



CITY OF YELLOWKNIFE

## GOVERNANCE AND PRIORITIES COMMITTEE AGENDA

**Monday, October 24, 2022 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.	Opening Statement: The City of Yellowknife acknowledges that we are located in Chief Drygeese territory. From time immemorial, it has been the traditional land of the Yellowknives Dene First Nation. We respect the histories, languages, and cultures of all other Indigenous Peoples including the North Slave Métis, and all First Nations, Métis, and Inuit whose presence continues to enrich our vibrant community.
2.	Approval of the agenda.
3.	Disclosure of pecuniary interest and the general nature thereof.
ANNEX A	
4.	Annual Report from the City of Yellowknife's Integrity Commissioner.
ANNEX B	(Additional Council Item)
5.	A memorandum regarding COVID Recovery Grant Program opportunities.
ANNEX C	(For Information Only)
6.	A memorandum regarding 2022 Third Quarter Forecast and Variance Report.
ANNEX D	(For Information Only)
7.	A memorandum regarding a report regarding Mayor Alty's travel to Victoria, BC to attend the Livable Cities Forum from October 2 – 4, 2022.



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<u>Item No.</u>	<u>Description</u>
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**IN CAMERA**

- |         |  |
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| ANNEX E | (Additional Council Item)  |
| 8.      | A memorandum regarding whether to appoint someone to fill a vacant position on the Audit Committee.              |
| ANNEX F | (Additional Council Item)  |
| 9.      | A memorandum regarding whether to appoint a member to serve on the City of Yellowknife Development Appeal Board. |
| 10.     | Business arising from In Camera Session.   |

**THIRD  
REPORT OF THE  
INTEGRITY  
COMMISSIONER**

**2020/2021**

**City of Yellowknife,  
Northwest Territories**

# Report of the Integrity Commissioner - 2020/2021

## Introduction:

Dragon Toner Law Office was retained to act as the Integrity Commissioner for the City of Yellowknife, for a 5-year term commencing on September 26, 2018.

The Integrity Commissioner is appointed under By-Law No. 4979, also known by its short title the Council Code of Ethics By-law.<sup>1</sup> The by-law sets out standards of conduct for Members of Council. It provides accountability through a complaint process accessible to anyone. The Integrity Commissioner can investigate possible contraventions and, if warranted, recommend penalties. A key feature of the by-law is that the Integrity Commissioner is not employed by the City and approaches all matters independently and impartially.

This is the third Annual Report of the Integrity Commissioner. The reporting period covered by this report is from September 26, 2020, to September 25, 2021.

The report will be brief, since very few matters have been brought forward to the Integrity Commissioner, and in general, this year, as with previous years, has been quiet for the Commissioner.

## Role and Responsibilities:

The Integrity Commissioner is defined as “an independent and impartial individual that reports directly to Council that is retained and responsible for performing the functions assigned by the City with respect to the application of the Council Code of Ethics By-law.”<sup>2</sup>

The functions assigned by the City include preparation and delivery of orientation to counsel, providing advice and rulings on ethical challenges, and preparation and delivery of the annual report. The Integrity Commissioner’s responsibilities include a mandate to and adjudicate whistleblower complaints and alleged breaches of the Council Code of Ethics By-law.

The Integrity Commissioner may also review the City of Yellowknife’s by-laws and policies, and from time to time, make recommendations or suggest areas for improvement.

## Advice and Opinions:

In the reporting period covered by this Annual Report, I provided a total of three instances of informal advice to Members of Council.

In all three instances, members had inquiries regarding potential conflicts of interest and required advice on how to approach their work on Council, taking into consideration their employment, and family members’ employment, outside Council.

I was able to respond to the questions informally and confidentially. Inquiries regarding potential conflicts of interest have proven to be the most common type of inquiry the Integrity Commissioner receives.

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<sup>1</sup> City of Yellowknife By-law No. 4976

<sup>2</sup> City of Yellowknife By-law No. 4976, page 2

## Report of the Integrity Commissioner - 2020/2021

Members of Council are encouraged to seek advice and opinions on potential conflicts of interest, and it is encouraging to see them use the Integrity Commissioner to check-in and ensure they do not encounter conflicts in carrying out their duties.

### **Public Inquiries and Complaints:**

In the reporting period covered by this Annual Report, I did not receive any inquiries from members of the public regarding the process for making a complaint under the Council Code of Ethics By-law.

No complaints were initiated under the formal complaint process in the Council Code of Ethics By-law, and no investigations into the conduct of any members of Council were required.

### **Plans for the Future:**

The reporting period covered by this report represents the third year the City of Yellowknife has had an Integrity Commissioner.

The reporting period coincided with a period during which the City of Yellowknife, and all the Northwest Territories, grappled with public policy issues arising from the Covid-19 pandemic. The reporting period itself was quiet, in terms of there being no complaints, but a set of complaints emerged in the subsequent reporting period starting September 26, 2021. The matters will be summarized in the Fourth Report of the Integrity Commissioner.

In the coming year, my plans as Integrity Commissioner include:

- Arrange a guest speaker to present to Members of Council on Municipal Ethics
- Conferring with the City of Yellowknife to ensure the public has information and access to the formal complaint process under the Council Code of Ethics By-law; and
- Reviewing and advising the City of Yellowknife of major developments in integrity frameworks of interest from outside the Northwest Territories.

Respectively submitted,



Sheldon Toner  
Dragon Toner Law Office

**FOURTH  
REPORT OF THE  
INTEGRITY  
COMMISSIONER**

**2021/2022**

**City of Yellowknife,  
Northwest Territories**

# Report of the Integrity Commissioner - 2021/2022

## **Introduction:**

This is the fourth Annual Report of the Integrity Commissioner. The reporting period covered by this report is from September 26, 2021, to September 25, 2022.

Dragon Toner Law Office was retained to act as the Integrity Commissioner for the City of Yellowknife, for a 5-year term commencing on September 26, 2018.

The Integrity Commissioner is appointed under By-Law No. 4979, also known by its short title the Council Code of Ethics By-law.<sup>1</sup> The by-law sets out standards of conduct for Members of Council. It provides accountability through a complaint process accessible to anyone. The Integrity Commissioner can investigate possible contraventions and, if warranted, recommend penalties. A key feature of the by-law is that the Integrity Commissioner is not employed by the City and approaches all matters independently and impartially.

This was the first year in the current term of the Integrity Commissioner that the complaints process was engaged by members of the public. The report will provide an overview of the complaints which were commenced under the Council Code of Ethics By-law during the reporting period.

## **Role and Responsibilities:**

The Integrity Commissioner is defined as “an independent and impartial individual that reports directly to Council that is retained and responsible for performing the functions assigned by the City with respect to the application of the Council Code of Ethics By-law.”<sup>2</sup>

The functions assigned by the City include preparation and delivery of orientation to counsel, providing advice and rulings on ethical challenges, and preparation and delivery of the annual report. The Integrity Commissioner’s responsibilities include a mandate to and adjudicate whistleblower complaints and alleged breaches of the Council Code of Ethics By-law.

The Integrity Commissioner may also review the City of Yellowknife’s by-laws and policies, and from time to time, make recommendations or suggest areas for improvement.

Members of Council are encouraged to seek advice and opinions on potential conflicts of interest, as a means of ensuring they do not encounter conflicts or other issues in carrying out their duties.

## ***Complaints, Investigations and Reports:***

In the reporting period covered by this Annual Report, I received seven complaints and four additional inquiries about the complaints process under the Council Code of Ethics By-law.

### ***Complaints Investigated:***

Six of the seven complaints were directed towards a single Member of Council, for comments which the member made on two separate occasions during proceedings of the City of Yellowknife.

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<sup>1</sup> City of Yellowknife By-law No. 4976

<sup>2</sup> City of Yellowknife By-law No. 4976, page 2

## Report of the Integrity Commissioner - 2021/2022

The *Report to Council under the Council Code of Ethics By-law concerning Council Member Niels Konge, dated February 10, 2022*, sets out the results of the investigation into all six complaints directed towards the member. The report is public pursuant to article 22.2 of the Council Code of Ethics By-law.

As I indicated in the report, I decided to proceed with a single investigation into the multiple complaints, since they all arose from the following two sets of comments made by Council Member Konge:

1. On September 27, 2021, Member Konge made comments regarding the 60's scoop when describing the experience of small businesses during discussion for a development permit for a temporary day shelter facility in downtown Yellowknife.
2. On November 1, 2021, Member Konge made comments about a proposed proof of vaccination policy creating classes of people and compared it to a point in Canada's history where certain people were not allowed to sit at the front of the bus.

I concluded that by making the comments, regardless of his intentions, Member Konge failed to treat every person with dignity, understanding and respect, and in doing so failed to exercise his duties in manner that promotes confidence. He therefore violated articles 4.2 and 4.3, as well as the spirit of articles 9.2 and 9.3 of the Council Code of Ethics By-law.<sup>3</sup>

In terms of penalty, I referred the matter to Council exercising its function of self-governance, the Integrity Commissioner's function having been fulfilled by explaining why the conduct was inappropriate, while also noting that censure was warranted but is not the only option.<sup>4</sup>

### *Complaint Withdrawn:*

The seventh complaint was directed towards another Member of Council, regarding comments posted social media. The complainant withdrew the complaint upon learning that the post was dated and upon being satisfied the matter had been appropriately addressed at the time the post was made.

### *Complaint Process Inquiries:*

The four additional inquiries came from individuals who wished to support complaints going forward, and who in one case expressed the intention to make a complaint. My office provided all of these individuals with information on how to proceed with a complaint if they wished to do so.

### **Plans for the Future:**

The reporting period covered by this report represents the fourth year the City of Yellowknife has had an Integrity Commissioner.

During the current reporting period, members of the public utilized the complaints process available under the Council Code of Ethics By-law. The complaints received media coverage, increasing public awareness of the process itself and the public reports generated after an investigation.

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<sup>3</sup> *Report to Council under the Council Code of Ethics By-law concerning Council Member Niels Konge, dated February 10, 2022*, at para. 106

<sup>4</sup> *Report to Council under the Council Code of Ethics By-law concerning Council Member Niels Konge, dated February 10, 2022*, at para. 122



## Report of the Integrity Commissioner - 2021/2022

In the coming year, my plans as Integrity Commissioner include:

- Arrange a guest speaker to present to Members of Council on Municipal Ethics;
- Provide an orientation to newly elected Members of Council, following the 2022 Municipal Election;
- Review the complaints process and report submitted to the City of Yellowknife to identify possible areas for improvement in addressing complaints from members of the public; and
- Review and advise the City of Yellowknife of major developments in integrity frameworks of interest from outside the Northwest Territories.

Respectively submitted,



Sheldon Toner  
Dragon Toner Law Office



CITY OF YELLOWKNIFE

**MEMORANDUM TO COMMITTEE**

**COMMITTEE:** Governance and Priorities / Council

**DATE:** October 24, 2022

**DEPARTMENT:** Economic Development and Strategy

**ISSUE:** COVID Recovery Grant Program opportunities.

**RECOMMENDATION:**

That Council direct Administration to utilize the remaining 2021 COVID Safe Restart Funding (approximately \$260,000) by developing a variety of COVID Recovery Grant programs as follows:

- (i) Business Licence Fee Waiver Program (\$30,000) - Waive business licence fees for eligible businesses for a one-year period from September 1, 2022 to August 31, 2023;
- (ii) Festivals and Events COVID Recovery Grant Program (\$30,000) – Direct grants of up to \$5,000 each to eligible festivals and events to encourage their return so that they continue to provide vibrant experiences that bring residents and visitors together again; and
- (iii) COVID Recovery Business Grant Program (\$200,000) – Direct grants of up to \$10,000 each to eligible businesses in Yellowknife to maintain the stability of local businesses.

**BACKGROUND:**

In 2021 the City entered into a Transfer Agreement for \$708,060 in funding intended to assist municipalities safely restart their economies and become more resilient to possible future surges in cases of COVID-19.

In May 2021 Council provided direction to Administration on how to utilize the 2021 COVID Safe Restart Funding (Motion #0081-21).

In September 2022 Administration provided a report on the COVID funding programs that had been implemented. At that time Council directed Administration to develop a plan to spend the remaining 2021 COVID Safe Restart Funding.

A jurisdictional review of COVID related grant programs offered by municipalities was conducted to inform the recommended recovery programs. In addition, discussions with the Yellowknife Chamber of Commerce confirmed that staffing continues to be challenge for local businesses. The purpose of this memorandum is to provide an overview of the proposed COVID-Recovery Grant Programs.

#### **COUNCIL POLICY / RESOLUTION OR GOAL:**

Goal #1: Growing and diversifying our economy.

Motion #0136-22 That Council direct Administration to develop a plan to spend the remaining 2021 COVID Safe Restart Funding and bring this plan to Council for approval.

Motion #0081-21 That Council

1. Direct Administration to utilize the 2021 COVID Safe Restart Funding to maximize the benefits to Yellowknife residents and businesses by allocating \$230,000 to provide relief for businesses, \$230,000 to provide relief for property enhancements, \$65,000 to extend Sombe K'e washroom hours, \$80,000 to support Communications, \$80,000 to support policy/legislative work, and \$95,000 to hire summer students; and
2. Direct Administration to develop parameters for the businesses and property enhancements opportunities to ensure the funding is used to deliver meaningful and manageable relief programs

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

1. *Cities, Towns and Villages Act*, S.N.W.T. 2003, c.22;
2. City of Yellowknife Economic Development Strategy 2019-2024; and
3. 2021 COVID Safe Restart Funding Grant Report (DM#706833).

#### **CONSIDERATIONS:**

##### COVID-19

The COVID-19 pandemic created unprecedented challenges, resulting in financial impacts for the City of Yellowknife, its citizens, and the businesses operating in the community.

##### Legislative

Pursuant to Section 68 of the *Cities, Towns and Villages Act*, the City may encourage "economic development for a municipal purpose, including the establishment, expansion or continuation of a business or industry in the municipality, in any manner it considers appropriate", including the provision of grants to encourage economic development.

##### Business Licence Fee Waiver Program

The initial program was created with input from the Yellowknife Chamber of Commerce regarding what their members and the business community at large would like to see the City of Yellowknife assist them with financially. This program also was considered as another way to capture all businesses that may not require other grants offered, but would take advantage of a \$200 waived fee for their business license renewal. As was noted in the 2021 COVID Safe Restart Funding Grant Report, the City issued just over

2000 business licences in 2021, a 15% increase over the previous year. It is Administration's recommendation to continue this program for an additional year.

#### Festivals and Events COVID Recovery Grant Program

Local Yellowknife festivals and events drive diversity, culture, recreation, and economic development in our city. The COVID-19 global pandemic has had a momentous impact on these activities. In order to support the recovery of this important sector, Administration recommends creation of a grant program for festivals and events to encourage their return by offsetting additional costs as a result of COVID-19 and continue to build and inspire our community through vibrant experiences bringing people and visitors together again

#### COVID Recovery Business Grant Program

Businesses are facing years of sustained revenue losses on top of tremendous difficulties with hiring the staff necessary to their successful operations. In addition, business owners without substantial computer literacy are being left behind and rendered uncompetitive by their inability to transition to an online, curbside pickup model of business. This grant program is aimed at addressing issues identified as areas of greatest need and which may include the following as eligible expenses:

- (i) Providing assistance for making business commercial lease payments;
- (ii) Providing assistance for competitive pay and/or bonuses to employees working in restaurants, retail and other tourism related businesses; and
- (iii) Technical assistance support to modernize businesses' online presence, sales, social media marketing, etc.

To date, none of the City COVID grant programs offered have permitted reimbursement of expenses related to rent payments or employee salaries.

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

That Council direct Administration to utilize the 2021 COVID Safe Restart Funding in a different manner.

#### **RATIONALE:**

The recommended funding programs benefit a cross-section of local businesses and organizations by providing financial assistance to aid in recovery.

#### **ATTACHMENTS:**

N/A

Prepared: October 16, 2022; KLT



CITY OF YELLOWKNIFE  
**MEMORANDUM TO COMMITTEE**  
(For Information Only)

**COMMITTEE:** Governance and Priorities

**DATE:** October 24, 2022

**DEPARTMENT:** Corporate Services

**ISSUE:** 2022 Third Quarter Forecast and Variance Report

**BACKGROUND:**

The 2022 Third Quarter Forecast and Variance Report identifies revenues and expenses that are expected to be above or below the 2022 budgeted amounts, based on information available as at September 30, 2022. The Forecast and Variance Report is prepared in accordance with Canadian public sector accounting standards ("PSAS") which differs from the presentation in the City's annual budget. Please see Appendix A for further information.

Currently, total revenues are expected to be \$77,000 higher than budget. Expenses are expected to be \$686,000 higher than budget, resulting in a projected annual surplus - the increase in total net worth of the City - of \$11,952,000 which is \$609,000 lower than budget.

The annual surplus in the City's financial statements shows the increase in the total net worth of the municipal corporation and includes the value of assets it owns (net financial and non-financial). The annual surplus only shows whether the revenues raised in the year were sufficient to cover the year's costs. It does not mean there is extra money to spend. The annual surplus will increase the City's total net worth (accumulated surplus) which will ensure the City is able to provide future services to its residents and businesses.

Table 2: Statement of Operations

<b>Statement of Operations</b>	<b>2022 Actuals to September 30 (\$000's)</b>	<b>2022 Budget (\$000's)</b>	<b>2022 Forecast (\$000's)</b>	<b>2022 Variance (\$000's)</b>
<b>Revenues</b>				
Municipal taxation	34,178	34,067	34,098	31
User fees and sale of goods	17,912	22,886	23,333	447
Land sales	1,160	3,421	1,376	(2,045)
Grants and transfers	822	886	1,798	912
Government transfers related to capital	13,596	31,446	31,833	387
Investment income	980	680	1,150	470
Fines, penalties and cost of taxes	616	929	802	(127)
Development levies, licenses and permits	854	1,051	1,053	2
Franchise fees	748	1,079	1,079	
<b>Total Revenues</b>	<b>70,866</b>	<b>96,445</b>	<b>96,522</b>	<b>77</b>
<b>Expenses</b>				
Amortization of tangible assets	15,409	15,409	15,409	
Provision for allowance	4	250	250	
Bank charges and short-term interest	138	238	238	
Materials and supplies	628	1,681	1,687	6
Contracted and general services	12,998	20,771	22,969	2,198
Insurance	826	819	865	46
Interest on long-term debt	570	503	503	
Mayor and council expenses	425	638	605	(33)
Salaries, wages, employee benefits and unfunded liabilities	20,653	32,365	31,378	(987)
Utilities - electricity	2,042	2,940	2,797	(143)
Utilities - fuel	976	1,402	1,376	(26)
Minor capital expense	2,389	6,868	6,493	(375)
<b>Total Expenses</b>	<b>57,058</b>	<b>83,884</b>	<b>84,570</b>	<b>686</b>
<b>Annual surplus (deficit)</b>	<b>13,808</b>	<b>12,561</b>	<b>11,952</b>	<b>(609)</b>

## Explanation of revenue variances:

- Municipal taxation is projected to be higher than budget due to land sales that occurred after the mill rate was set.
- User fees and sale of goods are projected to be higher due to an increase in call volumes for false fire services, developer contributions for new development and a higher demand for recyclables.
- Land sales are expected to be lower than budget due to a price reduction to sell lands below appraised value on four lots (Council Motion #0141-22)
- Grants and transfers are higher due to additional grants for the relocation of the Visitor Centre (offset by expenses), Canada Day (offset by expenses), and funding to extend the Somba K'e washroom hours.
- Government transfers related to capital are higher than budget due to the start of construction for the new pool.

- Investment income is higher due to an increased cash balance resulting from deferred revenue (funding received for capital projects not yet completed).
- Fines, penalties, licenses and permits are expected to be lower than budget due to the lower number of parking fines and traffic violations and lower emergency service fire revenue.

Explanation of expense variances:

- Materials and supplies are projected to be higher due to unforeseen replacements of pumps.
- Contracted services are projected to be higher than budget due to higher expenses for: the relocation of the Visitor Centre (offset by grant), Canada Day celebration costs (offset by grant), property relief enhancements for indoor and outdoor spaces (offset by grants transferred to the General Fund in 2021), the unanticipated water line break at the pool, fleet management costs, fuel prices for the transit service contract and the cost of land sales.
- Insurance is higher than budgeted due to the increased replacement costs for City owned properties.
- Mayor and Council expenses are lower than budget due to less in person meetings and travel.
- Salaries and wages are expected to be lower than budget, mainly due to vacancies.
- Utility costs for electricity are trending to be under budget.
- Minor capital is estimated based on 15% of the 2022 capital budget and will vary based on actuals at year-end.

The City's annual surplus is expected to be \$609,000 under budget. The \$609,000 variance can be attributed to:

**Favourable Variances:**

- Increased revenues from investment income, development and recoveries, higher false alarm services, operating grants, property taxes and other income - \$1,471,000;
- Reduced costs due staff vacancies, lower utility – electricity costs, estimated minor capital costs, and other expenses - \$1,564,000

**Unfavourable Variances**

- Decreased revenues due a reduction in land sales and a lower number of parking fines and traffic violations - \$2,172,000.
- Increased costs for contracted services, insurance premiums, and material and supplies \$1,472,000.

Below is a summary of the City's capital projects forecast which is based on the best information available at September 30, 2022. The total budget for projects is \$61,539,886, which includes carryforwards of \$19,372,991 from 2021. Overall, capital spending is expected to be \$18,275,314 under budget. The estimated carry forward is \$18,560,468.

### Capital Forecast for Period Ending September 30, 2022

Capital Projects	Actuals to September 30 (000's)	2022 Capital Budget (000's)	2022 Forecast (000's)	2022 Variance (000's)	Notes
Accessibility Audit/Implementation	152,782	1,303,999	1,100,000	203,999	Supply chain delays. Carry forward \$204k to 2023.
Aquatic Centre	7,007,838	26,036,958	26,036,958		Work includes: mobilization to site, blasting and removing of debris, relocation of playground, foundation and steel work.
Arbour Development Study		50,000	50,000		First meeting to be held in October.
Art & Culture Master Plan	24,967	50,033	50,033		
Asset Management - Projects	142,007	613,296	325,000	288,296	Delay in P/Y hiring. Lower than expected cost for Road Condition Assessment, continued use of in-house capacity instead of consultants. Carry forward \$288k to 2023.
Backup Power Liftstation Generator Installation	70,637	201,391	71,000	130,391	Carry forward \$130k to 2023 for other generator replacements.
Baling Facility- Mechanical Upgrades		7,521		7,521	Carry forward \$7k to 2023.
Budget Management		24,800		24,800	Service provider still needs to deliver final project. Carry forward of \$25k to 2023.
Community Energy Plan Projects	252,863	405,571	281,200	124,371	Work is ongoing. Carry forward \$124k to 2023.
City Hall Upgrades	456	175,074	175,074		
Columbarium Park	3,700	150,650	80,000	70,650	Project will be completed in 2022 and will not exceed \$80k. Carry forwards not needed.
CS Land Fund Capital Projects		1,900,000		1,900,000	Project delayed due to a lack of staff resources. Carry forward \$1.900 million to 2023.
Curling Club Upgrades		150,000	10,000	140,000	Project scope being assessed as project costs are expected to higher than originally anticipated. Project will start in 2023; carry forward of \$140k to 2023.
Design and Construction Standards	41,361		41,361	(41,361)	Project is partially complete; work is ongoing. Formula Funding is being used to cover the overage.
Development & Building Permit Automation	10,968	83,755	45,000	38,755	Anticipate an additional \$28k in invoices prior to year-end. Carry forward \$39k to 2023.
Email Management	4,420		4,420	(4,420)	Final payment to be made upon receipt of satisfactory deliverables.
Emergency Radio Infrastructure Renewal	12,412	19,917	19,917		
FDM Software		18,983	24,685	(5,702)	Increased final cost due to 2-year delay with project completion.
Fire Hall Equipment		175,000	175,000		



Capital Projects	Actuals to September 30 (000's)	2022 Capital Budget (000's)	2022 Forecast (000's)	2022 Variance (000's)	Notes
Fire Hall Expansion/ Renovation	34,125	516,000	566,199	(50,199)	Total fee from successful RFP proponent. Approved by City Manager.
Fleet Management	120,582	2,156,198	1,066,641	1,089,557	There are delivery delays and the need to re-tender some equipment due to higher than budget costs. The re-tender process will proceed once approval is received from the senior leadership team. Carry forward \$1.090 million to 2023.
Hydroseeder Solid Waste Facility	44,456		44,456	(44,456)	Expenses offset by grant.
Implementation of 50/50 Recommendations		25,000		25,000	Project changed. Move funds to Land Fund Capital Projects.
Information Technology Infrastructure Renewal	218,924	401,878	351,878	50,000	Some orders are not expected until 2023 due to delivery delays. Carry forward of \$50k to 2023.
Lagoon Control Structure Replacement	22,533	899,070	50,000	849,070	Project on hold. Carry over \$849k to 2023.
Lagoon Sludge Removal	384,716	3,099,084	900,000	2,199,084	Lagoon Access Rd upgrade and design in 2022, pad construction in 2023. Carry over \$2.2 million to 2023 as project is multi-year, ongoing.
Land Fund Capital Projects		3,556,054	597,000	2,959,054	Purchase of land delayed. Carry forward \$2.9 million to 2023.
Lift Station #1 Replacement	87,080	350,000	350,000		
Multiplex Ice Plant Maintenance/Upgrade	229,179	170,192	250,192	(80,000)	Overage will be covered by Formula Funding.
New Landfill/ Landfill Expansion	81,886	322,678	200,000	122,678	Project continuing into 2023. Carry forward of \$123k to 2023.
Park Equipment Replacement	122,703	217,005	217,005		
Patching Program	13,317	325,173	325,173		
Paving Block 501	84,384		143,550	(143,550)	Costs recoverable from developer for Phase 5 paving.
Paving Program	1,659,992	3,773,455	3,132,450	641,005	50th Street Paving between 50 Avenue and 51 Avenue deferred until 2023. Contract cost of \$641k to be carried over to 2023
PH#4 Water Truckfill Safety Project	241,503	495,007	242,000	253,007	Construction postponed until 2023. Carry forward \$253k to 2023.
Public Transit Review	2,254		19,465	(19,465)	Project engagement sessions planned for November.
Pumphouse & Liftstation Upgrades		9,754	9,754		
RIMP Building Structural Assessment		75,000		75,000	Carry forward \$75k to 2023.
Sewage Force Main Twinning	6,998	990,293	50,000	940,293	Design in progress, construction will be postponed until 2023. Carry forward \$940k into 2023.
Submarine Line Contracted Costs	730,620	3,724,008	1,000,000	2,724,008	Design underway for Pumphouse 1, Pumphouse 2 and Submarine line. Multi-year project. Carry over \$2.7 million.
Sustainability Coordinator	94,385	140,000	140,000		

Capital Projects	Actuals to September 30 (000's)	2022 Capital Budget (000's)	2022 Forecast (000's)	2022 Variance (000's)	Notes
SWMP Implementation		90,421		90,421	Carry forward \$90k to 2023.
Traffic Lights Video Detection Equipment	69,562	97,798	97,798		
Trail Development		210,000	5,000	205,000	Carry forward \$205K to 2023 to complete the projects.
Transfer Station & Cell Access Improvement		98,905		98,905	Carry forward \$99k to 2023.
W&S Federal Funded - PAVING - ICIP	201,965	585,000	585,000		
Water & Sewer Infrastructure Replacement	3,508,452	3,853,343	3,853,343		
Water & Sewer Replacement - PAVING		108,908	108,908		
Water Treatment Plant Pellet Boiler	43,622	2,860,500	360,500	2,500,000	Design occurring in 2022. Carry forward of \$2.5 million to 2023.
Webcasting		105,505		105,505	Project completion expected in 2023. Carry forward \$105k to 2023.
Weigh Out Station At SWF	(133,964)		(134,000)	134,000	In 2021, the weigh scale house was charged to capital for \$138k because the City was in possession of the capital asset. Due to changes in 2022, the weigh scale house was returned and the capital expense reversed.
Wetland and GSL Monitoring	68,173	115,000	115,000		
Wireless Infrastructure		74,097		74,097	Delivery expected in 2023. Carry forward \$74k to 2023.
YKCA Upgrade - Contracted Costs	127,986	147,612	147,612		
<b>Total Capital</b>	<b>15,789,844</b>	<b>61,559,886</b>	<b>43,284,572</b>	<b>18,275,314</b>	

\* Budget Includes 2021 carry forwards of \$19,372,991.

**COUNCIL POLICY / RESOLUTION OR GOAL:**

Council Goal # 2                      Delivering efficient and accountable government.

Council Objective 2.1              Enhance long-term financial and asset management planning.

Council Objective 2.1              Integrate a culture of continuous improvement into corporate culture.

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

1. *Cities, Towns and Villages Act, S.N.W.T. 2003, c.22 (CTV Act)*; and
2. Council Motion #204-19, City of Yellowknife Budget Policy.

**ATTACHMENTS:**

Appendix A

Prepared:      October 17, 2022; LV

Revised:        October 17, 2022: LV

## Appendix A

Like most municipalities in Canada, the City's budget is cash-based, which means capital expenditures are expensed rather than treated as Tangible Capital Assets ("TCAs"). PSAS requires TCAs to be set-up as an asset rather than expensed in the City's financial statements. Therefore, there will always be a difference in the annual surplus (deficit) recorded in the budget and the annual surplus (deficit) recorded in the financial statements. Below is a reconciliation between the annual surplus (deficit) shown in Budget 2022 and how it is presented in this report.

Table 1: Reconciliation of Annual Surplus (Deficit)

	(in 000's)
Net Revenue (Expenditure) or Annual Surplus (Deficit) per Budget Summary 2022	(25,856)
Deduct:	
Debenture Interest Per Budget	(503)
Minor Capital Expenses	(6,868) Note 1
Add:	
Capital Expenditure	42,187
Carry Forward Projects	3,602
Revised Revenue (Expenditure) or Annual Surplus	<b>12,562</b>

Note 1: A portion of Capital Expenditures will not meet the definition of a TCA and will be expensed. Based on historical trends, minor capital expense budget is estimated to be 15% of the capital expenditures budget.



CITY OF YELLOWKNIFE

**MEMORANDUM TO COMMITTEE**  
**(For Information Only)**

**COMMITTEE:** Governance and Priorities

**DATE:** October 24, 2022

**DEPARTMENT:** Mayor's Office

**ISSUE:** A report regarding Mayor Alty's travel to Victoria, BC to attend the Livable Cities Forum from October 2 – 4, 2022.

**BACKGROUND:**

Attached for the information of Council is the Travel Report from Mayor Alty's travel to Victoria, BC to attend the Livable Cities Forum from October 2 – 4, 2022.

**COUNCIL POLICY / RESOLUTION OR GOAL:**

#0365-93 It is the policy of the City of Yellowknife that:

1. All City sponsored travel by Yellowknife City Council members, inclusive of the Mayor, be approved by formal resolution of Council either prior to commencement of the travel, or at the first regular Council meeting after commencement of the travel; and
2. Yellowknife City Council members, inclusive of the Mayor, be required to table a detailed expense claim for City sponsored travel within three weeks of their return from City travel. This claim is to be supported by a daily diary detailing City business.

**ATTACHMENTS:**

Travel Report and Expense Claim (DM#711822).

Prepared: October 11, 2022/PM

## **Travel Report for the Livable Cities Forum October 2-4**

During the Livable Cities Forum, I attended workshops and sat on a panel.

The panel included the Mayor of Victoria, a Councillor from Laval, and myself. We discussed initial reflections on the issues that we are grappling with in relation to building more climate resilient, healthy, and equitable communities as well as share what is hopeful and exciting as we move forward. For Yellowknife, I highlighted our work with:

- Recent changes to our Zoning Bylaw to develop complete communities – the 15-minute community. Allowing small commercial in the residential area around the periphery of downtown; allowing multi-unit residential across all residential zones; open parking downtown; Car Share spots in lieu of parking spaces; etc.
- Developing a district heating framework so that our next neighbourhood will incorporate it. The private market has been a leader in this regard – including J&R Mechanical’s recent district heating project on Woolgar.
- Building Bylaw: All housing types, as defined in the E.R.S., must have an EnerGuide rating label affixed somewhere visible in the home at the time of final inspection by the City.
- GROW Strategy – Workshops on how to grow your own food, and most recent one was how to turn your front lawn into a productive garden.
- First Car Share Co-op established – uses an electric vehicle; the City was the anchor tenant to get it off the ground.
- Where we need more work: education (deeper understanding of climate actions that are needed); waste management (need work to address packaging and e-waste as a country); and communication (nationwide, and making sure that we’re not using messages that backfire – like how the Frame Works Institute highlights housing message challenges in their report: “You don’t have to live here – Why housing messages are backfiring and 10 things we can do about it”).

**CITY OF YELLOWKNIFE  
TRAVEL AUTHORIZATION AND EXPENSE CLAIM**

**CITY OF YELLOWKNIFE - EXPENSE CLAIM**

EXPENSE ITEMS	ALLOWABLE AMOUNTS Note: Receipts are required for ALL items indicated in "Receipts" column	RECEIPTS Number & show #	Enter date. Use one column for each day.						TOTAL EXPENSE
			Oct 2	Oct 3	Oct 4				
AIR TRAVEL	Economy Class (Attach passenger ticket with arrival/ departure times)	—							
RENTAL CAR	Actual	—							
PRIVATE VEHICLE	_____ km x _____ rate = \$ _____ (\$0.62 / km NWT & \$0.54 / km elsewhere)	—							
TAXI & TRANSIT	Receipts required for all amounts over \$5.00	—							
ACCOMMODATION	Hotels	—							
	Private Accommodation (\$50.00 / per night)	—							
INCIDENTALS	\$17.30 / day		17.30	17.30	17.30				51.90
MEALS	Do not claim for sponsored meals or meals included in price of transport	Breakfast \$24.80 / day	—	24.80	—				24.80
		Lunch \$30.05/ day	30.05	—	—				30.05
		Dinner \$64.35 / day	64.35	64.35	64.35				193.05
TELEPHONE	Specify Purpose								
OTHER	Specify Purpose								
TOTAL EXPENSE	Specify Purpose		111.70	106.45	81.65				299.80
HONORARIUM	Council only - \$260.00 / day (paid separately through HR)								
GRAND TOTAL			111.70	106.45	81.65				299.80

I certify that I have expended the amounts claimed and that all expenditures were on City Business.

  
(SIGNATURE OF COUNCIL MEMBER)

Oct 11, 2022  
(DATE)

  
(SIGNATURE OF MAYOR)

Oct 2, 2022  
(DATE)

Less Advance Received - \$ \_\_\_\_\_

Balance Owing - To/by Employee/Councillor - \$ \_\_\_\_\_

(CASH/CHEQUE ATTACHED)

Financial Coding:

0100-1-6211

Coding: \_\_\_\_\_

Approved, Mayor

For Travel Advance:

Authorization is given for a Travel Expense Advance of \$ \_\_\_\_\_

Approved, Mayor

Name: Rebecca Atty Date: Oct 6, 2022  
 Department: Mayor's Council  
 The above named is authorized to travel for 3 days, departing Oct 2, 2022  
 For the purpose of: livable Cities Forum  
Rebecca Atty



## CITY OF YELLOWKNIFE

### MEMORANDUM TO COMMITTEE

**COMMITTEE:** Governance and Priorities / Council

**DATE:** October 24, 2022

**DEPARTMENT:** Administration

**ISSUE:** Whether to appoint someone to fill a vacant position on the Audit Committee.

#### RECOMMENDATION:

That Council appoint a lawyer, pursuant to Audit Committee By-law No. 4127, to serve on the City of Yellowknife (City) Audit Committee for a three-year term commencing October 25, 2022 and ending October 24, 2025.

#### BACKGROUND:

There is a vacancy on the Audit Committee.

It is the practice of the City to advertise all committee vacancies. The City advertised the vacancy, specifying that it be filled by a lawyer in the City's newsletter, the City's website and social media sites.

#### COUNCIL POLICY / RESOLUTION OR GOAL:

Council Goal #2 Delivering efficient and accountable government.

Motion #0459-96: "The following policy be adopted with respect to appointments to municipal boards and committees:

- i) The maximum consecutive years that an individual may serve on any one board or committee is six.
- ii) Individuals who have served the maximum six-year period on one municipal board or committee shall be eligible to be appointed to another board or committee.
- iii) No individual shall be precluded from serving concurrent terms on more than one municipal board or committee.
- iv) Notwithstanding that an individual appointee has served less than six years on a particular board or committee, Council may, after the expiration of



the first or subsequent terms of that appointee, advertise for applicants to fill a vacancy on that board or committee.

- v) Notwithstanding clause (i.) of this policy, should the City receive no applications to fill a vacancy on any particular board or committee, the six year maximum limitation may, at the discretion of City Council, be waived.

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

1. *Cities, Towns & Villages Act*; and
2. Audit Committee By-law No. 4217, as amended.

#### **CONSIDERATIONS:**

##### Consistency

The Audit Committee has recommended staggered terms for Committee members.

##### Legislation

Audit Committee By-law No. 4127 requires outside members to reside in Yellowknife and be independent from City Council, management, auditors, legal counsel and major contractors. Section 4.a.ii(3) states that the currently vacant position must be filled by a lawyer.

##### Procedural Considerations

The Audit Committee helps to enhance the auditor's real and perceived independence by providing an intermediary link between the auditor and Council. The Audit Committee limits the reliance Council must place on the technical expertise of the independent auditor.

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

1. That Council appoint a lawyer to the Audit Committee for an alternate term.
2. That the City re-advertise the vacancy on the Audit Committee.

#### **RATIONALE:**

The Audit Committee is intended to function with a full complement of six members. Having the term of a new member expire in three years will conform to the staggered term recommendation.

#### **ATTACHMENTS:**

Expression of interest from candidates.

Prepared: October 14, 2022; SJ/



## CITY OF YELLOWKNIFE

### MEMORANDUM TO COMMITTEE

**COMMITTEE:** Governance and Priorities / Council

**DATE:** October 24, 2022

**DEPARTMENT:** Administration

**ISSUE:** Whether to appoint a member to serve on the City of Yellowknife Development Appeal Board.

#### RECOMMENDATION:

That Council appoint a member to serve, for a three (3) year term effective October 25, 2022 until October 24, 2025, on the City of Yellowknife Development Appeal Board.

#### BACKGROUND:

There is a vacancy the Development Appeal Board.

It is the practice of the City of Yellowknife to advertise all vacancies for boards and committees. The City has advertised the vacancy on the Development Appeal Board in the Capital Update and the City's website.

#### 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.

Motion #0459-96, as amended by #0460-96, #0462-96 and #0273-09:

"The following policy be adopted with respect to appointments to municipal boards and committees:

- i) The maximum consecutive years that an individual may serve on any one board or committee is six.
- ii) Individuals who have served the maximum six-year period on one municipal board or committee shall be eligible to be appointed to another board or committee.
- iii) No individual shall be precluded from serving concurrent terms on more than one municipal board or committee.
- iv) Notwithstanding that an individual appointee has served less than six years on a particular board or committee, Council may, after the expiration of the first or

- subsequent terms of that appointee, advertise for applicants to fill a vacancy on that board or committee.
- v) Notwithstanding clause (i.) of this policy, should the City receive no applications to fill a vacancy on any particular board or committee, the six year maximum limitation may, at the discretion of City Council, be waived.
  - vi) Should the City receive no applications to fill a vacancy on any particular board or committee, City Council may appoint a member of the public at their discretion.

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

1. *Community Planning and Development Act*; and
2. Zoning By-law No. 5045.

#### **CONSIDERATIONS:**

##### Legislative

In accordance with the *Community Planning and Development Act*, Zoning By-law No. 5045 establishes the City of Yellowknife Development Appeal Board.

Pursuant to Section 30(1) of the *Community Planning and Development Act*, the minimum number of members that Council may appoint to the Development Appeal Board is three. Section 30(1) also states that members hold office for three year terms. Appointments must be made by resolution of Council.

##### Consistency

Historically, Council has appointed one member of Council and six members of the public to the Development Appeal Board.

When assigning Council Member portfolios, Councillor Niels Konge (Alternate Steve Payne) was named as the City's representative on the Development Appeal Board.

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

That Administration be directed to re-advertise the vacancy on the City of Yellowknife Development Appeal Board.

#### **RATIONALE:**

The appointment of members will ensure that the Development Appeal Board has a full complement of members. A full complement of Board Members will ensure that hearings can be held in a timely manner.

#### **ATTACHMENTS:**

Expressions of interest from the candidates.

Prepared: October 3, 2022; SJ/