

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, June 30, 2025 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

DELEGATIONS Rick Karp – Community Safety

PUBLIC HEALTH AND SAFETY COMMITTEE – *Councillors Middler and Boyd*

1. New Business

CORPORATE SERVICES COMMITTEE – *Councillors Boyd and Melnychuk*

1. 2025 Semi-Annual Procurement (January – June 2025) – For Information Only
2. Upcoming Procurement – For Information Only
3. Fees and Charges Bylaw Amendment – Street Occupancy Permits
4. New Business

CITY PLANNING COMMITTEE – *Councillors Morris and Middler*

1. Commencement Report – Whistlebend South Master Plan
2. New Business

DEVELOPMENT SERVICES COMMITTEE – *Councillors Gallina and Hamilton*

1. New Business

CITY OPERATIONS COMMITTEE – *Councillors Melnychuk and Morris*

1. New Business

COMMUNITY SERVICES COMMITTEE – *Councillors Hamilton and Gallina*

1. Trail Development Application - Amanda Taylor Memorial Connector
2. Trail Development Application - Yellow Brick Road Connector
3. Whitehorse North Trail Plan
4. New Business

CITY OF WHITEHORSE
PUBLIC HEALTH AND SAFETY COMMITTEE
Council Chambers, City Hall



Chair: Anne Middler

Vice-Chair: Dan Boyd

June 30, 2025

Meeting #2025-14

1. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Dan Boyd

Vice-Chair: Eileen Melnychuk

June 30, 2025

Meeting #2025-14

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1. 2025 Semi-Annual Procurement (January – June 2025) – For Information Only
Presented by Gloria Kasigazi, Accounts Payable and Procurement
Supervisor, Financial Services
 2. Upcoming Procurement – For Information Only
Presented by Gloria Kasigazi, Accounts Payable and Procurement
Supervisor, Financial Services
 3. Fees and Charges Bylaw Amendment – Street Occupancy Permits
Presented by Elizabeth Beecroft, A/Director, Community Services
 4. New Business

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	June 30, 2025
RE:	Semi-Annual Procurement Report (January - June 2025) - For Information Only

ISSUE

Semi-annual procurement update.

REFERENCE

- [Procurement Policy 2020-03](#)
- Attachment 1 – 2025 Semi-Annual Procurement Updates (January – June)

HISTORY

In accordance with section 3.5.2 of the Procurement Policy, Administration is required to provide publicly to Council a semi-annual update on procurement projects, including:

- Contract awards with a value of \$100,000 and over;
- Procurements with a value of over \$100,000 that have incorporated requirements related to economic, social and/or environmental sustainability in their solicitation documents;
- Procurements for which authority has been delegated to the City Manager pursuant to section 3.1.2 of this policy;
- Non-Competitive, single source or sole source procurements with a value over \$50,000;
- Emergency procurements, including their value;
- Contract extensions or renewals where the original contract contains no option for renewal, describing how the extension or renewal conforms to the requirements of this policy; and
- Instances of non-compliance with the policy and ensuing actions taken in each instance.

ANALYSIS

Attachment 1 includes detailed listings of procurements for the first half of 2025 from January 1 to June 30, 2025, as required under the Procurement Policy. While there were several projects that supported economic, social and/or environmental sustainability goals, only three procurement projects with values over \$100,000 incorporated related requirements in their solicitation documents, namely Supply and Delivery of Two BEV Contractor Vans, Consulting Services for Housing Needs Assessment and Strategy, and Supply and Delivery of One Contaminant Separator. There were no procurements for which authority had been delegated to the City Manager, one contract extension and no renewals where the original contract contained no option for renewal.

There was no instance of non-compliance during this period.

ATTACHMENT 1
CITY OF WHITEHORSE
2025 SEMI-ANNUAL PROCUREMENT REPORT (JANUARY - JUNE)

OPEN-COMPETITIVE PROCUREMENT WITH VALUE OVER \$100,000

DEPARTMENT	AWARD DATE	AWARDED VENDOR	DESCRIPTION OF ACQUISITION	SOLICITATION DOCUMENT #	CONTRACT AMOUNT
Business & Technology System	01/30/25	Global Sport Resources Ltd.	Supply and Installation of new Dasher Boards for CGC Arenas	RFT 2024-096	\$ 395,000
Engineering Services	02/14/25	AM2 Geotechnical and Greenwood Engineering	Owner's Engineer for Robert Service Way Escarpment Stabilization	RFP 2024-094	199,964
Engineering Services	04/17/25	Castle Rock Enterprises LP	Hillcrest Reconstruction Phase 1A	RFT 2025-011	4,885,743
Engineering Services	04/17/25	Wildstone Construction Ltd.	Crestview Pumphouse	RFT 2025-012	4,578,870
Fleet & Transportation Maintenance	04/01/25	Norcope Enterprises Ltd.	Supply of Crushed Gravel	RFT 2025-018	114,500
Fleet & Transportation Maintenance	04/01/25	Canadian Lynden Transport Co.	Supply and Delivery of Winter Road Salt	RFT 2025-019	246,750
Fleet & Transportation Maintenance	04/01/25	Norcope Enterprises Ltd.	Supply and Delivery of Winter Road Sand	RFT 2025-020	267,200
Fleet & Transportation Maintenance	04/09/25	Whitehorse Motors Ltd.	Supply and Delivery of Two (2) BEV Contractor Vans	RFT 2025-022	248,560
Fleet & Transportation Maintenance	04/25/25	Klondike Chevrolet Buick GMC	Supply and Delivery of Two (2) One Ton Crew Cab Flat Deck Trucks	RFT 2025-025	169,798
Fleet & Transportation Maintenance	06/18/25	Lane's Yukon Yardworks Inc.	Supply and Delivery of One (1) Contaminant Separator	RFT 2025-034	138,000
Parks	04/25/25	Blue Imp	Hillcrest Playground	RFT 2025-023	139,983
Recreation and Facility Services	06/24/25	Millennium General Services	Custodial Services for the Canada Games Center (2026-2028)	RFP 2025-033	1,243,800
Planning & Sustainability Services	04/30/25	CitySpaces Consulting Ltd.	Consulting Services for Housing Needs Assessment and Strategy	RFP 2025-001	149,770
Water and Waste Services	03/18/25	ACC Cleaning Services Inc.	2025-2028 Waste Management Facility Gatekeeping Operations	RFT 2025-002	566,550
Water and Waste Services	03/18/25	Tle' Nax T'awei Industrial, General Waste Management	Waste Management Facility Transfer Station Operations	RFT 2025-004	769,230
Water and Waste Services	03/03/25	Core Geoscience Services Inc.	2025-2027 Water Monitoring Program	RFP 2024-091	1,319,345
TOTAL OPEN-COMPETITIVE PROCUREMENT					\$ 15,433,062

**ATTACHMENT 1
CITY OF WHITEHORSE
2025 SEMI-ANNUAL PROCUREMENT REPORT (JANUARY - JUNE)**

NON-COMPETITIVE PROCUREMENT - SINGLE SOURCE PROCUREMENT

DEPARTMENT	AWARD DATE	AWARDED VENDOR	DESCRIPTION OF ACQUISITION	JUSTIFICATION	CONTRACT AMOUNT
Property Management	01/20/25	KBL Environmental Ltd.	Phase III Environmental site assessment and remediation options analysis MSB Property 4210 4th Avenue	There was need to acquire the required services from a particular vendor having specialized knowledge, expertise and experience. The contractor had completed Phase II ESA	65,149
Fleet & Transportation Maintenance	04/15/25	Yukon Government	2025 Long line painting on City of Whitehorse owned streets	Advantageous for the City to acquire the services directly from another public service body	75,000
Engineering Services	04/25/25	Stantec Consulting Ltd.	Review of ground water numerical models	There was need to acquire the required services from a particular vendor having specialized knowledge, expertise and experience. The contractor had prepared previous numerical models for the City	50,000
Property Management	04/25/25	Wildstone Construction Ltd.	Construction services for Biomass enclosure underground utilities and pre-grading	There was need to acquire the required services from a particular vendor having specialized knowledge, expertise and experience. The contractor was already on site for phase 1 and compatibility with this work was critical	372,288
TOTAL SINGLE SOURCE PROCUREMENT					\$ 562,437

NON-COMPETITIVE PROCUREMENT - SOLE SOURCE PROCUREMENT

DEPARTMENT	AWARD DATE	AWARDED VENDOR	DESCRIPTION OF ACQUISITION	JUSTIFICATION	CONTRACT AMOUNT
TOTAL SOLE SOURCE PROCUREMENT					\$ -

EMERGENCY PROCUREMENT

DEPARTMENT	AWARD DATE	AWARDED VENDOR	DESCRIPTION OF ACQUISITION	BASIS OF DETERMINATION OF EMERGENCY	CONTRACT AMOUNT
TOTAL EMERGENCY PROCUREMENT					\$ -

CONTRACT EXTENSIONS/RENEWALS WITHOUT OPTION TO RENEW

DEPARTMENT	AWARD DATE	AWARDED VENDOR	DESCRIPTION OF ACQUISITION	CONTRACT EXTENSION DETAILS	CONTRACT AMOUNT
Water & Waste Services	03/10/25	Norcope Enterprises Ltd.	Landfill operations services	Six months contract extension to December 31, 2025 to allow for continuity of services while the procurement process is underway	407,074
TOTAL VALUE OF CONTRACT EXTENSIONS/RENEWALS WITHOUT OPTION TO RENEW					\$ 407,074

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	June 30, 2025
RE:	Upcoming Procurements – For Information Only

ISSUE

Bi-monthly update on forthcoming procurement projects with an anticipated value greater than \$100,000.

REFERENCE

- [Procurement Policy 2020-03](#)
- Attachment 1 - Upcoming Procurement Projects Information Report

HISTORY

In accordance with the Procurement Policy, a list of forthcoming procurements with an anticipated value greater than \$100,000 must be provided to Council on a bi-monthly basis.

ANALYSIS

Managers have been asked to review their capital projects and operating requirements and to provide information on their anticipated procurements over \$100,000 for the period of July and August 2025. The information as compiled by the Financial Services department is attached as Attachment 1.

Appendix A
Upcoming Procurement Projects Information Report

Report Number 2025-04

Date of Meeting: June 30, 2025

Subject: Upcoming Procurement Projects

Period: July - August 2025

Purpose: To provide Council with a bi-monthly update on forthcoming procurement projects with an anticipated value greater than \$100,000. All forthcoming procurements are subject to budget and/or rebudget authorization.

No	Department	Project Title	Brief Description	Budget (Operating / Capital)	Commencement Report Required (No/Yes + reason)	Anticipated Procurement Posting Date
1	Fleet & Transportation Maintenance	Third Party Equipment Rental	Standing Offer Agreement (SOA) for the supply of various equipment and operators on an as needed basis for snow and ice control for the 2025/2026 winter season	Operating	No, the project value is less than \$500k	August 4, 2025
2	Property Management	City Hall Energy Upgrades	Renewal of the City Hall exterior	Capital 360c00823	Commencement report was already presented to Council in 2023	July 23, 2025
3	Property Management	Life Cycle Cost Analysis of City Facilities	Life Cycle Cost Analysis for five City facilities - Takhini Arena, Whitehorse Operations Building, Public Safety Building, Canada Games Centre and City Hall	Capital 360c01125	No, the project value is less than \$500k	August 19, 2025

ADMINISTRATIVE REPORT

TO:	Public Health and Safety Committee
FROM:	Administration
DATE:	June 30, 2025
RE:	Fees and Charges Bylaw Amendment – Street Occupancy Permits

ISSUE

Amendments to the Fees and Charges Bylaw for fees related to the use of metered parking spaces under the Street Occupancy Permits.

REFERENCE

- [Fees and Charges Bylaw 2014-36](#)
- Attachment 1 - Proposed Fees and Charges Bylaw 2025-32

HISTORY

Currently the City's Street Occupancy Permits do not have a clear metered parking stall use fee under the Fees and Charges Bylaw Street Occupancy Permit section. The lack of having a clear fee for major long term construction projects can cause unnecessary confusion and lack of transparency for these permits.

In addition, the City is committed to supporting long term development and the addition of a discounted fee for metered parking stall closures under the Street Occupancy permit section would assist with meeting this commitment.

In the past, there was a discounted fee for using these types of parking stalls for construction needs of 44% from the regular bagged meter rate, but this discount was only available to companies' on a short term basis, 15 days; therefore, it was ineffective in providing the needed support for long term construction projects.

In 2024, the City issued one Street Occupancy Permit that had fees for metered parking spaces which was in place for the complete calendar year.

In 2025, the City issued three Street Occupancy Permits that had metered parking spaces fees attached to them. Two of these permits were less than 6 months and one is longer than 6 months.

ALTERNATIVES

1. Bring the proposed amendments to the *Fees and Charges Bylaw* forward under the bylaw process; or
2. Refer the matter back to Administration for further consideration.

ANALYSIS

A jurisdictional scan revealed a variety of differences between municipalities in regards to temporary street occupancy permits for long term construction projects and multiple ways in which these costs were handled. Some of these were:

- Total cost of lost revenue charge per meter per day.
- Total cost of lost revenue plus a one-time fee.
- 50% discount on total revenue cost per meter per day.
- Heavily discounted rate to be paid by the block face being occupied.
- No charge at all, but additional charges for every 3 squared meters occupied instead.
- Tiered pay system based on the parking zones occupied – still heavily discounted and at a monthly rate.

Currently the City is using the bagged meter fee rate of \$50.00 for a variety of needs including the use of metered parking spaces fee under the Street Occupancy Permit.

The analysis highlights the need to create two new fees for the use of metered parking spaces under the Street Occupancy Permit. The new fees will elevate transparency between the City and development companies to ensure there is a clear understanding of the associated costs of a Street Occupancy Permit.

Loss of revenue: Based on 2025 permit numbers the loss of revenue could be projected as:

- \$110,403 for the one Street Occupancy permit over 6 months.

This revenue was not budgeted at the beginning of this year.

Projected lost revenue is heavily dependent on construction projects in the areas that have metered parking spaces only.

New fee structure:

Under the Fees and Charges Bylaw, under the Street Occupancy Permit.

- Metered parking spaces for SOP less than 6 months - \$20/meter/day; and,
- Metered parking spaces for SOP 6 months or longer - \$10/meter/day, which is a 50% discount on the cost of lost revenue to support longer term development.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2025-32, a bylaw to amend the Fees and Charges Bylaw, be brought forward for consideration under the bylaw process.

CITY OF WHITEHORSE

BYLAW 2025-32

A bylaw to amend Fees and Charges Bylaw 2014-36

WHEREAS section 220 of the *Municipal Act* (R.S.Y. 2002) provides that council may by bylaw amend or vary bylaws; and

WHEREAS all City of Whitehorse municipal fees and charges are consolidated into one bylaw; and

WHEREAS it is deemed desirable that the Fees and Charges Bylaw be amended to reflect the addition of fees for metered parking spaces under the Street Occupancy Permit section;

NOW THEREFORE the council of the municipality of the City of Whitehorse, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. The fees schedule attached to and forming part of Fees and Charges Bylaw 2014-36 is hereby amended by repealing existing Schedule 2 (Bylaw) and substituting therefore new Schedule 2, attached hereto as Appendix "A" and forming part of this bylaw.
2. This bylaw shall come into full force and effect upon final passage thereof.

FIRST and SECOND READING:

THIRD READING and ADOPTION:

Kirk Cameron, Mayor

Corporate Services

**City of Whitehorse
Fees and Charges Manual**

**By-law 2024-38 Appendix A
Schedule 2 (Bylaw)**

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2025-03	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2025-	EFFECTIVE DATE	FEE IF GST APPLICABLE
Bylaw Services	Impound Fee	Impounded - animal, other	Actual cost of seizure and impoundment	each	cost +	23-Feb-09	no gst	cost +	23-Feb-09	no gst
Bylaw Services	Pound Fee	Feed and care daily - dog/other	Daily	each	\$ 35.00	1-Jan-25	\$ 36.75	\$ 35.00	1-Jan-25	\$ 36.75
Bylaw Services	Pound Fee	Feed and care daily - cat	Daily	each	\$ 15.50	1-Jan-25	\$ 16.28	\$ 15.50	1-Jan-25	\$ 16.28
Bylaw Services	License (Lifetime) tag	Neutered - cat or dog	Lifetime fee	each	\$ 34.50	1-Jan-25	no gst	\$ 34.50	1-Jan-25	no gst
Bylaw Services	License administrative fee	Changing from un-neutered to neutered classification - cat or dog		each	\$ 11.00	23-Feb-09	no gst	\$ 11.00	23-Feb-09	no gst
Bylaw Services	License tag	Un-neutered cat or dog	Annual fee	each	\$ 75.00	1-Jan-25	no gst	\$ 75.00	1-Jan-25	no gst
Bylaw Services	License tag	Replacement tag - cat or dog		each	\$ 5.00	1-Jan-25	no gst	\$ 5.00	1-Jan-25	no gst
Bylaw Services	Special Permit	Application for special permit for 3 dogs or 3 cats		each	\$ 100.00	10-Jan-05	no gst	\$ 100.00	10-Jan-05	no gst
Bylaw Services	Dangerous Dog Fees	Licensing fee	Residing within the city limits	yearly	\$ 500.00	1-Jan-25	no gst	\$ 500.00	1-Jan-25	no gst
Bylaw Services	Impound Fee	Cat or dog - 1st impoundment in 12 month period		each	\$ 75.00	1-Apr-23	no gst	\$ 75.00	1-Apr-23	no gst
Bylaw Services	Impound Fee	Cat or dog- 2nd impoundment		each	\$ 150.00	2-Jan-02	no gst	\$ 150.00	2-Jan-02	no gst
Bylaw Services	Impound Fee	Cat or dog - 3rd or subsequent impoundment		each	\$ 300.00	1-Apr-23	no gst	\$ 300.00	1-Apr-23	no gst
Bylaw Services	Sale of Cat or Dog	Pound fee + feed and care costs		each	varies	22-Jun-98	no gst	varies	22-Jun-98	no gst
Bylaw Services	Special Permit	Application for special permit for 6 dogs - country residential		each	\$ 500.00	1-Jan-25	no gst	\$ 500.00	1-Jan-25	no gst
Bylaw Services	Animal Trap Rental	Rental of animal trap for cat or dog for 10 days		each	\$ 50.00	1-Jan-25	no gst	\$ 50.00	1-Jan-25	no gst
Bylaw Services	Bagged Meters	Funeral		first 5 meters	-	8-Oct-13	no gst	-	8-Oct-13	no gst
Bylaw Services	Bagged Meters	Per parking space		Daily	\$ 50.00	1-Jan-25	\$ 52.50	\$ 50.00	1-Jan-25	\$ 52.50
Bylaw Services	Bagged Meters	Parking spaces are used for pop-up patios or sidewalk cafes		meter/day	-	29-Mar-22	\$ -	-	29-Mar-22	\$ -
Bylaw Services	Parking Permit	Loading zone - Central Business District		day	\$ 10.00	1-Mar-15	no gst	\$ 10.00	1-Mar-15	no gst
Bylaw Services	Parking Permit	Loading zone - Central Business District		week	\$ 25.00	1-Mar-15	no gst	\$ 25.00	1-Mar-15	no gst
Bylaw Services	Parking Permit	Loading zone - Central Business District		year	\$ 50.00	1-Mar-15	no gst	\$ 50.00	1-Mar-15	no gst
Bylaw Services	Parking	Parking meter fee	Monday to Saturday	15 minutes	\$ 0.50	1-Jul-25	no gst	\$ 0.50	1-Jul-25	no gst
Bylaw Services	Parking	6th and Main Parkade	Monday to Friday	per hour	\$ 1.00	1-Jan-25	no gst	\$ 1.00	1-Jan-25	no gst
Bylaw Services	Noise Variance Letters	Administration fees, to extend hours		each	\$ 50.00	23-Feb-09	no gst	\$ 50.00	23-Feb-09	no gst
Bylaw Services	Parking Permit	Commercial accessible		each	\$ 45.00	1-Jan-25	no gst	\$ 45.00	1-Jan-25	no gst
Bylaw Services	Parking Permit	Temporary accessible		each	\$ 35.00	1-Jan-25	no gst	\$ 35.00	1-Jan-25	no gst
Bylaw Services	Parking Permit	Replacement accessible, all accessible parking permits		each	\$ 35.00	1-Jan-25	no gst	\$ 35.00	1-Jan-25	no gst
Bylaw Services	Parking Permit	Permanent accessible		each	\$ 35.00	1-Jan-25	no gst	\$ 35.00	1-Jan-25	no gst
Bylaw Services	Parking Permit	Fee for service vehicles issued on or before June 30 In any year		each	\$ 350.00	1-Jan-12	no gst	\$ 350.00	1-Jan-12	no gst
Bylaw Services	Commercial Parking Permit	Fee for service vehicle	Monthly fee	per vehicle	\$ 29.17	27-Feb-24	no gst	\$ 29.17	27-Feb-24	no gst
Bylaw Services	Parkade Rental	Main Steele Parkade, monthly rent per parking stall	Monday to Friday	month	\$ 173.33	1-Jan-11	\$ 182.00	\$ 173.33	1-Jan-11	\$ 182.00
Bylaw Services	Parkade Rental	Main Steele Parkade	Weekly (weekdays), weekly rental	week	\$ 45.00	1-Mar-15	\$ 47.25	\$ 45.00	1-Mar-15	\$ 47.25
Bylaw Services	Parkade Rental	Second Steele Parkade	Monday to Friday	month	\$ 173.33	1-Jan-11	\$ 182.00	\$ 173.33	1-Jan-11	\$ 182.00
Bylaw Services	Parkade Rental	Second Steele Parkade	Daily (weekdays), daily rental	day	\$ 10.00	1-Mar-15	\$ 10.50	\$ 10.00	1-Mar-15	\$ 10.50
Bylaw Services	Parkade Rental	6th and Main Parkade, monthly rent per parking stall	Monday to Friday	month	\$ 98.10	1-Jul-20	\$ 103.00	\$ 98.10	1-Jul-20	\$ 103.00
Bylaw Services	Residential Parking Permit	First permit - 1 per year	Program for persons residing adjacent to 2 hour zones outside of the Central Business District	each	\$ 50.00	1-Jan-14	\$ 52.50	\$ 50.00	1-Jan-14	\$ 52.50
Bylaw Services	Residential Parking Permit	Second permit - 1 per year	Program for persons residing adjacent to 2 hour zones outside of the Central Business District	each	\$ 350.00	1-Jan-14	\$ 367.50	\$ 350.00	1-Jan-14	\$ 367.50
Bylaw Services	Residential Parking Permit	Visitor -2 maximum per Year	Program for persons residing adjacent to 2 hour zones outside of the Central Business District	each	\$ 25.00	1-Jan-14	\$ 26.25	\$ 25.00	1-Jan-14	\$ 26.25
Bylaw Services	Residential Parking Permit	Replacement - as needed	Program for persons residing adjacent to 2 hour zones outside of the Central Business District	each	\$ 50.00	1-Jan-14	\$ 52.50	\$ 50.00	1-Jan-14	\$ 52.50
Bylaw Services	Road Closure Applications	Full day	Up to a maximum of 2 blocks	each	\$ 330.00	1-Jan-25	\$ 346.50	\$ 330.00	1-Jan-25	\$ 346.50
Bylaw Services	Road Closure Applications	1/2 day	Up to a maximum of 2 blocks	each	\$ 165.00	1-Jan-25	\$ 173.25	\$ 165.00	1-Jan-25	\$ 173.25
Bylaw Services	Road Closure Applications	Full day	For each additional block	each	\$ 165.00	1-Jan-25	\$ 173.25	\$ 165.00	1-Jan-25	\$ 173.25
Bylaw Services	Road Closure Applications	1/2 day	For each additional block	each	\$ 82.50	1-Jan-25	\$ 86.63	\$ 82.50	1-Jan-25	\$ 86.63
Bylaw Services	Road Closure Applications	Administration costs	To process the application	each	\$ 75.00	1-Jan-25	no gst	\$ 75.00	1-Jan-25	no gst
Bylaw Services	Street Occupancy Permit	Less than 1 week		each	\$ 50.00	1-Sep-24	no gst	\$ 50.00	1-Sep-24	no gst
Bylaw Services	Street Occupancy Permit	1 week to 1 month		each	\$ 75.00	1-Sep-24	no gst	\$ 75.00	1-Sep-24	no gst
Bylaw Services	Street Occupancy Permit	More than 1 month - per month		each	\$ 200.00	1-Sep-24	no gst	\$ 200.00	1-Sep-24	no gst
Bylaw Services	Street Occupancy Permit	Sidewalk closure fee - per week		each	\$ 100.00	1-Sep-24	no gst	\$ 100.00	1-Sep-24	no gst
Bylaw Services	Street Occupancy Permit	Metered parking stalls less than 6 months		each			\$	\$ 20.00	1-Jan-25	\$ 21.00
Bylaw Services	Street Occupancy Permit	Metered parking stalls 6 months or more		each			\$	\$ 10.00	1-Jan-25	\$ 10.50
Bylaw Services	Street Occupancy Permit	Traffic control plan review fee Category #1		each	\$ 25.00	1-Sep-24	no gst	\$ 25.00	1-Sep-24	no gst

City of Whitehorse
Fees and Charges Manual

By-law 2024-38 Appendix A
Schedule 2 (Bylaw)

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2025-03	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2025-	EFFECTIVE DATE	FEE IF GST APPLICABLE
Bylaw Services	Street Occupancy Permit	Traffic control plan review fee Category #2		each	\$ 100.00	1-Sep-24	no gst	\$ 100.00	1-Sep-24	no gst
Bylaw Services	Street Occupancy Permit	Traffic control plan review fee Category #3		each	\$ 200.00	1-Sep-24	no gst	\$ 200.00	1-Sep-24	no gst
Bylaw Services	Parade/Road Closure	Traffic control	For each intersection bylaw staffs during parade	each	\$ 45.00	1-Apr-23	\$ 47.25	\$ 45.00	1-Apr-23	\$ 47.25
Bylaw Services	Safe Snowmobile Card	Fee paid by the person receiving the card after passing a snowmobile safety course exam online		each	\$ 34.95	1-Oct-12	\$ 36.70	\$ 34.95	1-Oct-12	\$ 36.70
Bylaw Services	Impound Fee	Impound	Snowmobile Bylaw and All-Terrain Bylaw	each	\$ 150.00	1-Oct-12	no gst	\$ 150.00	1-Oct-12	no gst
Bylaw Services	Special Events Permit	Request to use snowmobile in a prohibited area	Snowmobile Bylaw and All-Terrain Bylaw	each	\$ 50.00	1-Oct-12	no gst	\$ 50.00	1-Oct-12	no gst
Bylaw Services	Site Inspection for Special Events Permit	Request to use snowmobile in a prohibited area	Snowmobile Bylaw and All-Terrain Bylaw	each	\$ 110.00	1-Oct-12	no gst	\$ 110.00	1-Oct-12	no gst
Bylaw Services	Driver Permit	New or renewal	Vehicle for hire	each	\$ 75.00	1-Jan-12	no gst	\$ 75.00	1-Jan-12	no gst
Bylaw Services	Driver Permit	Replacement or changing companies	Vehicle for hire	each	\$ 50.00	1-Apr-23	no gst	\$ 50.00	1-Apr-23	no gst
Bylaw Services	Vehicle Operators Decal	Decal	Vehicle for hire	each	\$ 75.00	1-Apr-23	no gst	\$ 75.00	1-Apr-23	no gst
Bylaw Services	Inspection Fee	Inspection outside of scheduled dates	Vehicle for hire	each	\$ 250.00	1-Jan-25	no gst	\$ 250.00	1-Jan-25	no gst
Bylaw Services	Brokerage Permit	Operator's license	Vehicle for hire	each	\$ 500.00	1-Jan-25	no gst	\$ 500.00	1-Jan-25	no gst
Bylaw Services	Vehicle for Hire plate	Vehicle license plate	Vehicle for hire	each	\$ 495.00	1-Jan-25	no gst	\$ 495.00	1-Jan-25	no gst
Bylaw Services	Transfer fee	Transfer of plate registration and inspection	Vehicle for hire	each	\$ 1,500.00	1-Jan-25	no gst	\$ 1,500.00	1-Jan-25	no gst
Bylaw Services	Administrative penalty	Failure to comply with requirements of Vehicle for Hire Bylaw	Vehicle for hire	each	\$ 250.00	1-Jan-25	no gst	\$ 250.00	1-Jan-25	no gst
Bylaw Services / Land and Building Services	Vacant and Unoccupied Buildings permit	Permit	First year	each	\$ 1,500.00	1-Jan-25	no gst	\$ 1,500.00	1-Jan-25	no gst
Bylaw Services / Land and Building Services	Vacant and Unoccupied Buildings permit	Permit	Second year	each	\$ 3,500.00	1-Jan-25	no gst	\$ 3,500.00	1-Jan-25	no gst
Bylaw Services / Land and Building Services	Vacant and Unoccupied Buildings permit	Permit	Third year	each	\$ 5,500.00	1-Jan-25	no gst	\$ 5,500.00	1-Jan-25	no gst
Bylaw Services / Land and Building Services	Vacant and Unoccupied Buildings permit	Permit	Fourth year	each	\$ 8,000.00	1-Jan-25	no gst	\$ 8,000.00	1-Jan-25	no gst
Bylaw Services / Land and Building Services	Vacant and Unoccupied Buildings permit	Permit	Fifth year and subsequent years	each	\$8,000 plus 1% of assessed value	1-Jan-25	no gst	\$8,000 plus 1% of assessed value	1-Jan-25	no gst

CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall



Chair: Lenore Morris

Vice-Chair: Anne Middler

June 30, 2025

Meeting #2025-14

-
1. Commencement Report – Whistlebend South Master Plan
Presented by Mathieu Marois, A/Manager, Planning and Sustainability Services
 2. New Business

ADMINISTRATIVE REPORT

TO:	Planning Committee
FROM:	Administration
DATE:	June 30, 2025
RE:	Commencement Report – Whistle Bend South Master Plan

ISSUE

Council approval to commence the procurement of planning services for project 720c00925 Whistle Bend South Master Plan.

REFERENCE

- [Procurement Policy 2020-03](#)
- [2040 Official Community Plan](#)
- [2025 – 2028 Capital Expenditure Program – 720c00925 Whistle Bend South Master Plan](#)
- Appendix A – Whistle Bend South Master Plan Study Area

HISTORY

In accordance with Section 3.1.1 of the Procurement Policy 2020-03, Council is required to authorize the commencement of procurements with an estimated value of \$500,000 or more and of procurements less than \$500,000 that are deemed to be of significant risk, involve security concerns, or may be of significant community interest. This project is less than \$500,000 but may have significant community interest.

The Whistle Bend South Master Plan project involves high-level residential neighbourhood planning for approximately 12.2 hectares of unsurveyed land immediately south of Whistle Bend Way, near Mountain View Drive (Appendix A). The site is designated Residential – Urban in the City's Official Community Plan (OCP).

Initial feasibility work for this area, conducted by the Government of Yukon (YG) in fall 2023, identified key opportunities for development. A primary advantage is the potential to provide a sustainable, cost-effective source of granular material. Pre-feasibility studies show that the subject site could support approximately 85 residential units.

This procurement is funded for \$150,000 through the approved 2025–2028 Capital Expenditure Program (Appendix B), contingent on external funding approval. A funding agreement with the Government of Yukon will be finalized to fund this project prior to awarding the contract for planning services for the project.

ALTERNATIVES

1. Authorize Administration to commence the procurement for planning services for project 720c00925 Whistle Bend South Master Plan.
2. Refer the matter back to Administration.

ANALYSIS

Under the OCP, a Land Use Master Plan (Plan) is required for the site to ensure the Whistle Bend South area is developed in a logical and coordinated manner. OCP policy 15.17.9 states that “as a replacement growth opportunity for Porter Creek D, two development areas along Whistle Bend Way and near Holly Street will be examined for future residential development.” Porter Creek D was redesignated from Residential-Urban to Greenspace in the Whitehorse 2040 OCP and is now an integral part of the Chasàn Chùà Territorial Park. The Whistle Bend South master planning process would satisfy the policy requirement along Whistle Bend Way.

The Plan will provide high-level direction to guide future detailed engineering and land use planning. It will also help ensure future development integrates with the surrounding community and provides needed housing and other compatible uses. Planning this site supports the City’s growth strategy and presents an opportunity to source granular resources locally.

A consultant will lead the project, including completing concept plans, engineering assessments, public engagement, and development of the Plan. The Plan will include a directions report and a concept plan. The concept plan will illustrate possible land uses, major roads, active transportation networks, trails and parks, major storm water, water supply and wastewater infrastructure, and other relevant aspects.

The process will involve the ongoing involvement of the City, collaboration with YG, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council, and engagement with the public and stakeholders at significant points during the project. Further detailed engineering and planning work, such as zoning amendments, subdivision applications, lot sales, and construction are beyond the scope of this project.

Purchasing

A Request for Proposals (RFP) will be issued publicly. The contract will be evaluated and awarded based on a mix of technical and organizational competence, price, and local context. The lowest-priced proposal is not guaranteed to be awarded the contract.

Procurement Policy Principles

- **Compliance:** the RFP will follow City policy and procedures for procurements.
- **Supplier Access, Transparency, and Fairness:** the RFP will be publicly available on the City's e-procurement platform www.whitehorse.bonfirehub.ca.
- **Best Value:** the RFP will be publicly advertised, and the lowest compliant bidder will be evaluated higher in the cost category.
- **Efficient and Effective Procurement:** the procurement of services for planning studies and plans has been completed numerous times by the City.
- **Local Procurement:** local consulting expertise exists for this type of work and will be evaluated higher than non-local firms.

Tentative Procurement Schedule

<u>Item</u>	<u>Proposed date(s)</u>
Issue request for proposal (RFP)	August 2025
Issue consulting services contract	September 2025

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to commence the procurement of planning services for project 720c00925 Whistle Bend South Master Plan.



CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Paolo Gallina

Vice-Chair: Jenny Hamilton

June 30, 2025

Meeting #2025-14

1. New Business

CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE
Council Chambers, City Hall



Chair: Eileen Melnychuk

Vice-Chair: Lenore Morris

June 30, 2025

Meeting #2025-14

1. New Business

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Jenny Hamilton

Vice-Chair: Paolo Gallina

June 30, 2025

Meeting #2025-14

-
1. Trail Development Application - Amanda Taylor Memorial Connector
Presented by Colby Knowler, Trails Coordinator, Parks
 2. Trail Development Application - Yellow Brick Road Connector
Presented by Colby Knowler, Trails Coordinator, Parks
 3. Whitehorse North Trail Plan
Presented by Colby Knowler, Trails Coordinator, Parks
 4. New Business

ADMINISTRATIVE REPORT

TO:	Community Services Committee
FROM:	Administration
DATE:	June 30, 2025
RE:	Trail Development Application – Amanda Taylor Memorial Connector

ISSUE

Approval of a Trail Development Application in the Mount McIntyre Recreation Area

REFERENCE

- [Whitehorse 2040 Official Community Plan](#)
- [2020 City of Whitehorse Trail Plan](#)
- [Trail Development Policy 2018-02](#)
- [Trail Maintenance Policy 2021-02](#)
- Attachment 1 - Proposed Trail Alignment Map

HISTORY

The Contagious Mountain Bike Club (CMBC) has applied to build a type 3 single-track trail in the Mount McIntyre Recreation Area. Type 3 trails are unsurfaced, and typically used for hiking and mountain biking. Type 3 trails that do not include built structures and/or technical trail features, and receive low levels or intensity of use may be designated as Priority C Trails in the Trail Maintenance Policy based on this criteria. Priority C trails are inspected once every two years, including a review for overall condition and safety, difficulty designation, and signage review.

The proposed trail project is in memory of Amanda Taylor, who was a CMBC volunteer and mountain bike coach. The purpose of this project is to provide a year-round connection between two City Trails, Reimer Reason and Bouncing Bunny. Bouncing Bunny and the nearby trails it connects to are not currently accessible during the winter months when the Whitehorse Nordic Ski Centre is operating. The proposed trail would be hand built, approximately 915 metres long and would not exceed 1.5 metres in width.

A map of the proposed trail alignment is provided in Appendix A. The proposed trail does not cross any water bodies, private parcels or First Nations settlement lands. CMBC is authorized to perform maintenance activities on City trails through a Memorandum of Understanding with the City. CMBC actively grooms and maintains a large portion of the Mount McIntyre single-track trail network to support recreational activities such as bicycling, snowshoeing and walking.

In accordance with the City's Trail Development Policy, Council is responsible for authorizing new trail construction and adopting trails into the City Trail Maintenance Policy. For construction of trails 500 metres in length or greater, the City is required to post trail development proposals for public comment for a period of three weeks. The trail development proposal was posted publicly on the Engage Whitehorse platform from May

29 to June 19, 2025. A total of 19 email comments were received in support of the proposed trail, while a total of 2 were received in objection to it.

ALTERNATIVES

1. Authorize Administration to enter into the Trail Construction Agreement with the Contagious Mountain Bike Club and update the City Trail Maintenance Policy to include this trail; or
2. Refer the matter back to Administration for further analysis.

ANALYSIS

The location of the proposed trail falls within the conceptual boundaries of the Chasàn Chùà (McIntyre Creek) Park. When receiving trail development applications for City Trails within the planning area, City administration has ensured that applications are forwarded to the Chasàn Chùà (McIntyre Creek) Steering Committee for review prior to posting the applications for public comment. The Steering Committee is composed of representatives from the Government of Yukon, Kwanlin Dün First Nation, Ta'an Kwäch'än Council, City of Whitehorse and Parks Canada.

The proposal is supported by the policy direction provided in the Whitehorse 2040 Official Community Plan's includes "development that enhances opportunities to enjoy Whitehorse's natural areas, Schwatka Lake, and Chu Niikwän/the Yukon River, including trails or other infrastructure, will be encouraged" (5.10), and "the City will continue to maintain and enhance a diverse trail network that accommodates a range of users" (5.11).

Administration believes that the proposed trail sufficiently meets the necessary criteria outlined in the Trail Development Policy to recommend authorizing this trail authorization. The Trail Development Policy aims to promote, where appropriate, new trail authorizations to locate on/around the existing City trail network. The City of Whitehorse Trail Plan (2020) Strategic Directions prioritizes investment in new trail developments having access to well-connected high-quality trail network as well as strengthening collaboration with stewards and partners for trail planning and management.

The City of Whitehorse Trail Plan (2020) provides guidance to continue to strengthen partnerships with trail stewards and provide support through recognition of volunteer efforts. Per the City's Memorandum of Understanding with CMBC, authorization is provided for the club to groom the trail in winter, as well as to clear down trees or excessive vegetation growth in the trail corridor through this trail use agreement with the City. The proposed trail would support the club's volunteer efforts to maintain public access to City Trails in the Mount McIntyre Recreation Area in the winter by creating a connection to City Trails that are currently inaccessible during the winter months.

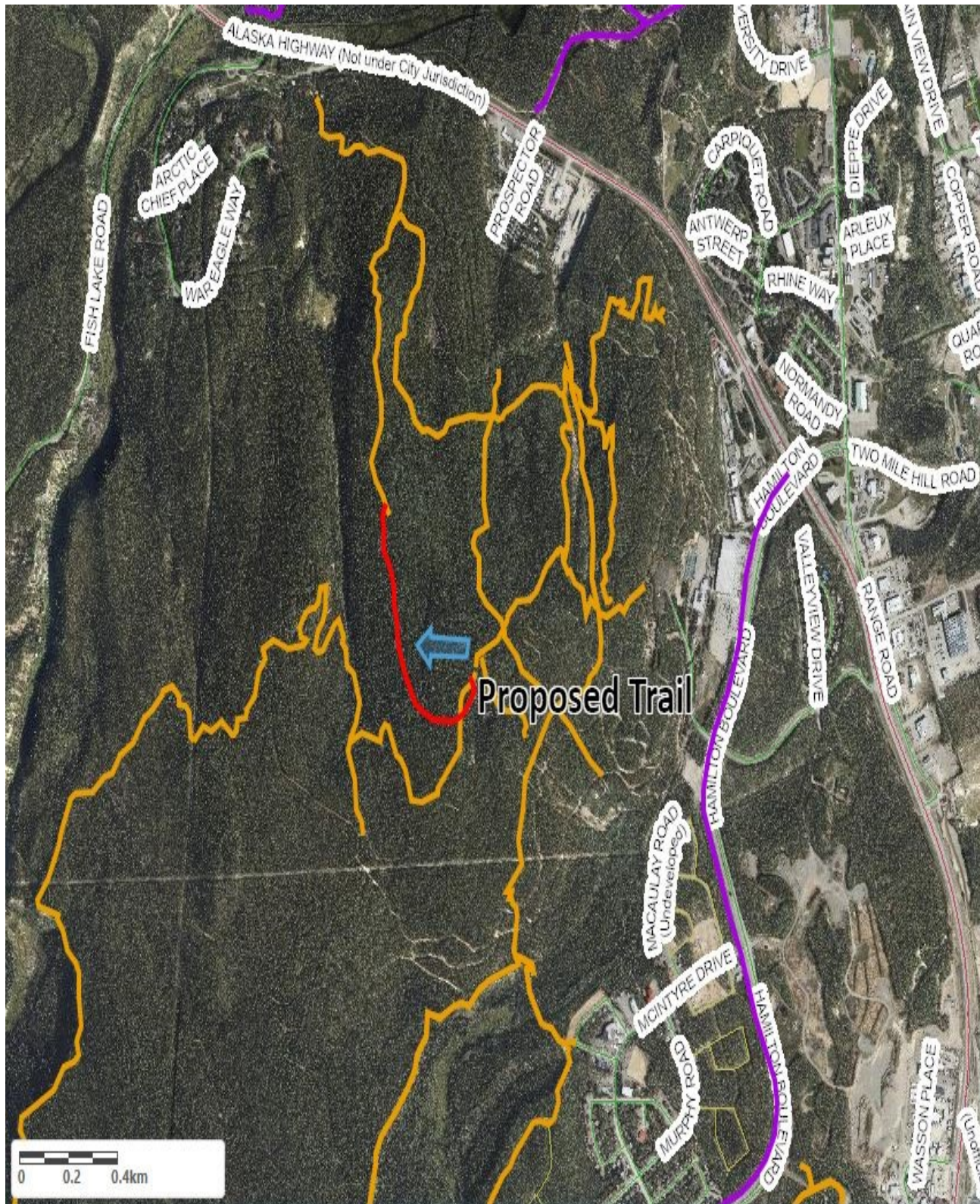
The City's trail crew may provide additional labour to perform routine inspections of the trail, fell and clear hazard trees, and potentially contribute to vegetation clearing on a five-to-ten-year cycle if necessary. The anticipated amount of work required to clear excessive vegetation from the trail corridor on a 900-metre trail is less than one full shift for the trail crew to complete.

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to enter into a Trail Construction Agreement with the Contagious Mountain Bike Club for construction of a new type 3 single-track recreational trail on Grey Mountain and update the City Trail Maintenance Policy to include this trail.

Attachment 1

Proposed Trail Alignment Map



ADMINISTRATIVE REPORT

TO:	Community Services Committee
FROM:	Administration
DATE:	June 30, 2025
RE:	Trail Development Application – Yellow Brick Connector

ISSUE

Approval of a Trail Development Application in the Chadburn Lake Regional Park

REFERENCE

- [Whitehorse 2040 Official Community Plan](#)
- [2013 East Yukon River Neighbourhood Trail Plan](#)
- [2017 Chadburn Lake Park Management Plan](#)
- [2020 City of Whitehorse Trail Plan](#)
- [Trail Development Policy 2018-02](#)
- [Trail Maintenance Policy 2021-02](#)
- Attachment 1 - Proposed Trail Alignment Map

HISTORY

The Contagious Mountain Bike Club (CMBC) has applied to refurbish and extend an existing, unsanctioned single-track trail on Lower Grey Mountain within the Chadburn Lake Regional Park. The trail has existed for over a decade with multiple technical trail features intended for advanced mountain bike users. The trail is not currently connected to the City Trail network at its upper extent and can only be used by climbing up and descending back down, often at high speeds to complete technical trail features when mountain biking. The bottom of this trail currently leads on to the Magnusson Green trail, a common climb route to access other City Trails in the Lower Grey Mountain area, which presents some safety concerns and potential user conflicts where these trails intersect. CMBC is proposing to modify the trail to be classified as a blue square (challenging) trail with optional black diamond (advanced) features. The trail would be extended on its upper extent to connect to the Magnusson Green trail, and at its lower extent to Yellow Brick Road.

The intent of this project is to provide an alternative descent for trail users to access the Magnusson Green Parking lot via Yellow Brick Road instead of descending on Magnusson Green, which is commonly used by a variety of users in the uphill direction, to mitigate potential user conflicts and safety concerns. The proposed trail would be hand built, approximately 800-900 metres long and would not exceed 1.5 metres in width. The trail is intended to be a type 3, single-track trail. Type 3 trails are unsurfaced and typically used for hiking and mountain biking. Due to the proposal to construct technical trail features as part of this application, the trail would qualify under the Priority B rating in the Trail Maintenance Policy. Priority B Trails are inspected once per year, including a review for overall condition and safety, difficulty designation, signage review and a review of constructed features.

A map of the proposed trail alignment is provided in Appendix A. The proposed trail does not cross any water bodies, private parcels or First Nations settlement lands. CMBC is authorized to perform maintenance activities on City trails through a Memorandum of Understanding with the City. CMBC actively grooms and maintains a large portion of the Lower Grey Mountain trail network to support recreational activities such as bicycling, skiing, snowshoeing and walking.

In accordance with the City's Trail Development Policy, Council is responsible for authorizing new trail construction and adopting trails into the City Trail Maintenance Policy. For construction of trails 500 metres in length or greater, the City is required to post trail development proposals for public comment for a period of three weeks. The trail development proposal was posted publicly on the Engage Whitehorse platform from May 29 to June 19, 2025. A total of 12 comments were received in support of the proposed trail, while a total of 3 were received in objection to it.

ALTERNATIVES

1. Authorize Administration to enter into the Trail Construction Agreement with the Contagious Mountain Bike Club and update the City Trail Maintenance Policy to include this trail; or
2. Refer the matter back to Administration for further analysis.

ANALYSIS

The location of the proposed recreation trail falls within the Intensive Recreation Management Area identified in the Chadburn Lake Regional Park Management Plan. The objective of this designation is to provide spaces where a higher concentration, diversity, and intensity of recreational uses can occur, while minimizing environmental impact. The proposed trail is located within a greenspace not known to be environmentally sensitive and will complement the high-density recreational uses within this management area. As per the Chadburn Lake Regional Park Management Plan, trails may be considered in this area as long as:

- there is clear evidence that multi-use trails are adversely affecting the enjoyment and/or safety of other trail users and cannot be managed with education and/or other measures;
- cumulative impact of new trails and/or other infrastructure should not substantially alter the wilderness experience;
- ongoing trail maintenance and restoration is permitted; and
- more concentrated, intensive and non-nature focused recreational uses are permitted so long as a natural landscape is largely maintained.

Administration believes that the proposed trail meets the necessary criteria outlined in the Chadburn Lake Regional Park Management Plan for new trail development in the Intensive Recreation Management Area. Further, the proposal is supported by the policy direction provided in the Whitehorse 2040 Official Community Plan's includes "development that enhances opportunities to enjoy Whitehorse's natural areas, Schwatka Lake, and Chu Niikwän/the Yukon River, including trails or other infrastructure, will be

encouraged” (5.10), and “the City will continue to maintain and enhance a diverse trail network that accommodates a range of users” (5.11).

The East Yukon River Neighbourhood Trail Plan Map (2013) shows all existing and planned trails in the Riverdale and Chadburn Lake Park area as of 2013. While the proposed trail is not shown on the Neighbourhood Trail Plan Map, the Trail Development Policy aims to promote, where appropriate, new trail authorizations to locate on/around the existing City trail network. The City of Whitehorse Trail Plan (2020) encourages the development of trail connections to existing Grey Mountain trails within the Chadburn Lake Regional Park.

The City of Whitehorse Trail Plan (2020) provides guidance to continue to strengthen partnerships with trail stewards and provide support through recognition of volunteer efforts. Per the City’s Memorandum of understanding with CMBC, authorization is provided for the club to groom the trail in winter, as well as to clear down trees or excessive vegetation growth in the trail corridor through this trail use agreement with the City.

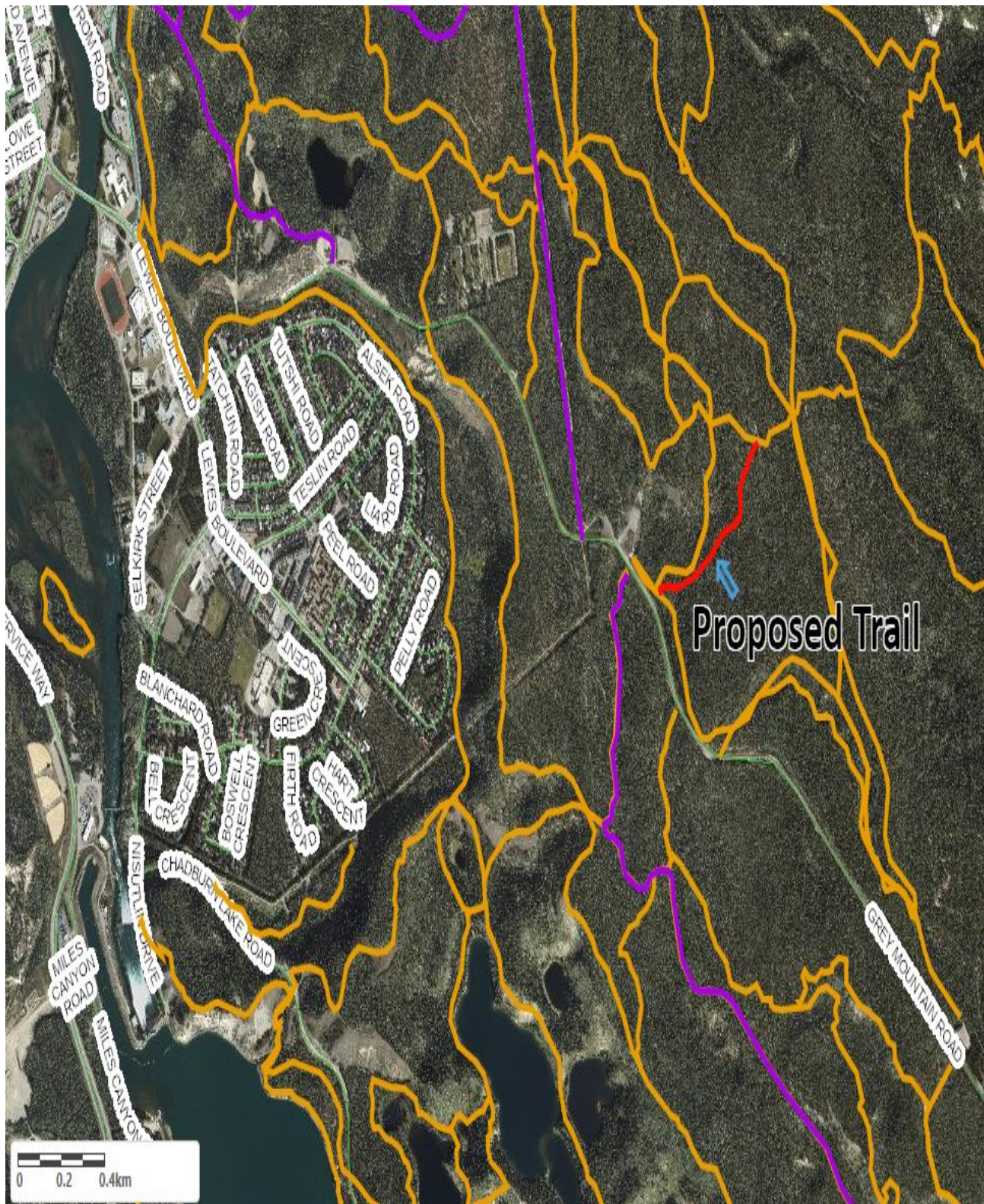
The City’s trail crew may provide additional labour to perform routine inspections of the trail, fell and clear hazard trees, and potentially contribute to vegetation clearing on a five to ten year cycle if necessary.

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to enter into a Trail Construction Agreement with the Contagious Mountain Bike Club for construction of a new single-track recreational trail connector on Grey Mountain and update the City’s Trail Maintenance Policy to include this trail once complete.

Attachment 1

Proposed Trail Alignment Map



ADMINISTRATIVE REPORT

TO:	Community Services Committee
FROM:	Administration
DATE:	June 30, 2025
RE:	Whitehorse North Trail Plan

ISSUE

Approval of the 2025 Whitehorse North Trail Plan as a guiding document

REFERENCE

- [City of Whitehorse Trail Plan \(2020\)](#)
- Attachment 1 - Draft 2025 Whitehorse North Trail Plan

HISTORY

The City of Whitehorse Trail Plan (Trail Plan) outlines a neighbourhood-level approach to trail planning, where maps are developed through engagement with trail users and the public in each area. These maps require Council's approval to be incorporated into the Trail Plan.

Neighbourhood Trail Plans were completed and approved by Council for the following areas:

- East Yukon River (2013)
- Above the Airport (2014)
- Crestview (2016)
- Porter Creek / Takhini / Whistle Bend / Range Point (2016)
- Whitehorse South (2021)

In 2020, the Trail Plan, Action #22 suggested completion of outstanding neighbourhood-level trail plans, Whitehorse South, and Whitehorse North. The Whitehorse North Trail Plan is the last neighbourhood map to approve as outlined in Action #22 of the Trail Plan.

In fall 2022, the City partnered with a consultant to develop the Whitehorse North Trail Plan, focusing engagement efforts on residents of MacPherson, Hidden Valley, and nearby areas. The plan aimed to guide trail management, development, and use—balancing recreational access with environmental protection and ensuring compatibility between motorized and non-motorized users.

After the plan was adopted later that year, several residents raised concerns about the engagement process, citing limited public awareness, missed communications, and an in-person session that was not accessible for many. Additional feedback highlighted concerns with trail designations, environmental impacts, and safety.

To evaluate public satisfaction, a follow-up survey was conducted from July to September 2023. The results confirmed the need for further engagement. In response, the City committed to revisiting the plan through a more transparent, inclusive, and responsive process.

Drawing on community feedback and additional site visits, a renewed engagement process—supported by a consulting team—was launched in April 2025.

ALTERNATIVES

1. Approve the 2025 Whitehorse North Trail Plan as a guiding document; or
2. Refer the matter back to Administration for further consideration

ANALYSIS

Engagement Process: The goal of the re-engagement was to support a more robust and inclusive process, ensuring all residents had a meaningful opportunity to contribute to the trail planning efforts.

The re-engagement process included the following steps:

1. Site Visit & Review – Previous feedback was reviewed alongside a site visit to ensure continuity and understanding of on-the-ground conditions.
2. Map Revisions – Trail maps were updated to reflect concerns raised in the satisfaction survey.
3. Survey & Online Engagement – A revised survey was launched, and the “Engage Whitehorse” webpage was updated to support ongoing input.
4. Resident Notification – Letters were mailed to all Whitehorse North households outlining the engagement process. Posters were placed throughout the community and at Hidden Valley Elementary School.
5. Public Open House – Held on May 7, 2025, at Hidden Valley School, with 26 attendees providing in-person feedback.
6. Final Plan Preparation – The survey closed on May 15, 2025, with 73 responses. Feedback was reviewed and incorporated into the final draft.

Survey Responses: The majority of survey responses were submitted by local residents, with 43% from Hidden Valley, 24% from MacPherson, 17% from other areas of Whitehorse, and 10% from non-residents. The most commonly reported trail uses included walking and running, bicycling, snowmobiling, ATV use, side-by-sides, dirt biking, skiing, and e-biking.

Response Themes: As a result of feedback received through the survey and public engagement process, the following key themes emerged and have informed updates to the plan completed in 2022:

- Strong support for continued snowmobile access (67% opposed banning snowmobiles).
- Desire for improved trail connectivity within and beyond the neighbourhoods.
- Requests for clearer mapping and terminology.

- Interest in designated “out-and-away” motorized routes to improve safety and reduce conflicts.

Updates From 2022 Plan: As a result of the engagement process, the following key updates were made to the plan completed in 2022:

- Removal of motorized trails located on roadways, private property, or outside City jurisdiction (e.g., Alaska Highway right-of-way).
- Addition of conceptual trail routing on municipal and Crown land near MacPherson and Hidden Valley School for non-motorized trail development.
- Modifications to trail designations to better reflect user needs and input.
- Simplification of the trail network map by removing trails not maintained by the City or disconnected from the planned system.

The proposed 2025 Whitehorse North Trail Plan reflects extensive public input gathered through a robust re-engagement process and directly responds to concerns raised about the 2022 plan. It offers a clear framework to guide trail management and development by:

- Designating existing motorized and non-motorized multi-use trails for ongoing maintenance.
- Supporting a more connected and user-friendly trail network offering residents guidance on permitted trail uses.
- Identifying potential areas for new trail construction.

All new trail development will follow Whitehorse Trail Standards and be designed to maintain the area’s existing character. Potential trail upgrades may include:

- Regrading and erosion control
- Clearing of vegetation and hazardous trees
- Replacement of unsafe structures
- Surface improvements
- Boardwalks or bridges in wet areas
- Installation of signage and benches

ADMINISTRATIVE RECOMMENDATION

THAT Council approve the 2025 Whitehorse North Trail Plan as a guiding document.

Attachment 1

