

**Village of Haines Junction
Regular Council Meeting Minutes
March 27, 2024**

Present:

Mayor Tomlin
Councillor Strand
Councillor Nassiopoulos
Councillor Charlebois

Absent:

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

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

Adoption of Agenda

#74-24 It was moved and seconded
THAT the agenda be adopted.

Motion #74-24 was **CARRIED**.

Declaration of Pecuniary Interest

Adoption of Minutes of Regular and Special Council Meetings

Council Meeting Minutes March 13, 2024

#75-24 It was moved and seconded
THAT the minutes of the regular Council meeting of March 13, 2024 be adopted as amended.

- Check that the first Trail Care Day was held in 2022.
- Amend the wording in Motion #70-24 to indicate that the score clock has already been purchased.

Motion #75-24 was **CARRIED**.

Proclamations

Delegations

Public Hearings and Public Input Sessions

Old Business

RTC Update on Food Cyclor Pilot Program

CAO Report:

- On March 4th, 2024, a Public Notice was issued to gauge whether there is sufficient interest in the community to place another order of 30 units (a full pallet).
- We have 24 residents on the wait list and staff are confident that we will be able to sell additional 6 units.
- Staff recommend placing one final order of 30 units under our pilot program and after these last 30 units are sold, we consider the Household Composting Pilot Program to be completed.
- Additional budget approval is needed to place a third order. The Village's agreement with FoodCycler is to subsidize both smaller and larger units at a rate of \$100/unit.

#76-24 It was moved and seconded

THAT Council direct Administration to proceed with a final order of 30 FoodCycler units and that budget be allocated to cover the distribution of these units to the public at a subsidized rate.

Motion #76-24 was **CARRIED**

RTC Trail Project Advisory Committee and Budget Request

CAO Report:

- We received applications from six community members to participate on the Trail Project Advisory Committee.
 - One applicant, Colin Kallio, applied late.
 - One applicant, Dave Heath, lives outside of catchment.
 - One applicant, Lianna Grice, hasn't lived here for three years.
- Staff recommend Council appoint all the applicants because all have demonstrated significant use of the trail network.
- Mayor Tomlin indicated that another individual put their name forward that had tremendous experience but didn't apply because they missed the deadline. Dave will follow up with them to see if they are still interested.
- Council supportive of increasing number of members to include all who want to work on this project.
- Some concerns were raised about having too many people on the committee, but these were outweighed by the benefits of engaging keen residents to assist us with this project. A larger Committee will also allow project to continue to move forward if some Committee members are away.
- Public notice of our intention to establish a project committee resulted in feedback from the community on the project. Feedback included a recommendation to use an existing app instead of developing a new one, and to carry out additional public engagement. Additional engagement may result in a need to update existing mapping work.

- The budget was revised to include costs for public engagement and mapping work, as well as a contingency of \$15%. The costs to develop an app were removed from the budget. The total estimated budget increased from \$16,000 to \$25,000.

#77-24 It was moved and seconded

THAT Council direct Administration to reach out to two late applicants to see if they are still interested and if they are that they be appointed along with Chris Cybulskie, Dave Weir, Devin Wittig, Lianna Grice and Dave Heath as per the terms of reference presented in the Report to Council, and that the budget for the project be amended to \$25,000.

Motion #77-24 was **CARRIED**

RTC Pedal Junction Bike Skills Park

CAO Report:

- On March 15, 2024 the Village of Haines Junction sent a letter of support for Pedal Junction's application to the Community Development Fund to create a Bike Skills park in the community that committed to finding a location for the park.
- Options presented today are for discussion purposes, not decision purposes.
- One option was added late addition to package: Tomlin Hill. This option was added based on a discussion with Pedal Junction.

Discussion:

- Was there a size of land that was requested?
 - At the delegation they indicated 0.5 ha would be desired but could work with a smaller area if need be.
- Accessibility to tourists and travellers – ease of finding the park – is a consideration.

Tomlin Hill

- This area is within Area 2 and is largely undevelopable because a new wellhead is scheduled to be installed in this area.
- The Wellhead Protection Plan calls for a fence to be constructed around the well. In addition, there will be a 75 m buffer around the well that cannot be developed.
- Council would like to discuss the new wellhead location as this is a good area for residential development.
- The Tomlin Hill area has safety considerations -- it is a little out of the way if someone were hurt.

Rodeo Grounds

- This area is known to be low-lying and buggy.
- Location on the highway has pros and cons.
- There is a fair amount of barb wire in this area that would need to be removed.
- This location is not at top of Pedal Junction's list for a variety of reasons.

Quill Crescent Corner Lot

- This large lot is zoned Light Industrial and is relatively remote compared to other options.
- This lot was developed by YG and is owned by the Village.
- Light Industrial lots are in limited supply in community.

West of School/Along Highway Corridor

- Zoned Commercial.
- This area is suited for either commercial development or for expansion of the school.

Multi-Residential Family Lots ("Atco" Lots)

- These lots are adjacent to the Atco site and are not owned by Village.
- YG has every intention to put these lots up for sale.
- Great central location. The lots have topography that is suitable for a bike skills park.
- Pedal Junction likes this location.
- This site is likely off the table as YG wouldn't like to lose a serviced multi-family lot.

Behind Otter Crescent

- At one time this area was zoned for future development of mobile lots, but this did not make it into the latest Official Community Plan. Current staff do not know the history behind why this decision was made.
- The culvert off Willow Acres Road that drains across this lot would need to be managed.
- This area is close to a secondary road that has a reasonable amount of traffic.
- This area is relatively accessible and has topography suitable for a bike skills park.
- Development of a bike skills park in this area would introduce park space into an area that currently does not have a lot of park space.
- The area is close to school and to CAFN – good community linkages.
- Connects to existing trails. Trails run through this area already.
- This area has been FireSmarted.
- Would not need the entire area that is circled on the map.
- Pedal Junction indicated this as a preferred option.

Next steps

- Either the Tomlin Hill or the Otter Crescent sites are ok with Council.
- Suggest designer/builder look at these two sites and provide input on which is the best option.
- If funding is approved, there will be work Administration that needs to be done.
- It would be easier for Administration if one preferred option was identified.
- Could Pedal Junction invite a builder to see both sites and give an opinion before funding decision is issued?
- Discussion regarding Lease Agreement is deferred until time when land has been selected.

#78-24 It was moved and seconded

THAT feedback be solicited from Pedal Junction now instead of waiting until the end of the meeting.

Motion #78-24 was **CARRIED**

Feedback from Pedal Junction:

- Pedal Junction has visited all of the sites.
- Top 3 choices are Tomlin Hill site, Atco site and Otter Crescent site.
- Builders see a lot of success with bike parks when connected to existing recreation areas instead of being off on its own.
- Tomlin Hill site assessment:
 - Close to bakery
 - An established recreation area.
 - Crossing the highway might be a barrier to kids seeking to access the site on their own, noting most kids in town reside on the other side of Highway.
- Atco site assessment:
 - Close proximity to school
 - Good visibility to people driving by.
- Otter crescent site assessment:
 - Central location
 - Extensive/spacious site.
 - Parking is an issue with this lot.
 - Youth Centre was consulted and is supportive of this location because of its proximity to both the Youth Centre and the school.
- People who build parks may have a different view on which site is most suitable.
- Have identified some potential builders.
- Drainage is a big consideration for the long-term maintenance of these parks.
- Will know by June if CDF funding application will be successful. Letter from Village is very helpful. Presents a tight timeline to have park built before October.

#79-24 It was moved and seconded

THAT Administration continue discussions with Pedal Junction on lot options, specifically Location 5 in the Report and the Tomlin Hill location and that work be undertaken once selection has been made to establish the appropriate land disposition process and the lease agreement components come back to Council.

Motion #79-24 was **CARRIED**

RTC Non-Union Staff Bylaw Amendment

CAO Report:

- This amendment is a follow up to Council's motion regarding our application to the Housing Accelerator Fund from which we have secured funding for a term Project and Asset Manager position, as well as Council's motion approving the staffing of a Recreation Director position.
- To do any new hiring, we need to amend the bylaw to add these two positions and note the salary range.
- Project and Asset Manager position is a 3-year term position tied to the HAF funding agreement.
- The recreation position could be term or permanent.
- In addition to amending the bylaw to reflect the two new positions, we recommend changing the title of the Corporate Manager position. This job description and title is very broad; recommend changing to Policy and Communications Manager (with no change in salary range). The job description for this position has been updated recently, but plan to will continue to work on this.

Discussion:

- Council would like to review the draft job descriptions before giving approval to start the recruitment process.
 - The Project and Asset Manager position has a job description drafted.
 - The job description for the Recreation and Events position needs a full rewrite.
- Council would like the Rec position reflect responsibilities for the supervision of arena staff and contract oversight. In addition, an administrator title can imply either a low or a high-level position, so the job description needs to be clear on what is required here.

#80-24 It was moved and seconded

THAT Council receives the RTC as presented and directs Administration to amend the bylaw to reflect the RTC and to draft job descriptions and recruitment documents necessary to staff the vacant positions.

Motion #80-24 was **CARRIED**

New Business

Accounts Payable to March 27, 2024

Materials provided: Municipal Accounts Payable to March 27, 2024

Discussion:

- Why is there discrepancy between item 27921 and item 27912 travel for two staff to Whitehorse?

#81-24 It was moved and seconded

THAT the Municipal Accounts Payable to March 27, 2024 be approved as presented.

Motion #81-24 was **CARRIED**.

RTC 2024 Property Taxation Levy

CAO Report:

- No changes from 2023 property tax levy
- Property assessments have been fairly flat this year
- Abandoned/vacant lot process underway through Chamber of Commerce. Through this and the Zoning Bylaw process, staff are becoming aware of many vacant commercial (and residential) lots. Staff recommend future consideration be put to raising property taxes on commercial and industrial properties to encourage development or sale of these vacant lots.

Discussion:

- Council does not want to see change on minimum tax for residential lots but is supportive of raising minimum tax on commercial and industrial lots.

#82-24 It was moved and seconded

THAT Council receive this report and request Administration to prepare a report on all undeveloped, non-residential lots within the Municipality with options to encourage their development or sale, including exploring raising of property tax minimums.

Motion #82-24 was **CARRIED**

RTC 2024 Operating and Capital Budget

CAO Report:

- Highlights of changes made since the provisional budget was presented to Council:
 - There have been no major changes to operational budget.
 - Most changes that have been made are to the capital budget – some items have been added, removed, prices adjusted.
 - Removed septic tank upgrade – rolled into landfill modernization project.
 - Added funds from reserve for landfill modernization project.
 - Added handicap lift to convention centre.
 - Added arena heating system design work.
 - Added arena fire alarm system.
 - Added Emergency Response plan.

- Added Communication Strategy.
- Added GIS mapping for \$20,000 – would be a benefit to Admin to map out where curb stops are, civic addresses, ties into asset management and could in part be undertaken by this position when filled.
- Added \$1.7M to road repair and surfacing – cost has doubled in past 3 years. Hope to capture some of this in Phase 4 development. Needs to be done whether get outside funding.
- Added Trail Care Event.
- Added Trail Signage and App project.
- Page 6 – the \$373k projected deficit is based on completing every capital project on the list.
- Historically, the Village has a surplus at year end. The rationale behind this over-planning is to monitor spending closely and stop spending if get close to spending allocation.

Discussion:

- What is policy support and development? What are the policy priorities for this work? In a transition in six months, would be nice to have a plan attached to this budget item outlining the priorities for policy development.
 - This was a recommendation from Council during the provisional budget process to allow admin to contract policy work.
- Has funding been designated toward next steps on pool?
 - Yes – Staff recommend allocating \$1M from unrestricted reserve to recreation reserve. Staff do not recommend bringing capital money out of reserve towards the project at this time.
- Is there a line item for decommissioning old pool/community hall?
 - Discussions to date reflect preference to tie this into funding arrives for new pool/facility. For example, if new facility is located where old facility is, that we could include demolition cost of new project and not use own-source funding to do the demolition work.
 - Reserves can be established through bylaw. We have a recreation reserve for the pool already.

#83-24 It was moved and seconded

THAT Council receive this report and direct Administration to prepare the 2024 Operating and Capital Budgets bylaw reflecting the minor amendments from this discussion.

Motion #83-24 was **CARRIED**

Bylaws – Reports, Readings and Adoption

Bylaw 408-24 Conditions of Employment for Non-Union Staff Bylaw 256-20 Amendment

#84-24 It was moved and seconded

THAT Bylaw 408-24 Conditions of Employment for Non-Union Staff Bylaw 256-20 Amendment #2 be deemed read for the first time the 27th day of March, 2024

Motion #84-24 was **CARRIED**

Bylaw 409-24 2024 Property Taxation Levy Bylaw

#85-24 It was moved and seconded

THAT Bylaw 409-24 2024 Property Taxation Levy Bylaw be deemed read for the first time on the 27th day of March, 2024

Motion #85-24 was **CARRIED**

Bylaw 410-24 Operating and Capital Budget Bylaw

#86-24 It was moved and seconded

THAT Bylaw 410-24 Operating and Capital Budget Bylaw be deemed read for the first time on the 27th day of March, 2024

Motion #86-24 was **CARRIED**

Correspondence

AYC Response to March 7, 2024 Budget Speech

#87-24 It was moved and seconded

THAT we receive and file the correspondence from AYC

Motion #87-24 was **CARRIED**

Haines Junction Health Centre Newsletter

#88-24 It was moved and seconded

THAT we receive and file the Haines Junction Health Centre Newsletter.

Motion #88-24 was **CARRIED**

Council Reports

Mayor Tomlin

- The public information session on Monday March 25 regarding the Area 1 Infill was well attended.

Councillor Charlebois

- Extended appreciation to community members, Council members and Land Development Branch staff for coming out to the March 25 Public Information Session.
- Also thanked organizers of Hardwater Racing event, noting Grads were able to raise \$10,000 towards their fundraising goals from the canteen. A lot of community members donated baked goods to this fundraising effort.

Councillor Strand

- Attended the public information session/town hall meeting on Monday March 25th. Thanked everyone for coming and expressing their ideas and concerns.

Councillor Nassiopoulos

- Has been attending Muskrat camp at Kloo lake.
- Thanks to all who shared opinions on Monday, offered apologies for not being able to attend.

YG Community Advisor Report

- Nothing to report today.

Questions from the Public

Motion to Close Meeting to the Public

#89-24 It was moved and seconded
THAT the meeting be closed to the public at 8:26pm.

Motion #89-24 was **CARRIED**.

Motion to Reopen Meeting to the Public

#90-24 It was moved and seconded
THAT the meeting be extended beyond 9:00pm.

Motion #90-24 was **CARRIED**.

#91-24 It was moved and seconded

THAT the meeting be reopened to the public at 9:40pm.

Motion #91-24 was **CARRIED**.

#92-24 It was moved and seconded

THAT Administration be directed to update the salary range table in the Non-Union Employee Bylaw to reflect the discussion that occurred in camera on March 27, 2024 and to do this prior to the second reading of the bylaw.

Motion #92-24 was **CARRIED**.

Adjournment

#93-24 It was moved and seconded

THAT the meeting be adjourned.

Motion #93-24 was **CARRIED**

Meeting adjourned at 9:43pm.



Mayor Bruce Tomlin



CAO David Fairbank

