

**Village of Haines Junction
Regular Council Meeting Minutes
January 8, 2025**

Present:
Councillor Busche
Councillor Mackinnon
Deputy Mayor McPhie

Absent:
Councillor Strand

CAO Fairbank, Recorder Ogden

Call to Order

The meeting was called to order at 7:00 pm

Acknowledgement of Champagne and Aishihik First Nations Traditional Territory

Deputy Mayor McPhie acknowledged that we are on the traditional territory of the Champagne and Aishihik First Nations

Adoption of Agenda

#01-25 It was moved and seconded

THAT the agenda be adopted as presented

Motion #01-25 was **CARRIED**.

Declaration of Pecuniary Interest

Adoption of Minutes of Regular and Special Council Meetings

Council Meeting Minutes December 23, 2024

#02-25 It was moved and seconded

THAT the minutes of the regular Council meeting of December 23, 2024 be adopted as presented.

Motion #02-25 was **CARRIED**.

Proclamations

Delegations

Public Hearings and Public Input Sessions

Old Business

Food Cycle Science Corporation

Presentation – Brigitte Kirady:

- Food Cyclers provide municipalities with a decentralized approach to managing food waste that avoids unnecessary labour, trucking and infrastructure costs to the municipality that would otherwise be associated with curbside pickup programs.
- The Village of Haines Junction participated in a pilot program that involved 90 participating households, at a cost of \$9,000 to the Village (\$100 per unit). 65% of participants selected the smaller model, 35% selected the larger model. Participating residents were asked to track their usage for 12 weeks and complete a final survey to provide their feedback on the pilot program.
- Of the 90 participating households, 57 responded to the survey
 - 48% indicated that compost went into the garbage prior to using the food cycler
 - Participants averaged 2.8 to 2.9 cycles/week. This is equivalent to 203.4kg of food waste per household annually.
 - 90 food cyclers operating in the community will divert 18.31 metric tons of food waste from the landfill per year and reduce greenhouse gas emissions by 23.81 metric tons of CO₂ annually, equal to what 27.8 acres of forest would sequester in a year
 - Participating households generated, on average, 0.41 fewer standard garbage bags/week or 21.3 bags/year. With 90 food cyclers in community, 1900 fewer garbage bags/year brought to landfill
 - 90% would recommend food cycler to friends/family
 - 100% will continue to use food cycler after end of pilot program
 - When asked what their preferred method would be for managing food waste, 58% indicated they would prefer the food cycler, 20% would prefer curbside collection of green bins
- City of Nelson has adopted food cycler as a community-wide organics program. They have provided a household composter to every household as their sole organic waste management solution. They also provide a free bulk carbon refill station at the local grocery store
- Food Cycle Science Corp. would like to provide us with a proposal for a village-wide program.

Discussion:

- What kind of lifespan do the machines have?
 - Approximately 7 years
- What options would be available for businesses/school?
 - Currently developing a commercial unit, intended for restaurants, businesses, schools
 - Food Cycle Science has a school program. If go with a village-wide program, Food Cycle Science would donate units to school and provide curriculum.
- While 63% response rate is good feedback, would more responses change the results?
 - Typically see a 70-80% response rate.

- Sent several reminders but the participation rate was the most that they were able to get after several months of trying
- Don't believe more responses would significantly impact results because the results from Haines Junction are very similar to every other community who has run a pilot.
- Can we see the feedback provided when respondents selected 'other' as their answer to *why don't you compost* and *what is your preferred way to compost*? With regards to the latter, surprised that curbside pickup wasn't ranked more highly.
 - Brigitte made a note to send those responses to us.
 - Those that selected 'other' as their answer to their preferred way to compost generally wanted both a curbside pickup and a food cycler program.

#03-25 It was moved and seconded

THAT the report from the Food Cycle Science Corporation be received and filed as information.

Motion #03-25 was **CARRIED**.

Volunteer Fire Department Update

Presentation – Martin Eckervogt and Bruce Tomlin

- Personnel issues will not be discussed this evening – these will be deferred to an in-camera meeting
- Capital needs:
 - SCBA replacements (breathing apparatus). This has been identified for some time, can provide updated pricing
 - Need 6 SCBA. Cost \$8,000 each as well as a fill station. Equipment does last for 20 years. Require yearly maintenance and certification (a contractor comes to the territory each year). Total cost \$60,000.
- Regular maintenance needs:
 - Ongoing monthly and yearly maintenance items. Need to ensure these are done in a timely manner; sometimes this hasn't been possible. Sometimes need outside help.
 - Recent repairs to the truck recently done were more expensive than anticipated. New computer-based equipment required software updates.
- HJVFD has had some successes partnering with Yukon Government Fire Marshall's Office in recent years; in the past there has been some frustrations over capital procurement, communications, jurisdiction, and finalizing the partnership MOU.
- There have been large changes in the Fire Marshall's Office as a result of the Independent Review carried out in 2021.
- The MOU with the Fire Marshall's office is now out of date and needs to be revisited. This MOU took 8 years to be negotiated; during this time we were without an MOU.
- The MOU ensures there is insurance in place and WCB coverage for the three roles the HJVFD plays outside municipal boundaries. These are:

- Assisting wildland fire
- Responding to structural fires
- Extrications from motor vehicle accidents

Discussion:

- Would it be easier to recruit a Fire Chief if it were a paid position, or are the reasons that it this position is hard to staff broader than compensation?
 - Unsure if this is entirely compensation related... with 15 employees, HJVFDs is the largest municipal department. This is a lot of responsibility. No one has stepped forward to volunteer to take on this role.
- Has the equipment list been triaged?
 - Updating the breathing apparatus is most important need
 - The most expensive equipment has already been replaced within the past 6 years, e.g. replacement of pumper truck after 30 years of service. After 20 years they require extensive annual maintenance, after 25 years of age it is not recognized as equipment anymore
 - Also require Personal Alert Safety System (PASS) alarms – this device will set off a loud alarm if a firefighter is not mobile to notify that a firefighter is in distress.
- Could a list be put together?
 - There are some items allocated in the 2024 capital budget were not purchased that will roll into 2025.
 - The budget includes money for a crew cab. As this is something that would be used for response outside community, the Fire Marshall's Office should cover these costs through the MOU.
 - Action item: Martin/Bruce will review the budget and will advise on whether any adjustments / reallocations may make sense.
- How many hours/week would the Fire Chief position work (not including callouts)?
 - Initially this role would be more labor intensive; a few months full time work would be required to get training records organized and sort through administrative responsibilities to get things back into compliance.
 - There are some obligations, such as fire inspections, education in schools, helping homeowners with FireSmart assessments that YG has devolved to municipalities for which we currently have no capacity to take on.
 - Action item: Martin/Bruce will get back to Council with some options.
- Is there funding available from YG for this position?
 - Do not believe there is funding available from YG to support a fire chief position, can check into this more.
- Watson Lake and the City of Dawson have a paid Fire Chief? How do these municipalities fund these positions?
 - These positions are funded by the Municipalities.
- The HJVFD has had good support from the Village of Haines Junction for capital purchases. This has just been an exercise of keeping dialogue open to ensure items are put into the capital budgets.

- For example: the Village owns pumper truck (2019 - \$325,000), a tanker truck and a pumper truck to respond to fires outside the municipality.
- HJVFD has truck that belongs to the Fire Marshall's Office that is used for extrications outside municipality. This truck does need some maintenance; the Fire Marshall's Office has indicated that it does not have funds at this time.
- HJVFD needs help from the Village to address the Fire Chief's position. This could involve finding a way to assist someone in taking on some of these responsibilities.

#04-25 It was moved and seconded

THAT staff will coordinate a fire hall tour and arrange for a time for an in camera meeting with Martin and/or Bruce to discuss personnel issues.

Motion #04-25 was **CARRIED**.

#05-25 It was moved and seconded

THAT the update from the HJVFD is received and filed as information.

Motion #05-25 was **CARRIED**.

Trail Committee Update

Presentation – Devin Wittig, Collin Kaillio

- Committee eliminated trails from the 2018 work that had identified conflicts (e.g. crossed private land)
- Trails within proposed network have frequent use:
 - Pine Lake
 - Lagoon Loop
 - Willow Acres Trails
 - Tomlin Hill Loop
 - Bear Berry Connector
- Proposing three types of signage:
 - Large Information Signs (3 – one at convention centre, one at Da Ku and one at Pine Lake)
 - Access point signs – with QR codes which would enable more fluidity in updating mapping as required (11)
 - Directional signs on the trails (100)
 - Total cost \$1,606.93
- Online trail information
 - Could get a designer to develop an app OR use existing apps
 - Existing apps are recommended as these are more popular with users and more likely to be accessed
 - AllTrails has a public lands program – the Village can control what trails are posted and post trail alerts.

- AllTrails is free for municipality and free for users (an ad-free version is also available for a fee)
- Next steps:
 - Public engagement to present proposal
 - Gather feedback on trail names, history and maintenance needs
 - Engage mapping/graphic design support to develop signs
 - Install signs at selected locations
 - Add trail information to VHI website and AllTrails (via Public Lands Program)
 - Committee would be willing to assist with place signage and/or recommending where it could be placed.

Discussion:

- What maintenance is required? Any bridges needed?
 - Do have some maintenance recommendations. Not within the committee's mandate to do maintenance work.
 - Lagoon loop needs brushing.
 - Western trails within Willow Acres trail network may need some rerouting.
 - Bear Berry Connector is a new trail that would need work to open up.
 - Tomlin Hill trail network is very well used.
- Are all Trail Committee members still engaged/keen?
 - Haven't met recently, would need to get back to you.
- Will the signs be made locally?
 - Signs will be made in Whitehorse, have received a quote from Integraphics
- Would it make sense to include Dezadeash trail and ski trails on the Large Information Signs?
 - Not sure if the Dezadeash trail would be challenging to include because this would require approval from Parks Canada
 - This trail needs a lot of work, so it was left out of the Committee's work at this time.
 - Recommend using a replaceable vinyl sticker of the trail network on the large information signs so it can be easily updated without needing to reprint and reinstall the sign
- Legacy Trail?
 - This trail was built by military on understanding that it would be maintained by the Village.
- When would the Committee like to do public engagement?
 - Would need to reach out to the committee on their availability.
 - Would likely prefer spring and to tie into another event.
- The Committee had budget for a set number of meetings. If the Committee meets again prior to the public engagement, will the Committee go over budget for meetings?
 - Yes. Given signage is under budget, could ask for budget to be reallocated to support additional meeting needs if Council would like this to move forward.
- Action: Committee requested to send links to other apps that were assessed / considered.

#06-25 It was moved and seconded

THAT the Trail Committee budget be adjusted to allow for one additional meeting of the Trail Committee as well as a public engagement session.

Motion #06-25 was **CARRIED**.

#07-25 It was moved and seconded

THAT the update from the Trail Committee be received and filed.

Motion #07-25 was **CARRIED**

JAM – Funding request for Glacier Nights Snow Festival

Presentation – Leigh-Anne Larson, Chantal LaFreniere

- Video shared of the highlights from the 2023 festival (on the festival website)
- Budget shared for funding ask of Village sponsorship of \$7,500
 - \$1,000 for indoor bar coordinator
 - \$1,000 for food coordinator for entertainment and volunteers
 - \$1,000 for outside coordinator
 - \$1,000 for carpenter
 - \$3,000 for setup/tear down (10 people)
 - \$500 for coffee/snack for 4 days
- Noticed Recreation Coordinator posting was taken down – was this filled?
 - Village hopes it will have some capacity in this position before March.
 - Action: In-camera discussion needed.

Discussion:

- A cover fee of \$20 would provide the needed funding, why isn't this considered?
 - Funding provided from CDF/Lotteries has increased each year the event has been hosted
 - Desire is to attract as many people as people to festival
 - Not many free events by community/for community.
 - Event is about creating community. Prefer and for money to be spent at the market and on the grad fundraiser instead of on entry fees.
 - Major Funk will be performing this year and will be the inaugural event for new lighting system in Grand Hall.
- This request raised the following concerns:
 - It is a slippery slope for VHJ to provide funds to one non-profit serving our community, and not to others. Once we provide direct support to one, we will be setting precedent.
 - VHJ is neither a funding agency nor does it have resources to pay for the staff for any of the non-profits operating in our community.
 - It may be tricky for VHJ staff be offered up as gratis labour to the non-profits. This is because our own employees are union members. Offering our staff to

- provide services to the non-profits may not be respectful of the staff collective agreements (not that our staff have the free time to provide such support).
- The Recreation Co-ordinator position, once staffed, could help all the non-profits operating in our community, including JAM, become sustainable.
 - The Recreation Co-ordinator would also be able to provide Council with a better picture of what is happening in the community. Council needs more specific information on what the VHJ is presently providing to the various not-for-profits, in the way of in-kind and direct financial contributions. I would like to see a RTC summarizing same. The RTC could also review policy needs on this topic; ideally, we would end up with a policy document that provides guidance on these matters that would support decision making.
 - Many groups in Haines Junction rely on volunteers – for example, minor hockey runs on 800-1000 volunteer hours; the St. Elias Lions Club also relies on volunteers. Compensating volunteers could lead to an endless list of requests for support which is not something that Council can do
- JAM noted they are finding it to be increasingly hard to get volunteers for events. Volunteers are not as plentiful as they used to be.
 - Intent is for this festival to be a cornerstone event for the Village, not just a JAM event.
 - If the Village is able to authorize some assistance to be provided through recreation position, this would be really helpful.
 - This festival requires the hiring of key roles with responsibility so can deliver a quality event. Some roles aren't suited to volunteering.
 - Council and their families are formally invited to participate, and volunteer, at the event.

#08-25 It was moved and seconded

THAT the information provided by JAM on the Glacier Nights Snow Festival be received and filed.

Motion #08-25 was **CARRIED**.

CAFN Intergovernmental Working Group Appointments (deferred from Dec 23, 2024 Meeting)

Discussion:

- Council expressed a desire to wait for Mayor's position to be filled before making appointments, as the new Mayor may want to take on this role.

#09-25 It was moved and seconded

THAT defer the CAFN-VHJ intergovernmental working group appointments be deferred to the February 12 regular council meeting.

Motion #09-25 was **CARRIED**.

New Business

Accounts Payable to January 8, 2025

Materials provided: Municipal Accounts Payable to January 8, 2025

#10-25 It was moved and seconded

THAT the Municipal Accounts Payable to January 8, 2025 be accepted as presented.

Motion #10-25 was **CARRIED**.

RTC – 2025 Annual Tenders

Policy/Communications Manager Presentation:

- This procurement process is carried out under the Village’s Standing Offer and Supply Arrangement’s Policy #26-20 and the Competitive Bidding Process Policy #5-94.
- The tendering process ensures the Village of Haines Junction:
 - Provides opportunities for local contractors.
 - Ensures the Village is getting the best price for the services it requires.
 - Ensures the Village has access to services necessary to the operation of the municipality.
- This year we issued eight tenders. We received a total of 14 bids across all the tenders; three of the tenders received no submissions
- The following tenders will be awarded to the lowest bidder for 2025:
 - Custodial Services: M&D Services
 - Provision of Vehicle and Equipment Fuel: Parkland Corporation
 - Carpentry Services: Discovery Woodworks
 - Recycling Pickup: Big Bud Contracting:
- The following RFP be awarded to the proponent who provided the best overall value to the Village:
 - Environmental Services Consulting: Stream Pro Resources
- Standing offers will be set up for the following tender. Work will be awarded on an as-needed, lowest bid and availability basis:
 - Third-Party Equipment or Equipment and Operator Rentals
- For tenders for which we received no submissions (Electrical Services, Boiler Maintenance and Supply of Heating Fuel), administration will proceed with hiring available contractors on an as-needed basis. If more than one contractor is available, we will request quotes and hire the contractor with the lowest rate.
- Administration is proceeding to establish contracts with the successful bidders

Discussion:

- No discussion.

#11-25 It was moved and seconded

THAT the RTC on the awarding of the 2025 Annual Tenders be received and filed.

Motion #11-25 was **CARRIED**.

RTC – Policy Development Needs

Policy/Communications Manager Presentation:

- A number of policy development needs were noted in the 2024 Council Transition Binder. These were reviewed and assessed for priority at the October 30, 2024 Committee of the Whole (CoW) meeting as follows:
 - Procurement policy (high priority, address within 3 months)
 - Policy to encourage development of vacant or undeveloped lots (high priority, address within 3 months)
 - Service agreement bylaw (mid-term priority, address within 3-6 months)
 - Short term rentals bylaw (high priority, address within 3 months)
 - Property maintenance bylaw (mid-term priority, address within 3-6 months)
 - Vacant lot tax policy (high priority, address within 3 months)
 - Service levels policy (high priority, address within 3 months)
- The time frames established at the October 30th CoW were not realistic or attainable
- Staff put forward a modified workplan for addressing these identified policy/bylaw development needs and requested budget for a contractor to assist with drafting and consulting on the short-term rentals and property maintenance bylaws. The goal would be to bring draft policies forward for public/council review in Spring 2025.

Discussion:

- Though this is in-line with our priority exercise we had completed last November, and they are all worthy projects, Council has more understanding of the issues having been on Council for a few months and that the initial priorities first voted on may have changed now.
- Council expressed a desire to engage in strategic planning session before new policy/bylaw development.
- Is this an ambitious list considering we have other pressing issues that need attention?
- Council is learning they are not getting through things as quickly as they would like
- Council recognizes the need to extend timelines from what were identified in October.
- Will have a new Mayor soon that will also have their own priorities.
- Desire to incorporate priority setting into the strategic planning process with Christina Benty scheduled for February
- Suggestion that Council direct staff to move forward with the two policies that are time sensitive – the vacant/undeveloped lot policy, the vacant lot tax policy

#12-25 It was moved and seconded

THAT staff continue work on developing the vacant/undeveloped lot policy, and the vacant lot tax policy

Motion #12-25 was **CARRIED**.

Bylaws – Reports, Readings and Adoption

Bylaw #420-24 - 2025 Municipal By Election Bylaw – Third Reading

Discussion:

#13-25 It was moved and seconded

THAT Bylaw #420-24 - 2025 Municipal By Election Bylaw be deemed read for the third time and adopted on January 8, 2025

Motion #13-25 was **CARRIED**.

Correspondence

Council Reports and Notice of Motions

Councillor Busche

- Assisted with Lions dinner for Minor Hockey for 250 people

Councillor Mackinnon

- No report

Councillor McPhie

- No report

#14-25 It was moved and seconded

THAT the meeting be extended past 9pm

Motion #14-25 was **CARRIED**.

Questions from the Public

Question: – The November 13, 2024 minutes indicated that when minutes are not available to the public, that the recording will be available upon request. Can meeting recordings be put online as well as the minutes?

- There is a precedent to provide recordings when minutes are delayed.
- Action: Council will discuss and consider this request.

Question: Are there plans to hold an All-Candidates Forum? Could this be done by the public to ask their own questions without being filtered? People feel that this would be more open and transparent.

- At the last meeting the facilitator suggested this approach because there were so many candidates on the stage, giving each time to respond really limited the time available. This time constraint won't be the same at the upcoming forum.

Question: Can the Dezadeash River Trail be included in the Trail Committee's work?

Comment: Given the Dezadeash River trail is one of the most recognized trails within the municipality, and the bulk of the trail is within the municipality, and Parks has been stepping back from maintenance of the trail and its facilities, would like to see some discussion around reflecting this trail in the app and signage being prepared by the Trail Committee. Trail is multi-use – ski, bike, walk, run – and is heavily used. It is the crown jewel of the trail network in the community. This is the trail visitors most use. Trail is heavily used within the winter months. Fuel modification work is needed between trail and riparian area that would also open up views and sightlines (bear management)

- Is Parks responsible for this network?
 - This trail, the viewing platforms and boardwalk were jointly developed by Parks, the Village and Ducks Unlimited.
 - Parks was involved initially, did do some maintenance; this has changed, they no longer take this on other than removing the odd tree if someone complains. Parks used to track-set the trail.
 - Parks doesn't have financial or human capacity to maintain trail.
- Staff will reach out to Parks to try to expedite getting permission to include trail on our trail network signage
- Village and Parks jointly applied to the Community Tourism Destination Development Fund (CTDDF) last year to rejuvenate the trail—replace the boardwalks and lookout, upgrade to wheelchair accessible standards and to re-do all the man-made assets on the trail. Deadline to re-apply is next week.
- Staff will approach FireSmart – this is the time of year when it may be possible to get funding that has been turned back. Unclear if we can direct where funds would be spent. Would likely need Park's approval to FireSmart the area. Y2C2 may be able to assist with a project like this as well.

#15-25 It was moved and seconded

THAT the staff apply to CTDDF for funding to rejuvenate the Dezadeash trail.

Motion #15-25 was **CARRIED**.

Question: Would Council be willing to extend FoodCycler composter to regional users (even without the municipal discount)

- Action: Council will take this into consideration.

Motion to Close Meeting to the Public

#16-25 It was moved and seconded
THAT the meeting be closed to the public at 9:20.

Motion #16-25 was **CARRIED**.

Motion to Reopen Meeting to the Public

#17-25 It was moved and seconded
THAT the meeting be reopened to the public at 10:20 pm

Motion #17-25 was **CARRIED**.

Adjournment

#18-25 It was moved and seconded
THAT the meeting be adjourned

Motion #18-25 was **CARRIED**

Meeting adjourned at 10:21 pm.



Deputy Mayor McPhie



CAO David Fairbank

