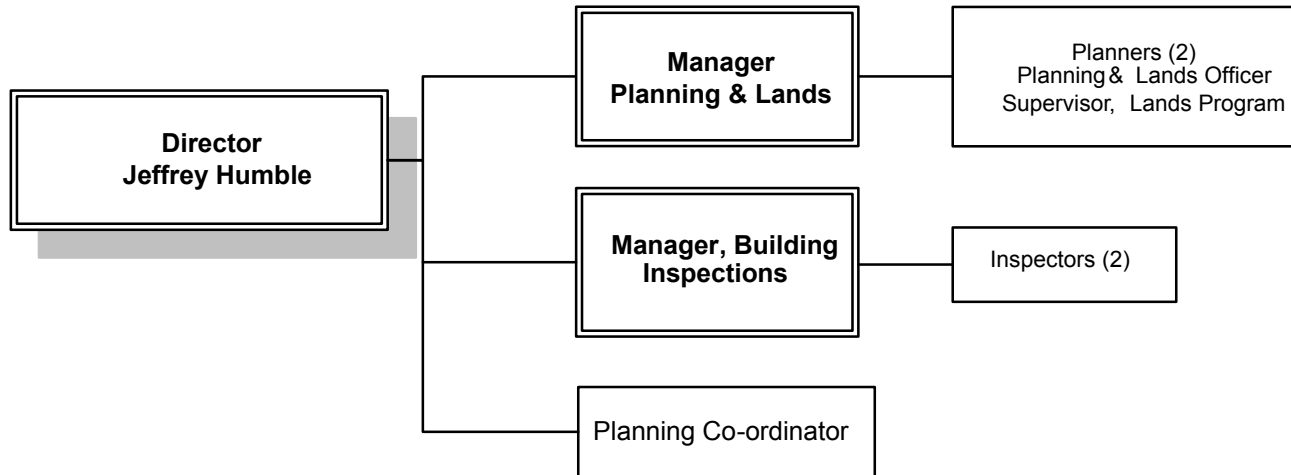


GENERAL FUND - Planning & Development

DEPARTMENT STAFFING



Staffing Summary

	2001 Actual	2002 Actual	2003 Actual	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2014 Budget	2015 Budget	Note
Directorate	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	(1)
Building Inspections	4.50	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	3.00	3.00	3.00	3.00	(1)
Planning & Lands	5.00	5.50	6.00	6.00	6.00	6.00	6.00	6.23	6.00	6.00	5.00	5.00	5.00	5.00	5.00	
	11.50	12.50	13.00	13.00	13.00	13.00	13.00	13.23	13.00	13.00	13.00	10.00	10.00	10.00	10.00	
Permanent Positions	11.50	12.50	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	10.00	10.00	10.00	10.00	
Part-time/ Casual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	11.50	12.50	13.00	13.00	13.00	13.00	13.00	13.23	13.00	13.00	13.00	10.00	10.00	10.00	10.00	

Notes:

(1) Staff number declines due to restructuring of City's organization.

### PLANNING AND DEVELOPMENT

#### Overview

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

#### 2012 Highlights

The highlights of the Planning and Development Department include:

- Completion of Old Airport Road Phases II and III Streetscaping;
- Adoption of the 2011 General Plan for implementation;
- Adoption of information the Yellowknife Harbour Plan;
- Completion of Enterprise Drive development scheme, rezoning, construction and marketing;
- Completion of Grace Lake waterside development scheme, rezoning, construction and marketing;
- Commenced servicing and marketing of the remaining (stage 2) Niven Lake Phase VII single family lots;
- Commenced the detailed construction design of the Eco-Housing Project with funding support of \$600,000 from CanNor;
- Negotiated lease agreement with Department of Fisheries and Oceans for clean-up of the DFO wharf;
- Completed purchase and subdivision of Niven Lake Phase V for marketing;
- Continued promotion of energy efficiency through EnerGuide for New Homes 80 (EGNH-80) program;
- Presented at the Giant Mine Public Hearing on the future land use concept for incorporation into the Remediation Plan;
- Working with Yellowknives Dene First Nation (YKDFN) on municipal boundary issue and Akaitcho Land Withdrawal;
- Completed land parcel and lakebed parcel mapping for 2013 Greater Land Application to MACA for submission in 2013;

- Digitization of existing permitting files to free storage space and integration with City's document management system;
- Awarded Automated Permitting Software RFP to CityView to assist in streamlining and tracking development approvals.

#### 2013/2014/2015 Goals

The goals of the Planning and Development Department are to:

- Continue to automate the development and building permitting process to streamline development approvals and improve customer service;
- Continue to increase public awareness and appreciation of the role of the Planning and Development Department in the community via participatory planning (workshops, seminars and design charrettes) and communication;
- Encourage development and redevelopment of the City through creative strategies and policies related to land assembly, development incentives, public-private partnerships, and general administration of the Land Development Fund;
- Commence the planning and land assembly strategy for residential growth which balances greenfield development and intensification to provide an array of housing choices for residents.
- Foster partnerships with the private sector, territorial and federal government departments, and First Nations to resolve land issues and promote the development objectives of the City.

#### 2013/2014/2015 Objectives

The objectives of the Planning and Development Department are to:

- Complete digitization of existing permitting records to free storage space and integrate with the City's document management system;
- Configure and implement CityView Automated Permitting Software to improve records management, efficiency, and customer service;
- Continue to provide educational material to the public to increase transparency and responsiveness to planning and development issues;



## GENERAL FUND - Planning & Development

- Bring forward recommended Zoning By-law amendments based on the adoption of the new General Plan (2011);
- Complete the Eco-Housing detailed design for construction and marketing;
- Upgrade four park nodes noted in the Harbour Plan: DFO Wharf; Wiley Road, Lessard/Otto Drive; and Pilot's Monument;
- Seek jurisdiction of the Yellowknife Bay lakebed and develop regulatory framework for houseboats;
- Continue with Streetscaping of Old Airport Road and downtown;
- Continue to build capacity in implementing the EGNH-80 standard for housing construction;
- Complete municipal boundary amendments with the YKDFN and GNWT Department of Municipal and Community Affairs;
- Submit the 2013 Greater Land Application to MACA to acquire Commissioner's lands within the City of Yellowknife;
- Complete the land sales in Niven Lake Phases V and VII, Grace Lake, and Enterprise Drive;
- Continue to market Engle Business District;
- Complete development schemes for Tin Can Hill/Con Mine Area and Kam Lake.

### Department Budget

	2011 Actual (\$000's)	2012 Budget (\$000's)	2012 Forecast (\$000's)	2013 Budget Recommended (\$000's)	2014 Budget (\$000's)	2015 Budget (\$000's)	Note
<b>Revenue</b>							
Government Transfers							
Other Grants	-	-	-	-	-	-	
User Charges	742	792	479	534	620	620	(1)
	742	792	479	534	620	620	
<b>Expenditures (By Activity)</b>							
Administration	297	436	437	286	294	302	
Building Inspections	518	466	346	353	369	386	
Planning & Lands	728	745	766	807	798	816	
	1,543	1,646	1,549	1,446	1,460	1,504	
<b>Net Revenue (Expenditures)</b>	(800)	(854)	(1,070)	(912)	(840)	(884)	
<b>Expenditures (By Object)</b>							
Wages & Benefits	1,356	1,423	1,172	1,194	1,207	1,249	
Other O&M	187	223	377	252	253	255	
	1,543	1,647	1,549	1,446	1,460	1,504	
<b>Interfund Transfers</b>							
From Downtown Development Reserve	(47)	(78)	(78)	(78)	(78)	(78)	
	1,495	1,569	1,471	1,368	1,382	1,426	

#### Note:

(1) Business licensing function has been reallocated to City Clerk Division since 2012.

## GENERAL FUND - Planning & Development

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### Directorate Budget

	2011 Actual (\$000's)	2012 Budget (\$000's)	2012 Forecast (\$000's)	2013 Budget Recommended (\$000's)	2014 Budget (\$000's)	2015 Budget (\$000's)
<b>Expenditures (By Activity)</b>						
Legislation & Governance	56	85	85	55	57	58
Public Information	64	91	91	60	61	63
Policy Development	88	130	130	85	88	90
Long-Range Planning	88	130	130	86	88	91
	<u>297</u>	<u>436</u>	<u>437</u>	<u>286</u>	<u>294</u>	<u>302</u>
<b>Expenditures (By Object)</b>						
Wages & Benefits	280	423	276	274	282	290
Other O&M	17	13	160	12	12	12
	<u>297</u>	<u>436</u>	<u>437</u>	<u>286</u>	<u>294</u>	<u>302</u>



### PLANNING & LANDS DIVISION

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

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

### 2012 Highlights

The highlights of the Planning & Lands Division include:

- Completion and initial implementation of the 2011 General Plan;
- Adoption for information the Yellowknife Harbour Plan;
- Completion of the Enterprise Drive Extension Development Scheme and Zoning By-law amendment for the area;
- Completion of the Grace Lake Development Scheme and Zoning By-law amendment for the area;
- Sale of Enterprise Drive Extension light industrial/commercial lots;
- Sale of Grace Lake waterside residential lots;
- Continued sale of residential lots in the Niven Lake Phase 7 Subdivision;
- Sale of Niven Lake Phase V Parcels A and E for multi-attached and multi-family dwelling development;
- Sale of Twin Pine Hill parcel for future development;
- Initiated Greater Land Application project with completed parcel mapping for submission in 2013.

### 2013/2014/2015 Goals

The goals of the Planning & Lands Division are to:

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

### 2013/2014/2015 Objectives

The objectives of the Planning & Lands Division are to:

- Complete development schemes for Capital Site and District, Tin Can Hill/Con Mine Area, and Kam Lake;
- Complete zoning by-law amendments in line with the 2011 General Plan strategies;
- Facilitate the Block 501 housing development;
- Complete the Eco-housing project;
- Continue to market and facilitate the development of the remaining parcels in Niven Lake Phase V;
- Facilitate the development of the Twin Pine Hill parcel;
- Submit the application and proceed with the Greater Land Application project;
- Working with City staff, consultants, and developers in a goal-driven process for each land development project;
- Engaging residents through a variety of media for the purpose of enhanced communication on the development process.

## GENERAL FUND - Planning & Development

### Planning and Lands Budget

	2011 Actual (\$000's)	2012 Budget (\$000's)	2012 Forecast (\$000's)	2013 Budget Recommended (\$000's)	2014 Budget (\$000's)	2015 Budget (\$000's)
<b>Revenue</b>						
Grant	-	-	-	-	-	-
User Charges	48	70	71	60	60	60
	48	70	71	60	60	60
<b>Expenditures (By Activity)</b>						
Legislation & Governance	28	28	29	31	31	31
Land Use Planning	199	206	212	222	221	226
Land Administration	221	218	224	241	238	244
Development Approval Process	160	157	162	174	172	176
Heritage Committee	42	46	47	47	47	48
Smart Growth Implementation	79	89	92	90	90	91
	728	745	766	807	798	816
<b>Net Revenue (Expenditures)</b>	(680)	(675)	(695)	(747)	(738)	(756)
<b>Expenditures (By Object)</b>						
Wages & Benefits	586	555	576	616	606	622
Other O&M	142	190	190	191	192	194
	728	745	766	807	798	816



## GENERAL FUND - Planning & Development

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### Planning & Lands Performance Measures

	Projected 2011	Actual 2011	Projected 2012	Forecasted 2013	Forecasted 2014	Forecasted 2015	Notes
<b>Workload Indicators:</b>							
Development Permits issued	400	300	300	300	300	300	(2)
Land Applications	20	10	10	10	10	10	
Subdivision Applications	13	13	13	13	13	13	
Memos to Committee	80	50	50	50	50	50	
Development Permit Appeals	1	1	2	1	1	1	
Development Schemes	0	0	3	1	1	0	
Major Public Forums/Consultation	10	10	20	20	20	20	
Land sold (full lots, not portions)	4	16	40	30	20	20	
Total value (residential)	\$1,662,561	\$2,350,273	\$5,129,603	\$3,000,000	\$1,500,000	\$1,500,000	(1)
Total value (commerical, industrial)	\$0	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	(2)
Heritage Committee meetings	11	11	11	11	11	11	
Smart Growth Implementation Committee meetings	9	9	10	10	10	10	
Harbour Planning Committee meetings	7	7	0	0	0	0	

**Notes:**

- (1) 2011 land sold includes 16 lots in Niven Lake Phase VII - single-family lots and multi-family parcels. 2012 includes lots in Kam Lake, Enterprise Drive Extension, Grace Lake, and Niven Lake Phase V and VII
- (2) Multiple sales have been made - Engle Business District, Kam Lake and other parcels - however, sales will not close in 2011.

### BUILDING INSPECTIONS DIVISION

#### Overview

The main services provided by Building Inspections Division are issuing permits and ensuring compliance through review, inspection, and enforcement. The division reviews applications for building and mechanical permits and provides inspection services to holders of permits.

Inspection's main objective is to ensure that renovations, additions, or newly constructed buildings are fit for occupancy by applying the standards set out in the National Building Code of Canada and the City of Yellowknife Building By-law.

#### 2012 Highlights

The highlights of the Building Inspections Division include:

- A change in Building By-law 4469 regarding energy efficiency requirements for multi-residential buildings required standards to be extended as not mandatory for the next two years
- Outsourcing energy evaluations to a local consulting company - Arctic Energy Alliance Ltd.
- A change in the format for forms and applications used by the division to more self-explanatory documents targeting the elimination of unnecessary phone calls
- Implementation of new document format for occupancy seen as a certificate versus a permit, attached approvals from three departments (Public Works and Engineering, Planning and Lands, and Building Inspections), and condensing a final checklist of all necessary documents and compliance with initial requests, reflecting all the disciplines and professionals involved in the building process
- Introducing an express line service for processing certain types of applications and issuing permits twice a week within a timely manner
- Placing frequently asked question packages on the City's website on matters pertaining to permits, applications, submission requirements, and energy efficiency standards

- A faster and more efficient review of all applications by implementing two phases of review:
  - Management level – compliance of types of documents and applications
  - Inspector level – compliance of information submitted
- Implementation of sorting the permits by discipline of building and mechanical applications leading the process in a more focused direction and targeting the shortening time of the whole review
- A change of building permit fees and charges adding two new applications as incorporated in the By-law for industrial and commercial energy efficiency (MNECB Application) and for new houses (EGNH Application)
- Ongoing first stage of training of the two new Building Inspectors to develop “soft skills”, especially in dealing with the public, conflict management and professional correspondence
- Ongoing backlog sorting of energy files evaluated since 2011.

#### 2012/2013/2014 Goals

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

- Conduct a general review of Building By-law 4469 and propose updates and modifications
- Continue to facilitate the minimum energy efficient building standards with owners and builders
- Develop a better coordination strategy between owners and different City departments
- Continue to improve the approval process for reviewing and approving building permit applications
- Develop information packages to facilitate the building and mechanical permit application process.





## GENERAL FUND - Planning & Development

### 2012/2013/2014 Objectives

The objectives of the Building Inspections Division are to:

- Review the Building By-law 4469 and offer department and public presentations with the proposed changes and modifications
- Make available to general public NRCAN's (Natural Resources Canada) available brochures regarding energy efficiency standards, and links to incentive programs
- Develop information bulletins regarding all types of permits, applications, submission requirements
- Develop checklist packages to accompany all division applications to be used for implementation of the CityView software permitting software
- Develop a database of documentation usually requested to accompany several mechanical permits applications (eg solid fuel appliance, space heaters, and oil fuel tanks installation manuals ) so the applicants will not be required to submit this documentation with every application
- Develop a solution to better coordinate the inspection schedule and the communication between the inspectors the general public
- Develop a regular monthly schedule for monitoring issued permits within their validity period of two years
- Continue the ongoing first stage of training of the two new Building Inspectors to develop "soft skills" while developing and pursuing the second stage of completing training in technical skills.

### Building Inspections Budget

	2011 Actual (\$000's)	2012 Budget (\$000's)	2012 Forecast (\$000's)	2013 Budget Recommended (\$000's)	2014 Budget (\$000's)	2015 Budget (\$000's)	Note
<b>Revenue</b>							
User Charges	694	722	408	474	560	560	(1)
	694	722	408	474	560	560	
<b>Expenditures (By Activity)</b>							
Permit Issuance	181	163	121	125	131	137	
Inspections	158	143	106	118	123	128	
Permit Follow-ups	76	68	51	47	49	52	
Complaints & Investigations	51	46	34	31	33	35	
Public Inquiries	51	46	34	31	33	35	
	518	466	346	353	369	386	
<b>Net Revenue (Expenditures)</b>	177	256	256	121	192	174	
<b>Expenditures (By Object)</b>							
Wages & Benefits	490	445	320	304	320	337	
Other O&M	28	21	26	49	49	49	
	518	466	346	353	369	386	

#### Notes:

- (1) Business licensing function has been reallocated to City Clerk Division since 2012.

## GENERAL FUND - Planning & Development

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### Building Inspections Division Performance Measures

	Actual 2011	Projected 2012	Forecasted 2013	Forecasted 2014	Forecasted 2015	Note
<b>Workload Indicators:</b>						
<b>Permits Issued</b>						
Residential	495	575	575	575	575	
Commercial	118	150	150	150	150	
Other (Demolition, Sign, Temporary, Foundation)	21	50	50	50	50	
Total Permits	634	775	775	775	775	
<b>Number of visits by inspectors</b>	350	500	500	500	500	
<b>Number of energy audits completed</b>	50	60	80	100	100	
<b>Construction Values (\$000,000s)</b>						
Residential	31	40	40	40	40	
Commercial	14	20	30	40	40	
Total Value	44	60	70	80	80	
<b>Effectiveness Measures</b>						
Avg. No. of days to issue a permit	22	20	18	16	16	(1)

**Note:**

- (1) Building Inspections Division makes efforts to issue a permit on the effective date of the development permit (i.e. 14 days after the development permit's approval date), providing the applicant has submitted all of the documents required to complete a plan review. However, if the application is made just before the development permit becomes effective and insufficient documentation is provided, it will take longer to issue the permit.

