



Village of Haines Junction
October 9, 2025
Committee of the Whole Meeting
4:30 – 6:30 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. Old Business**
 - a. Public Works Operations Update
- 6. Adjournment**

Join Zoom Meeting

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

Meeting ID: 867 634 7100

One tap mobile

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Dial by your location

• +1 780 666 0144 Canada

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Meeting ID: 867 634 7100

Find your local number: <https://us02web.zoom.us/u/kbq7uk0jkn>

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

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



Public Works - Maintaining our Community

Public Works Today: Where we've come and where we are headed



*Presented by the Public Works Manager
Jerry Tracey
October 9th, 2025*

A brief overview of the scope of responsibilities

- Operate and maintain a Class 2 Water treatment and Distribution system capable of producing 2198 cubic meters of water per day. The system includes 2 well houses, one treatment plant, one distribution pumphouse, 101 fire hydrants, 4 PRV stations and approximately 16 km of water main.
- Operate and maintain a sewage lift station and 5 cell lagoon system along with 14 km of sewage main, 2.3 km of force main and 190 manholes. Soon to be a 2nd lift station added to this list.
- Maintain 16 kms of streets, 2.8 km of laneways and 340 driveway access points. With this comes 32 km of ditch and 484 culverts.
- Maintain 9 kms of paved trail along with multiple flower beds and boxes along the trail and on Village properties.
- Operate and maintain a Solid Waste Collection site along with Recycle Centre
- Building maintenance of 10 structures, 1 playground and Dezadeash Day Use Area.
- Operate and maintain Ice Rink in the winter and set up for skate park in summer.
- Prepare graves and cemetery groundskeeping.

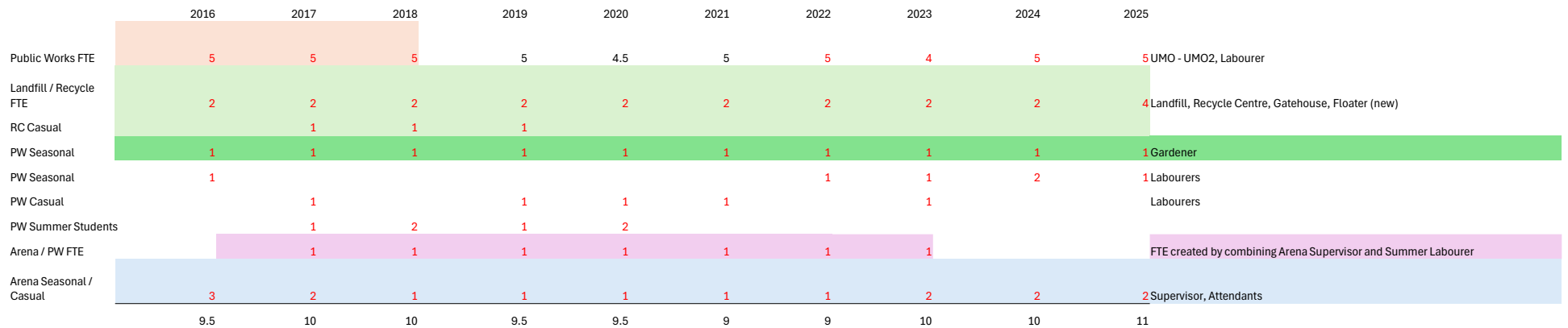
Key Services

- Water & wastewater
- Solid waste management
- Roads
- Parks & recreation
- Grounds maintenance (mowing operations)
- Snow removal & seasonal operations
- Property maintenance (structures)



Historic staffing

- Over the last 9 years staffing levels have fluctuated between 9 and 11 equivalent to full time positions.



How Public Works staffing and community growth relate to service levels

- Over the last 9 years staffing levels have remained somewhat constant.
- During that time, worker benefits have increased which have resulted in lower total annual work hours.
- New regulation and training requirements have also eroded the total annual work hours.
- New regulation has required additional staffing to be added at the Solid Waste Facility.

When community growth is compared to staffing levels it is apparent why perceived service levels have declined.

		2016	2021	2025	% growth
Census Data	Population	613	688		12.23%
	Private Dwelling	336	380		13.00%
	Occupied Dwelling	277	311		12.27%
Village Data	Taxable Properties				
	Residential	290	323	350	20.69%
	Non-Residential	109	110	113	3.67%
	Ag	19	20	20	5.20%
	Water & Sewer Accounts	213	244	293	37.55%
	Water Card Accounts	50	70	80	60.00%
	Value of Total Capital Assets	\$19.98m	\$32.36m	\$47.20m	136.23%
O&M Budget Expense	\$2.2m	\$2.45m	\$3.12m	42.81%	

Recommendations

- Recommend utilizing 2 summer student positions to help with grounds maintenance in the 2026 season.
- Further evaluation to determine adequate staffing levels in relation to desired service levels and infrastructure growth.



Maintenance and Records Management

Public Works Today: Where we are and where we are headed



A sampling of the current Inspection library



Village of Haines Junction
 Year: _____ Month: _____

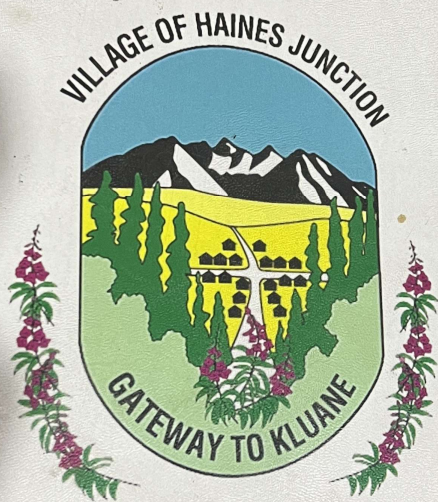
Year: 2018
 Vehicle ID: Chevrolet 2500 1GC1KUEG1JF112440

Weekly Pre-Trip Inspection

Weekly Inspection Items	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Comments and Corrective Action	Date Completed	Initials	
Engine Oil - dipstick shows oil at operating level.																																			
Tires - visually check proper inflation, note unusual wear, damage.																																			
Headlights - hi-beams, low-beams, fog lights work																																			
Tail lights - both working																																			
Turn Signals - check all 4, individually.																																			
4-Way Emergency Signals																																			
Wipers - operational, wiper blades intact																																			
Heater / Defroster - controls work.																																			
Horn - works.																																			
Parking Brake - confirm operational, holds vehicle.																																			
Brakes - quick application to confirm working.																																			
Rear Vision Mirrors - Clean, adjusted for you.																																			
Windshield Damage - no chips / cracks that impair your visibility																																			
In-cab - items secured, controls & seatbelts work, no warning lights.																																			
Body Damage - Door dings, scrapes, scratches, loose wheel covers, etc.																																			
No issues noted																																			
Weekly Inspection Items																																			
Engine Belt - confirm correct tension, no visible damage.																																			
Auto Trans Fluid - check dipstick shows oil in operating range.																																			
Power Steering Fluid - check level																																			
Brake Fluid - check level																																			
Coolant / Antifreeze - check operating level at reservoir.																																			
Windshield Washer Fluid - reservoir full.																																			
Battery - connections tight, no visible corrosion.																																			
Tire Pressure - use tire gauge, confirm pressure matches manufacturer's specs.																																			
Tire Wear - use tread depth gauge; minimum 2 mm for summer tires, 4 mm for																																			
Parking Brake - holds vehicle on hill.																																			
Back-Up Lights - confirm working.																																			
Steering - no excessive free play, or worn components.																																			
First Aid Kit/Fire Extinguisher																																			
Vehicle Documents - valid, in the vehicle.																																			
Licence plate - securely attached.																																			
Clean/Tidy Tools Removed Put Away																																			
Odometer Reading																																			
No issues noted																																			

Public Works Equipment Maintenance

Log



- 1 2006 Kubota L4350DT
- 2 2008 Kubota KX 80-3S
- 3 2018 Kubota M6S-111
- 4 2012 John Deere 720A
- 5 2023 CASE TV370B
- 6 2012 Cat 420F2
- 7 2021 Case 621G
- 8 2022 Cat 953K
- 9 2019 Spartan Warrior Jetter
- 10 2014 Kenworth T270
- 11 2021 Kenworth T370
- 12 1988 Chev. Bucket Truck
- 13 2007 Toyota Tacoma
- 14 2003 Chev Express Van
- 15 2018 chev Silverado 2500
- 16 2018 chev Silverado 2500 Flat Deck
- 17 2018 chev rolet 3500
- 18 2022 GMC Canyon
- 19 2020 Ford F 150 Flat deck
- 20 2020 Ford F 150
- 21 2006 Kubota B7510HSD-R
- 22
- 23
- 24
- 25
- 26
- 27
- 28

Equipment Description: **NPM433023** 2023 Case TV370B
 Serial Number: **18320604** 222422A1

Fuel Water 586 272 6766
 Case CNH 48338563 Fuel Filter Element 5746 2A Fuel Filter 8466099 Hydraulic Filter 47635214 Air Filter 47710533 Primary Air Filter 84217229 Secondary Air Filter 82609999 Serpentine Belt 86133229

Engine Oil Type: No. 1 Engine Oil SAE CI-4 0W40
 Hydraulic Oil Type: Premium Hydraulic Oil HV68 Multi Grade AW
 Final Track Drive Type: EP SAE 80W-90
 Coolant Type: Extended Life OAT Coolant
 Engine Oil cap: 855 Litre
 Hydraulic Oil Cap: 45.1 Litre
 Final Track Drive Coolant Capacity: 1 litre per side
 19 litres

Additional info:

MAINTENANCE CHART

Maintenance Action	Interval	Frequency	Notes
Check tension check and adjustment	EVERY 100 HOURS	11	11-23
Check hydraulic oil level and pressure	EVERY 100 HOURS	12	12-29
Check final drive oil level and pressure	EVERY 100 HOURS	13	13-29
Check track rollers and sprockets	EVERY 100 HOURS	14	14-29
Check track tension	EVERY 100 HOURS	15	15-29
Check track guide wheels	EVERY 100 HOURS	16	16-29
Check track idlers	EVERY 100 HOURS	17	17-29
Check track sprockets	EVERY 100 HOURS	18	18-29
Check track rollers	EVERY 100 HOURS	19	19-29
Check track guide wheels	EVERY 100 HOURS	20	20-29
Check track idlers	EVERY 100 HOURS	21	21-29
Check track sprockets	EVERY 100 HOURS	22	22-29
Check track rollers	EVERY 100 HOURS	23	23-29
Check track guide wheels	EVERY 100 HOURS	24	24-29
Check track idlers	EVERY 100 HOURS	25	25-29
Check track sprockets	EVERY 100 HOURS	26	26-29
Check track rollers	EVERY 100 HOURS	27	27-29
Check track guide wheels	EVERY 100 HOURS	28	28-29
Check track idlers	EVERY 100 HOURS	29	29-29
Check track sprockets	EVERY 100 HOURS	30	30-29
Check track rollers	EVERY 100 HOURS	31	31-29
Check track guide wheels	EVERY 100 HOURS	32	32-29
Check track idlers	EVERY 100 HOURS	33	33-29
Check track sprockets	EVERY 100 HOURS	34	34-29
Check track rollers	EVERY 100 HOURS	35	35-29
Check track guide wheels	EVERY 100 HOURS	36	36-29
Check track idlers	EVERY 100 HOURS	37	37-29
Check track sprockets	EVERY 100 HOURS	38	38-29
Check track rollers	EVERY 100 HOURS	39	39-29
Check track guide wheels	EVERY 100 HOURS	40	40-29
Check track idlers	EVERY 100 HOURS	41	41-29
Check track sprockets	EVERY 100 HOURS	42	42-29
Check track rollers	EVERY 100 HOURS	43	43-29
Check track guide wheels	EVERY 100 HOURS	44	44-29
Check track idlers	EVERY 100 HOURS	45	45-29
Check track sprockets	EVERY 100 HOURS	46	46-29
Check track rollers	EVERY 100 HOURS	47	47-29
Check track guide wheels	EVERY 100 HOURS	48	48-29
Check track idlers	EVERY 100 HOURS	49	49-29
Check track sprockets	EVERY 100 HOURS	50	50-29

D/M/Y

Date	Unit Hours/km's	Maintenance Performed	Initials
Sept. 27/23	12.4	Tightened Right track, loosened Left track	J.T.
July 31/24	129.0	change Final Drive oil 80/90	M.B.
7/8/24	152.5 hours	Engine oil and filter changed	J.P.
21/10/24	223.3 h	Fuel Pre Filter → 20h until Due Air Cleaner Element → 277 h until Due Engine Oil + Filter → 277 h until Due Final Drive oil → 277 h until Due Fuel Filter → 277 h until Due Fuel Pre Filter → 277 h until Due Hydraulic Oil → 277 h until Due Hydraulic Fluid Filter → 277 h until Due PecVirc System → 1277 h until Due Engine Cooling System → 3777 h until Due	J.P. J.P. J.P. J.P. J.P. J.P. J.P. J.P. J.P. J.P. J.P.
22/10/24	223.8h	Tightened both tracks	J.P.
15/04/25	500h	Engine oil and filter changed	J.P.
"	"	Final drive oil changed	J.P.
"	"	Hydraulic filter changed	J.P.
"	"	Air pre and secondary filters changed	J.P.
25/04/25	500h	Fuel filter and Water separator/pre filter	J.P.



VOHJ Public Works Records Management

[Home](#)

^ Water & Sewer

∨ Water Data Collection

∨ Water Related Inspections

∨ Lab Device Verification Data

^ Inspections & Safety

∨ Fuel Dips

∨ Building Inspections

∨ Fire Extinguisher/First Aid Inspections

Safety Training

∨ SWMF



VOHJ Public Works Records Management

Public Works Fire Extinguisher

pwmanager@hainesjunction.ca [Switch account](#)



Not shared

* Indicates required question

Location *

Choose

VHJ assigned # *

Your answer

Size *

- 2.5 ABC
- 5 ABC
- 10 ABC
- 20 ABC

Serial Number *

Your answer

Manufacture Date *

Your answer

Next 6 year inspection Date *

Your answer

Hydro Test Due Date *

Required every 12 years

Your answer

Condition of extinguisher *

- Satisfactory
- Un-satisfactory

Notes

Your answer

Inspector *

- Pete A
- Billy R
- Josh D
- John L
- Bendon M

Submit

Home

Water & Sewer

Inspections & Safety

Fuel Dips

Building Inspections

Fire Extinguisher/First Aid Inspections

First Aid / AED Inspections

Equipment Fire Extinguishers

Arena Fire Extinguishers

Convention Centre Fire Extinguishers

EMS/Fire Dept. Fire Extinguishers

Mezzanine Fire Extinguishers

Public Works Shop Fire Extinguishers

Solid Waste Facility Fire extinguisher Inspections

Pumphouse Fire Extinguisher Inspections

Fire Ext / First Aid

Fire Ext / First Aid Data

Fire Extinguisher First Aid (Responses)

Timestamp	Location	VHJ assigned #	Size	Serial Number	Manufacture Date	Last 6 year inspection Date or 5 year in case of CO2	Last Hydro Test Date	Condition of extinguisher	Notes
1/24/2025 13:20:38	PH 1 45	Ph1 45	10 ABC	68914	2019	2024	2019	Satisfactory	
1/24/2025 13:28:06	PH1 46	Ph1 46	10 ABC	77201098	2021	2024	2024	Satisfactory	
1/24/2025 13:40:55	PH2 47	Ph2 47	10 ABC	886905	2019	2020	2014	Satisfactory	
1/24/2025 13:43:55	PH2 48	Ph2 48	5 ABC	945921	2015	2024	2024	Satisfactory	Type is 5co2
1/24/2025 13:47:50	PH2 25	Pws 25	5 ABC	945921	2015	2024	2024	Satisfactory	Type is 5co2 bc
1/24/2025 13:49:49	PH2 28	Pws 28	5 ABC	886912	2015	2024	2024	Satisfactory	Type is 5co2 bc
1/24/2025 13:58:29	PH3 41	Ph3 41	10 ABC	68908	2023	2024	2024	Satisfactory	
1/24/2025 14:00:47	PH3 42	Ph3 42	10 ABC	617641	2019	2019	2024	Satisfactory	
1/24/2025 14:02:23	PH3 43	Ph3 43	10 ABC	617644	2019	2019	2024	Satisfactory	
1/24/2025 14:28:28	Lift Station		1 20 ABC	4549981	2021	2022	2022	Satisfactory	
1/24/2025 14:30:22	Lift Station Ger		3 20 ABC	4549998	2021	2022	2022	Satisfactory	

Pump House Fire Ext [First Aid/AED Inspections](#) [SWF Fire Ext](#) [Equipment Fire/1st Aid](#) [Convention Fire Ext](#) [Mezzanine Fire Ext](#) [Arena Fire Ext](#) [Public Works Fire Ext](#) [EMS Fire Dept Fire Ext](#)



- ^ Water & Sewer
 - ^ Water Data Collection
 - Pumphouse 1 Daily Entry
 - Pumphouse 2 Daily Entry
 - Pumphouse 2 Laboratory Entry
 - Pumphouse 2 Generator Entry
 - Pumphouse 3 Daily Entry
 - Pumphouse 4 Daily Entry
 - Lift Station 1 Daily Entry
 - Data Sheets
 - Notes
 - Water Hours Accrued

- ^ Water Related Inspections
 - ^ PRV Inspections
 - ^ Eyewash/First Aid Inspections
 - ^ Generator Inspections
 - ^ Air Quality Monitoring
 - Inspection Data
 - Lagoon Inspection
 - Lagoon Inspection Data

- ^ Lab Device Verification Data
 - PH2 Lab pH Verifications
 - Handheld pH Verification
 - Turbidity Verification Unit 1
 - Turbidity Verification Unit 2
 - Handheld CL2 Unit 1
 - Handheld CL2 Unit 2
 - Handheld CL2 Unit 3
 - Handheld CL2 Unit 4
 - PH1 Analyzer Verification
 - PH2 Analyzer Verification
 - PH3 Analyzer Verification
 - PH4 Analyzer Verification
 - Lab Device Verification Data

- ^ Inspections & Safety
 - ^ Fuel Dips
 - Fuel Dip Data
 - ^ Building Inspections
 - Convention Centre
 - Arena
 - EMS/Fire Building
 - PW Shop
 - Liftstation 1
 - PH1
 - PH2
 - PH3
 - PH4
 - Recycle Centre
 - Building Inspection Data

- ^ Fire Extinguisher/First Aid Inspections
 - First Aid / AED Inspections
 - Equipment Fire Extinguishers
 - Arena Fire Extinguishers
 - Convention Centre Fire Extinguishers
 - EMS/Fire Dept. Fire Extinguishers
 - Mezzanine Fire Extinguishers
 - Public Works Shop Fire Extinguishers
 - Solid Waste Facility Fire extinguisher Inspections
 - Pumphouse Fire Extinguisher Inspections
 - Fire Ext / First Aid Data
 - Safety Training

2023 Case TV370B


Inspection form

pwmanager@hainesjunction.ca [Switch account](#)

Not shared

* Indicates required question

Case TV370B



Hours *

Your answer

Engine Oil - Dipstick shows oil at operating level *

Yes

No

Belts appear aligned and properly tensioned *

Yes

No

Coolant is at proper level *

Yes

No

Battery Connections are tight *

Yes

No

Hydraulic oil is at proper level *

Yes

No

Any hydraulic leaks noted - If yes add comment at end of form *

Yes

No

Machine greased *

Yes

No

Tracks appear properly tensioned or tires are properly pressured with no unusual wear or damage. *

Yes

No

First aid kit is in place *

Yes

No

Fire Extinguisher is in place *

Yes

No

Windows are clean and un-damaged *

Yes

No

Beacons and lights are operating properly *

Yes

No

Machine cab is clean and tidy *

Yes

No

Any body/structural damage noted - if yes add description to comments below *

Yes

No

Notes/Comments

Your answer

Inspector Initials *

Choose

Submit
Page 1 of 1
Clear form



Public Works Training Regiment

What training we provide our employees



Within Public Works a variety of training is provided

- Health and Safety Training



- Water and Sewer Training



- Solid Waste & Recycling



Training is provided through out the year but normally is more focused to winter months.

- Each of the water operators are required to accumulate 0.6 CEU's per two-year period to retain their EOCP certification. For operators holding 4 disciplines this requires 2.4 CEU's per 2-year period.
- CEU stands for continuing education unit
- 1 CEU is equivalent to 10 hours of training.

Village of Haines Junction Public Works Safety Training Log

10/7/2025		First Aid/CPR 3 years		Fire Extinguisher 2 years		Bear Awareness 1 year Conservation Officer		TDG 3 years		Confined Spaces 3 years		Fall Protection 3 years		Aerial Platfor 3 year	
Issue	Renewal	Issue	Renewal	Issue	Renewal	Issue	Renewal	Issue	Renewal	Issue	Renewal	Issue	Renewal	Issue	Ren
1/19/2027	17/06/2025	2/26/2023	2/26/2026	5/11/2022	5/11/2023	3/28/2023	3/28/2026	10/17/2023	10/17/2026	4/6/2022	4/6/2025	4/5/2022	4/5/2025	17/4/2025	17/4/2028
1/24/2027	8/25/2022	8/25/2025	01/22/2025	1/22/2027		1/22/2025	1/22/2028								
	6/9/2022	6/8/2025				5/11/2022	5/11/2023								
1/20/2027	17/06/2025	2025/01/17	2028/01/17	12/22/2024	12/22/2027	5/11/2022	5/11/2023	1/4/2024	1/4/2027	1/11/2024	1/11/2027	3/13/2023	3/13/2026	3/9/2023	3/9/2026
1/11/2025	17/06/2025			12/11/2022	12/11/2025	5/11/2022	5/11/2023	12/11/2022	12/11/2025						
1/26/2026	11/15/2023	11/15/2026	11/18/2023	11/18/2025											
2/17/2026			3/10/2023	3/10/2026				3/15/2023	3/15/2026	9/29/2023	9/29/2026	3/10/2023	3/10/2026	3/10/2023	3/10/2026
12/2/2027	7/19/2024	7/19/2027	10/18/2023	10/18/2026	5/11/2022	5/11/2023	10/7/2023	10/7/2026	11/8/2023	11/8/2026	1/3/2024	1/3/2027	10/23/2024	10/23/2027	

Rigging		OHS Awareness		Lock Out Tag Out 3 years		H2S Alive 3 years		Ground Disturbance 3 years		Propane Handling 3 years		Workplace Violence and Harrassment		Ammonia Awan 3 year	
Issue	Renewal	Issue	Renewal	Issue	Renewal	Issue	Renewal	Issue	Renewal	Issue	Renewal	Issue	Renewal	Issue	Ren
5/29/2028	11/25/2024	11/19/2024	4/2/2025	4/2/2028	02/13/2025	2/13/2028	12/23/2024	12/23/2027	5/28/2025	5/28/2028	1/28/2025	1/28/2028	11/24/2024	04/03/2025	4/03/2028
3/29/2026			3/10/2023	3/10/2026	1/12/2024	1/12/2027	12/22/2023	12/22/2026							
										12/30/2022	12/11/2025				
										11/30/2023	11/30/2026			11/26/2023	11/26/2026
3/13/2026			3/10/2023	3/10/2026	3/28/2023	3/28/2026	3/28/2023	3/28/2026	9/27/2023	9/27/2026	12/19/2024	12/19/2027		9/27/2023	9/27/2026
2/17/2027	12/2/2024		10/17/2023	10/17/2026	1/12/2024	1/12/2027	3/20/2025	3/20/2028	10/27/2023	10/27/2026	12/2/2024			12/19/2024	12/19/2027

Control		Skid Steer	
Issue	Renewal	Issue	Renewal
		No Longer required	
		8/25/2023	8/25/2026
4/24/2029		1/11/2024	1/11/2027
3/22/2029		9/15/2023	9/15/2026
3/11/2026		10/12/2023	10/12/2026

Blue highlight indicates available training which has been purchased and is awaiting completion

Red highlight indicates expired certificates

Orange highlight indicates training required



Public Works Asset Management

Vehicles and Equipment



HJ Equipment	Estimated Replacement Cost (2025 Dollars)	year purchased	Replacement																			
			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
Mowing equipment con't																						
2024 Grasshopper 725 DT zero Turn mower	35400	2024																				
Water and sewer equipment																						
magikist pulse jet de icer	3500	2018																				
sewer camera	17100	2015							15y old													
2019 Spartan Warrior Jetter	102300	2019																				
Landfill/ Recycling																						
2002 Hooklift MSW compactor w 2 bins	230000	2002							23y old													
2011 Harmony Baler	36000																					
Harmony Baler	36000																					
Hook Bins x 3	21400	2020																				
Hook Bins x 2	14250	2024																				
2012 Zamboni 525	138700	2012																				

Green depicts new purchase
Orange depicts theoretical year of replacement

Future Capital Purchases:		2026	2027	2028	2029	2030
15' to 18' Dual Wing Mower to replace arm mower	47000					
1/2 ton to replace Tacoma	60000					
Utility Vehicles (Kawasaki Mule or John Deere Gator	32000					
50hp tractor to replace 1997 kubota	65000					
Lagoon Ultra Sonic Algae Control	???					
Van	64000					
Compactor replacement	230-250k					
John Deere Zero Steer	18000					
Bucket truck	100000					
3/4 ton	75000					
3/4 ton	75000					
1 ton	80000					
Kenworth T280 hook lift	250000					
1/2 ton	70000					
1/2 ton	70000					
Yellow depicts new purchase Green depicts replacement purchases						

Questions or Comments?