



Application Package for Lease of Government of Yukon Train Crew's House 2

Location

Train Crew's House 2, 1093 Front Street, Whitehorse, YT

Purpose

This application package provides information for applicants interested in leasing Train Crew's House 2 and describes the process and criteria that will be used to assess applications.

Building description

Train Crew's House 2 is a one-storey, wood-frame municipally designated historic site on the Whitehorse waterfront within the Parks – Active Recreation (PAR) zone. This building is typical of the 1940s White Pass and Yukon Route staff housing in size and materials. It represents the common use of prefabricated housing by corporations in post-World War II Whitehorse.

The main floor area is approximately 48 m² (520 ft²) and is wheelchair accessible by exterior ramp. The main floor includes three rooms and one washroom with a toilet and sink. There is no kitchen. The basement contains mechanical equipment and is not included in the lease. Building occupancy is limited to ten (10) people due to washroom requirements. Free and paid parking options are available nearby.

The building has access to a small side yard (between Train Crew Houses 1 & 2), and green space behind the building and to the train tracks. This is shared public space and uses will be subject to approval.

See Appendix A on page 8 for a copy of the Statement of Significance and Appendix B on <https://yukon.ca/leasing-heritage> for the building floor plan and layout.

Additional information about the building can be found at <https://register.yukonhistoricplaces.ca/place/558>.

Lease

The Government of Yukon is intending to lease the Train Crew's House 2 building for one (1) year, with a potential extension of up to two (2) additional years.

The lease includes utilities and heat. The tenant is responsible for janitorial, snow removal, garbage collection, internet/phone and security.

To ensure the proposed use respects the building's heritage values and does not negatively affect its historic character, applications will be assessed against the criteria below. Reasonable public access, public appreciation of the building, and social, cultural, economic and other benefits are key considerations. Annual rent will not exceed the assigned market rate of \$38/square foot.

- Based on 520 sq. ft. at \$38 per sq. ft., annual rent would be \$19,760, or approximately \$1,646 per month.

The Government of Yukon is not obligated to award a rental or lease agreement through this application process.

Meeting the minimum threshold does not guarantee selection. The Government of Yukon may consider overall suitability, alignment with heritage values, regulatory compatibility, public benefit and operational feasibility when determining whether to proceed with a lease.

Key dates

- **Tour and information meeting** (mandatory to attend at least one):
 1. September 09, 2026 at 10:00am; or
 2. September 14, 2026 at 10:00am.
- **Application deadline:** September 18, 2026 at 04:00pm.

Application format

Applications must be submitted by the deadline. Late applications will not be considered. Applicants should ensure all required sections are complete and that any supporting materials, including letters of support, are attached where applicable.

Applications will be assessed by a multi-agency review group using the criteria described below. Applicants may be asked to provide additional information for clarification; however incomplete applications should not assume an opportunity to revise or supplement submissions after the deadline.

Submit application or ask questions:

- **By email:** heritage.leasing@yukon.ca
- **In person:** We are located at 204 Lambert Street, Suite 304 in Whitehorse. Our office is open Monday to Friday from 8:30 am to 4:30 pm. We are closed on statutory holidays.
- **By mail:** Government of Yukon
Economy, Tourism and Culture
Historic Sites (L-2)
Box 2703
Whitehorse, Yukon Y1A 2C6

Category 1: Assessment of suitability and use		
Criteria		Available points
Building safety and security		200
Compatibility with and respect for heritage values and character defining elements		200
Required fit-up		200
Compatibility with zoning, building codes and the official community plan		200
800 Maximum points available		
Category 1: Minimum threshold is 500 points in total, with a minimum of 50% for each criterion.		
Note: Each criterion listed in Category 1 will be assessed using the evaluation guide below.		
%	Summary	Description
100	Excellent	Clear and highly defined answer that shows understanding and intent to ensure safe and compatible use of the building.
75	Very good	A clear answer that shows appropriate use aligned with the criteria.
50	Acceptable	Limited clarity on how the proposed use will be suitable.
25	Poor	A generic description is presented that does not show understanding or alignment with the criteria.
0	Unacceptable	Missing answer; or the proposed use is in misalignment or demonstrates potential for negative impacts.

Category 2: Assessment of social, cultural, community and economic impact		
Criteria		Available points
Community benefits and proven success with similar initiatives		200
Public and community access		200
Economic benefits and proven success with similar initiatives		200
Community support		100
700 Maximum points available		
Category 2: The minimum threshold is 450 points in total, with a minimum of 50% for each criterion.		
Note: Each criterion listed in Category 2 will be assessed using the evaluation guide below.		
%	Summary	Description
100	Excellent	Clear and highly defined answer that shows direct linkages between their proposed use of the space and the positive impacts.
75	Very good	Sufficient demonstration of positive impacts.
50	Acceptable	Limited demonstration of positive impacts.
25	Poor	Lack of demonstrated positive impacts and/or misalignment.
0	Unacceptable	Missing answer; or the proposed use is misaligned or demonstrates potential for negative impacts.



LEASE OF GOVERNMENT OF YUKON TRAIN CREW'S HOUSE 2 APPLICATION

Section 1: Applicant information

Last name		First name	
Phone	Email		
Organization or business name			
Physical address			
Unit # (optional)		Street number and name	
City or town		Province or territory	Postal code
Co-applicant information (if applicable)			
Last name		First name	
Phone	Email		

I agree that the information contained in this application is accurate to the best of my knowledge. I agree to be contacted about this application if more information is required.

Applicant signature	YYYY-MM-DD Date
Co-applicant signature (if applicable)	YYYY-MM-DD Date

Information contained in or attached to the application for lease is being collected under the authority of the *Historic Resources Act*, S. 36(b) and the Financial Administration Manual 8.8 Disposition of Public Real Property Directive, and Section 15(c)(i) of the *Access to Information and Protection of Privacy Act* (ATIPPA) to be used for the purpose of reviewing the application for lease. It will be made available to government as part of the review process as per ATIPPA. If you have questions about the collection or use of this information, contact the Manager, Historic Sites at 204 Lambert Street, Suite 304, Whitehorse, Yukon or call 1-867-667-8258 or email heritage.leasing@yukon.ca.

Section 2: Lease application overview

Describe the proposed use of the building and if applicable, surrounding property. (100 words or less)

Section 3: Suitability and use (Category 1)**800 Maximum points available****Building safety and security**

Available points: 200

Describe what measures you will apply to protect the building from harm and destruction. (100 words or less)

Note: Use of the building shall not compromise the long-term health and viability of the building.

Compatibility with and Respect for Heritage Values and Character Defining Elements

Available points: 200

Describe how your proposed use of the building is compatible with its historic significance. (100 words or less)

Note: Use should not detract from the historic significance for which the building has been commemorated and should not affect the character-defining elements listed in the Statement of Significance.

Required fit-up

Available points: 200

Describe any alterations required for your proposed use, the estimated timeline for completing them, and the measures you will take to protect the building's character-defining elements. (100 words or less)

Note: Fit-up of the building must comply with the [Standards and Guidelines for the Conservation of Historic Places in Canada](#). Historic Sites can be contacted at 867-332-2911 for further detail on these guiding documents. Applications will be assessed on the extent to which the proposed use will alter the building, with preference to uses that will require the least amount of fit-up.

Compatibility with zoning, building codes and the Official Community Plan

Available points: 200

Confirm that your proposed use complies with applicable regulatory requirements. Describe any proposed variances to existing codes, regulations or zoning. (100 words or less)

Does your proposed activity fall within the approved low occupancy classifications?

☐ Yes☐ No

Note: Proposed use(s) must be compatible with applicable zoning regulations and any municipal planning initiatives for the site. The current zoning for the property is Parks - Active Recreation (PAR). Refer to the City of Whitehorse zoning bylaw.

Section 4: Social, cultural and economic impact (Category 2)**700 Maximum points available****Community benefits**

Available points: 200

Describe how your proposed use will provide community benefits and any relevant experience with similar initiatives. (100 words or less)

Note: Use of the property that will create a more dynamic character in the area and contribute to community social and cultural wellbeing, as well as consideration to First Nation and Indigenous groups, will be prioritized. Use of the building should be compatible with and, if possible, complementary to neighbouring uses.

Public access and community use

Available points: 200

Describe how often the building will be available for public or community access. (100 words or less)

Note: Uses that provide reasonable public access will be prioritized but limited special access will also be considered, such as occasional open houses or events.

Economic benefits and proven success with similar initiatives

Available points: 200

Describe the economic benefits to the community created by your proposed use and any relevant experience with similar initiatives. (100 words or less)

Note: Describe the number of people employed, whether the proposed use will operate year-round, and how the organization's mandate contributes to economic wellbeing. The proponent should also outline any experience delivering projects with economic benefits.

Community support

Available points: 100

List below organizations or individuals willing to provide support to your proposal and attach all letters of support to your application, if applicable. (100 words or less)

Note: Demonstrate any community support through a description or by attaching letters of support.

Statement of Significance
Train Crew's House 2 Historic Site

Place Description:

Train Crew's House 2 is a municipally designated site consisting of a one storey wood-frame building and a six-meter buffer of land surrounding the footprint of the house. It is located at 1093 First Avenue, at the foot of Lambert Street on the Yukon River waterfront in downtown Whitehorse alongside the historic White Pass & Yukon Route (WP&YR) rail line.

Heritage Value:

Train Crew's House 2 is designated for its historic and architectural values.

This small one-storey frame building is typical of historic, 1940s period, WP&YR staff housing in size and materials. The building represents the common use of prefabricated housing by corporations in post World War II Whitehorse. The stave-lock construction with exterior interlocking corners, was patented in 1943 and the Train Crew's House 2 provides a good example of this innovative construction method. The building's simple plan, modest size, steeply pitched gable roof and wooden windows and doors are characteristic elements of Whitehorse vernacular residential buildings constructed in the mid-twentieth century. The minimal eaves with cornice returns, the brackets supporting the closed porch roof, the ornamental window shutters and the scalloped trim under the gable eave on the street façade provide decoration to this corporate staff house.

WP&YR was instrumental in the birth and growth of Whitehorse. It owned the original townsite, and planned and surveyed the street grid and properties. In 1900, the WP&YR railway connected the port at Skagway, Alaska with Whitehorse at the head of navigation for the Yukon River. By 1901 Whitehorse had become an important staging point for passengers and freight entering Yukon. In addition to operational facilities, WP&YR provided accommodations for key personnel. The company's holdings on the waterfront at one time included offices, residences, warehouses, workshops, wharves, shipyards and the railway operations. The nature of the city as a company town and vital transportation centre is represented by Train Crew's House 2 and nearby historic structures.

Train Crew's House 2 was originally one of four WP&YR houses built on Jarvis Street. It was moved to its present location in the 1960s. It provided accommodation for railway staff including traffic manager, section foremen, and general agent. The last WP&YR employee to live in the house moved out in 1993. The building was rehabilitated as office space by the Government of Yukon in 1998 and continues to contribute the historic character and vitality of the Whitehorse waterfront.

Character Defining Elements

The character-defining elements include:

- the siting on the waterfront and its orientation towards First Avenue with railway tracks immediately behind
- the simple plan and modest size
- architectural elements such as the interlocking plank walls, wood-shingled gable roof, returned eave cornices, door and window pattern, wooden windows, and trims

Sources

The White Pass and Yukon Railway Depot, Whitehorse, and Associated Structures: A Structural History. Midnight Arts, Heritage Branch, Yukon Government, 1998.

Historic Sites Unit, Cultural Services Branch, Yukon Government file 3736 50 18