

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, March 4, 2024 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS International Women’s Day (March 8, 2024)

DELEGATIONS Zoë Morrison, Stantec Architecture – Official Community Plan
Amendment – Highland Estates Project in Lobird

DEVELOPMENT SERVICES COMMITTEE

1. Development Incentives Program Updates
2. New Business

CITY OPERATIONS COMMITTEE

1. New Business

COMMUNITY SERVICES COMMITTEE

1. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

CORPORATE SERVICES COMMITTEE

1. Commencement Report – Crosstown Watermain
2. Commencement Report – Hillcrest Reconstruction
3. Communications Policy
4. New Business

CITY PLANNING COMMITTEE

1. Public Hearing Report – Zoning Amendment – 2086 Second Avenue
2. Official Community Plan Amendment – 200 Lobird Road
3. New Business



PROCLAMATION
INTERNATIONAL WOMEN'S DAY
March 8, 2024

WHEREAS International Women's Day is a global day celebrating the social, economic, cultural and political achievements of women and also marks a call to action for accelerating women's equality; and

WHEREAS, whether deliberate or unconscious, bias makes it difficult for women to move ahead and knowing that bias exists isn't enough – action is needed to level the playing field; and

WHEREAS in 2024 the theme of International Women's Day is "Break the Bias", inviting everyone to imagine a gender equal world, free of bias, stereotypes and discrimination, a world that is diverse, equitable and inclusive, and a world where difference is valued and celebrated;

NOW THEREFORE I, Councillor Kirk Cameron, do hereby proclaim March 8, 2024 to be International Women's Day in the City of Whitehorse.

Kirk Cameron
Councillor

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Dan Boyd

Vice-Chair: Mellisa Murray

March 4, 2024

Meeting #2024-05

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1. Development Incentives Program Updates
Presented by Kinden Kosick, Subdivision and Land Coordinator, Land and Building
 2. New Business

ADMINISTRATIVE REPORT

TO: Development Services Committee
FROM: Administration
DATE: March 4, 2024
RE: Development Incentives Program Updates

ISSUE

Proposed policy and bylaw amendments to implement changes to the Housing Development Incentives Policy.

REFERENCE

- [Whitehorse 2040 Official Community Plan](#)
- [Zoning Bylaw 2012-20](#)
- [Fees and Charges Bylaw](#)
- [Housing Development Incentives Policy](#)
- [City Grant-Making Policy](#)
- Proposed Housing Development Incentives Policy (Attachment 1)
- Proposed City Grant-Making Policy (Attachment 2)
- Proposed Bylaw 2024-24 (Attachment 3)

HISTORY

The Housing Development Incentives Policy was first adopted in 2012 and updated in 2015 and 2018. This Policy has been one of the most impactful tools that the City has implemented to help promote attainable/affordable housing and influence rental housing. Implementation of the policy has contributed to the development of 770 rental/supportive units and 395 market units being added to the housing market.

The development incentives program is becoming increasingly difficult to fund and has created a significant impact not only on Development Cost Charge (DCC) revenue but also annual tax rates. The approximate total value of City contributions under the Housing Development Incentives Policy to date is \$3,725,000, which translates to roughly \$3,200/unit. To fund the City's contribution, recipients received a total of over \$500,000 in tax grants for 2023. To date, the City has contributed approximately \$1,570,000 in reduced DCC fees, \$2,114,000 in tax grants, and \$40,000 in cash grants to 353 approved applications.

A Council and Administration Roundtable (CAR) was held on February 1, 2024 to discuss potential options for reducing the costs and administrative burden of the Housing Development Incentives Policy.

Over the past several years, Administration has met with numerous developers and organizations through the incentive application process. Through these meetings several issues with the existing policy were consistently identified, which are being addressed through the proposed amendments. The proposed policy updates were presented to HLDAC on February 20th and at the Housing Summit on February 29th.

Administration is now bringing forward a significantly updated Housing Development Incentives policy, as well as the City Grant-Making Policy for Council consideration. Bylaw 2024-24, a bylaw to amend the Fees and Charges Bylaw is also being brought forward for consideration.

ALTERNATIVES

1. Bring forward amendments to the Housing Development Incentives Policy, City Grant-Making Policy, and Bylaw 2024-24; or
2. Refer the policy and bylaw amendments back to Administration.

ANALYSIS

Official Community Plan (OCP)

The OCP generally supports promotion of affordable and rental housing through the goals and policies listed in Section 9 – Housing. Specifically, policy 9.5 states that the City will support affordable residential development through bylaws, policies, partnerships, programs, and incentives.

Additionally, the OCP Ideas for Action includes a list of projects and activities that could be used to implement the goals and policies listed in the document. This section lists review of the development incentive tools that encourage the creation of smaller, more affordable housing forms, including rental properties.

Housing Development Incentives Policy

The changes in the proposed policy are categorized into the following:

Manage Financial Impact to the City

Eliminate Incentives for Market Housing

The current policy provides financial benefit for market (housing for sale on the regular real estate market) housing through reduction of DCCs, which has resulted in a significant impact to City revenues (approx. \$1,570,000). Any loss in DCC revenue means that infrastructure must be funded from external sources or the tax base.

Administration recommends removing incentives for market housing (for ownership) and focusing support on rental/supportive housing projects and non-governmental (NGO) and non-profit (NPn) organizations. The RCM2 Zone and Neighbourhood Density incentives would be eliminated and restrictions would be placed on the ability for incentivized units to be subdivided through condominium arrangement.

Implement Overall Funding Cap

An overall funding cap for grants that will be issued under the policy is recommended. This would include up front grants for permitting/inspection fees, as well as ongoing grants for rental/supportive housing projects. The cap would be allocated on a first come-first served basis and when funding is exhausted, no more applications would be approved. Any outstanding applications would be placed on a short-term waitlist. Annual funding will fluctuate as older approvals expire.

The annual cap could be set at approximately \$650,000, beginning in 2025, and re-examined through the annual budget process each year. Implementation of a cap would make budgeting for the program simpler as there would be a predictable annual cost.

Additional Assistance for Suitable Projects

Eligibility for Grants and DCC Reductions

There are a limited number of organizations providing affordable non-market/subsidized housing units (Habitat for Humanity/Northern Community Land Trust/DDDC). These projects often do not qualify for incentives under the existing policy and should be supported under the program as they are serving a community need.

The Non-Governmental (NGO) and Non-Profit (NPN) Incentive would be expanded to include up-front grants for permitting/inspection fees, as well as provide a DCC reduction for eligible projects. The total financial benefit (grants and DCC reduction) would be capped at \$150,000.

Tipping Fee Grants

In an effort to prepare land for development in the Downtown area, a short-term grant is proposed to off-set demolition and tipping fee costs on boarded buildings Downtown. This grant would be initially funded by the Canadian Mortgage and Housing Corporation (CMHC) Housing Accelerator Fund (HAF) which means the cost of the program would not be passed to rate payers.

This proposed new incentive would not be paid until residential units have been constructed and would sunset three years after approval of the new policy. The incentive would provide a grant of 25% of the cost for tipping fees, subject to an annual funding cap of \$100,000, provided on a first come-first served basis.

Improve Policy Implementation

Annual Grant Calculation

Processing annual tax grants for rental/supportive housing is time consuming for both the Land and Building and Finance departments. Under the new policy, new annual grants to developers providing eligible units would continue, but would be changed to per/unit calculation of \$2,000 instead of a value based on tax assessment. This change would simplify the payment process and provide a tangible benefit for retrofit projects with limited assessment value increase.

Earlier Application Approval

The approval process is recommended to remain with Council for all incentives requiring grants. However, applications would be brought forward for approval earlier in the development process, once an application for development permit has been received, which would allow for greater certainty in funding for developers.

Phasing of Projects

Currently, the policy requires all units to have occupancy approval prior to initiation of grant payments. This is an issue for larger developments where multiple units are phased over several years. The amended policy would allow for separate incentive applications on phased developments, allowing grant payments to kick in sooner for eligible units.

City Grant-Making Policy

Currently, the City Grant-Making Policy caps cumulative grants per organization at \$50,000 per year and allows for a single application per program annually. The policy is being amended to reflect the increase of the annual grant cap to \$60,000 as recently

approved through the 2024-2026 Operating Budget. Also, as mentioned previously, there are a limited number of organizations providing non-market, rental, and/or supportive housing within the city. Under the proposed amendments, these organizations would be permitted to make multiple applications under the Incentives program area each year. These changes are reflected in sections seven, eight, and nine of the proposed updated Grant-Making Policy.

Amendments to the Fees and Charges Bylaw

Several amendments to the fee schedule in the Fees and Charges Bylaw are proposed to implement the new Housing Development Incentives Policy.

New Charges

- Add a new Development Cost Charge (DCC) fee of \$0 for approved Non-Governmental or Non-Profit Organization Incentives.
- Add a new application fee charge of \$50 for Suite Incentives
- Add a new application fee charge of \$250 for Rental and Supportive Housing, Non-Governmental or Non-Profit Organization, Tipping Fee, and Cash Grant Incentives.

Deleted Charges

- Delete the Development Cost Charge (DCC) fee of \$0 for approved Neighbourhood Density and RCM2 Zone Incentives.
- Delete the Development Incentive Agreement fee of \$200.

Amended Charges

- Amend the fee of \$200 for Land Management Agreements to include Development Incentive Agreements.

ADMINISTRATIVE RECOMMENDATION

THAT Council adopt the updated Housing Development Incentives Policy;

THAT Council adopt the updated City Grant-Making Policy;

THAT Council direct that Bylaw 2024-24, a bylaw to amend the Fees and Charges Bylaw with respect to the Housing Development Incentives Policy, be brought forward for consideration under the bylaw process; and

THAT the 2024 to 2026 Operating Budget be increased upon adoption of Bylaw 2024-24 in the amount of \$3,000 for 2024, \$3,000 for 2025, and \$3,000 for 2026, offset by transfers to the General Reserve for the additional revenue.



Housing Development Incentives Policy

Policy Number:
Approved by: Council Resolution _____ **dated** _____
Effective date:
Department: Planning and Sustainability Services/Legislative Services

PURPOSE

This policy provides eligibility criteria, financial benefits, and approval process for development incentives awarded by the City.

POLICY STATEMENT

Creating attainable housing for citizens is a priority for the City, which will be achieved in part through adding increased housing stock to the market via incentivizing particular development projects that provide Rental Housing or other Supportive Housing initiatives. The City will provide financial incentives for projects that provide Rental or Supportive Housing and assistance to Non-government and Non-profit Organizations.

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

BACKGROUND

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

DEFINITIONS

“City” means the municipality of the City of Whitehorse.

“Council” means the municipal Council for the City of Whitehorse.

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

“Development Fees” means the fees associated with a project including, but not limited to, the costs of development and building permit applications, inspections, water and sewer connection, and the development incentive application. For the purposes of this

policy, development fees do not include DCCs or construction and demolition tipping fees.

“Development Incentives” means the financial benefits provided to a developer, made by the City for developments meeting the eligibility criteria set out in this policy. Development Incentives may be either a grant payment, or a reduction of fees, or both.

“Eligible Suite” means either a living suite or garden suite, as defined by the Zoning Bylaw that is connected to municipal services and located within the Urban Containment Boundary.

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

“Rental Housing” means any configuration of multiple housing units that is retained by a single owner, with units that are available to rent on a monthly or longer basis. Rental units must be retained as one legal entity and cannot be subdivided through a condominium process, even if all units are retained by one owner. Individual buildings may be separated through bare land condominium subdivision.

“Short-Term Rental” means the offering of a dwelling unit for a rental period of less than thirty (30) days, or as otherwise defined by the City of Whitehorse Zoning Bylaw.

“Supportive Housing” means the use of a building for residential dwelling units that is owned and operated by a Non-Profit Agency or Non-Government Organization and intended to accommodate tenants who require assistance. Assistance for residents must be provided through a permanent on-site staffing component. Typical uses would include assisted housing for seniors or assisted housing for people with disabilities.

“Unit Grant Incentive (UGI)” means a yearly monetary grant intended to incentivize development. The grant will be calculated on a basis of \$2,000 per unit.

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

DEVELOPMENT INCENTIVES

Suite Development Incentive

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

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

Rental and Supportive Housing Development Incentive

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

- a minimum of four Rental Housing units that will remain as Rental Housing for a minimum term of ten years; or
- a minimum of four Supportive Housing units. Council may consider projects proposed as partnerships between Non-Profit Agency or Non-Government Organizations and for-profit organizations.

Approval of a Rental and Supportive Housing Development Incentive will result in the DCCs for the approved units being reduced pursuant to the Fees and Charges Bylaw, and in a ten-year Unit Grant Incentive (UGI). The total value of the benefit awarded between the fee reduction and grant will not exceed \$500,000.

Non-Profit or Non-Governmental Organization Development Incentives

Council may approve a Non-Profit or Non-Governmental Organization Incentive for any residential housing project undertaken by a Non-Profit or Non-Governmental Organizations.

Approval of a Non-Profit and Non-Governmental Organization Development Incentive will result in the DCCs for the approved units being reduced pursuant to the Fees and Charges Bylaw, and a grant equal to the cost of Development Fees.

Tipping Fee Incentive

Council may approve a tipping fee incentive for any person or organization that demolishes an existing building in the Downtown area, subject to the following criteria:

- A valid demolition permit is issued by the City;
- A development permit for new residential units for the same property is issued by the City within one (1) year of completion of demolition; and
- An occupancy permit is issued for new residential units within three (3) years of demolition.

Approval of a tipping fee incentive will result in a grant equal to 25% of the value of the tipping fees associated with the building demolition and will be paid out once all residential units have received occupancy approval.

Cash Grant Incentive

Council may consider a cash grant for an amount that it deems necessary to support major projects (10 or more units) by Non-Profit or Non-Governmental Organizations. These projects must include either purpose built, subsidized Rental Housing or Supportive Housing as a significant component of the project (over 60% of dwelling units). Eligibility for a cash grant will consider factors such, other external funding sources, project costs, and current market conditions.

IMPLEMENTATION

Based on the eligibility criteria listed in this policy, an applicant may apply for a Development Incentive as follows:

City of Whitehorse
Housing Development Incentives Policy

March 2024

1. All grant payments, excluding tipping fee incentive grants, considered under this policy will be subject to an annual budget cap as determined by Council through the budget process. A separate annual funding cap will be established by Council for tipping fee incentive grants. Any funding available following consideration of approved incentives requiring annual UGI payments will be awarded on a first come-first served basis. Once funding is exhausted, no new grants will be available until the following year.
2. To ensure timely demolition of vacant/abandoned buildings Downtown, applications for the tipping fee incentive will be only be accepted for three (3) years from the adoption of this policy.
3. Federal and territorial governments and their agencies will not be eligible for the Development Incentives under this policy.
4. Receipt of a Development Incentive outlined in this policy does not disqualify an applicant from receiving a different grant, subsidy, or loan provided by the City or another entity. An individual or organization may receive more than one Development Incentive, per the terms of this policy.
5. All grants awarded under this policy are subject to the terms of City Grant-Making Policy.
6. All applications must be accompanied by a valid development permit application and projects must adhere to the Official Community Plan, as well as any other relevant City policies or bylaws.
7. Where multiple secondary suites are permitted, a suite development incentive may be approved for each permitted suite.
8. For multi-phased developments that are eligible for an incentive, applications may be made for each phase as the development progresses. Each building, or group of buildings, on a parcel that will be issued a building permit may be considered as an individual phase, even if numerous buildings are included on a single development permit. Project phasing must be considered and approved as part of the development permit.
9. A single phase of an eligible project may apply for a combination of Rental and Supportive Housing Development, Non-Governmental and Non-Profit Organization, tipping fee, and cash grant incentives, as per the terms of the policy.
10. Applications for Development Incentives will not be accepted for projects that have already been issued a building permit. This includes permits that have been cancelled or lapsed and reapplied for in an effort to receive an incentive.
11. Approved UGIs related to Rental and Supportive Housing Development Incentives will be set out in a Development Incentive Agreement between the applicant and the City that will specify the terms of payment. Annual grants will be processed after property owners have paid their taxes for the year in full. If property taxes are in arrears, the Development Incentive Agreement will be void and the applicant will no longer be eligible for the UGI.

12. The annual value of each UGI will be calculated by applying the grant rate of \$2,000 per unit to the number of units that have received occupancy for the project, for the duration of the Development Incentive Agreement. Payment of UGIs will begin once an eligible development has received occupancy permits for all units.
13. Eligibility requirements and payment schedule for grants related to an approved tipping fee incentive will be set out in a Development Incentive Agreement between the applicant and the City.
14. Development Incentive Agreements may be revoked and cancelled if occupancy has not been granted within three years of issuance of building permits for Rental and Supportive Housing Development and tipping fee incentives.
15. If a Rental or Supportive Housing unit ceases to be used for that purpose prior to completion of the term set out in the Development Incentive Agreement, the Agreement will become void and the owner will be required to repay the Development Incentives and/or UGI received for that unit to date.
16. Any Rental Housing that has received funding through an approved Development Incentive shall not be used for Short-Term Rental. If an eligible unit is used for Short-Term Rental prior to completion of the term set out in the Development Incentive Agreement, the Agreement will become void and the owner will be required to repay the Development Incentives, including fee reductions, grants, and/or UGIs received to date.
17. Any Eligible Suite that has received a Development Incentive shall not be used for Short-Term Rentals. If an Eligible Suite is used for Short-Term Rental the owner will be required to repay the Development Incentives including fee reductions and grants received to date.
18. If a development permit is not issued within four months of an approved application under this policy, the application may be considered void and a new application would be required. If a building permit is not issued within four months of development permit approval, the incentive application may be considered void and a new application would be required. The voided application would lose its standing and would be placed at the end of the waitlist, as per section 19.
19. If applications exceed funding, a waitlist will be established based on the time and date of application receipt. Applications that are issued a building permit will be removed from the waitlist.
20. If a development or building permit is substantially amended, revoked, or cancelled, the Development Incentive Agreement will be considered invalid and the applicant must reapply for an incentive under the terms of this policy.
21. Once an incentive application has been approved, the City may consider minor amendments to an approved incentive based on changes to a development or building permit, but changes in incentive categories or application for additional incentives for the same project will not be considered.

22. The City reserves the right to amend this policy from time to time, through the standard Council approval process. In the event of an amendment, active applications will be permitted to continue under the terms in which the application was submitted. Any applications received after the Council process has started will be subject to the updated policy.

REPEAL OF EXISTING POLICY

The Development Incentives Policy adopted by Council resolution 2020-03-11, including all amendments thereto, is hereby repealed.

Supporting References

Municipal Act RSY 2002, c.154

Fees and Charges Bylaw

City Grant-Making Policy

OCP

Zoning Bylaw

History of Amendments

<u>Date of Council Decision</u>	<u>Reference (Resolution #)</u>	<u>Description</u>

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City Grant-Making Policy

Policy Number:

Approved by: Council Resolution _____ dated _____

Effective date:

Department: Financial Services

PURPOSE

This policy provides a universal framework for all grants funded by taxes.

BACKGROUND

This policy provides a universal framework for all City of Whitehorse grants funded by taxes (versus grants funded by outside sources or user fees). City of Whitehorse grants are designed to benefit the residents of the City of Whitehorse. New grant requests in current Impact Areas can be analyzed using the universal criteria laid out in this policy correlated with the detail contained in the individual Program Area policies

Organizations based in the City of Whitehorse can apply for funding from within six different Impact Areas under the City Grant-making Policy:

1. Arts and culture
2. Community benefit
3. Economic development
4. Environment
5. Heritage
6. Sports, recreation, and leisure

DEFINITIONS

Impact Areas are the broad areas of grant-making that council has prioritized for funding

Program Areas are the granting policies and programs that the City currently uses; each program area will fit under an Impact Area

Caps are thresholds defined by policy to govern the amount of funding to Impact and/or Program Areas

GRANT-MAKING STRATEGIC FRAMEWORK

1. The Grant-making Strategic Framework (Table 1) may be reviewed by council from time to time to inform the budget and strategic planning processes.
2. Requests for grants for new Impact Areas should be referred to administration for analysis and then direction by council.

UNIVERSAL GRANT-MAKING CRITERIA AND CONDITIONS

3. In the event of a conflict between the statements in this policy and those that may be contained in individual Program Areas and their associated policies, the provisions of the City Grant-making Policy shall be paramount.
4. The applicant's project or program may not be represented as a municipal project or program, and the applicant does not have the authority to hold itself out as an agency of the municipality in any way, the only relationship being that the municipality has approved and granted financial and/or in-kind assistance to the applicant.
5. Grant eligibility is contained and detailed per the individual Program Areas and their associated policies. Each Program Area has documented screening and monitoring components that must be fully complied with by the applicants.
6. The City of Whitehorse supports:
 - (1) groups and organizations based in the City of Whitehorse
 - (2) groups, organizations, activities, and projects when the support benefits the residents of the City of Whitehorse; and
 - (3) activities and projects that are within the City's mandate
7. Impact Area Cap – more than one grant request per organization per Impact Area per year may be considered. However, in no event will cumulative grants per organization per year over all Impact and Program Areas, aside from approved applications under the Housing Development Incentives Policy, exceed \$60,000.
8. Any single grant request under any Impact or Program Area may not exceed \$60,000.
9. Program Area Cap – only one grant request per organization per Program Area, aside from approved applications under the Housing Development Incentives Policy, per year will be considered.
10. Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future funding.
11. Public funds are allocated through council-approved grant programs to meet community needs. By providing grant funding the City does not assume responsibility to perform the function of the recipients in the event of failure. However, it is the City's responsibility to show a duty of care when allocating taxpayer dollars. Accordingly, each grant program shall be designed and operated with grant recipients having specific accountability reporting requirements (both financial and non-financial).
12. Notwithstanding the provisions that are contained and detailed per the individual Program Areas and their associated Program Area policies, grant recipients shall:
 - (1) Keep proper books of accounts of all receipts and expenditures relating to the project or program and provide a yearly report of how the funds were spent, program delivery, and outcomes; and

**COUNCIL POLICY: City Grant-making
March 2024**

- (2) Upon request from the municipality, make available for inspection by the municipality or its auditors all records and books or accounts. An audited statement may be required.
- 12. The recipient's use of funds will be consistent with municipal priorities and values as determined in the City's sole discretion (sustainability, community benefit, etc.).
- 13. In the event that grant funds provided by the municipality are not used for the project or programs described in the application, or if there are misrepresentations in the application, the full amount of any such financial assistance may be payable forthwith to the municipality.
- 14. If the project or program proposed in a recipient's application is not commenced or not completed and municipal funds remain on hand, or the project or program is completed without requiring full use of the municipal funds provided, or if Council directs that the funds be returned, such funds will be returned to the municipality.

VISIBILITY CRITERIA AND CONDITIONS

- 15. The recipient shall ensure, in a manner acceptable to the City of Whitehorse in its sole discretion, that the City receives full credit for the City's interest in, contribution to, and/or assistance with the recipient's project or program, including but not limited to:
 - (1) All activities
 - (2) Projects
 - (3) Communications
 - (4) Announcements
 - (5) Publicity
 - (6) Signs
 - (7) Any other appropriate means of communication or commemoration over which the applicant has influence or control
- 16. A reference list of City of Whitehorse visibility requirements is attached as Schedule 1.

REPEAL OF EXISTING POLICY

The City Grant-Making Policy adopted by Council resolution 2014-27-06, including all amendments thereto, is hereby repealed.

History of Amendments

<u>Date of Council Decision</u>	<u>Reference (Resolution #)</u>	<u>Description</u>

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CITY OF WHITEHORSE

BYLAW 2024-24

A bylaw to amend Fees and Charges Bylaw 2014-36

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

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

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

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

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

FIRST and SECOND READING:

THIRD READING and ADOPTION:

Laura Cabott, Mayor

Corporate Services

CITY OF WHITEHORSE
BYLAW 2024-24

Explanatory Notes

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

The changes are highlighted and include new, deleted, and amended fees.

New Charges

- Add a new Development Cost Charge (DCC) fee of \$0 for approved Non-Governmental or Non-Profit Organization Incentives.
- Add a new application fee charge of \$50 for Suite Incentives
- Add a new application fee charge of \$250 for Rental and Supportive Housing, Non-Governmental or Non-Profit Organization, Tipping Fee, and Cash Grant Incentives.

Deleted Charges

- Delete the Development Cost Charge (DCC) fee of \$0 for approved Neighbourhood Density and RCM2 Zone Incentives.
- Delete the Development Incentive Agreement fee of \$200.

Amended Charges

- Amend the fee of \$200 for Land Management Agreements to include Development Incentive Agreements.

**City of Whitehorse
Fees and Charges Manual**

**Bylaw 2014-36 Appendix A
Schedule 1 (Land and Building)**

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2024-03	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2024-24	NEW EFFECTIVE DATE	NEW FEE IF GST APPLICABLE
Land & Building Services	Building File Information			each	\$	75.00	1-Jan-22	\$	78.75	
Land & Building Services	Building Permit	Base Rate of \$150.00 plus .71% of construction		minimum	\$	150.00	1-Jan-22	no gst	\$	150.00
Land & Building Services	Building Permit	Designated municipal historic resource		each	\$	-	27-Jan-03	no gst	\$	-
Land & Building Services	Building/Plumbing Permit Refund	Written request from applicant within 6 months of original date of issue; and no permit related work on site has begun + deduction of \$75.00 or 20% of fee whichever is more		fee	\$	150.00	27-Feb-24	no gst	\$	150.00
Land & Building Services	Building Placement (excluding modular homes)	.71% of construction value on new site (including any renovation) or minimum \$150.00		minimum	\$	150.00	1-Jan-22	no gst	\$	150.00
Land & Building Services	Mobile Home Placement	.71% of construction value on new site (including any renovation) or minimum \$150.00		minimum	\$	150.00	1-Jan-22	no gst	\$	150.00
Land & Building Services	Construction-No Permit	Construction (including excavation) commenced without prior authorization: Double (2x) the normal fee		each		varies	14-Mar-05	no gst		varies
Land & Building Services	Demolition Permit	Fee (\$150) plus deposit of \$5.00 per sq. meter of Building area – Minimum Deposit \$200.00		each	\$	150.00	1-Jan-22	no gst	\$	150.00
Land & Building Services	Special Inspection	Special Inspection not under a permit		each	\$	150.00	1-Jul-22	no gst	\$	150.00
Land & Building Services	Heating Appliance Permit	Wood stoves and appliances (Sprinkler) \$150.00 minimum or .71%of contract price		each	\$	150.00	1-Jul-22	no gst	\$	150.00
Land & Building Services	Mechanical Permit	Minimum \$150.00 plus \$7.50 per fixture		minimum	\$	150.00	1-Jan-22	no gst	\$	150.00
Land & Building Services	Plumbing Permit	Fee plus \$500.00 deposit		minimum	\$	150.00	1-Jan-22	no gst	\$	150.00
Land & Building Services	Temporary Building	Service Fees as defined in the Controlled Substance Properties Bylaw		each	\$	150.00	1-Jul-22	no gst	\$	150.00
Land & Building Services	Controlled Substance Properties			all costs		cost +	24-Sep-07	no gst		cost +
Land & Building Services	Controlled Substance Properties	Inspection Fee		each	\$	550.00	27-Feb-24	no gst	\$	550.00
Land & Building Services	Controlled Substance Properties	Special safety inspection as defined in the Controlled Substance Properties Bylaw		each	\$	550.00	27-Feb-24	no gst	\$	550.00
Land & Building Services	Controlled Substance Properties	Subsequent inspection re-failure to undertake actions ordered		each	\$	1,100.00	27-Feb-24	no gst	\$	1,100.00
Land & Building Services	Address Changes	Changing a municipal address	No relocation	each	\$	250.00	27-Feb-24	no gst	\$	250.00
Land & Building Services /Bylaw	Business License	Each business for twelve (12) consecutive months from date of purchase, plus surcharge if applicable		each	\$	176.00	27-Feb-24	no gst	\$	176.00
Land & Building Services /Bylaw	Business License	Door to Door Salesperson, Non Resident Business	Surcharge	each +	\$	931.00	27-Feb-24	no gst	\$	931.00
Land & Building Services /Bylaw	Business License	Door to Door Salesperson, Resident Business	Surcharge	each +	\$	205.00	27-Feb-24	no gst	\$	205.00
Land & Building Services /Bylaw	Business License	Licensed premises (liquor) above 70 square meters	Surcharge	per sq mtr+	\$	2.32	27-Feb-24	no gst	\$	2.32
Land & Building Services /Bylaw	Business License	Accommodation surcharge (rental housing; hotel/motel) above 5 units or rooms	Surcharge	per room +	\$	8.71	27-Feb-24	no gst	\$	8.71
Land & Building Services /Bylaw	Business License	Mobile Home Park over 5 spaces	Surcharge	per space+	\$	8.71	27-Feb-24	no gst	\$	8.71
Land & Building Services /Bylaw	Business License	Minor Business Category	Characterized by minimal operations and revenue (e.g. Special Event Artists, Party Plan Activity)	each +	\$	110.00	27-Feb-24	no gst	\$	110.00
Land & Building Services /Bylaw	Business License	Retail sales/Wholesale outlets over 220 square meters		per sq mtr +	\$	0.73	27-Feb-24	no gst	\$	0.73
Land & Building Services /Bylaw	Business License	Retail sales/Wholesale outlets over 220 square meters	Surcharge	each +	\$	110.00	27-Feb-24	no gst	\$	110.00
Land & Building Services /Bylaw	Business License	Retail Cannabis Business	Maximum of 12 consecutive months per year, plus surcharge if applicable	each	\$	2,200.00	27-Feb-24	no gst	\$	2,200.00
Land & Building Services /Bylaw	Business License	Seasonal Business License	Maximum of 6 consecutive months per year, plus surcharge if applicable	each +	\$	110.00	27-Feb-24	no gst	\$	110.00
Land & Building Services /Bylaw	Business License	Transfer Fee	To transfer the place of business to a new owner	each	\$	29.04	27-Feb-24	no gst	\$	29.04

**City of Whitehorse
Fees and Charges Manual**

**Bylaw 2014-36 Appendix A
Schedule 1 (Land and Building)**

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2024-03	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2024-24	NEW EFFECTIVE DATE	NEW FEE IF GST APPLICABLE
Land & Building Services /Bylaw	Business License	Transfer Fee	To change the name of the business	each	\$ 29.04	27-Feb-24	no gst	\$ 29.04	27-Feb-24	no gst
Land & Building Services /Bylaw	Business License	Re-application Fee	10% late penalty if renewed after business license expiration date from day 1 -30. \$50 penalty from day 31 - 365	each	10%	27-Feb-24	no gst	10%	27-Feb-24	no gst
Land & Building Services /Bylaw	Business License	Re-application Fee	\$50 reapplication fee after the 30 day period of non-renewal	each	\$ 55.00	27-Feb-24	no gst	\$ 55.00	27-Feb-24	no gst
Land & Building Services	Development Cost Charge	Residential, single family	Unserviced Country Residential secondary Suite	per dwelling	\$ 1,040.00	1-Jul-14	no gst	\$ 1,040.00	1-Jul-14	no gst
Land & Building Services	Development Cost Charge	Residential, single family	Urban serviced lot	per dwelling	\$ 3,641.00	1-Jul-14	no gst	\$ 3,641.00	1-Jul-14	no gst
Land & Building Services	Development Cost Charge	Residential, single family	Country residential serviced lot	per dwelling	\$ 3,641.00	1-Jul-14	no gst	\$ 3,641.00	1-Jul-14	no gst
Land & Building Services	Development Cost Charge	Residential, single family	Country residential non serviced lot	per dwelling	\$ 1,769.00	1-Jul-14	no gst	\$ 1,769.00	1-Jul-14	no gst
Land & Building Services	Development Cost Charge	Residential, duplex	Duplex housing	per 2 dwellings	\$ 5,826.00	1-Jul-14	no gst	\$ 5,826.00	1-Jul-14	no gst
Land & Building Services	Development Cost Charge	Residential, multiple housing	Townhouse	per dwelling	\$ 2,913.00	1-Jul-14	no gst	\$ 2,913.00	1-Jul-14	no gst
Land & Building Services	Development Cost Charge	Residential, multiple housing	Apartment	per dwelling	\$ 2,185.00	1-Jul-14	no gst	\$ 2,185.00	1-Jul-14	no gst
Land & Building Services	Development Cost Charge	Residential, multiple housing	Multiple detached dwellings	per dwelling	\$ 2,913.00	1-Jul-14	no gst	\$ 2,913.00	1-Jul-14	no gst
Land & Building Services	Development Cost Charge	Approved Development Incentive	Suite Development Incentive	per dwelling	\$ -	24-Feb-20	no gst	\$ -	24-Feb-20	no gst
Land & Building Services	Development Cost Charge	Approved Development Incentive	Neighbourhood Density Development Incentive, To a maximum of \$50,000.00 in regular DCCs	per dwelling	\$ -	24-Feb-20	no gst		REMOVE FEE	
Land & Building Services	Development Cost Charge	Approved Development Incentive	RCM2 Development Incentive	per dwelling	\$ -	24-Feb-20	no gst		REMOVE FEE	
Land & Building Services	Development Cost Charge	Approved Development Incentive	Rental and Supportive Housing Development Incentive	per dwelling	\$ -	24-Feb-20	no gst	\$ -	24-Feb-20	no gst
Land & Building Services	Development Cost Charge	Approved Development Incentive	Non-Governmental or Non-Profit Incentive	per dwelling				\$ -	25-Mar-24	no gst
Land & Building Services	Development Agreement	Approved Development Incentive	Rental and Supportive Housing Development Incentive	each	\$ 200.00	24-Feb-20	no gst		REMOVE FEE	
Land & Building Services	Development Cost Charge	Development Incentive Application	Suite Development Incentive	each				\$ 50.00	25-Mar-24	no gst
Land & Building Services	Development Cost Charge	Development Incentive Application	Rental and Supportive Housing, Non-Governmental or Non-Profit, Tipping Fee, and Cash Grant Development Incentives	each				\$ 250.00	25-Mar-24	no gst
Land & Building Services	Development Permit	Conditional Use - \$1,250.00 plus applicable Permitted Use fee		each +	\$ 1,250.00	27-Feb-24	no gst	\$ 1,250.00	27-Feb-24	no gst
Land & Building Services	Development Permit	Designated municipal historic resource		each	\$ -	27-Jan-03	no gst	\$ -	27-Jan-03	no gst
Land & Building Services	Development Permit	Change of Use	Change of Use with new zoning requirements: All zones	each	\$ 350.00	1-Jan-22	no gst	\$ 350.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Change of Use	Change of Use without new zoning requirements: All zones	each	\$ 95.00	1-Jan-22	no gst	\$ 95.00	1-Jan-22	no gst
Land & Building Services	Development Permit	New Development	New Use: Single detached & duplex housing; triplex & townhouse housing where each unit is on a separate fee-simple lot, living suite or garden suite	each unit	\$ 175.00	1-Jan-22	no gst	\$ 175.00	1-Jan-22	no gst
Land & Building Services	Development Permit	New Development	New Use and/or new Gross Floor Area (GFA): All other uses: \$400.00 + \$1.10/m2 GFA; Minor change to plans for application in progress resulting in revised GFA being <10% more or less than original GFA - no fee change (i.e. no refund if less, no additional charge if more)	each +	\$ 400.00	1-Jan-22	no gst	\$ 400.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Secondary Use of a Residence	Home-based Business, Bed and Breakfast Lodging, Family Day Home	each	\$ 40.00	1-Jan-22	no gst	\$ 40.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Placement of Sign	Per Sign	each	\$ 40.00	1-Jan-22	no gst	\$ 40.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Schwatka Lake Waterfront Policy Dock Permit	Annual permit	each	\$ 330.00	27-Feb-24	no gst	\$ 330.00	27-Feb-24	no gst
Land & Building Services	Development Permit	Schwatka Lake Waterfront Policy Dock Permit	Refundable deposit	each	\$ 1,500.00	1-May-16	no gst	\$ 1,500.00	1-May-16	no gst
Land & Building Services	Development Permit	Demolition/Relocation of a Structure	Demolition Structure (<75 m2)	each	\$ 95.00	1-Jan-22	no gst	\$ 95.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Demolition/Relocation of a Structure	Commercial	each	\$ 350.00	1-Jan-22	no gst	\$ 350.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Demolition/Relocation of a Structure	Residential	each	\$ 250.00	1-Jan-22	no gst	\$ 250.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Temporary Use Permit	Community Event	each	\$ 40.00	1-Jan-22	no gst	\$ 40.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Temporary Use Permit	Commercial Event/Development	each	\$ 350.00	1-Jan-22	no gst	\$ 350.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Temporary Use Permit	Temporary Use Permit<7 days	each	\$ 40.00	1-Jan-22	no gst	\$ 40.00	1-Jan-22	no gst
Land & Building Services	Development Permit	Mobile food Vendor on public site	Annual permit	each	\$ 350.00	1-Jan-22	no gst	\$ 350.00	1-Jan-22	no gst

City of Whitehorse
Fees and Charges Manual

Bylaw 2014-36 Appendix A
Schedule 1 (Land and Building)

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2024-03	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2024-24	NEW EFFECTIVE DATE	NEW FEE IF GST APPLICABLE
Land & Building Services	Development Permit	Mobile food Vendor on public site	Monthly for electricity	monthly	\$ 100.00	27-Feb-24	no gst	\$ 100.00	27-Feb-24	no gst
			Denied or withdrawn applications, or written request from applicant within 6 months of original approval date (provided no permit-related work on site has occurred) - deduction of the greater of \$55.00 or 50% of fee. The conditional use application fee is not refundable							
Land & Building Services	Development Permit Refund	Development Permit Refund		each	Varies	1-Apr-21	no gst	Varies	1-Apr-21	no gst
Land & Building Services	Land Management	Agreements	Development/Easement/Encroachment/ Incentive		\$ 200.00	1-Apr-23	no gst	\$ 200.00	25-Mar-24	no gst
Land & Building Services	Land Management	Minor Encroachment			\$ 100.00	1-Apr-23	no gst	\$ 100.00	1-Apr-23	no gst
Land & Building Services	Land Management	Road Closure Bylaw		each	\$ 750.00	27-Feb-24	no gst	\$ 750.00	27-Feb-24	no gst
Land & Building Services	Land Management	Subdivision Approval Extension		each	\$ 250.00	29-Jan-07	no gst	\$ 250.00	29-Jan-07	no gst
Land & Building Services	Parking	Payment in lieu of providing parking space	Space in the CC, CPG and CMW Zones	each space	\$ 18,706.00	13-Nov-01	no gst	\$ 18,706.00	13-Nov-01	no gst
Land & Building Services	Parking	Payment in lieu of providing parking space	Space in the CM1, CM2 and CNC2 zones	each space	\$ 7,967.00	13-Nov-01	no gst	\$ 7,967.00	13-Nov-01	no gst
Land & Building Services	Subdivision Application	Condominium (non refundable fee)	Minimum charge \$250.00. Maximum charge \$5000.00. Each unit \$100.00	each	\$ 100.00	1-Apr-23	no gst	\$ 100.00	1-Apr-23	no gst
Land & Building Services	Subdivision Application	Consolidation (non refundable fee)	Minimum charge \$250.00. Maximum charge \$1000.00. Each lot \$100.00 > 2 lots	minimum	\$ 250.00	1-Apr-23	no gst	\$ 250.00	1-Apr-23	no gst
Land & Building Services	Subdivision Application	Subdivision (non refundable fee)	Minimum charge \$250.00. Maximum charge \$5000.00. Each lot \$200.00	each	\$ 200.00	1-Apr-23	no gst	\$ 200.00	1-Apr-23	no gst
Land & Building Services	Subdivision Application	Property line adjustment or realignment (non refundable fee)	Minimum charge \$250.00. Maximum charge \$1000.00. Each lot adjusted/realigned \$100.00	each	\$ 100.00	1-Apr-23	no gst	\$ 100.00	1-Apr-23	no gst
Land & Building Services	Business License List	Special, monthly or partial listing		per page	\$ 0.50	27-Feb-24	\$ 0.55	\$ 0.50	27-Feb-24	\$ 0.55
Land & Building Services	Business License List	Full listing		each	\$ 75.00	27-Feb-24	\$ 78.75	\$ 75.00	27-Feb-24	\$ 78.75
Land & Building Services	Wood Stove Approval	Copy of approval		each	\$ 25.00	27-Feb-24	no gst	\$ 25.00	27-Feb-24	no gst
Land & Building Services	Use Permit	Temporary or seasonal land use		each	\$ 175.00	27-Feb-24	no gst	\$ 175.00	27-Feb-24	no gst

CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE
Council Chambers, City Hall



Chair: Jocelyn Curteanu

Vice-Chair: Michelle Friesen

March 4, 2024

Meeting #2024-05

1. New Business

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Kirk Cameron

Vice-Chair: Ted Laking

March 4, 2024

Meeting #2024-05

-
1. New Business

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



Chair: Mellisa Murray

Vice-Chair: Kirk Cameron

March 4, 2024

Meeting #2024-05

1. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Ted Laking

Vice-Chair: Jocelyn Curteanu

March 4, 2024

Meeting #2024-05

-
1. Commencement Report – Crosstown Watermain
Presented by Taylor Eshpeter, Manager, Engineering Services
 2. Commencement Report – Hillcrest Reconstruction
Presented by Taylor Eshpeter, Manager, Engineering Services
 3. Communications Policy
Presented by Oshea Jephson, Manager, Strategic Communications
 4. New Business

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: March 4, 2024
RE: Commencement Report – Crosstown Watermain

ISSUE

Council approval is required to commence the procurement of construction services for project 240c01222 Crosstown Watermain.

REFERENCE

- [Procurement Policy 2020-03](#)
- 2023-2026 Capital Expenditure Program 240c01222

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.

The Crosstown Watermain is a 600mm diameter watermain that runs from the Selkirk Aquifer to the Two Mile Hill Booster Station. From there the water is pumped to several neighborhoods throughout the City. This line was installed in the early 1990's and is a critical piece of the City's infrastructure for the distribution of drinking water. In the spring of 2022 a leak occurred in a section of the watermain along Two Mile Hill, and as part of the repair work, it was discovered that the condition of the main in this location was very poor with excessive corrosion and pitting, necessitating replacement to reduce the risk of additional breaks.

The Crosstown Watermain project involves the replacement of a portion of the corroded watermain pipe and installation of a water connection to the 350mm diameter main to improve circulation.

Project 240c01222 Crosstown Watermain was included in the 2023-2026 Capital Expenditure Program with a total original budget of \$3,000,000 funded by the Canada Community Building Fund (CCBF). As the project was incomplete at the end of 2023, the project will come forward through the re-budget process to reallocate the remaining budget to the 2024 Capital Expenditure Program.

ALTERNATIVES

1. Authorize Administration to commence the procurement for the Crosstown Watermain;
or
2. Refer project consideration back to Administration for further analysis.

ANALYSIS

Preliminary engineering work for this project commenced in 2022 and detailed engineering design is nearly complete. The design team completed investigation and condition assessment work including non-destructive testing of the pipe in several key areas. Based

on the results of the condition assessment, the engineer determined that pipe replacement work is required over a distance of approximately 400 m at the bottom of Two Mile Hill. This section of pipe identified for replacement includes the segment where the leak occurred in 2022. The condition assessment did not identify any areas of concern outside of the limits tested.

Considering the location of the pipe replacement work is largely outside the extents of the roadway, it is anticipated that the construction work will have minimal impacts to traffic on Two Mile Hill. The multi-use path will need to be temporarily closed during construction to allow for the work to be completed.

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 permitted by the City's procurement 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.bonfirehob.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	April 2024
Start of Project	June 2024
Construction Completion Certificate	September 2024
Final Acceptance Certificate	September 2025

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to commence the procurement for project 240c01222 Crosstown Watermain.

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: March 4, 2024
RE: Commencement Report – Hillcrest Reconstruction

ISSUE

Council approval to commence the procurement of construction services for project 240c00209 Hillcrest Reconstruction (Phase 1A).

REFERENCE

- [Procurement Policy 2020-03](#)
- 2023-2026 Capital Expenditure Program 240c00209

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.

The Hillcrest Neighborhood Plan (adopted by Council Jan 2014) provides a road map to renewal for an area that was mostly constructed by the Air Force in the 1940s with narrow roadways and water and sewer mains often located on private properties.

The proposed Hillcrest Reconstruction project will see full replacement of water and sewer mains within the road rights of way, improvements to drainage infrastructure, and road surfaces built to City standards. Detailed engineering design for Phase 1A is complete which included public engagement with the residents of Hillcrest. The Construction of Phase 1A is planned for 2024/2025. Phase 1A includes reconstruction of Roundel Road (west of Summit Road), and the sanitary main through Summit greenbelt.

Additionally, homeowners in the construction area that opt to have their private-side utilities replaced at the same time as the City's project will have this work done at their own expense by the City's contractor.

This project was included in the approved 2023-2026 Capital Expenditure Program Appendix B and will be re-budgeted from 2023 to 2024. Federal funding for the construction of Phase 1A is through the Investing in Canada Infrastructure Program (ICIP). An application was submitted in the amount of \$6,150,000 and is expected to be approved in May 2024. The project's budget for construction, including the cost of private side replacement, is \$7,000,000. A bylaw will come forward before the tender is awarded to enable the City to enter into agreements with property owners opting into the project.

ALTERNATIVES

1. Authorize Administration to commence the procurement for Hillcrest Reconstruction Phase 1A; or
2. Refer project consideration back to Administration for further analysis.

ANALYSIS

Deep utilities in Hillcrest are around 80 years old and have reached the end of their useful service life. Until Hillcrest can be reconstructed, deteriorating infrastructure requires frequent maintenance. Reconstruction is planned as 4 to 5 phases.

The timeline for next phases is subject to funding availability. It is recommended to commence reconstruction in 2024 to utilize the available federal funding and avoid more costly emergency repair work as aging infrastructure in this area is deteriorating.

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 permitted by the City's procurement 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.bonfirehob.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	October 2025
Final Acceptance Certificate	October 2026

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to commence the procurement for project 240c00209 Hillcrest Reconstruction (Phase 1A).

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	March 4, 2024
RE:	Communications Policy

ISSUE

Adoption of the 2024 Communications Policy

REFERENCE

- [Communications Policy](#)
- Proposed Communications Policy (Attachment 1)

HISTORY

The City of Whitehorse's Communications Policy is more than 14 years old. Since the policy was adopted in 2010, the nature of external communications has changed substantially.

The City is responsible for communicating a wide variety of information to the public on a regular basis in a responsive, transparent, and accountable way. In addition to basic information such as service and facility hours or transit updates, the City actively promotes, announces, and champions various initiatives and programs throughout the year via a variety of mediums.

In addition to more traditional tools such as newspapers, mailers, and posters, the City has invested substantial time and energy in improving its digital communications outreach. Over the last year, the City's social media accounts reached over 1.6 million users, issued over 125 Public Service Announcements' and news releases, ran more than a dozen public engagements, and answered hundreds of questions and comments through social media and the City website's 'Contact Us' form.

ALTERNATIVES

1. Adopt the updated Communications Policy; or
2. Refer the matter back to Administration.

ANALYSIS

The City now relies on a wider variety of tools to reach Whitehorse residents than when the policy was first introduced including newspapers, posters, mailers, social media, digital ads, radio ads, the City's website, its engagement platform, and more. The new policy will better reflect the work the City does currently and ensure it continues to communicate as effectively as possible with residents of the City.

In order to continue to ensure service excellence and meet the needs and expectations of residents, the Communications Policy has been extensively updated in order to operationalize efforts and guide future communication efforts.

Proposed changes are focused on the Communication Department's core areas of business:

- External Communications
- Emergency Communications
- Public Engagement
- Media relations and spokespeople
- Corporate Social Media
- Branding

The most notable changes to the policy also reflect the changing nature and needs of the community including:

- The importance of emergency communication in times of crisis and ensuring the City remains focused on developing and sharing emergency information in a timely and accessible way.
- Ensuring inclusivity to better reflect the expectations of residents and ensure City communication considers various audiences to ensure information and engagement efforts are reaching as broad an audience as possible.
- Acknowledging the importance of ensuring the communications efforts support the City's reconciliation program.
- Streamlining media relations and adding the Manager, Strategic Communications as a spokesperson to bolster the City's ability to communicate with residents.
- Providing additional guidance around the City's use of digital tools to reach the public, including the growing role of various social media in our communications.

ADMINISTRATIVE RECOMMENDATION

THAT Council adopt the updated Communications Policy.



Communications Policy

Policy Number:
Approved by: Council Resolution _____ dated _____
Effective date:
Department: Financial Services

PURPOSE

This policy is to establish guidelines for external communication for the City of Whitehorse.

POLICY STATEMENT

Council is committed to supporting responsive, accountable, and transparent communications about the City of Whitehorse

SCOPE

This policy applies to City Council, City staff, as well as contractors employed by the City.

OBJECTIVES

The objectives of the Communications Policy are to provide a framework for communications which ensures the City will:

1. Be responsive, accountable and transparent;
2. Provide clear, accurate and timely information about the City's policies, programs, services and initiatives to residents, business owners and visitors;
3. Continually strive for high quality client-service by:
 - a. Working closely with departments to support and implement their communications needs.
 - b. Listening and being responsive to public feedback and concerns and incorporating it into our work whenever possible.
 - c. Showing respect for differences in race, skin colour, place of origin, religious viewpoint, immigrant or newcomer status, ethnic origin, language, ability, mobility, sex, sexual orientation, gender identity, gender expression, age, or income level.
 - d. Ensuring our communication is inclusive and accessible to residents and visitors across our various platforms and materials are in-line with best practices.
4. Work to advance reconciliation by supporting and promoting City-led reconciliation initiatives and programs;

COUNCIL POLICY: Communications Policy
March 2024

5. Use plain language in all our public-facing materials. 'Plain language' can be broadly described as any writing designed to ensure the average reader understands the message as quickly, easily and completely as possible;
6. Promote public engagement and involvement in decision-making processes where appropriate when establishing or developing priorities, policies, programs and services including engaging with the public and stakeholders whenever possible;
7. Provide clear communication on how accomplishments, initiatives, and/or programs/projects fit within the City's vision, plans and strategic priorities;
8. Create clear links between accomplishments, initiatives, and/or programs/projects and the City's plans and guiding documents.

RESPONSIBILITIES

The City is responsible for communicating a wide variety of information to all members of the public, across a variety of demographics, through a wide variety of mediums.

Working with the City Manager, the Strategic Communications Department is responsible for communicating the priorities set by Council along with information it deems in the public interest. While the priorities of Council may change, the Strategic Communications Department is responsible for providing a consistent, community-focused voice in line with this policy's objectives.

The City employs a wide variety of platforms for communicating to the public where it may provide information and education about City programs and services.

These platforms include, among other things:

- City website: whitehorse.ca;
- Public engagement site;
- Social media accounts;
- The City's emergency alert system;
- Public service announcements and news releases;
- Press conferences and technical briefings;
- Mail outs and inserts;
- Bulletin boards;
- Various newsletters; and
- Local media.

The City will strive to use appropriate visuals for its external communications, wherever possible, to further support the public in understanding the desired message.

MEDIA RELATIONS AND SPOKESPEOPLE

All media releases and queries are managed by the Strategic Communications Department.

COUNCIL POLICY: Communications Policy March 2024

The department will work with media outlets to help ensure accuracy, ensure City-wide coordination and a timely response to meet media deadlines whenever possible; and maintain a respectful, professional working relationship with the media.

All news releases and public service announcements will receive final approval from the Strategic Communications Manager, the appropriate department Directors and Managers, as well as the City Manager when applicable.

The Strategic Communications Department will monitor media coverage and, in its discretion, may seek corrections if it deems content to be incorrect, misleading or a misrepresentation. The Strategic Communications Department reserves the right to stop accommodating media requests in cases where the respective media outlet continues to publish false or misleading information within their stories, or if their staff are abusive and/or uncooperative.

The City will maintain, on its website, an archive of our media releases, advisories and public service announcements to the extent possible related to:

- Newsworthy events involving the City;
- City initiatives and programs;
- Notifications that materially affect residents (excluding construction related updates and notices).

Spokespeople

Unless otherwise stated, and in accordance with the *Municipal Act* and the City' bylaws, the designated spokesperson for the City of Whitehorse will be the Mayor, the City Manager or, where delegated by the Mayor or the City Manager, the Manager of Strategic Communications.

The Mayor is the City Council spokesperson when discussing decisions of Council, unless the Mayor has expressly delegated this to another Council member or City staff.

When appropriate, and where approved by the City Manager and/or the Manager of Strategic Communications, program staff may speak to projects within their purview; however this is not an expectation.

Council Communication

Where an individual member of Council expresses an opinion, it should be made clear to the audience they are not speaking on behalf of the City or Council as a body. Unless they have been authorized to speak on behalf of the City or Council as a body, individual members of Council, including the Mayor, should state that their comments and opinions reflect their own personal opinion. City resources should not be used by members of Council for public communications or events where they are not acting or speaking on behalf of the City.

The decisions of Council shall be reflected as collective corporate decisions.

COUNCIL POLICY: Communications Policy
March 2024

Council Social Media

Social media pages created by Mayor or Councillors to represent themselves for political purposes will be self-administered, and do not belong to, or reflect the positions of, City of Whitehorse.

CORPORATE SOCIAL MEDIA

Social media can be utilized as a two-way communication tool between the City and the public, providing valuable interaction in real-time and with important information.

At all times the City welcomes feedback and provides the following platforms to communicate with City administration and/or City Council:

- The 'Contact Us' page on whitehorse.ca, which may provide phone numbers and email addresses for all City departments;
- The 'City Council' page on whitehorse.ca, which lists the public phone numbers and email addresses of the Mayor and City Council;
- Through social media 'direct message' features; and
- Through project pages on the City's engagement platform under 'Who's Listening'.

The City's social media accounts also provide an opportunity to support community-based initiatives in line with the goals and strategic priorities of Council. While content is controlled solely by the Strategic Communications Department, the City strives to create a supportive, collaborative, and informative social media space that highlights all the City has to offer.

The City reserves the right to delete posts that contain, without limitation, any of the following:

- Violent, obscene, profane, hateful, racist, abusive, pornographic or sexual posts, links or images;
- Degrading or offensive posts targeting City of Whitehorse staff;
- Content that promotes, fosters or perpetuates discrimination on the basis of race, national or ethnic origin, age, creed, gender or identity, marital status, socio-economic status, physical or mental disability, or sexual orientation;
- Comments that threaten or defame any person or organization;
- Solicitations, advertisements, or endorsements of any financial or commercial organizations;
- Comments promoting or opposing any person campaigning for election to a political office;
- Comments that suggest or encourage illegal activity or posting of material that violates copyrights or trademark rights of others;
- Content containing spam or posted by anonymous or robot accounts;
- Repetitive posts copied and pasted or duplicated by single or multiple users; and/or unintelligible messages.

COUNCIL POLICY: Communications Policy
March 2024

PUBLIC ENGAGEMENT

An open and responsive engagement process with the community is vital for effective public policy development and for gaining public support for decisions.

When appropriate, the City will engage with residents and make reasonable efforts to:

- Inform the community of opportunities to participate in public consultation and resident engagement initiatives;
- Use communication methods that will reach key stakeholders, elicit their concerns, involve them in the decision-making process, and provide feedback on how their input was incorporated;
- Ensure communications or information materials prepared for engagement purposes are presented and identified as being from the City; and
- Provide public engagement training opportunities to staff.

Research and public surveys are used to gain a better understanding of the needs, expectations, and emerging concerns of the residents in our community.

Information and feedback collected through public engagement initiatives may be used to:

- Assess the public's response to proposals or to possible changes or initiatives;
- Assess the effectiveness of policies, programs and services;
- Measure progress in service improvement; and
- Evaluate the effectiveness of communications activities, such as advertising.

The City uses a number of tools to engage on civic matters. Input shared with the City will be forwarded to administration and City Council in their decision-making process.

Some tools used to solicit information and feedback include:

- Social media;
- The City's engagement platform;
- Targeted surveys;
- Open house-style information sessions;
- Town Hall-style sessions; and
- City staff booths at public events.

CITY BRANDING

For its role and responsibilities to be clearly recognized, it must have a single and consistent visual identity.

The City logo reflects the organization's role as the accountable and authoritative body and distinguishes the City from other organizations and groups. The logo is protected by copyright and trademark, and cannot be used without the express written consent of the City.

COUNCIL POLICY: Communications Policy March 2024

City logo use by outside organizations must reflect the City's official role or partnership in a program, service, or event. Logo use requests by outside organizations must be directed to the Strategic Communications Department for consideration and written approval where deemed appropriate.

The City of Whitehorse Brand Identity Guide provides details on logo placement, colours, typography and other branding elements.

CRISIS AND EMERGENCY COMMUNICATION

The City strives to provide timely, effective communication before, during, and after an emergency. An "emergency" is defined as any situation that may threaten the life, health, property or environment of members of the public.

Emergencies

Responding to media inquiries at fires and other emergency and/or public safety situations is dependent on the nature and severity of the emergency.

It is always preferred that media reach out to the Strategic Communications Department on inquiries related to emergencies. In the event members of the Whitehorse Fire Department receive questions from the media or the public, they should direct those questions to the Platoon Chief, Fire Chief, and/or the Strategic Communications Department.

The Manager of Strategic Communications should be notified in all instances where there is media coverage in respect of an emergency, and the Manager of Strategic Communications will come to the scene of the emergency when able and appropriate to do so.

Crisis Communications Team

When a state of emergency is declared, the City's Public Information Officer (PIO) will work with the City's Emergency Operations Centre (EOC) to alert residents and detail the safety measures being enacted.

During or following an emergency, the spokesperson on behalf of the City may be the PIO, the City Manager, or a designate.

Emergency Materials

The City should make reasonable efforts to provide prepared materials (brochures, fact sheets, etc.) to members of the media, City Council and the public in the event of an emergency. The materials would detail, among other things, the nature of the emergency and the safety measures being enacted.

The City may use the following platforms to communicate information related to an emergency:

- Local radio stations;
- The City's emergency alert system;
 - *Requires citizens to register in advance to receive these alerts*

COUNCIL POLICY: Communications Policy
March 2024

- City website (whitehorse.ca/emergency);
- An EOC Public Information Telephone Line;
- City social media platforms;
- Canada Games Centre exterior pylon sign;
- City employee email distribution;
- Transit bus digital display messages;
- Northwestel Community TV; and/or
- By any other means deemed necessary.

In the event of a larger emergency and the need to partner with the territorial government's Emergency Measures Organization (EMO), additional messaging may be communicated via:

- Electronic highway signs;
- Alert Ready;
- Yukon.ca/emergencies;
- The Government of Yukon's social media platforms; and/or
- by any other means deemed necessary.

The City's emergency plans and strategies can be found at whitehorse.ca/emergency.

REPEAL OF EXISTING POLICY

The Communications Policy adopted by Council resolution 2010-04-07, including all amendments thereto, is hereby repealed.

SUPPORTING REFERENCES

Please note that some of the items below may not be publicly available.

City of Whitehorse - Brand Identity Guide

History of Amendments

<u>Date of Council Decision</u>	<u>Reference (Resolution #)</u>	<u>Description</u>

■

CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall



Chair: Michelle Friesen

Vice-Chair: Dan Boyd

March 4, 2024

Meeting #2024-05

-
1. Public Hearing Report – Zoning Amendment – 2086 Second Avenue
Presented by Peter Duke, Manager, Planning Services
 2. Official Community Plan Amendment – 200 Lobird Road
Presented by Peter Duke, Manager, Planning Services
 3. New Business

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: March 4, 2024
RE: Public Hearing Report – Zoning Amendment – 2086 Second Avenue

ISSUE

Public Hearing Report on a bylaw to amend the zoning at 2086 Second Avenue, from CM2 – Mixed Use Commercial 2 to CM2x – Mixed Use Commercial 2 (modified), to allow for the development of a building with a maximum height of 25 m.

REFERENCES

- [Zoning Bylaw 2012-20](#)
- [Council Procedures Bylaw 2021-12](#)
- Location Map (Attachment 1)
- Zoning Bylaw 2012 Appendix C: Downtown Heights (Attachment 2)
- Proposed Zoning Amendment Bylaw 2024-09 (Attachment 3)

HISTORY

An application was received to rezone 2086 Second Avenue from CM2 – Mixed Use Commercial 2 to CM2x – Mixed Use Commercial 2 (modified). The special modification is to allow a maximum building height of 25 m on the subject site in order to develop a six storey building with retail services on the ground floor and office uses above.

The Zoning Bylaw currently allows for a maximum building height of 20 m on the subject site. However, the Official Community Plan (OCP) allows for building heights up to 25 m across the Mixed Use – Downtown Core area, while up to 30 m in height may be considered as well. The proposed zoning amendment seeks to develop to the additional height envisioned in the recently adopted OCP.

Bylaw 2024-09 received First Reading on January 15, 2024. 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 January 19 and January 26, 2024;
- Email notifications were sent to Kwanlin Dün First Nation, Ta'an Kwäch'än Council, Government of Yukon Land Management Branch, and the Downtown Residents Association;
- Mail notifications were sent to property owners within 100 metres of the subject site; and
- A notice sign was placed on the subject site.

A public hearing for this item was held on February 12, 2024. No public input submissions were received and nobody registered for, or spoke to, the amendment at the public hearing. A written submission was received after the close of the Public Hearing which cannot be considered under the Council Procedures Bylaw.

ALTERNATIVES

1. Proceed with the second and third readings under the bylaw process; or
2. Do not proceed with the second and third readings.

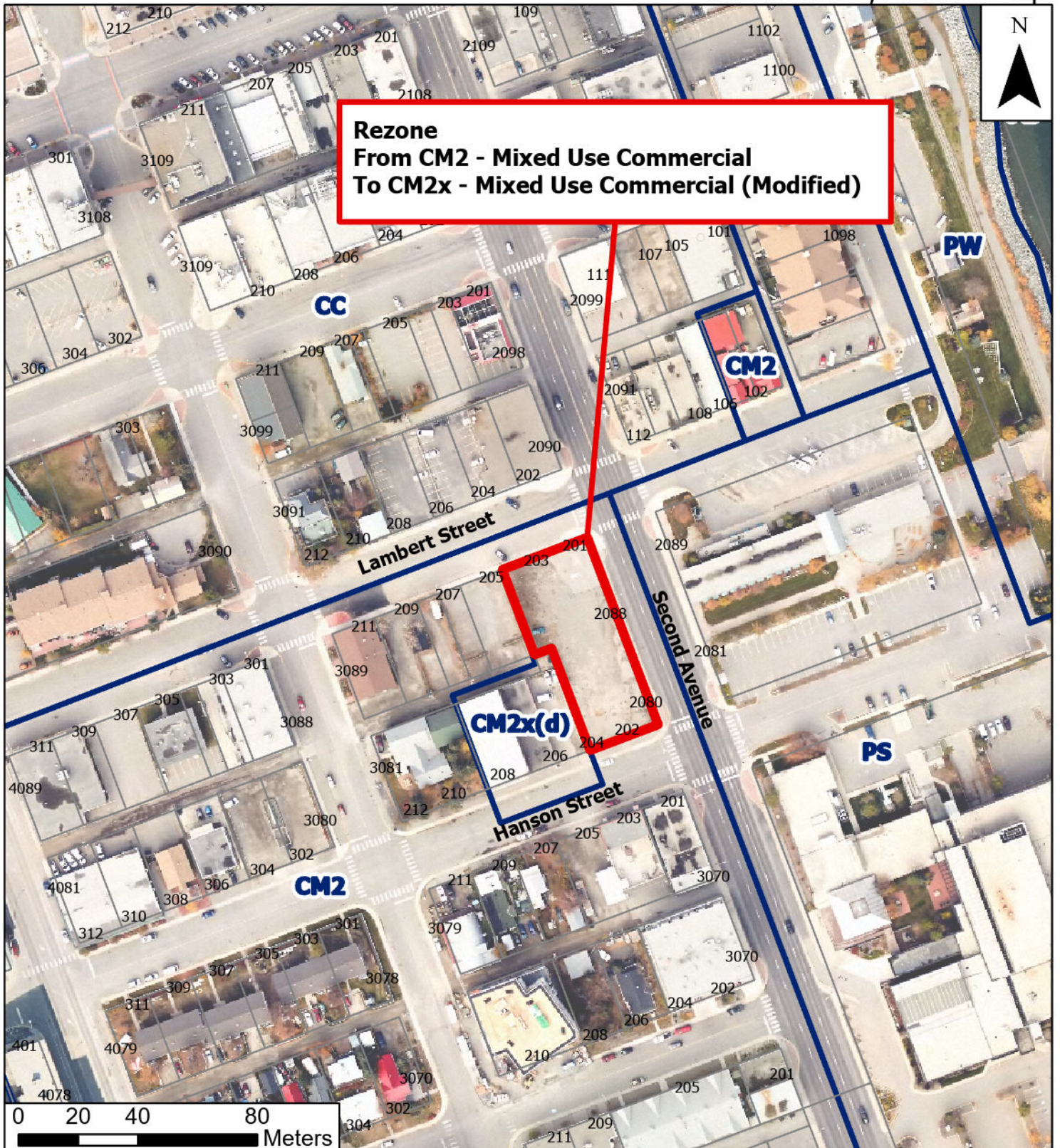
ANALYSIS

No issues were raised with this proposed zoning amendment through the public hearing process and no changes to the application were made following the public hearing.

If Council approves this amendment, the proponent can proceed with the City's Development Permit process.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2024-09, a bylaw to amend the zoning of 2086 Second Avenue from CM2 – Mixed Use Commercial 2 to CM2x – Mixed Use Commercial 2 (modified) to allow for the development of a building with a maximum height of 25 m, be brought forward at second and third reading under the bylaw process.



DATE:

January 8, 2024

FILE NO:

Z-05-2023

Subject Site

CITY OF WHITEHORSE - PLANNING AND SUSTAINABILITY SERVICES

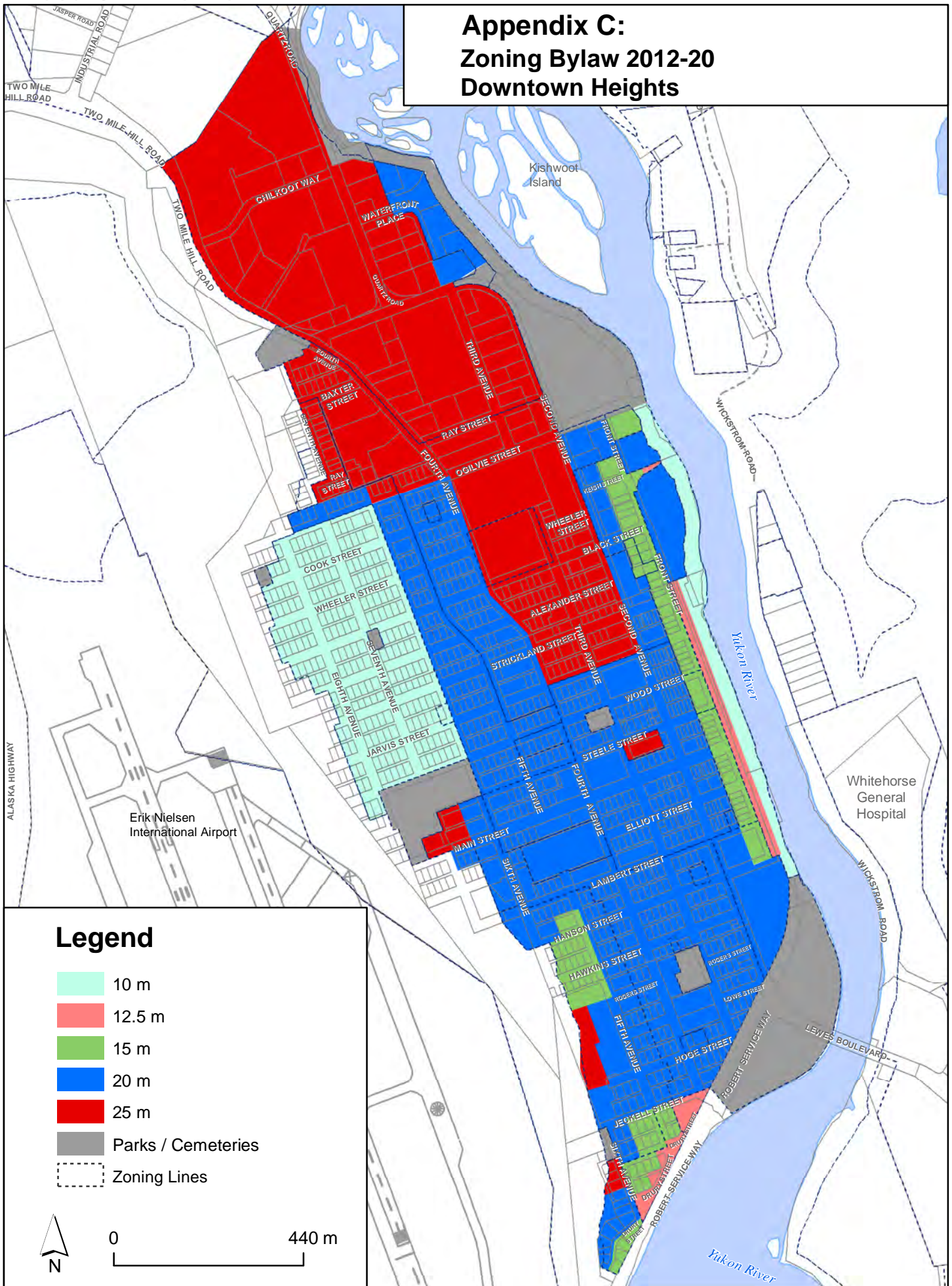
Bylaw 2024-09

A Bylaw to amend the zoning of 2086 Second Avenue from CM2 – Mixed Use Commercial 2 to CM2x – Mixed Use Commercial 2 (Modified)



Attachment 2

Appendix C: Zoning Bylaw 2012-20 Downtown Heights



CITY OF WHITEHORSE
BYLAW 2024-09

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 a mixed-use building at Lot 13, Block 13, Plan 77464 LTO YT, municipally known as 2086 Second Avenue;

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

1. Section 10.6 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 10.6.7 i) as follows:

“i) Lot 13, Block 13, Plan 77464 LTO YT, located at 2086 Second Avenue in the Downtown area, is designated CM2x(i) with the special modifications being:

Notwithstanding section 10.6.5 of this bylaw, the following provision applies:

(1) The maximum building height is 25 m.”

2. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of 2086 Second Avenue from CM2 – Mixed Use Commercial 2 to CM2x(i) – Mixed Use Commercial 2 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:

PUBLIC NOTICE:

PUBLIC HEARING:

SECOND READING:

THIRD READING and ADOPTION:

Laura Cabott, Mayor

Corporate Services

ADMINISTRATIVE REPORT

TO:	Planning Committee
FROM:	Administration
DATE:	March 4, 2024
RE:	Official Community Plan Amendment – 200 Lobird Road

ISSUE

An application to amend the Official Community Plan (OCP) land use designation of a portion of 200 Lobird Road from Residential – Urban to Residential - Country to allow for the development of country residential lots.

REFERENCE

- [Zoning Bylaw 2012-20](#)
- [Whitehorse 2040 Official Community Plan](#)
- [2020 KDFN Community Lands Plan](#)
- Location Map (Attachment 1)
- Comparison of Proposed versus Potential Number of Units (Attachment 2)
- Proposed Official Community Plan Amendment Bylaw 2024-20 (Attachment 3)

HISTORY

An application was received to amend the OCP land use designation of a portion of 200 Lobird Road from Residential – Urban to Residential – Country, in order to allow for the development of country residential lots. The development is proposed to be named Highland Estates and includes a total area of 11.78 ha, encompassing 16 - 0.5 ha country residential lots, a road connecting the proposed lots to Lobird Road, and 1.18 ha of public use space.

On September 20, 2023, the application was reviewed by the Development Review Committee (DRC). The DRC noted that the proposal was not supported by several OCP policies. The DRC however recommended that the applicant ensure:

- that a well and an on-site sewage disposal system could be accommodated on the proposed lot sizes with the necessary setbacks;
- that OCP slope policies and their associated setbacks could be met;
- that the proposed dead-end roads be replaced with turn-arounds; and
- that the aquifer capacity could support long-term water servicing.

The applicant had a geotechnical evaluation completed and it concluded that 0.5 ha lots could fit a well and an on-site sewage disposal system. The applicant reviewed the OCP slope policies and they are not anticipated to be an issue and amended their draft drawings to include turn-arounds. Finally, well testing was completed that concluded that there is enough capacity for long-term on-site water servicing.

If the proposal were to pass First Reading, the schedule for the OCP amendment is as follows:

Planning Committee:	March 4, 2024
First Reading:	March 11, 2024
Newspaper Ads:	March 15 and March 22, 2024
Public Hearing:	April 8, 2024
Report to Committee:	May 6, 2024
Second Reading:	May 13, 2024
Ministerial Review:	July 5, 2024 (assuming full 45-day review period)
Third Reading:	July 8 or August 12, 2024

ALTERNATIVES

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

ANALYSIS

Site Context

The subject site is undeveloped with mixed vegetation and slopes upwards to the west. It is located on the same lot and immediately west of the existing Lobird Estates Mobile Home Park. The site is currently zoned RP – Residential Mobile Home Park. There is also a portion of the site that is zoned as RM – Residential Multiple Housing which contains the Radar Apartment.

To the north, west, and south is undeveloped Kwanlin Dün First Nation (KDFN) land (Parcel C-57 B) designated as First Nation Development Land in the OCP and zoned as FN-FP – First Nation Future Planning. In the KDFN Community Lands Plan, KDFN C-57 B is identified for community development, including for both residential and public service infrastructure.

The subject site would be serviced by a new public road, built to City standards and paid for by the developer, which will connect to Lobird Road. The proposed lots would have on-site wells and sewage disposal systems as municipal servicing is not yet available in the area. Government of Yukon Environmental Health Services has concerns that the proposed lot sizes are less than the recommended 1 ha for on-site sewage disposal systems. Solid waste would be need to be collected by a private waste service as the subject site is not adjacent to a municipal collection route.

2040 Official Community Plan

The city has experienced steady population growth for the past two decades and that growth is projected to continue into the future. Even though the housing stock is growing steadily, the city is facing significant challenges when it comes to providing adequate, attainable housing. It is predicted that 6,150 additional dwelling units will be needed by 2040. To support the projected need, the City will encourage the construction of a variety of housing types across the city that reflect the housing continuum per OCP policy 9.1.

The subject site is located within the Urban Containment Boundary (UCB) and designated as Residential – Urban in the OCP. The UCB represents the planned extent of the City's piped water and sewer infrastructure. OCP policy 8.24 states that in order to provide a

consistent level of service to future residents, and to maintain or increase efficiencies of existing infrastructure, new development will be primarily located within the UCB and be connected to municipal services. There are no areas designated as Residential – Country within the UCB because it is intended to be urban in nature and connected to municipal services.

Furthermore, the subject site is located within the South Growth Area. The South Growth Area is anticipated to be the next large-scale greenfield residential neighbourhood after the completion of Whistle Bend. Preliminary studies have shown that the South Growth Area is suitable for compact urban-style residential development that could accommodate between 7,000 to 8,500 units depending on the style of development and density. Per OCP policy 15.17.11, the City is committed to moving forward with further planning of the South Growth Area as a new residential neighbourhood. This will include but not be limited to in-depth studies, collaboration with land owners and partner governments, master planning, and public engagement.

OCP policy 8.5 envisions that new residential neighbourhoods will be designed as Complete Communities by incorporating a range of residential and commercial uses, daycares, schools, community amenities, and transportation options. OCP policy 8.1 further states that development will be compact to ensure existing public services are used efficiently, transportation impacts are minimized, wilderness spaces are preserved for as long as possible, and neighbourhoods are more walkable.

The development of country residential lots as proposed does not align with municipally-serviced urban residential development intended within the UCB, the vision for the South Growth Area, nor the concept of Complete Communities. A similar-sized area in the Copper Ridge neighbourhood yields approximately 115 residential lots (Attachment 2). In accordance with the OCP direction for compact development and current planning best practices, the South Growth Area will likely yield a higher density than Copper Ridge.

In conclusion, the proposed amendment to redesignate the subject site from Residential – Urban to Residential – Country represents approximately an 86 per cent reduction in the potential housing yield that would otherwise be available under the current OCP designation.

Next Steps

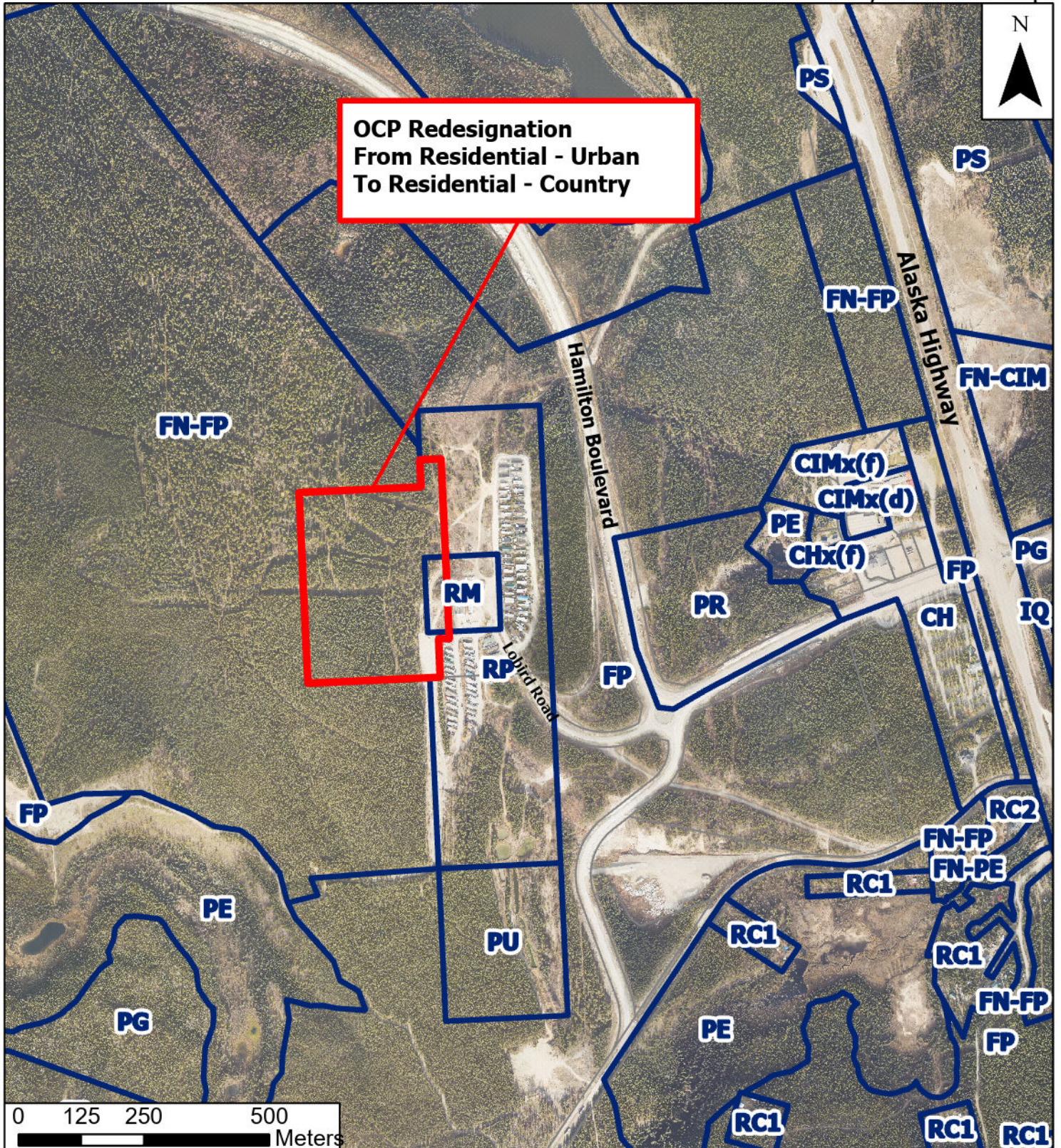
If Council were to approve the proposed OCP amendment, the applicant would then need to proceed through the following City processes:

1. Prepare a master plan per OCP policy 13.22 and obtain master plan approval;
2. Amend the zoning through a successful Zoning Bylaw amendment; and
3. Prepare subdivision design and apply for subdivision approval.

If Council were not to proceed with the proposed amendment the subject area will be included in the South Growth Area planning.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2024-20, a bylaw to amend the Official Community Plan to allow for the development of country residential lots on a portion of 200 Lobird Road, not proceed under the bylaw process.



DATE:

March 4, 2024

FILE NO:

OCP-02-2023

 Subject Site

CITY OF WHITEHORSE - PLANNING AND SUSTAINABILITY SERVICES

Bylaw 2024-20

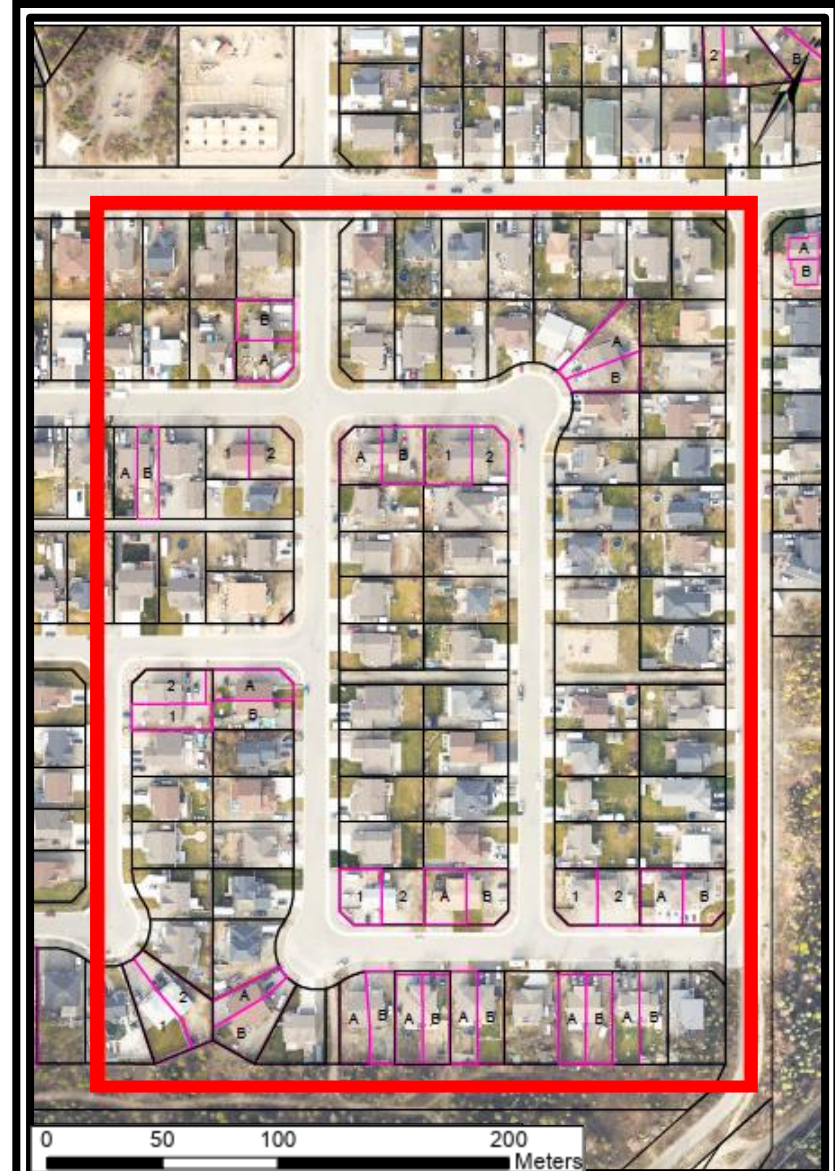
A Bylaw to amend the OCP designation of a portion of 200 Lobird Road from Residential - Urban to Residential - Country



Comparison of Proposed and Potential Number of Units



Number of Country Residential Lots: 16



Number of Urban Residential Lots (low density): ~115 lots

CITY OF WHITEHORSE
BYLAW 2024-20

A bylaw to amend the Whitehorse 2040 Official Community Plan

WHEREAS section 289 of the *Municipal Act* provides that a municipality shall by bylaw adopt an official community plan in accordance with Part 7, Division 1 of the Act; and

WHEREAS section 285 of the *Municipal Act* provides for amendment of an official community plan; and

WHEREAS it is deemed desirable that the Whitehorse 2040 Official Community Plan be amended to country residential development on a portion of Lot 1207, Quad 105D/11, Plan 89989 CLSR YT, known municipally as 200 Lobird Road.

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

1. Map 5 Land Use Designations of the Whitehorse 2040 Official Community Plan is hereby amended by designating a portion of 200 Lobird Road from Residential – Urban to Residential – Country as indicated on Appendix A and forming part of this bylaw.
2. This bylaw shall come into force and effect upon the final passing thereof.

FIRST READING:

PUBLIC NOTICE:

PUBLIC HEARING:

SECOND READING:

EXECUTIVE COUNCIL MEMBER APPROVAL:

THIRD READING and ADOPTION:

Laura Cabott, Mayor

Corporate Services



Map 5
Land Use Designations



1 0 2 3 km

