



Village of Haines Junction

April 23rd, 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. March 26th, 2025, Council Meeting Minutes
 - b. April 9th, 2025, Council Meeting Minutes
6. **Proclamations**
7. **Delegations**
8. **Public Hearings and Public Input Sessions**
9. **Old Business**
 - a. RTC Pedal Junction – Bike Skills Park In-Kind Contribution
 - b. Land Development Branch – Country Residential Land Development Presentation
10. **New Business**
 - a. Accounts Payable to April 23rd
 - b. RTC Accounts Payable – Agenda Options
11. **Bylaws – Reports, Readings and Adoption**
12. **Correspondence**
13. **Council Reports and Notice of Motions**
14. **Questions from the Public**
15. **Motion to Close Meeting to the Public**
 - a. Land Use Discussion
16. **Adjournment**

The next Regular Council Meeting will take place at 7:00 pm on May 14th in Council Chambers and via Zoom.

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

Join Zoom Meeting

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

Meeting ID: 867 634 7100

One tap mobile

+17806660144,,8676347100# Canada

+12042727920,,8676347100# Canada

Dial by your location

- +1 780 666 0144 Canada
- +1 204 272 7920 Canada
- +1 438 809 7799 Canada
- +1 587 328 1099 Canada
- +1 647 374 4685 Canada
- +1 647 558 0588 Canada
- +1 778 907 2071 Canada

Meeting ID: 867 634 7100

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

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



Village of Haines Junction Report to Council

April 23, 2025

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

RE: In-Kind Contribution to Pedal Junction – Bike Skills Park

Recommendation

That Council approve the installation of benches and garbage cans at the Pedal Junction Bike Skills Park as the Village's in-kind contribution to the project, with an estimated cost of \$5,000.

Background

Pedal Junction is advancing plans to construct a community bike skills park behind Otter Crescent. This site was previously endorsed by Council as the preferred location. Pedal Junction is currently seeking external funding through Lotteries Yukon for the construction of the park.

As part of the Village's support, an in-kind contribution of site amenities—specifically benches and garbage cans—is proposed. These amenities will enhance the usability and comfort of the space while encouraging safe and respectful use.



Current Status

Pedal Junction has submitted a funding application to Lotteries Yukon and, pending approval, will proceed with the next steps of development. The Village is working with the Land Management Branch to facilitate the transfer of this land to the Village and will then provide this land to Pedal Junction for the operation of the Bike Skills Park.

Discussion/Analysis

While Pedal Junction will manage the construction and maintenance of the park, the Village's investment in benches and garbage cans will enhance the space and reflect municipal support.

Asset Management Impact

This project involves the addition of minor park infrastructure, which will be owned by the Village and incorporated into the Village's asset management inventory and ongoing maintenance operations.

Alternatives considered

Council could choose not to provide an in-kind contribution or could choose to contribute in other forms, such as direct financial assistance or insurance support only.

Alignment with Strategic Priorities

This initiative supports the Village's strategic priority of Inclusive and Sustainable Community Services. Supporting recreation, youth engagement, and community livability. It also aligns with Council's past decisions supporting Pedal Junction's efforts to establish a bike skills park.

Next Steps

If Council approves the proposed contribution and the project funding is approved, staff will proceed with the procurement and installation of benches and garbage cans and coordinate garbage collection services as part of regular O&M.

Draft Resolution

THAT Council approves the installation of benches and garbage cans at the Pedal Junction Bike Skills Park as the Village's in-kind contribution to the project, with a total estimated cost of \$5000, and acknowledges there will be ongoing operations and maintenance costs associated with garbage collection from the site.

Prepared by

David Fairbank
Chief Administrative Officer



Land Development in Yukon

Presented by:
Land Development Branch, Community Services

Presented to:
Newly Elected Yukon Officials



Yukon

November 29, 2024



Outline

- Who we are & what we do
- The role of municipalities in land development
- Our role and the land development process
- Navigating changes & emerging challenges
- Overview and next steps

Land Development Team

- Diverse project management support expertise:
 - planners, engineers, GIS, feasibility, public engagement specialists, etc.
- Structured in two - Planning and Implementation - groups.
- Community leads and team



Our Mandate

1. Restore and maintain lot inventories in Yukon communities;
2. Support and partner with Yukon First Nations in developing their land;
and
3. Create opportunities to foster private sector land development.





Land Development Branch (LDB)

- Primary developer of Yukon Government owned land (Commissioner's Land) in the territory;
- Work primarily within municipal boundaries;
- Work on residential, commercial, and industrial projects;
- We do not build homes or buildings – we prepare subdivisions that build the foundation for new neighbourhoods; and
- We partner with municipalities and First Nations.

Land Development in the Yukon





Role of Communities in Land Development

- Primary lead in identifying the need, demand, and type of development required for the community into the future
- Develops housing needs assessments and commercial/industrial land studies
- Primary lead in identifying the location of development through Official Community Plans (OCPs) and Zoning Bylaws
- Lead for community engagement: designing how it should look like and being the face of the engagement stage
- Land use approving authority at key decision points – master plan approvals, OCP and Zoning Bylaw amendments, subdivision authority, and detailed design/construction support

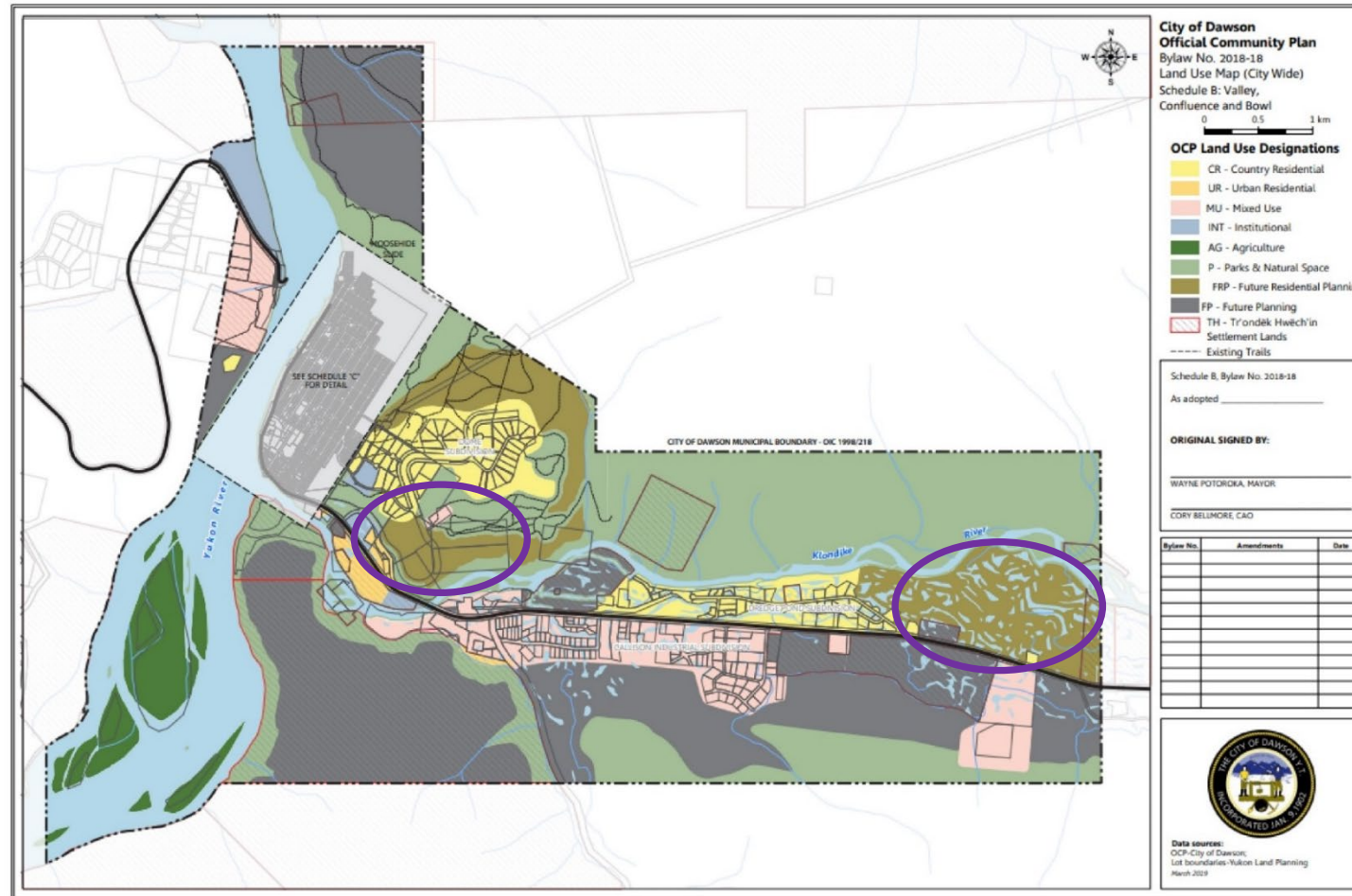


The Importance of Official Community Plans

Official Community Plans should:

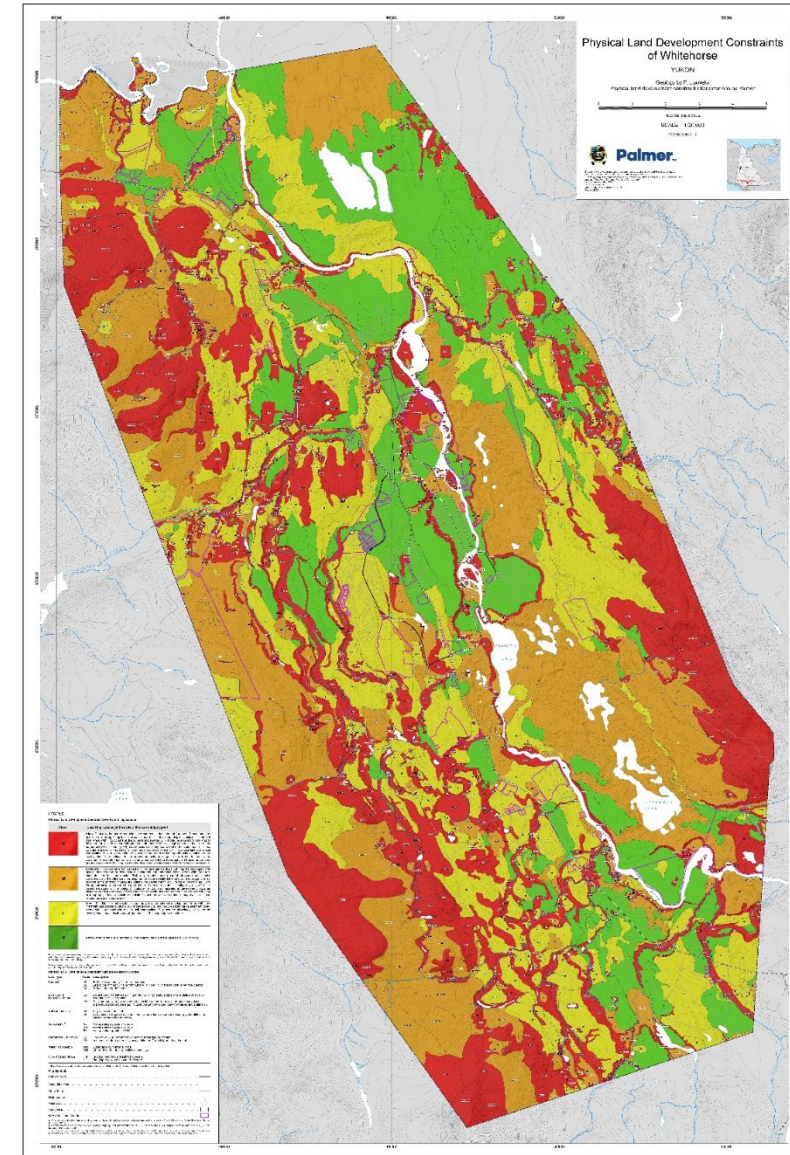
- Identify priorities in terms of land development, housing, and economic opportunities
- Forecast anticipated population growth and demographic changes to help inform what type of housing is needed, where, and how much
- Help determine future economic conditions to inform how much commercial and industrial land is needed, where, and what it should look like (lot sizes, allowable uses, etc)

An Example of a Official Community Plan



Examples of LDB Support

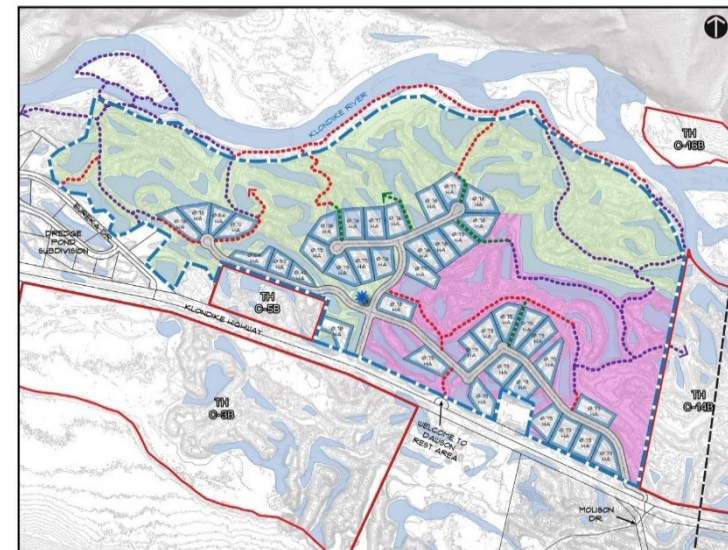
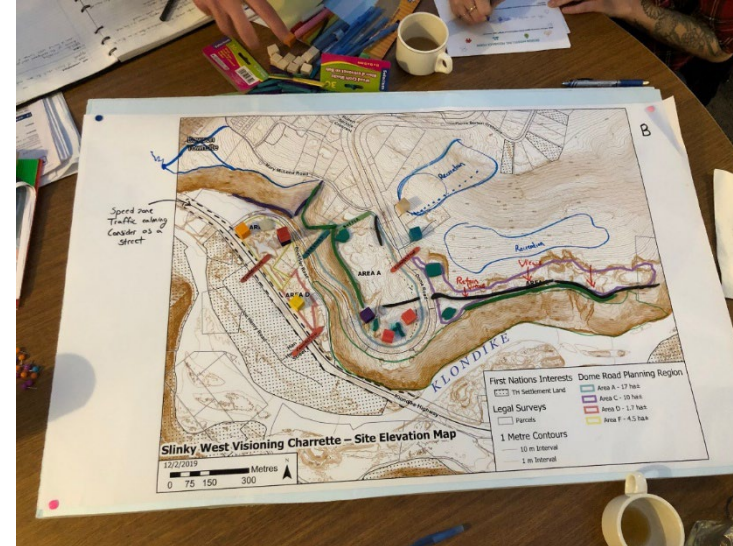
- Feasibility Studies – Complete environmental, geotech, heritage work on specific areas of interest
- High-level community-wide development studies (e.g. constraints mapping)
- Internal guidance and support



Land Development Process - Feasibility



Land Development Process – Master Plans



Land Development Process - Construction





Navigating the Land Development Process and Overcoming Challenges

- Escalating development costs and meeting cost recovery
- Small and localized developer market
- Developing in increasingly complex and challenging terrain
- Project complexities, external factors, and increasing regulatory processes = longer timelines
- Not in my backyard (NIMBY) and public perceptions

Wrap UP

Questions?

Land Development in the Yukon



LDB Contacts

Laura Prentice – Director, laura.prentice@yukon.ca, 867-332-2493

Ben Campbell – Planning Team Manager, ben.campbell@yukon.ca, 867-332-0576

Brian Crist – Implementation Team Manager, brian.crist@yukon.ca, 867-335-0235

EXTRA PHOTOS TO POSSIBLY USE



EXTRA PHOTOS TO POSSIBLY USE



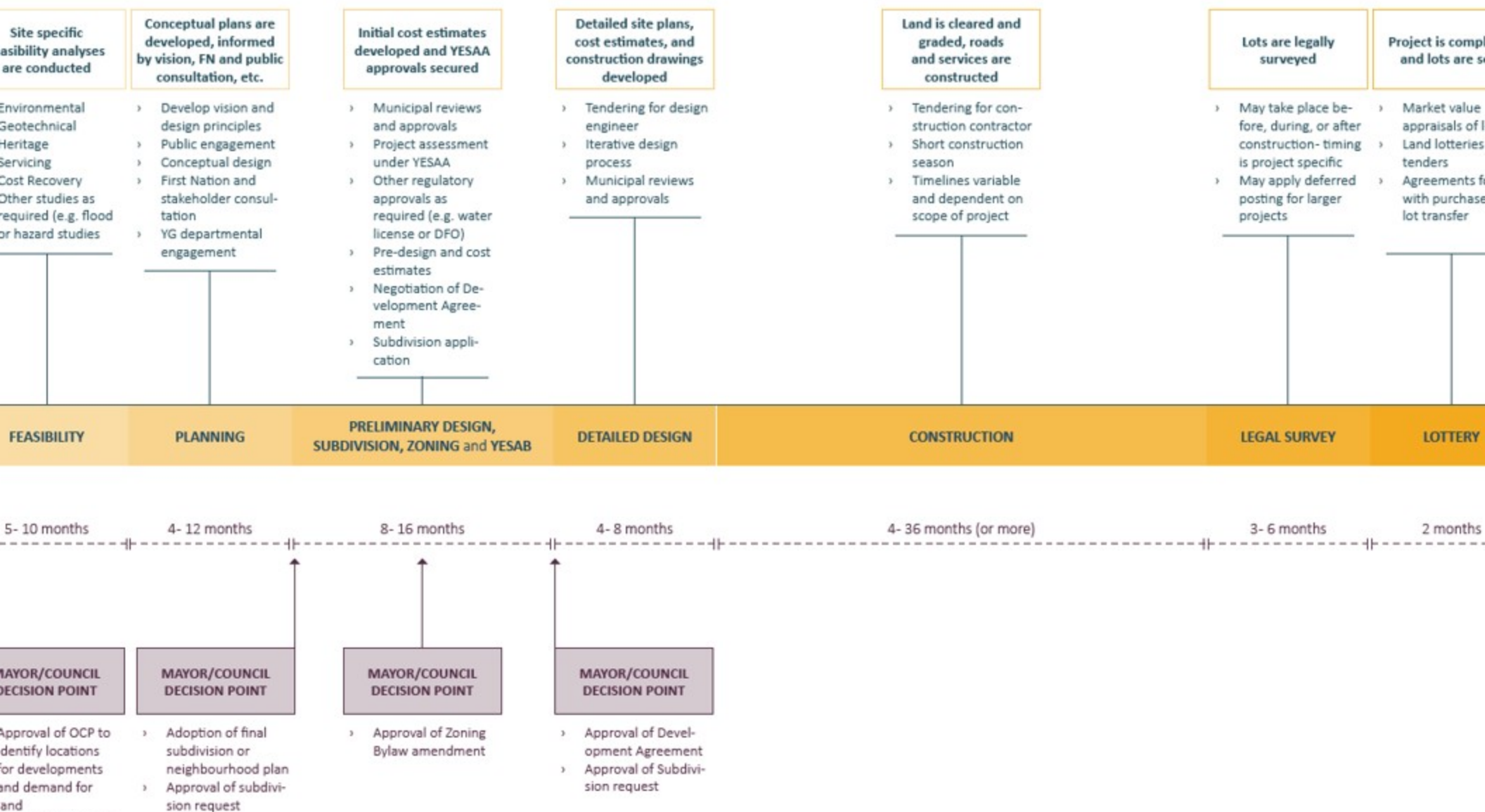


Diagram: General Land Development Process showing typical Mayor/Council decision points

Note: the land development process also involves municipal staff and Mayor/Council input and review throughout most phases, for example through design reviews, construction inspections, etc.

Municipal Accounts Payable to April 23, 2025

<u>Cheque No.</u>	<u>Name</u>	<u>Amount</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 29,924.68	Administration	Net Pay - Pay Period 8
		\$ 4,673.62	Administration	RRSP Contribution - Pay Period 8
		\$ 8,875.86	Administration	Group - Insurance Pay Period 8
		\$ 43,474.16		
Bill Pay	Visa	\$ 2,437.57	Administration	Office supplies, contract services, meeting owl
		\$ 69.74	Convention Centre	Keys, ice melt, signs
		\$ 3,130.04	Landfill	Gatehouse equipment, keys, contract services
		\$ 630.00	Legislative	WHL tickets
		\$ 1,760.38	Public Works	Tire, supplies, de-icer, phone
		\$ 1,694.89	Water & Sewer	Phone, contract services
		\$ 9,722.62		
280463	535902 Yukon Inc.	\$ 2,331.00	Roads & Streets	Street grading
280464	Acklands - Grainger	\$ 381.86	Water & Sewer	PVC pipe fittings
		\$ 65.77	Protective Services	Out of service tags
		\$ 758.05	Public Works	Eye wash kit and cal gas
		\$ 1,205.68		
280465	Arctic Star Printing	\$ 538.65	Administration	Printed window envelopes
280466	Association of Yukon Communities(AYC)	\$ 170.00	Administration	Inter-Municipal business licenses # 7, 8
280467	Atco Electric	\$ 634.38	Administration	Electricity: March 2025 billing
		\$ 8,183.20	Arena	Electricity: March 2025 billing
		\$ 634.38	Convention Centre	Electricity: March 2025 billing
		\$ 179.35	Community Hall	Electricity: March 2025 billing
		\$ 334.76	Fire Department	Electricity: March 2025 billing
		\$ 483.09	Landfill & Recycling	Electricity: March 2025 billing
		\$ 72.77	Pool	Electricity: March 2025 billing
		\$ 534.30	Public Works	Electricity: March 2025 billing
		\$ 3,737.74	Roads & Streets	Electricity: March 2025 billing
		\$ 9,615.17	Water & Sewer	Electricity: March 2025 billing
		\$ 24,409.14		

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to April 23, 2025

280468	**Computec Embroidery Inc.		\$	2,483.25	Administration	Lottery funding grant
280469	Ellen Stutz Petty - Cash	\$ 1,226.95			Recycling Centre	Refundables paid out
		\$ 62.96	\$	1,289.91	Landfill & Recycling	Cable
280470	Haines Junction Minor Hockey Association		\$	18.50	Legislative	HJMH Coach of the year sponsorship
280471	IRP Consulting		\$	4,113.00	Legislative	Reconciliation training
280472	Jacob's Industries		\$	497.70	Water & Sewer	Co2
280473	Kilrich Building Centres		\$	5,514.73	Roads & Streets	Calcium Chloride
280474	Kusina Gracia			\$617.40	Legislative	Council/Staff lunch
280475	Marguerite Richard		\$	225.00	Legislative	Mini- journals 50th AYC AGM
280476	Marty Samis		\$	300.00		Art cards 50th AYC AGM
280477	M & D Services	\$ 1,779.13			Convention Centre	Mar. 2025 Custodial Services
		\$ 780.46			Mezzanine	Mar. 2025 Custodial Services
		\$ 621.02			Administration	Mar. 2025 Custodial Services
		\$ 318.92	\$	3,499.53	Fire Department	Mar. 2025 Custodial Services
280478	Michael Schmidt		\$	105.00	Legislative	Photo art cards 50th AYC AGM
280479	** Nataschaa Chatterton		\$	4,048.80	Administration	Lotteries funding grant
280480	North of Ordinary Media		\$	4,279.80	Administration	Advertisement
280481	Norton Rose Fulbright		\$	1,944.60	Administration	Legal Fees

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** Grant funded

Municipal Accounts Payable to April 23, 2025

280482	Source Motors Ltd.	\$ 2,174.45		Arena	March 2025 Heating Fuel
		\$ 2,013.01		Fire Department	March 2025 Heating Fuel
		\$ 1,924.65		Administration	March 2025 Heating Fuel
		\$ 1,924.65		Convention Centre	March 2025 Heating Fuel
		\$ 533.77		Recycling Centre	March 2025 Heating Fuel
		\$ 941.39		Recycling Centre	March 2025 Fuel
		\$ 7,080.67		Public Works	March 2025 Fuel
		\$ 239.81	\$ 16,832.40	Fire Department	March 2025 Fuel
280483	Stacy Menicoche		\$ 240.00	Legislative	Earrings 50th AYC AGM
280484	Stream Pro Resources		\$ 1,569.75	Water & Sewer	Water license annual reporting
280485	Superior Propane		\$ 1,453.96	Public Works	Utilities Heat
280486	Upcycled Jeans 'n Things		\$ 400.00	Legislative	Many different items 50th AYC AGM
280487	Vgeo		\$ 3,150.00	Capital Project	GIS professional services
280488	White Ice		\$ 1,927.88	Arena	Ice paint creaser and ice chipper
280489	Xerox		\$ 255.60	Administration	Printing and photocopies
280490	Yukon Service Supply	\$ 1,036.88		Water & Sewer	Sodium Hypochlorite
		\$ 93.40	\$ 1,130.28	Public Works	Toilet paper
280491	Yukon University		\$ 2,614.50	Water & Sewer	Water training

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to April 23, 2025

Municipal Accounts Payable \$ 140,362.84

Adopted on _____

Mayor _____ CAO _____



Village of Haines Junction Report to Council

April 23rd, 2025

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

RE: Accounts Payable – Council Agenda Options

Recommendation

That Council direct staff to continue including Accounts Payable (AP) on the public Council agenda, with the understanding that AP is an administrative function. Council members are encouraged to review the AP listing in advance and direct any questions to the CAO prior to the meeting.

Background

The Village of Haines Junction has traditionally included Accounts Payable (AP) on the public Council agenda to support transparency and allow residents to observe the Village's financial activity. This long-standing practice has contributed to public confidence in financial oversight.

As part of recent strategic planning discussions, however, Council was advised that reviewing AP in detail during meetings draws Council into a level of administrative detail that does not align with its governance role.

For clarity, all expenditures reflected in AP are within Council-approved budget lines and fall under the administrative responsibilities of the CAO.

Current Status

AP continues to be listed as a regular item on the Council agenda and is made available to the public. Staff recommend this practice continue, with an adjustment to how Council interacts with the information.

Discussion/Analysis

Continuing to include AP on the agenda upholds transparency and reflects local public expectations for financial accountability. It provides visibility into spending and offers Council members the opportunity to monitor financial transactions.

To ensure meetings remain focused on governance and strategic issues, staff recommend that any questions about specific items in AP be submitted to the CAO in advance of the meeting. This approach will allow AP to be "received and filed" during the meeting without requiring discussion, maintaining efficiency in Council proceedings.

Alternatives Considered

1. Status Quo: Continue including AP on the agenda and allow detailed discussion during meetings.
2. Remove AP from the agenda: Manage AP entirely as an internal administrative record.
3. Recommended Option: Continue including AP on the agenda with the expectation that questions be directed to the CAO in advance of the meeting.

Alignment with Strategic Priorities

This approach supports Council's strategic priorities of good governance, transparency, and efficient use of time during meetings. It also preserves public access to financial information while maintaining appropriate administrative boundaries.

Draft Resolution

THAT Council direct staff to continue including Accounts Payable on the Council agenda. And that Council members review AP in advance and, when possible, direct any questions to the CAO prior to meetings.

Prepared by

David Fairbank

Chief Administrative Officer