



CITY OF YELLOWKNIFE

Council Agenda

Monday, December 8, 2025 at 7:00 p.m.

Welcome to the

REGULAR MEETING OF COUNCIL

Council Chamber, City Hall
4807 - 52nd Street
Yellowknife

All presentations pertaining to items on the Agenda for the meeting shall be heard under the “Delegations Pertaining to Items on the Agenda,” portion of the Order of Business. All presentations pertaining to items not on the Agenda shall be heard under the “Delegations Pertaining to Items Not on the Agenda” portion of the Order of Business.

The following procedures apply to all delegations before Council:

- a. all delegations shall address their remarks directly to the Presiding Officer and shall not pose questions to individual Members or Administration;
- b. each presenter shall be afforded five minutes to make their presentation;
- c. the time allowed to each presenter may be extended beyond five minutes by a resolution of Council;
- d. after a person has spoken, any Member may, through the Presiding Officer, ask that person or the City Administrator relevant questions; and
- e. no debate shall be permitted on any delegation to Council either between Members or with an individual making a presentation.

Please refer to By-law No. 4975, the Council Procedures By-law, for the rules respecting the procedures of Council.

COUNCIL:

Mayor Ben Hendriksen

Councillor Stacie Arden-Smith
Councillor Garrett Cochrane
Councillor Ryan Fequet
Councillor Rob Foote

Councillor Cat McGurk
Councillor Tom McLennan
Councillor Steve Payne
Councillor Rob Warburton

All annexes to this agenda may be viewed on the City’s website www.yellowknife.ca or by contacting the City Clerk’s Office at 920-5602.



Item No.

Description

OPENING STATEMENT

1. Councillor Cochrane will read the Opening Statement.

The City of Yellowknife acknowledges that we are located in Chief Drygeese territory. From time immemorial, it has been the traditional land of the Yellowknives Dene First Nation. We respect the histories, languages, and cultures of all other Indigenous Peoples including the North Slave Métis, and all First Nations, Métis, and Inuit whose presence continues to enrich our vibrant community.

AWARDS, CEREMONIES AND PRESENTATIONS

2. There were no awards, ceremonies or presentations for the agenda.

ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)

Previously
Distributed

3. Minutes of Council for the regular meeting of Monday, November 24, 2025 are presented for adoption.

4. Councillor Cochrane moves,
Councillor _____ seconds,

That Minutes of Council for the regular meeting of Monday, November 24, 2025 be presented for adoption.

Unanimous	In Favour	Opposed	Carried / Defeated
-----------	-----------	---------	--------------------

DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF

5. Does any Member have a conflict of interest in any matter before Council today?

CORRESPONDENCE & PETITIONS

6. There was no correspondence nor were there any petitions for the agenda.

STATUTORY PUBLIC HEARINGS

7. There were no Statutory Public Hearings for the agenda.



Item No.

Description

DELEGATIONS PERTAINING TO ITEMS ON THE AGENDA

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

MEMBER STATEMENTS

9. There were no statements for the agenda.
10. Are there any Member statements from the floor?

INTRODUCTION AND CONSIDERATION OF COMMITTEE REPORTS

Councillor Cochrane will introduce the following reports:

11. Governance and Priorities Committee Report for November 24, 2025.
12. Councillor Cochrane moves,
Councillor _____ seconds,

That Council:

- 1. adopt the Council and Administration Protocol Policy;**
- 2. adopt the Council Leave Policy; and**
- 3. repeal and replace the Council Travel, Conference and Training Policy.**

Unanimous	In Favour	Opposed	Carried / Defeated
-----------	-----------	---------	--------------------

13. Governance and Priorities Committee Report for December 1, 2025.
14. Councillor Cochrane moves,
Councillor _____ seconds,

That Council direct the Mayor and City Manager to enter into a Memorandum of Understanding with North Slave Metis Alliance (NSMA) regarding the establishment of a copper recycling and diversion program.

Unanimous	In Favour	Opposed	Carried / Defeated
-----------	-----------	---------	--------------------

15. Special Governance and Priorities Committee Report for December 1, 2 and 3 2025.



Item No.

Description

16.

Councillor Cochrane moves,
Councillor _____ seconds,

That Council direct Administration to prepare a recommendation for Council on options to divest of the Wildcat Café.

Unanimous	In Favour	Opposed	Carried / Defeated
-----------	-----------	---------	--------------------

17.

Councillor Cochrane moves,
Councillor _____ seconds,

That Council direct Administration to prepare a recommendation for Council on options to divest the Mine Training Building.

Unanimous	In Favour	Opposed	Carried / Defeated
-----------	-----------	---------	--------------------

18.

Councillor Cochrane moves,
Councillor _____ seconds,

That the 2026 Draft Budget with revenues of \$113,601,083, debenture interest payments of \$458,000, debt principal repayments of \$2,442,000, expenditures of \$147,432,268 including capital investments of \$49,150,000 and amortization and asset retirement obligations of \$18,431,000, be approved; and that Council adopt the 2027 and 2028 Budget in principle.

Unanimous	In Favour	Opposed	Carried / Defeated
-----------	-----------	---------	--------------------

NEW BUSINESS

19.

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

20.

Councillor Cochrane moves,
Councillor _____ seconds,

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

Unanimous	In Favour	Opposed	Carried / Defeated
-----------	-----------	---------	--------------------



- | <u>Item No.</u> | <u>Description</u> |
|-----------------|---|
| 21. | A memorandum regarding whether to amend Fees and Charges By-law No. 4436, as amended, to reflect changes approved in Budget 2026. |
| 22. | Is there any new business from the floor? |

ENACTMENT OF BY-LAWS

- | | | |
|-----|---|--|
| 23. | 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, is presented for First, Second and Third Reading. |
| 24. | Councillor Cochrane moves,
Councillor _____ seconds, | |

First Reading of By-law No. 5118.

Unanimous	In Favour	Opposed	Carried / Defeated
-----------	-----------	---------	--------------------

- | | | |
|-----|---|--|
| 25. | Councillor Cochrane moves,
Councillor _____ seconds, | |
|-----|---|--|

Second Reading of By-law No. 5118.

Unanimous	In Favour	Opposed	Carried / Defeated
-----------	-----------	---------	--------------------

- | | | |
|-----|---|--|
| 26. | Councillor Cochrane moves,
Councillor _____ seconds, | |
|-----|---|--|

That By-law No. 5118 be presented for Third Reading.

Unanimous	In Favour	Opposed	Carried / Defeated
-----------	-----------	---------	--------------------



Item No.

Description

27. Councillor Cochrane moves,
Councillor _____ seconds,

Third Reading of By-law No. 5118.

Unanimous	In Favour	Opposed	Carried / Defeated
-----------	-----------	---------	--------------------

DEFERRED BUSINESS AND TABLED ITEMS

28. There was no deferred business and there were no tabled items for the agenda.
29. Is there any deferred business or are there any tabled items from the floor?

OLD BUSINESS

30. There was no old business for the agenda.
31. Is there any old business from the floor?

NOTICES OF MOTION

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

DELEGATIONS PERTAINING TO ITEMS NOT ON THE AGENDA

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

ADMINISTRATIVE ENQUIRIES

35. There were no administrative enquiries for the agenda.
36. Are there any administrative enquiries from the floor?

ADJOURNMENT



CITY OF YELLOWKNIFE

GOVERNANCE AND PRIORITIES COMMITTEE REPORT

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

Report of a meeting held on Monday, November 24, 2025 at 12:05 p.m. in the City Hall Council Chamber. The following Committee members were in attendance:

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

The following members of Administration staff were in attendance:

C. Caljouw,
S. Van Dine, (via teleconference)
D. Gillard,
C. Greencorn,
C. MacLean,
K. Pandoo,
K. Thistle,
C. White,
G. White, and
S. Jovic.

<u>Item</u>	<u>Description</u>
1.	(For Information Only) Mayor Hendriksen read the Opening Statement.
2.	(For Information Only) There were no disclosures of conflict of interest.



(For Information Only)

3. Committee heard a presentation from Gord Stephenson, a representative of Diavik Diamond Mine, regarding Diavik Diamond Mine Closure Plans.
4. **Committee read a memorandum regarding whether to adopt a Council and Administration Protocol Policy, Council Leave Policy, and whether to repeal and replace the Council Travel, Conference, and Training Policy.**

Committee noted that at the request of Council, Administration undertook the development of three key governance policies to support clarity, consistency, and transparency in Council operations: the Council and Administration Protocol Policy, the Council Leave Policy, and the Council Travel, Conference, and Training Policy. These policies were initiated to formalize expectations, roles, and procedures that guide interactions between Council and Administration, provide structure around Council member absences, and establish clear guidelines for professional development and travel-related activities. The development process included a review of best practices from other municipalities and alignment with existing legislative and procedural frameworks to ensure relevance and effectiveness.

As Council’s spokesperson, the Mayor supported Administration’s development and review of these policy documents before presentation to Council’s Governance and Priorities Committee.

Council Strategic Direction/Resolution/Policy include:

Strategic Direction #2:

Service Excellence

Focus Area 2.3

Organizational Culture

Providing a positive and productive workplace environment for effective governance and service excellence.

Key Initiative 2.3.2

Enhancing governance capacity through individual and collective development opportunities.

Strategic Direction #3:

Sustainable Future

Focus Area 3.1

Resilient Future

Applicable legislation, by-laws, studies, plans include:

1. *Cities, Towns and Villages Act, and*
2. *Council Procedures By-law.*

Committee noted that proposed policies aim to clarify the respective roles and responsibilities of Council and Administration. These policies reflect current best practices



and are designed to align with evolving legislative frameworks, municipal standards, and expectations around transparency and accountability.

The Council and Administration Protocol will help to foster clear, respectful, and effective working relationships. Clear protocols can reduce misunderstandings and improve governance outcomes. Implementation of this protocol by the current Council will help to establish positive Council and Administration working relationships with the next Council that will be sworn in after the next municipal election in 2026.

The Council Leave Policy provides a formal structure for managing absences, and ensuring continuity of representation while supporting the well-being of elected officials.

The Council Travel, Conference, and Training Policy establishes consistent guidelines for professional development opportunities, while ensuring responsible use of public funds. Repealing and replacing this policy presents an opportunity to streamline, modernize, and consolidate governance documents.

Committee noted that Council and Administration Protocol Policy, Council Leave Policy, and Council Travel, Conference, and Training Policy demonstrate a strong commitment to enhancing governance, transparency, and accountability in municipal leadership. These policies empower Council members to carry out their duties with integrity, effectiveness, and ethical responsibility.

Committee requested an amendment to Section 4.2.1 a) of Council Leave Policy to specify that parental leave must be taken in the 78 week period following the child's birth or the child coming into the member's care.

Committee recommended that Council:

- 1. adopt the Council and Administration Protocol Policy;**
- 2. adopt the Council Leave Policy; and**
- 3. repeal and replace the Council Travel, Conference and Training Policy.**

MOVE APPROVAL

(For Information Only)

5. Councillor Arden-Smith moved,
Councillor Payne seconded,

That Committee move in camera at 12:49 p.m. to discuss a matter still under consideration.

MOTION CARRIED UNANIMOUSLY

(For Information Only)

6. Committee discussed a matter still under consideration.



-
- (For Information Only)
7. Councillor Cochrane moved,
Councillor Warburton seconded,

That Committee return to an open meeting at 1:52 p.m.

MOTION CARRIED UNANIMOUSLY

- (For Information Only)
8. There was no business arising from the in camera session.
9. The meeting adjourned at 1:52 p.m.



CITY OF YELLOWKNIFE

Policy Title: **COUNCIL AND ADMINISTRATION PROTOCOL POLICY**
Approved By: **Council Motion #00XX-25**
Effective Date: **Month XX, 2025**

1 INTRODUCTION

This protocol provides a framework that guides the interaction between Council and Administration to ensure the effective management and operation of the City of Yellowknife.

2 PURPOSE

The purpose of the Council and Administration Protocol Policy (the “Policy”) is to establish:

- a) clarity about the respective roles and responsibilities of Council and Administration;
- b) a system for regulating communications and business between Council and Administration; and
- c) good working relations between Council and Administration.

3 DEFINITIONS

In this Policy:

- “City”** means the Municipal Corporation of the City of Yellowknife;
- “City Manager”** means the Senior Administrative Officer of the City appointed pursuant to the *Cities, Towns and Villages Act* of the Northwest Territories and includes any person appointed or designated to act on their behalf;
- “Council”** means the Council of the City of Yellowknife;
- “CTV Act”** means the *Cities, Towns and Villages Act* of the Northwest Territories;



“Councillor”	means a member of Council other than the Mayor;
“Mayor”	means the Mayor of the City of Yellowknife; and
“Member”	means a member of Council, inclusive of the Mayor.

4 POLICY

4.1 Governance Framework

- a) Council constitutes the political component of the City. Council’s Chairperson and spokesperson is the Mayor.
- b) Administration constitutes the administrative and operational component of the City and is led by the City Manager.
- c) The legal responsibilities, functions, and powers of both Council and Administration are interdependent and interrelated.
- d) Council and Administration will adhere to formal channels of communication between one another as established by legislation, by-laws, and policy.
- e) The statutory powers of both Council and Administration are set out in the *CTV Act*.

4.2 Roles and Responsibilities of Council

- a) The Mayor is Council’s spokesperson and facilitates the Council and Administration relationship.
- b) Council provides direction to Administration, makes strategic policy decisions, represents the public interest, and performs the duties of a Council and also as individual Council members as per the *CTV Act*.
- c) Council has one employee, the City Manager.
- d) Council is responsible to hire, supervise, and terminate the City Manager.
- e) Refer to the Council Code of Ethics By-law with respect to roles and obligations when acting as representatives of the City.

4.3 Roles and Responsibilities of Administration

- a) The City Manager coordinates the City’s systems, manages organizational resources, facilitates the Administration and Council relationship, and performs the duties of a Senior Administrative Officer as per the *CTV Act*.
- b) The City Manager is responsible for the hiring, managing, and terminating of all City employees.



- c) Administration implements Council directions, provides decision-making advice, and communicates requirements for successful implementation of Council direction.

4.4 General Protocol

- a) Council and Administration will treat each other with respect and integrity.
- b) The Mayor will advise a Councillor and/or Council when their activities are affecting Administration's performance.
- c) Council will deal with Administration performance concerns by communicating them through the Mayor, or any committee established by Council to the City Manager.
- d) The City Manager will provide information to all of Council when deemed appropriate in responding to a request from one member of Council.
- e) Administration will advise the City Manager if a request for information from a member of Council will create a significant impact on performance and workload, and the City Manager will inform the Mayor of this advice in order to find an agreeable path forward.

4.5 Communication Between Council and Administration

- a) Council will provide direction to Administration through a resolution of Council.
- b) Council may make information requests of Administration with the following understanding:
 - The City Manager is Council's point of contact.
 - For non-emergency matters, the City Manager must not be contacted on weekends and evenings; and
 - For emergency matters, the City Manager may be contacted on weekends and evenings.
- c) When approached by a City employee with an operational issue or concern, Council members will encourage the employee to use appropriate channels within the organization such as talking with their supervisor, Human Resources, or the City Manager.

4.6 Resident Inquiries to Council

- a) A member of Council may respond to requests for information from a resident when the information is readily available to the public. Such responses must be shared with all of Council and the City Manager.
- b) Council members will direct requests from residents for services or information that is not readily available to the public to the Mayor for response and action. The Mayor will request advice from the City Manager if required.



- c) All inquiries from residents to Council regarding enforcement matters, or complaints regarding a City employee must be directed to the City Manager.
- d) All inquiries from residents to Council that have an appeal process outlined in a by-law or legislation are referred to the City Manager.
- e) This framework for responding to resident inquiries does not restrict Council members' ability to discuss issues of public interest with residents.

4.7 Organizational Tools

The following organizational tools contribute to a successful working relationship between Council and Administration:

- a) Reports and updates to Council about Administration's activities.
- b) Administrative requests for decisions that provide the information required for decision-making.
- c) Clear and open discussion from the Mayor and Councillors at committee and Council meetings.
- d) Clear and concise direction to Administration through resolutions made at Council meetings.
- e) An up-to-date organizational chart of Administration.
- f) A Council Procedures By-law that provides the framework for Council's governance system.
- g) A Work Plan which implements Council's Strategic Direction.

4.8 Success Indicators

The following are indicators of this Policy's success:

- a) Clarity for Council members and senior administrative leadership about their roles and responsibilities.
- b) Administration does not undertake work without first receiving direction from Council.
- c) Council does not expect work to be undertaken without a clear resolution of Council.
- d) No direct supervision of Administration by individual members of Council.
- e) Improved employee satisfaction.
- f) Achievement of Council's strategic priorities and Work Plan.
- g) Timely communication, both internal and external.
- h) An informed and involved Council.



5 APPLICATION

This Policy applies to all Members of Council and City Administration.

DRAFT



CITY OF YELLOWKNIFE

Policy Title: **COUNCIL LEAVE POLICY**
Approved By: **Council Motion #00XX-25**
Effective Date: **Month XX, 2025**

1 INTRODUCTION

The City is committed to transparency, equity, and good governance. As such, it is desirable for Council to establish guidelines for Member leave to allow governance to continue effectively during periods of absence, while also upholding the well-being of individual members.

Council Procedures By-law requires that 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 PURPOSE

The purpose of the Council Leave Policy (the "Policy") is to establish a clear, consistent, and transparent framework for approving and managing leave for members of Council. Recognizing the importance of balancing the public duties and personal responsibilities and well-being of the Mayor and Councillors. This Policy outlines a model for various types of leave and a process for requesting and approving leave.

Members remain accountable to the public for any requests for leave. This Policy does not diminish the responsibility Members have to those they were elected to serve, nor does it override the requirement outlined in *Council Procedures By-law*, which mandates that Council must approve a Member's leave through a resolution passed at a regular Council meeting.

3 DEFINITIONS

In this Policy:

"City" means the Municipal Corporation of the City of Yellowknife;



“Council”	means the Council of the City of Yellowknife;
“Councillor”	means a member of Council other than the Mayor;
“Mayor”	means the Mayor of the City of Yellowknife; and
“Member”	means a member of Council, inclusive of the Mayor.

4 POLICY

4.1 Mayor Leave Requests

If the Mayor is the Member requesting leave, all references to the Mayor in this Policy shall be interpreted as meaning the Deputy Mayor.

4.2 Leaves of Absence

It is the policy of the City of Yellowknife that Members may request the following types of leave. Requests which conform to the requirements of this Policy will not be unreasonably denied by Council.

Compassionate and Family Caregiver Leave and Medical leave may be renewed with the approval of Council.

4.2.1 Parental Leave

- a) A Member may take paid parental leave prior to or after the birth or adoption of their child. **Parental leave must be taken in the 78 week period following the child’s birth or the child coming into the member’s care.** Parental leave may not exceed a period of up to twenty-six (26) weeks.
- b) The Member going on leave is entitled to determine their level of involvement during parental leave, though no expectation of involvement is expected of a Member during their period of parental leave. Involvement may include attendance at Council and Committee meetings, responding to calls or emails, and meeting with constituents. The level of a Member’s involvement shall be set out in the plan described in section 4.4.2.



4.2.2 Compassionate and Family Caregiver Leave

A Member may request an unpaid leave of absence, for a period of up to twenty-six (26) weeks to attend to personal responsibilities arising from the serious illness, injury, or death of a family member or dependent. The Member shall provide supporting medical documentation from a qualified medical professional.

4.2.3 Medical Leave

A Member who has an illness or injury may request an unpaid leave of absence, for a period of up to twenty-six (26) weeks. The Member shall provide supporting medical documentation from a qualified medical professional.

4.2.4 Reservist Leave

A Member who is a member of the Reserve Force in the Canadian Armed Forces may request unpaid leave for any period of training and active deployment. The Member shall provide evidence of this training or active deployment to the Mayor.

4.2.5 Political Office Leave

A Member who wishes to run in a federal or territorial election may take an unpaid leave of absence from their Council position. This leave is granted to allow the individual to campaign for election without conflict of interest or perceived bias related to their duties. Leave of absence without pay will be granted during the election period if requested by the Member.

4.3 Requesting a Leave of Absence

4.3.1 Notice

Prior to taking a leave of absence, a Member of Council will provide four (4) weeks' written notice to the Mayor and City Manager of their intention to take the leave unless circumstances do not make that possible. If four (4) weeks' notice is not possible, the request must be made as soon as possible. The written notice must include:

- a) the start date of the leave;
- b) the anticipated length of the leave;



- c) if the Member of Council was unable to provide four (4) weeks' notice, the general nature of the circumstances that prevented the four (4) weeks' notice; and
- d) a medical certificate from a qualified medical professional, if required. Any medical certification provided to request Compassionate and Family Caregiver Leave or Medical Leave will be confidential to the Member, the Mayor, and the City Manager.

4.3.2 Request to Council and Notice to the Public

All requests for leave must be presented to Council for approval as required by the *Council Procedures By-law*.

The request for leave shall be presented to Council for a decision at their earliest meeting following the submission of the notice by the Member. The Council agenda will include the type of leave requested, and the period of time for which the leave has been requested.

4.4 Implementing a Leave of Absence

4.4.1 Duties During Leave

A Member who takes an authorized leave of absence is not required to attend Council meetings or committee meetings. In accordance with the *Council Procedures By-law*, a Member of Council is not deemed resigned from Council during an authorized leave of absence.

4.4.2 Management of Duties During Parental Leave

As parental leave is the one type of approved leave where a member may still be able and willing to participate in the work of Council during their leave of absence, the following points apply.



- a) Prior to the approved date for the start of parental leave, a Member of Council requesting parental leave must submit a written plan to the Mayor and City Manager.
- b) The written plan must explain any duties, if any, that the Member will continue to perform during their parental leave (i.e. committee participation, community engagement etc.).
- c) Unless a written plan for parental leave states that a Member will continue their work on committees; during a Member's leave the Member is considered to have resigned from all committees to which they have been appointed and another Member must be appointed prior to the next meeting of any Committee.



4.5 Term of Leave

Regardless of the length of leave, any leave in effect at the end of a Member's term on Council comes to an end at the end of their term.

5 **APPLICATION**

This Policy applies to all Members of Council.

DRAFT



CITY OF YELLOWKNIFE

Policy Title: **COUNCIL TRAVEL, CONFERENCE, AND TRAINING POLICY**
Approved By: **Council Motion #00XX-XX**
Effective Date: **Month XX, 20XX**

1 INTRODUCTION

The City of Yellowknife is committed to supporting Members in their roles by providing opportunities for professional development and networking. This includes attendance at relevant conferences, workshops, seminars, and events that enhance their knowledge and effectiveness.

In addition to these development opportunities, Members may also be required to represent the City in an official capacity at local events and functions, where related expenses may be incurred.

2 PURPOSE

The purpose of the Council Travel, Conference, and Training Policy (the “Policy”) is to establish a clear, consistent, and transparent framework for authorizing Members’ attendance at relevant conferences, workshops, seminars, and events. The Policy also outlines the criteria and procedures for the approval, documentation, and reimbursement of eligible expenses, ensuring accountability and responsible use of public funds.

3 DEFINITIONS

In this Policy:

“City”	means the Municipal Corporation of the City of Yellowknife;
“Council”	means the Council of the City of Yellowknife;
“Mayor”	means the Mayor of the City of Yellowknife; and



“Member”

means a member of Council, inclusive of the Mayor.

4 POLICY

Council must approve all City-sponsored travel and attendance at conferences, workshops, and seminars by a formal resolution of Council either prior to the commencement of travel or at the first regular Council meeting following the start of travel. Members will be reimbursed for reasonable expenses incurred for approved travel while representing the City in an official capacity.

4.1 Budget

Council shall allocate an annual budget for professional development as part of the City's overall budgeting process.

4.2 Planning and Budgeting

Each January, Administration prepares a memorandum to Council's Standing Committee recommending Members' travel, conference, and training attendance. Council may also approve additional travel and conference or training attendance throughout the year as needed and as permitted by budget.

4.3 Transportation

- a) Air Travel: shall be booked using the most direct, economical, and time-efficient route available. Every effort will be made to secure airfare well in advance to obtain the best possible rates.

The City will cover the cost of fare options that allow for flight changes, ensuring flexibility in travel plans. In cases where a personal emergency necessitates cancellation, the City will cover any applicable airline cancellation fees.

- b) Vehicle Travel: When travel by vehicle is the chosen mode of transportation, Members are expected to use City vehicles for travel whenever possible. When multiple Members are attending the same event, carpooling is encouraged to the extent feasible.

If a City vehicle is not available, Members may use a personal vehicle and will be reimbursed at the per-kilometre rate established by the Canada Revenue Agency



(CRA). However, if a Member chooses to use a personal vehicle when a City vehicle is available, the reimbursement rate will be 20% of the CRA rate.

Reimbursement through the vehicle allowance is considered all-inclusive; therefore, no additional vehicle-related expenses (e.g., fuel, maintenance, insurance) are reimbursed. Members using personal vehicles for City business must ensure they carry adequate personal vehicle insurance. When more than one Member travels in the same vehicle, only the driver may claim the vehicle allowance.

- c) Car rentals: should only be used when more economical transportation options such as buses, trains, or taxis are not available or practical. Expenses for bus, train, or taxi fares incurred while traveling on City business will be reimbursed, provided that original receipts are submitted with the claim.
- d) Other Travel Expenses: Reimbursable travel expenses include transportation to and from the airport, hotel, or conference venue, as well as airport parking fees. If an airline charges an additional fee for checked luggage, the City will cover the cost of one piece of personal luggage per trip.

4.4 Airmiles

The City will not compensate Members for the use of personal airmiles or comparable reward plans to purchase airline tickets.

4.5 Combining Business and Personal Travel

Where personal and business travel are combined, reimbursement is to be based upon the lesser of actual transportation expenses or the most economical transportation expenses that would have been incurred had personal travel not taken place. Clear calculations must accompany the Travel Authorization and Expense Claim form. Per diem allowances and other expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.

4.6 Guest Costs

If a Member invites a guest(s) to accompany the Member to a conference, workshop or event, any expenses of the guest for travel, accommodation, meals, or registration are considered a personal expense. The City shall not reimburse any guest expenses as these are an ineligible expense under section 4.9 of this Policy.

4.7 Travel Report and Expense Claim

Members will claim reimbursement for expenses incurred while in attendance at a conference, workshop or seminar as a representative of Council, whether local or out of town, through a City of Yellowknife Travel Authorization and Expense Claim form.



As an official representative of the City of Yellowknife, the Member shall maintain a daily record of City-related business conducted and expenses incurred.

Members must submit travel reports and expense claims to Executive Services within two (2) weeks of travel or attendance at a conference. This requirement applies to all travel, regardless of whether it is funded by the City or by an external party.

Failure to submit the required documentation within six (6) weeks of return will result in that Member's suspension from future travel privileges on behalf of the City until Executive Services receives the outstanding travel report. Executive Services will not process expense claims submitted more than six (6) weeks after travel without written approval by the Mayor.

Council may, by resolution, deny all or part of an expense claim if it determines that the expenses were not incurred for City business purposes or were not in the best interests of the City.

4.8 Meals

Meals shall be paid in accordance with the City of Yellowknife's Duty Travel Per Diem Rates.

Where meals are provided or included in the conference, workshop or seminar, Members shall not claim an allowance.

Partial Day Travel Meal Status

The following guidance is provided on partial day status:

On the **day of departure** if travel status begins:

- After 12:00 p.m., breakfast and lunch cannot be claimed; and
- After 6:00 p.m., no meals can be claimed.

On the **day of return**, if travel status ends:

- Prior to 7:00 a.m., no meals can be claimed;
- Prior to 12:00 p.m., breakfast can be claimed;
- Prior to 6:00 p.m., breakfast and lunch can be claimed; and
- After 6:00 p.m., all meals can be claimed.

4.9 Ineligible Expenses

The following are not eligible expenses, and the City will not provide reimbursement for costs associated with:

- a. Alcohol;
- b. Entertainment;



- c. Upgrades to higher classes of travel;
- d. Fines for traffic or parking violations;
- e. Personal items, such as clothing and toiletries;
- f. Compensation for loss or damage to personal property;
- g. Additional expenses resulting from travelling with guest(s); and
- h. Items not specifically identified as an approved expense in this policy or not approved by Council Resolution.

4.10 Non-Attendance

If a Member fails to attend a conference, workshop, or seminar for which the City has incurred costs (e.g., registration fees, travel, accommodation, meals), the Member shall reimburse the City for all associated expenses.

Exceptions may be granted in cases of extenuating circumstances, subject to approval by Council.

5 **APPLICATION**

This Policy applies to all Members of Council.



CITY OF YELLOWKNIFE

GOVERNANCE AND PRIORITIES COMMITTEE REPORT

Monday, December 1, 2025 at 12:05 p.m.

Report of a meeting held on Monday, December 1, 2025 at 12:05 p.m. in the City Hall Council Chamber. The following Committee members were in attendance:

Chair: Mayor B. Hendriksen,
Councillor S. Arden-Smith,
Councillor G. Cochrane,
Councillor R. Fequet,
Councillor R. Foote,
Councillor C. McGurk,
Councillor T. McLennan, (12:07 p.m.)
Councillor S. Payne, and
Councillor R. Warburton.

The following members of Administration staff were in attendance:

S. Van Dine, (via teleconference)
C. Caljouw,
D. Gillard,
C. Greencorn,
C. MacLean,
K. Pandoo,
K. Thistle,
C. White,
G. White, and
S. Jovic.

<u>Item</u>	<u>Description</u>
1.	(For Information Only) Mayor Hendriksen read the Opening Statement.
2.	(For Information Only) Committee agreed unanimously to amend the agenda by deferring an in camera matter still under consideration to the Governance and Priorities Committee on December 8, 2025.



- (For Information Only)
3. There were no disclosures of conflict of interest.
- (For Information Only)
4. Committee heard a presentation from Marc Whitford, President of the North Slave Metis Alliance (NSMA), regarding the establishment of a copper recycling and diversion program.
5. **Committee read a memorandum regarding whether to enter into a Memorandum of Understanding with North Slave Metis Alliance (NSMA) regarding the establishment of a copper recycling and diversion program.**

Committee noted that North Slave Metis Alliance approached the City of Yellowknife regarding an economic opportunity to develop a copper wire and cable recycling and diversion program. The initiative will divert copper from the City's landfill, reducing waste and supporting sustainability goals. Under the proposed arrangement, NSMA will place collection bins at locations provided by the City and tipping fees for the covering and insulation that is stripped from collected wires and cables by NSMA will be waived. The City and NSMA will collaborate on a communications strategy to jointly promote and encourage public participation.

Council Strategic Direction/Resolution/Policy include:
Strategic Direction #1: People First

Focus Area 1.1 Reconciliation
Continuing to nurture positive and respectful relations with Indigenous governments, organizations and peoples.

Key Initiative 1.1.1 Continuing to strengthen relations with Indigenous governments and peoples.

Strategic Direction #3: Sustainable Future

Focus Area 3.3 Robust Economy
Doing our part to stimulate and amplify economic development opportunities.

Key Initiative 3.3.2 Implementing and renewing strategic economic diversification options.

Applicable legislation, by-laws, studies, plans include:

1. Reconciliation Framework (2021) & Action Plan;
2. Economic Development Strategy 2020-2024;
3. Solid Waste Management Plan and Implementation Plan; and
4. Climate Action Plan.



Sustainability

The Draft Climate Action Plan (the “Plan”) identifies solid waste as the largest contributor to the City’s greenhouse gas emissions, accounting for 73% of 2023 corporate emissions. As a result, waste management is a key theme of the Plan with a focus on increasing diversion and re-use. NSMA’s copper recycling and diversion program will support these objectives by diverting copper from the Solid Waste Facility.

Corporate Impact

Diverting copper from the Solid Waste Facility will help limit emissions growth, reduce landfill impacts, and expand the lifespan of landfill cells.

Financial Considerations

While the initiative requires no additional City funding, waiving of tipping fees for the covering and insulation that is stripped will impact revenue generation at the Solid Waste Facility.

Indigenous Relations

As the territorial economy transitions from diamond mines to new industries and remediation work, opportunities to collaborate with Indigenous partners on forward-thinking economic initiatives are critical. The program represents a meaningful step toward reconciliation and shared prosperity.

Committee noted that the NSMA copper recycling and diversion program advances the City’s sustainability objectives, reduces waste, and creates an economic opportunity for a local Indigenous organization. This initiative reflects the City’s commitment to reconciliation, environmental stewardship, and economic diversification.

Committee recommended that Council direct the Mayor and City Manager to enter into a Memorandum of Understanding with North Slave Metis Alliance (NSMA) regarding the establishment of a copper recycling and diversion program.

MOVE APPROVAL

(For Information Only)

6. Committee heard a presentation from Donna Lee Demarcke and Tyler Abela, representatives of NWT Tourism, regarding the NWT Tourism Annual Work Plan.

(For Information Only)

7. Committee accepted for information a report regarding Councillor Cochrane and Councillor Warburton’s travel to Montreal, Quebec to attend the National Conference on Ending Homelessness, October 27 – October 30, 2025.

Council Strategic Direction/Resolution/Policy include:

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



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

(For Information Only)

8. Councillor McGurk moved,
Councillor Warburton seconded,

That Committee move in camera at 1:11 p.m. to discuss a matter still under consideration.

MOTION CARRIED UNANIMOUSLY

(For Information Only)

9. Committee recessed at 1:11 and reconvened at 1:21 p.m.

(For Information Only)

10. Councillor Arden-Smith left the meeting at 1:21 p.m.

(For Information Only)

11. Committee discussed a matter still under consideration.

(For Information Only)

12. Councillor Payne left the meeting at 2:00 p.m.

(For Information Only)

13. Committee continued its discussion regarding a matter still under consideration.

(For Information Only)

14. Councillor Warburton moved,
Councillor Fequet seconded,

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

MOTION CARRIED UNANIMOUSLY

(For Information Only)

15. There was no business arising from the in camera session.

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



CITY OF YELLOWKNIFE

SPECIAL GOVERNANCE AND PRIORITIES COMMITTEE REPORT

December 1, 2 and 3, 2025 at 12:05 p.m.

Report of a meeting held on December 1, 2 and 3, 2025 at 12:05 p.m. in the City Hall Council Chamber.
The following Committee members were in attendance:

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.

The following members of Administration staff were in attendance:

S. Van Dine, (via teleconference)
C. Caljouw,
D. Gillard,
C. Greencorn,
C. MacLean,
K. Pandoo,
K. Thistle,
M. Triffo,
C White,
G. White, and
S. Jovic.

<u>Item</u>	<u>Description</u>
-------------	--------------------

- | | |
|----|--|
| | (For Information Only) |
| 1. | There were no disclosures of conflict of interest. |
| 2. | Committee deliberated the draft 2026 Budget. |



3. Administration noted that they have been reviewing and refining the draft budget and advised that the proposed tax increase is now at 5.83%.
4. Administration undertook to provide information regarding the cost differential between above-ground tanks v. buried tanks for the YKCA and City Hall.
5. A motion to reduce the budget from \$560,000 to \$320,000 for the Pilots Monument Stairs, to bring them up to Code, was TABLED.
6. Committee recessed at 7:13 p.m. and reconvened at 7:23 p.m.
7. Committee continued its discussion regarding the draft 2026 Budget.
8. A motion to strike \$350,000 from the budget for the Snowblower was DEFEATED.
9. Committee recessed at 8:56 p.m. and reconvened at 8:56 p.m.
10. Committee continued its discussion regarding the draft 2026 Budget.
11. Administration undertook to clarify Capital submissions regarding the Transportation Plan.
12. Committee recessed at 9:49 p.m. and reconvened at 5:30 p.m. on Tuesday, December 2, 2025 with the following members in attendance:

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.

The following members of Administration staff were in attendance:

S. Van Dine, (via teleconference)
C. Caljouw,
D. Gillard,
C. Greencorn,
C. MacLean,
K. Pandoo,
K. Thistle,
M. Triffo,
C White,



G. White, and
S. Jovic.

13. Committee continued its discussion regarding the draft 2026 Budget.
14. A motion to reduce the budget from \$560,000 to \$200,000 for the Pilot's Monument Stair Replacement was DEFEATED.
15. A motion to strike the Emerging Issues Reserve and return \$1.5 million to the General Fund was DEFEATED.
16. Committee recessed at 7:09 p.m. and reconvened at 7:19 p.m.
17. Committee continued its discussion regarding the draft 2026 Budget.
18. Councillor Payne declared a conflict of interest with Street Outreach, as he is a Board Member of Home Base Yellowknife and left the meeting at 7:31 p.m.
19. A motion to increase the next Street Outreach contract from a one-year contract to a 3-year contract was APPROVED.
20. Councillor Payne returned to the meeting at 7:56 p.m.
21. Councillor Payne declared a conflict with discussion regarding the Mine Training Building, as he is a Board Member of Home Base who lease the building, and left the meeting at 7:57 p.m.
22. Committee discussed whether to direct Administration to prepare a recommendation for Council on options to divest the Mine Training Building with the majority of Committee speaking in favour.
23. Councillor Payne returned to the meeting at 8:01 p.m.
24. Mayor Hendriksen vacated the Chair to participate in debate and Deputy Mayor Warburton assumed the Chair at 8:01 p.m.
25. A motion to permanently remove admission fees for the Fieldhouse track and playground starting in 2026 was APPROVED.
26. Mayor Hendriksen resumed the Chair at 8:10 p.m.
27. Committee discussed whether to direct Administration to prepare a recommendation for Council on options to divest of the Wildcat Café with the majority of Committee speaking in favour.



28. A motion to increase burial plot fees such that an adult burial plot and burial permit fee cover 50% of the cost of a plot. The fees would be as follows: Adult - \$703.25 Infant - \$421.75 Military - \$421.75 Cremation and Columbarium - \$421.75 effective September 2026 was APPROVED.
29. Committee recessed at 8:48 p.m. and reconvened at 8:58 p.m.
30. Committee continued its discussion regarding the draft 2026 Budget.
31. A motion to amend the two MED 2 positions from FTE to two-year term positions for Downtown Enhancement, was TABLED.
32. Committee recessed at 10:28 p.m. and reconvened at 5:30 p.m. on Wednesday, December 3, 2025 with the following members in attendance:

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.

The following members of Administration staff were in attendance:

S. Van Dine, (via teleconference)
C. Caljouw,
D. Gillard,
C. Greencorn,
C. MacLean,
K. Pandoo,
K. Thistle,
C White,
G. White, and
S. Jovic.

33. Committee continued its discussion regarding the draft 2026 Budget.
34. Administration noted that following last night's budget deliberations, the draft budget has been updated, resulting in a proposed tax increase of 4.903%.



-
35. A motion to amend the two MED 2 positions from FTE to two-year term positions for Downtown Enhancement, was DEFEATED.
 36. Administration undertook to consider incorporating MED service levels in the upcoming Workplan Update.
 37. A motion to strike \$150,000 from the budget for the Snow and Ice Study was DEFEATED.
 38. A motion to increase parking meter fees transferred from General Fund to Downtown Development Reserve from 25% to 50% with a corresponding increase in parking meter fees to offset revenue decrease to the General Fund was APPROVED.
 39. Committee recessed at 6:59 p.m. and reconvened at 7:10 p.m.
 40. A motion to strike the two MED positions for Downtown Enhancement from the budget was DEFEATED.
 41. Mayor Hendriksen vacated the Chair to participate in debate and Deputy Mayor Warburton assumed the Chair at 7:02 p.m.
 42. A motion to (1) keep an amount of \$1Million for the Emerging Issues Reserve in the General Fund, and (2) use the appropriate amount from the General Fund to reduce the overall proposed property tax by a further 1% was APPROVED.
 43. Mayor Hendriksen resumed the Chair at 7:22 p.m.
 44. Committee recessed at 7:23 p.m. and reconvened at 7:32 p.m.
 45. Committee recommended that:
 1. The Budget for the Chlorine Safety Equipment be reduced by \$170,000.
 2. The Budget for the paving of the remainder of Somba K'e Park be reduced by \$265,000.
 3. The Budget for the Ruth Inch Memorial Pool Repurposing Project be reduced by \$200,000.
 4. The Budget be reduced by \$100,000 in 2026 and only resurface the Somba K'e courts, and increase the draft 2027 budget by \$100,000 (\$200,000 total in 2027) for the Tennis Court Resurfacing project.
 5. The Budget be reduced from \$1,215,000 to \$1,074,000 for the Fuel Tank Replacement, to provide for above-ground tanks at YKCA and City Hall.



6. The Budget be increased by \$46,800 to increase Community Grants from 2026 onwards.
7. The Budget be reduced by striking the proposed Downtown Enhancement Maintainer positions.
8. The Budget be reduced by striking \$140,000 for the Downtown Enhancement Start Up Costs.
9. The Budget be increased from \$100,000 up to \$175,000 for the contract for downtown enhancement maintenance and expanding the service in line with current contractual obligations.
10. The Budget be increased by \$25,000 to support the GROW Strategy implementation.
11. **Committee recommends that:**
 1. **Council direct Administration to prepare a recommendation for Council on options to divest of the Wildcat Café.**
 2. **Council direct Administration to prepare a recommendation for Council on options to divest the Mine Training Building.**
 3. **That the 2026 Draft Budget with revenues of \$113,601,083, debenture interest payments of \$458,000, debt principal repayments of \$2,442,000, expenditures of \$147,432,268 including capital investments of \$49,150,000 and amortization and asset retirement obligations of \$18,431,000, be approved; and that Council adopt the 2027 and 2028 Budget in principle.**

MOVE APPROVAL

46. The meeting adjourned at 7:32 p.m.



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 Reconciliation
Continuing to nurture positive and respectful relations with Indigenous governments, organizations and peoples.

Key Initiative 1.1.1 Continuing to strengthen relations with Indigenous governments and peoples.

Focus Area 1.3 Liveable Community
Supporting all residents to participate in the social fabric and physical space of our community.

Key Initiative 1.3.1 Providing affordable and diverse recreation and arts opportunities for residents.

Key Initiative 1.3.2 Pursuing diverse community engagement methods.

Strategic Direction #2: Service Excellence

Key Initiative 2.2.2 Aligning organizational service capacity with service levels.

Strategic Direction #3: Sustainable Future

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

Focus Area 3.2 Growth Readiness
Ensuring land development supports economic readiness and community priorities.

Focus Area 3.3 Robust Economy
Doing our part to stimulate and amplify economic development opportunities.

Key Initiative 3.3.1	Supporting all aspects of tourism and visitor services, including the accommodation levy and creation of the destination marketing organization.
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.

ALTERNATIVES TO RECOMMENDATION:
--

None

RATIONALE:

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.

ATTACHMENTS:

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.

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

Schedule "B"

Fees and Charges

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

SERVICE	FEE Effective January 1, 2026
NBC Part 9 Residential Building Permits	
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
NBC Part 9 Non-Residential Building Permits and All NBC Part 3 Building Permits	
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
Other	
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
Surety Bonds All Building Permits	
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	FEE Effective September 1, 2026
Burial Permit	\$104.25	\$107.50
Burial Plot		
Infant	\$157.75	\$421.75
Adult	\$263.00	\$703.25
Military	\$157.75	\$421.75
Cremation and Columbarium	\$157.75	\$421.75
Opening and Closing Burial Plot		
Weekend	\$1,069.25	\$1,101.25
Weekday	\$840.25	\$865.50
Opening and Closing Cremation and Columbarium Plot		
Weekend	\$675.75	\$696.00
Weekday	\$472.75	\$487.00
Disinterment	100% cost recovery	100% cost recovery

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

1 & 2 Hour Meters	FEE Effective March 1, 2024	FEE Effective May 1, 2026
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
9 Hour Meters	FEE Effective March 1, 2024	FEE Effective May 1, 2026
0.05	3 Minutes	2 Minutes
0.10	6 Minutes	4 Minutes
0.25	15 Minutes	10 Minutes
1.00	60 Minutes	40 Minutes

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

Parking Certificate Service		
Service	FEE Effective May 1, 2020	FEE Effective March 1, 2024
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)

APPLICATION OR SERVICE	FEE Effective January 1, 2026
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)

PROGRAM / SERVICE	FEE Effective September 1, 2025	FEE Effective September 1, 2026
ARENAS		
Ice Arena Rental		
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

Non-Ice Arena Rental (Sports Activity)		
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
EVENTS		
Main Floor Rental (Non-Ice Activity)		
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
MULTIPLEX FACILITY RENTALS		
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.
Ed Jeske Arena Portable Floor Rental & Indoor Field Turf Removal		
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
OTHER ARENA FEES		
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
Liquor Licensed Events at City Facilities	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
FIELDHOUSE		
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
AQUATIC CENTRE		
Rentals		
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
SCHOOL RENTAL		
Large Gyms: 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.
Medium Gyms: 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.
Multiplex Gym - 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
Small Gyms: 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
Tournaments/Special Events		
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
Commercial Special Events		
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 Effective September 1, 2025	FEE Effective September 1, 2026
MEETING ROOMS		
School Classrooms, Multiplex, Aquatic Centre A or B Meeting Rooms		
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
PUBLIC LIBRARY		
Meeting Room		
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 Effective September 1, 2025	FEE Effective September 1, 2026
OUTDOOR FACILITIES		
Somba K'e Civic Plaza Amphitheatre		
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
Rotary Waterfront Park – Day Use Area, City Hall Back Lawn, City Hall Front Lawn, Government Dock, YKCA Stage Area		
Hourly Rental	\$44.50	\$46.00
Half day	\$177.25	\$182.50
Full day	\$354.50	\$365.25
Government Dock (Yvonne Quick Heritage Wharf)		
Seasonal Vending	\$672.50	\$692.75
Canoe Storage	\$268.75	\$277.00

PROGRAM / SERVICE	FEE	FEE
	Effective September 1, 2025	Effective September 1, 2026
Parker Park Ball Diamonds; St. Joseph's, William MacDonald & Range Lake Schools Soccer Fields		
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.		
Tennis Courts		
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
Folk On the Rocks Site		
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
AQUATIC CENTRE		
Lesson Fees		
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

	SINGLE ADMISSION	PUNCH PASS (Min. 10 passes)¹	1 WEEK FLEXI PASS²	2 WEEK FLEXI PASS²	1 MONTH FLEXI PASS²	3 MONTH FLEXI PASS² (-5%)	6 MONTH FLEXI PASS² (-10%)	ONE YEAR FLEXI PASS³ (-15%)
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 ⁴	\$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

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

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

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

⁴ Student – valid student card issued by an accredited post-secondary institution

PROGRAM / SERVICE	FEE Effective September 1, 2025	FEE Effective September 1, 2026
AVDERTISING		
ARENAS (See NOTE below)		
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
FIELDHOUSE (See NOTE below)		
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
NOTE: 15% discount off total advertising rates if advertising in more than one facility		
Electronic Sign (Community Groups only)		
Set up charge	\$79.00/message	\$81.50/message
Weekly fee	\$8.75/message	\$9.00/message
Program Registration System		
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
EQUIPMENT RENTAL		
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
PUBLIC LIBRARY		
Overdue Fines		
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
Insurance Premium	\$12.50 per month per Equivalent Residential Unit ("ERU")	\$16.50 per month per Equivalent Residential Unit ("ERU")
Customer Portion of Payment for Work	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
Work Done by City	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
Piped Water Access Fee (as per section 1(a))	\$10.00 per Equivalent Residential Unit ("ERU") per month	\$10.00 per Equivalent Residential Unit ("ERU") per month

Public Piped Service Users (Demand)				
Monthly Demand Ratio (applies whether or not any water is consumed [as per section 1(b)])				
Size of Water Meter			Monthly Demand Charge	
Imperial	Metric	Capacity	Effective January 1, 2025	Effective January 1, 2026
(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
Unmetered Users/Flat Rate (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
Water Delivery/Sewage Pump out		
Users in residentially zoned areas within the City		
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
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])		
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
Bulk Sales (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
Water Meter Fee (as per section H) Connect or Disconnect Permit (includes inspection)* (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
Re-Inspection Fee	\$100.00 per inspection	\$100.00 per inspection
Utility Account Registration Fee (paper invoice)	\$46.00 per account	\$47.25 per account
Utility Account Registration Fee (e-Billing)	\$32.25 per account	\$33.00 per account
Infrastructure Replacement Levy (as per section K)	\$18.50 per ERU per month	\$21.00 per ERU per month
Capital cost to connect to public piped services (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)

PROGRAM OR SERVICE (Tipping Fees)	FEE Effective June 1, 2024	FEE Effective January 1, 2026
COMMERCIAL RATES (for Commercial Vehicles Disposing of Solid Waste)		
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
Special Waste*		
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

PROGRAM OR SERVICE (Tipping Fees)	FEE Effective June 1, 2024	FEE Effective January 1, 2026
COMMERCIAL RATES (for Commercial Vehicles Disposing of Solid Waste)		
Complete Metal Drums or Barrels (must be completely empty)	\$17.50 each	\$19.00 each
Propane Tanks <ul style="list-style-type: none"> – Not more than 40 lbs – More than 40 lbs 	\$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"> – 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) <ul style="list-style-type: none"> – 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
Tree Branches, Stumps, Roots and Logs	\$153.50 per tonne (minimum charge \$40.00)	\$167.25 per tonne (minimum charge \$40.00)
*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.		

SOLID WASTE CONTRACTOR RATES (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)	FEE Effective June 1, 2024	FEE Effective January 1, 2026
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

RESIDENTIAL WASTE (TIPPING FEES) (Residential vehicles disposing of residential waste, not collected for compensation)	FEE Effective June 1, 2024	FEE Effective January 1, 2026
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
Special Waste*		
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
*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.		

Supplementary Tipping Rates (applicable during any period that the weigh scale is inoperable)	FEE Effective June 1, 2024	FEE Effective January 1, 2026
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

RESIDENTIAL WASTE (TIPPING FEES) (Residential vehicles disposing of residential waste, not collected for compensation)	FEE Effective June 1, 2024	FEE Effective January 1, 2026
Tag Fee, Garbage Receptacle Limit & Solid Waste Levy		
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 ² 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	Effective January 1, 2026
	\$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
City Programs or Services not otherwise addressed in this Schedule or in another By-law	The fee or charge is the <i>Cost of Service</i>
Request for access to records	\$25.00 or the cost of providing the record, whichever is greater.
Commissioner/Notary Public Fee	\$25.00 per document plus applicable taxes (up to three signatures) \$10.00 per each additional signature plus applicable taxes
Photocopies 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	
Custom Mapping Services	\$50.00 per hour (minimum of 1 hour)

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