

**Village of Haines Junction  
Regular Council Meeting Minutes  
May 14, 2025**

Present:

Mayor Strand  
Councillor Busche  
Councillor Mackinnon  
Councillor McPhie  
Councillor Sundbo

Absent:

CAO Fairbank, Recorder Ogden

**Call to Order**

The meeting was called to order at 7:00 pm

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

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

**Adoption of Agenda**

#156-25 It was moved and seconded

**THAT** the agenda be adopted as amended with the following changes:

- Moved 9b to the beginning of agenda
- Added 10e tipping fees for non-commercial brush
- Added 15e discussion with Manager of Public Works
- Added 15f personnel discussion

Motion #156-25 was **CARRIED**.

**Declaration of Pecuniary Interest**

- While Council has recently learned that a motion is not required to approve the accounts payable, Mayor Strand explained that she wanted to note that she is the President of the Dakwakada Dancers and there is a check payable to this group within the accounts payable.

**Adoption of Minutes of Regular and Special Council Meetings**

Council Meeting Minutes April 23, 2025

#157-25 It was moved and seconded

**THAT** the minutes of the regular Council meeting of April 23, 2025 be adopted as presented

Motion #157-25 was **CARRIED**.

## **Proclamations**

## **Delegations**

## **Public Hearings and Public Input Sessions**

## **Old Business**

### RTC Recommendations from the Free Store and Landfill Community Concerns Advisory Group

#### *CAO Presentation (on behalf of Advisory Group):*

- The advisory group did a lot of work to disinfect and paint the Free Store space and created new ways of organizing items in the store
- The advisory group recommends
  - Free store operating hours – Friday, Saturday and Sunday 1pm to 5:30pm
  - That the free store be staffed every day that it is open by volunteers, although not necessarily for the entire day
  - Allocating \$40/shift honoraria to volunteer staff
  - Redirecting funds from donated refundables to honoraria for volunteers that staff the free store
  - Target re-opening date of May 16<sup>th</sup>
- Estimated cost \$6,200/year to have \$40/shift honoraria 3 days/week, 52 weeks/year -- which approximates the value of the donated refundables
- Cathy MacKinnon has offered to organize volunteers
- Staff will need to update the Donated Refundables policy as it currently does not allow for funds to be redirected to honoraria. This will take some time; Council may need to set aside funds for the time being
- The advisory group developed a brochure to explain what items can and can't be donated

#### *Discussion:*

- What is the liability associated with volunteers? Does WCB provide coverage for volunteers?
  - Can develop safe work practices for volunteers that address hazards that they could encounter. Many of these have been developed already.
  - Suggestion to call WCB to inquire about coverage for volunteers.
- Are volunteers still volunteers if they receive honoraria?
  - Can provide honoraria without someone becoming an employee
- How many volunteers per shift?
  - A volunteer shift is a minimum of 2 hours.
- How will bulk items work?

- These are to be posted on the online free store, with the hopes that someone will be interested in the item would prevent re-usable items from going to the landfill. The goal is to support diversion of items.
- Who operates the online free store Facebook page?
  - Village staff. If someone is not on Facebook, staff can post large items on the page for you.
- Appreciation was expressed to the members of the Free Store Advisory Committee for their work.
- A separate Report to Council on honoraria was requested that will provide additional information on insurance and WCSB coverage and/or requirements.
- Cameras have been installed at the facility; looking to upgrade cameras and have better coverage of the free store
- Honoraria payments will need to be sourced from unrestricted funds until Council approves changes to the Donated Refundables policy

#158-25 It was moved and seconded

**THAT** Council approves the recommendations of the Free Store and Landfill Community Concerns Advisory Committee for the reopening of the free store on May 16<sup>th</sup>, the allocation of funds for the \$40 per shift honorarium for free store volunteer staff, and the free store operating hours. Council directs staff to provide a Report to Council on proposed changes to the Donated Refundables Policy to allow for the payment of free store volunteer honorariums.

Motion #158-25 was **CARRIED**.

#### RTC – Boys and Girls Club Yukon Summer Programming Funding Request

##### *CAO Presentation:*

- This request has been before Council several times already
- The Village has provided funding for the past four years for the summer camp
- BGC Yukon receives funding from a number of other sources; the camp is not solely funded by the Village.
- The Village has \$7,500 in unused ParticipAction funding that could be allocated to this project so request is now reduced to \$52,000
- Council is recommended to decide on what support it will provide for the camp this evening so BGC Yukon can plan its 2025 summer season

##### *Discussion:*

- Discomfort was expressed with not providing any funding at this late date, noting camp starts in just over a month and BGC Yukon is counting on these funds. By not responding to this sooner, Council has put themselves, as well as BGC Yukon, in a tough position.

- Councillor Sundbo wanted to be on the record as acknowledging that BGC Yukon does valuable work for youth. However, he doesn't support this funding request for the following reasons:
  - Child care and education are not within the Municipality's mandate. A recent employment posting for the summer camp that indicated staff would be providing education and child care. This is further reinforced by parents who have expressed concerns that should the camp not be funded, there will be a loss of child care opportunities.
  - Disagree with statement in RTC that funding will not impact Village facilities – these funds could go a long way towards planning for the new pool.
  - Disagree with statement in RTC that pool provided recreation for youth, it provided recreation for all ages and for significantly more individuals than are served by this summer camp.
  - The Village's contribution to the summer camp program is a \$4,333 / youth subsidy.
  - There is no legacy from this contribution.
  - There are other options for teaching young people to swim including the purchase of a small "endless pool" or a "swim in place pool" that could be housed in the arena in the summer, offering swimming lessons at pine lake, or parents can take their kids to Whitehorse for swimming lessons.
  - The bike skills park organized by parents is a good example of what can be done with grant funds to create a legacy where kids can enjoy ongoing benefit for years to come.
- It was noted that there are not a lot of opportunities for youth in the community and the legacy is in keeping youth busy and out of trouble, given recent events in Whitehorse at with young people. Providing recreation in the community is part of the Municipality's mandate – the arena was cited as an example.
- Recreation isn't just for children. There was a proposal for a weight room in the arena – what happened with this?
- Next year there will be a new, competitive approach to allocating funds so this will be the last year that BGC Yukon will be able to solicit funds directly from Council
- What happened with funds that we no longer spend on pool?
  - This just no longer appears in the budget.
  - Unspent funds go into unrestricted reserves.

#159-25 It was moved and seconded

**THAT** BGC Yukon be awarded \$52,000 for youth summer recreation programming noting this will be the last year funds will be made available through a direct solicitation to Council and next year, requests from BDGC Yukon will be considered under Council's new approach to supporting recreation, arts and cultural programming and events.

Councillor Sundbo voted against this motion.

Motion #159-25 was **CARRIED**.

#### RTC Tender of Hazardous Material Assessment for Old Pool

##### *CAO Presentation:*

- Council directed staff to issue an invitational tender to prepare for the demolition of the former recreation building
- This tender included a hazardous building materials assessment and preparation of tender documents for abatement and demolition, and potential YESAB regulatory requirements.
- Two proposals were received.

##### *Discussion:*

- Ensure contractor is aware that this contract does not guarantee the awarding of the next phase of work.
- Council requested further discussion on a ceremony before the building is demolished (and after the hazardous materials are removed) and requested more information on the potential timeline for this.

#### **#160-25 It was moved and seconded**

**THAT** Council direct staff to engage with Sifton Range Environmental to undertake the hazardous building materials assessment, tender preparation and demolition support for the former Pool/Community Hall. And that a project budget of \$50,000 be established by Motion for inclusion in the upcoming 2025 Capital and Projects Budget.

Motion #160-25 was **CARRIED**.

#### RTC Community Tourism Destination Development Fund Award – Dezadeash Trail Revitalization

##### *CAO Presentation:*

- A proposal was submitted two years ago that was not awarded funds.
- The project was reenvisioned into phases, and a proposal was submitted for \$75,000.
- Provisional funding of \$50,000 has been awarded, requiring the project to be reduced in scope. The Village's cash contribution increased by \$5,000 to \$20,050.
- A request for proposals was issued and three proposals were received. Staff are holding on the awarding of this contract pending Council's approval of the budget.
- The Village is the owner of this trail, and the current condition of the boardwalk is a safety hazard/potential liability. Staff recommend taking steps to reduce liability (e.g. approving this project or closing the trail).
- Parks Canada is removing the bird viewing platform as an in-kind contribution to the project, this platform is also in terrible shape and is a liability.

##### *Discussion:*

- The draft resolution within the Report to Council includes the in-kind support provided to the project. The budget requested is \$70,050.
- Was Ducks Unlimited going to contribute something to this project?
  - They provided a letter of support for this project but have not committed funds at this towards this phase of the project. A contribution from Ducks would be better suited to explore for a future phase.

#161-25 It was moved and seconded

**THAT** Council directs staff to review proposals and award the tender for the Dezadeash Trail Revitalization (Phase 1) project; and that a budget of \$70,050 be approved by Motion for inclusion in the pending 2025 Capital and Projects budget.

Motion #161-25 was **CARRIED**.

## **New Business**

### Accounts Payable to May 14, 2025

#162-25 It was moved and seconded

**THAT** the Municipal Accounts Payable to May 14, 2025 be approved as presented.

Motion #162-25 was **CARRIED**.

### RTC – Draft Community Recognition Policy

#### *Policy/Corporate Manager Presentation:*

- This policy was drafted following a Council motion to purchase Western Hockey League tickets, and an equivalent amount in gift cards, and a subsequent motion for staff to draft a policy for a community appreciation initiative to support the allocation of those tickets and gift cards.
- A previous RTC provided options on how this policy could be approached. Council expressed interest in a flexible policy that would enable Council to recognize a variety of ways in which residents contribute to the betterment of the community.
- This policy provides the opportunity to recognize individuals, groups, businesses or organizations within the community. Recognition could be for volunteerism, long service, projects or initiatives, or accomplishments/achievements that have contributed in some way to enhancing the quality of life in the community.
- Staff are also recommending that significant milestones – birthdays or wedding anniversaries – also be recognized.
- The policy provides some guidance to support evaluation of the nominations as well as a proposed nomination form.

- Recommend issuing a call for nominations right away with a deadline of June 15<sup>th</sup>, with staff supporting Council's evaluation so awards can be announced on Canada Day.

*Discussion:*

- Amend to provide the opportunity to recognize a deceased member of the community – a certificate of recognition could be provided to the family.
- Milestones – include 30<sup>th</sup> and 40<sup>th</sup> anniversaries as additional examples.
- Amend to say decision made by Council or a Community Committee delegated by Council.

#163-25 It was moved and seconded

**THAT** Council adopt #43-25 – Community Recognition Policy on May 14, 2025, with the amendments noted above. Staff are directed to issue a call for nominations with a submission deadline of June 15<sup>th</sup> and support Council's evaluation so 2025 awards recipients can be announced during the Canada Day celebrations on July 1<sup>st</sup>.

Motion #163-25 was **CARRIED**.

RTC April 2025 Haines Junction Lottery Funding Grants

*Policy/Communications Manager Presentation:*

- We have 2 intakes for the Lottery Funding Grant every year – April 15 and October 15.
- We traditionally receive more applications for the October 15<sup>th</sup> intake, and a practice to hold back more funds for awarding in October.
- The amount of funds we have to allocate this year is the same as what we had last year. If we don't allocate all these funds, the amount we don't allocate will be deducted from next year's allocation, so there is an incentive to award all of the funding.
- There were two applicants in this intake – the Taekwondo Club and the Haines Junction Pony Club.
- A staff committee reviewed applications and recommended funding both applications, to fund the Taekwondo Club as requested and to provide half of what was requested to the Pony Club because it is such a large amount relative to funds available and there is a desire to ensure funds are available for the fall intake.
- The committee discussed the application from the Pony Club in considerable detail. The committee struggled with this application because the policy does not indicate that funds must be saved for the fall intake (as per current practice). This application was reviewed by the Lotteries folks in Whitehorse to ensure what was requested by the Pony Club is eligible under this program (it is).
- Staff recommend revising policy to reflect current practice of holding back funds for allocation in the fall.

*Discussion:*

- Would the Pony Club be able to receive in the fall if the funds are not all allocated to other projects?
  - Unfortunately, no. The policy indicates that a recipient can only receive one grant within a fiscal year.
  - In the past we have allocated unspent funds to Village purchases that directly benefit sports, arts and recreation in the community. For example, funds were used to buy a new score clock in the arena.
- The Pony Club has not done its required fundraising yet, is this a rationale for reducing funding?
  - This is nothing unique – as we've funded other projects in the past that hadn't yet done their fundraising.
  - The committee did discuss the number of people that will be benefitting from this award, and noted that it is a smaller group compared to the impact of some of the other organizations funded by Lotteries.
- The Community Lottery program does have guidelines that we must follow around eligibility etc. that the Village must abide by in allocating funds. We can develop policy around how we implement the program in the community e.g. setting a maximum grant size, the number of intakes per year, and the amount available to be awarded in each intake.
  - Having one intake per year in the Fall would disadvantage groups that need funding for a summer program.
  - We likely receive a larger number of applications in the fall because many of the organizations that we fund are tied to the school year.

#164-25 It was moved and seconded

**THAT** \$5,281.17 from the Haines Junction Lottery Funding Grants be awarded as follows: \$1,381.17 for the Haines Junction Taekwondo Club and \$3,900 for the Haines Junction Pony Club.

Motion #164-25 was **CARRIED**.

#165-25 It was moved and seconded

**THAT** Staff are directed to review the lottery funding grant criteria before the Fall 2025 intake.

Motion #165-25 was **CARRIED**.

RTC Recreation, Arts and Culture Grant Program Options  
*Policy/Communications Manager Presentation:*



- Recently, several organizations have approached Council for financial support for arts and recreation initiatives. Council has discomfort in being approached directly, and would prefer to have a process in place that would give all organizations a chance to apply.
- Council requested a report with options for mechanisms to guide decision-making on significant funding requests from community groups for recreation, arts and culture programming.
- The Municipality of Cold Lake in Alberta offers a suite of grants that captures the range of what municipalities are doing to support arts, culture and recreation. Some of these grants may resonate with Council and others may not at this point in time. Intent is to support brainstorming by Council on what direction they would like to take.
- Offering a suite of grants has benefits:
  - Enables the setting of terms and conditions and evaluation criteria that are specific to the type of project
  - Enables the setting a maximum award that suits the type of project
  - Comparing apples to apples when evaluating projects
- Suggest environmental projects be included within this envelope.
- If Council can identify what type of funding envelope(s) they would like to support, staff can draft a policy to reflect this direction.

*Discussion:*

- Would funding be able to be carried over to the next fiscal year?
  - Since this is the Village's initiative, Council can set the rules for how funds can be used/allocated and indicate what amount of flexibility it would like to provide
  - Most of the grants noted in the RTC support one-year projects (not multi-year projects). Council could decide to support multi-year projects
- Like the idea of having specific criteria for applications, and to have different buckets with different criteria for different types of projects (e.g. tourism, recreation, culture).
- Would like to set intake dates so we don't have groups coming to Council at different times of the year.
- Council will need to decide how much money will be available – what the Village will spend within a given year on this program.
- Would like to set a maximum grant amount – don't like the idea of entertaining any size of project.
- Would like to establish a Committee to do the heavy lifting of reviewing applications and making recommendations on awarding of funds. Would like to see a Council member on this Committee. The Committee should also have a termination date that coincides with the end of this Council's term so this Council doesn't create obligations for future Councils.
- Not supportive of hiring a secretary to support the Committee
  - Staff clarified the suggestion was for staff to support the Committee in administering the program by providing a secretariat-type of function to the Committee
- Will need to provide honoraria for Committee members.

- Support was expressed for supporting environmental projects within this program.
- Not sure if Council wants to set up as many different grants as has been set up by Cold Lake Alberta, noting.
  - Some of the examples within the report are funded elsewhere (e.g. Lotteries provides travel funding).
  - Equipment grants, leadership develop grants – Council needs to decide what its purpose is for providing funding.
  - Would like to do some strategic planning/visioning before deciding what buckets to set up
  - Instead of different buckets, could have a list of eligible expenses (e.g. equipment or leadership) that applications could check off to explain how their application aligns with the program
  - The Arts Acquisition Committee was allowed to carry unspent funds over from one year to the next. At one point a large amount of funds had accumulated that seemed to be a bit problematic.
- If a committee is established to administer the program, the criteria to describe what type of projects Council is interested in funding will need to be very clear.
- Next steps:
  - A Committee of the Whole meeting will be scheduled to develop a vision for this funding program as well as it's basic structural elements.
  - Following this a public engagement will be held to get feedback from the community on the draft vision.
  - The CoW will be scheduled after the Finance 201 CoW.

#### RTC May 15-28 Tipping Fee Holiday Proposal

##### *Policy/Communication Manager Presentation:*

- Free days were one of the most popular suggestions at the January public engagement on tipping fees.
- The Free Store and Landfill Community Concerns Advisory Group has not yet provided a recommendation regarding free days as they have been focused on the re-opening of the free store.
- There has been some chatter about whether free days will be offered this coming weekend as the City of Whitehorse and Yukon government are offering free days for the landfills in Whitehorse and in unincorporated communities.
- None of the incorporated municipalities, except for Whitehorse, are presently offering free days.

##### *Discussion:*

- This is the time of year that people are fire smarting their properties. Council has been very supportive of these efforts. Would like to set aside whole month of May to set aside fees for non-commercial yard waste and brush.
  - We do not charge for yard waste and brush, year-round.

- We are new with the tipping fees – we may need time for people to get used to the fees before providing a free weekend.
- A free weekend doesn't necessarily need to be on the long weekend.
- Residents have indicated this time of year is a good time for a free weekend as when the snow melts yards are a mess.
- Will providing a free weekend cause issues at the landfill?
  - Not really. The most important thing will be to identify what is free and what isn't free – we don't want to accept cars for example.
  - Two months were provided for free before tipping fees were instituted – delayed start.
- Would like to see effort put into education and encouraging diversion of recyclables and compostables before providing a free weekend.
- Would like to get statistics and data before providing a free weekend.
- Will entertain for next year.
- Staff asked to investigate why other Municipalities do not provide a tipping fee free weekend.

#166-25 It was moved and seconded

**THAT** the Report to Council on the Tipping Fee Holiday Proposal be received and filed.

Motion #166-25 was **CARRIED**.

#167-25 It was moved and seconded

**THAT** the Staff ensure this Tipping Fee Holiday Proposal be reviewed when Tipping Fees are reviewed at the end of the year.

Motion #167-25 was **CARRIED**.

#168-25 It was moved and seconded

**THAT** the meeting go past 9:00pm

Motion #168-25 was **CARRIED**.

## **Bylaws – Reports, Readings and Adoption**

### Bylaw #426-25 Zoning Bylaw #411-24 Amendment #1 for Third Reading

#### *CAO Presentation:*

- This is the third reading of the amendment to the Zoning Bylaw to change the zoning for the two lots on Auriol Street that are currently zoned Tourist Commercial (TC) to Commercial Mixed X (CMx)

#169-25 It was moved and seconded

**THAT** Bylaw #426-25, A Bylaw to Provide for an Amendment to the Haines Junction Zoning Bylaw #411-24 be read for a third time and adopted on May 14, 2025.

Motion #169-25 was **CARRIED**.

## **Correspondence**

### Letter update on the LTF at the Mackintosh Gravel Pit

#170-25 It was moved and seconded

**THAT** the Letter from Castle Rock with an update on the Land Treatment Facility at the Mackintosh Gravel Pit be received and filed acknowledging that some members of the community are not happy with the way this project is progressing.

Motion #170-25 was **CARRIED**.

### Letter request from St Elias Community School Grad Class

#### *Discussion:*

- The free use policy pertains to rental fees. The Grad Class is also seeking free use of tablecloths and glassware.
- Ask grad class to ensure taping of decorations to the walls is done in such a way as to not damage the wall, as is reflected in the rental agreement (which still has to be signed even if the fees are waived).
- Proactive communication with renters is better than chasing them to pay for damages after the fact.

#171-25 It was moved and seconded

**THAT** the letter request from the St Elias Community School Grad Glass to waive all fees be approved.

Motion #171-25 was **CARRIED**.

### Letter invitation from St Elias Community School Grad Class

#172-25 It was moved and seconded

**THAT** Mayor Strand accepts the invitation from the Grad Class to attend and provide a speech at Graduation.

Motion #172-25 was **CARRIED**.

## **Council Reports and Notice of Motions**

### Councillor McPhie

- Condolences to Egli family following Myra's passing.
- Took CAFN 101 training on April 28<sup>th</sup>, would have been useful for staff to take this before the reconciliation training.
- Hosted Fire Smart Barbeque with Derek Wolfe at Wildland Fire Management. Over 80 people attended. HR Recruiter present and accepted resumes.
- Shout out to Lions for a successful Poker Run which brought a lot of business to town.
- Shout out to Run for Mom, 65 participants this year.

### Councillor Busche

- Attended AYC 50<sup>th</sup>, fantastic weekend. Mayor Strand's speech was phenomenal. Would be nice if this could be printed for everyone to read.
- Participated in the Run for Mom.

### Councillor Mackinnon

- Attended AYC 50, thanks to Dave and staff for organizing
- Attended Poker Run – great turnout and lots of fun
- Thanks to Rob for organizing the Fire Smart Barbeque.

### Councillor Sundbo

- Would like to make a notice of motion to discuss the skateboard park casual employment posting. Don't see staffing in other communities to oversee skateboard parks. Providing this service opens Village to liability. Don't recall this being in the budget or Council having a conversation about this, would like to know why Council was not made aware of this.

#173-25 It was moved and seconded

**THAT** Staff prepare a Report to Council on the recent advertising of a position for a skateboard park attendee in Haines Junction.

Motion #173-25 was **CARRIED**.

### Mayor Strand

- Kudos to AYC staff for a great meeting. Thanks to Dave and Monica for work they did over the weekend, and staff who contributed to the event prior to the weekend including Public Works staff who got the banners up on short notice. Many commented that this event raised the bar for AYC conferences.
- Premier Pillai hosted Northern Premiers Conference in Haines Junction, went to Klukshu, community dinner at Da Ku. Village was presented with gifts and provided gifts to the

Premiers. At the dinner, Premier Pillai announced the awarding of a Community Development Fund grant of \$110,000 to the Village and CAFN to update the feasibility study for the new recreation centre.

- Joint Council Meeting with CAFN – Councils agreed to announce to the public that the governments are collaborating on the recreation centre.
- Planning to assess value of participating in Border Mayor's Alliance – there is a lot of email correspondence that is very focused on tariffs and may be more than we have capacity to engage in. All news media on the tariffs is shared daily.
- Thanks to Councillor McPhie, Derek Wolf and others for a very successful the FireSmart barbeque. Kudos also to Lions Club for the Poker Run and the Run for Mom.
- CAFN will be offering the 101 training again and it is open to everyone in the community.

### **Questions from the Public**

#### **Motion to Close Meeting to the Public**

#174-25 It was moved and seconded

**THAT** the meeting be closed to the public at 9:30pm.

Motion #174-25 was **CARRIED**.

#### **Motion to Reopen Meeting to the Public**

#175-25 It was moved and seconded

**THAT** the meeting be reopened to the public at 11:13pm

Motion #175-25 was **CARRIED**.

#176-25 It was moved and seconded

**THAT** Staff develop a solid waste access policy and contract with commercial and institutional users

Motion #176-25 was **CARRIED**.

#177-25 It was moved and seconded

**THAT** funding of \$150,000 be allocated to service well #5 and well #3.

Motion #177-25 was **CARRIED**.

#178-25 It was moved and seconded

**THAT** the April 2025 Mayor/Chief's report from the RCMP Haines Junction Detachment be received and filed.

Motion #178-25 was **CARRIED**.

### Adjournment

#179-25 It was moved and seconded

**THAT** the meeting be adjourned at 11:17 pm.

Motion #179-25 was **CARRIED**

Meeting adjourned at 11:17pm.

  
\_\_\_\_\_  
Mayor Diane Strand

  
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CAO David Fairbank

