



CITY OF YELLOWKNIFE

GOVERNANCE AND PRIORITIES COMMITTEE AGENDA

Monday, July 8, 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.

<u>Item</u>	<u>Description</u>
1.	Approval of the agenda.
2.	Disclosure of pecuniary interest and the general nature thereof.
3.	A presentation from Mr. Wayne Guy regarding 12-Plex Affordable Housing in Yellowknife Downtown.
4.	A presentation from Mr. Liang Chen regarding a land matter.
5.	A presentation regarding Councillors' Roles in Emergency Management.
ANNEX A	
6.	A memorandum regarding whether to support the 2023 Francophone Games by providing City facilities free of charge and allocate staff time to participate on the Bid Committee and Host Committee.
ANNEX B	
7.	A memorandum regarding whether to amend Zoning By-law No. 4404, as amended, to include provisions for amending an Effective Development Permit, pursuant to the <i>Community Planning and Development Act</i> .
ANNEX C	
8.	A memorandum regarding whether to enter into a ten-year contract for assessment services with Terranda Assessment Ltd.



<u>Item No.</u>	<u>Description</u>
ANNEX D	
9.	A memorandum regarding whether to authorize the Mayor to travel to Lutsel K'e, NT from July 9 to 10, 2019 to attend the 2019 Akaitcho General Assembly.
ANNEX E	(For Information Only)
10.	A memorandum regarding the Minutes of Community Energy Planning Committee for September 20, 2018.

IN CAMERA

ANNEX F	
11.	A memorandum regarding whether to appoint members to serve on the Mayor's Task Force on Economic Development.
12.	Business arising from In Camera Session.



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE

COMMITTEE: Governance and Priorities

DATE: July 8, 2019

DEPARTMENT: Community Services

ISSUE: Whether to support the 2023 Francophone Games by providing City facilities free of charge and allocate staff time to participate on the Bid Committee and Host Committee.

RECOMMENDATION:

That the City of Yellowknife support La Federation Franco-Tenoise bid to host the 2023 Francophone Games for Yellowknife by:

1. Allocating staff resources in an advisory capacity on the Bid Committee.
2. Providing a letter of support indicating that the City of Yellowknife will provide the required City facilities to the Games at no cost.
3. Allocating staff resources in an advisory capacity on the Host Committee should the Federation Franco-Tenoise be successful in their bid to host the Games.

BACKGROUND:

On Monday May 27, 2019, Linda Bussey, Executive Director of the La Federation Franco-Tenoise (the Federation), made a presentation to Council informing them that the Federation is interested in submitting a bid to host the 2023 Francophone Games (the Games) in Yellowknife. A request was made for the City to consider supporting the bid for the Games by providing key facilities at no cost to the Games Host Committee as well as providing key staff to participate on the Bid Committee as well as the Host Committee if the Games are awarded to La Federation Franco-Tenoise.

On June 4, 2019, representatives from the Federation and Community Services met to review the information required for the Federation to make a successful bid application to host the Games in Yellowknife. The City was able to confirm which City and School District facilities are required for the event. The Federation was advised to contact the School Districts directly with regards to use of the school facilities as required for housing and athlete care requirements.

COUNCIL POLICY / RESOLUTION OR GOAL:

Motion #0158-19 That, Council direct Administration to review the request made by the Federation Franco-Tenoise (FFT) and bring forward a memo to Governance and Priorities Committee for Council consideration.

Council Goal #1 Growing and Diversifying our Economy.

APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:

None

CONSIDERATIONS:

Financial Considerations

The Federation has requested the following facilities, with associated costs, from the City of Yellowknife to host the Games:

Facilities	Costs*
Sports Field	\$1,600
Sombe K'e Civic Plaza	\$6,000
Fieldhouse – Fields	\$6,000
YK Arena -	\$16,830
Outdoor Courts	\$1,600
Weledeh / St Pat's and	\$18,500
Sir John	\$2,600
In KIND VALUE	\$53,100

*Costs based on 2019 Fees and Charges

During the summer months there are many sport organizations that utilize City facilities to host camps within the City of Yellowknife. These camps on the average generate \$6,000 per season in facility rental and over \$190,000 in registrations for the organizations.

The City would have to work with the Community Groups and local school division in developing alternate plans for these organizations to continue with their program delivery.

Economic Development/Tourism

An Economic Impact Assessment (EIA) measures the positive change in economic activities resulting from hosting an event. An Assessment is based on three factors:

1. Spending of out town visitors while they attend the event.

The Francophone Games would be held over a period of 5 days with a minimum contingent of 1000 participants made up of coaches, chaperones, athletes and officials. The Canadian Sport Tourism Alliance has completed several EIAs throughout the North including several Arctic Winter Games (AWG) events. It is generally accepted that athletes, coaches, chaperones and

officials will spend approximately \$200 – \$300 per person in the community. In addition, Games spectators and supporters of the games generally spend on average of \$400 per person during their visit.

The recently completed 2018 AWG which were held in the South Slave region had completed EIA through the Canadian Sport Tourism Alliance. The AWG's are a 7-day event with approximately 1,900 participants. The EIA indicates that the host communities experienced an aggregate spending of \$342,000.00 in their community over the 7 days. It is anticipated that similar numbers could be experienced in Yellowknife for the Francophone Games.

2. The expenditures incurred by the event organizers in producing the event.

The Federation has prepared a balanced budget for the Games of \$1,247,000.00. The budget indicated that they have received a commitment of \$540,000.00 from Federal funding and additional \$375,000.00 from the Territorial Government with the remaining funding coming through Sponsorship; and services in-kind from the City of Yellowknife and the 3 local school divisions.

3. Capital Construction costs that are directly attributed to hosting the event:

The Federation has indicated that the City currently has all the facilities that are required to host such games so there would be no capital funding budgeted towards the hosting of these games.

Existing Programs / Services

The City of Yellowknife offers a wide range of summer programs and camps that will be affected by these Games. The Day Camps attract approximately 120 children per week and utilize the Multiplex, Fieldhouse, Ruth Inch Memorial Pool and various parks. It will be necessary to provide alternative locations to host these camps during the period of the Games.

The Games will also be utilizing parks and sports fields that are historically utilized by various sport groups and organizations. Alternate arrangements, which may include partnering with the Games, will have to be made for the Farmer's Market use of Somba K'e Park as well as sport camps use of the sport fields.

Staffing

The request from the Federation detailed the need for the City to allocate key staff to participate on both the Bid Committee, and if successful the Host Committee.

It has been identified in the request to the City that there will be the need for staff to participate in a maximum of four meetings to prepare the Bid for submission. If the Federation is successful in their Bid application then additional staff time would be required to participate on the Host Committee. The Federation has indicated that meetings will be conducted during regular business hours.

The current workload for the staff that would be involved in the Committees is quite high. The role of City staff on the Bid and Host Committee's would be advisory and not operational to manage the time that is required by staff.

ALTERNATIVES TO RECOMMENDATION:

1. That the City of Yellowknife declines the opportunity to support the 2023 Francophone Games in Yellowknife.

2. That the City of Yellowknife provide limited support for the hosting of the Francophone Games by:
 1. Allocating staff support in an advisory capacity for the Bid Committee only; and
 2. Limiting the amount of services in-kind the City would provide to the 2023 Francophone Games to a predetermined level.

RATIONALE:

The hosting of the Francophone Games in Yellowknife will assist in Council achieving the Goal of growing and diversifying the economy by potentially injecting approximately \$400,000.00 dollars into our community over a five day period.

The City of Yellowknife has hosted successful AWG on numerous occasions with a contingent of over 2,000 participants that included providing housing and care for those participants. Since the hosting of the last AWG in Yellowknife the number of hotel rooms has increased in capacity. The Francophone Games will be held during the shoulder season of the tourist season. It is therefore anticipated that the various hotels will have the capacity to accommodate the anticipated number of participants, coaches, spectators etc. that the Games will bring to Yellowknife.

It is anticipated that the Federation will receive feedback on the Bid to host the Games in the Fall of 2019. This amount of lead time will allow City staff to advise the various impacted organizations and work to make any accommodations necessary to allow for the least impact on their ongoing programs and services.

Yellowknife is a culturally diverse community and the hosting of these events will provide another opportunity to showcase the community spirit and diversity to the rest of Canada.

ATTACHMENTS:

None.

Prepared: June 17, 2019; BKK/bk

Revised: July 1, 2019; GW



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE

COMMITTEE: Governance and Priorities

DATE: July 8, 2019

DEPARTMENT: Planning and Development

ISSUE: Whether to amend Zoning By-law No. 4404, as amended, to include provisions for amending an Effective Development Permit, pursuant to the *Community Planning and Development Act*.

RECOMMENDATION:

1. That By-law No. XXXX, a by-law to amend Zoning By-law No. 4404, as amended, to set out circumstances for amending an Effective Development Permit, pursuant to Section 15(2) of the *Community Planning and Development Act*, be presented for adoption; and
2. That By-law No. YYYY, a by-law to amend Fees and Charges By-law No. 4436, as amended, to include fees for amendments to Effective Development Permits, be presented for adoption.

BACKGROUND:

Development projects are subject to onsite construction conditions and it is common for project details to change after a development permit is effective. For example, changes to the site plan, location of landscaping, and signage details often occur as larger projects progress. Presently the City's Zoning By-law does not include any procedure allowing Administration to consider amendments to Effective Development Permits. Under the current process, if any changes occur, the development permit must be revoked and replaced with a new development permit. In an effort to streamline the development permit process, the proposed by-law introduces criteria and circumstances under which an Effective Development Permit may be amended by the Planning Administrator. The proposed amendment to the Zoning By-law will require all amendments to Effective Development Permits to undergo the public notice process and will be subject to appeal.

Under Section 15 of the *Community Planning and Development Act*, the City has the power to amend an Effective Development Permit. Adopting By-law No. XXXX aligns with *the Community Planning and Development Act* and is expected to increase the efficiency of the development permit process.

COUNCIL POLICY / RESOLUTION OR GOAL:

Council Goal #2	Delivering efficient and accountable government
Council Goal #4	Driving Strategic land development growth opportunities

APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:

1. *Community Planning and Development Act; and*
2. *Zoning By-law No. 4404, as amended.*

CONSIDERATIONS:Legislative

The City of Yellowknife is granted the authority to control land uses by way of a Zoning By-law under Section 13 of the *Community Planning and Development Act, SNWT 2013*. Section 15(2) of the Act states

“A Zoning Bylaw may specify the circumstances under which a development permit may be amended or the circumstances under which a new development permit is required.”

In addition, the *Act* gives municipalities the authority to charge fees related to development permits. Section 15(3) states, *“A Zoning bylaw may establish fees or other charges in respect of applications and development permits.”*

Development Officer Decision

The Development Officer receives authority from the Zoning By-law Section 2.2 to make decisions on development permit applications. The Development Officer must post a notice of decision in accordance with Section 3.9 of the Zoning By-law. The decisions of Development Officers are appealable to the Development Appeal Board pursuant Section 3.10 of the Zoning By-law and Sections 61 and 62 of the *Community Planning and Development Act*.

The recommendation herein places the process for amending effective development permits within Section 3.2 “When a Development Permit is no Required” and updates Section 2.3 “Planning Administrator” to allow the Planning Administrator to receive and make decisions on applications regarding Amending an Effective Development Permit.

Financial & Administrative Considerations

The City may establish a new fee with the creation of a development permit amendment process. A minimum fee of \$100 is proposed to match the “Change of Use” application fee in the Fees and Charges By-law No. 4436, amended from time to time.

It is anticipated that requests for amendments to Effective Development Permits that meet the criteria set out in the proposed by-law will still require staff time related to:

- site plan review
- evaluation of the request and internal reviews
- stamping/approving of new drawings
- circulate internally to impacted departments
- advise developer of decision and provide copy of stamped drawings.

Bylaw Amendment Details

Proposed changes to the Zoning By-law:

- a. Adding “Effective Development Permit” to Section 1.6 Definitions as follows:

“Effective Development Permit” means a development permit which has passed the mandatory appeal period pursuant this by-law and is currently in effect as per conditions stated on the development permit.
- b. Amending Section 2.3 “Planning Administrator” by providing authority for the Planning Administered to receive and make decisions on applications regarding Amending an Effective Development Permit
- c. Adding Section 3.12 “Amending an Effective Development Permit” as follows:

An Effective Development Permit may be amended by the Planning Administrator provided that:

- ✓ The request complies with all applicable regulations of this by-law;
- ✓ The amendment is directly related to the uses and conditions of the Effective Development Permit;
- ✓ There is no change in use;
- ✓ All changes that do not meet the criteria set out above require a new development permit, pursuant Part 3 of this By-law; and
- ✓ All amendments to Effective Development Permits must be provided in writing and sent to the applicant.

Proposed Changes to the Fees & Charges By-law:

Request for an amendment to an Effective Development Permit	\$100.00 per application
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Procedural Considerations

The City can process amendments to Effective Development Permits through the processes already in place for development permit applications, outlined in Part 3 of the Zoning By-law. The development permit will retain the same assigned number and no new application will be required at this time. If applicable, the applicant will provide a new set of drawings that can be stamped by the Development Officer, indicating the revised drawings on the previously stamped drawings. A copy of the approval will be circulated internally to ensure coordination between all regulator Departments involved in the permitting process.

The intention of the proposed By-law No. XXXX is to give the Planning Administrator the authority to amend Effective Development Permits that keep with the intent of the Effective Development Permit. Where internal or external consultation is required, the Development Officer shall undertake that consultation. The criteria outlined in the proposed by-law limits changes to those that are minor in nature which comply with the Zoning By-law. All regulations related to variances (approved by

Development Permit), changes to density (approved by Council), and other permitting regulations as adopted in the zoning by-law still apply to all development.

Comparative Information

The following communities provide examples of procedures for amending Effective Development Permits. In looking to other communities, the City recognizes that each community receives direction from its provincial or territorial legislation and may be directed differently than the municipalities in the Northwest Territories.

Jurisdiction	Term	Definition and Approval Authority	Fees
City of Calgary, Alberta	Eligible Changes for Discretionary Review	Comply with the Alberta Building Code. Comply with the development completion permit. Minor Changes: (a) building elevation details (doors, windows, balconies and exterior materials) (b) roof plan details (c) previously approved phasing (d) landscaping (e) site plan (f) interior layout	50% of applicable current base fee (max fee \$817)
	Eligible Changes Requiring Review by Development Permit File Manager	(a) items negotiated and determined in the approved development permit (b) items subject of a letter of objection during the development permit review (c) items that require review by a department other than Planning (d) building height increases or decreases	50% of applicable current base fee (max fee \$817)
	Changes Requiring a New Development Permit	(a) contradictory to the development permit conditions of approval (b) contradictory to applicable statutory policy and guidelines (ARP, ASP) (c) items that were subject of a Subdivision and development Appeal Board hearing, where the development permit was subject to a decision by the board (d) increases to gross floor area of a building (e) encroachment on a utility right-of-way or easement, access easement and other such instruments (f) proposing development phasing (g) Changes to: <ul style="list-style-type: none"> • The advertised description of a development permit • Land use • A by-law relaxation or intensification of 	New Development Permit fee

		<ul style="list-style-type: none"> • existing relaxation • Number of buildings or building footprints • Number of dwelling units • Number, size, or location of signs 	
City of Coquitlam, BC	Minor Amendment (approved by the Manager of Planning and Development)	(a) density, lot coverage, siting, scale, spacing or configurations of buildings are not altered by more than ten percent by the amendment; and, (b) open space and amenities are maintained to the same extent as before the amendment."	\$512
	Major Amendment (approved by Council)	No definition or criteria.	\$1,536
City of Whitehorse, YK	Revised Application	"Where in the opinion of a Development Officer, an application has been substantially revised by the applicant"	50% of initial fee

Public Consultation

Formal public consultation will take place at a Public Hearing prior to Second Reading of the proposed by-law amending Zoning By-law No. 4404, as amended.

ALTERNATIVES TO RECOMMENDATION:

1. That By-law No. XXXX, a by-law to amend Zoning By-law No. 4404, as amended, to set out circumstances for amending an Effective Development Permit, pursuant to Section 15(2) of the *Community Planning and Development Act*, not be presented for adoption; and
2. That By-law No. YYYY, a by-law to amend Fees and Charges By-law No. 4436, as amended, to include fees for amendments to Effective Development Permits, not be presented for adoption.

RATIONALE:

Amending the Zoning By-law to specify the circumstances under which a development permit may be amended is in keeping with the *Community Planning and Development Act*. Currently, because amending a permit is not possible, compliance with effective development permits is at times a challenge, developers tend to not seek compliance because it is too onerous (new development permit). By introducing the amendment possibility, which is already provided for in the *Community Planning & Development Act*, Administration hopes to seek greater compliance with a development permit.

The proposed by-laws provide regulations allowing the Planning Administrator to consider changes to Effective Development Permits and authorise administrative changes to approve an amendment with associated fees. The expected result of adopting the proposed by-laws is a more efficient and timely development permit process, which can adapt to changing onsite circumstances under the criteria set out by the proposed by-law.

ATTACHMENTS:

1. By-law No. XXXX to amend Zoning By-law No. 4404, as amended (DM #505352v7); and
2. By-law No. YYYY to amend Fees and Charges By-law No. 4436, as amended (DM #518356).

Prepared: April 25, 2018; JD

Revised: June 27, 2019; NN/rl



CITY OF YELLOWKNIFE

BY-LAW NO. XXXX

BZ XXX

A BY-LAW of the Council of the Municipal Corporation of the City of Yellowknife in the Northwest Territories, to amend Zoning By-law No. 4404, as amended.

PURSUANT TO

- a) The *Community Planning and Development Act* Section 15(2): “a zoning bylaw may specify the circumstances under which a development permit may be amended or the circumstances under which a new development permit is required.”
- b) Due notice to the public, provision for inspection of this by-law and due opportunity for objections thereto to be heard, considered and determined.

WHEREAS the Council of the Municipal Corporation of the City of Yellowknife has enacted Zoning By-law No. 4404, as amended; and

WHEREAS the Council of the Municipal Corporation of the City of Yellowknife wishes to amend Zoning By-law No. 4404, as amended.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE CITY OF YELLOWKNIFE, in regular sessions duly assembled, enacts as follows:

APPLICATION

That Zoning Bylaw No.4404, as amended, be amended as follows:

1. Adding “Effective Development Permit” to Section 1.6 Definitions as follows:

“Effective Development Permit” means a development permit which has passed the mandatory appeal period pursuant to this by-law and is currently in effect as per conditions stated on the development permit.

2. Amending Section 2.3 by adding (f) and reformatting accordingly:

(f) Receive and make decisions on applications regarding Amending an Effective Development Permit.

3. Adding Section 3.12 “Amending an Effective Development Permit” as follows:

3.12 Amending an Effective Development Permit

- (1) An Effective Development Permit may be amended by the Planning Administrator provided that:
 - (a) The request complies with all applicable regulations of this by-law;
 - (b) The amendment is directly related to the uses and conditions of the Effective Development Permit;
 - (c) There is no change in use.
- (2) All changes that do not meet the criteria set out in subsection (1) require a new development permit, pursuant to Part 3 of this By-law.
- (3) All amendments to Effective Development Permits must be provided in writing and sent to the applicant.

EFFECT

- 1. That this by-law shall come into effect upon receiving Third Reading and otherwise meets the requirements of Section 75 of the *Cities, Towns and Villages Act*.

Read a First time this _____ day of _____, A.D. 2019.

Mayor

City Administrator

Read a Second Time this _____ day of _____, A.D. 2019.

Mayor

City Administrator

Read a Third Time and Finally Passed this _____ day of _____, A.D., 2019.

Mayor

City Administrator

I hereby certify that this by-law has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the by-laws of the Municipal Corporation of the City of Yellowknife.

City Administrator



CITY OF YELLOWKNIFE

BY-LAW NO. YYYY

BM YYY

A BY-LAW of the Council of the Municipal Corporation of the City of Yellowknife in the Northwest Territories, to amend Fees and Charges By-law No. 4436, as amended.

PURSUANT TO Sections 70, 72 and 73 of the *Cities, Towns and Villages Act*, S.N.W.T., 2003, c. 22;

WHEREAS the Council of the Municipal Corporation of the City of Yellowknife has enacted By-law No. 4436, as amended;

AND WHEREAS the Council of the Municipal Corporation of the City of Yellowknife wishes to amend By-law No. 4436, as amended, to include fees and charges to be collected by the City of Yellowknife as set out in the attached Parts of Schedule "A";

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE CITY OF YELLOWKNIFE, in regular sessions duly assembled, enacts as follows:

APPLICATION

1. That By-law No. 4436 is hereby amended by deleting PART 18 – Development Permit Fees and replacing it with schedule "A" attached to and forming part of this by-law.

EFFECT

2. That this by-law shall come into effect upon receiving Third Reading and otherwise meets the requirements of Section 75 of the *Cities, Towns and Villages Act*.

Read a First time this _____ day of _____, A.D. 2019.

Mayor

City Administrator

Read a Second Time this _____ day of _____, A.D. 2019.

Mayor

City Administrator

Read a Third Time and Finally Passed this _____ day of _____, A.D., 2019.

Mayor

City Administrator

I hereby certify that this by-law has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the by-laws of the Municipal Corporation of the City of Yellowknife.

City Administrator

Schedule "A"
PART 18 – Development Permit Fees
(Zoning By-law No.4404)

APPLICATION/SERVICE	FEE
(For this Part, where the development involves more than one type of development, the fee shall be the sum of all applicable fees. Where development proceeds without a permit being first obtained, the appropriate fees shall be doubled. Where a demolition development permit application is separated from an application for construction on the same site, the demolition development permit application fee shall be based on the type of the building/structure to be demolished)	
Single Family Dwelling or Secondary Suite	\$175.00 per application
Single Family Dwelling or Secondary Suite	\$300.00 per application
Multi-Family Dwelling or Multi-Attached Dwelling	\$250.00 per application + \$30 per unit
Commercial, Industrial Use or other Non-Residential Use (includes non-residential additions, fences and accessory structures)	\$500.00 per application + \$0.55/m ² of gross floor area
Home Occupation/Home Based Business	\$50.00 per application
Sign	\$75.00 per application
Residential Addition	\$100.00 per application
Residential decks, fences and accessory structures	\$75.00 per application
Request for Conditionally Permitted Use	\$250.00 per application
Request for Change of Use	\$100.00 per application
Request for an amendment to an Effective Development Permit	\$100.00 per application
Variance Request	<ul style="list-style-type: none"> – \$50.00 for a variance less than or equal to 10% – \$200.00 for variance greater than 10% and less than 25% – \$300.00 for variance greater than 25% (50% of variance request fee refundable if variance denied)
Zoning and/or General Plan Amendment	Greater of \$1000.00 or \$1.00/m ² of area to be amended up to a maximum of \$5,000.00
Request for Certificate of Compliance or File Information Letter	<ul style="list-style-type: none"> – \$50.00 per letter for a Single family, Duplex or semidetached dwelling – \$100.00 per letter for a Multi-family, commercial or industrial use
License Agreement	\$1,000.00 onetime fee
Test-drilling for soil in Bedrock	\$500.00 (refundable in some circumstances as per policy)
Development Permit Appeal	\$25.00 per application (fee reimbursed if decision of Development Officer is reversed)

Conversion of Paper Submission to Electronic Form	\$10.00
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CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE

COMMITTEE: Governance and Priorities

DATE: July 8, 2019

DEPARTMENT: Corporate Services

ISSUE: Whether to enter into a ten-year contract for assessment services with Teranda Assessments Ltd.

RECOMMENDATION:

That Council direct Administration to enter into a ten-year contract for assessment services with Teranda Assessments Ltd.

BACKGROUND:

In 1999, the City entered into a Program Authority Agreement for Property Assessment with the Government of the Northwest Territories (GNWT). Under this agreement, the City agreed to assume responsibility and authority for all aspects and stages of property assessment for the City of Yellowknife in accordance with the *Property Assessment and Taxation Act (PATA)*. In return, the GNWT provides an annual financial contribution to the City, which the City applies to the costs of contracted assessment services.

The current seven-year contract with Teranda Assessments Ltd. expired May 31, 2019. On June 5, 2019, the City issued a Request for Proposals, with a closing date of June 19, 2019. Teranda Assessments Ltd. submitted the only proposal.

COUNCIL POLICY / RESOLUTION OR GOAL:

Goal # 2: Delivering efficient and accountable government

APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:

Cities, Towns and Villages Act S.N.W.T. 2003,c22
Property Assessment and Taxation Act R.S.N.W.T. 1988,c.P-10

CONSIDERATIONS:Legislative

The City's Program Authority Agreement for Property Assessment with the GNWT requires the City to collect and maintain assessment data for the City of Yellowknife, for the purposes of allocating property taxation responsibility, as specified in the *Property Assessment and Taxation Act*.

Financial

The total cost of the ten-year contract will be \$2,366,740, which includes fees for the additional work involved in two General Assessments during the term of the contract.

This amount will be offset by annual contributions from the GNWT. Under the current Contribution Agreement, these total \$125,000 per year. Prior to the end of the current Agreement in 2022, Administration will work with the GNWT in an attempt to ensure annual funding more closely matches actual costs.

The annual costs for years one and two are within the budgeted amounts approved in principle in Budget 2019. Future costs will be incorporated into subsequent budget submissions.

<i>Year</i>	<i>Contract Cost</i>
One	\$216,000
Two	\$219,600
Three	\$222,000
Four	\$225,600
Five	\$228,000
Six	\$231,600
Seven	\$235,200
Eight	\$238,800
Nine	\$242,400
Ten	\$246,000
First General Assessment	\$29,630
Second General Assessment	\$31,910
Total	\$2,366,740
GWNT Contributions	(\$1,250,000)
<i>Net Cost</i>	<i>\$1,116,740</i>

ALTERNATIVES TO RECOMMENDATION:

That Committee direct Administration to re-advertise the bidding opportunity for assessment services.

RATIONALE:

Under the proposed contract, Mr. Darcy Beck of Teranda Assessments Ltd. will be the primary Assessor. In various roles, he has provided assessment services to the City of Yellowknife since 1995 and has a proven track record with the organization and long-standing knowledge of the City's assessment data and considerations. The proposal includes the services of GT Property Assessment & Tax, whose key individuals also have experience with the City of Yellowknife, and assessment in the north, and will add breadth and depth to the services.

The proposal meets all of the City's requirements as stipulated in the Terms of Reference of the Request for Proposals, therefore is it recommended that the City enter into the contract.

ATTACHMENTS:

N/A

Prepared: June 24, 2019; SW

Revised: June 24, 2019; CS
June 26, 2019; SW



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE

COMMITTEE: Governance and Priorities

DATE: July 8, 2019

DEPARTMENT: Mayor's Office

ISSUE: Whether to authorize the Mayor to travel to Lutsel K'e, NT from July 9 to 10, 2019 to attend the 2019 Akaitcho General Assembly.

RECOMMENDATION:

That the Mayor be authorized to travel to Lutsel K'e, NT from July 9 to 10, 2019 to attend the 2019 Akaitcho General Assembly.

BACKGROUND:

The Mayor will be sharing the City of Yellowknife's discussion paper on Reconciliation and seeking feedback regarding suggestions, comments and questions from the delegates at the 2019 Akaitcho General Assembly.

Council identified Reconciliation with Indigenous people as one of its core values in the 2019-2022 City of Yellowknife Strategic Plan. Council also adopted United Nations Declaration on the Rights of Indigenous Peoples as part of its response to the Truth and Reconciliation Commission of Canada's Calls to Action (Council Motion #0324-15). Preparing a reconciliation action plan will be a continuation of this work.

A proposed reconciliation action plan would set out the broad principles guiding the City's work on reconciliation and also have concrete steps, and timelines for implementation and monitoring. A reconciliation action plan would be a living document continually refreshed and adapted to reflect the City's work.

COUNCIL POLICY / RESOLUTION OR GOAL:

Policy 260-T1 A policy to outline the procedures for authorizing members of Council to travel for City related business.

Motion #0373-02 It is the policy of the City of Yellowknife that Members of Council submit a written travel expense claim together with a daily diary of activities while on City sponsored travel upon their return.

APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:

1. Council Remuneration By-law No. 4982, and
2. Financial Administration By-law No. 4206, as amended.

CONSIDERATIONS:Reconciliation

Attendance at the 2019 Akaitcho General Assembly will support positive relations with members of the Akaitcho Territory Government, including the Yellowknives Dene First Nations.

Budget

Given this trip is intended to enable Mayor Alty to share copies of the *City's Reconciliation: A Conversation Starter*, costs will be accrued to the relevant GL for Indigenous Relations. For 2019, \$30,000 has been allocated for Mayor and Council travel. To date, Council has approved the following travel this year, totaling approximately \$16,400 of which \$11,480.80 has been spent:

Conference/Event	Location	2019 Dates	# of Members
Northwest Territories Association of Communities (NWTAC) Annual General Meeting	Yellowknife, NT	February 28 – March 2	Five (5)
Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show	Quebec City, QC	May 30 – June 2	Two (2)
National Conference on Ending Homelessness	Edmonton, AB	November 4 – 6, 2019	One (1)
Opportunities North	Yellowknife, NT	October 14 – 18, 2019	Three (3)
Association for Mineral Exploration British Columbia (AME)	Vancouver, BC	January 28 – 31, 2019	One (1)

Other travel authorization should be prioritized based on Council priorities and emerging opportunities, and should be approved by Council on a case by case basis in advance of each conference.

The cost estimate for attendance at the 2019 Akaitcho General Assembly is:

Akaitcho General Assembly (Lutsel K'e, NT) July 9-10, 2019

Accommodation	\$ 50.00	(1 nights)
Airfare	\$ 550.00	(return flight)
Meals and Incidentals	\$ 128.00	(\$128.00 per day x 1 day)
Approximate cost:	\$ 728.00	

ALTERNATIVES TO RECOMMENDATION:

That Council not authorize the Mayor to travel to Lutsel K'e, NT to attend the 2019 Akaitcho General Assembly from July 9 to 10, 2019.

RATIONALE:

The 2019 Akaitcho General Assembly provides a unique opportunity to share the City of Yellowknife's discussion paper on Reconciliation and to seek feedback regarding suggestions, comments and questions from the delegates at the 2019 Akaitcho General Assembly.

ATTACHMENTS:

None.

Prepared: July 3, 2019 SJ/

Revised:



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE

(For Information Only)

COMMITTEE: Governance and Priorities

DATE: July 8, 2019

DEPARTMENT: Public Works

ISSUE: Community Energy Planning Committee Minutes.

BACKGROUND:

Attached for the information of Committee are the minutes of the Community Energy Planning Committee for September 20, 2018.

ATTACHMENTS:

Community Energy Planning Minutes September 20, 2018 (DM#533225).

Prepared: June 18, 2019/sj



CITY OF YELLOWKNIFE

MINUTES

COMMUNITY ENERGY PLANNING COMMITTEE

September 20, 2018 at 12:00 p.m.

City Hall, Upstairs Boardroom

Minutes of a meeting held on Thursday, September 20, 2018 at 12:00 p.m. in the Upstairs Boardroom at City Hall. The following Committee members were in attendance:

Chairperson: Councillor S. Morgan,
Mayor M. Heyck (ex-officio),
S. Anderson,
D. Wohlgemuth,
J. Carr,
R. Sexton,
R. Gervais,
C. Scott, and
D. Fetaz.

The following City of Yellowknife directors were in attendance:

C. Greencorn,
N. Naidoo, and
K. Penney.

The following representatives of the Public were in attendance:

A. Robinson.

The following members of Administration were in attendance:

M. Auge,
C. Vaughn, and
C. Kida.

Call to Order

1. Councillor S. Morgan called the meeting to order at 12:10 p.m.

Disclosure of Pecuniary Interest

2. There were no disclosures of pecuniary interest.

Approval of Agenda

3. Councillor S. Morgan requested that an item be added to the end of the agenda on a potential Lunch & Learn about electricity rates. R. Sexton requested that an item be added on next steps regarding energy efficiency building standards, and R. Gervais requested a related item on



information-sharing with the CEP Committee regarding energy efficient building practices in Yellowknife. Members requested that both items on energy efficient building standards and the Loans for Heat (LIC) program be discussed earlier in the agenda right after approval of Minutes from June 5, 2018.

M. Heyck moved,
S. Anderson seconded,

That the Agenda be approved as amended.

MOTION CARRIED UNANIMOUSLY

Approval of the Minutes

4. D. Wohlgemuth moved,
D. Fetaz seconded,

That the Minutes of the meeting held on June 5th be approved as presented.

MOTION CARRIED UNANIMOUSLY

Energy Efficient Building Standards

5. Committee discussed about the role of the Community Energy Planning (CEP) Committee in developing new efficient building standards for Yellowknife, the next steps and what an appropriate process for developing the standards might be.

Committee expressed frustration and disappointment that Council ignored a unanimous recommendation on Energy Efficient Building Standards from the Committee. Committee debated whether it would be effective to issue a new recommendation reiterating the previous one and recommending that new standards be put in place as soon as possible to make the current no energy building standard as short as possible.

Committee expressed appreciation for the presence at the meeting of Nalini Naidoo, Director of Planning and Development and Kerry Penney, Director of Policy, Communications and Economic Development. All parties emphasized the need for collaboration between multiple departments in order to make CEP implementation successful going forward.

Nalini Naidoo emphasized Administration's commitment to work with CEP in the review of the Building Bylaw, including the energy efficient building standards aspect. Nalini Naidoo noted that Administration will be consulting various stakeholders on aspects related to the Bylaw such as: appropriate target/standard, regulatory structure, implementation and enforcement. Nalini Naidoo further noted that if requested individual Committee members could be added to the monthly email updates sent by the Planning and Development Department about the Building By-law review. Some Committee members noticed that it was not the role of the Committee to advise on the enforceability of particular approaches to regulating energy efficiency in new buildings.



Nalini Naidoo noted that in regards to timing it would not be possible to prepare the new proposal for the new Bylaw for the current Council before October 15, 2018 election.

Nalini Naidoo further noted that Administration will follow-up with the Chair and the Committee in regards a process and a timeline for moving forward with the development of the new energy efficient building standards.

Information Sharing Regarding Energy Efficient Building Practices

6. Committee requested clarification on what information can be shared with CEP and with the public in regards to energy efficient building practices in Yellowknife and rates of compliance with the EGH80 (EnerGuide for Housing) Standard. Committee members agreed that for any new standard going forward, compliance rates and challenges should be documented and tracked in order to monitor the success of the standard and ensure continuous learning and improvement.

Action: Councillor S. Morgan to follow up with the SAO (Senior Administrator Officer) how information in regards to energy efficient building practices in Yellowknife and rates of compliance with the EGH80 (EnerGuide for Housing) will be shared.

Discussion on Loans for Heat (LIC) Program

7. Committee discussed the Loans for Heat report completed for the City of Yellowknife in 2015 and included as an attachment to the CEP 2015-2025 plan. The report outlines options for developing a Local Improvement Charge program focused on helping residents complete home retrofits related to energy efficiency and renewable energy.

Councillor S. Morgan explained that the Legislative Assembly has proposed changes to territorial legislation, the CTV Act that would allow for programs such as Loans for Heat to be implemented. Debated about the Bill will take place in October at the Legislative Assembly. The City of Yellowknife is getting prepared to initiate work on implementing such a program if the Bill is passed.

Committee emphasized the importance of ensuring that any new City program ties in with and complements existing programs delivered by Arctic Energy Alliance (AEA). J. Carr, Arctic Energy Alliance representative, noted that AEA currently offers grant programs as well as highly subsidized energy evaluation for existing homes.

It was recommended that Administration research the Property Assessed Clean Energy (PACE) program recently approved in Alberta enabling clean energy home improvements.

Administration noted that currently, there is no City staff person or position allocated to administering this program therefore it would be helpful to make administration as simple as possible and carefully consider any new human resources required.



Committee discussed about what retrofits should be eligible and supported the focus on heating retrofits, and choose retrofits that would allow the highest amount of Green House Gas (GHG) emission reductions.

Discussion about whether the program could accommodate retrofits extending across multiple properties took place. Administration noted that it could theoretically be possible however it would need to research implications.

Committee agreed that in terms of program delivery an energy audit should be the first step for any applicant. Committee further agreed that identifying specific barriers at the early stage of the program such as target audience, insurance for wood stoves, certification for wood stove installation etc. would help the program to be effective.

Committee noted that careful consideration should be paid to how the retrofits are purchased. It was noted that there are program delivery mechanisms that could address financial barrier, such as Halifax's SolarCity program. Committee further noted that many of the key barriers are not necessarily financial. Committee agreed that strong partnership with Arctic Energy Alliance (AEA) would be essential to successful deliver this program given that AEA already provides many of these services. J. Carr, AEA representative, noted that substantial federal funding is expected in this area for the next 3 years, resulting in enhanced rebate and grant programs to be delivered through the GNWT/AEA.

Committee suggested that the City work with appraisers/real estate agents to ensure that potential home-buyers fully understand the LIC program as it may apply to the property being purchased, so they do not pay for the energy retrofit twice. Members noted that it would legally have to be mentioned in the tax certificate.

Administration clarified that legislation stipulates that the City is not allowed to borrow money for LIC's. In terms of start-up funding, Administration will research grant opportunities from the Federation of Canadian Municipalities (FCM) and Federal Government.

Action: Councillor S. Morgan to invite key stakeholders from Arctic Energy Alliance, such as Ken Baigent and new Executive Director Mark Heyck, to any future meetings on this topic.

Action: R. Sexton, GNWT representative, to investigate whether start-up costs for an LIC program could be eligible for any GNWT funding.

Update on 2018 Projects Related to the CEP

8. The updates are as follows:
 - a. **Design for the City Hall/RCMP/JTFN biomass boiler (\$130K)** - The design contract has been delayed because the Legislative Assembly has expressed interest in being tied into the district heating system. As Administration consider this possibility, the budget for the design work will be carried over into 2019.



- b. **LED interior lights for City facilities (\$100K)** - Ryfan has recently completed an inventory of all existing interior lighting; the next step is to get a quote to establish a contract for retrofitting interior lighting with LEDs.
- c. **Waste Audit/Strategic Plan follow up (\$50K)** - The Waste Audit and Strategic Plan was presented to Council in May 2018, and approved by Council on May 28. Administration has been working on an Implementation Plan which will be presented to Council on September 24, which includes items to be completed during the remaining months of 2018.
- d. **Active transportation strategy (\$25K)** - Dillon Consulting was awarded the contract for completing an Active Transportation Strategy, in coordination with Community Services. They are working closely with the Transportation Issues Committee, and will be holding public consultation sessions in October.

Updates on other items were:

- a. The CarShare program is officially in operation – 2 cars have been purchased; they are being fitted out with hardware and software so in upcoming weeks they will be available for people who join the CarShare. A partnership agreement between the City and the CarShare coop about the purchase and shared use of electric vehicles is still being finalized.
- b. Andrew Robinson completed a study on electric vehicles for the City.

Action: Councillor S. Morgan to provide a full summary update via email to Committee members on the progress made on 2018 CEP-related projects, and circulate the electric vehicles study completed by Andrew Robinson once it is available for public distribution.

Proposed CEP Related Projects for Budget 2019

9. S. Morgan informed Committee that the following items are being proposed for Budget 2019:
 - a. Full time Sustainability Projects Coordinator in addition to the current one to allow compost program to be done in-house.
 - b. \$250,000 Feasibility Study – District Heating System for City Hall/JTFN/RCMP in addition to the design work that will be carried over from 2018.
 - c. \$300,000 Trail Connection – Frame Lake West - from end of current paved trail to tunnel near Coop.
 - d. \$100,000 – Waste Audit/Management Plan Implementation.
 - e. \$50K – Public Transit Review/Remodel.

Administration noted that funds could be added for design/start-up of the Energy Efficient Retrofit LIC program if the changes to the CTV Act are approved by the Legislative Assembly.

Lunch & Learn on Electricity Rates

10. Councillor S. Morgan noted that there is interested in organizing Lunch & Learn events for the public on energy-related topics. D. Fetaz, ATCO representative, has expressed interest in being a co-presenter at a Lunch & Learn event focused on understanding electricity rates. Other Committee members interested in helping organizing this event are: C. Scott, as well as other members of the Transportation Issues Committee; J. Carr, D. Fetaz, and R. Sexton. Andrew Robinson also offered to assist the event.



Upcoming CEP Meetings

11. Further meetings will be arranged after the election on October 15, 2018.

Adjournment

12. C. Scott moved,
R. Sexton second,

That the meeting be adjourned at 2:25 p.m.

MOTION CARRIED UNANIMOUSLY

Prepared: October 17, 2018 SM/ck



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE

COMMITTEE: Governance and Priorities

DATE: July 8, 2019

DEPARTMENT: Administration

ISSUE: Whether to appoint members to serve on the Mayor’s Task Force on Economic Development.

RECOMMENDATION:

That Council appoint representatives to serve on the Mayor’s Task Force on Economic Development.

BACKGROUND:

On December 10, 2018, Council approved the City of Yellowknife’s 2019 Budget, which included \$50,000 to obtain a multi-faceted 5 year Economic Development Strategy (“the Strategy”).

On May 27, 2019, Council adopted a Terms of Reference for the Mayor’s Task Force on Economic Development and directed Administration to establish the Task Force in accordance with the Terms of Reference.

The purpose of the Task Force is to provide advice to the City in the development and implementation of the City’s economic development strategy, supporting, promoting and advocating for the strategy; continuously assessing the present situation and capability; identifying emerging economic conditions, barriers and opportunities and to ensure long term and lasting sustained economic growth.

In particular, the Task Force will assist in the development of the economic growth strategies for sectors identified by the strategy, provide guidance on implementation, identify and leverage strength areas, and draw on existing economic development organizations, as well as municipal, territorial, Indigenous and federal governments, to ensure a collaborative effort resulting in economic growth.

It is the practice of the City of Yellowknife to advertise all vacancies for boards and committees. The City has advertised vacancies on the Mayor’s Task Force on Economic Development in the Capital Update, the City’s website and social media sites.

COUNCIL POLICY / RESOLUTION OR GOAL:

- Council Goal #2 Delivering efficient and accountable government.
- Council Goal #3 Ensuring a high quality of life for all, including future generations.

Council Motion #0146-19

That Council:

1. Adopt the Terms of Reference for the Mayor’s Task Force on Economic Development for the purpose of providing input in the development of the 2020-2024 Economic Development Strategy and providing ongoing advice in the implementation phase of the strategy.
2. Direct Administration to undertake the necessary steps to recruit members to the Committee.

APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:

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

CONSIDERATIONS:

Legislation

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

Special Committees of Council

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

Procedural Considerations

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

It is the practice of the City of Yellowknife to advertise all vacancies that arise on City Boards and Committees.

ALTERNATIVES TO RECOMMENDATION:

That Administration be directed to re-advertise the vacancies.

RATIONALE:

The city's economy is multi-faceted and collaboration between stakeholders is crucial in successfully developing and implementing a comprehensive strategy. Through the Mayor's Task Force on Economic Development, Council is seeking the input and advice from potential partners who share an interest in economic development in Yellowknife to provide guidance and expert advice to the City of Yellowknife during the development and implementation phase of the City's Economic Development Strategy.

Appointment of members to the Committee will ensure that these tasks are undertaken in a timely manner.

ATTACHMENTS:

Expressions of interest from the candidates.

Prepared: June 24, 2019; SJ/