



REGULAR COUNCIL MEETING AGENDA

Village of Haines Junction

August 12th, 2026 – 7:00 pm

- 1. Call to Order**
- 2. Acknowledgement of Champagne and Aishihik First Nations Traditional Territory**
- 3. Adoption of Agenda**
- 4. Declaration of Pecuniary Interest**
- 5. Delegations**
- 6. Adoption of Minutes of Regular and Special Council Meetings**
 - a. Draft Minutes from the July 8th, 2026, Council Meeting
 - b. Draft Minutes from the July 22nd, 2026, Council Meeting
- 7. Public Hearings and Public Input Sessions**
- 8. Unfinished Business**
 - a. Accounts Payable to August 12th, 2026
 - b. RTC – Restricted Reserve allocation
 - c. RTC - Municipal Office Renovation Design Proposal
 - d. RTC – Urban Electrification Revised Payment Schedule
 - e. RTC – Council Resolution Action Tracker
 - f. RTC – Council Procedural Bylaw Review
- 9. New Business**
- 10. Correspondence**
 - a. Letters from Resident – Short Term Rental Moratorium, Property Tax, ATCO Meters
 - b. Minister of Health and Social Services – Electronic Medical Records
- 11. Council Reports and Notices of Motion**
- 12. Questions from the Public**
- 13. Motion to Close Meeting to the Public**
 - a. Schedule CoW Meeting - Vacant Property Tax, Finance investment and reserves
 - b. RCMP Community Update Report
 - c. Verbal – Unlicensed Unsafe use of Motorized Vehicles on Trails
 - d. Discussion Points for Upcoming Ministerial Meeting
- 14. Adjournment**

Join by Zoom: **Meeting ID: 867 634 7100** <https://us02web.zoom.us/j/8676347100>
Join by Phone: **1-780-666-0144**

****Next Regular Council Meeting:** September 9th, 2026 at 7:00 pm.

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

Municipal Accounts Payable to August 12, 2026

<u>Cheque #</u>	<u>Name</u>	<u>Total Invoice</u>	<u>Department</u>	<u>Description</u>
Transfer	Payroll Account #4305418	\$ 36,384.03	Administration	Net Pay - Pay Period 15
		\$ 5,098.76	Administration	RRSP Contribution - Pay Period 15
		\$ 1,255.16	Administration	Union Dues July 2026
		\$ 14,241.70	Administration	Receiver General July Pay Period 15
		<u>\$ 56,979.65</u>		
EFT	Groupe Novaterra Inc.	<u>\$ 63,611.10</u>	Cap - Landfill	50% downpayment for composter
Bill Pay	Visa	\$ 2,782.18	Administration	Postage, phones, laptop, adobe, zoom, plates canada day
		\$ 451.91	Landfill & Recycling	Point of sale system, phone, internet,
		\$ 3,422.61	Public Works	Phone, trimmer line, trimmer head, blinds, oil, filters, lumber
		\$ 762.55	Water & Sewer	Phone, courses, annual dues EOCP
		<u>\$ 7,419.25</u>		
28549	535902 Yukon Inc.	\$ 357.00	Roads & Streets	Grading Bear Berry Lane
		\$ 3,937.50	Landfill	Push dirt from contracts over the summer
		<u>\$ 4,294.50</u>		
28550	Advance Security & Automation Ltd	<u>\$ 346.50</u>	Convention Centre	Monthly alarm monitoring April to September
28551	Augusto! Children's Festival*	<u>\$ 4,006.48</u>	Administration	Haines Junction Lottery Funding Grant
28552	Atco Electric Yukon	<u>\$ 17,017.10</u>	Administration	Electrical Services re: Urban Electrification Program
28553	Building Systems Consulting Inc.	<u>\$ 997.50</u>	Capital	CC Ventilation Upgrades contract administration
28554	Centrix Control Solutions	<u>\$ 5,482.28</u>	Water & Sewer	Replacement skid at PH3
28555	Core Geoscience Services Inc.	<u>\$ 2,660.20</u>	Cap - Landfill	LTF Decommissioning
28556	Ellen Stutz Petty - Cash	<u>\$ 3,068.65</u>	Recycling Centre	Refundables paid out
28557	Evelyne Berezan	<u>\$ 140.00</u>	Landfill & Recycling	Free store volunteer honorarium

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to August 12, 2026

28558	Exalt HR Consulting	<u><u>\$ 4,515.00</u></u>	Administration	Performance evaluation
28559	Jacob's Industries Ltd	<u><u>\$ 497.70</u></u>	Water & Sewer	Co2
28560	Josie Boyle	<u><u>\$ 40.00</u></u>	Landfill & Recycling	Free store volunteer honorarium
28561	Kelly Beaulieu	<u><u>\$ 280.00</u></u>	Landfill & Recycling	Free store volunteer honorarium
28562	Mike Crawshay	<u><u>\$ 40.00</u></u>	Landfill & Recycling	Free store volunteer honorarium
28563	M&D Services	\$ 100.71	Arena	July 2026 Custodial contract
		\$ 302.12	Public Works	July 2026 Custodial contract
		\$ 268.55	Fire Dept.	July 2026 Custodial contract
		\$ 402.83	Administration	July 2026 Custodial contract
		\$ 856.00	Convention Centre	July 2026 Custodial contract
		\$ 310.50	Mezzanine	July 2026 Custodial contract
		<u><u>\$ 2,240.71</u></u>		
28564	NorthwesTel	\$ 265.08	Administration	July 27, 2026 billing
		\$ 61.57	Public Works	July 27, 2026 billing
		\$ 723.15	Water & Sewer	July 27, 2026 billing
		\$ 446.07	Protective Services	July 27, 2026 billing
		\$ 127.81	Convention Centre	July 27, 2026 billing
		\$ 30.79	Mezzanine	July 27, 2026 billing
		\$ 30.79	Arena	July 27, 2026 billing
		\$ 80.36	Recycling Centre	July 27, 2026 billing
		<u><u>\$ 1,765.62</u></u>		
28565	Norton Rose Fulbright	\$ 2,428.13	Administration	Legal Fees - covered by retainer
28566	Rachel Finn	<u><u>\$ 40.00</u></u>	Landfill & Recycling	Free store volunteer honorarium
28567	Score Construction Ltd	<u><u>\$ 1,985.76</u></u>	Landfill & Recycling	Bear guard insulators
28568	Sylvain Human Resource Services	<u><u>\$ 3,451.88</u></u>	Administration	Administrative support

* Denotes an item not directly funded by the Village

** Grant funded

Municipal Accounts Payable to August 12, 2026

28569	Tangerine Technology	\$ 156.45	Water & Sewer	IT Services July 2026
		\$ 1,794.45	Administration	IT Services July 2026
		<u><u>\$ 1,950.90</u></u>		
28570	Total Fire Protection Services Ltd.	\$ 672.00	Arena	Fire extinguisher maintenance
		\$ 672.00	Convention Centre	Fire extinguisher maintenance
		\$ 672.00	Public Works	Fire extinguisher maintenance
		<u><u>\$ 2,016.00</u></u>		
28571	Urban Salvage & Scrap Ltd.	<u><u>\$ 67,856.25</u></u>	Cap - Landfill	ELV's depolluted
28572	Workman Jim and Linaya	<u><u>\$ 458.01</u></u>	Administration	Reimbursement of overpayment of utilities
28573	Workers' Compensation	<u><u>\$ 14,796.56</u></u>	Administration	Final installment 2026
28574	Xerox	<u><u>\$ 366.46</u></u>	Administration	Printing and photocopies
28575	Yari Izigzon	<u><u>\$ 530.00</u></u>	Administration	Administrative support
28576	Yukon Service Supply	\$ 648.59	Water & Sewer	Sodium Hypochlorite
		\$ 86.73	Recycling Centre	Pallet wrap
		<u><u>\$ 735.32</u></u>		

Municipal Accounts Payable \$ 269,589.38

Prepared by Ellen Stutz

Mayor _____ CAO _____

* Denotes an item not directly funded by the Village

** Grant funded



**Village of Haines Junction
Report to Council**

July 8th, 2026

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

RE: Reserve Bylaw Amendment

Recommendation

That Council:

1. Establish a target unrestricted reserve balance equal to twelve (10) months of the Village's budgeted annual operating expenses, reviewed annually through the budget process;
2. Direct staff to bring forward an amendment to the Reserve Bylaw allocating \$1,900,000 from the unrestricted reserve, specifically; \$300,000 to the Fire Department Reserve and \$1,600,000 to the Infrastructure Reserve. This would leave a balance of approximately \$3,162,000 in Unrestricted reserves.
3. Direct staff to bring forward, for Council's consideration, an amendment to the Budget Bylaw establishing a procedure under section 239(2) of the Municipal Act authorizing emergency expenditures by the Emergency Measures Commission, referred to the Village's legal counsel for review prior to first reading.

Background

Council reviewed the Surplus and Unrestricted Reserve Allocation Report to Council on June 24th, of 2026. In that report staff recommended that an unrestricted reserve of approximately 12 months of operating expenses be maintained and that the balance be allocated between the Fire Department Reserve and the Infrastructure Reserve. This decision was deferred pending two requests for clarification.

1. That staff explore what other communities have established for unrestricted reserves.
2. That staff look into the establishing an Emergency Response Reserve.

Discussion/Analysis

Bylaw #348-19 is appended to this report.

1. Appropriate Unrestricted Reserve Balance

The Village's unrestricted reserve is presently in the order of \$5,162,000, or approximately 16 months measured against the 2026 annual operating budget. A ten-month target sets the balance at \$3,309,000 and releases roughly \$1,853,000 for allocation. For this report this value has been rounded to \$1.9M.

Staff consider a ten month unrestricted reserve allocation appropriate for three specific reasons.

The unrestricted reserve's primary function is to absorb an interruption in external funding. Ten months is ample to carry the Village through a full budget cycle while a response to any foreseeable contingency.

The Village cannot raise material revenue quickly. A 10% increase in the tax levy would yield approximately \$101,640, roughly ten days of operations. Where larger municipalities can bridge a shortfall through taxation, Haines Junction can only bridge it through reserves.

Territorial and federal disaster financial assistance is reimbursement based. In a significant event the Village incurs and pays response and recovery costs first and recovers them later. The unrestricted reserve is the source of that working capital.

Staff also note that the eight-month Yukon average is a statistic, not a standard. Metrix advised that peer balances are largely a function of what those communities can afford, rather than what they have determined to be prudent. Targeting down to a peer average that peers did not choose would not be sound practice.

2. Emergency Response Reserve

Contributions to and withdrawals from restricted reserves must be made through the Budget Bylaw process, requiring at least two public meetings of Council and the associated notice periods. Restricting funds for emergency use would therefore make those funds harder to deploy in an emergency than they are today. Unrestricted reserve is already available for any purpose Council directs, including emergency response.

In reviewing the ERR question, staff examined the authority under which the Emergency Measures Commission would actually spend.

Section 6.2 of Emergency Measures Commission Bylaw authorizes the Commission to incur liabilities "within the amounts included therefor in the annual budget." This is a limit on a spending power rather than a grant of one, and the 2026 Annual Operating Bylaw includes no amount for the Commission. A review of other communities did not find a budgeted value for emergency response. This is likely due to other options which are more efficient, see below.

The Village Annual Operating Bylaw permits unbudgeted expenditures of to \$500,000 by resolution of Council following a report in a public meeting. The prerequisites are:

1. Meeting quorum
2. Providing 24hrs notice of the special meeting per the Municipal Act Section 214(2).

Should Council need to allocate funding within the first 24hrs, staff note that section 9(2)(b) of the Civil Emergency Measures Act empowers Council, once the municipal civil emergency plan is in operation, "to do all things it considers necessary to deal with the emergency". This provides Council broad latitude to respond to an emergency, as appropriate.

Asset Management Impact

Fire Department Reserve — \$300,000. The allocation begins funding a replacement cycle for apparatus with lead times of two years and unit costs in the seven figures.

Infrastructure Reserve — \$1,600,000. The 2026–2028 capital and projects program carries several items with no clear external funding source, including the Solid Waste Management Plan Implementation and the Convention Centre seismic renovation. The Infrastructure Reserve provides a bridge, where outside funding may not materialize.

Alternatives Considered

A. Maintain the status quo (approximately 16 months of unrestricted reserve). Not recommended. There is no basis for the current balance, it is the residue of accumulated surplus rather than a decision.

B. Establish an Emergency Response Reserve. Not recommended, for the reasons set out under Discussion/Analysis. It adds a reserve-release gate without creating spending authority, and narrows rather than expands Council’s flexibility in an event.

C. Ten-month target, allocation as recommended (**recommended**). Retains the Village’s capacity to absorb its principal financial risk, earmarks \$1,900,000 towards identified requirements.

Alignment with Strategic Priorities

Next Steps

Subject to Council’s direction, staff will:

1. Prepare an amendment to the Reserve Bylaw giving effect to the allocation of \$1,900,000, for Council’s consideration;
2. Confirm the status of the Village’s municipal civil emergency plan bylaw against the requirements of section 5 of the Civil Emergency Measures Act, and report back on any amendment required.
3. Report on the unrestricted reserve balance against the ten-month target annually as part of the budget process.

Draft Resolution

That Council establish a target unrestricted reserve balance equal to ten (10) months of the Village’s budgeted annual operating expenses, to be reviewed annually as part of the budget process; and. That Council direct staff to prepare, for Council’s consideration, an amendment to the Reserve Bylaw allocating \$1,900,000 from the unrestricted reserve as noted in this report.

Prepared by

David Fairbank
Chief Administrative Officer

Appendix A Reserve Bylaw #348-19

Village of Haines Junction
Bylaw # 348 – 19
A Bylaw to Establish Reserve Funds

Whereas Yukon Municipal Act Section 244 permits Council to establish reserve funds;
Therefore, the Council of the Village of Haines Junction, in open meeting duly assembled,
hereby enacts the following:

1) Name

This Bylaw may be cited as the *Village of Haines Junction Reserve Bylaw*

2) Reserves Established

The following Reserve Funds are established:

Name & Purpose of Reserve

Public Works Equipment Reserve – established for the purpose of setting money aside for the development, upgrading or purchasing of equipment for the Public Works Department.

Environmental Services Reserve – established for the purpose of setting money aside for the development, replacement and improvement of the Water, Sewer, and Landfill equipment and facilities.

Recreation Reserve – established for the purpose of setting money aside for the development, replacement and improvement of parks and recreational equipment and facilities.

Infrastructure Reserve – established for the purpose of setting money aside for the development, replacement and improvement of municipal infrastructure.

Fire Department Reserve – established for the purpose of setting money aside for the development, replacement and improvement of fire department equipment and facilities.

Gas Tax Reserve – established for the purpose of identifying received Gas Tax Funds which will be used for projects the meet the Gas Tax Fund project criteria.

Public Arts – established for the purpose of maintaining and supporting Public Arts.

Community Foundation – established for the purpose of providing funding for the development of a Community Foundation.

Funding

All Reserves will be cash funded unless otherwise stipulated.

Contributions to Reserves

Council may make contributions to a Reserve in the annual Operating and/or Capital Budget.

Withdrawals from Reserves

Council may withdraw funds from a Reserve for the purposes established by the Reserve, and the withdrawal will be identified in the annual Operating and/or Capital Budget.

Interest

Each Reserve will, on an annual basis, be allocated interest based on the reserve balance using the effective interest rate earned by municipal investments for the year.

3) Fund Transfers

The following transfers will be made:

Fund Transfers		
From Account	Amount	To Reserve
Recreation Facility	1,310,000	Recreation
Fire Department	101,202	Fire
Asset Management	1,000,000	Infrastructure
Infrastructure	502,972	Infrastructure
Retained Earnings	51,821	Gas Tax
General Fund	213,485	Infrastructure
Retained Earnings	100,000	Public Arts
Retained Earnings	39,919	Community Foundation

4) Review

This Bylaw will be reviewed by Council every three (3) years.

5) Repeal

The following Bylaws are repealed:

- Bylaw 112 – 97 Environmental Services Reserve
- Bylaw 113 – 97 Public Works Reserve
- Bylaw 114 – 97 Recreation Reserve
- Bylaw 115 – 97 Municipal Infrastructure Reserve
- Bylaw 116 – 97 General Fund Reserve

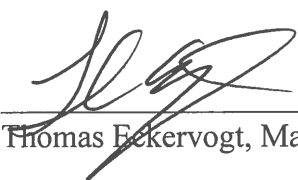
6) Effective Date

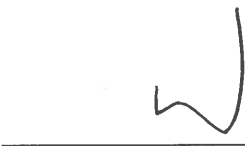
This Bylaw will come into effect upon the date of the Third (3rd) Reading and Adoption of the Bylaw.

Read a first time this 9th day of October, 2019

Read a second time this 23rd day of October, 2019

Read of third time and Adopted this 13th day of November, 2019


Thomas Eckervogt, Mayor


Dan Rodin, CAO





Village of Haines Junction Report to Council

August 12, 2026

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

RE: Municipal Office Redesign – Design and Construction Administration Budget

Recommendation

That Council consider this report and pass a motion increasing the maximum budget authorized under Motion #104-26 for architectural and engineering services associated with the municipal office redesign to a maximum of \$10,00, exclusive of GST.

Background

On April 8, 2026, Council passed Motion #104-26:

THAT Council direct Administration to engage an architect to complete a preliminary review and conceptual redesign of the municipal office space, including options to increase the number of offices and workspaces and report back to Council with the conceptual design options and Class D cost estimate(s) for Council's consideration with a maximum of \$7,000.

The \$7,000 figure was an initial estimate for the design and cost estimation of the project. The updated budget request includes the preparation of construction documentation, engineering, and construction management services. The tendering of the work would be managed by Village staff.

The office was designed to accommodate staffing levels when it was built 28 years ago. The proposed work is driven by the need to provide current and future staff with available working space. The Protective Services Manager is anticipated to arrive in November 2026, and that timeline is the immediate driver for the project.

Motion #104-26 contemplated conceptual design and a Class D cost estimate only, with a return to Council before any further work. This report proposes that Council instead authorize the full scope of professional services now, so that the project can move from Council's approval of a concept directly into detailed design without an intervening budget resolution.

Current Status

Administration approached Taylor Architecture Group (TAG) directly on the basis of relevant experience and availability within the required timeframe. TAG has provided fees for the following services, exclusive of GST:

Phase 1

- Site visit – review of existing conditions and as-built dimensions \$3,500
- Concept design options and related costing \$5,000
- **Sub-Total** **\$8,500**

Phase 2 – subject to Council approval of conceptual design

- Construction documents \$18,000
- Construction administration \$4,500
- Travel time – architectural, mechanical, and electrical, + 3 Trips \$14,745
- **Total** **\$45,745**

The concept phase includes an introductory meeting with staff to confirm the space program, a site visit, a review of applicable Code and bylaw requirements, and up to three concept design options with associated costing. The construction documents phase produces the drawings and specifications required to tender the construction work. Construction administration covers contract administration during the construction period.

Discussion/Analysis

Fiscal

An initial project budget of up to \$10,000 provides some contingency in the conceptual design phase.

If the project proceeds to phase 2, the professional fees will total \$45,745 exclusive of GST. A maximum of \$50,000 (\$40,000 increase) is recommended, for contingency and for review of the construction contract.

These amounts are professional fees only. The cost of the construction work itself is not included and is not yet known. The Class D cost estimate delivered with the concept design will establish an estimated cost within $\pm 20\%$ to $\pm 30\%$. The construction budget, if approved, would require a separate resolution of Council once tenders have been received.

The funding for phases one and two would be drawn from current year surplus.

Sequencing and Council Control

Under the proposed authorization, administration would share the concept options with a detailed Report to Council. Only then, would staff instruct TAG to continue work on phase 2. Once the construction documents are completed staff would tender the project and the results would be brought back to Council for the construction budget approval.

Schedule

TAG estimates concept design would be complete three to four weeks following notice to proceed, which would place concept options and the Class D estimate before Council in September 2026.

Construction documents, a tender period, evaluation and award, material procurement, and construction all follow.

Procurement

The total of \$45,745 remains below the threshold for professional services under the Competitive Bidding Process Policy #05-94. A contract value greater than \$50,000 would require a Resolution of Council to proceed. The direct award to TAG is based on relevant experience with municipal office projects, availability within the required timeframe, and continuity: the firm that prepares the concept and holds the design intent is the practical choice to produce the construction documents and administer the construction contract. Dividing those phases between firms would add cost, complicate design liability, and lose schedule.

This direct award is compliant with Policy and appropriate on this timeline. Services provided by registered professionals including engineers, surveyors, lawyers, auditors, and architects, carry inherent protections that reduce the risk profile of a direct award: practitioners are licensed and regulated by their respective professional bodies, are bound by codes of conduct and enforceable standards of care, and are required to carry professional liability insurance. That said, the rationale for this award is documented on the record in the interest of transparency. The construction work itself will be tendered competitively.

Asset Management Impact

The municipal office is a Village-owned building. A fit-up of this kind is an improvement to an existing asset and makes fuller use of space the Village already owns and maintains, rather than adding building area and ongoing operating cost.

Engaging construction administration provides independent oversight of the contractor's work against the design documents and supports accurate close-out records for the asset file.

Alternatives Considered

1. Approve \$10,000 exclusive of GST for the concept phase and return to Council in September for the balance.
2. Do not proceed at this time. Motion #104-26 would not be completed and Council would not receive conceptual design options or a Class D cost estimate.

Alignment with Strategic Priorities

- Organizational Development and Capacity Building: Council's direction to establish an organizational structure with appropriate staffing levels requires physical workspace to house it.
- Sustainable Levels of Service: Optimizes an existing municipal asset in support of a right-sized workforce.

- Sound and Open Governance: Staged authorization keeps the decisions on the design and construction budget with Council.

Next Steps

- Staff would issue a notice to proceed to TAG within the approved maximum
- TAG would conduct the site visit
- Concept design options and Class D cost estimate(s) would return to Council in September 2026, with a recommendation on next steps.
- Should Council's approve of a concept, a budget increase from \$10,000 to \$50,000 would be required to proceed.
- The construction work would be tendered competitively, and a construction budget would be brought to Council for approval upon receipt of tenders
- Administration arranges interim accommodation for the Protective Services Manager within the existing office configuration

Draft Resolution

THAT Council increase the maximum budget authorized under Motion #104-26 for architectural and engineering services associated with the municipal office redesign from \$7,000 up to \$10,000, exclusive of GST, funded from current year surplus; and

THAT the authorization for construction documents and construction administration be exercised only upon Council's approval of a concept design and acceptance of the associated Class D cost estimate.

Prepared by

David Fairbank
Chief Administrative Officer

DIRECT AWARD DECISION LENS

A Reference Guide for Council

Village of Haines Junction

THE DEFAULT RULE

Competitive tendering is the standard. Canadian common law requires public bodies to conduct procurement fairly, transparently, and on a level playing field. Direct awards bypass this process and should be the exception, not the rule. Every direct award must be justified, documented, and defensible.

WHEN IS A DIRECT AWARD PERMITTED?

Policy #05-94 as amended, allows Council to authorize a direct award above the competitive threshold in four circumstances:

Exception	When It Applies
Government Agreement	The contract is with another government, its agent, or a regulatory/administrative body.
Emergency	Immediate action is needed to prevent or respond to injury, death, damage to property, livestock, or environmental damage.
Sole Source	Only one supplier can provide the goods or services, and no reasonable alternative substitute exists.
Prior Due Diligence	A competitive tendering process for the same goods or services has already been completed by another level of government.

BEFORE APPROVING A DIRECT AWARD, COUNCIL SHOULD ASK:

- **Which of the four exceptions applies?** Does the RTC clearly identify the applicable exception and explain why it is met?
- **Is the price fair?** Has staff confirmed the price reflects fair market value? Were comparable quotes or cost estimates obtained?
- **Were local options considered?** Were efforts made to contract with Yukon and First Nation businesses, as required by policy?
- **What are the alternatives?** What would happen if we tendered this competitively instead? Why was that option rejected?
- **Is this documented?** Is the rationale complete enough to withstand a question from the public, a contractor, or an auditor?
- **Does this comply with trade agreements?** Has staff confirmed no trade agreement obligations are triggered?

TENDERING THRESHOLDS — QUICK REFERENCE

	Goods	Services	Construction
Direct Award	< \$10,000	< \$50,000	< \$50,000
Invitational Tender	\$10,000 – \$33,399	\$50,000 – \$133,799	\$50,000 – \$133,799
Open Tender Required	\$33,400 +	\$133,800 +	\$133,800 +

Above the open tendering threshold, a direct award requires Council approval by motion under one of the four exceptions listed above.

ROLES

Staff: Prepare the rationale (RTC), confirm trade agreement compliance, verify fair market pricing, make efforts to contract with Yukon and First Nation businesses.

Council: Satisfy itself that the policy justification is sound, the public interest is served, and the rationale is defensible. Authorize the direct award by motion.

Policy Reference: Competitive Bidding Process Policy 05-94 (As Amended August 2025)

**Report to Council
Village of Haines Junction
August 12, 2026**

RE: Urban Electrification Program – Lot 50 Willow Acres

Recommendation

That Council approve the revised amortization schedule for Bylaw #431-25, A Bylaw to Authorize a Work of Local Improvement to Provide for Urban Electrification of Lot 50, Willow Acres Subdivision.

Background

On September 10, 2025, Council passed Bylaw #431-25, A Bylaw to Authorize a Work of Local Improvement to Provide for Urban Electrification of Lot 50, Willow Acres Subdivision. The amortization schedule in the bylaw used the estimated costs of the work provided by Atco Electric Yukon and included the following provision to amend the payment schedule subject to actual final costs.

Bylaw #431-25, Section 7 - The principal sum of the local improvement will be subject to actual final costs and the payment Schedule 'A' may be revised by a resolution of Council.

Current Status

The final invoice has been received by Atco Electric Yukon. The following is the revised payment schedule based on the final cost of \$17,017.10

PRINCIPAL **\$17,017.10**
INTEREST **6.95%**
TERM (YEARS) **10**

YEAR	ANNUAL PAYMENT	PRINCIPAL PAID	INTEREST	OUTSTANDING BALANCE
2027	\$2,417.26	\$1,234.57	\$1,182.69	\$15,782.53
2028	\$2,417.26	\$1,320.37	\$1,096.89	\$14,462.16
2029	\$2,417.26	\$1,412.14	\$1,005.12	\$13,050.03
2030	\$2,417.26	\$1,510.28	\$906.98	\$11,539.75
2031	\$2,417.26	\$1,615.24	\$802.01	\$9,924.51
2032	\$2,417.26	\$1,727.50	\$689.75	\$8,197.01
2033	\$2,417.26	\$1,847.56	\$569.69	\$6,349.44
2034	\$2,417.26	\$1,975.97	\$441.29	\$4,373.47
2035	\$2,417.26	\$2,113.30	\$303.96	\$2,260.17
2036	\$2,417.26	\$2,260.17	\$157.08	\$0.00
	\$24,172.55	\$17,017.10	\$7,155.45	

**Report to Council
Village of Haines Junction
August 12, 2026**

Bylaw #431-25, Section 8 - There shall be levied and raised in each year of the currency of the local improvement hereby authorized, the amount necessary to pay the annual amount of interest and principal falling due each year, by levying a special assessment under the Property Assessment and Taxation Act, and there is hereby imposed on the land set out in Schedule 'A' attached hereto and forming part of this bylaw, an annual fee for each of the ten (10) years, to be computed at the prime business rate plus two (2) percent on the

Conclusion

Council by reviewing this report and approving the revision will be adhering to the bylaw provisions and exercising their financial oversight role.

Prepared by Donna Istchenko, Treasurer



Village of Haines Junction Report to Council

August 12, 2026

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

RE: Resolution Tracker Review – January 1 to July 31, 2026

Recommendation

To receive this report and the attached Council resolutions action list tracker for information.

Background

Staff maintain an action list tracker of the resolutions passed at Council meetings. On September 10, 2025, staff shared the 2025 tracker with Council, and Council asked that the tracker be provided on a quarterly basis going forward. In the period since that request, that function was largely served through Council's prioritization work. A Council Prioritization Tool was developed and brought to Council on November 27, 2025. Several reports to Council and meeting on the Prioritization were held and on May 27, 2026 it was finalized. Items outstanding from 2025 were carried into that process. This report resumes the quarterly reporting Council requested and covers the period from January 1 to July 31, 2026.

The tracker records resolutions of regular Council meetings only. It does not reflect the full workload of the office. Procedural Resolutions are recorded but are not shown in this version of the tracker to minimise clutter.

Current Status

Council passed 86 resolutions requiring follow-up action by administration between January 14 and July 22, 2026. Of these 22 are not complete.

No resolution in the period is recorded as not yet actioned, and none have been rescinded.

Discussion/Analysis

The open items fall into a small number of active files rather than being spread across unrelated matters:

- **Finance and reserves (4):** options for an investment policy; allocation of surplus and unrestricted reserves; further information on investment authority under the Municipal Act; review of the financial report with the Treasurer; and investment policy and reserves. A Committee of the Whole meeting on these related topics has been requested by Council.
- **Governance and land use (3):** Council Procedural Bylaw Amendment #2; a subdivision policy; and the lot amalgamation request for Lot 19, Block 7.

- **Ongoing programs and projects (6):** conceptual redesign of the municipal office; the Area 3 master plan process with Yukon Government; the septage receiving station; the Novaterra composting system; the Zoning Bylaw public education campaign; and the trail maintenance program.
- **Community identity and communications (2):** the Truth and Reconciliation Commission policy and Community Identity requests for proposals; and the Community Identity Workshop and community survey.
- **Other (6):** follow-up with ATCO on the January power outage; the comprehensive review of the Competitive Bidding Process Policy 05-94; the Operation Nanook expression of interest; a report on the frequency of use of municipal buildings; the Emergency Measures Plan; and a report on the impacts of not having a dedicated recreation position.

Several of these items are already scheduled to return to Council. The conceptual redesign of the municipal office and the surplus and reserve allocations are before Council on August 12, 2026, as is the Council Procedural Bylaw amendment. The updated emergency plan and the related bylaw updates are expected in September, and a Committee of the Whole meeting on the financial report, investment policy and reserves should also occur in September.

One (1) further item requires Council's attention. On May 27, 2026, Council resolved by Resolution #144-26 to cancel the regular Council meetings of August 12 and August 26, 2026. Council subsequently cancelled the August 26, 2026 meeting by separate resolution on July 22, 2026, and the August 12, 2026 meeting is proceeding. Resolution #144-26 is recorded in the tracker as requiring action so that Council may amend or rescind it as Council sees fit.

Alignment with Strategic Priorities

Reporting to Council on the status of its own resolutions supports sound and open governance by making the progress of Council's direction visible to Council and to the public, and it supports organizational development and capacity building by giving Council a factual basis for setting and adjusting priorities.

Next Steps

- The tracker and Council Prioritization tool will next be reported to Council in November, 2026.

Draft Resolution

THAT the Resolution Tracker Review report and the attached Council resolutions action list tracker be received and filed.

Prepared by

David Fairbank
Chief Administrative Officer



ACTION ITEMS LIST - REGULAR COUNCIL RESOLUTIONS

Council Meeting Date	Res. No., Issue	Council Resolution	By Who	By When	Status
2026-01-14	#03-26 Contact ATCO re: power outage	THAT Village of Haines Junction staff contact ATCO and ask them for more information about the recent power outage, causes, lessons learned and plans to avoid outages like this in the future if possible.	CAO	scheduled on Aug 10, to discuss thermal power generation	Initiated
2026-01-14	#04-26 Staff Debrief re: power outage	THAT Village of Haines Junction staff conduct a debrief for Mayor and Council regarding the recent power outage and discuss lessons learned and how we can improve our emergency response in the future.			Complete
2026-01-14	#05-26 Bylaw #436-25	THAT Bylaw #436-25 Short Term Rental Accommodation Moratorium is read for the third time and final time on the 14th day of January 2026.			Complete
2026-01-28	#14-26 Awarding 2025 Donated Refundables Funds	THAT administration proceed to award the funds to successful applicants as recommended in the January 28th, 2026 Report to Council – Awarding of 2025 Donated Refundables Fund.			Complete
2026-01-28	#15-26 Municipal By-Election Dates	THAT the notice of nomination proceeding be posted on February 9, 2026, the nomination be on February 16, 2026, and the regular poll take place on March 5, 2026.			Complete
2026-01-28	#17-26 3rd reading of Bylaw 437-26	THAT Bylaw 437-26 the Municipal Byelection Bylaw is read this third time on this 28th day of January 2026.			Complete
2026-01-28	#18-26 Receive YG Mandate Letter	THAT the letter be received and brought forward to a subsequent Council's Committee of the Whole meeting.			Complete
2026-01-28	#20-26 Receive and table discussion on ISED Consultation on Rural Dev. Action Plan	THAT the ISED Consultation on Rural Development Action Plan be received and brought to the February 11, 2026 Council meeting for further discussion.			Complete
2026-01-28	#22-26 TCT Grant Application	THAT the TCT Grant Application correspondence be received and that Village of Haines Junction staff submit an application if applicable.			Complete
2026-01-28	#23-26 Correspondence re: STR Moratorium Bylaw	THAT the Village of Haines Junction staff write a letter to Heiko Haehnsen thanking him for his email and noting that if he has any more concerns, that he reaches out to Council.			Complete
2026-01-28	#24-26 Nordic Ambassadors Lunch	THAT the Village of Haines Junction provide lunch for the Nordic Ambassadors on March 10, 2026 and that Champagne and Aishihik First Nations's Chief and Council, Minister Istchenko and two Rangers be invited.			Complete
2026-01-28	#27-26 Form LT1 Tax Lien Summary	THAT Council accept Form TL1 Tax Lien Summary.			Complete
2026-02-11	#32-26 New Dwelling Construction Grant for Young Residents	THAT Policy 40-24, New Dwelling Construction Grant for Young Residents and 41-24 Affordable Housing Construction Grant are amended as presented.			Complete
2026-02-11	#33-26 Shakwak Hall Committee	THAT Council appoint Jennifer Bakke, Wade Istchenko, Rose Kushniruk, and Bruce Tomlin to the Shakwak Hall Committee, along with Bruce Sundbo.			Complete
2026-02-11	#34-26 TRC Policy and Community Identity RFPs	THAT Council accept the verbal update on the TRC Policy and Community Identity RFPs.	CAO		Initiated
2026-02-11	#36-26 Education campaign	THAT staff continue to develop and execute a public education campaign on Zoning Bylaw.	P&A Manager	Pending update to the ZBL version 1.1	Ongoing
2026-02-11	#38-26 Correspondence response	THAT Village of Haines Junction staff follow up on the letter from citizen Haehnsen.			Complete
2026-02-11	#40-26 Proclamation policy	THAT staff include the Village of Haines Junction's Proclamation Policy for all proclamations that are presented to Council for the future.			Complete
2026-03-11	#53-26 Item Disposal	THAT Council adopt Policy #005-93 and defer the surplus Item Disposal policy to the Council's March 25, 2026 meeting			Complete
2026-03-11	#54-26 Cardboard Trailers	THAT a Report to Council be drafted on the sale of the cardboard trailers to local businesses.			Complete
2026-03-11	#55-26 Water System Modernization	THAT staff be directed to proceed with a sole source contract for the Water System SCADA modernization, Phases 1 and 2, with the contractor that provided the quote, and that the project budget be adjusted to \$350,000 in the 2026 budget to complete the work, noting Phase 2 completion in early 2027.			Complete
2026-03-11	#56-26 Algae Control Unit	THAT staff add \$25,000 for a solar-powered ultrasonic algae-control unit and lagoon nutrient management to the 2026 budget.			Complete
2026-03-11	#57-26 Dwelling Construction Grant	THAT Policy 46-25 Dwelling Construction Grant is adopted as presented with the following addition: the naming of Block 30 in the catchment area.			Complete
2026-03-11	#61-26 Third Reading - Bylaw #438-26	THAT bylaw #438-26 Dwelling Construction Grant Bylaw be read a third time and adopted on March 11th, 2026.			Complete
2026-03-11	#64-26 Draft letter to Yukon Contractor's Association	THAT staff provide the correspondence in relation to the Yukon Contractor's Association via email to Council for further discussion at the March 25, 2026 regular council meeting.			Complete
2026-03-11	#67-26 Draft letter to Minister Bellmore	THAT staff draft a letter to Minister Bellmore to be sent in mid-April requesting a meeting to discuss issues that pertain to the Mandate letter received from Premier Currie Dixon.			Complete
2026-03-11	#71-26 CoW Scheduling	THAT a Committee of the Whole meeting be scheduled to discuss the ERP and Council priorities on April 20, 2026 from 10:00 a.m. to 4:00 p.m.			Complete
2026-03-11	#72-26 C-Care Application Extension	THAT the CCARE application deadline be extended to a later date, to be determined at the March 25 th , 2026 Council meeting.			Complete
2026-03-12	Council Action Item	Create direct award checklist or decision matrix for future sole source decisions			Complete



ACTION ITEMS LIST - REGULAR COUNCIL RESOLUTIONS

Council Meeting Date	Res. No., Issue	Council Resolution	By Who	By When	Status
2026-03-25	#78-26 Policy #005-93 Surplus Goods Disposal	THAT the Policy #005-93 Surplus Goods Disposal Amendment be amended as presented.			Complete
2026-03-25	#79-26 Cardboard Trailers Sale	THAT staff be directed to offer the cardboard trailers previously identified by Council for sale at fair market value to the affected businesses prior to selling any remaining trailers through the Surplus Goods Policy.			Complete
2026-03-25	#80-26 Receive and File Rec. Coordinator Report	THAT the Recreation Coordinator Report to Council be received and filed.			Complete
2026-03-25	#81-26 CoW Scheduled for April 22, 2026	THAT a Committee of the Whole Meeting be scheduled for April 22nd, 2026 at 5:30 p.m. to discuss the Recreation Coordinator position.			Complete
2026-03-25	#82-26 Solid Waste Management Facility Working Group engagement planning and RTC	THAT Council approves the Solid Waste Management Facility Working Group initiating public engagement, with the help of a professional, on the purchase of the Terra 200 unit and report to Council with the group's findings, and directs staff to work with the working group.			Complete
2026-03-25	#83-26 Revised Consolidated Fee	THAT staff bring the revised consolidated fee by-law to Council as amended for the first reading at the April 8th, 2026 Regular Council Meeting.			Complete
2026-03-25	#85-26 Bylaw 436-26 3rd Reading and Adoption	THAT bylaw 436-26, A Bylaw to Create the Annual Operating Capital/Projects Budgets for 2026 be read for the third time and adopted on the 25th day of March, 2026.			Complete
2026-03-25	#87-26 Bylaw 439-26 3rd Reading and Adoption	THAT bylaw 439-26, A Bylaw for the Village of Haines Junction to Levy Real Property Taxes for the Year 2026 be read for the third time and adopted on the 25th day of March, 2026.			Complete
2026-03-25	#90-26 1-page rationale of sole sourcing	THAT staff provide a one-page summary outlining Council's rationale for sole sourcing when needed.			Complete
2026-04-08	#103-26 RFQ for Solid Waste Advisory Group	THAT Council accept the Request for Quote, as presented, with regards to the Solid Waste Advisory Group, with a maximum budget of \$3,000, excluding GST.			Complete
2026-04-08	#104-26 Engage an architect for redesign of municipal office	THAT Council direct Administration to engage an architect to complete a preliminary review and conceptual redesign of the municipal office space, including options to increase the number of offices and workspaces and report back to Council with the conceptual design options and Class D cost estimate(s) for Council's consideration with a maximum of \$7,000.	CAO	Update on August 12th.	Initiated
2026-04-08	#105-26 Staff work with YG to restart Master Plan Process	THAT staff continue working with Yukon Government's Land Development Branch to restart the master plan process and project charter for Area 3 in the Willow Acres subdivision.	P&A Manager, CAO	Draft Mater Plan received by staff on August 4th	Ongoing
2026-04-08	#107-26 Direct Award Decision Lens	THAT Council receive the Direct Award Decision Lens for information and direct staff to initiate a comprehensive review of the Competitive Bidding Process Policy (05-94) within the calendar year.	CAO	Schedule for winter 2026	Partially complete
2026-04-08	#111-26 RTC on CCARE Info, etc.	THAT staff provide a Report to Council reviewing the intention behind CCARE and individual funding requests.			Complete
2026-04-22	#102-26 RTC Use of municipal buildings	THAT staff be directed to provide a Report to Council on the statistics of the frequency of use of municipal buildings.	CAO	Pair with update to Free Use Policy (not currently on the Highest priority list)	Holding
2026-04-22	#103-26 RTC impact of lack of Rec position	THAT staff be directed to provide a Report to Council on the impacts to Village of Haines Junction staff and the potential opportunity cost regarding of not having a dedicated Recreational position.	CAO	Pending scheduling of a CoW meeting	Holding
2026-04-22	#108-26 RTC Progressive Pride Flag Crosswalk	THAT Village staff provide a Report to Council on the adequate location and timeline for the Freedom of Colours' Progressive Pride Flag Crosswalk.			Complete
2026-04-22	#109-26 Receive and File RTC - Septage	THAT the RTC – Septage Receiving Station Update be received and filed.	CAO	Work with YG ongoing	Ongoing
2026-04-22	#110-26 C-CARE Clarification	THAT Council confirm that the Community Culture, Arts, Recreation and Environment (C-CARE) Program is the Village's primary vehicle for providing financial support to community groups for culture, arts, recreation, and environment projects and that direct funding requests received by Council from community groups for activities eligible under the C-CARE Program be referred to the C-CARE application process.			Complete
2026-04-22	#111-26 C-CARE Awards	THAT \$33,198.55 from the Community Culture, Arts, Recreation and Environment (C-CARE) Program be awarded as follows: •August Children's Festival \$8,263.00; and •BGC Yukon \$24,935.55.			Complete
2026-04-22	#112-26 Trail Care Day	THAT Council approves the Request for Proposals as presented and directs Staff to work with the successful community group to organize a Trail Care Day event on the Pine Lake Trail in May or June 2026.			Complete
2026-04-22	#113-26 Capital Budget Amendment	THAT Council approve a Capital Budget Amendment, increasing net amount of \$20,000 to reflect the revised procurement costs for Public Works equipment, as presented in this report.			Complete
2026-04-22	#114-26 Yukon Lotteries Grant - April Intake	THAT \$9,150.00 from the 2026 Haines Junction Lottery Funding Grants be awarded as follows: •Dakwakada Dancers: \$6,000.00; and •Haines Junction Pickleball: \$3,150.00.			Complete
2026-04-22	#116-26 Bylaw 441-26 Third and Final Reading	THAT bylaw 441-26 Consolidated Fees Bylaw #343-19 be read for the third and final time on the 22nd day of April, 2026.			Complete



ACTION ITEMS LIST - REGULAR COUNCIL RESOLUTIONS

Council Meeting Date	Res. No., Issue	Council Resolution	By Who	By When	Status
2026-05-13	#130-26 2026 Municipal Emergency Plan and Emergency Response Guideline	THAT Council approve the 2026 Municipal Emergency Plan and the 2026 Emergency Response Guideline as drafted; and, that operational and administrative refinements, including the incorporation of Council's feedback, be completed by staff by June 24th, 2026 for Council's review and approval; and, that Council direct staff to update emergency response Bylaws #364-20 and #365-20 to improve alignment with the new Emergency Response Plans.	CAO	Emergency Plan and Bylaws to be brought to Council in Aug/Sept.	Ongoing
2026-05-13	#131-26 Amended 2026 Capital Budget	THAT the 2026 Capital Budget be amended to reflect a combined project budget of \$515,000 for the Bill Brewster Arena - Fire Alarm Replacement and convention Centre - HVAC Upgrade projects, inclusive of approximately 10% contingency.			Complete
2026-05-13	#132-26 Development Officer	THAT Council appoints the Project and Asset Manager and the Chief Administrative Officer as Development Officers for the Village of Haines Junction; And That the Project and Asset Manager shall serve as the primary Development Officer with day-to-day responsibility for the administration of development permits.			Complete
2026-05-13	#135-26 CoW June 17, 2026	THAT a Committee of the Whole be scheduled for June 17th, 2026 at 6:00 p.m. to discuss emergency preparedness.			Complete
2026-05-27	#142-26 Shakwak Hall remembrance	THAT the CAO release \$25,000 to support the Shakwak Hall remembrance and that an EOI be issued for a coordinator to be hired.			Complete
2026-05-27	#143-26 Receive Council Prioritization report	THAT Council receive this report on the outcome of the May 5, 2026 Council Prioritization, that Council direct staff to rank the Community Identity Workshop as a high priority, and that Council direct staff to rank the Review of the Council Procedures Bylaw as a high priority.			Complete
2026-05-27	#144-26 Postponed motion- cancel meetings	THAT Council cancel the Council meetings of the 12th and 26th of August, 2026.	Council	Amend resolution to keep August 12th meeting	Action required
2026-05-27	#145-26 RTC - Investment Policy Options	THAT Council direct administration to prepare a Report to Council to discuss options for an investment policy for the Village of Haines Junction in consultation with peer Yukon municipalities, the Village's external auditor, the Village's bank, a qualified financial professional, the Federation of Canadian Municipalities (FCM), the Association of Yukon Communities (AYC), and any other appropriate sources.		EIO prepared for advisor contract. CIBC, YG, AYC, and BC MFA have been contacted	Initiated
2026-06-24	#152-26 Approve Audit Report	THAT Council approve the Audit Report by Metrix Group LLP. With Mr. Webber's amendments.			Complete
2026-06-24	#153-26 Novaterra Composting System purchase	THAT Council approve a capital budget of \$130,000 for the purchase and installation of a Novaterra Terra 200 composting system at the Solid Waste Management Facility and approves an annual operating budget of \$3,000 for its ongoing operation and directs staff to proceed.	CAO	Committee planning ongoing. Waiting on delivery	Initiated
2026-06-24	#154-26 Community Identity Workshop	THAT Council direct staff to run the 13 Ways community survey, to use the results to inform the Community Identity Workshop, and to report those results back to Council; and THAT Council direct staff to continue participating in the 13 Ways Community Audit & Realignment Exercise pilot project, bringing any further details and work to Council for direction and approval and providing regular updates.	CAO	Survey should be public in August	Initiated
2026-06-24	#156-26 Deferring Surplus and Unrestricted reserve allocations	THAT Council defer the surplus and unrestricted reserve allocations until Village staff prepare and present more information to Council, as discussed. That Village staff provide additional information on why other communities have 8 months on average reserves versus a larger or smaller number; to explore an emergency response and recovery by-law, potentially with a value of \$500,000 to be drawn from the proposed infrastructure reserve edition; to provide language on each of the existing reserve bylaws; and information on the fire department reserves.	CAO	Bring back August 12th	Initiated
2026-06-24	#157-26 Pride Flag	THAT Council not hang the pride flag permanently in the arena and that Village staff draft a letter in response to the Freedom of Colours group regarding this request.	CAO		Complete
2026-06-24	#158-26 Deferred 9.h. discussion	THAT Council defer the discussion of Item 9.h. Draft Community Recognition Policy – Amendment #1 to a future Council meeting.			Complete
2026-06-24	#159-26 St. Elias Lions Club Donation	THAT Council recognize the St. Elias Lions Club under Policy #43-25 Community Recognition Policy for outstanding volunteerism and long service to the community of Haines Junction; and THAT staff are directed to arrange a gift or donation of appreciation valued at \$300, and to announce the recipient during the Canada Day celebrations on July 1, 2026.			Complete
2026-06-24	#160-26 Willow Acres Loop Reconstruction	THAT Council approve the addition of the Willow Acres Loop reconstruction to the 2026 road program under Option 3, and that the road be left as a calcium-treated gravel surface pending completion of ditching, drainage, and BST surfacing in 2027, Council commit to completing the surfacing by the Fall of 2027.			Complete
2026-06-24	#161-26 Extended leave for Councillor Mackinnon	THAT Council grant leave to Councillor Mackinnon to extend her 90-day leave of absence by another 90 days, as per Section 193.4 of the Municipal Act.			Complete
2026-06-24	#165-26 Respond to Mark Ritchie Letter	THAT Village staff draft a response to the letter from Mark Ritchie with Council's signature regarding the swimming pool and that the letter be received and filed.			Complete
2026-06-24	#168-26 COW scheduled for July 15, 2026	THAT Council have a Committee of the Whole meeting on Emergency Response Measures on July 15th, 2026 at 6:30 p.m.			Complete
2026-07-08	#172-26 Community Recognition Policy Amendment 1	THAT Council approve the Haines Junction Community Recognition Policy #43-25, Amendment 1, with the addition of asking the nominee if they want to be recognized.			Complete
2026-07-08	#173-26 Financial Advisor and MFA information	THAT Council accept the information presented and direct staff to seek more information, possibly from a financial advisor or Yukon Government's Community Services Department, to educate Council about what's acceptable with the Municipal Act and commonplace for other municipalities to invest their surplus funds.	CAO	All Finance Resolutions moved to CoW meeting	Initiated



ACTION ITEMS LIST - REGULAR COUNCIL RESOLUTIONS

Council Meeting Date	Res. No., Issue	Council Resolution	By Who	By When	Status
2026-07-08	#174-26 Defer Bylaw #442-26	THAT Draft Bylaw #442-26 Investment Policy discussion be deferred to a later date.			Complete
2026-07-08	#175-26 Trail Maintenance Program	THAT Council approve the establishment of a Trail Maintenance Program, under which small trail maintenance and development projects are scoped by the Village and delivered by community groups through honoraria and/or small contracts; And that Council re-allocate the unspent balance of the 2026 Trail Signage and App Committee budget to Trail Maintenance and Signage; And that Council direct administration to bring forward, during 2027 budget deliberations, an option to establish a recurring operating line for trail maintenance. And that Council directs staff to research other delivery methods, including Y2C2 and other possibilities.	P&A Manager	Ongoing Program	Ongoing
2026-07-08	#177-26 Approve Amalgamating two commercial lots	THAT Council recommend to the Government of Yukon that the two commercial lot amalgamation applications described in this report be approved.			Complete
2026-07-08	#178-26 Subdivision Policy discussion	THAT staff bring the subdivision policy to Council's attention at the next council prioritization discussion.	CAO	Pending re-prioritization	Holding
2026-07-08	#179-26 Community Photo Logistics Research	THAT Council direct staff to research cost and logistics regarding having a community photo taken in front of the Shawkak Hall prior to its demolition.	Not Viable		Complete
2026-07-08	#182-26 Staff Appreciation Day	THAT Staff Appreciation Day be held on July 24th, 2026, closing the landfill from 11 a.m. and the Municipal Office from 11 a.m. to 5 p.m. and that all staff be off during those hours.			Complete
2026-07-22	#190-26 Accept June 2026 Financial Report	THAT Council accept the June 2026 Financial Report as presented.			Complete
2026-07-22	#191-26 Scheduled CoW	THAT Council schedule a Committee of the Whole meeting to discuss the Financial Report, Investment Policy, and Reserves with Village finance staff.	CAO, Treasurer	All Finance Resolutions moved to CoW meeting. Sept 9th?	Initiated
2026-07-22	#192-26 Receive a revised Procedural Bylaw	THAT Council receive a revised version of the Council Procedural Bylaw, Amendment #2, at a future Council meeting and that Council receive a copy to review prior to the meeting.	CAO	August 12th.	Initiated
2026-07-22	#193-26 Defer Subdivision Discussion	THAT Council discuss the Subdivision Lot Amalgamation Request of Lot 19, Block 7 at a future Council meeting.	CAO	Pending re-prioritization	Holding
2026-07-22	#194-26 EOI Additional Information	THAT Council direct staff to find out more information and to respond to the Operation Nannok Expression of Interest.	CAO	Seeking additional information from organiser	Initiated
2026-07-22	#199-26 Cancelled Council Mtg	THAT Council cancel its August 26, 2026 Regular Council meeting.		See Resolution #144-26	Complete



Village of Haines Junction Report to Council

August 12, 2026

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

RE: Council Procedural Bylaw No. 352-19 – Amendment #2 (Second Review)

Recommendation

That Council review the revised draft Council Procedural Bylaw Amendment #2, provide administration with any further direction, and direct administration to bring the Bylaw forward for first reading at a subsequent Regular Council Meeting.

Background

The Council Procedural Bylaw sets the rules governing the conduct of Council meetings under section 210 of the Yukon Municipal Act. It was adopted in December 2019 and amended for the first time in 2020 by Bylaw #368-20.

Administration brought a strategic review of a proposed second amendment to Council on July 22, 2026. Council reviewed the draft and provided direction. This report presents the revised draft, which reflects that direction, for a second review before first reading.

Current Status

The revised draft Bylaw is attached. The changes made since July 22 are summarized below. Most give effect to direction Council has already provided and others have been developed further since the first review and are identified for Council's attention.

Discussion/Analysis

The amendment continues to be organized around three principles, which Council may wish to amend: **Accountability**, that it is clear who decided what and who is responsible for carrying it out; **Transparency**, that the community can see how and why decisions are made and can reach the record of Council's decisions without having to ask for it; and **Good Governance**, using established best practices of municipal governance to represent the public interest. To ensure financial sustainability. To evaluate services levels & programming, policies & bylaws. And, to maintain role clarity, ensuring clear boundaries between the duties of elected officials and staff.

The revised draft carries forward the matters on which Council provided direction on July 22. The provisions setting out the roles of Council and administration and the flow of information between them (sections 42 to 45); the structure for public participation, including the new agenda-response delegation and the focusing of delegation questions on policy, bylaw, and levels of service (section 14); and the requirement that a recorded vote be taken on any motion that does not carry unanimously, so that each member's position on a contested matter is on the public record (section 18.4). No change of substance has been made to these provisions since the first review.

The record of Council's meetings

At the first review Council considered three approaches to the written record; anecdotal minutes, action minutes, and action minutes with bullet point highlights. Council indicated initial support for action minutes with bullet point highlights. The revised draft is written on that basis. The format of minutes remains Council's decision and is brought back for confirmation.

Question for Council: Does Council confirm that the Bylaw should provide for action minutes with Bullet point highlights?

Council committees (developed since the first review)

Section 5 has been reworked. As drafted at the first review it did not clearly distinguish Council's own committees from the external boards and commissions established under section 191 of the Municipal Act, and it did not address what a committee may decide. The revised section draws that distinction and sets out the effect of committee proceedings. It provides that committees may adopt motions to conduct their business and may make recommendations to Council. However, a committee does not make Council decisions and its recommendations do not bind Council. The minutes of a committee meeting follow the same action minutes with bullet point highlights format as Council meetings, together with any recommendation adopted (section 17.3).

Question for Council: Does Council wish to include the above clarifications on the role and limitations of Committees, in the Procedural Bylaw?

Order of business and the standard agenda (developed since the first review)

The order of business in section 16 has been aligned with the agenda Council uses, which is attached to the Bylaw as Appendix "A" for reference. Section 16 also removes the standing "Proclamations" item from the order of business, should a proclamation arise, it would be dealt with under New Business.

Question for Council: Does Council confirm the order of business in section 16 and the standard agenda at Appendix "A" and the treatment of proclamations?

Electronic communication between meetings, and emergencies

Council has raised that section 45.3, which provides that Council decisions are not made by electronic communication, could limit Council in an emergency. Section 45.3 restricts only the making of a binding decision (a resolution or motion, outside a duly convened meeting), it does not restrict communication. Outside regular and special meetings,

councillors may receive and share information, seek and provide clarification from and to administration, and clarify the intent of previously adopted Council decisions. Additionally, Section 45.4 provides for any member of Council to bring forward any inter-meeting communications under council reports and notices of motion where the member feels Council deliberation or public discussion is warranted.

Note: This bylaw does not limit Council's ability to act in an emergency as section 265.02 of the Municipal Act provides that, "despite any other provision in the Act, a council may take any temporary measure necessary to respond to and deal with an emergency."

Question for Council: Is this explanation of the limits on Council decision making between meeting sufficient for this section?

Other refinements and housekeeping

The revised draft also, provides that Council may extend a meeting by a defined period of time, rather than one hour (section 8.3); removes Voyent Alert as a listed channel for routine meeting notice (section 9.1); clarifies that the Presiding Officer chairs impartially so as not to influence other members, while retaining the right to express their full opinion once other members of Council have had their initial opportunity to speak (section 12.1.3); provides that a member of Council may ask that a specific statement or position be recorded "on the record", notwithstanding that the minutes are otherwise unattributed (section 17.4); and corrects internal numbering and cross-references throughout.

Alternatives Considered

1. Maintain the status quo. Decline to amend the Procedural Bylaw and continue under Amendment #1, leaving the identified gaps unaddressed.
2. (Recommended) Direct administration to make any adjustments arising from this review and to bring the Bylaw forward for first reading at a subsequent Regular Council Meeting.

Alignment with Strategic Priorities

The amendment supports Council's governance and accountability objectives. It clarifies the respective roles of Council and administration, places members' decisions on contested matters on the public record, structures public participation, and sets an appropriate level of service for the written record of meetings.

Next Steps

Administration will make any adjustments arising from this review, obtain legal review of the draft, and bring the Bylaw forward for first reading at a subsequent Regular Council Meeting.

Draft Resolution

That Council direct administration to make any adjustments arising from this review, obtain legal review, and bring the Council Procedural Bylaw, Amendment #2, forward for first reading at a subsequent Regular Council Meeting.

Prepared by

David Fairbank
Chief Administrative Officer

VILLAGE OF HAINES JUNCTION

Bylaw #352-19

A Bylaw to Create Rules Governing Council Meeting Procedure

(Consolidated to show Amendment #2; new or amended text is highlighted)

WHEREAS the Municipal Act, being Chapter 154 of the Revised Statutes of the Yukon, 2002 and amendments thereto, Section 210 provides that a Council shall make procedural rules;

NOW THEREFORE the Council for the Village of Haines Junction, duly assembled, hereby enacts as follows:

1. Short Title

1.1 Council Procedural Bylaw.

2. Governing Provisions

2.1 The procedures of Council will be governed by the Yukon Municipal Act and this Bylaw.

2.2 When situations are encountered that are not covered by these Rules, reference to Robert's Rules of Order Newly Revised, will be used by the Presiding Officer.

2.3 Rules are used to facilitate the orderly progression of Members through the Meeting Agenda and are to be applied in the spirit of fairness, equality and common sense.

3. Application

3.1 The following rules shall be observed and shall be the rules and regulations for the order and conduct of business in all regular Council meetings, special Council meetings, Council committees and those committees, boards, commissions created by bylaw pursuant to Section 191 of the Yukon Municipal Act unless the Bylaw creating the committee, board, commission specifically excludes this Bylaw or sections of this Bylaw.

4. Definitions

4.1 Committees – any Committee, Boards or Commissions defined in this Bylaw.

4.2 Individual – any person attending a meeting who is not a Council member.

4.3 Meeting – a meeting which this Procedural Bylaw applies to.

4.4 Member – the Mayor or a Council member.

4.5 Presiding Officer – the Member, ordinarily the Mayor, who chairs the meeting.

4.6 Public Hearing or Public Input Session – a time defined in this Bylaw which enables Individuals to provide comment to Council on an Agenda Item.

4.7 Rules – the rules defined in this Bylaw and Robert's Rules of Order Newly Revised.

5. Committees, Boards and Commissions

5.1 Council Committees. Pursuant to section 190 of the Yukon Municipal Act, Council establishes the following Council Committees, each composed of the Mayor and all members of Council:

5.1.1 Audit Committee – the mandate of this Committee is to meet annually with the Village’s auditors to review the auditors’ findings and to have the auditors address any questions or concerns of the Committee.

5.1.2 Committee of the Whole – the mandate of this Committee is to consider, in a less formal setting than a Regular Council Meeting, any matter that Council refers to it or that is of interest to the municipality.

5.2 Council Committees – proceedings and effect.

5.2.1 A Council Committee may adopt motions to conduct its own proceedings and to formulate its advice to Council, including a motion to recommend a course of action to Council.

5.2.2 A Council Committee does not make Council decisions. A recommendation or motion of a Council Committee is advisory only and does not bind Council. A matter that requires a Council decision is determined by Council by resolution or bylaw at a Regular or Special Council Meeting.

5.2.3 A Council Committee reports to Council through its Chair, or designate, who brings the Committee’s recommendations before Council at a Regular or Special Council Meeting for Council’s consideration.

5.3 Boards, Commissions and other Committees.

5.3.1 Pursuant to section 191 of the Yukon Municipal Act, Council may, by bylaw or resolution, establish boards, commissions and other committees, the membership of which need not be limited to members of Council.

5.3.2 Council will, by resolution or bylaw, create the terms of reference for each board, commission or other committee established. The terms of reference will include:

5.3.2.1 the appointment and composition of members;

5.3.2.2 the term;

5.3.2.3 the mandate; and,

5.3.2.4 the reporting requirements of the board, commission or committee.

5.3.3 The Mayor or the Mayor’s designate is ex-officio a member of each board, commission or other committee established under this section and, when in attendance, possesses all the rights, privileges and duties of the other members, whether elected or appointed.

5.3.4 A member of Council who is not a member of a board, commission or other committee may, with the prior consent of that body, attend its meetings and take part in the discussion, but may not vote.

5.3.5 No board, commission or other committee, and no member of one, shall enter into a contract or incur or authorize any debt or expenditure on behalf of the municipality, or act in

any manner that would suggest to a reasonable person that it, or the member, is acting on behalf of the municipality.

5.3.6 If, in the opinion of Council, a board, commission or other committee has contravened this section, Council may by bylaw dissolve it. If, in the opinion of Council, a member of a board, commission or other committee has contravened this section, Council may by resolution remove the member and appoint a replacement.

6. Council Members

6.1 Members of Council will:

6.1.1 Be respectful of citizens, delegates at meetings, administration and each other, including being respectful of each other's right to hold different and diverse opinions;

6.1.2 Keep an open mind and reserve making decisions until public input; administration input and Council debate is completed;

6.1.3 Act impartially and with integrity; and,

6.1.4 Make decisions in the best interest of the community, while acknowledging that most decisions require Council to weigh competing interests.

6.2 The role of Council and the role of administration are further set out in Sections 42, 43, 44 and 45 of this Bylaw, and in the Code of Conduct Bylaw (Bylaw 337-18) and the Chief Administrative Officer Bylaw (Bylaw 358-19).

7. Quorum

7.1 A quorum of Council will be the majority of its members; or, if a vacancy exists on Council the majority of its remaining members.

7.2 If, due to a pecuniary interest of a member of Council in relation to a matter, only two members of Council are entitled to vote, those two members constitute a quorum for the matter.

7.3 When a quorum is not present within thirty (30) minutes of the time fixed for the start of the meeting, the recording secretary shall record the names of the members present and the meeting will stand adjourned until the next regularly scheduled or special meeting date.

8. Meeting Schedules

8.1 Regular Council Meetings will be held on the second and fourth Wednesday of each month.

8.2 Meetings will begin at 7:00 pm and end on or before 9:30 pm.

8.3 Council may, by motion, extend a meeting beyond the time it would otherwise end, by a defined period of time.

8.4 Special Council Meetings will be held pursuant to the process described in the Yukon Municipal Act.

8.5 Council committee meetings will be scheduled by Council Resolution or by bylaw.

8.6 All other meetings of committees, boards, and commissions will be by committee, board or commission resolution.

9. Notification of Meetings

9.1 The Chief Administrative Officer shall give public notice of all Regular Council, Committee, Board and Commission meetings at least five (5) days prior to the meeting by:

9.1.1 Posting on the Village of Haines Junction website;

9.1.2 Posting on the Village's social media accounts and to local community Facebook groups serving the Village of Haines Junction;

9.1.3 Distribution through the Village's email subscription list; and

9.1.4 Posting at the Village office bulletin board.

9.2 Public notice shall include: Date; Time; Agenda, and Location of meeting.

9.3 The Agenda and related documentation will be posted on social media and paper copies will be made available at the Municipal Offices.

9.4 Agenda items and materials for inclusion for regular Council meetings must be submitted to the CAO by noon at least six calendar days before the meeting date.

9.5 No later than noon, five calendar days before a meeting date, the CAO must make the Council Agenda available:

9.5.1 To Members by delivering a copy of the Council Agenda package to their Village of Haines Junction email account; and,

9.5.2 To the public by posting a copy of the Council Agenda at the Municipal Office and on the Village of Haines Junction's website.

9.6 Notice of Special Council Meetings will be provided pursuant to the Yukon Municipal Act.

10. Electronic Participation at Meetings

10.1 Council members may participate in a meeting by electronic means.

10.2 The person who will be the meeting's Presiding Officer may not participate electronically.

10.3 If the electronic communication fails, the meeting will be held in abeyance for five (5) minutes while communication is re-established.

10.4 If after five (5) minutes communication is not re-established with the member, the member will be deemed to have left the meeting.

10.5 If a member is deemed to have left the meeting and the member was required to meet the requirements of a quorum, the meeting will be immediately adjourned.

10.6 Electronic Attendance by Persons Who Are Not Members of Council

10.6.1 This section applies to persons who are not members of Council participating or observing electronically.

10.6.2 In addition to the meeting decorum requirements in section 13, a person attending or participating by electronic means must, when asked by the Presiding Officer or the designated municipal officer, confirm their presence, by using the platform's "raise hand" function, by unmuting and briefly speaking, or by enabling their camera. A person who does not respond to two (2) such requests may be removed from the electronic meeting.

11. Selection of Presiding Officer

11.1 Ordinarily the Mayor will chair the meeting.

11.2 In the absence of the Mayor, the Deputy Mayor will chair the meeting.

11.3 If the Mayor and Deputy Mayor are absent from the meeting, the three members present will elect a chair for the meeting.

12. Responsibilities of Presiding Officer

12.1 The duties of the Presiding Officer include:

12.1.1 Maintaining the orderly progression of the meeting;

12.1.2 Joining discussions after other members have spoken;

12.1.3 Acting impartially in the conduct of the meeting, so as not to influence the other members, while retaining the right, when it is the Presiding Officer's turn to speak, to express an opinion on the matter before Council;

12.1.4 Preserving order and encouraging Council members who stray from the topic to stay focused on the issue being debated;

12.1.5 Guiding Council through the Council agenda by introducing each item on the approved agenda for discussion and resolution;

12.1.6 Making decisions to maintain order and preserve the decorum of the meeting. These decisions are binding, but subject to appeal;

12.1.7 Determining which member or individual has the right to speak;

12.1.8 Ruling when a motion is out of order;

12.1.9 Calling a member to order if required;

12.1.10 Censuring members or individuals; and,

12.1.11 Expelling members or individuals from the meeting.

13. Meeting Decorum

13.1 Members and any individuals attending a meeting must behave in a manner which contributes positively to the decorum of the meeting.

13.2 Any person in attendance or joining remotely shall:

13.2.1.1 Remain quiet when another individual or member is speaking;

13.2.1.2 Not use electronic devices in the meeting except as aides to hearing, seeing, safety or emergency monitoring and for referencing information germane to the discussion on hand;

13.2.1.3 Not make physical gestures towards any person, staff member or member of Council;

13.2.1.4 Any member of Council, delegation, or individual who has the right to the floor (or is participating in a public hearing/public input session) shall:

13.2.1.4.1 When wishing to speak shall raise their hand, and be recognized by the Presiding Officer before beginning to speak;

13.2.1.4.2 When raising points or questions on an issue under discussion, raise only one point or question at a time; and, the Chair may direct the order of other members or individuals attending before returning to any one member or individual attending;

13.2.1.5 Not speak on matters other than the matter on the floor;

13.2.1.6 Not interrupt except on a point of order or question of privilege;

13.2.1.7 Not shout or immoderately raise their voice or use offensive, vulgar or profane language;

13.2.1.8 Not applaud, cheer, boo, or otherwise demonstrate approval or disapproval in a manner that disrupts the meeting.

13.2.1.9 Not make personal comments, allegations, or question motives or the integrity about/of any person, staff member or member of Council, which a reasonable person would believe, directly or indirectly reflects on the public conduct or private character of any person.

13.2.1.10 Not repeat arguments or comments unless introducing new information or perspective.

13.3 If, in the opinion of the Presiding Officer, a member or individual has contravened any of these rules, the member or individual may be admonished, and their name and the censure be recorded in the meeting minutes.

13.4 If, in the opinion of the Presiding Officer, a member or individual has contravened any of these rules a second time, the member or individual may be directed to leave the meeting.

13.4.1 If the individual refuses to leave, the meeting will temporarily be adjourned while the members wait for the Royal Canadian Mounted Police to escort the individual from the building.

13.5 Council Members must comply with the Haines Junction Code of Conduct Bylaw, the Chief Administrative Officer Bylaw, and all other applicable Village bylaws and policies.

14. Delegations

14.1 Delegations must relate to Bylaw or Policy or strategic questions, operational questions may be referred to staff during office hours. A notice of motion may be raised concerning the delegation following the process outlined in section 16.12 Council Reports and Notice of Motion.

14.2 Any person or delegations wishing to appear before Council or committee must give notice prior to 11:00 am, five (5) business days prior to the meeting. For a Regular Council meeting on Wednesday, the cutoff to provide notice and supply materials is 11:00 am on the proceeding Friday.

14.3 Persons or delegations are requested to provide any information materials by 11:00 am, five (5) business days before the meeting so that the documents may be included in the Agenda Package.

14.4 Persons or delegations are required to provide their name, address, contact information and reason for wishing to appear before Council or committee.

14.5 Persons or delegations addressing Council or committee are required to state their names, addresses, and the purpose of their presentation.

14.6 Persons or delegations will be given five (5) minutes with which to make their presentation.

14.7 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.

14.8 Council will only hear up to a maximum of three delegations at one meeting.

14.9 If a Member asks the delegation a question of clarification, the delegation may answer the question.

14.10 A general discussion or dialogue shall not take place unless Council adopts a resolution to suspend the rules.

14.11 Notwithstanding section 14.2, a person wishing to address Council in response to a specific item on the published agenda for an upcoming Regular Council Meeting may register as an Agenda-Response Delegation by providing notice to the Chief Administrative Officer no later than 4:00 pm on the business day immediately preceding the meeting (typically Tuesday).

14.12 An Agenda-Response Delegation:

14.12.1 Must directly relate to a specific item on the published agenda for the meeting at which the person wishes to appear;

14.12.2 Will be limited to five (5) minutes to present;

14.12.3 Will not include the submission of new written materials (written materials supporting a delegation are governed by section 14.3);

14.12.4 Will be heard at the appropriate place in the agenda, before Council's deliberation of the related agenda item; and

14.12.5 Is subject to all other provisions of this Bylaw governing delegations, including the requirement to provide name, address and contact information (section 14.4) and the requirement to state name, address and purpose at the meeting (section 14.5).

14.13 The maximum number of Agenda-Response Delegations at any meeting is five (5). This limit is independent of the limit in section 14.8.

14.14 The Presiding Officer may decline to hear an Agenda-Response Delegation that, in the Presiding Officer's view, does not directly relate to a specific item on the agenda. Such a decision is subject to appeal pursuant to section 36 of this Bylaw.

15. Public Hearings and Public Input Sessions

15.1 When a matter is on the Agenda of a Regular or Special Council meeting for the purpose of a Public Hearing or Public Input session, any individual or delegation may appear without giving notice.

15.2 An individual or delegation may participate by electronic communication if arrangements are made with the designated municipal officer prior to 12:00 pm (noon) of the day of the meeting.

15.3 The time allotted to each speaker or delegation will be five (5) minutes.

15.4 Each speaker or delegation will only be heard once per public hearing or input session.

15.5 If a member asks a question of the delegate or delegation, the delegate or delegation will have five (5) minutes to respond.

15.6 The Presiding Officer shall call three times for appearances from the gallery and should there be no appearances, the Presiding Officer will declare the Public Hearing or Public Input session closed.

15.7 When the Presiding Officer declares a Public Hearing closed, he shall advise that no further submissions will be considered by Council except those provided by administration.

15.8 When the Presiding Officer declares a public input session closed, individuals or delegates may submit further submissions to Council members either in person or in writing.

15.9 Written submissions for a public hearing, including submissions by e-mail will be accepted at the office of the designated municipal officer no later than 11:00 am five (5) business days prior to the public hearing. Thereafter, written submissions may only be deposited with the designated municipal officer at the location of the meeting.

15.10 Written submissions, with respect to any public hearing, that are received after the public hearing is declared closed will not be considered.

15.11 All documentation received and considered by members will be deemed public information and available to the public for review.

15.12 A general discussion or dialogue shall not take place unless Council adopts a resolution to suspend the rules.

16. Agenda

16.1 For all meetings, the order of business will ordinarily follow the standard agenda set out in Appendix "A" to this Bylaw. The sections are:

16.2 Call to Order

16.2.1 The Presiding Officer will call the meeting to order at the prescribed time.

16.3 Acknowledgement of Champagne and Aishihik First Nations Traditional Territory

16.4 Adoption of the Agenda

16.4.1 The Presiding Officer will ask the members if there are any additions, amendments, or deletions to the agenda.

16.4.2 After any amendments are made, the agenda will be adopted by a motion by Council members.

16.4.3 If individual Council members are concerned about the addition or deletion of an agenda item, they can ask for its addition or deletion to be voted upon separately. Upon receiving the request, the Presiding Officer will ask for a show of hands for the inclusion or deletion of the item.

16.4.4 As the agenda has been adopted by Council members, individual items will not require motions to accept for discussion and instead will simply be introduced by the Presiding Officer.

16.5 Declaration of Pecuniary Interest

16.5.1 As defined in the Municipal Act with regard to a matter to be discussed by Council.

16.6 Adoption of Minutes of Regular and Special Council Meetings

16.6.1 Members review the minutes and raise any concerns regarding the accuracy of the minutes.

16.6.2 The test for any correction is whether the minutes accurately reflect Council's intent at the time of the meeting.

16.6.3 Typographical, spelling, grammatical, and minor semantic corrections should be submitted to the Chief Administrative Officer by email in advance of the meeting, where practical, so that meeting time is preserved for substantive matters.

16.6.4 Substantive corrections, particularly to motions, resolutions, or the record of Council direction, shall be raised in the meeting for Council discussion.

16.6.5 After any amendments are made, the minutes will be adopted by a motion of Council members.

16.7 Delegations

16.7.1 Delegations will ordinarily be given five (5) minutes to present. A maximum of three delegations will be allowed at any meeting.

16.7.2 Agenda-Response Delegations registered under section 14.11 are heard at the appropriate place in the agenda, prior to Council's deliberation of the related agenda item, rather than during this section.

16.8 Public Hearings and Public Input Sessions

16.8.1 See specific section in procedural bylaw.

16.9 Unfinished Business

16.9.1 Agenda items that have been on previous agendas and are being placed on the agenda again.

16.9.2 A bylaw returning for a further reading or for adoption, together with any corresponding Report to Council, is placed under this section.

16.10 New Business

16.10.1 Agenda items that are new to the agenda.

16.10.2 Items of correspondence requesting action from Council will be placed under New Business.

16.10.3 A bylaw being introduced for first reading, together with its corresponding Report to Council, is placed under this section.

16.11 Correspondence

16.11.1 Items of correspondence providing information will be placed here. Council may adopt a motion to receive and file some or all the correspondence without further discussion.

16.12 Council Reports and Notices of Motion

16.12.1 Verbal and written reports from Members on Council committee work, governance matters, and community engagement.

16.12.2 A Notice of Motion is a verbal or written statement of intent by a Member to place a proposed motion on a subsequent agenda for Council deliberation.

16.12.3 Where a Notice of Motion advances to a carried motion of Council, administration shall prepare a Report to Council for the matter at a future Council meeting, in accordance with section 44.5.

16.13 Questions from the Public

16.13.1 If there is a member of the public in attendance, Council may wish to vary the sections and items on the agenda so that the individual may avoid having to sit through an entire agenda.

16.13.2 Should a member of the public ask a question, the Presiding Officer will either answer the question or request a Council member or staff to respond.

16.13.3 General discussion or dialogue will not take place unless Council adopts a resolution to suspend the rules.

16.13.4 The time allotted for Questions from the Public will not exceed five (5) minutes per resident and must not exceed fifteen (15) minutes in total.

16.14 Motion to Close Meeting to the Public

16.14.1 This motion allows the meeting to become an in camera meeting or meeting in which there is not any public audience.

16.15 Adjournment

17. Minutes

17.1 Minutes must be kept for all Council meetings and all Council committee meetings.

17.2 Meetings or portion of meetings closed pursuant to Section 213 of the Yukon Municipal Act do not require minutes.

17.3 Minutes will be recorded as action minutes with bullet point highlights. For each item, the minutes will record the motions and recommendations considered, the mover and seconder of each, and the disposition of each, including the result of any vote, together with a brief summary, in bullet point form, of the key points or considerations raised, recorded without attribution to individual members. Where a recorded vote is taken under section 18.4, the minutes will record the matters set out in section 19.2.1. This section applies to the minutes of Council meetings and Council committee meetings, including a Committee of the Whole.

17.4 On a matter before Council, a member of Council may request that a specific statement or position be recorded "on the record". Where a member makes such a request, that statement or position will be recorded in the minutes and attributed to the member, notwithstanding that the bullet point highlights are otherwise recorded without attribution to individual members.

17.5 Members may demand a recorded vote pursuant to Section 209(4) of the Municipal Act.

17.6 The minutes of a meeting will, subject to amendments, be adopted at the next meeting.

17.7 The audio recording of Regular Council meetings will be posted to the Village website ordinarily within five (5) business days of the meeting. Minutes of Committee Meetings are not posted online.

18. Voting

18.1 Councils make decisions by voting on motions.

18.2 Both Council Members and the Presiding Officer vote on motions unless disqualified pursuant to the Municipal Act or excused from voting by Council Resolution.

18.3 Ideally the Presiding Officer votes last as to not influence the votes of Council Members.

18.4 A recorded vote will be taken on any motion that does not carry unanimously. Where a recorded vote is taken, the minutes will record the matters set out in Section 19.2.1.

19. Motions

19.1 General Process

In crafting motions, members shall make every effort to ensure that each motion provides clear and complete direction for administrative action.

19.1.1 The designated municipal officer shall record that a motion has been made and seconded. Generally, a motion that does not receive a seconder is not considered by the assembly. The exceptions are: Point of Order, Appealing a Decision of the Presiding Officer, Call for Orders of the Day.

19.1.2 Before a motion is offered, care should be taken by all members that each member has several opportunities to express their opinion on the issue at hand.

19.1.3 Depending on the complexity of the issue, it may be reasonable that five (5) to ten (10) minutes of discussion can be expected.

19.1.4 Members should ensure they are not repeating themselves but are bringing forward new information or ideas that are relevant to the discussion each time they speak.

19.1.5 If, after discussion there appears to be no consensus the Presiding Officer may ask for a motion.

19.1.6 When a motion is made and seconded the Presiding Officer will ask by a show of hands if the motion passes ("calling the question").

19.1.7 A motion that is tied is deemed to have failed.

19.2 Recorded Vote

19.2.1 When a recorded vote is demanded by a member, or more than a majority is required on a vote, the designated municipal officer must record in the minutes:

19.2.1.1. The name of each member of Council who was present for the vote;

19.2.1.2. Whether the member cast their vote in approval or disapproval;

19.2.1.3. The name of any member who was prohibited from voting by paragraph 193.02(1)(a) of the Yukon Municipal Act; and,

19.2.1.4. The name of any member who was excused by Council from voting in that vote.

19.3 Negative Motions

19.3.1 When phrasing a motion, members should take care to phrase the motion in the positive. For example: I move that only non-alcoholic beverages be served at the open house as opposed to I move that no alcoholic beverages be served at the open house.

19.3.2 If Council does not wish to take action, no motion is required to indicate this. For example: if someone requests an in-kind donation, a member need only make a motion if they agree to the request. If no member agrees to second the motion, then no motion needs to be made and the Presiding Officer can bring forward the next item on the agenda. Alternatively, a member may wish to make a motion to receive and file the request.

19.3.3 If you want to prevent someone from doing something, phrase the motion so that the individual must do something before doing what they want to do.

19.3.4 For example, if Council does not want Joe Smith to do any work on their house, do not phrase the motion as:

19.3.4.1. That Joe Smith be advised that he may no longer do any work on his house,

19.3.5 Instead phrase the motion as:

19.3.5.1. That Joe Smith be advised that he must receive approval by the CAO before continuing to work on his house.

20. Common Motions

21. Excused from Voting

21.1 The Yukon Municipal Act requires that all members vote on the matter before Council unless that member is excused from Council or is prohibited from voting due to a pecuniary interest as defined in Paragraph 193.02(a).

21.2 Council may, if requested by the member, excuse a member from voting, by passing a motion to excuse the member.

22. Motion to Extend Debate

22.1 This motion is used to extend a meeting beyond the time it would otherwise end, by a defined period of time, pursuant to section 8.3 of this Bylaw. The motion must be made before the meeting is adjourned.

23. Motion to Postpone

23.1 This motion is used when the mover wishes to postpone further discussion of an issue to another time. The motion must include the 'when' in the existing meeting or at what future meeting the discussion will renew.

24. Motion to Postpone Indefinitely

24.1 This motion stops any further discussion or debate on the issue at hand during the current meeting. The issue may reappear on a subsequent agenda.

25. Motion to Amend a Motion

25.1 A member may feel that a motion needs to be changed. This can be done by offering a motion to amend a motion by adding and/or removing language from the original motion. This motion to amend is voted on and, if adopted, the original motion is amended. If there are no further changes the amended motion is then voted upon.

25.2 A friendly amendment is a proposal by a Member who wishes to slightly alter a motion that has been proposed. If the change is approved by the originator of the motion and the seconder, if the motion has been seconded, the change to the motion can be made without going through the formality of making a motion to amend a motion.

26. Motion to Split a Motion

26.1 This motion is used when a motion is made which joins two or more items together. A member may make a motion that the motion being discussed is split so that each part of the motion is voted on separately.

27. Motion to Refer

27.1 When a member wishes more information about an issue or wishes to have a recommendation prepared, the member can make a motion referring the issue to a committee or to staff for either additional information or a recommendation.

28. Motion to Reconsider

28.1 This motion can be used either in a meeting during which a motion was adopted or in the subsequent meeting to the meeting during which a motion was adopted.

28.2 The purpose of the motion is to enable members to reconsider a hasty, ill-advised or erroneous action, or to take into consideration added information or a changed situation that has developed since taking the vote.

28.3 A member may only bring forward the motion to reconsider an issue once in a six (6) month period.

29. Motion to Recess

29.1 This motion is used to suspend the meeting for a specified time so that members can take a break.

30. Motion to Suspend the Rules

30.1 This motion is used to vary the order of the adopted agenda. It is used when a member believes that an important item on the agenda will not be dealt with before the meeting runs out of time. When making this motion, the mover needs to identify the change in the agenda that they believe is required.

31. Motion to Call the Question

31.1 This is a motion to end debate on an issue and require that the motion that is in front of the meeting be immediately voted on. The motion to call the question needs to be seconded and then

voted upon. If two-thirds of the members present approve the motion, the motion that was in front of the meeting must then be voted on without any further discussion.

32. Motion to Rescind

32.1 This motion is a proposal to cancel a previous motion. It cannot be used to cancel a bylaw as bylaws can only be cancelled by another bylaw.

33. Motion to Receive and File

33.1 This motion is used when Council does not wish to act on the report or letter but simply wants to acknowledge that the information has been received.

34. Motion to Adjourn

34.1 This motion proposes to close or terminate the meeting. When adopted, it is the official end of the meeting and the members are no longer in session and cannot act as a Council. The motion needs to be seconded and be voted upon.

35. Motion to Close Meeting to the Public

35.1 This motion is used to close a meeting to the public. The Yukon Municipal Act allows Councils to hold part of a meeting in camera. The meeting can be closed for a discussion on:

35.1.1 Commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved;

35.1.2 Information received in confidence which, if disclosed, would likely be prejudicial to the municipality or parties involved;

35.1.3 Personal information or personnel information;

35.1.4 The salary and benefits and any performance appraisal of an employee or officer;

35.1.5 A matter still under consideration and on which the Council has not yet publicly announced a decision and about which discussion in public would likely prejudice a municipality's ability to carry out its activities or negotiations;

35.1.6 The conduct of existing or anticipated legal proceedings;

35.1.7 The conduct of an investigation under, or enforcement of, an Act or bylaw;

35.1.8 Information, the disclosure of which could prejudice security and the maintenance of the law; and,

35.1.9 The security of documents or premises.

35.2 Council is not able to adopt a bylaw nor pass a resolution during the closed portion of the meeting.

35.3 Council may wish to indicate that the meeting is being closed to discuss a matter pursuant to Section 213(3) of the Municipal Act.

36. Appealing a Presiding Officer Decision

36.1 The Yukon Municipal Act section 207 empowers a member to make a motion to appeal a decision of the Presiding Officer made to maintain the order and decorum during a Council meeting; or on any question respecting the order of a Council meeting.

36.2 The appeal motion needs to be seconded.

36.3 The Presiding Officer shall cause the appeal to be voted upon by the other members present.

36.4 If the Presiding Officer refuses to put the appeal to a vote, then Council shall forthwith appoint a member present to act as Presiding Officer for the purpose of deciding the appeal.

36.5 Each member present must vote on the motion.

36.6 The result of the vote is binding.

37. Question of Privilege

37.1 Questions of Privilege are raised when a member believes that the situation is affecting the comfort, convenience, integrity, rights or privileges of the meeting or of a member. Examples include: ventilation, temperature, noise, or the introduction of a confidential subject in the presence of guests.

37.2 The member who wishes to raise a Question of Privilege does not need to be recognized by the Presiding Officer and can interrupt the speaker.

38. Points of Order

38.1 Points of Order are raised when a member believes that the Yukon Municipal Act and this Bylaw are not being followed. The rules for raising a Point of Order are:

38.1.1 The member can interrupt a speaker who has the floor;

38.1.2 The motion does not need to be seconded;

38.1.3 The motion is not debatable and cannot be amended.

38.1.4 The decision to accept or reject the motion is decided by the Presiding Officer.

38.1.5 The motion cannot be reconsidered.

38.1.6 When a Point of Order is called, all discussion shall cease until the Point of Order has been decided.

38.1.7 When the Presiding Officer is called upon to decide a Point of Order, the Point of Order shall be stated clearly and without unnecessary comment.

39. Call for Orders of the Day

39.1 This motion is made when a member feels that the meeting agenda is not being followed.

39.2 The motion does not need to be seconded.

39.3 The Presiding Officer may either agree and redirect the meeting to the order of business that should be discussed.

39.4 The Presiding Officer may identify the order of business and then make a motion that the current issue under discussion be continued. If a two-thirds vote approves the Presiding Officer's motion, then the Call for Orders of the Day is defeated.

40. Bylaws

40.1 Proposing Bylaws

40.1.1 Unless the Council otherwise resolves, the Council may not consider a proposed bylaw unless: (a) the Chief Administrative Officer, or their designate, has given a copy of it to each Council member and to the Mayor, and (b) it is on the agenda for the meeting.

40.2 Readings and Adoption of Bylaws

40.2.1 The only motion required for the introduction of a Bylaw shall be "That the "...Bylaw" (giving the short title) be now Introduced and Read for the First, Second, or Third Time", whichever the case may be.

40.2.2 A member can request that the whole or any part of the draft bylaw shall be read before the motion is put.

40.2.3 The only motion necessary for the adoption of the bylaw shall be "That the "...Bylaw" (giving the short title) be adopted".

40.2.4 A Bylaw may be given two readings at one Council meeting.

40.3 Reconsideration of Bylaws

40.3.1 The Council may reconsider any part or all of a proposed bylaw before its adoption.

41. Pecuniary Interest

41.1 Council Members will, ideally, identify their pecuniary interest at the beginning of a meeting.

41.2 The Municipal Act Paragraph 193.01 defines being in Pecuniary Interest if:

"The matter could monetarily affect the member of Council or an employer of the member of Council; or

The member of Council knows or should know that the matter could monetarily affect a member of their family.

See paragraphs 193.01(2) and 193.01(3) for additional information.

41.3 Council members must identify their pecuniary interest prior to the issue being discussed and then withdraw from the meeting, subject to Municipal Act paragraphs 193.1(1) and 193.02(2).

42. Council Role and Governance

42.1 The role of Council is to provide good governance for the Village, including:

42.1.1 Representing the community as a whole and considering the health, well-being, and interests of the community in all deliberations;

42.1.2 Setting strategic direction, vision, and priorities for the municipality;

42.1.3 Developing and regularly evaluating municipal policies, programs, and services;

42.1.4 Ensuring administrative policies and procedures are in place to implement Council direction;

42.1.5 Ensuring that appropriate policies, systems, and reporting are in place to support the accountability and transparency of the municipality's operations;

42.1.6 Maintaining the long-term financial health, viability, and integrity of the municipality;
and

42.1.7 Preserving and protecting the integrity of the elected office.

42.2 The role of administration, led by the Chief Administrative Officer, is to implement Council direction, manage the day-to-day operations of the Village, and provide Council with the information and advice necessary for Council to exercise its governance role. The powers and duties of the Chief Administrative Officer are set out in the Chief Administrative Officer Bylaw (Bylaw 358-19).

42.3 Where direction is provided to the Chief Administrative Officer, that direction shall come from a resolution or bylaw of Council. The Mayor may convey Council's collective direction to the Chief Administrative Officer but does not provide individual direction. No individual member of Council provides direction to the Chief Administrative Officer outside of a properly carried motion of Council, except as specifically authorized by this Bylaw, the Chief Administrative Officer Bylaw, or the Code of Conduct Bylaw.

43. Council–Administration Working Relationship

The relationship between Council and administration is a reciprocal one: administration owes Council timely, complete, and equal information and professional advice (Municipal Act section 184), and Council exercises its governance role through the collective mechanisms set out in this Bylaw. To protect that relationship and ensure all members are equally informed, the following apply:

43.1 Where a member of Council wishes to raise an operational matter for Council's collective consideration, the appropriate mechanism is a Notice of Motion pursuant to section 16.12 of this Bylaw.

43.2 Where, during a Council meeting, a member raises a question regarding an operational matter not on the agenda, the Presiding Officer may:

43.2.1 Refer the member to the information request process in section 44.4 of this Bylaw;

43.2.2 Invite the member to bring a Notice of Motion at the appropriate place in the agenda;
or

43.2.3 With Council's consent, allow the Chief Administrative Officer to respond briefly or take the question on notice for a written response to Council.

44. Information and Communications Between Council and Administration

44.1 Affirmative Duty to Inform Council

44.1.1 The Chief Administrative Officer shall provide Council with the information necessary for Council to exercise its governance role and make strategic decisions, in a timely manner and in a form suited to Council deliberation.

44.1.2 The Chief Administrative Officer shall proactively bring to Council's attention matters of strategic significance, anticipated policy requirements, and material risks or opportunities affecting the Village.

44.1.3 Where appropriate, reports of the Chief Administrative Officer to Council shall identify the linkage between the matter being considered and the Village's adopted strategic priorities.

44.2 Equal Information principle

44.2.1 Information provided by the Chief Administrative Officer to one member of Council in response to an inquiry or in support of Council's governance role shall be provided to all members of Council.

44.2.2 Where the Chief Administrative Officer provides substantive operational or strategic information to the Mayor outside of Council meetings, that information shall be shared with Council at the next available opportunity unless its confidential nature prevents it. Routine procedural coordination between the Chief Administrative Officer and Mayor in support of meeting management and agenda setting is exempt from this section.

44.3 Routine Reporting to Council

44.3.1 The Chief Administrative Officer shall provide Council with the following routine reports on the schedule indicated, subject to Council's amendment by resolution:

44.3.1.1 Budget variance report - semi-annually;

44.3.1.2 Capital projects status report - semi-annually;

44.3.1.3 Legal services and expenditure summary - annually;

44.3.1.4 Strategic plan progress report - annually;

44.3.1.5 Human resources summary report - annually;

44.3.1.6 Other reports as Council may direct by resolution.

44.3.1.7 Accounts Payable listing – at each Council Meeting.

44.3.2 Routine reports under section 44.3.1 are in addition to, and do not replace, statutory reporting requirements (including the annual audit) or specific reports directed by Council through Notice of Motion or resolution.

44.3.3 Accounts payable listings are published in the agenda, for information. Expenditures are authorized through Council's adoption of the annual operating and capital budget in accordance with section 239 of the Yukon Municipal Act, and are issued under the signing authority set out in section 240 of that Act. Council does not approve individual expenditures, and the listing is received and filed.

44.3.4 Where a question respecting an item in the accounts payable requires research, or concerns personal information or a matter subject to legal privilege, the appropriate mechanism is a request to the Chief Administrative Officer under section 44.4, or consideration in camera under section 213 of the Yukon Municipal Act.

44.4 Information Requests by Members of Council

44.4.1 Routine information requests requiring minimal staff time shall be addressed by the Chief Administrative Officer in a reasonable time.

44.4.2 Information requests requiring substantial staff time or requiring the production of records beyond what is ordinarily prepared for Council, shall be brought to Council for consideration by motion before being undertaken. Before declining or deferring a request

under this section, the Chief Administrative Officer shall advise the member whether the request can reasonably be met within the threshold or scoped to do so. This section does not apply to information reasonably required in respect of a matter already before Council.

44.4.3 Pursuant to the Code of Conduct Bylaw section 8.6.1, members shall only access information where there is a bona-fide connection between the information and a matter before Council, a board, body, or entity created by Council.

44.4.4 Information provided in response to a member's inquiry, where of general relevance to Council, shall be provided to all members of Council in accordance with section 44.2 of this Bylaw.

44.5 Notices of Motion and Council Direction

44.5.1 A Notice of Motion under section 16.12 places a proposed motion on a future agenda. Where such a motion is brought forward and adopted by Council, administration shall prepare a Request to Council for the matter to be acted upon, unless the motion itself concludes the matter or directs another course.

44.5.2 A Notice of Motion that does not advance to a carried motion of Council does not trigger administrative action.

45. Electronic Communications Between Council Members and Between Council and Administration

45.1 Application

45.1.1 This section governs electronic communications, including email and text messages, between members of Council, and between members of Council and the Chief Administrative Officer, on matters of Village business.

45.1.2 This section does not apply to personal communications between members of Council and/or staff on matters unrelated to Village business.

45.2 Channels of Record

45.2.1 Communications between members of Council on Village business, and communications between members and the Chief Administrative Officer, in their capacity as Council members, shall be conducted through Village email accounts.

45.2.2 Where the Chief Administrative Officer communicates substantive information by email to one member of Council, the Chief Administrative Officer shall ordinarily provide the same information to all members of Council, in accordance with section 44.2.

45.3 No Decisions by Electronic Communication

45.3.1 Council decisions are made at duly convened meetings. No resolution, motion, or other formal decision of Council shall be made by electronic communication.

45.3.2 Where a matter requires Council decision between Regular Meetings, the proper mechanism is to schedule a Special Council Meeting convened pursuant to the Yukon Municipal Act.

45.4 Chief Administrative Officer's Consultation on Operational Matters

45.4.1 The Chief Administrative Officer may, on a matter that falls within the Chief Administrative Officer's operational authority and where the Chief Administrative Officer wishes to confirm Council awareness or invite Council input before proceeding, communicate the matter to Council by text message or email.

45.5 Council Reports on Inter-meeting Communications

45.5.1 Any member of Council may, under Council Reports (section 16.12), raise for Council's discussion any matter arising from communications under sections 45.4 where the member considers Council deliberation or public discussion warranted.

45.6 Records

45.6.1 Electronic communications between members of Council, and between members and the Chief Administrative Officer, on Village business are records of the Village and shall be retained in accordance with the Village's records retention policy #38-22.

Repealed Bylaws

Bylaw #49-93 Council Procedural Bylaw is hereby repealed.

Bylaw #79-95 Council Procedures Amendment Bylaw is hereby repealed.

This bylaw shall come into full force and effect upon the final adoption thereof.

Read a first time this __th day of _____, 2026.

Read a Second time, this __th day of _____, 2026.

Read a Third time and adopted this __th day of _____, 2026.

Amended by Bylaw #368-20.

Amended by Bylaw #442-26, Council Procedural Bylaw Amendment #2.

Mayor

Chief Administrative Officer

APPENDIX "A"

Regular Council Meeting – Standard Order of Business

This Appendix is provided for reference. The order of business is governed by section 16 of this Bylaw.

1. Call to Order
2. Acknowledgement of Champagne and Aishihik First Nations Traditional Territory
3. Adoption of the Agenda
4. Declaration of Pecuniary Interest

5. Delegations
6. Adoption of Minutes of Regular and Special Council Meetings
7. Public Hearings and Public Input Sessions
8. Unfinished Business
9. New Business
10. Correspondence
11. Council Reports and Notices of Motion
12. Questions from the Public
13. Motion to Close Meeting to the Public
14. Adjournment

ATCO Smart Meter Changes

To whom it may concern,

yesterday afternoon I caught two friendly staff members of yours working on the meter. It took me two questions to get a clear answer of the purpose of their doing. I disagreed with the instalment of a smart meter what was kindly accepted.

Regarding the questionable reputation of smart meters it would be reasonable to, at least, knock on peoples door and ask of their consent. Your staff said that they did knock, but first I don't think so and second, neighbours told me that they talked to them and they didn't shared the true nature of their job. This alone sounds to me suspicious and should be revised, people should be asked and they should appropriately consent to the changes, already installed meters should be removed to the installers costs.

Having this experience I need to tell you that I give you **notice of my withdraw of consent to access the meter at any time. Please note that you would need to make appointments and receive written permission from me to access the meters of my properties.**

Billing cycles

Please note that I haven't received an electric bill for about 7 month now. This affects 4 meters including the people who use the power and their personal budget of paying the toll at some point in the future.

My first question would be, when are you able to send me your bill?

Second: Are you sure that a smart meter would make your software program more smart or wouldn't it be better to look into a different software provider to run things more smoothly?

Third: Please forgive me, but, it feels a bit suspicious to me that your billing difficulties appear just in the past two years, while you may hope that people would gratefully accept a smarter solution? In propaganda terms we call this Crisis-Solution-Cycle.

Thread of monthly in-person reading of \$80

Your staff kindly shared that you are planning to impose a \$80 monthly in-person reading fee to everybody who refuses the smart meter install. This is kindly said to be a blunt abuse

of your contract/market position, open robbery and there is no way that this would be withheld in a court case.

To play a bit with this, are you saying that, if I would agree to the new meter you would subtract \$80 from my electric bill? Like for my current home you'd pay me a monthly benefit of \$10 as my bill is currently around \$70? Please confirm!

Or else, how much would the bill for other users with the new meter be reduced as the reading costs are already calculated into the energy bill? Please explain!

Annual meter reading and averaged monthly payment

Although I understand that in person monthly meter reading looks like a relic of a distant past I still don't get why a monthly reading is necessary? Coming from Europe, annual readings are common for the length of my lifetime, at least, and so is an averaged monthly payment. This payment would be based upon the past years use and would include/weigh in any due over or under payments. Sounds advanced but I guess it can't be so complicated as people performed it even before computers were invented.

To offer a solution, I would agree to an averaged monthly payment and an annual one time reading. Underpayment would be paid by me after receiving the difference. Over payment could be reduced from the next monthly electric bill. Please let me know if you are agreeing.

Regards

Heiko Haehnsen

To whom it may concern

This is a Notice of Clarification in regards to Property Tax.

Hereof I claim that the properties in my name and title are solely owned by myself and other living men or women who are named on the Certificate of Title.

No other parties have or enjoy ownership over those properties.

Therefore the name "Property Tax" is misleading and one could come to the conclusion that this tax is some kind of rent, therefore the property would be owned by someone other than the people named on the Certificate of Title.

If I, Heiko Haehnsen or HEIKO HAEHNSEN did consent to terms or conditions that implement or enable such conclusion I hereof WITHDRAW MY CONSENT in whatever form it was given, or it will be assumed of future performances of any kind.

The payment of the “Property Tax” has been and will be performed under those named conditions.

Further I want to state that I pay the misleadingly named “Property Tax” as a Community Tax, to honour and support the work and services that have been done in our community by the means of the funds generated through the “Property Tax”.

Haines Junction, July 27th, 2026

Heiko Haehnsen

To whom it may concern

I would like to send you a notice of concern about the Memorandum for short term rental regulation that you set into power this spring.

First I would like to know when you are planning to end the Memorandum, as I had learned that such a legal vehicle is of temporary nature. We all remember “two weeks to flatten the curve”, while 2 years later the same measures were still in place. So, please provide the public with a clear date of expiry.

In the meanwhile I would like to share a few thoughts on the goals of your achievements and the process you had chosen.

I understand the purpose of the Memorandum, and truly, find some sympathy for it, because the seeking is honest and of good intention. The scenario might change if one digs into the topic a little deeper, and especially with my own experiences, and hearing first hand how things are handled in other jurisdictions with similar legislation.

I think, first, we might want to understand what is attractive for property owners and short term renters to join virtual platforms that bring them together. You always find people who look solely for the good deals and the quick money to make. Is that immoral or unlawful? Not in our society as far as I am concerned. Yes, there are homeowners that rent just through online rental platforms, which might take away from the local long term rental market. Though, we have to admit that those accommodations are often rented almost constantly while providing a decent, full amenities stay for families or work crews that would otherwise not even consider to travel or stay here. Beside this, those professionally maintained houses are creating jobs and income on several levels in the community, not

just for the owners that may or may not live here. Other accommodations are created out of occupied homes with some spare space available. For the owners, this might be a great way to create a bit more income on the side while providing a truly local experience for visitors. I can tell you that this is one main reason why travellers worldwide chose to book through Airbnb for example.

Now, let's look at the possible dynamic your legislation might create.

1. Would people build more houses and rental space when they know it would become extra difficult to rent it through an online service? Maybe there is no feasible renter interested at the moment or there is more income needed for a certain period of time? Well, one can claim yes, but I would bet a sum on it, it wouldn't support the creation of rental space at all!, I mean AT ALL! Quite the opposite I would say.
2. Would you be able to stop online rental platforms from operating in Haines Junction through a more professional provider? For bigger fully automatized operations this is a very attractive market. I've just experienced how bigger cities are now infested by professional apartment renting groups who grow undisturbed while the private, local, short term rental community is targeted extremely hard by city authorities, with the same legislation you are planning to put in place.
3. Coming to my last point and the question if you are really aware of who you are hurting? In my humble opinion it could easily be those kinds of folks that really could use this extra income, but not having the time and nerves to even argue with you about it. Imagine a single mom, who's one child just left home for further education. She might consider setting up an account at Airbnb, changing the child's room into a cute little stay for low budget travellers and being able to provide something extra for her child's future. Now, you put a big roadblock right in her face, and just the idea of paying a hefty fine or going to argue with you about questionable rules might discourage her. What a loss and pity for our community!

To finish my concerns I would like to put just a couple more points down:

One is my wonder about how constitutionally your legislation is? Isn't there a law that confirms us of the right to own, use and the enjoyment of property? You can call it a business but essentially in most cases it is a trust operation in the private, where one private offers a stay for another private and receives a donation for it.

Last but not least would be that if the Municipal of Haines Junction is crying about missing rental space, is it for the people to follow? This is solely your business, not ours. We do what we can and want, and if you wanna do something, organize it yourself. I guess it's known that we have a Yukon Housing Corporation in the Territory and their main objective is, exactly, to provide housing when there's not enough available.

I appreciate your ear lent and hope you feel encouraged to move ahead with essential projects that encourage, not discourage, great community.

Regards

Heiko Haehnsen



Office of the Minister
PO Box 2703, Whitehorse, Yukon Y1A 2C6

July 22, 2026

Mayor Diane Strand
Village of Haines Junction
Box 5339
Haines Junction, YT Y0B 1L0

via email: dstrand@hainesjunction.ca

Dear Mayor Strand,

RE: Introducing Electronic Medical Records (EMR) for Community Health Centres

I am pleased to be able to confirm that the Department of Health and Social Services will be implementing an electronic medical record system, called Plexia, in all community health centres.

Plexia is already in use in other clinical settings in the Yukon and expanding it to community health centres will make it easier to share patient information across the health system. It is currently in use at Yukon medical clinics, the Constellation Clinic, and the Whitehorse Walk in Clinic. Due to the fact that developing and implementing a broader, new electronic medical record system is expected to take at least three more years, we are acting now to provide the most widely-used in the Yukon electronic medical record system to all rural health centres.

Plexia will help meet Community Nursing's immediate need for an electronic medical record. Planning also continues for a broader electronic medical record platform for the Yukon, guided by a Steering Committee, made up of partners including the Yukon Hospital Corporation, Yukon Medical Association, and the Council of Yukon First Nations.

The phased rollout of Plexia is planned across communities beginning October 2026. If all goes according to plan, it is hoped to be running in all communities by March 2027.

To support a successful and clinically safe rollout, plans may need to be adjusted depending on staffing levels, operational readiness and each community's capacity to support sustainable implementation. If work is not complete by the end of the fiscal year, it would be continued in early 2027/28.

Strong safeguards are built into the system to protect personal health information. Implementing an EMR in community health centres will also support recruitment and retention efforts by modernizing clinical tools and is one part of a broader strategy to improve access to consistent health services in communities.

We recognize the importance of working in partnership with First Nations governments and communities. We are committed to ongoing engagement with First Nations and community leadership and health partners throughout planning and implementation to ensure the system supports community needs and priorities.

In September, the Department of Health and Social Services will host an information session with community partners prior to launch. We will continue to share updates as planning progresses and welcome opportunities to connect with you.

If you have any questions, please feel free to contact Cathy Stannard, Director of Community Nursing, at 867-332-1158 or catherine.stannard@yukon.ca.

Sincerely,



Hon. Brad Cathers
Minister of Health and Social Services

cc: Hon. Wade Istchenko, MLA for Kluane
David Fairbank, CAO, Village of Haines Junction