

Inventory to the
HAINES JUNCTION MUNICIPALITY FONDS
Held at the Yukon Archives

August 1994



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Note on Inventory Format:

This inventory has been created according to the *Rules for Archival Description*. Some of its conventions may not be familiar to researchers:

- [] - square brackets enclose material in a file title that did not appear on the original file folder, but is needed to elucidate the contents of the file, or to place it in its correct alphabetical order. Square brackets also enclose dates that were not taken directly from the material.

FONDS DESCRIPTION

HAINES JUNCTION MUNICIPALITY FONDS. – 1963-1988; predominant 1969-1987.

Physical description

3.04 m of textual records

Administrative history

Haines Junction is in southwestern Yukon Territory, adjoining Kluane National Park, and is located at the junction of the Alaska Highway and the Haines Road. Community government was established as the Haines Junction Local Improvement District in April, 1969, then incorporated as the Village of Haines Junction in October 1984.

The Local Improvement District (LID) was established under the Yukon Territorial Commissioner's 1965 Local Improvement District Ordinance. A board of three trustees administered the LID. The first board of trustees was appointed by the Commissioner; residents of Haines Junction elected subsequent boards. The board selected one of their members to be chairman. The Commissioner maintained some control over administration of the district, while the LID assumed responsibility for the community's water and sewer system, fire brigade, streets and street lighting. Regular business of the municipality was conducted in open meetings.

Amendments to the Local Improvement District Ordinance, in 1977, restructured the Board to five members. The LID's sphere of responsibility grew to include adopting zoning by-laws, levying property taxes, and administering the employ of office staff, public works employees and a Town Administrator or Manager.

Municipal incorporation came about under the 1984 Yukon Municipal Act and Yukon Territorial Government Order-in-Council 1984/272. The boundaries of the municipality were set out in Schedule 1 of this order-in-council, having already been expanded in 1981. The chairman and board of trustees holding office at the time of incorporation became the Village's first council and mayor. Elections were held in November 1985 for the first elected council.

The municipality continued to take on responsibilities beyond its public works beginnings. It now provided for the recreational needs of the community and encouraged development of tourism. It also administered funding from various federal and territorial programs. The municipality administered business licenses and building permits.

The Village of Haines Junction has non-hierarchical administrative relationships with the following organizations: Association of Yukon Communities, Yukon Territorial Government, Champagne-Aishihik Band.

See Appendix A for a list of individuals involved in the Haines Junction Municipality.

Scope and content

Fonds consists of the records of the Haines Junction Local Improvement District and the Village of Haines Junction, from their establishment in 1969, through municipal incorporation in 1984, to 1987. Records were generated from the growing administrative and financial activities of the

municipality and include meeting folders, by-laws, correspondence, reports, ledgers, financial statements, annual reports, contracts, and applications. The fonds comprises the following series: Board and Council Meetings; Financial; and Administrative, with two sub-series: Administration and Recreation Board.

Source of supplied title

Title based on contents of fonds.

Immediate source of acquisition

Records were transferred to the Yukon Archives from the Village of Haines Junction in 1986 and 1993.

Restrictions on access

Restrictions apply only to records containing personal information. Individuals may be able to view restricted files that pertain strictly to themselves. Note file lists for specific application.

Accruals

Further accruals are expected.

Related groups of records in different fonds

Records of the Association of Yukon Communities, to which the Village of Haines Junction belongs, can be found in the Yukon Archives' Corporate Records. Records of the Shakwak Valley Community Club are also found in the Yukon Archives' Corporate Records.

SERIES DESCRIPTIONS

BOARD AND COUNCIL MEETINGS RECORDS. – 1969-1988.

Physical description

.53 m of textual records

Scope and content

Series consists of the folders of the meetings of the board and council, and include agenda, minutes, relevant correspondence, by-laws, financial statements, reports (Chief Administrative Officer and Town Manger Reports), and documents referred to in the minutes. Series includes folders of regular and special meetings of the board and council from the first meeting on April 17, 1969 to January 13, 1988. Recreation Board Meeting minutes appear for the post 1987 period, when a Recreation Board as separate from Council was dissolved (see Recreation Board sub-series in the Administrative series).

Source of supplied title

Title based on content of series.

Restrictions

None.

File list follows, in chronological order:

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 1409	1	Minutes	1969
GOV 1409	2	Minutes	1970
GOV 1409	3	Minutes	1971
GOV 1409	4	Minutes	1972
GOV 1409	5	Minutes	1973
GOV 1409	6	Minutes	1974
GOV 1409	7	Minutes	1975
GOV 1409	8	Minutes	1976
GOV 1409	9	Minutes	1977
GOV 1409	10	Minutes	1978
GOV 1409	11	Minutes	1979
GOV 2833	4	LID Meetings	1983
GOV 2832	6	Agenda for LID Meetings	1984
GOV 2832	7	Special Meeting of LID-July 24	1984
GOV 2832	8	Regular LID Meeting-September 12	1984
GOV 2832	9	Regular LID Board Meeting-August 8	1984

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 2823	1	Regular Council Meeting-January 31	1985
GOV 2823	9	Regular Council Meeting-February 20	1985
GOV 2823	10	Special Council Meeting-March 14	1985
GOV 2823	11	Regular Council Meeting- March 20	1985
GOV 2823	12	Regular Council Meeting- March 27	1985
GOV 2823	2	Regular Council Meeting-April 14	1985
GOV 2823	13	Special Council Meeting-April 15	1985
GOV 2823	3	Special Council Meeting-May 6	1985
GOV 2823	4	Regular Council Meeting- June 11	1985
GOV 2823	14	Rec Board Meeting- June 11	1985
GOV 2823	6	Regular Council Meeting- June 25	1985
GOV 2822	16	Regular Council Meeting-June 25	1985
GOV 2823	5	Regular Council Meeting- July 12	1985
GOV 2823	8	Tourism Development Committee meets with Council- August 21	1985
GOV 2823	15	Regular Council Meeting-September 4	1985
GOV 2823	16	Special Council Meeting- September 4	1985
GOV 2823	17	Regular Council Meeting- Sept. 24&25	1985
GOV 2823	18	Regular Council Meeting- September 25	1985
GOV 2823	19	Regular Council Meeting- October 30	1985
GOV 2823	7	Rec Board Meeting-November 16	1985
GOV 2825	2	Oath of Unlisted Electors [Regular Council Meeting - November 27]	1985
GOV 2823	20	Regular Council Meeting- December 11	1985
GOV 2823	21	Regular Council Meeting-December 11	1985
GOV 2825	3	Regular Council Meeting - January 8	1986
GOV 2825	4	Regular Council Meeting - January 22	1986
GOV 2825	5	Regular Council Meeting - February 12	1986
GOV 2825	6	Special Meeting	1986
GOV 2824	12	Regular Council Meeting- February 19	1986
GOV 2824	13	J. Feenstra Meeting Folder - February 26	1986
GOV 2824	11	Regular Council Meeting- March 12	1986
GOV 2824	21	Regular Council Meeting - March 26	1986

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 2824	22	Regular Council meeting - April 9	1986
GOV 2825	1	Regular Council Meeting - May 14	1986
GOV 2825	10	Regular Council Meeting - May 28	1986
GOV 2825	11	Regular Council Meeting - June 11	1986
GOV 2825	15	Regular Council Meeting - June 15	1986
GOV 2824	20	Regular Council Meeting - June 26	1986
GOV 2824	16	Special Meeting- July 8	1986
GOV 2825	9	Meeting Notes - July 16	1986
GOV 2824	19	Regular Council Meeting - July 29	1986
GOV 2825	14	Special Meeting - August 7	1986
GOV 2824	18	Regular Council Meeting - August 13	1986
GOV 2824	17	Regular Council Meeting - August 27	1986
GOV 2825	12	Regular Council Meeting - September 10	1986
GOV 2825	7	Regular Council Meeting- September 24	1986
GOV 2825	8	Regular Council Meeting - October 8	1986
GOV 2824	14	Office Folder- Regular Council Meeting- Oct. 8 and Oct. 22, 23	1986
GOV 2824	15	Regular Council Meeting- November 12	1986
GOV 2825	13	Rec Board Meeting	1986
GOV 2836	4	Recreation Board Meeting Minutes	1986-1987
GOV 2836	8	Regular Council Meeting Notes	1987
GOV 2836	9	Regular Council Meeting Notes-January 14	1987
GOV 2836	10	Regular Council Meeting Notes-January 28	1987
GOV 2836	6	Regular Council Meeting-February 11	1987
GOV 2836	11	Regular Council Meeting Notes-February 11	1987
GOV 2836	12	Regular Council Meeting Notes-February 25	1987
GOV 2836	13	Recreation Board Meeting	1987
GOV 2836	14	Regular Council Meeting Notes-Mar.11	1987
GOV 2836	5	Regular Council Meeting Notes-April 8 - agenda, notes	1987
GOV 2837	1	Regular Council Meeting Notes-April 8	1987
GOV 2837	2	Regular Council Meeting Notes-April 15	1987
GOV 2837	3	Recreation Board Meeting April 29	1987

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 2837	4	Regular Council Meeting-April 29	1987
GOV 2837	5	Special Council Meeting-May 7	1987
GOV 2837	6	Regular Council Meeting-May 13	1987
GOV 2837	7	Special Council Meeting-May 20	1987
GOV 2837	8	Economic Development Plan Steering Committee Meeting-May 21	1987
GOV 2837	9	Regular Council Meeting-May 27	1987
GOV 2837	10	Special Council Meeting-June 8	1987
GOV 2837	11	Regular Council Meeting-June 10	1987
GOV 2837	12	Regular Council Meeting-June 24	1987
GOV 2837	13	Regular Council Meeting-July 8	1987
GOV 2837	14	Regular Council Meeting-July 22	1987
GOV 2837	15	Special Council Meeting-August 5	1987
GOV 2837	16	Regular Council Meeting-August 12	1987
GOV 2838	1	Regular Council Meeting-September 9	1987
GOV 2837	17	Regular Council Meeting-September 23	1987
GOV 2837	18	Special Council Meeting-September23-25 Special Council Meeting-September 30	1987
GOV 2837	20	Regular Council Meeting-October 14	1987
GOV 2837	19	Rec Board Meeting-October 21	1987
GOV 2837	21	Regular Council Meeting-October 28	1987
GOV 2838	2	Regular Council Meeting-October 28	1987
GOV 2838	3	Regular Council Meeting-November 12	1987
GOV 2838	4	Regular Council Meeting-November 25	1987
GOV 2838	5	Regular Council Meeting-December 9	1987
GOV 2838	6	Regular Council Meeting-December 16	1987
GOV 2838	7	Special Meeting-December 2	1987
GOV 2838	8	Regular Council Meeting- January 13	1988

FINANCIAL RECORDS. – 1969-1987.

Physical description

.3 m of textual records

Scope and Content

Series consists of ledgers, financial statements, property tax assessment rolls, and correspondence. There are accounts payable, accounts receivable and payroll records for the years 1978-1979. Such records for later years were not selected for archival retention because the accounts files are condensed in the general ledgers and because access to payroll records would have to be denied to protect privacy.

Source of supplied title

Title based on content of series.

Restrictions on access

Access to files with personal information is restricted, as marked on the file list.

Alphabetical file list follows:

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 2836	2	Account Collections	1980
GOV 1410	1	Accounts Payable - October, November	1978-1979
GOV 1410	2	Accounts Payable - December-February	1978-1979
GOV 2834	2	Accounts Payable	1979-1982
GOV 2835	2	Accounts Payable-Correspondence	1978-1980
GOV 2831	21	Accounts Payable	1983
GOV 2831	22	Accounts Receivable (Misc. Revenue)	1984
GOV 2834	10	Alpha List for Taxing Authority (printout)	1985
GOV 2834	15	Auditors Reports and Correspondence	1970-1982
GOV 2831	24	Budget	1984
GOV 2835	3	Budget-correspondence	1974-1980
GOV 1410	3	Cancelled Cheques and Bank Statements	1969-1970
GOV 1410	4	Cancelled Cheques and Bank Statments - April-June	1978-1979
GOV 1410	5	Cancelled Cheques and Bank Statements -July-December	1978-1979
GOV 1410	6	Cancelled Cheques and Bank Statements - January-March	1979-1980
GOV 2835	4	Capital Assistance	1974-1978
GOV 2835	1	Capital Expenditure and Funding	1979-1982
GOV 2831	25	Cost Shared Funding	1984

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 1411	1R	Federal Labour Intensive Project[Note-Restricted due to personal nature of material. Please see reference archivist regarding access. Restriction expires 20 years after the death of individuals named.]	1973
GOV 2834	3	Financial - miscellaneous	1984
GOV 1411	11	Financial Statements	1969-1971
GOV 2836	3	General Journal of Expenditures	1977-1981
GOV 1409	15	[Ledger]- Accounts	1974-1977
GOV 1409	16	[Ledger]- Accounts	1977-1980
GOV 2840	2	[Ledger]- Expenses	1981-1982
GOV 1411	1	Ledger- Federal Labour Intensive Projects and Winter Works Program	1973
GOV 1409	13	[Ledger]- General Ledger	1969-1972
GOV 1409	14	[Ledger]- General Ledger	1972-1974
GOV1249C	1	[Ledger]- General Ledger	1974-1976
GOV1249C	2	[Ledger]- General Ledger	1976-1977
GOV 2835	8	[Ledger]- General Ledger -August	1987
GOV 2835	7	[Ledger]-- General Ledger -September	1987
GOV 2835	6	[Ledger]- General Ledger -October 1987	1987
GOV 2835	5	[Ledger]- General Ledger -November	1987
GOV 2835	8	[Ledger]- General Ledger -August	1987
GOV 2835	9	[Ledger]- LEOP General Ledger-August	1987
GOV2835	10	[Ledger]- LEOP General Ledger -September to December	1987
GOV 2835	11	Ledger of Public Works Wages and Accounts Receivable-Feb.1981 to March 1982	1981-1982
GOV 1409	17	Ledger- Receipts and Deposit	1974-1979
GOV 2836	1	Ledger-all finances	1974-1982
GOV 2840	1	Ledger-Cash Receipts	1979-1982
GOV 2840	3	Ledger-Expenses	1977-1979
GOV 2840	4	Ledger-Expenses	1979-1981
GOV 1410	9	LID Invoices and Receipts	1979-1980
GOV 1410	10	LID Receipts, December-January	1978-1979
GOV 1410	8	Miscellaneous Receipts - October-January	1979-1980

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 2831	23	Overdue Accounts	1984
GOV 1411	2R	Payroll Journal[Note-Restricted due to personal nature of material. Please see reference archivist regarding access. Restriction expires 20 years after the death of individuals named.]	1978-1979
GOV 1411	3R	Payroll[Note-Restricted due to personal nature of material. Please see reference archivist regarding access. Restriction expires 20 years after the death of individuals named.]	1979
GOV 1410	7	Purchase Orders	1978-1982
GOV 2834	7	Revenue and Expenditure Statements	1976-1982
GOV2834	11	Summer Program	1985
GOV 2834	13	Upgrading Application and Funding	1985
GOV 2834	12	Upgrading Bills	1985
GOV 2834	14	Upgrading Final Report	1985

ADMINISTRATIVE RECORDS. – 1963-1987; predominant 1969-1987.

Physical description

1.96 m of textual records

Scope and content

Series consists of two sub-series: Administration, and Recreation Board.

Source of supplied title

Title based on content of series.

Sub-series descriptions follow:

Administration. – 1969-1987.

Physical description

1.7 m of textual records

Scope and content

Sub-series consists of administrative records generated from the increasingly varied activities of the LID and municipality, including public works, (i.e. administering water and sewage, street maintenance, waste disposal), operating fire and ambulance services, employing municipal staff, licensing businesses, administering building permits, controlling animals and insects, maintaining relationships with other municipalities, the Association of Yukon Communities, Kluane National Park, and the Champagne-Aishihik Band, controlling property use, promoting tourism, supporting recreation, administering programs, conducting municipal elections, and collecting municipal property taxes. Records include correspondence, reports, memos, acts and by-laws, policy statements, inspection and work reports, applications, news releases, zoning agreements, fee schedules, fire and ambulance reports, voters' lists, and nomination papers.

Source of supplied title

Title based on content of sub-series.

Arrangement

The records were arranged haphazardly alphabetically. Their alphabetical order was reconstructed chronologically in the following file list.

Restrictions

Access to files of personal information is restricted, as indicated on file list.

File list follows, listed chronologically within the alphabetical listing:

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 2818	15	Access Road Parks -letter	1986
GOV 2830	9	Administration Building	1980-1981
GOV 2832	18	Airstream	1985
GOV 2818	16	Airstream Inc.	1986

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 2831	27	Alaska Highway	1984
GOV 2818	17	Alaska Hwy Lighting	1986
GOV 2832	17R	Ambulance[Note: Restricted due to personal nature of material. Please see reference archivist regarding access. Restriction expires 20 years after the death of individuals named.]	1985
GOV 2832	25	Ambulance Correspondence	1983
GOV 2830	14	Ambulance Correspondence	1981-1984
GOV 2830	10	Ambulance Service	1977-1982
GOV 2832	26R	Ambulance Service[Note: Restricted due to personal nature of material. Please see reference archivist regarding access. Restriction expires 20 years after the death of individuals named.]	1983
GOV 2830	13	Ambulance Service	1984
GOV 2830	12R	Ambulance Trip Records[Note: Restricted due to personal nature of material. Please see reference archivist regarding access. Restriction expires 20 years after the death of individuals named.]	1978-1982
GOV 2827	15	Animal Control	1976-1981
GOV 2824	10	Animal Control	1984
GOV 2831	10	Animal Request Forms for Extermination	1984
GOV 2830	11	Annual Reports	1975-1981
GOV 2818	19	Archives	1986
GOV 2832	19	Arctic Star	1985
GOV 2832	16	Arena Attendant [Application Forms]	1985
GOV 2818	14	Arena Demolition	1986
GOV 2818	18	Arena Repair	1985
GOV 2817	22	Assessment Review Board	1985
GOV 2832	20	Assessment Review Board	1985
GOV 2832	21	Assistance, Request for	1985
GOV 2818	25	Association of Yukon Communities-Group Benefit Plan	1986
GOV 2817	24	Association of Yukon Communities	1986
GOV 2830	1	Associations	1974-1976
GOV 2822	17	Auditor	1985
GOV 2818	20	Bankruptcy	1986

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 2832	23	Bastien [Development Agreement]	1985
GOV 2832	22	BC Summer Employment Program	1985
GOV 2832	24	Bed and Breakfasts	1985
GOV 2818	21	Bed and Breakfasts	1986
GOV 2825	21	Bill Brewster	1981-1984
GOV 2818	22	Boards and Committees	1986
GOV 2830	7	Boundary Extension	1974-1981
GOV 2825	20	Boylan, Preston, Willis and Leitch	1985
GOV 2818	1	Building Permit Applications	1986
GOV 2825	22	Building Permit Correspondence	1985
GOV 1411	4	Building Permits	1981-1982
GOV 2832	27	Building Permits	1983
GOV 2831	4	Building Permits	1984
GOV 2817	25	Business Association	1986
GOV 2826	1	Business Licence copies	1985
GOV 2826	43	Special Business Licences [gospel tent]	1985
GOV 2830	8	By-Election-April	1981
GOV 1409	12	By-laws (Nos. 1, 3-17, 19-22)	1969-1979
GOV 2822	18	By-laws [and Budget Summary]	1985
GOV 2831	26	By-Laws Correspondence	1984
GOV 2830	5	By-Laws-correspondence	1974-1982
GOV 2826	5	Canada Day	1985
GOV 2818	26	Capital Block Funding	1986
GOV 2818	27	[Capital Block Funding] Dawson	1986
GOV 2829	5	Cemetery	1974-1980
GOV 2832	29	Champagne/Aishihik Band	1983
GOV 2818	2	Champagne Aishihik Band - correspondence	1986
GOV 2829	6	Champagne/Aishihik Band Road Access to Old Folks Home & Water/Sewage Hook-up	1982
GOV 2826	6	Champagne-Aishihik Band	1985
GOV 2826	7	Champagne-Aishihik Band Water and Sewer contract	1983
GOV 2826	11	Champagne-Aishihik Band Youth Coordinator	1985
GOV 2826	2	CIBC	1985

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 2817	27	CIBC -letter	1985
GOV 2831	28	Clean-up Week	1984
GOV 2829	7	Clean-Up Week	1974-1982
GOV 2826	8	Coles Group consultants	1985
GOV 2826	4	Commercial Leases	1984
GOV 2829	10	Commissioners Orders	1978-1980
GOV2829	11	Commissioners Orders	1981
GOV2829	4	Committees	1977-1980
GOV 2831	5	Committees	1984
GOV 2818	3	Community Services General - letters	1986
GOV 2826	9	Community Services-correspondence	1985
GOV 2826	12	Complaints	1984-1985
GOV 2818	23	Computer Funding	1985
GOV2826	10	Computers	1985
GOV 2829	14	Contracts	1975-1981
GOV 2818	38	Contracts	1984
GOV 2818	24	Council for Yukon Indians-letter	1986
GOV 2826	13	Councillor's Handbook	1985
GOV 2826	3	CPR Yukon Canadian Heart Foundation	1985
GOV 2826	14	Credit applications	1985
GOV 2829	8	Crown Land Applications	1978
GOV 2829	9	CRTC - CFHJ-TV	1982
GOV 2831	6	Culverts	1984
GOV 2818	4	Department of Education - correspondence	1986
GOV 2818	5	Dept. of Highways -letter	1986
GOV 1411	10	District Election	1974-1977
GOV 1411	9	District Election - December	1979
GOV 1411	8	District Election - January	1979
GOV 1411	6	District Election - June	1977
GOV 1411	7	District Election - June	1978
GOV 2818	28	Draft Agreement with Govt. of Yukon and Champagne-Aishihik Indian Band	1986
GOV 2830	2	Eland, Lind	1981-1982

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 2829	15	Election	1981
GOV 2822	20	Election	1983
GOV 2829	13	Emergency Measures Organization	1979
GOV 2832	31	Employee	1983
GOV 2830	5R	Employee- job postings, applications[Note: Restricted due to personal nature of material. Please see reference archivist regarding access. Restriction expires 20 years after the death of individuals named.]	1974-1982
GOV 2830	4R	Employee Miscellaneous[Note: Restricted due to personal nature of material. Please see reference archivist regarding access. Restriction expires 20 years after the death of individuals named.]	1982
GOV 2830	3	Employee Program	1975-1981
GOV 2834	4	Employees	1984
GOV 2819	2	[Employment]- Correspondence(Employment, Summer Programs)	1985
GOV 2826	15	Employment Standards Bulletin	1985
GOV 2826	17	Employment-hours of work	1985
GOV 2826	16	Energy Programs- Beaver Creek Community Energy Plan	1985
GOV 2826	22	Environmental health	1985
GOV 2820	2	Environmental Health Division	1984
GOV 2818	6	Environmental Health -letters	1986
GOV 1411	14	Equipment Inventory	1974-1979
GOV 2831	13	[Equipment] Inventory	1984
GOV 2832	4	Equipment Replacement Reserve Funding	1984
GOV 2829	12	Excise Tax Act	1982
GOV 2818	7	Expo 86	1986
GOV 2818	29	Fairdale Auction	1986
GOV 2819	3	Federal Energy Subsidy Programs	1985
GOV 2818	30	Fine Option Program	1986
GOV 2818	35	Fire Alarms	1986
GOV 2832	13	Fire Break Project	1984
GOV 2829	2	Fire Department	1975-1982
GOV 2831	7	Fire Department	1984

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 2818	8	Fire Department	1986
GOV 2832	15	Fire Department Monthly Reports	1985
GOV 1411	12	Fire Department Reports	-2
GOV 2821	7	[Fire Department] Standing Orders	1981
GOV 2829	3	Fire Department-Monthly Reports	1981-1982
GOV 2831	8	Fire Hydrants	1984
GOV 2822	13	Fire Incident Report Forms	1981
GOV 2831	9	Fire Incident Report Forms	1984
GOV 2833	1	Fire Monthly Reports	1983
GOV 2834	6	Fire Reports- monthly	1984
GOV 2834	5	Firebreak Project	1984
GOV 2826	18	Fish and Wildlife	1985
GOV 2826	19	Food handlers	1985
GOV 2821	8	Foothills Pipeline	1978-1982
GOV 2831	30	Foothills Pipeline	1984
GOV 2831	1	Forestry/Land Use (Quarry Permits)	1984
GOV 2826	20	Fuel Purchase	1985
GOV2825	16	Hall Repairs	1986
GOV2817	8	Health and Safety Regulations	1985
GOV 2831	31	Health and Safety Act	1984
GOV 2826	21	Health Centre	1985
GOV 2821	9	Health Insurance	1978-1982
GOV 2822	6	Health Services	1978-1981
GOV 2826	23	Heritage Program	1985
GOV 2818	34	Highway Access	1986
GOV 2818	33	Hitchhiking Policy	1986
GOV 2818	32	Holway, R. Development Proposal	1985
GOV 2831	32	Homeowner's Applications	1984
GOV 2826	23	Homeowner's Grant	1985
GOV 2818	31	Homeowners' Grants	1985
GOV 2826	25	Hotte, V.	1985
GOV 2826	26	Hurlburt, Elaine	1985

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 2826	27	Indian Act	[n.d.]
GOV 1411	13	Industrial Subdivision	1978 -1980
GOV 2831	12	Industrial Subdivision (Land Sales)	1984
GOV 2822	15	Information for Local Contractors	[n.d.]
GOV 2818	9	Insurance - Municipal Liability Legislation	1986
GOV 2826	28	Intermunicipal Business Licence Copies	1985
GOV 2819	4	Intermunicipal Business Licences	1985
GOV 2817	26	Inter-Municipal Business Licences	1986
GOV 2826	30	Job Creation programs	1985
GOV 2818	36	Joint Use [of community facilities with St Elias School]	1986
GOV 2818	37	Justice System Review	1986
GOV 2826	29	Jux -letter	1985
GOV 2826	31	Kaskawulsh Glacier Access Project	1985
GOV 2826	32	Kluane National Park	1985
GOV 2819	1	Land Acquisition Process	
GOV 2819	5	Land Use and Assets	1985
GOV 2817	10	Lapel pins -letters from collectors	1985
GOV 2833	3	Legislation [Index of Council Resolutions]	1983
GOV 2833	2	Library	1983
GOV 2826	33	Library, Haines Junction	1985
GOV 2826	34	Liquor Ordinance	1985
GOV 2818	39	Long Distance Telephone Log	1986
GOV 2832	5	Manager's Report	1984
GOV 2818	10	Mayo - correspondence	1986
GOV 2826	35	McInroy Disposals	1985
GOV 2831	29	Memos	1984
GOV 2817	20	Memos to People	1986
GOV 2826	36	Mines and Small businesses	1985
GOV 2822	2	Miscellaneous [correspondence, news releases, notices]	1972-1982
GOV 2831	2	Miscellaneous [LID Correspondence]	1984
GOV 2833	6	Miscellaneous [news releases, forms, blueprints, letters]	1983
GOV 2829	16	Mosquito Control	1974-1982

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 2833	7	Mosquito Control	1983
GOV 2831	14	Mosquito Control	1984
GOV 2826	37	Mosquito Control	1985
GOV 2817	12	Municipal Act -newspaper clippings	1986
GOV 2833	5	Municipal Employees Benefits (MEBO) Pension and Insurance	1983
GOV 2822	7	Municipal Incorporation	1981
GOV 2826	38	Municipal Maintenance Equipment	1985
GOV 2817	9	Municipal Operating Grant	1986
GOV 2822	8	Northern Power Commission	1975-1976
GOV 2833	8	Northwestel	1983
GOV 2831	33	Northwestel Correspondence	1984
GOV 2822	9	NorthwesTel	1980-1982
GOV 2822	12	Post Office	1974
GOV 2817	14	Post Office - letters, meeting minutes	1986
GOV 2829	1	Princess Anne's Visit	1982
GOV 2817	15	Property tax Correspondence	1986
GOV 2820	6	[Public Works]- Alaska Hwy/Haines Road Design	1980-1981
GOV 2821	3	[Public Works]- Backhoe Loader	1979-1981
GOV 2819	8	[Public Works]- Boiler (Steam)-Portable	1982
GOV 2832	28	[Public Works]- Boiler (steam)- Portable [inspection report]	1983
GOV 2819	9	[Public Works]- Chip Sealing Program	1982
GOV 2832	30	[Public Works]- Chip Sealing Program	1983
GOV 1411	5	[Public Works] - Construction of Water and Sewer	1971
GOV 2819	14	[Public Works]- Culverts	1974-1979
GOV 2831	11	[Public Works]- Gas Fitting Applications	1984
GOV 2820	1	Public Works-General	1976-1982
GOV 2833	13	Public Works-General	1983
GOV 2819	13	[Public Works]- Gravel Supply	1979-1982
GOV 2817	21	[Public Works]- Jones M., Correspondence with	1986
GOV 2820	10	[Public Works]- Kluane National Park (contract re. use of Dump	1983-1984

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GOV 2822	3	[Public Works]- Kluane National Park- Contract for Use of Dump	1973-1982
GOV 2820	5	[Public Works]- Lagoon	1982-1983
GOV 2821	1	[Public Works]- Land Use	1978-1982
GOV 2820	9	[Public Works]- Pumphouse	1976-1977
GOV 2833	9	Public Works Report	1983
GOV 2831	15	Public Works Reports	1984
GOV 2821	2	Public Works Reports	1979-1982
GOV 2819	6	[Public Works]-Report to the Govt of the Yukon Territory on Waterworks and Sewerage Systems in Haines Junction	1963
GOV 2831	16	[Public Works]- Reports Form Pumphouse	1984
GOV 2820	7	[Public Works]- Sanitary Landfill	1975-1982
GOV 2820	12	[Public Works]- Sewer Systems	1972-1978
GOV 2819	17	[Public Works]- Shakwak Project	1976-1981
GOV 2820	11	[Public Works]- Stanley Associated Engineering	1978
GOV 2833	14	[Public Works]- Streets	1983
GOV 2831	17	[Public Works]- Streets	1984
GOV 2819	7	[Public Works]- Streets	1975-1981
GOV 2819	10	[Public Works]- Utility Systems Advisor-letter	1982
GOV 2820	3	Public Works Wage Distribution	1980-1982
GOV 2819	12	[Public Works]- Water Supply	1974-1982
GOV 2822	4	[Public Works]- Water and Sewer Applications	1979
GOV 2820	4	[Public Works]- Water License	1976-1980
GOV 2833	18	[Public Works]- Water Delivery	1983
GOV 2826	49	[Public Works]- Water Quality	1985
GOV 2831	18	[Public Works]- Water and Sewer Applications Filled	1984
GOV 2819	15	[Public Works]- Water and Sewer Applications	1977-1982
GOV 2833	19	[Public Works]- Water Tower	1983
GOV 2825	19	[Public Works]- Water Supply Analysis	1976-1981
GOV 2820	8	[Public Works]- Water Board Applications	1978-1979
GOV 2819	16	[Public Works]- Water Tower	1977-1982
GOV 2819	11	[Public Works]- Water Delivery	1982

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 2831	19	[Public Works]- Water Tower	1984
GOV 2820	13	[Public Works]- Work Orders	1979-1982
GOV 2833	20	[Public Works]- Work Orders	1983
GOV 2827	5	Questionnaires	1985
GOV 2827	1	Questionnaires- Business Community	1985
GOV 2827	3	Questionnaires- Resident	1985
GOV 2827	2	Questionnaires- Student	1985
GOV 2827	4	Questionnaires- Tourist	1985
GOV 2817	6	RCMP - correspondence	1985-1986
GOV 2824	4	Reading File- July	1985
GOV 2824	6	Reading File- September	1985
GOV 2824	1	Reading File-April	1985
GOV 2824	5	Reading File-August	1985
GOV 2824	9	Reading File-December	1985
GOV 2824	3	Reading File-June	1985
GOV 2824	2	Reading File-May	1985
GOV 2824	8	Reading File-November	1985
GOV 2824	7	Reading File-October	1985
GOV 2833	10	Recreation	1983
GOV 2832	14	Recreation Plan	1986
GOV 2825	17	Recreational Facility Rental Agreement	1986
GOV 2822	10	Releases	1975
GOV 2826	39	Remote Community Demonstration Program	1984
GOV 2817	23	Requests for Assistance	1985-1986
GOV 2817	2	SEAL Program - correspondence	1986
GOV 2822	5	Shakwak Community Club- Building and Funding	1976-1982
GOV 2831	34	Shakwak Valley Community Club [blueprint]	1984
GOV 2833	11	Shakwak Valley Community Club	1983
GOV 2817	5	Shakwak Valley Community Club -memberships, minutes, fees	1985-1987
GOV 2833	12	Signage	1983
GOV 2832	1	Signage	1984
GOV 2836	7	Skagway Port Study	-5

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GOV 2826	40	Sourdough Rendezvous '85	1985
GOV 2826	41	Sourdough Rendezvous	1985
GOV 2817	3	Special Events Funding - Alcan Snowmobile Race	1986
GOV 2826	42	Spencer Environmental Management Ltd.[Kaskawulsh Glacier Access System]	1985
GOV 2817	4	Squatters - correspondence on Homesteader/Squatter proposal	1986
GOV 2818	11	St. Elias School - letter	1986
GOV 2826	44	Stationary	1985
GOV 2826	45	Statistics Canada	1985
GOV 2833	15	Student Sponsoring Program - NEED	1983
GOV 2834	8	Student Sponsoring Program	1983
GOV 2832	12	Subdivision	1974-1980
GOV 2832	11	Summer Development Program for Tourism	1984
GOV 2832	10	Summer Office Student	1984
GOV 2826	46	Tana Contracting	1985
GOV 2822	21	Tax Rates	1984-1985
GOV 2822	11	Telephone Logs	1980
GOV 2817	1	Tomlin - water installation	1986
GOV 2822	19	Total North-correspondence	1985
GOV 2822	14	[Tourism] Information Centre	1977-1981
GOV 2821	5	[Tourism]- Department of Tourism	1981
GOV 2833	16	[Tourism]- Dept. of Tourism	1983
GOV 2817	11	Tourism Development Committee	1986
GOV 2826	47	Tourism Marketing Seminar	1985
GOV 2834	9	Tourism Summer Development Program	1984
GOV 2818	12	[Tourism] Whitehorse Tourism Marketing	1986
GOV 2817	18	[Tourism] Yukon 2000 -Tourism Development Strategy	1986
GOV 2826	48	Traffic Controls	1985
GOV 2834	1	[Unfiled letters]	1983
GOV 2833	17	Vital Statistics	1983
GOV 2832	2	Vital Statistics	1984
GOV 2826	50	Wilhelm, W.	1985

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 1411	15	Winter Works Program	1973
GOV 2817	7	Worker's Compensation	1986
GOV 2826	51	Workman's Compensation Board	1985
GOV 2821	4	Workman's Compensation-accident reports correspondence	1968-1980
GOV 2826	52	Young Offenders Act	1985
GOV 2826	53	Yukon Business Directory	1985
GOV 2826	54	Yukon Chamber of Commerce	1985
GOV 2817	13	Yukon Community and Transportation Services - letter	1986
GOV 2826	55	Yukon Data Booklet	1985
GOV 2821	10	Yukon Electric	1968-1982
GOV 2817	19	Yukon Electric - correspondence	1986
GOV 2826	56	Yukon Energy Alternative Program	1985
GOV 2826	57	Yukon Health Care Insurance Plan	1985
GOV 2833	21	Yukon Housing Corporation	1983
GOV 2822	1	Yukon Housing Corporation	1972-1980
GOV 2832	3	Yukon Housing Corporation	1984
GOV 2826	58	Yukon Livestock and Agricultural Assoc.	1985
GOV 2821	6A6B	Yukon Territorial Government-Miscellaneous	1974-1982
GOV 2821		(correspondence)	
GOV 2831	3	Yukon Territorial Govt [Correspondence]	1984
GOV 2833	22	Yukon Territorial Govt [correspondence]	1983
GOV 2818	13	Yukon Visitor's Association - letters	1985-1986
GOV 2826	59	Yukon Visitors' Assoc.	1985
GOV 2825	18	Zoning	1972-1981
GOV 2831	20	Zoning Appeals Board	1984
GOV 2817	17	Zoning By-laws-Electrical Protection Ordinance, Lands Act	1976-1985
GOV 2826	60	Zoning Changes	1984
GOV 2817	16	Zoning Development Agreement - N. Bastien	1985

Recreation Board. – 1985-1987.

Physical description

.25 m of textual records

Administrative history

The Recreation Board was established in April 1985, through By-law No. 11-85, to recommend to the council the allocation of recreation grant funds, to develop recreational programs to meet the identified needs of all residents and to co-operate with and encourage any organizations within the Village which support and promote any form of recreation. The Recreation Board consisted of 5 members who were appointed by the council. Duties and responsibilities were prescribed by the council. In August 1987, the council repealed the Recreation Board By-law to allow the council to act as a recreation board at special meetings or re-appoint one if deemed necessary. This action was taken because much of the business of the Recreation Board was repeated at regular meetings of Council. See Appendix A for listing of Recreation Board Chairs.

Scope and content

Sub-series consists of Recreation Board meeting minutes, correspondence, by-laws and acts, grant applications, and reports. Files relate to the operation of the community hall, recreation complex and pool, and to the construction of the arena in 1986. Records related to recreation that were created before the Recreation Board was created in 1985 or after it was dissolved in 1987, were filed in with all other administrative records. Even during the existence of a separate Recreation Board, many of the records pertaining to recreation will be found in the Administration sub-series.

Source of supplied title

Title based on name of body.

Restrictions

None.

File list follows, arranged alphabetically:

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 2827	12	Arena Construction	1984-1986
GOV 2828	7A, 7B, 7C	Arena Construction-First Proposal	1985-1986
GOV 2828	1	Arena Funding	1986
GOV 2828	8A, 8B	Arena Project-first proposal and rejected proposals	1985
GOV 2827	13	Ball Diamond Grant	1986
GOV 2827	9	Booking-Curling Rink	1985
GOV 2828	2	Challenge '87	1987
GOV 2839	11	[Coffee House] Lewis Beck	1985
GOV 2827	11	Community Hall Renovations	1986

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 2838	17	Community Recreation Grant	1986
GOV 2828	6	Conflict of Interest	1986
GOV 2839	9	Curling Club	1985
GOV 2839	10	Grants-General	1985-1987
GOV 2828	3	Haines Junction Brochure Funding	1987
GOV 2827	8	Hall and Pool Rental-Correspondence	1986
GOV 2827	6	Hall Cleaning Contract	1986-1987
GOV 2827	14	LEOP Funding	1986
GOV 2839	8	Nakai Players	1984
GOV 2828	5	Old [application for arena funding]	1985
GOV 2838	20	Outdoor Recreation Strategy	1986
GOV 2838	18	Participaction Challenge	1986-1987
GOV 2839	2	Puppet Theatre	1985
GOV 2830	1	Racer Blades(Speedskating)	1984-1985
GOV 2838	13	Rec Board	1986-1987
GOV 2839	7	Rec Board	1987
GOV 2838	11	Rec Board By-law	1987
GOV 2838	14	Rec Board Goals	[1986]
GOV 2838	9	Rec Board Meeting-Feb. 18, 1986	1986
GOV 2839	13	Rec Board Meeting-April 3, 1986	1986
GOV 2839	14	Rec Board Meeting-June 24, 1986	1986
GOV 2839	16	Rec Board Meeting-Sept.4, 1986	1986
GOV 2838	10	Rec Board Meeting-Nov. 4, 1986	1986
GOV 2839	15	Rec Board Meeting-Feb. 4, 1987	1987
GOV 2827	7	Rec Complex Fee Schedule	1986
GOV 2838	24	Rec Complex Questionnaires & Returns	1987
GOV 2838	12	Recreation Act	1986
GOV 2838	16	Recreation Manager Funding	1986
GOV 2828	4	Recreation Plan Funding	1986-1987
GOV 2838	15	Recreation Seminar	1986-1987
GOV 2838	19	Recreation-General	1986-1987
GOV 2827	10	Scheduling-General [hall and pool rental]	1986

<u>Location</u>	<u>File</u>	<u>Title/Description</u>	<u>Date</u>
GOV 2838	25	Senior Women's Hockey	1985-1986
GOV 2839	3	Swimming Pool and correspondence with Village	1986
GOV 2839	4	Weightlifting	1985
GOV 2839	5	Winter Carnival	1985
GOV 2839	12	Young Musicians	1984-1985
GOV 2839	6	Youth Group	1986
GOV 2838	23	Yukon Arts Council	1986-1987
GOV 2838	22	Yukon Lottery Commission	1987
GOV 2838	21	Yukon Recreation Advisory Committee	1986-1987

APPENDIX A

LIST OF INDIVIDUALS INVOLVED IN HAINES JUNCTION MUNICIPALITY

First LID Board of Trustees- 1969

Ron Watson - Chairman
J. Backe
D. Marvin

LID Chairmen (1969-1984)

Ron Watson (1969-1975)
Roderick M. Tait (1975-1978)
Rose Mazor (1978-1980)
Paul Dutchak (1980-1982)
Boyd Campbell (1982-?)
Jack Schick (?-1984)

First Village Council - 1984 (carry over from LID Board of Trustees)

Jack Schick - Mayor
Boyd Campbell
Heinz Ekevogt
Lorne Smith
Doug Thomas

First Elected Village Council - 1985

Sue Burton - Mayor
Boyd Campbell
Clayton Holloway
Rhoda Istchenko
Doug Thomas

Secretaries

F. Schulmeister (?-1976)
Linda Eland nee Frid (1976-?)
Jill Guttman (?-1984)
Isabelle Zimmer (1984-)

Town Administrator/Manager

P. Bernie Genier (198?-1984)
Scott Widmeyer (1984-)

Chief Administrative Officer (CAO)

Joanne Feenstra (198?)

Public Works Foreman

Martin Jones (197?- 198?)

Recreation Board - Chairs

Carol McIntyre (1985)

Gord Geiger (1986-1987)

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