



CITY OF YELLOWKNIFE

## GOVERNANCE AND PRIORITIES COMMITTEE REPORT

**Monday, March 25, 2024 at 12:05 p.m.**

Report of a meeting held on Monday, March 25, 2024 at 12:05 p.m. in the City Hall Council Chamber.  
The following Committee members were in attendance:

Chair: Mayor R. Alty,  
Councillor S. Arden-Smith,  
Councillor G. Cochrane,  
Councillor R. Fequet,  
Councillor B. Hendriksen,  
Councillor C. McGurk,  
Councillor T. McLennan,  
Councillor S. Payne, and  
Councillor R. Warburton.

The following members of Administration staff were in attendance:

S. Bassi-Kellett,  
C. Caljouw,  
C. Greencorn,  
C. MacLean,  
K. Pandoo,  
K. Thistle,  
C. White,  
G. White, and  
S. Jovic.

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<u>Item</u>	<u>Description</u>
1.	(For Information Only) Councillor McGurk read the Opening Statement.
2.	(For Information Only) Committee agreed unanimously to amend the agenda to add an in camera matter still under negotiation.



- (For Information Only)
3. There were no disclosures of conflict of interest.
- (For Information Only)
4. Committee accepted for information a memorandum regarding Planning and Development Department Service Level Standards.

Committee noted the Planning and Development Department is modernizing city-building services. New and updated by-laws are in place (City of Yellowknife Zoning By-law was approved March 14, 2022 and the new City of Yellowknife Building By-law was approved May 30, 2022) or are currently being updated (City of Yellowknife Land Administration By-law and Development Incentives By-law) in 2024. Each updated by-law regulates services and processes that are provided to the public.

Exploration of new and innovative tools available to the City of Yellowknife to support growth and development continues to evolve. Administration is at a critical point in planning our service delivery in a standardized way, including internal, public and client processes.

A number of initiatives related to the Asset Management Plan (A.M.P) are underway and the Planning and Development department has aligned departmental service level standards. The focus on public services is in response to Council's October 2023 Motion "That in 2024, service level standards are developed for Planning and Development". The Service Standard Timelines are based on appropriate staffing levels and are counted from the submission of a Complete Application.

Levels of Service are defined in the City A.M.P as "a combination of characteristics that reflects the social, political, environmental, and economic outcomes of the services the municipality aims to deliver to its customers. The characteristics can include safety, quantity, quality, cost, customer satisfaction, capacity, availability, reliability, responsiveness, and environmental acceptability of services." The Planning and Development Service Level Standards are intended to provide the groundwork for new development and to achieve community growth by:

- Reducing the bureaucratic costs and red tape that are delaying construction and pushing development costs higher;
- Promoting residential, institutional and commercial construction near transit/multimodal transportation options, existing municipal services and community nodes;
- Reforming processes which reduce or combine steps and decision timelines;
- Increase land resources and availability; and
- Monitoring to ensure these tools are successful.

Planning and Development has 'soft launched' some of these changes with a positive response from clients and the public. The department website will be updated in early April



with new applications and guidance. In addition we are working on Fast Fact Sheets; one page process diagrams showing the different steps and timelines for general application types as well as “Tips” to ensure clients are submitting complete applications. Resources will be created as new processes or incentives become available.

Committee noted that Council’s Strategic Directions, resolutions or goals include:

**Strategic Direction #1: People First**

Focus Area 1.2	<u>Housing for All</u> Doing our part to create the context for diverse housing and accommodation options.
Key Initiative 1.2.1	Setting the context and foundation for a fulsome continuum of housing options, from social to market to workforce accommodation.
Focus Area 1.3	<u>Liveable Community</u> Supporting all residents to participate in the social fabric and physical space of our community.
Key Initiative 1.3.2	Pursuing diverse community engagement methods.
Key Initiative 1.3.3	Supporting design standards that are multi-modal including recognizing Yellowknife’s advantages as a winter city.
Key Initiative 1.3.6	Working with all partners towards a safe, supportive and compassionate community for all.

**Strategic Direction #2: Service Excellence**

Focus Area 2.1	<u>Asset Management</u> Planning, implementing and maintaining assets to reliably, safely and cost effectively deliver services for current and future community needs.
Key Initiative 2.1.1	Advancing the asset management framework, including long term funding strategies.
Focus Area 2.2	<u>Capacity</u> Balancing service levels with human and fiscal resources.
Key Initiative 2.2.2	Aligning organizational service capacity with service levels.



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**Strategic Direction #3: Sustainable Future**

Focus Area 3.2	<u>Growth Readiness</u> Ensuring land development supports economic readiness and community priorities.
Key Initiative 3.2.2	Completing land development tools and strategies that support growth readiness.
Key Initiative 3.2.3	Modernizing development incentive options.
Motion #0129-23	That in 2024, service level standards are developed for Planning and Development.

Committee noted that applicable legislation, by-laws, studies or plans include:

1. *Cities, Towns and Villages Act S.N.W.T. 2003;*
2. *Community Planning and Development Act S.N.W.T. 2011, c.22;*
3. Community Plan By-law No. 5007;
4. Zoning By-law No. 5045;
5. Building By-law No. 5058;
6. Land Administration By-law No. 4596, as amended;
7. Fees and Charges By-law No. 4436, as amended;
8. Development Incentive Program By-law No. 4534, as amended;
9. Heritage By-law No. 4540;
10. Asset Management Roadmap (2022);
11. Development Strategy and Implementation Plan (2020); and
12. Community Plan and Background Report (2020).

Committee requested that that Administration include the following information in Planning and Development Service Standard Timelines:

- 15 days to determine and respond if an application is complete; and
- response time for Pre-Development meeting.

Committee suggested that Administration clarify that reference to “days” means calendar days.

(For Information Only)

5. Committee heard a presentation regarding New Area Development Plan (Kam Lake).



- (For Information Only)
6. Councillor Arden-Smith moved,  
Councillor Hendriksen seconded,

That Committee move in camera at 12:53 p.m. to discuss a memorandum regarding whether to appoint a member to serve on the Heritage Committee and two (2) matters still under negotiation.

MOTION CARRIED UNANIMOUSLY

- (For Information Only)
7. Committee read a memorandum regarding whether to appoint a member to serve on the Heritage Committee
- (For Information Only)
8. Committee discussed a matter still under negotiation.
- (For Information Only)
9. Councillor Arden-Smith left the meeting at 1:05 p.m.
- (For Information Only)
10. Committee discussed a matter still under negotiation.
- (For Information Only)
11. Councillor Payne moved,  
Councillor Fequet seconded,

That Committee return to an open meeting at 1:58 p.m.

MOTION CARRIED UNANIMOUSLY

Business arising from the in camera session.

12. **Committee read a memorandum regarding whether to appoint a member to serve on the Heritage Committee**

Committee noted that there is a vacancy on the Heritage Committee.

The Yellowknives Dene First Nation (YKDFN) requested that:

1. Ms. Mary Rose Sundberg be appointed as their primary representative on the Heritage Committee; and
2. Mr. Leroy Betsina and Ms. Angela Lafferty be appointed as their alternate representatives on the Heritage Committee.

Committee noted that Council's Strategic Directions, resolutions or goals include:



## Strategic Direction #1: People First

Council Motion #0168-17

1. That s.8 of the Terms of Reference for the Heritage Committee be amended as follows:
  8. No member, with the exception of the representative for the Yellowknives Dene First Nation, may appoint an alternate to represent that Member and act on their behalf during absences.

Committee noted that applicable legislation, by-laws, studies or plans include:

1. Council Procedures By-law No. 4975, as amended;
2. Heritage Committee Terms of Reference; and
3. *Cities, Towns and Villages Act*.

### Legislation

Section 122 of Council Procedures By-law No. 4975 states:

### Special Committees of Council

122. Where Council deems it necessary to establish a special committee to investigate and consider any matter, Council shall:
  - (1) name the committee;
  - (2) establish terms of reference;
  - (3) appoint members to it;
  - (4) establish the term of appointment of members;
  - (5) establish requirements for reporting to Council or a standing committee; and
  - (6) allocate any necessary budget or other resources to it.

### Procedural Considerations

All appointments to Special Committees and Subcommittees must be approved by Council.

Committee noted that appointing a full complement of members to the Yellowknife Heritage Committee will ensure that the Committee's projects are not unduly delayed.

**Committee recommends that Council appoint Mary Rose Sundberg, a representative of the Yellowknives Dene First Nation, to serve on the Yellowknife Heritage Committee for a two (2) year term commencing April 23, 2024 and ending April 22, 2026.**

## MOVE APPROVAL

13. The meeting adjourned at 1:58 p.m.