

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, June 1, 2026 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS World Environment Day (June 5, 2026)

DELEGATIONS Grainger Thompson, Co-Founder/Co-Director, Wild Wolves of Canada Motorcycle Charity – Wild Wolves of Canada Motorcycle Charity Ride for Arctic
Florian Boulais – Wildfire Response

CITY OPERATIONS COMMITTEE – *Councillors Morris and Boyd*

1. New Business

COMMUNITY SERVICES COMMITTEE – *Councillors Gallina and Melnychuk*

1. Festival and Special Event Grant Policy Amendment
2. New Business

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

1. New Business

CORPORATE SERVICES COMMITTEE – *Councillors Melnychuk and Middler*

1. Municipal Charges and Community Service Grants
2. Change to Association of Yukon Communities Appointment
3. New Business

CITY PLANNING COMMITTEE – *Councillors Middler and Hamilton*

1. Public Hearing Report – Zoning Amendment – Whistle Bend Phases 10 & 11 & 198 Rampart Avenue (Phase 9)
2. New Business

DEVELOPMENT SERVICES COMMITTEE – *Councillors Hamilton and Morris*

1. Encroachment Agreement – 301 Lambert Street
2. Proposed Street Naming – Whistle Bend Phase 10 & 11
3. New Business



PROCLAMATION
WORLD ENVIRONMENT DAY
June 5, 2026

WHEREAS the City of Whitehorse is known as the Wilderness City and has a long tradition of environmental sustainability and stewardship; and

WHEREAS the earth's oceans produce over half of the world's oxygen, are essential to our survival, and are harmed most by the millions of tons of plastic waste generated worldwide; and

WHEREAS the 2026 theme for World Environment Day is "A Global Call for Climate Action", which encourages us to rethink the systems that power our economies and repair our relationship with the climate;

NOW THEREFORE I, Mayor Kirk Cameron, do hereby proclaim June 5, 2026 to be World Environment Day in the city of Whitehorse.

Kirk Cameron
Mayor

CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE
Council Chambers, City Hall



Chair: Lenore Morris

Vice-Chair: Dan Boyd

June 1, 2026

Meeting #2026-11

1. New Business

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Paolo Gallina

Vice-Chair: Eileen Melnychuk

June 1, 2026

Meeting #2026-11

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1. Festival and Special Event Grant Policy Amendment
Presented by Nicole Tattam, Supervisor, Parks
 2. New Business

ADMINISTRATIVE REPORT

TO: Community Services Committee
FROM: Administration
DATE: June 1, 2026
RE: Festival and Special Event Grant Policy Amendment

ISSUE

Council approval of proposed amendments to the Festival and Special Event Grant Policy.

REFERENCE

- [Festival and Special Event Grant Policy](#)
- Festival and Special Event Grant Policy Redline (Attachment 1)

HISTORY

The Festival and Special Event Grant Policy was initially adopted by Council in 2008 to support community organizations in the delivery of festivals and special events within the City of Whitehorse.

The policy was most recently revised in 2016 to respond to evolving community needs, operational practices, and administrative requirements. The policy establishes the criteria and framework for providing financial and in-kind support to non-profit and charitable organizations delivering festivals and special events in Whitehorse.

Administration has identified several updates to strengthen the policy, including clarifying eligibility and funding categories, enhancing accountability through more detailed reporting requirements, and ensuring a consistent, fair, and transparent process for assessing, scoring, and recommending grant applications.

ALTERNATIVES

1. Approve the revised Festival and Special Event Grant Policy as presented.
2. Refer the policy back to Administration for further review.

ANALYSIS

In response to strong community interest in grant funding and to improve administration of the program, Administration has updated the Festival and Special Event Grant Policy. The amendments address inconsistencies and strengthen the framework for City support of community festivals and events while maintaining the program's original intent. These changes reflect operational experience, evolving community expectations, and the need for greater clarity, transparency, and consistency in the administration of public funds.

Summary of key changes and benefits include:

- **Stronger reporting and accountability:** Clearer financial reporting requirements for both cash and in-kind support, with expectations linked to future eligibility and requirements to return unused funds. This improves transparency and responsible use of public funds.
- **Clearer roles and decision-making:** Defined roles, responsibilities, and conflict of interest provisions help ensure funding decisions are consistent, fair, and with oversight.
- **Updated eligibility criteria:** Applicants must now be a registered non-profit or charitable organization in good standing.
- **Defined funding parameters:** Established funding limits, cost-sharing expectations, and limited flexibility for smaller events support more equitable access and consistent application of funding rules.
- **Formalized funding categories:** Clear categories and in-kind support levels improve predictability and help with internal resource planning.
- **Standardized evaluation framework:** A point-based assessment system supports more transparent and consistent evaluation of applications.

These updates generally align the Festival and Special Event Grant Policy with the approach taken in other City grant policies, supporting a more consistent framework across City grant programs. This alignment helps streamline administration, improve clarity for applicants, and ensure similar standards of accountability, fairness, and transparency are applied across similar funding streams.

ADMINISTRATIVE RECOMMENDATION

THAT Council adopt the Festival and Special Event Grant Policy, as amended.

CITY OF WHITEHORSE
COUNCIL POLICY



POLICY: FESTIVAL AND SPECIAL EVENT GRANT POLICY

Policy Number:	2026 16-02
Approved by:	Council
Effective date:	2026 May 2016
Next review due:	2024
Department:	Parks & Community Development/Legislative Services

PURPOSE

The purpose of the City of Whitehorse Festival and Special Event Grant Policy is to guide the allocation and management of the Festival and Special Event fund grants within the City of Whitehorse. ~~To support the development of special community events and festival celebrations within The City of Whitehorse~~

~~**AUTHORITY** — Council Resolution 2016-10-04 dated May 24, 2016~~

POLICY STATEMENT

The City has established this Policy in order to offer grants and In-Kind Support to community groups and organizations for Festivals and Special Events. ~~The City of Whitehorse is committed to the development and support of special community events and festival celebrations in Whitehorse that provide vibrant and diverse community experiences for both residents and visitors.~~

The City upholds its statutory responsibility to ensure the lawful, transparent and prudent expenditure of public funds.

This Policy is pursuant to section 245 of the *Municipal Act* (R.S.Y. 2002) as amended, which gives the City the authority to make grants to any person or association of persons.

This Policy should be read in conjunction with the City's applicable bylaws, and policies including the City Grant Making Policy (#2014-27-06). ~~procedures, and supporting references. This document replaces the Festivals and Special Events Grants Policy adopted by council resolution #2014-02-03.~~

OBJECTIVES

The objective of this Council Policy is to:

1. Establish criteria and guidelines for allocating the City Festival and Special Event Grant budget.
2. Provide Applicant Organizations with guidance on grant application process and selection criteria.

SCOPE

~~The *Municipal Act* provides that a municipal council may by bylaw provide grants, gifts or loans of money or municipal property to any person, institution, association, group, government or body of any kind. This policy applies to any person, institution, association, group, government or body that is seeking to organize or establish a special community and festival celebration in the impact and program areas. The City has established a policy which offers grants and in-kind support to community groups and organizations for festivals and special community events.~~

DEFINITIONS

~~In this policy-~~ “APPLICANT ORGANIZATION” means the organization applying for funding under the Festival and Special Events Grant Policy.

“CITY” means the municipality of the City of Whitehorse;

“COUNCIL” means the duly elected Council of the City of Whitehorse;

~~“FEES” means the fees assessed for the use of City facilities and parks in accordance with the Fees and Charges Bylaw as amended from time to time;~~

“FESTIVAL or SPECIAL EVENT” means a Whitehorse event that presents a multi-faceted program within a defined period of time ~~(one day to one week in duration), using a budget that is separate from the regular operating budget of the hosting organization.~~ -Festivals must demonstrate broad community participation and an established audience, or a significant potential audience. Festival programs should offer participants a unique experience not duplicated by other on-going organizations and their declared activities.

~~“FINAL REPORT” means a written document showing how the primary objectives of the funded Festival or Special Event were met report required to be submitted to the City of Whitehorse following the conclusion of the event that includes financial statements, summaries and statistics.~~

“GRANT FUND” means the Festival and Special Event Grant funds provided by the City of Whitehorse to an Applicant Organization under this Policy, as approved by Council.

“GRANT REVIEW TEAM” means an internal team of individuals brought together for the express purpose of reviewing Festival and Special Event Grant applications and shall consist of the Parks Supervisor, and staff selected from Departments providing In-Kind Support.

“IN-KIND SUPPORT” means additional support aside from direct financial assistance for a Festival or Special Event included in a funding request. This could include but is not limited to, traffic control, park amenities, banner installation, or the use of City equipment, staff time, materials, and services.

“PARKS SUPERVISOR” means the staff person in charge of coordinating public events and festivals for Parks.

~~“SIGNATURE EVENT” means, in addition to a festival or special event as defined in this policy, an event that can be held annually and demonstrably is able to generate substantial direct impacts on the Whitehorse economy; attract a large contingent (Typically a large contingent implies that the nature, expected attendee level, duration or location challenges the normal response capacity of local first responders requiring special planning by one or more agencies to mitigate potential impacts on public health and safety) of out of town visitors and locals to the event; and includes the opportunity to leverage from the advanced media elements that support the potential to grow the event and promote Whitehorse as a choice destination.~~

“SPECIAL INTEREST AUDIENCE” means an audience limited to a group of members with a common interest in an event. Examples including sporting events, events for members only and any events where only a specific group of people would be invited to attend.

“SPORTING EVENT” means an event involving the competition in a recognized sport that is endorsed or sanctioned by a sport-governing body, or a multi-sport event with representation at a provincial/territorial level.

“TERMS AND CONDITIONS AGREEMENT” means a written document listing the conditions of the grant as outlined in this Policy, as well as the Council-approved expenditure and project-specific conditions.

RESPONSIBILITIES

City Council

3. Council approves grants under this Policy.

City Administration

4. The Parks Department shall actively promote and advertise the availability of the Festival and Special Events Grant.

5. The Parks Supervisor, or designate, receives and reviews grant applications for eligibility under this Policy, and notifies applicants of their status.

6. The Grant Review Team considers applications according to merit, eligibility and available funding, and makes recommendations to Council.

Grant Recipients

7. Grant recipients shall:

- (1) Sign a Terms and Conditions Agreement upon receipt and approval of application;
- (2) Expend Grant Funds as specified in the Terms and Conditions Agreement;
- (3) Submit a Final Report and financial statement within 90 days of the conclusion of the event;
- (4) Acknowledge receipt of the Festival and Special Events Grant funding from the City in project promotion and advertising; and
- (5) Return any unused Grant Funds to the City within two calendar months of the Final Report deadline.

ELIGIBILITY

Eligible Applicants

8. The following requirements will be used to determine the eligibility of Applicant Organizations:

- (1) The Applicant Organization must be Whitehorse based and the Festival or Special Event must take place within Whitehorse;
- (2) The Applicant Organization must be a not-for-profit organization, which can be demonstrated by providing proof of society status (per section 11 of the Yukon Societies Act) and/or proof of current registered charity status per Canada Revenue Agency. Not-for-profit and registered charities must be in good standing as per the Societies Act;
- (3) The Applicant Organization must be in good standing with the City. Applications will not be accepted from organizations that have an outstanding debt or obligations owed to the City;
- (4) The Applicant Organization cannot apply for or receive other City of Whitehorse grant funding for the same Festival or Special Event;
- (5) The Applicant Organization can receive up to one Festival and Special Event grant per year; and
- (6) The Final Report is an important part of the eligibility determination for future grant applications and is required. Grant recipients that fail to submit a Final Report will not be eligible for grant funding in the following year.

Eligible Projects

9. Projects that meet the following requirements will be considered for funding:

- (1) The project must meet the definition of Festival or Special Event as set out in this Policy;
- (2) Only applications for Festivals or Special Events that take place within the city of Whitehorse shall be considered; and
- (3) The applicant has not applied for or been in receipt of other City of Whitehorse grant funding for the same event.

4.10. Total funding request shall be 50% or less of the event's total budget, exceptions may be made if the total budget of the event is less than \$2000. Total request for Festival and Special Events Grant Funds must not exceed \$5,000.

~~1. To be eligible~~

- ~~(1) The project must meet the definition of festival or special event or signature event as set out in this policy;~~
- ~~(2) Non-profit registered societies in good standing as per the Societies Act, or community organizations are eligible to apply for a festival or special event grant;~~
- ~~(3) Only applications for festivals or special events that take place within the City of Whitehorse shall be considered;~~
- ~~(4) Applications must be for activities and projects that are within the City's mandate; and~~
- ~~(5) The applicant has not applied for or been in receipt of other City of Whitehorse grant funding for the same event.~~

Ineligible Projects

11. Applications shall not be accepted for:

- (1) Festivals or Special Events that seek to attract only a Special Interest Audience. Normally a Special Interest Audience would be limited to a group of members with a common interest in an event;
- (2) Festivals or Special Events that are organized or promoted as a for-profit commercial venture and or organized by an individual or private enterprise;
- (3) Conferences, workshops and meetings;
- (4) Retroactive funding for events that have already taken place;
- (5) Sporting Events; or
- ~~(4)~~(6) Fundraising events. For the purpose of this Policy, events offering the opportunity to purchase food, t-shirts or souvenirs are not considered fundraising.

NOT ELIGIBLE

~~2. Applications shall not be accepted:~~

- ~~(1) from any group or organization with an outstanding Final Report;~~
- ~~(2) from any group or organization that is overdue on money or obligations owed to the City of Whitehorse;~~
- ~~(3) for festivals or events that seek to attract only a special interest audience. Normally a special interest audience would be limited to a group of members with a common interest in an event;~~

- ~~(4) for festivals or events that are organized or promoted as a for profit commercial venture;~~
- ~~(5) for festivals or events that are organized by an individual or private enterprise;~~
- ~~(6) for conferences and/or meetings~~
- ~~(7) for retroactive funding for events that have already taken place; or~~
- ~~(8) for events that are billed as fund raising events where fund raising is the intent. For the purposes of this policy, events offering the opportunity to purchase food, t-shirts or souvenirs are not considered fund raising events.~~

~~4. Specific items not eligible for funding include:~~

- ~~(1) capital costs~~
- ~~(2) staff wages or remuneration; and~~
- ~~(3) fees for City facilities or City parks.~~

Funding Categories and Parameters

<u>Category</u>	<u>Typical Attendance</u>	<u>Max City Contribution</u>	<u>Example</u>
<u>Small Community Event/Festival</u>	<u><200</u>	<u>50% of total budget / up to \$2,000 in-kind</u>	<u>Local fair or festival</u>
<u>Medium Community Event</u>	<u>> 200</u>	<u>50% of total budget/ up to \$3,500 in-kind</u>	<u>Arts or cultural event</u>
<u>Large event</u>	<u>>3500</u>	<u>50% of total budget / up to \$20,000 in-kind</u>	<u>Multi-day events</u>

Note: Requests for In-Kind Support are subject to the operational and budget capacity of City departments.

Expenses

12. Eligible expenses shall be directly related to the project and may include:

- (1) Printing (brochures, posters, etc.);
- (2) Event Advertising (radio, newspaper, signage, banners, etc.);
- (3) Private Facility rental fees;
- (4) Equipment rentals fees; and
- (5) Cost of performers/presenters including airfare, accommodation and meal costs.

13. Specific items not eligible for funding include:

- (1) Equipment purchases or capital costs;
- (2) Office operating costs; and

(3) Staff wages or remuneration.

In-Kind Services

14. Eligible In-Kind Services shall be directly related to the project and may include:

- (1) Equipment or material loans (e.g., barricades, signage, garbage bins);
- (2) Staff support for setup, logistics, or road closures; and
- (3) Transit or traffic management services.

15. Specific In-Kind Services not eligible for funding include:

- (1) City facility/venue rental fees; and
- (2) Bagged meters and parking fees.

APPLICATION DEADLINE AND PROCEDURES

16. The completed application form, together with supporting documentation, must be submitted via the Festival and Special Events Grant online application form or emailed to parks@whitehorse.ca no later than 4:30 p.m. on August 31 for events scheduled between January 1 and December 31 of the following year. Should August 31 occur on a non-business day, the deadline shall be prior to 4:30 p.m. on the next business day.

APPLICATION ASSESSMENT CRITERIA

~~Applications may be eligible for annual or multi-year funding depending on availability of funding, and each application shall be assessed on a case-by-case basis.~~

~~Applications will be evaluated according to the following criteria:~~

~~The event will be held within City limits~~

~~Demonstration of registered not-for-profit society being in good standing~~

~~Demonstration of community support relative to the event as measured by:~~

~~The number of volunteers contributing to the event;~~

~~A secured commitment from other funding sources (maximum of 50% from City);~~

~~Involvement from other community partners and/or partnership development potential; and~~

~~The number of audience participants anticipated.~~

~~The uniqueness of the experience — that is, not duplicated by any other organizations and their on-going published activities;~~

~~Broad community outreach — the event will reach out to a broad spectrum of the community. Consideration will also be given to accessibility and free events versus ticketed events and ticket prices~~

~~Clear, measurable objectives and benefits~~

~~Evidence of management and fiscal responsibility (proven track record in program delivery)~~

~~Consideration of environmental practices~~

~~Inclusion of a copy of the host society's Board minutes and a Board resolution detailing the society's full responsibility for the event revenue generation~~

ADDITIONAL CRITERIA FOR SIGNATURE EVENTS

~~5. Additional criteria to be considered for Signature Events include:~~

- ~~(1) Significant economic impact which show the difference between the input into the event and what the output was. For example, the number of visitors, the number of registered night stays at local hotels compared to the cost of event;~~
- ~~(2) Media impact and communications;~~
- ~~(3) Event frequency, for example, annually;~~
- ~~(4) Private sector support (financial or in-kind); and~~
- ~~(5) Significant prestige derived from the manner in which the event is viewed amongst citizens and it is mentioned in published tourism reports (Yukon Vacation or Yukon Visitor Tracking Program (Pathway Report), for example).~~

APPLICATION PROCEDURES

~~6. The completed application form, together with supporting documentation, must be delivered to Parks and Community Development at 4061 Fourth Avenue or by mail to:~~

~~Parks and Community Development
2121 Second Avenue
Whitehorse, Yukon Y1A 1G2~~

- ~~7. The deadline for receipt of a completed application is before 4:30 p.m. on August 31 annually;~~
- ~~8. Applications can be sent to the above address by registered mail post-marked August 31st;~~
- ~~9. Applications submitted by the August 31 deadline shall be for events scheduled between January and December in the following year:~~
- ~~10. Should August 31st occur on a non-business day, the deadline shall be prior to 4:30 p.m. on the next business day.~~

Review Team Conflict of Interest

17. Where a member of the Grant Review Team has a direct personal interest in any grant application under review, the member shall leave the room during the review and discussion and shall not have input on the application.

18. Personal interest shall be interpreted as an instance where:

- (1) A member is an executive member of an applicant under review; and

(2) A member is an employee of the applicant or a commercial/business operation that will stand to gain financially from the proposal.

Assessment Procedure

19. The Grant Review Team will meet to consider the applications within two weeks of the application deadline.

20. All applications will be reviewed for completeness, accuracy and compliance with this Policy. Applications not complying with this Policy will be deemed to be incomplete and will not be forwarded for review.

21. In an in-camera session, the Grant Review Team will thoroughly evaluate each application and make recommendations to Council.

22. All recommendations and rationale of the Grant Review Team pertaining to grant applications shall remain confidential until Council has reviewed applications.

23. City Administration will notify applicants of assessment results within 8 weeks of the application deadline.

Application Assessment Criteria

24. Eligible Applications will be evaluated according to the following criteria:

<u>Criteria</u>	<u>Scoring Metrics</u>
<u>Activation of Public Parks or Open Spaces</u>	<u>5 Points: The Festival or Special Event is fully taking place in an outdoor space.</u> <u>2 Points: The Festival or Special Event is partially located in an outdoor space.</u> <u>0 Points: The event is not taking place in an outdoor space.</u>
<u>Demonstration of Community Partnerships</u>	<u>2 Points: secured commitment from other funding sources greater than 75% of total budget.</u> <u>1 point: secured commitment from other funding sources between 50% and 74% of total budget</u> <u>1 Point: for involvement of other community partners</u>
<u>Potential Community Access</u>	<u>5 points: Event entirely free of charge</u> <u>3 points: Part of event is free of charge</u> <u>0 points: Event is not free of charge</u>

<p><u>Objectives and Benefits of the Event are Clear</u></p>	<p><u>2 points: Applicant Organization has clearly outlined the objectives and benefits of the event</u></p> <p><u>1 point: Applicant Organization has generally demonstrated the objectives and benefits of the event.</u></p>
<p><u>Organizational Capacity</u></p>	<p><u>1 point: Demonstrates financial and organizational capacity</u></p> <p><u>0 points: Does not demonstrate financial and organizational capacity</u></p>
<p><u>Environmental Practices</u></p>	<p><u>1 point: Shows consideration for environmental impact (such as recycling stations, reusable or compostable dishes, active transportation encouraged, energy usage, etc.)</u></p> <p><u>0 points: Does not show consideration for environmental impact</u></p>

RESPONSIBILITY FOR THE ASSESSMENT OF APPLICATION

- ~~18. The application assessment review team will be drawn from the Parks and Community Development, Transportation, Transit, Bylaw and Financial Services Departments.~~
- ~~19. All applications will be reviewed for completeness, accuracy and compliance with this policy. Applications not complying with this policy will be deemed to be incomplete and will not be forwarded for review.~~
- ~~20. The application assessment team will meet to consider applications within three weeks following the application deadline. The in-kind fee schedule template will be completed at that time. Road closure requests will also be reviewed as part of this process. Other managers will participate if the request impacts their department.~~
- ~~21. The team will review and discuss each application and make recommendations to City Council for both funding and in-kind support.~~
- ~~22. Approved Signature Events that have submitted the required Final Report and accounting for City funding received for the event may be eligible for multi-year (three-year) funding depending on availability of resources. However, the organization or society responsible for these signature events will be required to submit their application and event plans annually prior to the intake deadline. A maximum of \$5,000 per year may be confirmed for multi-year commitments.~~
- ~~23. In the event that grant funds provided by the municipality are not used for the project or programs described in the application, or if there are misrepresentations in the application, the full amount of any such financial assistance may be payable forthwith to the municipality;~~
- ~~24. If the project or program proposed in a recipient's application is not commenced or not completed and municipal funds remain on hand, or the project or program is~~

~~completed without requiring full use of municipal funds provided, or if Council directs that the funds be returned, such funds will be returned to the municipality within the year in which the grant were approved.~~

Terms and Conditions

25. Prior to disbursement of Grant Funds, successful applicants must review the Terms and Conditions Agreement. This document shall be signed by a designate of the Applicant Organization.

26. Grant Funds granted under this policy are not transferable between projects and must be used for the specific purposes outlined and approved in each specific grant application. Where a change in Festival or Special Event expenditures scope is anticipated, a written request shall be submitted for approval by the Parks Supervisor or designate.

27. Should an Applicant Organization wish to withdraw or cancel their funding, a written request shall be submitted to the Parks Supervisor or designate and Grant Funds returned.

28. In the event that Grant Funds provided by the City are not used for the project or programs described in the application, or if there are misrepresentations in the application, the full amount of any such financial assistance may be payable forthwith to the City.

29. If the Festival and Special Event proposed in a recipient's application does not occur, Grant Funds must be returned to the City within the year the grant was approved. If only a portion of the Grant Funds are used the surplus Grant Funds must also be returned.

30. Council can direct that funds granted to a successful applicant be returned. These Grant Funds must be returned within the year in which the grant was approved.

RECOGNITION OF CITY SUPPORT

31. The City of Whitehorse must receive recognition for funding and/or In-Kind Support received under the Festival and Special Event Policy. This includes having the City logo on all printed material, advertisements and displays, as well as verbal acknowledgement, where applicable.

FINAL REPORTS

32. Grant recipients are required to include the following information in the Final Report:

- (1) Project Summary including goals achieved and factors influencing outcomes, environmental compliance and major variances in the intent contained in the original application;:-
- (2) Statistics including attendance figures and number of volunteers;:-

(3) Final accounting of event revenues and expenditures showing the estimated dollar value of the City's In-Kind Support, and accurate accounting of how City Grant Funds were expended; and:

(4) Media Exposure

- i. Representative samples of photos from event if available (photos may be used for City of Whitehorse social media); and
- ii. Media coverage (print, radio, TV).

Accuracy of the Final Report and meeting of performance metrics may affect a grant recipient's future applications for the Festival and Special Event Grant.

FINAL REPORT

~~25. A final report and financial statement must be submitted within 90 days of the conclusion of the event. The final report is an important part of the eligibility determination for future grant applications and is required.~~

~~26. Final reports shall include the following information:~~

~~(1) Project Summary~~

- ~~(a) Goals achieved and factors influencing outcomes~~
- ~~(b) Major variances in the intent contained in the original application~~

~~(2) Statistics~~

- ~~(a) Attendance figures~~
- ~~(b) Estimation of Demographics and origin of patrons~~
- ~~(c) Number of volunteers~~

~~(3) Budget~~

- ~~(a) Final accounting of event revenues and expenses~~
- ~~(b) How were the City's funds expended?~~

~~(4) Media Exposure~~

- ~~(a) Representative samples of photos from event if available~~
- ~~(b) Media coverage (print, radio, TV)~~

RECOGNITION OF CITY SUPPORT

~~27. The City of Whitehorse must receive recognition for funding and/or in-kind support received under the Festival and Special Event Policy. This includes having the City logo on all printed material, advertisements and displays, as well as verbal acknowledgement, where applicable.~~

~~◆ May 2016~~

SUPPORTING REFERENCES

Municipal Act

~~*Societies Act*, related council policies and bylaws, and other applicable Acts and Regulations, including:~~

~~City of Whitehorse Zoning Bylaw 2012-20~~

~~City of Whitehorse Fees and Charges Bylaw~~

~~City of Whitehorse Lease, Encroachment and Property Use Policy~~

~~Use of City Parks and Paved Trails Policy~~

City of Whitehorse City Grant Making Policy

~~City of Whitehorse Recreation Grant Policy~~

~~Canadian Code of Advertising Standards~~

~~Public Health and Safety Act (RSY 2002, c.176) and amendments~~

~~**Please note that some of the items below may not be publicly available. Contact Department of Parks and Community Services for additional applicable legislation.**~~

HISTORY OF AMENDMENTS

<u>Date of Council Decision</u>	<u>Reference (Resolution #)</u>	<u>Description</u>
August 11, 2008	2008-17-13	Initial grant policy adopted
January 31, 2011	2011-02-03	Policy revised
January 27, 2014	2014-02-03	Policy revised
May 24, 2016	2016-10-04	Policy revised
<u>2026</u>	<u>2026</u>	<u>Policy revised</u>

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



Chair: Dan Boyd

Vice-Chair: Paolo Gallina

June 1, 2026

Meeting #2026-11

-
1. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Eileen Melnychuk

Vice-Chair: Anne Middler

June 1, 2026

Meeting #2026-11

-
1. Municipal Charges and Community Service Grants
Presented by Jacqueline Henley, Acting Manager, Financial Services
 2. Change to Association of Yukon Communities Appointment
Presented by Michael Prowse, Manager, Legislative Services
 3. New Business

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: June 1, 2026
RE: Municipal Charges and Community Service Grants

ISSUE

Authorization of 2026 Municipal Charges and Community Services Grants (MC&CSG).

REFERENCE

- [2026-2028 Operating Budget Bylaw 2026-01](#)
- [City Grant-Making Policy](#)
- [Municipal Charges and Community Service Grants Policy](#)
- Proposed Bylaw 2026-12 (Attachment 1)

HISTORY

As part of the 2026 budget process, Council allocated \$225,000 under the MC&CSG Policy to assist eligible organizations with the payment of municipal property taxes and other specified municipal charges.

Grant amounts vary by organization and are based on a tiered set of policy criteria. Each applicant may receive between 50% and 100% of their municipal property taxes, as determined by their financial position and compliance with policy requirements. In accordance with the City Grant-Making Policy, no organization may receive more than \$60,000 in total City grant funding per year. No applicants have reached this cap in 2026.

ALTERNATIVES

1. Approve the list of recommended recipients and grant amounts; or
2. Decline to approve the recommended grants.

ANALYSIS

Administration promoted the 2026 MC&CSG program through local newspaper, the City's website and social media. Additionally, 25 organizations that received funding in 2025 were contacted directly with follow-up reminders. As a result, 30 applications were received and evaluated for compliance and eligibility under the policies. Grant recommendations have been made based on the set of criteria, established by the policies, as follows:

- Total property taxes and charges owed by the applicant organizations:
\$407,663.40 (2025: 389,657.35)
- Total eligible grant amount recommended for approval:
\$282,924.47 (2025: \$273,557.84)

The MC&CSG Policy requires Administration to bring forward recommendations that do not exceed the budgeted grant amount. Accordingly, the recommended grants have been prorated to the available budget of \$225,000.

New applicants for 2026:

- Whistle Bend Garden Society
- Yukon Public Legal Education Association

The attached “Appendix A” to Bylaw 2026-12 summarizes a list of eligible applicants and eligible grant amounts.

The City’s lease agreement with Softball Yukon (2015 to 2025) includes a commitment to grant an amount annually. This amount equals the taxes, water, and sewer charges, given in consideration of the community services performed by Softball Yukon. Since the lease was previously approved by Council, the associated grant is included in Appendix A of Bylaw 2026-12.

ADMINISTRATIVE RECOMMENDATION

THAT the Council direct that Bylaw 2026-12, a bylaw to authorize municipal charges and community services grants in the amount of \$225,000 for the year 2026, be brought forward for consideration under the bylaw process.

CITY OF WHITEHORSE
BYLAW 2026-12

A bylaw to provide for community service grants and grants for property taxes and other municipal charges for the year 2026

WHEREAS section 245 of the *Municipal Act* (R.S.Y. 2002) provides that council may by bylaw make grants to any person or association of persons; and

WHEREAS council adopted a policy to provide grants with respect to municipal taxes or rent paid in lieu of taxes to charitable, non-profit, recreational and religious Whitehorse organizations that are primarily concerned with providing services to disadvantaged members of the community; and

WHEREAS the policy also provides for grants with respect to municipal taxes or rent paid in lieu of taxes to eligible Whitehorse organizations that provide general services to the community, including but not limited to animal shelter facilities, museums, and organizations that lease municipally-owned property; and

WHEREAS council has established a policy of granting other specific municipal charges to non-profit charitable and recreational organizations that lease municipally-owned property;

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

1. Grants for property taxes and other municipal charges of \$225,000 are hereby authorized as detailed in Appendix "A" attached hereto and forming part of this bylaw.
2. This bylaw shall come into full force and effect upon the final passing thereof.

FIRST and SECOND READING:

THIRD READING and ADOPTION:

Kirk Cameron, Mayor

Corporate Services

**Municipal Charges and Community Service Grants Bylaw 2026-12
Appendix "A"**

Roll Number	Applicant	Eligible Grant
3701011150	Biathlon Yukon	\$ 3,378.22
3011351100	Canadian Mental Health Association, Yukon Division	2,930.52
3011450400	Downtown Urban Gardeners Society (DUGS)	400.40
3011000300	Food Bank Society of the Yukon	4,218.88
3701110930	Friends of Mount Sima Society	10,738.29
3801550000	Friends of Mount Sima Society	4,199.27
3022750100	Gateway Housing Society	24,520.48
3015060202	Golden Age Society	4,507.03
3100169300	Guild Society	14,417.08
3010380800	Hospice Yukon Society	1,801.96
3015051300	Kaushee's Place Housing Society	10,237.20
3010301400	La Societe des Immeubles Franco-Yukonnais (SIFY)	17,782.26
3460007500	Learning Disabilities Association of Yukon (LDAY)	1,089.07
3010130700	Les Essentielles	1,695.63
3010071800	MacBride Museum Society	37,055.44
3011230200	Maryhouse	2,316.57
3010461100	Royal Canadian Legion - Branch 254	8,711.66
3110110800	Softball Yukon	36,614.06
3180523100	Softball Yukon: Ball Diamond Robert Service	1,141.11
3901174000	Tennis Yukon Association	219.14
3900010090	Valleyview Community Association	76.37
3010421100	The Victoria Faulkner Women's Centre	1,248.32
3150041502	Whistle Bend Garden Society	87.97
3013050700	Whitehorse Aboriginal Women's Circle	9,171.49
3701011140	Whitehorse Rifle and Pistol Club	5,122.24
3010270700	Yukon Artists at Work Society	3,733.85
3114041200	Yukon Broomball Association	4,494.18
3180126700	Yukon Cross Country Motorcycle Association	1,164.95
3010490800	Yukon Fish and Game Association	2,824.49
3010081000	Yukon Public Legal Education Association	2,081.53
3015050600	Yukon Women's Transition Home Society	7,020.34
Total:		\$ 225,000.00

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: June 1, 2026
RE: Change to Association of Yukon Communities Appointment

ISSUE

Update the City of Whitehorse's appointed representatives to the Association of Yukon Communities (AYC).

REFERENCE

- [Council Procedures Bylaw 2021-12](#)

HISTORY

In October 2025, Council appointed Councillors Gallina and Melnychuk as the City of Whitehorse's representatives to AYC until October 31, 2026.

At the recent AYC Annual Conference and AGM, Councillor Gallina was elected to AYC's Board of Directors as First Vice President. As a result, a change in the City's AYC appointments is required. Administration has been advised that Councillor Middler be appointed in Councillor Gallina's place for the remainder of the term.

ALTERNATIVES

1. Rescind Councillor Gallina's appointment as a representative to AYC and appoint Councillor Middler as a representative until October 31, 2026; or
2. Refer the matter back to Administration.

ANALYSIS

Councillor Gallina's election to the AYC Board of Directors changes his role within the organization. Rather than serving only as a City-appointed representative, he now has a broader role in AYC's governance and decision-making.

Rescinding Councillor Gallina's appointment and appointing Councillor Middler in his place would keep the City's representation clear and maintain two Council-appointed representatives to AYC for the remainder of the term. This also ensures the City continues to have direct Council representation at AYC.

ADMINISTRATIVE RECOMMENDATION

THAT Council rescind the appointment of Councillor Gallina as a representative of the City of Whitehorse to AYC and appoint Councillor Middler as a representative of the City of Whitehorse to AYC until October 31, 2026.

CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall



Chair: Anne Middler

Vice-Chair: Jenny Hamilton

June 1, 2026

Meeting #2026-11

-
1. Public Hearing Report – Zoning Amendment – Whistle Bend Phases 10 & 11 & 198 Rampart Avenue (Phase 9)
Presented by Mélodie Simard Manager, Planning and Sustainability Services
 2. New Business

ADMINISTRATIVE REPORT

TO: City Planning Committee
FROM: Administration
DATE: June 1, 2026
RE: Public Hearing Report – Zoning Amendment – Whistle Bend Phases 10 & 11 & 198 Rampart Avenue (Phase 9)

ISSUE

Public Hearing Report on a bylaw to amend the zoning of vacant Commissioner's land comprising of Phases 10 and 11 of Whistle Bend and 198 Rampart Avenue (Phase 9) to allow for a redesign of the development configuration due to site restrictions.

REFERENCES

- [Zoning Bylaw 2012-20](#)
- [Zoning Bylaw 2025-37](#)
- [Planning & Preliminary Engineering Design Report for Whistle Bend Future Areas & Town Square](#)
- Location Maps: Current Zoning & Revised Proposed Zoning (Attachment 1)
- Whistle Bend Phases 10 & 11: Current vs Proposed vs Revised Zoning Comparison (Attachment 2)
- Revised Bylaw 2026-14 (Attachment 3)

HISTORY

An application was received to rezone phases 10 & 11 in Whistle Bend and 198 Rampart Avenue to enable a revised configuration of the residential development.

Bylaw 2026-14 received First Reading on April 7, 2026. Public hearing notifications were sent out in accordance with the Zoning Bylaw 2012-20 (due to being sent prior to the adoption of Zoning Bylaw 2025-37), including:

- Newspaper advertisements were posted in the Yukon News on April 17 and 24, 2026;
- Email notifications were sent to Kwanlin Dün First Nation, Ta'an Kwäch'än Council, the Government of Yukon Land Management Branch, and the Whistle Bend Neighbourhood Association;
- Mail notifications were sent to 125 property owners within 100 m of the subject site; and
- Three notice signs were placed along Casca Boulevard at the main intersections leading to the Phases 9, 10 and 11 area.

A public hearing was held on May 11, 2026. One written submission voicing opposition and/or concerns was received. One submission was received after the public hearing closed. No person spoke to the item at the public hearing.

Zoning Bylaw 2025-37

Zoning Bylaw 2025-37 was adopted on May 11, 2026 and introduced a suite of new zones. The table below lists the zones proposed at First Reading and the corresponding new zone:

Zoning Bylaw 2012-20		Zoning Bylaw 2025-37	
RCM	Comprehensive Residential Multiple Family	RMM	Residential – Multi-Unit Medium Density
RCM2	Comprehensive Residential Multiple Family 2	RMH	Residential – Multi-Unit High Density
RCM3	Cottage Cluster Homes	RMC	Residential – Multi-Unit Cluster
RCS	Comprehensive Residential Single Family	RCD	Residential – Comprehensive Development
RCS2	Comprehensive Residential Single Family 2		
PE	Environmental Protection	PEP	Parks – Environmental Protection
PR	Parks and Recreation	PAR	Parks – Active Recreation
PG	Greenbelt	PGR	Parks – Greenbelt Recreation
PS	Public Services	OPS	Other – Public Services
PU	Public Utilities	OPU	Other – Public Utilities
FP	Future Planning	OFF	Other – Future Planning

ALTERNATIVES

1. Amend the proposed bylaw as recommended and proceed with the second and third readings under the bylaw process; or
2. Do not proceed with the second and third readings.

ANALYSIS

Public Submission

From the written submission received, concerns were raised about the impacts of rezoning a parcel from PR – Parks and Recreation to RCM2 – Comprehensive Residential Multiple Family 2 (now referred to as RMH – Residential – Multi-Unit High Density) in the northern portion of the subject site, adjacent to residential zoned lots.

The submitter questioned the fairness and integrity of the land lottery and disposition process. Given that land purchasers rely on existing zoning documents to select land, there is concern about amending zones shortly after the disposition process. The submitter noted that changing the intensity of use from greenspace to residential will

potentially affect the adjacent properties' access to nature, natural light, and value of the land.

It is recognized that property owners purchased their lot with the expectation of adjacent park space and that rezoning the parcel in question from park to multi-unit housing can impact the property owners adjacent to it, by removing direct access park zoned land and enabling more intense land uses.

Environmental Protection zoned land is proposed to border the entire northern boundary of Phase 10, providing easy access to nature for the subject property owners. However, the closest park zoned land would be the 198 Rampart Avenue parcel proposed to be rezoned as part of this amendment application and located approximately 250 m from the subject property owners, removing their direct access to park space.

Proposed Changes

To address the concerns, it is recommended to amend the proposed layout to retain approximately 0.3 ha of the existing park zoned lot, located adjacent to existing properties along Rampart Avenue, as shown in Attachment 2 and Figure 1 below. This will provide space for a linear park while retaining a portion of the land for residential uses.



Figure 1: Screen shots of current, originally proposed, and revised zonings

Attachment 2 illustrates the impact of including the additional park zoned area in the revised layout. The revision will reduce the RMH (RCM2) zone in Phase 10 by 0.3 ha and yield 17 units less than what was originally proposed by the applicant. However, the final unit count is still at a positive of 20 units over the estimate in the Whistle Bend Future Areas Master Plan.

New Zoning Bylaw

Due to the adoption of the Zoning Bylaw on May 11, 2026, which resulted in new zones, it is proposed to amend the application to use the new zones under the recently adopted Zoning Bylaw. The revised zoning will not result in changes to the location, size, and densities of the proposed zones, other than to the RCM2 lot as noted above.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2026-14, a bylaw to amend the zoning within Phases 10 and 11 of Whistle Bend and 198 Rampart Avenue (Phase 9), to enable a revised configuration of the residential development, be amended to retain 0.3 ha of existing park zoned land and brought forward at second and third reading under the bylaw process.






Rezone

From RCM - Comprehensive Residential Multiple Family, **RCM2** - Comprehensive Residential Multiple Family 2, **RCM3** - Comprehensive Residential Multiple Family 3, **RCS** - Comprehensive Residential Single Family, **RCS 2** - Comprehensive Residential Single Family, **PG** - Greenbelt, **PS** - Public Services, **PR** - Parks and Recreation, **FP** - Future Planning

To

RMM - Residential - Multi-Unit Medium Density, **RMH** - Residential - Multi-Unit High Density, **RCD** - Residential - Comprehensive Development, **OPU** - Other - Public Utilities, **PGR** - Parks - Greenbelt Recreation, **PEP** - Parks - Environmental Protection, **PAR** - Parks - Active Recreation

Legend:

-  Subject Site
-  Zoning
-  Parcel

CITY OF WHITEHORSE - PLANNING AND SUSTAINABILITY SERVICES

Zoning Bylaw Amendment 2026-14

A proposal to amend the zoning of Whistle Bend Phases 9 (Partial), 10 and 11 to enable the re-design of the lot layout.








Rezone

From RCM - Comprehensive Residential Multiple Family, RCM2 - Comprehensive Residential Multiple Family 2, RCM3 - Comprehensive Residential Multiple Family 3, RCS - Comprehensive Residential Single Family, RCS 2 - Comprehensive Residential Single Family, PG - Greenbelt, PS - Public Services, PR - Parks and Recreation, FP - Future Planning

To

RMM - Residential - Multi-Unit Medium Density, RMH - Residential - Multi-Unit High Density, RCD - Residential - Comprehensive Development, OPU - Other - Public Utilities, PGR - Parks - Greenbelt Recreation, PEP - Parks - Environmental Protection, PAR - Parks - Active Recreation

Legend:

-  Subject Site
-  Zoning
-  Parcel

CITY OF WHITEHORSE - PLANNING AND SUSTAINABILITY SERVICES

Zoning Bylaw Amendment 2026-14

A proposal to amend the zoning of Whistle Bend Phases 9 (Partial), 10 and 11 to enable the re-design of the lot layout.



Attachment 2:

Whistle Bend Phases 10 & 11: Current vs Proposed vs Revised Zoning Comparison

Phase	Zoning	Area (hectares)				Expected Residential Lots				Estimated Number of Dwelling Units			
		Current	Proposed	Revised	Difference	Current	Proposed	Revised	Difference	Current	Proposed	Revised	Difference
9	RMM (RCM)	0.5	0.0	0.0	-0.5	1	0.0	0.0	-1.0	13	0.0	0.0	-13
	Sub-Total	0.5	0.0	0.0	-0.5	1.0	0.0	0.0	-1.0	13	0.0	0.0	-13
10	RMM (RCM)	0.9	2.2	2.2	1.3	7	7	7	0	22	54	54	32
	RMH (RCM2)	0.7	1.7	1.4	0.7	2	2	2	0	37	87	70	33
	RMC (RCM3)	1.0	0.0	0.0	-1.0	1	0	0	-1	15	0	0	-15
	RCD (RCS)	2.0	1.5	1.5	-0.5	46	37	37	-9	65	52	52	-13
	RCD (RCS2)	3.9	3.1	3.1	-0.8	71	60	60	-11	100	84	84	-15
	Sub-Total	8.5	8.5	8.1	-0.4	127	106	106	-21	238	277	260	22
11	RMM (RCM)	0.9	0.4	0.4	-0.5	3	1	1	-2	22	10	10	-12
	RMH (RCM2)	1.4	1.9	1.9	0.5	1	3	3	2	69	94	94	25
	RCD (RCS)	5.2	4.9	4.9	-0.3	91	90	90	-1	128	127	127	-1
	Sub-Total	7.4	7.2	7.2	-0.3	95	94	94	-1	219	231	231	11
Phases 9 (Partial), 10, 11	Total	16.5	15.6	15.3	-1.2	223	200	200	-23	471	508	491	20

¹ Zoning area is based on area of residential lot boundaries and excludes right of way areas (roads, sidewalks, etc.) that are zoned residential. shown on Attachment 1.

² Assumes 1.4 dwellings per lot for RCS and RCS2 lots, to account for secondary suites and 3 and 4 unit developments. Assumes minimum density requirements under Zoning Bylaw 2012-20 for RCM (25 dwelling units per hectare), RCM2 (50 dwelling units per hectare), and RCM3 (15 dwelling units per hectare) zoned lots.

³ Based on approved Subdivision Plan (S-10-2024).

⁴ Based on preliminary subdivision design provided by applicant.

CITY OF WHITEHORSE
REVISED BYLAW 2026-14

A bylaw to amend Zoning Bylaw 2025-37

WHEREAS section 289 of the *Municipal Act* provides that a zoning bylaw may prohibit, regulate and control the use and development of land and buildings in a municipality; and

WHEREAS section 294 of the *Municipal Act* provides for amendment of the Zoning Bylaw; and

WHEREAS it is deemed desirable that the City of Whitehorse Zoning Bylaw be amended to revise zoning for the area known as Whistle Bend Phase 9, 10 and 11; and

WHEREAS Phases 10 and 11 and 198 Rampart Avenue (Phase 9) of Whistle Bend are vacant and all properties are owned by the Government of Yukon, this minimizing the impact of zoning changes at this time;

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

1. The zoning maps attached to and forming part of Zoning Bylaw 2025-37 are hereby amended by changing the zoning of approximately 26 hectares of vacant Commissioner’s land, known as Whistle Bend Phase 9 Lot 1378 (198 Rampart Avenue) and Phases 10 and 11, from RCM – Comprehensive Residential Multiple Family, RCM2 – Comprehensive Residential Multiple Family 2, RCM3 – Comprehensive Residential Multiple Family 3, RCS – Comprehensive Residential Single Family, RCS2 – Comprehensive Residential Single Family, PG – Greenbelt, PS – Public Services, PR – Parks and Recreation, and FP – Future Planning to RMM – Residential – Multi-Unit Medium Density, RMH – Residential – Multi-Unit High Density, RCD – Residential - Comprehensive Development, OPU – Other – Public Utilities, PGR – Parks – Greenbelt Recreation, PEP – Parks - Environmental Protection, and PAR – Parks – Active Recreation as indicated on Appendix “A” attached hereto and forming part of this bylaw.
2. This bylaw shall come into force and effect upon the final passing thereof.

FIRST READING: April 13, 2026
PUBLIC NOTICE: April 17 and 24, 2026
PUBLIC HEARING: May 11, 2026
SECOND READING:
THIRD READING and ADOPTION:

Kirk Cameron, Mayor

Corporate Services

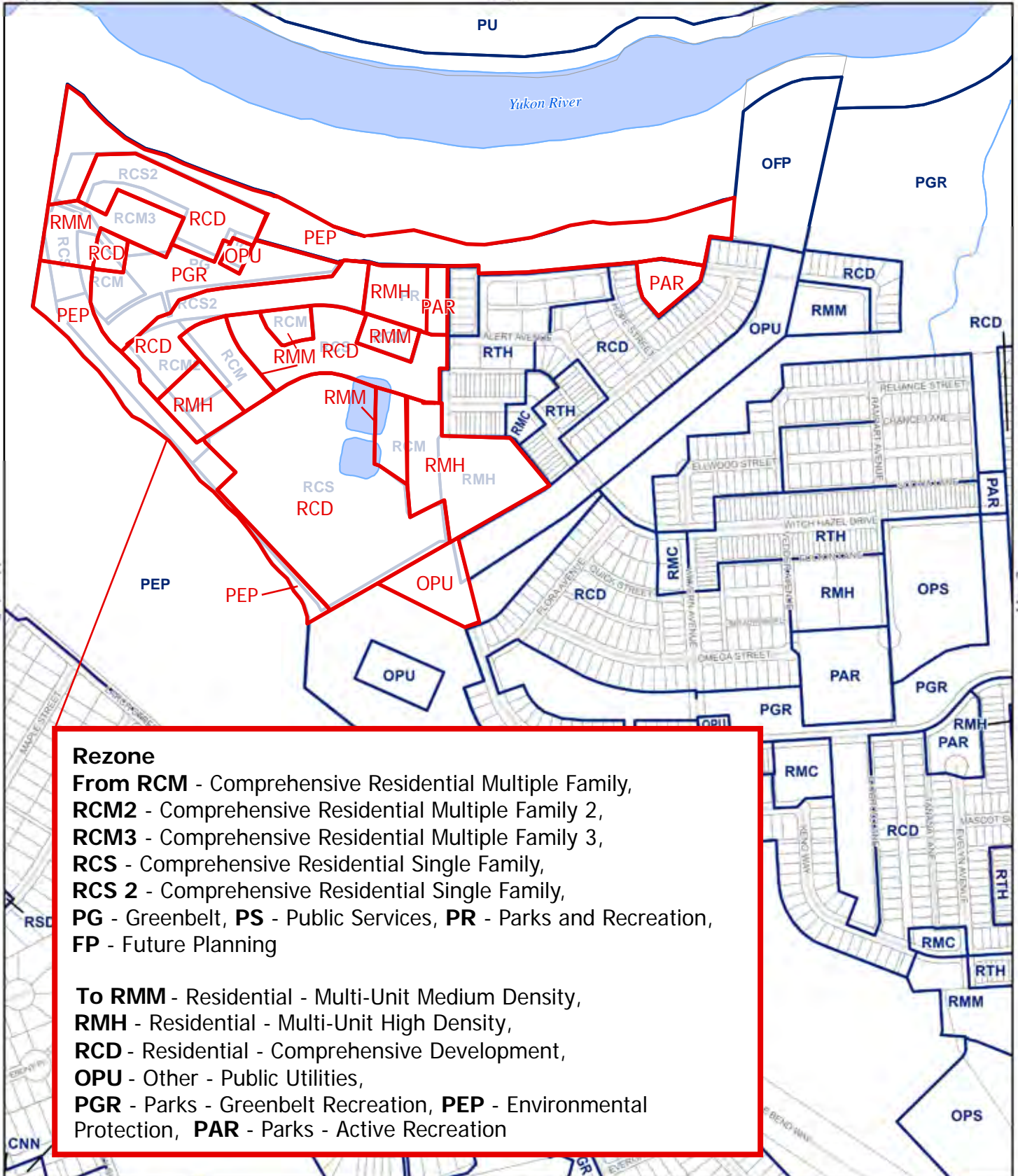
MAP 6

Appendix A,
Revised Bylaw Map
2026-14

WHISTLE BEND (WEST)

Map 2, 3

Map 8



Rezone

From RCM - Comprehensive Residential Multiple Family,
RCM2 - Comprehensive Residential Multiple Family 2,
RCM3 - Comprehensive Residential Multiple Family 3,
RCS - Comprehensive Residential Single Family,
RCS 2 - Comprehensive Residential Single Family,
PG - Greenbelt, **PS** - Public Services, **PR** - Parks and Recreation,
FP - Future Planning

To **RMM** - Residential - Multi-Unit Medium Density,
RMH - Residential - Multi-Unit High Density,
RCD - Residential - Comprehensive Development,
OPU - Other - Public Utilities,
PGR - Parks - Greenbelt Recreation, **PEP** - Environmental Protection,
PAR - Parks - Active Recreation



CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Jenny Hamilton

Vice-Chair: Lenore Morris

June 1, 2026

Meeting #2026-11

-
1. Encroachment Agreement – 301 Lambert St
Presented by Jacob Newkirk, Subdivision and Lands Coordinator, Land and Development
 2. Proposed Street Naming – Whistle Bend Phase 10 & 11
Presented by Jacob Newkirk, Subdivision and Lands Coordinator, Land and Development
 3. New Business

ADMINISTRATIVE REPORT

TO: Development Services Committee
FROM: Administration
DATE: June 1 st , 2026
RE: Encroachment Agreement – 301 Lambert Street

ISSUE

Council consideration of an Encroachment Agreement for the building located at 301 Lambert Street, (Lot 14, Block 24, Whitehorse, Yukon, Plan 100046742 LTO) to allow encroachment into Lambert Street.

REFERENCE

- [Lease, Encroachment and Property Use Policy \(“the Policy”\)](#)
- Proposed Bylaw 2026-17 (Attachment 1)
- Location Sketch (Attachment 2)

HISTORY

Council entered into an Encroachment Agreement with the owners of 301 Lambert Street in 1987. This agreement authorized the building to encroach into Lambert Street, and stipulated terms to allow this encroachment to be compliant under the Municipal Act and other City regulations at the time. The agreement signed in 1987 was for a term of 40 years ending in 2027.

The new owner of 301 Lambert Street has requested a new encroachment agreement, as per the Lease, Encroachment and Property Use Policy. Administration is bringing forward a new agreement for Council consideration.

Existing Encroachments

The existing authorized encroachment is a portion of the foundation and fascia that are placed within the Lambert street right of way.

ALTERNATIVES

1. Enter into the Encroachment Agreement; or
2. Refer the agreement back to Administration.

ANALYSIS

Lease, Encroachment, and Property Use Policy

As required by the Policy, the encroachment agreement has been drafted for a term that is not to exceed the life of the encroachment or the life of the structure located within the encroachment area. Therefore, when the lot is redeveloped, the encroachment will expire.

The Policy requires an annual fee for the encroachment based on 10% of the market value of the land containing the encroaching entity pro-rated to the size of the encroachment.

To estimate current market value of the land at 301 Lambert Street, Administration has relied on a 2026 market value appraisal that was obtained by the property owner. Using a conservative land value estimate of \$97/square foot, the value for the encroachments covered by the agreement is being proposed as \$94.33 per year.

As noted in the Policy, the property owner will be required to provide and maintain public liability insurance in the amount of \$5,000,000. The Owner will also be responsible for any costs incurred for surveying and sketches required for the encroachment agreement.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2026-17, a bylaw to enter into an Encroachment Agreement with the owner of Lot 14, Block 24, Whitehorse, Yukon, be brought forward for consideration under the bylaw process.

CITY OF WHITEHORSE

BYLAW 2026-17

A bylaw to authorize an encroachment agreement.

WHEREAS section 272 of the *Municipal Act (2002)* provides that Council may pass bylaws, subject to the *Highways Act*, for the management and control of municipal highways; and

WHEREAS the owner of Lot 14, Block 23, Plan 100046742 LTO, located at 301 Lambert Street, has applied for the authorization of building encroachments within the Lambert Street road right-of-way to accommodate a aspects of the building that exceed the lot lines; and

WHEREAS the Council of the City of Whitehorse in the circumstances deems it necessary and expedient to authorize such encroachment;

NOW THEREFORE the Council of the municipality of the City of Whitehorse in open meeting assembled HEREBY ENACTS AS FOLLOWS:

1. The City of Whitehorse is hereby authorized to enter into an Encroachment Agreement for building encroachments within Lambert Street road right-of-way located at Lot 14, Block 23, Plan 100046742 LTO, as shown in the sketch attached hereto as Appendix A, and forming part of this bylaw.
2. The Mayor and Clerk are hereby authorized to execute the Encroachment Agreement attached hereto as Attachment 2 of this bylaw on behalf of the City of Whitehorse.
3. This bylaw shall come into full force and effect upon the final passing thereof.

FIRST and SECOND READING:

THIRD READING and ADOPTION:

Mayor

Corporate Services



SCALE:
1: 564
FILE:
301 Lam

DWN BY:
JN
REV NO:
1

CITY OF WHITEHORSE - PLANNING & SUSTAINABILITY SERVICES

Proposed Encroachment Agreement - Location Sketch
Bylaw 2026-17 301 Lambert Street



ADMINISTRATIVE REPORT

TO: Development Services Committee
FROM: Administration
DATE: June 1, 2026
RE: Proposed Street Naming – Whistle Bend Phase 10 & 11

ISSUE

A bylaw to adopt seven street names for road rights-of-ways in Whistle Bend phases 10 and 11.

REFERENCE

- [Municipal Addressing and Naming Policy \(1998\)](#)
- [Addressing and Naming Policy and Guidelines & Procedures \(1998\)](#)
- [Subdivision Control Bylaw 2025-31](#)
- Bylaw 2026-20 (Attachment 1)

HISTORY

The street-naming convention for Whistle Bend is based on the names of boats and ships that were once active in Yukon, British Columbia, and Alaska. As a component of the Whistle Bend development and master planning process, a list of proposed names was created to be used for roads in Whistle Bend. The proposed names for Bylaw 2026-20 are cited on this list.

Previously road names were approved by Council through the subdivision process and passed by resolution on the subdivision sketch.

As a result of the recent adoption of Bylaw 2025-31, subdivisions will generally be approved Administratively, unless there are new road names required and there has been no previous public input. In this case, master planning and zoning for this phase have already been completed, so Administration is bringing forward a road naming bylaw for Council approval. Moving forward, Administration will bring forward street naming bylaws or include street names as a component of other Council approval processes.

ALTERNATIVES

1. Bring forward Bylaw 2026-20 for due consideration under the bylaw process; or
2. Refer back to Administration for further consideration.

ANALYSIS

Seven street names are proposed within this Bylaw, five of which have not been used previously, and two that are continuations of existing roads within Whistle Bend.

Names were selected that do not appear elsewhere within the City, and that are phonetically different from names that do appear in other neighbourhoods.

As a component of the selection process Administration reached out to the RCMP to avoid complications associated with emergency response.

Below is a table detailing the proposed street names.

Street Name	Type	Existing or New
AURORA	Avenue	Existing
LEOTA	Street	Existing
KALAMAZOO	Street	New
LITTLE SNUG	Way	New
MUMFORD	Crescent	New
NORA	Way	New
TACOMA	Crescent	New

Each of the new proposed names reference boats or ships that operated between the years of 1866 and 1914.

Vessel Name	Operational Years in YT	Fun Facts
KALAMAZOO	1898 – 1898	Was almost lost in the White Horse Rapids, later repaired in Dawson.
LITTLE SNUG	1910 – Unknown	Built in Fairbanks AK – was a small but sturdy vessel servicing smaller camps.
MUMFORD	1866-1868	A pre-gold rush era vessel.
NORA	1898-1903	Once wrecked and then raised and repaired in Marsh Lake. Later decommissioned and used as a barge.
TACOMA	1898-1914	Finished her service in St. Mary's AK

ADMINISTRATIVE RECOMMENDATION

THAT Council directs that Bylaw 2026-20 a bylaw to adopt name roads in Whistle Bend phases 10 and 11, be brought forward for due consideration under the bylaw process.

CITY OF WHITEHORSE
BYLAW 2026-20

A bylaw to apply street names in Whistle Bend.

WHEREAS section 265 of the Municipal Act (R. S. Y. 2015) provides that Council may by bylaw name a road or subdivision;

WHEREAS Whitehorse City Council adopted a policy to guide the assignment of names to streets, subdivisions, parks, recreation areas, and city-owned buildings and facilities within the municipal boundaries of the City of Whitehorse;

WHEREAS it is deemed desirable to officially name Aurora Avenue, Leota Street, Kalamazoo Street, Little Snug Way, Mumford Crescent, Nora Way, and Tacoma Crescent located in Whistle Bend; and

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

1. The road rights-of-way, located in areas known as phase 10 and 11 of the Whistle Bend neighbourhood, are hereby named Aurora Avenue, Leota Street, Kalamazoo Street, Little Snug Way, Mumford Crescent, Nora Way, and Tacoma Crescent, as indicated on the sketch attached hereto as Appendix "A" and "B" and forming part of this bylaw.
2. This bylaw shall come into force and effect upon the final passing thereof.

FIRST READING:
PUBLIC NOTICE:
PUBLIC HEARING:
SECOND READING:
THIRD READING and ADOPTION:

Kirk Cameron, Mayor

Corporate Services

Whistle Bend Phase 10 Naming Bylaw Sketch

SKETCH OF
PROPOSED
LOTS 1 TO 108, PUP 1, ROAD 1,
WHISTLE BEND SUBDIVISION
PHASE 10

(COMPRISING YUKON LAND)

WHITEHORSE
YUKON

SCALE 1 : 1000



LEGEND

BEARINGS ARE UTM GRID AND REFERRED TO CENTRAL MERIDIAN UTM ZONE 8 (135°W)
DISTANCES ARE HORIZONTAL, AT GROUND LEVEL AND ARE EXPRESSED IN METERS.

LANDS DEALT WITH BY THIS SKETCH SHOWN THUS

LANDS DEALT WITH BY THIS SKETCH BOUNDED THUS

THE PLOT SIZE THAT WILL PROVIDE TRUE SCALE AND OPTIMUM READABILITY FOR THIS SKETCH IS 600mm X 950mm.

PUP DENOTES PUBLIC USE PARCEL.

TYPICAL WIDTH OF ROAD IS 18m. BUT IS 22m IN AREAS. LANES ARE 7m AND 10m.

EXISTING BOUNDARY DIMENSIONS ARE APPROXIMATE AND COPIED FROM NRCAN CADASTRAL DATASET.

OFFICIAL LOT NUMBERS WILL BE ASSIGNED BY THE SURVEYOR GENERAL BRANCH AT THE TIME OF THE SURVEY INSTRUCTION REQUEST.



PHASE 10 AREAS	
Lot	Area
1	404 m ²
2	402 m ²
3	420 m ²
4	420 m ²
5	420 m ²
6	420 m ²
7	420 m ²
8	420 m ²
9	420 m ²
10	420 m ²
11	391 m ²
12	407 m ²
13	407 m ²
14	407 m ²
15	407 m ²
16	502 m ²
17	555 m ²
18	603 m ²
19	603 m ²
20	508 m ²
21	390 m ²
22	390 m ²
23	390 m ²
24	390 m ²
25	344 m ²
26	344 m ²
27	502 m ²
28	0.264 ha

PHASE 10 AREAS	
Lot	Area
29	541 m ²
30	336 m ²
31	335 m ²
32	351 m ²
33	326 m ²
34	325 m ²
35	354 m ²
36	356 m ²
37	0.145 ha
38	0.152 ha
39	449 m ²
40	456 m ²
41	1.01 ha
42	588 m ²
43	525 m ²
44	538 m ²
45	587 m ²
46	531 m ²
47	591 m ²
48	491 m ²
49	490 m ²
50	490 m ²
51	490 m ²
52	490 m ²
53	490 m ²
54	490 m ²
55	490 m ²
56	490 m ²

PHASE 10 AREAS	
Lot	Area
57	490 m ²
58	490 m ²
59	507 m ²
60	498 m ²
61	455 m ²
62	393 m ²
63	354 m ²
64	414 m ²
65	490 m ²
66	490 m ²
67	542 m ²
68	490 m ²
69	490 m ²
70	432 m ²
71	420 m ²
72	0.581 ha
73	595 m ²
74	595 m ²
75	595 m ²
76	595 m ²
77	0.165 ha
78	501 m ²
79	490 m ²
80	490 m ²
81	490 m ²
82	490 m ²
83	490 m ²
84	490 m ²

PHASE 10 AREAS	
Lot	Area
85	490 m ²
86	490 m ²
87	490 m ²
88	430 m ²
89	490 m ²
90	490 m ²
91	546 m ²
92	759 m ²
93	551 m ²
94	723 m ²
95	558 m ²
96	490 m ²
97	490 m ²
98	0.584 ha
99	490 m ²
100	452 m ²
101	491 m ²
102	491 m ²
103	491 m ²
104	491 m ²
105	0.723 ha
106	0.233 ha
107	0.246 ha
108	2.23 ha
PUP 1	447 m ²
ROAD 1	3.75 ha

SEE PHASE 11 SKETCH

SUBJECT TO THE LIMITATIONS HEREON:
1. THIS SKETCH IS NOT TO BE USED TO DEFINE PROPERTY BOUNDARIES.

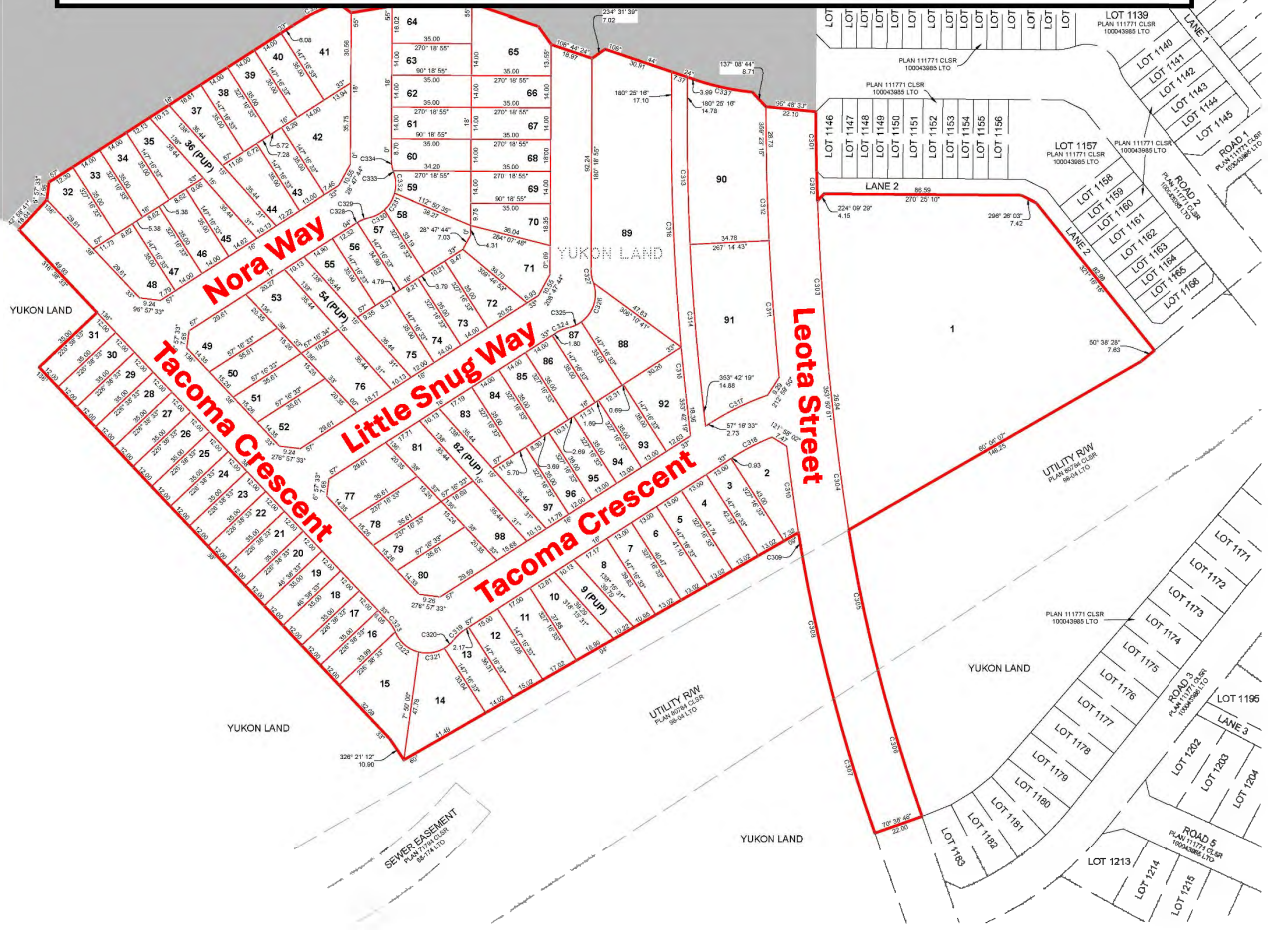
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DRAWN BY : NR
CHECKED BY : CURTIS B
APRIL 24, 2020 JOB#: 38625

R1

SUBJECT TO THE LIMITATIONS HEREON:



Whistle Bend Phase 11 Naming Bylaw Sketch



SKETCH OF
 PROPOSED
 LOTS 1 TO 98 (94 x LOTS, 4 x PUP),
 ROAD 1,
 WHISTLE BEND SUBDIVISION
 PHASE 11

(COMPRISING YUKON LAND)
 WHITEHORSE
 YUKON

SCALE 1 : 1000
 0 20 50 meters

LEGEND
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 PUP DENOTES PUBLIC USE PARCEL.
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