

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, September 21, 2026 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

DELEGATIONS

CITY OPERATIONS COMMITTEE – *Councillors Morris and Boyd*

1. Snow and Ice Control Policy Update
2. New Business

COMMUNITY SERVICES COMMITTEE – *Councillors Gallina and Melnychuk*

1. Festival and Special Events Grants Allocations
2. Lease Agreement – Frank Slim Building Concession Services
3. New Business

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

1. New Business

CORPORATE SERVICES COMMITTEE – *Councillors Melnychuk and Middler*

1. Budget Amendment – National Research Council of Canada Water Infrastructure Robustness Study
2. Fees and Charges Bylaw Amendment – Third Quarter
3. Declaration of Commitment and Tri-Council Assembly Memorandum of Understanding Signing – For Information Only
4. New Business

CITY PLANNING COMMITTEE – *Councillors Middler and Hamilton*

1. New Business

DEVELOPMENT SERVICES COMMITTEE – *Councillors Hamilton and Morris*

1. New Business

CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE
Council Chambers, City Hall



Chair: Lenore Morris

Vice-Chair: Dan Boyd

September 21, 2026

Meeting #2026-17

-
1. Snow and Ice Control Policy Update
Presented by Richard Graham, Manager, Fleet and Transportation
Maintenance
 2. New Business

ADMINISTRATIVE REPORT

TO:	City Operations Committee
FROM:	Administration
DATE:	September 21, 2026
RE:	Snow and Ice Control Policy Update

ISSUE

An amendment is required to update the City's Snow and Ice Control Policy which designates the City's winter maintenance responsibilities, priorities and target service levels.

REFERENCE

- [Snow and Ice Control Policy 2022-01](#)
- Snow and Ice Control Policy Proposed Amendments (Attachment 1)

HISTORY

The Snow and Ice Control Policy identifies the City's winter maintenance operations and establishes the priorities and service levels for snow and ice control activities. The policy was last updated in November 2025.

ALTERNATIVES

1. Approve amendments to the Snow and Ice Control Policy; or
2. Refer the matter back to Administration for further analysis.

ANALYSIS

As a result of the completion of capital projects and anticipated completion of development projects as well as changes to the approved O&M budget, an amendment to the responsibilities as defined in the Snow and Ice Control Policy is required. Changes being proposed are highlighted with green bubbles in attached maps, and include:

- Add new roads anticipated to be completed in Whistle Bend Phases 3D, 3E, 12, 13 and C9B Phase 2, and Ward Road;
- Add the Selkirk Street paved trail as a priority 1;
- Recognize the previous plan request approved for increased snow removal for on road accessible parking spaces;
- Add additional sidewalks under the City's responsibility for snow and ice where required under the Maintenance Bylaw.

ADMINISTRATIVE RECOMMENDATION

THAT Council approve amendments, as proposed, to the Snow and Ice Control Policy.

CITY OF WHITEHORSE

COUNCIL POLICY



SNOW AND ICE CONTROL POLICY

Policy Number:	2022-01
Approved by:	Council Resolution <u>2022-23-08</u> Dated October 24, 2022
Revised by:	Council Resolution <u>2026-##-##</u> Dated _____, 2026
Effective date:	November 10 <u>Month, Day, 202#5</u>
Department:	Fleet and Transportation Maintenance

PURPOSE

1. The Snow and Ice Control Policy is necessary to make a clear statement of the intent of the City of Whitehorse's winter maintenance operations, to establish priorities and service levels and to manage budgetary constraints. An effective and efficient Snow and Ice Control program is vital to allowing the City to function under normal winter weather conditions to reduce snow and ice hazards and to provide reasonable winter mobility on City infrastructure including roadways, active transportation networks, lanes and parking lots.

OBJECTIVES

2. The objectives of the City's Snow and Ice Control Policy are to:
 - (1) Allow safe and equitable access to winter Transportation Routes including roadways, Sidewalks and active Transportation Routes;
 - (2) Provide for the operation and safe access of vehicles providing Fire, Police, Emergency Medical Services and Transit;
 - (3) Prevent or reduce collisions, slips, falls and injury to people due to winter conditions;
 - (4) Balance the limited resources of the City and the competing interests of City residents and other stakeholders.

This policy covers most winter maintenance scenarios. When unusual conditions or extreme weather events occur, including, without limitation, above average snow fall or extreme winter storms, the Manager of Fleet and Transportation Maintenance or designate shall use their discretion and judgement in the application of this policy to achieve the desired level of service as resources permit. This may include temporary deviation from the established priorities and service standards, or other decisions which may result in temporary inconsistencies with this policy. Council expressly authorizes such deviations as long as the Manager of Fleet and Transportation Maintenance continues to be

guided by, and exercises discretion, in accordance with the objectives set out in this policy.

This policy is intended to assist transportation network users that are properly equipped for winter conditions, operating vehicles and other equipment in a manner consistent with effective winter driving habits and with due care and attention to conditions. This policy will be reviewed periodically to ensure that the priorities, service levels and support systems continue to meet the purpose of this policy, the competing interests of the City's residents and other stakeholders are balanced effectively, and to ensure adequate resources and reserves are both in place and available for winter maintenance operations.

DEFINITIONS

3. In this policy,

"CENTRAL BUSINESS DISTRICT" means the downtown core bordered by Front Street, Elliot Street, Fifth Avenue and Wood Street, as illustrated in Appendix A.

"COMPACTED SNOW SURFACE" means that snow will be allowed to accumulate and be packed by traffic or levelled by snow ploughs.

"DE-ICER" means the chemical agent that the City uses to mix with sand to control ice, usually sodium chloride.

"DRAINAGE PROBLEM" means problems caused by accumulated or running snow melt water.

"FEES AND CHARGES BYLAW" means the City's *Fees and Charges Bylaw* as amended or replaced from time to time.

"ICE CONTROL" means control of the build-up of packed snow or ice through the use of equipment, Sanding and De-Icer.

"MANAGER OF FLEET AND TRANSPORTATION MAINTENANCE" means the Manager of the Fleet and Transportation Maintenance Department or their approved designate.

"OPENED" means the ploughing of snow from the driving lanes to the side.

"ROAD" means a road as identified in Appendix A. For greater certainty, Roads do not include Low volume roads or "end roads" that were not designed and constructed to the applicable Engineering Standards of the time and such roads are not subject to this Policy.

"SANDING" means the application, either manually or by mechanical spreaders, of De-Icer treated sand to improve traction.

"SIDEWALK" means the hard surface designed and constructed for and normally used by pedestrians, excluding multi-use paths.

"SNOW AND ICE CONTROL" means all operations associated with Snow Ploughing, Snow Loading and Hauling, and Ice Control.

“SNOW STORAGE SITE” means a pre-approved location for the dumping and storage of hauled snow.

“SNOW LOADING AND HAULING” means the removal of snow from City Roads, parking lots, lanes and Sidewalks by loading the snow from windrows onto trucks and hauling the snow to Snow Storage Sites.

“SNOW PLOUGHING” means the ploughing of snow into windrows in storage areas on City roads, lanes, Sidewalks and paved trails. Storage areas can be, among other things, on centre medians, boulevards, adjacent to the curb or Sidewalk and at the edge of back lanes or City owned parking lots.

“TRANSPORTATION ROUTE” means a Road, Sidewalk or paved trail as identified in Appendix A or C.

RESPONSIBILITIES

4. City Council shall set and adopt:
 - (1) The snow removal budget;
 - (2) The levels of service under this policy; and
 - (3) The priority 1 and 2 street, trail and sidewalk maps and all prioritization of services under this Policy.
5. The Manager of Fleet and Transportation Maintenance shall oversee the implementation of the Snow and Ice Control Policy by:
 - (1) Determining when and how to initiate and perform snow and Ice Control operations in accordance with this policy;
 - (2) Allocating and scheduling Department of Fleet and Transportation Maintenance resources in accordance with the priorities established by Council under this policy;
 - (3) Coordinating and allocating resources with other City departments as needed to perform snow and ice control operations in accordance with this policy;
 - (4) Obtaining, allocating and scheduling privately held resources;
 - (5) Addressing public concerns in respect of Snow and Ice Control;
 - (6) Managing the Department of Fleet and Transportation Maintenance's budget; and
 - (7) Recommending revisions to this policy to Council on an as needed basis.
6. Department of Fleet and Transportation Maintenance employees shall operate City owned equipment in their Snow and Ice Control duties in accordance with this policy and the instructions of the Manager of Fleet and Transportation Maintenance.

TRANSPORTATION ROUTE PRIORITY AND STANDARDS

7. The City operates with a limited amount of funds which are required for a number of purposes and projects. In establishing the Snow and Ice Control Policy, the City must take into consideration its limited financial resources, equipment and personnel. Priorities and standards are established to provide the greatest benefit to the majority of the travelling public. This involves balancing the City's limited resources with the competing interests of City residents and other stakeholders. How, when and where the City undertakes Snow and Ice Control depends on the City Council approved priority system, as detailed in this policy, as well as other factors which may include, without limitation:
- (1) Temperatures before, during, and after a winter storm;
 - (2) Duration of the storm;
 - (3) Amount of accumulated snow;
 - (4) Temperature of the Road surface;
 - (5) Wind speed and direction; and
 - (6) The weather forecast for the days following the storm.
8. City Council has set three priority ratings for Routes with consideration given to, among other things, traffic volume, terrain, transit, emergency services, drift exposure, Drainage Problems, Road classification, Road geometrics, the City of Whitehorse Servicing Standards Manual, and the requirement for City staff to respond to changing needs within the community. The standard of service for Snow and Ice Control is to be completed in accordance with this policy and approved budgets. The priority ratings and standards of service are described as follows:

Priority	Description	Standard
1	• Freeways and major arterial Roads • Emergency routes • Major transit routes • Roads with steep grades • Areas with known Drainage Problems during spring melt • Designated paved trails	• Routes Opened in 24 hours • Routes ploughed to the shoulder in 72 hours • Ice Control operations in 24 hours
2	• Arterial Roads • Transit routes • Major industrial Roads • Central Business District Roads • Roads adjacent to schools • Access to prioritized City facilities • Prioritized City-owned parking lots • Emergency routes within priority 2 zones • Designated paved trails	• Routes Opened in 48 hours • Routes ploughed to the shoulder in 72 hours • Ice Control operations in 48 hours

3	• Remainder of City Roads (excluding 'low volume') • City owned parking lots and lanes • Designated paved trails	• Roads Opened, ploughed and Ice Control performed after higher priority Transportation Routes
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SNOW PLOUGHING OF ROADS, CITY-OWNED PARKING LOTS AND LANES

9. Snow Ploughing and Sanding operations will commence in priority order in accordance with this policy during a snow event forecast to include snow accumulation, and in consideration of, among other things, field conditions and the weather forecast. When heavy snowfalls are continuous, or follow closely one after the other, operations will be repeated or continued on the highest priority until completed before moving on to the next highest priority.
10. Priority 1 Roads will be ploughed to remove snow as close to the Road surface as possible.
11. Priority 2 Roads will be ploughed to remove snow, but snow of varying depths may be left on the Road in accordance with what is required to minimize driving difficulty.
12. Snow Ploughing of priority 3 Roads, laneways and parking lots will be completed after all other priority Roads are ploughed, and will only be completed as required to ensure that they are passable. Priority 3 Roads will be bladed flat and maintained as a Compacted Snow Surface.
13. Snow Ploughing may result in windrows on both sides of the Road or to the centre of the Road. The clearing of windrows in front of driveways left by Snow Ploughing equipment shall be the responsibility of the property owner or other affected individual, company or party.
14. The City will clear windrows from the front of driveways for occupants who have applied and been approved for the senior citizens or persons with disabilities windrow removal service (Appendix E). Windrows will be cleared after Snow Ploughing operations are complete in order of Road priority listed in this policy. The City will be responsible for clearing windrows from pedestrian crossings in the Central Business District.
15. The clearing of windrows where they cross City maintained Sidewalks and maintained paved trails shall be the responsibility of the City and will be cleared in accordance with this policy.
16. The clearing of snow between the edge of the street and all public fire hydrants is the responsibility of the City. The work shall be completed when the snow depth exceeds 60 cm or when the hydrant is obstructed from clear view. Residents shall not pile driveway or Sidewalk snow around fire hydrants. Property owners are required to clear snow around any private hydrants when the snow depth exceeds 60 cm or when the hydrant is obstructed from clear view.

SNOW LOADING AND HAULING FROM ROADS, CITY-OWNED PARKING LOTS AND LANES

- ~~17.~~ Snow Loading and Hauling operations on Roads will be initiated in priority order.
- ~~17.~~~~18.~~ Snow Loading and Hauling from accessible parking spaces on Roads will be initiated when required to reduce snow and ice hazards. On road accessible parking space snow removal will be in accordance with approved budgets for the program.
- ~~18.~~~~19.~~ When school is in session, the City will avoid Snow Loading and Hauling operations in school zones to the extent possible between the hours of 0800 to 0900, 1130 to 1300 and 1500 to 1630.
- ~~19.~~~~20.~~ Snow clearing and Snow Loading and Hauling operations will take place on priority 1 and priority 2 Roads and priority parking lots, including those located in residential areas, at any time, 24 hours per day, seven days per week. Disruption in residential areas will be reduced where possible between the hours of 2300 and 0700.

ICE CONTROL FOR ROADS, CITY OWNED PARKING LOTS AND LANES

- ~~20.~~~~21.~~ Following Snow Ploughing the City will provide Ice Control on Roads, City parking lots and lanes in accordance with the priorities described for Snow Ploughing, and more specifically in accordance with the following sub-priorities:
- (1) Intersections with traffic signals;
 - (2) Roads with steep grades;
 - (3) Intersections, bridges and corners on Priority 1 roadways;
 - (4) Intersections and corners on Priority 2 Roads;
 - (5) Intersections and corners within priority City-owned parking lots;
 - (6) Intersections and corners on Priority 3 Roads;
 - (7) Parking lots and lanes as required providing for Ice Control; and
 - (8) As required in emergency situations.
- ~~21.~~~~22.~~ Ice Control will not normally be undertaken outside of areas listed in line 20.
- ~~22.~~~~23.~~ De-Icer or sand with a high concentration of De-Icer shall usually be used only in emergency situations.

DESIGNATED PAVED TRAILS

- ~~23.~~~~24.~~ The City will provide Snow Ploughing operations on priority 1, 2, and 3 multi-use paved trails as illustrated in Appendix C and described in this policy.
- ~~24.~~~~25.~~ The City may provide either Snow Ploughing and Sanding or a packed-snow surface on other multi-use paved trails if provided for in the approved annual operating and maintenance budget.

SIDEWALKS AND TRANSIT STOPS

~~25-26.~~ The City will provide Snow Loading and Hauling from sidewalks adjacent to City property as illustrated in Appendix C, as required by the City's Maintenance Bylaw.

~~26-27.~~ The City will provide Ice Control on sidewalks adjacent to City property as illustrated in Appendix C, as required by the City's Maintenance Bylaw.

~~27-28.~~ The City will provide Ice Control at Transit stops as illustrated in Appendix C, as required to provide for safe pedestrian travel.

HOURS OF OPERATION AND STAFF DEPLOYMENT

~~28-29.~~ The City will provide Snow Ploughing, Snow Loading, and Snow Hauling operations within the geographical boundaries of the City of Whitehorse, excluding the Alaska Highway, the Klondike Highway and private developments.

~~29-30.~~ When abnormal winter weather or Road conditions exist as caused by severe or repetitive storms or emergency situations, overtime, additional City equipment and outside forces and equipment may be mobilized at the discretion of the Manager of Fleet and Transportation Maintenance.

~~30-31.~~ Except for emergency situations, as determined by the Manager of Fleet and Transportation Maintenance, Snow and Ice Control operations will be suspended where the daily high temperature is lower than minus 35 degrees Celsius (-35°C).

PARKING BANS

~~31-32.~~ Parking bans may be implemented as required to provide for Snow and Ice Control operations. Notification will be provided to area residents at least 24 hours prior to a parking ban, except in the case of an emergency. Vehicles that do not adhere to the parking ban shall be towed, and the owner of the vehicle shall be responsible for all towing costs.

COMMUNICATION

~~32-33.~~ All concerns and inquiries shall be handed by the Fleet and Transportation Maintenance Department Administrative Assistant at the Snow Line 633-7669, Monday to Friday, 0800 to 1600. At all other times, emergency concerns and inquiries shall be directed to the After Hours Trouble Line at 667-2111.

~~33-34.~~ Maintenance activities or information may be advertised in local newspapers, daily radio reports, social media and may be included in the Fleet and Transportation Department pages on the City website (www.whitehorse.ca).

SNOW STORAGE SITES

~~34-35.~~ No person, other than an employee of the City's Fleet and Transportation Maintenance Department or a person contracted by the City for snow removal, engaged in ordinary duties, shall use a snow storage site without first obtaining a permit from the Fleet and Transportation Department.

~~35-36.~~ The fee for a permit will be as listed in the City's Fees and Charges Bylaw and will be valid for the current winter season.

~~36-37.~~ The Manager of Fleet and Transportation Maintenance may restrict the use of certain snow storage sites and may make rules governing the disposal of snow in snow storage sites.

~~37.38.~~ The Manager of Fleet and Transportation Maintenance reserves the right to limit, amend or cancel any permit at any time and for any reason, in their sole discretion.

APPENDICES

~~38.39.~~ Appendices “A”, “B”, and “C” shall be reviewed by the Manager of Fleet and Transportation Maintenance on an annual basis and adopted by Council if there are any changes. Revisions for priority streets and snow storage sites will be included in both text and maps; only maps will be revised with respect to Sidewalk clearing and transit stops.

~~39.40.~~ Appendix “A”, Priority Transportation Roads

~~40.41.~~ Appendix “B”, Snow Storage Sites

~~41.42.~~ Appendix “C”, Sidewalks, Transit Stops and Trails

~~42.43.~~ Appendix “D”, Snow Dump Permit Application

~~43.44.~~ Appendix “E”, Senior/Disabled Windrow Removal Application

REPEAL OF EXISTING POLICY

~~44.45.~~ The Snow and Ice Control Policy adopted by Council resolution 2021-18-06, including all amendments thereto, is hereby repealed.

FORCE AND EFFECT

~~45.46.~~ This policy shall come into full force and effect upon adoption by Council.

HISTORY OF AMENDMENTS

Date of Council Decision	Reference (Resolution #)	Description
October 23, 2023	2023-19-03	Appendix A - Move Chilkoat Way from priority 2 to priority 1. Appendix B - Delete Whistle Bend Snow Dump. Miscellaneous Amendments to Maps
November 10, 2025	2025-21-04	Various updates to Policy and Maps under Appendix A, B, C and D
<u>Pending</u>	<u>2026-##-##</u>	<u>Various updates to Policy and Maps under Appendix A, C and D. Add new line 18 to Policy – on road accessible parking.</u>

APPENDIX "A" TEXT – SNOW CLEARING PRIORITY ROADS**PRIORITY 1**

Thoroughfares:	Hamilton Boulevard, Landfill Road, Lobird Road, Mountainview Drive, Robert Service Way, Two Mile Hill, Whistle Bend Way
Crestview:	Azure Road between Alaska Highway and Klukshu Avenue, Kathleen Road
Downtown:	2nd Avenue, 4th Avenue, Black Street between Front and 2nd, Ogilvie Street between 2nd and 4th
Marwell:	Quartz Road, Copper Road, Chilkoot Way
Porter Creek:	12 th Avenue, Centennial Street, Clyde Wann Road, Hickory Street
Riverdale:	Alsek Road, Hospital Road, Lewes Boulevard, Nisutlin Drive to Alsek Road
Takhini:	Range Road, University Drive
Whistle Bend:	Casca Boulevard

Priority 1 for Ice Control Only (otherwise, Priority 2):

Thoroughfares:	Fish Lake Road to City Limits, Wickstrom Road from Hospital Road to the City lagoons
Copper Ridge:	Hill sections of Stope Way and Keewenaw Drive
Crestview:	Crag Road, Dezadeash Road, Kusawa Road, Minto Road, Rainbow Road and Crestview Lagoon access road
Granger:	Hill sections of Wilson Drive and Turner Crescent
Hillcrest:	Hill sections of Hillcrest Drive, Dalton Trail, Sunset Drive South, Klwane Crescent, Chalet Crescent <u>Crescent</u> and Roundel Road.
Ingram:	Hill section of Mallard Way from Hamilton Boulevard to Goldeneye Street
Kulan:	Highway access portion of Laberge Road
Mary Lake:	Fireweed Drive between Alaska Highway and Fireweed Drive loop
Mclean Lake:	Lobird road
Porter Creek:	Hill sections of 11th Avenue, Almond Crescent, Fir Street, Grove Street, Ponderosa Drive and Walnut Crescent
Raven's Ridge:	Hill section of War Eagle Way
Riverdale:	Hill sections of Bell Crescent, Boswell Crescent, Takhini <u>Takhini</u> Avenue, Teslin Road
Whitehorse Copper:	Hill sections of Moraine Drive, Esker Drive and Ski Hill Road from the Alaska Highway to Collins Lane.

PRIORITY 2

Arnell:	Heron Drive
Canyon Crescent:	from Alaska Highway to Canyon Crescent loop

PRIORITY 2 (con't)

Copper Ridge:	Emerald Trail, Falcon Drive, Lazulite Drive, North Star Drive
Cowley Creek:	Dolly Varden Drive, Salmon Trail
Crestview:	Klukshu Road, Squanga Road, Rainbow Road
Downtown:	3 rd Avenue, 5 th Avenue between Main and Ogilvie, 6 th Avenue between Lambert and Ogilvie, 7 th Avenue between Ogilvie and Baxter, Alexander Street from 4 th to 6 th , Baxter Street, Black Street from Front to 6 th , Central Business District roads, Front Street between Lambert and Black, Hanson Street from 2 nd to 6 th , Hawkins Street from 2 nd to 4 th , Hoge Street from 3 rd to 4 th , Jarvis Street from Front to 6 th , Lambert Street, Lowe Street from 2 nd to 3 rd , Ogilvie Street from Front to 2 nd , Ray Street, Rogers Street from 2 nd to 3 rd
Fox Haven:	Alusru Way
Granger:	Thompson Road
Hidden Valley:	Couch Road
Hillcrest:	Burns Road, Hillcrest Drive, Park Lane, Roundel Road, Sunset Drive North
Ingram:	Mallard Way
Kulan:	Laberge Road, Bennett Road, Lindeman Road
Logan:	Falcon Drive
McIntyre:	McIntyre Drive
Mclean Lake:	Bottom portion of Mclean Lake Road
MacRae:	Denver Road, Fraser Road, Lorne Road
MacPherson:	MacPherson Road and Marion Crescent
Mary Lake:	Fireweed Drive
Marwell:	Portion of Gypsum Road, Industrial Road, portion of Silver Road, Tlingit Road, Tungsten Road
Pineridge:	Castle Drive, Harvey Road, portion of Logan Road, Nansen Drive
Porter Creek:	11 th Avenue between Fir and Pine, 13 th Avenue, 14 th Avenue, 15 th Avenue and 17 th Avenue East of the Alaska Highway, Pine Street south of 12 th , Ponderosa Drive, Grove Street, Fir Street between 11 th and 14 th , Holly Street, Sycamore Street, Beech Street, Redwood Street, Basswood Street and Cedar Crescent (By Holy Family School only), Larch Road, MacDonald Road.
Range Point:	Range Road from Mountainview drive North, River Ridge Lane

.../continued

PRIORITY 2 (con't)

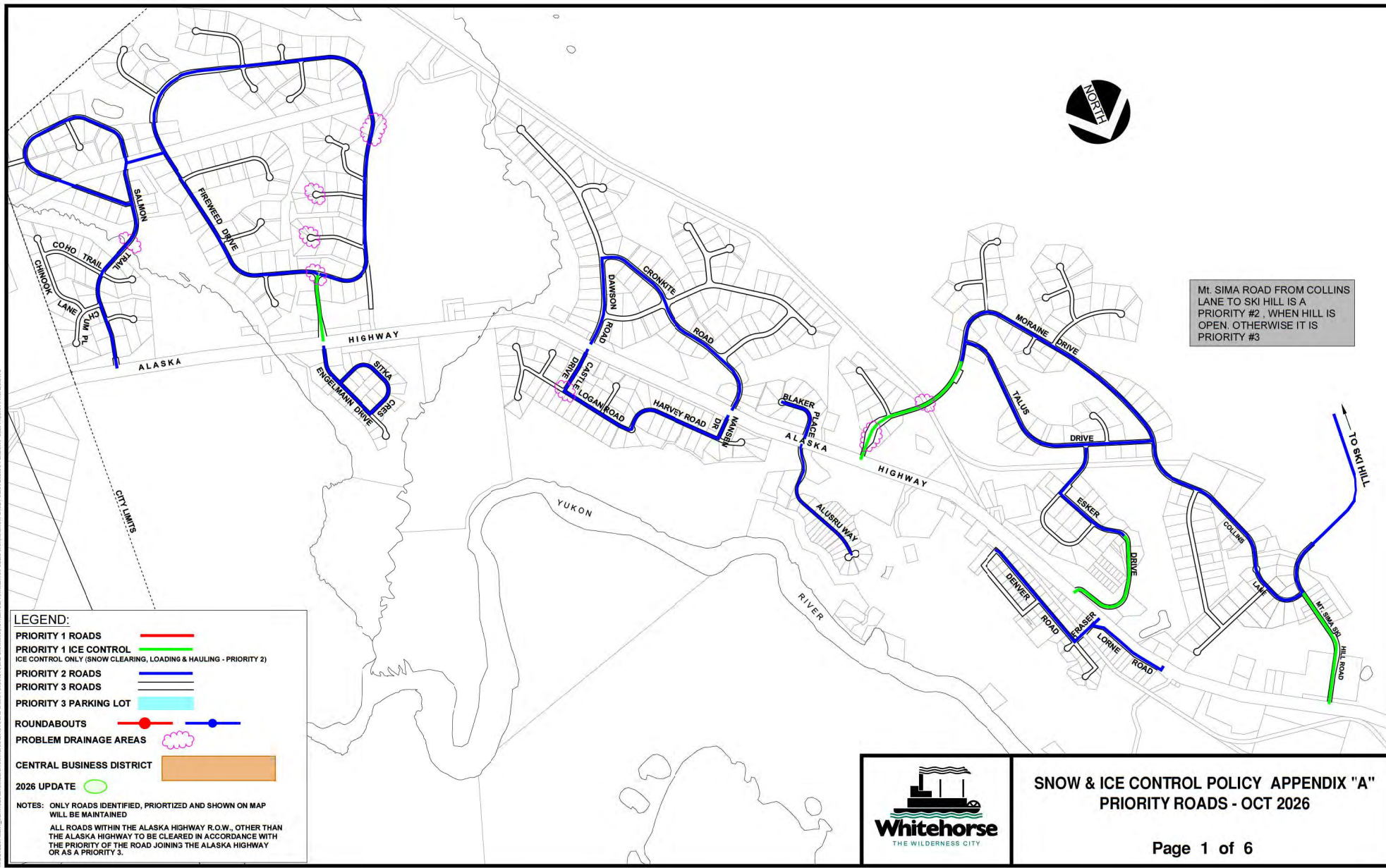
Raven's Ridge:	War Eagle Way
Riverdale:	Duke Street, Klondike Road, Selkirk Street between Nisutlin and Selkirk Elementary
Spruce Hill:	Engelmann Drive to Sitka Crescent, Sitka Crescent
Takhini:	Normandy Road North, Rhine Way
Valleyview:	Sumanik Drive
Whistle Bend:	Keno Way between Casca Boulevard and Casca Boulevard, Olive May Way from Casca Boulevard to Keno Way, Marathon Way between Casca Boulevard and Witch Hazel Drive, Witch Hazel Drive from Marathon Way to Wyvern Avenue, Wyvern Avenue between Witch Hazel Drive and Leota Street, Leota Street from Casca Boulevard to Wyvern Avenue
Whitehorse Copper:	Collins Lane, Esker Drive, Moraine Drive, Talus Drive, Mt. Sima Road (when ski hill is in operation)
Wolf Creek:	Portion of Dawson Road, Cronkite Cronkhite Road
Wolf Creek North:	Blaker Place
Yukon Gardens:	Metropolit Way
Parking Lots:	Canada Games Centre, Takhini Arena, Mount McIntyre Recreation Centre, Main-Steele Parkade (behind Scotia Bank), Second and Steele Parkade (behind CIBC Bank), Public Safety Building

PRIORITY 3

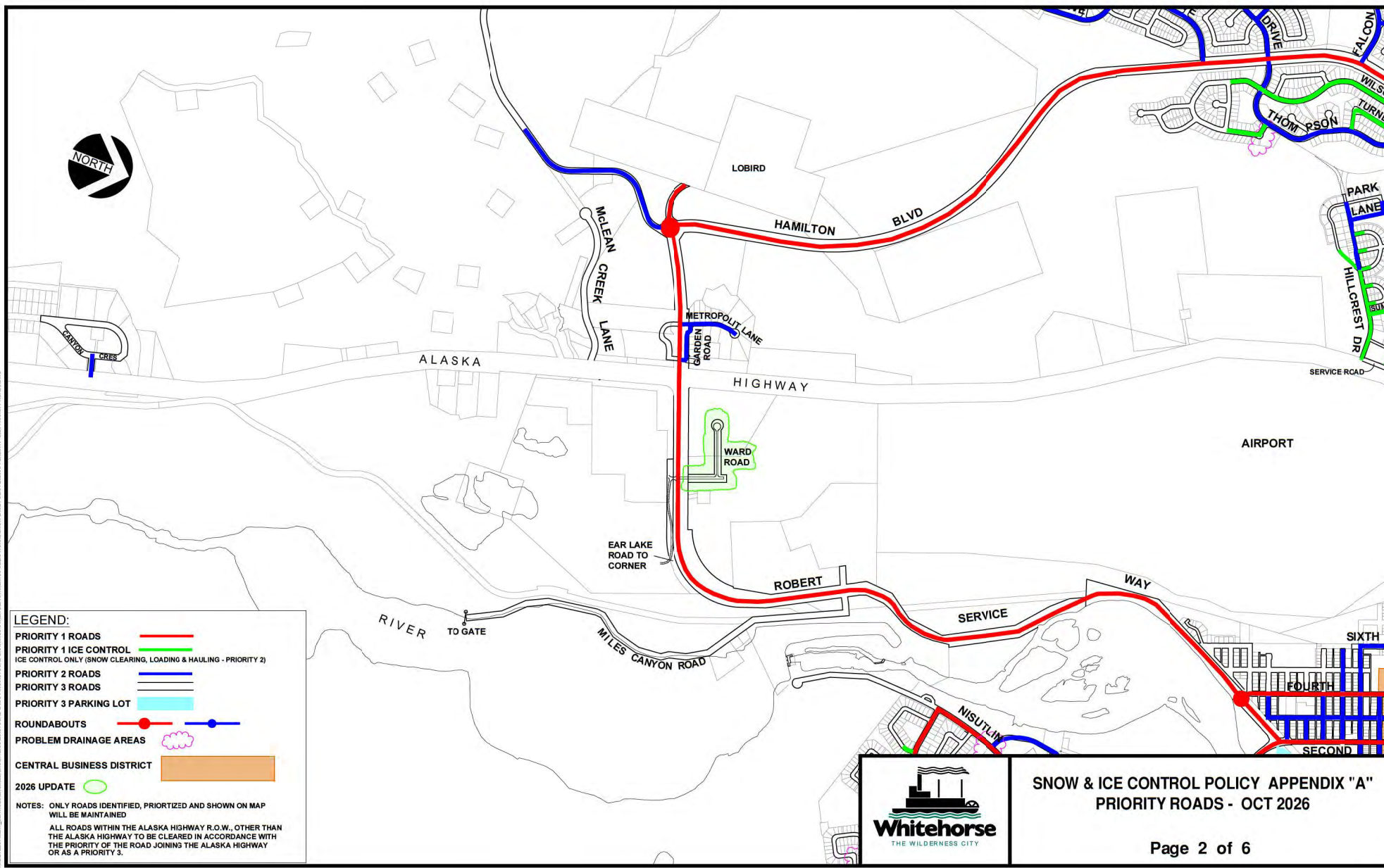
All remaining City owned Roads, Laneways and parking lots with the exception of "low volume or end" Roads.

APPENDIX “B” TEXT – SNOW STORAGE SITES

1. Robert Service Way Across from Miles Canyon Road entrance, west and south
2. Grey Mountain Road Entrance to city reservoir access road
3. Roundel Sunset Drive/Summit Road
4. Pine Street Gully
5. Grove/Pine Easement between Grove and Pine Streets
6. Arkell/Logan Area North of Sandpiper Road on access road allowance
7. Kulan Industrial East of Chadburn Crescent
8. 20th Avenue Off Centennial Street in ravine
9. Two Mile Hill Old Two Mile Hill right-of-way
10. Copper Ridge Vacant Crown land off Falcon Drive near Aquamarine
11. No longer in use (Whistle Bend)
12. Hamilton Ext/Lobird Off Mclean Lake Road to Mclean Creek Lane



ROAD DEVELOPMENT, SERVICES ENGINEERING, INFRASTRUCTURE & MAINTENANCE DIVISIONS, OTHER DEPARTMENTS, PUBLIC WORKS, SNOW & ICE POLICY, APPENDIX A - 2026 PRIORITY ROADWORK



LEGEND:

PRIORITY 1 ROADS

PRIORITY 1 ICE CONTROL

ICE CONTROL ONLY (SNOW CLEARING, LOADING & HAULING - PRIORITY 2)

PRIORITY 2 ROADS

PRIORITY 3 ROADS

PRIORITY 3 PARKING LOT

ROUNDABOUTS

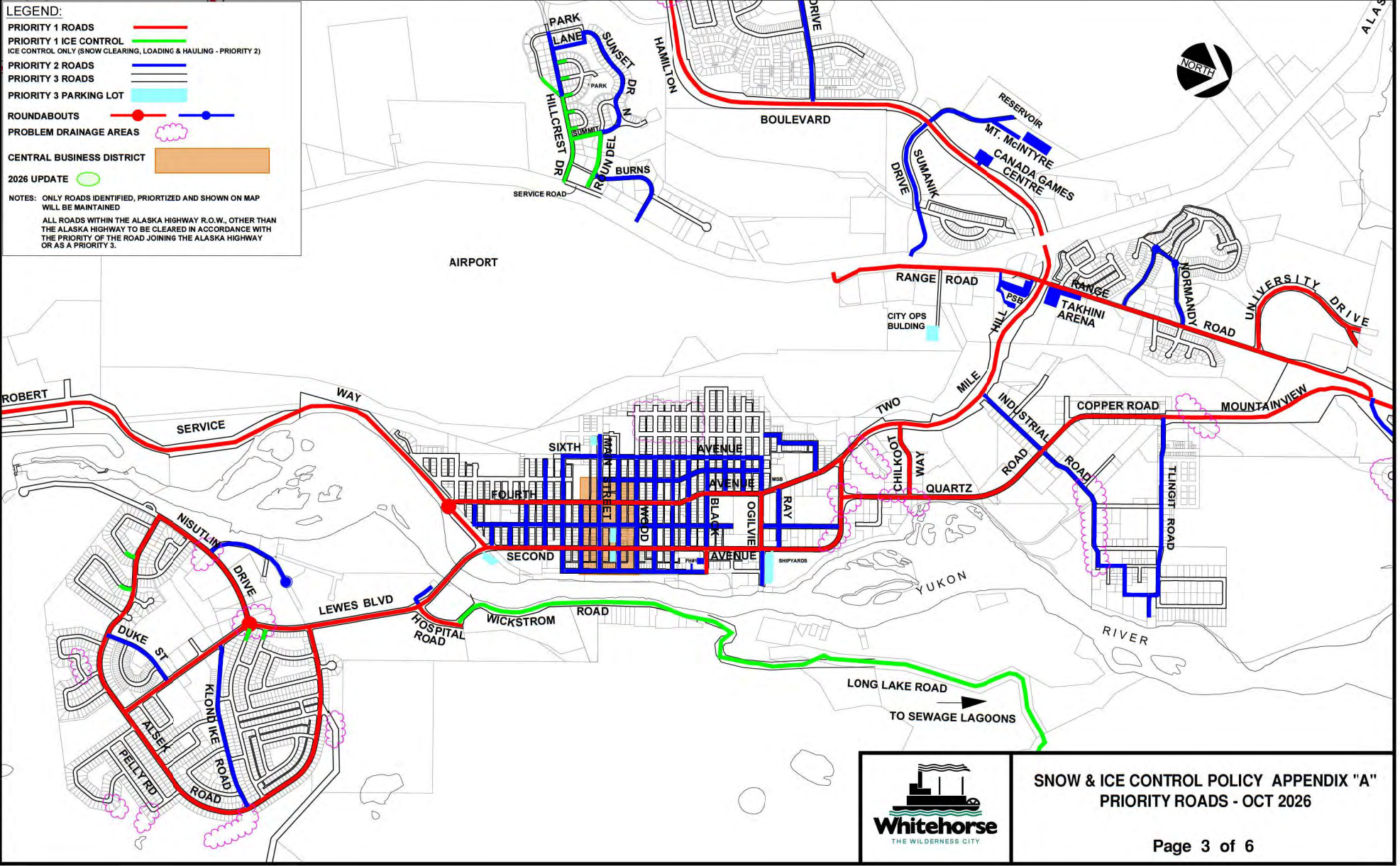
PROBLEM DRAINAGE AREAS

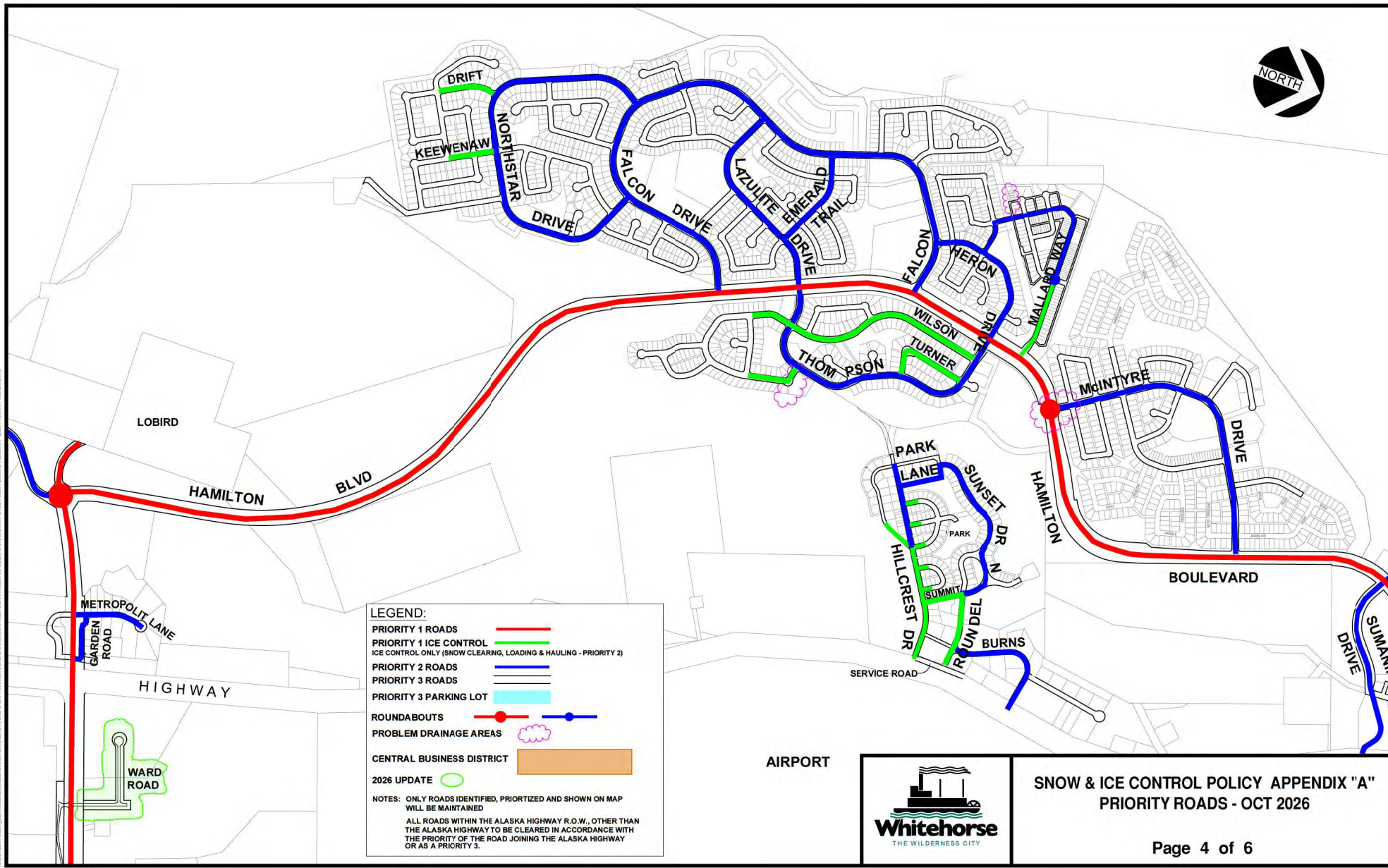
CENTRAL BUSINESS DISTRICT

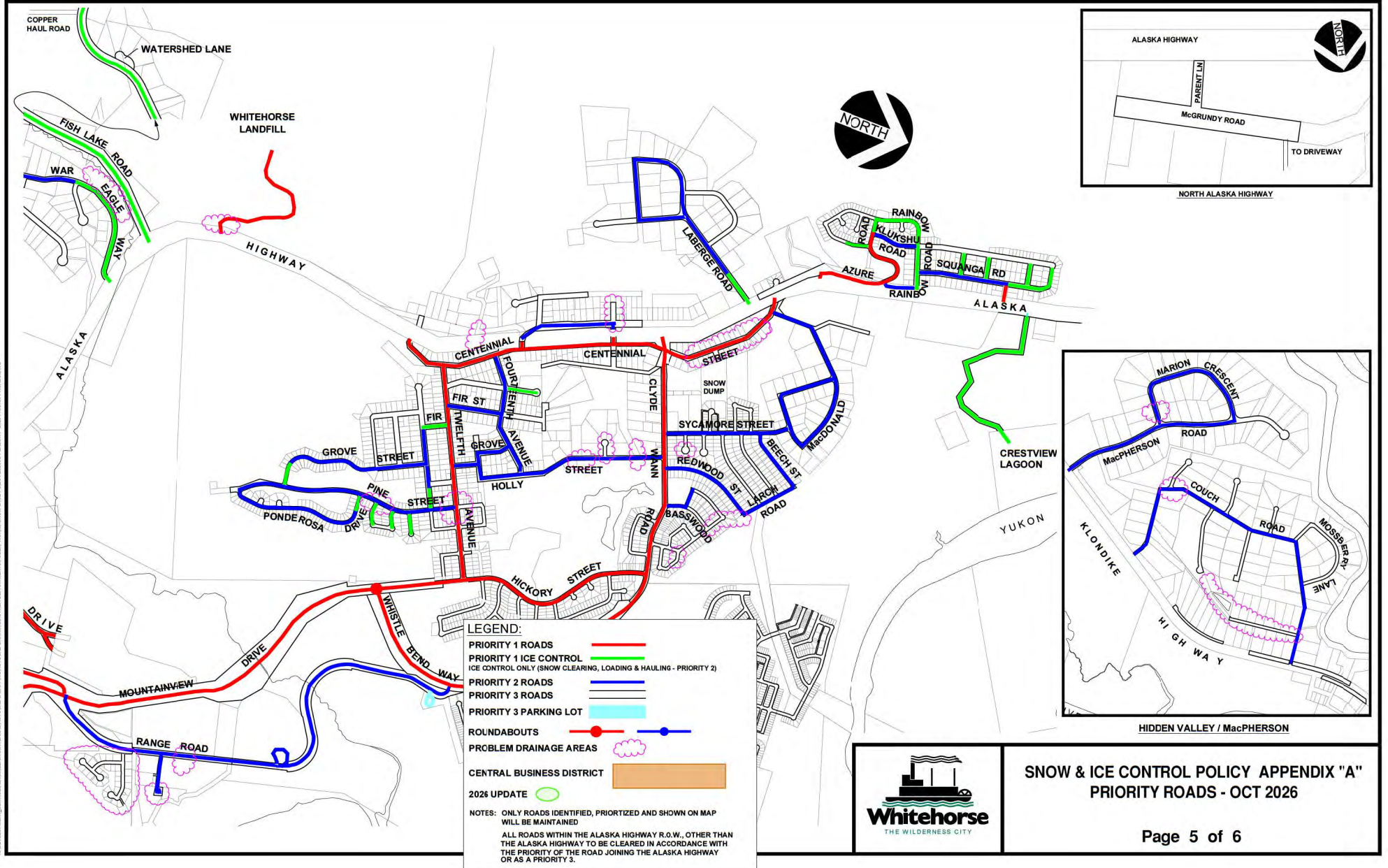
2026 UPDATE

NOTES: ONLY ROADS IDENTIFIED, PRIORITIZED AND SHOWN ON MAP WILL BE MAINTAINED

ALL ROADS WITHIN THE ALASKA HIGHWAY R.O.W. OTHER THAN THE ALASKA HIGHWAY TO BE CLEARED IN ACCORDANCE WITH THE PRIORITY OF THE ROAD JOINING THE ALASKA HIGHWAY OR AS A PRIORITY 3.



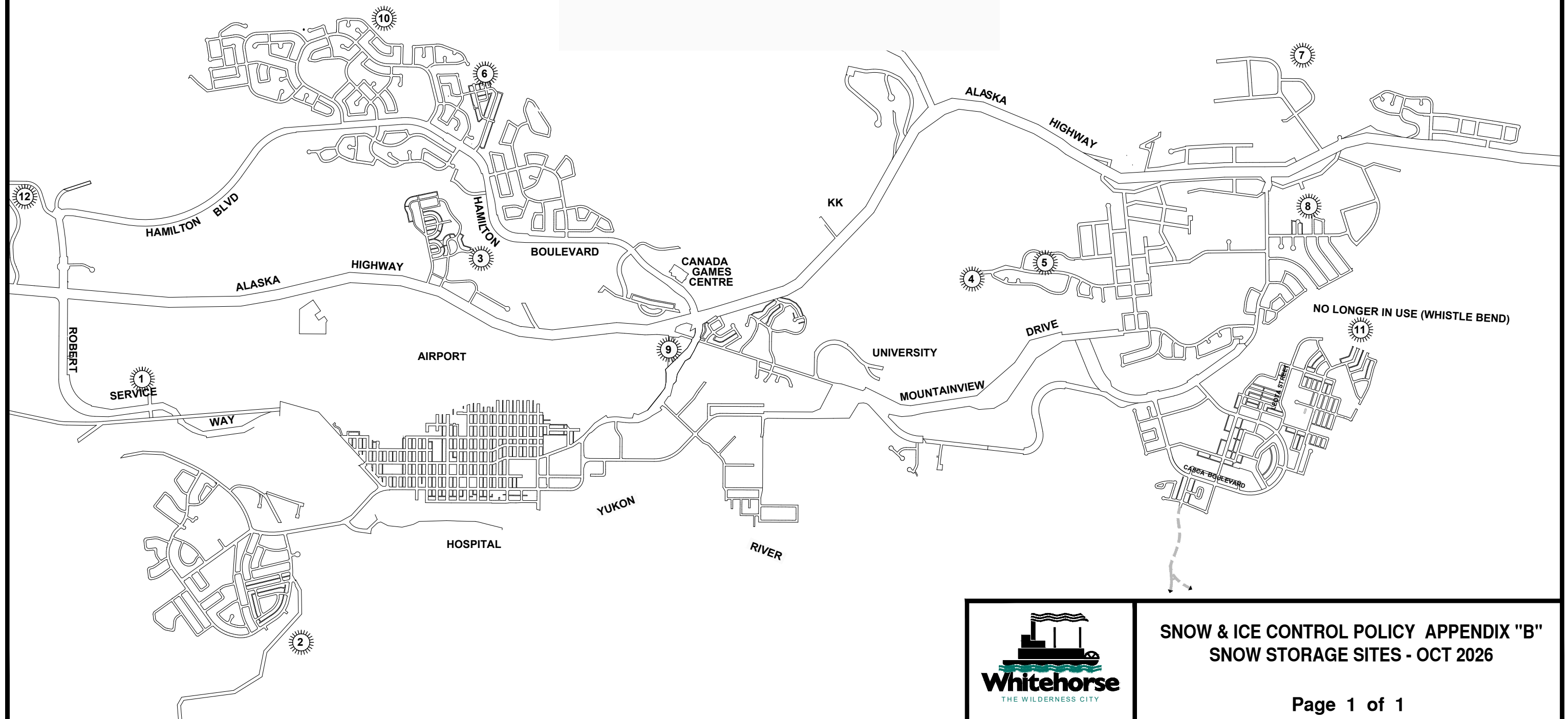




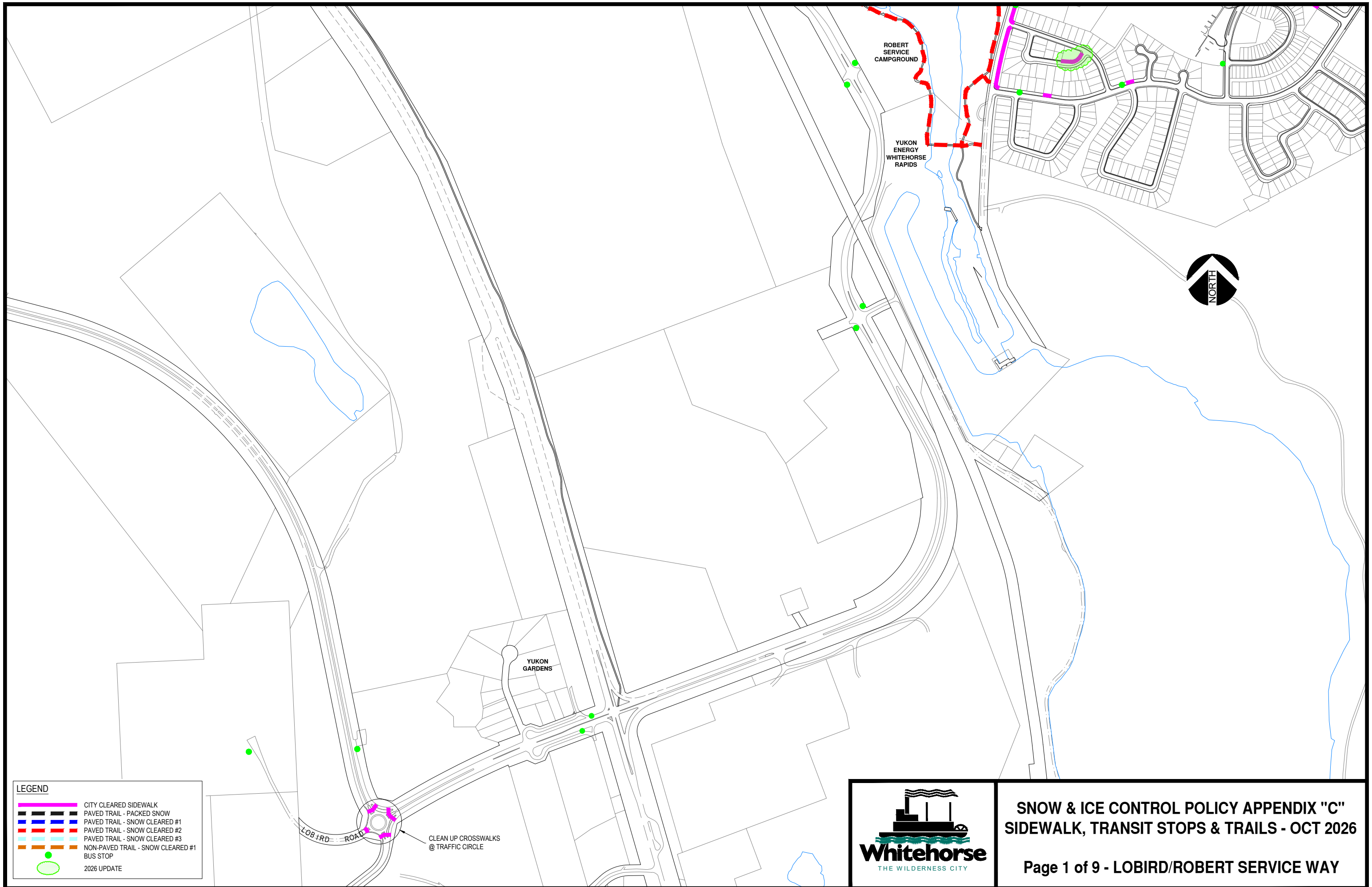
1. ROBERT SERVICE WAY
LOT 262, GROUP 804, PLAN 43886 CLSR,
ACROSS FROM MILES CANYON ROAD ENTRANCE,
WEST & SOUTH
2. GREY MOUNTAIN ROAD (CITY OWNED)
LOT 336, GROUP 804, PLAN 43442 CLSR.
(ENTRANCE TO CITY RESERVOIR ACCESS ROAD)
3. ROUNDEL DUMP - SUNSET DRIVE/SUMMIT ROAD
LOT 421, GROUP 804, PLAN 52105 CLSR
4. PINE STREET #1
LOT 437, GROUP 804, 52105 (GULLY)

5. EASEMENT BETWEEN GROVE & PINE STREETS
PINE STREET #2
6. LOGAN/ARKELL
LOT 241, REMAINDER AND BUFFER #2 (NORTH OF SANDPIPER
ROAD ON ACCESS ROAD ALLOWANCE AND GRAVEL PIT)
7. KULAN INDUSTRIAL AREA
LOT 1275, PLAN 63260 CLSR
8. SOUTH END 20th AVE (CITY OWNED)
LOT 406, GROUP 804, 51347, (OFF CENTENNIAL
STREET IN RAVINE)

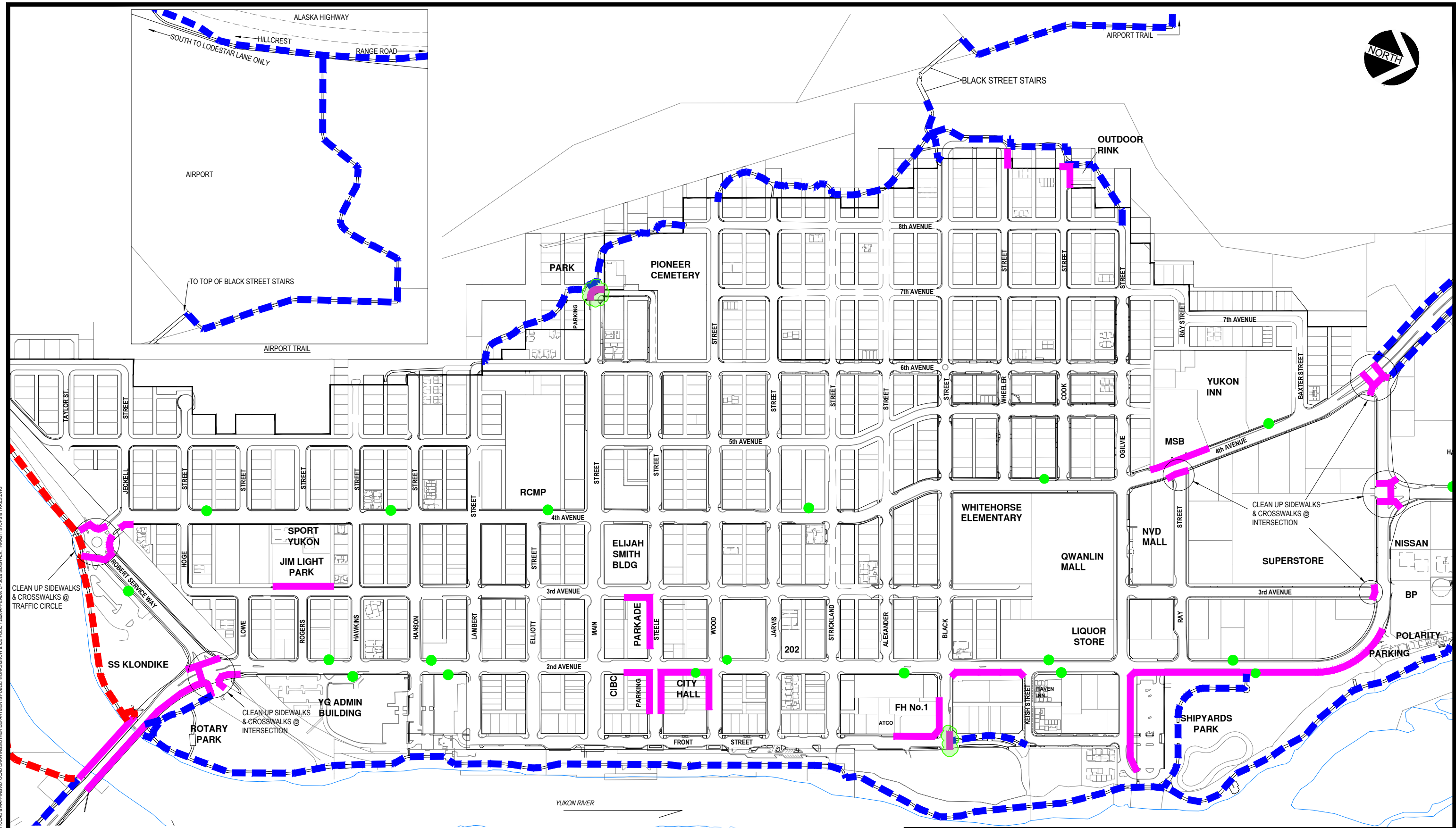
9. OLD TWO MILE HILL R.O.W.
ROAD RIGHT-OF-WAY (OLD TWO MILE HILL)
10. COPPER RIDGE (OFF FALCON DRIVE, NEAR AQUAMARINE)
VACANT CROWN LAND
11. NO LONGER IN USE (WHISTLE BEND)
12. HAMILTON BLVD EXTENSION (NEAR LOBIRD)
VACANT CROWN LAND (NEAR ROUNDABOUT)



SNOW & ICE CONTROL POLICY APPENDIX "B"
SNOW STORAGE SITES - OCT 2026



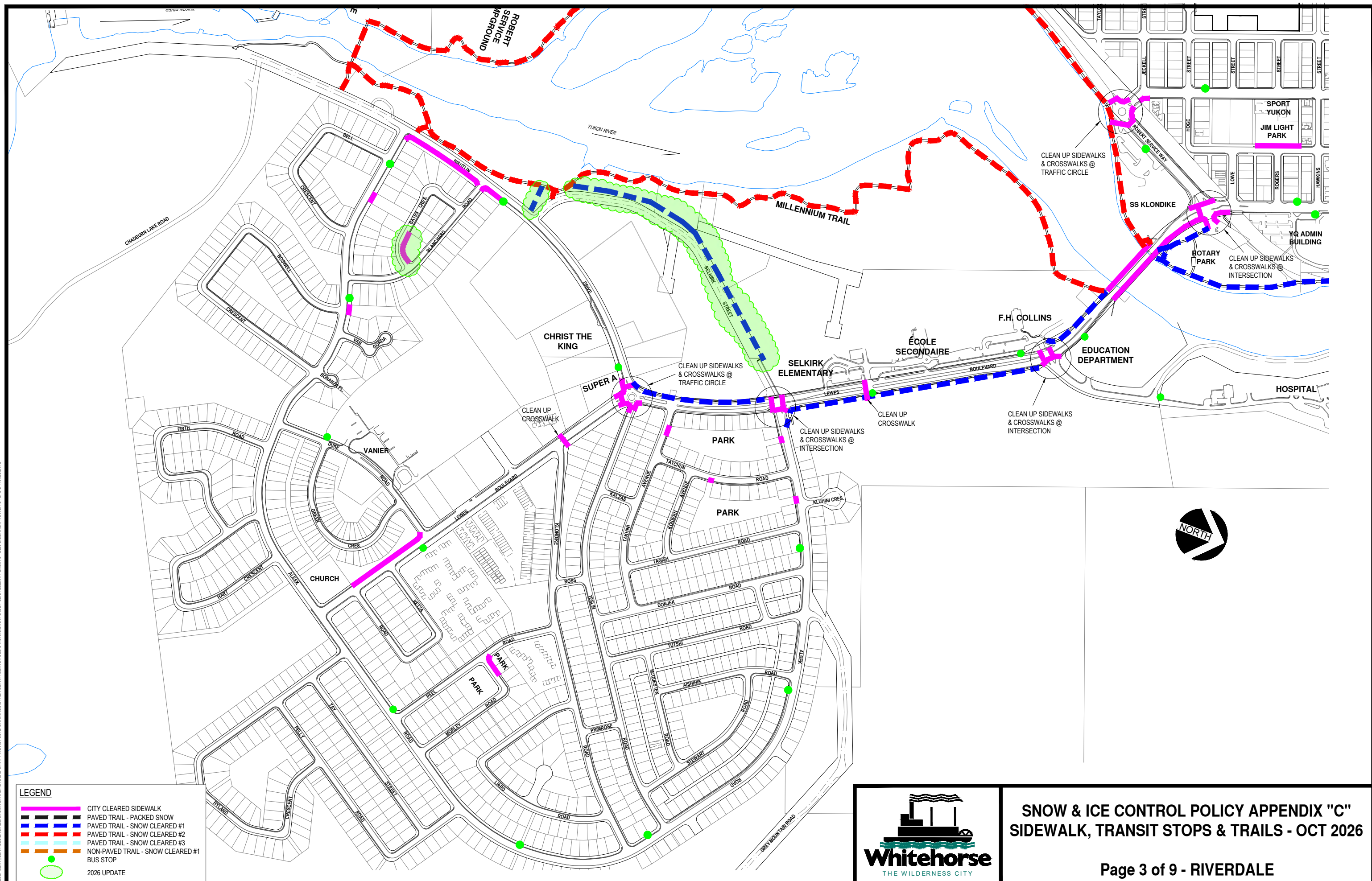
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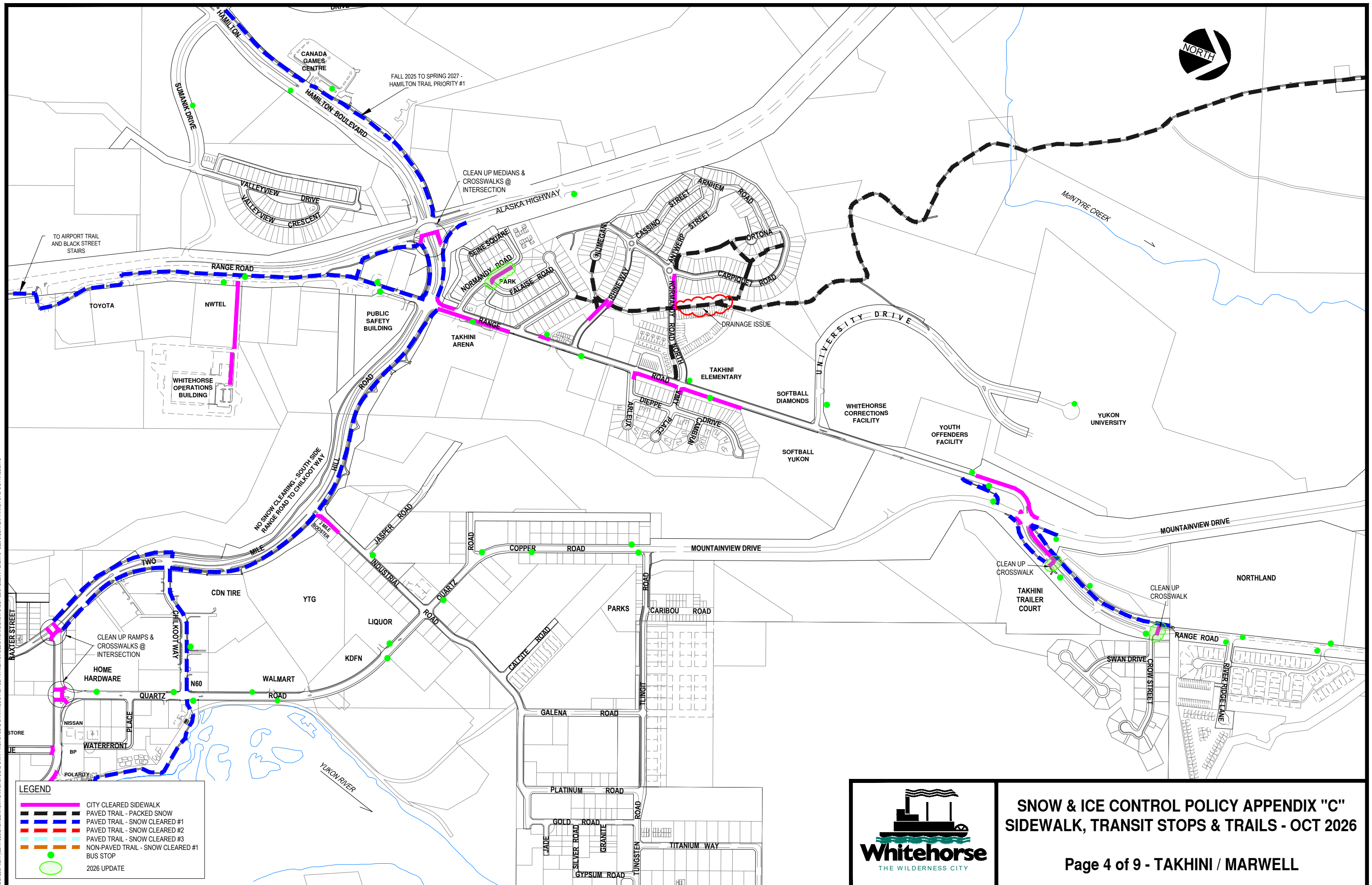
LEGEND

- CITY CLEARED SIDEWALK & CROSSWALKS
- PAVED TRAIL - PACKED SNOW
- PAVED TRAIL - SNOW CLEARED #1
- PAVED TRAIL - SNOW CLEARED #2
- PAVED TRAIL - SNOW CLEARED #3
- NON-PAVED TRAIL - SNOW CLEARED #1
- BUS STOP
- 2026 UPDATE





ROAD DEVELOPMENT SERVICES ENGINEERING INTERNAL AUTOCAD & MAPSINGAUTOCAD DRAWINGS OTHER DEPARTMENTS PUBLIC WORKS (SNOW & ICE POLICY) 2026 APPENDIX C - 2026 SIDEWALK, TRANSIT STOPS & TRAILS.DWG



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LEGEND

CITY CLEARED SIDEWALK

PAVED TRAIL - PACKED SNOW

PAVED TRAIL - SNOW CLEARED #1

PAVED TRAIL - SNOW CLEARED #2

PAVED TRAIL - SNOW CLEARED #3

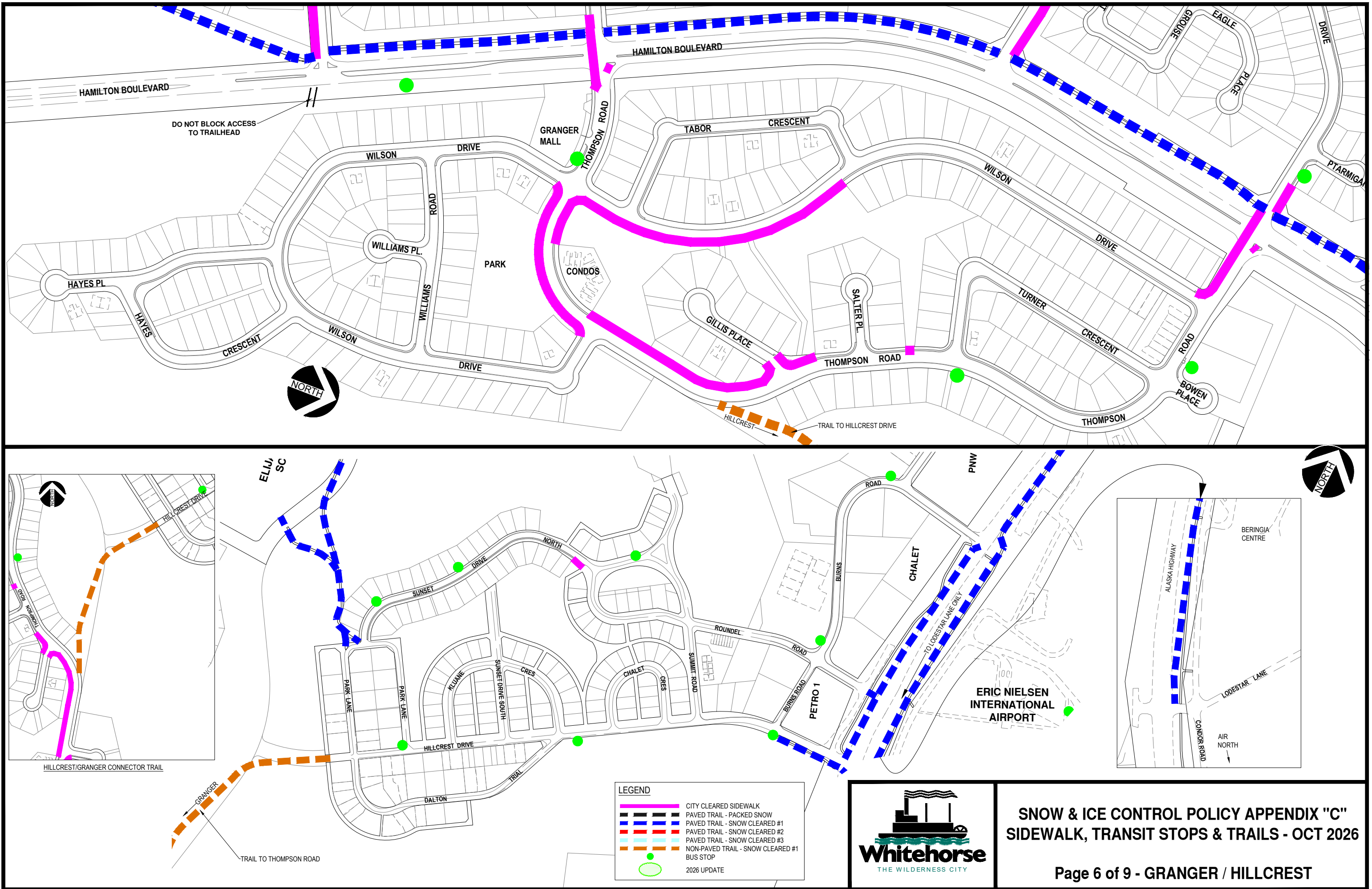
NON-PAVED TRAIL - SNOW CLEARED #1

BUS STOP

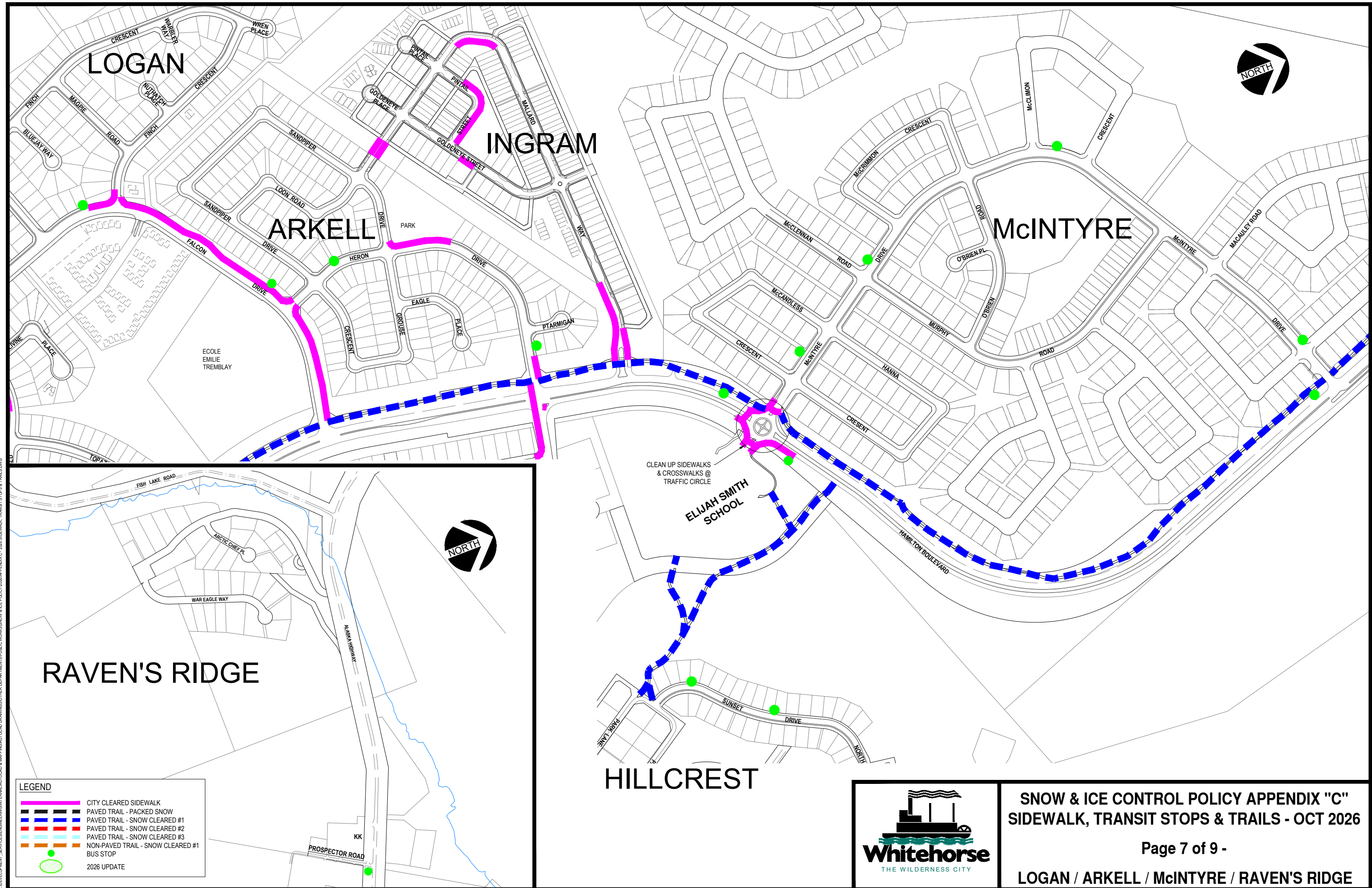
2026 UPDATE



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SNOW & ICE CONTROL POLICY APPENDIX "C"
SIDEWALK, TRANSIT STOPS & TRAILS - OCT 2026

Page 7 of 9 -

LOGAN / ARKELL / McINTYRE / RAVEN'S RIDGE



PERMIT # _____ - 2026/27*

SNOW DUMP PERMIT APPLICATION

Applicant's Name: _____

Business Name: _____

Mailing Address: _____

Telephone Number: _____

E-mail: _____

Vehicle(s) and license plate number(s):

* License plate number and payment is required prior to receiving a snow dump permit*

Location of Snow Dump: **ROBERT SERVICE WAY SNOW DUMP ONLY**

Type of Permit:	Season	(Fall 2026 to Spring 2027) Commercial**	\$1,000
	Season	(Fall 2026 to Spring 2027) Residential**	\$250
	One Day	(Date: _____) Non-Commercial**	\$50

Amount of Fee* Received: _____ Receipt Number: _____

This permit entitles the holder to deposit snow at the snow dump as defined in the City of Whitehorse Snow and Ice Control Policy. *NO hazardous waste or garbage is to be dumped at the snow dump. Use of the snow dump is at the sole risk of the permit holder. The City of Whitehorse will not be responsible for any personal injury or property damage that may occur through the Applicant's use of a snow dump. In applying for and accepting this permit, the Applicant hereby expressly agrees to indemnify and hold harmless the City against all claims, causes of action, suits, costs (including all legal costs) in any way related to the Applicant's use of a snow dump.*

Signature of Applicant: _____

City of Whitehorse Approval: _____
Fleet and Transportation Maintenance

Date Issued: _____
cc: City of Whitehorse – Bylaw Services

*Year/Season to be updated by Staff for the Current Winter Season

**Or the Fee as per current City of Whitehorse Fees and Charges Bylaw

CITY OF WHITEHORSE
SENIOR/DISABLED WINDROW REMOVAL APPLICATION

Persons applying for this service must be over 65 years of age or have a defined disability. For disability applications, the applicant must have a doctor's note which clearly indicates the name of the person applying for this service and confirms that this person has a permanent physical or cognitive disability.

This windrow removal service is to remove or lessen the impact of City plowing snow on roads across the ends of private driveways for those meeting eligibility requirements. We appreciate your patience as windrow removals under this program take time to complete across the City. Windrow removal is dependent on the availability of resources and windrows may not be removed every time the City plows.

Please send completed forms to Transportation Maintenance by email to tm@whitehorse.ca or bring into 187 Range Road.

This service is not available if there is an able person living at the residence.

Application for the 20____/20____ season

Please check: Initial Application _____ or Renewal _____

Applicant Name: _____

Date of Birth: _____

Description of Disability (if applicable): _____

Address: _____

Telephone/Cell Number _____

Other people living with Applicant:

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Signature of Applicant: _____

Date: _____

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Paolo Gallina

Vice-Chair: Eileen Melnychuk

September 21, 2026

Meeting #2026-17

-
1. Festival and Special Event Grants Allocations
Presented by Nicole Tattam, Supervisor, Parks
 2. Lease Agreement – Frank Slim Building Concession Services
Presented by Nicole Tattam, Supervisor, Parks
 3. New Business

ADMINISTRATIVE REPORT

TO:	Community Services Committee
FROM:	Administration
DATE:	September 21, 2026
RE:	Festival and Special Event Grant Allocations

ISSUE

Approval of the Festival and Special Event (FSE) grant allocations.

REFERENCE

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

HISTORY

Council policy governs the allocation of Festival and Special Event grants, by providing funding of up to \$50,000 annually to registered non-profit societies or community organizations wishing to hold a festival or special event within the City of Whitehorse. The program also offers City in-kind support. Applications were accepted until August 31, 2026, for festivals and special events occurring between January 1 and December 31, 2027.

In addition to grant funding, the program provides City in-kind support, which is not included in the program's annual grant funding allocation. In-kind services may include road closures, traffic control, snow clearing, and other municipal services.

In accordance with the City Grant Making Policy (2024-05), the maximum annual grant funding that may be awarded to any one organization across all City grant programs is \$60,000. City-provided in-kind support is included in this funding cap.

Through this program, the City demonstrates its commitment to fostering vibrant and diverse community experiences for residents and visitors alike. Supported events strengthen community connections, encourage volunteerism, generate economic benefits for local businesses, and create opportunities for local vendors and artisans.

ALTERNATIVES

1. Approve the recommended Festival and Special Event Grant allocations; or
2. Refer the matter back to Administration.

ANALYSIS

Administration reviewed and evaluated twenty-four (24) applications for eligibility under the Festival and Special Event Grant Policy. All applications were assessed against the Festival & Special Event Grant Policy, and five (5) applications were not eligible, and nineteen (19) applications were confirmed to meet the eligibility and evaluation criteria outlined in the Policy. A total of \$103,057.50 in grant requests and \$35,589.74 for in-kind service was requested by the eligible applications. There are six events that did not apply in the previous year, including Whitehorse Kite Carnival, Whistlebend Festival, Pan-

African Group Association, Yukon Prize for Visual Arts Festival Weekend, One World Global Festival, and Zimbabwe Independence Gathering.

Eligibility requirements include that the applicant be a non-profit society in good standing, that the festival or event be held within Whitehorse, that no other municipal funding be provided for the same festival or event, and that the event aligns with the Festival or Special Event definition in the Policy. Under the policy applicants need to demonstrate community support through volunteer participation, confirmed external funding, engagement of community partners, event uniqueness, and the extent of community outreach. In-kind service requests were reviewed by Administration to confirm that they could be accommodated within existing operating budgets.

There were nineteen (19) eligible applications with a total value of eligible grant requests of \$103,057.50, exceeding the available grant budget of \$50,000. To distribute grant funds fairly among all eligible applicants, each eligible applicant received the same percentage of their requested amount (48.52%), ensuring that all applicants shared equally in the available funding while keeping the total allocation within the approved budget. The funding percentage was calculated by dividing the total available funding of \$50,000 by the total eligible funding requests of \$103,057.50.

Funding and in-kind support is being recommended for all 19 applications with details provided in the Festival and Special Event Grants Summary included as Attachment 1. Council has the authority to deny any of the recommendations brought forward by the committee. If funding is not approved, some projects may be reduced in scope or may not proceed.

ADMINISTRATIVE RECOMMENDATION

That Council approve the Festival and Special Event Grant allocations in the amount of \$50,000.

2026 Festival and Special Event (F&SE) Grant Application Summary							2025 Approved F&SE Grants & In-Kind		2026 Recommended F&SE Grants & In-Kind	
#	Applicant	Event Name	Event Date	Total Event Budget	Grant Request	In-Kind Request	Funded Grant Amount	Funded In-Kind Amount	Recommended Grant Amount	Recommended In-Kind Amount
1	Association Franco-Yukonnaise	Solstice Saint-Jean 2027	June 23, 2027	\$ 45,550.00	\$ 8,500.00	\$ -	\$ 4,907.65	\$ -	\$ 4,123.91	\$ -
2	All-City Band Society	Music for a Winter's Eve Concert	December 13, 2027	\$ 8,467.00	\$ 2,000.00	\$ -	\$ 907.65	\$ -	\$ 970.33	\$ -
3	B2gather Club	Whitehorse Kite Carnival	July 17, 2027	\$ 5,527.19	\$ 2,000.00	\$ -	Did not apply	\$ -	\$ 970.33	\$ -
4	chiMOchiMO Experiences Society	Yukon Fringe Festival	Sep 30 - Oct 3, 2027	\$ 88,873.00	\$ 5,000.00	\$ -	\$ 2,407.65	\$ -	\$ 2,425.83	\$ -
5	Gwaandak Theatre Society	Awaken Festival	April 11 - April 25, 2027	\$ 198,676.00	\$ 5,000.00	\$ 728.00	\$ 4,907.65	\$ 728.00	\$ 2,425.83	\$ 728.00
6	Pan-African Group Association Yukon	Pan-African Group Association	February 20, 2027	\$ 11,500.00	\$ 5,000.00	\$ -	Did not apply	\$ -	\$ 2,425.83	\$ -
7	Pivot Theatre Yukon Society	Pivot Festival	January 4 - January 31, 2027	\$ 82,410.00	\$ 7,000.00	\$ 5,670.00	\$ 3,407.65	\$ 6,615.00	\$ 3,396.16	\$ 5,670.00
8	Royal Canadian Legion	Canada Day	July 1, 2027	\$ 16,000.00	\$ 5,000.00	\$ 1,815.42	\$ 2,407.65	\$ 2,226.06	\$ 2,425.83	\$ 1,815.42
9	Whistle Bend Neighbourhood Association	Whistle Bend Festival	July 17, 2027	\$ 4,225.00	\$ 2,112.50	\$ -	Did not apply	\$ -	\$ 1,024.91	\$ -
10	Sport Yukon	Klondike Road Relay	September 10 - 11, 2027	\$ 293,100.00	\$ 2,000.00	\$ 3,092.44	\$ 907.65	\$ 2,815.80	\$ 970.33	\$ 3,092.44
11	The Heart of Riverdale Community Centre	Cypherfest JR street dance and music festival	July 26 - August 1, 2027	\$ 95,586.00	\$ 11,000.00	\$ -	\$ 5,427.60	\$ -	\$ 5,336.83	\$ -
12	Whitehorse Nordic Ski Society	Whitehorse Nordic Festival	March 14, 2027	\$ 9,999.00	\$ 5,000.00		\$ 2,107.65	\$ -	\$ 2,425.83	\$ -
13	Yukon Anti-Poverty Coalition	Whitehorse Connects	January 26, 2027	\$ 9,300.00	\$ 5,000.00	\$ -	\$ 2,407.65	\$ -	\$ 2,425.83	\$ -
14	Yukon Arts Centre	Midnight Sun Moppets Children's Festival	June 5, 2027	\$ 32,613.00	\$ 5,000.00	\$ 315.00	\$ 2,407.65	\$ 630.00	\$ 2,425.83	\$ 315.00
15	Yukon Arts Foundation	Yukon Prize for Visual Arts Festival Weekend	October 1 - 3, 2027	\$ 206,964.00	\$ 7,500.00		Did not apply	\$ -	\$ 3,638.75	\$ -
16	Yukon Film Society	Available Light Film Festival	February 11 to February 21, 2027	\$ 412,076.00	\$ 7,000.00	\$ 6,787.14	\$ 4,907.65	\$ 7,627.14	\$ 3,396.16	\$ 6,787.14
17	Yukon Sourdough Rendezvous Society	Yukon Rendezvous Festival	February 12 to February 28, 2027	\$ 708,079.33	\$ 8,950.00	\$ 17,181.74	\$ 4,257.65	\$ 17,838.38	\$ 4,342.24	\$ 17,181.74
18	Yukon Tourism Education Council	One World Global Festival	June 27, 2027	\$ 42,117.65	\$ 5,000.00	\$ -	Did not apply	\$ -	\$ 2,425.83	\$ -
19	Zimbabwe Cultural Society Yukon (ZICUSO)	Zimbabwe Independence Gathering	April 17, 2027	\$ 6,050.00	\$ 4,995.00	\$ -	Did not apply	\$ -	\$ 2,423.40	\$ -
Total				\$ 103,057.50	\$ 35,589.74	\$ 41,369.40	\$ 38,480.38	\$ 50,000.00	\$ 35,589.74	

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Total					\$ 103,057.50	\$ 35,589.74	\$ 41,369.40	\$ 38,480.38	\$ 50,000.00	\$ 35,589.74

ADMINISTRATIVE REPORT

TO:	Community Services Committee
FROM:	Administration
DATE:	September 21, 2026
RE:	Lease Agreement – Frank Slim Building Concession Services

ISSUE

Temporary extension of the existing lease with DK Nguyen and entering into a lease agreement with DK Nguyen to provide a food concession at the Frank Slim Building in Shipyards Park year-round.

REFERENCE

- [City Procurement Policy 2020-03](#)
- [Lease Agreement – DK Nguyen \(June 2025\)](#)
- Proposed Bylaw 2026-33 (Attachment 1)

HISTORY

The current lease for the Frank Slim Building in Shipyards Park with DK Nguyen, authorized under Bylaw 2025-28, ends on September 30, 2026. There will be a gap between the end of the current lease (2025-28) and the start of the new lease (2026-33).

In accordance with the City's Procurement Policy, the City solicited responses to a Request for Proposal (RFP) to provide year round food concession at Frank Slim Building in Shipyards Park for a two year period starting in October 2026.

The RFP documents were made publicly available on July 24, 2026, via the City's e-procurement platform Bonfire. The RFP closed on August 21, 2026, and one submission was received. The previous two leases for food concession at Frank Slim Building in Shipyards Park have been seasonal leases, with a two-year duration.

ALTERNATIVES

1. Enter into a lease agreement with DK Nguyen and by resolution temporarily extend the current lease by 90 days or until the new lease begins; or
2. Do not enter into a lease agreement.

ANALYSIS

Under the existing lease, amendments may be made at any time provided both parties are in agreement. This would enable a temporary extension of the existing lease and is recommended to maintain continuity of concession services at the Frank Slim Building between the expiry of the current lease on September 30, 2026, and the commencement of the new lease. The extension would be for the shorter of 90 days or until the new lease begins. Extending the current lease for this temporary period will avoid an interruption in service, allow DK Nguyen to continue operating under the existing terms while the new lease proceeds through the bylaw process, and support continued public access to food and beverage services in Shipyards Park during the transition period.

For the new lease, the proposal was reviewed by Administration. The evaluation criteria set out in the RFP assessed the quality and completeness of the submission and considered a number of factors. Those factors included the proponents company background and experience, proposed food concession service with a sample menu that would cater to broad public appeal, graphics and advertising, sanitation and safety, and the proposed general approach and methodology.

The review committee verified compliance with the specifications and terms and conditions in accordance with the instructions to bidders and concurred DK Nguyen met the requirements and has the capability to perform the service. The proposed two-year lease agreement will commence November 1, 2026 and expire October 31, 2028.

Based on the public posting of the RFP, the evaluation confirmed that the process provided sufficient public market exposure, that the submission was compliant with the RFP requirements, and that the proposed lease represents fair value to the City.

Per the lease agreement, the operator will maintain daily regular hours of operations from 11:00am to 4:00pm and will be required to keep the premises in good repair and undertaking preventative maintenance activities like cleaning of the grease trap and fume hood testing. The lease also provides the ability to the operator to request extended operation hours from the City.

The concession will enhance year round service levels at Shipyards Park by activating the Frank Slim Building, providing food and hot drink options, and encouraging more residents and visitors to use and spend time in Shipyards Park.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2026-33, a bylaw to authorize a lease agreement with DK Nguyen to provide food concession services at the Frank Slim Building in Shipyards Park, be brought forward for consideration under the bylaw process; and

THAT Council authorize that the existing lease agreement with DK Nguyen be temporarily extended by 90 days or until the new lease begins.

CITY OF WHITEHORSE
BYLAW 2026-33

A bylaw to authorize a lease agreement.

WHEREAS section 265 of the *Municipal Act* (2002) provides that council may pass bylaws for municipal purposes respecting the municipality's leasing of any real or personal property; and

WHEREAS council deems it desirable to enter into a lease agreement for the provision of a seasonal food concession service at the Frank Slim Building in Shipyards Park for the period from November 1, 2026 to and including October 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 authorized to enter into a lease agreement with DK Nguyen with respect to the provision of food concession services in the Frank Slim Building in Shipyards Park.
2. The Mayor and Corporate Services are hereby authorized to execute on behalf of the City of Whitehorse the Lease Agreement attached hereto as Appendix "A" and forming part of this bylaw.

COMING INTO FORCE

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

LEASE AGREEMENT made this 1st day of November 2026

BETWEEN:

THE CITY OF WHITEHORSE

Frank Slim Building
100 Ogilvie Street
Whitehorse, Yukon
Y1A 0G6

(hereinafter known as "The City")

-AND-

DK NGUYEN
HUU DUNG NGUYEN
Suite 01-2157 2nd Avenue
Whitehorse, Yukon
Y1A 1C6

(hereinafter known as "The Lessee")

WHEREAS the City requires the services of the Lessee in connection with the non-exclusive provision of Concession Services at the Frank Slim Building.

WHEREAS, in accordance with the City's Purchasing and Sales Policy, the City of Whitehorse received a proposal to provide Concession Services at the Frank Slim Building subject to the terms and conditions hereunder; and

WHEREAS, the City of Whitehorse solicited responses to its RFP 2026-042 for Food Concession Service Shipyards Park and the City selected DK Nguyen's proposal in response to said RFP; and

WHEREAS, the City of Whitehorse wishes to grant the Lessee the right to provide Concession Services in the Frank Slim Building located at 100 Ogilvie Street in Whitehorse, YT, under the terms and covenants of this Agreement and all attached to this agreement.

NOW THEREFORE in consideration of the promises, mutual terms, covenants and conditions herein, the parties hereto agree as follows:

1. DEFINITIONS

"Adult" means a person nineteen (19) years of age and older.

"City" refers to the City of Whitehorse, Frank Slim Building, employees and volunteers.

"Concession Agreement" means the written agreement between the City of Whitehorse and the Concession Operator for the operation of the Frank Slim Building Concession.

"Consumer Related Products" means the sale of items that are of direct use by user groups in conducting their activities.

"Council" means the duly elected Council of the City of Whitehorse.

"Food, Beverage, Refreshment" means the sale of drinks (other than spirituous, fermented or intoxicating liquids), and materials made into or used as food.

"Lessee" means all employees, volunteers, owners and partners in the "The Lessee".

"Manager" means the Parks Program Coordinator for the City of Whitehorse.

"Regular Operational Hours" means the public hours of operation for the Frank Slim Building facility of 11:00am-4:00pm daily.

2. RETAINER

The Lessee is retained for the sole purpose of providing Concession Services at the Frank Slim Building. As such, the Lessee is retained only for the duration of this Agreement, commencing November 1, 2026, and ending October 31, 2028.

The Frank Slim Building's regular hours of operation are 11:00 a.m. to 4:00 p.m. daily, from January 1st – December 31st. The proposed hours of operation by the Lessee will not necessarily be restricted to operational hours of the Frank Slim Building. The Lessee should include hours of operation in their proposal and arrangements between the Lessee and the City may be made. The menu of items and pricing included in the submission forming part of this Lease Agreement.

3. LEASE TERM, EXTENSION AND OVERHOLDING

Initial Term

The term of this lease shall commence on November 1, 2026 and shall continue for a period of two (2) years, expiring on October 31, 2028, unless earlier terminated in accordance with the terms of this lease agreement.

Extension Option

Subject to the Lessee having satisfactorily performed its obligations under this Lease and Council's approval, the City may, at its sole discretion, offer to extend the Lease for an additional period of one (1) year. Any such extension shall be subject to the terms and conditions agreed to by the parties in writing.

The Lessee shall have no automatic right or entitlement to renew or extend this Lease. Any renewal or extension must be expressly agreed to in writing by the City and the Lessee and executed by the parties before the expiry of the Initial Term.

Overholding

If the Lessee remains in possession of or continues to operate from the Premises after the expiry of the Initial Term or any subsequently agreed extension, without a written extension or renewal having been executed by the parties, the Lessee shall be considered to be overholding. The Lessee shall not be entitled to remain in possession of the Premises unless the City has provided its prior written consent.

If the City provides written consent to the Lessee remaining in possession after the expiry of the Lease, such occupancy shall be on a month-to-month basis and otherwise subject to the terms and conditions of this Lease, except as otherwise agreed in writing by the parties. The City may terminate such month-to-month occupancy by providing the Lessee with thirty (30) days' written notice.

During any authorized overholding period, the Lessee shall continue to pay the rent and all other charges payable under this Lease.

4. HOURS OF OPERATION

- 4.1 The Lessee covenants with the City to operate the concession in the Frank Slim Building for the period commencing November 1, 2026 and ending October 31, 2028.
- 4.2 The Frank Slim Building facility is open daily on a year-round basis with the following hours of operation.
- 4.3 The hours of operation shall be adjusted to accommodate repairs and/or renovations to Frank Slim Building. Written notice shall be sent to the Lessee fourteen (14) days prior to the commencement of such renovations.
- 4.4 Notwithstanding Item 3.3 the City may order the temporary and immediate withdrawal of the facility from public/group use for emergency repair. The withdrawal of use may be made with no advance notice. The Lessee shall receive verbal notice within twelve (12) hours and subsequent written notice within seventy-two (72) hours of such verbal notice of withdrawal of the facility from use.

5. OPERATION OF THE CONCESSION

- 5.1 The Lessee shall comply with all statutes, regulations and bylaws, whether federal, territorial or municipal, and in particular the Lessee shall comply with the provisions of the Business Licensing Bylaw.
- 5.2 The Lessee shall be responsible for maintaining all licenses and permits required for the operation of the concession at his/her own expense. Copies of all documents (business license, environmental health permit, development permit (if required)) shall be submitted to the City fourteen (14) days prior to opening.
- 5.3 The Lessee shall ensure that wherever possible an adequate staff and/or supervision of responsible adult persons shall be in attendance inside the concession when the concession is open.
- 5.4 The Lessee shall perform all janitorial services related to the concession and concession storage area. The Lessee will also maintain the area immediately surrounding the concession in a clean and litter free condition as required.
- 5.5 The Lessee undertakes and covenants to keep the said premises in good repair. Reasonable wear and tear and damage by tempest, flood, lightening or acts of God, exempted.
- 5.6 The Lessee shall not put up, exhibit, permit or allow to be put up or exhibited in or on the concession area, any sign, notice, notice board, painting, design or advertisement without prior written consent of the City.
- 5.7 The Lessee covenants not to carry on any business on the premises that is offensive, dangerous or a nuisance, nor allow the same to be used for any illegal or immoral purposes; or operate any business other than the sale of food, beverage and consumer related products as proposed.
- 5.8 The Lessee covenants that he/she will not carry on or permit upon the said premises any trade, occupation, suffer to be done or any other thing which may render any increased or extra premium payable for the insurance of the said premises against fire, or which may make void or voidable any policy of such insurance.

- 5.9 The Lessee undertakes to stock sufficient supplies to meet the reasonable requirements of the user at each activity.
- 5.10 The Lessee will not assign the concession or any of the rights or obligations under this Agreement without the prior written consent of the City and such consent shall be at the absolute discretion of the City.
- 5.11 The Lessee shall be responsible for the security of the concession. When the concession is unattended, shutters and doors will be left secured and locked. The Lessee shall be responsible for the cost of any alternations or modifications to the premises, which have been, or may be required to provide a secure concession area, and no such alterations or modifications shall be undertaken without the prior written consent of the City.
- 5.12 The City agrees to supply, at no cost to the Lessee, the costs of utilities for the concession and concession storage area. Services shall be limited to water, sewer, electricity and heating.
- 5.13 The Lessee shall be entitled to retain for his/her own use any profits derived from his/her operation of the concession (which is over and above any commitments made to the City via the tendered documents).

6. SUPPLY OF EQUIPMENT

- 6.1 The Lessee undertakes to supply all equipment, other than City owned equipment presently on the premises, as listed in Appendix A, and to adequately provide the services that are reasonably expected from the operation of the concession.
- 6.2 The City agrees to keep said City owned equipment in good repair and working condition and shall be responsible for all costs incurred excluding costs resulting from deliberate and negligent acts and omissions of the Lessee, his/her servants, agents, licensees and contractors.
- 6.3 The Lessee agrees to operate all City owned equipment on the premises in accordance with the rules, regulations and procedures as established by the manufacturer and/or the City. The Lessee further agrees to advise the City immediately in the event of an issue with City owned equipment.
- 6.4 The Lessee shall, at its sole cost, arrange for the inspection, cleaning, and maintenance of the grease trap at a minimum of once every six (6) months, or more frequently if required by the manufacturer, applicable legislation, or the operational demands of the Lessee's business. The Lessee shall provide the City with copies of all inspection, cleaning, and maintenance records, including contractor invoices and service reports, within fourteen (14) days of the work being completed. Failure to complete the required maintenance or provide satisfactory proof of completion may be considered a default under this Agreement and may result in corrective action by the City in accordance with the default provisions of this Lease.**5.5 Gas Stove, Oven, Range Hood, and Fire Suppression System Maintenance**
- 6.5 The Lessee shall, at its sole cost, maintain the gas stove, oven, range hood, exhaust system, exhaust filters, and kitchen fire suppression system in good working order and shall be responsible for all routine maintenance, required inspections, servicing, cleaning, testing, certification, and repairs arising from the Lessee's use of the equipment.

- 6.6 The Lessee shall ensure that the range hood, exhaust system, and filters are professionally cleaned and inspected at the frequency required by applicable fire and building codes, manufacturer recommendations, and the Lessee's operations. The Lessee shall also ensure that the kitchen fire suppression system is inspected, tested, certified, maintained, and recharged (where required) by a qualified contractor at the frequency required by applicable fire codes, manufacturer requirements, and regulatory authorities.
- 6.7 The Lessee shall provide the City with copies of all inspection, cleaning, testing, certification, and service records, including contractor invoices and reports, within fourteen (14) days of completion. The City reserves the right to request additional documentation or conduct inspections to verify compliance.
- 6.8 Failure to complete the required inspections, cleaning, maintenance, servicing, testing, certification, or repairs, or to provide satisfactory proof of completion within the required timeframes, shall constitute a default under this Agreement and may result in corrective action by the City in accordance with the default provisions of this Lease.
- 6.9 The Lessee agrees to cooperate with regular monthly cleanliness inspections of the Frank Slim Building kitchen facility with the City.

7. INSURANCE

- 7.1 The City agrees to provide, at its expense, insurance coverage for the building and the City owned contents. Coverage shall not include third party liability insurance for the Lessee or contents owned by the Lessee.
- 7.2 The Lessee acknowledges that any coverage beyond the building and content coverage, whether by way of limits or deductible on the City policy, shall be at the expense of the Lessee.
- 7.3 The Lessee shall supply proof and maintain valid insurance under a contract of Comprehensive General Liability Insurance, acceptable to the City of Whitehorse, with a licensed insurer, in an amount of not less than \$3,000,000.00 per occurrence, insuring against bodily injury, including personal injury and property damage, including the loss of use thereof. Such insurance shall name the City of Whitehorse as an additional insured party and extend to include liability assumed under contract and shall precluded subrogation claims by the insurer against the City of Whitehorse, its agents, or employees.
- 7.4 The policy of insurance referred to in the item above shall contain provisions or endorsements respecting complete operations coverage, such coverage shall be expressed to be in effect continuously for a period of at least one year after the acceptance by the City of Whitehorse of the completed services. Any policy applicable to this project must not contain a deductible amount that is not satisfactory to the City of Whitehorse.
- 7.5 The Lessee shall indemnify and save harmless, the City, its servants, employees, agents, licensees and contracting parties from and against all actions, suits, claims, loss, costs, charges, damages, expense and demands which may be made against those parties arising out of the operation of the concession, the consumption of food, beverage, refreshments or the use and occupation of the arena premises.

8. PAYMENT

- 8.1 The parties agree that the Lessee shall pay to the City a monthly sum as per listed, plus GST:
- \$3,100.00/month
- 8.2 The parties hereby agree that this agreement is in effect for the period commencing November 1, 2026, to October 31, 2028, inclusive.
- 8.3 The City shall not be liable to make good to the Contractor any operating losses sustained by the Contractor in the operation of concession services.
- 8.4 The parties agree that payments listed in Clause 8.1 of this agreement shall be due 30 days from the date of the invoice (i.e. an invoice issued on February 28th, 2027, would be due March 30th, 2027).
- 8.5 The Contractor must pay the City a monthly rental rate of \$3,100.00. Payments shall be computed monthly and be delivered by the Contractor, to the City of Whitehorse Finance Department. Proponent shall remit the rental rate of \$3,100.00 each month due to the City on or before 30 business days following the month just ended.

9. PERFORMANCE

- 9.1 The Lessee agrees to pay the City one month's rent of \$3,100.00 as performance deposit. The deposit is refundable on October 31, 2028, providing all terms and conditions of this agreement are fulfilled.
- 9.2 If the agreement is terminated for any reason other than the non-payment of sums under Section 8, the Lessee shall have the right to remove, without damaging the premises, any equipment owned by the Lessee and brought into the concession area.

10. EXCLUSIONS, RESERVATIONS AND RESTRICTIONS

- 10.1 Nothing in this agreement will be construed as authorizing the Lessee to conduct any business separate and apart from this agreement or in areas other than those areas assigned for conducting business under this agreement located in the kitchen of the Frank Slim Building.
- 10.2 The Lessee will not interfere or permit interference with the use, operation, or maintenance of the Frank Slim Building, including but not limited to, the effectiveness of accessibility of the drainage, sewage, water, communications, fire protection, utility, electrical, or other systems installed or located from time to time at the Facility; and the Lessee will not engage in any activity prohibited by the City's existing or future noise abatement procedures nor its Rules and Regulations, Policies and Operating Procedures of the Frank Slim Building and the City of Whitehorse.
- 10.3 The Rights and privileges granted the Lessee Services will be subject to any and all Policies, Rules, Regulations and Operating Directives established by the City of Whitehorse, as may be amended from time to time.
- 10.4 Nothing in this agreement will be construed as establishing exclusive rights, operational or otherwise, other than the right granted herein for the use of the Assigned Areas by the Lessee.

11. INSPECTION OF ASSIGNED AREAS

The City of Whitehorse or its duly authorized representatives or agents and other persons designated by it, will routinely inspect the Assigned Area throughout the term of this Agreement for the purpose of determining whether or not the Lessee is complying with the terms and conditions of this Agreement. In the event that such inspection reveals that the Lessee's operations are considered substandard in any way, The City of Whitehorse will provide notice to the Lessee of its findings and request a written response from the Lessee addressing the specific areas considered substandard and outlining a plan for improvement. Upon the City's acceptance of the improvement plan, the Lessee will immediately undertake the improvement actions and will obtain final acceptance by the City. Failure by Lessee to complete the improvement plan may constitute default under this Agreement, at the sole determination of the City of Whitehorse.

The Lessee is responsible for and must ensure the safety/cleanliness of the food and premises and equipment throughout the contract period. Should patrons/staff become ill or there is suspicion of food poisoning as a result of the food provided by the Lessee, the City reserves the right to immediately cease the contract until the facility is re-inspected and approved for use.

The Lessee assumes all responsibility for the health and safety of its patron's staff and volunteers.

12. CUSTOMER SERVICE

The Lessee will fulfill the services as described to the professional industry standard and to the applicable Food and Safety Guidelines as outlined in the Yukon Government Health and Social Services: <http://www.hss.gov.yk.ca/environmentalfood.php> . The Lessee's staff shall conduct.

themselves in a professional manner when dealing with patrons and staff at the Frank Slim Building. Complaints received by patrons or staff of the Frank Slim Building will be brought to the appropriate City staff member who will contact the Lessee regarding the matter.

13. EMPLOYEES

The Lessee will, within reason, control the conduct, demeanor and appearance of its employees. Upon objection from the City concerning the conduct, demeanor or appearance of any such person(s), will immediately take all reasonable steps necessary to remove the cause of objection.

The operations of the Lessee, its employees, agents and suppliers will be conducted in an orderly and proper manner.

The Lessee agrees that its employees will be of sufficient number so as to properly conduct the Lessee's operations. The Lessee will at all times be responsible for the performance and obligations of anyone working on the Lessee's behalf through the duration of the Lease.

14. PERMITS AND LICENSES

The Lessee will obtain and maintain throughout the term of this Agreement all permits, licenses, or other authorizations required in connection with the operation of its business at the Frank Slim Building. Copies of all required permits, certificates, and licenses will be forwarded to Parks Supervisor, City of Whitehorse.

15. EQUIPMENT

Throughout the 2-year lease term, the City will be permitted to access the Frank Slim Building kitchen facility for inspections on a monthly basis to ensure all applications and equipment are clean and in good working order. Every 4 months the Lessee will be required to arrange a time with the City for regular maintenance of equipment, particularly the grease trap.

At the end of the 2-year lease term the Lessee will ensure all applications and equipment are in good working order, cleaned etc., as inspected by the City of Whitehorse prior to exiting the facility. Should any repair be required to the equipment, the City and the Lessee will discuss and agree on the schedule as needed.

16. EQUIPMENT REPAIR DURING CONTRACT PERIOD

The Lessee undertakes to supply all equipment required for the operation of the concession, other than City-owned equipment presently on the premises and listed in Appendix A, and to adequately provide the services reasonably expected from the operation of the concession.

The Lessee shall, at its sole cost and expense, be responsible for all maintenance, repairs, servicing, cleaning, inspections, testing, certification, replacement parts, and other work required to keep all equipment on the premises, including City-owned equipment listed in Appendix A, in good repair, safe condition, and proper working order throughout the term of this Agreement.

The City shall not be responsible for any maintenance, repair, servicing, cleaning, inspection, testing, certification, replacement, or related costs for equipment used in the concession, including City-owned equipment, except where the City expressly agrees in writing.

The Lessee shall operate all equipment in accordance with the manufacturer's instructions, applicable laws, regulations, codes, and any reasonable procedures established by the City, and shall immediately notify the City of any issue, damage, malfunction, or required repair involving City-owned equipment.

The Lessee shall not alter, remove, replace, dispose of, or materially modify any City-owned equipment without the prior written consent of the City. Any repairs, replacement parts, servicing, inspections, testing, or certification shall be completed by qualified personnel where required by law, manufacturer requirements, or industry standard.

At the end of the Contract or upon notice of termination, the Lessee shall clean all equipment and ensure that all equipment, including City-owned equipment, is in good repair and working order, reasonable wear and tear excepted.

Should the Lessee vacate the premises leaving any equipment unclean, damaged, unsafe, or not in proper working order, the City may arrange for the required cleaning, maintenance, servicing, or repair, and all related costs shall be payable by the Lessee upon invoice.

17. FAILURE TO MAKE TIMELY PAYMENTS

Without waiving any other rights or actions available to the City, in the event the Lessee fails to pay the required fees within 30 days from the date of the invoice, the City of Whitehorse reserves the right to charge the Lessee interest at a rate of 2% as per the Fees and Charges Bylaw, calculated from the date the payment became due until the date of payment. If the Lessee remains delinquent beyond the 30-day period, the City reserves the right to terminate this agreement upon written notice and seize equipment and products located at the City's facility.

18. INDEMNITY

The Lessee shall at all times and without limitation, indemnify and save harmless the City, its Councilors, officers, employees, volunteers and other representatives from and against all liability, claims, actions, losses, cost, damages, legal fees (on a solicitors and his own client full indemnity basis), arising out of your actions or omissions in performing the Services required under this Agreement. The provisions of this section are in addition to and will not prejudice any other rights of the City. This section shall survive the termination or expiry of this Agreement for any reason whatsoever.

19. TERMINATION

This Lease may be terminated for any reason including for failing to meet obligations of this contract by either party by giving one month's written notice to the other party. After this notice, all further obligations on the part of both the Lessee and the City come to an end.

The Lease may be amended at any time but only in writing, signed by both parties.

This Lease is binding upon the parties hereto, their respective trustees, administrators or successors in law.

This Lease constitutes the entire agreement including Appendices A between the parties relating to the subject matter hereof, and supersedes all prior and contemporaneous agreements, understanding, warranties or representatives, whether oral or in writing, except as specifically set forth herein.

By executing this Agreement, the Lessee confirms they have had the opportunity to seek professional or legal advice prior to executing this Agreement.

20. DEFAULT

Time of payment and performance is of the essence of this Agreement. Lessee shall be in default under this Agreement upon the occurrence of any one or more of the following events:

- 20.1 Lessee's failure to pay any fee or other charge when due and within (30) calendar days after notice from City of such nonpayment.
- 20.2 The Lessee's failure to maintain the insurance required in Section 7.
- 20.3 Lessee's assignment of any right hereunder in violation of Section 24.
- 20.4 Lessee's failure to perform, keep or observe any of the terms, covenants or conditions of this Agreement within seven (7) days (or such longer time as may be necessary to cure, provided that cure is commenced within the initial seven (7) days after notice from the City specifying the nature of the deficiency with reasonable particularity and the corrective action that is to be taken within such period to cure the deficiency.
- 20.5 The filing by Lessee of a voluntary petition in bankruptcy, the filing of an involuntary petition in bankruptcy against the Lessee, the taking of possession of all or substantially all of Lessee's assets pursuant to proceedings brought under the provisions of any act or the appointment of a receiver of all or substantially all of Lessee's assets and the failure of Lessee to secure the return of such assets and/or the dismissal of such proceeding within ninety (90) days after the filing.
- 20.6 The abandonment for period of seven (7) days by Lessee of the conduct of its services and operations during the season from the beginning of April through the end of October, or for a period of fourteen (14) days during the October through March off-season.

- 20.7 The assignment by Lessee of its assets for the benefit of creditors.
- 20.8 The death of the Lessee or dissolving of the organization.
- 20.9 In the event of a default by the Lessee, the City may terminate this Agreement effective immediately upon provision of written notice of such termination to the Lessee. In the alternative, the City may elect to keep the Agreement in force and work with Lessee to cure the default. If this Agreement is terminated, the City shall have the right to take possession of the Concession Space at the time of default. Lessee's liability to City for damages and rent shall survive the termination, and the City may re-enter, take possession of the Concession Space and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages.
- 20.10 Following re-entry or abandonment, City may make arrangements for use of the Concession Space by others and in that connection may make any suitable alterations or refurbish the Concession Space, but City shall not be required to make such arrangement for any use or purpose.
- 20.11 Rights and Remedies Reserved. It is understood and agreed that any rights and remedies reserved pursuant to this Article are in addition to any other rights or remedies the City may have pursuant to this Agreement or to applicable law to seek judicial enforcement, damages or any other lawful remedy.
- 20.12 Pre-Mature Agreement Termination. In the event that the Lessee does not fulfill the full term of the Agreement, the remainder of the annual fee shall be calculated and shall be required to be paid in full to the City.

21. LEGAL REQUIREMENTS

The Lessee shall ensure that the services comply with all relevant legislation including Codes, Bylaws and Regulations, Health and Safety Legislation as well as City policies and procedures. Where there are two or more laws, ordinances, rules, regulations or codes applicable to the services, the more restrictive shall apply.

The Lessee shall apply and pay for all necessary permits or licenses required for the execution of the Lessee's services.

22. COMPLIANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT

The Lessee shall be responsible for the safety of their staff and/or employees/ volunteers and equipment on the Project for the purposes of ensuring compliance with safety regulations for the Lessee.

The Lessee shall confirm it will comply with all the provisions of the Yukon Occupational Health and Safety Act, regulations and codes, and all amendments thereto, now or hereafter, made there under the said act and shall confirm it will indemnify the City of Whitehorse in respect to all matters arising out of or in connection with failure of the Lessee to comply in all respects with applicable provisions of the said act, regulations and codes.

Prior to commencement of services, the Lessee will provide a current Letter of Good Standing to the City of Whitehorse at procurement@whitehorse.ca.

23. NO RELATIONSHIP

Nothing contained herein shall be deemed or construed by the parties hereto nor by any third party as creating the relationship of employer and employee, principal and agent or a partnership or a joint venture between the parties hereto.

24. ASSIGNMENT

The Lessee shall not, without the prior written consent of the City, assign the benefit or in any way transfer the obligations of this Agreement or any part thereof.

25. NOTICES

Any Notices or other correspondence required to be given to an opposite party shall be deemed to be adequately given if sent by prepaid registered mail addressed as follows:

To Lessee: DK NGUYEN
Suite 01-2157 2nd Avenue
Whitehorse, Yukon Y1A 1C6
Attn: Huu Dung Nguyen
By email: Nguyen.hdung99@gmail.com

To the City: 139 Tlingit Street
Whitehorse, Yukon Y1A 1C2
By email: parks@whitehorse.ca

Notice given as aforesaid, if posted in the Yukon Territory, shall conclusively be deemed to have been given on the fifth (5th) business day following the date on which such Notice is mailed or e-mailed.

Either party may, at any time, give notice in writing to the other of any change of address of the party giving such notice and after the giving of such notice, the address therein specified shall be deemed to be the address of the said party for the giving of notice thereunder.

The word "notice" in this section shall be deemed to include any requests, statements or other writing in this Agreement provided or permitted to be given by the City to the Lessee or by the Lessee to the City.

26. LAWS OF THE YUKON TERRITORY

This Agreement shall be deemed to have been made in and shall be construed in accordance with the laws of the Yukon Territory and for the purposes of all legal proceedings; this Agreement shall be deemed to have been performed in the said Territory. If any provisions herein contained shall in any way contravene the laws of the Yukon Territory where this Agreement is to be performed, such provisions shall be severed from the Agreement and the remaining provisions shall continue in force and effect. Nothing herein shall restrict the right of the City to bring action against the Lessee in any Court of competent jurisdiction.

27. SUCCESSORS

This Agreement shall ensure to the benefit of and be binding upon the parties hereto and, except as herein before provided, the successors and assigns thereof.

28. JOINT AND SEVERAL COVENANTS

In the event that this Agreement is executed by two or more persons, the covenants and agreements herein contained will be and will be deemed to be joint and several covenants.

29. CHANGES TO AGREEMENT

No provision of this Agreement shall be deemed to have been changed unless made in writing signed by the City and the Lessee, and if any provision is unenforceable or invalid for any reason whatever, such unenforceability or invalidity shall not affect the remaining provisions of this Agreement, and such provisions shall be severable from the remainder of this Agreement and such provisions shall be severable from the remainder of this Agreement.



IN WITNESS WHEREOF the parties hereto have affixed their corporate seals by the hands of their proper officers in that behalf the day and year first above written.

CITY OF WHITEHORSE

DK NGUYEN

Signature

Signature

Please Print Name

Please Print Name

Title

Title

Date

Date

Signature

Please Print Name

Title

Date

Appendix A: List of Kitchen Appliance

ITEM	DESCRIPTION	QUANTITY
1	Four Burner Ranger	1
2	Commercial grade oven	1
3	Oven Hood	1
4	Dump Sink	1
5	Utility Sink	1
6	Hand Sink	1
7	Refrigerator	1
8	Hot and Cold running water	1
9	Dry storage and shelving	1
10	Large Central counter/prep table	1
11	Electrical service outlets	1
12	Cooler	1
13	Microwave	1

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



Chair: Dan Boyd

Vice-Chair: Paolo Gallina

September 21, 2026

Meeting #2026-17

1. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Eileen Melnychuk

Vice-Chair: Anne Middler

September 21, 2026

Meeting #2026-17

-
1. Budget Amendment – National Research Council of Canada Water Infrastructure Robustness Study
Presented by Craig Van Lankveld, Manager, Water and Waste Services
 2. Fees and Charges Bylaw Amendment – Third Quarter
Presented by Svetlana Erickson, Manager, Financial Services
 3. Declaration of Commitment and Tri-Council Assembly Memorandum of Understanding Signing – For Information Only
Presented by Landon Kulych, Director of People, Culture, and Technology
 4. New Business

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	September 21, 2026
RE:	Budget Amendment – National Research Council of Canada Water Infrastructure Robustness Study

ISSUE

Administration is requesting a budget amendment to the 2026 Capital Budget to increase the budget by \$125,000, funded fully by Natural Resources Canada and to create a capital project for the “NRC Water Infrastructure Robustness Study”.

REFERENCE

- [2026-2029 Capital Expenditure Program](#)

HISTORY

In 2024, funding from the National Research Council (NRC) was obtained to perform preliminary work regarding the condition assessment of water and wastewater systems in the City. The success of Phase 1 prompted a follow up funding application to NRC to perform more comprehensive work and complete a Water Infrastructure Robustness Study. The application was approved in early 2026. This Budget Amendment is to increase the 2026 budget by \$125,000, \$187,500 for 2027 and \$62,500 for 2028 and to create a new capital project titled “NRC Water Infrastructure Robustness Study”.

The City is currently undertaking work related to leak detection specific to Whistle Bend and a condition assessment of the Marwell force main. This NRC project will complement projects like these by studying alternative approaches and using alternative methodologies, instrumentation and statistical analysis that have been applied to other jurisdictions in the country or are emerging best practices.

The funds provided by NRC to the City will be used to retain consultants and contractors, acquire materials and equipment, and cover internal labour charges to complete the tasks associated with the project.

ALTERNATIVES

1. Amend the 2026 capital budget plan to increase it by \$125,000 and create the “NRC Water Infrastructure Robustness Study” project; or
2. Refer the matter back to Administration.

ANALYSIS

The project seeks to help improve the efficiency and the robustness of Whitehorse’s water supply system through a combination of field observation and desktop modelling. Fieldwork includes water audits and pressure tests, soils and corrosion pit sampling, as well as the installation of a ‘smart’ bleeder control unit. Water audits involve localizing specific areas with suspected leakage and conducting a water balance using a portable flow meter.

The results will inform future leak detection and repair projects and help the City understand consumption throughout the network.

Overall this work will assist the City in better understanding where to invest in enhancing resilience and efficiency within our water and wastewater systems across the community.

NRC is supporting this work in recognition of the City's role as the Yukon's capital and a major hub in the territory. Additionally, the work completed will be used by NRC to potentially inform other areas in Canada, continuing to build on its research towards best practices and resiliency of municipal water and wastewater systems.

ADMINISTRATIVE RECOMMENDATION

THAT Council amend the 2026 Capital Expenditure Program to increase by \$125,000 and create the "NRC Water Infrastructure Robustness Study" project.

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	September 21, 2026
RE:	Fees and Charges Amendment – Third Quarter

ISSUE

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

REFERENCE

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

HISTORY

As part of the City's quarterly review process, departments review their fees and charges to ensure they remain current, support cost recovery objectives, reflect service delivery requirements, and are clearly understood by residents and businesses. The Financial Services department compiles proposed amendments submitted by departments and presents them to Council for consideration.

At the Standing Committee meeting on September 8th, Committee members requested additional information and analysis regarding the proposed changes to the fees and charges for third quarter as well as information regarding the rationale for the existing square-metre permit rates and the differences between building categories

ALTERNATIVES

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

ANALYSIS

The proposed third quarter amendments are administrative and operational in nature. They are intended to keep the Fees and Charges Bylaw aligned with current service delivery, improve transparency for residents and businesses, reduce duplication in City processes, and maintain appropriate cost recovery where City resources are required to administer permits, bookings, applications, or other services. Administration has also removed or deferred items where additional policy work is required, so that Council is only being asked to advance amendments that are ready for bylaw consideration at this time.

Schedule 1 (Land and Building)

A new fee of \$25.00 is proposed effective November 2, 2026 for requested copies of building permits and building permit approvals. This fee recognizes the administrative time required to locate, review, and provide copies of permit records when requested. Copies of permits are often requested for home sales and other legal matters.

Administration is proposing several amendments to modernize and simplify the permit fee structure. Currently, the City requires separate building, plumbing, and sewer and water permits for the construction of a new building. Under the proposed changes, these permits will be consolidated into a single building permit for most new construction projects. This change is intended to reduce administrative duplication, create a clearer customer experience, and better reflect how new construction files are reviewed in practice. Rather than requiring applicants to navigate multiple permit streams for one integrated project, the consolidated fee provides one primary permit pathway while continuing to recover the costs associated with the City's review and inspection functions.

The proposed consolidated building permit fee incorporates fees currently charged through separate building, plumbing, and sewer and water permits. Under the existing structure, a typical new building project is subject to a minimum building permit fee of \$150, a plumbing permit fee of \$180, and a sewer and water permit fee of \$180, for a combined minimum fee of \$510. The proposed amendment consolidates these requirements into a single permit structure while maintaining the underlying cost recovery approach.

An administrative error has been identified and corrected on the Plumbing Permit fee which had inadvertently removed the \$7.50 per fixture charge. That clarification has been returned to the fee schedule. Additionally, the Sewer and Water connection permit had been inadvertently tied to the Plumbing Permit fee. A new line is proposed to indicate that the Sewer and Water Connection Permit fee of \$180.00 is separate from the Plumbing Permit fee. This Sewer and Water Connection Permit applies where the work is limited to the installation of water service pipes and building sewers connecting a property to municipal utility services. Maintaining a separate fee increases clarity for administration and applicants.

Additional clarifying language is proposed for Minor Building Permits, Major Building Permits with no additional gross floor area, and Major Building Permits with additional gross floor area. These amendments help distinguish between smaller improvements, renovations, additions, and other projects that do not fit the same fee rationale as new building construction. Clarifying these categories will support more consistent application of the bylaw by administration and improve predictability for applicants assessing which fee applies to their project.

Square-Metre Permit Rates

The square-metre permit rates were adopted alongside the 2025 Operating Budget Bylaw, following recommendations from the City's 2019 Development Approvals Process Review. The previous residential building permit fee was based on 0.71% of construction value plus a \$150 base fee, which created challenges related to inconsistent value reporting, verification, and transparency. Using measurable building area instead provides a more objective and predictable basis for calculating permit fees.

The current model was developed using a representative sample of permits issued under the previous structure, with permit costs and average building sizes analyzed by development category. The resulting square-metre rates support cost recovery while recognizing that different types of development require different levels of plan review, inspection coordination, and administrative processing. This creates a transparent

methodology that can be reviewed and adjusted over time as costs, development patterns, or policy objectives change.

Schedule 5 (Recreation)

Advertising poster fees at the Canada Games Centre and Takhini Arena have been amended to correct an administrative error that occurred when annual and monthly advertising rates were previously revised. The correction ensures the schedule reflects the intended rate structure and avoids continued confusion for advertisers and administration administering the program.

Advertising fees associated with the Active Living Guide are proposed to be removed because the City no longer publishes the guide. Removing these fees improves the accuracy of the bylaw and eliminates charges for a service that is no longer offered.

Fees related to amendments or cancellations of confirmed facility rentals and bookings are proposed to be reduced to a round number for clearer communication.

Schedule 9 (Planning)

A duplicate fee related to Official Community Plan amendments for text and mapping changes is proposed to be removed, as there is already separate fees for those items. This is a housekeeping amendment that improves clarity and ensures applicants and administration rely on a single applicable fee.

Schedule 12 (Waste Management)

Several controlled waste fee descriptions are proposed to be updated to improve clarity and ensure the schedule accurately reflects current operational practices. These changes do not introduce a new policy direction; rather, they align the wording of the bylaw with how controlled waste is currently managed and charged.

Withdrawn Amendments

Proposed amendments to Schedule 3 (Cemetery), Schedule 8 (Parks), and Schedule 11 (Transit) have been withdrawn at this time. Administration is not recommending that these items proceed through the third quarter amendment and they will be considered as part of a more comprehensive review of fees and charges in 2027.

ADMINISTRATIVE RECOMMENDATION

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

CITY OF WHITEHORSE
BYLAW 2026-26

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 changes required as a result of a quarterly review;

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

1. The fee schedule attached to and forming part of Fees and Charges Bylaw 2014-36 is hereby amended by repealing existing Schedules 1, 5, 9, and 12 and substituting therefore new Schedules 1, 5, 9, and 12, attached hereto as Appendix "A" and forming part of this bylaw.
2. This bylaw shall come into full force and effect on and from final passage thereof.

FIRST and SECOND READING:

THIRD READING and ADOPTION:

Kirk Cameron, Mayor

Corporate Services

**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 2026-28	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2026-26	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 Permit Approval	Copy of an approval or permit		each				\$ 25.00	2-Nov-26	no gst
Land and Building Services	Building Permits	Payment terms	For all building permit requests, the base rate is due upon submittal of the application, the full amount is due at the time of approval	-	-	1-Mar-25	no gst	-	1-Mar-25	no gst
Land and Building Services	Commercial Building Permit	Base rate of \$510.00 plus .81% of construction value	Base rate is a combined fee of Building/Plumbing/Sewer&Water	minimum	\$ 150.00	1-Mar-25	no gst	\$ 510.00	2-Nov-26	no gst
Land and Building Services	Multi Unit Building Permit	Base rate of \$610.00 plus .81% of construction value	This applies to constructions creating more than 4 units Base rate is a combined fee of Building/Plumbing/Sewer&Water	minimum	\$ 250.00	1-Mar-25	no gst	\$ 610.00	2-Nov-26	no gst
Land and Building Services	Single Detached Building Permit	Base rate of \$510.00 plus \$5.33/m2	Base rate is a combined fee of Building/Plumbing/Sewer&Water	minimum	\$ 150.00	1-Mar-25	no gst	\$ 510.00	2-Nov-26	no gst
Land and Building Services	Building Permit Duplex	Base rate of \$510.00 plus \$4.70/m2	Fee simple duplexes will be billed as single detached house Base rate is a combined fee of Building/Plumbing/Sewer&Water	minimum	\$ 150.00	1-Mar-25	no gst	\$ 510.00	2-Nov-26	no gst
Land and Building Services	Building Permit Triplex	Base rate of \$510.00 plus \$7.13/m2	Base rate is a combined fee of Building/Plumbing/Sewer&Water	minimum	\$ 150.00	1-Mar-25	no gst	\$ 510.00	2-Nov-26	no gst
Land and Building Services	Building Permit Fourplex	Base rate of \$510.00 plus \$8.00/m2	Base rate is a combined fee of Building/Plumbing/Sewer&Water	minimum	\$ 150.00	1-Mar-25	no gst	\$ 510.00	2-Nov-26	no gst
Land and Building Services	Building Permit Townhouse	Base rate of \$510.00 plus \$5.80/m2	Base rate is a combined fee of Building/Plumbing/Sewer&Water	minimum	\$ 150.00	1-Mar-25	no gst	\$ 510.00	2-Nov-26	no gst
Land and Building Services	Building Permit Secondary Suite	Base rate of \$510.00 plus \$4.50/m2	Base rate is a combined fee of Building/Plumbing/Sewer&Water	minimum	\$ 150.00	1-Mar-25	no gst	\$ 510.00	2-Nov-26	no gst
Land and Building Services	Building Permit Garden Suite	Base rate of \$510.00 plus \$5.67/m2	Base rate is a combined fee of Building/Plumbing/Sewer&Water	minimum	\$ 150.00	1-Mar-25	no gst	\$ 510.00	2-Nov-26	no gst
Land and Building Services	Building Permit - Reduced Fees	A fee reduction of 10 % for single-detached, garden and living suites, duplex, triplex, fourplex, townhouse and courtyard housing	Applications deemed complete as per Bylaw 99-50 from November 1 to February 28 (29)	-	-	1-Jan-25	no gst	-	1-Jan-25	no gst
Land and Building Services	Building/Plumbing Permit Refund	Upon written request from applicant within 6 months of original date of issue; and no permit related work on site has begun + deduction of \$150.00 or 20% of fee whichever is more		fee	\$ 150.00	27-Feb-24	no gst	\$ 150.00	27-Feb-24	no gst
Land and Building Services	Building Placement (excluding modular homes)	.71% of construction value on new site (including any renovation) or minimum \$180.00		minimum	\$ 180.00	1-Mar-25	no gst	\$ 180.00	1-Mar-25	no gst
Land and Building Services	Mobile Home Placement	.71% of construction value on new site (including any renovation) or minimum \$180.00		minimum	\$ 180.00	1-Mar-25	no gst	\$ 180.00	1-Mar-25	no gst
Land and Building Services	Construction-No Permit	Construction (including excavation) commenced without prior authorization: Double (2x) the normal fee		each	varies	14-Mar-05	no gst	varies	14-Mar-05	no gst
Land and Building Services	Demolition Permit	Fee (\$150) plus deposit of \$5.00 per sq. meter of building area – Minimum Deposit \$200.00		each	\$ 150.00	1-Jan-22	no gst	\$ 150.00	1-Jan-22	no gst
Land and Building Services	Special Inspection	Special inspection not under a permit		each	\$ 150.00	1-Jul-22	no gst	\$ 150.00	1-Jul-22	no gst
Land and Building Services	Heating Appliance Permit	Wood stoves and appliances		each	\$ 180.00	1-Mar-25	no gst	\$ 180.00	1-Mar-25	no gst
Land and Building Services	Mechanical Permit	(Sprinkler) \$180.00 minimum or 0.71% of contract price		minimum	\$ 180.00	1-Mar-25	no gst	\$ 180.00	1-Mar-25	no gst
Land and Building Services	Plumbing Permit	Water & Waste Minimum \$180.00 plus \$7.50 per fixture		minimum	\$ 180.00	1-Mar-25	no gst	\$ 180.00	1-Mar-25	no gst
Land and Building Services	Sewer & Water Connection	Water service pipe and building sewer from public utility at property line to a building's Plumbing Services		each				\$ 180.00	2-Nov-26	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

**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 2026-28	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2026-26	EFFECTIVE DATE	FEE IF GST APPLICABLE
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 (w/no Plumbing)	Small scale projects	This applies to small projects, such as, but not limited to, decks, sheds, 1 room interior renovations, solar panels,	each	\$ 300.00	1-Mar-25	no gst	\$ 300.00	1-Mar-25	no gst
Land and Building Services	Major Building Permit (w/no Plumbing)	No additional gross floor area (GFA) Large scale projects without additional gross floor area (GFA)	This applies to interior renovations of 2 or more rooms	each	\$ 450.00	1-Mar-25	no gst	\$ 450.00	1-Mar-25	no gst
Land and Building Services	Major Building Permit (w/no Plumbing)	Additional GFA Large scale projects with additional gross floor area (GFA)	This applies to projects such as, but not limited to, additions, carports, garage/shops	each	\$ 1,000.00	1-Mar-25	no gst	\$ 1,000.00	1-Mar-25	no gst
Land and Building Services	Address Changes	Changing a municipal address	No relocation	each	\$ 250.00	27-Feb-24	no gst	\$ 250.00	27-Feb-24	no gst
Land and Building Services	Business License	Each business for twelve (12) consecutive months from date of purchase, plus surcharge if applicable		each	\$ 176.00	27-Feb-24	no gst	\$ 176.00	27-Feb-24	no gst
Land and Building Services	Business License	Door to door salesperson, non resident business	Surcharge	each +	\$ 931.00	27-Feb-24	no gst	\$ 931.00	27-Feb-24	no gst
Land and Building Services	Business License	Door to door salesperson, non resident business	Surcharge	each +	\$ 205.00	27-Feb-24	no gst	\$ 205.00	27-Feb-24	no gst
Land and Building Services	Business License	Licensed premises (liquor) above 70 square meters	Surcharge	per sq mtr+	\$ 2.32	27-Feb-24	no gst	\$ 2.32	27-Feb-24	no gst
Land and Building Services	Business License	Additional short-term rental on the same property by the same operator	Surcharge	per unit	\$ 176.00	01-Oct-26	no gst	\$ 176.00	01-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; \$55.00 penalty from day 31 - 365 or 10% , whichever is more	each	10%	27-Feb-24	no gst	10%	2-Nov-26	no gst
Land and Building Services	Business License	Re-application fee	\$55.00 reapplication fee after the 30 day period of non-renewal or 10%, whichever is more	each	\$ 55.00	27-Feb-24	no gst	\$ 55.00	2-Nov-26	no gst
Land and Building Services	Development Cost Charge	Residential, single family	Unserviced country residential 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	Unserviced services living or garden suite	per dwelling	\$ 2,185.00	15-Sep-26	no gst	\$ 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

**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 2026-28	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2026-26	EFFECTIVE DATE	FEE IF GST APPLICABLE
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
Land and Building Services	Development Permit	New development	New use: housing (any form) resulting in up to four dwelling units per lot	each unit	\$ 175.00	8-Jun-26	no gst	\$ 175.00	8-Jun-26	no gst
Land and Building Services	Development Permit	New development	New use: suite (living or garden)	each unit	\$ 175.00	8-Jun-26	no gst	\$ 175.00	8-Jun-26	no gst
Land and Building Services	Development Permit	New development	New use and/or new Gross Floor Area (GFA): all other uses: \$400.00 + \$1.10/m2 GFA; minor change to plans for application in progress resulting in revised GFA being <10% more or less than original GFA - no fee change (i.e. no refund if less, no additional charge if more)	each +	\$ 400.00	1-Jan-22	no gst	\$ 400.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Secondary use of a residence	Home-based business (level one or two), bed and breakfast, family day home, agriculture (minor), housing (residential care), rooming house	each	\$ 40.00	1-Jan-22	no gst	\$ 40.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Placement of Sign	Per Sign	each	\$ 40.00	1-Jan-22	no gst	\$ 40.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Schwatka Lake Waterfront Policy Dock permit	Annual permit	each	\$ 330.00	27-Feb-24	no gst	\$ 330.00	27-Feb-24	no gst
Land and Building Services	Development Permit	Schwatka Lake Waterfront Policy Dock Permit	Refundable deposit	each	\$ 1,500.00	1-May-16	no gst	\$ 1,500.00	1-May-16	no gst
Land and Building Services	Development Permit	Demolition/relocation of a structure	Demolition structure (<75 m2)	each	\$ 95.00	1-Jan-22	no gst	\$ 95.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Demolition/relocation of a structure	Commercial	each	\$ 350.00	1-Jan-22	no gst	\$ 350.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Demolition/relocation of a structure	Residential	each	\$ 250.00	1-Jan-22	no gst	\$ 250.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Temporary use permit	Community event	each	\$ 40.00	1-Jan-22	no gst	\$ 40.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Temporary use permit	Commercial event/development	each	\$ 350.00	1-Jan-22	no gst	\$ 350.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Temporary use permit	Temporary Use Permit<7 days	each	\$ 40.00	1-Jan-22	no gst	\$ 40.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Mobile food vendor on public site	Annual permit	each	\$ 350.00	1-Jan-22	no gst	\$ 350.00	1-Jan-22	no gst
Land and Building Services	Development Permit	Mobile food vendor on public site	Monthly for electricity	monthly	\$ 100.00	27-Feb-24	no gst	\$ 100.00	27-Feb-24	no gst
Land and Building Services	Development Permit Refund	Development permit refund	Refused or withdrawn applications, or Upon written request from applicant within 6 months of original date (provided no permit-related work on site has occurred) of issue; and no permit related work on site has begun - deduction of the greater of \$55.00 or 50% of fee \$150.00 or 20% of fee, whichever is more	each	Varies	1-Apr-21	no gst	Varies	2-Nov-26	no gst
Land and Building Services	Development Permit Appeal	Development permit appeal	Appeal the decision of a Development Officer - refundable if applicant appeal successful	each	\$ 300.00	8-Jun-26	no gst	\$ 300.00	8-Jun-26	no gst
Land and Building Services	Land Management	Agreements	Development/easement/encroachment/incentive		\$ 200.00	25-Mar-24	no gst	\$ 200.00	25-Mar-24	no gst
Land and Building Services	Land Management	Minor encroachment			\$ 100.00	1-Apr-23	no gst	\$ 100.00	1-Apr-23	no gst
Land and Building Services	Land Management	Road Closure Bylaw		each	\$ 750.00	27-Feb-24	no gst	\$ 750.00	27-Feb-24	no gst
Land and Building Services	Land Management	Subdivision approval extension		each	\$ 250.00	29-Jan-07	no gst	\$ 250.00	29-Jan-07	no gst
Land and Building Services	Parking	Payment in lieu of providing parking space	Space in the CC, CPG and CMW zones	each space	\$ 18,706.00	13-Nov-01	no gst	\$ 18,706.00	13-Nov-01	no gst
Land and Building Services	Parking	Payment in lieu of providing parking space	Space in the CM1, CM2 and CNC2 zones	each space	\$ 7,967.00	13-Nov-01	no gst	\$ 7,967.00	13-Nov-01	no gst
Land and Building Services	Subdivision Application	Condominium (non refundable fee)	Minimum charge \$250.00. Maximum Charge \$5,000.00. Each unit \$100.00	minimum	\$ 250.00	1-Mar-25	no gst	\$ 250.00	1-Mar-25	no gst
Land and Building Services	Subdivision Application	Consolidation (non refundable fee)	Minimum charge \$250.00 Maximum charge \$1,000.00 Each lot \$100.00 > 2 lots	minimum	\$ 250.00	1-Apr-23	no gst	\$ 250.00	1-Apr-23	no gst
Land and Building Services	Subdivision Application	Subdivision (non refundable fee)	Minimum charge \$250.00. Maximum Charge \$5,000.00. Each unit \$200.00	each	\$ 200.00	1-Apr-23	no gst	\$ 200.00	1-Apr-23	no gst
Land and Building Services	Subdivision Application	Property line adjustment or realignment (non refundable fee)	Minimum charge \$250.00 Maximum charge \$1,000.00 Each lot adjusted/realigned \$100.00	each	\$ 100.00	1-Apr-23	no gst	\$ 100.00	1-Apr-23	no gst
Land and Building Services	Business License List	Special, monthly or partial listing		per page	\$ 0.50	27-Feb-24	\$ 0.55	\$ 0.50	27-Feb-24	\$ 0.55
Land and Building Services	Wood Stove Approval	Copy of approval		each	\$ 25.00	27-Feb-24	no gst	\$ 25.00	27-Feb-24	no gst
Land and Building Services	Use Permit	Temporary or seasonal land use		each	\$ 175.00	27-Feb-24	no gst	\$ 175.00	27-Feb-24	no gst

**City of Whitehorse
Fees and Charges Manual**

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

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

**City of Whitehorse
Fees and Charges Manual**

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

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

**City of Whitehorse
Fees and Charges Manual**

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

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

City of Whitehorse
Fees and Charges Manual

Bylaw 2014-36 Appendix A
Schedule 9 (Planning)

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

**City of Whitehorse
Fees and Charges Manual**

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

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

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

ADMINISTRATIVE REPORT

TO: Corporate Services
FROM: Administration
DATE: September 21, 2026
RE: Declaration of Commitment and Tri-Council Assembly Memorandum of Understanding Signing – For Information Only

ISSUE

The signing of the Declaration of Commitment and the Tri-Council Assembly Memorandum of Understanding (MOU).

REFERENCES

- 2026 Declaration of Commitment (Attachment 1)
- Tri-Council Assembly Memorandum of Understanding (Attachment 2)

HISTORY

On September 2, 2026, leaders from the City of Whitehorse, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council gathered for a Tri-Council Assembly meeting. This marked the second Tri-Council Assembly meeting of all three governments and provided an opportunity to celebrate the continued success and evolution of their longstanding partnership.

The relationship between the three governments is guided by a Declaration of Commitment, which was originally signed in 2018. The Declaration acknowledges that the City of Whitehorse is located on the traditional territories shared by the Ta'an Kwäch'än Council and the Kwanlin Dün First Nation and commits the three parties to maintaining open communication and to holding regular meetings to advance mutual priorities.

At a Special Council Meeting on August 31, 2026, City Council authorized the Mayor to sign a Tri-Council Assembly MOU and Declaration of Commitment.

ANALYSIS

As anticipated, on September 2, elected officials from the three governments reaffirmed and re-signed the Declaration of Commitment and signed a new MOU capturing the cooperation, shared stewardship, and mutual respect that guides the Tri-Council Assembly meeting.

The finalized and signed versions of the updated Declaration of Commitment and Tri-Council Assembly MOU are included here for Council's awareness and reference.

Declaration of Commitment

STRENGTHENING RELATIONSHIPS BETWEEN THE CITY OF WHITEHORSE, KWANLIN DÜN FIRST NATION AND THE TA'AN KWÄCH'ÄN COUNCIL

Whereas it is recognized that the City of Whitehorse has been built on the traditional territories of the Tagish Kwan and Southern Tutchone peoples of Kwanlin Dün First Nation and the Ta'an Kwäch'än Council; original signatories to the first urban-based modern day treaties in Canada; and

Whereas it is recognized that we have shared this land for hundreds of years and have established positive relationships over time;

Whereas it is recognized that Kwanlin Dün First Nation and the Ta'an Kwäch'än Council have made significant contributions to our heritage and social, cultural, spiritual and economic wealth that is enjoyed in the City of Whitehorse; and

Whereas it is recognized that this Declaration of Commitment is meant to strengthen the existing relationships and will benefit our community as a whole;

We declare our commitment to:

- Be respectful and supportive as neighbours and friends;
- Collaborate on outstanding issues to our mutual benefit with future generations in mind;
- Establish and maintain ongoing communication and to meet jointly on a regular basis;
- Seek out economic, heritage, social, cultural and spiritual opportunities for partnership;
- Acknowledge the importance of Indigenous languages of the region and will defer to the expertise of Ta'an Kwäch'än Council and Kwanlin Dün First Nation on language matters.
- Continue to work together to identify and assist with the removal of barriers that hinder full participation of citizens in community life;
- Continue to recognize the resourcefulness of our youth and Elders to assist with the creation of opportunities that will encourage them to participate in building our community;
- Create a safe and welcoming environment in the City of Whitehorse that all citizens feel comfortable in;
- Respect individual community needs, governance models and jurisdictions;
- Advocate and lobby other orders of government for the advancement of shared community interests;
- Embrace the principles and support the actions, where applicable, outlined in the report of the Truth and Reconciliation Commission, delivered June 3, 2015;
- Share knowledge, expertise and resources whenever possible; and
- Commit the resources needed to honour this Declaration of Commitment.

On this date of September 2, 2026, at the Kwanlin Dün Cultural Centre in Whitehorse, having agreed to the principles and spirit of this document, we sign on behalf of our communities.



CHIEF SEAN SMITH
KWANLIN DÜN FIRST NATION

MAYOR KIRK CAMERON
CITY OF WHITEHORSE

CHIEF RUTH MASSIE
TA'AN KWÄCH'ÄN COUNCIL





Memorandum of Understanding (MOU) for the renewal of the Intergovernmental Relationship between Kwanlin Dün First Nation, Ta'an Kwäch'än Council and the City of Whitehorse

This MEMORANDUM OF UNDERSTANDING is effective as the last date of the last signature.

Between:

Kwanlin Dün First Nation as represented by the Council of the KDFN (hereinafter referred to as "KDFN")

Ta'an Kwäch'än Council as represented by the Council of the TKC (hereinafter referred to as "TKC")

The City of Whitehorse as represented by the City Council (hereinafter referred to as "CoW")

(hereinafter collectively referred to as the "Parties")

1. Preamble

The City of Whitehorse, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council (the "Parties") recognize the deep and enduring relationships between their governments, the people they represent, and the land that sustains them. This Memorandum of Understanding (MOU) reaffirms the spirit and intent of the 2018 Declaration and builds upon previous formal agreements among the Parties that emphasized cooperation, shared stewardship, and mutual respect.

Through this MOU, the Parties renew their collective commitment to foster a collaborative intergovernmental relationship that advances shared priorities and reflects the principles of self-determination, reconciliation, and good governance.



2. Purpose

- 2.1 The purpose of this MOU is to strengthen and maintain ongoing dialogue and collaboration among the Parties;
- 2.2 Establish an ongoing forum for visionary joint discussions and practical cooperative efforts;
- 2.3 Support the coordination of shared Whitehorse-specific projects and initiatives and joint advocacy efforts where interests align; and
- 2.4 Provide a framework for regular Tri-Council meetings and cooperative planning.

3. Guiding Principles

3.1 The Parties agree to uphold the following principles in all interactions under this MOU:

- 3.1.1 Mutual Respect: Each Party respects the unique mandates, legal status, and governance authorities of the others.
- 3.1.2 Partnership and Collaboration: The Parties commit to working together openly and in good faith to advance shared interests for the benefit of all who live within the City of Whitehorse boundaries.
- 3.1.3 Transparency and Accountability: Communications and decisions should be made in a transparent manner, with clear follow-up and reporting to each government's Council by recording minutes of the meetings.
- 3.1.4 Inclusivity and Cooperation: The Parties recognize the value of including relevant staff and subject-matter experts to strengthen discussions and outcomes pertaining to matters within the City of Whitehorse boundaries.

4. Scope of Collaboration

- 4.1 The Parties agree that shared topics of interest may include, but are not limited to:
 - a. Regional and local land use planning;



- b. Salmon stewardship and environmental conservation;
- c. Energy and infrastructure planning;
- d. Zoning and land development considerations;
- e. Community safety and well-being;
- f. Housing and community development;
- g. Northern sovereignty and intergovernmental partnerships; and
- h. Climate action and environmental sustainability.

4.2 This MOU does not preclude the requirement of the City of Whitehorse to engage in any formal consultation that may occur because of the scope laid out in clause 4.1.

4.3 Topics of interest (4.1) may involve specific negotiations and decision-making relevant only to the Self-Governing First Nations and while the City of Whitehorse may be kept informed and apprised, they may not be directly involved in those negotiations and decision-making (to be determined on a case-by-case basis).

5. Tri-Council Meetings

5.1 The Parties shall convene one to two Tri-Council meetings per year, or more frequently as agreed.

5.2 The responsibility for hosting will rotate among the three Parties, ensuring equitable cost-sharing and hosting responsibilities.

5.3 Agendas will be collaboratively developed by designated staff of each Party, reflecting both aspirational and practical topics.

5.4 The Parties may invite senior staff, technical advisors, Elders, or youth representatives to participate in meetings where their presence can strengthen discussions or outcomes. Additional third parties may be invited by joint agreement.



6. Administrative Arrangements

- 6.1 Each Party will designate a lead contact responsible for coordination, intergovernmental communication, and logistical arrangements.
- 6.2 A summary or joint communication document may be issued following each Tri-Council meeting, capturing shared priorities and next steps, if agreed by all Parties.

7. Review and Renewal

- 7.1 This MOU will be reviewed every three (3) years from the date of signing, or earlier upon mutual agreement, to assess effectiveness and identify any needed updates.
- 7.2 Amendments to this MOU may be made at any time with the written consent of all three Parties.
- 7.3 The Parties acknowledge that this MOU does not create any legally binding obligations but serves as a reflection of mutual intent and shared commitment.
- 7.4 The Parties acknowledge that this MOU will not supersede any part of the Yukon First Nation final and self-government agreements.

8. Term

- 8.1 This MOU shall take effect upon the date of signature by all three Parties and shall remain valid until replaced or terminated by mutual agreement.
- 8.2 Any Party may withdraw from the Memorandum of Understanding by providing the other Parties with thirty (30) days' written notice of withdrawal.



9. Signatures

Signed on this 2nd day of September, 2026, in Whitehorse, Yukon.

Kwanlin Dün First Nation

Signature: [Signature]

Chief Sean Uyenets'echja Smith

Date: Sept 2, 2026

Ta'an Kwäch'än Council

Signature: [Signature]

Ta'an Kwäch'än Chief Ruth Massie

Date: September 2/26

City of Whitehorse

Signature: [Signature]

Whitehorse Mayor Kirk Cameron

Date: Sept 2/26

Declaration of Commitment

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CHIEF SEAN SMITH
KWANLIN DÜN FIRST NATION



MAYOR KIRK CAMERON
CITY OF WHITEHORSE



CHIEF RUTH MASSIE
TA'AN KWÄCH'ÄN COUNCIL



CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall



Chair: Anne Middler

Vice-Chair: Jenny Hamilton

September 21, 2026

Meeting #2026-17

1. New Business

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Jenny Hamilton

Vice-Chair: Lenore Morris

September 21, 2026

Meeting #2026-17

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1. New Business