



CITY OF YELLOWKNIFE

## **Council Agenda**

**Tuesday, April 11, 2023 at 7:00 p.m.**

**Welcome to the**

### **REGULAR MEETING OF COUNCIL**

Council Chamber, City Hall  
4807 - 52nd Street  
Yellowknife

All presentations pertaining to items on the Agenda for the meeting shall be heard under the "Delegations Pertaining to Items on the Agenda," portion of the Order of Business. All presentations pertaining to items not on the Agenda shall be heard under the "Delegations Pertaining to Items Not on the Agenda" portion of the Order of Business.

The following procedures apply to all delegations before Council:

- a. all delegations shall address their remarks directly to the Presiding Officer and shall not pose questions to individual Members or Administration;
- b. each presenter shall be afforded five minutes to make their presentation;
- c. the time allowed to each presenter may be extended beyond five minutes by a resolution of Council;
- d. after a person has spoken, any Member may, through the Presiding Officer, ask that person or the City Administrator relevant questions; and
- e. no debate shall be permitted on any delegation to Council either between Members or with an individual making a presentation.

Please refer to By-law No. 4975, the Council Procedures By-law, for the rules respecting the procedures of Council.

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#### **COUNCIL:**

Mayor Rebecca Alty

Councillor S. Arden-Smith  
Councillor Garrett Cochrane  
Councillor Ryan Fequet  
Councillor Ben Hendriksen

Councillor Cat McGurk  
Councillor Tom McLennan  
Councillor Steve Payne  
Councillor Rob Warburton

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| All annexes to this agenda may be viewed on the City's website <a href="http://www.yellowknife.ca">www.yellowknife.ca</a><br>or by contacting the City Clerk's Office at 920-5602. |
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**Item No.**

**Description**

**OPENING STATEMENT**

1. Councillor Hendriksen will read the 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.**

**AWARDS, CEREMONIES AND PRESENTATIONS**

2. There were no awards, ceremonies or presentations for the agenda.

**ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)**

Previously  
Distributed

3. Minutes of Council for the special meeting of Monday, March 27, 2023 are presented for adoption.

4. Councillor Hendriksen moves,  
Councillor \_\_\_\_\_ seconds,

**That Minutes of Council for the special meeting of Monday, March 27, 2023 be presented for adoption.**

|           |           |         |                    |
|-----------|-----------|---------|--------------------|
| Unanimous | In Favour | Opposed | Carried / Defeated |
|-----------|-----------|---------|--------------------|

Previously  
Distributed

5. Minutes of Council for the regular meeting of Monday, March 27, 2023 are presented for adoption.

6. Councillor Hendriksen moves,  
Councillor \_\_\_\_\_ seconds,

**That Minutes of Council for the regular meeting of Monday, March 27, 2023 be presented for adoption.**

|           |           |         |                    |
|-----------|-----------|---------|--------------------|
| Unanimous | In Favour | Opposed | Carried / Defeated |
|-----------|-----------|---------|--------------------|



**Item No.**

**Description**

**DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

7. Does any Member have a pecuniary interest in any matter before Council today?

**CORRESPONDENCE & PETITIONS**

8. There was no correspondence nor were there any petitions for the agenda.

**STATUTORY PUBLIC HEARINGS**

9. There were no Statutory Public Hearings for the agenda.

**DELEGATIONS PERTAINING TO ITEMS ON THE AGENDA**

10. There were no delegations pertaining to items on the agenda.

**MEMBER STATEMENTS**

11. There were no statements for the agenda.
12. Are there any Member statements from the floor?

**INTRODUCTION AND CONSIDERATION OF COMMITTEE REPORTS**

Councillor Hendriksen will introduce the following reports:

13. Governance and Priorities Committee Report for March 27, 2023.
14. Councillor Hendriksen moves,  
Councillor \_\_\_\_\_ seconds,

**That Council adopt the Access for All Policy.**

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| Unanimous | In Favour | Opposed | Carried / Defeated |
|-----------|-----------|---------|--------------------|

15. Councillor Hendriksen moves,  
Councillor \_\_\_\_\_ seconds,

**That Council support the Government of the Northwest Territories (GNWT) bid to host the 2026 Arctic Winter Games in Yellowknife by:**



**Item No.**

**Description**

1. Allocating staff resources in an advisory capacity on the Bid Committee.
2. Providing a letter of support indicating that the City of Yellowknife will provide the required City facilities to the Games at no cost.
3. Allocating staff resources in an advisory capacity on the Host Committee should the GNWT be successful in their bid to host the Games.

|           |           |         |                    |
|-----------|-----------|---------|--------------------|
| Unanimous | In Favour | Opposed | Carried / Defeated |
|-----------|-----------|---------|--------------------|

**NEW BUSINESS**

16. A memorandum regarding whether to appoint members to serve on the Accessibility Advisory Committee.

17. Councillor Hendriksen moves,  
Councillor \_\_\_\_\_ seconds,

**That Council appoint members to serve on the Accessibility Advisory Committee for a two-year term commencing April 12, 2023, and ending April 11, 2025.**

|           |           |         |                    |
|-----------|-----------|---------|--------------------|
| Unanimous | In Favour | Opposed | Carried / Defeated |
|-----------|-----------|---------|--------------------|

18. A memorandum regarding whether to appoint a member to serve on the Community Advisory Board on Homelessness.

19. Councillor Hendriksen moves,  
Councillor \_\_\_\_\_ seconds,

**That Council appoint a representative from non-government Health organizations (including hospitals and other public institutions, and organizations focused on mental health and addictions) to serve on the Community Advisory Board on Homelessness (CAB) for a two-year term commencing April 12, 2023, and ending April 11, 2025.**

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|-----------|-----------|---------|--------------------|
| Unanimous | In Favour | Opposed | Carried / Defeated |
|-----------|-----------|---------|--------------------|

**ENACTMENT OF BY-LAWS**

20. There were no By-laws for the agenda.



| <b><u>Item No.</u></b>  | <b><u>Description</u></b>  |
|---|--|
| <b><u>DEFERRED BUSINESS AND TABLED ITEMS</u></b>                |  |
| 21.   | There was no deferred business and there were no tabled items for the agenda.  |
| 22.   | Is there any deferred business or are there any tabled items from the floor?   |
| <b><u>OLD BUSINESS</u></b>                                      |  |
| 23.   | There was no old business for the agenda.  |
| 24.   | Is there any old business from the floor?  |
| <b><u>NOTICES OF MOTION</u></b>                                 |  |
| 25.   | There were no notices of motion for the agenda.  |
| 26.   | Are there any notices of motion from the floor?  |
| <b><u>DELEGATIONS PERTAINING TO ITEMS NOT ON THE AGENDA</u></b> |  |
| 27.   | A presentation from Lani Cooke regarding development of a scenic trail down Franklin Avenue to the Old Town (Twin Pine Trail). |
| <b><u>ADMINISTRATIVE ENQUIRIES</u></b>                          |  |
| 28.   | There were no administrative enquiries for the agenda.   |
| 29.   | Are there any administrative enquiries from the floor?   |
| <b><u>ADJOURNMENT</u></b>                                       |  |



CITY OF YELLOWKNIFE

## GOVERNANCE AND PRIORITIES COMMITTEE REPORT

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

Report of a meeting held on Monday, March 27, 2023 at 12:05 p.m. in the City Hall Council Chamber.  
The following Committee members were in attendance:

Chair: Mayor R. Alty,  
Councillor G. Cochrane,  
Councillor R. Fequet,  
Councillor B. Hendriksen,  
Councillor C. McGurk,  
Councillor S. Payne, and  
Councillor R. Warburton.

The following members of Administration staff were in attendance:

S. Bassi-Kellett,  
C. Caljouw,  
C. Greencorn,  
C. MacLean,  
K. Thistle,  
C. White,  
G. White,  
S. Woodward, and  
S. Jovic.

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| <u>Item</u> | <u>Description</u>   |
|-------------|--|
| 1.          | (For Information Only)<br>Mayor Alty read the Opening Statement.   |
| 2.          | (For Information Only)<br>There were no disclosures of pecuniary interest.   |
| 3.          | (For Information Only)<br>Committee read 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. |



Committee noted that 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.

Committee noted that Council's policies, resolutions or goals include:

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

Committee noted that applicable legislation, by-laws, studies or plans include:

*Cities, Towns and Villages Act*; and

By-law No. 4773 (the Long John Jamboree By-law).

#### 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.

Committee noted that 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.

Committee recommended 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.

Committee noted that this matter will be discussed at today's Council Meeting.

#### 4. **Committee read a memorandum regarding whether to adopt an Access for All Policy.**

Committee noted that 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.

Committee noted that Council's policies, resolutions or goals include:

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.

Committee noted that applicable legislation, by-laws, studies or plans include:

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

#### 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. The City must also adhere to the federal *Personal Information Protection and Electronics Documents Act* in certain situations. As such, 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.

Committee noted that 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.

Committee suggested an amendment to the Policy regarding confidentiality to remove a reference to an email and left it with Administration to finalize.

In response to questions from Committee, Administration undertook to follow up with various organizations, that Administration has contacted in the past, to solicit feedback on the Access for All Policy.

In response to questions from Committee, Administration undertook to provide information regarding whether to extend the time period for the Access for All Program from 24 months to 36 months.

**Committee recommends that Council adopt the Access for All Policy.**

#### **MOVE APPROVAL**

(For Information Only)

5. Committee recessed at 12:30 p.m. and reconvened at 12:33 p.m.
6. **Committee discussed 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.**

Committee noted that on January 16, 2023, Council heard a presentation from MACA, GNWT informing them that they are interested in submitting a bid to host the 2026 Arctic Winter Games (AWG) in Yellowknife. At that meeting, Committee discussed whether to host the AWG in Yellowknife and recommended that Council 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. At Council meeting on January 23, 2023, Council referred that motion back to Governance and Priorities Committee for further consideration.

Committee noted that the City of Yellowknife has hosted successful AWG on numerous occasions. Committee further noted that the AWG will be held during the peak tourist season.



Committee noted that they would consider supporting the bid for the Games by providing key facilities at no cost to the Games Host Committee as well as providing key staff to participate on the Bid Committee as well as the Host Committee if the Games are awarded to Yellowknife.

**Committee recommended that the City of Yellowknife support the Government of the Northwest Territories (GNWT) bid to host the 2026 Arctic Winter Games in Yellowknife by:**

- 1. Allocating staff resources in an advisory capacity on the Bid Committee.**
- 2. Providing a letter of support indicating that the City of Yellowknife will provide the required City facilities to the Games at no cost.**
- 3. Allocating staff resources in an advisory capacity on the Host Committee should the GNWT be successful in their bid to host the Games.**

#### **MOVE APPROVAL**

(For Information Only)

7. Councillor Warburton moved,  
Councillor Cochrane seconded,

That Committee move in camera at 12:46 p.m. to discuss a memorandum regarding whether to appoint members to serve on the 2023 City of Yellowknife Board of Revision and a memorandum regarding whether to appoint a member to serve on the City of Yellowknife Development Appeal Board.

#### **MOTION CARRIED UNANIMOUSLY**

(For Information Only)

8. Committee discussed a memorandum regarding whether to appoint members to serve on the 2023 City of Yellowknife Board of Revision

(For Information Only)

9. Committee discussed a memorandum regarding whether to appoint a member to serve on the City of Yellowknife Development Appeal Board.

(For Information Only)

10. Councillor Hendriksen moved,  
Councillor Fequet seconded,

That Committee return to an open meeting at 12:57 p.m.

#### **MOTION CARRIED UNANIMOUSLY**



Business arising from the in camera session

(For Information Only)

11. Committee read a memorandum regarding whether to appoint members to serve on the 2023 City of Yellowknife Board of Revision

Committee noted that 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.

Committee noted that Council's policies, resolutions or goals include:

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:

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

Committee noted that applicable legislation, by-laws, studies or plans include:

*Property Assessment and Taxation Act.*

#### 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.

Committee noted that 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.

Committee recommended that Council appoint Nancy Lamb, Sue McKinney, Dave Nickerson and Todd Slack to the 2023 City of Yellowknife Board of Revision, and that an honorarium of \$250 per day be paid to all community board members.

Committee noted that this matter will be discussed under New Business at that evening's Council Meeting.

(For Information Only)

12. Committee read a memorandum regarding whether to appoint a member to serve on the City of Yellowknife Development Appeal Board.

Committee noted that 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.

Committee noted that Council's policies, resolutions or goals include:

- |                 |  |
|-----------------|--|
| 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.

Committee noted that applicable legislation, by-laws, studies or plans include:

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

#### 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.

Committee noted that 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.

Committee recommended that Council appoint Ann Peters to serve, for a three (3) year term effective March 28, 2023 until March 27, 2026, on the City of Yellowknife Development Appeal Board.

Committee noted that this matter will be discussed under New Business at that evening's Council Meeting.

13. The meeting adjourned at 12:57 p.m.



## 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 at City Hall by phone, email, or in person.

#### 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:** April 11, 2023

**DEPARTMENT:** Administration

**ISSUE:** Whether to appoint members to serve on the Accessibility Advisory Committee.

#### RECOMMENDATION:

That Council appoint members to serve on the Accessibility Advisory Committee for a two-year term commencing April 12, 2023, and ending April 11, 2025.

#### BACKGROUND:

On August 23, 2021 Council adopted the Accessibility Policy pursuant to Motion #0134-21. As part of that motion, Council also directed Administration to “create an Accessibility Advisory Committee” and “to engage key stakeholders and the public to refine the Draft Accessibility Policy.”

On October 4, 2021 Council accepted for information a Terms of Reference for the Accessibility Advisory Committee.

The purpose of the AAC is to provide policy recommendations, expertise and experiential knowledge to Council on accessibility issues with the aim of making City of Yellowknife programs, services, infrastructure and facilities more accessible for all by:

- (i) Identifying barriers for persons with disabilities created by current City of Yellowknife infrastructure;
- (ii) Making recommendations as to how to remove these barriers;
- (iii) Establishing criteria by which barrier removal can be prioritized and the allocating of funding can be determined; and
- (iv) Working with the City of Yellowknife to draft policies and procedures to prevent the creation of barriers in the future.

The Accessibility Advisory Committee will be an invaluable resource to Administration as the City continues to move towards a more equitable and inclusive city.

The Committee will be comprised of up to seven (7) members of the public that reflect a diversity of the types of accessibility issues faced by members of the community. Membership will be limited to people with lived experience or accessibility challenges and may also include individuals representing a broad range of under-served and equity seeking groups such as, but not limited to:

- i. Indigenous peoples;
- ii. Faith based groups;
- iii. LGBTQ2S+;
- iv. Newcomers, new Canadians;
- v. Persons living in poverty;
- vi. Racialized people, people of diverse ethnic or cultural origin;
- vii. Seniors;
- viii. Women;

It is the practice of the City of Yellowknife to advertise all vacancies for boards and committees. The City has advertised the vacancies on the Accessibility Advisory Committee since the committee was established in 2021 in the Capital Update, the City's website and social media sites. The City also sent over forty letters to community groups to advise of the AAC and fill the membership. The City will continue to advertise the remaining vacant positions.

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| <b>COUNCIL POLICY / RESOLUTION OR GOAL:</b> |  |
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|                          |   |
|--------------------------|---|
| Council Goal #2          | Delivering efficient and accountable government.  |
| Council Goal #3          | Ensuring a high quality of life for all, including future generations.  |
| Council Goal #4          | Driving strategic land development and growth opportunities.  |
| Council Motion #0245-18  | <p>That Council:</p> <ol style="list-style-type: none"><li>1. Adopt for information the Accessibility Audit as prepared by SPH Planning and Consulting and Dillon Consulting;</li><li>2. Direct Administration to develop an implementation plan in consultation with key stakeholder groups to address the identified projects; and</li><li>3. Direct Administration to identify key projects through the budgeting process.</li></ol> |
| Council Motion #0187-19  | <p>That Council:</p> <ol style="list-style-type: none"><li>1. Endorse the draft Accessibility Audit Implementation Strategy; and</li><li>2. Direct Administration to engage with the public and key stakeholders to review and provide input on the Implementation schedule.</li></ol>  |
| Council Motion #0134-21: | <p>That Council</p> <ol style="list-style-type: none"><li>1. Endorse the proposed Draft Accessibility Policy;</li></ol>   |

2. Direct Administration to create an Accessibility Advisory Committee; and
3. Direct Administration to engage key stakeholders and the public to refine the Draft Accessibility Policy.

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

1. Council Procedures By-law No. 4975, as amended; and
2. *Cities, Towns and Villages Act*.
3. *Accessibility Audit*;
4. *Accessibility Policy*; and
5. *Accessibility Audit Implementation Strategy*.

#### **CONSIDERATIONS:**

##### Legislation

Section 122 of Council Procedures By-law No. 4975, as amended, states:

##### **Special Committees of Council**

122. Where Council deems it necessary to establish a special committee to investigate and consider any matter, Council shall:
- (1) name the committee;
  - (2) establish terms of reference;
  - (3) appoint members to it;
  - (4) establish the term of appointment of members;
  - (5) establish requirements for reporting to Council or a standing committee; and
  - (6) allocate any necessary budget or other resources to it.

##### Procedural Considerations

All appointments to Special Committees must be approved by Council.

The composition of the Committee was structured so that reflect a diversity of the types of accessibility issues faced by members of the community.

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

That the City re-advertise vacancies.

#### **RATIONALE:**

The AAC will provide advice to the City on identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, initiatives, and facilities. Administration will work with members of the Accessibility Advisory Committee to develop a comprehensive engagement strategy that ensures persons with disabilities are provided with a variety of ways and opportunities to provide feedback to the City in accordance with the Accessibility Policy.

Appointing a full complement of Members will ensure that the work of the committee is completed in a timely fashion.

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| <b>ATTACHMENTS:</b> |
|---------------------|

Expressions of interest.

Prepared: March 27, 2023; SJ



## CITY OF YELLOWKNIFE

### MEMORANDUM TO COMMITTEE

**COMMITTEE:** Governance and Priorities / Council

**DATE:** April 11, 2023

**DEPARTMENT:** Administration

**ISSUE:** Whether to appoint a member to serve on the Community Advisory Board on Homelessness.

#### RECOMMENDATION:

That Council appoint a representative from non-government Health organizations (including hospitals and other public institutions, and organizations focused on mental health and addictions) to serve on the Community Advisory Board on Homelessness (CAB) for a two-year term commencing April 12, 2023, and ending April 11, 2025.

#### BACKGROUND:

There is a vacancy on the Community Advisory Board (CAB) on Homelessness for a representative from non-government Health organizations (including hospitals and other public institutions, and organizations focused on mental health and addictions).

It is the practice of the City of Yellowknife to advertise all vacancies for boards and committees. The City has advertised a vacancy on the Community Advisory Board (CAB) on Homelessness in the Capital Update, the City's website and social media sites.

#### COUNCIL POLICY / RESOLUTION OR GOAL:

Council Goal #2 Delivering efficient and accountable government.

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:**

Council Procedures By-law No. 4975, as amended.

#### **CONSIDERATIONS:**

##### Legislation

Section 122 of Council Procedures By-law No. 4975, as amended, states:

##### **Special Committees of Council**

122. Where Council deems it necessary to establish a special committee to investigate and consider any matter, Council shall:

- (1) name the committee;
- (2) establish terms of reference;
- (3) appoint members to it;
- (4) establish the term of appointment of members;
- (5) establish requirements for reporting to Council or a standing committee; and
- (6) allocate any necessary budget or other resources to it.

##### Procedural Considerations

All appointments to Special Committees must be approved by Council.

The composition of the Committee was structured so that various segments of the community are represented.

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

That the City re-advertise vacancies for the Community Advisory Board on Homelessness.

#### **RATIONALE:**

The Committee members will assist the City in an advisory capacity regarding homelessness issues within the municipal boundaries of the City of Yellowknife. Appointing a full complement of Members will ensure that the work of the committee is completed in a timely fashion.

#### **ATTACHMENTS:**

Expressions of interest.

Prepared: March 27, 2023; SJ