CITY OF WHITEHORSE – STANDING COMMITTEES

Tuesday, August 18, 2026 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

DELEGATIONS

Ron Berdahl – Homelessness, Vacant Lots, and Tourism Potential

Gordon Lau, Stantec – Highland Estates Master Plan Process to Date

Zoe Morrison, Stantec – Highland Estates Master Plan Engagement and Stakeholder Summary

Dwight Chalifour, Highland Estates – Highland Estates Master Plan

CITY OPERATIONS COMMITTEE – *Councillors Morris and Boyd*

1. New Business

COMMUNITY SERVICES COMMITTEE – *Councillors Gallina and Melnychuk*

1. New Business

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

1. New Business

CORPORATE SERVICES COMMITTEE – *Councillors Melnychuk and Middler*

1. 2nd Quarter Capital Budget Variance Reporting
2. 2nd Quarter Operating Budget Variance Reporting – For Information Only
3. Upcoming Procurements (September/October) – For Information Only
4. Commencement Report – Marwell, Lift 1 and Lift 3 Bypass and Pumps
5. New Business

CITY PLANNING COMMITTEE – *Councillors Middler and Hamilton*

1. STR Regulations Implementation Policy and Bylaw Amendments
2. Highland Estates Master Plan
3. New Business

DEVELOPMENT SERVICES COMMITTEE – *Councillors Hamilton and Morris*

1. Tourism and Culture Partnership Agreement
2. New Business

CITY OF WHITEHORSE

CITY OPERATIONS COMMITTEE

Council Chambers, City Hall

Chair: Lenore Morris **Vice-Chair**: Dan Boyd

August 18, 2026 Meeting #2026-15

---

1. New Business

CITY OF WHITEHORSE

COMMUNITY SERVICES COMMITTEE

Council Chambers, City Hall

Chair: Paolo Gallina **Vice-Chair**: Eileen Melnychuk

August 18, 2026 Meeting #2026-15

---

1. New Business

CITY OF WHITEHORSE

PUBLIC HEALTH AND SAFETY COMMITTEE

Council Chambers, City Hall

Chair: Dan Boyd **Vice-Chair**: Paolo Gallina

August 18, 2026 Meeting #2026-15

---

1. New Business

CITY OF WHITEHORSE

CORPORATE SERVICES COMMITTEE

Council Chambers, City Hall

Chair: Eileen Melnychuk **Vice-Chair**: Anne Middler

August 18, 2026 Meeting #2026-15

---

1. 2nd Quarter Capital Budget Variance Reporting
   Presented by Svetlana Erickson, Manager, Financial Services

2. 2nd Quarter Operating Budget Variance Reporting – For Information Only
   Presented by Svetlana Erickson, Manager, Financial Services

3. Upcoming Procurements (September/October) – For Information Only
   Presented by Svetlana Erickson, Manager, Financial Services

4. Commencement Report – Marwell, Lift 1 and Lift 3 Bypass and Pumps
   Presented by Craig Van Lankveld, Manager, Water and Waste Services

5. New Business

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	August 18, 2026
RE:	2nd Quarter Capital Budget Variance Reporting

ISSUE

Financial Services has reviewed Capital Budget projections submitted by department managers and is providing a high-level summary of anticipated capital spending and proposed amendments to the 2026 to 2029 Capital Expenditure Program.

REFERENCE

- 2026-2029 Capital Expenditure Program
- 2026 Capital Budget Amendments (Attachment 1)
- 2026 Second Quarter Capital Budget Proposed Amendments (Attachment 2)

HISTORY

The approved Capital Expenditure Program for 2026 is as follows:

$ 12,234,190	Approved 2026 Expenditures – Appendix A (Bylaw 2025-38)
11,612,750	Projects Added to Appendix A – due to confirmation of external funding
70,762,504	Capital Projects Re-Budgeted from 2025 (Bylaw 2025-38)
150,000	Capital Budget Amendments by Council Resolutions
115,000	Approved emergency projects
$94,874,444	Total Current Approved Capital Expenditures

ALTERNATIVES

1. Proceed with amendments as recommended; or
2. Refer the matter back to Administration.

ANALYSIS

As part of the City's second quarter variance reporting, managers are required to review their planned capital spending. Most of the projects are proceeding as planned. Six projects have been completed under budget.

Bylaw 2025-38 introduced a new re-budgeting process. Section 2.3 authorizes the Director of Corporate Services to approve expenditures in accordance with Section 7, which permits unspent funds from previously approved but incomplete capital projects to be carried forward into the next Capital Expenditure Program, provided the project scope remains unchanged and the department confirms the project costs and schedule. Section 8 requires all re-budgeted projects to be reported to Council and authorized through the variance reporting process and the Capital Expenditure Program Umbrella Bylaw.

A budget amendment is recommended to reduce the 2026 Capital Budget by $50,342, bringing the total revised capital expenditures to $94,824,102 upon approval.

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize amendments totalling $50,342 to reduce the 2026 to 2029 Capital Expenditure Program.

ATTACHMENT 1
2026 CAPITAL EXPENDITURE PROGRAM AMENDMENTS
SCHEDULE 1

APPROVED CAPITAL EXPENDITURE PROGRAM	BYLAW	AMOUNT
Approved 2026 Capital Expenditure Program (Appendix A)	Bylaw 2025-38	12,234,190
APPROVED CAPITAL EXPENDITURE PROGRAM	**$**	**12,234,190**

2026 REVISIONS

APPENDIX B PROJECTS MOVED TO APPENDIX A	PROJECT	AMOUNT
Galena Water Main Improvement Design	240c00121	35,000
School Zone Improvements	240c00220	75,000
Crestview Water Improvements	240c00222	300,000
Water Stations - Upgrades	240c00224	84,000
Whistle Bend Active Transportation Connector Path - Design	240c00225	500,000
Force Main Condition Assessment Program	240c00320	200,000
Bridge Surface Rehabilitation	240c00322	205,000
Asphalt Surface Overlay	240c00410	1,000,000
Main Street Traffic Signals Replacement	240c00619	50,000
Alsek Road Water Main Replacement Design	240c00625	200,000
Transit Handy Bus Replacement	320c01717	375,000
CGC Roof Upgrades	360c00324	7,106,000
Additional Pickup Truck - WWS Systems OIT - FGE	500c00226	92,750
Para Ramp Refills	500c00409	150,000
Additional Building Mechanic Contractor Van - FGE	500c00525	135,000
Transit Shelters & Benches	580c00115	200,000
Modernizing Whitehorse's Business Licensing & Programs	700c00626	45,000
Community Wildfire Resiliency Plan	740c00126	50,000
Garbage Bin Replacement	740c00526	60,000
Ozone System Replacement CGC - Pool	750c00124	350,000
Chlorine Scrubber CGC	750c00624	400,000
TOTAL APPENDIX B PROJECTS WITH FUNDING AGREEMENTS	**$**	**11,612,750**

APPROVED RE-BUDGETS	BYLAW / RESOLUTION	PROJECT	AMOUNT
Capital Projects from 2025 approved for re-budget to 2026		various	70,762,504
TOTAL APPROVED RE-BUDGETS		**$**	**70,762,504**

2026 REVISIONS

BUDGET AMENDMENTS: COUNCIL REVISIONS	RESOLUTION	PROJECT	AMOUNT
Amend 2026 capital budget to include a new project: Millennium Trail Realignment	2026-12-04	740c00726	150,000
TOTAL BUDGET AMENDMENTS: COUNCIL REVISIONS		**$**	**150,000**

APPROVED EMERGENCY PROJECTS	PROJECT	AMOUNT
CGC Roof Maintenance	360c01726	100,000
Millennium Trail Erosion Response	740c00626	15,000
TOTAL APPROVED EMERGENCY PROJECTS	**$**	**115,000**

TOTAL 2026 CAPITAL EXPENDITURE PROGRAM AS OF JUNE 30, 2026	**$**	**94,874,444**

ATTACHMENT 2
2nd QUARTER CAPITAL VARIANCE
2026 CAPITAL BUDGET PROPOSED AMENDMENTS

PROJECT	STATUS		AMOUNT
750c00224 Takhini Arena Floor Replacement	Completed and Under Budget		27,590
500c00224 Replacement Tracked Excavator	Completed and Under Budget		18,250
320c00510 Lawn Tractor Replacement	Completed and Under Budget		4,002
360c01425 Design of New Downtown Transit Hub	Completed and Under Budget		260
720c00423 Downtown Commons Project	Completed and Under Budget		239
440c00414 Urban Interface Structural Protection Equipment	Completed		-
TOTAL COMPLETE OR CANCELLED JOBS		**$**	**50,342**

Total Amount Not Utilized And Remaining In Reserves		22,491
Total Amount Not Utilized And Remaining In External Funding Sources		27,850
TOTAL FUNDING SOURCES NOT UTILIZED	**$**	**50,342**

TOTAL REVISED 2026 CAPITAL EXPENDITURE PROGRAM: UPON APPROVAL	**$**	**94,824,102**

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	August 18, 2026
RE:	2nd Quarter Operating Budget Variance Reporting – For Information Only

ISSUE

Financial Services has reviewed operating expenditures projections submitted by department managers and is providing a forecast of operating results to the end of the 2026 fiscal year.

REFERENCE

- Bylaw 2026-01 2026-2028 Operating Budget
- 2026 Operating Budget Amendments (Attachment 1)
- 2026 Second Quarter Operating Variance Report (Attachment 2)

HISTORY

Council adopted an operating budget for 2026 totalling $125,725,084. This comprises an initial budget of $125,640,084 plus subsequent Council approved amendments totalling $85,000 as shown in Attachment 1.

At the end of second quarter, management had been asked to review spending as compared to budget and to forecast expected final results to the end of the year. Through analysis of the variance reported from budgeted operations, as shown in Attachment 2, the City is anticipating an operating deficit for 2026 of $164,972.

ANALYSIS

The 2026 second quarter variance projection shows that total operating revenues and expenses are expected to be under budget by $2,971,261 and $2,806,289, respectively. Consequently, projections to December 31, 2026, compared to the revised budget, indicate an operating deficit of $164,972. When viewed by fund, the projected deficit is as follows:

Projected Variance		
Fund	**Deficit/Surplus to Budget**	**Primary Driver**
General	388,184	Higher fuel, utility, and snow removal subcontracting costs contributed to the unfavourable variance.
Water and Sewer	(223,212)	Savings realized through staff vacancies and training.
Projected Deficit	**164,972**	

Overall department spending is controlled. Based on the total budget of $125,725,084, second quarter variance of $164,972 is under 1% of the City's total operating budget.

ATTACHMENT 1
2ND QUARTER OPERATING VARIANCE
2026 OPERATING BUDGET AMENDMENTS

AMENDMENT	BYLAW / RESOLUTION NUMBER	REVENUE	EXPENSES
APPROVED BUDGET	**Bylaw 2026-01**	**$ 125,640,084**	**$ 125,640,084**
BUDGET AMENDMENTS			
Amend the operating budget to increase revenue and expenditures related to the FIFA World Cup Community Celebration	2026-10-05	85,000	85,000
SUMMARY OF AMENDMENTS		**$ 85,000**	**$ 85,000**
REVISED BUDGET AS OF JUNE 30, 2026		**$ 125,725,084**	**$ 125,725,084**

ATTACHMENT 2
2nd QUARTER OPERATING VARIANCE
2026 OPERATING VARIANCE REPORT

REVENUE (BRACKETS INDICATE HIGHER THAN ANTICIPATED REVENUES)		
Development Cost Charges		400,026
Miscellaneous Revenues		454,702
Transfer from Reserve - Vacancy Overlay		2,116,533
TOTAL REVENUES	**$**	**2,971,261**

EXPENSES (BRACKETS INDICATE LOWER THAN ANTICIPATED SPENDING)		
Employee Wages and Benefits		(3,070,534)
Miscellaneous Expenses		(585,162)
Transfer to Development Cost Charges Reserve		(400,026)
Transfer to Equipment Reserve		(167,225)
Training		(160,284)
Legal Fees		100,000
Transportation Fuel		303,931
Utilities		325,047
Snow Removal Subcontracting Costs		847,964
TOTAL EXPENSES	**$**	**(2,806,289)**

PROJECTED DEFICIT	**$**	**164,972**

DEFICIT (SURPLUS) BY FUND		
01 GENERAL FUND		388,184
02 WWS FUND		(223,212)
PROJECTED DEFICIT	**$**	**164,972**

REVENUE

- Development cost charges revenue is offset by transfers to the Development Cost Charges Reserve, both are lower than budgeted due to fewer development permit applications.
- Miscellaneous revenues are lower than budgeted and reflect variances across several revenue sources, including parking meter and lease revenues, water and sewer recoveries, and transfer from the Water & Sewer Reserve.
- Transfer from Reserve for the vacancy overlay is lower than budgeted as employee wages and benefits are projected to be below budget for the year.

EXPENSES

- Employee wages and benefits are below budget due to vacancies and extended recruitment periods across multiple departments, including Fleet and Transportation Maintenance, Water & Waste Services, Parks, Human Resources and Financial Services.
- Miscellaneous expenses are netting lower than budgeted and consist of various items that vary from the budget, including janitorial services, materials and supplies, relocation expenses and advertising.
- Transfer to equipment reserve is lower than budget due to lower than budgeted administrative costs projected to year end.
- Training costs are lower than budgeted due to lower than anticipated training activity during the year.
- Legal fees are projected to exceed budget due to additional costs associated with recruitment activities during the year.

ATTACHMENT 2
2nd QUARTER OPERATING VARIANCE
2026 OPERATING VARIANCE REPORT

- Transportation fuel expenses are projected to exceed budget due to higher-than-anticipated fuel prices and increased fuel consumption.

- Utility expenditures are projected to exceed budget due to higher electricity and heating fuel rates, increased consumption resulting from colder winter conditions.

- Snow Removal Subcontracting Costs are projected to exceed budget due to heavy snow and ice conditions from January through April 2026, which required increased use of contracted equipment and services.

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	August 18, 2026
RE:	Upcoming Procurements (September/October) – For Information Only

ISSUE

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

REFERENCE

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

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 September and October 2026. The information as compiled by the Financial Services department is attached as Attachment 1.

Attachment 1
Upcoming Procurements (September/October) - For Information Only

Report Number 2026-05

Date of Meeting: August 18, 2026
Subject: Upcoming Procurement Projects
Period: September - October 2026
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	Property Management	Life Cycle Cost Analysis of City Facilities	Life cycle cost analysis for eight City facilities - Lift Station 1, 3, 11th/Pine, 9th/Fir, Marwell Lift Station, McIntyre Creek Pump House, Crow Street Lift Station and Warehouse. The analysis provides estimated replacement costs for each facility and assesses the remaining useful life of the existing infrastructure.	Capital 360c01125	No, project value is less than $500k	September 1, 2026

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	August 18, 2026
RE:	Commencement Report – Marwell, Lift 1 and Lift 3 Bypass and Pumps

ISSUE

Council approval is required to commence the procurement for the construction of the bypass for Lift 1 and Lift 3, and bypass pump acquisition for Lift 1, Lift 3, and Marwell Lift Station.

REFERENCE

- Procurement Policy 2020-03
- 2026-2029 Capital Expenditure Program 650c00922

HISTORY

In accordance with Section 3.1.1 of the Procurement Policy, Council authorization is required prior to the commencement of procurements with an estimated value of $500,000 or more and of procurements less than $500,0000 that are deemed to be of significant risk, involve security concerns or may be of significant community interest.

Lift stations are a critical component of the City's wastewater collection and treatment infrastructure, moving wastewater from low points in the system to higher points, where gravity will eventually move it to a treatment facility. The treatment facilities currently in use include the Livingstone Trail Environmental Control Facility (LTECF) and the Crestview Lagoon.

Three of our major lift stations need improvements, specifically in developing bypass capacity and improved bypass pumping. These three stations are Lift 1 (Downtown), Lift 3 (Riverdale), and Marwell. In 2024, the City retained a consultant to prepare the design and specifications for this bypass work.

Funding for this project is included in the approved 2026 capital plan, under project 650c00922 Marwell, Lift #1 & #3 Bypass and Pumps in the amount of $4,629,530.

ALTERNATIVES

1. Authorize Administration to commence the procurement for project 650c00922 Marwell, Lift #1 & #3 Bypass and Pumps; or
2. Refer the matter back to Administration.

ANALYSIS

The Lift 1 (Downtown), Lift 3 (Riverdale), and Marwell Lift Stations are important components of the wastewater collection system. Currently, the stations do not have the bypass ability, which creates an inability to isolate the stations for necessary repairs or preventive maintenance work. This construction project will allow full isolation of the internal components of the stations.

From an emergency preparedness perspective, a bypass increases system resiliency and will be used in cases such as extended power outages, flooding, or catastrophic breakdown of internal components.

Purchasing

A Request for Tender (RFT) will be publicly issued, and the lowest compliant bid will be eligible for contract award. Purchase approval will be obtained in accordance with the Procurement Policy.

Procurement Policy Principles

The procurement will address the following principles from the Procurement Policy:

- Compliance: The intended work will fulfill requirements of the City's Water Use Licence, related to adequate operation and maintenance of wastewater collection facilities.
- Best Value: The intended project will follow the established procurement practices, as to obtain the best value of public funding for the work.
- Local Procurement: Local companies and contractors are anticipated to have the skills and equipment to perform this work.

Tentative Project Schedule	
Item	**Proposed date(s)**
Issue solicitation document	September 2026
Issue Purchase Order/Contract	October 2026
Start of Construction	October 2026
Completion of Construction	September 2027

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to commence the procurement for project 650c00922 Marwell, Lift #1 & #3 Bypass and Pumps.

CITY OF WHITEHORSE

CITY PLANNING COMMITTEE

Council Chambers, City Hall

Chair: Anne Middler **Vice-Chair**: Jenny Hamilton

August 18, 2026 Meeting #2026-15

---

1. STR Regulations Implementation Policy and Bylaw Amendments
   Presented by Mathieu Marois, Senior Planner, Planning Services

2. Highland Estates Master Plan
   Presented by Mathieu Marois, Senior Planner, Planning Services

3. New Business

ADMINISTRATIVE REPORT

TO: City Planning Committee
FROM: Administration
DATE: August 18, 2026
RE: STR Regulations Implementation Policy and Bylaw Amendments

ISSUE

Proposed amendments to the Housing Development Incentive Policy, Business License Bylaw, and the Fees and Charges Bylaw, to implement the short-term rental regulations introduced in the recently adopted Zoning Bylaw 2025-37.

REFERENCE

- Whitehorse 2040 Official Community Plan
- Zoning Bylaw 2025-37
- Housing Development Incentives Policy 2024-03
- Business License Bylaw 2017-24
- Fees and Charges Bylaw 2014-36
- Proposed Housing Development Incentives Policy Redline (Attachment 1)
- Proposed Bylaw 2026-24 – Amend the Business License Bylaw (Attachment 2)
- Proposed Business License Bylaw Redline (Attachment 3)
- Proposed Bylaw 2026-28 – Amend the Fees and Charges Bylaw (Attachment 4)

HISTORY

Zoning Bylaw 2025-37 (Zoning Bylaw) was adopted by Council on May 11, 2026. Changes to the Housing Development Incentives Policy, Business License Bylaw, and the Fees and Charges Bylaw are now required in order to implement the new short-term rental (STR) regulations that are set to come into force on October 1, 2026.

Before October 1, 2027, an operator in residential zones and the Other – Agriculture (OAG) zone is allowed to have one STR on a lot where they do not live. On a lot where the operator lives, up to three STRs are permitted. Across all residential zones and the OAG zone, an operator may have a maximum of four STRs.

After October 1, 2027, in residential zones and the OAG zone, no new STRs will be allowed on lots where the operator does not live. An STR that was lawfully approved on a lot where the operator does not live before October 1, 2027, may continue as a non-conforming use. Per section 301 of the *Municipal Act,* if the STR use is discontinued for 12 months, the non-conforming status will be lost, and the STR cannot be reinstated. On a lot where an operator lives, three STRs will still be permitted.

In commercial zones, an operator is not required to live on the same property as the STR and there are no limits on the number of STRs that can be operated on a single property or by a single person.

A communication initiative will commence in mid-September in order to communicate the new STR regulations and application requirements in advance of the regulations coming into force. Current STR operators, as well as future STR operators, will be required to submit an application package to obtain a development permit and a business license. Communication methods will include an updated STR City webpage, social media advertisements, radio advertisements, newspaper advertisements, a Public Service Announcement, posters displayed around the city, and information handouts.

ALTERNATIVES

1. Bring forward amendments to the Housing Development Incentives Policy, Business License Bylaw, and the Fees and Charges Bylaw as recommended; or
2. Refer the Bylaw and Policy amendments back to Administration.

ANALYSIS

Housing Development Incentives Policy

The Housing Development Incentives Policy requires amendments in order to ensure that incentivized units are used for long-term housing and not STRs. Proposed amendments include:

- Added conditions of receiving a Suite Development Incentive or a Missing Middle Housing Incentive specifying that approved units will be used as long-term housing for a minimum period of five years from the date of occupancy approval;
- Stipulation that a development incentive paid for any dwelling unit that is now proposed to be used as an STR will be paid back to the City prior to the issuance of a business license for the STR;
- Clarification that an incentivized unit may be used as an STR if it is the primary residence of the STR operator, during periods when the operator is temporarily absent from the residence;
- Clarification that where the conversion of one or more rental or supportive housing units to STR results in the development no longer meeting the minimum eligibility requirement of the policy, the entire agreement will be void and the owner will be required to repay all development incentives and/or unit grant incentives received under the agreement;
- Revised definitions of ‘Eligible Missing Middle Housing’ and ‘short-term rental’ to align with the new Zoning Bylaw; and
- Added definitions for ‘long-term housing’, ‘primary residence’, and ‘short-term rental operator’.

It is noted that the repayment of incentives will only be required going forward; development incentives previously granted for units that have since become ineligible will not be recouped.

Business License Bylaw

There are several proposed amendments to the Business License Bylaw in order to implement the new STR regulations. Four new definitions are proposed to be added for the following terms: ‘bed and breakfast’, ‘primary residence’, ‘short-term rental’ and ‘short-term rental operator’. The definitions are the same as in the Zoning Bylaw.

The existing business license exemption for the rental property management services of three or fewer units, rooms, or spaces has historically caused confusion. Therefore, the wording of the exemption has been substantially reworded for clarity and to make it clear that bed and breakfast operations and STRs would not be exempt from requiring a business license.

Two new specific business regulation sections are proposed: Bed and Breakfast and Short-term Rentals. The Bed and Breakfast section requires that the business license number be included in all listings and advertisements for any bed and breakfast room operated under that license.

The proposed STR section contains four new regulations, requiring:

- that the STR operator be the same person to whom the development permit for the STR was issued;
- ongoing compliance with the Zoning Bylaw, not just at the time of a development permit application;
- that where more than one STR is operated on the same lot by the same operator, only one business license is required for that operation, subject to a surcharge for each additional STR operated under that license; and
- that the business license number be included on all listings and advertisements for any STR operated under that license for streamlined enforcement.

Finally, a new fine of $50.00 is proposed in Appendix A - Voluntary Fines for failing to include a business license number on listings and advertisements.

Fees & Charges Bylaw

Amendments to the Fees and Charges Bylaw are required to implement the proposed fee structure for STRs. The proposed fees are:

	Primary Residence STRs	Non-Primary Residence STRs
Development Permit (one-time fee)	$40	$95
Business License (annual fee)	$176, plus $176 for each additional STR on the same property by the same operator	$352, plus $352 for each additional STR on the same property by the same operator

The development permit fees are based on existing fees for similar uses. The fee for a primary residence STR is the same as for other uses that are secondary to the primary residence, such as home-based businesses, bed and breakfasts, and family day homes. The fee for a non-primary residence STR is the standard fee for a minor change of use, reflecting the conversion of a dwelling from a residential use to a full-time short-term rental use.

The business license fee for primary residence STRs is based on the standard business license fee that applies to most businesses. Where more than one STR is operated on the same property by the same operator, a surcharge equal to the standard business license fee would apply to each additional STR. This approach allows all STRs on a property to be authorized under a single business license for administrative efficiency while maintaining fee recovery on a per-STR basis.

A higher business license fee is proposed for non-primary residence STRs to act as a moderate deterrent to using dwellings as STRs rather than long-term housing, and to partially make up for the difference in tax rates with STR properties being taxed at the lower residential mill rate despite generating commercial accommodation revenue. A surcharge equal to the standard business license fee would apply.

Monitoring, Enforcement, and Reporting

After October 1, 2027, Administration will begin actively monitoring online listing platforms to check whether a valid business license number is provided on the listing, and to verify that the listing aligns with the information provided in the application. Where listing information cannot be matched with a valid business license, Administration will follow up with the operator and attempt to gain compliance through education and/or enforcement action.

During the first 6 months, Administration will focus on education rather than moving straight to enforcement action for non-compliance, except in cases where public safety may be at risk. This will provide STR operators with sufficient time to obtain the necessary business license and development permit, or to wrap up the operation voluntarily if they cannot comply with the STR regulations.

The Fire Department is also authorized to conduct inspections which they may do randomly or if they have reason to believe an STR does not meet fire safety requirements.

The issuance of development permits and business licenses for STRs will enable the City to gather data on the number and locations of STRs, and the types of dwellings they are in, and report that information back to Council and to the public. This data will help provide a better understanding of STR activities in the city and may help to inform administrative recommendations and Council decision-making in the future on how STRs could be better regulated. Administration expects to be able to begin releasing preliminary data on the City’s STR webpage starting after three months of the regulations being in force.

ADMINISTRATIVE RECOMMENDATION

THAT Council adopt the updated Housing Development Incentives Policy; and

THAT Council direct that Bylaws 2026-24 and 2026-28, bylaws to amend the Business License Bylaw and the Fees and Charges Bylaw, be brought forward for consideration under the bylaw process.

Housing Development Incentives Policy

Policy Number:	**2024-03**
Approved by:	**Council Resolution 2024-05-03 dated March 11, 2024**
Effective date:	**March 11, 2024**
Department:	**Planning and Sustainability Services**

PURPOSE

This policy provides eligibility criteria, financial benefits, and approval process for development incentives awarded by the City.

POLICY STATEMENT

Creating attainable housing for citizens is a priority for the City, which will be achieved in part through adding increased housing stock to the market via incentivizing particular development projects that provide Rental Housing or other Supportive Housing initiatives. The City will provide financial incentives for projects that provide Rental or Supportive Housing and assistance to Non-government and Non-profit Organizations.

For greater certainty, in the case of a mixed-use development, the City will only provide financial incentives for residential components of the building.

BACKGROUND

There is currently a need for attainable housing of all types in the city. These needs can be addressed through a variety of housing-supply options including mixed-use, apartments, ~~secondary~~ living and garden suites, and other types of housing developments. Some aspects of the housing continuum are being adequately supplied by the market, while others are not. The City does not provide housing directly, but it has a role in land development, permitting and taxation whereby it may encourage development that is not being provided under existing market conditions.

DEFINITIONS

“City” means the municipality of the City of Whitehorse.

“Council” means the municipal Council for the City of Whitehorse.

“Development Cost Charge (DCC)” means the charge levied by the City against a new development to acquire sufficient funds to assist with the expansion of municipal services or facilities and other growth related infrastructure. DCCs are enacted through the Residential Development Cost Charges Bylaw and the value is set out in the Fees and Charges Bylaw.

“Development Fees” means the fees associated with a project including, but not limited to, the costs of development and building permit applications, inspections, water and sewer connection, and the development incentive application. For the purposes of this policy, development fees do not include DCCs or construction and demolition tipping fees.

“Development Incentives” means the financial benefits provided to a developer, made by the City for developments meeting the eligibility criteria set out in this policy. Development Incentives may be either a grant payment, or a reduction of fees, or both.

“Eligible Suite” means either a living suite or garden suite, as defined by the Zoning Bylaw that is connected to municipal services and located within the Urban Containment Boundary.

“Eligible Missing Middle Housing” means either garden and living suites, duplex, ~~triplex, fourplex~~multiplex, townhouse, and ~~courtyard~~ cottage cluster housing, or apartment ~~and multiple~~ housing of four stories or less, as defined by the Zoning Bylaw that is connected to municipal services, located within the Urban Containment Boundary, and developed by a Non-Profit Agency or Non-Governmental Organization.

“Long-Term Housing” means a residential use with occupancy periods of not less than 30 consecutive days.

“Non-Profit Agency or Non-Government Organization” means an organization that has been registered with Government of Yukon Community Services under the Societies Act and has remained in good standing for a period of two years or longer.

“Primary Residence” means the dwelling unit where a person ordinarily resides, makes their home, and conducts their daily life, and is used for legal, tax, and identification purposes. A person may only have one primary residence at a time.

“Rental Housing” means any configuration of multiple housing units that is retained by a single owner, with units that are available to rent on a monthly or longer basis. Rental units must be retained as one legal entity and cannot be subdivided through a condominium process, even if all units are retained by one owner. Individual buildings may be separated through bare land condominium subdivision.

“Short-Term Rental” means the use of a dwelling unit to provide temporary accommodation to guests for short stays, typically less than 30 days, in exchange for remuneration. Short-term rental does not include visitor accommodation, bed and breakfast, or rooming house.~~means the offering of a dwelling unit for a rental period of less than thirty (30) days, or as otherwise defined by the City of Whitehorse Zoning Bylaw~~.

“Short-Term Rental Operator” means a person who is the legal owner or lessee of a dwelling unit that is used as a short-term rental, and who is named on the business license issued for that short-term rental operation. A short-term rental operator may contract a third-party management service to carry out the day-to-day operations of the short-term rental; however, such a service provider is not considered the short-term rental operator for the purposes of this bylaw. The short-term rental operator is responsible for ensuring compliance with all applicable zoning regulations, licensing requirements, and all other applicable legislation.

“Supportive Housing” means the use of a building for residential dwelling units that is owned and operated by a Non-Profit Agency or Non-Government Organization and intended to accommodate tenants who require assistance. Assistance for residents must be provided through a permanent on-site staffing component. Typical uses would include assisted housing for seniors or assisted housing for people with disabilities.

"Unit Grant Incentive (UGI)" means a yearly monetary grant intended to incentivize development. The grant will be calculated on a basis of $2,000 per unit.

"Urban Containment Boundary" means a mapped boundary, shown in the Official Community Plan, which outlines the serviced urban areas of the city (i.e., areas of urban density, growth, and service delivery including sewer, water and storm infrastructure).

DEVELOPMENT INCENTIVES

Suite Development Incentive

The Manager of Land and Building Services, or designate, may approve a Suite Development Incentive for any person or organization that develops an Eligible Suite~~, permitted by the City~~. As a condition of receiving the incentive, the approved suite must be used as Long-Term Housing for a minimum period of 5 years from the date of occupancy approval.

Approval of a Suite Development Incentive will result in the DCCs for the approved suite being reduced pursuant to the Fees and Charges Bylaw and a grant equal to $5,000 per dwelling unit or equal to the value of the Development Fees, whichever is less, up to a maximum of $5,000 per unit, and $10,000 per property.

Grants will be awarded on a first come-first served basis at time of paying Development Fees. Once funding is exhausted, no new grants will be available.

Missing Middle Housing Incentives

The Manager of Land and Building Services, or designate, may approve a Missing Middle Housing Incentive for any Non-Profit Agency or Non-Governmental Organization that develops an Eligible Missing Middle Housing~~, permitted by the City~~. As a condition of receiving the incentive, the approved missing middle units must be used as Long-Term Housing for a minimum period of 5 years from the date of occupancy approval.

Approval of a Missing Middle Housing Incentive will result in a grant equal to $5,000 per housing unit or equal to the value of the Development Fees and DCCs, whichever is less, up to a maximum of $20,000 per property.

The Missing Middle Housing Incentives will have a maximum of $100,000 in total funding and be issued on a first come, first served basis. After $100,000 in total funding is exhausted, or January 1, 2027, whichever comes first, the Missing Middle Housing Incentives will expire.

The Missing Middle Housing Incentives may be combined with other development incentives, where eligible. The Suite Development Incentive and Missing Middle Housing Incentive may not be combined.

Grants will be awarded on a first come-first served basis at time of paying Development Fees. Once funding is exhausted, no new grants will be available.

Rental and Supportive Housing Development Incentive

Council may approve a Rental and Supportive Housing Development Incentive for any person or organization that builds a development, or retrofits an existing building, with one or both of the following:

- a minimum of four Rental Housing units that will remain as Rental Housing for a minimum term of ten years; or
- a minimum of four Supportive Housing units. Council may consider projects proposed as partnerships between Non-Profit Agency or Non-Government Organizations and for-profit organizations.

Approval of a Rental and Supportive Housing Development Incentive will result in the DCCs for the approved units being reduced pursuant to the Fees and Charges Bylaw, and in a ten-year Unit Grant Incentive (UGI). The total value of the benefit awarded between the fee reduction and grant will not exceed $500,000.

Non-Profit or Non-Governmental Organization Development Incentives

Council may approve a Non-Profit or Non-Governmental Organization Incentive for any residential housing project undertaken by a Non-Profit or Non-Governmental Organizations.

Approval of a Non-Profit and Non-Governmental Organization Development Incentive will result in the DCCs for the approved units being reduced pursuant to the Fees and Charges Bylaw, and a grant equal to the cost of Development Fees.

Cash Grant Incentive

Council may consider a cash grant for an amount that it deems necessary to support major projects (10 or more units) by Non-Profit or Non-Governmental Organizations. These projects must include either purpose built, subsidized Rental Housing or Supportive Housing as a significant component of the project (over 60% of dwelling units). Eligibility for a cash grant will consider factors such, other external funding sources, project costs, and current market conditions.

TEMPORARY TIPPING FEE INCENTIVE

To ensure timely demolition of vacant/abandoned buildings, applications for the tipping fee incentive will ~~be~~ only be accepted until January 1, 2027.

The Director of Development Services may approve a tipping fee incentive for any person or organization that demolishes an existing building within city limits, subject to the following criteria:

- A valid demolition permit is issued by the City;
- A development permit for new residential units, in excess of what existed prior to demolition, for the same property is issued by the City within one (1) year of completion of demolition; and

- A building permit is issued for new residential units prior to January 1, 2027.

Approval of a tipping fee incentive will result in a grant equal to 75% of the value of the tipping fees associated with the building demolition and will be paid out once all residential units have received occupancy approval.

Grants will be awarded on a first come-first served basis. Once funding is exhausted, no new grants will be available until the following year. The budget for the program will allocate 80% to applications for Downtown locations and 20% to applications for locations outside of Downtown.

Residential units may be developed as part of a mixed-use building.

Eligibility requirements, payment schedule for grants, and other requirements related to an approved tipping fee incentive will be set out in a Development Incentive Agreement between the applicant and the City.

The applicant must submit all documentation from the City's waste management facility related to tipping fee payments. Tipping fee payment for unsorted loads or hazardous materials related to demolition will not be eligible for grant.

Award of a tipping fee incentive does not preclude a development from receiving other incentives as per the terms of this policy.

IMPLEMENTATION

Based on the eligibility criteria listed in this policy, an applicant may apply for a Development Incentive as follows:

1. All grant payments, excluding the t~~T~~emporary Missing Middle Housing Incentive grants, considered under this policy will be subject to an annual budget cap as determined by Council through the budget process. The Missing Middle Housing Incentive does not have an annual funding cap, and instead has a total funding cap and expiry date of January 1, 2027. Any funding available following consideration of approved incentives requiring annual UGI payments will be awarded on a first come-first served basis. Once funding is exhausted, no new grants will be available until the following year.
2. Federal and territorial governments and their agencies will not be eligible for the Development Incentives under this policy.
3. Receipt of a Development Incentive outlined in this policy does not disqualify an applicant from receiving a different grant, subsidy, or loan provided by the City or another entity. An individual or organization may receive more than one Development Incentive, per the terms of this policy.
4. All grants awarded under this policy are subject to the terms of City Grant-Making Policy, with the exception of the Missing Middle Housing Incentive.
5. All applications must be accompanied by a valid development permit application and projects must adhere to the Official Community Plan, as well as any other relevant City policies or bylaws.

6. Where multiple ~~secondary~~ living or garden suites are permitted, a S~~s~~uite ~~d~~Development ~~i~~Incentive may be approved for each permitted suite.

7. For multi-phased developments that are eligible for an incentive, applications may be made for each phase as the development progresses. Each building, or group of buildings, on a parcel that will be issued a building permit may be considered as an individual phase, even if numerous buildings are included on a single development permit. Project phasing must be considered and approved as part of the development permit.

8. A single phase of an eligible project may apply for a combination of Rental and Supportive Housing Development, Non-Governmental and Non-Profit Organization, and cash grant incentives, as per the terms of the policy.

9. Applications for Development Incentives will not be accepted for projects that have already been issued a building permit. This includes permits that have been cancelled or lapsed and reapplied for in an effort to receive an incentive.

10. Approved UGIs related to Rental and Supportive Housing Development Incentives will be set out in a Development Incentive Agreement between the applicant and the City that will specify the terms of payment. Annual grants will be processed after property owners have paid their taxes for the year in full. If property taxes are in arrears, the Development Incentive Agreement will be void and the applicant will no longer be eligible for the UGI.

11. The annual value of each UGI will be calculated by applying the grant rate of $2,000 per unit to the number of units that have received occupancy for the project, for the duration of the Development Incentive Agreement. Payment of UGIs will begin once an eligible development has received occupancy permits for all units.

12. Development Incentive Agreements may be revoked and cancelled if occupancy has not been granted within three years of issuance of building permits for Rental and Supportive Housing Development.

13. If a Rental or Supportive Housing unit ceases to be used for that purpose prior to completion of the term set out in the Development Incentive Agreement, the Agreement will be~~come~~ void with respect to that unit, and the owner will be required to repay the Development Incentives and/or UGI received for that unit ~~to date~~. Where the loss of one or more units results in the development no longer meeting the minimum eligibility requirement of this policy, the entire agreement will be void and the owner will be required to repay all Development Incentives and/or UGI received under the Agreement.

14. Any dwelling unit that has received a Development Incentive under this policy shall not be used as a Short-Term Rental. Where an incentivized dwelling unit is proposed to be used as a Short-Term Rental, the owner shall, prior to issuance of a business license for the Short-Term Rental, repay to the City the full value of all Development Incentives received for that unit to date, including any applicable fee reductions, grants, and/or UGIs, and the City shall discontinue any further incentive payments for that unit. Where the proposed change would result in the

development no longer meeting the minimum eligibility requirements of this policy, the owner shall repay the full value of all Development Incentives received for the development.

~~14. Any Rental Housing that has received funding through an approved Development Incentive shall not be used for Short-Term Rental. If an eligible unit is used for Short-Term Rental prior to completion of the term set out in the Development Incentive Agreement, the Agreement will become void and the owner will be required to repay the Development Incentives, including fee reductions, grants, and/or UGIs received to date.~~

15. Notwithstanding sections 13 and 14, use of an incentivized dwelling unit as a Short-Term Rental does not contravene this policy where the unit is the Short-Term Rental Operator's Primary Residence and is used as a Short-Term Rental only while the operator is temporarily absent.

~~15. Any Eligible Suite or Eligible Missing Middle Housing that has received a Development Incentive shall not be used for Short-Term Rentals. If an Eligible Suite is used for Short-Term Rental the owner will be required to repay the Development Incentives including fee reductions and grants received to date.~~

16. If a development permit is not issued within four months of an approved application under this policy, the application may be considered void and a new application would be required. If a building permit is not issued within four months of development permit approval, the incentive application may be considered void and a new application would be required. The voided application would lose its standing and would be placed at the end of the waitlist, as per section 19.

17. If applications exceed funding, a waitlist will be established based on the time and date of application receipt. Applications that are issued a building permit will be removed from the waitlist.

18. If a development or building permit is substantially amended, revoked, or cancelled, the Development Incentive Agreement will be considered invalid and the applicant must reapply for an incentive under the terms of this policy.

19. Once an incentive application has been approved, the City may consider minor amendments to an approved incentive based on changes to a development or building permit, but changes in incentive categories or application for additional incentives for the same project will not be considered.

20. The City reserves the right to amend this policy from time to time, through the standard Council approval process. In the event of an amendment, active applications will be permitted to continue under the terms in which the application was submitted. Any applications received after the Council process has started will be subject to the updated policy.

REPEAL OF EXISTING POLICY

The Development Incentives Policy adopted by Council resolution 2020-03-11, including all amendments thereto, is hereby repealed.

Supporting References

Municipal Act RSY 2002, c.154

Fees and Charges Bylaw

City Grant-Making Policy

OCP

Zoning Bylaw

History of Amendments

Date of Council Decision	Reference (Resolution #)	Description
May 13, 2024	2024-09-06	Amendments to policy regarding tipping fees.
August 12, 2024	2024-14-07	Amendments to policy regarding missing middle development.

CITY OF WHITEHORSE

BYLAW 2026-24

A bylaw to amend Business License Bylaw 2017-24

WHEREAS section 247 of the *Municipal Act* provides that council may by bylaw impose and collect business licenses and fees, inspection fees, parking fees, recreation fees and other fees, utility charges, fines and penalties as considered necessary; and

WHEREAS section 247 of the *Municipal Act* provides that council may by bylaw take into revenue fines, interest on deposits and investments, any charges for the operation of any services or utilities under the control of Council, and any other funds the municipality may acquire; and

WHEREAS it is deemed desirable to license and regulate businesses carried on or operated within the City for, amongst other reasons, the health, safety and welfare of the citizens of the City of Whitehorse;

WHEREAS it is deemed desirable and appropriate to amend the Business License Bylaw to reflect the new short-term rental regulations in Zoning Bylaw 2025-37;

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

1. The INTERPRETATION section of Business License Bylaw 2017-24 is hereby amended by modifying existing section 5 to add definitions for BED AND BREAKFAST, PRIMARY RESIDENCE, SHORT-TERM RENTAL, and SHORT-TERM RENTAL OPERATOR to read as follows:

   "“BED AND BREAKFAST” means a secondary use of a dwelling unit to provide temporary overnight accommodation to visitors, with or without meals, and is hosted by a resident of the dwelling unit who is present during the stay.”

   "“PRIMARY RESIDENCE” means the dwelling unit where a person ordinarily resides, makes their home, and conducts their daily life, and is used for legal, tax, and identification purposes. A person may only have one primary residence at a time.”

   "“SHORT-TERM RENTAL” means the use of a dwelling unit to provide temporary accommodation to guests for short stays, typically less than 30 days, in exchange for remuneration.”

   "“SHORT-TERM RENTAL OPERATOR” means a person who is the legal owner or lessee of a dwelling unit that is used as a short-term rental, and who is named on the business license issued for that short-term rental operation. A short-term rental operator may contract a third-party management service to carry out the day-to-day operations of the short-term rental; however, such a service provider is not considered the short-term rental operator for the purposes of this bylaw. The short-term rental operator is responsible for ensuring compliance with all applicable zoning regulations, licensing requirements, and all other applicable legislation.”

2. The EXEMPT FROM LICENSE section of Business License Bylaw 2017-24 is hereby amended by modifying existing section 21 (6) to read as follows:

“(6) the leasing or rental within the city by a single person or entity of a combined total of not more than three of the following:

a. dwelling units or rooms, where the rental term for each dwelling unit or room is not less than 30 days;

b. offices, retail premises, or other commercial spaces, or portions thereof, where the activity consists solely of granting a right of occupancy of the space. For greater certainty, this exemption does not apply to any person carrying on business activities within that space.”

3. The SPECIFIC BUSINESS REGULATIONS section of Business License Bylaw 2017-24 is hereby amended by adding a subsection after section 54 to read as follows and renumbering the remaining sections accordingly:

“Bed and Breakfast

55. The business license number issued in respect of a bed and breakfast operation shall be included in all listings and advertisements for any bed and breakfast room operated under that license, including online listings on booking platforms. “

4. The SPECIFIC BUSINESS REGULATIONS section of Business License Bylaw 2017-24 is hereby amended by adding a subsection after section 78 to read as follows and renumbering the remaining sections accordingly:

“Short-Term Rentals

79. The name of the business licensee shall be the same as the name of the short-term rental operator to whom the development permit for the short-term rental was issued.

80. A short-term rental operator shall at all times ensure that each short-term rental they operate is lawfully permitted under the Zoning Bylaw, including any requirements respecting the number and location of short-term rentals in relation to the operator’s primary residence. If a short-term rental is no longer lawfully permitted, the operator shall immediately cease operation of the short-term rental.

81. Where more than one short-term rental is operated on the same lot by the same operator, only one business license is required for that operation.

82. The business license number issued in respect of a short-term rental operation shall be included in all listings and advertisements for any short-term rental unit operated under that license, including online listings on booking platforms.“

5. Appendix “A” of Business License Bylaw 2017-24 is hereby amended by adding a fine and renumbering sections to read as follows:

BYLAW 2026-24

“Section	Ticket Description	Penalty
Sections 9, 10 and 11	Operate business without a license	$200.00
Section 14	Contravene a provision of the license or bylaw	$200.00
Section 16	Obstruct officer in performance of duties	$200.00
Section 30	Fail to notify of change in business license	$100.00
Section 37	Fail to notify of a change in business	$100.00
Section 41	Fail to display a license in public view	$50.00
Section 43	Fail to allow inspection	$400.00
Section 44	Fail to provide license or documentation	$200.00
Section 45	Obstruct inspection	$400.00
Section 53	Adult material improperly displayed	$200.00
Section 54	Adult material provided to child or young person	$200.00
Sections 55, 82	Fail to include license number in listings/advertisements	$50.00
Section 59	Fail to undergo criminal records check (Door-to-door sales)	$400.00
Section 60	Fail to carry City ID (Door-to-door sales)	$200.00
Section 62	Unauthorized display, storage, or accumulation of goods	$200.00
Section 66	Display goods or merchandise at unauthorized locations	$200.00
Section 69	Fail to submit written permission for mobile vending	$100.00
Section 75	Advertise or promote cannabis use outside premises	$200.00
Section 78	Operate a business during restricted hours	$400.00
Section 83	Operate vending machines without business license	$200.00”

6. 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

OFFICE CONSOLIDATION

CITY OF WHITEHORSE

BYLAW 2017-24

A bylaw to provide for the licensing and regulating of businesses in the City of Whitehorse

---

WHEREAS section 247 of the *Municipal Act* (R. S. Y. 2002) provides that council may by bylaw impose and collect business licenses and fees, inspection fees, parking fees, recreation fees and other fees, utility charges, fines and penalties as considered necessary; and

WHEREAS section 247 of the *Municipal Act* provides that council may by bylaw take into revenue fines, interest on deposits and investments, any charges for the operation of any services or utilities under the control of Council, and any other funds the municipality may acquire; and

WHEREAS it is deemed desirable to license and regulate businesses carried on or operated within the City for, amongst other reasons, the health, safety and welfare of the citizens of the City of Whitehorse;

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

SHORT TITLE

1. This bylaw may be cited as the "**Business License Bylaw**".

APPLICATION

2. This bylaw applies to any person conducting business within the municipal boundaries of the City of Whitehorse.

3. Wherever the singular or masculine is used in this bylaw, they shall be construed as being the plural or feminine or vice versa.

SEVERABILITY

4. If any section, subsection, clause, sub-clause or phrase of this bylaw is for any reason held to be invalid, unlawful or unenforceable by the decision of any court or competent jurisdiction, that section, subsection, clause, sub-clause or phrase shall be struck from the bylaw and its severance shall not affect the validity of the remaining portions of this bylaw.

INTERPRETATION

5. In this bylaw, unless the context otherwise requires,

   “ADULT” means a person who is over 19 years of age.

"ADULT BOOK, ADULT MAGAZINE or ADULT VIDEO means any book, magazine, movie or video medium primarily appealing to or designed to primarily appeal to erotic or sexual appetites, or which depicts violence or cruelty.

“AGENT” means a person vested with authority to represent or act for others.

“AMUSEMENT PARK” means any premises where mechanical, electrical, or other devices or exhibits are designed for entertainment of the public.

“APPLICANT” means a person who applies for a license or renewal of a license.

“BED AND BREAKFAST” means a secondary use of a dwelling unit to provide temporary overnight accommodation to visitors, with or without meals, and is hosted by a resident of the dwelling unit who is present during the stay.

"BUSINESS" means:

(1) a commercial, merchandising or industrial activity or undertaking;

(2) a profession, trade, occupation, calling or employment; or

(3) an activity providing goods or services.

“BYLAW” means this bylaw and all appendices forming part of this bylaw, and includes any amendments thereto.

“CHARITABLE ORGANIZATION” means a corporation, trust, or organization registered as a charity under the federal *Income Tax Act* for the purpose of conducting charitable activities such as relief of poverty, advancement of education, advancement of religion, or certain other purposes that benefit the community. The income from a charitable organization cannot be used for the personal benefit of any of its members, shareholders, or governing officials.

"CHILD" means a person who is, or without evidence to the contrary, appears to be, under the age of twelve years.

“CIRCUS” means a large, public entertainment, typically presented in one or more very large tents or in an outdoor or indoor arena, featuring a variety of performances by acrobats and other performers.

"CITY" means the City of Whitehorse.

“CITY MANAGER” means the City Manager of the City of Whitehorse.

"COUNCIL" means the duly elected council of the City of Whitehorse.

“DESIGNATED OFFICER” means an employee of the City of Whitehorse, or an authorised representative as designated by the City Manager.

“DOOR-TO-DOOR SALESPERSON" means any person who, whether as principal or agent:

(1) goes from door-to-door and offers goods, wares or merchandise for sale; or

(2) offers or exposes for sale to any person by means of samples or merchandise to be afterwards delivered or shipped into the City, other than as a mail order business or a wholesale or retail dealer in such merchandise having a permanent place of business in the City.

“GARAGE SALE” means the occasional sale of second-hand household goods belonging to the owner or tenant of residential premises as an accessory use only to the residential dwelling.

“INTER-MUNICIPAL LICENSE” is an Inter-Municipal Business License issued by any municipality signatory to the Inter-Municipal Business License Agreement negotiated between the City and other Yukon municipalities.

“LICENSE” means any business license issued pursuant to this bylaw.

“LICENSED PREMISES” means an establishment holding a Government of Yukon Liquor Board license to sell or distribute liquor.

“LICENSEE” means the holder of a current license under this bylaw.

“LICENSE FEE” means a fee payable for a license under Appendix “A” of the Fees and Charges Bylaw.

“MINOR BUSINESS ACTIVITIES” means operations conducted within the City that involves minimal operating activities and revenue. These operations include artists who sell their products at special events and party plan activities (e.g. Tupperware; Fifth Avenue Jewellery, etc.).

"MOBILE VENDOR" means an independently operated vehicle, structure, or mobile food vending apparatus occupying public or private space typically for the purpose of providing food and beverages, retail products, or services for commercial sale by a business entity, in an outdoor setting to either passers-by or seated patrons.

“NET FLOOR AREA” means the floor area of a building or structure, or part thereof measured from the glazing line or interior walls whether above, below, or at grade excluding attics, boiler rooms, common corridors, electrical vaults, elevators, mechanical rooms, stairwells, and toilets.

“NON-PROFIT SOCIETY” means a group registered with the Government of Yukon as a non-profit society (in good standing) under the *Societies Act*.

“NON-RESIDENT BUSINESS” means any business other than a Resident Business.

“OWNER” includes, but is not limited to, any person who directly or indirectly owns any interest in a corporation or partnership that runs a business or corporation.

"OPERATOR" means a person who owns or operates a business, whether or not the business is licensed pursuant to this bylaw.

“PAWN SHOP” means a business that receives goods held as security for an advance of money.

"PERSON" means an individual, a corporation, an association or a partnership.

"PREMISES" means a store, office, dwelling unit, warehouse, factory, building, enclosure, yard or other place occupied or capable of being occupied, by any person for the purpose of carrying on any business.

“PRIMARY RESIDENCE” means the dwelling unit where a person ordinarily resides, makes their home, and conducts their daily life, and is used for legal, tax, and identification purposes. A person may only have one primary residence at a time.

“PUBLIC LAND” means land that is owned by the City of Whitehorse.

“RESIDENT BUSINESS” means any business which operates from a fixed location within the Yukon or any Door-to-Door Salesperson or Mobile Vendor which is operated by a person residing within the Yukon for six (6) consecutive months immediately prior to the date of application for a business license.

“RESTRICTED GOODS” means cannabis and cannabis-containing products. (***Bylaw 2019-13 passed April 8, 2019***)

"RETAIL SALES/WHOLESALE OUTLETS" means all businesses offering goods, wares and merchandise for sale.

“RETAIL SERVICES–RESTRICTED” means the use of premises for the retail sale of restricted goods to the general public, and includes on-site storage to support the operations of those premises. (***Bylaw 2019-13 passed April 8, 2019***)

“SEASONAL LICENSE” means a business operating for a maximum of six (6) consecutive months per year and includes but is not limited to mobile vendors, contractors, consultants, tour operators, charter operations, and seasonal rental accommodations.

“SECOND HAND STORE” means a business that sells previously owned goods except from a bottle depot, wholesale dealer, or garage sale, and excludes goods donated, books, magazines, comic books, or other similar publications, furniture, rugs, clothing, sports equipment, crafts, building supplies, auto parts other than stereo systems, large electrical appliances such as refrigerators, and household goods such as cutlery, dishes, glassware, lamps, or other similar items, recycling, used cars, or any other goods declared exempt by the Designated Officer.

“SHORT-TERM RENTAL” means the use of a dwelling unit to provide temporary accommodation to guests for short stays, typically less than 30 days, in exchange for remuneration. Short-term rental does not include visitor accommodation, bed and breakfast, or rooming house.

“SHORT-TERM RENTAL OPERATOR” means a person who is the legal owner or lessee of a dwelling unit that is used as a short-term rental, and who is named on the business license issued for that short-term rental operation. A short-term rental operator may contract a third-party management service to carry out the day-to-day operations of the short-term rental; however, such a service provider is not considered the short-term rental operator for the purposes of this bylaw. The short-term rental operator is responsible for ensuring compliance with all applicable zoning regulations, licensing requirements, and all other applicable legislation.

“STANDARD LICENSE” means a business license that is issued for a 12 month period.

“TRADE NAME” means the name supplied by an applicant and used to identify a business to patrons.

“VENDING MACHINES” means a machine that dispenses small articles including food, drinks, or other products when a coin, bill, or token is inserted.

“YOUNG PERSON” means a person who is, or without evidence to the contrary, appears to be, twelve years of age or more, but under 19 years of age.

DUTIES AND RESPONSIBILITIES

6. The Designated Officer is delegated the authority to grant licenses pursuant to the provisions of this bylaw.

7. The Designated Officer is delegated the authority to refuse, suspend or revoke licenses under this bylaw after giving the applicant or licensee, as the case may be, written notice of the proposed decision.

8. The Designated Officer shall,

   (1) ascertain as far as reasonably practicable that all information furnished by an applicant in connection with an application for a license or transfer of license is true in substance and fact;

   (2) prepare and issue all licenses pursuant to the terms of this bylaw;

   (3) inspect as often as necessary all premises licensed or required to be licensed pursuant to the provisions of this bylaw in order to ascertain that such premises comply with the said provisions; and

(4) prosecute any person who fails to comply with the provisions of this bylaw.

GENERAL REGULATIONS AND LICENSE APPLICATIONS

9. No person shall operate any business within or partly within the City without first having obtained a City of Whitehorse Business License and paid the license fee.

10. Any person, company or organization operating a business as defined in this bylaw shall require a business license.

11. A non-profit organization that is charging for services or selling goods is considered a business, and shall require a business license and pay the applicable license fee.

12. Before the issuance or renewal of a license, an applicant must submit to the City:

(1) an application in a form established by the City;

(2) the license fee;

(3) a trade name certificate from Yukon Government Community Services if the applicant is naming the business anything other than their name;

(4) a letter of compliance from the Yukon Workers' Compensation Health and Safety Board if the applicant is employing anyone other than themselves or the company is registered as a limited (Ltd.) company;

(5) a letter of approval from Yukon Government Health and Social Services if the business relates to any kind of food service or personal service;

(6) proof of liability insurance as detailed in section 40; and

(7) any other information required pursuant to this bylaw.

13. Every license issued pursuant to this bylaw shall be valid only with respect to the address of the business stipulated thereon and a separate license is required for each location where a business operates within the City.

14. A valid license will permit a business to carry on the specific activities described in the license application. A licensee must not carry on activities which contravene the provisions of their license or any provisions of this bylaw.

15. A license issued under this bylaw is not transferable from one person, organization or business to another unless authorized by a Designated Officer under section 39 of this bylaw.

16. No person shall interfere with or obstruct the Designated Officer in the performance of any duties.

SEPARATE LICENSE

17. Where there is more than one separate and distinct business activity operating in or from one premise, each business shall be deemed a separate business and shall require a separate license.

18. The Designated Officer may use discretion to determine whether a business activity falls within an existing license or whether a new license is required.

19. Where there is more than one separate and distinct trade name displayed within one premise, each trade name shall be deemed to indicate the operation of a separate business, for which a separate license is required.

20. Where an umbrella organization such as a farmer's market, tradeshow, or craft fair charges for the use of their space, they shall be required to obtain a business license. Participants who are selling goods at these events are also required to obtain their own license.

EXEMPT FROM LICENSE

21. A license is not required for:

(1) a registered charitable organization;

(2) a non-profit organization that does not conduct business activities;

(3) a performance, concert, exhibition, cultural event or entertainment for which the entire proceeds, above actual expenses, are devoted to a charitable organization;

(4) a performance, concert, exhibition, cultural event or entertainment held in a public theatre or other establishment that holds a current business license;

(5) a garage sale;

(6) the leasing or rental within the city by a single person or entity of a combined total of not more than three of the following:

a. dwelling units or rooms, where the rental term for each dwelling unit or room is not less than 30 days;

b. offices, retail premises, or other commercial spaces, or portions thereof, where the activity consists solely of granting a right of occupancy of the space. For greater certainty, this exemption does not apply to any person carrying on business activities within that space.

~~(6) rental property management services involving three or less rental units, offices, suites, rooms, or spaces within the City;~~

(7) political events and canvassing; and

(8) temporary fundraising activities.

22. The Designated Officer may use discretion when determining whether a particular organization, group or entity is exempt from obtaining a business license.

LICENSE TERM

23. A standard business license required by this bylaw is issued for a 12 month period and shall expire 12 months from the date of issue.

24. A seasonal business license required by this bylaw is issued for a six month consecutive period.

25. The City shall not issue a renewal notice for seasonal business licenses upon the expiration of the license term.

LICENSE FEE

26. A license is not valid until it has been issued by the Designated Officer and the license fee has been paid.

27. An applicant for a license must pay to the City the applicable license fee for that business as set out in Appendix ‘A’ of the City of Whitehorse Fees and Charges Bylaw. No license shall be issued until the fee is paid.

28. The applicable license fee must be paid:

    (1) at the time of application for the original business license; and

    (2) on or before the expiration date of the current license if the business is to be carried on beyond the date when the current license expires.

29. The holder of a valid City of Whitehorse business license shall not be entitled to a refund once the license has been issued.

30. The licensee shall notify the Designated Officer of any change regarding the business license and as a result of the change, shall pay any additional fees required by this bylaw or any other bylaw/Legislation.

31. Where the holder of an existing license applies for an additional license, the fee payable for the additional license shall be adjusted so that the renewal date for the additional license falls on the same renewal date as the applicant’s existing license.

32. Where license fees are calculated on a square metre basis, the area shall be calculated based on the net floor area of the business commercial space.

33. Council may review the business license fees on an annual basis to ensure that they are reflective of annual inflation, are comparable to other municipalities, and are reflective of City business license operating expenses.

CONDITIONAL LICENSES

34. Where the Designated Officer issues a license subject to certain conditions, the license shall be endorsed with the particulars of such conditions.

LICENSES SUBJECT TO OTHER BYLAWS AND REGULATIONS

35. A license issued under this bylaw is not to be deemed to be a representation by the City to the licensee that the business or proposed business complies with any or all applicable bylaws or other enactments, and the licensee shall ensure compliance with bylaws and other enactments. Where the licensee is found to be in violation of any other bylaw or enactment, the Designated Officer shall cancel the license and not refund the license fees.

TRANSFER OF LICENSE

36. Where a licensee makes application to change the place of business, the Designated Officer may, upon the payment of the prescribed transfer fee and the surrender of the original license, issue a replacement license reflecting the address of the new place of business.

37. A licensee must notify the Designated Officer in writing of any change in the type or nature of the business, and any change in the location or ownership of the business.

38. No replacement license shall be issued in accordance with this bylaw where the premises to which the applicant wishes to transfer the license do not comply with the requirements of all applicable bylaws, or the proposed use of those premises would not comply with the requirements of the said bylaws.

39. Where a licensee makes application to transfer the license to another person or to change the name of the business, the Designated Officer shall, upon receipt of required documentation and payment of the prescribed transfer fee and the surrender of the original license, issue a replacement license in the name of the transferee.

LIABILITY INSURANCE

40. All applications for any business being conducted on public land shall supply proof of valid public liability insurance in an amount of at least two million dollars ($2,000,000.00). The City may require public liability insurance at a higher rate at its sole discretion. The licensee is required to maintain such insurance in force throughout the period that the business license is in effect. The City shall be included as an additional insured and shall be provided 30 days prior notice of cancellation on all general liability policies.

POSTING OF LICENSE IN PREMISES

41. Every licensee shall post the business license in a prominent and conspicuous location to which the public has access, at the place of business for which the license was issued. Where a licensee has no premises within which to post the license, the licensee shall produce the license when required to do so during business hours by a Designated Officer.

42. Upon request from the general public, every licensee shall produce a copy of his/her current business license.

INSPECTIONS

43. A licensee shall permit a Designated Officer to enter and inspect any business premises for the purpose of determining compliance with this bylaw.

44. Upon request by the Designated Officer, all licensees shall produce all documents related to the business including the license, proof of insurance, and any other certification or letters of approval.

45. No person shall attempt to prevent, obstruct or hinder the Designated Officer from making an inspection authorized by this bylaw.

REFUSAL OF LICENSE

46. A Designated Officer may refuse to issue a license if:

    (1) The applicant fails to meet the requirements of this bylaw for the license;

    (2) The applicant has failed to pay any fee required by this bylaw;

    (3) The applicant has been convicted of an indictable offense under the *Criminal Code of Canada* and the Designated Officer, based on reasonable grounds, determines that it is in the public interest to do so;

    (4) The applicant has been convicted of an offence under any municipal bylaw or any federal or Yukon enactment with respect to the licensed business, or with respect to the business premises, and the Designated Officer, based on reasonable grounds, determines that it is in the public interest to do so;

    (5) Upon inspection, the Designated Officer determines that the premises do not comply with the requirements of any municipal bylaw or any federal or Yukon enactment;

    (6) Any information furnished by an applicant in connection with an application for a license or transfer of license is found to be untrue in substance or fact;

    (7) The applicant has failed to pay a fine imposed by a Court for a contravention of this bylaw; or

    (8) In the opinion of the Designated Officer, based on reasonable grounds, it is in the public interest to do so.

47. The Designated Officer may refuse to issue a license after giving notice, with reasons for the refusal, in writing to the applicant and after giving the applicant an opportunity to be heard.

48. Personal service of the notice of refusal and opportunity to be heard and the refusal issued after hearing by the Designated Officer, is not required where an applicant by reasonable effort cannot be found.

49. In the event the Designated Officer refuses to issue a business licence, written notice of the refusal shall be sent to the applicant within 10 business days, setting out the reasons for the refusal and the time period for appealing.

SUSPENSION AND REVOCATION OF LICENSE

50. A Designated Officer may suspend or revoke a license if the licensee:

(1) is convicted of an indictable offense under the *Criminal Code of Canada* and the Designated Officer, based on reasonable grounds, determines that it is in the public interest to do so;

(2) is convicted of an offence under any municipal bylaw or Federal or Yukon enactment with respect to the business for which the business is licensed, or with respect to the premises named in the business license, and the Designated Officer, based on reasonable grounds, determines that it is in the public interest to do so;

(3) has been guilty of misconduct in respect of the business or the premises named in the business license that warrants suspension or revocation on the basis that it is in the public interest to do so;

(4) has ceased to meet the conditions prerequisite to the issuance of the business license or the premises named in the business license do not comply with the requirements of any municipal bylaw or any federal or Yukon enactment; or

(5) has, in the opinion of the Designated Officer, conducted the business in a manner, performed a service in a manner, or sold, offered for sale, displayed for sale or distributed anything that may be harmful or dangerous to the health or safety of any person.

APPEAL

51. In the event that a business license is refused, suspended or revoked under this bylaw, the applicant or licensee may appeal the refusal, suspension or revocation in writing to Council within 30 days after the license was refused, suspended, or revoked, and Council may grant the request for the issue or reinstatement of the business license.

52. The right of appeal shall terminate unless written notice of the appeal is received by Council within 30 days of the refusal, suspension or revocation.

SPECIFIC BUSINESS REGULATIONS

Adult Book, Adult Magazine or Adult Video

53. Persons who offers adult books, adult magazines, or adult videos for sale, rent, or lease in any premises where such items are on display to the public shall place such items:

    (1) At a distance not less than 1.5 metres above the floor; and

    (2) In display cases in such manner that only the title is displayed; and

    (3) In display cases that are within clear view of the area where payment is made for purchased items.

54. No person shall provide any adult books, adult magazines, or adult videos to any child or young person.

Bed and Breakfast

55. The business license number issued in respect of a bed and breakfast operation shall be included in all listings and advertisements for any bed and breakfast room operated under that license, including online listings on booking platforms.

Door-to-Door Salesperson

~~55.~~56. All applications for a door-to-door salesperson business license where the operator visits private residential dwellings door-to-door must be accompanied by a Royal Canadian Mounted Police “Consent to Release of Information” form for the purpose of performing a criminal record check.

~~56.~~57. No door-to-door salesperson business license where the operator visits private residential dwellings door to door shall be issued to any person who has been convicted under the *Criminal Code of Canada* for an offense relating to:

    (1) any sexual offence or an offence tending to corrupt public morals; or

    (2) an offence relating to robbery or extortion;

    (3) any other offence the Designated Officer believes should disqualify the person in the public interest.

~~57.~~58. For door-to-door salesperson businesses with more than one salesperson, the company shall be required to register with the Yukon Government Community Services Department and have Yukon Workers’ Compensation Health and Safety Board coverage for each salesperson.

~~58.~~59. Each salesperson within a door-to-door salesperson business shall be required to undergo a criminal records check.

~~59.~~60. Each salesperson of a door-to-door salesperson business shall carry a City-issued identification card.

~~60.~~61. Each salesperson is required to display to any person with whom they are conducting business a copy of the business license and identification card.

Goods Offered for Sale on Streets or Public Land

~~61.~~62. No person shall display, store, or accumulate goods or merchandise which are offered for sale or intended to be offered for sale on any street, sidewalk, boulevard, or other public land unless authorised in advance by the Designated Officer.

~~62.~~63. Where goods or merchandise are found stored on a street, sidewalk, boulevard or public land, a Designated Officer may take said goods or merchandise into custody and cause them to be taken to a safe and suitable place, and the said goods or merchandise shall not be released to the owner thereof until the said owner or his agent has paid all costs and charges incurred in the removal and storage of the goods.

~~63.~~64. Goods or merchandise taken into custody that is not reclaimed within three months may be offered for sale by public auction.

~~64.~~65. At the discretion of the Designated Officer the temporary display and sale of merchandise or goods by licensed businesses on sidewalks directly adjacent to their place of business may be allowed, subject to other City bylaws and policies.

~~65.~~66. Mobile Vendors are not permitted to display goods or merchandise which are offered for sale or intended to be offered for sale on a street, sidewalk or boulevard, or other public land other than at pre-determined locations authorised in advance by the City.

Minor Business Operations

~~66.~~67. The discretion of whether a business falls within the minor business category is left to the Designated Officer.

Mobile Vendors

~~67.~~68. Mobile vendors who sell food and beverages are required to submit Yukon Government Health and Social Services approval for new licenses and renewals.

~~68.~~69. All applications for a mobile vendor shall submit written permission from the property owner where the vehicle, structure or apparatus is located on.

Pawn Shops and Second Hand Stores

~~69.~~70. All applications for a Pawn Shop or Second Hand Store business license shall be accompanied by a Royal Canadian Mounted Police “Consent to Release of Information” form for the owner and operator of the Pawn Shop or Second Hand Store business, for the purpose of performing a criminal record check.

~~70.~~71. No Pawn Shop or Second Hand Store business license shall be issued where any owner or operator of the business has been convicted under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act* of:

(1) an offence relating to possession or sale of stolen property; or

(2) an offence relating to robbery or theft; or

(3) an offence relating to the trafficking of drugs or narcotics.

Retail Services–Restricted (***Added by Bylaw 2018-40 passed July 23, 2018***)

~~71.~~72. No person shall hold a license as a Retail Services–Restricted business unless the person is the registered owner or lessee of the licensed premises. (***Bylaw 2018-40 passed July 23, 2018***)

~~72.~~73. A license for a Retail Services–Restricted business must not be transferred to another person without prior approval from the Designated Officer under a separate application process for the new license holder. (***Bylaw 2018-40 passed July 23, 2018***)

~~73.~~74. A person who applies for a license to carry on a Retail Services–Restricted business shall submit, together with the requisite fees, an application in a form acceptable to the Designated Officer and the following documents:

(1) a copy of a valid licence to sell restricted goods issued by the Yukon Liquor Corporation;

(2) contact information for a responsible person or persons available to be contacted at any time;

(3) the certificate of title or the lease for the business premises; and

(4) such other documents as may be required by the Designated Officer.

(***Section 73 amended by Bylaw 2019-13 passed April 8, 2019***)

~~74.~~75. No person shall advertise or promote the use of cannabis in any manner by which the advertising or promotion may reasonably be seen or heard by a child or young person who is outside the business premises of a Retail Services–Restricted business. (***Bylaw 2018-40 passed July 23, 2018***)

~~75.~~76. Signs for Retail Services–Restricted businesses are restricted to no more than two fascia or window signs, each sign not exceeding $3.0m^2$ in area. Signs may not include graphics which display or identify a cannabis product or accessory. The business name is to be predominantly displayed at all public access points of the Retail Services–Restricted business. (***Bylaw 2018-40 passed July 23, 2018***)

~~76.~~77. No person shall install security bars or roll down shutters on the outside of doors or front windows, or within one meter of the inside face of front windows, comprising part of a Retail Services–Restricted business. (***Bylaw 2018-40 passed July 23, 2018***)

~~77.~~78. Retail Services–Restricted business activity is not permitted between the hours of 10:00 p.m. and 9:00 a.m. the following day. (***Bylaw 2019-13 passed April 8, 2019***)

Short-Term Rentals

79. The name of the business licensee shall be the same as the name of the short-term rental operator to whom the development permit for the short-term rental was issued.

80. A short-term rental operator shall at all times ensure that each short-term rental they operate is lawfully permitted under the Zoning Bylaw, including any requirements respecting the number and location of short-term rentals in relation to the operator's primary residence. If a short-term rental is no longer lawfully permitted, the operator shall immediately cease operation of the short-term rental.

81. Where more than one short-term rental is operated on the same lot by the same operator, only one business license is required for that operation.

82. The business license number issued in respect of a short-term rental operation shall be included in all listings and advertisements for any short-term rental unit operated under that license, including online listings on booking platforms.

Vending Machines

~~78.~~83. Any person operating more than three vending machines within the City shall be required to purchase a business license.

~~79.~~84. No business license shall be required with respect to:

(1) Vending machines which serve or vend only products produced by the owner of the vending machine or his employees; or

(2) Coin operated washers, dryers, or other laundry equipment provided by the owner of any apartment, boarding house, or rooming house or tourist facility for the exclusive use of the residents thereof; or

(3) Coin operated vehicle-washing equipment provided for the exclusive use of residents at a tourist facility.

Vehicle for Hire Companies

~~80.~~85. All applications for a business license for a Vehicle for Hire Company shall be accompanied by a Royal Canadian Mounted Police "Consent to Release of Information" form for the owner and operator of the Vehicle for Hire Company, for the purpose of performing a criminal record check.

80. No business license for a Vehicle for Hire Company shall be issued where any owner or operator of the business has been convicted under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act* of:

(1) any sexual offence;

(2) an offence relating to homicide, kidnapping, or abduction;
(3) an offence relating to robbery or extortion; or
(4) an offence relating to the trafficking of drugs or narcotics.

<u>PENALTY</u>

81. Any person who fails to comply with the requirements of this bylaw commits an offence and is liable, upon summary conviction, to:

(1) a voluntary fine under section 20 of the *Summary Convictions Act*, issued in respect of an offence specified in Appendix "A" attached hereto and forming part of this bylaw;

(2) a fine not exceeding ten thousand dollars ($10,000.00) where proceedings are commenced pursuant to the summary conviction provisions of the *Criminal Code of Canada*; or

(3) a fine not exceeding five hundred dollars ($500.00) where proceedings are commenced pursuant to the *Summary Convictions Act* of the Yukon.

<u>REPEAL</u>

82. Bylaw 2013-23, including all amendments thereto, is hereby repealed.

<u>COMING INTO FORCE</u>

83. This bylaw shall come into full force and effect upon the final passing thereof.

FIRST and **SECOND READING**: July 24, 2017

THIRD READING and **ADOPTION**: August 7, 2017

ORIGINAL BYLAW SIGNED BY:

"Betty Irwin"
Betty Irwin, Deputy Mayor

"N. L. Felker"
Norma L. Felker, Assistant City Clerk

APPENDIX "A"

VOLUNTARY FINES

Section	Ticket Description	Penalty
Sections 9, 10 and 11	Operate business without a license	$200.00
Section 14	Contravene a provision of the license or bylaw	$200.00
Section 16	Obstruct officer in performance of duties	$200.00
Section 30	Fail to notify of change in business license	$100.00
Section 37	Fail to notify of a change in business	$100.00
Section 41	Fail to display a license in public view	$50.00
Section 43	Fail to allow inspection	$400.00
Section 44	Fail to provide license or documentation	$200.00
Section 45	Obstruct inspection	$400.00
Section 53	Adult material improperly displayed	$200.00
Section 54	Adult material provided to child or young person	$200.00
Sections 55, 82	Fail to include license number in listings/advertisements	$50.00
Section 59~~8~~	Fail to undergo criminal records check (Door-to-door sales)	$400.00
Section 60~~59~~	Fail to carry City ID (Door-to-door sales)	$200.00
Section 62~~1~~	Unauthorized display, storage, or accumulation of goods	$200.00
Section 66~~5~~	Display goods or merchandise at unauthorized locations	$200.00
Section 69~~8~~	Fail to submit written permission for mobile vending	$100.00
Section 75~~4~~	Advertise or promote cannabis use outside premises	$200.00
Section 78~~7~~	Operate a business during restricted hours	$400.00
Section ~~7~~83	Operate vending machines without business license	$200.00

(*Appendix "A" amended by Bylaw 2019-13 passed April 8, 2019*)

Attachment 4

CITY OF WHITEHORSE

BYLAW 2026-28

A bylaw to amend Fees and Charges Bylaw 2014-36

WHEREAS section 220 of the *Municipal Act* 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 new short-term rental regulations in Zoning Bylaw 2025-37;

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

1. The fee schedule attached to and forming part of Fees and Charges Bylaw 2014-36 is hereby amended by repealing existing Appendix “A” and substituting therefore new Appendix “A” attached to 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

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2026-03	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2026-22	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2026-28	EFFECTIVE DATE	FEE IF GST APPLICABLE
Land and Building Services	Building File Information			each	$ 85.71	1-Mar-25	$ 90.00	$ 85.71	1-Mar-25	$ 90.00	$ 85.71	1-Mar-25	$ 90.00
Land and Building Services	Admin Filing Fee		This applies to any permit which requires the creation of a new file	each	$ 100.00	1-Mar-25	no gst	$ 100.00	1-Mar-25	no gst	$ 100.00	1-Mar-25	no gst
Land and Building Services	Building Permits	Payment terms	For all building permit requests, the base rate is due upon submittal of the application, the full amount is due at the time of approval	-	-	1-Mar-25	no gst	-	1-Mar-25	no gst	-	1-Mar-25	no gst
Land and Building Services	Commercial Building Permit	Base rate of $150.00 plus .81% of construction value		minimum	$ 150.00	1-Mar-25	no gst	$ 150.00	1-Mar-25	no gst	$ 150.00	1-Mar-25	no gst
Land and Building Services	Multi Unit Building Permit	Base rate of $250.00 plus .81% of Constuction value	This applies to constructions creating more than 4 units	minimum	$ 250.00	1-Mar-25	no gst	$ 250.00	1-Mar-25	no gst	$ 250.00	1-Mar-25	no gst
Land and Building Services	Single Detached Building Permit	Base rate of $150.00 plus $5.33/$m^2$		minimum	$ 150.00	1-Mar-25	no gst	$ 150.00	1-Mar-25	no gst	$ 150.00	1-Mar-25	no gst
Land and Building Services	Building Permit Duplex	Base rate of $150.00 plus $4.70/$m^2$	Fee simple duplexes will be billed as single detached house	minimum	$ 150.00	1-Mar-25	no gst	$ 150.00	1-Mar-25	no gst	$ 150.00	1-Mar-25	no gst
Land and Building Services	Building Permit Triplex	Base rate of $150.00 plus $7.13/$m^2$		minimum	$ 150.00	1-Mar-25	no gst	$ 150.00	1-Mar-25	no gst	$ 150.00	1-Mar-25	no gst
Land and Building Services	Building Permit Fourplex	Base rate of $150.00 plus $8.00/$m^2$		minimum	$ 150.00	1-Mar-25	no gst	$ 150.00	1-Mar-25	no gst	$ 150.00	1-Mar-25	no gst
Land and Building Services	Building Permit Townhouse	Base rate of $150.00 plus $5.80/$m^2$		minimum	$ 150.00	1-Mar-25	no gst	$ 150.00	1-Mar-25	no gst	$ 150.00	1-Mar-25	no gst
Land and Building Services	Building Pemit Secondary Suite	Base rate of $150.00 plus $4.50/$m^2$		minimum	$ 150.00	1-Mar-25	no gst	$ 150.00	1-Mar-25	no gst	$ 150.00	1-Mar-25	no gst
Land and Building Services	Building Permit Garden Suite	Base rate of $150.00 plus $5.67/$m^2$		minimum	$ 150.00	1-Mar-25	no gst	$ 150.00	1-Mar-25	no gst	$ 150.00	1-Mar-25	no gst
Land and Building Services	Building Permit - Reduced Fees	A fee reduction of 10 % for single-detached, garden and living suites, duplex, triplex, fourplex, townhouse and courtyard housing	Applications deemed complete as per Bylaw 99-50 from November 1 to February 28 (29)	-	-	1-Jan-25	no gst	-	1-Jan-25	no gst	-	1-Jan-25	no gst
Land and Building Services	Building/Plumbing Permit Refund	Upon written request from applicant within 6 months of original date of issue; and no permit related work on site has begun + deduction of $75.00 or 20% of fee whichever is more		fee	$ 150.00	27-Feb-24	no gst	$ 150.00	27-Feb-24	no gst	$ 150.00	27-Feb-24	no gst
Land and Building Services	Building Placement (excluding modular homes)	.71% of construction value on new site (including any renovation) or minimum $180.00		minimum	$ 180.00	1-Mar-25	no gst	$ 180.00	1-Mar-25	no gst	$ 180.00	1-Mar-25	no gst
Land and Building Services	Mobile Home Placement	.71% of construction value on new site (including any renovation) or minimum $180.00		minimum	$ 180.00	1-Mar-25	no gst	$ 180.00	1-Mar-25	no gst	$ 180.00	1-Mar-25	no gst
Land and Building Services	Construction-No Permit	Construction (including excavation) commenced without prior authorization: Double (2x) the normal fee		each	varies	14-Mar-05	no gst	varies	14-Mar-05	no gst	varies	14-Mar-05	no gst
Land and Building Services	Demolition Permit	Fee ($150) plus deposit of $5.00 per sq. meter of building area – Minimum Deposit $200.00		each	$ 150.00	1-Jan-22	no gst	$ 150.00	1-Jan-22	no gst	$ 150.00	1-Jan-22	no gst
Land and Building Services	Special Inspection	Special inspection not under a permit		each	$ 150.00	1-Jul-22	no gst	$ 150.00	1-Jul-22	no gst	$ 150.00	1-Jul-22	no gst
Land and Building Services	Heating Appliance Permit	Wood stoves and appliances		each	$ 180.00	1-Mar-25	no gst	$ 180.00	1-Mar-25	no gst	$ 180.00	1-Mar-25	no gst
Land and Building Services	Mechanical Permit	(Sprinkler) $180.00 minimum or 0.71% of contract price		minimum	$ 180.00	1-Mar-25	no gst	$ 180.00	1-Mar-25	no gst	$ 180.00	1-Mar-25	no gst
Land and Building Services	Plumbing Permit	Water and Waste		minimum	$ 180.00	1-Mar-25	no gst	$ 180.00	1-Mar-25	no gst	$ 180.00	1-Mar-25	no gst
Land and Building Services	Temporary Building	Fee plus $500.00 deposit		each	$ 180.00	1-Mar-25	no gst	$ 180.00	1-Mar-25	no gst	$ 180.00	1-Mar-25	no gst
Land and Building Services	Controlled Substance Properties	Service fees as defined in the Controlled Substance Properties Bylaw		all costs	cost +	24-Sep-07	no gst	cost +	24-Sep-07	no gst	cost +	24-Sep-07	no gst
Land and Building Services	Controlled Substance Properties	Inspection fee		each	$ 550.00	27-Feb-24	no gst	$ 550.00	27-Feb-24	no gst	$ 550.00	27-Feb-24	no gst
Land and Building Services	Controlled Substance Properties	Special safety inspection as defined in the Controlled Substance Properties Bylaw		each	$ 550.00	27-Feb-24	no gst	$ 550.00	27-Feb-24	no gst	$ 550.00	27-Feb-24	no gst
Land and Building Services	Controlled Substance Properties	Subsequent inspection re-failure to undertake actions ordered		each	$ 1,100.00	27-Feb-24	no gst	$ 1,100.00	27-Feb-24	no gst	$ 1,100.00	27-Feb-24	no gst
Land and Building Services	Inspection Fee	Any additional inspection		each	$ 100.00	1-Mar-25	no gst	$ 100.00	1-Mar-25	no gst	$ 100.00	1-Mar-25	no gst
Land and Building Services	Minor Building Permit			each	$ 300.00	1-Mar-25	no gst	$ 300.00	1-Mar-25	no gst	$ 300.00	1-Mar-25	no gst
Land and Building Services	Major Building Permit	No additional gross floor area (GFA)		each	$ 450.00	1-Mar-25	no gst	$ 450.00	1-Mar-25	no gst	$ 450.00	1-Mar-25	no gst
Land and Building Services	Major Building Permit	Additional GFA		each	$ 1,000.00	1-Mar-25	no gst	$ 1,000.00	1-Mar-25	no gst	$ 1,000.00	1-Mar-25	no gst
Land and Building Services	Address Changes	Changing a municipal address	No relocation	each	$ 250.00	27-Feb-24	no gst	$ 250.00	27-Feb-24	no gst	$ 250.00	27-Feb-24	no gst
Land and Building Services	Business License	Each business for twelve (12) consecutive months from date of purchase, plus surcharge if applicable		each	$ 176.00	27-Feb-24	no gst	$ 176.00	27-Feb-24	no gst	$ 176.00	27-Feb-24	no gst
Land and Building Services	Business License	Door to door salesperson, non resident business	Surcharge	each +	$ 931.00	27-Feb-24	no gst	$ 931.00	27-Feb-24	no gst	$ 931.00	27-Feb-24	no gst
Land and Building Services	Business License	Door to door salesperson, non resident business	Surcharge	each +	$ 205.00	27-Feb-24	no gst	$ 205.00	27-Feb-24	no gst	$ 205.00	27-Feb-24	no gst
Land and Building Services	Business License	Licensed premises (liquor) above 70 square meters	Surcharge	per sq mtr+	$ 2.32	27-Feb-24	no gst	$ 2.32	27-Feb-24	no gst	$ 2.32	27-Feb-24	no gst
Land and Building Services	**Business License**	**Short-term rental on a property that is not the operator's primary residence**	**Surcharge**	**1st unit +**	**-**	**-**	**-**	**-**	**-**	**-**	**$ 176.00**	**1-Oct-26**	**no gst**
Land and Building Services	**Business License**	**Additional short-term rental on the same property by the same operator, where that property is not the operator's primary residence**	**Surcharge**	**per additional unit +**	**-**	**-**	**-**	**-**	**-**	**-**	**$ 352.00**	**1-Oct-26**	**no gst**
Land and Building Services	**Business License**	**Additional short-term rental unit on same property as STR operator's primary residence**	**Surcharge**	**per additional unit +**	**-**	**-**	**-**	**-**	**-**	**-**	**$ 176.00**	**1-Oct-26**	**no gst**
Land and Building Services	Business License	Accommodation surcharge (rental housing; hotel/motel) above 5 units or rooms	Surcharge	per room +	$ 8.71	27-Feb-24	no gst	$ 8.71	27-Feb-24	no gst	$ 8.71	27-Feb-24	no gst

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2026-03	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2026-22	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2026-28	EFFECTIVE DATE	FEE IF GST APPLICABLE
Land and Building Services	Business License	Mobile home park over 5 spaces	Surcharge	per space+	$ 8.71	27-Feb-24	no gst	$ 8.71	27-Feb-24	no gst	$ 8.71	27-Feb-24	no gst
Land and Building Services	Business License	Minor business category	Characterized by minimal operations and revenue (e.g. special event artists, party plan activity)	each +	$ 110.00	27-Feb-24	no gst	$ 110.00	27-Feb-24	no gst	$ 110.00	27-Feb-24	no gst
Land and Building Services	Business License	Retail sales/wholesale outlets over 220 square meters		per sq mtr +	$ 0.73	27-Feb-24	no gst	$ 0.73	27-Feb-24	no gst	$ 0.73	27-Feb-24	no gst
Land and Building Services	Business License	Retail sales/wholesale outlets over 220 square meters	Surcharge	each +	$ 110.00	27-Feb-24	no gst	$ 110.00	27-Feb-24	no gst	$ 110.00	27-Feb-24	no gst
Land and Building Services	Business License	Retail cannabis business	Maximum of 12 consecutive months per year, plus surcharge if applicable	each	$ 2,200.00	27-Feb-24	no gst	$ 2,200.00	27-Feb-24	no gst	$ 2,200.00	27-Feb-24	no gst
Land and Building Services	Business License	Seasonal business license	Maximum of 6 consecutive months per year, plus surcharge if applicable	each +	$ 110.00	27-Feb-24	no gst	$ 110.00	27-Feb-24	no gst	$ 110.00	27-Feb-24	no gst
Land and Building Services	Business License	Transfer fee	To transfer the place of business to a new owner	each	$ 29.04	27-Feb-24	no gst	$ 29.04	27-Feb-24	no gst	$ 29.04	27-Feb-24	no gst
Land and Building Services	Business License	Transfer fee	To change the name of the business	each	$ 29.04	27-Feb-24	no gst	$ 29.04	27-Feb-24	no gst	$ 29.04	27-Feb-24	no gst
Land and Building Services	Business License	Re-application fee	10% late penalty if renewed after business license expiration date from day 1 -30. $50.00 penalty from day 31 - 365	each	10%	27-Feb-24	no gst	10%	27-Feb-24	no gst	10%	27-Feb-24	no gst
Land and Building Services	Business License	Re-application fee	$50 reapplication fee after the 30 day period of non-renewal	each	$ 55.00	27-Feb-24	no gst	$ 55.00	27-Feb-24	no gst	$ 55.00	27-Feb-24	no gst
Land and Building Services	Development Cost Charge	Residential, single family	Unserviced country residential ~~country~~ **living or garden** suite	per dwelling	$ 1,040.00	1-Jul-14	no gst	$ 1,040.00	1-Jul-14	no gst	$ 1,040.00	1-Jul-14	no gst
Land and Building Services	**Development Cost Charge**	**Residential, single family**	**Urban serviced living or garden ~~suite~~**	**per dwelling**	**-**	**-**	**-**	**-**	**-**	**-**	**$ 2,185.00**	**15-Sep-26**	**no gst**
Land and Building Services	Development Cost Charge	Residential, single family	Urban serviced lot	per dwelling	$ 3,641.00	1-Jul-14	no gst	$ 3,641.00	1-Jul-14	no gst	$ 3,641.00	1-Jul-14	no gst
Land and Building Services	Development Cost Charge	Residential, single family	Country residential serviced lot	per dwelling	$ 3,641.00	1-Jul-14	no gst	$ 3,641.00	1-Jul-14	no gst	$ 3,641.00	1-Jul-14	no gst
Land and Building Services	Development Cost Charge	Residential, single family	Country residential non serviced lot	per dwelling	$ 1,769.00	1-Jul-14	no gst	$ 1,769.00	1-Jul-14	no gst	$ 1,769.00	1-Jul-14	no gst
Land and Building Services	Development Cost Charge	Residential, duplex	Duplex housing	per 2 dwellings	$ 5,826.00	1-Jul-14	no gst	$ 5,826.00	1-Jul-14	no gst	$ 5,826.00	1-Jul-14	no gst
Land and Building Services	Development Cost Charge	Residential, multiple housing	Townhouse	per dwelling	$ 2,913.00	1-Jul-14	no gst	$ 2,913.00	1-Jul-14	no gst	$ 2,913.00	1-Jul-14	no gst
Land and Building Services	Development Cost Charge	Residential, multiple housing	Apartment	per dwelling	$ 2,185.00	1-Jul-14	no gst	$ 2,185.00	1-Jul-14	no gst	$ 2,185.00	1-Jul-14	no gst
Land and Building Services	Development Cost Charge	Residential, multiple housing	Multiple detached dwellings	per dwelling	$ 2,913.00	1-Jul-14	no gst	$ 2,913.00	1-Jul-14	no gst	$ 2,913.00	1-Jul-14	no gst
Land and Building Services	Development Cost Charge	Approved development incentive	Suite development incentive	per dwelling	$ -	24-Feb-20	no gst	$ -	24-Feb-20	no gst	$ -	24-Feb-20	no gst
Land and Building Services	Development Cost Charge	Approved development incentive	Rental and supportive housing development incentive	per dwelling	$ -	24-Feb-20	no gst	$ -	24-Feb-20	no gst	$ -	24-Feb-20	no gst
Land and Building Services	Development Cost Charge	Approved development incentive	Non-governmental or non-profit incentive	per dwelling	$ -	25-Mar-24	no gst	$ -	25-Mar-24	no gst	$ -	25-Mar-24	no gst
Land and Building Services	Development Cost Charge	Development incentive application	Suite development incentive	each	$ 50.00	25-Mar-24	no gst	$ 50.00	25-Mar-24	no gst	$ 50.00	25-Mar-24	no gst
Land and Building Services	Development Cost Charge	Development incentive application	Rental and supportive housing, non-governmental or non-profit, tipping fee, and cash grant development incentives	each	$ 250.00	25-Mar-24	no gst	$ 250.00	25-Mar-24	no gst	$ 250.00	25-Mar-24	no gst
Land and Building Services	Development Permit	Development Review Committee review fee		each	$ 250.00	1-Mar-25	no gst	$ 250.00	1-Mar-25	no gst	$ 250.00	1-Mar-25	no gst
Land and Building Services	Development Permit	Addressing fee	For any subdivision or consultation resulting in a new address, max $1,500.00 charge, charge is applied per address created or deleted	each	$ 50.00	1-Mar-25	no gst	$ 50.00	1-Mar-25	no gst	$ 50.00	1-Mar-25	no gst
Land and Building Services	Development Permit	Conditional use - $1,250.00 plus applicable permitted use fee		each +	$ 1,250.00	27-Feb-24	no gst	$ 1,250.00	27-Feb-24	no gst	$ 1,250.00	27-Feb-24	no gst
Land and Building Services	Development Permit	Designated municipal historic resource		each	$ -	27-Jan-03	no gst	$ -	27-Jan-03	no gst	$ -	27-Jan-03	no gst
Land and Building Services	Development Permit	Change of use	Change of use with new zoning requirements: all zones	each	$ 350.00	1-Jan-22	no gst	$ 350.00	1-Jan-22	no gst	$ 350.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Change of use	Change of use without new zoning requirements: all zones	each	$ 95.00	1-Jan-22	no gst	$ 95.00	1-Jan-22	no gst	$ 95.00	1-Jan-22	no gst
Land and Building Services	Development Permit	New development	**New use: housing (any form) resulting in up to four dwelling units per lot** ~~single detached and duplex housing; triplex and townhouse housing where each unit is on a separate fee simple lot, living suite or garden suite~~	each unit	$ 175.00	1-Jan-22	no gst	$ 175.00	**8-Jun-26**	no gst	$ 175.00	8-Jun-26	no gst
Land and Building Services	**Development Permit**	**New development**	**New use: suite (living or garden)**	**each unit**	**-**	**-**	**-**	**$ 175.00**	**8-Jun-26**	**no gst**	$ 175.00	8-Jun-26	no gst
Land and Building Services	Development Permit	New development	New use and/or new Gross Floor Area (GFA): all other uses: $400.00 + $1.10/m2 GFA; minor change to plans for application in progress resulting in revised GFA being <10% more or less than original GFA - no fee change (i.e. no refund if less, no additional charge if more)	each +	$ 400.00	1-Jan-22	no gst	$ 400.00	1-Jan-22	no gst	$ 400.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Secondary use of a residence	Home-based business **(level one or two)**, bed and breakfast ~~lodging~~, family day home, **agriculture (minor), housing (residential care), rooming house**, **short-term rental (on same lot as operator's primary residence)**	each	$ 40.00	1-Jan-22	no gst	$ 40.00	1-Jan-22	no gst	$ 40.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Placement of Sign	Per Sign	each	$ 40.00	1-Jan-22	no gst	$ 40.00	1-Jan-22	no gst	$ 40.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Schwatka Lake Waterfront Policy Dock permit	Annual permit	each	$ 330.00	27-Feb-24	no gst	$ 330.00	27-Feb-24	no gst	$ 330.00	27-Feb-24	no gst
Land and Building Services	Development Permit	Schwatka Lake Waterfront Policy Dock Permit	Refundable deposit	each	$ 1,500.00	1-May-16	no gst	$ 1,500.00	1-May-16	no gst	$ 1,500.00	1-May-16	no gst
Land and Building Services	Development Permit	Demolition/relocation of a structure	Demolition structure (<75 m2)	each	$ 95.00	1-Jan-22	no gst	$ 95.00	1-Jan-22	no gst	$ 95.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Demolition/relocation of a structure	Commercial	each	$ 350.00	1-Jan-22	no gst	$ 350.00	1-Jan-22	no gst	$ 350.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Demolition/relocation of a structure	Residential	each	$ 250.00	1-Jan-22	no gst	$ 250.00	1-Jan-22	no gst	$ 250.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Temporary use permit	Community event	each	$ 40.00	1-Jan-22	no gst	$ 40.00	1-Jan-22	no gst	$ 40.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Temporary use permit	Commercial event/development	each	$ 350.00	1-Jan-22	no gst	$ 350.00	1-Jan-22	no gst	$ 350.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Temporary use permit	Temporary Use Permit<7 days	each	$ 40.00	1-Jan-22	no gst	$ 40.00	1-Jan-22	no gst	$ 40.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Mobile food vendor on public site	Annual permit	each	$ 350.00	1-Jan-22	no gst	$ 350.00	1-Jan-22	no gst	$ 350.00	1-Jan-22	no gst

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2026-03	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2026-22	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2026-28	EFFECTIVE DATE	FEE IF GST APPLICABLE
Land and Building Services	Development Permit	Mobile food vendor on public site	Monthly for electricity	monthly	$ 100.00	27-Feb-24	no gst	$ 100.00	27-Feb-24	no gst	$ 100.00	27-Feb-24	no gst
Land and Building Services	Development Permit Refund	Development permit refund	Refused ~~Denied~~ or withdrawn applications, or written request from applicant within 6 months of original approval date (provided no permit-related work on site has occurred) - deduction of the greater of $55.00 or 50% of fee. The conditional use application fee is not refundable	each	Varies	1-Apr-21	no gst	Varies	1-Apr-21	no gst	Varies	1-Apr-21	no gst
Land and Building Services	**Development Permit Appeal**	**Development permit appeal**	**Appeal the decision of a Development Officer - refundable if applicant appeal successful**	**each**	**-**	**-**	**-**	**$ 300.00**	**8-Jun-26**	**no gst**	$ 300.00	8-Jun-26	no gst
Land and Building Services	Land Management	Agreements	Development/easement/encroachment/incentive		$ 200.00	25-Mar-24	no gst	$ 200.00	25-Mar-24	no gst	$ 200.00	25-Mar-24	no gst
Land and Building Services	Land Management	Minor encroachment			$ 100.00	1-Apr-23	no gst	$ 100.00	1-Apr-23	no gst	$ 100.00	1-Apr-23	no gst
Land and Building Services	Land Management	Road Closure Bylaw		each	$ 750.00	27-Feb-24	no gst	$ 750.00	27-Feb-24	no gst	$ 750.00	27-Feb-24	no gst
Land and Building Services	Land Management	Subdivision approval extension		each	$ 250.00	29-Jan-07	no gst	$ 250.00	29-Jan-07	no gst	$ 250.00	29-Jan-07	no gst
Land and Building Services	Parking	Payment in lieu of providing parking space	Space in the CC, CPG and CMW zones	each space	$ 18,706.00	13-Nov-01	no gst	$ 18,706.00	13-Nov-01	no gst	$ 18,706.00	13-Nov-01	no gst
Land and Building Services	Parking	Payment in lieu of providing parking space	Space in the CM1, CM2 and CNC2 zones	each space	$ 7,967.00	13-Nov-01	no gst	$ 7,967.00	13-Nov-01	no gst	$ 7,967.00	13-Nov-01	no gst
Land and Building Services	Subdivision Application	Condominium (non refundable fee)	Minimum charge $250.00 Maximum charge $5,000.00 Each unit $100.00	minimum	$ 250.00	1-Mar-25	no gst	$ 250.00	1-Mar-25	no gst	$ 250.00	1-Mar-25	no gst
Land and Building Services	Subdivision Application	Consolidation (non refundable fee)	Minimum charge $250.00 Maximum charge $1,000.00 Each lot $100.00 > 2 lots	minimum	$ 250.00	1-Apr-23	no gst	$ 250.00	1-Apr-23	no gst	$ 250.00	1-Apr-23	no gst
Land and Building Services	Subdivision Application	Subdivision (non refundable fee)	Minimum charge $250.00 Maximum charge $5,000.00 Each lot $200.00	each	$ 200.00	1-Apr-23	no gst	$ 200.00	1-Apr-23	no gst	$ 200.00	1-Apr-23	no gst
Land and Building Services	Subdivision Application	Property line adjustment or realignment (non refundable fee)	Minimum charge $250.00 Maximum charge $1,000.00 Each lot adjusted/realigned $100.00	each	$ 100.00	1-Apr-23	no gst	$ 100.00	1-Apr-23	no gst	$ 100.00	1-Apr-23	no gst
Land and Building Services	Business License List	Special, monthly or partial listing		per page	$ 0.50	27-Feb-24	$ 0.55	$ 0.50	27-Feb-24	$ 0.55	$ 0.50	27-Feb-24	$ 0.55
Land and Building Services	Wood Stove Approval	Copy of approval		each	$ 25.00	27-Feb-24	no gst	$ 25.00	27-Feb-24	no gst	$ 25.00	27-Feb-24	no gst
Land and Building Services	Use Permit	Temporary or seasonal land use		each	$ 175.00	27-Feb-24	no gst	$ 175.00	27-Feb-24	no gst	$ 175.00	27-Feb-24	no gst

ADMINISTRATIVE REPORT

TO:	City Planning Committee
FROM:	Administration
DATE:	August 18, 2026
RE:	Highland Estates Master Plan

ISSUE

Advancing the Highland Estates Master Plan for Council consideration.

REFERENCES

- 2026 Whitehorse Housing Needs Assessment
- 2040 Official Community Plan
- City of Whitehorse Strategic Priorities 2025-2028
- Land Use Master Plan Policy
- Southern Containment Boundary Prefeasibility Study: Final Report
- Subdivision Control Bylaw 2025-31
- Zoning Bylaw 2025-37
- Highland Estates Master Plan
- Location Map (Attachment 1)
- Highland Estates Master Plan Excerpt (Attachment 2)

HISTORY

The owner of Lot 1207 Quad 105D/11 has prepared a land use master plan (the Plan) to develop a portion of the lot as a country residential development to be known as the Highland Estates.

Highland Estates is located west of the existing Lobird Mobile Home Park (Attachment 1). The overall goal of Highland Estates is to provide 16 new 0.5 ha country residential bare land condominium units. The units are proposed to be accessed by a private road and an access easement through Lobird Mobile Home Park. The units are expected to be privately serviced with water cisterns and either septic fields or pump-out tanks.

In late 2023, Administration received an Official Community Plan (OCP) amendment application to redesignate a portion of 200 Lobird Road from Residential – Urban to Residential – Country. The application proceeded through the Council process and was adopted by Council through Bylaw 2024-20 on July 11, 2024.

Following the OCP land use redesignation of the subject area to Residential – Country, a master plan for the subject area was required per the Land Use Master Plan Policy. On April 28, 2025, Administration accepted a proposal for a Tier Three Master Plan and the proponent began the master planning work.

A Master Plan Review Group with representatives from the City and the Government of Yukon (YG) Environmental Health Services was assembled to advise on the development of the Highland Estates Master Plan (the Plan). The Review Group worked through multiple iterations of the Plan and provided comments and feedback.

Background Studies

The Plan was informed by other plans and studies including:

- Heritage Resources Overview Assessment (HROA);
- Southern Containment Boundary Prefeasibility Study: Final Report
- Tetra Tech Geotechnical Assessment (November 2, 2023);
- Environmental Site Assessment (ESA) Phase 1; and
- Whitehorse 2040 Official Community Plan.

No heritage resources were identified in the subject area during the HROA or in the Southern Containment Boundary Prefeasibility Study. Therefore, further heritage assessment work was not deemed necessary and confirmed by YG.

The geotechnical investigation found gentle slopes throughout the central and north end of the site and a very steep backslope on the east edge of the site. Near surface bedrock was found throughout the north half of the site which is expected to constrain roadway construction, foundation design, and on-site sewage disposal system design and installation. The potential for water wells to provide adequate supply was tested previously and there is potential for water wells on the subject site. The investigation concluded that the proposed 0.5 ha lot sizes are considered acceptable.

The ESA Phase 1 did not identify any areas of potential environmental concern (APECs) within the development area. It did however identify three APECs on the broader site but outside of the development area. Since no APECs were identified in the development area, no further investigation is recommended.

Engagement

Per the Land Use Master Plan Policy, Tier Three Master Plans require three phases of public engagement: initial engagement, concept engagement, and plan engagement.

Initial engagement on the Plan area was undertaken on May 7, 2025. An open house was held to share information about the proposed development and gather feedback. Four people attended the open house and expressed support of country residential lots and concerns about construction noise, dust, and hours of construction.

The concept engagement was held on May 26, 2026. An open house was held to share the draft development concept and gather feedback. Nine people attended the open house and expressed concerns with trail access, slopes in the area, the future development of the South Growth Area, the condition of the existing road through Lobird Mobile Home Park, and water delivery. There was a suggestion to keep a treed buffer between the proposed development and Lobird Mobile Home Park. There was also support for country residential lots and more housing.

The plan engagement was held on August 6, 2026. An open house was held to share information on the draft Plan and gather feedback. Four people attended the open house and expressed a mix of support and concerns for the development. Concerns related to development constraints in the area due to bedrock.

Additionally, the proponent reached out to Kwanlin Dün First Nation (KDFN), Ta’an Kwäch’än Council (TKC), and the YG Land Development Branch during each of the three engagement phases.

1. KDFN provided general comments on matters the master plan should consider and received a completed version of the Plan on August 10, 2026. KDFN noted requiring thirty days to review the Plan and prepare comment. The proponent requested the Plan be brought to Council for consideration while KDFN reviewed the Plan.
2. TKC noted that they did not have any issues with the proposed development.
3. YG expressed that feasibility work for the South Growth Area (SGA) is underway and provision for future potential roadway connections to areas within the SGA is generally supported. YG also noted the Plan would benefit from the inclusion of dedicated greenspace trail connections to convey mixed-use trail users to and from Adit Lane in the Copper Ridge neighbourhood.

ALTERNATIVES

1. Approve the Plan;
2. Refer the matter back to Administration; or
3. Deny the Plan

ANALYSIS

Site Context

The planning area is approximately 14.8 ha consisting of three parts: the development parcel (9.88 ha), the access through Lobird Mobile Home Park (1.02 ha), and the Public Land Use Dedication (3.9 ha). The subject site is located west of Lobird Mobile Home Park.

The subject site is currently designated as Residential – Country in the OCP and is within the South Growth Area. The South Growth Area is undergoing feasibility studies and is anticipated to be the next large-scale neighbourhood in the city. The subject site is currently zoned Residential – Mobile Home (RMB) with a special modification. The special modification is in regard to a specific mobile home site located outside of the planning area.

Plan Vision and Goals

The vision for the site is to offer 16 new country residential bare land condominium units with private servicing that are 0.5 ha in size, an internal (private) road, an easement through Lobird Mobile Home Park, and open space. The goal is to provide an alternative housing form in the city with potential connections to future developments in the South Growth Area.

The proposed Plan provides the locations and configuration of 16 residential bare land condominium units. The Plan proposes Residential-Country 2 (RC2) zoning with a special modification to enable the proposed bare land condominium approach. Each unit is expected to be serviced via water cisterns and either a private septic system or a pump-out sewage tank.

The condominium lot is proposed to be accessed via an access and maintenance agreement with Lobird Mobile Home Park. The proposed access easement goes through the middle of the Mobile Home Park veering west after the Radar Apartment to the subject area (Attachment 2, Figure 5). A private road through the subject area will be used to access each individual bare land condominium unit. The private road has been designed for potential future connections to the South Growth Area.

Prior to the subdivision of the proposed bare land condominium units, the developer is required to consolidate Lot 1206, QUAD 105D/11 and Lot 1207, QUAD 105D/11. As such a Public Land Use Dedication of 10 per cent of the entirety of these two lots is required which equates to 3.9 ha. Alternatively, a cash-in-lieu of dedication payment can be provided at a rate equivalent to the fair market value of the land. Following consolidation, the planning area will be subdivided off the new consolidated lot and subdivided into bare land condominium units.

The future subdivision and development permit application process will require additional assessments by a relevant designated professional to confirm that each proposed bare land unit parcel, less than 1 ha in size, can provide long-term on-site servicing. If future assessments indicate that the Plan Area is unable to support on-site servicing for a total of 16 units, the overall density and location of bare land condo units may need to be reduced or altered.

Official Community Plan, Strategic Priorities, and Housing Needs Assessment

The Plan aligns with OCP policy 9.1 to encourage the construction of a variety of housing types that reflect the housing continuum. It also generally aligns with the Residential – Country OCP land use designation which is primarily intended to provide single-detached housing on large lots that are privately serviced. The Plan also aligns with the City Strategic Priority to support growth and new land development.

The 2026 Whitehorse Housing Needs Assessment (HNA) estimates that Whitehorse has an existing housing deficit of 2,800 dwelling units. In addition, 6,915 are needed to accommodate growth to 2040, based on the HNA’s medium growth scenario, for a total of 9,225 units. The Plan will help address this need by proposing 16 new country residential units.

Plan Deficiencies

There are several aspects of the Plan that Administration does not support. As outlined, there is high uncertainty as to whether the subject site can be developed as proposed in the Plan and concerns with on-going management if developed.

<u>Condominium Approach</u>

The Plan is proposed to be implemented through the application of a RC2x (modified) zoning, to allow 16 units on one lot. Setbacks would be established from other buildings and internal roads since bare land condominiums have not been contemplated in the RC2 zone.

The proposed zoning approach is similar to multiple family zoning, allowing multiple units on one lot, which is not supported in the Country Residential OCP land use designation. The Country Residential zones, RC1 and RC2, only allow for one principal unit and one secondary suite. There are no examples in the city of a condominium in a Country Residential zone. Approval of this zoning approach could therefore set a precedent.

Section 1.9 (h) of the Zoning Bylaw states that “unless otherwise specified, all development regulations, including but not limited to minimum lot size, setbacks, site coverage, and floor area ratio, apply to the lot as a whole, and not to individual bare land condominium units.” In other words, condominium units are not considered lots for the purpose of applying zoning regulations. There could therefore be challenges in applying the proposed zoning at the subdivision and development permit stages, especially as it relates to ‘lot’ configurations and setbacks.

Additionally, the proposal relies on a bare land condominium structure to own and maintain approximately 500 m of private road and associated common infrastructure. While the condominium corporation would ultimately be responsible for maintaining these assets, consideration should be given to the long-term financial implications of transferring responsibility for a private road, drainage infrastructure, snow clearing, future road reconstruction, and other common assets to a relatively small condominium corporation. These costs will ultimately be borne by the unit owners through condominium fees and reserve fund contributions.

Although the City would not be responsible for maintaining this infrastructure, the Plan should demonstrate that the proposed governance and servicing model is realistic and sustainable over the long-term. The purpose of the subdivision process is not simply to determine who is responsible for future infrastructure, but also whether the proposed development pattern is appropriate for the site and can reasonably function over its expected life.

The proponent recognizes Administration’s concerns and believes the proposed special modification will provide clarity for homeowners and builders and support the creation of a well-functioning neigbourhood.

<u>Servicing</u>

Policy 15.15.4 in the OCP states that in order “to ensure adequate lot area for onsite sewage disposal, the minimum size for lots located in Residential – Country areas is 1.0 hectare.” The policy also states that “new residential development may occur with lot sizes below 1.0 hectares to a minimum of 0.5 hectares so long as the applicant is able to adequately demonstrate the site and aquifer area has the capacity to accommodate long-term on-site servicing.” Although the proposed subdivision layout consists of one lot over 1 ha with multiple units, the layout basically equates to 1 unit per 0.5 hectare.

A Tetra Tech report (November 2, 2023) was submitted that states that “the proposed 0.5 ha lot site is considered acceptable” for on-site sewage. However, detailed information has not been provided to confirm feasibility on a site-by-site basis. Administration and YG Environmental Health Services, as part of the Master Plan Review Group, have requested a parcel-by-parcel geotechnical assessment by a relevant designated professional in order to confirm that each proposed bare land unit parcel less than 1 hectare in size can provide long-term on-site servicing.

Each ‘lot’ needs to accommodate septic field and tank locations, a backup septic field location, building envelope and setbacks, and potential water well locations. Experience elsewhere in the city, including Raven's Ridge, has demonstrated that the location of these items on one property can directly affect neighbouring properties.

Even where Development Agreements are registered, they cannot eliminate the physical limitations created by the land itself. As such, given the topography and bedrock conditions known at this specific site, it may be challenging to provide all of these items on 0.5 hectare lots.

Without a parcel-by-parcel geotechnical assessment confirming the suitability of 0.5 ha ‘lots’ in this location, Council could be approving a master plan that cannot be developed as shown and may require significant amendments once ‘lots’ are subdivided and sold, undermining the purpose of a master plan.

The proponent recognizes Administration’s concerns and believes they have been addressed through supporting technical information included with the Plan. The Plan commits to providing further level of detail at future stages of the development process.

<u>Road Access</u>

The Plan proposes an access easement through Lobird Mobile Home Park to the subject area. An access and maintenance agreement between Highland Estates and Lobird Mobile Home Park would need to be established.

With this approach, the City has no authority as to the maintenance, building standards, or safety of this road that will be used by all of the Mobile Home residents as well as the 16 country residential condominium owners. The Plan proposes water cisterns for all of the country residential units so water trucks will also be using this road. The number of potential road users makes the proposed access unsupportable.

If the private road were to become damaged or require replacement, it would be a significant cost for the country residential condominium owners, who could potentially lose access to their homes if the road is not repaired or replaced in a timely manner. The City would have no control over the maintenance of the road or repair in the case of damage and it would be irresponsible for the City to approve of a situation where so many people could be impacted.

Additionally, future connections to the South Growth Area would not be possible if the road were to remain private. Connections to the South Growth Area would require easements with Highland Estates condominium corporation as well as Lobird Mobile Home Park which would introduce significant risk to the City or other parties.

Section 16 of the Subdivision Control Bylaw establishes that each lot created through subdivision is to have direct access to a highway satisfactory to the Approving Authority. While Sections 17 and 20 provide discretion to consider access easements or waive this requirement where appropriate, these provisions are intended to address situations where direct highway access is genuinely impractical, rather than being the preferred subdivision design.

The Plan does not clearly demonstrate that alternative subdivision layouts capable of providing direct highway access have been fully investigated and ruled out. There appear to be other possible design options that could avoid routing traffic through the middle of Lobird Mobile Home Park while still achieving the overall development objectives.

The proponent recognizes Administration's concerns and believes the existing conditions within the site would make a public roadway difficult to achieve. The existing road widths, placement of homes, grades, and construction costs would constrain the ability to create a roadway that meets the City's standard while remaining economically viable.

Recommendations

On the basis of the above Plan deficiencies, Administration recommends that the following studies or modifications to the Plan be undertaken by the proponent prior to Plan approval:

1. Modify the Plan to commit to designing and constructing a road to City standards and transferred to the City.
2. Modify the Plan to propose developing fee simple lots with RC2 zoning. The condominium approach will not be required if the road is transferred to the City.
3. For lots proposed to be less than 1 ha, conduct a parcel-by-parcel geotechnical assessment by a relevant designated professional in order to confirm that each proposed lot less than 1 ha in size can provide long-term on-site servicing. A site design for each proposed lot should illustrate setbacks, septic field/tank location, backup septic field location, building envelope, and potential water well locations.

Next Steps

If the Plan is referred back to Administration, Administration will reiterate to the applicant the list of items that need to be addressed. The applicant would have the opportunity to address the comments and resubmit the Plan for Council consideration.

If the Plan is denied, another proposal for the same or substantially the same master plan cannot be submitted for 12 months.

If the Plan is approved by Council, Administration will work with the applicant on the required rezoning, subdivision, and development and building permit applications, subject to assessment and regulatory approvals, and review them for alignment with the approved Plan and other applicable City plans and policies.

ADMINISTRATIVE RECOMMENDATION

THAT Council refer the matter back to Administration and request the items listed under Recommendations be incorporated into the Plan.

Updated 25/08/20, 9:28 AM;By: SSTAFFORD

NOT TO SCALE

December 10, 2025

Figure 1

Location Plan

Highland Estates

Stantec

C:\USERS\SSTAFFORD\STANTEC\BC 1449 - 144903382_LOBIRD_PLANNING\PLANNING\CONCEPT PLAN\WHITEHORSE_MF.DWG

Attachment 2

Highland Estates

Excerpt Only

Master Plan

V4

Prepared for:
City of Whitehorse

August 3, 2026

Prepared by:
Stantec Consulting

Project/File:
115825012

Stantec Consulting Ltd.

Disclaimer

The conclusions in the Report titled Highland Estates are Stantec's professional opinion, as of the time of the Report, and concerning the scope described in the Report. The opinions in the document are based on conditions and information existing at the time the scope of work was conducted and do not take into account any subsequent changes. The Report relates solely to the specific project for which Stantec was retained and the stated purpose for which the Report was prepared. The Report is not to be used or relied on for any variation or extension of the project, or for any other project or purpose, and any unauthorized use or reliance is at the recipient's own risk.

Stantec has assumed all information received from City of Whitehorse (the "Client") and third parties in the preparation of the Report to be correct. While Stantec has exercised a customary level of judgment or due diligence in the use of such information, Stantec assumes no responsibility for the consequences of any error or omission contained therein.

This Report is intended solely for use by the Client in accordance with Stantec's contract with the Client. While the Report may be provided by the Client to applicable authorities having jurisdiction and to other third parties in connection with the project, Stantec disclaims any legal duty based upon warranty, reliance or any other theory to any third party, and will not be liable to such third party for any damages or losses of any kind that may result.

Prepared by: 

Signature

Zoë Morrison

Reviewed by: 

Signature

Gord Lau

Master Plan – Table of Contents

CITY OF WHITEHORSE

DEVELOPMENT SERVICES COMMITTEE

Council Chambers, City Hall

Chair: Jenny Hamilton **Vice-Chair**: Lenore Morris

August 18, 2026 Meeting #2026-15

---

1. Tourism and Culture Partnership Agreement
   Presented by Stéphanie Chevalier, Economic Development Supervisor, Economic Development

2. New Business

ADMINISTRATIVE REPORT

TO:	Development Services Committee
FROM:	Administration
DATE:	August 18, 2026
RE:	Tourism and Culture Partnership Agreement

ISSUE

Council approval to renew the Tourism and Culture Partnership Agreement between the Government of Yukon and the City of Whitehorse.

REFERENCE

- Strategic Priorities 2025–2028
- Downtown Commons Needs Assessment 2025
- Downtown Plan 2018
- Downtown Retail and Entertainment Strategy 2016-2025
- Forthcoming Economic Development Strategy 2026-2030
- Tourism and Culture MOU between the Government of Yukon and the City of Whitehorse (2023)
- Partnership Agreement (Tourism) – Government of Yukon, Department of Economic Development, Tourism and Culture and City of Whitehorse (Attachment 1)

HISTORY

The City of Whitehorse and the Government of Yukon share a common interest in supporting tourism, arts, culture, and economic development initiatives that benefit residents, businesses, and visitors.

In 2023, the City and the Government of Yukon's Department of Tourism and Culture renewed their commitment to collaborate on these areas through a Tourism and Culture Partnership Agreement. The Agreement identified areas of mutual interest and provided opportunities for the parties to coordinate efforts, share resources, and strengthen working relationships.

While the Agreement did not create financial obligations for either party, it established a framework for regular communication, information sharing, and collaboration. Through ongoing meetings and coordinated planning, the parties have developed a stronger understanding of their respective priorities and identified opportunities to work together. These discussions have informed the proposed updates to the Agreement.

ALTERNATIVES

1. Authorize the Mayor to sign the updated Partnership Agreement between Yukon government's Department of Economic Development, Tourism and Culture and the City of Whitehorse; or
2. Refer back to Administration for further review of the Partnership Agreement.

ANALYSIS

Renewing the Tourism and Culture Partnership Agreement supports continued collaboration between the City of Whitehorse and the Government of Yukon's Department of Economic Development, Tourism and Culture on shared priorities and opportunities.

The Agreement remains a non-binding framework for cooperation and does not create legal or financial obligations for either party.

The proposed Agreement maintains several areas of collaboration included in the 2023 Agreement, such as support for tourism development, promotion of Yukon arts and culture, visitor services, event programming, downtown vibrancy initiatives, tourism infrastructure, and reconciliation through the promotion of Yukon First Nations culture.

The updated Agreement also introduces several new areas of focus, including:

- Collaboration on implementation of the City's Wayfinding Plan.
- Support for sport tourism and positioning Whitehorse as a destination for sporting events.
- Joint exploration of tourism-related revenue tools, including a Municipal Accommodation Tax and Destination Improvement Fee.
- Collaboration on waterfront revitalization, Front Street improvements and activation of historic buildings (as recommended in the 2018 Downtown Plan and the 2018-2025 Entertainment and Retail Strategy) development of the Riverfront Plan, and exploration of a Downtown Commons concept, following the development of a needs assessment in 2025
- Support for the Yukon Gathering Place Convention Centre project.
- A formal requirement to review the Agreement every two years to ensure it remains relevant and effective.

The Agreement provides a mechanism for coordination and information sharing on these initiatives while preserving flexibility for both organizations. Any initiatives requiring additional City funding, resources, or Council approval would continue to be brought forward through established administrative and budget processes.

The Agreement also supports Council's Strategic Priorities related to strategic partnerships, intergovernmental collaboration, economic diversity, vibrant downtown, promoting economic diversification, and waterfront beautification. Administration considers renewal of the Agreement to be the preferred option because it strengthens coordination with a key territorial partner while creating no additional commitments through the Agreement itself.

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize the Mayor to sign the renewal of the Tourism and Culture Partnership Agreement between the Government of Yukon, Department of Economic Development, Tourism and Culture, and the City of Whitehorse.

Attachment 1

PARTNERSHIP AGREEMENT - TOURISM

Between

CITY OF WHITEHORSE
(hereinafter the City)

and

GOVERNMENT OF YUKON, DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND CULTURE,
(hereinafter the Department)

Whereas, the Department and the City (the Parties) share mutual interest and benefit from the positive impacts that tourism, arts, and culture provides to Whitehorse and the Yukon;

Whereas, the Parties wish to be welcoming and inclusive to visitors and tourists from various cultures and diverse backgrounds;

Whereas, the Parties, as represented by His Worship the Mayor of Whitehorse and the Honourable Minister of Economic Development, Tourism and Culture agree to continue to work in partnership to promote tourism and culture experiences and opportunities in Whitehorse and the Yukon;

Whereas, the Parties have confirmed their interest in maintaining an ongoing partnership to promote the Yukon and Whitehorse as tourism destinations, and support artistic and cultural expression and development.

Therefore, the Parties agree to:

1. Meet annually to explore opportunities to work together and assess the performance or any joint initiatives;

2. Work together in good faith to advance the implementation of this agreement while acknowledging that the agreement does not create legally binding or financial obligations on either Party;

3. Share information regularly and as required to maximize the benefits that tourism, arts, culture, multi-culturalism and diversity provide to Whitehorse and the Yukon;

4. Work together in support of the Yukon Tourism Development Strategy where appropriate and feasible;

5. Work together on tourist-oriented action themes of mutual interest, such as:
   - Developing and implementing a Wayfinding Plan for Whitehorse;
   - Supporting sport tourism events and aligning efforts toward positioning Whitehorse as a preferred destination for sport tourism.

- Update promotional assets that can be used for the Yukon government and City of Whitehorse websites and other promotional materials
- Sharing content for use on the travelyukon.com website, social media, and other promotional channels;
- Coordinating distribution of Visitor Parking Passes and promotional materials at the Yukon Visitor Information Centre in Whitehorse;
- Coordinating the distribution and installation of outdoor tourism banners for display within Whitehorse;

6. Work together to enhance downtown Whitehorse's vibrancy through projects, programs and infrastructure related to tourism and culture. Particular efforts will be undertaken to collaborate on:

   - The revitalization of the Waterfront and Front Street, including the activation of key historic buildings (the Roundhouse, White Pass and Yukon Route, and the Old Firehall) and the exploration of a downtown commons concept;
   - The development of a riverfront plan led by the City in collaboration with other governments; and
   - The support, hosting, and programming of local events and festivals, including coordinated marketing efforts.

7. Work together on identified infrastructure needs and to promote Whitehorse as a destination for meetings and conferences, including the Yukon Gathering Place, the new Convention Centre project.

8. Collaborate in identifying the most appropriate mechanism for generating tourism-related revenues that will support investment in community and tourism infrastructure. Potential revenue tools, including a Municipal Accommodation Tax or a Destination Improvement Fee, will be examined and evaluated.

9. Explore opportunities related to tourism and showcasing Yukon arts and culture, including a focus on Yukon First Nations art and culture to support the advancement of Reconciliation;

10. All Parties agree to review the terms, conditions, and activities in this Partnership Agreement every two years in the context of relevance, effectiveness, efficiency, learning, and community leadership.

Agreed to between the Parties:

____

The Honourable Jen Gehmair
Minister of Economic Development,
Tourism and Culture
Government of Yukon

____

Date

____

His Worship Kirk Cameron
Mayor
City of Whitehorse

____

Date