



CITY OF YELLOWKNIFE

## **Council Agenda**

**Monday, January 22, 2024 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

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

**Description**

**OPENING STATEMENT**

1. Councillor Payne 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 regular meeting of Monday, January 8, 2024 are presented for adoption.

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

**That Minutes of Council for the regular meeting of Monday, January 8, 2024 be presented for adoption.**

Unanimous	In Favour	Opposed	Carried / Defeated
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**DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF**

5. Does any Member have a conflict of interest in any matter before Council today?

**CORRESPONDENCE & PETITIONS**

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

**STATUTORY PUBLIC HEARINGS**

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



**Item No.**

**Description**

**DELEGATIONS PERTAINING TO ITEMS ON THE AGENDA**

8. A presentation from Arnold Witzig regarding the Artic Inspiration Prize.
9. A presentation from Adam Denley, Communities in Motion, Ecology North, regarding Active and Low Carbon (Multi-Modal) Transportation.

**MEMBER STATEMENTS**

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

**INTRODUCTION AND CONSIDERATION OF COMMITTEE REPORTS**

Councillor Payne will introduce the following reports:

12. Governance and Priorities Committee Report for January 8, 2024.
13. Councillor Payne moves,  
Councillor \_\_\_\_\_ seconds,

**That Council:**

- 1. Appoint the following representatives to serve on the Mayor's Task Force on Economic Development for a two (2) year term commencing January 23, 2024 and ending January 22, 2026:**

Name	Organization
Brenda McDonald	CANNOR
Melissa Cyr	GNWT Industry, Tourism and Investment
Mark Lewis	Det'on Cho Corporation

- 2. Amend the Terms of Reference for the Mayor's Task Force on Economic Development for the purpose of continuing the Committee and adding a clause to remove any member of the Committee for any good and sufficient cause.**

Unanimous	In Favour	Opposed	Carried / Defeated
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- | <u>Item No.</u> | <u>Description</u>   |
|-----------------|--|
| 14.             | Governance and Priorities Committee Report for January 15, 2024. |
| 15.             | Councillor Payne moves,<br>Councillor _____ seconds,             |

**That:**

- 1. Administration be directed to bring forward a memorandum and Terms of Reference to establish a Human Resource and Compensation Committee (HRCC) to provide recommendations to Council related to the recruitment, hiring, performance evaluation, corrective action, and termination of the City Manager.**
- 2. Council appoint the following as Deputy Mayor and Council representatives to the Special Committees of Council; and that these appointments be reviewed in January 2025:**

Committee	Councillor
Deputy Mayor	Councillor Cochrane
Audit Committee	Councillor McLennan
Board of Revision	Councillor Fequet (Primary) Councillor McGurk (Alternate)
Community Advisory Board on Homelessness	Councillor Hendriksen
Development Appeal Board	Councillor Warburton (Primary) Councillor Payne (Alternate)
Grant Review Committee (Two required)	Councillor McLennan Councillor McGurk
Heritage Committee	Councillor Arden-Smith
Mayor's Task Force on Economic Development	Councillor Warburton
Yellowknife Combative Sports Commission	Councillor Payne



**Item No.**

**Description**

3. Administration be directed to bring forward a memorandum to committee outlining the budget requirements and timing of the following five (5) Community Roundtables to seek ideas, comments and suggestions through this form of engagement:

- Emergency Preparedness;
- Climate Change;
- Reconciliation;
- Arts & Culture; and
- Homelessness.

Unanimous	In Favour	Opposed	Carried / Defeated
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**NEW BUSINESS**

16. There was no new business for the agenda.

17. Is there any new business from the floor?

**ENACTMENT OF BY-LAWS**

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

19. **DEFERRED BUSINESS AND TABLED ITEMS**

20. There was no deferred business and there were no tabled items for the agenda.

21. Is there any deferred business or are there any tabled items from the floor?

**OLD BUSINESS**

22. There was no old business for the agenda.

23. Is there any old business from the floor?

**NOTICES OF MOTION**

24. There were no notices of motion for the agenda.

25. Are there any notices of motion from the floor?



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<u>Item No.</u>	<u>Description</u>
	<b><u>DELEGATIONS PERTAINING TO ITEMS NOT ON THE AGENDA</u></b>
26.	There were no delegations pertaining to items not on the agenda.

**ADMINISTRATIVE ENQUIRIES**

- |     |  |
|-----|--|
| 27. | There were no administrative enquiries for the agenda. |
| 28. | Are there any administrative enquiries from the floor? |

**ADJOURNMENT**



CITY OF YELLOWKNIFE

## GOVERNANCE AND PRIORITIES COMMITTEE REPORT

**Monday, January 8, 2024 at 12:05 p.m.**

Report of a meeting held on Monday, January 8 2024 at 12:05 p.m. in the City Hall Council Chamber.  
The following Committee members were in attendance:

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.

The following members of Administration staff were in attendance:

S. Bassi-Kellett,  
C. Caljouw,  
C. Greencorn,  
C. MacLean,  
K. Pandoo,  
K. Thistle,  
L. Vass,  
C. White,  
G. White, and  
B. Ly.

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<u>Item</u>	<u>Description</u>
1.	(For Information Only) Mayor Alty read the Opening Statement.
2.	(For Information Only) There were no disclosures of conflict of interest.

- (For Information Only)
3. Committee heard a presentation regarding Development Incentives By-law Update.
- (For Information Only)
4. Committee accepted for information a memorandum regarding 2023 Third Quarter Forecast and Variance Report.

Committee noted that the 2023 Third Quarter Forecast and Variance Report identifies revenues and expenses that were expected to be above the 2023 budgeted amounts, based on information available as at September 30, 2023. The Forecast and Variance Report is prepared in accordance with Canadian Public Sector Accounting Standards ("PSAS") and whereby capital expenditures are shown differently than on the City's annual budget report. Please see Appendix A for further information.

According to the Forecast and Variance analysis, total revenues were expected to be \$2.339 million higher than budget, while total expenses were estimated to be \$3.651 million higher than budget. As a result, the projected "*annual surplus*" was anticipated to be \$18.901 million, which was \$1.312 million, lower than budget. This excess of revenues over expenses shows whether the revenues raised in the year were sufficient to cover the year's costs and do not necessarily mean that extra money is available to spend. In fact, a positive balance ensures that the City is able to provide future services to its residents and businesses.

A yearly accumulation of positive balances on the Statement of Operations, combined with an overall increase in the value of assets it owns (net financial and non-financial), and its reserves, shows the increase in the total net worth of the municipal corporation.

On the other hand, successive yearly negative balances on the Statement of Operations will create an 'erosion' of value and might strain our activities and jeopardize our financial health if it becomes unmanageable.

Table 2: Statement of Operations

Statement of Operations	2023 Actuals to September (\$000's)	2023 Budget	2023 Forecast (\$000's)	2023 Variance (\$000's)	2023 Variance %
<b>Revenues</b>					
Municipal taxation	35,839	35,735	35,760	25	0%
User fees and sale of goods	16,676	24,179	23,313	-866	-4%
Land sales	2,932	1,958	2,700	742	38%
Grants and transfers	35	998	6,574	5,576	559%
Government transfers related to capital	18,181	44,040	36,223	-7,816	-18%
Investment income	4,548	1,180	5,320	4,140	351%
Fines, penalties and cost of taxes	670	948	702	-247	-26%



Development levies, licenses and permits	1,577	1,096	1,816	720	66%
Franchise fees	1,146	1,081	1,146	65	6%
<b>Total Revenues</b>	<b>81,603</b>	<b>111,216</b>	<b>113,555</b>	<b>2,339</b>	<b>2%</b>
<b>Expenses</b>					
Amortization of tangible assets	15,221	15,221	15,221	0	0%
Provision for allowance	13	210	200	-10	-5%
Bank charges and short-term interest	148	263	243	-20	-8%
Materials and supplies	576	1,490	1,443	-47	-3%
Contracted and general services	16,475	20,007	31,428	11,421	57%
Insurance	726	901	896	-5	-1%
Interest on long-term debt	733	694	694	0	0%
Mayor and council expenses	482	705	651	-54	-8%
Salaries, wages, employee benefits and unfunded liabilities	20,528	34,297	31,692	-2,606	-8%
Utilities - electricity	2,333	3,013	2,997	-16	-1%
Utilities - fuel	896	1,987	1,694	-293	-15%
Landfill Closure costs (recovery)	0	1,373	683	-690	-50%
Minor capital expense	0	10,841	6,812	-4,029	-37%
<b>Total Expenses</b>	<b>58,131</b>	<b>91,003</b>	<b>94,654</b>	<b>3,651</b>	<b>4%</b>
<b>Annual surplus (deficit)</b>	<b>23,473</b>	<b>20,213</b>	<b>18,901</b>	<b>-1,312</b>	<b>-6%</b>

Explanation of revenue variances:

- User fees and sale of goods were projected to be lower than budget as recreation facilities were closed for around nine and a half weeks during the year due to the labour dispute and the wildfire evacuation. This resulted in lower facility rentals and a decrease in program registrations. In addition, because of staff shortages at certain facilities (e.g pool), shortened program schedules were ran during the fall season. Moreover, services ambulance calls and public transit revenues were also lower than anticipated.
- Land sales were higher than the budget as a more lots were sold.
- Grants & transfers were projected to be higher than budget mainly due to the recovery of wildfire costs and receipt of additional grants to offset operating costs at the Visitor Centre and update the Aurora Alert system and kiosks.
- Government transfers related to capital expenses were expected to be lower due to construction delays and facility closures caused by a shortage of contractors and the wildfire evacuation.
- Investment income was influenced by high interest rates prevailing during the year. The bank account also showed a higher cash balance than usual because of deferred revenue (funding received for capital projects not yet completed/spent).
- Fines, penalties, licences, and permits were expected to be lower than the budget as a result of the cancellation of tax and utility penalties and a lower number of parking fines and traffic violations.
- Development permits were higher than the budgeted amount mainly due to two large projects obtaining their permits.

Explanation of expense variances:

- Material and supplies were influenced downward by the work stoppage in February and March as well as the August wildfire evacuation.
- Contracted costs were projected to be higher than budget mainly due to the unanticipated costs of the wildfire protection measures (\$10.7m), expenses associated with increased land sales (\$380K) and continuing support programs for businesses using remaining COVID funding (\$260K).
- Salaries, wages and benefits were anticipated to be lower than the budget, as a consequence of vacancies.

Landfill closure costs were planned to be below budget with the implementation of the Asset Retirement Obligation. As a reminder, with the additional work undertaken at the solid waste facility, it was determined that the life of the site has been extended and hence a lower amount than previously recorded was needed to be set aside towards closure and post-closure costs.

- Utility costs for electricity and fuel were trending to be under budget.
- Minor capital was calculated based on 15% of the 2023 capital budget and will vary based on actuals at year-end.

The City's annual surplus was expected to be \$1.312 million under budget and is attributable as follows:

**Favourable Variances:**

- Increased revenues from operating grant transfers, investment income, land sales, development and recoveries, franchise fees and property taxes were \$11.268 million.
- Reduced costs due to staff vacancies, lower landfill closure costs, lower utility – fuel costs, lower estimated minor capital costs, and other expenses were \$7.770 million.

- **Unfavourable Variances**

- Decreased revenues due to facility closures reduced emergency service ambulance calls, cancellation of tax and utility penalties, and reduced public transit revenue were \$8.929 million.
- Increased costs for contracted services related to the wildfire evacuation, higher cost of land sold due to the increased number of lots sold, continuing support programs for businesses using remaining COVID funding were \$11.421 million.

Below is a summary of the City's capital projects forecast which is based on the best information available as at September 30, 2023. The total budget for projects was \$103.206 million, which included carryforwards of \$35.321 million from 2022. Overall, capital spending is likely to be \$57.794 million under budget. The estimated carry forward to 2024 is \$57,048 million.



Capital Forecast for Period Ending September 30, 2023

Capital Project	Actuals to September 30	2023 Capital Budget	Forecast	Variance	Notes
Information Technology Infrastructure Renewal	177,274.00	337,000.00	300,000.00	37,000.00	Some projects will be continuing in 2024 due to delays related to 2023 labour issues and the wildfire evacuation. Carry forward \$37K.
Budget Management		24,800.00	24,800.00		
Development & Building Permit Automation	17,273.00	72,787.00	72,787.00		
Wireless Infrastructure	19,429.00	20,394.00	19,429.00	965.00	Project complete. Release remaining funds.
Webcasting	108,392.00	111,449.00	108,392.00	3,057.00	Project complete. Release remaining funds.
Asset Management -Projects	61,849.00	773,983.00	340,000.00	433,983.00	Variance due to staffing vacancies. Staff recruitment has been completed (as of October 2023) and ongoing projects will continue into 2024 in line with the established Asset Management Road map. Carry forward \$434K.
Accessibility Audit/Implementation	792,717.00	1,705,428.00	1,400,000.00	305,428.00	Projects continuing in 2024. Carry forward \$305K.
Arbour Development Study	2,307.00	45,094.00	5,000.00	40,094.00	Project continuing in 2024. Carry forward \$40K.
CS Land Fund Capital Projects	-	1,900,000.00	300,000.00	1,600,000.00	The Niven Ravine Lake Multi-Use Trail was cleared as a firebreak during the wildfire. It was upgraded for safety reasons. Carry forward \$550K for remaining work and reallocate the remaining \$1.050 million to other land fund projects.
Park Equipment Replacement	289,898.00	344,302.00	344,302.00		
Trail Development		210,000.00		210,000.00	The budgeted Rotary Range Lake Trail Partnership project was delayed due to the wildfire. Carry forward \$210K to 2024.
Park Development		165,000.00	43,000.00	122,000.00	Hall Crescent work will be completed in 2024. Carry forward \$122K for schedule work for Fritz Theil Ballpark safety fence.



Capital Project	Actuals to September 30	2023 Capital Budget	Forecast	Variance	Notes
Aquatic Centre	19,028,677.00	57,387,513.00	27,028,259.00	30,359,254.00	Project continuing in 2024. Carry forward \$30.3 million.
RIMP Building Structural Assessment	2,480.00	75,000.00	2,480.00	72,520.00	Project awarded and continuing into 2024. Carry forward \$73K.
Curling Club Upgrades	56,380.00	765,000.00	615,000.00	150,000.00	Contract awarded for brine line replacement. Project will be completed in 2024. Carry forward \$150K.
City Hall Upgrades		174,618.00	-	174,618.00	Carry forward to cover some deficiencies on the City Hall Stairs.
Fieldhouse Floor Cover		405,000.00	100,000.00	305,000.00	Indoor playground flooring replaced. Indoor turf work will be completed in 2024. Carry forward \$305K.
Land Fund Capital Projects	521,346.00	4,456,054.00	1,500,000.00	2,956,054.00	Work in Engle is over budget and ongoing due to wildfire pause. Carry forward required to complete in 2024. Remaining money to be carried forward and used for other land fund projects while reducing the amount budgeted for 2024.
Land Surveying (Commissioners)		625,000.00	600,000.00	25,000	For surveying once MOA and land transfer complete.
Fire Hall Equipment		95,000.00	95,000.00		
Fire Hall Expansion/ Renovation		4,981,134.00	566,199.00	4,414,935.00	Consultant is working to deliver Class A estimate, fee breakdown, detailed design and specifications. 2024 is still the target date for commencing project. Carry forward \$4.415 million.
CEP Community Outreach		32,243.00		32,243.00	Project continuing in 2024. Carry forward \$32K.
CEP Waste Strategic Plan		38,711.00		38,711.00	Revisions and update to the 2018 Solid Waste Master Plan will be completed in 2024. Carry forward \$39K to 2024.
Sustainability Coordinator	79.00	27,717.00		27,717.00	Position moved to Planning. Remaining funds not required.



<b>Capital Project</b>	<b>Actuals to September 30</b>	<b>2023 Capital Budget</b>	<b>Forecast</b>	<b>Variance</b>	<b>Notes</b>
SWMP Implementation		90,421.00		90,421.00	Solid Waste Master Plan work continuing in 2024. Carry forward \$90K.
CEP Interior LED Lighting	29,233.00	154,060.00	29,233.00	124,827.00	Project continuing in 2024. Carry forward \$125K.
Water Treatment Plant Pellet Boiler	101,107.00	150,500.00	101,107.00	49,393.00	Project design work complete. Additional funding is required to move the project forward. Carry forward \$49K.
Fleet Management	983,065.00	3,917,501.00	3,917,501.00		
Public Transit Review	9,126.00	-	9,126.00	(9,126.00)	Overage will be covered by formula funding.
Traffic Lights Video Detection Equipment	34,989.00	98,236.00	35,000.00	63,236.00	Project continuing in 2024. Carry forward \$63K
Patching Program		329,536.00	329,536.00		
Paving Program	28,846.00	6,512,500.00	3,540,788.00	2,971,712.00	The total paving for 2023 is \$4.65 million. ICIP funding will cover \$1.109 million (Paving Program - ICIP). Carry forward \$2.971 million to complete Taylor Road and Hordal projects in 2024.
Paving Program - ICIP	2,953,466.00	1,109,212.00	1,109,212.00		The total paving for 2023 is \$4.65 million. ICIP funding will cover \$1.109 million (Paving Program - ICIP). Carry forward \$2.971 million to complete Taylor Road and Hordal projects in 2024.
New Landfill/ Landfill Expansion	19,006.00	322,678.00	35,000.00	287,678.00	New cell design work will be continuing in 2024. Carry forward \$288K.
Transfer Station & Cell Access Improvement		98,905.00		98,905.00	The remaining amount of \$99K is not required. Release.
Baling Facility- Mechanical Upgrades	710.00	7,521.00	1,000.00	6,521.00	
Landfill Leachate Retention & Treatment		430,000.00		430,000.00	Work planned for 2024 requires \$250K. Remaining amount of \$180K can be released.



Capital Project	Actuals to September 30	2023 Capital Budget	Forecast	Variance	Notes
Water Licence - Solid Waste Mgt		50,000.00		50,000.00	Project delay and will proceed in 2024. Carry forward \$50K.
Mobile Steam Boiler	1,121.00		1,121.00	(1,121.00)	Wrong code. Will be reallocated to correct code.
Pumphouse & Liftstation Upgrades		9,754.00		9,754.00	Contractors not available in 2023. Work will continue in 2024. Carry forward \$10K.
PH#4 Water Truck fill Safety Project	7,161.00	251,256.00	7,161.00	244,095.00	Project no longer needed; alternative solution found. Release funding \$237K.
PHs- New Piping	13,845.00		13,845.00	(13,845.00)	Under review by finance. May need to be coded to the operating budget.
Fire Hydrant Upgrading	81.00		81.00	(81.00)	Under review by finance. May need to be coded to the operating budget.
Backup Power Lift station Generator Install		130,754.00		130,754.00	Work planned for 2024. Carry forward \$131K.
Lift Station #1 Replacement	277,521.00	3,469,820.00	400,000.00	3,069,820.00	Design and specifications continuing in 2024. Carry forward \$3.070 million.
Sewage Force Main Twinning		950,007.00		950,007.00	Project solution difficult to resolve. A follow-up discussion will occur with the regulator. Release funds \$950K. A new budget request will be submitted if required.
Lagoon Control Structure Replacement	3,926.00	876,537.00	50,000.0p0	826,537.00	Work will continue in 2024. Carry forward \$827K.
Wetland and GSL Monitoring	96,891.00		96,891.00	(96,891.00)	This project is part of the Fiddler's Lake Treatment System Project and is being tracked separately for reporting purposes. The Fiddler's Lake will fund this expense.
Lagoon Sludge Removal	10,587.00	5,027,928.00	10,587.00	5,017,341.00	Work will continue in 2024. Carry forward \$5.017 million. Total project budget expected to be \$15.0 million.



Capital Project	Actuals to September 30	2023 Capital Budget	Forecast	Variance	Notes
Fiddler's Lake Treatment System Projects	2,263.00	400,000.00	20,000.00	380,000.00	The Fiddler's Lake Treatment System Project includes the Wetland and GSL Modeling project which are being tracked separately for reporting purposes. A portion of the Fiddler's Lake Treatment System will fund the Wetland and GSL Modeling project. Work will continue in 2024. Carry forward \$283K.
Water & Sewer Infrastructure Replacement	333,613.00	52,938.00	340,000.00	(287,062.00)	Wrong code. Will be reallocated to correct code.
Water & Sewer Replacement - PAVING		108,908.00		108,908.00	
W&S Federal Funded - PAVING - ICIP		125,636.00	100,000.00	25,636.00	
Submarine Line Contracted Costs	1,140,204.00	3,758,185.00	1,800,000.00	1,958,185.00	Project management, regulatory and design costs proceeding. Project continuing in 2024. Carry forward \$1.958 million.
	<b>27,465,905.00</b>	<b>103,206,020.00</b>	<b>45,411,837.00</b>	<b>57,794,183.00</b>	



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

**Strategic Direction #2: Service Excellence**

Focus Area 2.2

Capacity

Balancing service levels with human and fiscal resources.

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

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

(For Information Only)

5. Councillor McGurk left the meeting at 12:55 p.m.

(For Information Only)

6. Councillor Arden-Smith left the meeting at 1:00 p.m.

(For Information Only)

7. Committee accepted for information a memorandum regarding Minutes of the Community Advisory Board on Homelessness meeting of December 5, 2023.

(For Information Only)

8. Councillor Fequet moved,  
Councillor Cochrane seconded,

That Committee move in camera at 1:25 p.m. to discuss a memorandum regarding whether to appoint members to serve on the Mayor's Task Force on Economic Development and amend the Terms of Reference.

MOTION CARRIED UNANIMOUSLY

(For Information Only)

9. Committee discussed a memorandum regarding whether to appoint members to serve on the Mayor's Task Force on Economic Development and amend the Terms of Reference.

(For Information Only)

10. Councillor Warburton moved,  
Councillor McLennan seconded,

That Committee return to an open meeting at 1:34 p.m.

MOTION CARRIED UNANIMOUSLY

11. There was no business arising from in camera.





12. **Committee read a memorandum regarding whether to appoint members to serve on the Mayor's Task Force on Economic Development and amend the Terms of Reference.**

Committee noted that the Mayor's Task Force on Economic Development was created in May 2019 to provide input into the development of the City of Yellowknife Economic Development Strategy (2020-2024) (the "Strategy"). The purpose of the Task Force was also to provide ongoing advice in the implementation phase of the Strategy.

Input and feedback from the Mayor's Task Force has been a great asset to Administration since its inception.

On April 11, 2022, Council amended the Terms of Reference for the Mayor's Task Force on Economic Development to extend the term of the Committee to December 31, 2024.

Progress on actions outlined in the Economic Development Strategy (2019-2024) Implementation Plan was impacted by numerous events that took place throughout 2023. In recognition of the importance of having stakeholder input throughout implementation of the Strategy, Administration recommends that the Terms of Reference be amended to provide for continuation of the committee beyond December 31, 2024.

The Canadian Northern Economic Development Agency (CANNOR) has requested that Brenda McDonald replace Steven Siqueira as their representative on the Mayor's Task Force on Economic Development.

The GNWT, Department of Industry, Tourism and Investment (ITI) has requested that Melissa Cyr replace Tracy St. Denis as their representative on the Mayor's Task Force on Economic Development.

The Det'on Cho Corporation has requested that Mark Lewis replace John Henderson as their representative on the Mayor's Task Force on Economic Development.

It is the practice of the City of Yellowknife to advertise all vacancies for boards and committees. The City has advertised vacancies on the Mayor's Task Force on Economic Development in the Capital Update, the City's website and social media sites.

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

**Strategic Direction #1: People First**

Council Motion #0146-19

That Council:

1. Adopt the Terms of Reference for the Mayor's Task Force on Economic Development for the purpose of providing input in the development of the 2020-2024 Economic Development Strategy



- and providing ongoing advice in the implementation phase of the strategy.
2. Direct Administration to undertake the necessary steps to recruit members to the Committee.

Council Motion #0057

That Council amend the Terms of Reference for the Mayor's Task Force on Economic Development to extend the term of the Committee to December 31, 2024.

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

1. Council Procedures By-law No. 4975, as amended; and
2. *Cities, Towns and Villages Act*.

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 and Subcommittees must be approved by Council.

It is the practice of the City of Yellowknife to advertise all vacancies that arise on City Boards and Committees.

Committee noted that Yellowknife's economy is multi-faceted and collaboration between stakeholders is crucial for successful implementation of the City's Economic Development Strategy (2020-2024). Through the Mayor's Task Force on Economic Development, Council is able to receive input and advice from potential partners who share an interest in economic development in Yellowknife.

Appointment of members to the Committee will ensure that these tasks are undertaken in a timely manner.



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**Committee recommends that Council:**

1. **Appoint the following representatives to serve on the Mayor's Task Force on Economic Development for a two (2) year term commencing January 23, 2024 and ending January 22, 2026:**

<b>Name</b>	<b>Organization</b>
<b>Brenda McDonald</b>	<b>CANNOR</b>
<b>Melissa Cyr</b>	<b>GNWT Industry, Tourism and Investment</b>
<b>Mark Lewis</b>	<b>Det'on Cho Corporation</b>

2. **Amend the Terms of Reference for the Mayor's Task Force on Economic Development for the purpose of continuing the Committee and adding a clause to remove any member of the Committee for any good and sufficient cause.**

**MOVE APPROVAL**

13. The meeting adjourned at 1:36 p.m.



## CITY OF YELLOWKNIFE

### **TERMS OF REFERENCE**

#### **Mayor's Task Force on Economic Development**

Whereas, pursuant to the Council Procedures By-law, Council may establish a special committee to investigate and consider any matter; Yellowknife City Council hereby establishes a Special Advisory Committee to be known as the "Mayor's Task Force on Economic Development" with the following terms of reference.

#### **INTRODUCTION**

The City of Yellowknife has identified that there is a need to establish a Task Force that will provide input into development of the 2019-2024 Economic Development Strategy (the "Strategy") and provide ongoing advice in the implementation phase of the Strategy.

#### **BACKGROUND**

On December 10, 2018, Council approved the City of Yellowknife's 2019 Budget, which included \$50,000 to obtain a multi-faceted 5 year Economic Development Strategy ("the Strategy"). Council is seeking the input and advice from potential partners who share an interest in economic development in Yellowknife to provide guidance and expert advice to the City of Yellowknife during the development and implementation phase of the City's Economic Development Strategy.

#### **SCOPE**

The purpose of the Task Force is to provide advice to the City in the development and implementation of the City's economic development strategy, supporting, promoting and advocating for the strategy; continuously assessing the present situation and capability; identifying emerging economic conditions, barriers and opportunities and to ensure long term and lasting sustained economic growth.

In particular, the Task Force will assist in the development of the economic growth strategies for sectors identified by the strategy, provide guidance on implementation, identify and leverage strength areas, and draw on existing economic development organizations, as well as municipal, territorial, Indigenous and federal governments, to ensure a collaborative effort resulting in economic growth.

## MEMBERSHIP

Composition:

1. The Task Force will consist of the following members appointed by Council:
  1. Mayor
  2. One Councillor
  3. One representative from each of the following sectors:
    - a. Tourism
    - b. Minerals
    - c. Arts, Crafts and Film
    - d. Agriculture and Fisheries
    - e. Aviation, transportation, and logistics
    - f. Real Estate (developers/realtors/builders/planning & engineering)
    - g. Post-secondary
    - h. Retail
    - i. Hospitality
    - j. Business owner
  4. One (1) Member of the Yellowknives Dene First Nation
  5. Det'on Cho Corporation
  6. Yellowknife Chamber of Commerce
  7. NWT Tourism
  8. NWT/Nunavut Chamber of Mines
  9. CDETNO
  10. GNWT ITI
  11. CANNOR
  12. City of Yellowknife, Senior Administrative Officer
  13. City of Yellowknife, Director, Policy, Communications and Economic Development
  14. Any additional representatives as deemed appropriate by Council.
2. The Mayor shall be the Chair of the Task Force.
3. Members shall be appointed for a three (3) year term.

4. Council may remove any member of the Task Force for any good and sufficient cause.

5. Support for the Task Force will come from City of Yellowknife Administration.

## MEETINGS

6. The Task Force shall meet as required to provide support in the City's efforts to advance economic development in Yellowknife.

7. Special meetings of the Task Force may be called at the request of the Chair.
8. The rules of procedure for the Task Force shall be governed by the City of Yellowknife Council Procedures By-law, insofar as it may be applicable, except that quorum for a meeting is:
  - one representative of the City; and
  - 3 members who are not representatives of the City.

## **REMUNERATION**

9. The Members of the Task Force shall serve in a volunteer capacity only, with no remuneration.

## **DUTIES**

10. The Chair's responsibilities will be as follows:
  - a. Chair meetings;
  - b. Approve agenda/meeting preparation and any follow up actions; and
  - c. Introduce the Strategy and any other information or advice the Task Force develops to the appropriate Standing Committee of Council.
11. The Task Force Members' responsibilities will be as follows:
  - a. To attend meetings and discuss issues pertaining to economic development in Yellowknife;
  - b. To provide advice and support to the City throughout the development and implementation of the Economic Development Strategy.

## **TERMINATION**

### **Amended by Council Motion #0057-22 April 11, 2022**

12. ~~The Committee will function until December 31, 2024.~~ The Committee shall be considered dissolved upon completion of their task.
13. Notwithstanding the above, Council may, by resolution, dissolve the Committee at any time, or amend these Terms of Reference.



CITY OF YELLOWKNIFE

## GOVERNANCE AND PRIORITIES COMMITTEE REPORT

**Monday, January 15, 2024 at 12:05 p.m.**

Report of a meeting held on Monday, January 15, 2024 at 12:05 p.m. in the City Hall Council Chamber.  
The following Committee members were in attendance:

Chair: Mayor R. Alty,  
Councillor S. Arden-Smith,  
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. Pandoo,  
S. Sibley,  
C. White,  
G. White, and  
S. Jovic.

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<u>Item</u>	<u>Description</u>
1.	(For Information Only) Mayor Alty read the Opening Statement.
2.	(For Information Only) There were no disclosures of conflict of interest.
3.	(For Information Only) Committee heard a presentation regarding Budget 2024.



4. In a response to a question from the Committee, Administration undertook to provide how much extra funds will 1% increase in property taxes generate based on current assessment values.

(For Information Only)

5. Committee read a memorandum regarding whether to amend the Terms of Reference (TOR) for the Community Advisory Board on Homelessness (CAB).

Committee noted that Council initially adopted the TOR for the CAB in 2014 and revised it in 2016. In 2021, the TOR were amended to reflect changes in the composition of membership. The frequency of CAB meetings has not changed since the inception of the Committee. Clause 17 of the TOR states, "CAB will hold at least 4 meetings a year, at the call of the Chair".

In practice, the mandate of four meetings per year has proved inflexible, leading to scheduling difficulties and inefficiencies as CAB is sometimes required to meet when there is little to no business for the committee. Clause 20 of the TOR permits the Chair to cancel meetings if there are no items for the agenda. However, most other committees of Council provide the Chair discretion to call meetings as and when needed.

There is no contractual or legislative authority respecting the frequency of CAB meetings.

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

**Strategic Direction #1: People First**

Focus Area 1.3

Liveable Community

Supporting all residents to participate in the social fabric and physical space of our community.

Key Initiative 1.3.2

Pursuing diverse community engagement methods.

**Strategic Direction #2: Service Excellence**

Focus Area 2.2

Capacity

Balancing service levels with human and fiscal resources.

Key Initiative 2.2.2

Aligning organizational service capacity with service levels

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

1. Council Procedures By-law No. 4975, as amended; and
2. *Cities, Towns and Villages Act*.

Legislative

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





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## 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

Council must approve amendments to the Terms of Reference for a Special Committee of Council.

Clause 40 of the CAB TOR permits Council to amend the TOR by resolution.

### Consistency

The proposed amendment to the CAB TOR aligns with Terms of Reference for other committees of Council.

Committee noted that changing the meeting frequency of CAB will permit the committee to meet as necessary and reduce inefficiency of mandatory meetings without a fulsome agenda. Such amendment also aligns the CAB TOR meeting frequency with other committees of Council.

Committee referred a memorandum regarding whether to amend the Terms of Reference for the Community Advisory Board on Homelessness back to Administration. Committee noted that the Community Advisory Board on Homelessness (CAB) will meet on January 25, 2024 to discuss the frequency of the meeting. Administration noted that pending the outcome of CAB meeting on January 25 they will bring this matter forward to GPC if required.

6. **Committee read a memorandum regarding whether to appoint a Deputy Mayor and whether to appoint Members of Council as representatives on the Special Committees of Council.**

Committee noted that Section 7(3) of Council Procedures By-law No. 4975, as amended, states that the appointment of the Deputy Mayor shall be made, on the recommendation of the Mayor, at the first meeting of Council following a General Election. Council must also appoint Councillors to Special Committees of Council based on the best interests of the City and desires expressed by Councillors. These appointments will be reviewed annually.

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



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**Strategic Direction #1: People First**

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

1. *Cities, Towns and Villages Act*,
2. Council Procedures By-law No. 4975, as amended;
3. Council Remuneration Review Report by Sainas Consult Inc.; and
4. Council Remuneration By-law No. 4982.

Legislation

Section 39 of the *Cities, Towns and Villages Act* states that Council, on the recommendation of the Mayor, may appoint a Councillor to be the Deputy Mayor.

Section 7(3) of Council Procedures By-law No. 4975, as amended, states that the appointment of the Deputy Mayor shall be made, on the recommendation of the Mayor, at the first meeting of Council following a General Election.

Past Practice

The past practice of Council has been to review the appointment of Deputy Mayor and Chairpersons and Members to Special Committees of Council on an annual basis and following a General Election.

Appointments to Special Committees shall be based on:

- a) the best interests of the City;
- b) the convenience of the Members;
- c) the competence of the Members;
- d) the willingness to serve; and
- e) the desires expressed by the Members.

Council Remuneration Review Report

In 2018, City engaged Sainas Consult Inc. to conduct an independent and arms-length review of the remuneration, allowances and benefits provided to the Mayor and Members of Council.

The report recommended that all Councillors be paid the same amount and that the role of Deputy Mayor be shared by all Councillors on a rotating or scheduled basis, however, Council of the day opted to maintain status quo and appoint a Deputy Mayor on an annual basis.

By-law No. 4982

In order to give effect to the recommendations arising from the Council Remuneration Review Report and Council's desire to maintain status quo, Council adopted By-law No. 4982, a by-law to establish the indemnities and allowances of Council members.

Committee noted that the Deputy Mayor performs the duties of the Mayor during absences and the Members of Council act as Chairpersons to the Committees they are appointed to.



The appointment of a Deputy Mayor and Councillors to the Special Committees of Council will ensure that the Committees can continue to meet and conduct their business and that there is coverage during the Mayor's absences.

(For Information Only)

7. Councillor Warburton moved,  
Councillor McGurk seconded,

That Committee move in camera at 1:17 p.m. to discuss whether to appoint a Deputy Mayor.

MOTION CARRIED UNANIMOUSLY

(For Information Only)

8. Councillors Cochrane and Arden-Smith left the meeting.
9. Committee discussed whether to appoint a Deputy Mayor.

(For Information Only)

10. Councillor McGurk moved,  
Councillor Fequet seconded,

That Committee return to an open meeting at 1:21 p.m.

MOTION CARRIED UNANIMOUSLY

(For Information Only)

11. Councillors Cochrane and Arden-Smith returned to the meeting at 1:21 p.m.

Business arising from the in camera session

12. **Committee recommends that:**

1. **Administration be directed to bring forward a memorandum and Terms of Reference to establish a Human Resource and Compensation Committee (HRCC) to provide recommendations to Council related to the recruitment, hiring, performance evaluation, corrective action, and termination of the City Manager.**
2. **Council appoint the following as Deputy Mayor and Council representatives to the Special Committees of Council; and that these appointments be reviewed in January 2025:**



Committee	Councillor
Deputy Mayor	Councillor Cochrane
Audit Committee	Councillor McLennan
Board of Revision	Councillor Fequet (Primary) Councillor McGurk (Alternate)
Community Advisory Board on Homelessness	Councillor Hendriksen
Development Appeal Board	Councillor Warburton (Primary) Councillor Payne (Alternate)
Grant Review Committee (Two required)	Councillor McLennan Councillor McGurk
Heritage Committee	Councillor Arden-Smith
Mayor's Task Force on Economic Development	Councillor Warburton
Yellowknife Combative Sports Commission	Councillor Payne

3. Administration be directed to bring forward a memorandum to committee outlining the budget requirements and timing of the following five (5) Community Roundtables to seek ideas, comments and suggestions through this form of engagement:
- Emergency Preparedness;
  - Climate Change;
  - Reconciliation;
  - Arts & Culture; and
  - Homelessness.

#### MOVE APPROVAL

- (For Information Only)
13. Councillor Arden-Smith left the meeting at 1:30 p.m.
- (For Information Only)
14. Committee recessed at 1:30 p.m. and reconvened at 1:40 p.m.
15. Committee continued its discussion regarding the Community Roundtables.
- (For Information Only)
16. Councillor Cochrane moved,  
Councillor Payne seconded,

That Committee move in camera at 1:53 p.m. to discuss a personnel matter and a land matter.

MOTION CARRIED UNANIMOUSLY



- 
- (For Information Only)
17. Committee discussed a personnel matter.

- (For Information Only)
18. Committee discussed a land matter.

- (For Information Only)
19. Councillor Fequet moved,  
Councillor McGurk seconded,

That Committee return to an open meeting at 2:50 p.m.

MOTION CARRIED UNANIMOUSLY

- (For Information Only)
20. There was no business arising from the in camera session.
21. The meeting adjourned at 2:50 p.m.