

**Village of Haines Junction
Regular Council Meeting Minutes
May 13, 2026**

Present:

Mayor Strand
Councillor Busche
Councillor Mackinnon (via Zoom)
Councillor Moore
Councillor Sundbo

Absent:

None

CAO Fairbank

Recorder L. Sylvain, Sylvain Human Resource Services (remote)

1. Call to Order

The meeting was called to order at 6:59 p.m.

2. 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.

3. Adoption of Agenda

#126-26 It was moved and seconded

THAT the agenda be adopted as amended with the following additions and corrections by Council:

- 16. a. RCMP Monthly Report
- 16. b. Personnel Matter

Motion #126-26 was **CARRIED**.

4. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

5. Adoption of Minutes of Regular and Special Council Meetings

a. Draft Minutes – April 20, 2026 Committee of the Whole Meeting Minutes

#127-26 It was moved and seconded

THAT the minutes of the Committee of the Whole meeting of April 20, 2026 be adopted.

Motion #127-26 was **CARRIED**.

b. Draft Minutes – April 22, 2026 Committee of the Whole Meeting Minutes

Discussion:

- It was felt that the minutes should be reviewed specifically with the discussion on the number of staff hours being attributed to recreation, as it turned out that it wasn't that many hours after all.

#128-26 It was moved and seconded

THAT the minutes of the Committee of the Whole meeting of April 22, 2026 be deferred to the next Council meeting.

Motion #128-26 was **CARRIED**.

c. Draft Minutes – April 22, 2026 Regular Council Meeting Minutes

Discussion:

- On page 8, it should be noted that the 'dancers' are 'Dakwäkäda Dancers'.
- Add mention when the Council member who is recused from the discussion has left the meeting and returned.

#129-26 It was moved and seconded

THAT the minutes of the Regular Council meeting of April 22, 2026 be adopted as amended:

- On page 8, it should be noted that the 'dancers' are 'Dakwäkäda Dancers'.
- Add mention when the Council member who is recused from the discussion has left the meeting and returned.

Motion #129-26 was **CARRIED**.

6. Proclamations

There were no proclamations.

7. Delegations

There were no delegations.

8. Public Hearings and Public Input Sessions

None.

9. Old Business

a. Accounts Payable to May 13, 2026

Discussion:

- Council noted that the 'Fire Truck Spare Battery' is not for a truck battery, but for a spare battery for a cordless electric chainsaw.

- In the line item titled 'Olaf Contracting', was that water break in the Village's new water lines?
 - The last water main break occurred across from Frosty's restaurant on Jacquot Street, which is not part of the new water line.
- b. RTC – Emergency Plan Approval Process: Request to approve the new Municipal Emergency Plan and Emergency Response Guideline

CAO Presentation:

- The Municipal Emergency Plan and Emergency Response Guidelines were presented for Council consideration with a recommendation for approval in their current form.
- The documents will remain living documents and be updated as additional feedback is received.
- Without an active Emergency Response Plan, there is no direction for staff, and it creates a liability concern for the municipality as a corporation and for Council as individuals.
- The recommendation from staff is that it be approved as written. As soon as notes are received, revisions can begin to be made within about two weeks and returned to Council for further discussion.

Discussion:

- Council discussed concerns regarding the clarity and usability of the Municipal Emergency Plan, noting the need for a clearer action plan, decision trees, defined triggers, updated contact structures, and implementation timelines.
- Concerns were raised that approving a plan with known shortcomings and ambiguities could create operational challenges during an emergency response.
- Discussion included differing perspectives on whether the risks associated with delaying approval outweighed the risks of adopting a plan requiring substantial revisions.
- Councillor Sundbo wanted it on the record that he did not say he knew better than Chris Reynolds, but rather that he was basing his comment on his experience and his past training.
- It was noted that the municipality had been without an approved emergency plan for several years and that additional updates to related bylaws and procedures may also be required.
- Council acknowledged the plan as a living document and discussed balancing the need for timely adoption with ensuring the document provides clear and effective direction during emergencies.
- The CAO commented that the document was professionally developed and that, from a legal liability perspective, it was better to have it as a reference document than to have nothing.

#130-26 It was moved and seconded

THAT Council approve the 2026 Municipal Emergency Plan and the 2026 Emergency Response Guideline as drafted; and, that operational and administrative refinements, including the incorporation of Council's feedback, be completed by staff by June 24th, 2026 for Council's review and approval; and,

that Council direct staff to update emergency response Bylaws #364-20 and #365-20 to improve alignment with the new Emergency Response Plans.

Motion #130-26 was **CARRIED**.

Councillor Sundbo voted in opposition to the motion.

c. RTC – Capital Budget Amendment: Proposed increase of \$240,000 towards the Convention Center heating ventilation and control systems upgrade project, based on tendered values

CAO Presentation:

- In 2023, Council approved funding the Convention Centre HVAC upgraders and fire alarm system. As project design work progressed, the HVAC project expanded significantly in scope and the fire alarm project evolved from a partial upgrade to a full system replacement.
- The original project budgets were placeholder amounts established without detailed Class D estimates.
- Tender results received in April indicated the fire alarm replacement cost was approximately \$120,655, aligning closely with estimated costs, while the HVAC upgrade low bid totaled approximately \$347,000, substantially exceeding the original estimated value of \$150,000.
- Both projects were identified as critical infrastructure upgrades, and the tendering process was described as open, transparent, and received competitive bids.
- Council was advised that the options available were to amend the HVAC project budget, including contingency funding, or cancel the tender process. The CAO identified issues in cancelling tenders. The recommendation to Council is to amend the budget to accommodate the tendered costs for both projects, including an approximate 10% contingency for the HVAC projects.

Discussion:

- Council discussed the significant difference between the original project estimates and the tendered costs, noting the importance of developing more accurate estimates for future capital projects.
- Council acknowledged that the HVAC and fire alarm upgrades were necessary projects and that rising construction and material costs continue to impact project pricing.
- Council discussed the limitations of preliminary estimates prepared without formal Class D or Class B cost estimates and noted the importance of recognizing the uncertainty associated with placeholder budget figures.
- Would a formal Class D cost estimate have resulted in more accurate budgeting?
 - A Class D estimate would not necessarily have produced a significantly different result. The project design was finalized close to the budgeting process timeline, sometime in late February.
- Why wasn't a formal Class D estimate completed prior to budgeting?

- The work was expected to proceed regardless, and the formal cost estimates provide greater value when tender responses are limited, whereas multiple competitive bids provide a clearer indication of market pricing.
- Will the current tender process provide more reliable pricing information for future projects?
 - The tender results help establish a more reliable price point, though formal estimates also involve additional costs (of around \$10,000) and may not always be warranted.
- The CAO advised that additional deficiencies were identified during contractor and engineering site visits, resulting in addenda being issued during the tender process and contributing to increased project costs.
- Were there administration fees used for the HVAC project, similar to the arena project?
 - Yes, the same consulting contract applied to both projects.

#131-26 It was moved and seconded

THAT the 2026 Capital Budget be amended to reflect a combined project budget of \$515,000 for the Bill Brewster Arena - Fire Alarm Replacement and Convention Centre - HVAC Upgrade projects, inclusive of approximately 10% contingency.

Motion #131-26 was **CARRIED**.

10. New Business

a. RTC - Development Officer Proposed delegation of Development Officer authority to the Project and Asset Manager position

CAO Presentation:

- The Project and Asset Manager (PAM) has assumed many Development Officer responsibilities and helped streamline development application processes through the Housing Accelerator Fund (HAF) program.
- A proposal was presented to delegate co-Development Officer authority to the Project and Asset Manager to provide administrative redundancy and coverage during staff absences.
- The proposed structure would also support dispute resolution related to development decisions before matters are brought to Council.
- Options presented included maintaining the current structure, or fully transferring the Development Officer role to the PAM.

Discussion:

- Will this require a by-law revision?
 - No.
- Approximately how many development permits, on average, occur on an annual basis?
 - Over the last couple of years, approximately 30 to 40.

- What impacts would the proposed change have on the existing scope of work for the Project and Asset Manager role, particularly with respect to asset management planning since that was a Council strategic initiative?
 - The required projects within the Project and Asset Manager’s portfolio have largely been completed, resulting in additional capacity within the role to take on other responsibilities. The Project and Asset Manager has also been significantly involved in managing development permits, particularly since returning from maternity leave. Recent Housing Accelerator Fund (HAF) activity contributed to a higher volume of development applications over the past few weeks, which temporarily increased workload demands. However, development permitting is generally seasonal in nature and represents a relatively small proportion of the overall annual workload.
- We don’t have a Development Officer now?
 - We don’t. It defaults to the CAO.

#132-26 It was moved and seconded

THAT Council appoints the Project and Asset Manager and the Chief Administrative Officer as Development Officers for the Village of Haines Junction; And That the Project and Asset Manager shall serve as the primary Development Officer with day-to-day responsibility for the administration of development permits.

Motion #132-26 was **CARRIED**.

11. Bylaws – Reports, Readings and Adoption

None.

12. Correspondence

None.

13. Council Reports and Notice of Motions

Councillor Busche

- Noted that she attended the Association of Yukon Communities (AYC) meeting this past weekend, along with the rest of Council. Councillor Busche mentioned that the meeting was a helpful networking event.
- She updated Council that she will be attending the next Solid Waste Management Advisory Group (SWAG) committee meeting which is taking place tomorrow night.

Councillor Mackinnon

- Mentioned that this may be her last meeting for a while, but it is uncertain.

Councillor Moore

- Mentioned that the Shakwak Committee has discussed having an event the evening before Canada Day, to offer a 'send off' to the Shakwak building. Added that the Coordinator may also handle coordinating the Canada Day events. Plans for the celebration to be held on July 1st are in progress.

Councillor Sundbo

- Updated Council on the Shakwak Committee, noting that the next meeting is set to be scheduled soon. Mentioned that the Committee discussed hosting an event in the afternoon on Canada Day to invite residents to participate and tell stories about the old Shakwak Hall and Arena. Residents are being asked to bring old photos, which will be displayed on boards and may be made into a photobook of memories, which may include stories. The Canada Day event would likely take place in the arena, where artifacts and memorabilia will be displayed. The Committee mentioned creating t-shirts with pictures of the old Shakwak Hall.
- The Committee discussed hiring a coordinator and using volunteer help to help with the event. The Volunteer Fire Department offered to use the old hall for their exercise to practice their self-contained breathing apparatus, and to try and find old memorabilia or artifacts that could be collected at that time.

Mayor Strand

- Since the last Council meeting, Mayor Strand attended the Arctic Inspiration Prize award ceremony in Whitehorse in another capacity. She noted the municipality's ongoing association with the program, as a sponsor. Mayor Strand noted that approximately four years ago municipalities were encouraged to contribute to the Arctic Inspiration Prize, and that the Village of Haines Junction continues to be recognized as a supporting partner on the program's website, alongside the Village of Teslin. She highlighted that a local resident was awarded the \$100,000 Youth Prize for an Indigenous tourism initiative supporting Indigenous tourism operators through logistics and booking coordination.
- Mayor Strand reported attending the Association of Yukon Communities (AYC) gathering and found several presentations valuable, particularly those related to asset management and community engagement in transformational change. She noted interest in further dialogue arising from AYC discussions, including recreation services and community development topics.
- Mayor Strand extended her condolences to the family and friends of Raymond Cormier, a Na-Cho Nyäk Dun citizen with ties to Champagne and Aishihik First Nations and Haines Junction residents, following his passing.

14. Questions from the Public

There were no questions from the public.

15. Motion to Close Meeting to the Public

#133-26 It was moved and seconded

THAT the meeting be closed to the public at 8:15 p.m.

Motion #133-26 was **CARRIED**.

16. Motion to Reopen Meeting to the Public

#134-26 It was moved and seconded

THAT the meeting be reopened to the public at 8:40 p.m.

Motion #134-26 was **CARRIED**.

#135-26 It was moved and seconded

THAT a Committee of the Whole be scheduled for June 17th, 2026 at 6:00 p.m. to discuss emergency preparedness.

Motion #135-26 was **CARRIED**.

#136-26 It was moved and seconded

THAT the RCMP Monthly Report be received and filed.

Motion #136-26 was **CARRIED**.

17. Adjournment

#137-26 It was moved and seconded

THAT the meeting be adjourned.

Motion #137-26 was **CARRIED**

Meeting adjourned at 8:41 p.m.



Mayor Diane Strand



CAO David Fairbank