



CITY OF YELLOWKNIFE

GOVERNANCE AND PRIORITIES COMMITTEE AGENDA

Monday, March 24, 2025 at 12:05 p.m.

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.

<u>Item</u>	<u>Description</u>
1.	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.
2.	Approval of the agenda.
3.	Disclosure of conflict of interest and the general nature thereof.
ANNEX A	
4.	A memorandum regarding whether to authorize the expenditure in the amount of \$15,600 from the Heritage Committee budget to help fund the applications that exceed the contribution limit of \$5,000.
ANNEX B	(For Information Only)
5.	A memorandum regarding the Minutes of the Heritage Committee meeting of March 6, 2025.

ADDITIONAL COUNCIL ITEMS

ANNEX C	
6.	A memorandum regarding whether to appoint an Adjudicator pursuant to Administrative Monetary Penalty By-law No. 5054 for the City of Yellowknife.
ANNEX D	
7.	A memorandum regarding whether to appoint an Acting Mayor.



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE

COMMITTEE: Governance and Priorities

DATE: March 24, 2025

DEPARTMENT: Planning and Development

ISSUE: Whether to authorize the expenditure in the amount of \$15,600 from the Heritage Committee budget to help fund the applications that exceed the contribution limit of \$5,000.

RECOMMENDATION:

That Council approve the expenditures of \$15,600 from the Heritage Committee budget to support applications from Black Advocacy Coalition UpNorth and Yellowknife Historical Society.

BACKGROUND:

The City of Yellowknife Heritage Committee has received a total of five funding applications for 2025. Pursuant to the Heritage Committee Funding Policy all Heritage Committee projects or initiatives that are above \$5,000 (to a maximum of \$10,000) require approval by Council. At its March 6, 2025 meeting, the Committee reviewed applications and recommended the following two applications over \$5,000 to be approved by Council:

- Black Advocacy Coalition UpNorth (BACupNorth) - \$10,000.00
- Yellowknife Historical Society - \$5,600.00

In addition to the above, the Committee has granted the following two applications according to the Policy:

- Stacey Drygeese Sundberg – (up to) \$3,000.00
- Cultural Spiritual Lodge in partnership with NWT/NU Council of Friendship Centers - \$750.00

The total expenditure for the 2025 Heritage Grant to be given to the successful applicants is \$19,350.

Black Advocacy Coalition UpNorth is a community based organization in Yellowknife that celebrates and preserves the cultural heritage of the Black community. Through the BACupNorth Black History Month

2025, the organization intends to bridge knowledge gaps about black history and culture; foster unity by celebrating diversity; and ensure long-term benefits of the community.

Yellowknife Historical Society is a registered non-profit organization formed in Yellowknife in 2002. The organization's mission is to preserve and promote awareness of local community history for both residents and tourists. Since successful opening of the new museum in March 2024, the Society has been continuing to promote Yellowknife's rich culture and history. The Heritage Committee has contributed to the Yellowknife Historical Society in 2022, 2023 and 2024 with \$10,000 approved. The request for this year's grant is to stock a take-home copy of the Yellowknife Historical Timeline that the Society has created for display in the Museum.

COUNCIL STRATEGIC DIRECTION/RESOLUTION/POLICY:

Strategic Direction #1: People First

Focus Areas 1.3 Liveable Community
Supporting all citizens to participate in the social fabric of our community.

Heritage Committee
Motion February 16, 2024: Committee approved Yellowknife Historical Society's funding request under the Heritage Grant. It was noted that the maximum grant amount that can be awarded for a given project is \$10,000, by the Heritage Committee Funding Policy.

Heritage Committee
Strategic Theme 1: Ongoing Stewardship of Yellowknife's built and cultural heritage resources.

Heritage Committee
Strategic Theme 2: Sharing a more inclusive story of Yellowknife's identity & heritage.

Heritage Committee
Strategic Theme 3: Supporting a prosperous heritage tourism economy.

APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:

Heritage Committee Funding Policy, as amended.

CONSIDERATIONS:

Heritage Committee Funding Policy

Under the Heritage Committee Funding Policy, all Heritage Committee projects or initiatives above \$5,000 (to a maximum of \$10,000) require approval by Council.

Project Summary:

The applicant is seeking funding to offset the costs of furnishing the Yellowknife Historical Museum, installing a fire-safe security system, establishing awareness with the community through open-house events, securing a work phone and phone number to receive general enquiries, and providing

programming in collaboration with local societies and artists. The Project is expected to serve Yellowknife's tourism industry as well as enhance economic growth and diversification.

Heritage Committee Funding Policy

The purpose of the Heritage Committee is to assist the City in an advisory capacity regarding the management of heritage interests of the City of Yellowknife. The role of the Heritage Committee is to make recommendations to Committee of Council for the preservation of Yellowknife's heritage and its value to the community. As per the Terms of Reference for the Heritage Committee, Council approval is required for all proposed expenditures that are over \$5,000.00 to the maximum of \$10,000.

Financial

The total expenditure for the Heritage Grant is \$19,350. The approved 2025 Heritage Committee budget is \$30,000.

Staff Evaluation:

The proposals generally meet the criteria set out in the Committee Funding Policy. Additionally, the proposals are anticipated to increase the wider public awareness of Yellowknife's rich culture and history.

ALTERNATIVES TO RECOMMENDATION:

That Council not approve the amount of grant for Black Advocacy Coalition UpNorth and Yellowknife Historical Society as recommended by the Committee.

RATIONALE:

The proposals will preserve and promote Yellowknife's culture and history. Funding these proposals are in alignment with the Heritage Committee's goals of ongoing Stewardship of Yellowknife's built and cultural heritage resources, sharing a more inclusive story of Yellowknife's identity and heritage, and supporting a prosperous heritage tourism economy.

ATTACHMENTS:

Heritage Committee Funding Policy (DM#422622).

Prepared: March 12, 2025; TS



CITY OF YELLOWKNIFE

Policy Title: **HERITAGE COMMITTEE FUNDING POLICY**
 Approved By: **Council Motion #0165-21**
 Effective Date: **May 1, 2023**

1 PURPOSE

To provide guidance and direction on the application and procedural process related to Heritage Committee project funding.

2 POLICY

It is the policy of the City of Yellowknife to provide limited funding to groups who propose to reflect and celebrate Yellowknife's rich heritage. The City will support up to 30% of the submitted budget, up to a maximum of \$5,000.

3 APPLICATION

This Policy applies to individuals, groups, partnerships or business entities based in Yellowknife; as follows:

3.1 Funding Priorities

Projects should support the current Heritage Committee Strategic Plan themes.

Additional Priorities:

- Projects, which publicly enhance the awareness of Yellowknife heritage.
- Projects, which celebrate, promote and educate the public about elements of Yellowknife heritage.
- Projects, which leave a legacy of Yellowknife heritage for future generations.
- Projects, which encourage others to participate in creating awareness of Yellowknife heritage.
- Projects, which demonstrate partnership among groups or individuals to encourage the wider awareness of Yellowknife heritage.

3.2 Eligibility

- Applications may be considered from: individuals, groups, partnerships or business entities based in Yellowknife;
- Applicants must be in good standing with the City of Yellowknife;
- Proposals will only be considered for events or projects in the future (funding is not available for past projects);
- It is only possible to receive funding from one (1) City of Yellowknife program each fiscal year; and
- Proposals which receive funding cannot apply for additional funding for the same project in future years.

3.3 Criterion for Reviewing Applications

1. The purpose of the project is to celebrate Yellowknife's history and culture.
2. The proposal is for an event or project in the future (not the past).
3. The organization is based in Yellowknife and serves the Yellowknife community.
4. The organization is in good standing with the City of Yellowknife.
5. The Project has not received other City of Yellowknife funding this fiscal year.
6. The City will support up to 30% of the submitted budget.
7. This project will succeed in reaching a large and diverse audience.
8. The project involves recognition of Indigenous peoples of the Yellowknife area; or one or more other cultural groups; or an individual that has contributed to Yellowknife's heritage.
9. The project will recognize the financial contribution of the City of Yellowknife's Heritage Committee.
10. If the project involves a permanent physical element, the proposal includes a plan for maintenance.
11. The Project supports the current Heritage Committee Strategic Plan Themes.

3.4 Funding Process

1. Applications must be submitted **no later** than January 15 of each year. Applications received after the closing date will not be considered.
2. Community Services will review all applications received and if eligible, direct them to the appropriate funding stream (e.g. Heritage Committee funding).
3. Heritage funding applications will be reviewed with regard to the following considerations:
 - a. The Heritage Committee Strategic Plan themes.
 - b. The Heritage Committee Funding Program criteria.
 - c. Financial implications for the City of Yellowknife.
 - d. Financial or in kind commitment of the applicant.
 - e. Other considerations.
4. The completed application will be presented to the Heritage Committee for review at its funding allocation meeting.

5. The Heritage Committee may grant up to \$5,000 for a proposal, whereas any request exceeding \$5,000 must receive Council approval. For requests above \$5,000, the Committee will provide a recommendation to Council on the funding request. The maximum grant amount that can be awarded for a given project is \$10,000.
6. Administration will notify the applicant in writing of the Committee's decision.
7. Administration prepares and provides Contribution Agreements to successful applicants after funding is approved.
8. The Successful applicant(s) returns an original copy of signed Contribution Agreement to Administration.
9. Within 30 days of receipt of the signed Contribution Agreement, 75% of funds are released.
10. Administration and the Heritage Committee may ask for updates on the status of a project during the grant year.
11. The successful applicant(s) is required to submit a project progress report after six (6) - month of their receipt of the grant.
12. The successful applicants must provide Administration with a final project report by December 14 of the year demonstrating that the funding has been spent appropriately and in-line with their proposal in the form of report with a summary of expenditures, photos (if available), and other materials that show the awarded project is completed.
13. The awarded grant must be spent within the grant year to the satisfaction of Administration and the Heritage Committee.
14. The remaining 25% of funds are released via Electronic Funds Transfer (EFT) after Administration receives the final project report and a detailed list of all project expenditures with original receipts.

4 PROCEDURE

<u>Responsibility</u>	<u>Action</u>
Community Services	1. Advertising for funding applications begins at least 60 days in advance of the deadline.
Applicant	2. Submits applications before January 15. Applications received after the deadline will not be considered.
	3. Applications must be submitted through the online City of Yellowknife <i>Heritage Committee Funding Application</i> form and include all supporting materials. Applications received in alternative formats will not be considered.

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| Community Services | 4. Receives and confirms date of applications received. |
| | 5. Reviews applications and if eligible, directs them to the Planning and Lands Division. |
| Administration | 6. Ensures applications are complete. |
| | 7. Preliminarily reviews applications. |
| | 8. Sets meetings for the Heritage Committee to review all eligible applications and provides the Committee with the <i>Evaluation Criteria Rating sheet</i> . |
| Heritage Committee | 9. Reviews all applications and may request oral presentations from applicants or to defer their decision to a later date. |

For proposals up to \$5,000

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| Heritage Committee | 10. Makes a Motion to approve, with an amount of approved grant, or deny the proposal or makes recommendations to Administration for appropriate follow-up. |
| Administration | 11. Notifies all applicants of the Committee's decision and prepares the Contribution Agreements for the successful applicants. |
| Applicant | 12. Signs and returns the Contribution Agreement to Administration for processing. |
| Administration | 13. Verifies Contribution Agreements are signed by both parties. |
| | 14. The successful applicants will be awarded 75% of the funding approved by the Heritage Committee via Electronic Funds Transfer (EFT). |
| Applicant | 15. Submits a final report by December 14 of the year the funding was awarded, or within 60 (sixty) days of the program or project's end. |
| Administration | 16. Ensures applicants submit final reports and demonstrate that funding has been spent appropriately and in-line with their proposal to the satisfaction of Administration and the Heritage Committee. |
| | 17. The remaining 25% of funds are released via Electronic Funds Transfer (EFT) after Administration received the final report. |

For proposals over \$5,000

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| Heritage Committee | 18. Makes Motion to deny the proposal or provide recommendations, with an amount of approved grant, to Council. |
| Administration | 19. Prepares Memorandum to Committee with the Heritage Committee Motion of Recommendation to the appropriate standing Committee of Council. |
| Council | 20. Approves or denies the proposal or makes recommendations to Administration for appropriate follow-up. |
| Administration | 21. Advises the Heritage Committee of Council's decision on recommendations. |
| | 22. Notifies all applicants of the Committee's decision and prepares the Contribution Agreements for the successful applicants. |
| Applicant | 23. Signs and returns the Contribution Agreement to Administration for processing. |
| Administration | 24. Verifies Contribution Agreements are signed by both parties. |
| | 25. The successful applicants will be awarded 75% of the funding approved by Council via Electronic Funds Transfer (EFT). |
| Applicant | 26. Submits a final report by December 14 of the year the funding was awarded, or within 60 (sixty) days of the program or project's end. |
| Administration | 27. Ensures applicants submit final reports and demonstrate that funding has been spent appropriately and in-line with their proposal to the satisfaction of Administration and the Heritage Committee. |
| | 28. The remaining 25% of funds are released via Electronic Funds Transfer (EFT) after Administration received the final report. |



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE
(For Information Only)

COMMITTEE: Governance and Priorities

DATE: March 24, 2025

DEPARTMENT: Planning and Development

ISSUE: Minutes of the Heritage Committee meetings of March 6, 2025

BACKGROUND:

Attached for the information of Committee are the minutes of the Heritage Committee meetings of March 6, 2025.

ATTACHMENTS:

1. Heritage Committee Minutes, March 6, 2025 (DM#789792);

Prepared: March 10, 2025; KC



CITY OF YELLOWKNIFE

Heritage Committee
Thursday, March 6, 2025 at 12:00 p.m.
City Hall Council Chamber

MINUTES

Minutes of a meeting held on Thursday, March 6, 2025 at 12:00 p.m. The following Committee members were in attendance:

Present: Councillor S. Payne, Chair,
Mayor R. Alty, ex-officio,
L. King,
A. MacLellan,
L. Meinert,
M. Sundberg, and
P. Wrigglesworth.

The following members of Administration were in attendance:

C. Caljouw,
B. Ly,
T. Setta,
S. Van Dine, and
K. Cook.

Call to Order

1. The meeting was called to order at 12:03 p.m.

Opening Statement

2. Councillor S. Payne read the Opening Statement.

Approval of the Agenda

3. Committee approved the Agenda as amended, to include the Debriefing.
4. Mayor R. Alty moved,
A. MacLellan seconded,

That the Agenda be approved as amended.

MOTION CARRIED UNANIMOUSLY

Approval of Minutes

5. P. Wigglesworth moved,
Mayor R. Alty seconded,

That the Minutes of February 16, 2024 be approved as presented.

MOTION CARRIED UNANIMOUSLY

Disclosure of Conflict of Interest

6. M. Sundberg declared a conflict of interest with respect to Item #6 on the Agenda, 2025 Heritage Committee Funding Applications – Review and Recommendations due to affiliation with applicant.

2025 Heritage Committee Funding Applications – Presentations & Review

7. Committee deliberated on 2025 Heritage Committee Funding Request Applications based on information submitted by the applicants and the application evaluations provided by Administration.
8. M. Sundberg declared a conflict of interest and left the meeting at 12:39 p.m.
9. Mayor R. Alty moved,
L. Meinert seconded,

That the Heritage Committee recommends that Council approve the funding application in the following amounts:

- Black Advocacy Coalition UpNorth - \$10,000.00
- Yellowknife Historical Society - \$5,600.00
- Stacey Drygeese Sundberg – (up to) \$3,000.00
- Cultural Spiritual Lodge in partnership with NWT/NU Council of Friendship Centers - \$750.00

MOTION CARRIED UNANIMOUSLY

Debriefing

10. Committee discussed the Heritage Committee Funding Policy.

Action Item: Administration to bring forward an updated Heritage Committee Funding Policy for Committee review.

Next Scheduled Meeting

11. The next meeting date is to be determined.

Adjournment

12. Mayor R. Alty moved,

That the meeting be adjourned at 12:50 p.m.

MOTION CARRIED UNANIMOUSLY



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE

COMMITTEE: Governance and Priorities/Council

DATE: March 24, 2025

DEPARTMENT: Governance and Legal Services / Public Safety

ISSUE: Whether to appoint Sheldon Toner as an Adjudicator pursuant to Administrative Monetary Penalty By-law No. 5054 for the City of Yellowknife.

RECOMMENDATION:

That pursuant to section 17 of Administrative Monetary Penalty By-law No. 5054 Sheldon Toner be appointed for a two (2) year term as an Adjudicator for the City of Yellowknife.

BACKGROUND:

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 ("AMPS By-law") requires Council to appoint 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 AMPS By-law.

On January 27, 2025, Council appointed Paul Parker as adjudicator for the Administrative Monetary Penalty system for two years. However, a second appointed adjudicator is required as file conflicts arise from time to time.

COUNCIL STRATEGIC DIRECTION/RESOLUTION/POLICY:

Strategic Direction #1: People First

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

APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:

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.

CONSIDERATIONS: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 that was approved through the AMPS By-law.

Section 17(1) of the AMPS By-law requires Council to appoint one or more adjudicators for the purposes of the by-law. Each adjudicator must be appointed for an initial term of two years (section 17(2)).

ALTERNATIVES TO RECOMMENDATION:

That Council direct Administration to issue an RFP seeking additional proposals for Administrative Monetary Penalty System adjudicators.

RATIONALE:

A key element of the Administrative Monetary Penalty System is that it permits the timely and inexpensive resolution of disputes. Appointment of another adjudicator will ensure the timely resolution of appeals.

The AMPS By-law prescribes the qualifications and role of the Adjudicator as follows:

Qualifications – Section 17

To be eligible for appointment as an adjudicator, a person must have the following qualifications:

- be a Canadian citizen who is 18 years of age or older;
- not have been convicted of an offence under a federal enactment for at least 10 years before applying for the appointment;
- not be named in a penalty notice in relation to which a penalty is outstanding and overdue;
- not be an employee or an elected official of the City;
- be able to deal with people in a fair, courteous and diplomatic way;
- be knowledgeable about the principles of administrative law and the practice of adjudication; and
- be able to formulate reasoned decisions respecting contraventions of City by-laws.

Role – Sections 18, 19, 21, 22

- conducting hearings in accordance with the by-law and any policies or procedures established by the City;
- giving 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;

- rendering a decision, based on the evidence provided, to confirm, reduce or cancel the penalty notice; and
- providing written decisions with reasons to be provided to the person(s) who requested the adjudication and to the City.

ATTACHMENTS:

None.

Prepared: March 18, 2025; CC



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE

COMMITTEE: Governance and Priorities / Council

DATE: March 24, 2025

DEPARTMENT: Governance and Legal Services

ISSUE: Whether to appoint an Acting Mayor.

RECOMMENDATION:

That Council appoint a Councillor to be the Acting Mayor.

BACKGROUND:

Each year, Council, on the recommendation of the mayor, appoints a councillor to be Deputy Mayor. The role of the Deputy Mayor is to perform the duties and exercise the powers of the Mayor when the Mayor is absent or unable to act. The Deputy Mayor must also perform other duties and exercise other powers as determined by Council on the recommendation of the Mayor.

However, issues arise from time to time when both the Mayor and the Deputy Mayor are absent or unable to act. In such cases, it is good practice for Council to appoint an Acting Mayor, so Council may continue to advance City business during times when the Mayor or Deputy Mayor are unable to act.

COUNCIL STRATEGIC DIRECTION/RESOLUTION/POLICY:**Strategic Direction #2: Service Excellence**

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

Strategic Direction #3: Sustainable Future

Focus Area 3.1 Resilient Future
Enhancing Yellowknife as a great place to live, visit, work and play now and into the future.

APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:

1. *Cities, Towns and Villages Act*, SNWT 2003, c.22;
2. Council Procedures By-law No. 4975; and
3. Council Remuneration By-law No. 4982.

CONSIDERATIONS:Legislation

Section 40 of the *Cities, Towns and Villages Act* states:

- (1) When both the mayor and the deputy mayor are absent or unable to act, council may appoint a councillor to be the acting mayor.
- (2) The acting mayor has the same powers and duties as the deputy mayor.

Council Remuneration By-law

Section 7 states:

Where the Deputy Mayor or any Councillor of the City of Yellowknife is duly appointed to perform the duties of Mayor in his or her absence, they shall be compensated by an amount equal to one quarter of the Mayor's daily indemnity for each quarter day that they perform the duties of acting Mayor less the daily indemnity that they would otherwise be entitled to as a Deputy Mayor or Councillor of the City of Yellowknife.

ALTERNATIVES TO RECOMMENDATION:

N/A

RATIONALE:

In the event the Mayor or Deputy Mayor are absent or otherwise unable to fulfill their duties, it is necessary to appoint a Councillor as Acting Mayor. This will ensure City business continues to advance under the good governance and direction of Mayor and Council.

The Councillor appointed as Acting Mayor will be compensated according to the Council Remuneration By-law. All other provisions of the *Cities, Towns and Villages Act* and Council Procedures By-law with respect to the powers and duties of the Mayor, Deputy Mayor and Acting Mayor continue to apply.

ATTACHMENTS:

None.

Prepared: MARCH 21, 2025; CC

Revised: