



Village of Haines Junction
October 23, 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**
- 6. Proclamations**
- 7. Delegations**
- 8. Public Hearings and Public Input Sessions**
- 9. Old Business**
- 10. New Business**
 - a. Accounts Payable to October 23, 2024
 - b. RTC - September 2024 Financial Report
 - c. RTC - 2024 Haines Junction Lottery Funding Distribution
 - d. Council Transition Binder
- 11. Bylaws – Reports, Readings and Adoption**
- 12. Correspondence**
 - a. Letters requesting public engagement on landfill
- 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 November 13, 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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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.

Municipal Accounts Payable to October 23, 2024

<u>Cheque No.</u>	<u>Name</u>	<u>Amount</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 40,336.63	Administration	Net Pay - Pay Period 21
		\$ 6,566.52	Administration	RRSP Contribution - Pay Period 21
		\$ 9,970.77	Administration	Group Insurance - Pay Period 21
		\$ 28,945.80	Administration	Receiver General September 2024
		\$ 85,819.72		
Bill Pay	Visa	\$ 2,170.27	Administration	Phone, zoom, cell, office supplies, travel, postage
		\$ 430.01	Landfill	Grease gun, cell
		\$ 2,827.92	Legislative	travel , honoraria gift, plaque, banners
		\$ 2,778.84	Public Works	Cell, oil, wiper blades, tools, grease
		\$ 164.49	Recycling Centre	pallet wrap and supplies
		\$ 3,528.31	Water & Sewer	Training, phone, pipes and fittings
		\$ 11,899.84		
EFT	Rockbox Structures Inc.	\$ 15,736.88	Capital Landfill	Custom compartment containment storage unit
280209	Acklands - Grainger Inc	\$ 108.38	Public Works	Batteries, air fittings
		\$ 42.08	Administration	Batteries
		\$ 102.77	Water & Sewer	Batteries, hydrant grease
		\$ 26.99	Convention Centre	Sprinkler caps
		\$ 280.22		
280210	ATCO Electric	\$ 536.30	Administration	Electricity: October 2024 billing
		\$ 11,094.37	Arena	Electricity: October 2024 billing
		\$ 536.30	Convention Centre	Electricity: October 2024 billing
		\$ 177.62	Community Hall	Electricity: October 2024 billing
		\$ 326.78	Fire Department	Electricity: October 2024 billing
		\$ 67.94	Pool	Electricity: October 2024 billing
		\$ 360.14	Public Works	Electricity: October 2024 billing
		\$ 3,595.69	Roads & Streets	Electricity: October 2024 billing
		\$ 3,644.39	Water & Sewer	Electricity: October 2024 billing
		\$ 20,339.53		
280211	Catalis Technologies Canada	\$ 5,145.00	Administration	All net web design, add Ons
280212	Diane Strand	\$ 575.22	Legislative	Travel to AYC board meetings
280213	Ellen Stutz	\$ 1,377.50	Recycling Centre	Refundables paid out

Municipal Accounts Payable to October 23, 2024

280214	Jacob's Industries Ltd.		\$	622.13	Water & Sewer	Co2	
280215	Joshua Dion		\$	344.40	Water & Sewer	Travel	
280216	Macdonald and Company		\$	612.43	Administration	Urban electrification pay out	
280217	Napa Whitehorse		\$	31.49	Public Works	Carb adjuster tool	
280218	NF Electrical and Event Production Ltd		\$	761.25	Administration	All candidate forum, tech support	
280219	Ralph Hotte Contracting Ltd.			787.5	Roads & Streets	Fire guard grading	
280220	Source Motors Ltd	\$	963.26		Landfill & Recycling	Fuel September 2024	
		\$	5,030.89		Public Works	Fuel September 2024	
		\$	214.18	\$	6,208.33	Fire Department	Fuel September 2024
280221	Sylvain Human Resource Services		\$	105.00	Administration	Solid waste facility attendant job description	
280222	Twiss and Shine	\$	1,787.50		Convention Centre	Custodial Services September- October 2024	
		\$	325.00		Mezzanine	Custodial Services September- October 2024	
		\$	520.00		Administration	Custodial Services September- October 2024	
		\$	97.50		Fire Department	Custodial Services September- October 2024	
		\$	136.50	\$	2,866.50	GST	Custodial Services September- October 2024
280223	Whispering Willows Records Inc.		\$	2,100.00	Convention Centre	Grand Piano moving fee	
280224	Xerox		\$	313.55	Administration	Printing and photocopies	

Municipal Accounts Payable **\$ 155,926.49**

Adopted on _____ Motion# _____

Mayor _____ CAO _____

**Report to Council
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RE: September 2024 Financial Report

Recommendation

That Council accept the September 2024 Financial Report as information.

Resolution

That the Council of the Village of Haines Junction receive and file the September 2024 Financial Report.

Background

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

Analysis

***Additions or changes since last report are noted in bold.**

SUMMARY:

Revenues – **Total revenue is at 101.49% for the year, above the 75% benchmark.**

Expenditures – **Total expenses are at 63.10% for the year, below the 75% benchmark.**

REVENUES

Legislative - Total revenues are above benchmark at **102.17%**.

- Comprehensive Municipal Grant, carbon tax rebate and initial Housing Accelerator Fund allocation have been received.
- Property tax revenue has been fully recorded. Residential Taxes are \$3,538 below budget amount due to several Spruce Street lots agreements for sale being terminated.
- **Investment account interest is \$85,540 above budgeted amount** (current investment account balance is approximately \$8 million).

Administration – **Total revenues are slightly below benchmark at 71.60%**.

- approximately **\$10,500** in Seniors' Admin salaries not yet invoiced for reimbursement.

Public Works – **Total revenues are below benchmark at 56.16%**.

- no surplus sales recorded (budget amount \$5,000).

Water & Sewer - **Total revenues are above benchmark at 96.04%**.

- Annual water and sewer services have been fully recorded.

Roads & Streets - **Total revenues are below benchmark at 58.83%**.

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Landfill & Recycling – Total revenues are above benchmark at 123.77%.

- includes \$55,900 interim regional waste management facility funding which was not budgeted.
- includes \$6,000 additional revenue for food cyclor order which was not budgeted.
- CAFN Landfill User fees billing is \$4,600 above budgeted amount.

Animal Control – Revenues are below benchmark at 10.2%.

- No fines or impound fees have been imposed as of reporting period.

Fire Department – Revenues above benchmark at 94.4%.

- CAFN user agreement is \$2,059 above budgeted amount.

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

Facilities – Revenues slightly below benchmark at 73.71%.

EXPENSES

Legislative – Below benchmark at 58.26%.

- Honoraria below benchmark due to Council member vacancy.
- AYC AGM expenses are \$4,200 below budgeted amount.
- Budgeted line items not (yet) expensed: Strategic Planning \$5,000, Travel \$5,000, Training \$1,000, Halloween Fireworks \$2,000.

Administrative – Below benchmark at 60.22%.

- Wages below benchmark as new recreation position not yet hired.
- Contract Services: Legal fees **\$7,400** over budgeted amount of \$50,000.
- Grants – Community Lottery grant not yet allocated.

Public Works – Below benchmark at 50.0%.

- Wages under budget due to staff vacancies.
- Contract Services – Mosquito Control contract not yet recorded.

Water & Sewer – Above benchmark at 97.26%.

- Contract services **\$22,000** over budget amount of \$22,000 due to contract for recruitment of Level 2 Water operator position, **cleaning out lift station, additional testing for water license renewal and lagoon discharge.**
- **Contract Services – Scada Support \$7,600 over budget amount of \$5,000 due to extra programming costs for automation controls**
- **Equipment Repair \$19,758 over budget amount of \$10,000 due to replacement of VFD at Lift Station (\$26,000)**

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Roads & Streets – Below benchmark at 59.52%.

- Equipment and supplies under benchmark as no purchases of Cold Mix, Sand and Gravel, Culverts, etc. as of reporting date.

Landfill & Recycling – Below benchmark at 66.07%.

- Contract Services includes \$12,000 additional expense for food cyclers order which was not budgeted.
- Landfill Closure Fees – year end auditor entry.
- No expenses yet recorded for Special Waste Disposal or Training

Animal Control – Slightly above benchmark at 77.59%.

Fire Department – Below benchmark at 40.0%.

- Fire Attendance and Contract Services - Dispatch services normally invoiced in Nov/Dec.

FireSmart – Above benchmark at 96.0% as project was completed in February.

Convention Centre – Above benchmark at 78.54%.

- Maintenance: Building O&M **\$8,990** over budgeted amount of \$14,000 due to retractable theatre seating repair costs.

Mezzanine – Below benchmark at 51.3%.

Community Hall, Curling Rink, Pool – Below benchmark at 53.31%.

Arena – Below benchmark at 64.16%.

- Wages below benchmark due to staff vacancies.
- **Utilities Power \$10,805 above budget amount of \$55,000 due to Atco increase of demand charge.**

Conclusion

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

Prepared by

Donna Istchenko, Treasurer

**Report to Council
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Village of Haines Junction - September 2024 Budget Expenditures				
O&M REVENUES		2024 YTD	2024 Budget	Benchmark 75%
LEGISLATIVE				
	Taxes and Grants in Lieu	\$ 1,014,870.84	\$ 1,018,808.56	99.61%
	Tax Penalties	\$ 6,659.51	\$ 7,000.00	95.14%
	Carbon Tax Rebate	\$ 45,883.27	\$ 45,883.27	100.00%
	CMG Block Funding	\$ 2,209,128.00	\$ 2,209,128.00	100.00%
	Return on Investments	\$ 235,541.60	\$ 150,000.00	157.03%
	Housing Accelerator Fund	\$ 308,659.28	\$ 308,659.28	100.00%
	Total Legislative	\$ 3,820,742.50	\$ 3,739,479.11	102.17%
ADMINISTRATION				
	Grant Funding	\$ 23,493.00	\$ 25,493.00	92.15%
	Licenses and Fees	\$ 11,496.96	\$ 12,650.00	90.89%
	Interest Earned	\$ 616.90	\$ 2,560.00	24.10%
	Contract Services	\$ 6,426.73	\$ 18,000.00	35.70%
	Total Administration	\$ 42,033.59	\$ 58,703.00	71.60%
PUBLIC WORKS				
	Contract Services	\$ 10,109.48	\$ 11,000.00	91.90%
	Surplus Goods Sales	\$ -	\$ 5,000.00	0.00%
	Grant Funding	\$ -	\$ 2,000.00	0.00%
	Total Public Works	\$ 10,109.48	\$ 18,000.00	56.16%
WATER AND SEWER				
	Services and Bulk Sales	\$ 291,001.87	\$ 294,800.00	98.71%
	Contract Services / Asset Sales	\$ 1,261.86	\$ 1,500.00	84.12%
	Grant Funding	\$ -	\$ 8,000.00	0.00%
	Total Water and Sewer	\$ 292,263.73	\$ 304,300.00	96.04%
ROADS AND STREETS				
	Contract Services / Asset Sales	\$ 3,235.64	\$ 5,500.00	58.83%
	Total Roads and Streets	\$ 3,235.64	\$ 5,500.00	58.83%
LANDFILL AND RECYCLING				
	User Fees	\$ 31,155.32	\$ 27,880.00	111.75%
	Grant Funding	\$ 98,168.00	\$ 48,120.00	204.01%
	Beverage Container Refunds	\$ 45,745.53	\$ 70,000.00	65.35%
	Programs (Food Cycler)	\$ 13,800.00	\$ 6,600.00	209.09%
	Total Landfill and Recycling	\$ 188,868.85	\$ 152,600.00	123.77%

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ANIMAL CONTROL				
	Licenses and Fines	\$ 204.00	\$ 2,000.00	10.20%
	Total Animal Control	\$ 204.00	\$ 2,000.00	10.20%
FIRE DEPARTMENT				
	Contract Services	\$ 17,059.23	\$ 15,000.00	113.73%
	Lease Fees	\$ 21,840.00	\$ 26,208.00	83.33%
	Total Fire Department	\$ 38,899.23	\$ 41,208.00	94.40%
FIRESMART				
	Grant Funding	\$ 25,000.00	\$ 25,000.00	100.00%
	Total Firesmart	\$ 25,000.00	\$ 25,000.00	100.00%
FACILITIES				
	Rental Fees - Convention Centr	\$ 12,466.32	\$ 15,200.00	82.02%
	Rental Fees - Mezzanine	\$ 4,271.43	\$ 6,000.00	71.19%
	Rental Fees - Arena	\$ 2,452.37	\$ 3,500.00	70.07%
	Grant Funding	\$ -	\$ 1,333.00	0.00%
	Total Facilities	\$ 19,190.12	\$ 26,033.00	73.71%
TOTAL O&M REVENUES		\$ 4,440,547.14	\$ 4,372,823.11	101.55%
O&M EXPENSES				
		2024 Budget	2024 Budget	
LEGISLATIVE				
	Honoraria / Per Diems	\$49,600.57	\$81,792.00	60.64%
	Travel / Training	\$1,709.61	\$12,000.00	14.25%
	Grants and Hospitality	\$6,363.02	\$16,500.00	38.56%
	Supplies and Services	\$660.00	\$5,650.00	11.68%
	AYC Membership	\$22,091.28	\$22,091.28	100.00%
	Total Legislative	\$ 80,424.48	\$ 138,033.28	58.26%
ADMINISTRATION				
	Wages and Benefits	\$ 409,597.67	\$ 712,378.00	57.50%
	Contract Services	\$ 129,420.45	\$ 156,791.16	82.54%
	Equipment and Supplies	\$ 9,309.72	\$ 15,000.00	62.06%
	Utilities	\$ 17,825.34	\$ 35,000.00	50.93%
	Training, Travel, Memberships	\$ 2,612.16	\$ 7,500.00	34.83%
	Grants and Hospitality	\$ 4,050.55	\$ 28,493.00	14.22%
	Advertising	\$ 8,181.26	\$ 10,000.00	81.81%
	Bank Charges	\$ 3,958.00	\$ 6,200.00	63.84%
	Total Administration	\$ 584,955.15	\$ 971,362.16	60.22%

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PUBLIC WORKS				
	Wages and Benefits	\$ 327,090.03	\$ 624,945.00	52.34%
	Contract Services	\$ 684.00	\$ 24,000.00	2.85%
	Equipment and Supplies	\$ 34,574.33	\$ 66,000.00	52.39%
	Maintenance	\$ 14,643.13	\$ 52,000.00	28.16%
	Utilities	\$ 11,027.60	\$ 27,285.00	40.42%
	Insurance	\$ 18,336.62	\$ 17,575.00	104.33%
	Training and Travel	\$ 2,567.66	\$ 6,000.00	42.79%
	Total Public Works	\$ 408,923.37	\$ 817,805.00	50.00%
WATER AND SEWER				
	Wages and Benefits	\$ 114,287.21	\$ 109,085.00	104.77%
	Contract Services	\$ 57,688.52	\$ 29,000.00	198.93%
	Equipment and Supplies	\$ 50,557.65	\$ 63,240.00	79.95%
	Maintenance	\$ 43,156.58	\$ 26,000.00	165.99%
	Utilities	\$ 77,669.07	\$ 118,500.00	65.54%
	Insurance	\$ 58,859.71	\$ 56,500.00	104.18%
	Training and Travel	\$ 754.00	\$ 12,000.00	6.28%
	Total Water and Sewer	\$ 402,972.74	\$ 414,325.00	97.26%
ROADS AND STREETS				
	Wages and Benefits	\$ 43,504.57	\$ 53,000.00	82.08%
	Contract Services	\$ 1,870.00	\$ 10,000.00	18.70%
	Equipment and Supplies	\$ -	\$ 23,000.00	0.00%
	Maintenance	\$ 660.38	\$ 1,500.00	44.03%
	Utilities (streetlights)	\$ 28,665.04	\$ 38,000.00	75.43%
	Total Roads and Streets	\$ 74,699.99	\$ 125,500.00	59.52%
LANDFILL AND RECYCLING				
	Wages and Benefits	\$154,602.18	\$225,104.00	68.68%
	Contract Services	\$45,066.34	\$61,300.00	73.52%
	Equipment and Supplies	\$10,741.83	\$19,000.00	56.54%
	Maintenance	\$58.50	\$4,000.00	1.46%
	Utilities	\$7,589.36	\$13,750.00	55.20%
	Insurance	\$4,366.85	\$3,710.00	117.70%
	Training and Travel	\$0.00	\$2,900.00	0.00%
	Recycle Refunds Paid Out	\$31,792.90	\$40,000.00	79.48%
	Landfill Closure Fees	\$0.00	\$15,000.00	0.00%
	Total Landfill and Recycling	\$ 254,217.96	\$ 384,764.00	66.07%

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ANIMAL CONTROL				
	Wages and Benefits	\$ 1,142.25	\$ 1,100.00	103.84%
	Maintenance	\$ -	\$ 150.00	0.00%
	Equipment and Supplies	\$ 75.86	\$ 320.00	23.71%
	Total Animal Control	\$ 1,218.11	\$ 1,570.00	77.59%
FIRE DEPARTMENT				
	Honoraria	\$ 26,571.45	\$ 52,200.00	50.90%
	Contract Services	\$ 6,647.74	\$ 20,000.00	33.24%
	Equipment and Supplies	\$ 1,480.81	\$ 12,500.00	11.85%
	Maintenance	\$ 5,556.96	\$ 23,000.00	24.16%
	Utilities	\$ 10,221.15	\$ 30,000.00	34.07%
	Insurance	\$ 15,013.08	\$ 14,900.00	100.76%
	Training and Travel	\$ 150.00	\$ 11,500.00	1.30%
	Total Fire Department	\$ 65,641.19	\$ 164,100.00	40.00%
FIRESMART				
	Contract Services	\$ 24,000.00	\$ 25,000.00	96.00%
	Total Firesmart	\$ 24,000.00	\$ 25,000.00	96.00%
CONVENTION CENTRE				
	Contract Services	\$ 19,033.00	\$ 34,000.00	55.98%
	Equipment and Supplies	\$ 9,186.16	\$ 17,000.00	54.04%
	Maintenance	\$ 24,921.10	\$ 19,000.00	131.16%
	Utilities	\$ 14,127.23	\$ 29,500.00	47.89%
	Insurance	\$ 43,945.43	\$ 42,100.00	104.38%
	Total Convention Centre	\$ 111,212.92	\$ 141,600.00	78.54%
MEZZANINE				
	Contract Services	\$ 5,752.50	\$ 11,000.00	52.30%
	Equipment and Supplies	\$ 824.43	\$ 1,000.00	82.44%
	Maintenance	\$ 860.86	\$ 2,000.00	43.04%
	Utilities	\$ -	\$ 500.00	0.00%
	Total Mezzanine	\$ 7,437.79	\$ 14,500.00	51.30%
COMMUNITY HALL, CURLING RINK, POOL				
	Maintenance	\$ -	\$ 500.00	0.00%
	Utilities	\$ 1,919.92	\$ 3,000.00	64.00%
	Insurance	\$ 105.96	\$ 300.00	35.32%
	Total Community Hall, Curling I	\$ 2,025.88	\$ 3,800.00	53.31%

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ARENA				
	Wages and Benefits	\$ 26,329.61	\$ 82,700.00	31.84%
	Contract Services	\$ 288.00	\$ 1,200.00	24.00%
	Equipment and Supplies	\$ 5,894.69	\$ 11,300.00	52.17%
	Maintenance	\$ 17,427.97	\$ 27,000.00	64.55%
	Utilities	\$ 74,957.40	\$ 95,500.00	78.49%
	Insurance	\$ 44,897.22	\$ 45,000.00	99.77%
	Training and Travel	\$ 29.99	\$ 2,000.00	1.50%
	Total Arena	\$ 169,824.88	\$ 264,700.00	64.16%
	TOTAL O&M EXPENSES	\$ 2,187,554.46	\$ 3,467,059.44	63.10%
	NET O&M SURPLUS	\$ 2,252,992.68	\$ 905,763.67	
	CAPITAL REVENUE	\$ 207,578.13	\$ 3,195,500.00	
	CAPITAL RESERVES	\$ -	\$ 1,580,000.00	
	CAPITAL / PROJECTS EXPENSES	\$ 979,403.14	\$ 5,752,500.00	
	NET CURRENT YEAR SURPLUS	\$ 1,481,167.67	-\$ 71,236.33	
	TRANSFER FROM UNRESTRICTED RESERVES		\$ 71,236.33	

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2024 Capital Project Budget Status						
DEPARTMENT	PROJECT	September 2024 YTD	Budget Amount	Funding Source		
				CMG / Reserves	Other	
Administration	Office Computer / Software Upgrades	\$8,185.67	\$15,000.00	\$15,000.00		
Arena	Oil Tank Replacement		\$16,000.00	\$16,000.00		
	Fire Alarm Upgrade		\$40,000.00	\$40,000.00		
Convention Ctr	Stage Lighting Replacement	\$144,078.13	\$225,000.00		\$225,000.00	Gas Tax
	Historic Mural Upgrade	\$6,300.00	\$60,000.00		\$60,000.00	Gas Tax
	Genie Vertical Manlift	\$18,314.90	\$14,000.00		\$14,000.00	Gas Tax
	Handicap Lift (Elevator) Upgrades	\$113,074.08	\$115,000.00	\$115,000.00		
	Additional Tables		\$10,000.00	\$10,000.00		
	Seismic Renovations		\$1,200,000.00		\$1,200,000.00	Gas Tax
	Entrance Security Improvements	\$42,697.29	\$47,000.00		\$47,000.00	Gas Tax
	Heating System Upgrade Design	\$33,450.00	\$53,000.00	\$53,000.00		
Fire Department	Fire Dept Crew Cab		\$82,000.00		\$82,000.00	YG
	SCUBA Gear	\$7,405.30	\$45,000.00	\$45,000.00		FD Reserve
	Floor Drainage (Fire Hall)		\$15,000.00	\$15,000.00		
Landfill / Recycle	SWMP Design Implementation	\$65,908.25	\$200,000.00	\$200,000.00		
	Landfill Front Area Modernization	\$144,823.80	\$1,500,000.00	\$1,500,000.00		Reserves
Public Works:	Floor Drainage (Shop)		\$15,000.00	\$15,000.00		
	Vehicle Shelter / Covered Storage	\$184,099.15	\$250,000.00		\$250,000.00	Gas Tax
	Propane Fuel Storage		\$8,000.00	\$8,000.00		
	4 Post Vehicle Lift	\$13,452.31	\$14,000.00		\$14,000.00	Gas Tax
	Front Mount Zero Steer Mower	\$37,412.28	\$35,000.00	\$35,000.00		Reserves
	Water Tanker Hook Lift	\$36,556.80	\$37,500.00	\$37,500.00		
	48' 3pt Hitch Mower for small Kubota		\$4,000.00	\$4,000.00		
	Trail Salt Spreader	\$11,706.25	\$12,000.00	\$12,000.00		
Roads & Streets	Repair and Resurface		\$1,200,000.00		\$1,200,000.00	Gas Tax
Recreation	Trail Assets (benches)		\$25,000.00		\$25,000.00	TCT Grant
	Trail Care Event	\$7,780.10	\$10,000.00	\$6,500.00	\$3,500.00	TCT Grant
	Trail Signage / App Project	\$1,700.00	\$25,000.00	\$25,000.00		
	Heritage Structure Project		\$30,000.00	\$30,000.00		
Projects	Plans - OCP / Zoning	\$39,581.86	\$50,000.00		\$50,000.00	HAF
	Abandoned Assets Removal Plan		\$25,000.00	\$25,000.00		
	Truth and Reconciliation Policy and Statement		\$20,000.00	\$20,000.00		
	GIS Mapping	\$1,000.00	\$20,000.00	\$20,000.00		
	Asset Management Plan		\$100,000.00	\$100,000.00		
	Emergency Response Plan	\$2,404.49	\$75,000.00		\$75,000.00	
	Communications Strategy		\$25,000.00	\$25,000.00		
	Water License Lagoon Hydrogeological Assessment		\$50,000.00	\$50,000.00		
	Summer Recreation Programming / Equipment	\$49,530.45	\$75,000.00	\$75,000.00		
	Arena Emergency Plan	\$9,942.03	\$10,000.00	\$10,000.00		
Reserves	Reserve Allocation - Public Works		\$240,000.00	\$240,000.00		Reserves
	Reserve Allocation - Fire Department		\$90,000.00	\$90,000.00		Reserves
	Reserve Allocation - Recreation Facility		\$1,000,000.00	\$1,000,000.00		Reserves
		\$979,403.14	\$7,082,500.00	\$3,837,000.00	\$3,245,500.00	



Village of Haines Junction
Report to Council

October 23, 2024

Council Decision
 Council Direction
 Council Information
 Closed Meeting

RE: 2024 Haines Junction Yukon Lottery Funding Grant Distribution

Recommendation

THAT Council for the Municipality of Haines Junction award **\$19,299.88** in available funds for the Haines Junction Lottery Funding Grants as follows:

- | | |
|---|------------|
| 1. <u>Yukon Hard Water Racing</u> | \$4,225.00 |
| 2. <u>Romp n Run</u> | \$1,537.50 |
| 3. <u>Haines Junction Football Club</u> | \$2,743.50 |
| 4. <u>Augusto</u> | \$5,370.00 |
| 5. <u>Creative Junction</u> | \$5,423.88 |

Background

The allocation of Community Lottery Program funds from Lotteries Yukon is \$23,493.00 for the 2024/25 fiscal year. There are two intakes – in April and October.

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

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

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

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

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

Current Status

Ellen Stutz (Office Administrator), Donna Istchenko (Treasurer) and Aynslie Ogden (Corporate Manager) reviewed the five grant applications received for this round of funding.

A total of \$23,493 in Lotteries Grant Funding is available in 2024/5. Two applications were awarded \$7,100 in April 2024. An additional \$2,976.88 of funding that was previously awarded but was not spent before the expiry date of the grant is also available to be re-allocated. In total, \$19,299.88 is available for allocation in October 2024.

2024/25 allocation	\$23,493.00
Minus funds awarded April 15 intake	<u>\$ 7,170.00</u>
	\$16,323.00
Add back expired funds	<u>\$ 2,976.88</u>
Funds available October 15 intake	\$19,299.88

The total requested funds in this intake was \$25,233 as follows:

- Yukon Hard Water Racing: \$4,225 for safety cones, safety barricades and a first aid rescue safety boggan (to pull behind a snowmobile)
- Romp n Run: \$2,050 for recreation and physical literacy equipment, educational toys, storage supplies and cleaning and sanitation supplies.
- Haines Junction Football Club: \$3,658 for hoodies, bag lunches for the May soccer festival, and honoraria for out-of-town coaches for the May soccer festival
- Augusto: \$5,370 for performer deposits (if required), accommodation, hospitality and travel for performing artists.
- Creative Junction: \$10,150 for dance instructors and a community performance.

Discussion/Analysis

The total amount of funds requested this year exceeded available funds.

The reviewers assessed applicants' eligibility based on the conditions outlined in the Haines Junction Lottery Funding Grant Information Sheet, we concluded:

- Yukon Hard Water Racing – The purchase of safety equipment is an eligible expense. The club has fundraised more than 25% of the costs, so this application is eligible to receive the full amount it has applied for.
- Romp n Run – The purchase of recreational and educational equipment and toys, storage and cleaning supplies are eligible expenses. Based on the budget submitted, the group is eligible for 75% of project costs.
- Haines Junction Football Club – Hoodies, bag lunches for the soccer festival and honoraria for out-of-town coaches are eligible expenses. Based on the budget submitted, the group is eligible for 75% of project costs.
- Augusto – The requested funding to cover accommodation, hospitality and travel for performing artists are eligible expenses. The group has fundraised more than 25% of the costs, so this application is eligible to receive the full amount it has applied for.

- Creative Junction –The budget indicates \$3,500 will be fundraised, so this application is eligible to receive the full amount it has applied for. Honoraria for dance instructors and costs associated with a community performance are eligible expenses. The amount requested is significantly more than has been awarded to this group over the past 3 years.

Given the above, we recommend awarding as follows:

- Yukon Hard Water Racing - \$4,225.00 as requested.
- Romp n Run – 75% of project costs \$1,537.50
- Haines Junction Football Club - 75% of project costs \$2,743.50
- Augusto - \$5,370 as requested
- Creative Junction - \$5,423.88, which represents both the amount remaining after other grants were awarded, and an increase in funds awarded over the previous 3 years.

By awarding the above-noted Haines Junction Lottery Funding Grants, Council will be supporting recreational, artistic and cultural programming in our community.

Council may wish to revisit the Local Community Group and Individuals Support Policy to assess whether it would like to continue to reduce the financial barrier for community groups and individuals organizing recreational activities in Village facilities noting that re-instating fees may increase demands on this funding program as groups may seek to recoup user fees.

Draft Resolution

THAT Council for the Municipality of Haines Junction award **\$19,299.88** in available funds for the Haines Junction Lottery Funding Grants as follows:

6. <u>Yukon Hard Water Racing</u>	\$4,225.00
7. <u>Romp n Run</u>	\$1,537.50
8. <u>Haines Junction Football Club</u>	\$2,743.50
9. <u>Augusto</u>	\$5,370.00
10. <u>Creative Junction</u>	\$5,423.88

Prepared by

Aynslie Ogden
Corporate Manger

Transition Briefing Binder



Prepared for:
Incoming Council, October 2024

Village of Haines Junction

2024 Election – Transition Briefing Binder

Table of Contents

Note:

BN = Briefing Note (contains a very high-level summary of the background / current status)

IN = Issue Note (contains a very high-level summary of the background / current status, and because there is an outstanding issue or concern, a statement of the issue and a recommended response is also included)

Section 1: Organizational Overview

#	Briefing note
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1-2	BN: Roles and responsibilities - Council
1-3	BN: Roles and responsibilities - CAO
1-4	BN: Committees
1-5	BN: Volunteer Fire Department
1-6	IN: Fire Chief
1-7	BN: Council remuneration
1-8	BN: Joint Council priorities

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#	Briefing note
2-1	BN: 2024 Operating and Capital Projects
2-2	BN: Reserves
2-3	BN: Comprehensive Municipal Grant (CMG)
2-4	BN: Canada Community-Building Fund (CCBF)
2-5	IN: Procurement policies
2-6	IN: Property tax minimums/rebates

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3-2	BN: Official Community Plan
3-3	BN: 2024 Zoning Bylaw
3-4	BN: Public Communications Procedures
3-5	BN: Emergency Management Planning
3-6	IN: Municipal Boundary
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3-8	IN: Strategic Planning
3-9	IN: Funding opportunity – youth substance use prevention

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3-11	IN: Potential Short Term Rental Bylaw
3-12	IN: Potential Property Maintenance Bylaw
3-13	IN: Potential Vacant Land Tax Policy
3-14	IN: Mobile Homes in R1

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4-2	IN: Tipping Fees
4-3	IN: End of Life Vehicle Disposition
4-4	IN: Animal Control
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5-2	BN: Housing Needs Assessment
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5-8	BN: Youth recreation programming (BCGY)
5-9	IN: New Recreation Center
5-10	IN: Dhäl Gähy (Mountain Ridge) Development
5-11	IN: Asset Management
5-12	IN: Country Residential Area 3 lot development
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#	Briefing note
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6-2	BN: Affordable Housing Construction Grant
6-3	BN: Municipal Matching Grant
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6-5	BN: Donated Refundables Fund

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7-2	BN: Landfill Interim Regionalization Agreement

7-3	BN: Water License Memorandum of Understanding
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Section 8: Key Dates and Commitments

#	Briefing note
8-1	BN: Reconciliation Training
8-2	BN: Annual Events and holidays

Section 1: Organizational Overview



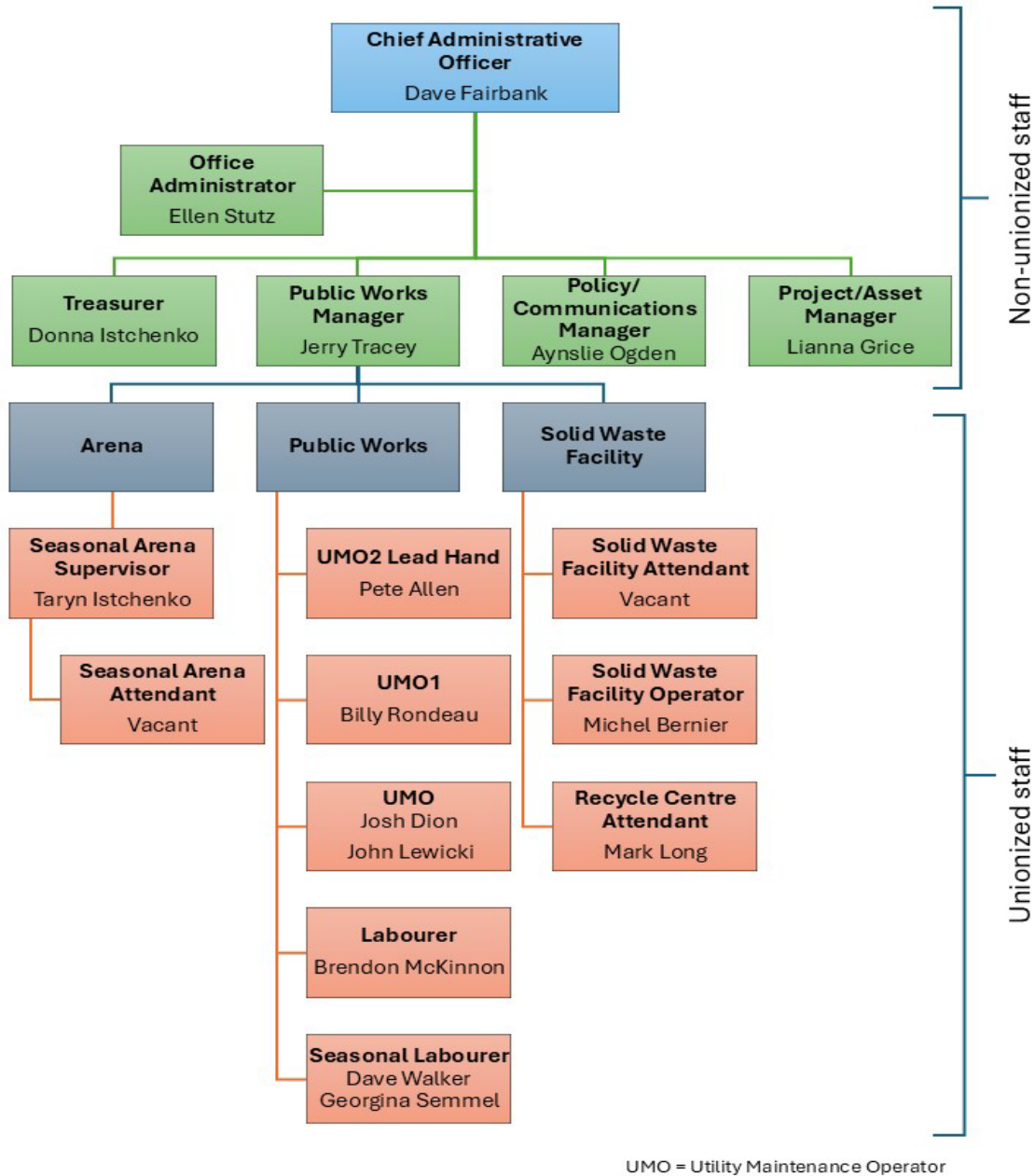


Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #1-1

RE: Organization overview



Prepared by: Aynslie Ogden Policy/Communications Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE # 1-2

RE: Council Roles and Responsibilities

Background

- Council gets its authority from the Municipal Act.
- S177 - A council is responsible for
 - Developing and evaluating the policies, services, and programs of the municipality;
 - Ensuring that the powers, duties and functions of the municipality are appropriately carried out; and
 - Carrying out the powers, duties and functions expressly given to the council under this or any other Act.
- S178 - Each member of a council has a duty to
 - Consider the well-being and interests of the municipality as a whole and to bring to the council's attention anything that would promote the well-being or interest of the municipality
 - Participate generally in developing and evaluating the policies, services and programs of the municipality
 - Participate in meetings of the council and of council committees and other bodies to which the member is appointed by the council
 - Keep in confidence a matter that is discussed at a meeting closed to the public under section 213 and that the council committee decides to keep confidential unless the matter is subsequently discussed at a meeting of the council or of the council committee conducted in public; and
 - Perform any other duty or function imposed on the member of council by this or any other Act.

Additional Reading

- Municipal Act <https://laws.yukon.ca/cms/images/LEGISLATION/acts/municipal.pdf>
- The Joy of Governing <https://yukon.ca/en/joy-governing>

Prepared by: Aynslie Ogden Policy/Communications Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #1-3

RE: CAO Roles and Responsibilities

Background

- The duties of the chief administrative officer (CAO) are defined in the Municipal Act (S184).
The CAO:
 - Is the administrative head of the municipality and reports directly to Council
 - Shall ensure that the policies and programs of the municipality are implemented
 - Shall advise and inform the council on the operation and affairs of the municipality
 - Except as otherwise decided by council, is responsible for directing, managing and supervising the officers and employees of the municipality
 - Shall carry out the powers, duties and functions assigned to the CAO by the council or by this or any other Act
 - Must notify council if any action or inaction by council or the municipality is contrary to a bylaw or resolution of council or a provision of this or any other Act
 - May exercise the powers, duties, and functions of any designated municipal officer.

Additional Reading

- Municipal Act <https://laws.yukon.ca/cms/images/LEGISLATION/acts/municipal.pdf>
- The Joy of Governing <https://yukon.ca/en/joy-governing>

Prepared by: Aynslie Ogden Policy/Communications Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #1-4

RE: Committees

Background

- S190 of the Municipal Act and S6 of the Council Procedures Bylaw deals with the establishment of Committees.
- The following committees have been appointed by Council

Committee	Description	Active
Audit Committee	Mandate is to meet annually with the Auditors to discuss the Auditors findings. Membership is Mayor and Council.	Yes
Council Committee/ Committee of the Whole	This refers to a committee of the whole council where no bylaw or motion is passed	Yes
Art Acquisition Selection	Purchased art, accepted donations, hosted exhibitions and loans, and to provide a public art collection	2005-2017
Community Development	Advised council on matters affecting or enhancing community development including physical improvements and land use planning. Developed a beautification plan and a Commercial Property Improvement Grant.	2003-2017
Culture, Parks and Recreation	Advised on matters affecting recreation and on recreation grant disbursements. Helped organize Canada Day, Garden Competition and Christmas Lights Competition.	2003-2017
Cemetery	Advised Council on any and all aspects of cemetery operations and maintenance	2003-2017
Ad Hoc Committees	Formed for a specific project or function (e.g. the Trail App and Signage Committee)	Yes (1)

Additional Reading

- Municipal Act <https://laws.yukon.ca/cms/images/LEGISLATION/acts/municipal.pdf>
- Council Procedures Bylaw <https://hainesjunction.ca/p/village-bylaws>

Prepared by: Aynslie Ogden Policy/Communications Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #1-5

RE: Volunteer Fire Department

Background

- There are currently 15 active volunteers within the Haines Junction Volunteer Fire Department. Volunteers are on call (subject to individual availability) to respond to fires, motor vehicle incidents, requests for assistance from Yukon EMS and other emergencies. Volunteers receive an honorarium and additional hourly attendance payment for training, drills and incidents.

Current Status

- Martin Eckervogt resigned from the position of Fire Chief on February 1, 2022, after 14 years in this position. Martin identified several issues and made recommendations for change in his resignation letter, including the creation of a paid Fire Chief position. A new Fire Chief has not been appointed.
- The Fire Department transitioned to a contracted Yukon-based dispatch service in 2021. Delta 1 is staffed 24/7 and receives 911 calls for fire departments across the Yukon. The Dispatchers collect information from the callers and notify the Fire Department via radio/pager and text message when a response is required.
- Equipment needs: additional fire apparatus for responding to incidents outside of the Municipality, PPE (turnout gear, helmets, boots, SCBA masks), handheld radios

Additional Reading

- <https://hainesjunction.ca/p/haines-junction-volunteer-fire-department>
- Bylaw 372-20 Volunteer Fire Department
- Martin Eckervogt resignation letter (November 1, 2021)
- Dimensions Tech/Delta 1 service agreement

Prepared by: Lianna Grice Project and Asset Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE #1-6

RE: Fire Chief

Issue

- The Haines Junction Volunteer Fire Department has been without an appointed Fire Chief since Martin Eckervogt resigned from that position on February 1, 2022.

Recommended Response

- Mayor and Council review Martin Eckervogt’s resignation letter dated November 1, 2021 and Bylaw #372-20 Volunteer Fire Department. Martin remains available to discuss his concerns and recommendations with the Mayor and Council.

Background

- Martin’s resignation letter cites several challenges for the Fire Department and Fire Chief including volunteer recruitment and retention, increasing duties and expectations of the Fire Chief, equipment needs and increasing cost, incident response outside of the Municipal Boundary.
- In light of the above challenges, Martin recommended that the Village of Haines Junction consider staffing the Fire Chief position as a paid position.

Current Status

- Martin’s resignation letter was brought to Council on January 26, 2022. The following motion was carried but no action appears to have been taken.

#31-22 It was moved and seconded

THAT Council write Martin Eckervogt a letter thanking him for his years of service as Fire Chief, and invite him to a meeting, at his convenience, to discuss aspects of his letter.

Additional Reading

- Bylaw 372-20 Volunteer Fire Department <https://hainesjunction.ca/p/village-bylaws>
- Martin Eckervogt resignation letter -- January 26, 2022 Council Agenda Package <https://hainesjunction.ca/p/council-meetings>

Prepared by: Lianna Grice Project and Asset Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #1-7

RE: Council Remuneration

Background

- The 2010 Council Remuneration Bylaw provided compensation on a per-meeting basis. An annual amount was paid for expenses incurred within Village boundaries, as well as travel outside the Village at YG rates.
- Compensation on a per-meeting basis did not reflect the understanding that attendance at meetings is only one aspect of a Council member’s role. Doing research, making phone calls, providing advice to staff, and advocating and travelling on behalf of the community is carried out outside of meeting times.
- In 2019 a new Bylaw was passed that changed the way compensation is calculated to an annual amount, paid in twenty-six equal payments, adjusted annually for increases in the Consumer Price Index. Deductions for missed meetings was also introduced in this Bylaw.

Current Status

- In 2024 a new Council Remuneration Bylaw was passed that, among other changes, provides for additional compensation for attending meetings, training, or events outside of regular Council meetings at the rate of \$200/day, \$150/half-day.
- Council members must complete the travel reimbursement form, appended to Bylaw 414-24, to claim for extra meetings and travel expenses

Additional Reading

- RTC July 24, 2024 Council Remuneration <https://hainesjunction.ca/p/council-meetings>
- Bylaw #414-24 Council Remuneration Bylaw <https://hainesjunction.ca/p/village-bylaws>

Prepared by: Aynslie Ogden Policy/Communications Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #1-8

RE: Joint Council Priorities

Background

- Joint Council meets every three months (4x/year).
- Joint Council priorities are recreation, animal control, emergency management planning, and AIP (2018) implantation.
- Review of the Water & Services Agreement and the Landfill Agreement are needed.

Current Status

- On September 9, 2024, CAFN and VHJ Councils signed on to a Recreation Project Charter and an Emergency Management MOU.
- The Recreation Project Charter:
 - outlines the relationship between the Parties as it pertains to the planning and development of a recreation centre
 - outlines the responsibilities of the Parties
 - establishes a Project Task Team and assigns it authorities and responsibilities
- The Emergency Management MOU:
 - documents the cooperation between the Parties to jointly respond to all types of emergencies that pose a threat to life and/or property of members and visitors to the community and surrounding areas within the broader region
 - provides for collaboration on communications within Haines Junction in the event of an emergency, emergency management training, and development of a community-based emergency management plan

Additional Reading

- September 2024 Recreation Project Charter
- September 2024 Emergency Management MOU
- AIP CAFN and VoHJ 2018

Prepared by: Aynslie Ogden Policy/Communications Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Section 2: Finance





Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE # 2-1

RE: 2024 Operating and Capital Projects Budget

Background

- The municipal financial year is January to December, as per the *Yukon Municipal Act*.
- The *Municipal Act* requires that Council adopt, **by bylaw**, an annual operating budget for the current fiscal year and a capital expenditure budget for the current year and the next three financial years, on or before April 15th of each year.
- The *Municipal Act* requires that, on or before December 31 in each year, Council adopt a provisional operating budget for the next year.
- The *Municipal Act* states that no expenditure shall be made that is not provided for in the budget bylaw, and also provides that Council may by bylaw establish a procedure to authorize and verify expenditures that vary from the Operating and Capital budgets.

Current Status

- The 2024 Operating Budget and 2024 – 2027 Capital and Projects Budget, Bylaw 410-24 was adopted on April 10, 2024.
- Preparations for any budget amendments necessary and provisional budget will begin in October / early November.

Additional Reading

- 2024 Operating and Capital and Projects Budget Bylaw 410-24
<https://hainesjunction.ca/p/municipal-budget>
- *Municipal Act*, Part 5 Financial Matters, Sections 237 – 242
https://laws.yukon.ca/cms/legislation-by-title.html?view=acts_alpha

Prepared by: Donna Istchenko Treasurer	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE # 2-2

RE: Reserves

Background

- The *Municipal Act* provides for the establishment of reserve funds by bylaw. The purpose of the fund, whether cash funded, method of calculating contributions and criteria and conditions for withdrawals.
- Bylaw 348-19 Reserve Funds Bylaw established eight reserves (listed below), to be cash funded, with contributions and withdrawals to be identified in the annual Operating and Capital budgets.
- The reserve funds are recorded in the Audited Financial Statements as Restricted Surplus.
- In addition to the restricted reserve funds, the Village carries a balance of Unrestricted Surplus.

Current Status

- The following are the 2023 audited balances of Restricted and Unrestricted Surplus:

Fire Department Reserve	297,515.77	
Infrastructure Reserve	930,922.33	
Recreation Facility Reserve	1,411,211.42	
Environmental Services Reserve	0.00	
Public Works Equipment Reserve	755,930.14	
Gas Tax Reserve	55,824.99	
Community Foundation Reserve	43,002.78	
Public Arts Reserve	107,726.08	
Total Restricted Surplus		3,602,133.51
Unrestricted Surplus		5,738,352.50

Additional Reading

- *Municipal Act*, Part 5 Financial Matters, Section 244
https://laws.yukon.ca/cms/legislation-by-title.html?view=acts_alpha

Prepared by: Donna Istchenko Treasurer	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #2-3

RE: Comprehensive Municipal Grant (CMG)

Background

- The Comprehensive Municipal Grant is unconditional block funding for Yukon communities.
- The CMG is the main funding source for Municipal operations in Yukon Communities representing approximately two-thirds of all revenue in Haines Junction, totaling 2.2M in 2024.
- The CMG calculation is indexed to CPI.

Current Status

- A negotiation of the CMG is underway with the Assembly of Yukon Communities (AYC) representing Yukon communities.
- The proposed increase in funding is to offset increases in complexity in operating Municipal government as well as increasing cost for construction, maintenance, insurance, heating and other costs that have increased at a faster rate than CPI calculations.

Additional Reading

- CMG Calculator <https://emrlibrary.gov.yk.ca/cs/provisional-comprehensive-municipal-grant-formula-conceptual-framework-2012.pdf>
- April 2023 Government of Yukon News Release <https://yukon.ca/en/news/government-yukon-provides-increased-funding-yukon-municipalities>
- May 2024 Government of Yukon News Release <https://yukon.ca/en/news/government-yukon-and-association-yukon-communities-collaborate-comprehensive-municipal-grant-review>
- Association of Yukon Communities 2023 Comprehensive Municipal Grant Final Report https://www.ayc-yk.ca/documents/AYC_Documents

Prepared by:

Dave Fairbank

Chief Administrative Officer



Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #2-4

RE: Canada Community-Building Fund (CCBF)

Background

- The CCBF (formerly Gas Tax) is a federal fund administered through Yukon government. It provides an annual allotment of funding to Haines Junction with goals and limitations
- CCBF funding is eligible for select infrastructure and community development projects.
- Each year the Village receives approximately \$500,000 in CCBF funding.
- Historically an application must be made to access CCBF funding, moving forward the plan is to make CCBF project specific, allowing for additional funds to be pre-approved for ongoing projects.
- The Village has recently used CCBF funding to upgrade the Pine Lake trail and for the St Elias Convention Center roofing upgrades.

Current Status

- YG has just completed the renegotiation of the next 10 years of CCBF from the federal government.
- The Village has a current balance of approximately \$4.6M
- Having too large of a reserve of CCBF can be negative as it indicates a lack of need to the federal and territorial governments

Additional Reading

- CCBF Website <https://housing-infrastructure.canada.ca/ccbf-fdcc/index-eng.html>

<p>Prepared by:</p>

<p>Dave Fairbank</p>

<p>Chief Administrative Officer</p>



Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE #2-5

RE: Procurement Policies

Issue

- A complete overhaul of the Tendering process is overdue. A modern Tendering Policy can support for local business and streamline processes.

Recommended Response

- Council direct staff to initiate a review and modernization of the Village’s Competitive Bidding Process Policy.

Background

- The Village Competitive Bidding Policy was written in 1993 with minor updates in the years since.
- This Policy commits all procurement over \$5,000 to either a public tender or Request for Proposal (RFP) process.
- A typical public tender or RFP process can take between two to four months to complete.

Current Status

- In 2023 The Village signed an agreement with Canoe Procurement Group, this enabled compliance with procurement processes through pre-tendered suppliers. This is helpful in avoiding delays associated with an RFP processes.
- Modern Procurement Policies utilize bid adjustments for tenders. This allows a project proponent to prioritize specific bidders based on certain criteria. An example would be to provide a 10% bid adjustment to contractors whose main office is located in Haines Junction, or to provide a 5% bid adjustment to contractors who use X% of local labour to complete the project.

Additional Reading

- Canoe Procurement Group of Canada website <https://canoeprocurement.ca/>
- Competitive Bidding Process Policy 5-94 <https://hainesjunction.ca/p/village-policies>

<p>Prepared by: Dave Fairbank Chief Administrative Officer</p>



Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE #2-6

RE: Property tax Minimums and Rebates

Issue

- Historically the Village has set a minimum property tax rate of \$400. This applies to properties that are undeveloped or where the assessed value of improvements does not raise taxes above \$400.
- Increasing property tax minimums may incentivise development but would also penalise residents whose homes are low value. These residents are also frequently the least able to shoulder additional expenses.

Recommended Response

- That Council review the Vacant Land Tax Policy that has been drafted by staff.

Background

- The previous Council asked staff to explore ways to encourage development of vacant or underdeveloped lots. Several options were presented (August 28, 2024 RTC):
 1. Enforce build requirements
 2. Raise the minimum tax levy
 3. Raise the tax rate and levy tax by zone instead of by use
 4. Restrict or prohibiting the amalgamation of residential lots
 5. Establish a vacant building bylaw and registry
 6. Provide property tax incentives to encourage the re-development of brownfield sites
 7. Offer an annual farm property class tax rate reduction program

Current Status

- The previous Council asked staff to include this issue in the Transition binder for the incoming Council to consider.

Additional Reading

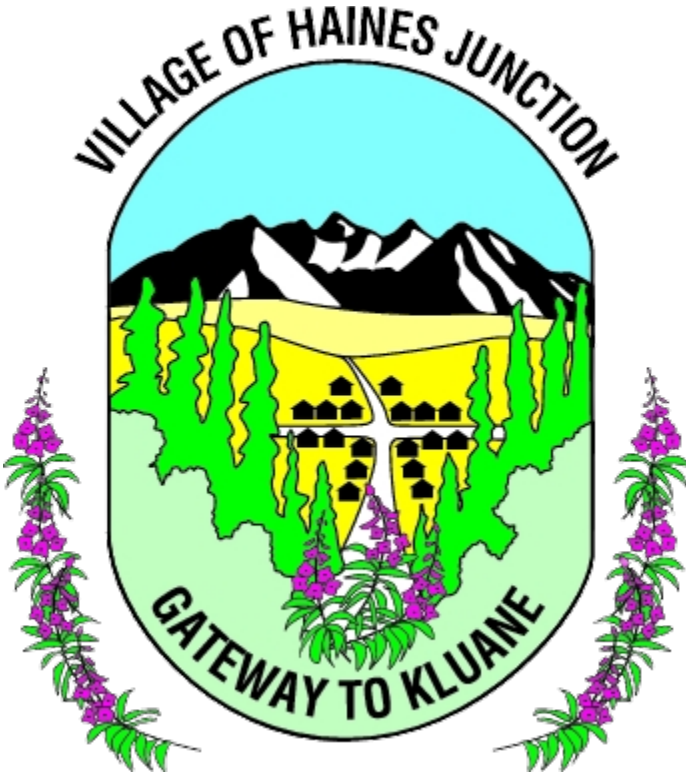
- RTC August 28th: Options to encourage development or sale of under-developed/vacant/derelict lots <https://hainesjunction.ca/p/council-meetings>
- St Elias Chamber report on derelict, abandoned, and undeveloped properties (TBA)
- Issue Note 3-13 Potential Vacant Land Tax Policy

Prepared by:

Dave Fairbank

Chief Administrative Officer

Section 3: Policy and Communications





Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #3-1

RE: Council Meeting Procedures

Background

- Bylaw #352-19 outlines the required Council Procedures including Rules of Order and processes for conducting Council Meetings.
- The Procedures Bylaw allows for the creation of Boards and Committees.
- Council may adjust the meeting procedures, particularly how information is presented to Council as well as how the meetings are structured.
- The Council Procedures Bylaw is a critical reference document for new Council members. This enables conducting meeting in an orderly and organized manner.

Current Status

- Council should study and understand the Council Procedures Bylaw.
- Council may wish to make changes to the Procedures Bylaw after some experience is gained. Staff are available to assist with any questions on what changes are possible and what is mandated by the Municipal Act.
- Currently Council meetings are held on the second and fourth Wednesday of each month.
- A Committee of the Whole Meeting typically occurs on an as needed basis, a few times per year.

Additional Reading

- #352-19 Council Procedure Bylaw <https://hainesjunction.ca/p/village-bylaws>
- Municipal Act <https://laws.yukon.ca/cms/images/LEGISLATION/acts/municipal.pdf>

<p>Prepared by:</p>

<p>Dave Fairbank</p>

<p>Chief Administrative Officer</p>



Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #3-2

RE: Official Community Plan

Background

- Haines Junction’s current Official Community Plan (OCP) was adopted in 2021. This was a major rewrite of the OCP. Typically, the OCP is renewed every 5 years, with a major re-write every 10-15 years.
- The OCP describes the long-term vision of the Village. It is a statement of objectives and policies that guide decisions on municipal planning and land use management.
- The Municipal Act also specifies that, *no person shall carry out any development that is contrary to or at variance with the OCP.*
- Key themes in the OCP are: housing; parks, recreation and trails; establishing a village centre; strengthening CAFN relations, and economic development.
- When an OCP is adopted or amended, Council is required to, within two years, adopt or amend a zoning bylaw applicable to the land affected by the OCP or amendment.
- The previous Council passed the 2024 Zoning Bylaw on September 25, 2024, replacing the previous Zoning Bylaw that was passed in 1996.
- Amendments can be made to the OCP. Process requirements include public hearings and approval from the Minister.

Current Status

- Council will review and amend the OCP during its term. It is Council’s discretion as to how intensive this review will be. Typically, the first review after a re-write of the OCP is intended to correct any oversights and make other small adjustments as required.
- As a foundational document, Council should be familiar with the OCP.

Additional Reading

- Haines Junction OCP <https://hainesjunction.ca/p/official-community-plan>
- Briefing Note 3-3 2024 Zoning Bylaw
- Municipal Act <https://laws.yukon.ca/cms/images/LEGISLATION/acts/municipal.pdf>

Prepared by:

Dave Fairbank

Chief Administrative Officer



Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #3-3

RE: 2024 Zoning Bylaw

Background

- The purpose of the 2024 Zoning Bylaw is to provide the regulatory framework for orderly economic, social and environmentally responsible development within the Village of Haines Junction by:
 - Implementing the goals and objectives of the Official Community Plan
 - Establishing land use zones and associated regulations to control the use, location, type and level of development allowed to occur on a parcel of land within the Village of Haines Junction; and
 - Setting out rules and procedures, information requirements, and processes to be followed to permit the consistent review and timely decision-making on an application to undertake a development, rezone a parcel, or file a development appeal.
- Numerous public engagements were held between February 2024 and September 2024 to inform the drafting of the Zoning Bylaw. Notes from these engagements are available on the Village website.

Current Status

- The Zoning Bylaw includes a provision to prepare a Report to Council (RTC) by March 1st of each year, noting new development trends and proposed amendments.

Additional Reading

- 2024 Zoning Bylaw <https://hainesjunction.ca/p/zoning>
- Municipal Act <https://laws.yukon.ca/cms/images/LEGISLATION/acts/municipal.pdf>

Prepared by: Aynslie Ogden Policy/Communications Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #3-4

RE: Public Communications Procedures

Background

- Council approved a Public Communications Strategy, and Administrative Procedures for Communicating Public Notices in December 2023.
 - The Strategy outlines the various communications tools used by staff to communicate with the Public and describes how and when each tool is used.
 - The administrative procedures support implementation of this strategy by detailing how public notices are to be disseminated.

Current Status

- The most accessed communications are the Villages' Facebook posts and website.
- Voyent Alert is used to communicate disruptions that affect residents' day-to-day activities, and to communicate local emergencies.
- Not all households in the Village have internet access, so Village's approach includes ways to ensure essential communications are reaching this audience, including the TREDMill and posting on the Village noticeboards at the Post Office and Convention Centre. Mailouts are used when information is of high importance.
- The Village also has an email distribution list for disseminating Council Agenda Packages, Meeting Minutes and Public Notices.

Additional Reading

- Public Communications Strategy, Approved December 6, 2023
<https://hainesjunction.ca/p/council-meetings>
- Administrative Procedures for Communicating Public Notices, Approved December 20, 2023
<https://hainesjunction.ca/p/council-meetings>

Prepared by: Aynslie Ogden Policy/Communications Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #3-5

RE: Emergency Management Planning

Background

- The Village has the following Emergency Management Plans in place:
 - Water System Emergency Plan
 - Solid Waste Management Facility Emergency Response Plan
 - Solid Waste Management Facility Spill Response Plan
- The Bill Brewster Arena Emergency Plan is completed and is awaiting approval.
- A Bylaw to establish an Emergency Measures Commission was passed in 2020 that establishes the Mayor and CAO as its members.
- The Civil Emergency Plan Bylaw, passed in 2020, authorizes the Civil Emergency Commission to incur liabilities within amounts specified in the annual budget, and assigns responsibility for implementation to the CAO.

Current Status

- In September 2024 VOHJ and CAFN renewed the governments' commitment to jointly respond to all types of emergencies that pose a threat to life and/or property of members and of visitors to the community and surrounding areas within the broader region.
- In summer 2024, CAFN hired contractor Holistic Emergency Preparedness and Response to support CAFN and VHJ in developing a Joint Emergency Management Plan. VHJ has received a proposal from Holistic for joint training sessions over the winter.

Additional Reading

- <https://hainesjunction.ca/p/emergency-management-plans>
- Memorandum of Understanding with CAFN on Emergency Management

Prepared by: Aynslie Ogden Policy/Communications Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE #3-6 Municipal Boundary

RE: Municipal Boundary

Issue

- CAFN Settlement Block 30 exists outside of the Haines Junction Municipal Boundary. Both CAFN and the Village see value in exploring changing this boundary to include Block 30, while maintain CAFN sovereign land rights.

Recommended Response

- It is recommended that Council continuing in collaboration with CAFN Chief and Council on this initiative through Joint Council meetings.

Background

- In 2018, an Agreement in Principle (AIP) was signed between CAFN and the Village. Incorporating Block 30 into the municipal boundary is one of the core issues addressed in the AIP and recently reaffirmed as one of Joint Council’s priorities (see BN 1-8).
- There are concerns about how CAFN’s sovereign rights over Settlement Land would be affected by changes to the Municipal boundary. The Municipal Act may need to be amended to address this issue.
- With support from CAFN, the Village recently tabled a motion at the AYC, asking YG to review and amend the Municipal Act to allow boundary expansion while preserving CAFN sovereignty. Unfortunate this motion was deferred until the Chief and Mayors forum could lend support to the initiative.
- The issues of increased property tax burden for CAFN residents and enforcement of bylaws on Settlement Land remain open for resolution.

Current Status

- This issue is on the agenda for upcoming meetings of the Association of Yukon Communities and the Chief and Mayor’s Forum.

Additional Reading

- BN 1-8 Joint Council Priorities
- 2018 CAFN-VoHJ Agreement in Principle
- 2024 AYC Motion to address municipal boundary changes to the Municipal Act

<p>Approved by: Dave Fairbank Chief Administrative Officer</p>



Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE #3-7 Outstanding Council Motions

RE: Outstanding Council Motions

Issue

- Previous Council motions remain in effect unless rescinded by the newly elected Council.
- A new Council can elect to rescind some/all/none of these motions.

Recommended Response

- Council is recommended to review outstanding Council Motions to identify which motions may be rescinded and which staff should prioritise for completion.
- Council could direct staff to update the July 24, 2024 Report to Council to reflect which motions were left incomplete from the previous term.

Background

- In July 2024, Council reviewed outstanding motions and prioritized those for the administration.

Additional Reading

- RTC Council Priorities, July 24, 2024 Council Agenda Package
<https://hainesjunction.ca/p/council-meetings>

Prepared by: Aynslie Ogden Policy/Communications Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE #3-8 Strategic Planning

RE: Strategic Planning

Issue

- Council will need to work together to decide what it wants to achieve over its term. Setting high-level goals and objectives is beneficial to guide decision-making on how to allocate limited resources.

Recommended Response

- That Incoming Council undertake a strategic planning exercise, early in their term, to identify their priorities.
- That Council consider its authority, granted by the Municipal Act, to set policies, levy taxes, guide growth and development, and set budgets as means to achieve its strategic direction.
- Council is recommended to consider the previous Council’s 2022-2024 Progress Report, as well as outstanding Council Motions, in their strategic planning, in order to identify priorities and motions, if any, they would like staff to continue to work on.

Background

- One year into their mandate, the previous Council hired Christina Benty to lead them through a strategic planning exercise where Council asked themselves what they wanted to accomplish over their term and then assessed what would be realistic to accomplish within this time frame, given available staff and financial resources.
- A progress report on 2022-2024 Council Priorities was completed at the end of the previous Council’s term. For a variety of reasons, not all of the priorities were able to be addressed before the end of the previous Council’s term.
- Outstanding Council Motions were reviewed and prioritized in July, 2024.

Additional Reading

- Progress Report on 2022-2024 Council Priorities <https://hainesjunction.ca/p/2022-24-progress-report>
- Briefing Note 3-7 – Outstanding Council Motions.

Prepared by: Aynslie Ogden Policy/Communications Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE #3-9

RE: Funding opportunity -youth substance use prevention

Issue

- YG is inviting Expressions of Interest from interested Yukon communities to participate in a pilot project on youth substance use prevention.

Recommended Response

- That VHJ approach CAFN to discuss interest/capacity to work on a joint Expression of Interest to be one of the two pilot communities.

Background

- The Government of Yukon (YG) is inviting two Yukon communities to participate in a five-year pilot initiative aimed at preventing youth substance use.
- The pilot is funded by YG. Participating communities will be supported to conduct detailed surveys with youth to collect data on factors influencing youth behaviours towards substance youth. This data collection will help the community tailor prevention strategies to the specific local needs and challenges.
- VOHJ and CAFN had a joint conversation with the RCMP in September 2024 to discuss their concerns about drugs in the community.

Current Status

- YG held information sessions on September 24th at the Whitehorse Public Library.
- Those interested in learning more but unable to attend the sessions may contact Health and Social services to set up a meeting.
- Communities interested in participating in this initiative will need to complete an expression of interest.

Additional Reading

- Agenda Package September 25, 2024 <https://hainesjunction.ca/p/council-meetings>

Prepared by: Aynslie Ogden Policy/Communications Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE #3-10

RE: Potential Service Agreement Bylaw

Issue

- The terms and conditions for financing electricity hookup vs. water and sewer hookup through local improvement charges are vastly different.

Recommended Response

- That one Service Agreement Bylaw be established to assist property owners with electricity and water and sewer connections through local improvement charges and the current Urban Electrification Policy and Section 37 of the Water and Sewer Bylaw be rescinded.
- Staff recommend that the new Service Agreement bylaw:
 - Have similar terms and conditions (with regards to eligibility criteria, interest rate, term, etc.) for all local improvement charges.
 - Amend the terms and conditions around interest rates.

Background

- At their December 20, 2023 meeting, the previous Council noted that the interest rate noted in the Village's Urban Electrification Policy seemed high and asked staff to ensure that property owners are aware that the interest rate doesn't change once they sign, and that they may be better served looking into a bank loan.
- The previous Council subsequently directed staff to explore options to amend the bylaw to be able to offer a lower interest rate should prime rates drop over the term of the loan, but to not require a higher interest rate should prime rates rise.

Current Status

- Policy #16-04 Urban Electrification and Bylaw #376-20 Water and Sewer enables the Village to assist taxpayers for utility hookups through local improvement charges.

Additional Reading

- Policy #16-04 Urban Electrification <https://hainesjunction.ca/p/village-policies>
- Bylaw #376-20 Water and Sewer <https://hainesjunction.ca/p/village-bylaws>

Prepared by: Aynslie Ogden Policy/Communications Officer	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE #3-11

RE: Potential Short Term Rental (STR) Bylaw

Issue

- Community concerns around the potential proliferation of STRs were raised at the public engagement sessions around the 2024 Zoning Bylaw. Several individuals expressed a desire to use the Zoning Bylaw as a tool to regulate, or restrict, (STRs).

Recommended Response

- Council direct staff to assess budget requirements for the Zoning Bylaw Contractor to support Administration in drafting a STR Bylaw, including holding necessary public engagements, and to assess whether there is capacity to complete the work in-house.

Background

- In response to initial public concern, early drafts of the 2024 Zoning Bylaw included a moratorium on STR's in all zones.
- Public discussion evolved to recognize the value of STR's as second dwellings and mortgage helpers. In later drafts, the proposed moratorium was removed and STR's were allowed within principal residences.
- Council sought additional input at a Public Engagement Session held on August 28th to regulate STR's through an STR Bylaw instead of the Zoning Bylaw.
- The Zoning Bylaw Contractor's contract was extended to support the drafting of a STR bylaw; however, much of the Contractor's available budget was put towards resolving issues that arose late in the Zoning Bylaw development process – there is not enough budget remaining to draft the STR Bylaw.

Current Status

- STR's continue to be unregulated in the community.

Additional Reading

- Notes from 2024 Zoning Bylaw Public Engagements <https://hainesjunction.ca/p/zoning>

Prepared by: Aynslie Ogden Policy/Communications Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE #3-12

RE: Potential Property Maintenance Bylaw

Issue

- Community concerns around derelict buildings and unkempt properties were raised in the public engagement sessions around the 2024 Zoning Bylaw. Concerns were expressed desiring that the Zoning Bylaw be used as a tool to regulate property maintenance.

Recommended Response

- Council direct staff to assess budget requirements for the Zoning Bylaw Contractor to support Administration in drafting a Property Maintenance Bylaw, including holding necessary public engagements, and to assess whether there is capacity to complete the work in-house.

Background

- The Zoning Bylaw did not address property maintenance as this is typically addressed in Municipalities through a separate Property Maintenance Bylaw.
- The Zoning Bylaw Contractor’s contract was extended to support the drafting of a Property Maintenance bylaw; however, much of the Contractor’s available budget was put towards resolving issues that arose late in the Zoning Bylaw development process – there is not enough budget remaining to draft the Property Maintenance Bylaw.

Current Status

- The Village currently has very limited mechanisms to enforce property maintenance within the community.

Additional Reading

- Notes from 2024 Zoning Bylaw Public Engagements <https://hainesjunction.ca/p/zoning>
- Example: City of Whitehorse Maintenance Bylaw <https://www.whitehorse.ca/wp-content/uploads/2022/11/2017-09-Maintenance-Bylaw-1.pdf>

Prepared by: Aynslie Ogden Policy/Communications Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE #3-13

RE: Potential Vacant Land Tax Policy

Issue

- 125 of 483 lots in town, or 26%, are paying the minimum property tax levy and are considered to be either under-developed or vacant.

Recommended Response

- Council direct staff to draft a Vacant Property Tax Policy that would be used to set the 2025 Property Taxation Levy Bylaw.

Background

- There are costs, both environmental (e.g. urban sprawl) and economic (e.g. sewer and water infrastructure, lost property tax revenues), to under-developed and vacant lots.
- Rather than opening new developments to meet the demand for lot sales; it may be cheaper to encourage the development or sale of under-developed and vacant lots.
- Raising the minimum property tax levy on vacant lots may incentivize their development or sale.
- The Village of Haines Junction sets property tax rates by bylaw prior to April 15th each year.

Current Status

- The minimum property tax levy in Haines Junction is \$400. As a comparison, Dawson has a minimum tax levy of \$1,600 on residential lots and \$1,155 on non-residential lots.
- The tax rate for both residential and non-residential lots in Haines Junction is currently 1.15%. This is lower than other rural Yukon communities, which have residential tax rates that range between 1.23% and 1.63%, and 1.27% and 2.087% for non-residential lots. Watson Lake has a vacant commercial tax rate of 3.942%.

Additional Reading

- Report on options to encourage the development or sale of under-developed lots August 28, 2024 <https://hainesjunction.ca/p/council-meetings>
- Taxes and Assessment <https://hainesjunction.ca/p/taxes-and-assessment>

Prepared by: Aynslie Ogden Policy/Communications Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE #3-14

RE: Mobile Homes in R1

Issue

The new Zoning Bylaw removed the Residential Mobile (RM) zone and allowed mobile homes to be built in Urban Residential (R-1) zones. Prior to the third-reading of the 2024 Zoning Bylaw some concerns were raised regarding the potential for an influx of mobile homes and the potential impact on the value of existing homes.

Recommended Response

That Council monitor reporting on development permits issued.

Background

- Early in the public engagement process a desire to allow mobile homes in R-1 was expressed and generally agreed upon by the public (in attendance). This appeared in the draft Zoning Bylaw between March and September 2024.
- In mid-September 2024 a delegation to Council expressed their concerns that a lack of limits on the area or number of mobile homes may diminish nearby property values.

Current Status

- The new Zoning Bylaw, passed on September 25th, 2024:
 - Allows mobile homes in the residential zone (R-1), and constructed homes in what were previously Mobile Residential zones.
 - Requires the Development Officer to provide Council with a report of all applications and development permits issued under this bylaw, and to recommend any amendments necessary to ensure the bylaw is consistent with meeting the vision, principles and land use objectives of the OCP.

Additional Reading

- 2024 Zoning Bylaw <https://hainesjunction.ca/p/zoning>
- Council Meeting Minutes Sept 25th, 2024 <https://hainesjunction.ca/p/council-meetings>

Prepared by:

Dave Fairbank

Chief Administrative Officer

Section 4: Public Works





Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE # 4-1

RE: Landfill Front of House Changes

Background

- On April 11, 2024 Council signed an interim agreement for the regionalization of the Solid Waste Facility.
- The agreement requires the sorting of waste, collection of tipping fees and records management of material entering the facility.
- In order to facilitate the above items and increase safety for patrons of the facility a re-work of the front area of the facility was planned.
- YG provided approximately \$600,000 towards the project.

Current Status

- A gatehouse has been added to the site to allow for collection of tipping fees, public education, and records management.
- A new hazardous waste storage building will be installed.
- Increased traffic flow for the safe movement of vehicles, both commercial and residential.
- Layout of collection buildings has been modified to allow for a better flow of traffic.
- 2 additional bins have been added to the current transfer station to allow for increased volume.

Additional Reading

- <https://hainesjunction.ca/p/waste-management>
- BN 7-2 Landfill Interim Regionalization Agreement

Prepared by: Jerry Tracey Public Works Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE # 4-2

RE: Tipping Fees

Background

- On April 11, 2024 Council signed an interim agreement for the regionalization of the Solid Waste Facility.
- The agreement requires the sorting of waste, collection of tipping fees and records management of material entering the facility.
- On September 25, 2024 Bylaw #415-24 Waste Management Cost Recovery and Sorting Requirements and Bylaw #416-24 Consolidated Fees Bylaw Amendment #7 were passed.
- A Public Information session was held on September 18th to provide background information on Regionalization and to share details of the proposed fee structure.

Current Status

- Tipping fees implementation is planned for January 1st, 2025.
- An online petition was started requesting additional Public engagement early in the incoming Councils tenure, at the time of writing four letters have been received and will be included in the Oct 23rd Council meeting package.
- Meetings between staff, local contractors and institutional users is being arranged to discuss grubbing fees, monthly billing and large volume usage.

Additional Reading

- <https://hainesjunction.ca/p/waste-management>
- Minutes of Sept 18th Public Info session

Prepared by: Jerry Tracey Public Works Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE #4-3

RE: End of Life Vehicle Disposition

Issue

- Over many years the landfill has accumulated approximately 200 End of Life Vehicles (ELV's). A recent quote to have these vehicles removed estimated ~\$900 per vehicle or \$180,000 in liability to have them removed.

Recommended Response

- Additional steps can be taken once a response letter is received from Minister Mostyn.

Background

- The outgoing Council petitioned Minister Mostyn to have the current backlog of ELV's removed at YG's expense. Other considerations like the clearcutting and installation of overhead power at Mountain Ridge subdivision have been used to leverage consideration from YG in this matter.
- A motion from the Village was carried by the Association of Yukon Communities (AYC) requesting that YG assume responsibility for all ELV's in the Yukon. The rationale being that YG collects taxes on vehicle purchases as well as gas and diesel, yet municipalities remain liable for ELV's without ever receiving any revenues.
- In part, the accumulation of ELV's at the landfill is a failure to maintain our facility. While historically YG used to remove vehicles from community landfills, other communities have been recycling ELV's for years.

Current Status

- The AYC motion to have YG investigate means to take responsibility for ELV is awaiting a response.
- Minister Mostyn received Council's letter dated requesting relief on the current stock of ELV's.

Additional Reading

- AYC Motion for YG to assume responsibility for ELV's
- Letters from Council to Minister Mostyn re: regionalization and ELV liability

<p>Prepared by: Dave Fairbank Chief Administrative Officer</p>



Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE # 4-4

RE: Animal Control

Issue

- Animal control has been an ongoing issue in the Village. Due to jurisdictional boundaries, animal control can be difficult to navigate. Once an animal is apprehended it can be very difficult to re-home as the system of shelters in the Yukon is overwhelmed by stray or surrendered animals.

Recommended Response

- Continue to pursue a Yukon Government solution for this problem.

Background

- 2 years ago, staff worked with CAFN to begin the process of hiring a joint animal control officer that would have the ability to provide animal control in either jurisdiction.
- Shortly after the initial meeting, the Yukon Government informed us that they were going to be implementing Regional Animal Control Services throughout the Yukon.

Current Status

- Yukon Government is still in the process of creating regional animal control officers.
- Currently the CAO handles animal control issues on an as needed basis.

Additional Reading

- Animal Control Bylaw <https://hainesjunction.ca/p/village-bylaws>
- Animal Control website <https://hainesjunction.ca/p/animal-control>
- Yukon government news release <https://yukon.ca/en/news/animal-protection-and-control-act-comes-effect-new-regulations>

Prepared by: Jerry Tracey Public Works Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE # 4-5

RE: Service Levels

Issue

- Lack of policy regarding service levels of the municipality with respect to public works coupled with the level of service desired vs. the capacity of the municipality staff to maintain the set service level.

Recommended Response

- Develop policy which defines service levels of public works which could encompass snow removal, ditch maintenance, water & sewer maintenance, Roads & Streets Maintenance, Trail Maintenance, etc.
- Ensure that any policy developed is achievable with the current Village capacity.

Background

- Concerns have been raised from citizens regarding how when and where mowing happens.
- The Trans Canada trail has not been maintained by public works in the winter. Instead, local people/contractors have maintained portions of it as a community service.
- Recently Public Works began working on the Trans Canada Trail to try and maintain the infrastructure.

Current Status

- Public works is trying to accomplish many things in regard to maintenance. Quite often they are reactionary instead of planned. As such the Village would benefit from a service levels policy.

Additional Reading

- Example: City of Whitehorse Servicing Standards Policy <https://www.whitehorse.ca/wp-content/uploads/2022/06/ServicingStandardsPolicy.pdf>

Prepared by: Jerry Tracey Public Works Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE # 4-6

RE: Swallows

Issue

The Cliff Swallow is one of several species of aerial-foraging insectivores showing widespread declines in Canada. These birds have nested on the Convention Centre for many years, resulting in conflict because of the droppings and other debris they deposit.

Recommended Response

- Staff prepare a RTC on the swallows outlining a plan of action, per Council Motion #240-24 which directed staff to *“explore options for improving the nesting habitat for swallows at the Convention Centre, and at other locations in the community, including the Dezadeash Day Use Area, and to assess whether the Village should put a multi-year plan in place to encourage nesting elsewhere, with the goal of not interfering with nesting at the Convention Centre until alternate nesting sites are well-established.”*

Background

- In the winter/spring 2024 the Public Works department installed pipes to the South and East wall of the Convention center to discourage swallows nesting on the building. Pipes had been installed for several years on the North and West walls.
- Public concern was raised about the swallows during the nesting season of 2024 as no alternative nesting location had been provided and the swallows struggled to build nests in the region due to dry conditions.
- Following these complaints and consultations with Environment Canada, the pipes on the North and West walls were removed in early June to allow nesting.
- Active Cliff Swallow nests are protected under the Migratory Birds Act. It is an offense to damage, destroy, remove or disturb active nests.

Current Status

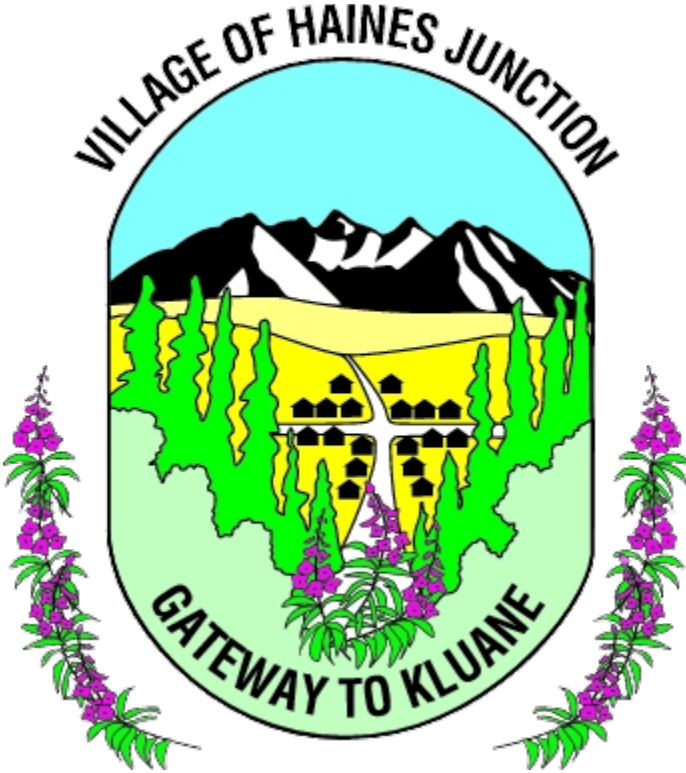
- The swallows are currently able to nest on the East and South walls of the Convention Center and there is no immediate harm to them, or the building.

Additional Reading

- RTC June 12, 2024 <https://hainesjunction.ca/p/council-meetings>

<p>Prepared by: David Fairbank, CAO</p>
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Section 5: Major Projects





Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #5-1

RE: Housing Accelerator Fund

Background

- The Village of Haines Junction was awarded up to \$1,234,637 through the Housing Accelerator Fund, which is administered by the Canada Mortgage and Housing Corporation.
- The Village will complete various *commitments* as part of the HAF agreement:
 - Five initiatives intended to create more supply of housing and enhance certainty in the approvals and building process,
 - A Housing Supply Growth Target of 63 permitted housing units,
 - Additional Targets including 13 missing middle housing units, 10 other multi-unit housing units and 17.43% of the Housing Supply Growth Target are affordable units, and
 - Completion of a Housing Needs Assessment.
- HAF funding is disbursed in four separate advances of \$308,659.28. The Village must complete the *commitments* by January 11, 2027 in order to receive the final advance of funding.

Current Status

- A Project and Asset Manager was hired in June 2024 on a 3-year term to oversee the HAF program
- Significant progress has been made in completing three of the initiatives related to zoning and housing for young residents. Work continues to progress on the remaining two initiatives related to permitting approvals and recreation/community services.
- A grant program has been initiated to support the construction of affordable housing

Additional Reading

- HAF webpage: <https://hainesjunction.ca/p/haf>
- Bylaw 418-24 & Policy 40-24 – New Dwelling Construction Grant for Young Residents
- Bylaw 417-24 & Policy 41-24 – Affordable Housing Construction Grant

Prepared by: Lianna Grice Project and Asset Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #5-2

RE: Housing Needs Assessment

Background

- Yukon Housing Corporation has engaged CitySpaces Consulting to prepare a housing needs methodology for the Yukon. Haines Junction was selected as a case study to complete a Housing Needs Assessment. The Village of Haines Junction and CAFN are both participants in the HNA process.
- Phase 1 was completed in 2023 including quantitative data collection and analysis. Phase 2 is underway in 2024 including community engagement to gather qualitative data.

Current Status

- Community engagements were held from April 16-18, 2024 including sessions with Village and CAFN staff, seniors and elders, youth, businesses and builders, and a community workshop
- A draft What We Heard report was issued in June 2024 following community engagement in Haines Junction. The Village responded with comments and is awaiting a revised report.
- Completion of the HNA is a requirement of the HAF agreement with Canada Mortgage and Housing Corporation.
- A draft HNA was received from YHC in early October. Village administration, CAFN and YHC are reviewing the report and will submit comments to CitySpaces. The final report is expected to be made publicly available in late 2024.

Additional Reading

- HNA Report when available.

Prepared by: Lianna Grice Project and Asset Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE # 5-3

RE: Phase 4 Infrastructure Upgrades

Background

- Yukon Government Community Services have been replacing the sewer & water infrastructure in the community in a phased approach for several years.
- Phase 4 began in late June 2024.
- Phase 4 was to include Otter Crescent, the alley behind the Alcan Motor Inn, the alley behind Kluane Park Inn, the alley behind The Wanderer’s Inn, the alley behind the post office, the alley beside the EMS building and the alley behind the Catholic Church.

Current Status

- Due to the scope of work and weather concerns Phase 4 was unable to be fully completed.
- Otter Crescent has been completed, the alley behind the Alcan Motor Inn and the alley behind Kluane Park Inn have had main lines replaced and service lines which are in use replaced.
- Next year the main lines behind the Wanderer’s Inn and the remainder of the service lines will be installed as well as completion of the road surfaces.
- The alleys on the east side of the highway will be completed pending funding allocations.

Additional Reading

- Yukon government news release <https://yukon.ca/en/news/upgrading-essential-water-infrastructure-haines-junction>

Prepared by: Jerry Tracey Public Works Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #5-4

RE: Recreation Needs Assessment

Background

- The Village contracted Expedition Management Consulting to carry out a Recreation Needs Assessment for Haines Junction. The assessment is intended to guide future investment in recreation in the community and was completed in September 2023.
- Council approved a Communications Strategy for New Recreation Infrastructure in October, 2023 (available on the Village website)

Current Status

- On September 9, 2024, CAFN and VHJ Councils signed on to a Recreation Project Charter that:
 - outlines the relationship between the Parties as it pertains to the planning and development of a recreation centre
 - outlines the responsibilities of the Parties
 - establishes a Project Task Team and assigns it authorities and responsibilities
- The Rec Needs Assessment identifies children and youth programming as a recreation development priority. A decision regarding 2025 funding for the Boys and Girls Club of Yukon (BGC Yukon) to provide summer camp programming in partnership with CAFN Youth Programs is needed.

Additional Reading

- Recreation Planning <https://hainesjunction.ca/p/recreation-planning>
- Summer 2024 Rec Update <https://hainesjunction.ca/p/recreation-planning-updates>
- BN 1-8 Joint Council Priorities
- IN 5-8 Youth Recreation Programming

Prepared by: Aynslie Ogden Policy/Communications Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #5-5

RE: GIS Platform

Background

- A project to develop a Geographic Information System (GIS) platform to store and display planning and development, property and public works data for use by Village of Haines Junction staff. This platform will improve access to municipal data, which is currently stored in various physical and digital formats in various locations.
- An invitation RFP was sent to four consultants in July 2024. One proposal was received from VGeo, an Alberta based geospatial consultant. VGeo was awarded the contract and will complete the GIS platform development project by December 31, 2024.
- \$20,000 was budgeted for this project, including \$10,000 for consultant fees and \$10,000 for licensing/software fees and hardware upgrades.

Current Status

- The GIS platform development is underway. VGeo is completing the planning phase, which involves assessing organizational needs, data availability and developing a data strategy. The development phase will see the development of the ESRI software solution, conversion and migration of data and training and support.
- Future projects will be required to migrate additional data sources to the GIS platform as data becomes available in the correct format (ie. property assessment and tax rolls become available in excel format).

Additional Reading

- N/A

Prepared by: Lianna Grice Project and Asset Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #5-6

RE: Trail App and Signage Committee

Background

- At their March 27, 2024 Meeting, Council approved the appointment of 7 community members to the Trail App and Signage Project Advisory Committee: Chris Cybulskie, Lianna Grice, Dave Heath, Colin Kallio, Owen MacKinnon, Dave Weir, Devin Wittig. Roberta Nakoochee has also joined the committee as a representative of the CAFN Heritage, Lands and Resources department.
- The committee mandate is:
 - a) To advise on a plan for placing signage on the trail network
 - b) To advise on sign content, location of signage, and trail names
 - c) To advise on the implementation of a trail network app
 - d) To follow guidance in the 2018 What We Heard Report on the Haines Junction Trail Planning process,
 - e) To follow guidance from Champagne Aishihik First Nation on the above- mentioned actions.

Current Status

- The committee presented their proposal for signage and hosting trail information online to Council on September 11, 2024.
- The committee recommended that the next steps a public engagement session to present the proposal and gather feedback, engage mapping and graphic design support to develop signs, install signs at selected locations and post trail information online.

Additional Reading

- <https://hainesjunction.ca/p/trail-planning>
- Trail Signage and App Proposal (presented to Council on September 11, 2024)

Prepared by: Lianna Grice Project and Asset Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #5-7

RE: Village – led community events

Background

- On July 1st we have the Community BBQ and distribution of prizes which are done by Mayor or one Councillor.
- December we always have the Village of Haines Junction Open House where Council and Mayor are serving the public with drinks and mingle with everyone.

Current Status

- 1st of July as a Master of Ceremonies.
- 13th of December 2024 hosting the Village of Haines Junction open house.
- We have the Skate with Santa Yearly in December

Additional Reading

n/a

Prepared by: Ellen Stutz Office Administrator	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE #5-8

RE: Youth Recreation Programming

Issue

- A decision regarding 2025 funding for the Boys and Girls Club of Yukon (BGC Yukon) to provide summer camp programming is needed.

Recommended Response

- Council direct administration to issue a Request for Proposals in the fall for summer youth recreation programming in the subsequent FY on an annual basis starting in 2025.

Background

- Since 2021, VHJ has provided annual funding to BGC Yukon funding for summer camp programming. The camps have been delivered in partnership with CAFN Youth Programs since 2022.
- BGC Yukon submitted an unsolicited proposal to VHJ in November 2023 for funding for 2024-2026 in the amount of \$75,386 that included \$13,455 for lifeguarding at Pine Lake.
- The Village issued a contract for \$61,913 to BGC Yukon in 2024 (BGC Yukon was not able to provide lifeguarding).
- The Haines Junction Recreation Needs Assessment, completed in 2023, identifies children and youth programming as a recreation development priority.

Current Status

- Should the Village decide to support BGC Yukon to provide programming in 2025 and 2026, there is a 2% increase per year in cost quoted in the November 2023 proposal.
- Bylaw 007-93 requires contract of a dollar value greater than \$5,000 proceed by tender (invitational or public) or request for proposal.

Additional Reading

- Recreation Needs Assessment <https://hainesjunction.ca/p/recreation-planning>
- Summer 2024 Rec. Update <https://hainesjunction.ca/p/recreation-planning-updates>
- BGCY Delegation on Sept 25, 2024 <https://hainesjunction.ca/p/council-meetings>
- Competitive Bidding Policy 008-93 <https://hainesjunction.ca/p/village-policies>

Prepared by: Aynslie Ogden Policy/Communications Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE #5-9

RE: New Recreation Center

Issue

- The community has clearly requested a replacement for the old pool. The outgoing Council recognized that the best path forward on a new facility is to partner with CAFN. The process of developing an agreement and working group took some time but has been successful. Establishing a governance (Ownership and O&M) model will be the most difficult aspect of the Task Teams work.

Recommended Response

- Work with the Task Team and CAFN Council to move this project forward
- Staff resources and funding for contractors will be required to move this project ahead in a timely fashion.

Background

- In 2019 a funding application was submitted by the Village for a ~20M pool project. The funder (GCIB) declined the project stating that it was not fully developed (shovel ready).

Current Status

- The Recreation Center Task Team has been established and will be bringing its recommendations to the first Joint Council Meeting.
- There are currently limited funding sources available for a project of this size. Leveraging CAFN access to funding that is unavailable to the Village will be beneficial.

Additional Reading

- Recreation Project Task Team Charter

<p>Approved by: Dave Fairbank Chief Administrative Officer</p>



Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE #5-10

RE: Mountain Ridge Subdivision, Dhäl Gähy

Issue

- The development of the Dhäl Gähy subdivision resulted in the area being clearcut. This demonstrated a lack of communication between the Land Development Branch (LDB), Village Council and staff. Moving forward improved clarity on how land development is implemented is required.

Recommended Response

- It is recommended that a Land Development Master Plan be created and approved by Council outlining the desired means and types of land development in the community.
- Staff prepare an RTC to suggest specific checks and balances to avoid miscommunication that can result in unwanted results.

Background

- Council met with the LDB several times in the master planning phase of Mountain Ridge and were clear that they wanted the subdivision to retain as many trees as possible. Some how, this information was not picked up by the LDB and when detailed planning was being finalized the choice was made by YG LDB to develop a ‘modern urban subdivision’. This intention was not communicated to Council or staff, and along with other checks and balances failing, resulted in the clearcut.
- Staff have worked with the LDB to identify needed processes and reviews to ensure that there is complete information between the parties when providing approvals.

Current Status

- Staff and the LDB are working on revised processes to ensure that all aspects of the land development process are explicitly explored by Council and that all direction is recorded. Staff also recommend the creation of a Land Development Master Plan.

Additional Reading

- <https://hainesjunction.ca/p/land-development> > Master Plan for Area 1 Concept Brief

Approved by:

Dave Fairbank

Chief Administrative Officer



Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #5-11

RE: Asset Management

Background

- The Village of Haines Junction does not currently have an Asset Management Policy or Plans in place. Previous work has been completed to develop and maintain an asset register and implement asset accounting. The next step is to develop the policy and plans to implement lifecycle asset management to guide operations and maintenance of Village assets.
- Yukon Government and other organizations are moving towards merit-based funding allocations for many funding programs. These programs will likely require Asset Management Plans to demonstrate the need for investment.
- Yukon Government has offered training to Municipal and First Nations governments to develop standardized Asset Management Plans.

Current Status

- A Project and Asset Manager was hired in June 2024 on a three-year term through funding from CMHC. While their primary focus is delivering the Housing Accelerator Fund program, they will also continue to develop the Village of Haines Junction Asset Management program.
- The Project and Asset Manager will develop the Asset Management Policy, Asset Management Plans and the Equipment Replacement Policy.

Additional Reading

- Policy #19-09 Tangible Capital Assets

Prepared by: Lianna Grice Project and Asset Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE #5-12

RE: Country Residential Area 3 Lot Development

Issue

If all goes according to plan, construction will start on 65 lots in the Willow Acres Country Residential expansion (Area 3 in the OCP) in summer of 2026.

Recommended Response

That the Village confirm its interest in pursuing the development of Area 3 by; working closely with YG as the developer, holding YG accountable to address process-related concerns that arose during the development of Dhäl Gähy (Mountain Ridge). Explore alternative Development options to YG including Village led development using local contractors. Create a Land Development Master Plan to guide development.

Background

- The Village is anticipating new demand of 263 housing units over the next 15 years.
- A Concept Plan to develop the Willow Acres Country Residential (CR) extension (Area 3 in the Official Community Plan) was presented to Council on October 11, 2023. Council selected their preferred road and lot layout that would see 65 lots constructed.
- The Land Development Branch (LDB) provided Council with an update on the Master Planning Process at their September 25, 2024 meeting. Feasibility studies are complete and confirm that this area is suitable for development.

Current Status

- Next steps include reviewing the Draft Master Plan with administration, hosting public and Council workshops, and presenting a revised draft plan to Council for approval.
- LDB has hinted (informally and privately) that they may no longer be in a position to develop this area due to rising construction costs and their inability to sell lots at cost.

Additional Reading

- The October 11, 2023 Concept Plan and the September 25, 2024 update on the Master Planning Process are available at <https://hainesjunction.ca/p/land-development>
- BN 5-10 Dhäl Gähy (Mountain Ridge) Development

Prepared by: Aynslie Ogden Policy/Communications Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE #5-13

RE: Industrial Area A Development

Issue

- A company interested in developing hydrogen fuel from the ample geothermal resources in the Haines Junction area has approached Administration on several occasions expressing interest in commercializing small-scale and existing technologies in Area A.

Recommended Response

- Council may wish to take steps to explore how geothermal resources can be promoted as an economic development opportunity.

Background

- Area A is identified in the Official Community Plan for potential industrial development.
- YG completed development suitability assessments for the Area in 2021 that conclude this area contains lands suitable for industrial use and note additional work that would need to be completed prior to finalizing any development plans.
- YG offered to transfer land to VHJ to administer the planning and development of the Area.
- The Village lacks the capacity to develop an entire industrial subdivision on its own but could seek transfer of a relatively small parcel of land to enable this project to move forward.

Current Status

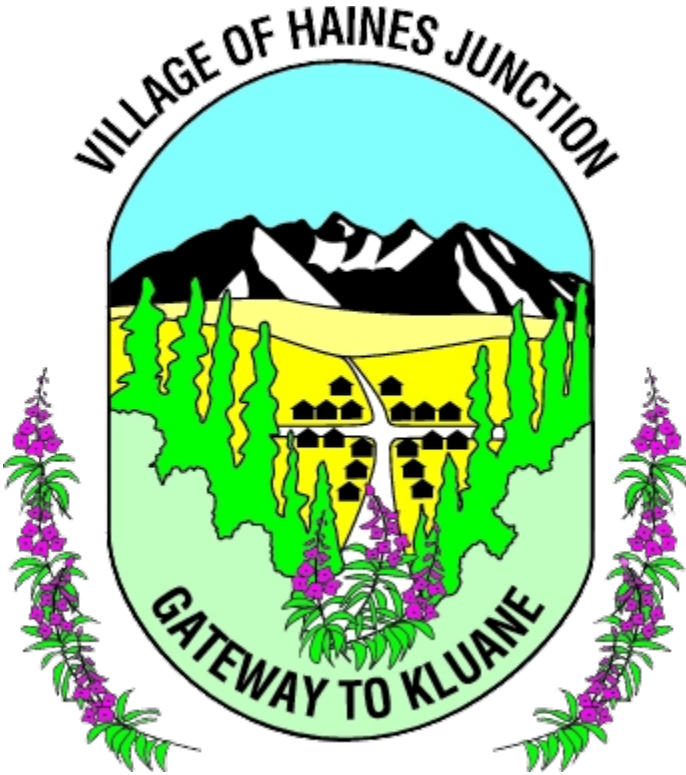
- This last update we received from this company was in early July when they reported their consultants, Morrison Hirschfield, were working to complete a feasibility study. They indicated a desire to present the project to Council once this report was complete.

Additional Reading

- YG report on geothermal resources in the Haines Junction area
<https://data.geology.gov.yk.ca/Reference/96052#InfoTab>

Prepared by: Aynsle Ogden Policy/Communications Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Section 6: Grant Programs





Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #6-1

RE: New Dwelling Construction Grant for Young Residents

Background

- One of the five initiatives included in the HAF agreement is to develop a grant program to assist young residents with offsetting the cost of building a new primary dwelling in the community.
- \$250,000 from the HAF funding provided by CMHC has been allocated to this grant program, allowing up to 10 grants of \$25,000 each.

Current Status

- The New Dwelling Construction Grant for Young Residents Policy and Bylaw were approved by Council in August/September 2024.
- The grant application period will open in October 2024. Once the application period has closed, a lottery will be held to award grant funding to eligible applicants.
- Grant funding will be disbursed in two installments: 75% of the grant will be paid upon the satisfactory completion of framing and insulation inspection, and the remaining 25% once construction has been completed all required final inspection reports confirm compliance with governing codes and legislation.
- All grant funding must be disbursed by the fourth anniversary of the HAF agreement, January 11, 2028.

Additional Reading

- 5-1 Housing Accelerator Fund
- Bylaw 418-24 & Policy 40-24 – New Dwelling Construction Grant for Young Residents

Prepared by: Lianna Grice Project and Asset Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #6-3

RE: Municipal Matching Grant

Background

- Bylaw 369-20, the Municipal Matching Grant Bylaw was created to allow local builders and developers access to the Yukon Housing Municipal Matching Grant. Yukon Housing offers up to \$10,000 towards the development of rental Housing, if supported financially by the local Municipality
- The Bylaw provides a contribution from the Municipality of \$1,000 for a single rental unit developed, or a larger contribution at Councils discretion. The language used in the Bylaw requires review as it is unclear if it limits developments of multiple units to \$1,000 total or if it is intended to be \$1,000 per unit before requiring Council approval.

Current Status

- The Bylaw has only been utilized once and staff have reached out to Yukon Housing to confirm their program is still active.

Additional Reading

- BM 5-1 Housing Accelerator Fund
- Bylaw 417-24 & Policy 41-24 – Affordable Housing Construction Grant
<https://hainesjunction.ca/p/village-bylaws>

Prepared by: Lianna Grice Project and Asset Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #6-3 Municipal Matching Grant

RE: Municipal Matching Grant

Background

- Yukon Housing provides grant funding for up to \$10,000 per developed residential rental dwelling. In order to qualify the local Municipality must also contribute a minimum of \$1,000 towards the project
- #369-21 Yukon Housing Corporation Municipal Matching rental Construction Program Bylaw, provide a grant of \$1,000 for minor development such as a garden suite or duplex and allows for grants larger than \$1,000 with Councils approval.

Current Status

- The Municipal Matching Grant Policy has historically been underutilized but with the ongoing Housing Accelerator incentive programs we hope it will have increased uptake.
- The language in the Bylaw is unclear and should be reviewed. As written, it is difficult to determine if a development of multiple units requires Council approval. See Section 3, 5.

Additional Reading

<https://hainesjunction.ca/Home/DownloadDocument?docId=f1a93071-454a-4c1d-a272-d50197109eb9>

<p>Prepared by:</p>

<p>Dave Fairbank</p>

<p>Chief Administrative Officer</p>



Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE # 6-4

RE: Lottery Funding Grant

Background

- The Village of Haines Junction receives annual funding from Lotteries Yukon through the Community Lottery Program for community arts, sport and recreation projects.
- This funding is distributed to local community groups through the Haines Junction Lottery Funding Grant. Prior to its disbandment in 2018, funding applications were reviewed by the Culture Parks and Recreation Committee.
- Applicants are given one year to spend the funds, which are reimbursed upon receipt of invoices. Unspent or expired funds are added back into the pot to be redistributed.

Current Status

- The 2024 / 2025 funding allocation is \$23,493.00.
- Intake dates are March 15 and October 15. Applications are reviewed by a staff committee and recommendations are provided to Council for final approval.

Additional Reading

- Funding Opportunities – Lottery Funding <https://hainesjunction.ca/p/funding-opportunities>
- Lotteries Yukon Funding for Communities <https://lotteriesyukon.com/funding-programs/funding-communities>

Prepared by: Donna Istchenko Treasurer	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE # 6-5

RE: Donated Refundables Fund

Background

- The Village of Haines Junction Recycle Centre accepts donated refundable items throughout the year. The refund money collected is held in a Donated Refundables fund which is distributed on an annual basis to eligible groups, as per the Donation of Refundable Items Policy #31-20.
- The application deadline is January 15 (recently extended from December 31). Applications are reviewed by a staff committee and recommendations are provided to Council for final approval.

Current Status

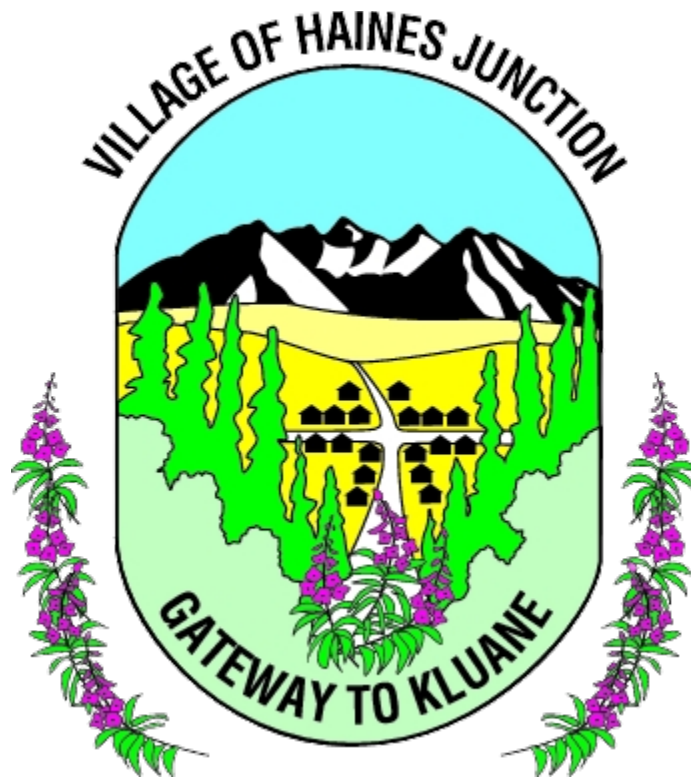
- The 2023 funding allocation of \$6,332.60 was evenly distributed to 6 community groups.

Additional Reading

- Funding Opportunities – Lottery Funding <https://hainesjunction.ca/p/funding-opportunities>
- RTC Jan 24, 2024 Awarding of 2023 Donated Refundables Funds <https://hainesjunction.ca/p/council-meetings>

Prepared by: Donna Istchenko Treasurer	Approved by: Dave Fairbank Chief Administrative Officer
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Section 7: Agreements and MOUs





Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE # 7-1

RE: Emergency Services

Background

- Yukon Government Emergency Medical Services (EMS) has leased space in the Village-owned fire hall since 2000.
- The leased space of 1300 sq ft is used for ambulance storage and a training / office area.
- The lease includes all utilities, phone, internet and fax access and custodial services.

Current Status

- The current lease covers the term December 1, 2023 to November 30, 2026.
- The annual rent for the period Dec 1 – Nov 30, 2024 is \$26,208.00 with a 3% per year increase for the remaining two years of the lease.

Additional Reading

n/a

Prepared by: Donna Istchenko Treasurer	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #7-2

RE: Landfill Interim Regionalization Agreement

Background

- VHJ has signed an Interim Regional Waste Management Agreement that is facilitating the transition of the Haines Junction landfill to a Regional Waste Management Facility.
- The Agreement provides funding for the municipality to ensure all residents within each regional boundary have access to a Regional Waste Management Facility.
- Under this agreement, the Village of Haines Junction has agreed to develop a waste management bylaw that establishes sorting requirements and tipping fees, staff a gate attendant, charge the same tipping fees to all residential users, and have fees that are comparable to other communities.
- Under this agreement, the Government of Yukon has agreed to compensate for regional users, pay for groundwater monitoring, share closure/post closure costs, pay for special waste, and assist with environmental issues that may arise

Current Status

- The Tipping Fees Bylaws were passed on September 25, 2024. Tipping fees will come into effect on January 1, 2025.
- The Interim Agreement expires on December 31, 2024 and may be extended annually upon agreement by both parties until such time as it is replaced by a Regional Waste Management Agreement.

Additional Reading

- Interim Regional Waste Management Agreement <https://hainesjunction.ca/p/waste-management>
- Bylaw 425-34 Waste Management Cost Recovery and Sorting Requirements Bylaw <https://hainesjunction.ca/p/village-bylaws>
- Bylaw 416-24 Consolidated Municipal Fees Bylaw #343-19 Amendment #7 Tipping Fees <https://hainesjunction.ca/p/village-bylaws>

Prepared by: Aynslie Ogden Policy/Communications Manager	Prepared by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE # 7-3

RE: Water Licence Memorandum of Understanding

Background

- On February 5, 2024, the Village entered into an agreement with Champagne & Aishihik First Nations and Parks Canada.
- The purpose of the agreement is to identify areas where participants can advance common objectives, achieve common goals and recognize their cooperation publicly.
- The intent of this MOU is to develop and strengthen the participants relationship over time and to work together in an open and transparent manner.

Current Status

- On April 30, 2024, the Village received their new Water Licence.
- Ongoing collaboration between the participants has allowed for a successful lagoon discharge in June 2024.
- Future meetings are planned to discuss any concerns any of the participants may have.

Additional Reading

- <https://hainesjunction.ca/p/water-and-sewer>

Prepared by: Jerry Tracey Public Works Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE # 7-4

RE: Right of Way Mowing Agreement

Background

- The Transportation Maintenance Branch of the Yukon Government contacted the Village to request the signing of a mowing agreement for the highway corridors.
- The agreement involves mowing of approximately 50 Ha of right-of-way between km 1573.1 and km 1580.3 and approximately 4 Ha of right-of-way along the Haines Highway between km 245.5 to km 246.1.
- The agreement is in place from April 1, 2024 to March 31, 2027

Current Status

- Staff has requested an amendment to future agreements which would allow for cutting beyond the km 1573.1 to Pine Lake. The reason for the request is to allow staff to mow the areas near the Trans Canada Trail which are frequented by bear in the hopes of providing more public safety.
- The Transportation Maintenance Branch of the Yukon Government has agreed to pay a total of \$23400.00 for the term of the contract. The Village invoices for 1/3 this amount annually.

Additional Reading

n/a

Prepared by: Jerry Tracey Public Works Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #7-5

RE: MOU Emergency Response/Fire Safety Inspections & Investigations

Background

- A new MOU between the Village of Haines Junction and Yukon Government – Protective Services was signed in 2020. The agreement is to be reviewed by both parties three years from the date of signing and at least every three years thereafter.

Current Status

- The pumper apparatus provided by YG to the Village for response to incidents inside and outside the Village boundaries is currently out of service. The Fire Marshals Office is working to repair the apparatus or replace it with another suitable apparatus.
- The first review of the MOU has not occurred. Fire Department members feel that that the Village compromised in the agreement and there is room for improvement. Specifically, the current MOU does not describe the response area, leaving Fire Department members make this decision when calls for incidents outside of the Municipal Boundary are received.

Additional Reading

- MOU Emergency Response/Fire Safety Inspections & Investigations

Prepared by: Lianna Grice Project and Asset Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

ISSUE NOTE # 7-6

RE: CAFN Water Sewer Agreement

Issue

- The current agreement signed on June 27, 1989 is very out of date. It doesn't include new or changed infrastructure. Mapping provided to the us is very inadequate to be able to properly operate and maintain the system as it stands.

Recommended Response

- Re-open the negotiation of a new agreement
- Request adequate mapping be provided.

Background

- In 2019 a new agreement was being worked on however due to staffing changes with both the Village and CAFN the process stalled out.

Current Status

- A draft agreement from 2019 exists but would need to be reviewed/updated.

Additional Reading

n/a

Prepared by: Jerry Tracey Public Works Manager	Approved by: Dave Fairbank Chief Administrative Officer
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Section 8: Key Dates and Commitments





Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE #8-1

RE: Reconciliation Training

Background

- CAFN and VHJ Councils signed a MOU in 2014, and an Agreement in Principle in 2018 and an MOU on Emergency Management in 2020.
- On September 9, 2024, CAFN and VHJ Councils signed on to a Recreation Project Charter and an updated Emergency Management MOU.
- Previous Councils have recognized the value of training to support Council and staff in working effectively with Yukon First Nations.

Current Status

- The previous Council arranged the following training for the newly-elected Council, and staff.
 - Advancing Reconciliation – half day, TBC December 4, 2024
 - Working Effectively with First Nations – half day, TBC February 5, 2025
 - Addressing Racism – half day, TBC March 5, 2025
- Training will be provided by IRP Consulting.

Additional Reading

- <https://www.irpotential.com/>

Prepared by: Aynsle Ogden Policy/Communications Advisor	Approved by: Dave Fairbank Chief Administrative Officer
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Village of Haines Junction

2024 Election – Transition Briefing Binder

BRIEFING NOTE # 8-2

RE: Annual Events and Holidays

Background:

These are events that happen every year in the same month.

Current Status

- Lions Sweethearts Bonspiel February 14- 16, 2025
- Winter Community Markets every month
- HJMH events January and February
- Glacier Nights Festival on March 6 – 9, 2025
- Hardwater Racing March 14-16, 2025
- Lions Annual Poker Run May 9-11, 2025
- Canada Day Festivities July 1, 2025
- Augusto Children’s Festival August 8-10, 2025
- Halloween Bonfire October 31, 2025
- Village of Haines Junction Open House December 12, 2025

Additional Reading

Prepared by: Ellen Stutz Office Administrator	Approved by: Dave Fairbank Chief Administrative Officer
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Date: Oct 17, 2024

Mr. David Fairbank
Chief Administrative Officer
cao@hainesjunction.ca
Village of Haines Junction
178 Backe Street, Box 5339
Haines Junction, YT Y0B 1L0

Dear Mr. Fairbank:

Re: Request for immediate action to hold a public input session and review the new Waste Management bylaw prior to the implementation starting January 2025.

The Village of Haines Junction (VHJ) and the Yukon Government (YG) are implementing tipping fees for waste management which will begin to be collected January 2025. This is based on pressure from YG to make all waste management facilities a user-pay approach. The overall goal is to reduce waste but without properly providing options for waste disposal or alternative options with education/resources.

Each community has the opportunity to set what the waste management plan looks like for their community. There was zero consultation in Haines Junction or attempt to bring the residents on board. This was a missed opportunity to create a system that the residents would be happy to support. Unfortunately, this has resulted in an unbalanced plan, which will likely have harmful side effects.

As a user of the Haines Junction waste management facility, I request that a public consultation session be held immediately after the new council is sworn in for input prior to the implementation of the plan. There are several concerns among the community and several ideas on ways to address the changes to the waste management plan.

Personally, I have the following concerns and potential solutions:

- as a way to avoid tipping fees, waste will be dumped in the woods, spoiling the pristine nature we live here for and tourists come here for (see Whitehorse).
- we will no longer be able to scavenge for building materials and other useable supplies, directly impacting low income households and harming the environment (reduce, reuse, recycle).

Thank you for your time reading this letter. I hope to see a public input session offered shortly after the new council is elected.

Yours Sincerely,

Signature: S. Gewehr

Written Name: Sylvie Gewehr

Physical Address: 104 Bearberry Lane, Haines Junction

cc. New Mayor and Council

Date: Oct 17 2024

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Personally, I have the following concerns and potential solutions: Personal concerns are the impact of poorly thought out monetary penalties thrust upon the beautiful part of the world we live in. They will result in garbage spread throughout the wilderness as alternatives to using the dump where everything should go, at no cost when deposits are made according to set rules.

The Yukon was built on repurposing existing resources; i believe senior government (YTG) is negligent on their duties of looking after the Yukon. YTG receives close to 2 billion dollars at the moment to look after the Yukon issues. Instead they pawn them off to the next lower government.

Thank you for your time reading this letter. I hope to see a public input session offered shortly after the new council is elected.

Yours Sincerely,



Thomas Eckervogt

112 Fireweed ST Haines Junction Yukon Territory

cc. New Mayor and Council

Date: 2024/10/16

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cao@hainesjunction.ca
Village of Haines Junction
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Yours Sincerely,

Signature: _____

Eric Lessard

Written Name: _____

ERIC LESSARD

Physical Address: _____

LOT 1000 ALASKA H.W. Y.T. Y0B 1L0

cc. New Mayor and Council

Date: 16-10-2024

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Chief Administrative Officer
cao@hainesjunction.ca
Village of Haines Junction
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Personally, I have the following concerns and potential solutions:

Thank you for your time reading this letter. I hope to see a public input session offered shortly after the new council is elected.

Yours Sincerely,

Signature: 

Written Name: Chantal Gilbert

Physical Address: 101 1000 Alaska Highway Haines Junction YT Y0B 1L0

cc. New Mayor and Council