

**Village of Haines Junction  
Regular Council Meeting Minutes  
August 13, 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 7:00pm

**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**

#257-25 It was moved and seconded

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

- Add in camera personnel discussion

Motion #257-25 was **CARRIED**.

**Declaration of Pecuniary Interest**

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

Council Meeting Minutes July 30, 2025 and Committee of the Whole Meeting Minutes August 6, 2025

# 258-25

It was moved and seconded

**THAT** the review of the minutes of the Regular Council Meeting of July 30, 2025 and the CoW of August 6, 2025 be deferred to the next Regular Council Meeting

Motion #258-25 was **CARRIED**.

**Proclamations**

**Delegations**

### Pedal Junction – Bike Skills Park

#### *Presentation: Lianna Grice*

- The Bike Skills Park project received \$137,000 funding from Lotteries Yukon, Pedal Junction is currently working to fundraise \$8,000 for its' contribution to the project.
- Planning to start construction late summer once lease agreement is executed.
- Contractor Chris Ritchie has been retained to construct the Bike Skills Park.
- A picnic shelter, an 8-spot parking lot, and a rail fence around the perimeter will be constructed as part of the project.
- Signage will be erected to discourage overflow parking on Willow Acres Road.
- Planning to do some FireSmart work to reduce risk and increase visibility within the park area.
- Immediate need to finalize lease so work can begin. Delays have resulted in some work needing to be pushed back to next year.

#### *Discussion:*

- Council expressed the desire to include a treed buffer zone along the roadway within the lease agreement. An updated plan is to be included within the lease.
- Council expressed enthusiasm for the project, and thanked Pedal Junction for their efforts to make this project happen.

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

## **Old Business**

### Trail Committee Presentation of Final Recommendations

#### *Presentation: Devin Wittig, Collin Kallio*

- The Committee is recommending:
  - Five areas for inclusion within the map of the local trail network: Pine Lake, Lagoon Loop, Willow Acres, Tomlin Hill, Forestry Trails.
  - Given the planned maintenance work on the Dezadeash Trail, this trail is also recommended to be included.
  - Maintenance needs for each trail were presented, along with three options/budgets for completing the work.
  - A signage plan was presented that includes wayfinding markers on each trail and installing large trail network signs at the Convention Centre, Da Ku, Pine Lake Campground, and the Dezadeash trailhead.
  - Trail names still to be finalized. Simple names (e.g. colours) were recommended.

#### *Discussion:*

- Council supported:
  - Including the Dezadeash Trail within the trail network map and adding a trail network sign at the trailhead.

- Proceeding with recommended maintenance work, and for the work to be carried out by non-profit groups and a contractor (Option 3 <\$16,000) noting Council initially assigned a budget of \$25,000 for this project and there are more than enough funds remaining in the Budget to support this option.
- Setting aside the remaining Trail Committee Budget as a contingency fund.
- Council questioned the Committee on the work and budget for proposed for the Bearberry Connector trail
- Staff were directed to consult with birders about proposed maintenance work on Lagoon Loop trail, and to ensure brushing is not done during nesting season.
- The Committee was thanked for their perseverance and excellent work!
- Council asked the Committee to consider including trail names in southern Tutchone, when/where possible

#259-25 It was moved and seconded

**THAT** the Trail Committee will work with staff to implement Option 3, as recommended by the Committee, and to include the Dezadeash Trail

Motion #259-25 was **CARRIED**.

#### Wildfire Risk Reduction Presentations

*Presentation: Zoe Westerby, Wildland Fire Management*

- The Community Wildfire Protection Plan was approved by YG, Village of Haines Junction and CAFN in 2022. The plan identifies wildfire risks and proposes fuel treatments to reduce risk to the community.
- The Environmental Assessment of Phase 1 of the project was completed in 2023 and included terms for quiet hours for residents, timber for public salvage, protection of sharp tailed grouse and heritage resources and use of spill kits. Projects to involve stand conversion from coniferous to deciduous and/or Fire Smart type treatments (noting FireSmart is a separate program; the CWPP is a larger-scale fuel abatement program).
- Airport project, and project north of forestry trails are planned to proceed this fall – would like to coordinate with Trails Committee regarding their planned work and with the Village on public communications.
- \$5 million of funding was received from Government of Canada for Phase 1 which will allow this work to proceed quickly.
- Would like to initiate Environmental Assessment of Phase 2 of the project so this work can be initiated within the next few years.
- Intention of CWPP is that it would be revisited in 10 years to see if any changes are needed

*Discussion:*

- Seeing lots of windthrown trees in FireSmart areas in town. Would prefer to see variable-size cluster retention (like seen on ski hills) than single tree spacing.

- Would like to see wildlife trees and coarse woody debris retention in treatment areas to promote small mammal, bird and insect habitat.
- Would like to see efforts made to discourage soapberry recruitment in treated areas.
- Additional areas within the community need fuel treatment.
- Council expressed support to start dialogue on Phase 2.
- Council indicated they were surprised to hear about the funding through the media vs from the Yukon government first.
- CAFN requested a meeting of all three signatories to the plan and would be like to be part of the communications going out to the community as well.

*Presentation: Brendan Petrasek, Kluane National Park and Reserve*

- Proposed work is funding dependent and is in planning phase. This project still needs to go through YESAB.
- Looking at treating the west side of the Haines Road, on the Auriol bench, between town and the gun range. Area is divided into 6 units, desire for all units to be treated by 2029.

*Discussion:*

- Any plans to extend treatments to the north and west?
  - WFM is working with FMB to do additional work around the gun range, per FMB's commitments under the Quill Creek Forestry Plan
- Changes have been made to the map of the treatment units which will be sent to Village staff.

RTC – Grand Hall Projectors – CDF Funding and Budget

*CAO Presentation*

- Council passed a motion in March, 2025 to apply for CDF funding for the installation of two projectors and screen. This funding was awarded.
- A motion is now needed to add this project to the Capital/Projects budget.

*Discussion:*

- Much of the project cost is equipment.
- Six individuals will be required to complete the project.
- The project application to CDF, which was completed by a contractor, indicates we are creating a new permanent venue manager position. This conflates the role of the recreation position. This is unlikely to affect funding from the CDF as CDF funds can't be put to funding salary, and this is extraneous to the support CDF is providing.
  - In the future, staff asked to more closely review proposals prepared by Contractors for accuracy before they are submitted.

#260-25 It was moved and seconded

**THAT** Council approve a budget allocation of up to \$84,000 for the completion of the Grand Hall projector project as outlined in the August 13<sup>th</sup> Report to Council.

Motion #260-25 was **CARRIED**.

RTC – Bike Skills Park Draft Lease

*CAO Presentation*

- The Village is leasing this land from YG and sub-leasing to Pedal Junction. A five-year lease with renewal option.
- Terms and conditions limit development and activity to the construction and operation of a bike skills park.
- The sub-tenant is responsible for all maintenance and improvements and indemnifies the sublandlord against all claims, damages and legal costs.

*Discussion:*

- Why is a sub-lease required, when the ski-club etc. doesn't need one?
  - It takes longer to complete a land transfer than a land lease, so a lease was the only viable option to meet Pedal Junction's funding timeline.
  - The Village can still apply for a land transfer.
- Council asked staff to look into including a treed buffer zone between the road and the bike skills park as part of the lease.
- The Village provides liability insurance for the site under its umbrella coverage which will not affect the Village's insurance rates.

#261-25 It was moved and seconded

**THAT** Staff are directed to sign the lease, including a requirement for a treed buffer between the road and the Bike Skills Park, with Pedal Junction when possible.

Motion #261-25 was **CARRIED**.

#262-25 It was moved and seconded

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

Motion #262-25 was **CARRIED**.

**New Business**

Accounts Payable to August 13, 2025

*Discussion:*

- No discussion.

RTC -Urban Electrification Program Application

*CAO Presentation:*

- This policy has only been applied six times since its inception in 2004. The policy specifies:
  - A property owner may apply for up to \$25,000 in funding assistance to install electrical service
  - Funding may not exceed 75% of the assessed value of the property.
  - A cost estimate from Atco Electric Yukon for the electrical installation must be provided.
  - The applicant is also required to have title.
  - The funding is provided through a local improvement charge that includes a repayment schedule and is administered by bylaw.
- In this case, the applicant does not yet have clear title to the property.
- Since the house is near the required level of completion to obtain title, the applicants are expected to by the time the Local Improvement Charge Bylaw goes to third reading.

*Discussion:*

- What happens if the applicant does not get title?
  - Title would revert to YG and there would be no mechanism to collect the amount owing.
- The cost of installing power has increased significantly in recent years. Council expressed the desire to look into set aside a reserve to support the implementation of this policy, as an affordable housing initiative.
- Council would like to review the policy to ensure ease of implementation.

#263-25 It was moved and seconded

**THAT** the application is accepted as presented. Policy to be revisited as time permits which will include establishing a budget reserve for the Urban Electrification Program.

Motion #263-25 was **CARRIED**.

RTC – Changes to Competitive Bidding Process Policy

*Policy/Communications Manager Presentation:*

- The amendment specifies circumstances when contracts may be direct awarded.
- Contract value thresholds are set above which contracts must go out to tender.
- The policy also specifies circumstances where government may direct award contracts above these thresholds.
- This amendment addresses an immediate to provide Council with authorization to direct award a contract that has gone through an open tendering process led by another government.

*Discussion:*

- Council agreed with staff that a more thorough review of the Competitive Bidding Process Policy is needed.

#264-25 It was moved and seconded

**THAT** Policy #05-95, the Competitive Bidding Process Policy, is adopted as amended.

Motion #264-25 was **CARRIED**.

#### RTC – Christmas Lights

##### *Policy/Communications Manager Presentation:*

- Council has requested a plan be developed for installing Christmas lights around town, and a desire for this to be done quickly so lights can be purchased alongside the City of Whitehorse's bulk order.
- Staff have not had time to develop a plan, and request Council establish a budget and delegate this task to Public Works to determine what can be done with available resources.
- Staff are confident this is an operational task that Council can trust staff to follow through on.

##### *Discussion:*

- Some Council members felt a purchase of \$5,000 requires a plan; others felt that by getting involved at this level, Council would be getting into the weeds.

#265-25 It was moved and seconded

**THAT** Council approve a budget of \$5,000 for the purchase of Christmas lights that will be put up ~November 15, 2025 (or as staff capacity permits).

Motion #265-25 was **CARRIED**.

#### RTC – SWMF Compact Loader

##### *CAO Presentation:*

- Public Works has identified the need for a compact loader for the Solid Waste Management Facility.
- The equipment would be used an estimated 832 hours/year. It would save time currently spent arranging and transporting machinery at the Public Works shop to the SWMF, and provides equipment specifically suited for site tasks.
- The cost is estimated to be \$145,000.
- A hazardous waste long term storage container is also needed, cost \$25,000.

*Discussion:*

- Standard maintenance work would be done by staff.
- How many certified heavy equipment operators do we have? Would like assurance that staff can properly operate and maintain the equipment.
- Inappropriate use of equipment, or use of equipment by inexperienced operators, can increase wear and tear.
- Council would like to ensure this equipment is dedicated to the SWMF.

#266-25 It was moved and seconded

**THAT** Council approve the budget allocation of \$145,000 for the purchase of a compact loader and \$25,000 for the purchase of a hazardous waste long term storage container for the Solid Waste Management Facility as outlined in the Report to Council dated August 13, 2025.

Councillor McPhee did not support this motion.

Motion #266-25 was **CARRIED**.

Discussion – Orange Shirt Day Crosswalks

*Policy/Communications Manager Presentation:*

- Last year, to commemorate the National Day for Truth and Reconciliation (Orange Shirt Day), latex paint was used to paint an orange crosswalk across from the main door of the school. Students, with guidance from teachers, then put white handprints on the crosswalk.
- Public works painted the orange crosswalk and provided white paint and latex gloves to the school for the handprinting.
- The latex paint was not permanent and wore away fairly quickly.
- A permit application has been submitted to YG to paint a crosswalk on the highway which would require a temporary highway closure in both directions and a detour, while the paint is applied and dried. Work would be done at the beginning of September.

*Discussion:*

- What type of paint would be best? Want to ensure that there is not tire tracking of paint down the highway.
- Council is ok with proceeding (if the permit is granted) providing there is not any significant cost and appropriate paint can be sourced

**Bylaws – Reports, Readings and Adoption**

Non-Union Staff Bylaw Amendment (for 1<sup>st</sup> and 2<sup>nd</sup> Reading)

*CAO Presentation:*



- The bylaw amendment is to add the position of Protective Services Manager to the list of Management employees.

#267-25 It was moved and seconded

**THAT** Bylaw #408-24 Conditions of Employment for Non-Union Staff Bylaw #356-20 Amendment #3 be read for the first time.

Motion #267-25 was **CARRIED**.

## Correspondence

## Council Reports and Notice of Motions

### Councillor McPhie

- No report

### Councillor Busche

- Attended Augusto over the weekend.
- Met with the Solid Waste Management Facility Advisory Group earlier this week.
- Along with the CAO, met with ATCO and Yukon government earlier today.

### Councillor Sundbo

- Updates to the Council package, after the deadline for submissions, caused confusion. Items that come in late can be deferred to the next meeting.
- Notice of Motion to discuss Urban Electrification Program Policy and establish reserve budget for the program
- Notice of Motion to discuss the Village Reserves per recommendations from the recent Audit, when it makes sense.
- Wild mustard (invasive species) is getting thick in areas around the community, concerned with potential for additional spread.

### Councillor Mackinnon

- No report

### Mayor Strand

- Participating in interviews on August 29, along with Chief Dickson, for new RCMP Detachment Commander.

## Questions from the Public

## Motion to Close Meeting to the Public

#268-25 It was moved and seconded  
**THAT** the meeting be closed to the public at 10:05.

Motion #268-25 was **CARRIED**.

**Motion to Reopen Meeting to the Public**

#269-25 It was moved and seconded  
**THAT** the meeting be reopened to the public at 11:00 pm.

Motion #269-25 was **CARRIED**.

**Adjournment**

#270-25 It was moved and seconded  
**THAT** the meeting be adjourned.

Motion #270-25 was **CARRIED**

Meeting adjourned at 11:01 pm.

  
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Mayor Diane Strand

  
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CAO David Fairbank

