



CITY OF YELLOWKNIFE

GOVERNANCE AND PRIORITIES COMMITTEE REPORT

Monday, October 21, 2024 at 12:05 p.m.

Report of a meeting held on Monday, October 21, 2024 at 12:05 p.m. in the City Hall Council Chamber.
The following Committee members were in attendance:

Chair: Deputy Mayor G. Cochrane,
Mayor R. Alty, (via teleconference)
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. Van Dine,
D. Gillard,
R. Johnson,
C. MacLean,
W. Newton,
K. Pandoo,
K. Thistle,
C. White,
G. White, and
S. Jovic.

<u>Item</u>	<u>Description</u>
1.	(For Information Only) Deputy Mayor Cochrane read the Opening Statement.
2.	(For Information Only) Committee agreed unanimously to amend the agenda to include a discussion regarding a Councillor leave request.



- (For Information Only)
3. There were no disclosures of conflict of interest.
- (For Information Only)
4. Committee heard a presentation and discussion regarding Budget 2025.
- (For Information Only)
5. Councillor Arden-Smith left the meeting at 1:10 p.m.
- (For Information Only)
6. Committee continued its discussion regarding Budget 2025.
- (For Information Only)
7. Committee accepted for information a memorandum regarding Budget 2025 Public Input.

Committee noted that the City of Yellowknife invited residents to help shape the 2025 Budget by submitting project proposals from July 17, 2024 to August 16, 2024 utilizing an online form. Residents were asked to consider Council's Strategic Directions as well as tax and service implications. The online form allowed residents to submit a complete project proposal, together with cost estimate for their submission.

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

Strategic Direction #1:	People First
Focus Area 1.3	<u>Liveable Community</u> Supporting all residents to participate in the social fabric and physical space of our community.
Key Initiative 1.3.1	Providing affordable and diverse recreation and arts opportunities for residents.
Strategic Direction #2:	Service Excellence
Focus Area 2.1	<u>Asset Management</u> Planning, implementing and maintaining assets to reliably, safely and cost effectively deliver services for current and future community needs.
Focus Area 2.2	<u>Capacity</u> Balancing service levels with human and fiscal resources.
Strategic Direction #3:	Sustainable Future
Key Initiative 3.2.4	Sustaining infrastructure capacity for future growth.

Committee noted that applicable legislation, by-laws, studies or plans include:
Cities, Towns and Villages Act.



8. **Committee read a memorandum regarding whether to adopt the recommendations set forth by the Human Resource Compensation Committee for the 2024 City Manager Performance Evaluation Process.**

Committee noted that on March 11, 2024, Council established the Human Resource Compensation Committee. The HRCC provides recommendations to Council related to the recruitment, hiring, performance evaluation, compensation, performance management and termination of the City Manager.

The HRCC met on October 4, 2024 and discussed the 2024 City Manager Performance Evaluation Process.

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

Strategic Direction #2:	Service Excellence
Focus Area 2.3	<u>Organizational Culture</u>
	Providing a positive and productive workplace environment for effective governance and service excellence.

Council Motion#0009-24 (January 22, 2024)

That 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.

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

1. Council Procedures By-law No. 4975, as amended;
2. Senior Administrative Officer By-law No. 5035; and
3. *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.



Committee noted that the purpose of the HRCC is to make recommendations to Council related to:

- a. the recruitment and hiring process in the event of a vacancy or the defined departure of the City Manager;
- b. the annual performance evaluation process for the City Manager;
- c. proposed adjustments to compensation for the City Manager either during the hiring process and/or resulting from a performance evaluation; and
- d. any performance management issues with the City Manager as determined by Council.

Committee recommends that Council adopt the following recommendations presented by the Human Resource Compensation Committee (HRCC) for the 2024 City Manager Performance Evaluation Process:

- 1. October 29: Mayor Alty to send Council and the City Manager the year end performance review template;**
- 2. November 15: Deadline for Council members and the City Manager to complete the template and send back to Mayor Alty; and**
- 3. November 25 (GPC): Year End Performance Review (In Camera).**

MOVE APPROVAL

(For Information Only)

9. Committee recessed at 1:23 p.m. and reconvened at 1:35 p.m.

(For Information Only)

10. Committee discussed a Councillor leave request. Councillor Fequet noted that at the October 15, 2024 Governance and Priorities Committee meeting he had requested a temporary, unpaid, four month Leave of Absence from City Council from January 2025 to end of April 2025. Councillor Fequet further noted that he sought public feedback and has received responses from more than 120 people, noting that there was overwhelming support that this question be asked. Councillor Fequet stated that now that Council has provided their initial thoughts that unpaid leave for this duration of time, in this circumstance, will likely not be approved, he is withdrawing his request. Councillor Fequet stated that he appreciates the clarity this provides and will explore options for his family while ensuring that he upholds his commitment to the residents of Yellowknife.

11. Councillor Fequet advised that he will bring forward a motion for Council's consideration at the Governance and Priorities Committee on November 18, 2024 regarding the development of a Leave for Members of Council Policy.

(For Information Only)

12. Councillor Fequet excused himself from the meeting at 1:37 p.m. to allow Committee to discuss this matter.



- (For Information Only)
13. Committee continued its discussion regarding the leave request and noted that since Councillor Fequet withdraw his request this item is no longer on the table.

- (For Information Only)
14. Councillor Fequet returned to the meeting at 1:38 p.m.

- (For Information Only)
15. Councillor McGurk moved,
Councillor McLennan seconded,

That Committee move in camera at 1:38 p.m. to discuss a legal matter.

MOTION CARRIED UNANIMOUSLY

- (For Information Only)
16. Committee discussed a legal matter.

- (For Information Only)
17. Councillor Warburton moved,
Councillor McLennan seconded,

That Committee return to an open meeting at 2:21 p.m.

MOTION CARRIED UNANIMOUSLY

- (For Information Only)
18. There was no business arising from the in camera session.

19. The meeting adjourned at 2:21 p.m.