



understood there was some desire to provide greater flexibility in the applicable guidelines and in particular with respect to the limitation that all proposals had to be for 100 per cent employee rental housing with rents below market rates. There was still a clear indication that the development should be predominantly for employee housing, however, owner-occupied units and some limited amounts of unrestricted market accommodation may be supported to enhance project viability, affordability, livability and compatibility with surrounding neighbourhood conditions.

In response to Council’s comments, staff reviewed the current guidelines which were adopted by Council in December 2017. These had initially been presented as a draft, and it was understood at the time that the guidelines may need further refinement, or need to evolve, in response to changing conditions or new information learned as they were applied to proposals as they came forward.

Staff has prepared proposed revised guidelines for Council consideration, which are included in Appendix “A”. A tracked changes version that highlights the proposed revisions is provide in Appendix “B”. In general, the revised guidelines provide for greater flexibility with respect to tenure of housing, flexibility for a market component, and for the form of housing. Some flexibility has also been introduced for consideration of variances to parking requirements. Some revisions have also been made to clarify guidelines regarding the character and fit of proposed developments to surrounding conditions.

It is recommended that the revised guidelines would apply equally to any current rezoning application and any that may be received by the municipality that proposes employee housing as a community benefit to realize a change of use, increase in density or increase in the accommodation capacity for a property. Rezoning applications proposals would be evaluated and considered as they are received, subject to Council’s full discretion and decision-making authority for rezonings.

**WHISTLER 2020 ANALYSIS**

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Built Environment	Limits to growth are understood and respected.	Applicable OCP policies address limits to growth and the revised guidelines speak to meeting employee housing needs and priorities.
	Residents live, work and play in relatively compact, mixed-use neighborhoods that reflect Whistler’s character and are close to appropriate green space, transit, trails, amenities and services	The OCP policies and revised guidelines support this DOS.
	Continuous encroachment on nature is avoided.	Existing disturbed sites are preferred for employee housing development and impacts on nature and the natural environment from proposed developments are addressed through the evaluation process and rezoning review and processing.
Natural Areas	Developed and recreation areas are designed and managed to protect as much of the natural environment within and around them as possible.	The proposals that best meet these guidelines will be invited for further review.

Partnership	Partners work together to achieve mutual Benefit.	The Private Employee Housing Initiative and consideration of rezoning applications for employee housing supports this DOS.
Resident Housing	Resident Restricted housing is affordable for permanent and short-term residents, through innovative and effective policy and financial models.	The revised guidelines address these descriptions of success.
	The planned flexibility within neighbourhood design, housing form, and housing tenure enables the adaptability to meet changing housing needs and future affordability considerations.	
	Residents enjoy housing in mixed-use neighbourhoods that are intensive, vibrant and include a range of housing forms.	
	Housing has been developed close to transit, pedestrian and bicycle routes, and amenities and services to reduce auto dependency.	
	Whistler has a sufficient quantity and appropriate mix of quality housing to meet the needs of diverse residents.	
Transportation	Whistler policy, planning and development prioritizes preferred methods of transportation in the following order: 1. pedestrian, bicycle and other non-motorized means, 2. transit and movement of goods, 3. private automobile (HOV, and leading low-impact technologies), 4. private automobile (SOV, traditional technology)	The revised guidelines address these descriptions of success.
	Whistler’s transportation system is safe and enjoyable.	

**OTHER POLICY CONSIDERATIONS**

Compliance with “Zoning and Parking Bylaw No. 303, 2015” regulations and other RMOW policies, including the Official Community Plan, are assessed as part of the zoning amendment process.

**BUDGET CONSIDERATIONS**

All costs associated with individual rezoning applications, including staff review time, public meetings, notices, and legal fees are paid by the applicant.

**COMMUNITY ENGAGEMENT AND CONSULTATION**

At the time a rezoning application is submitted and received by the Planning Department, a rezoning application sign must be posted on the property within seven days. Consistent with standard practice, these applications are also identified in the applications register posted on the municipal website.

Any correspondence received from members of the public becomes part of the rezoning application file for staff and Council consideration.

The municipality's practice is to conduct a public information meeting for significant rezonings in advance of bringing forward a zoning amendment bylaw for consideration of first and second readings by Council. This practice has been adopted for any proposed private employee housing projects.

Any proposed zoning amendment bylaw would be also be subject to a Public Hearing, adhering to statutory public notice requirements, prior to Council consideration of third reading of the Bylaw.

## **SUMMARY**

The purpose of this Report is to present revised guidelines for evaluation of private employee housing rezoning applications for Council consideration. The report recommends revisions to the current guidelines as presented in Appendix "A".

Respectfully submitted,

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DIRECTOR OF PLANNING

for  
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GENERAL MANAGER OF RESORT EXPERIENCE

**APPENDIX A**  
**GUIDELINES FOR EVALUATING PRIVATE SECTOR REZONING PROPOSALS**  
**FOR EMPLOYEE HOUSING, revised March 26, 2019**

The following guidelines will be used by the Resort Municipality of Whistler to evaluate private sector rezoning proposals for employee housing. Employee housing proposals that meet these guidelines, and the policies of the municipality's Official Community Plan (OCP), are considered to provide clear and substantial benefits to the community and the resort, and may be supported for further consideration by Council.

Employee Housing Requirements - Occupancy and Rent Restrictions

1. Projects shall optimize the amount of employee housing within the proposed development and may include limited amounts of new unrestricted market accommodation to support project viability, design quality and employee housing livability and affordability objectives. All employee housing units will be subject to occupancy, price and rent restrictions secured through a Housing Agreement Bylaw and Housing Covenant registered on title in favour of the Resort Municipality of Whistler.
2. Projects may include either or both rental units or owner-occupied units taking into consideration the municipality's housing needs and priorities and the locational characteristics of the proposed development.
3. Eligibility for employee housing is restricted to Whistler Employees as defined by the Whistler Housing Authority.
4. Projects shall seek to achieve housing affordability objectives, with an allowance for reasonable returns on investment. Projects that are easily serviced and require minimal site disturbance, alteration and preparation are expected to have lower capital costs and are best-suited for further consideration. High cost projects that do not meet affordability objectives will not be supported.
5. For a project to be considered, proposed employee unit sales prices and rents must be less than for comparable unrestricted market housing. The project proponent will be required to submit a confidential project pro forma that identifies the proposed unit mix, sales prices or rents per unit, land cost, capital costs, revenues, operating costs, financing costs, equity contributions, cash flow projections and return on equity for review. Proposed sales prices and monthly rents will be evaluated relative to the proposed unit mix and median incomes of targeted employee occupants.
6. Initial sales prices and maximum monthly rents will be established prior to project approval and secured through a Housing Agreement Bylaw and Housing Covenant. Sales prices and rents will be permitted to increase on an annual basis commencing after the first year of occupancy by up to the maximum allowable percentage rent increase published for each calendar year on the Province of BC's website for residential tenancies (BC Residential Tenancy Office).
7. For rental properties, rental agreements, rent rolls, and unit occupancy must be submitted by the project owner/agent to the RMOW/WHA on an annual basis so that employee occupancy, rent restrictions and rates are verified. Failure to submit this documentation on an annual basis will result in enforceable penalty.

8. Proposed housing types, unit mixes and sizes should meet identified housing needs in consultation with the RMOW/WHA.

#### Community Planning Considerations

9. Proposed developments shall be located within an area designated for development of residential accommodation.
10. The community supports an increase in Whistler's development capacity for additional employee housing, which is considered to provide clear and substantial benefits to the community and resort. A target of 500 bed units of employee housing has been established for proposed private sector employee housing developments over the next five years (2018-2023).
11. Sites located within or adjacent to existing neighbourhoods and developed areas are preferred.
12. Proposed densities, scale of development and form of housing should be appropriate for the site context. Impacts on scenic views, and views and solar access for adjacent properties should be minimized.
13. Proposed developments shall be within a comfortable walking distance to a transit stop, and in close proximity to the valley trail, parks and community facilities, convenience goods and services and places of work.
14. Proposed developments must be capable of being served by Municipal water, sewer and fire protection services, and must be accessible via the local road system. Sites that are located in close proximity to, and are easily served by existing infrastructure and services, are preferred.
15. Previously disturbed sites, and sites that require minimal alteration and disruption are supported. Extensive site grading and alteration of the natural landscape should be minimized.
16. An Initial Environmental Review must be conducted. The proposed development shall not have unacceptable negative impacts on any environmentally sensitive lands, and shall adhere to all development permit guidelines for protection of the natural environment and applicable provincial and federal regulations.
17. Additional traffic volumes and patterns shall not exceed the service capacity of adjacent roadways.

#### Development Standards

18. Proposed developments shall achieve quality design, construction, finishing, and livability. Outdoor spaces and amenity areas should be integrated within site planning. Individual units should have access to outdoors through patios, balconies or common spaces, and should have adequate storage. Site landscaping shall be consistent with maintaining Whistler's natural mountain character and achieving FireSmart principles.
19. Proposed developments must meet RMOW green building standards.
20. Parking shall be provided on site and shall meet the requirements specified in Zoning and Parking Bylaw 303, 2015. Any proposed reduction in parking requirements must provide a detailed rationale that describes the unique circumstances or mitigation measures that would warrant consideration of the reduction.

**APPENDIX B**  
**DRAFT GUIDELINES FOR EVALUATING PRIVATE SECTOR REZONING PROPOSALS**  
**FOR EMPLOYEE HOUSING, revised March 26, 2019**

The following guidelines will be used by the Resort Municipality of Whistler to evaluate private sector rezoning proposals for employee housing. Employee housing proposals that meet these guidelines, and the policies of the municipality's Official Community Plan (OCP), are considered to provide clear and substantial benefits to the community and the resort, and may be supported for further consideration by Council.

Employee Housing Requirements - Occupancy and Rent Restrictions

1. Projects shall optimize the ~~be 100 percent~~ amount of employee housing within the proposed development and may include limited amounts of new unrestricted market accommodation to support project viability, design quality and employee housing livability and affordability objectives. All employee housing units will be subject to ~~with~~ occupancy, price and rent restrictions registered-secured through a Housing Agreement Bylaw and Housing ~~covenant~~ Covenant registered on title in favour of the Resort Municipality of Whistler. ~~Rezoning proposals proposing new unrestricted market accommodation as part of the project are not supported.~~
2. Projects may include either or both rental units or owner-occupied units taking into consideration the municipality's housing needs and priorities and the locational characteristics of the proposed development. To secure on-going availability and utilization by employees actively working in the local economy, 100 percent of the housing shall be rental housing.
3. ~~Occupancy~~ Eligibility for employee housing ~~eligibility~~ is restricted to Whistler Employees as defined by the Whistler Housing Authority.
4. Projects shall seek to achieve housing affordability objectives, with an allowance for reasonable returns on investment. Projects that are easily serviced and require minimal site disturbance, alteration and preparation are expected to have lower capital costs and are best-suited for further consideration. High cost projects that do not meet affordability objectives will not be supported.
5. For a project to be considered, proposed employee unit sales prices and rents must be less than ~~unrestricted market rents~~ for comparable unrestricted market housing. The project proponent will be required to submit a confidential project pro forma that identifies the proposed unit mix, sales prices or rents per unit, land cost, capital costs, revenues, operating costs, financing costs, equity contributions, cash flow projections and return on equity for review. Proposed sales prices and monthly rents will be evaluated relative to the proposed unit mix and median incomes of targeted employee occupants.
6. Initial sales prices and maximum monthly rents will be established prior to project approval and secured through ~~the a~~ Housing Agreement Bylaw and Housing Covenant. Sales prices and rents ~~Rents~~ will be permitted to increase on an annual basis commencing after the first year of occupancy by up to the maximum allowable percentage rent increase published for each calendar year on the Province of BC's website for residential tenancies (BC Residential Tenancy Office).
7. For rental properties, Rental-rental agreements, rent rolls, and unit occupancy must be submitted by the project owner/agent to the RMOW/WHA on an annual basis so that employee

occupancy, rent restrictions and rates are verified. Failure to submit this documentation on an annual basis will result in enforceable penalty.

8. Proposed housing types, unit mixes and sizes ~~shall~~ should meet identified housing needs in consultation with the RMOW/WHA.

~~9. Current priorities for private sector employee housing are for rental tenancies that include dormitory style housing for seasonal employees located in close proximity to location of work and amenities; apartments and/or townhomes for permanent resident employees on under-developed sites within existing neighbourhoods; and projects that provide opportunities for employers to participate in securing housing for their employees.~~

### Community Planning Considerations

~~10.9.~~ Proposed developments shall be located within an area designated for development of residential accommodation.

~~11.10.~~ The community supports an increase in Whistler's development capacity for additional employee housing, which is considered to provide clear and substantial benefits to the community and resort. A target of 500 bed units of employee housing has been established for proposed private sector employee housing developments over the next five years (2018-2023).

11. Sites ~~that are~~ located within or adjacent to existing neighbourhoods and developed areas are preferred.

12. Proposed densities ~~and~~, scale of development and form of housing should be appropriate for the site context. Impacts on scenic views, and views and solar access for adjacent properties should be minimized.

13. Proposed developments shall be within a comfortable walking distance to a transit stop, and in close proximity to the valley trail, parks and community facilities, convenience goods and services and places of work.

14. Proposed developments must be capable of being served by Municipal water, sewer and fire protection services, and must be accessible via the local road system. Sites that are located in close proximity to, and are easily served by existing infrastructure and services, are preferred.

15. Previously disturbed sites, and sites that require minimal alteration and disruption are supported. Extensive site grading and alteration of the natural landscape should be minimized.

16. An Initial Environmental Review must be conducted. The proposed development shall not have unacceptable negative impacts on any environmentally sensitive lands, and shall adhere to all development permit guidelines for protection of the natural environment and applicable provincial and federal regulations.

17. Additional traffic volumes and patterns shall not exceed the service capacity of adjacent roadways.

### Development Standards

18. Proposed developments shall achieve ~~a quality of~~ design, construction, finishing, and livability consistent with WHA standards for similar developments. Outdoor spaces and amenity areas



should be integrated within site planning. Individual units should have access to outdoors through patios, balconies or common spaces, and should have adequate storage. Site landscaping shall be consistent with maintaining Whistler's natural mountain character and achieving FireSmart principles.

19. Proposed developments must meet RMOW green building standards.

20. Parking shall be provided on site and shall meet the requirements specified in Zoning and Parking Bylaw 303, 2015. Any proposed reduction in parking requirements must provide a detailed rationale that describes the unique circumstances or mitigation measures that would warrant consideration of the reduction.