



CITY OF YELLOWKNIFE

## GOVERNANCE AND PRIORITIES COMMITTEE AGENDA

Monday, March 11, 2019 at 12:05 p.m.

Chair: Mayor R. Alty,  
Councillor N. Konge,  
Councillor S. Morgan,  
Councillor J. Morse,  
Councillor C. Mufandaedza,  
Councillor S. Payne,  
Councillor R. Silverio,  
Councillor S. Smith, and  
Councillor R. Williams.

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<b><u>Item</u></b>	<b><u>Description</u></b>
1.	Approval of the agenda.
2.	Disclosure of pecuniary interest and the general nature thereof.
ANNEX A	
3.	A memorandum regarding whether to approve a cannabis production facility as a Similar Use, which is a Conditionally Permitted Use under the "BI" – Business Industrial zone at Lot 75, Block 907, Plan 4727 (located at 92 Falcon Road in the Engle Business District).
ANNEX B	
4.	A memorandum regarding whether to authorize Administration to utilize the capital reserve fund to account for the difference between capital budget funding and engineering estimates for 2019 Annual Water & Sewer Replacement: Contract B.
ANNEX C	
5.	A memorandum regarding whether to adopt a By-law Enforcement Policy to promote a consistent approach in investigating by-law complaints and enforcing municipal by-laws.
ANNEX D	
6.	A memorandum regarding whether to direct Administration to advance the development of the Aquatic Centre.



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<b><u>Item No.</u></b>	<b><u>Description</u></b>
ANNEX E	
7.	A memorandum regarding whether to consider the establishment of an Aquatic Centre Development Committee.
ANNEX F	
8.	A memorandum regarding whether to adopt the recommendations from the February 28, 2019 meeting of the Community Advisory Board on Homelessness.

**ADDITIONAL COUNCIL ITEMS**

ANNEX G	
9.	A memorandum regarding whether to appoint Colin Thomas William Watton as a By-law Officer II for the City of Yellowknife.

**IN CAMERA**

ANNEX H	
10.	A land matter.
11.	Business arising from In Camera Session.



CITY OF YELLOWKNIFE

**MEMORANDUM TO COMMITTEE**

**COMMITTEE:** Governance and Priorities

**DATE:** March 11, 2018

**DEPARTMENT:** Planning and Development

**ISSUE:** Whether to approve a cannabis production facility as a Similar Use, which is a Conditionally Permitted Use under the “BI” – Business Industrial zone at Lot 75, Block 907, Plan 4727 (located at 92 Falcon Road in the Engle Business District).

**RECOMMENDATION:**

That Council approve the Conditionally Permitted Use for a cannabis production facility as a Similar Use at Lot 75, Block 907, Plan 4727 (located at 92 Falcon Road in the Engle Business District).

**BACKGROUND:**

In February 2019, the City received a Development Permit application for Lot 75, Block 907, Plan 4727, to develop a warehouse facility that would contain a cannabis production facility. The land is zoned “BI” – Business Industrial, which includes the permitted uses of Greenhouse, Laboratory, and Research & Development. Based on a zoning analysis, the proposed development is closely aligned with these permitted uses and the general purpose of the zone.

However, the proposed development also includes the growing of cannabis plants, which will only be sold to the Territorial Government for recreational and medical sale. The proposed facility will entail office space, packaging, research and development, in addition to the production of cannabis. The proposed uses are consistent with the permitted uses and intention of the Business Industrial Zone. However, while the proposed development is closely aligned, the zoning analysis also reflects that the permitted uses do not provide specific permissions for this type of land use (cannabis production facility) based on the current definitions within the Zoning By-law No. 4404, as amended. Notwithstanding this issue, the Zoning By-law provides the City with Conditionally Permitted Uses in order to address these similar uses when they arise within a Development Permit application.

The property that is subject to this Development Permit application (Map 1) is land within the Engle Business District Phase 2 Subdivision inventory, which is available for industrial and commercial uses. The proposed development includes a facility that will be regulated by the Federal and Territorial government. In addition, the proposed site development will include removal of some of the

vegetation on the interior of the property while maintaining the perimeter in a natural state. All of these regulatory matters will be reviewed during the Development Permit process.

On February 6, 2019, the City entered into a purchase agreement with the applicant for land in the Engle Business District Phase 2, with an obligation to the applicant to purchase such land pending Council's review of the Conditionally Permitted Use, herein.



Map 1 – Subject property for development of a cannabis production facility (Lot 75, Block 907, Plan 4727)

**COUNCIL POLICY / RESOLUTION OR GOAL:**

Council Goal:

1. Better Engagement with Stakeholders
3. Strengthen and Diversify the Economy
4. Community Sustainability

**APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:**

1. *Community Planning and Development Act*;
2. General Plan By-law No. 4656, as amended;
3. Engle Business District Phase 2 Development Plan By-law No. 4931, as amended; and
4. Zoning By-law No. 4404, as amended.

## CONSIDERATIONS:

### Legislative

The City of Yellowknife is granted the authority to control land uses by way of Zoning By-law under Section 12 of the *NWT Community Planning and Development Act*.

### General Plan By-law No. 4656, as amended

Section 2.3.2 *Growth Vision*, of the General Plan provides a series of policies and direction in order for the City of Yellowknife to achieve its targets for dwelling units and jobs. This section identifies future areas for *employment intensification*, highlighting the Engle Subdivision as a target area for heavier commercial and industrial employment and development.

- 2.3.2 *Growth Vision* Policy #1 (a) – “...The remaining job growth will be by infilling and extensions to existing development areas such as Engle Business District (20%)...”

Section 3.10 *Industrial Designation*, elaborates on how Industrial activity contributes an important component of Yellowknife’s employment opportunities, accounting for 18% of the City’s labour force (as of 2010).

A thorough review of the application in comparison with the goals and objectives outlined within the General Plan has indicates that the proposed use is consistent with the General Plan.

### Engle Business District Phase 2 Development Plan By-law No. 4931, as amended

On April 10, 2017, Council adopted the Engle Business District Phase 2 Area Development Plan. The purpose of the Area Development Plan is to establish a development framework including a conceptual subdivision layout as well as road and trail connections for the Engle Business District Phase 2. The proposed development is occurring within the planned area. The Subject property and the proposed development are consistent with the Area Development Plan.

### Zoning By-law No. 4404, as amended

Section 2.4(1)(a) of Zoning By-law No. 4404, as amended, states that Council shall:

*Make decisions and state any terms and conditions for development permit applications for those uses listed as Conditionally Permitted Uses.*

The subject property is zoned “BI” – Business Industrial. The general purpose of the “BI” – Business Industrial zone is to provide an area for lower impact industrial uses that have a related limited commercial businesses requiring outdoor storage, that are suited to high visibility along a primary road corridor. Some of the Permitted Uses that are related to the proposed development include Greenhouse, Laboratory, and Research & Development. The proposed development includes office space, research and development, production of goods, packaging & processing, and the growth of plants for harvesting. All of these intended uses are itemized within the Business Industrial zone’s permitted uses and definitions of those permitted uses.

The proposed development is consistent with the zone’s permission and commercial and industrial intentions. While these uses are all listed within the zone, cannabis production has not been explicitly specified. Zoning By-law No. 4404, as amended, illustrates that this proposed development is similar to the intended uses within the zone, this is why the Development permit is being brought forward as a

Similar Use. Similar Use, is listed as a Conditionally Permitted Use under the “BI” – Business Industrial zone. Within Zoning By-law No. 4404, as amended, the definition of Similar Use, is as follows:

*Means development deemed by Council to be similar in nature to a permitted or conditionally permitted use*

The design criteria that has been outlined within the Business Industrial zone requires that at least one side of the proposed building be enhanced to promote visual appeal. These regulations require that at least 10% of the front of the building have windows and 25% be finished with stone, brick, cedar, hardboard, or stucco. The Development Officer will ensure that the proposed design and plans for the facility are consistent with all of these requirements.

Changes to municipal by-laws to include a regulatory framework concerning cannabis production are currently underway. Administration recommends that Committee consider exercising authority pursuant to Zoning By-law No. 4404, as amended, in order to facilitate the development and sale of Lot 75, Block 907, Plan 4727. An analysis of the Zoning By-law No. 4404, as amended, in conjunction with the application indicates that proposed use is consistent with this By-law and the requirements outlined within the Business Industrial Zone.

#### Neighbourhood Notification

Section 3.7 (2) of the Zoning By-law No. 4404, as amended, specifies that all property owners within 30 metres of land under consideration for a Conditionally Permitted Use must be provided notice. While some of the properties within this buffer area are owned and for sale by the City, Lot 76, 77, and 87 within Block 907, Plan 4727 have been sold and fall within the notification buffer. On February 18, 2019, letters were sent to all owners and lessees of land within 30 metres of the subject property advising of the proposed development and inviting them to submit any comments to Administration by 4:30 p.m. on March 4, 2019. To date, there have been no concerns expressed to Administration with respect to this application. Should the Development Permit process proceed, there will be public notice posted at the site with an appeal period of 14 days.

#### Development Permit

Zoning By-law No. 4404, as amended, outlines the Development Permit process, which requires applications to meet a list of requirements in addition to providing details, which instruct the Development Officer on how to investigate and determine if proposals are compliant within the provisions of the By-law. Pursuant to Zoning By-law No. 4404, as amended, this application is required to provide a site servicing and grading plan, site plan, landscaping plan and a development agreement. These materials will be reviewed by the Development Officer to ensure that all by-law requirements have been adhered to.

#### Federal and Territorial Legislation

The applicant will require federal and territorial government licencing and regulation for this proposed development. This Development Permit is the applicant’s first step towards approval and implementation a cannabis production facility.

**ALTERNATIVES TO RECOMMENDATION:**

That Council deny the proposed cannabis production facility as a Similar Use, which is a Conditionally Permitted Use under the “BI” – Business Industrial Zone at Lot 75, Block 907, Plan 4727.

**RATIONALE:**

The proposed use of a Similar Use, on Lot 75, Block 907, Plan 4727 is in keeping with the general purpose and intention of the “BI” – Business Industrial zone. General Plan policies and Zoning By-law No. 4404, as amended, regulations support the establishment of larger commercial and industrial complexes geared towards production of goods, accessory offices, research and development, laboratories, and greenhouses. Approval of the Conditionally Permitted Use is not expected to negatively affect the neighbouring properties or surrounding area. Attention to all development permit requirements and conditions will ensure that the final development proposal is in keeping with the character, interests of the surrounding property owners, and regulatory framework that controls development within this district.

**ATTACHMENTS:**

Neighbourhood Notification (DM#551106).

Prepared: February 28, 2019; DL

Revised: February 28, 2019; NN





CITY OF YELLOWKNIFE

February 18, 2019

File: Lot 75 Block 907 Plan 4727

Occupant

xxxx xx Ave/st

Yellowknife, NT

X1A XXX

To Whom It May Concern,

**NOTICE OF A PROPOSED LAND USE IN YOUR NEIGHBOURHOOD LISTED AS A CONDITIONALLY PERMITTED USE**

The Delivery of this notice is required by section 3.7(2) of the City of Yellowknife Zoning By-law No. 4404. The purpose of this notice is to allow all affected landowners to comment on the proposal before the City makes a decision on it.

An applicant would like to develop a warehouse enclosing a Cannabis Production Facility on Lot 75 Block 907 – 92 Falcon Road. To date, a Cannabis Production Facility is closely aligned with the general purpose and many of the permitted uses that are listed within this property's zone. Identified within the Zoning Bylaw (No. 4404), is *Similar Use*, which is listed as a conditionally permitted use under the "BI" – Business Industrial zone in the Zoning By-law. A Conditionally Permitted Use requires a municipal decision by Council. Written comments from landowners who could be impacted by this development must be received at City Hall by 4:30pm on March 4<sup>th</sup>, 2019. Comments may be sent via email to [dlucas@yellowknife.ca](mailto:dlucas@yellowknife.ca) or by regular mail at the address below.

Please note that after 4:30pm on March 4<sup>th</sup>, 2019, the Development Officer or Council may deal with the application whether or not the comments or recommendations have been received. Your views will be considered by the City. However, please keep in mind that the Zoning By-law's regulations limit the discretion which may be used in these decisions, and that all decisions must be consistent with the long term goals of the community as a whole. Property owners have been notified within a 30 metre radius of the subject property.

Please feel free to call Darren Lucas, Planner at the City's Planning and Lands Division at 867-920-5675 (during regular business hours) if you have any questions about this notice or the proposed conditionally permitted use.

Please address written comments to: Darren Lucas, [dlucas@yellowknife.ca](mailto:dlucas@yellowknife.ca)  
Planner  
City of Yellowknife, Planning & Lands Division  
P. O. Box 580  
Yellowknife, NT, X1A 2N4





CITY OF YELLOWKNIFE

**MEMORANDUM TO COMMITTEE**

**COMMITTEE:** Governance and Priorities

**DATE:** March 11, 2019

**DEPARTMENT:** Public Works & Engineering

**ISSUE:** Whether to authorize Administration to utilize the capital fund to account for the difference between capital budget funding and engineering estimates for 2019 Annual Water & Sewer Replacement: Contract B.

**RECOMMENDATION:**

That Council authorize Administration to utilize the capital fund to account for the difference between capital budget funding and engineering estimates for 2019 Water & Sewer Reconstruction: Contract B.

**BACKGROUND:**

In December 2018, Public Works & Engineering brought forward budget figures for all capital projects for consideration during the 2019 Budget exercise and deliberations. During the budgeting process, Class D estimates were presented in order to create budgetary figures based on the best information available at that time. The Class D estimate was for the replacement of water mains, hydrants, individual service connections and the re-grading of the sanitary sewer system.

As budget deliberations were occurring, the detailed design and estimating process was concurrently being completed by the City's engineering consultant (AECOM) for the project. A scope discussion memo was presented by AECOM to Public Works & Engineering on January 17, 2019. The memo detailed several discussion points and included the engineer's Class A estimate. Most notably, AECOM's recommendation was that it was in the project's best interest for tenders to include all infrastructure, including the full replacement of sanitary sewer mains. The scope discussion memo and accompanying estimate also included the provision for additional storm water infrastructure replacement that further increased the estimated project costs.

Due to the size of the project and potential budget implications, it was necessary for Administration bring this item back for Council's consideration and direction. Public Works & Engineering will explore all possibilities to retain existing infrastructure that is deemed to be in suitable condition to continue efforts to be efficient and responsible with City budgets.

**COUNCIL POLICY / RESOLUTION OR GOAL:**

Council Goal #4 – Community Sustainability

**APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:**

2019 City of Yellowknife Budget: Capital Fund – 2019 Capital Projects

**CONSIDERATIONS:**

Financial Considerations

The scope discussion memo presented to the City on January 17, 2019 increased the scope of work anticipated for Contract B. The allocated budget for the project is \$950,000, while the engineer’s estimate provided is \$1,673,413, creating a budget deficit of \$723,413.

The City of Yellowknife must ensure that budget is available to complete any project prior to issuing a public tender for competitive pricing. To that end, the recommendation is that Council authorizes Administration to use the capital fund to cover the \$723,413 estimated shortage.

Budget Pricing and Tender Uncertainty

In the absence of detailed design and Class A engineering estimates, Public Works completes a high-level review of the projects and estimates to be brought forward for the budget process. Class D estimates provided at budget are based on historical experience and past bid submissions in an attempt to be as accurate as possible given the information available at the time.

With budgets and estimates completed and in place, the City will issue public tenders through a competitive bid process. Final costs remain uncertain throughout the competitive bidding process for any project. Once tenders are received, Administration will compare submitted pricing, determine the successful bidder, and proceed to tender analysis to determine if there is sufficient budget to complete the work at the submitted tendered price. Administration will bring forward information to Council for the formal award of the work and final scope and budget available. In the past, tender figures have been both higher and lower than anticipated.

Comparative Information

For historical context, in 2004 the City of Yellowknife had a total budget of \$3,400,000 for water and sewer replacement projects. At that time, the Class A engineering estimate was \$4,404,973 for the total work, resulting in a \$1,004,973 projected shortfall. However, the competitive tender process saw a low bid in the amount of \$3,559,705, which resulted in a shortfall of only \$159,705. This example illustrates the uncertainty in the bidding process, but also the inherent benefits of the competitive process.

**ALTERNATIVES TO RECOMMENDATION:**

That the 2019 Annual Water & Sewer Replacement: Contract B be postponed to 2020, the 2019 budget allocation be carried forward, and the 2020 budget be increased to advance the project at that time.

**RATIONALE:**

As the City of Yellowknife has completed the replacement of corrugate metal pipe (CMP) for sanitary sewer mains, the annual water and sewer replacement program will continue but will have a focus on areas that meet several criteria as outlined in the capital write up in the 2019 Budget. These criteria are: condition and age of the asset(s), recurring maintenance costs, number of impacted residents, and priority level of road infrastructure.

54 Avenue has had several residential service failures over the past decade, which results in numerous repairs and impact on residents of the neighbourhood. Public Works has determined that this area is in need of repair. However, the consequences of deferring the project until 2020 are not severe in nature. The benefit of bringing this item at this time is to provide options for City Council's consideration, to either deferring the project until adequate budget can be allocated or to proceed and potentially utilize the capital fund.

**ATTACHMENTS:**

None

Prepared: March 1, 2019; CG

Revised: March 6, 2019; CG



CITY OF YELLOWKNIFE

**MEMORANDUM TO COMMITTEE**

**COMMITTEE:** Governance and Priorities

**DATE:** March 11, 2019

**DEPARTMENT:** Public Safety

**ISSUE:** Whether to adopt a By-law Enforcement Policy to promote a consistent approach in investigating by-law complaints and enforcing municipal by-laws.

**RECOMMENDATION:**

That Council adopt the By-law Enforcement Policy.

**BACKGROUND:**

The 2014 City of Yellowknife’s Municipal Enforcement Division (MED) Operational Review was undertaken by Perivale + Taylor consulting. The Operational Review was conducted using a series of interviews with elected officials, City Administration and officials from partner agencies. The work reviewed current service levels and existing processes, including a comparative study of other communities in both northern and southern Canada and outlined possible efficiencies for consideration. Administration also conducted an internal review of MED procedures, processes and organizational structure over the past six months and this analysis supports adoption of a By-law Enforcement Policy.

A clear articulation of the enforcement process will ensure public transparency. It will also assist Municipal Enforcement Officers in performance of their duties by providing information and context to guide decision-making and priority setting.

**COUNCIL POLICY / RESOLUTION OR GOAL:**

Goal #1 Better Engagement with Stakeholders  
Goal #5 Stronger Internal Working Relationships and Accountability  
Council Motion #0342-14 That Council adopt the Municipal Enforcement Division Operational Review and Strategic Plan (October 2014) for information.

**APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:**

*Cities, Towns and Villages Act;*

**CONSIDERATIONS:**

Legislative

The activities of the City of Yellowknife are guided by the *Cities, Towns and Villages Act (CTV Act)* of the Northwest Territories, which grants legislative powers to municipal governments.

The *CTV Act* authorizes City Council to appoint by-law officers to enforce the by-laws of the City of Yellowknife. It further states that a by-law officer is an officer as defined in the *Motor Vehicles Act* and the *Dog Act* and shall enforce those Acts and the *All-terrain Vehicles Act*.

Financial Considerations

There are no direct financial implications for adoption of the proposed By-law Enforcement Policy. However implementation of strategic priorities set by Council can influence expenditure levels in various enforcement activities in response to stated strategic priorities for any given year.

Consistency

Council approval of annual strategic priorities for enforcement will ensure by-law enforcement aligns with broad City goals and community issues. It is anticipated that the level of certainty this assurance will provide Municipal Enforcement Officers will lead to greater consistency in enforcement and added confidence for Officers in performing their duties.

**ALTERNATIVES TO RECOMMENDATION:**

That Council not adopt a By-law Enforcement Policy.

**RATIONALE:**

The Municipal Enforcement Division provides both proactive and reactive levels of by-law enforcement. Reactive enforcement entails responding to formal complaints received while proactive enforcement involves Municipal Enforcement Officers addressing issues involving the health and safety of members of the public as well as other by-law violations.

The primary goal of the Municipal Enforcement Division is to achieve voluntary compliance through information, public education and Officer presence. If this is not achievable then Municipal Enforcement Officers can take other appropriate action such as the laying of charges or issuing orders to resolve a non-compliance issue. Guidance on enforcement priorities will assist Municipal Enforcement Officers in performing their duties to achieve compliance with municipal by-laws.

Transparency on the City's approach and enforcement priorities will provide clarity and align available resources to these priorities.

The Perivale & Taylor Operational Review of 2014 recommended that the City develop a process for Council to identify annual priorities and a periodic reporting process on the implementation of the priorities. The Operational Review also recommended that the priorities be high level and strategic, and not affect daily operations.

**ATTACHMENTS:**

By-law Enforcement Policy (DM#552644)

Prepared: March 4; EGB/dg



## CITY OF YELLOWKNIFE

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Policy Title: **BY-LAW ENFORCEMENT POLICY**

Approved By:

Effective Date:

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### 1 INTRODUCTION

This Policy articulates the process guiding Municipal Enforcement Officers in performing their daily responsibilities by providing context to assist in decision-making and establishes Council priority setting. It also provides transparency to the enforcement process for the general public.

### 2 PURPOSE

The By-law Enforcement Policy (the Policy) is intended to uphold effective municipal by-law enforcement and provide transparency to enforcement action. The City of Yellowknife does this through a range of tools including public education, voluntary compliance, warnings and ultimately, legal action.

The Policy promotes a consistent approach to enforcement of municipal by-laws and investigation on complaints. The Policy also establishes a process for annual Council strategic priority-setting for municipal enforcement to ensure resources are applied towards enforcement areas of greatest concern.

### 3 POLICY

The City of Yellowknife will prioritize proactive enforcement action on matters related to public safety. All other by-law enforcement action will be undertaken in response to complaints. In addition, Council will set strategic priorities for municipal enforcement annually.





### 3.1 Guidelines

For consistency and transparency for members of the public, the following operational guidelines will influence Municipal Enforcement Officers' action in responding to complaints and enforcing municipal bylaws.

1. Circumstances which may impact public health/safety, or Officer safety require proactive enforcement, including investigation, and are the first consideration for immediate response or direct action by Municipal Enforcement Officers.
2. The majority of City by-laws are enforced on a complaint basis only. Complaints may come from members of the general public, members of City Council, other City staff, partner agencies, or other Municipal Enforcement Officers.
3. Municipal Enforcement Officers will respond to complaints and will investigate by-law violations they become aware of, in a manner consistent with the provisions of this Policy.

### 3.2 Priority Setting for Enforcement

High level priority setting for municipal enforcement shall be at the discretion of Council.

## 4 **DEFINITIONS**

Proactive Enforcement - Municipal Enforcement Officers taking their own initiative to address issues involving the health and safety of members of the public as well as other by-law violations

Reactive Enforcement - Municipal Enforcement Officers responding to formal complaints received

## 5 **APPLICATION**

Municipal Enforcement Officers are appointed under Section 137 of the *Cities, Towns and Villages Act* of the Northwest Territories.

A Municipal Enforcement Officer, while carrying out his/her duties is considered a Peace Officer as defined by the Criminal Code of Canada. The designation as a Peace Officer is limited to that time when the Municipal Enforcement Officer is enforcing or attempting to



enforce any provision of a bylaw or Territorial legislation which the Municipal Enforcement Officer has authority to enforce.

The Policy applies to all municipal by-law enforcement undertaken by the Municipal Enforcement Division including responding to complaints, investigations and prosecutions. By-law enforcement can be sought through voluntary compliance encouraged through risk education or warnings. If circumstances indicate, Municipal Enforcement Officers can take other action such as the issuance of fines, compliance orders, court proceedings, driver suspension or vehicle impounding.



CITY OF YELLOWKNIFE

**MEMORANDUM TO COMMITTEE**

**COMMITTEE:** Governance and Priorities

**DATE:** March 11, 2019

**DEPARTMENT:** Community Services

**ISSUE:** Whether to direct Administration to advance the development of the Aquatic Centre.

**RECOMMENDATION:**

That Council direct Administration to:

1. Pursue the Design-Build construction methodology for the development of the Aquatic Centre in addition to undertaking a Request for Proposal process to secure the services of a qualified Bridging Consultant to carry out the design aspects for the Aquatic Centre for Design-Build Request for Proposals; and,
2. Proceed with the evaluations of the land adjacent to Ruth Inch Memorial Pool and Fieldhouse sites including transportation study, geotechnical evaluation and environmental assessment.

**BACKGROUND:**

In 2016 the City was provided the opportunity to apply for funding to assist with the development of an aquatic facility under the Building Canada Fund, Provincial-Territorial Infrastructure Component. The application was supported by Council and the City was awarded \$12,900,000 on a 75%-25% funding model. The City must match the awarded funding with a minimum of \$4,300,000 contribution. This funding must be spent by March 31, 2023.

The 2018 Capital Budget included an allocation of \$75,000 to carry out a public consultation to determine the breadth and scope of an aquatic centre that would be supported by the community. In February of 2018, Council adopted the Terms of Reference for the establishment of the Aquatic Centre Advisory Committee (ACAC). The purpose of the ACAC was to assist the City in an advisory capacity by making recommendations to Council through the appropriate Standing Committee of Council on issues relating to the development of an Aquatic Centre.

Through a series of public engagement opportunities the ACAC completed their scope of work and presented the Aquatic Centre Pre-Design Plan to Committee for consideration. The Plan was adopted for information by Council in the latter part of 2018.

During the 2019-2021 Budget deliberations Council approved an expenditure of \$1.75M in 2019 to advance the Aquatic Centre project pending Council's approval of the construction methodology, project timelines and the approval of the Terms of Reference to establish an Aquatic Centre Development Committee (ACDC).

Throughout the various phases of the project an administrative project team was, and will continue to be, involved to address issues as they arise and to provide input from their particular area of expertise. The team consists of Public Works; Planning & Development; Community Services; Policy, Communications & Economic Development; Corporate Services and City Administrator.

**COUNCIL POLICY / RESOLUTION OR GOAL:**

Council Goal #3 – Strengthen and Diversify the Economy

Council Goal #4 – Community Sustainability

Motion #0360-18 That:

8. Council conditionally approve a capital expenditure of \$1.75M in 2019 to advance the Aquatic Centre design pending Council review and approval of:
  - Construction methodology;
  - Project milestones and timelines; and
  - Terms of Reference for an Aquatic Centre Development Committee.

Motion #0332-18 That Council:

1. Adopt for information the Aquatic Centre Pre-Design Plan as prepared for the Aquatic Centre Advisory Committee by Stantec Architecture Ltd.
2. Direct Administration to bring forward funding consideration in the 2019-2021 Budget for Architectural and Engineering design phase of the project.

Motion #0119-18 That Council appoint members to serve on the Aquatic Centre Advisory Committee.

Motion #0273-16 That Council accept the funding provided to the City of Yellowknife by the Government of the Northwest Territories under the Building Canada Fund, Provincial-Territorial Infrastructure Component in the amount of \$12,900,000 by committing a minimum contribution of \$4,300,000 upon successful notification of the grant application.

**APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:**

2018 Aquatic Centre Pre-Design Plan.

**CONSIDERATIONS:**

Budget

The 2019 Capital budget includes an expenditure of \$1.75M to advance the Aquatic Centre design. The funding was conditionally approved by Council with final approval being contingent upon Council approving the Terms of Reference for an Aquatic Centre Development Committee, the construction methodology and project milestones and timelines.

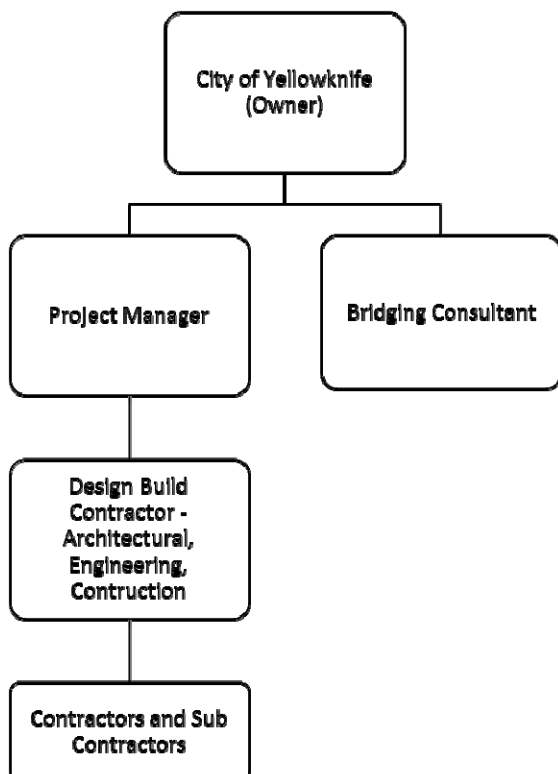
It is anticipated that the funding will be tentatively allocated as follows:

Contract for Project Manager	\$125,000 annually for project period (2 Yrs. = \$250,000*)
Contract for Bridging Consultant	\$500,000
Geotechnical Evaluations	\$50,000
Environment Assessments	\$50,000
Transportation Studies	\$25,000
Development Committee – Consultations	\$5,000
Stipend - Pre-Qualified Bidders	\$150,000 (3 Qualified bidders @ \$50,000 ea)
Proposal Evaluation	\$10,000
Referendum	\$25,000
Public Information and Communications	\$75,000
Total	\$1,140,000

\*This amount will increase to approximately \$562,500 pending project approval

Construction Methodology

**DESIGN-BUILD MODEL**



**Design-Build Process**

- The City’s requirements for the Aquatic Centre will be prepared through a separate contract with a Consulting team, referred to as the bridging consultants. The cost of this process will be subject to the City’s needs on how comprehensive the plans will be.
- Through a Request for Proposal call the City of Yellowknife will enter into a contract with a Design-Build Team. The full cost of the project will be known at this time pending any design changes or other change orders.
- The City will administer the Design-Build contract through the contracting of a Project Manager.
- The Design-Build Contractor will to responsible for the development of all aspects the Aquatic Centre from design details to commissioning.

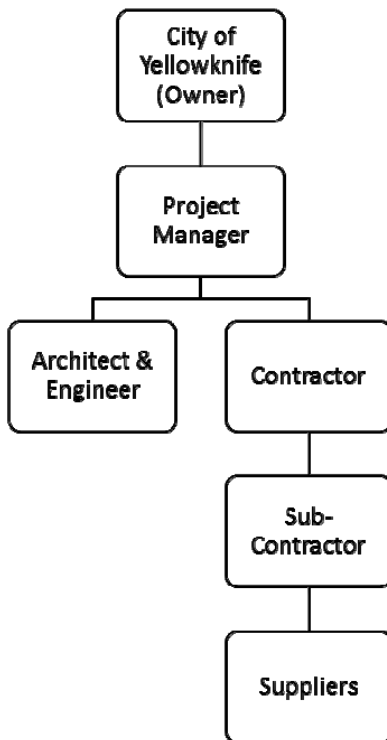
### Advantages:

- Reduced schedule as the work can commence prior to design being finalized which will lead to an overall shorter construction time.
- Budget is identified and finalized during the design phase therefore City is aware of cost for ratepayer approval without allocating a large amount of financial resources when compared to Design-Bid-Build
- Design-Build team assumes risk for design and construction issues, not the City.
- Reduced administration burden on City staff.

### Disadvantages:

- The City will concede control and have reduced involvement in the design.
- At the proposal review stage, difficult for City to compare different designs.
- Contractors incur large expenses to develop design proposals. Design team includes architectural, engineering, cost estimators etc. City may be pressured to cover some costs.
- Quality control is within the contractor's scope of work, not the City's.
- City will be required to be timely in decision making to take advantage to Design Build speed of construction – Advisory Committee will be required to make timely decisions/recommendations.
- Very high costs are incurred to any design changes after construction has commenced.

### DESIGN-BID-BUILD MODEL



### Design Process

- The City will contract with an Architectural and Engineering firm to carry out a design process and create the specifications for the contract. The costs associated are approximately 15% of construction costs.
- Once the design and specifications are complete the City will issue a tender and the project will be contracted to the lowest qualified bidder.
- Once bidding has closed and project awarded, the project cost will be known at this time pending any change orders.
- The City will manage the construction contract as well as the architect/engineering contract through the hiring or contracting of a Project Manager.

### Advantages:

- The City will have control over the design, construction including quality control.

- Changes to design are easily adjusted prior to the start of construction.
- Construction costs are finalized at contract award, pending change orders.
- Architect & Engineer team are owner's representative.

**Disadvantages:**

- Longer schedule to completion because the design work must be fully completed prior to issuing tender for construction.
- During the design period there is no input from contractors that may benefit the project budget.
- There is a higher degree of expertise required from City staff and an increase in administrative time is required. Will likely result in the hiring of a Project Manager.
- The City will take on the risk for any design inaccuracies and will be faced with contractor change orders over design issues.
- The construction costs, pending any change orders, are not known until the construction bids are received, reviewed and awarded. At this point in project, the full cost for ratepayer approval is known which will allow for a referendum on borrowing to occur.
- The City will be required to manage two contracts with the strong possibility of settling disputes between each.

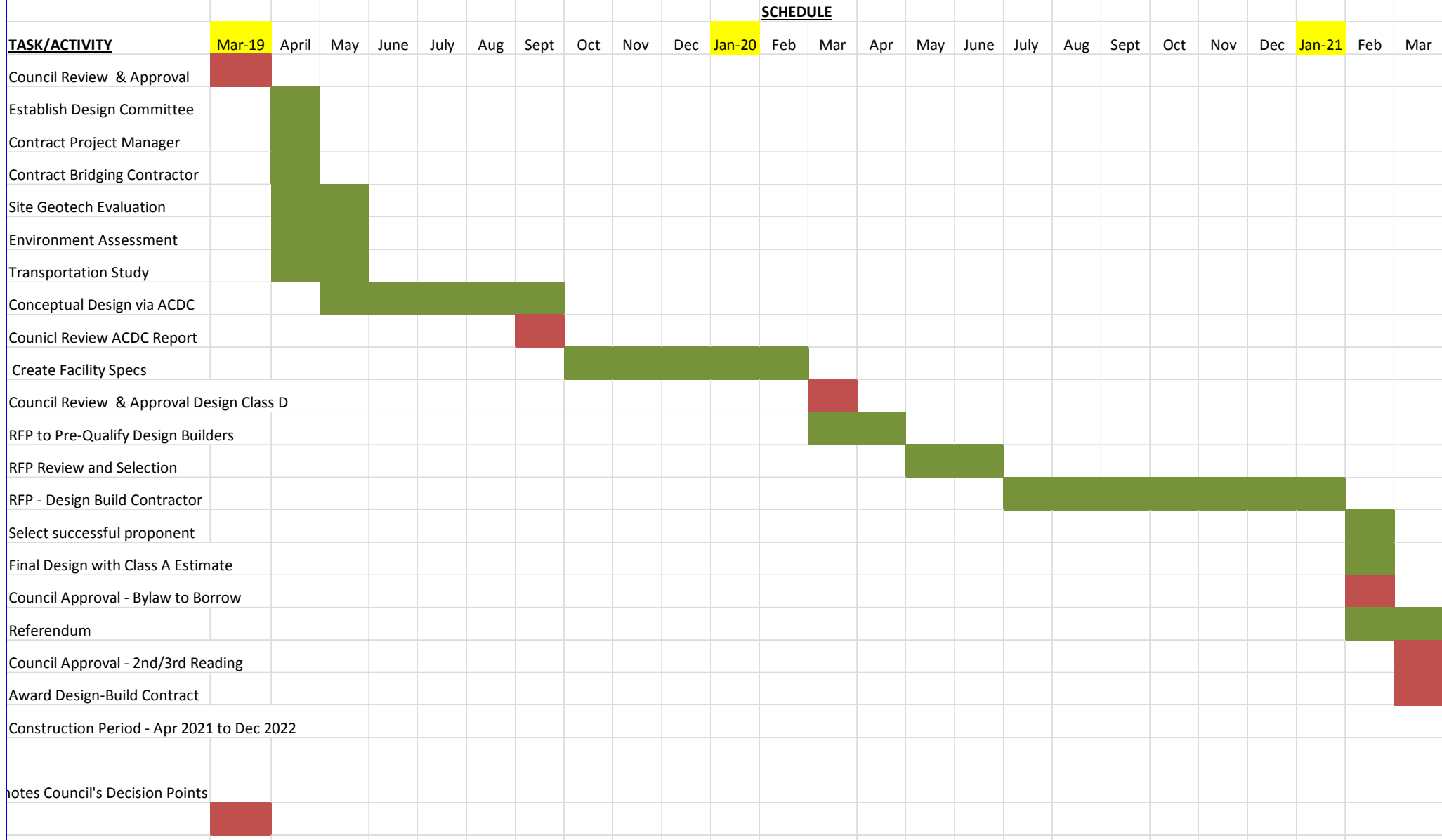
**Public Information and Communications**

Throughout the development of the Aquatic Centre Pre-Design Plan there was much discussion and questions within the community regarding what will an aquatic centre look like, what amenities will it have, how much will cost to build, how much will it cost to operate, where will the City get the money to pay for it etc. To ensure that the public is informed on the status of the project every step of the way, a public information and communication plan will be developed.



**Table 1**

**Tentative Design-Build Timeline and Milestones**



**ALTERNATIVES TO RECOMMENDATION:**

1. The Council direct Administration to undertake the process of tendering for the development of the Aquatic Centre utilizing the Design-Bid-Build construction methodology.
2. That the development of an Aquatic Centre not be considered at this time.

**RATIONALE:**

During the 2019-2021 budget deliberations Council provided funding to advance the Aquatic Centre project contingent on a few factors including a review of the construction methodology, project timeline with milestones as well as the development of Terms of Reference for an Aquatic Centre Development Committee.. The information contained in this document is to address the construction methodology and project milestones/timelines.

The construction methodology discussion at budget deliberations centered on the Design-Build vs Design-Bid-Build options. After researching the two methodologies, discussing with other levels of government, and reviewing past City projects it is recommended that the Design-Build methodology be utilized for the Aquatic Centre project.

The City has utilized both the Design-Build and the Design-Bid-Build as well the Construction Management processes in the past. The Fieldhouse facility utilized the Design-Build, the first phase of the Multiplex utilized the Design-Bid-Build and Construction Management for the second phase of the Multiplex.

The Design-Build method will be a multi-step process that will require Council direction at various stages. This method will require the City to enter into a contract with what is referred to as a Bridging Consultant. The initial step will include this Consultant working closely with the Aquatic Centre Development Committee (ACDC), staff and Council to review the Pre-Design Plan, and carryout a public consultative process to finalize the facility parameters and the City's requirements. This process will take approximately six months and will provide the Council with a facility description that is referred to as the Owner's Specifications. This will also include a Class D (+/- 15%) estimate on the design. Council will have the opportunity to review the design and project budget, as recommended by the ACDC, and provide Administration with direction on whether to proceed with the next step in the project. The cost for this process is estimated to be \$500,000 of the project budget of \$50M.

An Aquatic Centre is a complicated facility with many interconnected building systems, key life safety considerations, and a need to reflect up-to-date trends in aquatic facilities therefore securing the services of a qualified and experienced Bridging Consultant will be a key to the success of the project. Consultants of this nature will also be pursued by contractors to be on the Design-Build team. To ensure that the highest quality Consultants are willing to bid on the Bridging contract, they will also be permitted to participate on a Design-Build team should they so choose.

Once the ACDC report has been completed and submitted to Council for adoption, the next step will see the City carrying out a pre-qualification of bidders. This process is an open and transparent process that will allow the City to select two or three qualified bidders to move forward on the Design-Build RFP. Those interested in being considered to be pre-qualified will be asked to provide key information such as past experience of the contractor, architectural/engineering team, provide details on relevant municipal experience, similar type facilities and references.

Following the selection of the qualified bidders, a RFP process will be carried out for a Design-Build contractor to finalize the design of the facility as described in the documentation completed by the Bridging Consultant. The Design-Build proposal will include the contractor, architects and engineers who will complete their design of the Aquatic Centre as they envision the project and keeping within the specifications provided. The proposals will include a full description of the proposed facility including all architectural, mechanical, electrical and structural specifications. The proposals will also provide the full cost of the Aquatic Centre development, a Class A (+/- 5%) estimate to construct their proposed facility.

The terms of the RFP document will clearly indicate to proponents once the proposals have been received and rated, there will be a break in the process to allow Council to provide further direction on the project. The Class A estimate will be utilized to develop and carryout the referendum on the Borrowing By-law to determine if the public will support cost to borrow the required funds to continue.

The outcome of the referendum will then provide Council with guidance on the development of the project.

As detailed earlier in the memorandum there are advantages and disadvantages to both the Design-Build and the Design-Bid-Build. The Design-Build process has been recommended as it will allow Council to arrive at a Class A estimate early in the project time line with minimal expenditure when compared to the Design-bid-Build model. The Design-Build process will also provide the opportunity to proceed with the referendum for the borrowing by-law when the Class A estimates have been submitted through the RFP process.

The alternative approach for the development of the Aquatic Centre is the Design-Bid-Build methodology. In this approach the City would contract an Architectural firm to design a facility based on the vision of the community. This would be accomplished in the same manner as with the Bridging Consultant, by working with the ACDC, staff and Council as well as a public consultative.

The Architectural firm will also team up with an Engineering firm to address the structure, mechanical and electric design components. The estimated cost for this process is \$7.5M. Once completed, a tendering of the project will occur which will lead to the City obtaining a Class A estimate. At this point a referendum for a borrowing by-law can be carried out.

Regardless of the approach that is undertaken, the City will contract for a Project Manager with expertise in the construction field to oversee the project on behalf of the City.

<b>ATTACHMENTS:</b>
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None.

Prepared: February 25, 2019; GW  
Revised March 3, 2019; GW



CITY OF YELLOWKNIFE

**MEMORANDUM TO COMMITTEE**

**COMMITTEE:** Governance and Priorities

**DATE:** March 11, 2019

**DEPARTMENT:** Community Services

**ISSUE:** Whether to consider the establishment of an Aquatic Centre Development Committee.

**RECOMMENDATION:**

That Council:

1. Adopt the Terms of Reference for the Aquatic Centre Development Committee for the purpose of providing input to Council on the design elements of an Aquatic Centre.
2. Direct Administration to undertake the necessary steps to recruit members to the Committee.

**BACKGROUND:**

In April 2018 Council appointed the Aquatic Centre Advisory Committee (ACAC) for the purpose of assisting Council in an advisory capacity by making recommendations on issues relating to the development of an Aquatic Centre.

Through a series of meeting and public consultations the ACAC completed the Aquatic Centre Pre-Design Plan that was presented to Council and adopted for information.

The adoption of the Plan was followed by a 2019-2021 budget motion of Council directing Administration to present to Council the Terms of Reference for an Aquatic Centre Development Committee (ACDC). The scope of the ACDC is to assist Council in an advisory capacity on issues related to the final design and development of an Aquatic Centre that will meet the needs of the community and is within the financial capability of the City.

Over the past many years when the City has undergone the development of large recreational facilities or the development of plans for the same purpose, advisory committees have been established to assist Councils by providing key input, relevant information and feedback on issues relating to the development. These Committees have included the Arena Advisory Committee, the Library Advisory Committee and the Fieldhouse Advisory Committee.

Advisory Committees that have been established in the past have included representation from City Council, organizations that are users of the facility, business sector, school districts, Yellowknife Dene First Nation, general public and City staff. In some cases an Advisory Committee has transformed into a Development Committee with the purpose of providing input and advice on issues that are design specific.

**COUNCIL POLICY / RESOLUTION OR GOAL:**

Council Goal #1 Better Engagement with Stakeholders.

Motion #0360-18 That:

8. Council conditionally approve a capital expenditure of \$1.75M in 2019 to advance the Aquatic Centre design pending Council review and approval of:
- Construction methodology
  - Project milestones and timelines
  - Terms of Reference for an Aquatic Centre Development Committee

Motion #0058-18 That Council adopt the Terms of Reference for an Aquatic Centre Advisory Committee and direct Administration to take the required steps to fulfill the positions outlined in the Terms of Reference.

**APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:**

1. Council Procedure By-law No. 4975; as amended; and
2. *Cities, Towns and Villages Act*.

**CONSIDERATIONS:**

Legislative

The *Cities, Towns and Villages Act* provides Council the authority to establish subcommittees of Council.

Council Procedure By-law No. 4975 outlines the procedures required to establish a committee. The By-law states that members must be approved by Council.

Consistency

Council has established Advisory Committees in the past to assist Council in determining the needs of the community for the development of recreation facilities or the development of plans for facilities. These have included the Arena Advisory Committee, the Library Advisory Committee, the Fieldhouse Advisory Committee, and most recently the Aquatic Centre Advisory Committee.

These Committees were established by Council to ensure that the specific needs of the community were represented for the particular project during the pre-design, design and development phases of

the project. The Committees were complementary to the public consultation process including providing feedback to the consultant engaged in the particular project.

#### Budget

The 2019-2021 Budget motions as indicated above, include the expenditure of \$1.75M pending Council approval of the Terms of Reference for the Aquatic Centre Development Committee among other items.

A portion of the \$1.75M will be utilized to carry out the work of the ACDC particularly in the scope of additional public consultation.

#### **ALTERNATIVES TO RECOMMENDATION:**

That Council direct Administration to secure the services of a qualified Bridging Contractor and proceed with the design of the Aquatic Centre project without engaging a Development Committee.

#### **RATIONALE:**

The establishment of an Aquatic Centre Development Committee will assist Council in ensuring the needs of the various sectors of the community, as represented by Committee members, are addressed in the design and development of the Aquatic Centre. The broad scope of representation proposed for the Committee will ensure that many views and needs will be represented and will provide Council with a full spectrum of considerations as the project moves forward. In addition, this will assist Council in achieving the goal of better engagement with stakeholders.

If Council decides to not proceed with the establishment of Development Committee, the design of the Aquatic Centre will be carried out by a qualified contractor utilizing a public consultation methodology.

#### **ATTACHMENTS:**

Aquatic Centre Development Committee Terms of Reference (DM# 549459).

Prepared: February 21, 2019/GW

Revised: March 3, 2019/GW



## CITY OF YELLOWKNIFE

### **TERMS OF REFERENCE**

#### **Aquatic Centre Development Committee**

Whereas, pursuant to the Council Procedures By-law, Council may establish a special committee to investigate and consider any matter; Yellowknife City Council hereby establishes a Special Advisory Committee to be known as the “Aquatic Centre Development Committee (ACDC)” with the following terms of reference:

#### **INTRODUCTION**

1. City Council has recently adopted the Aquatic Centre Pre-Design Plan as recommended by the Aquatic Centre Advisory Committee. The Plan was the result of a wide community consultative process that identifies various components to be included in the development of an Aquatic Centre. City Council has identified a need to establish an Advisory Committee that will provide advice and guidance on issues related to moving the Plan forward with the development of an Aquatic Centre.

#### **BACKGROUND**

2. The City of Yellowknife established the Aquatic Centre Advisory Committee (ACAC) in February 2018 for the purpose of assisting the City in an advisory capacity on issues regarding the development of an Aquatic Centre.

Through a public consultative process, the ACAC developed a Pre-Design Plan that was adopted for information by Council on October 29, 2018. The facility components included in the Plan include a 6 lane, 52 meter tank with moveable bulk head; a leisure pool that would include a 3 lane, 25 meter tank complete with tot pool, zero depth entry, play and spray features, lazy river, and a splash deck; spectator viewing; lobby; the required amount of change rooms; a hot tub; steam room; community and staff office spaces; and a canteen area. The Report included a Class D estimate of \$49.8M for a facility that includes the above noted components.

#### **SCOPE**

3. The purpose of the ACDC is to assist the City of Yellowknife in an advisory capacity by considering and making recommendations to Council through the appropriate standing committee on issues related to the design and development of an Aquatic Centre to



achieve a facility that meets the needs of the community and is within the financial capability of the City.

4. In meeting its purpose, the ACDC shall examine, but is not limited to, the following issues:
  - (a) Review the Aquatic Centre Pre-Design Plan as adopted by Council to determine if there are options for modification of the Plan to achieve the development of a facility that will meet financial capabilities of the City of Yellowknife including the possibility of phasing the development, timing of development, altering the design and/or limiting and prioritizing components;
  - (c) Provide advice to City Council, through the appropriate standing committee as required during the construction phase of the project.
  - (d) The ACDC shall have no authority to expend or commit financial resources of the City of Yellowknife.

## COMPOSITION

5. The Aquatic Centre Development Committee shall consist of the following members appointed by City Council:
  - (a) The **Mayor** of the City of Yellowknife – ex-officio;
  - (b) One (1) Member of **City Council**;
  - (c) One (1) representative from the **Yellowknife Polar Bear Swim Club**;
  - (d) One (1) representative from the **Seniors**;
  - (e) One (1) representative from the **NWT Recreation and Parks Association**;
  - (f) One (1) representative from a **Yellowknife Business**;
  - (g) One (1) representative from the **Yellowknives Dene First Nation**;
  - (h) One (1) **Youth** representative;
  - (i) One (1) representative with knowledge/expertise in facility accessibility issues
  - (j) Two (2) representatives from the **General Public**;
  - (k) City of Yellowknife, Senior Administrative Officer (non-voting)
  - (l) City of Yellowknife, Director, Community Services (non-voting)
6. A member of City Administration shall provide administrative support to the Committee.

7. Other members of City Administration may attend meetings as deemed necessary.
8. The Member of City Council shall be the Chair of the ACDC.
9. No Member may appoint an alternate who may represent that Member and act on their behalf in their absence.
10. In the event that a Member of the Committee is unable or unwilling to continue to serve on the Committee, for whatever reason, Council may, by resolution, appoint a replacement.
11. If any Member misses 2 consecutive meetings without approval of the Committee, the Member shall be struck from Committee membership and replaced by appointment of Council.
12. Members shall serve from the commencement of appointment until such time as the objectives of the Committee's purpose have been met.
13. All Committee members shall be appointed by resolution of Council.
14. The Committee may, from time to time and by resolution, form a subcommittee and appoint members to investigate and report back on any item of business which is within the area of responsibility of the Aquatic Centre Development Committee.
15. The Chair of the subcommittee shall be a member of the ACDC.
16. Every subcommittee to which a matter has been referred shall report in writing to the ACDC.
17. Any report of a subcommittee shall be subject to review by the ACDC and shall be included in the ACDC's report/minutes to Council.
18. A subcommittee may be dissolved by resolution of the Aquatic Centre Development Committee at any time.

## **MEETINGS**

19. The time and schedule of Committee meetings shall be determined by the Chairperson.
20. A quorum of Committee shall consist of a majority of its voting Members.
21. The Chairperson may cancel any scheduled meeting of the Committee if it is felt that a quorum will not be achieved or if there are no items for the agenda.
22. The rules of procedure for the Committee shall be governed by City of Yellowknife Council Procedures By-law insofar as it may be applicable.

23. All decisions of the Committee shall be in the form of resolutions duly passed by a majority of its Members present. The Committee shall strive to reach consensus on issues, and make recommendations or presentations to the appropriate standing committee.

## **REMUNERATION**

24. The Members of the Committee, including the Chairperson, shall serve in a volunteer capacity only, with no remuneration.

## **DUTIES**

25. The Chair's responsibilities will be as follows"
- (a) Chair meetings;
  - (b) Approve agenda/meeting preparations and any follow up actions; and
  - (c) Introduce the ACDC recommendations to the appropriate Standing Committee of Council.
26. The ACDC Members' responsibilities will be as follows:
- (a) To attend meetings of the ACDC and discuss issues pertaining to the design and construction of the Aquatic Centre;
  - (b) To provide advice and recommendations for consideration as the development of the Aquatic Centre proceeds; and,
  - (c) Where it deems advisable, to make recommendations to the Standing Committee of Council and others as appropriate.

## **TERMINATION**

27. The Committee shall be considered dissolved upon completion of the Aquatic Centre facility, or being otherwise dissolved by resolution of Council.
28. Notwithstanding the above, Council may, by resolution, dissolve the Committee at any time, or amend these Terms of Reference.



CITY OF YELLOWKNIFE

**MEMORANDUM TO COMMITTEE**

**COMMITTEE:** Governance and Priorities

**DATE:** March 11, 2019

**DEPARTMENT:** Community Services

**ISSUE:** Whether to adopt the recommendations from the February 28, 2019 meeting of the Community Advisory Board on Homelessness.

**RECOMMENDATION:**

That Council directs Administration to:

1. Allocate unexpended funds from the 2018/2019 Homelessness Partnering Strategy funding, to a maximum of \$15,000 to the Side Door Hopes Haven Capital Project; and
2. Continue funding the current services for 2019/2020 as follows:

a. YK Housing First	\$306,000
b. Prevention/Rapid Rehousing	\$166,668
c. Housing First for Families	\$180,000
d. CAB Homelessness Training	\$40,000
e. Youth: Hopes Haven	\$54,000
3. Allocate \$10,000 to partner in hosting Kim Barthel to facilitate a workshop on Interagency Community of Practice.

**BACKGROUND:**

At the February 25, 2019 Community Advisory Board (CAB) on Homelessness meeting, members discussed the need to allocate any unexpended funds from the 2018/2019 Homelessness Partnering Strategy (HPS) funds. After completing financial reviews of the current programs/services being offered, Administration advised CAB members that currently all funds are anticipated to be spent as originally allocated. There is however, the possibility that over the last few weeks of operations there may be some changes experienced by the various service providers and therefore there is be a need to allocate unexpended funds. Any of the funds not allocated as of March 31, 2019 would be lost to the City.

CAB members were informed of Council motion directing Administration to enter into a contract with the Federal government under the new Reaching Home: Canada' Homelessness Strategy funding program. Members were advised of the Federal government's desire to continue with the provision of current services for 2019/2020 while the new funding directives are being finalized. The current programs being funded under the HPS funding include YK Housing First; Prevention and Rapid Rehousing; Housing First for families; Homelessness training; and funding to Side Door Hopes Haven.

The 2018/2019 Homelessness Training schedule included a training opportunity facilitated by Kim Barthel who is a well-respected facilitator in the area of trauma informed training. There is an opportunity to bring Ms. Barthel back to Yellowknife in the late summer. To ensure that her time is booked in advance, there is a need to secure her services well in advance. Due to the overwhelming success of the initial training experience, CAB members have supported funding to secure Ms. Barthel for training to be held in late summer 2019.

**COUNCIL POLICY / RESOLUTION OR GOAL:**

Council Goal #1 Better Engagement with Stakeholders

Motion #0042-19 That Council:

1. Directs Administration to enter into a one year contract in the amount of \$1,145,590 with the Federal Government under the Reaching Home: Canada's Homelessness Strategy;
2. Extend the Community Advisory Board on Homelessness Terms of Reference to March 31, 2020; and
3. Advertise for representation from an organization serving Persons with Disabilities, an organization serving Youth and a Yellowknife Business as their terms expire March 31, 2019 and that all other member's terms be extended to March 31, 2020.

**APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:**

N/A

**CONSIDERATIONS:**

Financial Considerations

Through the 2018/2019 funding period, the City is eligible for \$716,500 from the HPS funding program. To ensure that the entire amount is utilized, the CAB and the City must ensure that the funds are allocated according to the HPS Directives. All currently funded programs have met the Directives.

**ALTERNATIVES TO RECOMMENDATION:**

N/A

**RATIONALE:**

Any of the HPS funds that have not been allocated as of March 31, 2019 will revert back to the Federal government. The current financial analysis indicate that all funding will be allocated, however as it is a forecast of expenditures, there is an opportunity that the situation may change. In the event of this occurring, an alternate program expenditure is required that is approved through the CAB and Council. The CAB has reviewed the current projects and has recommended that should any funding be identified as being unspent will be re-allocated to Hopes Haven.

In discussions with the Federal government regarding the 2019/2020 Reach Home funding program, the City has been strongly encouraged to continue funding the existing programs including the Housing First programs, Hopes Haven, Prevention and Rapid Rehousing as well as the training programs. Again, CAB has addressed this in the recommendation to allocate funding as detailed above.

**ATTACHMENTS:**

Community Advisory Board on Homelessness Draft Minutes – February 28, 2019 (DM #552099).

Prepared: March 6, 2019; GW/ck



CITY OF YELLOWKNIFE

Community Advisory Board on Homelessness  
**February 28, 2019 at 12:00 p.m.**  
Council Chamber

**DRAFT MINUTES**

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Minutes of a meeting held on Thursday, February 28, 2019 at 12:00 p.m. in the City Hall Council Chambers. The following Committee members were in attendance:

Present: Councillor S. Smith, Chair,  
B. Denning,  
D. Dolynny, and  
I. Notley.

The following committee members were in attendance via conference phone:  
D. McKee.

The following representatives of the Federal Government were in attendance:  
R. Kelly.

The following representatives of the Federal Government were in attendance via conference phone:  
D. Meilleur.

The following representatives of the public were in attendance:  
T. Hawker, Native Women's Society of the NWT,  
S. Montreuil, NWT Senior's Society, and  
C. Sanders, GNWT representative.

The following members of the Administration staff were in attendance:  
G. White,  
H. Ferris,  
M. Mercredi, and  
C. Kida.

**Call to Order**

1. The meeting was called to order at 12:07 p.m.



### **Approval of Agenda**

2. Committee agreed unanimously to amend the agenda to change items i, ii and vi under item 5c. Additional Projects for Consideration to read:
  - i. Housing First instead of Housing First for Youth.
  - ii. Prevention/Rapid Rehousing instead of Prevention/Rapid Rehousing – Families and Adults.
  - vi. Administrative Expenses- Specialist, HIFIS Navigator is just administration expenses not a project for consideration.
3. B. Denning moved,  
D. Dolynny seconded,

**That the Agenda be approved as amended.**

**MOTION CARRIED UNANIMOUSLY**

### **Disclosure of Pecuniary Interest**

4. There were no disclosures of pecuniary interest.

### **Homelessness Partnering Strategy (HPS) Funding – 2018/2019**

5. A discussion took place regarding 2018/2019 HPS Funding. Committee noted that all funding has been allocated; however, it would be beneficial to ensure no funds go unexpended during the fiscal year. Committee further noted that any unexpended funds may only be allocated to past or current projects.
6. I. Notley declared a conflict of interest and excused herself from the meeting.
7. S. Smith moved,  
D. McKee seconded,

**Committee recommends that Council allocate any unexpected Homelessness Partnering Strategy funds as of March 31, 2019, to a maximum of \$15,000, be re-allocated to the Side Door Hopes Haven Capital Project.**

**MOTION CARRIED UNANIMOUSLY**

8. I. Notley returned to the meeting.

### **Reaching Home Funding Update**

9. a. *Federal Government Directives / Priorities*  
Administration noted that, with Council's endorsement, Administration applied for \$1.145M for a one-year extension of the Reaching Home Funding. Administration further noted that the Federal Government has accepted the application and the contract will be signed prior to the end of March. The Federal Government is changing the directives and





priorities for the Reaching Home Funding. At this point the directives and priorities are being finalized that's one of the reasons why the funding has been extended for one more year.

*b. Discussion – Renewal of Current CAB Projects for 2019/2020*

Administration advised that the Reaching Home funding is being provided with the expectation of the continuance of services going forward in 2019-2020 and that the Federal Government is currently finalizing the funding Directives for the new Reaching Home funding program. To ensure there are no gaps in the services being funded, it is strongly recommended that the following current projects be continued:

- Yellowknife Housing First,
- Prevention / Rapid Re-Housing,
- Housing First for Families,
- CAB Homelessness Training, and
- Youth Housing: Hope's Haven.

10. B. Denning and I. Notley declared conflicts of interest and excused themselves from the meeting.
11. S. Smith moved,  
D. McKee seconded,

**Committee recommends that, in order to continue the current services, Council resolves to continue funding the current services for 2019/2020 as follows:**

<b>YK Housing First</b>	<b>\$306,000;</b>
<b>Prevention/Rapid Rehousing</b>	<b>\$166,668;</b>
<b>Housing First for Families</b>	<b>\$180,000;</b>
<b>CAB Homelessness Training</b>	<b>\$40,000;</b>
<b>Youth: Hope's Haven</b>	<b>\$54,000.</b>

**MOTION CARRIED  
(D. Dolynny opposed)**

12. B. Denning and I. Notley returned to the meeting.
13. Committee continued its discussion regarding continuation of CAB projects.

*c. Additional Projects for Consideration*

Administration noted that the additional listed projects are for consideration only. Once the Federal Government finalizes the directives and priorities for the Reaching Home funding more discussion will take place in order to decide where the remaining fund will be spent in 2019/2020. The projects for consideration are:

- Housing First,



- Prevention/Rapid Rehousing,
- Transitional/Supportive Housing,
- Community Outreach Worker, and
- HIFIS/VAT/SPADAT Training.

Administration advised that Kim Barthel is coming to Yellowknife in August to give a workshop to Northwest Territories/Nunavut Council of Friendship Centres and noted that the CAB could potentially cost share and have Ms. Barthel facilitate a workshop on Interagency Community of Practice.

14. B. Denning moved,  
I. Notley seconded,

**Committee recommends that Council approve an expenditure of \$10,000 to partner with the Northwest Territories/Nunavut Council of Friendship Centres to bring Kim Barthel to Yellowknife in August to facilitate a workshop on Interagency Community of Practice.**

**MOTION CARRIED UNANIMOUSLY**

**Upcoming CAB Training**

15. Administration noted that the following training will take place in Yellowknife in March:

- Creating Safe, Inclusive and Affirming Environments for LGBTQ2S Homelessness Youth. On March 5, 2019 at City Hall. There are 10 spaces available.
- Indigenous Homelessness Training. On March 11 and 12 at UNW meeting room. There are 5 spaces available.

**Next Meeting**

16. The next meeting is scheduled for Tuesday, March 12, 2019 from 12:00 p.m. to 2:00 p.m. in the City Hall upstairs boardroom.

**Adjournment**

17. The meeting was adjourned at 1:25 p.m.



CITY OF YELLOWKNIFE

**MEMORANDUM TO COMMITTEE**

**COMMITTEE:** Governance and Priorities/Council

**DATE:** March 11, 2019

**DEPARTMENT:** Public Safety

**ISSUE:** Whether to appoint Colin Thomas William Watton as a By-law Officer II for the City of Yellowknife.

**RECOMMENDATION:**

That:

1. Pursuant to s. 137 of the *Cities, Towns and Villages Act*, S.N.W.T. 2003, c.22, Colin Thomas William Watton be appointed as a By-law Officer II for the City of Yellowknife with the rank of Constable; and
2. That the term of such appointment shall expire upon termination of employment with the City of Yellowknife as a By-law Officer.

**BACKGROUND:**

Mr. Colin Thomas William Watton has been hired as a By-law Officer II for the City of Yellowknife. The *Cities, Towns and Villages Act* states that Council may appoint By-law Officers to enforce any or all of its by-laws.

**COUNCIL POLICY / RESOLUTION OR GOAL:**

Council Goal #5 Stronger Internal Working Relationships and Accountability.

**APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:**

*Cities, Towns and Villages Act*

**CONSIDERATIONS:**

Legislation

Pursuant to the *Cities, Towns and Villages Act*, By-law Officers must be appointed by Council. This appointment grants the authority to enforce the by-laws of the municipal corporation.

Public Safety

The timely appointment of By-law Officers helps ensure that proper levels of staffing and enforcement are achieved.

**ALTERNATIVES TO RECOMMENDATION:**

No viable alternative has been identified.

**RATIONALE:**

The timely appointment of By-law Officers helps ensure that proper levels of staffing and enforcement are achieved.

**ATTACHMENTS:**

None.

Prepared: March 7, 2019; SJ/

Revised: