



# Village of Haines Junction

April 8, 2026

## Regular Council Meeting 7:45 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. Draft Minutes of the March 25<sup>th</sup> Regular Council Meeting
6. **Proclamations**
7. **Delegations**
8. **Public Hearings and Public Input Sessions**
9. **Old Business**
  - a. Solid Waste Advisory Group – RFQ Engagement and Data Collection Support
  - b. RTC – Potential Village Office Renovation (Verbal Update)
  - c. (i) RTC - Area 3 Willow Acres Country Residential Expansion
  - c. (ii) Draft Concept Plan
  - c. (iii) Country Residential expansion Timeline
  - d. Road Maintenance Update (verbal)
10. **New Business**
  - a. Accounts Payable to April 8<sup>th</sup>, 2026
  - b. Trans Canada Trail Grant Approval (Verbal Update)
  - c. RTC – Council Guide to Direct Awards Contracts and Procurement Policy Revisions
11. **Bylaws – Reports, Readings and Adoption**
  - a. Bylaw #343-19 Consolidated Fees Bylaw (Animal Control Fees) - Amendment #9
12. **Correspondence**
  - a. Human Values Day (VoHJ Incoming Correspondence Policy, attached)
  - b. Freedom of Colours Club
13. **Council Reports and Notice of Motions**
14. **Questions from the Public**
15. **Motion to Close Meeting to the Public**
  - a. Haines Junction RCMP Report – March 2026
  - b. HR discussion
16. **Adjournment**

**The next Regular Council Meeting will take place at 7:00 pm on April 22 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

---

One tap mobile

+17806660144,,8676347100# Canada

+12042727920,,8676347100# Canada

---

Dial by your location

• +1 780 666 0144 Canada

• +1 204 272 7920 Canada

• +1 438 809 7799 Canada

• +1 587 328 1099 Canada

• +1 647 374 4685 Canada

• +1 647 558 0588 Canada

• +1 778 907 2071 Canada

Meeting ID: 867 634 7100

Find your local number: <https://us02web.zoom.us/j/8676347100>

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

## **REQUEST FOR QUOTE (RFQ)**

### **Coordination and Data Collection - Engagement on Compost Initiative**

#### **1. INTRODUCTION**

The Village of Haines Junction is inviting quotations from Yukon-based businesses to assist in the coordination and facilitation of a public engagement on the compost initiative proposed by the Solid Waste Advisory Group (SWAG).

#### **2. BACKGROUND**

The Solid Waste Advisory Group was tasked by the Village of Haines Junction Council with recommending an effective means of composting in the community. The SWAG has selected a solution involving the purchase of a mechanical composting device to be installed at the landfill site. Prior to weighing approval of this capital purchase, Council has requested that the SWAG host a public engagement sharing the proposal and seeking quantitative feedback from the public. This feedback will include:

- Data collected at a public engagement on the composting proposal
- Data collected from an on-line survey seeking feedback on the proposal
- Preparing a report to Council, summarizing feedback from the above events in a clear, unbiased, and data driven format.

The purpose of these engagements is to gather information that will help inform Councils decision on moving forward with the SWAG's recommended plan.

#### **3. SCOPE OF WORK**

The Contractor will:

1. Attend at least one preparatory meeting with the SWAG to gain a strong understanding of the SWAG proposal and likely concerns from the public. Work collaboratively with the Village and SWAG to review and edit:
  - a. The information sheet which will accompany the online poll and potentially mailed out surveys.
  - b. The presentation for the public engagement.
  - c. Questions and information included in the online questionnaire.

2. Attend the public engagement to facilitate discussions and collect data from participants.
3. Manage hosting the online questionnaire.
4. Produce a summary of the outcomes of the engagements, including a clear presentation of the data collected and a brief objective interpretation of the data.
5. Complete the project by May 31, 2026.

The Village will:

1. Coordinate/lead public communications (excluding the online questionnaire).
3. Take responsibility for all drafting of materials and communications.
2. Directly cover expenses associated with catering, room rental, and online questionnaire (if needed).

#### **4. BUDGET**

This project has a maximum budget of Three-Thousand Dollars. \$3,000, excluding G.S.T.

#### **5. PROPOSAL REQUIREMENTS**

Each proposal should include:

- A CV, business brochure, or webpage link, demonstrating relevant past experience.
- A proposed cost to complete the Contractors scope of work (excluding catering, room rental).
- A brief summary on why the proponent is qualified to achieve the Selection Criteria, see below. Not to exceed 300 words in length.

**6. SELECTION CRITERIA**

<b>Request for Quotation - Scoring Matrix</b>					
<b>Contract Value (Exc. GST)</b>			<b>Selection Criteria</b>		
Project Bid	\$		Review the selection criteria listed below and draft a brief response (max 300 word) outlining your experience and expertise with each area.		
G.S.T.					
Excluded					
<b>Selection Criteria</b>			<ol style="list-style-type: none"> <li>1. Review and assist the Working group on all published materials and presentations</li> <li>2. Experience working within Yukon communities and in public data collection and presentation</li> <li>3. Demonstrated understanding of composting concerns in Haines Junction</li> </ol>		
<b>Potential max score = 60 points</b>			<b>Potential max score = 40 points</b>		
Formula = (Low bid-Contractors bid/100)*4					
Example:	Low bid = 60 points. If the lowest bid is \$2,200 and the Contractors bid is \$2,800. $2200-2800=600$ , $600/100=6$ , $6 \times 4 = 24$ , Max points = 60-24 +36 points awarded		The working group will review the response to the Selection Criteria and provide a score between 0-40 points based on how well it demonstrates capacity to complete the criteria effectively		
<b>Office use only:</b>		<b>Value score</b>		Plus	<b>Selection score</b>
					<b>Total Score</b>

**Please Append your Selection Criteria response to your bid submission (max 300 words total).**

**7. SUBMISSION DEADLINE**

All proposals must be submitted no later than **3:00 pm Thursday, April 16th, 2026**. Proposals received after this date will not be considered. The Village reserves the right in its

sole discretion to extend the closing date for any reason at any time prior to the closing date.

## **8. TERMS AND CONDITIONS**

1. Contractors are solely responsible for their own expenses in preparing the quotation and completing this submission.
2. The successful proponent must be a Yukon-based business.
3. The Village reserves the right in its sole discretion to cancel this RFQ in whole or in part at any time for any reason; or to reject any or all proposals.
4. The Village further reserves the right to accept or reject any proposal, in whole or in part, or to waive any irregularities at its own discretion.
5. The Village may issue another Request for Quotes on the same or different terms or do nothing further, without liability to any proponent or non-proponent.
6. The successful Contractor will need to sign an agreement detailing the terms of the project.
7. The successful Contractor will work with the Village staff and the Solid Waste Advisory Group to ensure the deliverables are met.
8. The successful Contractor must secure, in advance of signing the contract:
  - a. Their own coverage under Yukon Safety and Compensation Board.
  - b. A current Village of Haines Junction Business Licence or Inter-Municipal Business Licence
  - c. Current Commercial General Liability Insurance of \$2,000,000.
  - d. Comply with the provisions of all laws and regulations applicable to the performance of the work, including, but not limited to the Yukon Employment Standards Act and the Yukon Workers' Compensation Act

## **9. CONTACT INFORMATION**

All proposals should be addressed to:

*The Village of Haines Junction*

*178 Backe St.*

*Haines Junction, Y0B 1L0*

For inquiries, please contact:

*David Fairbank*

*Phone: 867-634-7100*

*Email: [cao@hainesjunction.ca](mailto:cao@hainesjunction.ca)*



Village of Haines Junction  
Report to Council

November 27, 2025 April 8<sup>th</sup> 2026

Council Decision  
 Council Direction  
 Council Information  
 Closed Meeting

RE: Municipal Office Renovation Exploration (Verbal Update)

---

### Recommendation

That Council take into consideration this report and direct staff to proceed with a preliminary architectural review and conceptual redesign of the municipal office layout, including a Class D cost estimate, to increase the number of offices and workspaces to accommodate current and future staffing levels.

### Background

The municipal office has been in continuous use for approximately 27 years and has not undergone any significant interior renovations since the building was constructed. While routine maintenance has been completed as needed, the current layout and number of offices were designed for a smaller community and staff complement.

The total administrative office area is approximately 1,700 square feet with four offices. With increasing staffing requirements and anticipated future growth in the community, the existing configuration is increasingly constrained, limiting the Village's ability to:

- Provide appropriate workspaces for current staff
- Plan for future positions as the community grows
- Ensure adequate privacy, accessibility, and functionality in the office environment

Administration is therefore seeking Council's approval to engage an architect to explore options for reconfiguring the space to better meet present and future needs.

### Current Status

The available offices have been fully occupied since the building was completed. At various times over the years additional staff have been accommodated, but there is little flexibility without rethinking the overall layout.

Key characteristics of the current state include:

- Original partition walls and four (4) large office configuration
- Limited soundproofing and broken HVAC controls
- Inefficient use of space, not optimized for current needs

## **Discussion/Analysis**

### 1. Scope of Preliminary Architectural Work

Subject to Council direction, Administration would engage an architect to:

- Review the existing municipal office space and develop one or more conceptual layout options that:
  - Increase the number of enclosed offices and/or dedicated workstations
  - Provide flexible spaces that can adapt to future staffing changes
  - Improve circulation, accessibility, and customer service areas
  - Optimize natural light, acoustics, and privacy for staff and the public

### 2. Class D Cost Estimate

The architect would provide a Class D cost estimate for the preferred concept(s).

## **Asset Management Impact**

The municipal office is a core administrative asset that supports the delivery of all municipal services. A preliminary architectural review and concept design will:

- Help ensure that future capital investments (e.g., interior finishes, HVAC, electrical, and accessibility improvements) are integrated and support extended asset life
- Improve the functionality and efficiency of existing space rather than requiring new construction in the near term

## **Alternatives Considered**

1. Status Quo (Do Nothing at This Time)
  - Continue to use the existing layout.
  - Risks: increasing crowding, reduced staff efficiency and retention, limited ability to accommodate growth.
2. Ad Hoc Interior Changes Without Professional Design
  - Make smaller changes (e.g., additional partitions) or placing staff in less-than-ideal locations like the Firehall.
3. Relocate to or Construct a New Facility
  - Considered a longer-term and significantly higher-cost option.
  - Not recommended at this stage given that the existing building is generally in good condition and the primary issue is interior configuration and capacity.
4. Recommended Alternative – Engage an Architect for Preliminary Design and Class D Cost Estimate

## **Alignment with Strategic Priorities**

This initiative aligns with Council's broader strategic goals, including:

- Effective Governance and Service Delivery - Ensuring staff have appropriate workspace to deliver responsive and efficient municipal services.
- Sustainable Infrastructure and Asset Management - Planning capital improvements to existing facilities in a proactive, informed manner.
- Community Growth and Resilience - Preparing the organization for anticipated growth in the community and the general increase in administrative demands.
- Organizational Development & Capacity Building - Establish and maintain an organizational structure with appropriate staffing levels that align with service level targets and future municipal needs.

## **Next Steps**

If Council approves the recommendation, Administration will:

1. Develop a Request for Proposals RFP to engage an architect.
2. Select a qualified architectural firm to:
  - Review existing conditions
  - Prepare conceptual layout options
  - Provide a Class D cost estimate for the preferred option(s)
3. report back to Council.

## **Draft Resolution**

THAT Council direct Administration to engage an architect to complete a preliminary review and conceptual redesign of the municipal office space, including options to increase the number of offices and workspaces and report back to Council with the conceptual design options and Class D cost estimate(s) for Council's consideration.

## **Notes from Prior RTC Review**

## RTC – Office Renovations at the Convention Centre

### *CAO Presentation:*

- There is no suitable location to house the Protective Services Manager position.
- Project/Asset Manager is working in the middle of the office space – no phone or privacy.
- There is lots of space in the office, but it is not being well-used.
- Recommend an architectural review and conceptual redesign of the municipal office to increase the number of offices and workspaces, along with a Class D cost estimate,
- Office space, if not addressed, may become a recruitment/retention issue.

### *Discussion:*

- Remodelling shouldn't be driven by the fact that the space hasn't been remodelled since it was constructed.
- Preference was expressed to hire a firm/contractor instead of an architect. Cubicles could be considered.
- A designer will not provide as good of a cost estimate if structural changes are needed as an architect would.
- Concerns expressed that this renovation and expense won't sit well with citizens until more movement is seen on construction of the pool.
- Looking into costs/options doesn't commit Council to going forward.
- Locating the Protective Services Manager in the fire hall would pose extra challenges for communicating and collaborating with other staff.
  
- Consider whether cubicles could be put elsewhere within the building.
- Emergency Coordination Centre, if/when needed, will need additional phone lines, office space, etc. These needs could be considered within this contract as well.

### **#407-25 It was moved, seconded and CARRIED**

**THAT** Council direct Administration to engage a firm to complete a preliminary review and conceptual redesign of the municipal office space, including options to increase the number of offices and workspaces and report back to Council with the conceptual design options and Class D cost estimate(s) for Council's consideration.

Prepared by  
David Fairbank  
Chief Administrative Officer



**Village of Haines Junction  
Report to Council**

**April 8, 2026**

Council Decision  
 Council Direction  
 Council Information  
 Closed Meeting

**RE: Area 3 Willow Acres Country Residential Expansion**

---

**Recommendation**

That the Land Development Branch continue planning work for the Area 3 Willow Acres Country Residential. This work will include renewing the Project Charter, completing the Master Plan and YESAB review.

**Background**

Following the adoption of the Official Community Plan in 2021, Council directed Yukon Government to “initiate further investigation of Area 3 Residential to determine its current status and proceed with the next step in the land development process”. Land Development Branch contracted Stantec to complete a Pre-Planning Suitability Analysis. Council accepted the Pre-Planning Suitability Analysis and selected a preferred concept plan (lot layout) in October 2023. In September 2024, Land Development Branch presented an update on the Master Plan, including the attached Concept Plan, to Council. Work has been on hold since the presentation as efforts have been focused on Dhäl Ghāy (Mountain Ridge). A summary of the project timeline is attached to this report.

The construction scope of work for Country Residential development is much less than Urban Residential. Work will be limited to the road right-of-way, greenbelts and trails. Lot clearing and pre-grading will not be part of the contractor’s scope of work.

**Current Status**

In February 2025, Land Development Branch re-started the Master Plan process. A draft Master Plan was provided for staff review. A summary of comments is provided below:

- Trails and trail connections – ensure access to existing trail network is included in design, ensure trail construction and/or modification is included in YESAB review and contractor’s scope of work, ensure road right-of-way design includes 2.5m trail parallel to road for active transportation and off-road vehicles.
- Lot shape – ensure narrow 1.0ha lots are feasible and desirable for country residential development given required setback distances and typical mature build out, ensure a variety of lot sizes are included in each development phase
- Unsuitable development areas – ensure proper assessment of and consideration for know wet areas within the Plan Area
- Information package for potential buyers – develop an information package for potential buyers that summarizes the findings of various assessments and draws on experience of

previous Willow Acres development area (ie. foundation design recommendations, sewage disposal system design recommendations, permafrost and geotechnical considerations)

### **Discussion/Analysis**

Stantec has provided Land Development Branch with a proposal for restarting the Master Plan process. The proposal includes the following tasks and timeline (assuming work is restarted by the end of April):

<b>Task</b>	<b>Schedule</b>
Task 1: Project Restart	Completed by May 15, 2026
Task 2: Update the Draft Concept Plan	Completed by June 15, 2026
Task 3: Engagement with Council, CAFN and community	Completed by July 15, 2026
Task 4: Draft and Final Master Plan including Opinion of Probable Cost	Two circulations are anticipated with minor revisions in between. Completed by September 15, 2026. Two to four weeks for approval by the Village of Haines Junction Council.
Task 5: YESAB Submission Update	The YESAB approval time is out of our control; a minimum of 3-6 months is anticipated.

### **Asset Management Impact**

The proposed development would add approximately 3km of new roads and ditches. Improvements to Willow Acres Road, Wintergreen Road and Alaska Highway intersections may be required to accommodate increased vehicle traffic. Country Residential development does not require municipal water and sewer infrastructure; however, most residences will likely use municipal bulk water. An additional 65 lots will both increase the burden on municipal infrastructure and services and increase taxation revenue and meet the needs of our growing community.

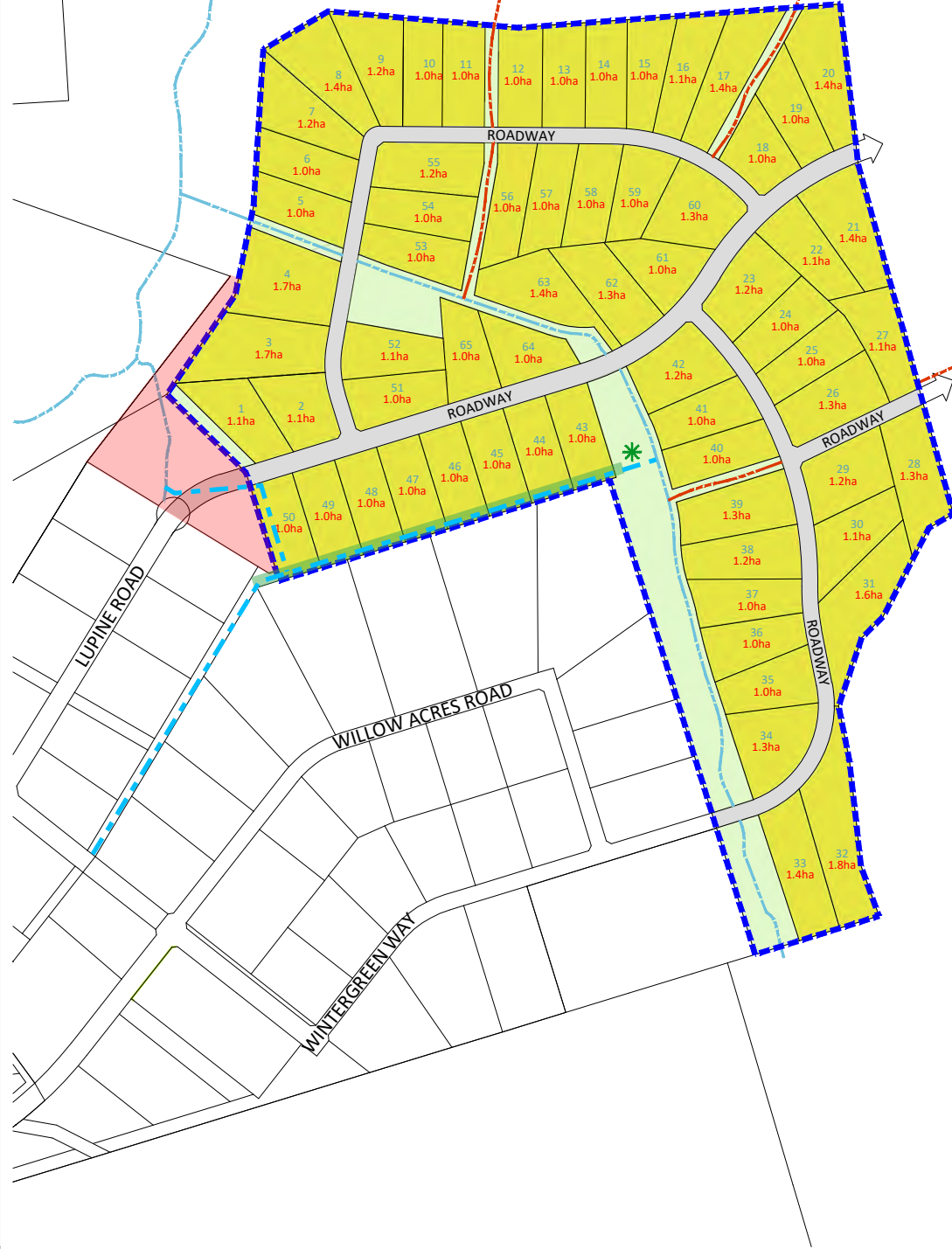
### **Next Steps**

Before Land Development Branch proceeds with restarting the Master Plan process, the Project Charter must be renewed. This will re-affirm the expected outcomes of the Area 3 Willow Acres Country Residential Expansion, outline roles and responsibilities for Yukon Government and the Village of Haines Junction and incorporate lessons learned from the Dhäl Ghāy (Mountain Ridge) subdivision.

Once the Master Plan work has restarted, Stantec will engage with Council, CAFN, community groups and the public to ensure that the project is well understood and will meet community needs.

Prepared by

Lianna Grice  
Project and Asset Manager



**Legend:**

- Residential
- Open Space
- Trail - Existing
- Trail - Proposed
- \* Community Amenity
- Plan Area

**Figure 6**  
**Concept Plan**  
**Haines Junction**

Prepared for:  
 Government of Yukon




DRAWN BY: SAS  
 CHECKED BY: GCL  
 SCALE: 1:10,000  
 PROJECT #: 113352008

February, 2024

Project Timeline

Area 3 – Willow Acres Country Residential Expansion



Project Initiation	<ul style="list-style-type: none"> <li>• 2021 Official Community Plan identified Area 3 as a potential location for a new Country Residential development</li> <li>• On April 13, 2022 Council, through resolution, directed YG to “initiate further investigation of Area 3 Residential to determine its current status and proceed with the next step in the land development process”</li> <li>• In May 2022 LDB contracted Stantec to complete a Pre-Planning Suitability Analysis to determine, at a high level, the suitability of the site for residential use</li> <li>• Pre-Planning Suitability Analysis completed and presented to Council on October 26, 2022</li> <li>• On December 22, 2022 Council, through resolution, accepted the Pre-Planning Suitability Analysis and directed YG to proceed with master planning</li> </ul>
Master Plan	<ul style="list-style-type: none"> <li>• LDB contracted Stantec to develop a Master Plan, a continuation the “Pre-Planning Suitability Analysis” work</li> <li>• Concept plans presented to Council on October 11, 2023. Preferred layout selected</li> <li>• LDB presented an update on Master Planning process on September 25, 2024</li> <li>• Draft Master Plan provided for review on February 18, 2026</li> <li>• Staff review of Draft Master Plan completed on March 10, 2026</li> <li>• LDB contacted Stantec to restart Master Plan work, proposal provided for review on April 1, 2026</li> </ul> <p style="text-align: right; color: orange;">Completed</p>
	<ul style="list-style-type: none"> <li>• Renew Project Charter with LDB</li> <li>• Engagement with Council, CAFN, community groups and public open house</li> <li>• Master Plan revisions</li> <li>• Updated cost estimates</li> </ul> <p style="text-align: right; color: green;">Next Steps</p>
Detailed Design	<ul style="list-style-type: none"> <li>• YESAB Assessment</li> <li>• Geotechnical investigation</li> <li>• Transportation Assessment</li> <li>• Desktop hydrogeological assessment</li> <li>• Amend Zoning Bylaw and subdivision of land</li> <li>• Detailed design of road right of way, trail connections and green spaces, electrical and telecommunications infrastructure</li> </ul>
Construction	<ul style="list-style-type: none"> <li>• Construction start date and phasing plan to be confirmed</li> </ul>

**Municipal Accounts Payable to April 8, 2026**

<u>Cheque No.</u>	<u>Name</u>	<u>Amount</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 37,726.46	Administration	Net Pay - Pay Period 6
		\$ 4,882.14	Administration	RRSP Contribution - Pay Period 6
		\$ 881.58	Administration	Union Dues March 2026
		\$ 15,991.27	Administration	Receiver General PP6
		\$ 59,481.45		
EFT	Visa	\$ 2,042.35	Administration	Phones, hotel, office supplies, adobe, stamps
		\$ 1,305.64	Arena	Arena rink light bulbs
		\$ 562.95	Convention Centre	Flag pole parts, emergency light batteries
		\$ 2,285.76	Landfill	Training courses, phones, AED
		\$ 909.01	Legislative	Hotel
		\$ 6,296.11	Public Works	AED, training courses, parts, phones
		\$ 255.82	Water & Sewer	Phone, metal sample
		\$ 13,657.64		
28375	AFD	\$ 2,712.43	Arena	March 16, 2026 heating fuel
		\$ 1,792.14	Fire Department	March 16, 2026 heating fuel
		\$ 2,158.51	Convention Centre	March 16, 2026 heating fuel
		\$ 2,158.50	Administration	March 16, 2026 heating fuel
		\$ 383.11	Recycling Centre	March 16, 2026 heating fuel
		\$ 9,204.69		
28376	Ellen Stutz Petty - Cash	\$ 1,525.00	Recycling Centre	Refundables paid out
		\$ 55.80	Fire Department	Diesel exhaust fluid
		\$ 1,580.80		
28377	Griffin Emergency Vehicle Service		Fire Department	Equipment repairs
		\$ 5,323.08		
28378	Jacobs Industries Ltd.		Water & Sewer	Co2
		\$ 497.70		
28379	Martinson Allan		Public Works	Equipment repairs
		\$ 525.00		
28380	Northwestel	\$ 265.08	Administration	March 27, 2026 billing
		\$ 61.57	Public Works	March 27, 2026 billing
		\$ 711.39	Water & Sewer	March 27, 2026 billing
		\$ 436.67	Protective Services	March 27, 2026 billing

\* Denotes an item not directly funded by the Village

\*\* Grant funded

**Municipal Accounts Payable to April 8, 2026**

		\$ 125.45		Convention Centre	March 27, 2026 billing
		\$ 30.80		Mezzanine	March 27, 2026 billing
		\$ 30.80		Arena	March 27, 2026 billing
		\$ 80.36	\$ 1,742.12	Recycling Centre	March 27, 2026 billing
28381	Raven Recycling Society		\$ 1,449.00	Recycling Centre	Baler Wire
28382	Superior Propane		\$ 1,657.43	Public Works	Public workshop heating
28383	Sylvain Human Resource Services		\$ 1,627.50	Administration	Amending and minute taking council meeting
28384	Xerox		\$ 509.10	Administration	Printing and photocopies
28385	Yukon Service Supplies		\$ 432.39	Water & Sewer	Sodium Hypochlorite

Municipal Accounts Payable **\$ 97,687.90**

Adopted on \_\_\_\_\_

Mayor \_\_\_\_\_ CAO \_\_\_\_\_

\* Denotes an item not directly funded by the Village

\*\* Grant funded

Sent by email: [projects@hainesjunction.ca](mailto:projects@hainesjunction.ca)

2026-03-10

Village of Haines Junction  
P. O. Box 5339  
178 Backe Street  
Haines Junction, YT  
Y0B 1L0

**Trail Care Grant Confirmation – Village of Haines Junction, Project Code: 108600**

Dear Lianna Grice,

We are pleased to inform you that your project has been approved to receive Trans Canada Trail's Trail Care Grant - congratulations!

Your project has been approved for funding up to a maximum of **\$2,500.00**. As a grant recipient, you are required to fulfill the following conditions:

- **Submit a final report** detailing the project's outcomes and impact including photos by **2026-10-20** (as noted on your application). The report may be submitted here: [Trail Care – Final Report](#).
- **Promote your project** by using our Social Media Toolkit. Click the link to access our personalized toolkit and start sharing your Trail Care stories! <https://tctrail.mediaalet.com/portals/trail-care-grant-promo-kit>

Please note that failure to submit a report may affect your eligibility for future grant opportunities. We understand that delays can occur during your project implementation or report submission. If you encounter challenges or have questions about the grant or your obligations, please do not hesitate to contact us.

I wish you success in the completion of your project and thank you for your hard work and dedication to this important cause. We are confident that this grant will help your group to make a positive impact on the Trans Canada Trail.

Sincerely,

*Heidi Tillmanns*

Heidi Tillmanns  
Director, Trail Infrastructure & Funding



**Village of Haines Junction  
Report to Council**

**April 8, 2026**

Council Decision  
 Council Direction  
 Council Information  
 Closed Meeting

**RE: Direct Awards - Council Decision Lens**

---

**RE: Council Guide to Direct Award Contracts and Procurement Policy Review**

**Recommendation**

Council receive this report and the attached Direct Award Decision Lens for information. This report can serve as a reference for future Direct Awards and may inform the comprehensive review of the Competitive Bidding Process Policy (05-94).

**Background**

Canadian law establishes clear expectations for how public bodies spend public money on goods, services, and construction. The courts have recognized that a formal tendering process creates a binding contract between the public body and each compliant bidder, separate from the eventual work contract. This framework imposes enforceable duties of fairness, equal treatment, and transparency on the public body.

When a municipality issues a call for tenders and receives bids, it is legally bound to evaluate those bids fairly, using only the criteria disclosed in the tender documents, and to maintain records that demonstrate this process.

For the Village of Haines Junction competitive tendering is the default, and departures from it must be justified, documented, and defensible.

**Current Status**

The Village's Competitive Bidding Process Policy (05-94) was last amended in August 2025 to update the tendering thresholds to align with Yukon Government standards and to add a section on "Exceptions to Open Tendering". The procedural sections of the policy, covering advertising, bid submission, opening, evaluation, and award, have not been revised since drafted in the 1990s.

The attached one-page Direct Award Decision Lens was requested by Council. It is designed as a standing reference tool that Council can apply each time a direct award contract is brought forward for approval.

## **Discussion/Analysis**

Competitive tendering exists to protect the public interest. It ensures fair market pricing, prevents favouritism, provides equal opportunity to qualified suppliers, and creates an auditable record. In a small community like Haines Junction, consistent adherence to a clear process is important because it insulates the Village from perceptions of bias.

The Village's policy currently identifies four circumstances where Council may authorize a direct award above the competitive tendering threshold:

1. Government-to-government agreements — the contract is with another government or its agent, regulatory body, or administrative body.
2. Emergency — immediate action is required to prevent or respond to injury, death, property damage, or environmental damage.
3. Sole source — only one supplier can provide the goods or services, and no reasonable alternative or substitute exists.
4. Prior due diligence — a competitive process has already been completed by another level of government for the same goods or services.

Each of these exceptions is legitimate, but each also carries risk if not properly documented. The attached Decision Lens provides a structured set of questions Council should consider before approving a direct award under any of these exceptions.

Staff are responsible for preparing the rationale for a direct award, confirming it meets trade agreement obligations, verifying fair market pricing, and making efforts to contract with Yukon and First Nation businesses where possible. Council's role is to satisfy itself that the policy justification is sound, the public interest is served, and the rationale would withstand public scrutiny. Council authorizes direct awards by motion.

### Current Procurement Policy Limitations:

The August 2025 amendments updated the policy's thresholds and direct award provisions, but the procedural body of the policy has not been revised since it was first adopted in the 1990s. A number of areas require modernization, including:

- Outdated advertising and submission methods (facsimile references, sealed envelopes, physical posting requirements) that do not reflect current electronic tendering practices.
- No record-keeping or documentation requirements for procurement decisions, particularly for direct awards and invitational tenders.
- No conflict-of-interest provisions for staff involved in procurement evaluation or award decisions.
- No formal bid complaint or dispute mechanism.
- No provisions specific to the procurement of professional or consulting services – Such as Standing Offer Agreements (SOA)-, which account for a growing share of municipal spending.

- No local business bid adjustment mechanism. Council may wish to explore whether a preference or bid adjustment for local businesses is appropriate, as is common in other Canadian jurisdictions.
- No First Nation business preference provisions beyond the general direction to make efforts to contract with Yukon and First Nation businesses “wherever possible.” The Yukon Government’s updated procurement policy includes a detailed First Nations procurement framework that may serve as a reference.
- No delegation of authority framework clarifying which procurement decisions may be made by staff and which require Council approval.
- No provisions addressing contract amendments or change orders after award.
- No formal post-contract evaluation process or weighing of past performance in tenders.

### **Alternatives Considered**

Council could continue to evaluate direct award requests on a case-by-case basis without a formalized reference tool. This approach is less efficient and provides less consistency, particularly as Council membership changes over time.

### **Alignment with Strategic Priorities**

Sound and Open Governance. A clear procurement framework supports transparent, consistent, and defensible decision-making. The Decision Lens provides Council with a structured approach to evaluating direct awards, which strengthens public confidence in how the Village manages public funds.

### **Next Steps**

- Council receive the Direct Award Decision Lens as a standing reference document.
- Staff proceed with a comprehensive review of the Competitive Bidding Process Policy (05-94) for presentation to Council later in 2026.

### **Draft Resolution**

THAT Council receive the Direct Award Decision Lens for information and direct staff to initiate a comprehensive review of the Competitive Bidding Process Policy (05-94) within the calendar year.

Prepared by

David Fairbank  
Chief Administrative Officer

## DIRECT AWARD DECISION LENS

A Reference Guide for Council

Village of Haines Junction

### THE DEFAULT RULE

**Competitive tendering is the standard.** Canadian common law requires public bodies to conduct procurement fairly, transparently, and on a level playing field. Direct awards bypass this process and should be the exception, not the rule. Every direct award must be justified, documented, and defensible.

### WHEN IS A DIRECT AWARD PERMITTED?

Policy #05-94 as amended, allows Council to authorize a direct award above the competitive threshold in four circumstances:

Exception	When It Applies
<b>Government Agreement</b>	The contract is with another government, its agent, or a regulatory/administrative body.
<b>Emergency</b>	Immediate action is needed to prevent or respond to injury, death, damage to property, livestock, or environmental damage.
<b>Sole Source</b>	Only one supplier can provide the goods or services, and no reasonable alternative substitute exists.
<b>Prior Due Diligence</b>	A competitive tendering process for the same goods or services has already been completed by another level of government.

### BEFORE APPROVING A DIRECT AWARD, COUNCIL SHOULD ASK:

- **Which of the four exceptions applies?** Does the RTC clearly identify the applicable exception and explain why it is met?
- **Is the price fair?** Has staff confirmed the price reflects fair market value? Were comparable quotes or cost estimates obtained?
- **Were local options considered?** Were efforts made to contract with Yukon and First Nation businesses, as required by policy?
- **What are the alternatives?** What would happen if we tendered this competitively instead? Why was that option rejected?
- **Is this documented?** Is the rationale complete enough to withstand a question from the public, a contractor, or an auditor?
- **Does this comply with trade agreements?** Has staff confirmed no trade agreement obligations are triggered?

### TENDERING THRESHOLDS — QUICK REFERENCE

	Goods	Services	Construction
<b>Direct Award</b>	< \$10,000	< \$50,000	< \$50,000
<b>Invitational Tender</b>	\$10,000 – \$33,399	\$50,000 – \$133,799	\$50,000 – \$133,799
<b>Open Tender Required</b>	\$33,400 +	\$133,800 +	\$133,800 +

*Above the open tendering threshold, a direct award requires Council approval by motion under one of the four exceptions listed above.*

### ROLES

**Staff:** Prepare the rationale (RTC), confirm trade agreement compliance, verify fair market pricing, make efforts to contract with Yukon and First Nation businesses.

**Council:** Satisfy itself that the policy justification is sound, the public interest is served, and the rationale is defensible. Authorize the direct award by motion.

Policy Reference: Competitive Bidding Process Policy 05-94 (As Amended August 2025)

**VILLAGE OF HAINES JUNCTION**  
**Bylaw #441-26 Consolidated Municipal Fees Bylaw #343-19 Amendment #9**

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

**WHEREAS** The Consolidated Fees Bylaw# 343-19 provide fees and charges in Table #1

**WHEREAS** Council has reviewed the fees and charges and has determined that the values have become outdated, And;

**WHEREAS** At the March 25, 2025 meeting, Council passed the following motion requesting the fees and charges be updates as discussed in the meeting (Motion #83-26):

“THAT staff bring the revised consolidated fee by-law to Council as amended for the first reading at the April 8th, 2026 Regular Council Meeting.”

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

**1. Short Title**

1.1 This bylaw shall be cited as **Bylaw# 441-26, Consolidated Fees Bylaw Amendment #9**

**2. Amendments**

2.1 Amend the Consolidated Fees Bylaw #343-19, Schedule 6 as follows:

**SCHEDULE 6 Table #1**

Bylaw Authorization: “Consolidated Animal Control Fees and Charges”

Table #1

Bylaw Section	Fee/Charge/Penalty Categories	Fee/Charge/Penalty
Sec. 6	Animal not permitted in zone	\$75.00
Sec. 7	Non-compliance with Animal Permit	\$75.00
Sec. 9	Animal in Heat	\$75.00
Sec. 10.C	Nuisance Animal	\$100.00
Sec. 11. A. ii	Biting Animal	\$200.00
Sec. 11. B.	Vicious Animal	\$500.00
Sec. 12. B	Obstruction	\$500.00 or 30-days imprisonment or both
Sec. 13. A	Unlicensed Dog	\$100.00
Sec. 16.	Illegal Bees	\$100.00
Sec. 5 and 7	Unauthorized Animals	\$100.00
Sec. 10. A & G.	Animal at Large	\$100.00
Sec. 10. B.	Noisy Dog	1st offence \$50.00. 2nd offence \$100.00
Sec. 10. D.	Damage by Animal	\$100.00
Sec. 11. K.	Wild Animal Violation	\$200.00
Sec. 11. L. iii.	Refusing to relinquish animal	\$500.00 or 3-days imprisonment or both
Sec. 13. A. i.	Dog License Spayed/Neutered	\$5.00
Sec. 13. A. i.	Dog license Un-spayed/Un-Neutered	\$50.00
Sec. 13. A. iii	Special Permit – Dogs (per dog)	\$100.00
Sec 13(i)b	Life-time neutered dog license fee	\$25.00
Sec. 13. H	Dog Replacement Tag	\$5.00
Sec. 15. C. i.	1 <sup>st</sup> impoundment	\$50.00
Sec. 15. C. i.	2 <sup>nd</sup> impoundment (in a 12-month period)	\$200.00
Sec. 15. C. i.	3 <sup>rd</sup> + Impoundment (in a 12-month period)	\$500.00
Sec. 15. C. ii.	Boarding/Feed Fees (Weekdays)	\$50.00
Sec. 15. C. ii.	Boarding/Feed Fees (Weekends/Stat. Holidays)	\$100.00
Sec. 18. B	General Bylaw Violation	Not more than: \$500.00, 6 months imprisonment, or both.

-- Bylaw #343-19 Schedule 6 Table #1 was amended by Bylaw #441-26 Consolidated Animal Control Fees and Charges, Bylaw #343-19 Amendment #9 --

**3. Effective Date**

3.1 This Bylaw will come into effect on \_\_\_\_\_, 2026.

**4. Readings**

Read a first time this 8<sup>th</sup> day of April, 2026

Read a second time this 8<sup>th</sup> day of April, 2026

Read a third time and adopted this \_\_ day of \_\_\_\_\_, 2026

---

Diane Strand, Mayor

---

Dave Fairbank, CAO

Dear Your Worship Mayor Diane Strand,

On behalf of the Steering Committee and dedicated community volunteers of Walk for Values, I would like to extend our sincere appreciation to you, members of Council, and the residents of The Village of Haines Junction for your support in proclaiming April 24 as Human Values Day in previous years. Your support reflects a shared commitment to promoting the importance of universal human values and fostering strong “Communities of Character.”

Canada is widely respected for its multiculturalism and the diversity of values that unite our communities. Initiatives such as Human Values Day help reinforce these shared principles by encouraging citizens to reflect on and practice the universal values of Truth, Right Conduct, Peace, Love, and Non-Violence in their daily lives.

On behalf of our organization, I respectfully request that The Village of Haines Junction April 24, 2026 as Human Values Day.

Observing this day annually provides an opportunity to raise awareness about the importance of human values and character development within our schools, workplaces, homes, and community organizations. By encouraging citizens to practice these values, we help strengthen families, build more compassionate communities, and contribute to greater harmony locally and globally.

Since 2015, April 24 has been recognized as Human Values Day through proclamations by the Premiers of several provinces—including British Columbia, Manitoba, Nova Scotia, Alberta, and Newfoundland and Labrador—as well as by mayors and municipal councils across Canada. To date, more than 400 proclamations have been issued nationwide. In addition, prominent landmarks such as the CN Tower, Niagara Falls, Toronto City Hall, the Toronto 3D Sign, the Hamilton Signature Sign, the Mississauga Clock Tower, the Peace Bridge, BC Place in Vancouver, and the High Level Bridge in Edmonton have illuminated their structures in recognition of Human Values Day.

Attached to this request is details about Walk for Values and a special presentation marking the 10th anniversary of Human Values Day in Canada.

This year, we are planning a variety of community initiatives including Walk for Values events in Canada and internationally, volunteer activities at local food banks, and environmental initiatives such as tree planting and participation in Go Green programs to support environmental stewardship. In Toronto, the Walk for Values will take place in Toronto at **\*\*Albert Campbell Square on May 31, 2026\*\***, bringing together community members to promote the practice of human values and collective well-being.

If you have any suggestions on how we might further promote Human Values within The Village of Haines Junction, we would sincerely welcome your guidance and collaboration.

Thank you for your time and consideration. Your continued support is deeply appreciated, and we look forward to the opportunity to work together in promoting positive values within our communities.

Respectfully submitted,

Manish Rughani (Co-Chair Walk For Values),

---

**Manish Rughani – Co-Chair Walk For Values | [mrughani@walkforvalues.com](mailto:mrughani@walkforvalues.com)**

**[www.walkforvalues.com](http://www.walkforvalues.com) | <https://humanvaluesday.com>**



## Incoming Correspondence Policy #27-10

Correspondence addressed to an individual Member of Council that does not meet the above parameters for inclusion on Regular Council Meeting Agendas will be forwarded to the individual recipient.

Correspondence that will be not placed on Regular Council Meeting Agendas include:

- Correspondence that is anonymous;
- Petitions that do not have the names of the signatories attached; and
- Correspondence that addresses issues which are not specifically related to the greater Haines Junction/Dakwākāda area.


Where uncertainty exists, the Correspondence item will be included on the Regular Council Meeting Agenda.

### Non-Council Correspondence

Correspondence addressed to an individual staff member will be provided to the staff member and a copy will be provided to the Chief Administrative Officer.

Correspondence addressed to the municipality will be provided to the Chief Administrative Officer.

**Adopted by Resolution #193-20 on the 27<sup>th</sup> day of May, 2020.**



---

**Dan Rodin, Chief Administrative Officer**



**First Nation  
School Board**

March 31, 2026

**St. Elias  
Community School**

To Whom This May Concern,

We, the Freedom of Colours Club at St. Elias Community School are initiating the First Annual Pride Parade and Community BBQ to bring support and acknowledgement to the 2SLGBTQIA+ community. We hope this parade brings more inclusivity to the Village of Haines Junction and all around make people feel safe and wanted in their own community. The Pride Parade and Community BBQ will be held on the last day of school, June 12, 2026. More details of the timing of the parade and BBQ will be announced shortly.

We are looking for a financial contribution in the form of a Gift Card for your establishment or a Cash Donation in any denomination for prizes given out at the end of the parade. We hope to have prizes to recognize Best Dressed, Best Decorated Vehicle/Float, and Most Enthusiastic. In addition to a financial contribution, businesses are encouraged to enter a vehicle/float for the event!

Donations can be made by cheque written to St. Elias Community School, an e-transfer to [shawn.allen@yukon.ca](mailto:shawn.allen@yukon.ca), or cash/Gift Cards delivered to the main office at St. Elias Community School. Please include details of which establishment is donating with the title "Pride Parade Prizes" for recognition purposes. Donations should be made by 3:15pm on Monday, June 1<sup>st</sup>, 2026.

Thank you for your time and donation to this important community event. We hope to see you at the Pride Parade and Community BBQ! If you have any questions please contact Janet Rudzroga, School Counsellor at 867-634-2231, [janet.rudzroga@yesnet.yk.ca](mailto:janet.rudzroga@yesnet.yk.ca) or Noah Bucknell at [bucknellnoah@gmail.com](mailto:bucknellnoah@gmail.com).

Respectfully,

Noah Bucknell

Student Representative of Freedom of Colours Club  
St. Elias Community School