



CITY OF YELLOWKNIFE

## **Council Agenda**

**Monday, February 26, 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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<u>Item No.</u>	<u>Description</u>				
	<b><u>OPENING STATEMENT</u></b>				
1.	Councillor Cochrane will read the Opening Statement.  <b>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.</b>				
	<b><u>AWARDS, CEREMONIES AND PRESENTATIONS</u></b>				
2.	There were no awards, ceremonies or presentations for the agenda.				
	<b><u>ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)</u></b>				
Previously Distributed					
3.	Minutes of Council for the special meeting of Monday, February 12, 2024 are presented for adoption.				
4.	Councillor Cochrane moves, Councillor _____ seconds,  <b>That Minutes of Council for the special meeting of Monday, February 12, 2024 be presented for adoption.</b>				
	<table><tr><td>Unanimous</td><td>In Favour</td><td>Opposed</td><td>Carried / Defeated</td></tr></table>	Unanimous	In Favour	Opposed	Carried / Defeated
Unanimous	In Favour	Opposed	Carried / Defeated		
Previously Distributed					
5.	Minutes of Council for the regular meeting of Monday, February 12, 2024 are presented for adoption.				
6.	Councillor Cochrane moves, Councillor _____ seconds,  <b>That Minutes of Council for the regular meeting of Monday, February 12, 2024 be presented for adoption.</b>				
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Unanimous	In Favour	Opposed	Carried / Defeated		



<u>Item No.</u>	<u>Description</u>
	<b><u>DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF</u></b>
7.	Does any Member have a conflict of interest in any matter before Council today?
	<b><u>CORRESPONDENCE &amp; PETITIONS</u></b>
8.	There was no correspondence nor were there any petitions for the agenda.
	<b><u>STATUTORY PUBLIC HEARINGS</u></b>
9.	There were no Statutory Public Hearings for the agenda.
	<b><u>DELEGATIONS PERTAINING TO ITEMS ON THE AGENDA</u></b>
10.	There were no delegations pertaining to items on the agenda.
	<b><u>MEMBER STATEMENTS</u></b>
11.	There were no statements for the agenda.
12.	Are there any Member statements from the floor?
	<b><u>INTRODUCTION AND CONSIDERATION OF COMMITTEE REPORTS</u></b>
	Councillor Cochrane will introduce the following reports:
13.	Governance and Priorities Committee Report for February 12, 2024.
14.	Councillor Cochrane moves, Councillor _____ seconds,
	<b>That, in accordance with the <i>Property Assessment and Taxation Act</i>, Council direct Administration to auction the properties listed below at City Hall at 9:00 a.m. (MST) on Friday, June 7, 2024, and to set the minimum price for each property at 50% of the assessed value listed for that property:</b>



**Item No.**

**Description**

Municipal Address	Legal Description			2022 Total Arrears	2024 Assessed Value	Minimum Auction Price
	Lot	Block	Plan			
4919 51 ST	15	24	65	\$5,841.36	\$381,290	\$190,645
5004 50 AVE	25	24	1850	\$77,466.77	\$3,385,890	\$1,692,945
5018 50 AVE	26	24	1850	\$6,760.23	\$524,110	\$262,055
5016 50 AVE #A	27	24	1850	\$27,295.57	\$1,291,610	\$645,805
5013 51 ST	17	31	65	\$3,157.62	\$240,680	\$120,340
5013 51 ST	18	31	65	\$3,283.19	\$249,900	\$124,950
5120 53 ST	10	41	65	\$5,829.66	\$1,137,840	\$568,920
4904 MATONABEE ST	2	62	140	\$2,319.55	\$477,080	\$238,540
4807 54 AVE	4	89	482	\$2,684.71	\$264,190	\$132,095
49 OTTO DR	7	151	894	\$671.54	\$381,600	\$190,800
519 HALL CRT	208	501	4779	\$1,797.48	\$436,210	\$218,105
132 CURRY DR #B	21	503	1578	\$12,700.01	\$551,280	\$275,640
233 WOOLGAR AVE	17	510	1080	\$2,867.47	\$591,800	\$295,900
18 MELVILLE DR	23	530	1255	\$2,500.01	\$232,900	\$116,450
2 ELLESMERE DR	24	530	1255	\$3,607.79	\$290,250	\$145,125
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106 TALTHEILEI DR	6	537	2094	\$8,565.09	\$749,090	\$374,545
109 JESKE CRES	45	562	2246	\$281.28	\$304,020	\$152,010
308 BELLANCA AVE	UNIT 201		4729	\$941.00	\$143,620	\$71,810
442 NORSEMAN DR	UNIT 135		4729	\$4,374.91	\$151,040	\$75,520
558 CATALINA DR	UNIT 92		4729	\$5,241.58	\$259,400	\$129,700

Unanimous	In Favour	Opposed	Carried / Defeated
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<u>Item No.</u>	<u>Description</u>
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15. Councillor Cochrane moves,  
Councillor \_\_\_\_\_ seconds,

**That Council appoint the following members to serve on the Yellowknife Heritage Committee for a two (2) year term effective February 27, 2024 until February 26, 2026.**

Ashley MacLennan Lauren King	Two (2) members from public at large
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Unanimous	In Favour	Opposed	Carried / Defeated
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16. Governance and Priorities Committee Report for February 19, 2024.

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

**That:**

- 1. The Mayor and Members of Council be authorized to attend the following conferences in 2024 that relate directly to the City's business:**

Conference/Event	Location	2024 Dates	# of Members
Federation of Canadian Municipalities (FCM) Annual Conference	Calgary, AB	June 6 – 9, 2024	Mayor and One (1) Councillor
Northwest Territories Association of Communities (NWTAC) Annual General Meeting	Hay River, NT	February 29 – March 2, 2024	Mayor and One (1) Councillor
The Canadian Alliance to End Homelessness (CAEH)	Ottawa, ON	October 29 – 31, 2024	One (1) Councillor

- 2. Other travel authorization be prioritized based on Council priorities and emerging opportunities, and be approved by Council on a case by case basis in advance of each conference.**

Unanimous	In Favour	Opposed	Carried / Defeated
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18. Councillor Cochrane moves,  
Councillor \_\_\_\_\_ seconds,

**That clause 38 of the Terms of Reference for the Community Advisory Board on Homelessness be amended to state:**



**Item No.**

**Description**

***38. The CAB exists to coincide with the term of the Reaching Home Agreement.***

Unanimous	In Favour	Opposed	Carried / Defeated
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19.

Councillor Cochrane moves,  
Councillor \_\_\_\_\_ seconds,

**That Council approve recommendations to allocate Reaching Home funding for the 2024-2025 fiscal year, 2025-2026 fiscal year and 2023-2024 Winter Emergency Funding as follows:**

- 1. To allocate \$2,735, 697 of 2024-2025 Reaching Home - Canada's Strategy to End Homelessness funding as follows:**

**2024-25:**

• Housing First for Youth	\$393,893
• Housing First for Families	\$594,893
• Housing First for Adults	\$569,846
• Prevention & Shelter Diversion – Youth	\$100,000
• Prevention & Shelter Diversion – Adults	\$100,000
• Prevention & Shelter Diversion – Families	\$100,000
• Prevention & Shelter Diversion – Seniors	\$100,000
• Indigenous Case Management	\$105,930
• Capital Project(s)	\$491 135
• Administration	\$180 000

- 2. To allocate \$2,064,562 of the \$2,735, 697 for 2025-2026 Reaching Home - Canada's Strategy to End Homelessness funding as follows:**

**2025-26:**

• Housing First for Youth	\$393,893
• Housing First for Families	\$594,893
• Housing First for Adults	\$569,846
• Prevention & Shelter Diversion – Youth	\$100,000
• Prevention & Shelter Diversion – Adults	\$100,000
• Prevention & Shelter Diversion – Families	\$100,000
• Prevention & Shelter Diversion – Seniors	\$100,000
• Indigenous Case Management	\$105,930



<u>Item No.</u>	<u>Description</u>
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3. To allocate \$896,082 from 2023 – 2024 Winter Emergency Funding as follows:

- |                               |           |
|-------------------------------|-----------|
| • Salvation Army              | \$167,788 |
| • Yellowknife Women’s Society | \$230,000 |
| • YWCA NWT                    | \$48,400  |
| • Home Base                   | \$100,040 |
| • Capital Project(s)          | \$260,246 |
| • Administration (10%)        | \$89,608  |

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

20. A memorandum regarding whether to appoint Curtis Ricky Snow as a By-law Officer for the City of Yellowknife.

21. Councillor Cochrane moves,  
Councillor \_\_\_\_\_ seconds,

**That:**

1. Pursuant to s. 137 of the *Cities, Towns and Villages Act*, S.N.W.T. 2003, c.22, Curtis Ricky Snow, be appointed as a By-law Officer for the City of Yellowknife; and
2. The term of appointment shall begin on commencement of employment with the City of Yellowknife as a By-law Officer and expire upon termination of employment with the City of Yellowknife as a By-law Officer.

Unanimous	In Favour	Opposed	Carried / Defeated
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22. A memorandum regarding whether to acquire and dispose of fee simple interest in Lot 80, Block 308, Plan 4204; Lot 32, Block 309, Plan 4204; and Lot 31, Block 569, Plan 4690, “residential lots”.

**ENACTMENT OF BY-LAWS**

23. By-law No. 5076 - A by-law to by-law authorizing the City of Yellowknife to acquire fee simple interest in Lot 80, Block 308, Plan 4204; Lot 32, Block 309, Plan 4204; and Lot 31, Block 569, Plan 4690, is presented for First Reading.



**Item No.**

**Description**

24. Councillor Cochrane moves,  
Councillor \_\_\_\_\_ seconds,

**First Reading of By-law No. 5076.**

Unanimous	In Favour	Opposed	Carried / Defeated
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25. By-law No. 5077 - A by-law authorizing the City of Yellowknife to dispose of fee simple interest in Lot 80, Block 308, Plan 4204; Lot 32, Block 309, Plan 4204; and Lot 31, Block 569, Plan 4690, is presented for First Reading.

26. Councillor Cochrane moves,  
Councillor \_\_\_\_\_ seconds,

**First Reading of By-law No. 5077.**

Unanimous	In Favour	Opposed	Carried / Defeated
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**DEFERRED BUSINESS AND TABLED ITEMS**

27. There was no deferred business and there were no tabled items for the agenda.
28. Is there any deferred business or are there any tabled items from the floor?

**OLD BUSINESS**

29. There was no old business for the agenda.
30. Is there any old business from the floor?

**NOTICES OF MOTION**

31. There were no notices of motion for the agenda.
32. Are there any notices of motion from the floor?

**DELEGATIONS PERTAINING TO ITEMS NOT ON THE AGENDA**

33. There were no delegations pertaining to items not on the agenda.





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**Item No.**

**Description**

**ADMINISTRATIVE ENQUIRIES**

34. There were no administrative enquiries for the agenda.
35. Are there any administrative enquiries from the floor?

**ADJOURNMENT**



## CITY OF YELLOWKNIFE

### GOVERNANCE AND PRIORITIES COMMITTEE REPORT

**Monday, February 12, 2024 at 12:05 p.m.**

Report of a meeting held on Monday, February 12, 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, (via teleconference)  
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,  
C. White,  
G. White, and  
S. Jovic.

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<u>Item</u>	<u>Description</u>
	(For Information Only)
1.	Councillor Warbuton read the Opening Statement at the Special Council meeting.
	(For Information Only)
2.	There were no disclosures of conflict of interest.
3.	<b>Committee read a memorandum regarding whether to select properties to auction for tax arrears, when to hold the auction, and what minimum price to establish for each property.</b>



Committee noted that the *Property Assessment and Taxation Act (PATA)* states that properties on the Tax Arrears List may be offered for sale at a public auction, and that the auction date and minimum sale prices must be set by Council.

Council Motions #0091-00, #0039-02, and #0161-02 established the City's Tax Auction policy, which further stipulates that the City will sell property at public auction when taxes are two years in arrears and if auctioning maximizes the amount of taxes the City is able to collect, and that the City will bid the minimum price on property offered at a tax auction if the property remains unsold after a previous auction.

When property taxes are in arrears, the assessed owners of these properties are notified of the balance of taxes owing on the Interim Tax Notices sent each January, the Final Tax Notices sent each June, and Statements of Account sent throughout the year.

Based on the *PATA* provisions and City policy, properties with tax arrears for the 2022 taxation year are now subject to auction.

The City followed the notification procedures specified in *PATA* to ensure assessed owners of these properties are advised of the arrears status and tax sale provisions by:

- Posting the 2022 tax arrears list at City Hall on March 31, 2023;
- Sending a registered letter notifying the assessed owner(s) of the arrears and tax sale provisions on April 26, 2023;
- Posting the tax arrears list at City Hall, Yellowknife Community Arena, Multiplex, Fieldhouse and Pool on May 31, 2023;
- Publishing the tax arrears list in the *Yellowknifer* on July 21, 2023; and
- Notifying parties with an interest registered against the property on July 28, 2023.

Assessed owners who remained in arrears were offered installment payment plans on April 26, 2023 and reminded of the offer on subsequent notices. If they did not enter into a payment plan, the property was added to the Tax Auction List in Appendix A.

A property can be removed from the Tax Auction List if the City receives payment of the property tax arrears and related expenses or if the assessed owner enters into a payment plan with the City before the public auction.

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

On March 27, 2000, Council adopted the following policy:

Motion #0091-00

That the City sell property at public auction, in accordance with the *Property Assessment and Taxation Act*, when taxes are two years in arrears.

On January 28, 2002, Council adopted the following policy:



Motion #0039-02

That the City bid the minimum price on property offered at a tax auction if the property remained unsold after a previous auction.

On April 8, 2002, Council amended the above policy to state:

Motion #0161-02

That the City sells property at the public auction, in accordance with the *Property Assessment and Taxation Act*, when the taxes are two years in arrears and if auctioning of the property maximizes the amount of taxes the City is able to collect.

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

1. *Property Assessment and Taxation Act*, R.S.N.W.T. 1988, cP-10; and
2. *Cities, Towns, and Villages Act*, S.N.W.T. 2003, c22.

#### Legislative

The *Property Assessment and Taxation Act* prescribes the tax auction process, including notification, conduct of the auction, and transfer of the property. The City has followed the notice requirements and the City's solicitor conducts the auction and property transfers.

Council decides, by resolution, which properties, if any, it wishes to offer for sale at public auction. Council sets, by resolution, the date of the auction and the minimum sale price of each property.

#### Procedural Considerations

It is Council policy to sell property at public auction, in accordance with the *Property Assessment and Taxation Act*, when the taxes are two years in arrears. Taxpayers with arrears less than \$100 have not been included.

Under section 97.3(3) and (4) of the *Property Assessment and Taxation Act*, after entering into an installment payment agreement, the City is authorized to proceed with the sale of the taxable property if the assessed owner fails to comply with the terms of the agreement.

As part of the tax auction process, the taxpayer can redeem the property within 30 days of the auction by paying the tax arrears.

The City may bid on and purchase a property that is offered for sale so long as the purchase falls within the circumstances that the City is able to acquire property under the *Cities, Towns and Villages Act*. No municipal council member, officer or employee may purchase, on his or her own behalf, any taxable property offered for sale, unless the Minister of Finance has given prior approval.

Committee noted that the City adheres strictly to *PATA* provisions in respect to all taxation practices, including the tax arrears collection process. This helps minimize tax arrears,



reduces the City's provision for bad debts, and works towards ensuring the tax burden is borne as equitably as possible.

The recommendation follows the same principles as applied in previous years: when taxpayers know the exact conditions under which a tax auction will be held, property taxes are more likely to be paid and/or arrears payment plans to be signed before the tax auction process starts. This is evident in the numbers from the last five years:

<i>Tax Year</i>	<i>2018</i>	<i>2019</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
# of Properties on the Initial Tax Auction List	13	28	37	16	22
# of Properties on the Tax Auction List on the Auction Date	2	5	10	2	1
# of Properties Auctioned and Sold	0	1	7	1	0

There was no tax auction in 2020.

**Committee recommended that, in accordance with the *Property Assessment and Taxation Act*, Council direct Administration to auction the properties listed below at City Hall at 9:00 a.m. (MST) on Friday, June 7, 2024, and to set the minimum price for each property at 50% of the assessed value listed for that property:**

Municipal Address	Legal Description			2022 Total Arrears	2024 Assessed Value	Minimum Auction Price
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### MOVE APPROVAL

(For Information Only)

4. Committee read a memorandum regarding whether to amend Fees and Charges By-law No. 4436, as amended, by amending Parts 1, 4, 6, 7, 8, 12 15, and 17 of Schedule B to reflect changes approved in Budget 2024.

Committee noted that fees and charges are collected, managed, and used in the delivery of programs and services across most City departments; in 2024 they are expected to constitute around 19.28% of the City's overall revenues.

Prior to 2007, user fees and charges were embedded in the individual by-laws associated with the programs and services provided by the City. In 2007, all fees and charges were consolidated into a new by-law, Fees and Charges By-law No. 4436, to improve transparency and to simplify the associated administration.

Each spring, Administration conducts an annual review of all Fees and Charges, and based on this review brings forward annual amendments for Council's consideration. Administration also reviews the Fees and Charges By-law in the context of budget decisions, and when necessary brings forward amendments in conjunction with the Budget approval.

Exceptionally this year, most fee changes being proposed as part of Budget 2024, if approved, will be effective March 01, 2024.

Committee noted that Council's strategic directions, 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.



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**Strategic Directions #2:      Service Excellence:**

Focus Area 2.2                      Capacity:  
Balancing service levels with human and fiscal resources.

**Strategic Directions #3:      Sustainable Future:**

Resilient Future:  
Enhancing Yellowknife as a great place to live, visit, work and play now and in the future.

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

1.        *Cities, Towns and Villages Act* section 72 (e); and
2.        Fees and Charges By-law No. 4436, as amended.

Committee noted that the Medical Response amendments incorporate the Medical Response fee changes included in Budget 2024.

The new proposed fee increases for the Fire Division:

- (1)      are holistic in both operational cost per unit and application of territorial comparators; and
- (2)      will help offset the high costs of providing the level of service within the City.

Currently there are no Levels of Service being provided by the Fire Division for false alarms outside of the City Limits.

The Parking Meter increases are held to multiples of \$0.25 as a convenience to the public. This equate to increases of 25% for increases for one (1) and two (2) hour meters, and 33.3% for nine (9) hour meters.

The Water and Sewer Rates amendment extends the current fees through 2026.

The Solid Waste Management User Fee amendment incorporates the Solid Waste Management User Fee changes included in Budget 2024.

Committee noted that during Budget 2024 deliberations, Council approved the recommendation:

- To increase all User Fees and Charges for Combative Sports, Cemetery, and Recreation and Parks by three percent (3%).
- To increase Medical Response fees for Northwest Territories and Out of Territories residents by twenty-five percent (25%).
- To increase User Fees of Piped and Trucked water by two point six percent (2.6%) per year from 2024 to 2026.



- To increase the monthly Infrastructure Replacement Levy per equivalent residential unit (ERU) from \$13.50 to \$16.00 in 2024, \$18.50 in 2025 and \$21.00 in 2026.

Committee recommended that By-law No. 5075, a by-law to amend Parts 1, 4, 6, 7, 8, 12, 15, and 17 of Schedule B of Fees and Charges By-law No. 4436, as amended, be presented for adoption.

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

(For Information Only)

5. Councillor Arden-Smith moved,  
Councillor Fequet seconded,

That Committee move in camera at 12:13 p.m. to discuss a memorandum regarding whether to appoint members to serve on the Heritage Committee.

MOTION CARRIED UNANIMOUSLY

(For Information Only)

6. Committee discussed a memorandum regarding whether to appoint members to serve on the Heritage Committee

(For Information Only)

7. Councillor Cochrane moved,  
Councillor Warburton seconded,

That Committee return to an open meeting at 12:14 p.m.

MOTION CARRIED UNANIMOUSLY

(For Information Only)

8. There was no business arising from the in camera session.
9. **Committee read a memorandum regarding whether to appoint members to serve on the Heritage Committee.**

Committee noted that there are vacancies on the Heritage Committee.

It is the practice of the City of Yellowknife to advertise all vacancies for boards and committees. The City has advertised vacancies on the Heritage Committee in the Capital Update, the City's website and social media.

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

**Strategic Direction #1: People First**





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 appointing a full complement of members to the Yellowknife Heritage Committee will ensure that the Committee's projects are not unduly delayed.

**Committee recommends that Council appoint the following members to serve on the Yellowknife Heritage Committee for a two (2) year term effective February 27, 2024 until February 26, 2026.**

Ashley MacLennan Lauren King	Two (2) members from public at large
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#### MOVE APPROVAL

10. The meeting adjourned at 12:14 p.m.



CITY OF YELLOWKNIFE

## GOVERNANCE AND PRIORITIES COMMITTEE REPORT

**Monday, February 19, 2024 at 12:05 p.m.**

Report of a meeting held on Monday, February 19, 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,  
K. Sulzer,  
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) Councilor Payne declared a conflict with regard to Item #6 of the agenda, a memorandum regarding whether to approve recommendations to allocate Reaching Home funding for the 2024-2025 fiscal year, 2025-2026 fiscal year and 2023-2024, as he is a Board Member of Home Base Yellowknife.



3. **Committee read a memorandum regarding whether to authorize the Mayor and Members of Council to attend various conferences in 2024.**

Committee noted that Council determines and approves all of the conferences that would be attended throughout the year at the beginning of the year, and submits for approval a request to travel for any conference above and beyond the initial list approved.

In 2023, approximately \$1,060.85 was spent from the allocated budget of \$20,603 on Mayor and Council travel.

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

Policy 260-T1                      A policy to outline the procedures for authorizing members of Council to travel for City related business.

Motion #0373-02                It is the policy of the City of Yellowknife that Members of Council submit a written travel expense claim together with a daily diary of activities while on City sponsored travel upon their return.

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

1. Council Remuneration By-law No. 4982, and
2. Financial Administration By-law No. 4206, as amended.

Economic, Social and Sustainability Awareness

In addition to supporting municipal core business objectives, attendance at various conferences promotes Yellowknife and enhances its economic development through tourism and business promotion, and arms Council Members with information and municipal best practices regarding economic development, social and sustainability initiatives.

Budget

For 2024, \$30,329 has been allocated for Mayor and Council travel. The cost for travel per person ranges between \$2,500 to \$5,700, with factors like flights, location, accommodation rates and registration fees contributing to cost differentials. The Mayor is frequently called upon to represent the City at various conferences each year; therefore any budget allocation should be reflective of this.

The following information reflects an approximate price per person to attend various conferences relating to the City's core business, and otherwise, in 2024:



**FCM Annual Conference (Calgary, AB) June 6 – 9, 2024**

Registration	\$ 1,200.00	
Accommodation	\$ 1,250.00	(\$250.00 per night x 5 nights)
Airfare (Return)	\$ 700.00	
Meals and Incidentals	\$ 915.90	(\$152.65 per day x 6 days)
Honorarium for Councillor	\$ 1,560.00	(\$260.00 per day X 6 days)
Approximate cost - Mayor	\$ 4,065.90	
Approximate cost - Councillor	\$ 5,625.90	

**NWTAC Annual General Meeting (Hay River, NT) February 29 – March 2, 2024**

Registration	\$ 350.00	
Accommodation	\$ 750.00	(\$250.00 per night x 3 nights)
Airfare (Return)	\$ 900.00	
Meals and Incidentals	\$ 610.60	(\$152.65 per day x 4 days)
Honorarium for Council member only	\$ 1,040.00	(\$260.00 per day X 4 days)
Approximate cost - Mayor	\$ 2,610.60	
Approximate cost - Councillor	\$ 3,650.60	

**The Canadian Alliance to End Homelessness (Ottawa, ON) October 29 – 31, 2024**

Registration	\$ 700.00	
Accommodation	\$ 1,000.00	(\$250.00 per night x 4 nights)
Airfare (Return)	\$ 2,000.00	
Meals and Incidentals	\$ 763.25	(\$152.65 per day x 5 days)
Honorarium for Council member only	\$ 1,300.00	(\$260.00 per day X 5 days)
Approximate cost - Councillor	\$ 5,763.25	

**Estimated Total for 2024 Opportunities: \$ 21,716.25**

Committee noted that setting a framework for Council travel at the beginning of the year will contribute toward the advancement of the City's core business and Council's established priorities. Approving travel in advance will allow Council Members to plan for and coordinate their schedules appropriately, knowing which conferences or events they will be attending. Likewise, appropriate travel reservations can be made in a timely manner, as flight and hotel accommodations can often book up well in advance of conference dates, and early bird registration and seat sales can be taken advantage of.

Recognizing that Council priorities change and that various opportunities relating to municipal affairs present themselves over the course of the year, some flexibility for approving travel on a case by case basis is worth consideration.

**Committee recommends that:**

- 1. The Mayor and Members of Council be authorized to attend the following conferences in 2024 that relate directly to the City's business:**



Conference/Event	Location	2024 Dates	# of Members
Federation of Canadian Municipalities (FCM) Annual Conference	Calgary, AB	June 6 – 9, 2024	Mayor and One (1) Councillor
Northwest Territories Association of Communities (NWTAC) Annual General Meeting	Hay River, NT	February 29 – March 2, 2024	Mayor and One (1) Councillor
The Canadian Alliance to End Homelessness (CAEH)	Ottawa, ON	October 29 – 31, 2024	One (1) Councillor

2. Other travel authorization be prioritized based on Council priorities and emerging opportunities, and be approved by Council on a case by case basis in advance of each conference.

#### MOVE APPROVAL

4. Committee read a memorandum regarding whether to amend the Terms of Reference for the Community Advisory Board on Homelessness.

Committee noted that Council established the Yellowknife Community Advisory Board (CAB) on Homelessness and adopted the Terms of Reference (TOR) in 2014. Under the 2014 TOR, the term of CAB coincided with the term of the Federal Homelessness Partnering Strategy, being April 1, 2014 to March 31, 2019.

In 2019, Council extended the CAB TOR until March 31, 2020 based on the Federal Government's invitation for the City of Yellowknife (City) to apply to continue as the Community Entity under Reaching Home: Canada's Homelessness Strategy. Subsequently, the term of CAB was amended to April 1, 2019 to March 31, 2024 to coincide with a new four-year funding agreement.

The City recently entered into another four-year agreement with the Federal Government under the Reaching Home: Canada's Homelessness Strategy, with a term of April 1, 2024 to March 31, 2029.

Under clause 39 of the CAB TOR, "the CAB shall be considered dissolved upon completion of their task, upon the termination or expiry of the Reaching Home Agreement, or being otherwise dissolved by resolution of Council." Therefore, Administration is recommending an amendment to the CAB TOR to continue the committee under the term of the new four-year Reaching Home agreement.

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.

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:

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.

Committee noted that the current funding agreement under Reaching Home: Canada's Homelessness Strategy is set to expire on March 31, 2024. The City has entered into a new four-year funding agreement, requiring amendment to the CAB TOR to continue the committee.

**Committee recommends that clause 38 of the Terms of Reference for the Community Advisory Board on Homelessness be amended to state:**

***38. The CAB exists to coincide with the term of the Reaching Home Agreement.***

#### **MOVE APPROVAL**

(For Information Only)

5. Councillor Payne declared a conflict and excused himself from the meeting at 12:17 p.m.



6. **Committee read a memorandum regarding whether to approve recommendations to allocate Reaching Home funding for the 2024-2025 fiscal year, 2025-2026 fiscal year and 2023-2024 Winter Emergency Funding.**

Committee noted that Reaching Home – Canada’s Strategy to End Homelessness is a federal program aimed at preventing and reducing homelessness by providing direct support and funding to designated communities (urban centres), Indigenous communities, territorial communities and rural and remote communities across Canada.

As a Community Entity for this program, the City of Yellowknife holds a four-year funding agreement with Infrastructure Canada and has received the following amounts in funding for this four-year agreement.

Reaching Home Funding by Year

2024-2025	\$2,735,697
2025-2026	\$2,735,697
2026-2027	\$1,202,270
2027-2028	\$1,202,270

2024-2025 allocated funds are outlined in the chart below:

Reaching Home Funding 2024 - 2025		Revenue	Expenses
	2024-2025	\$2,735,697	
Allocated Projects			
	Housing First for Youth		\$393,893
	Housing First for Families		\$594,893
	Housing First for Adults		\$569,846
	Prevention & Shelter Diversion - Youth		\$100,000
	Prevention & Shelter Diversion - Adults		\$100,000
	Prevention & Shelter Diversion - Families		\$100,000
	Prevention & Shelter Diversion - Seniors		\$100,000
	Indigenous Case Management		\$105,930
	Capital project(s)		\$491 135
Total Allocated Projects:			\$2, 555, 697 \$
	Administration		\$180, 000
Total :			\$2,735,697

2025-2026 allocated funds are outlined in the chart below:



Reaching Home Funding 2025 - 2026		Revenue	Expenses
	2025-2026	\$2,735,697	
Allocated Projects			
	Housing First for Youth		\$393,893
	Housing First for Families		\$594,893
	Housing First for Adults		\$569,846
	Prevention & Shelter Diversion - Youth		\$100,000
	Prevention & Shelter Diversion - Adults		\$100,000
	Prevention & Shelter Diversion - Families		\$100,000
	Prevention & Shelter Diversion - Seniors		\$100,000
	Indigenous Case Management		\$105,930
Total Allocated Projects:			\$ 2,064,562
Remaining to allocate			\$260,780
	Administration (15%)		\$410,355
Total :			\$2,735,697

Winter Emergency Funding Proposal			
		Revenue	Expenses
	Emergency Funding	\$896,082	
Organization	Initiative		
Salvation Army	Shelter repairs/upgrades		\$ 37,000
Salvation Army	Shelter Mattresses		\$ 24,000
Salvation Army	Rental Assistance		\$ 20,000
Salvation Army	Bailey House Programs		\$ 15,000
Salvation Army	Employment Assistance		\$ 2,000
Salvation Army	Emergency Food Purchases		\$ 69,788
Yellowknife Women's Society	Street Outreach		\$ 230,000
YWCA NWT	Food Security Program for Vulnerable Yellowknife Families in Transitional & Emergency Housing		\$ 35,200
YWCA NWT	Indigenous Wellness Program		\$ 13,200
Home Base	TAG Schematic Design Proposal		\$ 100,040
	Potential Capital Project		\$260,246
	Administration (10%)		\$89,608.20
Total			\$896,082





The recommendation presented for Council's approval is an amendment of CAB's motion, as there was an administrative error in calculating how much funding was left for a Capital Project.

The difference between the motion that was approved by CAB and the Amended Recommendation for Council adoption:

- In 2024-25 Funding, CAB had recommended \$661,534 for a Capital Project(s); however, the recommendation as amended has \$491,135 for Capital Project(s), to account for the need for funding for administrative costs.
- In 2024-25 Funding, CAB's motion had \$0 for administrative costs; and the recommendation as amended has \$180,000 for administrative costs. Administrative funding covers the Homelessness Resources Coordinator; fifty percent of the Homelessness Specialist position; continued support of Coordinated Access as per the Reaching Home agreement; and will fund the upcoming Point In Time Count, to be completed in October to November 2024.
- In Winter Emergency Funding, CAB had recommended \$324,15 for a Capital Project; however, the recommendation as amended is \$260,246 for a Capital Project.

The motion is coming forward with an amendment, due to a timing constraint. Upon finding the administrative error, the earliest that the CAB could hold a meeting to reconsider the motions would be the week of February 26, 2024 which would then result in Council approval on March 25, 2024, with Request for Proposals out on March 26, 2024. With this timeline, a gap in all Housing First programs would be created as all agreements end on March 31, 2024.

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

**Strategic Direction#1: People First**

Focus Area 1.2 Housing for All

Doing our part to create the context for diverse housing and accommodation options.

Key Initiative 1.2.1 Setting the context and foundation for a fulsome continuum of housing options, from social to market to workforce accommodation.

Key Initiative 1.3.6 Working with all partners towards a safe, supportive and compassionate community for all.

**Strategic Direction #2: Service Excellence**

Focus Area 2.2 Capacity

Balancing service levels with human and fiscal resources.

Key Initiative 2.2.1 Advocating for a City Act to address community needs.

Committee noted that applicable legislation, by-laws, studies or plans include:  
Everyone is Home – Yellowknife's 10 Year Plan to End Homelessness.



Existing Programs/Services

Under Reaching Home: Canada's Strategy to End Homelessness, the City of Yellowknife has allocated funding to the services identified for the previous four years of the five-year funding agreement.

Multi-year Funding

The City of Yellowknife's Community Advisory Board on Homelessness has most recently allocated \$2,735,697 of the 2024/2025 funding and \$2,735,697 of the 2025/2026 funding.

There should be a consideration to view each allocated project (with the exception of Capital Projects) as multi year. Whereas each awarded project contract would continue from the fiscal year 2024 – 2025 into 2025 – 2026.

Committee noted that support for the recommendation of the CAB will provide the opportunity for various organizations to provide key services and programs to individuals and families experiencing homelessness or at risk of homelessness. Approving these listed recommendations will provide multi-year contracts, which will reduce administrative tasks and provide stability for those serving people experiencing or at risk of homelessness.

**Committee recommends that Council approve recommendations to allocate Reaching Home funding for the 2024-2025 fiscal year, 2025-2026 fiscal year and 2023-2024 Winter Emergency Funding as follows:**

- 1. To allocate \$2,735, 697 of 2024-2025 Reaching Home - Canada's Strategy to End Homelessness funding as follows:**

**2024-25:**

•	Housing First for Youth	\$393,893
•	Housing First for Families	\$594,893
•	Housing First for Adults	\$569,846
•	Prevention & Shelter Diversion – Youth	\$100,000
•	Prevention & Shelter Diversion – Adults	\$100,000
•	Prevention & Shelter Diversion – Families	\$100,000
•	Prevention & Shelter Diversion – Seniors	\$100,000
•	Indigenous Case Management	\$105,930
•	Capital Project(s)	\$491 135
•	Administration	\$180 000

- 2. To allocate \$2,064, 562 of the \$2,735, 697 for 2025-2026 Reaching Home - Canada's Strategy to End Homelessness funding as follows:**



**2025-26:**

•	Housing First for Youth	\$393,893
•	Housing First for Families	\$594,893
•	Housing First for Adults	\$569,846
•	Prevention & Shelter Diversion – Youth	\$100,000
•	Prevention & Shelter Diversion – Adults	\$100,000
•	Prevention & Shelter Diversion – Families	\$100,000
•	Prevention & Shelter Diversion – Seniors	\$100,000
•	Indigenous Case Management	\$105,930

**3. To allocate \$896,082 from 2023 – 2024 Winter Emergency Funding as follows:**

•	Salvation Army	\$167,788
•	Yellowknife Women's Society	\$230,000
•	YWCA NWT	\$48,400
•	Home Base	\$100,040
•	Capital Project(s)	\$260,246
•	Administration (10%)	\$89,608

**MOVE APPROVAL**

(For Information Only)

7. Councillor Payne returned to the meeting at 12:22 p.m.

(For Information Only)

8. Committee accepted for information a memorandum regarding Minutes of the Community Advisory Board on Homelessness meeting of January 25, 2024 and February 8, 2024.

(For Information Only)

9. Councillor Arden-Smith moved,  
Councillor Cochrane seconded,

That Committee move in camera at 12:23 p.m. to discuss two (2) legal matters.

**MOTION CARRIED UNANIMOUSLY**

(For Information Only)

10. Committee discussed a legal matter.

(For Information Only)

11. Committee discussed a legal matter.



- 
- (For Information Only)
12. Councillor Cochrane moved,  
Councillor Warburton seconded,

That Committee return to an open meeting at 12:55 p.m.

MOTION CARRIED UNANIMOUSLY

- (For Information Only)
13. There was no business arising from the in camera session.
14. The meeting adjourned at 12:56 p.m.



## CITY OF YELLOWKNIFE

### TERMS OF REFERENCE

#### Community Advisory Board on Homelessness Committee

Whereas, pursuant to Council Procedures By-law Council may establish a special committee to investigate and consider any matter; Yellowknife City Council hereby establishes a Special Committee to be known as the “**COMMUNITY ADVISORY BOARD ON HOMELESSNESS**” Committee (CAB) with the following terms of reference:

#### INTRODUCTION

1. The City of Yellowknife (City), has identified an opportunity to assist in preventing and/or eliminating homelessness within our community, and understands that there may be gaps in services or a lack of services regarding homelessness. Through collaborative sharing, innovative strategies and effective problem solving, members from relevant sectors of the community will gather to develop, establish and implement, with collective wisdom, a community-based approach to meet existing and emerging homelessness needs in Yellowknife.

#### BACKGROUND

2. In December 1999, a three-year National Homelessness Initiative (NHI), currently named the Reaching Home: Canada’s Homelessness Strategy (Reaching Home) was launched by the Federal Government to help ensure access to programs, services and supports to reduce homelessness in communities all across Canada.
3. Reaching Home is a community-based program aimed at preventing and reducing homelessness by providing direct support and funding to Designated Communities (urban centers), Indigenous communities, territorial communities and rural and remote communities across Canada. The Reaching Home directives provide guidance, details and expectations related to the program requirements to assist communities in preventing and reducing homelessness.
4. The City, by agreement with the Federal Government, is the Community Entity funded by Reaching Home. The Agreement, through the Directives indicates that as the designated Community Entity, a Community Advisory Board be established to coordinate efforts to address homelessness in the community through representation from key sectors.

#### SCOPE

5. The purpose of the CAB is to assist the City in an advisory capacity regarding homelessness issues within the municipal boundaries of the City.

6. The role of the CAB is to:
  - a. Develop a Community Plan with a comprehensive understanding of homelessness priorities in Yellowknife and recommend for adoption by City Council for submission to the Federal Government for approval.
  - b. Advise the Reaching Home funding process by ensuring:
    - i. compliance with the Reaching Home program eligibility and Community Plan;
    - ii. supporting the planning and implementation of Coordinated Access;
    - iii. engagement with Indigenous organizations, key community organizations and individuals to gather pertinent information related to Yellowknife's homelessness priorities;
    - iv. projects are aligned with the federally approved Community Plan priorities;
    - v. project feasibility, value for money and sustainability are endorsed; and
    - vi. an annual review of the Community Plan.

## **MEMBERSHIP**

### **Composition:**

7. The Community Advisory Board on Homelessness Committee shall consist of 9 – 15 members appointed by Council and shall include the following voting members:
  - a. The Mayor of the City of Yellowknife - ex-officio, voting member;
  - b. One (1) Member of City Council;
  - c. Two (2) representatives who have lived experience of homelessness;
  - d. Two (2) representatives from Indigenous Peoples and organizations, Friendship Centres or Indigenous housing organizations;
  - e. One (1) representative from a youth serving organizations, including non-government Child Welfare agencies;
  - f. One (1) representative from an organization serving Persons with Disabilities;
  - g. One (1) representative from an organization serving seniors;
  - h. One (1) representative from an organization serving women/families fleeing violence;
  - i. One (1) representative from the public at large;
  - j. **Deleted by Council Motion #0043-21 March 8, 2021**
  - k. One (1) representative from a landlord associations and/or non-government housing sector;
  - l. One (1) representative from non-government Health organizations, including hospitals and other public institutions, and organizations focused on mental health and addictions;
  - m. One (1) representative from Veterans Affairs Canada or veterans-serving organizations; and
  - n. One (1) representative from a Yellowknife Business.

8. Members from the following Government of the Northwest Territories (GNWT) Departments will be appointed to the CAB in a non-voting advisory capacity to provide information and clarity on various programs or issues:
  - a) Yellowknife Area Health and Social Services Authority;
  - b) Department of Education, Culture and Employment;
  - c) Department of Justice; and
  - d) One (1) representative from the Department Responsible for Homelessness within the Government of Northwest Territories.

**Section 8. e) added by Council Motion #0043-21 March 8, 2021**

- e) One (1) representative from the RCMP.
9. A member of City Administration shall provide administrative support to the CAB.
10. The CAB will be Chaired by a Member of City Council.
11. No member may appoint an alternate to represent that Member and act on their behalf during absences, with the exception of those Advisory Members listed in Section 8.
12. In the event that a member is unable or unwilling to continue to serve on the Committee, for whatever reason, the Committee will inform City Administration of the vacancy so that it can commence the process to have a new member appointed by City Council.
13. If any member misses two (2) consecutive meetings without approval of the CAB, the member shall be struck from the CAB membership and replaced by Council.
14. Council may remove any member of the CAB for any good and sufficient cause.
15. Members shall be appointed for a two (2) year term.

**MEETINGS**

16. The first meeting shall be called within 30 days of the appointments to the CAB being established.
17. The CAB will hold at least 4 meetings a year, at the call of the Chair.
18. The rules of procedure for the CAB shall be governed by the City Council Procedures By-law No. 4975 insofar as it may be applicable.
19. A quorum of the CAB shall consist of a majority of the voting Members. Vacant positions do not count towards quorum.
20. The Chair may cancel any scheduled meeting of the CAB if it is felt that a quorum will not be achieved or if there are no items for the agenda.
21. CAB will advance its recommendations to Council in the form of resolutions duly passed by a majority of its members present.
22. If, within ten (10) minutes from the time appointed for a meeting, a quorum is not present, the meeting will be terminated and re-scheduled for another date and time that falls within four weeks of the terminated meeting.

## **REMUNERATION**

23. The Members of the CAB, including either Co-Chair, shall serve in a volunteer capacity only, with no remuneration.

## **FINANCE, ADMINISTRATION AND TECHNICAL SUPPORT**

24. The CAB shall have no authority to expend or commit financial resources of the City.
25. Administration shall, in cooperation with the Chair, prepare all meeting agendas and distribute them to CAB members in advance of the meeting or as soon thereafter as is possible.
26. Administration shall prepare minutes of all meetings of the CAB and distribute them to the CAB members.
27. Administration shall forward all original approved minutes and recommendations of the CAB to the City Clerk for retention and forwarding to the appropriate Standing Committee of Council.

## **COMMUNICATIONS**

28. The Committee chair is the spokespeople for City committees. If Administration is contacted in addition to committee chairs, then the media response may be coordinated through City Administration.
29. All committee activities shall adhere to the City Social Media Policy and Communications Policy (available through the Chair). These policies do not apply to elected officials, but apply to all other members appointed by the City.
30. Use of the City's website, social media sites, electronic boards, Capital Update and other communication tools are available.
31. Any advertising must adhere to the City's branding guidelines and be approved by the appropriate Department.
32. Financial resources for the implementation of a communications plan shall form part of the communications plans.

## **REPORTING RELATIONSHIPS**

33. The CAB shall make recommendations to the appropriate Standing Committee of Council regarding the allocation of Reaching Home funding, based on Community Plan priorities and other homelessness issues.
34. All communications from the CAB in relation to educational materials or media releases shall be reviewed by the Chair and forwarded to City Administration for review and approval prior to being published or released.

## **DUTIES**

35. The Chair's responsibilities will be as follows:
  - a. Chair meetings;
  - b. Assist with agenda/meeting preparation in conjunction with the Administrative Support person;



- c. Monitor attendance; contact members as necessary regarding absences;
  - d. Represent the Committee when presenting recommendations to City Council for approval;
  - e. Present a written and verbal annual report to the appropriate Standing Committee of Council within the second quarter; and
36. The CAB Members' responsibilities will be as follows:
- a. To attend all regular meetings of the CAB;
  - b. To discuss issues pertaining to the CAB without breach of confidentiality;
  - c. Where it deems advisable, to make recommendations, reached by the majority of its membership, to City Council;
  - d. Abide by the CAB Terms of Reference;
  - e. Serve the best interests of the CAB objective and activities;
  - f. Declare any real or perceived conflict of interest;
  - g. Prepare fully for CAB activities; and
  - h. Conduct CAB activities in a professional, honest, lawful and ethical manner.

#### **CONFIDENTIALITY**

37. CAB members are responsible for maintaining the confidentiality of all proprietary or privileged information that they are privy to while serving as a CAB member.

#### **TIMELINE**

38. The CAB exists to coincide with the term of the Reaching Home Agreement. ~~Canada's Homelessness Strategy. The current Reaching Home agreement is effective from April 1, 2019 to March 31, 2024.~~

#### **TERMINATION**

39. The CAB shall be considered dissolved upon completion of their task, upon the termination or expiry of the Reaching Home Agreement, or being otherwise dissolved by resolution of Council.
40. Notwithstanding the above, Council may, by resolution, dissolve the CAB at any time, or amend these Terms of Reference.



## CITY OF YELLOWKNIFE

### MEMORANDUM TO COMMITTEE

**COMMITTEE:** Council

**DATE:** February 26, 2024

**DEPARTMENT:** Public Safety

**ISSUE:** Whether to appoint Curtis Ricky Snow as a By-law Officer for the City of Yellowknife.

#### RECOMMENDATION:

That:

1. Pursuant to s. 137 of the *Cities, Towns and Villages Act*, S.N.W.T. 2003, c.22, Curtis Ricky Snow, be appointed as a By-law Officer for the City of Yellowknife; and
2. The term of appointment shall begin on commencement of employment with the City of Yellowknife as a By-law Officer and expire upon termination of employment with the City of Yellowknife as a By-law Officer.

#### BACKGROUND:

Curtis Ricky Snow has been hired as a By-law Officer for the City of Yellowknife and is anticipated to commence employment on March 8, 2024. The *Cities, Towns and Villages Act* states that Council may appoint By-law Officers to enforce any or all of its by-laws.

#### COUNCIL STRATEGIC DIRECTION/RESOLUTION/POLICY:

**Strategic Direction #1: People First**

Key Initiative 1.3.6 Working with all partners towards a safe, supportive and compassionate community for all.

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

*Cities, Towns and Villages Act.*

**CONSIDERATIONS:**

Pursuant to the *Cities, Towns and Villages Act*, By-law Officers must be appointed by Council. This appointment grants the authority to enforce the by-laws of the municipal corporation.

Public Safety

The timely appointment of By-law Officers helps ensure that proper levels of staffing and enforcement are achieved.

**ALTERNATIVES TO RECOMMENDATION:**

No viable alternative is identified.

**RATIONALE:**

The timely appointment of By-law Officers helps ensure that proper levels of staffing and enforcement are achieved.

**ATTACHMENTS:**

None.

Prepared: February 22, 2024; SJ



## CITY OF YELLOWKNIFE

### MEMORANDUM TO COMMITTEE

**COMMITTEE:** Governance and Priorities / Council

**DATE:** February 26, 2024

**DEPARTMENT:** Planning and Development

**ISSUE:** Whether to acquire and dispose of fee simple interest in Lot 80, Block 308, Plan 4204; Lot 32, Block 309, Plan 4204; and Lot 31, Block 569, Plan 4690, “residential lots”.

#### RECOMMENDATION:

1. That By-law No. 5076, a by-law authorizing the City of Yellowknife to acquire fee simple interest in  
Lot 80, Block 308, Plan 4204;  
Lot 32, Block 309, Plan 4204; and  
Lot 31, Block 569, Plan 4690,
2. That By-law No. 5077, a by-law authorizing the City of Yellowknife to dispose of fee simple interest in  
Lot 80, Block 308, Plan 4204;  
Lot 32, Block 309, Plan 4204; and  
Lot 31, Block 569, Plan 4690,

be presented for adoption.

#### BACKGROUND:

In Yellowknife, the City is responsible for developing and selling lands to the market. The City acquires parcels of land and then implements planning processes. Processes include establishing an area development plan, corresponding zoning, and formalizing a subdivision plan, which results in marketable lots. Examples of developed subdivisions include Niven Residential, Grace Lake North, Grace Lake South, Hordal-Bagon, Engle Business District, and the Enterprise Industrial area.

The City has sold all residential lots in the mentioned subdivisions, with most of them being developed. However, where purchasers did not fulfill their purchase agreement obligations, the City exercised its

right to repurchase the lot. The City may resell these lots and provide opportunities for others to develop. Where property title is not in the City’s name, an acquisition and disposal By-laws are required by the Land Titles Office to transfer land ownership. The three lots mentioned above, and shown in Figure 1, require acquisition and disposal by-laws at this time.



Figure 1: Lot 80, Block 308, Lot 32 Block 309, and Lot 31 Block 569 Location

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

<b>Strategic Direction #1:</b>	<b>People First</b>
Focus Area 1.2	<u>Housing For All</u> Doing our part to create the context for diverse housing and accommodation options.
<b>Strategic Direction #3:</b>	<b>Sustainable Future</b>
Focus Area 3.2.	<u>Growth Readiness</u> Ensuring land development supports economic readiness and community priorities.

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

- 1. *Cities, Towns and Villages Act S.N.W.T. 2003;*
- 2. 2020 Community Plan By-law No. 5007;
- 3. Zoning By-law No. 5045; and
- 4. Land Administration By-law No. 4596, as amended

## **CONSIDERATIONS:**

### Legislative

Section 53 of the *Cities, Towns and Villages Act* states that the acquisition of land must be authorized by a by-law specific to the subject land.

Section 54 of the *Cities, Towns and Villages Act* states that the disposal of land must be in accordance with the land administration bylaw; or the disposal is approved by a bylaw.

### Zoning By-law

Lot 31 Block 569, Plan 4690 is in the Grace Lake South subdivision and is zoned RE-Residential Estate.

Lot 80, Block 308, Plan 4204, and Lot 32 Block 309, Plan 4204 are in the Niven Gate subdivision and are zoned R1-Low Density Residential.

### Land Administration By-law

As outlined in Sections 4 and 5 of the Land Administration By-law, the City may acquire and dispose of a fee simple interest in any real property.

Pursuant to Section 12(f) of the Land Administration By-law, the City purchase agreements require a person who acquires land from the City to develop the land within a specified period of time; otherwise, the land returns to the City.

### Purchase Agreement

A Purchase Agreement with the City of Yellowknife is a legal contract. The Purchaser is legally bound to develop the Property within the specified period. Until the development is completed, the Property cannot be sold, transferred or leased. If the Purchaser fails to fulfill their obligation to develop the property, the City maintains the right to repurchase the land in accordance with the terms of the Purchase and Option to Purchase Agreements.

## **ALTERNATIVES TO RECOMMENDATION:**

There are no viable alternatives for land acquisition and disposal, as the City needs to acquire the lands for disposal and development.

## **RATIONALE:**

It is crucial to “acquire” these lands to resell them to interested parties who will develop them. New lots available for development may help alleviate the current shortage of available residential land for development.

## **ATTACHMENTS:**

1. Land Acquisition By-law No. 5076 (DM# 758036); and
2. Land Disposal By-law No. 5077 (DM# 758899).

Prepared: February 16, 2024; VF



## CITY OF YELLOWKNIFE

### **BY-LAW NO. 5076**

**BA 331**

A BY-LAW of the Council of the Municipal Corporation of the City of Yellowknife in the Northwest Territories, authorizing the Municipal Corporation of the City of Yellowknife to acquire fee simple interest in land for the Municipal Corporation of the City of Yellowknife, in the Northwest Territories.

PURSUANT TO section 53 of the *Cities, Towns and Villages Act*, S.N.W.T., 2003, c.22;

WHEREAS the said parcel of land is available for acquisition by the Municipal Corporation of the City of Yellowknife;

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

#### **APPLICATION**

1. That the Municipal Corporation of the City of Yellowknife is hereby authorized to acquire fee simple interest in all those parcels of land more particularly described as:  
  
Lot 80, Block 308, Plan 4204;  
Lot 32 Block 309, Plan 4204; and  
Lot 31 Block 569, Plan 4690.
2. The Mayor and City Administrator of the Municipal Corporation of the City of Yellowknife, or lawful deputy of either of them, are hereby authorized in the name and on the behalf of the Municipal Corporation of the City of Yellowknife, to execute all such forms of application, deeds, indentures, and other documents as may be necessary to give effect to this by-law and to affix thereto the corporate seal of the Municipal Corporation of the City of Yellowknife as the act and deed thereof, subscribing their names in attestation of such execution.

#### **EFFECT**

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



Read a First time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2024.

\_\_\_\_\_  
Mayor

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

Read a Second Time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2024.

\_\_\_\_\_  
Mayor

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

Read a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2024.

\_\_\_\_\_  
Mayor

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

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

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





## CITY OF YELLOWKNIFE

### **BY-LAW NO. 5077**

**BS 779**

A BY-LAW of the Council of the Municipal Corporation of the City of Yellowknife authorizing the Municipal Corporation of the City of Yellowknife, to dispose of fee simple title in land for the Municipal Corporation of the City of Yellowknife, in the Northwest Territories.

PURSUANT to Section 54 of the *Cities, Towns and Villages Act*, S.N.W.T., 2003, c. 22;

WHEREAS the said parcels of land are not required for municipal purposes by the Municipal Corporation of the City of Yellowknife;

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

#### **APPLICATION**

1. That the Municipal Corporation of the City of Yellowknife is hereby authorized to dispose of freehold interest in the following land:

Lot 80, Block 308, Plan 4204;  
Lot 32, Block 309, Plan 4204; and  
Lot 31, Block 569, Plan 4690

2. That the Mayor and City Manager of the Municipal Corporation of the City of Yellowknife, or lawful deputy of either of them, are hereby authorized in the name and on the behalf of the Municipal Corporation of the City of Yellowknife, to execute all such forms of application, deeds, indentures, and other documents as may be necessary to give effect to this by-law and to affix thereto the corporate seal of the Municipal Corporation of the City of Yellowknife as the act and deed thereof, subscribing their names in attestation of such execution.

#### **EFFECT**

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

Read a First time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2024.

\_\_\_\_\_  
Mayor

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

Read a Second Time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2024.

\_\_\_\_\_  
Mayor

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

Read a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2024.

\_\_\_\_\_  
Mayor

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

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

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