

**Village of Haines Junction
Regular Council Meeting Minutes
July 24, 2024**

Present:

Mayor Tomlin (via Zoom)
Deputy Mayor Nassiopoulos
Councillor Charlebois
Councillor Strand

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

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

Adoption of Agenda

#197-24 It was moved and seconded

THAT the agenda be adopted as presented.

Motion #197-24 was **CARRIED**.

Declaration of Pecuniary Interest

Adoption of Minutes of Regular and Special Council Meetings

Committee of the Whole Meeting Minutes June 26, 2024

#198-24 It was moved and seconded

THAT the minutes of the Committee of the Whole meeting of June 26, 2024 be adopted as presented.

Motion #198-24 was **CARRIED**.

Council Meeting Minutes June 26, 2024

#199-24 It was moved and seconded

THAT the minutes of the regular Council meeting of June 26, 2024 be adopted as presented.

Motion #199-24 was **CARRIED**.

Proclamations

Delegations

Delegation: Klassen Enterprises Home Solutions

Delegate: Wade Klassen

Presentation:

- Klassen Enterprises Home Solutions is a solutions-based company that is looking to make home construction easier amidst the current housing shortage, and difficulties in finding qualified tradespeople.
- The housing proposal, included in Council package, presents modular homes that are manufactured in Alberta by Little Rock. The homes are customizable; for example, an Arctic Entry could be added. While some of the models presented are under the minimum house square footage for lots in the Urban Residential (R-1) zone in the current Zoning Bylaw, they would be above the minimum house size in the R-1 zone in the new draft Zoning Bylaw.
- Wade has reached out to another modular company, Grandeur, that is based in Winnipeg that specializes in multi-unit modular homes (e.g. apartment blocks); they also have a net-zero, super-green model.
- Homeowners can also purchase these homes direct from the manufacturer.
- Wade has also been in contact with Pacific Homes on Vancouver Island that specialize in manufacturing a prefab wall panel system called the Pacific SmartWall that is more energy efficient than a typical wall

Discussion:

- Prices quoted in proposal are inclusive of the foundation, modular home kit, connecting to services, driveway, culvert installation, and installation.
- If someone is interested in purchasing several homes, they could be offered at a discounted rate.
- The Village's Call for Expressions of Interest for Affordable Housing Projects came out after this proposal was brought forward for Council's consideration. An Expression of Interest has not yet been submitted.
- Klassen Enterprises was encouraged to submit an EOI before the deadline on July 31st, 2024.

Delegation: Julie Bauer re: Swallows

Delegate: Julie Bauer

Presentation:

- Swallows have been nesting at the Convention Centre for 20 years.
- It is highly likely that they will continue to try to use the building even if alternative nesting structures are built, and that this will be an ongoing concern.
- Julie spoke with Pam Sinclair at Environment Canada; both recommend continuing to let the birds use the south side of the convention centre.

- Migratory Bird Protection is part of the Haines Junction's Official Community Plan.
- Nesting platforms at Dezadeash day-use area are not being used as much as they were in the past. They need some maintenance.
- When new nesting platforms are constructed, they will need to be higher than the ones installed at the Dezadeash day-use area, as the swallows are using the building because they like the height.
- Interpretive signage could be erected around the Convention Centre because of the prime opportunity it provides to observe, and enjoy, the birds.

#200-24 It was moved

THAT the required maintenance work on the nesting platforms at the Dezadeash day-use area be completed.

Motion #200-24 was withdrawn and deferred for later consideration

Delegation: Julie Bauer re: Composting

Presentation:

- Letter included in the Council package addresses the fact that food waste is a large part of the garbage in our community and makes recommendations for how to encourage composting and recycling.
- Need to ensure the Boreal Compost Enterprises composter, promised from YG, arrives at the landfill. We may need a larger structure than other Yukon communities are using.
- Education of the community will be needed
- We need to be proactive especially because we will be accepting garbage from other communities.
- Requiring the use of clear plastic bags is recommended. This could support the future gate attendant to assess whether garbage includes compost or recycling, which in turn should be reflected in the tipping fees – garbage that includes compost or recyclables should be charged a larger fee for disposal.
- Other recommendations for how to promote composting and recycling at events, within rental agreements and the custodial contract, and how to best arrange Convention Centre washrooms to encourage disposal of paper towels into compost bins.

Discussion:

- The Mayor thanked Julie for her submission, and indicated that these considerations will be brought forward to the new policies and bylaws that are being drafted regarding the landfill.

Public Hearings and Public Input Sessions

Old Business

Housing Accelerator Fund Project Update

Presentation from Project/Asset Manager:

- Elevator Yukon has finished their review of the proposed Zoning Bylaw and has made some recommendations to ensure barriers to missing middle housing, higher density residential, and commercial mixed-use development have been removed.
- A policy to enable the New Dwelling Construction Grant for Young Residents has been drafted with assistance from Elevator Yukon.
- A Communications Plan has also prepared by Elevator Yukon.

Discussion:

- Angie has some editorial comments that will be sent via email.
- Council expressed agreement with issuing up to 10 grants of \$25k each. This would be consistent with how the proposal to CMHC was drafted and is easier to administer than a percentage of construction costs.
- Council expressed the following concerns with the suggested maximum unit size:
 - The intention of setting a maximum house size is to align funded projects with identified housing needs in the community, and to ensure funds are directed to people that may need it more (people able to afford to build a very large house likely don't need this support)
 - Would it be difficult to enforce a maximum house size?
 - Enforcement happens at the development permit stage when designs are to be submitted. A permit issued under a development permit is stronger than a requirement issued in policy – in the case of non-compliance of a proposed design, a development permit would be issued but the funding would not.
 - If applicant is in line with zoning and building code, do we need more restrictions?
 - This maximum size would work for families with 2 or 3 kids.
 - Supporting someone in meeting their individual housing needs is higher priority than addressing needs of the community.
- Is \$280k in grant money the total available for grant funding, or just the total available for the youth grant?
 - This is the funds allocated for the youth grant.
- Should we require design and building standards?
 - Council directed that these will not be required.
- Can the age be bumped to 40? Council would like staff to ask CMHC if there is more wiggle room here.
 - Originally in our proposal to CMHC we indicated the age limit for the Youth Grant to be 30. We have since requested an increase to 35, which was approved.
 - Watson Lake didn't apply for a youth-specific grant, they are running a grant program that is not age-targeted.

- Should we require applicants to provide an agreement for sale or proof of ownership of property, to give assurances that the project will succeed?
 - Can you get a development permit for a property you don't have title to?
 - The applicant could request funding to build a carriage home on their parent's property, can't have multiple home ownerships on one property unless a Strata.
 - Council gave direction to take ownership requirement out.
- Should we require funding approval from lender to give more assurance that project will be completed?
 - If someone is building a second dwelling on their parents lot they won't be eligible for a mortgage, will need to build on a line of credit.
 - Other areas have requested a financial plan to complete the project and to avoid asking too much financial information from an applicant.
- Can announcements be tied this into the release of the housing assessment?
 - This report isn't complete.
- Council suggested hosting a workshop to help youth understand the home construction and development and building permitting processes and to help young people complete their applications to the Youth Grant.
- Appendix A Target Audiences -- CAFN are residents of the community and opportunities through the Housing Accelerator Fund may be of interest to them. Need to rethink messaging -- we need to stop thinking about them over there and us over here. For example, some young residents in Block 30 may want to take advantage of the Youth Grant program and move off settlement land to build a home.
- Why is Appendix C – the contribution agreement – appended to the Comms Plan?
 - The Agreement has some communications requirements that need to be kept top of mind.

#201-24 It was moved and seconded

THAT Council receive the HAF project update report and directs staff to revise the HAF Youth Grant Policy and Communications Plan based on the discussion and take the next steps to develop the bylaw

Motion #201-24 was **CARRIED**.

YG Reserve Land Sale Process

CAO Presentation:

- In May 2024, Council requested a report on the YTG reserve land sale initiative and other potential developable areas in the community.
- The next round of lottery sales is scheduled for mid-August 2024 and the LDB has requested that two lots in Haines Junction be considered for inclusion
 - 111 Hume Street
 - 134 Quill Street

Discussion:

- Several lots on Spruce Street were turned back, and other lots for sale in the Community. It seems strange that LDB keeps coming back with lot sales.
 - Are we creating opportunity or competition with existing lot sales?
 - Are these lots needed for sale?
 - Have they been requested?
 - Is there unmet demand for lots?
- Confused with reference to 101 Hume Street, and why the original discussion on 101 Hume Street has been included as an appendix
 - The appendices that reference 101 Hume were included for reference, as the sale of this lot was deferred for future discussion.
 - Council would prefer staff provide a summary of old reports as background rather than including them as an appendix.
- Were Spruce Street lots turned back because of drainage issues?
 - One was; others turned back for life-circumstance issues. There is currently one lot for sale through YG on Spruce Street.
- Council would like to schedule a CoW to discuss the larger YG reserve lot inventory.
 - Originally there were 27 lots that YG put forward.
 - This was narrowed down to 101 Hume. YG was directed away from this after the last meeting and this is why YG brought forward 111 Hume and 134 Quill, which would bump up the total to 3 lots that are for sale by YG.
- All lots on Shakwak that the Village put up for sale have been sold.

#202-24 It was moved and seconded

THAT Council supports the Land Development Branch in the sale of 111 Hume Street and 134 Quill Crescent through the Land Lottery system.

Motion #202-24 was **CARRIED**.

Zoning Bylaw Second Reading Report

Presentation:

- A public engagement session was held on July 15, 2024 to address issues where Council wanted more public input. Following this engagement, there are three areas where Council direction is required:
 - Minimum dwelling size in Country Residential and Agriculture Residential zones
 - Allowing rezoning of Tourist Commercial properties off the highway frontage in the downtown core, and properties on the highway west, to Mixed Commercial
 - Residential use of mixed commercial zones

Discussion:

- Does Council support reducing minimum dwelling size in Country Residential and Agriculture Residential zones?
 - Council still struggles with reducing minimum dwelling size on the larger properties.
 - An application to the Board of Variance could be made to seek permission to construct a home that is smaller than the minimum size
- Does Council want to permit rezoning of Tourist Commercial properties off the highway frontage in the downtown core, and properties on the highway west, to Mixed Commercial?
 - Council is supportive of this change
 - Can we allow changing these properties to Country Residential?
 - Not through the Zoning Bylaw, this would require an OCP amendment
- Which of the following options for amendments to Mixed Commercial Zoning is Council supportive of? 1) Allow for single family dwellings as a principal use; 2) List existing residences in commercial zone as exemptions, or 3) Proceed as written with limitations on maximum home size in the event of catastrophic loss and other restrictions as outlined in the Municipal Act.
 - Council is not supportive of Option 1
 - Grandfathering properties affects current homeowners without commercial use of properties in these zones in terms of sale of property (as it is non-conforming) and in case of fire, a home could only be rebuilt after a commercial business is established.
 - Council is in support the option provided by the lawyer to exempt current residences in commercial zones.

#203-24 It was moved and seconded
THAT Administration update the Draft Zoning Bylaw to : not reduce the minimum dwelling size in RC and AR zones, that CT properties be permitted to rezone to CM off the highway frontage and on the highway west, and to use the option provided by the lawyer to exempt current residences in commercial zones.

Motion #203-24 was **CARRIED**.

New Business

Accounts Payable to July 10, 2024

Materials provided: Municipal Accounts Payable to July 10, 2024

#204-24 It was moved and seconded

THAT the Municipal Accounts Payable to July 10, 2024 be approved as presented.

Motion #204-24 was **CARRIED**.

RTC June 2024 Financial Report

Materials provided: RTC June 2024 Financial Report

#205-24 It was moved and seconded

THAT the June 2024 Financial Report be approved as presented.

Motion #205-24 was **CARRIED**.

RTC Follow up on June 26, 2024 CoW – Council Priorities

Materials provided: RTC

CAO Report:

- Given the time remaining in the term, Council is recommended to focus on prioritizing motions previously ranked as a high priority (of which there are 18 motions). From this list of 18, each Council member is to pick their top three.

Discussion:

- This could be deferred to the transition documents for the incoming Council to prioritize.
- Some of this is essential work – non-negotiables. It would be good if these items were identified and taken off the list.
 - Staff will create a table with this list so it is ensured that these are not removed from the priority list.
- Council will do this exercise via email for approval at the August 14 Council meeting. Deadline August 8th.

#206-24 It was moved and seconded

THAT Council will complete this exercise individually and submit to Administration by Thursday August 8th.

Motion #206-24 was **CARRIED**.

#207-24 It was moved and seconded

THAT the meeting be extended beyond 9pm.

Motion #207-24 was **CARRIED**.

RTC Dhäl Gähy (Mountain Ridge) Street Names

Materials provided: RTC

Project/Asset Manager Report:

- YG requested street names for the new Dhäl Gähy (Mountain Ridge) development

- Four street names are needed

Discussion:

- Council would like to have a theme that fits with the Mountain theme
- Mountain animals – goat, sheep, marmot, pika

#208-24 It was moved and seconded

THAT the Council direct Administration to research the southern Tutchone for mountain animals -- specifically goat, sheep, marmot, pika -- and provide street names for the Dhäl Gähy (Mountain Ridge) development to YG.

Motion #208-24 was **CARRIED**.

RTC Tree planting funding opportunity

Materials provided: RTC

Policy/Communications Manager Report:

- This report was prepared for the July 10th Council meeting, which was cancelled.
- The Village is proposing to apply to the Growing Canada's Community Canopies Fund to support a community tree planting program to replant trees within the Dhäl Gähy (Mountain Ridge) subdivision and elsewhere in the community where there is low canopy cover and desire for a shade tree or trees needed for habitat restoration purposes.
- The funding deadline has now passed -- the next deadline for applications is October.
- There will be a Strategic call for proposals under the Growing Community Canopies Fund opening in January 2025. Construction of a nursery is eligible under this call, whereas it would not be under the regular call. A temporary nursery is envisioned to be needed to maintain trees until they can be transplanted to an approved location on municipal or private property.

Discussion:

- Council would like to see the budget and is supportive of staff working on this.
- Council would like to see YG cover the 50% costs that are required.
- Is this fund stackable? Yes.

#209-24 It was moved and seconded

THAT Council approves the preparation of a proposal to the Growing Community Canopies Fund acknowledging that the Village will be responsible for securing 50% of the costs of the project and that additional financial contributions from various sources will be sought to offset planting costs.

Motion #209-24 was **CARRIED**.

RTC Comparison of Council Remuneration in Yukon Communities

Materials provided: RTC

Policy/Communications Manager Report:

- This report was prepared at Council's request. Also the current bylaw requires each Council to review the bylaw during its tenure.
- Amendments that are recommended would bring the remuneration for Mayor and Council into a similar compensation arrangement as is in place with other Yukon communities.
- The bylaw was last amended in 2019. This revision moved from a meeting-attendance basis for compensation to providing an annual amount to each Council member and the Mayor that is not specifically linked to meeting attendance, reflected the understanding that attendance of meetings is only one aspect of a Council member's role.
- An allowance for inflation was also included in the 2019 Bylaw – annual compensation is increased per the Consumer Price Index. This has prevented significant wage compression and has allowed wages to keep pace with inflation.
- Recommended amendments are to:
 1. Provide additional compensation for attending meetings, training, or events outside of regular Council meetings at the rate of \$200/day, \$150/half-day.
 2. Increase Mayoral compensation to the rate that is provided to the Mayor in Dawson \$18,335.
 3. Amend the language regarding deductions for missed meetings to reflect the language used by Faro: that members must attend all regularly scheduled Council meetings in order to receive the full monthly indemnity, unless a leave of absence is approved by resolution of Council. If not, the approved monthly indemnity will be reduced by 25% per absence and may be suspended in its entirety if a member is absent without leave from 3 or more consecutive meetings while further absences continue

Discussion:

- The 2019 Bylaw requires the bylaw to be reviewed by each Council during its tenure.
- Don't see the need to increase the Mayoral compensation? Haines Junction is not as large as Dawson.
- It can't be a financial burden to do Council work. Don't want to see Council consisting of people who can afford it as this wouldn't represent the community.
- No one is going to do this for the money, but it shouldn't cost money to do this job.
- Council members often must take leave without pay from work to attend Council meetings.
- The 2019 Bylaw came in at the time of the 2019 fire which required a lot from Council in terms of extra meetings.
- Would like to have ability for Council to be compensated when circumstances, such as emergency management, require them to attend additional meetings. Such

circumstances could be detailed within a Report to Council and be subject to Council approval.

#210-24 It was moved and seconded

THAT Administration bring forward an amendment to Bylaw 350-19 for first reading that reflects the recommendations in today's Report to Council 1-3 plus a provision for specific circumstances that require Council members to be compensated on an as-needed basis be outlined in a RTC for Council approval.

Motion #210-24 was **CARRIED**.

RTC 2024 Municipal Election

Materials provided: RTC

CAO Report:

- YG has announced the dates for the fall 2024 Municipal Election.
- The job advertisement to recruit a Returning Officer has been posted.
- A municipal Election Bylaw needs to be passed and is found later in the package for first reading.
- The one decision point is whether to enable, through the Bylaw, a system for enumeration or a system for registration of electors. While acknowledging that a system for the registration for electors would be useful, this must be initiated 8 months prior to the election. Therefore, staff recommend waiving the requirement for an Electors list as has been done in the past and have reflected this in the draft Bylaw.

Discussion:

#211-24 It was moved and seconded

THAT the RTC on the 2024 Municipal Election be received and filed.

Motion #211-24 was **CARRIED**.

RTC Reposting Survey Posts on Shakwak Street

Materials provided: RTC

Project/Asset Manager Report:

- The lots on Shakwak have all sold.
- A survey was done in the late 50's to establish the lots and blocks, but the survey posts are no longer in the ground, and cannot be found anywhere on Block 18.
- Two estimates have been requested – both are similar
- Options:
 1. a contractor could complete the legal survey posts at the cost to the Village;

2. a gps coordinate could locate approximate posts, leaving the costs to the landowner to verify;
 3. if those who purchased lots agree unanimously, the costs to survey could be shared amongst those who purchased the lots – two property owners responded indicating they were surprised this wasn't completed yet;
 4. or no action can be taken
- The lawyer indicated we were not obligated to provide survey posts before the sale.
 - Lot owners will need to be sure about where they can build and will need the posts in place before construction begins
 - These lots were sold at a loss.
 - Option 3 isn't on the table as there has not been a positive response from lot owners.
 - Council could offer to pay half the cost – an investment in good governance and having the future Council avoid problems.
 - It is cheaper if all lots are surveyed at once.
 - Council could offer to pay \$1000 towards each property for the re-posting if this is done as a group, and this could be collected through a tax levy. It would be more complicated to add this to the lot sale as the contracts are completed.

Discussion:

#212-24 It was moved and seconded

THAT Administration go back to the property owners with the option to cost share the reposting of survey posts – specifically that the Village will pay \$1000 towards each property for the re-posting if this the re-surveying is done as a group – with the option to collect through a tax levy.

Motion #212-24 was **CARRIED**.

RTC Local Community Group and Individuals Support Policy – Annual Report

Materials provided: RTC

CAO Report:

- In early 2021, Council approved the use of Federal Covid Restart Funds to waive facility fees for all local groups for the remainder of that year.
- Policy #36-21, Local Community Groups and Individuals Support Policy, was approved by Council on September 22, 2021, to address the issue of which groups would receive free rental. This policy requires the value of waived fees and cost of insurance be reported to Council annually.
- Our User Group Insurance also requires a report be submitted at the end of the term detailing all insured users.
- This report shows the value of waived fees and insurance cost per user group by reporting period for the previous two years.

Discussion:

- Moving to user pay is not universally supported by Council. The Village doesn't provide recreational opportunities – some Council members are not comfortable with charging community groups to access facilities for recreational purposes.
- Providing insurance for community groups is a huge cost-savings for these groups and is a minimal cost for the Village.
- Do most other communities provide 3rd party insurance and waive user fees?
- We are asking people to pay to drop off garbage, which has traditionally been free, why should we not do the same for facilities? Everyone pays property taxes, but not everyone uses the facilities, which are very expensive to run.
- Some of the community groups create revenue for the community, bring events to the community, and are purely volunteer run.
- Community advisors would like to see policies that are more consistent across communities and stem from the Municipal Act.
- How does the policy align with what the Haines Junction Recreational Needs Assessment, and what the community has said it needs?

#213-24 It was moved and seconded

THAT the report is received and filed, with thanks to staff for its preparation.

Motion #213-24 was **CARRIED**

Bylaws – Reports, Readings and Adoption

Bylaw #413-24 2024 Municipal Election Bylaw – First Reading

#214-24 It was moved and seconded

THAT Bylaw #413-24 be deemed read for a first time on July 24, 2024

Motion #214-24 was **CARRIED**.

Bylaw #411-24 2024 Zoning Bylaw – Second Reading

#215-24 It was moved and seconded

THAT Bylaw #411-24 be deemed read for a second time on July 24, 2024

Motion #215-24 was **CARRIED**.

Correspondence

Letter from Jane Weeks re Swallows

Materials provided: Letter

#216-24 It was moved and seconded

THAT a letter be sent with thanks for the feedback, indicating that Julie Bauer is doing a great job representing the issue locally.

Motion #216-24 was **CARRIED**.

YISC Haines Junction Community Outreach Report

Materials provided: Report

#217-24 It was moved and seconded

THAT the report be received and filed and more collaboration with YISC is welcomed to address invasive species issues in the community.

Motion #217-24 was **CARRIED**.

TCT Trail Day 2024 Final Report – Pedal Junction

Materials provided: Report

#218-24 It was moved and seconded

THAT the report be received and filed and thanks expressed to Pedal Junction for their work on this project.

Motion #218-24 was **CARRIED**.

Letter from Julie Bauer re Composting and Landfill

Materials provided: Letter

#219-24 It was moved and seconded

THAT the letter be received and filed and thanks expressed to Julie for her attendance at Council earlier this evening.

Motion #219-24 was **CARRIED**.

Letter from Monica Primozic and Family regarding Memorial Bench

Materials provided:

- The desired location for the bench is within the Highways Right of Way.
- The Village could request permission from HPW to locate the bench at the desired location on behalf of the Primozic family.

#220-24 It was moved and seconded

THAT Administration follow up with HPW to secure permission to locate the bench.

Motion #220-24 was **CARRIED**.

Council Reports

Councillor Charlebois

- Attended Canada Day festivities – great turnout. Apologized for missing the land acknowledgement.
- Expressed appreciation to CAFN for supporting the walk to raise awareness of the opioid crisis. Would like the organizers of the One Step One Day Healing Journey Committee to send a letter to the Village with suggestions on how the Village could support this initiative.

Councillor Strand

- Would like to acknowledge Haines Junction resident Terrance Buyck for the work he is doing to raise awareness of drugs, alcohol and mental health through the One Step One Day Healing Journey. They will be arriving in Haines Junction on August 5th, CAFN will be doing something at Da Ku, it would be great if the Village could participate/contribute to show our support – suggest raising as an agenda item for discussion at Joint Council meeting tomorrow.

Mayor Tomlin

- Attended Holistic Consultants Joint-Councils workshop, hosted by CAFN, on Emergency Management on July 9th.

Deputy Mayor Nassiopoulos

- Would like to discuss how the Village can address the recent bear attack. Would like to have policies and procedures to reduce bear-human conflict and prevent this sort of situation happening again. As owners of the Pine Lake Trail, we need to take steps to save lives (humans and bears). The ARRC has invited the Village, and other partners in the community, to a meeting to discuss this, date TBA.

Questions from the Public

Adjournment

#221-24 It was moved and seconded
THAT the meeting be adjourned.

Motion #221-24 was **CARRIED**

Meeting adjourned at 10:13.



Mayor Bruce Tomlin



CAO David Fairbank

