Village of Haines Junction
September 10, 2025
Committee of the Whole Meeting
5:30 – 6:30 pm

This meeting will be held in Council Chambers. Attendance at this meeting is also available through Zoom web or teleconferencing (see <u>below</u> for instructions).

<u>AGENDA</u>

1. **Call to Order**

2. **Acknowledgement of Champagne and Aishihik First Nations Traditional Territory**

3. **Adoption of Agenda**

4. **Declaration of Pecuniary Interest**

5. **Old Business**
   a. Recreation, Arts and Culture Grant Program – Strategic Planning Session
      i. For review - Draft Program Outline
      ii. For reference – DRAFT August 27, 2025 Meeting Minutes

6. **Adjournment**

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.

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

VILLAGE OF HAINES JUNCTION
Community Culture, Arts, Recreation, and Environment (C-CARE) Fund
DRAFT Program Policy #48-25

1.0   Vision

By providing funding for culture, arts, recreation and environmental programming and events, the C-CARE fund will support and enhance individual and collective growth and well-being within our community.

2.0   Guiding principles

Programs and events supported by this program will:
1. Support community diversity and inclusion.
2. Promote volunteerism.
3. Foster community engagement and/or active living.
4. Foster collaboration and partnerships.
5. Contribute to either: community social or economic development, or cultural or environmental sustainability.
6. Have a measurable, beneficial impact.

3.0   Goals and objectives

Within the timeframe of this Council's mandate, this program will strive to achieve the following goals and objectives:
1. Community-identified needs for culture, arts, recreation and environment programming and events will be supported by:
    a. Contributing to events or programming that benefits the community.
    b. Incentivizing projects that address a strategic funding priority, as set by Council.
2. The reach/impact of the fund will be maximized by:
    a. Leveraging other funding sources by requiring matching funding
    b. Avoiding duplicating other funding envelopes
    c. Establishing funding tiers that make more funding available to programs/events that positively impact more people within the community
    d. Encouraging partnerships in the delivery of programs/events
3. Transparency and good governance will be ensured in the administration of this program by:
    a. Making the following information available to the public:

       i.   Program committee membership

      ii.   Project eligibility criteria

     iii.   Application requirements

     iv.   How applications will be evaluated

      v.   What funds are awarded

     vi.   Applications from funded projects

    vii.   Final project reports

   b. Requiring a program evaluation to be initiated in April 2028 and completed prior to the end of this Council's mandate.

4.0　Program implementation

4.1　Eligibility criteria

1. The following organizations are eligible to apply:
   a. Individuals (tier 1 only)
   b. Community groups
   c. Non-profits
   d. Local businesses
   e. First Nation development corporations
   f. Educational institutions
2. Applicants that are not headquartered within the community may apply, providing the project is carried out within Haines Junction/Dakwäkäda and the project directly benefits residents of the community.
3. To be eligible, projects must sustain and/or contribute to the growth of recreation and the arts and/or contribute to the resiliency of culture and environment within Haines Junction/Dakwäkäda.
4. Eligible projects may include:
   a. Programming (e.g. summer camps, school break camps, group lessons, training courses, drop-in programs, registered programs, after-school programs, adult and senior programs etc.)
   b. Events (e.g. festivals, workshops, conferences, performances, weed-pulls, trail care days, etc.)
5. To be eligible, the project must have a measurable, beneficial impacts within the Village of Haines Junction/Dakwäkäda. Project benefits may include:
   a. Individual growth and development – e.g. contribute to skills development, build knowledge or experience, promote well-being.
   b. Community cohesion – e.g. strengthen community networks, facilitate community involvement.
   c. Community sustainability – e.g. projects that contribute to cultural/ environmental resiliency/sustainability within the community.
   d. Community development – e.g. generate local spending, bring in money from outside sources.

6. To be eligible, at least 25% of total project costs must be acquired from another funding source(s).
   a. At least half of these matching funds must be a cash contribution, the remainder can be an in-kind contribution.
   b. For example, a project with a total cost of $1,000
      i. is eligible to receive $750 in C-CARE funding
      ii. must fundraise $250 from other funding sources -- at least $125 must be cash contribution to the project, and the remaining contributions, at least $125, can be in-kind contributions (e.g. donated goods/services).
7. Eligible expenses:
   a. Costs related to providing programming or hosting events (e.g. catering, advertising, room rental, public performance rights/film licensing fees).
   b. Wages and travel expenses directly associated with the delivery of programming/events (e.g. instructor fees/travel, facilitator fees/travel, speaker fees/travel, technician fees/travel, honoraria).
   c. Equipment and supplies directly associated with the delivery of programming/events. (e.g. rental tents, rental equipment, printing of posters etc.).
   d. Note regarding equipment: if equipment must be purchased that is essential to the success of the program/event, the applicant must indicate how it will be made accessible for use by other community groups following the funded program/event.
   e. Note regarding local preference: if technicians, equipment or supplies must be sourced from outside the community, an explanation will be required on why this can't be sourced locally within Haines Junction/Dakwäkadä.
   f. Individual items that cost over $1,000 must be accompanied by a minimum of two quotes
8. Ineligible expenses:
   a. Assistance for individual children/families that can be accessed through the Kids Recreation Fund or Canadian Tire Jumpstart programs.
   b. Operating and maintenance costs associated with an organization's general administration (e.g. insurance, rent, electricity, heat, phone, internet).
   c. Wages associated with an organization's general administration (e.g. wages associated with fundraising, payroll, bookkeeping, etc.)
   d. Office supplies and equipment (computers, scanners, printers, projectors, telephones, software etc.).
   e. Gifts, awards, prizes.
   f. Capital expenses (renovations, construction, acquiring of assets).
   g. Profit (e.g. financial gains that remain after program/event related expenses are paid).
9. Projects must be completed by March 31 of the following calendar year.

4.2   Funding tiers

1.   Applications are to be submitted to the funding tier that corresponds with the number of people within the community that will directly benefit from the proposed activity, initiative or event.
2.   No more than half of funds available in a funding tier can be awarded at the April 15 intake.
3.   Funds not allocated within a funding tier at the October 15 intake can be re-allocated/awarded to another funding tier.
4.   Applicants can only receive an award once per calendar year.
5.   Applicants that also apply for funding from the Village of Haines Junction's Donated Refundables Fund or Community Lotteries program must clearly distinguish how funds will be used from the different sources.
6.   Funds will be paid out on the submission of receipts for eligible expenses per the approved project budget.

Tier	Community Impact	Maximum Funding	Total Envelope	Application Deadlines*
1	Less than 5 people	Up to $1,000	$5,000	April 15 October 15
2	Between 5-15 people	Up to $5,000	$30,000	April 15 October 15
3	Between 15-50 people	Up to $10,000	$40,000	April 15 October 15
4	More than 50 people	Up to $25,000	$50,000	April 15 October 15
Total envelope				**$125,000**

6.3   Applications

1.   All applicants must complete, in full, the application form provided in Appendix A.
2.   Applications must be received before 5:00pm on the deadline for applications.
3.   If the application deadline in the table above falls on a weekend or statutory holiday, applications will be due the next business day.
4.   All or parts of funded project applications may be made available to the public.

4.3   Evaluation of applications

1.   The evaluation of applications will be carried out by the Program Committee, whose terms of reference are provided in Appendix B.
2.   Program committee members must declare any conflicts of interest and sign an oath of confidentiality prior to participating in the proposal review.
3.   Projects that address the strategic funding priority, established by Council, will receive extra points in the evaluation phase.
4.   The highest ranked projects, within the available funding envelope, will be funded.

5. Evaluations must be complete within two weeks of the application deadline.
6. The committee's evaluations and recommendations will be summarized, and presented to Council, by staff.
7. Council will make the final decision on the awarding of funds.
8. All applications will be evaluated per the attached evaluation form provided in Appendix C.

4.4   Final project report requirements

1. At the conclusion of the project, applicants must report on
   a. How the outcomes of the project, as described in the application, have been achieved.
   b. The number of individuals within the community that benefitted from the program.
   c. How the community benefitted from the program.
   d. How funds were expended in accordance with the approved project budget.
   e. The final budget allocations for the project from all sources.
   f. Explanations for any variances between the anticipated and actual outcomes must be provided and may be a consideration in the evaluation of future funding applications.
2. Final project reports must be submitted using the attached form in Appendix D.
3. Final project reports are due on March 31 of the following calendar year (e.g. projects awarded funding following either the April 15 or October 15, 2026 intake will be required to submit final project reports on or before March 31, 2027).
4. Final project reports will be made available to the public.

5.0   Program limitations

A number of challenges were identified that could affect the success of the program. Mitigations were incorporated into the design of this program to address these challenges.

Challenge	How addressed
1. Many community groups are volunteer driven, with limited resources to prepare grant applications	• Clear requirements for those applying to the program have been created; • No more information than is absolutely necessary to support decision making will be requested in the application form.
2. Community groups seek stability funding opportunities	• Dates when applications will be received, and when notices of award will be made will be posted well in advance. • Thresholds / levels of access to funds that are scaled to reach/impact will be set, so smaller initiatives are not evaluated alongside larger initiatives
3. Community groups seek sustainability	• This program provides annual project-based funding for specific programming and/or events; it does not provide core funding for administrative functions, nor does it provide

	from funding opportunities	permanent, ongoing financial support. Applicants should not expect funds to be provided indefinitely.
		• The intention of providing project-based funds is to ensure community groups do not become reliant on this one-funding source.
		• By encouraging the seeking of multiple funding sources, community groups will be more sustainable in the long run.
4.	Staff have limited capacity to implement program	• A program committee will be established to assist with evaluating applications and making funding recommendations to Council.
		• Staff, with experience in program administration and delivery, will support the committee's work. The roles and responsibilities of the secretariat will be clearly outlined in the committee's Terms of Reference.
5.	Demand for funds may exceed available resources	• Clear guidelines on how applications will be evaluated will be provided.
6.	Alignment with community needs	• The public was asked to review the draft program outline. Comments provided by the public were addressed before the program was finalized.
		• A review of the program after its first year is scheduled to identify any needed improvements.
		• Each applicant will be required to identify how the program aligns with identified community needs.
7.	Program longevity	• The program will be evaluated towards the end of this Council's term. An evaluation report, with recommendations, will be provided to the next Council to inform their decision-making on the continuity of the program.
		• By setting the total funding envelope at a level the Municipality can afford and having clear vision for what the program aims to accomplish, the program should be easier to sustain over the longer-term.
8.	Fairness and equity in award allocations	• Clear guidelines on how applications will be evaluated will be provided.
		• Anticipated and actual outcomes will be compared in the final project report, and any unexplained or inadequately explained differences may affect future funding.

6.0   Program review

1. The program will be evaluated towards the end of this Council's term. An evaluation report, with recommendations, will be provided to the next Council to inform their decision-making on the continuity of the program.

7.0   Relationship to other policies

1. This is an additional funding opportunity that is administered separately from the Village of Haines Junction's Donated Refundables Fund, and Community Lottery funding programs.
2. Application deadlines and project completion deadlines are aligned with those of the Community Lottery Grant Program.
3. Where any part of this policy conflicts with requirements in Village Bylaws, the requirements in the Bylaws will apply.

POLICY TITLE: Community Culture, Arts, Recreation and Environment Fund
POLICY #:   48-25
EFFECTIVE DATE: TBD
ADOPTED BY COUNCIL ON: TBD
RESOLUTION #:   TBD

Approved by:

_____   _____
Diane Strand – Mayor   David Fairbank - CAO

Appendix A: C-CARE Application Form

APPLICANT INFORMATION	
Name of applicant (organization)	
Primary contact person name	Primary contact person position
Mailing address of organization	Phone
	Email
Type of applicant: ___Individual ___Community group ___Registered non-profit ___Licensed local business ___First Nation development corporation ___Educational institution	What is your organization's mandate?
Is your organization based in Haines Junction? ___Yes ___No	

PROJECT DESCRIPTION	
Start date:	End date:
Describe the project	
Describe how this project addresses a need identified by the community	

PROJECT ELIGIBILITY	
This project will (check all that apply) ___Contribute to <u>cultural</u> sustainability within Haines Junction/Dakwäkäda ___Sustain and/or contribute to the growth of <u>arts</u> within Haines Junction/Dakwäkäda ___Sustain and/or contribute to the growth of <u>recreation</u> within Haines Junction/Dakwäkäda ___Contribute to <u>environmental</u> sustainability within Haines Junction/Dakwäkäda	
Intake applied to: ___April 15 ___October 15	Has your organization received funding from C-CARE this calendar year? ___Yes ___No
Is your project: ___Programming ___Event	Does this project address the strategic funding priority identified by Council: ___Yes ___No
How many people in Haines Junction/ Dakwäkäda will benefit from this project: ___Tier 1 (less than 5 people) ___Tier 2 (between 5-15 people) ___Tier 3 (between 15-50 people) ___Tier 4 (more than 50 people)	To which funding tier are you applying: ___Tier 1 (up to $1,000) ___Tier 2 (up to $5,000) ___Tier 3 (up to $10,000 ___Tier 4 (up to $25,000)
To be eligible, the project must have a measurable, beneficial impacts within the Village of Haines Junction/Dakwäkäda. Explain what benefits your project will have, and how you will measure them.	

PROJECT BUDGET

Item			Who would pay for the item			
Description/Justification	Cost	C-CARE	Other Funding Source			
			Cash	In-kind	Name of Source	
Subtotal						
Total project budget						

Budget notes:
1. Justify all budget items. Attach additional budget pages if required.
2. Items under $1,000 – provide a breakdown of the expense (for example: printing $20/manual x 20 participants).
3. Items over $1,000 – include with the application a minimum of two quotes from suppliers, contractors or consultants.

PROJECT PARTNERS			
Name/Position	Organization	Phone/Email	Nature of Partnership

EXPECTED OUTCOMES OF PROJECT

Listed the expected outcomes of the project (the specific results, changes, or impacts that the project aims to achieve)

Certification by Applicant:

I certify that (check all that apply)
___I am a designated representative of the organization on whose behalf I am applying
___I have read the program policy
___I have only applied for project expenses that are eligible under this program
___I understand that I am required to submit a final report
___I understand that if successful, I am required to publicly acknowledge financial assistance from the Village of Haines Junction
___All statements within this application are to the best of my knowledge, true and correct
___This project will abide by all applicable municipal, territorial and federal laws and regulations

Name: _____

Position: _____

Signature: _____

Date: _____

Appendix B: C-CARE Program Committee Terms of Reference

Membership

Members will be appointed by resolution by Council and will sit as members at the pleasure of Council.

Membership criteria:

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

Conflict of interest and confidentiality

Program committee members must declare any conflicts of interest and sign an oath of confidentiality prior to participating in the proposal review.

Mandate:

1. Recommend projects for funding under the C-CARE program.
2. Adhere to guidelines provided in the program policy on how applications will be evaluated.
3. Make recommendations to council regarding any needed improvements to the program policy following the first year (two intakes) of the program's implementation.
4. Participate in a program evaluation that will be initiated in April 2028 and completed prior to the end of this Council's term.

Term:

The members of the Advisory Group will serve for a period of up to three (3) years from the date of their appointment.

Time commitment:

The committee will review applications two times/year, following the April 15th and October 15th intake. Each review will require committee members to participate in a half-day meeting to review applications and make recommendations. Prior to the meeting, each member will be responsible for reviewing applications and completing the reviewer evaluation form. At the meeting, the committee will reach consensus on the rankings of each of the project proposals and reach consensus on a recommendation to Council on which projects should be funded.

Honoraria

Committee members will be provided with a $200 honoraria to participate in the half-day evaluation meeting, and a $200 honoraria to prepare for an evaluation meeting.

Staff secretariat:

Administrative support for the Committee will be provided by Village of Haines Junction staff. Staff will prepare meeting agenda packages, chair evaluation meetings, facilitate the Committee's work to reach consensus and summarize and present the Committee's recommendations to Council.

Appendix C: C-CARE Individual Reviewer Application Evaluation Form

Program Committee Reviewer Name:	
Has the applicant applied to the correct funding tier:	___Yes ___No
Will the project take place in Haines Junction/Dakwäkäda	___Yes ___No
The project will: ___Contribute to <u>cultural</u> sustainability within Haines Junction/Dakwäkäda ___Sustain and/or contribute to the growth of <u>arts</u> within Haines Junction/Dakwäkäda ___Sustain and/or contribute to the growth of <u>recreation</u> within Haines Junction/Dakwäkäda ___Contribute to <u>environmental</u> sustainability within Haines Junction/Dakwäkäda	
Does this project address the strategic funding priority identified by Council	___Yes ___No

Does the project address a need identified by the community?

Strongly disagree	Disagree	Neutral	Agree	Strongly Agree

Comments:

Are the benefits to the community clearly described?

Strongly disagree	Disagree	Neutral	Agree	Strongly Agree

Comments:

Is there a clear plan for how the benefits will be measured?

Strongly disagree	Disagree	Neutral	Agree	Strongly Agree

Comments:

Have two quotes been provided for all individual items within the budget over $1,000?
___Yes   ___No

Does the project budget include any ineligible expenses? ___Yes   ___No

Are at least 25% of total project costs acquired from another funding source(s)? ___Yes   ___No

Are at least half of the matching funds a cash contribution? ___Yes   ___No

If yes, indicate which ineligible expenses were found within the budget

Y/N	Ineligible expenses	Notes
	Assistance for individual children/families that can be accessed through the Kids Recreation Fund or Canadian Tire Jumpstart programs.	
	Operating and maintenance costs associated with an organization's general administration (e.g. insurance, rent, electricity, heat, phone, internet).	
	Wages associated with an organization's general administration (e.g. wages associated with fundraising, payroll, bookkeeping, etc.)	
	Office supplies and equipment (computers, scanners, printers, projectors, telephones, software etc.).	
	Gifts, awards, prizes.	
	Capital expenses (renovations, construction, acquiring of assets).	
	Profit (e.g. financial gains that remain after program/event related expenses are paid).	

Does the project include partnerships? ___Yes   ___No

Are partnerships missing that would be essential to the success of the project? ___Yes   ___No
Comments:

Overall project ranking:
___Priority (project is ranked high and also addresses Council's strategic funding priority)
___High (project is highly recommended for funding)
___Medium (project has some shortcomings, is only recommended for funding if adequate funds remain after high ranked projects are funded, and shortcomings are addressed)
___Low (project has too many shortcomings to be recommended for funding in this round; encourage applicant to re-submit next round)
___Not eligible (project has not met the eligibility criteria, encourage applicant to re-submit next round)

Reviewer signature

_____   _____   _____
          Print name   Signature   Date

Appendix E: C-CARE Final Report Form

Describe the outcomes of the project.

Describe how the community benefitted from the program, and how this was measured.

How many individuals within the community benefitted from the program? Describe how you arrived at this number.

FINAL PROJECT EXPENSES

Item	Cost	Who paid for item	Amount paid		Is this as budgeted in the application?	Provide rationale for any differences
			Cash	In-kind		
Subtotal						
Final project expenses						

Village of Haines Junction
Committee of the Whole Meeting Minutes
August 27, 2025

Present: Absent:
Mayor Strand
Councillor Busche
Councillor Mackinnon
Councillor McPhie
Councillor Sundbo

CAO Fairbank, Recorder Ogden

Call to Order
The meeting was called to order at 2:30 pm

Acknowledgement of Champagne and Aishihik First Nations Traditional Territory
Mayor Strand acknowledged that we are on the traditional territory of the Champagne and Aishihik First Nations

Adoption of Agenda
#271-25 It was moved and seconded
THAT the agenda be adopted as presented.

Motion #271-25 was **CARRIED.**

Declaration of Pecuniary Interest

Old Business

#272-25 It was moved and seconded
THAT the meeting go in camera at 2:30

Motion #272-25 was CARRIED

#273-25 It was moved and seconded
THAT the meeting come out of camera at 4:30, and the group will reconvene after a one-hour break

Motion #273-25 was CARRIED

Recreation, Arts, Culture and Environment Grant Program – Strategic Planning Session

- What internal strengths can this program build on?
  - Council experience with current funding programs
  - Staff also have experience with program delivery and administering programs
  - Council is eager to support what is going on in the community
  - Facilities can be used in events
  - Current funding, while limited, is reliable
  - Direction in OCP and Council's 2025-2028 Strategic Plan

- What internal limitations do we need to be mindful of in planning this program?
  - Staff capacity
  - Competing obligations/priorities
  - Funding is limited
  - Accessing funding – takes staff time
  - Consensus on needs/priorities
  - Understanding what our demographic is (not just groups, but people, including CAFN)

- What opportunities exist, external to the organization, that can help this program succeed?
  - More engagement by community in the work of Council
  - Very diverse community
  - Volunteerism is strong, can wane
  - Long term residents, established families to new people
  - Location - draws in events

- What challenges exist, external to the organization, that could affect the success of the program?
  - Greater demand than available resources
  - Don't know how many groups are out there, and what their needs/goals are, and how to fit program to needs
  - Groups from outside the community may want to access funding

- What contributions to recreation/arts/culture/environment would you like to see this program realize in 3-4 years?
  - Engaged citizens for the betterment of the community
  - A consistent, longer-term, program that can be relied upon as an ongoing funding opportunity
  - Assisting a group to offer a long-term event
  - Assisting groups with developing longer term programming so they can reach their goals
  - Security – what is required to access funds.
  - Encourage resident participation – key, want community to get involved

- o Program delivery is streamlined – less onerous on Council, Committee-led, Council retains oversight
- o Accessibility, low barrier – ease to access funding, not just for larger groups
- o Bring community groups together – foster collaboration/coordination, groups help each other, foster connections
- o Council could designate themes with higher priority for funding on an annual basis – strategic direction to be included in the funding envelope

- What achievements would make this program a success?
  - o Brought the community together because it was easier for residents to put on their programs and activities
  - o Brings groups together
  - o A picture of all the community together
  - o Groups become more self-sufficient, gain traction from grants that enable them to eventually offer independently e.g. Alsek Music Festival
  - o Contribute to thriving businesses, economic development
  - o Supporting children in their development, individual growth because of the groups that are being funded

- What concerns does this program need to address?
  - o Equality, not just certain groups are being awarded money (no nepotism!)
  - o Funding – don't want to draw down budget more than can be sustained, spend wisely
  - o Transparency – how grants are awarded
  - o Staff capacity – streamlined process, includes reporting requirements, succinct application form
  - o Unfunded projects – desire to avoid – spread available funding across eligible projects
  - o Set maximum amounts for certain categories
  - o Avoid duplicating other funding envelopes
  - o Right sized grants – scaled to impact grant has on #people
  - o Encourage applicants to find other sources of funding – matching funding (similar to lotteries)
  - o Thresholds / levels of access to funds

- Next steps
  - o Bring draft program outline to the September 10 , 2025 Committee of the Whole meeting

Adjournment

#274-25 It was moved and seconded
THAT the meeting be adjourned at 6:30.

Motion #274-25 was **CARRIED**

Meeting adjourned at 6:30.

_____   _____
           Mayor Diane Strand   CAO David Fairbank