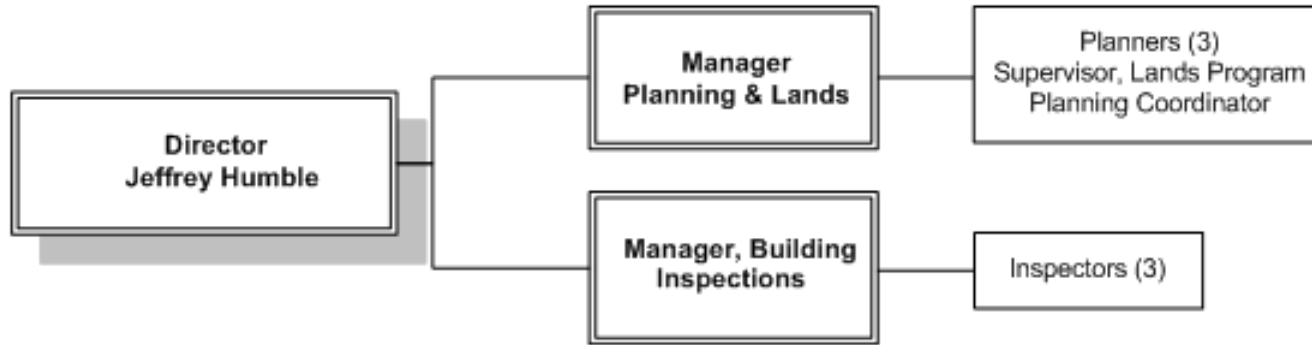


GENERAL FUND - Planning & Development

DEPARTMENT STAFFING



Staffing Summary

	2012 Actual	2013 Budget	2013 Forecast	2014 Budget	2015 Budget	2016 Budget	Note
Directorate	2.00	2.00	2.00	1.00	1.00	1.00	(1)
Building Inspections	3.00	4.00	4.00	4.00	4.00	4.00	
Planning & Lands	5.00	5.00	5.00	6.00	6.00	6.00	(1)
	10.00	11.00	11.00	11.00	11.00	11.00	
Permanent Positions	10.00	11.00	11.00	11.00	11.00	11.00	
Part-time/ Casual	0.00	0.00	0.00	0.00	0.00	0.00	
	10.00	11.00	11.00	11.00	11.00	11.00	

Notes:

(1) The Planning Co-ordinator will report to Manager of Planning & Lands.

PLANNING AND DEVELOPMENT

Overview

The Planning and Development Department oversees land administration, issuance of development and building permits, application of the Zoning By-law and long-range strategic growth, and the development and design of the City. The Department consists of two divisions which report to the director: the Planning and Lands Division and the Building Inspections Division.

2013 Highlights

The highlights of the Planning and Development Department include:

- Presented overview of Business Improvement District to the Yellowknife Chamber of Commerce
- Presented by-law amendments to Council to address downtown parking
- Received Council approval and began public engagement on Capital Area Development Scheme
- Completed digitization of existing permitting files to create storage space and integrate with the City's document management system
- Proposed framework for the installation of bike lanes in the City
- Completed configuration of CityView for "go-live" in anticipation of 2014 construction season
- Concluded development permits to facilitate construction of Niven Lake Phase V
- Continued promotion of energy efficiency through EnerGuide for New Homes 80 (EGNH-80) program
- Continued to present and advance City's interests in the remediation and redevelopment opportunities of both Giant Mine and Con Mine
- Completed detailed design of the Eco-housing project; completed review and input from Eco-housing Task Force.

2014/2015/2016 Goals

The goals of the Planning and Development Department are to:

- Continue to streamline the development and building permitting process to reduce barriers to development, increase efficiencies, and improve customer service
- Continue to increase public awareness and appreciation of the role of the Planning and Development Department in the community via the City's public engagement framework
- Encourage development and redevelopment of the City through creative strategies and policies related to land assembly, development incentives, public-private partnerships, and general administration of the Land Development Fund
- Promote residential development opportunities for residential growth through a balance of housing types, and residential intensification and greenfield development
- Foster partnerships with the private sector, territorial and federal government departments, and Metis and First Nations to resolve land issues and promote the development objectives of the City

2014/2015/2016 Objectives

The objectives of the Planning and Development Department are to:

- Continue streamlining the permitting process through roll-out of CityView Automated Permitting Software and appropriate amendments to Zoning By-law and Building By-law
- Continue to provide educational material to the public to increase transparency and responsiveness to planning and development issues
- Bring forward recommended Zoning By-law amendments based on the adoption of the new General Plan (2011)
- Create a development scheme and marketing plan for the Taylor Road extension
- Market and/or develop the Hordal/Bagon property
- Work with project team and developer to bring Eco-housing project to construction in 2014



GENERAL FUND - Planning & Development

- Undertake public engagement, design and tender to upgrade Harbour Plan park nodes, pursuant to the 2014 budget: Wiley Road, Lessard/Otto Drive; McMeekan Causeway
- Undertake public engagement, design, and tender for bike lanes as per 2014 budget
- Continue with streetscaping of Old Airport Road, Franklin Avenue, and downtown core
- Work with Council to complete and implement a revitalization and redevelopment plan for 50th Street
- Seek jurisdiction of the Yellowknife Bay lakebed and develop regulatory framework for houseboats
- Update the development scheme for the Capital Area and proceed with development of residential, commercial and recreational opportunities
- Continue to work with the Yellowknives Dene First Nation (YKDFN), Akaitcho First Nation and Municipal and Community Affairs to advance the provision of land from Municipal and Community Affairs
- Continue to build capacity in implementing the EGNH-80 standard for housing construction
- Complete municipal boundary amendments with the YKDFN and GNWT Department of Municipal and Community Affairs
- Continue to work with regional organizations to lobby Aboriginal Affairs and Northern Development Canada to address the environmental remediation of Giant Mine
- Submit the 2013 Greater Land Application to MACA to acquire Commissioner's land within the City of Yellowknife
- Complete the land sales in Niven Lake Phases 5 and 7, Grace Lake, and Enterprise Drive
- Continue to market Engle Business District
- Complete development schemes for Tin Can Hill/Con Mine areas and Kam Lake
- Work with Project Team to bring Eco-housing project to construction.

GENERAL FUND - Planning & Development

Department Budget	2012	2013	2013	2014	2015	2016
	Actual	Budget	Forecast	Budget	Budget	Budget
	(\$000's)	(\$000's)	(\$000's)	Recommended	(\$000's)	(\$000's)
				(\$000's)		
Revenue						
Government Transfers						
Other Grants	-	-	-	-	-	-
User Charges	536	534	684	615	615	615
	536	534	684	615	615	615
Expenditures (By Activity)						
Administration	463	289	345	302	313	320
Building Inspections	326	450	415	445	476	505
Planning & Lands	788	812	738	794	823	852
	1,577	1,551	1,498	1,540	1,612	1,676
Net Revenue (Expenditures)	(1,041)	(1,017)	(814)	(925)	(997)	(1,061)
Expenditures (By Object)						
Wages & Benefits	1,289	1,300	1,248	1,320	1,390	1,453
Other O&M	289	251	250	220	222	224
	1,577	1,551	1,498	1,540	1,612	1,676
Interfund Transfers						
From Downtown Development Reserve	(98)	(78)	(78)	(78)	(78)	(78)
	1,479	1,473	1,420	1,462	1,534	1,598
Details of Other O&M						
General Services	242	241	236	208	210	212
Materials	31	10	14	11	11	12
Maintenance	-	-	-	-	-	-
Utility- Fuel	-	-	-	-	-	-
Utility- Power	-	-	-	-	-	-
Vehicle O&M & Fuel	-	1	1	1	1	1
Others	16	-	-	-	-	-
	288	251	250	220	222	224



GENERAL FUND - Planning & Development

Directorate Budget

	2012 Actual (\$000's)	2013 Budget (\$000's)	2013 Forecast (\$000's)	2014 Budget Recommended (\$000's)	2015 Budget (\$000's)	2016 Budget (\$000's)
Expenditures (By Activity)						
Legislation & Governance	91	56	67	58	60	62
Public Information	96	60	72	63	65	67
Policy Development	138	86	103	90	93	96
Long-Range Planning	138	87	103	91	94	96
	463	289	345	302	313	320
Expenditures (By Object)						
Wages & Benefits	438	276	330	288	299	306
Other O&M	26	12	15	14	14	14
	463	289	345	302	313	320
Details of Other O&M						
General Services	13	12	12	14	14	14
Materials	12	-	3	-	-	-
Maintenance	-	-	-	-	-	-
Utility- Fuel	-	-	-	-	-	-
Utility- Power	-	-	-	-	-	-
Vehicle O&M & Fuel	-	-	-	-	-	-
Others	-	-	-	-	-	-
	26	12	15	14	14	14

PLANNING & LANDS DIVISION

In accordance with the direction provided by Council, the Planning & Lands Division coordinates and facilitates the planning, development, acquisition and disposition of lands within Yellowknife. The Division is responsible for a broad range of professional, administrative and technical services.

These responsibilities include the preparation and realization of long-range land use plans (such as the General Plan and Development Schemes), and the provision of information and policy recommendations on land-related subjects (such as land purchases and sales, land development, urban design guidelines, legislation of other levels of government, and mapping). In addition, a major portion of staff time is devoted to administration of the Zoning By-law which is used to manage building and land use change in accordance with City Council's long-range land use plans. Staff also manage all of the City's land-related transactions, including purchases, sales, leases, agreements, and the by-laws required for each.

2013 Highlights

The highlights of the Planning & Lands Division include:

- Implemented the 2011 General Plan
- Implemented the Yellowknife Harbour Plan
- Completed the Block 501 Housing Development Scheme and Zoning By-law amendment for the area
- Completed public engagement and final design concepts of the government dock and pilot's monument site improvement
- Completed secondary suites online survey, and initiated public engagement process for secondary suites zoning by-law amendment
- Continued sale of Enterprise Drive extension light industrial/commercial lots
- Continued sale of Grace Lake waterside residential lots
- Continued sale of residential lots in the Niven Lake Phase VII Subdivision
- Continued Greater Land Application process
- Introduced development checklist and simplified process for development of decks, accessory buildings and additions.

2014/2015/2016 Goals

The goals of the Planning & Lands Division are to:

- Continue implementing the 2011 General Plan
- Continue implementing the Yellowknife Harbour Plan
- Improve community education about Planning & Lands processes
- Work with other departments, agencies, and organizations to streamline and simplify the development process for developers and residents
- Improve the Land Development Fund and strategic acquisitions in line with the Smart Growth Plan and the 2011 General Plan.

2014/2015/2016 Objectives

The objectives of the Planning & Lands Division are to:

- Complete development schemes for Capital Site and District, Tin Can Hill/Con Mine Area, and Kam Lake
- Complete zoning by-law amendments in line with the 2011 General Plan strategies
- Facilitate the Block 501 housing development
- Complete the Eco-housing project
- Continue to market and facilitate the development of the remaining parcels in Niven Lake Phase V
- Facilitate the development of the Twin Pine Hill parcel
- Market and facilitate the development of the Hordal and Bagon area
- Submit the application and proceed with the Greater Land Application project
- Work with City staff, consultants, and developers in a goal-driven process for each land development project
- Engage residents through a variety of media for the purpose of enhanced communication on the development process
- Introduce CityView software for development permit application and review
- Research and decide suitable land management software for lands inventory and process



GENERAL FUND - Planning & Development

Planning and Lands Budget				2014	2015	2016
	2012	2013	2013	Budget	Budget	Budget
	Actual	Budget	Forecast	Recommended	Budget	Budget
	(\$000's)	(\$000's)	(\$000's)	(\$000's)	(\$000's)	(\$000's)
Revenue						
Grant	-	-	-	-	-	-
User Charges	154	60	52	60	60	60
	154	60	52	60	60	60
Expenditures (By Activity)						
Legislation & Governance	30	31	28	31	32	33
Land Use Planning	218	223	203	218	227	234
Land Administration	231	243	221	238	247	255
Development Approval Process	166	176	160	172	178	184
Heritage Committee	49	48	43	46	48	50
Smart Growth Implementation	94	91	82	88	92	95
	788	812	738	794	823	852
Net Revenue (Expenditures)	(634)	(752)	(687)	(734)	(763)	(792)
Expenditures (By Object)						
Wages & Benefits	556	621	532	601	629	656
Other O&M	232	191	206	193	194	195
	788	812	738	794	823	852
Details of Other O&M						
General Services	203	186	201	187	188	190
Materials	13	5	5	5	5	5
Maintenance	-	-	-	-	-	-
Utility - Fuel	-	-	-	-	-	-
Utility - Power	-	-	-	-	-	-
Vehicle O&M & Fuel	-	1	1	1	1	1
Others	16	-	-	-	-	-
	232	191	206	193	194	195

GENERAL FUND - Planning & Development

Planning & Lands Performance Measures

	Projected 2012	Actual 2012	Projected 2013	Forecasted 2014	Forecasted 2015	Forecasted 2016
Workload Indicators:						
Development Permits issued	300	275	225	200	200	200
Land Applications	10	6	6	10	10	10
Subdivision Applications	13	10	13	13	13	13
Memos to Committee	50	48	50	50	50	50
Development Permit Appeals	2	0	1	1	1	1
Development Schemes	3	2	1	1	1	1
Major Public Forums/Consultation	20	18	20	20	20	20
Land sold (full lots, not portions)	40	37	30	20	20	20
Total value (residential)	\$5,129,603	\$3,600,000	\$3,000,000	\$1,500,000	\$1,500,000	\$1,500,000
Total value (commerical, industrial)	\$1,000,000	\$735,000	\$1,000,000	\$1,500,000	\$1,500,000	\$1,500,000
Heritage Committee meetings	11	11	11	11	11	11
Smart Growth Implementation Committee meetings	10	10	10	10	10	10



BUILDING INSPECTIONS DIVISION

Overview

The Building Inspections Division issues building and mechanical permits for all types of buildings. The construction process is followed by inspections to maintain the safety and standards of all buildings in the City of Yellowknife.

The main services provided by Building Inspections Division are the issuance of permits and ensuring compliance through review, inspection, and enforcement. The Division reviews applications to ensure that projects are completed in accordance with Building By-law No. 4469 and national codes (National Building Code, National Fire Code, and National Plumbing Code).

2013 Highlights

The highlights of the Building Inspections Division include:

Energy efficiency:

- Completed all energy files since 2011 submission and labeling through Arctic Energy Alliance to NRCAN
- Outsourced new energy evaluations as per By-law requirements to meet EGNH-80, to the same local consulting company
- Continue to build capacity, promoted energy efficiency and implemented the EGNH-80 standard for housing construction program
- Received \$20,000 grant from NRCAN, amount designated for energy efficiency incentive and training
- Provided Builders Workshop and HOT2000 training for inspectors as well as construction community

Training:

- Provided WETT training certification, a necessary qualification for inspections regarding wood burning appliances
- Completed soft skills training of the new inspectors for better and higher customer service quality, conflict management, and professional correspondence

CityView:

- Coordination among City of Yellowknife departments involved in the construction process (Public Works and Engineering, Planning and Lands, and Fire Safety)
- Generated flowcharts; validated inspection process, assisted in streamlining and tracking applications by working closely with CityView developers

Operational Efficiency:

- Assisted coordination between Office of Fire Marshal and GNWT Safety Department to achieve a better and more efficient process of reviewing documents and enforcing regulations
- Ongoing updates of forms and applications used by Building Inspections Division
- Submission of applications, forms, and other documents to a centralized email address as a preliminary step toward online submission through the new CityView permitting software (to be implemented in fall 2013)
- Issued permits, plan reviews by electronic correspondence
- Provided available updates and brochures regarding energy efficiency standards, safety installations, regulations and bulletins offered by the agencies and departments involved
- Implemented the sorting of permits by discipline (i.e., building or mechanical), leading the process in a more focused direction and shortening the duration of the review
- Public meetings with key consultants regarding secondary suites and proposed updates of the Building By-law
- Issued over 350 permits and performed over 450 inspections for a total construction value of \$72 million by the end of September
- Screened, hired and trained two new inspectors for the division

2014/2015/2016 Goals

In addition to overall departmental goals, the specific goals of the Building Inspections Division are to:

- Continue to increase public awareness, appreciation and role of energy-efficient building standards by:
 - providing educational material to the public and training opportunities for both staff and the community

GENERAL FUND - Planning & Development

- Continue to configure and implement CityView automated permitting software to improve records management, efficiency, and customer service
- Streamline the operational efficiency of the Division and improve customer service by:
 - Developing a better strategy for coordinating communication among owners, City departments and government agencies
 - Reviewing Building By-law No. 4469, proposing updates and modifications, and coordinating public presentations and open houses
 - Developing a new line of information packages to facilitate the building and mechanical permit application processes and requirements
 - Developing a more structured schedule through CityView automated permitting software for monitoring permits, coordinating inspections and communicating with customers.



GENERAL FUND - Planning & Development

Building Inspections Budget

	2012 Actual (\$000's)	2013 Budget (\$000's)	2013 Forecast (\$000's)	2014 Budget Recommended (\$000's)	2015 Budget (\$000's)	2016 Budget (\$000's)
Revenue						
User Charges	382	474	633	555	555	555
	<u>382</u>	<u>474</u>	<u>633</u>	<u>555</u>	<u>555</u>	<u>555</u>
Expenditures (By Activity)						
Permit Issuance	114	159	147	156	167	177
Inspections	100	147	136	156	167	177
Permit Follow-ups	48	62	57	44	48	50
Complaints & Investigations	32	41	38	44	48	50
Public Inquiries	32	41	38	44	48	50
	<u>326</u>	<u>450</u>	<u>415</u>	<u>445</u>	<u>476</u>	<u>505</u>
Net Revenue (Expenditures)	<u>56</u>	<u>24</u>	<u>256</u>	<u>110</u>	<u>79</u>	<u>51</u>
Expenditures (By Object)						
Wages & Benefits	295	403	386	431	462	490
Other O&M	31	48	29	14	14	14
	<u>326</u>	<u>450</u>	<u>415</u>	<u>445</u>	<u>476</u>	<u>505</u>
Details of Other O&M						
General Services	25	43	23	8	8	8
Materials	6	5	7	6	6	6
Maintenance	-	-	-	-	-	-
Utility - Fuel	-	-	-	-	-	-
Utility - Power	-	-	-	-	-	-
Vehicle O&M & Fuel	-	-	-	-	-	-
Others	-	-	-	-	-	-
	<u>31</u>	<u>48</u>	<u>29</u>	<u>14</u>	<u>14</u>	<u>14</u>

GENERAL FUND - Planning & Development

Building Inspections Division Performance Measures

	Projected 2012	Actual 2012	Projected 2013	Forecasted 2014	Forecasted 2015	Forecasted 2016	Note
Workload Indicators:							
Permits Issued							
Residential	575	424	350	350	400	450	
Commercial	150	74	100	100	100	100	
Other (Demolition, Sign, Temporary, Foundation)	50	35	50	50	50	50	
Total Permits	775	533	500	500	550	600	
Number of inspections performed	500	750	600	600	600	700	
Number of energy audits completed (MNECB only)	60	110	8	10	10	10	(1)
Construction Values (\$000,000s)							
Residential	40	35	50	50	40	40	
Commercial	20	17	50	40	40	40	
Total Value	60	52	100	90	80	80	
Effectiveness Measures							
Avg. No. of days to issue a permit	20	12	14	12	10	10	(2)

Notes:

- (1) Building Inspections Division performs only MNECB Energy Evaluations for Commercial, Industrial and Multi-Residential buildings that have more than 33 units. All EGNH evaluations are performed by other agencies.
- (2) Building Inspections Division makes efforts to issue a permit on the effective date of the development permit (i.e., 14 days after the development permit's approval date), providing the applicant has submitted all of the documents required to complete a plan review. However, if the application is made just before the development permit becomes effective and insufficient documentation is provided, it will take longer to issue the permit.

