

**Village of Haines Junction  
Regular Council Meeting June 13, 2018**

Present: Mayor Riseborough  
Councillor Koh  
Councillor Sundbo  
Councillor Eckervogt  
Councillor Smith

CAO Clarke, Treasurer/Recorder Istchenko,  
Public Policy and Strategic Initiatives Manager Thomas

**Call to Order**

The meeting was called to order at 7:09 p.m.

**Acknowledgement of CAFN Traditional Territory**

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

**Adoption of Agenda**

#138-18 Moved E. Koh Seconded B. Sundbo  
**THAT** the agenda be adopted as amended under Business Arising to include 'YG Department of Environment - Invitation to Participate in Roundtable on Wetland Policy Development'.

Motion #138-18 was **CARRIED**.

**Adoption of Minutes**

Regular Council Meeting Minutes May 23, 2018

#139-18 Moved E. Koh Seconded B. Sundbo  
**THAT** the minutes of the regular Council meeting of May 23, 2018 be accepted as amended under Motion #135-18 to include "up to 10 self-contained units".

Motion #139-18 was **CARRIED**.

Committee of the Whole Meeting Notes, June 6, 2018

Accepted.

**Delegations (by telephone)**

Phil Dirks, Metrix Group LLP - formerly Hawkings Epp Dumont LLP re: Draft 2017 Audited Financial Statements

The draft financial statements were reviewed. Cash accounts have been verified by the financial institutions. Overall the Village is in a good financial position with approximately \$4.3 million in reserves. Most of this is unrestricted and it is recommended that these be allocated to more dedicated reserves and invested in a

higher long term investment. Contributed capital assets include \$1.78 million for the new lift station. It was recommended that the landfill closure liability report should be updated every three to five years. It was noted that this could change if the Village becomes a regional landfill. The audit letter noted no significant deficiencies in internal control processes and no material misstatements, and includes suggestions to inventory materials (parts, sand, gravel) and capitalize computer hardware and software to be in compliance with PSAS.

Council thanked Mr. Dirks for the presentation and recommendations.

### **Bylaws and Policies**

#### Bylaw #333-18, Conditions of Employment Bylaw Amendment #8 Bylaw

The amendments are to update position classifications pursuant to the new organizational chart and to make management salaries and benefits proportionate to the union agreement.

#140-18            Moved E. Koh    Seconded S. Smith

**THAT** Bylaw #333-18, Conditions of Employment Bylaw Amendment #8 Bylaw be accepted as having been read for the second time.

Motion #140-18 was **CARRIED**.

#141-18            Moved B. Sundbo    Seconded T. Eckervogt

**THAT** Bylaw #333-18, Conditions of Employment Bylaw Amendment #8 Bylaw be accepted as having been read for the third and final time.

Motion #141-18 was **CARRIED**.

### **Staff Reports and Recommendations**

#### CAO Activity Report

The infrastructure work is progressing and traffic flow disruption is being minimized. It was noted that many local residents are employed as a result of the project.

Approval for a lagoon discharge has been denied because the ph level is too high. It will be postponed until August. This will cause some delay on the lagoon upgrade project. Councillor Eckervogt noted that heavy equipment travelling between the old and new pumphouses should be diverted as it is impacting the ground which may have infrastructure beneath it.

#142-18            Moved E. Koh    Seconded B. Sundbo

**THAT** the CAO Activity Report be accepted.

Motion #142-18 was **CARRIED**.

### **Accounts Payable**

#### Municipal Accounts Payable to June 13, 2018

#143-18            Moved E. Koh    Seconded T. Eckervogt

**THAT** municipal accounts payable, transfers and cheques #24517 to #24558 in the amount of \$169,401.00 be approved for payment.

Motion #143-18 was **CARRIED**.

## Business Arising

### Request for Decision on Lot 13, Quad 115/A in Haines Junction

A letter has been received from Property Assessment and Taxation Branch advising that the improvement on Lot 13 Bear Berry Meadow was removed in November 2017. The *Assessment and Taxation Act* allows the taxing authority to discharge any portion of taxes on the removed improvement. The property tax levied in 2018 for this improvement is \$352.27. The property has changed ownership twice in 2018 and any portion of the improvement taxes that may be discharged would be applied as a credit to the tax account of the current owner.

#144-18            Moved E. Koh            Seconded B. Sundbo  
**THAT** the 2018 property tax levied on the improvement assessment on Lot 13 Bear Berry Meadow be discharged.  
Discussion: It was noted that this improvement was used to meet the building requirement in order to obtain title to the property.

Motion #144-18 was **WITHDRAWN**

#145-18            Moved T. Eckervogt    Seconded S. Smith  
**THAT** a decision to discharge the 2018 property tax levy on the improvement assessment on Lot 13 Bear Berry Meadow be deferred pending further clarification from Yukon Housing, Building Safety and Property Taxation.

Motion #145-18 was **CARRIED**.

### Request for Motion to support the purchase of ArcGIS Desktop Basic Single Use License

The initiation of the process of reviewing and rewriting the Official Community Plan and Zoning Bylaw has identified the need to implement a robust mapping system. Benefits of purchasing and implementing an ArcGIS model include having accurate land maps, infrastructure maps and civic signages, optimizing asset management and increasing the municipality's ability to readily share information with the public. Partnership opportunities continue to be explored with the Yukon Government to gather already established lands and map information to expedite the program launch and implementation.

#146-18            Moved S. Smith            Seconded E. Koh  
**THAT** Council approves the purchase and implementation of Esri Canada ArcGIS Desktop Basic Single Use License at a cost of \$2,075.00.

Motion #146-18 was **CARRIED**.

### Request for Motion to approve the Municipal Enumeration Process

An enumeration process would develop an accurate and comprehensive voters' list in preparation for the next election and educate the community on voting eligibility and rights. It would also provide the opportunity to engage the community on other important projects such as the Official Community Plan, Zoning Bylaw, Water Usage and Consumption, and the building of a Community Recreation Centre.

#147-18 Moved S. Smith Seconded B. Sundbo  
**THAT** Council approves the municipal enumeration process which may include the posting of the current voters list to the public for self-selected verification and / or a door-to-door survey of each household in the community. Be it further resolved that Council authorizes the Chief Administrative Officer to spend up to \$3,000.00 for staffing expenses to conduct the door-to-door community outreach component of the enumeration process.

Motion #147-18 was **CARRIED**.

Request for Decision on City of Whitehorse request for a Special Meeting of AYC Board

#148-18 Moved B. Sundbo Seconded T. Eckervogt  
**THAT** while Council acknowledges that the issues raised by the City of Whitehorse regarding AYC's constitutional amendment process are important and deserving of full and healthy discussion, it would be more beneficial to defer the discussion until the next Annual General Meeting of the association.

Motion #148-18 was **CARRIED**.

Request for Direction regarding Bylaw and Policy Review Framework

Councillor Smith suggested that public input be solicited only at the beginning of the process. Councillor Sundbo suggested including consideration of enforcement issues. Councillor Koh suggested providing a forum to share comments and ideas. Councillor Sundbo suggested including key stakeholder groups such as the seniors. It was suggested that time frames for public input be kept short. It was noted that many of the bylaws will be left to the new Council, but the reserve bylaw should be expedited.

Request for Motion to approve Winter Maintenance & Road Operation Policy

Councillor Sundbo suggested that the policy address operator training and equipment maintenance and efficiency of use.

#149-18 Moved B. Sundbo Seconded T. Eckervogt  
**THAT** the Winter Maintenance and Road Operation policy be approved.

Motion #149-18 was **CARRIED**.

Invitation to Participate in Roundtable on Wetland Policy Development

The invitation to participate in the roundtable is accompanied by a funding offer to cover travel expenses. It was noted that the Village should have a representative as the lagoon uses the wetlands as part of the treatment process. This could be a Council or staff member, but it could be a significant time and cost commitment.

#150-18 Moved B. Sundbo Seconded T. Eckervogt  
**THAT** a representative be approved to participate contingent on being reimbursed for salaries if cost prohibitive.

Motion #150-18 was **CARRIED**.

**Information and Correspondence**

#151-18 Moved T. Eckervogt Seconded E. Koh  
**THAT** the Information and Correspondence items be accepted.

Motion #151-18 was **CARRIED**.

Letter from Highways and Public Works re: changes to the Motor Vehicles Act.  
Government of Yukon Upcoming Public Engagements  
Letter from Government of Yukon re: Proposed changes in the new Access to  
Information and Protection of Privacy Act

**Council Reports**

Mayor Riseborough will be absent for the June 27<sup>th</sup> meeting, Deputy Mayor Smith will preside.  
Mayor Riseborough met with Chief Smith where they discussed developing principles of partnership regarding the boundary expansion and participation in the OCP process. Committee of the Whole sessions will be scheduled for 5:00 p.m. prior to regular Council meetings.

**Adjournment**

#152-18 Moved T. Eckervogt  
**THAT** there being no further business, this meeting is adjourned.

Motion #152-18 was **CARRIED**.

The meeting adjourned at 10:07 p.m.

  
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Mayor Michael Riseborough

  
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CAO Cathy Clarke

