



REGULAR COUNCIL MEETING AGENDA

Village of Haines Junction

July 22th, 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. **Adoption of Minutes of Regular and Special Council Meetings**
 - a. Draft Minutes from the June 24th, 2026, Council Meeting
 - b. Draft minutes from the July 15, 2026 CoW Meeting
6. **Delegations**
7. **Public Hearings and Public Input Sessions**
8. **Unfinished Business**
 - a. Accounts Payable to July 22nd, 2026
 - b. RTC – June 2026 Finance Report
9. **New Business**
 - a. RTC – Council Procedural Bylaw – Amendment #2
 - b. RTC – Subdivision (Amalgamation) Request Lot 19 Block 7
10. **Correspondence**
 - a. HJ Health Center Newsletter
 - b. Haines Junction RCMP Report
 - c. YG Firearm Engagement Letter
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:** August 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 July 8, 2026

<u>Cheque #</u>	<u>Name</u>	<u>Total Invoice</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 38,276.59	Administration	Net Pay - Pay Period 14
		\$ 10,282.44	Fire Department	Fire honoraria Jan - Jun
		\$ 4,570.26	Administration	RRSP Contribution - Pay Period 14
		\$ 15,127.14	Administration	Receiver General July Pay Period 14
		<u>\$ 68,256.43</u>		
28527	15042 Yukon Inc. (Grime Stoppers Janitorial)	<u>\$ 471.45</u>	Convention Centre	Laundering linens
28528	535561 Yukon Inc. (Little Green Apple)	\$ 50.00	Landfill & Recycling	Gift card for SWAG survey
		\$ 4,725.00	Administration	Catering for Canada Day
		<u>\$ 4,775.00</u>		
28529	Ellen Stutz - Petty Cash	\$ 43.85	Administration	Postage
		\$ 3,383.70	Recycling Centre	Refundables paid out
		<u>\$ 3,427.55</u>		
28530	Associated Fire Safety	<u>\$ 2,397.84</u>	Fire Department	Scott facepieces, turn-out boots
28531	Big Bud Contracting	<u>\$ 7,350.00</u>	Landfill & Recycling	Recycle pick-up April, May, June 2026
28532	Castle Rock Enterprises	<u>\$ 240,777.53</u>	Capital / Projects	Progress invoice for roadwork
28533	Core Geoscience Services	<u>\$ 12,702.99</u>	Capital / Projects	Land Treatment Facility decomissioning
28534	Government of Yukon*	<u>\$ 14,111.66</u>	Administration	2026 Water Well and Better Buildings LIC's
28535	Griffin Emergency Vehicle Service	<u>\$ 8,080.75</u>	Fire Department	Fire truck repairs and inspection tests
28536	Jacobs Industries Ltd.	<u>\$ 373.28</u>	Water & Sewer	C02
28537	Junction Arts and Music	<u>\$ 2,908.54</u>	Legislative	C-Care grant

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to July 8, 2026

28538	Kusina Gracia (Frosty's Restaurant)	<u>\$ 2,409.75</u>	Administration	Salads and kiddie cones for Canada Day
28539	M&D Services	\$ 1,382.70	Convention Centre	June 2026 custodial services
		\$ 255.76	Fire Hall	June 2026 custodial services
		\$ 255.76	Outhouses	June 2026 custodial services
		\$ 159.85	Arena	June 2026 custodial services
		\$ 359.66	Mezzanine	June 2026 custodial services
		\$ 383.64	Administration	June 2026 custodial services
		<u>\$ 2,797.37</u>		
28540	Olaf Contracting	<u>\$ 735.00</u>	Public Works	Cemetery burial site preparation
28541	PBX Engineering	<u>\$ 41,455.87</u>	Capital / Projects	SCADA system replacement
28542	Shadunjen van Kampen	<u>\$ 610.00</u>	Capital / Projects	Community Hall Committee artwork
28543	Source Motors	<u>\$ 5,594.72</u>	Public Works	Gas account June 2026
28544	Superior Propane	<u>\$ 146.47</u>	Landfill & Recycling	Tank rental
28545	Sylvain Human Resource Services	<u>\$ 2,382.19</u>	Administration	Administrative support
28546	Yukon Service Supplies	\$ 648.59	Water & Sewer	Sodium hypochlorite
		\$ 393.44	Public Works	Garbage bags, paper towels
		<u>\$ 1,042.03</u>		
28547	Yuquip Industrial Solutions	<u>\$ 1,461.60</u>	Public Works	Diesel exhaust fluid
	Municipal Accounts Payable	<u>\$ 424,268.02</u>		

* Denotes an item not directly funded by the Village

** Grant funded

**Report to Council
Village of Haines Junction
July 22, 2026**

RE: June 2026 Financial Report

Recommendation

That Council accept the June 2026 Financial Report as information.

Background

The balance sheet shows the current balance in cash and investments (reserves) as well as receivables, the value of capital assets and accumulated depreciation. Liabilities include current accounts and grants payable and funds deferred or held in trust. The investment account will fluctuate during the year as funds are added to it when the CMG is received and drawn out later in the year as needed. Some line items, such as capital asset and reserve accounts are previous year balances and do not include current year expenditures / allocations.

The 2026 Budget Expenditures report summarizes the operations of the municipality by department, showing the current year to date, budget and benchmark.

The Capital Projects Budget YTD details the capital expenditures to date that are summarized on the 2026 Budget Expenditures report.

Analysis

SUMMARY:

Balance Sheet – the bank balance and accounts receivable are high due to property tax payments received and in anticipation of receipt by July 2 due date.

Revenues – Total O&M revenue is at 93.81% for the year, above the 50% benchmark.

Expenditures – Total O&M expenses are at 42.04% for the year, below the 50% benchmark. This is expected as many expenditures are seasonal in nature or are one-time annual costs that have not yet been recorded.

REVENUES

Legislative - Total revenues are above benchmark at 96.04%.

- Full Comprehensive Municipal Grant and property tax revenue have been recorded.

Administration – Total revenues are slightly below benchmark at 44.05%.

Public Works – Total revenues are at benchmark at 54.06%.

Water & Sewer - Total revenues are above benchmark at 94.01%.

- Annual water and sewer services have been fully recorded.

Roads & Streets - Total revenues are at 0%.

- No culvert sales recorded.

**Report to Council
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July 22, 2026**

Landfill & Recycling – Total revenues are below benchmark at 29.63%.

- Tipping fees are slightly below benchmark, expect increased fees during summer months
- Interim regional waste management facility funding not yet received

Animal Control – Revenues are above benchmark at 94.33%.

- Animal Control bylaw fees were increased subsequent to April budget.

Fire Department – Revenues above benchmark at 79.03%.

- Annual CAFN user agreement invoice is based on 2025 costs, which were higher than expected due to WCB issues.

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

Facilities – Revenues slightly below benchmark at 41.32%.

EXPENSES

Legislative – Slightly below benchmark at 41.84%

Administrative – Below benchmark at 43.48%.

Public Works – Below benchmark at 46.11%.

Water & Sewer – Below benchmark at 39.92%.

Roads & Streets – Below benchmark at 36.77%.

Landfill & Recycling – Below benchmark at 37.80%.

Animal Control – Below benchmark at 15.06%.

Fire Department – Below benchmark at 22.89%.

FireSmart – Above benchmark at 92.84% as project was completed.

Convention Centre – Slightly above benchmark at 54.71%.

Mezzanine – Below benchmark at 33.89%.

Community Hall, Curling Rink, Pool – Below benchmark at 36.90%.

Arena – Slightly above benchmark at 51.27%.

Conclusion

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

Prepared by Donna Istchenko, Treasurer

**Report to Council
Village of Haines Junction
July 22, 2026**

Village of Haines Junction Balance Sheet As at 30/06/2026

ASSET

Current Assets

Bank Account	1,349,672.26	
Cash on Hand	-0.48	
Payroll Bank Account	115,868.86	
Imprest Account - Office	250.00	
Imprest Account - Recycle Centre	5,000.00	
Imprest Account- Landfill Gatehouse	250.00	
Total Cash		1,471,040.64
Accounts Receivable	382,613.72	
Home Owners Grants Receivable	37,668.68	
Funding Claims Receivable	-10,000.00	
Urban Electrification Program	5,317.58	
GST Receivable - ITC	2,398.63	
GST Receivable - Rebate	17,641.62	
Total Receivables		435,640.23
Prepaid Expenses		101,225.20
General Investments		11,712,399.55
Assets Held for Sale		54,166.65
Land Sales		49,959.13
Total Current Assets		13,824,431.40

Capital Assets

Land		203,353.74
Land Improvements	4,544,470.81	
Land Improvements - Accum. Amort.	-1,684,107.76	
Net - Land Improvements		2,860,363.05
Buildings	10,589,553.71	
Building - Accum. Amort.	-7,012,520.64	
Net - Buildings		3,577,033.07
Machinery & Equipment	4,212,134.17	
Machinery & Equipment - Accum Amort	-2,506,541.44	
Net - Machinery & Equipment		1,705,592.73
Vehicles	1,615,263.56	
Vehicles - Accum. Amort.	-1,070,154.31	
Net - Vehicles		545,109.25
Roads	5,951,763.99	
Roads - Accum. Amort.	-3,979,536.88	
Net - Roads		1,972,227.11
Water & Sewer	47,451,456.36	
Water & Sewer - Accum. Amort.	-8,541,271.36	
Net - Water & Sewer		38,910,185.00
Landfill ARO	111,294.00	
Landfill ARO - Accum Amort	-54,976.78	
Net - Landfill ARO		56,317.22
Total Capital Assets		49,830,181.17

TOTAL ASSET 63,654,612.57

**Report to Council
Village of Haines Junction
July 22, 2026**

LIABILITY

Current Liabilities

Accounts Payable - Control	30,330.32
Accounts Payable Year End Accruals	7,038.95
Accounts Payable - Other	25,000.00
C-CARE Grants Payable	37,714.99
Recreation Grants Payable	17,224.79
SOCAN Fees Payable	9.25
Swim Club Payable	2,700.34
Landfill After Hours Access Bond	500.00
GST Payable (Collected)	616.00
Deferred Revenue	542,778.44
YG Program LIC's	14,111.66
RRSP Payable	13,458.39
RRSP Payable - No Tax	294.75
Vacation/TIL/Benefits Payable	88,213.02
Vacation Pay Payable	538.16
Total Current Liabilities	<u>780,529.06</u>

Long Term Liabilities

Deposit on Water Cards	<u>3,204.00</u>
Total Long Term Liabilities	<u>3,204.00</u>

TOTAL LIABILITY	<u>783,733.06</u>
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EQUITY

Equity

Asset Retirement Obligation	382,771.00
Fire Department Reserve	412,430.15
Infrastructure Reserve	990,773.68
Recreation Facility Reserve	2,566,234.30
Environmental Services Reserve	102,110.00
Public Works Equipment Reserve	884,759.25
Gas Tax Reserve	59,414.13
Community Foundation Reserve	45,767.54
Public Arts Reserve	<u>114,652.06</u>
Total Reserve Funds	5,176,141.11
Investment - Capital Assets	49,447,410.17
Current Earnings	2,837,875.97
Retained Earnings	<u>5,026,681.26</u>
Total Equity	<u>62,870,879.51</u>

TOTAL EQUITY	<u>62,870,879.51</u>
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LIABILITIES AND EQUITY	<u>63,654,612.57</u>
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**Report to Council
Village of Haines Junction
July 22, 2026**

Village of Haines Junction - 2026 Budget Expenditures				
O&M REVENUES		YTD to June 30	2026 Budget	Benchmark 50%
LEGISLATIVE				
	Taxes and Grants in Lieu	\$ 1,101,254.10	\$ 1,104,469.70	99.71%
	Tax Penalties	\$ 1,490.62	\$ 7,000.00	21.29%
	CMG Block Funding	\$ 2,641,014.00	\$ 2,641,014.00	100.00%
	Return on Investments	\$ 52,087.29	\$ 200,000.00	26.04%
	Housing Accelerator Fund	\$ 308,659.28	\$ -	
	Total Legislative	\$ 4,104,505.29	\$ 3,952,483.70	96.04%
ADMINISTRATION				
	Grant Funding	\$ 36,125.00	\$ 98,493.00	36.68%
	Licenses and Fees	\$ 10,644.82	\$ 12,650.00	84.15%
	Interest Earned	\$ 5,273.86	\$ 7,000.00	75.34%
	Total Administration	\$ 52,043.68	\$ 118,143.00	44.05%
PUBLIC WORKS				
	Contract Services	\$ 875.88	\$ 8,500.00	10.30%
	Surplus Goods Sales	\$ 8,000.00	\$ -	
	Grant Funding	\$ -	\$ 7,920.00	0.00%
	Total Public Works	\$ 8,875.88	\$ 16,420.00	54.06%
WATER AND SEWER				
	Services and Bulk Sales	\$ 295,451.95	\$ 305,500.00	96.71%
	Contract Services / Asset Sales	\$ 687.84	\$ 1,500.00	45.86%
	Grant Funding	\$ -	\$ 8,000.00	0.00%
	Total Water and Sewer	\$ 296,139.79	\$ 315,000.00	94.01%
ROADS AND STREETS				
	Contract Services / Asset Sales	\$ -	\$ 5,500.00	0.00%
	Total Roads and Streets	\$ -	\$ 5,500.00	0.00%
LANDFILL AND RECYCLING				
	User Fees	\$ 49,395.04	\$ 150,000.00	32.93%
	Grant Funding	\$ 25,728.00	\$ 153,604.00	16.75%
	Beverage Container Refunds	\$ 22,266.34	\$ 70,000.00	31.81%
	Programs (EPR)	\$ 45,287.55	\$ 108,000.00	41.93%
	Total Landfill and Recycling	\$ 142,676.93	\$ 481,604.00	29.63%

**Report to Council
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ANIMAL CONTROL				
	Licenses and Fines	\$ 849.00	\$ 900.00	94.33%
	Total Animal Control	\$ 849.00	\$ 900.00	94.33%
FIRE DEPARTMENT				
	Contract Services	\$ 20,878.16	\$ 17,000.00	122.81%
	Lease Fees	\$ 13,897.02	\$ 27,000.00	51.47%
	Total Fire Department	\$ 34,775.18	\$ 44,000.00	79.03%
FIRESMART				
	Grant Funding	\$ 40,000.00	\$ 40,000.00	100.00%
	Total Firesmart	\$ 40,000.00	\$ 40,000.00	100.00%
FACILITIES				
	Rental Fees - Convention Centr	\$ 6,504.75	\$ 15,200.00	42.79%
	Rental Fees - Mezzanine	\$ 3,422.87	\$ 7,000.00	48.90%
	Rental Fees - Arena	\$ 690.48	\$ 3,500.00	19.73%
	Grant Funding (Training)	\$ -	\$ -	
	Total Facilities	\$ 10,618.10	\$ 25,700.00	41.32%
TOTAL O&M REVENUES		\$ 4,690,483.85	\$ 4,999,750.70	93.81%
O&M EXPENSES				
		YTD June 30	2026 Budget	Benchmark 50%
LEGISLATIVE				
	Honoraria / Per Diems	\$47,712.16	\$111,336.00	42.85%
	Travel / Training	\$7,820.31	\$9,000.00	86.89%
	Grants and Hospitality	\$1,975.01	\$18,000.00	10.97%
	Supplies and Services	\$1,069.00	\$6,800.00	15.72%
	AYC Membership	\$13,205.07	\$26,410.14	50.00%
	Total Legislative	\$71,781.55	\$171,546.14	41.84%
ADMINISTRATION				
	Wages and Benefits	\$ 228,722.11	\$ 610,580.00	37.46%
	Contract Services	\$ 93,756.21	\$ 121,000.00	77.48%
	Equipment and Supplies	\$ 4,245.32	\$ 20,700.00	20.51%
	Utilities	\$ 18,050.21	\$ 32,000.00	56.41%
	Training, Travel, Memberships	\$ 6,377.85	\$ 4,000.00	159.45%
	Grants and Hospitality	\$ -	\$ 28,493.00	0.00%
	Advertising	\$ 8,995.36	\$ 10,000.00	89.95%
	Bank Charges	\$ 2,250.01	\$ 6,700.00	33.58%
	Total Administration	\$ 362,397.07	\$ 833,473.00	43.48%

**Report to Council
Village of Haines Junction
July 22, 2026**

PUBLIC WORKS				
	Wages and Benefits	\$ 237,339.27	\$ 483,773.00	49.06%
	Contract Services	\$ 528.00	\$ 24,000.00	2.20%
	Equipment and Supplies	\$ 19,776.57	\$ 71,000.00	27.85%
	Maintenance	\$ 19,722.58	\$ 51,000.00	38.67%
	Utilities	\$ 10,135.59	\$ 19,500.00	51.98%
	Insurance	\$ 15,511.66	\$ 16,100.00	96.35%
	Training and Travel	\$ 7,959.42	\$ 9,000.00	88.44%
	Total Public Works	\$ 310,973.09	\$ 674,373.00	46.11%
WATER AND SEWER				
	Wages and Benefits	\$ 35,483.54	\$ 125,164.00	28.35%
	Contract Services	\$ 15,836.00	\$ 56,000.00	28.28%
	Equipment and Supplies	\$ 45,968.27	\$ 96,000.00	47.88%
	Maintenance	\$ 3,327.08	\$ 52,000.00	6.40%
	Utilities	\$ 65,614.73	\$ 141,500.00	46.37%
	Insurance	\$ 43,138.15	\$ 43,500.00	99.17%
	Training and Travel	-\$ 140.00	\$ 10,000.00	-1.40%
	Total Water and Sewer	\$ 209,227.77	\$ 524,164.00	39.92%
ROADS AND STREETS				
	Wages and Benefits	\$ 17,440.02	\$ 53,000.00	32.91%
	Contract Services	\$ 10,440.00	\$ 15,000.00	69.60%
	Equipment and Supplies	\$ -	\$ 23,000.00	0.00%
	Maintenance	\$ 2,540.78	\$ 1,500.00	169.39%
	Utilities (streetlights)	\$ 21,973.58	\$ 50,000.00	43.95%
	Total Roads and Streets	\$ 52,394.38	\$ 142,500.00	36.77%
LANDFILL AND RECYCLING				
	Wages and Benefits	\$132,971.30	\$320,661.00	41.47%
	Contract Services	\$17,821.00	\$59,500.00	29.95%
	Equipment and Supplies	\$15,400.96	\$41,400.00	37.20%
	Maintenance	\$3,404.81	\$10,000.00	34.05%
	Utilities	\$14,479.11	\$25,400.00	57.00%
	Insurance	\$7,679.03	\$14,500.00	52.96%
	Training and Travel	\$2,353.67	\$2,900.00	81.16%
	Recycle Refunds Paid Out	\$17,321.40	\$45,000.00	38.49%
	Landfill Closure Fees	\$0.00	\$40,000.00	0.00%
	Total Landfill and Recycling	\$ 211,431.28	\$ 559,361.00	37.80%

**Report to Council
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July 22, 2026**

ANIMAL CONTROL				
	Wages and Benefits	\$ 170.55	\$ 1,100.00	15.50%
	Maintenance	\$ -	\$ 100.00	0.00%
	Equipment and Supplies	\$ 25.28	\$ 100.00	25.28%
	Total Animal Control	\$ 195.83	\$ 1,300.00	15.06%
FIRE DEPARTMENT				
	Honoraria	\$ 22,146.87	\$ 167,827.08	13.20%
	Contract Services	\$ 3,073.08	\$ 22,000.00	13.97%
	Equipment and Supplies	\$ 2,982.47	\$ 17,500.00	17.04%
	Maintenance	\$ 11,609.25	\$ 23,000.00	50.48%
	Utilities	\$ 13,027.71	\$ 23,000.00	56.64%
	Insurance	\$ 12,740.41	\$ 12,740.41	100.00%
	Training and Travel	\$ 2,524.08	\$ 31,500.00	8.01%
	Total Fire Department	\$ 68,103.87	\$ 297,567.49	22.89%
FIRESMART				
	Contract Services	\$ 37,137.18	\$ 40,000.00	92.84%
	Total Firesmart	\$ 37,137.18	\$ 40,000.00	92.84%
CONVENTION CENTRE				
	Contract Services	\$ 11,593.34	\$ 34,000.00	34.10%
	Equipment and Supplies	\$ 7,364.16	\$ 18,000.00	40.91%
	Maintenance	\$ 9,520.75	\$ 25,000.00	38.08%
	Utilities	\$ 16,069.79	\$ 30,000.00	53.57%
	Insurance	\$ 31,274.73	\$ 31,600.00	98.97%
	Total Convention Centre	\$ 75,822.77	\$ 138,600.00	54.71%
MEZZANINE				
	Contract Services	\$ 4,280.78	\$ 11,000.00	38.92%
	Equipment and Supplies	\$ 495.40	\$ 1,000.00	49.54%
	Maintenance	\$ -	\$ 2,000.00	0.00%
	Utilities	\$ 138.22	\$ 500.00	27.64%
	Total Mezzanine	\$ 4,914.40	\$ 14,500.00	33.89%
COMMUNITY HALL, CURLING RINK, POOL				
	Maintenance	\$ -	\$ 325.54	0.00%
	Utilities	\$ 1,274.34	\$ 3,185.00	40.01%
	Insurance	\$ 76.62	\$ 151.08	50.71%
	Total Community Hall, Curling I	\$ 1,350.96	\$ 3,661.62	36.90%

**Report to Council
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July 22, 2026**

ARENA				
	Wages and Benefits	\$ 26,453.13	\$ 69,000.00	38.34%
	Contract Services	\$ 186.00	\$ 1,500.00	12.40%
	Equipment and Supplies	\$ 4,315.89	\$ 11,000.00	39.24%
	Maintenance	\$ 12,102.37	\$ 35,000.00	34.58%
	Utilities	\$ 58,710.94	\$ 110,500.00	53.13%
	Insurance	\$ 32,411.42	\$ 32,700.00	99.12%
	Training and Travel	\$ -	\$ 2,000.00	0.00%
	Total Arena	\$ 134,179.75	\$ 261,700.00	51.27%
	TOTAL O&M EXPENSES	\$ 1,539,909.90	\$ 3,662,746.25	42.04%
	NET O&M SURPLUS	\$ 3,150,573.95	\$ 1,337,004.45	
	CAPITAL REVENUE	\$ 2,000.00	\$ 1,345,000.00	
	CAPITAL RESERVES	\$ -	\$ 1,406,000.00	
	CAPITAL / PROJECTS EXPENSES	\$ 314,697.98	\$ 3,605,050.00	
	NET CURRENT YEAR SURPLUS	\$ 2,837,875.97	\$ 482,954.45	
	TRANSFER FROM UNRESTRICTED RESERVES			

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2026 Capital Project Budget YTD							
DEPARTMENT	PROJECT	YTD to June 30	Budget Amount	Funding Source			
				CMG / Op	Reserves	Other	
Administration							
Arena	Fire Alarm Upgrade	\$3,900.00	\$120,000.00			\$120,000.00	CCBF
	Replace Single-walled oil tank		\$16,000.00	\$16,000.00			
Convention Ctr	Historic Mural Upgrade	\$500.00	\$60,000.00			\$60,000.00	CCBF
	Heating System Upgrade Design	\$7,400.00	\$150,000.00			\$150,000.00	CCBF
Fire Department	Prot Services Manager Vehicle		\$75,000.00		\$75,000.00		
	SCBA Gear	\$9,899.89	\$45,000.00		\$45,000.00		
	Floor Drainage		\$15,000.00	\$15,000.00			
Landfill / Recycle	Decommission LTF		\$20,000.00	\$20,000.00			
	Scrap Metal ELV Removal		\$200,000.00	\$200,000.00			
	Hazardous Waste Container (Auditor deferred from 2025)	\$19,907.78	\$0.00	\$0.00			
Public Works	Wing Mower		\$60,000.00		\$60,000.00		
	Utility Vehicles	\$34,656.00	\$32,000.00		\$32,000.00		
	Half Ton Truck Replacement	\$3,000.00	\$65,000.00		\$65,000.00		
	Van Replacement	\$73,763.48	\$64,000.00		\$64,000.00		
	50 hp Tractor Replacement		\$65,000.00		\$65,000.00		
	PW Shop floor drainage		\$15,000.00	\$15,000.00			
	Concrete blocks for yard storage	\$10,000.00	\$10,000.00	\$10,000.00			
Water Sewer	SCADA Infrastructure		\$350,000.00			\$350,000.00	CCBF
	Wet Well Wizard		\$48,000.00	\$48,000.00			
	Solarcraft QDB	\$24,060.00	\$25,000.00	\$25,000.00			
Roads & Streets	Repair and Resurface	\$30,930.84	\$550,000.00			\$550,000.00	CCBF
Rec Ctr / Pool	Feasibility / Design		\$30,000.00			\$30,000.00	CDF
	Pool Hazardous Material Removal		\$1,000,000.00		\$1,000,000.00		
Trails / Outdoor	Trail Signage / App Project		\$25,000.00	\$25,000.00			
	Trail Care Event		\$10,000.00			\$10,000.00	TCT
	Dezadeash Trail Revitalization		\$70,050.00	\$20,050.00		\$50,000.00	CTDDF
	Trail Assets (benches, garbage cans)		\$25,000.00			\$25,000.00	TCT
	Heritage Structure Project		\$30,000.00	\$30,000.00			
Projects	Truth and Reconciliation Policy and Statement		\$20,000.00	\$20,000.00			
	Asset Management Plan		\$55,000.00	\$55,000.00			
	Emergency Response Plan	\$21,679.99	\$20,000.00	\$20,000.00			
	Abandoned Assets Plan (water tower, uplift station)		\$20,000.00	\$20,000.00			
	Water License Lagoon Hydrogeological Assessment		\$50,000.00	\$50,000.00			
	Grant Programs (HAF)	\$75,000.00					HAF
	C-Care Grants		\$125,000.00	\$125,000.00			
	Shakwak Hall Exhibit Committee		\$25,000.00	\$25,000.00			
	Emergency Power Assessment		\$15,000.00	\$15,000.00			
Reserves	Reserve Allocation - SWMF		\$100,000.00	\$100,000.00			
		\$314,697.98	\$3,605,050.00	\$854,050.00	\$1,406,000.00	\$1,345,000.00	



Village of Haines Junction Report to Council

July 22, 2026

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

RE: Council Procedural Bylaw No. 352-19 – Amendment #2 (Strategic Review)

Recommendation

That Council review the draft Council Procedural Bylaw Amendment #2, provide administration with direction on the strategic questions set out in this report, and direct administration to amend the draft accordingly and return the Bylaw to a future Regular Council Meeting for first reading.

Background

The Council Procedural Bylaw, as amended, sets the rules governing the conduct of Council meetings under Section 210 of the Yukon Municipal Act. It was adopted in December 2019 and amended for the first time in 2020 by Bylaw #368-20.

Administration has prepared a draft second amendment. It is a substantial update that touches many sections of the Bylaw, and it is brought forward for Council's initial strategic consideration rather than as a line-by-line edit. Administration is seeking Council's broad direction and confirmation of the principles the amendment reflects. Once that direction is received, administration will continue drafting, obtain legal review, and return the Bylaw for first reading.

Current Status

The Procedural Bylaw currently in force does not address the working relationship between Council and administration, the flow of information between them, or electronic communications. Amendment #2 is proposed to address these gaps and to update and clarify several existing provisions, including notice of meetings, delegations, notice of motions, and voting. A copy of the draft amended Bylaw is attached to this report. The attached draft is written on the basis of action minutes, the format of the minutes remains a decision for Council and is discussed under item 4 below.

Discussion/Analysis

The principles the amendment reflects

The amendment is organized around three principles. The drafting follows from them, and Council may wish to confirm, adjust, or reject them before administration proceeds.

Accountability means it is clear who decided what, and who is responsible for carrying it out. Council is answerable to the community for the decisions it makes and administration is answerable to Council for implementing them.

Transparency means the community can see how and why decisions are made, and can reach the record of Council's deliberations without having to ask for it.

Good governance means Council governs and administration operates. Council sets direction collectively through motions and bylaws, receives complete and equal information on which to base those decisions, and holds the Chief Administrative Officer accountable for results. It also means that meeting procedure serves Council's deliberation rather than consuming it.

1. The relationship between Council and administration

New sections 42 through 45 set out the role of Council, the role of administration, the flow of information between them, and the handling of electronic communications. Together they codify a relationship in which Council sets direction collectively, administration implements it, and information provided to one member is provided to all.

These provisions serve accountability and good governance. Direction to the Chief Administrative Officer comes from a resolution or bylaw of Council rather than from individual members, and every member comes to the table with the same information. The trade-off is added formality. A request for information that requires substantial staff time is brought to Council for consideration rather than actioned directly, and substantive exchanges between a single member and the Chief Administrative Officer are shared with all of Council.

Question for Council: Does Council agree with the principle that direction to the Chief Administrative Officer is given collectively, and that information provided to one member is provided to all?

2. Public participation

The amendment structures how the public engages with Council. It creates a new category of delegation to speak to a specific item on the published agenda (section 14.11), sets time limits for questions from the public, and directs delegations to focus their questions to Council on policy, bylaw, and levels of service, while operational questions may be referred to staff.

The purpose of that referral is to ensure that a fulsome, fact-based, written answer can be given where one is required. Nothing in the amendment prevents an immediate response at the table where the answer is known. The provision simply clarifies that where a question requires research or reference to records, the answer may be provided in writing at a later date rather than improvised in the meeting.

The new agenda-response delegation serves transparency. A resident who reads the published agenda and wishes to speak to an item on it may register with the Chief Administrative Officer up to 4:00 pm on the business day before the meeting, and will be heard before Council deliberates that item.

Question for Council: Does Council support the agenda-response delegation category, and the distinction drawn between policy questions directed to Council and operational questions directed to staff?

3. Transparency of members' positions

Council has raised that the public should be able to see where members stand on matters. The amendment addresses this by providing that a recorded vote is taken on any motion that does not carry unanimously (section 18.4), capturing how each member voted, so that their position on a contested matter is on the public record. This is distinct from the format of the minutes, discussed below.

Question for Council: Does Council confirm that a recorded vote should be taken on every motion that does not carry unanimously?

4. The record of Council's meetings

The Municipal Act requires that minutes be kept (section 211) but does not prescribe their content beyond instances where recorded votes are required and pecuniary interest disclosures. The level of detail is Council's to determine, and each of the three options set out below satisfies the statutory requirement. This is a genuine strategic and service-level choice. Administration's recommendation is set out below, but it is offered for Council's consideration and Council may wish to deliberate it further at a Committee of the Whole meeting.

Three approaches are available:

Anecdotal minutes (the current practice) provide a narrative record that captures the context of each decision. They give the fullest written account of a meeting and serve as a detailed paper record. Producing them is, however, a significant level of service. They also carry an inherent risk, because they summarize discussion in narrative form, a member or a member of the public may feel the summary does not capture the discussion accurately, which can lead to disputes when the minutes are presented for adoption.

Action minutes record the motions and resolutions considered by Council and the disposition of each, including the mover, the seconder, and the vote, without a narrative of the discussion. The following Yukon communities produce strict action minutes: Whitehorse, Teslin, Watson Lake, and Dawson. Action minutes are considerably less resource-intensive to produce and carry little risk of dispute, because a motion and its outcome are a matter of record rather than a matter of interpretation. The trade-off is a leaner written record that carries less written context.

Action minutes with bullet point highlights record the motions and their disposition as above, together with a short bullet summary of the principal points raised in discussion. Faro and Carmacks use this format. It retains some written context for a reader who does not wish to listen to the recording, at a cost between the two options above, while carrying some of the interpretive risk that attaches to any narrative summary.

One fact bears on this choice. Regular Council meetings are recorded, the recording is posted to the Village website, and it remains available there. The audio is a complete and

accurate record of everything said at a meeting, and a listener with the agenda in hand can locate the discussion of a given item in little time. Where the concern is that the discussion be preserved accurately, the recording is the fullest source, and that reduces the role the written minutes need to play as a record of what was said. Bullet form minutes are kept for Committee of the Whole meetings.

Administration recommends action minutes. That recommendation follows from the transparency principle set out above, the community's access to Council's deliberation is served by the recording, and the purpose of the written record is to establish clearly what Council decided and who moved it. It is also the established practice in municipal governance and the format used by all Yukon municipalities, with the possible exception of Mayo where public records are not available. Action minutes with bullet point highlights are a reasonable alternative and would retain a degree of written context. The question Council is weighing is whether the value of a fuller narrative written record justifies its cost, which can be as high as \$1,000 per meeting, together with the meeting time spent reviewing and debating whether the minutes accurately reflect what was said, given that a complete audio record of each Regular Council Meeting is already available to the public.

Question for Council: Which format should the Bylaw adopt: anecdotal minutes, action minutes, or action minutes with bullet point highlights?

Asset Management Impact

None. The proposed amendment concerns meeting procedure and does not affect the Village's physical assets. The service-level and cost implications of the minutes format are addressed above.

Alternatives Considered

1. Maintain the status quo. Decline to amend the Procedural Bylaw and continue under Amendment #1, leaving the identified gaps unaddressed.
2. Proceed by separate bylaws. Direct that the governance provisions, the minutes provisions, and the housekeeping corrections be brought forward as separate amendments rather than as a single bylaw, allowing each to be considered independently.
3. On minutes, schedule a Committee of the Whole meeting to further discuss the minutes.
4. **(Recommended)** Direct staff to edit the draft, per Council's direction, and to bring the Bylaw to a future Council meeting for first reading.

Alignment with Strategic Priorities

The amendment supports Council's governance and accountability objectives and of setting an appropriate level of service.

Next Steps

Council provides direction to administration, which will continue drafting the Bylaw accordingly, obtain legal review prior to first reading, and return the Bylaw to a future Regular Council Meeting for first reading.

Draft Resolution

That Council direct administration to amend the draft Council Procedural Bylaw, Amendment #2, in accordance with the direction provided at this meeting, obtain legal review, and return the Bylaw to a future Regular Council Meeting for first reading.

Prepared by

David Fairbank
Chief Administrative Officer

VILLAGE OF HAINES JUNCTION

Bylaw #352-19

A Bylaw to Create Rules Governing Council Meeting Procedure

(Showing proposed Amendment #2 as tracked changes)

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 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, 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 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 Committees – any Committee, Boards or Commissions defined in this Bylaw.

4.2 Individual – any person attending a meeting who is not a Council member.

4.3 Meeting – a meeting which this Procedural Bylaw applies to.

4.4 Member – the Mayor or a Council member.

4.5 Presiding Officer – the Member, ordinarily the Mayor, who chairs the meeting.

4.6 Public Hearing or Public Input Session – a time defined in this Bylaw which enables Individuals to provide comment to Council on an Agenda Item.

4.7 Rules – the rules defined in this Bylaw and Robert's Rules of Order Newly Revised.

5. Establishment of Committees, Boards or Commissions

5.1 Pursuant to Yukon Municipal Act Section 190(1) Council, by this bylaw, establishes the following Council Committees:

5.1.1 Audit Committee – the composition of this Committee is Mayor and Council. The mandate of this Committee is to annually meet with the Auditors to discuss the Auditors' findings and have the auditor address any questions or concerns of the Committee Members. The Committee will report back to Council on any resolution that the Committee has adopted and on any reports or recommendations that the Committee may have or possess.

5.1.2 Council Committee – the composition of this Committee is Mayor and Council. The mandate of the Committee is to discuss items of interest to the municipality. The Committee will report back to Council on any resolution that the Committee has adopted and on any reports or recommendations that the Committee may have or possess.

5.2 Pursuant to Yukon Municipal Act Section 191(1) Council may establish committees, boards, and commissions either by bylaw or resolution.

5.2.1 Council will by resolution or bylaw, create the terms of reference for each committee, board and commission established.

5.2.2 The terms of reference will include:

5.2.2.1. The appointment and composition of members;

5.2.2.2. the term;

5.2.2.3. the mandate; and,

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

5.3 The Mayor or his designate is ex-officio a member of all committees, boards or commissions which Council has established and, the Mayor or his designate, when in attendance, possesses all the rights, privileges, and duties of the other members, whether elected or appointed.

5.4 Councillors, who are not members of the committee, board or commission, may with the prior consent of the committee, attend meetings of the committee, board or commission and take part in the discussion, but shall not be permitted to vote.

5.5 No committee, board or commission or member of a committee board or commission shall enter into a contract or incur or authorize any debt or expenditure on behalf of the municipality.

5.6 No committee, board or commission will act in any manner that would suggest to a reasonable person that the committee or committee member is acting on behalf of the municipality.

5.7 No member of a committee, board or commission will act in any manner that would suggest to a reasonable person that the member of the committee, board or commission is acting on behalf of the municipality.

5.8 If, in the opinion of Council, a committee, board or committee has contravened Section 5, Council may by Bylaw, dissolve the committee, board or commission.

5.9 If, in the opinion of Council, an individual has contravened Section 5, Council by resolution may remove the individual from the committee, board or commission and then may 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 is completed;

6.1.3 Act impartially and with integrity; and,

6.1.4 Make decisions in the best interest of the community, 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 names 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 and fourth Wednesday of each month.

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

8.3 Council may pass a motion to extend a meeting time by one (1) hour.

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 by inclusion on the Village of Haines Junction's website at least five (5) days prior to the meeting by:

9.1.1 Posting on the Village of Haines Junction website;

9.1.2 Posting on the Village's social media accounts and to local community Facebook groups serving the Village of Haines Junction;

9.1.3 Distribution via Voyent Alert;

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

9.1.5 Posting at the Village office bulletin board.

~~9.2 The Chief Administrative Officer may, at his discretion, provide public notice of Council and Committee, Board, and Commission meetings on local bulletin boards, social media, in local newspapers or other media sources.~~

9.3 Public notice shall include: Date; Time; Agenda, and Location of meeting.

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

9.5 Agenda items and materials for inclusion for regular Council meetings must be submitted to the CAO by noon at least six calendar days before the meeting date.

9.6 No later than noon, five calendar days before a meeting date, the CAO must make the Council Agenda available:

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

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

9.7 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 member must provide notice, including telephone number or other contact information prior to 3:00 pm the day of the meeting.~~

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.

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 Acting impartially and ensuring fair meeting participation;
- 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 shall:

- 13.2.1.1 Remain quiet when another individual or member is speaking;
- 13.2.1.2 Not use electronic devices in the meeting except as aides to hearing, seeing, safety or emergency monitoring and for referencing information germane to the discussion on hand;
- 13.2.1.3 Not make physical gestures towards any person, staff member or member of Council;
- 13.2.1.4 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:
 - 13.2.1.4.1 When wishing to speak shall raise their hand, and be recognized by the Presiding Officer before beginning to speak;
 - 13.2.1.4.2 When raising points or questions on an issue under discussion, raise only one point or question at a time; and, the Chair may direct the order of other members or individuals attending before returning to any one member or individual attending;
- 13.2.1.5 Not speak on matters other than the matter on the floor;
- 13.2.1.6 Not interrupt except on a point of order or question of privilege;
- 13.2.1.7 Not shout or immoderately raise their voice or use offensive, vulgar or profane language;
- 13.2.1.8 Not applaud, cheer, boo, or otherwise demonstrate approval or disapproval in a manner that disrupts the meeting.

13.2.1.9 Not make personal comments, allegations, or question motives or the integrity about/of any person, staff member or member of Council, which a reasonable person would believe, directly or indirectly reflects on the public conduct or private character of any person.

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

13.3 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.

13.4 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.

13.4.1 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.

13.5 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 Bylaw or Policy or strategic questions, operational questions may be referred to staff during office hours. A notice of motion may be raised concerning the delegation following the process outlined in section 16.15 Council Reports and Notice of Motion.

14.2 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~~ five (5) business days prior to the meeting. For a Regular Council meeting on Wednesday, the cutoff to provide notice and supply materials is 11:00 am on the proceeding Friday.

14.3 Persons or delegations are requested to provide any information materials by 11:00 am, five (5) business days before the meeting ~~the second last business day~~ so that the documents may be included in the Agenda Package.

14.4 Persons or delegations 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 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 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.

14.8 Council will only hear up to a maximum of three 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 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 pm on the business day immediately preceding the meeting (typically Tuesday).

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 written materials (written 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).

14.14 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 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 pm (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, he 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 fax and e-mail will be accepted at the office of the designated municipal officer to 12:00 noon of the day set for no later than 11:00 am 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 inspection 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 sections will be:

16.2 Call to Order

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

16.4 Acknowledgement of Champagne and Aishihik First Nations Traditional Territory

16.5 Adoption of the Agenda

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

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

16.5.3 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.

16.5.4 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.

16.6 Declaration of Pecuniary Interest

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

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 Council's intent at the time of the meeting.

16.7.3 Typographical, spelling, grammatical, and minor semantic corrections should 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 Proclamations

16.8.1 If deemed appropriate Council will issue any proclamation. Council does not make or adopt proclamations that do not relate to Haines Junction municipal affairs at the discretion of Council.

16.9 Delegations

16.9.1 Delegations will ordinarily be given five (5) minutes to present. A maximum of three delegations will be allowed at any meeting.

16.9.2 Agenda-Response Delegations registered under section 14.10 are heard at the appropriate place in the agenda, prior to Council's deliberation of the related agenda item, rather than during this section.

16.10 Public Hearings and Public Input Sessions

16.10.1 See specific section in procedural bylaw.

16.11 Unfinished Business

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

16.12 New Business

16.12.1 Agenda items that are new to the agenda.

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

16.13 Bylaws – Reports, Readings and Adoption

16.13.1 The Bylaw and their corresponding reports regarding the bylaw will be placed here.

16.14 Correspondence

16.14.1 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.

16.15 Council Reports and Notice of Motions

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

16.15.2 A Notice of Motion is a verbal or written statement of intent by a Member to place an issue or motion a proposed motion on a subsequent agenda for Council deliberation.

16.15.3 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.

16.16 Questions from the Public

16.16.1 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.

16.16.2 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.

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

16.16.4 The time allotted for Questions from the Public will not exceed ten five (5) minutes per resident and must not exceed fifteen (15) minutes in total.

16.17 Motion to Close Meeting to the Public

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

16.18 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 ~~S2-13~~ Section 213 of the Yukon Municipal Act do not require minutes.

17.3 Minutes will be recorded in a manner which provides the context of the decision (commonly known as Anecdotal Minutes), only record the motions and resolutions considered by Council the result of the vote. The names of movers and seconders will not be recorded nor will the names of Council members who engage in discussion on a topic.

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

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

17.6 As Council does not make decisions or pass Motions in Committee Meetings, the minutes from Council Committee Meetings will be recorded in bullet point form.

17.7 The audio recording of Regular Council meetings will be posted to the Village website ordinarily within five (5) business days of the meeting. Minutes of Committee Meetings are not posted online.

18. Voting

18.1 Councils make decisions by voting on motions.

18.2 Both 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 Ideally the Presiding Officer votes last as to not influence the votes of Council Members.

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

In crafting motions, members shall make every effort to ensure that each motion provides clear and complete direction for administrative action.

19.1.1 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, Call for Orders of the Day.

19.1.2 Before a motion is offered, care should be taken by all members that each member has several opportunities to express their opinion on the issue at hand.

19.1.3 Depending on the complexity of the issue, it may be reasonable that five (5) to ten (10) minutes of discussion can be expected.

19.1.4 Members should ensure they are not repeating themselves but are bringing forward new information or ideas that are relevant to the discussion each time they speak.

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 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 should take care to phrase the motion in the positive. For example: I move that only non-alcoholic beverages be served at the open house as opposed to I move that no alcoholic beverages be served at the open house.

19.3.2 If Council does not wish to take action, no motion is required to indicate this. For example: if someone requests an in-kind donation, a member need only make a motion if they agree to the request. If no member agrees to second the motion, then no motion needs to be made and the Presiding Officer can bring forward the next item on the agenda. Alternatively, a member may wish to make a motion to receive and file the request.

19.3.3 If you want to prevent someone from doing something, phrase the motion so that the individual must do something before doing what they want to do.

19.3.4 For example, if Council does not want Joe Smith to do any work on their house, do not phrase the motion as:

19.3.4.1. That Joe Smith be advised that he may no longer do any work on his house,

19.3.5 Instead phrase the motion as:

19.3.5.1. That Joe Smith be advised that he must receive approval by the CAO before continuing to work on his house.

20. Common Motions

21. Excused from Voting

21.1 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).

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

22. Motion to Extend Debate

22.1 This motion is used to extend the time at which the meeting is normally ended by a defined period of time, at or before 9:30 pm, pursuant to the Procedural Bylaw.

23. Motion to Postpone

23.1 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.

24. Motion to Postpone Indefinitely

24.1 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.

25. Motion to Amend a Motion

25.1 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.

25.2 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.

26. Motion to Split a Motion

26.1 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.

27. Motion to Refer

27.1 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.

28. Motion to Reconsider

28.1 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.

28.2 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.

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

29. Motion to Recess

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

30. Motion to Suspend the Rules

30.1 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.

31. Motion to Call the Question

31.1 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 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.

32. Motion to Rescind

32.1 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.

33. Motion to Receive and File

33.1 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.

34. Motion to Adjourn

34.1 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.

35. Motion to Close Meeting to the Public

35.1 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:

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

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

35.1.3 Personal information or personnel information;

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

35.1.5 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;

35.1.6 The conduct of existing or anticipated legal proceedings;

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

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

35.1.9 The security of documents or premises.

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

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

36. Appealing a Presiding Officer Decision

36.1 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.

36.2 The appeal motion needs to be seconded.

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

36.4 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.

36.5 Each member present must vote on the motion.

36.6 The result of the vote is binding.

37. Question of Privilege

37.1 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: ventilation, temperature, noise, or the introduction of a confidential subject in the presence of guests.

37.2 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.

38. Points of Order

38.1 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:

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

38.1.2 The motion does not need to be seconded;

38.1.3 The motion is not debatable and cannot be amended.

38.1.4 The decision to accept or reject the motion is decided by the Presiding Officer.

38.1.5 The motion cannot be reconsidered.

38.1.6 When a Point of Order is called, all discussion shall cease until the Point of Order has been decided.

38.1.7 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.

39. Call for Orders of the Day

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

39.2 The motion does not need to be seconded.

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

39.4 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 vote approves the Presiding Officer's motion, then the Call for Orders of the Day is defeated.

40. Bylaws

40.1 Proposing Bylaws

40.1.1 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.

40.2 Readings and Adoption of Bylaws

40.2.1 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.

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

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

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

40.3 Reconsideration of Bylaws

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

41. Pecuniary Interest

41.1 Council Members will, ideally, identify their pecuniary interest at the beginning of a meeting.

41.2 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.

See paragraphs 193.01(2) and 193.01(3) for additional information.

41.3 Council members must identify their pecuniary interest prior to the issue being discussed and then withdraw from the meeting, subject to Municipal Act paragraphs 193.1(1) and 193.02(2).

42. Council Role and Governance

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

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

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

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

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

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

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

42.1.7 Preserving and protecting the integrity of the elected office.

42.2 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).

42.3 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.

43. 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:

43.1 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 16.15 of this Bylaw.

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

43.2.1 Refer the member to the information request process in section 44.4 of this Bylaw;

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

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

44. Information and Communications Between Council and Administration

44.1 Affirmative Duty to Inform Council

44.1.1 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.

44.1.2 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 Village.

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

44.2 Equal Information principle

44.2.1 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.

44.2.2 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.

44.3 Routine Reporting to Council

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

44.3.1.1 Budget variance report - semi-annually;

44.3.1.2 Capital projects status report - semi-annually;

44.3.1.3 Legal services and expenditure summary - annually;

44.3.1.4 Strategic plan progress report - annually;

44.3.1.5 Human resources summary report - annually;

44.3.1.6 Other reports as Council may direct by resolution.

44.4.1.7 Accounts Payable listing – At each Council Meeting.

44.3.2 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.

44.3.3 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.

44.3.4 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.

44.4 Information Requests by Members of Council

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

44.4.2 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.

44.4.3 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.

44.4.4 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.

44.5 Notices of Motion and Council Direction

44.5.1 A Notice of Motion under section 16.15 places a proposed motion on a future agenda. Where such a motion is brought forward and adopted by Council, administration shall prepare a Request to Council for the matter to be acted upon, unless the motion itself concludes the matter or directs another course.

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

45. Electronic Communications Between Council Members and Between Council and Administration

45.1 Application

45.1.1 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 Village business.

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

45.2 Channels of Record

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

45.2.2 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.

45.3 No Decisions by Electronic Communication

45.3.1 Council decisions are made at duly convened meetings. No resolution, motion, or other formal decision of Council shall be made by electronic communication.

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

45.4 Chief Administrative Officer's Consultation on Operational Matters

45.4.1 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.

45.5 Council Reports on Inter-meeting Communications

45.5.1 Any member of Council may, under Council Reports (section 16.15), raise for Council's discussion any matter arising from communications under sections 45.4 where the member considers Council deliberation or public discussion warranted.

45.6 Records

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

Repealed Bylaws

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

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



**Village of Haines Junction
Report to Council**

July 22nd, 2026

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

RE: Lot Amalgamation Request – Lots 19 and 20, Block 7 (Preliminary Report)

Recommendation

That Council recommend to the Government of Yukon that the amalgamation of Lot 19 and Lot 20, Block 7, Haines Junction (Plan 19794) into a single parcel be approved, conditional on confirmation that both lots are held in common ownership.

Background

The Village has received an application to amalgamate Lot 19 and Lot 20, Block 7, Haines Junction, Plan 19794, into a single parcel of approximately 730 m², shown on the preliminary plan as Lot 24, Block 7.

Under the Subdivision Regulations, the Government of Yukon (YG) is the subdivision approving authority, the Village's role is to review such applications and provide a recommendation to YG. YG's subdivision authority includes subdivision (splitting a lot), amalgamation (combining lots) and the redrawing of existing lot boundaries (shifting the boundary between lots).

Lot 19 is zoned Commercial Mixed X (CMx) and Lot 20 is Zoned Tourist Commercial (CT). Lot 19 is privately owned and contains an existing dwelling. Under the CMx zone, that dwelling is treated as a permitted principal residential use rather than a non-conforming one.

Lot 20 does not meet the minimum lot size for the CT, CM, or R-1 zones and cannot be developed on its own. The owner of Lot 19 is in the process of making arrangements with YG to acquire Lot 20.

Current Status

This is a preliminary report. Title to Lot 20 has not yet been confirmed, and the survey plan provided by the applicant is marked preliminary and has not been signed or registered.

The report is brought forward now so that Council's recommendation can be forwarded to YG should title of lot 20 be transferred to the applicant. Administration recommends that Council's recommendation be made conditional on confirmation that both lots are held in common

ownership. If the applicant's arrangement with YG does not proceed, the application does not proceed.

Discussion/Analysis

The central question is whether the amalgamation reduces the Village's supply of developable land. Lot 20 cannot be developed independently under the Zoning Bylaw, so it does not currently represent a developable parcel. Following amalgamation there would be one developable parcel, as there is today.

The combined Lot would not support an additional dwelling unit, such as a carriage home due to the CMx Zoning. Residential development capacity on the site is therefore unchanged. The combined area would, however, be sufficient to accommodate some commercial use consistent with the CMx zone. The amalgamation modestly increases the useful capacity of the land rather than reducing it and may put a parcel that is presently unusable to productive use.

Any future development on the amalgamated lot would remain subject to a development permit and to full compliance with the Zoning Bylaw.

Asset Management Impact

Any increase in property taxation revenue is expected to be minor, and assessment of the combined parcel is set by YG.

Alternatives Considered

Option 1: Recommend approval to YG, conditional on confirmation of common ownership (recommended). Allows the application to proceed on its planning merits while protecting the Village from recommending an application that may not be capable of completion.

Option 2: Defer any recommendation until title to Lot 20 is confirmed. Resolves the ownership question first, but delays the application without changing the planning merits, which are unaffected by the timing of the title transfer.

Option 3: Recommend refusal. Not recommended. Administration has identified no planning grounds on which to oppose the application.

Alignment with Strategic Priorities

Assessing the application on consistent and defensible criteria, pending completion of the Subdivision Policy, is consistent with Sound and Open Governance and provides a consistent level of service to residents.

Next Steps

- Administration will forward the application to YG with the Village's recommendation of approval, conditional on confirmation of common ownership of the Lots.

Draft Resolution

THAT Council recommend to the Government of Yukon that the amalgamation of Lot 19 and Lot 20, Block 7, Haines Junction, Plan 19794, into a single parcel be approved, conditional on confirmation that both lots are held in common ownership by the applicant.

Prepared by
David Fairbank
Chief Administrative Officer

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

Read a first time this __th day of _____, 2026.

Read a Second time, this __th day of _____, 2026.

Read a Third time and adopted this __th day of _____, 2026.

Amended by Bylaw #368-20.

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

Mayor

Chief Administrative Officer

CERTIFICATE OF TITLE

Yukon • Canada



FEE SIMPLE

Yukon Land Registration District • Land Titles Office

Title #: 100104590
Title Status: Active
Parcel Value: \$50,000.00
Title Value: \$50,000.00
Last Title Transfer Value: \$50,000.00
Converted Title #: 2014Y1118
Previous Title #: 100075126
Title Creation Packet: 100119574

As of: 28 Jun 2026 13:09:35.000
Last Amendment Date: 08 Feb 2021 14:49:29.113
Issued: 02 Feb 2021 15:50:00.000
Community: Haines Junction
CLSR #: 41519
Grant #: 20786
Parcel Type: Surface Parcel
Parcel Class: Unknown

This is to certify that

[REDACTED]

are the registered owners, as joint tenants, of an estate in fee simple in

Legal Land Description:

Parcel #100049295; or
Lot 19 Block 7, Haines Junction, YT, Plan No. 19794

Subject to the encumbrances, liens and interests notified by memorandum underwritten or endorsed hereon, or which may hereafter be made in the Register.

Mailing Address:

Owner Name:

[REDACTED]
Client #: 100115075

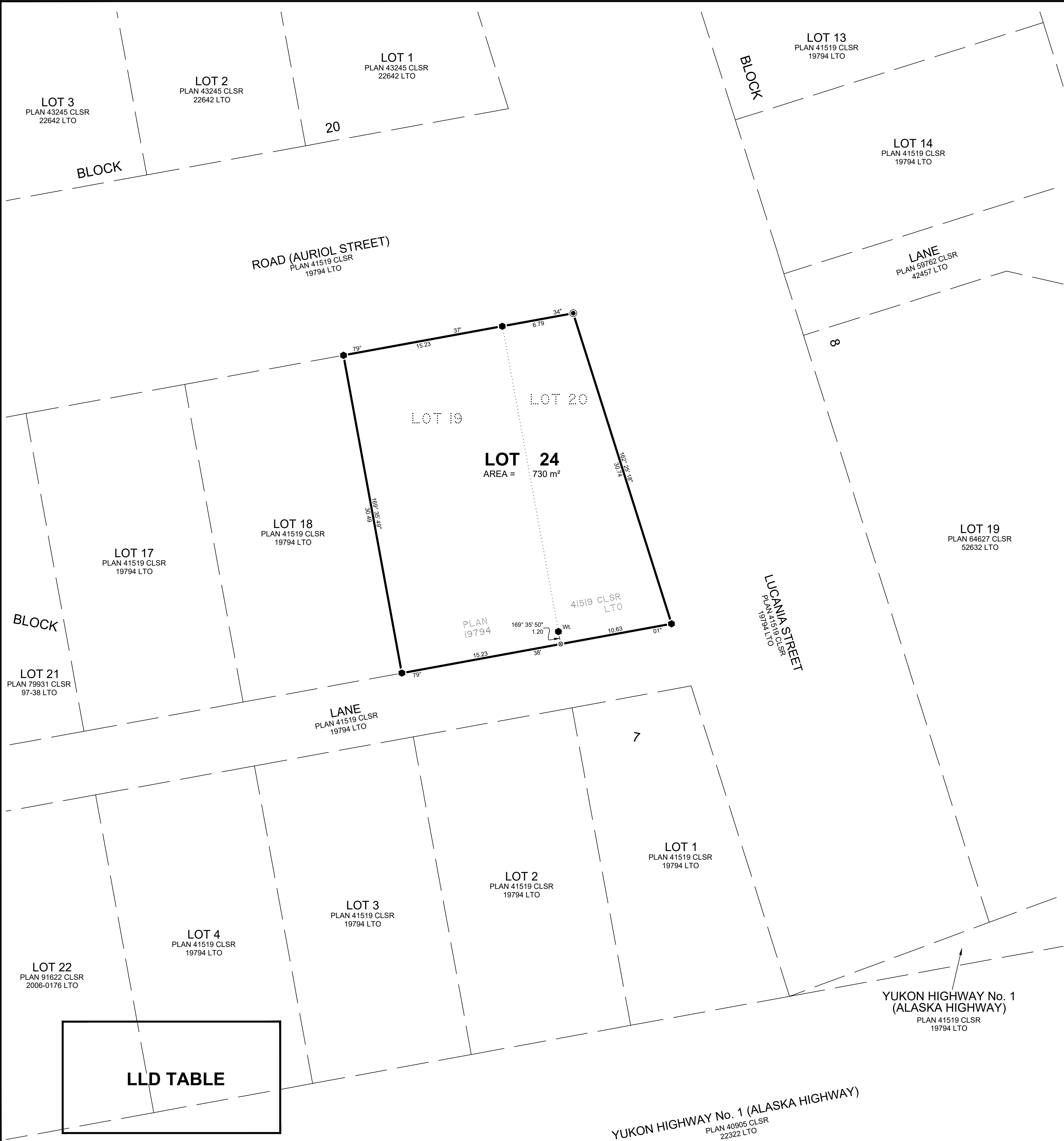
[REDACTED]
Client #: 100117178

Address:

[REDACTED]

[REDACTED]

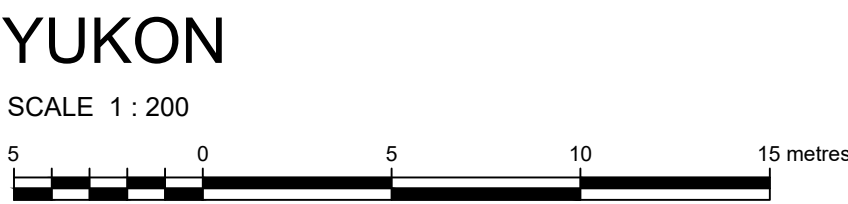
Registrar's Notes:



LLD TABLE

YUKON LTO PLAN NO.
000000000

COMPILED PLAN OF
LOT 24, BLOCK 7, HAINES JUNCTION
(COMPRISED OF LOTS 19 AND 20, BLOCK 7, HAINES JUNCTION)
YUKON LAND TITLE REGISTRY GENERATED LEGAL LAND DESIGNATORS ARE SHOWN IN THE CORRELATION TABLE.



THE PLOT SIZE THAT WILL PROVIDE TRUE SCALE AND OPTIMUM READABILITY FOR THIS PLAN IS 609 mm X 800 mm.
PLAN PREPARED ON _____, 2026 BY MASON GRAY, CLS.
THIS PLAN WAS COMPILED FROM PLAN 112320 CLSR, SURVEYED BY CURTIS BLACKWOOD, CLS. IN 2023.

- LEGEND
- BEARINGS ARE UTM GRID, COPIED FROM PLAN 112320 CLSR, AND ACCORDING TO THAT PLAN ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 8 (135° WEST LONGITUDE).
- THIS PLAN SHOWS HORIZONTAL GROUND LEVEL DISTANCES IN METRES AND DECIMALS THEREOF. TO COMPUTE GRID DISTANCES, MULTIPLY GROUND LEVEL DISTANCES BY THE AVERAGE COMBINED SCALE FACTOR OF 0.999734.
- COPIED CLS STANDARD POST FOUND SHOWN THUS
- COPIED CLS '77 POST FOUND SHOWN THUS
- COPIED CALCULATED POSITION SHOWN THUS
- LANDS DEALT WITH BY THIS PLAN BOUNDED THUS
- COPIED TIES SHOWN THUS

THE BOUNDARY INFORMATION ON THIS PLAN HAS BEEN COMPILED FROM INFORMATION AS NOTED, AND NO NEW FIELD WORK WAS PERFORMED TO VERIFY THE MONUMENTS, MEASUREMENTS, OR POTENTIAL BOUNDARY ENCROACHMENTS.

COPIED BEARINGS HAVE NOT BEEN ROTATED.

PRELIMINARY



Dakwàkàda Nda Dän Kù Haines Junction Health Centre

NEWS

Summer 2026

SUMMER IN MOUNTAIN COUNTRY

Taking basic precautions can ensure you maximize your time in the summer sun and stay out of the ER. Wearing a helmet while biking or quadding and a lifejacket during water sports could save your life! Carry a basic first aid kit with you on any outdoor pursuits to ensure minor injuries can be dealt with quickly. Covering up or wearing sunscreen is essential to avoid sunburn in the north! A little prevention can go a long way!

MENTAL HEALTH SUPPORT

Mental health and substance use supports are available, free of charge, for all individuals in the community. Daily appointments are available for one-on-one support. In Haines Junction, phone 1-867-334-5688 to schedule a phone appointment. No previous connection with local mental health support is necessary. You can refer yourself any time. For urgent mental health support, call 988.

COMMUNITY HEALTH CARE ACCESS

- Please have your health care card ready when presenting to the Health Centre for medical assistance.
- Non-Canadian residents are required to pay for services up front. The fee is \$828.
- Canadians from outside Yukon must provide a valid health care card. The fee to be seen at the health centre for Canadians without a card is \$414.
- Remember – if you need urgent medical assistance, you will not be denied care but will be billed afterward.

HOURS OF OPERATION

Monday to Friday:
8:00 am to 4:30 pm

FOR **EMERGENCIES** AFTER HOURS
Please call 867-634-4444 or 911

APPOINTMENTS

Appointments are available daily.
Please call 867-634-4444

NURSE APPOINTMENTS

Monday, Tuesday, Thursday, and Friday:
8:30 am to 11:30 am

Monday, Tuesday, Wednesday, and Friday: 1:00 pm to 4:00 pm

LAB HOURS

Tuesday: 1:00 pm to 4:00 pm
Wednesday: 8:30 am to 11:30 am

ADMINISTRATION TIME

Thursday: 1 pm to 3 pm
*Open for emergencies 24/7

DOCTOR SERVICES

Call 867-634-3838 to inquire about medical travel or to book an appointment with Dr. Froud.



Minister's Office
PO Box 2703, Whitehorse, Yukon Y1A 2C6

July 2, 2026

Mayor Diane Strand
Village of Haines Junction

dstrand@hainesjunction.ca

Dear Mayor Strand

The Government of Yukon has identified territorial firearms legislation as a priority mandate item. As a stakeholder with an interest in this matter, we are reaching out to seek your insight and consideration.

This mandate priority has emerged as a response to recent federal initiatives culminating in the Assault-Style Firearms Compensation Program (ASFCP). The Government of Yukon has consistently and publicly stated its opposition to the ASFCP and confirmed no territorial police resources will be used by the federal government to collect firearms from lawful Yukon owners.

Additionally, I have written the federal Minister of Public Safety proposing reasonable alternatives including extending the amnesty period, exempting the three territories, and revising the prohibited firearms list following meaningful consultation with northern jurisdictions. The amnesty period has been extended, but none of our other proposals have been supported by the federal government.

In developing legislation on this topic, there are some jurisdictional constraints. The legislation and regulation of firearms fall under federal jurisdiction governed by the *Criminal Code of Canada* and the federal *Firearms Act*. This is underscored by the conflicts of law clause in the *Yukon Act* (section 26) which stipulates that when in conflict, federal law prevails over territorial law. The territory does have capacity to add legislation and regulation and to communicate Yukoners' perspectives across jurisdictions.

The firearms legislation we are engaging on with Yukoners will allow us to explore the creation of a new firearms advocate position for Yukoners. The advocate could work on behalf of Yukon firearm owners and the Yukon firearm community and be mandated to provide advice to the Minister of Justice about the issues and priorities they hear from Yukoners. The advocate could also support firearms training, education and safety in the territory.

Your input is valuable and I invite your organization to provide feedback on this matter related to your areas of expertise. Please provide any input, concerns or perspective by email to the Department of Justice at firearms.act@yukon.ca by August 7, 2026.

We are interested in any feedback you have, including on the following questions:

- What benefits would you like to see a territorial firearms advocate offer?
- What additional firearms education, training, and safety initiatives may be of benefit? Are there specific programs that should be further explored in the Yukon?
- Are there additional measures that would support Yukon communities and legal gun owners?

Thank you for taking the time to consider this important matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Laura Lang', with a stylized, cursive script.

Hon. Laura Lang

Minister of Justice and Attorney General

Minister responsible for the French Language Services Directorate

Minister responsible for the Women and Gender Equity Directorate

Minister responsible for the Worker's Safety and Compensation Board