



**Village of Haines Junction  
July 10, 2024  
Regular Council Meeting 7:00 p.m.**

*This meeting will be held in Council Chambers. Attendance at this meeting is also available through Zoom web or teleconferencing (see below for instructions).*

**AGENDA**

- 1. Call to Order**
- 2. Acknowledgement of Champagne and Aishihik First Nations Traditional Territory**
- 3. Adoption of Agenda**
- 4. Declaration of Pecuniary Interest**
- 5. Adoption of Minutes of Regular and Special Council Meetings**
  - a. Draft Committee of the Whole Meeting Minutes June 26, 2024
  - b. Draft Regular Council Meeting Minutes June 26, 2024
- 6. Proclamations**
- 7. Delegations**
  - a. Klassen Enterprises Home Solutions
  - b. Julie Bauer re: Swallows
- 8. Public Hearings and Public Input Sessions**
- 9. Old Business**
  - a. RTC Housing Accelerator Fund (HAF) Project Update
- 10. New Business**
  - a. Accounts Payable to July 10, 2024
  - b. RTC Follow up on June 26, 2024 CoW – Council Priorities
  - c. RTC Dhäl Gähy (Mountain Ridge) Street Names
  - d. RTC Tree planting funding opportunity
  - e. RTC Comparison of Council Remuneration in Yukon Communities
  - f. RTC 2024 Municipal Election
  - g. RTC Reposting Survey Posts on Shakwak Street
- 11. Bylaws – Reports, Readings and Adoption**
  - a. Bylaw #413-24 2024 Municipal Election Bylaw – First Reading
- 12. Correspondence**
  - a. Letter from Jane Weeks re Swallows
- 13. Council Reports**
- 14. Questions from the Public**
- 15. Motion to Close Meeting to the Public**
- 16. Adjournment**

**The next Regular Council Meeting will take place at 7:00 p.m. on July 24, 2024 in Council Chambers and via Zoom.**

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

## Join Zoom Meeting

<https://us02web.zoom.us/j/8676347100>

Meeting ID: 867 634 7100

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One tap mobile

+17806660144,,8676347100# Canada

+12042727920,,8676347100# Canada

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Dial by your location

• +1 780 666 0144 Canada

• +1 204 272 7920 Canada

• +1 438 809 7799 Canada

• +1 587 328 1099 Canada

• +1 647 374 4685 Canada

• +1 647 558 0588 Canada

• +1 778 907 2071 Canada

Meeting ID: 867 634 7100

Find your local number: <https://us02web.zoom.us/u/kbq7uk0jkn>

*Please call the Village Office (634-7100) during regular office hours for assistance in joining via zoom.*



# Village of Haines Junction Delegation Request

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

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

Requested Council Meeting Date: \_\_\_\_\_

Individual, Group or Association: \_\_\_\_\_

Representative(s) of the Above: \_\_\_\_\_

\_\_\_\_\_

Main Spokesperson: \_\_\_\_\_

Topic(s): \_\_\_\_\_

\_\_\_\_\_

Written Materials Submitted (if applicable): \_\_\_\_\_

\_\_\_\_\_

Projector or Other Electronic Support Required: \_\_\_\_\_

Request Made By: \_\_\_\_\_ Date: \_\_\_\_\_



# Yukon Housing Proposal

## Municipality of Haines Junction

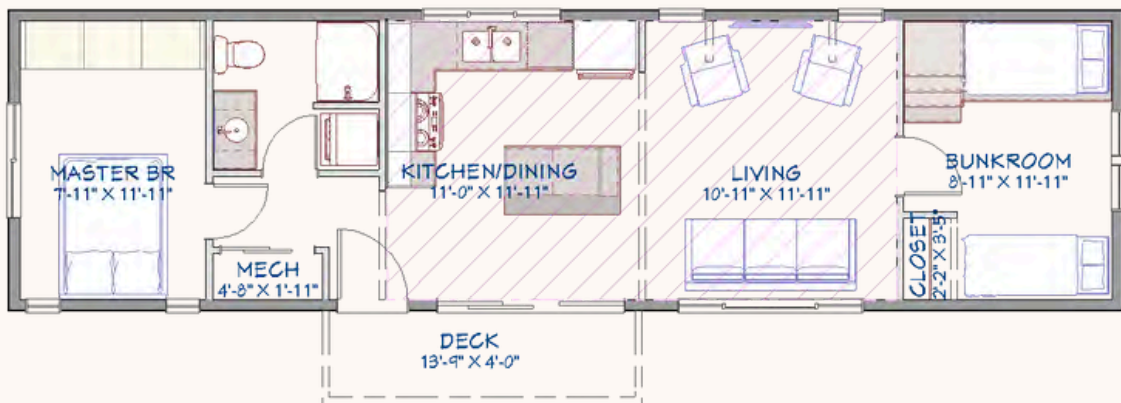
With a rich history of excellence and a reputation for top-notch workmanship, we stand as one of the leading builders in the industry. We are dedicated to crafting exceptional homes that are tailored to meet your unique lifestyle needs.





# The DIXON

- 2 Bedrooms
- 1 Bathroom
- 624 square feet
- \$375,000

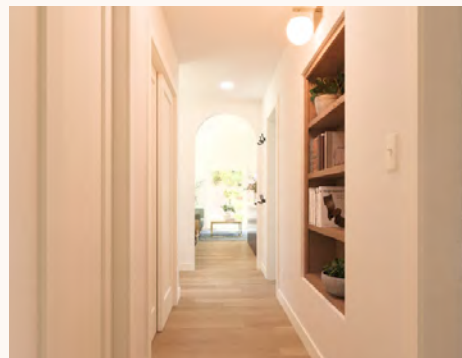




# The

# DENVER

- 2 Bedrooms
- 1 Bathroom
- 705 square feet
- \$410,000

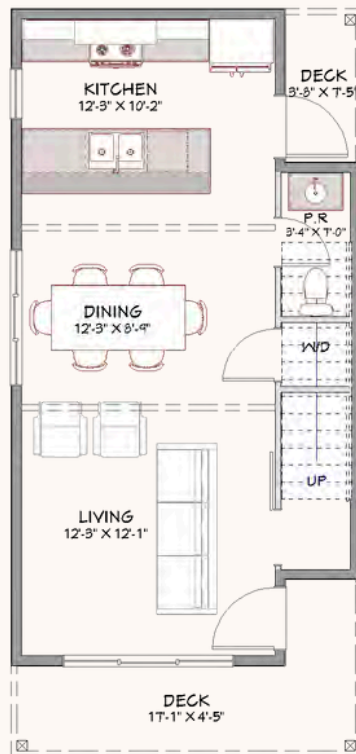
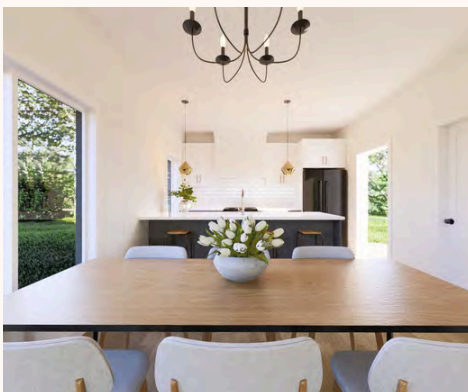




# The

# NEWPORT

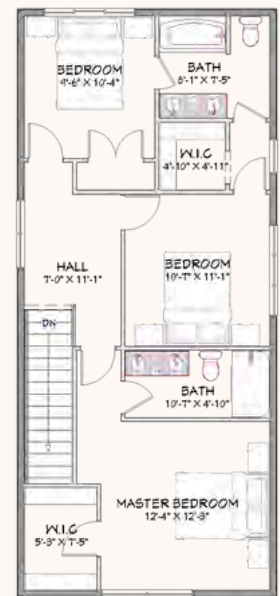
- 2 Bedrooms
- 1.5 Bathrooms
- 940 square feet
- \$460,000



# The

# PALMER

- 3 Bedrooms
- 2.5 Bathrooms
- 1582 square feet
- \$553,000





# *the* SPEC SHEET

<b>FOR ALL MODELS</b>
TIN ROOF
HARDI BOARD SIDING
TRIPLE PANE WINDOWS
R VALUES FOR ZONE 8 REQUIREMENTS
INSULATED CRAWLSPACE
HEAT RECOVERY VENTILATION (HRV)
HIGH EFFICIENCY FURNACE
ELECTRIC HOT WATER TANK
FINISHES SIMILAR TO RENDERINGS



# Village of Haines Junction Delegation Request

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- 15.8. If a Member asks the delegation a question of clarification, the delegation may answer the question.
- 15.9. A general discussion or dialogue shall not take place unless Council adopts a resolution to suspend the rules.

Requested Council Meeting Date: July 10/ 2024

Individual, Group or Association: Individual, concerned community

Representative(s) of the Above: Julie Bauer

Main Spokesperson: Julie Bauer

Topic(s): Cliff swallow use of the Convention Center, discussion re solution

Written Materials Submitted (if applicable): Previous submitted letter June 26 council

Projector or Other Electronic Support Required: No

Request Made By: Julie Bauer Date: 2 July 2024



**Village of Haines Junction  
Report to Council**

**July 10, 2024**

Council Decision  
 Council Direction  
 Council Information  
 Closed Meeting

**RE: HAF Project Update**

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### **Recommendation**

Administration recommends the following:

- The policy for the New Dwelling Construction Grant Program for Young Residents be approved, noting up to 10 grants of \$25,000 per dwelling unit will be awarded to eligible projects, per the maximum unit sizes in this RTC, and funding approval from the lender will be a requirement for funding to be awarded.
- The Communications plan for the HAF project be approved as drafted.

### **Background**

During the in-camera session of the June 17, 2024 Special Council Meeting an update on the HAF program and initiatives was presented to Council. Council provided direction to administration to move forward with work on the 5 initiatives and to develop a communications plan for the program.

### **Current Status**

Work on the HAF program has continued to progress since the June 17, 2024 Special Council Meeting.

### **Discussion/Analysis**

We have four updates to share:

1. Initiatives #1 Zoning Bylaw Review to Remove Barriers to Missing Middle Housing & Promote Higher Density Residential Development & #5 Promote Higher Density Residential Development & Commercial Mixed-use Opportunities
  - Elevator Yukon is completing a review of the proposed zoning bylaw to ensure that barriers to missing middle housing, higher density residential and commercial mixed-use development have been removed.
2. Initiative #3 New Dwelling Construction Grant Program for Young Residents
  - Grant policies from other Yukon municipalities have been reviewed
  - Elevator Yukon was provided with comments and direction to develop a grant policy for the New Dwelling Construction Grant Program for Young Residents



- Draft policy is attached to this report
- Council direction needed for
  - Grant amount – suggested \$25,000 per dwelling unit, up to 10 grants to be awarded
  - Eligibility criteria
    - maximum unit size – suggested maximum 84 m<sup>2</sup> (904.17 ft<sup>2</sup>) GFA for bachelor or 1-bedroom, 120 m<sup>2</sup> (1291.67 ft<sup>2</sup>) GFA for 2-bedroom dwelling units
    - design guidelines – should guidelines be included in the eligibility criteria?
  - Application Guidelines – should funding approval from lender be included in application package?

### 3. Communications plan

- Elevator Yukon completed a communications plan for the HAF program
  - Includes key messages, communications methods, roles and responsibilities and an assessment of the environment and target audience
- Draft communications plan attached to this report

### 4. Affordable Housing

- Call for Expressions of Interest posted on June 26, 2024 and emailed to contractor community
- EOIs to be returned by July 31, 2024, VHJ review and response by August 9, 2024

### **Next Steps**

Once the policy is approved by Council, the application form and other documentation can be developed. Applications could be accepted in late Summer with the lottery process taking place in Fall 2024.

### **Draft Resolution**

THAT Council approves both the policy for the New Dwelling Construction Grant Program for Young Residents and the HAF Communications Plan, noting the following:

- Up to 10 grants of \$25,000 per dwelling unit will be awarded to eligible projects, per the maximum unit sizes in this RTC.
- A funding approval from the lender will be a requirement for funding to be awarded under this program.

Prepared by

Lianna Grice  
Project and Asset Manager

Reviewed by

Aynslie Ogden  
A/Chief Administrative Officer



# VILLAGE OF HAINES JUNCTION

## New Dwelling Construction Grant for Young Residents Policy Policy # XX-24

### 1 Purpose

The Village of Haines Junction recognizes that financial barriers to home ownership exist, particularly for young residents. The New Dwelling Construction Grant for Young Residents program will assist young Haines Junction residents 35 years old and under with offsetting the cost of building a new primary dwelling in the Community. This program will increase housing supply and improve affordability for young people in our community.

### 2 Policy Statement

The New Dwelling Construction Grant for Young Residents program aims to assist young residents with construction of a new primary dwelling unit within the Village of Haines Junction by providing financial assistance for eligible projects. The goal of this policy is to support housing development while increasing affordability for young residents and targeting the development of smaller dwelling units. This policy outlines the criteria, incentives and guidelines for accessing this grant funding.

### 3 Definitions

- 3.1 **Development Grant:** Financial assistance provided by the Village of Haines Junction to support young residents in the construction of new single family dwelling units.
- 3.2 **Lottery:** A randomized selection process used to allocate Dwelling Construction Grant funds among eligible applicants who have met the necessary application criteria.
- 3.3 **Dwelling Unit** means one or more rooms for the use of one household as a residence containing cooking, living, sleeping and sanitary facilities.
- 3.4 **Secondary Suite** means a self-contained, accessory dwelling unit in any physical arrangement and includes garden suites.

### 4 Eligibility Criteria

- 4.1 The maximum eligible grant per applicant to construct a new single-family will be \$25,000 per dwelling.
- 4.2 The property must be located within the municipal boundary of the Village of Haines Junction.
- 4.3 Applicants must be no older than 35 years of age by the time the Housing Accelerator Fund effective date of January 11, 2024
- 4.4 Applicants must be in good standing with the Village of Haines Junction.
- 4.5 Applicants must own the property on which the housing development is to be constructed.
- 4.6 If the applicant is in an Agreement for Sale with the Yukon Government for a vacant lot, they may also be eligible for the grant.

- 4.7 The property and proposed development must comply with the Village's Official Community Plan, Zoning Bylaw and the National Building Code.
- 4.8 Property taxes for the property must be paid and the property must be in good standing.
- 4.9 The new dwelling unit must be the primary residence of the applicant for at least 2 years once completed.

## **5 Design and Building Standards**

### **5.1 Maximum size**

- Bachelor or 1-bedroom 84 m<sup>2</sup> (904.17 ft<sup>2</sup>) GFA
- 2-bedroom 120 m<sup>2</sup> (1291.67 ft<sup>2</sup>) GFA

### **5.2 Modest Design**

- Design guidelines

DRAFT



## **6 Application Guidelines and Procedures**

- 6.1 To receive a Dwelling Construction Grant as laid out in this policy, property owners must fill out the application form, provide an approved development permit for the intended use of the funding, provide estimated costs for the project and attach all necessary documentation.
- 6.2 Dwelling Construction Grant applications must be accompanied by an approved development permit for a single-family dwelling, along with other supporting information as requested in the application
- 6.3 Applications for the Dwelling Construction Grant will be accepted for projects that were started after the Housing Accelerator Fund effective date of January 11, 2024. The project start date will be determined by the issuance of the development permit to undertake the project.
- 6.4 Any developments for which funding is provided for must be completed by January 11th, 2028, which is the end date of the CMHC Housing Accelerator Fund. Developments only partially completed prior to the deadline may be eligible for prorated funding.
- 6.5 An application for is considered complete when the following documents and requirements have been met:
  - A completed and signed Development Grant application form.
  - An approved Development Permit issued by the Village of Haines Junction.
  - Other supporting documents and information as requested in the Development Grant application.

## **7 Application Review and Lottery Process**

- 7.1 Once an application is deemed complete and is accepted by the Village of Haines Junction, as described in Section 6, the Applicant will be entered into a lottery to receive project funding.
- 7.2 Applications will be reviewed and approved for entry into the Dwelling Construction Grant lottery by Village of Haines Junction Staff. The lottery draw will take place in **Fall 2024**. The Village will attempt to notify all applicants of the outcome of their application within 2 business days of the lottery closing. Successful applicants will have 10 business days to notify the Village of their intention to accept the grant. If the funds are turned down or that time has elapsed without communication from the applicant, the Village will then offer the grant to subsequent applicant(s) on the waitlist.
- 7.3 The funding allocated for this project is \$250,000. If the amount requested through approved applications does not exceed \$250,000 by the time of the lottery, the Village of Haines Junction reserves the right to disburse funding to approved applicants without a lottery process

## **8 Disbursement of Funds**

- 8.1 Dwelling Construction Grant funds will be disbursed in two installments: 75% of the grant will be paid upon inspection of the vapour barrier, and the remaining 25% once construction has been completed all required final inspection reports confirm compliance with governing codes and legislation. All Dwelling Construction Grant cheques will be made payable to the applicant.

## **9 Implementation of Policy**

- 9.1 Applicants must use the single-family dwelling as their primary dwelling for two years after the completion of the unit. This time will be measured from the date the occupancy is granted and any finals on permits are issued. Applications must comply with the Village's Official Community Plan, Zoning Bylaw, policies and other bylaws.
- 9.2 A Dwelling Construction Grant for more than one single family dwelling on a single lot is not permitted.
- 9.3 To receive the first disbursement of funds, the applicant must provide a cost breakdown, pictures, and proof that the vapour barrier inspection has been passed completed.
- 9.4 To receive the last disbursement of funds, the application must provide a final cost breakdown, pictures and proof that construction is complete. Final inspection reports will be required.
- 9.5 If a development or building permit is revoked, cancelled, voided or amended to be outside of the eligibility criteria, the Dwelling Construction Grant will be considered invalid. A new application may be resubmitted in such cases.
- 9.6 All applicants will sign a declaration that the unit(s) they are constructing with the Dwelling Construction Grant are not intended to be used for short term rentals.
- 9.7 All applicants will use the incented single-family dwelling as their primary dwelling for a minimum of two years. This time will be calculated from the final payment of the grant or from the dates of final permits being closed, whichever is the latest.
- 9.8 The Dwelling Construction Grant will cover up to 100% of actual, eligible costs, to the maximum amount of \$25,000.
- 9.9 The Dwelling Construction Grant cannot be used for the renovation of an existing single-family dwelling, nor for landscaping or other improvements not directly related to the creation of a new single-family dwelling.
- 9.10 Labour costs for work completed by the homeowner are not eligible for reimbursement.
- 9.11 Receiving a Dwelling Construction Grant under this policy does not preclude an applicant from applying for and receiving different grants, subsidies or loans provided by the Village or other organizations.

## **10 General Information**

- 10.1 Applications can be obtained by the Village of Haines Junction by email at [projects@hainesjunction.ca](mailto:projects@hainesjunction.ca), in person at the Village Office located at 178 Backe Street, Haines Junction or on the Village website at [www.hainesjunction.ca](http://www.hainesjunction.ca).
- 10.2 Completed application forms are to be returned to the Village of Haines Junction in person, by email to [projects@hainesjunction.ca](mailto:projects@hainesjunction.ca), or by regular mail.
- 10.3 Questions about the application can be directed to Lianna Grice, Project Manager, [projects@hainesjunction.ca](mailto:projects@hainesjunction.ca)
- 10.4 Upon approval the applicant will be notified and forwarded a copy of the application and approval conditions.

**11 Term of Agreement**

- 11.1 The term of a Development Grant agreement cannot exceed January 11th, 2028.
- 11.2 Terms of the agreement will be reviewed on a yearly basis. Should no action be taken toward fulfilling the agreement by the applicant (e.g., no development activity), the Village of Haines Junction reserves the right to revoke the agreement with written notice.

**POLICY TITLE:** New Dwelling Construction Grant for Young Residents

**POLICY #:** XXXX-XX

**EFFECTIVE DATE:** XXXX/XX/XX

**ADOPTED BY COUNCIL ON:** XXXX/XX/XX

**RESOLUTION #:** XXX-XX-XX

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Bruce Tomlin – Mayor

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David Fairbank – CAO





**elevator yukon**

To: Lianna Grice, Project Manager, Village of Haines Junction

Date: July 1st, 2024

From: Alex Hill, Elevator Yukon

Re: DRAFT Haines Junction Housing Accelerator Fund Communications Plan

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Hi Lianna,

I have updated the communications strategy based on your feedback and have added a summary below. Thanks very much for the opportunity to work on this piece of your Housing Accelerator project.

**PURPOSE:** Administration is seeking approval from Council on the DRAFT Communications Strategy appended to this report.

**RECOMMENDATION:**

- a) Approve the Haines Junction Housing Accelerator Fund Communications Strategy as presented.
- b) Vary or do not approve the Haines Junction Housing Accelerator Fund Communications Strategy as presented.

**STRATEGIC PRIORITY IMPLICATIONS:**

Approving the communications strategy will contribute to the successful implementation of the Housing Accelerator Program and the 2021 Haines Junction OCP's stated goals of increasing the number and variety of residential housing; increasing the number and variety of community support facilities and recreational amenities to meet the needs of a diverse multi-generational community.

**BACKGROUND / DISCUSSION:**

The Housing Accelerator program was announced in March 2024. There has not been substantial communication within the Village of Haines Junction about the Housing Accelerator Fund outside of the initial announcement with CMHC. The Village is starting to move forward on several initiatives and this

strategy will support cohesive communications with the residents of Haines Junction on implementation over the next three years.

ATTACHMENTS:

DRAFT Comms Strategy

Submitted By:

A handwritten signature in black ink, appearing to read 'Alex Hill', written over a horizontal line.

Alex Hill  
Elevator Yukon

Project Name: Haines Junction Housing Accelerator Fund Communications Plan

Prepared By: Alex Hill and Jordan Stackhouse, Elevator Yukon

Date: June 24, 2024

Purpose: For Review/Discussion

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## 1. Communications Objectives

- a. Overall Objective: Increase community awareness and support for the Housing Accelerator Fund initiatives.
- b. Specific Objectives:
  - ▶ Create enthusiasm for a diversity of housing options and sizes
  - ▶ Demonstrate fiscal responsibility
  - ▶ Communicate a vision for the community
  - ▶ Generate understanding about the need for housing densification

## 2. Target Audience

Primary Audience: All adult Haines Junction residents

- ▶ *See Appendix A for secondary audiences*

## 3. Key Messages

- a. We're thrilled to have been awarded over 1.2 million dollars through the Housing Accelerator Fund. The money will help create new housing development in Haines Junction.
- b. Our community is growing, and we want to ensure that it's growing in line with our shared vision and values.
- c. This funding will support our vision for a community that has the right homes, services, and opportunities to create a great place to live.
- d. This funding will support better policies, processes, and bylaws that we need for housing developments now and into the future.

#### 4. Communications Methods

a. Public notices:

As a key communications tool that is already used frequently by the Village of Haines Junction, public notices should be issued at key milestones for several HAF initiatives of significant public interest. These include the conclusion of the lottery for the Grant Program for Young Residents, the release of a What We Heard document for the Recreation and Community Services review and the completion of the Housing Action Plan. An annual HAF progress report public notice is another way to celebrate the work completed.

b. Webpage:

An online presence in a trusted and expected digital space is a cornerstone of accessible communications. Creating a dedicated page on [www.hainesjunction.ca](http://www.hainesjunction.ca), will provide a centralized home for HAF-related information.

The webpage can feature:

- ▶ An overview of the HAF, including its benefits and limitations
- ▶ Detailed descriptions of each initiative, with links to downloadable fact sheets
- ▶ Timelines and budgets associated with each initiative
- ▶ Application forms
- ▶ Frequently Asked Questions
- ▶ Public notices

c. Facebook:

The Village can utilise the existing Facebook pages for the Village of Haines Junction to promote important HAF-related announcements, events, and deadlines. These will be issued as public notices, as per the Haines Junction Administrative Procedures for Communicating Public Notices, and posted on the following pages:

- ▶ Haines Junction page
- ▶ Village of Haines Junction page (shared from Haines Junction page)
- ▶ Happenings of Haines Junction page (shared from Haines Junction page)
- ▶ Happenings of Haines Junction Uncensored page (shared from Haines Junction page)



d. Printed Media

Print-based communications are important to capture your audience who are less interested in or able to access online communications.

*Brochures:*

A brochure can be developed to introduce the Haines Junction HAF. This brochure could be mailed to all residents within the municipal boundary and be available at the municipal office and for download from [hainesjunction.ca](http://hainesjunction.ca). The benefit of mailers is that it reaches the audience where they are already, rather than having to be sought out by interested parties, which is essential for those who don't yet know about the project.

*Fact Sheets:*

Fact sheets can be created for each of the six initiatives in the Haines Junction HAF funding agreement. These could be available at the municipal office, for download from the website, and can be mailed if direct communication is necessary.

*Newsletters:*

*TREDMill:*

The TREDMill newsletter could be a useful tool to promote HAF initiatives, celebrate successes, and highlight important deadlines and announcements. As the program progresses, feature articles will spotlight grant recipients, project starts, and other success stories.

*St. Elias Echo:*

Sharing important program updates, deadlines and opportunities for engagement St. Elias Echo would further increase your reach for this information, particularly for those residents who don't use social media or who don't visit the Village website often. This would be especially important if other print media methods are not used.

e. Direct Contact

*Council Meetings:*

Council meetings are open to the public, which allows delegates to ask questions of the council or consultants, when HAF related initiatives are on the agenda.

*Public Engagement Sessions:*

Public Engagement sessions provide an opportunity to discuss public interest issues in depth. As HAF initiatives roll out, they can be included as discussion topics, and HAF discussions may also arise during related discussions (i.e. zoning). Key messages and FAQs can be developed to support these events.

f. Media Relations

*Public notices:*

As public notices are shared with local media, key messages and FAQs can be provided for spokespeople to accompany notices, as required.

*\*\*Please note that CMHC also has the right to request input and participation in all public communications, and public notices that may drive more media attention, such as funding announcements, should be provided to CMHC at least 30 days prior to publication.*

5. Timelines and Milestones

a. Communications Milestones:

- |                                 |   |
|---------------------------------|---|
| ▶ Communication plan: July 2024 | ▶ Annual update public notice: May 2025, 2026 |
| ▶ Webpage launch: August 2024   | ▶ Key messages and FAQs: As needed            |
| ▶ Print materials: August 2024  | ▶ Facebook posts: As needed                   |
| ▶ Grant program PN: Summer 2024 | ▶ Public engagement: As needed                |

b. *See Appendix B for Project Milestones*

## 6. Communications Roles and Responsibilities

Who	What	Why
Project Manager: Lianna Grice	Overall Project Coordination	The Project Manager, as the program area expert, can answer questions about the HAF program, funding initiatives, and upcoming work.
Communications Lead: Lianna Grice/Aynslie Ogden	Lead and develop all communications	Lead and develop all communications materials noted in this plan, including, but not limited to: Drafting website copy and developing HAF webpage on hainesjunction.ca, updating HAF page on hainesjunction.ca, managing and monitoring social media posts with municipal staff support, drafting and distribution press releases and print materials, drafting materials for supplementary publications, providing support for public meetings and communicating communications activities with CMHC.
Content Coordinator: Aynslie Ogden	Communications Support	Provide communications support through website and social media assistance (providing login information, sharing posts) advising on distribution and supporting logistical efforts within Haines Junction.
Technical Expert: TBD per initiative	Spokesperson for technical questions	The Technical Expert, specializing in lands, can address questions about relevant legislation, policy development, zoning amendments, and other technical aspects of the program
Approval Authority: David Fairbank	Approve communications for distribution	The CAO or his designate will provide written approval prior to publishing any communications materials related to the Haines Junction HAF. He will act as an alternate spokesperson for media inquiries and the first point of contact for public inquiries.
Spokesperson: Bruce Tomlin	Communicate with media	The mayor will serve as the primary spokesperson for media inquiries. Key messages and FAQs can be provided as needed.

a. Council:

- ▶ Approval of the Communications Strategy to set direction.
- ▶ Approval of Public Notices where a quote is required from a member of council.
- ▶ All other communications materials can be approved at the CAO level, unless substantially different from the direction set out in this strategy.

b. CMHC:

As is typical with federally funded projects, CMHC has rights and authority related to public communications activities. Communications requirements are noted section 12.5 – 12.8 of the Haines Junction Housing Accelerator Fund agreement. See *Appendix C*.

## 7. Environmental Scan

a. Public discussion

- ▶ There has not yet been widespread discussion about the Housing Accelerator Fund or associated initiatives in Haines Junction.
- ▶ This is a positive place to begin communicating as receiving HAF funding is a good news story, and we expect that the public perception will be generally positive.
- ▶ Densification projects are often met with some initial resistance, but generally the aims are understood and supported, and NIMBYism is the root cause of pushback. The focus should remain on the outcome of housing for all.

b. Media

- ▶ There has been one media event to announce HAF recipients in the Yukon, including Haines Junction. The coverage was positive.

c. Link to council priorities

- ▶ This project is directly linked with the 2021 Haines Junction OCP's stated goals of increasing the number and variety of residential housing; increasing the number and variety of community support facilities and recreational amenities to meet the needs of a diverse multi-generational community.



8. Communications Evaluation

Evaluation Methods:

- a. We will seek direct feedback from residents at Village events, such as council meetings, community engagement sessions and in other public forums.
- b. We will monitor social media channels for discussion related to the Haines Junction HAF.
- c. The CAO will report back from program staff and consultants about what they are hearing from stakeholders.
- d. We will monitor local media after press releases to determine if these stories are being picked up and how they are being portrayed.

9. Communications Reporting:

According to the CMHC HAF Funding Agreement, reporting is required as per the schedule in *Appendix C*. As part of this reporting requirement, all reports must be made public in a clear and accessible way, once received by the CMHC.

10. Communications Plan Approval

- Sign-Off:
  - o CAO: \_\_\_\_\_
  - o Project Manager: \_\_\_\_\_

Appendix A - Target Audiences

Stakeholder	Details, outcomes and messaging
Residents or developers interested in building new units	<p>Goal: Inform</p> <p>Reaction: <i>These stakeholders will likely be supportive of this project and interested in learning more about opportunities for individuals to access funding.</i></p> <p>Targeted messages</p> <ul style="list-style-type: none"> <li>● Part of our plan for this funding is to provide grants directly to Haines Junction residents so that they can work on private, small to mid-sized developments.</li> <li>● We will offer grants of up to \$XX per unit, up to a maximum of \$XX. The grants are for ...<i>this message should contain details of the program once determined</i></li> </ul>
Underhoused individuals and families	<p>Goal: Inform</p> <p>Reaction: <i>These stakeholders will likely be suspicious of how the program will benefit them, due to historic challenges with accessing housing throughout the country. They will be cautiously interested in learning more about how they could benefit from these programs.</i></p> <p>Targeted messages</p> <ul style="list-style-type: none"> <li>● While affordable housing falls under the Yukon government's jurisdiction, the Haines Junction Housing Accelerator Fund initiatives will support affordability by increasing housing supply.</li> <li>● We have committed that 15 percent of the new units created with the funding from the Housing Accelerator Fund would be affordable housing.</li> </ul>

NIMBYs

Goal: Demonstrate benefits

Reaction: *These stakeholders will likely be supportive of the goals of this project, as housing is a known necessity and the scarcity and ripple effects of this scarcity are well known. Despite this, they will be resistant to changes that are occurring close to their properties or recreational areas. They will be concerned about loss of space, privacy and access to recreation. They will also be concerned about declining property values, especially in relation to affordable housing projects.*

Targeted messages

- We know that housing is needed as more people discover our wonderful community. We want them to have a place that meets their needs, and that they can afford.
- New residents will contribute to a renewed energy and sense of potential for Haines Junction, driving opportunities for improved services and business opportunities
- Building in existing areas uses our infrastructure wisely, protecting our wilderness and reducing urban sprawl.

Champagne and Aishihik First Nation Government

Build relationships

Reaction: *While these stakeholders won't be significantly impacted by the HAF project, this good news story provides an opportunity to continue or increase communications with a neighbouring government. They will likely be most interested in any initiatives where they might have some influence, such as zoning changes. Due to the public nature of these initiatives, it will be best to directly engage with the first nation, even if there may be differences of opinion on some initiatives.*

Targeted messages

- The Village of Haines Junction is excited to share information about our upcoming housing initiatives.
- If you have any questions or feedback, please reach out, we would love to discuss this further.

Champagne and Aishihik  
First Nation Citizens

No direct communications

*Reaction: Champagne and Aishihik First Nation Citizens that live within the municipal boundary will likely have the same interests and reactions as other Haines Junction residents.*

*CAFN citizens outside of the municipal boundaries may be interested in new housing created through HAF initiatives, if they are interested in moving within the municipal boundary. They may also be frustrated that they are unable to access grant funding if their property lays outside of the municipal boundary.*

*Messaging won't be created for these stakeholders unless also residents of the municipality. The CAFN government will be invited to share municipal communications as they see fit.*

*Appendix B - Project Description and Milestones*

**Initiative #1** Zoning Bylaw Review to Remove Barriers to Missing Middle Housing & Promote Higher Density Residential Development

Start Date: 2023-09-29      End Date: 2025-10-01      Budget: \$75,000.00

Description: This initiative focuses on increasing permitted "missing middle" units in Haines Junction. Current zoning is restrictive considers only single-family dwellings, and does not promote density in areas that can accommodate more housing. While we intend to look at many aspects of the zoning bylaw, we will look to facilitate this increase in density and permits through missing middle forms of housing.

Work completed to date

- Revised Zoning Bylaw with changes to allow suites and second dwellings
- Review of revised Zoning Bylaw through lens of missing middle and higher density residential development

Next Steps

- Zoning Bylaw second reading and third reading
- Public communications on changes related to initiative targets
- Targeted communications with developers/builders

Milestones

	Name	Start Date	End Date	Description
1	Develop Detailed Project Scope and Hire Consultant	2023-09-30	2023-10-31	The Village will hire a consultant to help develop a project scope and terms of reference for the project. The Village does not have any planning professionals on staff so require support from the outset of the project.
2	Develop Zoning Bylaw Amendments	2023-10-02	2024-09-30	Focusing on specifically on missing middle forms of housing, the Town will engage a consultant to develop recommendations to Council for adoption through the appropriate bylaw processes.
3	Implement Changes and Monitor Results	2024-10-01	2025-10-01	Developers will be able to take advantage of these changes as of April 2024. We expect to see new units permitted within 1 year of implementation



**Initiative #2** Improve Building Permitting and Approvals Processes

Start Date: 2023-09-29      End Date: 2024-10-31      Budget: \$50,000.00

Description: This initiative focuses specifically on improving and simplifying the building approvals processes for Haines Junction's property developers. Currently, the Government of Yukon provides building permits and approvals and the Village of Haines Junction issues development permits. We can describe this current system as fragmented, costly, and sometimes, uncertain. The Village would like to work with the Government of Yukon and develop solutions to streamline and simplify the building permit process.

Work completed to date

- June 12, 2024 RTC Build Conditions recommended replacing 1995 Build Requirements Policy with new Build Requirements Bylaw
- Drafting request to YG Building Safety to provide building permit status updates to VHJ

Next Steps

- Complete desktop review of permitting process
- Targeted engagement with YG, CAFN and local developers/builders
- Public engagement
- Produce report with recommendations for process improvement, implement changes

Milestones

	Name	Start Date	End Date	Description
1	Develop Detailed Project Scope	2023-09-29	2023-12-29	We will work with YG, CAFN, and others to develop and project scope and framework for this policy review exercise. Each party has different responsibilities in the permitting process and so we will seek to clarify roles and responsibilities and develop a shared understanding of the project.
2	Hire Consultant to Facilitate Project and Develop Recommendations	2024-01-01	2024-07-31	We propose to hire an expert in this area to help speed up the review process and ensure that a third party is helping us review objectively.
3	Implement Recommendations	2024-08-01	2024-10-31	We will work with YG, CAFN and others to implement the recommended changes through our organization's respective policy and bylaw amendment processes. We expect that developers will be able to take advantage of this streamlined process by October 2024 with additional permitted units to follow with 1 year.

**Initiative #3** New Dwelling Construction Grant Program for Young Residents

Start Date: 2023-09-29      End Date: 2026-10-30      Budget: \$300,000.00

Description: The New Dwelling Construction Grant Program will assist young Haines Junction residents 35 years old and under with offsetting the cost of building a new primary dwelling in the Community. This initiative is focused solely on increasing the housing supply and improving affordability for young people in our community.

Work completed to date

- Review grant programs in other municipalities
- Develop Youth Construction Grant Policy

Next Steps

- Determine acceptance criteria and funding model
- Implement grant program with communications on other available funding opportunities

Milestones

	Name	Start Date	End Date	Description
1	Develop Detailed Project Scope and Hire Consultant	2023-09-29	2023-11-30	Engage with our partners, hire a consultant, and develop a detailed project plan and hire consultant to help create project scope
2	Adopt Policy and Program Through Council Process	2024-01-01	2024-04-01	VoHJ will work with our partners, consultant and community to develop a policy and funding program built on the principles of fairness, equity, and accessibility. We'll work with VoHJ Council to adopt the policies
3	Implement Program and Report on Results	2024-04-30	2026-10-30	VoHJ will heavily promote and market this program and actively seek to work with eligible recipients. It is our goal to disburse project funding and begin permitting units within 2 years of receiving approval. We will run the program until we have achieved our goals of funding 10 new units for young people in Haines Junction.

**Initiative #4** Recreation and Community Services Review to Support Long-Term Residency

Start Date: 2023-09-30      End Date: 2026-12-31      Budget: \$100,000.00

Description: The Village issued a survey in 2022 that showed a meaningful percentage of families with children choose to leave Haines Junction when children reach a certain age because a lack of recreation amenities, services, and infrastructure. This review will provide direction to the municipality on how it can solve this problem over the medium-to-long term, and immediately help guide Village investments in recreation related amenities, programs and infrastructure.

Work completed to date

- Recreation Needs Assessment
- Recreation Needs Implementation Plan and Council discussion

Next Steps

- Continue work on motions from Nov 8, 2023 council meeting on Implementation plan
- Community Services Review (consider working with Chamber of Commerce)

Milestones

	Name	Start Date	End Date	Description
1	Develop Project Scope and Hire Consultant	2023-09-30	2023-11-30	Our focus initially is to scope this project and develop an understanding and action plan to tackle known deficient recreation services and put in place policies that help in the short-term while new recreation infrastructure is being developed.
2	Hire Recreation Consultant to Lead Project	2024-01-01	2024-02-29	A recreation consultant will be hired to oversee the initial planning of short to medium-term objectives, potentially leading to a full-time recreation position to oversee new programming and facilities.
3	Implement Program and Report on Results	2024-03-01	2026-12-31	We will work on both short and long-term objectives to solve this issue and we believe that it will lead to the attraction and retention of more residents over the program period. The Village will develop a metric to track the efficacy of the initiative.

**Initiative #5** Promote Higher Density Residential Development & Commercial Mixed-use Opportunities

Start Date: 2023-10-30      End Date: 2026-09-30      Budget: \$75,000.00

Description: The Village's regulations already permit zoning as-of-right for many uses, but we will look to expand the number of uses that lead to housing and promote higher density mixed-use developments. Our goal is to use these changes as an opportunity to promote more housing as well as bring in more commercial development in Haines Junction.

Work completed to date

- Revised Zoning Bylaw with changes to allow higher density residential and commercial mixed-use development

Next Steps

- Zoning Bylaw second reading and third reading
- Public communications on changes related to initiative targets
- Targeted communications with developers/builders

Milestones

	Name	Start Date	End Date	Description
1	Develop Detailed Project Scope and Hire Consultant	2023-10-30	2023-11-30	The Village has a good understanding of where we can make these changes. We will develop a project scope and then hire a planning professional to work with our administration and the community to develop the appropriate policies and actions to implement.
2	Engage Council and Community to Educate and Develop Changes	2024-01-01	2024-04-01	Zoning as-of-right will need to be explained to the community and we will need to take their feedback and concerns into consideration. Engagement with the community will inform the requisite policy and bylaw changes.
3	Implement Changes and Monitor Results	2024-04-30	2026-09-30	We anticipate that changes will be proposed by Spring 2024 and will be ready for the Council bylaw process. Once the bylaw process concludes, we will monitor and report on results. We have identified a small budget to market and advertise these changes to the development community.

**HOUSING ACCELERATOR FUND CONTRIBUTION AGREEMENT**

**THIS AGREEMENT is made between CANADA MORTGAGE AND HOUSING CORPORATION ("CMHC") and**

**Village of Haines Junction ("Recipient") (collectively the "Parties" and individually a "Party") with respect to**

**the geographic and local area known as Village of Haines Junction (the "Community").**

**12. General**

12.5 The parties acknowledge that CMHC may wish, at its discretion, to participate in any public communications relating to this Agreement undertaken by the Recipient. Prior to any public communications (including announcements), the Recipient must (i) notify CMHC in writing of any such communications at least thirty (30) Business Days prior to such communications and (ii) if so requested by CMHC in writing, permit CMHC to participate in such communications. Notwithstanding the foregoing, it is understood that this Section does not apply to any public communications arising from the reporting obligations outlined in Section 6.2 (iii) above.

12.6 If requested by CMHC, the Recipient shall publicly acknowledge CMHC's and the Government of Canada's HAF Funding in a manner acceptable to CMHC, acting reasonably.

12.7 CMHC and/or the Government of Canada may publicize details of the Recipient's use of HAF Funding, including any Capital Project, and by signing this Agreement, the Recipient consents to such disclosure and will cooperate with CMHC and/or the Government of Canada as appropriate to facilitate such publication.

12.8 CMHC and/or the Government of Canada may publicize the Recipient's Approved Action Plan, including on CMHC's website or any Government of Canada website, and by signing this Agreement, the Recipient consents to such disclosure and will cooperate with CMHC and/or the Government of Canada as appropriate to facilitate such publication.

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**6. Reporting**

6.1 The Recipient will report to CMHC in the following intervals using the Prescribed Reporting Forms:

(i) no later than 6 months following the Effective Date: submission of a signed attestation;

(ii) prior to each subsequent advance and within 30 days following the first, second and third anniversary

of the Effective Date, respectively: submission of a signed attestation, a progress report on each of the Commitments, a report on the permit data and a report on the use of HAF Funding; and

(iii) within 90 days following the fourth anniversary of the Effective Date: submission of a report on the use of HAF Funding,



**Municipal Accounts Payable to July 10, 2024**

<u>Cheque No.</u>	<u>Name</u>	<u>Amount</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 32,341.18	Administration	Net Pay - Pay Period 13
		\$ 5,262.86	Administration	RRSP Contribution - Pay Period 13
		\$ 908.31	Administration	Union Dues June 2024
280050	Angie Charlebois	\$ 356.25	Legislative	Travel AYC
280051	Colin Kallio	\$ 100.00	Capital Project	Honoraria Trail Signage Committee
280052	Dave Fairbank	\$ 16.80	Administration	Office Coffee
280053	Dave Heath	\$ 100.00	Capital Project	Honoraria Trail Signage Committee
280054	Devin Wittig	\$ 100.00	Capital Project	Honoraria Trail Signage Committee
280055	Ellen Stutz Petty - Cash	\$ 2,255.35	Recycling Centre	Refundables paid out
		\$ 22.59	Administration	Patted envelope
		\$ 44.00	Legislative	July 1, 2024 prizes
280056	Gov't of Yukon	\$ 15,246.46	Administration	Domestic water well & better building program Remittance to YG of funds collected
280057	Jacobs Industries Ltd.	\$ 373.28	Water and Sewer	Co2
280058	Kluane Vac	\$ 199.50	Recycling Centre	Septic pump out
280059	Laura Gorecki	\$ 2,043.99	Administration	Rec. grant Creative Junction
280060	Lianna Grice	\$ 100.00	Capital Project	Honoraria Trail Signage Committee
280061	Lou Ida Gauthier	\$ 1,500.00	Administration	Overpayment of taxes
280062	Nortwestel	\$ 250.14	Administration	June 27, 2024 billing
		\$ 73.47	Public Works	June 27, 2024 billing
		\$ 699.73	Water and Sewer	June 27, 2024 billing

**Municipal Accounts Payable to July 10, 2024**

		\$ 690.87		Protective Services	June 27, 2024 billing
		\$ 36.76		Convention Centre	June 27, 2024 billing
		\$ 36.76		Arena	June 27, 2024 billing
		\$ 66.47	\$ 1,854.20	Recycle Centre	June 27, 2024 billing
280063	Rita Jux		\$ 539.10	Administration	Reimbursement WS fees
280064	Stream Pro Resources		\$ 5,816.74	Water and Sewer	Environmental services, license review, lab analysis
280065	Tangerine Technology	\$ 1,632.75		Administration	Network support
		\$ 881.88	\$ 2,514.63	Legislative	Network support
280066	Totaltrac Yukon Inc		\$ 458.30	Public Works	Cutter blade
280067	True North Electric		\$ 536.55	Public Works	Electrical work PW shop
280068	Twiss and Shine	\$ 520.00		Administration	Custodial Services June and July 2024
		\$ 2,145.00		Convention Centre	Custodial Services June and July 2024
		\$ 130.00		Fire Department	Custodial Services June and July 2024
		\$ 260.00		Mezzanine	Custodial Services June and July 2024
		\$ 162.50		Public Works	Custodial Services June and July 2024
		\$ 160.88	\$ 3,378.38	GST	Custodial Services June and July 2024
280069	Yukon Service Supply		\$ 625.28	Water and Sewer	Hypochloride

Municipal Accounts Payable **\$ 76,693.75**

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

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



**Village of Haines Junction  
Report to Council**

**July 10, 2024**

Council Decision  
 Council Direction  
 Council Information  
 Closed Meeting

**RE: Council Priorities – Follow-up from June 26 Committee of the Whole Meeting**

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### **Recommendation**

That Council provide priorities for:

- Council Motions from June 12 and June 26<sup>th</sup> Council Meetings, which have not yet been ranked (Table 4);
- Identified policy work that has not yet been ranked (Table 5); and
- Motions made from today's council meeting to the end of term, as the motion is made.

### **Background**

At the June 26 Committee of the Whole Meeting, Council began an exercise to direct Administration's efforts towards Council's priorities within the time it has left on term. Council assessed each incomplete motion and assigned a ranking of High/Medium or Low Priority.

Council requested a follow up discussion on policy needs and to review priority rankings, in order to assist with assessing what can be done in house and where outside assistance will be required to complete work before Council's term ends.

### **Current Status**

At the June 26 meeting, the following motions were ranked. Attached, the outstanding motions have been grouped by High Priority (table 1), Medium Priority (Table 2) and Low Priority (Table 3). Council Motions from June 12 and June 26<sup>th</sup> Council Meetings, which have not been ranked, are provided in Table 4. Table 5 summarizes identified policy needs, and provides the priority ranking (if a ranking has been completed).

Prepared by

Aynslie Ogden  
A/Chief Administrative Officer



**Village of Haines Junction  
Report to Council**

**July 10, 2024**

- Council Decision
- Council Direction
- Council Information
- Closed Meeting

**Table 1:** HIGH PRIORITY – As assessed at the June 26 Committee of the Whole Meeting

Date	Motion Number	Motion	Status / Discussion Notes	Consensus Priority Ranking
10-Jan-24	<b>#24-24</b> Seek funding for end-of-life vehicle disposition	THAT Administration explore the possibility of funding from YG for end-of-life vehicle disposition to explore options and opportunities for Haines Junction	Ongoing: ELV's motion with the AYC was passed at the AGM in May 2024, asking YTG to take responsibility for EVLs (again) as Territorial and Federal receive all tax benefits from vehicles.	High
7-Feb-24	<b>#33-24</b> Amend Donated Refundables Fund policy	THAT Administration revise the Village's Donation of Refundable Items Policy #31-20 to extend the deadline for applications by two weeks to allow community groups more time to apply.	No progress. Have until January to complete.	High
28-Feb-24	<b>#50-24</b> Trails committee, signage and app	THAT Administration proceed to establish a trail signage project committee, and with advice from the Committee, contract the development of a trail network app and the design and production of trail network signage with the goal of having this work complete for the Summer 2024 season.	Work is underway. Committee established and has met three times and is on-track to complete mandate this summer/fall	High
27-Mar-24	<b>#79-24</b> Pedal Junction	THAT Administration continue discussions with Pedal Junction on lot options, specifically Location 5 in the Report and the Tomlin Hill location and that work be	Staff are actively working with the Lands Branch to transfer land adjacent to the water tower to Pedal Junction for the bike skills park.	High (if/when YG approves funding)

		undertaken once selection has been made to establish the appropriate land disposition process and the lease agreement components come back to Council.	Funding decision is pending response from YTG. YG approvals / timelines are outside of Council's Control	
27-Mar-24	<b>#82-24</b> Minimum property tax levy	THAT Council receive this report and request Administration to prepare a report on all undeveloped, non-residential lots within the Municipality with options to encourage their development or sale, including exploring raising of property tax minimums.	RTC pending.  Initial research collecting data on all other Yukon regions tax rates and Bylaws complete.  How likely is it that this will be complete within Council's Mandate?	High
10-Apr-24	<b>#96-24</b> Interim Regionalization Agreement	THAT Council direct Administration to begin required work on the required Policies and Bylaws to update landfill operations in accordance with the Interim Regionalization Agreement and that the Interim Regionalization Agreement be signed.	Bylaw development in research and data collection phase. A draft Bylaw will be brought to Council in July for first reading.	High
8-May-24	<b>#131-24</b> FireSmart Incentive Program	THAT staff be directed to begin implementing Options 1 and 2 as identified in the RTC, and to explore Option 5 for next year – and whether other options (e.g. 3 and 4) can be rolled into Option 5.	Ongoing, Staff have initiated with Wildland fire for educational sessions, and contacted assessors for property fire smart inspections.  Part of property tax discussion. Hire consultant to assist?	High
22-May-24	<b>#140-24</b> 101 Hume Street and Lot Sale Process	THAT the RTC on 101 Hume Street and the Lot Sale process be tabled and revisited at a future, to be scheduled, meeting.	A report to Council on the YTG lot sale initiative is in progress.	High - Underway

22-May-24	<b>#151-24</b> Shakwak Street Lot Sale	THAT Administration be directed to offer a counter sale of 6 lots on Shakwak street	Legal work complete and ready to post notice of sale. Council emailed package for comments on June 11 <sup>th</sup> .  Update – Notice of sale posted on June 20 <sup>th</sup> . As of July 4 <sup>th</sup> , all six lots have been sold.	High - sale is in process
22-May-24	<b>#152-24</b> Affordable Housing EOI	THAT Administration be directed to prepare a draft Expression of Interest to any local partners for affordable housing in Haines Junction	Draft EOI reviewed at Council meeting on June 12 <sup>th</sup> . Edited Version will be posted the week of June 17 <sup>th</sup> .  EOI Released June 26, 2024. EOIs due July 31, 2024	High – Underway
22-May-24	<b>#154-24</b> Union Agreement	THAT the minutes of the settlement between PSAC and the Village of Haines Junction be approved	May require additional approval of final agreement text.	High
11-Jan-23	<b>#10-23</b> Asset Management Maturity Assessment and Roadmap	THAT Council award the Asset Management Maturity Assessment and Roadmap project contract to WSP and that Administration be directed to provide Council with a comparative analysis report between the two firms that responded with proposals.	Contract with WSP canceled.  Using Aurora software to update AM, approx. 10 years of data to update.  Project and Asset Manager hired under HAF Funding Agreement -- beginning Asset Management Plan.	High - staff unlikely to be able to address until the winter
11-Jan-23	<b>#19-23</b> Noise Bylaw Correspondence	THAT Council direct Administration to respond to the correspondence listed in the Agenda package, thanking each for taking the time to submit their concerns and questions and that consideration to these will be given during the next step of the legislative process. The public input portion of the development of 399-22 Noise Control Bylaw is closed.	No progress.  Bylaw had gone to 2 <sup>nd</sup> reading. Need to be open and transparent and indicate to community that it was too complex to implement. Need to pass a motion to close this work. Need a report from the CAO with recommendation to terminate process.	High



Sept 27, 2023	<b>#260-23</b> Assessment of donated refunds policy	<p>THAT Administration prepare a report on the donated refunds policy and any concerns or opportunities that may exist.</p> <p>It was noted that this could be brought forward as part of the larger landfill discussion</p>	<p>See Motion #33-24</p> <p>Does not need to be addressed until Winter</p>	High
Oct 11, 2023	<b>#272-23</b> Country Residential Area 3 lot development	<p>THAT Council direct Administration and Land Development Branch to proceed with Option 2 of the Country Residential Area 3 lot development, to incorporate additional trail spaces and ensure that each lot meets the existing zoning bylaw minimum lot size of 1 ha.</p>	<p>Direction sent to YTG. Awaiting updated Area A plan.</p> <p>Waiting for Land Development Branch to come back with revised plan. Once this comes back to Council, this is considered will be a high priority.</p>	High
Oct 25, 2023	<b>#290-23</b> RTC on Landfill Operations Considerations	<p>THAT the recommendations contained in the October 25, 2023 Report to Council on Landfill Operations Considerations be accepted. Administration is directed to move forward on these recommendations. Implementation of these recommendations to be informed by a legal review on privacy issues around the use of security cameras at the landfill....</p>	<p>Ongoing, planning power and conduit for future security monitoring system in new landfill public area design</p>	High
Nov 8, 2023	<b>#309-23</b> Recreation Needs Assessment Implementation	<p>THAT, in September 2024, Administration will prepare a summary of the recommendation from the Haines Junction Recreation Needs Assessment to move forward with the development of a tourism</p>	<p>Ongoing, part of transition materials in development. Working on hiring position, negotiating with Union.</p> <p>Hire contractor while sorting out staffing Rec Position.</p>	High

		strategy so that it can be brought forward for incoming Council's consideration in their transition document.		
Dec 20, 2023	<b>#375-23</b> Review of Urban Electrification Policy	THAT Administration is directed to review this policy in the new year and provide a report to council.	<p>No progress</p> <p>High – fixed interest rate for term is cause for concern. Interest rate capped at what signed on to. If interest rate drops then they can benefit from that</p> <p>Could offer new agreement to folks with recent agreements. A targeted two paragraph edit to the policy can be done quickly</p>	High

**Table 2:** MEDIUM PRIORITY – As assessed at the June 26 Committee of the Whole Meeting

Date	Motion Number	Motion	Status / Discussion Notes	Consensus Priority Ranking
10-Jan-24	#8-24 Letter from Source Motors	THAT the letter be received and filed and be brought forward for consideration during future landfill discussions.	<p>Ongoing: End-of-life vehicles (ELVs) motion with the AYC was passed.</p> <p>The upcoming landfill bylaw will establish pricing to store ELV's</p> <p>Agreement in place for Source Motors to honor existing contracts when moratorium was established.</p>	Medium
Sept 13, 2023	#253-23 Kluane National Park and Reserve Dark Sky Preserve	THAT Administration be directed to explore the implications of the Village's responsibilities in providing support to the dark sky designation.	<p>No progress.</p> <p>Mountain Ridge subdivision streetlight can be Dark Sky compliant.</p> <p>Moving forward, ask YG to address in new subdivision planning lighting</p>	Medium
Nov 8, 2023	#310-23 Recreation Needs Assessment Implementation	THAT a review of the recreation facility rental policy will be postponed until April 2024.	<p>No progress. This had to do with the bumping of non-paying users – this is not what the policy requires but is how it has been interpreted.</p> <p>Policy allows for administration to make a judgement call. No consensus on whether paying groups should have higher priority, or if priority should be given to supporting community groups in leading recreation activities.</p> <p>Need to hire someone to help write this policy?</p>	Medium

Nov 8, 2023	#312-23 Recreation Needs Assessment Implementation	THAT Administration prepare a multi-year RTC on possible agreements, partnerships, subsidies and other opportunities to address the need for swimming lessons, for the purpose of water safety, before early March, 2024.	<p>No progress. BCG Yukon is working on trying to develop this, having difficulties.</p> <p>This is important to the community. Are efforts likely to yield results?</p> <p>Could a rec consultant assist with this?</p>	Medium
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**Table 3:** LOW PRIORITY (includes Deferred and Complete) – As assessed at the June 26 Committee of the Whole Meeting

Date	Motion Number	Motion	Status / Discussion Notes	Consensus Priority Ranking
13-Mar-24	#71-24 One-time retroactive payment	THAT Council approves the one-time retroactive payment to current staff with greater than one year of continuous service or returning seasonal employment based on 4.5% of their annual earnings in the 2023 calendar year.	The Union negotiation mandated that all staff be eligible for the retro payment (CAO exempt). A RTC was deferred to the June 26 <sup>th</sup> CoW Meeting.	Complete
24-Apr-24	#118-24 CityScape Housing Needs Assessment	THAT we receive and file the City Scape Consultants Housing Needs Assessment presentation and that we bring this topic up for further discussion once the final report is ready.	Ongoing, waiting on consultant to release the report.  <i>Update – a draft report has been received</i>	External lead
22-May-24	#142-24 Spring Litter Clean Up	THAT the staff be directed to coordinate the spring litter clean up program as directed in the RTC and proceed with Option 3 and a \$1500 budget.	Complete. \$400 sent to CAFN to support BBQ. Remaining funds re-allocated to Yukon Invasive Species Committee for weed pull/community event.	Complete
22-May-24	#146-24 CCBF Renewal	THAT the May 8, 2024 letter from the Minister be received and filed. When the new agreement is available, the letter, and all relevant earlier correspondence, will be brought forward for Council’s review and consideration.	No update, AYC is leading this initiative. Will provide updates and RTC as available.	Low
25-Jan-23	#25-23 40th Anniversary Art Commission	THAT Council hire Chris Caldwell to start on a Haines Junction version of the map visual.	Project ‘shelved’ in June 2023.	Low
25-Jan-23	#27-23 Unforeseen Closures Policy	THAT Council direct Administration to revisit the issue and look for better examples to word the policy.	No Progress	Complete

			Related to a personnel issue at the rink, resolved.	
8-Mar-23	<b>#72-23</b> YESAB Registry - Fuel Abatement and Road Development - Haines Junction Phase 1	Deputy CAO Istchenko record Council's concerns to send to YESAB process and invite Wildland Fire Management Branch to the next Council meeting for discussion.	Uncertain of follow up. Staff will research.	Complete
July 12, 2023	<b>#190-23</b> YTG Lot Sale Initiative	THAT Council direct Administration to move forward with the Lottery process for the Shakwak St. Lots.	This was revoked and replaced with a Motion to proceed with a "counter sale" of the lots.	Complete
Aug 30, 2023	<b>#240-23</b> Land treatment facility	THAT Council direct staff to investigate the feasibility of a land treatment facility.	In-Camera discussion  The private sector has taken the lead on this; YESAB application for Land Treatment Facility at the Mackintosh Gravel Pit has been submitted by Castle Rock (decision not yet issued).	Removed
Oct 11, 2023	<b>#275-23</b> Landfill Free Store Operational Improvements	THAT Council directs Administration to meet with Ms. Mackinnon to provide information on the pending landfill regionalization and to explore opportunities on how a potential committee could support the community and Council in the transition process.	Pending construction of Landfill – public area. Met with Cathy, agreed to meet again later when free store is being planned.  This is part of landfill suite of actions. Redevelopment of the free store isn't top priority in the sequence of landfill actions that need to be implemented. Include discussions as part of planning process. Don't have budget now to upgrade building.  Operationalize per design process for front of house landfill (don't establish a new Committee).	Deferred



Nov 8, 2023	<b>#319-23</b> RTC on 2024 CMG	THAT the November 8, 2023 RTC on the Comprehensive Municipal grant be received and filed a Committee of the Whole meeting, when time permits, will be scheduled to review the AYC report and related FCM work in more detail to support Council's advocacy efforts.	AYC motion passed at AGM, no further updates. RTC can be prepared.  Leave with AYC.	Low
Dec 20, 2023	<b>#380-23</b> Christmas Open House	THAT a report with options for children's activities at next year's open house be provided for incoming Council's consideration.	Part of transition documents.  No progress to date.	Deferred

**Table 4:** 2024 Priorities not assessed at the June 26 Committee of the Whole Meeting

Date	Motion Number	Motion	Status / Discussion Notes	Consensus Priority Ranking
12-June-24	#158-24 Muffin	THAT that the Muffin, its potential replacement and location will be brought forward for further discussion.	Michael Pealow's PowerPoint presentation was shared with Council	
12-June-24	#163-24 Convention Centre Swallows	THAT Council directs Public Works to remove the pipes on the south side of the convention centre and investigate options for creating free standing nesting platform structures for swallow habitat this fall.	Pipes were removed from the south wall with the exception of a small section where the swallows built nests on the pipes	
12-June-24	#164-24 Business License Review	THAT Administration proceed with the next steps as outlined in the Business License Review Report to Council. Staff will also contact AYC for a list of Intermunicipal Business Licenses and clarify the business licence policy regarding businesses operating outside municipal boundaries (e.g. Nygren) in the next version of the report.	AYC was contacted and shared a copy of the Intermunicipal Business Licenses.	
12-June-24	#165-24 Build Conditions	THAT Administration research the financial implications of requiring final occupancy for title transfer, and whether there are other mechanisms to achieve these end goals without resulting in any financial hardships and bring this back to Council.	No further progress	

12-June-24	<b>#167-24</b> Quarry Permit	THAT Administration proceed with the next steps outlined in the report and apply to Yukon government for a quarry lease and create a Report to Council.	No further progress	
12-June-24	<b>#168-24</b> GIS	THAT the Project and Asset Manager develop a Project Management Plan and detailed costing/Gantt chart, based on the work that the City of Dawson is undertaking, to support the Village in developing GIS capabilities.	No further progress	
12-June-24	<b>#173-24</b> Letter from Julie Bauer re: Compost Concerns	THAT this correspondence be deferred to the June 26, 2024 meeting and a report be prepared by staff.	No further progress	
12-June-24	<b>#174-24</b> Letter from Julie Bauer re: Invasive Species	THAT Administration respond to Julie to thank her for her letter, confirm the Villages interest work with her and YISC to address concerns about invasive species through volunteer weed pulls, public presentations and seeking advice on a non-invasive seed mixture to seed the area that was cleared for the Mountain Ridge subdivision.	YISC has requested financial support or support to provide catering at a public presentation.  Council approved reallocating \$1100 that was not needed for the community garbage-pick up to YISC for weed pull/community event.	
12-June-24	<b>#177-24</b> Holistic Consultants	THAT Administration move forward with a Contract with Holistic to assist with developing and interim Emergency Management Plan to be followed by more detailed work on a joint plan with CAFN.	CAO and Policy/Comms Manager met with Holistic on June 25, 2024.  CAFN/Holistic have invited VHJ Mayor and Council and Staff to join training scheduled for July 8 <sup>th</sup> /9 <sup>th</sup>	

12-June-24	<b>#179-24</b> Acting Policy	THAT administration explore policy options for all acting positions within the municipality, addressing procedural and compensation considerations	No further progress	
26-June 2024	<b>#192-24</b> Yukon 125 Mural	THAT the design move forward with a blend of Options C and B - incorporating the backlit panels as suggested in Option C and the individual interpretive panels/interactive kiosks as suggested in Option B – and not incorporating the central kiosk or railings and an elevated platform to keep visitors back from the exhibit (and instead selecting materials that can cleaned).	In progress	
26-June 2024	<b>#195-25</b> Retro payment extended to all staff employed in 2023	THAT Council direct Administration to process a lump sum payment based on hours worked during 2023 to any employees who did not receive the inflation adjustment payment of 4.5%	In progress	



**Village of Haines Junction  
Report to Council**

**July 10, 2024**

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**Table 2:** Summary of Identified Policy Needs

Identified Policy Need	Status/Discussion Notes	Consensus Priority Ranking
Zoning Bylaw	Mark Wickham has a contract to assist with this work.	High
Donated Refundables Fund Policy	Extend the deadline for applications by two weeks to allow community groups more time to apply. Have until January to complete	High
Minimum property tax levy	Council has requested Administration to prepare a report on all undeveloped, non-residential lots within the Municipality with options to encourage their development or sale, including exploring raising of property tax minimums	High
Tipping fees at landfill	Council has directed Administration to begin required work on the required Policies and Bylaws to update landfill operations in accordance with the Interim Regionalization Agreement and that the Interim Regionalization Agreement be signed.	High
Property tax rebate for Firesmarting Properties	Council has tasked Administration to explore tax rebates for FireSmart efforts as part of the minimum property tax levy review	High
Move forward with the development of Tourism Strategy as recommended in the Recreation Needs Assessment	Council directed Administration to hire a contractor to advance recreation work while sorting out staffing of Rec Position	High
Recreation Facility Rental Policy	Explore amending policy to prevent bumping of non-paying community groups providing recreational activities by paying user groups	Medium
Urban <i>Electrification</i> Policy	Address fixed interest rate for the term of the policy. Residents should be able to benefit from drop in interest rates and not be locked into a higher rate for the term of the policy	High
Acting Policy	Administration has been directed to explore policy options for all acting positions within the municipality, addressing procedural and compensation considerations	High

Roundtable Policy	The CAO has identified the need to update the Council Procedural Bylaw to provide for Staff-Council roundtables	
Staff Overtime/Vacation	The CAO has identified the need to review staff overtime and vacation policies so they better align with the policies of other employers in the territory	
New lot development options	Council has tasked Administration to explore infill lot development options in the Community	
Emergency Plan	Council has tasked Administration to work jointly with CAFN and their consultants (Holistic) to develop an Emergency Plan for the Village of Haines Junction	
Amalgamation / Subdivision Authority	Council has tasked Administration to explore drawing down amalgamation/subdivision authorities from Yukon government	
Public Works Service Standards	The CAO has identified the need to develop a Service Standards Bylaw to address issues such as when the community can expect roads to be plowed, etc.	
Short Term Rentals Bylaw	This need arose during the work on the Zoning Bylaw. Mark Wickham has a contract to assist with this work.	
Property Maintenance Bylaw	This need arose during the work on the Zoning Bylaw. Mark Wickham has a contract to assist with this work.	
Council Renumeration Bylaw	Council tasked Administration to review this bylaw	



## Village of Haines Junction Report to Council

July 10, 2024

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**RE:** Dhäl Gähy (Mountain Ridge) subdivision street names

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### Recommendation

That Council select four (4) street names for the Dhäl Gähy (Mountain Ridge) subdivision.

### Background

In Council Motion #143-24 directed staff to officially name the Area 1 infill development as Dhäl Gähy, roughly translated to Mountain Ridge. Phase 1 of this subdivision is currently being developed under agreement with the Government of the Yukon.

During the Master Planning Process community members were asked to help find a name for the Dhäl Gähy (Mountain Ridge) subdivision. A diversity in responses were provided, with the top suggestions being:

1. Dakwakada Acres / Vista
2. Grayling Acres
3. Bird's View
4. The Nest
5. Da Keyi (our land)
6. Old fairgrounds
7. Salix Fields
8. Ewok Village
9. Mountain Echo Village
10. Kluane Heights

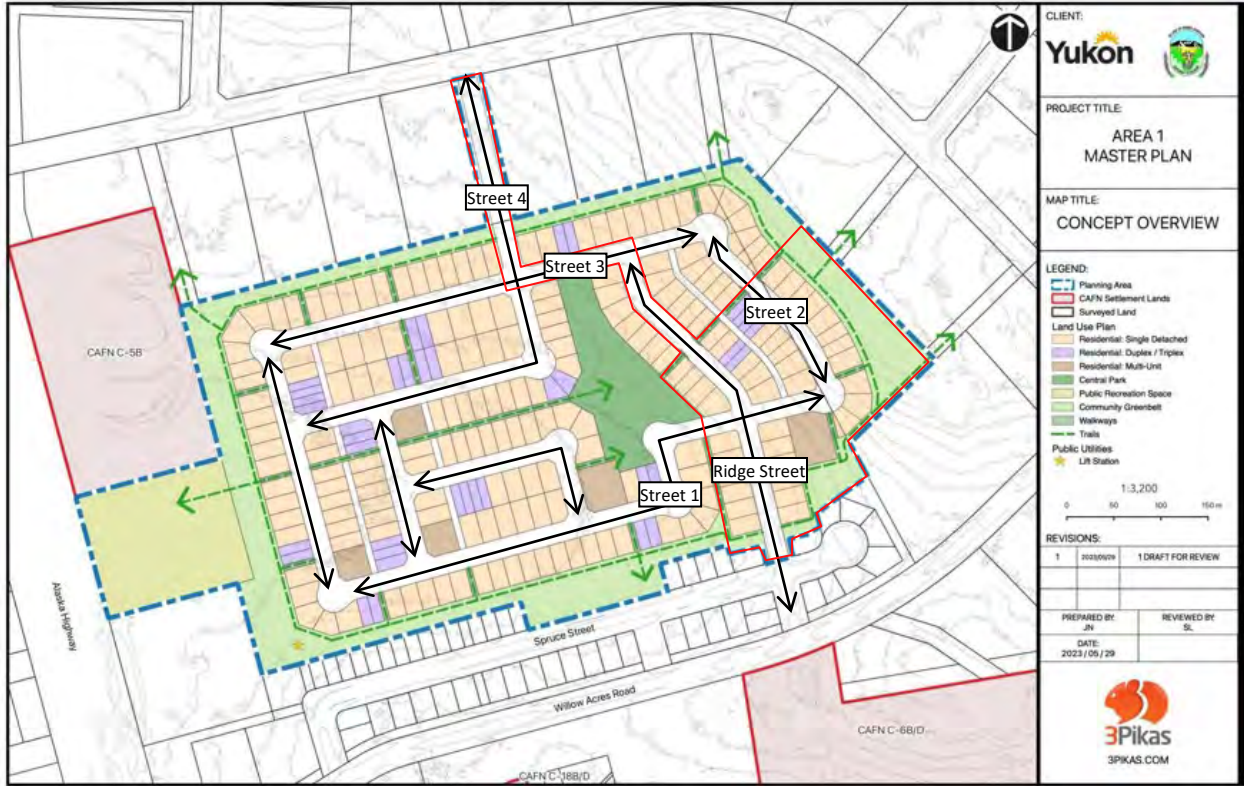
In general, community members believe that the name should:

1. Reflect the natural environment
2. Be written in Southern Tutchone and English
3. Pay homage to CAFN traditional territory.

### Current Status

Yukon Government has recently installed a project sign, as previously agreed to by Council, including the new subdivision name. YG is now requesting that Council provide direction on street names within the Phase 1 area. Council should provide four (4) street names as shown in the figure below.





## Draft Resolution

That Council directs staff to officially designate the following street names, XXXXX, for the Dhäl Gähy (Mountain Ridge) subdivision.

Prepared by

Lianna Grice  
Project and Asset Manager

Approved by

Aynslie Ogden  
A/Chief Administrative Officer



**Village of Haines Junction  
Report to Council**

**July 10, 2024**

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**RE: Tree Planting Funding Opportunity**

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**Recommendation**

That Council approve the submission of a proposal to the Growing Canada's Community Canopies Fund to support a Community Tree Planting Program, acknowledging that the Village will be responsible for 50% of the costs of the project, and that a financial contribution from Yukon government would be sought to offset planting costs within the Dhäl Gähy (Mountain Ridge) subdivision per commitments made at the March 25, 2025 public meeting.

**Background**

A public meeting was held on March 25, 2024 to discuss public concerns regarding the clearcutting of the Dhäl Gähy (Mountain Ridge) subdivision. Several suggestions, and some commitments, for next steps were discussed at the meeting including a commitment to explore options to replant trees within the subdivision. Yukon government indicated its openness and willingness to investigate possibilities to partner on replanting trees, noting that planting at the back of the lot, and planting of boulevard trees is best done after a house is built.

**Current Status**

The Federation of Canadian Municipalities Green Municipal Fund currently has an open call for proposals for tree planting projects under the Growing Canada's Community Canopies funding program. This funding opportunity provides awards of up to 50% of eligible costs for tree planting projects with municipal government involvement and accountability.

Eligible costs are defined as "direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities" noting:

- Projects must have a minimum value of \$50,000
- Eligible costs can only be incurred from the date the full application is submitted until the date final reporting is submitted.
- Planting activities, including site preparation, must be completed within two years of receiving funding approval, with one additional year allocated for monitoring and maintenance activities
- When planting on private land such as residences, the lead applicant is accountable for the planting and first year's maintenance of funded trees. This responsibility can be delegated to a third party (with proof of delegation).
- Community engagement is a key priority. Projects that demonstrate inclusive engagement and foster a sense of ownership and understanding of the vital roles that trees play in urban environments are scored higher.

- Applications require engagement of forestry professionals in project planning. Specifically, applicants must submit a planting plan demonstrating knowledge of site conditions and suitable tree species that was prepared by a forestry professional, as well as a maintenance plan that details how trees will be cared for after planting, and a monitoring and management plan describing ongoing efforts to monitor tree health/survival and address tree mortality.
- The program prefers projects planted on civic lands as they are more likely to be permanent, however applications for planting on non-municipal lands will be accepted where the lead applicant is accountable for ongoing tree maintenance and survivability during the first year.
- Letters of support from landowners, including an acknowledgement of long-term tree ownership and responsibility, will be required for all planting sites on non-municipal land.
- All projects, regardless of the lead applicant or planting location, will require a resolution or letter of support from the council of the municipality in whose jurisdiction the planting is to occur.
- Applicants are also required to have secured, or have plans in place to secure, tree stock, land/labour.

Eligible activities include projects that are designed to support communities in making permanent additions to their forests, including:

- **Street tree planting**, which is the thoughtful placement of trees along public streets, enhancing aesthetics, providing shade, improving air quality and reducing noise
- **Urban planting** in areas with low canopy cover, which lowers temperatures to lessen the urban heat island effect
- **Park tree planting**, which focuses on establishing new groves and revitalizing existing tree stands in public parks, keeping green spaces healthy and biodiverse
- **Riparian planting** in flood-prone areas, which can increase the infiltration and stability of soils
- **Forest restoration and reforestation**, which can rehabilitate areas that have experienced die-offs caused by pests or wildfires

CAO Fairbank has reached out to local forester Finella Pescott for assistance in preparing a submission, including costing of trees and the development of a planting plan. – information that is needed to prepare a proposal.

The deadline for applications is July 12, 2024.

### **Discussion/Analysis**

Administration has reviewed and assessed options for tree planting and recommends submitting a proposal for funding for a Community Tree Planting Program.

This program would involve:

1. Creating a temporary tree nursery on Village-owned property (such as the lots on Martin Street), where trees will be maintained by the Village until they can be transplanted to an approved location on municipal or private property.

2. Creating an agreement for residents to access free trees through the program, with terms and conditions that mirror those of the funder regarding maintenance and permanency. Trees could, for example, be requested by property owners within the new Dhäl Gähy (Mountain Ridge) subdivision to plant in the rear setback, or as street trees within the front setback. Trees could also be requested by property owners within the Village where there is low canopy cover and a desire for a shade tree.
3. Transplanting trees to suitable municipal locations (for example trails within the new Dhäl Gähy (Mountain Ridge) subdivision).
4. In addition to planting, local capacity building efforts may be included in the proposal to develop capacity to supply/source suitable trees locally, if such costs are considered eligible expenses.

Planting street trees and planting in the rear setback of lots in Dhäl Gähy (Mountain Ridge) were also assessed and determined to not be a good fit for this program due to the requirements for planting within the next two years, and the requirement for land owners to provide an acknowledgement of long term tree ownership and responsibility for plantings not on municipal land.

### **Fiscal Impact**

The Village would be responsible for 50% of the costs of this project. Detailed costing for the project is still underway. We anticipate our proposal will seek funding for a project at the minimum funding requirement (\$50,000). Financial contribution from Yukon government would be sought to offset planting costs within the Dhäl Gähy (Mountain Ridge) subdivision.

### **Draft Resolution**

THAT Council approve the submission of a proposal to the Growing Canada's Community Canopies Fund to support a Community Tree Planting Program, acknowledging that the Village will be responsible for 50% of the costs of the project, and that a financial contribution from Yukon government would be sought to offset planting costs within the Dhäl Gähy (Mountain Ridge) subdivision per commitments made at the March 25, 2025 public meeting.

Prepared by

Aynslie Ogden  
A/Chief Administrative Officer



**Village of Haines Junction  
Report to Council**

**July 10, 2024**

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**RE: Council remuneration**

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**Recommendation**

Administration recommends amending the Council Remuneration Bylaw so a new Bylaw is in place for the next term. Amendments that are recommended would bring the remuneration for Mayor and Council into a similar compensation arrangement as is in place with other Yukon communities.

Recommended amendments are to:

1. Provide additional compensation for attending meetings, training, or events outside of regular Council meetings at the rate of \$200/day, \$150/half-day.
2. Increase Mayoral compensation to the rate that is provided to the Mayor in Dawson \$18,335.
3. Amend the language regarding deductions for missed meetings to reflect the language used by Faro: that members must attend all regularly scheduled Council meetings in order to receive the full monthly indemnity, unless a leave of absence is approved by resolution of Council. If not, the approved monthly indemnity will be reduced by 25% per absence and may be suspended in its entirety if a member is absent without leave from 3 or more consecutive meetings while further absences continue.

**Background**

Council passed a Remuneration Bylaw in 2010. Key provisions included paying Mayor and Council a sum for each meeting attended, paying an hourly rate for meetings lasting beyond 4 hours, and reducing the rate if the meeting was less than 2 hours. An annual sum of money was paid for expenses incurred within the boundaries of Haines Junction. Expenses to travel outside the Village were paid at Yukon government rates. At the time Revenue Canada permitted a non-taxable allowance.

In 2018, a proposal was made to change the bylaw that was given one reading and then defeated. This bylaw was lengthy (15 pages) and built on the existing practice of paying per meeting rates.

The Village of Haines Junction Council Remuneration Bylaw #350-19 was last reviewed 6 years ago in 2019. S8 of Bylaw #350-19 indicates the bylaw will be reviewed by each Council during its tenure. Bylaw #350-19 reflected the understanding that attendance of meetings is only one aspect of a Council member's role. Doing research and analysis, making phone calls, writing letters, providing advice to staff, and advocating and travelling on behalf of the community is all carried out outside of meeting times. Bylaw #350-19 moved from a meeting-attendance basis for compensation to an annual amount to each Council member and the Mayor that is not specifically linked to meeting attendance, and compensated for Revenue Canada's change in policy for all remuneration to be

taxable. Bylaw #350-19 also intruded the notion of reducing payments to a Council Member of Mayor if/when meetings are missed, with or without notice.

The Annual Average Consumer Price Index rose by 6.8% in 2022 and 3.9% in 2023. These increases are the largest since 1991. In the past few years, many employers across Canada have been taking steps to ensure wages keep pace with inflation.

The Government of Yukon has just released the dates for the 2024 Municipal Elections. Election day will be October 17, 2024. This is an opportune time to review the Village of Haines Junction Council Remuneration Bylaw and to have a new Bylaw in place prior the Election.

## **Current Status**

Per Bylaw #350-19, the annual amount to be paid to Mayor and Council is:

- Mayor \$14,666
- Council \$11,733

Payments are made in twenty-six equal payments. Deductions are made for missed meetings.

There is also an allowance for inflation. Annual Compensation is adjusted retroactively to January 1<sup>st</sup> of the current year upon publication of the Statistics Canada change in the Consumer Price Index for Whitehorse. Therefore, recent increases in cost-of-living increases are reflected in the compensation currently provided to Mayor and Council. With adjustments for cost of living, compensation in 2024 is:

- Mayor \$17,159
- Council \$13,727

Council members are also reimbursed for travel expenses (meals, transportation, accommodation etc.) using the same rates that are used for Yukon government employees on travel status.

## **Discussion/Analysis**

Table 1 (attached) provides a comparison of Council Remuneration across Yukon Communities. Whitehorse is excluded from the summary below, as the rates of compensation are not comparable to other Yukon communities. This comparison shows:

- Teslin is an outlier, as they provide considerably less compensation to their Mayor and Councillors than is provided to other Yukon communities.
- Only Haines Junction and Faro adjust wages annually based on the change in the Consumer Price Index. Dawson does, but caps the increase at 2.5%. This has prevented significant wage compression and has allowed Mayor and Council in Haines Junction to have wages that have kept pace with inflation.
- Haines Junction is the only community to not provide additional compensation for attending meetings, training, events outside of regular Council meetings, noting Mayo and Teslin have compensation arrangements that are solely/primarily based on meeting attendance.
- Haines Junction and Faro are the only communities to deduct wages for missed meetings.

## **Alternatives considered**

Council may wish to consider amending Bylaw #350-19 to reflect any/all of following adjustments to Mayor/Council compensation to align with policies in other Yukon communities:

1. Provide additional compensation for attending meetings, training, or events outside of regular Council meetings at the rate of \$200/day, \$150/half-day, similar to what is provided by Dawson, Watson Lake, and Carmacks.
2. Increase Mayoral compensation to the rate that is provided to the Mayor in Dawson \$18,335 to reflect the increased workload associated with Haines Junction being the fastest growing Yukon community (outside Whitehorse).
3. Amend the language regarding deductions for missed meetings to reflect the language used by Faro: that members must attend all regularly scheduled Council meetings in order to receive the full monthly indemnity, unless a leave of absence is approved by resolution of Council. If not, the approved monthly indemnity will be reduced by 25% per absence and may be suspended in its entirety if a member is absent without leave from 3 or more consecutive meetings while further absences continue.

## **Fiscal Impact**

Option 1 would vary, depending on the amount of training, meetings and events attended outside of regular Council meetings. This may increase participation in meetings, so in addition to compensation increases, there could be an increase in travel claims as well if meeting/training/events are located outside of town. A rough estimate of costs is \$5,000 per Councillor per year.

Option 2 above would cost an additional \$1,226 per year.

## **Draft Resolution**

THAT Administration bring forward an amended Council Renumeration Bylaw #350-19 for First Reading per the recommendations outlined in the July 10 Report to Council.

Prepared by

Aynslie Ogden  
A/Chief Administrative Officer

## Comparison of Council Remuneration

Municipality	Mayor	With CPI Increases (2024)	Council	With CPI Increases (2024)	Date of Bylaw	Annual increase	Other	Web link
Haines Junction	\$ 14,666	\$ 17,159	\$ 11,733	\$ 13,727	2019	per CPI unless when in a period of deflation when the change in CPI will be deemed to be zero	Deductions for missed meetings: 25% deduction if one meeting is missed 50% deduction if two consecutive meetings are missed 100% deduction if three consecutive meetings are missed	<a href="#">Village of Haines Junction Council Remuneration Bylaw</a>
Dawson 2018	\$ 15,216	n/a	\$ 10,144	n/a	2018-2021	up to 2.5% (unless CPI indicates a negative adjustment - if so no adjustment will be applied)	Additional remuneration for training, event or meeting when attendance is approved by Council -\$200 Per day (>4hours) -\$150 Per half day (<4hours)	<a href="#">City of Dawson 2018 Council Remuneration Bylaw</a>
Dawson 2021	\$ 17,501	\$ 18,385	\$ 11,667	\$ 12,564	2021-2024	up to 2.5% (unless CPI indicates a negative adjustment - if so no adjustment will be applied)	Additional remuneration for training, event or meeting when attendance is approved by Council -\$200 Per day (>4hours) -\$150 Per half day (<4hours)	<a href="#">City of Dawson 2021 Council Remuneration Bylaw</a>
Watson Lake	\$ 15,000	\$ 15,000	\$ 10,000	\$ 10,000	2021	n/a	Attending approved meetings, courses and conventions as required in the course of their duties: -\$200 Per day (>4hours) -\$150 Per half day (<4hours)	<a href="#">Town of Watson Lake Council Indemnity Bylaw</a>
Carmacks	\$ 14,666	\$ 14,666	\$ 11,733	\$ 11,733	2022	n/a	Additional remuneration for training, event or meeting when attendance is approved by Council -\$200 Per day (>4hours) -\$150 Per half day (<4hours)	<a href="#">Village of Carmacks Council Indemnity Bylaw</a>
Teslin	\$ 8,000	\$ 8,000	\$ 7,300	\$ 7,300	2018	n/a	Teslin provides a maximum idemnity of for Mayor and Council based on a base indeminty of \$3750 for the Mayor, and \$3000 for a Councillor, with an additional \$125 per regular or special meeting of Council attended. Additional remuneration for tattending meetings or performing other duties on behalf of the municipality -\$200 Per day (>4hours) -\$150 Per half day (<4hours)	<a href="#">Village of Teslin Council Indemnity Bylaw</a>
Mayo	n/a	n/a	n/a	n/a	2018		Attendance at regular council meetings Mayor \$200, Councillor \$150 Attendance at non-council meetings inside the community <2hours -Mayor \$150 -Councillor \$100 Attendance at non-council meetings inside the community >2hours -Mayor \$200 -Councillor \$150 Attendance at meetings outside the community -Mayor \$250 -Councillor \$200 Hourly honorarium for travel to meetings outside community in Yukon - \$40/hour	<a href="#">Village of Mayo Council Indemnity Bylaw</a>



Municipality	Mayor	With CPI Increases (2024)	Council	With CPI Increases (2024)	Date of Bylaw	Annual increase	Other	Web link
Faro	\$ 17,880	\$ 21,828	\$ 10,632	\$ 12,980	2017	Adjusted at the beginning of each calendar year based on the change in the Consumer Price Index over the preceeding year.	One third of the monthly indemnity paid to each member shall be as a tax free allowance for expenses necessarily incidental to the discharge of their duties. Members must attend all regularly scheduled Council meetings in order to receive the full monthly indemnity, unless a leave of absence is approved by resolution of Council. If not approved the monthly indemnity will be reduced by 25% per absence and may be suspended in its entirety if a member is absent without leave from 3 or more consecutive meetings while further absences continue.	
Whitehorse	\$ 104,552		\$ 37,639		2020	per CPI unless when in a period of deflation when the change in CPI will be deemed to be zero	Entitled to extended health care, dental care, accidental death and dismemberment insurance, childcare allowance and employee assistance program	<a href="#">City of Whitehorse Council Remuneration Bylaw</a>



**Village of Haines Junction  
Report to Council**

**July 10, 2024**

Council Decision  
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**RE: 2024 Municipal Election**

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**Recommendation**

The Municipal Act provides Council to decide whether to enable a system for enumeration or a system for registration of electors. Administration recommends Council to proceed with a system for registration of electors, as has been done in previous years.

**Background**

Yukon Government has announced the Legislated dates for the fall Municipal Election. Key dates and deadlines include:

<b>Date/Deadline</b>	<b>Description and Municipal Act references</b>
September 5	Deadline for Municipal Election Bylaw to be passed
September 19	Notice of Nomination Day, posted and advertised. s.74
September 26	Nomination Day: deadline for submission of nominations (noon). s.75
October 3	Notice of Advance Poll to be posted and advertised. s.85(2)
October 10	Notice of Poll to be posted and advertised. s.84(2)
October 10	Advance Poll to be held. s.87
October 17	Election day s.52

We have confirmed with YG what training/orientation will be provided to new Council members, once elected.

- Training on the basics of governance, how to run a Council, etc. is organized by AYC and is YG-Community Affairs usually joins in.
- Community Affairs often assesses what the needs are after the election and offers training accordingly.
- YG is also working on creating modules on governance and the Municipal Act that will be put on YG's internal online learning platform, which will be accessible to municipalities and councils. This may include training on procurement, leadership, financial management, etc. YG is interested in hearing from communities what kind of training they need so we can look at creating it or sharing it from YG's platform.

**Current Status**

- The Job Advertisement to recruit a Returning Officer was posted on June 28, 2024. The deadline for applications is July 31, 2024.
- Bylaw 413-24 2024 Municipal Election Bylaw has been brought forward to today's Regular Council Meeting for First Reading.

- Administration is working on a table of contents for a Briefing Binder for the incoming Council to support Council's orientation to pertinent/pressing issues, initiatives and projects.
- A webpage is being developed to provide information to the Community about the Fall Municipal Election.

### **Discussion/Analysis**

There is one decision point regarding the 2024 Election Bylaw that Council may want to review. The Municipal Act provides Council to decide whether to enable a system for enumeration or a system for registration of electors.

- Our Bylaw typically waives the requirement for an Electors List and opts for registration of electors. The proposed Bylaw #413-24 2024 Municipal Election Bylaw has been drafted to reflect this.
- We've received feedback from individuals that previously ran for Council that an Elector's list would be useful.
- According to the YG 2024 Municipal Elections Manual, if a Municipality plans to go this route, a preliminary list of electors should be prepared within the 8 months prior to the election. Assistance can be requested from the Chief Electoral Officer. This would also require establishment of a Board of Revision to provide an opportunity for any person to request a revision to the preliminary list of electors (e.g. if an eligible voter is not on the list etc.)

Prepared by

Aynslie Ogden  
A/Chief Administrative Officer



**2024 Municipal Elections  
Manual**



*This manual has been prepared by the Community Affairs branch for the 2024 municipal elections. If you have any questions about this manual or about the election process, contact your community advisor.*

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## 2024 General Municipal Election LEGISLATED Dates

Date/Deadline	Description and <i>Municipal Act</i> references
September 5	Election Bylaw passed to appoint Returning Officer and establish other election arrangements. s.53-56
September 15	Notice of Hearing, Board of Revision, posted and advertised. s.65
September 19	Notice of Nomination Day, posted and advertised. s.74
September 19	Deadline for written applications requesting revisions must be to Board of Revision. s.68(1)
September 23	Designated municipal officer must provide copy of preliminary list of electors to Board of Revision. s.66
September 25	Board of Revision to sit and review all applications to revise electors list. s.64(4)
September 26	Nomination Day: deadline for submission of nominations (noon). s.75
October 3	Revised list of electors sent to designated municipal officer. Public notice issued confirming receipt of the list. s.71
October 3	Notice of Advance Poll to be posted and advertised. s.85(2)
October 10	Notice of Poll to be posted and advertised. s.84(2)
October 10	Advance Poll to be held. s.87
October 17	Election day s.52

\*\* Please refer to the noted *Municipal Act* sections for more details.

# 2024 Municipal Election Calendar



## General Timeline with Suggested and Legislated Activities

Timeline/Date	Activity	Description and <i>Municipal Act</i> references
February – September	<b>Preliminary list of electors</b>	<p>If a municipality plans to prepare a preliminary list of electors, this should be done within the 8 months prior to the election. (s.59)</p> <p>Council can decide not to prepare this list. (s.60)</p>
May – June	<b>Enumeration or Registration system</b>	Council may want to enable a system for enumeration or a system for registration of electors in their community. (s.61)
September 5	<b>Election bylaw</b>  <b>Board of Revision</b>	<p>Prior to September 5<sup>th</sup> Council needs to pass their election bylaw which will:</p> <ul style="list-style-type: none"> <li>• Appoint a returning officer, and deputy if needed</li> <li>• Establish the place for making nominations (usually the town office)</li> <li>• Arrange for the election to be held (s.53 - 56)</li> </ul> <p>Also prior to September 5<sup>th</sup>, Council needs to establish a Board of Revision. (s.63)</p>
September 15	<b>Public notice</b>	<p>Public notice must be issued at least 10* days prior to the Board of Revision sitting. (s.65)</p> <p>* Not including Sundays and holidays</p>






# 2024 Municipal Election Calendar



## General Timeline with Suggested and Legislated Activities

Timeline/Date	Activity	Description and <i>Municipal Act</i> references
September 19	<b>Nominations</b>	Notice of the time and place for holding nominations issued. (s.74)
September 19	<b>Applications for revisions</b>	Last day for any applications for revision of the list of electors. (s.68(1))
September 23	<b>Preliminary list of electors</b>	A copy of the preliminary list of electors needs to be delivered to each member of the Board of Revision at least 48 hours before the day set for revision of the preliminary list of electors. (s.66)
September 25	<b>Sitting of the Board of Revision</b>	The Board of Revision sits. (s.64)
September 26	<b>Nominations</b>	Nominations for mayor and councillor must be made by noon. (s.75)
October 3	<b>Notice of advanced poll</b>	Notice of advanced poll issued. (s.84)
October 3	<b>Revised list of electors</b>	Revised list of electors due. (s.71)  Notice issued that revised list of electors has been received. (s.71)
October 10	<b>Notice of poll</b>	Notice of poll must be published and issued. (s.84)
October 10	<b>Advance poll</b>	Advance poll held. (s.87(1))
October 17	<b>Election day</b>	Election day (s.52) 

\*\* Please refer to the noted Municipal Act section(s) for more details.



## COMMUNITY AFFAIRS, Government of Yukon

Following is a list of general services provided by Community Affairs during the municipal election process. These services are not itemized in the *Municipal Act*.

---

- (a) establish the election schedule and circulate to all municipalities and local advisory areas
  - (b) provide election documents
  - (c) assist municipalities with bylaws, if requested
  - (d) review ballots and advertising, etc., if requested
  - (e) provide general advertising throughout election period for Nomination Day, Election Day, and a notice regarding Employees' Time Off to Vote.
  - (f) provide advice and guidance to municipal staff and returning officers on election process
  - (g) assist with new council training needs, if requested
- 

### Community Affairs Branch (Yukon Government)

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The following list, taken from the *Municipal Act*, describes the duties and responsibilities of municipal councils in relation to municipal general elections.

Please refer to the *Municipal Act*, Part 3 Elections, for all the municipal election details. This list only includes excerpts from the Act.

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## **Bylaws regulating elections s.53**

s.53 Council may by bylaw:

- (a) divide the municipality into polling divisions;
- (b) subject to this Act, regulate the conduct of an election;
- (c) establish polling places in hospitals, old age homes or similar institutions, and set special hours for when these polls shall be open; and
- (d) establish one or more mobile polls which may attend at hospitals, extended care facilities, or other facilities where voters are confined, or at the residences of electors incapable of attending at a poll because of physical incapacity, and set special hours for when the poll shall be in attendance at the various institutions and other places that the bylaw requires the poll to attend.

## **Provision for wards s.54**

s.54 The council may, by bylaw made with the approval of the Minister, provide that all or some of the members of the council be elected on an area or ward basis.

## **Commencement of election procedure s.56**

s.56(1) The council shall by bylaw on or before the first Thursday in September in each election year and at other times as required

- (a) appoint a returning officer to be responsible for the administration of the election or public vote;
- (b) establish the place for making nominations;

- (c) establish places that are reasonably accessible to electors who are physically incapacitated at which polls will be held if a poll is required and, subject to section 85, set hours during which polls shall be open;
- (d) appoint deputy returning officers as required, or delegate to the returning officer the power to appoint deputy returning officers; and
- (e) otherwise arrange for the holding of the election or public vote.

s.56(2) The council may appoint an alternate returning officer.

### **Preliminary List s.59**

s.59(1) If a municipality is not divided into separate polling divisions, in each election year the designated municipal officer shall prepare within the eight months preceding the date of the election a preliminary list of electors.

s.59(2) If a municipality is divided into polling divisions, in each election year the designated municipal officer shall prepare within the eight months preceding the date of the election a separate preliminary list of electors for each polling division.

s.59(2.01) The designated municipal officer shall complete their preparation of a preliminary list of electors as required under this section before the second Thursday of September that occurs immediately before the date of the general election to which a preliminary list of electors relates.

s.59(2.02) Immediately upon completion of a preliminary list of electors, the designated municipal officer shall issue, by any method that is appropriate to that particular municipality, a public notice of that completion.

s.59(3) If a by-election occurs and the list of electors has not been revised within the eight months preceding the date of the by-election, the council shall cause the list of electors to be revised in accordance with the provisions of this Act.

s.59(4) Despite s.59(3), the council may cause the list of electors to be revised in accordance with provisions of this Act if a by-election occurs within the eight months following the last revision.

s.59(5) Subject to s.59(6), the preliminary list of electors shall set out in alphabetical order, by surname and first initial, the names together with the address of the person's residence and mailing address, if different, as far as reasonably practicable, of all persons entitled to vote.

s.59(6) At any time before the completion of a preliminary list under s.59(2.01), an elector may make a request to the designated municipal officer that their personal information be removed from a preliminary list of electors or a revised list of electors (which is delivered to the designated officer under s.71) before the designated municipal officer provides, under s.72, access to any person to either list.

s.59(7) If, upon receiving a request under s.59(6), the designated municipal officer is satisfied that the inclusion of an elector's personal information in a preliminary list of electors or a revised list of electors at the time of another person's access to either list would reasonably expose the elector to a personal safety risk, the designated municipal officer must

- (a) remove the elector's personal information from either list, as the case may be, before providing access to another person to the list; and
- (b) ensure that, without showing any personal information, the elector is accounted for in the total number of electors shown in each list.

### **List not required s.60**

s.60(1) Despite section 59, a council, if it so desires, may by bylaw

- (a) dispense with the requirement of a list of electors for an election; and
- (b) prescribe procedures and forms governing the conduct of elections otherwise consistent with this Act.

s.60(2) Sections 63 to 71 and subsection 130(2) do not apply to a municipality if its council has adopted a bylaw under subsection (1).

### **Enumeration or registration of voters s.61**

s.61(1) The council may, by bylaw, provide for

- (a) a system of enumeration of persons entitled to vote at an election; or
- (b) a system of registration of persons entitled to vote at an election which shall include the prescribed oath required to be signed by each person applying to vote.

s.61(2) The council may enter into an agreement with the chief electoral officer of the Yukon or Canada to obtain data to be used in the preparation of a list of electors.

### **Council to establish Board of Revision s.63**

s.63(1) Each council must establish a Board of Revision that consists of an odd number of members who hold office at pleasure.

s.63(1.01) The council must appoint persons as members of its Board of Revision who are not a member of council or an employee of the municipality.

s.63(2) Each Board of Revision shall choose a chairperson from its membership.

s.63(3) Each member of the Board of Revision shall, before entering on their duties, take and subscribe the oath of affirmation in the prescribed form.

s.63(4) The council shall, by resolution, prescribe a fee to be paid to members of the Board of Revision.

### **Chair, quorum, and sittings of the Board s.64**

s.64(1) The Board of Revision shall be presided over by the chair, or in the chair's absence by an acting chair chosen from among the members present.

s.64(2) The municipality must supply a person to record the proceedings of the Board of Revision.

s.64(3) A majority of the members of the Board of Revision constitutes a quorum of the Board of Revision and if a quorum is not present, the Board of Revision shall stand adjourned to the next day, not a holiday, and from day to day thereafter until there is a quorum.

s.63(4) The Board of Revision shall sit on the day before the fourth Thursday in September each election year for a continuous period of not less than two hours and not more than twelve hours to be determined by the council.

s.63(5) The council may, by bylaw, require the Board of Revision to sit at other times in addition to the time mentioned in s.64(4) so as to transact its business for a by-election.

### **Applications for revision of the list s.67**

s.67(1) Any person who is eligible to vote at an election may apply to the Board of Revision to revise the preliminary list of electors on the grounds that the name of

- (a) an eligible voter is omitted from it;
- (b) an eligible voter is incorrectly described in it;
- (c) a person who is not eligible to vote is described in it; or
- (d) an eligible voter is included in it contrary to the wishes of the eligible voter.

s.67(2) The council may, by bylaw, appoint an agent to make any application to the Board of Revision that a person who is eligible to vote at the election could make.

### **Notice of poll and hours for the poll to be given s.84**

s.84(1) The notice of the poll issued by the returning officer shall state

- (a) the name of each candidate; and
- (b) the time and place at which the poll will be open for the purpose of receiving the votes of the electors.

s.84(2) The notice of the poll referred to in s.84(1) shall be published and posted by the returning officer at least seven days before polling day in the same manner as public notice is provided for a nomination proceeding under s.74.

s.84(3) The polls shall be open from 8:00 a.m. to 8:00 p.m. The council may set extended hours during which one or more polls shall be open, but the extended hours must fall between 7:00 a.m. and 11:00 p.m.

### **Direction to establish advance poll s.85**

s.85(1) For the purpose of enabling every voter mentioned in s.48 to vote at an election, the council

- (a) shall direct the returning officer to establish one or more polling places for advance polling at the time set out in s.87(1); and
- (b) may direct the returning officer to establish one or more polling places for a second advance polling on one other day as stipulated by the council.

s.85(2) Notice of an advance poll shall be given in the form and in the manner provided in s.84.

### **Hours and voting qualifications for advance poll s.87**

s.87(1) The poll at each advance polling place established under paragraph s.85(1)(a) shall be open on the second Thursday in October from 8:00 a.m. to 8:00 p.m. The council may set extended hours during which one or more polls shall be open, but the extended hours must fall between 7:00 a.m. and 11:00 p.m.

s.87(2) The poll at each advance polling place established under paragraph 85(1)(b) shall be open on the day or days stipulated by council from 8:00 a.m. to 8:00 p.m. The council may set extended hours during which one or more polls shall be open, but the extended hours must fall between 7:00 a.m. and 11:00 p.m.

### **Automated voting systems s.104**

s.104(1) Council may, with the approval of the Minister, by bylaw provide for the taking of the votes of the electors by voting machines, vote recorders or automated voting systems, or other devices.

s.104(2) Despite any other provision of this Act, the bylaw referred to in s.104(1) shall prescribe

- (a) the form of the ballot;
- (b) procedures for how to vote;
- (c) procedures, rules and requirements regarding the counting and recounting of the votes;
- (d) procedures and precautions to ensure that each elector votes only once in the election and that they are able to vote secretly.

s.104(3) To the extent that there is an inconsistency between the procedures, rules, and requirements established by a bylaw under s.104(1) and the procedures, rules, and requirements established by or under this Part, the bylaw prevails.





## **DESIGNATED MUNICIPAL OFFICER (CAO)**

The following list, taken from the Municipal Act, describes the duties and responsibilities of the designated municipal officer before and after the polls. This includes details of tasks ascribed specifically to the designated municipal officer in the municipal act, but does not include council responsibilities, described in part 2 of this manual, which should also be noted.

Please refer to the Municipal Act, Part 3 Elections, for all the municipal election details. This list only includes excerpts from the Act.

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### **Preliminary List s.59**

s.59(1) If a municipality is not divided into separate polling divisions, in each election year the designated municipal officer shall prepare within the eight months preceding the date of the election a preliminary list of electors.

s.59(2) If a municipality is divided into polling divisions, in each election year the designated municipal officer shall prepare within the eight months preceding the date of the election a separate preliminary list of electors for each polling division.

s.59(2.01) The designated municipal officer shall complete their preparation of a preliminary list of electors as required under this section before the second Thursday of September that occurs immediately before the date of the general election to which a preliminary list of electors relates.

s.59(2.02) Immediately upon completion of a preliminary list of electors, the designated municipal officer shall issue, by any method that is appropriate to that particular municipality, a public notice of that completion.

s.59(3) If a by-election occurs and the list of electors has not been revised within the eight months preceding the date of the by-election, the council shall cause the list of electors to be revised in accordance with the provisions of this Act.

s.59(4) Despite s.59(3), the council may cause the list of electors to be revised in accordance with provisions of this Act if a by-election occurs within the eight months following the last revision.

s.59(5) Subject to s.59(6), the preliminary list of electors shall set out in alphabetical order, by surname and first initial, the names together with the address of the person's residence

and mailing address, if different, as far as reasonably practicable, of all persons entitled to vote.

s.59(6) At any time before the completion of a preliminary list under s.59(2.01), an elector may make a request to the designated municipal officer that their personal information be removed from a preliminary list of electors or a revised list of electors (which is delivered to the designated municipal officer under s.71) before the designated municipal officer provides, under s.72, access to any person to either list.

s.59(7) If, upon receiving a request under s.59(6), the designated municipal officer is satisfied that the inclusion of an elector's personal information in a preliminary list of electors or a revised list of electors at the time of another person's access to either list would reasonably expose the elector to a personal safety risk, the designated municipal officer must

- (a) Remove the elector's personal information from either list, as the case may be, before providing access to another person to the list; and
- (b) Ensure that, without showing any personal information, the elector is accounted for in the total number of electors shown in each list.

### **List not required s. 60**

s. 60(1) Despite section 59, a council, if it so desires, may by bylaw

- (a) Dispense with the requirement of a list of electors for an election; and
- (b) Prescribe procedures and forms governing the conduct of elections otherwise consistent with this Act.

s. 60(2) Sections 63 to 71 and subsection 130(2) do not apply to a municipality if its council has adopted a bylaw under subsection.

### **Notice of Board of Revision sitting s.65**

s.65 At least 10 days before a sitting of a Board of Revision, the designated municipal officer must provide public notice of the sitting by

- (a) posting a written notice of the time and place of the sitting in the municipality's office in a location that is accessible to the public; and
- (b) publishing the notice in paragraph (a):
  - i) in the local media: or
  - ii) in the case where there is no local media in the municipality, by any other reasonable method appropriate to the municipality.

### **Delivery of list to the Board s.66**

s.66 The designated municipal officer shall, at least 48 hours before the day set for revision of the preliminary list of electors, deliver to each of the members of the Board of Revision a copy of the preliminary list of electors.

### **Application procedure s.68**

s.68(1) An application under s.67 must be made on or before the third Thursday in September by leaving the application for revision with the designated municipal officer.

s.68(2) The application for revision of the preliminary list of electors shall fully set out

- (a) the name of the person in respect of whom the application is made;
- (b) the nature of the revision that is sought;
- (c) the grounds on which the application is made; and
- (d) the name, residence, mailing address, and signature of the person making the application.

s.68(3) Despite s.68(1), a person may apply to the Board of Revision in person on the day of the sitting of the Board of Revision for a revision affecting their name only.

s.68(4) A person who makes an application in person at the hearing must sign the application.

s.68(5) If an application is made by a person for the adding or deleting of another person's name from the preliminary list, a notice shall be sent to that person by ordinary mail to the address shown on the preliminary list of electors, or any other record of the municipality.

### **Delivery of the revised list s.71**

s.71(1) The chair of the Board of Revision shall deliver a copy of the revised list of electors to the designated municipal officer and to the returning officer on or before the first Thursday of October.

s.71(2) Immediately upon the delivery of a copy of the revised list of electors under s.71(1), the designated municipal officer shall issue, by any method that is appropriate to that particular municipality a public notice confirming their receipt of the list.

### **Access to information in list of electors s.72**

s.72(1) An elector may make a request to the designated municipal officer for access to the following

- (a) a preliminary list of electors completed under s.59; or

(b) a revised list of electors that has been delivered to the designated municipal officer under s.71

s.72(2) A request under s.72(1) may be made only after the end of the period set out in s.59(2.01) in respect of the completion of a preliminary list of electors.

s.72(3) The designated municipal officer shall not permit an elector who makes a request under s.72(1) to have access to any personal information that is required to be removed from the list under s.59(7).

s.72(4) An elector's access to information in a preliminary list of electors or a revised list of electors does not entitle the elector to obtain a copy of that list.

### **Nomination requirements. s.76**

s.76(1) No person shall be nominated as a candidate unless they  
(a) are qualified to be elected under s.50;

(b) have been nominated in writing by at least 10 electors; and

(c) have delivered or caused to be delivered to the designated municipal officer or returning officer between the time of the nomination notice and 12 o'clock noon on the nomination day, a nomination paper in the prescribed form, together with a declaration administered by the returning officer, designated municipal officer, or a notary public in the prescribed form.

s.76(2) A nomination paper may be faxed to the returning officer or designated municipal officer.

### **Ballot boxes s.92**

s.92(1) The designated municipal officer shall have ready for each polling day at least as many ballot boxes as there are polling stations in municipality.

s.92(2) Ballot boxes for an election may be any box or other appropriate receptacle that is constructed so that ballots can be inserted but not withdrawn unless the ballot box is opened.

s.92(3) The designated municipal officer shall, before the polling day, deliver to the returning officer enough ballot boxes for the election.

s.92(4) Any reference to ballot boxes in this Part shall include any other appropriate receptacle as approved by council by bylaw.

### **Alternate election officers s.111**

s.111(1) If the returning officer is unable to or fails to do something required by this Part, it may be done by

- (a) the alternate returning officer, if any, appointed by the council; or
- (b) the designated municipal officer, if no alternate returning officer has been appointed.

s.111(2) If a deputy returning officer is unable to or fails to do something required by this Part, it may be done by

- (a) an alternate returning officer appointed by the council; or
- (b) another deputy returning officer designated by the returning officer.

### **Retention of election records s.129**

s.129(1) The returning officer shall retain all documents and ballots for an election for a period of eight weeks from the day on which they proclaim the result of the election and until every proceeding relating to that election pending in the Supreme Court during that period, and of which written notice has been received from a party to the proceedings, has been finally determined.

S.129(2) Unless otherwise directed by the Supreme Court, the returning officer shall cause all ballots and all documents other than the following, to be destroyed and shall record the time, place and method for destruction

- (a) ballot accounts;
- (b) appointment of election officers;
- (c) poll book;
- (d) all oaths and declarations;
- (e) nomination papers; and
- (f) the marked copies of the list of electors.

s.129(3) The returning officer shall cause the documents for an election retained under subsection (2) to be given to the designated municipal officer who shall retain them until the next general election.

### **Oaths of office and allegiance s.171**

s.171(1) Before or at the first meeting of council, a member of council shall take the oaths of office and allegiance in the prescribed form before a judge of the Supreme Court or Territorial Court, a justice of the peace, a notary public, or a designated municipal officer, and shall file them with the designated municipal officer.

s.171(2) Instead of swearing the oaths of office and allegiance, the member of council may affirm the prescribed affirmations of office and allegiance.

**Failure to take oaths of office and allegiance s.172**

s.172 If a person elected to council fails to take the prescribed oaths or affirmations of office and allegiance within 40 days after they are proclaimed elected, their election shall be considered null and void and their office vacant.

## RETURNING OFFICER and DEPUTY RETURNING OFFICER

The following list taken from the *Municipal Act* describes the duties and responsibilities of the Returning and Deputy Returning Officers before and after the polls.

Please refer to the *Municipal Act*, Part 3 Elections, for all the municipal election details. This list only includes excerpts from the Act.

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### **Commencement of election procedure s.56**

s.56(1) The council shall by bylaw on or before the first Thursday in September in each election year and at other times as required

- (a) appoint a returning officer to be responsible for the administration of the election or public vote;
- (b) establish the place for making nominations;
- (c) establish places that are reasonably accessible to electors who are physically incapacitated at which polls will be held if a poll is required and, subject to section 85, set hours during which polls shall be open;
- (d) appoint deputy returning officers as required, or delegate to the returning officer the power to appoint deputy returning officers; and
- (e) otherwise arrange for the holding of the election or public vote.

s.56(2) The council may appoint an alternate returning officer.

### **Powers of returning officers and deputies s.57**

s.57(1) The returning officer can perform all the duties and powers of a deputy returning officer and if there is no deputy appointed the returning officer shall perform the deputy's duties.

s.57(2) A returning officer or deputy returning officer appointed to attend at a polling place has the power to ask the questions and receive the declarations or oaths authorized by law to be asked of and made by electors.

### **Qualifications and procedure s.58**

s.58(1) A person may be entitled to vote by special ballot if they are eligible to vote under this Act and apply to the returning officer to vote by special ballot and are:

- (a) housebound;

- (b) unable to vote at an advance or regular poll because of their employment, business, or profession;
- (c) a student or spouse of a student in an educational institution which is outside the municipality in which the student and spouse are qualified to vote;
- (d) a person who might be at personal risk if they appear in person to vote; or
- (e) going to be absent from the municipality on polling days.

s.58(2) A person may request from a returning officer an application for a special ballot anytime after the first day in September or after another date as determined by council.

s.58(3) Anytime after the close of nominations a returning officer receiving an application for a special ballot may issue a special ballot to a person who is eligible to vote and who qualifies to vote by special ballot.

s.58(4) In order to be counted, a special ballot must be returned before two o'clock in the afternoon of polling day to the returning officer of the municipality where the elector is qualified to vote.

s.58(5) A person who applies and receives a special ballot cannot take the ballot paper to the polling station on polling day and vote in person using that special ballot.

s.58(6) The returning officer shall provide a list of the names of persons who applied for and received special ballots, to the candidates, and to the deputy returning officers at each poll, immediately before the opening of the polls.

### **Electors requiring confidentiality s.58.01**

s.58.01(1) An elector who believes that disclosure of his or her name or address would expose the elector to personal risk may apply at any time after the time established under subsection 58(2) to the returning officer to vote by special ballot even though the elector's name does not appear on the list of electors for the municipality in which the elector is qualified to vote.

s.58.01(2) An application under subsection (1) shall state the elector's reason for applying to vote by special ballot under this section.

s.58.01(3) If a special ballot is issued under this section, particulars of the elector shall be omitted from

- (a) the list of electors; and
- (b) lists and documents delivered to any candidate.

s.58.01(4) A candidate may request from the returning officer the number of special ballots issued under this section.



### **Delivery of the revised list s.71**

s.71(1) The chair of the Board of Revision shall deliver a copy of the revised list of electors to the designated municipal officer and to the returning officer on or before the first Thursday of October.

### **Public notice of nomination proceeding s.74**

s.74 At least 7 days before a nomination proceeding, the returning officer must provide public notice of the proceeding by

- (a) posting a written notice of the time and place of the proceeding at the office of the municipality in a location that is accessible to the public; and
- (b) posting a written notice in
  - (i) if the municipality is divided into separate polling divisions, at least two conspicuous places in each polling division, or
  - (ii) in any other case, at least three conspicuous places within the municipality.

### **Nomination requirements s.76**

s.76(1) No person shall be nominated as a candidate unless they

- (a) are qualified to be elected under s.50;
- (b) have been nominated in writing by at least 10 electors; and
- (c) have delivered or caused to be delivered to the designated municipal officer or returning officer between the time of the nomination notice and 12 o'clock noon on nomination day, a nomination paper in the prescribed form, together with a declaration administered by the returning officer, designated municipal officer or notary public in the prescribed form.

s.76(2) A nomination paper may be faxed to the returning officer or designated municipal officer.

### **Nomination Papers s.77**

s.77(3) The returning officer shall, if requested to do so, give a receipt to the person who delivers a nomination paper with the accompanying declaration.

### **Proceedings on nomination day s.78**

s.78(1) The returning officer shall be present between the hours of 10:00 a.m. and 12 o'clock noon on nomination day at the place appointed by the council for the holding of nomination proceedings, and shall as soon as practicable after 12 o'clock noon announce the names of all electors who have been nominated as candidates in accordance with the provisions of this Act.

s.78(2) The returning officer shall not permit any speeches or interruptions during the nomination proceedings referred to in subsection (1).

### **Election, acclamation and filling of vacancies s.79**

s.79(1) At the conclusion of nomination proceedings,

(a) if the number of candidates for the vacant offices exceeds the number of vacancies, the returning officer shall proceed to hold a poll under this Act, and

(b) if the number of candidates for the vacant offices equals or is less than the number of vacancies, the returning officer shall declare each candidate elected by acclamation if the time for a challenge under subsection 82(2) has expired and the candidate's nomination has not been challenged.

### **Death of candidate s.80**

s.80(1) If, after a poll is announced, a candidate dies after the close of nominations and before the close of the poll, the returning officer shall, on being satisfied of the death, countermand the notice of poll and commence a new election.

s.80(2) Another nomination shall be held on the day and at the place and time, within 11 days from the date the poll was to have been held, as the council may by resolution determine, and the council shall also set the time and places for the poll. The poll shall take place on the seventh day following the close of nominations.

s.80(3) The council shall give the notice it considers best to inform the electors of the days, times and places set for the nomination and election.

s.80(4) A fresh nomination is not necessary for a candidate nominated at the time of the countermand of the poll.

### **Withdrawal of nomination s.81**

s.81 A candidate may withdraw their nomination by filing a written notice of withdrawal with the returning officer within 96 hours after the close of nominations.

### **Challenge of nomination s.82**

s.82(8) The person making the challenge must

- (a) immediately notify the returning officer and the person whose nomination is challenged of the time when the challenge will be heard; and
- (b) within one day of filing the petition, serve on those persons the petition and its accompanying affidavit, and a notice of the time set for the hearing.

### **Certified list of candidates s.83**

s.83 At the close of nominations, the returning officer shall, at the request of a candidate or agent, deliver to them a certified list of all candidates and their physical address for the delivery of documents.

### **Notice of poll and hours for the poll to be given s.84**

s.84(1) The notice of the poll issued by the returning officer shall state

- (a) the name of each candidate; and
- (b) the time and place at which the poll will be open for the purpose of receiving the votes of the electors.

s.84(2) The notice of the poll referred to in subsection (1) shall be published and posted by the returning officer at least seven days before polling day in the same manner as public notice is provided for a nomination proceeding under section 74.

s.84(3) The polls shall be open from 8:00 a.m. to 8:00 p.m. The council may set extended hours during which one or more polls shall be open, but the extended hours must fall between 7:00 a.m. and 11:00 p.m.

### **Direction to establish advance poll s.85**

s.85(1) For the purpose of enabling every voter mentioned in section 48 to vote at an election, the council

- (a) shall direct the returning officer to establish one or more polling places for advance polling at the time set out in subsection 87(1); and
- (b) may direct the returning officer to establish one or more polling places for a second advance polling on one other day as stipulated by the council.

S.85(2) Notice of an advance poll shall be given in the form and in the manner provided in section 84.

### **Oath of voter for advance poll s.89**

s.89 The deputy returning officer, every candidate and the agent of every candidate may require that a person intending to vote at the advance poll take any oath that the person may be required to take under this Act before being handed a ballot.

### **Sealing of ballot boxes for advance poll s.90**

s.90 On the close of the advance poll each day, the deputy returning officer shall, and each candidate or agent present may, affix a seal to the ballot box in such a manner that no ballots can be deposited in it without breaking the seal, and the ballot box shall remain sealed until the close of the poll on the regular polling day.

### **Ballot boxes s.92**

s. 92(3) The designated municipal officer shall, before the polling day, deliver to the returning officer enough ballot boxes for the election.

### **Printing of ballot papers s.93\***

s.93(1) If a poll is granted, the returning officer shall immediately have printed, at the expense of the municipality, enough ballot papers in the prescribed form for the purposes of the election.

s.93(2) If a municipality continues to use a list of electors, the number of ballots printed in accordance with subsection (1) shall not be less than the number of electors on the revised list of electors.

\* See form Affidavit of Printer

### **Content of ballot papers s.94**

s.94(1) Separate ballot papers shall be used for the election of the mayor and for the election of councillors.

s.94(2) The names of the candidates shall be printed on the ballot paper in the order determined by lot by the returning officer on nomination day or, if authorized by bylaw of the municipality, in a rotation so that there is equal opportunity for the name of each candidate to appear in each row on the ballots.

s.94(3) Subject to an order under section 82, the name of each candidate shall be printed on the ballot paper in accordance with any reasonable directions that the candidate may give in their nomination papers as to its spelling, or as to the use of a contraction or a nickname.

s.94(4) Ballot papers shall include a statement indicating the maximum number of candidates an elector can vote for.

s.94(5) If there is one or more public votes at the same time as an election, a separate ballot paper shall be used for each public vote.

### **Preparation of ballot boxes s.95**

s.95 The presiding officer at each polling place shall, just before the commencement of the poll, show each ballot box empty to those persons present in the polling station, so that they may see that it is empty, and then the presiding officer shall

- (a) close it and place a seal on it in such a manner as to prevent its being opened without breaking the seal; and
- (b) place and keep it in their view, closed and sealed, for the receipt of ballot papers.

### **Duty of officer to receive the votes of electors s.98**

s.98 Subject to subsection 99(2), the deputy returning officer shall receive the vote of any person who is eligible to vote in the election.

### **Challenges s.99**

s.99(1) If a person offering to vote is challenged by the deputy returning officer, by a candidate or the candidate's agent, or by an elector, the deputy returning officer shall require the person to swear or affirm an oath in the prescribed form.

s.99(2) Despite sections 98 and 101, any person who is challenged and who refuses to take the oath or affirmation shall not be permitted to vote.

### **Entries respecting challenges s.100**

s.100(1) If an elector takes the oath or affirmation, the deputy returning officer shall enter, opposite the name of the elector in the list of electors, the word "sworn" or "affirmed".

s.100(2) If the vote of a person is objected to by a candidate or the candidate's agent, the deputy returning officer shall also

- (a) record the objection in the list of electors opposite the name of the elector using the words "objected to", and adding the name of the candidate, if the municipality is using a list of electors for the election; or
- (b) record in the poll book a notation to identify the voter who was objected to and the candidate who objected, if the municipality is not using a list of electors for the election.

### **Omission from electors list s.101**

s.101(1) A person whose name does not appear on the revised list of electors of the municipality is entitled to vote if

- (a) the person files with the deputy returning officer an application for registration in the prescribed form; and
- (b) the person is otherwise qualified to have their name entered on the list of electors or entered on the poll book or other recording system established.

s.101(2) If a person receives a ballot under subsection (1), the poll clerk shall record the fact in the same way that section 100 requires a challenge to be recorded.

### **Provision of ballot paper to elector s.102**

s.102(1) On being satisfied that an applicant for a ballot paper is entitled to vote at the polling place where they apply for the ballot paper, the deputy returning officer or poll clerk shall give the applicant one of each of the ballot papers to which they are entitled.

s.102(2) Despite subsection (1), if a municipality has a system of voter registration established under section 61, a person who applies for a ballot shall swear or affirm an oath of eligibility before being given any ballots.

s.102(3) A suitable mark shall be made on the list of electors against or through the name of each elector to whom a ballot paper is supplied.

### **Voting procedure s.103**

s.103(1) The elector, on receiving a ballot paper, shall promptly proceed into one of the compartments provided and, while screened from observation, shall mark their ballot paper by making a cross or other mark in the blank space opposite the name of the candidate or candidates for whom they vote, or by making a cross or other mark in the blank space provided for the purpose of indicating whether or not they are in favour of a public vote.

s.103(2) The elector shall then fold the ballot paper across to conceal the names of the candidates and any mark they have made on the face of the ballot paper, leave the compartment without delay and, having exhibited the folded ballot paper to the returning officer, deputy returning officer or poll clerk, shall, without exposing the front of the ballot paper to anyone, deposit it in the closed ballot box.

s.103(3) After depositing their ballot paper, the elector shall promptly leave the polling place.

### **Electors requiring assistance s.105**

s.105(1) If the deputy returning officer is satisfied that an elector's disability or inability to read prevents them from entering one of the compartments for voting or from marking or reading the ballot paper without help, then the deputy returning officer may permit the elector to mark the ballot in some other convenient location or the deputy returning officer or person designated by the elector may accompany the elector to a convenient place and mark the ballot paper on behalf of the elector as directed by the elector, according to what help the elector needs to vote.

s.105(2) A person, other than an election official, assisting in the marking of an elector's ballot under this section shall be required to swear or affirm the prescribed oath.

s.105(3) The deputy returning officer shall enter, opposite the name of the elector who is voting in the list of electors or poll book, the words "disability" or "unable to read."

s.105(4) The deputy returning officer or other person assisting the elector shall fold the ballot paper as in other cases, carry out the other requirements of section 103, and deposit the ballot paper in the closed ballot box in the presence of the elector.

### **Witness for electors requiring assistance s.106**

s.106(1) An elector who is unable to mark their ballot is entitled to have a person of their choice witness the marking of their ballot and the deputy returning officer shall inform the elector of their rights under this section.

s.106(2) A person may act as a witness under subsection (1) only once at the same election and only after they have sworn or affirmed an oath in the prescribed form.

### **Mistaken identity s. 107**

107(1) If a person, representing themselves to be a particular elector, applies for a ballot paper after another person has voted as that elector, the applicant, on swearing or affirming the oath required under section 99, is entitled to receive a ballot paper and to vote.

(2) If a person receives a ballot paper under subsection (1), the poll clerk shall record the fact in the same way that section 100 requires a challenge to be recorded.

### **Ballot papers inadvertently spoiled s.108**

s.108 An elector who has spoiled their ballot paper so that it cannot be used to cast their vote may return it to the deputy returning officer and obtain a new ballot paper to

replace the spoiled one. The deputy returning officer shall immediately cancel the spoiled ballot paper and keep it separate from other ballot papers.

### **Votes of deputy returning officers and poll clerks s.109**

s.109 Despite section 102, a deputy returning officer or poll clerk, if a qualified elector, may vote at the polling place to which they are appointed.

### **Alternate election officers s.111**

s.111(1) If the returning officer is unable to or fails to do something required by this Part, it may be done by

- (a) the alternate returning officer, if any, appointed by the council; or
- (b) the designated municipal officer, if no alternate returning officer has been appointed.

s.111(2) If a deputy returning officer is unable to or fails to do something required by this Part, it may be done by

- (a) an alternate returning officer appointed by the council; or
- (b) another deputy returning officer designated by the returning officer.

### **Disruption of elections s.112**

s.112(1) If a nomination or poll is significantly interrupted or obstructed, the returning officer or deputy returning officer may move the nomination or polling to another place or adjourn it to a later time or to another day, and shall take reasonable steps to give notice of the move or adjournment.

s.112(2) If nominations are concluded after an adjournment under this section, the poll may, if practicable, be put off for an equal number of days, and the new day shall be the day of polling under this Act.

### **Notice of adjournment of poll s.113**

s.113 If a poll has been adjourned by a deputy returning officer, they shall promptly notify the returning officer, who shall not declare the results of the poll, or the name or names of the candidate or candidates elected, until the poll so adjourned has been finally closed.



### **Maintenance of order at elections s.114**

s.114(1) From the time of nomination of candidates until the day following the final closing of the election, each returning officer and deputy returning officer is responsible for maintaining good order where election proceedings take place.

s.114(2) For the maintenance of peace and good order at an election, a returning officer or deputy returning officer may require the assistance of the Royal Canadian Mounted Police or other persons present, whether at the nominations, at a polling place, or any place where the votes are counted.

### **Regulation of polling stations s.115**

s.115 For maintaining order at a polling place a deputy returning officer may regulate the number of electors admitted at a time and may exclude all persons not entitled, permitted, or required by this Act to be present.

### **Removal of persons from polling places s.117**

s.117(1) If a person misconducts themselves in a polling place or fails to obey the lawful orders of the deputy returning officer, they may immediately, by order of the deputy returning officer, be removed from the polling place by the Royal Canadian Mounted Police, and the person so removed shall not, except with the permission of the deputy returning officer, be allowed to enter the polling place again during the day.

s.117(2) The powers under subsection (1) shall not be exercised to prevent any elector otherwise entitled to vote from having an opportunity to vote.

### **Arrest of person disturbing election s.118**

s.118(1) A deputy returning officer may by verbal order cause to be arrested and placed in the custody of the Royal Canadian Mounted Police, a person who is disturbing the peace and good order at an election.

s.118(2) No such arrest or detention under subsection (1) exempts in any manner the person arrested from a penalty to which they may have become liable for anything contrary to this Act or otherwise.

### **Persons attending the counting of the votes s.120**

s.120 The deputy returning officer, their assistants, poll clerks, the candidates and one agent for each candidate for each poll, but no other person except with the approval of the deputy returning officer, may be in the polling place during the opening of the ballot boxes and counting of the votes.

## **Counting of the votes s.121**

s.121(1) The deputy returning officer for each polling place shall, promptly after the close of the poll, open the ballot boxes in the presence of candidates or their agents, count the votes in the manner prescribed by section 122, and declare the result of the poll at the polling place.

s.121(2) Despite subsection (1), no ballot box for an advance poll, institutional poll, or mobile poll shall be opened until after the final close of all polls on polling day.

s.121(3) If the deputy returning officer finds any ballot in other than the appropriate ballot box, they shall transfer it to the appropriate ballot box.

s.121(4) The deputy returning officer shall, in counting the votes, reject as invalid any ballot

(a) for a reason set out in this Act;

(b) having votes for more candidates than are to be elected;

(c) having a mark or otherwise having been dealt with in a manner by which the voter could be identified;

(d) that is unmarked;

(e) that has been marked so that it is not clear which candidate has been voted for;  
or

(f) that has not been supplied by the deputy returning officer.

s.121(5) The deputy returning officer may appoint persons, in addition to any poll clerks, to assist in counting the votes, except the deputy returning officer shall personally deal with all ballot papers rejected or ballots objected to during the counting.

s.121(6) If fewer than 20 ballots have been cast at the poll, those ballots shall be combined with the ballots from another poll before being counted.

## **Procedure for counting votes s.122**

s.122(1) The deputy returning officer in counting the votes shall examine each ballot and call out in a distinct voice the name of the candidates for whom votes are recorded on the ballot, keeping a record of the votes given for each candidate.

s.122(2) The ballots shall be opened and placed on a table with their printed or written faces upward, so that the candidates or their agents can see how the face of the ballots are marked.

s.122(3) The deputy returning officer shall reject ballots for the reasons set out in subsection 121(4), and shall endorse "rejected" on each ballot rejected, adding to the endorsement "rejection objected to" if an objection is made to their decision by a candidate or agent.

### **Ballot accounts s.123**

s.123(1) After completion of the count, the deputy returning officer shall make into separate packets, each sealed by the officer and by those agents of candidates desiring to do so,

- (a) all ballots counted as valid to which no objection has been made;
- (b) all ballots counted as valid to which objection has been made;
- (c) all rejected ballots;
- (d) all unused and spoiled ballot papers;
- (e) the marked copies of the list of electors, all oaths and declarations, the poll book, and the counterfoils of the ballot papers, if any.

s.123(2) The deputy returning officer shall prepare and sign in duplicate a ballot account showing

- (a) the number of votes for each candidate and on each public vote at that polling place; and
- (b) the number of ballot papers entrusted to the officer accounted for under the headings of "ballot papers received", "ballots counted as valid", "ballots counted as valid to which objection has been made", "ballots rejected", and "ballot papers unused or spoiled".

s.123(3) The deputy returning officer shall place the sealed packets and an original ballot account in the ballot boxes used in the officer's polling place and lock or seal the boxes.

s.123(4) The locked or sealed boxes and a separate duplicate of the ballot account shall be delivered to the returning officer in accordance with the returning officer's instructions.

## **Examination of ballot accounts s.124**

s.124(1) The returning officer shall arrange to examine the ballot accounts as soon as practicable after the close of the poll and, if necessary, to recount the votes in the presence of the candidates or their agents.

s.124(2) The returning officer shall conduct a recount of the ballots

- (a) if there is a tie in the votes for two or more candidates;
- (b) at the request of a candidate or a candidate's agent; or
- (c) if the number of ballots rejected would affect the outcome of the election if they could be counted as valid.

s.124(3) The returning officer may conduct a recount if

- (a) the number of ballots objected to and counted as valid would affect the outcome of the election if they were not counted and the returning officer is satisfied that there are reasonable grounds to review the objections; or
- (b) because of a combination of the closeness of the votes and other circumstances about the polling or the handling of the ballots, the returning officer is satisfied that there are reasonable grounds to recount the ballots so as to be confident the count is accurate.

## **Preliminary election results s.125**

s.125(1) Immediately after examining the ballot accounts in any poll on the initial count under section 121, the returning officer may publish unofficial results as they are received from the polling place.

s.125(2) At any election, the candidate or candidates receiving the highest number of votes shall be considered elected, and in the event of a tie vote, section 126 applies.

## **Recount by returning officer s.126**

s.126(1) If a recount is necessary under section 125 the returning officer shall give notice of the time and place of the recount to the candidates or their agents, and the recount shall be held within 24 hours of the close of the polls on polling day.

s.126(2) A returning officer who recounts votes under section 124, shall open each ballot box, take out the packets, recount and record the number of ballots and ballot papers, and then recount the votes, proceeding continuously so far as practicable.

s.126(3) A recount shall be conducted by the same procedure as for the initial count under section 122.

s.126(4) The returning officer may dispense with the recount if, in their opinion after examination of the ballot accounts, there is no doubt about the result of the poll and no candidate or agent has, in writing, requested a recount.

s.126(5) The returning officer may limit the recount to those polling places requested by a candidate or their agent.

s.126(6) The returning officer shall prepare a ballot account for any votes the officer counts on the recount.

s.126(7) Subject only to a recount by the Supreme Court, the decision of the returning officer on a question about a ballot is final.

### **Breaking of tie vote s.127**

s.127 If, after the recounting of votes under section 126, it has been determined that two or more candidates have received an equal number of votes, the returning officer shall as soon as practicable after that determination

(a) write the name of each of those candidates on a separate but identical blank sheet of paper;

(b) fold each sheet in an identical manner so that the names are concealed;

(c) deposit each sheet into a non-transparent receptacle;

(d) withdraw the number of sheets that are equal to the number of candidates required to be elected; and

(e) declare each candidate whose name appears on a withdrawn sheet of paper to be elected.

### **Official election results s.128**

s.128(1) On the fourth day following election day, the returning officer shall proclaim elected the candidate or candidates having the highest number of votes for the office or offices for which they have been nominated, subject to a judicial recount, if any.

s.128(2) The returning officer shall give the designated municipal officer and each candidate a statement in the prescribed form showing the total number of votes cast for each candidate and the number of rejected ballot papers and post a copy of the statement in the municipal office.

### **Retention of election records s.129**

s.129(1) The returning officer shall retain all documents and ballots for an election for a period of eight weeks from the day on which they proclaim the result of the election and until every proceeding relating to that election pending in the Supreme Court during that period, and of which written notice has been received from a party to the proceedings, has been finally determined.

s.129(2) Unless otherwise directed by the Supreme Court, the returning officer shall cause all ballots and all documents other than the following, to be destroyed and shall record the time, place and method for destruction

- (a) ballot accounts;
- (b) appointment of election officers;
- (c) poll book;
- (d) all oaths and declarations;
- (e) nomination papers; and
- (f) the marked copies of the list of electors.

s.129(3) The returning officer shall cause the documents for an election retained under subsection (2) to be given to the designated municipal officer who shall retain them until the next general election.

### **Revision of the list of electors after an election s.130**

s.130(1) Within eight weeks after proclaiming the result of the election, or of the public vote, the returning officer shall

- (a) submit to council a copy of the statement they issued under section 128 together with a compilation of the information contained in the ballot accounts; and
- (b) give to the designated municipal officer the names of all electors who were sworn in at the polls.

s.130(2) Immediately after receiving the names under paragraph (1)(b), the designated municipal officer shall incorporate into the list of electors the names of all electors who were sworn in at the polls.

### **Production of ballots and accounts s.133**

s.133 On written notice from the Supreme Court, the returning officer or other person in whose possession the ballots and ballot accounts are, shall produce them at the time and place appointed for the recount, and the ballots and ballot accounts shall remain in the custody of the returning officer or other person having lawful custody, subject to the direction of the Supreme Court.

### **Ballot and ballot box offences s.163**

s.163(1) It is an offence for a person

- (a) to forge, counterfeit, fraudulently alter, deface or destroy a ballot paper;
- (b) without authority, to possess a ballot paper or supply a ballot paper to another person;
- (c) to fraudulently put into the ballot box any item other than a ballot paper that they are authorized to put in the box;
- (d) to fraudulently remove a ballot paper from a ballot box or polling place;
- (e) without authority, to destroy, take, open, or otherwise interfere with a ballot box or packet of ballots; or
- (f) without authority, to print a ballot paper or to print more ballot papers than authorized to print.

s.163(2) It is an offence for an election official to

- (a) fraudulently put their initials, other than as authorized by this Act, on the back of any paper purporting to be a ballot paper;
- (b) place on any ballot paper, except as authorized by this Act, any writing, number or mark; or
- (c) to neglect or refuse to discharge any duty under this Part.

# POLL CLERKS



The following list taken from the *Municipal Act* describes the duties and responsibilities of the Poll Clerk before and after the polls. Poll Clerks might also have other duties as assigned by the Deputy Returning Officer.

Please refer to the *Municipal Act*, Part 3 Elections, for all the municipal election details. This list only includes excerpts from the Act.

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## **Recording of voters for advance poll s.88**

s.88 The poll clerk at each advance polling place shall record in the poll book in the column headed “remarks” after the name of each person who votes, a notation that the person has voted.

## **Entries respecting challenges s.100**

s.100(1) If an elector takes the oath or affirmation, the deputy returning officer shall enter, opposite the name of the elector in the list of electors, the word "sworn" or "affirmed".

s.100(2) If the vote of a person is objected to by a candidate or the candidate's agent, the deputy returning officer shall also

- (a) record the objection in the list of electors opposite the name of the elector using the words "objected to", and adding the name of the candidate, if the municipality is using a list of electors for the election; or
- (b) record in the poll book a notation to identify the voter who was objected to and the candidate who objected, if the municipality is not using a list of electors for the election.

## **Omission from electors list s.101**

s.101(1) A person whose name does not appear on the revised list of electors of the municipality is entitled to vote if

- (a) the person files with the deputy returning officer an application for registration in the prescribed form; and
- (b) the person is otherwise qualified to have their name entered upon the list of electors or entered on the poll book or other recording system established.

s.101(2) If a person receives a ballot under subsection (1), the poll clerk shall record the fact in the same way that section 100 requires a challenge to be recorded.



### **Provision of ballot paper to elector s.102**

s.102(1) On being satisfied that an applicant for a ballot paper is entitled to vote at the polling place where they apply for the ballot paper, the deputy returning officer or poll clerk shall give the applicant one of each of the ballot papers to which they are entitled.

s.102(2) Despite subsection (1), if a municipality has a system of voter registration established under section 61, a person who applies for a ballot shall swear or affirm an oath of eligibility before being given any ballots.

s.102(3) A suitable mark shall be made on the list of electors against or through the name of each elector to whom a ballot paper is supplied.

### **Voting procedure s.103**

s.103(1) The elector, on receiving a ballot paper, shall promptly proceed into one of the compartments provided and, while screened from observation, shall mark their ballot paper by making a cross or other mark in the blank space opposite the name of the candidate or candidates for whom they vote, or by making a cross or other mark in the blank space provided for the purpose of indicating whether or not they are in favour of a public vote.

s.103(2) The elector shall then fold the ballot paper across to conceal the names of the candidates and any mark they have made on the face of the ballot paper, leave the compartment without delay and, having exhibited the folded ballot paper to the returning officer, deputy returning officer or poll clerk, shall, without exposing the front of the ballot paper to anyone, deposit it in the closed ballot box.

s.103(3) After depositing their ballot paper, the elector shall promptly leave the polling place.

### **Mistaken identity s.107**

s.107(1) If a person, representing themselves to be a particular elector, applies for a ballot paper after another person has voted as that elector, the applicant, on swearing or affirming the oath required under section 99, is entitled to receive a ballot paper and to vote.

s.107(2) If a person receives a ballot paper under subsection (1), the poll clerk shall record the fact in the same way that section 100 requires a challenge to be recorded.

### **Votes of deputy returning officers and poll clerks s.109**

s.109 Despite section 102, a deputy returning officer or poll clerk, if a qualified elector, may vote at the polling place to which they are appointed.

## **Persons attending the counting of the votes s.120**

s.120 The deputy returning officer, their assistants, poll clerks, the candidates and one agent for each candidate for each poll, but no other person except with the approval of the deputy returning officer, may be in the polling place during the opening of the ballot boxes and counting of the votes.

## **Counting of the votes s.121**

s.121(1) The deputy returning officer for each polling place shall, promptly after the close of the poll, open the ballot boxes in the presence of candidates or their agents, count the votes in the manner prescribed by section 122, and declare the result of the poll at the polling place.

s.121(2) Despite subsection (1), no ballot box for an advance poll, institutional poll, or mobile poll shall be opened until after the final close of all polls on polling day.

s.121(3) If the deputy returning officer finds any ballot in other than the appropriate ballot box, they shall transfer it to the appropriate ballot box.

s.121(4) The deputy returning officer shall, in counting the votes, reject as invalid any ballot

- (a) for a reason set out in this Act;
- (b) having votes for more candidates than are to be elected;
- (c) having a mark or otherwise having been dealt with in a manner by which the voter could be identified;
- (d) that is unmarked;
- (e) that has been marked so that it is not clear which candidate has been voted for;  
or
- (f) that has not been supplied by the deputy returning officer.

s.121(5) The deputy returning officer may appoint persons, in addition to any poll clerks, to assist in counting the votes, except the deputy returning officer shall personally deal with all ballot papers rejected or ballots objected to during the counting.

s.121(6) If fewer than 20 ballots have been cast at the poll, those ballots shall be combined with the ballots from another poll before being counted.

## **Ballot and ballot box offences s.163**

s.163(1) It is an offence for a person

- (a) to forge, counterfeit, fraudulently alter, deface or destroy a ballot paper;
- (b) without authority, to possess a ballot paper or supply a ballot paper to another person;
- (c) to fraudulently put into the ballot box any item other than a ballot paper that they are authorized to put in the box;
- (d) to fraudulently remove a ballot paper from a ballot box or polling place;
- (e) without authority, to destroy, take, open, or otherwise interfere with a ballot box or packet of ballots; or
- (f) without authority, to print a ballot paper or to print more ballot papers than authorized to print.

s.163(2) It is an offence for an election official to

- (a) fraudulently put their initials, other than as authorized by this Act, on the back of any paper purporting to be a ballot paper;
- (b) place on any ballot paper, except as authorized by this Act, any writing, number or mark; or
- (c) to neglect or refuse to discharge any duty under this Part.



# BOARD OF REVISION



The following list, taken from the *Municipal Act*, describes the duties and responsibilities of the Board of Revision in relation to municipal general elections.

Please refer to the *Municipal Act*, Part 3 Elections, for all the municipal election details. This list only includes excerpts from the Act.

---

## **Council to establish Board of Revision s.63**

s.63(1) Each council must establish a Board of Revision that consists of an odd number of members who hold office at pleasure.

s.63(1.01) The council must appoint persons as members of its Board of Revision who are not a member of council or an employee of the municipality.

s.63(2) Each Board of Revision shall choose a chairperson from its membership.

s.63(3) Each member of the Board of Revision shall, before entering on their duties, take and subscribe the oath or affirmation in the prescribed form.

s.63(4) The council shall, by resolution, prescribe a fee to be paid to members of the Board of Revision.

## **Chair, quorum, and sittings of the Board s.64**

64(1) The Board of Revision shall be presided over by the chair, or in the chair's absence by an acting chair chosen from among the members present.

64(2) The municipality must supply a person to record the proceedings of the Board of Revision.

64(3) A majority of the members of the Board of Revision constitutes a quorum of the Board of Revision, and if a quorum is not present, the Board of Revision shall stand adjourned to the next day, not a holiday, and from day to day thereafter until there is a quorum.

64(4) The Board of Revision shall sit on the day before the fourth Thursday in September each election year for a continuous period of not less than two hours and not more than twelve hours to be determined by the council.

64(5) The council may, by bylaw, require the Board of Revision to sit at other times in addition to the time mentioned in subsection (4) so as to transact its business for a by-election.

### **Notice of Board of Revision sitting s.65**

s.65 At least 10 days before a sitting of a Board of Revision, the designated municipal officer must provide public notice of the sitting by

- (a) posting a written notice of the time and place of the sitting in the municipality's office in a location that is accessible to the public; and
- (b) publishing the notice in paragraph (a):
  - i) in the local media: or
  - ii) in the case where there is no local media in the municipality, by any other reasonable method appropriate to the municipality.

### **Delivery of list to the Board s.66**

s.66 The designated municipal officer shall, at least 48 hours before the day set for revision of the preliminary list of electors, deliver to each of the members of the Board of Revision a copy of the preliminary list of electors.

### **Applications for revision of the list s.67**

s.67(1) Any person who is eligible to vote at an election may apply to the Board of Revision to revise the preliminary list of electors on the grounds that the name of

- (a) an eligible voter is omitted from it;
- (b) an eligible voter is incorrectly described in it;
- (c) a person who is not eligible to vote is described in it; or
- (d) an eligible voter is included in it contrary to the wishes of the eligible voter.

s.67(2) The council may, by bylaw, appoint an agent to make any application to the Board of Revision that a person who is eligible to vote at the election could make.

### **Application procedure s.68**

s.68(1) An application under section 67 must be made on or before the third Thursday in September by leaving the application for revision with the designated municipal officer.

s.68(2) The application for revision of the preliminary list of electors shall fully set out

- (a) the name of the person in respect of whom the application is made;
- (b) the nature of the revision that is sought;
- (c) the grounds on which the application is made; and
- (d) the name, residence, mailing address, and signature of the person making the application.

s.68(3) Despite subsection (1), a person may apply to the Board of Revision in person on the day of the sitting of the Board of Revision for a revision affecting their name only.

s.68(4) A person who makes an application in person at the hearing must sign the application.

s.68(5) If an application is made by a person for the adding or deleting of another person's name from the preliminary list, a notice shall be sent to that person by ordinary mail to the address shown on the preliminary list of electors, or any other record of the municipality.

### **Revision of the list s.69**

s.69(1) The Board of Revision shall consider all applications made under section 67.

s.69(2) If on any application the Board of Revision is satisfied that the preliminary list of electors should be corrected, then the Board of Revision shall revise the preliminary list of electors accordingly.

s.69(3) If the name of a person qualified to vote is incorrectly spelled, duplicated, or improperly described in the preliminary list of electors, the Board of Revision may correct such spelling, duplication or description despite the absence of any notice or application required by this Act.

s.69(4) If a person's name is removed from or added to the preliminary list of electors, or is changed on the list, in response to the application of some other person, the designated municipal officer shall give notice to the person whose name was removed or added or changed.

s.69(5) The notice required by subsection (4) may be given by ordinary mail addressed to the address shown on the preliminary list of electors, or any other record of the municipality, for the person who is entitled to be given the notice.

## **Revised list of electors s.70**

s.70(1) All corrections and revisions made in the preliminary list of electors by the Board of Revision shall be shown legibly on it, and the preliminary list of electors so corrected and revised shall be certified by the Board as being the revised list of electors for the municipality.

s.70(2) The revised list of electors shall be the list of qualified electors for municipal elections.

## **Delivery of the revised list s.71**

s.71(1) The chair of the Board of Revision shall deliver a copy of the revised list of electors to the designated municipal officer and to the returning officer on or before the first Thursday of October.

s.71(2) Immediately upon the delivery of a copy of the revised list of electors under subsection (1), the designated municipal officer shall issue, by any method that is appropriate to that particular municipality, a public notice confirming their receipt of the list.





**APPOINTMENT OF ELECTION OFFICER  
NOMINATION D'UN MEMBRE DU PERSONNEL ÉLECTORAL**

Name  
Nom

is appointed to the position of \_\_\_\_\_ *est nommé au poste de* \_\_\_\_\_

Position  
Poste

for the municipality of \_\_\_\_\_ *pour la municipalité de/d'* \_\_\_\_\_

Municipality  
Municipalité

for the election on \_\_\_\_\_ *en vue de l'élection du* \_\_\_\_\_

Date  
Date

**X** \_\_\_\_\_  
Returning officer  
*Directeur du scrutin*

**OATH OF ELECTION OFFICER**

**SERMENT DU MEMBRE DU PERSONNEL ÉLECTORAL**

I

**Je**

Name  
Nom

**do solemnly promise and declare** that  
I will faithfully, impartially, and to the  
best of my ability, execute the office of

**promets et déclare solennellement** que je remplirai  
*fidèlement, de mon mieux et de manière impartiale les*  
*fonctions de*

Position  
Poste

for the municipality of \_\_\_\_\_ *pour la municipalité de/d'* \_\_\_\_\_

Municipality  
Municipalité

I will not communicate to any person  
any information obtained at an election.

*Je ne communiquerai aucun renseignement obtenu  
pendant la tenue d'un scrutin.*

**X** \_\_\_\_\_  
Appointee  
*Personne nommée*

**Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi**

this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ in the Yukon Territory.  
ce \_\_\_\_\_ jour de/d' \_\_\_\_\_ 20\_\_\_\_, à \_\_\_\_\_ (Yukon).

**X** \_\_\_\_\_  
Notary public, returning officer or designated municipal officer  
*Notaire public, directeur du scrutin ou fonctionnaire municipal désigné*





**SPECIAL BALLOT APPLICATION AND OATH  
DEMANDE DE BULLETIN SPÉCIAL ET SERMENT AFFÉRENT**

**Municipality:**

**Municipalité :**

**APPLICATION FOR REGISTRATION**

**DEMANDE D'INSCRIPTION**

Name  
Nom

I,

Je,

of

Résident au

Address  
Adresse

**do hereby apply** for registration as an elector by reason that:

**demande que mon nom soit inscrit** sur la liste électorale parce que :

1. I am the age of eighteen (18) years or older on polling day;
2. I am a Canadian citizen;
3. I have resided in the municipality for the period of one year immediately preceding polling day.

1. j'aurai au moins dix-huit (18) ans le jour du scrutin;
2. j'ai la citoyenneté canadienne;
3. je réside dans la municipalité visée depuis au moins un an à la date du scrutin.

**OATH OF REGISTERED VOTER/  
APPLICATION FOR SPECIAL BALLOT**

**SERMENT DE L'ÉLECTEUR INSCRIT ET DEMANDE  
DE BULLETIN SPÉCIAL**

I, the undersigned, do swear (or solemnly affirm) that I am qualified as an elector and therefore eligible to vote in the election to be held on

Je, soussigné, jure (ou affirme solennellement) que j'ai qualité d'électeur et qu'il m'est par conséquent permis de voter à l'élection qui sera tenue le

Date  
Date

and I am qualified to vote by special ballot because I am (mark one):

pour laquelle j'exercerai mon droit de vote par bulletin spécial étant donné que (cocher une seule réponse) :

- a) housebound,
- b) unable to vote at an advance or regular poll by reason of my employment, business or profession,
- c) a student or spouse of a student in an educational institution which is outside the municipality in which I am qualified to vote,
- d) a person who might be at personal risk if I appear in person to vote, as per s.58.1 of the Act, or
- e) going to be absent from the municipality on polling days.

- a) je suis confiné à mon lieu de résidence;
- b) je suis incapable de voter par anticipation ou lors du scrutin ordinaire pour des raisons liées à mon emploi, à mes affaires ou à ma profession;
- c) mon conjoint ou moi étudions dans un établissement d'enseignement situé à l'extérieur de la municipalité dans laquelle mon conjoint ou moi avons qualité d'électeur;
- d) je serais en danger si j'allais voter en personne, conformément à l'art. 58.1 de la Loi;
- e) je ne serai pas dans la municipalité au moment du scrutin.

**X** \_\_\_\_\_  
Applicant • Demandeur

**Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi**

this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ in the Yukon Territory.  
ce \_\_\_\_\_ jour de/d' \_\_\_\_\_ 20\_\_\_\_, à \_\_\_\_\_ (Yukon).

**X** \_\_\_\_\_  
Returning officer, notary public or designated municipal officer  
Directeur du scrutin, notaire public ou fonctionnaire municipal désigné

<b>Returning officer</b> <b>Directeur du scrutin</b>	Application received on (date, y/m/d) Demande reçue le (date, a/m/j)	Special ballot issued on (date, y/m/d) Bulletin spécial délivré le (date, a/m/j)
---	---	---



## PRELIMINARY LIST OF ELECTORS LISTE ÉLECTORALE PRÉLIMINAIRE

**Municipality**  
**Municipalité** \_\_\_\_\_

**Polling division number**  
**N° de la section de vote** \_\_\_\_\_

This preliminary list of electors prepared pursuant to the *Municipal Act* was publicly posted in the municipal office on

*La présente liste électorale préliminaire, préparée conformément à la Loi sur les municipalités, a été affichée au bureau municipal le*

Date  
Date

Electors should examine the list to ensure that their names and relevant information are correctly shown.

*Les électeurs sont invités à vérifier que leur nom et les renseignements qui les concernent figurent bien sur la liste.*

Changes to this list may be made during the sitting of the Board of Revision, by filing a written application with the clerk of the municipality.

*Il est possible d'apporter des changements à la présente liste aux audiences de la Commission de révision en présentant une demande écrite au secrétaire de la municipalité.*

**The last day for filing written applications for additions, deletions or changes to the preliminary list of electors is**

***Les demandes d'ajout, de suppression ou de modification de renseignements figurant sur la liste électorale préliminaire doivent être déposées au plus tard le***

Date  
Date

**X** \_\_\_\_\_  
Designated municipal officer  
*Fonctionnaire municipal désigné*





BOARD OF REVISION  
**NOTICE OF HEARING**

COMMISSION DE RÉVISION  
**AVIS D'AUDIENCE**

**Notice is hereby given** that the Board of Revision of the

**Par la présente, avis est donné** que les membres de la Commission de révision du/de la

<small>Municipality Municipalité</small>			
	of		de/d'
<small>Place Localité</small>			
	shall meet at		<i>se réuniront à l'adresse suivante :</i>
<small>Address Adresse</small>			
	at		à
<small>Time Heure</small>			
<small>Day of week and date Jour de la semaine et date</small>	on		le
	for the purpose of hearing applicants requesting changes to be made in the preliminary list of electors for the election to be held on		<i>afin de prendre connaissance des demandes de révision de la liste électorale préliminaire devant servir aux élections qui auront lieu le</i>
<small>Date Date</small>			

Any person who is eligible to vote at an election may apply to the Board of Revision to have the preliminary list of electors revised on the ground that the name of:

*Quiconque a droit de vote lors d'une élection peut demander à la Commission de révision de modifier la liste électorale préliminaire pour l'un des motifs suivants :*

- a) an eligible voter is omitted therefrom;
- b) an eligible voter is incorrectly described in it;
- c) a person who is not eligible to vote is described in it; or
- d) an eligible voter is included in it contrary to the wishes of the eligible voter.

- a) un électeur admissible n'y a pas été inscrit;*
- b) un électeur admissible n'y a pas été inscrit correctement;*
- c) une personne qui n'a pas droit de vote a été inscrite sur la liste;*
- d) un électeur admissible y a été inscrit contre son gré.*

Written applications can be submitted to

*Les demandes par écrit peuvent être déposées à l'endroit suivant :*

<small>Location Lieu</small>			
	up to		<i>au plus tard à</i>
<small>Time Heure</small>			
	on		le
<small>Date Date</small>			

Those persons who have made written applications for revisions of the list of electors are not required to appear in person before the Board of Revision.

*Les personnes qui déposent une demande de révision de la liste électorale ne sont pas tenues de se présenter devant la Commission de révision.*

**Given under my hand** this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ in the Yukon Territory.  
**Donné sous mon seing** ce \_\_\_\_\_ jour de/d' \_\_\_\_\_ 20\_\_\_\_, à \_\_\_\_\_ (Yukon).

**X** \_\_\_\_\_  
Designated municipal officer  
Fonctionnaire municipal désigné



# NOTICE OF APPLICATION FOR REVISION

TO THE PRELIMINARY LIST OF ELECTORS

## AVIS DE DEMANDE DE RÉVISION

DE LA LISTE ÉLECTORALE PRÉLIMINAIRE

This application for revision of the preliminary list of electors must be filed with the municipal clerk's office no later than

*La présente demande de révision de la liste électorale préliminaire doit être parvenue au bureau du/de la secrétaire de la municipalité au plus tard à*

Time  
Heure

Day of week and date  
Jour de la semaine  
et date

on

le

**A.** I hereby apply to the Board of Revision to have

*A. Par la présente, je demande à la Commission de révision d'**AJOUTER***

Full name  
Nom et prénom(s)

Street address (& mailing address if different)  
Adresse municipale  
(et adresse postale, si différente de l'adresse municipale)

of

*résidant au*

**ADDED** to the list of electors for the municipality of

*à la liste électorale de la municipalité de/d'*

Municipality  
Municipalité

on the grounds that this person is an eligible elector and has been omitted from the preliminary list of electors.

*parce que cette personne est un électeur/une électrice admissible et que son nom n'a pas été inscrit à la liste électorale préliminaire.*

**OR**

**OU**

**B.** I hereby apply to the Board of Revision to have

*B. Par la présente, je demande à la Commission de révision de **RADIER***

Full name  
Nom et prénom(s)

Street address (& mailing address if different)  
Adresse municipale  
(et adresse postale, si différente de l'adresse municipale)

of

*résidant au*

**DELETED** from the list of electors for the municipality of

*de la liste électorale de la municipalité de/d'*

Municipality  
Municipalité

on the grounds that this person is not eligible to vote, OR being an eligible voter, I wish to delete my name for reasons of confidentiality, as per s.59.6 of the *Municipal Act*.

*parce que cette personne n'a pas droit de vote OU, bien qu'elle ait droit de vote, demande à être radiée pour des raisons de confidentialité en vertu de l'art. 59.6 de la Loi sur les municipalités.*

**OR**

**OU**

**C.** I hereby apply to the Board of Revision to have the following change(s) made to the list of electors:

*C. Par la présente, je demande à la Commission de révision d'apporter le(s) changement(s) suivant(s) à la liste électorale.*

**CHANGE** (name)  
**REPLACER** (nom)

to (name)  
par (nom)

**CHANGE** (address)  
**REPLACER** (nom)

to (address)  
par (adresse)

I hereby certify that the above statements are true and correct and that I am eligible to vote at the municipal election to be held on

*Par la présente, j'atteste que les déclarations ci-dessus sont vraies et exactes et que je suis autorisé(e) à voter aux élections municipales devant avoir lieu le*

Date

Name of applicant  
Nom du demandeur/de la demandeuse

Street address  
Adresse municipale

Mailing address (if different)  
Adresse postale (si différente de l'adresse municipale)

**X**  
Applicant  
Signature du demandeur/de la demandeuse



REVISED LIST OF ELECTORS  
**CERTIFICATE OF BOARD OF REVISION**

*LISTE ÉLECTORALE RÉVISÉE*  
**CERTIFICAT DE LA COMMISSION DE RÉVISION**

The undersigned member(s) of the Board of Revision certify (certifies):

*Je (Nous), soussigné(s), membre(s) de la Commission de révision, atteste (attestons) que :*

1. that all applications requesting changes to be made in the preliminary list of electors were reviewed on

*1. toutes les demandes de modification de la liste électorale préliminaire ont été étudiées le*

2. that amendments and necessary changes in the preliminary list of electors are shown in red ink on that list;

*2. les modifications et les changements nécessaires apportés à la liste électorale préliminaire sont inscrits à l'encre rouge sur cette liste;*

3. that this is the revised list of electors for the

*3. la présente liste constitue la liste électorale révisée pour le/la*

Day of week and date  
*Jour de la semaine et date*

Municipality  
*Municipalité*

of

de

Name  
*Nom*

Date

\_\_\_\_\_  
Chairperson • *Président*

\_\_\_\_\_  
Member • *Membre*

\_\_\_\_\_  
Member • *Membre*

**Received by • *Reçu par***

Date

\_\_\_\_\_  
Returning officer • *Directeur du scrutin*

**Received by • *Reçu par***

Date

\_\_\_\_\_  
Designated municipal officer • *Fonctionnaire municipal désigné*







**NOTICE OF NOMINATIONS  
AVIS DE PRÉSENTATION DES CANDIDATURES**

**Notice is hereby given** to the electors of  
the municipality of

**Par la présente, avis est donné** aux électeurs du/de la

Municipality  
Municipalité

of

de/d'

Place  
Localité

Mayor and/or  
# of councillors  
De maire/de  
conseillers

that nominations for the position(s) of

que les candidatures pour le(s) siège(s)

Day of week and date  
Jour de la semaine  
et date

will be received on

seront reçues le

from the hours of ten o'clock in the forenoon  
to twelve o'clock noon, at

de 10 h à midi, à l'endroit ci-dessous :

Place  
Lieu

Nomination papers can be obtained at the  
Municipal Office during regular office hours.

*On peut se procurer des déclarations de candidature au  
bureau de la municipalité, durant les heures habituelles  
d'ouverture.*

Nomination papers may also be filed with  
the returning officer at

*On peut également déposer les déclarations de candidature  
auprès du directeur du scrutin, à l'adresse suivante :*

Address  
Adresse

before the close of nominations at noon on

au plus tard à midi, le

Day of week and date  
Jour de la semaine  
et date

In the event of a poll being necessary,  
Polling Day will be on

*S'il devenait nécessaire de tenir un scrutin, celui-ci aura  
lieu le*

Day of week and date  
Jour de la semaine  
et date

**Given under my hand** this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ in the Yukon Territory.  
**Donné sous mon seing** ce \_\_\_\_\_ jour de/d' \_\_\_\_\_ 20\_\_\_\_, à \_\_\_\_\_ (Yukon).

**X**

Returning officer

Directeur du scrutin



**Nomination paper of a person to be a candidate at an election to be held in the municipality of**

**Déclaration de candidature à une élection qui aura lieu dans la municipalité de/d'**

Municipality  
Municipalité

**for the office of**

**pour le poste de**

Office  
Poste

Note that this nomination paper may only be signed by electors entitled to vote for the office mentioned within.

*Veillez noter que la présente déclaration de candidature ne peut être signée que par des électeurs habiles à voter pour le poste susmentionné.*

**CONSENT OF NOMINEE AND  
DECLARATION OF QUALIFICATION**

**CONSETEMENT DE LA PERSONNE MISE EN  
CANDIDATURE ET DÉCLARATION D'ADMISSIBILITÉ**

Name  
Nom

I, the said

Je,

Street address (& mailing address if different)  
Adresse municipale  
(et adresse postale, si différente)

of

du

Office  
Poste

named in this nomination paper hereby state that on the date of nomination I:

*faisant l'objet de la présente déclaration de candidature, déclare que :*

1. will be eighteen (18) years of age or older on polling day;
2. am a Canadian citizen;
3. am eligible to vote at this election;
4. am a resident of the municipality or ward for one year prior to polling day;
5. am not otherwise disqualified; and
6. will, if elected, accept the office of

1. j'aurai au moins dix-huit (18) ans le jour du scrutin;
2. j'ai la citoyenneté canadienne;
3. je suis admissible au vote à ces élections;
4. je réside dans la municipalité ou le quartier depuis au moins un an le jour du scrutin;
5. je n'ai aucune raison d'être inhabile à siéger;
6. si on m'élit, j'accepterai le poste de

Municipality  
Municipalité

for the municipality of

de la municipalité de/d'

**Signed in the presence of • Signé en présence de**

**X** \_\_\_\_\_  
Returning officer, notary public or designated municipal officer  
*Directeur du scrutin, notaire public ou fonctionnaire municipal désigné*

**X** \_\_\_\_\_  
Nominee  
*Candidat*

**We, the undersigned electors, whose signatures appear opposite our names, and who are entitled to vote for the office mentioned herein, hereby nominate the aforesaid person to be a candidate for that office at the elections to be held in this municipality.**

***Nous soussignés, électeurs dont les signatures figurent à droite de nos noms et étant habiles à voter pour le poste précité, proposons la candidature de la personne susmentionnée pour ce poste lors de l'élection qui aura lieu dans la municipalité.***

	Names of electors within municipality <i>Noms des électeurs de la municipalité</i>	Signatures of nominators <i>Signatures des personnes qui présentent la candidature</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Note that the Statement of Disclosure on the reverse of this form must be completed.  
*Prenez note que la déclaration se trouvant au dos du présent formulaire doit être remplie.*

**STATEMENT OF DISCLOSURE • DIVULGATION**

The following is a requirement under the *Yukon Municipal Act* which became law on January 15, 1999.

Section 77.(1)(f) Insofar as is consistent with the principles of the *Canadian Charter of Rights and Freedoms* and the *Human Rights Act*, a statement in the prescribed form signed by the person being nominated in which they disclose all their convictions within the preceding 10 years for indictable offenses under the *Criminal code* for which they have not received a pardon.

This statement is not to include offenses under the *Young Offenders Act*.

I hereby swear or affirm that I have no convictions to disclose as outlined above;

**OR**

I disclose the following:

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*La Loi sur les municipalités entrée en vigueur le 15 janvier 1999 prévoit ce qui suit :*

*Alinéa 77(1)f) [D]ans la mesure où sont respectés les principes énoncés dans la Charte canadienne des droits et libertés et dans la Loi sur les droits de la personne, une déclaration – établie selon le modèle réglementaire – signée par le candidat dans laquelle il divulgue toutes ses condamnations au cours des 10 années précédentes relatives à des actes criminels prévus au Code criminel à l'égard desquelles il n'a pas reçu le pardon.*

*Cette déclaration exclut les infractions visées par la Loi sur les jeunes contrevenants.*

*Je jure ou affirme solennellement n'avoir aucune condamnation à divulguer*

**OU**

*Je me dois de divulguer ce qui suit :*

\_\_\_\_\_  
Print name  
*Nom en lettres moulées*

**X** \_\_\_\_\_  
Signature  
*Signature*

\_\_\_\_\_  
Date  
*Date*

**Signed in the presence of • Signé en présence de**

**X** \_\_\_\_\_  
Returning officer, notary public or designated municipal officer  
*Directeur du scrutin, notaire public ou fonctionnaire municipal désigné*

Municipality  
Municipalité

Place  
Localité

**Public notice is hereby given** to the electors of the municipality named above that a poll has become necessary at the election now pending, and that I have ordered such poll; and further that the persons duly nominated as candidates for whom only votes will be received at the said election for the offices named below, are:

**Par la présente, avis est donné** aux électeurs de la municipalité susmentionnée que j'ai ordonné l'organisation d'un scrutin aux prochaines élections. De plus, avis est également donné que les personnes dûment nommées comme candidates, les seules pour lesquelles il sera possible de voter auxdites élections, pour les sièges indiqués ci-dessous, sont les suivantes :

Offices • Sièges	Surname, first name(s) • Nom, prénom usuel et autres prénoms
Mayor Maire	
Councillors Conseillers	

Such poll will be open as follows, and every person is hereby required to take notice and govern themselves accordingly.

Les heures d'ouverture des bureaux de scrutin seront indiquées ci-après. Veuillez prendre note des renseignements suivants, et vous y conformer.

**Advance poll**

**Scrutin par anticipation**

Day/month/year  
Jour/mois/année

The advance poll shall be open between the hours of

Les bureaux de scrutin par anticipation seront ouverts de

Time  
Heure

and • à

at

à

Location  
Lieu

**Regular poll**

**Scrutin général**

Day/month/year  
Jour/mois/année

The regular poll shall be open between the hours of

Les bureaux de scrutin général seront ouverts de

Time  
Heure

and • à

at

à

Location  
Lieu

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ in the Yukon Territory,  
Donné sous mon seing ce \_\_\_\_\_ jour de/d' \_\_\_\_\_ 20\_\_\_\_, à \_\_\_\_\_ (Yukon).

**X**  
Returning officer  
Directeur du scrutin



**ADVANCE POLL OATH  
DÉCLARATION SOUS SERMENT POUR  
LE SCRUTIN PAR ANTICIPATION**

**I**

**Je**

Name  
Nom

**do swear (or solemnly affirm) that:**

**jure (ou affirme solennellement) que :**

1. I am qualified as an elector of the

1. j'ai qualité d'électeur dans le/la

Municipality  
Municipalité

of

de/d'

Name  
Nom

and am entitled to vote at the election  
to be held on

et que j'ai le droit de voter à l'élection qui aura lieu le

Date of election  
Date du scrutin

**and**

**et**

2. a) I expect to be absent from the

2. a) je prévois m'absenter du/de la

Municipality  
Municipalité

of

de/d'

Name  
Nom

on the day of the election and will not  
be able to vote on polling day; or

et serai incapable de voter le jour du scrutin; ou

b) I am unable to vote on polling day by  
matters of conscience; or

b) je serai incapable de voter le jour du scrutin parce  
que ma conscience me l'interdit; ou

c) I am unable to vote on polling day by  
circumstances beyond my control; or

c) je serai incapable de voter le jour du scrutin en raison  
de circonstances indépendantes de ma volonté; ou

d) I am unable to vote on polling day by  
reason of physical disability; or

d) je serai incapable de voter le jour du scrutin parce  
que je souffre d'une incapacité physique; ou

e) I am unable to vote on polling day by  
reason that I am an election official or  
a candidate or a worker for a candidate.

e) je serai incapable de voter le jour du scrutin parce  
que je fais partie du personnel électoral, présente ma  
candidature ou travaille pour une personne qui  
présente sa candidature.

**X**

Applicant  
Demandeur

**Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi**

this day of \_\_\_\_\_ at \_\_\_\_\_ in the Yukon Territory.  
ce jour de/d' \_\_\_\_\_ 20. \_\_\_\_\_ à \_\_\_\_\_ (Yukon).

**X**

Returning officer or deputy returning officer  
Directeur du scrutin ou scrutateur



Municipality • *Municipalité* \_\_\_\_\_

Place • *Lieu du scrutin* \_\_\_\_\_

Polling division • *Section de vote* \_\_\_\_\_ Date \_\_\_\_\_

**POLL BOOK**  
**REGISTRE DU SCRUTIN**

Number <i>Numéro</i>	Name of vote <i>Nom de l'électeur</i>	Electors list number <i>N° sur la liste</i>	Sworn/affirmed as elector <i>Assermenté/déclaré comme ayant qualité d'électeur</i>	Voted for • <i>Type de scrutin</i>			Remarks <i>Observations</i>
				Councillor <i>Conseiller</i>	Mayor <i>Maire</i>	Submission <i>Consultation populaire</i>	



**AFFIDAVIT OF PRINTER  
AFFIDAVIT DE L'IMPRIMEUR**

I

Je

Name  
Nom

of

du

Address  
Adresse

**do swear (or solemnly affirm) that:**

***jure (ou affirme solennellement) que :***

1. I am the printer for the pending election  
in the municipality of

1. *je suis l'imprimeur pour l'élection en cours  
dans le/la*

Municipality  
Municipalité

of

de/d'

Name  
Nom

2. the number of ballot papers printed and  
delivered to the returning officer for:  
a) the election of mayor was

2. *le nombre de bulletins de vote imprimés et livrés  
au directeur du scrutin pour :*  
a) *l'élection du maire était de*

Number  
Nombre

b) the election of members of council was

*b) l'élection des membres du conseil municipal était de*

Number  
Nombre

c) the submission was

*c) la consultation populaire était de*

Number  
Nombre

and that no other ballot papers have been  
supplied to any other person; and

*et qu'aucun autre bulletin de vote n'a été fourni  
à qui que ce soit;*

3. the ballot papers printed and delivered to  
the returning officer were in the form required  
by the *Municipal Act*.

3. *les bulletins de vote imprimés et livrés au directeur  
du scrutin répondaient aux exigences prescrites  
dans la Loi sur les municipalités.*

**X**

Printing company representative  
*Représentant de l'imprimeur*

**Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi**

this day of \_\_\_\_\_ at \_\_\_\_\_ in the Yukon Territory.  
ce \_\_\_\_\_ jour de/d' \_\_\_\_\_ 20\_\_\_\_, à \_\_\_\_\_ (Yukon).

**X**

Notary public, returning officer or designated municipal officer  
*Notaire public, directeur du scrutin ou fonctionnaire municipal désigné*



**OATH OF A CHALLENGED ELECTOR  
SERMENT D'UNE PERSONNE DONT LA QUALITÉ  
D'ÉLECTEUR EST MISE EN DOUTE**

**I**

**Je**

Name  
Nom

of

du

Address  
Adresse

**do swear (or solemnly affirm) :**

1. that I have resided in the municipality and in the ward, if any, for the period of one year immediately before the date of the poll;
2. that I have not voted before in this election at this or any other polling station;
3. that I have attained the age of 18 years;
4. that I am a Canadian citizen;
5. that I have directly or indirectly received no reward or gift, and do not expect to receive anything for the vote for which I now apply; and
6. (where a list of electors is being used) that I am the person referred to as

**jure (ou affirme solennellement) que :**

1. je réside dans la municipalité et le quartier, le cas échéant, depuis au moins un an à la date du scrutin;
2. je n'ai pas déjà voté à cette élection dans ce bureau de scrutin ou dans un autre bureau de scrutin;
3. j'ai atteint l'âge de 18 ans;
4. j'ai la citoyenneté canadienne;
5. je n'ai reçu, directement ou indirectement, aucun cadeau ou récompense, et je ne m'attends pas à recevoir quoi que ce soit en échange du vote faisant l'objet de la présente demande;
6. (lorsqu'on utilise une liste électorale) je suis la personne désignée sous le nom de

Name  
Nom

in the list of electors being used in this election.

sur la liste électorale utilisée pour le scrutin en cours.

So help me God. (Delete in case of affirmation.)

Ainsi Dieu me soit en aide. (Omettre dans le cas d'une affirmation solennelle.)

**X**

\_\_\_\_\_  
Elector  
Électeur

**Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi**

this day of \_\_\_\_\_ at \_\_\_\_\_ in the Yukon Territory.  
ce jour de/d' \_\_\_\_\_ 20\_\_\_\_, à \_\_\_\_\_ (Yukon).

**X**

\_\_\_\_\_  
Returning officer or deputy returning officer  
Directeur du scrutin ou scrutateur





**APPLICATION FOR REGISTRATION  
DEMANDE D'INSCRIPTION**

Municipality  
Municipalité

Polling division  
number or ward  
Numéro de section  
de vote ou quartier

I

Je

Name  
Nom

of

du

Address  
Adresse

**do hereby apply** for registration as an elector by reason that:

1. I am the age of eighteen (18) years or older on polling day;
2. I am a Canadian citizen;
3. I have resided in the municipality for the period of one year immediately preceding polling day.

**fait par la présente** une demande d'inscription sur la liste électorale pour les raisons suivantes :

1. j'aurai au moins dix-huit (18) ans le jour du scrutin;
2. j'ai la citoyenneté canadienne;
3. je réside dans la municipalité depuis au moins un an à la date du scrutin.

**OATH OF REGISTERED VOTER**

I, the undersigned, do swear (or solemnly affirm) that I am qualified as an elector and therefore entitled to vote in the election in the above-named municipality.

**SERMENT DE L'ÉLECTEUR INSCRIT**

Je, soussigné, jure (ou affirme solennellement) que j'ai qualité d'électeur et que, par conséquent, j'ai le droit de voter à l'élection qui aura lieu dans la municipalité susmentionnée.

**X**

Applicant  
Demandeur

**Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi**

this day of \_\_\_\_\_ at \_\_\_\_\_ in the Yukon Territory.  
ce jour de/d' \_\_\_\_\_ 20\_\_\_\_, à \_\_\_\_\_ (Yukon).

**X**

Returning officer or deputy returning officer  
Directeur du scrutin ou scrutateur





## OATH OF ELECTOR'S ASSISTANT SERMENT DE LA PERSONNE QUI ASSISTE L'ÉLECTEUR

The *Municipal Act* provides that an elector who is unable to mark their ballot is entitled to have a person assist them in the marking of their ballot. The person assisting the elector is required to take the following oath.

*Sous le régime de la Loi sur les municipalités, un électeur qui n'est pas en mesure de remplir son bulletin de vote peut se faire aider d'une autre personne pour le faire. La personne qui aide l'électeur à remplir son bulletin de vote doit prêter le serment suivant :*

I,

Je,

Name  
Nom

**do swear (or solemnly affirm)**

***jure (ou affirme solennellement)***

a) that I will assist the elector by marking their ballot as they direct;

*a) que je remplirai le bulletin de vote de l'électeur selon ses instructions;*

and

*et*

b) that I will keep secret the name of the candidate or candidates for whom I, as assistant, have marked the elector's ballot.

*b) que je garderai secret le nom des candidats que j'ai cochés à la demande de l'électeur.*

**X**

\_\_\_\_\_  
Elector's assistant • *Personne chargée d'aider l'électeur*

**Sworn (or affirmed) before me • *Serment prêté (ou affirmation faite) devant moi***

this      day of      at      in the Yukon Territory.  
ce      jour de/d'      20\_\_\_\_, à      (Yukon).

**X**

\_\_\_\_\_  
Returning officer or deputy returning officer • *Directeur du scrutin ou scrutateur*





**AUTHORIZATION OF AGENT  
AUTORISATION D'UN REPRÉSENTANT**

**Candidate:**

**Candidat :**

Name  
Nom

**Agent:**

**Représentant :**

Name  
Nom

The above-named person is hereby authorized by the *Municipal Act* to be present as my agent at a polling station during the time appointed for polling and/or at the counting of the votes at the election on

*Conformément à la Loi sur les municipalités, la personne susmentionnée est autorisée par la présente à me représenter à un bureau de scrutin pendant le vote et le dépouillement des votes à l'élection du*

Day of week  
and date  
*Jour de la semaine  
et date*

**X**

Candidate  
*Candidat*

**OATH OF AGENT OF CANDIDATE**

**SERMENT DU REPRÉSENTANT**

I, the undersigned agent of the candidate named above, do swear (or solemnly affirm) that I will conduct myself according to law, and that I will keep secret the results of any poll until such time as the results of that poll have been officially reported.

*Je soussigné, représentant du candidat susmentionné, jure (ou affirme solennellement) que je respecterai la loi et que je ne révélerai à personne les résultats de tout scrutin jusqu'à ce que les résultats dudit scrutin aient été divulgués officiellement.*

**X**

Candidate's agent  
*Représentant du candidat*

**Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi**

this day of \_\_\_\_\_ at \_\_\_\_\_ in the Yukon Territory.  
ce \_\_\_\_\_ jour de/d' \_\_\_\_\_ 20\_\_\_\_, à \_\_\_\_\_ (Yukon).

**X**

Returning officer or deputy returning officer  
*Directeur du scrutin ou scrutateur*



Date \_\_\_\_\_

# TALLY SHEET FEUILLE DE COMPTAGE

Candidate Candidate	Candidate Candidate	Candidate Candidate	Candidate Candidate	Candidate Candidate	Candidate Candidate	Candidate Candidate	Candidate Candidate	Candidate Candidate	Candidate Candidate	Candidate Candidate	Candidate Candidate	
5						5						5
10						10						10
15						15						15
20						20						20
25						25						25
30						30						30
35						35						35
40						40						40
45						45						45
50						50						50
55						55						55
60						60						60
65						65						65
70						70						70
75						75						75
80						80						80
85						85						85
90						90						90
95						95						95
100						100						100
105						105						105
110						110						110
115						115						115
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	





**OATH OF OFFICE**  
MAYOR AND COUNCILLORS  
**SERMENT PROFESSIONNEL**  
MAIRE ET CONSEILLERS MUNICIPAUX

Mayor-elect or  
councillor-elect  
*Maire élu ou conseiller  
municipal élu*

I,

Je,

for the municipality of

de la municipalité de

Municipality  
*Municipalité*

**do swear / or affirm**

**jure ou affirme solennellement**

1. THAT I am a Canadian citizen;
2. THAT I am not in anyway disqualified from holding the office of

1. être citoyen canadien;
2. n'être en rien inhabile à occuper le poste de

Mayor or councillor  
*Maire ou conseiller  
municipal*

3. THAT I have not, nor will I have while holding office, any interest, directly or indirectly, in any contract or services connected with the said municipality, except such as I may lawfully have under the provisions of the *Municipal Act*;
4. THAT I have not, by myself or any other person, knowingly employed any bribery, corruption or intimidation to gain my election;
5. THAT I will not, without due authority in that behalf, disclose or make known any matter that comes to my knowledge by reason of my office; and
6. THAT I will faithfully perform the duties of my office, and will not allow any private interest to influence my conduct in public matters.

3. ne pas avoir et ne pas chercher à avoir d'intérêt direct ou indirect dans les contrats ou les services avec la municipalité, sauf dans la mesure où les dispositions de la Loi sur les municipalités l'autorisent;
4. ne pas avoir directement ou indirectement touché de pot-de-vin, ni recouru à la corruption ou à l'intimidation en vue d'être élu à ce poste;
5. ne pas divulguer ni révéler l'information privilégiée que je pourrais acquérir en raison de mon poste sans en avoir obtenu l'autorisation adéquate au préalable;
6. remplir sincèrement mes fonctions et ne permettre à aucun intérêt privé d'influer sur ma conduite en ce qui a trait aux questions d'intérêt public.

So help me God.

Ainsi Dieu me soit en aide.

X

Signature

**Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi**

this day of \_\_\_\_\_ at \_\_\_\_\_ in the Yukon Territory.  
ce jour de/d' \_\_\_\_\_ 20 \_\_\_\_\_ à \_\_\_\_\_ (Yukon).

X

Supreme court judge, territorial court judge, justice of the peace, notary public, or designated municipal officer  
*Juge de la Cour suprême, juge de la Cour territoriale, juge de paix, notaire public ou fonctionnaire municipal désigné*







**Village of Haines Junction  
Report to Council**

**July 10, 2024**

Council Decision  
 Council Direction  
 Council Information  
 Closed Meeting

**RE: Shakwak Street Survey Posts**

---

**Recommendation**

Council, take into consideration this report and provide staff with direction on how to proceed with the reposting of lot corners for Lots 4-9 Block 18 on Shakwak Street.

**Background**

Lots 4-9 Block 18 were purchased by the Village of Haines Junction from Whitehorse Savings Ltd. in 2021 through a private sale. Administration was directed to offer a counter sale of 6 lots on Shakwak Street (Council Motion #151-24). These lots were available for sale beginning at 8:30am on Monday June 17, 2024 and all lots were sold by 5:00pm on Thursday July 4, 2024. During the counter sale process, purchasers inquired about the location of the lots and presence of survey posts. Public Works employees have not been able to locate any posts in the past. Upon further investigation, a post inventory was completed by Underhill Geomatics in 2022 which found that all posts for Block 18 had been removed, prior to the Phase III water and sewer upgrade work.

**Current Status**

Quotes were sought from Underhill Geomatics and Challenger Geomatics to complete a reposting of Block 18 Lots 4-9.

The quotes and timelines are as follows:

- Challenger Geomatics \$12,100.000 + GST (\$2,016.67 per lot), fieldwork mid July, final deliverables late September
- Underhill Geomatics \$15,500.00 + GST (\$2,583.33 per lot), fieldwork mid July, final deliverables early August
- The final invoice will reflect the time charged to this project.

The scope of work would include:

- Research to rebuild the legal fabric (prep work in advance of fieldwork)
- Re-establish all posts
- Field Notes of Reposting Plan/Plan of Survey to be registered with Canada Lands Survey Register

**Discussion/Analysis**

The Competitive Bidding Process Policy (007-93) requires a Council motion for any contract for services of a value of greater than \$5000.



**Draft Resolution**

THAT Administration proceed with a contract for services with Challenger Geomatics to complete reposting of Block 18 Lots 4-9.

Prepared by

Lianna Grice

Project and Asset Manager

Reviewed by

Aynslie Ogden

A/Chief Administrative Officer

# VILLAGE OF HAINES JUNCTION

## BYLAW 413-24

### A Bylaw to regulate the 2024 Municipal Election

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WHEREAS, Section 56 (1) of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that a Council of a municipality shall by bylaw (a) appoint a returning officer to be responsible for the administration of the election or public vote; (b) establish the place for making nominations; (c) establish places that are reasonably accessible to electors who are physically incapacitated at which polls will be held if a poll is required and, subject to section 85, set hours during which polls shall be open; (d) appoint deputy returning officers as required, or delegate to the returning officer the power to appoint deputy returning officers; (e) otherwise arrange for the holding of the election or public vote; and

WHEREAS, Section 60 (1) (a) of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that Council may by bylaw dispense with the requirement of a list of electors for an election; and

WHEREAS, Section 60 (1) (b) of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that Council may by bylaw prescribe procedures and forms governing the conduct of elections otherwise consistent with the Act; and

WHEREAS, Section 61 (1) (b) of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that Council may by bylaw provide for a system of registration of persons entitled to vote at an election which shall include the prescribed oath required to be signed by each person applying to vote;

THEREFORE, the Council for the Municipality of the Village of Haines Junction, in open meeting duly assembled, ENACTS AS FOLLOWS:

#### **1.0 Short Title**

1.1. This Bylaw shall be cited as the **2024 Municipal Election Bylaw #413-24**.

#### **2.0 Purpose**

2.1 The purpose of this bylaw is to regulate the conduct of the 2024 Municipal Election.

#### **3.0 Definitions**

3.1 “Election Official” means a person appointed to work in the election process.

3.2 “Returning Officer” means a person appointed by Council to conduct the election by receiving nominations, attending the polling place and having the power to ask the questions and receive the declarations or oaths authorized by law to be asked of and made by electors.

3.3 “CAO” means the Chief Administrative Officer for the Village of Haines Junction.

- 3.4 “Council” means the Village of Haines Junction Council, duly assembled, whose members are sworn to office.
- 3.5 “Deputy Returning Officer” means the person or persons appointed by the Returning Officer to act in his or her absence or as otherwise delegated by the Returning Officer.
- 3.6 “Poll Clerk” means a person or persons appointed by the Returning Officer to assist the Returning Officer in conduct of the election.

#### **4.0 Election Officials**

- 4.1 (TBD) is hereby appointed Returning Officer for the Village of Haines Junction 2024 Municipal Election.
- 4.2 Council hereby delegates to the Returning Officer authority to appoint Deputy Returning Officers and Poll Clerks, as necessary.
- 4.3 For the purposes of fulfilling the requirements of Part 3 of the Municipal Act, the CAO or their designate is appointed as the Designated Municipal Officer.
- 4.4 Election officials shall, during their appointment term, refrain from any active or public support or criticism of any candidate.

#### **5.0 Nominations**

- 5.1 Nomination day is Thursday, September 26, 2024.
- 5.2 The Municipal Office in the St. Elias Convention Centre, is hereby designated as the place for nomination proceedings.
- 5.3 Nominations will be accepted by the Returning Officer between 10:00 a.m. and 12:00 o’clock noon Thursday, September 26, 2024.
- 5.4 A completed nomination paper which has been witnessed by either the Returning Officer, Notary Public or Designated Municipal Officer, may be faxed to the Returning Officer or Designated Municipal Officer at 867 634 2008 by 12:00 o’clock noon Thursday September 26, 2024. It is the responsibility of the nominee to ensure the fax has been received.

#### **6.0 Voting Opportunities**

- 6.1 Where the Returning Officer declares that an election is required the following voting opportunities will be made available:
  - 6.1.1 Advance Poll;
  - 6.1.2 Mobile Poll;
  - 6.1.3 Special Ballot; and,
  - 6.1.4.1 General Polling Day.

#### **7.0 Advance Poll**

- 7.1 The St. Elias Convention Centre, on the main floor in the Atrium, is hereby designated as the place for Advance Poll proceedings.
- 7.2 The Advance Poll will take place on Thursday, October 10, 2024, between the hours of 8:00 a.m. and 8:00 p.m.
- 7.3 The Advance Poll is available to those voters who meet the legislated criteria for the Advance Poll.

**8.0 Mobile Poll**

- 8.1 The Mobile Poll will take place on Tuesday October 10, 2024, between the hours of 8:30 a.m. and 4:00 p.m.
- 8.2 The Mobile Poll is available to those voters who, due to physical incapacity, are incapable of attending a poll.
- 8.3 Polling will occur by arrangement with the Returning Officer.

**9.0 Special Ballots**

- 9.1 Special Ballots will be made available on October 3, 2024, by request to those voters who meet the legislated criteria.
- 9.2 Special Ballots must be returned to the Returning Officer by 2:00 p.m. on October 17, 2024.

**10.0 General Polling Day**

- 10.1 General Polling Day will take place on October 17, 2024, between the hours of 8:00 a.m. and 8:00 p.m. in the Atrium of St. Elias Convention Centre.

**11.0 Fees**

- 11.1 The following rates shall be paid to persons acting as election officers:
  - 11.1.1 Returning Officer \$40.00 per hour
  - 11.1.2 Deputy Returning Officer \$30.00 per hour
  - 11.1.3 Poll Clerks \$25.00 per hour

**12.0 Registration of Voters**

- 12.1 The Village of Haines Junction shall dispense with the requirement for a list of electors for the 2024 Municipal Election.
- 12.2 All persons meeting the eligibility criteria contained in Section 48 of the Municipal Act and wishing to cast a ballot shall be required to record their Name, Civic Address and Signature on the Approved Voter Registration List attached hereto as Schedule “A”.
- 12.3 The Returning Officer and Deputy Returning Officers appointed pursuant to Section 56 of the Municipal Act shall have the authority to administer the system of registration provided for in this bylaw, pursuant to Section 57 of the Municipal Act.

**13.0 Prescribed Oaths**

- 13.1 The Village of Haines Junction will use the forms and oaths provided by the Yukon Government.

## **14.0 Notice to Electors**

- 14.1 Signage shall be displayed at all polling stations which shall inform voters of the following:
  - 14.1.1 The offences contained in Section 160 of the Municipal Act;
  - 14.1.2 The penalties associated with the offences contained in Section 164 of the Municipal Act; and
  - 14.1.3 A statement that, pursuant to this bylaw, the name of any individual challenged by a Returning Officer, Deputy Returning Officer, a candidate or candidate's agent, or by an elector, who swears an oath of eligibility and votes in the election may be forwarded to the appropriate authorities for investigation and possible prosecution.

## **15.0 Enactment**

- 15.1 This Bylaw shall come into force and effect on the adoption thereof.

## **16.0 Readings**

- 16.1 Read a First time on the 10<sup>th</sup> day of July 2024
- 16.2 Read a Second time on the xx day of xx
- 16.3 Read a Third time and adopted on the xx day of xx

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Bruce Tomlin, Mayor

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Dave Fairbank, CAO



Mayor Tomlin  
Village Council  
Box 5339  
Haines Junction, Yukon  
Canada Y0B 1L0

Jane Weeks  
PO Box 722,  
Valemount, BC  
V0E 2Z0

June 19, 2024,

Attention, Your Worship Mayor Tomlin and Village Council of Haines Junction,

Regarding the Cliff Swallow's colonies

I was very disappointed to read about the removal of the nesting colony from St Elias Convention Centre in the Yukon News. From what I understand these nests were power washed off the building? These birds are knowingly displaced and are suffering from loss of habitat.

Quote from The Yukon News 2024: "unsightly" mess caused by the birds is detailed in a 2018 letter from Julie Bauer. 'I did not see a mess; I sat on the ground and watched them.

On one of my visits to the Yukon, last year 2023, I stayed two days longer at and around Haines Junction because I was thrilled to see and observe the Swallows of the large established colony in town and walked the town trails looking at other smaller nesting colonies as well, I thought "what a treasure, Haines Junction could be a bird capital for Swallows". I also shared this experience to people along the way and when I got home about the bird colonies.

The Yukon Tourism markets wildlife as one of the precious gems and to be valued...apparently not. Loss of habitat is one of the highest threats to all bird species worldwide.

Lately I have retold a different and disturbing follow up story about Haines Junction Swallows.

From what I have read it seems there has been a lack of long-term planning with solutions for wildlife on community buildings and lack of education for the complainant(s). I have thought education signage would be appropriate to promote Swallow appreciation and for tourism. Swallows are good in a community; for the

people that complain or are concerned about some excrement on their car...I can only say “out of how many times of the year?”

Perhaps a good place to start for local knowledge may be the Yukon Bird Club, 4061-4th Avenue, Whitehorse, Yukon, Y1A 1H1, Canada  
[yukonbirdclub@yukonbirds.ca](mailto:yukonbirdclub@yukonbirds.ca) Facebook page [www.facebook.com/YukonBirdClub/](http://www.facebook.com/YukonBirdClub/)

Other important links:

[https://www.allaboutbirds.org/guide/Cliff\\_Swallow/overview](https://www.allaboutbirds.org/guide/Cliff_Swallow/overview)

<https://www.birdscanada.org/conservation/major-threats-to-birds>

Often, we don't know what we got 'til it's gone. Bird populations are plummeting worldwide. Haines Junction is fortunate to have these strong bird colonies, so far. I think a shift in attitude, to create advocacy and being strong custodians for these feathered community residents is a good place to start.

Sincerely



Jane Weeks

p.s. Your Worship Mayor Tomlin, Regarding the discussion from the June 12 2024 council meeting; I could not locate the discussion on the website and wondered if you would direct staff member to send that link? I would be interested in reading the thought processes that led to the decision making.



# There is quite a lot of support and information



## Who we are – Wildlife Habitat Canada

Who we are – Wildlife Habitat Canada Who we are Objectives History of the Stamp B...

[whc.org](http://whc.org)



## Cities, Towns, and Parks

Transforming our communities into places where birds flourish.

[www.audubon.org](http://www.audubon.org)



## Green Spaces, Urban Wildlife, and Human Impacts - Tree Canada

City dwellers are surrounded by a wide array of urban wildlife, but there seems to be lit...

[treecanada.ca](http://treecanada.ca)



## Urban wildlife

How to co-exist with backyard neighbours like squirrels, raccoons, skunks and other w...

[spca.bc.ca](http://spca.bc.ca)



## Urban Biodiversity | WWF.CA

WWF-Canada is working to protect and restore biodiversity in Canadian cities. Learn ...

[wwf.ca](http://wwf.ca)

## Opportunity for tourism/popular attraction

### **Batty bridge habitat**

When the Texas Department of Transportation remodeled the Congress Avenue Bridge, located in the heart of downtown Austin, it left deep,

narrow crevices between the beams that turned out to be the perfect bat habitat. As a result, for several months each year, more than a million bats live under the bridge. It is the world's largest urban

bat colony. Just before sunset each evening during "bat season" (yes, it's a thing), the bats blanket the sky as they head out to forage for food. It has become one of Austin's most popular attractions!—PG