

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Tuesday, September 8, 2026 – 5:30 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

**PROCLAMATIONS**      Fetal Alcohol Spectrum Disorder Awareness Day (September 9, 2026)

World Suicide Prevention Day (September 10, 2026)

**DELEGATIONS**      Matthew Trickett, Dominion Developments – Building Permits  
John Vogt – Condo Unit Minimum in Subdivision Control Bylaw  
Suzanne Greening, Executive Director, Habitat for Humanity –  
Condominium Unit Restriction

## **CITY OPERATIONS COMMITTEE – *Councillors Morris and Boyd***

1. New Business

## **COMMUNITY SERVICES COMMITTEE – *Councillors Gallina and Melnychuk***

1. Joint Use Agreement
2. New Business

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

1. New Business

## **CORPORATE SERVICES COMMITTEE – *Councillors Melnychuk and Middler***

1. Fees and Charges Bylaw Amendment – Third Quarter
2. Mayor Travel Expense Authorization
3. New Business

## **CITY PLANNING COMMITTEE – *Councillors Middler and Hamilton***

1. New Business

## **DEVELOPMENT SERVICES COMMITTEE – *Councillors Hamilton and Morris***

1. New Business



## **PROCLAMATION**

### **FETAL ALCOHOL SPECTRUM DISORDER AWARENESS DAY**

**September 9, 2026**

**WHEREAS** Fetal Alcohol Spectrum Disorder is a lifelong disability that affects the brain and body of people who are exposed to alcohol in the womb; and

**WHEREAS** it is essential that the birth parent is provided with information, understanding, and support to reduce the incidence of Fetal Alcohol Spectrum Disorder; and

**WHEREAS** International Fetal Alcohol Spectrum Disorder Awareness Day is an opportunity to support those with Fetal Alcohol Spectrum Disorder, their families, and to raise awareness of the importance of abstaining from alcohol during pregnancy.

**NOW, THEREFORE I**, Mayor Kirk Cameron, do hereby proclaim September 9, 2026, to be Fetal Alcohol Spectrum Disorder Awareness Day in the city of Whitehorse.

Kirk Cameron  
Mayor



## **PROCLAMATION**

### **WORLD SUICIDE PREVENTATION DAY**

**September 10, 2026**

**WHEREAS** suicide is one of the most tragic losses that families, friends, loved ones and communities can endure; and

**WHEREAS** World Suicide Prevention Day highlights that suicides are preventable by reducing the stigma of seeking professional support and creating safer environments for those struggling emotionally, and the vital importance of accessible mental health services; and

**WHEREAS** the theme “Changing the Narrative on Suicide” aims to shift the narrative from one of silence to one of openness, understanding and support, which will ultimately lead to increased access to care for those in need;

**NOW, THEREFORE I**, Mayor Kirk Cameron, do hereby proclaim September 10, 2026, to be World Suicide Prevention Day in the City of Whitehorse.

Kirk Cameron  
Mayor

**CITY OF WHITEHORSE**  
**CITY OPERATIONS COMMITTEE**  
**Council Chambers, City Hall**



**Chair:** Lenore Morris

**Vice-Chair:** Dan Boyd

September 8, 2026

Meeting #2026-16

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1. New Business

**CITY OF WHITEHORSE**  
**COMMUNITY SERVICES COMMITTEE**  
**Council Chambers, City Hall**



**Chair:** Paolo Gallina

**Vice-Chair:** Eileen Melnychuk

September 8, 2026

Meeting #2026-16

- 
1. Joint Use Agreement  
Presented by Keri Rutherford, Manager, Recreation
  2. New Business

## **ADMINISTRATIVE REPORT**

|              |                              |
|--------------|------------------------------|
| <b>TO:</b>   | Community Services Committee |
| <b>FROM:</b> | Administration               |
| <b>DATE:</b> | September 8, 2026            |
| <b>RE:</b>   | Joint Use Agreement          |

### **ISSUE**

Adoption of the Joint Use Agreement (JUA), which establishes the framework for the allocation, administration, and governance of public recreation and school facilities in Whitehorse.

### **REFERENCE**

- [\*Municipal Act\*](#)
- [\*Education Act\*](#)
- [\*Joint Use Agreement Bylaw 2021-19\*](#)
- Proposed Bylaw 2026-27 (Attachment 1)

### **HISTORY**

A JUA has been in place since 1978 and has provided the framework for sharing, managing, and overseeing public recreation spaces and school facilities in Whitehorse. The proposed agreement supports the efficient use of public facilities, equitable access for community groups, and the delivery of educational, recreational, and community programming. It also fosters collaboration among the City of Whitehorse, the Government of Yukon Department of Education, the Commission scolaire francophone du Yukon (CSFY), and, most recently, the First Nation School Board (FNSB), collectively referred to as the Parties, to maximize public use of facilities while respecting each organization's operational requirements.

The current agreement expired in 2024, and a consultant was retained to review the JUA and provide recommendations. The review was conducted between June and November 2024 and included three components: a jurisdictional scan of comparable agreements, a survey of facility owners and user groups, and targeted conversations with key stakeholders. The jurisdictional scan examined seven joint or shared-use agreements from Western Canada. In total, 34 survey responses were received, including 20 from user groups and 14 from facility owners. Nine targeted conversations were also held to gather more detailed information, perspectives, and concerns.

The review identified several opportunities to strengthen governance, clarify responsibilities, improve allocation processes, and better align the agreement with Whitehorse's current educational landscape. A two-year extension was granted to complete the review and develop recommendations. During this time, administration worked collaboratively with all Parties to incorporate the feedback received and draft a revised agreement.

## **ALTERNATIVES**

1. Bring forward the Joint Use Agreement Bylaw under the bylaw process; or
2. Refer the matter back to Administration for further consideration.

## **ANALYSIS**

The Joint Use Agreement maintains the core objective of maximizing community access to publicly funded facilities while introducing several improvements to governance, accountability, and operational clarity.

Key updates include:

- Addition of the First Nation School Board as a full Party to the agreement, ensuring all publicly funded school authorities in Whitehorse are represented.
- Establishment of a formal Oversight Committee with defined terms of reference to monitor implementation and address issues as they arise.
- Introduction of a more structured facility allocation model based on approved block allocations and annual review processes.
- Expanded definitions and clearer roles and responsibilities for each participating organization.
- Enhanced liability and risk management provisions.
- Dedicated provisions respecting the management and shared use of outdoor athletic fields.
- Development of appendices to address administrative procedures, insurance requirements, and participant conduct.
- Clarification of fee structures, including recognition of separate school and user fees and event-related cost recovery requirements.

The appendices translate the policy into operational practice by outlining seasonal booking procedures, timelines, facility allocation priorities, fee schedules, public facility inventories, facility use standards, and user code of conduct requirements. The Oversight Committee will evaluate the appropriate use of Public Facilities, revise procedures and appendices as need, review space availability and ensure transparency throughout the process. This revised structure enables the participating Parties and relevant partners to respond to operational needs and evolving community use patterns without requiring additional Council approval for minor administrative or operational matters.

The JUA and its appendices will allow the City of Whitehorse, the Government of Yukon, the Commission scolaire francophone du Yukon (CSFY), and the First Nation School Board to continue supporting equitable access to community recreation, sport, and cultural opportunities while ensuring facilities are managed effectively, equitably, and sustainably.

**ADMINISTRATIVE RECOMMENDATION**

THAT Bylaw 2026-27, a bylaw to approve the Joint Use Agreement; an agreement between the City of Whitehorse, the Government of Yukon Department of Education, the Commission scolaire francophone du Yukon, and the First Nation School Board, be brought forward for consideration under the bylaw process.

**CITY OF WHITEHORSE**  
**BYLAW 2026-27**

A bylaw to authorize the adoption of a Joint Use Agreement

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WHEREAS section 265 of the *Municipal Act* (R.S.Y. 2002) provides that council may pass bylaws for municipal purposes respecting the acquisition, sale, management, mortgaging, construction, leasing, renting, or any other dealings with any real or personal property, or any interest in land, buildings or other improvements on land or personal property; and

WHEREAS the City, the Government of Yukon and the Commission scolaire francophone du Yukon, and the First Nation School Board have negotiated an agreement to maximize the use of public facilities in Whitehorse for the period October 1, 2026, through December 31, 2028;

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

1. The City of Whitehorse is hereby authorised to enter into a Joint Use Agreement with the Government of Yukon, the Commission scolaire francophone du Yukon, and the First Nation School Board with respect to public facilities in the City of Whitehorse. The said agreement forms part of this bylaw.
2. The City Manager is hereby authorised to execute the Joint Use Agreement identified in section 1 of this bylaw on behalf of the City of Whitehorse.
3. This bylaw shall come into full force and effect upon the final passing thereof.

**FIRST and SECOND READING:**

**THIRD READING and ADOPTION:**

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Kirk Cameron, Mayor

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Corporate Services

**YUKON — WHITEHORSE**  
**JOINT USE AGREEMENT**  
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**YUKON — WHITEHORSE**

**JOINT USE AGREEMENT**

BETWEEN:

**GOVERNMENT OF YUKON – Department of Education**

As represented by the Deputy Minister of Education  
(Herein referred to as “Department of Education”)

AND:

**Commission scolaire francophone du Yukon (CSFY)**

As represented by the Executive Director  
(Herein referred to as “CSFY”)

AND:

**First Nation School Board (FNSB)**

As represented by the Executive Director  
(Herein referred to as “FNSB”)

AND:

**THE CITY OF WHITEHORSE**

As represented by the City Manager  
(Herein referred to as “the City”)

(Collectively, the “Parties”)

## **WHEREAS**

It is the responsibility of the City to plan, develop, construct, operate and maintain park and recreational land and facilities in the City of Whitehorse.

It is the responsibility of Department of Education, CSFY and FNSB to develop and deliver educational programs and provide the necessary facilities and sites for these programs.

The Parties support the sharing of publicly funded facilities to maximize benefit to students and citizens of Whitehorse.

The Parties agree to the use of their respective public facilities in accordance with the provisions of this Agreement.

The Parties agree with the implementation of a benefits-based approach to the allocation of facility space, reflecting the community's needs, personal and social connectedness, economic vitality, and environmental consciousness.

The Parties agree that success of this Agreement is dependent on continued commitment to the purpose, vision and goals located herein.

The Parties wish to reaffirm their commitment to the principles of the shared use of City facilities and School facilities.

In such regard, and in recognition of the importance of collaboration, the Parties agree to act openly, fairly, and as far as each may legally do so, to execute and deliver to each other such documentation and do such acts as may be required to reasonably carry out the principles of this Agreement.

The Parties agree that the foregoing Preamble shall form part of this Agreement.

## **THE PARTIES AGREE AS FOLLOWS:**

### **1. DEFINITIONS**

“Agreement” means the main agreement excluding the Appendices

“Benefits-based approach” means an evolutionary process that helps reposition, promote, and provide services that are truly essential to the community's needs. It is an abstract concept (rather than a concrete model) used to develop outcome-oriented performance measurement indicators and tools to gauge progress towards becoming a benefits driven vibrant community in the field of recreation.

“Booking Office” means the City of Whitehorse, Recreation Facility Booking Agents.

“Oversight Committee” is established under the Joint Use Agreement (JUA) to oversee the equitable, safe, and efficient use of school and City facilities for community purposes.

“Designated Representative” is the contact person for each Facility User or partner.

“Facility Owner” means Yukon Education, the school boards and Yukon School Sports who controls the respective school building and grounds and the City who controls the respective municipal public facilities.

“Facility Staff” means the employees and contractors of the Parties, providing services and maintaining Public Facilities in this Agreement.

“Facility User” means all Users Groups and School Groups that benefit from and book services under this Agreement.

“Goals” means those fundamental concepts, set out in this Agreement that will guide the actions and relations of the Parties as they work together to meet the needs of the citizens of Whitehorse.

“Parties” means the entities signing this Agreement collectively, and Party will mean one (1) of the signatories.

“Partners” means any entity that partakes in or benefits from the Agreement.

“Public Facilities” means all facilities outlined in Appendices used for joint use activities.

“Rental Contract” means the formal booking contract, provided by the Booking Office to the Designated Representative, created and signed off for each Facility User event, outlining the rental terms and conditions, for bookings as per this Agreement.

“School Board” means a local board or authority responsible for the provision and maintenance of schools (e.g. CSFY, FNSB).

“School Group” is any school group that fits within the eligibility criteria set out in this agreement and books the use of Public Facilities.

“User Group” is any community group or sport governing body that books the use of Government of Yukon YG facilities in this Agreement.

“Yukon Education” refers to schools and Yukon School Sports (YSS) under the authority of the Department of Education.

## **2. TERMS OF THE AGREEMENT**

- 2.1. This Agreement shall endure from October 1, 2026, through December 31, 2028.
- 2.2. The Agreement may be extended, cancelled, or revised at any time upon mutual consent of all Parties for up to one calendar year.
- 2.3. The Agreement will be extended for up to one calendar year from the expiration date specified above if a new agreement has not been put in place. Additional extensions, beyond 1 year, must be approved by Council.

### **3. CONTACTS**

- 3.1. Director of Schools for the Department of Education. Manager of Recreation for the City. Executive Director for CSFY. Executive Director for the FNSB.

### **4. PURPOSE**

- 4.1. To provide a framework by which selected Public Facilities within the bounds of the City of Whitehorse can be utilized by the community to the maximum extent practicable using a benefits-based approach for space allocations.
- 4.2. The Agreement covers facility uses outside of the core school activities of Department of Education and core recreation activities of the City.

### **5. VISION**

- 5.1. Available public facility space is highly utilized for valued community needs, and is allocated fairly, equitably and on the basis of demonstrable needs and benefits to the community, with youth-oriented activities as the highest priority.
- 5.2. The Parties will ensure that the Partners:
- respect each other, the facilities and the community;
  - actively work together to resolve allocation and scheduling issues;
  - cooperate and communicate to enhance the community's self-image; and
  - build healthy opportunities for individuals to connect in ways that benefit all.
- 5.3. Partnerships are encouraged as a means of promoting community spirit and community wellness through utilization of Public Facilities.

### **6. GOALS & PRINCIPLES**

- 6.1. The Parties share the common goal of providing opportunities and activities for all ages through the promotion and provision of recreation and active living services, essential to a healthy vibrant community. The key principles to this approach are:
- advancing community health and well-being through recreation and leisure opportunities;
  - ensuring fair and just access to facilities, both indoors and out; and
  - prioritizing access for children and youth.

### **7. PROCESS**

- 7.1. Facility Users may use the listed Public Facilities during the time blocks set aside by the Facility Owners.
- 7.2. Special permission must be granted by respective school administration for any booking requests outside of the allocated blocked time.
- 7.3. The Public Facilities covered by this agreement are booked through the Booking Office.

- 7.4. If required, inquiries are evaluated by a measurement system (Assessment Tool), focused on our “Purpose, Vision and Goals,” that will determine whether the community is receiving the identified benefits through the offering of the activity.
- 7.5. The Parties will establish an Oversight Committee responsible for monitoring the implementation of Facility User processes. This will consist of a member from each of the Parties, and any other partners that may be impacted. The committee will evaluate the appropriate use of Public Facilities, revise procedures and Appendices as needed, review space availability, and ensure transparency throughout the process. The Committee membership will include the Parties and may include other representatives.
- 7.6. To support effective governance and collaboration, the Parties will develop a Terms of Reference that clearly define the Committee’s role, responsibilities, decision-making, membership and structure.
- 7.7. Facility Owners will provide specific rules, security procedures, equipment lists and any changes to the availability dates to the Booking Office.
- 7.8. The Booking Office will provide a copy of the Rental Contract to the designated representative and have the designated representative review all pertinent documents, providing signatures and/or initials where required.
- 7.9. The Booking Office will prepare and provide a master list of confirmed public facility bookings to the Parties. Applicable portions of the master list may be provided to each school principal, Designated Representative and each Facility Owner.

## **8. ALLOCATION**

- 8.1. Allocation deadlines are established to allow reasonable time for facility management, school activity planning, and community use planning.
- 8.2. Facility Owners will confirm facility availability based on the pre-determined blocked allocation as per Appendix B.
- 8.3. Facility Users will be required to submit requests within the allocation deadlines.
- 8.4. The City will advertise the booking deadlines and confirm Facility User schedules within the allocation deadlines. Facility Owners will provide school year calendars to the Booking Office.
- 8.5. In addition to the allocation deadlines, the Booking Office will contact Facility Owners three times during the school year to inquire about space availability for Facility Users.
- 8.6. Allocation Priorities and Deadlines are outlined in the Appendices.

## **9. FEES**

- 9.1. The Parties agree to establish a fee schedule, maintained at a level ensuring affordability. Parties have the authority to set the fees outlined in Appendices A & B.

- 9.2. Fees will be charged to School Groups, as outlined in Appendix A.
- 9.3. Fees will be charged to Facility Users, as outlined in Appendix B.
- 9.4. The City will collect all fees pertaining to this Agreement and disburse any applicable proceeds to the Department of Education payable to the Government of Yukon.
- 9.5. The Department of Education will provide a yearly contribution in the amount of \$40,000.00 on September 1 of each year to the City towards the administration costs of the Agreement.

## **10. MAINTENANCE AND CANCELLATIONS**

- 10.1. Future planned maintenance schedules that pertain to facilities in this Agreement will be shared with the Booking Office prior to Allocation timelines.
- 10.2. The Facility Owner will establish maintenance standards and conform with generally accepted maintenance practices and provide a mechanism for Facility Users to report maintenance issues and/or recommendations.
- 10.3. Regular repair and maintenance of any Public Facility and its operational costs are the complete responsibility of the Facility Owner.
- 10.4. Any Public Facility may be withdrawn temporarily for repairs or renovations providing notice at least fourteen (14) days in advance or in the event of an emergency as soon as reasonably practicable.
- 10.5. The Booking Office will contact the Designated Representative to provide written notice of any facilities withdrawn from use.

## **11. LIABILITY AND INSURANCE**

- 11.1. User Groups must provide a certificate of insurance with a minimum limit as per Appendix B general liability insurance. Special requests to waive the insurance requirement must be made in writing to the Booking Office. All requests must be received and approved by the Parties.
- 11.2. Facility Users are responsible for any claim, demand, cost, damage, action, suit or proceeding that is, in any manner, based upon, or arising from, or attributable to, its negligence or willful misconduct in relation to the performance of this Agreement, the activities of the Facility User, or the carrying out of this Agreement by the Facility User.
- 11.3. The Facility Owner is responsible for the repair and all expenses related to any loss or damage caused by the actions of a Facility User. This does not preclude the Facility Owner from securing reimbursement from the Facility User, through their liability insurance or damage deposit.

## **12. ROLES AND RESPONSIBILITIES OF PARTIES – JOINT USE FACILITIES**

### **City Facilities**

- 12.1. The City shall make available City facilities identified as Joint Use Facilities in Appendix A.
- 12.2. The City shall determine what activities can be accommodated in these facilities.
- 12.3. The City may, if the Department of Education request services above the normal level, charge for additional costs to meet those requests in accordance with Appendix A.
- 12.4. The City may also charge the Department of Education for any major costs the City incurs due to vandalism, damage or other costs not associated with normal wear and tear as a result of the use of a City facility by a School Group.
- 12.5. The City shall be responsible for facility utilities, replacement and repair of minor equipment, and normal staff costs.

### **School Facilities**

- 12.6. Department of Education shall make available to User Groups those facilities identified as Joint Use Facilities in Appendix B.
- 12.7. Department of Education shall determine what activities can be accommodated in these facilities.
- 12.8. Department of Education may also charge User Groups for major costs the Department of Education incur due to vandalism, damage or other costs not associated with normal wear and tear as a result of the use of a school facility by a User Group.
- 12.9. Department of Education will be responsible for facility utilities, replacement and repair of minor equipment, and normal staffing costs.

### **Outdoor Fields**

- 12.10. The Department of Education shall maintain all outdoor fields adjacent to schools, in accordance with maintenance standards developed by the Government of Yukon in consultation with school and User Groups.
- 12.11. Outdoor fields identified in Appendix B shall be available to Facility Users.
- 12.12. Outdoor fields on school sites shall be reserved exclusively for school use during defined school operational hours (as outlined in Appendix B). Outside of these hours, outdoor fields shall be available for shared use by User Groups, in accordance with the scheduling protocols and priorities set out in Appendix B.

## **13. CODE OF CONDUCT**

- 13.1. Facility Users & Facility staff will abide by the Code of Conduct as per Appendix C.

#### **14. CHANGES TO THE AGREEMENT**

- 14.1. Any appendices can be amended with the mutual consent of the Parties.
- 14.2. No provision of this Agreement shall be deemed to have been changed unless made in writing and signed by each party.
- 14.3. If any provision of this Agreement is unenforceable or invalid for any reason, such unenforceability or invalidity shall not affect the remaining provisions, and such provisions shall be severable from the Agreement.

IN WITNESS WHEREOF, the Parties hereto have hereunto affixed their seals at the City of Whitehorse, in the Yukon Territory, on the day and year written below.

**THE CORPORATE SEAL OF THE CITY OF WHITEHORSE WAS HEREUNTO  
AFFIXED IN THE PRESENCE OF:**

|       |         |                                     |
|-------|---------|-------------------------------------|
| _____ | _____   | _____                               |
| Date  | Witness | City Manager,<br>City of Whitehorse |

**Commission scolaire francophone du Yukon (CSFY)**

|       |         |                          |
|-------|---------|--------------------------|
| _____ | _____   | _____                    |
| Date  | Witness | Executive Director, CSFY |

**GOVERNMENT OF YUKON – Department of Education**

|       |         |                                                                     |
|-------|---------|---------------------------------------------------------------------|
| _____ | _____   | _____                                                               |
| Date  | Witness | Deputy Minister, Department of<br>Education, Government of<br>Yukon |

**First Nation School Board (FNSB)**

|       |         |                    |
|-------|---------|--------------------|
| _____ | _____   | _____              |
| Date  | Witness | Executive Director |

## **APPENDICES**

Appendix A: Use of the Canada Games Centre

Appendix B: Use of Schools

Appendix C: Code of Conduct

**YUKON – WHITEHORSE**

## **JOINT USE AGREEMENT**

### **APPENDIX A – USE OF THE CANADA GAMES CENTRE (CGC)**

1. PREAMBLE
2. BOOKING AVAILABILITY FOR SCHOOL SWIM, SKATE AND EVENTS
3. BOOKING PROCEDURES FOR SCHOOL SWIM, SKATE AND EVENTS
4. CANCELLATIONS
5. PAYMENT
6. USAGE GUIDELINES OF THE CANADA GAMES CENTRE

## **1. PREAMBLE**

Appendix A outlines the terms and procedures for school access to the Canada Games Centre (CGC) under the JUA. It is intended to ensure fair, safe, and efficient use of the CGC facilities by schools for swimming, skating, and special events. The guidelines herein establish booking protocols, allocation of time, cancellation policies, and responsibilities for teachers and participants. All bookings must follow City of Whitehorse regulations and facility rules to support a positive experience for all users.

## 2. BOOKING AVAILABILITY FOR SCHOOL SWIM, SKATE AND EVENTS

Facility Booking Agents | Canada Games Centre | Phone: 633-8518 | Email: [recbookings@whitehorse.ca](mailto:recbookings@whitehorse.ca)

### A. CGC Facility Availability

| Facility                                              | Time Available                                                      | Availability                                | Function of Use                     | Restrictions                                        |
|-------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------|-------------------------------------|-----------------------------------------------------|
| <b>Aquatics Centre</b>                                | 9:15 – 10:00am<br>10:00 – 10:45am<br>1:00 – 1:45pm<br>1:45 – 2:30pm | September – June<br>Tue. – Fri.             | Swim lessons, rec.<br>swims         | City maintenance,<br>programming,<br>special events |
| <b>ATCO Arena<br/>(Olympic Ice)</b>                   | 9:15 – 10:00am<br>10:00 – 10:45am<br>1:00 – 1:45pm<br>1:45 – 2:30pm | September – April<br>Mon. – Fri.            | Skating, hockey<br>(pucks & sticks) | City maintenance,<br>programming,<br>special events |
| <b>NWTEL<br/>Arena</b>                                | 9:15 – 10:00am<br>10:00 – 10:45am<br>1:00 – 1:45pm<br>1:45 – 2:30pm | May or when<br>ATCO ice has<br>been removed | Skating,<br>hockey                  |                                                     |
| <b>CGC Facilities –<br/>School Special<br/>Events</b> | 8:30am – 3:30pm                                                     | September – June<br>Mon. – Fri.             | School-hosted<br>special events     | City maintenance,<br>programming,<br>special events |

All City facilities must be booked, approved and confirmed through the Booking Office by a Designated Representative. The representatives from each school will submit all bookings for their school and function as the primary liaison with the City for the duration of the school year.

### B. Online Booking Access

All City facility bookings for swim and skate sessions (excluding School Special Event requests) will be available online to book after Labour Day weekend (early September). Under the JUA, access is provided to:

1. The Child Development Centre provided their use does not impact upon or exclude usage by any other school;
2. The Yukon Home Educators Society;
3. YG – Department of Education Schools;
4. CSFY Schools; and
5. FNSB Schools.

### C. Allocation of Time

Each school will receive an equal number of swim and skate sessions at the start of the

school year. Remaining time slots will be released on a first-come, first-served basis after initial allocations.

### 3. BOOKING PROCEDURES FOR SCHOOL SWIM, SKATE AND EVENTS

#### A. Services Available for Schools

| Service                        | Duration                     | Grade/<br>Min/Max #                         | Days         | Cost                                              | Notes                                                                                              |
|--------------------------------|------------------------------|---------------------------------------------|--------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Learn to Swim</b>           | 2 – week program (6 classes) | Gr. 2 – 4<br>15 – 24 students               | Tues - Thurs | \$37/student                                      | (per class)                                                                                        |
| <b>Water Awareness Program</b> | 1 – week program (3 classes) | Gr. 4 – 7<br>15 – 30 students               | Tues - Thurs | \$18.50/student                                   | (per class)<br>max. 30                                                                             |
| <b>Rec. Swim</b>               | Single booking               | Gr. 2 – 12<br>20 – 70 students              | Fri          | \$3.35/student<br>(per class – 1 fee for 20-70).  | Groups 70+ require 2 weeks' notice & extra staffing fee                                            |
| <b>Rec. Skate</b>              | Single booking               | All grades<br>1-300 students                | Mon - Fri    | \$25/per class booking                            | Skate fee for skate rentals<br><br>(Except for the LEAD Program, Home School – school programming) |
| <b>School Special Event</b>    | Single booking               | All grades<br>Depends on location and event | Mon- Fri     | 30% off non-prime, non-profit youth rate City fee | School-hosted events scheduled during school hours 8:30am – 3:30pm                                 |

#### B. Swim and Skates

- At the start of the school year, school administrators/representatives will receive an email from the Booking Office with swim and skate online booking dates. All schools will receive confirmation of their booked times and will be notified of cancellations. Contact the Facility Booking Agent immediately if there are any issues.
- Schools will be able to place themselves on a waitlist for added swim/skate times after initial allocation closes.
- Schools with 70+ participants require 14 days' notice. Aquatics staff will review

and, if approved, an added staffing fee will apply to ensure adequate lifeguard coverage.

- Kindergarten and Grade 1 classes cannot be accommodated for Recreational Swims due to supervision requirements (children under 7 must be within arm's reach of an adult at a 1:3 ratio). Grade 2 classes are recommended to book after Christmas Break.

### **C. Special Events**

- School administrators and YSS will submit booking requests for their events to the Special Events Coordinator following the City allocation deadline dates (June 1 – school term, January 1 – summer).
- Late requests can be submitted but may not be able to be accommodated. School special events will be charged the JUA reduced fee for any events that run between Monday to Friday from 8:30am – 3:30pm.

### **D. Support**

- School administrators may contact the Booking Office to review bookings or clarify procedures.

## **4. CANCELLATIONS & AMENDMENTS**

### **Cancellation Policy for School Swim, Skate and Special Events**

|                       |                   |                                                                      |
|-----------------------|-------------------|----------------------------------------------------------------------|
| School Swim           | 14 days or less   | \$65.00 cancellation fee, charge per day of bookings                 |
| School Skates         | 14 days or less   | \$65.00 cancellation fee, charge per day of bookings                 |
| School Special Events | 30 days or more   | \$50.00 cancellation fee, per event                                  |
| School Special Events | Less than 30 days | No refund                                                            |
| All CGC Bookings      |                   | \$30.00 amendment fee for any changes to confirmed booking agreement |

- All cancellations must be made in writing to the Booking Office. Failure to provide adequate notice of a cancellation will result in the school being charged a cancellation fee.
- Cancellations made on short notice due to extenuating circumstances beyond the participants' control (i.e. bussing issues, extreme weather, facility closures), will not be charged. However, notifying the Booking Office immediately by phone or email is required.

## **5. PAYMENT**

- All schools will be charged.

- At the time of the event or end of the month for JUA swim & skate set fees and any special event rental contracts.
- Schools are eligible for the JUA rate at the Aquatics Centre or arenas only during designated booking times, outlined in the Facility Availability Table.

## **6. GUIDELINES FOR USAGE OF THE CANADA GAMES CENTRE**

### **1. Teachers' Responsibilities**

- Teachers must be actively engaged and present for all JUA activities taking place at the Canada Games Centre.
- Teachers are responsible for signing in at the front reception each day of their lessons to confirm the number of students attending.
- Teachers are responsible for ensuring their class does not exceed maximum number of students listed for each activity.
- Teachers must actively supervise the students, and ensure the participants are following facility rules.
- Teachers must actively have oversight of students in changerooms.
- For Rec. skates, teachers will connect directly with the Activity Monitor staff at the Leisure Ice entrance to sign for skate rentals.
- Teachers must ensure all students wear helmets during ice skating, as per the schools "Mandatory Use of Helmets During School – Related Activities" policy. Helmets are not provided by the Canada Games Centre.

### **2. Participant Rules**

- Participants are expected to follow all facility rules while at the Canada Games Centre. Facility rules are available on the City of Whitehorse website.
- Participants must remain out of the water until a lifeguard is on deck, or their swim instructor is present and they have received instruction.
- Participants are not permitted on the ice while maintenance is in progress.
- Educational assistants may be required to accompany participants with special needs when using the facility and should come prepared with required attire.

### **3. Swimming Lessons Support**

- Questions or concerns are addressed by staff in the following priority:
  - i. Refer to booking rules;
  - ii. Directly to the attention of the swimming instructor;
  - iii. The Aquatics Leadhand;
  - iv. The Aquatics Supervisor.

#### **4. Additional Facility Use**

- Schools wishing to use other areas of the facility (i.e. Fieldhouse, Flexihall, Wellness Centre, Running Track) may do so through purchasing a daily admission for each student if public drop-in times are available.
- Schools may also rent the Fieldhouse, Flexihall or meeting rooms for exclusive use but will be charged the regular rate for usage if it is not considered or classified as a school-hosted special event.
- Classes must be aware of the Team Training Guidelines. A Wellness Orientation and signed Youth Waiver are needed prior to use of the Wellness Centre.
- Please contact the Facility Booking Agent regarding usage outside of the Joint Use Agreement.

#### **5. City Authority**

- City staff reserve the right to cancel any school booking that does not follow facility booking guidelines and code of conduct.

**YUKON — WHITEHORSE**

**JOINT USE AGREEMENT**

**APPENDIX B – USE OF SCHOOLS**

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## PREAMBLE

Appendix B outlines the terms and conditions governing the use of school facilities within the City under the JUA. It reflects a collaborative commitment between the City and Yukon Schools to maximize community access to educational spaces while preserving the integrity of school operations. The provisions herein are designed to promote equitable, safe, and efficient use of school properties for recreational, cultural, and civic purposes. This document serves as a framework to guide scheduling, responsibilities, and mutual expectations, ensuring that both educational and community needs are met through shared stewardship of public resources.

## DEADLINES FOR JOINT USE TIMES ON SCHOOL PROPERTY

**Table 1: Deadlines for Joint Use Times on School Property**

| Season               | Facility Owner Confirm Facility/City Advertises Season Deadlines | Booking Request Deadline | Other Deadlines                                                       |
|----------------------|------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------|
| School Term          | May 1                                                            | June 1                   | Key return date: June 15. School term meeting Aug or Sept (if needed) |
| Christmas Break      | September 1                                                      | October 1                |                                                                       |
| March Break          | December 1                                                       | January 1                |                                                                       |
| Outdoor Field Season | February 1                                                       | March 1                  | Field User meeting by March 15 (If needed)                            |
| Summer Indoor Season | February 1                                                       | March 1                  | Key return date August 31                                             |

Any facility booking requests received after these deadlines are considered late requests. On September 15, December 15, and February 15, the Booking Office will contact Facility Owners for released time. This will then get sent out to User Groups to make any additional booking requests.

A “School Term Meeting” or Field User Meeting with representatives from the User Groups, the City, Yukon Education, Highways and Public Works and School Administrators is held annually as needed, to review the JUA, highlight changes, review processes and discuss issues or concerns.

## BLOCK BOOKING

To ensure equitable access to facilities, block booking will be reviewed and assessed by the Oversight Committee on a seasonal basis then administered by the Booking Office to ensure efficiency of space usage for both Facility Owners and Facility Users.

## **PRIORITIES FOR JOINT USE TIMES ON SCHOOL PROPERTY**

Activities are prioritized and scheduled according to a balanced approach, in alignment with the Purpose, Vision and Goals in the JUA.

### **General Scheduling Guidelines:**

- Activities for youth and accessible organizations receive preference between the hours of 5:00 pm to 9:00 pm.
- Outdoor Riverdale Campus Track and Field exclusively permits Priorities 1 to 6 below, or Commercial event, for sport-specific use, with a priority for track and field events and high-performance athlete development.
- Outdoor Riverdale Campus Volleyball Courts are maintained by Volleyball Yukon, who receive first priority for booking outside of school use (as per the MOU).
- Francophone events receive booking priority in CSFY schools. La Garderie du petit cheval blanc utilize CSFY schools free of charge for daycare services before and after school, on Professional Development (PD) days, during spring and summer break.
- High-impact activities (e.g., roller blades, floor hockey) will only be permitted on floors scheduled for upcoming maintenance or by special permission by Yukon Education.
- Booking requests after June 1 are subject to availability.
- Private bookings (e.g., birthday parties) will not be approved.

### **Priority 1 to 2 - Special Events**

Special Event requests received before the seasonal deadlines are scheduled in advance of regular bookings to ensure that space is available and that User Groups are aware in advance that their space will not be available during the “special event” booked times.

#### **1. School Special Event**

Any event organized by the school or agency of the school and occurring in the school for the students at that school.

#### **2. Non-Profit Special Event**

Any event organized by a non-profit community organization where no additional monies are collected (tournament, concert or celebration). Each User Group is limited to two (2) special events during the school season, which would bump a regular user. Priority will be given as follows:

- a) Youth / Accessible Organizations.
- b) Adult / Senior/ Elder.
- c) Fundraising Event.

Each school and YSS can submit up to five (5) late requests throughout the annual School Calendar, each with at least 14 days' notice. The school administration or Designated Representative will offer an alternate location for the regularly scheduled activity before advising the Booking Office to cancel.

### **Priority 3 to 5 - Regular Bookings**

#### **3. School Regular Bookings**

Co-curricular or extra-curricular programs and activities sponsored by the Department of Education, CSFY, and FNSB and YSS. These occur outside the regular school day and are considered part of a school's regular program of activities.

#### **4. Activities for Youth / Accessible Organizations**

Any community program or activity sponsored by a registered non-profit group, society or organization for individuals below the age of nineteen (19) or persons with a disability. To be eligible, the activity must be comprised solely of youth/persons with a disability under the supervision of a responsible adult.

#### **5. Adult / Senior Activities**

Any community program or activity sponsored by a registered non-profit group, society or organization where the majority of individuals are at or above the age of nineteen (19).

### **Priority 6 - 9 - Other Activities**

#### **6. Political or Religious Event**

A program or activity, sponsored by groups, societies, and organizations (such as a service, bible study, rally, campaign), where the primary aim is political or religious in nature. This does not include recreation or leisure activities sponsored by a group for the public.

#### **7. Public Meeting**

An activity, meeting, or event that is open to the public, where there is no exchange of money, and is sponsored by a registered non-profit group, society or organization.

#### **8. Commercial Event**

Any activity/event sponsored by a group, individual or business where the group, individual or business profits and/or where the public is invited and is required to either pay an admission fee or is encouraged to purchase goods or services offered for sale. Recreation & Cultural events will receive first priority in this category over

non-recreational use.

## **9. Late Requests**

Any request submitted to the Booking Office after allocation deadlines is subject to availability.

## **JOINT USE AGREEMENT OVERSIGHT COMMITTEE**

An Oversight Committee (“the Committee”) shall be established and comprised of representatives from each Party to the Agreement. The Committee shall be responsible for:

- Monitoring the implementation of the JUA and its associated procedures.
- Reviewing and revising appendices and operational protocols.
- Mediating disputes and facilitating resolution through a structured framework.
- Ensuring transparency and accountability in all aspects of the Agreement.

The Committee shall convene quarterly, with scheduled meetings and additionally as needed, to review time allotments, address operational concerns, and assess usage patterns. This will include “School Term Meetings and Field User Meetings” as needed with representatives from the User Groups, the City, Department of Education, and Highways and Public Works – Facility Management.

The Committee may establish sub-committees, as needed, to address operational matters outlined in the Appendices. These sub-committees may include subject matter experts and representatives from relevant organizations.

Recurring disputes shall be documented and reviewed quarterly, with community-based input solicited to inform adjustments to the Agreement and improve long-term functionality.

## **Rule Enforcement Mechanisms**

To address operational gaps and promote consistent rule application across all shared facilities, the Parties agree to implement the following measures:

- **Rule Compliance**  
The Committee shall oversee rule compliance and ensure uniform enforcement across all facilities.
- **Penalty Structure for Non-Compliance**  
A graduated penalty system shall be developed, including—but not limited to—temporary booking suspensions for repeat violations. Penalties shall be clearly communicated to all User Groups and documented in the operational appendices.

These measures aim to shift enforcement from reactive to proactive, fostering a

culture of accountability and mutual respect among Facility Users.

## **Documentation and Compliance**

To strengthen operational integrity, the Parties agree to:

- Update the Code of Conduct to enhance accountability and compliance.
- Improve documentation standards for scheduling, usage, and incident reporting.
- Implement specific updates to relevant clauses within the main Agreement to increase clarity, purpose, and enforceability.

## **10. FEES**

Department of Education, CSFY, and FNSB, and the City will not charge each other for the use of Public Facilities (schools) covered by the JUA for the purpose of educational, public safety, and recreational activities offered by the Parties.

Department of Education, CSFY, and FNSB agree to charge for the use of Public Facilities for community use as set out below. Any other requests for no charge must be submitted through the Booking Office to the Facility Owner for consideration.

### **• Custodial Oversight for Mess and Damage**

- Custodial shifts will be adjusted to support monitoring and cleaning following User Group activities at the end of each school day and Monday mornings. Cleaning will be included to ensure the gym and spaces are clean, janitorial supplies are refreshed before the start of school the next day and report any damages or cleanliness issues from User Groups.
- This allows custodians to assess facility conditions immediately after use.
- User Groups may be charged janitorial fees if facilities are left in an unsatisfactory condition or if damage occurs.

### **• Equipment Fees**

- Fees may apply for the use of Facility-Owned equipment (e.g., nets, AV systems, tables, chairs). Charges will be determined by the Facility Owner based on the type and extent of equipment use.

**Table 2: Facility Rental Fee Schedule by Type of Use**

| Type of Use                              | Non-Profit                                                    | Commercial /<br>admission / sales | Political /<br>Religious Event |
|------------------------------------------|---------------------------------------------------------------|-----------------------------------|--------------------------------|
| <b>Regular Bookings</b>                  |                                                               |                                   |                                |
| Large Gym                                |                                                               | \$1000 per day                    | \$130 per Day                  |
| Regular Gym                              |                                                               | \$600 per day                     | \$80 per day                   |
| Small gym, Library or Multi-Purpose room |                                                               | \$270 per day                     | \$75 per day                   |
| Classroom                                |                                                               | \$115 per day                     | \$75 per day                   |
| Outdoor Public Facilities                |                                                               | \$75 per day                      | \$40 per day                   |
| <b>Special Events</b>                    |                                                               |                                   |                                |
| Large Gym                                | \$80 per day<br>\$40 half day                                 | \$1000 per day                    | \$130 per Day                  |
| Regular Gym                              | \$80 per day<br>\$40 half day                                 | \$600 per day                     | \$80 per day                   |
| Small gym, Library or Multi-Purpose room | \$40 per day<br>\$20 half day                                 | \$270 per day                     | \$75 per day                   |
| <b>Other Items</b>                       |                                                               |                                   |                                |
| Camp Fee                                 | \$40 per day<br>for each room                                 |                                   |                                |
| Public Meeting                           | \$75 per day                                                  |                                   |                                |
| Cancellation without notice or No Show   | \$75 per day                                                  | \$75 per day                      | \$75 per day                   |
| Janitorial cleaning fee                  | \$75 per hour                                                 | \$75 per hour                     | \$75 per hour                  |
| Equipment fees                           | As determined by the Facility Owner                           |                                   |                                |
| Damages                                  | As determined by the Facility Owner for repair or replacement |                                   |                                |

Note: for gym size, see Table 3: Indoor public-school facilities and Outdoor field, see Table 5: Outdoor Public Facilities

Special Event is defined as an organized gathering or activity that occurs outside their normal schedule and is planned for a specific purpose, audience or occasion. Special events require additional coordination and resources because of their size and impact.

## INDOOR PUBLIC-SCHOOL FACILITIES

**Table 3: Indoor Public-School Facilities**

| School                                   | Designation | Gym | w/showers | w/stage | Multipurpose Room | Special Permission *all excluded days and times, and additional facilities below |
|------------------------------------------|-------------|-----|-----------|---------|-------------------|----------------------------------------------------------------------------------|
| Christ the King Elementary               | Reg         | 1   | 1         | 1       |                   |                                                                                  |
| CSSC Mercier                             | Reg         | 1   | 1         |         |                   | Contact the CSFY School Board for all other facilities.                          |
| Dámbü Tán Kets'ádañ Kù                   | Reg/Small   | 2   | 2         | 1       | 1                 | Multipurpose space that seats over 100                                           |
| École Émilie-Tremblay                    | Reg         | 1   | 1         |         |                   | Classroom, Library, Bouldering Wall                                              |
| Elijah Smith Elementary                  | Reg         | 1   | 1         | 1       | 1                 |                                                                                  |
| FH Collins Secondary                     | Reg         | 1   | 1         |         |                   | Classroom, Band Room, Atrium                                                     |
| Golden Horn Elementary                   | Small       | 1   |           |         |                   |                                                                                  |
| Grey Mountain Primary                    | Small       | 1   |           |         |                   | Contact the School Administrator for all other                                   |
| Hidden Valley Elementary                 | Reg         | 1   | 1         | 1       |                   | Classroom                                                                        |
| Holy Family Elementary                   | Reg         | 1   | 1         | 1       |                   |                                                                                  |
| Jack Hulland Elementary                  | Reg /Small  | 2   | 1         | 1       |                   |                                                                                  |
| Porter Creek Secondary                   | Large       | 1   | 1         | 1       |                   | Classroom, Home Ec, Cafeteria, Library, Bouldering Wall, Music Room              |
| Selkirk Elementary                       | Reg         | 1   | 1         | 1       |                   |                                                                                  |
| Takhini Elementary                       | Reg         | 1   | 1         | 1       |                   | Contact the School Administrator for all other facilities                        |
| St. Francis of Assisi Catholic Secondary | Reg /Large  | 2   | 1         | 1       |                   | Classroom, Art Room, Music Room, Library                                         |
| Whitehorse Elementary                    | Reg         | 1   | 1         | 1       |                   | Classroom, Activity Room                                                         |

Note: Bookings are limited to facilities only. No non-sport equipment is included (e.g.

chairs, tables, etc.).

## Indoor Times in School Facilities

**Table 4: Indoor Times in School Facilities**

| <b>School Term (Aug – June)</b>                                                                                                  | <b>Summer / Christmas &amp; Spring Break</b>                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Monday – Friday</b><br><b>5:00 am – 7:30 am</b><br><b>3:30 pm – 5:00 pm – special permission</b><br><b>5:00 pm – 11:00 pm</b> | Three (3) schools, including one secondary school, will be made available for Community use, as determined by Yukon Education. |
| <b>Saturday – Sunday</b><br><b>8:00 am – 11:00 pm</b>                                                                            | Sunday – Saturday<br>8:00 am – 11:00 pm                                                                                        |

### Excluded Days:

School facilities will not be available for use for one week before and after the first and last day of school, on statutory holidays, PD days, and when required for elections (including: school council/community committee, municipal, territorial or federal), unless “special permission” is attained.

## OUTDOOR PUBLIC FACILITIES

**Table 5: List of Outdoor Public Facilities**

| <b>School</b>                                      | <b>Outdoor Space</b>                                                                                 |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Christ the King Elementary                         | Soccer Field                                                                                         |
| École Émilie-Tremblay                              | Soccer Field                                                                                         |
| Elijah Smith Elementary                            | Soccer Field                                                                                         |
| Riverdale Campus<br>- FH Collins<br>- CSSC Mercier | Artificial Turf (full field or 2 cross fields) Track and Field Facility<br>3 Beach Volleyball Courts |
| Grey Mountain Primary                              | Playground/Field                                                                                     |
| Hidden Valley Elementary                           | Soccer Field                                                                                         |
| Holy Family Elementary                             | Soccer Field                                                                                         |
| Jack Hulland Elementary                            | Soccer Field                                                                                         |
| Porter Creek Secondary                             | Soccer Field                                                                                         |
| Selkirk Elementary                                 | Soccer Field                                                                                         |
| Takhini Elementary                                 | Soccer Field                                                                                         |
| St. Francis of Assisi Catholic Secondary           | Soccer Field (St. Francis)<br>Soccer Field (George White)                                            |
| Whitehorse Elementary                              | Soccer Field                                                                                         |

## Conditions of Use

- Outdoor CSSC Mercier/ FH Collins Secondary can only be booked by multiple groups at the same time if the activities align and the User Groups agree.

## During The School Term

Department of Education, CSFY, and FNSB make available Outdoor facilities at the following times:

- Monday to Friday: 5:00 pm - 11:00 pm.
- Saturday and Sunday: 8:00 am - 11:00 pm.

## During The School Summer Break

Department of Education, CSFY and FNSB makes available Outdoor facilities at the following times:

- Daily: 8:00 am to 11:00 pm.

## REQUEST BOOKING

The Public Facilities must be booked, approved and confirmed through the Booking Office by the Designated Representative (one person who submits all bookings for the Facility User and continues to liaise with the City regarding the bookings for the school year).

1. Any Public Facility outlined in this Agreement can be booked at any time during the year, if the facility is available on the days and times requested, as determined by review of the master list by the Booking Office, with the provision of five (5) days' notice.
  - The Designated Representative can contact:  
Booking Office at: 867-633-8518 or [recbookings@whitehorse.ca](mailto:recbookings@whitehorse.ca)
  - The Booking Office, in consultation with the Designated Representative, will determine the appropriate facility for the Facility User.
  - The Designated Representative must complete the School Request Form.
  - The Booking Office confirms facility availability, which includes contacting a school administrator for any special permission requests.

## Upon confirmation of facility availability, the Booking Office:

- Requests proof of \$3,000,000.00 liability insurance and saved on the User Group account.
- Creates a Rental Contract.
- Requests FOB programming through Archibus software reporting and/or a key from YG Property Management and coordinates pickup arrangements with the Designated Representative.
- Requires a \$50.00 deposit for each key/fob received by the Designated

Representative. The deposit is subject to the following:

- Designated Representative returns key/fob on the date specified on the “School Use Request Form.” Deposit for each item not returned on the date specified will result in the loss of the deposit. Any key/fob returned later than specified will not receive a refund.
  - The key/fob deposit for User Group bookings that are longer than one month will be deposited into a holding account. Deposits for User Group bookings that are less than one month will be held (not deposited) by the City and returned when the key/fob is returned.
- Requires a damage deposit of five hundred dollars (\$500.00) per User Group, payable to the City of Whitehorse. The damage deposit will be used as follows:
  - Where a User Group is deemed responsible for damages to a Public Facility, damages will be assessed by the Facility Owner (school) and billed to the User Group(s).
  - If the damage deposit is depleted or drawn down during the year, the User Group is required to “top up” or post another damage deposit of \$500 before confirmation of booking for the upcoming year.
- Request payment of fees, as applicable, by the Designated Representative, as per the Fee Schedule. Rental will be confirmed upon receipt of payment. Payment must be received at least five (5) days before the requirement for space.

**Upon completion of the aforementioned procedures, the Booking Office:**

- Confirms the Facility User booking with the Designated Representative.
  - Provides a Rental Contract, which is to be reviewed and signed by the Designated Representative, indicating that the Facility User “understands” and “will abide by” all information contained in the package. The contract includes, but is not limited to, a copy of General School Rules, Rental Contract, and School Security Procedures.
  - Receives payments and deposits. Hands out keys/fobs and instructions.
  - Retains the original signed and confirmed School Use Request Form and saves it to the Facility User’s account. Records details of the fob and who received it.
- Ensures that the school's joint use contact is notified at least five (5) days before the school facility is to be used.

**Upon completion of the Rental Contract, the Booking Office:**

- Collects keys/fobs and cancels FOB programming. Returns deposit if no damages.

Throughout the year, the Booking Office sends monthly schedules to schools, YSS, property management, janitorial, and receives issues or concerns, such as:

- Access issues;
- Incidents;
- Time not used; and/or
- Conflicts that arise

The Designated Representative is responsible for ensuring that the User Group adheres to the rules found in this appendix and to any other “school-specific rules” governing the use of Public Facilities as provided by the Booking Office.

### **Special Event Booking Process**

When a Special Event is requested, the Booking Office coordinates access to ensure the facility is ready.

- Contacts Highways and Public Works to unlock doors during the event times.
- Provide Facility Owner with booking schedule so they can arrange for custodial staff to clean after each event.
- Custodial shifts may be adjusted to monitor facility conditions and ensure timely cleaning.
- Any damage by a User Group may result in additional cleaning or repair fees.

## FORM A: SCHOOL USE REQUEST FORM

(Please submit separate form for each group/age/activity)

Submit forms to the Booking Office— [recbookings@whitehorse.ca](mailto:recbookings@whitehorse.ca)

Canada Games Centre / Phone: 867-633-8518

Schools are not available on statutory holidays, PD days, during elections, or during scheduled maintenance.

|                                    |                            |                                                                   |                                |
|------------------------------------|----------------------------|-------------------------------------------------------------------|--------------------------------|
| <b>Organization:</b>               |                            | <b>Activity:</b>                                                  |                                |
| Category:                          | Non-Profit      Commercial | Political / Religious Event                                       | Camp                           |
| Age / Demographic of Participants: | # of Participants:         | Will you be in charge of admission?<br>Will you be selling goods? | Yes o    No o<br>Yes o    No o |
| Main Contact:                      |                            | Phone (day):                                                      |                                |
| Email Address:                     |                            | Phone (eve):                                                      |                                |
| Mailing Address:                   |                            | Postal Code:                                                      |                                |

|                                                  |                                            |  |
|--------------------------------------------------|--------------------------------------------|--|
| Request for School Use<br>(Please print clearly) |                                            |  |
| Preferred School                                 |                                            |  |
| Area Required                                    |                                            |  |
| Circle Day/s<br>Required                         | Mon   Tues   Wed   Thurs   Fri   Sat   Sun |  |
| Starting & End Time                              |                                            |  |
| Starting & End Date                              |                                            |  |

### Additional information about your event or program:

|  |
|--|
|  |
|  |
|  |

I hereby agree to comply with all rules, regulations and procedures as established by the City of Whitehorse, Government of Yukon - Department of Education, Commission scolaire francophone du Yukon, First Nation School Board and the School on behalf of my organization.

Signature of User Group  
Contact:

Submitted Proof of Insurance: o

Authorised Signature for SPECIAL PERMISSION:

Signature of City  
Representative:

Date Received by  
Booking Office:

## FORM B: ASSESSMENT TOOL

The benefits-based approach is an evolutionary process that helps reposition, promote, and provide services that are truly essential to the community's needs. It is an abstract concept (rather than a concrete model) used to develop outcome-oriented performance measurement indicators and tools to gauge progress towards becoming a benefits-driven vibrant community in the field of recreation.

### Activity Type Criteria / Facility Space Allocation Use

| Community Use of Schools in Whitehorse                                                                                                                                                                                                              |               |          |       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------|-------|
| Benefits                                                                                                                                                                                                                                            | Activity Type | Comments | Score |
| A potential life-long activity                                                                                                                                                                                                                      |               |          |       |
| Activity is a recurring event                                                                                                                                                                                                                       |               |          |       |
| Physical exercise is involved                                                                                                                                                                                                                       |               |          |       |
| Encourages family participation, fun                                                                                                                                                                                                                |               |          |       |
| A key component is skill development                                                                                                                                                                                                                |               |          |       |
| Instruction occurs in a supervised environment                                                                                                                                                                                                      |               |          |       |
| Leadership skill development                                                                                                                                                                                                                        |               |          |       |
| Artistic skill development                                                                                                                                                                                                                          |               |          |       |
| Competitive skill development/exposure                                                                                                                                                                                                              |               |          |       |
| Interpersonal skill development                                                                                                                                                                                                                     |               |          |       |
| Practice opportunity is provided                                                                                                                                                                                                                    |               |          |       |
| Targets Integration with the disadvantaged                                                                                                                                                                                                          |               |          |       |
| Main objective of Social/artistic/cultural/economic opportunity to address such things as: cultural interaction; social interaction; arts/culture appreciation; community awareness; education and awareness; individual expression and spontaneity |               |          |       |
| Activity is planned by a community group (3 Sport Registered Non-Profit / 2 Other Registered Non-Profit / 1 Ad hoc Group)                                                                                                                           |               |          |       |
| Spectator potential                                                                                                                                                                                                                                 |               |          |       |
| Volunteer involvement                                                                                                                                                                                                                               |               |          |       |
| Community planned and/or operated.                                                                                                                                                                                                                  |               |          |       |
| Community contribution to the finances to support the program                                                                                                                                                                                       |               |          |       |
| Activity is part of an umbrella group                                                                                                                                                                                                               |               |          |       |
| Activity is group-focused                                                                                                                                                                                                                           |               |          |       |
| Brings together those who might not otherwise come together                                                                                                                                                                                         |               |          |       |
| Builds community identity                                                                                                                                                                                                                           |               |          |       |

|                                                                                 |  |  |  |
|---------------------------------------------------------------------------------|--|--|--|
| <b>Activity promotes conservation and education of the natural environment.</b> |  |  |  |
| <b>Unique to that community (neighbourhood-focused)</b>                         |  |  |  |

High value- 3 points per criterion

Low value - 1 point per criterion

## **Code of Conduct**

### **APPENDIX C**

The Code of Conduct outlines the shared expectations for Facility Owners and Facility Users to ensure facilities are used respectfully, safely, and equitably for the benefit of all.

#### **1. Respect and Collaboration**

- Treat all participants, staff, volunteers, and facility representatives with respect and professionalism.
- Work together to resolve scheduling, access, and other issues in a timely and constructive manner.
- Recognize that facilities serve both school and community purposes and must be used accordingly.

#### **2. Facility Care and Responsibility**

- Leave all spaces clean, safe, and orderly after use.
- Report any damage, loss, or incidents (excluding normal “field of play” injuries) to the Booking Office immediately.
- Facility Owners will maintain facilities to a safe, functional, and accessible standard.
- Costs for damages will be assigned according to the terms of the Agreement.

#### **3. Safety and Supervision**

- Provide adequate supervision for all participants, including youth and persons with disabilities.
- Follow all safety procedures and emergency protocols.
- Facility Owners will ensure clear communication of safety information, exits, and rules.
- Commit to a safe, inclusive, and harassment-free environment.

#### **4. Access and Scheduling**

- Use facilities only during scheduled times and through approved access points.
- Follow block booking and seasonal allocation practices to ensure fair community access.
- Respect that school use takes priority during instructional hours.

## **5. Cleaning and Maintenance**

- Leave the facility in the same or better condition as when you arrived.
- Return equipment to its proper place, dispose of garbage, and wipe up spills.
- Report cleanliness concerns or overflowing receptacles to the Booking Office.
- Cleaning supplies are the responsibility of the User Group; janitors do not clean after community use.

## **6. Security**

- Keep doors secured and never propped open.
- Restrict use to authorised areas only; classrooms and hallways not included in the booking are off-limits.
- Maintain designated parking and emergency access at all times.

## **7. Equipment and Facility Rules**

- Set up and put away equipment properly after use.
- In school gyms:
  - Remove outdoor footwear.
  - Use non-marking shoes only.
  - No food or beverages (except water in closed containers).
  - No tape on floors unless approved.
  - No posting of signs or advertisements without permission.

## **8. Prohibited Substances and Activities**

- Alcohol, illegal drugs, smoking, vaping, and cannabis use are strictly prohibited on facility grounds.
- Activities that pose safety risks or may damage property are not permitted.
- The Booking Office and Facility Owners may define additional prohibited activities as needed.

## **9. Track and Turf Field Rules**

Prohibited items and activities include:

- Muddy or spiked footwear, food, beverages (except water), glass containers, animals (except service animals), fireworks, open flames, bicycles, skateboards, and unauthorised vehicles.

- Do not pick, pull, or remove turf fibers or infill.

## **10. Damages and Losses**

- Users are financially responsible for any damages or losses resulting from their activities.
- Report any pre-existing damage or new incidents to the Booking Office immediately.
- Lost or stolen items are the responsibility of the User Group.

## **11. Compliance and Enforcement**

- All Facility Owners and Users must comply with laws, regulations, and facility policies.
- Required insurance and permits must be in place.
- Failure to follow this Code of Conduct may result in suspension or cancellation of booking privileges and/or financial penalties.
- Decisions on revocations or fees will be based on reasonable grounds. Proof beyond a reasonable doubt is not required.

## **12. Conflict Resolution**

- Attempt to resolve issues directly between Facility Users and Owners.
- If unresolved, escalate to Designated Representatives or the JUA Oversight Committee.
- All parties will act in good faith to reach fair solutions.

## **13. Reporting and Monitoring**

- A digital reporting system allows users to report concerns or violations promptly.
- Enforcement steps and consequences will be clearly communicated to all groups.
- Routine compliance reviews ensure fair, transparent application of the Code of Conduct.



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



**Chair:** Dan Boyd

**Vice-Chair:** Paolo Gallina

September 8, 2026

Meeting #2026-16

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1. New Business

**CITY OF WHITEHORSE**  
**CORPORATE SERVICES COMMITTEE**  
**Council Chambers, City Hall**



**Chair:** Eileen Melnychuk

**Vice-Chair:** Anne Middler

September 8, 2026

Meeting #2026-16

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1. Fees and Charges Bylaw Amendment – Third Quarter  
Presented by Svetlana Erickson, Manager, Financial Services
  2. Mayor Travel Expense Authorization  
Presented by Michael Prowse, Manager, Legislative Services
  3. New Business

## **ADMINISTRATIVE REPORT**

|              |                                            |
|--------------|--------------------------------------------|
| <b>TO:</b>   | Corporate Services Committee               |
| <b>FROM:</b> | Administration                             |
| <b>DATE:</b> | September 8, 2026                          |
| <b>RE:</b>   | Fees and Charges Amendment – Third Quarter |

### **ISSUE**

Amendments to the Fees and Charges Bylaw in accordance with the third quarter review.

### **REFERENCE**

- [Fees and Charges Bylaw 2014-36](#)
- Proposed Bylaw 2026-26 (Attachment 1)

### **HISTORY**

As part of the quarterly review, the Financial Services Department compiles a list of suggested changes to the City's fees and charges as submitted by the management group.

### **ALTERNATIVES**

1. Bring forward a bylaw to amend the Fees and Charges Bylaw as recommended; or
2. Refer the proposed changes back to Administration.

### **ANALYSIS**

Bylaw 2026-26 attached contains explanatory notes which detail the proposed fees and charges amendments as summarized in Appendix A.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2026-26, a bylaw to amend the Fees and Charges Bylaw in accordance with the third quarter review, be brought forward for consideration under the bylaw process; and

THAT the 2026 Operating Budget and the 2027 and 2028 Provisional Operating Budgets be adjusted upon adoption of Bylaw 2026-26, to reflect an increase in revenues of \$2,500 for 2026, and an increase in revenues of \$184,149 for 2027 and 2028, offset by transfers to the General Reserve.

**CITY OF WHITEHORSE**  
**BYLAW 2026-26**

A bylaw to amend Fees and Charges Bylaw 2014-36

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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 changes required as a result of a quarterly review;

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 Schedules 1, 3, 5, 8, 9, 11 and 12 and substituting therefore new Schedules 1, 3, 5, 8, 9, 11 and 12, attached hereto as Appendix "A" and forming part of this bylaw.
2. This bylaw shall come into full force and effect on and from final passage thereof.

**FIRST and SECOND READING:**

**THIRD READING and ADOPTION:**

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Kirk Cameron, Mayor

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Corporate Services

**CITY OF WHITEHORSE**  
**BYLAW 2026-26**

**Explanatory Notes:**

The attached bylaw amends the Fees and Charges Bylaw to reflect the results of the Administration's quarterly review of fees and charges.

The amendments include new fees, fee increases, the removal of redundant fees, and administrative updates to improve clarity and better align fees with the cost of providing services. The amendments are detailed as follows:

**Schedule 1 (Land and Building)**

- Introduce a new fee for copies of building permit approvals or permits.
- Consolidate building, plumbing, and sewer and water permit fees into a single building permit for most construction projects, streamlining the permitting process while maintaining separate permit fees where only limited work is undertaken.
- Update fee descriptions for clarity.

**Schedule 3 (Cemetery)**

- Increase cemetery fees effective January 1, 2027 to better reflect current market rates and recover service costs.

**Schedule 5 (Recreation)**

- Increase fee for summer fieldhouse rental, update to advertising fee by removing the annual fee and reverting to a monthly fee.
- Remove redundant fees and update descriptions.

**Schedule 8 (Parks)**

- Increase most fees by 3% to reflect inflationary cost increases.
- Increase selected rental, campground, memorial bench, firewood and shower fees to improve cost recovery and better reflect the cost of providing these services.
- Introduce a nightly fee for vehicle accessible campsites at Robert Service Campground and a waste management fee for large events at Shipyards Park.
- Remove redundant fees and update descriptions.

**Schedule 9 (Planning)**

- Remove duplicate fee.

**Schedule 11 (Transit)**

- Remove duplicate fee.

**Schedule 12 (Waste Management)**

- Update descriptions for controlled waste.

| DEPARTMENT                 | FEE TYPE                                     | DESCRIPTION                                                                                                                                                                         | ADDITIONAL DETAILS                                                                                                                       | UNIT      | BYLAW<br>2026-22 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE | BYLAW<br>2026-26 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE |
|----------------------------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------|-------------------|--------------------------|------------------|-------------------|--------------------------|
| Land and Building Services | Building File Information                    |                                                                                                                                                                                     |                                                                                                                                          | each      | \$ 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                   |
| Land and Building Services | Building Permit Approval                     | Copy of an approval or permit                                                                                                                                                       |                                                                                                                                          | each      |                  |                   |                          | \$ 25.00         | 2-Nov-26          | 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                   |
| Land and Building Services | Commercial Building Permit                   | Base rate of \$510.00 plus .81% of construction value                                                                                                                               | Base rate is a combined fee of Building/Plumbing/Sewer&Water                                                                             | minimum   | \$ 150.00        | 1-Mar-25          | no gst                   | \$ 510.00        | 2-Nov-26          | no gst                   |
| Land and Building Services | Multi Unit Building Permit                   | Base rate of \$610.00 plus .81% of construction value                                                                                                                               | This applies to constructions creating more than 4 units. Base rate is a combined fee of Building/Plumbing/Sewer&Water                   | minimum   | \$ 250.00        | 1-Mar-25          | no gst                   | \$ 610.00        | 2-Nov-26          | no gst                   |
| Land and Building Services | Single Detached Building Permit              | Base rate of \$510.00 plus \$5.33/m2                                                                                                                                                | Base rate is a combined fee of Building/Plumbing/Sewer&Water                                                                             | minimum   | \$ 150.00        | 1-Mar-25          | no gst                   | \$ 510.00        | 2-Nov-26          | no gst                   |
| Land and Building Services | Building Permit Duplex                       | Base rate of \$510.00 plus \$4.70/m2                                                                                                                                                | Fee simple duplexes will be billed as single detached house<br>Base rate is a combined fee of Building/Plumbing/Sewer&Water              | minimum   | \$ 150.00        | 1-Mar-25          | no gst                   | \$ 510.00        | 2-Nov-26          | no gst                   |
| Land and Building Services | Building Permit Triplex                      | Base rate of \$510.00 plus \$7.13/m2                                                                                                                                                | Base rate is a combined fee of Building/Plumbing/Sewer&Water                                                                             | minimum   | \$ 150.00        | 1-Mar-25          | no gst                   | \$ 510.00        | 2-Nov-26          | no gst                   |
| Land and Building Services | Building Permit Fourplex                     | Base rate of \$510.00 plus \$8.00/m2                                                                                                                                                | Base rate is a combined fee of Building/Plumbing/Sewer&Water                                                                             | minimum   | \$ 150.00        | 1-Mar-25          | no gst                   | \$ 510.00        | 2-Nov-26          | no gst                   |
| Land and Building Services | Building Permit Townhouse                    | Base rate of \$510.00 plus \$5.80/m2                                                                                                                                                | Base rate is a combined fee of Building/Plumbing/Sewer&Water                                                                             | minimum   | \$ 150.00        | 1-Mar-25          | no gst                   | \$ 510.00        | 2-Nov-26          | no gst                   |
| Land and Building Services | Building Permit Secondary Suite              | Base rate of \$510.00 plus \$4.50/m2                                                                                                                                                | Base rate is a combined fee of Building/Plumbing/Sewer&Water                                                                             | minimum   | \$ 150.00        | 1-Mar-25          | no gst                   | \$ 510.00        | 2-Nov-26          | no gst                   |
| Land and Building Services | Building Permit Garden Suite                 | Base rate of \$510.00 plus \$5.67/m2                                                                                                                                                | Base rate is a combined fee of Building/Plumbing/Sewer&Water                                                                             | minimum   | \$ 150.00        | 1-Mar-25          | no gst                   | \$ 510.00        | 2-Nov-26          | 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                   |
| 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 \$150.00 or 20% of fee whichever is more |                                                                                                                                          | fee       | \$ 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| Land and Building Services | Plumbing Permit                              | Water and Waste                                                                                                                                                                     |                                                                                                                                          | minimum   | \$ 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                   |
| 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                   |
| Land and Building Services | Controlled Substance Properties              | Inspection fee                                                                                                                                                                      |                                                                                                                                          | each      | \$ 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                   |
| 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                   |
| Land and Building Services | Inspection Fee                               | Any additional inspection                                                                                                                                                           |                                                                                                                                          | each      | \$ 100.00        | 1-Mar-25          | no gst                   | \$ 100.00        | 1-Mar-25          | no gst                   |

**City of Whitehorse  
Fees and Charges Manual**

**Bylaw 2014-36 Appendix A  
Schedule 1 (Land and Building)**

| DEPARTMENT                 | FEE TYPE                                 | DESCRIPTION                                                                                          | ADDITIONAL DETAILS                                                                                                                                             | UNIT            | BYLAW<br>2026-22 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE | BYLAW<br>2026-26 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE |
|----------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|-------------------|--------------------------|------------------|-------------------|--------------------------|
| Land and Building Services | Minor Building Permit (with no Plumbing) | Small scale projects                                                                                 | This applies to small projects, such as but not limited to decks, sheds, 1 room interior renovations, solar panels, etc.                                       | each            | \$ 300.00        | 1-Mar-25          | no gst                   | \$ 300.00        | 1-Mar-25          | no gst                   |
| Land and Building Services | Major Building Permit (with no Plumbing) | No additional gross floor area (GFA) Large scale projects without additional gross floor area (GFA)  | This applies to interior renovations of 2 or more rooms                                                                                                        | each            | \$ 450.00        | 1-Mar-25          | no gst                   | \$ 450.00        | 1-Mar-25          | no gst                   |
| Land and Building Services | Major Building Permit (with no Plumbing) | Additional GFA Large scale projects with additional gross floor area (GFA)                           | This applies to additions, carports, garage/shops, etc.                                                                                                        | each            | \$ 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| Land and Building Services | Business License                         | Re-application fee                                                                                   | 10% late penalty if renewed after business license expiration date from day 1 - 30; <b>\$55.00</b> penalty from day 31 - 365 or <b>10%</b> , whichever is more | each            | 10%              | 27-Feb-24         | no gst                   | 10%              | <b>2-Nov-26</b>   | no gst                   |
| Land and Building Services | Business License                         | Re-application fee                                                                                   | <b>\$55.00</b> reapplication fee after the 30 day period of non-renewal or <b>10%</b> , whichever is more                                                      | each            | \$ 55.00         | 27-Feb-24         | no gst                   | \$ 55.00         | <b>2-Nov-26</b>   | no gst                   |
| Land and Building Services | Development Cost Charge                  | Residential, single family                                                                           | Unserviced country residential secondary suite                                                                                                                 | per dwelling    | \$ 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 lot                                                                                                                                             | per dwelling    | \$ 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| Land and Building Services | Development Permit                       | Designated municipal historic resource                                                               |                                                                                                                                                                | each            | \$ -             | 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                   |
| 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                   |

**City of Whitehorse  
Fees and Charges Manual**

**Bylaw 2014-36 Appendix A  
Schedule 1 (Land and Building)**

| DEPARTMENT                 | FEE TYPE                  | DESCRIPTION                                                  | ADDITIONAL DETAILS                                                                                                                                                                                                                                                                                                                                   | UNIT       | BYLAW<br>2026-22 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE | BYLAW<br>2026-26 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE |
|----------------------------|---------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------|-------------------|--------------------------|------------------|-------------------|--------------------------|
| Land and Building Services | Development Permit        | New development                                              | New use: housing (any form) resulting in up to four dwelling units per lot                                                                                                                                                                                                                                                                           | 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: 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                   |
| Land and Building Services | Development Permit        | Secondary use of a residence                                 | Home-based business (level one or two), bed and breakfast, family day home, agriculture (minor), housing (residential care), rooming house                                                                                                                                                                                                           | each       | \$ 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| 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                   |
| Land and Building Services | Development Permit Refund | Development permit refund                                    | <del>Refused or withdrawn applications, or</del> Upon written request from applicant within 6 months of original date <del>(provided no permit-related work on site has occurred) of issue</del> ; and no permit related work on site has begun - deduction of the greater of \$55.00 or 50% of fee <b>\$150.00 or 20% of fee, whichever is more</b> | each       | Varies           | 1-Apr-21          | no gst                   | Varies           | <b>2-Nov-26</b>   | 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                   |
| Land and Building Services | Land Management           | Minor encroachment                                           |                                                                                                                                                                                                                                                                                                                                                      |            | \$ 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                   |
| Land and Building Services | Land Management           | Subdivision approval extension                               |                                                                                                                                                                                                                                                                                                                                                      | each       | \$ 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                   |
| 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                   |
| 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                   |
| 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                   |
| Land and Building Services | Subdivision Application   | Subdivision (non refundable fee)                             | Minimum charge \$250.00. Maximum Charge \$5,000.00. Each unit \$200.00                                                                                                                                                                                                                                                                               | each       | \$ 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                   |
| 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                  |
| 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                   |
| 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                   |

City of Whitehorse  
Fees and Charges Manual

Bylaw 2014-36 Appendix A  
Schedule 3 (Cemetery)

| DEPARTMENT | FEE TYPE                                           | DESCRIPTION                                                                                     | ADDITIONAL DETAILS                                                  | UNIT            | BYLAW<br>2026-03 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE | BYLAW<br>2026-26 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE |
|------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------|------------------|-------------------|--------------------------|------------------|-------------------|--------------------------|
| Parks      | Cemetery Disinterment                              | Urn                                                                                             | Only for forensic purposes                                          | each            | \$ 410.97        | 27-Feb-25         | \$ 431.50                | \$ 450.00        | 1-Jan-27          | \$ 472.50                |
| Parks      | Cemetery Disinterment                              | Casket                                                                                          | Only for forensic purposes                                          | each            | \$ 980.26        | 27-Feb-25         | \$ 1,029.25              | \$ 2,010.00      | 1-Jan-27          | \$ 2,110.50              |
| Parks      | Cemetery Interment                                 | Urn-after normal business hours                                                                 | Includes interment permit fee                                       | each            | \$ 573.75        | 27-Feb-25         | \$ 602.40                | \$ 700.00        | 1-Jan-27          | \$ 735.00                |
| Parks      | Cemetery Interment                                 | Casket-after normal business hours                                                              | Includes vault, shoring and interment permit fee                    | each            | \$ 2,292.78      | 27-Feb-25         | \$ 2,407.40              | \$ 2,910.00      | 1-Jan-27          | \$ 3,055.50              |
| Parks      | Cemetery Interment-winter                          | Casket                                                                                          | Includes vault, shoring and interment permit fee                    | additional each | \$ 1,933.19      | 27-Feb-25         | \$ 2,029.80              | \$ 2,000.00      | 1-Jan-27          | \$ 2,100.00              |
| Parks      | Cemetery Interment                                 | Urn-during normal business hours                                                                | Includes interment permit fee                                       | each            | \$ 382.52        | 27-Feb-25         | \$ 401.65                | \$ 450.00        | 1-Jan-27          | \$ 472.50                |
| Parks      | Cemetery Interment                                 | Casket-during normal business hours                                                             | Includes vault, shoring and interment permit fees                   | each            | \$ 1,787.82      | 27-Feb-25         | \$ 1,877.20              | \$ 2,010.00      | 1-Jan-27          | \$ 2,110.50              |
| Parks      | Cemetery Plot Purchase and Reservation Certificate | Urn or casket -includes perpetual care and headstone-<br>placement for standard sized headstone | Includes perpetual care and placement of standard size<br>headstone | each            | \$ 765.03        | 27-Feb-25         | \$ 803.25                | \$ 900.00        | 1-Jan-27          | \$ 945.00                |
| Parks      | Cemetery Plot Purchase and Reservation Certificate | Urn-new section only, smaller plot size                                                         | Includes perpetual care and placement of standard size<br>headstone | each            |                  |                   |                          | \$ 450.00        | 1-Jan-27          | \$ 472.50                |
| Parks      | Cemetery Installation charge                       | Monument/headstone/memorial tablet - oversize charge                                            | Upright to 24 inches                                                | each            | \$ 252.93        | 27-Feb-25         | \$ 265.55                | \$ 265.00        | 1-Jan-27          | \$ 278.25                |
| Parks      | Cemetery Installation charge                       | Monument/headstone/memorial tablet - oversize charge                                            | Upright to 48 inches                                                | each            | \$ 398.28        | 27-Feb-25         | \$ 418.15                | \$ 439.00        | 1-Jan-27          | \$ 460.95                |

**City of Whitehorse  
Fees and Charges Manual**

**Bylaw 2014-36 Appendix A  
Schedule 5 (Recreation)**

| DEPARTMENT          | FEE TYPE                   | DESCRIPTION                                                                                                         | ADDITIONAL DETAILS                                                                                         | UNIT         | BYLAW<br>2026-03  | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE | BYLAW<br>2026-26  | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE |          |          |    |            |
|---------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------|-------------------|-------------------|--------------------------|-------------------|-------------------|--------------------------|----------|----------|----|------------|
| Recreation Services | Administration             | Withdrawal/change                                                                                                   | All programs                                                                                               | each         | \$                | 30.00             | 1-Sep-23                 | no gst            | \$                | 30.00                    | 1-Sep-23 | no gst   |    |            |
| Recreation Services | 10 Punch Pass              | Adult, 19-59 years                                                                                                  | Price is equal to: daily admission x 9                                                                     | each         | \$                | 80.57             | 1-Sep-26                 | \$                | 84.60             | \$                       | 80.57    | 1-Sep-26 | \$ | 84.60      |
| Recreation Services | 10 Punch Pass              | 60+/student, proof of current post secondary enrollment. Pass expires 2 years from purchase                         | Price is equal to: daily admission x 9                                                                     | each         | \$                | 64.24             | 1-Sep-26                 | \$                | 67.45             | \$                       | 64.24    | 1-Sep-26 | \$ | 67.45      |
| Recreation Services | 10 Punch Pass              | Youth/disabled person, 2-18 years, permanent disability. Pass expires 2 years from date of purchase                 | Price is equal to: daily admission x 9                                                                     | each         | \$                | 41.57             | 1-Sep-26                 | \$                | 43.65             | \$                       | 41.57    | 1-Sep-26 | \$ | 43.65      |
| Recreation Services | 10 Punch Pass              | Family, 2 guardians with up to 5 dependents 18 and under, same address. Pass expires 2 years from date of purchase. | Price is equal to: daily admission adult x 18, daily admission youth x 5                                   | each         | \$                | 184.19            | 1-Sep-26                 | \$                | 193.40            | \$                       | 184.19   | 1-Sep-26 | \$ | 193.40     |
| Recreation Services | 30 Day Pass                | Adult, 19-59 years                                                                                                  | Price is equal to: daily admission x 7                                                                     | each         | \$                | 62.67             | 1-Sep-26                 | \$                | 65.80             | \$                       | 62.67    | 1-Sep-26 | \$ | 65.80      |
| Recreation Services | 30 Day Pass                | 60+/student                                                                                                         | Price is equal to: daily admission x 7                                                                     | each         | \$                | 50.00             | 1-Sep-26                 | \$                | 52.50             | \$                       | 50.00    | 1-Sep-26 | \$ | 52.50      |
| Recreation Services | 30 Day Pass                | Youth /disabled person                                                                                              | Price is equal to: daily admission x 7                                                                     | each         | \$                | 32.33             | 1-Sep-26                 | \$                | 33.95             | \$                       | 32.33    | 1-Sep-26 | \$ | 33.95      |
| Recreation Services | 30 Day Pass                | 1 adult family, 1 guardian with up to 5 dependents 18 and under, same address                                       | Price is equal to: daily admission adult x 7, daily admission youth x 4                                    | each         | \$                | 81.14             | 1-Sep-26                 | \$                | 85.20             | \$                       | 81.14    | 1-Sep-26 | \$ | 85.20      |
| Recreation Services | 30 Day Pass                | 2 adult family, 2 guardian with up to 5 dependents 18 and under, same address                                       | Price is equal to: daily admission adult x 14, daily admission youth x 2                                   | each         | \$                | 134.57            | 1-Sep-26                 | \$                | 141.30            | \$                       | 134.57   | 1-Sep-26 | \$ | 141.30     |
| Recreation Services | 6 Month Membership         | Adult, 19-59 years                                                                                                  | Price equal to: daily admission x 37                                                                       | per 6 Months | \$                | 331.14            | 1-Sep-26                 | \$                | 347.70            | \$                       | 331.14   | 1-Sep-26 | \$ | 347.70     |
| Recreation Services | 6 Month Membership         | 60+/student, 60+ years or older, proof of current post secondary enrollment                                         | Price equal to: daily admission x 37                                                                       | per 6 Months | \$                | 268.19            | 1-Sep-26                 | \$                | 281.60            | \$                       | 268.19   | 1-Sep-26 | \$ | 281.60     |
| Recreation Services | 6 Month Membership         | Youth/ disabled person, 2-18 years, permanent disability                                                            | Price equal to: daily admission x 37                                                                       | per 6 Months | \$                | 170.95            | 1-Sep-26                 | \$                | 179.50            | \$                       | 170.95   | 1-Sep-26 | \$ | 179.50     |
| Recreation Services | 6 Month Membership         | 1 adult family - 1 guardian with up to 5 dependents 18 and under, at same address                                   | Price equal to: daily admission adult x 37, daily admission youth x 20                                     | per 6 Months | \$                | 423.57            | 1-Sep-26                 | \$                | 444.75            | \$                       | 423.57   | 1-Sep-26 | \$ | 444.75     |
| Recreation Services | 6 Month Membership         | 2 adult family - 2 guardians with up to 5 dependents 18 and under, at same address                                  | Price equal to: daily admission adult x 74, daily admission youth x 12                                     | per 6 Months | \$                | 717.76            | 1-Sep-26                 | \$                | 753.65            | \$                       | 717.76   | 1-Sep-26 | \$ | 753.65     |
| Recreation Services | 1 year Membership          | Adult, 19-59 years                                                                                                  | Price equal to: daily admission x 67                                                                       | year         | \$                | 599.67            | 1-Sep-26                 | \$                | 629.65            | \$                       | 599.67   | 1-Sep-26 | \$ | 629.65     |
| Recreation Services | 1 year Membership          | 60+/student                                                                                                         | Price equal to: daily admission x 67                                                                       | year         | \$                | 478.38            | 1-Sep-26                 | \$                | 502.30            | \$                       | 478.38   | 1-Sep-26 | \$ | 502.30     |
| Recreation Services | 1 year Membership          | Youth/ disabled person                                                                                              | Price equal to: daily admission x 67                                                                       | year         | \$                | 309.52            | 1-Sep-26                 | \$                | 325.00            | \$                       | 309.52   | 1-Sep-26 | \$ | 325.00     |
| Recreation Services | 1 year Membership          | 1 adult family                                                                                                      | Price equal to: daily admission adult x 67, daily admission youth x 35                                     | year         | \$                | 761.33            | 1-Sep-26                 | \$                | 799.40            | \$                       | 761.33   | 1-Sep-26 | \$ | 799.40     |
| Recreation Services | 1 year Membership          | 2 adult family                                                                                                      | Price equal to: daily admission adult x 134, daily admission youth x 22                                    | year         | \$                | 1,300.95          | 1-Sep-26                 | \$                | 1,366.00          | \$                       | 1,300.95 | 1-Sep-26 | \$ | 1,366.00   |
| Recreation Services | Adult Programming          | Minimum 100% recoverable                                                                                            | Including all partnership programs                                                                         | each         | See Leisure Guide | 1-Jan-10          | See Leisure Guide        | See Leisure Guide | 1-Jan-10          | See Leisure Guide        |          |          |    |            |
| Recreation Services | Advertising, posters       | Poster ads in CGC and Takhini                                                                                       | In public washrooms, change rooms, etc;<br>In public washrooms, change rooms, etc; -min of 12 month rental | monthly      |                   |                   |                          | \$                | 28.29             | 1-Oct-26                 | \$       | 29.70    |    |            |
| Recreation Services | Advertising, posters       | Poster ads in CGC and Takhini                                                                                       |                                                                                                            | year         | \$                | 346.29            | 1-Sep-26                 | \$                | 363.60            |                          |          | 1-Oct-26 |    | REMOVE FEE |
| Recreation Services | Advertising                | All advertising at Takhini                                                                                          | 65% of CGC advertising rate (board ads, CGC resurfacer, ice logo)                                          | year         | 65% of CGC rates  | 1-Jan-26          | 65% of CGC rates         | 65% of CGC rates  | 1-Jan-26          | 65% of CGC rates         |          |          |    |            |
| Recreation Services | Advertising, resurfacer    | CGC resurfacer                                                                                                      | 1 section of resurfacer (side, top, etc.) - min of 12 month rental                                         | year         | \$                | 927.90            | 1-Sep-26                 | \$                | 974.30            | \$                       | 927.90   | 1-Sep-26 | \$ | 974.30     |
| Recreation Services | Advertising                | Resurfacer - CGC                                                                                                    | Entire machine                                                                                             | month        | \$                | 206.28            | 1-Sep-26                 | \$                | 216.60            | \$                       | 206.28   | 1-Sep-26 | \$ | 216.60     |
| Recreation Services | Advertising, ice logo      | CGC ice logo - large size logos                                                                                     | Centre ice - 2 year rental                                                                                 | year         | \$                | 2,426.86          | 1-Sep-26                 | \$                | 2,548.20          | \$                       | 2,426.86 | 1-Sep-26 | \$ | 2,548.20   |
| Recreation Services | Advertising, ice logo      | CGC ice - medium size logos                                                                                         | Neutral or end zone or blue line - 2 year rental                                                           | year         | \$                | 1,213.20          | 1-Sep-26                 | \$                | 1,273.86          | \$                       | 1,213.20 | 1-Sep-26 | \$ | 1,273.86   |
| Recreation Services | Advertising, ice logo      | CGC ice - small size logos                                                                                          | Face off dots - 2 year rental                                                                              | year         | \$                | 309.57            | 1-Sep-26                 | \$                | 325.05            | \$                       | 309.57   | 1-Sep-26 | \$ | 325.05     |
| Recreation Services | Advertising                | Active living guide-non-profit organizations                                                                        | Half page                                                                                                  | each         | \$                | 90.24             | 1-Sep-23                 | \$                | 94.75             |                          |          |          |    | REMOVE FEE |
| Recreation Services | Advertising                | Active living guide-non-profit organizations                                                                        | Full page                                                                                                  | each         | \$                | 150.09            | 1-Sep-23                 | \$                | 157.60            |                          |          |          |    | REMOVE FEE |
| Recreation Services | Advertising                | Active living guide - profit organizations                                                                          | Half page                                                                                                  | each         | \$                | 150.09            | 1-Sep-23                 | \$                | 157.60            |                          |          |          |    | REMOVE FEE |
| Recreation Services | Advertising                | Active living guide - profit organizations                                                                          | Full page                                                                                                  | each         | \$                | 266.81            | 1-Sep-23                 | \$                | 280.15            |                          |          |          |    | REMOVE FEE |
| Recreation Services | Advertising                | Active living guide - cover pages                                                                                   | 10% off 2 editions, 15% off 3 editions                                                                     | each         | \$                | 1,613.24          | 1-Sep-23                 | \$                | 1,693.90          |                          |          |          |    | REMOVE FEE |
| Recreation Services | Advertising, Hallway Signs | Hallway beam signs                                                                                                  | Takhini Arena only - min of 12 month rental                                                                | year         | \$                | 93.29             | 1-Sep-26                 | \$                | 97.95             | \$                       | 93.29    | 1-Sep-26 | \$ | 97.95      |
| Recreation Services | Advertising, Rinkboards    | Board advertising - min 12 month rental                                                                             | Rink board advertising for arenas and fieldhouses                                                          | month        | \$                | 81.05             | 1-Sep-26                 | \$                | 85.10             | \$                       | 81.05    | 1-Sep-26 | \$ | 85.10      |
| Recreation Services | Advertising, Wallboards    | Wall board advertising - CGC arenas and fieldhous                                                                   | 4x8 sign - min of 12 month rental                                                                          | year         | \$                | 641.76            | 1-Sep-26                 | \$                | 673.85            | \$                       | 641.76   | 1-Sep-26 | \$ | 673.85     |

**City of Whitehorse  
Fees and Charges Manual**

**Bylaw 2014-36 Appendix A  
Schedule 5 (Recreation)**

| DEPARTMENT          | FEE TYPE                                | DESCRIPTION                                                                                | ADDITIONAL DETAILS                                                                                                              | UNIT        | BYLAW<br>2026-03       | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE | BYLAW<br>2026-26       | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE |
|---------------------|-----------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------|-------------------|--------------------------|------------------------|-------------------|--------------------------|
| Recreation Services | Children/Youth/60+/Disabled Programming | Minimum 50% recoverable                                                                    | Not including day camp                                                                                                          | each        | See Leisure Guide      | 1-Jan-10          | See Leisure Guide        | See Leisure Guide      | 1-Jan-10          | See Leisure Guide        |
| Recreation Services | Daily Single Admission                  | Adult                                                                                      | 19 - 59 years                                                                                                                   | each        | \$ 8.97                | 1-Sep-26          | \$ 9.41                  | \$ 8.97                | 1-Sep-26          | \$ 9.41                  |
| Recreation Services | Daily Single Admission                  | 60+/student                                                                                | 60 years or older or proof of current post-secondary enrollment                                                                 | each        | \$ 7.14                | 1-Sep-26          | \$ 7.50                  | \$ 7.14                | 1-Sep-26          | \$ 7.50                  |
| Recreation Services | Daily Single Admission                  | Youth or disabled                                                                          | 2 to 18 years or proof of permanent disability                                                                                  | each        | \$ 4.63                | 1-Sep-26          | \$ 4.86                  | \$ 4.63                | 1-Sep-26          | \$ 4.86                  |
| Recreation Services | Daily Single Admission                  | Family                                                                                     | 2 guardians with up to 5 dependents 18 and under, at the same address                                                           | each        | \$ 20.57               | 1-Sep-26          | \$ 21.60                 | \$ 20.57               | 1-Sep-26          | \$ 21.60                 |
| Recreation Services | Daily Single Admission                  | Small child                                                                                | Under 2                                                                                                                         | each        | no charge              | 15-Oct-05         | no charge                | no charge              | 15-Oct-05         | no charge                |
| Recreation Services | Damage Deposit                          | Dry floor rentals or any rentals where liquor is served or consumed - \$500.00 per booking |                                                                                                                                 | per booking | \$ 500.00              | 1-Jan-10          | no gst                   | \$ 500.00              | 1-Jan-10          | no gst                   |
| Recreation Services | Day-camp Programming                    | Minimum 60% recoverable                                                                    |                                                                                                                                 | each        | See Leisure Guide      | 1-Mar-11          | See Leisure Guide        | See Leisure Guide      | 1-Mar-11          | See Leisure Guide        |
| Recreation Services | Drop-in - No Show Fee                   | Registered drop-in no show fee                                                             | Daily single admission fee will be charged for no-shows. Family daily admission will not apply to this                          | each        | No show fee            | 24-Feb-25         | plus gst                 | No show fee            | 24-Feb-25         | plus gst                 |
| Recreation Services | Group Membership                        | 6 month or 1 year membership                                                               | All government, organizations or businesses that can show proof of business license will receive 10% off individual memberships |             | \$ -                   | 1-Jan-26          | no gst                   | \$ -                   | 1-Jan-26          | no gst                   |
| Recreation Services | Keys Deposit                            | All facilities                                                                             | All facilities                                                                                                                  | each        | \$ 50.00               | 1-Jan-10          | no gst                   | \$ 50.00               | 1-Jan-10          | no gst                   |
| Recreation Services | Membership Cancellation Fee             | Cancellation fee for 6 month and 1 year memberships                                        | For cancellation of memberships                                                                                                 | each        | \$ 30.62               | 1-Sep-26          | \$ 32.15                 | \$ 30.62               | 1-Sep-26          | \$ 32.15                 |
| Recreation Services | Office Space                            | Office space rental - Takhini Arena                                                        | minimum 12 month rental                                                                                                         | year        | \$ 3,116.19            | 1-Sep-26          | \$ 3,272.00              | \$ 3,116.19            | 1-Sep-26          | \$ 3,272.00              |
| Recreation Services | Booking Rental, Amendment Fee           | Request for changes to the applicant's rentals after being firmed up                       | for cancellations, deletions, or negative impact to other bookings                                                              | each        | \$ 30.62               | 1-Sep-26          | \$ 32.15                 | \$ 30.00               | 1-Oct-26          | \$ 31.50                 |
| Recreation Services | Booking Rental, Cancellation Fee        | Facility booking cancellations                                                             | For cancellation of full booking                                                                                                | each        | \$ 51.00               | 1-Sep-26          | \$ 53.55                 | \$ 50.00               | 1-Oct-26          | \$ 52.50                 |
| Recreation Services | Rental                                  | Additional staff - required for rental or event support                                    | Hourly rate of step 4 FA + benefits                                                                                             | hour        | hourly rate + benefits | 1-Jan-26          | hourly rate + benefits   | hourly rate + benefits | 1-Jan-26          | hourly rate + benefits   |
| Recreation Services | Rental                                  | Mobile electric cart                                                                       | 240 volts                                                                                                                       | each        | \$ 116.19              | 1-Sep-26          | \$ 122.00                | \$ 116.19              | 1-Sep-26          | \$ 122.00                |
| Recreation Services | Rental                                  | Chairs                                                                                     | Chair rentals for bookings                                                                                                      | each        | \$ 2.71                | 1-Sep-26          | \$ 2.85                  | \$ 2.71                | 1-Sep-26          | \$ 2.85                  |
| Recreation Services | Rental                                  | Outside hours operation rental, Takhini                                                    | Charges at regular rental rate, non-profit do not apply - April 1 - September 30                                                | each        | per rental type        | 1-Jan-26          | per rental type          | per rental type        | 1-Jan-26          | per rental type          |
| Recreation Services | Rental, Dry Floor (Arenas)              | Regular rate                                                                               | Plus cost of staff                                                                                                              | hour        | \$ 190.33              | 1-Sep-26          | \$ 199.85                | \$ 190.33              | 1-Sep-26          | \$ 199.85                |
| Recreation Services | Rental, Dry Floor (Arenas)              | Youth/60+/persons with disabilities (Y/SE/D) non-profit discount                           | Plus cost of staff                                                                                                              | hour        | \$ 87.65               | 1-Sep-26          | \$ 90.20                 | \$ 87.65               | 1-Sep-26          | \$ 90.20                 |
| Recreation Services | Rental, Dry Floor (Arenas)              | Adult non-profit discount                                                                  | Plus cost of staff                                                                                                              | hour        | \$ 131.25              | 1-Sep-26          | \$ 137.80                | \$ 131.25              | 1-Sep-26          | \$ 137.80                |
| Recreation Services | Rental, Ice                             | Adult non-profit non-prime                                                                 | Non prime time 6am-3pm, Mon-Fri and summer May-August                                                                           | hour        | \$ 145.14              | 1-Sep-26          | \$ 152.40                | \$ 145.14              | 1-Sep-26          | \$ 152.40                |
| Recreation Services | Rental, Ice                             | Adult non-profit prime                                                                     | Prime time Sept-April 3pm - close and weekends                                                                                  | hour        | \$ 92.10               | 1-Sep-26          | \$ 96.71                 | \$ 92.10               | 1-Sep-26          | \$ 96.71                 |
| Recreation Services | Rental, Ice                             | Y/60+/D non-profit non-prime                                                               | Non prime time 6am-3pm, Mon-Fri and summer May-August                                                                           | hour        | \$ 193.62              | 1-Sep-26          | \$ 203.30                | \$ 193.62              | 1-Sep-26          | \$ 203.30                |
| Recreation Services | Rental, Ice                             | Y/60+/D non-profit prime                                                                   | Prime time Sept-April 3pm - close and weekends                                                                                  | hour        | \$ 122.76              | 1-Sep-26          | \$ 128.90                | \$ 122.76              | 1-Sep-26          | \$ 128.90                |
| Recreation Services | Rental, Ice                             | Regular rate, adult prime                                                                  | All year - groups, individuals renting ice who are not non-profit                                                               | hour        | \$ 247.95              | 1-Sep-26          | \$ 260.35                | \$ 247.95              | 1-Sep-26          | \$ 260.35                |
| Recreation Services | Rental, Sports Equipment                | Skate rentals/badminton racquets                                                           |                                                                                                                                 | per unit    | \$ 4.19                | 1-Sep-26          | \$ 4.40                  | \$ 4.19                | 1-Sep-26          | \$ 4.40                  |
| Recreation Services | Rental, Fieldhouses                     | Adult non-profit, prime                                                                    | Flexihall or Fieldhouse Prime time 3pm - close and weekends                                                                     | hour        | \$ 135.10              | 1-Sep-26          | \$ 141.85                | \$ 135.10              | 1-Sep-26          | \$ 141.85                |
| Recreation Services | Rental, Fieldhouses                     | Adult non-profit, non-prime                                                                | Flexihall or Fieldhouse Non prime time 6am-3pm, Mon-Fri and summer May-August                                                   | hour        | \$ 101.38              | 1-Sep-26          | \$ 106.45                | \$ 101.38              | 1-Sep-26          | \$ 106.45                |
| Recreation Services | Rental, Fieldhouses                     | Regular rate, prime                                                                        | Flexihall or Fieldhouse rentals Sept - April                                                                                    | hour        | \$ 175.14              | 1-Sep-26          | \$ 183.90                | \$ 175.14              | 1-Sep-26          | \$ 183.90                |
| Recreation Services | Rental, Fieldhouses                     | Regular rate, summer                                                                       | Flexihall or Fieldhouse rentals May - August                                                                                    | hour        | \$ 131.23              | 1-Sep-26          | \$ 137.80                | \$ 153.00              | 1-Oct-26          | \$ 160.65                |
| Recreation Services | Rental, Fieldhouses                     | Y/60+/D non-profit, prime                                                                  | Flexihall or Fieldhouse Prime time 3pm - close and weekends                                                                     | hour        | \$ 90.14               | 1-Sep-26          | \$ 94.65                 | \$ 90.14               | 1-Sep-26          | \$ 94.65                 |
| Recreation Services | Rental, Fieldhouses                     | Y/60+/D non-profit, non-prime                                                              | Flexihall or Fieldhouse Non prime time 6am-3pm, Mon-Fri and summer May-August                                                   | hour        | \$ 67.62               | 1-Sep-26          | \$ 71.00                 | \$ 67.62               | 1-Sep-26          | \$ 71.00                 |
| Recreation Services | Rental, Floor Covering                  | Floor covering installation                                                                | Cost of 2 staff x hours of set-up and take-down                                                                                 | actual cost | actual cost            | 1-Sep-26          | actual cost              | actual cost            | 1-Sep-26          | actual cost              |
| Recreation Services | Rental, For-Profit                      | For profit rentals of facility bookings                                                    | Double non-profit rate or discretion of manager or designate to meet minimum full cost recovery                                 | each        |                        | 1-Sep-26          |                          |                        | 1-Sep-26          |                          |

**City of Whitehorse  
Fees and Charges Manual**

**Bylaw 2014-36 Appendix A  
Schedule 5 (Recreation)**

| DEPARTMENT          | FEE TYPE                       | DESCRIPTION                                                                                               | ADDITIONAL DETAILS                                                                                                               | UNIT       | BYLAW<br>2026-03             | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE     | BYLAW<br>2026-26             | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE     |
|---------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------|-------------------|------------------------------|------------------------------|-------------------|------------------------------|
| Recreation Services | Rental, General Equipment      | General equipment                                                                                         | Disc golf kit rental (3 discs in carry bag) - summer only                                                                        | per unit   | \$ 4.76                      | 1-Jan-26          | \$ 5.00                      | \$ 4.76                      | 1-Jan-26          | \$ 5.00                      |
| Recreation Services | Rental, Kiosk Space            | Public non-profit                                                                                         |                                                                                                                                  | day        | \$ 33.43                     | 1-Jan-26          | \$ 35.10                     | \$ 33.43                     | 1-Jan-26          | \$ 35.10                     |
| Recreation Services | Rental, Kiosk Space            | Public regular rate                                                                                       | For-profit with written approval by department manager or designate                                                              | day        | \$ 67.00                     | 1-Sep-26          | \$ 70.35                     | \$ 67.00                     | 1-Sep-26          | \$ 70.35                     |
| Recreation Services | Rental, Leisure Ice            | Dry-floor leisure ice                                                                                     | 1/3 of dry floor arena rates                                                                                                     | 1/2 day    | \$ -                         | 1-Jan-11          | no gst                       | \$ -                         | 1-Jan-11          | no gst                       |
| Recreation Services | Rental, Meeting Space          | Public large meeting area                                                                                 | Grey Mountain room, wellness studio, mezzanine                                                                                   | hour       | \$ 63.00                     | 1-Jan-26          | \$ 66.15                     | \$ 63.00                     | 1-Jan-26          | \$ 66.15                     |
| Recreation Services | Rental, Meeting Space          | Public large meeting area - day rental - 10 to 24 hours                                                   | Grey Mountain room, wellness studio, mezzanine - fee equals hourly rental rate of large meeting space x 10                       | day        | \$ 630.00                    | 1-Jan-26          | \$ 661.50                    | \$ 630.00                    | 1-Jan-26          | \$ 661.50                    |
| Recreation Services | Rental, Meeting Space          | Public small meeting area                                                                                 | Grey Mountain room kitchen, meeting rooms, boardroom and portion of concourse                                                    | hour       | \$ 31.49                     | 1-Jan-26          | \$ 33.06                     | \$ 31.49                     | 1-Jan-26          | \$ 33.06                     |
| Recreation Services | Rental, Meeting Space          | Public Grey Mountain Room - kitchen day rental - 10 to 24 hours                                           | Grey Mountain room kitchen, fee equals hourly rate of small meeting space x 10                                                   | day        | \$ 314.90                    | 1-Jan-26          | \$ 330.65                    | \$ 314.90                    | 1-Jan-26          | \$ 330.65                    |
| Recreation Services | Rental, Minor Equipment        | Minor equipment fee for bookings                                                                          | Podium, NEAT-board, projectors, <b>minor equipment</b>                                                                           | each       | \$ 13.43                     | 1-Sep-26          | \$ 14.10                     | \$ 13.43                     | 1-Sep-26          | \$ 14.10                     |
| Recreation Services | Rental, Parking Lot            | Public regular rate                                                                                       | Available all year, approval by department manager or designate                                                                  | hour       | \$ 49.43                     | 1-Jan-26          | \$ 51.90                     | \$ 49.43                     | 1-Jan-26          | \$ 51.90                     |
| Recreation Services | Rental, Pool                   | Regular rate                                                                                              | 2 Lifeguards for up to 50 people                                                                                                 | hour       | \$ 376.29                    | 1-Sep-26          | \$ 395.10                    | \$ 376.29                    | 1-Sep-26          | \$ 395.10                    |
| Recreation Services | Rental, Pool                   | Adult non-profit                                                                                          | 2 Lifeguards for up to 50 people                                                                                                 | hour       | \$ 282.25                    | 1-Sep-26          | \$ 296.36                    | \$ 282.25                    | 1-Sep-26          | \$ 296.36                    |
| Recreation Services | Rental, Pool                   | Y/60+/D non-profit                                                                                        | 2 Lifeguards for up to 50 people                                                                                                 | hour       | \$ 188.48                    | 1-Sep-26          | \$ 197.90                    | \$ 188.48                    | 1-Sep-26          | \$ 197.90                    |
| Recreation Services | Rental, Pool Lane              | Pool lane                                                                                                 | 1/8 of pool rental rates                                                                                                         | hour       | \$ -                         | 1-Sep-23          | \$ -                         | \$ -                         | 1-Sep-23          | \$ -                         |
| Recreation Services | Rental, Sport Equipment Usage  | Sport equipment rental/usage fee                                                                          | Sport equipment usage <b>fee for non-users group all-regular-bookings (ex. Birthday parties, 1 off bookings, pool-equipment)</b> | per rental | \$ 10.00                     | 1-Jan-26          | \$ 10.50                     | \$ 10.00                     | 1-Jan-26          | \$ 10.50                     |
| Recreation Services | Rental, Stage                  | 1/2 cost of staff (4x8)                                                                                   | 1 section of stage setup is 1/2 staff cost                                                                                       | each       | actual cost                  | 1-Jan-26          | actual cost                  | actual cost                  | 1-Jan-26          | actual cost                  |
| Recreation Services | Rental, Static Display Space   | Public non-profit                                                                                         |                                                                                                                                  | day        | \$ 15.43                     | 1-Jan-26          | \$ 16.20                     | \$ 15.43                     | 1-Jan-26          | \$ 16.20                     |
| Recreation Services | Rental, Static Display Space   | Public regular rate                                                                                       | For-profit with written approval by department manager or designate                                                              | day        | \$ 26.81                     | 1-Sep-26          | \$ 28.15                     | \$ 26.81                     | 1-Sep-26          | \$ 28.15                     |
| Recreation Services | Rental, Tables                 | Table rentals                                                                                             | Table rental for bookings                                                                                                        |            | \$ 6.19                      | 1-Jan-26          | \$ 6.50                      | \$ 6.19                      | 1-Jan-26          | \$ 6.50                      |
| Recreation Services | Rental, Tables                 | Table rentals - 20 and over                                                                               | 15% off table price (tables)                                                                                                     | each       | 15% off table price (tables) | 1-Jan-26          | 15% off table price (tables) | 15% off table price (tables) | 1-Jan-26          | 15% off table price (tables) |
| Recreation Services | Seasonal Booking Amendment Fee | Regular season bulk bookings amendment fee                                                                | Min of \$30.00 max of 10% of cancelled time on booking                                                                           | each       | See details                  | 24-Feb-25         | no gst                       | See details                  | 24-Feb-25         | no gst                       |
| Recreation Services | Storage/Exclusive Use Space    | Storage locker                                                                                            | Less than 100 cubic feet- minimum 12 month rental                                                                                | year       | \$ 153.62                    | 1-Sep-26          | \$ 161.30                    | \$ 153.62                    | 1-Sep-26          | \$ 161.30                    |
| Recreation Services | Storage/Exclusive Use Space    | Storage locker                                                                                            | Less than 100 cubic feet- minimum 12 month rental                                                                                | month      | \$ 11.64                     | 1-Sep-25          | \$ 12.22                     | \$ 11.64                     | 1-Sep-25          | \$ 12.22                     |
| Recreation Services | Storage/Exclusive Use Space    | Small areas                                                                                               | 100-299 cu ft. - minimum 12 month rental                                                                                         | year       | \$ 569.29                    | 1-Sep-26          | \$ 597.75                    | \$ 569.29                    | 1-Sep-26          | \$ 597.75                    |
| Recreation Services | Storage/Exclusive Use Space    | Small areas                                                                                               | 100-299 cu ft. - minimum 12 month rental                                                                                         | month      | \$ 46.51                     | 1-Sep-25          | \$ 48.84                     | \$ 46.51                     | 1-Sep-25          | \$ 48.84                     |
| Recreation Services | Storage/Exclusive Use Space    | Medium areas                                                                                              | 300-699 cu ft.- minimum 12 month rental                                                                                          | year       | \$ 853.76                    | 1-Sep-26          | \$ 896.45                    | \$ 853.76                    | 1-Sep-26          | \$ 896.45                    |
| Recreation Services | Storage/Exclusive Use Space    | Medium areas                                                                                              | 300-699 cu ft.- minimum 12 month rental                                                                                          | month      | \$ 69.75                     | 1-Sep-25          | \$ 73.24                     | \$ 69.75                     | 1-Sep-25          | \$ 73.24                     |
| Recreation Services | Storage/Exclusive Use Space    | Large areas                                                                                               | 700-1000 cu ft. - minimum 12 month rental                                                                                        | year       | \$ 1,136.76                  | 1-Sep-26          | \$ 1,193.60                  | \$ 1,136.76                  | 1-Sep-26          | \$ 1,193.60                  |
| Recreation Services | Storage/Exclusive Use Space    | Large areas                                                                                               | 700-1000 cu ft. - minimum 12 month rental                                                                                        | month      | \$ 92.87                     | 1-Sep-25          | \$ 97.51                     | \$ 92.87                     | 1-Sep-25          | \$ 97.51                     |
| Recreation Services | Storage/Exclusive Use Space    | Large Area or specialized areas                                                                           | Over 1000 cubic feet or has specialized services - minimum 12 month rental                                                       | year       | \$ 1,422.29                  | 1-Sep-26          | \$ 1,493.40                  | \$ 1,422.29                  | 1-Sep-26          | \$ 1,493.40                  |
| Recreation Services | Storage/Exclusive Use Space    | Large Area or specialized areas                                                                           | Over 1000 cubic feet or has specialized services - minimum 12 month rental                                                       | month      | \$ 116.20                    | 1-Sep-25          | \$ 122.01                    | \$ 116.20                    | 1-Sep-25          | \$ 122.01                    |
| Recreation Services |                                | Non-profit groups charging admission pay the regular rate - this will apply to all non-profit rates       |                                                                                                                                  |            | \$ -                         | 23-Feb-09         | no gst                       | \$ -                         | 23-Feb-09         | no gst                       |
| Recreation Services |                                | For profit groups minimum full cost recovery plus negotiated terms by the Department Manager or designate |                                                                                                                                  |            | \$ -                         | 1-Mar-11          | no gst                       | \$ -                         | 1-Mar-11          | no gst                       |

**City of Whitehorse  
Fees and Charges Manual**

**Bylaw 2014-36 Appendix A  
Schedule 8 (Parks)**

| DEPARTMENT | FEE TYPE                                                                                                      | DESCRIPTION                                                                                                             | ADDITIONAL DETAILS                    | UNIT           | BYLAW<br>2026-03 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE | BYLAW<br>2026-26 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE |
|------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------|------------------|-------------------|--------------------------|------------------|-------------------|--------------------------|
| Parks      | Deposit, Damage- all booking                                                                                  | Fully refundable if all rental conditions met                                                                           | For bookings with liquor permits only | each           | \$ 500.00        | 27-Feb-24         | no gst                   | \$ 500.00        | 27-Feb-24         | no gst                   |
| Parks      | Shipyards Park                                                                                                | Non-profit rental - full day                                                                                            | 24 hours                              | full day       | \$ 473.51        | 1-Jan-26          | \$ 497.19                | \$ 600.00        | 1-Jan-27          | \$ 630.00                |
| Parks      | Shipyards Park                                                                                                | Non-profit rental - half day                                                                                            | 6 hours                               | half day       | \$ 237.00        | 1-Jan-26          | \$ 248.85                | \$ 300.00        | 1-Jan-27          | \$ 315.00                |
| Parks      | Shipyards Park                                                                                                | For profit rental - full day                                                                                            | 24 hours                              | full day       | \$ 947.01        | 1-Jan-26          | \$ 994.36                | \$ 975.42        | 1-Jan-27          | \$ 1,024.19              |
| Parks      | Shipyards Park                                                                                                | For profit rental - half day                                                                                            | 6 hours                               | half day       | \$ 482.71        | 1-Jan-26          | \$ 506.85                | \$ 497.19        | 1-Jan-27          | \$ 522.05                |
| Parks      | <b>Shipyards Park Waste Management Fee</b>                                                                    | <b>For large events over 400 people</b>                                                                                 |                                       | <b>per day</b> |                  |                   |                          | \$ 200.00        | 1-Jan-27          | \$ 210.00                |
| Parks      | All Parks excluding Shipyards                                                                                 | Profit rental - full day                                                                                                | 24 hours                              | full day       | \$ 677.38        | 1-Jan-26          | \$ 711.25                | \$ 697.70        | 1-Jan-27          | \$ 732.59                |
| Parks      | All Parks excluding Shipyards                                                                                 | Profit rental - half day                                                                                                | 6 hours                               | half day       | \$ 338.66        | 1-Jan-26          | \$ 355.59                | \$ 348.82        | 1-Jan-27          | \$ 366.26                |
| Parks      | All Parks excluding Shipyards                                                                                 | Profit rental - hourly                                                                                                  | 1 hour                                | per hour       | \$ 77.73         | 1-Jan-26          | \$ 81.62                 | \$ 80.06         | 1-Jan-27          | \$ 84.06                 |
| Parks      | All Parks excluding Shipyards                                                                                 | Non-profit rental - full day                                                                                            | 24 hours                              | half day       | \$ 338.66        | 1-Jan-26          | \$ 355.59                | \$ 460.00        | 1-Jan-27          | \$ 483.00                |
| Parks      | All Parks excluding Shipyards                                                                                 | Non-profit rental - half day                                                                                            | 6 hours                               | full day       | \$ 169.36        | 1-Jan-26          | \$ 177.83                | \$ 230.00        | 1-Jan-27          | \$ 241.50                |
| Parks      | All Parks excluding Shipyards                                                                                 | Non-profit rental - hourly                                                                                              | 1 hour                                | per hour       | \$ 38.86         | 1-Jan-26          | \$ 40.80                 | \$ 38.86         | 1-Jan-26          | \$ 40.80                 |
| Parks      | Non-Profit Rental - per section of Shipyards Park Building                                                    | Section #1 kitchen; Section #2 seating area                                                                             | Per section, per hour                 | per hour       | \$ 39.03         | 1-Jan-26          | \$ 40.98                 | \$ 40.20         | 1-Jan-27          | \$ 42.21                 |
| Parks      | Non-profit rental - outdoor Fire pit rental or covered stage or other portion of shipyards park               | Gazebo fire pit or Riverside fire pit - includes rental, wood, fire permit and attendant (monitors and extinguish fire) | 1 hour                                | per hour       | \$ 39.03         | 1-Jan-26          | \$ 40.98                 | \$ 40.20         | 1-Jan-27          | \$ 42.21                 |
| Parks      | For Profit Rental - per section of Shipyards Park Building                                                    | Section #1 kitchen; Section #2 seating area                                                                             | Per section, per hour                 | per hour       | \$ 78.06         | 1-Jan-26          | \$ 81.96                 | \$ 80.40         | 1-Jan-27          | \$ 84.42                 |
| Parks      | For Profit rental-Outdoor Fire Pit Rental or Covered Stage or portion of shipyards park                       | Gazebo fire pit or Riverside fire pit - includes rental, wood, fire permit and attendant (monitors and extinguish fire) | 1 hour                                | per hour       | \$ 75.79         | 1-Sep-25          | \$ 79.58                 | \$ 78.06         | 1-Jan-27          | \$ 79.58                 |
| Parks      | Non-Profit Rental - per section of Shipyards Park Building (after hours)                                      | Section #1 kitchen; Section #2 seating area                                                                             |                                       | per hour       | \$ 44.88         | 1-Sep-25          | \$ 47.12                 | \$ 46.23         | 1-Jan-27          | \$ 47.12                 |
| Parks      | For Profit Rental - per section of Shipyards Park Building (after hours)                                      | Section #1 kitchen; Section #2 seating area                                                                             | 4 PM to 11 PM / Per section per hour  | per hour       | \$ 89.77         | 1-Sep-25          | \$ 94.26                 | \$ 92.46         | 1-Jan-27          | \$ 94.26                 |
| Parks      | Non-profit rental - outdoor Fire pit rental or covered stage or other portion of shipyards park (after hours) | Gazebo fire pit or Riverside fire pit - includes rental, wood, fire permit and attendant (monitors and extinguish fire) | 4 PM to 11 PM / Per section per hour  | per hour       | \$ 44.88         | 1-Sep-25          | \$ 47.12                 | \$ 46.23         | 1-Jan-27          | \$ 47.12                 |
| Parks      | For Profit rental-Outdoor Fire Pit Rental or Covered Stage or portion of shipyards park (after hours)         | Gazebo fire pit or Riverside fire pit - includes rental, wood, fire permit and attendant (monitors and extinguish fire) | 1 hour                                | per hour       | \$ 89.77         | 1-Sep-25          | \$ 94.26                 | \$ 92.46         | 1-Jan-27          | \$ 94.26                 |
| Parks      | Memorial Bench                                                                                                | Supply, install and maintenance for 10 years                                                                            |                                       | each           | \$ 3,000.00      | 1-Jan-26          | \$ 3,150.00              | \$ 3,500.00      | 1-Jan-27          | \$ 3,675.00              |
| Parks      | Memorial Tree                                                                                                 | Supply and install                                                                                                      |                                       | each           | \$ 1,846.54      | 1-Jan-26          | \$ 1,938.87              | \$ 1,901.94      | 1-Jan-27          | \$ 1,997.04              |
| Parks      | Portable Firepits                                                                                             | Portable firepits                                                                                                       |                                       | each           | \$ 75.00         | 1-Jan-26          | \$ 78.75                 | \$ 75.00         | 1-Jan-26          | \$ 78.75                 |
| Parks      | Picnic Tables                                                                                                 | Delivery and pick up                                                                                                    | Delivery and pick up                  | per 2 tables   | \$ 252.96        | 1-Sep-25          | \$ 265.61                | \$ 252.96        | 1-Sep-25          | \$ 265.61                |
| Parks      | Robert Service Camp Ground                                                                                    | Site rental                                                                                                             | Nightly fee                           | per day        | \$ 35.00         | 1-Apr-23          | \$ 36.75                 | \$ 35.00         | 1-Apr-23          | \$ 36.75                 |
| Parks      | Robert Service Camp Ground                                                                                    | Group site rental                                                                                                       |                                       | per day        | \$ 110.41        | 1-Sep-25          | \$ 115.90                | \$ 113.72        | 1-Jan-27          | \$ 119.40                |
| Parks      | <b>Robert Service Campground</b>                                                                              | <b>Vehicle accessible site</b>                                                                                          | <b>nightly fee</b>                    | <b>per day</b> |                  |                   |                          | \$ 40.00         | 1-Jan-27          | \$ 42.00                 |
| Parks      | Robert Service Camp Ground                                                                                    | Firewood                                                                                                                |                                       | bundle         | \$ 10.00         | 1-Apr-23          | \$ 10.50                 | \$ 12.00         | 1-Jan-27          | \$ 12.60                 |
| Parks      | Robert Service Camp Ground                                                                                    | Showers                                                                                                                 |                                       | per 5 minutes  | \$ 2.00          | 1-Apr-23          | \$ 2.25                  | \$ 4.00          | 1-Jan-27          | \$ 4.20                  |
| Parks      | Robert Service Campground Building                                                                            | Non- profit - Robert Service Campground room                                                                            | 1 hour                                | per hour       | \$ 55.00         | 1-Jun-25          | \$ 57.75                 | \$ 60.00         | 1-Jan-27          | \$ 63.00                 |
| Parks      | Robert Service Campground Building                                                                            | Non-profit - Robert Service Campground kitchen                                                                          | 1 hour                                | per hour       | \$ 39.03         | 1-Jun-25          | \$ 40.98                 | \$ 39.03         | 1-Jun-25          | \$ 40.98                 |
| Parks      | Robert Service Campground Building                                                                            | Non-profit - Robert Service Campground room (daily)                                                                     | Per day (10- 24 hours)                | per day        | \$ 550.00        | 1-Jun-25          | \$ 577.50                | \$ 600.00        | 1-Jan-27          | \$ 630.00                |
| Parks      | Robert Service Campground Building                                                                            | Non-profit - Robert Service Campground kitchen (daily)                                                                  | Per day (10- 24 hours)                | per day        | \$ 300.00        | 1-Jun-25          | \$ 315.00                | \$ 300.00        | 1-Jun-25          | \$ 315.00                |

City of Whitehorse  
Fees and Charges Manual

Bylaw 2014-36 Appendix A  
Schedule 8 (Parks)

| DEPARTMENT | FEE TYPE                           | DESCRIPTION                                               | ADDITIONAL DETAILS      | UNIT     | BYLAW<br>2026-03 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE | BYLAW<br>2026-26 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE |
|------------|------------------------------------|-----------------------------------------------------------|-------------------------|----------|------------------|-------------------|--------------------------|------------------|-------------------|--------------------------|
| Parks      | Robert Service Campground Building | Profit rental - Robert Service Campground room            | 1 hour                  | per hour | \$ 110.00        | 1-Jun-25          | \$ 115.50                | \$ 110.00        | 1-Jun-25          | \$ 115.50                |
| Parks      | Robert Service Campground Building | Profit rental - Robert Service Campground kitchen         | 1 hour                  | per hour | \$ 78.06         | 1-Jun-25          | \$ 81.96                 | \$ 78.06         | 1-Jun-25          | \$ 81.96                 |
| Parks      | Robert Service Campground Building | Profit rental - Robert Service Campground room (daily)    | Per day (10- 24 hours)  | per day  | \$ 1,100.00      | 1-Jun-25          | \$ 1,155.00              | \$ 1,100.00      | 1-Jun-25          | \$ 1,155.00              |
| Parks      | Robert Service Campground Building | Profit rental - Robert Service Campground kitchen (daily) | Per day (10 - 24 hours) | per day  | \$ 600.00        | 1-Jun-25          | \$ 630.00                | \$ 600.00        | 1-Jun-25          | \$ 630.00                |
| Parks      | Book, Lost Graves                  |                                                           |                         | each     | \$ 10.00         | 1-Jan-08          | \$ 10.50                 |                  |                   | REMOVE FEE               |
| Parks      | Equipment Charge                   | Lift truck                                                | 2 operators and truck   | per hour | \$ 232.98        | 1-Sep-25          | \$ 244.63                |                  |                   | REMOVE FEE               |
| Parks      | Equipment Charge                   | Water truck                                               | 1 operator and truck    | per hour | \$ 157.73        | 1-Sep-25          | \$ 165.62                |                  |                   | REMOVE FEE               |
| Parks      | Takhini Dog Training Field         | For exclusive use of field behind Takhini Arena           | 6 hours                 | half day | \$ 75.00         | 1-Jan-26          | \$ 78.75                 | \$ 75.00         | 1-Jan-26          | \$ 78.75                 |

| DEPARTMENT                         | FEE TYPE                             | DESCRIPTION                            | ADDITIONAL DETAILS                                                                 | UNIT        | BYLAW<br>2026-03   | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE | BYLAW<br>2026-26 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE |
|------------------------------------|--------------------------------------|----------------------------------------|------------------------------------------------------------------------------------|-------------|--------------------|-------------------|--------------------------|------------------|-------------------|--------------------------|
| <b>Planning and Sustainability</b> | <b>Official Community Plan (OCP)</b> | <b>OCP amendment fee</b>               | <b>Text or mapping changes to the OCP</b>                                          | <b>each</b> | <b>\$ 2,000.00</b> | <b>1-Jan-20</b>   | <b>no gst</b>            |                  |                   | <b>REMOVE FEE</b>        |
| Planning and Sustainability        | Official Community Plan (OCP)        | OCP amendment                          | Text change to the OCP                                                             | each        | \$ 2,000.00        | 1-Jan-25          | no gst                   | \$ 2,000.00      | 1-Jan-25          | no gst                   |
| Planning and Sustainability        | Official Community Plan (OCP)        | OCP amendment                          | Residential mapping change to the OCP                                              | each        | \$ 3,000.00        | 1-Jan-25          | no gst                   | \$ 3,000.00      | 1-Jan-25          | no gst                   |
| Planning and Sustainability        | Official Community Plan (OCP)        | OCP amendment                          | Non-residential or mixed-use mapping change to the OCP                             | each        | \$ 4,000.00        | 1-Jan-25          | no gst                   | \$ 4,000.00      | 1-Jan-25          | no gst                   |
| Planning and Sustainability        | Zoning Amendment                     | Zoning Bylaw amendment                 | Text change to the Zoning Bylaw                                                    | each        | \$ 2,000.00        | 1-Jan-20          | no gst                   | \$ 2,000.00      | 1-Jan-20          | no gst                   |
| Planning and Sustainability        | Zoning Amendment                     | Zoning Bylaw amendment                 | Residential mapping change to the Zoning Bylaw                                     | each        | \$ 3,000.00        | 1-Jan-25          | no gst                   | \$ 3,000.00      | 1-Jan-25          | no gst                   |
| Planning and Sustainability        | Zoning Amendment                     | Zoning Bylaw amendment                 | Non-residential and mixed-use mapping change to the Zoning Bylaw                   | each        | \$ 4,000.00        | 1-Jan-25          | no gst                   | \$ 4,000.00      | 1-Jan-25          | no gst                   |
| Planning and Sustainability        | Zoning Amendment                     | Designated municipal historic resource |                                                                                    | each        | \$ -               | 27-Jan-03         | no gst                   | \$ -             | 27-Jan-03         | no gst                   |
| Planning and Sustainability        | OCP / Zoning Amendment               | Combination OCP/Zoning amendment       | Similar text amendment to the OCP and Zoning Bylaw                                 | each        | \$ 3,000.00        | 1-Jan-25          | no gst                   | \$ 3,000.00      | 1-Jan-25          | no gst                   |
| Planning and Sustainability        | OCP / Zoning Amendment               | Combination OCP/Zoning amendment       | Similar residential mapping amendment to the OCP and Zoning Bylaw                  | each        | \$ 4,000.00        | 1-Jan-25          | no gst                   | \$ 4,000.00      | 1-Jan-25          | no gst                   |
| Planning and Sustainability        | OCP / Zoning Amendment               | Combination OCP/Zoning amendment       | Similar non-residential or mixed-use mapping amendment to the OCP and Zoning Bylaw | each        | \$ 5,000.00        | 1-Jan-25          | no gst                   | \$ 5,000.00      | 1-Jan-25          | no gst                   |
| Planning and Sustainability        | Master Plan                          | Review fee                             |                                                                                    | each        | \$ 3,000.00        | 1-Jan-25          | no gst                   | \$ 3,000.00      | 1-Jan-25          | no gst                   |
| Planning and Sustainability        | Master Plan                          | Waiver fee                             |                                                                                    | each        | \$ 100.00          | 1-Jan-25          | no gst                   | \$ 100.00        | 1-Jan-25          | no gst                   |

City of Whitehorse  
Fees and Charges Manual

Bylaw 2014-36 Appendix A  
Schedule 11 (Transit)

| DEPARTMENT | FEE TYPE    | DESCRIPTION                                                    | ADDITIONAL DETAILS                                                                                                                           | UNIT       | BYLAW<br>2026-03 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE | BYLAW<br>2026-26 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE |
|------------|-------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------|-------------------|--------------------------|------------------|-------------------|--------------------------|
| Transit    | Bus Fares   | Standard transit fare                                          | Standard transit fare for all single-use passenger travel; applicable to adults, youths, elders, seniors, and passengers with disabilities   | each       | \$ 3.50          | 1-Jul-26          | no gst                   | \$ 3.50          | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Adult pass: 1 month (age 19-59)                                | 1-month                                                                                                                                      | each       | \$ 87.00         | 1-Jul-26          | no gst                   | \$ 87.00         | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Adult pass: 3 months (age 19-59)                               | 3-months; available through the Token Transit app                                                                                            | each       | \$ 262.00        | 1-Jul-26          | no gst                   | \$ 262.00        | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Adult pass: 6 months (age 19-59)                               | 6-months; available through the Token Transit app                                                                                            | each       | \$ 519.00        | 1-Jul-26          | no gst                   | \$ 519.00        | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Adult pass: 12 months (age 19-59)                              | 12-months; available through the Token Transit app                                                                                           | each       | \$ 1,016.00      | 1-Jul-26          | no gst                   | \$ 1,016.00      | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Adult ticket sheets (age 19-59)                                | Available in sheets of 10 tickets                                                                                                            | each strip | \$ 33.00         | 1-Jul-26          | no gst                   | \$ 33.00         | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Day pass: passengers aged 5 and older                          | Valid for one day of unlimited travel for a single passenger; applicable to adults, youths, eders, seniors, and passengers with disabilities | each       | \$ 8.00          | 1-Jan-26          | no gst                   | \$ 8.00          | 1-Jan-26          | no gst                   |
| Transit    | Bus Fares   | Paratransit pass: 1 month (eligibility requirement)            | 1-month; paratransit customers that meet the eligibility requirements                                                                        | each       | \$ 39.00         | 1-Jul-26          | no gst                   | \$ 39.00         | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Paratransit pass: 3 months (eligibility requirement)           | 3-months; available through the Token Transit app                                                                                            | each       | \$ 118.00        | 1-Jul-26          | no gst                   | \$ 118.00        | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Paratransit pass: 6 months (eligibility requirement)           | 6-months; available through the Token Transit app                                                                                            | each       | \$ 233.00        | 1-Jul-26          | no gst                   | \$ 233.00        | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Paratransit pass: 12 months (eligibility requirement)          | 12-months; available through the Token Transit app                                                                                           | each       | \$ 457.00        | 1-Jul-26          | no gst                   | \$ 457.00        | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Paratransit ticket sheets (eligibility requirement)            | Available in sheets of 10 tickets; Paratransit customers must meet the eligibility requirements                                              | each strip | \$ 14.00         | 1-Jul-26          | no gst                   | \$ 14.00         | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Pre-school: passengers under 5 years of age                    | Child under 5 years of age, accompanied by an adult (maximum of 2 children per adult). Proof of age may be required                          | each       | free             | 22-Jun-98         | no gst                   | free             | 22-Jun-98         | no gst                   |
| Transit    | Bus Fares   | Elder and senior pass: 1 month (age 60+)                       | 1-month                                                                                                                                      | each       | \$ 39.00         | 1-Jul-26          | no gst                   | \$ 39.00         | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Elder and senior pass: 3 months (age 60+)                      | 3-months; available through the Token Transit app                                                                                            | each       | \$ 118.00        | 1-Jul-26          | no gst                   | \$ 118.00        | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Elder and senior pass: 6 months (age 60+)                      | 6-months; available through the Token Transit app                                                                                            | each       | \$ 233.00        | 1-Jul-26          | no gst                   | \$ 233.00        | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Elder and senior pass: 12 months (age 60+)                     | 12-months; available through the Token Transit app                                                                                           | each       | \$ 457.00        | 1-Jul-26          | no gst                   | \$ 457.00        | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Elder and senior ticket sheets (age 60+)                       | Available in sheets of 10 tickets                                                                                                            | each strip | \$ 14.00         | 1-Jul-26          | no gst                   | \$ 14.00         | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Student and youth pass: 1 month (age 5-18)                     | 1-month                                                                                                                                      | each       | \$ 65.00         | 1-Jul-26          | no gst                   | \$ 65.00         | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Student and youth pass: 3 months (age 5-18)                    | 3-months; available through the Token Transit app                                                                                            | each       | \$ 197.00        | 1-Jul-26          | no gst                   | \$ 197.00        | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Student and youth Pass: 6 months (age 5-18)                    | 6-months; available through the Token Transit app                                                                                            | each       | \$ 389.00        | 1-Jul-26          | no gst                   | \$ 389.00        | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Student and youth pass: 12 months (age 5-18)                   | 12-months; available through the Token Transit app                                                                                           | each       | \$ 762.00        | 1-Jul-26          | no gst                   | \$ 762.00        | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Student and youth ticket sheets (age 5-18)                     | Available in sheets of 10 tickets                                                                                                            | each strip | \$ 24.00         | 1-Jul-26          | no gst                   | \$ 24.00         | 1-Jul-26          | no gst                   |
| Transit    | Bus Fares   | Adult superpass: 1 month (age 19-59)                           | 1-month; pricing only available with CGC monthly pass                                                                                        | each       | \$ 76.00         | 1-Jul-26          | no gst                   |                  |                   | REMOVE FEE               |
| Transit    | Bus Fares   | Student and youth superpass: 1 month (age 5-18)                | 1-month; pricing only available with CGC monthly pass                                                                                        | each       | \$ 56.00         | 1-Jul-26          | no gst                   |                  |                   | REMOVE FEE               |
| Transit    | Bus Fares   | Elder and senior superpass: 1 month (age 60+)                  | 1-month; pricing only available with CGC monthly pass                                                                                        | each       | \$ 34.00         | 1-Jul-26          | no gst                   |                  |                   | REMOVE FEE               |
| Transit    | Bus Fares   | Paratransit superpass: 1 month (eligibility requirement)       | 1-month; paratransit customers that meet the HP Policy eligibility requirements and pricing only available with CGC monthly pass             | each       | \$ 34.00         | 1-Jul-26          | no gst                   |                  |                   | REMOVE FEE               |
| Transit    | Advertising | Bench back - 4 weeks                                           | 21"x69" ad panel                                                                                                                             | each       | \$ 110.00        | 1-Apr-25          | \$ 115.50                | \$ 110.00        | 1-Apr-25          | \$ 115.50                |
| Transit    | Advertising | Bench back - 52 weeks (@ 44 weeks cost)                        | 21"x69" ad panel                                                                                                                             | each       | \$ 1,210.00      | 1-Apr-25          | \$ 1,270.50              | \$ 1,210.00      | 1-Apr-25          | \$ 1,270.50              |
| Transit    | Advertising | Exterior king panels, side of bus - 4 weeks                    | 139"x30" ad panel                                                                                                                            | each       | \$ 355.00        | 1-Apr-25          | \$ 372.75                | \$ 355.00        | 1-Apr-25          | \$ 372.75                |
| Transit    | Advertising | Exterior king panels, side of bus - 52 weeks (@ 44 weeks cost) | 139"x30" ad panel                                                                                                                            | each       | \$ 3,905.00      | 1-Apr-25          | \$ 4,100.25              | \$ 3,905.00      | 1-Apr-25          | \$ 4,100.25              |

| DEPARTMENT | FEE TYPE    | DESCRIPTION                                                                                                        | ADDITIONAL DETAILS                                        | UNIT | BYLAW<br>2026-03 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE | BYLAW<br>2026-26 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE |
|------------|-------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------|------------------|-------------------|--------------------------|------------------|-------------------|--------------------------|
| Transit    | Advertising | Exterior tail panels, back of bus - 4 weeks                                                                        | 69.75" x 21" ad panel                                     | each | \$ 355.00        | 1-Apr-25          | \$ 372.75                | \$ 355.00        | 1-Apr-25          | \$ 372.75                |
| Transit    | Advertising | Exterior tail panels, back of bus - 52 weeks (@ 44 weeks cost)                                                     | 69.75" x 21" ad panel                                     | each | \$ 3,905.00      | 1-Apr-25          | \$ 4,100.25              | \$ 3,905.00      | 1-Apr-25          | \$ 4,100.25              |
| Transit    | Advertising | Interior panel - 4 weeks                                                                                           | 11"x21" ad panel                                          | each | \$ 45.00         | 1-Apr-25          | \$ 47.25                 | \$ 45.00         | 1-Apr-25          | \$ 47.25                 |
| Transit    | Advertising | Interior panel - 52 weeks (@ 44 weeks cost)                                                                        | 11"x21" ad panel                                          | each | \$ 495.00        | 1-Apr-25          | \$ 519.75                | \$ 495.00        | 1-Apr-25          | \$ 519.75                |
| Transit    | Advertising | Shelters - 4 weeks                                                                                                 | 47 1/4" x 68 1/2" ad panel                                | each | \$ 500.00        | 1-Apr-25          | \$ 525.00                | \$ 500.00        | 1-Apr-25          | \$ 525.00                |
| Transit    | Advertising | Shelters - 52 weeks (@ 44 weeks cost)                                                                              | 47 1/4" x 68 1/2" ad panel                                | each | \$ 5,500.00      | 1-Apr-25          | \$ 5,775.00              | \$ 5,500.00      | 1-Apr-25          | \$ 5,775.00              |
| Transit    | Advertising | Vinyl application bus wrap: full bus wrap (1st year) - 52 weeks                                                    | Full bus wrap, fewer areas required clear for safety      | each | \$ 10,000.00     | 1-Apr-25          | \$ 10,500.00             | \$ 10,000.00     | 1-Apr-25          | \$ 10,500.00             |
| Transit    | Advertising | Vinyl application bus wrap: full bus wrap (1st year) - 52 weeks, Late cancellation, non-renewal, monthly fee (10%) | Full bus wrap, fewer areas required clear for safety      | each | \$ 1,000.00      | 1-Apr-25          | \$ 1,050.00              | \$ 1,000.00      | 1-Apr-25          | \$ 1,050.00              |
| Transit    | Advertising | Vinyl application bus wrap: full bus wrap (renewal) - 52 weeks late cancellation, non-renewal, monthly fee (10%)   | Full bus wrap, fewer areas required clear for safety      | each | \$ 7,050.00      | 1-Apr-25          | \$ 7,402.50              | \$ 7,050.00      | 1-Apr-25          | \$ 7,402.50              |
| Transit    | Advertising | Vinyl application bus wrap: full bus wrap (renewal) - 52 weeks                                                     | Full bus wrap, fewer areas required clear for safety      | each | \$ 705.00        | 1-Apr-25          | \$ 740.25                | \$ 705.00        | 1-Apr-25          | \$ 740.25                |
| Transit    | Advertising | Vinyl application bus wrap: one half of the bus - 52 weeks                                                         | One side of the bus fewer areas required clear for safety | each | \$ 6,000.00      | 1-Apr-25          | \$ 6,300.00              | \$ 6,000.00      | 1-Apr-25          | \$ 6,300.00              |
| Transit    | Advertising | Vinyl application bus wrap: one half of the bus, late cancellation, non-renewal, monthly fee (10%)                 | One side of the bus fewer areas required clear for safety | each | \$ 600.00        | 1-Apr-25          | \$ 630.00                | \$ 600.00        | 1-Apr-25          | \$ 630.00                |
| Transit    | Advertising | Vinyl application bus wrap: one third of the bus - 52 weeks                                                        | Top runner, one panel or lower portion                    | each | \$ 4,000.00      | 1-Apr-25          | \$ 4,200.00              | \$ 4,000.00      | 1-Apr-25          | \$ 4,200.00              |
| Transit    | Advertising | Vinyl application bus wrap: one third of the bus, late cancellation, non-renewal, monthly fee (10%)                | Top runner, one panel or lower portion                    | each | \$ 400.00        | 1-Apr-25          | \$ 420.00                | \$ 400.00        | 1-Apr-25          | \$ 420.00                |

**City of Whitehorse  
Fees and Charges Manual**

**Bylaw 2014-36 Appendix A  
Schedule 12 (Waste Management)**

| DEPARTMENT | FEE TYPE                       | DESCRIPTION                                                                                          | ADDITIONAL DETAILS                                                                                                                             | UNIT                    | BYLAW<br>2026-03 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE | BYLAW<br>2026-26 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE |
|------------|--------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------|-------------------|--------------------------|------------------|-------------------|--------------------------|
| Waste      | Curbside Collection            | Eligible premises - garbage, organics and recycling biweekly collection                              |                                                                                                                                                | per dwelling unit/month | \$ 15.51         | 1-Jan-26          | no gst                   | \$ 15.51         | 1-Jan-26          | no gst                   |
| Waste      | Commercial Organics Collection | 1 cart - weekly collection                                                                           |                                                                                                                                                | per cart/month          | \$ 38.76         | 1-Jan-26          | no gst                   | \$ 38.76         | 1-Jan-26          | no gst                   |
| Waste      | Commercial Organics Collection | Additional cart - weekly collection                                                                  |                                                                                                                                                | per cart/month          | \$ 34.68         | 1-Jan-26          | no gst                   | \$ 34.68         | 1-Jan-26          | no gst                   |
| Waste      | Commercial Organics Collection | Large volume - 2 yard bin - weekly collection                                                        |                                                                                                                                                | per bin/month           | \$ 280.50        | 1-Jan-26          | no gst                   | \$ 280.50        | 1-Jan-26          | no gst                   |
| Waste      | Commercial Organics Collection | Large volume - 3 yard bin - weekly collection                                                        |                                                                                                                                                | per bin/month           | \$ 316.20        | 1-Jan-26          | no gst                   | \$ 316.20        | 1-Jan-26          | no gst                   |
| Waste      | Commercial Organics Collection | Hold in service - bin removal and replacement                                                        |                                                                                                                                                | each                    | \$ 300.00        | 1-Jul-18          | no gst                   | \$ 300.00        | 1-Jul-18          | no gst                   |
| Waste      | Commercial Organics Collection | Hold in service - cart removal and replacement                                                       |                                                                                                                                                | each                    | \$ 200.00        | 1-Jul-18          | no gst                   | \$ 200.00        | 1-Jul-18          | no gst                   |
| Waste      | Commercial Organics Collection | Hold in service - freeze and reactivate billing                                                      |                                                                                                                                                | per site                | \$ 50.00         | 1-Jul-18          | no gst                   | \$ 50.00         | 1-Jul-18          | no gst                   |
| Waste      | Organic Waste                  | Organic waste                                                                                        | Food waste, food-soiled paper, leaf and yard waste, certified compostable containers                                                           | per tonne               | \$ 74.00         | 1-Apr-26          | no gst                   | \$ 74.00         | 1-Apr-26          | no gst                   |
| Waste      | Organic Waste                  | Woodchips and sawdust                                                                                | Clean woodchips and sawdust from untreated wood - no gravel                                                                                    | no charge               | \$ -             | 1-Jun-15          | no gst                   | \$ -             | 1-Jun-15          | no gst                   |
| Waste      | Household Hazardous Waste      | Household hazardous waste - residential quantities                                                   | No charge if brought separately. Commercial quantities not accepted                                                                            | no charge               | -                | 1-Apr-25          | no gst                   | -                | 1-Apr-25          | no gst                   |
| Waste      | Weighed Load                   | Minimum weighed load fee                                                                             | Mixed loads charged at highest applicable fee                                                                                                  | minimum fee             | \$ 6.00          | 1-Apr-25          | no gst                   | \$ 6.00          | 1-Apr-25          | no gst                   |
| Waste      | Controlled Waste               | Animal carcasses                                                                                     | No slaughter waste. <b>Immediate burial surcharge may apply</b>                                                                                | per tonne               | \$ 146.00        | 1-Apr-26          | no gst                   | \$ 146.00        | 1-Apr-26          | no gst                   |
| Waste      | Controlled Waste               | Waste requiring immediate burial - surcharge in addition to weighed fee                              | Must notify Waste Management Facility in advance prior to disposal                                                                             | surcharge               |                  |                   |                          | \$ 194.00        | 1-Oct-26          | no gst                   |
| Waste      | Controlled Waste               | Asbestos load fee - surcharge in addition to weighed asbestos fee                                    | Must notify Waste Management Facility in advance prior to disposal                                                                             | surcharge               | \$ 194.00        | 1-Apr-26          | no gst                   |                  | 1-Oct-26          | REMOVE FEE               |
| Waste      | Controlled Waste               | Controlled waste from outside City boundaries                                                        | Prior approval from Designated Officer required before disposal                                                                                | per tonne               |                  |                   |                          | \$ 444.00        | 1-Oct-26          | no gst                   |
| Waste      | Controlled Waste               | Materials containing asbestos from outside City boundaries                                           | Must notify Waste Management Facility in advance prior to disposal                                                                             | per tonne               | \$ 444.00        | 1-Apr-26          | no gst                   |                  | 1-Oct-26          | REMOVE FEE               |
| Waste      | Controlled Waste               | Appliances and white goods (containing refrigerant)                                                  | Surcharge in addition to weighed fee                                                                                                           | surcharge               | \$ 50.00         | 1-Apr-25          | no gst                   | \$ 50.00         | 1-Apr-25          | no gst                   |
| Waste      | Controlled Waste               | Materials containing asbestos                                                                        | Must notify Waste Management Facility in advance prior to disposal                                                                             | per tonne               | \$ 253.00        | 1-Apr-26          | no gst                   | \$ 253.00        | 1-Apr-26          | no gst                   |
| Waste      | Controlled Waste               | Boxsprings, mattresses                                                                               | Surcharge in addition to weighed fee                                                                                                           | surcharge               | \$ 20.00         | 1-Apr-24          | no gst                   | \$ 20.00         | 1-Apr-24          | no gst                   |
| Waste      | Controlled Waste               | Clean wood and brushing                                                                              | Untreated, unpainted, unglued, uncontaminated brush or dimensional lumber, unpainted pallets                                                   | per tonne               | \$ 74.00         | 1-Apr-26          | no gst                   | \$ 74.00         | 1-Apr-26          | no gst                   |
| Waste      | Controlled Waste               | Concrete                                                                                             | Concrete, bricks, masonry                                                                                                                      | per tonne               | \$ 146.00        | 1-Apr-26          | no gst                   | \$ 146.00        | 1-Apr-26          | no gst                   |
| Waste      | Controlled Waste               | Construction and demolition (C&D) waste, bulky items                                                 | Cupboards, countertops, carpet, fixtures, gypsum, siding, insulation, treated, painted, glued or stained wood and other construction materials | per tonne               | \$ 146.00        | 1-Apr-26          | no gst                   | \$ 146.00        | 1-Apr-26          | no gst                   |
| Waste      | Controlled Waste               | Clean fill                                                                                           | Soil with analytical test results showing acceptable contamination levels                                                                      | no charge               | -                | 30-May-12         | no gst                   | -                | 30-May-12         | no gst                   |
| Waste      | Controlled Waste               | Designated municipal historic resource                                                               |                                                                                                                                                | no charge               | -                | 28-Jun-99         | no gst                   | -                | 28-Jun-99         | no gst                   |
| Waste      | Controlled Waste               | Grubbing material                                                                                    | Grubbing material including roots, stumps, embedded logs and branches and bushes greater than 1.5 cm in diameter                               | per tonne               | \$ 80.50         | 1-Apr-26          | no gst                   | \$ 80.50         | 1-Apr-26          | no gst                   |
| Waste      | Controlled Waste               | Scrap metal                                                                                          | Clean scrap metal, appliances and white goods                                                                                                  | per tonne               | \$ 146.00        | 1-Apr-26          | no gst                   | \$ 146.00        | 1-Apr-26          | no gst                   |
| Waste      | Controlled Waste               | Tires - off rim with an inner diameter less than 99.06 cm (39 in)                                    | Tires on rims not accepted                                                                                                                     | no charge               | -                | 1-Apr-23          | no gst                   | -                | 1-Apr-23          | no gst                   |
| Waste      | Controlled Waste               | Tires - off rim with an inner diameter greater than 99.06 cm (39 in)                                 | Tires on rims not accepted                                                                                                                     | each                    | \$ 300.00        | 1-Apr-25          | no gst                   | \$ 300.00        | 1-Apr-25          | no gst                   |
| Waste      | Residual Waste                 | Household waste, industrial, commercial and institutional (ICI) waste                                | No organics, cardboard, clean wood, scrap metal, hazardous waste or e-waste                                                                    | per tonne               | \$ 135.00        | 1-Apr-26          | no gst                   | \$ 135.00        | 1-Apr-26          | no gst                   |
| Waste      | Residual Waste                 | Sorted residual waste from outside city boundaries                                                   | Only accepted from communities identified on the periphery circuit list as per MOA                                                             | per tonne               | \$ 362.00        | 1-Apr-26          | no gst                   | \$ 362.00        | 1-Apr-26          | no gst                   |
| Waste      | Residual Waste                 | Volume equivalent for properly sorted residual or C&D waste                                          |                                                                                                                                                | cubic metre             | \$ 16.00         | 14-Apr-20         | no gst                   | \$ 16.00         | 14-Apr-20         | no gst                   |
| Waste      | Mixed Waste                    | Soil mixed with other controlled or banned waste                                                     |                                                                                                                                                | per tonne               | \$ 315.00        | 1-Apr-24          | no gst                   | \$ 315.00        | 1-Apr-24          | no gst                   |
| Waste      | Mixed Waste                    | Unsorted large load - to be weighed                                                                  | Loads containing controlled waste or banned landfill waste that exceeds 10% of the total load                                                  | per tonne               | \$ 315.00        | 1-Apr-24          | no gst                   | \$ 315.00        | 1-Apr-24          | no gst                   |
| Waste      | Mixed waste                    | Unsorted residual waste from outside city boundaries                                                 | Only accepted from communities identified on the periphery circuit list as per MOA                                                             | per tonne               | \$ 468.00        | 1-Apr-24          | no gst                   | \$ 468.00        | 1-Apr-24          | no gst                   |
| Waste      | Mixed waste                    | Unsorted additional item fee - load contains white goods, electronic waste, hazardous waste or tires |                                                                                                                                                | per item                | \$ 50.00         | 14-Apr-20         | no gst                   | \$ 50.00         | 14-Apr-20         | no gst                   |

| DEPARTMENT | FEE TYPE         | DESCRIPTION                                                                  | ADDITIONAL DETAILS | UNIT           | BYLAW<br>2026-03 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE | BYLAW<br>2026-26 | EFFECTIVE<br>DATE | FEE IF GST<br>APPLICABLE |
|------------|------------------|------------------------------------------------------------------------------|--------------------|----------------|------------------|-------------------|--------------------------|------------------|-------------------|--------------------------|
| Waste      | Mixed waste      | Volume equivalent for unsorted residual or construction and demolition waste |                    | cubic metre    | \$ 50.00         | 1-Apr-18          | no gst                   | \$ 50.00         | 1-Apr-18          | no gst                   |
| Waste      | Other            | Clean-up of waste not disposed of properly or spilled on street or lane      |                    | each           | actual           | 22-Jun-98         | no gst                   | actual           | 22-Jun-98         | no gst                   |
| Waste      | Other            | Load inspection fee                                                          |                    | per inspection | \$ 100.00        | 1-Jan-10          | no gst                   | \$ 100.00        | 1-Jan-10          | no gst                   |
| Waste      | Other            | Removal of condemned waste receptacle                                        |                    | each           | actual           | 28-Jun-99         | no gst                   | actual           | 28-Jun-99         | no gst                   |
| Waste      | Other            | Removal of waste receptacle on street other than collection day              |                    | each           | actual           | 28-Jun-99         | no gst                   | actual           | 28-Jun-99         | no gst                   |
| Waste      | Other            | Testing weigh scale for accuracy                                             |                    | each           | actual           | 28-Jun-99         | no gst                   | actual           | 28-Jun-99         | no gst                   |
| Waste      | Other            | Unsecured load                                                               |                    | each           | \$ 250.00        | 23-Feb-09         | no gst                   | \$ 250.00        | 23-Feb-09         | no gst                   |
| Waste      | Compost Sale     | Bagged compost                                                               |                    | 20L bag        | \$ 6.00          | 1-Apr-23          | no gst                   | \$ 6.00          | 1-Apr-23          | no gst                   |
| Waste      | Compost Sale     | Blended sand and compost - cubic yard bulk sale                              |                    | cubic yard     | \$ 50.00         | 1-Jan-26          | no gst                   | \$ 50.00         | 1-Jan-26          | no gst                   |
| Waste      | Compost Sale     | Straight compost - cubic yard bulk sale                                      |                    | cubic yard     | \$ 50.00         | 1-Jan-26          | no gst                   | \$ 50.00         | 1-Jan-26          | no gst                   |
| Waste      | Compost carts    | Ability to purchase additional household carts                               |                    | each           | \$ 200.00        | 1-Jan-10          | \$ 210.00                | \$ 200.00        | 1-Jan-10          | \$ 210.00                |
| Waste      | Restricted Waste | Evaluation of restricted / over-strength waste                               |                    | each           | actual           | 8-Mar-99          | no gst                   | actual           | 8-Mar-99          | no gst                   |
| Waste      | Restricted Waste | Overstrength oil and grease, B.O.D. and T.S.S. surcharge                     |                    | per Kg         | \$ 0.20          | 8-Mar-99          | no gst                   | \$ 0.20          | 8-Mar-99          | no gst                   |

## **ADMINISTRATIVE REPORT**

|              |                                      |
|--------------|--------------------------------------|
| <b>TO:</b>   | Corporate Services Committee         |
| <b>FROM:</b> | Administration                       |
| <b>DATE:</b> | September 8, 2026                    |
| <b>RE:</b>   | Mayor's Travel Expense Authorization |

### **ISSUE**

Authorization of travel expenses for the Mayor.

### **REFERENCE**

- [Council Remuneration Bylaw 2023-21](#)

### **HISTORY**

The Council Remuneration Bylaw requires prior approval by Council for all requests for funding or reimbursement of expenses incurred in conjunction with travel by the Mayor outside the city of Whitehorse.

### **ALTERNATIVES**

1. Authorize the request for travel expenses; or
2. Deny the request for travel expenses.

### **ANALYSIS**

The Mayor, alongside representatives from the Government of Yukon, is expected to travel to Ottawa in late October, 2026, to meet with Government of Canada officials regarding the joint submission by the Government of Yukon and the City of Whitehorse to the Build Communities Strong Fund (BCSF) Direct Delivery Stream.

The joint submission seeks federal support for infrastructure projects intended to address pressures associated with Whitehorse's continued growth, including transportation, emergency preparedness, and recreational infrastructure.

The Mayor's participation supports Council's Strategic Priorities, particularly investing in infrastructure through advocacy for sustainable federal funding and collaboration with government partners to advance infrastructure investments that align with the needs of Whitehorse. Estimated travel costs are approximately \$4,000 and can be accommodated within the City's approved travel budget.

### **ADMINISTRATIVE RECOMMENDATION**

THAT travel expenses, estimated at approximately \$4,000, be approved for Mayor Cameron to travel to Ottawa, Ontario, in late October 2026, to meet with Government of Canada officials regarding the Build Communities Strong Fund.

**CITY OF WHITEHORSE**  
**CITY PLANNING COMMITTEE**  
**Council Chambers, City Hall**



**Chair:** Anne Middler

**Vice-Chair:** Jenny Hamilton

September 8, 2026

Meeting #2026-16

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1. New Business

**CITY OF WHITEHORSE**  
**DEVELOPMENT SERVICES COMMITTEE**  
**Council Chambers, City Hall**



**Chair:** Jenny Hamilton

**Vice-Chair:** Lenore Morris

September 8, 2026

Meeting #2026-16

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1. New Business