To support the concept of a work-life balance, earned vacation that is carried forward must be used in the carry forward year. If it is not used in the carry forward year it is paid out.
- 16.4. Employees are required to communicate with their supervisors, as soon as possible in each calendar year, when they would like to schedule vacation. Supervisors will make reasonable efforts to approve vacation for the period(s) requested.

17. Statutory Holidays

- 17.1. All management and staff will be entitled to receive statutory holidays with pay, in accordance with the terms of the Collective Agreement, as amended from time to time.

18. Leaves of Absence

- 18.1. Non-Union employees are entitled to the following leaves as per the Collective Agreement:
 - 18.1.1. Long Service Leave;
 - 18.1.2. Travel Time;
 - 18.1.3. Illness and Injury Leave;
 - 18.1.4. Jury Duty and Public Service Leave;
 - 18.1.5. Leave Without Pay for Personal Matters or Other Reasons;
 - 18.1.6. Health and Wellness Leave;

- 18.1.7. Special Leave;
- 18.1.8. Sick Leave;
- 18.1.9. Injury on Duty Leave; and,
- 18.1.10. Any other leave made available by negotiated change to the Collective Agreement.
- 18.2. Non – Union employees will not be entitled to those leaves that pertain to conducting union business.

19. Approval of Absence

- 19.1. Employee will be required to obtain advance approval of planned absence from work for any reason. Approval will be granted subject to the staffing or operational needs of the municipality.

20. Expenses

- 21.1 Expenses will be reimbursed pursuant to the Village of Haines Junction Expense Reimbursement Policy.

21. Discipline

- 22.1 In the event that the Employee engages in minor breaches of standards of behavior or work performance, which do not amount to a material breach of the employment relationship, the Employee's supervisor may impose progressive and corrective consequences and discipline. Such may include: coaching, mentoring, oral warnings, written warnings and brief suspensions of no longer than three (3) days without pay.

23. Termination and Resignation

- 23.1 The Employment Relationship with the Employee may be terminated as follows:

- 23.1.1 by the Employer providing the Employee with the equivalent of three (3) months' salary (less statutory deductions and other deductions) in lieu of notice, plus another month's salary per partial or complete year of service to a maximum of twelve (12) months pay. The parties will use the date of hire for the purpose of calculating notice or pay entitlement. The amount of severance will be salary only and will not include the value of any benefits;
- 23.1.2 to facilitate employee job search, the Employer and Employee may agree to provide working notice to the equivalent period of time for which the employee would be entitled to receive payment for pursuant to clause (a) of this article;
- 23.1.3 by the Employee giving the Employer a minimum of one (1) month's notice in writing, of their intent to resign. Once the Employee provides written notice, such is irrevocable and the Employer is not required to agree to any withdrawal of such notice; and,

23.1.4 at any time by the Employer, without notice or pay in lieu of notice, for cause. Cause shall include but not be limited to:

(i) a material breach by the Employee of material terms of this Agreement as determined by a majority vote of two-thirds of Council. A material breach is behaviour or deficit in work performance of some significance in the particular context of the employment relationship;

(ii) conviction of the Employee for an indictable offence;

(iii) any dishonesty of the Employee; and,

(iv) wilful disobedience to the Employer's orders in matters of substance, such as serious misconduct; serious insolence; neglect of duty; fraud; conflict of interest; falsification of employment application forms; sexual harassment; repeated tardiness; and, theft, whether or not there is a conviction for a criminal offence.

without limiting the generality of (i), (ii), (iii) and (iv) above, ongoing unsatisfactory performance of duties and functions, performance incompetence or neglect of duty, contrary to the expectations set out in Article 25 below.

24. Probationary Employees

24.1 When a management or staff employee is appointed, they shall be subject to a period of six (6) months' probation or any other length of probation specified in their employment agreement. Where it is determined that the Employee is to be terminated during their probation period, the following applies:

24.1.1 the decision to terminate the CAO shall be made by Council; and,

24.1.2 the decision to terminate any other Employee shall be made by the CAO.

24.2 In the event of termination during a probation period, severance pay shall be in accordance with legislative requirements in effect at that time.

25. Employee Obligations

25.1 The Employee shall at all times diligently, competently and effectively perform their duties and, without limiting the generality of the foregoing, the Employee shall:

25.1.1 obey and observe all lawful orders and directives, whether verbal or written, of the Employer;

25.1.2 obey and observe all administrative rules and regulations and any other rules and regulations now in force or from time-to-time promulgated by the Employer and governing the operation of the Employer's undertaking or the duties of the Employee;

25.1.3 except as required by law, either during their employment with the Employer under this Agreement or at any time after that employment ceases, not to divulge or disclose any secret or confidential information or other information which, in good faith and good conscience, ought not to be disclosed, which the Employee receives or becomes aware of in the course of his employment, relating to the Employer, the Employer's operations

- or undertaking, other employees of the Employer or any other persons with whom the Employer has any dealings;
- 25.1.4 co-operate fully with Council members, officers and other employees of the Employer and members of the public, and not promote disharmony or discontent amongst employees of the Employer;
- 25.1.5 avoid action or circumstances which cause or have the potential for causing a conflict of interest. To that end, an Employee considering becoming an officer, employee, contractor for service, agent or representative of any other company, society, partnership, firm, person, organization or enterprise shall communicate that intention to Council or designate; and,
- 25.1.6 generally not do anything that would adversely affect the interests of the Employer.

26 Reporting Relationship

- 26.1 The Employee reports to the Council on all matters, or to Council's designate.

27 Attendance at Work

- 27.1 The Employee shall perform their duties at the Employer's place of business or at such other place as the Employer may from time-to-time designate, during the hours in which the Employer's place of business is open to the public from Monday through Friday inclusive during each week, statutory holidays excepted, and during such additional hours and other times as may reasonably be required by the Employer or reasonably necessary for the Employee to fully and effectively carry out their duties.

28 Medical Certificates

- 28.1 In the event that the Employee is absent from employment due to illness the Employer, at its option, may require the Employee to provide the Employer with a certificate signed by the Employee's physician stating the reason why the Employee did not attend at his employment and the specific reasons the Employee was disabled from performing the duties of their position. It is acknowledged that such information does not require the identification of the Employee's diagnoses. At the discretion of the Employer, the Employer may require an independent medical examination by a physician appointed by the Employer. In that event, the Employer will pay for the cost of the examination and any Report obtained.

29 Incapacitated Employee

- 29.1 The Employer will continue to pay to the Employee in the event they are totally disabled from attending work and performing the duties of their position, for a maximum of 130 days or the amount the employee has in their sick leave bank, whichever is less. Should

the Employee not have 130 banked sick leave days, they may use accrued or unused vacation or be on unpaid leave.

- 29.2 The Employer will be entitled to terminate the employment of an employee absent for a period exceeding two (2) years for any reason, including disability.

30 Performance Evaluation

- 30.1 The Employee shall receive at least one performance appraisal during each year of employment.

31 Conflict of Interest

- 31.1 A conflict of interest exists when an employee's personal conduct, interests, or financial dealings may influence their judgement in the performance of their duties and discharge of their responsibilities for the Village. All employees, at every level of employment, are responsible for ensuring that they do not place themselves in a conflict of interest or breach of trust when they represent the Village in business dealings or when they are making recommendations that could affect the Village's decisions, including decisions by Council.
- 31.2 Any employee who considers that they are in a conflict situation must immediately report the facts of the situation to the CAO and, in the case of the CAO to the Mayor and Council; and, thereafter take all steps necessary to remove or mitigate the circumstances giving rise to the conflict.
- 31.3 If an employee considers that a conflict of interest could arise, the employee must disclose the situation immediately to their immediate supervisor, the CAO or, in the case of the CAO, to Mayor and Council.
- 31.4 At the time of an employee's appointment, they must disclose all interests and relationships which will or may give rise to a conflict of interest.

32 Repeal

- 32.1 The following Bylaws are hereby repealed:
- 32.1.1 No. 163-02 Conditions of Employment Bylaw
 - 32.1.2 No. 219 – 07 Conditions of Employment Amendment Bylaw #1
 - 32.1.3 No. 229 – 08 Conditions of Employment Amendment Bylaw #2
 - 32.1.4 No. 244 – 09 Conditions of Employment Amendment Bylaw #3
 - 32.1.5 No. 253 – 09 Conditions of Employment Amendment Bylaw #4
 - 32.1.6 No. 269 – 10 Conditions of Employment Amendment Bylaw #5
 - 32.1.7 No. 312 – 16 Conditions of Employment Amendment Bylaw #6
 - 32.1.8 No. 323 – 17 Conditions of Employment Amendment Bylaw #7
 - 32.1.9 No. 333 – 18 Conditions of Employment Amendment Bylaw #8
 - 32.1.10 No. 334 – 19 Conditions of Employment Amendment Bylaw #9
 - 32.1.11 No. 347 – 19 Conditions of Employment Amendment Bylaw #10

33 Enactment

33.1 This Bylaw becomes effective the date of adoption.

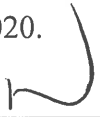
34 Readings

34.1 Read a first time this 10th day of June, 2020.

34.2 Read a second time this 10th day of June, 2020.

34.3 Read of third time and adopted this 24th day of June, 2020.



Thomas Eckervogt, Mayor

Dan Rodin, CAO

MONTHLY MAYOR'S / CHIEF'S POLICING REPORT

August 2023

**Haines Junction Detachment
“M” Division Yukon**



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada

The Haines Junction Detachment responded to a total of 42 calls for service during the month of August, 2023.

OCCURRENCES	August 2023	Year Total 2023	August 2022	Year Total 2022
Assaults	4	29	3	28
Break and Enters	0	3	0	7
Thefts (all categories)	4	16	2	15
Drugs (all categories)	0	118	1	2
Uttering Threats	3	7	1	13
Driving Complaints	1	10	4	27
Cause Disturbance / Mischief	4	85	8	59
Impaired Driving	4	18	0	17
Vehicle Collisions	2	17	1	28
Fail to Comply	0	3	1	12
Mental Health Act	1	8	2	12
Assistance	7	36	5	65
Missing Persons/Wellbeing Check	4	18	1	29
Sexual Assault	0	2	0	3
Other Complaints	8	112	17	136
Individuals charged	9	39	6	58
Instances where people not charged*	3	46	4	47
Total Charges laid (CC only)	7	31	5	55
Total Calls for Service	42	482	46	481

- * where grounds existed to lay a charge

	August 2023	Year Total 2023	August 2022	Year Total 2022
Prisoners held locally	0	8	3	23

<u>SUMMARY OF FILES BY LOCATION</u>			
Location	Calls for Service for Month	Total for the current Year	Total % for the current year
Champagne	0	10	2%
Haines Junction	19	212	44%
Klukshu (incl. Haines Road and Pleasant Camp)	4	133	28%
Canyon Creek / Otter Falls	1	5	1%
Destruction Bay	1	12	2%
Burwash Landing	10	53	11%
Alaska Highway (all locations)	4	53	11%
All other locations	3	4	1%
	42	482	

Annual Performance Plan (A.P.P.) Community Priorities

Community approved priorities are:

- (1) **Building and maintaining community relationships**
- (2) **Youth – crime prevention and relationship building**
- (3) **Road Safety**

1) This month the detachment addressed the issue of Building and maintaining community relationships by.....

This month members met with:

- Members met with KFN staff in Burwash Landing on two occasions.
- Cst. Miller met with the KFN COYFNAC member to discuss ongoing issues with some local residents.
- Members met with CBSA from Pleasant Camp at the detachment to discuss some border issues regarding speeding vehicles.
- Cst. Girard met with the Village of Haines Junction CAO.
- Cpl. Stelter had an informal meeting with EMR.
- Cst. Miller had an informal meeting with the area Conservation Officers.
- Cpl. Stelter and Cst. Miller conducted a boat patrol on Kluane Lake.

2) This month the detachment addressed the issue of Youth – crime prevention and relationship building by.....

- St. Elias students started back to school Aug. 29th.
- Cst. Girard spoke to local youth from Beaver Creek who were visiting Haines Junction.

3) This month the detachment addressed the issue of Road Safety by.....

- 16 patrols to Burwash Landing / Destruction Bay (Haines and Beaver Creek Det.)
- 17 patrols to Champagne / Canyon Creek / Otter Falls.
- 7 patrols to Klukshu / Haines Highway / Alaska border.
- 7 patrols to Kloo Lake / Silver City area.

- 2 investigation of motor vehicle collisions.
- 4 investigation into driving complaints / impaired driving.
- 97 hours of highway patrol / remote community visits / radar enforcement conducted.

Notable Occurrences for the Month

The Haines Junction RCMP laid nine criminal code charges in the month of August, including Assault, Uttering Threats and Mischief. All matters are presently before the court.

The Haines Junction RCMP investigated a head on motor vehicle accident on the Alaska Highway involving a truck and two motorcycles. This collision resulted in serious injuries, charges of operating a motor vehicle without valid insurance and registration along with distracted driving have been issued.

Haines Junction Detachment Members

Cpl. Shannon Stelter
Cst. Paul Miller
Cst Guy Girard-Lallemant
Cst. Adam Christie

New Community Concerns (update on concerns raised in the past not yet resolved)

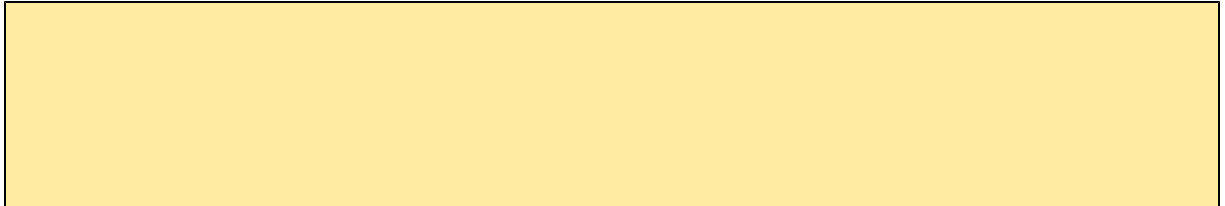
None identified.

Should you have any questions or concerns regarding this report, please feel free to contact me to discuss.

Haines Junction RCMP respectfully acknowledges that we work within the traditional territories of the Champagne-Aishihik First Nation and the Kluane First Nation.

Detachment Commander: Corporal Shannon Stelter
Telephone: 867-634-2677 email:
shannon.stelter@rcmp-grc.gc.ca

From:
To:
Cc:
Subject:
Date:
Attachments:



Good day,

I am pleased to inform you that as of August 8, 2023, your CCBF balance is **\$4,654,891.53.**

The above balance includes the 1st installment from Canada for 2023-24 as well as the redistribution of earned YG interest and redistribution of unused admin costs.

Your annual allocation is now available for your immediate use for projects in the 19 eligible categories, such as Local Roads & Bridges; Water; Wastewater; Recreational Infrastructure; Cultural Infrastructure; Capacity Building; and many others.

I am looking forward to meeting with you in the upcoming months. In the meantime, if you find yourself in Whitehorse and want to talk about CCBF, reach out and I can schedule a meeting.

Lastly, I have included the newest version of the CCBF Project Proposal for your future project needs. If you have any questions or would like some assistance, please let me know.

All the best,

Sandra Soares
CCBF Fund Administrator
Community Services | Infrastructure Development Branch C-13
C 867-332-7689 | Yukon.ca



I respectfully acknowledge that I work within the Traditional Territories of the Kwanlin Dün First Nation and the Ta'an Kwäch'än Council.



CANADA COMMUNITY BUILDING FUND PROJECT PROPOSAL

Ultimate recipient name		File		
Project name		Project ID		
Eligible project category Select				
Project description				
Describe your project in detail.				
Project start date / /		Estimated project end date / /		
Budget amount				
Budget activity				
Describe below your budget overview to include general budget breakdown, estimates from contractors, (if available) and any other relevant financial detail at the proposal stage. Include other funding sources and amounts being used for this project. Include one chart for each fiscal year April to March. For each additional chart, include on a separate page.				
Outline project phases in detail	CCBF contribution	Other contributions		Total budget
		Source of funding	Amount of funds	
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
Totals	\$ 0.00		\$ 0.00	\$ 0.00

Budget activity (continued)

If an advance of funds will be requested, provide a proposed cash flow for each four-month period below.

	Cash flow (amount requested)	Start date	End date	Interim/final report due
Advance payment				
Advance payment				
Advance payment				
Final payment				

Other information

Will you be using your own equipment and employees for this project? ☐ Yes ☐ No

Important: Be sure to include any of your own employee and equipment costs in your budget. These must be approved as part of your proposal.

How will you be communicating this project? ☐ Other ☐ Signage

How will this project benefit your community? List the measureable outcome(s) to be achieved from this project.

I certify that the information is gathered solely for the provisions of the Canada/Yukon Gas Tax Administrative Agreement.

I acknowledge that all projects under this program are subject to all audit and records are being maintained as defined in Section 10 Schedule A of the funding agreement.

Name

Title

Authorized signature (required)

Send signed PDF to CCBF@yukon.ca

Personal information is collected under Section 161 of the *Keeping Canada's Economy and Jobs Growing Act*, S.C. 2011, c.24 and the Canada-Yukon Gas Tax Administration Agreement, for the purposes of administering the Gas Tax Fund. For further information, contact the Fund Administrator, Community Services Infrastructure Development Branch at ccbf@yukon.ca.

From: Carly Sims <carly.sims@pc.gc.ca>
Sent: August 23, 2023 11:34 AM
To: Haines Junction CAO
Subject: KNPR Dark Sky Preserve
Attachments: KNPR Dark Sky Preserve Info Sheet.docx; KNPR DSP Letter of Support VoHJ.docx; DSP Info package for Partners 2023.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

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,

Following up on our conversation about Kluane NPR seeking support for a Dark Sky Preserve designation, I've attached some information about the application and designation. We are seeking a letter of support from the Village of Haines Junction to have Kluane National Park and Reserve designated a Dark Sky Preserve.

Dark Sky Preserves are designated by the Royal Astronomical Society of Canada and KNPR meets the requirements to be designated. We believe the designation would enhance ecological protection for the park, and would have a positive impact on regional tourism and economic opportunities. Support from the Village of Haines Junction would include a commitment to supporting dark sky related outreach education (ex. will host a web page with links to Dark Sky organizations and/or on how to select Dark Sky friendly lighting; will invite a Parks Canada interpreter to speak at an event... etc.) and the VoHJ considering dark sky compliant lighting options/policies within the municipality, as outlined in the Official Community Plan.

The OCP also mentions considering designating the municipality a dark sky preserve, and Parks Canada could support exploring this option as a next step to designating KNPR.

I've attached a few documents for reference:

- KNPR Dark Sky Preserve Info Sheet – summary of the DSP process
- Letter of Support template should Village of Haines Junction wish to use it.
- DSP Info Package with detailed information about the application, examples of other site letters of support

If the VoHJ would like to meet to discuss the designation in more detail we would be happy to present the proposal.

Thanks for your time,
Carly

Carly Sims
Pronouns: She/Her
Pronom: Elle

Visitor Experience Manager, Kluane National Park and Reserve
Parks Canada / Government of Canada
119 Logan St., Box 5495, Haines Junction, Yukon Y0B 1L0
carly.sims@pc.gc.ca / Tel: 867-634-7250 ext. 203 / cell 867-634-5249

Gestionnaire, expérience du visiteur, Parc national et réserve de parc national Kluane
Parcs Canada / Gouvernement du Canada
119 Logan St., Box 5495, Haines Junction, Yukon Y0B 1L0
carly.sims@pc.gc.ca / Tél. : 867-634-7250 ext. 203 / Tél. Cell. : 867-634-5249

Parks Canada - 450 000 km² of stories / Parcs Canada - 450 000 km² d'histoires

Kluane National Park and Reserve Dark Sky Designation

Dark Sky Preserves are areas designated by the [Royal Astronomical Society of Canada](#) (RASC) and are established to reduce artificial light glare, increase the visibility of the night sky, and reduce energy consumption, while protecting nocturnal environments.

- Parks Canada protect more dark skies than any other organization in the world. The Agency manages 13 Dark Sky Preserves, providing many unique opportunities for visitor experience.
- Dark Sky Preserves also provide new opportunities to foster public understanding, appreciation and enjoyment of the night sky, while attracting new visitors to sites with programming related to astronomy and nocturnal wildlife and habitats.
- Developing new and innovative programs and services enables more Canadians, including youth and newcomers, to experience the outdoors and learn about the environment and history.

What is a Dark Sky Preserve?

A Dark-Sky Preserve is an area in which artificial lighting is very limited and strictly controlled, and active measures are in place to educate and promote the reduction of light pollution to the public and nearby municipalities. Sky glow from beyond the borders of the Preserve are of comparable intensity, or less, to that of natural sky glow and members of the public are able to access the Preserve at night.

Dark Sky Preserves provide a unique opportunity for visitors to enjoy the naturally dark night sky while attracting new visitors to sites with programming related to astronomy and nocturnal wildlife and habitats.

Designated by the Royal Astronomical Society of Canada, these preserves are established to reduce artificial light glare, increase the visibility of the night sky, and reduce energy consumption, while protecting nocturnal environments. The establishment of Dark Sky Preserves is one way of combatting the often overlooked aspect of environmental footprints: light pollution. While the impact of artificial light may seem minor, issues such as energy waste, air and water pollution, and harm to nocturnal wildlife and the natural rhythms of plant life are things to consider.

There are currently 22 Dark Sky Preserves in Canada, and 13 are Parks Canada places (e.g. Wood Buffalo National Park, Point Pelee National Park, Jasper National Park, and Waterton-Glacier International Peace Park (designated as an International Dark Sky Park)). There are currently no Dark Sky Preserves in the Yukon.

What are the requirements for attaining a Dark Sky Preserve Designation?

There are three key requirements for attaining a Dark Sky Preserve designation:

- An acceptable lighting protocol that complies with the Canadian Guidelines for Outdoor Lighting,
- An active outreach program to educate visitors about the nocturnal environment and night sky, and
- The engagement of neighbouring municipalities and landowners in discussions about reducing light pollution in the community.

What are the benefits to becoming a Dark Sky Preserve?

Designation as a Dark Sky Preserve would help Kluane National Park and Reserve to fulfil its mandate as a national park through:

- Protection- dark skies are necessary for the ecological integrity of the park – plants and animals depend on dark skies for seasonal behaviours regulated by a natural cycle of light and darkness.
- Presentation- interpretation and outreach programming about the night sky; foster public understanding and support for dark sky protection.

Benefits of a Dark Sky designation:

- Provides a new dimension of environmental protection for traditional territories where they intersect the park.
- Creates opportunities for sharing local knowledge, stories and traditions about the night sky.
- Provides enhanced tourism opportunities. Established dark sky preserves elsewhere in Canada are a proven tourist draw, whether for astronomy, aurora viewing, or Indigenous cultural tourism, or all three – see sample headlines below

There are currently no Dark Sky Preserves in the Yukon, however there is an appetite for dark sky tourism in the Yukon supported by the fact that Kluane National Park and Reserve's popular annual Northern Nights Festival increases local hotel and campground occupancy in the shoulder season. Aurora viewing has become a Yukon mainstay for fall and winter tourism, and a Dark Sky Preserve could boost the Kluane region as a destination. Future First Nations tourism developments within or adjacent to the park could benefit from the designation.

What makes Kluane National Park and Reserve eligible for a Dark Sky Preserve status?

The Royal Astronomical Society of Canada sets out a list of requirements necessary in order to attain a Dark Sky Preserve designation, including having data with dark sky measurements and an inventory of existing outdoor lighting in the park, proof of compliance to the Canadian Guidelines for Outdoor Lighting dark sky observation sites, public awareness and education programs, and support from municipal partners, stakeholders and community members.

Kluane National Park and Reserve already meets many of these requirements including:

- Having accurate data showing the levels of light pollution in the park (very low)
- Already working with the Royal Astronomical Society of Canada to develop compatible lighting guidelines for national parks,
- Having an easily accessible observation sites in place such as at Māt'ātāna Mān (Kathleen Lake) Campground and Day Use Area, Auriol Trailhead and Meadow, and the Thechàl Dhâl' Visitor Centre and parking lot.
- Already established events and programming including the annual Northern Nights Festival, and a night sky campfire talk about scotobiology, the biological need for darkness; and what can be done to protect the night sky for the animals and plants that need it.

Though Kluane National Park and Reserve meets many of the requirements to receive Dark Sky Preserve designation, consultation and support from our cooperative management partners Champagne and Aishihik First Nations and Kluane First Nation will be the most important factor before any further steps are taken in the application process.

How far along is Kluane National park and reserve in the application process?

Kluane National Park and Reserve have started planning for the application process to be designated a Dark Sky Preserve. The support of the Village of Haines Junction and of our cooperative management partners, Champagne and Aishihik First Nations and Kluane First Nation, is essential, and receiving their support is the first step before embarking on the larger application process. After consultation and confirmed support from these key stakeholders, Kluane National Park and Reserve can plan to submit an application that meets all the requirements set out by the Royal Astronomical Society of Canada.

How does Kluane National Park and Reserve currently celebrate the night sky?

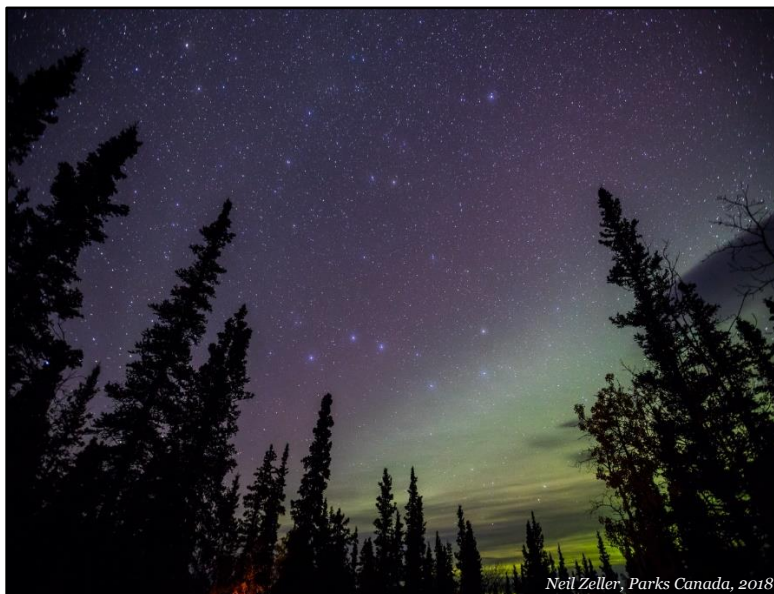
One of the park's most iconic events happens in September, the annual Northern Nights Festival at Māt'ātāna Män (Kathleen Lake). This annual event celebrates the return of the night sky with astronomy, art, photography, and beading workshops, live music, campfire talks, traditional stories, kid's activities, Yukon Words storytellers, and stargazing with the Yukon Astronomical Society!

The nighttime environment is a precious natural resource and part of our universal heritage. Getting involved with unique and innovative events like this allows more Canadians, including youth and newcomers, to experience the outdoors and learn about our environment.

How does this designation fit into the recently released draft management plan for Kluane National Park and Reserve?

A Dark Sky Preserve designation would help fulfil specific objectives and targets within the plan including:

- Helping Parks Canada facilitate economic and employment opportunities related to the management of the park, including the establishment of the proposed First Nations eco-tourism facilities.
- Rebuilding the cultural connection of the southern Tutchone people with their traditional territories through the sharing of stories and the preservation of Traditional Knowledge.
- Maintaining and improving the ecological integrity of ecosystems and the need to build resiliency for rapidly changing environments as a result of climate change. The designation would provide a layer of protection necessary for the ecological integrity of the park
- Creating opportunities for visitors with a range of abilities, interests and identities to learn about, experience and care for the park, while minimizing impacts to ecological and cultural values
- Public awareness and outreach activities are critical to achieving the vision for a park like Kluane that is regarded worldwide as an icon of wilderness protection. These initiatives help to further raise the park's profile regionally, nationally and internationally.



Organization

Name

Address

Date

To: Kluane National Park and Reserve

Linaya Workman, KNPR Site Manager

Box 5495

Haines Junction, YT

Y0B 1L0

Dear Linaya Workman,

(Name of organization) would like to express our support for Kluane National Park and Reserve's application to become a Dark Sky Preserve.

(Add a brief paragraph about your organization's connections to the park)

Preserving the night sky is important to us for many reasons, not least... (insert your favorites, e.g., benefits to tourism; helping migratory birds; astronomy; spiritual/emotional beliefs around the night sky...)

(Name of organization) will be happy to support the designation through: (suggestions below)

- Describe commitment relating to outdoor lighting in your jurisdiction in support of the DSP, e.g., research implementing Dark Sky friendly lighting in development of new subdivisions; replacement of old light fixtures with full cut-off fixtures; consideration of light pollution reduction in future bylaw or plan development)
- Describe support relating to outreach education, with assistance from Parks Canada, e.g. will host a web page with links to Dark Sky organizations and/or on how to select Dark Sky friendly lighting; will invite a Parks Canada interpreter to speak at an event... etc.)

Sincerely,

(Leader of organization)



**Seeking the support of the Royal Astronomical Society of Canada
for...**

...Dark Sky Preserve Designation
of Kluane National Park and Reserve

Purpose

Kluane National Park and Reserve is planning to apply to become a Dark Sky Preserve. The support of the Village of Haines Junction and of the park's cooperative management partners, Champagne and Aishihik First Nations and Kluane First Nation, is essential. This document explains the benefits and requirements for Dark Sky Preserve designation. We encourage your questions, comments and ideas. Parks Canada is asking for letters of support to accompany our application to the Royal Astronomical Society of Canada. We are happy to meet to discuss the project in detail if you would like to learn more or have questions.



Kathleen Lake Observation Site; photo: M. Schmidt

What is a Dark Sky Preserve?

The Royal Astronomical Society of Canada (RASC) manages Dark Sky Preserve designations. They define a Dark-Sky Preserve (DSP) as:

“...an area in which no artificial lighting is visible, and active measures are in place to educate and promote the reduction of light pollution to the public and nearby municipalities. Sky glow from beyond the borders of the Preserve will be of comparable intensity, or less, to that of natural sky glow.”

DSPs encourage public enjoyment and awareness of the natural and cultural heritage of the night sky through various programs and activities. Kluane National Park and Reserve (NPR), with its established dark sky programming and events, is well placed to be Yukon's first DSP.

The goal of the DSP program is:

“... to promote the reduction in light pollution, demonstrate night-time lighting practices, improve the nocturnal environment of wildlife, protect and expand dark Observation Sites for astronomy, and provide accessible locations for the general public to experience the naturally dark night sky.”¹

¹ Robert Dick, Royal Astronomical Society of Canada, *Dark Sky Preserve Guidelines*, 2009.

Canada's Dark Sky Preserves

There are 22 dark sky preserves in Canada:

- 13 are Parks Canada places. Some examples are Wood Buffalo National Park, Point Pelee National Park, Jasper National Park, and Waterton-Glacier International Peace Park, which is designated as an International Dark Sky Park.
- Visitors learn about cultural and scientific aspects of the night sky, and pursue astronomy.
- Outreach programs educate the public about dark sky protection.
- Some DSPs share local Indigenous Knowledge of the night sky with visitors.
- Join the Dark Side! Please watch [this video](#) .



Kluane NPR – Why a Dark Sky Preserve?

Designation as a Dark Sky Preserve would help Kluane NPR to fulfil its mandate as a national park:

- Protection: dark skies are necessary for the ecological integrity of the park – animals depend on dark skies for migration and other seasonal behaviours.
- Presentation: interpretation and outreach programming about the night sky; foster public understanding and support for dark sky protection and light pollution abatement.

Benefits of Dark Sky Designation

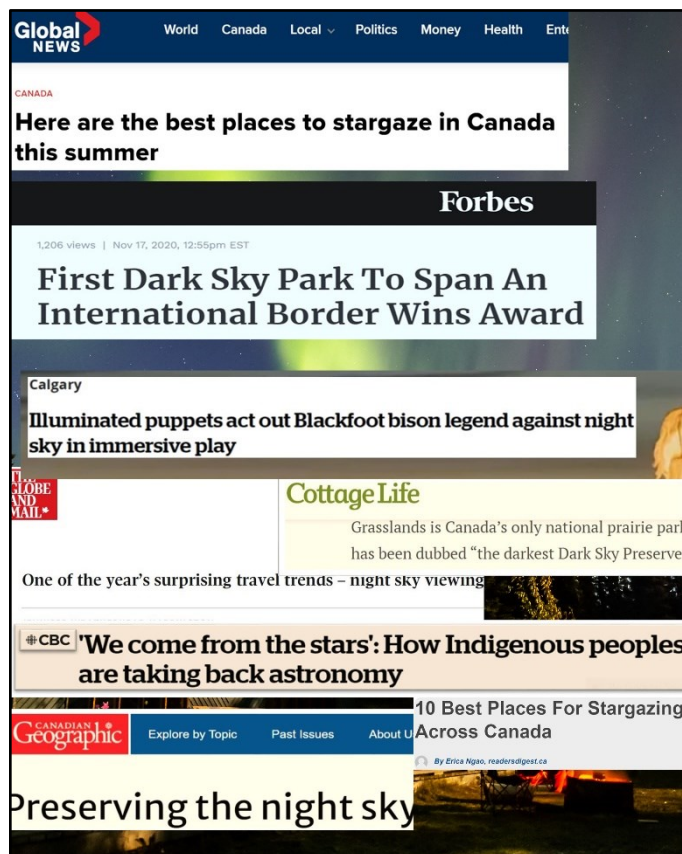
DSPs provide:

- Environmental protection with respect to nocturnal ecology
- Opportunities for sharing science, astronomy and Indigenous knowledge
- Opportunities for educating the public about responsible lighting, light pollution abatement and reducing energy consumption

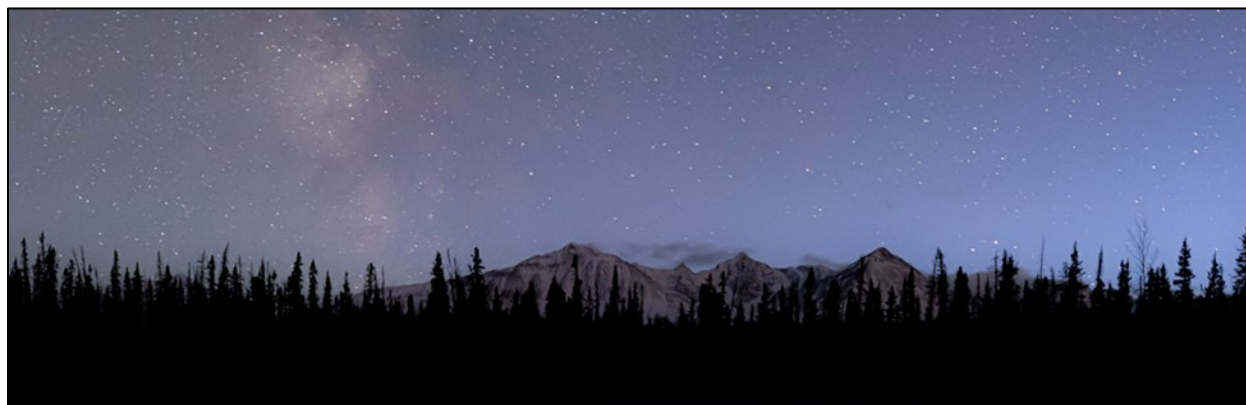
- Enhanced tourism opportunities. Established dark sky preserves elsewhere in Canada are a proven tourist draw, whether for astronomy, aurora viewing, Indigenous cultural tourism, or all three – see sample headlines below.

In the Yukon:

- There is an appetite for dark sky tourism in Yukon. Kluane NPR's popular annual Northern Nights Festival increases local hotel and campground occupancy in the shoulder season.
- Aurora viewing has become a Yukon mainstay for fall and winter tourism. A DSP could boost the Kluane region as a destination.
- The Village of Haines Junction Official Community Plan supports tourism development, environmental protection, and energy saving measures, all of which go hand in hand with DSP designation.
- Future tourism developments within or adjacent to Kluane NPR could benefit from the DSP designation.
- Parks Canada partners with local organizations in events such as the Haines Junction Mountain Festival. These are opportunities to promote dark sky tourism and educate the public about dark sky protection.



Finally, there is potential that Kluane NPR could apply, together with the surrounding protected areas in B.C., Yukon and Alaska, for International Dark Sky Reserve status. This would be the largest Reserve of its kind, and it would attract considerable positive media attention. The area is already designated by UNESCO as an international World Heritage Site.



Auriol Meadow Observation Site, Kluane NPR. Photo: M. Schmidt

Applying to become a Dark Sky Preserve

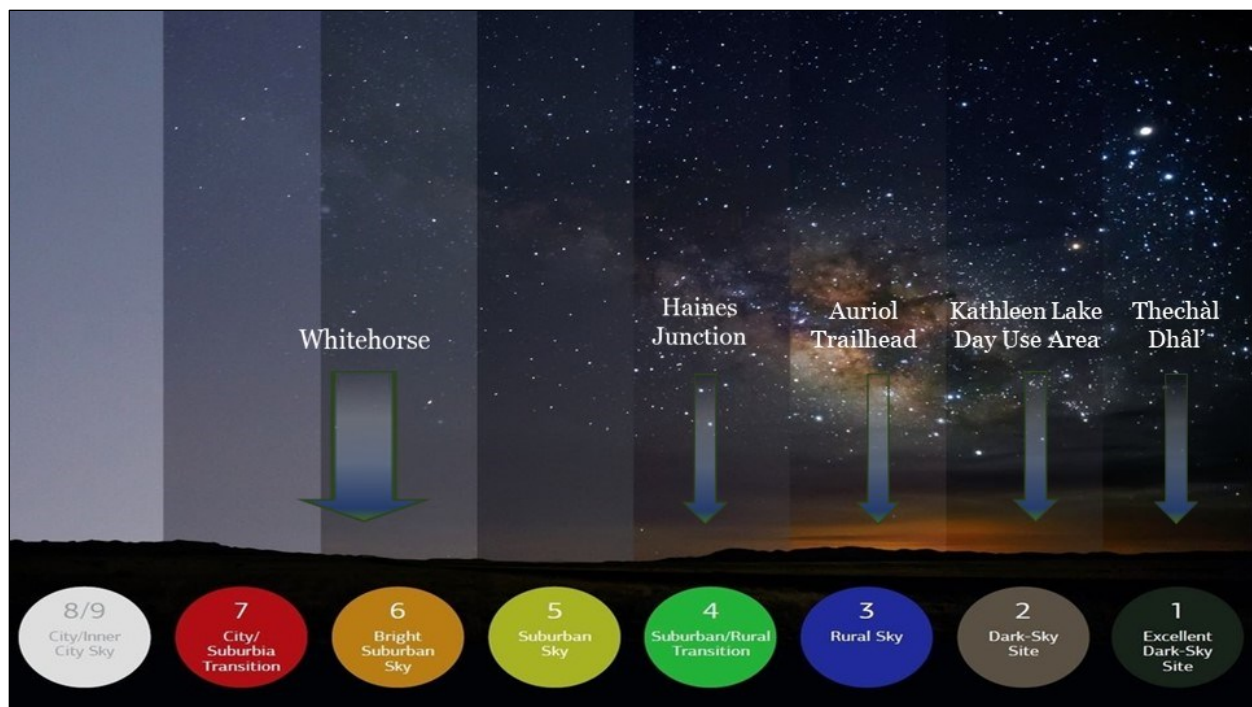
Applications to the Royal Astronomical Society of Canada (RASC) must include:

- Location and description of the park
- Data: dark sky measurements and an inventory of existing outdoor lighting in the park
- A statement of compliance to RASC's Guidelines for Outdoor Lighting and a plan for the park's lighting to become compliant
- Identified dark sky observation sites with photography and maps
- Public and municipal outreach strategies
- A partnership or MOU with an astronomical organization (Yukon Astronomical Society)
- Letters of support (and potential partnerships) from neighbouring "municipalities" which for Kluane NPR includes CAFN and KFN and the Village of Haines Junction.

How Kluane NPR is meeting RASC Requirements

Requirement: Data

The Bortle Scale is an easily understandable way to understand the degree of light pollution in a place; This diagram gives a sense of what the scale looks like, and how it applies in Kluane NPR (along the boundary; the park's vast backcountry is, of course, perfectly dark).



Zenith Sky Quality Measurements (SQM) are a more complex, though related, scale. A perfectly dark sky has an SQM of 22. Sky Quality Measurements in Kluane NPR, even close to the highways, are 21 and over: the park has a very dark sky making it an excellent candidate for a DSP.

Requirement: Responsible Lighting Plan

Another factor in its favour is that currently, Kluane NPR has only one (1) outdoor electric light within its boundaries! This, and its location far from outside sources of light pollution make the park a prime candidate to become a dark sky preserve. In the DSP application, Kluane NPR must include a plan to comply with RASC's lighting guidelines – both for the one existing light and any future lighting. Existing in-park lighting must be made compliant within the fiscal year following designation. Parks Canada has worked with RASC to develop compatible lighting guidelines for national parks. These guidelines are found in Appendix C.

Dark sky compliant lighting has minimal additional up-front costs compared to standard lighting, and over the long term it provides cost savings through reduced energy consumption. Further, increasing research suggests that bright lighting in municipalities may not reduce crime. Here is a web page on this topic from the [International Dark Sky Association](#).

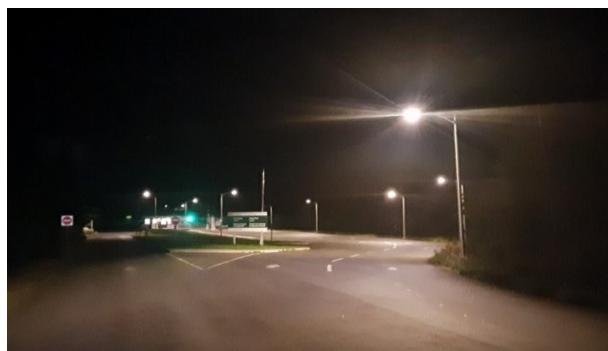


The Kluane NPR Trades Building has Dark Sky friendly full cut-off light fixtures, for light only where needed.

Kluane NPR commits to evaluating lighting at Parks Canada facilities outside the park, and making educated choices when replacing or eliminating existing lights at such facilities: setting an example for the community.

What Is Responsible Lighting?

- Lights are no brighter than needed.
- Light only where needed – use full cut-off fixtures, which are aimed at the place needing to be lit. They eliminate sideways glare, as well as wasteful and harmful light loss to the sky.
- Light only when needed (e.g., use timers, motion sensors)
- Choose warm white or, preferably, amber lighting – colour temperature less than 2700K – this reduces human and wildlife health impacts.



Examples: Non-compliant – bright white lights, glare.



Compliant – Mont-Megantic AstroLab parking, features full cut-off amber LED lighting.

Lighting for Future Development

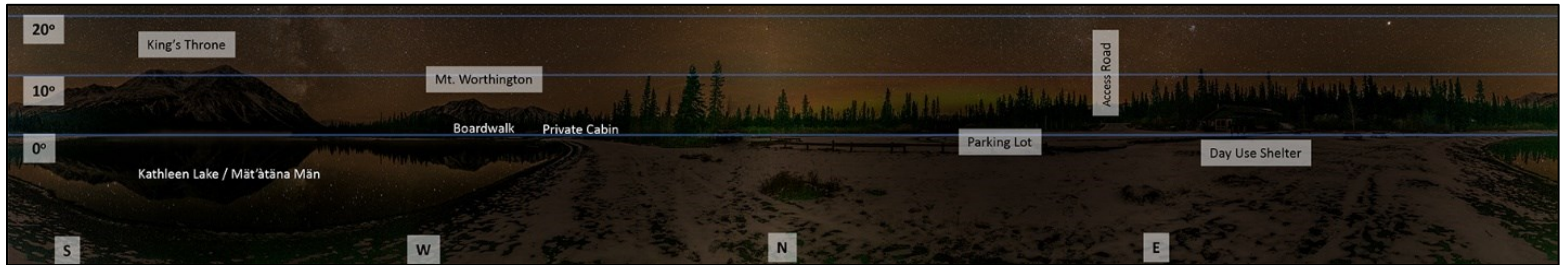
It is important to note that any new developments within the park and ideally adjacent to the park will need to have DSP compliant lighting. Parks Canada commits to working together with partners to ensure lighting is compliant, and thus ensure the park's DSP designation is protected.

Requirement: Dark Sky Observation Sites

Observation sites for public night sky viewing should be easily accessible, and have minimal light pollution and low horizons for unobstructed sky views. Facilities like warming shelters, parking, toilets, and nearby campgrounds are helpful.

- Primary Site – Kathleen Lake Day Use Area, the site of Kluane NPR's Northern Nights Festival. It offers all amenities.
- Secondary Sites – Aurial Trailhead and Meadow, Thechâl Dhâl' Visitor Centre and parking lot.

As the application demands, Sky Quality Meter readings were taken and special 360 degree panoramic photographs were created for all three sites. Below is an example, for Kathleen Lake.



360 degree panorama of Kathleen Lake Day Use Area observation site. Photo by Michael Schmidt

Requirement: Public Awareness and Education Programs

The park aims to engage people in experiential and learning opportunities linked to astronomy, ecological integrity, and night sky protection. By providing high quality experiences, the Kluane DSP will encourage appreciation for night sky protection that visitors will take back to their own communities.

Events and programming within Kluane NPR are already established, such as the park's signature event, Northern Nights, held each September. This event sees many community groups working together, including RASC, CAFN and Junction Arts and Music to provide a variety of activities.

Park interpreters have developed a night sky campfire talk. It includes an introduction to scotobiology, the biological need for darkness; and what can be done to protect the night sky for the animals and plants that need it. Visitors enjoy the program at the Kathleen Lake campground in the late summer and fall. Dark Sky messaging is incorporated into other programming where relevant.



John Fingland, CAFN Cultural Interpreter, at Northern Nights. Photo: E. Pinkerton/Parks Canada

Other opportunities for engaging the public about the beauty and importance of the night sky are abundant: remotely through the web and social media, in the park via interpretive panels, creating viewing platforms with tilted seats; holding events and programs such as meteor shower parties, introductory astronomy, history/culture of the night sky... the sky is the limit!

There may be opportunities to work with CAFN and KFN to research local Indigenous Knowledge about the night sky, which could provide an opportunity to share traditional stories and beliefs with visitors.



Northern Nights Festival, 2019. Photos: E. Pinkerton/Parks Canada

Requirement: Support from Partners

Support from CAFN, KFN and the VHJ is essential for designation of the DSP. The Kluane Park Management Board has already extended their support for the designation in a letter of support shown in Appendix A.

Another requirement is an ongoing partnership with the Yukon Astronomical Society (RASC's Yukon chapter). This was established several years ago and has been mutually beneficial. Their letter of support is attached in Appendix B.

It is important for CAFN, KFN and VHJ to know that there is **no financial commitment** on their part required in the DSP application. However:

- Any new lighting within the park (and ideally park adjacent) will need to be compliant with the guidelines. Compliant lighting does not mean no lighting; it means finding lighting solutions that meet the guidelines; e.g. using timers, motion sensors and fully shielded fixtures for outdoor lighting.
- The partners must be supportive of public education about light pollution prevention and the benefits of dark skies.

Once Parks Canada has received the support of key partners, we will engage with other stakeholders, including Tourism Yukon and the St. Elias Chamber of Commerce, to ensure their awareness and support of the application.

Summary and Request for Letters of Support

Dark Sky Preserve designation for Kluane NPR would bring benefits to regional tourism and ecological integrity; and, in the longer term, reduced lighting costs.

Parks Canada is requesting from you, Champagne and Aishihik First Nations, Kluane First Nation and the Village of Haines Junction, letters of support towards the park's application to become a Dark Sky Preserve.

In supporting the designation:

- Also support a commitment to Dark Sky compliant lighting in any future developments within the park and directly adjacent to the park.
- Also support working together with KNPR and RASC to explore opportunities to reduce the impacts from light pollution;
- Also support working collaboratively with KNPR on DSP outreach opportunities.

Sample letters are attached:

- Appendix C: Tourism NWT for Wood Buffalo NP; Qalipu First Nation & the Town of Woody Point, for Gros Morne NP.



Photo: E. Pinkerton/Parks Canada

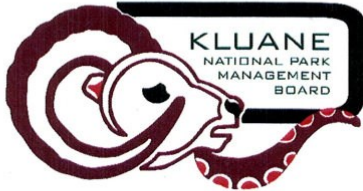
Further Information

Please consider this proposal and, if you require further information, Parks Canada and/or the Yukon Astronomical Society will be happy to offer it. Representatives of one or both organizations would be happy to present the benefits of a DSP and answer your questions in person or via Web conference. We look forward to hearing from you.

Contact:

Carly Sims,
Visitor Experience Manager, Kluane NPR
Carly.Sims@Canada.ca
867-634-5249

Appendix A – Letter of Support from KPMB



Kluane National Park Management Board
PO Box 2132
Haines Junction, YT, Y0B 1L0
Email: kluanenpmb@gmail.com
Tel: 867-634-2746

Linaya Workman
Superintendent
Kluane National Park
Box 5495
Haines Junction, YT
Y0B 1L0

November 10, 2018

Dear Linaya,

Re: Dark Sky Preserve Designation for Kluane National Park & Reserve

On August 15, 2018, Parks Canada staff, accompanied by a representative of the Royal Astronomical Society of Canada, made a presentation to the Kluane National Park Management Board (KNPMB) on Dark Sky Preserves and the process for obtaining such a designation for Kluane National Park & Reserve (KNP&R).

The KNPMB has considered the information provided during this presentation and in subsequent communications, and believes that obtaining such a designation would benefit KNP&R, the residents of the Kluane region, as well as visitors coming to the park. Through this letter, the KNPMB wishes to make the recommendation to Parks Canada to apply for a Dark Sky Preserve designation for KNP&R.

The KNPMB would be pleased to further discuss this idea with you and to provide assistance with the application process, should you require it.

Thank you for your consideration of our request.

Yours truly,

A handwritten signature in dark ink, appearing to read "Robin Chambers".

Robin Chambers
Chair
Kluane National Park Management Board

Appendix B – Letter of Support from Yukon Astronomical Society



RASC Yukon Centre Yukon Astronomical Society



Date: March 28, 2021

Kluane National Park and Reserve
Linaya Workman, Park Superintendent
Box 5495
Haines Junction, YT
Y0B1L0

Government of Yukon
205 Rogers Street
Whitehorse, Y1A 1X1

Support for Designation of Dark Sky Preserve – Kluane National Park and Reserve

Access to natural dark sky is incredibly important for inspiring people with the wonder and value of the natural world. A star-filled and aurora-rich sky inspire the will to explore, learn, create, and protect our world. Sadly, with the proliferation of light pollution, even here in the Yukon we are losing access to our night sky heritage, and with it the inspiration it provides humanity.

The Royal Astronomical Society of Canada, Yukon Centre (RASC Yukon Centre / Yukon Astronomical Society) is extremely pleased that Parks Canada and your partners are formally recognizing that natural dark sky is an important of both conservation awareness, but also a dimension of the environmental and natural preservation of Kluane National Park.

Reclaiming our night sky heritage is important because it is a basic human right to have access to the wonders of the night sky. Long, dark magical nights are the other half of the land of the midnight sun. And times of darkness are incredibly important for human health and for the plants and animals of the land.

RASC Yukon Centre is proud to be your partner and supports the designation application through:

- Technical support: our understanding of the impacts of light pollution both on the natural environment, plants, animals and even human health impacts, is a rapidly evolving field. Partnering with the expertise that RASC offers in this field will help you stay current as the science of light pollution (and the associated technologies) change and grow.

Contact us

Cell: 867-333-4838 | Email: yukonastronomicalsociety@gmail.com
Twitter: @YukonAstronomy | Website: <http://yukonastronomy.com>
Facebook: RASC Yukon Centre - Yukon Astronomical Society

- Outreach programming support: we look forward to continuing our successful partnership in Northern Nights, providing night-sky observing outreach and educational programming.
- Light-pollution outreach support: As part of the Dark Sky Preserve, we will support Parks Canada with targeted outreach with your partners and neighbouring communities to build awareness not only of the impacts from light pollution, but how they can take action on light pollution and build safer, healthier and more resilient communities.

We look forward to supporting you on the application as well as updating our Partnering Agreement to reflect this new and growing relationship, in reclaiming our shared night sky heritage.

Sincerely,
Yukon Astronomical Society



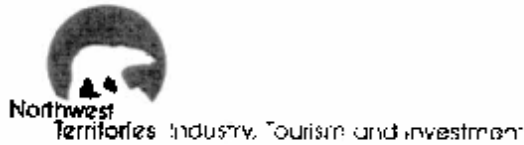
Vikki Zsohar
President



Forest Pearson, P.Eng.
Light Pollution Abatement Project Lead

Appendix C – Example Letters of Support for other National Park DSPs

Wood Buffalo National Park



August 24, 2011

Royal Astronomical Society of Canada
203 – 4920 Dundas Street West
OTTAWA, ON M9A 1B7

Dear Sir,

Support for Designation of Dark Sky Preserve – Wood Buffalo National Park

Please accept this letter in support of the application by Wood Buffalo National Park (WBNP) to receive the Dark Sky Preserve designation.

As one of the premiere natural tourism attractions of the Northwest Territories (NWT), WBNP is an excellent representation of the region's vast tracts of pristine wilderness land that supports its abundant natural ecosystems. As the Department mandated with responsibilities for tourism and economic development, we recognize that designation of WBNP as a Dark Sky Preserve may present new market and economic opportunities for tourism interest and local stakeholders.

The Department is excited about the prospects and will be working with WBNP and the local astronomy group, the Thebacha & Wood Buffalo Astronomical Society (TAWBAS) to assist in developing local activity programs and possibly support infrastructure.

Sincerely

Lloyd H. Jones
Regional Superintendent – South Slave Region
Industry, Tourism & Investment

cc. Mr. Tim Gauthier
Partnering, Engagement & Communications Officer
Parks Canada – Wood Buffalo National Park

Government of the Northwest Territories, South Slave Region Box 231, Fort Smith, NT X0E 0P0

Gros Morne National Park: Qalipu Mi'kmaq First Nation



January 2, 2018

Qalipu First Nation
3 Church Street
Corner Brook, NL A2H 2Z4

Angelina Payne
Parks Canada, Western Newfoundland & Labrador Field Unit
Rocky Harbour, NL

Re: Letter of Support: Dark Sky Preserve

The Qalipu Cultural Foundation exists to ensure cultural documentation, and promote the involvement of youth and Elders in cultural activities within the Qalipu First Nation. The Foundation strives to inspire our people to proudly embrace their heritage, to empower them to continue the traditions of our ancestors and restore the spirit of Mi'kmaq culture in Newfoundland and Labrador.

The Foundation believes that a partnership with Parks Canada - Gros Morne, Western Newfoundland & Labrador Field Unit would greatly benefit the people, surrounding communities, both organizations, and the province of Newfoundland and Labrador. By supporting an initiative such as Dark Sky Preserve – Gros Morne, people will be given the opportunity to learn more about indigenous rich culture and heritage. As a result, the Qalipu Cultural Foundation is prepared to partner with and support Parks Canada with the following:

- Identifying and coordinating volunteers,
- Providing cultural and heritage knowledge,
- Sharing in folklore and myths,
- Identifying and assist with possible interviews of Qalipu membership (with the focus on stories),
- General promotions,
- Human Resources where needed.

On behalf of the Qalipu Cultural Foundation Board of Directors, I would like to extend our sincere thanks and appreciation for your interest in partnering with our organization and sharing our many resources. Do not hesitate to contact me should you require anything further.

Regards,

A handwritten signature in black ink, appearing to read "Mitch Blanchard". The signature is fluid and stylized, with a long horizontal stroke extending to the right.

Mitch Blanchard
Resource Coordinator
Qalipu Cultural Foundation
Qalipu First Nation

Gros Morne National Park: Town of Woody Point



Town of Woody Point

P.O. Box 100, Woody Point, NL A0K 1P0

Tel: (709) 453-2273 Fax: (709) 453-2270

Email: townofwoodypoint@live.com Web: www.woodypoint.ca

Angelina Payne
Public Outreach Education Officer
Parks Canada
Western Newfoundland & Labrador Field Unit
P.O. Box 130
Rocky Harbour, Newfoundland & Labrador
A0K 4N0

Dear Ms. Payne :

The Town of Woody Point is pleased to offer its support to Gros Morne National Park in its endeavour to become Newfoundland`s first Dark Sky Preserve.

Having been shown a presentation by Parks Canada which explained the purpose and goals of Dark Sky Preserves, the Town feels it is a worthwhile commitment and is enthusiastic about the possibilities that it may bring to Woody Point as well.

In recognising the importance of dark skies in our modern world, the Town of Woody Point thus commits to beginning the shift to more dark sky-friendly lighting by changing Town-run lightbulbs and light fixtures to those that meet the standards set out by the Royal Astronomical Society of Canada and to work with them and Gros Morne National Park to achieve this goal in a timely manner as well as get the message out to our citizens.

Thank you for your time and consideration of Gros Morne`s application. We look forward to the opportunities.

If you would like to be in touch, the Town Office may be reached at: 709-453-2273.

Sincerely,



Greg Osmond
Mayor

Appendix D – Parks Canada Lighting Guidelines

(In separate document)