



Village of Haines Junction

May 14, 2025

Regular Council Meeting 7:00 pm

This meeting will be held in Council Chambers. Attendance at this meeting is also available through Zoom web or teleconferencing (see below for instructions).

AGENDA

1. **Call to Order**
2. **Acknowledgement of Champagne and Aishihik First Nations Traditional Territory**
3. **Adoption of Agenda**
4. **Declaration of Pecuniary Interest**
5. **Adoption of Minutes of Regular and Special Council Meetings**
 - a. April 23, 2025, Council Meeting Minutes
6. **Proclamations**
7. **Delegations**
8. **Public Hearings and Public Input Sessions**
9. **Old Business**
 - a. RTC Boys and Girls Club Yukon Summer Programming Funding Request
 - b. RTC Tender - Hazardous Material Assessment for Old Pool
 - c. RTC Community Tourism Destination Development Fund Award – Dezadeash Trail Revitalization (Phase 1)
 - d. RTC Recommendations from the Free Store and Landfill Community Concerns Advisory Group
10. **New Business**
 - a. Accounts Payable to May 14, 2025
 - b. RTC Draft Community Recognition Policy #43-25
 - c. RTC April 2025 Haines Junction Lottery Funding Grants
 - d. RTC Recreation, Arts and Culture Grant Program Options
 - e. RTC May 15-18 Tipping Fee Holiday Proposal
11. **Bylaws – Reports, Readings and Adoption**
 - a. Bylaw #426025 Zoning Bylaw #411-24 Amendment #1 – For Second and Third Reading
12. **Correspondence**
 - a. Letter update on the LTF at the Mackintosh Gravel Pit
 - b. Letter request from St. Elias Community School Grad Class
 - c. Letter invitation from St. Elias Community School Grad Class
13. **Council Reports and Notice of Motions**
14. **Questions from the Public**
15. **Motion to Close Meeting to the Public**
 - a. Land Use Discussion
 - b. RCMP Haines Junction Mayors-Chiefs Report
 - c. Tish Tomlin Award
 - d. Minister Mostyn Spring Tour
16. **Adjournment**

The next Regular Council Meeting will take place at 7:00 pm on May 28th in Council Chambers and via Zoom.

*The Village of Haines Junction respectfully acknowledges that we are situated on the
Traditional Territory of the Champagne and Aishihik First Nations.*

Join Zoom Meeting

<https://us02web.zoom.us/j/8676347100>

Meeting ID: 867 634 7100

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Please call the Village Office (634-7100) during regular office hours for assistance in joining via zoom.



Village of Haines Junction Report to Council

May 14, 2025

☒ Council Decision
☒ Council Direction
☐ Council Information
☐ Closed Meeting

RE: BGC Yukon Funding Request - 2025 Shajé Kwä'ą Sunshine Camp

Recommendation

That Council decide its support for BGC Yukon's summer programming at the May 14, 2025 Council meeting so BGC Yukon can plan its programming for the 2025 summer season.

Background

In 2021, following the pandemic and the closure of the pool, BGC Yukon was invited to the community by the then school principal to develop summer camp programming.

In 2022, BGC Yukon developed a partnership with CAFN Youth Programs. The Village joined the partnership in 2023 and provided funding for the Shajé Kwä'ą Sunshine Junior Camp in 2023 and 2024.

BGC Yukon last presented to Council on March 26, 2025. At this meeting, a request was made for operational funding for the 2025 summer camp (\$68,465.06). The camp will run from June 23 to August 25, 2024 (8 weeks). BGC Yukon requested approval and release of funds in March 2025.

In addition to making, BGC Yukon shared the following materials with Council at this meeting:

- The operational funding request for 2024
- The financial report from 2024
- The final report from 2024
- The registration form for 2024
- A 2024 sample program plan for Pine Lake
- The draft weekly schedule for 2025
- A sample bus waybill for 2025

Current Status

Council has not yet decided on funding for the 2025 summer camp. A decision is needed quickly so BGC Yukon can plan its programming for the 2025 summer season.

Council recently completed its Strategic Planning and is presently considering different approaches to supporting recreation, arts and cultural programming and events that will include developing a policy framework to guide decision-making on significant funding requests that will ensure equitable access and opportunity to all community groups. This new approach will not be finalized before a decision is needed on funding for the BGC summer program.

BGC Yukon shared a summary Annual Program Report for 2024-5 (attached) on April 29, 2025 that summarizes revenue and expenses for the Haines Junction programming last year.

Discussion/Analysis

As noted in BGC Yukon's letter proposal, providing a summer camp for youth in Haines Junction offers tremendous benefits to youth, their families, and the community.

BGC Yukon delivers both year-round after school programs and summer camp programming, in partnership with CAFN Youth Programs. BGC Yukon's 2024-2025 Annual Program Report shared the following statistics:

- BGC Yukon's annual budget for Haines Junction programming last year was \$179,784.70.
- Funding to support this programming was derived from:
 - YG Justice Funding \$75,000
 - Other YG Grants \$12,000
 - Federal Grants \$5,603.70
 - Village of Haines Junction (summer camp) \$61,913
 - RPAY \$8,000
 - Lotteries \$4,506
 - RCMP \$3,760
 - Makeway Grant \$9,000
- The largest expenses in last year's budget were:
 - Payroll \$124,769.76
 - Facility and Equipment Rental \$11,725.36
 - Subcontractors and Consultants \$8,837.33
 - Food \$7,566.77
 - Professional Fees \$6,754.53
- On average, 6 youth attend after school programming every day.
- On average, 12 youth participated in the summer camp every day.

Asset Management Impact

This proposal has no impact on any of the Village's assets. However, one of the reasons this programming was initiated was due to the closure of one of the Village's facilities in 2018 (the pool). The pool was a primary source of summer recreation for the community's youth. In 2017, the pool had an annual operating budget of \$103,866.22 (of which salaries accounted for \$49,300 of the budget). Using the Bank of Canada's inflation calculator, \$103,866.22 in 2017 is equivalent to \$130,732.31 in 2025.

Alternatives Considered

Option 1 – Provide funding at level requested (\$68,465.06) considering:

- Difficulties that the organization will face in needing to adjust its summer programming at this late date.

- In 2025 dollars, this is nearly equivalent to the amount the Village paid for lifeguards in 2017 (\$49,300 is \$62,051.96 in 2025 dollars)^{1,2}
- BGC Yukon has been advised to provide access to summer programs at no cost in the communities because First Nations youth are a primary audience for this programming. The Village's partnership could be seen as a contribution to advancing reconciliation.

Option 2 – Provide a reduced level of funding this year^{1,2} considering:

- This option seeks to balance the perspective of Options 1 and 3

Option 3 – Do not provide funding² considering:

- This Council is uncomfortable with awarding such a large amount of funds outside of a competitive process
- Summer camps elsewhere typically rely on a partially or fully parent-funded model
- Council is taking steps to develop a new approach to supporting recreation, arts and cultural programming and events that will include developing a policy framework to guide decision-making on significant funding requests that will ensure equitable access and opportunity to all community groups.

Notes:

¹*This will be the last year funds will be made available through a direct solicitation to Council.*

²*Next year, requests from BGC Yukon will be considered under Council's new approach to supporting recreation, arts and cultural programming and events.*

Alignment with Strategic Priorities

Council's goal of *Inclusive and Resilient Community Services* supports a connected and active community by investing in recreation, public spaces and programs that encourage resident participation. This goal seeks to plan for the future by incorporating community needs, optimizing existing resources and exploring sustainable recreation opportunities that enhance quality of life and strengthen community pride.

Draft Resolution

That BGC Yukon be awarded \$xx,xxx for youth summer recreation programming noting this will be the last year funds will be made available through a direct solicitation to Council and next year, requests from BGC Yukon will be considered under Council's new approach to supporting recreation, arts and cultural programming and events

Prepared by

Aynslie Ogden
Policy and Communications Manager



Yukon

**BGC Yukon Haines Junction
Annual Program Report Summary
Reporting Period: April 1, 2024 – March 31, 2025**

This year for the Haines Junction Satellite Club (HJSC) has been another success with lots of daily learning opportunities. Our team in Haines Junction has integrated their supports into a variety of youth lives who call Haines Junction home and many community members who come to Haines Junction for support and connection. We saw a steady attendance throughout the year and huge uptake in the summer months for our Shajë Kwà'ą Sunshine Camp. Youth were encouraged to challenge themselves and push their comfort zones to continue growing and learning in our safe space with support from staff and peers.

During the school year, the Club launched Running club and Boy's Night, these programs were created to offer times to connect with youth and provide a healthy engaging program. The Boy's Night was a huge success and saw 10 plus youth coming in every other week to connect with Whitehorse and take part in a healthy Men's group working towards education in Gender Based violence, self-care, and being a healthy male role model. Additionally, Girls Club has been running for some time and continues to be a sought-after program in HJ that aims to meet the youth where they are at and develop fun and engaging programming based on their desires.

HJ worked this year to integrate the 40 developmental assets into all programming development and delivery. This allowed the team to clearly identify what they were already doing and continue to expand on how they can improve. The team worked to expand how their program meets the youth needs/wants while also hitting developmental goals and increasing youth skills and providing opportunities to learn while at play. When more formally integrated, the 40 developmental assets became a cornerstone to our program development and delivery. When utilizing the 40 assets, it highlighted our strengths and identified ideas that we could work to incorporate more frequently to better lead our youth.

CAFN continued to be a great partner to this program and is always there for the youth and the community. CAFN has supported anything from program development delivery to personal targeted care of the youth accessing our programs. This partnership allows us to meet the youth where they are at, access supports at different hours and utilize both organizations for their individual strengths. BGCY and CAFN compliment each other very well and support each other in many unforeseen ways. This has allowed us to connect with the community, connect with the youth and be available for more hours of contact.

Food continues to be our biggest connection with youth and families. Whether it be through Food for life to food literacy programs. BGCY recognizes that all humans have a right to proper nutrition and the skills to meet that need. We aim to achieve this by providing food, culinary programs, and education around food literacy and exploration. Food is essential to life, and we recognize that no one can thrive if they are focusing on surviving. HJ has and will continue to target this area of support by accessing grants and utilizing staff passions and skills sets to build up the youth.

Our biggest avenue for connection is during the summer months while delivering Shajë Kwà'ą Sunshine Camp. This camp allows us to utilize BGCY skills out on the land with support from CAFN. This year they were on the land everyday and exploring youth passions and pushing their limits to increase confidence and explore new opportunities. Camp was busy everyday and everyday our team learned how to better support and connect with the children and youth. We saw lots of challenges from behavior to staff shortages but with the committed team at BGCY, they overcame them all and delivered a positive camp for all children and youth attending.



Total Year Stats – April 1, 2024 to March 31, 2025

- 18 Unique Self Identified CAFN Youth
- 6,962.75 – Contact hours
- 854.25 – Duration hours
- 1300 meals and 1,035 Snacks
- Average for school year attendance approx. 6 youth per day
- Average for Summer Camp is 12 per day



BGC Yukon
Draft Budget 2024-2025
April 1 2024-March 31 2025

	Special Project - Haines Junction
INCOME	
40000 Grants	
40001 YTG - Government Grants	
YG - Other Grants	
YG - Case Agreement	
YG - Crime Prevention Justice Funding	
YG - ELCC funding Grant	
YG - Tuition Fee Reimbursement and Education Subsidy Early Years	
YG - Tuition Fee Reimbursement School Age	
YG - Justice Funding	75,000.00
YG - Food Literacy	5,000.00
YG - Youth Roots safe water, strong futures	5,000.00
YG - Youth Roots Lacrosse	2,000.00
YG - Youth Directorate	
Total 40001 YTG - Government Grants	\$ 87,000.00
40002 Fed Government Grants	
New Horizons	
Canada Summer Jobs	5,603.70
Total 40002 Fed Government Grants	\$ 5,603.70
40003 Municipal Grants	
City of Whitehorse Better Citys Grant	
City of Whitehorse Youth Strategy Funds	
VoHJ Summer Camp - Municipality Funding	61,913.00
Total 40003 Municipal Grants	\$ 61,913.00
40009 Foundations & Other	
RPAY	8,000.00
Letterfee	4,508.00
FVIF - RCMP	3,780.00
BGC Canada Funding	
BGCC Virtual Programming	
BGCC Learn On	
CSYF - Tamarak Institution	
Total 40009 Foundations & Other	\$ 16,288.00
40010 Donations	
40012 Tax Receipted	
40013 Non Receipted	
Total 40010 Donations	\$ 0.00
40030 Fundraising & Events (Halloween; Carwash; Golf; Dodge Ball)	
40070 Tuition Fees	
40080 Other Income	
Food Literacy Grant	
Mahoney Grant	9,000.00
Kluane First Nations	
Food Bank of Yukon	
40090 Interest Income	
48000 Deferred Capital Revenue	
Total Income	\$ 179,784.70
Percentage of Income	9%
GROSS PROFIT	
EXPENSES	
00000 Advertising and Promotion	470.36
00010 Bank Service Charges& Penalties	575.76
00015 Food	7,568.77
00020 Honorariums & Gifts and Rewards	1,413.59
00030 Insurance	1,338.95
00035 Janitorial and Supplies	500.00
00040 License and Inspection Fees	46.87
00050 Memberships& Subscriptions& Fees	1,471.31
00055 Office Equipment & Supplies	1,189.82
00065 Professional Fees	6,754.53
00070 Program Supplies	3,347.12
00075 Facility and Equipment Rent	11,725.36
00080 Repair and Maintenance	1,465.03
00080 Subcontractors & Consultants	8,837.33
00095 Training	1,687.19
00105 Travel	3,619.74
00110 Utilities	3,044.01
00000 Payroll Expenses	124,789.78
Total Expenses	\$ 179,813.31
PROFIT	-\$ 28.61



**Village of Haines Junction
Report to Council**

May 14, 2025

☒ **Council Decision**
☒ **Council Direction**
☐ **Council Information**
☐ **Closed Meeting**

RE: Select Tender for Hazardous Materials Removal at Former Community Hall/Pool

Recommendation

That Council review the following proposal comparison and provide direction to Administration on selecting a consultant for the hazardous materials assessment, removal planning, and tender document preparation associated with the demolition of the former Pool/Community Hall.

Background

Council directed staff to initiate preparations for the demolition of the former recreation building. This included a Hazardous Building Materials Assessment (HBMA), preparation of tender documents for abatement and demolition, and potential YESAB regulatory requirements.

#103-25 Tender documents hazardous material removal contract for old pool	THAT staff issue an invitational tender for the hazard assessment for the demolition of the old pool /recreation centre and the development of tender documentation for hazardous material removal contract.
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Current Status

Two proposals were received:

1. Associated Engineering (AE)

AE proposes to manage the project and subcontract the HBMA to Peak Environmental.

- Hazardous Materials Assessment (Peak Environmental): \$12,500
- Tender Document Creation: \$14,300
- Construction Support: \$12,000
- YESAB Application Support (if required): \$11,000
- Total Estimate (if YESAB applies): \$49,800

Peak Environmental's detailed assessment includes:

- On-site inspections, sampling, and laboratory analysis of asbestos, lead, PCBs, mercury
- Full regulatory compliance with WorkSafeBC and Yukon requirements
- Reporting including abatement cost estimates and contractor sign-off provisions

2. Sifton Range Environmental Consulting

Sifton proposes a complete, in-house approach for HBMA and value-added services.

- Hazardous Materials Assessment Base Cost: \$8,000
- Sampling & Travel (asbestos, lead, TCLP): \$3,399.40
- Total HBMA Cost: \$11,399.40

Optional Add-on Services:

- Tender Package (NMS format): \$10,000
- Contract Management: \$10,000
- Confirmatory Soil Sampling (for oil tank): \$7,000
- YESAB Submission: \$8,000
- Total with Add-ons: \$46,399.40

Sifton's value-added services include:

- Oversight of demolition and abatement process
- Tender and contractor engagement
- Confirmatory soil testing
- Full YESAB application preparation

Discussion/Analysis

Category	Associated Engineering (with Peak)	Sifton Range Environmental
HBMA Cost	\$12,500	\$11,399.40
Tender Document Preparation	\$14,300	\$10,000
Construction Support	\$12,000	\$10,000
YESAB Application	\$11,000	\$8,000
Total Estimated Cost	\$49,800	\$46,399.40
Subcontracted HBMA	Yes (Peak Environmental)	No
Turnkey Delivery	Yes	Yes
Local Experience	Documented	Documented

Both firms are experienced in delivering similar work in the Yukon.

Asset Management Impact

This work is a prerequisite for the safe demolition of an end-of-life asset. Ensuring the HBMA and related documentation are complete will facilitate compliant demolition and reduce long-term liability.

Alternatives Considered

1. Proceed with **Associated Engineering** at an estimated maximum cost of \$49,800.
2. Proceed with **Sifton Range Environmental** at an estimated cost of \$46,399.40.
3. Defer decision and seek revised or combined scope proposals.

Alignment with Strategic Priorities

- Supports asset decommissioning and responsible infrastructure management
- Advances community planning and future site redevelopment

Next Steps

- Council selects a proponent
- Define project budget through Motion, followed by project inclusion in the 2025 Capital and Project Budget
- Administration confirms scheduling
- Consultant proceeds with assessment and documentation

Draft Resolution

THAT Council direct staff to engage with Sifton Range Environmental to undertake the hazardous building materials assessment, tender preparation, and demolition support for the former Pool/Community Hall. And that a project budget of \$50,000 be established by Motion for inclusion in the upcoming 2025 Capital and Projects Budget.

Prepared by
Dave Fairbank CAO



Village of Haines Junction Report to Council

May 14th, 2025

☒ Council Decision
☒ Council Direction
☐ Council Information
☐ Closed Meeting

RE: Community Tourism Destination Development Fund Award – Dezadeash Trail Revitalization (Phase 1)

Recommendation

It is recommended that Council approve the direction outlined in the Draft Resolution to proceed with the Dezadeash Trail Revitalization (Phase 1), including the allocation of the project budget.

Background

The Dezadeash Trail requires revitalization to address deterioration and ensure public safety. The Village has received a Community Tourism Destination Development Fund award for this project. Although the awarded funding was less than initially anticipated, an RFP process was completed, and the receipt of three proposals indicates that the project is viable for a phased approach. Phase 1 of the Dezadeash Trail Revitalization will focus on the most critical safety elements, primarily the replacement of the boardwalk. The initial CTDF application was shared with Council on March 11th.

Current Status

The Request for Proposals (RFP) process has been completed, and three proposals have been received. A detailed project budget has been established by the Village, accounting for the reduced funding and the necessary scope adjustments for Phase 1.

Discussion/Analysis

The Village has established a detailed project budget that accommodates the reduced funding by phasing the project and adjusting the initial scope. This phased approach allows the most critical safety and accessibility issues, specifically the boardwalk replacement, to be addressed promptly. Proceeding with Phase 1 ensures that essential safety improvements are made in a timely manner.

SUMMARY	Proposed	Amended	
CTDDF cash	\$ 75,000.00	\$ 50,000.00	
Cash VHJ	\$ 15,050.00	\$ 20,050.00	
<i>Subtotal cash</i>			\$ 70,050.00
In kind VHJ	\$ 1,250.00	\$ 2,000.00	
In kind Parks	\$ 8,750.00	\$ 9,500.00	
<i>Subtotal In kind</i>			\$ 11,500.00
Total phase 1 budget	\$ 100,050.00		\$ 81,550.00

Asset Management Impact

Responsibility for the maintenance and upkeep of the Dezadeash Trail is shared between Kluane National Park Reserve (NPR) and the Village. Continued deterioration of the boardwalk presents a significant risk. When last reviewed by Council, the total contribution from the Village was \$16,300. With the reduced funding, the new total contribution is \$22,050.

Alternatives Considered

- **Delay Repairs:** Council could elect to wait for another funding opportunity before completing repairs to the trail. This is not recommended due to the trail's extensive deterioration and the associated elevated safety risks.
- **Close the Trail:** Council could also elect to close the trail. This is not recommended as it would be very difficult to ensure non-use and would remove a valued recreational asset from the community.

Alignment with Strategic Priorities

This project aligns with Council's goals of providing sustainable service levels, as it represents the most cost-effective means currently available for maintaining the trail. Furthermore, Council has emphasized maintaining and enhancing recreational services within the community, a priority directly supported by this revitalization effort.

Next Steps

Upon Council approval of the motion to allocate the project budget, staff will proceed to review the proposals and award the tender for Phase 1. The project will subsequently be included in the 2025 Capital and Project Budget in the coming months.

Draft Resolution

That Council directs staff to review proposals and award the tender for the Dezadeash Trail Revitalization (Phase 1) project; And that a budget of \$81,550 be approved by Motion for inclusion in the pending 2025 Capital and Projects Budget.

Prepared by

David Fairbank CAO



Village of Haines Junction Report to Council

May 14th, 2025

☒ Council Decision
☒ Council Direction
☐ Council Information
☐ Closed Meeting

RE: Free Store Advisory Group Report

Recommendation

That Council take into consideration this report from the Free Store and Landfill Advisory Group and take under consideration their recommendations regarding the reopening of the Free Store, specifically:

- That Council approve the allocation of funds for \$40 per shift honorariums for Free Store volunteer staff, as recommended by the Advisory Group, to facilitate the reopening of the Free Store.
- That Council approve the proposed Free Store operating hours of Fridays, Saturdays, and Sundays from 1:00 p.m. to 5:00 p.m.
- That Council direct staff to review the existing donated refundables Policy to allow for honorariums at the Free Store.
- That Council support the target reopening date of the Free Store of May 15th, 2025.

Background

The Free Store and Landfill Community Concerns Advisory Group was tasked by Council to develop a plan for the reopening of the existing Free Store. A key component of the reopening plan is ensuring the Free Store can operate in a safe, organized, sustainable, and publicly positive manner. Staff were directed to summarise the finding of the Advisory Group in this report.

Current Status

The Advisory Group has put forward a series of recommendations to enable the reopening of the Free Store. These include defined operating hours, staffing by volunteers, and the implementation of an honorarium for these volunteers. The proposed operating hours are Fridays, Saturdays, and Sundays from 1:00 p.m. to 5:00 p.m. Volunteer staff would cover a minimum 2-hour shifts from 3:00 p.m. to 5:00 p.m. within these operating hours, receiving a \$40 honorarium per shift. This is intended to ensure the store is consistently clean and managed.

The group has identified that funding for these honorariums could come from donated recyclables. However, this requires Council to repeal an existing policy that currently prevents such use of these funds.

Preparations for the reopening are underway, including cleaning, painting, and new signage.

Discussion/Analysis

The Advisory Group believes that an honorarium is the best way to ensure commitment and proper management of incoming goods. The reopening of the Free Store aligns with community interest in reducing waste, as many people are hesitant to dispose of usable items. A proposed brochure and Facebook page will aid in communicating accepted items, operating hours, and other relevant information to the public.

Asset Management Impact

At an honorarium of \$40 per shift, three days a week, the annual cost of the honorarium would be \$6,240. If this is redirected from donated refundables, other user groups, who currently make use of this funding, will need to apply for funding under Lotteries, or the proposed Arts and Cultural Grant Committee.

Alternatives Considered

The Advisory Group considered charging a small fee for donating items to the Free Store as an alternative funding option for its operation. However, this was deemed unlikely to cover costs and potentially counterproductive, as most items donated are free recyclables.

Potential Next Steps

If Council approves of the recommendations:

1. Staff would assist with the distribution of the Free Store brochure and in advertising the Facebook page for large items and would proceed with the necessary steps to repeal the existing policy regarding the use of donated refundable funds.
2. Cathy Mackinnon would coordinate volunteers through posters, emails, and phone calls.
3. The Free Store would aim to reopen on May 15th, 2025, with the approved operating hours and volunteer honorarium system in place. If Council requires more time to consider this request a provisional opening could be approved with a limited budget for honoraria.

Draft Resolutions for Consideration

That Council approves the recommendations of the Free Store and Landfill Community Concerns Advisory Group for the reopening of the Free Store beginning on May 15th

And that Council approves the allocation of funds for \$40 per shift honorariums for Free Store volunteer staff

And that Council approves the Free Store operating hours

And that Council directs staff to provide a RTC providing proposed changes to the donated refundables Policy, allowing for Free Store volunteer honorariums.

Additional Considerations

Representatives from the Free Store Advisory Committee will be in attendance at the May 14th Council Meeting to answer questions. If Council has additional concerns, staff are available to answer in the form of a Report to Council, but this will require delaying the opening. Another Option would be to allow limited time of operation as recommended by the Group before providing Councils full approval to the proposals.

Due to time constraints the Free Store Advisory Group will be reviewing this report to ensure it accurately represents the groups advise to Council. An edited version of this document may be posted prior to the May 14th Council meeting.

Prepared on behalf of the Free Store Advisory Group by:

David Fairbank CAO

Municipal Accounts Payable to May 14, 2025

<u>Cheque No.</u>	<u>Name</u>	<u>Amount</u>		<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 34,189.00		Administration	Net Pay - Pay Period 9
		\$ 9,290.86		Administration	RRSP Contribution - Pay Period 9
		\$ 751.90		Administration	Union Dues April 2025
		\$ 29,817.31	\$ 74,049.07	Administration	Receiver General April 2025
Transfer	Payroll Account #4305418	\$ 34,466.90		Administration	Net Pay - Pay Period 10
		\$ 5,011.50		Administration	RRSP Contribution - Pay Period 10
		\$ 8,868.96	\$ 48,347.36	Administration	Group - Insurance Pay Period 10
Bill Pay	Visa	\$ 4,813.28		Administration	Postage, selfie tripod stand,advertisment,phones,clips
		\$ 162.44		Arena	Floor squeegee, duct tape
		\$ 2,982.00		Convention Centre	New movable cooler
		\$ 917.17		Fire Department	Sprayer, truck maintenance,msds wall station,
		\$ 853.85		Landfill	Cleaner, phone, clock, tag out kit, printer, signs
		\$ 155.41		Mezzanine	Portable screen
		\$ 1,406.16		Public Works	Oil, filters, small tools, paint, floor magnet, cleaners
		\$ 1,159.41	\$ 12,449.72	Water & Sewer	Faucet, elbows, sealant kit, CLR, phone
280493	Ellen Stutz Petty - Cash	\$ 260.70		Legislative	Hooks, tea, cards, pie for 50th AYC AGM
		\$ 3,113.30		Recycling Centre	Refundables paid out
		\$ 210.00		Fire Department	Chainsaw chaps, helmet
		\$ 39.22	\$ 3,623.22	Administration	Assorted baked goods for mural project meeting
280494	535561 Yukon Inc		\$ 4,650.00	Legislative	Catering for 50th AYC AGM
280495	Acklands - Grainger	\$ 441.72		Public Works	Wiper blades, fall limiter
		\$ 515.34		Roads & Streets	Delineator pod with base
		\$ 33.53	\$ 990.59	Water & Sewer	PVC/brass pipe fittings
280496	Advance Security & Automation Ltd.		\$ 173.50	Convention Centre	Monthly alarm monitoring

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to May 14, 2025

280497	Association of Yukon Communities (AYC)	\$ 1,600.00		Legislative	Registration mayor & councillors for AYC Conf.
		\$ 480.00	\$ 2,080.00	Administration	Registration and Banquet dinner and plus 1 CAO
280498	Association of Yukon Fire Chiefs		\$ 150.00	Fire Department	Fire chief annual membership
280499	Big Bud Contracting		\$ 3,150.00	Recycling Centre	Recycle pick-up for the month of Feb 17 - Mar 30
280500	BI Pure Water (Canada) Inc		\$ 4,422.49	Water & Sewer	Micron filters, freight
280501	Champagne & Aishihik First Nation		\$ 2,782.50	Legislative	Bears Paw Quilting rental of Daku AYC AGM
280502	Christina Benty		\$ 11,104.73	Legislative	Strategic planning/ workshops
280503	Creams of the Forest		\$ 2,000.00	Legislative	Lip butter & essential oil roller 50th AYC AGM
280504	Dakwākāda Dancers		\$ 1,075.00	Legislative	Performance for AYC AGM
280405	Ellen Stutz Petty-Cash	\$ 1,304.05		Recycling Centre	Refundables paid out
		\$ 316.75	\$ 1,620.80	Fire Department	Wall light, traffic cones
280406	Falcon Electric		\$ 149.63	Arena	Troubleshoot arena control voltage
280407	Griffin Emergency Vehicle Service		\$ 4,095.00	Fire Department	Pump inspection and testing (NFPA)
280408	Grime Stoppers		\$ 153.83	Convention Centre	Table cloth and skirting cleaning
280409	Inkspirationz	\$ 4,567.50		Legislative	Alaska highway Canada banners
		\$ 515.34		Convention Centre	Cliff swallows signs
		\$ 4,123.57	\$ 9,206.41	Landfill	Coroplast and dibond signs
280410	Inland Kenworth		\$ 660.92	Public Works	Fuel filters, oil , belt
280411	Jacob's Industries		\$ 373.28	Water & Sewer	Co2

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to May 14, 2025

280412	Jordan Leschart o/a GearWorx Contracting		\$	1,470.00	Roads & Streets	Road grading
280413	Locality Media Inc.		\$	4,400.00	Fire Department	Records management and training
280414	MacKellar Contracting		\$	2,100.00	Roads & Streets	Road grading
280415	Marty Samis Photography		\$	1,500.00	Legislative	Event photography 50th AYC AGM
280416	M & D Services	\$	1,966.16		Convention Centre	April 2025 Custodial Services
		\$	1,142.93		Mezzanine	April 2025 Custodial Services
		\$	79.93		Arena Lobby	April 2025 Custodial Services
		\$	431.60		Administration	April 2025 Custodial Services
		\$	255.76		Fire Department	April 2025 Custodial Services
		\$	120.00	\$	3,996.37	Convention Centre
280417	Michael Schmidt		\$	660.00	Legislative	Premiers gifts
280418	NF Electrical and Event Production Ltd	\$	1,239.00		Legislative	Av equipment and technicians for AYC banquet
		\$	5,239.00	\$	6,478.00	Water & Sewer
280419	Northwestel	\$	257.28		Administration	April 27, 2025 billing
		\$	61.40		Public Works	April 27, 2025 billing
		\$	699.73		Water & Sewer	April 27, 2025 billing
		-\$	87.92		Protective Services	April 27, 2025 billing
		\$	123.04		Convention Centre	April 27, 2025 billing
		\$	30.70		Arena	April 27, 2025 billing
		\$	30.70		Mezzanine	April 27, 2025 billing
		\$	73.12	\$	1,188.05	Recycling Centre
280420	Robert McPhie		\$	297.33	Legislative	Gift Cards Fire Place 50th AYC AGM
280421	Robinson Business Services		\$	1,512.00	Administration	Grant writing for CDF tier application

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to May 14, 2025

280422	Source Motors	\$ 1,701.95		Fire Department	April 2025 Heating Fuel
		\$ 631.07		Landfill & Recycling	April 2025 Fuel
		\$ 485.10		Roads & Streets	Propane
		\$ 4,917.76		Public Works	April 2025 Fuel
		\$ 140.52	\$ 7,876.40	Fire Department	April 2025 Fuel
280423	Summit Events and Services		\$ 2,128.43	Legislative	Planning hours, logistics 1 day conf., hotel, travel
280424	Superior Propane		\$ 28.35	Public Works	Annual tank rental
280425	Tangerine Technology	\$ 1,284.15		Administration	Network support
		\$ 156.45		Water & Sewer	Network support
		\$ 105.00	\$ 1,545.60	Fire Department	Network support
280426	Wildwood Spirit		\$ 199.50	Legislative	Valerian tincture for 50th AYC AGM
280427	Yukon Service Supply	\$ 947.11		Convention Centre	Hand soap, hand towels, toilet paper, garb. Bags
		\$518.43	\$ 1,465.54	Water & Sewer	Sodium Hypochlorite
280428	Yukon University	\$ 1,080.00		Public Works	First aid courses
		\$ 3,885.00	\$ 4,965.00	Fire Department	First aid courses

Municipal Accounts Payable **\$ 229,118.62**

Adopted on _____

Mayor _____ CAO _____

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to May 14, 2025

* Denotes an item not directly funded by the Village

** Grant funded



Village of Haines Junction Report to Council

May 14, 2025

☒ Council Decision
☒ Council Direction
☐ Council Information
☐ Closed Meeting

RE: Draft Community Recognition Policy

Recommendation

Council adopt Policy #43-25 - Community Recognition Policy, issue a call for nominations with a submission deadline of June 15th, and announce 2025 awards recipients on Canada Day.

Background

On February 26, 2025, Council passed the following motion:

Motion #88-25 THAT staff are directed to purchase up to 36 WHL tickets for the September Exhibition Game in Whitehorse and the equivalent amount and price point of gift cards. Staff are further directed to develop a guideline on distribution of the tickets and gift cards that will reflect our appreciation to community members for their contribution to the community of Haines Junction.

An in-camera report was presented to Council on March 11th that contained options for how a community appreciation initiative could be structured. Following their review of this report, Council passed the following motion:

Motion #107-25 THAT Council direct staff to draft up a short policy for a community appreciation initiative for Council's approval.

Current Status

A draft Community Recognition Policy is appended this report. The purpose of this policy is to recognize significant contributions to the betterment of the community and to celebrate significant personal milestones.

Discussion/Analysis

This policy, if adopted, would provide a means for the Village of Haines Junction to acknowledge, celebrate and show appreciation to those who have made significant contributions to enhancing the quality of life of Haines Junction residents. This policy encourages the recognition of outstanding volunteerism, long service, projects, initiatives, accomplishments or achievements of individuals, groups, businesses and/or organizations in the Village of Haines Junction as well as the recognition of significant milestones (birthdays and wedding anniversaries). The draft policy provides the process for community members to make a nomination, a nomination form, a process for evaluating nominees, and timelines

Alternatives Considered

Alternatives were put forward for Council's consideration in their March 11 (in-camera) report. Council preferred a flexible policy that would enable Council to recognize a variety of ways in which residents contribute to betterment of the community.

Alignment with Strategic Priorities

This initiative is consistent with Council's strategic goal to promote an inclusive and resilient community. Council wishes to support a connected and active community by encouraging resident participation, enhance quality of life and strengthen community pride.

Next Steps

1. Amend/adopt the policy
2. Issue a call for nominations with a submission deadline of June 15th
3. Announce 2025 award recipients on Canada Day

Draft Resolution

THAT Council adopt Policy #43-25 – Community Recognition Policy on May 14, 2024. Staff are directed to issue a call for nominations with a submission deadline of June 15th and support Council's evaluation so 2025 awards recipients can be announced during the Canada Day celebrations on July 1st.

Prepared by

Aynslie Ogden

Policy and Communications Manager



VILLAGE OF HAINES JUNCTION

Community Recognition Policy

#43-25

1 Purpose

The purpose of this policy is to recognize significant contributions to the betterment of the community and to celebrate significant personal milestones.

2 Policy Statement

The Village of Haines Junction wishes to acknowledge, celebrate and show appreciation to those who have made significant contributions to enhancing the quality of life of Haines Junction residents. This policy encourages the recognition of outstanding volunteerism, long service, projects, initiatives, accomplishments or achievements of individuals, groups, businesses and/or organizations in the Village of Haines Junction as well as the recognition of significant milestones (birthdays and wedding anniversaries). This policy provides the process for community members to make a nomination, a nomination form, a process for evaluating nominees, and timelines.

3 Implementation of Policy

3.1 Nominations

- To be considered for an award, eligible recipient(s) must be nominated by a member of the community using the attached nomination form.
- Nomination forms must be submitted by June 15th.

3.2 Evaluation

The following principles will guide the evaluation of nominations of individuals, groups, businesses and organizations to be recognized:

- The nominee to be recognized must:
 - Be an individual or individuals, group, business or organization within the Village of Haines Junction
 - Reflect either:
 - Outstanding volunteerism, long service, projects or initiatives, accomplishment or achievements that have contributed in a significant way to the betterment of the community in any of the

following areas: sport, music, arts, culture, education, citizenship, environment, and/or social services.

- Milestone birthdays (80 years, 85 years, 90 years, 95 years, 100 years, 100+ years) or milestone wedding anniversaries (25 years, 50 years, 55 years, 60 years, 65 years, 70 years, 70+ years)
- The nominee to be recognized must not:
 - Adversely impact the Village's identity or reputation
 - Conflict with any applicable laws, bylaws or policies
 - Advance the political interest of any party or group
 - Have the potential to incite violence or hatred
 - Present demeaning or derogatory portrayals of individuals or groups
 - Be of questionable taste in style, substance or presentation
- In selecting recipients, Mayor and Council will strive to reflect the diversity of residents as well as the diversity of ways in which residents contribute to the betterment of Haines Junction.

3.3 Recognition

- The recognition will be provided on behalf of Mayor and Council.
- The recognition may be given in several ways:
 - A thank you card, certificate or plaque
 - A gift of appreciation, the value of which is to be no more than \$150 for individuals or \$300 for groups or organizations.
- Announcements will be made on Canada Day, July 1st, of every year.
- Only the names of nominees who were selected for recognition will be made public.
- Nomination packages may be retained for consideration in the following year.

4 General Information

4.1 Inquiries

Questions about the policy should be directed to the Chief Administrative Officer
cao@hainesjunction.ca

5 Application

5.1 Relationship to other policies

This policy replaces the Community Recognition Award Policy #001-11, adopted in 2011 and repealed in 2017, which replaced Policy #016-08, adopted in 2008 and repealed in 2011.

5.2 Order of policy

Where any part of this policy conflicts with requirements in Village Bylaws, the requirements in the Bylaws will apply.

POLICY TITLE: Community Recognition Policy

POLICY #: 43-25

EFFECTIVE DATE: May 14, 2025

ADOPTED BY COUNCIL ON: May 14, 2025

RESOLUTION #:

Approved by:

Diane Strand – Mayor

David Fairbank – CAO



VILLAGE OF HAINES JUNCTION

Community Recognition Policy

NOMINATION FORM

Nominator: _____

Address: _____

Phone: _____

Email: _____

Nominee: _____

(name of individual and/or group, business or organization)

Address: _____

Phone: _____

Email: _____

Reason for nomination (check all that apply):

- ☐ Volunteerism
- ☐ Long service
- ☐ Outstanding project or initiative
- ☐ Major accomplishment or achievement
- ☐ Milestone birthday or anniversary. Please specify: _____

Category:

For nominations other than milestones, please indicate in which category/ categories was the contribution made (check all that apply):

- ☐ Sport
- ☐ Music
- ☐ Arts
- ☐ Culture
- ☐ Education
- ☐ Citizenship
- ☐ Environment
- ☐ Social services

Description:

For nominations other than milestones, please provide a description of the reason for the nomination including: details of the volunteerism, long service, project or initiative, accomplishment or achievement; timelines; location(s); other groups or individuals involved; outcomes; and most importantly, how this has contributed to the betterment of the community.

Please attach additional page(s) if needed
Letters of support may accompany the nomination form



**Village of Haines Junction
Report to Council**

May 14, 2025

☒ **Council Decision**
☒ **Council Direction**
☐ **Council Information**
☐ **Closed Meeting**

RE: 2025 Haines Junction Yukon Lottery Funding Grant Distribution

Recommendation

THAT Council award **\$5,281.17** from the Haines Junction Lottery Funding Grants as follows:

- | | |
|--|------------|
| 1. <u>Haines Junction Taekwondo Club</u> | \$1,381.17 |
| 2. <u>Haines Junction Pony Club</u> | \$3,900.00 |

Background

The allocation of Community Lottery Program funds from Lotteries Yukon is \$23,493.00 for the 2025/26 fiscal year. There are two intakes – in April and October. Traditionally, the Village has awarded more funds in the fall intake when the demand is higher.

Lotteries grants support community arts, sport and recreation projects. A minimum of 25% of project costs must be fundraised from other sources (this may not include donations or grants). Applications may not be retroactive, and applicants can only receive one grant per calendar year. Projects involving children and youth will be given priority, and evidence of broad community support and/or partnerships strengthen an application. Capital items and honorarium for out-of-town resource people will be considered.

Eligible costs include all costs directly related to providing arts, sport and recreation opportunities either through participation or availability to members of the community.

Ineligible costs include operating and maintenance costs for general administration, wages, office equipment (computers, scanners, printers, projectors, telephones, software, etc.), rent, energy, supplies, phone, internet, minor repairs and maintenance, accounting and audit services, printing services, insurance, professional services linked to O&M, annual fees, gifts, awards, prizes (including cash).

Additional information about the program, including eligibility criteria, is available on the Village website at <https://hainesjunction.ca/p/funding-opportunities>

All of the funding given to us by the Community Lotteries Program must be allocated or Lotteries will reduce our allocation in the following year by the amount we don't spend.

In September 2021, Council adopted the [Local Community Group and Individuals Support Policy #36-21](#) which waived fees for use of the Village facilities for recreational purposes.

Current Status

Ellen Stutz (Office Administrator), Donna Istchenko (Treasurer) and Aynslie Ogden (Policy/Communications Manager) reviewed two grant applications that were received for this round of funding. The total requested funds in this intake was \$9,181.17 as follows:

- Haines Junction Taekwondo Club: \$1,381.17 for breaking boards, uniforms and belts and sparring equipment.
- Haines Junction Pony Club: \$7,800 for instructors, farm-horse rental fee and snacks for 13-week sessions as well as a two-day camp.

Discussion/Analysis

The reviewers assessed applicants' eligibility based on the conditions outlined in the Haines Junction Lottery Funding Grant Information Sheet, we concluded:

- Haines Junction Taekwondo Club – Total project costs are \$2,981.17. The club is requesting \$1,381.17 towards the purchase of breaking boards, uniforms and belts and sparring equipment, which are eligible expenses under the Community Lottery Program. The club has already fundraised \$1,000 from the Active Yukon After School Program Grant that will cover insurance, branch registration fees with funds left over to contribute to the above-named expenses. This fundraising represents more than 25% of the costs, so this application is eligible to receive the full amount it has applied for.
- Haines Junction Pony Club – Total project costs are \$10,400. The club is requesting \$7,800 to cover honoraria for instructors, farm/horse rental fees and snacks, which are eligible expenses under the Community Lottery Program. The club has not yet fundraised 25% of the project costs but has planned fundraising efforts. The amount requested (\$7,800) is significantly more than was awarded to this group last year (\$5,400).

Historically we receive a greater number of applications for the Lotteries Fund in the fall, and have be careful to not allocate too much in the spring so that we have enough funds to fairly disperse in the fall. Also, when we have allocated larger funds they have typically been for projects that have benefitted a larger number of youth (e.g. Minor Hockey, Creative Junction, and Augusto). For this reason, we recommend providing 50% of the requested funding to the Haines Junction Pony Club.

A review of the Grant criteria is also recommended. While the Lotteries Program does have some strict eligibility criteria that we cannot amend, we could look at clarifying our approach to administering Lotteries funds to better reflect historic practice and establish new best practices going forward. For example, we could look at the merits of setting a maximum amount that can be allocated to one project that could be tied to the number of individuals reached by the project, having one intake per year instead of two, allocating remaining funds to spring applications that weren't fully funded if all funds aren't allocated in the fall etc.

For this intake we recommend awarding as follows:

- Haines Junction Taekwondo Club -- \$1,381.17 as requested.
- Haines Junction Pony Club -- \$3,900 or half of what was requested.

Draft Resolution

THAT **\$5,281.17** from the 2025 Haines Junction Lottery Funding Grants be awarded as follows:

1. Haines Junction Taekwondo Club -- \$1,381.17.
2. Haines Junction Pony Club -- \$3,900.

Prepared by

Aynslie Ogden
Policy/Communications Manger



Village of Haines Junction Report to Council

May 14, 2025

☒ Council Decision
☒ Council Direction
☐ Council Information
☐ Closed Meeting

RE: Recreation, Arts and Culture Grant Program Options

Recommendation

To develop a Recreation, Arts, Culture and Environment Grant Program policy with the following elements:

- Provide funding for programs and events
- Distinguish between grant opportunities by establishing a suite of grants within the program
- Provide access for individual, non-profit, business and educational institutions to at least one of the grants
- Administer the program through a Recreation, Arts, Culture & Environment Grants Committee, with a staff secretariat to support the Committee in administering the program.

Background

In 1992, the Village of Haines Junction formed the Culture, Parks and Recreation Committee to make recommendations to Council on matters affecting recreation and lottery grant disbursements. Over its tenure, which ended in 2017, the committee helped organize Canada Day festivities, the Garden Competition, the Christmas Lights Competition and a Community Recognition award.

Current Status

Presently, two programs fund community groups providing recreation, arts and cultural programming in Haines Junction (see hainesjunction.ca/p/funding-opportunities).

Community Lottery Program

- Total funds available: \$20,000 to \$25,000/year
- Number of intakes/year: 2 (April 15 and October 15)
- Average size of award: \$1,000 - \$8,000
- Eligibility criteria: The Village follows Lotteries Yukon's Community Lottery Program Guidelines in administering these funds.

Donated Refundables Fund

- Total funds available: \$5,000-\$6,000/year
- Number of intakes/year: 1 (January 15)
- Average size of award: \$1,000-\$2,000 (funds are equally distributed to eligible applicants)

- Eligibility criteria: Groups must be based out of the greater Haines Junction/Dakwākāda region; have a minimum of 5 active members; have a minimum operating budget of \$250; have been operating during the current calendar year; and provide arts, sports, recreational and/or cultural programming to the community.

Over the past six months, Council has been approached by community groups with requests for significant support for recreation, arts and cultural programming and/or events. Specifically, the Boys and Girls Club is seeking \$68,500 to support summer youth camp programming, and Junction Arts and Music sought \$7,500 for the Glacier Nights Festival. Outside of the limited funding available through the Community Lottery Program and the Donated Refundables Fund, Council has no mechanism in place to guide decision-making on significant funding requests that would ensure equitable access and opportunity to all community groups.

Discussion/Analysis

Many municipalities offer recreation/arts/cultural grants. The Municipality of Cold Lake Alberta offers one of the most comprehensive community recreation, art, culture and heritage investment grant programs¹, making it a great program to assess which elements may be suited to implement within the Village of Haines Junction. The purpose of their grant programs are to develop and/or enhance comprehensive and diverse recreation and cultural programs and provide a variety of grant opportunities to non-profit and private businesses that support programs, events, development of teams, individuals or groups' skills and opportunities related to recreation, art, culture and heritage within the municipality. Their suite of grants include:

- Recreation/Cultural Development Incentive Grant – The purpose of this grant is to encourage and support new or dormant (inactive for 3+ years) recreation and cultural events or programming. These grants are available to non-profits for two consecutive years up to a maximum of \$2,500 per organization/event/year.
- Community Event Incentive Grant - The purpose of this grant is to simply provide seed funding for events expected to benefit the community. These grants are available to non-profit organizations, educational institutions, private businesses, and indigenous communities for up to a maximum of \$10,000 per organization, per event each calendar year.
- Major Community/Tourism Event Grant - The purpose of this grant is to enhance the profile and visibility the community while supporting a diverse and comprehensive recreation and cultural events that bring significant economic benefit to the community. Eligible events must have an operating budget greater than \$100,000, and may also be used for bid proposals. Grants are available to non-profit organizations, educational institutions, and private businesses, for up to a maximum of \$20,000 per event.
- Travel Grant - The purpose of this grant is to assist individuals, teams and cultural groups, participating in athletic or cultural events at a provincial, national or international level. The grant funds will fuel means and accommodations associated with travel to competition. These grants are available to non-profit organizations and educational institutions, and up to a maximum of \$500 per individual, or \$1,000 per team, per calendar year will be considered.

¹ <https://coldlake.com/en/play/recreation-and-cultural-grant-program.aspx>

- Equipment Grant - The purpose of this grant is to assist new or established non-profit organizations in repairing or purchasing equipment needed to run programs or enhance existing programs. Equipment Grants are a 50:50 matching grant that is available to non-profit organizations only, and up to a maximum of \$2,500 per organization per calendar year. *Educational institutions are not eligible for this grant.
- Leadership Grant - The purpose of this grant is to assist with the development of coaches, officials and cultural group leaders who are interested in upgrading their skills and knowledge for the greater benefit of the organization and community. The training clinic or opportunity must not be available community or be an annual or regular event that is held within the community. Leadership Grants are a 50:50 matching grant that is available to non-profit organizations only, and up to a maximum of \$750 per individual and/or \$2,000 per organization per calendar year.
- Arts, Culture and Heritage Grant - The purpose of this grant is to enable and encourage community and not-for-profit arts, culture and heritage organizations to enhance their services and provide innovative community-based arts, cultural and heritage programs, projects and activities to residents. Activities include visual arts, media arts (film/video, photography, multimedia), performing arts, literary arts (storytelling, creative writing, prose, poetry), environment arts (architecture, urban design, landscape design, environmental installations), multicultural arts (ethnic celebrations), heritage arts (protection, restoration, display and interpretation of heritage archives and materials), educational arts (summer camps, youth festivals, youth and adult training programs for arts). The Arts, Culture and Heritage Grant will be available to non-profit organizations only, and up to maximum of \$1,500 for an outcome-based program and/or a maximum of \$3,000 per organization per calendar year.
- Other Community Recreation, Art, Culture and Heritage Investments - The municipality is always interested in hearing from the community and community groups relating to any and all ideas for bonafide community recreation, art, culture and heritage investment initiatives that may not be covered under an existing policy of program offered by the municipality, or is excluded based on the criteria of an existing policy/program. This grant category provides non-profit organizations and private business a chance to make an application directly to the Community Grant Advisory Committee for funding consideration, with no maximum. Other Community Recreation, Art, Culture and Heritage Investments are available to non-profit organizations and private businesses.

Due to the importance of the environment to the quality of life of Junction residents, Council may wish to consider support local environmental initiatives or projects within to the Village's approach to grant programs.

Alignment with Strategic Priorities

Recognizing the contribution of recreation, arts and culture to a vibrant community, Council's 2025 Strategic Priorities include supporting a connected and active community by investing in recreation, public spaces and policies that encourage resident participation.

Next Steps

1. Develop a Recreation, Arts, Culture & Environment Grant Program policy that reflects Council's desired approach to supporting recreation, arts and culture in the community.
2. Establish a budget for the Recreation, Arts, Culture & Environment Grant Program by Bylaw; consider rolling the Community Lotteries Program and the Donated Refundables Fund beneath under this umbrella.
3. Establish a Recreation, Arts, Culture & Environment Grants Committee, with a Staff Secretariat, to administer the program.

Draft Resolution

Staff are directed to draft a Recreation, Arts, Culture and Environment Grant Program policy with the following elements:

- Provide funding for programs and events
- Distinguish between grant opportunities by establishing a suite of grants within the program
- Provide access for individual, non-profit, business and educational institutions to at least one of the grants
- Administer the program through a Recreation, Arts, Culture & Environment Grants Committee, with a staff secretariat to support the Committee in administering the program.

Prepared by

Aynslie Ogden
Policy and Communications Manager



Village of Haines Junction Report to Council

May 9, 2025

☒ Council Decision
☒ Council Direction
☐ Council Information
☐ Closed Meeting

RE: May 15-18 Tipping Fee Holiday Proposal

Recommendation

Council take this report into consideration and provide staff with direction

Background

On September 24, 2024, the Waste Management Cost Recovery and Sorting Bylaw, along with the Municipal Tipping Fees Bylaw, was passed. Tipping fees came into effect at the Haines Junction landfill on March 5, 2025.

The Village hosted a public meeting on tipping fees at the landfill on January 13, 2025. At this meeting, Council sought input from the community on ways in which community concerns about the new tipping fees could be addressed.

One of the top suggestions provided by meeting participants was to establish Free Days at the landfill.

On March 12th, Council established a Free Store and Landfill Community Concerns Advisory Group to provide recommendations for immediate work on the five most pressing identified community concerns in a (two-page max) workplan with milestones and deliverables for each of these topics.

The Free Store and Landfill Community Concerns Advisory Group has not yet provided any recommendations on Free Days.

Current Status

Yukon government has advertised a tipping fee holiday from May 15 to 19, 2025 at the following solid waste facilities: Deep Creek, Marsh Lake, Mount Lorne, Tagish, Carcross, Champagne, Pelly Crossing, and Destruction Bay. This is a regular annual event that is timed with when many residents undertake spring cleaning. On these days tipping fees will be waived on select waste items (see advert attached) for self-hauled pickup loads and small utility trailers. Tipping fees will still apply on all end-of-life vehicles, scrap metal, appliances and commercial loads during the tipping fee holiday at these facilities.

The City of Whitehorse hosts Free Days on May 16 to 20, and again on December 26th¹. During Clean-up Days, residential tipping fees are waived on these sorted items: garbage, food and yard

¹ <https://www.whitehorse.ca/event/clean-up-days/>

waste, construction and demo waste, mattresses and box-springs. Fees are waived on loads from a car, pick-up truck or small utility trailer. Tipping fees still apply for metals, appliances, and all commercial loads. The City directs e- to Raven ReCentre (e.g. TVs, computer equipment, fax machines, copy equipment, etc.)

Haines Junction residents have been posting questions on social media on why a similar free weekend is not being provided here.

Neither Watson Lake, Dawson City, Carmacks, Teslin, Mayo or Faro have advertised a tipping fee holiday on the May long weekend.

Discussion/Analysis

Free days could undermine the bylaws' goals of encouraging recycling and waste diversion. Additionally, free days could be tremendously popular and the increased traffic at the landfill could strain the Village's limited staffing capacity, as only three landfill staff are currently available.

Asset Management Impact

Council would lose revenues from tipping fees during the tipping fee holiday that would be put towards management of the landfill. A free weekend is not expected to have a significant impact on annual revenues, particularly if it is advertised just a few days before the weekend begins.

Alternatives Considered

1. Offer a tipping fee holiday on May 15-18 for select items (e.g. mimic what Yukon government and the City of Whitehorse have planned for the long weekend).
2. Await recommendations from the Free Store and Landfill Community Concerns Advisory Group on Free Days before deciding on whether to offer one.
3. Do not waive tipping fees on the May long weekend.

Alignment with Strategic Priorities

Council has identified providing sustainable levels of service as a strategic area of focus. This includes assessing and aligning staffing levels with defined service expectations, implementing the Solid Waste Management Plan and minimizing environmental impacts including encouraging waste diversion.

Prepared by

Aynslee Ogden
Policy and Communications Manager

Tipping fee holiday at Solid Waste Facilities

May 15 to 19, 2025

is a tipping fee holiday at
the following Solid Waste Facilities:

- Deep Creek
- Marsh Lake
- Mount Lorne
- Tagish
- Carcross
- Champagne
- Pelly Crossing
- Destruction Bay

**Tipping fees will be waived on select waste items for
self-hauled pickup loads and small utility trailers of:**

- Untreated wood and uncontaminated brush;
- Wooden furniture;
- Mattresses and box springs;
- Construction and demolition waste;
- Free store items; and
- Household waste.

**Tipping fees apply on all end of life vehicles, scrap
metals, appliances, and commercial loads.**

Hours and location of solid waste facilities: Yukon.ca



VILLAGE OF HAINES JUNCTION

Bylaw #426-25

A Bylaw to Provide for an Amendment to the Haines Junction Zoning Bylaw #411-24

WHEREAS the *Municipal Act*, being Chapter 154 of the Revised Statutes of the Yukon, 2002 and amendments thereto, Section 220 provides for the power to amend a bylaw; and

WHEREAS the *Municipal Act*, being Chapter 154 of the Revised Statutes of the Yukon, 2002 and amendments thereto, Sections 294 and 296 describes the provisions for a Public Notice and Public Hearing on any proposed zoning bylaw or amendment thereto; and

WHEREAS Council deem it proper and expedient to consider such an amendment, in accordance with the objectives, policies and practices approved by Council;

NOW THEREFORE the Council for the Village of Haines Junction, duly assembled, hereby enacts as follows:

SHORT TITLE

1. This bylaw shall be cited as "Zoning Bylaw #426-25 Amendment #1 Bylaw".

INTERPRETATION

2. For this bylaw all definitions are described in Bylaw #411-24 and its amendments thereto including this bylaw.

PROVISIONS

3. Appendix 'A' forming part of this Bylaw is attached and defines the area in which zoning is to be amended:
For greater certainty, this Bylaw provides for the rezoning of Block 7, Lots 14 and 17, LTO Plan 19794, from Tourist Commercial (TC) to Commercial Mixed X (CMx).

ENACTMENT

4. This bylaw shall come into full force and effect upon the final passage thereof.

READINGS

Read a first and second time the 26th day of March, 2025.

A Public Hearing was held on the 9th day of April, 2025.

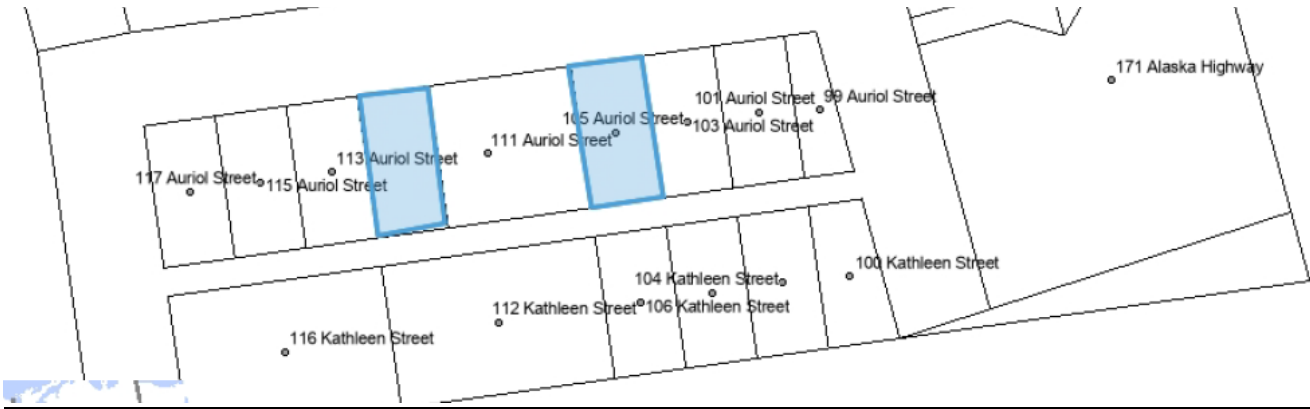
Read a third time and finally passed the ____ day of ____, ____.

Diane Strand, Mayor

David Fairbank, CAO

Zoning Bylaw #104-96 Amendment# 39 Bylaw

Appendix "A"



Block 7, Lots 14 and 17, LTO Plan 19794.



Castle Rock Enterprises
20 Laberge Road
Whitehorse, Yukon, Y1A 5Y8

April 17, 2025

Mayor and Council
Village of Haines Junction
Box 5339, Haines Junction, Yukon, V0B 1L0

Subject: Update on the Land Treatment Facility at the Mackintosh Gravel Pit

Dear Haines Junction Mayor & Council:

On behalf of Castle Rock Enterprises, I am reaching out to provide an important update on the Land Treatment Facility (LTF) at the Mackintosh Gravel Pit, and to ensure we keep the community's needs and concerns at the forefront of this project.

The Yukon Environmental and Socio-economic Assessment Board (YESAB) issued a Decision Document on March 17, 2025 granting approval to move forward with the LTF project, subject to several key terms that reflect our commitment to the community's well-being:

- Contaminated material piles must be kept lower than the exterior berm height to minimize wind erosion.
- Ensure a 30-metre treed buffer is preserved around the perimeter to mitigate wind, dust, and noise.
- We will share essential information, such as groundwater testing results and materials being treated, with local landowners through biannual information bulletins.
- Establish a communication and complaints management system (CCMS) with clear signage on-site, providing information on how to get in touch with us.

[View Full Decision Document](#)

These terms build upon adjustments we've already made in response to concerns raised by the community during YESAB's review process. For example, we relocated the project site to the other side of the quarry, placing it almost a kilometer away from the nearest residents. Additionally, we've added an additional groundwater monitoring well, wind-breaking berms, and double liners in the sumps to better protect the community's safety and environment.

We are fully committed to meeting YESAB's requirements as we move forward with this project, ensuring that it benefits the environment while being a responsible and supportive

neighbour to Haines Junction. We are currently in the process of obtaining the necessary permits and securing a lease, with plans to begin construction later this spring. Your continued understanding and support are greatly appreciated as we work together to create a positive and sustainable impact.

Once operational, the LTF will focus on safely remediating soil, gravel, and other materials contaminated with hydrocarbons. Using an environmentally responsible method of bioremediation, natural bacteria will break down the hydrocarbons over a period of 2 to 18 months, without the use of chemicals. We are committed to the highest safety standards, including rigorous monitoring protocols to protect both the environment and the community. Measures will be in place to prevent any contact with the ground or wind-blown materials. Additionally, we will capture runoff water in sumps and recirculate it onto the piles to keep them damp to support the treatment process and aid in dust control. The health and safety of the surrounding environment and community is our top priority.

There are several contaminated sites in the Haines Junction area, including one near the local subdivision, that need to be remediated. These sites stem from past activities, such as old gas stations with leaking underground tanks or buildings with outdated oil furnaces. The oil and gas that remain in the ground at these sites pose a potential risk to nearby properties and groundwater. Our work will focus on cleaning up these sites to prevent any further harm to the community. We will also address newer sites, such as roadways affected by spills from vehicle accidents, to ensure the safety and well-being of all community members.

If you have any questions or would like to discuss the project further, please feel free to reach out to me at Kurt@castlerockent.com or 867-689-1888. I'm happy to provide any additional information or arrange a meeting at your convenience.

We truly appreciate your time and consideration, and we are committed to maintaining an open, ongoing dialogue with the Village of Haines Junction throughout this project. Your feedback is vital to us, and we look forward to continuing to work together in a way that benefits the entire community.

Sincerely,

A handwritten signature in black ink, reading "Kurt Neunherz". The signature is fluid and cursive, with the first name "Kurt" and last name "Neunherz" clearly distinguishable.

Kurt Neunherz
Business Development Manager
Castle Rock Enterprises

Kurt@castlerockent.com
867-689-1888



St. Elias Community School

Box 5494, Haines Junction, YT Y0B 1L0

Tel:(867)634-2231 Fax:(867)634-2921

Website: sec.yukonschool.ca



**First Nation
School Board**

We respectfully acknowledge that we live, work, and learn on the traditional territory of the Champagne & Aishihik First Nations

May 8, 2025

Re: SECS GRAD Class Request for Fees to be Waived.

Dear Mayor Tomlin and Council Members,

On Behalf of the 2025 Graduating Class of St. Elias Community School, I would like to confirm details of our booking for the graduating ceremony and dinner. We would appreciate having access to the Grand Hall and Kitchen on June 11 in the afternoon to allow time for decorating, set up, food storage, and rehearsal. Starting as early as 8:30 am on June 12th we would like to begin food preparations in the kitchen and to complete our decorations in the Grand Hall for the ceremony at 4:00 pm, and Banquet at 6:00pm. We are committed to have all dishes cleaned, the kitchen organized, and to have tables and decorations removed by noon on Friday, June 13th, 2025.

For the Graduation meal, we will require plates, cutlery, tablecloths, and glasses. As in previous years, Mayor and Council have generously provided St. Elias Community School with an in-kind donation of the rental fee for use of the tablecloths and glasses. We are asking that you please consider providing the same donation this year.

The 2025 Graduating class is looking forward to their Graduation Ceremonies scheduled to take place in the Grand Hall. Thank you for your consideration of our request.

Sincerely,

Linda Lamers

Principal, St. Elias Community School

Linda.lamers@yukon.ca

1 (867) 634-2231

FACILITY RENTAL AGREEMENT

Village of Haines Junction

Phone: (867) 634-7100 / Fax: (867) 634-2008 / email: admin@hainesjunction.ca

Organization: St. Elias Community School

Contact: Kalx'okw Leger

Mailing Address St. Elias Community School

Phone: (867) 634-2231

Email: kalxokw.leger@yesnet.yk.ca

Purpose: SECS 2025 Graduation Ceremony & Dinner

In Attendance: Ceremony = 200+

Dinner = 125

Other Information: Pick up keys before 5:00 p.m. School user agreement Grand Hall required

<u>Date</u>	<u>Room</u>	<u>Time of Event</u>	<u># of Hours</u>	<u>Cost of Facility</u>
June 11, 2025	Grand Hall	12:00pm- 8:00pm	8	Request to waive fees
June 12, 2025	Grand Hall & Kitchen	8:30am – 10:00pm	13.5	Request to waive fees
June 13, 2025	Grand Hall & Kitchen	8:30am- 10:00am	1.5	Request to waive fees

(Basic room rental includes tables, chairs, coffee makers, dishes, and cutlery)

☐ Table & Chair set up / take down (\$35.00/hour; \$35.00 minimum charge) \$ _____

Describe how the tables/chairs are to be set up: _____

☐ Overhead projector / TV/VCR / Flipchart @ \$10 / item / day \$ _____

☐ Sound Recording System (available in Council Chambers only) @ \$20 / day \$ _____

☒ LCD Projector @ \$20 / day \$ _____

☐ Meeting Package (coffee/tea, water glasses, water jugs) @ \$1.50/person (\$15.00 minimum charge) \$ _____

☒ Banquet Package (tablecloths, skirting, wine and water glasses, water jugs) @ \$2.50/person \$ _____

☐ SOCAN/RESOUND Fees (Society of Composers, Authors and Music Publishers of Canada) \$ _____

☒ Tech Room (JAM Tech Room access by JAM member) (Andrew Lawrence to be confirmed) \$ _____

☐ Other _____ \$ _____

Special Instructions or Requests:

TOTAL ESTIMATED CHARGES

Request to waive fees

TERMS OF RENT

Note: Please do not use pins, thumbtacks, or staples to post notices. We will supply Fun-Tak.

- This booking does not take effect until it is signed by the Renter and returned to the Village Office. Please notify the Village Office as soon as possible regarding any cancellations.
- The Renter is responsible for the entire set up and clean up of the facility. Clean up is to be completed by noon the following day. The room is to be returned in the same state of cleanliness as it was received, or the Renter will be invoiced for custodial services. The Renter accepts financial responsibility for any damage caused to the facility or equipment during the time the facility is being rented. The Renter is responsible for securing the facility when they vacate it.
- The Renter must not exceed the maximum capacity allowed for the facility.
(Convention Centre Grand Hall - 258 Theater Seating, 211 Table Seating, 269 Non-fixed Seating, 501 Standing;
Convention Centre Atrium & Lobby - 281; Council Chambers - 91; Mezzanine - 150; Community Hall - 300)
- The sound system control room in the Grand Hall is a restricted area – maximum 2 persons and no access to persons under 18 years of age.
- The secured tech room next to the control room in the Grand Hall is an area accessible by JAM members only. If this service is required by the Renter, there will be an additional cost.
- ☐ If liquor is to be sold or served, the Renter must comply with Yukon Liquor Corporation regulations.
- ☐ If food is to be served or sold at an event that is open to the public, the operator must obtain an "Operation of Temporary Food Premises" permit (private functions, funerals and potluck events are exempt). If using the kitchen please deposit recyclables into the appropriate bin.
- Food is not to be served in the Grand Hall when the retractable seating is in use.
- Please remind your caterers to clean up after themselves.
- Pursuant to Village of Haines Junction Bylaw #262-10, overnight parking is no longer permitted on the St. Elias Convention Centre grounds except by special exemption or permit. Please ensure that members of your group are aware of the camping restriction.
- The Renter agrees to save harmless and indemnify the Village from any claim whatsoever arising from the storage of goods in the facility by the Renter, including damage caused by appliance failure or theft.
- The Renter agrees to save harmless and indemnify the Village from any claim whatsoever arising out of the use of the equipment or occupation of the facility by the Renter.
- ☐ Keys are to be returned to the Village Office by 4:30 p.m. the following day. A \$50.00 charge will be levied on lost keys.
- Office services (photocopies, faxes) are available at an extra charge. Contact Village Office Staff for more details.

If this is an after-hours event, please make arrangements for keys prior to your event.

** I, the undersigned, agree to the terms of this contract and will abide by the rules of the facility.

Renter's Signature

Date

Village of Haines Junction

Date



St. Elias Community School



Box 5494, Haines Junction, YT Y0B 1L0

Tel: (867) 634-2231 Fax: (867) 634-2921

Website: sec.yukonschool.ca

**First Nation
School Board**

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Mayor Diane Strand
Village of Haines Junction
Haines Junction, Yukon
Y0B 1L0

May 08, 2025

Dear Mayor Strand,

I am writing to you on behalf of the Class of 2025 to invite you to address the graduates at their Graduation Ceremony on Thursday, June 12, 2025 at 4:00 p.m. The graduation ceremony will be held at the St. Elias Convention Centre. You are also invited to attend the dinner starting at 6:00 pm at the Convention Centre.

We realize that you are very busy, but we hope that with the advanced notice you will be able to attend the graduation ceremony as our guest. I will reserve 5 - 10 minutes during the ceremony for you to share a few words of encouragement and best wishes to the Graduating Class of 2025. Please let me know at your earliest convenience if you are able to attend the graduation ceremony and dinner,

Sincerely,

Linda Lamers
Principal, St. Elias Community School
Linda.lamers@yukon.ca
1 (867) 634-2231