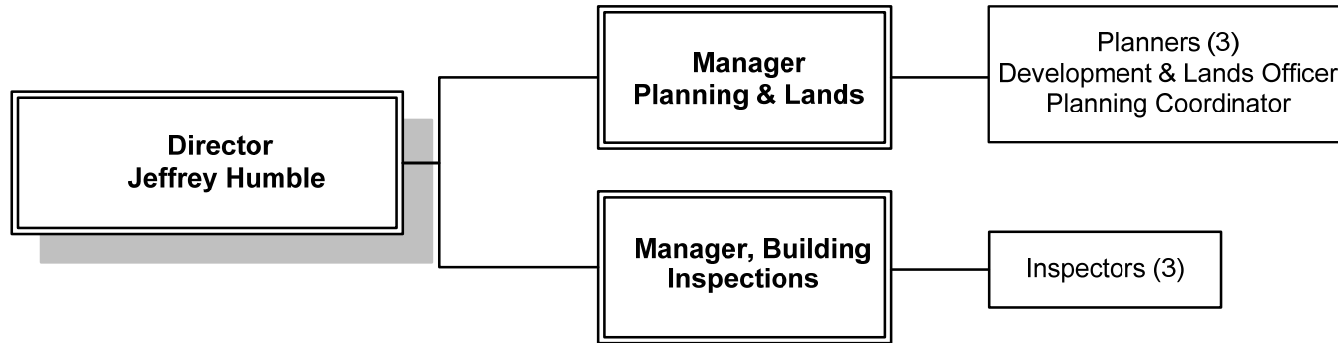


DEPARTMENT STAFFING



Staffing Summary

	2013 Actual	2014 Budget	2014 Forecast	2015 Budget	2016 Budget	2017 Budget	Note
Directorate	2.00	1.00	1.00	1.00	1.00	1.00	(1)
Building Inspections	4.00	4.00	4.00	4.00	4.00	4.00	
Planning & Lands	5.00	6.00	6.00	6.00	6.00	6.00	(1)
	11.00	11.00	11.00	11.00	11.00	11.00	
Permanent Positions	11.00	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	

Notes:

(1) Starting from 2014, the Planning Co-ordinator reports 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.

2014 Highlights

The highlights of the Planning and Development Department include:

- Finalized Development Agreement and approved Development and Building Permit for Block 501 residential development
- Completion of consultation, design and construction of Government Dock and Pilot's Monument capital improvements
- Continued with streetscaping work on Old Airport Road Phase IV
- Created additional development incentives for the Engle Business District resulting in record number of lot sales and revenues since subdivision commenced in 2007
- Completed demolition of the Cornermart and Instaloan buildings to facilitate development and established Disposal By-law
- Stakeholder consultation on 50th Street revitalization and purchase of the 50/50 corner lot
- Amended zoning bylaw to expand housing diversity and affordability options including provisions for secondary suites and tiny homes
- Established long-term lease and partnership agreement with Habitat for Humanity
- Put to tender the Eco-Housing project
- Successfully acquired numerous parcels from the GNWT as part of the City's greater land application
- Continued to consult with First Nations on Akaitcho Land Withdrawal and potential amendments to Municipal Boundary
- Continued public engagement on 52nd Avenue streetscaping and bike lanes, resulting in construction commencement
- Made Zoning By-law amendments to relax off-street downtown parking requirements and installation of additional parking meters for on-street parking

- Remediated municipal owned property adjacent to Bristol Pit and rezoned for commercial development
- Continued with public engagement on Wiley and Lessard roads waterfront open space development
- Continued with public engagement on Kam Lake rezoning
- Commenced public engagement on the Capital Area Plan
- Commenced public engagement on Grace Lake South Waterside Residential
- 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

2015/2016/2017 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



2015/2016/2017 Objectives

The objectives of the Planning and Development Department are to:

- Continue streamlining the permitting process
- 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 as a result of the new GNWT Planning Act and the City's various plans
- Work towards approving the Zoning and Development Scheme for the construction design and marketing of Grace Lake South
- Market and/or develop the Hordal/Bagon property
- Work with project team and developer to bring Eco-housing project to construction in 2015.
- 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 additional streetscaping projects in the Downtown (i.e. 50th Street)
- 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
- Complete community engagement and 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 (YDFN) and 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.
- Continue to work with the YKDFN, Akaitcho and the GNWT on municipal boundary amendments
- Continue to work with the Giant Mine team on the remediation and restoration of the Giant Mine Site
- Continue to market Niven Lake Phase V and VII; Grace Lake North; Engle Business, District, and Enterprise Drive and other municipally owned property

GENERAL FUND - Planning & Development

Department Budget	2013 Actual (\$000's)	2014 Budget (\$000's)	2014 Forecast (\$000's)	2015 Budget Recommended (\$000's)	2016 Budget (\$000's)	2017 Budget (\$000's)
Revenue						
Government Transfers						
Other Grants	-	-	-	-	-	-
User Charges	648	615	335	590	595	600
	648	615	335	590	595	600
Expenditures (By Activity)						
Administration	343	302	237	212	217	221
Building Inspections	376	445	431	459	486	510
Planning & Lands	653	794	798	916	958	995
	1,372	1,540	1,466	1,587	1,661	1,725
Net Revenue (Expenditures)	(724)	(925)	(1,131)	(997)	(1,066)	(1,125)
Expenditures (By Object)						
Wages & Benefits	1,201	1,320	1,229	1,360	1,432	1,495
Other O&M	171	220	237	227	228	230
	1,372	1,540	1,466	1,587	1,661	1,725
Interfund Transfers						
From Downtown Development Reserve	(19)	(78)	(78)	(78)	(78)	(78)
	1,353	1,462	1,388	1,509	1,583	1,647
Details of Other O&M						
General Services	153	208	222	214	215	217
Materials	17	11	14	13	13	13
Maintenance	-	-	-	-	-	-
Utility- Fuel	-	-	-	-	-	-
Utility- Power	-	-	-	-	-	-
Vehicle O&M & Fuel	-	1	1	1	1	1
Others	-	-	-	-	-	-
	171	220	237	227	228	230



GENERAL FUND - Planning & Development

Directorate Budget				2015 Budget Recommended (\$000's)	2016 Budget (\$000's)	2017 Budget (\$000's)	Note
2013 Actual (\$000's)	2014 Budget (\$000's)	2014 Forecast (\$000's)					
Expenditures (By Activity)							
Legislation & Governance	66	58	46	42	43	44	
Public Information	71	63	49	42	43	44	
Policy Development	103	90	71	64	65	66	
Long-Range Planning	103	91	71	64	65	66	
	<u>343</u>	<u>302</u>	<u>237</u>	<u>212</u>	<u>217</u>	<u>221</u>	
Expenditures (By Object)							
Wages & Benefits	332	288	221	198	203	207	(1)
Other O&M	11	14	16	14	14	14	
	<u>343</u>	<u>302</u>	<u>237</u>	<u>212</u>	<u>217</u>	<u>221</u>	
Details of Other O&M							
General Services	7	14	14	14	14	14	
Materials	4	-	2	-	-	-	
Maintenance	-	-	-	-	-	-	
Utility- Fuel	-	-	-	-	-	-	
Utility- Power	-	-	-	-	-	-	
Vehicle O&M & Fuel	-	-	-	-	-	-	
Others	-	-	-	-	-	-	
	<u>11</u>	<u>14</u>	<u>16</u>	<u>14</u>	<u>14</u>	<u>14</u>	

Notes:

(1) Planning Coordinator was under Directorate until May 2014 and since then this position has been under Planning and Lands.

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.

2014 Highlights

The highlights of the Planning & Lands Division include:

- Implemented the 2011 General Plan
- Implemented the Yellowknife Harbour Plan
- Initiated the Capital Area Development Plan review
- Administered construction of the government dock and Pilot's Monument site improvement
- Completed Active Transportation Strategy online survey, and initiated the bike lane project by adding bike lanes on 52nd Avenue
- Completed public engagement and final design of the Tin Can Hill Trail and Park improvements
- Initiated the downtown parking meter installation project by adding 2-hour meters in front of business establishments
- Completed public engagement for Kam Lake rezoning and area improvement and initiated the Zoning By-Law amendment process
- Promoted and completed more sales of the Engle Business District industrial lots
- Continued sale of residential lots in the Niven Lake Phase VII subdivision

- Continued land application for Commissioner's Land to address the issue of land supply for residential development
- Implemented the CityView online permitting system

2015/2016/2017 Goals

The goals of the Planning & Lands Division are to:

- Continue implementing the Smart Growth Development Plan, 2011 General Plan, Yellowknife Harbour Plan and Capital Area Development Plan
- Promote the use of CityView Online Permitting system; improve information sharing and transparency for permit review
- Improve the Land Development Fund and strategic acquisitions in line with the Smart Growth Plan and the 2011 General Plan

2015/2016/2017 Objectives

The objectives of the Planning & Lands Division are to:

- Complete and implement the Capital Area Development Plan
- Complete Zoning By-Law amendments in line with the new *Community Planning and Development Act*
- Complete Kam Lake rezoning; work on identified road and trail improvements within the area
- Complete design and construction for the Old Town waterfront park area improvement
- Complete the Eco-housing project
- Complete the Grace Lake South residential subdivision and bring lots to market
- 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
- Engage residents through a variety of media for the purpose of enhanced communication on the development process
- Work with IT to post permit information through CityView and CityExplorer and share relevant statistics online
- Update and maintain the City's land database and improve land management



GENERAL FUND - Planning & Development

	2013 Actual (\$000's)	2014 Budget (\$000's)	2014 Forecast (\$000's)	2015 Budget Recommended (\$000's)	2016 Budget (\$000's)	2017 Budget (\$000's)	Note
Revenue							
Government Transfers							
Grant	-	-	-	-	-	-	
User Charges	64	60	65	60	60	60	
	64	60	65	60	60	60	
Expenditures (By Activity)							
Legislation & Governance	25	31	31	35	37	38	
Land Use Planning	180	218	220	252	264	274	
Land Administration	196	238	239	274	287	298	
Development Approval Process	141	172	173	198	208	215	
Heritage Committee	38	46	47	54	56	58	
Smart Growth Implementation	73	88	89	102	107	111	
	653	794	798	916	958	995	
Net Revenue (Expenditures)	(589)	(734)	(733)	(856)	(898)	(935)	
Expenditures (By Object)							
Wages & Benefits	526	601	606	718	759	794	(1)
Other O&M	127	193	192	198	199	201	
	653	794	798	916	958	995	
Details of Other O&M							
General Services	122	187	186	191	192	194	
Materials	5	5	5	7	7	7	
Maintenance	-	-	-	-	-	-	
Utility- Fuel	-	-	-	-	-	-	
Utility- Power	-	-	-	-	-	-	
Vehicle O&M & Fuel	-	1	1	1	1	1	
Others	-	-	-	-	-	-	
	127	193	192	198	199	201	

Notes:

(1) Planning Coordinator was under Directorate until May 2014 and since then this position has been under Planning and Lands.

GENERAL FUND - Planning & Development

Planning & Lands Performance Measures

	Projected 2013	Actual 2013	Projected 2014	Forecasted 2015	Forecasted 2016	Forecasted 2017	Notes
Workload Indicators:							
Development Permits issued	225	260	240	200	150	150	(1)
Land Applications	6	6	6	6	6	6	
Subdivision Applications	13	11	13	13	13	13	
Memos to Committee	50	47	50	50	50	50	
Development Permit Appeals	1	0	0	1	1	1	
Development Schemes	1	0	1	1	1	1	
Major Public Forums/Consultation	20	22	30	20	20	20	
Land sold (full lots, not portions)	30	26	17	20	20	20	
Total value (residential)	\$3,000,000	\$2,108,497	\$270,000	\$1,500,000	\$1,500,000	\$1,500,000	
Total value (commerical, industrial)	\$1,000,000	\$1,492,631	\$2,900,000	\$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	0	0	0	0	(2)

Notes:

- (1) Expecting zoning amendment by 2016 to remove development permit requirement for minor home based business
- (2) Smart Growth Implementation Committee has been dissolved.



BUILDING INSPECTIONS DIVISION

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

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

2014 Highlights

The highlights of the Building Inspections Division include:

CityView Automatic Permitting Software:

- Successfully implemented Cityview automatic permitting software and issued over 429 permits, for a total construction value of \$33 million by the end of August
- Coordinated with City departments involved in the construction process (Public Works and Engineering, Planning and Lands, and Fire Division) for issuing occupancy permits
- Coordinated application and payment process with CityView developers, Customer Service Division and customers

Process Streamline:

- Updated building inspection application forms, checklists and related documents
- Generated several internal documents to be used by building inspectors
- Closely monitored inspections activities and correspondence related to issuing permits, plan examinations and reports which were electronically performed through CityView
- Ongoing coordination with Office of Fire Marshal and MACA's Public Safety Division with the goal of a more efficient process for reviewing documents and enforcing regulations

- Ongoing changes to the Water and Sewer Services By-law; new regulations proposed with thorough and detailed general updates
- Ongoing building inspections web design information

Energy Efficiency:

- Approved 43 new residential houses by the end of September 2014
- Ongoing efforts to build by promoting energy efficiency and implementing the EGNH-80 Standard for Housing Construction program
- Ongoing updates and brochures outlining energy efficiency standards, safety installations, regulations and bulletins offered by the involved agencies and departments
- Ongoing by-law changes for better regulations promoting energy efficiency
- Provided to the general public over 30 copies of the Canadian Home Builder's Association Builder's Manual, a national bestselling condensed guide to building homes

Training:

- Provided WETT training certification (Wood Energy Technology Transfer Inc.) for all inspectors
- Completed soft skills training for the new inspectors for higher quality of customer service, conflict management, and professional correspondence

2015/2016/2017 Goals

The goals of the Building Inspections Division are to:

- Continue to streamline the operational efficiency of the division and improve customer service by developing better coordination among owners, City departments and government agencies
- Promote the use of CityView online permitting system and improve information sharing and transparency for permit review
- Continue to increase public awareness and appreciation of the role of energy-efficient building standards by providing educational material to the public and training opportunities to both staff and the community

2015/2016/2017 Objectives

The objectives of the Building Inspections Division are to:

- Do a thorough review of Building By-law No. 4469 and complete updates and modifications, preparing public presentations and open houses as necessary
- Develop a new line of information packages to clarify requirements of the building and mechanical permit application processes
- Continue to configure and implement CityView automated permitting software to improve records management, efficiency, and customer service
- Provide accessibility to permitting information through CityView and City Explorer by sharing relevant application online status
- Do a thorough review of division website pages as part of the City of Yellowknife web site design



GENERAL FUND - Planning & Development

Building Inspections Budget				2015	2016	2017
	2013	2014	2014	Budget	2016	2017
	Actual	Budget	Forecast	Recommended	Budget	Budget
	(\$000's)	(\$000's)	(\$000's)	(\$000's)	(\$000's)	(\$000's)
Revenue						
User Charges	584	555	270	530	535	540
	584	555	270	530	535	540
Expenditures (By Activity)						
Permit Issuance	133	156	151	174	185	194
Inspections	123	156	151	174	185	194
Permit Follow-ups	51	44	43	37	39	41
Complaints & Investigations	34	44	43	37	39	41
Public Inquiries	34	44	43	37	39	41
	376	445	431	459	486	510
Net Revenue (Expenditures)	209	110	(161)	71	49	31
Expenditures (By Object)						
Wages & Benefits	343	431	402	444	471	494
Other O&M	33	14	29	15	15	15
	376	445	431	459	486	510
Details of Other O&M						
General Services	25	8	22	9	9	9
Materials	8	6	7	6	6	6
Maintenance	-	-	-	-	-	-
Utility- Fuel	-	-	-	-	-	-
Utility- Power	-	-	-	-	-	-
Vehicle O&M & Fuel	-	-	1	-	-	-
Others	-	-	-	-	-	-
	33	14	29	15	15	15

GENERAL FUND - Planning & Development

Building Inspections Division Performance Measures

	Projected 2013	Actual 2013	Projected 2014	Forecasted 2015	Forecasted 2016	Forecasted 2017	Note
Workload Indicators:							
Permits Issued							
Residential	350	340	381	400	400	400	
Non-Residential	100	83	99	100	100	100	
Other	50	70	80	75	75	75	
Total Permits	500	493	560	575	575	575	
Number of inspections performed	600	593	670	550	550	550	
Number of energy audits completed (MNECB only)	8	7	10	10	10	10	(1)
Construction Values (\$000,000s)							
Residential	50	33	33	50	50	50	
Non-Residential	50	69	15	25	25	25	
Total Value	100	102	48	75	75	75	
Effectiveness Measures							
Avg. No. of days to issue a permit	14	17	15	13	13	13	(2)

Notes:

- (1) Building Inspections Division performs only MNECB Energy Evaluations for Commercial, Industrial and Multi-Residential, 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.

