



CITY OF YELLOWKNIFE

## GOVERNANCE AND PRIORITIES COMMITTEE AGENDA

**Monday, December 8, 2025 at 12:05 p.m.**

Chair: Mayor B. Hendriksen,  
Councillor S. Arden-Smith,  
Councillor G. Cochrane,  
Councillor R. Fequet,  
Councillor R. Foote,  
Councillor C. McGurk,  
Councillor T. McLennan,  
Councillor S. Payne, and  
Councillor R. Warburton.

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<b><u>Item</u></b>	<b><u>Description</u></b>
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 repeal and replace Council Procedures By-law No. 4975 and repeal the Council Administration Round Table Policy.
ANNEX B	(For Information Only)
5.	A memorandum regarding minutes of the Human Resource and Compensation Committee meeting of November 7, 2025 and November 28, 2025.

### **ADDITIONAL COUNCIL ITEMS**

ANNEX C

6. A memorandum regarding consideration of an Exploratory Committee regarding the 2035 Canada Winter Games.



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<u>Item No.</u>	<u>Description</u>
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ANNEX D

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| 7. | A memorandum regarding whether to amend Fees and Charges By-law No. 4436, as amended, to reflect changes approved in Budget 2026. |
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**IN CAMERA**

ANNEX E

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| 8. | A matter still under consideration. |
| 9. | A personnel matter.                 |



## CITY OF YELLOWKNIFE

### MEMORANDUM TO COMMITTEE

**COMMITTEE:** Governance and Priorities

**DATE:** December 8, 2025

**DEPARTMENT:** Mayor's Office/Administration

**ISSUE:** Whether to repeal and replace Council Procedures By-law No. 4975 and repeal the Council Administration Round Table Policy.

#### RECOMMENDATION:

That By-law No. XXXX, a by-law to repeal and replace Council Procedures By-law No. 4975, be presented for adoption and that the Council Administration Round Table Policy be repealed.

#### BACKGROUND:

A draft by-law is being presented for Council's consideration to address several concerns. The proposed by-law aims to ensure agenda packages are provided to Council members well in advance, allowing for thorough review and preparation. It also incorporates plain language and gender-neutral terminology throughout to promote clarity and inclusivity. Additionally, the by-law proposes a change to the regular meeting day to better accommodate scheduling needs / allow for preparation and includes provisions to reinforce decorum within the Council Chamber, fostering a respectful and professional environment during all proceedings. The Council Procedures By-law was last reviewed in 2018.

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

**Strategic Direction #1:** People First

**Strategic Direction #2:** Service Excellence

Focus Area 2.3      Organizational Culture  
Providing a positive and productive workplace environment for effective governance and service excellence.

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

1. *Cities, Towns and Villages Act*;
2. Council Procedures By-law No. 4975, as amended; and
3. Council Governance and Committees Report (2019) (Presentation).

## **CONSIDERATIONS:**

### Legislative

The *Cities, Towns and Villages Act* states that every Council, shall, by by-law, make rules respecting the calling of meetings of Council and its Committees and also provides that Council shall hold at least one regular meeting each month at the time and place that council fixes by resolution.

### Procedural Considerations

Agenda packages are currently released by noon the Friday preceding Council and its Governance and Priorities Committee (GPC) meetings, which are scheduled for Mondays. This leaves only the weekend for Members of Council to review the materials and give Administration advance notice of questions they will present during the meeting. Modifying the meeting date and providing for additional time between when the agenda package is released and the meeting will allow for more thorough review and preparation for Council members and provide Administration time to review, research and prepare to answer questions.

The draft by-law provides for GPC meetings on the first, second and third Wednesday of the month at noon and Council meetings on the fourth Wednesday of the month at noon, with the exception of July, August and December. Agenda packages will be released the Friday before, which allows for further preparation time. Meetings in the months of July, August and December are reduced in keeping with current practice.

In addition to the schedule change, the draft by-law introduces gender neutrality and plain language; provides for the recording of Council Member attendance at meetings; provides that, unless otherwise required, members of the senior leadership team are excused from attending meetings unless there is an item relevant to their responsibilities; addresses public participation and decorum of meetings; and clarifies how items are included on agendas.

## **ALTERNATIVES TO RECOMMENDATION:**

That the draft by-law be referred back to Administration with further drafting instructions.

## **RATIONALE:**

The proposed by-law responds directly to Council's priorities for improving governance and operational efficiency. Providing agenda packages farther in advance will enhance Council's ability to review materials thoroughly, leading to more informed decision-making and productive discussions. Incorporating plain language and gender-neutral terminology ensures that the by-law is clear, accessible, and inclusive, reflecting best practices in municipal governance. Adjusting the meeting day will improve scheduling flexibility and support greater participation. Finally, establishing clear expectations for decorum in the Council Chamber promotes a respectful and professional environment, which is essential for maintaining public confidence and fostering constructive dialogue.

Collectively, these changes strengthen transparency, accountability, and the overall effectiveness of Council proceedings.

<b>ATTACHMENTS:</b>
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1. Council Procedures By-law No. XXXX (DM #812165) and
2. Draft 2026 Council & Committee Calendar (DM#810288).

Prepared: November 20, 2025 / DMG

Revised: December 4, 2025 / DMG



CITY OF YELLOWKNIFE

## **COUNCIL PROCEDURES BY-LAW NO. XXXX**

**Adopted XXXXXXXX XX, 20XX**



## CITY OF YELLOWKNIFE

### BY-LAW NO. XXXX

BC XX

A BY-LAW of the Council of the Municipal Corporation of the City of Yellowknife in the Northwest Territories, to allow for orderly, open and efficient conduct of its meetings and to establish terms of reference for its standing committees.

PURSUANT TO Sections 29 – 40 inclusive of the *Cities, Towns and Villages Act*, S.N.W.T. 2003, c.22.

WHEREAS Council shall, by-law, make rules respecting procedures for Council.

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

#### PART 1 – SHORT TITLE AND INTERPRETATION

##### Short Title

1. This By-law may be cited as the “Council Procedures By-law”.

##### Interpretation

2. In this By-law, unless the context otherwise requires:

“City”	means the Municipal Corporation of the City of Yellowknife;
“City Clerk”	means the person duly appointed as such from time to time and includes <b>any person appointed or designated to act on their behalf</b> ;
“City Manager”	means the Senior Administrative Officer of the City appointed pursuant to the <i>Cities, Towns and Villages Act</i> of the Northwest Territories and includes any person appointed or designated by the City Manager to act on <b>their</b> behalf.

“Confidential”	means containing information whose unauthorized disclosure could be prejudicial to the interest of the City or persons involved;
“Conflict of Interest”	includes a Pecuniary Interest or circumstances where an individual is, or could be, influenced, or appear to be influenced, by a personal interest when carrying out their public duty including anything that gives rise to bias, prejudgment, close mindedness, or undue influence;
“Council”	means the Council of the City of Yellowknife;
“Councillor”	means a Member of Council other than the Mayor;
“CTV Act”	means the <i>Cities, Towns and Villages Act</i> of the Northwest Territories;
“Director”	means the head of any department of the City or any person appointed <b>or designated</b> to act on their behalf;
“Mayor”	means the Mayor of the City of Yellowknife;
“Member”	means a member of Council, inclusive of the Mayor;
“Minister”	means the Minister of Municipal and Community Affairs;
“Officer”	means the City Manager, or an employee of the City appointed as an Officer pursuant to the CTV Act, of the Northwest Territories;
“Peace Officer”	means a peace officer as defined in the <i>Criminal Code</i> ;
“Pecuniary Interest”	means a direct or indirect pecuniary interest as defined in the <i>Conflict of Interest Act</i> ;
“Public Notice”	means public notice in accordance with the CTV Act;
“Petition”	<b>means a petition according to Section 81 of the <i>Cities, Towns and Villages Act</i>.</b>
“Presiding Officer”	means: (a) the Mayor; (b) in the absence of the Mayor, the Deputy Mayor; or (c) in the absence of both the Mayor and the Deputy



Mayor, any other Member chosen to preside over a meeting in accordance with section 15(2), or, as the context requires, a Member that temporarily assumes the chair;

“Private Meeting”	means a meeting or a portion of a meeting which is closed to the public. Private meetings are also known as in-camera meetings;
“Special Resolution”	means a resolution requiring the approval of two-thirds of the Members in attendance at a regular meeting of Council or two-thirds of the members of a standing or special committee present at a meeting; and
“Statutory Public Hearing”	means a hearing required to be held pursuant to a statute of the Northwest Territories or a by-law of the City before a proposed by-law may be enacted.

**Appointment of Acting Mayor**

- 3. Where both the Mayor and the Deputy Mayor are absent or unable to perform their duties, the Mayor or Deputy Mayor, as the case may be, shall appoint an acting Mayor.

**Paramount Rules**

- 4. If the provisions of any other by-law conflict with the rules of this By-law, this By-law will prevail.

**Suspension or Modification**

- 5. Except where bound by the terms and provisions of an Act of the Northwest Territories or an Act of Parliament, Council may suspend, by a resolution unanimously approved by all Members present at a meeting, any or all of the rules established by this by-law for the whole or part of that meeting.

**Reference Source**

- 6. In all cases not provided for in this By-law, Bourinot’s Rules of Order, Fourth Revised Edition shall be followed so far as they are applicable.

**PART 2 – MEETINGS – GENERAL CONDUCT THEREOF****First Meeting**

7. (1) Prior to commencement of the first meeting of Council following a general election, every Member shall take the Oath of Office.
- (2) Where the Mayor does not designate the time and place of the first meeting of Council following a general election, the Mayor shall be deemed to have designated the **fourth Wednesday** in November at **12:05 p.m.**, unless that day is a holiday, in which case the meeting shall be held on the next regular working day at **12:05 p.m.**
- (3) At this meeting Council shall, by resolution:
  - i. appoint, on the recommendation of the Mayor, a Deputy Mayor. This appointment shall be reviewed annually;
  - ii. appoint Councillors to Special Committees of Council based on the best interests of the City and desires expressed by Councillors. These appointments shall be reviewed annually; and
  - iii. review the Council Code of Ethics By-law.
- (4) The seating of newly-elected Councillors shall be determined by lots drawn by the City Manager prior to the commencement of the first regular meeting of Council after an election.

**Regular Meetings**

8. (1) Subject to Section 7, regular meetings of Council shall be held on the **fourth Wednesday of each month, at 12:05 p.m.**, unless that day falls on a holiday, in which case the meeting shall be scheduled for the next regular working day at **12:05 p.m.**
- (2) Regular Council meetings and Statutory Public Hearings shall be held in the Council Chamber, City Hall unless otherwise determined by the Mayor.
- (4) The Mayor may cancel any regular meeting of Council if **they** anticipate that there will not be a quorum for the meeting or if there are no items for the agenda provided that notice of the cancellation is given at least 24 hours in advance.
- (5) Notwithstanding subsection (1), **unless a special meeting is called, Council shall meet once, as determined by the Mayor, in December in each calendar year.**
- (6) Where the time, date or location of any regular meeting is changed, or a meeting is canceled pursuant to subsections 8(4), the City Clerk will provide Public Notice, cause the Public Notice to be posted on the City's website and provide notice to:

- (a) all Members;
- (b) the City Manager; and
- (c) all Directors.

### **Special Meetings**

- 9. (1) A special meeting of Council may be called by the Mayor, or any two Councillors at any time and the calling of such meetings shall be in accordance with the requirements of the CTV Act.
- (2) Section 23 relating to the holding of a Private Meeting applies to a special meeting of Council.
- (3) Where a special meeting has been called pursuant to subsection (1), the City Clerk shall provide Public Notice, cause the Public Notice to be posted on the City's website, and give at least 48 hours notice to:
  - (a) all Members;
  - (b) the City Manager; and
  - (c) all Directors.
- (4) The notice referred to in subsection (3) shall indicate the time, date, location and purpose for the special meeting of Council.
- (5) No other business shall be conducted at a special meeting except that which is included on the notice referred to in subsection (4), unless all Members are present and they all agree.

### **Emergency Meetings**

- 10. A Member may call an Emergency Meeting of Council where the Member considers that an emergency exists or may exist in the City and the calling of such a meeting shall be in accordance with the CTV Act.

### **Attendance**

- 11. (1) Any Member absent for three (3) consecutive regular meetings of Council, without Council's permission by resolution passed at a regular meeting of Council, shall be deemed to have resigned.
- (2) Permission for a Member to be absent from a regular meeting of Council pursuant to subsection (1) shall not be unreasonably denied.

- (3)
    - (a) A Member may participate in a meeting using an electronic means of communication if it enables the Members to hear and speak to each other, and allows the public to hear the Members.
    - (b) A Member participating in a meeting in a manner referred to in subsection (a) is deemed to be present at the meeting.
    - (c) Only Members who, at the time of the meeting, are outside the municipality or are physically unable to attend the meeting, may participate in the manner described in subsection (a).
  - (4) The annual attendance of Members at meetings of Council, Standing Committees, and any other Committees of Council is recorded and reported annually within the first three months of the next calendar year.
12. The City Manager and City Clerk attend all regular meetings of Council and their applicable Standing Committees. Directors shall attend all meetings of Council and Standing Committees when an issue will be discussed that is relevant to their responsibilities, or when at the request of the City Manager.

#### Quorum

13.
  - (1) A quorum for a regular or special meeting of Council is a majority of the Members then holding office.
  - (2) A quorum of Council for an emergency meeting shall be those Members in attendance.
  - (3) Where the number of Members who, by reason of having disclosed a Pecuniary Interest in a matter pursuant to this by-law are prevented from participating in a meeting, is such that the remaining number of Members present does not constitute a quorum, the remaining number of Members present shall be deemed to constitute a quorum, provided that such number is not less than two.

#### Vacancies on Council

14.
  - (1) Where the office of a Member becomes vacant for any reason before the term of office expires, the vacancy shall be filled at the next general election or before then by:
    - (a) appointing a person who is eligible as a candidate; or
    - (b) holding a by-election.
  - (2) For the purposes of appointing a new mayor under paragraph (1)(a), Council shall appoint only a Member of Council as Mayor.
  - (3) Subject to subsection (4), a person appointed under paragraph (1)(a) holds office until the date of the next general election.

- (5) Where the vacancy occurs after nominations have closed but before the general election, a person appointed under paragraph (1)(a) holds office until the date of the following general election.
- (6) A person elected at a by-election holds office for the balance of the term of **their** predecessor.

### Commencement of Proceedings

- 15. (1) As soon after the time set for the meeting as a quorum exists, the Presiding Officer shall take the chair and call the meeting to order.
- (2) Where the Mayor and the Deputy Mayor do not attend the meeting within five minutes after the time set for the meeting, the City Manager shall call the Members to order and, if a quorum is present, call for a motion for the appointment of a Presiding Officer from among those Members present.
- (3) If a quorum is not present fifteen minutes past the time set for the meeting, the City Clerk shall record the names of those Members present and the meeting shall stand adjourned until the next regular meeting. The agenda for the adjourned meeting will be dealt with at the next regular meeting of Council unless a special meeting is called before the next regular meeting to deal with the business of the adjourned meeting.

### Recess and Adjournment

- 16. At all regular meetings of Council and its committees, there shall be a ten (10) minute recess after ninety minutes of continuous business, unless such recess is waived by the unanimous consent of **the Council or committee members** in attendance.
- 17. Every regular meeting of Council shall be adjourned at or before 11:00 p.m., unless a motion to extend the meeting beyond 11:00 p.m. is passed by the unanimous consent of all Members present.

### Duties of the Presiding Officer

- 18. The Presiding Officer of Council shall have the following duties at meetings of Council:
  - (1) to open the meeting of Council by assuming the chair and calling the Members to order;
  - (2) to announce the business before Council in the order in which it is to be acted upon;
  - (3) to receive, submit to Council and put to a vote, in accordance with the rules of procedure, all matters presented by the Members, and to announce the result;
  - (4) to decline to put to a vote any motion that infringes upon the rules of procedure;

- (5) to recognize any Member who wishes to speak on any matter that is debatable and determine the right of precedence where two or more Members request the floor of Council;
- (6) to enforce the rules of procedure;
- (7) to preserve order and decorum at meetings of Council;
- (8) to rule on any point of order or question of privilege raised by any Member; and
- (9) to authenticate by signature all by-laws and minutes of Council.

#### Duties of a Member of Council

19. A Member shall have the following duties at meetings of Council:

- (1) to deliberate the business submitted to Council;
- (2) to respect the rules of procedure;
- (3) to disclose a Conflict of Interest in any matter before Council in accordance with this by-law the *Conflict of Interest Act*, **Council Code of Ethics By-law** and the common law and remove **themselves** from the meeting when this item is under consideration.

#### Duties of the City Manager

20. The City Manager shall have the following duties at meetings of Council **or any committee where they are present:**

- (1) to provide information to Council, through the Presiding Officer;
- (2) to respond to any question directed to **them** through the Presiding Officer or refer the question to the appropriate Director for response; and
- (3) to provide advice **to Council** through the Presiding Officer on any matter.

#### Duties of the City Clerk

21. The City Clerk shall have the following duties at meetings of Council:

- (1) to prepare and distribute the agenda and supporting material for all meetings of Council in accordance with the provisions of this by-law;
- (2) Except for those portions of meetings held during a Private Meeting provide for the **video recording** and webcasting of the Governance and Priorities Committee, **Council Administration Round Table** and Council meetings;
- (3) to keep the minutes of Council;
- (4) to inform the Members, when requested, on the rules of procedure;
- (5) to advise the Presiding Officer, when requested, on all questions of procedure;
- (6) to receive and file the original of any document presented to Council during a meeting;
- (7) to follow up on undertakings made to or from Members, Administration or the public;
- (8) to keep in **their** office or in the place appointed for that purpose the originals of all by-laws and of all minutes of the proceedings of Council;

- (9) to cause all minutes of Council and all by-laws enacted to be properly stored in an electronic document management system;
- (10) to cause to be printed and indexed all minutes of Council in any Council year; and
- (11) to cause to be printed and indexed all by-laws enacted by the Council in any Council year.

### Duties of Directors

22. Directors shall have the following duties at meetings of Council and Standing Committees:
- (1) inform themselves of any matter within their respective departments that is likely to be considered at a meeting ~~of Council~~; and
  - (2) respond, through the Presiding Officer, to any question referred to ~~them~~ by the City Manager.

### Meetings Open to the Public

23. (1) Subject to this section, all meetings of Council and its Committees must be held in public.
- (2) A member of the public may only be excluded from a meeting of Council or one of its Committees for improper conduct.
- (a) Members of the public are not permitted to speak during the proceedings of Council or its committees unless recognized by the Presiding Officer in accordance with the procedures of this by-law;
  - (b) Members of the public are not permitted to display signs at Council or its committees. Pins, badges or other clothing representing the views of the members of the public are permitted.
- (3) Council or a Committee of Council may, by resolution approved by at least 2/3 of the Members present, authorize its meeting to be closed to the public if it decides to discuss any of the following:
- (a) commercial information that, if disclosed, would likely be prejudicial to the municipal corporation or the persons involved;
  - (b) information received in confidence that, if disclosed, would be prejudicial to the municipal corporation or the persons involved;
  - (c) personal information, including personal information about employees;
  - (d) the salary, benefits or performance record of an employee;
  - (e) a matter still under consideration and on which Council has not yet publicly announced a decision, if discussion in public would likely prejudice the municipal corporation's ability to carry out its activities or negotiations;
  - (f) the acquisition or disposition of property by or on behalf of the municipal corporation;
  - (g) the setting of minimum tax sale prices under the *Property Assessment and Taxation Act*;

- (h) the conduct of existing or anticipated legal proceedings;
  - (i) the conduct of an investigation under, or enforcement of, an enactment or by-law;
  - (j) information, the disclosure of which could prejudice public security or the maintenance of law and order;
  - (k) the security of documents or premises.
- (4) Council has no power to make a by-law or a resolution at a meeting that is closed to the public, other than a resolution to:
  - (a) give instructions to the municipal corporation's lawyers or to any persons negotiating a contract on behalf of the municipal corporation;
  - (b) give directions to staff on confidential personnel issues; or
  - (c) adjourn the closed meeting or to revert to a public meeting.
- (5) Council shall make a public record of any meeting that is closed to the public, specifying at a minimum:
  - (a) that Council met in private;
  - (b) the date of the meeting; and
  - (c) the general nature of the issues discussed.
- (6) Following a Private Meeting a motion may be made to place on the agenda any recommendations arising from the Private Meeting. Once placed on the agenda, the normal rules of procedure shall apply.

### PART 3 – AGENDAS AND MINUTES

#### Agenda Format

- 24. The agenda for regular Council meetings shall follow the Order of Business set out in Section 34. ~~and shall be in the format established in Schedule A attached to and forming part of this by-law.~~
- 25. The supporting material for each agenda shall follow the Order of Business set out in Section 34.
- 26. Items to be discussed at a Private Meeting shall be marked "Confidential".

#### Deadline for Submission of the Agenda Items

- 27. The deadline for the submission of items to the City Clerk for inclusion on the agenda for Council and its standing committee meetings shall be 10:00 a.m. on the Thursday preceding the meeting.
- 28. Items of an urgent nature may be submitted to the City Clerk for inclusion on the agenda of Council or its standing committees after the deadline referred to in Section 27 if they cannot be delayed to a future meeting, ~~and if approved for inclusion by the Mayor.~~



29. Once a meeting has been called to order an item may be included on the agenda of Council or its standing committees by approval of two-thirds (2/3) majority of Members present.

### Agenda Distribution

30. The City Clerk shall prepare and distribute the agenda and all supporting materials for regular meetings of Council and its standing committees to Members by 12:00 noon on the Friday preceding the meeting.
- (a) Supporting materials include all presentations, handouts, or other materials planned for discussion at a meeting. If materials are not distributed with the agenda, they cannot be presented or discussed during the meeting.
  - (b) As necessary, an agenda item will be removed from the agenda by the Presiding Officer if materials were not distributed in advance. The agenda item can be included on a future agenda with the materials distributed in advance.
  - (c) Notwithstanding this section, any delegation presenting under s.48, may provide materials to Council that are submitted after Friday at 12:00 noon.
31. The City Clerk shall make electronic copies of the agenda and supporting materials available to Directors, ~~media representatives~~ and the general public with the exception of supporting material scheduled to be considered at a Private Meeting and only after the agenda and supporting materials have been delivered to all Members.

### Minutes of Council

32. The Minutes of Council shall record:
- (1) the date, time and location of the meeting;
  - (2) the name of the Presiding Officer and the names of Members and City Administration present at the meeting;
  - (3) the adoption of the minutes of previous meetings of Council;
  - (4) the name of any Member who discloses a Conflict of Interest in any matter on the agenda, the general nature and extent thereof and the time that the Member excused ~~themselves~~ from and returned to the meeting;
  - (5) any motion moved and seconded by Council and the name of the mover and seconder and each Member who voted with the minority from voting;
  - (6) a summary of the proceedings of Council with the exception of those proceedings conducted during a Private Meeting; and
  - (7) the signatures of the Presiding Officer and the City Manager.

### Recordings of Meetings

33. (1) Except for those portions of meetings held during a Private Meeting, the City Clerk shall make a ~~replayable audio~~-recording of all Governance and Priorities Committee, ~~Council Administration Round Table~~ and Council meetings.

- (2) The City Clerk shall supervise access to the recordings of meetings.
- (3) The recordings may be copied under the supervision of the City Clerk. Anyone other than a Member requesting a copy of the recordings will be required to pay a fee equal to the City's cost except for copies which are required by the City's legal counsel in connection with litigation.
- (4) The recordings may only be transcribed by resolution of Council unless the transcript is required by the City's legal counsel in connection with litigation. Any transcript of the recordings authorized by Council must be prepared under the direction of the City Clerk. Anyone other than a Member requesting a transcript of the recording will be required to pay a fee equal to the City's cost except for transcripts which are required by the City's legal counsel in connection with litigation.

#### **PART 4 – ORDER OF BUSINESS**

##### **Order of Business**

34. (1) The Order of Business at regular meetings of Council shall be as follows, insofar as applicable, and as set out by the City Clerk **on the agenda**:
  - (a) Opening Statement
  - (b) Disclosure of Conflict of Interest and the General Nature Thereof
  - (c) Awards, Ceremonies and Presentations
  - (d) Adoption of Minutes from Previous Meeting(s)
  - (e) ~~Correspondence and~~ Petitions
  - (f) Statutory Public Hearings
  - (g) Delegations Pertaining to Items on the Agenda
  - (h) Member Statements
  - (i) Introduction and Consideration of Committee Reports
  - (j) New Business
  - (k) Enactment of By-laws
    - i) Involving Second Reading
    - ii) Involving First or Third Reading Only
  - (l) Deferred Business and Tabled Items
  - (m) Old Business
  - (n) Delegations Pertaining to Items not on the Agenda**
  - (o) Notices of Motion**
  - (p) Administrative Enquiries
  - (q) Adjournment
- (2) The business of Council shall always be dealt with in the order established in subsection (1) unless Council decides, by resolution, on a different Order of Business.

- (3) At all special meetings of Council, the Order of Business shall be set out and printed in a manner decided by the City Clerk, ~~but should this not be done, then the Order of Business set out in subsection (1) shall be used so far as it is applicable.~~

### Disclosure of Conflict of Interest and the General Nature Thereof

35. (1) When a Member has a Conflict of Interest in any matter before Council and is present at a meeting when this matter is the subject of consideration, that member shall disclose **their** interest in the matter and the general nature and extent thereof and remove **themselves** from the meeting during consideration of the matter.
- (2) When the interest of the Member has not been disclosed by reason of:
- (a) the Member being absent from the meeting in which the matter was the subject of consideration; or
  - (b) the Member acquired the interest after the meeting,
- the Member shall disclose **their** interest in the matter at the next meeting of Council at which the matter is considered.
- (3) All Members shall inform the City Clerk, in writing, of:
- (a) any taxes owed to the City which have not been paid by December 31 of the year in which they were levied;
  - (b) any debt, with the exception of property taxes, owed to the City in excess of \$500 for more than 90 days; and
  - (c) any controlling interest, as defined in the *Conflict of Interest Act*, in a private or public corporation that is indebted to the City, with the exception of property taxes, for a sum exceeding \$500 for more than 90 days.

### Adoption of Minutes From Previous Meeting

36. (1) The minutes of each meeting shall be circulated with the agenda of the meeting at which they are to be adopted.
- (2) If Council is of the opinion that the minutes contain no errors or omissions, a motion to adopt the minutes shall be passed.
- (3) If errors or omissions are noted in the minutes, a motion to amend shall be introduced and the minutes shall be adopted as amended.
- (4) Minutes that have been adopted by Council shall be signed by the Presiding Officer and the City Manager.

### ~~Correspondence and~~ Petitions

- ~~37. (1) All correspondence addressed to the Mayor and/or Council shall be distributed to all Members by the Mayor's Office.~~
- ~~(2) Subject to subsection (3), the full text of correspondence addressed to the Mayor and/or Council shall be included in the agenda package for a meeting of Council when:~~
- ~~(a) the correspondence is directly related to a matter being considered by Council at a regular or special meeting; or~~
- ~~(b) a Member or the City Manager requests, prior to 10:00 a.m. on the Thursday preceding a meeting, that the full text of the correspondence be placed on the agenda for the next regular meeting.~~
- ~~(3) Any correspondence which reaches the City Clerk for inclusion on the agenda of a meeting of Council must:~~
- ~~(a) be legible and coherent;~~
- ~~(b) be signed by at least one person who provides a printed name and address;~~
- ~~(c) be on paper; and~~
- ~~(d) not be libelous, impertinent or improper.~~
- (4) Any **Petition** submitted to the Mayor, any Member or the City Manager shall be distributed to all Members and included on the agenda for the next regular meeting of Council, or as soon thereafter as is reasonably possible.
- (5) When ~~an item of correspondence or~~ a **Petition** has been included on the agenda of Council, Council may:
- (a) refer it to Administration or a standing committee for a report or recommendation;  
or
- ~~(b) consider motions on the correspondence or~~ **Petition** in accordance with the Order of Business. ~~;~~ ~~or~~
- ~~(c) give other instructions on the correspondence or petition.~~

### Statutory Public Hearings

38. All Statutory Public Hearings on a proposed by-law shall be both conducted during a regular or special meeting of Council and held after First Reading and before Second Reading.
39. Notice of all Statutory Public Hearings must be provided and shall state:
- (1) the purpose of the proposed by-law;
- (2) the place or places, one of which shall be the Office of the City Clerk, where a copy of the proposed by-law may be inspected by the public during regular office hours;
- (3) the place or places, one of which shall be the Office of the City Clerk, where a copy of all

- written submissions filed for consideration at a Statutory Public Hearing may be inspected by the public during regular office hours;
- (4) the deadline for submission of written submissions for consideration at the Statutory Public Hearing;
  - (5) the time and place at which the Council will hold the Statutory Public Hearing on the proposed by-law;
  - (6) the procedure to be followed by any persons who wish to make submissions concerning the proposed by-law.
40. Council shall hold a Statutory Public Hearing at the time and place stated in the notice referred to in Section 39, and shall hear every person who wishes to make a submission.
41. Any person wishing to make a verbal submission at a Statutory Public Hearing shall contact the Office of the City Clerk before noon on the day of the hearing and provide **their** name and whether or not **they** will be speaking in favour of or against the proposed by-law.
42. Any person wishing to make a verbal submission at a Statutory Public Hearing who has not notified the Office of the City Clerk as required in Section 41 may speak after all those persons who have given notification have spoken.
43. Any person wishing to submit a written submission to Council for consideration at the Statutory Public Hearing shall deliver it to the Office of the City Clerk **by the date and time set by the City Clerk** ~~no later than 4:30 p.m. on the Wednesday preceding the Statutory Public Hearing~~. All written submissions received before this deadline will be available for public viewing at the Statutory Public Hearing and at the Office of the City Clerk during normal office hours up to and including the day of the hearing.
44. If a person is unable to attend a Statutory Public Hearing, that person may authorize another person to speak on **their** behalf and this authorization must:
- (1) be in writing;
  - (2) name the individual authorized to speak;
  - (3) indicate the proposed by-law to be spoken to;
  - (4) be signed by the person giving the authorization; and
  - (5) be received at the Office of the City Clerk before noon of the day of the Public Hearing.
45. The following procedure shall be followed at all Statutory Public Hearings:
- (1) the Presiding Officer shall introduce the proposed by-law;
  - (2) the Presiding Officer shall inform Council of the number and nature of the written submissions received in accordance with Section 43;
  - (3) no person shall speak for more than ten minutes unless an extension is granted by resolution of Council;

- (4) individuals opposed to the proposed by-law who have given notice of their intention to speak pursuant to Section 41 shall be invited to speak first by the chair followed by those opposed to the proposed by-law who have not given notice pursuant to Section 41;
  - (5) individuals in favour of the proposed by-law who have given notice of their intention to speak pursuant to Section 41 will then be invited to speak followed by those in favour of the proposed by-law who have not given notice pursuant to Section 41;
  - (6) after a person has spoken, any Member may ask that person questions followed by any other person present, provided such questions are relevant, directed through the Presiding Officer and are asked in a courteous and respectful manner;
  - (7) after all persons who wish to speak have been heard, Members may ask relevant questions of the City Manager through the Presiding Officer who may then refer the question to the appropriate Director or other member of City Administration, or answer the question themselves;
  - (8) any person who has made a submission shall have an opportunity to respond to any new information that has arisen during the Statutory Public Hearing for a period not exceeding two minutes unless an extension is granted by resolution of Council;
  - (9) the Presiding Officer shall then close the Statutory Public Hearing.
46. (1) Once the Presiding Officer has closed a Statutory Public Hearing with respect to the proposed by-law, no additional submissions shall be considered by Council, except at an additional Public Hearing called by Council in accordance with this by-law.
- (2) Council may by resolution adjourn a Public Hearing to a subsequent Council Meeting.
- (3) Following the closing of a Statutory Public Hearing wherein no submissions in opposition to the proposed by-law, nor any submissions recommending an amendment to the proposed by-law, are received Council may consider the submissions received (if any), debate the merits of the proposed by-law and proceed with Second Reading.
- (4) Following the closing of a Statutory Public Hearing wherein one or more submissions in opposition to the proposed by-law are received, or any submission recommending an amendment to the proposed by-law is received, Council shall defer its consideration of the submissions received, any debate of the merits of the proposed by-law, and Second Reading of it, to a subsequent meeting. Council may, by resolution, direct Administration to prepare a summation of the points raised during the Statutory Public Hearing.
- (5) Notwithstanding subsection (4), Council may by resolution:

- (a) consider the submissions received, debate, if it deems advisable, the merits of the proposed by-law and proceed with Second Reading at the meeting in which the Statutory Public Hearing was conducted;
- (b) consider the submissions received and debate, if it deems advisable, the merits of the proposed by-law at the meeting in which the Statutory Public Hearing was conducted, and refer the proposed by-law to Administration with direction to draft an amendment to the proposed by-law; or
- (c) refer the proposed by-law back to Administration.

## Delegations

47. (1) Any delegation wishing to appear before Council shall make a written request to the City Clerk no later than 10:00 a.m. on the Thursday preceding the meeting.
- (2) The written request shall be legible and contain adequate information to enable Council to deal with the matter. Adequate information includes, but is not limited to, the following:
- (a) name, address and telephone number of the person wishing to make the presentation;
  - (b) clearly identify the topic to be discussed;
  - (c) clearly identify the request being made to Council, if applicable; and
  - (d) contain any background information to support the request, if applicable.

The City Clerk may request additional information as required to ensure the effective management of Council's time.

48. Notwithstanding Section 47, any request to appear before Council pertaining to an item on the agenda shall be received by the Office of the City Clerk up to noon on the day of the meeting and the City Clerk shall provide the Presiding Officer, under separate cover, with their names and the general nature of the presentation.
49. Council may, by resolution, hear a delegation pertaining to an item on the agenda that has not met the notice requirements set out in Sections 47 and 48.
50. ~~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.~~
51. Presentations regarding a matter for which a Statutory Public Hearing has been, or will be, held can only be done in accordance with the process for Statutory Public Hearings as set out in this by-law.

52. The Mayor ~~and City Manager together~~ may deny a request if the subject matter pertains to legal matters, personnel matters, matters already heard before Council, matters considered during Private Meetings in accordance with the CTV Act, ~~matters already scheduled for a particular date~~ or matters not within the jurisdiction of Council.
53. The following procedures apply to all delegations before Council:
- (1) all delegations shall address their remarks directly to the Presiding Officer and shall not pose questions to individual Members or Administration, or deviate from the topic of their presentation;
  - (2) each presenter shall be afforded five minutes to make their presentation;
  - (3) the time allowed to each presenter may be extended by up to two minutes by a Special Resolution of Council;
  - (4) after a person has spoken, any Member may, through the Presiding Officer, ask that person or the City Manager relevant questions;
  - (5) no debate shall be permitted on any delegation to Council either between Members or with an individual making a delegation.
54. When making a presentation to Council or its standing or special committees, no person shall:
- (1) speak disrespectfully of the Crown, any Member of Council, the public or an employee of the City;
  - (2) use offensive language;
  - (3) make personal remarks about any Member of Council, the public or an employee of the City;
  - (4) reflect upon the motives of Members who may have voted for a particular motion;
  - (5) reflect upon the motives of advice given to Council by Administration;
  - (6) refuse to comply with the decision of the Presiding Officer regarding any interpretation of this by-law.
55. Once a delegation has been heard, Council may respond by:
- (1) taking no further action; ~~referring the matter to Administration or the appropriate standing committee;~~ or
  - (2) ~~in accordance with the Order of Business, a Member may provide a 'Notice of Motion' directing a specific action, or to refer the matter to Administration or the appropriate Standing Committee considering a motion on the subject matter of the presentation in accordance with the Order of Business.~~

### Member Statements

56. (1) Any Member wishing to make a statement concerning any matter not included on the Order of Business may do so under the "Member Statements" portion of the Agenda.



- (2) Where possible, a written copy of the statement shall be filed with the City Clerk prior to the commencement of the meeting at which the statement will be made.
- (3) No Member shall have the floor for more than five (5) minutes to make statements unless otherwise decided by a **Special** Resolution of Council.

### **Introduction and Consideration of Committee Reports**

57. (1) All reports and recommendations of standing and special committees shall be put in writing and no report shall be referred to the Committee of the Whole or Council until printed or electronic copies of the report have been given to the Members unless decided otherwise by resolution.
- (2) Committee reports shall be attached to the Agenda for the meeting at which they are to be introduced.
- (3) The Presiding Officer shall request a Member of Council to introduce the report to Council and move any motions arising from the report. Items on the report which are labeled "For Information Only" shall only be read at the request of a Member.

### **Enactment of By-laws**

58. All proposed by-laws must have a by-law number assigned to them by the City Clerk and a concise title indicating the purpose of the by-law.
59. By-laws requiring Second Reading shall be dealt with by Council first followed by those requiring First or Third Reading only.
60. A proposed by-law must be introduced at a Council meeting by a motion that "By-law Number XXXX be read a first time." Council may hear an introduction to the proposed by-law from Administration but shall vote on the motion for First Reading without amendment or debate.
61. After First Reading of a by-law has been given, any Member may move that "By-law Number XXXX be read a second time." Once a motion for Second Reading has been made, Council may:
  - (1) debate the substance of the by-law; and
  - (2) propose and consider amendments to the by-law.
62. After Second Reading has been given, any Member may move that "By-law Number XXXX be read a third time. A vote on Third Reading of a by-law shall be decided without amendment or debate, unless otherwise decided by a resolution of Council.
63. All Members must be given the opportunity to review the full text of the amendments prior to giving the by-law Third Reading.

64. Where a by-law requires the approval of the Minister, the voters, the ratepayers or some other authority, the approval must be obtained before the by-law receives Third Reading and no amendment at Third Reading will be permitted.
65. Council may not give a by-law more than two readings at a meeting unless all Members are present at the meeting and, before the Third Reading, a motion to present the by-law for Third Reading at the same meeting is approved by unanimous consent.
66. If any reading of a proposed by-law fails, the by-law shall be deemed to have been defeated.
67. A by-law is effective on the day that it is:
- (1) in writing;
  - (2) under the seal of the Municipal Corporation;
  - (3) signed by the Mayor or other Presiding Officer; and
  - (4) signed by the City Manager.
- or at a later date that the by-law may specify.
68. The Mayor or the Presiding Officer must sign and the City Manager must sign and seal the by-law as soon as reasonably possible after Third Reading is given.
69. Once a by-law has been given Third Reading, it may only be amended or repealed by another by-law made in the same way as the original by-law, unless another method is specifically authorized by statute.

### Notices of Motions

70. (1) Any Member who, during a meeting, intends to bring any new matter before Council ~~at a subsequent regular meeting of Council~~ shall give notice of such intent by verbally stating their ~~intention notice~~ to bring forward a motion.
- (1) Notices of Motion shall give sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be introduced.
- (2) A Notice of Motion must be given without verbal or written comment on its merits.
- (3) The Member shall provide the City Clerk with the wording of the motion prior to 10:00 a.m. on the Thursday preceding the meeting at which it will be considered. The City Clerk shall list on the Order of Business for the appropriate regular meeting of Council any motion for which notice was given in accordance with subsection (1).

**New Business**

71. (1) Any Member desiring to bring any new matter before Council which is not included in the report of a standing committee or included elsewhere on the Order of Business for the meeting may do so only if:
- a) Notice of Motion has been given at a previous meeting pursuant to Section 70; or
  - b) a legible copy of the proposed motion is provided to the City Clerk no later than 10:00 a.m. on the Thursday preceding the meeting; or
  - c) Council passes a Special Resolution dispensing with the notice.
- (2) A motion to refer a new matter to committee for consideration is always in order.

**Administrative Enquiries**

72. (1) Any Member may submit at a meeting an enquiry on any matter relevant to the business of the City.
- (2) The Member submitting the enquiry may speak to the merits of the enquiry for a period of time not exceeding two (2) minutes and the enquiry shall not be debatable.
- (3) The City Manager shall, wherever possible, provide information to immediately respond to the enquiry.
- (4) Where the response to the enquiry requires verification of facts or a considered opinion, the City Manager shall provide a written response to the Mayor and Members as soon as is reasonably possible.
- (5) Where an enquiry is referred to a standing committee by Council, the enquiry shall be received and considered by the standing committee at its next regular meeting, or as soon thereafter as is reasonably possible.
- (6) If the City Manager reports that the financial or other resources required to answer the enquiry are substantial and will affect the City's budget, Council may direct the City Manager to abandon the enquiry.

**Adjournment**

73. Council shall conclude its proceedings by adopting a motion to adjourn.

## PART 5 - MOTIONS

### Introduction of Motions

74. All motions must be concise and unambiguous and must either be given in writing or dictated to the City Clerk.
75. Wherever possible, motions shall be composed:
  - (1) to avoid the use of any double negative statement; and
  - (2) to result in a positive course of action upon receiving an affirmative vote.
76. If a Member is bringing a new matter before Council, they must provide a Notice of Motion according to Section 70 of this by-law.
77. A motion shall be considered to be in the possession of Council when it has been moved, seconded and stated by the Presiding Officer.
78. No debate or vote on a motion shall be permitted until the motion is in the possession of Council.
79. The mover of a motion shall have the right to speak first to a motion for a period of up to five minutes and the right of the mover to introduce that motion takes precedence over all other motions.
80. No motion shall be introduced that is substantially the same as one which the judgement of Council has already been expressed during the same meeting.

### Motion Out of Order

81. Wherever a motion is contrary to the rules of procedure, the Presiding Officer shall rule the motion to be out of order.

### Features and Order of Precedence of Motion

82. The features of individual motions and the order of precedence shall be those established in Schedules A and B attached to and forming a part of this by-law.

### Motion to Amend

83. A Member may move that a motion be amended in one of the following ways:
  - (1) by “adding” certain words;
  - (2) by “striking out” words or paragraphs; or
  - (3) by “striking out” certain words and “inserting” others.

84. An amendment proposed to a motion must be provided in writing to Members and Administration and must be relevant to its subject matter and must not propose a direct negative of the motion.
85. A motion to amend shall be disposed of by Council prior to considering the main motion.
86. Only one amendment shall be allowed to an amendment.
87. Where more than one motion to amend is introduced, Council shall consider the amendments in the reverse order in which they were introduced.
88. The Presiding Officer may recess the proceedings to allow for the amendment to be finalized and provided in writing to Members and Administration.
89. Where all amendments to a main motion have been voted on, Council shall vote on the main motion prior to considering any other matter.

### **Reconsideration of Motion**

90.
  - (1) After any motion has been voted on, any Member who voted with the majority on that motion may, at the same or any later regular meeting, serve notice that the Member will move, at the next regular meeting held thereafter, for reconsideration of the motion.
  - (2) A motion to reconsider requires a Special Resolution.
  - (3) A motion to reconsider allows for the amendment, withdrawal, or renewal of any previous motion.
  - (4) A motion to reconsider may not be applied to:
    - (a) a vote which has caused an irrevocable action;
    - (b) a motion to give Third Reading to a by-law; or
    - (c) a motion to reconsider.
  - (5) A motion to reconsider must take place within 6 months of the original motion.

### **Withdrawal of Motion**

91. The mover of a motion may, with the consent of Council, withdraw **their** motion at any time prior to the commencement of the taking of the vote on the motion.

**Reading of Matter**

92. (1) Any Member may, at any time, request that the motion under consideration be read by the Presiding Officer or the City Clerk.
- (2) The request shall be made in such a manner as to not interrupt any Member who has obtained the floor of Council.

**Dividing Motion Into Parts**

93. Where a matter relating to a single subject contains several parts, each capable of standing as a complete proposition, the matter may, at the request of any Member, be divided and each part shall be considered and voted on separately.

**Motion to Adjourn**

94. A motion to adjourn is not debatable or amendable.
95. Before putting the motion for adjournment, the Presiding Officer must allow an opportunity for any new notices of motion to be heard.

**Personal Privilege**

96. (1) Where a Member desires to address a matter that concerns the right or privilege of Council or the personal privilege of any individual Member, the Member shall be entitled to raise such a matter.
- (2) A question of personal privilege shall take precedence over any motion or matter and shall be immediately taken into consideration of Council.
- (3) The Member raising the question of personal privilege shall provide a concise explanation to the Presiding Officer.

**Point of Order**

97. (1) Where a Member rises on a point of order, the Member shall request leave from the Presiding Officer, and after being recognized shall state the point of order.
- (2) A point of order is not debatable or amendable.
- (3) The Presiding Officer shall immediately rule on the point of order.

**Motion to Challenge**

98. (1) Any ruling of the Presiding Officer on Council Procedure may be challenged.

- (2) Where a ruling of the Presiding Officer on any matter is challenged, the Presiding Officer must state the question “Is the ruling of the chair upheld?” and the Presiding Officer and the Member who challenged the ruling may debate the question.
- (3) If the Presiding Officer refuses to put the question on a challenge, the person who would preside if the individual occupying the chair were absent must put the question to Council.
- (4) A motion to sustain the chair shall be decided by a simple majority.

### Numbering of Motions

99. The resolutions of Council shall be numbered in order each year, commencing with number one for the first resolution of the calendar year; this number to be followed by the year, and continuing through to the last meeting of the calendar year.

## PART 6 – CONDUCT DURING DEBATE

### Address Through Presiding Officer

100. (1) Every Member intending to speak on any matter shall signify their intent to the Presiding Officer and, upon being recognized, shall address only the Presiding Officer.
- (3) Members shall address the Presiding Officer as “Mayor \_\_\_\_\_,” “Deputy Mayor \_\_\_\_\_,” “Acting Mayor \_\_\_\_\_” or “The Chairperson” as the case may be, and shall refer to each other as “the Mayor”, “Deputy Mayor”, “Acting Mayor” or “Councillor \_\_\_\_\_” as the case may be.
- (3) Any question addressed to a member of City Administration shall be put through the Presiding Officer to the City Manager who shall refer the matter to the appropriate Director if necessary.

### Order of Speakers

101. (1) The Member who has moved a motion that is debatable shall be entitled to speak first to the motion and have a final reply when all Members wishing to speak have spoken.
- (2) When two or more Members signify their intent to speak, the Presiding Officer shall recognize the Member who, in the opinion of the Presiding Officer, first requested the floor of Council and next recognize the remaining Members wishing to speak in the same order.

**Limits on Debate**

102. (1) No Member may speak more than twice to a motion and no speech longer than five minutes shall be permitted except with the consent of Council by resolution.
- (2) No Member shall speak a second time to the same motion as long as any Member who desires to speak has not yet spoken.

**Opportunity to be Heard**

103. Each Member will be given the opportunity to speak to a motion before it is put to a vote, unless a motion to limit or end debate is passed.

**Interruptions**

104. Any Member who has the floor of Council may only be interrupted by another Member:
- (1) when the Member is discussing a matter and no motion is on the floor;
  - (2) when a Member has exceeded the time limit to speak;
  - (3) by a call for the Orders of the Day;
  - (4) by a question of privilege;
  - (5) by a point of order;
  - (6) by an objection to the consideration of a matter;
  - (7) by a Challenge of the ruling of the Presiding Officer.

**Prohibited Acts**

105. No Member shall:
- (1) speak disrespectfully of the Crown, other Members, the public or any employee of the City;
  - (2) use offensive language in Council Chamber, or in reference to any Member, the public or any employee of the City;
  - (3) speak on any matter except the subject being considered by Council;
  - (4) make personal remarks about other Members, the public or any employee of the City;
  - (5) reflect upon the motives of Members who may have voted for a particular motion;
  - (7) reflect upon the motives of advice given to Council by Administration;
  - (6) debate the merits of a past vote of Council, unless to move to reconsider a motion;
  - (7) walk out of the room while the chair is putting the question;
  - (8) hold discourse which may interrupt a Member who has the floor of Council;
  - (9) pass between a Member who has the floor of Council and the Presiding Officer;
  - (10) speak to a question after the question is finally put by the Presiding Officer;
  - (11) willfully contravene the provisions of this by-law;
  - (12) refuse to comply with the decision of the Presiding Officer on any point of order, question of personal privilege or any other interpretation of the provisions of this by-law.



## Disciplinary Procedures

106. (1) The Presiding Officer may call to order any Member who is out of order.
- (2) Subject to subsection (3), where a Member persists in refusing to comply with the ruling of the Presiding Officer or a decision of Council on any point of order, question of personal privilege or other interpretation of the provisions of this by-law, the Presiding Officer may consider such action to be improper conduct and order such a Member to leave the Council Chamber and Council must vote immediately on a motion to expel that Member from the meeting without debate.
- (3) Where a Member presents an apology, the Presiding Officer shall permit the Member to remain in **their** seat.
- (4) The Presiding Officer shall have the authority to determine whether the use of any word, phrase, term or expression was offensive.

## Disturbance by Public

107. (1) The Presiding Officer may order any member of the public who disturbs the proceedings of Council by words or action to be expelled.
- (2) The Presiding Officer may call upon a Peace Officer to remove any member of the public who refuses to leave a meeting voluntarily after having been expelled.

## Participation of Presiding Officer in Debate

108. (1) The Presiding Officer may participate in debate and vote on all matters before Council, without relinquishing the chair.
- (2) The Presiding Officer may make motions, but must vacate the chair in order to do so and while the motion is being debated.
- (3) When the Presiding Officer vacates the chair pursuant to subsection (2), it shall not be resumed until after the vote has been taken on the motion.

## ~~Committee of the Whole~~

- ~~109. (1) Where Council, in consideration of any matter, requires additional information through questions to staff or wishes to allow for a less formal discussion of a matter, Council may, by resolution, move into Committee of the Whole.~~
- ~~(2) The Presiding Officer of Council shall chair the Committee of the Whole.~~

~~(3) — A quorum of Committee of the Whole is a majority of Members.~~

~~110. The rules of procedure for Council shall be observed in Committee of the Whole with the following exceptions:~~

~~(1) — Members may speak more than twice to a matter provided that all Members who wish to speak to a matter have been permitted to speak;~~

~~(2) — the only motions permitted are to adopt reports or recommendations, to amend reports or recommendations, to rise without reporting, to rise and report or to revert to or from a Private Meeting in accordance with Section 23.~~

~~(3) — If a motion to rise and report is passed, any matter which has not been decided shall be considered lost and the Presiding Officer shall report the business of the Committee of the Whole when Council is reconvened.~~

~~(4) — Any Member may move to adopt the recommendations of the Committee of the Whole and debate will only be allowed on any amendments proposed by the Committee of the Whole.~~

## **PART 7 - VOTING**

### **Voting Procedure**

111. Votes on all motions shall be taken as follows:

- (1) Members shall be in their designated seat when the motion is put;
- (2) The Presiding Officer shall put the motion;
- (3) Members shall vote by a show of hands;
- (4) The Presiding Officer shall declare the result of the vote and, in the case of a recorded vote, how each Member voted.

### **Duty of Member to Vote**

112. (1) All Members present shall vote when the question is put by the Presiding Officer.
- (2) Should any Member not indicate **their** vote when any question is put, the Member will be regarded as having voted in opposition and their vote must be counted accordingly.
- (3) Notwithstanding subsection (2), a Member not voting due to a Conflict of Interest will not be regarded as having voted in the affirmative (or in opposition).
- (4) If there are an equal number of votes for and against a motion, the motion is defeated.

### **Secret Ballot Prohibited**

113. No vote shall be taken in Council by ballot or by any other method of secret voting, and every vote so taken is of no effect.

### Errors in Good Faith

114. Where a Member, immediately after casting **their** vote, states to the Presiding Officer that **they** have made an error in good faith, the matter may be resubmitted for a vote with a resolution of Council.

## PART 7 – COMMITTEES OF COUNCIL

### Establishment of Standing Committees

115. (1) The Governance and Priorities Committee is hereby established.
- ~~(2) The Mayor shall chair the Governance and Priorities Committee. The Mayor shall be counted in the determination of quorum and has all the rights and privileges of the other committee members including, in accordance with section 107, the right to make motions and vote.~~

### Special Meetings

116. (1) A special meeting of any standing committee shall be called whenever it is deemed necessary by the Chairperson or any two members of that committee.
- (2) Where a special meeting of any standing committee has been called pursuant to subsection (1), the City Clerk shall provide Public Notice, cause the Public Notice to be posted on the City's website and give at least 24 hours notice to:
- (a) all members of the standing committee and the Members;
  - (b) the City Manager; and
  - (c) all Directors.
- (3) The notice referred to in subsection (2) shall indicate the time, date, location and purpose for the special meeting of the standing committee.
- (4) No other business shall be conducted at a special meeting of a standing committee except that which is included in the notice referred to in subsection (2) unless all Members are present and they all agree.

### Special Committees of Council

117. Where Council deems it necessary to establish a special committee to investigate and consider any matter, Council shall:

- (1) name the committee;
- (2) establish a terms of reference;
- (3) appoint members to it;
- (4) establish the term of appointment of members;
- (5) establish requirements for reporting to Council or a standing committee; and
- (6) allocate any necessary budget or other resources to it.

### Terms of Reference

118. ~~The Council shall establish a~~ terms of reference for ~~the standing all~~ committees of Council ~~shall be as prescribed in Schedule C attached to and forming part of this by law.~~

### Quorum

119. A quorum for all ~~standing~~ committees of Council shall be a majority of the Members who comprise the committee.

### Duties of ~~Standing~~ Committees

120. (1) All committees of Council are advisory in nature.
- (2) Committees have the responsibility to analyze all matters referred to them by Council or the City Manager and submit recommendations to Council on ways and means of addressing these matters.

### Rules of Procedure

121. Meetings of ~~standing~~ committees shall be conducted in accordance with the following provisions:
- ~~(1) the Mayor shall be the Chairperson to the standing committees of Council;~~
  - ~~(2) in the absence of the Chairperson, the Deputy Mayor shall discharge the duties of the Chairperson;~~
  - (3) informal discussion of any matter is permitted when no motion has been made;
  - ~~(4) members of the public shall be permitted to participate in the discussion of any matter before a standing committee;~~
  - ~~(5) Any delegation wishing to appear before a standing committee with regard to any matter not currently before the committee shall make a request in the prescribed form through the Office of the City Clerk who will schedule the presentation for an upcoming meeting. Any such delegation is subject to the approval of the Mayor and City Manager together in accordance with s. 51 of this by law.~~
  - (6) every member of a ~~standing~~ committee shall have one vote for each item presented at a meeting provided that member is in attendance;
  - (7) a member shall be entitled to speak more than once on any matter provided the total

- speaking time does not exceed ten minutes;
- (8) when any motion is approved by committee, the motion shall be included in the report to Council in the form of a recommendation to Council;
  - (9) should any member disagree with the recommendation of a **standing** committee, that Member's dissent will be noted in the report to Council if requested by the member;
  - (10) the Presiding Officer shall provide a clear summary of a committee's direction following each item of business on the agenda;
  - (11) the length of any **standing** committee meeting shall not exceed three (3) hours. If the order of business has not been completed at the conclusion of the three (3) hours, the meeting shall be recessed and reconvened at a date and time set by the majority of the committee members presents, unless a motion to extend the meeting beyond the three (3) hours is passed by the unanimous consent of all members present.
  - ~~(12) The Presiding Officer may determine the time allowed for each presenter on any matter before a standing committee.~~
122. The rules of procedure for Council shall **otherwise** apply to all **standing** committees in so far as they are appropriate.

### **Subcommittees**

- ~~123. (1) Any standing committee of Council may, from time to time, appoint a subcommittee of its members to investigate and report back on any item of business which is within the area of responsibility of the standing committee.~~
- ~~(2) The appointment of any person to a subcommittee who is not a member of the standing committee must be approved by Council.~~
- ~~(3) Where a subcommittee is established in accordance with the provisions of this by-law, the subcommittee shall meet as soon as possible to establish the date and time of its meetings.~~
- ~~(4) A Member shall preside and discharge the duties of the Chairperson.~~
- ~~(5) Every subcommittee to which a matter has been referred shall report in writing to its standing committee.~~
- ~~(6) Any report of a subcommittee shall be subject to review by the appropriate standing committee and shall be included in that standing committee's report to Council. A subcommittee shall be considered discharged on the consideration of its final report by the standing committee.~~

## **PART 9 – REPEAL AND EFFECT**

### **Repeal**

124. By-law No. 4975 is hereby repealed.

Effect

125. This by-law shall come into effect on February 1, 2026, having received Third Reading and otherwise meeting the requirements of Section 75 of the *Cities, Towns and Villages Act*.

PART 10 – SEVERABILITY

126. 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.

Read a First time this \_\_\_\_ day of \_\_\_\_\_, A.D. 2025.

\_\_\_\_\_  
Mayor

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

Read a Second Time this \_\_\_\_ day of \_\_\_\_\_, A.D. 2025.

\_\_\_\_\_  
Mayor

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

Read a Third Time and Finally Passed this \_\_\_\_ day of \_\_\_\_\_, A.D., 2025.

\_\_\_\_\_  
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. XXXX  
Schedule A**

**LIST OF MOTIONS BY ORDER OF PRECEDENCE**

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**PRIVILEGED MOTIONS**

1. Personal Privilege
2. Appeal - Ruling on Question of Personal Privilege
3. Adjourn
4. To Fix Time to Adjourn
5. Recess
6. Point of Order
7. Challenge - Rulings on Point of Order

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**SUBSIDIARY MOTIONS**

8. To put the matter to a vote
9. Lay on the Table
10. Defer to a Time Specific
11. Refer
12. Amendment - Primary
13. Amendment - Secondary

---

**MAIN MOTION**

14. Main or Substantive

---

**PROCEDURAL MOTIONS**

15. Motions to Suspend the rules of Procedures
  16. Move into Committee of the Whole
  17. Rise and Report out of Committee of the Whole
  18. Move into Committee of the Whole Private Meeting
  19. Rise and Report out of Committee of the Whole  
Private Meeting
-



**PRIVILEGED MOTIONS FEATURES AND ORDER OF PRECEDENCE**

MOTION	INTERRUPT MEMBER HAVING FLOOR	FIRST RECOGNIZED BY THE PRESIDING OFFICER	SECONDER	WRITTEN FORMAT	DEBATABLE	AMENDABLE	CAN OTHER MOTIONS BE APPLIED TO IT?	MAJORITY REQUIRED	OTHER
1. Privilege	YES	NO	NO	NO	NO	NO	MOTION 2	N/A	RULING BY THE PRESIDING OFFICER
2. Appeal - Ruling of Privilege	YES	YES	NO	NO	NO	NO	NO	SIMPLE	SEE COMMENT
3. Adjourn	NO	YES	YES	NO	NO	NO	NO	SIMPLE	SEE COMMENT
4. To Fix Time to Adjourn	NO	YES	YES	NO	NO	YES-TIME ELEMENT	NO	SIMPLE	SEE COMMENT
5. Recess	NO	YES	YES	NO	NO	YES	NO	SIMPLE	N/A
6. Point of Order	YES	YES	NO	NO	NO	NO	MOTION 7	N/A	RULING BY THE PRESIDING OFFICER
7. Challenge Ruling on Point of Order	YES	YES	NO	NO	NO	NO	NO	SIMPLE	SEE COMMENT

**COMMENTS:**

1. Appeal of Ruling for Motions 2 and 7 - Mover shall have the right to state the reason for the moving an appeal of the ruling of the Chair.
25. Simple majority is required to approve a motion to adjourn a meeting of Council even where the meeting has been extended beyond 11:00 p.m.

**SUBSIDIARY MOTIONS FEATURES AND ORDER OF PRECEDENCE**

MOTION	INTERRUPT MEMBER HAVING FLOOR	FIRST RECOGNIZED BY THE PRESIDING OFFICER	SECONDER	WRITTEN FORMAT	DEBATABLE	AMENDABLE	CAN OTHER MOTIONS BE APPLIED TO IT?	MAJORITY REQUIRED
7. To Put the Matter to a Vote	NO	YES	YES	YES	NO	NO	NO	SIMPLE
8. Lay on the Table	NO	YES	YES	YES	SEE COMMENT	NO	NO	SIMPLE
9. Defer to a Time Specific	NO	YES	YES	YES	SEE COMMENT	YES-TIME ELEMENT	MOTION 11 and 12	SIMPLE
10. Refer	NO	YES	YES	YES	SEE COMMENT	YES	MOTION 11 and 12	SIMPLE
11. Amendment (Primary)	NO	YES	YES	YES	YES	YES SEE COMMENT	MOTION 8, 9, 10 and 12	SIMPLE UNLESS OTHERWISE PROVIDED IN BY-LAW
12. Amendment (Secondary)	NO	YES	YES	YES	YES	NO	NO	SIMPLE
13. Main or Substantive	NO	YES	YES	YES	YES	YES	ALL SUBSIDIARY MOTIONS	SIMPLE UNLESS OTHERWISE PROVIDED IN BY-LAW

**COMMENTS :**

Motion 8,9 and 10 - Debate is limited to the merits or the desirability to approve these individual motions.

Motion 11 - Amendment (Primary) - For the purpose of amendments relating to time, order of precedence shall be given to the motion having the longest period of time.

Motion 11 - Amendment (Primary) - For the purpose of amendments relating to amounts, order of precedence shall be give to the motion having the largest amount



# CITY OF YELLOWKNIFE 2026 COUNCIL & COMMITTEE CALENDAR

SUN	MON	TUES	WED	THURS	FRI	SAT
January 2026						
				1 New Year's Day	2	3
4	5 12:05pm GPC	6	7	8	9	10
11	12 12:05pm GPC	13	14	15	16	17
18	19 12:05pm GPC	20	21	22	23	24
25	26 12:05pm GPC	27	28	29	30	31

SUN	MON	TUES	WED	THURS	FRI	SAT
February 2026						
1	2	3	4 12:05pm GPC	5	6	7
8	9	10	11 12:05pm GPC	12	13	14
15	16	17	18 12:05pm GPC	19	20	21
22	23	24	25 12:05pm Council	26	27	28

SUN	MON	TUES	WED	THURS	FRI	SAT
March 2026						
1	2	3	4 12:05pm GPC	5	6	7
8	9	10	11 12:05pm GPC	12	13	14
15	16	17	18 12:05pm GPC	19	20	21
22	23	24	25 12:05pm Council	26	27	28
29	30	31				

SUN	MON	TUES	WED	THURS	FRI	SAT
April 2026						
			1 12:05pm GPC	2	3 Good Friday	4
5	6 Easter Monday	7	8 12:05pm GPC	9	10	11
12	13	14	15 12:05pm GPC	16	17	18
19	20	21	22 12:05pm Council	23	24	25
26	27	28	29	30		

SUN	MON	TUES	WED	THURS	FRI	SAT
May 2026						
					1	2
3	4	5	6 12:05pm GPC	7	8	9
10	11	12	13 12:05pm GPC	14	15	16
17	18 Victoria Day	19	20 12:05pm GPC	21	22	23
24	25	26	27 12:05pm Council	28	29	30
31						

SUN	MON	TUES	WED	THURS	FRI	SAT
June 2026						
	1	2	3 12:05pm GPC	4	5	6
7	8	9	10 12:05pm GPC	11	12	13
14	15	16	17 12:05pm GPC	18	19	20
21 National Indigenous Peoples Day	22 National Indigenous Peoples Day STAT	23	24 12:05pm Council	25	26	27
28	29	30				

SUN	MON	TUES	WED	THURS	FRI	SAT
July 2026						
			1 Canada Day	2	3	4
5	6	7	8	9	10	11
12	13	14	15 12:05pm GPC	16	17	18
19	20	21	22 12:05pm Council	23	24	25
26	27	28	29	30	31	

SUN	MON	TUES	WED	THURS	FRI	SAT
August 2026						
2	3 Civic Holiday	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19 12:05pm GPC	20	21	22
23	24	25	26 12:05pm Council	27	28	29
30	31					

SUN	MON	TUES	WED	THURS	FRI	SAT
September 2026						
		1	2 12:05pm GPC	3	4	5
6	7 Labour Day	8 Nominations Open	9 12:05pm GPC	10	11	12
13	14	15	16 12:05pm GPC	17	18	19
20	21 Nominations Close 3:00pm	22	23 12:05pm Council	24	25	26
27	28	29	30 National Day for Truth and Reconciliation			

SUN	MON	TUES	WED	THURS	FRI	SAT
October 2026						
				1	2	3
4	5	6	7	8	9	10
11	12 Thanksgiving Day	13	14	15	16	17
18	19 ELECTION DAY	20	21	22	23 12:05 Council Orientation	24 Council Orientation
25	26	27	28 12:05pm Council	29	30	31

SUN	MON	TUES	WED	THURS	FRI	SAT
November 2026						
1	2 12:05 pm Special GPC Budget	3	4 12:05pm GPC	5	6	7 Council Orientation
8	9	10	11 Remembrance Day	12 12:05pm GPC	13	14 Council Orientation
15	16	17	18 12:05pm GPC	19	20	21
22	23	24	25 12:05pm Council	26	27	28
29	30 5:30 pm Special GPC Budget					

SUN	MON	TUES	WED	THURS	FRI	SAT
December 2026						
		1 5:30 pm Special GPC Budget	2 12:05pm GPC 5:30 pm Special GPC Budget	3 5:30 pm Special GPC Budget	4	5
6	7	8	9 12:05pm Council	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Christmas Day	26 Boxing Day
27	28 Boxing Day STAT	29	30	31		



CITY OF YELLOWKNIFE

**MEMORANDUM TO COMMITTEE**  
**(For Information Only)**

**COMMITTEE:** Governance and Priorities

**DATE:** December 8, 2025

**DEPARTMENT:** Mayor's Office

**ISSUE:** Minutes of the Human Resource and Compensation Committee meeting of November 7, 2025 and November 28, 2025.

**BACKGROUND:**

Attached for the information of the Committee are the minutes of the Human Resource and Compensation Committee meeting of November 7, 2025 and November 28, 2025.

**ATTACHMENTS:**

1. Human Resource and Compensation Committee Minutes November 7, 2025 (DM#810269) and;
2. Human Resource and Compensation Committee Minutes November 28, 2025 (DM#812239).

Prepared: December 1, 2025. PM



## CITY OF YELLOWKNIFE

Human Resource and Compensation Committee

**Friday, November 7, 2025 at 12:00 p.m.**

City Hall Main Boardroom

### **MINUTES**

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Minutes of a meeting held on Friday, November 7, 2025 in City Hall Main Boardroom. The following Committee members were in attendance:

Present: Mayor B. Hendriksen, Chair,  
Councillor G. Cochrane,  
Councillor R. Fequet,  
S. Mahe, and  
P. MacKenzie.

#### **Call to Order**

1. The meeting was called to order at 12:09 p.m.

#### **Opening Statement**

2. Mayor B. Hendriksen read the Opening Statement.

#### **Approval of Agenda**

3. Committee approved the Agenda as presented.

#### **Disclosure of Conflict of Interest**

4. There were no disclosures of conflict of interest.

#### **Discussion on the 2026 External Evaluation Options**

5. Committee discussed the 2026 External Evaluation Options.
6. Councillor G. Cochrane moved,  
Councillor R. Fequet seconded,

**That Committee recommends entering a contract with Leadership Source to develop a 360° Performance Evaluation Framework, contingent upon the incorporation of recommended adjustments to the proposal.**

**MOTION CARRIED UNANIMOUSLY**



7. Councillor G. Cochrane moved,  
Councillor R. Fequet seconded,

**That Committee move in-camera at 12:15 p.m. to discuss a Personnel Matter.**

**MOTION CARRIED UNANIMOUSLY**

- (For Information Only)  
8. Committee discussed a Personnel Matter.

- (For Information Only)  
9. Councillor G. Cochrane moved,  
Councillor R. Fequet seconded,

**That Committee return to an open meeting at 1:40 p.m.**

**MOTION CARRIED UNANIMOUSLY**

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

**Next Scheduled Meeting**

11. The next meeting date is December 15, 2025.

**Adjournment**

12. R. Fequet moved,

**That the meeting be adjourned at 1:41 p.m.**

**MOTION CARRIED UNANIMOUSLY**

Prepared: November 7, 2025; PM



## CITY OF YELLOWKNIFE

Human Resource and Compensation Committee

**Friday, November 28, 2025 at 12:00 p.m.**

Mayor's Office

### **MINUTES**

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Minutes of a meeting held on Friday, November 28, 2025 in City Hall, Mayor's Office. The following Committee members were in attendance:

Present: Mayor B. Hendriksen, Chair,  
Councillor G. Cochrane, and  
Councillor R. Fequet.

#### **Call to Order**

1. The meeting was called to order at 12:06 p.m.

#### **Opening Statement**

2. Mayor B. Hendriksen read the Opening Statement.

#### **Approval of Agenda**

3. Committee approved the Agenda as presented.

#### **Disclosure of Conflict of Interest**

4. There were no disclosures of conflict of interest.
5. Councillor G. Cochrane moved,  
Councillor R. Fequet seconded,

**That Committee move in-camera at 12:15 p.m. to discuss a Personnel Matter.**

#### **MOTION CARRIED UNANIMOUSLY**

- (For Information Only)
6. Committee discussed a Personnel Matter.

- (For Information Only)
7. Councillor G. Cochrane moved,  
Councillor R. Fequet seconded,

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



**MOTION CARRIED UNANIMOUSLY**

(For Information Only)

8. There was no business arising from the in-camera session.

**Next Scheduled Meeting**

9. The next meeting date is December 15, 2025.

**Adjournment**

10. R. Fequet moved,

**That the meeting be adjourned at 1:00 p.m.**

**MOTION CARRIED UNANIMOUSLY**

Prepared: December 1, 2025; PM





## CITY OF YELLOWKNIFE

### MEMORANDUM TO COMMITTEE

**COMMITTEE:** Governance and Priorities / Council

**DATE:** December 8, 2025

**DEPARTMENT:** Community Services

**ISSUE:** Consideration of an Exploratory Committee regarding the 2035 Canada Winter Games.

#### RECOMMENDATION:

That Council directs Administration to develop the Terms of Reference for Council's consideration to establish a 2035 Canada Winter Games Exploratory Committee.

#### BACKGROUND:

The City of Yellowknife has been advised by the Department of Municipal and Community Affairs (MACA) of the Government of the Northwest Territories (GNWT) that the Canada Winter Games Committee (CWGC) is considering the City of Yellowknife as a host for the 2035 Winter Games. This is very similar to the opportunity that was presented to the City in late 2014/early 2015, at which time a Canada Winter Games Working Committee was established by Council.

Should this opportunity come to fruition, it will be with many partners involved including the Yellowknives Dene First Nation (YKDFN), the Tłıchq Government, the GNWT, local business leaders, Education Districts and City Council. The structure of an Exploratory Committee would benefit from representatives from the same cohort including key political leaders, members from the business community, Education District representatives, the Chiefs from the YKDFN, City and GNWT staff.

The CWGC has initially indicated that they would like confirmation from the City by March 31, 2026 however in discussions with representatives from MACA a written request will be submitted indicating that an extension to June 30, 2026 is necessary for proper due diligence to be carried out.

The CWGC have a very specific set of criteria that a Host Committee must adhere to including such items as sport and non-sport venue specifications; listing mandatory and optional sports; funding and sponsorship criteria; broadcast/media requirements and other aspects that lead to a successful Games operation.

In addition to addressing the requirements as stipulated by the CWGC, an Exploratory Committee will also be responsible for gauging public’s opinion and willingness to host the Games. The commitment from the City, the GNWT and the community is significant in the years leading up to Games and the Games themselves.

The development of an Exploratory Committee will be required to investigate the criteria established by the CWGC and develop a report and recommendation for Council’s consideration.

COUNCIL STRATEGIC DIRECTION/RESOLUTION/POLICY:

**Strategic Direction #1: People First**

Focus Area 1.1	<u>Reconciliation</u> Continuing to nurture positive and respectful relations with Indigenous governments, organizations and peoples.
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Key Initiative 1.1.1	Continuing to strengthen relations with Indigenous governments and peoples.
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Focus Area 1.3	<u>Liveable Community</u> Supporting all residents to participate in the social fabric and physical space of our community.
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Key Initiative 1.3.1	Providing affordable and diverse recreation and arts opportunities for residents.
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Key Initiative 1.3.2	Pursuing diverse community engagement methods.
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**Strategic Direction #2: Service Excellence**

Key Initiative 2.2.2	Aligning organizational service capacity with service levels.
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**Strategic Direction #3: Sustainable Future**

Focus Area 3.1	<u>Resilient Future</u> Enhancing Yellowknife as a great place to live, visit, work and play now and into the future.
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Focus Area 3.2	<u>Growth Readiness</u> Ensuring land development supports economic readiness and community priorities.
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Focus Area 3.3	<u>Robust Economy</u> Doing our part to stimulate and amplify economic development opportunities.
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Key Initiative 3.3.1	Supporting all aspects of tourism and visitor services, including the accommodation levy and creation of the destination marketing organization.
Key Initiative 3.3.2	Implementing and renewing strategic economic diversification options.
Key Initiative 3.3.3	Aligning with regional and territorial economic opportunities.

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

1. Reconciliation Framework (2021) & Action Plan (annual);
2. Economic Development Strategy 2020-2024 & Implementation Plan;
3. Yellowknives Dene First Nation & City of Yellowknife Joint Economic;
4. Development Strategy & Implementation Plan (2020);
5. Council Procedure By-law No. 4975, as amended; and
6. *Cities, Towns and Villages Act*.

#### **CONSIDERATIONS:**

##### Legislative

Council Procedure By-law No. 4975, as amended, outlines the procedures required to establish a committee. The By-law states that members must be approved by Council.

The *Cities, Towns and Villages Act* provides Council the authority to establish subcommittees of Council.

#### **ALTERNATIVES TO RECOMMENDATION:**

That Council directs Administration to advise the Canada Winter Games Committee that the City of Yellowknife will not be considering a bid to host the 2035 Canada Winter Games.

#### **RATIONALE:**

The Canada Winter Games Exploratory Committee will be responsible for carrying out a review of the Canada Games Council requirements for hosting the 2035 Games and develop a detailed feasibility study on how the requirements will be addressed including financial, human and infrastructure resources. The Canada Game Council has specific criteria for all aspects of the Games and have indicated that there is a possibility of small Games to suite the capacity of the City. The Terms of Reference for the Committee will include a broad range of community members to ensure that a full spectrum of issues and requirements can be researched and discussed, and to ensure that the Committee may ultimately provide a recommendation for Council's consideration.

#### **ATTACHMENTS:**

None.

Prepared: November 5, 2025; GW/ad



## CITY OF YELLOWKNIFE

### MEMORANDUM TO COMMITTEE

**COMMITTEE:** Governance and Priorities / Council

**DATE:** December 8, 2025

**DEPARTMENT:** Corporate Services

**ISSUE:** Whether to amend Fees and Charges By-law No. 4436, as amended, to reflect changes approved in Budget 2026.

#### RECOMMENDATION:

That By-law No. 5118, a by-law to amend Part 2 – Building Fees, Part 4 – Cemetery Fees, Part 8 – Parking Meter, Parking Certificate and Orderly Use of Highway Permit Rates, Part 9 – Land Application Fee, Part 12 – Recreation and Parks Related Fees, Part 14 – Service Connection Failure Assistance Program Fees, and Part 15 – Water and Sewer Rates, Part 17 – Tipping and Solid Waste Related Fees, Part 18 – Development Permit Fees and Part 20 – Fees for Other City Programs and Services of Fees and Charges By-law No. 4436, as amended, to reflect changes approved in Budget 2026 be presented for adoption.

#### BACKGROUND:

Fees and charges are collected, managed, and used in the delivery of programs and services across most City departments; in 2026 they are expected to constitute around 17.76% of the City's overall revenues.

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

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

Budget 2026 includes changes to the Building Fees, Cemetery Fees, Parking Meter Rates, Land Application Fee, Recreation and Parks Related Fees, Service Connection Failure Assistance Program Fees, Water and Sewer Rates, Tipping and Solid Waste Related Fees, Development Permit Fees and Fees for other City Programs and Services. These are reflected in the amending by-law being brought forward now for implementation January 1, 2026, with effective dates between January 1 and September 1, 2026.

#### **COUNCIL STRATEGIC DIRECTIONS/RESOLUTION/POLICY:**

##### **Strategic Direction #1: People First:**

###### **Focus Area 1.3**

###### **Livable Community:**

Supporting all residents to participate in the social fabric and physical space of our community.

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

###### **Focus Area 2.2**

###### **Capacity:**

Balancing service levels with human and fiscal resources.

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

###### **Resilient Future:**

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

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

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

#### **CONSIDERATIONS:**

During Budget 2026 deliberations, Council approved the following recommendations to:

- 1) Permanently remove admission fees for the Fieldhouse track and playground starting in January 2026.
- 2) Increase burial plot fees as follows: Adult - \$703.25 Infant - \$421.75 Military - \$421.75 Cremation and Columbarium - \$421.75 effective September 1, 2026.
- 3) Increase parking meter fees to offset revenue decrease to the General Fund for the increase in parking meter fees transferred from the General Fund to the Downtown Development Reserve from 25% to 50%.
- 4) Increase parks and recreation fees by three percent (3%) for all rentals and recreation facilities including the Visitors Information Centre.
- 5) Increase building fees, development permits and land application fees.
- 6) Increase User Fees of Piped and Trucked water by two-point six percent (2.6%) in 2026, by three percent (3.0%) in 2027, and by three-point five percent (3.5%) in 2028.

- 7) Increase the monthly Infrastructure Replacement Levy per equivalent residential unit (ERU) from \$18.50 to \$21.00 in 2026, \$23.50 in 2027 and \$26.00 in 2028.
- 8) Increase User Fees for Solid Waste Management by nine percent (9%) in 2026, by ten percent (10%) in 2027 and by eleven percent (11%) in 2028.
- 9) Increase the insurance premium per equivalent residential unit (ERU) for Service Connection Failure Assistance from \$12.50 to \$16.50 in 2026, \$20.50 in 2027 and \$24.50 in 2028.

<b>ALTERNATIVES TO RECOMMENDATION:</b>
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None

<b>RATIONALE:</b>
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These amendments arise from the requirement to incorporate changes to Building Fees, Cemetery Fees, Parking Meter Rates, Land Application Fee, Recreation and Parks Related Fees, Service Connection Failure Assistance Program Fees, Water and Sewer Rates, Tipping and Solid Waste Related Fees, Development Permit Fees and Fess for other City Programs and Services included in Budget 2026.

<b>ATTACHMENTS:</b>
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By-law No. 5118, a by-law to amend Fees and Charges By-law No. 4436, as amended (DM #812584).

Prepared: December 5, 2025; MT

Reviewed: December 5, 2025; KP



## CITY OF YELLOWKNIFE

### BY-LAW NO. 5118

**BM 459**

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, as amended.

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 the City of Yellowknife as set out in the attached parts of Schedule "B";

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 replacing Parts 2, 4, 8, 9, 12, 14, 15, 17, 18 and 20 of Schedule "B" 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. 2025.

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Mayor

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City Manager

Read a Second Time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2025.

\_\_\_\_\_  
Mayor

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

Read a Third Time and Finally Passed this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2025.

\_\_\_\_\_  
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



## Schedule "B"

## Fees and Charges

**PART 2 - Building Fees**  
(Building By-law No. 5058)

SERVICE	FEE Effective January 1, 2026
<b>NBC Part 9 Residential Building Permits</b>	
1 a) Additions	\$75.00 + \$1.50/sq. ft. of GFA
b) Garages c) Carports d) Decks e) Accessory Buildings	\$75.00 + \$1.00/sq. ft. of GFA
2 a) Alterations and Improvements b) Remodeling any occupancy to Residential building c) Signs	\$75.00 + \$7.50 per \$1,000.00 of value of work
3 Demolitions	\$250.00 flat fee
4 Temporary Building	\$100 per month
5 Foundations	\$75.00 + \$1.50/sq. ft. of GFA
6 Building Envelope	\$75.00 + \$1.50/sq. ft. of GFA
7 New Construction	\$75.00 + \$1.50/sq. ft. of GFA
8 Prefabricated Building	\$75.00 + \$1.50/sq. ft. of GFA
9 Change of Occupancy	\$75.00 + \$7.50 per \$1,000.00 of value of work
10 Heating, Ventilation, Air Conditioning (HVAC), Plumbing	\$75.00 + \$7.00 per \$1,000.00 of value of work
<b>NBC Part 9 Non-Residential Building Permits and All NBC Part 3 Building Permits</b>	
1 All Non-Residential Building Applications	\$75.00 + \$7.00 per \$1,000.00 of value of work
2 Heating, Ventilation, Air Conditioning (HVAC), Plumbing	\$75.00 + \$7.00 per \$1,000.00 of value of work
3 Demolition	\$250.00 flat fee
4 Sign	\$75.00 + \$7.00 per \$1,000.00 of value of work
<b>Other</b>	
1 Re-Inspection Fee	\$150.00 per inspection (for every re-inspection following a failed inspection)
2 Review of Alternative Solution	\$280.00 per hour
3 Change of Occupancy Classification	\$75.00 + \$7.00 per \$1,000.00 of value of work
4 Cancellation of the Application	In accordance with Section 49 of the Building By-law

SERVICE	FEE Effective January 1, 2026
5 File Information Request and Certificate of Compliance – single/duplex	\$100.00
6 File Information Request and Certificate of Compliance – multi-family, residential and non-residential buildings	\$200.00
<b>Surety Bonds All Building Permits</b>	
1 Single-family issuing an occupancy permit before non-life safety paperwork has been submitted	\$5,000.00
2 Duplex issuing an occupancy permit before non-life safety paperwork has been submitted per unit	\$3,000.00 Per unit
3 Multi-family issuing an occupancy permit before non-life safety paperwork has been submitted per unit	\$500.00 Per unit
4 Part 3 Buildings issuing an occupancy permit before non-life safety paperwork has been submitted	\$1,500.00 Per floor

\* GFA stands for Gross Floor Area. It is calculated by adding the area of each floor, including subgrade levels.

**PART 4 - Cemetery Fees**  
(Cemetery By-law No. 3965)

SERVICE	FEE	
	Effective September 1, 2025	Effective September 1, 2026
<b>Burial Permit</b>	\$104.25	\$107.50
<b>Burial Plot</b>		
Infant	\$157.75	\$421.75
Adult	\$263.00	\$703.25
Military	\$157.75	\$421.75
Cremation and Columbarium	\$157.75	\$421.75
<b>Opening and Closing Burial Plot</b>		
Weekend	\$1,069.25	\$1,101.25
Weekday	\$840.25	\$865.50
<b>Opening and Closing Cremation and Columbarium Plot</b>		
Weekend	\$675.75	\$696.00
Weekday	\$472.75	\$487.00
<b>Disinterment</b>	100% cost recovery	100% cost recovery

**PART 8 – Parking Meter, Parking Certificate and Orderly Use of Highway Permit Rates**  
(Parking By-law No. 5053)

<b>1 &amp; 2 Hour Meters</b>	<b>FEE Effective March 1, 2024</b>	<b>FEE Effective May 1, 2026</b>
0.05	1 Minute	-
0.10	2 Minutes	1 Minute
0.25	6 Minutes	3 Minutes
1.00	24 Minutes	12 Minutes
2.00	48 Minutes	24 Minutes
2.50	60 Minutes	30 Minutes
<b>9 Hour Meters</b>	<b>FEE Effective March 1, 2024</b>	<b>FEE Effective May 1, 2026</b>
0.05	3 Minutes	2 Minutes
0.10	6 Minutes	4 Minutes
0.25	15 Minutes	10 Minutes
1.00	60 Minutes	40 Minutes

<b>Reserved Parking Meters</b>		
<b>Meter Service</b>	<b>FEE Effective March 1, 2024</b>	<b>FEE Effective May 1, 2026</b>
1 & 2 Hour Meters	\$16.00/day	\$25.00/day
9 Hour Meters	\$10.00/day	\$15.00/day

<b>Parking Certificate Service</b>		
<b>Service</b>	<b>FEE Effective May 1, 2020</b>	<b>FEE Effective March 1, 2024</b>
Parking Certificate – Per Month	\$37.50/month	\$40.00/month
Parking Certificate – Per Year	\$375.00/year	\$400.00/year
9 Hour Meters	\$120.00/month	\$126.00/month
	\$999.00/year	\$1,048.00/year
Loading Zone	\$8.00/month	\$10.50/month
	\$100.00/year	\$126.00/year
50/50 Lot Parking	\$125.00/month; Monthly only	\$126.00/month; Monthly only

**PART 9 - Land Application Fee**  
(Land Administration By-law No. 5078)

<b>APPLICATION OR SERVICE</b>	<b>FEE</b> <b>Effective January 1, 2026</b>
Substandard Sized Lands: Residential, Commercial, and Industrial, Fee Simple Application	\$1,000.00
Greenfield, Brownfield, and Land Exchange: Residential, Commercial, and Industrial, Fee Simple Application	\$1,000.00 + \$500.00 per hectare (rounded up to the nearest hectare)
Surplus Lands: Residential, Commercial, and Industrial, Fee Simple Application	\$1,500.00
Lease or Sublease Application: Residential, Institutional, Commercial, and Industrial Uses	\$1,000.00 for a Lease or \$1,500.00 for a Sublease
Amend or Renew an Existing Lease or Sublease Agreement	\$500.00
Amend an Existing Purchase Agreement	\$500.00
License Agreement	\$1,000.00
Geotechnical Testing on Municipal Lands	\$1,000.00
Grading Permit	\$500.00
Easement or Right of Way Agreement on Municipal, Commissioner's or Territorial Lands	\$1,000.00

**Notes:**

- If a land application is not processed, the applicant shall be entitled to a refund of sixty percent (60%) of the application fee.
- A land application fee shall be applied for lands that are not included within the City's current inventory of lands for sale.

LAND LEASES (DOES NOT APPLY TO FACILITY LEASES)	THE MINIMUM RENT SHALL BE	EXTRACTION FEE	ENVIRONMENTAL SECURITY DEPOSIT	MUNICIPAL TAXES
*Non-Commercial lease or sublease on Municipal, Commissioner's or Territorial Lands	\$600.00/year		\$5,000.00	* Pursuant to the Property Assessment and Taxation Act and the City of Yellowknife's Tax Administration By-law
*Commercial lease or sublease on Municipal, Commissioner's or Territorial Lands	Min \$800.00/year or 10% of the assessed value for Municipal and Commissioner's Land; and 10% of the appraised value for Territorial Lands; whichever is higher		\$10,000.00	
Quarry Lease or Sublease on Municipal or Commissioner's Lands	5% of the assessed value		\$750,000.00	
*Water Lot Lease	Recreational = \$600/year; Commercial = min. \$800/year or 10% of assessed value whichever is higher		\$10,000.00	
Temporary uses of less than three months on Commissioner's, Territorial, and Municipal lands.	\$150.00/month		\$5,000.00	Not applicable
Lease or sublease administered by Community Services within Parks, located on Municipal, Commissioner's or Territorial Lands	\$1/year		\$5,000.00	
*Quarry Extraction fee: Applicable to quarry lease or sublease on Municipal or Commissioner's land		\$3.00/cubic metre	Not applicable	

**Notes:**

- Fee subject to change pursuant to territorial legislation

**PART 12 – Recreation and Parks Related Fees**  
(Public Parks and Recreation By-law No. 4564)

<b>PROGRAM / SERVICE</b>	<b>FEE Effective September 1, 2025</b>	<b>FEE Effective September 1, 2026</b>
<b>ARENAS</b>		
<b>Ice Arena Rental</b>		
Adults (prime)	\$224.50/hour	\$231.25/hour
Adults (non-prime) (75% of prime)	\$168.75/hour	\$174.00/hour
Youth (prime)	\$112.25/hour	\$115.75/hour
Youth (non-prime) (75% of prime)	\$84.25/hour	\$86.75/hour
Adult/Youth (prime)	\$168.75/hour	\$174.00/hour
Adult/Youth (non-prime) (75% of prime)	\$126.50/hour	\$130.25/hour
Commercial Rate	\$289.75/hour	\$298.50/hour

<b>Non-Ice Arena Rental (Sports Activity)</b>		
Adult	\$122.00/hour	\$125.75/hour
Adult/Youth	\$91.50/hour	\$94.25/hour
Youth	\$61.00/hour	\$63.00/hour
Commercial/For-Profit	\$156.50/hour	\$161.25/hour
<b>EVENTS</b>		
<b>Main Floor Rental (Non-Ice Activity)</b>		
Special Events (Additional services at cost)	Non-Profit Groups \$2,285.75/day Profit or Commercial Groups \$3,511.50/day	Non-Profit Groups \$2,354.25/day Profit or Commercial Groups \$3,617.00/day
Auxiliary Power Supply (reel/day) (YK Arena only)	\$53.25/day	\$55.00/day
'A' Frame Connector/ Power Cart Connection	\$205.00/day	\$211.25/day
Bank Machine Space	\$205.00/month	\$211.25/month

PROGRAM / SERVICE	FEE	FEE
	Effective September 1, 2025	Effective September 1, 2026
<b>MULTIPLEX FACILITY RENTALS</b>		
This rate applies when all elements of the facility are booked by a single user (i.e. both arenas, gym, meeting room and lobby)	\$5,851.00/day	\$6,026.50/day
Maintenance/Damage Deposit	A \$1,000.00 maintenance/damage deposit is required for full facility rentals. The deposit will be refunded following an inspection of the facility by a representative of the Community Services Department.	A \$1,000.00 maintenance/damage deposit is required for full facility rentals. The deposit will be refunded following an inspection of the facility by a representative of the Community Services Department.
<b>Ed Jeske Arena Portable Floor Rental &amp; Indoor Field Turf Removal</b>		
One Day (Includes set-up and take down)	\$2,379.75/day	\$2,451.25/day
Each Additional Day	\$1,302.50/day	\$1,341.75/day
<b>OTHER ARENA FEES</b>		
Arena Lobby	\$22.75/hour \$283.00/day	\$23.50/hour \$291.50/day
Use of Yellowknife Community Arena, Fieldhouse, or Multiplex parking lot (includes full access to facility washroom, provided that the rental does not conflict with any regularly scheduled events or programs being held in the existing facilities)	Non-Profit \$952.75/day + \$500.00 refundable deposit Commercial or Profit \$1,814.50/day + \$1,000.00 refundable deposit	Non-Profit \$981.25/day + \$500.00 refundable deposit Commercial or Profit \$1,869.00/day + \$1,000.00 refundable deposit
<b>Liquor Licensed Events at City Facilities</b>	A \$500.00 maintenance/damage deposit is required for liquor licensed events at all City facilities. The deposit will be refunded following an inspection of the facility by a representative of the Community Services Department.	A \$500.00 maintenance/damage deposit is required for liquor licensed events at all City facilities. The deposit will be refunded following an inspection of the facility by a representative of the Community Services Department.



PROGRAM / SERVICE	FEE	FEE
	Effective September 1, 2025	Effective September 1, 2026
<b>FIELDHOUSE</b>		
Commercial/For Profit Group	\$289.75/hour \$3,511.75/day	\$298.50/hour \$3,617.00/day
Adults (prime)	\$157.25/hour	\$162.00/hour
Adults (non-prime) (75% of prime)	\$117.00/hour	\$120.50/hour
Adults (Off Season)	\$78.75/hour	\$81.25/hour
Youth (prime)	\$78.75/hour	\$81.25/hour
Youth (non-prime) (75% of prime)	\$59.00/hour	\$60.75/hour
Youth (Off Season)	\$39.25/hour	\$40.50/hour
Adult/Youth (prime)	\$117.00/hour	\$120.50/hour
Adult/Youth (non-prime) (75% of prime)	\$88.58/hour	\$91.25/hour
Adult/Youth (Off Season)	\$58.00/hour	\$59.75/hour
Climbing Wall – Adult	\$157.25/hour	\$162.00/hour
Climbing Wall – Youth	\$78.75/hour	\$81.25/hour
Climbing Wall – Adult/Youth	\$117.00/hour	\$120.50/hour
Fieldhouse Indoor Field	\$2,851.00/field	\$2,936.50/field
FIELDHOUSE INDOOR FIELDS OFF SEASON	May 1 to August 30	May 1 to August 30

PROGRAM / SERVICE	FEE	FEE
	Effective September 1, 2025	Effective September 1, 2026
<b>AQUATIC CENTRE</b>		
<b>Rentals</b>		
Adult Lane Rental (prime)	\$48.50/hour	\$50.00/hour
Adult Lane Rental (non-prime: 75% of prime)	\$36.25/hour	\$37.50/hour
Youth Lane Rental (prime)	\$24.50/hour	\$25.25/hour
Youth Lane Rental (non-prime: 75% of prime)	\$18.28/hour	\$19.00/hour
Adult Youth Lane Rental (prime)	\$36.31/hour	\$37.50/hour
Adult Youth Lane Rental (non-prime: 75% of prime)	\$27.30/hour	\$28.25/hour
Commercial/For profit Group Lane	\$69.50/hour	\$71.50/hour
Sundeck (Barbecue included)	\$49.25/hour	\$50.75/hour
Sundeck Commercial (Barbecue included)	\$98.50/hour	\$101.50/hour
Additional Lifeguards (First lifeguard included in rental fee; each additional 35 bathers require one additional lifeguard)	\$68.50/hour	\$70.50/hour

**Adult Competition Pool Rental 8 Lanes**

2026	2027	2028	2029
\$292.50/hour	\$320.75/hour	\$349.00/hour	\$377.25/hour

**Youth Competition Pool Rental 8 Lanes**

2026	2027	2028	2029
\$146.25/hour	\$160.25/hour	\$174.50/hour	\$188.50/hour

PROGRAM / SERVICE	FEE Effective September 1, 2025	FEE Effective September 1, 2026
<b>SCHOOL RENTAL</b>		
<b>Large Gyms:</b> Sir John, St. Pat's & Weledah Schools		
Adult	\$77.00/50 min.	\$79.25/50 min.
Youth/Adult	\$57.68/50 min.	\$59.50/50 min.
Youth	\$38.50/50 min.	\$39.75/50 min.
<b>Medium Gyms:</b> Itlo, Range Lake, St. Joseph & William McDonald Schools, Multiplex Gym		
Adult	\$54.50/50 min.	\$56.25/50 min.
Youth/Adult	\$41.25/50 min.	\$42.50/50 min.
Youth	\$27.25/50 min.	\$28.00/50 min.
<b>Multiplex Gym</b> - Corporate, Bingos & Fundraising (Tradeshows, Conferences, Parties, Private Functions, Weddings, Dances, Concerts, Cabarets, etc.)	\$165.25 for floor coverings  \$1,096.75 for Daily Gym Rental (8 hours) or \$128.50 per hour to a maximum of 7 hours	\$170.25 for floor coverings  \$1,129.75 for Daily Gym Rental (8 hours) or \$132.25 per hour to a maximum of 7 hours
<b>Small Gyms:</b> Mildred Hall & N.J. Macpherson Schools		
Adult	\$43.25/50 min	\$44.50/50 min
Youth/Adult	\$32.50/50 min	\$33.50/50 min
Youth	\$21.50/50 min	\$22.25/50 min
<b>Tournaments/Special Events</b>		
Large Adult Youth	\$618.25/day \$309.25/day	\$636.75/day \$318.50/day
Medium (other than Multiplex Gym) Adult Youth	\$525.00/day \$262.50/day	\$540.75/day \$270.50/day
<b>Commercial Special Events</b>		
Weledah or St. Patrick's School Twin Gym (Hourly)	\$206.00/hour/per side	\$212.00/hour/per side
Weledah or St Patrick's School (Per Day)	\$1,147.25 per side	\$1,181.75 per side
Weledah/St. Patrick's School Complex Twin Gym	\$2,195.50/day	\$2,261.50/day

PROGRAM / SERVICE	FEE	FEE
	Effective September 1, 2025	Effective September 1, 2026
<b>MEETING ROOMS</b>		
<b>School Classrooms, Multiplex, Aquatic Centre A or B Meeting Rooms</b>		
Aquatic Centre A and B Meeting Rooms rented separately or combined (A+B)		
Adult	\$28.50/hour	\$29.25/hour
Youth/Adult	\$21.50/hour	\$22.25/hour
Youth	\$14.25/hour	\$14.75/hour
Corporate	\$70.25/hour	\$72.25/hour
<b>PUBLIC LIBRARY</b>		
<b>Meeting Room</b>		
Non-Profit Group	No charge	No charge
For Profit Group	\$563.50/day \$281.75/half day \$70.25/hour	\$580.50/day \$290.25/half day \$72.50/hour
Adult	\$28.50/ hour	\$29.50/ hour
Youth/ Adult	\$21.25/ hour	\$22.00 hour
Youth	\$14.75/ hour	\$15.25/ hour
Writer's Room – For Profit User	\$15.25/hour	\$15.75/hour
Internet use	\$5.00/hour (City Computer for use in excess of 1 hour) No Charge (Mobile devices for use in excess of 2 hours)	\$5.00/hour (City Computer for use in excess of 1 hour) No Charge (Mobile devices for use in excess of 2 hours)

PROGRAM / SERVICE	FEE	FEE
	Effective September 1, 2025	Effective September 1, 2026
<b>OUTDOOR FACILITIES</b>		
<b>Somba K'e Civic Plaza Amphitheatre</b>		
Hourly Rental	\$83.50/hour	\$86.00/hour
Half day	\$335.00	\$345.00
Full day	\$668.75	\$688.75
Service Building (outside of regular operating hours)	\$42.50/hour \$170.00/half day \$339.00/full day	\$43.75/hour \$175.00/half day \$350.00/full day
<b>Rotary Waterfront Park – Day Use Area, City Hall Back Lawn, City Hall Front Lawn, Government Dock, YKCA Stage Area</b>		
Hourly Rental	\$44.50	\$46.00
Half day	\$177.25	\$182.50
Full day	\$354.50	\$365.25
<b>Government Dock (Yvonne Quick Heritage Wharf)</b>		
Seasonal Vending	\$672.50	\$692.75
Canoe Storage	\$268.75	\$277.00

PROGRAM / SERVICE	FEE	FEE
	Effective September 1, 2025	Effective September 1, 2026
<b>Parker Park Ball Diamonds; St. Joseph's, William MacDonald &amp; Range Lake Schools Soccer Fields</b>		
Adult Season Use	\$350.25/team	\$360.75/team
Youth Season Use	\$175.00/team	\$180.25/team
Adult Casual Use	\$49.25/hour	\$50.75/hour
Adult/Youth Casual Use	\$35.75/hour	\$36.75/hour
Youth Casual Use	\$24.75/hour	\$25.50/hour
Adult Tournament (Per Diamond)	\$283.00/day	\$291.50/day
Adult/Youth Tournament (Per Diamond)	\$212.25/day	\$218.75/day
Youth Tournament (Per Diamond)	\$141.50/day	\$145.75/day
Tenants are responsible for their own lining of fields and diamonds.		
<b>Tennis Courts</b>		
Tennis Club Seasonal Court Rental	\$1,191.50/season	\$1,227.25/season
Float Plane Dock Rental	\$1,140.50/year	\$1,174.75/year
<b>Folk On the Rocks Site</b>		
Folk on the Rocks Site Rental	\$291.00/day	\$299.75/day
Folk on the Rocks Sewer Pump Out	\$146.75/day	\$151.25/day
For all park facility rentals there is a \$500.00 refundable maintenance deposit. Lessee is responsible for supply of water, security, electricity and washroom pump outs.		

Note: Facility rental fees in Part 12 include an Infrastructure Replacement Fee charged per hour rented as follows:

	FEE	FEE
	Effective September 1, 2025	Effective September 1, 2026
Commercial	\$8.00/hour	\$8.25/hour
Adult	\$8.00/hour	\$8.25/hour
Adult/Youth	\$6.75/hour	\$7.00/hour
Youth	\$5.25/hour	\$5.50/hour

PROGRAM / SERVICE	FEE	FEE
	Effective September 1, 2025	Effective September 1, 2026
<b>AQUATIC CENTRE</b>		
<b>Lesson Fees</b>		
Learn to Swim Program (30 minutes)	\$9.65/class	\$10.00/class
Learn to Swim Programs (45-60 minutes)	\$11.00/class	\$11.50/class
Private Lessons	\$68.50/hour	\$70.50/hour

**Consolidated Facilities Fees**

Facilities covered under this section include the Multiplex, Yellowknife Community Arena, Aquatic Centre, Fieldhouse indoor track, Fieldhouse indoor playground, Fieldhouse Climbing Wall, and Drop-In Programs at all Recreation facilities.

**Effective January 1, 2026:**

Fieldhouse Indoor Track	Free
Fieldhouse Indoor Playground	Free

**Effective September 1, 2026**

	<b>SINGLE ADMISSION</b>	<b>PUNCH PASS (Min. 10 passes)<sup>1</sup></b>	<b>1 WEEK FLEXI PASS<sup>2</sup></b>	<b>2 WEEK FLEXI PASS<sup>2</sup></b>	<b>1 MONTH FLEXI PASS<sup>2</sup></b>	<b>3 MONTH FLEXI PASS<sup>2</sup> (-5%)</b>	<b>6 MONTH FLEXI PASS<sup>2</sup> (-10%)</b>	<b>ONE YEAR FLEXI PASS<sup>3</sup> (-15%)</b>
Under 2 yrs.	Free	N/A	Free	Free	Free	Free	Free	Free
Preschool (2-6)	\$6.25	15% discount	\$11.00	\$20.00	\$36.00	\$103.00	\$195.00	\$368.25
Youth (7-17)	\$7.25	15% discount	\$14.75	\$26.75	\$49.00	\$139.00	\$271.50	\$497.50
Student <sup>4</sup>	\$8.25	15% discount	\$18.00	\$40.75	\$59.25	\$167.75	\$318.00	\$600.75
Adult (18-59)	\$9.50	15% discount	\$22.50	\$31.50	\$74.75	\$213.00	\$403.50	\$762.25
Seniors (60+)	\$8.25	15% discount	\$18.00	\$31.50	\$59.25	\$167.75	\$318.00	\$600.75
Family	\$20.00	N/A	NA	NA	\$162.25	\$463.00	\$877.25	\$1,657.75
Playgroup	\$21.50	15% discount	\$65.25	\$117.50	\$214.75	\$612.00	\$1,159.50	\$2,189.25
Aquafit	\$11.00	15% discount	\$28.50	\$51.25	\$94.75	\$270.00	\$511.50	\$966.00

<sup>1</sup> Punch Passes = minimum of 10 to be purchased at one time, photo scan card, no expiry.

<sup>2</sup> Flexi Pass = unlimited visits within timeframe, expires at end of timeframe – NO EXCEPTIONS  
– photo scan card access to all venues.

<sup>3</sup> One-year Flexi Pass payment plan = pay 30% up front then monthly fee for remaining 9 months.

<sup>4</sup> Student – valid student card issued by an accredited post-secondary institution

PROGRAM / SERVICE	FEE Effective September 1, 2025	FEE Effective September 1, 2026
<b>AVDERTISING</b>		
<b>ARENAS (See NOTE below)</b>		
4' x 8' Sign on the Wall (YKCA Only)	\$881.25/sign/year	\$907.75/sign/year
4' x 8' Sign on the ice level boards	\$1,175.00/sign/year	\$1,210.25/sign/year
Name and Logo on center ice surface	\$1,515.25/ice surface/year	\$1,560.75/ice surface/year
Name and Logo on non-center ice surface	\$1,140.75/logo/year	\$1,175.00/logo/year
Zamboni	\$3,084.00/ice surface/year	\$3,176.50/ice surface/year
<b>FIELDHOUSE (See NOTE below)</b>		
Field Board Advertisements		
a) Small - including players gates & maintenance gates (sizes range from 46" x 47" to 28" x 38")	\$855.50/year	\$881.25/year
b) Large (approximately 46" x 102")	\$1,140.75/year	\$1,175.00/year
c) Field gates	\$1,140.75/year	\$1,175.00/year
d) Glass panels (10" high x 27" long)	\$427.75/year	\$440.50/year
Track Level Banners (4' x 8')	\$1,140.75/year	\$1,175.00/year
<b>NOTE:</b> 15% discount off total advertising rates if advertising in more than one facility		
<b>Electronic Sign (Community Groups only)</b>		
Set up charge	\$79.00/message	\$81.50/message
Weekly fee	\$8.75/message	\$9.00/message
<b>Program Registration System</b>		
Program Registration System Rental	\$197.00/program/season	\$203.00/program/season
Additional Administration Fee	8.25% of revenue	8.25% of revenue

PROGRAM / SERVICE	FEE Effective September 1, 2025	FEE Effective September 1, 2026
<b>EQUIPMENT RENTAL</b>		
Item	Item/Day	Item/Day
Bleachers (20'x8'; 5-tier; 50 people maximum; includes City delivery)	\$116.25 plus \$200.00 refundable deposit	\$119.75 plus \$200.00 refundable deposit
Picnic Tables	\$24.75	\$25.50
Security Barricade	\$68.75/10 sections plus \$200 damage deposit	\$70.75/10 sections plus \$200 damage deposit
Snow Fencing (100')	\$34.25/100'	\$35.25/100'
Garbage Cans	No charge	No charge
Delivery/Pickup Charge and/or additional staff	\$82.75/hour	\$85.25/hour

PROGRAM / SERVICE	FEE Effective September 1, 2025	FEE Effective September 1, 2026
<b>PUBLIC LIBRARY</b>		
<b>Overdue Fines</b>		
Yellowknife Books	No Charge	No Charge
Inter-Library Loans	\$1.00/day	\$1.00/day
Videos/DVD	No Charge	No Charge
Membership Card	No Charge	No Charge
Replacement Card	\$1.00/each	\$1.00/each
Photocopies (black and white)	\$0.25/copy	\$0.25/copy
Computer Printing	\$0.25/black and white copy	\$0.25/black and white copy
Lost Materials	Replacement Cost + \$5.25	Replacement Cost + \$5.25
Exam Invigilation	\$57.25	\$59.00

**INTERPRETATION OF PART 12 of SCHEDULE "B"**

- PRE-SCHOOL means a person 2-6 years of age and younger and includes a 'tot' for Parent/Tot Skating.
- YOUTH means a person between 7 and 17 years of age; or a person who holds a valid student card.
- ADULT means a person between 18-59 years of age.
- STUDENT means a person with a valid student card issued by an accredited post-secondary institution
- SENIOR means a person 60 years of age and older.
- FAMILY means two adults in addition to their biological or adoptive children who are 18 years of age or younger and who reside at the same residence.
- PLAY GROUP means one adult and up to a maximum of 4 children.
- PRIME TIME means those hours from 4:00 p.m. to midnight on weekdays, and from 8:00 a.m. to midnight on Saturday and Sunday.
- NON-PRIME TIME means those hours from midnight to 4:00 p.m. on weekdays, and from midnight to 8:00 a.m. on Saturday and Sunday.
- DAY means 8 hours

**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)

SERVICE	FEE Effective January 1, 2025	FEE Effective January 1, 2026
<b>Insurance Premium</b>	\$12.50 per month per Equivalent Residential Unit ("ERU")	\$16.50 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	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	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



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

SERVICE	FEE Effective January 1, 2025	FEE Effective January 1, 2026
<b>Piped Water Access Fee</b> (as per section 1(a))	\$10.00 per Equivalent Residential Unit ("ERU") per month	\$10.00 per Equivalent Residential Unit ("ERU") per month

<b>Public Piped Service Users</b> (Demand)				
<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 January 1, 2025</b>	<b>Effective January 1, 2026</b>
(inches)	(mm)			
5/8	16	2	\$12.50	\$13.00
¾	19	3	\$18.75	\$19.25
1	25	5	\$31.25	\$32.00
1 ½	38	11	\$68.75	\$70.50
2	50	19	\$118.75	\$122.00
3	75	42	\$262.75	\$269.50
4	100	74	\$462.75	\$474.75
6	150	170	\$1,063.00	\$1,090.75
8	200	300	\$1,875.50	\$1,924.25

Water Consumption Volume	FEE Effective January 1, 2025	FEE Effective January 1, 2026
Per 1, cubic metre or 1,000 litres	\$4.50	\$4.50
Exception: Water consumed for construction purposes per 1 cubic metre or 1,000 litres (as per section 2)	\$2.00	\$2.00

SERVICE	FEE Effective January 1, 2025	FEE Effective January 1, 2026
<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 metres or 34,125 litres [as per section B1])	\$191.75 per month	\$196.75 per month
Unmetered water used for construction purposes (based on an average consumption of 34.125 cubic metres or 34,125 litres)	\$95.75 per month	\$98.25 per month

SERVICE	FEE	FEE
	Effective January 1, 2025	Effective January 1, 2026
<b>Water Delivery/Sewage Pump out</b>		
<b>Users in residentially zoned areas within the City</b>		
Access Fee (as per section C1)	\$72.50 per month	\$74.50 per month
Consumption for:		
-first 3,300 gallons/15,000 litres per month (as per section C1)	\$20.75 per 1,000 gallons or per 4,550 litres	\$21.25 per 1,000 gallons or per 4,550 litres
-over 3,300 gallons/15,000 litres per month (as per section C2)	\$118.50 per 1,000 gallons or per 4,550 litres	\$121.50 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 (including all business and caretaker security units[as per section C3])</b>		
Access Fee (as per section C3)	\$208.00 per month	\$213.50 per month
Consumption for:		
-first 3,300 gallons / 15,000 litres per month	\$20.75 per 1,000 gallons or per 4,550 litres	\$21.25 per 1,000 gallons or per 4,550 litres
- over 3,300 gallons/15,000 litres per month	\$118.50 per 1,000 gallons or per 4,550 litres	\$121.50 per 1,000 gallons or per 4,550 litres
<b>Bulk Sales</b> (as per section E)	\$27.00 per 1,000 gallons/4,550 litres or portion thereof	\$27.75 per 1,000 gallons/4,550 litres or portion thereof

SERVICE	FEE Effective January 1, 2025	FEE Effective January 1, 2026
<b>Water Meter Fee</b> (as per section H) <b>Connect or Disconnect Permit (includes inspection)*</b> (as per section I)	100% cost recovery \$51.25 + \$5.25 per \$1,000.00 of value of work	100% cost recovery \$52.50 + \$5.25 per \$1,000.00 of value of work
<b>Re-Inspection Fee</b>	\$100.00 per inspection	\$100.00 per inspection
<b>Utility Account Registration Fee (paper invoice)</b>	\$46.00 per account	\$47.25 per account
<b>Utility Account Registration Fee (e-Billing)</b>	\$32.25 per account	\$33.00 per account
<b>Infrastructure Replacement Levy</b> (as per section K)	\$18.50 per ERU per month	\$21.00 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	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

**PART 17 – Tipping and Solid Waste Related Fees**  
(Solid Waste Management By-law No. 4376)

<b>PROGRAM OR SERVICE (Tipping Fees)</b>	<b>FEE Effective June 1, 2024</b>	<b>FEE Effective January 1, 2026</b>
<b>COMMERCIAL RATES (for Commercial Vehicles Disposing of Solid Waste)</b>		
Commercial Waste	\$163.00 per tonne	\$177.75 per tonne
Commercial Waste from outside of City boundaries and other non-specified special waste (with prior approval of City Manager)	\$191.50 (\$50 minimum) + \$130/hour equipment charge with a minimum 1 hour if required	\$208.75 (\$50 minimum) + \$150/hour equipment charge with a minimum 1 hour if required
Mixed Loads	Charged at the highest commercial rate	Charged at the highest commercial rate
Light Waste Loads	\$18.50 minimum charge	\$20.25 minimum charge
Unsorted Recyclables	\$98.25 per tonne	\$107.00 per tonne
Sorted Recyclables	\$45.75 per tonne	\$49.75 per tonne
<b>Special Waste*</b>		
Construction Waste	\$163.00 per tonne	\$177.75 per tonne
Cooking Grease	\$45.75 per tonne	\$49.75 per tonne
Organics	\$45.75 per tonne	\$49.75 per tonne
Animal Remains: – Small – Large	\$17.50 each \$31.00 each	\$19.00 each \$33.75 each
Asbestos - Requires prior approval from Solid Waste Facility Management (minimum 24-hour notice) and compliance with Workers' Safety & Compensation Commission requirements	\$234.50 per tonne (\$50.00 minimum) + \$130/hour equipment charge, one hour minimum charge	\$255.50 per tonne (\$50.00 minimum) + \$150/hour equipment charge, one hour minimum charge
Scrap Steel	\$118.50 per tonne	\$129.25 per tonne
Vehicles (that are being disposed of)	\$217.75 per vehicle	\$237.25 per vehicle
Oversized Load	\$37.75 per cubic metre	\$41.25 per cubic metre
Appliances (white goods) – With Freon – Without Freon	\$94.25 each \$67.25 each	\$102.75 each \$73.25 each
Oil Tanks – Up to 250 gallon (must be cut in half and empty) – Larger tanks will be accepted once the commercial establishment has cleaned and cut up the tank as per the environmental guidelines with prior approval of the City Manager	\$24.25 each  \$24.25 each + Scrap Steel tipping fee per weight	\$26.50 each  \$26.50 each + Scrap Steel tipping fee per weight

<b>PROGRAM OR SERVICE (Tipping Fees)</b>	<b>FEE Effective June 1, 2024</b>	<b>FEE Effective January 1, 2026</b>
<b>COMMERCIAL RATES (for Commercial Vehicles Disposing of Solid Waste)</b>		
Complete Metal Drums or Barrels (must be completely empty)	\$17.50 each	\$19.00 each
Propane Tanks <ul style="list-style-type: none"> <li>– Not more than 40 lbs</li> <li>– More than 40 lbs</li> </ul>	\$12.25 each \$109.25 each	\$13.25 each \$119.00 each
Good clean Scrap Wood (no fastenings/glues) not mixed with any other construction debris and/or garbage	\$31.00 per tonne	\$33.75 per tonne
Non-contaminated Soil – Clean fill	No charge	No charge
Wet Filled Lead Acid Batteries	\$13.25 per battery	\$14.50 per battery
Tires (without rims) <ul style="list-style-type: none"> <li>– Less than 20" inside diameter</li> <li>– Greater than 20" inside diameter up to 48" outside diameter (no mining tires)</li> </ul>	\$17.50 per tire \$24.25 per tire	\$19.00 per tire \$26.50 per tire
Tires (with rims) <ul style="list-style-type: none"> <li>– Less than 20" inside diameter</li> <li>– Greater than 20" inside diameter</li> </ul>	\$24.25 per tire Not accepted	\$26.50 per tire Not accepted
Mattresses (all sizes) (mattress only or mattress and boxspring)	\$25.00 each	\$27.25 each
Tree Branches, Stumps, Roots and Logs	\$153.50 per tonne (minimum charge \$40.00)	\$167.25 per tonne (minimum charge \$40.00)
<b>*The fees and charges for special waste shall be charged on a Cost-of-Service basis rather than those set out in Part 17 in instances where the level of contamination or the state of the waste is determined by the City Manager to be exceptional.</b>		

<b>SOLID WASTE CONTRACTOR RATES</b> (apply to the solid waste contractor when delivering waste to a solid waste site that has originated from multi-family unit and commercial premises in the City)	<b>FEE Effective June 1, 2024</b>	<b>FEE Effective January 1, 2026</b>
Multi-family Unit Premise or Commercial Premise Waste	\$144.00 per tonne	\$157.00 per tonne
Sorted Recyclables	\$45.75 per tonne	\$49.75 per tonne
Organics	\$45.75 per tonne	\$49.75 per tonne

<b>RESIDENTIAL WASTE (TIPPING FEES)</b> (Residential vehicles disposing of residential waste, not collected for compensation)	<b>FEE</b> <b>Effective June 1, 2024</b>	<b>FEE</b> <b>Effective January 1, 2026</b>
Vehicle Charge for the disposal of residential waste and other waste such as yard waste and construction waste, good clean scrap wood	\$16.50 per vehicle	\$18.00 per vehicle
Organics, Grass Clippings and Leaves	No charge	No charge
Unsecured Load (at the discretion of Gatehouse Attendant)	\$82.25 additional charge	\$89.75 additional charge
<b>Special Waste*</b>		
Vehicles (that are being disposed of)	\$217.75 per vehicle	\$237.25 per vehicle
Appliances (white goods) – With Freon – Without Freon	\$94.25 each \$67.25 each	\$102.75 each \$73.25 each
Oil Tanks – Up to 250 gallon (must be cut in half and empty) – Larger tanks will be accepted once the commercial establishment has cleaned and cut up the tank as per the environmental guidelines with prior approval of the City Manager	\$24.25 each \$24.25 each + Scrap Steel tipping fee per weight	\$26.50 each \$26.50 each + Scrap Steel tipping fee per weight
Complete Metal Drums or Barrels (must be completely empty)	\$17.50 each	\$19.00 each
Propane Tanks – Not more than 40 lbs – More than 40 lbs	\$12.25 each \$109.25 each	\$13.25 each \$119.00 each
Wet Filled Lead Acid Batteries	\$13.25 per battery	\$14.50 per battery
Tires (without rims) – Less than 20" inside diameter – Greater than 20" inside diameter up to 48" outside diameter (no mining tires)	\$17.50 per tire \$24.25 per tire	\$19.00 per tire \$26.50 per tire
Tires (with rims) – Less than 20" inside diameter – Greater than 20" inside diameter	\$24.25 per tire Not accepted	\$26.50 per tire Not accepted
Mattresses (all sizes) (mattress only or mattress and boxspring)	\$25.00 each	\$27.25 each
<b>*The fees and charges for special waste shall be charged on a Cost-of-Service basis rather than those set out in Part 17 in instances where the level of contamination or the state of the waste is determined by the City Manager to be exceptional.</b>		

<b>Supplementary Tipping Rates</b> (applicable during any period that the weigh scale is inoperable)	<b>FEE</b> <b>Effective June 1, 2024</b>	<b>FEE</b> <b>Effective January 1, 2026</b>
15-Yard Construction Bin	\$150.75 per load	\$164.25 per load
30-Yard Construction Bin	\$300.25 per load	\$327.25 per load
Single Axle Towing Trailer	\$86.25 per load	\$94.00 per load
Tandem Axle Towing Trailer	\$150.75 per load	\$164.25 per load
Cube Van	\$150.75 per load	\$164.25 per load
1 Ton Truck	\$150.75 per load	\$164.25 per load
2 Ton Truck	\$208.75 per load	\$227.50 per load
3 Ton Truck	\$300.25 per load	\$327.25 per load
5 Ton Truck	\$524.25 per load	\$571.50 per load
Tandem Dump Truck	\$676.25 per load	\$737.00 per load
End Dump Truck	\$822.00 per load	\$896.00 per load

<b>RESIDENTIAL WASTE (TIPPING FEES)</b> (Residential vehicles disposing of residential waste, not collected for compensation)	<b>FEE</b> <b>Effective June 1, 2024</b>	<b>FEE</b> <b>Effective January 1, 2026</b>
<b>Tag Fee, Garbage Receptacle Limit &amp; Solid Waste Levy</b>		
Single Family Unit Solid Waste Levy	\$29.75 per month per premise	\$32.50 per month per premise
Garbage Receptacle Limit	Garbage must be placed in the City provided garbage receptacle and the lid must close completely.	

**PART 18 – Development Permit Fees**  
(Zoning By-law No. 5045)

APPLICATION/SERVICE	FEE Effective January 1, 2026
Where the development involves more than one type of development or application, the fee shall be the sum of all applicable fees. Where development requiring a permit proceeds without one being obtained, the appropriate application fee(s) shall be doubled.	
Single Detached Dwelling Secondary Suite Duplex Dwelling Factory-Built Dwelling	\$500.00 per application
Multi-Family Dwelling Townhouse Dwelling	\$500.00 per application + \$150.00 per unit
Commercial, Industrial Use or other Non-Residential Use (includes non-residential additions, fences and accessory structures)	\$1,000.00 per application + \$0.10/m <sup>2</sup> of land area for new site development
Accessory Building (residential)	\$125.00 per application
Accessory Building (commercial and industrial)	\$300.00 per application
Sign	\$100 per application for temporary + \$50 per sign \$300 per application for permanent + \$100 per sign
Request for Discretionary Use	\$2,000.00 per application
Request for Change of Use: a) Permitted to Discretionary b) Residential (single/duplex) to multi-unit c) Residential to Commercial d) Commercial to Industrial e) Any use to Institutional f) Any change to the Principal Use	a) \$1,500.00 per application b) \$1,000.00 per application + \$150.00 per unit  c) \$2,000.00 per application d) \$2,000.00 per application e) \$1,000.00 per application f) \$1,500.00 per application
Temporary Use	\$150.00 for 8 Months or less \$500.00 for 8+ Months Fee for a Request for Discretionary Use also applies, when applicable
Request for an amendment to an Effective Development Permit	\$200.00 for a Residential Development (Single and Duplex) \$300.00 for Multi-Unit Residential Development \$400.00 for Other Developments
Variance Request	\$700.00 per application + \$200.00 per additional variance
Zoning and/or Community Plan Amendment	\$3,500.00 for Zoning Amendment \$4,500.00 for Community Plan Amendment \$7,000.00 for Zoning and Community Plan Amendment
Request for File Information Letter	\$100.00 per letter for a Single Detached, Secondary Suite, Factory-Built or Duplex Dwelling \$200.00 per letter for Other Uses



APPLICATION/SERVICE	FEE
Request for Certificate of Compliance	<b>Effective January 1, 2026</b>
	\$200.00 per letter for a Single Detached, Secondary Suite, Factory-Built or Duplex Dwelling \$400.00 per letter for Other Uses
Development Permit Appeal	\$400.00 per application (fee reimbursed if decision of Development Officer is reversed)

**PART 20 - Fees for Other City Programs and Services**

OTHER PROGRAMS OR SERVICES	FEE Effective January 1, 2026
<b>City Programs or Services not otherwise addressed in this Schedule or in another By-law</b>	The fee or charge is the <i>Cost of Service</i>
<b>Request for access to records</b>	\$25.00 or the cost of providing the record, whichever is greater.
<b>Commissioner/Notary Public Fee</b>	\$25.00 per document plus applicable taxes (up to three signatures) \$10.00 per each additional signature plus applicable taxes
<b>Photocopies</b> 8.5" x 11" - Black and White - \$0.25 - Color - \$0.50 8.5" x 14" - Black and White - \$0.50 - Color - \$1.00 11" x 17" - Black and White - \$0.50 - Color - \$1.00	
<b>Custom Mapping Services</b>	\$50.00 per hour (minimum of 1 hour)

VISITOR INFORMATION CENTRE FACILITY RENTAL	FEE Effective September 1, 2025	FEE Effective September 1, 2026
<b>Corporate and For-Profit Groups</b>	\$547.00/day \$273.50/half day \$68.25/hour	\$580.50/day \$290.25/half day \$72.50/hour
<b>Non-Profit Group</b>	No charge	No charge
<b>Note:</b> If the event takes place outside regular operating hours, an additional charge for security-related expenses will apply.		