

**City of Whitehorse**  
**Minutes of the meeting of the**  
**Housing and Land Development Advisory Committee**

Date November 30, 2022

Location Heritage Boardroom, City Hall

Committee Members Present  
Bryony McIntyre – Chair  
Suzanne Greening  
John Vogt  
Simon Lapointe

Staff Present  
Laura Prentice Director of Community Development, Yukon Government  
Mélodie Simard, Acting Director of Development Services  
Jessica Harach, Acting Assistant City Clerk

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**1. WELCOME:**

The Meeting commenced at 5:30 p.m.

**2. LAND ACKNOWLEDGEMENT BY THE CHAIR:**

The Chair provided acknowledgement of the Ta'an Kwäch'än and Kwanlin Dun First Nation Traditional Territories.

**3. ADOPTION OF AGENDA**

The Committee members adopted the agenda as presented.

**4. ADOPTION OF MINUTES**

The Committee members adopted the September 14 minutes as amended, to correct the spelling of "Suzanne Greening" throughout.

The Committee members adopted the October 24 minutes as presented.

**5. PORTAL LAUNCH**

The Committee members were given an overview of the Committee Portal.

**6. PRIORITY SETTING**

The Committee members discussed the goals from the Draft Work Plan and identified which goals they wish to prioritize and what actions can be taken to reach those goals. The Committee decided to prioritize projects 1, 2, and 4. A summary of the discussions are as follows:

**Project 1: Review Permit Process**

- Review each step of the Development Permit Process and the rationale behind each item
- Explore the Development Permit Process and ways to improve timelines

- Explore opportunities for making baseline elevation information and base grading reference points available for builders
- Explore ways to present information in a way that can be understood by builders
- Explore new options for sidewalk closure permits

**Project 2: Review Constructions Standards (Zoning and Building) and Costs**

- Review building standards for consistency throughout the most common housing development types
- Review and compare zoning requirements for most common housing area zones.
- Review parking plan and drainage plan requirements
- Explore rational behind new processes and policies
- Obtain a briefing on the Water and Sewer Study, once complete, to better understand servicing capacity constraints and opportunities
- Seek to gather more data on housing development timelines for various housing types (between lot release, occupancy permit & sale, where applicable)
- Explore development incentive programs and policies
- Review current incentives relating to underutilized lots

**Project 4: Review Land Development Standards, Costs, and Processes**

- Explore the barriers to land development in relation to off-site infrastructure
- Explore ways to create consistency in development agreements
- No easily available financing for land or building housing privately

**Project 5: Review Developer Roles**

- Consider developing a policy or policy specifying the requirements off-site infrastructure cost sharing.

**Project 7: Improve Available Information Regarding Housing and Land Development Information**

It was noted that improving the available information regarding housing and land development would be the outcome of the work done in many of the other projects.

**Overall:**

The Committee noted that they wished to move Review Construction Standards to project number 1, and Review Permit Process to project number 2, in the Draft Work Plan. The Committee also noted that this discussion will continue at the December 14<sup>th</sup> meeting.

## **7. EDUCATIONAL ITEMS - FOUNDATIONS LIST**

The Committee members discussed educational items and overviews that would help with building common knowledge and understanding amongst the Committee. The items are as follows:

- Overview of Land Administration in Whitehorse
- Zoning Overview
  - Housing standards
  - New regulation requirements
  - Barriers and incentives
  - Reasoning behind applying each zoning standard in each area
- Overview of the new Official Community Plan
  - Growth strategy
  - Highlight of Key Changes (i.e. Steven's Quarry)
- Development and permit overviews
- Briefing on the Water and Sewer Study which is currently underway
- Briefing on the Transportation Study which is currently underway
- A chart of Housing Committees and their mandates
- Briefing on the Yukon Housing Action Plan and Safe at Home Action Plan
- Overview of available housing subsidies
- Briefing on aggregate issues and other large scale construction issues
- Overview of the process to get raw land to the market
  - Timelines
  - Steps
  - Studies

The Committee proposed adding an overview of Land Administration in Whitehorse as an educational item to the Agenda for the December 14, 2022 meeting. It was decided that the Zoning overview and the overview of the new Official Community Plan should be prioritized after the land administration in Whitehorse item.

## **8. EDUCATION ITEM #1 – AFFORDABLE VS ATTAINABLE**

The Committee was given a presentation on the differences between Affordable vs Attainable housing.

The Committee discussed the expenses that are included when discussing “affordable housing”. It was noted that operational costs of a household, including heating, insurance, property taxes, and maintenance costs are not included when discussing affordable housing as a percentage of gross income.

The Committee also noted that they wished to modify their definition of “Attainable Housing” to include housing that is accessible not only to services but also accessible for those with disabilities and to the aging population.

It was noted by the Committee that there is a large difference in attainable housing between people who are able to do modest to major home repairs and those who may not be able to complete these repairs on their own. The Committee also discussed the need to differentiate between rental housing and purchased housing.

**9. OTHER**

The Committee discussed less common types of housing development, such as small one or two bedroom homes with shared wells and services. It was noted that these developments need to be built in locations where they will be surrounded by similar size housing to attract potential buyers.

**10. NEXT STEPS:**

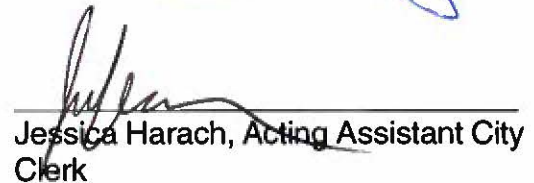
- Request an overview of Land Administration in Whitehorse

**11. ADJOURNMENT: 7:53 p.m.**



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Bryony McIntyre, Chair



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Jessica Harach, Acting Assistant City Clerk