



Village of Haines Junction

December 10, 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. November 27th, 2025 Regular Council Meeting Minutes
6. **Proclamations**
7. **Delegations**
 - a. BGC Delegation
 - (i). Project Summary Report
 - (ii). Project Expenditures
8. **Public Hearings and Public Input Sessions**
9. **Old Business**
 - a. Kluane Mountain Bluegrass Festival – Camping Request – Verbal Update
 - b. (i) RTC -- Recreation Position Role and Responsibility
(ii) Recreation and Events Coordinator – Revised Job Description
 - c. Community Identity Workshop RFP
 - d. Local Community Group and Individual Support Policy 2025 Report
10. **New Business**
 - a. Accounts Payable to November 27, 2025
 - b. (i) RTC -- Holiday Closure Policy
(ii) Draft Policy – Holiday Closure Policy
 - c. RTC -- Office Renovations at the Convention Center
11. **Bylaws – Reports, Readings and Adoption**
 - a. Bylaw #432-25 – A Bylaw to Establish a Short Term Rental Accommodation Moratorium (1st reading)
 - b. Bylaw #435-25 – A Bylaw to Establish the Shakwak Valley Community Hall Committee (3rd reading)
12. **Correspondence**
 - a. Health Center Monthly Newsletter
 - b. Humane Society Donation Request
 - c. Indigenous Survivors Day -- Letter
13. **Council Reports and Notice of Motions**
14. **Questions from the Public**
15. **Motion to Close Meeting to the Public**
 - a. Evaluation of Contracted Minute Taking
 - b. Protective Services Manager Staffing Update
 - c. Personnel update
16. **Adjournment**

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

**The next Regular Council Meeting will take place at 7:00 pm on Wednesday December 17, 2025
in Council Chambers and via Zoom.**

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.



Village of Haines Junction Delegation Request

As per s. 15. of Bylaw 352-19, Council Procedural Bylaw

- 15.1. Any person or delegations wishing to appear before council or committee must give notice prior to 11:00 am on the second last business day prior to the meeting.
- 15.2. Persons or delegations are requested to provide any information materials by the second last business day so that the documents may be included in the Agenda Package.
- 15.3. Persons or delegations are required to provide their name, address, contact information and reason for wishing to appear before council or committee.
- 15.4. Persons or delegations addressing council or committee are required to state their names, addresses, and the purpose of their presentation.
- 15.5. Persons or delegations will be given five (5) minutes with which to make their presentation.
- 15.6. Council or committee may agree by vote to extend the time available for a presentation if the persons or delegations has given advance notice to the Chief Administrative Officer or designate.
- 15.7. Council will only hear up to a maximum of three delegations at one meeting.
- 15.8. If a Member asks the delegation a question of clarification, the delegation may answer the question.
- 15.9. A general discussion or dialogue shall not take place unless Council adopts a resolution to suspend the rules.

Requested Council Meeting Date: November 12 2025

Individual, Group or Association: BGC Yukon

Representative(s) of the Above: Danielle Bray, Sean Schmidt
Rachel & Janelle Boyd

Main Spokesperson: Danielle Bray

Topic(s): Shajë Kwä'ä Sunshine Camp - Summer camp
successes

Written Materials Submitted (if applicable): _____

Summer Camp report & financials

Projector or Other Electronic Support Required: Projector - Power Point

Request Made By: Danielle Bray Date: Nov 7 '25

August 31, 2025

Shajē Kwä'ą Sunshine Camp

Haines Junction Junior Summer Camp Report

Shajē Kwä'ą Sunshine Camp Junior Camp - Final Report 2025

Project Dates: June 16, 2025 to August 29, 2025

Program Summary

This summer in Haines Junction was defined by water safety, land-based learning, and inclusive access. Through Shajē Kwä'ą Sunshine Camp (June–August), and our continued partnership with Champagne and Aishihik First Nation (CAFN), we strengthened partnerships, removed financial barriers, and delivered a safe, high-energy program for children and youth ages 6–18. A major milestone was Swimming Lessons Week at the Canada Games Centre (CGC), fully funded through RPAY's RHEAL grant, which allowed every camper who attended to be assessed, taught at level, and advance to their next swimming level at no cost to families. We also deepened cultural connections through CAFN-led programming, expanded STEAM learning with Yukon University, and ensured participants who required 1:1 support could attend with dedicated workers.

As we transition to fall, the team will carry forward summer momentum into school-year drop-ins, focusing on strong communication with partners, clear routines, and barrier-free access

HJct Programming Achievements

Summer statistics

- 3 program months , 39 days of programming, 328 hours duration
- 4920 contact hours (average of 8 hours per participant per day)
- Average of 15 participants per day
- 1170 healthy breakfasts and lunches served and 585 total healthy snacks
- 13 of the participants identify as First Nations

During this summer period, BGC Yukon Haines Junction operated Shajē Kwä'ą Sunshine Camp with an emphasis on skill-building, safety, and connection. Partnerships with CAFN, Parks Canada, Yukon University, YFNED, and the Canada Games Centre strengthened program quality and inclusion. Youth staff and summer students supported safe ratios, smooth transitions, and positive role modeling aligned with BGC values and the 40 Developmental Assets.

Summer Highlights

Summer unfolded as a connected story of water, land, science, and culture. We began with Swimming Lessons Week at the Canada Games Centre, where funding from RPAY's RHEAL grant removed financial barriers so that thirty-five campers from our Junior and Senior groups could participate. Each child was assessed, placed at the right level, and taught by certified instructors; by the end of the week, every participant advanced to their next swimming level. This proved a visible boost in competence and confidence that followed us back to Pine Lake and into everyday camp life.

On the land, CAFN welcomed us into teachings that grounded camp in place. Youth paddled in a dugout canoe, hearing how tools, materials, and stewardship are tied to culture and responsibility. At Däku Cultural Centre, CAFN hosts introduced hands-on activities that led directly into an afternoon with Parks Canada interpreters, who deepened the learning with ecology, safety, and "leave-no-trace" practices. Those ideas came alive again on guided Parks Canada hikes, where campers practiced trail etiquette, read the landscape, and connected what they saw to the stories they had heard.

The highlight of our overnight programming was two nights in Klukshu Village, where youth watched the salmon spawning. It was an incredibly powerful, first-hand lesson in seasonal cycles, food systems, and conservation. Back at base, curiosity found another outlet during STEAM Week with Yukon University, as camp-wide labs and design challenges turned questions into experiments and solutions. Juniors kept that momentum going every Friday morning, when a community coordinator extended STEAM learning with iterative builds and demonstrations that rewarded persistence and teamwork.

Throughout it all, inclusion remained non-negotiable. Working with YFNED, we coordinated 1:1 support workers for participants who needed them so that every young person could attend, succeed, and feel fully part of the camp community.

We also had another successful camp reunion. We continue to collect camp feedback data to improve future operations.

Staffing & Training

Our BGC Yukon summer team comprised five youth and young adults (all under 30). With support from Canada Summer Jobs (CSJ) and the Skills for Success initiative, staff received structured onboarding, job-shadowing, and weekly mentorship to ensure high-quality program delivery.

Training and coaching emphasized:

- BGC safe program standards, risk management, and trip planning
- Yukon's 40 Developmental Assets
- Inclusive practice and coordination of 1:1 supports (with YFNED)
- Communication, documentation, and incident response
- Facilitation of land-based, STEAM, and water-safety reinforcement activities



Yukon

Staff applied these skills throughout the season, during CGC Swimming Lessons Week, Parks Canada hikes, CAFN cultural days at Däku, and the Klukshu overnights. They supported smooth daily transitions, caring adult relationships, and a consistent safety culture.

40 Developmental Assets highlighted in Haines Jct Program this quarter;

External Assets:

3. Other adult relationships—Young person receives support from three or more nonparent adults.
4. Caring neighborhood—Young person experiences caring neighbors.
5. Caring school climate—School provides a caring, encouraging environment.
7. Community values youth—Young person perceives that adults in the community value youth.
10. Safety—Young person feels safe at home, school, and in the neighborhood
11. Family boundaries—Family has clear rules and consequences and monitors the young person's whereabouts.
12. School Boundaries—School provides clear rules and consequences.
13. Neighborhood boundaries—Neighbors take responsibility for monitoring young people's behavior.
14. Adult role models—Parent(s) and other adults model positive, responsible behavior.
15. Positive peer influence—Young person's best friends model responsible behavior.
16. High expectations—Both parent(s) and teachers encourage the young person to do well.
18. Youth programs—Young person spends three or more hours per week in sports, clubs, or organizations at school and/or in the community.

Internal Assets:

21. Achievement Motivation—Young person is motivated to do well in school.
22. School Engagement—Young person is actively engaged in learning.
23. Homework—Young person reports doing at least one hour of homework every school day.
24. Bonding to school—Young person cares about her or his school.
26. Caring—Young person places high value on helping other people.
27. Equality and social justice—Young person places high value on promoting equality and reducing hunger and poverty.
28. Integrity—Young person acts on convictions and stands up for her or his beliefs.
29. Honesty—Young person "tells the truth even when it is not easy."
30. Responsibility—Young person accepts and takes personal responsibility
32. Planning and decision making—Young person knows how to plan ahead and make choices.
33. Interpersonal Competence—Young person has empathy, sensitivity, and friendship skills.
34. Cultural Competence—Young person has knowledge of and comfort with people of different cultural/racial/ethnic backgrounds.



Yukon

35. Resistance skills—Young person can resist negative peer pressure and dangerous situations. 36. Peaceful conflict resolution—Young person seeks to resolve conflict nonviolently

Final - BGCY - Village of Haines Junction (VoHJ) Funding - Budget and Expenditures Reprot 2025

A	B	D	E	H
Line Item	Total Core Budget	Applied to VoHJ	Amount applied to other sources	Actuals applied to VoHJ Year to date
Revenue: supporting Core expenses				
YTG Funds	1552744		1552744	
City of Whitehorse	180000		180000	
YTG Hold Back	10000		10000	
Other Grants - Including Village of Haines Junction	571834	52934	518900	42348
Fundraising	10000		10000	
Program Fees	0		0	
Tuition Fees	147461		147461	
Federal Grants	25000		25000	
Other Income	0		0	
Total Core revenue	2497039	52934	2444105	42348
Expenses: core				
WAGES				
Administration Wages	472514	3376	376631	3376
Permanent Full Time	691798	13464	582479	13464
LTD and other Perminant staff	251265		251265	
Contract Employees	93000	15705	93000	15705
Benefits + MERCs	226287	5722	206287	5722
ADMINISTRATION				
Accounting & Professional Services	21000	1000	21000	1000
Business Licenses and Permits	1994		1994	
Gifts, Incentives, and Awards	1500		1500	
FACILITY				
Computers	2500		2500	
Communications - phone, fax, internet	11074	1200	11074	1200
Insurance	10850	1500	10850	1500
Maintenance	5000		5000	
Facility Rental	112367		77867	
Office Supplies	5000	1000	5000	1000
Utilities and Waste Management	21304		21304	
Interest & Bank Charges	3500		3500	
PROGRAMMING				
Advertising (includes Website 'overhaul')	3500		2702	
Transportation	12500		10000	
Program Travel	16500	3567	16500	3567
Professional Development and Training	1500		1500	
Operating Contingency	3500		3500	
Food	137000		107000	
Facilitator Fees - Elder Fees	8670		8670	
Conferences	2500		2500	
Materials	16000	6400	12000	6400
Fundraising Supplies	23000		23000	
Elder and Youth honorariums	8600		8600	
LTD expenses	327817		327817	
Direct Deposit	5000		5000	
Total Core Expenses	2497039	52934	2200039	52934
All Revenue	2497039	52934	2444105	42348
Total Expenses	2497039	52934	2200039	52934
Net Position	0	0	244066	-10586

Pending Final Reporting
Hold back - \$10586.90

This report is for the period indicated below:

Initial budget Apr-Jun Jul-Sep Oct-Dec **Final**

Signature - organization treasurer or other board member



Village of Haines Junction Report to Council

December 10th, 2025

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

RE: Recreation Position Roles and Responsibilities

Recommendation

Council, take into consideration this report and approve the refocusing of the Recreation and Events Administrator position toward program development, partnership coordination, and external funding acquisition. And, that Council approve aligning the pay rate with the new responsibilities.

Background

Council approved the creation of a recreation position in April 2024 with a focus on reducing administrative burden on existing staff by taking on facility bookings, event setup/teardown, and arena supervision. The position also supports the development of sports, recreation, and cultural programs for the community, as a secondary function.

The Recreation and Events Administrator Job Description was established as a unionized role at \$28.00/hour. Since that time, Council's strategic planning and recent decisions around recreation, arts, culture, and community services have highlighted the need for:

- More intentional program development across all age groups and demographics
- Stronger coordination with Champagne and Aishihik First Nations (CAFN) and other partners
- Greater capacity to seek and manage external funding to support these initiatives

Current Status

Administration has reviewed the existing Job Description and how the role fits within Council's current priorities, key observations include:

- The current JD places significant emphasis on facility operations, arena support, and general administrative tasks
- Program planning and development are present but not clearly positioned as the core focus of the role
- The JD contemplates only "assisting in preparing funding proposals," rather than expecting the position to proactively seek grant research, proposal development, reporting, and partnership-building around external funding

- The required skill set (community outreach, program design, evaluation, partnership work, and drafting & administration of funding proposals) is more consistent with higher skill recreation roles that command higher rates of pay in comparable municipal settings.

For example, in Dawson there are recreation positions across all five union salary rates.

- A Recreation Assistant Laborer at level 1 has an average salary of \$57,800 or \$27.78/hr
- A Rec Admin Assistant at level 2 has an average salary of \$63,100 or \$30.34/hr
- An Aquatic Assistant at Level 3 has an average salary of \$69,600 or \$33.46/hr
- A Rec Coordinator at level 4 has an average salary of \$77,300 or \$37.16/hr
- A Rec Facility Supervisor has an average salary of \$86,500 or \$41.59/hr

Administration is therefore recommending that Council consider formally repositioning this role as a program-development and funding-leveraging position and adjust compensation accordingly to a starting wage of \$33/hr, placing the revised wage near level three in Dawson. As this would be the only office based recreation position in Haines Junction it is expected that they have the ability to supervise arena staff.

Discussion/Analysis

The Recreation and Events Administrator role could be reframed so that its primary functions are to:

- Design and develop evidence-based, year-round sport, recreation, arts, and cultural programs that respond to identified community needs (children, youth, adults, and elders)
- Coordinate partnerships with CAFN, local organizations, schools, regional and territorial sport and recreation bodies to co-create and co-deliver programming, rather than simply supporting one-off events
- Evaluate programs (participation levels, feedback, outcomes) and make recommendations to Council on where to grow, adjust, or sunset initiatives

The intent is that this position would not just operate programs funded by municipal dollars, but actively multiply the value of Council's investment by leveraging outside funding. Over time, it is reasonable to expect that successful funding applications could offset or exceed the incremental wage cost of the position.

Moving the Recreation and Events Administrator from \$28.00/hour to \$33/hour represents an increase of \$5/hour. For a full-time position, each \$1.00/hour increase is roughly 2,000 per year; therefore, the proposed increase would add approximately \$12,000 per year in wage costs, depending on weekly hours and excluding benefits. The salary would be capped at step 4 in the wage scale at \$37.5/hr or \$78,000/yr, per the Conditions of Employment Bylaw.

Given the expectation that this position will actively seek external funding, Administration views this as a strategic investment: by securing even one or two modest grants per year, the role could reasonably offset its incremental cost while increasing service levels.

Asset Management Impact

The Recreation and Events Administrator is not an asset-management position; however, the role indirectly supports asset management in several ways:

- Well-designed programs increase use of existing facilities and help justify ongoing reinvestment in recreation infrastructure.
- External funding may support small capital, equipment, or enhancement projects that reduce pressure on the Village's capital budget.
- The incremental wage cost reduces the amount available for other asset management priorities in the short term and will need to be considered in annual budgeting.

Alternatives Considered

1. Status quo – maintain current JD and wage at \$28.00/hour

- Lowest immediate budget impact.
- Does not address the identified need for greater program-development and funding capacity.
- Difficulty recruiting and/or retaining a candidate with the desired skills at the current pay rate.

2. Refocus the JD and update compensation (recommended)

- Clarifies that the position is a professional, program-development role with responsibility for leveraging external funding.
- Positions the Village competitively in the labour market for recreation professionals.
- Incremental ongoing operating cost is partially or fully offset over time through successful grant acquisition.

Alignment with Strategic Priorities

Repositioning and reclassifying the Recreation and Events Administrator supports Council's strategic priorities by:

- Advancing Inclusive and Resilient Community Services through, accessible recreation, arts, culture and wellness programming.
- Supporting financially sustainable services by leveraging external funding to supplement local tax revenue and by maximizing use of existing infrastructure.
- Strengthening partnerships with CAFN, regional organizations, and community groups.

Next Steps

- A revised Job Description has been drafted for Councils review
- With Councils approval the Union can be notified of the changes
- The revised posting with the updated JD and Salary will be posted

Draft Resolution

That Council directs Administration to post the revised Job Description at the recommended wage, starting rate \$33/hour.

Prepared by:

David Fairbank

Chief Administrative Officer



VILLAGE OF HAINES JUNCTION

Job Description

RECREATION AND EVENTS COORDINATOR	Department: Administration
	Employee Group: Union
	Date Completed: December XX, 2025
Supervisor: CAO	Approved By: CAO

General Summary

Reporting to the Chief Administrative Officer (CAO), the Recreation and Events Administrator is responsible for leading the development, coordination and evaluation of community recreation, sport, arts, culture and wellness programs for residents of all ages. This position maintains clean and safe facilities and promotes a healthy lifestyle for all community residents. The position works in close partnership with Champagne and Aishihik First Nations (CAFN), community organizations, regional and territorial partners, and funding agencies to design and deliver inclusive programming that promotes a healthy, active and connected community.

Duties and Responsibilities - include but are not limited to the following:

1. Program Planning, Development and Delivery

- Engage with community members, Council priorities and partners to identify recreation, sport, arts, culture and wellness needs and opportunities for all age groups and demographics.
- Lead the design, planning and implementation of a balanced annual program of recreation, sport, arts, culture and community events, ensuring a mix of drop-in, registered, seasonal and special programming.
- Develop program plans including objectives, schedules, participation targets, resource requirements, and risk management considerations.
- Coordinate registration, program logistics, instructors/leaders and volunteers to ensure smooth delivery of programs and events.
- Monitor participation, collect feedback, and evaluate program effectiveness; recommend changes, expansions or discontinuations based on results.
- Prepare written summaries and reports on recreation and community programs, including participation, outcomes and recommended improvements.

2. Community Engagement and Partnerships

- Build and maintain effective working relationships with CAFN, community organizations, schools, territorial departments, and regional sport and recreation bodies.

- Work collaboratively with partners to co-design and co-deliver programs and events, including shared funding and resource arrangements where appropriate.
- Support and coordinate volunteers involved in recreation and community programs, including orientation, basic training, scheduling and recognition.
- Promote inclusive, accessible recreation experiences that foster individual well-being, social connection, and respect for natural and built environments.
- Develop and implement outreach and communication strategies (print, digital and in-person) to ensure residents are aware of available programs and opportunities.

3. External Funding, Grants and Reporting

- Proactively research and track grant, contribution and partnership-funding opportunities that support Council's recreation, culture and community wellbeing objectives.
- Lead or co-lead the development of funding proposals, including project design, work plans, budgets, outcomes, evaluation approaches and partnership commitments.
- Prepare high-quality written applications, letters of support and accompanying documentation within required deadlines and submission standards.
- Administer approved grants and funded projects, including tracking expenditures, monitoring deliverables, and maintaining documentation in accordance with funder requirements.
- Prepare progress and final reports to funders, ensuring compliance with all financial and non-financial reporting conditions.
- Identify opportunities where external funding can offset municipal operating costs, extend existing programs, or pilot innovative recreation and community initiatives.

4. Facility Coordination and Event Support (Secondary Focus)

- Coordinate the use of Village recreation and event facilities in a way that supports program delivery and maximizes community benefit.
- Work with administrative and public works staff to ensure that facility bookings, room setups and basic event logistics are organized efficiently and communicated clearly.
- Assist with and/or coordinate event set-ups and take-downs where required, including ensuring equipment and spaces are safe, clean and ready for program use.
- Liaise with facility users, community groups and contractors to address basic operational issues and promote positive user experiences.

5. Administration, Financial Management and Reporting

- Assist with the development and monitoring of recreation and community program budgets, including revenues, expenditures and cost-sharing arrangements.
- Ensure that purchasing, contracting and financial practices for programs and events follow Village policies and procedures.
- Maintain accurate program, participant, volunteer, financial and funding records in accordance with Village standards, privacy requirements and funder expectations.
- Prepare regular reports, briefing notes and recommendations to the CAO and Council on program status, funding opportunities and emerging issues.

6. Health, Safety and Risk Management

- Ensure that programs and activities are delivered in accordance with applicable legislation, regulations, Village policies and health and safety requirements.

- Identify, assess and address risks associated with recreation and community programs, including facilities, equipment, participant behaviour and environmental conditions.
- Promote safe work practices, model appropriate behaviour, and support a culture of safety among staff, instructors, volunteers and participants.

1. Performs other duties by:

- Completes special requests or projects or to participate in or coordinate evening and off-hour activities
- Performs operating roles, as required.

POSITION REQUIREMENTS

Qualifications

Education and Experience:

- Post-secondary education in recreation, leisure services, community development, social sciences, education, or a related field; an equivalent combination of education and directly related experience may be considered.
- Two (2) to three (3) years of progressively responsible experience in community recreation, program coordination or a related field.
- Demonstrated experience in grant writing and/or managing externally funded projects is considered a strong asset.
- Experience working in or with small northern or rural communities and with Indigenous governments and organizations is an asset.

Knowledge, Skills, Ability

- Strong knowledge of community recreation, sport, arts, culture and wellness programming principles and practices.
- Demonstrated experience in program planning, implementation and evaluation.
- Demonstrated experience researching, writing and administering grants and other external funding.
- Ability to build and maintain effective partnerships with First Nations, community organizations, schools, funders and other stakeholders.
- Strong written and verbal communication skills, including the ability to prepare clear proposals and reports.
- Strong organizational, time-management and project-management skills, with the ability to manage multiple programs and deadlines.
- Ability to work both independently and as part of a multi-disciplinary team.
- Proficiency with common office software and digital tools used for communication, promotion, scheduling and basic data analysis.
- Ability to work flexible hours, including evenings and weekends, to support programs and events as required.

Additional Information:

Job Requirements:

- Willing to work evenings, weekends and/or holidays.
- Willing to travel to Whitehorse and/or other communities as required.
- Willing to work in varying weather conditions.
- Willing to accommodate schedule to support community events.
- Ability to handle and lift objects up to 30 kgs.
- Willing to wear approved personal protective equipment.

Working Conditions:

- Work is performed in both office and recreation facility settings with regular interaction with the public, including children, youth and elders.
- Work hours may include evenings and weekends to support program and event delivery.
- Occasional lifting, carrying, set-up of equipment and light physical activity is required.
- Travel within the community and region may be required for meetings, training and program delivery.

Conditions of Employment:

- Valid Yukon Class 5 driver's license
- RCMP Vulnerable Sector Check
- Standard First Aid and CPR to level C
- Workplace Hazardous Materials Information Systems (WHMIS)
- Willingness to participate in additional training as required

Chief Administrative Officer (or designate): I approve this job description as being representative of the work required to be performed and confirm that the necessary authorities have been delegated to the position.

Signature:

Date:



REQUEST FOR PROPOSAL (RFP)

Coordination/Facilitation of Engagement on Community Identity

1. INTRODUCTION

The Village of Haines Junction is inviting proposals from Yukon-based businesses to coordinate and facilitate engagement on Community Identity as a precursor to the five-year review of the Village's Official Community Plan.

2. BACKGROUND

Council recently released its Strategic Priorities for 2025-2028.¹ One of Council's key initiatives is to host a Community Identity Workshop to:

- Develop a vision of what community we want to be
- Determine how we want to present ourselves to visitors
- Discuss ways to bring our community together
- Develop a plan to build community pride

The purpose of this engagement is to gather information that will help initiate, and prepare for, the five-year review of the Official Community Plan (OCP).

3. SCOPE OF WORK

The Contractor will:

1. Work collaboratively with the Village and CAFN to identify clear milestones for the project.
2. Convene and coordinate regular planning meetings of the Contractor, the Village of Haines Junction, a representative from CAFN, and other interested community groups (e.g. the St. Elias Chamber of Commerce, the St. Elias Seniors Society, etc.).
3. Develop an engagement plan and schedule with the goal of maximizing community participation.
NOTE: It may be desirable to structure preliminary engagement sessions or focus groups with different groups in the community (e.g. the business community, youth, seniors& elders, major employers), followed by a community-wide workshop to present findings of the focus groups where a broader discussion could be facilitated. Some of these events may not need to be hosted/facilitated by the contractor; some may be hosted/facilitated internally.
4. Develop a communications plan and coordinate invitations and registration.
5. Facilitate engagement events.

¹ <https://hainesjunction.ca/p/council-strategic-priorities-2025-2028>

6. Produce a written summary of the outcomes of the engagements, including recommendations for additional public engagement, and research needs (e.g. where commissioning new knowledge would be of value to support decision-making) to support the 5-year review of the OCP.
7. Complete the project by June 30, 2026.

The Village will:

1. Coordinate/lead public communications.
2. Directly cover expenses associated with catering, room rental, and invited speaker fees for the community-wide workshop (if needed), noting Council will have final approval on these budget items.

4. BUDGET

All proposals should provide a detailed budget breakdown.

5. PROPOSAL REQUIREMENTS

Each proposal should include:

- A cover letter introducing the proponent(s) expressing an interest in the project.
- A detailed CV highlighting past projects.
- Proposed project management plan.
- A project timeline.
- A proposed budget (excluding catering, room rental, speaker fees).
- Names and contact information for three references.
- The proposal submission is not to exceed 10 pages in length.

6. SELECTION CRITERIA

Proposals will be evaluated based on:

- Coordination and facilitation experience
- Experience working within Yukon communities
- A demonstrated understanding of the Village of Haines Junction
- Budget and timeline feasibility

7. SUBMISSION DEADLINE

All proposals must be submitted no later than **5:00 pm December 10, 2025**. 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 and delivering their proposals.
2. The successful proponent must be a Yukon-based business.
3. The Village reserves the right in its sole discretion to cancel this RFP 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 Proposals 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 Council 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:

Aynsle Ogden

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**Report to Council
Village of Haines Junction
November 25, 2025**

RE: Local Community Group and Individuals Support Policy – Annual Report 24/25

Recommendation

That Council review and receive this report for information.

Background

Historically, free use of Village facilities was limited to youth groups / activities (excluding arena ice) and celebrations of life / funerals for local residents.

In response to increasing requests to Council for waiving of fees (for events such as fundraisers for non-profit groups), in 2018/19 Council requested that staff develop a policy that could address these types of events.

During the Covid shut down Village facilities were not being used. In early 2021, Council approved the use of Federal Covid Restart Funds to waive facility fees for all local groups for the remainder of that year, to encourage community events / activities to resume.

Policy #36-21, Local Community Groups and Individuals Support Policy, was approved by Council on September 22, 2021, to address the issue of which groups would receive free rental.

Analysis

The objectives of the policy are:

- To maximize access to facilities by local community groups and participants living in the Haines Junction / Dakwākāda region by reducing financial barriers (with the aim that reducing rental fees for organizers would in turn reduce fees charged to participants).
- To provide third party liability insurance for organizers of activities, as the municipal insurance policy does not cover groups or their volunteers who use our facilities.

User Group insurance is provided through SBC Insurance Brokers in BC and carries Commercial General Liability and Participant Liability of \$5 million (see attached summary of insurance coverage). A retained premium of \$2,100.00 is required at the beginning of the policy term, a report detailing all insured users is submitted at the end of the term and any additional premiums are immediately payable.

Insurance is not provided to groups with their own insurance, members of provincial or national organizations, other levels of government, or to those providing any of the excluded activities listed by the insurer.

The Local Community Groups and Individuals Support Policy requires that the value of waived fees and cost of insurance be reported to Council annually.

**Report to Council
Village of Haines Junction
November 25, 2025**

The following table shows the value of waived fees and insurance cost per user group by the insurance reporting period of November 21, 2024 to November 21, 2025.

User Fees Insurance Reporting Period: Nov 21, 2024 - Nov 21, 2025			
User Group	Facility Use	Value of Waived fees	Cost of Insurance
Augusto! Children's Festival	Convention Centre, Mezz, Arena	\$2,505	\$140
CAFN Daycare	Convention Centre, Bouncy Castle	\$340	N/A
CAFN Youth Programs	Convention Centre, Bouncy Castle	\$460	N/A
Cavalry Baptist Church	Mezzanine	\$2,670	\$125
Chamber of Commerce	Grand Hall, atrium	\$470	\$65
Community Market	Convention Centre	\$1,530	\$800
Creative Junction	Convention Centre, Mezzanine	\$4,493	\$85
Dakwakada Dancers	Convention Centre	\$180	
Female Hockey	Arena ice time, Convention Centre, Mezzanine	2,660	-
Fundraiser	Convention Centre	540	-
Funeral (x 2)	Convention Centre	\$540	-
Fitness Class	Convention Centre, Mezzanine	\$135	Excluded
Hardwater Racing	Convention Centre	\$270	\$210
HOOBEEDOO	Mezzanine	\$300	\$100
Junction Arts and Music	Convention Centre	\$3,525	\$930
Junior Rangers	Mezzanine	\$2,790	N/A
Library	Convention Centre	\$90	\$85
Lions Club	Mezzanine, Convention Centre, Arena (Curling)	\$1,890	\$930
Lotus Studio Yoga	Convention Centre	\$315	Excluded
Minor Hockey	Arena Ice Time, Mezz, CC	\$7,810	Excluded
Pedal Junction	Arena Skatepark	\$125	Excluded
Rec Hockey	Arena Ice Time	\$1,890	\$630
Romp 'n' Run	Mezzanine, Convention Centre (Bouncy Castle), Arena	\$6,250	\$80
Sarah-Monique Chanona	Convention Centre Atrium	\$1,710	Excluded
SECS (Grad, performances, etc)	Convention Centre	\$920	N/A
Seniors (Yoga, Bowling, etc.)	Convention Centre, Mezzanine	\$5,555	\$175
Ski Club	Convention Centre	\$290	\$135
Sunrise Coffee	Convention Centre	\$360	\$125
Taekwondo	Mezzanine	\$3,495	Excluded
Threadbearers Quilting Group	Convention Centre	\$3,240	\$240
Echo Newsletter	Photocopies	\$1,150	N/A
Emergency Services Volunteers	Convention Centre	\$135	N/A
Yukon African Music Festival	Convention Centre	\$180	N/A- non-local
Yukon Canoe & Kayak Club	Convention Centre	\$200	N/A- non-local
TOTALS		\$58,498	\$4,855

Paying users since the free use policy has been in effect include: private rentals (birthday parties, weddings), private business kitchen rentals, Service Canada, Circuit Court, Health Practitioners (downstairs office 'wellness room', reduced rate), other Yukon government and federal governments, CAFN, YESAB, ARRC, Parks Canada, Canadian Rangers, YFNED, Elections, political parties, Bluegrass Festival, Bear's Paw Quilts, Yukon U, KCIBR, YAHA, Yukon Broomball Association, CAFN Storm.

**Report to Council
Village of Haines Junction
November 25, 2025**

The following table shows the current rental rates / fees for Village facilities.

*Note – these rates have not been increased since 2011.

St. Elias Convention Centre

Room	Hour	Day
Grand Hall	\$45.00	\$270.00
Atrium	\$45.00	\$270.00
Stage	\$20.00	\$120.00
Kitchen	\$25.00	\$150.00
Council Chambers	\$25.00	\$150.00
EMO Room	\$15.00	\$90.00

Bill Brewster Arena

Ice Time	Adult	Youth/Senior
Hourly	\$70.00	\$50.00
Daily Rate (up to 8 hours)	\$500.00	\$330.00
Each additional hour	\$60.00	\$40.00
Weekend Rate (3 days, includes Mezzanine)	\$2000.00	\$1000.00

Curling Ice	
\$480.00/day	Includes lobby, ice and Mezzanine

Mezzanine	Hour	Day
Mezzanine	\$30.00	\$180.00
Kitchen	\$15.00	\$90.00
* 10% discount on Mezzanine rental with joint booking of Arena		

Attachments

SBC Insurance 2024 – 25 Coverage Summary and Rating Schedule

Prepared by

Donna Istchenko, Treasurer

**Report to Council
Village of Haines Junction
November 25, 2025**

VILLAGE OF HAINES JUNCTION USER GROUPS (AS ON FILE)

USER GROUP RATING SCHEDULE - PRG696341-03

2,000,000 Commercial General Liability

Rates effective – November 21, 2024

Internal Use Only

Sport Activities

Low Risk Activities: Badminton, Bowling, Curling, Dance Lessons, Horseshoes, Pickleball, Tennis
 Medium Risk Activities: Baseball, Basketball, Field Hockey, Floor Hockey, Handball, Racquetball, Soccer, Softball, Squash, Swimming with Lifeguard, Non-Contact Touch / Flag Football, Track & Field, Volleyball
Refer to broker for all other sports
 Excluded Activities: Alpine Skiing, Boxing, Climbing Walls, Contact Hockey, Martial Arts, Cycling, Fireworks, Gymnastics, Horse Related, Kickboxing, Lacrosse, Rugby, Skateboarding/Skateboard Parks, Snowboarding, Tackle Football, Trampoline

Insurance inquiries & non-Canadian user groups must be referred to broker

Type of Event	# of Participants	Premium		
		Low	Medium	High
One Day Sport Activities	1-25	\$20	\$35	Refer
• 2-3 day sport activities are twice daily rate	26-100	\$35	\$60	Refer
	101-250	\$60	\$85	Refer
	Over 250	Refer	Refer	Refer
Beer Garden – applicable to sporting events	1-100	\$110/day		
	101-250	\$160/day		
	251-500	\$210/day		
All Season Sport Activities (except hockey)	1-25	\$40	\$85	Refer
	26-100	\$85	\$160	Refer
	101-250	\$160	\$235	Refer
	over 250	Refer	Refer	Refer

Adult Recreational Non-Contact Ice Hockey	Season September – April	Season May - August
Adult pickup – max. 30 players	\$135	\$85
Adult league	\$210/team	\$110/team
Adult tournaments	Up to 8 teams	\$260
	9-16 teams	\$385
	Over 16 teams	Refer
One time adult recreational non-contact ice hockey	1-30 players	\$25 (max 1½ hrs)
One time recreational skating	1-25 participants	\$25 (max 1½ hrs)
• no sticks or pucks	26-100 participants	\$45 (max 1½ hrs)
	101-250 participants	\$85 (max 1½ hrs)

Recreational Non-Contact Ball / Roller Hockey	Season September – April	Season May - August
Pickup – max 30 players	\$110	\$110
League	Refer	Refer

Meetings & Events

Type of Event	# of Participants	Premium	
Meetings – No Alcohol	1-25	\$20	
(including arts & craft, bridge, etc.)	26-100	\$25	
• seasonal – monthly: 3 times rate	101-250	\$35	
• seasonal – weekly: 5 times rate	Over 250	Refer	
	# of Participants	No Alcohol	With Alcohol
Weddings, Block Parties, Small Kids Functions, i.e birthday parties, baptism	1-25	\$20	\$60
	26-100	\$35	\$110
<i>Note: Rates are lower than for events below due to the familiar relationship</i>	101-250	\$60	\$160
	Over 250	Refer	Refer
Events, including Festivals & Parades	1-25	\$35	\$85
	26-100	\$60	\$135
	101-250	\$85	\$210
	Over 250	Refer	Refer
• 2-3 day meetings/events are twice daily rate			
• 4-5 day meetings/events are triple daily rate			

Municipal Accounts Payable to December 10, 2025

<u>Cheque No.</u>	<u>Name</u>	<u>Amount</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 35,327.13	Administration	Net Pay - Pay Period 25
		\$ 5,155.44	Administration	RRSP Contribution - Pay Period 25
		\$ 6,644.00	Administration	Group Insurance Pay Period 25
		\$ 25,387.81	Administration	Receiver General November 2025
		\$ 72,514.38		
Bill Pay	Visa	\$ 718.43	Administration	Postage, freight, phones, printer toner
		\$ 31.49	Arena	Pliers
		\$ 197.76	Capital Trails	Printed trail maps
		\$ 112.12	Convention Centre	Entandem
		\$ 889.78	Landfill	Fence signs, courses, phone, printer toner
		\$ 218.61	Legislative	Flower arrangements
		\$ 1,259.22	Public Works	Screws, tools, phones, winter gear, safety gear
		\$ 367.49	Recycling Centre	Toilet
		\$ 1,195.34	Water & Sewer	Phones, training, sealant kits, metal test
		\$ 4,990.24		
280815	Aynslie Ogden	\$ 268.40	Administration	Travel expense AYC meetings
280816	CAFN	\$ 2,500.00	Legislative	New Years Fireworks
280817	Cathy MacKinnon	\$ 100.00	Legislative	C-Care program committee meeting honorarium
		\$ 200.00	Landfill & Recycling	Honorarium SWMF working group
		\$ 300.00		
280818	Christina Schwendl	\$ 80.00	Landfill & Recycling	Free Store volunteer honoraria
280819	Darlene Sillery	\$ 100.00	Landfill & Recycling	Honorarium SWMF working group
280820	Ellen Stutz Petty - Cash	\$ 492.10	Recycling Centre	Refundables paid out
		\$ 4.50	Administration	Postage
		\$ 496.60		
280821	Erin Jamieson	\$ 200.00	Landfill & Recycling	Honorarium SWMF working group
280822	Finning (Canada)	\$ 375.64	Landfill & Recycling	Oil and filters for tracked loader

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to December 10, 2025

280823	Government of Yukon		\$	315.00	Public Works	Rodeo Grounds annual lease payment
280824	Hach Sales & Services Canada LP		\$	1,123.67	Water & Sewer	Water test reagents, turbidity standards, freight
280825	HJ Volunteer Fire Department		\$	2,000.00	Legislative	Halloween fireworks
280826	Icesoft Technologies Holdings Ltd		\$	2,625.00	Administration	Annual Voyant alert subscription
280827	Inland Kenworth		\$	525.00	Public Works	Freight for parts
280828	Jacobs Industries ltd.	\$ 622.13			Water & Sewer	Co2
		\$ 1,575.00	\$	2,197.13	Fire Department	Compressed air tank
280829	Kelly Beaulieu		\$	120.00	Landfill & Recycling	Free Store volunteer honoraria
280830	Laura Gorecki		\$	100.00	Legislative	C-Care program committee meeting honorarium
280831	MacKellar Contracting		\$	3,444.00	Water & Sewer	Marshall creek water break
280832	Mike Crawshay	\$ 200.00			Landfill & Recycling	Honorarium SWMF working group
		\$ 40.00	\$	240.00	Landfill & Recycling	Free Store volunteer honoraria
280833	NF Electrical and Event Production Ltd.	\$ 252.00			Arena	Hot water tank troubleshooting
		\$ 8,554.28	\$	8,806.28	Capital Project	Video projection system upgrade
280834	NorthwesTel	\$ 257.29			Administration	November 27, 2025 billing
		\$ 61.40			Public Works	November 27, 2025 billing
		\$ 711.39			Water & Sewer	November 27, 2025 billing
		\$ 436.58			Protective Services	November 27, 2025 billing
		\$ 125.37			Convention Centre	November 27, 2025 billing
		\$ 30.70			Mezzanine	November 27, 2025 billing
		\$ 30.70			Arena	November 27, 2025 billing
		\$ 73.08	\$	1,726.51	Recycling Centre	November 27, 2025 billing

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to December 10, 2025

280835	Patty Moore		\$	100.00	Legislative	C-Care program committee meeting honorarium
280836	Salomé Alby		\$	200.00	Landfill & Recycling	Honorarium SWMF working group
280837	SBC Insurance Agencies Ltd.	\$ 2,055.00			Convention Centre	Facility user group insurance
		\$ 300.00			Mezzanine	Facility user group insurance
		\$ 400.00	\$	2,755.00	Arena	Facility user group insurance
280838	Shawn Taylor		\$	100.00	Legislative	C-Care program committee meeting honorarium
280839	Stacy Menicoche		\$	100.00	Legislative	C-Care program committee meeting honorarium
280840	Sydney MacKinnon		\$	100.00	Legislative	C-Care program committee meeting honorarium
280841	Tangerine Technology	\$ 1,284.15			Administration	Network support
		\$ 366.45			Water & Sewer	Network support
		\$ 1,055.51	\$	2,706.11	Landfill	Network support, new computer hardware
280842	TK Elevator (Canada) Limited		\$	1,335.66	Convention Centre	Monthly elevator maintenance
280843	Total Fire Protection Services Ltd.		\$	1,548.75	Convention Centre	Annual test and inspection of sprinkler system
280844	WSP Canada Inc.		\$	1,189.12	Water & Sewer	SCADA support
280845	Xerox		\$	360.27	Administration	Printing and photocopies for Oct, Nov

Municipal Accounts Payable **\$ 115,542.76**

Adopted on _____

Mayor _____ CAO _____

* Denotes an item not directly funded by the Village

** Grant funded



Village of Haines Junction Report to Council

December 10, 2025

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

RE: Draft Holiday Closure Policy #49-25

Recommendation

That Council review this report and approve the Holiday Closure Policy for the Municipal Office and Solid Waste Management Facility (SWMF) as presented.

Background

Historically, staff have brought a report to Council each year to clarify when the Municipal Office and SWMF will close for the holidays. This has resulted in annual ad hoc decisions and some uncertainty for staff and the public.

Current Status

Staff have drafted a standing Holiday Closure Policy that sets consistent closure dates and times each year for the Office and SWMF, providing fairness and predictability for staff and the public.

Discussion/Analysis

Staff recommend that:

- The SWMF and Office close at their respective lunch hours on December 24 and December 31 each year, with staff paid for the full day.
- The Office be closed to the public on regular business days between Christmas and New Year's Day. Office staff may elect to work those days or use eligible paid/unpaid leave.
- If December 24 or 31 falls on a weekend (or a non-operating day for the SWMF), the last regular workday before that date would end at lunch hour, with the remainder of the day taken as paid leave.

Adopting the Policy will remove the need for annual decisions and ensure consistent treatment from year to year.

Asset Management Impact

None directly. The proposed Policy only affects operating hours and staff leave during the holiday period.

Alternatives Considered

1. Approve the Policy as presented (recommended).
2. Approve the Policy with amendments to specific closure days or times.
3. Decline to adopt a standing Policy and continue setting holiday closure dates annually (not recommended due to ongoing uncertainty and administrative effort).

Alignment with Strategic Priorities

- Supports organizational effectiveness and clear internal procedures.
- Improves communication and predictability for residents and businesses regarding office and SWMF hours.

Next Steps

If Council approves the Policy:

- Administration will finalize and sign the Holiday Closure Policy.
- Staff will update the Village website, social media, and office signage to reflect the standard holiday closure schedule.
- The Policy will be applied to the 2025/2026 holiday season and in subsequent years unless amended by Council.

Draft Resolution

That Council will review the draft Holiday Closure Policy contained in the December 10th Council Package. And that Council moves to receive and file this report

Prepared by

David Fairbank
Chief Administrative Officer



Village of Haines Junction Policy

Holiday Closure Policy

Policy Number: 49-25

1. Purpose

The purpose of this Policy is to provide a consistent and predictable approach to annual holiday closures for the Village of Haines Junction Municipal Office (“Office”), Public Works operations, and the Solid Waste Management Facility (“SWMF”), and to clarify expectations for staff and the public.

2. Scope

This Policy applies to:

- The Municipal Office public service hours;
- Public Works regular daytime operations;
- The SWMF public operating hours; and

3. Definitions

For the purposes of this Policy:

“Office” means the Village of Haines Junction Municipal Office.

“Public Works” means Village employees who work in the Public Works department.

“SWMF” means the Village of Haines Junction Solid Waste Management Facility.

“Regular business days” means days on which the Office is normally open to the public and that Public Works Staff are working.

“Regular operating days” for the SWMF means days on which the SWMF is normally open to the public.

4. Policy

4.1 December 24 and December 31 – Early Closure / Half Day

a) On December 24 and December 31 of each year:

- The Office will close to the public at 12:00 p.m.
- The SWMF will close to the public at 1:00 p.m.
- Public Works staff will work a half day, ending their regular work at their normal 11:00 a.m. lunch break.

b) Employees regularly scheduled to work on those days will be paid for their full scheduled shift, with the hours after the early closure / half-day end time (11:00 a.m. for Public Works, 12:00 p.m. for the Office, 1:00 p.m. for the SWMF) treated as paid leave.

c) Where December 24 or December 31 falls on a day when the Office, Public Works, or SWMF is not normally operating, the early closure will instead occur on the last regular business/operating day immediately prior, with the same times and paid leave provisions as in (a) and (b).

4.2 Office Closure Between Christmas and New Year's Day

a) The Office will be closed to the public on regular business days between Christmas Day and New Year's Day, inclusive.

b) Office employees, with approval from their supervisor may:

- Choose to work their regular hours; or
- Use accrued vacation leave, banked time, or other approved paid or unpaid leave options in accordance with their employment terms.

c) Supervisors will ensure that essential administrative functions (e.g., payroll, urgent financial processing) are maintained as required.

4.3 SWMF and Public Works Operations Between Christmas and New Year's Day

- a) The SWMF and Public Works will continue to provide services between Christmas Day and New Year's Day, except for statutory holidays and the early closure / half day on December 24 and 31 (or the prior regular operating day) as described in Section 4.1.
- b) Scheduling during this period will be at the discretion of the Public Works Manager.

4.4 Statutory Holidays and Emergency Operations

- a) Statutory holidays will be observed in accordance with applicable legislation, employment contracts, and the collective agreement.
- b) Nothing in this Policy prevents the Village from calling in staff or modifying hours in response to emergencies or urgent operational requirements. Any such work will be compensated in accordance with applicable employment terms.

5. Communications

- a) Administration will publish annual holiday closure notices on the Village website, social media, and on signage at the Office and SWMF.
- b) Holiday closure information will normally be posted at least four (3) weeks before Christmas where practicable.

POLICY TITLE: Holiday Closure Policy

POLICY #: 49-25

EFFECTIVE DATE: _____

ADOPTED BY COUNCIL ON: _____

RESOLUTION #: XXX-25

Approved by:

Diane Strand, Mayor

Dave Fairbank, CAO



Village of Haines Junction Report to Council

December 10, 2025

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

RE: Municipal Office Renovations

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, 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.

Prepared by
David Fairbank
Chief Administrative Officer



Village of Haines Junction Report to Council

December 10th, 2025

___ Council Decision
☒ Council Direction
___ Council Information
___ Closed Meeting

RE: Short Term Rental Accommodation Moratorium

Recommendation

Council, take into consideration this report and provide staff with direction on further refinement of Bylaw #432-25 – A Bylaw to Establish a Short Term Rental Accommodation Moratorium.

Background

- Short Term Rental Accommodations (STRs) are defined as a land use in the Zoning Bylaw and are currently permitted in several residential and commercial zones.
- In recent years, STRs (often booked via platforms such as Airbnb and VRBO) have become more prevalent in Yukon communities. While STRs can support tourism and provide income for property owners, they can also affect the availability and affordability of long-term housing.
- The proposed Short Term Rental Accommodation Moratorium Bylaw has been drafted to:
 - Temporarily prohibit new STRs using online booking platforms in residential zones.
 - Allow existing STRs to continue operating if they are listed on Schedule “A”.
 - Require all STRs operating in the Village to hold a valid business license under the Municipal Business License Bylaw.
- Provide authority for administrative penalties relating to STR contraventions, within the limits set by the Consolidated Fee Schedule Bylaw.
- This approach gives Council time to study STR impacts, review options, and decide on a more permanent regulatory framework, while preventing a surge in new STRs during that review period.

Current Status

A draft Short Term Rental Accommodation Moratorium Bylaw has been prepared (Bylaw #436-25).

The draft bylaw:

- Applies to all lands within municipal boundaries and clarifies that it does not permit any use that is otherwise prohibited by other bylaws.
- Prohibits the establishment and operation of new STRs on Platforms at properties in Residential Zones unless they are listed as Existing Short Term Rental Accommodations on Schedule “A”.

- Defines “Existing Short Term Rental Accommodation” using an operation/advertising cutoff date of December 2025 and requires that such properties be listed on Schedule “A”.
- Requires STR operators to obtain and maintain a business license, and ties license issuance to inclusion on Schedule “A”.
- Enables administrative penalties consistent with the Short-Term Rental Accommodations Act, its regulations, and the Village’s Consolidated Fee Schedule Bylaw.
- Schedule “A” is not yet compiled and will need to be prepared by Administration and approved by Council resolution as provided for in the bylaw.

Discussion/Analysis

Applying the STR Moratorium to all residential zones addresses the primary concern with STR’s which is the impact on housing available for residents. This would also support local hotels which are required to maintain standards above STR’s, which are essentially unregulated.

In past public engagements the distinction between “full home” rentals and “mortgage helpers” was made clear by community members. There was general support for mortgage helpers and minimal support for full home rentals. It was also noted that many visitors to the community have a strong preference for STR’s over hotels and that eliminating STR’s would have an impact on tourism in the community.

Asset Management Impact

This draft Bylaw has little impact on Asset Management.

Alignment with Strategic Priorities

Council designated this Bylaw as a high priority. With the land lottery for the Dhāl Ghāy / Mountain Ridge subdivision approaching soon, it was recognised that prospective purchasers needed clarity on STR regulations when making the decision to invest in the community.

Next Steps

Prepare and bring forward a draft Schedule “A” – Existing Short Term Rental Accommodations for Council’s consideration, using active platform listings as of December 2025 and any additional owner submissions received.

Prepare any necessary amendments to Municipal Business License Bylaw #105-96 and Consolidated Fee Schedule Bylaw #343-19 to implement the business licensing and administrative penalty framework for Short Term Rental Accommodations.

Develop and implement a communication plan to notify existing and prospective operators of the moratorium and licensing requirements.

Alternatives Considered

- Adding a formal review or sunset clause.
- Council could choose not to proceed with this stand-alone moratorium bylaw and instead deal with STRs through future zoning or business license bylaw amendments. The growth of new STR's has been slow, delaying may allow additional time to determine the impact of STR's on the housing market.

Draft Resolution

That Council direct staff to make the following amendments to the draft Short Term Rental Moratorium Bylaw (insert edits here), and that the Bylaw be brought back to Council as amended for Second Reading at the January 14th, 2026 meeting.

Prepared by

David Fairbank
Chief Administrative Officer

**VILLAGE OF HAINES JUNCTION
BYLAW #436-25**

SHORT TERM RENTAL ACCOMMODATION MORATORIUM BYLAW

**A BYLAW OF THE VILLAGE OF HAINES JUNCTION TO ESTABLISH A
MORATORIUM ON NEW SHORT TERM RENTAL ACCOMMODATIONS, TO
REQUIRE BUSINESS LICENSES FOR EXISTING OPERATIONS, AND TO PROVIDE
FOR ADMINISTRATIVE PENALTIES.**

WHEREAS

WHEREAS the Council of the Village of Haines Junction has adopted Official Community Plan Bylaw No. 382-21 and Zoning Bylaw #411-24 to guide and regulate land use and development within the municipality;

AND WHEREAS Short Term Rental Accommodations are a defined land use in Zoning Bylaw #411-24 and may be permitted in several residential and commercial zones;

AND WHEREAS Council wishes to undertake a review of the regulation of Short Term Rental Accommodations, including their impacts on the supply of long-term housing;

AND WHEREAS, pursuant to the Municipal Act, Council may pass bylaws for municipal purposes, including in relation to the safety, health and welfare of people, the protection of persons and property, the regulation of businesses, business activities and persons engaged in business, and the imposition of fees and penalties;

AND WHEREAS Council wishes to temporarily prohibit the establishment of new Short Term Rental Accommodations using online booking platforms, to require that existing Short Term Rental Accommodations be licensed as businesses, and to provide for administrative penalties in respect of certain contraventions of short term rental requirements;

NOW THEREFORE the Council of the Village of Haines Junction, in open meeting duly assembled, ENACTS AS FOLLOWS:

1. TITLE

1.1 This bylaw may be cited as the “**Short Term Rental Accommodation Moratorium Bylaw # 436-25**”.

2. DEFINITIONS

2.1 In this bylaw, unless the context otherwise requires:

(a) **“CAO”** means the Chief Administrative Officer of the Village of Haines Junction or their designate.

(b) **“Council”** means the Municipal Council of the Village of Haines Junction.

(c) **“Existing Short Term Rental Accommodation”** means a Short Term Rental Accommodation that:

(i) was in operation within a dwelling unit or one or more bedrooms in a dwelling unit located in the Village of Haines Junction on or before December 1, 2025; and

(ii) was advertised for booking as temporary accommodation on at least one Platform on or before December 1, 2025; and

(iii) is identified on **Schedule “A” – Existing Short Term Rental Accommodations**, as that Schedule may be amended from time to time in accordance with this bylaw.

(d) **“Municipal Business License Bylaw”** means **Municipal Business License Bylaw #105-96**, as amended or replaced from time to time.

(e) **“Municipality”** and **“Village”** both mean the Village of Haines Junction.

(f) **“Platform”** means an online website, application, or digital service operated by a third party through which Short Term Rental Accommodations may be advertised, booked, or paid for, and includes, without limitation, Airbnb, VRBO, Booking.com, Expedia, and any similar third-party online short term rental booking platform.

(g) **“Residential Zone”** means a Real Property with a zoning designation of: Urban Residential (R-1), Multiple Unit Residential (R-2), Country Residential (RC), Agricultural Residential (AR), and Agricultural General (AG) as defined in the Zoning Bylaw #411-24 as amended from time to time.

(h) **“Short Term Rental Accommodation”** has the same meaning as in Village of Haines Junction Zoning Bylaw #411-24, as amended from time to time.

2.2 Unless otherwise defined in this bylaw, words and phrases shall have the same meaning as in Zoning Bylaw #411-24 and the Municipal Act.

3. APPLICATION AND RELATIONSHIP TO OTHER BYLAWS

3.1 This bylaw applies to all lands within the boundaries of the Village of Haines Junction.

3.2 Nothing in this bylaw has the effect of permitting a use of land, buildings, or structures that is otherwise prohibited by Zoning Bylaw #411-24 or any other applicable bylaw.

3.3 Where there is a conflict between this bylaw and any other bylaw of the Village, the provision that is more restrictive or that imposes the higher standard shall prevail to the extent of the conflict.

4. MORATORIUM ON NEW SHORT TERM RENTAL ACCOMMODATIONS

4.1 On and after the effective date of this bylaw, **no person shall establish, operate, or permit the operation of a Short Term Rental Accommodation using a Platform** at any Residential property located in a Residential Zone, in the Village of Haines Junction unless that property is an Existing Short Term Rental Accommodation listed on Schedule “A”.

4.2 Without limiting section 4.1, a person contravenes this bylaw if they, in relation to a property that is not an Existing Short Term Rental Accommodation:

- (a) create or maintain a listing for that property on a Platform for stays of less than 30 consecutive days; or
- (b) accept or confirm a booking, reservation, or contract for temporary accommodation made through a Platform; or
- (c) receive or attempt to receive financial compensation for temporary accommodation arranged through a Platform.

4.3 An Existing Short Term Rental Accommodation shall not, after the effective date of this bylaw, expand the number of bedrooms or dwelling units offered as Short Term Rental Accommodation on a Platform beyond the number in operation as of December 1, 2025, unless approved by Council.

4.4 The moratorium established by this bylaw shall remain in effect until this bylaw is amended or repealed by Council.

5. EXISTING SHORT TERM RENTAL ACCOMMODATIONS – SCHEDULE “A”

5.1 **Schedule “A” – Existing Short Term Rental Accommodations** forms part of this bylaw and lists the properties that are exempt from the moratorium under section 4.

5.2 Schedule “A” shall include, for each property, to the extent known:

- (a) civic address;
- (b) legal description;
- (c) name of owner or operator; and
- (d) Platform(s) on which the property was advertised on or before December 1, 2025.

5.3 The CAO shall compile a draft of Schedule “A” based on active listings of Short Term Rental Accommodations on Platforms that identify properties located within the Municipality as of December 1, 2025, and shall present the draft Schedule “A” to Council for approval by resolution.

5.4 An owner or operator who asserts that their property was operating as a Short Term Rental Accommodation on or before December 1, 2025, and that it has been omitted from Schedule “A”, may request that Council add the property to Schedule “A”.

5.5 A person may also request a correction to information relating to a property already listed on Schedule “A”.

5.6 Requests under sections 5.4 and 5.5 shall be made in writing to the CAO and shall include documentary **proof of operation prior to December 1, 2025**, which may include, without limitation, platform booking or payout records, tax filings or financial records showing short term rental income, dated advertising or promotional materials, or other evidence satisfactory to Council.

5.7 The CAO shall review any request submitted under sections 5.4 or 5.5, may request additional information, and shall forward the request, together with a recommendation, to Council for decision. Council may, by resolution, add a property to, remove a property from, or correct information on Schedule “A”. Council’s decision is final.

5.8 A change in ownership of a property that is listed on Schedule “A” does not, by itself, remove that property from Schedule “A”, provided the use of the property as a Short Term Rental Accommodation continues to comply with this bylaw and all other applicable bylaws.

6. BUSINESS LICENSE REQUIREMENT

6.1 Every person who **carries on or operates** a Short Term Rental Accommodation within the Village shall first apply for, obtain and maintain a valid business license issued by the Village under its **Municipal Business License Bylaw**.

6.2 The CAO, or the License Inspector acting under the Municipal Business License Bylaw, shall not issue or renew a business license for the operation of a Short Term Rental Accommodation unless:

- (a) the property for which the license is sought is listed on Schedule “A” as an Existing Short Term Rental Accommodation; and
- (b) the operation complies with this bylaw and all other applicable bylaws of the Village.

6.3 Every business license issued for a Short Term Rental Accommodation shall state that it is conditional upon continuing compliance with:

- (a) this bylaw;
- (b) Municipal Business License Bylaw #105-96; and
- (c) the Village’s Zoning Bylaw.

7. ADMINISTRATIVE PENALTIES

7.1 In addition to any other enforcement mechanism available at law, the CAO may issue an administrative penalty to a person in relation to matters governed by the Short-Term Rental Accommodations Act, its regulations, or this bylaw, where permitted by that Act and its regulations.

7.2 Without limiting section 7.1, an administrative penalty may be issued if the CAO is satisfied that a person has:

- (a) contravened a provision of the Short-Term Rental Accommodations Act or its regulations relating to the operation of a Short Term Rental Accommodation; or
- (b) failed to comply with a compliance order, direction, or similar requirement issued under the Short-Term Rental Accommodations Act, its regulations, or this bylaw; or
- (c) failed to comply with a requirement to provide records, information, or other documentation in connection with an investigation relating to a Short Term Rental Accommodation; or
- (d) provided false or misleading information in an application, report, record, or during an inspection, investigation relating to a Short Term Rental Accommodation.

7.3 An administrative penalty shall be imposed by way of a written **Notice of Administrative Penalty**, which shall set out, at minimum:

- (a) the name of the person subject to the penalty;
- (b) the nature of the contravention;
- (c) the amount of the penalty; and
- (d) the deadline and method for payment.

7.4 The amount of an administrative penalty imposed under this section shall not exceed the maximum amount prescribed for that type of contravention, and for the applicable number of prior contraventions, in the Consolidated Fee Schedule Bylaw #343-19 as amended from time to time.

7.5 In determining the amount of an administrative penalty within the applicable maximum, the CAO may consider factors including, without limitation:

- (a) the nature and gravity of the contravention;
- (b) the extent of harm or potential harm to the public or to housing availability;
- (c) whether the contravention is a first or subsequent occurrence; and
- (d) any efforts by the person to remedy the contravention.

7.6 The imposition of an administrative penalty under this section does not relieve a person from the obligation to comply with the Short-Term Rental Accommodations Act, its regulations, this bylaw, or any compliance order, and does not prevent the Village from pursuing any other remedy or enforcement action available at law.

8. OFFENCES AND ENFORCEMENT

8.1 Any person who contravenes, causes, or permits a contravention of this bylaw commits an offence.

8.2 Each day that a contravention of this bylaw continues constitutes a separate offence.

8.3 A person who commits an offence under this bylaw is liable, on summary conviction, to the fines and penalties prescribed under the Summary Convictions Act and any applicable enforcement or ticketing bylaw of the Village.

8.4 This bylaw may be enforced by any person designated by Council for that purpose, in accordance with the Municipal Act and any applicable enforcement bylaws of the Village.

9. SEVERABILITY

9.1 If any section, subsection, sentence, clause, or phrase of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, that portion shall be severed and the remainder of the bylaw shall remain in full force and effect.

10. EFFECTIVE DATE

10.1 This bylaw shall come into full force and effect on the day of its third reading and adoption.

READINGS

Read a first time the ____ day of _____, 2025.

Read a second time the ____ day of _____, 2025.

Read a third time and finally passed the ____ day of _____, 2025.

Mayor: _____

Diane Strand

CAO: _____

David Fairbank

SCHEDULE “A”

EXISTING SHORT TERM RENTAL ACCOMMODATIONS

Requires Council resolution in accordance with section 5 of this bylaw

- Staff is collecting data and will share this list at the second reading.

VILLAGE OF HAINES JUNCTION

Bylaw #435-25

Bylaw #435-25, A Bylaw to Establish the Shakwak Valley Community Hall Committee

WHEREAS, Section 191 of the Municipal Act, being Chapter 154 of the revised statutes of the Yukon, 2002 and amendments thereto, states that "Council may by bylaw establish committees, boards and commissions and their functions",

NOW THEREFORE, the Council for the Village of Haines Junction, in open meeting duly assembled, enacts as follows;

1.0 Short Title

This bylaw shall be known as the Shakwak Hall Committee Bylaw

2.0 Membership

Five members will be appointed by resolution by Council and will sit as members at the pleasure of Council. One Council member will also serve on the Committee.

3.0 Membership criteria:

Residing in Haines Junction, or surrounding region, for no less than two (2) years.

4.0 Mandate

1. Recommend, for Council approval, an approach for recognizing the importance of the Shakwak Hall to the Community, noting Council has specifically committed to hosting an end-of-life ceremony prior to demolition within its Strategic Plan. Other activities could include: a memorial book, a photo exhibit at the planned recreation centre, or other ideas as recommended by the Committee.
2. The Committee will prepare a budget for the recommended work. The budget will include all resources required to carry out the recommended work, including additional Committee time (if needed). The budget will be presented to Council for approval.
3. The Committee will guide work approved by Council until work is completed.

6.0 Term

Members will serve until December 21, 2026. The term may be extended as necessary.

7.0 Time commitment

Six meetings are anticipated to be required to complete work. The Committee may seek approval for additional meetings from Council as needed to carry out planned/approved work.

8.0 Honoraria

Committee members will be provided with \$100 honoraria to participate (and prepare) for Committee meetings.

9.0 Staff secretariat

Administrative support for the Committee will be provided by Village of Haines Junction staff.

10.0 Enactment

This Bylaw shall come into force and effect on the final passage thereof.

Read a first time on the 27th day of November, 2025.

Read a second time on 27th day of November, 2025.

Read a third time on the 10th day of December, 2025.

Diane Strand
Mayor

David Fairbank
Chief Administrative Officer

Dear Mayor and Members of Haines Junction Village Council,

I write to you today in a deeply personal capacity—this request comes from my heart and is not made on behalf of any organization or group.

On behalf of myself and my family, as Sixties Scoop survivors—myself and my late mother—I am writing to respectfully and personally request that the Village of Haines Junction formally proclaim June 30th as “Indigenous Survivors Day – National Blanket Ceremony Day.”

This day has already been recognized by the provinces of British Columbia, Nova Scotia, and New Brunswick, and by cities such as Surrey and Prince George. It honours the survivors of the Sixties Scoop, Millennium Scoop, birth alerts, and other systemic practices that forcibly separated First Nations, Inuit, and Métis children from their families and communities.

My own journey home to Lytton First Nation took over thirty years. It was a path of healing, reconnection, and profound discovery. I reunited with my family and began to understand the full weight of the 60s Scoop on our lives. My late mother, who passed earlier this year, was also a survivor. One of her final wishes was that the voices of survivors—so long silenced—be heard, honoured, and held up in ceremony across this country.

Indigenous Survivors Day – National Blanket Ceremony Day would be an opportunity for just that. A day to reflect. A day to educate. A day to honour the resilience of Survivors and remember those who were taken, those who never returned, and those still finding their way home. The blanket, as a symbol of belonging, protection, and ceremony, is at the heart of this day—wrapping Survivors in love, recognition, and community.

This initiative supports Haines Junction’s commitments to reconciliation and aligns with the principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), especially the rights to identity, culture, and healing. While September 30th—the National Day for Truth and Reconciliation—honours residential school survivors, there is no national or community-wide day specifically recognizing survivors of the Scoop and similar practices. June 30th would fill that gap.

I would be honoured to support this proclamation and contribute to its implementation, including sharing my story or working with the Village to plan commemorative events.

On behalf of my mother, my family, and the thousands of Indigenous children and families impacted by these colonial policies, I thank you for your time, your compassion, and your leadership in considering this call.

With respect and hope,
Troy Abromaitis

Staff notes: This petition was received by Village Council on January 22nd 2025.

2025-01-22 Motion THAT staff bring forward the proclamation of Indigenous Survivor Day
to Council for consideration after their Strategic Plan has been developed.

Indigenous Survivors – National Blanket Ceremony Day has been recognised and adopted
in: British Columbia, Nova Scotia and New Brunswick.



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Health Centre

NEWS
December 2025

Happy Holidays from HJHC!

The staff of Haines Junction Health Centre want to wish everyone in the community a happy, healthy, and safe holiday! A nurse is available for medical emergencies 24/7. To speak to a nurse or get medical advice after hours, call 811. For mental health emergencies, call 988.

December is Safe Driving Month

For safe winter driving the best way to maintain control of your vehicle is to watch your speed. Slow down, give yourself extra travel time and drive to the conditions. Ensure you have an emergency kit in your car and always wear your seatbelt, it could save your life!

You can check road and weather conditions at [Yukon511.ca](https://yukon.ca/en/outfox-winter#tips-for-a-safe-trip). Learn more at <https://yukon.ca/en/outfox-winter#tips-for-a-safe-trip>.

COVID-19, RSV AND FLU VACCINES

The Haines Junction Health Centre will have COVID-19, RSV, and flu vaccine clinics by appointment, for all ages that are eligible. Call the health centre to find out about your eligibility and to make an appointment. Flu shots will also be available by walk in or appointment. Come down and get protected today! Always remember that there are no better infection prevention measures than hand washing and staying home when you are experiencing symptoms of viral illness! 🌲

HOURS OF OPERATION

Monday to Friday: 8:30 am to 5 pm

FOR EMERGENCIES AFTER HOURS
Please call 867-634-4444 or 911

APPOINTMENTS

Appointments are available daily.
Please call 867-634-4444

NURSE APPOINTMENTS

Monday, Tuesday, Thursday, and Friday:
9 am to 11:30 am

Monday, Tuesday, Wednesday, and Friday: 1 pm to 4:30 pm

*** Holiday closures: December 26, 27**



and January 2.



LAB HOURS

Tuesday: 1 pm to 4:30 pm

Wednesday: 9 am to 11:30 am

ADMINISTRATION TIME

Thursday: 1 pm to 3 pm

***Open for emergencies 24/7**

DOCTOR SERVICES

Call 867-634-3838 to inquire about medical travel or to book an appointment with Dr. Froud.



To all Yukon Communities and First Nations,

Giving Tuesday is almost here, **Dec. 2**. It's the Tuesday after Black Friday and Cyber Monday, a day to give back to the charities closest to your heart.

Humane Society Yukon is here to support **your community** with animal protection, rescue, and welfare. Your donation this Giving Tuesday helps us continue this vital work and make a real difference for every paw in Yukon.

Your community can help us help **all Yukon animals**. Your donation can make a real and lasting impact.

[Donate here](#)

The animals in our care thank you.

Warm regards,

Staff at Humane Society Yukon

Staff Note: in 2024 the Village donated \$2,000 to the Humane Society.