



CITY OF YELLOWKNIFE

TERMS OF REFERENCE

2018 COMMUNITY PLAN REVIEW

1 OVERVIEW

The City of Yellowknife (City) is seeking a professional planning team to develop Yellowknife's Community Plan (the "Plan") pursuant to the *Community Planning and Development Act* (the Act) of the Northwest Territories. The Plan's objective is to create a framework that will guide the physical development of Yellowknife, with focus on how we use land and the fundamental necessities of the community. The Plan serves as a touchstone of where we came from, who we are, what we want to be, and ultimately what economic, social, and cultural decisions the City must make to get there. The process to create a Plan is regulated through Territorial Legislation. The Act requires that City Council (Council) undertake a review of the Plan within eight years of it being adopted.

The City adopted the most recent Plan By-law No. 4656, as amended, in 2012. This By-law has been amended five times and requires a comprehensive review in order to provide the City with clear direction on the best ways to develop and enhance Yellowknife. The research for the last comprehensive review of the Plan started in 2008 and concluded in 2010. The Plan was finalized in 2011 but only adopted as by-law in 2012. A decade has now passed since the last comprehensive review began.

This is an opportune time for the City to review its community plan. Incorporating Council's five goals and objectives can and should be a foundational element in how our community grows and how we regulate land. The Planning and Development Operational Review recommends a new lens through which we make land development decisions and land administration decisions. These policy questions should all form part of the Plan.

The City expects that the Plan will help us move forward with land development within a physically constrained community, identify where there are opportunities, and identify key parcels that should be considered to accommodate community growth. At a territorial and regional level, the Plan should include a review of land opportunities and constraints, including but not limited to, the Greater Land Application, the Interim Land Withdrawal, contaminated sites, the Seismic Reserve, Airport lands, surrounding water bodies, as well as the municipal boundary. The impact of remediation activities, regulatory reviews of particular land and water issues, as well as facilitating public access to the waterfront for better recreational purposes may also be reviewed to ensure consistency with Yellowknife's tourism strategy.

A robust engagement strategy that tackles difficult community questions must be part of the project design. Residents, business, and stakeholders must be given varied opportunities to be part of the

vision for our community over the next 10 years, with a 20 year land use projection. The successful proponent must have working knowledge of the community's land use issues, including the unique northern challenges faced in engaging residents, businesses and stakeholders, and the significance of Indigenous and Northern cultures in the regulatory planning regime, which are not currently embedded in the planning tools.

The Plan review must be grounded in a partnership approach with the Yellowknives Dene First Nation. This approach must be clearly identified in the **partnership approach**, referenced below.

Council has allocated \$100,000.00 for the purpose of this project.

2 PROJECT PERSONNEL

This contract will be administered by the City of Yellowknife's Department of Planning & Development, (Director of Planning & Development, Project Manager).

3 SCOPE OF WORK

All project work must be completed pursuant to the Act. Proponents must demonstrate their ability to meet all the requirements of the Act, and specific familiarity within the Government of the Northwest Territories' planning framework.

In addition to the requirements established in Part 2 of the Act, the proponent must **display their detailed understanding of how the following publications, legislation and by-laws, and current issues** interact with the Plan process:

1. Territorial
 - a. Cities Towns and Villages Act
 - b. Community Planning & Development Act
 - c. Giant Mine Labour Market Study
 - d. NWT Bureau of Statistics' demographic information (and Statistics Canada)
 - e. Awareness of the GNWT Duty to Consult (Section 35 of the Constitution Act)
2. Regional
 - a. Akaitcho Interim Land Withdrawal
3. Council
 - a. 2017 Citizens Survey
 - b. Council's Strategic Vision and Direction, including short term goals
 - c. Yellowknife's 10 Year Plan to End Homelessness
 - d. Downtown Vision
 - e. Community Energy Plan
4. Municipal – By-laws
 - a. 2011 General Plan Background Report and General Plan By-law
 - b. Zoning By-law

- c. Heritage By-law
- d. Development Incentive Program By-law
- 5. Municipal – Plans and Studies
 - a. Yellowknife Harbour Plan
 - b. Smart Growth Development Plan Final Recommendations Report & associated reports
 - c. Land Administration By-law
 - d. Planning & Development Operational Review
 - e. Capital Area Development Plan
 - f. Upcoming Trail Study
- 6. Municipal – Committees
 - a. Heritage Committee
- 7. Municipal – Budget
 - a. 2018 Budget and capital projections
 - b. Heritage Reserve
 - c. Downtown Reserve Fund
 - d. Land Development Fund
 - e. Revitalization Initiative Reserve
 - f. 10 Year Capital Plan

The Plan must identify **land requirements** over the next 10 years (with a 20 year projection for planning purposes) to accommodate growth, special interest demands for land, servicing requirements, land use categories as well as capital costs. Ensuring all components of the Act are clearly identified in the proposal will be an important aspect of the evaluation. The Act indicates a requirement to **amend the Zoning By-law** once the Plan is adopted. Proposals should indicate how the Plan integrates with future zoning amendments.

A communications plan must be developed by the successful proponent and approved by the City. For the purpose of the proposal, the proponent must show how they will engage with the community, businesses, and stakeholders. Proposals must indicate the methodology proposed to reach out to various demographic groups in Yellowknife. The communications plan should also include engagement with the City’s Senior Management and Council, and identify key milestones in the process.

The communities of Ndilo and Dettah are neighbours to Yellowknife. There are many common interests and opportunities to work together. For the purpose of this Plan the City is taking **partnership approach** with the Yellowknives Dene First Nation. Proponents must clearly indicate their experience and ability to work in partnership with the YDFN through this Plan review. The Partnership Approach may be integrated into the Communications Plan. In addition to the YKDFN, the City is aware that the GNWT must adhere to the Duty to Consult (Section 35 of the Constitution Act). The GNWT may undertake consultation parallel to the City’s engagement process during this Community Plan review. The successful proponent should be aware of this process.

A **professional development** learning opportunity should be considered within the communications plan to help Yellowknife residents understand the purpose of a Plan, emerging ideas, trends and opportunities for how the Plan can help navigate difficult community land use issues.

Current technologies should also be examined for the purpose of **engagement**, and proponents must be prepared to work in partnership with the City's Policy, Communications & Economic Development Department.

Mapping integration through the City's Corporate Services Department should be considered throughout the process and in the final deliverable. Any mapping products must be consistent with the City's Geomatics Guidelines. All geomatic layers must be submitted in a shapefile format and the coordinate system for all data should be NAD_1983_UTM_Zone_11N.

Municipal infrastructure that either requires expansion or does not meet current standards must be considered and indicated. Costs associated with expansion of infrastructure and the legislative requirements must be included in the Background Report (see "deliverables").

The standard Plan requirements are detailed in the Act, however in addition to those requirements, the successful proponent must work with other City departments and, where applicable, integrate other aspects of the City's core business into the Plan's proposal:

1. Integration of overarching land use policies for the purpose of ensuring **Yellowknife is a special place to live in and visit**, including the city's historic areas (Old Town) relating to current and future land use;
2. Review of on-going discussions regarding location and land requirements for the proposed **Aquatics Centre**;
3. Integration of **Park, Trails and Open Spaces** into the policy approach for the Plan;
4. Integration of the **Capital Area Development Plan**, specifically the Frame Lake West area;
5. Review of the **Bristol Pit** area and adjacent land uses (cemetery, entrance to Yellowknife), and consider what level of future planning should be undertaken;
6. Review future and current uses Land Use Categories to property plan for **Tommy Forrest, Parker Park and the current Con Mine Site**;
7. Review of categories of land use for the purpose of **passive recreation** (ie. off-leash dog areas) and the associated policy framework;
8. Review of anticipated land allocations for future **library and arts and culture** facilities;
9. Identification of **important land areas of community significance for preservation**;
10. Animal related service, specifically, land set aside for combined **Kennels and Residential** uses;
11. Evaluation of **Agricultural uses**, which currently are not contained within the Plan or Zoning by-law;
12. Integration of **Tiny Homes** within the Plan, and policy objectives related to this land use;

13. **Impact of trucked services** on future subdivision location (relating to fire prevention/emergency services), and where applicable, identify future capital projects that need to be considered to meet current subdivisions. Proponents should be well-versed in best practices, policies and performance objectives for fire service response times in other Canadian municipalities, with a comparison to National Building Code standards. The Plan should include integration of those best practices, in particular on policies regarding fire service response time, adequacy of water supply for firefighting, and development approval of new subdivisions, including construction requirements of any structures within that subdivision;
14. Establish goals for Greenfield and intensification development, as recommended by the Planning & Development Operational Review,
15. Review of the **Akaitcho Interim Land Withdrawal** and on-going boundary negotiations;
16. Review of options for a **future post-secondary site** in conjunction with the post-secondary feasibility study;
17. Preparation for active remediation and increased demand for services as a result of more workers due to the **Giant Mine Remediation Project**;
18. Review of all current land applications within the **Greater Land Application** and make recommendations of additional acquisitions to accommodate the city's future growth; and
19. Other items as identified by the Project Manager.

4 DELIVERABLES

- Must conform to the expectations identified in the Act for the purpose of ministerial approval. Proponent must show their familiarity with the expectations;
- A plain language summary including a one page infographic of the Plan for media and public purposes;
- Consultation materials determined by the Communications Plan;
- Background Report, including records of all meetings, engagements, research, and background information as required in the Act;
- Summary Report;
- Required mapping; and
- All items as identified in the Scope of Work.

5 TIMEFRAME AND SCHEDULE

This Plan review is identified as a 2018 Capital Project with the desire to have the majority of the Plan completed in 2018. Notwithstanding this target, the Project Manager will review proposed schedules with an understanding that adjustments may be required to accommodate for public meetings, engagement, 2018 municipal elections as well as presentations to Municipal Services Committee, Council, Ministerial review, and three readings of the by-law.

6 FEES AND DISBURSEMENTS

Proposals must indicate the followings:

- Disbursements
- Hours per task and hourly rates
- Upset limit
- Team members who will be assigned to the project

7 CREDENTIALS AND REFERENCES

As per the Act, the consultant must be a professional planner. Proof of full registration with the Canadian Institute of Planners must be included in the proposal. The consultant team should review the scope of work and determine team components to best meet the requirements outline in this Terms of Reference.

The proposal must include three references, including contact information and specific team members on each project. The City's Project Manager will contact references as part of the evaluation criteria, below.

8 EVALUATION CRITERIA

An evaluation committee shall review each submission. The committee shall rate each submission based on the following criteria:

Project Team (20%):

This section should include all team members and should detail their qualifications and roles in this project.

Relevant Experience (35%)

This section should detail all past relevant experience of specific team members and how it can be applied to this project. This section should also include examples of work undertaken pursuant to territorial and/or provincial legislation regarding the development of Plans.

Methodology (25%):

The consultants should detail the proposed methodology to achieve the project objectives. The consultant should demonstrate his/her understanding of the work involved by addressing the following factors: objectives, client input, meeting, schedules, budget, concerns, significant events or activities. Proposals must identify how the team will address all regulations of the Act regarding the creation of a Plan.

Project Schedule (5%):

This work is being funded by 2018 Budget and the majority of work expected to be completed in 2018. Regulatory reviews may dictate a 2019 final adoption. It is anticipated that the work will be awarded to the successful proponent in March 2018.

Fees (10%):

The consultant shall submit a proposal based on a time fee basis which shall include estimates of proposed hours of work, rates and expenses.

Benefit to Local Economy (5%)

The City always attempts to ensure the local economy benefits from our projects. Provide detail how your submission will benefit Yellowknife and local business.

Proposals will be evaluated and ranked according to the outline below. The evaluation will be based on a 0 to 10 scale. The score of each criterion will be determined by multiplying the criteria weight by the rating. The sum of all scores will be the total score.

Rating	Description
10	Exceeds expectations; Proponent clearly understands the requirement, excellent probability of success.
8	Somewhat exceeds expectations; Proponent has a very good understanding of the requirement, very good probability of success.
6	Meets expectations; Proponent has good understanding of requirement, good probability of success.
4	Somewhat meets expectations; minor weakness or deficiencies, Proponent understands the requirement, fair probability of success.
2	Does not meet expectations or demonstrate understanding of the requirements, low probability of success.
0	Lack of response or complete misunderstanding of the requirements, no probability of success.

The City reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.