

## ADMINISTRATIVE REPORT

**TO:** Corporate Services Committee  
**FROM:** Housing and Land Development Committee  
**DATE:** December 4, 2023  
**RE:** Housing and Land Development Advisory Committee Work Plan and Update

### ISSUE

Council update from the Housing and Land Development Advisory Committee (HLDAC) and presentation of the Work Plan for Council consideration.

### REFERENCE

- [Bylaw 2017-28 Advisory Committee Bylaw](#)
- Appendix “A” Proposed HLDAC Work Plan (Dec 2023-May 2024)

### HISTORY

The *Advisory Committee Bylaw* requires that the HLDAC meet a minimum of six times a year. So far in 2023, HLDAC has held 11 regular monthly meetings as well as held an additional eight special meetings. Two additional are scheduled in December bringing the meeting total to 20 in 2023.

Over the first year of the HLDAC’s mandate the following key processes, policies and bylaws related to housing and land development have been examined and recommendations provided to Council where indicated:

- First six-month work plan -recommendation issued;
- Zoning provisions related to housing – recommendations issued;
- Yukon Government title-raising process tied to interim approvals in City building permit process – recommendations issued and accepted by YG;
- Short term rentals;
- Development and building permits; and
- 2024 Housing Summit (February 1<sup>st</sup> and 2<sup>nd</sup>, 2024).

Presentations have been received by HLDAC by a member of the public, an NGO, and a housing management company on some of the subjects listed. More presentations are scheduled in December and into 2024. The City’s consultant leading the Zoning Bylaw Rewrite has also met with HLDAC to discuss upcoming proposals that will encourage housing development.

### ALTERNATIVES

1. That Council approve the Proposed Six-Month HLDAC Work Plan; or
2. Refer the Work Plan back to HLDAC and Administration for further analysis.

## **ANALYSIS**

The next six months (December- May) of the HLDAC work plan is designed to continue to advise on planning for the 2024 Housing Summit, consider the results of the Summit, finalize recommendations on development and building permit processes and short term rentals, and examine development incentives which are all anticipated to be discussed by Council in the first half of 2024. Depending on progress on these items, land availability and development will begin.

The Committee's mandate and priority focus is as directed by Council, this opportunity is for Council to provide input and approve the Work Plan. This may include HLDAC input on a specific urgent issue which could disrupt the proposed schedule. The proposed Work Plan is to be understood as an indication of what the HLDAC is working on and when, but the Work Plan could evolve as information necessitates and require more meetings and requests for additional information or input.

As the end of six-month timeframe approaches another update a Work Plan for the following six months will be presented to Council.

## **ADMINISTRATIVE RECOMMENDATION**

THAT Council approve the proposed Work Plan from the Housing and Land Development Advisory Committee.

HLDAC 2023 Work Plan (First Meeting to May 2024)

November 29, 2023

\*Subject to change following Council direction and HLDAC Requirements

When	Housing & Land Educational Foundations	Focused Discussion / Outcome
<b>September 2022</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Terms of Reference</li> </ul>	<ul style="list-style-type: none"> <li>• Elect chair (complete)</li> <li>• Key topics (complete)</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Council Mandate</li> </ul>	<ul style="list-style-type: none"> <li>• Draft work plan (complete)</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Affordable and Attainable Housing</li> </ul>	<ul style="list-style-type: none"> <li>• Work plan/priority setting (complete)</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Land administration</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize priorities approach and Schedule (complete)</li> </ul>
<b>January 2023</b>	<ul style="list-style-type: none"> <li>• Review of Zoning Bylaw                             <ul style="list-style-type: none"> <li>• Overview of City zones &amp; housing construction requirements</li> <li>• OCP vs. Zoning Bylaw</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Discuss reasons for requirements</li> <li>• Identify topic areas for discussions with Industry</li> <li>• Identify information gaps</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Review housing construction standards, permitting process and permit fees</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss current for requirements/process and rationale</li> <li>• Identify topic areas for discussions with Industry</li> <li>• Identify information gaps</li> <li>• Confirm agenda and schedule for contractor meetings/other potential outreach</li> </ul>
<b>March</b> *Spring Break	<ul style="list-style-type: none"> <li>• Zoning</li> <li>• Zoning Bylaw Update Project overview</li> </ul>	<ul style="list-style-type: none"> <li>• Identify information gaps</li> <li>• Provide input into Zoning Bylaw Update scope</li> <li>• Consider interim recommendations to Council</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Discuss outreach results from early April</li> <li>• Special meeting on zoning recommendations</li> <li>• Industry Luncheon Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Consider interim recommendations to Council</li> <li>• Hosted Contractor Breakfasts and Outreach</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Recommendation on Land Title and Occupancy Permit Issue (YG) finalized YG Requirements for raising title at occupancy.</li> <li>• Industry Luncheon Debrief</li> </ul>	<ul style="list-style-type: none"> <li>• YG presentation on title raising process.</li> <li>• Presentation to Council.</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Zoning recommendations</li> <li>• Industry engagement debrief</li> <li>• Work plan update</li> </ul>	
<b>July</b>	<ul style="list-style-type: none"> <li>• Special meeting Zoning Recommendations</li> <li>• Development Permit Process</li> </ul>	
<b>August</b>	<ul style="list-style-type: none"> <li>• Development Permit Process continued</li> <li>• Short term rentals</li> <li>• Work plan development</li> </ul>	<ul style="list-style-type: none"> <li>• Short and Medium Zoning Recommendations To Council, approved to be referred to the Zoning Bylaw rewrite</li> </ul>

APPENDIX A – Housing and Land Development Advisory Committee Work Plan and Update

<b>September</b>	<ul style="list-style-type: none"> <li>• Development Building permit process review continued</li> <li>• Plan Engagement with Builders / Industry</li> <li>• Short term rentals</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations from Yukon Anti-Poverty Coalition regarding Short Term Rentals/Affordability and private resident regarding Short Term Rentals and Business Licenses</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Housing Summit Special Meeting #1</li> <li>• Meet with Zoning Bylaw Rewrite consultant</li> <li>• Finalize Applicant Questionnaire content</li> </ul>	
<b>November</b>	<ul style="list-style-type: none"> <li>• Housing Summit Special Meeting #2</li> <li>• Short term rental presentation</li> <li>• Short term rentals – continued</li> <li>• Housing Summit Update</li> <li>• Finalize work plan</li> </ul>	<ul style="list-style-type: none"> <li>• Development and Building Permit Questionnaire issued</li> <li>• Presentation from Neighbourly North</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Housing data presentations Special Meeting</li> <li>• Finalize Short term rentals Recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations from Planning Staff and from Sandra MacDougall</li> </ul>
<b>January 2024</b>	<ul style="list-style-type: none"> <li>• Community Land Trust Presentation</li> <li>• Review of Zoning Bylaw Housing Proposal</li> <li>• Summary of What we Heard Report Permit Process- Questionnaire</li> <li>• Housing Summit Discussion</li> <li>• Present Short Term Rental Recommendations to Council</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Housing Summit Debrief</li> <li>• Development incentives/Vacant-Underutilized Lot report</li> <li>• Finalize Development and Building Permit Process Recommendations</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Topics arising out of Housing Summit</li> <li>• Discuss incentive policies and ideas</li> <li>• Present Development and Building Permit Process Improvement Recommendations to Council</li> </ul>	
<b>April</b>	<ul style="list-style-type: none"> <li>• Land Development Protocol</li> <li>• Discuss land availability and land development</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Topics arising out of Housing Summit</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Other topics</b>	<ul style="list-style-type: none"> <li>• E-permitting software</li> <li>• Land availability</li> <li>• Cost of development vs. market price</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>