



# Village of Haines Junction

## November 13, 2024

### Regular Council Meeting 7:00 p.m.

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

#### **AGENDA**

- 1. Call to Order**
- 2. Acknowledgement of Champagne and Aishihik First Nations Traditional Territory**
- 3. Adoption of Agenda**
- 4. Declaration of Pecuniary Interest**
- 5. Adoption of Minutes of Regular and Special Council Meetings**
  - a. Minutes – Regular Council Meeting October 23, 2024
  - b. Minutes – Committee of the Whole Meeting October 30, 2024
- 6. Proclamations**
- 7. Delegations**
- 8. Public Hearings and Public Input Sessions**
- 9. Old Business**
  - a. RTC – HAF update
  - b. RTC Transition binder – missing and revised notes
- 10. New Business**
  - a. Accounts Payable to November 13, 2024
  - b. RTC – AYC training in Whitehorse
  - c. RTC – Potential dates for reconciliation training
  - d. RTC – Potential meeting dates for Joint Council
  - e. RTC – Deputy Mayor rotation
  - f. RTC – AYC board delegate
  - g. RTC – Council orientation and training
  - h. RTC – Financial status
  - i. RTC – Request for financial sustainability projection
  - j. RTC – Legality of age-dependent bylaw
  - k. FAQ – Tipping fees
  - l. RTC – Background on Regionalization Agreement
  - m. RTC – Review of Council Procedural Bylaw
- 11. Bylaws – Reports, Readings and Adoption**
- 12. Correspondence**
  - a. Haines Junction Health Centre October 2024 Newsletter
  - b. Letters requesting public engagement on landfill
  - c. Letter request from JAM to park trailer at Village compound
  - d. Letter from Minister Fraser re Housing Accelerator Fund
  - e. Canada Housing Infrastructure Fund Announcement
  - f. Request for a donation from Humane Society Yukon
  - g. Letter requesting 2024 Zoning Bylaw to be rescinded
  - h. LATE ADDITION: JAM funding request
- 13. Council Reports and Notice of Motion**
- 14. Questions from the Public**

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

**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 27, 2024 in Council Chambers and via Zoom.**

**Join Zoom Meeting**

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

**Meeting ID: 867 634 7100**

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Dial by your location

- +1 780 666 0144 Canada
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Meeting ID: 867 634 7100

Find your local number: <https://us02web.zoom.us/j/8676347100>

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



## Village of Haines Junction Report to Council

November 13, 2024

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

**RE: Housing Accelerator Fund Update**

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### Background

The Village of Haines Junction was awarded up to \$1,234,637 through the Housing Accelerator Fund (HAF), which is administered by the Canada Mortgage and Housing Corporation. The HAF is intended to drive transformational change within the sphere of control of the local government regarding land use planning and development approvals with the overall objective to “accelerate supply” of housing.

The Village will complete various commitments as part of the HAF Contribution 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.

### Current Status

A Project and Asset Manager was hired in June 2024 on a 3-year term to oversee the HAF program. The Project and Asset Manager also advances other projects undertaken by the Village of Haines Junction and is working towards the implementation of an Asset Management program. Pay and benefits for this position are drawn from the HAF budget.

Significant progress has been made in implementing the initiatives and programs. See **Appendix A** for a summary of the status of each initiative and program.

### Discussion/Analysis

Over the next 3 years, the Project and Asset Manager will continue to monitor the initiatives and adjust where required.

Based on the number of eligible applications received for the November 2024 intake for both the New Dwelling Construction Grant for Young Residents and Affordable Housing Construction Grant, there will be opportunities to run additional grant intakes with the same or modified eligibility criteria.

Work towards completing Initiative #4 has been limited with current staff resources. More substantial progress will be made once the Recreation Administrator position has been filled.

## **Fiscal Impact**

The Village of Haines Junction executed the HAF Contribution Agreement with CMHC on January 11, 2024. The term of the Agreement ends on January 11, 2028. 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. Any changes to the scope of the initiatives must be reviewed and approved by CMHC in order to maintain funding.

Administration has currently planned the allocation of 75% of the HAF funding given that the final advance of funding is conditional on the completion of the commitments, including Initiatives, the achievement of the Housing Supply Growth Target and the Additional Targets, and the submission of a Housing Needs Assessment Report. While work is progressing towards the completion the Initiatives and Housing Needs Assessment, Administration cannot guarantee that the Housing Supply Growth Target and Additional Targets will be achieved before January 11, 2027. If the targets are achieved, the final advance of funding will be used to fund smaller scale or quick spend projects or programs.

All expenses related to implementing the HAF commitments, including initiatives, additional programs and staff resources are fully funded by the HAF funding.

## **Next Steps**

The Project and Asset Manager will continue to oversee the HAF program and monitor progress towards completion of the commitments as described in the HAF Contribution Agreement.

Prepared by

Lianna Grice  
Project and Asset Manager

Approved by

David Fairbank  
Chief Administrative Officer

## Appendix A

Initiative/ Program Description	Status	Details
#1 Zoning Bylaw Review to Remove Barriers to Missing Middle Housing & Promote Higher Density Residential Development	Monitor	<ul style="list-style-type: none"> <li>• Consultant completed review of draft Zoning Bylaw with respect to missing middle and higher density developments</li> <li>• Recommendations were incorporated into the Zoning Bylaw prior to the second reading</li> </ul>
#2 Improve Building Permitting and Approvals Processes	Monitor	<ul style="list-style-type: none"> <li>• Completed review of historic development permits and property files to discover issues</li> <li>• Developed new application form, guide, evaluation tool and tracking tool for development permits, new forms developed for zoning amendment and variance requests</li> <li>• Monthly reporting from YG Building Safety initiated to allow administration to cross reference with development permit log to identify building permits issued without development permits</li> <li>• Updated process for filing property related documents and correspondence, including digital files and GIS platform integration.</li> </ul>
#3 New Dwelling Construction Grant for Young Residents	Monitor	<ul style="list-style-type: none"> <li>• Grant Policy and Bylaw developed and approved by previous Council, application period open from October 8, 2024 to November 5, 2024</li> <li>• Six applications received from young residents</li> <li>• Administration proceeding with grant award to eligible applicants and will monitor progress</li> <li>• There is an opportunity to do an additional intake of this grant</li> </ul>
#4 Recreation and Community Services Review to Support Long-Term Residency	Implement	<ul style="list-style-type: none"> <li>• Recreation needs assessment completed in 2023</li> <li>• Administration has started implementing recommendations of the assessment, however progress is limited without a Recreation Administrator</li> <li>• Joint working group established to move forward with recreation facility planning</li> </ul>

Initiative/ Program Description	Status	Details
#5 Promote Higher Density Residential Development & Commercial Mixed-use Opportunities	Monitor	<ul style="list-style-type: none"> <li>• New Zoning Bylaw allows for zoning as-of-right for residential and commercial uses in many areas</li> <li>• Administration will continue to monitor and promote the changes associated with the new Bylaw</li> <li>• Administration will collaborate with local developers, landowners and groups (ie. St. Elias Chamber of Commerce) to identify and facilitate (where possible) opportunities for higher density residential and commercial mixed-use opportunities</li> </ul>
Affordable Housing Construction Grant	Monitor	<ul style="list-style-type: none"> <li>• Grant Policy and Bylaw developed and approved by previous Council, application period open from October 8, 2024 to November 5, 2024</li> <li>• Two applications received for five dwelling units total</li> <li>• Administration proceeding with grant award to eligible applicants and will monitor progress</li> <li>• There is an opportunity to do an additional intake of this grant or reallocate remaining funds to other programs</li> </ul>
Housing Needs Assessment	Finalize	<ul style="list-style-type: none"> <li>• Haines Junction was selected as a trial community for a Housing Needs Assessment process lead by Yukon Housing Corporation and their consultant CitySpaces. The community engagement took place over the spring and summer 2024.</li> <li>• Draft Housing Needs Assessment report received and reviewed by Administration in October 2024</li> <li>• Final report will be issued by CitySpaces once feedback from the Village of Haines Junction and CAFN has been incorporated</li> </ul>

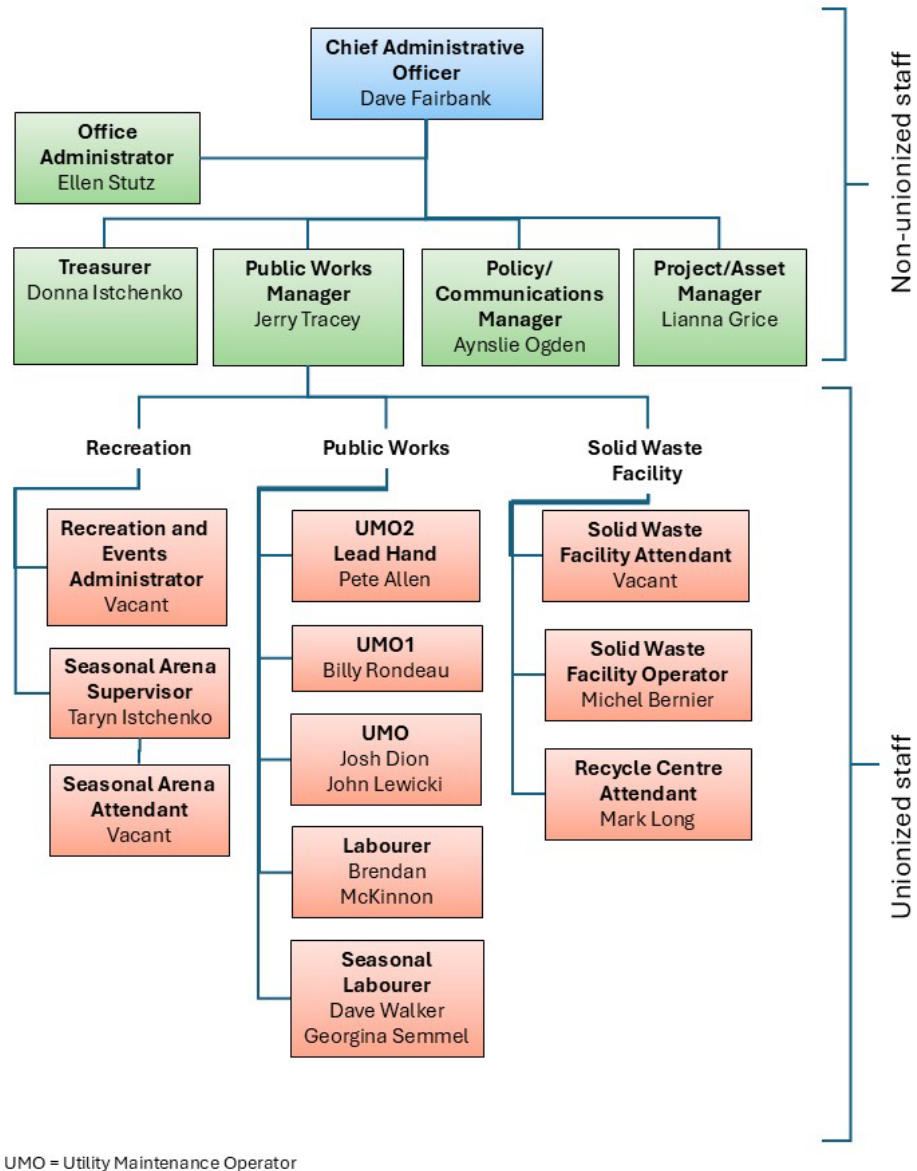


# Village of Haines Junction

## 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



# Village of Haines Junction

## 2024 Election – Transition Briefing Binder

### **BRIEFING NOTE #6-2**

**RE: Affordable Housing Construction Grant**

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#### **Background**

- The HAF provided funding for initiatives outside of those included in the agreement. The Village has developed an Affordable Housing Construction Grant to assist local developers with offsetting the cost of building a dwelling unit for affordable rent or sale within the municipality.
- \$250,000 from the HAF funding provided by CMHC has been allocated to this grant program. Grants of up to 5% of unit costs, to a maximum of \$25,000 will be awarded.

#### **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, applications will be reviewed and evaluated by Village staff. Grants will be awarded to the highest scoring applications until all funding has been allocated.
- 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**

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

<b>Prepared by:</b> Lianna Grice Project and Asset Manager	<b>Approved by:</b> 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

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#### 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
- Under Bylaw #369-20, the Yukon Housing Corporation Municipal Matching Rental Construction Program Bylaw, the Village of Haines Junction will provide a grant of \$1,000 for minor developments such as a garden suite or duplex and allows for grants larger than \$1,000 with Council's approval.

#### Current Status

- Bylaw #369-20 has historically been underutilized but with the ongoing Housing Accelerator incentive programs we hope it will have increased uptake.
- The language in Bylaw #369-20 is unclear and should be reviewed. As written, it is difficult to determine if a development of multiple units requires Council approval.

#### Additional Reading

- Bylaw #369-20 may be downloaded here: [hainesjunction.ca/p/village-bylaws](https://hainesjunction.ca/p/village-bylaws)

Prepared by: Dave Fairbank Chief Administrative Officer
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# **Municipal Accounts Payable to November 13, 2024**

<b><u>Cheque No.</u></b>	<b><u>Name</u></b>	<b><u>Amount</u></b>	<b><u>Department</u></b>	<b><u>Description</u></b>
Transfer	Payroll Account #4305418	\$ 35,246.63	Administration	Net Pay - Pay Period 22
		\$ 6,740.66	Administration	RRSP Contribution - Pay Period 22
		\$ 798.44	Administration	Union Dues October 2024
		\$ 42,785.73		
Transfer	Payroll Account #4305418	\$ 38,694.90	Administration	Net Pay - Pay Period 23
		\$ 6,423.74	Administration	RRSP Contribution - Pay Period 23
		\$ 9,505.93	Administration	Group Insurance- Pay Period 23
		\$ 28,960.41	Administration	Receiver General October 2024
		\$ 83,584.98		
280226	Annika Eckervogt-Brewster	\$ 915.00	Administration	Poll clerk 2024 Municipal Elections
280227	Cathy MacKinnon	\$ 1,067.50	Administration	Deputy returning officer 2024 Municipal Elections
280228	Gloria Sundbo	\$ 915.00	Administration	Poll clerk 2024 Municipal Elections
280229	Laurette Sylvain	\$ 915.00	Administration	Poll clerk 2024 Municipal Elections
280230	Marguerite Richard	\$ 742.50	Administration	Poll clerk 2024 Municipal Elections
280232	Paulette Schatz	\$ 2,496.00	Administration	Returning officer 2024 Municipal Elections
Bill Pay	Visa	\$ 5,248.52	Administration	Sage software , binder clips, cell, zoom, interest
		\$ 121.51	Convention Centre	Disinfection wipes, clamps, silicone
		\$ 40.20	Landfill	Septic permit, cell phone discount
		\$ 2,637.63	Public Works	Safety clothing, cell, fuel, spark plugs, training
		\$ 312.90	Roads & Streets	Culverts
		\$ 1,162.23	Water & Sewer	Training, phone, hotel
		\$ 9,522.99		
280233	Advance Security & Automation Ltd.	\$ 173.25	Convention Centre	Monthly alarm monitoring
280234	Ajax Steel Limited	\$ 109.83	Cap.Public Works	Covered building materials

\* Denotes an item not directly funded by the Village

\*\* Grant funded

# **Municipal Accounts Payable to November 13, 2024**

280235	BC/Yukon Royal Legion		\$	1,155.00	Administration	Military Service Recognition Book
280236	Big Bud Contracting		\$	5,250.00	Recycling Centre	Recycle pick - up for the month of Sept. - Nov.
280237	Castle Rock Enterprises	\$ 9,158.26			Water & Sewer	* Blk 30 Lot 18 Water & Sewer Service install
		\$ 3,118.50	\$	12,276.76	Water & Sewer	Dozer time Lagoon
280238	CIMCO		\$	8,511.68	Arena	Compressor oil, belts, seals, repairs
280239	CMP Engineering		\$	2,603.37	Water & Sewer	Troubleshooting PH1 & PH3 Scada control
280240	Dorward Engineering Services Ltd.		\$	7,067.34	Cap. Arena	Fire alarm inspection and assessment
280241	Ellen Stutz Petty - Cash	\$ 19.05			Water & Sewer	Acetone, valve
		\$ 1,548.85	\$	1,567.90	Recycling Centre	Refundables paid out
280242	Finning Canada		\$	202.13	Landfill Recycling	Filter lube, element
280243	Home Hardware	\$ 7,307.30			Cap. Landfill	Generator, building materials
		\$ 86.77	\$	7,394.07	Public Works	Straps, Conduit
280244	Hurlburt - Firewood, Freight and Farm Inc		\$	11,550.00	Cap. Landfill	Freight for hazardous waste container
280245	Jacob's Industries Ltd.		\$	373.28	Water & Sewer	Co2
280246	Kluane Vac Service		\$	199.50	Recycling Centre	Sewer pump out
280247	Kilrich Building Centres		\$	1,843.38	Cap.Public Works	Covered storage building materials
280248	MacKellar Contracting		\$	4,326.00	Roads & Streets	Aggregate gravel

\* Denotes an item not directly funded by the Village

\*\* Grant funded

# **Municipal Accounts Payable to November 13, 2024**

280249	Northwestel	\$ 250.14		Administration	
		\$ 73.47		Public Works	
		\$ 699.91		Water & Sewer	
		\$ 691.05		Protective Services	
		\$ 128.74		Convention Centre	
		\$ 36.76		Arena	
		\$ 66.47	\$ 1,946.54	Recycling Centre	
280250	Norton Rose Fulbright Canada LLP		\$ 3,638.78	Administration	Legal fees
280251	Olaf Contracting		\$ 504.00	Public Works	Grave excavation
280252	Pete Allen		\$ 125.22	Public Works	Hot Shot for building part
280253	Public Service Alliance of Canada		\$ 21.47	Administration	Collective agreement printing
280254	RGA Engineering Ltd	\$ 1,470.00		Water & Sewer	Overhead crane inspection
		\$ 735.00		Public Works	Bucket Truck inspection
		\$ 630.53	\$ 2,835.53	Convention Centre	Genie lift inspection
280255	Score Construction Ltd.		\$ 69,583.50	Cap. Landfill	Drive over electrified bear guards
280256	Sperling Hansen Associates		\$ 7,569.27	Cap. Swmp	Design implementation SWMP
280257	Tangerine Technology	\$ 396.00		Legislative	Network support
		\$ 3,211.40		Administration	Network support
		\$ 249.00		Water & Sewer	Network support
		\$ 100.00	\$ 3,956.40	Arena	Network support
280258	The Plumbineers Inc.		\$ 1,799.70	Public Works	Heat exchanger replacement
280259	Tetra Tech Canada Inc.		\$ 459.55	Cap. Landfill	Final geotechnical/percolation testing
280260	Total North Communication Ltd		\$ 2,252.78	Fire Department	Installation of radio and antenna in HJFD truck

\* Denotes an item not directly funded by the Village

\*\* Grant funded

# **Municipal Accounts Payable to November 13, 2024**

280261	Yukon Service Supply Co	\$	184.08		Mezzanine	Mop and bucket
		\$	988.69		Convention Centre	Mop heads, floor finisher
		\$	833.70		Water & Sewer	Sodium Hypochlorite
		\$	501.14	\$ 2,507.61	Arena	Vinyl gloves, garbage bags, toilet paper, hand towels

Municipal Accounts Payable **\$ 213,784.20**

Adopted on \_\_\_\_\_

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

\* Denotes an item not directly funded by the Village

\*\* Grant funded



**Village of Haines Junction  
Report to Council**

**November 13, 2024**

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

**RE: AYC Training in Whitehorse**

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**Recommendation**

Council is recommended to pass a resolution recognizing and authorizing additional meetings, training or events that are taking place outside of regular, or other scheduled, meetings.

**Background**

The Association of Yukon Communities has scheduled training for newly elected officials. The training will be hosted at the Gold Rush Inn in Whitehorse on November 29-30, 2024.

The Council Remuneration Bylaw #414-24<sup>1</sup> indicates additional compensation for attending meetings, training, or events outside of regular council meetings will be provided at the rate of \$200/day or \$150/half day. According to the bylaw, council members are required to submit the form in Appendix A to claim for additional compensation.

**Draft Resolution**

THAT council will be attending newly elected officials training, hosted by the Association of Yukon Communities, in Whitehorse on November 29-30, 2024

Prepared by

Aynslie Ogden  
Policy / Communications Manager

Approved by

Dave Fairbank  
Chief Administrative Officer

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<sup>1</sup> Available on the Village website here: [hainesjunction.ca/p/village-bylaws](https://hainesjunction.ca/p/village-bylaws)



## Village of Haines Junction Report to Council

November 13, 2024

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

**RE: Dates for Reconciliation Training**

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### Recommendation

Council is recommended to pass a resolution recognizing and authorizing additional meetings, training or events that are taking place outside of regular, or other scheduled, meetings.

### Background

Recognizing the value of training to support council and staff in working effectively with Yukon First Nations, the previous council approached IRP Consulting to tentatively schedule training for newly elected council and staff.

The Council Remuneration Bylaw #414-241<sup>1</sup> indicates additional compensation for attending meetings, training, or events outside of regular council meetings will be provided at the rate of \$200/day or \$150/half day. According to the bylaw, council members are required to submit the form in Appendix A to claim for additional compensation.

### Current Status

The following potential dates have been identified by IRP:

- Advancing Reconciliation – December 4, 2024
- Working Effectively with First Nations – half day, February 5, 2025
- Addressing Racism – half day, March 5, 2025

Each workshop is intended to be a half-day and held in Whitehorse.

Prepared by

Aynslie Ogden  
Policy/Communications Officer

Approved by

Dave Fairbank  
Chief Administrative Officer

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<sup>1</sup> Available on the Village website here: [hainesjunction.ca/p/village-bylaws](https://hainesjunction.ca/p/village-bylaws)



**Village of Haines Junction  
Report to Council**

**November 13, 2024**

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

**RE: Potential meeting dates for Joint Council**

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**Recommendation**

That council identify at least 2, preferably 3 dates when they would be available for a Joint Council meeting.

**Background**

Champagne Aishihik First Nations Chief and Council, and Village of Haines Junction Mayor and Council, hold Joint Council meetings roughly every three months (4x/year). Joint priorities that have been identified for these discussions are recreation, animal control, emergency management planning, and implementation of the 2018 Agreement in Principle (AIP). On September 9, 2024, CAFN and VHJ councils signed on to a Recreation Project Charter and an Emergency Management MOU. The hosting of Joint Council meetings typically alternates between the parties and are held following a catered dinner meeting at 5:30.

**Current Status**

CAFN has identified December 16, 17 or 18 as potential meeting dates, Chief and Council will be in Haines Junction for other matters that week.

Prepared by

Aynslie Ogden  
Policy/Communications Officer

Approved by

Dave Fairbank  
Chief Administrative Officer





**Village of Haines Junction  
Report to Council**

**November 13, 2024**

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

**RE: Deputy Mayor Rotation**

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**Recommendation**

That council approve a deputy mayor rotation schedule to the end of 2025.

**Background**

S.182 of the Municipal Act authorizes council to appoint, from among its members, a deputy mayor who shall,

- in the absence or incapacity of the mayor, have all the powers and duties of the mayor
- when the mayor is not absent or incapacitated, and subject to the mayor taking precedence, have those powers and duties the council may direct.

Historic practice within the Village of Haines Junction is to schedule a deputy mayor rotation schedule in order to share deputy mayor responsibilities.

**Draft Resolution**

THAT the following deputy mayor rotation is scheduled to the end of 2025

November 15, 2024 – February 28, 2025	Councillor
March 1, 2025 – June 15, 2025	Councillor
June 15, 2025 – September 30, 2025	Councillor
October 1, 2025 – December 31, 2025	Councillor

Prepared by

Aynslie Ogden  
Policy / Communications Manager

Approved by

Dave Fairbank  
Chief Administrative Officer



## Village of Haines Junction Report to Council

November 13, 2024

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

**RE: AYC Board Delegate**

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### Background

AYC's Board of Directors is comprised of representatives appointed from all of its member communities, with the exception of the City of Whitehorse which has two representatives. Yukon unincorporated areas sit as associate members in the association. Associate members may select one elected official amongst all of its Local Advisory Councils (LAC), combined, as its represented appointee to the AYC Board of Directors and be entitled to one vote.

The Village of Haines Junction's last representative on AYC was Mayor Bruce Tomlin, whose term ended in October, and alternate was Councillor Diane Strand, who was re-elected to council in the recent municipal election.

At the October 30, 2024 Committee of the Whole meeting, Council requested additional information on the roles and responsibilities of being an AYC board member, or an alternate, to inform their decision making.

### Current Status

The Association of Yukon Communities will be seeking members for its Board of Directors. The next Board of Directors meeting is scheduled for December 1, 2024, in Whitehorse. The Village needs to appoint a new member, and their alternate, before this date.

AYC holds four board meetings a year, including the AGM. While the fall meeting is usually held in Whitehorse, the other meetings are rotated among the member communities.

The AYC host an annual conference and AGM every year' this coming year it will be held in Haines Junction; our board member should expect to play a public role at this event.

### Draft Resolution

THAT Council appoint **xxxxxx** as our member, and **xxxx** as our alternate member, on the Board of Directors for the Association of Yukon Communities.

Prepared by

Aynslie Ogden  
Corporate Manger



## Village of Haines Junction Report to Council

November 13, 2024

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

### RE: Council Orientation and Training

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#### Recommendation

That council pass a motion directing staff to schedule a local contractor to provide at least two half-day council training sessions.

#### Background

At the CoW meeting on October 30<sup>th</sup>, council discussed the possibility of working with Christina Benty to provide council training in advance of the AYC trainings in late November. Christina is unavailable prior to the November AYC training.

#### Current Status

Michael Pealow, a qualified and experienced local contractor, is available to provide the council trainings and is open to working with council to schedule training sessions. This could include: a facilitated discussion on, motivations for joining council, individual hopes and goals for the term, a high-level review of governance principals, a review of the Council Procedural Bylaw, an opportunity to practice council procedures, and a review of effective meeting principles. There may be other qualified individuals in Whitehorse who could also provide a similar service.

#### Discussion/Analysis

Previous councils have undertaken several council trainings, team building exercises, and facilitated strategic planning sessions. These investments has proven to be valuable, with the outgoing council specifically noting the benefit, and recommending the new council receive various trainings as early as possible. The rational for providing the AYC trainings in late November is to allow council's time to form a team and become orientated before delving into procedures and ultimately making effective decisions.

#### Alternatives considered

There is no requirement to seek extra training but if council wishes to move forward with action quickly it is important that the pace of learning is also accelerated.

**Fiscal Impact**

Two half-day training session is estimated to cost \$2,200 dollars. For two days of training the cost would be approximately \$4,000. It is an option to find a Whitehorse-based contractor, but it will likely cost more due to travel time.

**Draft Resolution**

THAT council direct staff to work with a local contractor to schedule (number of days) of council orientation and training sessions.

Prepared by  
David Fairbank  
CAO

**Report to Council  
Village of Haines Junction  
November 13, 2024**

**RE: Financial Status**

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**Recommendation**

That Council review and receive this report for information.

**Annual Operating and Capital Budgets**

In accordance with the *Municipal Act*, an annual Operating and 4 year Capital budget are prepared which include a detailed estimate of the amount of money required for expenditures and a detailed estimate of the amount of money to be received as taxes, fees, grants, transfers, and other revenue.

The main sources of operating revenue are the Comprehensive Municipal Grant (CMG), property tax revenues, utilities and fees and other government grants for operating. *The Municipal Finance and Community Grants Act* provides for the CMG and how it may be used:

*13(1) Subject to subsection (3), each municipality must spend or reserve at least 50 per cent of its comprehensive municipal grant for capital expenditures in relation to infrastructure projects in accordance with the municipality's capital expenditure program.*

*13(3) The council may, by a budget bylaw or a bylaw to amend a budget bylaw, decide to spend as little as 0 per cent of its comprehensive municipal grant for the financial year specified in the bylaw on infrastructure projects and to spend up to 100 per cent of it on operation and maintenance expenses.*

The current budget format records the full amount of the CMG in the operating budget. The operating budget surplus is then carried over to the capital budget. Additional capital budget revenues include other grant monies such as Canada Community Building Fund (formerly Gas Tax), YG grants, Trans Canada Trail, etc. Some capital items may be funded by Restricted Reserves, with remaining shortfalls typically allocated from unrestricted surplus.

While budgets may initially estimate a net deficit, year end financials have consistently posted surpluses for the past several years, mainly due to lower than estimated operating expenses such as wages (position vacancies and staff turnover) and capital projects not initiated. The following table summarizes unaudited revenues over expenses for the past several years and the gross cash surplus (does not include auditor adjustments, depreciation, etc.)

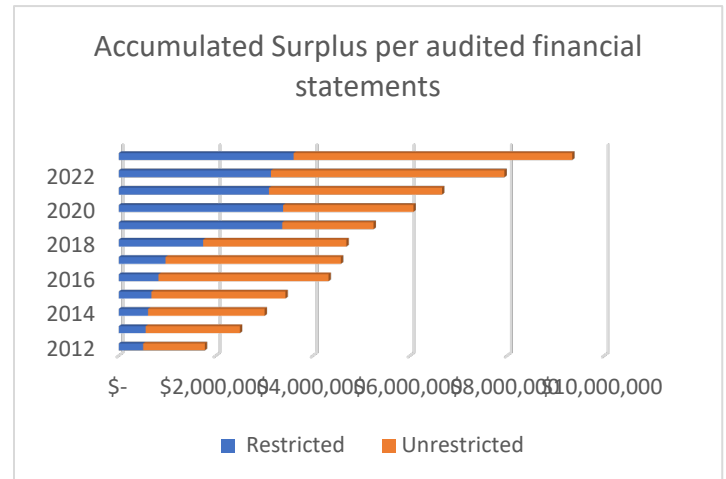
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
O&M Revenues	\$ 2,961,011	\$ 3,044,429	\$ 3,112,559	\$ 3,167,193	\$ 3,234,529	\$ 3,397,799	\$ 3,467,072	\$ 3,855,255	\$ 3,667,844	\$ 4,030,984
O&M Expenses	\$ 2,199,656	\$ 2,170,392	\$ 2,203,313	\$ 2,490,171	\$ 2,585,131	\$ 2,593,048	\$ 2,386,407	\$ 2,685,231	\$ 2,588,136	\$ 2,741,066
Capital Revenues	\$ 225,567	\$ 225,296	\$ 386,201	\$ 95,094	\$ 428,601	\$ 13,587	\$ 1,314,213	\$ 1,229,689	\$ 1,619,638	\$ 477,499
Capital Expenses	\$ 405,058	\$ 510,910	\$ 452,276	\$ 499,755	\$ 529,035	\$ 228,000	\$ 1,427,983	\$ 1,512,803	\$ 1,739,364	\$ 594,271
Cash surplus	\$ 581,864	\$ 588,425	\$ 843,172	\$ 272,361	\$ 548,964	\$ 590,338	\$ 966,895	\$ 886,909	\$ 959,982	\$ 1,173,146

**Report to Council  
Village of Haines Junction  
November 13, 2024**

**Reserves (Accumulated Surplus - Restricted and Unrestricted)**

The following table shows the increasing reserve balance since 2012. These amounts are the summation of annual surpluses (cash, accounts and funding claims receivable minus accounts payable and other liabilities) and other auditor adjustments. Also, investment interest is allocated proportionately to each restricted reserve account at year end.

Accumulated Surplus per audited financial statements			
	Restricted	Unrestricted	Total
2012	\$ 502,971	\$ 1,270,103	\$ 1,773,074
2013	\$ 552,971	\$ 1,942,297	\$ 2,495,268
2014	\$ 602,973	\$ 2,401,605	\$ 3,004,578
2015	\$ 672,973	\$ 2,761,082	\$ 3,434,055
2016	\$ 817,973	\$ 3,503,887	\$ 4,321,860
2017	\$ 962,973	\$ 3,612,410	\$ 4,575,383
2018	\$ 1,739,175	\$ 2,950,753	\$ 4,689,928
2019	\$ 3,367,864	\$ 1,881,345	\$ 5,249,209
2020	\$ 3,385,378	\$ 2,684,615	\$ 6,069,993
2021	\$ 3,092,554	\$ 3,566,478	\$ 6,659,032
2022	\$ 3,134,923	\$ 4,809,092	\$ 7,944,015
2023	\$ 3,602,132	\$ 5,738,353	\$ 9,340,485



Changes in the restricted reserve balances are attributable mainly to the creation of new reserve accounts in 2019 by Bylaw 348-19 (to be reviewed by Council every 3 years) and the reallocation of existing restricted and unrestricted funds between reserve accounts. For example, the 2024 budget includes restricted reserve allocations to be transferred from the unrestricted surplus.

Appendix "B" - 2024 -2027 Capital and Projects Budget								
Project Name	Year				2024 Funding Source			
	2024	2025	2026	2027	Operating Funds	Reserves	Other Source	Description
Reserve Allocation - Public Works Equipment	240,000					240,000		Unrestricted surplus
Reserve Allocation - Fire Department Equipment	90,000					90,000		Unrestricted surplus
Reserve Allocation - Recreation Facility	1,000,000					1,000,000		Unrestricted surplus
<b>Total Reserves</b>	<b>1,330,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,330,000</b>	<b>0</b>	

Withdrawals from restricted reserves have been limited to two new fire truck purchases in the amount of \$698,717.

**Investment Account Deposits / Withdrawals**

The CMG is received on April 1<sup>st</sup> of each year. The bulk of this funding is immediately transferred into the investment account where it earns interest. Property tax revenue begins to be received in early May which carries us through until September / October before funds need to be withdrawn from the investment account. Investment account funds should not be confused with reserves.

**Report to Council  
Village of Haines Junction  
November 13, 2024**

**2024 Projected Actuals to Budget**

Projections for the final 2024 budget amounts show an increase in operating revenues and decrease in expenses, and a decrease in capital revenues and expenditures. The capital budget included items that were identified as being funded from reserves in the amount of \$1,580,000, with the landfill upgrades being \$1,500,000. The projected actuals for the year now estimate only \$708,000 being required from reserves. It should be noted that the final landfill regionalization agreement will provide up to \$650,000 (in lieu of a scale house) which will offset a significant portion of the landfill upgrades. This funding will not be available until 2025 and will not be reflected in the 2024 financials.

	Budget	Projected Actual
O&M Revenues	\$ 4,372,823.11	\$ 4,432,928.68
O&M Expenses	\$ 3,467,059.44	\$ 3,252,834.16
Net O&M surplus	\$ 905,763.67	\$ 1,180,094.52
Capital Revenues	\$ 3,195,500.00	\$ 537,931.20
Capital Reserves	\$ 1,580,000.00	\$ 708,042.99
Capital Expenditures	\$ 5,752,500.00	\$ 2,426,068.71
Transfer from unrestricted surplus	-\$ 71,236.33	\$ -

**Net Financial Assets**

The 2023 audited financial statements show a net financial asset balance of \$8,602,639.

For comparative purposes, the following table shows the 2023 Net Financial Assets for 3 other Yukon Communities.

Net Financial Assets as per 2023 Audited Financial Statements				
	Haines Junction	Watson Lake	Carmacks	Faro
<b><u>Financial Assets</u></b>				
Cash and cash equivalents	\$ 8,677,214	\$ 5,262,263	\$ 2,884,031	\$ 3,134,901
Accounts Receivable	\$ 727,854	\$ 695,807	\$ 682,438	\$ 580,516
Assets held for sale	\$ 325,000	\$ 58,877		\$ 112,461
<b><u>Liabilities</u></b>				
Accounts Payable and accrued liabilities	\$ 411,475	\$ 629,465	\$ 579,646	\$ 410,943
Asset Retirement Obligations (ARO's)	\$ 690,680	\$ 3,136,522	\$ 193,200	\$ 1,448,261
Deferred Revenue	\$ 25,274	\$ 28,701	\$ 69,928	\$ 20,398
Net financial assets	\$ 8,602,639	\$ 2,222,259	\$ 2,723,695	\$ 1,948,276

**Report to Council  
Village of Haines Junction  
November 13, 2024**

**PS 3280 Asset Retirement Obligations (ARO's)**

Asset retirement obligations are legal obligations associated with the retirement of tangible capital assets. Asset retirement activities include all activities relating to an asset retirement obligation including, but not limited to, decommissioning or dismantling, remediation of contamination, post-retirement activities such as monitoring, and constructing other tangible capital assets to perform post-retirement activities.

A liability for asset retirement obligation is recognized when there is a legal obligation to incur retirement costs, the past transaction or event giving rise to the liability as occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made.

When a liability for asset retirement obligation is recognized, asset retirement costs related to recognized tangible capital assets in productive use are capitalized by increasing the carrying value of the related asset and are amortized over the estimated useful life of the underlying tangible capital asset. Asset retirement costs related to unrecognised tangible capital assets and those not in productive use are expensed.

Currently, the landfill site is the only ARO that has been identified. As at December 31, 2023, the accrued balance was \$690,680 for closure and post-closure costs of the facility. It should be noted that upon signing a final regionalization agreement with YG, the closure costs will be shared equally. No other ARO's have been identified or accounted for, although funds have been included in the budget to develop a removal plan for the water tower, community hall and lift station.

**PS 3260 Liability for Contaminated Sites**

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation on contaminated sites is recognized, net of any recoveries, when an environmental standard exists, contamination exceeds the environmental standard, the Village is directly responsible for or accepts responsibility for the liability, future economic benefits will be given up, and a reasonable estimate of the liability can be made.

The Dezadeash Day Use Area was identified as a potential contaminated site in 2017. The following note is from the 2023 audited financial statements. The status of the Phase 1 environmental site assessment by YG is unknown.

**9. CONTINGENT LIABILITIES**

The Village, along with the Yukon Government, have identified a site in which contamination is in excess of current environmental standards. It is the Village's position that, since the contamination occurred previous to the land being transferred to the Village from the Yukon Government in 1992, the Village is not responsible for the contamination and any potential remediation at this time. The Yukon Government has arranged for a Phase 1 environmental site assessment to be completed on this site during 2023. Due to this uncertainty, and the fact that an estimate of the potential remediation costs is currently unknown, a liability has not currently been established.

Prepared by

Donna Istchenko, Treasurer





## Village of Haines Junction Report to Council

November 13, 2024

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

**RE: Request for financial sustainability projection**

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### Recommendation

A financial sustainability projection be requested and carried out by Metrix Group, the Chartered Professional Accountants who have audited the Village's financial statements for many years and are intimately familiar with the Village's financial situation.

### Background

A financial sustainability projection is an assessment of an organization's ability to meet its financial obligations. It can also refer to a government's ability to finance its activities without unfairly burdening future generations. Yet another definition is an organization's capacity to obtain revenues in order to sustain productive processes at a steady or growing rate in order to produce results.

### Current Status

At the October 30, 2024 Committee of the Whole meeting, the presiding officer requested a motion for an independent financial sustainability projection at the November 13, 2024 council meeting.

### Discussion/Analysis

Key pillars of financial sustainability include:

1. Financial and strategic planning – the process of clarifying an organization's strategic objectives, and prioritizing the actions need to accomplish them, and assessing whether the organization has sufficient resources available to achieve those objectives. Incoming council has had an opportunity to initiate strategic planning.
2. Sound administration and finance – this requires efficient procedures for administration and finance that help an organization make the most of its resources, ensure transparency in fiscal management, and enable decisions about the organization's financial standing to be made in a timely manner. The Village's financial procedures are audited every year and provide a statement of the Village's financial position in accordance with Canadian public sector accounting standards.<sup>1</sup>
3. Asset management – Asset management includes identifying and cataloging assets, maintaining and repairing assets, and planning for asset replacement. The Village

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<sup>1</sup> Audited financial statements are available here: [hainesjunction.ca/p/audited-financial-statements](https://hainesjunction.ca/p/audited-financial-statements)

maintains a capital assets registry per the Finance Policy #6-94. With funding from the Canadian Housing and Mortgage Corporation (CMHC), the Village recruited a Project and Asset Manager to lead the Village's asset management planning earlier this year.

### **Fiscal Impact**

The Metrix Group, the Chartered Professional Accountants who have provided an independent auditor's report of Village finances for many years was contacted to discuss what would be involved in carrying out an independent financial sustainability projection. We were told that an assessment of this sort for a small municipality would be fairly easy to carry out, depending on the question that is asked. A minimal report would be \$4-5k, assuming status quo projections. A more detailed report with additional variables would be up to \$10k.

Yukon government's Community Services department is planning to report on financial health indicators for all Yukon communities. This will not look to the future, but rather will examine the state of each municipality's finances from 2017 through 2023. The assessment hopes advance understanding of why some communities (such as the Village of Haines Junction) regularly have large surpluses, while others struggle to maintain a balanced budget and/or any reserves. They are interested in using the results of these assessments to inform a potential revision of the formula for the Comprehensive Municipal Grant (CMG) to reduce inequalities in fiscal capacity. This rebalancing of the CMG formula is not expected to be beneficial to the Village of Haines Junction, and is an important factor in a financial sustainability projection.

### **Alternatives considered**

1. Proceed with requesting an independent financial sustainability projection (recommended). This assessment would inform financial and strategic planning, as well as asset management planning and provide further answers to questions regarding the Village finances.
2. Defer the request for an independent financial sustainability projection. Council may want more time to become familiar with the Village's financial position in order to scope an assessment that answers their most pressing questions or may want to wait to see if Yukon government proceeds with carrying out the assessment themselves.
3. Do not request an independent financial sustainability projection. As has been noted, the Village is in a very healthy financial situation, and it looks likely that Yukon government will be carrying this out.

### **Draft Resolution**

THAT administration proceeds to request Metrix Group to carry out an independent financial sustainability projection.

Prepared by  
Aynslie Ogden  
Policy/Communications Officer

Approved by  
Dave Fairbank  
Chief Administrative Officer



## Village of Haines Junction Report to Council

November 13, 2024

\_\_\_ Council Decision  
\_\_\_ Council Direction  
☒ Council Information  
\_\_\_ Closed Meeting

RE: Age dependent initiatives

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### Recommendation

Given:

- The *Canadian Charter of Rights and Freedoms* allows affirmative action programs that improve the conditions of disadvantaged individuals or groups, including those disadvantaged by age.
- The New Dwelling Construction Grant for Young Residents aims to improve access to home ownership by providing financial assistance directly to young people, who are disadvantaged by age as established by research groups such as Generation Squeeze.
- This program is in line with the principles of Canada's National Housing Strategy, the objectives of the Housing Accelerator Fund, and the findings of the Haines Junction Housing Needs Assessment. Governments and government agencies across Canada are implementing programs that improve housing equality for disadvantaged groups through targeted age-based financial initiatives. In the Yukon context, Yukon Government offers two initiatives focusing on reducing housing costs for seniors.
- The Project and Asset Manager discussed this program with the CMHC Municipal Liaison. They have no concerns and confirm that it is consistent with other CMHC programs targeting priority populations.

We recommend that council not allocate limited staff resources to pursue a legal opinion and instead support this program as an example of an innovative program that helps to address housing inequities experience by young people and add to housing stock with the Village of Haines Junction.

### Background

One of the five initiatives included in the Housing Accelerator Fund (HAF) Contribution Agreement is to develop a grant program to assist young residents with offsetting the cost of building a new primary dwelling in the community. This initiative recognizes that young residents are facing barriers to home ownership unlike other generations. \$250,000 from the HAF funding provided by Canada Mortgage and Housing Corporation (CMHC) has been allocated to this grant program, allowing up to 10 grants of \$25,000 each.

The New Dwelling Construction Grant for Young Residents Policy (40-24) and Bylaw (418-24) were approved by the previous Council. The grant application period was open from October 8, 2024 to November 5, 2024. Six applications were received, five which passed eligibility

screening. Inquiries were received from other potential applicants who appreciated the program decided not to apply due to personal or eligibility reasons.

### **Current Status**

At the October 30, 2024 Special Council Meeting, Mayor Riseborough stated his intention to ask for a motion to “seek legal opinions on whether this grant will pose legal risks with regards to a potential constitutional challenge under the Charter of Rights and Freedoms”.

### **Discussion/Analysis**

The Project and Asset Manager discussed the New Dwelling Construction Grant for Young Residents program with our CMHC Municipal Liaison. They have no concerns and confirm that this program is consistent with other CMHC programs targeting priority populations. They also pointed towards research by Generation Squeeze and programs such as Canada’s National Housing Strategy. Below is a summary of resources, most of which were shared with us by our CMHC liaison, that demonstrate the legality and need for programs that improve the conditions of disadvantaged individuals or groups, in this case access to housing for young people.

#### *Canadian Charter of Rights and Freedoms*

##### Section 15 Equality Rights

Equality before and under law and equal protection and benefit of law

(1) Every individual is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.

##### Affirmative action programs

(2) Subsection (1) does not preclude any law, program or activity that has as its object the amelioration of conditions of disadvantaged individuals or groups including those that are disadvantaged because of race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.

#### *Canada’s National Housing Strategy*

Canada’s National Housing Strategy acknowledges that housing rights are human rights. One of the Principles of the Strategy is that “housing investments must prioritize those most in need, including: women and children fleeing family violence; seniors; Indigenous peoples; people with disabilities; those dealing with mental health and addiction issues; veterans; and young adults.”

#### *Housing Accelerator Fund*

The objectives of the Housing Accelerator Fund are derived from the National Housing Strategy. At the time of the Village of Haines Junction’s application, the New Dwelling Construction Grant for Young Residents was in line with the objective of “supporting the development of affordable, inclusive, equitable and diverse communities that encourage clear pathways to achieving greater socio-economic inclusion largely achieved through the equitable provision of housing across the entire housing spectrum”.

### *Haines Junction Housing Needs Assessment*

The draft Housing Needs Assessment for Haines Junction identifies youth and families as priority groups for housing in the community. Based on community engagements, the report suggests that government programs and support, particularly financial assistance programs, are needed to facilitate home ownership especially for young families.

### *Generation Squeeze*

Generation Squeeze is a university-community collaboration based out of University of British Columbia's School of Population & Public Health. Generation Squeeze encourages fair government investment in all generations. They establish housing unaffordability for young people is a symptom of generational unfairness and that many young people (under 45 years old) are not able to access home ownership due to housing costs that have increased far more than earnings when compared to baby boomers.

### *Yukon Government Age-Dependant Initiatives*

The Yukon Government offers two age-dependent financial initiatives focusing on reducing housing costs. The Pioneer Utility Grant assists Yukon seniors with the cost of heating their homes regardless of whether they own or rent. Yukon Seniors who are also homeowners are eligible for a grant of 75% of their property tax owing (up to \$500), compared to other non-seniors who are eligible for a grant of 50% of their property tax owing (up to \$450).

Prepared by

Lianna Grice  
Project and Asset Manager

Approved by

David Fairbank  
Chief Administrative Officer



## Village of Haines Junction Report to Council

November 13, 2024

\_\_\_ Council Decision  
☒ Council Direction  
☒ Council Information  
\_\_\_ Closed Meeting

**RE: FAQ – Tipping Fees**

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### Background

The Village of Haines Junction recently 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 agreed to develop a waste management bylaw that establishes sorting requirements and tipping fees. This Bylaw was passed on September 25, 2024. Tipping fees will come into effect on January 1, 2025.

A Public Information Session was held on September 18, 2024 to discuss the proposed changes. In early October, 2024, a mailout was sent to all property owners in the Village notifying them of the tipping fee schedule that will be in effect starting January 1<sup>st</sup>. The PowerPoint presentation from the info session and the mailout, and other key information, is available on the Village website at [hainesjunction.ca/p/waste-management](https://hainesjunction.ca/p/waste-management)

Other progress that has been made to prepare for January 1st:

- Work on front of house improvements at the landfill started this summer. This included installing a gatehouse where the landfill attendant will work from.
- A job description for the landfill gatehouse attendant has been drafted and is with the union for their input on the payscale.
- Bag tags for residual (mixed) waste, which will be available for bulk purchase at the Village Office, have been ordered from Intergraphics. We hope to have these on sale at the Village office in December.

### Current status

While the Public Information Session, held on September 18, 2024, was very well attended, there is additional opportunity to provide information to residents. The attached FAQ will be mailed out to residents in the coming weeks. This FAQ is attached for Council's information and input.

Prepared by

Aynslie Ogden  
Policy / Communications Manager

Approved by

Dave Fairbank  
Chief Administrative Officer



**Village of Haines Junction  
Report to Council**

**November 13, 2024**

\_\_\_ **Council Decision**  
\_\_\_ **Council Direction**  
☒ **Council Information**  
\_\_\_ **Closed Meeting**

**RE: Landfill / Regional Waste Management Facility Agreement, Background**

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**Recommendation**

That Council become familiar with the history of the file and schedule one, or more, Committee of the Whole meetings to be further briefed on the topic.

**Background**

The Solid Waste Management Facility (SWMF) Regionalization topic was extensively reviewed and debated by the previous council. In January 2023 the question of approving the interim Agreement was on Councils agenda.

11-Jan-23	<b>#5-23 Interim Regionalization Agreement Approval</b>	THAT Council table the approval of the agreement to a later date and find a time during the next weeks to have a CoW meeting with all information at disposal.
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After an additional fifteen months of reports and deliberation on April 10<sup>th</sup>, 2024 Council requested that the Interim Regionalization Agreement be signed.

10-Apr-24	<b>#96-24 Interim Regionalization Agreement</b>	THAT Council direct Administration to begin work on the required Policies and Bylaws to update landfill operations in accordance with the Interim Regionalization Agreement and that the Interim Regionalization Agreement be signed.
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The Interim Regionalization Agreement (Appendix A) is intended as a provisional agreement, allowing Yukon communities and the Yukon Government time to complete the necessary steps to fulfill their obligations under the Regionalization Agreement. The Interim Regionalization Agreement does not directly commit the Village to future obligations, whereas the Regionalization Agreement is an ongoing agreement between YG and the VoHJ.

**Current Status**

The Interim Regionalization Agreement extends from its date of signature on April 10<sup>th</sup>, 2024, to December 31<sup>st</sup> 2024.

Obligations under the Interim Regionalization Agreement include:

<b>Government of Yukon</b>	<b>Village of Haines Junction</b>
<ul style="list-style-type: none"> <li>-Raise title on the SWMF land and create a lease for the VoHJ</li> <li>-Contribute \$55,900/yr supportive funding towards regional user costs</li> <li>-Reimburse the Village for costs of groundwater well monitoring and testing</li> <li>-Arrange and pay for the pick-up, transport, processing and disposal of any designated materials and non-commercial special waste</li> <li>-Commitment to develop overarching regional solid waste management agreement</li> </ul>	<ul style="list-style-type: none"> <li>-Tipping fees applied equally to all regional residential users</li> <li>-Continued responsibility for permitting and licence of SWMF</li> <li>-Must have a gate attendant on-site while open to the public</li> <li>-Commitment to develop overarching regional solid waste management agreement</li> </ul>

Ongoing obligations under the Regionalization Agreement, effective January 1<sup>st</sup>, 2024 (if approved) include:

<b>Government of Yukon</b>	<b>Village of Haines Junction</b>
<ul style="list-style-type: none"> <li>- As above and:</li> <li>-50/50 cost sharing of closure and post closer costs</li> <li>-\$650,000 in capital funding towards SWMF related projects, 2025 FY.</li> <li>-\$111,800/yr towards regional user costs, ongoing</li> <li>-Opportunity for review of regional user population estimates (2025)</li> <li>-YG assistance with environmental issues that may arise from the operation of the SWMF<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>-As above and:</li> <li>-50/50 cost sharing of closure and post closer costs</li> <li>-Opportunity for review of regional user population estimates (2025)</li> </ul>

## Discussion/Analysis

The landfill site has been operational since 1980 and the VoHJ has operated the SWMF since incorporation in 1984. As such, the Village holds some substantial percentage of historical environmental liability for the site.

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<sup>1</sup> YG is working on a long-term environment liability agreement as part of the Regionalization Agreement, reducing uncertainty and risk around long-term environmental liability



Moving forward, the Village faces serious liability if it does not operate the SWMF to a standard that is in keeping with other Yukon communities. If the Village decides to not sign the Regionalization Agreement it would assume greater liability for both historical and ongoing environmental concerns. Additionally, under the agreement YG would pay for half of the closure and post closure costs of the facility. Regardless of the choice to sign the Regionalization Agreement, the implementation of careful site monitoring and waste separation practices, similar to those in the Tipping Fees Bylaw, will be required to mitigate liability of materials entering the site. Environmental risk mitigation requires closely monitoring and ensuring that all materials are appropriately disposed of. If properly managed, we can have some comfort knowing that hazardous materials entering the site are properly disposed of.

Staff spoke with YG Operations and asked about the potential impacts of not signing a continuation agreement, or the Regionalization Agreement, at the end of the current contract. Recognizing that this is a new Council, and that time is needed to review this file, YG is willing to operate in good faith for a period of a few months beyond the existing contract deadline of December 31, 2024. This would allow the Village to take time without financial risk to the annual and capital payments included in the agreement. Once Council is up to speed on the file a decision can be made to either sign the Regionalization Agreement, or to back out of the agreement and find an alternate path.

### **Fiscal Impact**

With regionalization: The new Bylaw (#415-24) Waste Management Cost Recovery and Sorting Requirements Bylaw, sets the intention for the operation of the SWMF to be cost neutral. Meaning that the income from YG, tipping fees, and all other facility revenue sources would equal the operational costs plus \$100,000 towards the landfill capital projects reserve. Under the full Regionalization Agreement staff estimate a cost reduction in SWMF operations from prior years of approximately \$130,000, with the added benefit of the additional \$100,000 per year reserve allocation. Also included in the full agreement is a one-time \$650,000 capital investment in the facility funded by YG that would offset front-of-house improvements completed in 2024.

Without regionalization: The facility will still require one additional staff to work in the gatehouse, that individual may or may not collect tipping fees. If we continue to operate without tipping fees, the community will increasingly become a target for dump shopping as all other sites are (or will) have fees. The net O&M cost of the SWMF with one additional staff is approximately \$200,000 per year. Any reserve allocations for the long-term sustainability of the facility would need to be added to this cost, The closure and post closure costs would also fall on the Village alone. All considerations combined sum to approximately \$320,00 per year over the cost under regionalization. Responsibility for any historical environmental liability would also fall to the Village unless YG could be convinced to cover the costs voluntarily, or through litigation.

A full financial report can be presented at a future Council or Committee of the Whole Meeting.

## **Alternatives considered**

- Council may wish to pass a motion explicitly deferring the signing of the Regionalization Agreement or an extension to the Interim Regionalization Agreement, this may impact the speed at which council could respond in the future if it desires to move forward; or,
- Council may choose to approve the signing of the Regionalization Agreement or any extension of the Interim Regionalization Agreement, when received. This is not recommended as Council has not had an opportunity to be meaningfully briefed on the topic; or,
- Council may also take no action until further review of this topic has been completed. As any agreement would require Councils explicit approval, there is no risk in this option.

## **Next Steps**

Staff recommend Council receive this report as information and consider scheduling a CoW meeting dedicated to discussing this topic in more detail. Dave Albisser Director of YG Operations and Sam Crosby Director of Community Services have offer to attend an in-person meeting with council. Staff recommend Council continue to be briefed on this topic and meet with Dave and Sam to discuss prior to requesting a meeting with the Minister of Community Services.

## **Draft Resolution**

That Council directs staff to schedule a Committee of the Whole meeting between Council YG Operations and Community Services to discuss the SWMF Regionalization Agreement and to prepare a report on the financial impact of regionalization.

Prepared by

David Fairbank  
Chief Administrative Officer

## **Appendix A: Interim Regionalization Agreement**

# **Interim Regional Waste Management Facility Agreement**

**This Interim Agreement made in the Yukon Territory**

**Between**

**THE VILLAGE OF HAINES JUNCTION,  
as represented by its Chief Administrative Officer  
("Haines Junction")**

**and**

**GOVERNMENT OF YUKON,  
as represented by the Director of Operations and Programs, Community Services  
("Yukon")**

**together with the above referred to as the "Parties"**

## **PREAMBLE**

**The Yukon Government (YG) and the Association of Yukon Communities (AYC) are working to modernize Yukon's management of solid waste in order to reduce risks, liabilities and cost to taxpayers as outlined in the 2016 AYC report Solid Waste Management: Vision for a Sustainable Model, and the 2018 Ministerial Committee on Solid Waste recommendations report.**

**Interim Regional Agreements are being struck to provide funding for municipalities to work on waste management and to ensure all residents within each regional boundary have access to a Regional Waste Management Facility. These interim agreements will be replaced by Regional Agreements once lease, liability and other operational standards are established at municipal facilities.**

## **BACKGROUND**

- A.** Haines Junction possesses a Waste Management Permit (#80-002) to operate a waste disposal facility (the "Facility") and a special waste management facility granted under the *Environment Act* R.S.Y. 2002, c.76, the *Solid Waste Regulations* OIC 2000/011, and the *Special Waste Regulations*, O.I.C. 1995/047 (the "Permit").
- B.** The Permit expires December 31, 2024.
- C.** Haines Junction operates a municipal landfill in accordance with the Permit on Yukon government land set aside for this purpose by Yukon at and as further described on the map attached as Schedule A (the "Regional Waste Management Facility").
- D.** Yukon wishes to ensure use of the Regional Waste Management Facility by nearby unincorporated users within each Regional Boundary (see Schedule B).
- E.** The Parties are working together to regularize the use and occupation of the Regional Waste Management Facility by raising title to the land then leasing it (if not already titled) to Haines Junction and by making a final regional agreement with Haines Junction about their operating of the Regional Waste Management Facility and the provision of these municipal services to the region.
- F.** The Parties recognize that the process to subdivide the landfill site from the YG reserve area is a slow process. This interim agreement is intended as a bridge agreement to facilitate the flow of compensation funds from YG Community Services to Haines Junction.
- G.** The interim agreement will provide supportive funding for the municipality to facilitate the transition to a Regional Waste Management Facility.
- H.** For greater clarity the Parties are committed to and in the process of developing overarching regional solid waste management agreements which will include:
  - a.** Gates, staff, and tipping fees at all facilities.

- b. Lease agreement.
- c. Liability agreement reflecting an equal cost sharing of closure and post closure costs. (50% each)
- d. Financial compensation by YG to the municipalities for the acceptance of residential waste from regional residential users.
- e. YG assistance with environmental issues that may arise from the operation of a Solid Waste Management Facility.

## **AGREEMENT**

Now therefore, the Parties agree as follows:

### **1. DEFINITIONS**

#### **1.1. In this Interim Agreement;**

**"Designated Materials"** means those materials for which Yukon collects a point-of-sale or manufacturing fee in relation to waste disposal or recycling and as further defined under the *Environmental Act*, specifically the *Designated Materials Regulation* and the *Beverage Container Regulation*. These designated materials include tires, electronic waste, and beverage containers.

**"Special Waste"** has the same meaning as found in the *Environmental Act* and the *Special Waste Regulations*, and includes residential products accepted under Community Services' Household Hazardous Waste Program.

**"Tipping fees"** means fees charged by the Regional Waste Management Facility to all facility users per unit, or per unit of volume or mass, for waste disposed of at the facility.

## **2. REGIONAL WASTE MANAGEMENT FACILITY OPERATIONS & PERMITTING**

### **2.1. Tipping Fees**

- 2.1.1. Haines Junction will work to develop a waste management bylaw that establishes sorting requirements and tipping fees at the Regional Waste Management Facility.**
- 2.1.2. Haines Junction agrees that all residential users of the Regional Waste Management Facility will be charged the same tipping fees. Some variation from one municipality to the other is expected due to individual operation practices.**

### **2.2. Safe operations**

- 2.2.1. Haines Junction will carry out the operation and maintenance of the Regional Waste Management Facility safely, in compliance with all relevant legislative and regulatory requirements and with due care to ensure that it does not cause any injury.**

### **2.3. Permits**

- 2.3.1. Haines Junction is responsible for all permitting and license application requirements associated with the operation and maintenance of the Regional Waste Management Facility and will ensure compliance with relevant legislative requirements;**
  - 2.3.1.1. its obligations as a proponent for any environmental assessments;**
  - 2.3.1.2. renewal of the Permit; and**
  - 2.3.1.3. its obligations under the Workers' Safety and Compensation Act S.Y. 2021, c.11.**

### **2.4. Not a YG operation**

- 2.4.1. Haines Junction acknowledges that it has sole responsibility for**

the operation and maintenance of the Regional Waste Management Facility including controlling access to the site.

### **3. FUNDING**

- 3.1.** Yukon will provide a contribution of \$55,900 (based on 50% of the 466 unincorporated users plus 20% x \$200pp) to offset the costs associated with providing waste disposal services to residents outside of the municipality of Haines Junction as per the regional boundary identified in Schedule B and to assist with operation and maintenance costs of the Regional Waste Management Facility. (Note: Municipalities that have already implemented the requirements of fencing, gating, facility attendants, tipping fees, and with the Solid Waste Facility Permit in place will receive 100% of the eligible compensation amount.)
- 3.2.** In the event that this Agreement is extended past December 31, 2024, a review of the eligible regional population will be carried out by AYC and the revised population numbers must be reviewed and agreed to by Community Services and upon consensus, used to calculate the future compensation amount. As there is no reliable source of information on the regional population, AYC will use at least two sources and present an average regional population for each municipality.
- 3.3.** The payment will cover the period from January 1, 2024, to December 31, 2024 (12 months).
  - 3.3.1.** This contribution will be paid in one payment within 60 days of signing the agreement.
  - 3.3.2.** YG currently reimburses Municipalities for costs associated with the testing of monitoring wells installed in and around the landfill site. The practice will continue until a Regional Waste Management Facility Agreement has been reached. The parties will negotiate the final well monitoring arrangement and include as part of the Regional Waste Management Agreement.
- 3.4.** Yukon will arrange and pay for the pick-up, transport from the Regional Waste Management Facility and processing or disposal of:
  - 3.4.1.** any Designated Materials; and



3.4.2. Non-commercial Special Waste.

3.5. The obligation of YG to make any payments to under this Interim Agreement is subject to the following:

3.5.1. the Financial Administration Act (Yukon);

3.5.2. money being appropriated by the Legislature for the purpose of this Interim Agreement; and

3.5.3. abiding by the terms and conditions of this Interim Agreement.

4. TERM

4.1. This Interim Agreement is in force from January 1, 2024 to 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.

The Parties have executed this Interim Agreement by their Duly Authorized Officials:

GOVERNMENT OF YUKON by the  
Director of Community Operations:

  
David Albisser

April 12/2024.  
Date Signed

THE VILLAGE OF Haines Junction by  
the Chief Administrative Officer:

  
CAO

April 11 2024.  
Date Signed

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April 2, 2024

## Schedule A

### Map of the Location of the Solid Waste Management Facility



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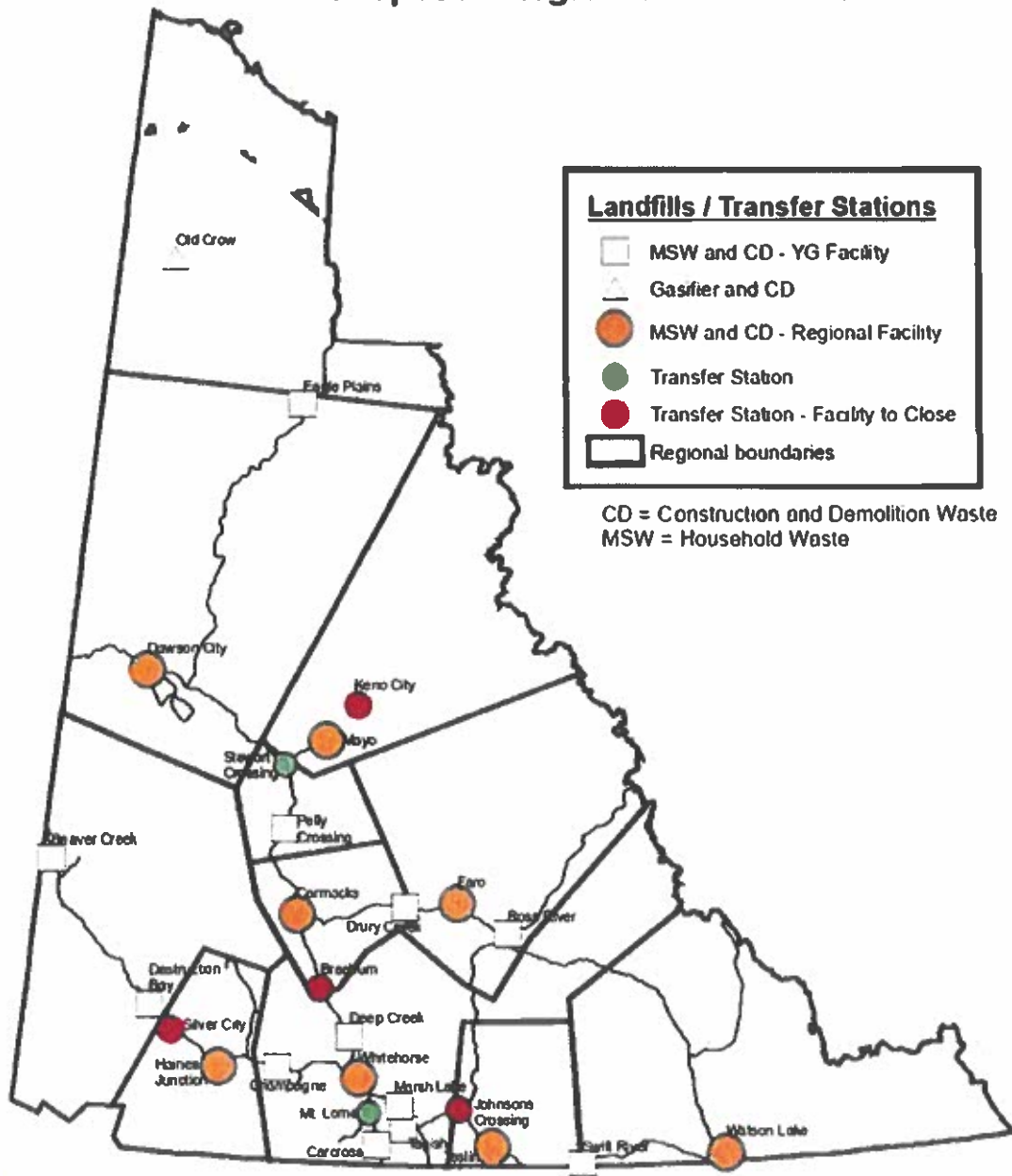
April 2, 2024

Version 4 Interim Regional Waste Management Facility Agreement

Page 8 of 9

## Schedule B

### Yukon After Regionalization: Proposed Regional Boundaries and Sites to be Closed







## Village of Haines Junction Report to Council

November 13, 2024

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

**RE: Review of Council Procedural Bylaw**

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### Recommendation

That council only make minor changes to the procedural bylaw at this time, and any major changes or review be deferred for at least six months to give council a chance to become familiar with the bylaw as written and gain an experiential understanding why it was written as it was.

### Background

S.217(1) of the Municipal Act requires council to make, by bylaw, rules for calling meetings and governing its proceedings, the conduct of its members, the appointment of committees and generally for the transaction of its business. Further, S.217(2) specifies that no bylaw relating to council procedures shall be amended except under notice given in writing to the members off the council and openly announced at a regular meeting of the council preceding the first reading of the amendment.

Council adopted their most recent procedural bylaw in December 2019.<sup>1</sup>

### Current Status

At the October 30, 2024 Committee of the Whole meeting, the presiding officer indicated they will ask for the authority to review the Council Procedural Bylaw at the November 13, 2024 council meeting.

Concern was specifically expressed with S10. Notification of Meetings, specifically 10.2 which gives the CAO some discretion on where meeting notices are posted. The concern is that agendas are not being posted at the notice board at the post office. There is a desire to ensure there are no discretionary clauses within the bylaw. A request was made to have the bylaw reviewed by someone familiar with Administrative Law.

### Discussion/Analysis

*Why are there procedural rules?*

The procedural bylaw is not merely a set of rules to run orderly, effective and efficient council and committee meetings, but a statutory device intended to help council achieve open, accountable and transparent decision-making. Procedural rules are also meant to oversee the

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<sup>1</sup> Bylaw #352-19 Council Procedural Bylaw may be viewed here: [hainesjunction.ca/p/village-bylaws](https://hainesjunction.ca/p/village-bylaws)



behaviour of participants, including councillors, staff and residents. In doing so, robust procedural bylaws may help councils set a positive tone for meetings, encourage a collaborative approach that fosters respectful conduct and open debate at meetings. Procedural rules enable council members to know what is expected of them, and to act accordingly. This is especially important as council meetings are where council members collectively make decisions that affect their communities.

A council procedural bylaw may adopt Robert's Rules of Order. These are different from meeting procedure requirements in the procedure bylaw because these rules are not legislated, rather they are commonly agreed upon rules and customs for deliberation and debate.

Councils may have additional policies to support good governance that can be cross-referenced in a procedural bylaw, such as a code of conduct, bullying and harassment policy, social media policy, meeting technology policy, correspondence policy, and communications policy. The Village has many of these policies in place.

The Procedure Bylaw Guide for BC's Local Governments<sup>2</sup> says it is important that councils, staff and the public are aware of and understand the procedural bylaw and related policies before changes are made. It further advises to provide on-going training through regular review of specific sections of the procedure bylaw to help council stay current and to better understand and determine if each section is still effective.

The Procedure Bylaw Guide for BC's Local Governments also explains that staff and elected officials have different roles throughout the process of using and making changes to a procedure bylaw. Typically, staff present recommendations to improve a procedure bylaw and the elected officials make collaborative decisions about incorporating changes.

#### *Posting of notices*

The specific concern raised about the current procedural bylaw has to do with a discretionary clause:

- 10.1 of the Council Procedural Bylaw requires that CAO to give public notice of council meetings by posting on the Village website at least 5 days prior to the meeting.
- Section 10.2 gives the CAO discretion to also provide public notice on local bulletin boards, social media, or other media sources.

This issue was identified by staff who brought forward administrative procedures for communicating public notices for council's consideration last winter. These administrative procedures provide direction to staff, and the public, on where notices will be posted, that includes the post office bulletin board. Council approved these procedures on December, 2023 (Motion #257-23, attached).

To address the specific concern raised by the presiding officer, the following amendments are proposed to remove discretion and provide clarity on the procedures for providing notification of meetings:

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<sup>2</sup> The Procedure Bylaw Guide for BC's Local Governments may be viewed here: [gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/procedure\\_bylaw\\_guide\\_for\\_bc\\_local\\_governments.pdf](http://gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/procedure_bylaw_guide_for_bc_local_governments.pdf)

	<b>Current Bylaw</b>	<b>Recommended Amendment</b>
10.1	The Chief Administrative Officer shall give public notice of all Regular Council, Committee, Board and Commission meetings by inclusion on the Village of Haines Junction's website at least five (5) days prior to the meeting.	No change
10.2	The Chief Administrative Officer may, at his discretion, provide public notice of Council and Committee, Board, and Commission meetings on local bulletin boards, social media, in local newspapers or other media sources.	The Chief Administrative Officer will provide public notice of Council and Committee, Board, and Commission meetings as outlined in the Approved Administrative Procedures for Communicating Public Notices
10.3	Public notice shall include: Date; Time; Agenda, and, Location of meeting	No change
10.4	The Agenda and related documentation will be posted on social media and paper copies will be made available at the Municipal Offices.	The Agenda will be posted as outlined in the Approved Administrative Procedures for Communicating Public Notices. In addition, paper copies will be made available at the Municipal office upon request.
10.5	Agenda items and materials for inclusion for regular council meetings must be submitted to the CAO by noon at least six calendar days before the meeting date.	No change
10.6	No later than noon, five calendar days before a meeting date, the CAO must make the Council Agenda available	No later than noon, five calendar days before a meeting date, the CAO must make the Council Agenda Package (the agenda plus supporting documentation) available
10.6.1	To Members by delivering a copy of the Council Agenda package to their Village of Haines Junction email account; and	No change
10.6.2	the public by posting a copy of the Council Agenda at the Municipal Office and on the Village of Haines Junction's website	To the public by posting the agenda package on the website, sending to the Village's email distribution list, and making paper copies available at the Municipal office upon request.
10.7	Notice of Special Council Meetings will be provided pursuant to the Yukon Municipal Act.	
Appendix		Add Appendix A: Administrative Procedures for Communicating Public Notices

### **Alternatives considered**

1. Minor review to amend the bylaw to remove the discretionary clause on where meeting notices will be posted, and replace this clause with a reference to the Council approved Administrative Procedures for Communicating Public Notices (recommended)
2. Major review, involving hiring someone familiar with Administrative Law to review the entire bylaw in detail.
3. Defer review, to give council a chance to become familiar with the bylaw as written and gain an experiential understanding in why it was written as it was, before making substantive changes. (recommended)

### **Draft Resolution**

THAT the S10 of the Council Procedural Bylaw be amended as proposed in this report to council.

Prepared by

Aynslie Ogden  
Policy/Communications Manager

Approved by

Dave Fairbank  
Chief Administrative Officer





# Dakwàkàda Nda Dàn Kù Haines Junction Health Centre NEWS October 2024

## FLU, RSV, AND COVID-19 VACCINE CLINICS

New this year, there are shots available for three different respiratory illnesses: flu, COVID and RSV. Get the ones that are right for you and breathe a little easier heading into virus season.

Flu and Covid-19 shots are free and safe for all Yukoners over the age of 6 months. RSV vaccine will be available to Yukoners 75 years and older and/or 60+ living in long-term care facilities. There will be RSV product available for infants 8 months and younger.

Call the clinic at 867-634-4444 to find out about your eligibility and make an appointment. **There is a mandatory wait time of 4 weeks between any vaccine and RSV vaccine administration.** Here's when and where to get your vaccinations:

## COMMUNITY FLU/COVID VACCINE CLINIC

**Flu/Covid Vaccine Clinic at Haines Junction Health Centre, Monday, Oct. 28 – 10am to 4pm**

**Everyone welcome to get flu shots at the health centre by appointment or drop in!**

After the community clinic, RSV and Covid-19 shots will be available at the health centre by appointment only. To book an appointment, call the clinic at 867-634-4444. For more information, visit [yukon.ca/appointments](https://yukon.ca/appointments).

### HOURS OF OPERATION

**Monday to Friday: 8:30 am to 5 pm**

FOR **EMERGENCIES** AFTER HOURS  
PLEASE CALL 867-634-4444 OR 911

### APPOINTMENTS

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

### NURSE APPOINTMENTS

**Monday, Tuesday, Thursday and Friday: 9 am to 11:30 am**

**Monday, Tuesday, Wednesday and Friday: 1 pm to 4:30 pm**

### LAB HOURS

**Tuesday: 1 pm to 4:30 pm**  
**Wednesday: 9 am to 11:30 am**

### ADMINISTRATION TIME

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

### DOCTOR SERVICES

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

# Evaluation of the Village of Haines Junction waste management policies: A summary

## Village of Haines Junction's new waste management plan

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 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.

## Village of Haines Junction's solution

- Introduction of tipping fees at the regional waste management facility and a gate attendant to collect the fees/ensure proper sorting and disposal.

## Problem

- There are environmental/social concerns and adverse consequences to the Village of Haines Junction waste management plan.
- Many residents share concerns about the changes being made without any feedback or by-in.

## Vehicle disposal

### Issue identified by YG and the Village of Haines Junction

- Important cost to dispose of End of Life Vehicles (ELVs): around \$900/vehicle

### Village of Haines Junction solution:

- Transfer the onus to the vehicle owner: cost of \$900 to dispose of a used vehicle at the waste management facility

### Issues Identified:

- Increases social inequality
  - Individuals with a high income (includes policy makers) do not have old vehicles in disrepair
  - Individuals with a low income drive ELVs out of necessity
  - The tipping fee for ELVs increases the vicious cycle of poverty: when you have to pay to dispose of a vehicle, you have less money for the next, which breaks faster, which costs you more
  - Many social consequences: less money for food, social activities, risk of losing employment, etc.
  - Impact on the housing crisis and tensions with landlords
  - Legal repercussions when people do not dispose of vehicles "properly"
- Increases pollution
  - Some individuals chose to drive ELVs to extend the life of vehicles and reduce vehicles that end up in landfills. They will be penalized by this policy and the lifespan of vehicles will be reduced.

- Individuals will dispose of vehicles in other ways that are harmful to the environment (soil and water contamination, eye sore, impacts on wildlife, etc.)
  - More disposal in the wilderness
  - More storing of vehicles on private property
- Increased use of the Champagne waste management facility which still takes vehicles for free.

#### Proposed solutions:

- YG could make every user pay every year: \$50/year/registered vehicle. \$50x20 (estimated average lifespan of a Yukon vehicle) = \$1000. Landfills could pay 100\$ per vehicle when you bring it to the landfill.
- If an agreement cannot be reached with YG, the Village of Haines Junction should pay residents to bring their vehicle to the landfill (could be as low as \$25) and avoid “dump shopping” by asking that the vehicle be registered at the resident’s name for a year (with proof of registration and ID) to benefit from this program. Funding would have to be community based and funded through taxes or other means
- The waste management facility could be used as teaching ground for the high school students who could learn how to identify and dispose of fluids on a vehicle while learning valuable life lessons and saving the community money

These solutions would:

- Reduce social inequalities
- Encourage Yukonners to clean up old vehicles and dispose of them properly

## **Garbage disposal**

#### Goals of YG and the Village of Haines Junction

- Reduce the amount of waste in the landfill
- Encourage proper sorting of the waste
- Avoid “dump shopping”

#### Village of Haines Junction solution:

- Introduce a tipping fee of \$2.50/bag (option to purchase tickets for \$2/bag) or \$60/mixed load

#### Issues with the Village’s plan:

- Additional cost
  - Impacts mainly low income households for whom 2\$/bag is way more significant than for a higher income household
  - This is more than what it costs to dispose of waste in the City of Whitehorse where you can take 6 bags for \$5. Why is the fee so high here?
  - Will increase improper disposal & garbage accumulation in the community
  - The waste management facility is already inaccessible for several community members and adding fees will be a larger deterrent.
- Wildlife attractant
  - People will wait until their garbage bag is full instead of bringing it in daily which should be the encouraged practice in a community that wants to protect its wildlife. Disposal access should be made easier, not harder.
  - Without proper wildlife proof garbage storage, we risk the increase of predators, and human/wildlife conflict.
- Silver city waste management site closure

- increased wilderness disposal, increased fuel consumption with increased disposal fees (tipping fees).
- Increased alternative dumping solutions
  - Increased wilderness disposal (has happened in other communities).
  - Increases the economic cost of law enforcement
  - Disposal in public garbages (rest areas, public parks, campgrounds, businesses), causing them to overflow
    - Might cause public garbages to be shut down, which will increase littering
  - Increase garbage burning: danger of forest fires/pollutants in the air
- Decrease of positive community behavior : garbage pickup, helping elders with their garbage, etc.
- Decreases desire to participate in Yukon reuse programs
  - Ex: LOOP program that diverts grocery store waste towards farms for animal feed. Increased disposing cost for packaging waste
- Impacts on businesses and nonprofits - dumping inappropriate items with them
- Increased likelihood of people dropping waste at Champagne where it's free.

#### Proposed solutions:

- Preferred solution: Make garbage disposal easier, not harder. Closed container for garbage disposal available 24/7
  - Taxes are already significant in this village and should cover disposal fees.
- Open the landfill 3 days/week in the winter, 7 days/week in the summer
- Better positive communication
  - Rather than penalize citizens for "too much garbage", offer compost and educate the public on how to use it. Same with recycling
- It's unrealistic to have one person checking everyone's bags/compost. This will significantly increase wait-times for individuals and will be another deterrent to going to the waste management facility.
- If a charge is required, make it an annual fee like Mayo that is less than \$100 for individual households. \$100/household = \$46,600 (466 per the interim annual regional waste management facility agreement)
- Households could buy an access card with proof of address once a year and show it at the gate
- Put money towards garbage & compost pick-up service (alternating weeks) which encourages residents to reduce garbage due to collection time.
- 

## **Construction, metal and other large items**

#### Goals of YG and the Village of Haines Junction

- Reduce the amount of waste in the landfill
- Encourage proper sorting of the waste
- Avoid "dump shopping"

#### Village of Haines Junction solution:

##### Introduction of tipping fees

- Construction: \$15/m<sup>3</sup>
- Metal: \$30/m<sup>3</sup>
- Large Items
- Etc.

### Issues Identified:

- Environmental issue
  - Metal, appliances, construction materials might stay longer on private property and degrade, get burned or disposed of illegally
- Increase of materials at the dump
  - We think the Village of Haines Junction largely underestimates the amount of material in this category that gets salvaged, reused, and repurposed
  - Residents will be reluctant to salvage if they cannot be sure the item can be repaired, repurposed, or fits their need exactly as they then need to pay to bring it back
    - Adverse impact on affordable and sustainable living
    - Goes against the point of recycling materials and encourages more permanent waste

### Proposed Solutions:

- Preferred: Waive fees for residents who show an ID card that proves their residency in the Kluane district
- Sell memberships for the whole year. Some communities have an application for scavenging that helps cover liabilities
- Offer a credit system for individuals who salvage
  - Ex: If you take 2 m3 of metal from the landfill, you don't get \$60 back but you get a credit for 2 m3 of metal

## **Recycling**

### Goals of YG and the Village of Haines Junction

- Favour waste diversion by encouraging recycling
- Avoid soft plastic becoming airborne in the landfill (keep recycling bin even if not recycled)

### Village of Haines Junction solution

- Instore tipping fees for garbage in the hopes people will recycle better (free recycling) and divert waste from the landfill
- Avoid disclosing that soft plastic is now baled in the landfill instead of being recycled

### Issue with the Village's solution

- Contamination of recycling resulting in less waste diversion
  - If forced to recycle, citizens who usually do not recycle will not clean or sort recycling properly which will end up in the refusal of recycling bales (as was the case with soft plastic). This creates more waste.
- Growing cynicism when citizens learn soft plastic is not recycled but buried.
  - Consequence: Many citizens do not believe in making the effort to sort or recycle their garbage

### Proposed solution

- Avoid punitive solutions: worse long term consequence
- Clear and simple communication
  - Ex: pamphlets to stick on the fridge, easy to read documents on where each type of waste ends up, simple solutions for citizens to get involved, etc.
- Wash station at the landfill for recycling and compost and garbage bins

- Long term solution: station to shred and wash different types of plastic
  - Gear the village towards innovative ideas for reusing plastic that create employment for vulnerable populations and involve youth
- Set up recycling bins around the community

## **Compost**

### Goals of YG and the Village of Haines Junction

- Divert waste from the landfill

### Village of Haines Junction solution

- Introduce a new compost system for organic materials
- Introduce fees for grubbing and stripping

### Concerns with the Village's plan

- Concern that the compost might be soiled with contaminants
- Disproportionate fees for organic material (grubbing and stripping) and risk of contaminating these materials in the landfill

### Potential solutions

- Install a system of cameras to identify possible offenders with clear signage
  - Ex: 2000\$ fine for the disposal of non-organic materials in the compost bin
- Identify an area outside of the landfill to dispose of grubbing, stripping and brush
  - Let items decompose and return to the environment
- Fridge magnet or paper that outlines what can go into the compost bin and what is not compostable. The City of Whitehorse did a great job rolling this out
- Involve citizens
- In a year or two, begin to sell composted soil back to community members (see Whitehorse waste management as an example)

## **Special waste**

### Goals of YG and the Village of Haines Junction

- Return the onus of the high costs of disposing of hazardous waste to the user
- Avoid dump shopping
  - High costs across the territory: users might (and have in the past) bring hazardous waste to Haines Junction

### Village of Haines Junction solution:

- Introduce a tipping fee of 5\$ per liter for unknown liquids or hydrocarbon contaminated soil (5000\$ per m3)

### Issues with the Village's plan:

- Wilderness contamination
  - When spills occur, individuals or companies that want to comply to regulations will be highly impacted for their compliance
  - Encourages companies and individuals to hide and not report spills or dump contaminated dirt in the wilderness
  - Impacts water streams, plants, wildlife and human health on a long term

### Potential solutions

- YG should introduce higher security deposits for companies that are at high risk to contaminate while keeping spill cleanup free to a certain extent
- Increase education on hazardous waste, its effects on the wilderness and how to best dispose of it.
- Offer 4 free weekends a year when people can dispose of hazardous waste materials.

### Conclusion

We hope that this document is a reflection tool for the Village leadership and simply proves that citizens care about their waste management and have ideas for long term solutions that benefit the whole community. By creating this, we do not pretend to have all the solutions but simply want to encourage our representatives to exercise true democracy and consult the citizens on matters of importance such as major changes in waste management.

We expected a public input session but only an information session was provided. A public input session would go a long way in bringing the community onboard with these new changes and give individuals a chance to support or propose alternative options to collectively bring forward what is best for our community.

### Main proposed solutions for the Village of Haines Junction

- **Consult locals BEFORE drafting a plan**
- **Yearly pass for local residents (could even be automatic with a chip and vehicle gate)**
- **Positive communication**
- **Establish a waste management committee consisting of residents of the Kluane region**
- **Wash station (recycling, compost and garbage bins)**
- **Provide free weekends (4 per year) for hazardous waste, large items (fridges, etc), etc. to encourage yard clean-up if fees must be implemented**

### Main proposed solutions for YG

- **Reduce waste at the source for produce & deli to start - put pressure on grocery stores and suppliers**
  - **Ban of single use plastics**
  - **Encourage compostable or reusable packaging or no packaging**
- **Payback on End of Life Vehicles (collected through motor vehicles)**
- **Centralized location in Whitehorse to sort, wash and shred plastic before selling South: that is where the investment should be**
- **Support communities to implement garbage, compost, and recycling options (education, provide composting bins, etc.)**

Date:

Oct. 16, 2024

**RECEIVED**

Nov. 5<sup>th</sup> 2024

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

**Village of  
Haines Junction**

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:*

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:

Brian Werlin

Physical Address:

146 Spruce Street.

cc. New Mayor and Council



Re: Audio/Visual Booth Flatbed parking at Village compound.

Dear members of council,

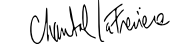
I am writing to confirm the parking of the JAM audio/visual booth flatbed trailer at the Village compound.

JAM is currently applying for funding to acquire a flatbed that can be used as transportation and storage of the AV booth and the wooden forms used for the Glacier Nights Snow Festival. CDF would like to see that flatbed safely parked at the Village compound.

JAM already stores the wooden forms used for the Glacier Nights Snow Festival at the compound. These wooden forms would be placed/stored onto the flatbed, so technically the real estate used remains the same, but everything is placed on a flatbed instead of the ground. I have spoken with Public Works Manager, Jerry Tracey, about parking the JAM A/V Flatbed at the compound. He has verbally agreed but has asked me to present it to the council so as to keep everyone in the loop as to who's equipment is where.

If council has no objection, I can confirm with CDF for the grant application.

Thank you,



Chantal LaFrenière for Junction Arts and Music.

Minister of Housing,  
Infrastructure  
and Communities



Ministre du Logement,  
de l'Infrastructure  
et des Collectivités

Ottawa, Canada K1P 0B6

Mayor Michael Riseborough  
Village of Haines Junction  
*via electronic delivery:* cao@hainesjunction.ca

October 30, 2024

Dear Mayor Riseborough,

Your community has a \$1,234,637 Housing Accelerator Fund deal with the federal government.

Earlier this week, the leader of the Official Opposition announced that if the Conservative Party were to form government, he would cut this program.

These funds went to your community based on your ambitious commitments that will make it easier and faster to build homes. Across Canada, some of those commitments include: zoning reform, development cost waivers for affordable housing, backyard suite programs, adopting e-permitting, and expediting housing approvals. Home builders have told us that the faster they can obtain approvals, the faster they can build homes.

By your analysis, you have told us that this funding will lead to an additional 90 permits issued for new homes in your community over a 10-year period.

I am interested in learning more about the impact of the Official Opposition's plan to cut \$1,234,637 from Haines Junction.

I would also encourage you to take this opportunity to inform members of your community about the impact this cut would have to your plans to build more homes.

Please respond to me in writing with your feedback on this proposal by November 8, 2024.

Sincerely,

The Honourable Sean Fraser, P.C., M.P.  
Minister of Housing, Infrastructure and Communities



## Municipalities and Indigenous communities can apply online - Federal government announces new measures to help build more homes across Canada

November 8, 2024

On November 7, Sean Fraser, the Minister of Housing, Infrastructure and Communities, announced two new measures that will help unlock more homes across the country.

The launch of the Canada Housing Infrastructure Fund's (CHIF) \$1 billion direct delivery stream will provide communities across Canada with funding to build or improve the critical infrastructure - such as drinking water, wastewater, stormwater, and solid waste - that will in turn help them build more homes.

Starting November 7, municipalities and Indigenous communities will be able to apply online. Applicants will need to clearly demonstrate how their proposed projects will support more homes by expanding or improving critical infrastructure. Municipalities with a population larger than 30,000 will be required to allow four units to be built in their communities. More information about the CHIF, including details on eligibility and how to apply, can be found on the [Housing, Infrastructure and Communities Canada's website](#).

CHIF is a \$6 billion program announced through Budget 2024 and supports the objectives of [Canada's Housing Plan](#). The remaining \$5 billion will be delivered through agreements with provinces and territories that support local infrastructure priorities while advancing federal housing objectives.

He also announced that the [Federal Economic Development Agency for Southern Ontario](#) has begun accepting applications for the Regional Homebuilding Innovation Initiative (RHII). Through RHII, Canada's Regional Development Agencies are investing \$50 million over two years, beginning this year, to provide support to the residential home construction sector and its supply chain.

The initiative will advance innovative homebuilding solutions while boosting manufacturing efficiency and output to improve capacity within the homebuilding sector across the country. It will also prioritize projects such as modular housing, the use of 3D printing, and panelized construction.

### Quotes

"These two initiatives will go a long way in fast tracking investments in critical infrastructure that communities need and advancing innovative homebuilding solutions that will help build more homes, faster across Canada. No one level of government can end the housing crisis on their own, and these programs are just some of the ways we are partnering with others across the country to ensure that all Canadians have a safe and affordable place to call home."

*The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities*

"Our government is taking bold action to address Canada's housing crisis through innovation and strategic investments. The Regional Homebuilding Innovation Initiative will inject \$50 million into modernizing and expediting homebuilding across the country. By supporting cutting-edge technologies like modular homes, net-zero 3D printing, and mass timber construction, we are building an innovative, efficient, and sustainable future for Canadian homebuilding. This initiative will boost productivity, strengthen supply chains, and ultimately help create more affordable housing options for Canadians."

*The Honourable François-Philippe Champagne, Minister of Innovation, Science and Industry*

### Quick facts

- Call for project proposals under the direct delivery stream of the Canada Housing Infrastructure Fund (CHIF) will open November 7, 2024. Applications will be accepted until March 31st, 2025.
- At least 10% of funding under the direct delivery stream will be set aside for projects serving First Nations, Inuit, and Métis communities. Eligible Indigenous applicants will have until May 19, 2024, to submit their projects.
- On September 13, 2024, Minister Fraser called on all provinces and territories to commit to actions that will increase Canada's housing supply in exchange for \$5 billion in funding through CHIF. Provinces will have until January 1, 2025 to secure an agreement, and territories will have until April 1, 2025. Funding for provinces and territories that do not finalize an agreement and commit to [key housing-enabling conditions](#) by the required date will be transferred to the direct delivery stream.
- On April 12, 2024, the federal government released its ambitious housing plan, [Solving the housing crisis: Canada's Housing Plan](#), supported by new investments from Budget 2024. The plan acknowledges the diverse needs of Canadians and centres around these three pillars:

- Building more homes.
- Making it easier to own or rent a home.
- Helping Canadians who can't afford a home.
- The Regional Homebuilding Innovation Initiative's (RHII) goal is to advance innovative homebuilding solutions and boost productivity within the homebuilding sector in Canada. The RHII prioritizes projects that support innovative homebuilding solutions and demonstrate a clear connection in expediting change in the way homes are built in Canada.

**Associated links**

- [Canada Housing Infrastructure Fund](#)
- [Canada's Regional Development Agencies](#)
- [Fairness for Every Generation](#)
- [Solving the Housing Crisis: Canada's Housing Plan](#)
- [Growing communities and building more homes, faster](#)

**For more information**

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**Government of Canada**

 [www.canada.gc.ca](https://www.canada.gc.ca)



October 28, 2024

Dear Mayor Riseborbough:

I am writing on behalf of Humane Society Yukon to highlight the value of our work and ask for your continued support. Our mission is to foster compassion for animals by promoting their welfare, protection, and responsible pet ownership throughout the Yukon. In partnership with you, we believe that the care we provide to animals, along with our efforts to educate the community about responsible pet ownership, plays an important role in managing and controlling the animal population in your community.

Since 2018, Humane Society Yukon has rescued more than 300 animals each year, responding swiftly to community requests to take in animals whenever possible. However, a major challenge we face is that our shelter is consistently operating at capacity, limiting our ability to take in more animals. Every animal we rescue receives essential medical care, including spaying or neutering, vaccinations and deworming, and is housed in a warm, loving environment with quality nutrition. This level of care, however, comes with significant costs.

The work of Humane Society Yukon is more than just numbers - it's about offering second chances to animals who have lost their first. Every animal that comes through our door has a unique story and the potential to bring joy and companionship to those who adopt them. Our impact goes beyond individual rescues – it fosters kindness, compassion, and responsibility in our communities, making Yukon a better place for both animals and people.

### **Why Your Support Matters**

**Rescue and Shelter** – Your support helps us provide a safe haven for dogs and cats in need. We offer alternatives to euthanasia through voluntary surrenders and emergency boarding for people fleeing unsafe situations, always without judgment.

**Adoption Services** – Every contribution helps bring us one step closer to finding loving homes for each animal in our care.

**Education** – Your support allows us to educate Yukoners on responsible pet ownership and work toward a future where animals are treated with the compassion they deserve.

**Volunteer and Youth Engagement** – Your support helps cultivate compassion and involvement in our communities, especially among young people, by providing opportunities to make a difference.

Most of our financial support comes from the public through corporate sponsorships, businesses, donations, adoption fees and memberships. We are currently working to raise \$ 140,000 this fiscal

year to balance our 2024/25 budget and continue providing essential services to the animals who need us most.

### **How You Can Help**

**Become a Member of Humane Society Yukon:** We encourage you to invite citizens of Haines Junction to join as members, giving your community a direct voice in shaping the future of our organization. With voting rights at our Annual General Meeting, members can influence key decisions that impact our work. Their membership also sends a powerful message to funders, highlighting the vital role Humane Society Yukon plays in supporting and improving our communities.

**Meet With Us:** We would love to visit your community to better understand local issues concerning dogs and cats and to explore how we can collaborate to address these concerns. We are eager to share more about our work and answer any questions you may have.

**Financial Contribution:** We urge you to include Humane Society Yukon in your annual budgeting process. Having a reliable and consistent source of funding is essential for us to create sustainable plans for the Mae Bachur Animal Shelter, ensuring we can provide the care and protection that so many animals desperately need. If an annual contribution is not feasible, we ask that you consider a contribution of \$ 1,000 to \$ 2,000 from your donation budget. Your support is not just appreciated – it is crucial in helping us continue our work and maintaining our vital services in the community.

Visit <https://humanesocietyyukon.ca> for more information on how to donate or get involved.

We deeply appreciate the support from Haines Junction. Every dollar has a direct impact, and no gift is too small when it comes to changing lives. Together, we can continue making the Yukon a better place for both animals and people. We are eager to partner with you and make an even greater difference in your community.

Sincerely,

Barbara Hancock, President

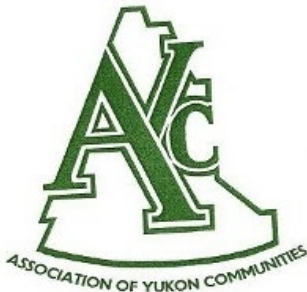
Humane Society Yukon

From: Bonnie Dixon

The annual Festival of Trees event is coming up on November 30<sup>th</sup> and AYC would like to put in a tree to support this important cause as well as increase our community profile. We are hoping to include a package from each of our member communities as gift that is included with the tree. Some suggestions for this would be items or experiences from local businesses or providers in each of your respective communities. Kelsey and I are happy to help come up with ideas and suggestions and assisting with reaching out to people for donations.

If you are interested in participating, please let me know by Friday, November 1<sup>st</sup>.

Thank you,  
Bonnie



**Bonnie Dixon**

Executive Director

Association of Yukon Communities

**Tel:** (867) 668-4388 | **Fax:** (867) 668-7574

Thank you all for your support for this. We are completing the registration paperwork and I wanted to follow up with you to confirm your donations. Can you please let me know what your municipality will be donating and the retail value of the item/s?

We will need to collect all of the donations by Friday, November 28<sup>th</sup>.

Thank you,  
Bonnie



**Serge M. Lamarche**

DIRECT LINE (867) 456-3302

DIRECT FAX (867) 667-7665

EMAIL slamarche@llblaw.ca

**November 8, 2024**

**File: N/A**

By e-mail

Mayor and Council  
Village of Haines Junction  
178 Backe Street  
Haines Junction, YT  
Y0B 1L0

Dear Sirs / Mesdames

Re: Village of Haines Junction Bylaw Allowing Mobile Homes in Zone R1 passed by council on September 25, 2024 (the "Bylaw")

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We represent residents of the Village of Haines Junction, George Van Sickle and Kate Moylan.

We have been informed that during the special council meeting held on September 19, 2024, two amendments were made to the draft bylaw before the final Bylaw was adopted and passed by council. It is our further understanding that these amendments were made without having given proper notice of these amendments to the public as required under the Yukon *Municipal Act*.

Given that the notice and public hearing requirements under subsection 294(1) and section 296 of the Yukon *Municipal Act* appear to have not been satisfied before the Bylaw was passed, the validity and enforceability of the said Bylaw comes into question. Prior to considering legal options such as a judicial review of the Bylaw, our clients urge the new mayor and council to rescind the Bylaw based on procedural grounds.

We thank you in advance for your time and consideration.

Yours truly,

Serge M. Lamarche

/sml

**Serge M. Lamarche | Jocelyn Barrett | Graham E. C. Lang**

505 Lambert Street, Whitehorse, Yukon Y1A 1Z8 TEL (867) 456-3300 FAX (867) 667-7665

An Association of Independent Legal Practitioners





November 8, 2024

Re: Requesting Additional Funds To Support Glacier Nights Snow Festival 2025

Dear Members of Council,

Junction Arts & Music (JAM) is preparing to host its third annual Glacier Nights Snow Festival (GNSF) on March 7 and 8, 2025, on the grounds of St. Elias Convention Centre. This two-day, free, community-oriented event has been gaining in popularity each year. We believe it has the potential to become a marked annual event for the community of Haines Junction.

The benefits of hosting this community event are immense. Glacier Nights Snow Festival offers:

- ❖ An economic boost by inviting out-of-towners to discover the Village.
- ❖ Local economy growth by purchasing catering, housing, and local products.
- ❖ Accessibility to all, it brings people together of all ages and raises community spirit during the long, dark days of winter.
- ❖ Snow sculpting workshops and outdoor activities
- ❖ Brings the ephemeral art of snow sculpting to the Junction
- ❖ Supports and showcases Yukon artists and entertainers

In the absence of a village Recreation Director, many community events have been organized by volunteers. For the past two years, the festival director has donated her time to put on the free festival, which is unsustainable in the long term.

At this time, we are asking the Council for additional financial support of \$7,500 by February 2025 to help mitigate some of the festival costs. The annual festival budget has expenses exceeding \$72,000, and without the support of Yukon Lotteries, the Yukon Government, and other supporters, JAM could not present this event.

Due to JAM's budgetary restriction and a funding cap from Yukon Lotteries, JAM is asking the Council for a wage subsidy to assist us in hiring Chantal LaFreniere, our past president, as the Glacier Nights Snow Festival Director in 2025.

We thank you for your ongoing support of Junction Arts & Music and look forward to continuing to bolster the arts in the community.

Sincerely,

*Leigh-Anne Larsen*

Executive Director  
Junction Arts & Music Society