

Land Use Master Plan Process Guide

This guide is intended to provide an overview of the Master Planning Process and describe the key milestones involved. The Master Planning Process follows requirements of the Land Use Master Plan Policy approved by *City of Whitehorse Council Resolution 2024-10-05*.

The Land Use Master Plan Policy applies to all properties over 1.5 hectares in size, requiring a zoning amendment and/or subdivision. A Master Plan may include one or more properties and have one or more owners.

The first step is to contact the Planning and Sustainability Services department at planning@whitehorse.ca to set up a pre-project proposal meeting. Be sure to include the location and a brief description of the project.

All timelines are for information only and are subject to change without notice. Delays can occur due to receiving incomplete information, complexity of the proposed project, competing Council priorities, Council breaks, new issues raised at the public hearing, etc.

Project Proposals will be required to include, but not limited to:

- Application form and Applicant details;
- Proof of ownership(s) and/or owner authorization;
- Proposed Planning Area justification and map;
- Public Engagement Plan;
- Estimated Master Planning Process timelines; and
- Application fee as specified in the Fees and Charges Bylaw.

Master Plans will be required to include, but not limited to:

- Overall vision for the Planning Area and description of how it aligns with City, First Nation, territorial, and federal plans, policies, bylaws, studies, and legislation;
- Description of proposed land uses and community amenities, with associated map(s) and area calculations;
- Anticipated dwelling and/or commercial units, densities, and population and/or job projections;
- Municipal servicing assessment;
- A summary of public engagement activities; and
- Description of development build-out timelines and implementation.

If Granular Resource Extraction is proposed:

- Assessment of aggregate quality, volume, and estimate and time frame of material to be extracted;
- Overview of potential impacts and proposed mitigation measures; and
- A grading plan demonstrating finished grades, cut/fill balance, and an appropriate and suitable area for development.

Project Proposal Process

Meeting with Planning & Sustainability Services

Project Proposal information determined.



Project Proposal Submission

All required information received.



Development Review Committee Review

Required information due 3 weeks prior.



Project Proposal Acceptance

Fee received, Council notified and Master Plan Review Group formed.



Master Plan Process

Master Plan Preparation

Prepared in accordance with Policy requirements.



Master Plan Submission

All required information received.



Approvals Process

Tier 1

Approved by Director of Development Services and Director of Operations.

Tiers 2 and 3

Approved by Council resolution.

See next page for additional details on each key milestone.

Waiver & Update Process

Development Review Committee

Request to waive or update due 3 weeks prior.



Decision

Recommendation from PSS brought forward for a Director of Development Services / Director of Operations decision.

Public Engagement Objectives

Values Based

Goal Driven

Impact Oriented

Equity Centered

Relationship focused



Land Use Master Plan Process Details

Project Proposal Process

Pre-Project Proposal Meeting

Applicant & Planning and Sustainability Services

The Applicant shall meet with Planning and Sustainability Services (PSS) to discuss the Project Proposal and Policy requirements.

Project Proposal Submission

Applicant & Planning and Sustainability Services

An initial Project Proposal shall be submitted in writing to PSS using the application form provided by PSS and accompanied by the required information. PSS shall review for completeness within 10 working days of receiving a Project Proposal deemed complete. If deemed incomplete, PSS shall provide the Applicant with a list of items that need to be addressed. The Applicant shall have the opportunity to address the comments and resubmit the Project Proposal to PSS for review.

Development Review Committee (DRC) Review

Internal

PSS shall present the Project Proposal to the DRC. A complete Project Proposal Submission must be provided three (3) weeks prior to the DRC meeting. The DRC shall provide recommendations to PSS. This may include recommended changes to the Project Proposal.

Following the DRC meeting, PSS shall provide the Applicant within five (5) working days of the DRC meeting a list of items that need to be addressed, if any. The Applicant shall have the opportunity to address the comments and resubmit the Project Proposal to PSS for review.

Project Proposal Acceptance

Applicant & Planning and Sustainability Services

PSS shall review the revised Project Proposal for completeness within 10 working days of receiving a Project Proposal. If deemed incomplete, PSS shall provide the Applicant with a list of items that need to be addressed. The Applicant shall have the opportunity to address the comments and resubmit the Project Proposal to PSS for review. An application fee, as outlined in the Fees and Charges Bylaw, is required once the Project Proposal is deemed complete.

The Manager of PSS shall notify Council within 10 working days of an application being deemed complete that a Master Planning Process is being launched. The Applicant may be allowed to proceed with the Master Planning Process following Council notification.

Following Project Proposal acceptance, PSS shall form a Master Plan Review Group (MPRG). MPRG members shall represent the City for the purpose of engagement with the City. PSS shall be the main point of contact for the Applicant throughout the Master Planning Process. PSS shall communicate MPRC recommendations to the Applicant, and if necessary, request changes to the Master Plan throughout the Master Planning Process.

Master Plan Process

Master Plan Preparation

Applicant

The Applicant shall undertake the preparation of the Master Plan in accordance with the applicable tier requirements.

Master Plan Submission

Applicant & Planning and Sustainability Services

Master Plans shall be submitted to PSS for Director or Council Decision. PSS shall review for completeness within 20 working days. If deemed complete, PSS shall bring the Master Plan forward for Director or Council Decision as required for each tier.

The Manager of PSS shall notify Council within 10 working days of a Tier 2 or 3 Master Plan application being deemed complete that a Master Plan will be brought forward for Council consideration.

If deemed incomplete, PSS shall provide the Applicant with a list of items that need to be addressed. The Applicant shall have the opportunity to address the comments and resubmit the Master Plan to PSS for review.

Any new or substantially different information provided may require previous steps to be redone (e.g. public engagement, council presentation, etc.).

Approval Process

Tier One Master Plans

Administrative

Tier One Master Plans must be approved by the Director of Development Services and the Director of Operations. They may approve, deny, or refer the Master Plan back to PSS. At their discretion, they may refer the decision to the City Manager or Council.

Tier Two and Three Master Plans

Council Chambers

The authority to approve Tier Two and Three Master Plans resides with Council. Council may approve, deny, or refer the Master Plan back to PSS.

Council approval is made by resolution and must include a public input session. Exemptions to the public input session may apply if all applicable public engagement requirements of this Policy have been appropriately and suitably met to the satisfaction of Council.

Zoning amendment and/or subdivision applications that relate to a Master Plan may be brought forward concurrently through the Council approval process if the Master Plan is considered to have met all applicable requirements of this Policy, subject to applicable Act and Subdivision Control Bylaw requirements.

If approved, the Applicant may proceed with subsequent regulatory requirements (e.g. temporary use permit). If referred back to PSS, PSS may provide the Applicant with a list of items that need to be addressed within five working days of the decision. The Applicant shall have the opportunity to address the comments and resubmit the Master Plan to PSS for Director or Council decision. If denied, another proposal for the same or substantially the same Master Plan shall not be submitted within 12 months of the date of the refusal.