



CITY OF YELLOWKNIFE

## GOVERNANCE AND PRIORITIES COMMITTEE AGENDA

**Monday, March 27, 2023 at 12:05 p.m.**

Chair: Mayor R. Alty,  
Councillor S. Arden-Smith  
Councillor G. Cochrane,  
Councillor R. Fequet,  
Councillor B. Hendriksen,  
Councillor C. McGurk,  
Councillor T. McLennan,  
Councillor S. Payne, and  
Councillor R. Warburton.

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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.	A memorandum regarding whether to present By-law No. 5067, a by-law to declare a one-half (1/2) day civic holiday on Friday, March 31, 2023, to enjoy the Yellowknives Dene First Nation Spring Carnival, for adoption.
ANNEX B	
5.	A memorandum regarding whether to adopt an Access for All Policy.
6.	A discussion regarding whether to direct Administration to bring forward, in Q2 2023, a memorandum to Committee outlining the cost implications/analysis with respect to hosting the 2026 Arctic Winter Games in Yellowknife.



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

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| ANNEX C | (Additional Council Items)   |
| 7.      | A memorandum regarding whether to appoint members to serve on the 2023 City of Yellowknife Board of Revision.    |
| ANNEX D | (Additional Council Items)   |
| 8.      | A memorandum regarding whether to appoint a member to serve on the City of Yellowknife Development Appeal Board. |
| 9.      | Business arising from In Camera Session.   |



## CITY OF YELLOWKNIFE

### MEMORANDUM TO COMMITTEE

**COMMITTEE:** Governance and Priorities / Council

**DATE:** March 27, 2023

**DEPARTMENT:** Administration

**ISSUE:** Whether to present By-law No. 5067, a by-law to declare a one-half (1/2) day civic holiday on Friday, March 31, 2023, to enjoy the Yellowknives Dene First Nation Spring Carnival, for adoption.

#### RECOMMENDATION:

That By-law No. 5067, a by-law to declare a one-half (1/2) day civic holiday on Friday, March 31, 2023 to enjoy the Yellowknives Dene First Nation (YKDFN) Spring Carnival, be presented for adoption.

#### BACKGROUND:

By-law No. 4773 (Long John Jamboree Bylaw) declares a one half day civic holiday on the Friday of Long John Jamboree week each year that the event takes place. The Long John Jamboree Board of Directors has confirmed that, once again, there will not be an event taking place this year. Prior to enactment of the Long John Jamboree By-law, Council passed a bylaw each year it chose to declare a half day civic holiday for the Jamboree, or previous spring carnivals.

The Government of the Northwest Territories (GNWT) supports one half day holiday per year for community-declared events such as carnivals or jamborees and looks to each community to confirm if/when events are happening.

In 2021, the board of the Folk on the Rocks music festival proposed that, as an alternative to the Long John Jamboree civic holiday, Council declare a civic holiday on the Friday afternoon prior to the 2021 Folk on the Rocks festival. Ultimately, Council did not support this proposal. At the April 12, 2021 Council meeting, Council decided they preferred to leave the discretion to businesses and employers regarding whether to permit employees to volunteer at or attend events.

#### COUNCIL POLICY / RESOLUTION OR GOAL:

Council Goal #3 Ensuring a high quality of life for all, including future generations

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

*Cities, Towns and Villages Act*; and  
By-law No. 4773 (the Long John Jamboree By-law).

**CONSIDERATIONS:**Legislative

Pursuant to Section 4 of the *Cities, Towns and Villages Act*, the City has the general authority to declare a civic holiday. Section 70(1) outlines the general areas within in which a municipality may make by-laws, and includes the authority to declare such a holiday.

Reconciliation

Declaring a civic holiday on the afternoon of Friday, March 31, 2023 when the YKDFN Spring Carnival is scheduled to begin, supports Yellowknifers to participate in YKDFN activities and enhance community relationships. YKDFN leadership supports this proposed action by the City and encourages Yellowknifers to attend the planned Carnival events.

Procedural

The City must declare a civic holiday by by-law. Prior to adopting By-law No. 4773, the City enacted by-laws annually declaring the Friday before the Long John Jamboree, or previously Caribou Carnival, as a civic holiday for each year the event takes place in perpetuity. The City is required to advise the GNWT as soon as a decision is made if there will be a half day civic holiday in 2023.

Operational

March 31 is the last day for property owners to make interim levy property tax payments. With City Hall closed for the afternoon, property owners who have waited until then to make their payment can either drop off a cheque in the payment drop box at City Hall or pay through their bank.

**ALTERNATIVES TO RECOMMENDATION:**

That By-law No. 5067, a by-law to declare a one-half (1/2) day civic holiday on Friday, March 31, 2023 not be presented for adoption.

**RATIONALE:**

The *Cities, Towns and Villages Act* grants the City the authority to declare a civic holiday. In the past, a one-half day civic holiday was declared to encourage attendance and participation by residents at spring carnival events such as the Long John Jamboree and previously, Caribou Carnival. Since COVID, many community events have been challenged to continue, including Long John Jamboree, thus affecting community spirit and connection. Supporting a civic holiday in 2023 to encourage Yellowknifers to participate in the YKDFN Spring Carnival will endorse Yellowknifers' ability to actively engage in cultural activities and the northern tradition of spring carnivals.

**ATTACHMENTS:**

By-law No. 5067, a by-law to declare a one-half (1/2) day civic holiday on Friday, March 31, 2023. (DM#725622)

Prepared: March 16, 2023 SBK

Revised: March 19, 2023 CC



## CITY OF YELLOWKNIFE

### **BY-LAW NO. 5067**

**BG 78**

A BY-LAW of the Council of the Municipal Corporation of the City of Yellowknife in the Northwest Territories, to declare a one-half (1/2) day civic holiday on Friday, March 31, 2023, to enjoy the Yellowknives Dene First Nation (YKDFN) Spring Carnival.

PURSUANT TO sections 4 and 70(1) of the *Cities, Towns and Villages Act*, SNWT 2003, c.22.

WHEREAS the Council of the Municipal Corporation of the City of Yellowknife wishes to encourage the citizens of Yellowknife to enjoy and participate in the festivities of the YKDFN Spring Carnival on Friday, March 31, 2023.

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

#### **APPLICATION**

1. This by-law may be cited as the "Yellowknives Dene First Nation Spring Carnival By-law".
2. That the period from 12:00 noon until 5:00 p.m. (Mountain Time) on Friday, March 31, 2023 is hereby declared to be a civic holiday.

#### **EFFECT**

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

Read a First time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Manager

Read a Second Time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Manager

Read a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Manager

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

\_\_\_\_\_  
City Manager



## CITY OF YELLOWKNIFE

### MEMORANDUM TO COMMITTEE

**COMMITTEE:** Governance and Priorities

**DATE:** March 27, 2023

**DEPARTMENT:** Administration

**ISSUE:** Whether to adopt an Access for All Policy.

#### RECOMMENDATION:

That Council adopt the Access for All Policy.

#### BACKGROUND:

In order to ensure all residents have access to municipal programs and services that are fee based regardless of income, many municipal governments implement approaches that are means tested to provide free access. The City of Yellowknife promotes the participation of all City of Yellowknife residents in recreation and transit services regardless of financial constraints. Recreation, leisure and sports activities play an important role in improving the health and well-being of residents and promoting the development of inclusive communities; as well public transit is an essential service for many that enables mobility throughout the community. Programs and services are planned, delivered and evaluated to ensure they are affordable, inclusive and responsive to community need.

The City of Yellowknife implemented a Recreation for All program beginning in 2014. In 2018, this program was rebranded and expanded to Access for All, to reflect the addition of public transit passes. It is the City's current practice to process requests for the Access for All Program from residents as well as from various social agencies supporting Yellowknife citizens.

Residents who meet the eligibility criteria for the Access for All Program are given a two-year Flexi Pass for the City's recreation facilities, drop in programming, and a two-year transit pass. Residents need to re-apply every two years.

Administration is presenting this Policy to Council for adoption to demonstrate Council's commitment to support transparent and barrier free access to municipal programs and services for all Yellowknifers, regardless of income.

**COUNCIL POLICY / RESOLUTION OR GOAL:**

Goal #2: Delivering efficient and accountable government.

Goal #3: Ensuring a high quality of life for all, including future generations

Objective: 3.3 Work with partners to address pressing social issues.

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

Fees and Charges By-law No. 4436, as amended.

**CONSIDERATIONS:**Best Practices

Administration has conducted research of programming similar to Access for All in municipalities from across Canada. Program delivery and requirements in other municipalities are comparable to the Access for All program currently offered by the City of Yellowknife. The draft Policy presented herein is a reflection of the guidelines the City of Yellowknife currently follows when administering the Access for All program as well as best practices in other municipalities.

Eligibility Requirements

Eligibility requirements are set out in the attached Policy.

Confidentiality

Though the City is not currently subject to the *Access to Information and Protection of Privacy Act* of the Northwest Territories, the City is committed to abiding by the spirit and intent of the legislation. Therefore, the City will ensure the applicant's personal information remains confidential by using the information only for the purpose(s) for which it was collected.

Financial Considerations

While it is difficult for Administration to quantify the use of recreation passes for this program, it does add considerable benefit to the community. Utilization of staff resources is required to verify and process all Access for All programming requests. The Access for All model the City of Yellowknife administers is a model that is manageable for staff to administer.

Equitable Access

Accessibility refers to the absence of barriers that prevent individuals from participating, contributing and benefiting in all aspects of society. Equitable access through the Access for All program is fundamental to ensuring Yellowknifers who fall below a specific income threshold are supported to have a good quality of life, overall well-being for themselves and their families and the ability to engage in social, economic and cultural aspects of society.

Availability of the Access for All program will be communicated through the City of Yellowknife website and other means of communication as determined by City Administration.

**ALTERNATIVES TO RECOMMENDATION:**

That the Access for All Policy be amended and presented for adoption.



**RATIONALE:**

The City currently processes approximately 500 Access for All passes a year. Establishing a Council Policy will ensure that the administration of the Access for All program is publicly endorsed and reflects Council's objective of equitable access for all Yellowknifers.

**ATTACHMENTS:**

Access for All Policy (DM#715759).

Prepared: November 22, 2022 PM

Revised: February 1, 2023 PM

March 20, 2023 CC



## CITY OF YELLOWKNIFE

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Policy Title: **Access for All Policy**  
Approved By: **Council Motion #00XX-23**  
Effective Date: **Month XX, 2023**

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### 1 INTRODUCTION

The City of Yellowknife promotes the participation of all City of Yellowknife residents in recreation and transit services by ensuring that income is not a barrier to participation. Programs and services are planned, delivered and evaluated to ensure they are affordable, inclusive and responsive to community need.

### 2 PURPOSE

The purpose of this policy is to:

- a. reduce barriers and increase access to recreation activities and transit services for residents of Yellowknife whose level of income is a barrier to their participation;
- b. establish a standardized and transparent procedure for the administration of financial assistance for recreation activities and transit services delivered by the City of Yellowknife, when user fees are unaffordable to a participant; and
- c. establish criteria for the review and approval of requests for financial assistance for recreation activities and transit services.

### 3 DEFINITIONS

In this Policy:

**“Access for All Program”** means two years of an annual Transit Pass and two years of an annual Individual or Family Flexi Pass provided free of charge to Yellowknife residents who qualify under this Policy; and



**“Northwest Territories  
Market Basket Measure  
Threshold”**

means the income level below which someone is considered to be in poverty in the Northwest Territories as determined by Statistics Canada, and as set out in the most recent year’s Northern Market Basket Measure Thresholds by Family Size published on the Government of the Northwest Territories website.

## **4 POLICY**

The City of Yellowknife is committed to ensuring equitable access to the City’s recreational activities and transit services for residents who are economically disadvantaged.

### **4.1 Eligibility**

4.1.1 Yellowknife residents qualify for the Access for All program if any one of the following criteria are met:

- a. the applicant’s household income is at or below the applicable Northwest Territories Market Basket Measure Threshold for the number of people in the household;
- b. the applicant qualifies for and is receiving Income Assistance from the Government of the Northwest Territories Department of Education Culture and Employment; or
- c. the City Manager otherwise determines that providing the applicant with an Access for All pass fits within Purpose 2(a) of this Policy.

4.1.2 In this Policy, household income is determined by adding together all gross income, as set out in the Notice of Assessment(s) from the Canada Revenue Agency, for the year immediately preceding the application for all household members over the age of 18.

### **4.2 Application Process**

4.2.1 To apply for the program the applicant must provide one of the following:

- a. Notice of Assessment(s) from the Canada Revenue Agency, for the year immediately preceding the year the application is made, for all household members over the age of 18;
- b. an Income Assistance Financial Case Report from the Government of the Northwest Territories Department of Education Culture and Employment from the month of,



or month immediately before, the date of the application. If the application is for all members of the household, then all members must be listed on the Case Report; or

- c. any documentation the City Manager decides is necessary to exercise their discretion under section 4.1.1(c) of this policy.

4.2.2 Access for All Program applications will be processed within two weeks of receiving a completed application form along with the relevant documentation set out in section 4.2.1.

4.2.3 The process of obtaining financial assistance will be as non-intrusive as possible, and respect a person's dignity and confidentiality. If an application is incomplete, City staff will notify applicants that further documentation is required.

4.2.4 Access for All passes are valid for 24 months; after which time, a resident must reapply.

#### 4.3 Confidentiality

All personal information gathered in the application process is collected and used for the purpose of administering the Access for All program only. Residents with questions about the collection and use of their personal information, or who would like to correct an error or omission in their personal information, may contact program administration by email at [AccessForAll@yellowknife.ca](mailto:AccessForAll@yellowknife.ca).

#### 4.4 Review

The City of Yellowknife will undertake an evaluation of the Access for All Program periodically to assess its effectiveness and to identify amendments if required.

Any proposed substantive amendments will be submitted to Council for consideration and approval.

### 5 **APPLICATION**

This Policy applies to any residents applying for the Access for All Program.



## CITY OF YELLOWKNIFE

### MEMORANDUM TO COMMITTEE

**COMMITTEE:** Governance and Priorities / Council

**DATE:** March 27, 2023

**DEPARTMENT:** Administration

**ISSUE:** Whether to appoint members to serve on the 2023 City of Yellowknife Board of Revision.

#### RECOMMENDATION:

That Council appoint members to the 2023 City of Yellowknife Board of Revision, and that an honorarium of \$250 per day be paid to all community board members.

#### BACKGROUND:

In accordance with the *Property Assessment and Taxation Act*, provisions are made for assessment complaints and appeals to be heard. Under Section 30(2) of the *Act*, City Council is authorized and responsible for the appointment of the members of the municipal Board of Revision.

The 2023 Board of Revision is scheduled to hear complaints on April 13, 2023.

The City of Yellowknife (City) has advertised for members to sit on the Board of Revision in the Capital Update and the City's website and social media sites.

#### COUNCIL POLICY / RESOLUTION OR GOAL:

- |                 |  |
|-----------------|--|
| Council Goal #2 | Delivering efficient and accountable government.   |
| Council Goal #3 | Ensuring a high quality of life for all, including future generations.   |
| Motion #0285-04 | That the City amend its Appointments to Municipal Boards and Committees Policy by adding the following under the Policy heading:<br><ol style="list-style-type: none"><li>5. Appointments to administrative tribunals (i.e. the Development Appeal Board and Board of Revision) should be based on merit, experience and expertise, rather than representation of a specific interest or organization.</li></ol> |

Advertisements for vacant positions should note the nature of the service and the appointment qualifications.

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

*Property Assessment and Taxation Act.*

**CONSIDERATIONS:**

Legislation

Pursuant to Section 30 of the *Property Assessment and Taxation Act*, the minimum number of members that Council may appoint to the Board of Revision is three (3). Section 31 states that a member of the Municipal Board of Revision holds office for not more than one year and that a person may be reappointed in subsequent years.

Consistency

Historically, Council has appointed one (1) member of Council and four (4) members of the public to the Board. A person appointed to a Municipal Board of Revision holds office for not more than one year.

In assigning Council Member portfolios, Councillor Fequet was named as the City's representative on the Board of Revision.

Procedural Considerations

City Council establishes the honoraria which would be provided for the performance of the duties of the Board chairperson and the community members of the Board of Revision. The Honorarium for 2022 was \$250 per day for community members. The Chairperson is selected by the Members of the Board of Revision.

**ALTERNATIVES TO RECOMMENDATION:**

No viable alternative has been identified.

**RATIONALE:**

A delay in appointing members to the Board of Revision will delay the hearing dates. The certified assessment roll (Second Revision) cannot be finalized until the Board of Revision has heard all appeals and rendered its decisions. If there is a substantial delay in finalizing the Second Revision, tax bills will be delayed, which will have a significant impact on cash flow and debt servicing cost.

**ATTACHMENTS:**

Expressions of interest from the candidates.

Prepared: March 20, 2022; SJ/



## CITY OF YELLOWKNIFE

### MEMORANDUM TO COMMITTEE

**COMMITTEE:** Governance and Priorities / Council

**DATE:** March 27, 2023

**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 March 28, 2023 until March 27, 2026, on the City of Yellowknife Development Appeal Board.

#### BACKGROUND:

There is a vacancy on 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 Rob Warburton (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: March 13, 2023; SJ/