



CITY OF YELLOWKNIFE

## GOVERNANCE AND PRIORITIES COMMITTEE REPORT

Monday, January 27, 2025 at 12:05 p.m.

Report of a meeting held on Monday, January 27, 2025 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, (via teleconference)  
Councillor B. Hendriksen,  
Councillor T. McLennan, (via teleconference)  
Councillor S. Payne, and  
Councillor R. Warburton.

The following members of Administration staff were in attendance:

S. Van Dine,  
C. Caljouw,  
C. MacLean,  
W. Newton,  
K. Pandoo,  
K. Thistle,  
C. White,  
G. White, and  
D. Gillard.

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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.	<b>Committee read a memorandum regarding whether to appoint a Deputy Mayor and whether to appoint Members of Council as representatives on the Special Committees of Council.</b>



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

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

**Strategic Direction #1: People First**

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

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

Legislation

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

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

Past Practice

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

Appointments to Special Committees shall be based on:

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

Council Remuneration Review Report

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

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



By-law No. 4982

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

Committee noted that the Deputy Mayor performs the duties of the Mayor during absences and the Members of Council act as Chairpersons to the Committees they are appointed to. The appointment of a Deputy Mayor and Councillors to the Special Committees of Council will ensure that the Committees can continue to meet and conduct their business and that there is coverage during the Mayor’s absences.

**Committee recommends that Council appoint the following as Deputy Mayor and Council representatives to the Special Committees of Council; and that these appointments be reviewed in January, 2026:**

<b>Committee</b>	<b>Councillor</b>
<b>Deputy Mayor</b>	<b>Ben Hendriksen</b>
<b>Audit Committee</b>	<b>Ryan Fequet</b>
<b>Board of Revision</b>	<b>Tom McLennan - Primary Ben Hendriksen - Alternate</b>
<b>Community Advisory Board on Homelessness</b>	<b>Garett Cochrane</b>
<b>Development Appeal Board</b>	<b>Rob Warburton - Primary Ben Hendriksen - Alternate</b>
<b>Grant Review Committee (Two required)</b>	<b>Stacie Arden-Smith Tom McLennan</b>
<b>Heritage Committee</b>	<b>Steve Payne</b>
<b>Human Resource and Compensation Committee (Two required)</b>	<b>Garett Cochrane Ryan Fequet</b>
<b>Mayor’s Task Force on Economic Development</b>	<b>Rob Warburton</b>

**MOVE APPROVAL**

4. **Committee read a memorandum regarding whether to authorize the Mayor and Members of Council to attend various conferences in 2025.**

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

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

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



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

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

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

Economic, Social and Sustainability Awareness

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

Budget

For 2025, \$30,757 has been allocated for Mayor and Council travel. The cost for travel per person ranges between \$350 to \$6,400 with factors like flights, location, accommodation rates and registration fees contributing to cost differentials. The Mayor is frequently called upon to represent the City at various conferences each year; therefore any budget allocation should be reflective of this.

The following information reflects an approximate price per person to attend various conferences relating to the City's core business, and otherwise, in 2025:

**FCM Annual Conference (Ottawa, ON) May 29 – June 1, 2025**

Registration	\$ 1,200.00	
Accommodation	\$ 1,250.00	(\$250.00 per night x 5 nights)
Airfare (Return)	\$ 1,500.00	
Meals and Incidentals	\$ 915.90	(\$152.65 per day x 6 days)
Honorarium for Councillor	\$ 1,560.00	(\$260.00 per day x 6 days)
Approximate cost - Councillor	\$ 6,425.90	

**NWTAC Annual General Meeting (Yellowknife, NT) February 27 – March 1, 2025**

Registration	\$ 350.00	
Honorarium for Council member only	\$ 780.00	(\$260.00 per day x 3 days)
Approximate cost - Mayor	\$ 350.00	
Approximate cost – Eight (8) Councillors	\$ 9,040.00	



**The Canadian Alliance to End Homelessness (Montreal, QC) October 28 - 30, 2025**

Registration	\$ 700.00	
Accommodation	\$ 1,000.00	(\$250.00 per night x 4 nights)
Airfare (Return)	\$ 1,500.00	
Meals and Incidentals	\$ 763.25	(\$152.65 per day x 5 days)
Honorarium for Council member only	\$ 1,300.00	(\$260.00 per day X 5 days)
Approximate cost - Councillor	\$ 5,263.25	

**Estimated Total for 2025 Opportunities: \$ 21,079.15**

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

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

**Committee recommends that:**

- 1. The Mayor and Members of Council be authorized to attend the following conferences in 2025 that relate directly to the City’s business:**

Conference/Event	Location	2025 Dates	# of Members
Federation of Canadian Municipalities (FCM) Annual Conference	Ottawa, ON	May 29 – June 1, 2025	Two (2) Councillors
Northwest Territories Association of Communities (NWTAC) Annual General Meeting	Yellowknife, NT	February 27 – March 1, 2025	Mayor and Eight (8) Councillors
The Canadian Alliance to End Homelessness (CAEH)	Montreal, QC	October 28 – 30, 2025	One (1) Councillor

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

**MOVE APPROVAL**



(For Information Only)

5. Committee discussed the following motion from Councillor Hendriksen regarding whether to direct Administration to apply for funding from the Government of Canada Active Transportation Fund for Capital Projects:

Whereas the Government of Canada is accepting applications until February 26, 2025, for active transportation capital projects through the Active Transportation Fund; and

Whereas this fund will cover up to 75% of active transportation capital infrastructure in the Northwest Territories; and

Whereas in Council's Strategic Directions 2023-2026, Council states it supports the development of safe and accessible multi-modal transportation that recognizes Yellowknife's advantages as a winter city; and

Whereas active transportation supports Council's strategic goal of creating a livable community that supports all residents to participate in the social fabric and physical space of our community; and

Whereas active transportation infrastructure supports Council's new Climate Change Action Plan and ongoing efforts to reduce and mitigate Yellowknife's climate impacts; and

Whereas there is more than 10 years of work by City staff, consultants, and community engagement that identifies the need for investment in active transportation infrastructure; and

Whereas a new Transportation Master Plan will further refine the more than 10 years of work that identifies the need for investment in active transportation infrastructure; and

Whereas many infrastructure needs, including equipment to maintain paths in winter, the extension of the Frame Lake Trail, and safe and separated bike lanes on Franklin Avenue to Old Town, and on downtown and connecting arterial routes are known; and

Whereas, during Budget 2025 deliberations, City Council members expressed a commitment to fund the implementation of a new Transportation Master Plan that includes investment in active transportation;

NOW THEREFORE BE IT RESOLVED:

That Council direct Administration to apply for funding from the *Government of Canada Active Transportation Fund for Capital Projects* by the application deadline of February 26, 2025.

The majority of Committee was not in favour of advancing the motion to Council.



(For Information Only)

6. Committee read a memorandum regarding whether to reappoint Paul Parker as an Adjudicator pursuant to Administrative Monetary Penalty By-law No. 5054 for the City of Yellowknife.

Committee noted that on April 25, 2022, the City of Yellowknife adopted Administrative Monetary Penalty By-law No. 5054 which outlines the process for resolution of disputed parking tickets. Administrative Monetary Penalty By-law No. 5054 requires the appointment of an Adjudicator to conduct hearings to review disputed penalty notices that are not resolved through the City's internal screening process. An Adjudicator is an independent and impartial individual that will adjudicate penalty notices that are filed in accordance with the by-law.

On September 26, 2022, Council appointed Paul Parker as adjudicator for the Administrative Monetary Penalty system for two years. The appointment expired on September 27, 2024, and Mr. Parker has agreed to reappointment as adjudicator. As there has been no gap in adjudicative services since expiry of the initial appointment, Administration recommends reappointment effective September 27, 2024.

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

**Strategic Direction #1: People First**

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

#0149-22 That pursuant to s.17 of Administrative Monetary Penalty By-law No. 5054 Paul Parker be appointed for a two (2) year term as an Adjudicator for the City of Yellowknife.

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

1. Administrative Monetary Penalty By-law No. 5054;
2. Parking By-law No. 5053; and
3. *Summary Convictions Procedures Act* RSNWT 1988, c.S-15.

Legislation

Section 1.1 of the *Summary Convictions Procedures Act* states that the Act does not apply to contravention of municipal parking tickets if Council has established an administrative monetary penalty regime. On September 1, 2022 the City implemented the Administrative Monetary Penalty System (AMPS) that was approved through Administrative Monetary Penalty By-law No. 5054.

Section 17(3) of the Administrative Monetary Penalty By-law No. 5054 permits reappointment of an adjudicator for second or subsequent term(s) of two years.



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Committee noted that the role of the Adjudicator is prescribed within Administrative Monetary Penalty By-law No. 5054 including, but not limited to:

- (i) conduct hearings in accordance with the by-law and any policies or procedures established by the City;
- (ii) give the parties to the adjudication an opportunity to be heard and to ensure all parties have been provided with the opportunity to examine and make copies of any information has been submitted for the purpose of the adjudication;
- (iii) render a decision, based on the evidence provided, to confirm, reduce or cancel the penalty notice; and
- (iv) provide written decisions with reasons to be provided to the person(s) who requested the adjudication and to the City.

The appointment of an Adjudicator is required pursuant to Administrative Monetary Penalty By-law No. 5054.

Committee recommended that pursuant to section 17 of Administrative Monetary Penalty By-law No. 5054 Paul Parker be reappointed for a two (2) year term as an Adjudicator for the City of Yellowknife, effective September 27, 2024.

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

7. The meeting adjourned at 1:01 p.m.