



Village of Haines Junction
May 21, 2025
Committee of the Whole Meeting 1-4pm

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

AGENDA

- 1. Call to Order**
- 2. Acknowledgement of Champagne and Aishihik First Nations Traditional Territory**
- 3. Adoption of Agenda**
- 4. Declaration of Pecuniary Interest**
- 5. Adoption of Minutes of Regular and Special Council Meetings**
- 6. Proclamations**
- 7. Delegations**
- 8. Public Hearings and Public Input Sessions**
- 9. Old Business**
 - a. Finance 201
 - b. Fire Chief Staffing Options
- 10. New Business**
- 11. Bylaws – Reports, Readings and Adoption**
- 12. Correspondence**
- 13. Council Reports and Notice of Motions**
- 14. Questions from the Public**
- 15. Motion to Close Meeting to the Public**
- 16. Adjournment**

The next Regular Council Meeting will take place at 7:00 pm on May 28th in Council Chambers and via Zoom.

Join Zoom Meeting

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

Meeting ID: 867 634 7100

One tap mobile

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

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

Village of Haines Junction

Bylaw #423-25

A Bylaw to Create the Annual Operating and Capital/Projects Budgets for 2025.

WHEREAS Section 238 of the *Municipal Act* (R.S.Y. 2002) provides that Council shall by bylaw cause an annual operating budget for the current year and an annual capital budget for the current year and the capital expenditure program for the next three financial years to be prepared and adopted; and;

WHEREAS Section 239(1) of the *Municipal Act* states that no expenditure shall be made that is not provided for in the Annual Operating Budget and Section 239(2) provides that Council may establish by bylaw a procedure to authorize and verify expenditures that vary from the annual operating or capital/projects budget expenditure programs;

NOW, THEREFORE, the Council of the municipality of the Village of Haines Junction in open meeting assembled **HEREBY ENACTS AS FOLLOWS:**

1. Short Title

This Bylaw may be known as Bylaw #423-25, 2025 Annual Operating and Capital/Projects Budget Bylaw.

2. Section 239 Procedure

No expenditure may be made that is not provided for in the 2025 annual Operating or Capital/Projects Budget unless such expenditure is approved:

- 1) by resolution of council to a maximum expenditure of \$500,000.00 upon receiving a report in a public meeting explaining the process of approving the expenditure and the rationale for the proposed expenditure; or
- 2) by bylaw for expenditures in excess of \$500,000.00.

3. Umbrella Budget Bylaw

Expenditures authorized in accordance with section 2(1) of this bylaw that result in an increase in total expenditures above what was approved in the 2025 Operating budget or Capital/Projects budget shall be brought forward for final approval through an umbrella bylaw at year end.

4. Chief Administrative Officer Re-Allocation Limits

The Chief Administrative Officer is hereby authorized to re-allocate funds among the line items in Appendix "A" and Appendix "B" to a maximum expenditure of \$25,000.00; and such allocation decision will be reported to Council at the next Council Meeting.

5. Appendices

Appendices A and B showing the 2025 Annual Operating Budget and the 2025 – 2028 Capital/Projects Budget attached hereto are a fundamental part of this bylaw.

6. Bylaw Repeal

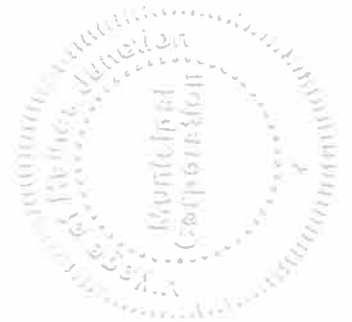
The following Bylaw is hereby repealed:

1. Bylaw 410-24, 2025 Annual Operating and Capital /Projects Budget Bylaw

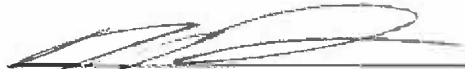
7. Readings

Read a first and second time this 26th day of March, 2025.

Read of third time and adopted this 9th day of April, 2025.




Diane Strand
Mayor


David Fairbank
Chief Administrative Officer

	Appendix "A" - Village of Haines Junction 2025 Annual Operating Budget			
		2024 Actual	2024 Budget	2025 Budget
O&M REVENUES		(Unaudited)		
LEGISLATIVE				
	Taxes and Grants in Lieu	\$ 1,014,870.84	\$ 1,018,808.56	\$ 1,031,420.30
	Tax Penalties	\$ 6,913.21	\$ 7,000.00	\$ 7,000.00
	Carbon Tax Rebate	\$ 45,883.27	\$ 45,883.27	\$ 57,942.47
	CMG Block Funding	\$ 2,209,128.00	\$ 2,209,128.00	\$ 2,525,583.00
	Return on Investments	\$ 347,292.57	\$ 150,000.00	\$ 150,000.00
	Housing Accelerator Fund	\$ 111,936.04	\$ 308,659.28	\$ 308,659.28
	Total Legislative	\$ 3,736,023.93	\$ 3,739,479.11	\$ 4,080,605.05
ADMINISTRATION				
	Grant Funding	\$ 23,493.00	\$ 25,493.00	\$ 25,493.00
	Licenses and Fees	\$ 12,251.67	\$ 12,650.00	\$ 12,650.00
	Interest Earned	\$ 619.17	\$ 2,560.00	\$ 2,560.00
	Contract Services	\$ 23,885.24	\$ 18,000.00	\$ 18,000.00
	Total Administration	\$ 60,249.08	\$ 58,703.00	\$ 58,703.00
PUBLIC WORKS				
	Contract Services	\$ 10,680.11	\$ 11,000.00	\$ 11,000.00
	Surplus Goods Sales	\$ -	\$ 5,000.00	\$ 5,000.00
	Grant Funding	\$ -	\$ 2,000.00	\$ 2,000.00
	Total Public Works	\$ 10,680.11	\$ 18,000.00	\$ 18,000.00
WATER AND SEWER				
	Services and Bulk Sales	\$ 296,305.45	\$ 294,800.00	\$ 294,800.00
	Contract Services / Asset Sales	\$ 1,503.86	\$ 1,500.00	\$ 1,500.00
	Grant Funding	\$ -	\$ 8,000.00	\$ 8,000.00
	Total Water and Sewer	\$ 297,809.31	\$ 304,300.00	\$ 304,300.00
ROADS AND STREETS				
	Contract Services / Asset Sales	\$ 5,748.75	\$ 5,500.00	\$ 5,500.00
	Total Roads and Streets	\$ 5,748.75	\$ 5,500.00	\$ 5,500.00
LANDFILL AND RECYCLING				
	User Fees	\$ 32,535.32	\$ 27,880.00	\$ 252,000.00
	Grant Funding	\$ 103,112.24	\$ 48,120.00	\$ 148,120.00
	Beverage Container Refunds	\$ 59,702.00	\$ 70,000.00	\$ 70,000.00
	Programs (Food Cyclor)	\$ 13,800.00	\$ 6,600.00	\$ 6,600.00
	Total Landfill and Recycling	\$ 209,149.56	\$ 152,600.00	\$ 476,720.00
ANIMAL CONTROL				
	Licenses and Fines	\$ 254.00	\$ 2,000.00	\$ 2,000.00
	Total Animal Control	\$ 254.00	\$ 2,000.00	\$ 2,000.00
FIRE DEPARTMENT				
	Contract Services	\$ 17,059.23	\$ 15,000.00	\$ 15,000.00
	Lease Fees	\$ 26,273.00	\$ 26,208.00	\$ 26,208.00
	Total Fire Department	\$ 43,332.23	\$ 41,208.00	\$ 41,208.00
FIRESMART				
	Grant Funding	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
	Total Firesmart	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
FACILITIES				
	Rental Fees - Convention Centr	\$ 15,214.90	\$ 15,200.00	\$ 15,200.00
	Rental Fees - Mezzanine	\$ 6,789.29	\$ 6,000.00	\$ 6,000.00
	Rental Fees - Arena	\$ 3,019.03	\$ 3,500.00	\$ 3,500.00
	Grant Funding	\$ -	\$ 1,333.00	\$ 1,333.00
	Total Facilities	\$ 25,023.22	\$ 26,033.00	\$ 26,033.00
TOTAL O&M REVENUES		\$ 4,413,270.19	\$ 4,372,823.11	\$ 5,038,069.05

O&M EXPENSES				
		2024 Actual (Unaudited)	2024 Budget	2025 Budget
LEGISLATIVE				
	Honoraria / Per Diems	\$68,861.28	\$81,792.00	\$89,725.00
	Travel / Training	\$8,069.09	\$12,000.00	\$21,000.00
	Grants and Hospitality	\$22,519.84	\$16,500.00	\$16,500.00
	Supplies and Services	\$1,156.00	\$5,650.00	\$5,650.00
	AYC Membership	\$22,091.28	\$22,091.28	\$25,255.83
	HAF Expenditures / Grants			<u>\$308,659.28</u>
	Total Legislative	\$ 122,697.49	\$ 138,033.28	\$466,790.11
ADMINISTRATION				
	Wages and Benefits	\$ 590,231.57	\$ 712,378.00	\$ 712,378.00
	Contract Services	\$ 164,826.95	\$ 156,791.16	\$ 156,791.16
	Equipment and Supplies	\$ 14,522.65	\$ 15,000.00	\$ 15,000.00
	Utilities	\$ 28,256.62	\$ 35,000.00	\$ 35,000.00
	Training, Travel, Memberships	\$ 6,037.76	\$ 7,500.00	\$ 7,500.00
	Grants and Hospitality	\$ 27,543.55	\$ 28,493.00	\$ 28,493.00
	Advertising	\$ 10,281.26	\$ 10,000.00	\$ 10,000.00
	Bank Charges	\$ 14,422.05	\$ 6,200.00	<u>\$ 6,200.00</u>
	Total Administration	\$ 856,122.41	\$ 971,362.16	\$ 971,362.16
PUBLIC WORKS				
	Wages and Benefits	\$ 457,272.75	\$ 624,945.00	\$ 624,945.00
	Contract Services	\$ 20,642.27	\$ 24,000.00	\$ 24,000.00
	Equipment and Supplies	\$ 60,336.75	\$ 66,000.00	\$ 66,000.00
	Maintenance	\$ 27,549.05	\$ 52,000.00	\$ 52,000.00
	Utilities	\$ 15,997.99	\$ 27,285.00	\$ 27,285.00
	Insurance	\$ 18,336.62	\$ 17,575.00	\$ 18,366.09
	Training and Travel	\$ 5,184.76	\$ 6,000.00	<u>\$ 6,000.00</u>
	Total Public Works	\$ 605,320.19	\$ 817,805.00	\$ 818,596.09
WATER AND SEWER				
	Wages and Benefits	\$ 149,702.99	\$ 109,085.00	\$ 109,085.00
	Contract Services	\$ 68,055.35	\$ 29,000.00	\$ 67,000.00
	Equipment and Supplies	\$ 68,628.60	\$ 63,240.00	\$ 73,240.00
	Maintenance	\$ 51,851.33	\$ 26,000.00	\$ 51,000.00
	Utilities	\$ 106,504.69	\$ 118,500.00	\$ 118,500.00
	Insurance	\$ 58,859.71	\$ 56,500.00	\$ 59,218.70
	Training and Travel	\$ 4,953.63	\$ 12,000.00	<u>\$ 12,000.00</u>
	Total Water and Sewer	\$ 508,556.30	\$ 414,325.00	\$ 490,043.70
ROADS AND STREETS				
	Wages and Benefits	\$ 55,463.77	\$ 53,000.00	\$ 53,000.00
	Contract Services	\$ 2,620.00	\$ 10,000.00	\$ 10,000.00
	Equipment and Supplies	\$ 5,834.00	\$ 23,000.00	\$ 23,000.00
	Maintenance	\$ 819.77	\$ 1,500.00	\$ 1,500.00
	Utilities (streetlights)	\$ 39,203.79	\$ 38,000.00	<u>\$ 38,000.00</u>
	Total Roads and Streets	\$ 103,941.33	\$ 125,500.00	\$ 125,500.00
LANDFILL AND RECYCLING				
	Wages and Benefits	\$208,816.74	\$225,104.00	\$246,464.14
	Contract Services	\$58,321.25	\$61,300.00	\$61,300.00
	Equipment and Supplies	\$22,227.43	\$19,000.00	\$32,000.00
	Maintenance	\$5,280.46	\$4,000.00	\$10,000.00
	Utilities	\$14,128.80	\$13,750.00	\$17,450.00
	Insurance	\$4,366.85	\$3,710.00	\$4,824.02
	Training and Travel	\$219.98	\$2,900.00	\$2,900.00
	Recycle Refunds Paid Out	\$39,510.40	\$40,000.00	\$40,000.00
	Landfill Closure Fees	\$0.00	\$15,000.00	<u>\$15,000.00</u>
	Total Landfill and Recycling	\$ 352,871.91	\$ 384,764.00	\$ 429,938.16

ANIMAL CONTROL				
	Wages and Benefits	\$ 1,142.25	\$ 1,100.00	\$ 1,100.00
	Maintenance	\$ -	\$ 150.00	\$ 150.00
	Equipment and Supplies	\$ 75.86	\$ 320.00	\$ 320.00
	Total Animal Control	\$ 1,218.11	\$ 1,570.00	\$ 1,570.00
FIRE DEPARTMENT				
	Honoraria	\$ 51,965.59	\$ 52,200.00	\$ 65,070.00
	Contract Services	\$ 19,735.41	\$ 20,000.00	\$ 20,000.00
	Equipment and Supplies	\$ 1,627.75	\$ 12,500.00	\$ 12,500.00
	Maintenance	\$ 14,160.57	\$ 23,000.00	\$ 23,000.00
	Utilities	\$ 16,920.90	\$ 30,000.00	\$ 30,000.00
	Insurance	\$ 15,013.08	\$ 14,900.00	\$ 14,191.16
	Training and Travel	\$ 300.00	\$ 11,500.00	\$ 11,500.00
	Total Fire Department	\$ 119,723.30	\$ 164,100.00	\$ 176,261.16
FIRESMART				
	Contract Services	\$ 24,000.00	\$ 25,000.00	\$ 25,000.00
	Total Firesmart	\$ 24,000.00	\$ 25,000.00	\$ 25,000.00
CONVENTION CENTRE				
	Contract Services	\$ 31,330.32	\$ 34,000.00	\$ 34,000.00
	Equipment and Supplies	\$ 13,814.17	\$ 17,000.00	\$ 17,000.00
	Maintenance	\$ 29,736.62	\$ 19,000.00	\$ 19,000.00
	Utilities	\$ 23,451.03	\$ 29,500.00	\$ 29,500.00
	Insurance	\$ 43,945.43	\$ 42,100.00	\$ 44,061.68
	Total Convention Centre	\$ 142,277.57	\$ 141,600.00	\$ 143,561.68
MEZZANINE				
	Contract Services	\$ 8,350.00	\$ 11,000.00	\$ 11,000.00
	Equipment and Supplies	\$ 824.43	\$ 1,000.00	\$ 1,000.00
	Maintenance	\$ 960.91	\$ 2,000.00	\$ 2,000.00
	Utilities	\$ -	\$ 500.00	\$ 500.00
	Total Mezzanine	\$ 10,135.34	\$ 14,500.00	\$ 14,500.00
COMMUNITY HALL, CURLING RINK, POOL				
	Maintenance	\$ -	\$ 500.00	\$ 500.00
	Utilities	\$ 2,668.99	\$ 3,000.00	\$ 3,000.00
	Insurance	\$ 105.96	\$ 300.00	\$ 300.00
	Total Community Hall, Curling Rink, Pool	\$ 2,774.95	\$ 3,800.00	\$ 3,800.00
ARENA				
	Wages and Benefits	\$ 47,940.35	\$ 82,700.00	\$ 82,700.00
	Contract Services	\$ 1,454.42	\$ 1,200.00	\$ 1,200.00
	Equipment and Supplies	\$ 6,906.19	\$ 11,300.00	\$ 11,300.00
	Maintenance	\$ 29,334.03	\$ 27,000.00	\$ 27,000.00
	Utilities	\$ 116,857.67	\$ 95,500.00	\$ 95,500.00
	Insurance	\$ 44,897.22	\$ 45,000.00	\$ 45,468.06
	Training and Travel	\$ 29.99	\$ 2,000.00	\$ 2,000.00
	Total Arena	\$ 247,419.87	\$ 264,700.00	\$ 265,168.06
TOTAL O&M EXPENSES		\$ 3,097,058.77	\$ 3,467,059.44	\$ 3,932,091.12
NET O&M SURPLUS		\$ 1,316,211.42	\$ 905,763.67	\$ 1,105,977.93
CAPITAL REVENUE		\$ 527,893.46	\$ 3,195,500.00	\$ 4,295,500.00
CAPITAL RESERVES		\$ -	\$ 1,580,000.00	\$ 45,000.00
CAPITAL / PROJECTS EXPENSES		\$ 2,285,438.27	\$ 5,752,500.00	\$ 4,378,650.00
NET CURRENT YEAR SURPLUS		-\$ 441,333.39	-\$ 71,236.33	\$ 1,067,827.93
TRANSFER FROM UNRESTRICTED RESERVES			\$ 71,236.33	\$ -

2025 -2028 Provisional Capital and Projects Budget										
	Project Name	Year				2025 Funding Source				2026-28
		2025	2026	2027	2028	Operating Funds	Reserves	Other Source	Description	Funding Source
BF	Recycling Centre & Landfill SWMP Design Implementation (2023)(Landfill Back Area) Landfill Front Area Modernization Environmental Spill Clean up	1,000,000 150,000 20,000	1,000,000	1,000,000			20,000	1,000,000 650,000	Gas Tax YG (pending regionalization)	Fire Dept Reserve
CF	Convention Centre Historic Mural Upgrade	60,000						60,000	Gas Tax	
CF	Convention Centre/Arena 2021 Arena Replace Single Walled Oil Tank	16,000				16,000				
CF	2020 Seismic Renovations Convention Centre	1,200,000						1,200,000	Gas Tax	
CF	2023 CC/Arena Heating System (Cost TBD)									
CF	Fire Alarm (pending cost estimate)	120,000				120,000			Gas Tax?	
CF	Public Works Mobile Equipment Flail mower	15,000				15,000				
CF	Fire Department Fire Department Crew cab	82,000						82,000	Yukon Gov't	
CF	SCUBA Gear (2023)	45,000					45,000		Fire Dept Reserve	
CF	SCUBA Gear		47,000							
CF	Floor drainage (2023)	15,000				15,000				
CF	Administration Asset Management Plan (2023)	100,000				100,000				
CF	Emergency Response Plan (2023)	75,000						75,000		
CF	Communications Strategy (2023)	25,000				25,000				
CF	Truth and Reconciliation Policy and Statement	20,000				20,000				
CF	Public Works Develop a Removal of Abandoned Assets Plan for Water Tower,									
CF	Uplift Station, Pool/Curling Rink (2021)	25,000				25,000				
CF	Floor Drainage Public Works Shop (2023)	15,000				15,000				
CF	Water and Sewer Water License Lagoon Hydrogeological Assessment (2023)	50,000				50,000				
	Flow Meter	6,050				6,050				
	Wet Well Wizard	45,000				45,000				
CF	Roads and Streets Repair and Resurface Canada Banners	1,200,000 4,600	750,000	250,000	250,000			1,200,000	Gas Tax	
CF	Recreation and Parks/Greenspaces Trail Assets (benches, garbage cans) (2023)	25,000						25,000	Trans Canada Trail	
Ongoing	Trail Care Event	10,000				6,500		3,500	Trans Canada Trail	
CF	Trail Signage / App Project	25,000				25,000				
CF	Heritage Structure Project (2023)	30,000				30,000				
	Total Capital and Projects	4,378,650	1,797,000	1,250,000	250,000	538,150	45,000	4,295,500		
	Reserve Allocations Reserve Allocation - Public Works Equipment Reserve Allocation - Fire Department Equipment Reserve Allocation - Recreation Facility Reserve Allocation - Other?									
	Total Reserves	0	0	0	0	0	0	0		
	TOTAL	4,378,650	1,797,000	1,250,000	250,000	538,150	45,000	4,295,500		
	Total 2025 Capital and Project Expenditures	4,378,650				4,878,650				
	Total 2025 Capital and Project Revenues	4,878,650								
	Replenish reserves used in 2024	- 500,000								
BF	Brought forward from 2025 - 2027 Budget									
CF	Carry Forward from 2024 (not completed)									
Ongoing	Same every year									



Village of Haines Junction Report to Council

April 9, 2025

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

RE: Fire Chief Staffing Options - UPDATED

Recommendation

That, Council considers the options presented in this RTC for staffing a Fire Chief position when undertaking their strategic planning exercise.

Background

When the Haines Junction Volunteer Fire Department was created, legislation directing their organization and action became applicable, this includes the Municipal Act, the Fire Prevention Act¹, the Worker Safety and Compensation Act, the Occupational Health and Safety Act, the Volunteer Fire Department Bylaw #372-20 and the Criminal Code of Canada.

Fire services in the Yukon were extensively reviewed in 2021². This review was initiated because:

- Demands on the fire services are increasing with population of both seasonal/recreational and permanent residents, especially retirees, who move from larger southern Canadian cities. Expectations of service delivery levels in the communities are inconsistent with local or territorial capability.
- The Fire Marshal's Office and YG receive frequent complaints about imposing excessive regulation and demonstrating a continuing lack of appreciation for local volunteers.
- There are growing needs for fire service compliance with Occupational Health & Safety (OH&S), Yukon Government regulatory requirements, and other agencies.
- Penalties for non-compliance with established OH&S legislation or regulation can be significant. The City of Fort St. John was fined \$327,000 for violations related to exposure control and respiratory protection including mask fit-testing.
- Fire services and related resources are expensive and require planning to manage costs and maintain compliance with regulatory requirements.

The review interviewed Fire Chiefs across Yukon who identified the following challenges:

- An increasing time burden for administration, increased overall responsibility, and increased liability.

¹ Fire Protection Act S6 the chief or acting chief of the fire brigade of every municipality or settlement in which a fire brigade has been established, and the municipal clerk of every municipality in which no fire brigade has been established is, because of their office, a local assistant to the fire marshal and is subject to the directions of the fire marshal in carrying out the provisions of this Act in the boundaries of the municipality or settlement.

² Review of the Yukon Fire Marshal's Office fire suppression and rescue resources distribution

https://yukon.ca/sites/default/files/final_report_-_review_of_yukon_fmo_and_fire_services_response_specialties_november_2021.pdf

- There was little interest in any increased administrative function amongst Fire Chiefs who emphatically stated that they have no further time available and no desire to do more administratively.

Likely in part due to the current capacity within VFD's to carry out administrative functions; the review concluded that across the Yukon, there is a lack of meaningful enforcement of regulatory compliance with requirements for training, fitness and medical exams, OH&S requirements, reporting and records management, provision of education and prevention programming, and appointment of staff as required in the legislation noted above. The review also pointed out that new criminal code provisions should serve as a reminder and a warning to all fire service administrators and government officials that all expectations must be met lest severe liability and/or penalty result from an incident. The review concluded that the operation of a fire department requires active, engaged and educated leadership without which a department will fail.

Shortly after the review was released in 2021, the HJVFD Fire Chief resigned stating:

- In addition to this, other demands are also being made on this position such as; fire inspections, public education, public communication, administrative requirements, ensuring annual inspections are completed, ensuring fire turnout gear is OH&S compliant, monthly checks are completed, volunteer training, volunteer medicals are current, proper drivers licences are in place, attending conferences, and honestly, just hounding people to complete these tasks. It's amazing how long it can take just to get 12 signatures at times!
- The community of Haines Junction - Dakwakada is growing pretty rapidly these days, and that means the responsibilities for the department are increasing.
- Going forward, I think it will be a big ask for a Volunteer to step in as a Fire Chief, considering the responsibility and time commitment required to do a proper and complete job. If we do find a person, that is great. If not, I think at some point the VOHJ will need to put it out as a paid position, as Watson Lake and Dawson City have done.
- A paid full time Fire Chief, may also mean that our Municipal Insurance classification could change, potentially reducing everyone's insurance rates on their homes as well. Perhaps it could be a hybrid position that also includes the Municipal bylaw file, which I think is also pretty common.

Discussion/Analysis/Alternatives

Option 1: Seek a Volunteer Fire Chief

This option involves encouraging current members of the HJVFD to consider taking on the Fire Chief role.

Assessment:

- Given that the position has been vacant since 2022, it does not appear that anyone within the HJVFD is willing to step forward to take on this role under present circumstances.
- The fire department must meet regulatory requirements for the provision of fire protection services. Much of this work is currently being managed by office staff and this is only sustainable in the short-term.

- This option places the Village in a position of elevated potential liability should a workplace safety incident occur as office staff do not have the opportunity for direct oversight, experience, or capacity that a Fire Chief would.

Option 2: Manager of Protective Services – Fire Chief

Northern municipalities that have a full-time paid Fire Chief position include, Watson Lake, Dawson City, Fort Simpson and Inuvik. These communities have established a hybrid Director of Protective Services - Fire Chief role, this position is responsible for municipal bylaw enforcement and emergency measures.

Assessment:

- This model is worth considering because at present, staff's capacity to carry out municipal enforcement and emergency measures planning and coordination is limited. It could be argued that from a risk management perspective, these positions would be more important than the staffing of a recreation administrator.
- Creating a full-time paid position would make recruitment easier than recruiting for a part-time position.

Fiscal Impact

Option	How calculated	Estimated Annual Cost
1: Status Quo – Volunteer Fire Chief	Annual honorarium <ul style="list-style-type: none"> • Fire Chief = ~\$4,220/yr 	~\$3,500 If an existing member
2: Manager of Protective Services – Fire Chief	Current VHJ Pay scale for Managers: <ul style="list-style-type: none"> • \$88,000-\$132,000 (mid range = \$110,000) Plus Benefits (~20%)	~\$132,000

Draft Resolution

THAT Council consider these options when undertaking their strategic planning exercise.

Prepared by

Aynslie Ogden
Policy and Communications Manager

Approved by

Dave Fairbank
Chief Administrative Officer