

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, January 6, 2025 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

- DELEGATIONS**
- Aurora Johnsgaard – Snow Removal on Elijah Smith and Hamilton Boulevard Trails
 - Hilary Smith – Snow Removal on Elijah Smith and Hamilton Boulevard Trails
 - Rick Griffiths – Hosting a World Water Day Event

CORPORATE SERVICES COMMITTEE

1. Upcoming Procurements (January/February) – For Information Only
2. Semi-Annual Procurement Report (July to December 2024) – For Information Only
3. 2024 Umbrella Grants Bylaw
4. Commencement Report – Waste Management Facility Gatekeeping Services
5. Commencement Report – Canada Games Centre Ventilation Upgrade
6. Mayor's Travel Expense Authorization
7. New Business

CITY PLANNING COMMITTEE

1. Public Hearing Report – Zoning Amendment – Northeast Casca Boulevard Amendments
2. Public Hearing Report – Zoning Amendment – Selkirk Water Treatment Plant
3. New Business

DEVELOPMENT SERVICES COMMITTEE

1. Building and Plumbing Bylaw Amendments Phase 1
2. Housing and Land Development Advisory Committee Recommendations – Residential Development Zoning Amendments
3. Housing and Land Development Advisory Committee Recommendations – Land Availability and Development, and Incentives
4. New Business

CITY OPERATIONS COMMITTEE

1. New Business

COMMUNITY SERVICES COMMITTEE

1. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Dan Boyd

Vice-Chair: Eileen Melnychuk

January 6, 2025

Meeting #2025-01

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1. Upcoming Procurements (January/February) – For Information Only
Presented by Svetlana Erickson, Manager, Financial Services
 2. Semi-Annual Procurement Report (July to December 2024) – For Information Only
Presented by Svetlana Erickson, Manager, Financial Services
 3. 2024 Umbrella Grants Bylaw
Presented by Svetlana Erickson, Manager, Financial Services
 4. Commencement Report – Waste Management Facility Gatekeeping Services
Presented by Ira Webb, Associate Manager, Water and Waste Services
 5. Commencement Report – Canada Games Centre Ventilation Upgrade
Presented by Peter O’Blenes, Manager, Property Management
 6. Mayor’s Travel Expense Authorization
Presented by Brittany Dixon, A/Director, Corporate Services
 7. New Business

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: January 6, 2025
RE: Upcoming Procurements (January/February) – For Information Only

ISSUE

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

REFERENCE

- [Procurement Policy 2020-03](#)
- Upcoming Procurement Projects Information Report (Attachment 1)

HISTORY

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

ANALYSIS

Managers have been asked to review their capital projects and operating requirements and to provide information on their anticipated procurements over \$100,000 for the period of January and February 2025. The information as compiled by the Financial Services department is attached as Attachment 1.

**Attachment 1
Upcoming Procurement Projects Information Report**

Report Number 2025-01

Date of Meeting: January 6, 2025

Subject: Upcoming Procurement Projects

Period: January - February 2025

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

No	Department	Project Title	Brief Description	Budget (Operating / Capital)	Commencement Report Required (No/Yes + reason)	Anticipated Procurement Posting Date
1	Business and Technology Systems	Water Meter Reading Project	Replacement of water meter reading software and hardware	300c00225	Yes, project value is equal to or over \$500,000	February 3, 2025
2	Engineering Services	Upgrades of Sanitary Sewer Utility Stations	Construction services for upgrades to sanitary sewer utility stations	240c00124	No, the project value is less than \$500k	January 17, 2025
3	Engineering Services	Perimeter Access Road, Ditch and Fence - Waste Management Facility	Construction services for a perimeter access road, ditch and fence at the Waste Management Facility	240c01225	Yes, project value is equal to or over \$500,000	February 28, 2025
4	Engineering Services	Hillcrest Phase 1A Reconstruction	Construction services for the completion of Hillcrest Phase 1A reconstruction	240c00209	Commencement Report already submitted and passed March 11, 2024	February 27, 2025
5	Engineering Services	Robert Service Way Gate System	Construction services for a new gate system on Robert Service Way	100c00122	No, the project value is less than \$500k	January 20, 2025
6	Engineering Services	Asphalt Overlay	Construction services for the completion of a 2025 asphalt overlay program	240c00410	Yes, project value is equal to or over \$500,000	January 27, 2025
7	Engineering Services	Crestview Pumphouse Upgrades	Construction services for upgrades to Crestview water supply pumphouse	240c00222	Yes, project value is equal to or over \$500,000	February 3, 2025
8	Fleet & Transportation Maintenance	Heavy Truck Replacement	Supply and delivery of a heavy (dump) truck replacement	320c02809	No, the project value is less than \$500k	February 3, 2025
9	Fleet & Transportation Maintenance	Loader Replacement	Supply and delivery of a replacement loader	320c03110	No, the project value is less than \$500k	February 3, 2025
10	Fleet & Transportation Maintenance	Asphalt Maintenance Equipment	Supply and delivery of an asphalt recycler	500c01125	No, the project value is less than \$500k	February 3, 2025
11	Fleet & Transportation Maintenance	Asphalt Maintenance Equipment	Supply and delivery of 2 one ton trucks	500c01125	No, the project value is less than \$500k	February 3, 2025
12	Fleet & Transportation Maintenance	Winter Road Salt	Supply and delivery of winter road salt for the 2025/2026 winter season	Operating	No, the project value is less than \$500k	February 28, 2025
13	Fleet & Transportation Maintenance	Winter Road Sand	Supply and delivery of winter road sand for the 2025/2026 winter season	Operating	No, the project value is less than \$500k	February 28, 2025
14	Planning & Sustainability Services	Housing Needs Assessment Strategy	Consulting services to develop a housing needs assessment and strategy for the City to improve the housing situation in Whitehorse	720c00824	No, the project value is less than \$500k	February 24, 2025
15	Property Management	CGC Ventilation Upgrade	Project to upgrade / replace the ventilation / HVAC system at the Canada Game Center	360c00822	Project value is equal to or over \$500,000	January 7, 2025

**Appendix A
Upcoming Procurement Projects Information Report**

No	Department	Project Title	Brief Description	Budget (Operating / Capital)	Commencement Report Required (No/Yes + reason)	Anticipated Procurement Posting Date
16	Water & Waste Services	Front-Loading Refuse Truck Rental	Rental of a front-loading refuse truck to deliver City's large volume commercial organics collection program	Operating	No, the project value is less than \$500k	February 17, 2025
17	Water & Waste Services	Waste Management Facility Gatekeeping Operations	Contract services to provide gatekeeping services at the City's Waste Management Facility	Operating	Yes, project value is equal to or over \$500,000	January 13, 2025
18	Water & Waste Services	Scrap Metal Removal	Contract services to recycle stockpiled scrap metals from the City's Waste Management Facility	650c00124	No, the project value is less than \$500k	February 24, 2025

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: January 6, 2025
RE: Semi-Annual Procurement Report (July to December 2024) – For Information Only

ISSUE

Semi-annual procurement update.

REFERENCE

- [Procurement Policy 2020-03](#)
- 2024 Semi-Annual Procurement Updates – July to December (Attachment 1)

HISTORY

In accordance with section 3.5.2 of the Procurement Policy, Administration is required to provide publicly to Council a semi-annual update on procurement projects, including:

- Contract awards with a value of \$100,000 and over;
- Procurements with a value of over \$100,000 that have incorporated requirements related to economic, social and/or environmental sustainability in their solicitation documents;
- Procurements for which authority has been delegated to the City Manager pursuant to section 3.1.2 of this policy;
- Non-Competitive, single source or sole source procurements with a value over \$50,000;
- Emergency procurements, including their value;
- Contract extensions or renewals where the original contract contains no option for renewal, describing how the extension or renewal conforms to the requirements of this policy; and
- Instances of non-compliance with the policy and ensuing actions taken in each instance.

ANALYSIS

Attachment 1 includes detailed listings of procurements for the second half of 2024 from July 1 to December 31, 2024 as required under the Procurement Policy.

There were five procurement projects with values over \$100,000 that have incorporated requirements related to economic, social and/or environmental sustainability in the solicitation documents:

- Municipal Service Building (MSB) Demolition
- Installation of EV Charging Stations
- Mount McIntyre Recreation Center Renovations (Phase 1 Validation)
- Residential Recycling Depot Collection Services
- Residential Curbside Recycling Collection and Processing

There were no procurements for which authority had been delegated to the City Manager and no contract extensions/renewals where the original contract contained no option for renewal. There was no instance of non-compliance during this period.

**ATTACHMENT 1
CITY OF WHITEHORSE
2024 SEMI-ANNUAL PROCUREMENT REPORT (JULY - DECEMBER)**

OPEN-COMPETITIVE PROCUREMENT WITH VALUE OVER \$100,000

DEPARTMENT	AWARD DATE	AWARDED VENDOR	DESCRIPTION OF ACQUISITION	SOLICITATION DOCUMENT #	CONTRACT AMOUNT
Engineering Services	07/29/24	Skookum Asphalt	Two Mile Hill/Range Road Sidewalk and Blvd. Improvements	RFT 2024-056	\$ 294,521
Engineering Services	09/06/24	BCG Engineering Inc.	Whitehorse Escarpment Quantitative Risk Assessment	RFT 2024-061	298,967
Engineering Services	09/12/24	Stantec Consulting Ltd.	Downtown Sanitary Trunk Main Rehabilitation - Assessment & Design	RFP 2024-062	205,914
Engineering Services	08/09/24	Copperbelt Contracting Ltd.	Selkirk Street Active Transportation Improvements – Subgrade and Granular Fill	RFT 2024-069	105,628
Engineering Services	09/13/24	Norcope Enterprises Ltd.	Lewes Boulevard and Hospital Road Utility Vault Improvements	RFT 2024-076	512,719
Fleet & Transportation	07/19/24	Commercial Truck Equipment Corp.	Supply and delivery of one Pierce Enforce 100' Aerial Tower Truck	Canoe Contract#113021-OKC-1	3,382,992
Planning & Sustainability Services	07/17/24	CORVUS Business Advisors Inc.	Development Funding Strategies	RFP 2024-050	129,034
Property Management	09/09/24	Arctic Backhoe Services Ltd.	Municipal Service Building (MSB) Demolition	RFP 2024-063	1,715,000
Property Management	08/21/24	Dynamic Systems	Installation of Level Two Electric Vehicle Charging Stations	RFT 2024-064	201,000
Property Management	10/15/24	Englobe Corp.	Commissioning Services - WOB Administrative Wing Expansion	RFP 2024-066	134,300
Property Management	10/08/24	Wildstone Construction Ltd.	Phase 1 Validation - Mount McIntyre Recreation Center Renovations	RFP 2024-068	350,000
Recreation	09/12/24	Capital Builders Flooring	Replacement of Flooring at CGC	RFT 2024-075	197,575
Recreation	11/18/24	Titan Sport Systems Ltd.	Replacement of CGC Track Perimeter Flooring	RFT 2024-086	140,195
Recreation	12/04/24	Capital Builder Flooring Inc.	Replacement of Takhini Flooring	RFT 2024-087	136,900
Water & Waste Services	07/10/24	Cam-Trac Inspections Ltd.	CCTV Storm Sewer Inspection	RFP 2024-053	224,800
Water & Waste Services	07/30/24	Stantec Consulting Ltd.	Storm Water Management Plan	RFP 2024-057	227,082
Water & Waste Services	08/12/24	Lanix Property Management Ltd.	Recycling Depot Collection Services	RFT 2024-060	635,700
Water & Waste Services	08/21/24	Wildstone Construction Ltd.	Marwell Lift Station Modifications for Autosampler Connection	RFT 2024-065	143,443
Water & Waste Services	08/26/24	Lanix Property Management Ltd.	Residential Curbside Recycling Collection and Processing	RFP 2024-067	2,134,500
Water & Waste Services	08/29/24	Kerr Wood Leidal	Crestview Lagoon Outflow Conceptual Design	RFP 2024-070	183,666
TOTAL OPEN-COMPETITIVE PROCUREMENT					\$ 11,353,936

**ATTACHMENT 1
CITY OF WHITEHORSE
2024 SEMI-ANNUAL PROCUREMENT REPORT (JULY - DECEMBER)**

NON-COMPETITIVE PROCUREMENT - SINGLE SOURCE PROCUREMENT

DEPARTMENT	AWARD DATE	AWARDED VENDOR	DESCRIPTION OF ACQUISITION	JUSTIFICATION	CONTRACT AMOUNT
Engineering Services	10/02/24	Copperbelt Contracting Ltd.	Civil works for Firehall #1 access improvement	The attempt to acquire the deliverables using a competitive procurement process did not result into an award as no submissions were received	\$ 140,007
Fleet & Transportation	11/12/24	Opportunities Yukon	Supply of labour and supervision for snow shovelling and ice chipping in downtown area over winter of 2024/2025	Advantageous for the City to acquire the services directly from another supplier.	75,000
Property Management	12/13/24	Lexus Engineering	CGC HVAC Modification and Design Drawings	Advantageous for the City to acquire the services directly from a particular supplier having specialized knowledge, skills, expertise and experience	75,000
TOTAL SINGLE SOURCE PROCUREMENT					\$ 290,007

NON-COMPETITIVE PROCUREMENT - SOLE SOURCE PROCUREMENT

DEPARTMENT	AWARD DATE	AWARDED VENDOR	DESCRIPTION OF ACQUISITION	JUSTIFICATION	CONTRACT AMOUNT
Engineering Services	09/26/24	ATCO Electric Yukon	Provision of materials for relocation of ATCO's existing system for the Hillcrest Subdivision Project Phase 1A	The deliverables are available from only one supplier by reasons of market-based monopoly	\$ 207,300
Engineering Services	10/31/24	NorthwesTel	Provision of cable facilities for customers' connection to new cable for the Hillcrest Subdivision Project Phase 1A	The deliverables are available from only one supplier by reasons of market-based monopoly	248,693
TOTAL SOLE SOURCE PROCUREMENT					\$ 455,993

EMERGENCY PROCUREMENT

DEPARTMENT	AWARD DATE	AWARDED VENDOR	DESCRIPTION OF ACQUISITION	BASIS OF DETERMINATION OF EMERGENCY	CONTRACT AMOUNT
					-
TOTAL EMERGENCY PROCUREMENT					\$ -

NON-COMPLIANCE INSTANCES

DEPARTMENT	AWARD DATE	AWARDED VENDOR	DESCRIPTION OF ACQUISITION	NON-COMPLIANCE DETAILS	CONTRACT AMOUNT
					-
TOTAL NON-COMPLIANT PROCUREMENT					\$ -

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: January 6, 2025
RE: 2024 Umbrella Grants Bylaw

ISSUE

Authorization of various grants made in 2024.

REFERENCE

- [Municipal Act](#)
- Proposed Bylaw 2025-05 (Attachment 1)

HISTORY

Section 245 of the *Municipal Act* requires that grants provided to any person, institution, association or group be authorized by bylaw.

The City provides a variety of grants and donations to groups and organizations throughout the year. In 1996, Council adopted a process to facilitate the allocation of grants that allows grant funds to be initially approved by council resolution and subsequently authorized in an umbrella grant bylaw at year-end. This system allows the distribution of funds to qualified and approved applicants in a timely manner without the administrative and time delays that are part of the bylaw process.

ANALYSIS

Appendix A of proposed Bylaw 2025-05 provides a detailed listing of the grants approved according to Council policy and by Council resolution throughout 2024. They include:

- Community Clean-up Grants
- Development Incentive Grants
- Diversion Credit Grants
- Environmental Fund Grants
- Festival and Special Events Grants
- Miscellaneous Donations and Grants
- Recreation Grants
- Youth Recreation Programing Grants

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2025-05, a bylaw to authorize the allocation of various grants for the year 2024 in the amount of \$1,586,633.98 be brought forward for consideration under the bylaw process.

CITY OF WHITEHORSE

BYLAW 2025-05

A bylaw to authorize the allocation of various grants for the year 2024

WHEREAS section 245 of the *Municipal Act* (R.S.Y. 2002) provides that council may by bylaw provide grants to any person, institution, association, group, government or body of any kind; and

WHEREAS in 1996 council adopted a process that approves a variety of grants by council resolution throughout the year and subsequently authorizes these grants by way of an umbrella bylaw at year end;

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

1. Community Clean-up Grants, Development Incentive Grants, Diversion Credit Grants, Environmental Fund Grants, Festival and Special Event Grants, Miscellaneous Donations and Grants, Recreation Grants, and Youth Recreation Programming Grants are hereby authorized as outlined in Appendix "A" attached hereto and forming part of this bylaw.
2. Council may by resolution withhold the payment of any grant authorized under section 1 of this bylaw if the recipient fails to adhere to any terms and conditions determined by council.
3. This bylaw shall come into full force and effect upon the final passing thereof.

FIRST and SECOND READING:

THIRD READING and ADOPTION:

Kirk Cameron, Mayor

Corporate Services

**APPENDIX A
CITY OF WHITEHORSE
2024 UMBRELLA GRANTS BYLAW 2025-05**

COMMUNITY CLEAN-UP GRANTS

Per provisions of the Community Clean-up Grant Policy

DESCRIPTION	RESOLUTION #	IN KIND	CASH
Various Community Clean up Grants, not exceeding \$300 allocation amount	n/a	-	24,300.00
TOTAL COMMUNITY CLEAN UP GRANTS		\$ -	\$ 24,300.00

DEVELOPMENT INCENTIVE GRANTS

Per provisions of the Housing Development Incentive Policy

DESCRIPTION	RESOLUTION #	IN KIND	CASH
32125 Yukon Inc.	n/a	-	12,843.03
45358 Yukon Inc.	n/a	-	32,879.44
535756 Yukon Inc.	n/a	-	60,993.35
536754 Yukon Inc.	n/a	-	96,971.38
650139 NB Inc.	n/a	-	14,122.82
Albisser, David & Clohosey, Shannon	n/a	-	1,407.11
Blood Ties Four Directions Centre Society	n/a	-	1,147.45
Burke, Ryan	n/a	-	1,011.39
Buurman, Michael & Naoko	n/a	-	248.43
Champagne and Aishihik First Nations (CAFN)	n/a	-	27,072.81
Da Daghay Development Corporation	n/a	-	70,474.56
Albisser, David & Clohosey, Shannon	n/a	-	1,058.93
Gilday Holdings Limited	n/a	-	8,001.24
Grey Mountain Housing Society	n/a	-	1,186.87
Harms, Kathryn	n/a	-	6,578.45
Hartling & Hartling	n/a	-	13,854.79
Hatton, Barret & Janes, Joelle	n/a	-	882.41
Javed, Muhammad and Rashida	n/a	-	7,848.08
KBC Developments	n/a	-	60,000.00
Lowe, Myrna	n/a	-	1,088.44
Northern Community Land Trust Society	n/a	-	60,000.00
Northern Vision Development Ltd.	n/a	-	55,607.40
Peters, Graeme	n/a	-	728.27
Solberg, Jon and Eng Khoon Chua	n/a	-	4,284.98
Tien, Helena	n/a	-	1,088.44
Tolkamp, David	n/a	-	488.18
Van Gulick, Judith	n/a	-	985.95
Zhen, Yong Hua	n/a	-	2,318.56
TOTAL DEVELOPMENT INCENTIVE GRANTS		\$ -	\$ 545,172.76

DIVERSION CREDIT GRANTS

Per provisions of the Solid Waste Diversion Credit Policy

DESCRIPTION	RESOLUTION #	IN KIND	CASH
P&M Recycling (per estimate)	n/a	-	67,136.57
Raven Recycling (per estimate)	n/a	-	82,863.43
TOTAL DIVERSION CREDIT GRANTS		\$ -	\$ 150,000.00

**APPENDIX A
CITY OF WHITEHORSE
2024 UMBRELLA GRANTS BYLAW 2025-05**

ENVIRONMENTAL GRANTS

Per Council resolutions and provisions of the Environmental Grant Policy

DESCRIPTION	RESOLUTION #	IN KIND	CASH
Association Franco-Yukonnaise	2024-20-5	-	3,409.63
Raven Recycling Society	2024-20-5	-	16,119.25
Whitehorse Bike Kitchen Task Force	2024-20-5	-	2,662.14
Various Minor Grants (less or equal to \$1,000)	n/a	-	2,808.98
TOTAL ENVIRONMENTAL GRANTS		\$ -	\$ 25,000.00

FESTIVAL AND SPECIAL EVENTS GRANTS

Per Council resolutions

DESCRIPTION	RESOLUTION #	IN KIND	CASH
Association Franco-Yukonnaise	2024-20-4	-	5,285.20
BYTE-Bringing Youth Towards Equality	2024-20-4	-	2,510.00
Gwaandak Theatre Society	2024-20-4	-	5,285.20
Kwanlin Dun Cultural Society	2024-20-4	-	4,035.30
Nakai Theatre Ensemble	2024-20-4	5,670	3,785.20
Riverdale Baptist Church	2024-20-4	-	2,785.20
Royal Canadian Legion Branch 254	2024-20-4	1,290	2,785.20
Sport Yukon	2024-20-4	1,826	1,000.00
The Heart of Riverdale Community Centre	2024-20-4	-	5,285.20
Yukon Arts Centre	2024-20-4	440	2,785.20
Yukon Arts Centre Foundation	2024-20-4	-	4,035.20
Yukon Film Society	2024-20-4	3,465	5,285.20
Yukon Quest International Association (Canada)	2024-20-4	1,300	2,285.20
Yukon Sourdough Rendezvous Society	2024-20-4	18,675	2,852.70
TOTAL FESTIVAL AND SPECIAL EVENTS GRANTS		\$ 32,665.12	\$ 50,000.00

MISCELLANEOUS DONATIONS AND GRANTS

Per Council resolutions, provisions of the City Grant-Making Policy and City Operating Budget

DESCRIPTION	RESOLUTION #	IN KIND	CASH
Food For Fines Program	2024-21-10	2,085	9,915.00
Softball Yukon (per Memorandum of Understanding)	n/a	-	14,738.41
Yukon Anti-Poverty Coalition	n/a	-	10,000.00
TOTAL MISCELLANEOUS DONATIONS AND GRANTS		\$ 2,085.00	\$ 34,653.41

**APPENDIX A
CITY OF WHITEHORSE
2024 UMBRELLA GRANTS BYLAW 2025-05**

RECREATION GRANTS

Per Council resolutions				
DESCRIPTION	RESOLUTION #	IN KIND	CASH	
Alpine Ski Association of Yukon	2024-09-07	-	4,000.00	
Arctic Edge Skating Club	2024-20-3	-	4,000.00	
Biathlon Yukon	2024-09-07	-	4,000.00	
Big Brothers/Big Sisters of Yukon	2024-09-07	-	6,000.00	
Boreal Adventure Running Program Association	2024-09-07	-	2,000.00	
Cricket Yukon Association	2024-20-3	-	5,000.00	
Freedom Trails Therapeutic Riding Association	2024-09-07	-	3,500.00	
Friends of Mount Sima Society	2024-09-07	-	10,500.00	
Guild Society	2024-09-07	-	10,500.00	
Gwaandak Theatre Society	2024-09-07 / 2024-20-3	-	13,000.00	
Inclusion Yukon	2024-20-3	-	5,000.00	
Jazz Yukon	2024-09-07	-	2,750.00	
Larrikin Entertainment Ensemble	2024-20-3	-	5,000.00	
Midnight Sun Fencing Club	2024-09-07	-	7,000.00	
Mountain View Golf Club	2024-09-07	-	2,000.00	
Muaythai Yukon	2024-09-07 / 2024-20-3	-	10,000.00	
Music Yukon	2024-09-07	-	7,000.00	
Nakai Theatre Ensemble	2024-09-07	-	6,000.00	
Nlaye Ndasadaye Daycare Society	2024-20-3	-	3,000.00	
Paddler's Abreast	2024-20-3	-	4,000.00	
Queer Yukon Society	2024-09-07	-	7,000.00	
Rise And Shine Skateboarding Alliance	2024-09-07	-	4,335.00	
Scottish Country Dance Society of Whitehorse	2024-20-3	-	1,000.00	
Sigil Theatre Fellowship	2024-20-3	-	5,000.00	
Special Olympics Yukon	2024-09-07	-	3,000.00	
Sport Yukon	2024-09-07	-	2,500.00	
String Ensemble Society	2024-20-3	-	2,500.00	
Tennis Yukon Association	2024-20-3	-	4,000.00	
The Community Choir of Whitehorse Society	2024-20-3	-	10,000.00	
The Heart of Riverdale Community Centre Society	2024-09-07	-	10,000.00	
The Longest Night Society	2024-20-3	-	4,000.00	
Victoria Faulkner Women's Centre	2024-09-07	-	7,000.00	
Whitehorse Bike Kitchen Task Force	2024-09-07	-	5,500.00	
Whitehorse Concerts	2024-20-3	-	3,000.00	
Whitehorse Nordic Ski Society	2024-09-07 / 2024-20-3	-	7,500.00	
Whitehorse Curling Club	2024-09-07	-	3,500.00	
Whitehorse Disc Golf Association	2024-09-07	-	5,287.26	
Whitehorse Glacier Bears Swim Club	2024-09-07	-	10,500.00	
Whitehorse Women's Hockey Association	2024-20-3	-	4,000.00	
Yukon Art Society	2024-09-07 / 2024-20-3	-	12,000.00	
Yukon Arts Centre Corporation	2024-09-07	-	7,000.00	
Yukon Breeze Sailing Society	2024-09-07	-	1,000.00	
Yukon Church Heritage Society/Old Log Church	2024-09-07	-	4,000.00	
Yukon E-Sports Alliance	2024-09-07	-	9,000.00	

**APPENDIX A
CITY OF WHITEHORSE
2024 UMBRELLA GRANTS BYLAW 2025-05**

RECREATION GRANTS (CONTINUED)

DESCRIPTION	RESOLUTION #	IN KIND	CASH
Yukon Film Society	2024-20-3	-	5,000.00
Yukon Roller Derby	2024-09-07	-	2,000.00
Yukon Rugby Federation	2024-09-07 / 2024-20-3	-	11,440.11
Yukon Run For Life Foundation	2024-20-3	-	3,000.00
Yukon Summer Music Camp	2024-09-07	-	9,500.00
Yukon Theatre For Young People Society	2024-20-3	-	4,000.00
TOTAL RECREATION GRANTS		\$ -	\$ 281,812.37

YOUTH RECREATION PROGRAMMING GRANTS

Per provisions of the City Grant-Making Policy and City Operating Budget

DESCRIPTION	RESOLUTION #	IN KIND	CASH
Boys and Girls Club of Yukon	n/a	-	408,945.32
Kids Recreation Fund	n/a	-	12,000.00
Youth of Today Society	n/a	-	20,000.00
TOTAL YOUTH RECREATION PROGRAMMING GRANTS		\$ -	\$ 440,945.32

TOTAL 2024 UMBRELLA GRANTS **\$ 34,750.12** **\$ 1,551,883.86**

GRAND TOTAL 2024 UMBRELLA GRANTS (Including In Kind) **\$ 1,586,633.98**

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	January 6, 2025
RE:	Commencement Report – Waste Management Facility Gatekeeping Services

ISSUE

Council approval for the commencement of procurement for Gatekeeping services at the Waste Management Facility.

REFERENCE

- [Procurement Policy 2020-03](#)
- [2025 Provisional Operating Budget](#)

HISTORY

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

This procurement is funded through the Solid Waste Operating Budget for Contract Services. The previous contract costs are highlighted below. Costs for 2024-2025 are higher than previous years due to increased resources added to manage visits related to the temporary recycling depot (~30% increase).

Table 1 – Gatekeeping Contract Costs 2020-2025

Year	Cost
April 2020 – March 2021	\$129,988.00
April 2021 – March 2022	\$136,237.40
April 2022 – March 2023	\$142,799.27
April 2023 – March 2024	\$149,689.23
April 2024 – March 2025	\$208,602.16**
Total Cost	\$767,316.06

**additional costs due to increased resources to manage recycling depot visits Sep 2024 - Mar 2025.

ALTERNATIVES

1. Authorize Administration to commence the procurement for Waste Management Facility Gatekeeping Services; or
2. Refer matter back to Administration for further analysis.

ANALYSIS

The Gatekeeping contractor is the primary point of contact for all landfill users. Duties of this contract include opening and closing of the facility, assessing waste loads and directing users to appropriate disposal areas, collecting tipping fees and maintaining the weigh scales.

Previous contract was a five year term; however, Administration will be issuing this tender for a three year term with options to extend two years, in order to provide greater flexibility to the City. Administration will continue to assess this model based on the updated contract costs, with new contract costs based on the current service level requirements.

PURCHASING

An RFT will be issued publicly using established City procurement procedures. The contract will be evaluated on price and awarded to the lowest compliant bidder that can meet the required specifications.

Procurement Policy Principles

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

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

Best Value: The RFT 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 gatekeeping services has been successfully completed numerous times by the City.

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

Tentative Project Schedule

Item	Proposed date(s)
Issue solicitation document	January 2025
Issue Contract	March 2025
Start of Contract	April 1, 2025
Contract end date	March 31, 2028

ADMINISTRATIVE RECOMMENDATION

THAT Administration be authorized to commence the procurement for Waste Management Facility Gatekeeping Services.

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: January 6, 2025
RE: Commencement Report – Canada Games Centre Ventilation Upgrade

ISSUE

Council approval for the commencement of procurement for the ventilation upgrades for the Canada Games Centre (CGC)

REFERENCE

- [Procurement Policy 2020-03](#)
- [2024-2027 Capital Expenditure Program 360c00822](#)

HISTORY

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

The CGC Aquatics facility was first constructed in 2002 with the addition for the field houses and ice rinks in 2005 in preparation for the 2007 Canada Winter Games.

Since the facility opened there has been a number of energy efficiency and operational indoor air quality concerns that have not been addressed.

This has caused some issues with the facility infrastructure particularly in the Aquatic Centre where the high humidity has efficiency issues with the pool envelope.

During the summer of 2024 City Administration engaged a mechanical and aquatics specialist to conduct a full mechanical, system, process and structure evaluation for the Canada Games Centre.

ALTERNATIVES

1. Authorize Administration to commence the procurement for the CGC Ventilation Upgrade; or
2. Refer project consideration back to Administration for further analysis.

ANALYSIS

The recommendation from the consultant's report is that this work will greatly decrease the operating costs but increase the efficiency of the facility as well as greatly improving the existing low indoor air quality and tempering the cold conditions in the facility to the enjoyment of both the public and staff.

Once complete City administration will proceed with further investigation as to the status of other facility infrastructure that may need to be upgraded due to years of higher humidity conditions.

The total approved budget for project 360c00822 is \$4,655,000 with \$4,530,000 coming from the Federal / Territorial grant: Investing in Canada Infrastructure Program (ICIP – Covid stream) and \$125,000 from City Reserves.

Unlike other ICIP streams, the Covid stream funding has an end date that has already been extended. In order to utilize this funding the project need to start ordering the long lead mechanical / electrical components so that they arrive prior to the Aquatic Centre shutdown in August 2025.

PURCHASING

Procurement Policy Principles

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

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

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

Efficient and Effective Procurement: The procurement of design/construction services for this mechanical / electrical / structural has been successfully completed numerous times by the City.

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

Sustainable Procurement: Upgrades to the air handling / ventilation systems will increase the efficiency of the building energy requirements.

Tentative Project Schedule

Item	Proposed date(s)
Issue Solicitation Document	January 2025
Issue Purchase Order/Contract	February 2025
Start of Project (design / Purchases)	March 2025
Substantial Performance	November 2025
Total Completion	December 2025

ADMINISTRATIVE RECOMMENDATION

THAT Administration be authorized to commence the procurement for the Canada Games Centre Ventilation Upgrade.

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: January 6, 2025
RE: Mayor's Travel Expense Authorization

ISSUE

Authorization of travel expenses for the Mayor.

REFERENCE

- [Council Remuneration Bylaw 2023-21](#)
- [Council Expense Policy](#)

HISTORY

Council's Expense Policy requires prior approval by Council Resolution for all requests for funding or reimbursement of expenses incurred in conjunction with travel by the Mayor outside the City of Whitehorse.

ALTERNATIVES

1. Authorize the request for travel expenses; or
2. Deny the requests for travel expenses.

ANALYSIS

While in Ottawa from February 23 to 27, 2025, the Mayor will seek meetings with federal Ministers to discuss key priorities for the City of Whitehorse, including infrastructure challenges and funding opportunities.

To support these meetings, this request seeks approval for travel expenses between locations. The estimated cost is under \$250 and is well within the City's provisionally approved travel budget.

ADMINISTRATIVE RECOMMENDATION

THAT travel expenses be approved for Mayor Cameron in Ottawa, from February 23 to 27, 2025, exclusively for travel related to meetings with federal Ministers regarding City priorities.

CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall



Chair: Lenore Morris

Vice-Chair: Anne Middler

January 6, 2025

Meeting #2025-01

-
1. Public Hearing Report – Zoning Amendment – Northeast Casca Boulevard Amendments
Presented by Mathieu Marois, A/Manager, Planning and Sustainability Services

 2. Public Hearing Report – Zoning Amendment – Selkirk Water Treatment Plant
Presented by Mathieu Marois, A/Manager, Planning and Sustainability Services

 3. New Business

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: January 6, 2025
RE: Public Hearing Report – Northeast Casca Boulevard Amendments

ISSUE

Public Hearing Report on a bylaw to amend the zoning of 401 Casca Boulevard (Lot 377) and 4.61 ha of vacant Commissioner's land, located northeast of Casca Boulevard, from PG–Greenbelt to PU–Public Utilities and FP–Future Planning respectively, to align with the current use and to allow for integrated planning of this land and the adjacent Lot 1139.

REFERENCES

- [Zoning Bylaw 2012-20](#)
- [2040 Official Community Plan](#)
- [Land Use Master Plan Policy 2024-04](#)
- [2009 Whistle Bend Master Plan](#)
- Location Map (Attachment 1)
- Proposed Zoning Amendment Bylaw 2024-49 (Attachment 2)

HISTORY

An application was received to amend the zoning of Lot 377 to PU–Public Utilities to align with its current use as the Whistle Bend Recirculation Station, and to amend vacant Commissioner's land to FP–Future Planning to enable future integrated development, subject to a master planning project.

Bylaw 2024-49 received First Reading on November 12, 2024. Public hearing notifications were sent out in accordance with the Zoning Bylaw 2012-20, including:

- Newspaper advertisements were posted on November 22 and 29, 2024;
- Email notifications were sent to Kwanlin Dün First Nation, Ta'an Kwäch'än Council, Government of Yukon Land Management Branch, and the Whistle Bend Neighbourhood Association;
- Notification letters were delivered to owners of properties within 100 m of the subject site; and
- A notice sign was placed on each parcel.

A public hearing for this item was held on December 9, 2024. Nine written public input submissions were received and one member of the public spoke to the amendment at the public hearing.

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 objections were raised regarding the rezoning of the Recirculation Station from PG-Greenbelt to PU. Submissions however expressed concern regarding the proposed rezoning of the lands zoned PG that surround Lot 1139 (Heiland parcel) on Northeast Casca Boulevard to FP. The following matters were raised in the public hearing submissions:

- Loss of trails and greenspace;
- Planning and governance; and
- Other concerns

Loss of trails and greenspace

Concerns were raised regarding the potential loss of trails, recreational opportunities, and impacts on wildlife habitats and corridors. Rezoning the greenspace was seen as a significant threat to the quality of life within the neighbourhood, further reducing the already limited greenspaces in the area, with some noting the lack of alternative locations for trails and the improbability of a 10-meter buffer width to be maintained in a natural state. Finally, it was expressed that the current PG zone is appropriate for the area's current uses and that the proposed rezoning is unnecessary.

The future intention for the area is for it to be planned in line with the 2009 Whistle Bend Master Plan, which identified the area for development, and in conjunction with the Heiland parcel. Developing and servicing the Heiland parcel independently would be challenging due to its location and orientation. The area around the Heiland parcel is proposed to be rezoned to allow flexibility in the future master planning process, which will consider impacts to greenspace and trails.

The greenspace and trails will remain unaffected at this time by the rezoning to Future Planning as the intent of the proposed zone is to protect land in a generally undeveloped and natural state, with limited permitted uses allowed, until future rezoning occurs. Impacts on the greenspace and wildlife habitats, the need for trail relocation, and the adequacy of buffer widths will be evaluated as part of the future master planning process.

Planning and governance

Submitters noted the unclear rationale for rezoning to FP, assuming the land will eventually be developed. The process of rezoning the subject area to FP, with the potential for a reversal back to the PG zone after the conclusion of a master planning process, was also viewed as unnecessary. Additionally, there were concerns that the proposed rezoning was bypassing the requirements of the Land Use Master Plan Policy.

The Land Use Master Plan policy requires the consideration of all developable lands in an area to ensure coordination and the compatibility of uses. Rezoning the area to FP will therefore allow better flexibility and coordination in the future master planning process and serve as a temporary zone until appropriate zoning is determined through the master planning process.

A master plan will still be required under the Land Use Master Plan Policy for any subsequent rezoning or subdivision. The master plan requirement for the subject area was therefore waived on this basis for this rezoning application.

Other concerns

Members of the public raised several other concerns that are outside of the scope of the subject rezoning application, including:

- The zoning, design, development, drainage, and use of areas outside of the subject area;
- Traffic congestion and the road network; and
- Impact on property values.

As previously noted, the proposed rezoning will maintain the area in a generally undeveloped and natural state. The preparation of a master plan will also be required prior to the rezoning or subdivision of the subject area. Development in the area will therefore not occur until a master planning process is complete and the zoning has been determined and approved by Council.

Through the master planning process, concerns related to traffic and the use and compatibility of surrounding areas will be considered and addressed through further evaluations and studies. The public will have an opportunity to participate in the master planning process where these concerns will be more appropriately considered and addressed. Another public hearing will also occur as part of any subsequent rezoning, where the public will have another opportunity to participate and raise these concerns.

Next Steps

If Council approves this amendment, a master plan will be required prior to any future rezoning. Administration recommends approval of this rezoning to enable a comprehensive master planning process for the area, supporting efficient development while incorporating a mix of development and greenspace.

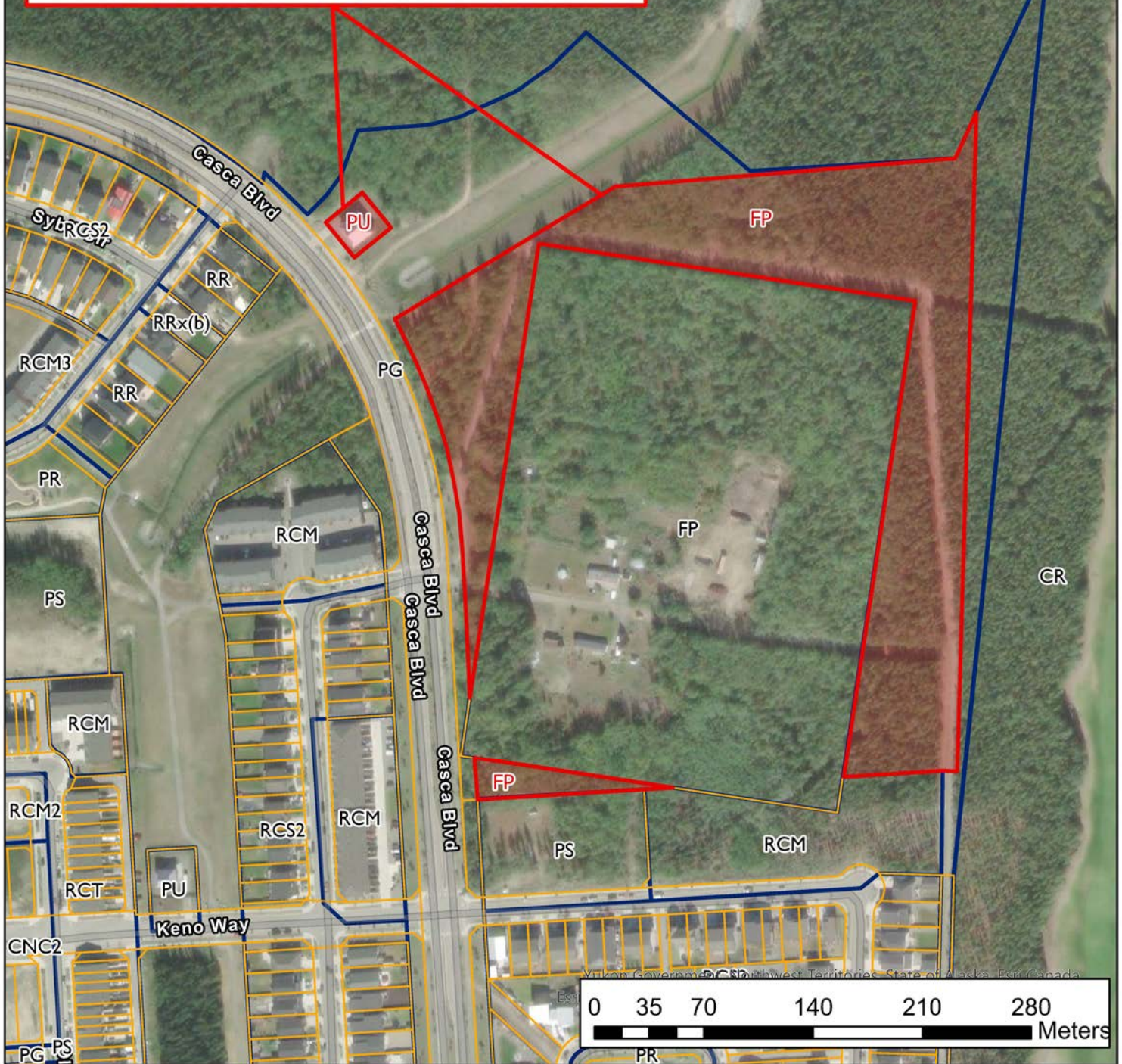
ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2024-49, a bylaw to amend the zoning of 401 Casca Boulevard and 4.61 ha of vacant Commissioner's land, from PG – Greenbelt to PU –Public Utilities and FP – Future Planning respectively, be brought forward at second and third reading under the bylaw process.

RCS




**Rezone
From PG - Greenbelt
To PU - Public Utilities and FP - Future Planning**



DATE:
10/8/2024 3:52 PM

FILE:
Z-13-2024 - Northeast Casca Blvd

 Subject Site

CITY OF WHITEHORSE - PLANNING AND SUSTAINABILITY SERVICES

Bylaw 2024-49

A Bylaw to amend the zoning of 401 Casca Boulevard and a 4.61 ha parcel of vacant Commissioner's land from PG – Green Belt to PU – Public Utilities and FP – Future Planning



CITY OF WHITEHORSE
BYLAW 2024-49

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 City of Whitehorse Zoning Bylaw be amended to establish zoning for 401 Casca Boulevard and 4.61 ha of vacant Commissioner’s land; and

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

1. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of 401 Casca Boulevard from PG – Greenbelt to PU – Public Utilities and of 4.61 ha vacant Commissioner’s land, located northeast of Casca Boulevard from PG – Greenbelt to FP – Future Planning 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: November 12, 2024
PUBLIC NOTICE: November 22 and 29, 2024
PUBLIC HEARING: December 9, 2024
SECOND READING:
THIRD READING and ADOPTION:

Kirk Cameron, Mayor

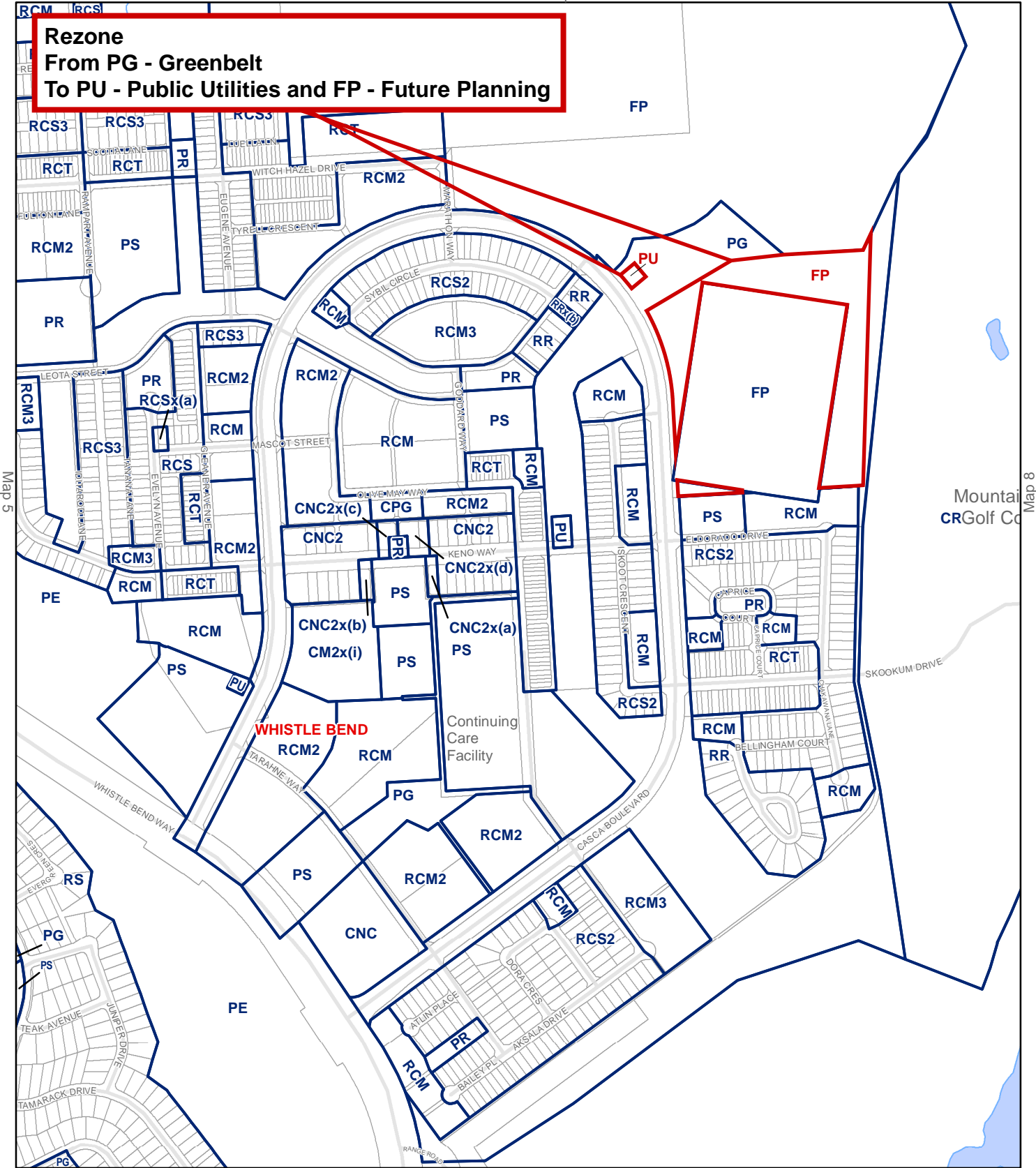
Corporate Services

MAP 7

Appendix A, Bylaw Map
Bylaw 2024-49

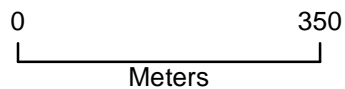
WHISTLE BEND (EAST)

Map 8



**Rezone
From PG - Greenbelt
To PU - Public Utilities and FP - Future Planning**

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



Consolidation date:
April 22, 2024

Projection: NAD 1983 UTM Zone 8

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: January 6, 2025
RE: Public Hearing Report – Selkirk Water Treatment Plant Upgrades

ISSUE

Public Hearing Report on a bylaw to amend the zoning of 18 Selkirk Street, from PS – Public Service to PSx – Public Service (modified), to allow for the development of the Selkirk Water Treatment Plant upgrades.

REFERENCES

- [Zoning Bylaw 2012-20](#)
- [Whitehorse 2040 Official Community Plan](#)
- [Trail Maintenance Policy 2021-02](#)
- Location Map (Attachment 1)
- Proposed Zoning Amendment Bylaw 2024-48 (Attachment 2)

HISTORY

An application was received from the City's Water and Waste Services Department to rezone three parcels, municipally known as 18 Selkirk Street, from PS to PSx (modified) to allow for the development of the Selkirk Water Treatment Plant upgrades (Attachment 1). The special modification would allow Public Utilities as a principal use, provided that the Public Utilities use is limited to water treatment plants, pump house and station developments, and electrical substations.

Bylaw 2024-48 received First Reading on November 12, 2024. The public hearing was held on December 9, 2024. Public hearing notifications were sent out in accordance with the Zoning Bylaw 2012-20, including:

- Newspaper advertisements were posted in the Yukon News on November 22, 2024 and November 29, 2024;
- Email notifications were sent to Kwanlin Dün First Nation, Ta'an Kwäch'än Council, Government of Yukon Land Management Branch, and the Riverdale Community Association;
- Notifications were delivered to property owners within 100 metres of the subject site; and
- Two notice signs were placed on the subject site.

A public hearing for this item was held on December 9, 2024. One person spoke to the amendment at the public hearing and no written input submissions were received before the deadline.

ALTERNATIVES

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

ANALYSIS

The following matters were raised in the public input submissions:

- Housing; and
- Trails.

Housing

A member of the public expressed that the OCP land use designation for the subject site is Residential – Urban and that housing would be a better use of the site due to its proximity to Downtown, the potential walkability of the site, and surrounding uses. They also expressed that a better location for the Selkirk Water Treatment Plant would be at the back of the Riverdale neighbourhood.

The OCP permits public utilities and infrastructure in any land use designation (policy 13.5). While the primary intent of the Residential - Urban OCP designation is to accommodate a wide range of residential housing forms, it allow for compatible uses.

The PS zone allows for housing as a conditional use. The proposed zoning therefore does not remove the ability to develop housing on the subject site. Since the Water Treatment Plant will only occupy a portion of the subject site, it is still possible that housing could be developed elsewhere on the site if the City considers this an appropriate use in the future.

Furthermore, the City does not own land at the back of the Riverdale neighbourhood so it is not possible to locate the new Water Treatment Plant there without the additional costs of purchasing land. The suggested location would also increase the facility costs and cause disruption to the Riverdale neighbourhood to transport water further from the source for treatment.

Trails

A member of the public expressed concerns that the trails located within the subject site could be impacted by the proposed development.

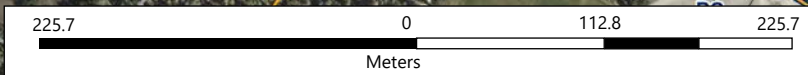
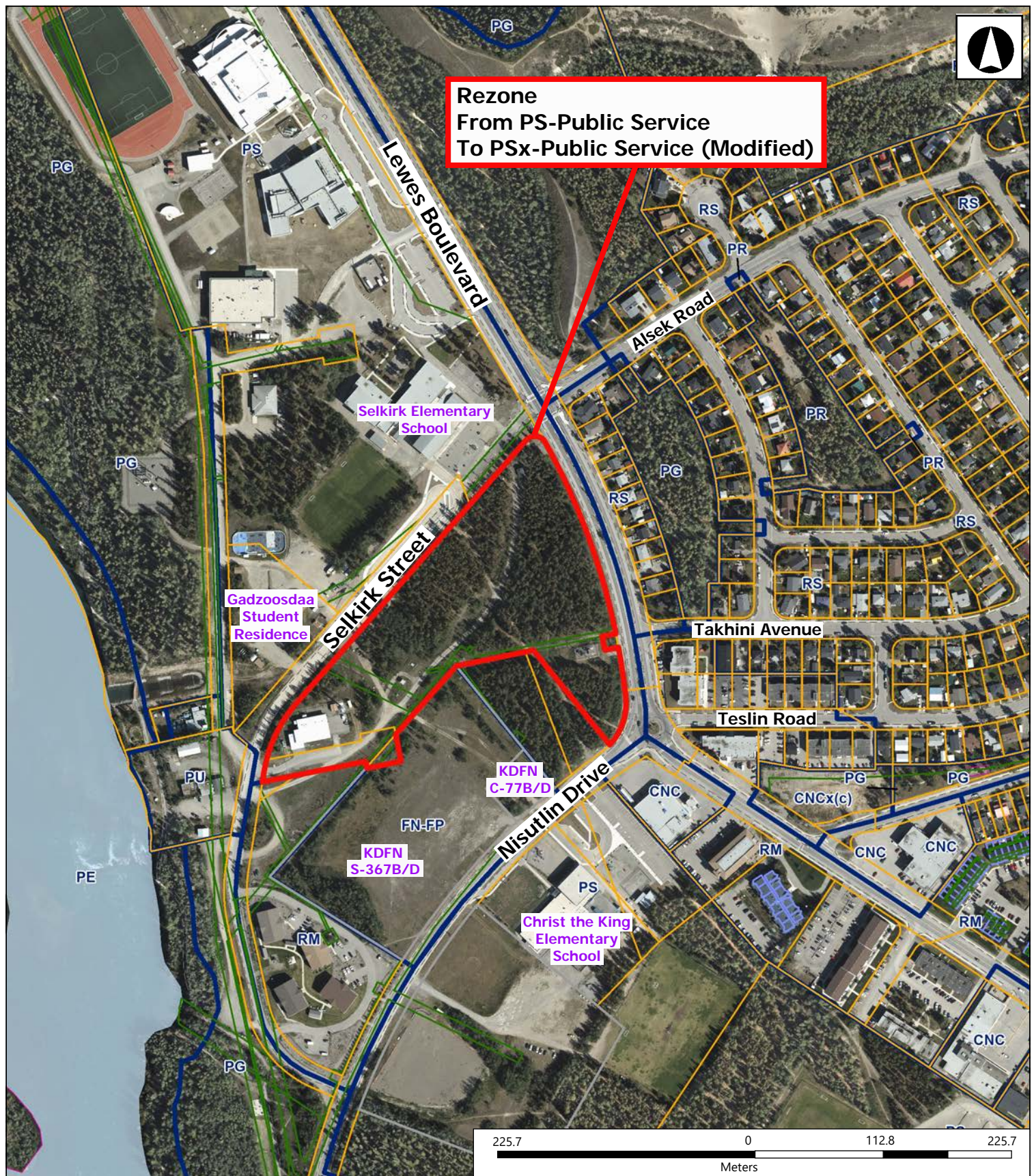
Trails can be observed from the vicinity of Selkirk Elementary School through the subject site to the parking lot area of Christ the King Elementary School. The proposed Selkirk Water Treatment Plant upgrades are proposed northeast of the existing communications tower along Selkirk Street. It is not anticipated that the trails will be impacted. Notwithstanding this, the City is not obligated to maintain the trails as they have not been adopted under the Trail Maintenance Policy.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2024-48, a bylaw to amend the zoning of 18 Selkirk Street, from PS – Public Service to PSx – Public Service (modified), be brought forward at second and third reading under the bylaw process.



**Rezone
From PS-Public Service
To PSx-Public Service (Modified)**



SCALE:
1:4,514
DATE:
November 4, 2024
FILE:
Z-11-2024

CITY OF WHITEHORSE - PLANNING & SUSTAINABILITY SERVICES

Proposed Bylaw 2024-48
An application to amend the zoning of 18 Selkirk Street, from PS – Public Service to PSx – Public Service (modified).



CITY OF WHITEHORSE
BYLAW 2024-48

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 water treatment plant upgrades and bring current uses into conformance at Lot 1172, Quad 105D/11, Plan 84109 CLSR YT, Lot 341, Group 804, Plan 43448 CLSR YT, Parcel A Lot 332, Group 804, Plan 42448 CLSR YT, municipally known as 18 Selkirk Street;

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

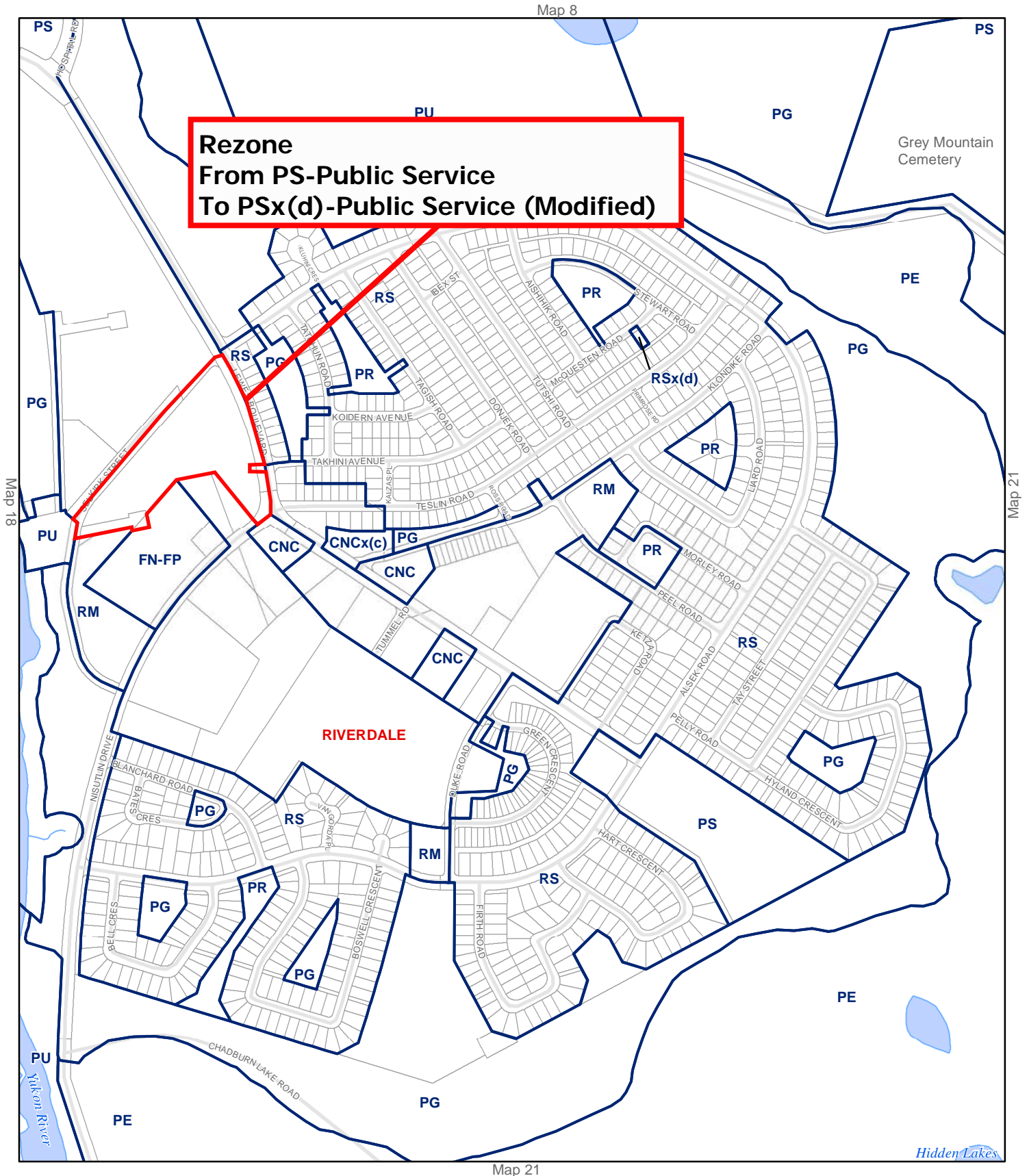
1. Section 12.4.7 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 12.4.7 d), as follows:

“d) Lot 1172, Quad 105D/11, Plan 84109 CLSR YT, Lot 341, Group 804, Plan 43448 CLSR YT, and Parcel A Lot 332, Group 804, Plan 42448 CLSR YT, located at 18 Selkirk Street, is designated PSx with the special modification being that Public Utilities is permitted as a principal use, provided that the Public Utilities use is limited to water treatment plants, the development of pump houses and stations, and electrical substations.”
2. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of 18 Selkirk Street from PS – Public Service to PSx(d) – Public Service (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:	November 12, 2024
PUBLIC NOTICE:	November 22 and 29, 2024
PUBLIC HEARING:	December 9, 2024
SECOND READING:	
THIRD READING and ADOPTION:	

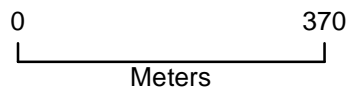
Kirk Cameron, Mayor

Corporate Services



**Rezone
From PS-Public Service
To PSx(d)-Public Service (Modified)**

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



Consolidation date:
April 22, 2024

Projection: NAD 1983 UTM Zone 8

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Paolo Gallina

Vice-Chair: Jenny Hamilton

January 6, 2025

Meeting #2025-01

1. Building and Plumbing Bylaw Amendments Phase 1
Presented by Peter Duke, Manager, Land and Building Services
2. Housing and Land Development Advisory Committee Recommendations – Residential Development Zoning Amendments
Presented by Darcy McCord, Senior Planner, Planning and Sustainability Services and Byrony McIntyre, Chair, Housing and Land Development Advisory Committee
3. Housing and Land Development Advisory Committee Recommendations – Land Availability and Development, and Incentives
Presented by Mike Gau, Director, Development Services and Byrony McIntyre, Chair, Housing and Land Development Advisory Committee
4. New Business

ADMINISTRATIVE REPORT

TO: Development Services Committee
FROM: Administration
DATE: January 6, 2025
RE: Building and Plumbing Bylaw Amendments Phase 1

ISSUE

Amendments to the Building and Plumbing Bylaw and Fees and Charges Bylaw to amend the inspection types and timelines, adjust the timeline for permit expiry, discount permit rates, and make several proposed administrative edits.

REFERENCE

- [Municipal Act](#)
- [Yukon Building Standards Act](#)
- [National Building Code of Canada](#)
- [2024 Building Permit Backlog Report](#)
- [Building and Plumbing Bylaw 99-50](#)
- [Building and Plumbing Bylaw Proposed Amendments \(Redline\)](#)
- Proposed Bylaw 2025-04 (Attachment 1)
- Proposed Bylaw 2025-12 (Attachment 3)

HISTORY

The Building and Plumbing Bylaw was originally adopted in October 1999 to administer standards for construction, demolition, removal, or alteration of any building or structure within municipal boundaries, as per the *Yukon Building Standards Act* and the *National Building Code of Canada*.

Administration is bringing forward edits to the bylaw to adjust the number and type of inspections required for construction projects and the timeframe for expiry of permits.

The City recently commissioned the 2024 Building Permit Backlog Report which chronicles the events that led up to the backlog, the City's response, and recommendations moving forward. Many of the recommendations are process improvements that do not require bylaw amendments; however, the 6-month expiry of permits does require an amendment to the Building and Plumbing Bylaw which is outlined below. Two of the other notable recommendations are: 1) the creation of Council endorsed service level targets for building permits, and 2) the removal of financial disincentives that impede early season submissions.

ALTERNATIVES

1. Proceed with the amendments under the bylaw processes, endorse the proposed building permit service level targets, and to direct Administration to defer collection of development permit securities until issuance of a building permit; or
2. Do not proceed with the amendment.

ANALYSIS

The changes being proposed by Bylaw 2025-04 include:

Adjusting Inspection Type

Currently, Section 44 of the Building and Plumbing Bylaw lists the stages of work which are required to be inspected and approved prior to continuing with a construction project. One of these stages is *Framing, Insulation, and Vapour Barrier/Rough-in with Test On*.

Administration is proposing to split this inspection stage into separate Framing and Insulation and Vapour Barrier stages, as it is difficult to inspect framing work once insulation and vapour barrier has been installed.

This amendment will result in an additional inspection for construction projects, but will ensure that a more accurate review of framing work has been completed. In practice, the City is already conducting these inspections.

Extend Timeframe for Cancelling Permits

Currently, section 15 of the Building and Plumbing Bylaw states that a permit shall expire if the work authorized by the permit is not commenced within six months of issuance. Administration is recommending that this regulation be increased to a twelve-month period.

Other Changes

Administration is also proposing several grammatical/administrative edits to the Building and Plumbing Bylaw that will result in clarification of existing regulations but no change to how they are implemented.

Council Endorsed Building Permit Service Level Targets

The consultant has recommended that Council endorse service level targets building permit issuance. They are composed of two sets of targets, one for simple structures that do not typically require an engineer (Part 9 structures), and one for more complex structures that do require an engineer (Part 3 structures). The processing days are based on a standard Land & Building Services (Monday – Friday) work week, excepting statutory holidays. The recommendations are as follows:

Part 9 Building Permit applications should be deemed complete / incomplete within 5 City controlled processing days.

Part 3 Building Permit applications should be Deemed Complete / Incomplete within 10 City controlled processing days

Once Deemed Complete, Part 9 Building Permit applications should receive a subsequent Building Permit issuance decision (Approved/Refused) within 15 City controlled processing days

Once Deemed Complete, Part 3 Building Permit applications should receive a subsequent Building Permit issuance decision (Approved/Refused) within 25 City controlled processing days

Once Notified of Readiness for a mandatory new housing inspection, the mandatory inspection should be executed by the City within 3 business days

Eliminate Financial Disincentives

This recommendation would allow for builders to defer payment of development permit securities until issuance of the building permit. This allows them to apply early without having large sums of money tied up. There are benefits to both the City and builders as applications could be spread out more evenly and potentially lessen the peak season rush. This recommendation does not require a bylaw amendment as it is solely a process improvement; however, Council could direct administration to make this change if they are in favor of it.

Introduce Financial Incentives

Administration is proposing a financial incentive over and above what is recommended in the consultant report to encourage builders to submit their applications early. All building permit applications for all building permit applications for single-detached, garden and living suites, duplex, triplex, fourplex, townhouse and courtyard housing deemed complete from November 1st to February 28th would qualify for a reduced rate equal to approximately 10% on building permit fees. This would apply retroactively to all applications deemed complete after January 1st, 2025.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2025-04, a bylaw to amend the Building and Plumbing Bylaw to adjust inspection types and extend permit timelines, be brought forward for consideration under the bylaw process;

THAT Council direct that Bylaw 2025-12, a bylaw to amend the Fees and Charges Bylaw, be brought forward for consideration under the bylaw process;

THAT Council endorse the building permit service level targets; and

THAT Council direct Administration to defer collection of development permit securities until issuance of a building permit.

CITY OF WHITEHORSE
BYLAW 2025-04

A bylaw to amend Building and Plumbing Bylaw 99-50

1. WHEREAS section 265 of the *Municipal Act* (1998) provides that Council may, subject to the *Building Standards Act*, pass bylaws for municipal purposes respecting building standards or codes, and regulation of the construction, demolition, removal, or alteration of any building or other structure, and
2. WHEREAS section 265 of the *Municipal Act* provides that Council may by bylaw provide for protection of persons and property including fire protection, and
3. WHEREAS section 266 of the *Municipal Act* provides that Council may by bylaw provide for a system of licences, inspections, permits, or approvals, including establishing fees for the activity authorised, and
4. WHEREAS sections 2.1 and 2.4 of the *Building Standards Act* adopt a building code for all of the Yukon Territory and provides that Council may by bylaw enforce the code with inspectors appointed by the municipality;
5. NOW THEREFORE the Council of the municipality of the City of Whitehorse, in open meeting assembled, hereby ENACTS AS FOLLOWS:
6. Section 5 of Building and Plumbing Bylaw 99-50 is hereby amended by modifying the existing definition of “CONSTRUCTOR/CONTRACTOR” to read as follows:

“CONSTRUCTOR/CONTRACTOR” means a person who contracts with an owner or their authorised agent to undertake a project, and includes an owner who contracts with more than one person for the work on a project or undertakes the work on a project or any part thereof.”
7. Section 5 of Building and Plumbing Bylaw 99-50 is hereby amended by adding a new definition of “INSPECTOR” to read as follows:

“INSPECTOR” means a person employed as a Building Official by the City of Whitehorse.”
8. Section 11 of Building and Plumbing Bylaw 99-50 is hereby amended by modifying existing section 11 to read as follows:

“11. To obtain a permit the owner or their agent shall file an application in writing with the Authority Having Jurisdiction. Such application shall be on a prescribed form adopted for use by the Authority Having Jurisdiction.”
9. Section 12 of Building and Plumbing Bylaw 99-50 is hereby amended by modifying existing section 12 to read as follows:

“12. Every complete application shall:

- (1) identify and describe in detail the work and occupancy to be covered by the permit for which application is made;
- (2) describe the land on which the work is to be done by a description that will readily identify and locate the building lot;
- (3) include plans and specifications containing such detail as is required by the Authority Having Jurisdiction, and show the occupancy of all parts of the building;
- (4) state the valuation of the proposed work and be accompanied by the required fee, as per the Fees and Charges Bylaw; and
- (5) state the names, addresses and telephone numbers of the owner, architect, engineer or other designer and constructor.”

10. Section 14 of Building and Plumbing Bylaw 99-50 is hereby amended by modifying existing section 15 to read as follows:

“14. When an application for a permit has not been completed in conformance with this bylaw within twelve months after the date of filing, the application may be deemed to have been abandoned.

11. Section 15 of Building and Plumbing Bylaw 99-50 is hereby amended by modifying existing section 15 to read as follows:

“15. A permit shall expire and the right of an owner under the permit shall be terminated if the work authorised by the permit is not commenced within twelve months from the date of issue of the permit and actively carried out thereafter, or if work is suspended for a period of 12 months.

12. Section 23 of Building and Plumbing Bylaw 99-50 is hereby amended by modifying existing subsection 23 (1) to read as follows:

“(1) Permit fees may be refunded, as specified in the Fees and Charges Bylaw, only upon written request of the applicant, up to twelve months after the date of issue subject to the following condition:

13. Section 23 of Building and Plumbing Bylaw 99-50 is hereby amended by modifying existing subsection 23 (6) to read as follows:

“23. (6) No permit for a temporary building shall be issued for a period exceeding nine (9) months, except as provided for in a temporary use development permit.”

14. Section 27 of Building and Plumbing Bylaw 99-50 is hereby amended to read as follows:

“27. A permit for a temporary building may be extended provided permission in writing is granted by the Authority Having Jurisdiction. Requests for extension must be submitted by the owner in writing prior to expiry.

15. Section 44 of Building and Plumbing Bylaw 99-50 is hereby amended by modifying existing section 44 to read as follows:

- “44. The following stages of work are required to be inspected and approved prior to continuing or covering:
- (1) Siting and Foundation/Water and Sewer Service;
 - (2) Foundation and Damp-proofing/Plumbing rough-in Under Slab;
 - (3) Framing;
 - (4) Insulation and Vapour Barrier/Rough-in with Test On
 - (5) Chimney, Heating, and Mechanical Systems/Water Turn On and Frost Protection; and
 - (6) Occupancy and/or Final/Final Plumbing.”

16. Section 46 of Building and Plumbing Bylaw 99-50 is hereby amended by modifying existing section 46 to read as follows:

- “46. Every owner shall make or have made at their own expense the tests or inspections necessary to prove compliance with this bylaw and shall promptly file a copy of all such test or inspection reports with the Authority Having Jurisdiction.”

17. Section 48 of Building and Plumbing Bylaw 99-50 is hereby amended by modifying existing section 48 to read as follows:

- “48. When required by the Authority Having Jurisdiction, every owner shall uncover and replace at their own expense any work that has been covered contrary to an order or the provisions of this bylaw.”

18. Section 78 of Building and Plumbing Bylaw 99-50 is hereby amended by modifying existing section 78 to read as follows:

- “78. Where any failure occurs which causes or has the potential to cause injury or loss of life, the Authority Having Jurisdiction may require the owner or their agent to submit a report stating:
- (1) the name and address of the owner of the building;
 - (2) the address or location of the building involved in the failure;
 - (3) the name and address of the constructor; and
 - (4) the nature of the failure.

19. 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:

Mayor

Corporate Services

CITY OF WHITEHORSE
BYLAW 2025-12

A bylaw to amend Fees and Charges Bylaw 2014-36

WHEREAS section 220 of the *Municipal Act* provides that council may by bylaw amend or vary bylaws; and

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

WHEREAS it is deemed desirable that the Fees and Charges Bylaw be amended to reflect changes required as a result of a review;

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 and substituting therefore new Schedule 1, attached hereto as Appendix "A" and forming part of this bylaw.
2. This bylaw shall come into full force and effect on and from final passage thereof.

FIRST and SECOND READING:

THIRD READING and ADOPTION:

Mayor

Corporate Services

**Appendix A
City of Whitehorse
Fees and Charges Manual**

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

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2024-24	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2025-12	EFFECTIVE DATE	FEE IF GST APPLICABLE
Land & Building Services	Building File Information			each	\$ 75.00	1-Jan-22	\$ 78.75	\$ 75.00	1-Jan-22	\$ 78.75
Land & Building Services	Building Permit	Base Rate of \$150.00 plus .71% of construction value		minimum	\$ 150.00	1-Jan-22	no gst	\$ 150.00	1-Jan-22	no gst
Land & Building Services	Building Permit	Base Rate of \$150.00 plus .71% of construction value for single-detached, garden and living suites, duplex, triplex, fourplex, townhouse and courtyard housing	Applications deemed complete as per Bylaw 99-50 from March 1 to October 31	minimum				\$ 150.00	1-Jan-25	no gst
Land & Building Services	Building Permit	Base Rate of \$135.00 plus .64% of construction value for single-detached, garden and living suites, duplex, triplex, fourplex, townhouse and courtyard housing	Applications deemed complete as per Bylaw 99-50 from November 1 to February 28 (29)	minimum				\$ 135.00	1-Jan-25	no gst
Land & Building Services	Building Permit	Designated municipal historic resource		each	\$ -	27-Jan-03	no gst	\$ -	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	27-Feb-24	no gst
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	1-Jan-22	no gst
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	1-Jan-22	no gst
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	14-Mar-05	no gst
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	1-Jan-22	no gst
Land & Building Services	Special Inspection	Special Inspection not under a permit		each	\$ 150.00	1-Jul-22	no gst	\$ 150.00	1-Jul-22	no gst
Land & Building Services	Heating Appliance Permit	Wood stoves and appliances		each	\$ 150.00	1-Jul-22	no gst	\$ 150.00	1-Jul-22	no gst
Land & Building Services	Mechanical Permit	(Sprinkler) \$150.00 minimum or .71% of contract price		minimum	\$ 150.00	1-Jan-22	no gst	\$ 150.00	1-Jan-22	no gst
Land & Building Services	Plumbing Permit	Minimum \$150.00 plus \$7.50 per fixture		minimum	\$ 150.00	1-Jan-22	no gst	\$ 150.00	1-Jan-22	no gst
Land & Building Services	Temporary Building	Fee plus \$500.00 deposit		each	\$ 150.00	1-Jul-22	no gst	\$ 150.00	1-Jul-22	no gst
Land & Building Services	Controlled Substance Properties	Service Fees as defined in the Controlled Substance Properties Bylaw		all costs	cost +	24-Sep-07	no gst	cost +	24-Sep-07	no gst
Land & Building Services	Controlled Substance Properties	Inspection Fee		each	\$ 550.00	27-Feb-24	no gst	\$ 550.00	27-Feb-24	no gst
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	27-Feb-24	no gst
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	27-Feb-24	no gst
Land & Building Services	Address Changes	Changing a municipal address	No relocation	each	\$ 250.00	27-Feb-24	no gst	\$ 250.00	27-Feb-24	no gst
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	27-Feb-24	no gst
Land & Building Services /Bylaw	Business License	Door to Door Salesperson, Non Resident Business	Surcharge	each +	\$ 931.00	27-Feb-24	no gst	\$ 931.00	27-Feb-24	no gst
Land & Building Services /Bylaw	Business License	Door to Door Salesperson, Resident Business	Surcharge	each +	\$ 205.00	27-Feb-24	no gst	\$ 205.00	27-Feb-24	no gst
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	27-Feb-24	no gst
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	27-Feb-24	no gst
Land & Building Services /Bylaw	Business License	Mobile Home Park over 5 spaces	Surcharge	per space+	\$ 8.71	27-Feb-24	no gst	\$ 8.71	27-Feb-24	no gst
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	27-Feb-24	no gst

**Appendix A
City of Whitehorse
Fees and Charges Manual**

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2024-24	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2025-12	EFFECTIVE DATE	FEE IF GST APPLICABLE
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	27-Feb-24	no gst
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	27-Feb-24	no gst
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	27-Feb-24	no gst
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	27-Feb-24	no gst
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	27-Feb-24	no gst
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	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	\$ -	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	\$ 200.00	24-Feb-20	no gst
Land & Building Services	Development Cost Charge	Development Incentive Application	Suite Development Incentive	each	\$ 50.00	25-Mar-24	no gst	\$ 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	\$ 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

**Appendix A
City of Whitehorse
Fees and Charges Manual**

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2024-24	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2025-12	EFFECTIVE DATE	FEE IF GST APPLICABLE
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
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
Land & Building Services	Development Permit Refund	Development Permit Refund	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	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	25-Mar-24	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

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: January 6, 2025
RE: Housing and Land Development Advisory Committee Recommendations – Residential Development Zoning Amendments

ISSUE

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

REFERENCE

- [Zoning Bylaw 2012-20](#)
- [Whitehorse 2040 Official Community Plan](#)
- [Municipal Act](#)
- Zone Abbreviations Legend (Attachment 1)
- HLDAC Zoning Recommendations (Attachment 2)
- Proposed Zoning Amendment Bylaw 2025-10 (Attachment 3)

HISTORY

A Zoning Bylaw is an important planning document that is required to implement the vision and policy directions of an Official Community Plan (OCP). In accordance with the *Municipal Act*, a Zoning Bylaw must be adopted or amended for the lands affected by an OCP within two years of the adoption or amendment of the OCP. The 2040 OCP was adopted on March 27, 2023, and the City entered into a contract with a consultant to provide planning services to rewrite the Zoning Bylaw.

On August 7, 2023, the Housing and Land Development Committee (HLDAC) presented recommended short-term amendments to the Zoning Bylaw which were referred to the consultant to review and consider as part of the first round of public engagement. Several of the recommendations were subsequently approved by Council on April 22, 2024 through Bylaw 2024-16.

After further review, HLDAC is proposing the following three additional amendments be brought forward as an amendment to the Zoning Bylaw to ensure that the immediate impacts of the amendment to allow four units per lot in urban 'single detached' zones can be realized:

1. Increase the maximum building height in the following zones to 12.5 m or to allow for no more than three (3) stories above ground: RC2, RCS, RCS2, RCS3, RCT, RCT2, RD, RR, RS, RS2, RCM3 (see Attachment 1: Zone Abbreviations for full name of each zone);
2. Increase the maximum building height in the following zones to 20 m: RCM, RCM2, RM, CNC, CN, and CNC2; and
3. Remove minimum parking requirements other than for accessible parking in residential uses.

Development Review Committee

On December 11, 2024, the proposed zoning amendments were reviewed by the Development Review Committee (DRC). Members of DRC identified a variety of constraints and operating impacts that could result from some of these proposed changes. DRC noted that an increase in building height to 12.5 m in the proposed residential zones was too high as it could allow for the development of four storey buildings and therefore concluded that a maximum building height of 11 m was more appropriate. Increasing the maximum building height to 20 m in the RCM2 and RM zones was deemed appropriate but the amendment was not supported in the other proposed zones. It was noted that increasing the maximum site coverage could also achieve more density while ensuring that building heights are not too imposing. Following the DRC review, HLDAC modified the proposed amendments to restrict buildings to three storeys in the zones where they had proposed a maximum building height of 12.5 m to address the concern from DRC.

In addition, DRC expressed several concerns regarding an outright removal of parking requirements in residential zones as proposed by HLDAC. Concerns were related to waste collection and snow removal conflicts, and lack of enforcement capacity, if elimination of on-site parking requirements results in increased demand for street parking. DRC expressed that while making car ownership less convenient could encourage a transition to transit and other transportation modes, the supply of alternative transportation modes is not currently sufficient to induce a widespread shift away from car ownership. The City would need a plan and associated budget to address the implications of any reduced residential parking beyond what was already approved.

Schedule

The proposed schedule for the Zoning Bylaw amendment is:

Planning Committee:	January 6, 2025
First Reading:	January 13, 2025
Newspaper Ads:	January 17 and January 24, 2025
Public Hearing:	February 10, 2025
Report to Committee:	March 3, 2025
Second and Third Reading:	March 10, 2025

ALTERNATIVES

1. Proceed with the amendment under the bylaw process;
2. Refer the recommendations to the Zoning Bylaw Rewrite project; or
3. Do not proceed with the amendment.

ANALYSIS

The OCP states under policy 9.1 that the City will encourage the construction of a variety of housing types that reflect the housing continuum. While the proposed amendments present an opportunity for increased residential development, the City is already engaged in the Zoning Bylaw Rewrite project where consideration of these recommendations is more appropriate. A draft Zoning Bylaw is anticipated to be ready for public engagement by March or April 2025, however if these amendments were to be adopted, it could cause some confusion if the current Zoning Bylaw is amended while public engagement on a new Zoning Bylaw is underway. This might affect the timing of the engagement process, as the amendments would need to be integrated into the engagement materials. Nevertheless, the proposed amendments are further discussed below.

1. Increase the maximum building height in the following zones to 12.5 m notwithstanding a maximum of three (3) stories above ground: RC2, RCS, RCS2, RCS3, RCT, RCT2, RD, RR, RS, RS2, and RCM3.

The rationale provided by HLDAC for increasing the maximum building height to 12.5 m in the zones noted above, is to:

- Allow the full potential of the amendment approved on April 22, 2024 that allows four (4) units on all 'single detached' lots;
- Allow for the development of buildings with three (3) storeys above grade; and
- Develop living suites at grade to provide accessible housing options.

The maximum building height in the majority of these zones is currently 10 m. A 10 m building height can already accommodate a three storey development with a flat or low-pitch roof, as the current method of determining building height is to measure to the highest point on the roof. Increasing the maximum height could enable buildings with flat or low-pitch roofs to be built even higher, which could result in a building with a shape and volume that is not consistent with its surroundings and too imposing.

Additionally, the OCP limits building heights in Old Town to 10 m through policy 15.16.3 so it is not possible to increase the maximum building height to 12.5 m in the RD zone without first amending the OCP.

If the intent of this amendment is to increase building heights to allow the peak of a roof to be higher, Administration recommends a different approach to measuring building height such as using average height rather than peak height. Consideration of alternative building height calculation methods would be better suited for the Zoning Bylaw Rewrite project.

2. Increase the maximum building height in the following zones to 20 m: RCM, RCM2, RM, CNC, CN, and CNC2.

The rationale provided by HLDAC for increasing the maximum building height to 20 m in the zones noted above is to distribute density throughout the city rather than concentrating it in Downtown and to incentivize commercial developments to build higher and include residential units.

The purpose of the RCM2 and RM zones are to provide higher density multiple housing. An increase in maximum building height from 15 m to 20 m is appropriate per OCP policy 8.21 and aligns with the intention of these zones.

The purpose of the RCM zone is to provide a medium density transition zone that is compatible with adjacent lower density housing types. The maximum building height is currently 15 m in the RCM zone. Increasing the maximum height to 20 m would eliminate the ability to provide a transition between the higher density zones, such as RCM2 or RM, and lower density residential uses. Maintaining this transitional zone is supported by OCP policy 8.18 which states that density transitions will be provided between Urban Centres and their surrounding residential neighbourhoods to reduce the negative impacts on lower density uses.

The purpose of the CN zone is to provide the day-to-day commercial and service needs to residents of a neighbourhood and the purpose of the CNC zone is to provide low intensity commercial and residential uses in the transitional zone around the periphery of a neighbourhood. The current maximum building height is 10 m in the CN zone and 15 m in the CNC zone. An increase in building height to 15 m in the CN zone would align the two zones and help fulfil the OCP policies of increasing density in the neighbourhood centres.

However, an increase to 20 m in the CN and CNC zones would be a significant change (double and 1/3 increase respectively) and could reduce their ability to provide density transitions with the surrounding residential neighbourhoods.

The CNC2 zone is only found on the commercial portion of Keno Way in Whistle Bend. The current maximum building height in this zone is 12 m. Administration does not advise amending the maximum building height for this area at this time as several lots are currently under construction or property owners are in the process of obtaining permits.

Overall, although Administration supports an increase in the maximum building height to 20 m in the RCM2 and RM zones, Administration recommends that any consideration of building height increases occurs as part of the Zoning Bylaw Rewrite project in order to facilitate a timely conclusion and comprehensive review of the project, reduce confusion, and enable a more fulsome public engagement prior to the public hearing process of the proposed new bylaw.

3. Remove minimum parking requirements other than for accessible parking in residential zones.

HLDAC's rationale for removing parking requirements, with the exception of accessible parking, for all residential uses is that the full extent of allowing four (4) units on all 'single detached' residential lots cannot be realized unless other site design requirements are relaxed.

The OCP contains a hierarchy of transportation modes through policy 11.2 which lists personal vehicles and driving as the lowest mode. Furthermore, OCP policies 11.6 and 11.7 state that the City will encourage a transition to electric vehicles and a shift towards active and shared transportation modes. While the proposed amendment may expedite a shift towards the use of public transit and active transportation, in addition to allowing for larger developable areas on lots and potentially more housing, it will have implications on on-street parking availability, snow removal, and waste collection operations that require further consideration.

Rather than eliminating parking requirements for all residential uses, Administration recommends a phased approach by first reducing parking requirements in targeted areas. Urban Centres and areas within the urban core are likely best positioned to adapt to reduced parking availability due to their proximity to transit services and active transportation infrastructure. Reduced parking requirements in these areas could be complemented with increased bicycle parking requirements or electric vehicle charging stations.

An amendment such as this will have implications on other City policies and likely require amendments to other City Bylaws and documents. A reduction or elimination of parking requirements should be considered within the broader Zoning Bylaw Rewrite project as it has the potential to have significant impacts. Coordination with several City departments will also be required in order to update documents, address staffing, and adjust operational budgets.

ADMINISTRATIVE RECOMMENDATION

THAT Council refer the HLDAC recommendations to the Zoning Bylaw Rewrite project.

Attachment 1: Zone Abbreviations

RC2 – Country Residential 2

RCS – Comprehensive Residential Single Family

RCS2 – Comprehensive Residential Single Family 2

RCS3 – Comprehensive Residential Single Family 3

RCT – Comprehensive Residential Townhouses

RCT2 – Courtyard Townhouses

RD – Residential Downtown

RR – Restricted Residential Detached

RS – Residential Single Detached

RS2 – Residential Single Detached 2

RCM3 – Cottage Cluster Homes

CNC – Comprehensive Neighbourhood Commercial

CN – Neighbourhood Commercial

CNC2 – Comprehensive Neighbourhood Commercial 2

HLDAC Recommendations Related to Zoning Bylaw - Additional Recommendations

The Housing and Land Development Advisory Committee had provided recommended amendments to the Zoning Bylaw in 2024. City Council approved a portion of the recommendations around the Zoning Bylaw to be done immediately and further ones were deferred to be included in the larger Zoning Bylaw review being undertaken by the City. HLDAC, after further review and discussion, has determined that the following three recommendations need to be done to ensure that the immediate impacts of the provision of up to 4 units on a parcel can be realized. Without implementing these three recommendations, it will be challenging or virtually impossible for a builder or owner to get to the maximum allowable units on their property.

In addition to the short-term amendments presented by the committee on August 7, 2023 and passed by Council on April 22, 2024, the committee resolved and recommends that Council considers the following Zoning Bylaw amendment:

Recommendation 1:

- Increase maximum building height in the following zones to 12.5m or to allow for no more than 3 stories above ground: RC2, RCS, RCS2, RCS3, RCT, RCT2, RD, RR, RS, RS2, RCM3.

Rationale:

- This recommendation should have been included in the first round of recommendations. This was an oversight by the committee.
- The committee believes that building 4 units on one lot with the 10m height constraints is unachievable.
- 12.5m max height would allow builders to build suites at grade to provide accessible housing options to people with limited mobility and encourage people to age in place. This can result in the added benefit of adding more units that meet these particular needs.
- Effectively going to this height can allow for 3 stories above grade (for example stacked triplexes or duplexes)
- Allowing building up instead of out works to relieve potential urban sprawl by focusing development within existing developments.

Recommendation 2:

- Increase maximum building height in the following zones to 20m: RCM, RCM2, RM, CNC,CN, and CNC2.

Rationale:

- Creates a more distributed density throughout our city rather than in on concentrated area such as downtown in order to increase housing stock and improve livability of neighbourhoods and can have the result of building mixes commercial/residential communities within neighbourhoods.
- Can work to incentivize a commercial development to build more stories (residential units) instead of just one floor (strip mall kind of development).

Recommendation 3:

Remove minimum parking requirements other than for accessible parking in residential uses. Approval of this recommendation may require implementation of other parking management tools or ensuring that street widths can accommodate more street parking in new developments.

Rationale:

August 7, 2024 the committee recommended that Council considers removing parking requirements in residential zones. The recommendation was deferred to the Zoning Bylaw Re-Write project. Merely eliminating single-detached housing will not increase housing stock. To unleash the conversion of single-detached neighbourhoods requires peeling back layers of regulations. This means relaxing overly stringent site requirements such as site setbacks, site coverage and parking requirements and increasing maximum building heights. All of these constraints must be addressed together in order to enable conversion and densification.

CITY OF WHITEHORSE
BYLAW 2025-10

A bylaw to amend Zoning Bylaw 2012-20

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

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

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

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

- Section 6 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 6.7.7 to read as follows:

“Garden suites shall have unobstructed pedestrian access to a street frontage to the satisfaction of a Development Officer.”

- Section 6 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 6.13.3 to read as follows:

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

- Section 7 of the Zoning Bylaw 2012-20 is hereby amended by modifying the existing Table 7.3.6 a) Residential Parking Requirements to read as follows:

Development	Parking Spaces		Loading Spaces		Class 2 Bicycle Parking Number
	Spaces	Per	Spaces	Per	
Housing, Apartment*	0	Dwelling unit	1	Up to 930m ² GFA	1 per building
			1	Over 930m ² GFA	
Housing, Multiple (excluding apartments)*	0	Dwelling unit	N/A	N/A	1 per building
Living and Garden Suites	0	Living or garden suite	N/A	N/A	N/A
Temporary Shelter Services, B&B Lodging and Supportive Housing	0	2 sleeping units	N/A	N/A	N/A
Housing for Senior Citizens, regardless of housing type	0	Dwelling unit	N/A	N/A	1
Residential Care Homes	0	Each staff on shift within any 24-hour period	N/A	N/A	1

4. Section 7 of the Zoning Bylaw 2012-20 is hereby amended by deleting existing subsections 7.3.7 a), f), and h), and renumbering the remaining subsections accordingly.
5. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.2.5 d) to read as follows:

“9.2.5 Development Regulations
d) The maximum height is 12.5 m, and no more than 3 storeys above grade.”
6. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.3.5 d) to read as follows:

“9.3.5 Development Regulations
d) The maximum height is 20.0 m.”
7. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.4.5 c) to read as follows:

“9.4.5 Development Regulations
c) The maximum height is 20.0 m.”
8. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.5.5 d) to read as follows:

“9.5.5 Development Regulations
d) The maximum height is 12.5 m, and no more than 3 storeys above grade.”
9. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.6.5 e) to read as follows:

“9.6.5 Development Regulations
e) The maximum height is 12.5 m, and no more than 3 storeys above grade.”
10. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.7.5 f) to read as follows:

“9.7.5 Development Regulations
f) The maximum height is 12.5 m, and no more than 3 storeys above grade.”
11. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.8.5 e) to read as follows:

“9.8.5 Development Regulations
e) The maximum height is 12.5 m, and no more than 3 storeys above grade.”

12. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.9.5 d) to read as follows:

“9.9.5 Development Regulations

- d) The maximum height is 12.5 m, and no more than 3 storeys above grade.”

13. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.10.5 d) to read as follows:

“9.10.5 Development Regulations

- d) The maximum height is 12.5 m, and no more than 3 storeys above grade.”

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

“9.11.5 Development Regulations

- f) The maximum height is 12.5 m, and no more than 3 storeys above grade.”

15. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.12.5 c) to read as follows:

“9.12.5 Development Regulations

- c) The maximum height is 20.0 m.”

16. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.14.4 d) to read as follows:

“9.14.4 Development Regulations

- d) The maximum height is 12.5 m, and no more than 3 storeys above grade.”

17. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.15.5 f) to read as follows:

“9.15.5 Development Regulations

- f) The maximum height is 12.5 m, and no more than 3 storeys above grade.”

18. Section 9 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 9.16.5 f) to read as follows:

“9.16.5 Development Regulations

- f) The maximum height is 12.5 m, and no more than 3 storeys above grade.”

19. Section 10 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 10.8.5 e) to read as follows:

“10.8.5 Development Regulations

e) The maximum height is 20.0 m.”

20. Section 10 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 10.9.5 d) to read as follows:

“10.9.5 Development Regulations

d) The maximum height is 20.0 m.”

21. Section 10 of the Zoning Bylaw 2012-20 is hereby amended by modifying existing subsection 10.10.5 e) to read as follows:

“10.10.5 Development Regulations

e) The maximum height is 20.0 m.”

22. 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:

Mayor

Corporate Services

ADMINISTRATIVE REPORT

TO: Development Services Committee
FROM: Administration
DATE: January 6, 2025
RE: Housing and Land Development Advisory Committee Recommendations – Land Availability and Development, and Incentives

ISSUE

Recommendations to Council from the Housing and Land Development Advisory Committee (HLDAC) focused on removing barriers to land availability, land development and housing development.

REFERENCE

- [Advisory Committee Bylaw 2021-12 – Schedule A - HLDAC Terms of Reference](#)
- Attachment 1: HLDAC Recommendations – Land Availability
- Attachment 2: HLDAC Recommendations – Land Development
- Attachment 3: HLDAC Recommendations – Private Developers Incentives

HISTORY

The Housing and Land Development Advisory Committee (HLDAC) was established as a Council Strategic Priority in 2022 to advise Council on policies, procedures, and bylaws related to housing and land development in response to growing concerns about housing affordability and availability.

Over their two years of work, HLDAC has held 37 meetings and provided Council with recommendations on zoning, short term rentals, building and development permitting processes, building permit delays and impacts, carried out engagement with the public and building industry, and heard presentations from housing advocates. It provided recommendations regarding the Yukon Government's (YG) land title transfer process and building commitment extensions to YG land lottery winners impacted by permit delays. The Committee also provided advice on the City and Yukon Housing Summit held in February 2024. On June 24, 2024 Council extended the Committee's two year term to December 31, 2024 in order to allow for their mandate to be completed.

HLDAC's final set of recommendations are on land availability, land development and private developers incentives have been provided as information only as some recommendations require additional analysis, budget and public engagement. Many recommendations are addressed by initiatives underway or planned and others will be considered in future planning. Additional recommendations on zoning are provided in a separate report.

ALTERNATIVES

1. Direct Administration to integrate the HLDAC recommendations into ongoing planning initiatives for further consideration; or
2. Decline to proceed with the HLDAC recommendations at this time.

ANALYSIS

HLDAC's recommendations are grouped into three categories, reflecting their focus on strategic land use and development priorities. These recommendations are summarized below, with details provided in Attachments 1, 2, and 3.

Land Availability Recommendations

The Land Availability recommendations aim to increase the supply of developable land to meet housing demands by identifying opportunities within and around existing neighborhoods, including greenbelt lands, through updates to the Official Community Plan and zoning changes. They emphasize working with Yukon and federal governments to rezone suitable properties, revisiting past infill development decisions, and ensuring access to gravel resources for development. Clear guidance on land pricing and sales, whether as raw land or with feasibility work, is also prioritized to support developers and accelerate sustainable growth.

Land Development Recommendations

The Land Development recommendations focus on streamlining processes and promoting density to meet housing needs and support sustainable growth. Key actions include prioritizing higher-density developments through infrastructure improvements and studies, reducing risks for developers with clear guidelines and tools, and enhancing communication via a dedicated website and submission checklists. The recommendations also propose creating a Development Coordinator role, amending bylaws to streamline approvals, and clarifying development agreements and cost charges to ensure efficient and well-coordinated development.

Private Developer Incentives

The Incentives for Private Developers recommendations aim to encourage private-sector investment in underutilized or vacant properties while minimizing impacts on City revenues. They propose studying underutilized lots to explore fee reductions or waivers, balanced against potential property tax increases. The recommendations also focus on providing property owners with clear information about redevelopment opportunities through targeted campaigns and clarifying servicing costs. To support developers, they suggest investigating cost-recovery mechanisms, like rural electrification loans, to offset initial expenses. These initiatives aim to increase housing stock, optimize existing infrastructure, and provide clarity and incentives for development.

Administrative Considerations

HLDAC's recommendations align closely with Council's mandate for the committee and identify opportunities to address Whitehorse's housing and land development challenges. While implementation will require thoughtful planning, coordination, and resource allocation, the recommendations propose several new approaches to increasing housing supply and supporting sustainable growth. Public engagement may be required for certain initiatives, such as densification or potential greenbelt development, but these efforts can be managed to focus on providing clear information and addressing specific community concerns.

Integrating the recommendations into ongoing initiatives, such as the Zoning Bylaw Rewrite, Development Funding Strategy and the Development Process Guide projects would enhance their feasibility by aligning with existing processes and avoiding duplication of effort. Many proposed actions, such as policy updates, infrastructure assessments, and clear guidelines for developers, are achievable within the City's current framework. These measures would deliver long-term benefits by streamlining processes and unlocking new housing opportunities.

Resource-intensive initiatives, such as preparing additional lands for development or creating a Development Coordinator position, may require additional capacity and funding. However, their potential to reduce barriers, improve coordination, and support growth makes them valuable considerations for future planning. Incentives for private developers, particularly for underutilized or vacant properties, also present a viable option for encouraging investment while optimizing existing infrastructure. Careful analysis would be needed to ensure fiscal sustainability alongside these incentives' potential benefits.

A phased approach to implementation enables foundational actions, such as integrating policy updates and initial planning, to begin immediately, while more complex initiatives, such as land preparation and cost-recovery mechanisms, can be implemented over time. By prioritizing achievable steps and aligning efforts with broader strategic goals, these recommendations provide a practical path to addressing Whitehorse's housing needs while supporting sustainable development.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct Administration to examine integrating the HLDAC recommendations into ongoing planning initiatives for future consideration.

Recommendations: HLDAC Recommendations Related to Making Land Available for Development

The Housing and Land Development Advisory Committee has reviewed the current state of potential future land development in the City of Whitehorse including the Official Community Plan identification of future lands for development. It is clear that the areas defined as the South Growth Area and the North Growth Area, have the potential for development, however, do have some constraints that both limit what can be developed and in a reasonable timeframe. The Committee's focus was on how to make more land available in a shorter time frame to meet the needs for residential development of all types. The Committee recognizes that there are some coming developments on Kwanlin Dun First Nation and Ta'an Kwach'an Council settlement lands, however, these in and of themselves will not meet the demand for residential lots. In light of these challenges, the Committee resolved and approved that Council direct administration to, as detailed in the attached table and summarized below:

1. Make more land available for development
 - a. Review Official Community Plan to look for more development potential in and around existing subdivisions including undertaking an exercise to identify lands in existing subdivisions (including greenbelt lands) that may be suitable for development
 - b. Initiate zoning of the parcels identified to FP zoning to facilitate new zoning amendment applications from either a government developer or a private developer.
 - c. Where lands have been identified for development, determine whether the land will be:
 - i. Offered as raw land; or
 - ii. Packaged with some base investigative and feasibility work to be able to be offered, to private developers
 - d. Develop communication materials for the public about why this initiative is required.
 - e. Work with YG and Federal governments to identify current use properties that have future development potential and apply future planning zoning to them
 - f. Revisit previous decisions around infill developments in Porter Creek and Valleyview
 - g. As part of identification of land for development include designation of gravel resources that can be developed or opened up to support the land development. This should include revisiting past decisions around development of gravel pits for known resources.
2. Provide clarity to potential developers on how land is to be offered and priced.
 - a. Work with YG to clarify how land will be priced and sold to developers and in what types of different scenarios. Scoping of how different types of land offerings (i.e. raw land versus a more complete land package where there is a master plan completed) will be priced generally.

Attached: Table of Recommendations with rationale and additional notes

Goal	Recommendation	Rationale	Notes
Land Availability			
1. Make more land available for development	a. Review Official Community Plan to look for more development potential in and around existing subdivisions including undertaking an exercise to identify lands in existing subdivisions (including greenbelt lands) that may be suitable for development	With higher-than-expected growth rate for the City of Whitehorse, all parties to land development must make more land available for development of all types of land, particularly lands for residential purposes. Ensuring that the OCP and zoning facilitate future development sets the stage to allow for the private sector to access land.	
	b. Initiate zoning of the parcels identified to FP zoning to facilitate new zoning amendment applications from either a government developer or a private developer.		
	c. Where lands have been identified for development, determine whether the land will be: <ul style="list-style-type: none"> i. Offered as raw land; or ii. Packaged with some base investigative and feasibility work to be able to be offered to private developers. 	Both the City and Yukon need to start facilitating private development of lands. The only way this is going to happen is if the parties parcel up land in economic chunks and make them available to potential developers.	Linked to Rec #2- identifying land for private developers will not be successful unless they have an understanding of costs and opportunities. Information gathered may include initial geo-technical work, infrastructure assessment, etc.
	d. Develop communication materials for the public about why this initiative is required.	The main issue with continued growth outside of existing neighbourhoods is creation of sprawl. The City needs to look to making land available near or within	

Goal	Recommendation	Rationale	Notes
		<p>existing developments. However, the public often reacts negatively to any new developments in their area or within their 'greenbelt' areas. The rationale for making land available including need for more units and pricing impacts needs to be focused on for the communications.</p>	
	<p>e. Work with YG and Federal governments to identify current use properties that have future development potential and apply future planning zoning to them.</p>	<p>Both Yukon and Canada have parcels of land that may be re-purposed to residential uses in the future. By designating these parcels to future planning, it puts a marker for this in the zoning for the future when those parcels may no longer be used for public purposes.</p>	<p>The parcels in Takhini should be particularly designated as the current building on site are aging out and current uses could be moved to more commercial or industrial areas downtown or other locations.</p>
	<p>f. Revisit previous decisions around infill developments in Porter Creek and Valleyview.</p>	<p>How can the City reach their housing targets (and recognizing access to Federal \$\$) if existing residents continue to block infill developments? Recognize that not all greenbelt areas are required in existing neighbourhoods. Consider impacts on the OCP and the balance between development and protection (i.e. impacts on current planned parks in the OCP). There are many parcels, particularly in older subdivisions, that could be developed into discrete multi-family properties with less cost because of existing infrastructure.</p>	

Goal	Recommendation	Rationale	Notes
	<p>g. As part of identification of land for development include designation of gravel resources that can be developed or opened up to support the land development. This should include revisiting past decisions around development of gravel pits for known resources.</p>	<p>The ability for developers to access nearby or accessible gravel sites is critical for the successful development of new residential areas. Development including in ground servicing and site preparation, particularly road building, requires large volumes of materials. The lack of access or lack of close proximity to these types of materials can significantly increase costs and viability of the development.</p>	<p>OCP S.15.12.5 Natural Resources states that ‘Uses that may be suitable for inclusion in the Natural Resource Extraction designation include quarry operations, which is recognized as fundamental to the local economy as it supplies raw materials for new construction.’</p> <p>The OCP recognizes the importance of access to materials to support development overall.</p>
<p>2. Provide clarity to potential developers on how land is to be offered and priced.</p>	<p>a. Work with YG to clarify how land will be priced and sold to developers and in what types of different scenarios. Scoping of how different types of land offerings (i.e. raw land versus a more complete land package where there is a master plan completed) will be priced generally.</p>	<p>If City and YG are serious about getting land developed, then they must work to facilitate and support private developers in their access to developable lands that have been designated and preferably zoned to FP. A private developer land and pricing statement or policy would provide assurance to developers on the parameters, terms and conditions of acquiring land from either the City or Yukon governments.</p>	<p>Work out scenario for both: Raw land- not near or within current developments, and Parcels in dev subdivisions. Investigate off site servicing requirements and constraints as part of package.</p> <p>This recommendation must be in place for recommendation 1 c.</p>

Recommendations: HLDAC Recommendations Related to Land Development

The Housing and Land Development Advisory Committee has discussed and reviewed the current land development processes and requirements from the City of Whitehorse. The intent of these recommendations is to work to improve process overall with the goal of facilitating residential developments that are good developments in that they meet residents of Whitehorse's needs for housing units but that they also foster sustainable communities and the highest and best use of developable lands.

The Committee resolved and approved that Council direct administration to, as detailed in the attached table and summarized below:

1. Ensure that developments work to increase density.
 - a. The City promote consideration of upsizing (provision of more servicing to accommodate more units per parcel) where a land developer is proposing redevelopment of a parcel. where the services are available for that area or subdivision can accommodate more units per parcel
 - b. As part of the design stage, the land developer and City should factor density goals into the lot design
 - c. The City and YG enter into discussions on how to require or facilitate maximum density on lots as as part of the land sale (as a term and condition of the agreement) where services are existing to the lots.
 - d. Undertake a study to identify areas that are good candidates for densification and infill areas, then identify the infrastructure improvements that will be required to support more density. This will inform development costs potentially for both the developer and the City especially in off-site infrastructure discussions.
2. Reduce risks associated with developing land through providing the right information to land developers up front.
 - a. Continue to develop the Development Process Guide and include:
 - i. An outline of the information requirements including a listing of studies and plans required from land developers scaled to size of proposed development.
 - ii. Develop a template Development Agreement that is available to developers to review prior to discussions.
 - iii. Alignment of the studies needed for Master Plan and YESAA assessments
 - iv. Make information available relating to current state of infrastructure for each area of Whitehorse. Identify the zones where upgrades will be required to aid developers in knowledge base.
 - v. Information needs around transportation, current state of infrastructure and growth of each area of Whitehorse.
 - vi. Information about potential off-site requirements based on location which includes what types of costs may be apportioned to the developer, how costs are allocated and any known servicing constraints
 - vii. Outline circumstances where the zoning, the Development agreement and subdivision approvals can happen concurrently.

-
- viii. Include specific guidance for land developers proposing condominium or multi-family developments in regard to infrastructure (particularly roads) guidance to ensure it meets applicable regulations.
 - ix. More clearly communicate the Public Land Use Dedication requirements and City's interests and standards particularly in private developments.
 - b. Improve communications with land developers through creation of a land developer's website that includes the process guide, access to studies, policies or other information directly related to developing a parcel of land in Whitehorse.
 - c. Improve land developers' participation and understanding in and of the process by
 - i. outlining the opportunities for input and participation in City administrative actions (i.e. for complex land developments, provide opportunity to present project, look into options for land developer to address the DRC recommendation through an appeal or follow-up discussion.
 - ii. Create a submission checklist to ensure that the package to DRC has all the right information.
3. Creating certainty and reduce duplication of process for developers
- a. Review opportunities through discussions with YESAB to:
 - i. undertake public comment periods for either master planning or zoning amendment and YESAA assessment.
 - ii. Develop clear information to the public that provides clarity of what each process is meant to do and what is the different role and mandate of YESAB and the City.
 - b. Amend the Subdivision Control Bylaw to provide administration the authority to approve subdivision applications and to be able to review and approve extensions past two years.
 - c. Make application to update current Water Use License to cover proposed works or volumes that result from infrastructure upgrades during land developments on an annual basis.
 - d. Create a development coordinator position (either a new position or a change to a current position). This position could be responsible to work with developers of any complex development to navigate the processes within the City and ensure that individual departments are being held accountable to timelines/deadlines related to information reviews and approvals
4. Improve and provide clarity around components of Development Agreements.
- a. Ensure that the criteria on negotiating a development agreement includes an understanding of what each party needs and is challenged by (i.e. costs, timing, risk). This should include clear identification on which position in City is the lead on the negotiations.
 - b. Implement a system that tracks the progress and status of development agreements so that process improvements can be identified particularly in the negotiation process
 - c. Develop of policy that will detail the landscaping requirements or options for each type of development including how consideration of timing and impacts from other land users will impact how and when landscaping can occur.

- d. Investigate how the development cost charges could be put into a fund or line item that specifies what it covers, so that developers understand what they are paying for when paying the DCC and how it is used.
 - e. Differentiate between off site and on-site amenities and costing and who is responsible for each and consideration of timing of completion that may impact other works on the development.
5. Issuance of Construction Completion Certificate
- a. Develop criteria and a handover process that can be used to provide for a staged or partial approval of the completion certificates for different components.
 - b. Develop criteria to define minor deficiencies and how they can be met without holding up other parts of a development. This should include understanding of where City Engineering has discretion or not.
 - c. Investigate development of a new bylaw that could outline security requirements for developers that reduces the risk to City in regard to potential issues with components of a development.

Attached: Table of Recommendations with rationale and additional notes

Goal	Recommendation	Rationale	Notes
Land Development			
1. Ensure that developments work to increase density.	a. The City promote consideration of upsizing (provision of more servicing to accommodate more units per parcel) where a land developer is proposing redevelopment of a parcel. where the services are available for that area or subdivision can accommodate more units per parcel.	Where it is possible, City should be encouraging or requiring the building of the maximum units on parcels proposed for redevelopment to increase density overall. Discussions with developers should include consideration of installation of more services per parcel.	Use the development agreement negotiation to have these discussions and point to benefits to developers (including potential to sell units or parcels at a higher price, and potential for more units that could be sold per parcel.
	b. As part of the design stage, the land developer and City should factor density goals into the lot design.	As much as possible, new developments should focus on density rather than the old SF model of lot development. It is critical to have a balance of different types of parcels and to allow neighbourhoods to also transition over time	This could work on both SF and MF lots if the parcels have the appropriate servicing and the subdivision off-site infrastructure can handle the number of units.
	c. The City and YG enter into discussions on how to require or facilitate maximum density on lots as as part of the land sale (as a term and condition of the agreement) where services are existing to the lots.	As Yukon is currently the largest developer and seller of residential lots, there is an opportunity for Yukon to require more specific builds on a lot or lots. The current legislation provides for the authority for Yukon to require terms and conditions and this type of specific building requirement to maximize units is something that can be done.	This will require an agreement between YG and City around issuance of permits and compliance to meeting the building requirements
	d. Undertake a study to identify areas that are good candidates for densification and infill areas, then identify the infrastructure improvements that will be required to	There needs to be servicing to be able to support density. Upgrades or new servicing in existing areas needs to be identified as early as possible	Link to #1 in Land Availability Table. To be part of initial land availability information and identification of discrete parcels for development (also infill

Goal	Recommendation	Rationale	Notes
	<p>support more density. This will inform development costs potentially for both the developer and the City especially in off-site infrastructure discussions.</p>	<p>to allow for planning and financing of developments.</p>	<p>potential) and also for discussion through the negotiation of a development agreement. This type of study will help the City to understand the capacity of the area and what infrastructure requires upgrades.</p>
<p>2. Reduce risks associated with developing land through providing the right information to land developers up front.</p>	<p>a. Continue to develop the Development Process Guide and include:</p> <ul style="list-style-type: none"> i. An outline of the information requirements including a listing of studies and plans required from land developers scaled to size of proposed development. ii. Develop a template Development Agreement that is available to developers to review prior to discussions. iii. Alignment of the studies needed for Master Plan and YESAA assessments iv. Make information available relating to current state of infrastructure for each area of Whitehorse. Identify the zones where upgrades will be required to aid developers in knowledge base. v. Information needs around transportation, current state of infrastructure and growth of each area of Whitehorse. 	<p>Providing a land developer’s package of requirements, information and guidance including the Development Process Guide, a website, and more opportunities to participate will reduce time, increase compliance with current processes, decrease costs in some situations, and ensure that developments can be completed in a more coordinated and efficient way.</p>	<p>This is to provide information for what kind of studies, why and when in process and the level of detail required.</p> <p>Will require discussions with YESAB on the alignment with Master Planning requirements. Some level of preliminary design will be required.</p>

Goal	Recommendation	Rationale	Notes
	<ul style="list-style-type: none"> <li data-bbox="512 233 1018 472">vi. Information about potential off-site requirements based on location which includes what types of costs may be apportioned to the developer, how costs are allocated and any known servicing constraints <li data-bbox="512 480 1018 651">vii. Outline circumstances where the zoning, the Development agreement and subdivision approvals can happen concurrently. <li data-bbox="512 659 1018 898">viii. Include specific guidance for land developers proposing condominium or multi-family developments in regard to infrastructure (particularly roads) guidance to ensure it meets applicable regulations. <li data-bbox="512 906 1018 1076">ix. More clearly communicate the Public Land Use Dedication requirements and City’s interests and standards particularly in private developments. 	<p data-bbox="1037 906 1484 1008">The City also needs to differentiate between what type of lands make up suitable PULD lands.</p>	
	<ul style="list-style-type: none"> <li data-bbox="512 1089 1018 1328">b. Improve communications with land developers through creation of a land developer’s website that includes the process guide, access to studies, policies or other information directly related to developing a parcel of land in Whitehorse. 		

Goal	Recommendation	Rationale	Notes
	<p>c. Improve land developers’ participation and understanding in and of the process by</p> <ul style="list-style-type: none"> i. outlining the opportunities for input and participation in City administrative actions (i.e. for complex land developments, provide opportunity to present project, look into options for land developer to address the DRC recommendation through an appeal or follow-up discussion. ii. Create a submission checklist to ensure that the package to DRC has all the right information. 		
<p>3. Creating certainty and reduce duplication of process for developers</p>	<p>a. Review opportunities through discussions with YESAB to:</p> <ul style="list-style-type: none"> i. undertake public comment periods for either master planning or zoning amendment and YESAA assessment. ii. Develop clear information to the public that provides clarity of what each process is meant to do and what is the different role and mandate of YESAB and the City. 	<p>The current process includes at least two opportunities for public comment on the same development activities. Creating some coordination with YESAB will work to streamline public comment and also help to reduce participant fatigue.</p> <p>Providing clear information to participants in the processes will help to focus comments and ensure that the right input is received for the purpose of the public review.</p>	
	<p>b. Amend the Subdivision Control Bylaw to provide administration the authority to approve subdivision</p>	<p>This will ensure that where a subdivision approval is due to expire because of other issues, the</p>	

Goal	Recommendation	Rationale	Notes
	<p>applications and to be able to review and approve extensions past two years.</p>	<p>developer does not have to start the process again to receive survey approval.</p>	
	<p>c. Make application to update current Water Use License to cover proposed works or volumes that result from infrastructure upgrades during land developments on an annual basis.</p>	<p>Ensuring that the Water Use License is reflective of current water use volumes and needs reduces the risk and potential delays to developments. Both the City and developers need to ensure that the requirements of the Water Use License are being met including that the license is reflective of current uses and discharges.</p>	
	<p>d. Create a development coordinator position (either a new position or a change to a current position). This position could be responsible to work with developers of any complex development to navigate the processes within the City and ensure that individual departments are being held accountable to timelines/deadlines related to information reviews and approvals.</p>	<p>Establishing or formalizing this position will ensure that there is accountability to the mandate of increasing and facilitating housing development.</p>	
<p>4. Improve and provide clarity around components of Development Agreements.</p>	<p>a. Ensure that the criteria on negotiating a development agreement includes an understanding of what each party needs and is challenged by (i.e. costs, timing, risk). This should include clear identification on which position in City is the lead on the negotiations.</p>	<p>The City needs to create a process for negotiating and working through the development agreement that is clear, accountable, and that addresses those circumstances where either discretion can be used in decision making or where guidance and criteria is required to guide decision making.</p>	

Attachment 2

Goal	Recommendation	Rationale	Notes
	<p>b. Implement a system that tracks the progress and status of development agreements so that process improvements can be identified particularly in the negotiation process.</p>	<p>Creating a system of review and auditing of how negotiation of agreements are handled can help to point to identification of areas/topics that may need policy guidance or direction that would have helped to facilitate the process.</p>	
	<p>c. Develop of policy that will detail the landscaping requirements or options for each type of development including how consideration of timing and impacts from other land users will impact how and when landscaping can occur.</p>	<p>There have been expressed concerns with how the landscaping requirements need to be met and when. Development of information relating to the rationale for different requirements of type and timing would be useful for developers to understand what they are agreeing to in the development agreement.</p>	
	<p>d. Investigate how the development cost charges could be put into a fund or line item that specifies what it covers, so that developers understand what they are paying for when paying the DCC and how it is used.</p>	<p>There is a lack of understanding on what the development cost charge is and what the City does with that money. It may be helpful to more explicitly outline what the DCC is covering in terms of costs to the City and how that money is managed.</p>	
	<p>e. Differentiate between off site and on-site amenities and costing and who is responsible for each and consideration of timing of completion that may impact other works on the development.</p>	<p>Clarity is required for developers on who is responsible for what in terms of amenities. This is linked also to landscaping requirements and how the DCC monies are used in a subdivision.</p>	
<p>5. Issuance of Construction</p>	<p>a. Develop criteria and a handover process that can be used to provide for a staged or partial approval of the</p>	<p>This is also linked to the Development Agreement conditions and how a developer can receive</p>	<p>May work where the developer and builder are the same entity.</p>

Attachment 2

Goal	Recommendation	Rationale	Notes
<p>Completion Certificate</p>	<p>completion certificates for different components.</p>	<p>their CCC dependent upon different circumstances for their development. There needs to be flexibility that recognizes the dynamic nature of developments. Timing of CCC approvals and ability to provide partial acceptance of infrastructure at different times will ensure that developments can continue and not be held up because of one component that cannot be completed. This needs to be balanced against any risk to the City in terms of liabilities.</p>	<p>Recent amendments to the Service Standards Manual have allowed some approvals prior to the whole CCC being issued. Which has allowed permits to be issued for further work.</p> <p>These should be discussed and agreed upon in the development agreement.</p>
	<p>b. Develop criteria to define minor deficiencies and how they can be met without holding up other parts of a development. This should include understanding of where City Engineering has discretion or not.</p>		
	<p>c. Investigate development of a new bylaw that could outline security requirements for developers that reduces the risk to City in regard to potential issues with components of a development.</p>	<p>There has not been a need for a bylaw of this type as in most cases Yukon is the developer of subdivisions in Whitehorse. However, with both Kwanlin Dun First Nation and Ta’an Kwach’an Council developing land and if more land is made available to other private developers, it would be prudent for the City to protect itself through the requiring of security related to components of the</p>	

Attachment 2

Goal	Recommendation	Rationale	Notes
		<p>development that will become City infrastructure in the future.</p> <p>This requirement will also act as an incentive to get rid of deficiencies because the City is holding a developer's money.</p>	

Recommendations: HLDAC Recommendations Related to Incentives for Private Land Developers

The Housing and Land Development Advisory Committee has discussed and reviewed the current City of Whitehorse Incentives Policy along with other information regarding potential incentives that could be provided to private land developers and how to facilitate individuals awareness of development potential of their property.

The Committee resolved and approved that Council direct administration to, as detailed in the attached table and summarized below:

1. Investigate creating fiscal incentives that do not negatively affect City revenues
 - a. Undertake a study on underutilized lots, vacant lots and subdivision potential looking at current infrastructure and capacity and what types of fees and charges could be reduced or waived to provide an incentive to development. This study would need to look at potential cost/benefit of any fee/charge reduction on City revenues versus the potential property tax increases that would occur with either subdivision of the lot or with the addition of more units on the lot.
2. Provide current owners with the right type of information that may facilitate re-development or subdivision of their property.
 - a. Create a marketing or information campaign targeted to property owners so they can see what potential their property may have in terms of:
 - i. Developing suites, subdivision, development of more units, etc.
 - ii. Outline the steps that a person would need to undertake- from the gross to the specific.
 - iii. Provide information on any servicing issues and direction on what types of costs the developer is responsible for.
3. Supporting developers in recovery of development costs
 - a. Investigate a mechanism to recover development costs of a private developer through a local improvement charge against the units or parcels developed

Attached: Table of Recommendations with rationale and additional notes

Goal	Recommendation	Rationale	Notes
Incentives for Private Developers			
1. Investigate creating fiscal incentives that do not negatively affect City revenues.	Undertake a study on underutilized lots, vacant lots and subdivision potential looking at current infrastructure and capacity and what types of fees and charges could be reduced or waived to provide an incentive to development. This study would need to look at potential cost/benefit of any fee/charge reduction on City revenues versus the potential property tax increases that would occur with either subdivision of the lot or with the addition of more units on the lot.	This study will inform the City on whether or not it is in the best interests of the City to try to incentivize development on current underutilized or vacant lots. This will inform decision making to see if there is enough benefit to counter the loss of revenue. This can also be balanced against any potential offsite infrastructure costs that may be required to allow the development to proceed.	Tied to development of a developers website.
2. Provide current owners with the right type of information that may facilitate re-development or subdivision of their property.	Create a marketing or information campaign targeted to property owners so they can see what potential their property may have in terms of: <ul style="list-style-type: none"> i. Developing suites, subdivision, development of more units, etc. ii. Outline the steps that a person would need to undertake- from the gross to the specific. iii. Provide information on any servicing issues and direction on what types of costs the developer is responsible for. 	Many people are unaware of the potential for more units on or subdivision of their property or they are aware but do not either know how to start the process or feel that the costs of re-development or subdivision are too high for the return. Ensuring that individuals have the right information about their potential may spur new developments on under-developed and vacant private property.	Link to communications around the upcoming zoning changes Target lots owners and potential purchasers of lots where development could be maximized. Linked to proposed study identification of under-developed lots, vacant lots and lots that can be subdivided, especially in the older subdivisions.
3. Supporting developers in recovery of development costs.	Investigate a mechanism to recover development costs of a private developer through a local improvement charge against the units or parcels developed	Initial and off-site development costs are often prohibitive for developers and can result in either no development or a development that is not taking advantage of the true	

Attachment 3

Goal	Recommendation	Rationale	Notes
		potential of the property (i.e. more units or lots being developed and sold). This work could result in a way for these costs to be spread over time and owners and recovered back to the developer.	

CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE
Council Chambers, City Hall



Chair: Eileen Melnychuk

Vice-Chair: Lenore Morris

January 6, 2025

Meeting #2025-01

1. New Business

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Jenny Hamilton

Vice-Chair: Paolo Gallina

January 6, 2025

Meeting #2025-01

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1. New Business

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



Chair: Anne Middler

Vice-Chair: Dan Boyd

January 6, 2025

Meeting #2025-01

1. New Business