



CITY OF YELLOWKNIFE

GOVERNANCE AND PRIORITIES COMMITTEE AGENDA

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

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.

<u>Item</u>	<u>Description</u>
1.	Opening Statement: The City of Yellowknife acknowledges that we are located in Chief Drygeese territory. From time immemorial, it has been the traditional land of the Yellowknives Dene First Nation. We respect the histories, languages, and cultures of all other Indigenous Peoples including the North Slave Métis, and all First Nations, Métis, and Inuit whose presence continues to enrich our vibrant community.
2.	Approval of the agenda.
3.	Disclosure of conflict of interest and the general nature thereof.
ANNEX A	(For Information Only)
4.	A memorandum regarding Planning and Development Department Service Level Standards.
ANNEX B	
5.	A presentation regarding New Area Development Plan (Kam Lake).
<u>IN CAMERA</u>	
ANNEX C	
6.	A memorandum regarding whether to appoint a member to serve on the Heritage Committee.



<u>Item No.</u>	<u>Description</u>
ANNEX D	
7.	A matter still under negotiation.
8.	Business arising from In Camera Session.



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE

(For Information Only)

COMMITTEE: Governance and Priorities

DATE: March 25, 2024

DEPARTMENT: Planning and Development

ISSUE: Planning and Development Department Service Level Standards.

BACKGROUND:

The Planning and Development Department is modernizing our 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 we have aligned our 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.

COUNCIL STRATEGIC DIRECTION/RESOLUTION/POLICY:

Strategic Direction #1: People First

Focus Area 1.2 Housing for All

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 Liveable Community

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 Asset Management

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 Capacity

Balancing service levels with human and fiscal resources.

Key Initiative 2.2.2 Aligning organizational service capacity with service levels.

Strategic Direction #3: Sustainable Future

Focus Area 3.2 Growth Readiness
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.

APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:

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).

ATTACHMENTS:

1. Service Level Standard Timelines (DM #758122); and
2. Planning and Development Service Level Standards Presentation (DM#759765).

Prepared: March 1, 2024; CW/cw

Revised: March 20, 2024 (CW)

Planning and Development Service Standard Timelines from Complete Application:
File Information Request
30 days to complete
Building Permits
Part 9 Residential
10 days to permit decision
Part 9 Complex
20 days to permit decision
Part 3
30 days to permit decision
Water and Sewer Connect / Disconnect
15 days to permit decision
Land Lease Application
60 days to a decision and agreement where applicable
Where another application is required (variance, Zoning, BP) add the timeframe in one to the time in the associated application for a total time, though should be processed together if possible)
Land Purchase Application
60 days to a decision and transfer documents where applicable
License Of Occupation
60 days to a decision and agreement where applicable
Encroachments
60 days to a decision and agreement where applicable
Grading Permit (DP required > 0.6 m average across the lot)
45 days to permit decision
30 days to appeal hearing and 60 days after the hearing for a decision where applicable
Residential Parking Permit
20 days to permit decision
Sign Permit
20 days to permit decision
Development Permit - Variance
90 days to permit decision
30 days to appeal hearing and 60 days after the hearing for a decision where applicable

Development Permit - Other
Residential less than 5 units and Change of use
90 days to permit decision
Recreation, Commercial, Industrial and other uses
90 days to permit decision
Residential more than 5 units and all DP requiring Development Agreement
120 days to permit decision
30 days to appeal hearing and 60 days after the hearing for a decision where applicable
Heritage Designation
60 days to hearing before Heritage Committee
Heritage Restoration
90 days to hearing before Heritage Committee
Heritage Alteration
60 days to hearing/decision before Heritage Committee
90 days to decision by Council (when the Committee recommends Council approval)
Development Incentives
30 days to preliminary decision for tax incentives
60 days to GPC for review for up front grants
60 days to preliminary decision for all other applications
Zoning Amendment
120 days to GPC for consideration
15 to 30 days from GPC to Council for 1 st reading
15 to 30 days from 1 st reading to 2 nd reading and public hearing
1-15 days from 2 nd reading to 3 rd reading
Community Plan Amendment
120 days to GPC for consideration
15 to 30 days from GPC to Council for 1 st reading
15 to 30 days from 1 st reading to 2 nd reading and public hearing
To the Minister for decision from 2 nd reading to 3 rd reading time unknown
Development Agreement
Draft Agreement to applicant prior to DP Decision

Planning and Development Service Level Standards



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Legislation

- *Cities, Towns and Villages Act, S.N.W.T., 2003, c.22. as amended;*
- *Community Planning and Development Act S.N.W.T. 2011, c.22;*
- *Commissioner's Land Act, R.S.N.W.T. 1988,c.C-11; and*
- *Northwest Territories Lands Act, S.N.W.T. 2014,c.13.*

Building by-law No. 5058;
Community Plan By-law No. 5007;
Zoning By-law No. 5045;
Land Administration By-law No. 4596;
Fees and Charges By-law No. 4436;
Development Incentive Program By-law No. 4534; and
Heritage By-law No. 4540.

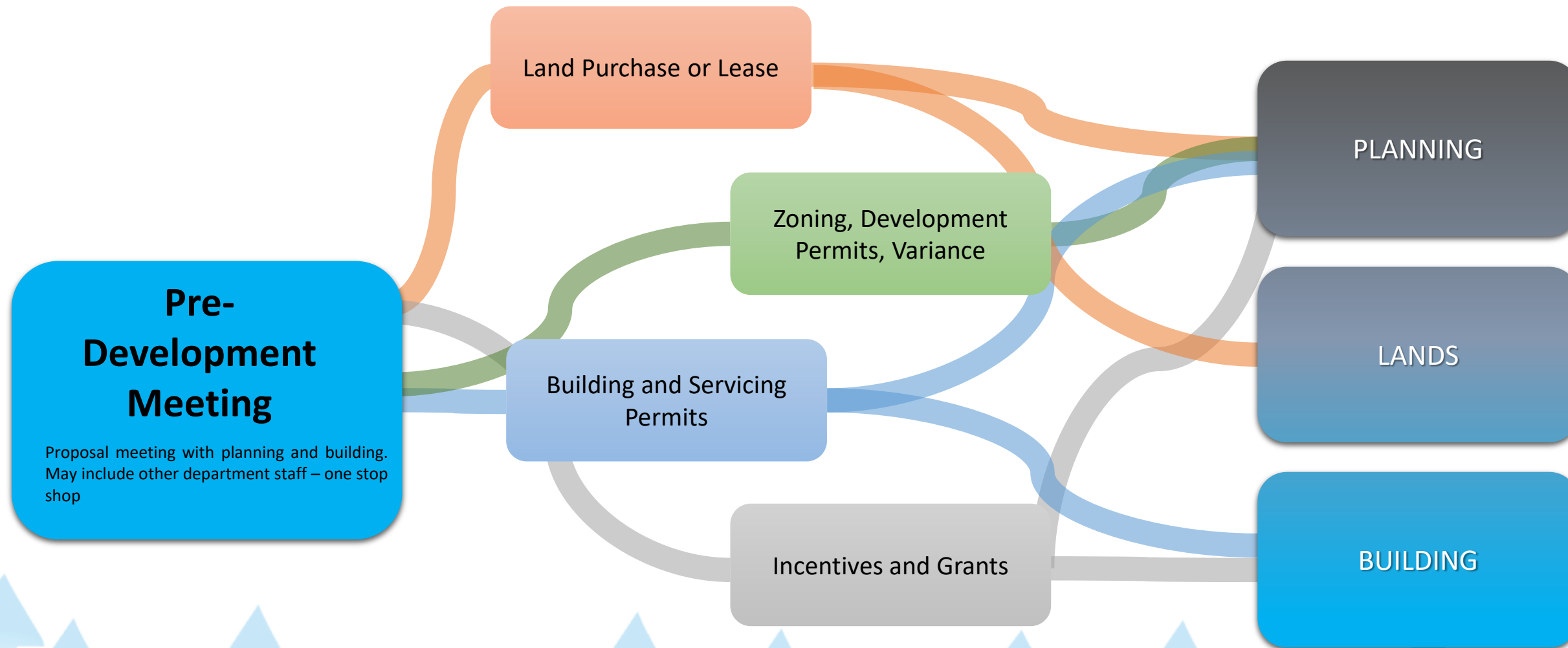
Council Motion

- Motion 0129-23
 - That in 2024, service level standards are developed for Planning and Development

Services Delivered

- File Information Requests;
- Building Permits (mechanical, foundation, sewer/water, etc);
- Demolition Permits;
- Land Leases and Acquisitions;
- Development Permits (variance, new build, change of use);
- Zoning Amendments;
- Sign Permits;
- Heritage Permits; and
- Development Incentives

Process



Monitor and Report

- For all applications and decisions
- Chart our service level timelines
- Identify issues or bottlenecks
- Adjust and improve

Process Update

- Soft launched process changes in October 2023
- Began monitoring timelines as of January 2024
- New applications and guides April 2024
- Fact Sheets spring/summer 2024 available online

New Area Development Plan (Kam Lake)



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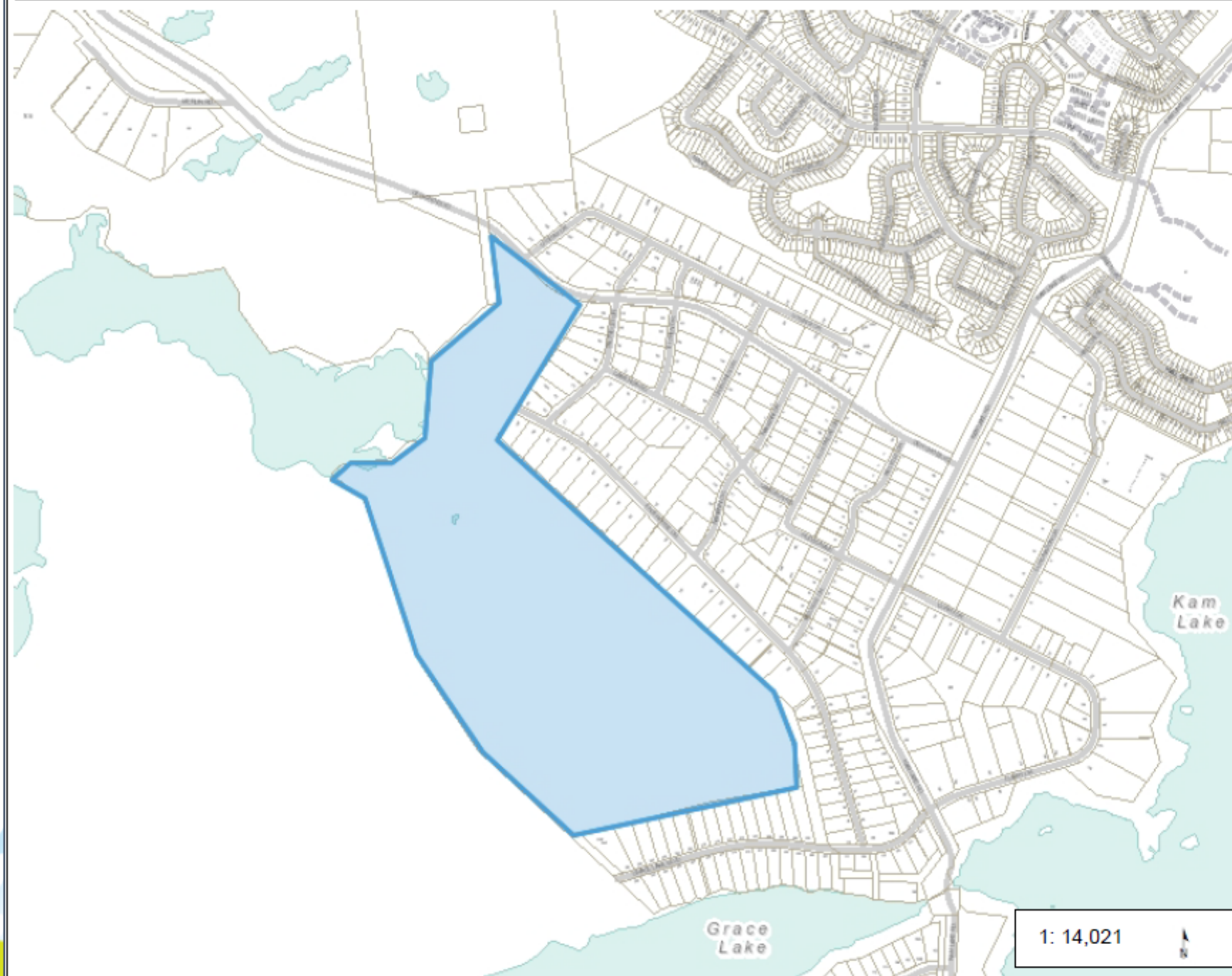


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Proposed Development Area



Legend

- Parcels
- Streets
 - Road
 - Private Laneway
- Municipal Boundary
- Waterbodies

1: 14,021

0.7 0 0.36 0.7 Kilometers

NAD_1983_UTM_Zone_11N

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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes



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PROCESS

- Public Consultation
- Market and Servicing Review
- Area Development Plan
- Zoning
- Subdivision
- Marketing Plan
- Sale of land

Next Steps

- Spring 2024
 - Update website
 - Public consultation
- Results of market/servicing review and public consultation to Council for direction



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE

COMMITTEE: Governance and Priorities

DATE: March 25, 2024

DEPARTMENT: Administration

ISSUE: Whether to appoint a member to serve on the Heritage Committee.

RECOMMENDATION:

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 9, 2024 and ending April 8, 2026.

BACKGROUND:

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.

COUNCIL STRATEGIC DIRECTION/RESOLUTION/POLICY:

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.

APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:

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

CONSIDERATIONS: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.

ALTERNATIVES TO RECOMMENDATION:

No viable alternative has been identified.

RATIONALE:

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

ATTACHMENTS:

None.

Prepared: March 18, 2024; SJ/