

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, January 20, 2020 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

DELEGATES

Keith Lay – E-bikes

Spencer Edelman – E-bikes

CITY OPERATIONS COMMITTEE

1. New Business

COMMUNITY SERVICES COMMITTEE

1. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

DEVELOPMENT SERVICES COMMITTEE

1. New Business

CORPORATE SERVICES COMMITTEE

1. Budget Amendment – CGC Compressor 3 Replacement
2. Public Input Report – Operating and Maintenance Budget
3. Summary of Properties Subject to Tax Lien
4. Fourth Quarter 2019 Progress Reports – For Information Only
5. New Business

CITY PLANNING COMMITTEE

1. Housing Development Incentives Policy
2. New Business

CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE
Council Chambers, City Hall



Chair: Samson Hartland

Vice-Chair: Laura Cabott

Date: January 20, 2020

1. New Business

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Jocelyn Curteanu

Vice-Chair: Dan Boyd

Date: January 20, 2020

1. New Business

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



Chair: Stephen Roddick

Vice-Chair: Jan Stick

Date: January 20, 2020

1. New Business

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Dan Boyd

Vice-Chair: Jocelyn Curteanu

Date: January 20, 2020

1. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Laura Cabott

Vice-Chair: Stephen Roddick

Date: January 20, 2020

1. Budget Amendment – CGC Compressor 3 Replacement
Presented by Acting Manager Trent Egglestone
2. Public Input Report – 2020 Operating Budget
Presented by Acting Manager Brittany Dixon
3. Summary of Properties Subject to Tax Lien
Presented by Acting Manager Brittany Dixon
4. Fourth Quarter 2019 Progress Reports – For Information Only
Presented by Committee Chair
5. New Business

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: January 20, 2020
RE: Budget Amendment – CGC Compressor 3 Replacement

ISSUE

Capital funding to replace compressor 3 at the Canada Games Centre in 2020.

HISTORY

The ice refrigeration system at the Canada Games Centre is a large and complex system to provide cooling for the three ice surfaces as well as waste (free) heat to the facility's heating systems. The refrigeration system operates using three compressors as the main drivers.

In late 2019, an issue with compressor 3 was discovered and initial diagnosis is that the compressor section of the unit has failed and must be replaced. This unit is currently out of service. The Operations Department has researched options for replacement.

ALTERNATIVES

1. Amend the 2020 to 2023 capital expenditure program
2. Refer back to Administration for additional analysis.

ANALYSIS

Replacement of compressor 3 at the Canada Games Centre is critical to the operation of the facility. While two of the three compressors are currently maintaining services, any other failure of a compressor or component will cause loss of artificial ice as well as loss of the waste heat supply to the facility. It appears that a premature bearing failure within the compressor is the cause. This is expected to be confirmed by vibration analysis that is to be completed as soon as equipment is available.

The Operations department has researched options to replace with new, replace with re-manufactured or send the unit out for re-manufacture. The department has determined, based on cost, timelines, available stock and future operations, that the best course of action is replacement of compressor 3 with a new base compressor section.

Gas Tax funding application has been approved for this project however the Transfer Payment Agreement (TPA) will take several weeks to complete.

ADMINISTRATIVE RECOMMENDATION

THAT Council amend the 2020-2023 capital budget to add a new 2020 capital project in the amount of \$65,000 for the Canada Games Centre Compressor 3 replacement project, funded by the Gas Tax program.

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: January 20, 2020
RE: Public Input Report – 2020 to 2022 Operating Budget

ISSUE

Report on public feedback on the Operating Budget bylaw.

HISTORY

Following presentation of the Operating Budget on December 9, 2019 the proposed budget was posted on the City's website, and budget packages were available for pickup at City Hall and the Canada Games Centre. Advertisements for public input identified the designated email address and the regular Council Meeting on January 13, 2020 for a public input session. Ads were promoted 8 times on social media with weekly ads published in the newspaper. The request for public input also received mentions on CKRW's *Weekly News Highlights*.

ALTERNATIVES

1. Bring the bylaw forward for 2nd and 3rd reading under the bylaw process
2. Refer the bylaw back to Administration

ANALYSIS

There were no presentations from delegates at the public input session and there were no emails received prior to the deadline.

ADMINISTRATIVE RECOMMENDATION

That Council direct that Bylaw 2019-26, a bylaw to adopt the 2020 Operating and Maintenance Budget and the 2021 and 2022 Provisional Budgets, be brought forward for second and third reading under the bylaw process; and

THAT the associated 2020 tax levy bylaw and fees and charges amendment bylaw be brought forward for second and third reading under the bylaw process.

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: January 20, 2020
RE: Summary of Properties Subject to Tax Lien

ISSUE

Approval of the tax lien summary list for the 2019 tax year

REFERENCE

Section 83 of the *Assessment and Taxation Act*

HISTORY

Each year the City is required to prepare a list of properties that have taxes outstanding from the previous year. This list addresses tax arrears on titled properties only. Arrears on mobile homes, which are not titled properties, are managed through a separate distress process as outlined in the *Act*.

This list requires the approval of Council before being published in a newspaper having general circulation in the municipality. The list is updated until publishing time to avoid having citizens listed who have recently paid.

ANALYSIS

After the tax due date of July 2nd, each property with a tax balance owing is levied a 10% late payment penalty. Letters are sent to the property owners five times between July 10th and January 7th if payment is not received prior to the tax lien list being prepared for Council. Letters will again be issued in February and March to increase the chance of collection.

Each property on this list will be levied an administration fee and will be subject to further collection procedures if the account is not paid within 60 days. Those steps include initial application for title to the property after 12 months and final application for title to the Mediation Board after a further six months. If the taxes remain outstanding, the title to the property is transferred to the City and, assuming the City has no use for the property, it is disposed of at fair market value with any surplus returned to the previous owner.

When it was prepared the 2019 list included 63 properties with a total outstanding tax, penalty and interest balance of \$163,493.33. In comparison, the 2018 list included 55 properties with a total of \$176,370.99 outstanding.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that the City Seal be affixed to the 2019 Tax Lien Summary List to authenticate the list.

Quarterly Progress Reports

City Manager

Strategic Communications

QUARTERLY PROGRESS REPORT
Fourth Quarter 2019

City Manager

Council Priorities	Target Date
<p>Council Priorities:</p> <ul style="list-style-type: none"> • Official Community Plan – phases underway for 2020 completion • Emergency Preparedness – multiple tasks with corporate involvement underway • Attainable Housing – initiatives complete or in development primarily through the Development Services Division • City Building Consolidation – program development proceeding with corporate participation • Asset Management – corporate program development in process • Arctic Winter Games – delivery & participation 	Various
Under Way/Next	
<p>Workplace Culture Initiative</p> <ul style="list-style-type: none"> • Respectful workplace • Workplace safety • Service excellence 	
Advocacy/Partnerships	
First Nation Relations	
Safe-at-Home Plan Implementation (Partners)	
Arctic Winter Games (Partners)	
<p>Government of Yukon</p> <ul style="list-style-type: none"> • Infrastructure Funding • Solid Waste Regulations • Handy Bus Agreement • Wildlife Conflict Committee • Climate Change, Energy and Green Economy Strategy 	

QUARTERLY PROGRESS REPORT
Fourth Quarter 2019

Strategic Communications

Department Priorities	Target Date
Finalize Standard Operating Procedures	Jan 2020
Stock image library refresh	Complete
Planning for Operations Building grand opening	March 2020
(NEW) Hire consultant for website re-design	February 2020
Under Way/Next	
Council Priority-Setting <ul style="list-style-type: none">• Prepare public document	
Update social media guidelines	
Review and update Communications Policy	
Additional Projects	
Public Engagement Working Group	
Statistics	
October – December 2019 <ul style="list-style-type: none">• 24 Public Service Announcements and News Releases• 253 social media posts	

Quarterly Progress Reports
Community Services Division

Bylaw Services

Parks and Community Development

Recreation Facilities

Transit

QUARTERLY PROGRESS REPORT
Fourth Quarter 2019

Bylaw Services

Department Priorities		Target Date
Explore Mae Bachur shelter partnership <ul style="list-style-type: none"> Discussions to resume with selection of new Board 		April 2020
Explore KDFN Community Safety Officer/Bylaw Constable position		April 2020
Operational workflow management software <ul style="list-style-type: none"> Training and implementation continues with selected vendor 		April 2020
Under Way/Next		
<ul style="list-style-type: none"> Preparation for Bylaw Services contribution to AWG 2020 Training of new Trail Constable and Meter Attendant 		
Additional Projects		
<ul style="list-style-type: none"> Procurement of approved 'Mobile LED Radar Speed Trailer' 		
Statistics		
	Year to Date	
	2019	2018
Parking meter violation tickets issued	20,251	21,487
Accessible parking zone violations	110	123
Investigative File Count	2252	2451
Christmas 'Food for Fine' Initiative	\$6,535.00	\$3,110.00

QUARTERLY PROGRESS REPORT
Fourth Quarter 2019

Parks and Community Development

Department Priorities	Target Date
Rotary Park Playground Replacement	Complete
(NEW) Arctic Winter Games <ul style="list-style-type: none">• 2020 Final Preparation	March 2020
(NEW) Skateboard Park Planning & Development Agreement	March 2020
Recreation Activity Management Software – Go Live	Complete
Trail Plan Update RFP <ul style="list-style-type: none">• Contract Award• Public Consultation Process• 75% Draft	Complete February April 2020 August 2020
Under Way/Next	
Grey Mountain Cemetery Expansion	
Additional Projects	
Operations Building Artwork RFP Long Lake Recreational Area Improvement	

QUARTERLY PROGRESS REPORT
Fourth Quarter 2019

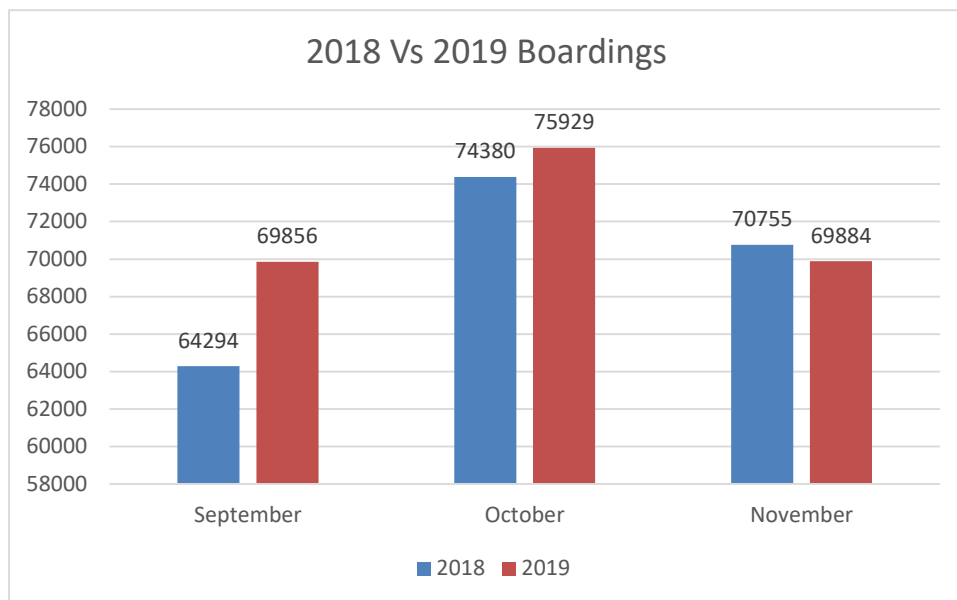
Recreation and Facility Services

Department Priorities	Target Date
Recreation Grant Policy Review <ul style="list-style-type: none"> Draft Policy 	April 2020
(NEW) Arctic Winter Games <ul style="list-style-type: none"> Final Preparation 	March 2020
(NEW) Activity Based Costing <ul style="list-style-type: none"> Analysis 	March 2020
Facility Allocation Policy <ul style="list-style-type: none"> Council Decision 	Complete
Recreation Activity Management Software <ul style="list-style-type: none"> Go-Live – Phase 1 First program registration 	Complete
Under Way/Next	
Capital Improvement Planning for Takhini Arena, Mt. McIntyre Recreation Centre, and Canada Games Centre	
Recreation Activity Management Software – Stabilization	
Additional Projects	
<ul style="list-style-type: none"> Departmental Core Competency Update Departmental Communications Strategy 	
Statistics	
<ul style="list-style-type: none"> Community Outreach – hosted a free event almost every month increasing participation in recreation activities. Examples include: Last Splash, Santa Land, National Family Week, and New Years' Eve. Registered 8838 clients into PLAY (new recreation software) since October go-live 	

QUARTERLY PROGRESS REPORT
Fourth Quarter 2019

Transit Services

Department Priorities	Target Date
Transit Master Plan Implementation <ul style="list-style-type: none"> • Transit Real-time Passenger Info and E-Payments project initiation 	February 2020
New Route Schedule RFP	February 2020
Preparations for move to new Operations Building	April 2020
Under Way/Next	
Support design considerations re. new Transit Comfort Station (downtown) Riverdale Transit Bus Lane – Pilot Project Extension	
Additional Projects	
Continued discussions with YG re. Handy Bus Funding	
Statistics	



Quarterly Progress Reports

Corporate Services Division

Business and Technology Systems

Financial Services

Human Resources

Legislative Services

Safety

QUARTERLY PROGRESS REPORT
Fourth Quarter 2019

Business and Technology Systems

Department Priorities	Target Date
IT Strategy Five-Year Plan <ul style="list-style-type: none"> • Scope and statement of work • Consultant selection • Consultant engagement 	Complete Mar 2020 May 2020
Recreation Activity Management System <ul style="list-style-type: none"> • Go-Live • First program registration 	Complete Complete
(NEW) Transit E-Payment and Real-Time Info <ul style="list-style-type: none"> • Release RFP • Project Kick-off 	Complete Jan 2020
Operations Building IT Support <ul style="list-style-type: none"> • Fibre optic cabling • Installations for network switches, wireless access points • Transfer and setup of computer workstations, printers, etc. 	Complete Feb 2020 Mar 2020
Under Way/Next	
Payroll Business Process Implementation <ul style="list-style-type: none"> • Enhancements and fixes 	
Motor Vehicles Data Integration Re-implementation	
Additional Projects	
Financial Systems Upgrade (GP 2018)	
Bylaw Incident and Case Management System Implementation	
Land and Building Services Records Digitization (Release RFI)	

QUARTERLY PROGRESS REPORT
Fourth Quarter 2019

Financial Services

Department Priorities	Target Date
Payroll Business Process Review <ul style="list-style-type: none"> • Program Integration and Data clean-up 	April 2020
Procurement review <ul style="list-style-type: none"> • Draft policy reviewed • Stakeholder engagement • Present at Standing Committee 	Complete Complete Feb 2020
Department re-structuring (financial reporting section) – implementation <ul style="list-style-type: none"> • Positions posted for recruitment 	Complete
(NEW) Leveraging Technology <ul style="list-style-type: none"> • Online Parking Ticket Payment • Online Utility Payment • Automating Financial Statement Preparation (Caseware) 	Complete Feb 2020 June 2020
Under Way/Next	
Review Senior Utility Rebate Bylaw	
Process Review <ul style="list-style-type: none"> - Financial Reporting – Fixed Asset Recording 	
Additional Projects	
Year End Preparation – Auditors onsite April	

QUARTERLY PROGRESS REPORT
Fourth Quarter 2019

Human Resources

Department Priorities	Target Date
Developing recruitment framework <ul style="list-style-type: none">• Letter of Understanding development, YO23• Letter of Understanding development, YO22	April 2020 Feb 2020
Substance Use/Fit for Duty Administrative Directive development	June 2020
Management and Management Staff bylaw <ul style="list-style-type: none">• Engagement• Proposal development and costing• Bylaw development	Complete Feb 2020 June 2020
Under Way/Next	
Respectful workplace policy review	
Orientation & On-Boarding program development	
Additional Projects	
Joint benefit review and pension committees	
Recruitment accommodation options	
Return to work program development	

QUARTERLY PROGRESS REPORT
Fourth Quarter 2019

Legislative Services

Department Priorities	Target Date
CASM Process Policy <ul style="list-style-type: none"> • Presentation at CASMs, April and June • CAR Policy presented to Council, July • Council decision 	Complete Complete Complete
Records Management <ul style="list-style-type: none"> • Revisions to framework documents following pilot project • Staff recruitment 	Jan 2020 Mar 2020
Citizen Survey <ul style="list-style-type: none"> • Survey delivery • Present to Council, release results publicly 	Complete Complete
(NEW) Council Priority-Setting <ul style="list-style-type: none"> • Process management 	Mar 2020
(NEW) Procedures Bylaw <ul style="list-style-type: none"> • Review with Council 	Mar 2020
Under Way/Next	
2021 Municipal Elections Planning	
Prioritized Policy Development <ul style="list-style-type: none"> • Procurement, Disposal of Assets, Development Incentives, Local Improvement Charges 	
Additional Projects	
Staff job descriptions and recruitment	

QUARTERLY PROGRESS REPORT
Fourth Quarter 2019

Safety Services

Priorities	Target Date
Safety Management System review: implement recommendations <ul style="list-style-type: none"> • Prioritize recommendations • Allocate resources to staff orientation and training package development • Begin regular safety drills in various buildings • Increase presence in the field reviewing safety documentation with staff 	Complete July 2020 July 2020 Complete
Incident reporting & investigation training <ul style="list-style-type: none"> • Major department rollout • Source contractor for respectful workplace investigation training • Roll-Out Respectful Workplace Training program to Supervisors 	Complete Complete March 2020
Operations/W&W safety program <ul style="list-style-type: none"> • Prioritize high hazard work processes for documentation • Establish regular safety meetings with deliverables 	Mar 2020 Complete
Under Way/Next	
Confined Space Program development	
Hearing Conservation Program research	
Additional Projects	
Research Health & Safety document management software	
Research and develop driver's license review program	

Quarterly Progress Reports
Development Services Division

Engineering Services

Land and Building Services

Planning and Sustainability Services

QUARTERLY PROGRESS REPORT
Fourth Quarter 2019

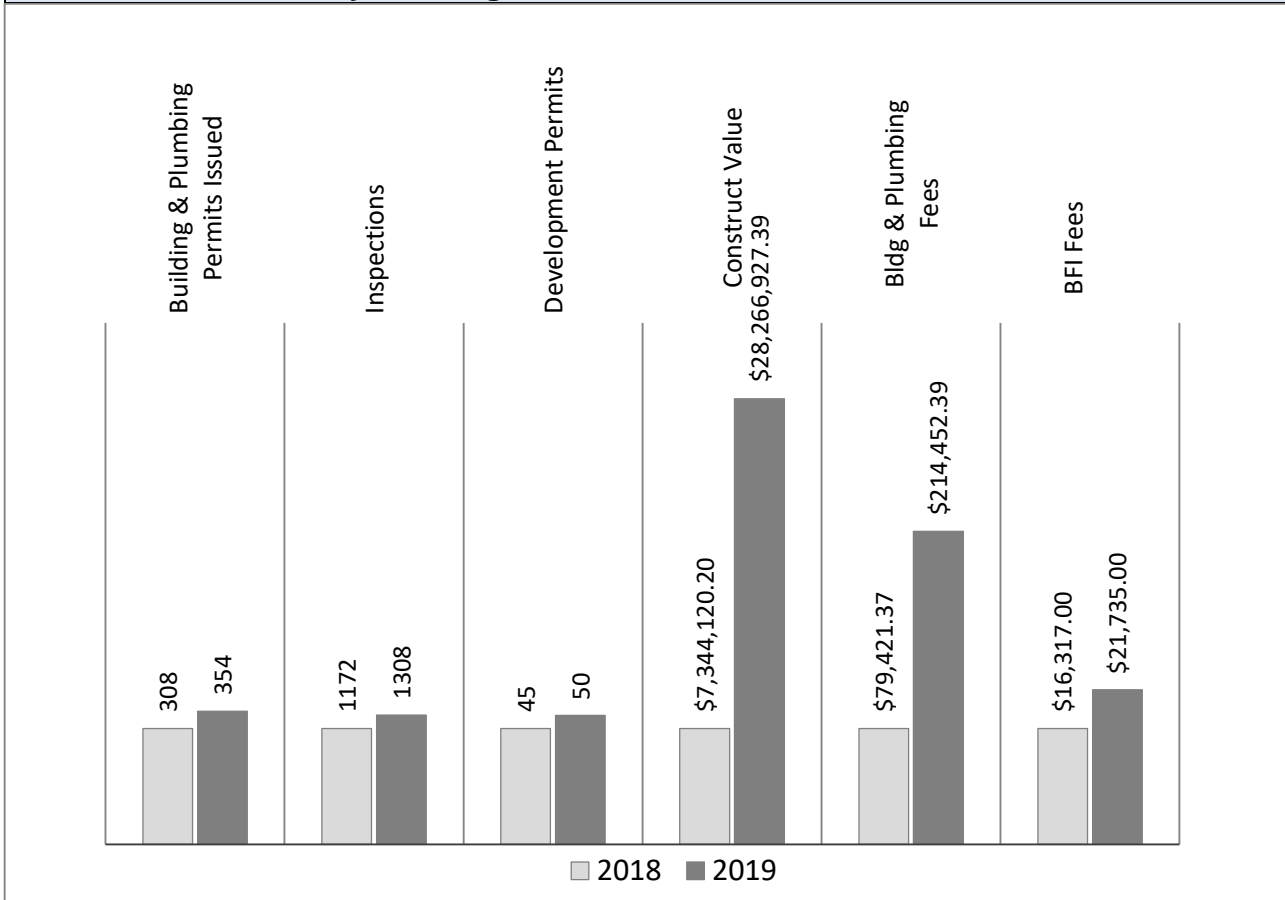
Engineering Services

Department Priorities	Target Date
(NEW) Mount McIntyre Recreation Bridge Replacement Servicing	Feb 2020
Water Licence Renewal	May 2020
Tlingit Street Reconstruction: detailed design	Feb 2020
Water Main Improvements, Birch Street North Extension	Complete
Under Way/Next	
Range Road and Two Mile Hill Intersection Improvements – Design	
Local Improvement Charge Policy Review	
Additional Projects	
Cook Street Reconstruction: detailed design and construction	
Puckett's Gulch Stairs Rehabilitation	
Standards Manual <ul style="list-style-type: none">• Update Private Development Standards	

QUARTERLY PROGRESS REPORT
Fourth Quarter 2019

Land and Building Services

Department Priorities	Target Date
Housing Lots – Lottery and Tender <ul style="list-style-type: none"> • Arkell residential lots – lot servicing • Arkell residential lots - land lottery 	Complete Feb 2020
City-Yukon Land Transfer Protocol <ul style="list-style-type: none"> • Development of draft Protocol – project scope document • Hire Consultant – complete draft Protocol 	Complete Apr 2020
Residential Lot Development Grading Requirements <ul style="list-style-type: none"> • Zoning Bylaw amendments 	Mar 2020
Under Way/Next	
Development/Building Permit Process Modernization – Implementation Plan	
Useable/Adaptable Housing Requirements – Revisions to Building and Plumbing Bylaw	
Riverdale Skate Park Site – land acquisition from Yukon	
Additional Projects	
Senior Development Officer Position development – job evaluation review	
Monthly Building Statistics for Oct, Nov and Dec 2019*	



*NOTE: The following major construction project contributed to the 2019 construction value: New KDFN Admin building - \$21,142,500

QUARTERLY PRIORITIES REPORT
Fourth Quarter 2019

Planning and Sustainability Services

Priorities	Target Date
Wildland Fire Protection Strategy <ul style="list-style-type: none">• Complete Risk Assessment	January 2020
Housing Incentives Policy <ul style="list-style-type: none">• Council approval	January 2020
Official Community Plan Review <ul style="list-style-type: none">• Phase 3 “Create the Plan”	July 2020
Under Way/Next	
Commercial and Industrial Land Demand Study	
Local Improvement Charge Policy Review	
Additional Projects	
Climate Change Emergency Options	

Quarterly Progress Reports

Infrastructure and Operations Division

Fire Services

Operations

Water and Waste Services

QUARTERLY PROGRESS REPORT
Fourth Quarter 2019

Fire Department

Department Priorities		Target Date	
Fuel Abatement Plan with Wildland Fire <ul style="list-style-type: none"> Copper Haul Road completion (25% Complete) 		April 2020	
Update City Emergency Master plan (60% Complete)		May 2020	
Update Emergency Services Bylaw		Mar 2020	
Under Way/Next			
Review of Fees and Charges			
Wildfire Preparation Planning			
Additional Projects			
Transition into new Station 1			
Preparation for April Prescribed Burns			
Statistics			
October through December 2019			
Fire Prevention Activities		Training Activities	
	Hours		Hours
Fire Investigations	81	Driver Training	370
Fire Safety Inspections (Site Visits)	78	Full-time Member Training	160
Fire Protection Inquires – Various	66	Other Training	140
Public Relations/Education (Office/School, Hall Tours)	43	Volunteer Training	28
Plan Reviews	37	Recruit Training	0
Fire Pit Inspections	10		
Fire Inspections- Shifts	8		
Total Fire Prevention Hours = 323		Total Training Hours = 768	
Fire Suppression Incidents			
	Incidents		Incidents
Alarm No Fire	72	Grass and Brush Fire	10
Motor Vehicle Accident	32	Assist Other Agencies	9
Carbon Monoxide Alarm	8	Structural Fire	6
False Alarm	6	Rescue	5
Public Hazard	5	Trash and Rubbish Fire	5
Imminent Fire Hazard	0	Chimney Fire	4
Ammonia Alarms	0	Vehicle Fire	2
Chlorine Alarms	0	Hazardous Material Incident	0
Total Fire Suppression Incidents = 164			

QUARTERLY PROGRESS REPORT
Fourth Quarter 2019

Operations Department

Department Priorities	Target Date
Building Consolidation Program <ul style="list-style-type: none"> • Operations Building commissioning • Fire Hall #1 construction • City Hall RFP design award 	March 2020 May 2020 March 2020
Safety Program Refresh <ul style="list-style-type: none"> • Updates to Safe Work Process • Updates to Safe Work Procedures • Implement Dedicated Safety Meetings 	May 2020 May 2020 Complete
Major Capital Projects <ul style="list-style-type: none"> • RFP awarded – Transit Bus Delivery • Mt McIntyre Condenser Replacement 	Nov 2020 Complete
Under Way/Next	
Project management review (capacity and planning for capital projects) – Recruitment completed, planning ongoing, several projects initiated	
Transportation/Sign Shop re-organization	
Additional Projects	
Asset Management – Inventory and Work Order Review	
Replacement Vehicles and Fleet Equipment – Delivery and commissioning	
CGC Energy Upgrades Phase 2 – Delivery (completed) and installation of LED lighting	

QUARTERLY PROGRESS REPORT
Fourth Quarter 2019

Water and Waste Services

Department Priorities	Target Date
Compost Facility Expansion <ul style="list-style-type: none">• Construction	Sept 2020
Commercial Organics Collection <ul style="list-style-type: none">• Zone One 100% complete; Zone Two 95% complete; Zone Three 67% complete; Multi-unit 31%	Feb 2020
Landfill Contract <ul style="list-style-type: none">• Request for Tender (RFT)	June 2020
Under Way/Next	
Transfer Station RFP released	
Preparation to move into the new Operations Building	
Additional Projects	
Groundwater Protection Plan Update	
Programmable Logic Controllers and Communications System Upgrade	

CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall



Chair: Jan Stick

Vice-Chair: Samson Hartland

Date: January 20, 2020

1. Housing Development Incentives Policy
Presented by Planner II Kinden Kosick
2. New Business

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: January 20, 2020
RE: Housing Development Incentives Policy Approval

ISSUE

A revised Housing Development Incentives Policy being brought forward for Council approval.

REFERENCE

- Fees and Charges Bylaw 2014-36 as amended
- City Grant Making Policy
- Housing Development Incentives Policy
- Council Strategic Priorities (2019)
- Zoning Bylaw 2012-20 as amended

HISTORY

The original Development Incentives Policy was adopted in 2012, and was originally intended to promote development on underutilized lots in the Downtown area. The policy was always intended to evolve to address emerging housing/development gaps and consequently it was updated in 2015 and 2018. The Policy is considered a success, being one of the most impactful tools that the City has to help promote attainable/affordable housing and influence rental housing. The revisions presented have focused on gaps in the current housing continuum.

To date, 158 projects and 342 units have been permitted under the Policy:

- 137 minor (living/garden suites)
- 11 standard (39 residential units)
- 9 major (21 supportive housing units/95 rental units/50 market units)

The City's incentive program is complemented by Yukon Housing Corporation's (YHC) Municipal Matching Grant (MMG) for rental housing. That grant program has limited funding but additional funds may be provided through program renewal. To date, this has not been confirmed by YHC.

Administration presented the goals and objectives for updating the Policy at a CASM on February 7, 2019, which included:

- Improvement to overall function of the Policy;
- Financial incentive/assistance for housing projects that not being adequately provided by the market; and
- Incentive/assistance to increase development in targeted locations.

A draft Policy was presented at a CASM on October 17, 2019, then provided to the Whitehorse Chamber of Commerce and Yukon Housing Action Plan Implementation Committee. Administration met with representatives of these groups and provided additional information as required. One minor change, noted below, has been included in the Policy as a result of this engagement.

ALTERNATIVES

1. Approve the draft Housing Development Incentives Policy.
2. Refer back to Administration for additional analysis.

ANALYSIS

Proposed Changes

Changes have included substantial reorganization of the Policy to improve function, administration, and interpretation. Major changes include:

- Elimination of incentives for commercial development, focusing instead on residential development, per Council's Strategic Priorities;
- Elimination of incentives for general market level housing, such as Downtown condos, instead focusing on rental and supportive housing, and densification near City services;
- Shifting focus to achieve denser residential development in specific locations that promote City goals and sound planning principles, such as Whistle Bend, areas in proximity to neighbourhood commercial areas, and neighbourhood facilities;
- Providing more incentives through a reduction in Development Cost Charges (DCCs) instead of tax grants;
- Assisting non-profit and non-governmental organizations by:
 - Establishing grants for a portion of development fees (permit fees);
 - Providing flexibility on timeline of payment for land purchased from the City; and
 - Formalizing a cash grant request process for purpose-built, subsidized rental, or supportive housing.

New Incentive Eligibility Criteria

The draft Policy includes five categories of incentive that would be available to developers.

Suite Development Incentive

This incentive has been carried over directly from the existing policy (currently titled the minor development incentive). It reduces DCCs for secondary suite development. This was the most successful incentive under the existing Policy.

Neighbourhood Density Development Incentive

This incentive proposes a DCCs reduction (to a maximum \$50,000) for apartments that are constructed:

- in neighbourhood commercial areas;
- within 400 m of neighbourhood facilities (schools/commercial areas/government buildings/parks), either outside of Downtown or in the CM1 and RD zones; or
- in the RCM zone where at least 90% of the maximum allowable density is achieved (established through review of recent permitting information).

Input from stakeholder groups, resulted in an amendment to the draft to clarify that this incentive would apply to selected Downtown areas to continue to support residential

development Downtown. Such developments lower reliance on vehicular travel, and promote vibrancy.

RCM2 Zone Development Incentive

This incentive proposes to reduce DCCs for apartments constructed in the RCM2 zone that achieve a density 50% higher than the minimum allowable density. This incentive is aimed at increasing the overall density in Whistle Bend and promoting increased development of smaller apartment units that will, in turn, support the commercial viability of Keno Way, and improved City transit service.

Rental and Supportive Housing Development Incentive

This incentive has been carried over from the existing Policy (currently titled the major development incentive). This incentive provides a ten-year tax grant for any rental or supportive housing project of at least four units. The new Policy proposes an expansion of this incentive to include a reduction in DCCs for any eligible project. The maximum combined value of this incentive remains \$500,000.

Non-Profit and Non-Governmental Organization Incentive

This incentive allows Council to support non-profit or non-governmental organizations by granting back DCCs and/or development fees for any project (maximum of \$20,000), deferring payment for City owned land, and providing cash grants for rental or supportive housing projects.

Other Changes

The definition of ‘residential units’ has been narrowed to reflect smaller, denser units for the purpose of this Policy. Specifically, the proposed Policy defines ‘residential units’ as three or more units (studio to two bedroom), developed as ‘housing: apartment’ as defined in the Zoning Bylaw. This would exclude ground level entrance developments, such as townhouses, as they are viable under current market conditions.

The new Policy would permit condominium subdivision of rental or supportive housing projects, but would still restrict individual sale of units. Administration has reviewed the implementation process for allowing condominiums with Government of Yukon Land Titles Office and has determined there is a feasible solution for restricting sales.

This change would allow rental housing projects to have subdivided units to allow for difference financing options, or to sell associated market units to offset costs. Any rental units would still be retained under one ownership entity for the ten-year term of the incentive agreement.

Budget Implications

While it is not possible to accurately estimate costs, it is expected that the financial burden to the City should remain similar to existing levels as suite development should remain consistent, criteria have been narrowed, and the potential for long term financial burden has been significantly reduced.

Through the elimination of tax grants for all incentives but rental and supportive housing, the proposed Policy would also significantly reduce the administrative time it takes to review, approve, and process payment on incentive files.

To further reduce financial burden to the City, the City could review DCCs to help recover the lost revenue from awarded incentives. This could happen through a review of the existing bylaw with a potential update in 2020. Currently, the DCCs applied in Whitehorse are significantly lower than in other comparable municipalities.

City Grant Making Policy

There is currently an overlap between the proposed Housing Incentives Policy and the City Grant Making Policy that caps an organization's eligibility at \$50,000 annually. To date, two organizations have received an exemption to this cap from Council.

Administration is proposing that where an incentive application may cause an organization to exceed the \$50,000 cap, Council will be notified of this issue in the Administrative report and may decide on an exemption as part of the formal incentive approval process. It is expected that the new Policy will result in few exemptions being required; primarily it will occur in cases where an organization has completed multiple projects.

Amendment to the Fees and Charges Bylaw

As part of the approval of the proposed Policy, Administration is recommending an amendment to the Fees and Charges Bylaw that will give effect to the proposed new, reduced DCCs charge for approved incentive applications. An earlier amendment was made in April 2019 to reduce the DCCs charge for minor incentives.

ADMINISTRATIVE RECOMMENDATION

THAT Council adopt the proposed Housing Development Incentives Policy, and

THAT Council direct that Bylaw 2020-06, a bylaw to amend the Fees and Charges Bylaw with respect to the Housing Development Incentives Policy, be brought forward for consideration under the bylaw process.



(DRAFT) Housing Development Incentives Policy

Policy Number:	2020-01
Approved by:	Council Resolution _____
Effective date:	
Department:	Planning and Sustainability Services/Legislative Services

POLICY STATEMENT

Creating attainable housing for citizens is a priority for the *City*, which will be achieved in part through adding increased housing stock to the market via incentivizing particular development projects that achieve higher density housing or other specific *City* objectives.

The *City* will provide financial incentives for projects that provide *rental or supportive housing*, high density *residential units*, and *residential units* located near community services.

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

BACKGROUND

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

DEFINITIONS

Base Rate – The Tax Grant Incentive base rate is calculated as the value of the tax levy for improvements on the property paid on July 2nd in the year that the building permit for the eligible development is issued. In the case where existing buildings or structures were demolished prior to issuance of a building permit for an eligible development, the base rate will be zero.

City – Means the municipality of the City of Whitehorse.

Council – Means the municipal Council for the City of Whitehorse.

Deferred Payment Incentive (DPI) – The deferral of full or partial payment to the *City* by a *non-profit agency or non-government organization* when purchasing a parcel of *City* owned land.

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

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

Development Incentives – Monetary contributions made by the *City* for developments meeting the eligibility criteria set out in this policy.

Eligible Suite – Either a living suite or garden suite, as defined by the Zoning Bylaw, that is located within the *Urban Containment Boundary*.

Neighbourhood Facility – Basic services that contribute to ‘complete communities’, including elementary or secondary schools, commercial areas, government recreation or health service buildings, community gardens, or developed *City* parks or playgrounds.

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

Rental Housing – Refers to any configuration of multiple housing units that is retained by a single owner, with units that are available to rent on a monthly or longer basis.

Residential Units – A development consisting of more than three units, developed as ‘housing: apartment’ as defined in the Zoning Bylaw. Individual units may consist of studio, one, or two bedroom apartments. A development may include larger individual units and still qualify for an incentive under this policy; however, the developer will only receive an incentive for units of two bedrooms or less. For the purposes of this policy, ground level entrance developments, such as townhouses, are not considered as *residential units*.

Supportive Housing – Use of a building for residential dwelling units that is owned and operated by a *non-profit agency or non-government organization* and intended to accommodate tenants who require assistance. Assistance for residents must be provided through a permanent on-site staffing component. Typical uses would include assisted housing for seniors or assisted housing for people with disabilities.

Tax Grant Incentive (TGI) – A yearly monetary grant intended to incentivize development. The grant will be in the amount that the developer has paid in annual municipal taxes as a result of improvements to the property, i.e., new construction. The base amount is determined at the time of issuance of a building permit.

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

DEVELOPMENT INCENTIVES

1. Suite Development Incentive

The manager of Land and Building Services, or designate, may approve a Suite Development Incentive for any person or organization that develops an *eligible suite*, permitted by the *City*.

Approval of a Suite Development Incentive will result in the *DCCs* for the approved suite to be reduced, pursuant to the Fees and Charges Bylaw.

2. Neighbourhood Density Development Incentive

The manager of Land and Building Services, or designate, may approve a Neighbourhood Density Development Incentive for any person or organization that builds one of the following developments in the following locations or zones:

- *residential units* in a CN–Neighbourhood Commercial, CNC–Comprehensive Neighbourhood Commercial, or CNC2 – Comprehensive Neighbourhood Commercial 2 zone;
- *residential units* outside Downtown, or within the RD-Residential Downtown or CM1-Mixed Use Commercial zones, that are within 400 metres of a *neighbourhood facility*, where zoning allows; or
- *residential units* that achieve at least 90% of the maximum allowable *residential units* in the RCM – Comprehensive Residential Multiple Family zone.

Approval of a Neighbourhood Density Development Incentive will result in the *DCCs* for the approved project being reduced, pursuant to the Fees and Charges Bylaw, to a maximum of \$50,000.

3. RCM2 Zone Development Incentive

Council may approve a RCM2 Zone Development Incentive for any person or organization that builds *residential units* in the RCM2 – Comprehensive Residential Multiple Family 2 zone, achieving a density 50% higher than the minimum requirement specified in the Zoning Bylaw.

Approval of a RCM2 Zone Development Incentive will result in the *DCCs* for the approved project being reduced, pursuant to the Fees and Charges Bylaw.

4. Rental and Supportive Housing Development Incentive

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

- a minimum of four *rental housing* units that will remain as *rental housing* for a minimum term of ten years; or
- a minimum of four *supportive housing* units. *Council* may consider projects proposed as partnerships between *non-profit agency or non-government organizations* and for-profit organizations.

Approval of a Rental and Supportive Housing Development Incentive will result in the *DCCs* for the approved suite to be reduced, pursuant to the Fees and Charges Bylaw, and in a ten-year *Tax Grant Incentive (TGI)*. The total value of the incentive will not exceed \$500,000.

5. Non-Profit or Non-Governmental Organization Incentives

- For any residential housing project undertaken by a *non-profit or non-governmental organization*, a grant equal to the cost of *development fees* and/or *DCCs* may be issued, to a maximum of \$20,000. All such grant requests are subject to *Council* approval. Project costs must be provided to the *City* as part of any request.
- *Council* may consider a *Deferred Payment Incentive (DPI)* for a *non-profit or non-governmental organization* that may set out a deferred payment plan for the purchase of *City* owned land. Financial information may be requested by the *City* in relation to any application for a *DPI*.
- *Council* may consider a cash grant for an amount that it deems necessary to support major projects by *non-profit or non-governmental organizations*. These projects must include either purpose built, subsidized *rental housing or supportive housing* as a significant component of the project (over 60% of dwelling units). Eligibility for a cash grant will consider factors such as project viability, other external funding sources, project budget, and current market conditions.

IMPLEMENTATION

Based on the eligibility criteria listed in this policy, an applicant may apply for a *development incentive* as follows:

1. Taxes applied to the value of land are not available for reduction or grant.
2. Federal and Territorial governments and their agencies will not be eligible for the *development incentives* and/or *TGIs* under this policy.
3. Receipt of a development incentive outlined in this policy does not disqualify an applicant from receiving a different grant, subsidy, or loan provided by the *City* or another entity. An individual or organization may receive more than one *development incentive*, per the terms of this policy.
4. All applications must be accompanied by a valid development permit issued by the *City* and projects must adhere to the Official Community Plan, as well as any other relevant *City* policies or bylaws.
5. Where multiple secondary suites are permitted, a Suite Development Incentive may be approved for each permitted suite.
6. Eligible developments may span over several legal lots. For multi-phased developments that are eligible for an incentive, applications may be made for each phase as the development progresses.
7. A single phase of an eligible project shall not receive more than one Neighbourhood Density, RCM2 Zone, or Rental and Supportive Housing Development Incentive, and no combination of these incentives will be considered.

8. *Development incentives* will not be applied retroactively for projects that have already been issued a building permit. This includes permits that have been cancelled or lapsed and reapplied for in an effort to receive an incentive.
9. Approved Rental and Supportive Housing Development Incentives will be set out in a Development Incentive Agreement between the applicant and the *City* that will specify the terms of payment. Annual grants will be processed after property owners have paid their taxes for the year in full. If property taxes are in arrears, the Development Incentive Agreement will be void and the applicant will no longer be eligible for the *TGI*.
10. The annual value of each *TGI* will be calculated by subtracting the *base rate* from annual tax levy paid by July 2nd for the duration of the Development Incentive Agreement.
11. Payment of *TGIs* will begin once an eligible development has received occupancy permits for all units. Any taxes paid to the *City* prior to occupancy will not be eligible for a grant under this policy.
12. The Development Incentive Agreement may be revoked and cancelled if occupancy has not been granted within five years of issuance of building permits for Rental and Supportive Housing Development Incentives.
13. Rental or supportive housing developments may be developed as part of a condominium corporation, but sale of individual units will be strictly prohibited unless approved in writing by the *City*. If a rental or supportive housing unit is sold individually prior to completion of the term set out in the Development Incentives Agreement, the Agreement will become void and the owner will be required to repay the *development incentives* and/or *TGI* received for that unit to date.
14. Any *rental housing* that has received funding through an approved *development incentive* shall not be used for short-term (less than one month) or nightly rental. If an eligible unit is used for short-term or nightly rental prior to completion of the term set out in the Development Incentives Agreement, the Agreement will become void and the owner will be required to repay the *development incentives* and/or *TGI* received to date.
15. Any *eligible suite* that has received a *development incentive* shall not be used for short-term (less than one month) or nightly rental. If an *eligible suite* is used for short-term or nightly rental the owner will be required to repay the *development incentives* received to date.
16. If a development or building permit is substantially amended, revoked, or cancelled, the Development Incentive Agreement will be considered invalid and the applicant must reapply for an incentive under the terms of this policy.
17. The *City* reserves the right to amend this policy from time to time, through the standard *Council* approval process. In the event of an amendment, active applications will be permitted to continue under the terms in which the application was submitted. Any applications received after the *Council* process has started will be subject to the updated policy.

CITY OF WHITEHORSE

BYLAW 2020-06

A bylaw to amend Fees and Charges Bylaw 2014-36

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

WHEREAS section 220 of the *Municipal Act* (R.S.Y. 2002) provides that council may by bylaw amend or vary bylaws; and

WHEREAS it is deemed desirable that the Fees and Charges Bylaw be amended to reflect the updated Incentives Policy;

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 Schedule 9 (Planning) and substituting therefore a new Schedule 9 attached hereto as Appendix "A" and forming part of this bylaw.
2. This bylaw shall come into full force and effect upon final passage thereof.

FIRST and SECOND READING:

THIRD READING and ADOPTION:

Mayor

Assistant City Clerk

CITY OF WHITEHORSE

BYLAW 2020-06

Explanatory Notes

The attached bylaw amends the Fees and Charges Bylaw to reflect changes required as part of adoption of a new Housing Development Incentives Policy.

The changes are highlighted and include new and amended fees.

- Delete Development Agreement Fees for Minor Incentives;
- Amend Development Agreement Fees for Standard/Major Incentives to read 'Rental and Supportive Housing Development Incentive';
- Amend DCC charge for Approved Minor Development Incentive to read 'Approved Suite Development Incentive';
- Add DCC charges for 'Approved Neighbourhood Density Development Incentive', 'RCM2 Zone Development Incentive' and 'Rental and Supportive Housing Development Incentive', with a charge of \$0.

FEE DESCRIPTION				Bylaw 2020-06		Units
				Approved Fee	Date Fee Effective	
Address Changes	changing a municipal address	no relocation		200.00	22-Jun-98	each
Development Cost Charge	residential, single family	unserviced Country Residential secondary Suite		1,040.00	1-Jul-14	per dwelling
Development Cost Charge	residential, single family	urban serviced lot		3,641.00	1-Jul-14	per dwelling
Development Cost Charge	residential, single family	country residential serviced lot		3,641.00	1-Jul-14	per dwelling
Development Cost Charge	residential, single family	country residential non serviced lot		1,769.00	1-Jul-14	per dwelling
Development Cost Charge	residential, duplex	duplex housing		5,826.00	1-Jul-14	per 2 dwellings
Development Cost Charge	residential, multiple housing	townhouse		2,913.00	1-Jul-14	per dwelling
Development Cost Charge	residential, multiple housing	apartment		2,185.00	1-Jul-14	per dwelling
Development Cost Charge	residential, multiple housing	multiple detached dwellings		2,913.00	1-Jul-14	per dwelling
Development Cost Charge	residential, single family	Secondary Suite	Approved Suite Development Incentive	-	31-Mar-19	per dwelling
Development Cost Charge	Incentive	To a maximum of \$50,000 in regular DCCs	Approved Neighbourhood Density Incentive	-	10-Feb-20	per dwelling
Development Cost Charge	Incentive	No maximum	Approved RCM2 Zone Incentive	-	10-Feb-20	per dwelling
Development Cost Charge	Incentive	No maximum	Approved Rental and Supportive Housing Incentive	-	10-Feb-20	per dwelling
Development Agreement	Incentive	Minor		75.00	8-Oct-13	each
Development Agreement	Incentive	Rental and Supportive Housing Incentive		200.00	8-Oct-13	each
Development Permit	Conditional Use - \$500 plus applicable Permitted Use fee.			500.00	1-Jan-15	each +
Development Permit	Designated municipal historic resource			-	27-Jan-03	each
Development Permit	Permitted Use: Non-residential Zone (No new construction)			275.00	29-Jan-07	each
Development Permit	Permitted Use: Non-residential Zone(New Construction) \$275.00 + 1.10/sq.metre			275.00+	29-Jan-07	each +
Development Permit	Permitted Use: Residential Zone	Multiple Housing & Commercial use	\$275. base plus \$1.10/sq. meter (new Con)	275.00 +	22-Jun-98	each
Development Permit	Permitted Use: Residential Zone	Multiple Housing & Commercial use	\$275. (Change of use)	275.00	1-Feb-09	each
Development Permit	Permitted Use All Zones	Change of Use: no zoning requirements		75.00	1-Jun-17	each
Development Permit	Permitted Use: Residential Zone	Secondary commercial uses (change of use)		30.00	1-Jan-19	each
Development Permit	Permitted Use: Residential Zone	Secondary Living Suite or Garden Suite		75.00	1-Jan-19	each
Development Permit	Permitted Use: Residential Zone	single, duplex, triplex & townhouse		75.00	1-Jan-19	each
Development Permit	Placement of Sign			25.00	1-Feb-09	each
Development Permit	Schwatka Lake Waterfront Policy Dock Permit	Annual permit		300.00	1-May-16	each
Development Permit	Schwatka Lake Waterfront Policy Dock Permit	Refundable deposit		1,500.00	1-May-16	each
Development Permit	Demolition of a Structure	Demolition Structure (<75 m2)		75.00	1-Jun-17	each
Development Permit	Demolition of a Structure	Commercial		275.00	1-Feb-09	each
Development Permit	Demolition of a Structure	Residential		200.00	1-Feb-09	each

FEE DESCRIPTION				Bylaw 2020-06		Units
				Approved Fee	Date Fee Effective	
Development Permit	Relocation of a Structure			25.00	1-Feb-09	each
Development Permit	Temporary Use Permit	Community Event		25.00	1-Feb-09	each
Development Permit	Temporary Use Permit	Commercial Event/Development		275.00	1-Feb-09	each
Development Permit	Temporary Use Permit	Temporary Use Permit<7 days		25.00	1-Feb-09	each
Development Permit	Mobile food Vendor on public site	Annual permit		275.00	1-May-15	each
Development Permit	Mobile food Vendor on public site: electricity charge	Monthly permit		50.00	1-May-15	each
Development Permit Refund	written request from applicant within 6 months of original date of issue-no permit related work on site has begun-deduction of \$55. or 20% of fee whichever is MORE.			Varies	1-Feb-09	each
Land Management	Development agreement			200.00	29-Jan-07	each
Land Management	Road Closure Bylaw			500.00	29-Jan-07	each
Land Management	Subdivision Approval Extension			250.00	29-Jan-07	each
Official Community Plan Amendment Fee (OCP Amendment Fee)				1,500.00	1-Jan-17	each
Parking	Payment in lieu of providing parking space		Space in the CC, CPG and CMW Zones	18,706.00	13-Nov-01	each space
Parking	Payment in lieu of providing parking space		space in the CM1 and CM2 zones	7,967.00	13-Nov-01	each space
Subdivision Application	Condominium (non refundable fee)	\$50.00 per unit being created to a maximum of \$500.00		50.00	8-Jan-01	each
Subdivision Application	Consolidation (non refundable fee)			50.00	22-Jun-98	each
Subdivision Application	Subdivision (non refundable fee)	min. charge \$250. max. charge \$1000.	ea. lot \$100	100.00	22-Jun-98	each
Subdivision Application	Property line adjustment or realignment (non refundable fee)		ea. adjustment/realignment \$50	50.00	8-Jan-01	each
Variance, Board of-Appeal	non refundable fee each appeal			500.00	1-Feb-05	each
Zoning Amendment				1,500.00	8-Oct-13	each
Zoning Amendment	Designated municipal historic resource			-	27-Jan-03	each