

CITY OF WHITEHORSE
REGULAR Council Meeting #2026-16

DATE: Monday, September 14, 2026
TIME: 5:30 p.m.

Mayor Kirk Cameron
Deputy Mayor Jenny Hamilton
Reserve Deputy Mayor Lenore Morris

AGENDA

CALL TO ORDER 5:30 p.m.

AGENDA Adoption

PROCLAMATIONS

MINUTES Regular Council meeting dated August 24, 2026 and Special Council meeting dated August 31, 2026

DELEGATIONS Ben Pereira, President, Neighbourly North – Business License Bylaw Amendment – Short-term Rentals

PUBLIC HEARING

STANDING COMMITTEE REPORTS

City Operations Committee – *Councillors Morris and Boyd*

Community Services Committee – *Councillors Gallina and Melnychuk*

1. Joint Use Agreement

Public Health and Safety Committee – *Councillors Boyd and Gallina*

Corporate Services Committee – *Councillors Melnychuk and Middler*

1. Fees and Charges Bylaw Amendment – Third Quarter

2. Mayor Travel Expense Authorization

City Planning Committee – *Councillors Middler and Hamilton*

Development Services Committee – *Councillors Hamilton and Morris*

NEW AND UNFINISHED BUSINESS

1. Motion – Two-Unit Condominium Subdivisions – *Councillor Boyd*

BYLAWS

2026-27	Joint Use Agreement	1 st and 2 nd Reading
2026-24	Business License Bylaw Amendment – Short-term Rentals	3 rd Reading
2026-28	Fees and Charges Bylaw Amendment – Short-term Rentals	3 rd Reading

ADJOURNMENT

MINUTES of REGULAR Meeting #2026-15 of the Council of the City of Whitehorse
called for 5:30pm on Monday, August 24, 2026, in Council Chambers, City Hall.

PRESENT: Mayor Kirk Cameron
Councillors Dan Boyd
Paolo Gallina
Jenny Hamilton
Eileen Melnychuk
Anne Middler
Lenore Morris

ALSO PRESENT: A/City Manager Lindsay Schneider
Director of Community Services Krista Mroz
Director of Corporate Services Brittany Dixon
A/Director of Development Services Mathieu Marois
Director of People, Culture, and Technology Landon Kulych

Mayor Cameron called the meeting to order at 5:30 p.m.

CALL TO ORDER

AGENDA

2026-15-01

It was duly moved and seconded
THAT the Agenda be adopted as presented.

Carried Unanimously

PROCLAMATIONS

Mayor Kirk Cameron proclaimed September to be Prostate
Cancer Awareness Month in the city of Whitehorse, a month
dedicated to raising awareness about prostate cancer and
encouraging citizens to be proactive in their health.

Prostate Cancer Awareness
Month (September 2026)

MINUTES

2026-15-02

It was duly moved and seconded
THAT the Minutes of the Regular Council meeting dated
August 10, 2026, be adopted as presented.

Carried Unanimously

PUBLIC HEARING

Mayor Cameron advised that a Public Hearing was scheduled
at this meeting to hear any submissions with respect to the
Official Community Plan (OCP) Amendment Bylaw 2026-25
regarding mineral exploration.

OCP Amendment – Mineral
Exploration

Mayor Cameron called three times for submissions with respect to the OCP amendment regarding mineral exploration.

Angela Sabo spoke in opposition to the amendment due to potential health impacts from nearby drilling, referencing completed studies on indoor radon levels and pending groundwater testing results.

Angela Sabo

Donald Roberts spoke in opposition to the amendment, emphasizing the importance of maintaining the integrity of the OCP, proper monitoring of mining activities, and protecting water resources.

Donald Roberts

Sybil Hackney spoke in opposition to the amendment, citing a history of regulatory violations in the mining sector and concerns about the City's capacity to effectively enforce protective measures.

Sybil Hackney

James Minifie spoke in opposition to the amendment, noting the potential for broader consequences from mineral development, including impacts on water, wildlife, recreation, and the quality of life of nearby residents.

James Minifie

Glenys Baltimore spoke in opposition to the proposed amendment, raising concerns about unclear implications, impact on greenspace, and need for public education and consultation. The speaker urged Council to complete the mining draft framework first before permitting this work.

Glenys Baltimore

Skeeter Wright spoke in opposition to the proposed amendment, highlighting the importance of the OCP and previous public engagement. He expressed concern that allowing mineral exploration could ultimately lead to mining activities if a viable mineral resource is identified.

Skeeter Wright

Neil Hartling spoke in opposition to the proposed amendment and urged Council to first complete the mineral framework, noting negative impacts associated with the mining industry's history in the Yukon.

Neil Hartling

Elizabeth Hanson spoke in opposition to the proposed amendment and urged Council to wait until the mineral framework is complete, raising concerns about the clarity of the process, potential broader impacts on the community, and the loss of greenspace.

Elizabeth Hanson

Rick Griffiths spoke in opposition to the proposed amendment, highlighting the importance of protecting greenspace for residents and wildlife and maintaining the integrity of the OCP.

Rick Griffiths

Katie Swales spoke in support of the proposed amendment, describing the potential benefits of mining work to the community and noting that work within City limits could reduce commuting and allow workers to remain closer to their families and community.

Katie Swales

Tara Leduc spoke in support of the proposed amendment, stating that the area no longer meets the definition of greenspace and could instead be considered for economic development.

Tara Leduc

Robin Reid-Fraser spoke in opposition to the proposed amendment, raising concerns about a lack of clarity and information surrounding the proposal and questioning why it was being considered before the mineral framework was completed.

Robin Reid-Fraser

Mona Luxion spoke in opposition to the proposed amendment, raising concerns about impacts on lands designated as future planning and stating that allowing mineral exploration could ultimately result in active mining on those lands.

Mona Luxion

Tim Green spoke in support of the proposed amendment, citing increasing global demand for copper and stating that the proposed exploration work would be short-term and low impact.

Tim Green

Marcus Harden, president of Gladiator Metals, spoke in support of the proposed amendment, describing the proposed exploration work as an information-gathering exercise intended to inform future land-use and development decisions.

Marcus Harden, President,
Gladiator Metals

Ryan Burke spoke in support of the proposed amendment, noting that exploration work within the City could reduce travel for workers and allow them to remain in or become part of the community. The speaker also noted that previously disturbed exploration areas can rehabilitate over time.

Ryan Burke

Randy Clarkson spoke in support of the proposed amendment, stating that there is a responsibility to develop natural resources and contribute critical minerals to society. The speaker also challenged concerns raised about indoor radon and the ability of disturbed areas to rehabilitate over time.

Randy Clarkson

Tory Russell spoke in opposition to the proposed amendment, raising concerns that the amendment would undermine the OCP and lead to mining activities that could put the city's water resources at risk. The speaker urged Council to wait until the mineral framework is complete.

Tory Russell

Jonas Smith, Executive Director of the Yukon Chamber of Mines, spoke in support of the proposed amendment, citing the global need for resources and the Yukon's responsibility to contribute. In response to a question from Council, the speaker stated that indoor radon concerns are primarily related to house construction rather than nearby drilling activities.

Jonas Smith, Executive
Director, Yukon Chamber of
Mines

Christine Aikens spoke in opposition to the proposed amendment, raising concerns about the adequacy of the site analysis and the broader scale of the amendment. The speaker emphasized the ecological and recreational value of the affected lands and the importance of maintaining their protection as greenspace.

Christine Aikens

Jennifer England spoke in opposition to the proposed amendment, raising concerns about changes to the definition of disturbed land and to the future planning designation that would create a pathway for mineral exploration. The speaker urged Council to complete the mineral framework before making these changes.

Jennifer England

Jay Cherian spoke in opposition to the proposed amendment due to its potential impacts on a significant area within the city and emphasized the importance of maintaining the OCP as adopted so that it remains a reliable guiding document.

Jay Cherian

Lorrie Lech spoke in opposition to the proposed amendment, stating that allowing mineral exploration within the city could undermine Whitehorse's identity as the Wilderness City.

Lorrie Lech

Dave Waldron spoke in opposition to the proposed amendment, stating that it contradicts the community's values of connecting with and protecting the wilderness and natural environment.

Dave Waldron

Michael Svoboda spoke in opposition to the proposed amendment, raising concerns about the level of public engagement and the potential for mineral exploration in future planning areas beyond those specifically identified. The

Michael Svoboda

speaker urged Council to undertake more robust public engagement before making a decision.

Laura Cabott spoke in opposition to the proposed amendment, highlighting the public engagement undertaken during the OCP process. The speaker urged Council to wait for the mineral framework to be completed before considering an OCP amendment of this scale.

Laura Cabott

Carmen Gustafson spoke in opposition to the proposed amendment, urging Council not to amend the OCP lightly and to wait until the Government of Yukon's mineral legislation is modernized.

Carmen Gustafson

Linnéa Rowlatt spoke in opposition to the proposed amendment, raising concerns that the timing of the public engagement process may have resulted in some residents missing the opportunity to provide input.

Linnéa Rowlatt

Rick Zuran spoke in support of the proposed amendment, highlighting the global demand for resources and the economic benefits that properly managed mineral development could bring to the community.

Rick Zuran

Danièle Héon spoke in support of the proposed amendment, noting the history of mineral exploration within city limits and the existing Yukon Government legislation governing mineral exploration and mining activities.

Danièle Héon

Sandy Johnston spoke in opposition to the proposed amendment, raising concerns about broader impacts on greenspaces and communities across the city and emphasizing that fuel abatement areas should remain eligible for greenspace designation.

Sandy Johnston

Paul Christman spoke in support of the proposed amendment, highlighting the benefit of local mineral work that would reduce the need for workers to travel and stating that rural communities should not bear sole responsibility for mining activities.

Paul Christman

Karen McKenna spoke in opposition to the proposed amendment, emphasizing the need for adequate buffers around bodies of water to protect water quality. The speaker urged Council to wait until the mineral framework is complete.

Karen McKenna

Florian Boulais, representing the Wildfire Awareness Society, spoke in opposition to the proposed amendment, emphasizing that fuel abatement and FireSmart work should not result in lands becoming eligible for mineral exploration.

Florian Boulais, Wildfire
Awareness Society

Keith Jacobsen spoke in support of the proposed amendment, noting that amendments are a normal part of the OCP's lifespan and that the proposed amendment would provide greater flexibility for future decisions.

Keith Jacobsen

Lois Johnston spoke in opposition to the proposed amendment, raising concerns that the level of public engagement was insufficient given the scale and potential community-wide impacts of the proposed amendment.

Lois Johnston

Jill Pangman spoke in opposition to the proposed amendment, raising concerns about the timing and level of public engagement, gaps in existing legislation regulating mining activities, and the potential pressure to permit mining if exploration identifies a viable mineral resource.

Jill Pangman

Hearing no additional submissions come forward, Mayor Cameron declared the Public Hearing for the OCP Amendment regarding mineral exploration now closed.

Public Hearing Closed

COMMITTEE REPORTS

The Standing Committee Reports from August 18, 2026, were postponed to the Special Council meeting on August 31, 2026.

There being no further business, the meeting adjourned at 9:31 p.m. **ADJOURNMENT**

Kirk Cameron, Mayor

Corporate Services

MINUTES of SPECIAL Meeting #2026-S6 of the Council of the City of Whitehorse called for 5:30pm on Monday, August 31, 2026, in Council Chambers, City Hall.

PRESENT: Mayor Kirk Cameron
Councillors Dan Boyd
Paolo Gallina
Jenny Hamilton
Eileen Melnychuk
Anne Middler
Lenore Morris

ALSO PRESENT: A/City Manager Lindsay Schneider
Director of Community Services Krista Mroz
Director of Corporate Services Brittany Dixon
A/Director of Development Services Matthew Cameron
Director of Operations Travis Whiting
Director of People, Culture, and Technology Landon Kulych

Mayor Cameron called the meeting to order at 5:30 p.m.

CALL TO ORDER

AGENDA

2026-S6-01

It was duly moved and seconded
THAT the Agenda be adopted as presented.

Carried Unanimously

DELEGATE SUBMISSIONS

Ben Pereira, president of Neighbourly North, urged Council to reduce the fee for business licenses for additional short-term rentals not on the property of the operator's primary residence and requested that the 12-month transition period for the regulations to be enforced be reaffirmed.

Ben Pereira, President,
Neighbourly North – Short-
term Rental Regulations
Implementation Policy and
Bylaw Amendments

COMMITTEE REPORTS

City Operations Committee

As requested by Committee members, Administration explained the prioritization and schedule for crosswalk repainting and provided additional information on the types of paints used and their durability.

New Business – Crosswalk
Paint

Community Services Committee

There was no report from the Community Services Committee.

No Report

Public Health and Safety Committee

Delegate Florian Boulais, president of the Wildfire Awareness Society, presented to Council about growing concerns with the insurability of land within Whitehorse due to wildfire risks and the implications. In response to questions from Committee members, the delegate clarified that meaningful action was needed to emphasize the importance of FireSmart initiatives, short of declaring a state of emergency.

Delegate Florian Boulais,
President, Wildfire
Awareness Society – Wildfire
Risk Impacts on Insurability

Corporate Services Committee

2026-S6-02

It was duly moved and seconded
THAT Council authorize amendments totalling \$50,342 to
reduce the 2026 to 2029 Capital Expenditure Program.
Carried Unanimously

2nd Quarter Capital Budget
Variance Reporting

A summary of operating expenditures up to the second quarter of 2026 and a forecast to the end of 2026 based on the variance were presented. As requested, Administration provided information on the budgeting for staff wages and benefits, and the overall status of the City's operating expenses.

2nd Quarter Operating
Budget Variance Reporting

Administration presented the bi-monthly update on anticipated procurement projects over \$100,000 for the September and October 2026 period as required by the Procurement Policy.

Upcoming Procurements
(September/October) – For
Information Only

2026-S6-03

It was duly moved and seconded
THAT Council authorize Administration to commence the
procurement for project 650c00922 Marwell, Lift #1 & #3
Bypass and Pumps.
Carried Unanimously

Commencement Report –
Marwell, Lift 1 and Lift 3
Bypass and Pumps

City Planning Committee

2026-S6-04

It was duly moved and seconded
THAT Council adopt the updated Housing Development
Incentives Policy; and
THAT Council direct that Bylaws 2026-24 and 2026-28, bylaws
to amend the Business License Bylaw and the Fees and
Charges Bylaw, be brought forward for consideration under the
bylaw process.
Carried Unanimously

Short-term Rental
Regulations Implementation
Policy and Bylaw
Amendments

2026-S6-05

It was duly moved and seconded
THAT Council refer the matter back to Administration and
request the items listed under Recommendations be
incorporated into the Plan.

Highland Estates Master Plan

Carried Unanimously

Delegate Ron Berdahl presented to Council about a problem
with individuals illegally occupying and leaving trash on the
delegate's property, costing the owner cleanup fees. The
delegate noted the property could not currently be used as a
result of restrictions in the Official Community Plan and
requested that an appropriate use be permitted as a more
permanent solution.

Delegate Ron Berdahl –
Homelessness, Vacant Lots,
and Tourism Potential

Delegate Gordon Lau, representing Stantec and the proponent
of the Highland Estates Master Plan, provided information to
Council on the process undertaken for the proposed master
plan and requested that it move forward as presented. The
delegate noted Administration's recommendations can be
addressed at a later stage and answered questions regarding
the proposed private roadway, cistern system, and cost
structure.

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

Delegate Zoe Morrison, representing Stantec and the
proponent of the Highland Estates Master Plan, described the
concerns raised throughout the public and stakeholder
engagement process and how they will be addressed. As
requested, the delegate provided more information about the
shared roadway with Lobird residents and firesmarting
responsibilities.

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

Delegate Dwight Chalifour, proponent of the Highland Estates
Master Plan, presented to Council on the history and intention
of Highland Estates. The delegate responded to questions
from Committee members about the clarity of the City's
requirements and communication, and the decision to go with
a cistern water system.

Delegate Dwight Chalifour,
Highland Estates – Highland
Estates Master Plan

Delegate Felix Robitaille spoke in support of the proposed
Highland Estates Master Plan moving forward, noting there is
a strong demand for country-residential housing and that the
concerns raised by Administration can be addressed.

Delegate Felix Robitaille –
Highland Estates Master Plan

Delegate Kyle Gonder spoke in support of the Highland
Estates Master Plan moving forward, noting the development

Delegate Kyle Gonder –
Highland Estates Master Plan

would create employment opportunities and provide country residential housing.

Development Services Committee

2026-S6-06

It was duly moved and seconded
THAT the renewal of the Tourism and Culture Partnership Agreement between the Government of Yukon, Department of Economic Development, Tourism and Culture, and the City of Whitehorse be referred back to Administration for further review.

Tourism and Culture
Partnership Agreement

Carried Unanimously

NEW AND UNFINISHED BUSINESS

2026-S6-07

It was duly moved and seconded
THAT Council Authorize the Mayor to sign a Tri-Council Assembly MOU and Declaration of Commitment.

Tri-Council Assembly
Memorandum of
Understanding and
Declaration of Commitment
Signing

Carried Unanimously

2026-S6-08

It was duly moved and seconded
THAT Council appoint David Barrick as City Manager for the City of Whitehorse effective September 2, 2026, in accordance with City Manager Bylaw 2026-29; and
THAT Council approve the Employment Agreement with David Barrick and authorize the Mayor to execute the Employment Agreement on behalf of the City.

City Manager Appointment

Carried Unanimously

BYLAWS

2026-S6-09

It was duly moved and seconded
THAT Bylaw 2026-24, a bylaw to amend the Business License Bylaw regarding short-term rental regulations, be given First Reading.

BYLAW 2026-24
Business License Bylaw
Amendment – Short-term
Rental Regulations
FIRST READING

Carried Unanimously

2026-S6-10

It was duly moved and seconded
THAT Bylaw 2026-24 be given Second Reading.

BYLAW 2026-24
Business License Bylaw
Amendment – Short-term
Rental Regulations
SECOND READING

Carried Unanimously

2026-S6-11

It was duly moved and seconded
THAT Bylaw 2026-28, a bylaw to amend the Fees and
Charges Bylaw regarding short-term rental regulations, be
given First Reading.

Carried Unanimously

BYLAW 2026-28

Fees and Charges Bylaw
Amendment – Short-term
Rental Regulations
FIRST READING

2026-S6-12

Following an amendment to reduce the proposed \$352
business license fee to \$176, it was duly moved and seconded
THAT the amended Bylaw 2026-28 be given Second Reading.

Carried Unanimously

BYLAW 2026-28

Fees and Charges Bylaw
Amendment – Short-term
Rental Regulations
SECOND READING

There being no further business, the meeting adjourned at 7:03 p.m. **ADJOURNMENT**

Kirk Cameron, Mayor

Corporate Services



Minutes of the meeting of the City Operations Committee

Date	September 8, 2026	2026-16
Location	Council Chambers, City Hall	
	Councillor Lenore Morris - Chair	
	Mayor Kirk Cameron	
Committee	Councillor Dan Boyd	
Members	Councillor Paolo Gallina	
Present	Councillor Jenny Hamilton	
	Councillor Eileen Melnychuk	
	Councillor Anne Middler	
	David Barrick, City Manager	
	Krista Mroz, Director of Community Services	
Staff	Brittany Dixon, A/Director of Corporate Services	
Present	Lindsay Schneider, Director of Development Services	
	Travis Whiting, Director of Operations	
	Kevin Lyslo, A/Director of People, Culture, and Technology	

Your Worship, there is no report from the City Operations Committee.



Minutes of the meeting of the Community Services Committee

Date	September 8, 2026	2026-16
Location	Council Chambers, City Hall	
	Councillor Paolo Gallina - Chair	
	Mayor Kirk Cameron	
Committee	Councillor Dan Boyd	
Members	Councillor Jenny Hamilton	
Present	Councillor Eileen Melnychuk	
	Councillor Anne Middler	
	Councillor Lenore Morris	
	David Barrick, City Manager	
	Krista Mroz, Director of Community Services	
Staff	Brittany Dixon, A/Director of Corporate Services	
Present	Lindsay Schneider, Director of Development Services	
	Travis Whiting, Director of Operations	
	Kevin Lyslo, A/Director of People, Culture, and Technology	
	Keri Rutherford, Manager, Recreation	

Your Worship, the Community Services Committee respectfully submits the following report:

1. Joint Use Agreement

Administration presented the proposed Joint Use Agreement, a framework for the allocation, administration, and governance of public recreation and school facilities in Whitehorse. In response to questions from Committee members, additional information was provided on insurance requirements, the facilities, bookings, community engagement, and the City's roles and responsibilities.

The Recommendation of the Community Services Committee is

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.

2. Proclamation – Fetal Alcohol Spectrum Disorder Awareness Day (September 9, 2026)

Mayor Kirk Cameron proclaimed September 9, 2026, to be Fetal Alcohol Spectrum Disorder Awareness Day in the city of Whitehorse, a day dedicated to raising awareness and providing information, understanding, and support to reduce the incidence of Fetal Alcohol Spectrum Disorder.

3. Proclamation – World Suicide Prevention Day (September 10, 2026)

Mayor Kirk Cameron proclaimed September 10 to be World Suicide Prevention Day in the city of Whitehorse, a day to focus on reducing the stigma surrounding mental health and to change the narrative from one of silence to openness and understanding.



Minutes of the meeting of the Public Health and Safety Committee

Date	September 8, 2026	2026-16
Location	Council Chambers, City Hall	
	Councillor Dan Boyd - Chair	
	Mayor Kirk Cameron	
Committee	Councillor Paolo Gallina	
Members	Councillor Jenny Hamilton	
Present	Councillor Eileen Melnychuk	
	Councillor Anne Middler	
	Councillor Lenore Morris	
	David Barrick, City Manager	
	Krista Mroz, Director of Community Services	
Staff	Brittany Dixon, A/Director of Corporate Services	
Present	Lindsay Schneider, Director of Development Services	
	Travis Whiting, Director of Operations	
	Kevin Lyslo, A/Director of People, Culture, and Technology	

Your Worship, the Public Health and Safety Committee respectfully submits the following report:

1. New Business – Normandy Living Activated Crosswalk

A Committee member inquired about the possibility of putting a light-activated crosswalk on Range Road near Normandy Living to allow seniors and other nearby residents safer crossing to the bus stop and recreational space across the street. Administration confirmed the location is included in the Whistle Bend active transportation connector project currently undergoing the design process.



Minutes of the meeting of the Corporate Services Committee

Date	September 8, 2026	2026-16
Location	Council Chambers, City Hall	
	Councillor Eileen Melnychuk - Chair	
	Mayor Kirk Cameron	
Committee Members Present	Councillor Dan Boyd	
	Councillor Paolo Gallina	
	Councillor Jenny Hamilton	
	Councillor Anne Middler	
	Councillor Lenore Morris	
	David Barrick, City Manager	
	Krista Mroz, Director of Community Services	
Staff Present	Brittany Dixon, A/Director of Corporate Services	
	Lindsay Schneider, Director of Development Services	
	Travis Whiting, Director of Operations	
	Kevin Lyslo, A/Director of People, Culture, and Technology	
	Svetlana Erickson, Manager, Financial Services	
	Michael Prowse, Manager, Legislative Services	

Your Worship, the Corporate Services Committee respectfully submits the following report:

1. Fees and Charges Bylaw Amendment – Third Quarter

Administration presented proposed amendments to the Fees and Charges Bylaw in accordance with the third quarter review and responded to questions from Committee members regarding specific fees, timelines, and budget processes. In accordance with Section 26 of the Council Procedures Bylaw, Committee members requested additional information before the bylaw proceeds to First Reading.

2. Mayor Travel Expense Authorization

Administration presented a report seeking authorization for estimated costs of \$4,000 for Mayor Cameron to travel to Ottawa, Ontario, in October 2026 to meet with Government of Canada officials regarding the Build Communities Strong Fund. In response to questions from Committee members, Administration confirmed that details of the trip are still being finalized, with the intent to coordinate the Mayor's travel with representatives from the Government of Yukon and the Yukon's Member of Parliament.

The Recommendation of the Corporate Services Committee is

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.



Minutes of the meeting of the City Planning Committee

Date	September 8, 2026	2026-16
Location	Council Chambers, City Hall	
	Councillor Anne Middler - Chair	
	Mayor Kirk Cameron	
Committee	Councillor Dan Boyd	
Members	Councillor Paolo Gallina	
Present	Councillor Jenny Hamilton	
	Councillor Eileen Melnychuk	
	Councillor Lenore Morris	
	David Barrick, City Manager	
	Krista Mroz, Director of Community Services	
Staff	Brittany Dixon, A/Director of Corporate Services	
Present	Lindsay Schneider, Director of Development Services	
	Travis Whiting, Director of Operations	
	Kevin Lyslo, A/Director of People, Culture, and Technology	

Your Worship, the City Planning Committee respectfully submits the following report:

1. Notice of Motion – Councillor Boyd – Two-Unit Condominium Subdivisions

Councillor Dan Boyd presented a Notice of Motion to bring forward at the next Regular Council meeting on September 14, 2026, to direct Administration to review the Subdivision Control Bylaw provisions that require a minimum of three units for condominium subdivision and report back on the implications of permitting two-unit developments.

2. Delegate John Vogt – Condominium Unit Minimum

Delegate John Vogt, representing the Yukon Contractors' Association Home Builders Caucus, presented to Council about the benefits of duplex developments and requested the Subdivision Control Bylaw be amended to allow two-unit condominium subdivision. In response to questions from Committee members, the delegate expanded on the benefits for the developer and the buyer.

3. Delegate Suzanne Greening, Executive Director, Habitat for Humanity – Condominium Unit Restriction

Suzanne Greening, Executive Director of Habitat for Humanity, presented to Council about the difficulties and standstill Habitat for Humanity has encountered with their new build project due to the condominium three unit minimum within the Subdivision Control Bylaw, urging Council to consider amending the bylaw. As requested by Committee members, the delegate expanded on how the restrictions have impacted the project and the process the non-profit undertakes to complete their projects.



**Minutes of the meeting of the
Development Services Committee**

Date	September 8, 2026	2026-16
Location	Council Chambers, City Hall	
	Councillor Jenny Hamilton - Chair	
	Mayor Kirk Cameron	
Committee	Councillor Dan Boyd	
Members	Councillor Paolo Gallina	
Present	Councillor Eileen Melnychuk	
	Councillor Anne Middler	
	Councillor Lenore Morris	
	David Barrick, City Manager	
	Krista Mroz, Director of Community Services	
Staff	Brittany Dixon, A/Director of Corporate Services	
Present	Lindsay Schneider, Director of Development Services	
	Travis Whiting, Director of Operations	
	Kevin Lyslo, A/Director of People, Culture, and Technology	

Your Worship, there is no report from the Development Services Committee.

There being no further business the meeting adjourned at 7:55 p.m.

Kirk Cameron, Mayor

Corporate Services

MOTION

To: Council
From: Councillor Dan Boyd
Date: September 14, 2026 – Regular Council Meeting
Re: Motion – Two-Unit Condominium Subdivisions

I, Councillor Boyd, having given notice at the Standing Committee Meeting held September 8, 2026, now move as follows:

THAT Council direct Administration to review the Subdivision Control Bylaw provisions that require a minimum of three units for condominium subdivision, and report back to Council on options and implications associated with permitting condominium subdivision of two-unit developments.

CITY OF WHITEHORSE
BYLAW 2026-27

A bylaw to authorize the adoption of a Joint Use Agreement

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:

Kirk Cameron, Mayor

Corporate Services

YUKON — WHITEHORSE
JOINT USE AGREEMENT
TABLE OF CONTENTS

Preamble	3
1. Definitions	4
2. Terms of the Agreement	5
3. Contacts	6
4. Purpose	6
5. Vision	6
6. Goals & Principles	6
7. Process	6
8. Allocation	7
9. Fees	7
10. Maintenance & Cancellations	8
11. Liability & Insurance	8
12. Roles and Responsibilities of Parties – Joint Use Facilities	9
13. Code of Conduct	9
14. Changes to the Agreement	10
Appendices A & B & C	12

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, 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 Education, Government of 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

A. CGC Facility Availability

Facility	Time Available	Availability	Function of Use	Restrictions
Aquatics Centre	9:15 – 10:00am 10:00 – 10:45am 1:00 – 1:45pm 1:45 – 2:30pm	September – June Tue. – Fri.	Swim lessons, rec. swims	City maintenance, programming, special events
ATCO Arena (Olympic Ice)	9:15 – 10:00am 10:00 – 10:45am 1:00 – 1:45pm 1:45 – 2:30pm	September – April Mon. – Fri.	Skating, hockey (pucks & sticks)	City maintenance, programming, special events
NWTEL Arena	9:15 – 10:00am 10:00 – 10:45am 1:00 – 1:45pm 1:45 – 2:30pm	May or when ATCO ice has been removed	Skating, hockey	
CGC Facilities – School Special Events	8:30am – 3:30pm	September – June Mon. – Fri.	School-hosted special events	City maintenance, programming, 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/ Min/Max #	Days	Cost	Notes
Learn to Swim	2 – week program (6 classes)	Gr. 2 – 4 15 – 24 students	Tues - Thurs	\$37/student	(per class)
Water Awareness Program	1 – week program (3 classes)	Gr. 4 – 7 15 – 30 students	Tues - Thurs	\$18.50/student	(per class) max. 30
Rec. Swim	Single booking	Gr. 2 – 12 20 – 70 students	Fri	\$3.35/student (per class – 1 fee for 20-70).	Groups 70+ require 2 weeks' notice & extra staffing fee
Rec. Skate	Single booking	All grades 1-300 students	Mon - Fri	\$25/per class booking	Skate fee for skate rentals (Except for the LEAD Program, Home School – school programming)
School Special Event	Single booking	All grades 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

PREAMBLE.....	20
DEADLINES FOR JOINT USE TIMES ON SCHOOL PROPERTY	20
BLOCK BOOKING	21
PRIORITIES FOR JOINT USE TIMES ON SCHOOL PROPERTY	21
JOINT USE AGREEMENT OVERSIGHT COMMITTEE	23
INDOOR PUBLIC-SCHOOL FACILITIES.....	26
OUTDOOR PUBLIC FACILITIES	27
REQUEST BOOKING.....	28
FORM A: SCHOOL USE REQUEST FORM.....	31
FORM B: ASSESSMENT TOOL.....	32

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 / admission / sales	Political / Religious Event
Regular Bookings			
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
Special Events			
Large Gym	\$80 per day \$40 half day	\$1000 per day	\$130 per Day
Regular Gym	\$80 per day \$40 half day	\$600 per day	\$80 per day
Small gym, Library or Multi-Purpose room	\$40 per day \$20 half day	\$270 per day	\$75 per day
Other Items			
Camp Fee	\$40 per day 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

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

School	Outdoor Space
Christ the King Elementary	Soccer Field
École Émilie-Tremblay	Soccer Field
Elijah Smith Elementary	Soccer Field
Riverdale Campus	Artificial Turf (full field or 2 cross fields) Track and Field Facility
- FH Collins	
- CSSC Mercier	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)
	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
 - 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

Canada Games Centre / Phone: 867-633-8518

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

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

Request for School Use (Please print clearly)		
Preferred School		
Area Required		
Circle Day/s 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			

Activity promotes conservation and education of the natural environment.			
Unique to that community (neighbourhood-focused)			

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

BYLAW 2026-24

A bylaw to amend Business License Bylaw 2017-24

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

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

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

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

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

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

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

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

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

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

BYLAW 2026-24

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

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

- a. dwelling units or rooms, where the rental term for each dwelling unit or room is not less than 30 days;
- b. offices, retail premises, or other commercial spaces, or portions thereof, where the activity consists solely of granting a right of occupancy of the space. For greater certainty, this exemption does not apply to any person carrying on business activities within that space.”

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

“Bed and Breakfast

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

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

“Short-Term Rentals

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

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

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

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

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

BYLAW 2026-24

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

6. This bylaw shall come into full force and effect upon final passage thereof.

FIRST and SECOND READING: August 31, 2026
THIRD READING and ADOPTION:

Kirk Cameron, Mayor

Corporate Services

CITY OF WHITEHORSE

BYLAW 2026-28

A bylaw to amend Fees and Charges Bylaw 2014-36

WHEREAS section 220 of the *Municipal Act* provides that council may by bylaw amend or vary bylaws; and

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

WHEREAS it is deemed desirable that the Fees and Charges Bylaw be amended to reflect the new short-term rental regulations in Zoning Bylaw 2025-37;

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

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

FIRST and SECOND READING: August 31, 2026
THIRD READING and ADOPTION:

Kirk Cameron, Mayor

Corporate Services

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2026-22	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2026-28	EFFECTIVE DATE	FEE IF GST APPLICABLE
Land and Building Services	Building File Information			each	\$ 85.71	1-Mar-25	\$ 90.00	\$ 85.71	1-Mar-25	\$ 90.00
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 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 \$150.00 plus .81% of construction value		minimum	\$ 150.00	1-Mar-25	no gst	\$ 150.00	1-Mar-25	no gst
Land and Building Services	Multi Unit Building Permit	Base rate of \$250.00 plus .81% of Constuction value	This applies to constructions creating more than 4 units	minimum	\$ 250.00	1-Mar-25	no gst	\$ 250.00	1-Mar-25	no gst
Land and Building Services	Single Detached Building Permit	Base rate of \$150.00 plus \$5.33/m ²		minimum	\$ 150.00	1-Mar-25	no gst	\$ 150.00	1-Mar-25	no gst
Land and Building Services	Building Permit Duplex	Base rate of \$150.00 plus \$4.70/m ²	Fee simple duplexes will be billed as single detached house	minimum	\$ 150.00	1-Mar-25	no gst	\$ 150.00	1-Mar-25	no gst
Land and Building Services	Building Permit Triplex	Base rate of \$150.00 plus \$7.13/m ²		minimum	\$ 150.00	1-Mar-25	no gst	\$ 150.00	1-Mar-25	no gst
Land and Building Services	Building Permit Fourplex	Base rate of \$150.00 plus \$8.00/m ²		minimum	\$ 150.00	1-Mar-25	no gst	\$ 150.00	1-Mar-25	no gst
Land and Building Services	Building Permit Townhouse	Base rate of \$150.00 plus \$5.80/m ²		minimum	\$ 150.00	1-Mar-25	no gst	\$ 150.00	1-Mar-25	no gst
Land and Building Services	Building Permit Secondary Suite	Base rate of \$150.00 plus \$4.50/m ²		minimum	\$ 150.00	1-Mar-25	no gst	\$ 150.00	1-Mar-25	no gst
Land and Building Services	Building Permit Garden Suite	Base rate of \$150.00 plus \$5.67/m ²		minimum	\$ 150.00	1-Mar-25	no gst	\$ 150.00	1-Mar-25	no gst
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 \$75.00 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
Land and Building Services	Minor Building Permit			each	\$ 300.00	1-Mar-25	no gst	\$ 300.00	1-Mar-25	no gst
Land and Building Services	Major Building Permit	No additional gross floor area (GFA)		each	\$ 450.00	1-Mar-25	no gst	\$ 450.00	1-Mar-25	no gst
Land and Building Services	Major Building Permit	Additional GFA		each	\$ 1,000.00	1-Mar-25	no gst	\$ 1,000.00	1-Mar-25	no gst
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

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 2026-22	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2026-28	EFFECTIVE DATE	FEE IF GST APPLICABLE
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	Short-term rental on a property that is not the operator's primary residence	Surcharge	1 st unit +	-	-	-	\$ 176.00	1-Oct-26	no gst
Land and Building Services	Business License	Additional short-term rental on the same property by the same operator, where that property is not the operator's primary residence	Surcharge	per additional unit +	-	-	-	\$ 176.00	1-Oct-26	no gst
Land and Building Services	Business License	Additional short-term rental unit on same property as STR operator's primary residence	Surcharge	per additional unit +	-	-	-	\$ 176.00	1-Oct-26	no gst
Land and Building Services	Business License	Accommodation surcharge (rental housing; hotel/motel) above 5 units or rooms	Surcharge	per room +	\$ 8.71	27-Feb-24	no gst	\$ 8.71	27-Feb-24	no gst
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. \$50.00 penalty from day 31 - 365	each	10%	27-Feb-24	no gst	10%	27-Feb-24	no gst
Land and Building Services	Business License	Re-application fee	\$50 reapplication fee after the 30 day period of non-renewal	each	\$ 55.00	27-Feb-24	no gst	\$ 55.00	27-Feb-24	no gst
Land and Building Services	Development Cost Charge	Residential, single family	Unserviced country residential secondary living or garden 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 living or garden suite	per dwelling	-	-	-	\$ 2,185.00	15-Sep-26	no gst
Land and Building Services	Development Cost Charge	Residential, single family	Urban serviced lot	per dwelling	\$ 3,641.00	1-Jul-14	no gst	\$ 3,641.00	1-Jul-14	no gst
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 2026-22	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2026-28	EFFECTIVE DATE	FEE IF GST 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/m ² 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, short-term rental (on same lot as operator's primary residence)	each	\$ 40.00	1-Jan-22	no gst	\$ 40.00	1-Jan-22	no gst
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 m ²)	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	Refused or withdrawn applications, or written request from applicant within 6 months of original approval date (provided no permit-related work on site has occurred) - deduction of the greater of \$55.00 or 50% of fee. The conditional use application fee is not refundable	each	Varies	1-Apr-21	no gst	Varies	1-Apr-21	no gst
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 lot \$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