REGULAR COUNCIL MEETING AGENDA

Village of Haines Junction

October 28th, 2026 – 7:00 pm

1. **Call to Order**
2. **Acknowledgement of Champagne and Aishihik First Nations Traditional Territory**
3. **Adoption of Agenda**
4. **Declaration of Pecuniary Interest**
5. **Delegations**
6. **Adoption of Minutes of Regular and Special Council Meetings**
    a. Draft Minutes from the October 14th, 2026, Council Meeting
    b. Draft Minutes from the October 14th, 2026, Committee of the Whole Meeting
7. **Public Hearings and Public Input Sessions**
8. **Unfinished Business**
    a. Accounts Payable to October 28th, 2026
    b. Council Prioritization Tool – Amendments and Additions.
    c. Draft Council Procedural Bylaw 352-19, Amendment #2
    d. RTC – HR Program Budget Request
    e. RTC - C-CARE Fall Intake Awards
    f. RTC – Lottery Funding Grants Award
    g. Operation Nanook - Verbal Update
9. **New Business**
10. **Correspondence**
11. **Council Reports and Notices of Motion**
12. **Questions from the Public**
13. **Motion to Close Meeting to the Public**
14. **Adjournment**

Join by Zoom: **Meeting ID: 867 634 7100** https://us02web.zoom.us/j/8676347100
Join by Phone: **1-780-666-0144**

****Next Regular Council Meeting:** November 12th, 2026 at 7:00 pm.

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 October 28, 2026

Cheque #	Name	Total Invoice	Department	Description
Transfer	Payroll Account #4305418	$ 40,272.04	Administration	Net Pay - Pay Period 21
		$ 5,402.82	Administration	RRSP Contribution - Pay Period 21
		$ 867.99	Administration	Union Dues October 2026
		$ 13,916.54	Administration	Receiver General October Pay Period 21
		$ 60,459.39		
28685	BGC Yukon	**$ 24,935.00**	Legislative	C-Care Grant Boys and Girls Club
EFT	Guspro Inc.	**$ 14,452.04**	Arena	Final payment for skate sharpener
28686	535902 Yukon Inc.	**$ 357.00**	Public Works	Grading Willow Acres Road
28687	Acklands Grainger Inc.	**$ 283.85**	Water & Sewer	Delicate tasks wipes
28688	Associated Engineering	**$ 76,500.88**	Cap/Roads&Streets	Construction Admin & Close out
28689	Associated Fire Safety Group	**$ 9,809.77**	Capital Project	Safety clothes
28690	Building Systems Consulting Inc.	**$ 1,197.00**	Capital Projects	Arena fire alarm upgrade administrative work
28691	Catalis Technology Canada Ltd	**$ 308.70**	Administration	All net web design, add on
28692	Duncan's Limited	**$ 267,132.12**	Capital Projects	Convention Centre heating system upgrade
28693	Ellen Stutz Petty - Cash	$ 2,366.80	Recycling Centre	Refundables paid out
		$ 15.32	Administration	Postage
		$ 2,382.12		
28694	Evelyne Berezan	**$ 80.00**	Landfill & Recycling	Free store volunteer honorarium
28695	Finning (Canada)	**$ 423.50**	Public Works	Hydraulic hose and couplers

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to October 28, 2026

28696	Hach Sales & Service Canada LP	**$**	**1,173.66**	Water & Sewer	Chlorine DPD, beaker, pitchers, case
28697	Inland Truck & Equipment Ltd	**$**	**2,101.74**	Public Works	Filters, service kits, oil
28698	Jacobs Industries Ltd.	**$**	**373.28**	Water & Sewer	Co2
28699	Josie Boyle	**$**	**40.00**	Landfill & Recycling	Free store volunteer honorarium
28700	Kelly Beaulieu	**$**	**120.00**	Landfill & Recycling	Free store volunteer honorarium
28701	MacKellar Contracting	**$**	**1,890.00**	Landfill	2" Pit run
28702	M & D Services	$	1,577.72	Convention Centre	September 2026 custodial contract
		$	167.84	Mezzanine	September 2026 custodial contract
		$	402.82	Administration	September 2026 custodial contract
		$	268.55	Fire Department	September 2026 custodial contract
		$	302.12	Public Work	September 2026 custodial contract
		$	**2,719.05**		
28703	Melanson Construction	**$**	**714.00**	Water & Sewer	Vac out force main air relief manhole
28704	Plumbineers Plumbing & Heating Yukon Inc.	**$**	**1,286.96**	Convention Centre	Replace flush valves
28705	Source Motors	$	120.96	Arena	Propane
		$	2,471.64	Landfill & Recycling	September 2026 fuel bill
		$	1,710.04	Public Works	September 2026 fuel bill
		$	90.95	Fire Department	September 2026 fuel bill
		$	**4,393.59**		
286706	Yukon Service Supply	$	648.59	Water & Sewer	Sodium hypochlorite
		$	86.73	Recycling Centre	Pallet wrap
		$	3,507.80	Convention Centre	Dinnerware
		$	107.00	Public Works	Paper towels

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to October 28, 2026

	$ 4,350.12

Municipal Accounts Payable	**$ 477,483.77**

Prepared by Ellen Stutz

Mayor_____ CAO _____

* Denotes an item not directly funded by the Village ** Grant funded

Updated December 5, 2025

Council Prioritization Tool - October 2026	Identified by	Item	Priority (Council Assessment)	Status
Date identified	**How item was identified**	**Item**	**Priority (Council Assessment)**	
2024-08-31	Council request	Council Priorities Annual Progress Report	2. Yellow (mid Priority)	
2025-01-22	Motion	Staff to bring forward the proclamation of Indigenous Survivor Day to Council for consideration after their Strategic Plan has been developed.	1. Orange (high Priority)	Holding - 2027 New CAFN Council
2025-03-26	Staff-led initiative	Update Fire Department Bylaw	1. Orange (high Priority)	Drafted Holding for PSM, 2027
2025-05-28	Motion	Bring back Blanket Ceremony Day to CAFN Joint Council	1. Orange (high Priority)	Holding - 2027 New CAFN Council
2025-05-28	Motion	Provide a report within the next six months on the Yukon government First Nations procurement policy	1. Orange (high Priority)	Partially complete: November
2025-05-28	Motion	Provide a Report to Council with an estimate of costs to either demolish or repair the muffin.	1. Orange (high Priority)	Holding - After Community Identity
2025-06-25	Motion	Provide a Report to Council to refine the Community Recognition Award nominee process.	1. Orange (high Priority)	Complete
2025-06-25	Council request	Revise Community Recognition Policy for next year to create a Volunteer of the Year award	1. Orange (high Priority)	Complete
2025-07-23	Legislated/bylaw requirement	Send letter to those who do not meet minimum requirements to be Landfill Monthly Account Holders	2. Yellow (mid Priority)	
2025-08-06	CoW Action Item	Trail Committee to work with staff to implement Option 3, and to include the Dezadeash Trail within the trail network map and adding a trail network sign at the trailhead	2. Yellow (mid Priority)	
2025-08-13	Motion	Staff to set up a meeting with the Department of Community services to discuss and negotiate the path forward to getting the SRS operational	2. Yellow (mid Priority)	Ongoing
2025-08-13	Notice of Motion	Discuss the Village Reserves per recommendations from the recent Audit, when it makes sense.	1. Orange (high Priority)	Partially complete November meeting with BCMFA
2025-08-27	Motion	Bring back information on RV parks in town with a direct connections to the sewer system, or if they use a holding tank, and invite Public Works Manager to discuss.	2. Yellow (mid Priority)	
2025-08-27	Motion	Share Motion Tracker on a Quarterly Basis	1. Orange (high Priority)	Ongoing
2025-09-02	2025-2028 Council Priority NOW	Comprehensive Road Maintenance Policy	1. Orange (high Priority)	WSP Contract: December update
2025-09-02	2025-2028 Council Priority NEXT	Water works maintenance policy	1. Orange (high Priority)	WSP Contract: December update
2025-09-02	2025-2028 Council Priority ONGOING	Address barriers to encourage housing development	2. Yellow (mid Priority)	Ongoing
2025-09-02	2025-2028 Council Priority ONGOING	Reconciliation training for staff and Council, CAFN 101	1. Orange (high Priority)	Partially complete
2025-09-02	2025-2028 Council Priority NEXT	CAFN Joint Governance model for a new multi-use recreation facility	1. Orange (high Priority)	Ongoing - PM Consultant under contract
2025-09-02	2025-2028 Council Priority ONGOING	Work with CAFN to explore design and development of new pool / rec centre	1. Orange (high Priority)	Under Contract: Nov Update
2025-09-02	2025-2028 Council Priority NEXT	Develop TRC Policy and Statement	1. Orange (high Priority)	Holding - 2027 New CAFN Council
2025-09-02	2025-2028 Council Priority NEXT	Identify minimum staffing levels	1. Orange (high Priority)	Ongoing: Part of HR Review
2025-09-02	2025-2028 Council Priority NOW	Host community identity workshop	1. Orange (high Priority)	Combine OCP and Community Identity Projects
2025-09-02	2025-2028 Council Priority NOW	Demolition of Shakwak hall and pool	1. Orange (high Priority)	Complete
2025-09-02	2025-2028 Council Priority NOW	Shakwak end-of-life ceremony	1. Orange (high Priority)	Ongoing: Jan
2025-09-02	2025-2028 Council Priority NEXT	Property maintenance bylaw (for private properties)	2. Yellow (mid Priority)	
2025-09-02	2025-2028 Council Priority NEXT	Recruitment & retention strategy	1. Orange (high Priority)	Ongoing: CoW in Oct
2025-09-02	2025-2028 Council Priority NEXT	Provide Reconciliation / CAFN 101 training to community at large	1. Orange (high Priority)	Ongoing
2025-09-02	2025-2028 Council Priority NOW	Support Fire Department Safety and Compliance	1. Orange (high Priority)	HOLDING: 2027 PSM
2025-09-02	2025-2028 Council Priority NOW	Level of Service for Bylaw Enforcement	1. Orange (high Priority)	HOLDING: 2027 PSM
2025-09-02	2025-2028 Council Priority NOW	Municipal Property Standards Priority	2. Yellow (mid Priority)	
2025-09-02	2025-2028 Council Priority NEXT	Financial policy	2. Yellow (mid Priority)	
2025-09-02	2025-2028 Council Priority NEXT	Work with regional partners to design an emergency management plan	1. Orange (high Priority)	Ongoing - Next update Dec 2026
2025-09-02	2025-2028 Council Priority ONGOING	Develop Level of Service Policy Framework	1. Orange (high Priority)	Ongoing
2025-09-02	2025-2028 Council Priority ONGOING	Develop Asset Management Plan	1. Orange (high Priority)	Ongoing
2025-09-02	2025-2028 Council Priority NEXT	Review Vacant / property taxation levy bylaw	1. Orange (high Priority)	Ongoing: Nov
2025-09-02	2025-2028 Council Priority NEXT	Communication strategy to edycate residents on service levels and fiscal realities	1. Orange (high Priority)	Ongoing
2025-09-02	2025-2028 Council Priority NEXT	Redraft the Facilities User Policy including review of rental fees, including when charges are applied or waived	1. Orange (high Priority)	Ongoing: Oct
2025-09-02	2025-2028 Council Priority NEXT	Review the Municipal Boundary	2. Yellow (mid Priority)	
2025-09-10	Motion	Dezadeash Trail Revitalization Project. Proceed with Option 2 – add to scope to include the requested maintenance work on the Dezadeash trail, not already addressed by the Phase 1	2. Yellow (mid Priority)	
2025-09-24	Council request	Staff look into Every Child Matters Highway Banner for next year, work collaboratively with CAFN, initiated earlier in the year	2. Yellow (mid Priority)	Largely Complete
2025-10-09	Motion	Village Policy Design Refresh	1. Orange (high Priority)	Largely Complete
2025-10-09	Notice of Motion	Staff to develop a policy regarding short-term rental accommodations in the Village	2. Yellow (mid Priority)	
2025-10-09	Legislated/bylaw requirement	RTC - Tipping Fee Analysis (part of budget process)	1. Orange (high Priority)	Ongoing - March 2027
2025-10-09	Notice of Motion	Staff to prepare a report to Council on facility rental fees, including when charges are applied or waived.	1. Orange (high Priority)	Ongoing: Oct
2025-10-23	Notice of Motion	Notice of Motion - Initiate Review of Council Procedures Bylaw	1. Orange (high Priority)	Complete
2025-10-23	Council request	Apply to YG for land transfer of bike-skills park to Village	1. Orange (high Priority)	Lease Complete, Title ongoing
2025-10-27	Council request	Map out public engagement plan, contract assistance, and other budget requirements, for OCP review	2. Yellow (mid Priority)	Combine OCP and Community Identity Projects
2025-11-27	Council request	Look for funding opportunities to support the Community Identity Workshop	1. Orange (high Priority)	Ongoing
2025-12-10	#407-25 Office Renovations	Engage firm to complete redesign of the municipal office and report back to Council with the design options and Class D cost estimates.	1. Orange (high Priority)	Ongoing: under contract
2025-12-10	#415-25 Indigenous Survivors Day	Send a letter to Troy Abromaitis explaining that Council is working on a Truth and Reconciliation Statement, thank him, and to cc CAFN on the letter.	1. Orange (high Priority)	Complete

Updated December 5, 2025

Council Prioritization Tool - October 2026	Identified by	Item	Priority (Council Assessment)	Status
Date identified	**How item was identified**	**Item**	**Priority (Council Assessment)**	
2025-12-17	Action item, not motion	Produce a report regarding the firework cost and additional details in early 2026	2. Yellow (mid Priority)	
-	Council request	Bring Back Hydrovac Trailer Purchase - RTC at end of 2026 season.	2. Yellow (mid Priority)	

Bylaw #352-19

A Bylaw to create rules governing council meeting procedure

WHEREAS the Municipal Act, being Chapter 154 of the Revised Statutes of the Yukon, 2002 and amendments thereto, Section 210 provides that a Council shall make procedural rules;

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

1. SHORT TITLE

1.1 This bylaw may be cited as the "Council Procedural Bylaw."

2. GOVERNING PROVISIONS

2.1 The procedures of Council will be governed by the Yukon Municipal Act and this Bylaw.

2.2 When situations are encountered that are not covered by these Rules, reference to Robert's Rules of Order Newly Revised, as amended and replaced, will be used by the Presiding Officer.

2.3 Rules are used to facilitate the orderly progression of Members through the Meeting Agenda and are to be applied in the spirit of fairness, equality and common sense.

3. APPLICATION

3.1 The following rules shall be observed and shall be the rules and regulations for the order and conduct of business, including the relations between Council and Administration in all Regular Council Meetings, Special Council Meetings, Council committees and those committees, boards, commissions created by bylaw pursuant to Section 191 of the Yukon Municipal Act, unless the Bylaw creating the committee, board, commission specifically excludes this Bylaw or sections of this Bylaw.

4. DEFINITIONS

4.1 In this bylaw, unless the context otherwise requires,

'**Agenda-Response Delegation'** means a person registered under Section 14.11 to address Council at a Regular Council Meeting in response to a specific item on the published agenda for that meeting.

'**Business Day'** means any day other than a Saturday, a Sunday, a statutory holiday observed in the Yukon, or a day on which the Municipal Offices are closed to the public.

'**Individual'** means any person attending a meeting who is not a member.

'**Meeting'** means a meeting of Council or any Committee.

'**Member'** means the Mayor or a Council member.

'**Notice of Motion'** means a verbal or written statement by a Member, given under Section 16.12, of the Member's intention to place a proposed motion on the agenda of a subsequent Council meeting for Council deliberation.

'**Presiding Officer'** means the Member, ordinarily the Mayor, who chairs the meeting.

'**Public Hearing or Public Input Session'** means a time defined in this Bylaw which enables Individuals to provide comment to Council on an agenda item before Council.

'**Regular Council Meeting'** means a meeting of Council held on the dates and at the time set out in Sections 8.1 and 8.2.

'**Rules'** the rules established defined in this Bylaw and, where not established under this Bylaw, Robert's Rules of Order Newly Revised.

'**Special Council Meeting'** means a meeting of Council, other than a Regular Council Meeting, called and held in accordance with the Municipal Act and Section 8.4.

5. COMMITTEES, BOARDS AND COMMISSIONS

5.1 Council Committees. Pursuant to Section 190 of the Yukon Municipal Act, Council establishes the following Council Committees, each composed of the Mayor and all Members of Council:

5.1.1 Audit Committee – the mandate of this Committee is to meet annually with the Village's auditors to review the auditors' findings and to have the auditors address any questions or concerns of the Committee.

5.1.2 Committee of the Whole – the mandate of this Committee is to consider any matter that Council refers to it or that is of interest to the municipality and to report back to Council where appropriate.

5.2 Council Committees – proceedings and effect:

5.2.1 A Council Committee may appoint its Chair and adopt motions to conduct its own proceedings and to formulate its advice to Council, including a motion to recommend a course of action to Council.

5.2.2 A Council Committee does not make Council decisions. A recommendation or motion of a Council Committee is advisory only and does not bind Council. A matter that requires a Council decision is determined by Council by resolution or bylaw at a Regular Council Meeting or Special Council Meeting.

5.2.3 A Council Committee reports to Council through its Chair, or designate, who brings the Committee's recommendations before Council at a Regular Council Meeting or Special Council Meeting for Council's consideration.

5.3 Boards, Commissions and other Committees:

5.3.1 Pursuant to Section 191 of the Yukon Municipal Act, Council may, by bylaw or resolution, establish boards, commissions and other committees, the membership of which need not be limited to members of Council.

5.3.2 Council will, by resolution or bylaw, create the terms of reference for each board, commission or other committee established. The terms of reference will include:

5.3.2.1 the appointment and composition of members;

5.3.2.2 the term;

5.3.2.3 the mandate; and

5.3.2.4 the reporting requirements of the board, commission or committee.

5.3.3 The Mayor or the Mayor's designate is ex-officio a member of each board, commission or other committee established under this section and, when in attendance, possesses all the rights, privileges and duties of the other members, whether elected or appointed.

5.3.4 A member of Council who is not a member of a board, commission or other committee may, with the prior consent of that body, attend its meetings and take part in the discussion, but may not vote.

5.3.5 No board, commission or other committee, and no member of one, shall enter into a contract or incur or authorize any debt or expenditure on behalf of the municipality, or act in any manner that would suggest to a reasonable person that it, or the member, is acting on behalf of the municipality.

5.3.6 If, in the opinion of Council, a board, commission or other committee has contravened this section or any applicable municipal bylaw, policy or code of conduct, Council may by bylaw dissolve it. If, in the opinion of Council, a member of a board, commission or other committee has contravened this section or any applicable municipal bylaw, policy or code of conduct, Council may by resolution remove the member and appoint a replacement.

6. COUNCIL MEMBERS

6.1 Members of Council will:

6.1.1 Be respectful of citizens, delegates at meetings, administration and each other, including being respectful of each other's right to hold different and diverse opinions;

6.1.2 Keep an open mind and reserve making decisions until public input; administration input and Council debate are completed;

6.1.3 Act impartially and with integrity; and

6.1.4 Make decisions in the best interest of the municipality, while acknowledging that most decisions require Council to weigh competing interests.

6.2 The role of Council and the role of administration are further set out in Sections 42, 43, 44 and 45 of this Bylaw, and in the Code of Conduct Bylaw (Bylaw 337-18) and the Chief Administrative Officer Bylaw (Bylaw 358-19).

7. QUORUM

7.1 A quorum of Council will be the majority of its members; or, if a vacancy exists on Council, the majority of its remaining members.

7.2 If, due to a pecuniary interest of a member of Council in relation to a matter, only two members of Council are entitled to vote, those two members constitute a quorum for the matter.

7.3 When a quorum is not present within thirty (30) minutes of the time fixed for the start of the meeting, the recording secretary shall record the na.m.es of the members present and the meeting will stand adjourned until the next regularly scheduled or special meeting date.

8. MEETING SCHEDULES

8.1 Regular Council Meetings will be held on the second (2^{nd}) and fourth (4^{th}) Wednesday of each month.

8.2 Meetings will begin at 7:00 p.m. and end on, or before, 9:30 p.m.

8.3 Council may, by motion, extend a meeting beyond the time it would otherwise end, by a defined period of time.

8.4 Special Council Meetings will be held pursuant to the process described in the Yukon Municipal Act.

8.5 Council committee meetings will be scheduled by Council resolution or by bylaw.

8.6 All other meetings of committees, boards, and commissions will be by committee, board or commission resolution.

9. NOTIFICATION OF MEETINGS

9.1 The Chief Administrative Officer shall give public notice of all Regular Council, committee, board and commission meetings at least five (5) calendar days prior to the meeting by:

9.1.1 Posting on the Village of Haines Junction website;

9.1.2 Whenever possible, posting on the Village's social media accounts and any social media sites, pages or forums where, in the opinion of the Chief Administrative Officer, it is likely to provide notice to citizens of the Village of Haines Junction;

9.1.3 Distribution through the Village's email subscription list; and

9.1.4 Posting at the Village office bulletin board.

9.2 Public notice shall include: Date, Time, Agenda, and Location of the meeting.

9.3 The agenda and related documentation will be posted on social media and paper copies will be made available at the Municipal Offices.

9.4 Agenda items and materials for inclusion for Regular Council Meetings must be submitted to the Chief Administrative Officer by noon (12:00 p.m.) at least six (6) calendar days before the meeting date.

9.5 No later than 6:00 p.m., five (5) calendar days before a meeting date, the Chief Administrative Officer must make the Council Agenda available:

9.5.1 To Members by delivering a copy of the Council Agenda package to their Village of Haines Junction email account; and,

9.5.2 To the public by posting a copy of the Council Agenda at the Municipal Offices and on the Village of Haines Junction's website.

9.6 Notice of Special Council Meetings will be provided pursuant to the Yukon Municipal Act.

10. ELECTRONIC PARTICIPATION AT MEETINGS

10.1 Council members may participate in a meeting by electronic means.

10.2 The person who will be the meeting's Presiding Officer may not participate electronically.

10.3 If the electronic communication fails, the meeting will be held in abeyance for five (5) minutes while communication is re-established.

10.4 If after five (5) minutes communication is not re-established with the member, the member will be deemed to have left the meeting.

10.5 If a member is deemed to have left the meeting and the member was required to meet the requirements of a quorum; the meeting will be immediately adjourned.

10.6 Electronic Attendance by Persons Who Are Not Members of Council:

10.6.1 This section applies to persons who are not members of Council participating or observing electronically.

10.6.2 In addition to the meeting decorum requirements in Section 13, a person attending or participating by electronic means must, when asked by the Presiding Officer or the designated municipal officer, confirm their presence, by using the platform's "raise hand" function, by unmuting and briefly speaking, or by enabling their camera. A person who does not respond to two (2) such requests may be removed from the electronic meeting.

11. SELECTION OF PRESIDING OFFICER

11.1 Ordinarily the Mayor will chair the meeting.

11.2 In the absence of the Mayor, the Deputy Mayor will chair the meeting.

11.3 If the Mayor and Deputy Mayor are absent from the meeting, the three members present will elect a chair for the meeting.

12. RESPONSIBILITIES OF PRESIDING OFFICER

12.1 The duties of the Presiding Officer include:

12.1.1 Maintaining the orderly progression of the meeting;

12.1.2 Joining discussions after other members have spoken;

12.1.3 Managing the conduct of the meeting fairly, so that all members have an equal opportunity to speak and be heard. The Presiding Officer retains the right to participate in debate, to express an opinion on any matter before Council, and to vote on any matter in accordance with the Municipal Act;

12.1.4 Preserving order and encouraging Council members who stray from the topic to stay focused on the issue being debated;

12.1.5 Guiding Council through the Council agenda by introducing each item on the approved agenda for discussion and resolution;

12.1.6 Making decisions to maintain order and preserve the decorum of the meeting. These decisions are binding, but subject to appeal;

12.1.7 Determining which member or individual has the right to speak;

12.1.8 Ruling when a motion is out of order;

12.1.9 Calling a member to order if required;

12.1.10 Censuring members or individuals; and

12.1.11 Expelling members or individuals from the meeting.

13. MEETING DECORUM

13.1 Members and any individuals attending a meeting must behave in a manner which contributes positively to the decorum of the meeting.

13.2 Any person in attendance or joining remotely shall:

13.2.1 Remain quiet when another individual or member is speaking;

13.2.2 Not use electronic devices in the meeting except as aids to hearing, seeing, safety or emergency monitoring and for referencing information germane to the discussion on hand;

13.2.3 Not make physical gestures towards any person, staff member or member of Council;

13.2.4 Not speak on matters other than the matter on the floor;

13.2.5 Not interrupt except on a point of order or question of privilege;

13.2.6 Not shout or immoderately raise their voice or use offensive, vulgar or profane language;

13.2.7 Not applaud, cheer, boo, or otherwise demonstrate approval or disapproval in a manner that disrupts the meeting;

13.2.8 Not make personal attacks, allegations, or defame any person, staff member or member of Council; and

13.2.9 Not repeat arguments or comments unless introducing new information or perspective.

13.3 Any member of Council, delegation, or individual who has the right to the floor (or is participating in a public hearing/public input session) shall:

13.3.1 When wishing to speak, raise their hand and be recognized by the Presiding Officer before beginning to speak; and

13.3.2 When raising points or questions on an issue under discussion, raise only one point or question at a time. The Presiding Officer may direct the order of other members or individuals attending before returning to any one member or individual attending.

13.4 If, in the opinion of the Presiding Officer, a member or individual has contravened any of these rules, the member or individual may be admonished, and their name and the censure be recorded in the meeting minutes.

13.5 If, in the opinion of the Presiding Officer, a member or individual has contravened any of these rules a second time, the member or individual may be directed to leave the meeting.

13.5.1 If the individual refuses to leave, the meeting will temporarily be adjourned while the members wait for the Royal Canadian Mounted Police to escort the individual from the building or if attending electronically are removed from the meeting by having their connection ended.

13.6 Council Members must comply with the Haines Junction Code of Conduct Bylaw, the Chief Administrative Officer Bylaw, and all other applicable Village bylaws and policies.

14. DELEGATIONS

14.1 Delegations must relate to a matter of bylaw, policy, or strategic significance to the Village.

14.1.1 Questions of a routine operational nature are not heard as delegations and may be directed to the Chief Administrative Officer and dealt with by staff.

14.1.2 A Notice of Motion may be raised concerning the delegation following the process outlined in Section 16.12.

14.2 Any person or delegation wishing to appear before Council or committee must give notice prior to 11:00 a.m., five (5) calendar days prior to the meeting. For a Regular Council Meeting on Wednesday, the cutoff to provide notice and supply materials is 11:00 a.m. on the preceding Friday.

14.3 Persons or delegations are requested to provide any information materials by 11:00 a.m., five (5) calendar days before the meeting so that the documents may be included in the Agenda Package.

14.4 Persons or delegations requesting to appear are required to provide their name, address, contact information and reason for wishing to appear before Council or committee.

14.5 Persons or delegations addressing Council or a committee are required to state their names, addresses, and the purpose of their presentation.

14.6 Persons or delegations will be given five (5) minutes with which to make their presentation.

14.7 Council or a committee may agree by vote to extend the time available for a presentation if the persons or delegations have given advance notice to the Chief Administrative Officer or designate that they require additional time.

14.8 Council will only hear up to a maximum of three (3) delegations at one meeting.

14.9 If a Member asks the delegation a question of clarification, the delegation may answer the question.

14.10 A general discussion or dialogue between Council or the committee and the person or delegation shall not take place unless Council adopts a resolution to suspend the rules.

14.11 Notwithstanding Section 14.2, a person wishing to address Council in response to a specific item on the published agenda for an upcoming Regular Council Meeting may register as an Agenda- Response Delegation by providing notice to the Chief Administrative Officer no later than 4:00 p.m. on the Business Day immediately preceding the meeting.

14.12 An Agenda-Response Delegation:

14.12.1 Must directly relate to a specific item on the published agenda for the meeting at which the person wishes to appear;

14.12.2 Will be limited to five (5) minutes to present;

14.12.3 Will not include the submission of new information materials (information materials supporting a delegation are governed by Section 14.3);

14.12.4 Will be heard at the appropriate place in the agenda, before Council's deliberation of the related agenda item; and

14.12.5 Is subject to all other provisions of this Bylaw governing delegations, including the requirement to provide name, address and contact information (Section 14.4) and the requirement to state name, address and purpose at the meeting (Section 14.5).

14.13 The maximum number of Agenda-Response Delegations at any meeting is five (5). This limit is independent of the limit in Section 14.8.

14.14 The Presiding Officer may decline to hear an Agenda-Response Delegation that, in the Presiding Officer's view, does not directly relate to a specific item on the agenda. Such a decision is subject to appeal pursuant to Section 36 of this Bylaw.

15. PUBLIC HEARINGS AND PUBLIC INPUT SESSIONS

15.1 When a matter is on the agenda of a Regular Council Meeting or Special Council Meeting for the purpose of a Public Hearing or Public Input session, any individual or delegation may appear without giving notice.

15.2 An individual or delegation may participate by electronic communication if arrangements are made with the designated municipal officer prior to 12:00 p.m. (noon) of the day of the meeting.

15.3 The time allotted to each speaker or delegation will be five (5) minutes.

15.4 Each speaker or delegation will only be heard once per public hearing or input session.

15.5 If a member asks a question of the delegate or delegation, the delegate or delegation will have five (5) minutes to respond.

15.6 The Presiding Officer shall call three times for appearances from the gallery and should there be no appearances, the Presiding Officer will declare the Public Hearing or Public Input session closed.

15.7 When the Presiding Officer declares a Public Hearing closed, they shall advise that no further submissions will be considered by Council except those provided by administration.

15.8 When the Presiding Officer declares a public input session closed, individuals or delegates may submit further submissions to Council members either in person or in writing.

15.9 Written submissions for a public hearing, including submissions by email will be accepted at the office of the designated municipal officer no later than 11:00 a.m. five (5) Business Days prior to the public hearing. Thereafter, written submissions may only be deposited with the designated municipal officer at the location of the meeting.

15.10 Written submissions, with respect to any public hearing, that are received after the public hearing is declared closed will not be considered.

15.11 All documentation received and considered by members will be deemed public information and available to the public for review.

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

16. AGENDA

16.1 For all meetings, the order of business will ordinarily follow the standard agenda set out in Appendix "A" to this Bylaw. The sections are:

16.2 Call to Order

16.2.1 The Presiding Officer will call the meeting to order at the prescribed time.

16.3 Acknowledgement of Champagne and Aishihik First Nations Traditional Territory

16.4 Adoption of the Agenda

16.4.1 The Presiding Officer will ask the members if there are any additions, amendments, or deletions to the agenda.

16.4.2 After any amendments are made, the agenda will be adopted by a motion by Council members.

16.4.3 If individual Council members are concerned about the addition or deletion of an agenda item, they can ask for its addition or deletion to be voted upon separately. Upon receiving the request, the Presiding Officer will ask for a show of hands for the inclusion or deletion of the item.

16.4.4 As the agenda has been adopted by Council members, individual items will not require motions to accept for discussion and instead will simply be introduced by the Presiding Officer.

16.5 Declaration of Pecuniary Interest

16.5.1 As defined in the Municipal Act with regard to a matter to be discussed by Council.

16.6 Delegations

16.6.1 Delegations will ordinarily be given five (5) minutes to present. A maximum of three delegations will be allowed at any meeting, not including Agenda-Response Delegations.

16.6.2 Agenda-Response Delegations registered under Section 14.11 are heard at the appropriate place in the agenda, prior to Council's deliberation of the related agenda item, rather than during this section.

16.7 Adoption of Minutes of Regular and Special Council Meetings

16.7.1 Members review the minutes and raise any concerns regarding the accuracy of the minutes.

16.7.2 The test for any correction is whether the minutes accurately reflect the decisions made and direction given by Council at the meeting.

16.7.3 Typographical, spelling, grammatical, and minor semantic corrections shall be submitted to the Chief Administrative Officer by email in advance of the meeting, where practical, so that meeting time is preserved for substantive matters.

16.7.4 Substantive corrections, particularly to motions, resolutions, or the record of Council direction, shall be raised in the meeting for Council discussion.

16.7.5 After any amendments are made, the minutes will be adopted by a motion of Council members.

16.8 Public Hearings and Public Input Sessions

16.8.1 See Section 15 of this Bylaw.

16.9 Unfinished Business

16.9.1 Agenda items that have been on previous agendas and are being placed on the agenda again.

16.9.2 A bylaw returning for a further reading or for adoption, together with any corresponding Report to Council, is placed under this section.

16.10 New Business

16.10.1 Agenda items that are new to the agenda.

16.10.2 Items of correspondence requesting action from Council will be placed under New Business.

16.10.3 A bylaw being introduced for first reading, together with its corresponding Report to Council, is placed under this section.

16.11 Correspondence

16.11.1 Items of correspondence providing information will be placed here. Council may adopt a motion to receive and file some or all the correspondence without further discussion.

16.12 Council Reports and Notices of Motion

16.12.1 Verbal and written reports from Members on Council committee work, governance matters, and community engagement.

16.12.2 A Member may give a Notice of Motion under this section.

16.12.3 Where a Notice of Motion advances to a carried motion of Council, administration shall prepare a Report to Council for the matter at a future Council meeting, in accordance with Section 44.5.

16.13 Questions from the Public

16.13.1 If there is a member of the public in attendance, Council may wish to vary the sections and items on the agenda so that the individual may avoid having to sit through an entire agenda.

16.13.2 Should a member of the public ask a question, the Presiding Officer will either answer the question or request a Council member or staff to respond.

16.13.3 General discussion or dialogue will not take place unless Council adopts a resolution to suspend the rules.

16.13.4 The time allotted for questions from the public will not exceed five (5) minutes per resident and must not exceed fifteen (15) minutes in total.

16.14 Motion to Close Meeting to the Public

16.14.1 This motion allows the meeting to become an in-camera meeting or meeting in which there is not any public audience.

16.15 Adjournment

17. MINUTES

17.1 Minutes must be kept for all Council meetings and all Council committee meetings.

17.2 Meetings or portion of meetings closed pursuant to Section 213 of the Yukon Municipal Act do not require minutes.

17.3 Minutes will be recorded as action minutes with bullet point highlights. For each item, the minutes will record the motions and recommendations considered, the mover and seconder of each, and the disposition of each, including the result of any vote, together with a brief summary, in bullet point form, of the key points or considerations raised, recorded without attribution to individual members. Where a recorded vote is taken under Section 18.4, the minutes will record the matters set out in Section 19.2.1. This section applies to the minutes of Council meetings and Council committee meetings, including a Committee of the Whole.

17.4 On a matter before Council, a member of Council may request that a specific statement or position be recorded "on the record". Where a member makes such a request, that statement or position will be recorded in the minutes and attributed to the member, notwithstanding that the bullet point highlights are otherwise recorded without attribution to individual members.

17.5 Members may demand a recorded vote pursuant to Section 209(4) of the Municipal Act.

17.6 Any attendee (including virtual attendees) removed from the meeting will be noted in the minutes of the meeting.

17.7 The minutes of a meeting will, subject to amendments, be adopted at the next meeting.

17.8 The audio recording of Regular Council Meetings will be posted to the Village website ordinarily within five (5) Business Days of the meeting, subject to more time being required. Minutes of Committee Meetings are not posted online.

18. VOTING

18.1 Council makes decisions by voting on motions.

18.2 Council Members and the Presiding Officer vote on motions unless disqualified pursuant to the Municipal Act or excused from voting by Council Resolution.

18.3 The Presiding Officer ordinarily votes last.

18.4 A recorded vote will be taken on any motion that does not carry unanimously. Where a recorded vote is taken, the minutes will record the matters set out in Section 19.2.1.

19. MOTIONS

19.1 General Process

19.1.1 In crafting motions, members shall ensure that each motion provides clear and complete direction for administrative action.

19.1.2 The designated municipal officer shall record that a motion has been made and seconded. Generally, a motion that does not receive a seconder is not considered by the assembly. The exceptions are: Point of Order, Appealing a Decision of the Presiding Officer, and Call for Orders of the Day.

19.1.3 Before a motion is offered, all members shall ensure that each member has several opportunities to express their opinion on the issue at hand.

19.1.4 Members shall ensure they are not repeating themselves but are bringing forward new information or ideas that are relevant to the discussion each time they speak or are responding to new issues raised by other Members.

19.1.5 If, after discussion there appears to be no consensus, the Presiding Officer may ask for a motion.

19.1.6 When a motion is made and seconded the Presiding Officer will ask by a show of hands if the motion passes ("calling the question").

19.1.7 A motion that is tied is deemed to have failed.

19.2 Recorded Vote

19.2.1 When a recorded vote is demanded by a member or a motion does not carry unanimously, or more than a majority is required on a vote, the designated municipal officer must record in the minutes:

19.2.1.1 The name of each member of Council who was present for the vote;

19.2.1.2 Whether the member cast their vote in approval or disapproval;

19.2.1.3 The name of any member who was prohibited from voting by paragraph 193.02(1)(a) of the Yukon Municipal Act; and

19.2.1.4 The name of any member who was excused by Council from voting in that vote.

19.3 Negative Motions

19.3.1 When phrasing a motion, members shall phrase the motion in the positive.

19.3.2 If Council does not wish to take action, no motion is required to indicate this.

COMMON MOTIONS

20. EXCUSED FROM VOTING

20.1 The Yukon Municipal Act requires that all members vote on the matter before Council unless that member is excused from Council or is prohibited from voting due to a pecuniary interest as defined in Paragraph 193.02(a).

20.2 Council may, if requested by the member, excuse a member from voting, by passing a motion to excuse the member.

21. MOTION TO EXTEND THE MEETING

21.1 This motion is used to extend a meeting beyond the time it would otherwise end, by a defined period of time, pursuant to Section 8.3 of this Bylaw. The motion must be made before the meeting is adjourned.

22. MOTION TO POSTPONE

22.1 This motion is used when the mover wishes to postpone further discussion of an issue to another time. The motion must include the 'when' in the existing meeting or at what future meeting the discussion will renew.

23. MOTION TO POSTPONE INDEFINITELY

23.1 This motion stops any further discussion or debate on the issue at hand during the current meeting. The issue may reappear on a subsequent agenda.

24. MOTION TO AMEND A MOTION

24.1 A member may feel that a motion needs to be changed. This can be done by offering a motion to amend a motion by adding and/or removing language from the original motion. This motion to amend is voted on and, if adopted, the original motion is amended. If there are no further changes the amended motion is then voted upon.

24.2 A friendly amendment is a proposal by a Member who wishes to slightly alter a motion that has been proposed. If the change is approved by the originator of the motion and the seconder, if the motion has been seconded, the change to the motion can be made without going through the formality of making a motion to amend a motion.

25. MOTION TO SPLIT A MOTION

25.1 This motion is used when a motion is made which joins two or more items together. A member may make a motion that the motion being discussed is split so that each part of the motion is voted on separately.

26. MOTION TO REFER

26.1 When a member wishes more information about an issue or wishes to have a recommendation prepared, the member can make a motion referring the issue to a committee or to staff for either additional information or a recommendation.

27. MOTION TO RECONSIDER

27.1 This motion can be used either in a meeting during which a motion was adopted or in the subsequent meeting to the meeting during which a motion was adopted.

27.2 The purpose of the motion is to enable members to reconsider a hasty, ill-advised or erroneous action, or to take into consideration added information or a changed situation that has developed since taking the vote.

27.3 A member may only bring forward the motion to reconsider an issue once in a six (6) month period.

28. MOTION TO RECESS

28.1 This motion is used to suspend the meeting for a specified time so that members can take a break.

29. MOTION TO SUSPEND THE RULES

29.1 This motion is used to vary the order of the adopted agenda. It is used when a member believes that an important item on the agenda will not be dealt with before the meeting runs out of time. When making this motion, the mover needs to identify the change in the agenda that they believe is required.

30. MOTION TO CALL THE QUESTION

30.1 This is a motion to end debate on an issue and require that the motion that is in front of the meeting be immediately voted on. The motion to call the question needs to be seconded and then voted upon. If two-thirds (2/3) of the members present approve the motion, the motion that was in front of the meeting must then be voted on without any further discussion.

31. MOTION TO RESCIND

31.1 This motion is a proposal to cancel a previous motion. It cannot be used to cancel a bylaw as bylaws can only be cancelled by another bylaw.

32. MOTION TO RECEIVE AND FILE

32.1 This motion is used when Council does not wish to act on the report or letter but simply wants to acknowledge that the information has been received.

33. MOTION TO ADJOURN

33.1 This motion proposes to close or terminate the meeting. When adopted, it is the official end of the meeting and the members are no longer in session and cannot act as a Council. The motion needs to be seconded and be voted upon.

34. MOTION TO CLOSE MEETING TO THE PUBLIC

34.1 This motion is used to close a meeting to the public. The Yukon Municipal Act allows Councils to hold part of a meeting in camera. The meeting can be closed for a discussion on:

34.1.1 Commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved;

34.1.2 Information received in confidence which, if disclosed, would likely be prejudicial to the municipality or parties involved;

34.1.3 Personal information or personnel information;

34.1.4 The salary and benefits and any performance appraisal of an employee or officer;

34.1.5 A matter still under consideration and on which the Council has not yet publicly announced a decision and about which discussion in public would likely prejudice a municipality's ability to carry out its activities or negotiations;

34.1.6 The conduct of existing or anticipated legal proceedings;

34.1.7 The conduct of an investigation under, or enforcement of, an Act or bylaw;

34.1.8 Information, the disclosure of which could prejudice security and the maintenance of the law; and

34.1.9 The security of documents or premises.

34.2 Council is not able to adopt a bylaw nor pass a resolution during the closed portion of the meeting.

34.3 Council shall indicate that the meeting is being closed to discuss a matter pursuant to Section 213(3) of the Municipal Act.

35. APPEALING A PRESIDING OFFICER DECISION

35.1 The Yukon Municipal Act Section 207 empowers a member to make a motion to appeal a decision of the Presiding Officer made to maintain the order and decorum during a Council meeting; or on any question respecting the order of a Council meeting.

35.2 The appeal motion needs to be seconded.

35.3 The Presiding Officer shall cause the appeal to be voted upon by the other members present.

35.4 If the Presiding Officer refuses to put the appeal to a vote, then Council shall forthwith appoint a member present to act as Presiding Officer for the purpose of deciding the appeal.

35.5 Each member present must vote on the motion.

35.6 The result of the vote is binding.

36. QUESTION OF PRIVILEGE

36.1 Questions of Privilege are raised when a member believes that the situation is affecting the comfort, convenience, integrity, rights or privileges of the meeting or of a member. Examples include, without limitation: ventilation, temperature, noise, or the introduction of a confidential subject in the presence of the public.

36.2 The member who wishes to raise a Question of Privilege does not need to be recognized by the Presiding Officer and can interrupt the speaker.

37. POINTS OF ORDER

37.1 Points of Order are raised when a member believes that the Yukon Municipal Act and this Bylaw are not being followed. The rules for raising a Point of Order are:

37.1.1 The member can interrupt a speaker who has the floor;

37.1.2 The motion does not need to be seconded;

37.1.3 The motion is not debatable and cannot be amended;

37.1.4 The decision to accept or reject the motion is decided by the Presiding Officer;

37.1.5 The motion cannot be reconsidered;

37.1.6 When a Point of Order is called, all discussion shall cease until the Point of Order has been decided; and

37.1.7 When the Presiding Officer is called upon to decide a Point of Order, the Point of Order shall be stated clearly and without unnecessary comment.

38. CALL FOR ORDERS OF THE DAY

38.1 This motion is made when a member feels that the meeting agenda is not being followed.

38.2 The motion does not need to be seconded.

38.3 The Presiding Officer may agree and redirect the meeting to the order of business that should be discussed.

38.4 The Presiding Officer may identify the order of business and then make a motion that the current issue under discussion be continued. If a two-thirds (2/3) vote approves the Presiding Officer's motion, then the Call for Orders of the Day is defeated.

39. BYLAWS

39.1 Proposing Bylaws

39.1.1 Unless the Council otherwise resolves, the Council may not consider a proposed bylaw unless: (a) the Chief Administrative Officer, or their designate, has given a copy of it to each Council member and to the Mayor, and (b) it is on the agenda for the meeting.

39.2 Readings and Adoption of Bylaws

39.2.1 The only motion required for the introduction of a Bylaw shall be "That the "…Bylaw" (giving the short title) be now Introduced and Read for the First, Second, or Third Time", whichever the case may be.

39.2.2 A member can request that the whole or any part of the draft bylaw shall be read before the motion is put.

39.2.3 The only motion necessary for the adoption of the bylaw shall be "That the "…Bylaw" (giving the short title) be adopted".

39.2.4 A Bylaw may be given two readings at one Council meeting.

39.3 Reconsideration of Bylaws

39.3.1 The Council may reconsider any part or all of a proposed bylaw before its adoption.

40. PECUNIARY INTEREST

40.1 Council Members shall identify their pecuniary interest at the beginning of a meeting.

40.2 The Municipal Act Paragraph 193.01 defines being in Pecuniary Interest if:

"The matter could monetarily affect the member of Council or an employer of the member of Council; or

The member of Council knows or should know that the matter could monetarily affect a member of their family.

40.3 Council members must identify their pecuniary interest prior to the issue being discussed and then withdraw from the meeting, subject to Municipal Act paragraphs 193.02(1) and 193.02(2).

41. COUNCIL ROLE AND GOVERNANCE

41.1 The role of Council is to provide good governance for the Village, including:

41.1.1 Representing the community as a whole and considering the health, well-being, and interests of the community in all deliberations;

41.1.2 Setting strategic direction, vision, and priorities for the municipality;

41.1.3 Developing and regularly evaluating municipal policies, programs, and services;

41.1.4 Ensuring administrative policies and procedures are in place to implement Council direction;

41.1.5 Ensuring that appropriate policies, systems, and reporting are in place to support the accountability and transparency of the municipality's operations;

41.1.6 Maintaining the long-term financial health, viability, and integrity of the municipality; and

41.1.7 Preserving and protecting the integrity of the elected office.

41.2 The role of administration, led by the Chief Administrative Officer, is to implement Council direction, manage the day-to-day operations of the Village, and provide Council with the information and advice necessary for Council to exercise its governance role. The powers and duties of the Chief Administrative Officer are set out in the Chief Administrative Officer Bylaw (Bylaw 358-19).

41.3 Where direction is provided to the Chief Administrative Officer, that direction shall come from a resolution or bylaw of Council. The Mayor may convey Council's collective direction to the Chief Administrative Officer but does not provide individual direction. No individual member of Council provides direction to the Chief Administrative Officer outside of a properly carried motion of Council, except as specifically authorized by this Bylaw, the Chief Administrative Officer Bylaw, or the Code of Conduct Bylaw.

42. COUNCIL–ADMINISTRATION WORKING RELATIONSHIP

The relationship between Council and administration is a reciprocal one: administration owes Council timely, complete, and equal information and professional advice (Municipal Act Section 184), and Council exercises its governance role through the collective mechanisms set out in this Bylaw. To protect that relationship and ensure all members are equally informed, the following apply:

42.1 Where a member of Council wishes to raise an operational matter for Council's collective consideration, the appropriate mechanism is a Notice of Motion pursuant to Section 16.12 of this Bylaw.

42.2 Where, during a Council meeting, a member raises a question regarding an operational matter not on the agenda, the Presiding Officer may:

42.2.1 Refer the member to the information request process in Section 44.4 of this Bylaw;

42.2.2 Invite the member to bring a Notice of Motion at the appropriate place in the agenda; or

42.2.3 With Council's consent, allow the Chief Administrative Officer to respond briefly or take the question on notice for a written response to Council.

43. INFORMATION AND COMMUNICATIONS BETWEEN COUNCIL AND ADMINISTRATION

43.1 Affirmative Duty to Inform Council

43.1.1 The Chief Administrative Officer shall provide Council with the information necessary for Council to exercise its governance role and make strategic decisions, in a timely manner and in a form suited to Council deliberation.

43.1.2 The Chief Administrative Officer shall proactively bring to Council's attention matters of strategic significance, anticipated policy requirements, and material risks or opportunities affecting the municipality.

43.1.3 Where appropriate, reports of the Chief Administrative Officer to Council shall identify the linkage between the matter being considered and the municipality’s adopted strategic priorities.

43.2 Equal Information Principle

43.2.1 Information provided by the Chief Administrative Officer to one member of Council in response to an inquiry or in support of Council's governance role shall be provided to all members of Council.

43.2.2 Where the Chief Administrative Officer provides substantive operational or strategic information to the Mayor outside of Council meetings, that information shall be shared with Council at the next available opportunity unless its confidential nature prevents it. Routine procedural coordination between the Chief Administrative Officer and Mayor in support of meeting management and agenda setting is exempt from this section.

43.3 Routine Reporting to Council

43.3.1 The Chief Administrative Officer shall provide Council with the following routine reports on the schedule indicated, subject to Council's amendment by resolution:

43.3.1.1 Budget variance report - semi-annually;

43.3.1.2 Capital projects status report - semi-annually;

43.3.1.3 Legal services and expenditure summary - annually;

43.3.1.4 Strategic plan progress report - annually;

43.3.1.5 Human resources summary report - annually;

43.3.1.6 Other reports as Council may direct by resolution; and

43.3.1.7 Accounts Payable listing – at each Council Meeting.

43.3.2 Routine reports under Section 44.3.1 are in addition to, and do not replace, statutory reporting requirements (including the annual audit) or specific reports directed by Council through Notice of Motion or resolution.

43.3.3 Accounts payable listings are published in the agenda, for information. Expenditures are authorized through Council's adoption of the annual operating and capital budget in accordance with Section 239 of the Yukon Municipal Act, and are issued under the signing authority set out in Section 240 of that Act. Council does not approve individual expenditures, and the listing is received and filed.

43.3.4 Where a question respecting an item in the accounts payable requires research, or concerns personal information or a matter subject to legal privilege, the appropriate mechanism is a request to the Chief Administrative Officer under Section 44.4, or consideration in camera under Section 213 of the Yukon Municipal Act.

43.4 Information Requests by Members of Council

43.4.1 Routine information requests requiring minimal staff time shall be addressed by the Chief Administrative Officer in a reasonable time.

43.4.2 Information requests requiring substantial staff time or requiring the production of records beyond what is ordinarily prepared for Council, shall be brought to Council for consideration by motion before being undertaken. Before declining or deferring a request under this section, the Chief Administrative Officer shall advise the member whether the request can reasonably be met within the threshold or scoped to do so. This section does not apply to information reasonably required in respect of a matter already before Council.

43.4.3 Pursuant to the Code of Conduct Bylaw Section 8.6.1, members shall only access information where there is a bona-fide connection between the information and a matter before Council, a board, body, or entity created by Council.

43.4.4 Information provided in response to a member's inquiry, where of general relevance to Council, shall be provided to all members of Council in accordance with Section 44.2 of this Bylaw.

43.5 Notices of Motion and Council Direction

43.5.1 A Notice of Motion under Section 16.12 places a proposed motion on a future agenda. Where such a motion is brought forward and adopted by Council, administration shall prepare a Report to Council for the matter to be acted upon, unless the motion itself concludes the matter or directs another course.

43.5.2 A Notice of Motion that does not advance to a carried motion of Council does not trigger administrative action.

44. ELECTRONIC COMMUNICATIONS BETWEEN COUNCIL MEMBERS AND BETWEEN COUNCIL AND ADMINISTRATION

44.1 Application

44.1.1 This section governs electronic communications, including email and text messages, between members of Council, and between members of Council and the Chief Administrative Officer, on matters of municipal business.

44.1.2 This section does not apply to personal communications between members of Council and/or staff on matters unrelated to municipal business.

44.2 Channels of Record

44.2.1 Communications between members of Council on municipal business, and communications between members and the Chief Administrative Officer, in their capacity as Council members, shall be conducted through municipal email accounts.

44.2.2 Where the Chief Administrative Officer communicates substantive information by email to one member of Council, the Chief Administrative Officer shall ordinarily provide the same information to all members of Council, in accordance with Section 44.2.

44.3 No Decisions by Electronic Communication

44.3.1 Council decisions are made at duly convened meetings. No resolution, motion, or other formal decision of Council shall be made by electronic communication outside of a duly called meeting.

44.3.2 Where a matter requires Council decision between Regular Council Meetings, the proper mechanism is to schedule a Special Council Meeting convened pursuant to the Yukon Municipal Act.

44.4 Chief Administrative Officer's Consultation on Operational Matters

44.4.1 The Chief Administrative Officer may, on a matter that falls within the Chief Administrative Officer's operational authority and where the Chief Administrative Officer wishes to confirm Council awareness or invite Council input before proceeding, communicate the matter to Council by text message or email.

44.5 Council Reports on Inter-meeting Communications

44.5.1 Any member of Council may, under Council Reports (Section 16.12), raise for Council's discussion any matter arising from communications under Section 45.4 where the member considers Council deliberation or public discussion warranted.

44.6 Records

44.6.1 Electronic communications between members of Council, and between members and the Chief Administrative Officer, on municipal business are records of the municipality and shall be retained in accordance with the municipality's records retention Policy #38-22.

45. REPEALED BYLAWS

45.1 Bylaw #49-93 Council Procedural Bylaw is hereby repealed.

45.2 Bylaw #79-95 Council Procedures Amendment Bylaw is hereby repealed.

46. ENACTMENT

46.1 This bylaw shall come into full force and effect upon the final adoption thereof.

47. APPENDICES

47.1 Appendix 'A', which may be referred to as the 'Regular Council Meeting – Standard Order of Business' is attached to this bylaw, forms part of this bylaw and is read in conjunction with this bylaw.

Read a first time this 14th day of October, 2026.

Read a second time this 28th day of October, 2026.

Read a third time and adopted this 28th day of October, 2026.

Amended by Bylaw #368-20.

Amended by Bylaw #442-26, Council Procedural Bylaw Amendment #2.

Appendix "A"

Bylaw #352-19, Council Procedural Bylaw

Regular Council Meeting – Standard Order of Business

This Appendix is provided for reference. The order of business is governed by Section 16 of this Bylaw.

1. Call to Order
2. Acknowledgement of Champagne and Aishihik First Nations Traditional Territory
3. Adoption of the Agenda
4. Declaration of Pecuniary Interest
5. Delegations
6. Adoption of Minutes of Regular and Special Council Meetings
7. Public Hearings and Public Input Sessions
8. Unfinished Business
9. New Business
10. Correspondence
11. Council Reports and Notices of Motion
12. Questions from the Public
13. Motion to Close Meeting to the Public
14. Adjournment

Village of Haines Junction
Report to Council

September 9, 2026

X Council Decision
___ Council Direction
___ Council Information
___ Closed Meeting

RE: HR Program Development – Budget Approval

Recommendation

Council, take into consideration this report and provide a motion approving a budget allocation of up to $45,000 for the development of the Village of Haines Junction Human Resources Program through a Request for Proposals.

Background

Council has identified organizational development and capacity building as a strategic priority, with an emphasis on investing in people, policies and governance structures, empowering staff to deliver quality services, and ensuring professional development for staff. Council has also recognized that gaps in the Village's existing bylaws, policies and practices limit its ability to deliver on that priority.

Magenta HR Ltd. delivered the Village of Haines Junction Human Resources Program Workplan on August 14, 2026. It sets out a three-phase program of approximately twenty-six weeks covering the review and revision of bylaws and personnel policies, role clarity and job descriptions, staffing capacity analysis, a compensation strategy and wage grid, a performance management framework, and formal recruitment, retention and workplace culture strategies for non-union employees. The existing Collective Agreement is expressly out of scope.

Current Status

The RFP has been drafted and tenders the Workplan as a single award covering all three phases, with phase gates so that the Village is not committed beyond a phase that has not been completed to its satisfaction. **The RFP states a maximum available budget of $45,000 and requires proponents to price all travel and accommodation costs within that maximum.** While the per-phase estimates in the Workplan are exclusive of travel and accommodation; the $45,000 ceiling is inclusive of them. This favors local contractors.

The budget request is summarized below.

Component	Workplan Estimate	Budget Request
Phase 1 – Review and revision of bylaws and operational policies	$8,000 – $12,000	
Phase 2 – Role clarity, compensation strategy, performance management, launch	$18,000 – $20,000	

Phase 3 – Recruitment and retention, workplace culture and wellness	$9,000 – $13,000	
Program delivery – maximum available under RFP VHJ-2026-HR-01 (inclusive of travel and accommodation)	$35,000 – $45,000	$45,000

The $45,000 would be funded from the current year surplus.

Discussion/Analysis

Any proposed change to non-union wage structures arising from Phase 2 that would carry an ongoing payroll cost, would come back to Council through the 2027 (or supplemental) budget processes.

Magenta HR Ltd. prepared the Workplan under a scoping contract with the Village and may submit a proposal in response to the RFP. This is disclosed in the RFP so that all proponents are aware of it and can price accordingly. The Workplan is provided to every proponent as an RFP attachment, and evaluation will be conducted against published criteria.

The Workplan identifies legal review on an as-needed basis for bylaw and policy amendments, and for changes to non-union employment contracts. External counsel time is not part of the consultant's fee and would be drawn from the Village's existing legal services budget.

Asset Management Impact

The program addresses the Village's organizational capacity, which is a prerequisite to sustaining service levels and to the responsible stewardship of physical assets over time. An updated HR framework reduces the operational risk associated with turnover and vacancy in the small number of positions that carry the Village's administrative,

Alternatives Considered

- Status quo. No further expenditure. The gaps identified would remain, as would the recruitment and retention risk associated with them.
- Approve Phase 1 only, with Phases 2 and 3 subject to further Council approval. A smaller initial commitment of approximately $12,000. Tendering the phases separately would increase the project timeline significantly and would likely increase total cost.

Alignment with Strategic Priorities

This request aligns directly with Council's strategic priority of organizational development and capacity building; specifically, investing in people, policies and governance structures, empowering staff to deliver quality services, and ensuring professional development for staff. It also supports Council's priorities of sound and open governance, through the

review and modernization of the bylaws and policies that govern employment at the Village, and of sustainable levels of service, by addressing the recruitment and retention risk that a small municipal workforce carries.

Development of a workplace culture and employee mental health and wellness strategy also supports the Village's obligations under the Workers' Safety and Compensation Board's newest regulations.

Next Steps

Subject to Council's approval:

- RFP would be launched and proposals will be evaluated against the published criteria.
- The Consultant and the CAO will set milestone dates prior to the commencement of Phase 1.
- The CAO will report progress to Council at the conclusion of each phase.
- Phase 1 bylaw and policy amendments will be brought forward to Council for readings as they are ready.

Draft Resolution

That Council approve a budget allocation of $45,000, funded from the current year surplus, for the development of the Village of Haines Junction Human Resources Program and for the delivery of that Workplan through a public Request for Proposal.

Prepared by

David Fairbank
Chief Administrative Officer

Village of Haines Junction
Report to Council

October 28, 2026

X Council Decision
___ Council Direction
___ Council Information
___ Closed Meeting

RE: Community Culture, Arts, Recreation and Environment (C-CARE) Program – Fall Intake Awards

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Recommendation

Council approves awarding of $91,005.00 from the Community Culture, Arts, Recreation and Environment (C-CARE) Program as recommended by the C-CARE Program Committee.

Background

The C-CARE program provides funding for culture, arts, recreation and environmental programming and events with the goal of supporting and enhancing individual and collective growth and well-being within the community. Eligibility criteria are outlined in the C-CARE Program Policy #48-25. Council established a total annual budget of $125,000, to be allocated across two intakes per year.

The Program Committee's mandate is to recommend projects for funding per the guidelines in the program policy.

Current Status

The Fall C-CARE funding intake closed on September 15, 2026. Twelve applications were received. The Program Committee met on September 21 and October 13, 2026 to review the applications using the Evaluation Form. The Committee recommends funding ten applications: six in full and four at a reduced amount. Two applications were not eligible for funding.

Discussion/Analysis

The results of the Program Committee's evaluation are summarized below:

Group	Recommended Award	Funding
Dakwakada Mountain Festival	$15,000.00	Partial
Junction Arts and Music	$15,000.00	Partial
SECS Music Club	$18,000.00	Partial
Dakwakada Dancers	$5,000.00	Partial
St. Elias Cross Country Ski Club	$10,000.00	Full request
Yukon Bluegrass Music Society	$9,500.00	Full request
Creative Junction	$7,900.00	Full request
SPROUT	$6,700.00	Full request
Junction Clay Club	$3,260.00	Full request
Sunrise Coffee	$645.00	Full request

TOTAL	$91,005.00	

The following applications were not eligible:

BGC Yukon – BGC Yukon was approved for C-CARE funding in the Spring 2026 intake. Section 4.2(4) of the policy limits applicants to one award per calendar year.

Haines Junction Choir – the application did not include the 25% matching contribution required under section 4.1(6) of the policy.

Financial considerations.
Funds available for the Fall intake total $91,801.45: the Fall allocation of $62,500.00 plus $29,301.45 carried forward from the Spring intake. The recommended awards of $91,005.00 draw $28,505.00 from the Spring carry-forward. If approved, $796.45 of the 2026 program budget will remain unallocated.

Asset Management Impact
None.

Alternatives Considered
Council may amend or decline any of the recommended awards. Any funds not awarded would remain unallocated in the 2026 C-CARE budget.

Alignment with Strategic Priorities
The C-CARE Program aligns with Council's 2025-2028 Strategic Plan Goal: Investing in the Community. By setting this goal, Council committed to supporting a connected and active community by investing in recreation, public spaces and programs that encourage resident participation.

Next Steps
Following Council's decision, award and unsuccessful application letters will be sent to all applicants. Funded projects must be completed, and final project reports submitted, on or before March 31, 2027.

Draft Resolution
THAT $91,005.00 from the Community Culture, Arts, Recreation and Environment (C-CARE) Program be awarded as recommended by the C-CARE Committee.

Prepared by:
David Fairbank, CAO

Village of Haines Junction
Report to Council

October 22, 2026

X Council Decision
X Council Direction
___ Council Information
___ Closed Meeting

RE: October 2026 Haines Junction Lottery Funding Grant Distribution

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Recommendation

Council approves awarding of **$15,880.50** Haines Junction Lottery Funding Grant as follows:

1. Augusto! Children's Festival - $5,000.00
2. Dakwakada Mountain Festival - $5,000.00
3. Creative Junction - $5,000.00
4. Romp 'n' Run - $880.50

Background

The allocation of Community Lottery Program funds from Lotteries Yukon is $23,493.00 for the 2026/27 fiscal year. There are two intakes – in April and October. Traditionally, the Village has awarded more funds in the fall intake when the demand is higher.

Lotteries grants support community arts, sport and recreation projects. A minimum of 25% of project costs must be fundraised from other sources (this may not include donations or grants). Applications may not be retroactive, and applicants can only receive one grant per calendar year. Projects involving children and youth will be given priority, and evidence of broad community support and/or partnerships strengthen an application. Capital items and honorarium for out-of-town resource people will be considered.

Eligible costs include all costs directly related to providing arts, sport and recreation opportunities either through participation or availability to members of the community.

Ineligible costs include operating and maintenance costs for general administration, wages, office equipment (computers, scanners, printers, projectors, telephones, software, etc.), rent, energy, supplies, phone, internet, minor repairs and maintenance, accounting and audit services, printing services, insurance, professional services linked to O&M, annual fees, gifts, awards, prizes (including cash).

Additional information about the program, including eligibility criteria, is available on the Village website at https://hainesjunction.ca/p/funding-opportunities

All of the funding given to us by the Community Lotteries Program must be allocated or Lotteries will reduce our allocation in the following year by the amount we don't spend.

In September 2021, Council adopted the Local Community Group and Individuals Support Policy #36-21 which waived fees for use of the Village facilities for recreational purposes.

Current Status

Four applications were received in this intake.

The total funds requested for this intake was $23,576.66 as follows:

Augusto! Children's Festival	$6,150.00
Dakwakada Mountain Festival	$6,150.00
Creative Junction	$9,776.66
Romp 'n' Run	$1,500.00
Requested April 2026 Intake	**$23,576.66**

Discussion/Analysis

The applicants' eligibility was assessed based on the conditions outlined in the Haines Junction Lottery Funding Grant Information Sheet:

- Augusto! Children's Festival – Performer deposits, accommodation, hospitality and travel for performing artists.
- Dakwakada Mountain Festival – Art workshops, travel, honoraria, A/V equipment rentals, tribute video and event video production,
- Creative Junction – Instructors, dance performance, visual arts workshop
- Romp 'n' Run – Toys, storage containers

All applicants are encouraged to apply to the new Community Culture, Arts, Recreation and Environment Fund for any additional funding needs.

Draft Resolution

THAT Council approves awarding **$15,880.50** Haines Junction Lottery Funding Grants as follows:

1. Augusto! Children's Festival - $5,000.00
2. Dakwakada Mountain Festival - $5,000.00
3. Creative Junction - $5,000.00
4. Romp 'n' Run - $880.50

Prepared by

Donna Istchenko
Treasurer