

Village of Haines Junction Donation of Refundable Items Policy

Policy #31-20

Objective

The Village of Haines Junction Donation of Refundable Items Policy will define the process for distributing the refund money collected from the donation of refundable items (“refundables”) at the Haines Junction Recycle Centre.

Outcomes

The Policy will:

- Provide eligibility guidelines for who can receive refund monies from donated refundables;
- Ensure that all eligible community groups have equitable access to the refund money;
- Inform the public about who is receiving the refund money from donated refundables;
- Provide fiscal oversight for the distribution of the refund money; and,
- Support groups contributing to the artistic/cultural/recreational benefit of the community.

Parameters

The following parameters are required:

- To receive refund monies from donated refundables, community groups must meet the eligibility criteria and complete an application;
- Recipients of refund monies from donated refundables are made public; and
- Refund monies are distributed to the approved recipients each calendar year as per s. 240(1) of the Yukon Municipal Act, as amended from time to time.

Adopted by Resolution #410-20 on the 25th day of November, 2020.



Dan Rodin, Chief Administrative Officer



Donation of Refundable Items Policy Procedures

Donation of Refundable Items Definitions

Beverage Container Regulation Form means the spreadsheet which itemizes the purchase of refundables at the Haines Junction Recycle Centre on a per client basis.

Donated Refundables means:

- any refundable item abandoned at the Haines Junction Waste Management Facility, including unmarked items and items deposited in other sections of the landfill; and
- any refundable item which has been brought into the Recycle Centre by a client who indicates that the items are to be donated, whether verbally or in writing.

Donated Refundables Fund means the monies amassed in exchange for Donated Refundables.

Donated Refundables Fund Application means the document found at Schedule A.

Donated Refundables Fund Application Review Board ("the Board") means the three (3) Village staff designated by the Chief Administrative Office to review applications on an annual basis.

Eligible Community Group means a community group which meets the eligibility criteria as outlined at Schedule B.

Recycle Centre Staff means any Village staff member who is working at the Village of Haines Junction Recycle Centre at the time that refundables are being processed.

Refundables means any items which the Village of Haines Junction Recycle Centre is authorized to purchase in exchange for refund money.

Receipt of Donated Refundables and Donated Refundables Funds Process

Recycle Centre Staff shall accept Donated Refundables within the confines of the Haines Junction Waste Management Facility.

Recycle Centre Staff shall be responsible for counting any abandoned Donated Refundables.

Recycle Centre Staff shall purchase Donated Refundables for cash and shall indicate and initial each such transaction on the Beverage Container Regulation Form.

Recycle Centre Staff shall deposit the cash into the Donated Refundables Fund in a clearly marked envelope in the Recycle Centre safe at the end of each day.

If there is a points club in effect, such as the Yukon Recycling Club, Recycle Centre Staff shall distribute the points earned evenly between all active club members when processing Donated Refundables.

Recycle Centre Staff shall bring any cash Donated Refundables Fund monies into the Village Office on a weekly basis.

Administrative Staff shall count the Donated Refundables Fund money upon receipt, store the monies in a secure location, and complete a yearly spreadsheet indicating the date and amount of monies received.

Distribution of Donated Refundables Fund Process

The Donated Refundables Fund will be distributed to Eligible Community Groups each calendar year as per s. 240(1) of the Yukon Municipal Act, as amended from time to time.

The Chief Administrative Officer (CAO) will designate three (3) Village staff members to sit on the Donated Refundables Fund Application Review Board (“the Board”) by October 31 annually. If any of the staff members cease their employment with the Village, the CAO will designate another staff member to sit on the Board in their stead.

Administrative Staff will publicly advertise for a minimum of three (3) weeks the annual intake deadline for Donated Refundables Fund Applications in at least three (3) prominent locations in the community, with at least one location being digitally and at least one location in hard copy format.

Community groups interested in receiving Donated Refundables Fund monies must complete and submit their Donated Refundables Fund Application by the advertised deadline to be considered.

The deadline for the annual intake of Donated Refundables Fund Applications shall be no later than December 31 of each year.

The Board shall meet by January 31 of the following year to review Applications and make a recommendation to Council.

Donated Refundables Fund monies shall be distributed evenly between Eligible Community Groups unless there are extenuating circumstances, which circumstances shall be included in the Board’s recommendation to Council. The funds distributed will be those collected in the previous calendar year.

If no Applications are received, the Board shall make a recommendation to Council whether to allocate the Funds to the following year or to another community initiative.

Council shall adopt a resolution awarding the distribution of the Donated Refundables Fund on an annual basis for all monies amassed the previous year.



Schedule A
Village of Haines Junction
Donated Refundables Fund Application Form

Organization: _____

Contact Name: _____

Contact Position: _____

Mailing Address: _____

Phone Number(s): _____ Email: _____

Purpose of Organization: _____

Describe what the funding will be used for: _____

Describe the arts, cultural and/or recreational benefits to the community: _____

How long has your Organization existed: _____ How many members do you have: _____

Provide any additional information regarding your eligibility: _____

Please provide a copy of your financial statement (attached at Pages 2 and 3).

Contact/Applicant Signature

Date

Village Use Only

The Board recommends that the applicant is ELIGIBLE as a Donated Refundables Fund recipient.

The Board recommends that the applicant is INELIGIBLE as a Donated Refundables Fund recipient.

Comments: _____

Date of Council Meeting: _____

Council Motion # _____

Council Decision: _____

Income/Expenses for Last Year/Season

Income

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Income

Expenses

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Expenses

Surplus / Shortfall

Proposed Budget for This Year/Season

Income

Total Income

Expenses

Surplus / Shortfall

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Schedule B
Village of Haines Junction
Donated Refundables Fund
Eligibility Guidelines

To be considered an Eligible Community Group for the receipt of Donated Refundables Fund monies, an organization must:

- Be based out of, or have a chapter of the organization based out of, the greater Haines Junction/Dakwākāda Region, extending from Alaska Highway km 1568 east of Pine Lake to km 1590 near Bear Creek, and south on the Haines Road to Kathleen Lake;
- Have a minimum of five active members;
- Have a minimum annual budget of \$250;
- Have been operating during the current calendar year; and
- Provide arts, sports, recreational and/or cultural programming to the community.