



Village of Haines Junction
Committee of the Whole
7:30 p.m. December 5, 2018
Council Chambers

AGENDA

1. Call to Order
2. Acknowledgement of CAFN Traditional Territory
3. Adoption of Agenda
4. Hearing of Delegations
5. Questions on Agenda Items
6. Items for discussion:
 - a. Draft Firefighting Agreement
 - b. Wellness rental of Convention Centre
 - c. Amended and Provisional budget requirements
 - d. Staff training
 - e. Bilingual signage in facilities
 - f. Street naming Bylaw updates
 - g. Civic Addressing update
 - h. OCP updates: Phase 2 and steering committee
 - i. CACC's request for development incentive programs
 - j. Yukon Housing rental building incentives programs
 - k. Trails contract and next steps
 - l. Composting Program
 - m. GANTT Chart for Bylaw Amendments
 - n. Rec Centre Update
 - o. AIP next steps
7. Adjournment
8. Council round table

Next Committee of the Whole Meeting is December 12, 2018, at 7:30 pm in Council Chambers.

Next Regular Council Meeting is December 19, 2018, at 7:00 pm in Council Chambers.

If you would like to be on our email list for agendas and agenda packages please contact Noelle at the Village Office 634-7100. Meeting agendas and packages are also posted on our website.



MEMORANDUM

• Draft Firefighting Agreement

Topic:

Longstanding process through which rural municipalities and Yukon Government trying to finalize an agreement governing fire services (with requisite funding) within municipal boundaries and into peripheral areas.



Yukon Government – Village of Watson Lake

Emergency Response / Fire Safety Inspections & Investigations

Memorandum of Agreement

THIS AGREEMENT

BETWEEN:

The Government of Yukon (YG), as represented by the Director of Fire and Life Safety ('FMO') of the Protective Services Branch of the Department of Community Services.

AND:

The Village of Haines Junction, as represented by the CAO

Being collectively the parties (the 'Parties') to this Memorandum of Understanding (the 'MOU').

WHEREAS:

A. Structure Fires and Motor Vehicle Emergencies/Accidents occurring inside and outside of Village boundaries.

- YG-FMO has provided a Fire Apparatus, to transport firefighting equipment, vehicle extrication equipment, and firefighters to fire and motor vehicle emergencies/accidents inside and outside Village boundaries.
- The Village has volunteer fire fighting personnel and fire fighting equipment to fight fires, inside and outside Village boundaries.

B. YG and the Village wish to enter into an agreement that governs the delivery of mutual aid, one-to-the-other.

NOW THEREFORE YG and the Village agree as follows:

PURPOSE

This Memorandum of Understanding (MOU) sets out responsibilities, procedures, requirements, and expectations for Emergency Response / Fire Safety Inspections, and Investigations by the 'Parties' involved. It is not intended to be a legally-enforceable contract.

SCOPE

This MOU applies to any assistance and/or aid given or received by the 'Parties' for Fire (urban interface, structure, vehicle) Emergencies, and Vehicle (extrication) Emergencies/Accidents that occur inside and outside the Village boundary.

ENTIRE AGREEMENT

This MOU, together with all the appendices, shall be read collectively and constitutes the whole agreement between the 'Parties'. No oral or written representations on its subject matter are valid unless incorporated in this MOU.

DEFINITIONS

'Aid' means to give help, to assist, or support.

'Village Fire Protection Area' means the area within the Village boundaries.

'Structure' means one or more permanent or temporary buildings, mobile units, or tents, including buildings used for living quarters, facilities, out buildings, or storage structures.

'Structural Fire' means a fire which occurs on or within a structure.

'Structural Fire Suppression' means the activities of rescue, fire suppression, and property conservation in buildings, enclosed structures, or like properties that are involved in a fire or emergency situation.

'Vehicle' means in or by which someone travels or is carried; a conveyance moving by air, on wheels, runners, tracks, or the like, as an aircraft, automobile, or tractor.

'Vehicle Extrication' means activities involving the removal and treatment of victims who are trapped by some type of, vehicle, machinery, or equipment.

'Vehicle Fire' means a fire which occurs on or within a vehicle.

'Vehicle Fire Suppression' means the activities of rescue, fire suppression, and property conservation in vehicles or the like.

STRUCTURE FIRE & VEHICLE EMERGENCIES

1. Village of Haines Junction- Responsibility:

The Village's volunteer fire department is responsible for fire and vehicle emergencies/accidents within its legislated protection jurisdiction (Village Boundary).

PROCEDURES – Structure Fire & Vehicle Emergencies/Accidents

YG- Village of Haines Junction (Parties)

2. Command and Control

In the event that any or all Parties of this MOU work together on any Incident they will set up and maintain a command structure within a spirit of 'unified command' for the duration of the event.

The Party requesting aid will retain command and control of the incident. It will be assumed that if the incident occurs outside the Village boundaries (and within Yukon) that the Party requesting aid will be YG. The other Party will work cooperatively within this structure while maintaining jurisdiction over its own personnel and equipment.

The Parties may agree to changes in the command and control of any incident and to the personnel and equipment required.

3. Reporting Fire and Vehicle Emergencies/Accidents:

The Village shall inform the FMO of any incident as soon as practically possible, and complete an Incident Report utilising the online *Incident Reporting System* and the Canadian Code Structure Fire Loss Statistics book provided by the FMO.

TRAINING – Structure Fire & Vehicle Emergencies

YG-FMO & Village of Haines Junction (Parties)

YG-FMO will continue, where possible, to make training opportunities available to members of the Village of Watson Lake, and maintain records of their participation.

GENERAL

4. Inspections

Notwithstanding this MOU, as per the Village of Haines Junction bylaws, the Haines Junction Fire Chief shall inspect any building, structure, or place within its legislated protection jurisdiction (Village Boundary), upon receipt of a complaint regarding that building structure or place. Under the Fire Prevention Act, the Village Fire Chief acts as a local assistant to the Fire Marshal and in doing so, retains all the powers bestowed upon the position.

Support and/or assistance from the YG – FMO may be obtained by direct request of the Haines Junction Fire Chief and/or Chief Administrative Officer, keeping in mind that the FMO serves as the Appeal body to which members of the public may challenge an order issued by the Village of Watson Lake. The request shall include a complete list of all buildings that the Village is requesting Fire and Life Safety inspections for, what role YG-FMO is being requested to play, and by what date.

In the event that a member of the public appeals to the YG-FMO regarding an order issued by the Village of Watson Lake, the Village will provide access, or make available to FMO staff all inspection reports for the location being appealed.

5. Fire & Life Safety Information, Prevention and Career Opportunity Presentations.

Notwithstanding this MOU, any designated member of the Village of Haines Junction Volunteer Fire Department shall present Fire and Life Safety, Fire Prevention and Career Opportunity Presentations within its legislated protection jurisdiction (Village Boundary).

Support and/or assistance from the YG – FMO may be obtained by direct request of the Haines Junction Fire Chief and/or Chief Administrative Officer. The request shall include who the target audience is; the topic(s) to be discussed/presented; the role YG-FMO is being requested to fill; and on what date(s).

Where applicable and available, the FMO will provide presentation materials.

6. Investigations

Notwithstanding this MOU and as per the Yukon Fire Prevention Act, the Haines Junction Fire Chief shall conduct a post-fire investigation of the cause and origin of a structure, or place within its legislated protection jurisdiction (Village Boundary) no less than 72 hours of the time the condition of the structure first permits an investigation. Support and/or assistance from the YG – FMO may be obtained by direct request of the Haines Junction Fire Chief and/or Chief Administrative Officer.

A complete report providing facts relating to the cause and origin of the fire, and any other additional information that may be required by the FMO, shall be submitted to the Fire Marshal immediately on completion of the investigation.

7. Compensation

Each Party shall be responsible for its own costs, including honoraria, operation, maintenance and other related costs, when providing mutual aid pursuant to this MOU.

8. Fire Equipment

YG will provide, if available, a fire pumper to Village of Haines Junction to respond and transport firefighting equipment, vehicle extrication equipment and fire fighters to fire and vehicle incidents located inside and outside Village boundaries as requested by 911 or the FMO. YG will provide fuel and maintenance for the fire / rescue pumper. The Village of Haines Junction will provide the rescue equipment on the apparatus.

This equipment loan in no way holds the Village of Haines Junction responsible to respond if sufficient volunteers are not available. The Village of Haines Junction will do the best it can to respond if possible.

9. Liability

Any member of any party acting in good faith in the discharge of the duties required by this MOU shall not be personally liable for any damage that may accrue to persons or property as a result of any act or omission in the discharge of those duties.

Each party shall indemnify any member who acts or acted in the discharge of duties required by this MOU, against all costs, charges and expenses, including amounts paid to settle an action or to satisfy a judgment, reasonably incurred by the member in respect of any civil, criminal or administrative action or proceeding to which the member is made a party by reason of being or having been a member, if:

- (1) The member acted honestly and in good faith in the discharge of the member's duties;
- (2) In the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, the member had reasonable grounds for believing that his or her conduct was lawful; and
- (3) The Party was put on notice of the action and was permitted to assume carriage and control thereof on behalf of the member.

Nothing in this MOU compels any Party to come to the aid of the other Party for any reason whatsoever.

10. MOU Review

The Parties will review this MOU three years from the date it comes into effect and at least every three years thereafter.

11. Termination

Either party may terminate this MOU on 90 days written notice. Any assets owned by one Party and used by the other Party will be returned on termination of this MOU.

12. Notices

Any written notice required to be given by this MOU will be deemed sufficiently given if sent by registered mail, by fax, or delivered to the other Party at the following address:

If to Yukon:

Fire Marshal - Protective Services (C-20)
Government of Yukon
PO Box 2703
Whitehorse, YT Y1A 2C6
Tel 867-667-5217

If to the Village:

Chief Administrative Officer - Village of Haines
Junction
PO Box
Haines Junction, YT
Tel
Fax

13. No Agency

Nothing in this MOU is intended to make either Party an agent of the other Party and no Party will hold itself out as an agent of the other Party.

14. Amendment

This MOU may be amended at any time by written consent of the Parties.

15. Counterparts

This MOU may be signed in counterparts, each of which will be considered an original, and all of which will constitute one and the same document.

THIS MOU is signed on behalf of the Parties by their duly authorized representatives.

Village of Watson Lake

Government of Yukon

James Paterson

Chief Administrative Officer

Director, Fire and Life Safety

Village of Haines Junction

Yukon Government

Date

Date



MEMORANDUM

Wellness Rental of Convention Center

Topic:

- Physiotherapist presently utilizes Convention Centre twice per month
- We charge her on a percentage rent, ready to renegotiate this January
- Has proven to be an invaluable wellness service to the community/seniors
- Osteopath has requested same

Haines Junction Administration

From: Tana Shepherd <whitehorseosteopathy@gmail.com>
Sent: October 15, 2018 1:56 PM
To: Haines Junction Administration
Subject: Osteopathy in HJ

Hello!

I'm an Osteopath practicing in Whitehorse. I have interest from patients to do a couple of days of practicing in the Junction; I'm wondering if there is a room that is available to rent for a couple of days a month for me to see patients? Could you please direct me to the right person to contact?

Thanks so much,
Tana

--

Tana Shepherd, *Hons. B.Sc, M.OMSc*

Osteopathic Manual Practitioner
Whitehorse Osteopathy
www.whitehorseosteopathy.ca



MEMORANDUM

- Amended and Provisional Budget requirements

Topic:

- Process for each will be discussed
- Looking as though we will be running a surplus on our O & M budget
- Are there any new items Council would like to see covered in our provisional budget (covers business for the 4 months until a new budget is approved) which cannot wait.

**Village of Haines Junction
Consolidated Department Budget Report October 2018**

Benchmark 83%

Department	Actual	Budget	Percent	Variance
REVENUE				
Legislative	\$ 2,660,656.26	\$ 2,689,989.95	98.91%	15.91%
Administration	\$ 44,640.26	\$ 49,928.00	89.41%	6.41%
Public Works	\$ 7,718.67	\$ 16,000.00	48.24%	-34.76%
Water & Sewer	\$ 145,639.73	\$ 267,000.00	54.55%	-28.45%
Roads & Streets	\$ 2,339.08	\$ 2,000.00	116.95%	33.95%
Landfill & Recycling	\$ 108,846.49	\$ 123,700.00	87.99%	4.99%
Protective Services (Animal Control)	\$ 1,670.00	\$ 2,000.00	83.50%	0.50%
Fire Department	\$ 70,886.42	\$ 71,944.00	98.53%	15.53%
FireSmart	\$ 3,500.00	\$ 40,000.00	8.75%	-74.25%
Convention Centre	\$ 12,280.06	\$ 14,200.00	86.48%	3.48%
Mezzanine	\$ 7,142.65	\$ 6,000.00	119.04%	36.04%
Community Hall / Curling Rink	\$ -	\$ -		-83.00%
Swimming Pool	\$ 5,893.76	\$ 6,000.00	98.23%	15.23%
Arena	\$ 13,642.15	\$ 50,600.00	26.96%	-56.04%
Total Revenue	\$ 3,084,855.53	\$ 3,339,361.95	92.38%	9.38%
EXPENSES				
Legislative	\$ 92,016.57	\$ 145,804.11	63.11%	-19.89%
Administration	\$ 482,911.19	\$ 615,118.00	78.51%	-4.49%
Public Works	\$ 357,137.80	\$ 490,153.81	72.86%	-10.14%
Water & Sewer	\$ 373,274.41	\$ 474,397.59	78.68%	-4.32%
Roads & Streets	\$ 103,152.98	\$ 116,500.00	88.54%	5.54%
Landfill & Recycling	\$ 213,906.16	\$ 300,246.58	71.24%	-11.76%
Protective Services (Animal Control)	\$ 2,039.21	\$ 1,800.00	113.29%	30.29%
Fire Department	\$ 110,942.34	\$ 139,608.03	79.47%	-3.53%
FireSmart	\$ 7,000.00	\$ 40,000.00	17.50%	-65.50%
Convention Centre	\$ 79,477.71	\$ 113,400.59	70.09%	-12.91%
Mezzanine	\$ 5,452.40	\$ 12,000.00	45.44%	-37.56%
Community Hall / Curling Rink	\$ 11,230.42	\$ 11,892.94	94.43%	11.43%
Swimming Pool	\$ 89,531.97	\$ 96,546.47	92.73%	9.73%
Arena	\$ 119,564.41	\$ 176,294.05	67.82%	-15.18%
Transfer to Capital Budget	\$ 673,232.59	\$ 962,000.00	69.98%	-13.02%
Total Expenses	\$ 2,720,870.14	\$ 3,695,762.17	73.62%	-9.38%
O&M Surplus / Shortfall	\$ 363,985.39	-\$ 356,400.22		
Capital Surplus / Shortfall	\$ 6,759.00	\$ -		
Total Surplus / Shortfall	\$ 370,744.39	-\$ 356,400.22		

Village of Haines Junction
 Department Budget Detail Report October 2018

Legislative

Benchmark 83%

Account Number	Account Description	Actual	Budget	Percent	Variance
REVENUE					
4010	Taxes - Residential	\$ 472,433.36	\$ 471,208.08	100.26%	17.26%
4020	Taxes - Non-Residential	\$ 223,006.05	\$ 221,548.05	100.66%	17.66%
4030	Taxes - Agricultural	\$ 34,657.24	\$ 34,657.23	100.00%	17.00%
4060	Taxes - Local Improvement Charges	\$ 24,836.00	\$ 24,836.00	100.00%	17.00%
4070	Grant In Lieu - Federal Gov't	\$ 52,845.37	\$ 52,845.37	100.00%	17.00%
4080	Grant In Lieu - Yukon Gov't	\$ 97,555.48	\$ 96,567.59	101.02%	18.02%
4090	Grant In Lieu - CBC	\$ 233.73	\$ 233.73	100.00%	17.00%
4100	Tax Penalties & Costs	\$ 3,937.25	\$ 5,000.00	78.75%	-4.26%
4110	Return on Investments (Interest)	\$ 36,390.78	\$ 60,000.00	60.65%	-22.35%
4145	Facility Rentals Grants	\$ 14,350.00	\$ 20,000.00	71.75%	-11.25%
4150	Comprehensive Municipal Grant	\$ 1,700,411.00	\$ 1,700,411.00	100.00%	17.00%
Total Revenue		\$ 2,660,656.26	\$ 2,687,307.05	99.01%	16.01%
EXPENSE					
6005	AYC AGM	\$ 6,653.91	\$ 10,000.00	66.54%	-16.46%
6010	AYC Board Meetings	\$ 467.50	\$ 1,000.00	46.75%	-36.25%
6020	AYC Membership	\$ 17,004.11	\$ 17,004.11	100.00%	17.00%
6030	Committee Meetings	\$ 9,250.00	\$ 20,000.00	46.25%	-36.75%
6035	Council Meetings	\$ 13,000.00	\$ 19,200.00	67.71%	-15.29%
6040	CPR Committee	\$ -	\$ 500.00	0.00%	-83.00%
6050	Grants to Ind. / Org. - Cash	\$ 10,519.83	\$ 12,500.00	84.16%	1.16%
6051	Grants to Ind. / Org. - In Kind	\$ 14,350.00	\$ 20,000.00	71.75%	-11.25%
6060	Halloween Fireworks	\$ 1,500.00	\$ 2,000.00	75.00%	-8.00%
6070	Hospitality	\$ 2,251.70	\$ 14,500.00	15.53%	-67.47%
6075	Other Honoraria	\$ 5,483.73	\$ 10,000.00	54.84%	-28.16%
6080	Per Diem/ Annual Travel Allowance	\$ 2,750.00	\$ 2,750.00	100.00%	17.00%
6084	Telephone	\$ 500.00	\$ 600.00	83.33%	0.33%
6085	Travel	\$ 7,535.79	\$ 15,000.00	50.24%	-32.76%
6090	Workers' Compensation	\$ 750.00	\$ 750.00	100.00%	17.00%
Total Expense		\$ 92,016.57	\$ 145,804.11	63.11%	-19.89%
Surplus / Shortfall		\$ 2,568,639.69	\$ 2,541,502.94		

Village of Haines Junction
 Department Budget Detail Report October 2018

Administration

Benchmark 83%

Account Number	Account Description	Actual	Budget	Percent	Variance
REVENUE					
4210	Business Licenses	\$ 9,542.73	\$ 9,500.00	100.45%	17.45%
4220	Contract Services - Admin	\$ 28.57	\$ 300.00	9.52%	-73.48%
4230	Council Chamber Fees	\$ 1,110.24	\$ 500.00	222.05%	139.05%
4240	Development Permits	\$ 240.00	\$ 150.00	160.00%	77.00%
4250	Grants - Canada Day	\$ -	\$ 1,360.00	0.00%	-83.00%
4260	Grants - Yukon Lottery Corporation	\$ 20,068.00	\$ 20,068.00	100.00%	17.00%
4270	Interest Earned - Other	\$ 107.71	\$ 350.00	30.77%	-52.23%
4280	Misc. Revenue - Admin	\$ 2,085.73	\$ 1,000.00	208.57%	125.57%
4290	Photocopy & Fax	\$ 1,090.68	\$ 1,400.00	77.91%	-5.09%
4300	Seniors Salary Contribution	\$ 10,186.60	\$ 15,000.00	67.91%	-15.09%
4320	Tax Certificates	\$ 180.00	\$ 300.00	60.00%	-23.00%
Total Revenue		\$ 44,640.26	\$ 49,928.00	89.41%	6.41%
EXPENSE					
6110	Advertising and Publications	\$ 6,651.39	\$ 10,000.00	66.51%	-16.49%
6120	AASC Small Projects	\$ 5,965.99	\$ 5,000.00	119.32%	36.32%
6130	Audit Fees	\$ 19,826.56	\$ 25,000.00	79.31%	-3.69%
6150	Bank Charges and Interest	\$ 1,719.12	\$ 2,000.00	85.96%	2.96%
6160	CDC Small Projects	\$ -	\$ 5,000.00	0.00%	-83.00%
6170	Contract Services	\$ 11,418.07	\$ 11,000.00	103.80%	20.80%
6200	Election / Census	\$ 2,947.50	\$ 5,000.00	58.95%	-24.05%
6220	Equipment & Repairs	\$ 10,528.28	\$ 13,000.00	80.99%	-2.01%
6240	Equipment Service Agreement	\$ 1,589.04	\$ 2,000.00	78.45%	-4.55%
6260	Government Assessor	\$ 13,067.76	\$ 13,000.00	100.52%	17.52%
6270	Group Insurance	\$ 11,724.60	\$ 15,000.00	78.16%	-4.84%
6290	Janitor Contract	\$ 6,280.04	\$ 8,000.00	78.50%	-4.50%
6300	Legal Fees	\$ -	\$ 10,000.00	0.00%	-83.00%
6305	Legal / Negotiation - Union	\$ -	\$ 5,000.00	0.00%	-83.00%
6310	OCP Mapping	\$ 2,075.00	\$ -		
6330	Office Supplies	\$ 5,441.23	\$ 5,000.00	108.82%	25.82%
6340	Plans - OCP	\$ 35,296.19	\$ 20,000.00	176.48%	93.48%
6350	Plans - Zoning Bylaw	\$ -	\$ 20,000.00	0.00%	-83.00%
6360	Postage	\$ 2,122.75	\$ 2,500.00	84.91%	1.91%
6370	Recreation Grants	\$ 11,262.87	\$ 20,068.00	56.12%	-26.88%
6380	Registration / Memberships	\$ 1,545.91	\$ 2,200.00	70.27%	-12.73%
6390	RRSP ER	\$ 19,055.99	\$ 23,500.00	81.09%	-1.91%
6400	Salaries	\$ 251,364.62	\$ 310,000.00	81.09%	-1.91%
6405	Salaries - Benefits / Allowances	\$ 3,775.00	\$ 3,840.00	98.31%	15.31%
6410	Salaries - ER Contributions	\$ 14,305.61	\$ 14,460.00	98.93%	15.93%
6420	Salaries - Seniors	\$ 10,491.00	\$ 13,000.00	80.70%	-2.30%
6430	Salaries - Seniors ER Contributions	\$ 658.47	\$ 2,000.00	32.92%	-50.08%

6440	Salaries - Vacation Allowance	\$	4,000.00	\$	8,000.00	50.00%	-33.00%
6450	Special Events	\$	2,793.83	\$	5,000.00	55.88%	-27.12%
6460	Sundry Supplies	\$	306.85	\$	500.00	61.37%	-21.63%
6470	Telephone	\$	5,687.43	\$	5,500.00	103.41%	20.41%
6500	Training	\$	-	\$	2,000.00	0.00%	-83.00%
6510	Travel	\$	2,017.83	\$	3,200.00	63.06%	-19.94%
6520	Utilities - Heat	\$	9,404.97	\$	13,000.00	72.35%	-10.65%
6530	Utilities - Power	\$	5,042.38	\$	7,650.00	65.91%	-17.09%
6540	Workers' Compensation	\$	4,564.91	\$	4,700.00	97.13%	14.13%
Total Expense		\$	482,911.19	\$	615,118.00	78.51%	-4.49%
Surplus / Shortfall		-\$	438,270.93	-\$	565,190.00		

Village of Haines Junction
 Department Budget Detail Report October 2018

Public Works

Benchmark 83%

Account Number	Account Description	Actual	Budget	Percent	Variance
REVENUE					
4520	Equipment Rental - Public Works	\$ 1,427.67	\$ 1,000.00	142.77%	59.77%
4530	Surplus Goods Sales	\$ 1,959.59	\$ 10,000.00	19.60%	-63.40%
4540	Training Trust Funds - Public Works	\$ 78.91	\$ 5,000.00		-83.00%
4545	YG Employment Funding Program	\$ 4,252.50	\$ -		
Total Revenue		\$ 7,718.67	\$ 16,000.00	48.24%	-34.76%
EXPENSE					
6720	Building Insurance	\$ 3,100.83	\$ 3,100.83	100.00%	17.00%
6730	Building O&M	\$ 10,893.32	\$ 7,000.00	155.62%	72.62%
6740	Cemetery O&M	\$ 792.50	\$ 3,000.00	26.42%	-56.58%
6750	Contract Services	\$ -	\$ 500.00	0.00%	-53.00%
6760	Equipment Insurance	\$ 5,500.98	\$ 5,477.98	100.42%	17.42%
6770	Equipment Rental	\$ -	\$ 3,000.00	0.00%	-83.00%
6780	Equipment Repair & Maintenance	\$ 16,544.41	\$ 50,000.00	33.09%	-49.91%
6785	Equipment Acquisition - Non-Capital	\$ 4,634.36	\$ 5,000.00	92.69%	9.69%
6800	Fuel & Oil	\$ 28,543.80	\$ 35,000.00	81.55%	-1.45%
6810	Janitorial Supplies	\$ 371.36	\$ 500.00	74.27%	-8.73%
6820	Mosquito Control	\$ -	\$ 10,000.00	0.00%	-83.00%
6830	Property & Garden Maintenance	\$ 7,977.69	\$ 9,000.00	88.64%	5.64%
6840	Salaries	\$ 186,194.30	\$ 255,000.00	73.02%	-9.98%
6845	Salaries - Benefits / Allowances	\$ 6,488.34	\$ 5,700.00	113.83%	30.83%
6850	Salaries - ER Contributions	\$ 14,705.25	\$ 12,500.00	117.64%	34.64%
6860	Salaries - Vacation Allowance	\$ 11,000.00	\$ 11,000.00	100.00%	17.00%
6865	Salaries - Group Insurance	\$ 20,082.60	\$ 19,875.00	101.04%	18.04%
6866	Salaries - RRSP ER	\$ 15,107.73	\$ 19,800.00	76.30%	-6.70%
6870	Small Tools & Parts	\$ 5,408.84	\$ 10,000.00	54.09%	-28.91%
6875	Safety Clothing	\$ 2,553.39	\$ 5,000.00	51.07%	-31.93%
6880	Telephone	\$ 506.80	\$ 1,000.00	50.68%	-32.32%
6890	Training / Membership	\$ 6,282.25	\$ 6,000.00	104.70%	21.70%
6900	Travel	\$ 1,044.10	\$ 1,700.00	61.42%	-21.58%
6910	Utilities - Heat	\$ -	\$ 1,000.00	0.00%	-83.00%
6920	Utilities - Power	\$ 3,631.18	\$ 4,000.00	90.78%	7.78%
6930	Workers' Compensation	\$ 5,773.77	\$ 6,000.00	96.23%	13.23%
Total Expense		\$ 357,137.80	\$ 490,153.81	72.86%	-10.14%
Surplus / Shortfall		-\$ 349,419.13	-\$ 474,153.81		

Village of Haines Junction
 Department Budget Detail Report October 2018

Water & Sewer

Benchmark 83%

Account Number	Account Description	Actual	Budget	Percent	Variance
REVENUE					
4610	Water & Sewer - Services	\$ 117,336.57	\$ 177,000.00	66.29%	-16.71%
4620	Water & Sewer - Truck Fill	\$ 15,582.76	\$ 18,000.00	86.57%	3.57%
4640	Water & Sewer Asset Sales	\$ 8,346.40	\$ 60,000.00		-83.00%
4650	Training Trust Funds - W&S	\$ 4,374.00	\$ 12,000.00	36.45%	-46.55%
Total Revenue		\$ 145,639.73	\$ 267,000.00	54.55%	-28.45%
EXPENSE					
7010	Arsenic Media Reserve	\$ 28,800.00	\$ 28,800.00	100.00%	17.00%
7020	Building Insurance	\$ 33,002.59	\$ 33,002.59	100.00%	17.00%
7030	Building O&M	\$ 6,344.51	\$ 15,000.00	42.30%	-40.70%
7040	Chlorine & Chemicals	\$ 22,483.95	\$ 22,000.00	102.20%	19.20%
7050	Contract Services	\$ 3,433.50	\$ 12,000.00	28.61%	-54.39%
7055	Contract Services - SCADA Support	\$ 1,799.50	\$ 1,500.00	119.97%	36.97%
7060	Debtenture Payment	\$ 28,912.00	\$ 28,912.00	100.00%	17.00%
7070	Equipment Rental	\$ 744.00	\$ 5,000.00	14.88%	-68.12%
7080	Equipment Repair	\$ 12,051.85	\$ 15,000.00	80.35%	-2.65%
7090	Freight	\$ 937.11	\$ 2,500.00	37.48%	-45.52%
7100	Hydrants	\$ 1,241.57	\$ 1,500.00	82.77%	-0.23%
7110	Lagoon Maintenance	\$ 3,440.66	\$ 20,000.00	17.20%	-65.80%
7120	Pipes & Fittings	\$ 28,679.35	\$ 25,000.00	114.72%	31.72%
7130	Salaries	\$ 88,835.85	\$ 120,000.00	74.03%	-8.97%
7131	Salaries - Benefits / Allowances	\$ 175.00	\$ 420.00	41.67%	-41.33%
7135	Salaries - ER Contributions	\$ 5,347.96	\$ 7,180.00	74.48%	-8.52%
7145	Supplies	\$ 3,193.06	\$ 5,000.00	63.86%	-19.14%
7150	Telephone & Radio	\$ 8,456.56	\$ 10,500.00	80.54%	-2.46%
7155	Small Tools & Parts	\$ 1,317.54	\$ 2,000.00	65.88%	-17.12%
7160	Training / Memberships	\$ 6,976.00	\$ 11,235.00	62.09%	-20.91%
7165	Travel	\$ 3,683.10	\$ 8,500.00	43.33%	-39.67%
7170	Utilities - Heat	\$ 2,102.52	\$ 2,500.00	84.10%	1.10%
7175	Utilities - Power	\$ 79,468.23	\$ 95,000.00	83.65%	0.65%
7180	Workers' Compensation	\$ 1,848.00	\$ 1,848.00	100.00%	17.00%
Total Expense		\$ 373,274.41	\$ 474,397.59	78.68%	-4.32%
Surplus / Shortfall		-\$ 227,634.68	-\$ 207,397.59		

Village of Haines Junction
 Department Budget Detail Report October 2018

Roads & Streets

Benchmark 83%

Account Number	Account Description	Actual	Budget	Percent	Variance
REVENUE					
4710	Roads & Streets Asset Sales	\$ 2,015.27	\$ 1,500.00	134.35%	51.35%
4720	Roads & Streets Contract Services	\$ 323.81	\$ 500.00	64.76%	-18.24%
Total Revenue		\$ 2,339.08	\$ 2,000.00	116.95%	33.95%
EXPENSE					
7210	Calcium Chloride	\$ -	\$ 4,000.00	0.00%	-83.00%
7230	Contract Services	\$ 6,701.06	\$ 15,000.00	44.67%	-38.33%
7240	Culverts	\$ 3,666.99	\$ 4,000.00	91.67%	8.67%
7250	Equipment Repairs	\$ 1,487.25	\$ 2,000.00	74.36%	-8.64%
7270	Salaries	\$ 46,290.58	\$ 40,000.00	115.73%	32.73%
7280	Salaries - ER Contributions	\$ 3,111.96	\$ 2,500.00	124.48%	41.48%
7290	Sand & Gravel	\$ -	\$ 2,000.00	0.00%	-83.00%
7300	Signs	\$ 4,770.79	\$ 5,000.00	95.42%	12.42%
7310	Streetlights	\$ 24,639.12	\$ 30,000.00	82.13%	-0.87%
7320	Trail Maintenance	\$ 12,485.21	\$ 12,000.00	104.04%	21.04%
Total Expense		\$ 103,152.96	\$ 116,500.00	88.54%	5.54%
Surplus / Shortfall		-\$ 100,813.88	-\$ 114,500.00		

Village of Haines Junction
 Department Budget Detail Report October 2018

Landfill & Recycling

Benchmark 83%

Account Number	Account Description	Actual	Budget	Percent	Variance
REVENUE					
4820	User Fees - Govt / Institutional	\$ 6,860.00	\$ 8,200.00	83.66%	0.66%
4830	User Fees - CAFN Agreement	\$ 21,548.73	\$ 24,000.00	89.79%	6.79%
4835	Groundwater Monitoring	\$ 5,200.00	\$ -		
4845	Beverage Container Refunds	\$ 46,887.76	\$ 60,000.00	78.15%	-4.85%
4855	Recycle Centre Operating Grant	\$ 28,350.00	\$ 31,500.00	90.00%	7.00%
Total Revenue		\$ 108,846.49	\$ 123,700.00	87.99%	-4.99%
EXPENSE					
7410	Building Insurance	\$ 1,328.58	\$ 1,328.58	100.00%	17.00%
7420	Building O&M	\$ 4,276.25	\$ 10,000.00	42.76%	-40.24%
7430	Contract Services	\$ 495.00	\$ 7,000.00	7.07%	-75.93%
7440 / 7445	Equipment Repair	\$ 481.43	\$ 5,000.00	9.63%	-73.37%
7450	Hydrogeologic Testing	\$ 7,291.74	\$ 7,500.00	97.22%	14.22%
7455	Landfill Closure Fees	\$ -	\$ 4,000.00	0.00%	-83.00%
7460	Recycle Pick Up	\$ 14,976.00	\$ 19,968.00	75.00%	-8.00%
7465	Recycle Refunds Paid Out	\$ 35,680.20	\$ 43,000.00	82.98%	-0.02%
7470	Telephone - Recycle Centre	\$ 575.70	\$ 700.00	82.24%	-0.76%
7480	Salaries	\$ 72,418.05	\$ 90,000.00	80.46%	-2.54%
7485	Salaries - Recycle Centre	\$ 41,188.49	\$ 53,000.00	77.71%	-5.29%
7486	Salaries - Benefits / Allowances	\$ 551.00	\$ 500.00	110.20%	27.20%
7490	Salaries - ER Contributions	\$ 5,139.54	\$ 6,000.00	85.66%	2.66%
7495	Salaries ER Cont - Recycle Centre	\$ 3,199.25	\$ 3,500.00	91.41%	8.41%
7500 / 7501	Salaries - Vacation Allowance	\$ 2,000.00	\$ 4,000.00	50.00%	-33.00%
7505 / 7507	Salaries - Group Insurance	\$ 7,306.72	\$ 8,700.00	83.99%	0.99%
7506 / 7508	Salaries - RRSP ER	\$ 4,604.43	\$ 6,000.00	76.74%	-6.26%
7510 / 7515	Small Tools & Equipment	\$ 1,158.71	\$ 2,500.00	46.35%	-36.65%
7520	Special Waste Disposal Costs	\$ 3,028.26	\$ 15,000.00	20.19%	-62.81%
7530	Telephone	\$ 351.60	\$ 420.00	83.71%	0.71%
7540	Training	\$ 202.09	\$ 1,500.00	13.47%	-69.53%
7545	Training - Recycle Centre	\$ 601.09	\$ 1,500.00	40.07%	-42.93%
7550	Utilities - Heat	\$ 3,013.09	\$ 4,000.00	75.33%	-7.67%
7560 / 7565	Utilities - Power	\$ 2,210.26	\$ 3,300.00	66.98%	-16.02%
7570 / 7575	Workers' Compensation	\$ 1,828.68	\$ 1,830.00	99.93%	16.93%
Total Expense		\$ 213,906.16	\$ 300,246.58	71.24%	-11.76%
Surplus / Shortfall		-\$ 105,059.67	-\$ 176,546.58		

Village of Haines Junction
 Department Budget Detail Report October 2018

Protective Services - Animal Control

Benchmark 83%

Account Number	Account Description	Actual	Budget	Percent	Variance
REVENUE					
4910	Animal - Fines	\$ 875.00	\$ 1,000.00	87.50%	4.50%
4920	Animal - Impound Fees	\$ 300.00	\$ 500.00	60.00%	-23.00%
4930	Animal - Licenses	\$ 495.00	\$ 500.00	99.00%	16.00%
Total Revenue		\$ 1,670.00	\$ 2,000.00	83.50%	0.50%
EXPENSE					
7610	Animal Control Building O&M	\$ -	\$ 100.00	0.00%	-83.00%
7630	Animal Control Salaries	\$ 1,796.64	\$ 1,100.00	163.33%	80.33%
7640	Animal Control Salaries - ER Contri	\$ 101.77	\$ 100.00	101.77%	18.77%
7650	Animal Control Sundry Supplies	\$ 140.80	\$ 500.00	28.16%	-54.84%
Total Expense		\$ 2,039.21	\$ 1,800.00	113.28%	30.29%
Surplus / Shortfall		-\$ 369.21	\$ 200.00		

Village of Haines Junction
 Department Budget Detail Report October 2018

Fire Department

Benchmark 83%

Account Number	Account Description	Actual	Budget	Percent	Variance
REVENUE					
5010	Fire Agreement - CAFN	\$ 17,268.22	\$ 15,000.00	115.12%	32.12%
5030	Fire Hall Lease Fees	\$ 53,618.20	\$ 56,944.00	94.16%	11.16%
5040	Training Trust Funds	\$ -	\$ -		83.00%
Total Revenue		\$ 70,886.42	\$ 71,944.00	98.53%	15.53%
EXPENSE					
7700	Fire Attendance	\$ -	\$ 10,000.00	0.00%	-83.00%
7710	Fire Chief Honorarium	\$ 2,700.00	\$ 5,400.00	50.00%	-33.00%
7715	Fire Equipment	\$ 13,171.30	\$ 11,000.00	119.74%	36.74%
7720	Fire Equipment Repair & Maintenance	\$ 1,143.91	\$ 6,000.00	19.07%	-63.93%
7730	Fire Equipment Insurance	\$ 3,857.20	\$ 3,857.20	100.00%	17.00%
7740	Fire ER Contributions (WCB)	\$ 7,815.37	\$ 7,500.00	104.20%	21.20%
7750	Fire Hall Building Insurance	\$ 3,100.83	\$ 3,100.83	100.00%	17.00%
7760	Fire Hall Building O&M	\$ 5,189.52	\$ 10,000.00	51.90%	-31.10%
7770	Fire Hall Lease	\$ 35,000.00	\$ 35,000.00	100.00%	17.00%
7780	Fire Hall Salaries - Public Works	\$ 2,981.10	\$ 2,000.00	149.06%	66.06%
7790	Fire Hall Utilities - Heat	\$ 6,741.57	\$ 12,000.00	55.18%	-26.82%
7800	Fire Hall Utilities - Power	\$ 1,919.86	\$ 3,000.00	64.00%	-19.00%
7810	Fire Honorariums	\$ 4,275.00	\$ 9,000.00	47.50%	-35.50%
7820	Fire Radio License / Alarm	\$ 4,677.57	\$ 6,200.00	75.44%	-7.56%
7830	Fire Sundry Supplies	\$ 237.89	\$ 500.00	47.58%	-35.42%
7840	Fire Telephone	\$ 6,100.58	\$ 7,250.00	84.15%	1.15%
7850	Fire Small Tools and Parts	\$ 11.25	\$ 300.00	3.75%	-79.25%
7860	Fire Training & Courses	\$ 1,465.00	\$ 3,000.00	48.83%	-34.17%
7870	Fire Travel	\$ 495.34	\$ 1,500.00	33.02%	-43.98%
7880	Fire Truck Maintenance	\$ 10,059.05	\$ 3,000.00	335.30%	252.30%
Total Expense		\$ 110,942.34	\$ 139,608.03	79.47%	-3.53%
Surplus / Shortfall		-\$ 40,055.92	-\$ 67,664.03		

Village of Haines Junction
 Department Budget Detail Report October 2018

FireSmart

Benchmark 83%

Account Number	Account Description	Actual	Budget	Percent	Variance
REVENUE					
5200	FireSmart Revenue	\$ 3,500.00	\$ 40,000.00	8.75%	-74.25%
Total Revenue		\$ 3,500.00	\$ 40,000.00	8.75%	-74.25%
EXPENSE					
7900	FireSmart Contract	\$ 7,000.00	\$ 40,000.00	17.50%	-65.50%
Total Expense		\$ 7,000.00	\$ 40,000.00	17.50%	-65.50%
Surplus / Shortfall		-\$ 3,500.00	\$ -		

Village of Haines Junction
 Department Budget Detail Report October 2018

Convention Centre

Benchmark 83%

Account Number	Account Description	Actual	Budget	Percent	Variance
REVENUE					
5310	Convention Centre Fees	\$ 12,265.77	\$ 14,000.00	87.61%	4.61%
5320	Convention Centre Contract Services	\$ 14.29	\$ 200.00	7.15%	-75.86%
Total Revenue		\$ 12,280.06	\$ 14,200.00	86.48%	3.48%
EXPENSE					
8100	Conv Centre Building Insurance	\$ 21,900.59	\$ 21,900.59	100.00%	17.00%
8110	Conv Centre Building R&M	\$ 10,526.87	\$ 20,000.00	52.63%	-30.37%
8120	Conv Centre Contract Services	\$ 680.00	\$ 500.00	132.00%	49.00%
8130	Conv Centre Equipment & Repairs	\$ 955.20	\$ 15,000.00	6.37%	-76.63%
8150	Conv Centre Janitor Contract	\$ 22,098.65	\$ 25,000.00	88.39%	5.39%
8160	Conv Centre Janitorial Supplies	\$ 583.74	\$ 1,500.00	38.92%	-44.08%
8170	Conv Centre Salaries - Public Works	\$ 7,490.11	\$ 7,500.00	99.87%	16.87%
8180	Conv Centre Telephone	\$ 815.19	\$ 1,000.00	81.52%	-1.48%
8190	Conv Centre Utilities - Heat	\$ 9,404.97	\$ 13,500.00	69.67%	-13.33%
8200	Conv Centre Utilities - Power	\$ 5,042.39	\$ 7,500.00	67.23%	-15.77%
Total Expense		\$ 79,477.71	\$ 113,400.59	70.09%	-12.91%
Surplus / Shortfall		-\$ 67,197.65	-\$ 99,200.59		

Village of Haines Junction
 Department Budget Detail Report October 2018

Mezzanine

Benchmark 83%

Account Number		Account Description	Actual	Budget	Percent	Variance
REVENUE						
5410		Mezzanine Fees	\$ 7,142.65	\$ 6,000.00	119.04%	36.04%
Total Revenue			\$ 7,142.65	\$ 6,000.00	119.04%	36.04%
EXPENSE						
8300		Mezzanine Building O&M	\$ 294.30	\$ 2,000.00	14.72%	-68.29%
8310		Mezzanine Janitor Contract	\$ 4,169.42	\$ 7,500.00	55.59%	-27.41%
8320		Mezzanine Janitorial Supplies	\$ 245.58	\$ 500.00	49.12%	-33.88%
8330		Mezzanine Salaries - Public Works	\$ 335.48	\$ 1,500.00	22.37%	-60.63%
8340		Mezzanine Telephone	\$ 407.62	\$ 500.00	81.52%	-1.48%
Total Expense			\$ 5,452.40	\$ 12,000.00	45.44%	-37.56%
Surplus / Shortfall			\$ 1,690.25	-\$ 6,000.00		

Village of Haines Junction
 Department Budget Detail Report October 2018

Community Hall & Curling Rink

Benchmark 83%

Account Number	Account Description	Actual	Budget	Percent	Variance
REVENUE					
		\$ -	\$ -		
Total Revenue		\$ -	\$ -		
EXPENSE					
8400	Comm Hall Building Insurance	\$ 4,946.47	\$ 4,946.47	100.00%	17.00%
8410	Comm Hall Building O&M	\$ -	\$ 100.00	0.00%	-83.00%
8460	Comm Hall Public Works Salaries	\$ -	\$ 200.00	0.00%	-83.00%
8500	Comm Hall Utilities - Power	\$ 1,337.49	\$ 1,500.00	89.17%	6.17%
8510	Curling Rink Building Insurance	\$ 4,946.46	\$ 4,946.47	100.00%	17.00%
8520	Curling Rink Building O&M		\$ 100.00		
8540	Curling Rink Salaries -Public Works	\$ -	\$ 100.00	0.00%	-83.00%
Total Expense		\$ 11,230.42	\$ 11,892.94	94.43%	11.43%
Surplus / Shortfall		-\$ 11,230.42	-\$ 11,892.94		

Village of Haines Junction
 Department Budget Detail Report October 2018

Swimming Pool

Benchmark 83%

Account Number	Account Description	Actual	Budget	Percent	Variance
REVENUE					
5500	Pool Fees	\$ 5,100.76	\$ 5,000.00	102.02%	19.02%
5530	Training Trust Funds - Pool	\$ 793.00	\$ 1,000.00	79.30%	-3.70%
Total Revenue		\$ 5,893.76	\$ 6,000.00	98.23%	15.23%
EXPENSE					
8600	Pool Building Insurance	\$ 4,946.47	\$ 4,946.47	100.00%	17.26%
8610	Pool Building O&M	\$ 1,318.10	\$ 3,000.00	43.94%	17.26%
8620	Pool Chemicals	\$ 2,979.68	\$ 2,000.00	148.98%	17.26%
8630	Pool Contract Services	\$ 106.66	\$ -		
8640	Pool Equipment & Repairs	\$ 495.85	\$ 1,000.00	49.59%	-33.42%
8660	Pool Programs & Special Events	\$ 670.90	\$ 1,000.00	67.09%	-15.91%
8670	Pool Salaries	\$ 44,432.18	\$ 50,400.00	88.16%	5.16%
8680	Pool Salaries - ER Contributions	\$ 6,261.80	\$ 10,000.00	62.62%	-20.38%
8690	Pool Salaries - Public Works	\$ 4,308.69	\$ 5,000.00	86.17%	3.17%
8700	Pool Small Tools & Parts	\$ 399.73	\$ 200.00	199.87%	116.87%
8730	Pool Sundry Supplies	\$ 486.47	\$ 500.00	97.29%	14.29%
8740	Pool Telephone	\$ 407.61	\$ 500.00	81.52%	-1.48%
8750	Pool Training	\$ 3,015.25	\$ 3,000.00	100.51%	17.51%
8765	Pool Uniform Clothing	\$ 160.67	\$ -		
8770	Pool Utilities - Heat	\$ 11,924.09	\$ 8,000.00	149.05%	66.05%
8780	Pool Utilities - Power	\$ 7,817.82	\$ 7,000.00	108.83%	25.83%
Total Expense		\$ 89,531.97	\$ 96,546.47	92.73%	9.73%
Surplus / Shortfall		-\$ 83,638.21	-\$ 90,546.47		

Village of Haines Junction
 Department Budget Detail Report October 2018

Arena

Benchmark 83%

Account Number	Account Description	Actual	Budget	Percent	Variance
REVENUE					
5590	Arena Fees	\$ 12,051.08	\$ 18,000.00	66.95%	-16.05%
5595	Curling Fees	\$ 1,142.85	\$ 1,500.00	76.19%	-6.81%
5596	Vending Machine Sales	\$ 383.29	\$ 500.00	76.66%	-6.34%
5598	Surplus Equipment Sales	\$ -	\$ 30,000.00	0.00%	-83.00%
5599	Training Trust Funds	\$ 64.93	\$ 600.00	10.82%	-72.18%
Total Revenue		\$ 13,642.15	\$ 50,800.00	26.96%	-56.04%
EXPENSE					
8800	Arena Building & Equip Insurance	\$ 19,944.05	\$ 19,944.05	100.00%	17.00%
8810	Arena Building O&M	\$ 4,677.24	\$ 10,000.00	46.77%	-36.23%
8820	Arena Equipment	\$ 1,655.94	\$ 4,000.00	41.40%	-41.60%
8830	Arena Equipment Repairs	\$ 6,566.55	\$ 14,000.00	46.90%	-36.10%
8840	Arena Freight	\$ 164.09	\$ 1,000.00	16.41%	-66.59%
8850	Arena Fuel & Oil	\$ 273.80	\$ 1,100.00	24.89%	-58.11%
8880	Arena Salaries	\$ 28,758.13	\$ 48,300.00	59.54%	-23.46%
8865	Arena Salaries - Benefits / Allowances	\$ 1,657.49	\$ 2,075.00	79.88%	-3.12%
8870	Arena Salaries - ER Contributions	\$ 3,168.71	\$ 4,025.00	78.73%	-4.27%
8872	Arena Salaries - Group Insurance	\$ 1,038.86	\$ 1,265.00	82.12%	-0.88%
8873	Arena Salaries - RRSP ER	\$ 961.79	\$ 1,535.00	62.66%	-20.34%
8880	Arena Salaries - Public Works	\$ 3,916.20	\$ 5,000.00	78.32%	-4.68%
8890	Arena Small Tools & Parts	\$ 177.73	\$ 1,000.00	17.77%	-65.23%
8900	Arena Sundry Supplies	\$ 882.41	\$ 1,000.00	88.24%	5.24%
8910	Arena Telephone	\$ 407.62	\$ 550.00	74.11%	-8.89%
8920	Arena Training	\$ 495.45	\$ 1,000.00	49.55%	-33.46%
8925	Arena Vending Machine Purchases	\$ -	\$ 500.00	0.00%	-83.00%
8930	Arena Utilities - Heat	\$ 10,790.06	\$ 14,000.00	77.07%	-5.93%
8940	Arena Utilities - Power	\$ 34,028.29	\$ 46,000.00	73.97%	-9.03%
Total Expense		\$ 119,564.41	\$ 176,294.05	67.82%	-15.18%
Surplus / Shortfall		-\$ 105,922.26	-\$ 125,694.05		

Capital Projects

Budget Detail Report October 2018

Account No	Account Description	Actual	Budget	Percent
REVENUE				
5710	Building Canada Fund	\$ -	\$ 13,400,000.00	0.00%
5760	Comprehensive Municipal Grant - Cap	\$ 673,232.59	\$ 962,000.00	69.98%
5770	Gas Tax Funds	\$ -	\$ 35,000.00	0.00%
5795	YG Contribution - SCF	\$ 18,581.33	\$ 161,959.52	11.47%
5900	Transfer from Capital Reserves (Fire Dept.)	\$ 400,000.00	\$ 400,000.00	100.00%
5920	Transfer from Reserves	\$ 651,632.79	\$ 732,987.12	88.90%
Total Revenue		\$ 1,743,446.71	\$ 15,691,946.64	11.11%
EXPENSE				
9015	Asset Management Reserve	\$ 500,000.00	\$ 500,000.00	100.00%
9040	Recreation Facility Reserve	\$ 625,000.00	\$ 625,000.00	100.00%
9110	Public Works Equipment	\$ 119,898.94	\$ 115,000.00	104.28%
9125	Public Works Shop Improvements	\$ -	\$ 10,000.00	0.00%
9142	WS Infrastructure Replacement	\$ -	\$ 10,000,000.00	0.00%
9175	Mobile Generator	\$ -	\$ 7,000.00	0.00%
9180	Lagoon Improvements	\$ -	\$ 3,400,000.00	0.00%
9185	WS Operating Equipment - Sewer Flusher	\$ -	\$ 60,000.00	0.00%
9220	Roads & Streets - Needs Assessment & Maint. I	\$ -	\$ 15,000.00	0.00%
9275	Landfill Improvements - SCF	\$ 18,581.33	\$ 161,959.52	11.47%
9310	Fire Dept. - Clothing / Gear	\$ -	\$ 42,000.00	0.00%
9330	Fire Hall Improvements	\$ -	\$ 30,000.00	0.00%
9335	Fire Hall LED Lighting Upgrade	\$ -	\$ 35,000.00	0.00%
9380	Fire Department Reserve	\$ 50,000.00	\$ 50,000.00	100.00%
9385	Fire Department - New Truck	\$ 393,241.00	\$ 400,000.00	98.31%
9420	Convention Centre Renovations	\$ 6,632.79	\$ 37,345.00	17.76%
9425	Convention Centre - Heating Systems	\$ -	\$ 40,000.00	0.00%
9450	Mezz/Arena Engineering Assessment	\$ -	\$ 15,000.00	0.00%
9605	Arena Upgrades - Exterior Repaint	\$ -	\$ 15,000.00	0.00%
9640	Arena Fire Alarm Upgrade	\$ -	\$ 55,000.00	0.00%
9700	Art Acquisition	\$ 18,333.65	\$ 35,000.00	52.38%
9756	Trail Development	\$ -	\$ 21,642.12	0.00%
9800	Cemetery Improvements	\$ 5,000.00	\$ 22,000.00	22.73%
Total Expense		\$ 1,736,687.71	\$ 15,691,946.64	11.07%
Surplus / Shortfall		\$ 6,759.00	\$ -	



MEMORANDUM

Staff training

Topic:

- Attached is a copy of staff training to date
- Important to note that the following has not been noted on the chart:
 - Rob McPhee: Conflict Management
 - Colin Kallio: Sensitivity Training
 - Curtis Reich: Pressure Vessel Training
- I have attached a costing out of a Conflict Resolution Workshop which I feel would be of immense value for working with our internal and external clients

Haines Junction CAO

From: Hank Moorlag <commonground@northwestel.net>
Sent: November 5, 2018 11:10 AM
To: Haines Junction CAO
Subject: RE: potential conflict resolution workshop

Hi Cathy,

Thanks for your message. I would be happy to travel to Haines Junction for a conflict resolution workshop. The cost of the workshop would be \$1,000 (plus GST) and travel costs. We can discuss timing, but sometime in January or February would work for me.

Here is a description of the workshop I offer, as taken from my [website](#) 'Conflict Management' page:

Workshops - "Making our Good Working Relationships Better" (or, "Pushing the Re-Set Button")

It is often the case, when I am asked to act as a mediator for workplace conflict, there is not a specific dispute that needs to be resolved. Rather, there is a general workplace 'malaise' or some degree of dysfunction. People are simply not as happy as they should be and often a level of incivility is creeping in that managers find disturbing. And they are at a loss for how to deal with it.

A workshop can often be the first step to turn things around. Common Ground Mediation offers a 4-hour workshop in which participants identify the key values in how they work and communicate with one another in the work environment. They are then asked to provide examples of how each of these values are (or should be) demonstrated. As well, there are several exercises to choose from to help drive home the importance of trust, sound communication techniques, and understanding the differences in 'working styles'.

The workshop participants then develop a "Workplace Charter for Dignity & Respect", which summarizes the 'Values' and how they are demonstrated. The Charter template is then drafted and the workshop ends with a discussion on printing and displaying the Charter for continued reference.

Best regards,

Hank

Hank Moorlag | *Common Ground Mediation & Consulting*

6 Magpie Road, Whitehorse, YT Y1A 5X5 | (867) 633-3881 (home office) | (867) 334-2930 (mobile)
commonground@northwestel.net | www.commongroundyukon.com

Acknowledging that I live and work in the Traditional Territory of the Kwanlin Dün First Nation and the Ta'an Kwäch'än Council

From: Haines Junction CAO [<mailto:cao@hainesjunction.ca>]
Sent: November 2, 2018 3:44 PM
To: commonground@northwestel.net

Cc: Haines Junction CAO <cao@hainesjunction.ca>

Subject: potential conflict resolution workshop

Hank Moorlag,

You were recommended to me by a staff member who attended one of your conflict resolution workshops in Whitehorse. We at the Village of Haines Junction, Yukon are very interested in the potential of a conflict resolution workshop for staff. Do you travel to areas such as Haines Junction and what would the cost of such a workshop be. Ideally we'd like to hold the workshop during the winter months.

Thank-you in advance

Cathy Clarke

CAO

Village of Haines Junction

Yukon

YWWOP

		2018		Registered	Completed	Exam
CURTIS - curtisreich@hotmail.com						
Math Review for Small Water Systems	November 9 - 10, 2017	Y	Y	Y	Y	N
Basic Small Water Systems Operations	November 20 - 24, 2017	Y	Y	Y	Y	Y
JEFF - jpower@northwestel.net						
Basic Hydrogeology	2017	Y	Y	Y	Y	N
Arsenic and Uranium Removal	01-Dec-18	Cancelled	N	N	N	N
COLLIN - leadhand@hainesjunction.ca						
Wastewater Collection Level 1 & 2	January 22 - 26, 2018	Y				Y
Passive Wastewater Treatment	Nov-18	Y	Y	Y	Y	N
DAVE - publicworks-vhj@yknet.ca						
Wastewater Collection Level 1 & 2	January 22 - 26, 2018	Y	Y	Y	Y	Y
Water Treatment Level 1 & 2	February 12 - 16, 2018	Y	Y	Y	Y	Y
Passive Wastewater Treatment	Nov-18	Y	Y	Y	Y	N
2017 Courses	\$	2,185.00				
2018 Courses	\$	7,040.00				
Pd 2017	\$	5,530.00				
Owing 2018	\$	3,695.00				

2019

		Registered	Completed	Exam
CURTIS - curtisreich@hotmail.com				
Water Distribution 1		Y		Y
Water Treatment 1		Y		Y
JEFF - jpower@northwestel.net				
Water Distribution 2	#9052	Y		Y
COLLIN - leadhand@hainesjunction.ca				
	#8534			
DAVE - publicworks-vhj@yknet.ca				
	#8759			

2019 Courses



MEMORANDUM

- Bilingual signage in facilities

John Thomas will speak to this issue

Mayor and Council
Box 5339
Haines Junction, Yukon
Canada Y0B 1L0
(867)634-7100
(867)634-2008

As I'm sure you're all aware we have updated and replaced many signs in our community in an effort to promote the First Nations language. Myself and Steve have been talking and think it may be worth approaching C/A and see if they would be interested in "labelling" exits, dressing rooms, bathrooms, and kitchens throughout the arena and mezz in their traditional language. 75% of our arena users are First Nations youth as well we have the Youth center and STORM hockey which use the arena on higher than average times. Maybe a "welcome sign" on the side of the arena as well. What a wonderful opportunity this would be to work with C/A to promote their language and culture. "It really.. Lifts the people when they see their culture within the community"

I'd also encourage that when we approach C/A we request a CAFN STORM hockey flag as well as a CAFN flag we can display with our other flags in the arena rafters.

On another note, our local teens have dubbed the arena as a local hangout which to me is great. It's a safe space where we encourage them to use manners, adhere to a code of conduct and make good life choices. The issue we have found is we don't have much of anything to offer them in our Recreation facility besides skating. I am in the works of setting up a gym for the public but unfortunately a lot of these kids are too young and won't be able to use it. I'd like to request we spend a small amount of cash in the neighborhood of \$1000 to \$2000 on a foosball table and air hockey table. I've lived here for 35 years and I know better than anyone if there's nothing for youth to do they will more than likely get up to no good. I feel we owe it to them as they are our future leaders, doctors, supervisors and so much more. I've attached a few examples and prices of what we have been looking at and discussing with the youth. Also attached is the code of conduct which we hold each person that comes to our arena to.

Thanks for your time,

Rob McPhie
Supervisor recreation, greenspace and parks.

6f

MEMORANDUM

Street Naming Bylaw updates

Haines Junction CAO

From:
Sent: October 20, 2018 10:45 AM
To: Haines Junction CAO
Subject: Re: Junction history street names

On Wed, Oct 17, 2018 at 1:40 PM Haines Junction CAO <cao@hainesjunction.ca> wrote:

Good afternoon Sally,

Thank-you so much for the important historical background. Phase 1 of our water and sewer replacement program was project managed by Yukon Government and the new stop signs and street sign are a part of the program. The Bakke name was what was in our Bylaw, it shouldn't be a problem to change the Bylaw and the street sign.

It is wonderful to hear the pride you have for your family in your written words,

Cathy Clarke

From: Sally Hogan - _____
Sent: October 17, 2018 11:40 AM
To: Haines Junction CAO <cao@hainesjunction.ca>
Subject: Junction history street names

Just a little history refresher on Haines Junction.

My parents John and Sally Backe, along with their 2 young girls, Rosemary and myself, Sally settled in Haines Junction in March 1946.

Throughout the years following they were instrumental in developing the town. They installed a sewer line and allowed anyone on that line to connect to it. They purchased 3 very large power plants to supply electricity to the town. Together I believe they charged \$5.00 a month for both. Some couldn't pay, and it wasn't pursued. There were many cold winter nights when the temperature was -40 below or more. The power plants would freeze up. Countless times, Dad would get up in the middle of the night to restore power. Usually 2 power plants sufficed, but a third plant was bought as backup.

Their business (roadhouse) included a hotel, restaurant, gas pumps, minor car repairs, tire repairs and tavern, (later, a cocktail lounge). There are countless stories as to what they did over their +/-30 years. They truly were a remarkable couple, given that they were immigrants, our Dad from Norway, and our Mom from Russia. Both ESL, and minimum education.

Fast forward to the mid seventies, the roadhouse had a change of hands to family members. Yukon Electric purchased the rights to supply power to the town. The town assumed the sewer line. In the early 80's, the village council selected a committee made up of 3. One from the national park, Brent Liddle, one from a resident at large, Betty Karman, and a businesswoman, myself, Sally Olsen to name the roads. We agreed to name the streets after first families who settled in Haines Junction. And the Avenues after birds native to the area.

So it troubles me greatly that the spelling of Backe Street, somehow became Bakke Street. Yes, there are some Bakke's in the town that we are related to. No particular reason for the different spelling, but as tribute to my parents, it would be appreciated if this could be corrected.

On a side note, my parents bought the community hall, when it defaulted on taxes. They ultimately donated it back to the town. When the hall was rebuilt and at its current location, it was renamed the 'John Backe Memorial'. Has that name been changed as well?

It would be great if you could contact the Hume family and the Ekland family and others whose streets are named in their honour and perhaps they can enlighten the town on their history.

Sally Hogan



MEMORANDUM

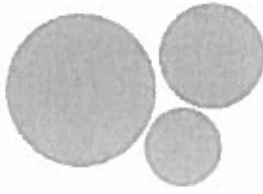
Civic Addressing Update

6h

MEMORANDUM

OCP updates

- Phase 2
- Steering Committee



VILLAGE OF HAINES JUNCTION

Official Community Plan & Zoning Bylaw Rewrite

Terms of Reference – Steering Committee of the Official Community Plan

1. Vision

1.1. To build an inspiring Official Community Plan that will accelerate Haines Junction's journey to full economic, social, and cultural prosperity.

2. Mission

2.1. To empower every member of the community to plan our collective future through participation.

3. Motto

3.1. Every voice counts!

4. Guiding principles

4.1. Building a Community of Haines Junction through a planning process whereby we work collaboratively with Champagne and Aishihik First Nations as a partner.

4.2. Developing and deploying an engagement process that allows for full community participation.

4.3. Finding practical solutions to challenging situations.

5. Commitments of the Village of Haines Junction

Members of the OCP Steering Committee commit to:

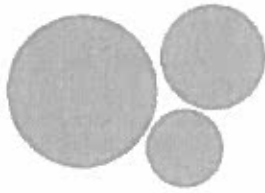
5.1. Recognizing the Committee works on the Traditional Territory of the Champagne and Aishihik First Nations;

5.2. Fostering and encouraging a safe, caring, and respectful environment;

5.3. Fully engaging and participating in the Committee's business even when it is uncomfortable to do so;

5.4. Respecting the direction of the Committee and speaking with one voice to the community;

5.5. Acting with personal responsibility and integrity; and,



VILLAGE OF HAINES JUNCTION

Official Community Plan & Zoning Bylaw Rewrite

Terms of Reference – Steering Committee of the Official Community Plan

5.6. Being open to transparency which is to include receiving feedback and sharing information with each other and the community.

6. Definitions:

6.1. "Extenuating Circumstances": shall include absences from meetings based on: conflict with the member's working hours and/or work-related commitments, service to an emergency response agency, service to the armed forces, sickness which confines, death in the immediate family, jury duty, pre-planned vacation when prior notice to the Steering Committee was given, or any other situation which was beyond the reasonable control of the member.

6.1.1. For clarity, if a member is in violation of the meeting attendance requirement and provides a reason outside of the parameters listed in 6.1, the Committee may, through a motion passed by majority vote, opt to decide if the reason provided meets the spirit and intent of 6.1.

6.2. "Committee" or "Steering Committee": shall mean the Steering Committee of the Official Community Plan project.

6.3. "Simple Majority": shall mean 50+1% of the membership.

7. Purpose

7.1. The purpose of the Steering Committee is to act as a high-level guiding body for the Official Community Plan rewrite process.

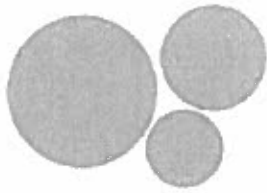
7.2. Please note, the Zoning Bylaw rewrite will be coordinated through the regular regulatory processes of the Village of Haines Junction and does not fall under the jurisdiction or purview of the Official Community Plan Steering Committee.

8. Term of Office

8.1. All member appointments to the Committee are valid for the duration of the Official Community Plan project or as otherwise determined by the Council of the Village of Haines Junction. This appointment does not extend to the Zoning Bylaw development process.

9. Authority of the Steering Committee

9.1. The Official Community Plan Steering Committee is a key body within the governance structure of this project. This is an advisory body which is



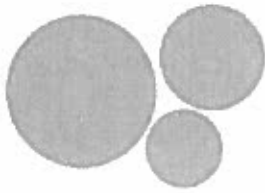
VILLAGE OF HAINES JUNCTION

Official Community Plan & Zoning Bylaw Rewrite

Terms of Reference – Steering Committee of the Official Community Plan

accountable solely to the Project Sponsors, i.e. the Mayor and Council of the Village of Haines Junction. This body is responsible for the following areas of the project:

- 9.1.1. Being an advocate for the project and project's outcomes by being committed and actively involved in pursuing the project's outcomes;
 - 9.1.2. Having a broad understanding of project management issues and a comprehensive understanding of any approach approved by the Committee;
 - 9.1.3. Recommending high-level budgetary strategy for approval by Council;
 - 9.1.4. Being accountable, in conjunction with the project management team, for delivering the project on-time and within budget;
 - 9.1.5. Making project resource allocation decisions for preapproved funds from the Council of the Village of Haines Junction;
 - 9.1.6. Assessing requests for changes to the scope of the project and making recommendations to the Council of the Village of Haines Junction;
 - 9.1.7. Monitoring project risk and recommending corrective actions be taken to mitigate identified risks;
 - 9.1.8. Reconciling differences in opinion and approach and expeditiously resolving disputes arising out of them; and
 - 9.1.9. Reporting on project progress to those responsible at a higher level, i.e. firstly, as Project Sponsor, the Mayor and Council of the Village of Haines Junction and secondly, as partnering government invited to participate, the Chief and Council of the Government of Champagne and Aishihik First Nations.
- 9.2. The Steering Committee is not authorized to unilaterally make new (meaning not preapproved by Council) spending commitments or allocations of financial, human, and other resources in relation to the Official Community Plan project.



VILLAGE OF HAINES JUNCTION

Official Community Plan & Zoning Bylaw Rewrite

Terms of Reference – Steering Committee of the Official Community Plan

10. Composition, Role, and Responsibilities

10.1. Members of the Committee are not individually responsible for managing the project activities; however, they are responsible for providing support and guidance to those who comprise of the project management team.

10.2. Responsibilities of the Committee's membership:

Members of the Committee are responsible for:

10.2.1. Understanding the strategic implications and outcomes of initiatives being pursued through project outputs;

10.2.2. Helping to balance conflicting priorities and resources;

10.2.3. Providing guidance to the Project Management Team collectively and with one voice,

10.2.4. Considering ideas and issues raised by the Project Management Team and providing guidance and/or directions;

10.2.5. Fostering positive communications outside the Committee regarding the project's progression and outcomes;

10.2.6. Holding the Project Management Team accountable for adherence to the project scope and best practices; and,

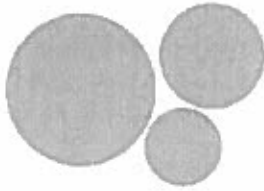
10.2.7. Making decisions through the prescribed decision-making mechanism outlined in this document on items brought forward, without undue delay, and communicating said decisions broadly to the Project Management Team.

10.3. The **Committee Membership** shall include:

10.3.1. Mayor, Village of Haines Junction – ex-officio

10.3.2. (1) Councillor – Village of Haines Junction

10.3.3. Chief Administrative Officer, Village of Haines Junction

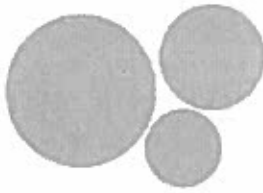


VILLAGE OF HAINES JUNCTION

Official Community Plan & Zoning Bylaw Rewrite

Terms of Reference – Steering Committee of the Official Community Plan

- 10.3.4. Manager of Public Policy & Strategic Initiatives, Village of Haines Junction
- 10.3.5. Director of Property Services, Champagne and Aishihik First Nations
- 10.3.6. (1) Citizen of Champagne and Aishihik First Nations
- 10.4. Members of the **Project Management Team** are responsible for:
 - 10.4.1. Reporting to and receiving high-level direction from the Steering Committee;
 - 10.4.2. Participating in discussions at the Steering Committee level;
 - 10.4.3. Managing, reviewing, and prioritizing the project work plans with the objective of staying on schedule and budget;
 - 10.4.4. Managing project resources on the ground level;
 - 10.4.5. Reviewing and approving deliverables; and,
 - 10.4.6. Performing any and all tasks related to executing the direction set by the Steering Committee and achieving the deliverables of the project.
- 10.5. The **Project Management Team** shall consist of:
 - 10.5.1. Project Manager, WSP Consulting
 - 10.5.2. Technical Project Manager, WSP Consulting
 - 10.5.2.1. Other team members of the WSP team as may be deemed necessary from time to time.
- 10.6. Roles
 - 10.6.1. Every person who holds a seat on the Steering Committee shall be deemed a "member" of the Committee.



VILLAGE OF HAINES JUNCTION

Official Community Plan & Zoning Bylaw Rewrite

Terms of Reference – Steering Committee of the Official Community Plan

10.6.2. The Steering Committee shall at its first meeting elect a Chair, a Vice-Chair/Co-Chair, and a Recording Secretary from among the membership of the Committee.

10.6.2.1. All roles shall remain in effect until such time as the Committee no longer exists and all persons occupying said roles shall remain in effect until the position becomes vacant or the Committee dissolves.

10.6.2.2. For clarity, every person on the Steering Committee other than those that occupy the positions of Chair, Vice-Chair/Co-Chair, and Recording Secretary shall be deemed to occupy the position of a "member".

10.6.3. The Chair shall preside over the meeting. In the absence of the Chair, the Co-Chair or Vice Chair shall assume the role of the Chair.

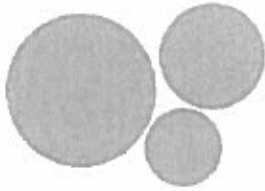
10.6.3.1. Where there is quorum and the Chair and Co-Chair/Vice Chair are both absent, the Committee may elect a "Temporary Acting Chair" for the meeting. In such a meeting, the Temporary Acting Chair shall not revisit or cause the Committee to revisit decisions made by the Committee at previous meetings presided by the Chair or Vice Chair.

10.6.4. Where there is no quorum, the Committee shall not hold a meeting or make decisions.

10.6.5. The Recording Secretary's role is to maintain accurate records of the Committee's work and meeting. These notes and material of the Committee's deliberations are deemed confidential and are restricted only to the membership of the Committee and the Council of the Village of Haines Junction.

11. Membership Compensation:

11.1. Members of the Steering Committee are part of the Committee on a voluntary basis. No remuneration will be provided for time spent serving on the Committee.



VILLAGE OF HAINES JUNCTION

Official Community Plan & Zoning Bylaw Rewrite

Terms of Reference – Steering Committee of the Official Community Plan

12. Meeting and Scheduling Requirements

- 12.1. Every member shall endeavor to attend all Committee meetings to ensure continuity of the work of the group.
- 12.2. The Steering Committee shall meet no less than once (1) per month for the duration of the project.
- 12.3. Where possible, meetings shall be held face-to-face. The Steering Committee is free to utilize other mechanisms of conducting meetings provided the member's ability to participate is not impeded.
- 12.4. No member shall miss three (3) or more consecutive meeting unless it is due to extenuating circumstances as defined in this document.
- 12.5. The Committee shall, prior to the end of a meeting, decide the time, place, and date of its next meeting. In determining the details of the next meeting, the Committee shall request and seriously consider the advice and/or recommendations of the Project Management Team.

13. Quorum

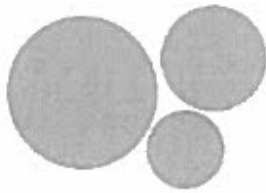
- 13.1. Quorum shall be a simple majority (as defined in this document). The minimum number of members required to hold a meeting is 50 + 1%. For clarity, ex-officio members of the Committee shall not be considered when determining quorum. For further clarity, quorum shall mean at least three (3) voting members.

14. Decision Making Process

- 14.1. All decisions of the Committee shall be made by consensus or a majority vote if consensus is not achievable.

15. Membership Status & Committee Vacancy Process:

- 15.1. Every member of the Steering Committee reserves the right to resign from their role on the Committee prior to the natural expiration of their appointment.
- 15.2. The Chair of the Committee shall immediately notify the Council of the Village of Haines Junction in writing of any changes to the composition of the Committee.



VILLAGE OF HAINES JUNCTION

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Terms of Reference – Steering Committee of the Official Community Plan

15.3. Members who have missed at least three (3) consecutive meetings will be deemed to have resigned unless it is due to extenuating circumstances as defined in the definitions section of this document.

15.3.1. If a seat is determined to be vacant by the Chair, the Chair of the Committee when such determination was made must immediately inform the member who previously held the seat in writing of a change in their membership. The member in question may, if they choose, challenge the determination of the change in their membership to the Committee by responding to the Chair's notification and furnishing any information available at their disposal to support the position for a reinstatement of their membership.

15.3.2. For clarity, it is the responsibility of the member whose membership is in question to furnish information to support their position that their membership on the Steering Committee is still valid.

15.3.3. The Committee may by majority vote seek to fill any vacancies by requesting a new appointment from the Council of the Village of Haines Junction.

15.3.4. The Committee may by majority vote opt to not fill any vacancy on the committee.

16. Record-Keeping of Committee Meetings

16.1. The Committee shall ensure continuous and accurate record keeping, i.e. note taking, of all its meetings.