



CITY OF YELLOWKNIFE

## Council Agenda

Monday, December 9, 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 [www.yellowknife.ca](http://www.yellowknife.ca) or by contacting the City Clerk’s Office at 920-5602.



**Item No.**

**Description**

**OPENING STATEMENT**

1. Councillor Cochrane 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, November 25, 2024 are presented for adoption.

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

**That Minutes of Council for the regular meeting of Monday, November 25, 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.



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**Item No.**                      **Description**

**DELEGATIONS PERTAINING TO ITEMS ON THE AGENDA**

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

**MEMBER STATEMENTS**

9.                                      There were no statements for the agenda.

10.                                     Are there any Member statements from the floor?

**INTRODUCTION AND CONSIDERATION OF COMMITTEE REPORTS**

Councillor Cochrane will introduce the following reports:

11.                                     Governance and Priorities Committee Report for November 25, 2024.

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

**That Council allocate \$260,780 in Reaching Home funding for the 2025-2026 fiscal year to enhance the Street Outreach program, as recommended by the Community Advisory Board on Homelessness (CAB).**

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

**That Council approve incremental increased levels of service for the Yellowknife Street Outreach Program for 2025, towards meeting the recommendations contained in the Street Outreach Program Evaluation & Design Recommendations report, by:**

- **Awarding greater weight to proposals that can increase hours of service beyond 12 hours up to 7:00 am to midnight. Services beyond 12 hours can better serve clients at their time(s) of need, not just when facilities are open.**
- **Including an additional dedicated team of two staff (a dedicated outreach worker and peer support worker) completing foot patrols of the downtown core for 7 days a week, for up to 5 hours per day.**



<u>Item No.</u>	<u>Description</u>
	<ul style="list-style-type: none"> <li>• Providing, at minimum, compensation of a Living Wage.</li> <li>• Considering provision and cost of personal health services, for example: naloxone kits, condoms, hygiene products.</li> <li>• Considering food and water to clients for driving service and the foot patrols without diminishing Outreach service hours.</li> <li>• Supporting access to improved training for the SOP staff.</li> <li>• Supporting improved integration of the Street Outreach Program into the established Coordinated Access program.</li> <li>• Demonstrating the ability to scale service levels closer to the model recommended in the Evaluation in the event additional funding is available after the awarding of the contract.</li> </ul>

Unanimous	In Favour	Opposed	Carried / Defeated
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14.

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

**That the following resolution be presented for adoption:**

**YELLOWKNIFE - A PLACE OF CHOICE  
FOR NEW DND & NORAD INVESTMENTS**

**WHEREAS** the City of Yellowknife recognizes the importance and responsibility for all Canadians to advance Canada’s sovereignty and security;

**AND WHEREAS** the City of Yellowknife has been home for both the Canadian Forces Northern Area Headquarters since May 1970, and the Joint Task Force North since February 2006;

**AND WHEREAS** the Government of Canada released “Our North, Strong and Free: A Renewed Vision for Canada’s Defence” and an investment of \$8.1B on April 08, 2024, to enhance Arctic and Northern capability;

**AND WHEREAS** the North American Aerospace Defence Command (NORAD) is preparing a strategy to modernize its infrastructure across the Canadian Arctic and North with investments of \$38.6 billion over 20 years;



**Item No.**

**Description**

**AND WHEREAS the City of Yellowknife is investing in new housing and infrastructure to support sustainable and long-term growth;**

**AND WHEREAS and the Mayor and Council of the City of Yellowknife are bringing forward new By-laws and By-law amendments to support more housing construction that can accommodate new military personnel and their families;**

**NOW THEREFORE BE IT RESOLVED:**

- i. That the Mayor and Council invite the Honourable Bill Blair, Minister of National Defence, the Canadian Armed Forces, the Government of Canada and the North American Aerospace Defence Command to choose Yellowknife and the Yellowknife Airport as a strategic centre for enhanced security and military capability.**
- ii. That an administrative Working Group be struck to address land use and capital investment needs for enhanced airport, security and military capabilities.**
- iii. That Administration work closely with their counterparts within the Government of the Northwest Territories, the Department of National Defence, the Canadian Armed Forces, the Government of Canada and NORAD to help ensure Yellowknife remains a competitive site of choice for new strategic defence investment.**

Unanimous	In Favour	Opposed	Carried / Defeated
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15.

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

**That Council adopt the Sponsorship and Naming Rights Policy.**

Unanimous	In Favour	Opposed	Carried / Defeated
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16.

Special Governance and Priorities Committee Report for December 2, 3, 4 and 5, 2024.



**Item No.**

**Description**

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

**That the 2025 Draft Budget with revenues of \$109,273,536, debenture interest payments of \$541,000, debt principal repayments of \$2,360,000, expenditures of \$142,088,844 including capital investments of \$50,593,970 and amortization of \$16,382,000, be approved; and that the Council adopt the 2026 and 2027 Budget in principle.**

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

18. There was no new business for the agenda.  
19. Is there any new business from the floor?

**ENACTMENT OF BY-LAWS**

20. By-law No. 5099 - A by-law to impose a 4% Tourist Accommodation Tax, is presented for Second and Third Reading.

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

**Second Reading of By-law No. 5099.**

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

**Third Reading of By-law No. 5099.**

Unanimous	In Favour	Opposed	Carried / Defeated
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23. By-law No. 5100 - A by-law to amend Fees and Charges By-law No. 4436, as amended, by amending Parts 5, 14 and 15 of Schedule B to reflect changes approved in Budget 2025, is presented for Second and Third Reading.



**Item No.**

**Description**

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

**Second Reading of By-law No. 5100.**

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

**Third Reading of By-law No. 5100.**

Unanimous	In Favour	Opposed	Carried / Defeated
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26. By-law No. 5097 - A by-law to repeal and replace Development Incentive Program By-law No. 4534, as amended, is presented for Third Reading.

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

**Third Reading of By-law No. 5097.**

Unanimous	In Favour	Opposed	Carried / Defeated
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28. By-law No. 5098 - A by-law to amend Financial Administration By-law No. 4206, as amended, is presented for Third Reading.

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

**Third Reading of By-law No. 5098.**

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

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

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



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**Item No.**

**Description**

**OLD BUSINESS**

32. There was no old business for the agenda.
33. Is there any old business from the floor?

**NOTICES OF MOTION**

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

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

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

**ADMINISTRATIVE ENQUIRIES**

37. There were no administrative enquiries for the agenda.
38. Are there any administrative enquiries from the floor?

**ADJOURNMENT**





CITY OF YELLOWKNIFE

## GOVERNANCE AND PRIORITIES COMMITTEE REPORT

Monday, November 25, 2024 at 12:05 p.m.

Report of a meeting held on Monday, November 25, 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. Van Dine,  
D. Gillard,  
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>
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 read a memorandum regarding whether to adopt Tourist Accommodation Tax By-law No. 5099.



Committee noted that in 2018, the Government of the Northwest Territories adopted enabling legislation to allow municipalities to implement a tourist accommodation tax. These types of fees have been used to raise funds for destination marketing worldwide for many years but have not yet been implemented in the Northwest Territories.

As a popular destination, the City of Yellowknife welcomes thousands of visitors every year. Between 2018-2019 over 120,000 people visited the Northwest Territories spending more than \$210 million dollars<sup>1</sup>. Visitors to the City of Yellowknife have a significant economic impact locally injecting approximately \$90 million into our local economy on an annual basis.

Administration recommends the implementation of a 4% Tourist Accommodation Tax effective April 1, 2025. Based on the number of available rooms and current occupancy rates, it is estimated that this could generate up to \$1.5 million annually<sup>2</sup>. Phased implementation of the mandatory by-law will provide the City sufficient time to notify and prepare all accommodation operators who will be expected to collect the levy. This new by-law will be a tremendous addition to the City's economic growth efforts and offers a new revenue tool for the city to support tourism promotion and development.

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

**Strategic Direction #3:**

**Sustainable Future**

Focus Area 3.3

Robust Economy

Doing our part to stimulate and amplify economic development opportunities.

Key Initiative 3.3.1

Supporting all aspects of tourism and visitor services, including the accommodation levy and creation of the destination marketing organization.

Council Motion #0128-23

iii. That in 2024, \$100,000 from the General Fund balance be withdrawn and allocated to the startup and initial funding for the Destination Market Organization (DMO); and that once established, the Hotel Levy fees pay back the \$100,000 to the General Fund. If the Hotel Levy Bylaw and DMO do not receive Council approval, the \$100,000 remains in the General Fund balance.

<sup>1</sup> <https://www.gov.nt.ca/en/newsroom/record-breaking-tourism-numbers-surpass-strategy-goals#:~:text=Tourism%20numbers%20in%20the%20Northwest,NWT%20Tourism%20Conference%20in%20Yellowknife.>  
<sup>2</sup> <https://www.yktourism.ca/frequently-asked-questions#n-17>



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

1. *Cities, Towns and Villages Act* S.N.W.T. 2003, c.22; and
2. Economic Development Strategy 2020-2024.

Territorial Legislation

Section 70.1 of the *Cities, Towns and Villages Act* permits council of a municipality to impose a tourist accommodation tax upon a person who provides remuneration for accommodation at a tourist accommodation facility within a municipality. The maximum amount of tax that may be imposed is 4% of the daily accommodation rate.

Section 70.1(5) outlines that the tourist accommodation tax shall not apply if:

- (a) the accommodation is remunerated for more than 30 continuous days;
- (b) the daily accommodation rate is less than \$20 per night; or
- (c) the subject of the tax is
  - (i) the Government of the Northwest Territories,
  - (ii) a public agency or an other reporting body as defined in subsection 1(1) of the *Financial Administration Act*,
  - (iii) a person or his or her family, being accommodated as a result of medical travel,
  - (iv) a person staying at a hospital or health care facility, or
  - (v) any other class of prescribed persons or bodies.

Financial Considerations

Initial annual revenue projections were developed for the new accommodation levy, and based on a comparable accommodation occupancy of past years, the levy is projected to yield approximately \$1.5 million dollars annually. These additional funds will be used for the promotion of Yellowknife as a tourist destination.

Comparative Information

Across Canada, levies on accommodation vary from 3% to 6%<sup>3</sup>. Administration of the levy is not uniform from province to province. In some cases it is administered by the province, while in other it is administered by municipalities. In the Northwest Territories, the legislation dictates that a municipality pass a bylaw to impose a tourist accommodation tax.

Province	Amount of Levy
British Columbia	Provincial Sales Tax – 8% Municipal and Regional District Tax (MRDT) – up to 3% (i.e. Vancouver 3% + 1.5% Destination Marketing Fee (DMF) + 2.5% Major Event MRD)
Alberta	Alberta Tourism Levy – 4% Municipal – 3% (i.e. Calgary – 7%)

<sup>3</sup> [chrome-extension://efaidnbmnnnibpcajpcgclefindmkaj/https://www.yktourism.ca/sites/default/files/ctac.pdf](https://www.yktourism.ca/sites/default/files/ctac.pdf); [chrome-extension://efaidnbmnnnibpcajpcgclefindmkaj/https://tiac-aitc.ca/\\_Library/Resources/DMAC\\_-\\_Visitor\\_Based\\_Assessment\\_Study\\_Final\\_last\\_draft.pdf](https://tiac-aitc.ca/_Library/Resources/DMAC_-_Visitor_Based_Assessment_Study_Final_last_draft.pdf)



Saskatchewan	Regina – 3% Saskatoon – 3% (voluntary levy)
Manitoba	Winnipeg - 6%
Ontario	Toronto – 6% Ottawa – 5% Sudbury – 4%
Quebec	3.5%
New Brunswick	Saint John – 3.5% Moncton – 3.5%
Nova Scotia	Maximum of 3% (in provincial legislation)
Prince Edward Island	Charlottetown – 3%
Newfoundland & Labrador	St. John’s – 4%

### Economic Development

The City’s Economic Development Strategy 2020-2024 recognized that the Yellowknife economy has strengths upon which it can build to promote and diversify the economy. Although small relative to the mining industry, the tourism sector has shown consistent growth and in 2019 visitors travelling to the Northwest Territories spent just over \$210 million. Implementation of a tourist accommodation tax to support further development of the tourism sector is an important step the City can take to achieve new levels of employment and tax base growth and was reflected in Goal #5 of the Strategy which recommended that the City “develop and pass bylaws to implement the hotel levy”.

### Public Consultation

Initially, the proposal to request authority to implement an accommodation levy was developed by the Yellowknife Hotel Association in conjunction with the City. It was later supported by both the NWT Association of Communities and NWT Tourism<sup>4</sup>.

### Tourism

Prior to the pandemic, tourism was one of the fastest growing sectors of the Yellowknife economy. And, current numbers at the Yellowknife Visitor Information Centre indicate that trend has been re-established. The revenue raised through this by-law will be used to promote and develop tourism, which benefits the City’s economic growth as well as accommodation operators and the tourism sector in general.

### Destination Marketing/Management Organization (DMO)

DMO’s have become the standard and best practice for promoting the tourism industry. DMOs provide a comprehensive approach to marketing, promotion, and destination development. The primary sources of revenue are hotel taxes, followed by municipal and provincial/territorial grants. Once the levy is established, the City will engage with

<sup>4</sup> [chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.ntlegislativeassembly.ca/sites/default/files/legacy/18-10-30\\_cr\\_9-183\\_report\\_on\\_the\\_review\\_of\\_bill\\_18\\_-\\_an\\_act\\_to\\_amend\\_the\\_cities\\_towns\\_and\\_villages\\_act\\_hotel\\_tax\\_final.pdf](https://www.ntlegislativeassembly.ca/sites/default/files/legacy/18-10-30_cr_9-183_report_on_the_review_of_bill_18_-_an_act_to_amend_the_cities_towns_and_villages_act_hotel_tax_final.pdf)



stakeholders to create a DMO, a non-profit entity established to market Yellowknife and optimize the economic activity generated by the tourism industry. Preliminary work was done in 2018 that outlines the steps and decision-making process to establish a DMO<sup>5</sup>. Administration will use that information as a guide to establishing a DMO in the first quarter of 2025.

#### Application of Levy

The Tourist Accommodation Tax By-law will apply to any premises “where accommodation is provided for remuneration”. In accordance with Business Licence By-law No. 3451, short term rental accommodations are required to obtain a business licence and include the business licence number in any material used to market the accommodation. The City has contracted resources to compile a list of short term rental providers in the city to enable staff to ensure that accommodation providers are in compliance with the Business Licence By-law. This list of accommodations will also provide the City with current data on the premises that will be required to collect and remit the levy.

#### Communications Plan

Traditional accommodation providers, such as hotels, are accustomed to collecting and remitting levies at properties located in other provinces. However, there are a group of operators with short term rentals who will be required to collect and remit the levy for the first time when the by-law becomes effective on April 1, 2025.

In October 2024 a letter was sent to all accommodation providers with current business licences advising that the Tourist Accommodation Tax By-law would be brought forward in November. Once the Tourist Accommodation Tax By-law is adopted, Administration will reach out to all accommodation operators and offer information sessions on how to prepare for the collection of levies from their customers. In addition, a fact sheet has been prepared that outlines what the levy is, who pays for it, and how to remit levy revenue and reports. The fact sheet will be provided directly to accommodation operators. The city’s website will be updated with all relevant information and simplified online reporting forms will be available. This communication will be sent once the Tourist Accommodation Tax By-law is fully approved and in effect, giving the City the months of January-March to communicate to the group before the obligation to collect commences on April 1, 2025.

#### Timeline and Next Steps

- |   |  |
|---|--|
| (i) <b>November 25, 2024</b>                  | Presentation of draft Tourist Accommodation Tax By-law to Governance & Priorities Committee            |
| (ii) <b>December 9, 2024</b>                  | 1 <sup>st</sup> and 2 <sup>nd</sup> Reading of draft Tourist Accommodation Tax By-law                  |
| (iii) <b>January 13, 2025</b> 3 <sup>rd</sup> | Reading of draft Tourist Accommodation Tax By-law  |
| (iv) <b>January-March 2025</b>                | Information session for accommodation operators in preparation of collection and reporting of the levy |

<sup>5</sup> <https://www.yktourism.ca/resources>



- (v) **February/March 2025** Administration will present Destination Marketing/Management Organization structure to Governance and Priorities Committee for consideration
- (vi) **April 1, 2025** First day of new Tourist Accommodation Tax By-law

Committee noted that in 2018, the GNWT adopted enabling legislation to provide authority under the *Cities, Towns and Villages Act* to permit municipalities to establish and collect a Tourist Accommodation Tax. In 2023 Council adopted a set of Strategic Directions to guide its work over the course of the 2022-2026 Council term and implementation of an accommodation levy was identified as a key initiative under the heading 'Sustainable Future'.

The City is now equipped with a new revenue source to support economic development efforts. Throughout the process leading up to adoption of the territorial legislation, accommodation providers, Northwest Territories Tourism, and Northwest Territories Association of Communities were supportive of the proposal by the Yellowknife Hotel Association and the City to establish a revenue source that could be used to attract more visitors to Yellowknife for longer periods of time.

Committee recommended that By-law No. 5099, a by-law to impose a 4% Tourist Accommodation Tax in the City of Yellowknife, be presented for adoption.

4. **Committee read a memorandum regarding whether to accept the recommendations for funding by the Community Advisory Board on Homelessness (CAB).**

Committee noted that on November 7, 2024, the Community Advisory Board on Homelessness (CAB) discussed unallocated funds from the 2025-2026 Reaching Home budget, leading to a vote to allocate these funds to the Street Outreach Program. CAB members highlighted the program's significant role in supporting vulnerable community members by connecting them with essential services, medical care, and shelter.

This decision aims to enhance the reach and effectiveness of the current Street Outreach Program, aligning with CAB's commitment to responsive, community-based support for homelessness prevention and intervention in Yellowknife.

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

<b>Strategic Direction #1:</b> Focus Area 1.3	<b>People First</b> <u>Liveable Community</u> Supporting all residents to participate in the social fabric and physical space of our community.
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<b>Strategic Direction #2:</b> Focus Area 2.2	<b>Service Excellence</b> <u>Capacity</u> Balancing service levels with human and fiscal resources.
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Key Initiative 2.2.2

Aligning organizational service capacity with service levels.

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

Everyone is Home – Yellowknife’s 10 Year Plan to End Homelessness; and  
Yellowknife Street Outreach – Program Evaluation and Design Recommendations.

Existing Programs/Services

Under Reaching Home: Canada’s Strategy to End Homelessness, the Street Outreach Program is eligible to be funded. This additional allocation of funding to the identified program is an eligible expense under the current Reaching Home directives.

Street Outreach Funding Sources

There should be a consideration to view the additional Reaching Home funding as a supplement to the funding currently allocated by the City of Yellowknife for the Street Outreach Program.

Committee noted that additional funding for the Street Outreach program would enhance its capacity to meet rising demand, improve community safety, and reduce strain on emergency services by providing timely support to vulnerable individuals. This aligns with Council’s strategic goals and promotes a coordinated response to homelessness, fostering partnerships and accountability to ensure measurable community impact.

**Committee recommends that Council allocate \$260,780 in Reaching Home funding for the 2025-2026 fiscal year to enhance the Street Outreach program, as recommended by the Community Advisory Board on Homelessness (CAB).**

**MOVE APPROVAL**

5. **Committee read a memorandum regarding whether to approve increased levels of service for the Yellowknife Street Outreach Program for 2025, as detailed in the Street Outreach Program (SOP) Evaluation & Design Recommendations report.**

Committee noted that the purpose of the SOP is to deliver intervention-based non-emergency response to vulnerable people in Yellowknife, and ultimately help free up law enforcement and medical responders by diverting social issues back to community resources.

Current service levels for the SOP have been in place since 2017 when the SOP began operating with the intent of addressing service gaps for individuals experiencing homelessness.

Historically, the SOP has been funded and operated on an annual basis, through an RFP process that only ever receives a response from the current service provider. The annual



budget for the SOP is approximately \$380,000 and is set by Council annually in the budget approval process.<sup>6</sup>

In 2024, Triage Metrix Associates completed a review of the SOP and set out their findings in the Evaluation. The scope of the Evaluation included an exploration of the critical components and activities carried out by the SOP, identification of barriers, successes, and resources of the program, and recommendations for a revised program to focus on client and community needs and safety. In the result, a key finding of the Evaluation is that the current SOP and levels of service are inadequate to address community need.

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

<b>Strategic Direction #1:</b>	<b>People First</b>
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 1.3.5	Advocating for enhanced outreach and social support services.
Key Initiative 1.3.6	Working with all partners towards a safe, supportive and compassionate community for all.
Motion #0129-23	That Council confirm for inclusion in draft Budget 2024, the following proposed budget initiatives submitted by Council members:  ii. \$100,000 for a consultant to review, provide an operating model recommendation, and draft a multi-year funding proposal to be presented to the Federal and Territorial government for a Street Outreach program.

#### Challenges with the Current Program

Adequate funding for the program remains an ongoing concern.

The conclusion reached by the Evaluation is that the SOP is an invaluable and well-trusted, low-barrier service provider. However, key findings of the Evaluation reveal the SOP could be updated to better address service gaps for individuals experiencing homelessness. Challenges with the current SOP include:

- challenges related to hours of service, reliability, and consistent policies and procedures;

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<sup>6</sup> \$373,077 in 2024 Budget, \$380,000 is proposed in draft 2025 Budget.





- some clients experience barriers accessing the SOP, including barriers related to program availability, communication challenges, and inconsistent service;
- several internal and external factors that impact service delivery, including inconsistent policies and procedures, resource and staffing challenges, lack of coordinated service delivery, lack of inter-agency communication, and lack of available services in Yellowknife.

### Evaluation Recommendations

The Evaluation divides its recommendations into three components:

1. revised program goals;
2. proposed criteria needed to implement the revised program goals; and
3. a two-phased approach to operational changes required for strengthening the core program and enhancing outreach service capacity.

The Evaluation further divides its recommendations between the City (as program funder) and program operations, as follows:

#### **City/Funder**

- consider multi-year funding;
- support development of governance and managerial infrastructure; and
- integration of working groups into coordinated response.

#### **Program Operations**

- ensure reliable transportation;
- operational hours 12pm to 12am;
- increase public awareness of SOP mandate;
- increase visibility of SOP staff;
- ensure ongoing data collection, sharing and program evaluation;
- increase staff training in key areas;
- increase staff compensation to livable wage;
- establish training, communications and low call procedure; and
- implement consistent program policies.

### Financial Considerations

Historically, the SOP has been funded by an annual City budget allowance of approximately \$380,000. This is the amount currently budgeted for the SOP in 2025. According to the Evaluation, based on current funding and service levels, there is an annual operating short fall of approximately \$54,000. To offset some of the shortfall, the program operator contributes approximately \$50,000 toward program operation.

Based on a three-year phased approach to the recommendations, the Evaluation estimates approximate annual operating costs between \$822,000 - \$950,000.



The Community Advisory Board on Homelessness (CAB) recently recommended that Council allocate \$260,780 in Reaching Home funding for the 2025-2026 fiscal year to enhance the SOP. If approved by Council, total funding for 2025 operation of the SOP will be approximately \$640,000, without any contribution from the operator.

There may be additional sources of funding for a revised SOP. First, given the SOP now meets qualification criteria for Federal Reaching Home funding, and the recent increase in Reaching Home funding available, there may be additional future allocation opportunities through CAB. Second, Administration recently submitted an application to fund the SOP through a Health Canada funding program. If that application is successful, those funds may be sufficient to fund a revised SOP for the remainder of 2024/2025 and 2025/2026. Finally, there may be other sources of funding available through the Territorial or Federal government.

Regarding the Evaluation recommendation for multi-year funding, this is contingent on the City having access to funds sufficient to provide a multi-year contract. To date, there are not sufficient funds to support this recommendation.

#### Administration Considerations

The City has limited financial resources and administrative capacity to update the SOP per the Evaluation recommendations within current resources.

Therefore, Administration proposes incremental increases in SOP levels of service with additional funds accessed through Reaching Home, to partially address the recommendations of the evaluation:

#### **Street Outreach Program Proposed Level of Service Improvements**

1. Awarding greater weight to proposals that can increase hours of service beyond 12 hours up to 7:00 am to midnight. Services beyond 12 hours can better serve clients at their time(s) of need, not just when facilities are open.
2. Including an additional dedicated team of two staff (a dedicated outreach worker and peer support worker) completing foot patrols of the downtown core for 7 days a week, for up to 5 hours per day;
3. Providing, at minimum, compensation of a Living Wage;
4. Considering provision and cost of personal health services, for example: naloxone kits, condoms, hygiene products.
5. Considering food and water to clients for driving service and the foot patrols without diminishing Outreach service hours.
6. Supporting access to improved training for the SOP staff.



7. Supporting improved integration of the Street Outreach Program into the established Coordinated Access program;
8. Demonstrating the ability to scale service levels closer to the model recommended in the Evaluation in the event additional funding is available after the awarding of the contract.

Committee noted that the following support Administration's recommendation for Council to approve a broad service level increase in 2025:

- Council's strategic direction to work with all partners towards a safe, supportive and compassionate community supports an improved SOP and increased services levels.
- Program improvements and increased levels of service are tied to funding availability. Without certainty on future funding, Administration recommends continuing with an annual SOP contract in 2025.
- Totalling over \$640,000, current budgeted amounts and proposed allocations from CAB will result in improved ability to incrementally improve level of service for the SOP in 2025.
- By basing the 2025 RFP on meeting the service level recommendations in the Evaluation as a minimum standard, Administration has the capacity to work with the successful proponent on what is achievable within the current proposed program budget, providing additional funding for additional service increases as and when possible.
- Additional potential funding allocations or approvals through CAB or Health Canada will assist with funding an improved SOP in 2025 and likely future years.
- In the meantime, Administration continues to seek further funding opportunities through the Territorial and Federal governments.

**Committee recommends:**

1. **That Council approve incremental increased levels of service for the Yellowknife Street Outreach Program for 2025, towards meeting the recommendations contained in the Street Outreach Program Evaluation & Design Recommendations report, by:**
  - **Awarding greater weight to proposals that can increase hours of service beyond 12 hours up to 7:00 am to midnight. Services beyond 12 hours can better serve clients at their time(s) of need, not just when facilities are open.**



- Including an additional dedicated team of two staff (a dedicated outreach worker and peer support worker) completing foot patrols of the downtown core for 7 days a week, for up to 5 hours per day;
- Providing, at minimum, compensation of a Living Wage;
- Considering provision and cost of personal health services, for example: naloxone kits, condoms, hygiene products.
- Considering food and water to clients for driving service and the foot patrols without diminishing Outreach service hours.
- Supporting access to improved training for the SOP staff.
- Supporting improved integration of the Street Outreach Program into the established Coordinated Access program;
- Demonstrating the ability to scale service levels closer to the model recommended in the Evaluation in the event additional funding is available after the awarding of the contract.

#### MOVE APPROVAL

6. **Committee read a memorandum regarding whether to adopt a resolution in support of NORAD (North American Aerospace Defence Command) and Department of National Defence (DND) investments in Yellowknife.**

Committee noted that the Federal Government is committed to the safety, security and defence of all Canadians. Partnerships, cooperation and shared leadership are essential to promoting security and safety of citizens and the Federal Government has established an Arctic and Northern Policy Framework.

The City believes that it and the Yellowknife Airport play an ongoing and growing role in advancing Canada's and North America's sovereignty and security. To that end, Mayor Alty forwarded correspondence to Minister Bill Blair inviting the Canadian Armed Forces, the Government of Canada and the North American Aerospace Defence Command to choose Yellowknife and the Yellowknife Airport as a strategic centre for enhanced security and military capability.

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

**Strategic Direction #3: Sustainable Future**

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



Community Plan & Background Report (2020)

Committee noted that since the April 2024 Government of Canada launch of “Our North Strong and Free,” the City of Yellowknife has been mobilizing to update our by-laws and create incentives to support more housing, which would benefit additional military personnel and their families. Moreover, City work to secure additional public land to accommodate anticipated housing growth is underway.

Committee noted that the passage of the proposed resolution could create a receptive environment to engage Territorial Ministers, GNWT officials, the Yellowknives Dene First Nation (YKDFN) and the business community on land use surrounding the airport. Additionally, it will allow for better coordination of City of Yellowknife service delivery and expansion at the airport itself.

**Committee recommends that the following resolution be presented for adoption:**

**YELLOWKNIFE - A PLACE OF CHOICE FOR NEW DND & NORAD INVESTMENTS**

**WHEREAS the City of Yellowknife recognizes the importance and responsibility for all Canadians to advance Canada’s sovereignty and security;**

**AND WHEREAS the City of Yellowknife has been home for both the Canadian Forces Northern Area Headquarters since May 1970, and the Joint Task Force North since February 2006;**

**AND WHEREAS the Government of Canada released “Our North, Strong and Free: A Renewed Vision for Canada’s Defence” and an investment of \$8.1B on April 08, 2024, to enhance Arctic and Northern capability;**

**AND WHEREAS the North American Aerospace Defence Command (NORAD) is preparing a strategy to modernize its infrastructure across the Canadian Arctic and North with investments of \$38.6 billion over 20 years;**

**AND WHEREAS the City of Yellowknife is investing in new housing and infrastructure to support sustainable and long-term growth;**

**AND WHEREAS and the Mayor and Council of the City of Yellowknife are bringing forward new By-laws and By-law amendments to support more housing construction that can accommodate new military personnel and their families;**

**NOW THEREFORE BE IT RESOLVED:**

- i. That the Mayor and Council invite the Honourable Bill Blair, Minister of National Defence, the Canadian Armed Forces, the Government of Canada and the North American Aerospace Defence Command to choose Yellowknife and the Yellowknife Airport as a strategic centre for enhanced security and military capability.**



- ii. That an administrative Working Group be struck to address land use and capital investment needs for enhanced airport, security and military capabilities.
- iii. That Administration work closely with their counterparts within the Government of the Northwest Territories, the Department of National Defence, the Canadian Armed Forces, the Government of Canada and NORAD to help ensure Yellowknife remains a competitive site of choice for new strategic defence investment.

#### MOVE APPROVAL

7. **Committee read a memorandum regarding whether to adopt a Sponsorship and Naming Rights Policy.**

Committee noted that the City of Yellowknife has been desirous of exploring innovative ways of generating revenue to offset the costs of operating facilities, programs and events for many years. Commencing in the latter part of the last century the City has been successful in generating revenue through the sales of advertising within facilities. As the number of facilities grew so did the success of the sales of advertising space. In the early stages of the current century with the addition of the Multiplex a community based organization, Facilities For Kids undertook the sales of advertising space on behalf of the City to generate funds to assist in offsetting the capital costs of the facility. This spawned a large interest in other City facilities including broader sponsorship opportunities. As these requests expanded, it became clear that the sophistication of the work and the workload made it impossible to be done off the side of a staff's desk. This resulted in securing a contractor to carryout the work on behalf of the City. This contract was terminated in 2023.

The desire to continue to explore and expand innovative ways of generating revenue for the City was revived with the development of the Aquatic Centre. Utilizing the experience gained through past sponsorship contractors, and with input from other City Departments, including Economic Development and Strategy (EDS) and City Clerk, a Request for Proposals process was launched to continue seeking revenue. To ensure that the draft Sponsorship and Naming Rights Policy reflected current and up-to-date practices within other municipalities, the City Clerk carried out research of similar policies from other municipal jurisdictions. In addition, EDS staff provided input into the development of the contract for the sponsorship contractor, as well as assisting in the review/development of the draft Policy.

Through a competitive process, the City has recently awarded a contract to Arts & Communication Counselors Inc. (A&C) for the purpose of selling sponsorship and naming rights for City facilities, programs and events with a primary focus on the Aquatic Centre. The scope of work includes, among many other items, a review of the draft Sponsorship and Naming Rights Policy. The purpose of the review is to provide comments and recommend changes to the draft to ensure that it is current, meets industry standards among municipalities and reflects a professional approach to securing and retaining sponsors and naming rights for City facilities, programs and events.



A&C have proposed a work plan that includes:

Asset & Policy Review	1 month
Development of Pricing & Benefit Strategy	1.5 months
Prospecting & Packaging	2 weeks
Sales and Negotiations	4 to 6 months

Following the final approval of the Sponsorship and Naming Rights Policy, the remaining key activities listed in the A&C work plan will be undertaken.

This matter was discussed at the November 18, 2024 Governance and Priorities Committee meeting and referred back to Administration with feedback from Committee members. Subsequently changes were made to ensure that the Policy clearly states that the City Manager is the authority to grant or deny sponsor approvals as well as the acceptance of the contractors valuation of City assets. These changes can be found in articles 5.13, 5.14, 5.17. Additionally, article 5.3 was changed to provide clarity that when a City asset includes a commemorative name it will not be included on the asset list for potential sponsorship. Article 15.5 was altered to include specific reference to the City's Acquisition and Disposal policies. And finally, Article 5.19.2 was altered to include the NWT *Human Rights Act* wording.

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

<b>Strategic Direction #1:</b> Key Initiative 1.3.1	<b>People First</b> Providing affordable and diverse recreation and arts opportunities for residents.
<b>Strategic Direction #3:</b> Focus Area 3.1	<b>Sustainable Future</b> <u>Resilient Future</u> Enhancing Yellowknife as a great place to live, visit, work and play now and into the future.
Focus Area 3.3	<b>Robust Economy</b> Doing our part to stimulate and amplify economic development opportunities.

#### Financial Considerations

Over the past 6 years, the City has generated a net profit of \$435,879 in advertising sales and sponsorship in City facilities including the Ruth Inch Memorial Pool, Community Arena, Multiplex and Fieldhouse.

#### Corporate Impact

With Council's approval of the Sponsorship and Naming Rights Policy the City's reputation will be protected through the Guiding Principles contained in the Policy. There are specific Guiding Principles contained in the policy to ensure that the City's goals, objectives, values and mandate are upheld to the highest standards.



### Departmental Consultation

The City Clerk and the Department of Economic Development and Strategy have been key in the development of the revamped process of securing a contractor to solicit sponsors and those interested in pursuing naming rights for City facilities, programs and events.

Committee noted that the Sponsorship and Naming Rights Policy will allow the City to generate funds by providing opportunities within City of Yellowknife recreation facilities for potential partners to be recognized in exchange for financial considerations. The Policy will ensure that all sponsorship and naming rights arrangements will be carried out in a clear and consistent manner with set guidelines and procedures.

Staff from several City Departments have provided key input into the research and development of the proposed policy. Arts & Communication Counselors Inc. have also reviewed the proposed policy, and both have provided key input to ensure that the Policy reflects the current trend with similar policies in municipal settings and a modern approach to securing sponsors.

With the development of the Aquatic Centre near completion, the City has been approached by members of the business community expressing interest in pursuing sponsorship type opportunities. The Sponsorship and Naming Rights policy will allow for these opportunities to be further explored.

**Committee recommends that Council adopt the Sponsorship and Naming Rights Policy.**

### **MOVE APPROVAL**

(For Information Only)

8. Committee accepted for information a memorandum regarding the minutes of the Community Advisory Board on Homelessness meeting of November 7, 2024.

(For Information Only)

9. Committee accepted for information a memorandum regarding 2023 Annual Local Spending Report as required by the Local Procurement Policy.

Committee noted that on February 12, 2018, Council Motion #0028-18 established a Local Procurement Policy in an attempt to promote, prioritize, and increase local spending by the City of Yellowknife (City). The City's main objective was to purchase at least eighty-five percent (85%) of its total annual expenditures from businesses operating in Yellowknife as long as the goods and services were of an acceptable quality and available at competitive prices.

As required by the Local Procurement Policy, this Annual Report provides details of local and non-local spending by the City over the course of calendar year 2023. Exceptionally information relating to the Wildfire Expenditures are also part of this reporting.





Our analysis shows that in 2023 the City purchased eighty-six percent (86%) of its total annual expenditures locally.

**METHODOLOGY:**

In preparing the Local Spending Report:

- a) Employee Costs (Salaries and benefits), debt and tax expenditures have been excluded from our analysis as the purpose of the Report is to show how the City spends discretionary funds processed through its payables system. These excluded items are totaled and shown in Table 1.
- b) Goods and services that are not available in Yellowknife and which have been procured from suppliers located outside of Yellowknife have been included in our analysis to calculate non- local spending. These goods and services include but are not limited to: specialty vehicles and equipment; software maintenance and support; traffic light equipment; ice rink and swimming pool equipment and maintenance; specialized consulting services, recruiting expenses; and chemicals used in municipal operations. These non-local expenditures also include many requests for goods and services which were posted as competitive bids (tenders or requests for proposals) open to the public, but for which the City did not receive successful bids from local suppliers. The non-local expenditures are depicted in Table 2.

**REPORTS:**

**1) Local Spending**

For the purpose of this report, local companies are defined as those having a local presence in the City of Yellowknife: they have offices or storefronts, employees, and generally participate in the local economy and conduct regular businesses in Yellowknife.

Committee was provided with a summary of the City's contract files handled through the Procurement and Supply Services Division in 2023. It provides basic information on the result of each contract file, including the procurement process used, the name of the contractor, the location of the contractor, a brief description of the goods or services that were acquired, and the total value of each resulting contract.

In 2023, the City awarded a total of around \$16M worth of contracts, out of which \$11.6M were paid to businesses based in Yellowknife. This is equivalent to seventy-three percent (73%) of the value of contracts that went to members of the Yellowknife business community. The remaining \$4.3M were paid to non-local vendors and mostly included specialized consulting services not available locally.

- a) 2023 Excluded Items



As highlighted in the methodology section, expenses deemed “Excluded” have not been taken into account when determining the local spending percentage and they are as follows:

**Table 1 - Excluded items**

Payer	Description	Amount
CRA - Receiver General	Payroll Tax	21,979
TD Canada Trust	Banking services and charges	4,073,420
WSCC	Payroll-Workers compensation	516,986
NEBS Group Insurance	Payroll-Employee Benefits - Insurance	1,323,602
YK Sep. Education Dist.	Payment of School tax collected	3,504,665
Manulife	Payroll-Employee Benefits - Pension	54,268
City YK Employee Rec	Payroll-Employee Benefits - Recreation	12,723
PSAC Social Justice Fund	Payroll-Contributions to PSAC	2,447
NEBS Pension Fund	Payroll-Employee Benefits - Pension	3,136,126
YK Education District 1	Payment of School tax collected	5,160,958
<b>Total</b>		<b>17,807,172</b>

A total of \$17.8 million have been excluded from the calculation of the Local Spending as they are non-discretionary in nature and includes the employee costs of health benefits, union dues and pension allotments. However, if these payroll expenses were to be considered into the computation, the local spending figure will increase to sixty-four million (\$64M) and correspondingly the percentage will rise to eighty-seven percent (87%)

- b) 2023 Spending on Goods and/or Services Not Available in Yellowknife  
In 2023, goods and services that were not available in the City and had to be sourced from suppliers located outside of Yellowknife amounted to \$9.7M. In comparison to 2022, the non-local spending of the City in 2023 amounted to fourteen percent (14%) as compared to twelve percent (12%) the previous year. Interestingly, had these goods and services been available in Yellowknife and met the criteria as prescribed by the Local Procurement Policy, the local spending ratio would have increased to ninety-four percent (94%).

Table 2 below identifies some of the significant expenditures that were not available locally:

**Table 2 - Non-Local (not available locally)**

Description	Amount
Chemicals	165,040
Specialized Services	502,845
IT Services/Software	1,085,241
Wildfire Support	3,222,825
Specialized Equipment	716,054
Ice Rink & Pool Equipment/Maintenance	170,993
Firefighting Equipment	114,020
<b>Total</b>	<b>5,977,018</b>

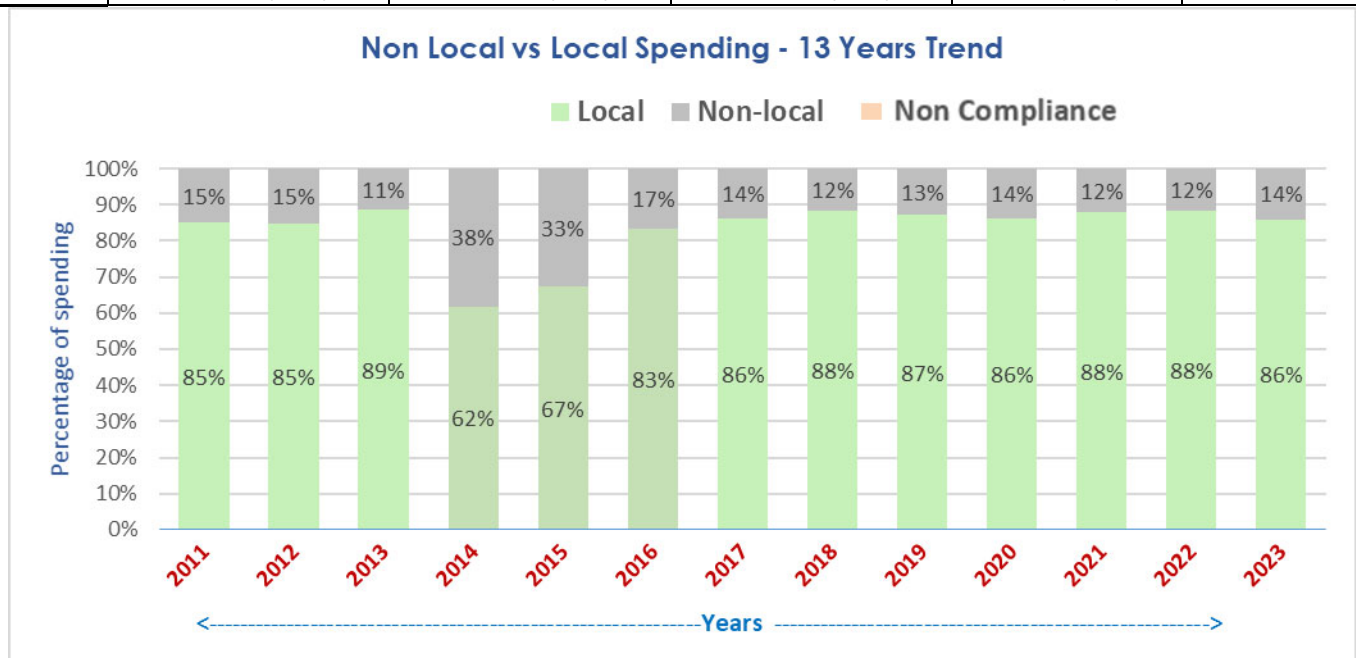


Finally it is worth noting that even if the payroll related expenses identified in Table 1 above are included, AND the expenditures on goods or services not available locally are removed from the analysis, the local spending percentile would still have been ninety-four percent (94%).

Local Including Payroll (Table 1)		Total	% Local
64,575,707	3,768,514	68,344,220	94%

c) Historical Trend Analysis

Year	Excluded	Local	Non-local	Total	% Local
2011	16,567,844	36,825,604	6,469,733	43,295,337	85%
2012	13,290,922	43,706,457	7,767,149	51,473,606	85%
2013	18,673,513	42,684,472	5,464,015	48,148,487	89%
2014	17,563,875	49,207,823	30,365,195	79,573,018	62%
2015	19,844,107	29,194,215	14,178,374	43,372,590	67%
2016	21,572,942	35,399,838	7,083,328	42,483,166	83%
2017	18,320,555	44,628,494	7,191,647	51,820,141	86%
2018	18,347,650	39,200,230	5,168,196	44,368,426	88%
2019	19,340,813	33,725,116	5,009,772	38,734,888	87%
2020	19,844,599	34,286,543	5,501,894	39,788,437	86%
2021	19,832,793	34,627,815	4,769,375	39,397,189	88%
2022	20,085,430	44,899,619	6,018,691	50,918,310	88%
2023	17,807,172	59,529,555	9,745,535	69,275,090	86%
<b>Total</b>	<b>241,092,216</b>	<b>527,915,780</b>	<b>114,732,905</b>	<b>642,648,686</b>	





Over the past thirteen years, more than six hundred and forty-two million (\$642M) have been spent by the City out of which five hundred and twenty seven million (\$527M) were expended locally; giving an annual average of eighty-two percent (82%).

As a reminder, between the years 2014 and 2016, the City did not meet the intent of its Local Procurement Policy as the percentages were lower than expected with showing of sixty-two (62%), sixty-seven (67%), and eighty-three percent (83%) respectively. The non-compliance in these years were caused by large payments made to the non-local vendor who was awarded the Water Treatment Plant project.

However, it would be accurate to highlight that apart from the three (3) years referenced above, the City has consistently been meeting the targeted eighty-five percent (85%).

**2) 2023 Wildfire Expenditures**

Committee was provided with details of expenditures incurred by the City of Yellowknife during the 2023 wildfires. The report shows the name of contractors including their home locations, a description of the services and/or goods that were provided, and the total amount paid to them.

Please note that the expenditures listed takes into account invoices received and paid during the period September 2023 to October 2024. As we are continuing to receive invoices in relation to this event, the figures provided are not finalized yet, even if based on the available information, the amounts that remain outstanding would not be material in nature.

To date, total wildfire spending was \$12.4M with payments to local companies amounting to \$8.1M while the remaining \$4.3M were paid to non-local vendors giving a split of 65% to 35%.

Particulars	Amount	Percentage
Local Expenses	8,116,769	65.18%
Non- Local Expenses	4,336,447	34.82%
<b>Total Expenses</b>	<b>12,453,216</b>	<b>100%</b>

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

**Strategic Direction #3:**  
Focus Area 3.2

**Sustainable Future**  
Growth Readiness

Key Initiative 3.3.3

Aligning with regional and territorial economic opportunities



Council Motion: #0028-18 That the City establishes a Local Procurement Policy to target to spend at least 85% of its total annual expenditures locally.



Committee noted that the City of Yellowknife is unable to procure goods and services under the guidelines set forth in the GNWT’s ‘Business Incentive Policy’, as this system of adjusting bids is a specific exclusion which the GNWT holds. It was grandfathered from the Agreement on Internal Trade, and has carried forward to the Canada Free Trade Agreement. There are common law legal risks associated with the disclosure and application of a local preference policy, and these risks increase along with the value of the procurement in question.

(For Information Only)

10. Committee accepted for a memorandum regarding an update on the City of Yellowknife After Action Assessment: 2023 North Slave Complex Wildfires Recommendations.

Committee noted the in December 2023, the City retained KPMG to complete an After-Action Assessment (AAA) of the 2023 North Slave Complex Wildfires Emergency Response. KPMG presented their findings in the independent, final report to Council in July 2024. As one of their key deliverables, KPMG’s report includes an after-action work plan that identifies and prioritizes 26 recommended follow-up actions for the City. The 26 recommendations address areas for future improvement prioritized in categories of Quick Wins, Major Projects, Incremental Tasks, and Future Opportunities.

Administration initiated many of the recommendations prior to receipt of the final AAA report. To date, 23 out of 26 recommendations have started. As demonstrated below, 5 recommendations are already complete, 15 are in progress, 3 are ongoing/evergreen, and 2 are not started. Details about the status of each recommendation were provided to Committee. A phased approach of further implementing viable recommendations from the Final AAA report is on Administration’s 2024 – 2026 Work Plan, with an estimated completion time of Q2 2025.

	4	Complete	Recommendations #6, 8, 9, 17
	7	In-progress	Recommendations #3, 5, 12, 13, 14, 19, 25
	1	Not yet started	Recommendation #20 – Establish and maintain continuity management program for City. <b>Note</b> - Business Continuity Planning is on the Work Plan Tier 4, targeted for Q4 2026, and involves all departments.
	3	In-progress	Recommendations #10, 11, 16



	1	Evergreen/ongoing	Recommendation #18
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	1	Complete	Recommendation #23
	4	In-progress	Recommendations #2, 7, 15, 24
	2	Evergreen/ongoing	Recommendations #1, 4
	1	Not yet started	Recommendation #21 - Develop a continuity plan for the City across all departments. <b>Note</b> - Business Continuity Planning is on the Work Plan Tier 4, targeted for Q4 2026, and involves all departments. May require consultant support. May be implications for Budget 2026.
	1	On hold	Recommendation #22 - Plan for the involvement of spontaneous volunteers during emergency response and recovery. <b>Note</b> - Community Emergency Plan identifies that there is no current capacity for spontaneous volunteers. The concept of volunteer management will be considered by having volunteers support the critical business partners.

	1	In-progress	Recommendation #26
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Committee noted that Council's policies, resolutions or goals include:

**Strategic Direction #1:**

Focus Area 1.3

Key Initiative 1.3.6

**Strategic Direction #3:**

Focus Area 3.1

**People First**

Liveable Community

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

**Sustainable Future**

Resilient Future

Enhancing Yellowknife as a great place to live, visit, work and play now and into the future.



Motion #0124-23

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

(For Information Only)

11. Committee read a memorandum regarding a report regarding Mayor Alty's travel to Banff, AB to attend the Disaster Forum from November 4 - 7, 2024.

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

#0365-93 It is the policy of the City of Yellowknife that:

1. All City sponsored travel by Yellowknife City Council members, inclusive of the Mayor, be approved by formal resolution of Council either prior to commencement of the travel, or at the first regular Council meeting after commencement of the travel; and
2. Yellowknife City Council members, inclusive of the Mayor, be required to table a detailed expense claim for City sponsored travel within three weeks of their return from City travel. This claim is to be supported by a daily diary detailing City business.

(For Information Only)

12. Committee read a memorandum regarding whether to enter into a three (3) year contract with Crowe MacKay LLP for the provision of financial audit services for the fiscal years ending December 31, 2024 – 2026, with the potential for a one-year mutual extension.

Committee noted that in July 2024, the City issued a Request For Proposals (RFP) for the provision of financial audit services for the three fiscal (3) years ending December 31, 2024 to December 31, 2026; two (2) proposals were received prior to the August 16, 2024 submission deadline.

The Bid Evaluation Committee comprising of three (3) Audit Committee members determined that the proposal of Crowe MacKay LLP presented the overall best solution for the City, and advised the Audit Committee accordingly.

On November 07, 2024 the Audit Committee met and recommended that Council authorize the Mayor and City Manager to enter into a contract with Crowe MacKay LLP for financial audit services for a three-year period commencing with the 2024 fiscal year, with the potential for a one-year mutual option to extend.

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

Strategic Directions                      **Service Excellence** with focus areas - Asset Management & Capacity building

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)*
2. City of Yellowknife, Audit Committee By-law No. 4127, as amended

#### Legislative

Section 104(1) of the *Cities, Towns and Villages Act* states that Council shall appoint an auditor for the municipal corporation.

Section 104(4) of the *Cities, Towns and Villages Act* states that the municipal corporation shall give written notice to the Minister of the appointment or revocation of an auditor, within 30 days after the appointment or revocation.

Section 9b. of the City of Yellowknife, Audit Committee By-law No. 4127, as amended, states that the Audit Committee shall recommend the external and internal auditor for appointment by Council.

#### Financial Considerations

Under the contract, the annual fee for financial audit services will be \$163,020 plus GST for the fiscal years ended December 31, 2024 to December 31, 2026. If the contract is extended for the option one years, the annual fee will be the same for the fiscal year 2027.

The above mentioned fees includes attendance at four (4) Audit Committee meetings annually and enquiry from Management regarding general information and/or clarifications of a technical nature. The fees do not take into account any travel cost which may be required. The estimated travel costs are \$19,000 and, if any, will be based on actual costs involved.

The City paid \$55,385 plus GST each year for the fiscal years ended December 31, 2021 to December 31, 2023.

Committee noted that an audit is a key feature of modern public administration which can enhance public confidence. City Council can fulfill its fiduciary responsibilities by making use of the audit as well as take this opportunity to improve management of resources and accountability. Moreover, the *Cities, Towns and Villages Act* requires Council to appoint an auditor for the City.

As a result, Administration followed a competitive process to solicit bids for financial audit services for the years 2024-26, and the Audit Committee determined that Crowe MacKay LLP met the intent of the RFP, including having the necessary resources to conduct an independent audit.

Committee recommended that Council authorize the Mayor and City Manager to enter into a three (3) year contract with Crowe MacKay LLP for the provision of financial audit services for the fiscal years ending December 31, 2024 – 2026, with the potential for a one-year mutual extension in the amount of \$163,020 plus GST per year.





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Committee noted that this matter will be discussed under New Business at this evenings Council Meeting.

- (For Information Only)
13. Councillor Arden-Smith moved,  
Councillor Fequet seconded,

That Committee move in camera at 12:53 p.m. to discuss a personnel matter.

MOTION CARRIED UNANIMOUSLY

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

- (For Information Only)
15. Councillor Cochrane moved,  
Councillor Hendriksen seconded,

That Committee return to an open meeting at 2:05 p.m.

MOTION CARRIED UNANIMOUSLY

- (For Information Only)
16. There was no business arising from the in camera session.
17. The meeting adjourned at 2:05 p.m.



## CITY OF YELLOWKNIFE

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Policy Title: **SPONSORSHIP AND NAMING RIGHTS POLICY**  
Approved By: **Council Motion #00XX-XX**  
Effective Date: **Month XX, 20XX**

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### 1 INTRODUCTION

The City recognizes Sponsorship opportunities and Naming Rights as a strategic means to offset the costs associated with municipal infrastructure, programs and day-to-day operations. These opportunities provide a sponsor with business and marketing value in exchange for financial consideration. These opportunities also serve as a platform to acknowledge partnerships that contribute to enhancing local services and improving the overall quality of life in the community.

Naming Rights refer to the City granting an organization the exclusive right to name a property or a portion of a property in exchange for financial considerations or other benefits that support city initiatives.

### 2 PURPOSE

The purpose of this Policy is:

- 2.1. To provide clear and consistent guidance regarding Sponsorship and Naming Rights for City Facilities and City programs;
- 2.2. To uphold the City's stewardship role in safeguarding the City's assets, interest, and image;
- 2.3. To encourage investment in City Facilities and programs;
- 2.4. To balance public and private interests by encouraging naming in exchange for financial consideration while acknowledging continued public investment in and ownership of City Facilities; and



2.5. To provide an enabling environment for the City to enter into Sponsorship agreements and Naming Rights Agreements with corporations, groups, or individuals within set guidelines and procedures.

### 3 DEFINITIONS

In this Policy:

<b>“City”</b>	means the Municipal Corporation of the City of Yellowknife in the Northwest Territories established pursuant to the <i>Cities, Towns and Villages Act</i> , its departments and staff;
<b>“City Council”</b>	means the municipal council of the City of Yellowknife;
<b>“City Facilities”</b>	means any property, facility, structure, building, or portion thereof, owned or controlled (through a lease or occupation agreement) by the City. This includes but is not limited to arenas, pools, bridges, trails, parks, playgrounds, sports fields, athletic parks and ball diamonds;
<b>“City Manager”</b>	means the Senior Administrative Officer of the City of Yellowknife appointed under subsection 41(1) of the <i>Cities, Towns and Villages Act</i> ;
<b>“Commemorative Naming”</b>	means the naming of a Civic Facility or parts thereof, in honour of individual(s) or organization(s) for outstanding achievement, distinctive service, and/or significant community contribution. Commemorative naming can also be made in honour of historic sites, significant events, or geographic features. Commemorative naming is not normally made in exchange for financial consideration;
<b>“Core Facilities”</b>	means Yellowknife City Hall, Fire Hall, Water Treatment Plant; Lift Stations; Pump Houses and Solid Waste Facility; City Garage and Shop;
<b>“Corporate Assets”</b>	means all City owned, leased or tenured infrastructure, mobile equipment, events and programs;



<b>“Donation”</b>	means a gift or contribution of cash, goods or services given voluntarily toward an event, project, program or corporate asset as a philanthropic act, for which a Charitable Tax Credit can be issued. Contribution of skills or time through volunteer services do not qualify as donations as they cannot be deemed property as per the Canadian <i>Income Tax Act</i> ;
<b>“Naming Entity”</b>	means the entity (e.g. corporation, community organization, or individual) to whom Naming Rights are granted pursuant to a Naming Rights Agreement;
<b>“Naming Rights”</b>	means the right to name a City Facility, or parts of a City Facility, granted in exchange for financial consideration, and where a Naming Entity provides goods, services or financial support to the City in return for the Naming Entity’s access to the commercial and/or marketing potential associated with the public display of the organization’s name on a City Facility for a specified period of time;
<b>“Naming Rights Agreement”</b>	means a contractual agreement for the exchange of Naming Rights between the City and the Naming Entity for a specific period of time;
<b>“Occupation Agreement”</b>	means the lease, sublease, license, sublicense, management or operating agreement which grants a Tenant the right to use and occupy a City Facility or a portion thereof;
<b>“Sponsor”</b>	means a corporation or organization that enters into a sponsorship agreement and pays cash or value in kind in return for access to exploitable commercial potential and marketing value associated with the asset;
<b>“Sponsorship”</b>	means a mutually beneficial business arrangement or partnership between the City of Yellowknife and an external party (individual, company, organization or enterprise) wherein the external party contributes funds, goods or services to city-owned parks, open spaces, trails, facilities, streets, events, programs and other municipal buildings and properties;



<b>“Tenant”</b>	means a person, corporation, organization or other entity occupying a City Facility through an Occupation Agreement;
<b>“Value Assessment”</b>	means a determination of the value that a sponsor will receive as a purchaser or specific naming rights and may include tangible and intangible benefits.

#### **4 POLICY**

It is the policy of the City of Yellowknife to establish the manner in which Corporate Assets may be sponsored through the sale of naming rights by way of corporate sponsorship.

#### **5 GUIDING PRINCIPLES**

- 5.1. The City supports revenue generation from Sponsorship and Naming Rights Agreements when these agreements directly benefit the community of Yellowknife and the City. These agreements must result in a net financial benefit to the City.
- 5.2. A specific type of sponsorship arrangement called Naming Rights may occur when an external party may become the namesake of a future or existing Corporate Asset in recognition for its financial support where such support is mutually beneficial to the City, the external party and the community. If the name is intended for an existing facility name, the City should take into consideration the history and legacy of the current facility name.
- 5.3. City Facilities that are available for Naming Rights will not normally be considered for Commemorative Naming and therefore will not be included in the overall list of assets
- 5.4. Naming Rights Agreements must not compromise the City’s or a Tenant’s ability to carry out its functions fully and impartially.
- 5.5. Signage and acknowledgement associated with Naming Rights must comply with all applicable laws and City by-laws, and must be approved in advance by the City. While the physical display of the Naming Right shall be negotiated or decided upon as part of the Naming Rights Agreement, such recognition must not unduly detract from the character, integrity, aesthetic quality, or safety of the property, or unreasonably interfere with its enjoyment or use.



- 5.6. During the consideration of Naming Rights, the City will endeavour, to the extent reasonably practicable and in accordance with this Policy, to balance confidentiality of the Naming Entity with the City's responsibility to maintain transparent processes and provide information to the public.
- 5.7. Proceeds from the Naming Entity for Naming Rights of a City Facility will be received by the City and used by the City for any lawful purpose.
- 5.8. All Naming Rights Agreements will be for a fixed term.
- 5.9. Neither the City nor its Tenant(s) may relinquish any aspect of its right to manage and operate a City Facility through a Naming Rights Agreement.
- 5.10. A Naming Rights Agreement must not conflict with the terms and conditions of any existing Occupation Agreement between the City and a Tenant.
- 5.11. The granting of Naming Rights will not entitle a Naming Entity to preferential treatment by the City outside of the Naming Rights Agreement.
- 5.12. There shall be no actual or implied obligation for the City to purchase products or services from the Sponsor or Naming Entity over and above what is contained within the sponsorship agreement.
- 5.13. An independent market valuation, approved by the City Manager, will normally inform a Naming Rights Agreement to ensure a fair, transparent and consistent practice.
- 5.14. The City Manager reserves the right to decline any Sponsorship arrangement.
- 5.15. An external party may contribute, in whole or in part, funds, goods or services to an approved Corporate Asset where such sponsorship is mutually beneficial to both parties and in a manner consistent with existing guidelines and policies set by the City including the Acquisition and Disposal policies.
- 5.16. The Sponsor arrangement must support the goals, objectives, policies and by-laws of the City of Yellowknife and be compatible with and complementary to the City's values and mandate.
- 5.17. The City Manager will select the most appropriate sponsors using the following criteria:
  - 5.17.1. Quality and timeliness of product and services delivery;



- 5.17.2. Value of product, service, cash provided to the City;
  - 5.17.3. Cost to the City to service the agreement;
  - 5.17.4. Compatibility of products and services with the City's policies and standards;
  - 5.17.5. Marketplace reputation of the sponsors; and
  - 5.17.6. Record of Sponsor's involvement in community projects and events.
- 5.18. Recognition provided to sponsors is subject to negotiation (i.e. advertising, signage, product sampling, brand name) and must meet the following criteria:
- 5.18.1. Be of an acceptable standard and in good taste;
  - 5.18.2. Not present demeaning or derogatory portrayals of individuals or groups;
  - 5.18.3. Must not contain anything which in light of generally prevailing community standards is likely to cause deep or widespread offence.
- 5.19. Naming Rights Agreements will normally not be considered if they:
- 5.19.1. Imply the City's endorsement of a partisan political or ideological position or imply that their products, services, or ideas are sanctioned or endorsed by the City;
  - 5.19.2. Convey a message that might be deemed prejudicial to race, colour, ancestry, nationality, ethnic origin, place of origin, creed, religion, age, disability, sex, sexual orientation, gender identity or expression, marital status, family status, family affiliation, political belief, political association or social condition;
  - 5.19.3. Present demeaning or derogatory portrayals of communities or groups, or in light of generally prevailing community standards, could reasonably be expected to cause offence to a community or group;
  - 5.19.4. Promote alcohol or other addictive substances at venues geared primarily to children; or  
Involve an individual, business or organization whose products or services are known to include the sale or promotion of pornography or sexually explicit materials or illegal products or substances.
  - 5.19.5. The sponsorship arrangement must be limited in scope and application to the City or project under consideration, and shall not involve any form of a risk-sharing venture.
  - 5.19.6. The role of the City as owner and operator of its assets shall be ensured throughout the sponsorship arrangement.
  - 5.19.7. Have an organization whose core business involves the production, promotion, or sale of tobacco, cannabis or alcohol products.



## 6 APPLICATION

- 6.1. This policy applies to all City of Yellowknife corporate assets.
- 6.2. This policy does not apply to:
  - 6.2.1. The naming of neighbourhoods, subdivisions, streets and roadways;
  - 6.2.2. Core Facilities as defined in Section 3;
  - 6.2.3. The naming of litter containers, park benches, picnic tables and trees;
  - 6.2.4. City Facilities where the City has an existing Occupation Agreement with a Tenant that includes Naming Rights;
  - 6.2.5. Advertising within City Facilities ;
  - 6.2.6. Sale of advertising or signage space on City-owned facilities and printed material, which involves only the straight purchase of advertising space sold at marketplace rates and does not imply any reciprocal partnership arrangement;
  - 6.2.7. Unsolicited donations, philanthropic donations or gifts which are eligible for an income tax receipt;
  - 6.2.8. Third parties who lease City property or hold permits with the City of Yellowknife for activities or events.

## 7 NAMING RIGHTS AGREEMENTS

- 7.1. Naming Rights Agreements will be in the form of a legally binding contract between the City and Naming Entity and should include or address the following matters:
  - 7.1.1. A description of the naming arrangement;
  - 7.1.2. The term of agreement;
  - 7.1.3. Renewal options, if any;
  - 7.1.4. Value Assessment, including cash and / or in-kind goods and services (and method of evaluating the value of in-kind contribution);
  - 7.1.5. The responsibilities for the cost of the development and installation of a logo, signage and any other promotional benefit which should be carried whenever possible by the Naming Entity;
  - 7.1.6. Naming and signage rights and any additional promotional benefits;
  - 7.1.7. Fees and costs, accompanied by a payment schedule;
  - 7.1.8. Installation and maintenance of signage;
  - 7.1.9. The ability for the City to remove or cover signage for limited periods such as during an event where the City has a legal obligation to ensure sites are free of competing corporate signage (e.g. a named sporting event);
  - 7.1.10. Release, indemnification and early termination clauses in favour of the City;
  - 7.1.11. The right for the City to terminate a Naming Rights Agreement if the Naming Entity fails to fulfill its obligations in regards to the payment





schedule, uses the City's name outside the parameters of the Naming Rights Agreement without prior consent, or if the Naming Entity develops a public image that is unacceptable to City Council;

- 7.1.12. Reference to procedures and costs to be incurred once a Naming Rights Agreement has expired or terminated; and
- 7.1.13. Insurance clauses in favour of the City.

## **8 SPONSORSHIP ARRANGEMENTS**

- 8.1. Requests for Sponsorship arrangements and any subsequent arrangements shall be made in writing detailing the rights and benefits offered and at a minimum shall include the following:
  - 8.1.1. The value of all funds, goods, services to be provided and the recognition to be provided in return by the City;
  - 8.1.2. A fixed term to be negotiated with prospective sponsors which is based on the Corporate Assets of the City;
  - 8.1.3. The disposition and ownership of any assets resulting from the sponsorship agreement;
  - 8.1.4. Maintenance of assets, ongoing capital;
  - 8.1.5. The responsibility for insurance, license/permits, safety, security and public health.
- 8.2. Potential Sponsors shall bear all costs associated with the preparation and submission of any Sponsorship or Naming Rights proposal, and the City shall, in no case, be responsible or liable for those costs.
- 8.3. Revisions to the sponsorship arrangements are subject to the same approval as the original sponsorship arrangement.
- 8.4. Naming Rights may only be transferred or assigned by a Naming Entity with the consent of the City. Where a company changes its name, the naming rights may, with the consent of the City and at the expense of the Naming Entity, be modified to reflect the new name.
- 8.5. Arrangements that predate this policy may continue upon the review and approval of the City Manager.



## **9 EVALUATION**

- 9.1. Sponsorship and advertising opportunities will be evaluated on an asset by asset basis to determine fit and alignment, and to assess that all provision in the policy are satisfied.
- 9.2. General ethical scans will be conducted on all companies and organizations, with in-depth scans conducted for sponsorship agreements of \$10,000 or more in value; if the scan returns an unsatisfactory result, the sponsorship opportunity will not be pursued.

## **10 REVIEW**

- 10.1. This policy will be reviewed every three (3) years.

DRAFT



CITY OF YELLOWKNIFE

**SPECIAL GOVERNANCE AND PRIORITIES COMMITTEE REPORT**

**December 2, 3, 4 and 5, 2024 at 5:30 p.m.**

Report of a meeting held on December 2, 3, 4 and 5, 2024 at 5:30 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. Van Dine,  
D. Gillard,  
C. Greencorn,  
C. MacLean,  
K. Pandoo,  
M. Rolland,  
K. Thistle,  
C White,  
G. White, and  
S. Jovic.

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Item      Description

(For Information Only)

1. Councillor Warburton declared a conflict of interest with regard to any discussion regarding the Planning and Development carry forwards.
2. Committee deliberated the draft 2025 Budget.



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(For Information Only)

3. Committee heard a presentation from Administration regarding Dog Impound Services.
4. Administration undertook to provide information regarding Cost Recovery/Revenue for Dog Impound Services.

(For Information Only)

5. Committee heard a presentation from Administration regarding Snow Removal.
6. Administration undertook to come back in 2025 with further research on Snow Removal, and analysis on moving from an 18 week to a 24 week Snow Removal Program.
7. Committee heard a presentation from Administration regarding PY Adjustments and Justification.
8. Administration undertook to add the PY presentation to the Council Portal.
9. Committee recessed at 6:57 p.m. and reconvened at 7:10 p.m.
10. Committee continued its discussion regarding the draft 2025 Budget.
11. Administration undertook to provide an update on the City Hall Retrofit in Q2 2025.
12. Committee spoke in favour of having a dedicated Project Manager for the Fire Hall Expansion. Administration undertook to bring it back if favourable for 2026 Budget.
13. A motion to incorporate Active Transportation Design when reconstructing the Old Town Hill (Franklin Avenue) was approved.
14. A motion to incorporate an active transportation and pedestrian safety design when reconstructing the signalized crosswalks at Ecole St. Joseph and NJ Macpherson schools was TABLED.
15. A motion to reincorporate landscaping features into paving programs in 2025 onward was deferred to a discussion in Q2 2025.
16. A motion to increase the budget by \$15,000 to include the Arts Walk Project (public submission) was withdrawn.
17. A motion to increase the budget by \$10,000 for trial painted bike lanes on Forrest Drive (between Franklin Avenue and 51A Avenue), Range Lake Road (between Finlayson Drive and Woolgar Avenue), and 52<sup>nd</sup> Street and 47<sup>th</sup> Street starting in spring 2025 was TABLED. Administration undertook to provide information regarding costing.
18. Committee recessed at 8:39 p.m. and reconvened at 8:50 p.m.



19. Committee continued its discussion regarding the draft 2025 Budget.
20. A motion to increase the budget by \$30,000 to upgrade the Dog Park was TABLED so that Administration can provide information on costing of upgrades.
21. A motion to increase the budget to address safety concerns at the intersection of Moyle and Haener Drives was withdrawn. Administration undertook to evaluate the intersection for safety considerations that signage may mitigate.
22. A motion to decrease the budget by striking the Director, Governance was TABLED.
23. A motion to allocate time for Grant Writer to find a longer term stable funding source for the City's Transform Your Yard Program was TABLED.
24. Committee recessed at 9:49 p.m. and reconvened at 5:30 p.m. on Tuesday, December 3, 2024 with the following members 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. Van Dine,  
D. Gillard,  
C. Greencorn,  
C. MacLean,  
K. Pandoo,  
K. Thistle,  
C White,  
G. White, and  
S. Jovic.

25. Committee continued its discussion regarding the draft 2025 Budget.
26. A motion to incorporate an active transportation and pedestrian safety design when reconstructing signalized crosswalks at Ecole St. Joseph and NJ Macpherson schools was removed from the Table, amended to include \$90,000 and was TABLED.



27. A motion to defer \$95,000 to 2026 for the two crosswalk installations on Range Lake Road, was TABLED.
28. A motion to allocate time for the Grant Writer to find a longer term stable funding source for the City's Transform Your Yard Program was removed from the Table, amended to increase the budget by \$25,000 for GROW Implementation and was TABLED.
29. A motion to waive the admission fees for the Fieldhouse track and playground in 2025, and re-allocate booking clerk staff to other recreation facilities was TABLED.
30. Administration undertook to provide information regarding any legislative or regulatory health and safety issues if there is a reduction in the one proposed booking clerk at the Fieldhouse.
31. A motion to strike the Customer Service Booking Supervisor PY from the budget was TABLED.
32. Administration undertook to provide further information regarding the Xplore Rec software capabilities.
33. Committee recessed at 7:12 p.m. and reconvened at 7:22 p.m.
34. Committee continued its discussion regarding the draft 2025 Budget.
35. A motion to increase the budget from \$37,000 to \$50,000 for dog impound services was TABLED.
36. A motion to update the Fees and Charges By-law to increase impound services to \$250 / day was TABLED.
37. A motion to increase the budget by \$179,035 by creating a Transportation Master Plan Implementation Capital Project (Carbon Tax Revenue less Power Overage) was DEFEATED.
38. Committee recessed at 8:57 p.m. and reconvened at 9:10 p.m.
39. A motion to decrease the budget by striking the Transportation Master Plan was DEFEATED.
40. Administration undertook to update the 50 Year Forecast for Fleet Management diagram in the budget for clarity.
41. Committee recessed at 9:28 p.m. and reconvened at 5:30 p.m. on Wednesday, December 4, 2024 with the following members 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. Van Dine,  
D. Gillard,  
C. Greencorn,  
C. MacLean,  
K. Pandoo,  
K. Thistle,  
C White,  
G. White, and  
S. Jovic.

42. Committee continued its discussion regarding the draft 2025 Budget.
43. A motion to defer \$95,000 to 2026 for the two crosswalk installations on Range Lake Road, was removed from the Table and amended to defer replacement to 2026 for Ecole St. Joseph and NJ Macpherson schools and to add \$10,000 for interim measures was APPROVED.
44. A motion to decrease the budget by striking the Director, Governance was removed from the Table and was DEFEATED.
45. A motion to waive the admission fees for the Fieldhouse track and playground in 2025, and re-allocate booking clerk staff to other recreation facilities was removed from the Table and was amended by striking “and re-allocate booking clerk staff to other recreation facilities” and was DEFEATED.
46. A motion to increase the budget from \$37,000 to \$50,000 for dog impound services was removed from the Table, amended to \$60,000 and was APPROVED.
47. A motion to update the Fees and Charges By-law to increase impound services to \$250 / day was removed from the Table and was APPROVED.
48. A motion to provide access to the Fieldhouse walking track seven days a week for seniors at no cost was DEFEATED.



49. Committee recessed at 7:03 p.m. and reconvened at 7:13 p.m.
50. Committee continued its discussion regarding the draft 2025 Budget.
51. A motion to waive the admission fees for the Fieldhouse track and playground in 2025 was reconsidered and was APPROVED.
52. A motion to include known fire hydrant upgrades or replacements for the Downtown in the 10-year Capital Plan to facilitate downtown revitalization was deferred to a discussion at a Governance and Priorities Committee meeting during Q1 2025.
53. Committee recessed at 9:28 p.m. and reconvened at 5:15 p.m. on Thursday, December 5, 2024 with the following members 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. Van Dine,  
D. Gillard,  
C. Greencorn,  
C. MacLean,  
K. Pandoo,  
K. Thistle,  
C White,  
G. White, and  
S. Jovic.

54. Committee continued its discussion regarding the draft 2025 Budget.
55. Committee noted that the proposed tax increase is now at 6.019%.
56. Committee recommended that:
  1. The Budget for the Accessibility Audit/Implementation be reduced by \$400,000 which will remain in the Capital Fund.





2. The Budget for the Landfill Leachate Retention & Treatment be reduced by \$250,000 which will remain in the Capital Fund.
3. The Budget for the Arbour Development Study be reduced by \$68,000 which will remain in the Capital Fund.
4. The Budget for the Community Energy Plan (CEP) Community Outreach be reduced by \$33,000 which will remain in the Capital Fund.
5. The Budget for the Community Services Land Fund Capital Projects be reduced by \$1.66M which will remain in the Capital Fund.
6. The Budget be reduced by \$550,000 by striking City Dog Pound.
7. The Budget be reduced by \$60,000 by striking Fire Division Engine 2 Restoration.
8. The Budget be reduced by \$233,000 by striking the Fritz Theil Soccer Field.
9. The Budget be reduced by \$310,000 by deferring Resurfacing of Tennis Courts to 2026.
10. The Budget be increased by \$10,000 for trial painted bike lanes on Forrest Drive (between Franklin Avenue and 51A Avenue), Range Lake Road (between Finlayson Drive and Woolgar Avenue), and 52<sup>nd</sup> Street and 47<sup>th</sup> Street starting in spring 2025.
11. The Budget be increased by \$45,000 to upgrade the Dog Park.
12. The Budget be reduced by striking the two MED Officer II position.
13. The Budget be increased by \$10,000 for interim measures for two crosswalks at Ecole St. Joseph and NJ Macpherson schools.
14. The Budget be adjusted by using \$300,000 from the Wages and Salaries Vacancy Rate Variance to fund the two (2) term positions to implement the modernization initiative.
15. The Budget be adjusted by using \$75,000 from the Wages and Salaries Vacancy Rate Variance to fund the Organizational Review.
16. The Budget be increased by \$25,000 for GROW Implementation.
17. The Budget be reduced by striking Customer Service Booking Supervisor PY from the budget.



18. The Budget be increased by \$60,000 for dog pound service.
19. The Budget be reduced by removing \$50,000 wages and benefits of the Homelessness Specialist, and that it is covered by Reaching Home funding.
20. The Budget be increased by adding the Carbon Tax Revenue Sharing Grant in the amount of \$629,035.
21. **Committee recommends that:**

**That the 2025 Draft Budget with revenues of \$109,273,536, debenture interest payments of \$541,000, debt principal repayments of \$2,360,000, expenditures of \$142,088,844 including capital investments of \$50,593,970 and amortization of \$16,382,000, be approved; and that the Council adopt the 2026 and 2027 Budget in principle.**

57. The meeting adjourned at 5:38 p.m.



CITY OF YELLOWKNIFE

**BY-LAW NO. 5099**

**BM 453**

A BY-LAW of the Council of the Municipal Corporation of the City of Yellowknife in the Northwest Territories, to impose a tourist accommodation tax in the City of Yellowknife.

PURSUANT TO Sections 70.1, 70.2, 70.3, and 70.4 of the *Cities, Towns and Villages Act* S.N.W.T., 2003, c.22 (the “Act”);

WHEREAS the Council of the Municipal Corporation of the City of Yellowknife wishes to establish the tax rate and levy on the purchase of accommodation at a tourist accommodation facility within the City of Yellowknife;

AND WHEREAS the City can establish enforcement measures as the City considers appropriate if an amount assessed for outstanding tax, penalties or interest remains unpaid after it is due;

AND WHEREAS the City intends to use the proceeds of the tourist accommodation tax collected under this By-law for tourism promotion and development;

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

**SHORT TITLE**

1. This by-law may be cited as the “Tourist Accommodation Tax By-law” (hereinafter the “By-law”)

**INTERPRETATION**

2. In this By-law:

“Act”	means the <i>Cities, Towns and Villages Act</i> , S.N.W.T. 2003, c.22, as amended;
“City”	means the Municipal Corporation of the City of Yellowknife, in the Northwest Territories;
“Council”	means the council of the City;

“Levy”	means the tourism accommodation tax collected pursuant to this By-law;
“Operator”	means a person who, in the normal course of the person’s business, sells, offers to sell, provides or offers to provide accommodation in the City;
“Purchase price”	means the price for which accommodation is purchased, including in money, the value of the services rendered and other consideration accepted by the Operator in return for the accommodation provided, but does not include the goods and services tax;
“Remittance”	means the remittance of Levies collected by an Operator to the City;
“Remittance Period”	Means each of a quarterly period ending March 31, June 30, September 30 and December 31;
“Tourist accommodation facility”	means any premises where accommodation is provided for remuneration;

#### INTERPRETATION

3. Rules for interpretation of the language used in this By-law are as follows:
- (a) The captions, article and section names and numbers appearing in this By-law are for convenience of reference only and have no effect on its interpretation.
  - (b) This By-law is to be read with all changes of gender or number required by the context.
  - (c) Each reference to legislation in this By-law is printed in Italic font. The reference is intended to include all applicable amendments to the legislation, including successor legislation. Where this By-law references other By-laws of the City, the term is intended to include all applicable amendments to those By-laws, including successor By-laws.
  - (d) The requirements of this By-law are in addition to any requirements contained in any other applicable By-laws of the City or applicable provincial or federal statutes or regulations.
  - (e) If any section, subsection, part or parts or provision of this By-law, is for any reason declared by a court or tribunal of competent jurisdiction to be invalid, the ruling shall not affect the validity of the By-law as a whole, nor any other part of it.

**APPLICATION OF LEVY**

4. A levy of 4.0% of the purchase price of Tourist accommodation facility shall be imposed by Operators in the City.

**COLLECTION OF LEVY**

5. Operators shall collect the Levy from the purchase at the time the Tourist accommodation facility is purchased and shall remit the Levy to the City at the times and in the manner set forth in this By-law.
6. The Levy, whether the price is stipulated to be payable in cash, on terms, by installments or otherwise, must be collected at the time of the purchase on the total amount of the Purchase Price and must be remitted to the City at the times and in the manner set out in this By-law.

**SEPARATE LINE ITEM FOR LEVY**

7. The amount of the Levy shall be identified as a separate item or charge on a bill, receipt, invoice or similar document issued by the Operator in respect of the Tourist accommodation facility on which the tax is imposed and the item shall be identified as "Tourism Accommodation Tax".

**EXEMPTIONS**

8. The Levy shall not apply to:
  - (1) Accommodation that is renumerated for more than 30 days;
  - (2) The daily accommodation rate is less than \$20 per night;
  - (3) Or the subject of the levy is:
    - (i) The Government of the Northwest Territories,
    - (ii) A public agency or another reporting body as defined in subsection 1(1) of the *Financial Administration Act*.
    - (iii) A person, or his or her family, being accommodated as a result of medical travel,
    - (iv) A person staying at a hospital or health care facility, or
    - (v) Any other class of prescribed persons or bodies.

**REPORT ON LEVY**

9.
  - (1) Subject to subsection (2), unless otherwise provided, all Operators shall submit to the City, in a form acceptable to the City, a quarterly report detailing the tourist accommodation sales and Levy collected.
  - (2) The City may at any time require an Operator to provide a report of sales and Levy collected for any Remittance Period.

- (3) The report referred to in subsection (1) shall be submitted by an Operator for each place of business of that Operator, unless the City has agreed that the Operator may submit a single consolidated report for all its places of business.
- (4) The report referred to in subsection (1) shall be submitted to the City no later than the 30<sup>th</sup> day of the month following the end of the Remittance Period.

#### **REMITTANCE OF LEVY**

10. (1) The Levy collected by an Operator shall be remitted to the City no later than thirty days following the end of each Remittance Period.
- (2) If an Operator did not collect any Levy during a given month, that Operator shall nevertheless submit a report to the City to that effect in a form acceptable to the City.
- (3) Where an Operator ceases to carry on or disposes of its business, said Operator shall submit the quarterly report contemplated at section 9 and remit the Levy to the City within 30 days of the date the Operator ceases to carry on or disposes of its business.

#### **RECORDS**

11. (1) An Operator shall keep books of account, records and documents sufficient to furnish the City with the necessary particulars of:
  - (a) sales of Tourist accommodation facility,
  - (b) amounts of levy collected, and
  - (c) remittance of Levy to the City
- (2) All entries concerning the Levy in such books of account, records and documents shall be separate and distinguishable from other entries made therein.
- (3) Every Operator shall retain any book of account, record or other document referred to in this section for a minimum period of 6 years following the date on which said documents were created.
- (4) The City may, at any time, inspect and audit all books, records, accounts, transactions and other documents of an Operator and require an Operator to produce copies of any document or record it deems necessary for the purposes of administering and enforcing this By-law.

#### **CALCULATION OF LEVY**

12. Where an Operator sells Tourist accommodation facility in combination with meals and other specialized services in the form of an all-inclusive package, the Purchase Price of the all-inclusive package shall be deemed to be the Purchase Price of the Tourist accommodation facility for the purpose of calculating the Levy pursuant to section 5 hereof.

**REFUND OF LEVY COLLECTED IN ERROR**

13. If the City is satisfied that a Levy or a portion of a Levy has been paid in error, the City shall refund the amount of the overpayment to the person entitled, which shall not include interest.
14. If the City is satisfied that an Operator has remitted to the City an amount as collected Levy that the Operator neither collected nor was required to collect under this By-law, the City shall refund this amount to the Operator.

**CLAIM FOR REFUND**

15. (1) In order to claim a refund under this By-law, an Operator must:
  - (a) submit to the City an application in writing signed by the Operator who paid the amount claimed; and
  - (b) provide sufficient evidence to satisfy the City that the Operator who paid the amount is entitled to the refund.
- (2) For the purposes of subsection (1)(a), if the Operator who paid the amount claimed is a corporation, the application must be signed by a director or authorized employee of the corporation.

**INTEREST**

16. Interest is payable to the City on the Levy to be collected and remitted under this By-law at the rate of 1.5% per month on all levies not paid on the prescribed date.

**LIEN**

17. Any Levy payable under this By-law and interest thereon owed to the City shall, until they are fully paid, form a lien and charge against the Operator's lands, and the City may file with the Land Titles Office a notice to that effect.

**INSPECTION, AUDIT and ASSESSMENT**

18. A person appointed by the City may enter at a reasonable time the premises where the records of an Operator are kept.
  - (a) To determine whether or not:
    - (i) The person is an Operator or the premises are a Tourist accommodation facility within the meaning of this By-law, or
    - (ii) This By-law is being and has been complied with, or
  - (b) To inspect, audit and examine books of account, records or documents.

**ENFORCEMENT**

- 19. (1) By-law enforcement officers are hereby authorized to carry out any inspection necessary for the administration or enforcement of this By-law.
- (2) By-law enforcement officers are hereby authorized to take such actions, exercise such powers and perform such duties as may be set out in this By-law or in the *Cities, Towns and Villages Act* and as they may deem to be necessary to enforce any provision of this By-law.

**OFFENCES**

- 20. (1) A person who violates any of the provisions of this By-law is guilty of an offence and liable on summary conviction to a fine of \$500.00.
- (2) If an offence continues for more than one day, the fine established at subsection (1) shall be multiplied by the number of days during which the offence continues

**ADMINISTRATIVE PENALTIES**

- 21. (1) The City may require an administrative penalty to be paid with respect to a violation of any provision of this By-law as set out in subsection 20(2).
- (2) A person who violates any provision of this By-law may pay to the City within 30 business days from the date of such violation an administrative penalty of \$250.00, and upon such payment, the person who committed the violation is not liable to be prosecuted therefor.

**EFFECT**

- 22. That this by-law shall come into effect as of April 1, 2025 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. 5100**

**BM 454**

A BY-LAW of the Council of the Municipal Corporation of the City of Yellowknife in the Northwest Territories, to amend Fees and Charges By-law No. 4436.

PURSUANT TO Section 70, 72 and 73 of the *Cities, Towns and Villages Act*, SNWT 2003, c.22.

WHEREAS the Council of the Municipal Corporation of the City of Yellowknife wishes to amend By-law No. 4436, as amended, to reflect changes to the fees and charges collected by that the City of Yellowknife as set out in the attached parts of Schedule "A";

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

**APPLICATION**

1. That By-law No. 4436, as amended, is hereby amended by deleting the following Parts of Schedule "B" of By-law No. 4436, as amended, and replacing them with the Schedules attached to this by-law;
  - A. Deleting Part 5 of Schedule "B" of By-law No. 4436, as amended, and replacing with Part 5 of Schedule "A" attached to this by-law;
  - B. Deleting Part 14 of Schedule "B" of By-law No. 4436, as amended, and replacing with Part 14 of Schedule "A" attached to this by-law;
  - C. Deleting Part 15 of Schedule "B" of By-law No. 4436, as amended, and replacing with Part 15 of Schedule "A" attached to this by-law;

**EFFECT**

2. 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. 5100**

**Schedule A**

**PART 5 - Animal Fees  
(Dog By-law No. 3710)**

<b>SERVICE</b>	<b>FEE/REFUND AMOUNT</b>
<b>Neutered/Spayed Dog</b>	\$7.00
<b>Un-neutered/Non-spayed Dog</b>	\$25.00
- <b>License Refund</b> (upon proof of neutering/spaying of a previously un-neutered/non-spayed dog)	\$15.00
<b>Licensed Kennel Dog</b>	\$3.00
<b>Tag Replacement</b>	\$5.00
<b>Impoundment</b>	\$250.00/day

**CITY OF YELLOWKNIFE  
BY-LAW NO. 5100**

**Schedule A**

**PART 14 - Service Connection Failure Assistance Program Fees  
(Service Connection Failure Assistance By-law No. 4664 and Water  
and Sewer Service By-law No. 4663)**

<b>SERVICE</b>	<b>FEE (Effective January 1, 2025)</b>
<b>Insurance Premium</b>	\$12.50 per month per Equivalent Residential Unit (“ERU”)
<b>Customer Portion of Payment for Work</b>	All costs up to and including the first \$1,000.00 and any and all costs over \$25,000.00
<b>Work Done by City</b>	Shall include the direct and indirect amount expended by the City for wages and benefits, housing subsidy, support facilities and equipment, materials, equipment rental, contracts, administration charges, and any other expenditures incurred in doing the work

**CITY OF YELLOWKNIFE  
BY-LAW NO. 5100**

**Schedule A**

**PART 15 – Water and Sewer Rates  
(Water and Sewer Services By-law No. 4663)**

<b>SERVICE</b>	<b>FEE Effective March 1, 2024</b>	<b>FEE Effective January 1, 2025</b>
<b>Piped Water Access Fee</b> (as per section 1(a))	\$9.75 per Equivalent Residential Unit (“ERU”) per month	\$10.00 per Equivalent Residential Unit (“ERU”) per month

<b>Public Piped Service Users (Demand)</b>				
<b>Monthly Demand Ratio</b> (applies whether or not any water is consumed [as per section 1(b)])				
<b>Size of Water Meter</b>			<b>Monthly Demand Charge</b>	
<b>Imperial</b>	<b>Metric</b>	<b>Capacity</b>	<b>Effective March 1, 2024</b>	<b>Effective January 1, 2025</b>
(inches)	(mm)			
5/8	16	2	\$12.25	\$12.50
¾	19	3	\$18.25	\$18.75
1	25	5	\$30.50	\$31.25
1 ½	38	11	\$67.00	\$68.75
2	50	19	\$115.75	\$118.75
3	75	42	\$256.00	\$262.75
4	100	74	\$451.00	\$462.75
6	150	170	\$1,036.00	\$1,063.00
8	200	300	\$1,828.00	\$1,875.50

<b>Water Consumption Volume</b>	<b>FEE Effective March 1, 2024</b>	<b>FEE Effective January 1, 2025</b>
per 1, cubic meter or 1,000 liters	\$4.50	\$4.50
Exception:		
water consumed for construction purposes per 1 cubic meter or 1,000 liters (as per section 2)	\$2.00	\$2.00

SERVICE	FEE	FEE
	Effective March 1, 2024	Effective January 1, 2025
<b>Unmetered Users/Flat Rate</b> (not otherwise addressed in this Part [as per section B1])		
Single Family Residential Water Users (which is based on an average consumption of 34.125 cubic meters or 34,125 liters [as per section B1])	\$187.00 per month	\$191.75 per month
Unmetered water used for construction purposes (based on an average consumption of 34.125 cubic meters or 34,125 liters)	\$93.25 per month	\$95.75 per month
<b>Water Delivery/Sewage Pumpout</b>		
<b>Users in residentially zoned areas within the City</b>	FEE	FEE
	Effective March 1, 2024	Effective January 1, 2025
access fee per month (as per section C1)	\$70.75	\$72.50
consumption for:		
-first 3,300 gallons/15,000 litres per month (as per section C1)	\$20.25 per 1,000 gallons or per 4,550 litres	\$20.75 per 1,000 gallons or per 4,550 litres
-over 3,300 gallons/15,000 litres per month (as per section C2)	\$115.50 per 1,000 gallons or per 4,550 litres	\$118.50 per 1,000 gallons or per 4,550 litres
<b>Users in industrially and commercially zoned areas within the City and businesses in mixed use zones as defined in the Zoning By-law</b> (including all business and caretaker security units[as per section C3])	FEE	FEE
	Effective March 1, 2024	Effective January 1, 2025
Access fee per month (as per section C3)	\$202.75	\$208.00
consumption for:		
-first 3,300 gallons / 15,000 litres per month	\$20.25 per 1,000 gallons or per 4,550 litres	\$20.75 per 1,000 gallons or per 4,550 litres
- over 3,300 gallons/15,000 litres per month	\$115.50 per 1,000 gallons or per 4,550 litres	\$118.50 per 1,000 gallons or per 4,550 litres
<b>Bulk Sales</b> (as per section E)	\$26.25 per 1,000 gallons/4,550 litres or portion thereof	\$27.00 per 1,000 gallons/4,550 litres or portion thereof

SERVICE	FEE Effective March 1, 2024	FEE Effective January 1, 2025
<b>Water Meter Fee</b> (as per section H)	100% cost recovery	100% cost recovery
<b>Connect or Disconnect Permit (includes inspection)*</b> (as per section I)  <b>Re-Inspection Fee –</b>	\$50.00 + \$5.00 per \$1,000.00 of value of work \$100.00 per inspection	\$51.25 + \$5.25 per \$1,000.00 of value of work \$100.00 per inspection
<b>Utility Account Registration Fee (paper invoice)</b>	\$44.75 per account	\$46.00 per account
<b>Utility Account Registration Fee (e-Billing)</b>	\$31.50 per account	\$32.25 per account
<b>Infrastructure Replacement Levy</b> (as per section K)	\$16.00 per ERU per month	\$18.50 per ERU per month
<b>Capital cost to connect to public piped services</b> (as per section L)	Pro-rata share of capital cost of establishing public piped service calculated on basis of total cost of the project divided by the total square meters of the affected properties multiplied by the square meters of each individual lot	



# THE CITY OF YELLOWKNIFE

## NORTHWEST TERRITORIES



## DEVELOPMENT INCENTIVES

### BY-LAW NO. 5097

Adopted Month, XX, 2024

**TABLE OF CONTENTS**  
**Development Incentives**  
**By-law No. 5097**

1. GENERAL.....	2
1.1. Short Title .....	2
1.2. Availability .....	2
1.3. Definitions .....	2
2. ABATEMENTS.....	6
2.1. Abatement Calculation.....	6
2.2. Development of Vacant Property Abatement .....	6
2.3. Downtown Mixed-Use Development Abatement .....	7
2.4. Residential Central Mixed-Use Development Abatement.....	8
2.5. Residential Development Abatement.....	8
2.6. Industrial Relocation Abatement.....	9
3. GRANTS.....	11
3.1. Environmental Impact Study (EIS) Grant .....	11
3.2. Bicycle Racks and Storage Grant .....	12
3.3. Shared Vehicle Grant .....	12
3.4. Commercial Development for Universal Design Grant.....	13
4. HOUSING GRANTS .....	13
4.1. Secondary Dwelling Grant.....	14
4.2. Affordable Secondary Dwelling Grant.....	14
4.3. Affordable Non-Profit Grant .....	14
4.4. Universal Dwelling Grant .....	15
4.5. Missing Middle Price Grant .....	16
4.6. Missing Middle Conversion Grant.....	16
4.7. Intensification Servicing Grant .....	16
4.8. Ventilation Systems Grants .....	17
4.9. Development Permit and Building Permit Fee Grant .....	17
5. TERMS AND CONDITIONS.....	18
5.1. Commencement.....	18
5.2. Eligibility .....	19
5.3. By-law Administration.....	20
6. REPEALS AND EFFECT .....	21
6.1. Severability.....	21
6.2. Repeals .....	21
6.3. Transition .....	21
6.4. Effect .....	21



CITY OF YELLOWKNIFE

**BY-LAW NO. 5097**

**BG 81**

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 provide for the provision of development, redevelopment, relocation and housing incentives, and grants.

PURSUANT TO:

- a. Sections 70 and 72 of the *Cities, Towns and Villages Act, S.N.W.T. 2003. C.22*, as amended;
- b. Sections 1-15 and 76-83 of the *Property Assessment and Taxation Act, R.S.N.W.T. 1988, c.P-10*;
- c. City of Yellowknife Tax Administration By-law No. 4207, as amended; and
- d. Due notice to the public, provision for inspection of the by-law and due opportunity for objections thereto to be heard, considered and determined;

WHEREAS the Municipal Corporation of the City of Yellowknife Community Plan contains policy provisions related to development, redevelopment, relocation and housing incentives;

WHEREAS the Municipal Corporation of the City of Yellowknife deems it desirable to adopt a Development Incentives By-law;

WHEREAS the Municipal Corporation of the City of Yellowknife seeks to encourage development and revitalization of residential, commercial and industrial properties for the general benefit of the City;

WHEREAS the Council of the Municipal Corporation of the City of Yellowknife deems it appropriate that the whole of the City of Yellowknife be included in the area of land subject to this by-law;

WHEREAS the Council of the Municipal Corporation of the City of Yellowknife wishes to repeal and replace Development Incentive Program By-law No. 4534, as amended;

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

## 1. GENERAL

### 1.1. Short Title

This by-law may be cited as the **“The Development Incentives By-law”**.

### 1.2. Availability

All abatements and grants are subject to available funding. Submitting an application does not guarantee funding, even if all eligibility criteria are met, as funding is limited. Applications are processed on a first come first served basis subject to funding.

### 1.3. Definitions

In this By-law:

“Abatement”	means a grant providing relief for the increase in tax assessment related only to the increased assessed value of a property as a result of property improvements based on the certified property assessment.
“Adjacent Property”	means the property, land, or lot adjoining the property in question along a lot line or separated only by an alley, easement, roadway or highway;
“Affordable Rental Housing”	means housing where the total monthly shelter cost (gross monthly rent, inclusive of utilities for heat, hydro, hot water and water) is at or below 30% of the before-tax monthly income of renter households in the City of Yellowknife, as follows: <ol style="list-style-type: none"> <li>1. studio units: households at or below the 50<sup>th</sup> percentile income;</li> <li>2. one-bedroom units: households at or below the 60<sup>th</sup> percentile income;</li> <li>3. two-bedroom units: households at or below the 60<sup>th</sup> percentile income;</li> <li>4. three-bedroom units: households at or below the 60<sup>th</sup> percentile income.</li> </ol>

## “Affordable Home Ownership”

Housing where the purchase price (which for new units is inclusive of Government Sales Tax (GST) payable by the purchaser) is at or below an amount where the total monthly shelter cost (mortgage principal and interest – based on a 25-year amortization, 10 per cent down payment and the mortgage rate for a conventional 5-year mortgage as reported by the Bank of Canada in January of the applicable year, and a mortgage insurance premium – plus property taxes calculated on a monthly basis based on the purchase price, and standard condominium fees, if applicable) is affordable, based on paying no more than 30% of before-tax monthly income, to all households in the City of Yellowknife as follows:

1. studio units: households at or below the 30<sup>th</sup> percentile income;
2. one-bedroom units: households at or below the 40<sup>th</sup> percentile income;
3. two-bedroom units: households at or below the 50<sup>th</sup> percentile income;
4. three-bedroom units: households at or below the 60<sup>th</sup> percentile income.

## “Appraised Value”

means the most probable price, determined by a professional real estate appraiser, which a property should bring in a competitive and open market as of a specified date under all conditions requisite to a fair disposal, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimuli.

## “Applicant”

means a person that owns land in the City of Yellowknife, which includes a person that has entered into a fully executed and in full force and effect real estate purchase contract in respect of real property and that has applied for an abatement or grant under this by-law related to that property.

## “Average Rent (CMHC Statistic)”

This represents rent levels in both new and existing structures. This is a weighted average of all units combined, whether vacant or occupied.

“Assessed Value”	Any reference in this by-law has the same meaning as identified in the <i>Property Assessment and Taxation Act, RSNWT 1988, c.P-10</i> .
“City”	means the Municipal Corporation of the City of Yellowknife.
“City Manager”	means the Senior Administrative Officer of the City of Yellowknife or their designate appointed pursuant to the <i>Cities, Towns and Villages Act, S.N.W.T. 2003, c22</i> as amended from time to time.
“Community Plan”	The City of Yellowknife Community Plan By-law No. 5007 or any other successor by-law.
“Council”	means the Council of the City of Yellowknife;
“Disposal or Dispose”	means the sale or lease of land.
“Fee Simple”	means freehold ownership of real property.
“Improvement”	has the meaning as set out in the Property Assessment and Taxation Act, RSNWT 1988, c.P-10.
“Industrial Relocation”	means relocation of “industrial” uses in targeted redevelopment areas to Engle Business District.
“Industrial Use”	means a land use which is permitted within the Engle Business District’s “IG” – Industrial General zone pursuant to Zoning By-law No. 5045, as amended.
“Land”	means real property or an interest therein, other than an easement or restrictive covenant.
"Lot"	means an area of land, the boundaries of which are filed on a plan registered at the Land Titles Office.
“Mid-size Car”	means a vehicle with interior volumes less than 3.4 cubic metres and a maximum length of 5 metres.
“Missing Middle Housing”	means housing that fits the gap between low-rise, single detached dwellings and mid-rise apartment

buildings. It provides a variety of housing options that add housing stock and meet the growing demand for walkability. May also be used in reference to the lack of available and affordable housing for middle-income households to rent or own.

“Parcel”	means unsurveyed land with specific boundaries and corners, which can be leased;
“Person”	includes any individual, corporation, firm, body corporate, partnership, limited partnership, or other entity capable of entering into a legally binding contract. A person shall not include a government.
“Planning Administrator”	means the City employee holding the Director of Planning & Development position, or their designate, for the City of Yellowknife, as amended from time to time.
“Planning and Development”	means the City of Yellowknife Planning and Development Department.
“Pre-development Activity”	Includes site inspection, design, site plans, geotechnical investigation and other approved processes to bring a complete application for development forward.
“Property”	Means a lot or multiple lots which are contiguous and under the same ownership.
“Residential Intensification”	Means residential development within targeted (identified) areas of the City which are deemed to be for future infill, medium to high intensity development.
“Universal Design”	Any reference to universal design in this by-law has the meaning as identified in the National Building Code 2020.
“Vehicle Share”	Means the contractual action to share a vehicle between residents and/or employees of a property within identified zones. The vehicle to be shared may be a car (compact or midsize), an e-bike or a bicycle.

“Zone”

Any reference to a zone in this by-law has the meaning of the zone names and regulations as identified in Zoning By-law No. 5045, as amended.

## 2. ABATEMENTS

Tax abatements provide financial incentives to support key planning and development objectives on lands across the city. The incentives are made available to encourage development and redevelopment initiatives

### 2.1. Abatement Calculation

2.1.1. Abatements only apply to the increase in improvement value and not land value. Abatements provide the applicant the equivalent value of the tax that would be payable for the increase in the assessed value of the Improvements in accordance with two formulas:

- a. **The Five Year Declining Abatement** provides 100% abatement in the first year following completion of the development and reducing in equal increments of 20% over the following four years (100%-80%-60%-40%-20%); and
- b. **The Full Five Year Abatement** provides 100% abatement over the five years following completion of the development.

2.1.2. All Abatements are calculated using finalized assessment values. For each year the abatement applies the most recent finalized assessment value is used. Abatement amounts shall be approved by the Director of Corporate Services and the Planning Administrator.

2.1.3. Abatement amounts once calculated and approved are applied as a tax credit on the Property's tax account.

### 2.2. Development of Vacant Property Abatement

2.2.1. The Development of Vacant Property Abatement component of the Program is targeted toward new residential, commercial or mixed-use construction within the Downtown Zone. The property must meet the following minimum requirements to be eligible for consideration for the Development of Vacant Property Abatement:

- a. The property is located within the prescribed zone Downtown (“DT”) as indicated in the Zoning By-law; and
- b. The property is vacant of structures and has been for more than five years.



- 2.2.2. The improvement value shall be included for the tax abatement calculation. There is no reimbursement on any portion of the assessed land value.
- 2.2.3. Upon a successful application the Development of Vacant Property Abatement shall receive the Five Year Declining Abatement.

### **2.3. Downtown Mixed-Use Development Abatement**

- 2.3.1. The Downtown Mixed-Use Development Abatement is targeted toward new residential and commercial development; or adaptive re-use of existing buildings, within the Downtown Zone to incent mixed-use residential and commercial development.
- 2.3.2. The development must meet the following minimum requirements to be eligible for consideration for the Downtown Mixed-Use Development Abatement:
  - a. The property is located within the prescribed zone Downtown (“DT”) as indicated in the Zoning By-law;
  - b. The building must be a minimum of 12 metres high;
  - c. The building must have commercial uses at the street level; and
  - d. The building must have a minimum of four (4) or more dwellings.
- 2.3.3. Where an application for the Mixed Use Development Abatement includes ten (10) or more units, a minimum 10% of units shall be affordable housing in order to qualify. The calculation of the required number of units shall be rounded up to the next whole number.
- 2.3.4. The required affordable housing units shall be made available for purchase by Housing NWT for dedicated rental units or by a non-profit organization approved by the City to sell the units as non-market housing. This requirement may be waived subject to the owner/developer providing a letter from Housing NWT and/or applicable non-profit organizations indicating there is no interest in purchasing or assigning the residential units.
- 2.3.5. The Downtown Mixed-Use Development Abatement is a Full Five-Year Abatement of 100% of the increase in the assessed value of the Improvements over five years.

## **2.4. Residential Central Mixed-Use Development Abatement**

- 2.4.1. The Residential Central Mixed-Use Development Abatement component of the program is targeted toward new residential and commercial construction; or adaptive re-use of existing buildings, within the Residential Central Zone to incent mixed-use residential and commercial development.
- 2.4.2. The Residential Central Mixed-Use Development Abatement is a Declining Five Year Abatement. The Abatement is calculated based on the increase in the assessed value of the Improvements. The declining five-year abatement reduces in equal increments over five-years (100%-80%-60%-40%-20%).
- 2.4.3. Any ground floor commercial improvement combined with development of an eligible residential project shall be included in the tax abatement calculation.
- 2.4.4. The property and building must meet the following minimum requirements to be eligible for consideration for the Residential Central Mixed-Use Development Abatement:
  - a. The property is located within the prescribed zone Residential Central (“RC”) as indicated in the Zoning By-law; and
  - b. The building must have a minimum of four (4) or more dwellings.
- 2.4.5. Where an application for the Mixed Use Development Abatement includes ten (10) or more units, a minimum 10% of units shall be affordable housing in order to qualify. The calculation of the required number of units shall be rounded up to the next whole number.
- 2.4.6. The required affordable housing units shall be made available for purchase by Housing NWT for dedicated rental units or by a non-profit organization approved by the City to sell the units as non-market housing. This requirement may be waived subject to the owner/developer providing a letter from Housing NWT and/or applicable non-profit organizations indicating there is no interest in purchasing or assigning the residential units.

## **2.5. Residential Development Abatement**

- 2.5.1. The Residential Development Abatement aims to provide support for new development, increase the diversity of housing options, and support infill development within municipal piped service areas.
- 2.5.2. The property and building must meet the following minimum requirements to be eligible for consideration for the Residential Development Abatement:

- a. The property is within the prescribed Residential Central Zone (“RC” and “RC-1”) or Residential Intensification Zone (“RI” and “RI-1”) as indicated in the Zoning By-law;
- b. The development is multi-unit, or townhouse;
- c. The building or development does not include a detached dwelling;
- d. The building is a new construction project. New construction includes demolition of existing buildings and redevelopment of a site; and
- e. The buildings or development have a minimum of four (4) or more dwellings.

2.5.3. Property in the Residential Central zone (“RC” and “RC-1”) will receive the Full Five-Year Abatement (100% of the increase in the assessed value of the improvements over five years).

2.5.4. Properties in the Residential Intensification zone will receive Declining Five Year Abatement. The Declining Five Year Abatement reduces in equal increments over five-years (100%-80%-60%-40%-20%).

2.5.5. Council may, at its sole discretion, extend the five-year tax abatement for the Residential Central Zone projects up to an additional five-year period (at full or a declining increment basis) based on the revitalization merits of the project in conformity with the City of Yellowknife Community Plan policies.

2.5.6. Where an application for the Residential Development Abatement includes twenty (20) or more units, a minimum 10% of units shall be affordable housing in order to qualify. The calculation of the required number of units shall be rounded up to the next whole number.

2.5.7. The required affordable housing units shall be made available for purchase by Housing NWT for dedicated rental units or by a non-profit organization approved by the City to sell the units as non-market housing. This requirement may be waived subject to the owner/developer providing a letter from Housing NWT and/or applicable non-profit organizations indicating there is no interest in purchasing or assigning the residential units.

## 2.6. Industrial Relocation Abatement

2.6.1. The Industrial Relocation Abatement encourages the relocation of uses deemed “Industrial” by a Development Officer, based on definitions set out in the Zoning By-law, from land identified throughout the City to the Engle Business District. The defined target areas are divided into two categories, based on property zoning as indicated in the Zoning By-law:

Sender Land – includes Old Airport Road (“CS” - Commercial Service Zone); Old Town (“OT” - Old Town Mix Zone), and Kam Lake (“KL” - Kam Lake Zone).

Receiver Land – includes the Engle Business District (“IG” – Industrial General Zone).

- 2.6.2. Based on the above categories, abatements may apply to either the Sender Land or the Receiver Land, but not to both.
- 2.6.3. Use of the relocation abatement may be stacked together with other incentives for either the Sender Land or the Receiver Land, but not between both.
- 2.6.4. Industrial Relocation Abatement includes a declining seven year tax abatement in equal increments over seven years (100%-90%-80%-70%-60%-50%-40%). This abatement formula applies to industrial relocation only.
- 2.6.5. Where the Applicant chooses to apply the abatement to the Receiver Lands, the abatement shall include both land and Improvement assessments, and where the Applicant chooses to apply to the Sender Lands, abatement shall apply only to the increase in the assessed value of the improvements and does not transfer to future owners.
- 2.6.6. In addition to the application requirements, applicants shall submit a relocation plan and site plan for the Sender Lands demonstrating the phasing out of the industrial use within the prescribed period. In addressing the discontinuation of industrial related uses, the plan shall indicate removal of existing structures, site restoration, and suitability for redevelopment. Upon removal or discontinuation of the industrial related use, the Applicant shall enter into a contract with the City to prohibit future industrial uses on the land (rezoning, caveat, etc).
- 2.6.7. Assessed improvements must be demolished, or removed from the Sender Lands and transported to the Receiver Lands or outside the city, to be eligible for the abatement. The City may at its own discretion consider relocation of structures to other areas of the city if they are in compliance with Zoning By-law requirements and do not impede redevelopment efforts. The City may consider the allowance of up to 20% of existing structures to remain as long as they can be utilized for non-industrial purposes. Such structures must be deemed to be structurally sound and fit for occupancy, including the provision of heating, lighting, electricity, water, and sewer.
- 2.6.8. All applicants shall acquire a land area within the Receiver Lands which is no less than 75% of the land area size of the Sender Lands.
- 2.6.9. Where, after the removal of structures from the Sender Lands, such Lands are deemed to be environmentally contaminated to an extent which prohibits redevelopment to a permitted use, the Applicant may, through meeting the criteria outlined below, be eligible for only one of the following Environmental Impact Study (EIS) Grants options for the Sender Lands:

- a. Where the applicant applies the Industrial Relocation abatement to the Receiver Lands, the Applicant shall be eligible to make a separate application to receive one grant under the Environmental Impact Study Grant for the Sender Lands; or
- b. Where the applicant applies the Industrial Relocation abatement to the Sender Lands, the Applicant shall be eligible for an additional one year of tax abatement for the Sender Lands.

2.6.10. In addition to the tax abatement described herein, the City may enter into land agreements to exchange ownership of the Applicant's Sender Lands for City owned Receiver Lands, provided the Applicant can provide environmental approvals deeming the Sender Lands remediated to acceptable standards. Such exchanges shall be negotiated on a case by case basis between the City and property owner.

### **3. GRANTS**

#### **3.1. Environmental Impact Study (EIS) Grant**

- 3.1.1. The EIS Grant is to promote the understanding of environmental site assessments specific to the type of contamination and potential remediation costs. The EIS Grant may only be applied to properties within the Downtown Zone (DT).
- 3.1.2. The EIS Grant may provide a single contributing payment of 50% up to \$10,000 for the completion of a Phase II Environmental Site Assessment; and
- 3.1.3. The EIS Grant may also provide a single contributing payment of 50% up to \$10,000 for the completion of a Remedial Work Plan or Risk Assessment following the completion of a Phase II Environmental Site Assessment.
- 3.1.4. Each property may receive a grant under section 3.1.2 and 3.1.3 above, for not more than \$20,000 total.
- 3.1.5. For each property the owner must provide confirmation of total cost and amount of contribution from the owner as part of the application and contract for the grant(s).
- 3.1.6. The applicant shall demonstrate that the degree of site contamination has a significant impact on the costs of redeveloping the site verified by qualified professionals.

- 3.1.7. A Phase II Environmental Site Assessment, Risk Assessment, and Remedial Action Plan shall be completed for the designated property, and all supporting documentation and reports shall be submitted to the City prior to commencement of development on site.
- 3.1.8. Approval from the GNWT Department of Environment and Climate Change certifying the site's remediation to appropriate contamination levels according to Territorial criteria shall be provided prior to commencing development.

### **3.2. Bicycle Racks and Storage Grant**

- 3.2.1. This Grant is available to new, redevelopment and exterior façade development projects in all zones within the City of Yellowknife. The objective is to facilitate developments throughout the community that provide safe storage of bicycles.
- 3.2.2. The use of these racks and storage may be dedicated to residents within a dwelling or, where development is commercial in nature, may be public use.
- 3.2.3. The Bicycle Racks and Storage Grant is a contributing payment to property owners to place bicycle racks or bicycle storage on their property which provides:
  - a. For property redevelopment the grant is up to 50% of the cost to a maximum of \$1,000;  
or
  - b. For property with new development (open and valid building permit) the grant is up to 100% of the cost to a maximum of \$5,000.

\* Appendix A: Bicycle Racks and Storage minimum standards

### **3.3. Shared Vehicle Grant**

- 3.3.1. The Shared Vehicle Grant for development supports car sharing or bicycle sharing and storing, in place of parking spaces. All shared vehicles must be for use by those who reside in the residences or who work at the business.
- 3.3.2. Qualifying development must be located within the prescribed zones, specifically the Downtown ("DT"), Residential Central ("RC" or "RC-1") or Residential Intensification ("RI" or "RI-1") as indicated in the Zoning By-law. The development must include a minimum of 6 dwelling units where a portion of the development includes residential use.
- 3.3.3. Development which is entirely commercial may qualify for one vehicle.

- 3.3.4. A qualifying car must be mid-size or smaller. If the vehicle has a combustion engine it must include a block heater and all required plug in facility/connection on the development property for the type of vehicle.
- 3.3.5. The Shared Vehicle Grant provides:
- a. \$5,000 per car share, to a max of \$20,000 per development (up to 4 cars).
  - b. \$1,000 per e-bike share to a max of \$5,000 per development (up to 5 e-bikes).
  - c. \$200 per bike share to a max of \$3,000 per development (up to 15 bicycles).

### **3.4. Commercial Development for Universal Design Grant**

- 3.4.1. The Commercial Development for Universal Design Grant is to be combined with facade improvements or as part of a larger enhancement or redevelopment project to existing businesses. It is available to commercial businesses located within the Downtown (DT), Commercial Service (CS) and Old Town Mixed Use (OT) zones.
- 3.4.2. Businesses must be street oriented or designed with an emphasis on the sidewalk or a multi-use path, with direct pedestrian access to the building. The grant will not apply to building access from vehicle parking areas, alley ways or required side yards.
- 3.4.3. The Grant may be utilized for architectural, engineering, design costs, and labour. The Commercial Development for Universal Design Grant may apply to both new and existing buildings.
- 3.4.4. The Commercial Development for Universal Design Grant provides:
- a. 50% of costs to create an universal entrance, to the adopted National Building Code Standards, for the building, up to a maximum of \$15,000; and
  - b. 50% of costs to create a universal street scape (from the sidewalk, including ramps), up to a maximum of \$15,000.

## **4. HOUSING GRANTS**

The City of Yellowknife's vision for housing is to improve access to adequate, suitable and affordable housing. Housing provides a solid foundation on which to secure employment, raise a family and build strong communities. Through the Housing Accelerator Fund, a number of opportunities for incentives and grants are funded until 2027, with possibility of extension based on funding. There will be intakes each year based on a first come first served model, not all applicants will be guaranteed funding. The funding for the following Incentives is limited.

#### **4.1. Secondary Dwelling Grant**

- 4.1.1. This grant is available to owners of existing single detached dwellings and those constructing new single family dwellings in the City of Yellowknife.
- 4.1.2. A grant up to 50% of building cost to a maximum of \$20,000 is available to develop a secondary dwelling on the property.
- 4.1.3. A secondary dwelling may be located within the primary dwelling or may be located in a secondary structure on the same property.
- 4.1.4. Priority will be given to property serviced by municipal sewer and water systems (piped) and located along existing transit routes.
- 4.1.5. A property on trucked sewer and water services may be considered but is required to demonstrate the site's ability to include new services dedicated to the new dwelling unit, while other conditions may apply.

#### **4.2. Affordable Secondary Dwelling Grant**

- 4.2.1. There is an additional \$10,000 available for owners of a secondary dwelling created with the grant in section 4.1, to establish an affordable secondary dwelling on their property.
- 4.2.2. The rent charged for the secondary dwelling must be equal to or less than the previous years reported affordable rental housing rate, reported by CMHC, for a minimum of 10 years. An agreement with the City is required and is to be registered on title at the N.W.T. Land Titles Office.

#### **4.3. Affordable Non-Profit Grant**

- 4.3.1. The Affordable Non-Profit Grant is available to non-profit organizations developing affordable housing projects within the City of Yellowknife.
- 4.3.2. The development must include new multi-unit dwellings or townhouse development. Designated special care residences may be considered, provided they meet all regulatory requirements of the Government of the Northwest Territories.
- 4.3.3. The Affordable Non-Profit Grant may provide:



- a. up to \$50,000 towards pre-development activities for the affordable housing project; and
- b. a rebate of all Development Permit costs for the same project.

4.3.4. An agreement is required to be entered into between the organization and the City to guarantee the affordability of units as affordable rental housing or affordable home ownership for no less than 20 years.

#### **4.4. Universal Dwelling Grant**

4.4.1. The City remains committed to improving accessibility for people with diverse abilities in key areas of daily living. The Universal Dwelling Grant applies to new dwelling development including secondary dwellings.

4.4.2. The Universal Dwelling Grant is equal to an amount of 50% to a maximum of \$15,000, per dwelling unit, for the development of universal dwellings, meeting National Building Code 2020 standard for anthropometrics, plumbing facilities, signage, entrances and elevators.

4.4.3. Where there are four or more dwellings created within a development a minimum of 2 units must be universal to qualify. Where there are less than four dwellings this grant may be applied for one of the units being developed to a universal standard.

4.4.4. Universal units must include barrier free access to the building and four or more of the following features:

- a. Access to the dwelling with ramps, elevators or lifts;
- b. Automatic or push-button doors at multi-unit dwelling entrances;
- c. Accessible parking dedicated to the units rented or where there are no parking requirements a dedicated drop off location adjacent and functional to the main entrance to the dwelling(s);
- d. Bathrooms with an accessible shower and interior room for people in wheelchairs to turn around;
- e. Counters, cabinets, light switches and other fixtures at an height accessible to wheelchairs;
- f. Kitchen appliance lighting: The exterior and interior of the appliance should have sufficient lighting to enable people to see and safely operate the appliance. The instruction text and controls should contrast in colour to the background area. This may also include stove top only design where the counter height and placement of the stovetop are accessible with open space under the counter for sit cooking;
- g. Smoke and fire alarms with combined audible and visual signals (strobe preferable), which will flash a light and make a loud noise or vibrate in a bedroom;
- h. Appliances with Controls that are easy to operate:

- i. incorporate good colour contrast for instructions and other characters (either dark text on a light-coloured background or light text on a dark-coloured background);
  - ii. are located on non-reflective and non-glare surfaces;
  - iii. do not require too much strength to operate;
  - iv. provide information for people who rely on sight, hearing or touch; and
  - v. have tactile features and colour-contrasting markings to clearly indicate the on-off positions, for safety;
- 
- i. Include accessible laundry washing facilities within the accessible unit;
  - j. Battery/generator operated evacuation device designed to be used on stairs; or
  - k. Specialized equipment to facilitate habitation for a specific individual.

#### **4.5. Missing Middle Price Grant**

- 4.5.1. The Missing Middle Price Grant will reduce the purchase price of City land available for disposal. Where land is brought to market by the City of Yellowknife for residential development this grant will ensure diverse housing options are developed to meet the needs of all residents.
- 4.5.2. The Missing Middle Price Grant applies to the RC and RC-1 zones and the RI and RI-1 zones.
- 4.5.3. Under the Missing Middle Price Grant the land price may be granted (to the land fund) the equivalent to 25% of the purchase price, where the purchaser agrees to develop townhouse units or multi-unit dwellings, where a minimum 5 units are constructed.

#### **4.6. Missing Middle Conversion Grant**

- 4.6.1. The Missing Middle Conversion Grant provides up to 50% of the costs of conversion, including architectural, engineering, design, and labour costs, to a maximum of \$25,000 per dwelling, where an existing single family dwelling is converted into three or more dwelling units.

#### **4.7. Intensification Servicing Grant**

- 4.7.1. Increasing the number of dwellings on a property may at times require upgrading of municipal service connections. The Intensification Servicing Grant may be used to upgrade piped sewer and water services where determined by a qualified engineer to be insufficient to service an additional dwelling unit.

- 4.7.2. The Intensification Servicing Grant is available to existing single detached or duplex dwellings developing a secondary suite whether within the existing dwelling or in a separate structure on the same lot.
- 4.7.3. The Intensification Servicing Grant is up to 50% of the cost to a maximum of \$25,000 for upgrades to lot servicing.
- 4.7.4. The Intensification Servicing Grant may be combined with money available for upgrading through the Service Connection Failure Assistance Fund.

#### **4.8. Ventilation Systems Grants**

- 4.8.1. To be eligible for the Ventilation Systems Grants, the property and building must also be approved for a grant identified in 4.8.2.
- 4.8.2. Any new residential units meeting the requirements under the Secondary Suite Dwelling Grant (section 4.1), Universal Dwelling Units Grant (section 4.4), Affordable Secondary Dwelling Grant (section 4.2), Affordable Non-profit Grant (section 4.3) or the Missing Middle Grants (section 4.7) and approved for the Grant.
- 4.8.3. This Ventilation Systems Grant will provide up to 75% of the cost per approved development for one of the following:
  - a. suitable filtration technology for high-efficiency particle removal which can be integrated into a mechanical ventilation system in residential settings, up to a maximum of \$1,000; or
  - b. an individual filtration and/or cooling system installed independently within the main living area of the dwelling unit, up to a maximum of \$2,000; or
  - c. where the mechanical ventilation system is for multiple dwelling units and includes suitable filtration technology for high-efficiency particle removal, up to a maximum of \$10,000.

#### **4.9. Development Permit and Building Permit Fee Grant**

- 4.9.1. In order to be eligible for Development Permit and Building Permit Fee Grant:
  - a. The property must be approved for at least one other Abatement or Grant outlined in this by-law;
  - b. The development must include residential development;
  - c. The applicant must be the registered property owner or assigned agent; and

d. The development must be new construction resulting in a new dwelling unit(s).

4.9.2. The Development Permit and Building Permit Fee Grant provides:

- a. reimbursement of 100% of the fees related to residential development portion, for a Development Permit Application; and
- b. reimbursements of up to 100% of the fees related to residential development portion, for a Building Permit, to a maximum of \$10,000.

4.9.3. If at any time the applicant is non-complaint with the applicable permits the Planning Administrator may cancel the application/grant for the Development Permit and Building Permit Fee Grant.

4.9.4. All application and permit fees must be paid up front, and will be reimbursed upon the completion of the Development Permit (where applicable), final inspection following occupancy for a Building Permit, and all requirements under the applicable Grant or Abatement program.

4.9.5. The Development Permit and Building Permit Fee Grant does not apply to any performance or maintenance guarantees (i.e. letters of credit or securities) required to be posted by the applicant/property owner. This Grant does not apply to professional services, studies, service connections or to expenses related to appeals or court proceedings.

## 5. TERMS AND CONDITIONS

### 5.1. Commencement

5.1.1. Prior to commencement of a development where an abatement has been applied for, final approval is require by the Planning Administrator and the Director of Corporate Services.

5.1.2. In addition to the requirements outlined in the by-law, all tax abatements shall commence upon construction final completion and notice of tax reassessment.

5.1.3. Abatements shall be provided as a credit to the property tax account following the Notice of Assessment.

5.1.4. No Abatement shall be provided while any matter regarding the property is before the Board of Revision or Assessment Appeal Tribunal as defined in the *Property Assessment and Taxation Act*.

- 5.1.5. In addition to the requirements outlined in the by-law, abatement, grants and permits funded in part or full through this by-law must be for new development or redevelopment. Grants are not to be applied to development commenced prior to the adoption of this by-law.
- 5.1.6. A new application must be submitted under this by-law for consideration and it is not guaranteed that approval will be granted.
- 5.1.7. In addition to requirements in section 3.5, abatements for Industrial Relocation shall not commence until the industrial use(s) on the Sender Lands have been discontinued, the Applicant has complied with the relocation plan, and construction completion and notice of tax reassessment has been provided on the abatement parcel.
- 5.1.8. Abatements and Grants may be applied for together, and combined to support one development, subject to funding availability and the approval of the Planning Administrator.

## **5.2. Eligibility**

- 5.2.1. All applicants must submit a completed application on the prescribed forms. The application must be made prior to initiating the development or redevelopment project (subject to section 5.1.7).
- 5.2.2. All development and construction must obtain required permits from the City of Yellowknife, the Government of the Northwest Territories and any other regulatory authorities required.
- 5.2.3. Applicants must be registered owners of the properties and such owners shall not be in a position of tax arrears for any property in the city. The provision of incentives may be transferred to a new owner of the property subsequent to the approval of the Planning Administrator.
- 5.2.4. Federal or Territorial owned lands, buildings or projects are ineligible for all programs.
- 5.2.5. All Abatements must be shown to increase the appraised value of the property by at least \$500,000 upon construction completion. The appraisal is to be provided to the City. Upon construction completion the applicant shall notify the Planning Administrator and the City will assess the improvements.

- 5.2.6. All improvements and development shall comply with all City of Yellowknife by-laws, as amended, including, but not limited to, Community Plan By-law No. 5007, Zoning By-law No. 5045, Land Administration By-law No. 5078; Building By-law No. 5058 and Water and Sewer Services By-law No. 4663 or their successor by-laws which may be in effect.
- 5.2.7. Any outstanding orders from the City's Fire Division, Lands and Building Services Division, or Planning and Environment Division must be addressed prior to granting approval.
- 5.2.8. Any incentive may be revoked or suspended for outstanding orders or requirements which have not been completed in terms of schedule or for non-compliance.

### **5.3. By-law Administration**

- 5.3.1. The forms, procedures and agreements required for the administration of this by-law shall be as determined from time to time by the Planning Administrator.
- 5.3.2. The Planning Administrator may approve standard forms or agreements for any grant or abatement under this By-law and may authorize Administration to make such minor amendments to any such standard form or agreement as may be necessary to adapt the agreement to the requirements of any particular transaction.
- 5.3.3. All applicants must enter into an agreement with the City of Yellowknife prior to obtaining a Development Permit or Building Permit. Specific incentives may be required to be filed as a caveat on title identifying any grant amount, the approved project design and the eligible improvements that the applicant may seek reimbursement for upon successful project completion. Failure to comply with the terms of the agreement will result in forfeit of all incentives and may require repayment to the City of Yellowknife.
- 5.3.4. Abatement related incentives, including payments, will occur upon completion of all of the following: a certified property assessment; Contribution Agreement and authorization by the Planning Administrator and Director of Corporate Services.
- 5.3.5. Payment of the following grants will be made following a successful application and completion of the Contribution Agreement. Payment may be made prior to construction of the project:
- Universal Commercial Development Grant
  - Secondary Dwelling Grant
  - Affordable Secondary Dwelling Grant
  - Affordable Non-profit Grant

- Universal Dwelling Units Grant
- Missing Middle Grant

5.3.6. Payment of the following grants will be made following a determination by the Planning Administrator that the project has been final completed according to the terms and conditions of the Contribution Agreement:

- Environmental Impact Study (EIS) Grant
- Bicycle Racks and Storage Grants
- Vehicle Share Grant
- Intensification Servicing Grant
- Ventilation Systems Grant
- Development Permit and Building Permit Fee Grant

## **6. REPEALS AND EFFECT**

### **6.1. Severability**

Each provision of this by-law is independent of all other provisions. If a Court of competent jurisdiction declares any provision invalid for any reason, all other provisions of this by-law shall remain valid and enforceable, and the by-law shall be interpreted as such.

### **6.2. Repeals**

The Development Incentive Program By-law No. 4534, as amended, is hereby repealed.

### **6.3. Transition**

An exception to section 5.1.6 may be considered for approved applications submitted under Development Incentive Program By-law No. 4534, as amended, where abatement, grants or permits fees have not yet been provided for by the City and final construction completion and notice of tax reassessment have not yet been completed. An applicant cannot have abatements, grants or permit fees funded or supported under the terms of both by-laws and they cannot be stacked between the two by-law parameters. A property owner/applicant may only obtain incentives under one of these by-laws.

### **6.4. Effect**

That this by-law shall come into force and effect upon receiving Third Reading and otherwise meets the requirements of Section 70 and 72, of the *Cities, Towns and Villages Act*.

Read a First time this   25   day of    November   , A.D. 2024.

<Original Signed by the Mayor>

\_\_\_\_\_  
Mayor

<Original Signed by the City Manager>

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

Read a Second Time this   25   day of    November   , A.D. 2024.

<Original Signed by the Mayor>

\_\_\_\_\_  
Mayor

<Original Signed by the City Manager>

\_\_\_\_\_  
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. 5098**

**BM 452**

A BY-LAW of the Council of the Municipal Corporation of the City of Yellowknife in the Northwest Territories, to amend Financial Administration By-law No. 4206, as amended;

PURSUANT TO Section 101(4) of the *Cities, Towns and Villages Act, S.N.W.T. 2003, c.22*;

WHEREAS the Council of the Municipal Corporation of the City of Yellowknife wishes to add an additional reserve for the purpose of separating funds to fund Development Incentives;

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

**APPLICATION**

1. That By-law No. 4206, Financial Administration By-law, as amended, is hereby amended by adding a new subsection to Section 13 (I) and including the description as follows:
  - (I) 'Revitalization Initiative Reserve' to fund development incentives and to maintain unallocated and/or unspent funds for use in future years.

**EFFECT**

2. 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 \_\_25\_\_ day of \_November\_\_\_\_\_, A.D. 2024.

<Original Signed by the Mayor>

\_\_\_\_\_  
Mayor

<Original Signed by the City Manager>

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

Read a Second Time this 25 day of November, A.D. 2024.

<Original Signed by the Mayor>

\_\_\_\_\_  
Mayor

<Original Signed by the City Manager>

\_\_\_\_\_  
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