

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, February 19, 2024 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS Mother Language Day (February 21, 2024)

DELEGATIONS Ben Pereira, Neighbourly North – The Short-Term Housing Market

DEVELOPMENT SERVICES COMMITTEE

1. New Business

CITY OPERATIONS COMMITTEE

1. 2024 Transportation Master Plan
2. New Business

COMMUNITY SERVICES COMMITTEE

1. Recreation Grant Task Force Appointments
2. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

CORPORATE SERVICES COMMITTEE

1. Public Input Report – 2024 to 2026 Operating Budget Bylaw
2. Upcoming Procurements (March/April) – For Information Only
3. Commencement Report – McIntyre Drive Traffic Calming
4. Commencement Report – Replacement Aerial Apparatus
5. Commencement Report – Waste Transfer Station Upgrades
6. 2023 Council Summaries
7. New Business

CITY PLANNING COMMITTEE

1. Public Hearing Report – Zoning Amendment – 1302 Centennial Street
2. Zoning Amendment – Housing-Related Amendments
3. HLDAC Short-Term Rental Recommendations
4. New Business



PROCLAMATION
MOTHER LANGUAGE DAY
February 21, 2024

WHEREAS, the City of Whitehorse is focused on promoting, supporting, and welcoming diversity in our community; and

WHEREAS the City of Whitehorse recognizes our community is home to numerous mother languages including Tutchone languages, English, French, Tagalog, German, Punjabi, Spanish, Cantonese, Japanese, Mandarin, and more; and

WHEREAS Mother Language Day is an opportunity to educate ourselves on the important role language plays in our lives when communicating with friends, family, and loved ones;

THEREFORE, I, Mayor Laura Cabott, hereby declare February 21, 2024 to be International Mother Language Day in the City of Whitehorse.

Laura Cabott
Mayor

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Dan Boyd

Vice-Chair: Mellisa Murray

February 19, 2024

Meeting #2024-04

-
1. New Business

CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE
Council Chambers, City Hall



Chair: Jocelyn Curteanu

Vice-Chair: Michelle Friesen

February 19, 2024

Meeting #2024-04

-
1. 2024 Transportation Master Plan
Presented by Taylor Eshpeter, A/Director of Infrastructure and
Operations
 2. New Business

ADMINISTRATIVE REPORT

TO:	Operations Committee
FROM:	Administration
DATE:	February 19, 2024
RE:	2024 Transportation Master Plan

ISSUE

Adoption of the 2024 Transportation Master Plan as a guiding document.

REFERENCE

- [Whitehorse 2040 Official Community Plan](#)
- [Transportation Master Plan – Phase 1 Engagement Summary Report](#)
- [Transportation Master Plan – Phase 2 Engagement Summary Report](#)
- [2024 Transportation Master Plan](#)
- Executive Summary – Excerpt from 2024 Transportation Master Plan (Attachment 1)

HISTORY

The City of Whitehorse last completed a comprehensive city-wide review of its transportation network with the 2004 City-Wide Transportation Study. Over the past two years, a new Transportation Master Plan (TMP) has been drafted to align with the community vision and values and in anticipation of growth areas that were set in the Whitehorse 2040 Official Community Plan (OCP).

The Whitehorse TMP outlines a long-term vision and strategy for guiding transportation decision-making and investments through to the year 2040. The TMP's overarching goal is to inspire collaborative efforts aimed at improving accessibility, equity, safety, and sustainability of the City's transportation network. The development of the TMP was a multifaceted process that included transportation planning, extensive data analysis, robust and meaningful community engagement, and collaboration with various stakeholders in order to meet the needs projected into the horizon year 2040.

As part of the development of the TMP, two phases of public engagement were completed by the project's communication and engagement specialists to collect input from the public and interested parties. Over 150 residents attended events such as webinars and in-person open houses, more than 340 responded to the online surveys, and over 20 interested parties were directly consulted. The results and input from the public engagement were used to help inform actions and recommendations outlined in the TMP. The Phase 1 and Phase 2 engagement summary reports are available on the project website at engagewhitehorse.ca/TMP.

ALTERNATIVES

1. Adopt the 2024 Transportation Master Plan as a guiding document; or
2. Refer the Plan back to Administration for further revisions.

ANALYSIS

The TMP is based on the following concepts:

Plan Context

The City's transportation network has a direct impact on the daily lives of residents and plays a role in the economy by supporting business and the efficient movement of goods and services. The types of transportation-related investments the City makes has an important role in shaping how the community moves, how the community grows, and how the community feels. The TMP will guide transportation planning and policy decisions in the community over the 2040 horizon. Decisions required to create an accessible, equitable, safe, and sustainable transportation system are not easy, and will require the City to collectively think about values, visions, and goals and apply them to prioritize decisions. This plan serves as the platform to guide those difficult decisions and align the City to achieve its values, vision, and goals and ultimately result in a vibrant and livable Whitehorse.

Whitehorse Today

The TMP illustrates how the current transportation network functions for walking, cycling, public transit, and driving, and highlights the state of the transportation network through key performance indicators such as mode share, collision data, and the current level of service provided by the transportation infrastructure for all modes.

The 2021 census data from Statistics Canada, indicates that more than 78% of the population drives a private vehicle as their primary means of transportation to get to work or school. Sustainable alternatives have declined since the previous 2011 census, with transit currently accounting for 3.3%, and active transportation (walking and cycling) comprising 9.5%.

Traffic modeling indicated many transportation corridors are projected to perform at approaching or over capacity in the 2040 horizon if no transportation improvements are implemented, including Two Mile Hill Road, Mountain View Drive / Copper Road / Quartz Road corridor and Lewes Boulevard.

Future Needs and Emerging Trends

The City will need to adapt and respond to various challenges such as land use and growth management, transportation equity, building resilience, housing affordability, climate change, public health, economic development and technology to ensure its transportation system remains efficient, sustainable, and responsive to the needs of the community.

It is expected that Whitehorse's population will grow significantly by 2040 based on the medium growth scenario from the Yukon Bureau of Statistics projections for population. This significant growth presents challenges to the transportation system, triggering substantial improvements to key corridors, such as:

- Mountain View Drive / Copper Road / Quartz Road;
- The Alaska Highway between Porter Creek and Two Mile Hill; and
- Robert Service Way and Robert Campbell Bridge.

Vision, Values and Goals

In alignment with the OCP and what we heard from the public, the TMP is proposing a vision for the city's transportation network and expresses the City's dedication to promoting sustainable travel modes such as walking, cycling, and transit to increase their usage. The vision outlined in the TMP is:

“Whitehorse’s diverse transportation network will establish connections among the city’s residents and businesses, as well as provide links to the broader Yukon Territory and beyond. This system aims to offer appealing and fair transportation options that prioritize safety, comfort, accessibility, and uninterrupted availability for individuals of all ages and abilities. Whitehorse envisions an integrated array of transportation facilities and services that promote cost-effective mobility while encouraging a transition toward more sustainable transportation choices, including active and shared modes. Ultimately, the city’s transportation system is designed to underpin a dynamic, inclusive, forward-thinking, livable, healthy, eco-conscious, and affordable northern community.”

The Goals and Objectives of the TMP are to:

- Provide **accessible and equitable** year-round transportation options;
- Enable the **safe and secure** movement of all people, goods, and services across all modes of transportation;
- Offer a **sustainable mobility** with a system that aims to reduce environmental impacts by increasing sustainable mode shares;
- Achieve a **prosperous community** by supporting Whitehorse’s economic, environmental and social prosperity; and
- Deliver projects that support or facilitate **affordable** modes of transportation to ease financial burden on residents

The TMP includes three measurable transportation related targets:

- **Mode Share:** Increase sustainable mode share to 40% of all commute trips by 2040. A new set of 2040 mode share targets is established as follows: transit (15%), walking (10%), cycling (6%), shared transportation (7%), and other emerging mobility modes (2%), with the remaining 60% being made using single occupancy vehicles.
- **Vision Zero:** No fatalities or serious injuries on Whitehorse’s transportation network by 2040.
- **Greenhouse Gas (GHG) Emissions:** Reduce total GHG emissions related to transportation by 10% by 2040 (relative to 2014 levels).

The TMP prioritizes and supports five transportation modes:

- Public Transit
- Walking
- Cycling
- Goods Movement
- Single Occupancy Vehicle

Implementation Strategies

The TMP proposes an implementation plan which is guided by eight principles: Integrated Planning, Safety First, Sustainability, Efficiency & Connectivity, Community Engagement, Partnership & Collaboration, Fairness, and Data-Driven Decision-Making.

The TMP proposes four high-priority policies that the City should focus on:

- Complete Streets;
- Vision Zero and Safe System Approach;
- Design Standards; and
- Neighbourhood Traffic Calming.

The implementation plan offers 146 recommended actions and projects in the following areas that will influence and guide the development of the transportation network for the short term (2024-2030), medium term (2030-2035), and long term (2035-2040):

- Transportation Policy and Bylaws;
- Major Projects;
- Active Transportation;
- Transit;
- Intersections and Crossings;
- Parking;
- Goods Movement;
- New Mobility;
- Transportation Demand Management; and
- Safety, Maintenance and Operations.

A next step in relation to the implementation of the TMP is to develop a funding strategy that aligns with the City's overall Capital Expenditure Program and also looks beyond the 4-year horizon, given that most of the projects in the TMP are not currently funded.

Monitoring and Evaluation

To track the progress and outcomes of the TMP through the life of the plan, the project team developed key performance indicators on which the effectiveness of transportation projects can be measured.

ADMINISTRATIVE RECOMMENDATION

THAT Council adopt the 2024 Transportation Master Plan as a guiding document.

EXECUTIVE SUMMARY

¹for full plan, please navigate to February 19, 2024 under Agendas here:
<https://www.whitehorse.ca/our-government/city-council/meetings/agendas-minutes-and-reports/>

Welcome to the Whitehorse Transportation Master Plan (TMP).

The Whitehorse TMP outlines a long-term vision and strategy for guiding transportation decision-making and investments through to the year 2040.

The TMP's overarching goal is to inspire collaborative efforts aimed at improving accessibility, equity, safety, and sustainability of the City's transportation network.

- The commitment to accessibility ensures that transportation services are inclusive and available to all members of the community through all seasons.
- The focus on equity will help address disparities and promote fairness in access to transportation resources.
- Safety is a primary goal of the plan, as the TMP strives to create a transportation network that safeguards the well-being of every individual.
- Embracing sustainability, the TMP aims to minimize environmental footprints, fostering a resilient and eco-friendly transportation system.

Recognizing the complexity of these goals, the TMP acknowledges that trade-offs will be inevitable. Balancing competing interests and priorities, the TMP seeks to find the optimal solutions that meet the unique needs of the community while building a transportation system for a sustainable and equitable future.

To ensure the success of the Whitehorse TMP, the City will need to collaborate with the private sector, development community, and other levels of government and other levels of government including First Nations governments. The Whitehorse TMP will serve as a reference for engaging with residents, businesses, and institutions to enhance transportation options and improve the quality of life in Whitehorse. It will also play a key role in responding to the land use and transportation planning decisions outlined in the Whitehorse 2040 Official Community Plan (OCP).



Key Features of the TMP

The Transportation Vision

Whitehorse's diverse transportation network will establish connections among the city's residents and businesses, and provide links to the broader Yukon Territory and beyond. This system aims to offer appealing and fair transportation options that prioritize safety, comfort, accessibility, and uninterrupted availability for individuals of all ages and abilities. Whitehorse envisions an integrated array of transportation facilities and services that promote cost-effective mobility while encouraging a transition toward more sustainable transportation choices, including active and shared modes. Ultimately, the city's transportation system is designed to underpin a dynamic, inclusive, forward-thinking, livable, healthy, eco-conscious, and affordable northern community.

By 2040, transportation system in Whitehorse will:

- Be accessible and provide well-connected mobility options to people of all abilities and designed to overcome barriers experienced by people with disabilities.
- Be safe and comfortable in order to encourage people of all ages and abilities to walk, cycle, and use transit.
- Be sustainable by creating attractive walking and cycling facilities and providing transit services that will reduce the reliance on automobiles as the primary mode of transportation.
- Provide attractive connections to key activity areas and create opportunities for community engagement through thoughtful street design.
- Support more mixed-use and compact land use patterns through active transportation solutions and ultimately enhance overall community health and well-being.
- Support the City's climate action initiatives.
- Support the local economy through efficient and reliable movement of goods and services.
- Be affordable based on current revenue streams such as general taxation, development cost charges as well as partnerships with private sector interests and development. Be affordable for users of the transportation system.

High-reaching Goals

The goals of the TMP, which align with the goals in the OCP, include:

- Accessibility and Equity
- Safety and Security
- Sustainable Mobility
- Prosperous Community
- Affordability

Measurable Targets

The three measurable targets are:

1. **Mode Share:** By 2040, 40 per cent of all trips to work or school will be undertaken through active transportation, transit, shared transportation, and other emerging mobility modes, with the remaining 60 per cent or less being made using single occupancy vehicles.
2. **Injuries and Fatalities:** By 2040, there will be no fatalities or serious injuries on Whitehorse's transportation network.
3. **Greenhouse Gas (GHG) Emissions:** By 2040, total GHG emissions will be reduced by 10 per cent (relative to 2014 levels).

Over time, these three Targets will allow the City to monitor advancements, assess the effectiveness of strategies and measures, and encourage both the City and the community to alter their patterns of transportation.

Multi-Modal Transportation System

The TMP aims to offer diverse transportation options, enabling individuals to select the most suitable mode of transportation, thereby reducing reliance on a single mode. The TMP prioritizes and supports five transportation modes:

- Transit
- Walking
- Cycling
- Goods Movement
- Driving

Implementation Strategies

The implementation strategies translate key policy directions into actionable work programs, ensuring alignment with the Vision and Targets of the TMP. This process is guided by a set of eight principles that resonate with the City's core values and industry best practices. These principles, in conjunction with the TMP Goals and the prioritization of transportation modes outlined in this plan, establish a comprehensive framework and structure for plan implementation.

The Implementation Plan recommends strategies and actions for the following ten themes that influence how the City's transportation network will develop and operate through to the year 2040.

- Transportation Policy and Bylaws
- Major Projects
- Active Transportation
- Transit
- Intersections and Crossings
- Parking
- Goods Movement
- New Mobility (See Section 3.8 for definition and details)
- Transportation Demand Management
- Safety, Maintenance and Operations

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Kirk Cameron

Vice-Chair: Ted Laking

February 19, 2024

Meeting #2024-04

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1. Recreation Grant Task Force Appointments
Presented by Keri Rutherford, Program Supervisor, Recreation
Services
 2. New Business

ADMINISTRATIVE REPORT

TO:	Community Services Committee
FROM:	Administration
DATE:	February 19, 2024
RE:	Recreation Grant Task Force Appointments

ISSUE

Appointment of citizens to the Recreation Grant Task Force.

REFERENCE

- [Recreation Grant Policy](#)

HISTORY

The Recreation Grant Task Force was established in 1998. The Task Force members are residents of Whitehorse and volunteers that have an interest in recreational activities and development within our community. Their role is to review recreation grant applications and provide recommendations for grant funding twice per year.

ALTERNATIVES

1. Approve Reid Vanier, John MacPhail and Kelan Deigh as new Recreation Grant Task Force members; and reappoint Anne Morgan, Marg White and Jacob Rolcoff to serve another term as Recreation Grant Task Force Members; or
2. Refer the matter back to Administration for further analysis.

ANALYSIS

The membership of the Task Force consists of between six and nine Whitehorse citizens, who have been recommended by Recreation Services and appointed by Council. The current term for three members has expired and there are three additional vacancies to fill. There are two members who remain until their term is complete. In accordance with the Recreation Grant Policy, the City advertised for new members and has received three new applicants. Marg White, Anne Morgan and Jacob Rolcoff have offered to serve another term. The proposed members have agreed to have their names go forward for Council consideration to serve on the Recreation Grant Task Force. All have been involved in community activities and possess leadership experience.

Administration acknowledges and thanks outgoing task force member Al Loewen as a longstanding contributor to this program.

ADMINISTRATIVE RECOMMENDATION

THAT Reid Vanier, John MacPhail, Kelan Deigh, Anne Morgan, Marg White and Jacob Rolcoff be appointed to the Recreation Grant Task Force for a five-year term to expire on March 2029.

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



Chair: Mellisa Murray

Vice-Chair: Kirk Cameron

February 19, 2024

Meeting #2024-04

1. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Ted Laking

Vice-Chair: Jocelyn Curteanu

February 19, 2024

Meeting #2024-04

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1. Public Input Report – 2024 to 2026 Operating Budget Bylaw
Presented by Svetlana Erickson, Manager, Financial Services
 2. Upcoming Procurements (March/April) – For Information Only
Presented by Svetlana Erickson, Manager, Financial Services
 3. Commencement Report – McIntyre Drive Traffic Calming
Presented by Taylor Eshpeter, A/Director of Infrastructure and Operations
 4. Commencement Report – Replacement Aerial Apparatus
Presented by Richard Graham, Manager, Fleet and Transportation
 5. Commencement Report – Waste Transfer Station Upgrades
Presented by Ira Webb, Manager, Water and Waste Services
 6. 2023 Council Summaries
Presented by Valerie Braga, Director of Corporate Services
 7. New Business

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	February 19, 2024
RE:	Public Input Report – 2024 to 2026 Operating Budget Bylaw

ISSUE

Report to Council on the public feedback received on the 2024 Operating Budget, and the 2025 and 2026 Provisional Budgets bylaw.

REFERENCE

- [Proposed Bylaw 2024-01 Operating Budget 2024-2026](#)
- [Proposed Bylaw 2024-02 Tax Levy](#)
- [Proposed Bylaw 2024-03 Fees and Charges](#)

HISTORY

In May 2023, a forum to engage the public and allow for budget suggestions was provided on engagewhitehorse.ca. Suggestions were distributed to managers and helped inform development of the City's 2024 budgets. Following the presentation of the 2024 Operating Budget and the 2025 and 2026 Provisional Budgets on January 29, 2024, the proposed budget was posted on the City's website with an email address made available for public feedback. Advertisements for public input identified the designated email address and the Public Input Session at the Regular Council Meeting on February 12, 2024.

ALTERNATIVES

1. Bring the bylaw forward for Second and Third Reading under the bylaw process; or
2. Refer the bylaw back to Administration.

ANALYSIS

During the Public Input Session there were no in-person delegates and two emails were received containing comments and suggestions from residents.

One of the submissions advocated for a reassessment of priorities to focus more on services that have direct impact on residents; it suggested shifting the focus towards more front-end services such as park and ice rink maintenance, snow removal, water services, heritage planning, and administration. This same submission also encouraged the City to carefully evaluate how policies are implemented due to the increasing cost of living and the economic disparity between residents.

Transit and Transportation

Issues with public transportation accessibility, unsafe and inconvenient access to bus stops, and inadequate snow clearing in the Valleyview subdivision were highlighted in one submission. Concerns were also raised about the safety of city streets for pedestrians, cyclists, and drivers, and the poor condition of roads like Sumanik Drive.

Another submission suggested stopping the use of bus wrap advertising that obstructs window views, recommending that ads be limited to non-window surfaces to ensure passengers can see outside.

In response to the comment on accessibility, the City has allocated \$250,000, yearly, in the 2024-2027 Capital Expenditure Program to improve transit infrastructure related to transit shelters and benches, with a focus on improving accessibility.

The City prioritizes safety for all road users and currently has a number of initiatives in progress directly related to improving safety on the streets, including: conceptual design of intersection improvements at Hamilton Boulevard / Alaska Highway and Range Road / Two Mile Hill (HART project), 2024 neighbourhood traffic calming project which includes implementation of traffic calming treatments to lower vehicle speeds in known problem areas, the development of a traffic calming policy, neighbourhood speed reduction project, active transportation spot improvements project, and the Selkirk Street asphalt path project.

On a three-year cycle, the City completes road condition assessments of all the roads in the network to inform capital and operational road maintenance programs. Road maintenance is carried out as per the City's Transportation Maintenance Policy.

In response to the comment on bus wrap advertising, Administration will review the City's advertising practices and how advertising materials are applied to fleet vehicles to ensure they meet industry standards and align with community expectations.

Recreation

One submission noted appreciation for the services and programs at the Canada Games Centre (CGC), while another contained a number of suggestions to improve the user experience at this facility. These suggestions included improving the sound system in the pool area, fixing issues with inconsistent water temperatures in the pool showers and re-evaluating the locker rental program. While these suggestions are not part of the current proposed budget, they will be passed on to CGC management for consideration.

Climate Change and Environmental Concerns

Given the climate change emergency declaration, the hiring of an Emergency Preparedness Coordinator was supported in one submission; this submission also suggested that the City should expand its energy-efficient efforts beyond municipal buildings, encouraging residential retrofits in partnership with territorial and federal governments.

The same submission also called for the development of a comprehensive plan for reducing landfill waste and improving recycling while also working with other levels of government to improve legislation related to packaging, tech product expiry, and food waste reduction.

In response to the comment about encouraging residential retrofits, while the City has not allocated taxpayers funds towards this type of program, the City of Whitehorse has agreed to participate in the Yukon Government's Better Build program.

In response to the comment on recycling, the City has been an active participant in the development of Yukon's Extended Producer Responsibility Regulation, which passed in

January and sets the framework for industry to manage certain obligated materials at their end of life (packaging, paper, hazardous and special products). The City will continue to work with government and industry throughout the implementation of this regulation to support improvements on current recycling services. The City recently implemented weekly household hazardous waste collection to improve accessibility and increase diversion of these materials. The City also continues to expand its commercial organic waste collection program in order to reduce food waste and other organics entering the landfill. The City is halfway through completion of an updated waste composition study which will provide valuable information on current waste disposal in order to inform future projects aimed at increasing diversion of materials from landfill.

Other Comments

A few comments and suggestions received were outside the scope of the 2024-2026 Operating Budget. These included:

- Building public washroom facilities in the Downtown core.
- Addressing the increase in vandalism throughout the community.

Administration will review and consider all suggestions and recommendations not addressed in the 2024-2026 Operating Budget for future planning.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2024-01, a bylaw to adopt the 2024 Operating Budget and the 2025 and 2026 Provisional Budgets, be brought forward for Second and Third Readings under the bylaw process; and

THAT the associated 2024 Tax Levy Bylaw 2024-02, and Fees and Charges Amendment Bylaw 2024-03 be brought forward for Second and Third Readings under the bylaw process.

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	February 19, 2024
RE:	Upcoming Procurements (March/April) – For Information Only

ISSUE

Bi-monthly update on forthcoming procurement projects with an anticipated value greater than \$100,000.

REFERENCE

- [Procurement Policy 2020-03](#)
- Appendix A – Upcoming Procurement Projects Information Report

HISTORY

In accordance with the Procurement Policy, a list of forthcoming procurements with an anticipated value greater than \$100,000 must be provided to Council on a bi-monthly basis.

ANALYSIS

Managers have been asked to review their capital projects and operating requirements and to provide information on their anticipated procurements over \$100,000 for the period of March and April 2024. The information as compiled by the Financial Services department is attached as Appendix A.

Appendix A
Upcoming Procurement Projects Information Report

Report Number 2024-02

Date of Meeting: February 19, 2024

Subject: Upcoming Procurement Projects

Period: March - April 2024

Purpose: To provide Council with a bi-monthly update on forthcoming procurement projects with an anticipated value greater than \$100,000. All forthcoming procurements are subject to budget and/or rebudget authorization.

No	Department	Project Title	Brief Description	Budget (Operating / Capital)	Commencement Report Required (No/Yes + reason)	Anticipated Procurement Posting Date
1	Business and Technology Systems	Telecommunications Study	Consulting services for review and analysis of the City's telecommunications systems and services	300c00224	No, the project value is less than \$500k	April 1, 2024
2	Business and Technology Systems	Fire Department Radio Upgrades	Upgrade of radio repeaters for Fire department, and hardware lifecycle replacement	300c00121	No, the project value is less than \$500k	April 1, 2024
3	Business and Technology Systems	Datacenter Server Upgrades	Upgrades and redundancy project for the City's datacenter servers	300c00220	No, the project value is less than \$500k	March 1, 2024
4	Business and Technology Systems	Fiber Expansion 2024	Multiple fiber expansion projects: WWS - Lift#3 extension; WWS - Well #8,9,10 extension; WWS - McIntyre Creek Pump house extension; BTS - Upgrade/Maintenance to core links between PSB, 2-Mile, and City Hall; BTS - Bypass of fiber through old Parks building (re-route 2-mile to Chilkoot pit)	300c00720	No, the project value is less than \$500k	March 1, 2024
5	Engineering Services	Fire Hall #1 Access Improvements	Construction services to complete improvements to the access at Fire Hall #1 at the corner of Front and Black Street.	240c00122	No, the project value is less than \$500k	April 24, 2024
6	Engineering Services	Selkirk Street Active Transportation Improvements	Construction services for construction of the Selkirk Street asphalt pathway between Nisutlin Drive to Selkirk Elementary School.	240c02424	No, the project value is less than \$500k	April 24, 2024
7	Engineering Services	Hillcrest Reconstruction	Construction services for rehabilitation of water, sewer, and roads in Hillcrest subdivision on Roundel Road (west of Summit Road) and Summit Greenbelt	240c00209	Yes, the project value is over \$500k Project is deemed to be of significant risk & community interest	March 6, 2024
8	Fleet & Transportation Maintenance	Two Mile Hill Sidewalk and Boulevard Erosion Repairs	Construction services on north side of the Two Mile Hill including repairs/replacement of damaged sidewalk and erosion repairs and hard surfacing the area between the curb and sidewalk. This work will help maintain the integrity of reconstruction completed on the curb in 2022 as well as 2023 rehabilitation work completed on the paved trail. Hard surfacing will reduce boulevard hazards caused by rain events, improve drainage in the area, reduce erosion and impact on City infrastructure as well as maintain the sidewalk in an acceptable condition for the public	500c00924 & 500c00116	No, the project value is less than \$500k	March 25, 2024
9	Fleet & Transportation Maintenance	Para Ramp Infills	Installation of para ramps and upgrades to non-standard para ramps to improve sidewalk safety and accessibility in the downtown core. Locations are yet to be confirmed, pending review with Engineering and Transit departments and review of public input	500c00409	No, the project value is less than \$500k	March 25, 2024
10	Fleet & Transportation Maintenance	Supply of Aggregate Crushing Services	Crushing services to produce aggregates of various sizes	Operating	No, the project value is less than \$500k	March 4, 2024
11	Fleet & Transportation Maintenance	Pickup Truck Replacement #1	Pickup truck replacement #1 - 3/4 ton, flat deck, 4x4, extended cab, with a power lift gate	320c01709	No, the project value is less than \$500k	March 11, 2024
12	Fleet & Transportation Maintenance	Pickup Truck Replacement #2	Pickup truck replacement #2 - 3/4 ton, flat deck, 4x4, crew cab	320c01709	No, the project value is less than \$500k	March 11, 2024

Appendix A
Upcoming Procurement Projects Information Report

No	Department	Project Title	Brief Description	Budget (Operating / Capital)	Commencement Report Required (No/Yes + reason)	Anticipated Procurement Posting Date
13	Fleet & Transportation Maintenance	Van Replacement	Battery Electric Vehicle (BEV) van with upfit	320c02109	No, the project value is less than \$500k	March 11, 2024
14	Parks and Community Development	Rotary Park Irrigation Replacement	Replacement of all irrigation infrastructure at Rotary Park	740c01115	No, the project value is less than \$500k	March 8, 2024
15	Parks and Community Development	Portable Washrooms	Supply of public seasonal portable washrooms at various locations throughout the City	Operating	No, the project value is less than \$500k	March 1, 2024
16	Planning Services	Ice Lake Road North Master Plan	Consulting services for development of a commercial/industrial land use concept, preliminary engineering and master planning for Ice Lake Road North	720c00724	No, the project value is less than \$500k	April 14, 2024
17	Property Management	Municipal Services Building Demolition	Removal of hazardous building materials and demolition of the Municipal Services Building on 4th Avenue, subject to funding	320c00318	Yes, the project value is greater than \$500k	March 29, 2024
18	Property Management	Whitehorse Operations Building Materials Lift Upgrade	Upgrade to the materials lift (elevator) at the Whitehorse Operations Building	320c01810	No, the project value is less than \$500k	March 27, 2024
19	Property Management	Whitehorse Operations Building- Biomass Heating	Design and construction administration services for a biomass heating plant at the Whitehorse Operations Building	360c00323	No, the project value is less than \$500k	April 17, 2024
20	Property Management	City Hall Energy Upgrade	Architectural and contract management services for the energy upgrade at City Hall	360c00823	Commencement report was already presented to Council on July 4, 2023	March 1, 2024
21	Property Management	Selkirk Water Treatment Plant	Project advisory services for design, development and construction of a new Selkirk water treatment plant	650c00421	No, the project value is less than \$500k	March 4, 2024
22	Property Management	Selkirk Water Treatment Plant	Progressive design - build services for design, construction and commissioning for a new Selkirk water treatment plant	650c00421	Commencement report was already presented to Council on October 3, 2023	February 13, 2024
23	Property Management	Selkirk Water Treatment Plant	Commissioning agent for design and construction of a new Selkirk Water Treatment Plant	650c00421	No, the project value is less than \$500k	March 4, 2024
24	Property Management	SCBA Clean Room Upgrade	Construction services to upgrade the SCBA clean room at Fire Hall #2 (Public Safety Building)	360c00623	No, the project value is less than \$500k	March 1, 2024
25	Property Management	Downtown Transit Hub	Architectural and construction management services for the construction of a new downtown Transit Hub	360c00923	Commencement report was already presented to Council on July 4, 2023	March 1, 2024
26	Water & Waste Services	Residential/Commercial Organics & Waste Carts	Inventory replenishment of residential/commercial waste and organics carts, as well as purchase of new two-stream street receptacles for pilot collection project in downtown core	650c01118	No, the project value is less than \$500k	April 15, 2024
27	Water & Waste Services	Landfill Gas Assessment	Consulting services for assessment of landfill methane generation (modelling and field monitoring), examination of feasibility and cost of potential gas control /mitigation systems, and identification of monitoring approaches for potential receptors of migrating landfill gas.	650c00624	No, the project value is less than \$500k	April 1, 2024

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	February 19, 2024
RE:	Commencement Report – McIntyre Drive Traffic Calming

ISSUE

Council approval is required to commence the procurement of construction services for project 240c00621 McIntyre Drive Traffic Calming.

REFERENCE

- [Procurement Policy 2020-03](#)
- 2024-2027 Capital Expenditure Program 240c00621

HISTORY

In accordance with Section 3.1.1 of the Procurement Policy 2020-03, Council authorization is required prior to the commencement of procurements with an estimated value of \$500,000 or more, and for procurements less than \$500,000 that are deemed to be of significant risk, involve security concerns or may be of significant community interest. This procurement for construction services is anticipated to be over \$500,000.

McIntyre Drive is a wide, two-lane, two-way collector roadway that is used to access the McIntyre subdivision. It currently has a posted speed limit of 30km/hr, but because of the geometry and wide lanes, there is low compliance to the posted speed limit.

The existing and future land uses along McIntyre Drive and in the McIntyre neighbourhood includes residential, educational, and institutional land primarily on Kwanlin Dün First Nation settlement land parcels. The current built environment along or near McIntyre Drive includes facilities such as:

- Day Care
- Elijah Smith Elementary School
- Kwanlin Dün Administrative Building
- Kwanlin Dün Potlatch House
- Outdoor playground and covered basketball court
- Nursing Station
- Kwanlin Dün Community Centre
- Sports Facilities

Due to the existing roadway environment, McIntyre Drive has a history of road safety concerns. McIntyre Drive has been identified for traffic calming based on perceived safety and operational issues along the entire street. Road safety issues along the corridor include, but are not limited to, pedestrian infrastructure gaps, poor lighting, high incidences of excessive speeding, and poor sightlines.

The McIntyre Traffic Calming project involves the installation and construction of:

- traffic calming features;
- sidewalks to address the pedestrian infrastructure gaps;
- cycling infrastructure; and
- transit stops.

The City of Whitehorse is also working together with the Kwanlin Dün First Nation to bring traffic calming improvements along McIntyre Drive. This project aims to achieve:

- A reduction of vehicular speeds;
- Improved safety and comfort for all road users including pedestrians, cyclists, transit users and drivers; and
- Improved public realm to reflect community identity.

Kwanlin Dün First Nation has identified completion of this project as a key priority.

Funding for this project is included in the approved 2024-2027 Capital Expenditure Program Appendix B and funding approval has been announced by the Federal Active Transportation Fund to fund \$3,000,000 of the \$4,200,000 budget amount.

ALTERNATIVES

1. Authorize Administration to commence the procurement for McIntyre Traffic Calming Project; or
2. Refer the matter back to Administration.

ANALYSIS

Preliminary consulting work for this project commenced in 2021, which has informed the design. The City engaged with the Kwanlin Dün First Nation and together developed a conceptual design. The City's consultant is currently finalizing the detailed design to be ready for tendering in March of 2024. The final design will be shared with Kwanlin Dün First Nation again before issuing the solicitation documentation. The cost estimates indicate that there is sufficient budget to complete the project provided competitive bids are received.

Purchasing

Initially, solicitation documents will be publicly issued and the lowest compliant bid will be eligible for contract award. If the public tender results in no bidders, other purchasing methods allowed by the City's policy will be used.

Procurement Policy Principles

Compliance: The purchase will follow City policy and procedures for procurement.

Supplier Access, Transparency, and Fairness: The solicitation documents will be publicly available on the City's e-procurement platform, www.whitehorse.bonfirehub.ca

Best Value: The solicitation documents will be publicly advertised and awarded to the lowest compliant bidder that can meet the specifications set by the City.

Efficient and Effective Procurement: The procurement of construction services for infrastructure projects has been successfully completed numerous times in the past by the City.

Local Procurement: Local contracting expertise is known to exist for this type of work.

Sustainable Procurement: The solicitation documents will be available electronically, and only electronic submission will be accepted.

Tentative Project Schedule

Item	Proposed date(s)
Issue solicitation document	March 2024
Issue Purchase Order/Contract	May 2024
Start of Project	July 2024
Construction Completion Certificate	September 2024
Final Acceptance Certificate	September 2025

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to commence the procurement for project 240c00621 McIntyre Drive Traffic Calming.

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	February 19, 2024
RE:	Commencement Report – Replacement Aerial Apparatus

ISSUE

Council approval to commence the 2024 procurement for project 500c00123 Replacement Aerial Apparatus.

REFERENCE

- [Procurement Policy 2020-03](#)
- 2024-2027 Capital Expenditure Program 500c00123

HISTORY

In accordance with Section 3.1.1 of the Procurement Policy, Council authorization is required prior to the commencement of procurements with an estimated value of \$500,000 or more and of procurements less than \$500,000 that are deemed to be of significant risk, involve security concerns or may be of significant community interest. This procurement is anticipated to be over \$500,00.

The 2024 Capital Expenditure Plan (project 500c00123) includes funding for a Replacement Aerial Apparatus with a total budget of \$3,500,000.

ALTERNATIVES

1. Authorize Administration to commence the procurement for One Replacement Aerial Apparatus; or
2. Refer the matter back to Administration.

ANALYSIS

This piece of equipment is integral to the operation of the Fire department and is to replace an aging aerial apparatus that is at end of life as a front line emergency response apparatus.

This 2024 procurement is being advanced now due to current long lead times for equipment, industry supply issues, and volatility in equipment pricing. Based on the latest industry feedback, it is anticipated that the delivery time for this equipment will be approximately two years from date of order.

Purchasing

The purchase of the aerial apparatus will be conducted through the Canoe Procurement Group of Canada. If the initial procurement approach does not proceed as planned, other purchasing methods allowed by the City's policy will be used.

Procurement Policy Principles

Compliance: The purchase will follow City policy and procedures for procurements.

Supplier Access, Transparency, and Fairness: A Notice of Intent to use Canoe Procurement Group of Canada will be publicly posted on the City's e-procurement platform, www.whitehorse.bonfirehub.ca

Best Value: The Canoe Procurement Group of Canada publicly advertises procurement opportunities and contracts are awarded to the best evaluated bidder. Furthermore, preferred pricing is made available to members.

Efficient and Effective Procurement: Administrative time savings and process efficiencies will be attained as the procurement process will be significantly shortened. Solicitation and evaluation have already been completed by Canoe Procurement Group of Canada.

Local Procurement: Local expertise does not exist to supply this type of equipment.

Tentative Project Schedule

Item	Proposed date(s)
Post Notice of Intent	February 2024
Issue Purchase Order/Contract	March 2024
Total Completion	December 2026

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to commence the procurement for project 500c00123 Replacement Aerial Apparatus.

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	February 19, 2024
RE:	Commencement Report – Waste Transfer Station Upgrades

ISSUE

Council approval to commence the procurement for project 650c00819 Waste Management Facility Transfer Station Upgrades.

REFERENCE

- [Procurement Policy 2020-03](#)
- 2023-2026 Capital Expenditure Program 650c00819

HISTORY

In accordance with Section 3.1.1 of the Procurement Policy, Council authorization is required prior to the commencement of procurements with an estimated value of \$500,000 or more and of procurements less than \$500,000 that are deemed to be of significant risk, involve security concerns or may be of significant community interest. This procurement is anticipated to be over \$500,000.

The total approved budget for project 650c00819 is \$2,950,000 and an ICIP Transfer Payment Agreement in this amount was signed in September of 2023.

ALTERNATIVES

1. Authorize Administration to commence the procurement for the Waste Management Facility Transfer Station Upgrades; or
2. Refer project consideration back to Administration for further analysis.

ANALYSIS

This project will provide important safety and efficiency upgrades to the Waste Management Facility Transfer Station. The scope of work includes:

- Addition of second inbound scale to facilitate weigh-in/weigh-out system for all users;
- Additional safety measures including fall protection and concrete barriers;
- Expanded collection area and altered traffic flow, improved signage; and
- Improved network connectivity through radio/fiber upgrades.

These upgrades will enhance user safety and efficiency within the site. The addition of a second inbound scale will provide more accurate data on waste generation, and help to improve the user-pay model and allow for more accurate prediction of revenues by charging all users based on weight of waste, rather than per item or load. Work on the

project will be phased in order to minimize disruption to landfill operations and ensure continued user access to the site.

Engineering services for detailed design and permitting are now completed and the amount available to re-budget to 2024 to complete the construction is approximately \$2,600,000. The procurement of construction services will commence in March of 2024, with award of a construction contract being subject to the re-budget of the 2023 funds as part of the City's regular re-budget process.

PURCHASING

Initially, solicitation documents will be publicly issued and the lowest compliant bid will be eligible for contract award. If the public tender results in no bidders, other purchasing methods allowed by the City's policy will be used.

Procurement Policy Principles

Compliance: The purchase will follow City policy and procedures for procurements.

Supplier Access, Transparency, and Fairness: The solicitation documents will be publicly available on the City's e-procurement platform, www.whitehorse.bonfirehub.ca

Best Value: The solicitation documents will be publicly advertised and awarded to the lowest compliant bidder that can meet the specifications set by the City.

Efficient and Effective Procurement: The procurement of construction services for infrastructure has been successfully completed numerous times by the City.

Local Procurement: Local contracting expertise is known to exist for this type of work.

Sustainable Procurement: Construction upgrades will increase efficiency of the Waste Management Facility Transfer Station.

Tentative Project Schedule

Item	Proposed date(s)
Issue solicitation document	March 2024
Issue Purchase Order/Contract	April 2024
Start of Project Construction	May 2024
Substantial Performance	October 2024
Total Completion	May 2025

ADMINISTRATIVE RECOMMENDATION

THAT Administration be authorized to commence the procurement for project 650c00819 Waste Management Facility Transfer Station Upgrades.

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	February 19, 2024
RE:	2023 Council Summaries

ISSUE

Summary Reports of Council member attendance, travel, expenses and voting records for a one-year reporting period are to be tabled each year.

REFERENCE

- [Council Procedures Bylaw 2021-12](#)

HISTORY

The Procedures Bylaw 2021-12 Section 15 requires Administration to provide “Summary Reports” for the previous calendar year for each member of Council with respect to:

1. Council member meeting attendance record;
2. Expense claims and travel; and
3. Voting record with respect to issues that came before Council.

ANALYSIS

The attached Summary Reports provide the required information for each member of Council for the 2023 reporting period of January 1, 2023 to December 31, 2023.

ADMINISTRATIVE RECOMMENDATION

THAT the Council Member Summary Reports for 2023 including attendance, expense and travel claims, and voting records for the members of Council be accepted as presented.

Attendance at Standing Committee and Regular or Special Council Meetings

Meeting Date	Absent	Meeting Date	Absent
January 9 Committee	✓	July 4 Committee	✓
January 16 Regular	✓	July 10 Regular	✓
January 23 Committee	Councillors Cameron and Murray	Summer Recess	
January 30 Regular	✓		
February 6 Committee	Mayor Cabott and Councillor Laking		
February 13 Regular	✓	August 7 Committee	Councillor Friesen
February 20 Committee	✓	August 14 Regular	✓
February 27 Regular	✓	August 22 Committee	✓
March 6 Committee	Councillor Laking	August 28 Regular	Councillors Curteanu and Friesen
March 13 Regular	✓	August 31 Special	Councillors Curteanu, Friesen and Laking
March 20 Committee	✓	September 5 & 11	CANCELLED
March 27 Regular	✓	September 18 Committee	✓
April 3 Committee	✓	September 25 Regular	Councillor Boyd
April 11 Regular	✓	October 3 Committee	Councillor Murray
April 17 Committee	Councillor Friesen	October 10 Regular	✓
April 24 Regular	✓	October 16 Committee	✓
May 1 Committee	✓	October 23 Regular	✓
May 8 Regular	Councillor Cameron	November 6 Committee	Councillor Murray
May 15 Committee	✓	November 14 Regular	✓
May 23 Regular	Councillor Curteanu	November 20 Committee	Councillors Friesen and Murray
June 5 Committee	Councillor Curteanu	November 27 Regular	✓
June 12 Regular	Councillor Curteanu	December 4 Committee	✓
June 19 Committee	✓	December 11 Regular	✓
June 26 Regular	✓	Winter Recess	

✓ Indicates full attendance of Council.

Council Member Expense and Travel Claims

Council Member	Claim	Expenses
Mayor Laura Cabott	Travel and Conference Expenses	\$5,214.04
Dan Boyd	Travel and Conference Expenses	\$0.00
	Daily Stipends for Workshops or Training	\$1,350.00
	Total	\$1,350.00
Kirk Cameron	Travel and Conference Expenses	\$1,491.45
	Daily Stipends for Workshops or Training	\$1,750.00
	Total	\$3,241.45
Jocelyn Curteanu	Travel and Conference Expenses	\$4,584.06
	Daily Stipends for Workshops or Training	\$2,250.00
	Total	\$6,834.06
Michelle Friesen	Travel and Conference Expenses	\$3,660.07
	Daily Stipends for Workshops or Training	\$1,000.00
	Childcare Expense Claims	\$251.56
	Total	\$4,911.63
Ted Laking	Travel and Conference Expenses	\$0.00
	Daily Stipends for Workshops or Training	\$0.00
	Total	\$0.00
Mellisa Murray	Travel and Conference Expenses	\$5,039.18
	Daily Stipends for Workshops or Training	\$2,150.00
	Childcare Expense Claims	\$1,361.79
	Total	\$8,550.97
Council Expense Total		\$30,102.15

Council Voting Record

Unless otherwise noted, all issues were passed unanimously by the Council Members present (indicated with a ✓). The 2023 Resolutions are grouped under specific categories:

- Bylaws
- Budget Amendments
- Development Incentive Agreements
- Grants
- Procurement Matters
- Policy
- Motions to Refer
- Miscellaneous (for issues not easily categorized)
- Council Member Motions

If a Resolution falls under more than one category, it is recorded under all relevant categories, excluding Miscellaneous.

Under each heading, the Resolutions are listed in the order in which they occurred.

Under the Bylaw category, it is the final vote (3rd Reading, passage) that is recorded. Typically, four votes occur for each bylaw, per the bylaw readings process. This includes the initial motion to bring the bylaw forward, as well as 1st, 2nd and 3rd Readings. For bylaws requiring a Public Hearing or Public Input Session, there is an additional vote to bring the bylaw to 2nd and 3rd Reading following a Public Hearing or Public Input Report.

Summaries do not include items which did not proceed after Introduction (other than motions).

Bylaws

Bylaw	Bylaw Name	Final Vote	Date
2022-32	Zoning Amendment – Whistle Bend Phases 10 & 11	✓	January 16
2022-43	Zoning Amendment – Whistle Bend Phases 12 & 13	✓	January 16
2022-50	Inclusivity Advisory Committee Commencement	✓	January 16
2023-02	Umbrella Grant Bylaw	✓	January 30
2022-48	Zoning Amendment – 19 Drift Drive	✓	February 13
2022-47	Vehicle for Hire Amendments	✓	February 13
2023-03	Umbrella Capital Budget Amendments	✓	February 13
2023-04	Umbrella Operating Budget Amendments	✓	February 13
2023-09	Write Off Uncollectible Accounts	✓	February 13
2022-42	2023-2025 Operating Budget	✓	March 13
2023-05	Fees and Charges Amendment	✓	March 13
2023-07	Land Disposition – Selkirk Street	✓	March 13
2023-08	Tax Levy Bylaw	✓	March 13
2023-12	Budget Amendment – Takhini Trunk, WOB, City Hall and Transit Hub	✓	March 13

Bylaw	Bylaw Name	Final Vote	Date
2023-01	Zoning Amendment – 10 Finch Crescent	✓	March 27
2022-40	Official Community Plan	Carried (6-1) Opposed: Councillor Boyd	March 27
2023-06	Zoning Amendment – 123/125 Keno Way	✓	April 11
2023-10	Zoning Amendment – 16-22 Metropolit Lane	✓	April 11
2023-13	Capital Expenditures Re-Budget Bylaw	✓	April 11
2023-11	Zoning Amendment – Lot 55, Mt. Sima Subdivision	✓	April 24
2023-16	Land Disposition – Puckett's Gulch	✓	April 24
2022-49	Zoning Amendment – 2 Klondike Road	✓	May 8
2023-14	Encroachment Agreement – 308 Steele Street	✓	May 8
2023-17	Budget Amendment – Transfer Station Upgrades	✓	May 8
2023-15	2023 Main Street Town Square	✓	May 23
2023-18	Fees & Charges Amendment 2 nd Quarter	✓	June 26
2023-19	Municipal Charges and Community Services Grant	✓	June 26
2023-20	Budget Amendment – Escarpment Landslide Project	✓	July 10
2023-22	Budget Amendment – Transit Hub	✓	August 14
2023-23	Yukon River Recreation Lease	✓	September 25
2023-24	Traffic Bylaw Amendment – Active Transportation Initiatives	✓	October 10
2023-21	Council Remuneration Bylaw	Carried (6-1) Opposed: Councillor Boyd	October 23
2023-29	Zoning Amendment – Range Point Joint Master Plan	✓	November 27
2023-21	Advisory Committee Bylaw	✓	November 27

Budget Amendments

Resolution	Description	Final Vote	Date
2023-02-09	2022 Capital Budget Re-Budget – Whitehorse Operations Building Expansion, City Hall Energy Efficiencies, and Transit Hub	✓	January 30
2023-03-20	Umbrella 2022 to 2025 Capital Budget Amendments	✓	February 13
2023-03-21	Umbrella 2022 to 2025 Operating Budget Amendments	✓	February 13
2023-04-04	2022 Capital Budget Re-Budget – Takhini Trunk Sanitary Line	✓	February 27
2023-04-04	2023 – 2026 CEP – Takhini Trunk Sanitary Line	✓	February 27

Resolution	Description	Final Vote	Date
2023-05-06	2023 – 2026 CEP – Ice Lake Road South Area	✓	March 13
2023-05-09	2023 – 2025 Operating Budget Adoption	✓	March 13
2023-05-16	2023 – 2026 CEP – Takhini Trunk Main, Whitehorse Operating Building Office Expansion, City Hall Energy Efficiencies, and Transit Hub	✓	March 13
2023-06-05	2023 Operating Budget – C19 Wastewater Testing Contribution from CYFN	✓	March 27
2023-07-17	2023 – 2026 CEP – 2022 Re-Budgets	✓	April 11
2023-09-04	2023 Operating Budget – Graffiti Management Program	✓	May 8
2023-09-12	2023 – 2026 CEP – Transfer Station Upgrades	✓	May 8
2023-10-04	2023 – 2025 Operating Budget – 2023 Main Street Town Square Pilot Project	✓	May 23
2023-11-03	2023 – 2025 Operating Budget – Fees and Charges 2 nd Quarter	✓	June 12
2023-13-06	2023 – 2026 CEP – Range Road and McIntyre Creek Crossing Repair	✓	July 10
2023-13-10	2023 – 2026 CEP – Escarpment Landslide Project	✓	July 10
2023-14-08	2023 – 2026 CEP – Transit Hub	✓	August 14
2023-15-03	Capital Project - Southern Tutchone Place Names on City Buildings	✓	August 28
2023-15-04	2023 – 2026 CEP – Kulan Snow Storage Facility Expansion	✓	August 28
2023-17-05	2023 – 2026 CEP – Variance Reporting 2 nd Quarter	✓	September 25
2023-17-06	2023 – 2026 CEP – Marwell Lift Station Pump	✓	September 25
2023-17-08	2023 – 2025 Operating Budget – Arctic Inspiration Prize Council Donation	✓	September 25
2023-21-05	2023 – 2026 CEP – Variance Reporting 3 rd Quarter	✓	November 27
2023-22-05	2023 – 2025 Operating Budget – Building Safer Communities Fund	✓	December 11
2023-22-09	2024 Provisional Operating Budget – Snow-clearing Resources; and 2023 – 2026 CEP – Snow and Ice Control Accessibility Review	✓	December 11

***CEP** = Capital Expenditure Program

Development Incentive Agreements

Resolution	Description	Final Vote	Date
2023-03-09	Development Incentive - 61 Gleaner Ave	✓	February 13
2023-03-11	Development Incentive - Safe At Home	Carried (5-2) Opposed: Councillors Boyd and Laking	February 13
2023-04-09	Development Incentive – 10 Eldorado Drive	✓	February 27
2023-06-07	Development Incentive - Rental and Supporting Housing (Safe at Home)	✓	March 27

Grants

Resolution	Description	Final Vote	Date
2023-02-20	2022 Umbrella Grant Bylaw	✓	January 30
2023-09-05	Spring Grant Allocations	✓	May 8
2023-09-06	Yukon Learn Society (Council Donation)	✓	May 8
2023-12-07	Whitehorse Legion, Canada Day (Council Donation)	Carried (6-1) Opposed: Councillor Friesen	June 26
2023-12-13	Municipal Charges and Community Services Grant	✓	June 26
2023-15-05	Family Transit Passes (Council Donation)	✓	August 28
2023-19-05	Fall Recreation Grants	✓	October 23
2023-20-03	Festival and Special Event Grant Allocations	✓	November 14
2023-21-04	Food for Fines Program	✓	November 27
2023-21-06	Environmental Grant Allocations	✓	November 27

Procurement Matters

Resolution	Description	Final Vote	Date
2023-01-05	Parks Building Renovation – Commence Procurement	✓	January 16
2023-01-06	Snow and Ice Control Equipment – Commence Procurement	✓	January 16
2023-02-09	Whitehorse Operations Office Expansion – Commence Procurement	✓	January 30
2023-04-04	Takhini Sanitary Trunk Main – Commence Procurement	✓	February 27
2023-04-05	Lewes Boulevard Bus Lane – Commence Procurement	✓	February 27
2023-05-05	Crosstown Watermain – Commence Procurement	✓	March 13
2023-12-05	Zoning Bylaw Rewrite – Commence Procurement	✓	June 26

Resolution	Description	Final Vote	Date
2023-13-04	Transit Hub – Commence Procurement	✓	July 10
2023-13-05	City Hall Energy Efficiencies – Commence Procurement	✓	July 10
2023-13-08	Holly Residential Area Plan	Defeated (2-5) Opposed: Councillors Cameron, Curteanu, Friesen, Murray and Laking	July 10
2023-18-06	Selkirk Water Treatment Plant Upgrade – Commence Procurement	✓	October 10

Policy

Resolution	Description	Final Vote	Date
2023-06-12	2040 Official Community Plan	Carried (6-1) Opposed: Councillor Boyd	March 27
2023-07-09	Lease Encroachment and Property Use Policy Amendment – Food Truck Season	✓	April 11
2023-07-10	Downtown Escarpment Land Use Policy Amendment – Appendix A	✓	April 11
2023-08-08	Lease, Encroachment and Property Use Policy Amendment – Section 3.7	✓	March 14
2023-09-03	Graffiti Policy Amendments	✓	May 8
2023-12-09	Flag Protocol Policy Amendment – National Pride Month	✓	June 26
2023-15-03	Building and Signage Policy – Southern Tutchone Place Names on City Buildings	✓	August 28
2023-19-03	Snow and Ice Control Policy Update	✓	October 23
2023-21-11	Honorarium Policy for Council Advisory Committees	Carried (4-3) Opposed: Mayor Cabott, Councillors Boyd and Laking	November 27

Motions to Refer

Resolution	Description	Final Vote	Date
2023-07-03	Selkirk Design Secondary Treatment – Commence Procurement	Carried (6-1) Opposed: Mayor Cabott	April 11
2023-07-06	Zoning Amendment – 2 Klondike Road	✓	April 11
2023-12-04	Commencement Report – Holly Residential Area	✓	June 26

Miscellaneous

Resolution	Description	Final Vote	Date
2023-01-07	Authorize Mayor and Council Travel – Sustainable Communities Conference 2023	✓	January 16
2023-01-08	Deputy Mayor Appointments	✓	January 16
2023-02-05	Housing and Land Development Advisory Committee Work Plan	✓	January 30
2023-02-07	Tax Lien Summary List	✓	January 30
2023-03-04	CMHC Rapid Housing Funding	✓	February 13
2023-04-03	2022 Council Summaries Report	✓	February 27
2023-04-07	Subdivision Approval – Whistle Bend Phases 12 & 13	✓	February 27
2023-05-07	Conditional Use Application – Yukon Breeze Society	Carried (6-1) Opposed: Councillor Cameron	March 13
2023-06-03	Sister City Initiation – Chortkiv, Ukraine	✓	March 27
2023-07-04	AYC Annual General Meeting Resolutions	✓	April 11
2023-07-05	Authorize Council Travel – FCM Annual Conference	✓	April 11
2023-08-04	Housing and Land Development Community – Appointments	✓	April 24
2023-08-05	Authorize Council Travel – AYC Annual General Meeting	✓	April 24
2023-10-03	Conditional Use Application – 101 Mt. Sima Road	✓	May 23
2023-11-05	Housing and Land Development Advisory Committee – Recommendations to Yukon Government	✓	June 12
2023-11-06	Proposal to Host FCM 2025 or 2026 Board of Directors Meeting	✓	June 12
2023-12-03	Audited 2022 Financial Statements	✓	June 26
2023-13-03	Arctic Winter Games 2026 Hosting Opportunity	✓	July 10
2023-14-04	Authorize Mayor Travel – Skagway Road Relay	✓	August 14
2023-14-05	Range Point Joint Master Plan	✓	August 14
2023-14-06	Housing and Land Development Advisory Committee – Zoning Recommendations	✓	August 14
2023-14-07	Subdivision Approval – Phase 1 Copper Ridge West	✓	August 14
2023-16-02	Cancel Standing and Regular Council Meetings	✓	August 31
2023-17-04	Sister City – Chortkiv, Ukraine	✓	September 25
2023-18-03	2026 Arctic Winter Games – Host Society Appointments	✓	October 10

Resolution	Description	Final Vote	Date
2023-18-05	2024 Council Meeting Schedule and Committee Appointments	✓	October 10
2023-19-04	Mayor Travel Expense Authorization – Ottawa, Ontario	✓	October 23
2023-20-04	Housing and Land Development Advisory Committee Appointment	✓	November 14
2023-20-05	Inclusivity Advisory Committee Recommendations	✓	November 14
2023-20-07	Conditional Use Application – 22 Metropolit Lane	✓	November 14
2023-21-03	2026 Arctic Winter Games Hosting Agreement	✓	November 27
2023-22-03	Housing and Land Development Advisory Committee Work Plan and Update	✓	December 11

Council Member Motions

Resolution	Description	Council Member	Final Vote	Date
2023-01-12	Pedestrian Town Square Pilot Project	Laking	✓	January 16
2023-02-11	Sister City Relationship – Chortkiv, Ukraine	Cabott	✓	January 30
2023-07-11	Housing and Land Development Advisory Committee – Recommendations to Yukon Government	Boyd	✓	April 11
2023-08-10	Free Transit Request to Yukon Government	Murray	✓	April 24
2023-09-08	Hosting 2025 or 2026 FCM Board Meeting	Laking	✓	May 8
2023-10-05	Naming New City Streets (After Influential Women in Whitehorse)	Cabott	✓	May 23
N/A	Naming New Subdivision Streets	Murray	Withdrawn (as per Section 108 of Council Procedures Bylaw 2021-12)	May 23
2023-10-06	Renaming Subdivision Streets (McIntyre Subdivision)	Friesen	✓	May 23
2023-12-09	Pride Flag for National Pride Month	Friesen	✓	June 26
2023-13-07	Council Donation to Blood Ties Four Directions Centre	Friesen	Defeated (3-4) Opposed: Mayor Cabott, Councillors Boyd, Curteanu, and Laking	July 10
2023-17-08	Arctic Inspiration Prize	Murray	✓	September 25

Resolution	Description	Council Member	Final Vote	Date
2023-18-08	Federal Land for Housing Development	Laking	✓	October 10
2023-21-09	Free Transit and MMIWG2S+ Strategy	Murray	✓	November 27
2023-21-10	Inclusivity Advisory Committee Mandate Re-evaluation	Cabott	Carried (6-1) Opposed: Councillor Laking	November 27
2023-21-11	Development of an Honorarium Policy for Council Advisory Committees	Friesen	Carried (4-3) Opposed: Mayor Cabott, Councillors Boyd and Laking	November 27
N/A	Snow and Ice Control Policy Accessible Stalls	Friesen	Withdrawn (as per Section 121 of Council Procedures Bylaw 2021-12)	December 11
2023-22-08	Federal Funding for Major Infrastructure	Laking	✓	December 11
2023-22-09	Snow and Ice Control Accessibility Budget	Laking	✓	December 11

CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall



Chair: Michelle Friesen

Vice-Chair: Dan Boyd

February 19, 2024

Meeting #2024-04

-
1. Public Hearing Report – Zoning Amendment – 1302 Centennial Street
Presented by Darcy McCord, Senior Planner, Planning Services
 2. Zoning Amendment – Housing-Related Amendments
Presented by Darcy McCord, Senior Planner, Planning Services
 3. HLDAC Short-Term Rental Recommendations
Presented by Mike Gau, Director of Development Services
 4. New Business

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: February 19, 2024
RE: Public Hearing Report – Zoning Amendment – 1302 Centennial Street

ISSUE

Public Hearing Report on a bylaw to amend the zoning at 1302 Centennial Street from RS – Residential Single Detached to RMx(g) – Residential Multiple Housing to allow for the development of up to 10 dwelling units.

REFERENCES

- [Zoning Bylaw 2012-20](#)
- [2040 Official Community Plan](#)
- Location Map (Attachment 1)
- Proposed Zoning Amendment Bylaw 2023-33 (Attachment 2)

HISTORY

The owner of 1302 Centennial has applied to rezone their property from RS – Residential Single Detached to RMx(g) – Residential Multiple Housing (modified). The subject lot does not currently permit the development of a housing type that would allow 10 dwelling units. The special modifications are to allow the reduction of the minimum recommended vegetative buffer of 3 m along the side yards, reduce the maximum building height from 15 m to 13 m and reduce the maximum density to 10 dwelling units on the subject site.

Bylaw 2023-33 received First Reading on December 11, 2023. Public Hearing notifications were sent out in accordance with the Zoning Bylaw 2012-20, including:

- Newspaper advertisements were posted in the Whitehorse Star and Yukon News on December 15 and December 22, 2023;
- Email notifications were sent to Kwanlin Dün First Nation, Ta'an Kwäch'än Council, and the Government of Yukon Land Management Branch;
- Mail notifications were sent to property owners within 100 m of the subject site; and
- A notice sign was placed on the subject site.

A public hearing for this item was held on January 15, 2024. One member of the public spoke at the Public Hearing in opposition to the proposed zoning amendment and expressed concerns. No written submissions were received before the deadline.

ALTERNATIVES

1. Proceed with the Second and Third Readings under the bylaw process; or
2. Do not proceed with the Second and Third Readings.

ANALYSIS

The following matters were raised at the Public Hearing.

- Neighbourhood character;
- Building height;
- Vegetative buffer;
- Rezoning unnecessary;
- Spot zoning; and
- Administration's role in rezoning review.

Neighbourhood Character

Concern was expressed that the proposed rezoning will result in development that does not fit with the existing character of the neighbourhood. This concern is based on similar rezonings north of the site, which have resulted in developments that are perceived by a neighbourhood resident to not fit with the look and feel of the surrounding neighbourhood.

The subject site is designated as Mixed Use – Neighbourhoods in the Official Community Plan (OCP). The intent of Mixed Use – Neighbourhoods designation is to assist in the creation of more Complete Communities by accommodating a mixture of multi-unit housing and commercial development at a scale that contributes to the vitality of neighbourhoods. Uses suitable for inclusion in the Mixed-Use Neighbourhood designation includes multi-unit residential. The proposed rezoning to RMx(g) conforms to this designation and would contribute to the development of a more Complete Community in Porter Creek by providing additional multi-unit housing.

To support neighbourhoods transitioning towards becoming more Complete Communities, neighbourhood character will change in some areas with the introduction of new building types required to accommodate higher densities. The OCP has directed that higher densities within neighbourhoods occur near Urban Centres, and along major roads and transit routes. The subject site is within walking distance of Porter Creek's Urban Centre, is less than 200 m from the Alaska Highway, and is situated along transit routes. Further, with similar rezoning and redevelopments 30 m north of the subject site, neighbourhood character has already begun a transition towards a higher density neighbourhood.

Building Height

Concern was expressed about the maximum allowable building height, particularly in relation to adjacent RS zoned properties. The maximum allowable height in the RM zone is 15 m and the maximum allowable height in the RS zone is 10 m. A special modification to reduce the maximum height allowable to 13 m was added to mitigate the impact of intensification on the surrounding RS zoned lots. There is also a 7.5 m rear yard setback (as opposed to the 3 m rear yard setback for RS zones) to compensate for the difference maximum allowable height between the RM and RS zones.

Vegetative Buffer

Concern was expressed that a similar rezoning resulted in a development without a vegetative buffer. A vegetative buffer will be required on the rear of the subject site. However, a special modification was added to eliminate the requirement for a vegetative

buffer along the side yards. This modification was added due to the infeasibility of the proposed development with the buffer imposed. As discussed above, the OCP has provided direction for increased density in this area to support the development of a Complete Community. As a result, this special modification is required to enable higher densities associated with Complete Communities.

Rezoning Unnecessary

Concern was raised that rezoning is not necessary to develop up to 10 dwelling units on the site and the same number of units could be achieved through a subdivision of the lot. The RS zone allows for triplex housing on a minimum lot size of 1208 m² and the subject site lot area is 1857 m². Subdivision of the lot and building two triplexes on each division would not be possible without rezoning to reduce the minimum lot size for triplexes in the RS zone. Subdivision would result in fewer permissible dwelling units and create considerable site design, servicing, and drainage complications.

Spot Zoning in an Established Neighbourhood

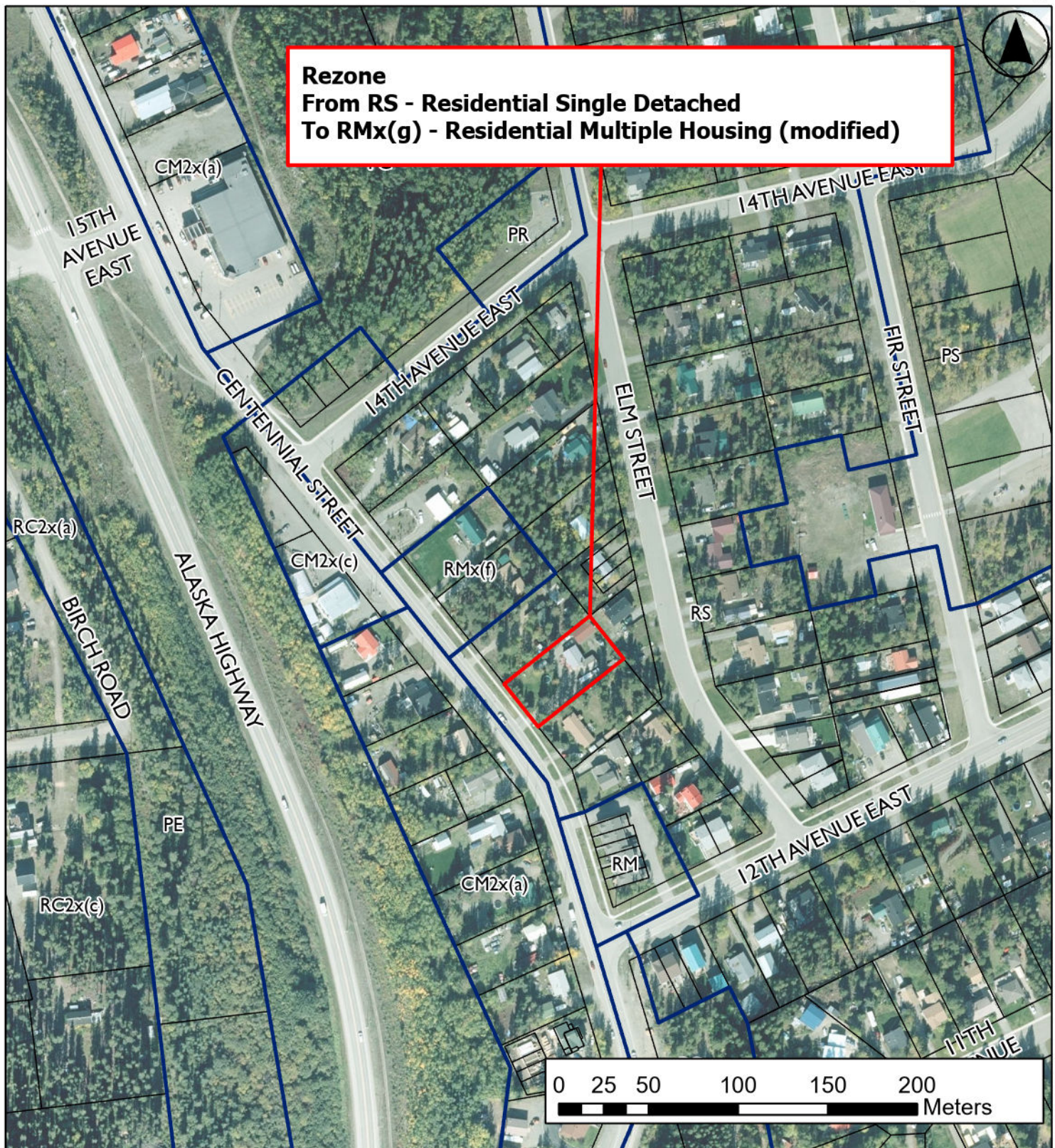
Concern was raised about spot zoning in an established neighbourhood and the necessity of zoning if the City will allow these types of rezoning applications to move forward. Spot zoning can allow for a gradual transition of a neighbourhood, on a parcel-by-parcel basis. Consideration for a broad rezoning of a larger area to conform to OCP land use designations and policy is best done through a Zoning Bylaw Review.

Administration's Role in the Rezoning Review Process

A question was raised about Administration's role in the rezoning process. Administration's role in the review process is to analyze the proposals relationship to and compliance with the OCP and other approved municipal plans and Council policies, investigate and analyze potential positive and negative impacts of development under the proposed zone, and consider any documented concerns and opinions of area residents and land owners regarding the application. In this case, Administration has recommended special modifications to mitigate the impacts of development in the proposed zone, while recognizing that the proposed rezoning aligns with the direction given in the OCP for land use in this area.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2023-33, a bylaw to amend the zoning of 1302 Centennial Street from RS –Residential Single Detached to RMx(g) – Residential Multiple Housing (modified) to allow for the development of up to 10 dwelling units, be brought forward for Second and Third Reading under the bylaw process.



DATE:

December 4, 2023

FILE NO:

Z-09-2023



Subject Site

CITY OF WHITEHORSE - PLANNING AND SUSTAINABILITY SERVICES

Zoning Bylaw Amendment

A proposal to amend the zoning of 1302 Centennial from RS - Residential Single Detached to RMx(g) - Residential Multiple Housing (modified) to allow for development of up to 10 dwelling units.



CITY OF WHITEHORSE
BYLAW 2023-33

A bylaw to amend Zoning Bylaw 2012-20

WHEREAS section 289 of the *Municipal Act* provides that a zoning bylaw may prohibit, regulate and control the use and development of land and buildings in a municipality; and

WHEREAS section 294 of the *Municipal Act* provides for amendment of the Zoning Bylaw; and

WHEREAS it is deemed desirable that the Whitehorse Zoning Bylaw be amended to allow for the development of up to 10 dwelling units on Lot 85, Plan 25142 LTO YT, Porter Creek Subdivision, municipally known as 1302 Centennial Street;

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

1. Section 9.12.7 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 9.12.7 Special Modifications g) as follows:
 - “g), Lot 85, Plan 25142 LTO YT at 1302 Centennial Street in the Porter Creek Subdivision, is designated RMx(g) with the special modifications being:
 - (1) the maximum height is 13.0 m;
 - (2) the maximum density is 10 units; and,
 - (3) A vegetative buffer between the RMx(g) and adjacent residential zones is not required on the side yards.
2. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of 1302 Centennial Street from RS – Residential Single Family to RMx(g) – Residential Multiple Housing (modified), as indicated on Appendix A and forming part of this bylaw.
3. This bylaw shall come into force and effect upon the final passing thereof.

FIRST READING:	December 11, 2023
PUBLIC NOTICE:	December 15, 2023
PUBLIC HEARING:	January 15, 2024
SECOND READING:	
THIRD READING and ADOPTION:	

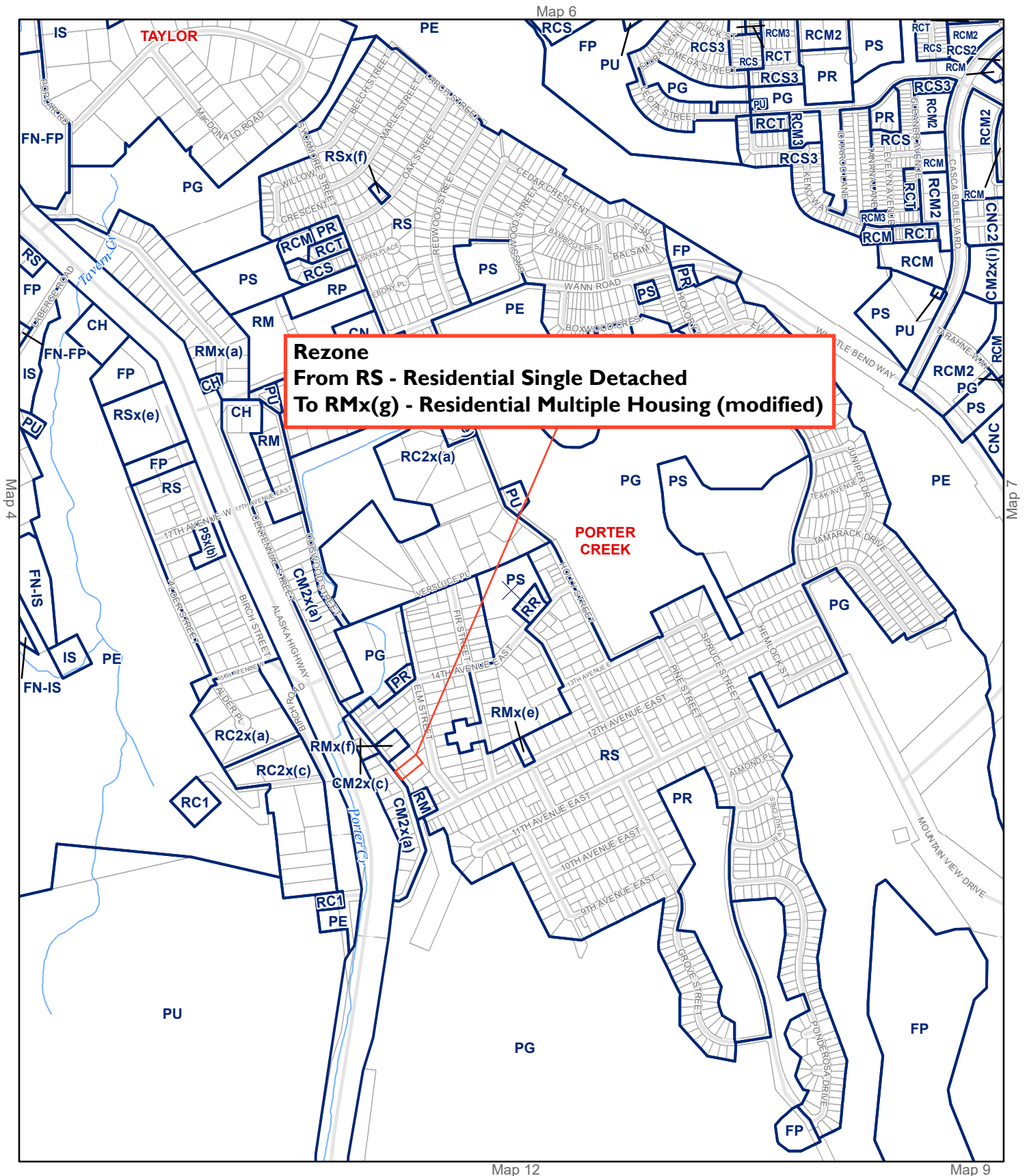
Laura Cabott, Mayor

Corporate Services

MAP 5

Appendix A, Bylaw Map
Bylaw 2023-33

PORTER CREEK



Where a letter appears in brackets following a zoning designation, e.g. RSx(a), the letter corresponds to the 'special restrictions' subsection for that zone.



0 590
Meters
Projection: NAD 1983 UTM Zone 8

Consolidation date:
June 15, 2023

ADMINISTRATIVE REPORT

TO:	Planning Committee
FROM:	Administration
DATE:	February 19, 2024
RE:	Zoning Amendment – Housing-Related Amendments

ISSUE

Housing-related amendments to the Zoning Bylaw to allow for a wider range of opportunities for residential development.

REFERENCE

- [Zoning Bylaw 2012-20](#)
- [Whitehorse 2040 Official Community Plan](#)
- [Municipal Act SY 2022, c. 2](#)
- [Building and Plumbing Bylaw 99-50](#)
- [2020 National Building Code of Canada](#)
- [2022-2024 Strategic Priorities](#)
- [Round 1 Engagement Summary](#)
- [Redline Comparison Document](#)
- HLDAC Zoning Recommendations (Attachment 1)
- Proposed Zoning Amendment Bylaw 2024-16 (Attachment 2)

HISTORY

A Zoning Bylaw is an important planning document that is required to implement the vision and policy directions of an Official Community Plan (OCP). In accordance with the *Municipal Act*, a zoning bylaw must be adopted or amended for the lands affected by an OCP within two years of the adoption or amendment of the OCP. The 2040 OCP was adopted on March 27, 2023, therefore the Zoning Bylaw must be amended by March 2025. A contract was awarded through a Request for Proposal to the successful consultant in September 2023 in order to provide planning services to rewrite the Zoning Bylaw.

As part of the rewrite process, and recognizing the pressing need to enable a wider range of opportunities for residential development, Administration is advancing an immediate round of housing-related amendments to the Zoning Bylaw. The proposed amendments are based on recommendations made to Council by the Housing and Land Development Advisory Committee (HLDAC) on August 7, 2023 (Attachment 1), and refined by the consultant working on the Zoning Bylaw Rewrite project.

The proposed housing-related amendments to be advanced immediately are listed below. Further details are provided in the Analysis.

1. Allow up to four (4) units per lot in all urban 'single detached' zones;
2. Relax site coverage and setbacks in some zones where additional units are provided;
3. Relax living and garden suite regulations;

4. Enable more units in RCM – Comprehensive Residential Multiple Family and RCM3 – Cottage Cluster Homes zones; and
5. Relax some parking regulations.

Engagement

In order to gather feedback on challenges experienced with the current Zoning Bylaw and to understand how the general public would like the city to grow and develop into the future, the first round of engagement for the Zoning Bylaw Rewrite project was launched in November 2023. The engagement included an online survey and targeted interviews.

Related to housing, respondents indicated a need for more diverse, accessible, and affordable housing forms. There was broad general support for allowing more units per lot, smaller lots, taller buildings, and additional housing forms. Additionally, it was generally felt that the regulations in the Zoning Bylaw should be more flexible to allow for more creativity, efficiency, and innovation in development and reduce constraints and requirements that hinder density.

Development Review Committee

On January 10, 2024, the proposed zoning amendments were reviewed by the Development Review Committee (DRC). Members of DRC identified a variety of constraints and operating impacts that could result from widespread uptake of these proposed changes. Members noted that the capacity of existing utility services may pose design challenges and could limit the potential for developers to achieve the maximum number of units on a lot. Members also identified potential operating impacts on other municipal services, such as waste collection, snow clearing, and on-street parking management that could result from residential intensification.

DRC also recommended that potential developers be given clear and concise information when applying for permits so that they are aware of development constraints related to the proposed amendments. If the amendments are adopted, an information guide describing the zoning changes and design parameters will be published to provide consistent and concise information to developers and the general public.

Schedule

The proposed schedule for the Zoning Bylaw amendment is:

Planning Committee:	February 19, 2024
First Reading:	February 26, 2024
Newspaper Ads:	March 1 and March 8, 2024
Public Hearing:	March 25, 2024
Report to Committee:	April 15, 2024
Second and Third Reading:	April 22, 2024

ALTERNATIVES

1. Proceed with the amendment under the bylaw process; or
2. Do not proceed with the amendment.

ANALYSIS

The proposed housing-related amendments to the Zoning Bylaw align with OCP policy 9.1 to encourage the construction of a variety of housing types that reflect the housing

continuum as well as policy 9.8 which specifically supports the development of suites. The proposed amendments also align with Council's Strategic Priorities to improve the overall housing supply. The proposed amendments and the potential challenges or constraints are described below.

1. Allow up to four (4) units per lot in all urban 'single detached' zones

Lots in the following zones would be eligible to build up to four (4) dwelling units in any combination, including up to two suites where a principal dwelling is provided:

- RCS – Comprehensive Single Detached;
- RCS2 – Comprehensive Single Detached 2;
- RCS3 – Comprehensive Single Detached 3;
- RD – Residential Downtown;
- RR – Restricted Residential;
- RS – Residential Single Detached; and
- RS2 – Residential Single Detached 2.

An exception is that lots with a dwelling unit that is attached to another dwelling on a separate adjacent lot (e.g. duplex with each unit on a separate fee simple lot) could not build up to four units, but could still provide up to two suites.

Any development that proposes additional units on existing lots will be required to demonstrate through professional engineering analysis that adequate servicing exists to support the development. The capacity of existing services, including water, sewer, and electrical, may constrain the number of units that can be provided on particular lots or in particular areas. Developers will be required to design their project to work within the existing service capacity, or upgrade services at their expense if needed to meet the servicing requirements for the proposed development.

All new development must also comply with the Building and Plumbing Bylaw and the National Building Code. There may be significant constraints to comply with building code requirements when adding units into existing buildings.

It is anticipated that additional units in existing residential areas could have some operating impacts on several municipal services such as waste collection, snow storage and clearing, and on-street parking management. If intensification increases the demand for on-street parking, there could be challenges and delays with snow clearing and curbside waste collection, which could necessitate new approaches to on-street parking management such as seasonal or permanent parking prohibitions. The combination of increased maximum site coverage, and additional on-site parking required to serve additional dwellings, may result in less space on-site for snow storage. This may pose increased challenges for both residents and City crews in managing snow effectively. Depending on the extent of operational impact, additional staff and equipment may be needed.

2. Relax site coverage and setbacks in some zones where additional units are provided

Urban residential zones currently have varying regulations for side and rear yard setbacks and site coverage. The proposed amendments would allow reduced setbacks and

increased site coverage in some zones where a second unit (or more) is provided. The table below summarizes the proposed amendments to setbacks and site coverage (regulations proposed to be relaxed outlined in red).

Zone	Existing Development Regulations			Proposed Change (if two or more units provided)
	Side Yard Setback	Rear Yard Setback	Maximum Site Coverage	
RCS	1.5 m	11 m (6 m for single storey)	50%	Reduce rear yard setback to 3 m
RCS2	1.5 m	3 m	50%	None
RCS3	1.5 m	3 m	35%	Increase maximum site coverage to 50%
RD	1.5 m	3 m	50%	None
RR	1.5 m / 3 m	6 m	35%	Reduce both side yard setbacks to 1.5 m; Reduce rear yard setback to 3 m; Increase maximum site coverage to 50%
RS	1.5 m / 3 m	3 m	40%	Reduce both side yard setbacks to 1.5 m; Increase maximum site coverage to 50%
RS2	1.5 m / 3 m	3 m	40%	Reduce both side yard setbacks to 1.5 m; Increase maximum site coverage to 50%

The proposed site coverage and setback relaxations for providing two or more dwelling units are no more permissive than what is already allowed in some other residential zones such as the RCS2 and RD zone. The reduction in setbacks and increase in site coverage complements the other proposed amendments that allow additional units as it provides a greater area of a lot that can be developed.

3. Relax living and garden suite regulations

Living and garden suites are secondary uses that must remain within the same parcel as a principal dwelling. The proposed amendments include changes that would enable additional suite development throughout the city. The proposed amendments include:

- Allowing suites in the RR zone;
- Allowing suites in duplex, triplex, and townhouse housing, where direct pedestrian access to the both the street and parking area can be provided;
- Allowing up to two suites on any urban residential lot where suites are permitted;
- Relaxing setbacks for garden suites in urban areas, such that a garden suite could be placed anywhere that an accessory structure would currently be permitted:
 - Reducing the side and rear setbacks for garden suites under 4.5 m in height to 0.6 m;
 - Reducing the rear setback for garden suites that are between 4.5 m and 7 m in height to 1.5 m;
 - Reducing the setback from the principal dwelling from 3 m to 1 m;
- Allowing suites in the side and front yards; and
- Allowing ‘duplex’ garden suites (i.e. two units on a single lot attached to each other, but not attached to the principal structure).

The current Zoning Bylaw already allows setback reductions to 0.6 m in some instances, and these amendments would enable the reduction in more circumstances. Measures are in place to preserve the privacy of adjacent properties.

The proposed amendments related to living and garden suites will allow greater flexibility to modestly increase the number of units in existing areas. Living and garden suites often provide more affordable housing options that support the creation of inclusive neighbourhoods.

4. Enable more units in RCM and RCM3 zones

Developments in the RCM zone will be able to provide multiple housing in any form. Currently, the zone listed specific housing forms that are allowed. The proposed changes will enable greater flexibility in building form and unit configuration, including stacked townhouses.

Developments in the RCM3 zone will be able to provide living suites within cottage cluster units. Allowing these additional units only as living suites will ensure the housing form remains modest (single detached, duplex, and triplex housing only) and the suite remains within the same parcel as the principal residence.

Additionally, the proposed amendments would remove the maximum site density in both the RCM and RCM3 zones and remove the maximum number of units per building in the RCM zone. These amendments will remove development constraints and enable developers to provide additional units on a site.

5. Relax some parking regulations

The proposed amendments to parking regulations include:

- Eliminating visitor parking and loading space requirements for residential developments in commercial zones. This would apply to most residential developments in Downtown and in Urban Centres.
- Reducing the parking calculation for living and garden suites from one parking space per suite to one parking space per two suites. Due to rounding, this would mean one parking space is required for the first suite (in addition to one parking space for the principal residence), but an additional parking space would not be required for a second suite.

- Reducing and standardizing the front yard setback for parking spaces in a front driveway to 1 m from the front property line. Currently, parking spaces are required to be provided beyond the front yard setback which is typically 3 m to 6 m. Reducing the setback to 1 m from the front property line will provide additional flexibility to provide the required parking on a site.

Although the proposed amendments to parking are limited at this time, further changes will be explored through the full Zoning Bylaw Rewrite.

Next Steps

If the proposed housing-related amendments are adopted, an information guide describing the changes will be finalized and made available to developers and the general public.

Furthermore, the full Zoning Bylaw Rewrite project will continue and include consideration of the remaining HLDAC recommendations that were not addressed through this Zoning Bylaw amendment.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2024-16, a bylaw to amend the Zoning Bylaw to allow for a wider range of opportunities for residential development, be brought forward for consideration under the bylaw process.

City of Whitehorse

Housing and Land Development Advisory Committee

DATE August 7, 2023
TO Council
FROM Housing and Land Development Advisory Committee
RE Committee Recommendations - Zoning

TOPIC

The Housing and Land Development Advisory Committee (HLDAC) has reviewed the Zoning Bylaw focussing on housing development, as one of the topics under the Committee workplan.

The Committee's recommendations have been organized into three groups as follows:

- Those changes that could be immediately advanced;
- Changes that are suited to be included in the Zoning Bylaw re-write; and
- Ideas for future longer-term planning Work.

The Committee's approach to the review of the Zoning Bylaw was based on removing restrictions on density opportunities in all areas of Whitehorse.

The proposed amendments are intended to work together to create these opportunities.

HLDAC RECOMMENDATIONS – Housing

THAT Council consider making amendments to the Zoning Bylaw in the short, medium and long-term, as follows (see Table of Recommendations for additional detail):

Short-term – Changes that should be considered immediately.

1. Provide opportunities to allow greater density in all residential zones, including:
 - a. Allow up to 4 units per lot on all single-family zones;
 - b. Remove parking requirements for use of land, other than for accessible parking;
 - c. Revise site coverage and minimum lot size restrictions to provide more usable and developable space on the lot;
 - d. Remove maximum density on RCM3 and RCM Zones (Multiple Housing); and
 - e. Allow Garden and Living Suites in all residential zones.
2. Provide for additional residential development in certain commercial zones to increase available housing units;
 - a. Set minimum height and require or encourage residential housing requirements above commercial developments;
 - b. Require residential above commercial in CN;
 - c. Increase site coverage "sliding scale";
 - d. Reduce amenity space requirements when housing is part of the development; and
 - e. Revise parking requirements where housing provided as part of the development.
3. Provide additional opportunities for staff housing in industrial areas as a secondary use.

The immediate changes are intended to remove development restrictions in residential zones and allow all types of builds to maximize density opportunities. Off-street parking requirements, setbacks, and site coverage greatly impact small-scale residential development. Minimum parking requirements make it difficult to solve the housing problem and can cut the net density for an area in half.

Further, the cost associated with parking spaces on single lots is exponentially lower than the per unit costs associated with building parking spaces for midrise or “missing middle” housing. High parking requirements, large setbacks, and low site coverage reduce the net developable area and, as a result, the density and economic viability of this type of housing.

In review of commercial zones, there are lost opportunities for residential development above the proposed commercial use. There could be a requirement for developers to include residential units or provide incentives (through tax or other mechanisms) to encourage residential development on these properties. The intent would be increased rental units available in neighbourhood commercial zones. It was also recognized that there are staff housing needs of owners of industrial properties. The Committee recommends that the City explore options to facilitate housing on industrial properties that don’t compromise the core industrial use of the land.

Medium-term: Changes to consider as part of the Zoning Bylaw Re-write.

1. Reduce and simplify the number of residential zones under the bylaw;
2. Introduce an “Inclusionary Zoning” category
 - a. Consider establishing requirements such as a set proportion for affordable housing and providing development incentives with more permissive requirements (such as greater density, less parking or more units);
3. Increase developable space and units in multi-family housing zones;
 - a. Reduce or eliminate storage space requirements (< five units);
 - b. Reduce interior and exterior amenity space requirements (25% to 10%);
 - c. Provide Inclusionary Zones in all multifamily zones;and
 - d. Reconsider maximum density requirements.
4. Establish additional areas to allow mobile or manufactured housing (i.e., “tiny homes”).

The Recommendations included in this group lend themselves to the overall Zoning Bylaw review. In review of the current bylaw, it was noted that there are too many residential zones which creates confusion and different requirements for developers.

Overall, the bylaw should have fewer and less restrictive residential zones to facilitate development. The Committee recommends consolidation of zoning types (e.g., possibly reducing the RCS zones to one or two zones). This would greatly reduce the complexity of the bylaw and staff processing time for applications.

It is also recommended that the use of “Inclusionary Zoning” would support affordable housing. The use of inclusionary zoning can be either a requirement in certain locations or an opportunity for developers to apply for this type of zoning with related incentives.

The multi-family zones are currently working well, but there are some areas within the zoning that could be revised to create more opportunities for developers to use more of their property for development of units, without sacrificing usability and amenities for residents.

The Committee also recognized that there needs to be a zone to accommodate new and creative types of developments that include non-permanent units (such as mobile homes or tiny homes). Providing for these types of developments which can typically be much more quickly developed and offered will facilitate options for units at a lower price point.

Longer-term Planning

1. Investigate options and constraints for densification of current country residential neighborhoods.
 - a. Identify infrastructure requirements, conduct studies (i.e., aquifer capacity); and
 - b. Continue to provide subdivision opportunities to owners and future owners.

It was recognized that there are a number of country residential properties within Whitehorse. It is recommended that the City look at infrastructure and planning considerations for future density in the country residential subdivisions well ahead of development pressures being put on these areas.

CITY OF WHITEHORSE
BYLAW 2024-16

A bylaw to amend Zoning Bylaw 2012-20

WHEREAS section 289 of the *Municipal Act* provides that a zoning bylaw may prohibit, regulate and control the use and development of land and buildings in a municipality; and

WHEREAS section 294 of the *Municipal Act* provides for amendment of the Zoning Bylaw; and

WHEREAS it is deemed desirable that the Whitehorse Zoning Bylaw be amended to allow for a wider range of opportunities for residential development;

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

1. Section 2 of Zoning Bylaw 2012-20 is hereby amended by modifying the existing definitions in subsection 2.2 of “GARDEN SUITE”, “HOUSING, DUPLEX”, “HOUSING, SINGLE DETACHED”, “HOUSING, TOWNHOUSE”, “HOUSING, TRIPLEX”, and “LIVING SUITE” to read as follows:

“GARDEN SUITE” means a secondary dwelling unit located on a lot where the principal use is single detached, duplex, triplex, or townhouse housing.”

“HOUSING, DUPLEX” means two dwelling units in a single building side by side or above and below each other. Each duplex unit may contain up to two living suites.”

“HOUSING, SINGLE DETACHED” means a detached building that may contain one principal dwelling unit and up to two living suites, including modular homes but excluding mobile homes.”

“HOUSING, TOWNHOUSE” means three or more side-by-side dwelling units in a single building, sharing common interior walls and each having a private ground oriented entrance. Each townhouse unit may contain up to two living suites.”

“HOUSING, TRIPLEX” means three individual dwelling units in a single building, each having a private ground oriented entrance. Each triplex unit may contain up to two living suites.”

“LIVING SUITE” means a separate, self-contained, dwelling unit within a single detached house, or duplex, triplex, or townhouse unit.”

2. Section 6 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 6.7.1 d) and renumbering the remaining subsections accordingly.
3. Section 6 of Zoning Bylaw 2012-20 is hereby amended by modifying existing subsections 6.7.1 f), 6.7.1 g), and 6.7.1 h) to read as follows:

“6.7.1 Garden suites, when permitted, shall:

- f) be limited to up to two suites per lot;
- g) have a minimum setback of 1.0 m from the principal building; and
- h) have a maximum of 60 m² gross floor area on the second storey in urban residential areas.”

4. Section 6 of Zoning Bylaw 2012-20 is hereby amended by modifying existing section 6.7.2 to read as follows:

“6.7.2 When permitted, garden suites may be located in the front, side, or rear yard.”

5. Section 6 of Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 6.7.3 and renumbering the remaining subsections accordingly.

6. Section 6 of the Zoning Bylaw 2012-20 is hereby amended by adding new subsection 6.7.4 to read as follows and renumbering the remaining subsections accordingly:

“6.7.4 The minimum setbacks for garden suites in the RC1 and RC2 zones shall be the same as the setbacks applicable to the principal uses in each zone.”

7. Section 6 of the Zoning Bylaw 2012-20 is hereby amended to delete existing subsection 6.7.5, subsection 6.7.6, and subsection 6.7.7, and renumbering the remaining subsections accordingly.

8. Section 6 of the Zoning Bylaw 2012-20 is hereby amended by adding new subsection 6.7.5 to read as follows and renumbering the remaining subsections accordingly:

“6.7.5 The minimum setbacks for garden suites in urban residential areas are as follows:

- a) The front yard setback shall be the same as the setback applicable to principal uses in each zone;
- b) For garden suites under 4.5 m in height, the minimum required side and rear yard setbacks are 1.5 m. One of the side yard setbacks may be reduced to 0.6 m when the garden suite is located in the side or rear yard;
- c) For garden suites 4.5 to 7.0 m in height, the minimum side and rear yard setbacks required are 1.5 m;
- d) Notwithstanding section 6.7.5 a) and b), the minimum rear yard setback for garden suites with lane access is 0.6 m. The rear yard setback for garden suites without lane access may also be reduced to 0.6 m, at the discretion of the Development Officer, if the rear lot line is adjacent to a public right-of-way or undeveloped or publicly owned land such greenbelt, parks, schools, etc.; and

- e) In no case shall the side yard setback for a garden suite be 0 m.”
9. Section 6 of the Zoning Bylaw 2012-20 is hereby amended by adding new subsection 6.7.6 to read as follows and renumbering the remaining subsections accordingly:
- “6.7.6 When side or rear yard setbacks are reduced to less than 1.5 m, the following applies:
- a) building entryways and doorways are prohibited on the side of the building facing the reduced side yard setback, unless it is adjacent to a lane;
 - b) windows are placed so as to minimize overlook onto adjacent properties; and
 - c) the development complies with any other additional provisions a Development Officer deems necessary to preserve the privacy of adjacent properties.”
10. Section 6 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 6.7.8 to read as follows:
- “6.7.8 Garden suites may be permitted where a living suite or garden suite is established, up to a maximum of two living or garden suites in any combination on a single parcel (e.g., two garden suites, two living suites, or one of each), unless otherwise specified in this bylaw.”
11. Section 6 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 6.7.9 to read as follows:
- “6.7.9 Garden suites shall have unobstructed pedestrian access to a street frontage and a parking area to the satisfaction of a Development Officer.”
12. Section 6 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 6.7.10 to read as follows:
- “6.7.10 Garden suites shall only be permitted where the principal use is single detached housing, duplex, triplex, or townhouse housing.”
13. Section 6 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 6.7.11 to read as follows:
- “6.7.11 Garden suites must be maintained on the same parcel as a principal dwelling.”
14. Section 6 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 6.13.1 to read as follows:
- “6.13.1 Living suites shall conform to the following regulations:

- a) living suites may not exceed more than 100 m² gross floor area, including basement floor area; and
 - b) living suites are only permitted in a single detached house, duplex, triplex, or townhouse unit, unless otherwise specified in this bylaw.”
15. Section 6 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 6.13.2 to read as follows:

“6.13.2 Living suites may be permitted where a garden suite is established, up to a maximum of two living or garden suites in any combination on a single parcel (e.g., two living suites, two garden suites, or one of each), unless otherwise specified in this bylaw.”

16. Section 6 of the Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 6.13.3 and renumbering the remaining subsections accordingly.
17. Section 6 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 6.13.4 to read as follows:

“6.13.4 Living suites shall have unobstructed pedestrian access to a street frontage and a parking area to the satisfaction of a Development Officer.”

18. Section 7 of the Zoning Bylaw 2012-20 is hereby amended by modifying the existing rows titled “Housing, Apartment*”, “Housing, Multiple (excluding apartments)*”, and “Living and Garden Suites” in Table 7.3.6 a) Residential Parking Requirements to read as follows:

Housing, Apartment*	1	Dwelling unit	1	Up to 930m ² GFA	1 per building
	1 visitor	7 dwelling units	1	Over 930m ² GFA	
Housing, Multiple (excluding apartments)*	1	Dwelling unit	N/A	N/A	1 per building
	1 visitor	7 dwelling units	N/A	N/A	
Living and Garden Suites	1	2 living or garden suites	N/A	N/A	N/A

19. Section 7 of the Zoning Bylaw 2012-20 is hereby amended by adding new subsection 7.3.8 to read as follows and renumbering the remaining subsection accordingly:

“7.3.8 Residential uses in the CC, CM1, CM2, CN, CNC, and CN2 zones are exempt from providing off-street visitor parking and loading spaces.”

20. Section 7 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 7.6.3 to read as follows:

“7.6.3 In a residential zone, off-street parking spaces:

- a) may be located within a driveway with a 1.0 m setback from the front property line or exterior side property line; and
 - b) shall not be located in an interior side yard setback adjacent to a public thoroughfare (lane, trail, etc.), unless the parking area is screened from view by either fencing or landscaping.”
- 21. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by adding new subsection 9.1.6 a) to read as follows and renumbering the remaining subsections accordingly:
 - “9.1.6 Other Regulations
 - a) A maximum of one living suite or one garden suite shall be permitted.”
- 22. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by adding new subsection 9.2.6 a) to read as follows and renumbering the remaining subsection accordingly:
 - “9.2.6 Other Regulations
 - a) A maximum of one living suite or one garden suite shall be permitted.
- 23. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.3.2 b) to read as follows:
 - “9.3.2 Principal Uses
 - b) housing: multiple, residential care homes”
- 24. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.3.6 a) to read as follows:
 - “9.3.6 Other Regulations
 - a) the minimum number of units per building is three.”
- 25. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 9.3.6 c) and renumbering the remaining subsections accordingly.
- 26. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 9.5.3 e) to read as follows:
 - “9.5.3 Secondary Uses
 - e) living suites”
- 27. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 9.5.6 d) and renumbering the remaining subsections accordingly.
- 28. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.6.1 to read as follows:
 - “9.6.1 Purpose

To provide a comprehensive development zone for compact fee-simple single detached, duplex and multiple housing that is developed as part of a complete neighbourhood.”

29. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.6.2 b) to read as follows:

“9.6.2 Principal Uses

- b) housing: single detached, duplex, multiple, residential care homes”

30. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsections 9.6.5 b), 9.6.5 c), and 9.6.5 j) to read as follows:

“9.6.5 Development Regulations

- b) the minimum lot area for single detached, duplex, and multiple housing is 320 m².
- c) the minimum lot area for duplex housing where each unit is on a separate fee simple lot is 275 m².
- j) the minimum rear yard setback is 11.0 m for the principal building, except:
 - (1) in the case that the principal building is one storey, the rear yard setback may be reduced to 6.0 m, or
 - (2) if more than one dwelling unit is provided, the rear yard setback may be reduced to 3.0 m.”

31. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.6.6 b) to read as follows:

“9.6.6 Other Regulations

- b) In addition to the regulations listed above, other regulations may apply. These include the general development regulations of section 5 (accessory development, site design, yards, etc.); the specific use regulations of section 6 (bed and breakfast lodging, home based businesses, etc.); the parking regulations of section 7; and the sign regulations of section 8. Regulations in Section 6.14 Multiple Housing do not apply to multiple housing developments in this zone.”

32. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by adding new subsections 9.6.6 a) and 9.6.6 b) to read as follows and renumbering remaining subsections accordingly:

“9.6.6 Other Regulations

- a) The maximum number of dwelling units per lot is four. Up to two of these units may be living or garden suites.
- b) Lots with a dwelling that is attached to another dwelling on a separate adjacent lot (e.g., duplex with each unit on a

separate, fee simple lot) cannot build up to four dwelling units, but can provide up to two suites.”

33. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.7.2 b) to read as follows:

“9.7.2 Principal Uses

- b) housing: single detached, duplex, multiple, residential care homes”

34. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsections 9.7.5 c), and 9.7.5 d) to read as follows:

“9.7.5 Development Regulations

- c) the minimum lot area for single detached, duplex, and multiple housing is 490 m².
d) the minimum lot area for duplex housing where each unit is on a separate fee simple lot is 390 m².”

35. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by deleting existing subsection 9.7.5 d) and renumbering the remaining subsections accordingly.

36. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.7.6 b) to read as follows:

“9.7.6 Other Regulations

- b) In addition to the regulations listed above, other regulations may apply. These include the general development regulations of section 5 (accessory development, site design, yards, etc.); the specific use regulations of section 6 (bed and breakfast lodging, home based businesses, etc.); the parking regulations of section 7; and the sign regulations of section 8. Regulations in Section 6.14 Multiple Housing do not apply to multiple housing developments in this zone.”

37. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by adding new subsections 9.7.6 a) and 9.7.6 b) to read as follows and renumbering remaining subsections accordingly:

“9.7.6 Other Regulations

- a) The maximum number of dwelling units per lot is four. Up to two of these units may be living or garden suites.
b) Lots with a dwelling that is attached to another dwelling on a separate adjacent lot (e.g., duplex with each unit on a separate, fee simple lot) cannot build up to four dwelling units, but can provide up to two suites.”

38. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing

subsection 9.8.1 to read as follows:

“9.8.1 Purpose

To provide a zone for single detached, duplex, and multiple housing on urban lots with a broad range of residential related uses.”

39. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.8.2 b) to read as follows:

“9.8.2 Principal Uses

- b) housing: single detached, duplex, multiple, residential care homes”

40. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsections 9.8.5 b), 9.6.5 c), and 9.6.5 d) to read as follows:

“9.8.5 Development Regulations

- b) the minimum lot area for single detached, duplex, and multiple housing is 400 m².
c) the minimum lot area for duplex housing where each unit is on a separate fee simple lot is 337 m².
d) the maximum site coverage is 35%. The maximum site coverage may be increased to 50% if more than one dwelling unit is provided.”

41. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.8.6 b) to read as follows:

“9.8.6 Other Regulations

- b) In addition to the regulations listed above, other regulations may apply. These include the general development regulations of section 5 (accessory development, site design, yards, etc.); the specific use regulations of section 6 (bed and breakfast lodging, home based businesses, etc.); the parking regulations of section 7; and the sign regulations of section 8. Regulations in Section 6.14 Multiple Housing do not apply to multiple housing developments in this zone.”

42. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by adding new subsections 9.8.6 a) and 9.8.6 b) to read as follows and renumbering remaining subsections accordingly:

“9.8.6 Other Regulations

- a) The maximum number of dwelling units per lot is four. Up to two of these units may be living or garden suites.
b) Lots with a dwelling that is attached to another dwelling on a separate adjacent lot (e.g., duplex with each unit on a separate, fee simple lot) cannot build up to four dwelling units,

but can provide up to two suites.”

43. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by adding new subsections 9.9.3 d) and 9.9.3 f) to read as follows and renumbering remaining subsections accordingly:

“9.9.3 Secondary Uses

- d) garden suites
- f) living suites”

44. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.11.5 c) to read as follows:

“9.11.5 Development Regulations

- c) the minimum lot area is 360 m².”

45. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.11.6 a) to read as follows:

“9.11.6 Other Regulations

- a) The maximum number of dwelling units per lot is four. Up to two of these units may be living or garden suites.”

46. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by adding new subsection 9.11.6 b) to read as follows and renumbering remaining subsections accordingly:

“9.11.6 Other Regulations

- b) Lots with a dwelling unit that is attached to another dwelling on a separate adjacent lot (e.g., duplex with each unit on a separate fee simple lot) cannot build up to four dwelling units, but can provide up to two suites.”

47. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.14.1 to read as follows:

“9.14.1 Purpose

To provide a zone for single detached, duplex, and multiple housing on larger urban serviced lots with a restricted range of associated uses.”

48. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.14.2 b) to read as follows:

“9.14.2 Principal Uses

- b) housing: single detached, duplex, multiple”

49. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by adding a new subsections 9.14.3 b) and 9.14.3 d) to read as follows and renumbering the

remaining subsections accordingly:

“9.14.3 Secondary Uses

- b) garden suites
- d) living suites”

50. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsections 9.14.4 b), 9.14.4 c), 9.14.4 f), and 9.14.4 h) to read as follows:

“9.14.4 Development Regulations

- b) the minimum lot area is 700 m².
- c) the maximum site coverage is 35%. The maximum site coverage may be increased to 50% if more than one dwelling unit is provided.
- f) the minimum side yard setback is 3.0 m on one side and 1.5 m on the other side. The minimum side yard setback may be reduced to 1.5 m on both sides if more than one dwelling unit is provided.
- h) the minimum rear yard setback is 6.0 m except on a corner lot. The minimum rear yard setback may be reduced to 3.0 m if more than one dwelling unit is provided.”

51. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsections 9.14.5 a), 9.14.5 b), and 9.14.5 c) to read as follows:

“9.14.5 Other Regulations

- a) All housing developments shall install a hard-surfaced driveway, walkway, and complete landscaping of the front yard in accordance with section 5.5.2.8 of this bylaw within one year of issuance of the occupancy permit. Where a lot fronts on two streets, the landscaping standard shall apply to both frontages.
- b) Occupancy approval shall not be granted for any housing until the building exterior has been completed.
- c) In addition to the regulations listed above, other regulations may apply. These include the general development regulations of section 5 (accessory development, site design, yards, etc.); the specific use regulations of section 6 (bed and breakfast lodging, home based businesses, etc.); the parking regulations of section 7; and the sign regulations of section 8. Regulations in Section 6.14 Multiple Housing do not apply to multiple housing developments in this zone.”

52. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by adding new subsection 9.14.5 a) to read as follows and renumbering the remaining subsections accordingly:

“9.14.5 Other Regulations

- a) The maximum number of dwelling units per lot is four. Up to two of these units may be living or garden suites.”

53. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.15.1 to read as follows:

“9.15.1 Purpose

To provide a zone for a range of single detached, duplex, and multiple housing on urban lots with a broad range of residential related uses.”

54. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.15.2 b) to read as follows:

“9.15.2 Principal Uses

- b) housing: single detached, duplex, multiple, residential care homes”

55. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by deleting existing subsections 9.15.5 e), 9.15.5 f), and 9.15.5 m) and renumbering the remaining subsections accordingly.

56. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsections 9.15.5 c), 9.15.5 d), 9.15.5 g), and 9.15.5 j) to read as follows:

“9.15.5 Development Regulations

- c) the minimum lot area for single detached, duplex, and multiple housing is 462 m².
- d) the minimum lot area for duplex housing where each unit is on a separate fee simple lot is 372 m².
- g) the maximum site coverage is 40%. The maximum site coverage may be increased to 50% if more than one dwelling unit is provided.
- j) the minimum rear yard setback is 3.0 m on one side and 1.5 m on the other side except that:
 - (1) where there is access to the rear of the lot by a lane, the side yard setback requirement may be reduced to 1.5 m on both sides; and
 - (2) in the case of a side-by-side duplex on separate, adjacent lots, one side yard setback may be reduced to zero and the other shall be 3.0 m; and
 - (3) where more than one dwelling unit is provided, the side yard setbacks may be reduced to 1.5 m on both sides.”

57. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.15.6 c) to read as follows:

“9.15.6 Other Regulations

- c) In addition to the regulations listed above, other regulations

may apply. These include the general development regulations of section 5 (accessory development, site design, yards, etc.); the specific use regulations of section 6 (bed and breakfast lodging, home based businesses, etc.); the parking regulations of section 7; and the sign regulations of section 8. Regulations in Section 6.14 Multiple Housing do not apply to multiple housing developments in this zone.”

58. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by adding new subsections 9.15.6 a) and 9.15.6 b) to read as follows and renumbering remaining subsections accordingly:

“9.15.6 Other Regulations

- a) The maximum number of dwelling units per lot is four. Up to two of these units may be living or garden suites.
- b) Lots with a dwelling that is attached to another dwelling on a separate adjacent lot (e.g., duplex with each unit on a separate fee simple lot) cannot build up to four units, but can provide up to two suites.”

59. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.16.2 b) to read as follows:

“9.16.2 Principal Uses

- b) housing: single detached, duplex, multiple, residential care homes”

60. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by deleting existing subsections 9.16.5 e), 9.16.5 f), and 9.16.5 n) and renumbering the remaining subsections accordingly.

61. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsections 9.16.5 c), 9.16.5 d), 9.16.5 g), and 9.16.5 j) to read as follows:

“9.16.5 Development Regulations

- c) the minimum lot area for single detached, duplex, and multiple housing is 462 m².
- d) the minimum lot area for duplex housing where each unit is on a separate fee simple lot is 372 m².
- g) the maximum site coverage is 40%. The maximum site coverage may be increased to 50% if more than one dwelling unit is provided.
- j) the minimum rear yard setback is 3.0 m on one side and 1.5 m on the other side except that:
 - (1) where there is access to the rear of the lot by a lane, the side yard setback requirement may be reduced to 1.5 m on both sides; and

- (2) in the case of a side-by-side duplex on separate, adjacent lots, one side yard setback may be reduced to zero and the other shall be 3.0 m; and
- (3) where more than one dwelling unit is provided, the side yard setbacks may be reduced to 1.5 m on both sides.”

62. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.16.6 c) to read as follows:

“9.16.6 Other Regulations

- c) In addition to the regulations listed above, other regulations may apply. These include the general development regulations of section 5 (accessory development, site design, yards, etc.); the specific use regulations of section 6 (bed and breakfast lodging, home based businesses, etc.); the parking regulations of section 7; and the sign regulations of section 8. Regulations in Section 6.14 Multiple Housing do not apply to multiple housing developments in this zone.”

63. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by adding new subsections 9.16.6 a) and 9.16.6 b) to read as follows and renumbering the remaining subsections accordingly:

“9.16.6 Other Regulations

- a) The maximum number of dwelling units per lot is four. Up to two of these units may be living or garden suites.
- b) Lots with a dwelling that is attached to another dwelling on a separate adjacent lot (e.g., duplex with each unit on a separate fee simple lot) cannot build up to four units, but can provide up to two suites.”

64. This bylaw shall come into force and effect upon the final passing thereof.

FIRST READING:

PUBLIC NOTICE:

PUBLIC HEARING:

SECOND READING:

THIRD READING and ADOPTION:

Laura Cabott, Mayor

Corporate Services

ADMINISTRATIVE REPORT

TO:	City Planning Committee
FROM:	Administration
DATE:	February 19, 2024
RE:	HLDAC Short-Term Rental Recommendations

ISSUE

Recommendations to Council from the Housing and Land Development Advisory Committee (HLDAC) on proposed approach and regulations for Short-Term Rentals (STRs) to aid in increasing access to housing.

REFERENCE

- [Residential Landlord and Tenant Act \(2012\) S.3\(e\)](#)
- [Municipal Act \(2022\)](#)
- [2040 Official Community Plan \(OCP\)](#)
- [Short-Term Rentals in Whitehorse, Wachsmuth, McGill University \(July 2019\)](#)
- Recommendations from HLDAC (2024-01) – January 24, 2024 (Attachment 1)
- 2023-2026 Capital Expenditure Plan – Project 720c00422 Zoning Bylaw Rewrite

HISTORY

HLDAC has identified that STRs have an impact on access to housing. HLDAC has defined STRs as rental units or rooms rented out by owners for 30 days or less. STRs include rental units or spaces that are often managed by online property rental companies and locally by a local rental management company in conjunction with online companies or directly with owners.

Following a review of STRs that included monitoring legislation changes and media coverage of STRs nationally, examination of the Zoning Bylaw, meetings with a homelessness advocacy group, a tenant advocate, and a local rental management agency, HLDAC has heard the positive and negative impacts of STRs. City Administration has attended HLDAC meetings to help inform the Committee about existing processes and bylaws to identify how potential changes might be implemented.

The *Municipal Act* provides the City with the authority to regulate STRs as a commercial activity and land use in the city through bylaws such as the Zoning Bylaw, Business License Bylaw, the Building and Plumbing Bylaw, the Maintenance Bylaw, and other policies. Currently the City does not regulate individual STRs through permitting and licensing. The City does require a business license for three or more rental units in a development, but not as STRs.

The Yukon Government is carrying out consultations on the Residential Landlord and Tenant Act (RLTA). For clarity, the RLTA primarily focusses on the rights and obligations of Landlords and Tenants and the associated rental agreements but does not apply to “living accommodation occupied as vacation or travel accommodation”, in other words STRs.

Policy 9.7 of the Official Community Plan (OCP) states that the City will study the impact of STRs on the availability of a variety of housing options including affordable rental housing. The OCP 's Ideas for Action #45 states the City should examine the impacts of STRs and consider if further management through City policies, bylaws, and tools is needed. To date, examination of this topic has been conducted by HLDAC.

On January 24, 2024 HLDAC approved various STR recommendations which include the development of specific use regulations, differentiation of STR types, where in the city they should be allowed, and requirements for business licenses. HLDAC also recommends discussions with various stakeholders be completed prior to adoption of new STR regulations.

A summary of HLDAC's recommendations and a table that includes rationale and notes for each recommendation is provided in Attachment 1.

ALTERNATIVES

1. Refer the HLDAC STR recommendations to Administration and direct that a study be completed regarding the impacts of STRs and the proposed HLDAC STR recommendations;
2. Direct Administration to bring forward bylaw amendments; or
3. Refer the recommendations back to Administration.

ANALYSIS

STRs in Whitehorse

The total number of STRs and rental prices vary by size, location, quality, vary day to day and many are not listed year-round. The following data are approximations of STRs in Whitehorse, and must be considered only within these limitations.

A local rental management company has advised there are currently 212 available STR listings in Whitehorse. This includes 150 'entire-home' properties, and the remainder (62) are 'shared units' (bedroom) rentals. Some STRs are not listed in the winter and some owners do not use property listing companies so these numbers should be considered minimums. A 2019 study on STRs in Whitehorse supports this data, assuming growth in the supply.

Through HLDAC's research and engagement it has determined that STRs take up valuable long-term housing supply and that there are a number of local and non-local investors who have purchased housing units for the purpose of STRs. This is particularly a concern when land supply is limited and land intended for high density, lower cost housing units is instead being used for commercial uses for transient visitors.

HLDAC also heard that STRs are used by various government agencies and businesses to provide temporary spaces for employees, clients, consultants, and temporary shelter for low-income families. HLDAC heard that STRs may help keep long-term rental properties from being rented year-round that are only needed for part of the year, thereby making more efficient use of LTR opportunities. It was also noted that currently the city has a shortage of hotel rooms, particularly in the summer months, and that STRs provide needed vacation accommodations to benefit the tourism industry.

Proposed amendments

HLDAC proposes a number of changes for the City to consider in order to control the use of STRs and where in the city they should be allowed to be operate. These recommendations would require changes to the Zoning Bylaw and Business License Bylaw and Fees and Charges Bylaw:

- Create two types of STRs, the first being “primary” where the owner does not live in the unit, and “secondary” where the unit is ancillary to the residential unit that the owner lives in.
- Create specific use regulations that would limit how many STRs an owner may have per property, as well as limiting the number that can be created in a specific area (block for example) or building.
- Ensure STRs meet the basic health and safety requirements to obtain a business license.
- Exclude either type of STRs in residential zones where lower cost housing is most likely such as apartments and townhouses, while allowing them in single family zones and all commercial zones.
- HLDAC also recommend that business licenses be required, which will require amendments to the Business License Bylaw and the Fees and Charges Bylaw, and that business license numbers are posted on online listings.

HLDAC’s recommendations set the goals and what areas of the bylaw to focus amendments on but recognize that further work is required by the City to draft the amendments, including outreach to various stakeholders who either own, or frequently use STRs.

Impacts of Regulation

If Council chooses to establish STR regulations that follow the HLDAC recommendations, owners of STRs that do not comply with the regulations will be in violation of the new bylaws and subject to enforcement. Owners will either adjust their rentals to LTRs or sell. There may be economic hardship depending on financial situation of owners when comparing the possible revenue differences between STRs and LTRs. Council would also need to set permitting and annual business licensing costs for STR owners.

There may also be an operational impact on the capacity of Administration to enforce the bylaws, particularly if there is enforcement required for more than a few existing STRs. Strategies to mitigate this impact would be examined as part of development of any regulations brought forward to Council which may include incentives and/or a phase-in period.

Engagement with Stakeholders

HLDAC has recommended engagement with stakeholders that use short-term rentals to satisfy client or employee needs.

An engagement process and study could be beneficial to further identify the benefits and negative impacts the current STRs are having, as well as hear what impact HLDAC’s recommendations may have. As far as implementation, Administration would examine the feasibility and benefits of combining potential bylaw amendments with the concurrent Zoning Bylaw Rewrite project.

Receipt of the resulting study and possible development of subsequent bylaw amendments may not be completed before the end of the year. This study is anticipated to require a \$30,000 budget and could be funded from the Advisory Committee budget.

In the alternative, Council could direct Administration to immediately draft the corresponding bylaw changes. The public and stakeholders could participate in the bylaw adoption processes.

In either scenario, HLDAC's recommendations could be discussed at the upcoming Housing Summit on February 29, 2024 and feedback would be included in future analysis.

If Council chooses not to regulate STRs, land intended for local housing supply would continue to be developed for STR purposes, including as purely investment properties. As stated above, STRs provide temporary housing solutions and opportunities for both residents and visitors, but also reduce the availability of long-term housing. Regulation would provide the framework to issue permits and businesses licenses to ensure STRs are developed to a minimum standard, in an acceptable location and density that is compatible with residential neighbourhoods. Licensing would provide necessary information and fees for commercial activity in the city, ensure a level playing field and to provide contact information for STR operators should issues arise with the operation.

ADMINISTRATIVE RECOMMENDATION

THAT Council refer the Housing and Land Development Advisory Committee recommendations on Short-Term Rentals to Administration and that a study be completed regarding the impacts of Short-Term rentals and the proposed recommendations.

City of Whitehorse Housing and Land Development Advisory Committee

DATE January 24, 2024
TO Council
FROM Housing and Land Development Advisory Committee
RE Committee Recommendations – Short-Term Rentals

TOPIC

The Committee resolved and approved that City Council direct Administration to develop a regulation to allow the management of short-term rentals in the city, as detailed in the attached table and summarized below:

HLDAC RECOMMENDATIONS – Short Term Rentals

1. Create a Specific Use Regulation (as per Section 6 of the Zoning Bylaw) for short-term rentals.
2. Include or investigate and consult upon items a) through g) to determine inclusion in the regulation:
 - a. Establish and include definitions of two categories of short-term rentals:
 - i. Secondary short-term rental is allowed in residential zones as a secondary use, where the STR is secondary to a residential use (the principal use on the parcel). The owner of the STR would be required to reside on the same parcel.
 - ii. Primary short-term rental is allowed in commercial zones as a principal use, not requiring a residential principal use nor requiring the owner to reside on the parcel.
 - b. Define what is meant by the term 'property' with considerations of the terms unit, legal address, and fee simple title, along with how to deal with multi-family buildings and apartments.
 - c. Allow secondary short-term rental properties in the following zones: RC1, RC2, RCS, RCS2, RCS3, RR, RD, RS, RS2, CM1, CM2, CR, and AG.
 - d. Restrict primary short-term rentals to commercial zones, including neighbourhood commercial zones.
 - e. Investigate whether the regulation should include a provision where the city could restrict the number of secondary short-term rental properties in residential zones, where warranted.
 - f. Those secondary properties include the following requirements:
 - i. That the owner of the short-term rental also resides on the property.
 - ii. An annual basic business license will be mandatory.
 - iii. Only one business license per owner per property will be permitted.

- iv. That the property meets basic health and safety requirements.
 - v. An owner can only have one short-term rental unit or space on a single property.
 - vi. The owner must post their business license on their online listing, where it is visible to all inquiries.
- g. That primary property includes the following requirements:
 - i. An annual business license with appropriate higher fees that recognize the commercial nature of the use will be mandatory.
 - ii. Only one business license per owner/per property will be permitted.
 - iii. The owner must post their business license on their online listing where it is visible to all inquiries.
 - iv. Each application for a license will be evaluated based on the state of the property, with the building code applied as required to ensure life safety items are met. The need for specific other requirements will be based on how the property is actually being operated.
- 3. Ensure that, as part of the development of the Specific Use Regulation, discussions occur with the entities that use short-term rentals to satisfy client or employee needs.

Attached: HLDAC Table of Recommendations for Short Term Rentals

HLDAC Recommendations- Short-term Rentals

	RECOMMENDATIONS		RATIONALE	NOTES
#1	Create a specific use regulation (as per Section 6 of the Zoning Bylaw) for short term rentals within the Zoning Bylaw.		<p>A specific use regulation will help to balance the housing needs of Whitehorse with the benefits that short term rentals bring to certain types of users and will provide clarity for owners and the City particularly around properties operated in a commercial manner. A regulation will provide the tools to manage the two different types of short-term rentals in an appropriate way.</p> <p>The goals of a specific use regulation will implement a regime that:</p> <ul style="list-style-type: none">• retains the ability for owner occupied short-term rentals in appropriate areas of Whitehorse while ensuring that owners are required to meet basic health and safety requirements and to obtain a business license.• it will give the city a mechanism for tracking of units over time.• recognizes that currently there is a shortage of hotel space in Whitehorse which has led to a demand for temporary housing for clients and employees of the private sector and the public sector; and• ensures that short-term rental arrangements of unoccupied	<p>The current situation of no regulation or requirements from the City on short-term rentals has meant that:</p> <ul style="list-style-type: none">• There is no accurate number for how many properties are being utilized for these purposes;• There is no way for the city to ensure that basic health and safety requirements are being met; and• Owners who are acquiring properties just for the commercial purpose of short-term rentals are not being considered or regulated as a commercial business. <p>Bringing a regulation into effect with more stringent requirements on properties that are not currently owner occupied</p>

			<p>properties are regulated by the City in a way that recognizes the commercial aspect of primary properties.</p>	<p>may result in some owners moving their units to sale or to long term rental arrangements. This would support increasing the number of available units open to the long-term market.</p> <p>A ban or prohibition on short-term rentals is not recommended specifically because of the both public and private entity usage of short-term rentals to meet both employee and client needs.</p>
#2	<p>Include or investigate and consult upon items a) through g) to determine inclusion in the regulation.</p>	<p>a) Establish and include definitions of two categories of short-term rentals:</p> <ul style="list-style-type: none"> • secondary short-term rental is allowed in residential zones as a secondary use, where the STR is secondary to a residential use (the principal use on the parcel). The owner of the STR would be required to reside on the same parcel. 	<p>Creating definitions of the two types of rentals will help to delineate the very different natures of the properties use and intent of that use.</p> <p>Owners who reside in their properties will still retain the ability to undertake short-term rentals of suites in their homes on an ad hoc or temporary basis.</p> <p>Owners of vacant/typically unoccupied properties are undertaking rentals to specifically make money as a commercial use.</p>	

		<ul style="list-style-type: none"> primary short-term rental is allowed in commercial zones as a principal use, not requiring a residential principal use, nor requiring the owner to reside on the parcel. 	By defining these types of use, the regulation will provide the tools to regulate them appropriately.	
		b) That the regulation clearly defines what is meant by the term 'property' with considerations of the terms -unit, legal address and fee simple title along with how to deal with multi-family buildings and apartments.	This will be necessary to ensure clear distinction where an owner applies for a business license as it will only be held by one owner for one property.	Do not want, for example, an owner of an apartment building to have multiple short-term rentals in a building. Need to ensure that specifically apartments are kept for long-term rental opportunities.
		c) Allow secondary short term rental properties in the following zones: RC1, RC2, RCS, RCS2, RCS3, RR, RD, RS, RS2, CM1, CM2, CR, AG.	These are all of the zones that currently allow for a traditional BNB with the addition of RR and Country Residential. Restricting them to these zones would protect some of the lower cost housing in Whitehorse (multifamily, townhouse, and mobile homes) as that zoning will not permit short-term rentals. This will still allow basement suites, garden suites, and whole house rentals in all single-family zones. It would also allow Condo units in downtown to be short-term rentals at the discretion of the condo boards for each building.	

		d) Restrict primary short-term rentals to commercial zones including Neighbourhood Commercial zones.	<p>This will ensure that properties utilized for commercial purposes are located in the appropriate zones. It also helps to alleviate concerns around larger corporations acquiring residentially zoned housing stock just for the purpose of a short-term rental business.</p> <p>It may also push some owners to either sell their properties because they cannot acquire commercial zoning or move the property into long-term rentals.</p>	The specific inclusion of Neighbourhood Commercial is linked to the recommendation HLDAC made to Council on the zoning bylaw. Want to incentivize building of housing in this zone associated with commercial units in neighbourhoods.
		e) Investigate whether the regulation should include a provision where the City could restrict the number of secondary short-term rentals in residential zones, where warranted.	Neighbourhoods may become concerned if there is an increase in traffic or other impacts with this type of use. However, if the suites or property are legal, and the owner-occupier get licensed, etc. it would be hard to say no to the individual. This may be a case-by-case situation and could force some people to take their suites out of the market altogether or move to long-term rentals.	<p>The B&B specific use regulations include a provision that allows denial of a B&B if there is a concentration of them in a neighbourhood.</p> <p>Administration has noted that enforcement of this in the B&B regulation is difficult.</p>
		<p>f) that Secondary properties include the following requirements:</p> <ul style="list-style-type: none"> • That the owner of the short-term rental also reside in or on the property. • An annual basic business license will be mandatory. • Only one business license per owner per 	<p>These set the core standards and requirements to be met by the owner.</p> <p>Link to defining the types and use.</p> <p>Provides the mechanism for city to track and monitor each short-term rental.</p> <p>Creates the link of property to owner and limits numbers. Owner who has multiple</p>	

		<p>property will be permitted.</p> <ul style="list-style-type: none"> • The property meets basic health and safety requirements. • That an owner can only have one short term rental unit or space on a single property. • The owner/operator must post their business license on their online listing where it is visible to all inquiries. 	<p>properties may then move others into long-term rental.</p> <p>Another mechanism to support tracking of properties in the short-term rental market Protects against multiple units on a property being individually rented and may move some units into long-term rentals.</p> <p>Another mechanism to support tracking of properties in the short-term rental market.</p>	
		<p>g) that Primary properties include the following requirements:</p> <ul style="list-style-type: none"> • An annual business license with appropriate higher fees that recognizes the commercial nature of the use will be mandatory. • Only one business license per owner/per property will be permitted. • The owner must post their business license on their online listing where it is visible to all inquiries. 	<p>These set the core standards and requirements to be met by the owner.</p> <p>Provides for tracking of properties being used for short-term rentals. Higher fees recognize the commercial nature of the use.</p> <p>Creates the link of property to owner and limits numbers. Owner who has multiple properties may then move others into long-term rental.</p> <p>Another mechanism to support tracking of properties in the short-term rental market</p>	<p>If a hotel tax comes into effect in Yukon or in City, secondary short-term rental s should be included as subject to any type of hotel tax.</p>

		<ul style="list-style-type: none"> that each application for a license would be evaluated on the state of the unit or property with the Building Code applied as required to ensure life safety items are met. The need for specific other requirements will be based on how the unit is actually being operated 	Another mechanism to support tracking of properties in the short-term rental market	
#2	Ensure that as part of development of specific use regulation discussions occur with the entities that use short-term rentals to satisfy client or employee needs.		<p>Both private and public sector entities are utilizing short-term rentals for a number of reasons. The lack of hotel space in Whitehorse and other accommodations has led to the use of short-term rentals to meet the need to accommodate individuals whether they are employees or clients. Examples of this are for temporary construction workers, individuals from the communities coming to the hospital for care or programs, employees from the communities coming for training,</p> <p>These discussions will support development of specific use regulation for short term rentals that can ensure that some of the primary users of short-term rentals to meet ongoing needs is factored into the rule and that the requirements do not unnecessarily compound the need for temporary housing in Whitehorse for these sectors. It is recommended that</p>	

			<p>discussions with each entity canvas their annual use of short-term rentals and for what purpose to provide a statistical picture of the use of secondary short-term rentals in Whitehorse.</p> <p>The following entities should be included in this discussion.</p> <ul style="list-style-type: none"> ○ Council of Yukon First Nations ○ Kwanlin Dun First Nation ○ Ta'an Kwachan Council ○ Yukon Hospital Corporation ○ Yukon Medical Association ○ Yukon Contractors Associations ○ Yukon Chamber of Mines ○ Yukon Real Estate Association ○ Whitehorse Chamber of Commerce ○ Tourism Industry Association ○ Hotels operating in Whitehorse ○ Commercial short term rental operators ○ Key aviation and transportation businesses in Whitehorse ○ Other health care groups or associations that may utilize short-term rentals for employees or clients; and ○ Other groups or individuals as appropriate. 	
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