



CITY OF YELLOWKNIFE

Council Agenda

Monday, December 14, 2015 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. 4250, the Council Procedures By-law, for the rules respecting the procedures of Council.

COUNCIL:

Mayor Mark Heyck

Councillor Rebecca Alty
Councillor Adrian Bell
Councillor Linda Bussey
Councillor Niels Konge

Councillor Shauna Morgan
Councillor Julian Morse
Councillor Steve Payne
Councillor Rommel Silverio

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. Page No. Description

OPENING PRAYER/MEDITATION

1. Councillor Morse will read the Opening Prayer/Meditation.

We are grateful for our city, for our homes, for our neighbours, and for our freedom. We are grateful for the opportunity we have to meet here and to serve our fellow citizens.

May we bring both the strength of our convictions, and the willingness to listen and learn, to our discussions. May we consider the needs and aspirations of all our fellow citizens in our decisions. And may we always represent our constituents with dignity, integrity, and honesty.

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 23, 2015 are presented for adoption.

4. Councillor Morse moves,
Councillor _____ seconds,

That Minutes of Council for the regular meeting of Monday, November 23, 2015 be presented for adoption.

Unanimous	In Favour	Opposed	Carried / Defeated
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Previously
Distributed

5. Minutes of Council for the special meeting of Monday, December 7, 2015 are presented for adoption.

6. Councillor Morse moves,
Councillor _____ seconds,

That Minutes of Council for the special meeting of Monday, December 7, 2015 be presented for adoption.

Unanimous	In Favour	Opposed	Carried / Defeated
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<u>Item No.</u>	<u>Page No.</u>	<u>Description</u>
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DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

7. Does any Member have a pecuniary interest in any matter before Council tonight?

CORRESPONDENCE & PETITIONS

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

STATUTORY PUBLIC HEARINGS

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

DELEGATIONS PERTAINING TO ITEMS ON THE AGENDA

10. There are no delegations pertaining to items on the agenda.

MEMBER STATEMENTS

11. There were no statements for the agenda.

12. Are there any Member statements from the floor?

INTRODUCTION AND CONSIDERATION OF COMMITTEE REPORTS

Councillor Morse will introduce the following reports:

13. Municipal Services Committee Report for November 23, 2015.

14. Councillor Morse moves,
Councillor _____ seconds,

That the 2016 Council and Committee Calendar be adopted as presented and that all regular Council meetings be held at 7:00 p.m. in the City Hall Council Chamber.

Unanimous	In Favour	Opposed	Carried / Defeated
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<u>Item No.</u>	<u>Page No.</u>	<u>Description</u>
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15. Councillor Morse moves,
Councillor _____ seconds,

That Council appoint Georgina Rolt to serve, for a three (3) year term effective December 15, 2015 until December 14, 2018, on the City of Yellowknife Development Appeal Board.

Unanimous	In Favour	Opposed	Carried / Defeated
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16. Special Municipal Services Committee Report for November 30, 2015.

17. There was no business arising from the meeting.

TO BE DISTRIBUTED

18. Special Municipal Services Committee Report for December 7, 8, and 9, 2015.

19. Councillor Morse moves,
Councillor _____ seconds,

That Council approve the 2016 Draft Budget with revenues of \$_____, expenditures of \$_____ including Capital Investment of \$_____, amortization of \$_____ and debt principal repayments of \$_____; and that Council adopt the 2017 and 2018 Budget in principle.

Unanimous	In Favour	Opposed	Carried / Defeated
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ENACTMENT OF BY-LAWS

20. By-law No. 4884 - A by-law to amend Development Incentive By-law No. 4534, by removing Section 20 "Term", is presented for First, Second and Third Reading.

21. Councillor Morse moves,
Councillor _____ seconds,

First Reading of By-law No. 4884.

Unanimous	In Favour	Opposed	Carried / Defeated
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Item No. Page No. Description

22. Councillor Morse moves,
Councillor _____ seconds,

Second Reading of By-law No. 4884.

Unanimous	In Favour	Opposed	Carried / Defeated
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23. Councillor Morse moves,
Councillor _____ seconds,

That By-law No. 4884 be presented for Third Reading.

Unanimous	In Favour	Opposed	Carried / Defeated
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24. Councillor Morse moves,
Councillor _____ seconds,

Third Reading of By-law No. 4884.

Unanimous	In Favour	Opposed	Carried / Defeated
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TO BE DISTRIBUTED

25. By-law No. 4885 - A by-law to amend Fees and Charges By-law No. 4436, as amended, by amending Parts 15 and 17 of Schedule B to reflect the increases proposed in the 2016 Budget, is presented for First, Second and Third Reading.

26. Councillor Morse moves,
Councillor _____ seconds,

First Reading of By-law No. 4885.

Unanimous	In Favour	Opposed	Carried / Defeated
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<u>Item No.</u>	<u>Page No.</u>	<u>Description</u>
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27. Councillor Morse moves,
Councillor _____ seconds,

Second Reading of By-law No. 4885.

Unanimous	In Favour	Opposed	Carried / Defeated
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28. Councillor Morse moves,
Councillor _____ seconds,

That By-law No. 4885 be presented for Third Reading.

Unanimous	In Favour	Opposed	Carried / Defeated
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29. Councillor Morse moves,
Councillor _____ seconds,

Third Reading of By-law No. 4885.

Unanimous	In Favour	Opposed	Carried / Defeated
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30. By-law No. 4883 - A by-law authorizing the City of Yellowknife to acquire fee simple title in Commissioner's Land, as identified in Schedule A (Road Plan 194 and unsurveyed portion of Ingraham Drive, Weaver Drive and Wiley Road), is presented for Second and Third Reading.

31. Councillor Morse moves,
Councillor _____ seconds,

Second Reading of By-law No. 4883.

32. Councillor Morse moves,
Councillor _____ seconds,

Third Reading of By-law No. 4883.

Unanimous	In Favour	Opposed	Carried / Defeated
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Item No. **Page No.** **Description**

DEFERRED BUSINESS AND TABLED ITEMS

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

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

OLD BUSINESS

35. There was no old business for the agenda.

36. Is there any old business from the floor?

NOTICES OF MOTION

37. There were no notices of motion for the agenda.

38. Are there any notices of motion from the floor?

DELEGATIONS PERTAINING TO ITEMS NOT ON THE AGENDA

39. A presentation from Craig Scott, a representative of Ecology North, regarding an introduction to the Transportation Issues Committee.

NEW BUSINESS

40. A memorandum regarding whether to authorize Councillor Bussey to travel to Canadian Capital Cities Organization (CCCO) Board meeting, in Ottawa from January 27 to 29, 2016.

41. Councillor Morse moves
Councillor _____ seconds,

That Council authorize Councillor Bussey to travel to Canadian Capital Cities Organization (CCCO) Board meeting, in Ottawa from January 27 to 29, 2016.

Unanimous	In Favour	Opposed	Carried / Defeated
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42. Is there any new business from the floor?



<u>Item No.</u>	<u>Page No.</u>	<u>Description</u>
		<u>ADMINISTRATIVE ENQUIRIES</u>
43.		There were no administrative enquiries for the agenda.
44.		Are there any administrative enquiries from the floor?
		<u>ADJOURNMENT</u>



CITY OF YELLOWKNIFE

MUNICIPAL SERVICES COMMITTEE REPORT

Monday, November 23, 2015 at 12:05 p.m.

Report of a meeting held on Monday, November 23, 2015 at 12:05 p.m. in the City Hall Council Chamber. The following Committee members were in attendance:

Chairman: Mayor M. Heyck,
Councillor R. Alty,
Councillor A. Bell,
Councillor L. Bussey,
Councillor N. Konge,
Councillor S. Morgan,
Councillor J. Morse,
Councillor S. Payne, and
Councillor R. Silverio.

The following members of Administration staff were in attendance:

D. Kefalas,
J. Dalley,
D. A. Gillard,
J. Humble,
C. Greencorn,
N. Naidoo,
K. Penney,
G. White, and
D. M. Gillard.

<u>Item</u>	<u>Description</u>
1.	(For Information Only) Committee agreed unanimously to add a discussion regarding email protocol.
2.	(For Information Only) Councillor Alty declared a conflict with regard to the appointment of a member to the Community Advisory Board on Homelessness due to her employment.



(For Information Only)

3. Committee read a memorandum regarding whether to amend the budget policies to better reflect the operating fund balances of the City. Committee noted that Council’s Budget Policies were developed in accordance with the recommended best practices of the Government Finance Officers Association (GFOA) of Canada and its affiliated international associations. Council adopted an initial set of Budget Policies in September 2000 and implemented these policies in the 2001 Budget Document. Throughout the years new policies were added and amended between 2001 and 2011. Presently, there are 28 budget policies in place. Council has directed Administration to review these policies to ensure they are still applicable to current and future fiscal needs and that they provide a framework for the prudent management of the City’s financial resources. The recommendations above include changes to only those policies that have a potential financial impact. Council policy / resolution or goal: Council Goal#1 Building a sustainable future. Council Objective 1(b) Continue to have a sustainable and practical approach to infrastructure deficit reduction. Council Objective 1(c) Emphasize fairness, value and transparency in financial decisions, program delivery and land administration. Council Action 1.5 Implement asset management. Council Action 1.17 Explore policy options to mitigate future infrastructure deficit. Applicable legislation, by-laws, studies, plans: *Cities, Towns and Villages Act; Cities, Towns and Villages Debt Regulations*; and Government Finance Officers Association – Best Practices in Budgeting and Fiscal Policy. No changes are currently being recommended for the following policies as they are currently following the Best Practices of the Government Finance Officers Association:

GFOA Recommended Budget Practices	Balancing the Budget
Stakeholder Concerns, Needs and Priorities	Revenue Diversification
Program Assessments	Contingency Planning
Capital Asset Assessment	Program and Design
Management Systems Assessment	Budget Type, Presentation and Time Period
Council’s Budget Goals	Amending the Budget
Fees and Charges	Financial Condition
Debt Level and Capacity	Capital Program Implementation
One-time Revenues	Budgetary Performance
Unpredictable Revenues	Stakeholder Satisfaction

Committee was provided with a table that compares the City’s minimum Stabilization Fund targets with the actual results as of December 31, 2014 and includes the recommended changes: Administration will no longer be including Community Profile and Performance Measures in the final published budget document as these two sections will be included in the City’s Annual Report. Administration therefore recommends that they be removed from the current Budget Policies. The General Fund has a balance of \$4,517,567 which is 14% of total expenditures and is within the policy limit. This recommendation is in line with GFOA Best Budgeting Practices of 16.7% and Grande Prairie’s 10%. This Fund requires tax increases for several years. The details will be discussed under the Asset Management section in separate memorandum. It is anticipated that the Solid Waste Management and Water & Sewer Funds will be able to achieve the recommended targeted fund balance of



5% in 2018 and 2019 respectively. The existing policy limits are unrealistic and not achievable by either Fund. Both Funds require rate increases. The details will be discussed under the Asset Management section in separate memorandum. The Service Connection Failure Assistance Fund has a negative fund balance of \$156,882 in 2014 due to the increase in work completed under this program, resulting in higher than budgeted expenses. Administration will review this Fund in the coming year's Budget to come up with a plan to balance the Fund. The current policy is used to maintain an adequate level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures. The policy currently states: Council shall establish and maintain fund balances as follows: General Fund, Solid Waste Management Fund and Water & Sewer Fund: no less than 10% and no more than 15% of budgeted expenditures; Land Development Fund: no less than NIL; Service Connection Failure Assistance Fund: no less than Nil; Capital Fund: no less than NIL; and Reserve Fund: amounts sufficient to fund expenditures in accordance with the Capital Improvement Plan. Fund balances may be used at Council's discretion for emergencies, unanticipated economic downturns, and one time opportunities. If feasible, minimum fund balances shall be restored in the following year and, certainly, within five years of use. The budget shall include a five-year plan to attain minimum fund balances by December 31, 2008 and thereafter maintain minimum fund balances. Item # 1, Administration recommends establishing and maintaining fund balances as follows: General Fund - no less than 10% and no more than 15% of budgeted expenditures (no change); Solid Waste Management Fund and Water & Sewer Fund - no less than 5% of budgeted expenditures (changed from "minimum 5% and maximum 10% of budgeted expenditures"); Land Development Fund - no less than NIL (no change); Service Connection Failure Assistance Fund - no less than NIL (no change); Capital Fund - amounts sufficient to fund expenditures according to Asset Management Plan (changed from "no less than NIL") Reserve Fund - amounts sufficient to fund expenditures in accordance with the Asset Management Plan (changed from "the Capital Improvement Plan"). In Item # 3, the existing policy sets a target of December 31, 2008 to attain minimum fund balances. Administration recommends that Council amend this target date to December 31, 2019. Debt Issuance and Management – Policy 925-B10 This policy is used to ensure that debt is issued and managed wisely in order to maintain a sound fiscal policy. The policy currently states: Long-term debt may be issued to finance capital acquisitions, finance land development and refinance existing long-term debt. Long-term debt may not be issued to finance operating costs. The maximum term of any debt, except debt for land development, shall be the useful life of the asset to a maximum of 25 years. The maximum term for debt for land development shall be 10 years. Debt limits shall be as follows: the total amount of outstanding debt shall not exceed 5% of the total current assessed value of all property in which taxes or grants are paid; temporary borrowing shall not exceed \$10 million; and total annual debt servicing costs shall not exceed 10% of the net amount of total revenue less government transfers. Grants-in-lieu of taxes shall not be considered government transfers. All new debt issued, including temporary borrowing, long-term borrowing, capital leases and other forms of debt, shall be approved by by-law and issued in accordance with the standard purchasing policies of the City. Debt to be repaid using collections of unpredictable revenue, such as land sales, shall be supported by a cash flow projection that demonstrates that collections of unpredictable



revenue will be sufficient to make principal and interest payments. The projection shall be prepared in accordance with Generally Accepted Accounting Principles and use assumptions that reflect the most probable set of economic conditions and planned courses of action. The projection shall use conservative estimates and, as much as possible, be supported by and reference third party analysis and information. The importance of matching the timing of debt proceeds to expenditures and of debt servicing to revenue shall be considered less important than the ability to service the debt and minimize the net present value of cash flows. The factors to be used to determine the date of issue and the structure of debt are: the future availability of cash to service the debt; and minimizing the next present value of all cash flows affected by financing, including interest revenue, temporary borrowing and all long-term debt. The City may issue debt in the fiscal year immediately subsequent to the fiscal year in which the capital asset is acquired, if the financial benefit is clearly demonstrated. The budget shall include a plan to comply with the prescribed debt limits by December 31, 2005 and thereafter maintain the prescribed debt limits. Item # 3: According to existing policy, the total outstanding debt is 5% of total assessed value. In 2014, the total assessment was \$2.90 billion, so the calculated debt limit is \$149 million. The *Cities, Towns & Villages Debt Regulation*, however, defines total outstanding debt as two times total eligible revenues. In 2014 total legal debt should have been \$122.3 million (long-term \$113.1 million and short-term \$9.1 million). There is a variance between the policy and legal limit. The City so far has utilised 44.31% of its legal debt limit. Our temporary borrowing arrangement with TD Commercial Banking is \$10 million but the calculated legal limit is \$9.1 million. The City has not used the temporary borrowing facility for many years, as the need has not arisen. The revenue sources are as defined in the *Cities, Towns & Villages Debt Regulations*. Administration recommends the following changes to existing Policy, Item # 3: the total amount of outstanding debt shall not exceed two times the municipal corporation's revenue for the previous fiscal year; short-term borrowing shall not exceed 15% of the municipal corporation's revenue for the previous fiscal year; and total annual debt servicing costs shall not exceed 25% of the municipal corporation's revenues for previous fiscal year. Item # 9: "The budget shall include a plan to comply with the prescribed debt limits by December 31, 2005 and thereafter maintain the prescribed debt limits." Administration recommends that this policy be deleted, as the City's debt limits are within both legal and policy limits and the City will not exceed the legal limit without proper authorization from MACA. Capital Asset Management- Policy 925-B18 This policy is to guide capital asset management by adopting policies and plans for capital asset acquisition, maintenance, replacement and retirement. It currently states: Council shall consider the Capital Assets Assessment and Council's Budget Goals when adopting policies on capital asset management; Council shall adopt annually five and twenty-year capital improvement plans. Council shall consider whether the planned level of capital expenditures is adequate to maintain the standards set for capital assets. Council shall not unduly defer capital expenditures. Council shall provide adequate Capital fund revenue by including, at least: All block funding, except block funding allocated to the Land Development Fund. Block funding shall not be allocated or transferred to the General Fund, the Water & Sewer Fund or the Solid Waste Management Fund; Equal to the greater of all municipal taxes from mining that are collected or considered collectable, plus 10% of non-mining taxation revenue. Non-mining taxation revenues equals non-mining municipal taxes, net of discounts and



exemptions, plus all grants-in-lieu. Debt Servicing Costs on long term debt (excluding land related debt servicing costs) 30 percent of water and sewer revenue; 10% of solid waste management revenue; and Local improvement charges. Infrastructure and land not for resale shall be funded by capital revenue and/or debt and not by reserves. Capital assets other than infrastructure and land not for resale shall be funded by reserves. The City shall set aside in reserves the amount necessary to replace capital assets: if the life of the asset is no more than 20 years, over the remaining life of the asset; or if the life of the asset is more than 20 years, over the last 20 years of the life of the asset or the remaining life of the asset, if less. The City shall set aside in reserves the amount necessary to acquire new capital assets over the period available once Council approves the plan to acquire the new asset. Administration recommends changes to Items #2 and #3. This memo will deal with only Item #2. Item #3 will be presented in a separate memo. Administration recommends that five- and twenty-year capital improvement plans be changed to three-, ten-, and twenty-year capital improvement plans. A three year plan will be used for the purpose of developing the budget. Ten years for the purpose of ensuring Council has an ideal of what expenditures are required to meet the short - and mid-term needs of the city. The twenty year plan would ensure proper planning is done and that mechanisms are put in place to ensure long term sustainability and that such plans are based on sustainable scenarios. Administration Fees – Policy 925-B27 The purpose of this policy is to set administration fees for inter-fund transfers to the General Fund. The policy includes the following: Council shall transfer to the General Fund an administration fee of: 15 percent of revenue from the Water and Sewer Fund; 10 percent of revenue from the Solid Waste Management Fund; and a minimum of \$100,000 from the Land Development Fund subject to achieving the minimum fund balances set out in the Stabilization Funds policy. Items #1-3: The transfer amounts from the Water & Sewer, Solid Waste Management and Land funds will be based on the estimated administration costs, which will be reviewed every three years to ensure this practice is still appropriate. A balanced budget is one that supports financial sustainability for multiple years into the future. GFOA recommends that governments adopt rigorous policies for all operating funds aimed at achieving and maintaining structural balance where recurring revenues are equal to recurring expenditures in the adopted budget. The exercise included the review of the financial positions for all funds as well as researching other municipalities to determine what these specific communities have in place. To ensure the City is in compliance with the *Cities, Towns & Villages Act* and following the Government Finance Officers Association best practises it is necessary to review budget policies every five years so that operations are funded effectively and sufficiently. The amended policies will guide the City towards achieving a structurally balanced budget that supports financial sustainability for multiple years into the future.

Administration responded to several questions from Committee with regard to the policies, the City's 10 year plan and the City's Stabilization Funds. Committee determined that it would be best to defer this matter until the new year and go through the upcoming budget based on current policies.



Administration was requested to clarify 2.2 and 2.3 of Stabilization Funds and the intended purpose of the Policy. And to provide Performance Measures for review during Budget deliberations.

4. **Committee read a memorandum regarding whether to adopt the 2016 Council and Committee Calendar.** Committee noted that The *Cities, Towns and Villages Act* requires Council to give public notice of the time and place of each regular Council Meeting. This notice requirement may be met by giving public notice of a schedule of regular meetings at least once each year. Council policy / resolution or goal: Objective 3(c) Ensure Transparency, Accountability and Reporting. Applicable legislation, by-laws, studies, plans: *Cities, Towns and Villages Act*; and Council Procedures By-law No. 4250, as amended. Section 25(2) of the *Cities, Towns and Villages Act*, states that Council shall hold at least one regular meeting each month at the time and place that Council fixes by resolution. Section 26 states that Council shall ensure that public notice of the time and place of each regular Council meeting is given at least three days in advance and that Council may give public notice of the time and place of each regular Council meeting by giving public notice of a schedule of regular meetings at least once each year. Council Procedures By-law 4250, as amended, provides that regular meetings of Council will be held on the second and fourth Monday of each month at 7:00 p.m., with the exception of June, July and August when Council will meet on the fourth Monday of the month and December when Council will meet on the second Monday of the month. The Municipal Services Committee will meet at 12:05 p.m. on the first, second, third and fourth Mondays of the month with the exception of June, July and August when Committee will meet on the second and fourth Mondays of the month and the month of December when Committee will meet on the first and second Mondays of the month. The *Cities, Towns and Villages Act* requires Council to give public notice of the time and place of each regular Council Meeting. This notice requirement may be met by giving public notice of a schedule of regular meetings at least once each year. The adoption of the Council and Committee calendar will enable the City to schedule matters for consideration in a timely and efficient manner.

In Response to questions from Committee, Administration advised that it will endeavor distribute agendas to Council by the end of the day on Thursdays and noted that special Municipal Services Committee meetings will be called during summer months to deal with issues that may take longer deliberation.

Committee recommends that the 2016 Council and Committee Calendar be adopted as presented and that all regular Council meetings be held at 7:00 p.m. in the City Hall Council Chamber.

MOVE APPROVAL

(For Information Only)

5. Committee read a memorandum regarding the Minutes of a Meeting of the Community Energy Planning Committee on October 23, 2015.



(For Information Only)

6. A discussion took place regarding the potential for district heating within Grace Lake South. Committee noted that it is likely not feasible for this subdivision but felt that it may be beneficial information for future subdivisions. Councillor Morse noted that he may bring forward a motion for further investigation.

(For Information Only)

7. A discussion took place regarding the Noise By-law and the ability to monitor noise levels. Committee noted that the by-law was last reviewed in 1991. Councillor Bell noted that he may bring forward a motion in this regard.

(For Information Only)

8. A discussion took place regarding the protocol for responding to emails sent to the Council email group. Mayor Heyck undertook to provide something in writing in advance of the Governance Review, and communications protocol therein, coming forward.

(For Information Only)

9. Councillor Morse moved,
Councillor Bussey seconded,

That Committee move in camera at 1:02 p.m. to appointments to the Audit Committee, Community Advisory Board on Homelessness and Development Appeal Board, and to discuss two personnel matters and that it is in the public interest to do so.

MOTION CARRIED UNANIMOUSLY

(For Information Only)

10. Committee discussed a memorandum regarding whether to appoint persons to fill vacant positions on the Audit Committee.

(For Information Only)

11. Councillor Alty declared a conflict of interest and excused herself from the meeting at 1:10 p.m.

(For Information Only)

12. Committee discussed a memorandum regarding whether to appoint a representative from an organization serving seniors, to serve on the Community Advisory Board on Homelessness.

(For Information Only)

13. Councillor Alty returned to the meeting at 1:11 p.m.



- (For Information Only)
14. Committee recessed at 1:11 p.m. and reconvened at 1:18 p.m.
- (For Information Only)
15. Committee discussed a memorandum regarding whether to appoint a member to serve on the City of Yellowknife Development Appeal Board.
- (For Information Only)
16. Committee discussed a personnel matter.
- (For Information Only)
17. Committee discussed a personnel matter.
- (For Information Only)
18. Councillor Alty moved,
Councillor Bussey seconded,

That Committee return to an open meeting at 3:11 p.m.

MOTION CARRIED UNANIMOUSLY

- (For Information Only)
19. Committee read a memorandum regarding whether to appoint persons to fill vacant positions on the Audit Committee. The term of office for Ms. Tara Clowes, a representative from the business community with considerable experience in the operation and management of a large entity, will expire on December 10, 2015. Mr. Bob Shahi, an accountant, has resigned from the Audit Committee. It is the practice of the City to advertise all committee vacancies. The City advertised the vacancies specifying that it be filled by an accountant and a representative from the business community with considerable experience in the operation and management of a large entity, in the City's newsletter, the City's website and social media sites and received four (4) responses. Council policy / resolution or goal: Council Goal #3 Enhancing Communications and Community Engagement. Motion #0459-96: "The following policy be adopted with respect to appointments to municipal boards and committees: i) The maximum consecutive years that an individual may serve on any one board or committee is six. ii) Individuals who have served the maximum six-year period on one municipal board or committee shall be eligible to be appointed to another board or committee. iii) No individual shall be precluded from serving concurrent terms on more than one municipal board or committee. iv) Notwithstanding that an individual appointee has served less than six years on a particular board or committee, Council may, after the expiration of the first or subsequent terms of that appointee, advertise for applicants to fill a vacancy on that board or committee. v) Notwithstanding clause (i.) of this policy, should the City receive no applications to fill a vacancy on any particular board or committee, the six year maximum limitation may, at the discretion of City Council, be waived. Applicable legislation, by-laws, studies, plans: *Cities, Towns & Villages Act*; and Audit Committee By-law No. 4217. The Audit Committee has



recommended staggered terms for Committee members. Audit Committee By-law No. 4127 requires outside members to reside in Yellowknife and be independent from City Council, management, auditors, legal counsel and major contractors. Section 4.a.ii (3) states that the currently vacant position must be filled by an accountant. The Audit Committee helps to enhance the auditor's real and perceived independence by providing an intermediary link between the auditor and Council. The Audit Committee limits the reliance Council must place on the technical expertise of the independent auditor. The Audit Committee is intended to function with a full complement of six members. Having the term of a new member expire in three years will conform to the staggered term recommendation.

Committee recommends that Council appoint Tara Clowes an accountant pursuant to Audit Committee By-law No. 4127, to serve on the City of Yellowknife (City) Audit Committee for a three-year term commencing November 24, 2015 and ending November 23, 2018.

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

(For Information Only)

20. Committee read a memorandum regarding whether to appoint a representative from an organization serving seniors, to serve on the Community Advisory Board on Homelessness. Committee noted that Mr. Jeff Renaud, a representative from an organization serving seniors, has resigned from the Community Advisory Board (CAB) on Homelessness due to relocation. The City of Yellowknife invited various organizations serving seniors to submit an application to serve on the Community Advisory Board on Homelessness. Council policy / resolution or goal: Council Goal #4 (b) Advance the City's interest in responding to Social, Environmental and Economic Issues and their impacts. Motion #0459-96, as amended by #0460-96, #0462-96 and #0273-09: "The following policy be adopted with respect to appointments to municipal boards and committees: The maximum consecutive years that an individual may serve on any one board or committee is six. Individuals who have served the maximum six-year period on one municipal board or committee shall be eligible to be appointed to another board or committee. No individual shall be precluded from serving concurrent terms on more than one municipal board or committee. Notwithstanding that an individual appointee has served less than six years on a particular board or committee, Council may, after the expiration of the first or subsequent terms of that appointee, advertise for applicants to fill a vacancy on that board or committee. Notwithstanding clause (i.) of this policy, should the City receive no applications to fill a vacancy on any particular board or committee, the six year maximum limitation may, at the discretion of City Council, be waived. Should the City receive no applications to fill a vacancy on any particular board or committee, City Council may appoint a member of the public at their discretion. Applicable legislation, by-laws, studies, plans: Council Procedures By-law No. 4250, as amended. Section 120 of Council Procedures By-law No. 4250 states: Special Committees of Council 120. Where Council deems it necessary to establish a special committee to investigate and consider any matter, Council shall: (1) name the committee; (2) establish terms of reference; (3) appoint members to it; (4) establish the term of appointment of members; (5) establish requirements for reporting to Council or a standing committee; and (6) allocate any necessary budget or other resources to it. All appointments



to Special Committees must be approved by Council. The composition of the Committee was structured so that various segments of the community are represented. The Committee members will assist the City in an advisory capacity regarding homelessness issues within the municipal boundaries of the City of Yellowknife. Appointing a full complement of Members will ensure that the work of the committee is completed in a timely fashion. The term of the CAB coincides with the term of the Federal Homelessness Partnering Strategy Contribution Agreement. The current agreement is effective from April 1, 2014 to March 31, 2019.

Committee recommended that Council appoint Stephen Jackson, a representative from an organization serving seniors to serve on the Community Advisory Board on Homelessness (CAB) for a two-year term commencing November 24, 2015 and ending November 23, 2017.

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

21. **Committee read a memorandum regarding whether to appoint a member to serve on the City of Yellowknife Development Appeal Board.** Committee noted that the term of office for Ms. Georgina Rolt will expire on December 10, 2015. It is the practice of the City of Yellowknife to advertise all vacancies for boards and committees. The City has advertised a vacancy on the Development Appeal Board in the Capital Update and the City's website and has received one (1) application. Council policy / resolution or goal: Council Goal #3 Enhancing Communications and Community Engagement. The appointment of new representatives will help ensure that all members of the community are represented. Motion #0459-96, as amended by #0460-96, #0462-96 and #0273-09: "The following policy be adopted with respect to appointments to municipal boards and committees: i) The maximum consecutive years that an individual may serve on any one board or committee is six. ii) Individuals who have served the maximum six-year period on one municipal board or committee shall be eligible to be appointed to another board or committee. No individual shall be precluded from serving concurrent terms on more than one municipal board or committee. Notwithstanding that an individual appointee has served less than six years on a particular board or committee, Council may, after the expiration of the first or subsequent terms of that appointee, advertise for applicants to fill a vacancy on that board or committee. Notwithstanding clause (i.) of this policy, should the City receive no applications to fill a vacancy on any particular board or committee, the six year maximum limitation may, at the discretion of City Council, be waived. Should the City receive no applications to fill a vacancy on any particular board or committee, City Council may appoint a member of the public at their discretion. Applicable legislation, by-laws, studies, plans: *NWT Community Development and Planning Act*; and Zoning By-law No. 4404, as amended. In accordance with the *NWT Community Development and Planning Act*, Zoning By-law No. 4404 establishes the City of Yellowknife Development Appeal Board. Pursuant to Section 30(1) of the *NWT Community Development and Planning Act*, the minimum number of members that Council may appoint to the Development Appeal Board is three. Section 30(1) also states that members hold office for three year terms. Appointments must be made by resolution of Council. Historically, Council has appointed one member of Council and six members of the public to the Development Appeal Board. When assigning Council Member



portfolios, Councillor Neils Konge (Alternate Rommel Silverio) was named as the City's representative on the Development Appeal Board. The appointment of members will ensure that the Development Appeal Board has a full complement of members. A full complement of Board Members will ensure that hearings can be held in a timely manner.

Committee recommended that Council appoint Georgina Rolt to serve, for a three (3) year term effective December 15, 2015 until December 14, 2018, on the City of Yellowknife Development Appeal Board.

22. The meeting adjourned at 3:12 p.m.



CITY OF YELLOWKNIFE

SPECIAL MUNICIPAL SERVICES COMMITTEE REPORT

Monday, November 30, 2015 at 12:05 p.m.

Report of a meeting held on Monday, November 30, 2015 at 12:05 p.m. in the City Hall Council Chamber. The following Committee members were in attendance:

Chairman: Mayor M. Heyck,
Councillor R. Alty,
Councillor A. Bell,
Councillor L. Bussey,
Councillor N. Konge,
Councillor S. Morgan,
Councillor J. Morse,
Councillor S. Payne, and
Councillor R. Silverio.

The following members of Administration staff were in attendance:

D. Kefalas,
W. Alexander,
M. Couturier,
J. Dalley,
J. Humble,
C. Greencorn,
D. Marchiori,
N. Naidoo,
K. Penney,
D. M. Gillard.

<u>Item</u>	<u>Description</u>
1.	(For Information Only) There were no disclosures of pecuniary interest.
2.	(For Information Only) Committee heard a report from Administration regarding the Yellowknife Condominium Corporation No. 8 Infrastructure Project (Northlands). Committee noted that the project



nears final completion with the Condominium Plan and new Titles yet to be issued and the Local Improvement Charge levied. Mayor Heyck thanked everyone who worked collaboratively on this project, including Administration, previous Councils, the Board of Directors for Northlands, Mr. Lee Sacrey and RTL.

(For Information Only)

3. Councillor Bussey moved,
Councillor Alty seconded,

That Committee move in camera at 12:38 p.m. to discuss a Personnel matter and that it is in the public interest to do so.

MOTION CARRIED UNANIMOUSLY

(For Information Only)

4. Committee discussed a personnel matter.

(For Information Only)

5. Councillor Bussey moved,
Councillor Alty seconded,

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

MOTION CARRIED UNANIMOUSLY

(For Information Only)

6. There was no business arising from the in camera session.
7. The meeting adjourned at 1:40 p.m.



CITY OF YELLOWKNIFE

BY-LAW NO. 4884

BI 38

A BY-LAW of the Council of the Municipal Corporation of the City of Yellowknife in the Northwest Territories, authorizing the Municipal Corporation of the City of Yellowknife to amend City of Yellowknife Development Incentive Program By-law No. 4534, as amended;

PURSUANT TO Section 73 of the *Cities, Towns and Villages Act*, S.N.W.T. 2003, c. 22;

WHEREAS the Municipal Corporation of the City of Yellowknife wishes to continue the provision of development and redevelopment incentives for targeted areas and initiatives in the City;

WHEREAS the Municipal Corporation of the City of Yellowknife has enacted Development Incentive Program By-law No. 4534, as amended;

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

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

APPLICATION

1. That Development Incentive Program By-law No. 4534, as amended, is hereby amended by:

Deleting Section 20 which states as follows: "Term - Program applications shall be accepted from January 1, 2010 to January 30, 2015 with abatements provided up to December 15, 2022. Program renewal may be considered in 2015 subject to review from Administration and Council.";

Deleting 'for the duration of the term specified' in Section 6; and,

2. That the Mayor and City Administrator of the Municipal Corporation of the City of Yellowknife, or lawful deputy of either of them, are hereby authorized in the name and on the behalf of the Municipal Corporation of the City of Yellowknife, to execute all such forms of application, deeds, indentures, and other documents as may be necessary to give effect to this by-law and to affix thereto the corporate seal of the Municipal Corporation of the City of Yellowknife as the act and deed thereof, subscribing their names in attestation of such execution.

REPEALS

EFFECT

- 3. 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. 201__.

Mayor

City Administrator

Read a Second Time this _____ day of _____, A.D. 201__.

Mayor

City Administrator

Read a Third Time and Finally Passed this _____ day of _____, A.D., 201__.

Mayor

City Administrator

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 Administrator



CITY OF YELLOWKNIFE

BY-LAW NO. 4883

BA 313

A by-law of the Council of the Municipal Corporation of the City of Yellowknife authorizing the Municipal Corporation of the City of Yellowknife to acquire fee simple title in land for the Municipal Corporation of the City of Yellowknife, in the Northwest Territories.

PURSUANT to Section 53 of the *Cities, Towns and Villages Act*, S.N.W.T., 2003, c. 22;

WHEREAS the said parcels of land is available for acquisition by the Municipal Corporation of the City of Yellowknife;

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

APPLICATION

1. That the Municipal Corporation of the City of Yellowknife is hereby authorized to acquire fee simple title in all those parcels of land more particularly described as:

ROAD, Plan 194 Yellowknife; and,

All that parcel of land, as shown in a hatched pattern on Schedule "A", attached hereto and forming part of this by-law.

2. That the Mayor and City Administrator of the Municipal Corporation of the City of Yellowknife, or lawful deputy of either of them, are hereby authorized in the name and on the behalf of the Municipal Corporation of the City of Yellowknife, to execute all such forms of application, deeds, indentures, and other documents as may be necessary to give effect to this by-law and to affix thereto the corporate seal of the Municipal Corporation of the City of Yellowknife as the act and deed thereof, subscribing their names in attestation of such execution.

EFFECT

3. 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. 2015.

Mayor

City Administrator

Read a Second Time this _____ day of _____, A.D. 2015.

Mayor

City Administrator

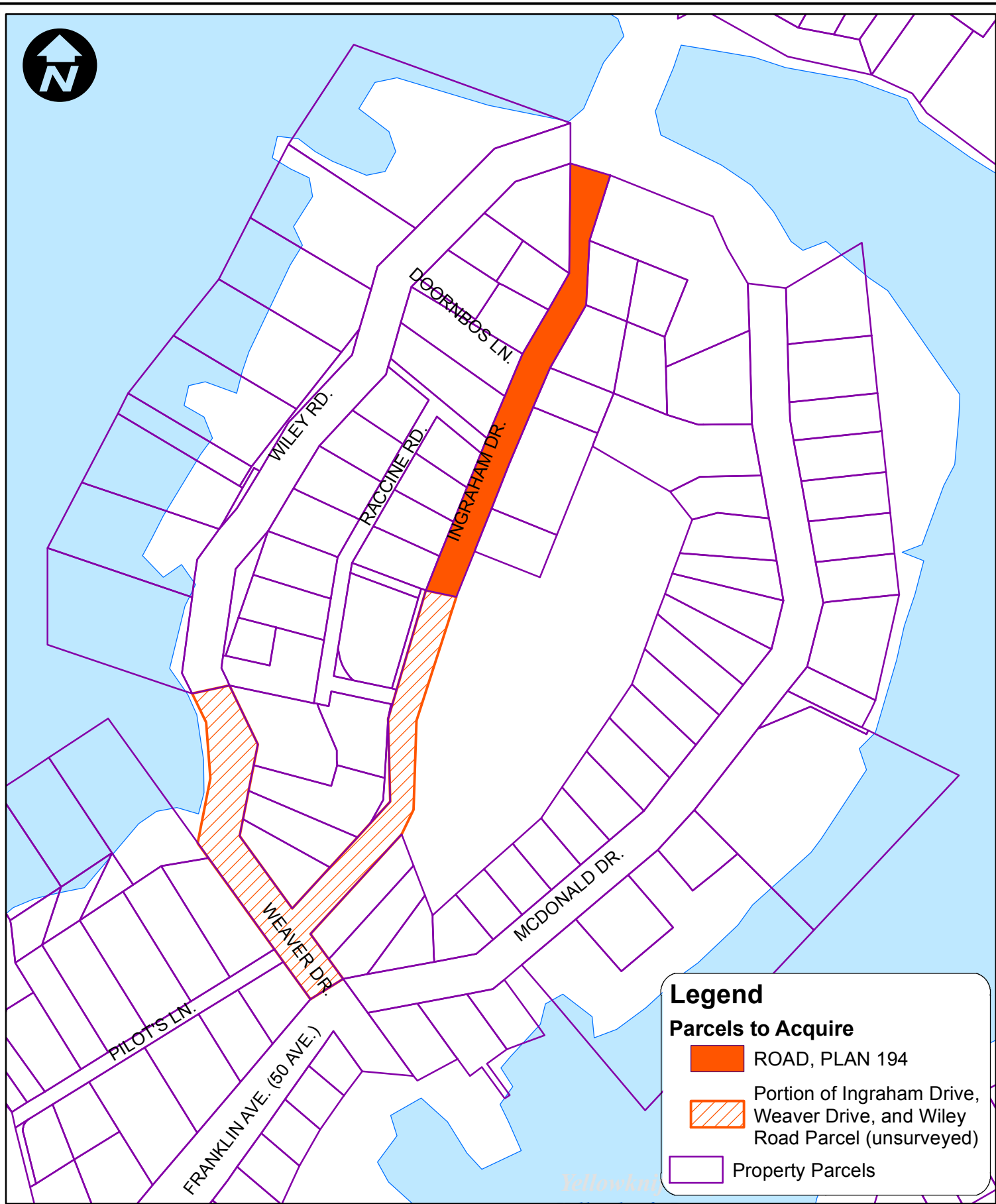
Read a Third Time and Finally Passed this _____ day of _____, A.D., 2015.

Mayor

City Administrator




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 Administrator



Legend

Parcels to Acquire

-  ROAD, PLAN 194
-  Portion of Ingraham Drive, Weaver Drive, and Wiley Road Parcel (unsurveyed)
-  Property Parcels



**CITY OF
YELLOWKNIFE**

Planning &
Development

PROJECT:
Application for Commissioner's Land:
Ingraham Drive and Weaver Drive Parcel

TITLE:
By-law No. 4883 - Schedule 'A'

SCALE: 1:2,000	CREATED BY: M. Nguyen
FILE: IngrahamDr_RoadParcel_By-law.mxd	
DATE: November 13, 2015	



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE

COMMITTEE: Municipal Services

DATE: December 14, 2015

DEPARTMENT: Mayor's Office

ISSUE: Whether to authorize Councillor Bussey to travel to the Canadian Capital Cities Organization (CCCO) Board meeting, in Ottawa from January 27 to 29, 2016.

RECOMMENDATION:

That Council authorize Councillor Bussey to travel to the Canadian Capital Cities Organization (CCCO) Board meeting in Ottawa from January 27 to 29, 2016.

BACKGROUND:

The Canadian Capital Cities Organization is a network for Canada's capital cities and capital commissions with the following mission:

- to support the unique and symbolic significance of Canada's capital cities and promote this to our citizens;
- to exchange experience and information, and share learning and best practices to support and improve outreach and other "citizenship" programs, activities and initiatives in the capitals; and
- to build links, relationships and collaboration across capital cities.

The CCCO includes participants from the federal, provincial, territorial and municipal sectors and the private sector. These participants are representatives from each capital who want to work together to promote the historic, cultural, economic and symbolic heritage of the capitals of Canada.

COUNCIL POLICY / RESOLUTION OR GOAL:

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

Motion #0373-02 It is the policy of the City of Yellowknife that:

- 2) a) Where a Travel Advance Has Been Issued
- i) In accordance with Financial Administration By-law No. 4206, where a Member of Council has received a money advance, no later than 14 days after the completion of City sponsored travel, the person who received the advance shall submit a written accounting of the money and return the unused money, if any, together with a daily diary of activities while on city sponsored travel.
 - ii) If, after two weeks from the completion of City sponsored travel, a travel advance has not been accounted for, the Mayor's Office shall advise the City Clerk, who will requisition that the debt be pursued through the normal collection procedures of the City of Yellowknife, and add the debt as an action item for the next regular Committee agenda.
- b) Where No Travel Advance Has Been Issued
- i) Where a Member of Council has not received a money advance, no later than 21 days after the completion of City sponsored travel, the person shall submit a written travel expense claim together with a daily diary of activities while on City sponsored travel.
 - ii) If, after three weeks, such claim and/or report are not received, the Mayor's Office shall advise the Councillor in writing, with a copy provided to the City Clerk.
 - iii) If a claim and/or report is outstanding more than four weeks, notice will be provided to the City Clerk so that the Claimant's name can be added as an action item for the next regular Committee agenda.
- c) Travel reports and claims are to be audited by the Mayors' Executive Assistant and provided to the City Clerk for review by the appropriate Committee of Council.
- d) Travel claims and/or reports that remain outstanding in excess of six weeks will result in a suspension of future travel on behalf of the City until such time as the travel claim and/or report is tabled.

APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:

1. Council Remuneration By-law No. 4278, and
2. Financial Administration By-law No. 4206, as amended.

CONSIDERATIONS:

Economic Development

Attendance at the various conferences and events will promote Yellowknife and enhance its economic development through tourism and business promotion.

Budget:

\$50,000 has been budgeted for Council travel in 2016.

Costs to travel to the CCCO are estimated to be as follows:

Accommodation	\$ 450.00	(\$150 per night x 3 nights)
Airfare	\$ 757.00	(return flight)
Meals and Incidentals	\$ 288.60	(\$96.20 per day x 3 days)
Honorarium for one person	\$ 780.60	(\$260 per day x 3 days)
Total Cost:	\$ 2,276.20	

The approximate total cost for Councillor Bussey to travel to Ottawa is \$2,276.20. Please note that car rental was not included in approximate total.

ALTERNATIVES TO RECOMMENDATION:

That Councillor Bussey not be authorized to travel to attend the Canadian Capital Cities Board meeting in Ottawa.

RATIONALE:

The objective of the CCCO is to provide municipal leaders from across Canada the opportunity to exchange experience and information, and share learning and best practices to support and improve outreach and other "citizenship" programs, activities and initiatives in the capitals and to build links, relationships and collaboration across capital cities.

\$50,000 has been budgeted for Council travel in 2016.

ATTACHMENTS:

None.

Prepared: November 18, 2015; SJ/