



CITY OF YELLOWKNIFE

**GOVERNANCE AND PRIORITIES COMMITTEE AGENDA**

**Monday, September 25, 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.
4.	A presentation by Canada Task Force 2 on Yellowknife Recovery Framework.
ANNEX A	
5.	A memorandum regarding whether to proceed with an After Action Assessment: 2023 North Slave Complex Wildfires.
ANNEX B	
6.	A discussion regarding Access for All.
<b><u>ADDITIONAL COUNCIL ITEMS</u></b>	
ANNEX C	
7.	A memorandum regarding whether to authorize the Mayor and City Manager to enter into a two (2) year contract renewal with Dragon Toner for the services of Integrity Commissioner for the City of Yellowknife.



CITY OF YELLOWKNIFE

## MEMORANDUM TO COMMITTEE

**COMMITTEE:** Governance and Priorities

**DATE:** September 25, 2023

**DEPARTMENT:** Administration

**ISSUE:** Whether to proceed with an After Action Assessment: 2023 North Slave Complex Wildfires.

### RECOMMENDATION:

That Council direct Administration to seek external expertise to complete an 'After Action Assessment (AAA): 2023 North Slave Complex Wildfires Emergency Response'.

### BACKGROUND:

2023 has been an extraordinary year for wildfires in the Northwest Territories. Since May 2023, Yellowknife has been an evacuation centre for residents of Hay River, K'atl'odeeche First Nation, Wekweeti and Behchokò who were all required to leave their communities due to the threat of wildfire. There has been a constant fire ban in place in Yellowknife since July 12, 2023. The City's Emergency Operations Committee started meeting daily on July 25<sup>th</sup>, first to coordinate the evacuation centre for Behchokò evacuees and then to undertake the proactive response for the protection of Yellowknife as per the City's Emergency Plan and other framework documents.

In August 2023, a complex of wildfires in the North Slave region threatened the City of Yellowknife, requiring an emergency response and ultimately, the planned evacuation of the City. Preparatory work to address the risk began in late July, in collaboration with the Government of the Northwest Territories' (GNWT) Environment and Climate Change (ECC) wildfire experts, as well as with the GNWT Emergency Management Organization (NWT EMO). Planning and initial work got underway in early August on fire breaks and sprinkler defenses around the City, based on expert advice from ECC Values Protection experts. On August 8, 2023, at a Special Council meeting, Council approved the expenditure of funds on an emergency basis for wildfire mitigation/risk reduction within the municipal boundary.

The City declared a State of Local Emergency on August 14<sup>th</sup> which enabled a significant amount of additional contract resources to be available/deployed for the construction and installation of the firebreaks and sprinkler defenses. An Evacuation Alert was issued by the City on August 15<sup>th</sup> for the

western side of Yellowknife. That same day, the City formally requested additional support from the Government of the Northwest Territories (GNWT) including:

- Evacuation support from the GNWT (operating the Multiplex reception centre) for sheltering in community;
- Evacuation planning beyond sheltering in community, if Yellowknife residents have to be evacuated out of the community;
- Support for the City’s Emergency Operations Committee (EOC) – Director-level support for operations, advance planning, supply personnel and logistics; and
- Additional structural firefighting capacity to supplement the capacity of the Yellowknife Fire Division (YKFD).

Extreme winds and dry conditions drove the fire known as ZF015 towards Yellowknife, which along with the fire threat for Highway 3, Dettah, the Ingraham Trail and the South Slave, resulted in the GNWT declaring a Territorial State of Emergency on August 15<sup>th</sup> given the wildfire threat. An Evacuation Order for Yellowknife, Dettah and the Ingraham Trail was issued by the GNWT commencing August 16<sup>th</sup>, triggering the evacuation by road and air over August 16<sup>th</sup> – 18<sup>th</sup>.

The City’s Emergency Operations Center (EOC), supported by Canada Task Force 2 from August 19 to September 6, implemented the Incident Command System (ICS) and continued to work with GNWT, military, essential utility providers and other essential personnel to conduct the emergency response throughout the period of the Evacuation Order, from August 16<sup>th</sup> to September 6<sup>th</sup>.

**COUNCIL POLICY / RESOLUTION OR GOAL:**

Council Motion #0106-23 That Council approve the expenditure of funds on an emergency basis for wildfire mitigation/risk reduction within the municipal boundary.

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

1. *Cities, Towns and Villages Act*;
2. *Emergency Management Act* and regulations;
3. Emergency Management By-law, Emergency Response and Fire Protection Services By-law;
4. City of Yellowknife Emergency Plan; and
5. Council-Administration Round Table (CART) presentation on Emergency Management June 15, 2023 <https://yellowknifent.new.swagit.com/videos/242258>

**CONSIDERATIONS:**

Context

An AAA is a qualitative review of actions taken in response to an emergency event. An AAA is a means of identifying and documenting best practices and challenges demonstrated by the response to the emergency event. AAAs are not intended to assess individual performances or competencies, but rather to identify organizational and functional challenges to be addressed and best practices to be maintained. The intent is to identify actions that need to be implemented immediately to ensure better preparation for the future, as well as medium to long term actions needed to strengthen and institutionalize the emergency response capabilities. The AAA will, at a minimum, consider four questions:

- What was expected to happen?
- What actually occurred?

- What went well and why?
- What can be improved and how?

AAAs are a best practice and part of the emergency management cycle where governments can assess what transpired in order to continuously improve emergency planning and response capacity. This is especially important in our current context where wildfires, floods and evacuations are becoming more commonplace.

### Intergovernmental

Emergency planning, management and response are shared responsibilities across the local, territorial and national levels. Each order of government has its respective role to play and consideration needs to be given to how seamless this can be in the midst of an emergency. The GNWT was a collegial partner in working with the City on the wildfire emergency response, evacuation and re-entry planning. The federal government provided support as requested and other partners, including Canada Task Force 2, supported emergency response efforts in Yellowknife.

The City proposes to undertake this AAA to review City emergency response plans, frameworks and processes within our mandate and legislative scope, while also recognising that the GNWT has been a key partner in this process. GNWT has indicated its intention to undertake an after action assessment that reflects its mandate and NWT-wide scope. The City looks forward to collaborative working relationship with the GNWT on our respective assessments.

### Financial Considerations

Costs for this Assessment are not currently budgeted for in Budget 2023. The City is inquiring to see if this could be an eligible expense under Disaster Financial Assistance post emergency funding by either the GNWT or Canada. In the event that it is not, the City will identify costs from within budget variance.

### Scope of Work

The scope of the AAA will focus on the following areas and will include engagement with stakeholders and residents as appropriate:

1. Examine the wildfire event in the context of the United Nations Sendai Framework for Disaster Risk Reduction and propose strategies to mitigate new and existing disaster risks for the City of Yellowknife.
2. Review the Canadian Standards Association (CSA) Z1600-14 (*Emergency and Continuity Management Program*) and contrast CSA Z1600-14 to the City's response to the wildfire.
3. Review the National Research Council National Guide for Wildland-Urban Interface (WUI) Fires to understand and minimize the impact of WUI fires by reducing their likelihood and severity, inhibiting their spread, and improving the effectiveness of community response.
4. Review the City's existing framework for emergency preparedness (including the Emergency Management Bylaw, Emergency Response and Fire Protection Services Bylaw, Emergency Plan), management and response from a best practices perspective, considering Yellowknife's remote location, geographical area, demographics, and population, and define lessons learned or propose changes to warning notices and/or readiness levels.
5. Review and analyze the territorial emergency management components (*NWT Emergency Management Act/NWT Emergency Plan*) for the legislative and process application for the City of Yellowknife. This should include the Territorial Emergency Measure Office (TEMO) and the North

Slave Regional Emergency Measures Office (REMO) interoperability in coordination with the City of Yellowknife.

6. Review and summarize disaster recovery legislation, regulations, and standards that apply to the City of Yellowknife to outline best practices for future hazards in the community.
7. Review the declaration of state of local emergency and impact of territorial state of emergency, including how the expert advice of subject matter experts (ECC in this case) is used to determine.
8. Propose recommendations for community-based evacuation plans that recognize the northern, remote and limited means of egress for the community. Factors include legislative authority and legal framework, territorial agreements, information flow, risk management, decision-making process, resource capacity, and engagement and communications processes.
9. Assess lessons learned for the implementation and operations of the Emergency Operations Centre (EOC), including organizational structure and resourcing; command and control, including the roles of the Director of the Emergency Operations Centre (EOC) and communications structures; evacuation management; consequence management; and information management.
10. Assess lessons learned for the implementation of the Incident Command System (ICS).
11. Review the domestic animal/pet strategy that was implemented through response and recovery.
12. Review the role of volunteers in emergency response during an evacuation order.
13. Analyze the effectiveness of the recovery framework utilized.
14. Review the decision-making process to understand the associated risks better, examine the decision framework for the “evacuation” alert, the conditions for which Environment and Climate Change (ECC) assign evacuation orders for wildfires and how ECC’s values protection advice informs the actions of the City.
15. Assess and propose lessons learned for the City to use, access or integrate with available wildfire forecasting and predictive planning tools (including, but not exclusive to, infrared technology and fire weather modelling technologies).
16. Assess and propose lessons learned for the transition from prepare, and respond through to recovery, specifically the setup of governance and organization, clarity of command and control, transition from reactive to proactive planning cycles, and flow of information.
17. Identify actual or potential gaps in the City’s financial capacity in dealing with the current wildfires.
18. Assess the City’s ability in absorbing and recovering from future wildfires – both short term and long term (based on risk exposures and current financial resources).
19. Review, analyze and recommend planning and preparation structures to enable adaptive, scalable, and flexible emergency management systems.
20. Prepare an After-Action Work Plan that can be used to capture the lessons learned/follow up actions from the AAA and recommend prioritization so that those lessons can be organized meaningfully and recommended actions, activities, or tasks can be assigned for follow-up/implementation.

The successful proponent shall provide the following deliverables:

- A. An AAA Report on the City’s prevention and mitigation, preparedness, response and recovery activities as they relate specifically to the August 2023 North Slave Complex Wildfires. The recommendations from the AAA Report will seek to inform and develop future strategies developed in the City’s emergency management and response program related to overall threats as well as to wildfire threats.

- B. An After Action Work Plan that identifies and prioritizes recommended follow-up actions required
- C. A Presentation of the findings and recommendations to Yellowknife City Council.

Procedural

Administration will issue a Request for Proposal seeking proposals from consultants with experience in emergency management and assessment. Historically, large management consultancies have undertaken this work for municipal and provincial governments.

**ALTERNATIVES TO RECOMMENDATION:**

That Council consider an alternate approach to assessing the 2023 wildfires emergency response, such as an internal review, or decline to conduct an After Action Assessment.

**RATIONALE:**

AAAs are a best practice for governments to undertake after a significant emergency or disaster in order to identify successes and challenges encountered, and recommendations for change that should be implemented going forward. The City of Yellowknife is seeking to undertake an After Action Assessment as a continuous improvement opportunity. Utilizing the expertise of an external consultant to undertake the AAA will ensure that best practices and standardized approaches are used to assess the efforts of the City in responding to this emergency.

**ATTACHMENTS:**

None.

Prepared: September 15, 2023 GL/CM/SBK

# ACCESS FOR ALL

## *DETERMINING THE METRIC FOR THE PROGRAM'S QUALIFYING INCOME*

Governance and Priorities Committee – September 25, 2023

# PURPOSE OF THE ACCESS FOR ALL POLICY

The purpose of this policy is to:

- 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;
- 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
- establish criteria for the review and approval of requests for financial assistance for recreation activities and transit services.



## Committee Recommendation to Council:

### MEDIAN AFTER-TAX INCOME

“In order to ensure the low income measure is easy for staff to determine and to apply, I’m proposing using a simpler method to calculate this threshold. This would be using 50% of the after tax median household income for various household sizes. In order to update the threshold using the simpler approach, staff would use Statistics Canada data showing the after tax median household income for each household and divide this number by 2. This simple calculation would only need to be done once every census or every 5 years.”

# Approach Recommended by Committee

- **“Household after-tax income group by household characteristics: Canada, provinces and territories, census metropolitan areas and census agglomerations with parts”**
- <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=9810005601&pickMembers%5B0%5D=1.173&pickMembers%5B1%5D=2.1&pickMembers%5B2%5D=3.2&pickMembers%5B3%5D=4.1&pickMembers%5B4%5D=5.1>
- Table uses Census data from 2021 Census, includes four main variable categories, each with their own subset of variables

# MAIN VARIABLE CATEGORIES

- Household size (7 variables)
- Household type (11 variables)
- Ages of household members (18 variables)
- Number of Earners in Household (6 variables)

## FOR EXAMPLE

Resident from a 3-person household applies for Access for All.

Using total of household types (including census families) for a family of 3, the table produces no less than 108 options of median after-tax incomes for households with various ages and number of earners.

Depending on the variable selected, median after-tax income for that family may vary from \$2,020 (all 3 members aged 0 -17 years) to \$188,000 (all 3 family members are earners).

2 Person Household	Median After-Tax Income (\$)	50% (\$)	Current A4A	Proposed A4A
0 earners	65,500	32,750	Yes	Yes
1 earner	92,000	46,000	No	Yes
2 earners	146,000	73,000	No	No

Proposed Low Income Measure Cutoff for 2 person household = \$64,500 (current MBM-N = \$43,053)

3 Person Household	Median After-Tax Income (\$)	50% (\$)	Current A4A	Proposed A4A
0 earners	48,400	24,200	Yes	Yes
1 earner	90,000	45,000	Yes	Yes
2 earners	146,000	73,000	No	Yes

Proposed Low Income Measure Cutoff for 3 person household = \$73,000 (current MBM-N = \$52,729)

3 Person Household (with children)	Median After-Tax Income (\$)	50% (\$)	Current A4A	Proposed A4A
0 earners	-	-	-	-
1 earner	101,000	50,500	Yes	Yes
2 earners	153,000	76,500	No	No

Proposed Low Income Measure Cutoff for 3 person household = \$73,000 (current MBM-N = \$52,729)

3 Person Household (with 1 person 0-5 years old)	Median After-Tax Income (\$)	50% (\$)	Current A4A	Proposed A4A
0 earners	-	-	-	-
1 earner	81,000	40,500	Yes	Yes
2 earners	145,000	72,500	No	Yes

Proposed Low Income Measure Cutoff for 3 person household = \$73,000 (current MBM-N = \$52,729)



3 Person Household (with 1 person 0-17 years old)	Median After-Tax Income (\$)	50% (\$)	Current A4A	Proposed A4A
0 earners	46,000	23,000	Yes	Yes
1 earner	86,000	43,000	Yes	Yes
2 earners	147,000	73,500	No	No

Proposed Low Income Measure Cutoff for 3 person household = \$73,000 (current MBM-N = \$52,729)

4 Person Household	Median After-Tax Income (\$)	50% (\$)	Current A4A	Proposed A4A
0 earners	50,400	25,200	Yes	Yes
1 earner	91,000	45,500	Yes	Yes
2 earners	170,000	85,000	No	Yes

Proposed Low Income Measure Cutoff for 4 person household = \$86,000 (current MBM-N = \$60,886)

# “STANDARDIZED AND TRANSPARENT”: HOW IS LIM-AT CALCULATED?

The LIM thresholds are derived in multiple steps:

1. Calculate the adjusted after-tax household income for each household by dividing the household income by the equivalence scale, which is the square root of the number of persons in the household.
2. Assign this adjusted after-tax household income to each person in the household.
3. **Determine the median of the adjusted after-tax household income over the population of all persons.** The median is the level at which half of the population will have adjusted household income above it and half below.
4. Set the LIM for one-person households to 50% of this median and the LIM for households of other sizes to 50% of the median multiplied by the corresponding equivalence scale.

# QUALIFYING INCOME RECOMMENDED BY COMMITTEE

Number of People in Household	Qualifying Income (\$)
1	75,500 = 37,750
2	129,000 = 64,500
3	146,000 = 73,000
4	172,000 = 86,000
5	182,000 = 91,000

# MARKET BASKET MEASURE: Canada's Official Poverty Line

- Canada's *Poverty Reduction Act*, S.C. 2019, c. 29, s.315, aims to “support continuous efforts in, and continuous monitoring of, poverty reduction in Canada.”
- The Act uses the Market Basket Measure as the Official Poverty Line for the purposes of the Act.
- The Act requires the MBM be reviewed on a regular basis to ensure that it reflects the up-to-date cost of a basket of goods and services representing a modest, basic standard of living in Canada (section 7(2)).

# WHAT IS THE MARKET BASKET MEASURE?

- Market Basket Measure (MBM) is not a measure of income of a population. It is a measure of disposable income required to purchase a basket of goods comprised of basic necessities: food, shelter, clothing, transportation, etc.
- MBM is region-specific and the MBM-N provides poverty thresholds for 9 regions across the NWT and Yukon.
- MBM-N is customized to each community. For example, some fly-in communities in NWT account for the need for warmer clothing, shipping costs, the need for an ATV or snowmobile.
- Yellowknife has a specific MBM-N.

## Northern Market Basket Measure Thresholds by Family Size

### Northwest Territories, 2018 - 2021

Reference Family of 4 (2 adults, 2 children aged 9 & 13)

	2021 Yellowknife	2020 Yellowknife	2019 Yellowknife	2018 Yellowknife
Family Size				
1 person	30,443	30,443	30,486	29,963
2 people	43,053	43,053	43,113	42,374
3 people	52,729	52,729	52,802	51,897
4 people	62,268	60,886	60,971	59,926
5 people	69,618	68,073	68,168	66,999
6 people	76,262	74,570	74,674	73,394

# OPTIONS FOR COUNCIL

## 1. Continue with approach recommended by Committee:

- Using a variation of the LIM-AT, modified for Yellowknife.
- Provide direction and clarity to administration on use of variables and application of Table specific to each applicant/family.
- Advantages: qualifying incomes are generally higher than MBM-N, permitting more qualified applicants.
- Disadvantages: metric updated every 5 years, lack of use and understanding of variables could lead to inconsistent application (creating lack of transparency), increases administration time to process applications.



# OPTIONS FOR COUNCIL

## 2. Reconsider the use of MBM-N metric

- Consider providing direction and clarity to administration on updating Table annually, as revised by Statistics Canada or NWT Bureau of Statistics.
- Advantages: aligns with federal poverty measure, simple table and no variables to apply, less risk of inconsistent application, adjusted annually, administration familiar with applying this metric
- Disadvantages: reviewed and “re-based” every 5 years, may not meet the underlying concern of Council, being to ensure low income is not a barrier to recreation or transit for as many residents of Yellowknife as possible.

# OPTIONS FOR COUNCIL

3. Direct administration to research alternatives and return to Council with a recommendation about a suitable low income metric
  - Advantages: permits additional research on low income measures and best practices across municipalities
  - Disadvantages: additional research is not in administration's work plan and would take time to complete. Other projects on the work plan will have to wait.



## 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~~ three years of an annual Transit Pass and ~~two~~ three 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 Yellowknife Low Income Measure Qualifying Income Yellowknife Low Income Measure”**

means 50% of the Yellowknife income level below which someone is considered to be in poverty in median after-tax income the Northwest Territories Yellowknife 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 Statistics Canada Government of the Northwest Territories in the Household After-Tax Income Group by Household Characteristics census table and as set out below website.:

<u>No. of People in Household</u>	<u>Qualifying Income</u>
<u>1</u>	<u>\$37,750</u>
<u>2</u>	<u>\$64,500</u>
<u>3</u>	<u>\$73,000</u>
<u>4</u>	<u>\$86,000</u>
<u>5 (or more)</u>	<u>\$91,000</u>

**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 Yellowknife Low Income Measure Qualifying Income Measure Yellowknife Low Income 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-net~~ 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 ~~24-36~~ 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:** September 25, 2023

**DEPARTMENT:** Administration

**ISSUE:** Whether to authorize the Mayor and City Manager to enter into a two (2) year contract renewal with Dragon Toner for the services of Integrity Commissioner for the City of Yellowknife.

**RECOMMENDATION:**

That Council authorize the Mayor and City Manager to enter into a two (2) year contract renewal with Dragon Toner for the services of Integrity Commissioner for the City of Yellowknife.

**BACKGROUND:**

In 2017, the City of Yellowknife completed a governance review resulting in recommended amendments to the Council Procedures By-law and the adoption of a Council Code of Ethics By-law (the “By-law”). The purpose of the By-law is to establish standards for the ethical conduct of Council members relating to their roles and obligations when acting as representatives of the City and a procedure for the investigation and enforcement of those standards. The By-law also provides for the appointment of an Integrity Commissioner: an independent and impartial individual that will adjudicate complaints filed in accordance with the By-law.

In September 2018, the City issued a request for proposal for the services of an Integrity Commissioner and Dragon Toner was the successful proponent. Subsequently, Council authorized the Mayor and City Manager to enter into a 5-year contract with Dragon Toner for the services of an Integrity Commissioner. That 5-year contract expired on September 25, 2023, and includes an option for a two-year renewal, which is the direction administration is seeking from Council.

**COUNCIL STRATEGIC DIRECTION/RESOLUTION/POLICY:**

**Strategic Direction #2: Service Excellence**

Policy                      Respectful Workplace and Anti-Harassment Policy  
Policy                      Whistleblower Policy

The continued appointment of an Integrity Commissioner will ensure that Council Members receive uninterrupted guidance with regard to their obligations under the Council Code of Ethics By-law and Whistleblower Policy, and that complaints are dealt with in a fair and impartial manner.

**ATTACHMENTS:**

None.

Prepared: September 15, 2023; CC