



Village of Haines Junction  
Council Agenda  
Regular Council Meeting  
7:00 p.m. April 12, 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](http://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 March 22, 2023
- 6. Proclamations**
- 7. Delegations**
  - a. BGC Yukon – Summer Recreation Programming 2023
- 8. Public Hearings and Public Input Sessions**
- 9. Old Business**
  - a. RTC 2023 04 12 Voyent Alert! Service
- 10. New Business**
  - a. Accounts Payable to April 12, 2023
  - b. RTC Reducing Building Requirement Term on New Lot Sales
  - c. RTC Request to Minister to Extend Mayor's Authority to Perform the Duties of the CAO.
  - d. AYC AGM Nominations & Attachments
- 11. Bylaws – Reports, Readings and Adoption**
- 12. Correspondence**
  - a. CDF Village HJ support letter
  - b. Kluane-Chilkat International Bike Relay
  - c. Support letter Grad
  - d. Request for Council - Thirft Store Volunteers
  - e. Going M.I.L.E.S
  - f. Housing Accelerator Fund
  - g. Invitation\_Land Acknowledgement Workshop
- 13. Council Reports**
- 14. Questions from the Public**
- 15. Motion to Close Meeting to the Public**
- 16. Adjournment**

The next Regular Council Meeting will take place at 7:00 p.m. on April 26, 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: Wednesday April 12<sup>th</sup>, 2023

Individual, Group or Association: BGC Yukon

Representative(s) of the Above: Isabelle Diche - in person  
Lindsay Cornell - zoom

Main Spokesperson: shared Isabelle & Lindsay

Topic(s): Summer Recreation  
programming for 2023

Written Materials Submitted (if applicable): Letter + Budget  
for summer camp + participation project

Projector or Other Electronic Support Required: zoom

Request Made By: Isabelle  
Diche Date: April 6<sup>th</sup>, 2023



Village of Haines Junction Council Meeting; Wednesday April 12th, 2023



Dear Municipality of Haines Junction, Mayor & Council,

Summer 2023 is coming in fast, Champagne and Aishihik First Nation ; Youth Programs have accepted to renew our collaboration to host summer recreation programming again this year.

We wish to propose the Village of Haines Junction to do the same and support BGC Yukon in the delivery of Recreation Programming for the community during the summer months of 2023.

To remind you of our successes from last year, there were a total of 50 children registered. We consistently use our community resources ; human resources engaging volunteers and knowledge sharing. Environmental resources, Kluane National Park , Green houses, our land and businesses. We engaged members of the community , using the resources we currently have and bringing them to life.

This program again, aims to employ local Haines Junction talent and youth. This is a place for youth employment training and development.

We would like to close with a recognition that an investment from this Council to this project is one that has many ripples and intentions. This collaboration not only provides the community with meaningful, intentional, culturally relevant and risk aware programming meeting a growing need for developmentally focused care in Haines Junction, but also is an investment into the future of the community, as you are investing in young people and a project to support a deepened connection and collaboration between the Dept. of Education (The School), CAFN, the municipality and connecting relationships and healing through our children and youth.

Conversations with St Elias Community School in support of Building use throughout the summer is currently happening. Since fall ; after school programming and leadership opportunities were successfully delivered and we are hoping to continue our great relationship with the School & First Nation School Board.



We reviewed the publicly posted budget for the Municipality, with \$75K\yr for summer recreation and equipment, and we have built a proposal to help serve our community better, responding to the expressed needs and desires of the community members.

Our ask of \$60K, covers free child care for all families and support to develop better youth programming for the community. Lifeguard at the community beach for all to enjoy a safe and watched waterfront.

We build capacity by offering Youth Employment, and coaching the Youth Center Team. Build capacity within the community.

Included to this Summer Recreation Proposal is a project we wish to also present to Council.

In April 2023, BGC Yukon was awarded the participACTION Community Challenge Grant.

The Community Challenge consists of gathering the amount of Active Minutes community members can accomplish throughout the month of June 2023.

BGC Yukon staff met with VoHJ Admin & Arena Staff and came up with a draft schedule of Activities to promote physical activity through all ages. The St Elias Seniors Society is also on board and will be completing the challenge with their planned activities as well as engaging with the ones planned through the Municipality.

We wish to request if the Village of Haines Junction would like to formally participate in some way shape or form.

As part of the ideal contributions we would look at :

- In-kind use of arena space
- Printing/Laminating engagement posters
- Labour time ; installation/setup and support when needed
- material to build community engagement piece (i.e. thermometer indicating amount of minutes registered up to date)
- Some funds for purchase of sports/recreation gear (Laser Tag)

Thank you for this opportunity to present this project to the Mayor and Council, we hope that all together we can provide a fun filled summer with activities and opportunities for the entire community.

Shàw níthän | Gùnáłchîsh | Mähsi'cho | Thank you | Merci

**Isabelle Piché**

Pronouns: Her\She\Elle

Communities & Communications Director

**BGC Yukon**

306 A Alexander St. Whitehorse, Yukon Territory, Y1A 2L6

T: 867-393-2824 # 201 | Cell: 867-335-8639

[ccd@bgcyukon.com](mailto:ccd@bgcyukon.com) \ [bgcyukon.com](http://bgcyukon.com)

Respectfully recognizing that we connect, experience, learn, play & grow on the shared territory of the Kwanlin Dün First Nation and Ta'an Kwäch'än Council as well as the Traditional Territory of the Champagne & Aishihik First Nations.





Budget & Responsibilities  
Youth Summer Camp

	VoHJ	BGC Yukon	CAFN
Wages :	<b>Director : \$31/hr X 40hrs/week \$1240 X 10 weeks : \$12,400 + 1860 (15%MECHS)= \$14,260</b> <b>Coordinator : \$26/hr X 40hrs/week 1040 X 9 weeks = 9360 + 1404(15%MERCHS) = \$10,764</b> <b>Lead Program: \$25/hr X40 hrs/week X 9 weeks \$9000 + \$1350 (15%MERCHS)= \$10,350</b> <b>\$35,374</b>	Executive Director Oversight Hires Director & Senior Coordinator Youth Interns : 2 @ 25 hrs/week Training Insurances Model support Resources	Junior Camp Coordinator & Lead Hires Cook & Assist Cook (Breakfast/ Lunch/ afternoon snacks approx: 50pers per/day) Refers Youth for Employment and Training Summer Students
Food:			Food 6 to 8 years old : \$525 \ week X 8 weeks, 9 to 13 years old \$575 X 8 weeks : \$9400- <b>\$12,000approx</b>
Travel :	Whitehorse- Haines Jct supplies\ food run : 160kms X 2 320kms x 0,60 = 192 x 9 weeks : <b>\$1728</b>		use CAFN Youth Programs Bus for field trips during camp
Supplies and gear:	Supplies per week : \$180 X 7 = \$1260 gear : \$1000 (health & safety , first aid kits, sun shelters, backpacks) Swag: \$2500 <b>\$4760</b>	Support CAFN Youth Center with Land-based Youth Program & Drop-In team with access to staff, resources and gear.	Swag: \$1,000
"Summer Camp" Lifeguard:	\$30/hr X 20hrs/week X 7wks = 4200 + 630(15%MERCHS) <b>\$4830</b>	Hires staff	provides water equipment/ canoes/ paddle boards , safevests, etc..
"Community" Lifeguard (outside of Youth Camp)	\$30/hr X 30hrs/week X 5 weeks = \$4500 + 675 (15%MERCHS)= <b>\$5,175</b>	provides lifeguard equipment; buoys , throw bags, whistles	



Admin fees: (15%)(51,867)	<b>\$7,780.05</b>		
<b>Total :</b>	<b>\$59,647.05</b>		

Having other "Recreation Funds" available in the Municipality's budget, we would like to propose that the municipality funds the hire of a lifeguard for 5 more weeks outside of the youth summer camp for the community to enjoy a safe swim at Pine Lake. 5 weeks at 30 hrs per week where a Lifeguard could be hired Thurs/Fri/Sat. Starting on June 8-9-10, Having a lifeguard on these dates would allow the community school to use the beach without having difficulty covering capacity and staffing so everyone could enjoy a swim on the traditional last day of school at Pine Lake.

The next 2 following weekends would be the ones of our SkateBoard Workshop June 15-16-17th, what best to finish with a day at the beach with a safe swimming opportunity under the lifeguard's watchful eye. As well as the Chilkat Bike Relay, an extremely busy weekend for our community. June 22 to 24th are the days for the CAFN Dance Festival, once again a very busy weekend for our community where investing in safety will never be a waste. Providing families and young folks with the peace of mind of a safe beach has no price.

Through the summer camp opportunity we could keep the Lifeguard at a 20hrs/week capacity offering 2 full days of safe swimming. Thursday could be used for lessons and Friday as a beach day for the entire camp. This has been included in the proposed budget for the summer camp.

We planned to end the summer camp on August 11th, 2023 but we believe that the local beach and our community would enjoy a safe beach for at least another couple of weeks so adding 2 more weeks of (30hrs) Lifeguard watch on Thurs/Fri/Sat August 17-18-19 & August 24-25-26 would then cover the busiest beach time for the entire summer.

These 5(outside of summer camps) weeks are estimated at \$30/hr X 30hrs/week X 5 weeks = \$4500 + 675 (15%MERCHS)= **\$5,175** -Included in the grand total "Community Lifeguard"

In addition to the summer camp, we would like to propose to the Village of Haines Junction to purchase a library of LongBoards and protective gear.

With the mobile Skate Park accessible in the summer, BGC Yukon and CAFN Youth Programs will bring their skateboards, scooter, hoverboards, helmets and padding, for the community to enjoy the park safely. We strongly feel that in addition to this great fleet, a fleet of LongBoard as well as helmets and paddings, would be a great upgrade for the summer time. With the newly paved TransCanada Trail, the Pine Lake Trail would be perfect for longboarders to enjoy throughout the warmer months.



We estimated the costs with a potential purchase made at the local Canadian Tire in Whitehorse.

Longboards : \$75, Helmets : \$45, Paddings, Protective gear : \$25

We estimate having groups of up to 15 participants going on rides at the time.

$(75+45+25=145 \times 15 = 2175 \times \text{gst } 5\% = \mathbf{\$2,283.75})$

2023 Summer Recreation Programming and Equipment proposal:

Grand Total of : **\$ 61,930.80**







# JUNE 2023

SUN	MON	TUE	WED	THU	FRI	SAT
28	29 Fun w\ Food Baseball & Football Club	30 Girls Club	31 Rec Ops  Potential Overnight Camping Trip	1  (Literacy) Game Night	2 	3  Disc Golf Discovery Day
4	5  Zumba Class with Yari	6  Engaging with the School to use Skate Park and Cemented surface Arena	7	8	9  End of classes	10  Blue Grass Mountain Festival
11  Blue Grass Mountain Festival	12  Zumba Class with Yari	13	14	15  Potential SkateBoard Camp / Workshop	16	17  Chilkat Bike Relay
18  Chilkat Bike Relay	19	20	21  Indigenous People Day	22	23  Dáꞑų Nán Ts'èddhyèt Dance Festival  Youth Dance BGC Yukon / CAFN	24
25  Dáꞑų Nán Ts'èddhyèt Dance Festival	26  Potential Start Date Summer Programming all the way through Augsut 11th, 2023	27	28	29	30	





# JULY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
						1 Canada Day Celebrations
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29





# AUGUST 2023

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11 End of Summer Camp	12
13	14	15	16	17	18	19
20 softball family tourney (Doug Twiss)	21	22	Potentiall Softball / Basebell Camp and Tourney			
27	28	29	30			



## Report to Council

### Village of Haines Junction April 12, 2023

**RE:   Voyent Alert! Service**

---

**Recommendation:**

That Council review this report and by resolution direct Administration to proceed with advertisement and registrations for the Voyent Alert! service and set May 1, 2023, as its official launch date.

**Background:**

At the December 21, 2022 Council Meeting, the Voyent Alert! service was introduced to Council through a report. Council passed the following resolution:

*#311-22       It was moved and seconded  
              **THAT** Council directs administration to proceed with the purchase and implementation of the VOYENT Alert system and that a report to council on the usability and effectiveness of the system be provided to council prior to the expiry of the 30-day trial period.*

*Motion #311-22 was **CARRIED**.*

Administration received further training and purchased the Voyent Alert! service as directed by Council, and feels confident that the Dakwākāda/Haines Junction community will benefit from it.

**Usability:**   The platform is very easy (user-friendly) for both the administrators (staff sending notices), and registrants to use. It is an efficient source of communication.

The administrators have options to send the notices from their office desktop or mobile phones. There is also a support line that would allow an administrator to call and request for the operator to send an alert in case of an emergency and/or occurrence that would prevent them from logging in.

Registrants are able to receive general and/or critical notifications sent or forwarded by the Village of Haines Junction through the application, text message, email, and/or phone call (cell phone or landline). Forwarded messages would be notifications that the Village of Haines Junction would receive by subscribing to external alert providers and forwarding them to its registrants (e.g. Environment Canada Public Weather Alerts). All of these options make it possible for registrants to keep connected within the comfort of their technology preferences.

## **Report to Council**

### **Village of Haines Junction April 12, 2023**

**Effectiveness:** The effectiveness of the service will be based on people registering for the service and the Village's consistency of usage.

The service makes it convenient and faster for Administration to send notices through one platform (Voyent Alert!) and be able to deliver them in all of its online communication avenues (i.e. facebook, website) in addition to mobile phones, emails, and/or landlines. This allows Administration to be more effective in keeping the community, and anyone who signs up to Dakwākāda/Haines Junction's list, informed of meetings/happenings, services, billing deadlines, emergencies, and/or any type of information it wishes to share with its registrants. Registrants are also able to choose the type of messages they would like to receive by category. For example, people can sign up only for critical alerts and opt out of regular notifications such as meetings.

**Current Status:**

Dakwākāda/Haines Junction is live and open for anyone to start signing up to its list. It has not been advertised nor have any live notifications been distributed. An advertisement mass mailer and flyer have been included under Appendix A for Council to review and approve if satisfied.

**Conclusion:**

Council by reviewing this report and then by resolution giving direction to Administration, will perform their oversight role in this matter.

**Motion:**

***That Council:***

*Direct Administration to proceed with advertisement and registrations for the Voyent Alert! service and set May 1, 2023, as its launch date.*

Prepared by

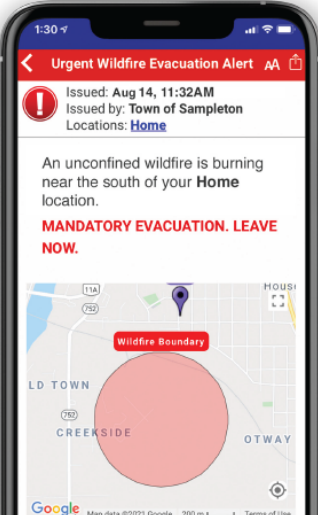
Yari Izigzon


Corporate Administrator

## Report to Council


### Village of Haines Junction April 12, 2023

#### APPENDIX A






**NOTIFICATION SERVICE**



## GET THE INFORMATION YOU NEED, **WHEN YOU NEED IT**


The Municipality of Haines Junction is pleased to announce it has chosen the Voyent Alert! service to keep you informed during times of crisis and for day-to-day notices. Register now to receive important notifications that matter to you. The service is free, easy to use and totally anonymous.

**REGISTER NOW!**



**MOBILE APP USERS**

Download and install the Voyent Alert! app from the Apple App or Google Play stores.



Register online to receive email, voice or text-based alerts at:  
**[register.voyent-alert.com](https://register.voyent-alert.com)**

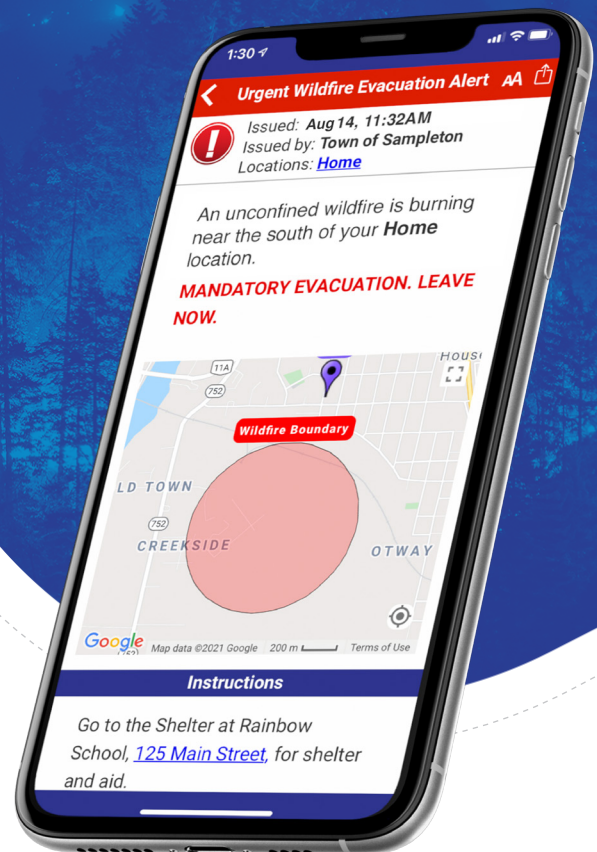


# REGISTER FOR FREE TODAY

## WHAT IS VOYENT ALERT!?

Voyent Alert! Is a multi-purpose communication service provided by the Municipality of Haines Junction to keep you informed of critical events like fires or floods as well as day-to-day communications such as road maintenance and closures, water advisories, etc.

### NOTIFICATION SERVICE



## WHAT CAN YOU EXPECT

### PERSONALIZED COMMUNICATIONS

Voyent Alert! provides informative communications. Critical information such as the distance and direction from an incident, and preferred evacuation routes from your followed locations may be provided.

### FOLLOW MULTIPLE LOCATIONS

Voyent Alert! allows you to create and follow multiple locations such as “Kids School” or “Mom’s House”. Any event or communication related to your followed locations will be forwarded to you along your preferred communication channel.

### COMMUNICATIONS YOUR WAY

Receive alerts over a wide variety of communication channels including mobile apps, text/SMS alerting, email or voice dial. You can register for one or more communication channels.

### NO MESSAGE FATIGUE

Smart alerting capabilities ensure that you will only get notified when a communication is relevant to your or one of the locations you are following.

### EASY REGISTRATION

Registration for the service is FREE, simple and anonymous.

REGISTER NOW!



### MOBILE APP USERS

Download and install the Voyent Alert! app from the Apple App or Google Play stores.



Register online to receive email, voice or text-based alerts at:  
**register.voyent-alert.com**



# Municipal Accounts Payable to April 12, 2023

<u>Cheque No.</u>	<u>Name</u>	<u>Amount</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 21,844.11	Administration	Net Pay - Pay Period 7
		\$ 3,970.98	Administration	RRSP Contribution - Pay Period 7
		\$ 856.06	Administration	Union Dues March 2023
		\$ 29,562.63	Administration	Receiver General March 2023
	Visa transfer	\$ 233.83	Administration	Adobe, office supplies
		\$ 477.53	Arena	Zamboni blades & freight, painting brush, batteries,
		\$ 28.35	Convention Centre	Lock and keys
		\$ 31.40	Mezzanine	Disposable gloves
		\$ 537.12	Public Works	Switch-SPDT, hoses, 65AMP 2POS,
		\$ 1,776.81	Water & Sewer	Coupling pvc, tools boxes, tools, hoses, teflon tape, wire
		<del>\$ 453.48</del>	Administration	Office supply and accommodation refund
27426	Michael Riseborough	\$ 6,900.00	Administration	Invoice for Services Rendered
27427	Twiss & Shine Custodial Services	\$ 480.00	Administration	Custodial Services March 2023
		\$ 2,220.00	Convention Centre	Custodial Services March 2023
		\$ 150.00	Fire Department	Custodial Services March 2023
		\$ 1,350.00	Mezzanine	Custodial Services March 2023
		\$ 210.00	Gst.	Custodial Services March 2023
27428	MacKellar Contracting	\$ 1,740.38	Roads & Streets	Stripping ice/snowpack from Willow Acres
27429	Petty Cash - Yari Izigzon	\$ 1,473.45	Recycling Centre	Recycling Refundables
27430	535561 Yukon Inc.	\$ 100.00	Legislative	Winter Events gift certificates
27431	Advance Security & Automation Ltd.	\$ 346.50	Convention Centre	Alarm monitoring January - June 2023
27432	Association of Yukon Communities	\$ 10,340.35	Legislative	Jan. - June 2023 Membership Fee
		\$ 400.00	Legislative	AGM Registration Fee - Councillor Diane Strand
27433	Big Bud Contracting	\$ 1,869.00	Recycling Centre	Recycling pick-up March 2023
27434	CIMCO Refrigeration	\$ 179.76	Arena	CAG Engineering services
27435	CMP Engineering	\$ 3,349.50	Capital projects	Water automation upgrade
27436	Government of Yukon	\$ 16,134.67	Administration	2022 Assessment services
		\$ 5,591.25	Capital Projects	Pine Lake Trail Granular A
27437	HACH Canada	\$ 449.82	Water and Sewer	DPD Free Chlorine RGT
27438	Jacobs Industries	\$ 309.75	Fire Department	Hydro tests, Eddy current exams
		\$ 622.13	Water and Sewer	CO2

\* Denotes an item not directly funded by the Village

\*\*Grant funded



# Municipal Accounts Payable to April 12, 2023

27439	Leavitt Machinery Training		\$	1,147.23	Public Works	Training
27440	Manitoulin Transport		\$	515.50	Arena	Blades for Zamboni
27441	Northwestel	\$	430.53		Administration	March 27, 2023 Billing
		\$	49.14		Arena	March 27, 2023 Billing
		\$	98.29		Convention Centre	March 27, 2023 Billing
		\$	715.27		Fire Department	March 27, 2023 Billing
		\$	49.14		Mezzanine	March 27, 2023 Billing
		\$	57.57		Recycling Centre	March 27, 2023 Billing
		\$	660.07		Water and Sewer	March 27, 2023 Billing
		\$	103.04	\$	2,163.05	GST
27442	Parkland Corporation		\$	297.93	Public Works	Diesel
27443	Riseborough, Michael		\$	1,150.00	Administration	Contract services
27444	Sperling Hansen Associates		\$	1,035.69	Landfill & Recycling	Solid Waste Management Plan
27445	Tru-Cut Sharpening		\$	111.13	Arena	Zamboni blades sharpening
27446	Worker's Safety & Compensation Board		\$	10,824.85	All Departments	Worker's Safety and Compensation coverage 2nd quarter
27447	Xerox Canada LTD.		\$	163.63	Administration	Copies
27448	Yukon Service Supply Co	\$	65.08		Convention Centre	Vac bags
		\$	356.30		Mezzanine	Soap dispensers & soap
		\$	755.58	\$	1,176.96	Water & Sewer
						Hypochlorite
Municipal Accounts Payable			\$	131,667.87		

Adopted on \_\_\_\_\_ Motion# \_\_\_\_\_

Mayor \_\_\_\_\_ CAO \_\_\_\_\_

\* Denotes an item not directly funded by the Village

\*\*Grant funded

**Report to Council  
Village of Haines Junction  
Open Meeting  
April 12, 2023**

**RE: Reducing Building Commitment Term on New Lot Sales**

---

**Recommendation**

That Council review this report and make a recommendation on whether or not to approve a 3-year building requirement on the upcoming lottery of 7 lots on Bates and Karman Streets.

**Background**

During the summer of 2022, 7 Residential lots were developed at the end of Bates and Karman Streets. EMR Land Management Branch is currently planning a land lottery for the sale of these lots, expected to be in May of this year.

Land Management Branch has been considering reducing the length of the building requirement term in their agreements for sale from 5 years to 3 years and is asking whether Council would consider having a 3-year building requirement term on these lots.

The current Village of Haines Junction Building Requirements Policy ADM #010-95 has a 5-year building requirement. In January 2022 Council approved a change to the policy to remove the completion of the final outdoor finish requirement and gave direction to Administration to write a new policy within six months (this has not yet been done). If Council is agreeable to reducing the building requirement term to 3 years, could make a motion to amend policy in anticipation of it being rewritten.

**Conclusion**

Council by reviewing this report and providing direction to Staff will be exercising their oversight role on this matter.

Prepared by

---

Donna Istchenko, Treasurer

**Report to Council  
Village of Haines Junction  
Open Meeting  
April 12, 2023**

**RE: Request to Minister to Extend Mayor's Authority to Perform the Duties of the Chief Administrative Officer**

---

**Recommendation**

That Council review this report and make a motion to request that the Minister of Community Services approve an extension to the time that the Mayor may perform the duties of the Chief Administrative Officer.

*THAT Council apply to the Honorable Richard Mostyn, Minister of Community Services, for Mayor Tomlin to continue acting as Chief Administrative Officer until such time as a new Chief Administrative Officer is appointed, as per Section 371(1) of the Municipal Act, RSY 2002, c. 154.*

**Background**

The Village of Haines Junction has been without a Chief Administrative Officer since February 1, 2023. The Municipal Act Section 180 states:

*(2) If a chief administrative officer has not been appointed, a mayor or other council member designated by the mayor, may perform any duties or functions or exercise any powers of the chief administrative officer for up to three months. S.Y. 2015, c.12, s.53; S.Y. 2002, c.154, s.180*

The three-month period allowed by the Act will expire on April 30, 2023. As a new CAO will not be appointed by that time, Community Advisor has recommended that Council ask for an extension to the period of time that the Mayor (or designate) may perform the duties of the CAO. This request for an extension is allowed as per Section 371 (1):

*371(1) A council may apply to the Minister for an extension of the time for the doing of anything required to be done under this Act or another enactment.*

*(2) Upon receipt of an application under subsection (1), the Minister may, by order, extend the time for the doing of the thing required to be done subject to any conditions that the Minister considers necessary.*

**Conclusion**

Council by reviewing this report and providing direction to Staff will be exercising their oversight role on this matter.

Prepared by

---

Donna Istchenko, Treasurer



# The Hanseatic Award

## Nomination Guidelines

Deadline: Apr. 7, 2023

The Hanseatic Award recognizes a current or former Yukon municipal politician who has made an outstanding contribution to the advancement of Yukon municipal government and furthered the goals of the Association of Yukon Communities.

**The Nominee(s) must be, or have been, a Yukon municipal politician who is not currently on the Association of Yukon Communities Executive.**

**Name of Municipal Council in Yukon:**

**Form Submission Date**

**Name of Nominee**

**Present title of Nominee**

**Dates of municipal service**

**Past title(s) during municipal service**

**Dates for service on AYC Board**

**Title(s) while on AYC Board**

**Describe their contribution(s) to the advancement of municipal government and the goals of the Association of Yukon Communities (approx 200 words).**

**Particular activities undertaken:**

**Particular achievements:**

**Previous awards for municipal service:**

Click the button below to send your form  
(requires Adobe Acrobat)

You can also send your completed applications to:

**Association of Yukon Communities**

140 - 2237 2nd Avenue  
Whitehorse, Yukon, Y1A 1A3



(867) 668 - 4388



(867) 668 - 7574



[ayc@ayc-yukon.ca](mailto:ayc@ayc-yukon.ca)



# The Linda Rapp Municipal Employee Award

## Nomination Guidelines

Deadline: Apr. 7, 2023

This AYC award recognizes the contribution of an employee of a member community who has demonstrated an exceptional level of professionalism, leadership and innovation in their job.

The nominee(s) must be, or have been, an employee of a Yukon municipality.

**Name of Municipal Council in Yukon:**

**Form Submission Date**

**Name of Nominee**

**Present title of Nominee**

**Dates of municipal service**

**Past titles during municipal service**

**Describe how they demonstrated an exceptional level of professionalism, leadership and innovation in their job (approx. 200 words):**

**Particular activities undertaken:**

**Particular Achievements:**

**Previous awards for municipal service:**



## ASSOCIATION OF YUKON COMMUNITIES

# HOW TO COMPLETE YOUR BRIEFING NOTE

### **SUBJECT**

Provide a brief statement/title regarding the subject to be discussed.

### **ISSUE**

In one paragraph provide overview of issue to be discussion/considered.

### **BACKGROUND**

Within a couple paragraphs provide key background information; if required, additional information can be added as appendices.

### **ANALYSIS / DISCUSSION**

Within a couple paragraphs provide analysis of the issue, highlighting the key considerations, impacts, and concerns.

### **RECOMMENDATION (OPTIONAL)**

If appropriate, provide abridged recommendation for the next step / action.

### **SUBMITTING COMMUNITY**

Name of municipality / community who is bringing the issue forward.

### **DATE AND VERSION**

Supply the date the note was drafted, and its version number for tracking.

### **WHEN TO USE A BRIEFING NOTE?**

Briefing notes provide a means for Councils or CAOs to bring issues forward for discussion at the Association's Board of Directors meetings, or for general information updates.

### **WHAT IS THE PURPOSE OF A BRIEFING NOTE?**

To succinctly provide the Executive and Board Members an effective way of informing themselves regarding an issue in advance of the meeting. Through their retention, briefing notes allow for better tracking of issues by AYC Members or its staff.



## ASSOCIATION OF YUKON COMMUNITIES

# BRIEFING NOTE

SUBJECT

ISSUE

BACKGROUND

ANALYSIS / DISCUSSION

RECOMMENDATION (OPTIONAL)

SUBMITTING COMMUNITY

DATE

DD/MM/YYYY

VERSION





## ASSOCIATION OF YUKON COMMUNITIES

# RESOLUTION FORM

RESOLUTION TITLE

WHEREAS

WHEREAS

THEREFORE BE IT RESOLVED

BE IT FURTHER RESOLVED

SUBMITTING MUNICIPALITY

---

ELECTED OFFICIAL'S SIGNATURE

---

DATE OF SIGNATURE

DD/MM/YYYY

# LEADING FROM THE INSIDE OUT



**CHRISTINA BENTY**  
STRATEGIC LEADERSHIP SOLUTIONS

- Purpose:** Do you ever ask yourself:
- How can I make myself more relevant in my leadership role?
  - How do I build a strong, positive team while managing healthy conflict?
  - How do I establish a better relationship with Council?
  - How do I have candid conversations with more ease?
  - How do I advise Council so that our community services are delivered in a social, economic, and environmentally responsible manner that will protect future generations?

Superstar leaders know that your personal and professional development is increasingly valuable and plays a critical role in the success of your team and your Council. This day is all about building better relationships with self and others to navigate the everyday challenges of governance.

**Process:** We will use a blend of educational training, interactive activities and personal reflection journaling to solidify your leadership experience. **WARNING:** This could be fun!

**Payoff:** Gain insights into yourself and your leadership style  
Recognise how your leadership style influences people around you  
Learn to manage your emotions to enhance your interactions with others  
Empower your team for better performance  
Discover how to build a culture of excellence through sound governance practices  
Avoid the pitfalls that may cost you time, money, and multiple headaches

**Participants:** Municipal Administrators as well as YG and AYC Staff

**Facilitator:** Christina Benty

9 am- 3pm on Thursday, May 10

**Welcome, Overview and Intention**

**Self-Assessment:** Understanding your leadership style using DiSC

**Building a Team that Works:** The forming, storming and norming of teams

**Rowing in The Same Direction:** Council and Staff relationships

**Don't invite them into the Kitchen:** Getting strategic direction from Council

**Reflection, Review and Wrap-up**

### ***CONFERENCE WORKSHOPS***

**Title:** EVERYTHING IS RELATIONAL: Connection Before Content

**Length:** 1.5 hours

**Description:** Imagine an organization where people are more engaged, productive, collaborative, and successful overall. We all know that building positive relationships produces HUGE return on investment but how do we do it? It starts with our relationship with ourselves and how that relationship impacts others. This session will utilize Everything DiSC®, a personal development assessment tool that measures a person's tendencies and priorities. It is designed to support an individual's understanding of their behavior, the behaviors of others, and how to apply this knowledge in work, team, and group situations. Everything DiSC® has been developed through extensive psychological research and theory and is designed to help people use the insights that arise to improve their relationships and performance in a variety of diverse contexts.

**Title:** DON'T LEAVE THE FUTURE TO CHANCE: What is asset management and why does it matter now and into the future.

**Length:** 1.5 hours

**Description:** Asset management is about good decision making. It helps you make evidence-based decisions that target your limited resources and prioritize your infrastructure investments. It is the planning tool that helps you organize the future you want for your community.

This dynamic session will outline the why adopting sound asset management practices is essential and explore the role you can play to support robust infrastructure management systems within your organization.

**Title:** THINKING TOGETHER: Managing polarities for better decisions

**Length:** 1 hour

**Description:** How do leaders make decisions so that today's solutions don't become tomorrow's problems? The Polarity Management model and set of principles will help you distinguish between solvable problems and unsolvable polarities. Together we will explore how to effectively manage those polarities using both/and thinking to the myriad of challenges. Being able to think in terms of polarities is a critical shift leaders need to make to navigate complexity they and their communities face.

Community Development Fund  
Government of Yukon,  
Box 2703 (F1)  
Whitehorse, Yukon  
Y1A 2C6

April, 4, 2023

Re: Application by Kluane-Chilkat International Bike Relay (KCIBR) Application to CDF

Dear Sir/Madam

I am writing this on behalf of the KCIBR to endorse their application for funding to support their request to create a Strategic Plan.

The KCIBR has been an income generator for our village almost since its inception. The hotels and motels are full, the Pine Lake campground and Kathleen Lake campground are busy. The gas stations, food outlets are busy and the Convention center is rented for the Friday before the race. We also have volunteers that help with the pre-race events such as package pick-up and riders that participate in the event.

The pre-race and race morning are chaotic but bring so many people to the community including outside visitors who have never been here.

We support this event and the request by KCIBR to obtain funding to create a Strategic Plan.

Sincerely,

Bruce Tomlin  
Mayor, Haines Junction, Yukon

**From:** Sue Johnson <suej@kcibr.org>  
**Sent:** March 30, 2023 7:40 PM  
**To:** Haines Junction Administration  
**Subject:** attn Mayor Tomlin  
**Attachment:** CDF Village HJ support letter.docx

Mayor Tomlin,

I am writing as a Board member of the Kluane-Chilkat International Bike Relay. We are reaching out to communities and supporters of the race to ask if they would be willing to endorse our request for Community Development Funding to support the creation of a Strategic Plan.

The event began in 1993 and we have never had a Strategic Plan. This plan is intended to maximize benefits to the communities and continue to ensure the ongoing viability of the race.

I have taken the liberty of sending you a template which is attached. Please feel free to modify it in any way you see fit. Once you are happy with it, please put it on your Village letterhead and email it back to me.

We are time-crunched as this application must be in the hands of CDF with the support letter by April 17.

Thank you in advance for considering this request. If you have any questions or concerns, please feel free to contact me at this email address.

Sincerely,  
Sue Johnson  
KCIBR Board

April, 4, 2023

Re: Application by Kluane-Chilkat International Bike Relay (KCIBR) Application to CDF

Dear Sir/Madam

I am writing this on behalf of the KCIBR to endorse their application for funding to support their request to create a Strategic Plan.

The KCIBR has been an income generator for our village almost since its inception. The hotels and motels are full, the Pine Lake campground and Kathleen Lake campground are busy. The gas stations, food outlets are busy and the Convention center is rented for the Friday before the race. We also have volunteers that help with the pre-race events such as package pick-up and riders that participate in the event.

The pre-race and race morning are chaotic but bring so many people to the community including outside visitors who have never been here.

We support this event and the request by KCIBR to obtain funding to create a Strategic Plan.

Sincerely,

Bruce Tomlin  
Mayor, Haines Junction, Yukon



# St. Elias Community School

---

Box 5494, Haines Junction, YT Y0B 1L0  
Tel: (867) 634-2231 Fax: (867) 634-2921

April 3, 2023

Dear Mayor Tomlin and Council Members,

On behalf of the 2023 Graduating Class of St. Elias Community School, I would like to confirm details of our booking for the graduation ceremony and dinner. We appreciate having access to the Grand Hall on June 6<sup>th</sup> in the afternoon to allow time for decorating, set up and rehearsal. On Wednesday, June 7<sup>th</sup> we will complete our decorations in the Grand Hall for the ceremony which begins at 4:00 p.m. We are committed to have tables and decorations removed by noon on Thursday, June 8, 2023.

For the Graduation meal, we will require plates, cutlery, tablecloths and glasses. As in previous years, Mayor and Council have generously provided St. Elias Community School with an in-kind donation of the rental fee for use of tablecloths and glasses. Would you please consider providing the same donation this year?

The 2023 Graduation class is looking forward to their Graduation Ceremonies scheduled to take place in the Grand Hall. Thank you for your consideration of our request.

Sincerely,

Maggie Mann

Principal

# Letter to the Village of Haines Junction from the Church of St Christopher

---

April 6, 2023

Village of Haines Junction,  
Haines Junction, Yukon

**ATTN: Yari Izigzon, Corporate Administrator**  
**RE: Request for Village Council – Recognition of Volunteer Service**

---

Dear Sir

I have a request for the Village Council to be placed before them at the next Council Meeting, on April 11<sup>th</sup>, 2023, or at the soonest date thereafter.

The Thrift Store, located in the basement of the Log Church fulfills an essential need in our community with the absence of retail stores for the purchase of clothing, children's toys, household items, etc. It is totally operated and staffed with volunteers. Please see the attached memo concerning.

Thank you.

Sandy Holmes,  
Volunteer Lay Minister



## Thrift Shop Volunteers

Barb Henkel

Brenda Riseborough

Libby Dulac<sup>i</sup>

Karin Allenspach

Kim Henkel

Val Drummond

Julie Klippenstein

Mark Ritchie

These wonderful volunteers are the people who keep the Thrift Store open and serving the people of the Village of Haines Junction and the surrounding area with the absolutely essential service of a very affordable retail outlet.

After a person has dropped off a donation at the back door of the Log Church, the volunteers are the people who take it downstairs, sort through it all (and there is a lot) to see what can be offered for sale, what can be donated to specific needs like clothes for people to go home from hospital in, or baby clothes for other communities where there is a need, and what needs to be forwarded for recycling.

Once this step is completed, the goods are positioned for display and sale in the store. This is no small task and takes a creative eye and

pretty cool retailing skills. Some seasonal goods are kept in storage until the time for them to be displayed is good.

And then, every Thursday, the shifts to staff the Store are filled by the volunteers who greet you with great big smiles, helpful advice and some of the best prices you will find anywhere. They are the people who make the Thrift Store not only a wonderful retail shopping experience, but also a great social outing. There is much laughter in the Thrift Store, as well as the happy noise of children.

I would like the Village of Haines Junction to recognize these volunteers for appreciation of all they do for the Thrift Store, and by so doing, helping the people of the Village of Haines Junction and the surrounding area.

Thank you volunteers for your hard work, dedication and wonderful service to your neighbours of Haines Junction and area.

Sandy Holmes,  
Volunteer Lay Minister,  
Church of St Christopher (aka the Log Church)

---

<sup>i</sup> Libby was a faithful and tireless Thrift Store Volunteer for many years, and even when her health began to fail in the fall of 2022, she still came to help whenever she could. And even though she has passed away, her volunteer work for the Thrift Store needs to be recognized and honoured.

**From:** [Going Miles](#)  
**To:** [Haines Junction Administration](#)  
**Subject:** Question?  
**Date:** April 6, 2023 7:53:59 AM

---

Hello,

I hope this email finds you doing well. I am reaching out to you today to introduce you to an exciting program that we believe will be a great fit for your community. Going M.I.L.E.S (Motivate, Inspire, Lead, Empower, and Succeed) is a program that is near and dear to our hearts because of the positive impact it has on our youth.

Led by Actor Dakota House and Comedy Hypnotist Scott Ward, Going M.I.L.E.S is designed to empower and inspire youth through the Arts. Included in our team of dynamic facilitators are award-winning Indigenous Hip Hop musicians Pooky G and Cody Coyote, as well as Dredon House, a talented youth entrepreneur and designer. The program incorporates engaging and interactive activities such as keynote presentations, workshops, a comedy hypnosis show, hip hop performances, and a video dance party to equip youth with the tools they need to navigate the challenges they face today.

To learn more about Going M.I.L.E.S, please visit our website at [www.goingmiles.org](http://www.goingmiles.org). And if you're interested in bringing our program to your community, please fill out this [form](#) on our website so we can work with you to create a sample conference plan that meets funding criteria to fit your community's unique needs.

Thank you for considering Going M.I.L.E.S, and we hope to have the opportunity to work with you soon!

Warm regards,

**Patricia Sanchez**  
**Tour Promoter**  
1-855-714-0387  
[marketingoffice@diversitytalent.ca](mailto:marketingoffice@diversitytalent.ca)

Going M.I.L.E.S Program [www.goingmiles.org](http://www.goingmiles.org)  
Diversity Talent [www.diversitytalent.ca](http://www.diversitytalent.ca)  
Scott Ward Comedy Hypnosis Show [www.scottward.net](http://www.scottward.net)

**From:** [Jillian Hardie](#)  
**To:** [Haines Junction CAO](#); [Donna Istchenko, VHJ Treasurer](#); [Haines Junction Administration](#)  
**Subject:** Housing Accelerator Fund  
**Date:** March 31, 2023 11:27:59 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Good Morning Haines Junction Team,

Further to my email on March 17<sup>th</sup>, that I sent to the general Info email address, I thought I would follow up directly with each of you to ensure you are aware of the new Housing Accelerator Fund through CMHC.

I am happy to share the newly Announced Housing Accelerator Fund that will formally launch this Summer 2023!

The Housing Accelerator Fund is available to all local governments with the aim to increase the housing supply! It will also support the development of complete, low-carbon and climate resilient communities that are affordable, inclusive, equitable and diverse!

- When looking at the website, click on **Small/Rural/North/Indigenous** as this is the link for the Yukon applicants.
- When you start on the landing page [HAF webpage](#), scroll to the bottom and sign up for updates first. This will ensure you get all the recent updates from CMHC as they prepare to launch this brand new program!
- Then scroll back up to click on the Small/Rural/North/Indigenous.

Take some time to click on all the **+** then download the resources for further reference. I have attached all the links to this email below as well.

[Pre-application guide](#)

[Highlight sheet](#)

[News release](#)

[Housing Needs Assessments at-a-glance](#)

This is a brand new program and I am learning more about it as well. I will be your contact for the application so feel free to reach out as we navigate this program together!

If you have not done so yet, here is a friendly reminder to register for the upcoming information session on the Housing Accelerator Fund. Registration details can be found by following this link: [HAF information session registration](#)

If you have any questions, do not hesitate to reach out to me via this email. I am also conveniently located in Whitehorse and will be happy to meet in Person any time you are in town or when I go out to Haines Junction.

Have a great day and be sure to register for the upcoming information session!

Have a great weekend!

Jillian Hardie

Specialist, Northern and Indigenous Housing

Indigenous and Northern Housing Solution

Yukon Territory

[jhardie@cmhc-schl.gc.ca](mailto:jhardie@cmhc-schl.gc.ca)

Telephone: 867-873-2637



*I want to acknowledge that I live and work on the Traditional Territory of the Kwanlin Dun First Nation and the Ta'an Kwachan Council. I am sincerely grateful to the Kwanlin Dun and Ta'an Kwachan First Nation Peoples and respecting the histories, languages, and cultures of all other Indigenous Peoples.*

**NOTICE:** This email message, including any attachments, is confidential, subject to copyright and may be privileged. Any unauthorized use or disclosure is prohibited.

**AVIS:** Le présent message, incluant toute pièce jointe, est confidentiel, protégé par des droits d'auteur et peut contenir des renseignements privilégiés. L'utilisation ou la communication non autorisée de ces renseignements est interdite.



March 14, 2023

Danch'e – *How are you?*

Are you interested in building your cultural awareness of Yukon First Nations for the benefit of your business or organization? Have you ever been unsure of how to meaningfully acknowledge the First Nations lands on which you and your guests travel? Would access to tools and resources help you feel more comfortable and confident delivering a land acknowledgement?

The Yukon First Nations Culture & Tourism Association (YFNCT) is developing a series of four workshops to assist operators and other service providers aimed at visitors and Yukon residents in developing cultural awareness and relationship building skills that will support enhanced visitor experiences, business development opportunities, and respectful interest in and engagement with Yukon First Nations. YFNCT is inviting you to participate in the first workshop entitled *Learning Together: Land Acknowledgements*. The workshop was piloted in late November to select businesses, organizations, and leaders in Yukon's tourism industry. The response was enthusiastic, and participants were grateful for the opportunity to participate in a workshop on Land Acknowledgements. One participant shared the following:

*"Educating our guests and inspiring them to value the relationships First Nations have with the places we take them to is also an integral part of ensuring our sector flourishes and grows. Not acknowledging and sharing the history of the lands we travel through is a disservice to our mission...I think creating opportunities to take workshops like this and hear the impact of small actions, as well as reflect on our privilege and assumptions are so valuable."*

Join Suzanne de la Barre (Yukon cultural tourism trainer & YFNCT Associate) and Meta Williams (Long Ago People's Place) to engage in open discussion, sharing and co-learning. We want you to feel comfortable sharing your experience(s) and asking any questions you have. Topics to be explored (among others) include:

- What is a land acknowledgement and why are they done?
- What makes a land acknowledgment meaningful?
- Where might a land acknowledgment occur and who can deliver one?
- How will I know if my land acknowledgement is okay?

Details for the workshop are:

Date: April 28, 2023

Time: 12:30pm-4:30pm

Location: Association franco-yukonnaise | 302 Strickland Street

The workshop requires a minimum of 10 participants to run. Due to the format of the workshop there is not an online participation option. If you are interested in participating, please **RSVP by April 14** by filling out the registration form at <https://forms.gle/nGVpJPVchT2ekLrP6>.



If you have questions, you can contact Michelle at [coordinator@yfnct.ca](mailto:coordinator@yfnct.ca) or by calling (867)-667-7698 ext. 205. **Please note that if you are unavailable for the April 28<sup>th</sup> delivery, there will be another delivery on June 2<sup>nd</sup>.**

In this important time of reconciliation, YFNCT and the tourism association partners (TAPs) believe that this workshop series will offer a unique opportunity to empower businesses, organizations, and individuals to take steps on their own journey of respectful engagement and relationship building. This initiative also supports an enhanced visitor experience. We hope you will join us as we all move forward together!

Shaw níthän | Gunałchîsh | Mâhsí' cho | Sógá sénlá' | Tsin'jj choh | Thank you  
The YFNCT Team