



Village of Haines Junction

July 30, 2025

Special 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. July 9, 2025 Council Meeting Minutes
6. **Proclamations**
7. **Delegations**
 - a. Shakwak Survey Pins (TO BE CONFIRMED)
 - b. Pedal Junction – Bike Skills Park (TO BE CONFIRMED)
8. **Public Hearings and Public Input Sessions**
9. **Old Business**
 - a. Housing Accelerator Funding
 - i. RTC – HAF Update
 - ii. DRAFT Letter to CMHC
 - iii. For Approval – Amended Affordable Housing Construction Grant Policy
 - iv. For Approval – Amended New Dwelling Construction Grant for Young Residents Policy
 - v. For Approval – New Dwelling Construction Grant Policy
 - b. RTC – Action-Oriented Minutes
10. **New Business**
 - a. Accounts Payable to July 23, 2025
 - b. Draft Level of Service Framework
 - c. Draft Landfill Credit Account Policy #47-25
 - d. Road Work Direct Award
11. **Bylaws – Reports, Readings and Adoption**
 - a. Bylaw 428-23 New Dwelling Construction Grant – For 2nd and 3rd Reading
12. **Correspondence**
13. **Council Reports and Notice of Motions**
14. **Questions from the Public**
15. **Motion to Close Meeting to the Public**
 - a. Lands discussion
16. **Adjournment**

The next Regular Council Meeting will take place at 7:00 pm on August 13 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/u/kbq7uk0jkn>

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: July 23, 2025

Individual, Group or Association: Pedal Junction Yukon

Representative(s) of the Above: Lianna Grice

Main Spokesperson: Lianna Grice

Topic(s): Bike Skills Park project

Written Materials Submitted (if applicable): Attached (project update and site plan)

Projector or Other Electronic Support Required: _____

Request Made By: Lianna Grice Date: July 17, 2025



Pedal Junction Bike Skills Park: Project Updates

Date: July 17, 2025

Prepared by: Lianna Grice, President of Pedal Junction

Project Update

- We have received sufficient funding to build a Bike Skills Park in Haines Junction.
- We have hired a contractor, Chris Ritchie, to construct the Park this summer/fall, if land tenure is achieved.
- We have designed the park (map attached) and flagged out where the trails/features will go.

Project Overview

- Pedal Junction is planning to construct a bike skills park in Haines Junction.
 - Pedal Junction is the project proponent and will design, construct and maintain the bike skills park.
 - The Village of Haines Junction is supporting this project by applying for a land lease from the Yukon Government, with documentation and materials provided by Pedal Junction.
 - The Village will sub-let the land to Pedal Junction and provide insurance for the park under their general policy.

Park Features

- This park will include a pump track, skills trails and a central gathering space.
 - There will be driveway access off Willow Acres Road with a small parking lot for up to 8 vehicles.
 - The gathering space may include (as budget allows for) picnic tables, park benches, garbage bins, a gazebo or picnic shelter and storage shed.
- What are the features?
 - A pump track is a looped trail built from compacted and shaped soil that allows riders to “pump” or ride around the loop without pedaling.
 - A skills trail is a bike trail that includes several features that you might encounter on a mountain bike trail. The purpose is to create an opportunity to practice riding these features on a relatively short trail. The features might include rolling bumps, rocks, wooden bridges or skinnies (narrow bridges) and log piles.
 - The bike skills park will initially include a trail for run bikes or striders and beginner bikers.
 - In the future, there may also be trails for intermediate and advanced bikers.



Community Support and Engagement

- The bike skills park project has received overwhelming support from the community. A letter writing campaign in 2023 resulted in 91 letters of support from local youth, families, businesses, societies and government organizations.
- This project will provide much needed recreation infrastructure for people of all ages in Haines Junction.
- Pedal Junction will maintain the skills park infrastructure and host community events that support our mandate to work to further active transportation and bicycle initiatives for all ages in and around Dakwakada/Haines Junction.

Funding

- Pedal Junction has secured funding for this project from Lotteries Yukon.
 - The funder will contribute \$137,001 and Pedal Junction will contribute \$8,334 (sourced from fundraising and Champagne and Aishihik First Nations).
 - In-kind contributions will also be made from the Village of Haines Junction, volunteer labourers and local businesses.
 - The reporting deadline for Lotteries Yukon funding is September 15, 2026.

Location and Land Lease

- A lease application is in progress for ~2.0 hectares of undeveloped land on Willow Acres Road. The lease area is located between Otter Crescent and Jackson Street (CAFN C-6B/D).
- The lease area is zoned Greenbelt Community (GB) and Urban Residential (R-1). The proposed development conforms to the Village of Haines Junction Zoning Bylaw (Bylaw 411-24) as public parks and trails are permitted in all zones (3.1.1).
- The lease area was selected by Pedal Junction because of its central location within the Village of Haines Junction, proximity to existing gathering spaces for youth (St. Elias Community School and Ända Tà Youth Centre), access to existing bike and active transportation corridors (Legacy trail connecting Karman Street to Joe Street, Willow Acres Road, greenbelt connections from Otter Crescent). We feel that this location provides equitable access for youth within our community.

Impact on Neighbouring Properties

- Pedal Junction anticipates minor impact to neighbouring properties as a result of this development.
 - During construction there will be some impact as a result of heavy equipment (excavator, skid steer, dump truck) operations, however equipment operation hours will be limited to reduce the impact of noise and vibration on neighbours.



- Once construction is completed, the Bike Skills Park will have impacts similar to any other park or outdoor recreation space. Neighbours may be able to hear voices from people using the skills park.
- A visual buffer of trees will be maintained along the east and west sides of the lease area. Pedal Junction anticipates that there will be minimal visual disturbance caused by the proposed development. Properties along the west side of the lease area (Otter Crescent) may see park users riding or walking on the trails.
 - The distance from the rear property line of adjacent properties on Otter Crescent to the lease area is approximately 15m. The distance from the rear property line of adjacent properties on Otter Crescent to the lease area is approximately 20m.
 - The distance from the rear property line of adjacent properties on Otter Crescent to the Bike Park Features is approximately 100m (see map)
- There are currently several trails through the lease area that connect Otter Crescent and the Legacy Trail to Willow Acres Road. The ATCO power line easement along the west side of the lease area is also frequently used as a transportation corridor. These trails are used by walkers, ATVs, bikes, dirt bikes, snowmobiles, snow shoers and cross-country skiers.
 - The proposed development will mitigate impact on existing users by maintaining the trail between the power line easement and Willow Acres Road (trail runs diagonally through the lease area from the north-east corner to the south-west corner).





Land Tenure Process and Risks

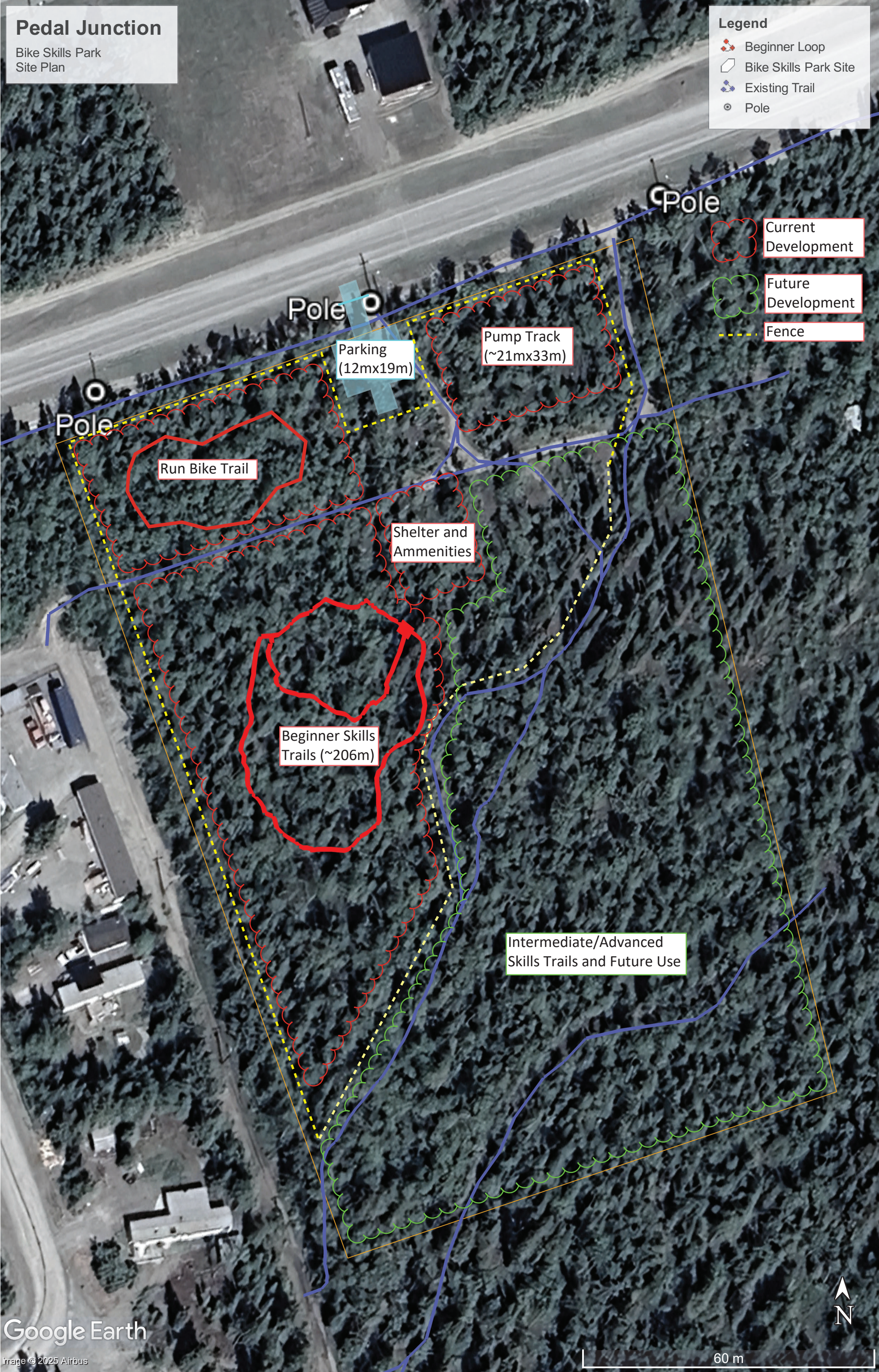
- The Lotteries Yukon funding is contingent on completing the land tenure process. If the lease is not completed, then Pedal Junction will lose the project funding.
- Availability of contractors to build the Bike Skills Park is limited. Pedal Junction is working with Chris Ritchie. He has availability from mid-July to early-September 2025. If construction is delayed until 2026 then Pedal Junction may have to find a different contractor. This could have significant impacts on project budget and scope.
- If the land lease is not completed, then Pedal Junction will need to select a new project location and start over with a new YESAB approval, funding application and land tenure application. This would delay project completion by several years.


Helpful Links


- YESAB Project 2024-0088
<https://yesabregistry.ca/projects/b0b3e67c-9162-4706-b2b0-94ff7c95ff00/>
- Lotteries Yukon *Let's Build a Bike Skills Park!* Project
- Pedal Junction website <https://www.pedaljunction.org/> and social media @pedaljunctionyukon

Legend

-  Beginner Loop
-  Bike Skills Park Site
-  Existing Trail
-  Pole

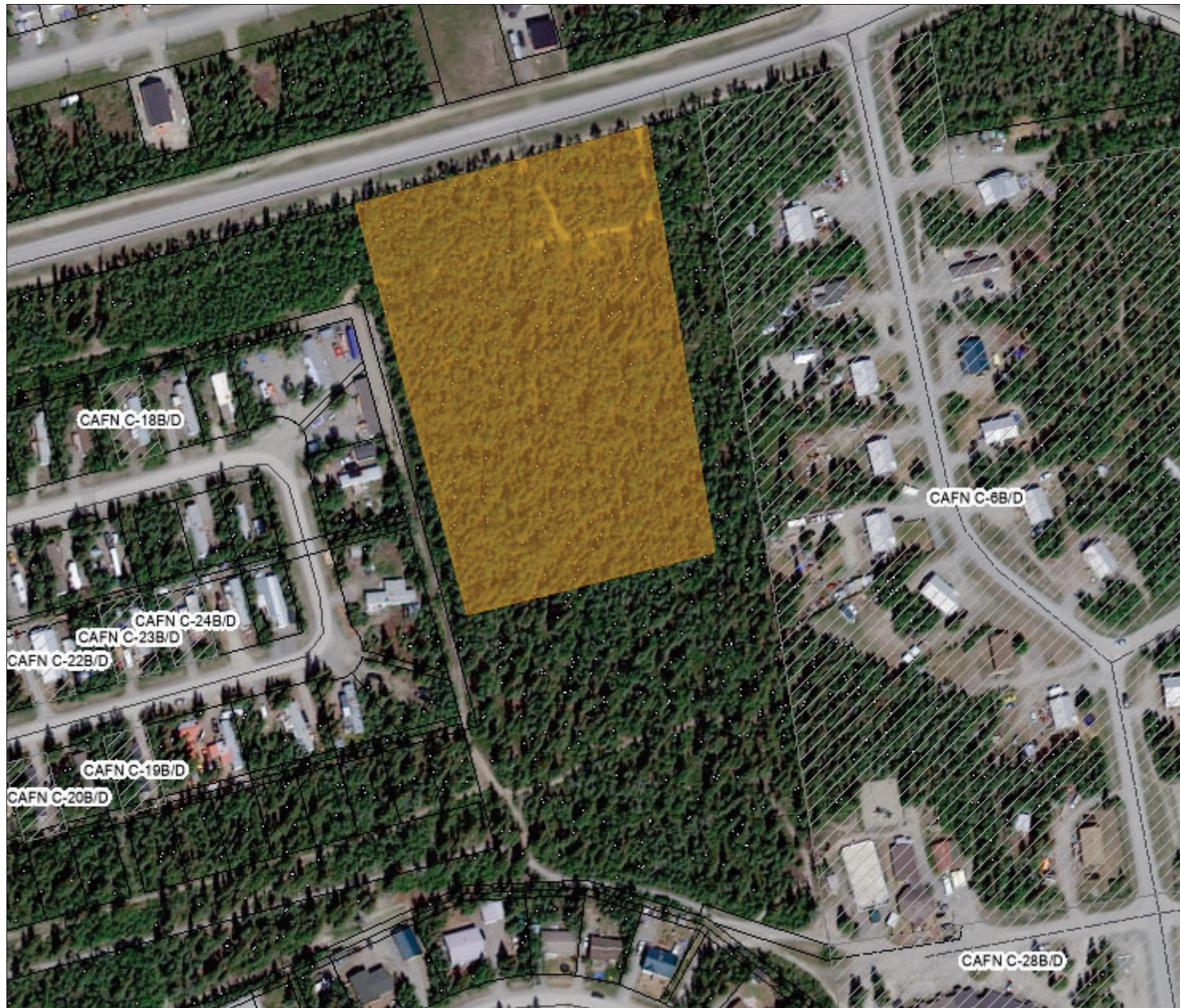


 Current Development

 Future Development

 Fence





Legend

- First Nation Settlement
Lands - Surveyed
- ☐ A: Surface and Subsurface Rights
 - ☐ B: Surface Rights
 - ☐ FS: Fee Simple
 - ☐ 4.1.1 Retained Reserve
 - ☐ Land Applications Active
 - ☐ Land Parcels Polygon - Surveyed
 - ☐ Easements Polygon - Surveyed

0.1 0 0.06 0.1 Kilometers

Projection: Yukon Albers Equal Area Conic
Produced from: GeoYukon application

1: 2,500

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.
Date Printed: 15-Jul-2025










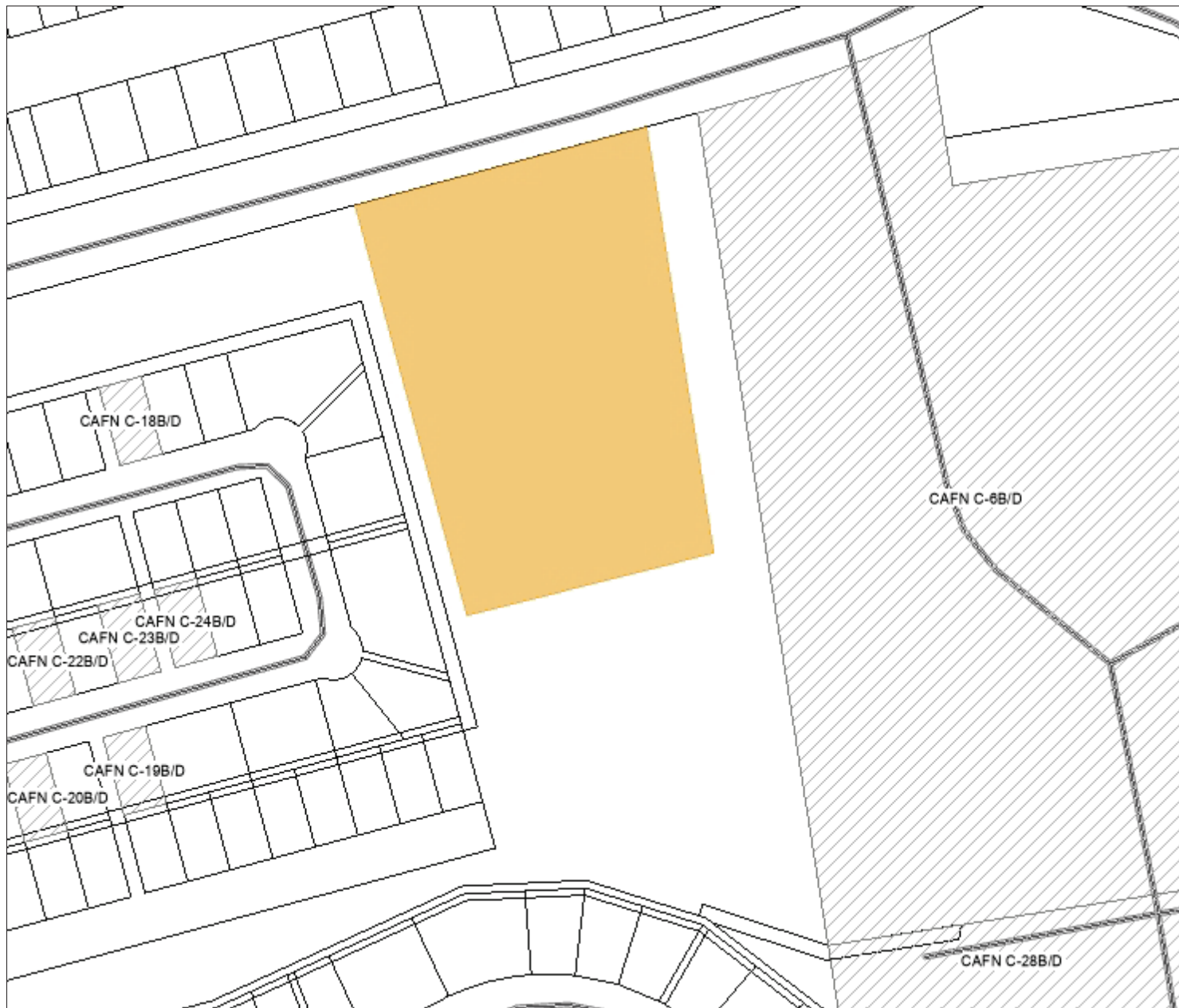
Notes

Land Application 2025-3841



Legend

- First Nation Settlement
Lands - Surveyed
-  A: Surface and Subsurface Rights
 -  B: Surface Rights
 -  FS: Fee Simple
 -  4.1.1 Retained Reserve
 -  Land Applications Active
 -  Land Parcels Polygon - Surveyed
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Notes

Land Application 2025-3841



Village of Haines Junction Report to Council

July 30, 2025

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

RE: Housing Accelerator Fund Implementation Policies

Recommendation

While we wait a response from CMHC on our formal request for assurance of full funding, we approve our amended and new implementation policies, so we are ready to launch calls for proposals under the Affordable Construction Grant and New Dwelling Construction Grant programs if/when the funding is assured.

Background

Overview of HAF Funding Agreement

On December 22, 2023, the Village of Haines Junction entered into a four-year agreement with the Canadian Mortgage and Housing Corporation (CMHC) to create more supply of housing at an accelerated pace and enhance certainty in the approvals and building process.

The total amount of this agreement is \$1,234,637.10. The agreement is payable in four advances of \$308,659.29. Future advances are contingent on progress made on the six initiatives in the agreement, and the achievement of housing supply growth targets of 63 permitted housing units by the end of 2026, including:

- 13 middle missing housing units
- 10 other multi-unit housing units
- 17.43% of the Housing Supply Growth Target are affordable units

Prior Council approved two policies and two bylaws to enable the implementation of funding received from CMHC's Housing Accelerator Fund:

- Policy #41-24 Affordable Housing Construction Grant Policy (2024/09/25).
- Policy #40-24 New Dwelling Construction Grant for Young Residents Policy (2024/08/28)
- Bylaw #417-24 Affordable Housing Construction Grant (2024/09/25)

Current Status

Since the update provided to Council on June 11 2025, a letter to CMHC has been drafted requesting assurance of the full funding. This letter explains the reasons why we are behind our housing targets.

Discussion

Clarification from CMHC on our funding is required before the Village can plan additional spending.

Given the tight timelines, having our policies for these calls for proposals approved and ready to go will facilitate launching the calls as soon as we receive confirmation from CMHC.

Should CMHC not approve our request, all new HAF implementation policies will need to be rescinded. Existing agreements and Policies would remain in place until the final reporting is completed.

Alignment with Strategic Priorities

Council's vision includes delivering sustainable services that enhance quality of life now and allows growth for the future. By being committed to responsible planning, Council wants to ensure that the Village's finite resources are directed to where they will have the greatest impact and will ensure that municipal services are delivered efficiently and effectively.

Draft Resolutions

THAT Council approve the amended Affordable Housing Construction Grant Policy #42-24

THAT Council approve the amended New Dwelling Construction Grant for Young Residents Policy #40-24

THAT Council approve the New Dwelling Construction Grant Policy #46-25

THAT Bylaw #428-25, the New Dwelling Construction Grant Bylaw, be read for the second time on July 30, 2025

THAT Bylaw #428-25, the New Dwelling Construction Grant Bylaw, be read for the third time and adopted on July 30, 2025

Prepared by

Aynslie Ogden
Policy and Communications Manager

Reviewed and approved by David Fairbank

CAO



Village of Haines Junction

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Website: www.hainesjunctionyukon.com

VILLAGE OF HAINES JUNCTION

July 30, 2025

Re: Housing Accelerator Fund – Concerns Regarding Funding Predictability and Program Requirements

Dear Minister Robertson,

On behalf of Council for the Village of Haines Junction, we are writing to share our concerns regarding the Housing Accelerator Fund (HAF), particularly in relation to the evolving interpretation of performance requirements and the uncertainty surrounding future funding installments.

Since signing our funding agreement in 2022, the Village has made significant progress in implementing the initiative milestones we committed to. All but one initiative is now “completed” or “ongoing,” and the final initiative—our Recreation and Community Services Review—is on track to be completed ahead of schedule. Council has also approved and implemented a suite of targeted housing grant programs aimed at stimulating new construction and the development of affordable rental units in our community.

However, we are now encountering a major challenge: the absence of clear assurance that future funding will be maintained. This is coupled with an increasingly rigid emphasis on meeting building permit targets, rather than recognizing the intent and impact of the enabling reforms we’ve implemented.

Our original housing forecasts were based on the Yukon Government’s projected timeline for releasing new residential lots in Haines Junction. That land development has been delayed by over a year, removing two full northern construction seasons from our planning horizon. The Village has no control over land development and was entirely reliant on those lots to drive new builds.

While Section 7 of the HAF agreement allows CMHC to consider broader factors—such as initiative progress and pipeline strength—we have no assurance that this flexibility will be applied in practice. If, as stated, the HAF aims to support “lasting changes that will improve housing supply for years to come,” then the Village has met that intent. That said, we are not content to stop here. We remain committed to increasing housing supply both during and after the program term.

Withholding future funding or evaluating permit counts without considering land delays undermines the program's purpose and penalizes us for circumstances entirely outside our control. Without assurance of funding, we cannot expand our housing grant programs—our most effective tool for incentivizing new construction. The result would be to halt progress, not due to inaction, but due to a lack of fair opportunity.

With assurance that funding will continue, Council would immediately expand the number of approved grant recipients—fully deploying the policy tools we have built. The bylaws and administrative processes are already in place and ready for implementation. In Year 1, Haines Junction issued nine building permits—just under our historical average of 11. This shortfall directly correlates with the unavailability of serviced land. Nevertheless, we've received development permits that indicate a strong pipeline. We are also in planning discussions with the Northern Community Land Trust for a 10-unit multi-family development. This project will create a spike in new housing, but time is required for coordination and negotiations.

Due to uncertainty around future funding, the Village has already reduced its HAF budget by 25%—limiting our ability to support private-sector investment at the scale we originally envisioned. If funding for the remainder of the agreement cannot be confirmed, the Housing Accelerator Program's momentum in Haines Junction effectively ends now.

To address this in a constructive and fair way, we respectfully request:

- **That CMHC provide written assurance that all remaining HAF funding will be maintained for Haines Junction** based on the full implementation of our HAF initiatives and in recognition of the external factors impacting permit issuance.

This assurance would place Haines Junction on equal footing with other communities not impacted by development delays. We are not seeking special treatment, only equitable consideration based on the practical realities of housing development in the North.

Haines Junction remains fully committed to the goals of the Housing Accelerator Fund. We are ready to deliver housing outcomes—but we require modest, reasonable flexibility that reflects our constraints as a small northern municipality.

We appreciate your consideration and would welcome the opportunity to discuss this further.

Sincerely,

Diane Strand
Mayor, Village of Haines Junction

CC. Brendan Hanley MP, Premier Mike Pemberton.



VILLAGE OF HAINES JUNCTION

New Dwelling Construction Grant

for Young Residents Policy

Policy # 40-24

(As Amended July 23, 2025)

1 Purpose

The Village of Haines Junction recognizes that financial barriers to home ownership exist, particularly for young residents. The New Dwelling Construction Grant for Young Residents program will assist young Haines Junction residents 35 years old and under with offsetting the cost of building a new primary dwelling within the municipality. This program will increase housing supply and improve affordability for young people in our community.

2 Policy Statement

The New Dwelling Construction Grant for Young Residents program aims to assist young residents with construction of a new primary dwelling unit within the Village of Haines Junction by providing financial assistance for eligible projects. The goal of this policy is to support housing development while increasing affordability for young residents and targeting the development of smaller dwelling units. This policy outlines the criteria, incentives and guidelines for accessing this grant funding.

3 Definitions

- 3.1 **Dwelling Construction Grant** means financial assistance provided by the Village of Haines Junction to support young residents in the construction of new dwelling units.
- 3.2 **Dwelling Unit** means one or more rooms for the use of one household as a residence containing cooking, living, sleeping and sanitary facilities.
- 3.3 **Lottery** means a randomized selection process used to allocate Dwelling Construction Grant funds among eligible applicants who have met the necessary application criteria.
- 3.4 **Primary Residence** means the dwelling in which a person resides for at least 184 days of the calendar year.

4 Eligibility Criteria

- 4.1 The maximum eligible grant per applicant to construct a new dwelling unit will be \$25,000 per dwelling.
- 4.2 The property must be located within the municipal boundary of the Village of Haines Junction.
- 4.3 Applicants must be no older than 35 years of age by the time the Housing Accelerator Fund effective date of January 11, 2024
- 4.4 Applicants must own the property on which the housing development is to be constructed.
- 4.5 If the applicant is in an Agreement for Sale with the Yukon Government for a vacant lot, they may also be eligible for the grant.

- 4.6 The property and proposed development must comply with the Village's Official Community Plan, Zoning Bylaw and the National Building Code.
- 4.7 An approved development permit must be issued for the proposed dwelling unit.
- 4.8 Applicants must be in good standing with the Village of Haines Junction.
- 4.9 Property taxes for the property must be paid in full and the property must have no other outstanding financial claims upon it by the Village of Haines Junction.
- 4.10 The new dwelling unit must be the primary residence of the applicant for at least 2 years once completed.
- 4.11 Applicants must provide proof of financing or a declaration that the applicant has the funds necessary to complete the project.

5 Application Guidelines and Procedures

- 5.1 To receive a Dwelling Construction Grant as laid out in this policy, property owners must fill out the application form, provide an approved development permit for the intended use of the funding, provide estimated costs for the project and attach all necessary documentation.
- 5.2 Dwelling Construction Grant applications must be accompanied by an approved development permit for a dwelling unit, along with other supporting information as requested in the application
- 5.3 Applications for the Dwelling Construction Grant will be accepted for projects that were started after the Housing Accelerator Fund effective date of January 11, 2024. The project start date will be determined by the issuance of the development permit to undertake the project.
- 5.4 Any developments for which funding is provided for must be completed by July 11th, 2028. At the discretion of the Village of Haines Junction, developments only partially completed prior to the deadline may be eligible for prorated funding.
- 5.5 An application will be considered complete when the following documents and requirements have been met:
 - A completed and signed Dwelling Construction Grant application form.
 - An approved Development Permit issued by the Village of Haines Junction.
 - Other supporting documents and information as requested in the Dwelling Construction Grant application.

6 Application Review and Lottery Process

- 6.1 Once an application is deemed complete it will be reviewed and if approved by the Village of Haines Junction, as described in Section 5, the Applicant will be entered into a lottery to receive a Dwelling Construction Grant.
- 6.2 The Dwelling Construction Grant lottery draw will take place in Fall 2024. The Village will attempt to notify all applicants of the outcome of their application within 2 business days of the lottery closing. Successful applicants will have 10 business days to notify the Village of their intention to accept the grant. If the funds are turned down or that time has elapsed without communication from the applicant, the Village will then offer the grant to subsequent applicant(s) on the waitlist.

- 6.3 The funding allocated for this project is \$125,000. If the amount requested through approved applications does not exceed \$125,000 by the time of the lottery, the Village of Haines Junction reserves the right to disburse funding to approved applicants without a lottery process.

7 Disbursement of Funds

- 7.1 Dwelling Construction Grant funds will be disbursed in two installments: 75% of the grant will be paid upon the satisfactory completion of framing and insulation inspection, and the remaining 25% once construction has been completed all required final inspection reports confirm compliance with governing codes and legislation. All Dwelling Construction Grant cheques will be made payable to the applicant.

8 Implementation of Policy

- 8.1 Applications must comply with the Village's Official Community Plan, Zoning Bylaw, policies and other bylaws.
- 8.2 Applicants must use the dwelling unit as their primary dwelling for a minimum of two years after the completion of the unit. This time will be calculated from the final payment of the grant or from the dates of final permits being closed, whichever is the latest. Applicants who receive a Dwelling Unit Construction Grant and do not use the dwelling unit as their primary residence for a minimum of two (2) years will be required to repay a proportionate amount of the grant for the period that the dwelling unit was not used as their primary residence. Failure to make the repayment will result in the amount being added to the following year property taxes.
- 8.3 A Dwelling Construction Grant for more than one dwelling unit on a single lot is not permitted.
- 8.4 To receive the first disbursement of funds, the applicant must provide a cost breakdown, pictures, and proof that the framing and insulation inspection has been passed.
- 8.5 To receive the last disbursement of funds, the application must provide a final cost breakdown, pictures and proof that construction is complete. Final inspection reports will be required.
- 8.6 If a development or building permit is revoked, cancelled, voided or amended to be outside of the eligibility criteria, the Dwelling Construction Grant will be considered invalid. A new application may be submitted in such cases.
- 8.7 All applicants will sign a declaration that the unit they are constructing with the Dwelling Construction Grant are not intended to be used for short term rentals.
- 8.8 The Dwelling Construction Grant will cover up to 100% of actual, eligible costs, to the maximum amount of \$25,000.
- 8.9 The Dwelling Construction Grant cannot be used for the renovation of an existing dwelling unit, nor for landscaping or other improvements not directly related to the creation of a new dwelling unit.
- 8.10 Labour costs for work completed by the homeowner are not eligible for reimbursement.
- 8.11 Receiving a Dwelling Construction Grant under this policy does not preclude an applicant from applying for and receiving different grants, subsidies or loans provided by the Village or other organizations.

9 General Information

- 9.1 Applications can be obtained by the Village of Haines Junction by email at projects@hainesjunction.ca, in person at the Village Office located at 178 Backe Street, Haines Junction or on the Village website at www.hainesjunction.ca.
- 9.2 Completed application forms are to be returned to the Village of Haines Junction in person, by email to projects@hainesjunction.ca, or by regular mail.
- 9.3 Questions about the application can be directed to Lianna Grice, Project Manager and Asset Manager, projects@hainesjunction.ca
- 9.4 Upon approval the applicant will be notified and forwarded a copy of the application and approval conditions.

10 Term of Agreement

- 10.1 The term of a Dwelling Construction Grant agreement cannot exceed July 11th, 2028.
- 10.2 Terms of the agreement will be reviewed on a yearly basis. Should no action be taken toward fulfilling the agreement by the applicant (e.g., no development activity), the Village of Haines Junction reserves the right to revoke the agreement with written notice.

POLICY #: #40-14

EFFECTIVE DATE: August 28, 2024

ADOPTED BY COUNCIL ON: August 28, 2024

RESOLUTION #: #246-24

AMENDED BY COUNCIL ON: July 23, 2025

RESOLUTION #:

Bruce Tomlin – Mayor

David Fairbank – CAO



VILLAGE OF HAINES JUNCTION

New Dwelling Construction Grant

Policy #46-25

Purpose

The Village of Haines Junction recognizes that financial barriers to home ownership exist. The New Dwelling Construction Grant program will assist Haines Junction residents with offsetting the cost of building a new primary dwelling within the municipality. This program will increase housing supply and improve affordability in our community.

1 Policy Statement

The New Dwelling Construction Grant program aims to assist residents with the construction of a new primary dwelling unit within the Village of Haines Junction by providing financial assistance for eligible projects. The goal of this policy is to support housing development while increasing affordability for residents and targeting the development of smaller dwelling units. This policy outlines the criteria, incentives and guidelines for accessing this grant funding.

2 Definitions

- 2.1 **Dwelling Construction Grant** means financial assistance provided by the Village of Haines Junction to support residents in the construction of new dwelling units.
- 2.2 **Dwelling Unit** means one or more rooms for the use of one household as a residence containing cooking, living, sleeping and sanitary facilities.
- 2.3 **Lottery** means a randomized selection process used to allocate Dwelling Construction Grant funds among eligible applicants who have met the necessary application criteria.
- 2.4 **Primary Residence** means the dwelling in which a person resides for at least 184 days of the calendar year.

3 Eligibility Criteria

- 3.1 The maximum eligible grant per applicant to construct a new dwelling unit will be \$25,000 per dwelling.
- 3.2 The property must be located within the municipal boundary of the Village of Haines Junction.
- 3.3 Applicants must own the property on which the housing development is to be constructed.
- 3.4 If the applicant is in an Agreement for Sale with the Yukon Government for a vacant lot, they may also be eligible for the grant.
- 3.5 The property and proposed development must comply with the Village's Official Community Plan, Zoning Bylaw and the National Building Code.

- 3.6 An approved development permit must be issued for the proposed dwelling unit.
- 3.7 Applicants must be in good standing with the Village of Haines Junction.
- 3.8 Property taxes for the property must be paid in full and the property must have no other outstanding financial claims upon it by the Village of Haines Junction.
- 3.9 The new dwelling unit must be the primary residence of the applicant for at least 2 years once completed.
- 3.10 Applicants must provide proof of financing or a declaration that the applicant has the funds necessary to complete the project.

4 Application Guidelines and Procedures

- 4.1 To receive a Dwelling Construction Grant as laid out in this policy, property owners must fill out the application form, provide an approved development permit for the intended use of the funding, provide estimated costs for the project and attach all necessary documentation.
- 4.2 Dwelling Construction Grant applications must be accompanied by an approved development permit for a dwelling unit, along with other supporting information as requested in the application
- 4.3 Applications for the Dwelling Construction Grant will be accepted for projects that were started after the Housing Accelerator Fund effective date of January 11, 2024. The project start date will be determined by the issuance of the development permit to undertake the project.
- 4.4 Any developments for which funding is provided for must be completed by July 11th, 2028. At the discretion of the Village of Haines Junction, developments only partially completed prior to the deadline may be eligible for prorated funding.
- 4.5 An application will be considered complete when the following documents and requirements have been met:
 - A completed and signed Dwelling Construction Grant application form.
 - An approved Development Permit issued by the Village of Haines Junction.
 - Other supporting documents and information as requested in the Dwelling Construction Grant application.

5 Application Review and Lottery Process

- 5.1 Once an application is deemed complete it will be reviewed and if approved by the Village of Haines Junction, as described in Section 5, the Applicant will be entered into a lottery to receive a Dwelling Construction Grant.
- 5.2 The Dwelling Construction Grant lottery draw will take place in Summer 2025. The Village will attempt to notify all applicants of the outcome of their application within 2 business days of the lottery closing. Successful applicants will have 10 business days to notify the Village of their intention to accept the grant. If the funds are turned down or that time has elapsed without communication from the applicant, the Village will then offer the grant to subsequent applicant(s) on the waitlist.
- 5.3 The funding allocated for this project is \$120,000. If the amount requested through approved

applications does not exceed \$120,000 by the time of the lottery, the Village of Haines Junction reserves the right to disburse funding to approved applicants without a lottery process.

6 Disbursement of Funds

- 6.1 Dwelling Construction Grant funds will be disbursed in two installments: 75% of the grant will be paid upon the satisfactory completion of framing and insulation inspection, and the remaining 25% once construction has been completed all required final inspection reports confirm compliance with governing codes and legislation. All Dwelling Construction Grant cheques will be made payable to the applicant.

7 Implementation of Policy

- 7.1 Applications must comply with the Village's Official Community Plan, Zoning Bylaw, policies and other bylaws.
- 7.2 Applicants must use the dwelling unit as their primary dwelling for a minimum of two years after the completion of the unit. This time will be calculated from the final payment of the grant or from the dates of final permits being closed, whichever is the latest. Applicants who receive a Dwelling Unit Construction Grant and do not use the dwelling unit as their primary residence for a minimum of two (2) years will be required to repay a proportionate amount of the grant for the period that the dwelling unit was not used as their primary residence. Failure to make the repayment will result in the amount being added to the following year property taxes.
- 7.3 A Dwelling Construction Grant for more than one dwelling unit on a single lot is not permitted.
- 7.4 To receive the first disbursement of funds, the applicant must provide a cost breakdown, pictures, and proof that the framing and insulation inspection has been passed.
- 7.5 To receive the last disbursement of funds, the application must provide a final cost breakdown, pictures and proof that construction is complete. Final inspection reports will be required.
- 7.6 If a development or building permit is revoked, cancelled, voided or amended to be outside of the eligibility criteria, the Dwelling Construction Grant will be considered invalid. A new application may be submitted in such cases.
- 7.7 All applicants will sign a declaration that the unit they are constructing with the Dwelling Construction Grant are not intended to be used for short term rentals.
- 7.8 The Dwelling Construction Grant will cover up to 100% of actual, eligible costs, to the maximum amount of \$25,000.
- 7.9 The Dwelling Construction Grant cannot be used for the renovation of an existing dwelling unit, nor for landscaping or other improvements not directly related to the creation of a new dwelling unit.
- 7.10 Labour costs for work completed by the homeowner are not eligible for reimbursement.
- 7.11 Receiving a Dwelling Construction Grant under this policy does not preclude an applicant from applying for and receiving different grants, subsidies or loans provided by the Village or other organizations.

8 General Information

- 8.1 Applications can be obtained by the Village of Haines Junction by email at projects@hainesjunction.ca, in person at the Village Office located at 178 Backe Street, Haines Junction or on the Village website at www.hainesjunction.ca.
- 8.2 Completed application forms are to be returned to the Village of Haines Junction in person, by email to projects@hainesjunction.ca, or by regular mail.
- 8.3 Questions about the application can be directed to Lianna Grice, Project Manager and Asset Manager, projects@hainesjunction.ca
- 8.4 Upon approval the applicant will be notified and forwarded a copy of the application and approval conditions.

9 Term of Agreement

- 9.1 The term of a New Dwelling Construction Grant agreement cannot exceed July 11th, 2028.
- 9.2 Terms of the agreement will be reviewed on a yearly basis. Should no action be taken toward fulfilling the agreement by the applicant (e.g., no development activity), the Village of Haines Junction reserves the right to revoke the agreement with written notice.

10 Relationship to Other Policies

This policy mirrors Policy #40-24 and was developed because the demand for this program was less than funds available. Policy #46-25 has the same terms and conditions as Policy #40-24 EXCEPT the age restriction has been removed and the value of the grant per eligible dwelling is \$20,000. Unspent funds allocated to the implementation of Policy #40-24 have been reallocated to the implementation of Policy #46-25.

POLICY #: #46-25

EFFECTIVE DATE: July 30, 2025

ADOPTED BY COUNCIL ON: July 30, 2025

RESOLUTION #: xxx-xx

Diane Strand – Mayor

David Fairbank – CAO



Village of Haines Junction Report to Council

July 30, 2025

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

RE: Format for Council Meeting Minutes

Recommendation

That Council review this report and provide staff with direction.

Background

A Municipal Council may act only by resolution or bylaw that is passed at a public meeting. The minutes of Council meetings form the legal record of those Council actions and provide the authorization for administration to implement those decisions.

While the Municipal Act requires minutes to be taken at council meetings (unless closed pursuant to S213), it does not prescribe how minutes are to be recorded.

At their July 9, 2025 Regular Council Meeting, Council passed Council passed Motion #245-24 directing staff to provide a link to audio recordings of Council meetings online. Recognizing the opportunity creates to review, and potentially reduce, what is recorded in the minutes, Council also passed Motion #246-25 requesting staff to prepare an RTC with more descriptive terminology regarding action-oriented minute taking.

To lessen the administrative burden associated with preparing minutes, Council passed Motion #410-24 on December 11, 2024 directing staff to use bullet, point-form minutes for the Committee of the Whole meetings.

Current Status

Staff currently record minutes per the Council Procedural Bylaw, Bylaw #352-18, which requires minutes to be recorded in a manner which provides the context of the decision (commonly known as Anecdotal minutes). Per direction in the Bylaw, the names of movers and seconders are not recorded nor are the names of members who engage in a discussion on a topic.

Discussion/Analysis

In deciding between alternative approaches to minute-taking, Council may want to first think about what values it associates with minute-taking. For example, values may include:

- Maintaining an historical record – this may include providing details of why a decision was made so those reading the minutes can gain insight from the deliberations that took place.

- Transparency in decision-making –this may include not only the details of what was decided, but also who made the decision.
- Providing clarity on what next steps are expected, and who is responsible for following up.

A clear sense of what Council most wants from its minutes will assist Council in evaluating alternative approaches to minute taking.

The Government of Alberta has produced a Guide to the Preparation of Council Meeting Minutes.¹ The guide states:

Although a record of council discussions on meeting topics might be informative, the record of discussions would also be subjective because not all aspects of the discussion could be captured practically or given equal weight. In order to ensure that minutes remain as an objective and unbiased record of council actions, Section 208 specifically requires that the minutes be recorded without note or comment.

The Federation of PEI Municipalities² provides guidance for minute taking recommends:

There is no one best format to be used when recording minutes. The only requirement is that the format meets council's needs and any legislated requirements. A style that allows for ease of reading is encouraged.... Minutes should not include detailed discussions or individual opinions such as who said what about a particular matter under discussion.

Alternatives Considered

There are three general ways in which minutes are recorded of a meeting. Minutes taken by the City of Dawson, Town of Watson Lake, Town of Faro, Village of Carmacks, Village of Mayo, Village of Teslin and the City of Whitehorse were reviewed and categorized per the three general categories below to get a sense of what other Yukon communities are doing:

1. *Transcript (Verbatim)* – Transcripts are a verbatim, word-for-word record of what was said during a meeting.

Example:

Mayor Strand: I would like to see some examples of different types of meeting minutes.

Councillor Sundbo: Yes, me too. What are we really talking about here. I'd like to know what other municipalities do.

Councillor Busche: Is this something that you can do Dave? Would this take a lot of time?

Councillor Mackinnon: I would like to know not just what the examples are, but also how long it takes to do it.

Councillor McPhie: Me too. And how much it costs.

Pros: AI has some capabilities to provide transcripts of meetings.

¹http://www.municipalaffairs.alberta.ca/documents/msb/A_GUIDE_TO_THE_PREPARATION_OF_MINUTES.pdf

² <https://fpeim.ca/resources/administration/quick-notes-tips-for-minute-taking/>

Cons: AI-generated transcripts generally require editing to indicate who the speaker is, and to correct for spelling and grammatical errors and mis-interpretations – depending on what AI is used, this editorial work can be very onerous. This approach does not summarize what was said at a meeting and does not focus in on the essential information needed for documentation and follow-up.

Usage: Transcripts have value in legal and research settings and are not typically used to document municipal council meetings.

2. *Anecdotal (Discussion)* –These minutes provide the context of the decision. They are brief, descriptive records of what occurred during a meeting that focus on objective details rather than subjective interpretations and are used to document deliberations.

Example:

- Staff were requested to provide examples of how minutes could be recorded. Information on the time/effort required to produce minutes, and what other Yukon communities are doing, was asked for.

Pros: This style of minute-taking attempts to find a balance between transcripts and action minutes. It provides those who did not attend a meeting a sense of what the discussion was that took place. Anecdotal minutes are more readable, and focused, than transcripts and provide information to explain why decisions were made for the historical record.

Cons: Considerable time and effort is required to ensure accuracy in summarizing the discussion that took place.

Usage: Village of Haines Junction, Village of Carmacks. The Town of Watson Lake, Village of Mayo and Village of Faro prepare anecdotal minutes albeit they are summarized to a greater degree than Haines Junction and Carmacks' minutes.

3. *Action* – these minutes focus on recording actionable items from a meeting. They highlight key decisions, tasks and who is responsible for them along with deadlines, ensuring clarity and accountability for follow-up. This approach streamlines the record-keeping process and emphasizes next steps.

Example:

Motion It was moved and seconded

THAT staff to prepare an RTC with more descriptive terminology regarding action-oriented minute taking for the next Regular Council Meeting

Motion was carried.

Pros: This format saves time and effort, facilitates follow up. This type of approach is common for staff meetings. Audio recordings will now be posted online; insight into deliberations can be gained by listening to these recordings.

Cons: This format does not provide any insight into why a decision was made. While audio recordings will be retained within the Village website/office/network, the Village does not have a records management policy guiding record keeping and archiving of records. The Municipal Act requires minutes to be sent to Yukon Archives; however, it is unclear whether Yukon Archives can archive audio recordings and make them available to the public in the way that they do with written documents. This creates some risk that the discussion/context

for decisions, contained in audio recordings, will not be preserved in the historical record in the same way that written minutes are.

Usage: The City of Dawson, Village of Teslin. For the most part the City of Whitehorse takes action-oriented minutes, but does provide anecdotal details for some agenda items.

Asset Management Impact

Option	Cost
1. Transcript	<ul style="list-style-type: none">• Costs associated with purchase of more powerful AI transcription software• Staff time likely to be greater than or equal than that required for anecdotal minutes
2. Anecdotal	<ul style="list-style-type: none">• Status quo
3. Action	<ul style="list-style-type: none">• Considerably less staff time required

Alignment with Strategic Priorities

Council's Draft Strategic Plan for 2025-2028 identifies the goal of ensuring levels of service are sustainable. To support the achievement of this goal, Council has committed to developing a level of Service Policy Framework that clarifies municipal service commitments. Within this framework, Council has directed staff to develop policies that establish clear and financially sound service expectations.

Draft Resolution

THAT Staff are directed to provide minutes in (desired option) format.

Prepared by

Aynslie Ogden
Policy and Communications Manager

Municipal Accounts Payable to July 23, 2025

<u>Cheque No.</u>	<u>Name</u>	<u>Amount</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 37,407.24	Administration	Net Pay - Pay Period 15
		\$ 5,900.19	Administration	RRSP Contribution - Pay Period 15
		\$ 11,326.68	Fire Department	Honorarium Jan.-Jul. 2025
		\$ 54,634.11		
Bill Pay	Visa	\$ 886.52	Administration	Adobe, postage, zoom, phone
		\$ 288.47	Arena	Ethernet switch
		\$ 967.03	Convention Centre	Ethernet switches
		\$ 324.47	Fire Department	Ethernet switches, truck registration
		\$ 2,013.76	Landfill	Phone, drop box, internet, walki talkies, fence sup.
		\$ 2,026.23	Public Works	Phone, ps hose, flowers, manure, truck registr.
		\$ 1,458.84	Water & Sewer	Phone, Ethernet switches, water testing,
		\$ 7,965.32		
280599	Assotiation of Yukon Communities (AYC)	\$ 13,441.19	Legislative	Membership fee for second half of 2025
280600	Big Bud Contracting	\$ 3,675.00	Recycling Centre	Recycle pick - up for the month of May-Jun 2025
280601	Castle Rock Enterprises Ltd	\$ 71,400.00	Cap/Landfill	Progress payment 4 landfill upgrades
280602	Clear Water Controls Inc.	\$ 326.39	Water & Sewer	Preventative maintenance kit Co2
280603	Donna Istchenko Petty-Cash	\$ 2,765.25	Recycling Centre	Refundables paid out
280604	Greenwood Engineering Solutions	\$ 496.13	Administration	Mapping edits
280605	Grime Stoppers	\$ 412.65	Convention Centre	Table cloth and skirting cleaning
280606	Home Hardware Building Centre	\$ 786.45	Public Works	Washing machine
280607	Jacob's Industries Limited	\$ 716.10	Water & Sewer	Cylinder rentals 2025-2026
		\$ 325.50	Public Works	Cylinder rentals 2025-2026
		\$ 373.28	Water & Sewer	Co2
		\$ 1,414.88		

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to July 23, 2025

280608	Kusina Gracia		\$	735.00	Administration	Salads for Canada Day
280609	Source Motors Ltd.		\$	414.28	Landfill& Recycling	June 2025 fuel
			\$	3,740.24	Public Works	June 2025 fuel
			\$	42.76	\$	4,197.28
280610	Yukon Service Supply		\$	622.13	Water & Sewer	Sodium hypochlorite

Municipal Accounts Payable **\$ 162,871.78**

Adopted on _____

Mayor _____ CAO _____

* Denotes an item not directly funded by the Village

** Grant funded



Village of Haines Junction Report to Council

July 30, 2025

___ Council Decision
___ Council Direction
X Council Information
___ Closed Meeting

RE: Introduction to the Level of Service Framework

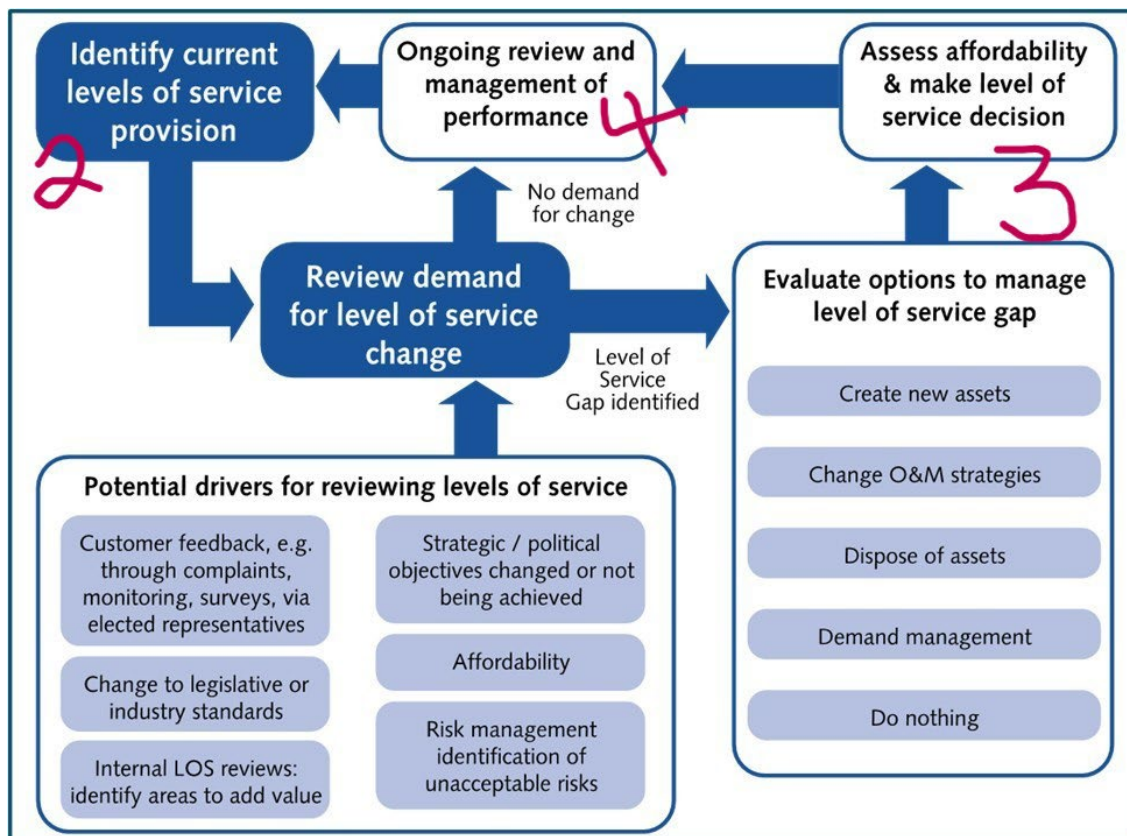
Background

Council's Draft Strategic Plan for 2025-2028 identifies the goal of ensuring levels of service are sustainable. To support the achievement of this goal, Council has committed to developing a level of Service Policy Framework that clarifies municipal service commitments. Within this framework, Council has directed staff to develop policies that establish clear and financially sound service expectations.

Current Status

The level of service framework we proposed to use is provided below. The numbers refer to attached worksheets which provide examples of what a level of service assessment could look like.

Level of Service Framework:



Worksheet 1 – Service and Assets Inventory

- This worksheet defines 10 service areas.
- For each of the service areas, specific services that are (and in some case could be) provided are listed. A total of 65 services have been identified.
- A general list of the assets required to provide each of the services are identified for each of the 10 service areas.

Worksheet 2 – Level of Service Assessment

- For each of the sixty-five services provided by the Village, five levels for each service, ranging from basic to enhanced, will be defined.
- The current level of service that the Village is providing is identified, along with (where relevant) what the desired level of service, and what is driving the desired change.
- Two service gaps are identified:
 - Performance - defined by the desire to increase the level of service
 - Sustainability – defined by needs to replace aging assets, maintain assets, or purchase new assets to sustain a level of service

Worksheet 3 – Action Plan to Assess Service Level Gaps

- For each service with an identified performance and/or sustainability gap, this worksheet identifies the risks of not addressing the gaps, options to address gaps, and resources required to implement the preferred option including personnel requirements, capital costs and/or annual O&M costs. It also provides Council with the ability to identify the relative priority for addressing the gap, and the timeframe within which the gap should be addressed.
- This worksheet will permit the total cost of addressing service gaps to be calculated.

Worksheet 4 – Performance Plan

- This spreadsheet contains information that would be useful in an annual report to the public.
- For each of the sixty-five services, the service level commitment and target are identified, along with how performance will be measured against that target.

Discussion/Analysis

The examples provided in the attached worksheets are just examples. Detailed technical review of the content has not yet taken place. At this time, this draft framework should be reviewed with an eye to providing feedback on the utility of the structure that is presented, more so than the content.

Asset Management Impact

The Level of Service Framework will tie the Village's assets to the services it provides. This will provide more clear guidance on what the Village requires from its assets which will in turn inform asset management planning.

Alignment with Strategic Priorities

Council's Draft Strategic Plan for 2025-2028 identifies the goal of ensuring levels of service are sustainable. To support the achievement of this goal, Council has committed to developing a level of Service Policy Framework that clarifies municipal service commitments. Within this framework, Council has directed staff to develop policies that establish clear and financially sound service expectations.

Next Steps

It would be useful to work through the level of service framework with Council by service area. It is estimated that two or three service areas could be reviewed/revised in one Committee of the Whole meeting. Therefore, to complete this assessment for 10 service areas, three or four CoW meetings may be required.

Prepared by

Aynslie Ogden
Policy and Communications Manager

SERVICES AND ASSETS INVENTORY

Service Area Total = 10	Service Provided Total = 65	Asset Requirements
Drinking Water	Treatment Supply Piped distribution Bulk water sales Fire fighting	Water main Pipe Service connections Source Treatment plant Wells Storage facility Pump house Lift facility Fire hydrants Water meters Water sampling Truck filling facility Water delivery truck Backup generator
Sewer	Piped collection Trucked collection Treatment Discharge	Sanitary sewer gravity main Sanitary sewer force main Sanitary outfall Service lateral Mechanical treatment plant Sewage lagoon Sewage lagoon outfall Seepage/infiltration pit Pump station Manholes Sewer vacuum truck Septic receiving station Backup generator
Stormwater drainage	Accessibility of stormwater infrastructure Flood protection for buildings Flood protection for roads	Ditches Storm sewer main Stormwater storage pond Snow containment area Truck Catch basin Culverts Outfall
Solid waste	Garbage collection Recycling Composting Free store Landfill Cardboard pickup (commercial/institutional) Recycling pickup (residential)	Recycling facility Free store facility Composting facility Landfill facility Monitoring wells Electric fence Gas monitoring / collection system Leachate collection system Heavy equipment Gatehouse Garbage collection truck Cardboard trailers

Service Area Total = 10		Service Provided Total = 65	Asset Requirements
			Pickup truck
Roads	Grading Resurfacing Street cleaning Snow removal Street lighting		Public works shop Municipal yard (storage/parking) Roads and streets Street lights Pedestrian crossings Culverts Heavy equipment Road signs Civic address signs Street signs
Trails	Multi-use trails		Signage Natural trails Paved trails
Recreation and culture	Arena Parks and playgrounds Cemetery Tourism attractions Meeting/convention space Greenspaces Pool Facility rentals Holiday events Courtesy Flag Pole Highway banners Beautification Grass cutting Recreation, arts, culture and environment projects/program support		Old Community Hall/Pool St. Elias Convention Centre Bill Brewster Arena Pool Zamboni Playground equipment Cemetery Landscaping Landscaping equipment Grass cutting equipment Tables and chairs Dishes and tablecloths Kitchen Lighting system Projector and screen Muffin Gazebo Recreation equipment Public washrooms Genie lift Elevator Stadium seating Land Exhibit/Tourism Display Artwork Flags/Banners Parking lot
Protective services	Fire protection Bylaw enforcement Emergency measures FireSmart Animal control		Fire truck Pumper truck Fire fighting equipment Fire fighter PPE/turnout gear Emergency radios Emergency communication system (VoyentAlert) Portable generator Portable starlink

Service Area Total = 10		Service Provided Total = 65	Asset Requirements
			Firehall Spill kit Animal shelter
Administration	Governance - council and council committees		Office space
	Bylaw and policy		Computers and software
	Communications		Internet
	HR		Telecommunications
	Finance		Office supplies and equipment
	Intergovernmental relations		
	Records management		
	Asset management		
	Permitting and licensing		
	Programs		
	Projects		
	Public engagement		
Planning	Official Community Plan / Zoning		GIS
	Board of Variance		Land
	Land Development		
	Solid Waste Management Plan		
	Emergency Management Plan		
	Spill Response Plan		
	Water System Emergency Plan		
	SWMF Emergency Response Plan		
	Bill Brewster Arena Emergency Plan		
	Recreation planning		
	Trails planning		
	Economic Development Plan		
	Infrastructure Development Plan		
	Community Development Plan		
	Asset Management Plan		
Other Public Works Services	Contractor of last resort services		Heavy equipment

LEVEL OF SERVICE ASSESSMENT																
Service Area	Service Provided	Indicator	Provided since	Provided by	Nature of Service	Levels of Service					Current Level of Service	Primary driver to change Level of Service	Desired Level of Service	Performance Gap?	Sustainability Gap?	Comments/ Recommendations
						Level 1 (Basic)	Level 2	Level 3	Level 4	Level 5 (Enhanced)						
Drinking Water	Treatment	Drinking water complies with statutory requirements	Incorporation	Public Works	1 - Essential function (MUST)	Does not meet regulatory requirements	Sometimes meets, sometimes does not meet	Meets regulatory requirements	Sometimes meets, sometimes exceeds	Exceeds regulatory requirements	Level 3	n/a	Level 3	No	No	
Drinking Water	Supply	Available water supply is sufficient to needs within municipality	Incorporation	Public Works	1 - Essential function (MUST)	Water production capabilities require water conservation measures to be in place year-round	Water production capabilities are able to meet demand year-round with water conservation measures in place during periods of peak	Water production capabilities are able to meet demands year-round	Water production capabilities exceeds current demand and can satisfy increasing demand associated with growth over the next 10 years	Water production capabilities exceeds current demand and can satisfy increasing demand associated with growth over the next 25 years	Level 4	n/a	Level 4	No	No	Water license limits withdraw of a combined maximum rate of 2,198 cm/day from groundwater wells #3 and #5
Drinking Water	Piped distribution	Water is distributed to users within the community	Incorporation	Public Works	2 - Important service (SHOULD)	No water distribution service is provided; users are responsible for obtaining their own water	Piped water distribution is available to all urban residential users	Piped water distribution is available to all urban residential users and some commercial and industrial users	Piped water distribution is available to all urban residential, commercial and industrial users	Piped water distribution is available to all users in the communty (urban residential, commercial, industrial, country residential and agricultural)	Level 3	n/a	Level 3	No	No	
Drinking Water	Bulk water sales	Potable/treated bulk water is available for sale at the truck fill station	?	Public Works	1 - Essential function (MUST)	Bulk water may be purchased for personal-use only	Bulk water may be purchased for personal-use and livestock watering	Bulk water may be purchased for personal-use and all agricultural uses that require potable water	Bulk water may be purchased for all personal, agricultural, commercial and industrial uses that require potable water	Bulk water may be purchased for all personal, agricultural, commercial and industrial uses, whether or not potable water is required	Level 2	n/a	Level 2	No	No	
Drinking Water	Fire fighting	Water supply is sufficient for firefighting purposes	?	Public Works	1 - Essential function (MUST)	The community does not supply water for firefighting purposes.	None of the community is considered hydrant protected for insurance grading purposes. Bulk water is supplied in sufficient quantity for filling pumper trucks and tenders.	All urban residential, and some commercial are fire hydrant protected for insurance grading purposes. Bulk water is supplied in sufficient quantity for filling pumper trucks and tenders outside piped water service area.	All urban residential, commercial and industrial users are fire hydrant protected for insurance grading purposes. Bulk water is supplied in sufficient quantity for filling pumper trucks and tenders outside piped water service area.	All users in the community (urban residential, ocmmercial, industrial, country residential and agricultural) are fire hydrant protected for insurance grading purposes.	Level 3	n/a	Level 3	No	No	

Service Area	Service Provided	Indicator	Provided since	Provided by	Nature of Service	Level 1 (Basic)	Level 2	Levels of Service Level 3	Level 4	Level 5 (Enhanced)	Current Level of Service	Primary driver to change Level of Service	Desired Level of Service	Performance Gap?	Sustainability Gap?	Comments/ Recommendations
Sewer	Piped collection	Accessibility of sewer collection infrastructure	?	Public Works	2 - Important service (SHOULD)	No wastewater collection service is provided; all users have individual on-site septic systems	Piped wastewater collection is available to all urban residential users	Piped wastewater collection is available to all urban residential users and some commercial and industrial users	Piped wastewater distribution is available to all urban residential, commercial and industiral users	Piped sewer collection is available to all users in the community (urban residential, commercial, industrial, country residential and agricultural)	Level 3	n/a	Level 3	No	No	
Sewer	Trucked collection	Trucked wastewater may be dropped off at a sewage receiving station	?	Public Works	2 - Important service (SHOULD)	There is no sewage receiving station and no ability to receive trucked wastewater	There is no sewage receiving station but trucked wastewater can be deposited directly into the lagoon	Trucked wastewater can be deposited at SRS at Public Works Yard (requires connecting non-operating SRS to force main at existing site)	Trucked wastewater can be deposed at SRS at lagoon access road (requires relocating SRS to lagoon access road)	Trucked wastewater can be emptied directly into SRS adjacent to lagoon system (requires relocating SRS adjacent to anaerobic cells)	Level 2	Address risks	Level 5	Yes - Desire to increase service level	Yes - New asset(s) required	
Sewer	Treatment	Treatment capacity at the sewage lagoon is adequate for peak flow	?	Public Works	1 - Essential function (MUST)	Treatment capacity at the sewage lagoon requires water conservation measures to be in place year-round	Treatment capacity at the sewage lagoon meets demands with water conservation measures in place during periods of peak flow	Treatment capacity at the sewage lagoon is able to meet demands year-round	Treatment capacity at the sewage lagoon exceeds current demand and can satisfy increasing demand associated with growth over the next 10 years	Treatment capacity at the sewage lagoon exceeds current demand and can satisfy increasing demand associated with growth over the next 25 years	Level 4	n/a	Level 4	No	No	
Sewer	Discharge	Effluent quality is within regulatory limits prior to discharge	?	Public Works	1 - Essential function (MUST)	Effluent discharge does not meet any standards in the water licence for the quantity and quality of discharge	Effluent discharge meets some of the standards in the water licence for the quantity and quality of discharge	Effluent discharge meets many of the standards in the water licence for the quantity and quality of discharge	Effluent discharge meets most of the standards in the water licence for the quantity and quality of discharge	Effluent discharge meets all standards in the water licence for the quantity and quality of discharge	Level 5	n/a	Level 5	No	No	

Service Area	Service Provided	Indicator	Provided since	Provided by	Nature of Service	Level 1 (Basic)	Level 2	Levels of Service Level 3	Level 4	Level 5 (Enhanced)	Current Level of Service	Primary driver to change Level of Service	Desired Level of Service	Performance Gap?	Sustainability Gap?	Comments/ Recommendations
Stormwater drainage	Accessibility of stormwater infrastructure	Stormwater infrastructure is accessible for servicing lots	Incorporation	Public Works	2 - Important service (SHOULD)	<i>The community is not connected to a drainage system</i>	<i>Large areas of the community are not connected to a drainage system</i>	<i>Some areas of the community are not connected to a drainage system</i>	<i>Most of the community is connected to a drainage system</i>	<i>All areas of the community are connected to a drainage system</i>	Level 1	n/a	Level 1	No	No	While we have ditches around town, we do not have a storm sewer system
Stormwater drainage	Flood protection for buildings	Buildings are protected against flooding	Incorporation	Public Works	2 - Important service (SHOULD)	<i>The community does not have any flood protection measures in place</i>	<i>Many areas and/or critical services are exposed to significant flood risk, but do not have adequate flood protection.</i>	<i>All critical areas of the community have adequate flood protection, but some other areas of the community exposed to significant flood risk do not have adequate flood protection.</i>	<i>Nearly all areas of the community exposed to significant flood risk have adequate flood protection.</i>	<i>All areas of the community exposed to significant flood risk have adequate flood protection.</i>	Level 5	n/a	Level 5	No	No	A significant exception to this assessment would be flooding caused by an advance of the Lowell Glacier to the extent that it blocks the Alsek river as occurred sometime between 1848 and 1891 and 1736 and 1832; noting the glacier
Stormwater drainage	Flood protection for roads	Roads are protected against flooding	Incorporation	Public Works	2 - Important service (SHOULD)	<i>Flooding due to overflow and/or backup is frequent and significant (e.g. sufficient to potentially harm residents, damage property and/or limit access to critical community services</i>	<i>Flooding due to overflow and/or backup is not frequent but is significant</i>	<i>Flooding due to overflow and/or backup is frequent but not significant</i>	<i>Flooding due to overflow and/or backup is infrequent and not significant</i>	<i>Flooding due to overflow and/or backup rarely occurs</i>	Level 5	n/a	Level 5	No	No	See above

ACTION PLAN TO ADDRESS SERVICE LEVEL GAPS														
Service Area	Service Provided	Indicator	Current Level of Service	Desired Level of Service	Performance Gap?	Sustainability Gap?	Risk of not addressing service gap	Resource requirements for current level of service		Options to Address Gaps			Preferred Option	Estimated Personnel Requirements to Address Gap (Preferred Option)
								FTE	Annual O&M	A	B	C		
Sewer	Trucked collection	Trucked wastewater may be dropped off at a sewage receiving station	Level 2 - There is no sewage receiving station but trucked wastewater can be deposited directly into the lagoon	Level 5 - Trucked wastewater can be emptied directly into SRS adjacent to lagoon system	Yes - Desire to increase service level	Yes - New asset(s) required	5 - Unknown likelihood, high consequence			Upgrade to Service Level 3 - Connect existing SRS to force main at existing site	Upgrade to Service Level 4 - Relocate SRS adjacent to anaerobic cells	Upgrade to Service Level 5 - Relocate SRS to lagoon access Road	C	n/a

ACTION PLAN TO ADDRESS THE WATER AND SEWERAGE DEFICIT												
Service Area	Service Provided	Indicator	Description of Personnel Requirements	Estimated Capital Cost to Address Gap (Preferred Option)	Lifespan in years (Preferred Option)	Estimated Annual Cost to Address Gap (Preferred Option)	Estimated Full Lifecycle Cost to Address Gap (Preferred Option)	Description of Asset Requirements	Priority to Address Gap	Timeframe to address gap	Comments/ Recommendations	
Sewer	Trucked collection	Trucked wastewater may be dropped off at a sewage receiving station	n/a	\$ 1,011,000	25	\$ 13,000	\$ 1,336,000	Relocation to lagoon will require installation of Phase 3 power	4 - High priority	3-Within 1-2 years		

PERFORMANCE PLAN

Service Area	Service Provided	Indicator	Service Level Commitment	Service Level Target	Performance measure
Drinking Water	Treatment	Drinking water complies with statutory requirements	<i>Meet regulatory requirements</i>	95% Compliance (346 of 365 days of the year)	# days/ year with boil water advisories
Drinking Water	Supply	Available water supply is sufficient to needs within municipality	<i>Water production capabilities exceeds current demand and can satisfy increasing demand associated with growth over the next 10 years</i>	Water withdrawal is within conditions of the water licence; Water production is able to accommodate growth of 100 new homes over the next 10 years	Water withdrawal is <2,193 m3/day from wells 3 and 5; Water production is 25% greater than 2025 water demand
Drinking Water	Piped distribution	Water is distributed to users within the community	<i>Piped water distribution is available to all urban residential users and some commercial and industrial users</i>	All urban residential users and xx commercial and xx industrial users are on piped water	# lots in defined service area without piped water
Drinking Water	Bulk water sales	Potable/treated bulk water is available for sale at the truck fill station	<i>Bulk water may be purchased for personal use and livestock watering</i>	Bulk water may be purchased for personal use and livestock watering	# days/year that bulk water is not available for sale for permitted uses
Drinking Water	Fire fighting	Water supply is sufficient for firefighting purposes	<i>All urban residential, and some commercial and industrial users are fire hydrant protected for insurance grading purposes. Bulk water is supplied in sufficient quantity for filling pumper trucks and tenders outside piped water service area.</i>	Fire hydrants are available wherever there is piped water distribution within the community	# lots not serviced by fire hydrants within defined service area
Sewer	Piped collection	Accessibility of sewer collection infrastructure	<i>Piped wastewater collection is available to all urban residential users and some commercial and industrial users</i>	All urban residential users and xx commercial and xx industrial users are on piped wastewater	# lots in defined service area without piped wastewater
Sewer	Trucked collection	Trucked wastewater may be dropped off at a sewage receiving station	<i>Trucked wastewater can be emptied directly into SRS adjacent to lagoon system</i>	SRS is operational by December 31, 2026	Date SRS is operational

Service Area	Service Provided	Indicator	Service Level Commitment	Service Level Target	Performance measure
Sewer	Treatment	Treatment capacity at the sewage lagoon is adequate for peak flow	<i>Treatment capacity at the sewage lagoon exceeds current demand and can satisfy increasing demand associated with growth over the next 10 years</i>	Treatment capacity at the sewage lagoon is able to accommodate growth of 100 new homes over the next 10 years	Treatment capacity at the sewage lagoon is 25% greater than peak flow in 2025
Sewer	Discharge	Effluent quality is within regulatory limits prior to discharge	<i>Effluent discharge meets all standards in the water licence for the quantity and quality of discharge</i>	Pre-Discharge: BOD < 20mg/L TSS < 25mg/L pH between 6-9.5 Oil and grease<5mg/L Fecal coliforms<400 counts/100mL Total P < 1mg/L LC50 non-toxic at [100%] N ₂ < 1.25mg/L @15°C +/- 1°C	5-day carbonaceous biochemical oxygen demand; total suspended solids; pH; oil and grease; fecal coliforms; total phosphorus; acute lethal 96h LC50; un-ionized ammonia



**Village of Haines Junction
Report to Council**

July 30, 2025

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

RE: Draft Landfill Credit Account Policy #47-25

Recommendation

Council review the Draft Landfill Credit Account Policy and approve with any needed amendments.

Background

When tipping fees were introduced at the Solid Waste Management Facility, staff created monthly billing (credit) accounts that were intended for high-volume users -- such as builders, contractors, and government agencies -- with the intention to facilitate ease of use and streamline billing for those making frequent use of the facility.

The monthly billing has since been adopted by both high- and low-volume users. The number of monthly credit accounts has grown to nearly 40. This has created a significant administrative burden for gatehouse attendants and office staff, particularly as many of these accounts are now used by low-volume users, some of whom generate monthly bills as low as \$2.

Recognizing the need to reduce administrative burden, Council passed the following Motion (#243-25) on July 9, 2025:

THAT Council directs staff to draft a policy establishing a minimum usage rate for eligibility to participate in the monthly credit account system at the Solid Waste Management Facility.

Current Status

A Landfill Credit Account Policy has been drafted that requires a minimum monthly charge to be eligible for a monthly billing account.

This policy would establish a minimum monthly charge threshold for account eligibility. This would help ensure that only users generating a sufficient volume of waste (and therefore billing) remain on the monthly account system.

Discussion/Analysis

This policy will align the system with its original purpose and reduce staff time spent administering low-value accounts.

Seasonal variations may mean some users move on and off the monthly billing system depending on the time of year and volume of usage, which staff can accommodate.

Asset Management Impact

Reducing the number of charge accounts will simplify administrative processes for both gatehouse and office staff. This would allow staff to redirect their efforts toward higher-priority tasks, improving overall efficiency.

Alternatives Considered

- **Status Quo:** Continue allowing all users to maintain a monthly billing account regardless of volume. This option maintains current inefficiencies and staff workload.
- **Recommended:** Establish a minimum monthly charge (e.g., \$50) for eligibility for a monthly billing account.
- **Introduce a Monthly User Fee:** Require users to pay a set fee to maintain a billing account, helping to offset staff time required to manage the accounts.

Alignment with Strategic Priorities

- **Sustainable Levels of Service:** Ensures staff resources are aligned with defined service expectations.
- **Defined Service Standards:** Supports clarity through policy regarding who qualifies for extended billing services.

Draft Resolution

THAT [with any changes requested] Policy #47-25, the Landfill Credit Account Policy, is adopted

Prepared by

Aynslie Ogden
Policy and Communications Manager



VILLAGE OF HAINES JUNCTION

Landfill Credit Account Policy

Policy #47-25

1. Purpose

The purpose of this policy is to provide frequent and high-volume users of the landfill with the option to establish a monthly credit account to streamline billing.

2. Policy Statement

The Policy will describe the requirements credit accounts at the landfill.

3. Definitions

- 3.1 High volume users – Refers to volumes that are typically generated by commercial and institutional users (e.g. land clearing activities, Yukon government and Parks Canada campgrounds).
- 3.2 Frequent users – Refers to users that dispose of waste on (at least) a weekly basis.

4. Implementation

4.1 Eligibility for an account

To be eligible for a credit account at the landfill, users must, on average, pay at least \$50/month in tipping fees.

4.2 Revoking accounts

The Village reserves the right to revoke a credit account under any of the following conditions:

- The user does not generate at least \$50/month in tipping fees for two consecutive months.
- The user has an overdue balance for more than 30 days.

5. **General information**

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

6. **Application**

6.1 Relationship to other policies

This policy relates to the Waste Management Cost Recovery and Sorting Requirements Bylaw #416-24 and the Consolidated Municipal Fees Bylaw #343-19 that define sorting requirements and tipping fees for all landfill users, including those with monthly credit accounts.

6.2 Order of policies

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

POLICY TITLE:	Landfill Credit Account Policy
POLICY #:	47-25
EFFECTIVE DATE:	July 30, 2025
ADOPTED BY COUNCIL ON:	July 30, 2025
RESOLUTION #:	xxx-xx

Approved by:

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Diane Strand, Mayor	Dave Fairbank, CAO



**Village of Haines Junction
Report to Council**

July 23, 2025

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

RE: 2025 Road Repairs and Resurfacing Update and Direct Award Potential

Recommendation

That Council take into consideration this report and provide advance approval for staff to direct award the budgeted road repair and resurfacing work, subject to the conditions outlined below.

Background

Council approved \$1.2 million for road repairs and resurfacing in the 2025 Provisional Budget. Castlerock Enterprises is currently completing this year's phased roadwork and is preparing a quote to undertake additional road sections identified and prioritized by the Public Works Department.

Current Status

Once Castlerock's quote is received, staff will compare the proposed unit pricing against the competitively tendered rates used for the current 2025 phased work. A modest increase in cost may be expected due to timing and scope, but the Public Works Manager will be able to assess whether the pricing remains competitive.

Castlerock has scheduled a paving and BST (bituminous surface treatment) crew to be in the community this August. By leveraging their existing presence and mobilization, additional resurfacing work could be added at a reduced cost to the Village. However, there is some uncertainty about whether the crew will ultimately be available this year.

Should paving and BST work not be possible in 2025, the contingency plan would be to rebuild the affected roads to a gravel surface, apply calcium chloride to reduce dust, and defer surface finishing until paving resumes in the community in a future season.

Discussion / Analysis

Policy #05-94 (Competitive Bidding Process) requires a Council motion to authorize direct award contracts above a certain threshold, to ensure best value for taxpayers. In this case, mobilization costs for a new contractor capable of completing this specialized work could exceed \$250,000 before any construction begins.

With Castlerock already mobilized and current unit pricing recently determined through a public tender, staff believe a direct award could offer strong value and significant cost savings. If the Public Works Manager determines that the submitted quote is reasonable and competitive, staff recommend proceeding without a separate tender.

Asset Management Impact

Many Village roads have deteriorated in recent years due to a combination of heavy construction traffic, standard wear and tear, and substandard work completed during early phases of infrastructure upgrades (2020–2022). Council has identified road rehabilitation as a top priority. Pre-approving this work offers the best chance to complete critical repairs within this construction season and at a reasonable cost.

Alternatives Considered

Pothole repairs using cold patch offer a short-term and cost-effective solution. However, many sections of road have now deteriorated beyond the point where patching is viable. Proper resurfacing requires full subcutting—approximately 0.5 metres for BST and 1 metre for asphalt.

This type of engineered work cannot be completed by local contractors. Castlerock has the required equipment, experienced personnel, and support from Associated Engineering and geotechnical professionals to ensure that compaction and material specifications meet accepted standards.

Alignment with Strategic Priorities

The Draft 2025–2028 Strategic Plan identifies sustainable levels of service as a key goal. Advancing this project supports that goal by addressing overdue maintenance of core infrastructure, using cost-effective and timely means.

Draft Resolution

That Council approves the direct award of the budgeted 2025 road repair and resurfacing work to Castlerock Enterprises, contingent on a recommendation to proceed by the Public Works Manager based on the quotation received.

Prepared by

David Fairbank

Chief Administrative Officer

Village of Haines Junction Bylaw No. 428-25

A Bylaw to provide grants to residents to construct new dwelling units within the Village of Haines Junction.

1. **Whereas** Section 245 of the Yukon Municipal Act provides that a Council may, by bylaw, provide grants, gifts, or loans of money or municipal property or a guarantee of any borrowing within borrowing limits, including grants of property taxes or municipal service charges, as council considers expedient, to any person, institution, association, group, government, or body of any kind.
2. **Now Therefore**, the Council of the Municipality of the Village of Haines Junction in Open Meeting Assembled, hereby Enacts as Follows:
3. **Short Title**
 - 3.1 This bylaw may be cited as **Bylaw# 428-24 New Dwelling Construction Grant**
4. **Definitions**
 - 4.1 *Dwelling Construction Grant* means financial assistance provided by the Village of Haines Junction to support residents in the construction of new single family dwelling units.
 - 4.2 *Dwelling Unit* means one or more rooms for the use of one household as a residence containing cooking, living, sleeping and sanitary facilities.
 - 4.3 *Primary Residence* means the dwelling in which a person resides for at least 184 days of the calendar year
5. **Grant Eligibility**
 - 5.1 The property must be located within the municipal boundary of the Village of Haines Junction.
 - 5.2 The property and proposed development must comply with the Village's Official Community Plan, Zoning Bylaw and the National Building Code.
 - 5.3 Applicants must be in good standing with the Village of Haines Junction.
 - 5.4 Property taxes for the property must be paid in full and the property must have no other outstanding financial claims upon it by the Village of Haines Junction.
 - 5.5 The new dwelling unit must be the primary residence of the applicant for at least 2 years once completed.

5.6 Applicants must provide proof of financing or a declaration that the applicant has the funds necessary to complete the project.

6. **Grant Value**

6.1 The maximum eligible Dwelling Construction Grant per applicant to construct a new dwelling unit will be \$20,000 per dwelling.

7. **Administration**

7.1 The administration of this Village of Haines Junction Bylaw will be done pursuant to this Bylaw and Village of Haines Junction Policy as amended from time to time.

8. **Enactment**

8.1 This Bylaw shall come into force and effect on the adoption thereof

9. **Readings**

Read a First time this 11 day of June 2025.

Read a First time this 23 day of July 2025.

Read a Third time and adopted this 23 day of July 2025.

Diane Strand, Mayor

Dave Fairbank, CAO