

**Village of Haines Junction
Regular Council Meeting Minutes
August 27, 2025**

Present:

Mayor Strand

Councillor Busche

Councillor Mackinnon

Councillor McPhie (via Zoom)

Councillor Sundbo

Absent:

CAO Fairbank, Recorder Ogden

Call to Order

The meeting was called to order at 7:00pm

Acknowledgement of Champagne and Aishihik First Nations Traditional Territory

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

Adoption of Agenda

#275-25 It was moved and seconded

THAT the agenda be adopted as amended with the following additions:

- 9c. Road resurfacing
- 15a. In camera - personnel

Motion # was **CARRIED**.

Declaration of Pecuniary Interest

Adoption of Minutes of Regular and Special Council Meetings

Special Council Meeting Minutes July 30, 2025

Discussion:

- Correct Title -- Special Council Meeting
- Add Dave Fairbank absent with notice
- Amend Councillor Sundbo report to: "Regarding the staffing table presented to Council by staff, the table incorrectly showed there was less staff in 2024-2025 than in previous years when, in fact, there was a higher number of staff."

#276-25 It was moved and seconded

THAT the minutes of the Special Council meeting of July 30, 2025 be adopted as amended

Motion #276-25 was **CARRIED**.

Committee of the Whole Meeting Minutes August 6, 2025

Discussion:

- No discussion

#277-25 It was moved and seconded

THAT the minutes of the Committee of the Whole meeting of August 6, 2025 be adopted as presented

Motion #277-25 was **CARRIED**.

Council Meeting Minutes August 13, 2025

Discussion:

- Trail Committee – add Council questioned the Committee on the work and budget for proposed for the Bearberry Connector trail
- Wildfire risk reduction presentation – would like to see wildlife trees and coarse woody debris retention in treatment areas to promote small mammal, bird and insect habitat

#278-25 It was moved and seconded

THAT the minutes of the regular Council meeting of August 13, 2025 be adopted as amended

Motion #278-25 was **CARRIED**.

Proclamations

Delegations

Public Hearings and Public Input Sessions

Old Business

Strategic Priorities

Policy/Communications Manager Presentation:

- The documents included in the agenda package reflect the edits requested by Council at their August 6, 2025 meeting.
- Major changes include reducing the number of versions to two (from three), including an executive summary within the long version, and adding in one additional priority on sound and open governance.

Discussion:

- Land Acknowledgement – Since this document reflects Council’s strategic direction and there is desire of this Council to work for all citizens and promote community unity, a request was made to acknowledge the contributions of those who chose to move here, live their lives here, and contributed and volunteered to help build the community.
 - The purpose of a land acknowledgement was clarified – it is to acknowledge Indigenous people.
 - Concerns were expressed that acknowledging the settler community would take away from the purpose of a land acknowledgement, which in turn could diminish some of the progress that is being made in working cooperatively with CAFN.
 - Additional discussion with IRP Consultants on why land acknowledgements are made was encouraged.

#279-25 It was moved and seconded

THAT review of the Strategic Priorities be deferred to later in the agenda, to allow for additional conversation on the Land Acknowledgement.

Motion #279-25 was **CARRIED**.

RTC - History of SRS Installation

Policy/Communications Manager Presentation:

- Council requested additional information on the history of the SRS installation, to provide insight into who may be responsible for getting the system operational again.
- Staff did not find any documentation that showed that the Village objected to locating the SRS at the Public Works Yard. In fact, Council had passed a motion at the time recommending this location.
- YG did fund the project, the oversaw the contract for its installation in 2019, and was involved in the various attempts to address the odor issue that led to its closure in January 2021. YG commissioned an engineering report in 2024 that explored options for how to get the system operational again.
- Staff recommend scheduling a meeting with Community Services to discuss options for getting the SRS operational.

Discussion:

- Hydrocarbons can enter the system from any household in Haines Junction, or from sanidumps. Is it feasible to run all the sewage through the SRS?
 - This isn’t the intended use of the SRS that we have. There may be other systems intended for this use; however, the cost could be exceptional.
 - As far as staff are aware no other communities test for hydrocarbons in their lift stations – the holding capacity is very limited.
 - There are many points of entry into the system, it would be difficult to intercept/divert at a village-wide scale.

- The feasibility study shows SCADA system integration is included within budget for Option1, but not Options 2 and 3? Should it be?
- Staff were asked to ensure that the SRS is included in our election readiness documents.

#280-25 It was moved and seconded

THAT Staff are directed to set up a meeting with the Department of Community services to discuss and negotiate the path forward to getting the SRS operational

Motion #280-25 was **CARRIED**.

Road resurfacing

CAO Presentation

- Council amended the procurement policy at their last meeting to allow for the direct awarding of contracts that have been tendered through another government process
- YG included our road resurfacing work as part of their Phase 4 Infrastructure Tender, which was awarded to Castlerock.
- The original intent was for YG to issue the contract to CastleRock, per the tender; VHJ would then reimburse YG for the cost of this work. Staff were recently informed that YG does not have the cash flow this year to be able to contract this work on our behalf.
- Castlerock is willing to provide road resurfacing services at the rate quoted in the competitive bid process under contract to VHJ.
- Staff are seeking a motion to award contract to Castlerock for the amount in the approved Capital/Projects budget (\$1.2m).
- Plan would be to grade the roads now, and BST in the spring.

#281-25 It was moved and seconded

THAT direct award \$1.2m to Castlerock to carry out road resurfacing, per the 2025 Capital/Projects budget

Motion #281-25 was **CARRIED**.

New Business

Accounts Payable to August 27, 2025

Discussion:

- A few questions were received by email:
 - NF Electrical is for Grand Hall projectors
 - Norton Rose Fullbright is for the review of the sub-lease for the Bike Skills Park

July 2025 Financial Report

CAO Presentation:

- Landfill Revenues show as below benchmark at 28.66%. Note that this does not (yet) reflect
 - \$118k from Interim Regionalization Agreement (YG has corrected their math and this should be ready for signature at next Council meeting)
 - CAFN's tipping fee payments that were deferred
 - Tipping fee collection was also delayed to March 5th; revenues won't reflect a full year
- Anticipating a larger-than-expected surplus at year-end; seismic renovations of Convention Centre will not be proceeding this year.

Discussion:

- Page 5 – FireSmart reflects funding applied for in 2024 and carried out in early 2025
- Page 9 – Missing summer recreation programming budget
- Page 9 – Rec Centre \$4,950 CDF Funding – what was this for?
- Council appreciated how the report was presented, it was easy to follow

#282-25 It was moved and seconded

THAT the July 2025 Financial Report be received and filed.

Motion #282-25 was **CARRIED**.

RTC – EV Charging Stations

Policy/Communications Manager Presentation:

- Staff were approached several months ago by staff in YG's Energy Solutions Centre and staff in Tourism and Culture about funding that is available to install electric vehicle (EV) charging stations. Both departments are interested in seeing additional chargers installed in Haines Junction at the Convention Centre.
- There is one Level 3 charger at Da Ku, which is one of the most popular chargers in Yukon. Congestion events, when someone plugs in within 5 minutes of someone else leaving and are an indication that there is a lineup, increased by more than 500% in the last 2 years. The number of charging sessions has doubled in this same time period.
- YG also shared that most of the use of the charger at Da Ku is by Yukoners or by tourists who are not continuing along the Alaska Highway to Anchorage/Fairbanks.
- Tourism is promoting the "Golden Circle" as an EV Tourism Corridor, requiring a charger to be available every 250km. They have reached out to Skagway/Haines to help with this promotion. They may be able to top up the funding available from Energy Solutions.
- Energy Solutions recommends we go with pay-per-use Level 2 chargers because:
 - Sha Shāw is exploring installing a Level 3 charger at the old Madley's site
 - Level 2 chargers would have less impact on peak use/demand charges
 - We would likely get 100% of the costs rebated
 - YG is soon transitioning their chargers to pay-per-use

- The Convention Centre has been identified as a preferred location because of the proximity to washrooms and the downtown core. A trail network map will soon be put up that will provide a visitor experience opportunity while vehicles are being charged.

Discussion:

- Will there be less local use of the charger at Da Ku if the charger is no longer free?
Would this incentivize installing a home charger?
 - Most people who have an EV charger do have a charging set up at home and would opt to charge up overnight instead of driving to Da Ku to charge.
 - A trip from Haines Junction-Whitehorse return requires a vehicle to be charged at both destinations.
- Why are more businesses not installing fee-for use chargers?
 - The rebate available to businesses is less than the rebate available to municipalities and First Nations.
- Who would repair the charger if it had mechanical issues?
 - They would be a Village asset.
- What are the O&M costs?
 - Da Ku did not have any O&M costs in the first 3 years.
 - *Post-meeting addition -- Most units receive no maintenance except rare firmware updates – as cables get older it would be advisable to inspect regularly to ensure they aren't cracking. Otherwise, the main concern would be random acts of vandalism.*
- How would this affect our insurance?
 - *Post-meeting addition – Our insurer confirmed that installing Level 2 chargers would have no impact on our insurance rates.*
- May see more use of washroom facilities in the building – would this affect cleaning charges?
 - Cleaners have a regular schedule that this would be unlikely to impact.
- Concerns were expressed with the recommendation to install two chargers at the Public Works Yard, given we have no current plans to purchase EVs
 - Does Public Works Manager anticipate a need for chargers at Public Works yard?
 - The Manager of Protective Services may want an EV?
 - Risk missing out on an opportunity that may not be available in the future.
- Is there a deadline?
 - The program sunsets March 31, 2026.

#283-25 It was moved and seconded

THAT Staff do further research on the EV charging stations at both the Convention Centre and Public Works yard to check in on the impact on insurance, and on potential fleet needs with the Public Works manager

Motion #283-25 was **CARRIED**.

RTC – Signs in the highway right-of-way

Policy/Communications Manager Presentation:

- YG's Highways and Public Works is responsible for signage along the highway corridor. A business that wants to put up a sign has to apply for a permit and explain how the sign will meet their requirements.
- I reached out to HPW and they indicated that their crews would normally take down signs in the right of way, but that they are not working in this area this year. They indicated the Village could apply for a permit to remove the signs and would need to specify which signs are removed and verify that the business is not currently operating and take the signs to the grader station to be returned to the business owner. Photos of the site, and the signs, before and after removal would also be required.
- Staff recommend we send a letter to HPW requesting they remove business signs that are no longer operational.

Discussion:

- How often does HPW review/take down signs? There are signs outside the municipal boundary that should also be reviewed.
 - Not aware of their schedule but heard they removed a sign belonging to the Village Bakery earlier this summer.
- Would staff contact business owners to see what their intention is with their business and to let them know we are contemplating requesting their sign be taken down?
 - Staff recommend asking YG to do this; this falls within their roles and responsibilities, and they have more staff capacity than the Village does.
- It was noted that the letter can be signed by staff; it does not need to be signed by the Mayor.

#284-25 It was moved and seconded

THAT Staff draft a letter requesting a review of the signage along the highway corridor and remove signs of businesses that are no longer operational

Motion #284-25 was **CARRIED**.

RTC – Hydrocarbon testing in sani-dumps

Policy/Communications Manager Presentation:

- Staff were asked to do additional research into what other communities are doing around testing for hydrocarbons in sani-dumps.
- As far as staff are aware, the only sani-dump in town is at Top Spot. The other RV sites either have sewer connections in each stall or are connected to a holding tank that is being pumped out and taken to the lagoon.
- When the SRS was operational it did have a sani-dump station.
- Watson Lake and Dawson City do not have any specific regulatory requirements for sani-dump facilities.

- The City of Whitehorse's bylaw has a lot more environmental-related protections that make it clear what is and isn't permitted to enter the sewer system, including a list of restricted wastes (wastes that must be below a certain concentration to be released into the sewer system) and over-strength materials (are subject to a surcharge when present in water being released to the sewer system). The Bylaw enables fines to be charged for various offences.
- Outside of Yukon there are a range of policy instruments being used, from education to permitting, to discourage the discharge of waste into the sewer system that could either degrade the quality of receiving waters or hinder the efficiency of treatment facilities. The more stringent regulatory approaches generally arise when there are industrial pollutants and waste.

Discussion:

- It would be in the best interest of sani-dump service providers to have insurance to cover costs in the event of a hydrocarbon spill – Village should consider amending bylaw to require insurance at some point in the future
- It could be possible to create a wide-enough turning area at the lagoon to provide for RV's to safely access a sani-dump attached to the SRS if/when relocated to the lagoon.
 - Concerns were expressed with this idea as this would compete with business in town that provide this service and could create congestion for haul trucks.
- More information is needed on whether current RV parks in town have direct connections to the sewer system, or if they use a holding tank.

#285-25 It was moved and seconded

THAT staff bring back more information on whether current RV parks in town have direct connections to the sewer system, or if they use a holding tank, and invite Public Works Manager to be part of the discussion.

Motion #285-25 was **CARRIED**.

Bylaws – Reports, Readings and Adoption

Bylaw #408-24 Non-Union Staff Bylaw Amendment #3 (for 2nd and 3rd Reading)

Discussion:

- Starting salary of Policy/Communications Manager, and Project/Asset Manager need to be amended to reflect what is in current bylaw.

#286-26 It was moved and seconded

THAT Bylaw #408-24, Conditions of Employment of Non-Union Bylaw #356-20 Amendment #3, as amended, was read a second time on August 27, 2025

Motion #286-26 was **CARRIED**.

#287-27 It was moved and seconded

THAT Bylaw #408-24, Conditions of Employment of Non-Union Bylaw #356-20 Amendment #3, as amended, was read a third and final time and adopted on August 27, 2025

Motion #287-27 was **CARRIED**

#288-27 It was moved and seconded

THAT the meeting be extended past 9:00pm

Motion #288-27 was **CARRIED**

Bylaw #431-25 Local Improvement for Urban Electrification of Lot 50, Willow Acres (for 1st Reading)

#289-25 It was moved and seconded

THAT Bylaw #431-25, A Bylaw to authorize a work of local improvement to provide for urban electrification of Lot 50, Willow Acres Subdivision, be read for the first time on August 27, 2025

Motion #289-25 was **CARRIED**.

Bylaw #432-35 Supplemental Capital/Projects Budget (2025)

Discussion:

- As there will be changes to the O&M budget, this agenda item could be deferred until the Finance Manager's return from holidays in order to bring forward both the O&M and Capital/Projects budget for review at the same time
- There are several new items in future years' capital budget that weren't in previous version Council approved – a batwing mower, a vehicle for the Protective Services Manager, and a hydro- evacuation truck?
 - These are not being sought for approval at this point; Council is only approving the 2025 budget, not future years.

#290-25 It was moved and seconded

THAT the first reading of Bylaw #432-35 be deferred to September 10, 2025

Motion #290-25 was **CARRIED**.

Correspondence

Letter from Minister McPhee re: Review of SCAN Act

- Add to next Joint Council agenda?
 - The survey is due September 13, 2025; the next Joint Council meeting is scheduled for September 29, 2025.
- Direct staff to proceed with survey?
 - Staff will not be able to submit responses on behalf of Council without further discussion on Council's position
 - Council will individually look at the survey and discuss as an agenda item at the September 10th meeting.

#291-25 It was moved and seconded

THAT the letter from Minister McPhee be received and filed.

Motion #291-25 was **CARRIED**.

Council Reports and Notice of Motions

Councillor McPhie

- Nothing to report

Councillor Busche

- Nothing to report

Councillor Mackinnon

- Nothing to report

Councillor Sundbo

- Received complaint about an aggressive dog behind KPI; a black and white mid-sized dog. Have also noticed a lot of off-leash dogs. Good topic for next Mayor update.
- Concerns raised that office staff are manning the gatehouse at the landfill. Good topic for next Mayor's update to explain this is a short-term solution to staffing shortages.
- There is 1 swallow nest on the nesting structures at Dezadeash day use area, 65 nests on the Convention Centre building, mostly on the south wall.
- Received feedback that potholes on Willow Acres were not repaired properly.
 - Staff noted this was intended to be a temporary fix as the road is scheduled for resurfacing.

Mayor Strand

- Withdrawing from the Mayor-Border Alliance as this has not turned out to be of value.

- Participating, alongside Chief Dickson, in interviews for new RCMP Detachment Commander in Whitehorse on Friday.
- Away from cellphone/internet all next week.
- Mayor update – road resurfacing, loose dogs, gatehouse, posting Protective Services Manager position shortly, shout out to emergency services, school back next Tuesday - mind speed limits.

Old Business

Strategic priorities (brought forward from earlier in the agenda)

- Council reached an agreement to leave Land Acknowledgement as written.

#292-25 It was moved and seconded

THAT the Strategic Priorities documents are approved as presented.

Motion #292-25 was **CARRIED**.

Questions from the Public

Motion to Close Meeting to the Public

#293-25 It was moved and seconded

THAT the meeting be closed to the public at 9:37pm.

Motion #293-25 was **CARRIED**.

Motion to Reopen Meeting to the Public

#294-25 It was moved and seconded

THAT the meeting be reopened to the public at 10:22.

Motion #294-25 was **CARRIED**.

Adjournment

#295-25 It was moved and seconded


THAT the meeting be adjourned.

Motion #295-25 was **CARRIED**

Meeting adjourned at 10:22.



Mayor Diane Strand



CAO David Fairbank

