COMMITTEE of the WHOLE MEETING AGENDA

Village of Haines Junction

September 24th, 2026 – 1:00 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. **Unfinished Business**
    a. RTC – August Financial Report
    b. Budget at a glance – Reserves – Capital - Wages
    c. EOI Investment Advisory Opinion
    d. RTC – Investment Bylaw Options
    e. RTC - Reserve Bylaw Amendment Options
6. **New Business**
7. **Questions from the Public**
8. **Motion to Close Meeting to the Public**
9. **Adjournment**

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

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

Report to Council
Village of Haines Junction
September 23, 2026

RE: August 2026 Financial Report

Recommendation

That Council accept the August 2026 Financial Report as information.

Background

The balance sheet shows the current balance in cash and investments (reserves) as well as receivables, the value of capital assets and accumulated depreciation. Liabilities include current accounts and grants payable and funds deferred or held in trust. The investment account will fluctuate during the year as funds are added to it when the CMG is received and drawn out later in the year as needed. Some line items, such as capital asset and reserve accounts are previous year balances and do not include current year expenditures / allocations.

The 2026 Budget Expenditures report summarizes the operations of the municipality by department, showing the current year to date, budget and benchmark.

The Capital Projects Budget YTD details the capital expenditures to date that are summarized on the 2026 Budget Expenditures report.

Analysis

***Changes from the previous report are highlighted in BOLD.**

<u>SUMMARY</u>:

Balance Sheet – the bank balance and accounts receivable are high due to property tax payments received and in anticipation of receipt by July 2 due date.

Revenues – Total O&M revenue is at 87% for the year, above the 67% benchmark. This is expected as CMG and property tax revenue are recorded early in the year.

Expenditures – Total O&M expenses are at 55.36% for the year, below the 67% benchmark. This is expected as many expenditures are seasonal in nature or are one-time annual costs that have not yet been recorded.

<u>REVENUES</u>

<u>Legislative</u> – Above benchmark, tracking to budget

- Full Comprehensive Municipal Grant and property tax revenue have been recorded
- Late payment tax penalties are fully recorded as of July 2nd due date
- **HAF funding – full amount has been received but only the portion that has been expensed is being recorded (unspent funds are recorded in Deferred Revenue)**

<u>Administration –</u> Below benchmark, tracking to budget

- **Lotteries funding not yet recorded**
- **AYC funding of $5,625 for Canada Day not included in budget**

Public Works – Above benchmark

- Surplus Goods Sales – recycle trailer sales $9200.00 (not budgeted)

Water & Sewer - Above benchmark, tracking to budget

- Annual water and sewer services have been fully recorded

Roads & Streets - Below benchmark

- One culvert sale recorded

Landfill & Recycling – Below benchmark

- Tipping fees are slightly below benchmark, expect increased fees during summer months
- Interim regional waste management facility funding not yet received

Animal Control – Above benchmark

- Animal Control bylaw fees were increased subsequent to April budget

Fire Department – Above benchmark

- Annual CAFN user agreement invoice is based on 2025 costs, which were higher than expected due to WCB issues

FireSmart – Revenues above benchmark at 100% as program completed

Facilities – Below benchmark

- **Arena fees lower than budgeted due to 2 usual tournaments having not taken place this year**

EXPENSES

Legislative – Below benchmark

- **Supplies and Services: $0 expended of Strategic Planning $5,000 budget; Grants and Hospitality: Arctic Inspiration Prize donation, Fireworks, Christmas events - not yet expensed**

Administrative – Below benchmark

- **Wages below benchmark due to position vacancies, partially offset by additional Contract Services ($25,000)**
- **Grants and Hospitality: $0 expended of $23,493 Lotteries Rec Grants; Special Events $2500 over budget of $5,000 for Canada Day – offset by AYC funding of $5,625**

Public Works – Below benchmark, tracking to budget

- **Contract Services: Mosquito Control (budget $21,000) not yet recorded**

Water & Sewer – Below benchmark

- **Maintenance: Equipment Repair and Lagoon Maintenance $8,300 of $45,000 budget expensed to date**

Roads & Streets – Below benchmark, tracking to budget

- **Equipment and Supplies: Calcium, cold mix, sand, gravel, culverts – none purchased year to date**

Landfill & Recycling – Below benchmark, tracking to budget

- **Landfill Closure Fees $40,000 budget not recorded (Year end auditor entry)**

Animal Control – Below benchmark

Fire Department – Below benchmark

- **Honoraria (Wages) Budgeted 7 months for Protective Services Manager**
- **Contract Services: Dispatch Services not yet recorded**

FireSmart – Above benchmark as project was completed.

Convention Centre – Below benchmark, tracking to budget

Mezzanine – Below benchmark, tracking to budget

Community Hall, Curling Rink, Pool – Below benchmark, tracking to budget

Arena – Below benchmark, tracking to budget

- **Second half of season to come (Oct – Dec)**

Conclusion

Council by reviewing this report will be exercising their financial oversight role of the monthly financial operations of the municipality.

Prepared by Donna Istchenko, Treasurer

Village of Haines Junction 'Balance Sheet As at Aug 31, 2026

ASSET		
Current Assets		
Bank Account	2,927,488.26	
Cash on Hand	1,099.56	
Payroll Bank Account	45,956.36	
Imprest Account - Office	250.00	
Imprest Account - Recycle Centre	5,000.00	
Imprest Account- Landfill Gatehouse	250.00	
Total Cash		2,980,044.18
Accounts Receivable	142,794.44	
LF Fees / RC Refundables Receivable	49.55	
Home Owners Grants Receivable	76,410.09	
Funding Claims Receivable	-10,000.00	
Urban Electrification Program	22,334.68	
GST Receivable - ITC	4,610.75	
GST Receivable - Rebate	58,723.85	
Total Receivables		294,923.36
Prepaid Expenses		98,797.07
General Investments		9,245,588.27
Assets Held for Sale		54,166.65
Land Sale - C Magnuson		24,799.06
Land Sale - J Thomas		25,160.07
Total Current Assets		12,723,478.66
Capital Assets		
Land		203,353.74
Land Improvements	4,544,470.81	
Land Improvements - Accum. Amort.	-1,684,107.76	
Net - Land Improvements		2,860,363.05
Buildings	10,589,553.71	
Building - Accum. Amort.	-7,012,520.64	
Net - Buildings		3,577,033.07
Machinery & Equipment	4,212,134.17	
Machinery & Equipment - Accum Amort	-2,506,541.44	
Net - Machinery & Equipment		1,705,592.73
Vehicles	1,615,263.56	
Vehicles - Accum. Amort.	-1,070,154.31	
Net - Vehicles		545,109.25
Roads	5,951,763.99	
Roads - Accum. Amort.	-3,979,536.88	
Net - Roads		1,972,227.11
Water & Sewer	47,451,456.36	
Water & Sewer - Accum. Amort.	-8,541,271.36	
Net - Water & Sewer		38,910,185.00
Landfill ARO	111,294.00	
Landfill ARO - Accum Amort	-54,976.78	
Net - Landfill ARO		56,317.22
Total Capital Assets		49,830,181.17
TOTAL ASSET		62,553,659.83

LIABILITY		
Current Liabilities		
Accounts Payable - Control		81,451.19
Accounts Payable - Credit Card		9,981.87
Accounts Payable Year End Accruals		7,038.95
Accounts Payable - Other		25,000.00
C-CARE Grants Payable		15,912.42
Recreation Grants Payable		13,218.31
SOCAN Fees Payable		9.25
Swim Club Payable		2,700.34
Landfill After Hours Access Bond		500.00
GST Payable (Collected)		846.17
Deferred Revenue		572,778.44
RRSP Payable		12,626.44
RRSP Payable - No Tax		995.78
Vacation/TIL/Benefits Payable		88,213.02
Vacation Pay Payable		1,852.94
Total Current Liabilities		833,125.12
Long Term Liabilities		
Deposit on Water Cards		3,204.00
Total Long Term Liabilities		3,204.00
TOTAL LIABILITY		836,329.12
EQUITY		
Equity		
Asset Retirement Obligation		382,771.00
Fire Department Reserve	412,430.15	
Infrastructure Reserve	990,773.68	
Recreation Facility Reserve	2,566,234.30	
Environmental Services Reserve	102,110.00	
Public Works Equipment Reserve	884,759.25	
Gas Tax Reserve	59,414.13	
Community Foundation Reserve	45,767.54	
Public Arts Reserve	114,652.06	
Total Reserve Funds		5,176,141.11
Investment - Capital Assets		49,447,410.17
Current Earnings		1,684,327.17
Retained Earnings		5,026,681.26
Total Equity		61,717,330.71
TOTAL EQUITY		61,717,330.71
LIABILITIES AND EQUITY		62,553,659.83

	Village of Haines Junction - 2026 Budget Expenditures			
O&M REVENUES		**YTD to Aug 31**	**2026 Budget**	**Benchmark 67%**
LEGISLATIVE				
	Taxes and Grants in Lieu	$ 1,101,254.10	$ 1,104,469.70	99.71%
	Tax Penalties	$ 8,294.08	$ 7,000.00	118.49%
	CMG Block Funding	$ 2,641,014.00	$ 2,641,014.00	100.00%
	Return on Investments	$ 85,276.01	$ 200,000.00	42.64%
	Housing Accelerator Fund	$ 96,500.00	$ 308,659.28	
	Total Legislative	**$ 3,932,338.19**	**$ 4,261,142.98**	**90.02%**
ADMINISTRATION				
	Grant Funding	$ 49,625.00	$ 98,493.00	50.38%
	Licenses and Fees	$ 11,077.22	$ 12,650.00	87.57%
	Interest Earned	$ 5,273.86	$ 7,000.00	75.34%
	Total Administration	**$ 65,976.08**	**$ 118,143.00**	**55.84%**
PUBLIC WORKS				
	Contract Services	$ 875.88	$ 8,500.00	10.30%
	Surplus Goods Sales	$ 9,200.00	$ -	
	Grant Funding	$ 4,752.00	$ 7,920.00	60.00%
	Total Public Works	**$ 14,827.88**	**$ 16,420.00**	**90.30%**
WATER AND SEWER				
	Services and Bulk Sales	$ 295,841.15	$ 305,500.00	96.84%
	Contract Services / Asset Sales	$ 748.34	$ 1,500.00	49.89%
	Grant Funding	$ -	$ 8,000.00	0.00%
	Total Water and Sewer	**$ 296,589.49**	**$ 315,000.00**	**94.16%**
ROADS AND STREETS				
	Contract Services / Asset Sales	$ 665.15	$ 5,500.00	12.09%
	Total Roads and Streets	**$ 665.15**	**$ 5,500.00**	**12.09%**
LANDFILL AND RECYCLING				
	User Fees	$ 86,179.99	$ 150,000.00	57.45%
	Grant Funding	$ 25,728.00	$ 153,604.00	16.75%
	Beverage Container Refunds	$ 39,857.95	$ 70,000.00	56.94%
	Programs (EPR)	$ 63,402.57	$ 108,000.00	58.71%
	Total Landfill and Recycling	**$ 215,168.51**	**$ 481,604.00**	**44.68%**

ANIMAL CONTROL				
	Licenses and Fines	$ 849.00	$ 900.00	94.33%
	Total Animal Control	**$ 849.00**	**$ 900.00**	**94.33%**
FIRE DEPARTMENT				
	Contract Services	$ 20,878.16	$ 17,000.00	122.81%
	Lease Fees	$ 18,529.36	$ 27,000.00	68.63%
	Total Fire Department	**$ 39,407.52**	**$ 44,000.00**	**89.56%**
FIRESMART				
	Grant Funding	$ 40,000.00	$ 40,000.00	100.00%
	Total Firesmart	**$ 40,000.00**	**$ 40,000.00**	**100.00%**
FACILITIES				
	Rental Fees - Convention Centr	$ 7,637.12	$ 15,200.00	50.24%
	Rental Fees - Mezzanine	$ 4,068.59	$ 7,000.00	58.12%
	Rental Fees - Arena	$ 690.48	$ 3,500.00	19.73%
	Grant Funding (Training)	$ -	$ -	
	Total Facilities	**$ 12,396.19**	**$ 25,700.00**	**48.23%**
TOTAL O&M REVENUES		**$ 4,618,218.01**	**$ 5,308,409.98**	**87.00%**
O&M EXPENSES				
		YTD Aug 31	**2026 Budget**	**Benchmark 67%**
LEGISLATIVE				
	Honoraria / Per Diems	$62,298.22	$111,336.00	55.96%
	Travel / Training	$7,820.31	$9,000.00	86.89%
	Grants and Hospitality	$4,059.96	$18,000.00	22.56%
	Supplies and Services	$1,127.00	$6,800.00	16.57%
	AYC Membership	$26,410.14	$26,410.14	100.00%
	Total Legislative	**$101,715.63**	**$171,546.14**	**59.29%**
ADMINISTRATION				
	Wages and Benefits	$ 327,816.65	$ 610,580.00	53.69%
	Contract Services	$ 121,376.61	$ 121,000.00	100.31%
	Equipment and Supplies	$ 9,484.08	$ 20,700.00	45.82%
	Utilities	$ 21,876.43	$ 32,000.00	68.36%
	Training, Travel, Memberships	$ 6,377.85	$ 4,000.00	159.45%
	Grants and Hospitality	$ 7,589.96	$ 28,493.00	26.64%
	Advertising	$ 8,995.36	$ 10,000.00	89.95%
	Bank Charges	$ 3,618.33	$ 6,700.00	54.00%
	Total Administration	**$ 507,135.27**	**$ 833,473.00**	**60.85%**

PUBLIC WORKS				
	Wages and Benefits	$ 349,778.88	$ 483,773.00	72.30%
	Contract Services	$ 644.00	$ 24,000.00	2.68%
	Equipment and Supplies	$ 29,537.70	$ 71,000.00	41.60%
	Maintenance	$ 27,920.41	$ 51,000.00	54.75%
	Utilities	$ 13,073.41	$ 19,500.00	67.04%
	Insurance	$ 16,434.75	$ 16,100.00	102.08%
	Training and Travel	$ 8,699.33	$ 9,000.00	96.66%
	Total Public Works	**$ 446,088.48**	**$ 674,373.00**	**66.15%**
WATER AND SEWER				
	Wages and Benefits	$ 54,684.84	$ 125,164.00	43.69%
	Contract Services	$ 27,505.86	$ 56,000.00	49.12%
	Equipment and Supplies	$ 50,716.15	$ 96,000.00	52.83%
	Maintenance	$ 8,581.07	$ 52,000.00	16.50%
	Utilities	$ 98,596.89	$ 141,500.00	69.68%
	Insurance	$ 47,340.93	$ 43,500.00	108.83%
	Training and Travel	$ 1,705.00	$ 10,000.00	17.05%
	Total Water and Sewer	**$ 289,130.74**	**$ 524,164.00**	**55.16%**
ROADS AND STREETS				
	Wages and Benefits	$ 29,576.58	$ 53,000.00	55.80%
	Contract Services	$ 10,780.00	$ 15,000.00	71.87%
	Equipment and Supplies	$ -	$ 23,000.00	0.00%
	Maintenance	$ 2,540.78	$ 1,500.00	169.39%
	Utilities (streetlights)	$ 35,938.82	$ 50,000.00	71.88%
	Total Roads and Streets	**$ 78,836.18**	**$ 142,500.00**	**55.32%**
LANDFILL AND RECYCLING				
	Wages and Benefits	$190,507.43	$320,661.00	59.41%
	Contract Services	$37,336.58	$59,500.00	62.75%
	Equipment and Supplies	$23,204.09	$41,400.00	56.05%
	Maintenance	$3,638.70	$10,000.00	36.39%
	Utilities	$18,260.82	$25,400.00	71.89%
	Insurance	$8,007.76	$14,500.00	55.23%
	Training and Travel	$2,428.65	$2,900.00	83.75%
	Recycle Refunds Paid Out	$30,348.35	$45,000.00	67.44%
	Landfill Closure Fees	$0.00	$40,000.00	0.00%
	Total Landfill and Recycling	**$ 313,732.38**	**$ 559,361.00**	**56.09%**

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ANIMAL CONTROL						
	Wages and Benefits	$	275.10	$	1,100.00	25.01%
	Maintenance	$	-	$	100.00	0.00%
	Equipment and Supplies	$	25.28	$	100.00	25.28%
	Total Animal Control	**$**	**300.38**	**$**	**1,300.00**	**23.11%**
FIRE DEPARTMENT						
	Wages and Honoraria	$	31,406.97	$	167,827.08	18.71%
	Contract Services	$	4,735.88	$	22,000.00	21.53%
	Equipment and Supplies	$	15,232.30	$	17,500.00	87.04%
	Maintenance	$	23,846.77	$	23,000.00	103.68%
	Utilities	$	14,221.24	$	23,000.00	61.83%
	Insurance	$	13,394.07	$	12,740.41	105.13%
	Training and Travel	$	2,524.08	$	31,500.00	8.01%
	Total Fire Department	**$**	**105,361.31**	**$**	**297,567.49**	**35.41%**
FIRESMART						
	Contract Services	$	37,137.18	$	40,000.00	92.84%
	Total Firesmart	**$**	**37,137.18**	**$**	**40,000.00**	**92.84%**
CONVENTION CENTRE						
	Contract Services	$	15,001.78	$	34,000.00	44.12%
	Equipment and Supplies	$	7,530.56	$	18,000.00	41.84%
	Maintenance	$	12,000.24	$	25,000.00	48.00%
	Utilities	$	18,757.79	$	30,000.00	62.53%
	Insurance	$	34,369.12	$	31,600.00	108.76%
	Total Convention Centre	**$**	**87,659.49**	**$**	**138,600.00**	**63.25%**
MEZZANINE						
	Contract Services	$	4,936.16	$	11,000.00	44.87%
	Equipment and Supplies	$	563.90	$	1,000.00	56.39%
	Maintenance	$	-	$	2,000.00	0.00%
	Utilities	$	226.18	$	500.00	45.24%
	Total Mezzanine	**$**	**5,726.24**	**$**	**14,500.00**	**39.49%**
COMMUNITY HALL, CURLING RINK, POOL						
	Maintenance	$	-	$	500.00	0.00%
	Utilities	$	2,316.66	$	3,185.00	72.74%
	Insurance	$	84.21	$	76.62	109.91%
	Total Community Hall, Curling I	**$**	**2,400.87**	**$**	**3,761.62**	**63.83%**

ARENA						
	Wages and Benefits	$	26,609.21	$	69,000.00	38.56%
	Contract Services	$	345.85	$	1,500.00	23.06%
	Equipment and Supplies	$	4,315.89	$	11,000.00	39.24%
	Maintenance	$	12,871.78	$	35,000.00	36.78%
	Utilities	$	68,336.53	$	110,500.00	61.84%
	Insurance	$	35,618.28	$	32,700.00	108.92%
	Training and Travel	$	-	$	2,000.00	0.00%
	Total Arena	**$**	**148,097.54**	**$**	**261,700.00**	**56.59%**
	HAF (housing grant programs)	**$**	**87,500.00**	**$**	**308,659.28**	
TOTAL O&M EXPENSES			**$2,210,821.69**		**$3,971,505.53**	**55.67%**
NET O&M SURPLUS		**$**	**2,407,396.32**	**$**	**1,336,904.45**	
CAPITAL REVENUE		**$**	**2,000.00**	**$**	**2,143,000.00**	
CAPITAL RESERVES		**$**	**-**	**$**	**1,426,000.00**	
CAPITAL / PROJECTS EXPENSES		**$**	**893,728.43**	**$**	**4,553,050.00**	
NET CURRENT YEAR SURPLUS		**$**	**1,515,667.89**	**$**	**352,854.45**	
TRANSFER FROM UNRESTRICTED RESERVES						

Report to Council
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2026 Capital Project YTD

DEPARTMENT	PROJECT	YTD Aug 31	Budget Amount	Funding Source				Budget Amendments
				CMG / Op	Reserves	Other	Source	
Administration								
Arena	Fire Alarm Upgrade	$3,900.00	$130,000.00			$130,000.00	CCBF	Motion 131-26 + 10,000
	Replace Single-walled oil tank		$16,000.00	$16,000.00				
Convention Ctr	Historic Mural Upgrade	$500.00	$60,000.00			$60,000.00	CCBF	
	Heating System Upgrade Design	$35,013.96	$385,000.00			$385,000.00	CCBF	Motion 131-26 + 235,000
Fire Department	Prot Services Manager Vehicle	$74,980.00	$75,000.00		$75,000.00			
	SCBA Gear		$45,000.00		$45,000.00			
	Floor Drainage		$15,000.00	$15,000.00				
Landfill / Recycle	Decommission LTF	$14,631.55	$20,000.00	$20,000.00				
	Scrap Metal ELV Removal	$64,625.00	$200,000.00	$200,000.00				
	Hazardous Waste Container (Auditor deferred from 2025)	$19,907.78	$0.00	$0.00				
	Composting System	$60,582.00	$130,000.00	$130,000.00				Motion 153-26 - new
Public Works	Wing Mower	$57,780.00	$52,000.00		$52,000.00			Motion 113-26 - 8,000
	Utility Vehicles	$34,656.00	$35,000.00		$35,000.00			Motion 113-26 + 3,000
	Half Ton Truck Replacement	$3,000.00	$80,000.00		$80,000.00			Motion 113-26 + 15,000
	Van Replacement	$73,763.48	$74,000.00		$74,000.00			Motion 113-26 + 10,000
	50 hp Tractor Replacement	$5,000.00	$65,000.00		$65,000.00			
	PW Shop floor drainage		$15,000.00	$15,000.00				
	Concrete blocks for yard storage	$10,000.00	$10,000.00	$10,000.00				
Water Sewer	SCADA Infrastructure	$72,264.75	$350,000.00			$350,000.00	CCBF	*
	Wet Well Wizard		$48,000.00	$48,000.00				
	Solaraft QDB	$24,060.00	$25,000.00	$25,000.00				**
Roads & Streets	Repair and Resurface	$308,510.27	$1,103,000.00			$1,103,000.00	CCBF	Motion 160-26 +553,000
Rec Ctr / Pool	Feasibility / Design		$30,000.00			$30,000.00	CDF	
	Pool Hazardous Material Removal		$1,000,000.00		$1,000,000.00			
Trails / Outdoor	Trail Signage / App Project		$25,000.00	$25,000.00				
	Trail Care Event		$10,000.00			$10,000.00	TCT	
	Dezadeash Trail Revitalization		$70,050.00	$20,050.00		$50,000.00	CTDDF	
	Trail Assets (benches, garbage cans)		$25,000.00			$25,000.00	TCT	
	Heritage Structure Project		$30,000.00	$30,000.00				
Projects	Truth and Reconciliation Policy and Statement		$20,000.00	$20,000.00				
	Asset Management Plan		$55,000.00	$55,000.00				
	Emergency Response Plan	$21,679.99	$20,000.00	$20,000.00				
	Abandoned Assets Plan (water tower, uplift station)		$20,000.00	$20,000.00				
	Water License Lagoon Hydrogeological Assessment		$50,000.00	$50,000.00				
	C-Care Grants	$8,263.65	$125,000.00	$125,000.00				
	Shakwak Hall Exhibit Committee	$610.00	$25,000.00	$25,000.00				
	Emergency Power Assessment		$15,000.00	$15,000.00				
Reserves	Reserve Allocation - SWMF		$100,000.00	$100,000.00				
		$893,728.43	**$4,553,050.00**	**$984,050.00**	**$1,426,000.00**	**$2,143,000.00**		
				$4,553,050.00				

*Increased $25,000 prior to 3rd reading but missed updating in bylaw document
**Increased $3,000 prior to 3rd reading but missed updating in bylaw document

1. 2026 Budget at a Glance

	2025 Budget	2026 Budget	Change $	Change %
Operating revenue	$4,748,579	$5,308,410	$559,831	11.8%
Operating expenses	($3,563,601)	($3,971,506)	($407,904)	11.4%
OPERATING SURPLUS	**$1,184,978**	**$1,336,904**	**$151,927**	12.8%
Capital and project program	($2,630,640)	($4,862,050)	($2,231,410)	84.8%
funded by grants and external sources	$2,129,990	$3,413,000	$1,283,010	60.2%
funded from reserves	$299,000	$853,000	$554,000	185.3%
funded from this year's operations	$201,650	$596,050	$394,400	195.6%
PROJECTED YEAR-END SURPLUS	**$983,328**	**$740,854**	**($242,473)**	**-24.7%**

The four numbers that matter for 2026

Operating surplus. O&M Revenue less Expenses	Capital program	Reserves at January 1st, 2026 from Audit	Reserves at Dec 31st, 2026 including projected budget surplus
$1,336,904	**$4,862,050**	**$10,338,141**	**$10,337,996**
up 12.8% on 2025	up 84% on 2025	vs $8,883,082 one year earlier	restricted + unrestricted

In plain language

Day-to-day operations are sound. The Village expects to take in about $1,336,904 more in 2026 than it spends running services — slightly up from 2025

The capital program is way up this year. At $4,862,050. With 2.475M coming from Gas Tax

Savings (Reserves) are projected to be balanced from the start to end of 2026

6. Reserves

Reserve	Opening balance 2026	2026 draw	2026 contribution	Estimated closing balance 2026 before surplus	% change from start of year
Fire Department Equipment	$412,430	($75,000)	$300,000	$637,430	155%
Infrastructure	$990,774	-	$1,600,000	$2,590,774	261%
Shakwak Hall Demo	$2,566,234	($460,000)	-	$2,106,234	82%
Environmental Services (SWMF)	$102,110	-	$100,000	$202,110	198%
Public Works Equipment	$884,759	($306,000)	-	$578,759	65%
CCBF	$59,414	-	-	$59,414	100%
Community Foundation	$45,768	-	-	$45,768	100%
Public Arts	$114,652	-	-	$114,652	100%
Total restricted reserves	**$5,176,141**	**($841,000)**	**$2,000,000**	**$6,335,141**	122%
Unrestricted reserves	**$5,162,000**	**($1,900,000)**		**$3,262,000**	63%
TOTAL RESERVES	**$10,338,141**	**($841,000)**	**$2,000,000**	**$9,597,141**	**93%**
			Dec 31st 2026 est reserves	**$10,337,996**	

Initial change in reserve balance 2025 -> 2026	**($741,000)**	
Estimated year-end surplus (lowest)	**$740,854**	**Added to unrestricted reserve balance Dec 31st 2026**
Estimated net change in reserves from Jan-Dec 2026	**($146)**	**Before wage slippage**

Current reserves as a multiple of one year of operating expenses	**2.6x Years**	**30 months. Months**

7. CCBF, Gas Tax,

Opening Balance. January 1, 2026	**$ 5,209,447.31**	
Annual Allocation added in 2026	$ 529,515.68	

Projects	**anticipated expenditure in 2026**	
HJ 2025 Road Upgrades	$ 907,145.00	$292,855 paid in 2025
HJ 2026 Road Upgrades	$ 1,103,000.00	
Bill Brewster Area Fire Alarm Replacement	$ 130,000.00	
HJ Water System SCADA Upgrade Project	$ 350,000.00	
St. Elias Centre HVAC Upgrade	$ 385,000.00	
Composting Project	$ 130,000.00	
TOTAL	$ 3,005,145.00	

Projected balance Dec 31st 2026	**$2,733,818**
Net reduction in CCBF in 2026	**$2,475,629**

2.3M in road repairs over 2025-2026

5. The 2026 capital program

UPDATED August 1st

What kind of spending is this?

	2026	Share
Carried forward from prior years	$3,148,050	64.7%
	$125,000	2.6%
New for 2026	$1,589,000	32.7%
Total capital and projects	**$4,862,050**	**100.0%**

Who pays for it

Funding source	2026	Share
Grants and external funding	$3,413,000	70.2%
Restricted reserves	$853,000	17.5%
This year's operating funds	$596,050	12.3%
Total funding	**$4,862,050**	**100.0%**

Projects	Type	2026 (UPDATED)	Operating funds	Unrestricted Reserve	Reserves	Grants / external	Funding note	
2023 CC Heating System	carry	$385,000				$385,000	CCBF	was $150,000
Convention Center Historic Mural Upgrade	carry	-				-	CCBF	Was $60,000
2021 Arena Replace Single Walled Oil Tank	carry	-	-					
Arena Fire Alarm	carry	$130,000				$130,000	CCBF	Was $125,000
Rec Centre Feasibility / Design	carry	$30,000				$30,000	CDF	
Wing mower	new	$60,000			$60,000		Equipment Reserve	
Utility vehicles	new	$32,000			$32,000		Equipment Reserve	
Half-ton truck replacement	new	$75,000			$75,000		Equipment Reserve	Was $65,000
Van replacement	new	$74,000			$74,000		Equipment Reserve	Was $64,000
50 hp tractor replacement	new	$65,000			$65,000		Equipment Reserve	
SCBA Gear (2023)	carry	$12,000			$12,000		Fire Dept. Reserve	Est.
Firehall Floor drainage (2023)	carry	-	-					
Vehicle for Protective Services Manager	carry	$75,000			$75,000		Fire Dept Reserve	
Floor Drainage Public Works Shop (2023)	carry	-	-					
SWMF Haz Waste Container	carry	$20,000	$20,000					Initiated last year
SWMF ATCO Power installation	carry	$16,000	$16,000					Initiated last year
Concrete blocks for yard storage	new	$10,000	$10,000					
SCADA Infrastructure	carry	$350,000				$350,000	CCBF	
Wet Well Wizard	new	-	-					Was $25,000
Solaraft QDB	new	$25,000	$25,000					
2025 Repair and Resurface	carry	$1,200,000				$1,200,000	CCBF	
2026 Repair and Resurface	new	$1,103,000				$1,103,000	CCBF	Was $550,000
Trail Assets (benches, garbage cans) (2023)	carry	$25,000				$25,000	TCT	
Trail Signage / App Project	carry	$25,000	$25,000					
Heritage Structure Project (2023)	carry	-	-					Was $20,000
Dezadeash Trail Revitalization	carry	$70,050	$20,050			$50,000	CTDDF $50K	
Decommission LTF in SWMF	carry	$20,000	$20,000					
Shakwak Hall Demo / Haz Mat Removal	carry	$460,000			$460,000		Recreation Reserve	Was $1,000,000
Asset Management Plan (2023)	carry	$55,000	$55,000					
Emergency Response Plan (2023)	carry	$20,000	$20,000					
Truth and Reconciliation Policy and Statement	carry	$20,000	$20,000					
Grant Programs (HAF)	carry	TBD					External, HAF Funding	
Develop a Removal of Abandoned Assets Plan for Water Tower, Uplift Station (2021)	carry	-		-				
Water License Lagoon Hydrogeological Assessment (2023)	carry	-	-					
Scrap Metal ELV Removal	carry	$200,000	$200,000					Not CCBF eligible
Trail Care Event	carry	$10,000				$10,000	TCT	
C-Care grant	ongoing	$125,000	$125,000					
Shakwak Hall Exhibit Committee	carry	$25,000	$25,000					
Emergency Power Assessment	new	$15,000	$15,000				TBD	
Composting Pilot Project	new	$130,000				$130,000	CCBF	
Office Renovation	new	TBD						
Total		**$4,862,050**	$596,050	-	$853,000	$3,413,000		**Was $3,605,050**
					CCBF	$3,005,145		

Reserve contributions/transfers

Allocation - Public Works Equipment		-			
Allocation - Fire Department Equipment	new	$300,000		($300,000)	Unrestricted reserve transfer
Allocation - Infrastructure	new	$1,600,000		($1,600,000)	Unrestricted reserve transfer
Allocation - SWMF	Ongoing	$100,000	$100,000		Annual Transfer -ongoing

Who pays for it

Funding source	2026	Share
Grants and external funding (CCBF, CDF, TCT, CTDDF, other)	$ 3,413,000	70%
Restricted reserves	$ 853,000	18%
This year's operating funds	$ 596,050	12%
Unrestricted surplus	$ -	0%
Total	$ 4,862,050	**100%**

Wages Summary — extracted from the departmental budget tabs

Total wages and benefits by department

Department	2024 Actual	2025 Actual	2025 Budget	2026 Budget	2026 Year End Estimate	Max 2027 Est.	Account codes included
Legislative (Council)	$68,861	$99,651	$99,725	$111,336	$111,336	$111,336	6025, 6040, 6075, 6090
Administration	$590,232	$517,305	$512,378	$610,580	$545,000	$673,989	6400, 6405, 6410, 6270, 6390 6440, 6540, 6420, 6430
Public Works	$457,273	$451,797	$544,945	$483,773	$483,773	$701,671	6840, 6845, 6850, 6860, 6865, 6866, 6930
Water & Sewer	$149,703	$134,169	$124,085	$125,164	$125,164	$127,667	7130, 7131, 7135, 7180
Roads & Streets	$55,464	$46,655	$53,000	$53,000	$53,000	$54,060	7270, 7280
Landfill & Recycling	$208,817	$302,340	$308,464	$320,661	$300,000	$306,000	7480, 7485, 7486, 7490, 7495 7500, 7501, 7505, 7506, 7507 7508, 7570, 7575
Protective Services (Dogs)	$1,142	$328	$1,100	$1,100	$1,100	$1,122	7630, 7640
Fire Dept.	$11,440	$16,990	$36,500	$122,827	$32,000	$159,594	772X
Convention Centre	$3,616	$5,871	$5,000	$5,000	$5,000	$5,100	8170
Mezzanine	$128	$738	$1,000	$1,000	$1,000	$1,020	8330
Hall & Curling Rink	-	-	$200	$200	$200	$204	8460, 8540
Pool	-	-	$100	$100	$100	$102	8690
Arena	$47,940	$61,306	$67,700	$69,000	$69,000	$70,380	8860, 8865, 8870, 8872, 8880
TOTAL WAGES AND BENEFITS	**$1,594,616**	**$1,637,149**	**$1,754,197**	**$1,903,741**	**$1,726,673**	**$2,212,246**	
						($177,068)	2026 Budget to Year-End Est.

C. How large is the wage bill

	2024 Actual	2025 Actual	2025 Budget	2026 Budget	2026 Year-End Est.	Prelim 2027 Est.
Total wages and benefits	$1,594,616	$1,637,149	$1,754,197	$1,903,741	$1,726,673	$2,106,901
Total O&M expenses	$3,147,435	$3,202,413	$3,563,601	$3,971,506	$4,148,574	$4,160,011
Wages as a share of O&M expenses	**50.7%**	**51.1%**	**49.2%**	**47.9%**	**41.6%**	**50.6%**
Total O&M revenues	$4,435,199	$4,658,126	$4,748,579	$5,308,410	$5,308,410	$5,658,410
Wages as a share of O&M revenues	**36.0%**	**35.1%**	**36.9%**	**35.9%**	**32.5%**	**37.2%**
Budget Surplus	**-$ 423,872**	**$ 1,316,588**	**$ 983,328**	**$ 482,854**	**Est. $775,000**	**Est. $650,000**
	Lanfill FoH expenditure	Landfill FoH reciptof YG funding 650k				Assumes all positions filled with 5% salary slippage and typical infrastructure investment levels.

VILLAGE OF HAINES JUNCTION

EXPRESSION OF INTEREST

Independent Investment Advisory Opinion — Reserve Funds

Issue Date: August 27th, 2026 Closing: September 18th, 2026, 2:00pm Pacific

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1. Introduction and Purpose

The Village of Haines Junction (the "Village") invites qualified, independent financial professionals to submit an Expression of Interest ("EOI") to provide a one-time written independent advisory opinion respecting the investment of the Village's reserve funds, together with a single presentation of the findings to Council.

This is a limited, defined engagement. It is not a request for ongoing portfolio management, for discretionary authority over Village funds, or for a retainer relationship. The engagement concludes on delivery of the written opinion and the completion of the Council presentation described in Section 3.

This EOI is intended to function as a single-stage selection process. Responses will be evaluated on qualifications, approach, and fee, and the Village may award the engagement directly to the preferred respondent without issuing a further procurement document.

2. Background

The Village is an incorporated municipality in Yukon, governed by the Yukon Municipal Act. It holds approximately CAD $10 million in reserve funds. The Village anticipates that approximately half of these funds (in the order of $5 million) is not required for near-term operating or capital purposes and could be committed to investments with a three-to-five-year horizon. The balance would remain readily available to meet operating and short to mid-term capital needs.

The Village is finalizing an Investment Policy and is evaluating the use of pooled investment funds managed by the Municipal Finance Authority of British Columbia (the "MFA"). The Village's permitted-investment authority is established by section 243 of the Yukon Municipal Act, which authorizes, among a limited set of instruments, units in pooled funds managed by provincial municipal finance authorities. The investments available to the Village is accordingly narrow, comprising government securities, guaranteed deposits and similar instruments, high-interest savings, and MFA pooled funds.

The Village understands that the MFA is in the process of obtaining the approvals required to accept Yukon municipalities as clients, and the Village will not place funds with the MFA until that process is complete. The advisory opinion sought under this EOI is intended to inform the Village's decision and to support finalization of its Investment Policy in advance of that step.

3. Scope of Engagement and Deliverables

The successful respondent (the "Advisor") will provide the following two deliverables. Both are required.

3.1 Written Independent Opinion

The Advisor will prepare a written opinion, suitable for tabling at a public meeting of Council, that:

- **(a)** assesses whether the MFA pooled investment funds represent a sound choice for the Village’s reserve funds, evaluated against the other investment options permitted under section 243 of the Yukon Municipal Act;
- **(b)** recommends a specific allocation among the available MFA funds (and other permitted instruments, where appropriate) matched to the Village’s two liquidity requirements — an operating and short-term component requiring stability of capital, and a three-to-five-year component that can tolerate fluctuation in unit value in exchange for higher expected return; and
- **(c)** explains, in plain language suitable for a non-specialist elected audience, the nature of net asset value (NAV) and interest-rate risk in the recommended vehicles, including the circumstances in which unit values may decline and the practical consequences for the Village.

The opinion should also confirm that the recommended approach is consistent with the Village’s draft Investment Policy, and identify any conflict or gap in that draft that ought to be resolved before the Policy is finalized. The draft Investment Policy will be provided to the Advisor on request or award.

3.2 Presentation to Council

The Advisor will attend at least one meeting of Council, held virtually, to present the findings of the written opinion and to respond to questions from members of Council. The Advisor must be prepared to explain the recommendation and its associated risks in accessible, non-technical terms, and to address questions concerning the security of Village funds. The Village will schedule the meeting and provide the connection details.

4. Independence and Qualification Requirements

Because the purpose of this engagement is to provide independent assurance, the following requirements are mandatory:

- **(a)** Fee-only basis. The Advisor must be compensated on a fee-for-service basis only, and must not receive commissions, trailer fees, or other compensation contingent on the Village’s selection of any particular investment product or provider. The Advisor must not sell or distribute, or hold a financial interest in, the investment products being assessed.
- **(b)** No conflicting relationship. The Advisor must disclose any relationship with the MFA or with any other provider whose instruments fall within the scope of the opinion. The Advisor must have no personal, professional, or financial relationship or tie with any member of Council or with any member of the Village's management, and must disclose any such relationship in its response. The Advisor must not be the Village's external auditor, nor a member of the external auditor's firm.

(c) Registration. Where the Advisor or its personnel are subject to securities registration, the response must state the applicable registration category. Registration as an advising representative or portfolio manager, carrying a fiduciary duty, is preferred over registration limited to dealing in securities.

(d) Relevant experience. The Advisor must demonstrate experience advising public-sector, municipal, or institutional clients on fixed-income and reserve or treasury investment, ideally including familiarity with municipal finance authority pooled funds or comparable vehicles.

5. Submission Requirements

Responses should be concise and should include the following:

- A summary of the respondent's relevant qualifications and experience, including comparable engagements.
- The names and credentials of the individuals who would perform the work and attend Council.
- A statement addressing each of the independence and qualification requirements in Section 4, including any disclosures required under that section.
- A brief description of the proposed approach to the engagement.
- A fixed or not-to-exceed fee for the engagement as scoped, inclusive of the Investment Policy review, written opinion, and the virtual Council presentation, with any disbursements identified separately.
- Confirmation of availability to complete the engagement within the timeline set out in Section 7.

6. Evaluation Criteria

Responses will be evaluated on the following basis:

Criterion	Weight
Relevant public-sector / institutional experience	20%
Qualifications of the assigned personnel	20%
Clarity and suitability of the proposed approach	20%
Fee	40%

The Village may interview short-listed respondents. The lowest-fee response will not necessarily be selected.

7. Timeline

Milestone	Date
EOI issued	August 27th, 2026
Deadline for respondent questions	September 11th, 2026. 2:00pm Pacific

Milestone	Date
Responses due	September 18th, 2026. 2:00 Pacific
Anticipated award	~September 25st, 2026
Written opinion delivered	3 weeks from award
Presentation to Council (virtual)	October 14th, 2026 starting at 7:00pm Pacific

8. Terms and Conditions

- This EOI is not an offer and does not commit the Village to award any engagement or to incur any cost.
- The Village may accept or reject any or all responses, may cancel or reissue this EOI, and may negotiate scope and fee with any respondent.
- Costs incurred in preparing a response are the sole responsibility of the respondent.
- Responses and related records may be subject to disclosure under applicable access-to-information legislation.
- The engagement will be governed by a written services agreement between the Village and the successful respondent.

9. Submission of Responses and Enquiries

Responses must be received no later than the closing date and time stated above and submitted to the contact below:

David Fairbank, Chief Administrative Officer
Village of Haines Junction
Box 5339 Haines Junction, Yukon. Y0B 1L0
cao@hainesjunction.ca | 250-619-5921

Village of Haines Junction
Report to Council

June 8, 2026

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

RE: Establishment of a Village of Haines Junction Investment Bylaw and Proposed Investment Profile

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Recommendation

That Council review the draft Investment Bylaw and the proposed investment profile set out in this report and provide administration with direction; And that administration return to Council with a bylaw for second reading once the Municipal Finance Authority of British Columbia has confirmed the Village's client approval and the permitted classes of investment have been confirmed with a qualified finance professional.

Background

Staff prepared the report Establishment of a Village of Haines Junction Investment Policy, presented to Council on May 27th, 2026. That report noted that the Village does not have an approved investment instrument and holds over $9 million in a single High Interest Savings Account (HISA). In the 2025 calendar year, the account accrued interest at a rate of 2.11%, generating realized interest income of approximately $192,968.

Section 243 of the Municipal Act (Yukon) permits a municipality to invest its funds by bylaw and sets out the permitted classes of investment. A HISA is the simplest, and among the lowest-yielding, of the options available to the Village. Holding funds in any instrument beyond a basic operating deposit requires a Council-adopted investment bylaw that sets the objectives, eligible instruments, risk tolerance, term and liquidity parameters, reporting requirements, and accountability within which the Village's reserves are managed.

This report brings forward a draft Investment Bylaw together with a proposed investment profile for Council's consideration. The bylaw is the binding instrument that establishes the Village's investment envelope. The draft has been informed by consultation with the Village's external auditor, the Villages current investment broker, and by engagement with the Municipal Finance Authority of British Columbia (MFA). Review by a qualified finance professional, and confirmation of the permitted classes of investment applicable to the proposed instruments, remain to be completed and are reflected in the Recommendation and Next Steps.

Current Status

The Village's reserves are held in a single HISA at a single financial institution (CIBC), with no diversification across instruments or counterparties.

The Village's external auditor has advised that at least one other Yukon communities invest through the MFA, and that while many Yukon communities hold their funds in HISAs, some maintain more developed investment profiles. On this basis, the Village is understood to be eligible to participate in the MFA's pooled investment program. MFA's formal approval of the Village as a client is pending.

No funds have been moved and no investment instruments have been changed since the May 27th report.

Options Explored

The Village's current HISA return sits at the low end of the range available for funds held under a conservative risk profile.

Staff raised this with the Village's current provider (CIBC). To date, the provider has not offered detailed alternatives or more competitive rates. A comparison of available options supports moving the Village's reserves to obtain a better return within a conservative risk profile. Of the options staff have reviewed, the MFA is the strongest and most secure, and is already used by peer Yukon communities.

This report concerns the Village's reserve and surplus funds only. The Village's day-to-day operating account, used for routine payroll and payables, is not the subject of this report.

Discussion/Analysis

Proposed investment profile. Staff propose moving the Village's reserves from the single CIBC HISA to the MFA and holding them in tranches matched to the Village's liquidity needs. As a starting position for Council's consideration, this would be approximately $3 million in a pooled HISA (fully liquid), approximately $2 million in a pooled High-Interest Notice Plan Account (a higher rate in exchange for 31 days' notice of withdrawal), and the balance of approximately $4.1 million in longer-term, higher-yielding pooled funds. These amounts are indicative and would be confirmed against the Village's liquidity needs and the permitted classes of investment before any funds are moved.

Responsible-investing options. The MFA offers several of its funds in both a standard version and a Fossil Fuel Free (FFF) version. For the funds where both are available, the fees are in most cases identical and performance differs only modestly, so the choice is largely one of Council's preference. Both options are presented for Council's consideration.

Governance and the Council / staff boundary. The intent of the bylaw is to bring Council into the design of the Village's investment structure and any substantive change to it, while day-to-day management continues under the existing Finance policy, which requires the Mayor's signature to move funds. Under this model, Council would approve the investment profile and any substantive change. For example, a change to the target allocation between funds or the addition of a new type of fund. Staff would carry out deposits, withdrawals, and routine rebalancing within the approved profile. Within the

MFA's pooled funds, the selection of individual securities is performed by the fund manager, the bylaw therefore gives Council control of the Village's allocation across funds rather than oversight of individual investment transactions which are handled by the MFA fund manager.

Internal controls. MFA transactions are conducted through the partner banks' secure online portals. The Village's existing control (the Mayor's signature to move funds) would need to be mapped onto that process, including the requirement for a second authorization for any transfers per the Finance Policy.

Change in risk profile. A HISA holds its value and its deposits are insured up to applicable limits. The pooled bond and mortgage funds carry market value fluctuation, are not capital-guaranteed, and are not covered by deposit insurance; the Mortgage Fund is intended for a holding period of three years or longer and prices in an illiquidity premium, so an early redemption could be made at a loss. Council should be comfortable with this change in risk profile for the longer-term tranche before it is approved.

Liquidity and term matching. The longer-term tranche should hold only funds that are not expected to be required within the applicable investment horizon. Before the profile is finalized, staff will identify the operating float and reconcile against the Village's prudent operating-reserve target and its capital plan.

Concentration. The MFA's pooled HISAs are spread across several Schedule I banks (CIBC, National Bank of Canada, and Scotiabank). Moving out of the single CIBC HISA therefore reduces the Village's exposure to any one financial institutions insurance.

Indicative return. Recent MFA figures indicate returns above the Village's current 2.11%. With pooled HISAs in the range of approximately 2.80% to 2.90%, the Notice Plan Account at approximately 3.00%, the Short-term Bond Fund at a yield to maturity of approximately 3.2%, and the Mortgage Fund at a current yield of approximately 4.16%. MFA fees are low (approximately 0.03% to 0.25% depending on the fund). These figures are indicative only, are not guaranteed, and would be validated by a qualified finance professional before being relied upon.

Asset Management Impact

The Village's reserves provide the funding capacity for asset replacement, renewal, and major capital projects. A Council-approved investment bylaw and a deliberately structured investment profile support more disciplined stewardship of these funds. Matching the liquidity of each tranche to the Village's capital plan ensures that funds required for near-term projects are not committed to longer-term instruments.

Alternatives Considered

1. Review the draft Investment Bylaw and proposed profile to Council. The draft bylaw is available for first reading and prior to second reading confirm the MFA's

formal client approval and the permitted classes of investment are recommended by an independent financial advisor. (Recommended)

2. Take no further action at this time, leaving the Village's reserves in the current CIBC HISA. Under this option the governance gap and the concentration of reserves would remain, and the return would remain at the low end of the available range.

Should MFA's formal approval not be obtained, staff would return with alternative means of achieving the same objectives within the permitted classes of investment, such as a different qualified custodian or the direct purchase of permitted instruments.

Alignment with Strategic Priorities

Financial sustainability, sound governance, and responsible stewardship of municipal assets.

Next Steps

Subject to Council's direction, administration will:

3. Obtain the MFA's formal approval of the Village as a client.
4. Confirm the permitted classes of investment applicable to the proposed instruments with a qualified finance professional.
5. Incorporate Council's direction and any confirmations into a revised draft bylaw and profile.
6. Return to Council with the Investment Bylaw for second reading.

No funds will be moved and no accounts will be opened until the bylaw has been adopted, MFA's approval has been finalized, and the accounts have been established. Annual reporting to Council on the Village's investments are built into the bylaw.

Draft Resolution

That Council review the draft Investment Bylaw and the proposed investment profile set out in this report and provide administration with direction, and that administration return to Council with a bylaw for second reading once the Municipal Finance Authority of British Columbia has confirmed the Village's client approval and the permitted classes of investment have been confirmed with a qualified finance professional.

Prepared by

David Fairbank
Chief Administrative Officer

VILLAGE OF HAINES JUNCTION
BYLAW NO. [442-26]

A BYLAW TO ESTABLISH AN INVESTMENT FRAMEWORK FOR THE VILLAGE OF HAINES JUNCTION

WHEREAS section 243 of the Municipal Act (Yukon) authorizes a municipality to invest, by bylaw, money that is not immediately required by the municipality, within the classes of investment permitted under that Act;

AND WHEREAS the Council of the Village of Haines Junction considers it desirable to establish the objectives, eligible investments, risk and liquidity parameters, delegated authority, and reporting requirements within which the Village's funds are to be invested;

AND WHEREAS Council wishes to retain authority over the risk and liquidity posture of the Village's investments while providing administration with clear authority to carry out day-to-day management within that posture;

NOW THEREFORE the Council of the Village of Haines Junction, in open meeting assembled, enacts as follows:

1. TITLE

1.1 This Bylaw may be cited as the "Village of Haines Junction Investment Bylaw No. [442-26]".

2. DEFINITIONS

In this Bylaw:

"Council" means the Council of the Village of Haines Junction;

"Eligible Investment" means an investment permitted under section 5;

"Financial Administration Policy" means the Village's policy governing financial administration and signing authority, as amended;

"Investable Funds" means the reserve and surplus funds of the Village that are not immediately required for operating purposes;

"Investment Profile" means the allocation of the Village's Investable Funds across the liquidity and risk tiers set out in Schedule "A", as approved and amended by Council by resolution;

"Municipal Act" means the Municipal Act (Yukon), as amended;

"Substantive Change" means a change described in section 8.3;

"Village" means the Village of Haines Junction.

3. PURPOSE AND OBJECTIVES

3.1 The purpose of this Bylaw is to govern the investment of the Village's Investable Funds.

3.2 The Village's investments shall be managed to achieve the following objectives, in order of priority:

(a) preservation of capital;

(b) maintenance of sufficient liquidity to meet the Village's operating and capital requirements as they come due; and

(c) a reasonable rate of return, consistent with paragraphs (a) and (b).

3.3 Return shall not be pursued in a manner that compromises the preservation of capital or the liquidity required under this Bylaw.

4. STANDARD OF CARE

4.1 Investable Funds shall be invested only within the classes of investment permitted under the Municipal Act.

4.2 Investment decisions shall be made with the care, skill, and diligence that a prudent person would exercise in the management of public funds, having regard to the objectives in section 3.2.

5. ELIGIBLE INVESTMENTS

5.1 Subject to the Municipal Act, the Village may invest its Investable Funds in the following, to the extent each is within the classes of investment permitted under section 243 of the Municipal Act:

(a) securities issued or guaranteed by the Government of Canada or by a province or territory of Canada;

(b) deposits, notes, certificates, and other short-term instruments of, or guaranteed by, a Canadian Schedule I bank or other savings institution permitted under the Municipal Act; and

(c) pooled investment funds and pooled deposit accounts that are composed of investments described in paragraphs (a) and (b) and that are offered by a recognized public-sector investment authority or financial institution.

5.2 The specific instruments and providers used to give effect to this section shall be consistent with the Investment Profile and with this Bylaw.

[The classes in section 5.1 are to be confirmed against the permitted classes under section 243 by a qualified finance professional and the Village's solicitor before second reading.]

6. PROHIBITED INVESTMENTS

6.1 The Village shall not invest Investable Funds in:

(a) equities or equity-based funds;

(b) derivatives or any instrument held for speculative purposes; or

(c) any investment not permitted under the Municipal Act.

7. INVESTMENT PROFILE

7.1 Council shall approve, by resolution, an Investment Profile in the form of Schedule "A".

7.2 The Investment Profile shall express the Village's risk and liquidity posture as target allocation bands across the liquidity and risk tiers set out in Schedule "A", rather than as fixed dollar amounts.

7.3 Administration shall manage the Village's Investable Funds so as to remain within the bands set out in the Investment Profile.

7.4 Council may amend the Investment Profile by resolution; no amendment to this Bylaw is required to change the Investment Profile.

7.5 The Investment Profile does not take effect until it is approved by Council by resolution.

8. DELEGATION OF AUTHORITY

8.1 Within the Investment Profile and this Bylaw, administration is authorized to carry out the day-to-day management of the Village's Investable Funds, including making deposits and withdrawals, reinvesting maturing amounts, and rebalancing allocations to remain within the approved bands.

8.2 Day-to-day management under section 8.1 remains subject to the transactional controls in the Financial Administration Policy, including any signing-authority requirement.

8.3 The following are Substantive Changes and require the approval of Council:

(a) a change to the target allocation bands in the Investment Profile;

(b) the addition of a new class or tier of investment; and

(c) any change to the classes of Eligible Investment under section 5.

9. LIQUIDITY

9.1 The Investment Profile shall maintain a minimum level of immediately available funds sufficient to meet the Village's reasonably anticipated operating and capital requirements.

9.2 The minimum liquidity level shall be set out in Schedule "A".

10. CUSTODY

10.1 The Village's Investable Funds shall be held with financial institutions or investment authorities consistent with the Eligible Investments under section 5.

10.2 Controls governing access to accounts and the authorization of transactions are governed by the Financial Administration Policy.

11. REPORTING AND REVIEW

11.1 Administration shall report to Council on the status and performance of the Village's investments in conjunction with the Village's regular financial reporting, and not less than annually.

11.2 Administration shall review the Investment Profile at least annually and recommend any changes to Council.

12. RELATIONSHIP TO FINANCIAL ADMINISTRATION POLICY

12.1 This Bylaw governs the objectives, eligible investments, and risk and liquidity parameters for the Village's investments. The Financial Administration Policy governs the transactional controls applicable to those investments. In the event of a conflict respecting investment parameters, this Bylaw prevails.

13. AMENDMENT

13.1 This Bylaw may be amended only by bylaw.

13.2 The Investment Profile in Schedule "A" may be amended by resolution of Council in accordance with section 7.

14. SEVERABILITY

14.1 If any provision of this Bylaw is held to be invalid, the invalid provision shall be severed and the remainder of the Bylaw shall remain in force.

15. COMING INTO FORCE

15.1 This Bylaw comes into force on the date of its adoption.

READ A FIRST TIME this ______ day of ____________________, 20____.

READ A SECOND TIME this ______ day of ____________________, 20____.

READ A THIRD TIME this ______ day of ____________________, 20____.

ADOPTED this ______ day of ____________________, 20____.

____
Mayor

____
Chief Administrative Officer

SCHEDULE "A"

INVESTMENT PROFILE For Bylaw #442-26, Investment Bylaw

Approved by resolution of Council dated ____________________.

The following target allocation bands and minimum liquidity level express the Village's risk and liquidity posture for its Investable Funds. Administration shall manage the Village's Investable Funds so as to remain within these bands.

Tier	**Description**	**Purpose**	**Target allocation band**
Tier 1 — Immediate Liquidity	Fully liquid deposits available on demand	Operating float and near-term requirements	[___% to ___%]
Tier 2 — Short-Term Notice	Deposits available on short notice (e.g., up to approximately 31 days)	Funds not required immediately but within the short term	[___% to ___%]
Tier 3 — Longer-Term Income	Higher-yielding pooled fixed-income investments (3-5 Years)	Funds not expected to be required within the applicable investment horizon	[___% to ___%]

Minimum liquidity: At all times, not less than [$__________ / ____ months of budgeted operating costs] shall be held in Tier 1.

Village of Haines Junction
Report to Council

July 8th, 2026

X 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 ia 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.

<u>2. Emergency Response Reserve</u>

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:

<u>Name & Purpose of Reserve</u>

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.

<u>Funding</u>

All Reserves will be cash funded unless otherwise stipulated.

<u>Contributions to Reserves</u>

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

<u>Withdrawals from Reserves</u>

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.

<u>Interest</u>

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