

**Village of Haines Junction  
Committee of the Whole Meeting Minutes  
October 27, 2025**

**Present:**

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

**Absent:**

CAO Fairbank, Public Works Manager Tracey, Policy/Communications Manager and Recorder Ogden

**Call to Order**

The meeting was called to order at 5:30pm

**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**

#372-25 It was moved and seconded

**THAT** the agenda be adopted as amended.

- Add in-camera (personnel)

Motion #372-25 was **CARRIED**.

**Declaration of Pecuniary Interest**

**Old Business**

**Community Identity Workshop**

*Introduction:*

- A draft RFP was brought to Council for review to hire a facilitator to assist with planning a Community Identity Workshop, one of Council's near-term priorities in its 2025-2028 Strategic Plan. Council wanted to spend more time with the RFP to focus the scope and background.
- In focusing the scope of work, Council may want to consider
  - What outcomes Council would like from this public engagement?
  - What decisions would this workshop support? Will there be a new plan, a new policy, or a new investment?
  - Golden rule of public engagement is to be prepared to implement some of the feedback that is being sought.
  - The facilitator will be able to help design a workshop with the end in mind.

- Consider what the overarching theme is that ties together the various components that Council has identified e.g. a vision of what community we want to be. This could be important context for the scheduled OCP five-year review in 2026.
  - If a preliminary conversation around the OCP is desired, this workshop could identify what additional engagement is needed to support the review.
- Other thoughts:
  - How could some of the lessons gleaned from Doug Griffith's presentation on "13 ways to kill your community" at the recent AYC meeting be introduced?
  - Deciding what to do with the muffin could be a polarizing conversation.
  - Instead of revising the logo at the workshop, the workshop could identify some key themes around the identity of the community that a designer could work with.
- Feedback that is sought should correlate with Council's strategic plan
- Draft RFP was quite prescriptive – may have a better result if work collaboratively with the contractor vs. being too prescriptive.

#### *Discussion:*

- That the workshop be structured as a precursor to OCP discussions and can help frame future engagements the upcoming OCP review, was supported unanimously.
- Focus:
  - E.g. What is the vision of the community – what type of community we want to be
  - E.g. How we want to present ourselves to visitors
  - E.g. Discuss ways to bring our community together
  - E.g. Develop a plan to build community pride
- Get to know your neighbour – bring community together 3 times per year
- Muffin – polarizing conversation, may not be the best topic for community engagement. May be best for Council to make this decision themselves. It was noted that it is losing its structural integrity (rotting wood).
- Logo design or new signage – this very detailed conversation for a community engagement – perhaps pull-out key concepts from discussion that could be provided to a designer to develop concepts.
- Create opportunities for people to provide input throughout the year, not just at one event
- If going to be building greater awareness of CAFN history and culture, would need to talk about this with CAFN. Does this naturally come out of discussions on the above topics?
- Partnering with CAFN on workshop will make it more inviting for community members to attend this event.
- How to encourage people in the community to participate? Reciprocity – when ask something of somebody, give something as well. Provide food. Make it easy to engage – clear questions, respect time limitations.
- Action item: Add to December 9 Joint Council Meeting Agenda.
- Action item: Explore ways to collaborate with CAFN on community events (dinners, candidates forum, etc.).
- Action item: Invite Chamber of Commerce to share results of recent survey with planning team
- Action item: Invite Lions, Seniors, to attend/sit on planning team.
- Action item: Invite major employers (CAFN, Parks, YG, RCMP, school, youth) to provide input.

- Action item: Multiple events to spark multiple conversations - separate youth engagement event e.g. similar to Housing Needs Assessment engagement approach where a number of shorter sessions were held with different groups, and a final wrap-up/active visioning session. Also had online survey. Sessions held over the course of a week.
- Action item: Survey visitors next summer to learn how they see the community (summer student job, commission the Chamber to do this survey?).
- Action item: Report back – show how comments/input was captured.
- Action item: Bouncy castle will bring out youth. Provide pizza/pop for youth. Do a draw.
- Longer term engagement – ask contractor to make recommendations on next steps for public engagement that is needed to support the OCP review, including research needs (e.g. where commissioning new knowledge would be of value to inform decision-making).
- Action item: Need budget item for OCP review in 2026 budget.
- Action item: Revise RFP for November 13 Regular Council Meeting.

#### Level of Service Assessment – Drinking Water

##### *Introduction:*

- This draft framework, a form of structured decision-making, was first presented to Council on July 30, 2025.
- The first step is to inventory the services provided by the municipality. We identified 74 services and grouped these into 10 service areas.
- The next step is to identify the current level of service that we provide, and whether there are any drivers for reviewing the level of service e.g. complaints, regulatory changes, strategic or political objectives, affordability, etc.
- If there is a gap between the level of service we want to provide, and the level of service we are currently providing, this is called a performance gap.
- If there is a need to replace an aging asset, maintain an asset, purchase new assets to maintain a level of service, or increase HR capacity to maintain a level of service, this is called a performance gap.
- When either a performance or sustainability gap is identified, an action plan is developed to assess personnel, O&M and capital costs, and the relative priority to address the gap.
- The final step is to develop a performance plan. This is where service level commitments are summarized in an annual report that also describes, using indicators and targets, how we are doing in meeting those commitments.
- The purpose of the conversation today is to work through the Drinking Water service area and then debrief on how that went.

##### *Discussion:*

- Action item: Describe the specific areas where piped water distribution is provided in the community (instead of describing as zoning dependent with exceptions because of the cost of developing an area for water and sewer).
- Action item: Consider whether a property has piped water distribution when setting property tax rates.

- Action item: Distinguish between drinking water advisories (cautionary) and boil water advisories (we know the system has been compromised) in the performance plan. Note that by having advisories, we are compliant with regulatory requirements.
- Action item: Treatment - Explain why we have a higher level of service than is recommended for drinking water treatment (e.g. we produce better water quality than is required by regulations). Example – a max of 10 mg/L of arsenic is allowed, and our system results in 0 mg/L. Other communities blend water treated for arsenic with water not treated for arsenic while we treat all our water for arsenic. To retrofit our system to blend water would be expensive. There isn't a lot of money to be saved here by lowering the service level.
- Action item: Supply – Change sustainability gap to yes because YG has been working for several years to replace well 1. This may move us to a level 5 service level (to be determined). In the report, include a map of well and pumphouse locations and consider renaming. Note system is expanding (new residential subdivisions, potential geothermal applications) that will place increasing demands on supply
- Action item: Piped distribution – Level 3 is piped water distribution is available to all urban residential and some commercial. There are some exceptions to this. Change description to an area-based description. Also if you do not have piped water, you will not see yourself as a level 3, you will be a Level 1- no water service is provided. Consider splitting this into piped distribution – urban residential and piped distribution non-urban residential. Note system is expanding.
- Action item: Bulk water sales – Currently demand doesn't exceed supply, so we have no restrictions on use of bulk water, and our treated bulk water can be used for potable and non-potable uses. Pricing structures and use restrictions could be considered if/when demand exceeds supply.
- Action item: Action plan – How best to reflect personnel requirements? A sustainability gap exists when there is no redundancy (e.g. only one trained water operator). Add sustainability gap (supply) to action plan to reflect work to drill a new well.
- Debrief: Council was happy with the exercise, and didn't request any changes to the approach.
- Action item: Schedule another Level of Service Committee of the Whole meeting. Bring two service areas to the next meeting (easier ones).

## Adjournment

#373-25 It was moved and seconded

**THAT** the meeting be adjourned at 7:58

Motion #373-25 was **CARRIED**

Meeting adjourned at 7:58 pm.

  
Mayor Diane Strand

  
CAO David Fairbank