



CITY OF YELLOWKNIFE

## GOVERNANCE AND PRIORITIES COMMITTEE AGENDA

**Monday, January 21, 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 report from the RCMP regarding monthly statistics.
ANNEX B	
4.	A report from the Municipal Enforcement Division regarding monthly statistics.
5.	A presentation from the Giant Mine Project Team.
6.	A presentation regarding the Yellowknife Public Library.
ANNEX C	
7.	A presentation regarding the 2018 General Assessment.
ANNEX D	
8.	A memorandum regarding whether to request that the Government of the Northwest Territories establish a building regime for the purpose of providing regulatory clarity.
ANNEX E	
9.	A memorandum regarding whether to authorize the Mayor and Members of Council to attend various conferences in 2019.



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**Item No.**      **Description**

**IN CAMERA**

ANNEX F

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



MONTHLY  
Mayor's / Chief's  
Policing Report  
December, 2018

City of Yellowknife  
Yellowknife Detachment  
“G” Division  
Northwest Territories



The Yellowknife Detachment responded to a total of 814 calls for service during the month of December, 2018.

OCCURRENCES	December 2018	Year to Date	December 2017	Year to Date 2017	Year Total 2017
Assaults (all categories)	59	891	50	808	808
Break and Enters (Residence & Business)	7	88	10	85	85
Theft of Motor Vehicle	2	47	4	46	46
Theft Under \$ 5000.00	42	384	24	418	418
Theft Over \$ 5000.00	2	9	3	11	11
Drugs ( Possession )	2	39	2	51	51
Drugs ( Trafficking )	3	38	4	62	62
Liquor Act	43	1017	95	1368	1368
Unlawful Sale (Bootlegging)	0	2	0	0	0
Causing a Disturbance / Mischief (including public intoxication)	318	3917	315	4193	4193
Impaired Driving	17	243	18	241	241
Missing Persons	13	149	17	167	157
Other Complaints	306	3799	252	3537	3537
<b>Total Violations</b>	<b>814</b>	<b>10623</b>	<b>777</b>	<b>10820</b>	<b>10820</b>
<b>Total Calls for Service</b>	<b>814</b>	<b>10623</b>	<b>777</b>	<b>10820</b>	<b>10820</b>

CATEGORY	December 2018	Year to Date	December 2017	Year Total 2017
Prisoners	170	1788	204	2725
Intermittent Prisoners	----	----	----	----
Other Detachment's Prisoners	----	----	----	----
Total Prisoners (mth)	170	1788	204	2725

JUSTICE REPORTS	December. 2018	Year to Date	Year Total 2017
Victim Service Unit Referrals	48	432	112
Youth Alternative Measures (YCJA Warnings)	2	47	32
Youth Diversion (Community Justice Referrals)	3	106	83
Adult Diversion (Community Justice Referrals)	0	1	2
Emergency Protection Orders (Detachment Initiated)	----	0	0
ODARA Reports	7	81	38

Action Plans / Community Priorities:

Community approved priorities are:

- (1) Increased Visibility in the Downtown Core
- (2) Enforcement of Drugs and Gangs
- (3) Address high user needs in a different way

(1) Increased Visibility in the Downtown Core:

During the month of December, the Yellowknife Detachment completed a total of 57 patrols of downtown Yellowknife. During these patrols, a total of 38 of bottles of liquor were seized and destroyed. Members also made patrols of school zones, sobering center, library/Centre Square Mall, Stanton Plaza, and the downtown area.

Detachment members attended the Christmas Lights across Canada on Dec. 5<sup>th</sup> and also provided an on-site presence/visibility during the New Year's Eve fireworks.

(2) Enforcement of Drugs and Gangs and Alcohol:

There are no investigative results to report for the month of December. Intelligence gathering continues.

(3) Address high user needs in a different way:

Collaborative work with the GNWT Integrated Case Management continues to better support high users of police services, with currently 5 individuals. The support continues to generate positive results: the total calls for service regarding these 5 individuals is down 42% for the 3rd quarter of 2018 compared to the same period in 2017. Also noted is a 50% decreased in presence in RCMP cells for the same periods.

The detachment management continues to be involved with various public health initiatives and our members are redirecting clients to the various social initiatives. As a result, the detachment continues to see positive results on its calls for service: 600 less calls for services for social disorder occurrences in 2018 versus 2017. This is a 35 % decrease from 2015.

Calls for service have stabilized and in line with 2017 totals when many social initiatives were introduced.

Notable Occurrences for the Month:

During the month of December, Members of the Yellowknife Detachment responded to and investigated the following:

Assault on Police Officer – On December 5th, 2018 an RCMP officer attended a residence to arrest a male for failure to comply with court conditions. The male fled the scene after being advised he was under arrest. During the ensuing pursuit, he resisted and assaulted the officer. The officer requested assistance, and multiple members responded. The officer was able to bring the male into custody.

Missing youth - Yellowknife RCMP received a report of a missing 10-year-old male in the evening of Saturday December 15. RCMP began a missing person's investigation immediately. GIS, MCU and additional investigators were engaged as well as Child and Family Services. Businesses were canvassed for possible sightings and the assistance from the public was requested. Yellowknife Ground Search and Rescue conducted searches of the trail systems in Yellowknife. On Sunday,

RCMP received reports of a 12-year-old male and a 12-year-old female that have not reported home. The youths were known to each other. The investigation led police to a residence in N' Dilo on Monday morning December 17 where all three youth were located safe. The youth were transported to the RCMP station, to be re-united with their families.

Residential fire: Yellowknife RCMP attended a residence on Range Lake Road at approximately 1:10 am on Friday, December 21st, 2018. RCMP members participated in the evacuation efforts while City of Yellowknife Division suppressed the fire. The scene was held by RCMP overnight, pending attendance of the Office of the Fire Marshal.

Fatal Residential fire: Yellowknife RCMP attended a house fire on 51A Avenue just after 8 pm on Friday December 28th. A 32-year-old male resident was found inside the dwelling and transported by Fire Division Emergency Medical to Stanton Territorial Hospital where he was declared deceased. Yellowknife RCMP are investigating the fire in collaboration with the Northwest Territories Office of the Fire Marshal and the NWT Coroner Service.

Theft of vehicles: Yellowknife RCMP along with other detachments investigated several thefts of vehicles from Yellowknife to Fort Simpson on December 28<sup>th</sup>. Two individuals have been charged as a result.

Search and Rescue: Two overdue travelers from the community of Wekweeti were reported unaccounted for just before midnight on December 30. Yellowknife RCMP, together with Behchoko and Wekweeti coordinated an investigation and a Ground Search and Rescue was launched the morning of December 31. Both travelers were located safe by noon on December 31.

Attempted Murder: Members attended a residence on December 31<sup>st</sup> at approximately 0830 where a woman had been attacked with a weapon by her ex-partner. The first officer on scene provided first aid to the victim and the assailant was located and arrested a few hours later. The investigation was led by our GIS unit, and solicited the assistance of Police Dog Services and Major Crime Unit. The victim survived the injuries. A 24-year-old male is facing several charges, including attempted murder. He remains in custody.

Operation Gingerbread: Yellowknife Detachment participated in Operation Gingerbread, a divisional initiative focused on Impaired Driving Enforcement and check stops in the Northwest Territories. In Yellowknife, 5 Impaired Driving charges were laid, 21 violation tickets issued, 7 twenty-four hour suspensions - 3 of those were drug-related where standardized Field Sobriety Tests were conducted, and 50 warnings were given to drivers.

## Community Policing

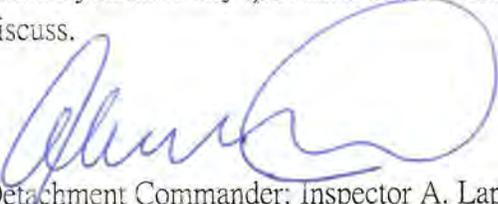
December 2018 – Community Policing / Victim Services Yellowknife Detachment

- Power Up program – grade 8 students who have shown an interest in the field of policing attended the detachment in small groups for tours and information sessions.
- Met with a representative from the African Community to try and reach out for RCMP involvement in some of their upcoming events.
- Attended ESJS and completed a presentation to JK students on the role of a police officer and included a “tour” of a marked police vehicle.
- Attended weekly meeting with Family Literacy.
- Attended NJ Macpherson School and met with Principal to discuss how YK CP could be more involved in the school for the New Year. Plan developed and will be put into effect in the New Year.
- Attended the Status of Women Council of the NWT candle light vigil in remembrance of the women murdered in Quebec, as well as this included a moment to remember all the Murdered and Missing Indigenous Women in Canada (and specifically the NWT).
- Attended Allain St Cyr and completed photographs of the newer sections of the school to update the SAFE plans.
- Arranged and attended PDS presentation to Allain St Cyr (11<sup>th</sup> and 18<sup>th</sup>).
- Candy Cane Checkstop completed on Dec 20<sup>th</sup> and 200 motorists were stopped and provided awareness information on Impaired Driving.
- Attended Sir John Franklin High School and met with principal to discuss CP involvement in the New Year. Plan developed and will commence in January.
- Attended Mildred Hall School and served food to students and their families at the annual holiday feast.
- Attended the elementary/JK/K Christmas concert at ESJS
- Organized the YK Detachment and HQ participation in the Salvation Army Christmas Hamper.
- Attended the Christmas vigil at ESJS.
- MADD checkstop planned, for the Red Ribbon Campaign, although post-phoned until the New Year due to extreme cold temperatures (-45 and colder)
- Completed the monthly “Cops Corner” media release and provided to all school boards

Crimestoppers:

There was 1 Crime Stopper Tip for the month of December.

Should you have any questions or concerns regarding this report, please feel free to contact me to discuss.



Detachment Commander: Inspector A. Laporte.  
Telephone: (867) 765 3903.

External Distribution List:

Sue Crookedhand - " G " Division Criminal Operations  
Sgt. Warren Gauchier - " G " Division Client Services

Document created 2012-01-24

Amended 2012-03-02 RWS

Amended 2012-08-28 WRG

Amended 2014-09-15 WRG

# MUNICIPAL ENFORCEMENT DIVISION

## MONTHLY STATISTIC HIGHLIGHTS

### DECEMBER 2018

MED conducted Operation “Candy Cane” from December 22 to 24. This operation was geared towards positive interactions between MED and the citizens of Yellowknife. Five check stops were conducted during this time and approximately 400 candy canes were handed out with a message of thank you for driving safely. The majority of the public had positive comments for MED. Several warnings for minor offences were also given during these check stops.

MED also assisted the RCMP with Operation Gingerbread and National Road Safety Week check stops. During one of these check stops MED detected a driver who was impaired by Cannabis. The investigation was turned over to the RCMP.

Officers also assisted with the 2018 City of Yellowknife Fireworks Display. Officers on snowmobile ensured that spectators stayed back from the fallout area. No problems were observed.



CITY OF YELLOWKNIFE  
**MUNICIPAL ENFORCEMENT DIVISION STATISTICS FOR DECEMBER 2018**

	<b>OCCURRENCES</b>	<b>December 2018</b>	<b>Year to Date</b>	<b>December 2017</b>	<b>Year to Date 2017</b>	<b>Year Total 2017</b>
Abandoned Vehicles		2	16	3	47	47
Assist City		10	112	6	54	54
Assist Fire Division		8	85	10	106	106
Library Patrols		34	276	24	235	235
Assist Library		36	215	31	188	188
Assist RCMP		3	21	5	37	37
Bagged Parking Meter		1	23	1	40	40
Bike Patrol		0	11	0	27	27
Business Licence		0	3	0	0	0
Camping on Public Land		0	3	0	12	12
<b>Cannabis</b>		<b>4</b>	<b>5</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>
Code Response		7	60	4	55	55
Dog Bites		6	46	5	49	49
Dog Cruelty		0	3	0	20	20
Dogs		20	334	14	313	313
Exhibits		0	0	0	0	0
Foot Patrol		3	80	2	94	94
Garbage		3	43	6	71	71
Incidents reported to RCMP		4	39	3	23	23
Livery Licence		5	194	2	191	191
Noise		0	36	2	70	70
OC Spray Use		0	1	0	1	1
Officer Assistance Requested		1	21	1	6	6
Other		6	78	4	122	122
Parades/Processions		3	39	2	36	36
Parking		30	533	50	808	808
Parking Meters		6	59	9	183	183
Roadside Suspensions		0	4	0	1	1
Sidewalks		5	53	0	101	101
Smoking		0	0	0	1	1
Snowmobile Accidents		0	0	0	1	1
Snowmobiles		1	5	2	15	15
Traffic		16	196	31	185	185
Traffic Control		4	76	6	60	60
Trials		1	83	15	121	121
Unightly Lands		0	20	1	18	19
Warrants		1	4	0	6	6
<b>Total</b>		<b>220</b>	<b>2997</b>	<b>239</b>	<b>3297</b>	<b>3298</b>
<b>Officer Generated Occurrences</b>		<b>60</b>	<b>716</b>	<b>74</b>	<b>1153</b>	<b>1153</b>
<b>Public Generated Occurrences</b>		<b>122</b>	<b>1461</b>	<b>150</b>	<b>1978</b>	<b>1978</b>

		<b>December 2018</b>				
	<b>VEHICLES TOWED</b>	17				
	<b>SUMMONSES SERVED</b>	100				
	<b>DOGS IMPOUNDED</b>	3				
Section	<b>VIOLATIONS</b>	<b>December 2018</b>	<b>Year to Date</b>	<b>December 2017</b>	<b>Year to Date 2017</b>	<b>Year Total 2017</b>
	<b>Highway Traffic By-law</b>					
4	Fail to yield to enforcement vehicle	0	1	0	0	0

7	Traffic light- amber	2	17	5	29	29
9	Traffic light - red	5	74	12	75	75
14	Fail to stop at inoperative lights	0	0	0	1	1
16	Pedestrian fail to obey wait signal	0	0	0	0	0
17	Drive on left	0	1	0	2	2
21	Fail to signal lane change	0	1	0	0	0
22(3)	Cross a solid line	0	2	0	0	0
25	Pass when unsafe	0	1	0	3	3
28	Passing on right	0	0	0	0	0
33	Overtake vehicle improperly	0	1	0	0	0
41	Fail to signal turn	0	2	0	2	2
47	Fail to yield ROW at intersection	0	5	0	3	3
52	Fail to yield ROW entering hwy	0	0	0	4	4
55	Fail to stop at stop sign	13	264	50	532	532
56	Pass School bus - lights flashing	0	2	0	0	0
57	Parking on roadway	0	1	0	1	1
57(2)	Parked obstructing traffic	0	3	0	13	13
58(1)(a)	Parking blocking a driveway	3	16	0	13	13
58(1)(b)	Parking within intersection	0	10	0	28	28
58(1)(c)	Park on a sidewalk	0	34	3	45	45
58(1)(d)	Parking at fire hydrant/lane	8	85	5	95	95
58(1)(e)	Park within 6 m of crosswalk	0	16	0	27	27
58(1)(f)	Park within 5 m of stop sign	0	2	3	9	9
58(1)(i)	Parking - double parked	0	0	0	0	0
58(1)(k)	Parked in loading zone	9	120	16	129	129
58(1)(l)	Parked in no parking zone	57	459	24	428	428
58(1)(m)	Parked more 30 cm fr curb	0	0	1	10	10
58(1)(n)	Parked on private property	15	321	33	585	585
58(1)(o)	Parked in alley unattended	1	11	1	26	26
58(1)(p)	Parked in handicap zone	5	41	5	36	36
58(1)(q)	Parked in taxi zone	0	0	1	1	1
61	Parked in excess of 72 hours	6	111	15	112	112
63	Parked left wheels to curb	1	24	1	29	29
65	Parking of truck - left running	0	0	0	0	0
70(1)	Parked at meter - no time	253	5463	395	7249	7249
70(2)	Parked at 2 meter spaces	1	11	1	13	13
75	Abandoned vehicle	0	1	0	2	2
77	More passengers than seats	0	0	0	0	0
79	Littering highway	0	0	0	4	4
82	Stunting	0	5	0	9	9
83	Racing	0	0	0	0	0
92	Fail to yield ROW to pedestrian	0	3	1	16	16
99	Seatbelt violations	5	144	15	266	266
101(1)	Drive w/o due care & attention	0	1	0	4	4
101(2)	Drive w/o consideration	0	2	0	0	0

Section	VIOLATIONS	December 2018	Year to Date	December 2017	Year to Date 2017	Year Total 2017
102	Unsafe movement	0	0	0	1	1
102.2	Driving using electronic device	3	132	26	98	98
103	Fail to obey traffic control device	0	17	2	26	26
104	Speeding	26	878	50	987	987
104	Speeding school/construction zone	1	223	19	259	259
106	Drive at unreasonable speed	0	0	0	1	1
109	Sidewalks	8	23	0	74	74
114	Snow removal	12	111	17	72	72
130	Insecure load	0	0	0	1	1
	<b>Motor Vehicle Act</b>					
5	Operate veh w/o reg	6	209	20	189	189
16	Improper use of plate	0	0	1	4	4
36	Op veh w/o insurance	6	152	15	262	262
52	Fail to notify chng of addr Reg	0	0	0	0	0
56	Operate veh w/o docs	0	4	2	5	5
66	Operate vehicle w/o Drivers Lic	7	68	6	71	71
81	Fail to carry Drivers Licence	0	7	0	16	16
86	Fail to notify chng of addr DL	0	0	0	0	0
119	Operate vehicle suspended	0	41	4	70	70
144	Radar detector violation	0	1	0	0	0
155	Drive using electronic device	0	0	0	122	122
241	Fail to reduce speed to 1/2	0	2	0	8	8
330	Make a false statement	0	0	0	0	0
331	Obstruct officer	0	9	0	6	6
	<b>MV Equipment Regs</b>					
61	Op veh with damaged windshield	0	1	0	1	1
58	Op veh with tint	1	14	0	23	23
70	Op veh w/o bumper	0	0	0	0	0
67	Op veh w/o mud flaps	0	3	0	6	6
	Op NSC veh non compliant	0	0	0	0	0
106	Op veh w/o seatbelts	0	0	0	0	0
20	Op veh w/o signal lights	0	0	0	0	0
23	Op veh w/o stop lights	0	1	0	1	1
41	Op veh with prohibited lights	0	1	0	2	2
18	Op veh w/o tail lights	0	0	0	0	0
	<b>Other Violations</b>					
	ATV	0	4	0	3	3
	Business Licence	0	0	0	0	0
	Dog	1	4	1	21	21
	Emergency Response	1	2	0	6	6
	Helmet	0	0	0	0	0
	Hours Of Service Regs	0	0	0	0	0
	Large Vehicle Control	0	0	0	1	1
	Livery	1	2	0	1	1
	Parks and Rec.	0	0	0	0	0
	Planning and Lands	0	3	0	0	0
	Noise	0	0	0	1	1
	Snowmobile	0	3	2	7	7
	Solid Waste	0	0	0	0	0
	<b>Total</b>	457	9170	752	12146	12146

\* New category

# 2018 General Assessment

City of Yellowknife  
2019

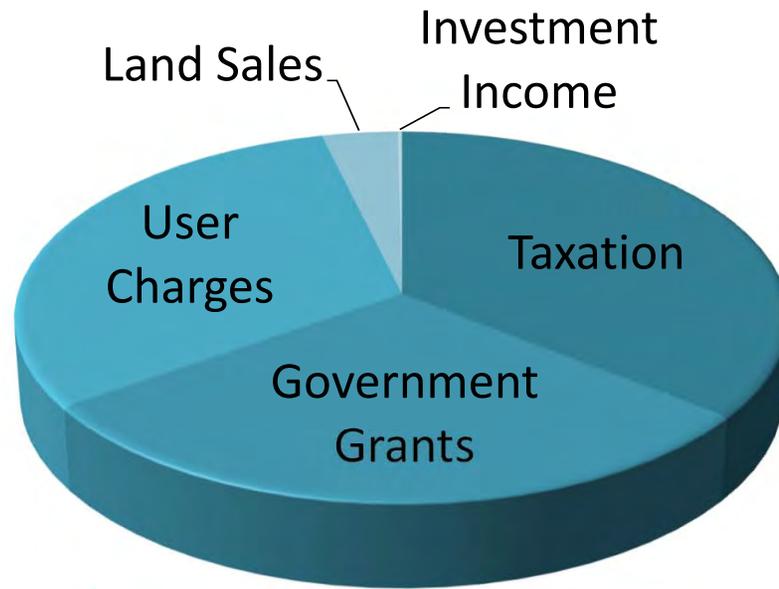


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# Where Does the Money Come From?



# Property Assessment

- Assessed Values

Land (Market Value)

+ Improvements (Depreciated Replacement Costs)

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= Property Total

- Annual Updates

- General Assessment

# General Assessment

- Legislated
- All Properties
- Update
  - 2012 base year to 2017 base year
- Fairness
- Does NOT automatically increase taxes

# Property Tax

- Sum of Taxable Property Totals = Total Taxable Assessment
- Total Amount of Taxation Revenue Required

$$\frac{\text{Amount to be Raised}}{\text{Total Taxable Assessment}} \times 1000 = \text{Mill Rate}$$

Mill = \$1 in tax / \$1,000 in assessment

# Property Tax

- Required Tax Revenue: \$40,000
- Total Taxable Assessment: \$8,000,000

$$\frac{\$40,000 \text{ (Amount to be Raised)}}{\$8,000,000 \text{ (Total Taxable Assessment)}} \times 1,000 = 5 \text{ Mills}$$

# Property Tax

- Municipal Tax Payable:

$$\frac{\text{Mill Rate x Assessed Value}}{1,000} = \text{Property Tax Bill}$$

$$\frac{5 \times \$75,000}{1,000} = \$375$$

# Property Tax

- Required Tax Revenue: \$40,000
- Total Taxable Assessment: \$9,600,000

$$\frac{\$40,000 \text{ (Amount to be Raised)}}{\$9,600,000 \text{ (Total Taxable Assessment)}} \times 1,000 = 4.17 \text{ Mills}$$

# Property Tax

- Municipal Tax Payable:

$$\frac{\text{Mill Rate x Assessed Value}}{1,000} = \text{Property Tax Bill}$$

$$\frac{4.17 \times \$90,000}{1,000} = \$375$$

# Property Tax

	Pre-General Assessment	Post-General Assessment
Tax Revenue Requirement	\$40,000	\$40,000
Total Taxable Assessment	\$8,000,000	\$9,600,000
Mill Rate	5.00	4.17
Assessed Value	\$75,000	\$90,000
Tax Payable	\$375	\$375



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# Property Tax

	Pre-General Assessment	Post-General Assessment
Tax Revenue Requirement	\$40,000	\$40,000
Total Taxable Assessment	\$8,000,000	\$9,600,000
Mill Rate	5.00	4.17
Assessed Value	\$75,000	\$110,000
Tax Payable	\$375	\$458



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# Property Tax

	Pre-General Assessment	Post-General Assessment
Tax Revenue Requirement	\$40,000	\$40,000
Total Taxable Assessment	\$8,000,000	\$9,600,000
Mill Rate	5.00	4.17
Assessed Value	\$75,000	\$82,500
Tax Payable	\$375	\$344



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# General Assessment

- Updates assessment values
- Does NOT automatically result in a tax increase

# General Assessment

- Compare Assessments
  - CityExplorer
  - Assessment Roll
- Contact the Assessor
- Board of Revision

# 1.44% Tax Increase

- Total Property Tax Requirement increases by 1.44%

$$\frac{\text{New Total Property Tax Requirement}}{\text{New Total Taxable Assessment}} \times 1,000 = \text{New Mill Rate}$$

- Average Property Tax Bill increases by 1.44%

# Property Tax

	Pre-Budget	Post- Budget
Tax Revenue Requirement	\$40,000	\$40,576
Total Taxable Assessment	\$8,000,000	\$8,000,000
Mill Rate	5.00	5.07
Assessed Value	\$75,000	\$75,000
Tax Payable	\$375	x 1.44% = \$380



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# Property Tax

	Pre-Budget / Pre-General Assessment	Post Budget / Post-General Assessment
Tax Revenue Requirement	\$40,000	\$40,576
Total Taxable Assessment	\$8,000,000	\$9,600,000
Mill Rate	5.00	4.23
Assessed Value	\$75,000	\$90,000
Tax Payable	\$375	x 1.44% = \$380



# Summary

- General Assessment
  - Updated assessment values
  - Did NOT automatically result in a tax increase
- Budget 2019
  - Average tax bill increase of 1.44%

# Questions?



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**MEMORANDUM TO COMMITTEE**

**COMMITTEE:** Governance and Priorities

**DATE:** January 21, 2019

**DEPARTMENT:** Planning & Development

**ISSUE:** Whether to request that the Government of the Northwest Territories establish a building regime for the purpose of providing regulatory clarity.

**RECOMMENDATION:**

That Council directs Administration to draft a letter to the Government of the Northwest Territories recommending that a Territorial building regime be established for the purpose of providing regulatory clarity.

**BACKGROUND:**

On September 10, 2018 Council referred a motion to direct Administration to initiate discussions with the Government of the Northwest Territories Department of Municipal and Community Affairs in order to enter into a Delegation Agreement pursuant to the *Cities, Towns and Villages Act* and the *Fire Prevention Act*, back to the Municipal Services Committee (now the Governance and Priorities Committee). This memorandum highlights recommendations related to re-thinking the role of the building inspections function within the municipal permitting system in the absence of regulatory clarity from the Government of the Northwest Territories.

This memorandum also addresses (as an alternative) recommendation PS1 from the Planning & Development Operational Review (the “Review”) which required the City to work towards delegated authority from the Government of the Northwest Territories (GNWT) for fire safety reviews as a means of improving coordination and overall customer service.

**COUNCIL POLICY / RESOLUTION OR GOAL:**

Council Goal #1	Better Engagement with Stakeholders
Council Goal #5	Stronger Internal Working Relationships and Accountability

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

1. *Cities, Towns and Villages Act S.N.W.T. 2003*;
2. *Fire Prevention Act R.S.N.W.T 1988*;
3. Building By-law No. 4469, as amended; and
4. National Building Code and associated referenced documents.

**CONSIDERATIONS**

Legislative Authority

Canada's Constitution gives the ten provinces and three territories jurisdiction over construction. Some cities also have this authority through a special relationship with their provincial authority. To enact building and fire regulations, the provinces, territories, and municipalities pass legislation that references the relevant Codes, Canada publications or provincial code.

The provincial and territorial authorities having jurisdiction are responsible for:

- adopting and enforcing laws and regulations;
- providing interpretation of such laws and regulations;
- providing training and education in such laws and regulations; and
- establishing roles and responsibilities of trades people and professionals.

The Yukon Territory has a *Building Standards Act* and the City of Whitehorse has a Building and Plumbing By-law. Nunavut has a *Building Code Act* and the City of Iqaluit has a Building By-law. The Northwest Territories does not have a *Building Act* (or related legislation) leading to an absence of clear building-related responsibilities for municipalities.

The Northwest Territories, unlike the Yukon Territory or Nunavut, does not have any legislation that regulates construction in detail. In the Northwest Territories the Government of The Northwest Territories (GNWT), has adopted the National Building Code (NBC), National Fire Code (NFC) Electrical Code. The territorial Office of the Fire Marshal (OFM or Fire Marshal) is the entity with the authority and responsibility to ensure construction in the territory adheres to the NBC, NFC and Electrical Code.

While the *Fire Prevention Act* (FPA) speaks to the issues of fire prevention and fire spread, the acts and regulations that assigns authority to the Fire Marshal place no restrictions on the parts of the NBC and NFC that are under the authority of the Fire Marshal, except as noted in the paragraph below. Therefore the Fire Marshal has authority to enforce all parts of the NBC and NFC. This conclusion is strengthened by section 3 of the Fire Prevention Regulations that indicates that "All structures in the Northwest Territories must be constructed, altered and repaired in accordance with the applicable codes and standards adopted by [these regulations]."

The FPA and Fire Prevention Regulations state that single family dwellings (referenced to as Class 1) are excluded from the requirement to submit plans and specifications to the OFM for review. They also

exclude small uninhabitable structures such as sheds and garages. The use of the term Class 1 is not consistent with the terminology of the NBC.

The CTV Act provides by-law making authority to municipalities. Through the CTV Act the City of Yellowknife can choose to adopt by-laws to regulate the safety, health and welfare of people and the protection of people and property. It is currently through the CTV Act that the City of Yellowknife has chosen to create a by-law that regulates local construction.

The authority of the Fire Marshal can be delegated to a municipality through the FPA, Section 3.1 by the Minister responsible. Equally the Municipality can receive this delegation of authority as stated in the *Cities, Towns and Villages Act* (CTV) article 63. Furthermore, Section 65 of the CTV Act states that the terms and conditions of the delegation must be set out in a delegation agreement with the municipality. There is currently no delegation agreement between the GNWT and the City of Yellowknife related to regulations within the FPA, nor is there any formal adoption of the NBC by the City of Yellowknife.

#### Other NWT examples

Due to the NWT-wide impact of this review, Administration reviewed the current process in Inuvik and Hay River. The goal was to determine the following:

1. What is the building permitting and plan review process in Inuvik and Hay River?
2. Do Inuvik and Hay River have a Building Inspections Division that issues building permits and occupancy permits?
3. What is the role of OFM?
4. What is the relationship between OFM and the Building Inspections Division in those communities?

2017 NWT Bureau of Statistics indicates a population of 3,192 for Inuvik and 3,734 for Hay River. When compared to Yellowknife with a population of 20, 834 it is important to recognize the varying scales of regulatory regimes in place within each NWT community as well as the ability to inspect and enforce. Based on a preliminary analysis of these other NWT communities, Administration understands that:

1. Inuvik and Hay River do not have the same organizational structure as the City of Yellowknife; they have no Building Inspections Division;
2. There is only one development officer/building inspector in each town;
3. A Development Permit serves as a Building Permit;
4. A Development Officer/Building Inspector performs all work related to the review and approval of a single family dwelling;
5. For any commercial projects or a residential building other than a single family dwelling, the OFM plan review is mandatory;
6. For those projects requiring a plan review the Development Permit/Building Permit is issued after the OFM review;
7. OFM does not perform field inspections in these communities.

After a completion of construction, the applicant submits an application for an Occupancy Certificate. Depending on the type of the project, the application for occupancy shall be signed by:

1. GNWT – Electrical/Mechanical Safety Division - for all buildings, except single family dwelling.
2. Town - Public Works Department – for all projects
3. Town - Chief of the Fire Department - for any residential structure larger than a single family dwelling and all commercial buildings
4. Any registered design professional involved in a project. While these communities do not use Form G (Notice of Compliance and Field Review by Registered Design Professional), they do have their own process to ensure a confirmation of compliance and field review.

#### Planning & Development Operational Review (Review)

In 2017 Council approved the Review for information. Recommendation PS1 of this Review suggested that the City should work towards delegated authority from the GNWT for fire safety reviews as a means of improving coordination and overall customer service.

The benefit of this approach, as suggested by the Review, was that development stakeholders will have a coordinated service for fire safety reviews and building permits handled by one agency (the City). While the Review cited that the service would be operating on a cost-recovery basis, the fee for service based on the City's analysis, would not result in total cost recovery for one position. The recognition of the public service would be contemplated alongside the requirement for additional operational resources in Phase 3 of this Strategy. The Review also emphasized that fire safety reviews being completed by the City should be viewed as a long term initiative due to the upgrading of staff skills and gaining delegated authority from the GNWT which will take time, and are the subject of this memorandum.

As indicated in the Background, the issue of delegation was presented to Committee and Council and was referred back to Administration on September 10, 2018.

#### Building Inspections Function – City of Yellowknife

The Building Inspections Division provides a variety of services such as customer assistance related to technical construction industry topics, application and plan reviews, site inspections, and enforcement. The main activities of the inspectors are plan reviews, issuing building permits and inspections.

The Division administers Building By-law No. 4469, and through that By-law provides the functional connection to the national codes (National Building Code, National Fire Code, and National Plumbing Code) and other applicable standards and regulations to ensure that projects are designed and built accordingly.

They are also responsible for:

- The efficient delivery of building inspections from the initial enquiry and permit application through plan examination;
- Field inspections to monitor compliance with the approved building permit; and

- Record-keeping, general energy efficiency use and possible upgrade recommendations, assistance to the customers, writing letters, reports and any other related documents.

#### Present challenges

The OFM undertakes a plan review by the Code Compliance Officer within the Office of the Fire Marshal with respect to fire prevention and fire spread. This activity is undertaken pursuant to the FPA, Municipal and Community Affairs (MACA). Section 2 of the Fire Prevention Regulations adopts the NBC and the NFC, and names the Fire Marshal as the Authority Having Jurisdiction for these codes.

Notwithstanding that the GNWT has adopted the NBC the City's Building By-law has not formally defined the interconnection between the functions of the OFM and the City's Building Inspections Division functions. In essence, the OFM relies on City of Yellowknife Building Inspections for field inspections and follow ups, without a formal arrangement in place. Yellowknife applicants are at times frustrated due to the reality that they need to deal with two regulatory offices related to building plans and construction.

#### Re-alignment building permitting function

The function of building permitting, construction and inspections is a multi-departmental/government process in Yellowknife. The internal processes include the use of multiple by-laws, City Divisions, professional staff and permits. There are limited formal administrative connections amongst the regulatory staff. Internal systems of the City could be improved to deal with the required flow of permits. While the recommendation of a new building regime in the NWT (or the delegation of authority) could take years to achieve, improving the City's internal permitting efficiency could be achieved in less time. Administration is seeking a way to improve permitting flow within the current functions of the regulatory Departments; Planning & Development and Public Works & Engineering. The goal of the improvements is to provide streamlined service for all permitting within the city.

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

That Council direct Administration to initiate discussions with the Government of the Northwest Territories Department of Municipal and Community Affairs in order to enter into a Delegation Agreement pursuant to the *Cities, Towns and Villages Act* and the *Fire Prevention Act*.

#### **RATIONALE:**

In September 2018 Administration recommended to Committee and Council that Administration initiate discussions with the Government of the Northwest Territories Department of Municipal and Community Affairs in order to enter into a Delegation Agreement pursuant to the *Cities, Towns and Villages Act* and the *Fire Prevention Act*. This recommendation was referred back to the Municipal Services Committee (now the Governance and Priorities Committee).

This memorandum recommends that Council directs Administration to draft a letter to the Government of the Northwest Territories recommending that a Territorial building regime be established for the purpose of providing regulatory clarity.

**ATTACHMENTS:**

None.

Prepared: October 23, 2018; NN

Revised: December 4, 2018; NN



CITY OF YELLOWKNIFE

**MEMORANDUM TO COMMITTEE**

**COMMITTEE:** Governance and Priorities

**DATE:** January 21, 2019

**DEPARTMENT:** Mayor's Office

**ISSUE:** Whether to authorize the Mayor and Members of Council to attend various conferences in 2019.

**RECOMMENDATION:**

That:

1. The Mayor and Members of Council be authorized to attend the following conferences in 2019 that relate directly to the City's business:

<b>Conference/Event</b>	<b>Location</b>	<b>2018 Dates</b>	<b># of Members</b>
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)

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

**BACKGROUND:**

On January 22, 2018, Council authorized the Mayor and Council to attend the following conferences in 2018:

<b>Conference/Event</b>	<b>Location</b>	<b>2018 Dates</b>	<b># of Members</b>
Northwest Territories Association of Communities (NWTAC) Annual General Meeting	Hay River, NT	February 15 - 18	Two (2)
Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show	Halifax, NS	May 31 – June 3	Two (2)
FCM Sustainable Communities Conference	Ottawa, ON	February 6 - 8	One (1)
Business Improvement Associations of British Columbia (BIABC) and International Downtown Association Conference (IDA)	Kelowna, BC	April 22 - 25	Two (2)

In previous years, Council had determined and approved all of the conferences that would be attended throughout the year at the beginning of the year, and would submit for approval a request to travel for any conference above and beyond the initial list that was approved.

In 2018, approximately \$26,000 was spent from the allocated budget of \$30,000 on Mayor and Council travel, with the following conferences being attended:

<b>Conference/Event</b>	<b>Location</b>	<b>Date</b>	<b>Attendees</b>
FCM Sustainable Communities Conference	Ottawa, ON	February 5 – 9, 2018	Mayor Heyck
NWTAC 2018 Annual General Meeting	Hay River, NT	February 15 – 18, 2018	Mayor Heyck
Climate Global Mayors Summit	Edmonton, AB	March 2 – 4, 2018	Mayor Heyck
FCM Innovation Forum	Edmonton, AB	April 9 – 10, 2018	Mayor Heyck
CED 2018 National Conference	Calgary, AB	May 27 – 28, 2018	Mayor Heyck
FCM Annual Conference and Trade Show	Halifax, NS	May 31 – June 7	Mayor Heyck, Councillor Silverio
BIABC and IDA Conferences	Kelowna, BC	April 22 – 25, 2019	Councillor Bell, Councillor Silverio, Councillor Morse

**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:**Economic, Social and Sustainability Awareness

In addition to supporting municipal core business objectives, attendance at various conferences promotes Yellowknife and enhances its economic development through tourism and business promotion, and arms Council Members with information and municipal best practices regarding economic development, social and sustainability initiatives.

Budget

For 2019, \$30,000 has been allocated for Mayor and Council travel. The cost for travel per person ranges between \$2,500.00 to \$4,100.00, with factors like location, accommodation rates and registration fees contributing to cost differentials. The Mayor is frequently called upon to represent the City at various conferences each year; therefore any budget allocation should be reflective of this.

The following information reflects an approximate price per person to attend various conferences relating to the City's core business, and otherwise, in 2019:

**CORE BUSINESS CONFERENCE OPPORTUNITIES****NWT Association of Communities AGM (Yellowknife, NT) February 28 – March 2, 2019**

Registration	\$ 350.00
Approximate cost per member:	\$ 350.00

**FCM Annual Conference and Trade Show (Quebec City, Que.) May 30 – June 2, 2019**

Registration	\$ 1,025.00	
Accommodation	\$ 1,250.00	(\$250.00 per night x 5 nights)
Airfare (Return)	\$ 800.00	
Meals and Incidentals	\$ 793.80	(\$132.30 per day x 6 days)
Approximate cost per member:	\$ 3,868.80	

**OTHER CONFERENCE OPPORTUNITIES****National Conference on Ending Homelessness (Edmonton, AB) November 4 – 6, 2019**

Registration	\$ 625.00	
Accommodation	\$ 800.00	(\$200.00 per night x 4 nights)

Airfare (Return)	\$	550.00	
Meals and Incidentals	\$	661.50	(\$132.30 per day x 5 days)
Approximate cost per member:	\$	2,636.50	

**Opportunities North (Yellowknife, NT) October 14 – 18, 2019**

Registration	\$	625.00	
Approximate cost per member:	\$	625.00	

**Association for Mineral Exploration British Columbia (Vancouver, BC) January 29 – 31, 2019**

Registration	\$	472.50	
Accommodation	\$	600.00	(\$200.00 per night x 3 nights)
Airfare (Return)	\$	800.00	
Meals and Incidentals	\$	529.20	(\$132.30 per day x 4 days)
Approximate cost per member:	\$	2,401.70	

**ALTERNATIVES TO RECOMMENDATION:**

1. That all Council travel be approved at the beginning of the year.
2. That a travel authorization request be brought forward for each conference, in advance of the requested conference date.

**RATIONALE:**

Setting a framework for Council travel at the beginning of the year will contribute toward the advancement of the City’s core business and Council’s established priorities. Approving travel in advance will allow Council Members to plan for and coordinate their schedules appropriately, knowing which conferences or events they will be attending. Likewise, appropriate travel reservations can be made in a timely manner, as flight and hotel accommodations can often book up well in advance of conference dates, and early bird registration and seat sales can be taken advantage of.

Recognizing that Council priorities change and that various opportunities relating to municipal affairs present themselves over the course of the year, some flexibility for approving travel on a case by case basis is worth consideration.

**ATTACHMENTS:**

None.

Prepared: January 8, 2019 PM  
 Revised: January 17, 2019 DMG