



CITY OF YELLOWKNIFE

GOVERNANCE AND PRIORITIES COMMITTEE AGENDA

Monday, October 26, 2020 at 12:05 p.m.

Chair: Mayor R. Alty,
Councillor N. Konge,
Councillor S. Morgan,
Councillor J. Morse,
Councillor C. Mufandaedza,
Councillor S. Payne,
Councillor R. Silverio,
Councillor S. Smith, and
Councillor R. Williams.

<u>Item</u>	<u>Description</u>
1.	Approval of the agenda.
2.	Disclosure of pecuniary interest and the general nature thereof.
ANNEX A	(For Information Only)
3.	A memorandum regarding the 2020 Third Quarter Forecast and Variance Report.
ANNEX B	(For Information Only)
4.	A memorandum regarding the Minutes of the Homelessness Commission meeting of October 1, 2020.

ADDITIONAL COUNCIL ITEMS

ANNEX C	
5.	A memorandum regarding whether to authorize the Mayor to attend Federation of Canadian Municipalities (FCM) Committee meetings in 2020 and 2021.

IN CAMERA

ANNEX D	
6.	A matter still under consideration.
7.	Business arising from In Camera Session.



CITY OF YELLOWKNIFE
MEMORANDUM TO COMMITTEE
(For Information Only)

COMMITTEE: Governance and Priorities
DATE: October 26, 2020
DEPARTMENT: Corporate Services
ISSUE: 2020 Third Quarter Forecast and Variance Report

BACKGROUND:

The 2020 Third Quarter Forecast and Variance Report identifies revenues and expenses that are expected to be above or below the 2020 budgeted amounts, based on information available as at September 30, 2020.

The 2020 Third Quarter Forecast and Variance Report is prepared in accordance with Canadian public sector accounting standards (“PSAS”) which differs from the presentation in the City’s annual budget. Like most municipalities in Canada, the City’s budget is cash-based, which means capital expenditures are expensed rather than treated as Tangible Capital Assets (“TCAs”). PSAS requires TCAs to be set-up as an asset rather than expensed in the City’s financial statements. Therefore, there will always be a difference in the annual surplus (deficit) recorded in the budget and the annual surplus (deficit) recorded in the financial statements. Below is a reconciliation between the annual surplus (deficit) shown in Budget 2020 and how it is presented in this report.

Table 1: Reconciliation of Annual Surplus (Deficit)

	(in \$000's)
Net Revenue (Expenditures) or Annual Surplus (Deficit) Per Budget Summary 2020	(12,975)
Deduct:	
Debenture Interest per Budget Summary 2020	(463)
Minor Capital Expense	(2,852) Note 1
Add:	
Capital Expenditures per Budget Summary 2020	19,012
Carryforward Projects per Budget Summary 2020	3,009
Revised Revenue (Expenditures) or Annual Surplus	5,731

Note 1: A portion of Capital Expenditures will not meet the definition of a TCA and will be expensed. Based on historical trends, minor capital expense budget is estimated to be 15% of the capital expenditures budget.

The COVID-19 pandemic has created unprecedented challenges, resulting in financial implications for the City. Total revenues are expected to be \$4,672,000 lower than budget and expenses are expected to be \$884,000 under budget resulting in a projected annual surplus of \$2,171,000 which is \$3,560,000 lower than budget.

Table 2: Statement of Operations

Statement of Operations	2020 Year-to-date (\$000's)	2020 Budget (\$000's)	2020 Forecast (\$000's)	2020 Variance (\$000's)	2020 Variance %
Revenues					
Municipal taxation	31,403	31,462	31,330	(132)	-
User fees and sale of goods	15,725	22,121	20,640	(1,481)	8%
Land sales	1,214	2,306	1,250	(1,056)	46%
Grants and transfers	750	837	1,409	572	(68%)
Government transfers related to capital	10,380	18,687	14,965	(3,722)	20%
Investment income	657	600	821	221	(37%)
Fines, penalties and cost of taxes	965	1,095	2,081	986	(90%)
Development levies, licenses and permits	830	985	925	(60)	6%
Franchise fees	749	1,045	1,045	0	0%
Total Revenues	62,673	79,138	74,466	(4,672)	5%
Expenses					
Amortization of tangible assets	10,682	14,943	14,242	(701)	(5%)
Provision for allowance	1	280	282	2	1%
Bank charges and short-term interest	119	175	157	(18)	(10%)
Materials and supplies	680	1,440	1,376	(64)	(4%)
Contracted and general services	11,436	17,737	19,673	1,936	11%
Insurance	767	860	790	(70)	(8%)
Interest on long-term debt	326	467	439	(28)	(6%)
Mayor and council expenses	425	689	664	(25)	(4%)
Salaries, wages, employee benefits	18,715	29,694	28,399	(1,295)	(4%)
Utilities - electricity	1,891	2,953	2,758	(195)	(7%)
Utilities - fuel	695	1,318	1,116	(202)	(15%)
Minor capital expense	1,176	2,851	2,399	(452)	(16%)
Total Expenses	46,913	73,407	72,295	(884)	(1%)
Annual surplus (deficit) before other	15,761	5,731	2,171	(3,560)	(62%)

Explanation of revenue variances:

- Municipal taxation is projected to be under budget due to changes in assessment values.
- User fees and sale of goods are projected to be under budget due to facility closures. The report assumes that all City facilities are open in some capacity before the end of the fiscal year.
- Land sales are projected to be down as a result of no new developments and the COVID-19 pandemic.
- Government grants and transfers are higher than budget due to one-time contributions for the Wayfinding Strategy, Giant Mine Building Capacity, Shared Economic Development Strategy,

Sustainable Cities, Strong Institutions and Infrastructure, and Wildfire Mitigation Project. Funding offsets increased costs under contracted and general services expense.

- Government transfers related to capital are lower than budget as a portion of the 2020 budget for the aquatic centre project and Gas Tax projects are now expected to be spent in 2021. Furthermore, ICIP funding budgeted for 2020 was partly spent in 2019.
- Investment income is higher than expected due to an increased cash balance resulting from deferred revenue (funding received for capital projects not yet completed).
- Fines, penalties and costs of taxes are expected to be significantly under budget as a direct result of the COVID-19 pandemic. Penalties on taxes and utilities are being waived until January 1, 2021 and municipal enforcement fines are down. This is offset by chargebacks of COVID-19 expenses to the GNWT in the amount of \$1.8 million.
- Licenses and permits are down mainly due to a decline in lottery licence revenue and parking permits.
- Development levy revenues are down because while the number of permits is up, they are generally for lower value projects.

Explanation of expense variances:

- Amortization has been updated to actuals.
- Materials and supplies are projected to be under budget due to closure of facilities. But not as low as expected due to extra materials due to COVID-19.
- Contracted and general services expenses are expected to be higher than budget due to projects that are offset by government grants and transfers. The biggest difference is due to invoices for the Isolation Centre which get invoiced to MACA (\$1.8 million).
- Insurance premiums were lower than budget.
- Mayor and council expenses are expected to be lower than budget mainly due to reduced travel.
- Salaries and wages are expected to be lower than budget due to staff vacancies and reduced use of casual staff due to facility closures.
- Utilities for fuel and power are expected to come in under budget due to facility closures and the reduction in fuel prices.

The City's annual surplus is expected to be \$3,560,000 under budget. Of the \$3,560,000 variance, \$2,042,000 can be mainly attributed to the COVID-19 pandemic and \$1,518,000 to delays in capital projects.

Below is a summary of the City's capital projects. The total budget for projects is \$31,538,000, which includes the final carryforwards from 2019, which were \$12,526,000. Overall, capital spending is expected to be \$15,545,000 under budget. Of the \$15,545,000 variance, \$13,510,000 is expected to carryforward to 2021.

Capital Projects	Year-to-date	2020	2020	2020	Note
	Actuals	Budget*	Forecast	Variance	
	(\$000's)	(\$000's)	(\$000's)	(\$000's)	
Asset Management	1	409	50	(359)	Lower than budgeted due to hiring delays.
Electronic Tendering	7	-	7	7	Final payment for this project.
Information Technology Infrastructure Renewal	145	431	275	(156)	Additional acquisitions should not exceed \$275k in total.
Class Replacement	10	57	10	(47)	Class Replacement Projects has been completed.
Phone System	2	360	250	(110)	Expenses are not expected to exceed \$250k until the end of this project. Some carry forward may be required to finalize invoicing in 2021.
Budget Management	-	25	25	-	
Secondary Site & Data Replication	10	10	10	-	
Webcasting	-	185	75	(110)	A portion of this project should be completed prior to the end of 2020 with a portion expected to finish in Q1 2021.
Email Management	86	90	90	-	
Accessibility Audit/Implementation	51	1,071	1,071	-	
YKCA Upgrades	5	20	6	(14)	Project expected to come in under budget.
Multiplex Ice Plant Maintenance/Upgrade	104	595	595	-	
Library Upgrades	-	94	116	22	Flooring replacement came in over budget.
Folk on the Rocks Rehabilitation	94	-	125	125	Unbudgeted project is funded by \$125 donation.
Bristol Freighter Repainting	100	55	102	47	Council approved additional funding from the Heritage Reserve to complete this project.
CS Land Fund Capital Projects	8	2,027	144	(1,883)	Niven Trail Development will be deferred to 2021.
Tommy Forrest Ball Park Upgrades	60	200	200	-	
Park Development	-	139	139	-	
Columbarium Park	-	100	-	(100)	
Aquatic Centre	269	6,528	400	(6,128)	Unspent funds to carryforward to 2021.
Curling Club Upgrades	19	36	22	(14)	Project expected to come in under budget.
City Hall Upgrades	369	724	628	(96)	
Parking Structure Feasibility Study	-	75	75	-	
50 St Revitalization/DT Multi-Purpose Building St	-	75	-	(75)	Carry forward into 2021.
General Plan Review	1	-	1	1	
Implementation of 50/50 Recommendations	-	25	-	(25)	The project is anticipated to be completed in 2021 after the zoning bylaw is repealed and replaced.

Capital Projects	Year-to-date	2020	2020	2020	Note
	Actuals	Budget*	Forecast	Variance	
	(\$000's)	(\$000's)	(\$000's)	(\$000's)	
FDM Software	28	99	99	-	
Dispatch Console	169	130	169	39	Project came in over budget.
Fire Hall Improvement/Study	48	65	50	(15)	Project expected to come in under budget.
Self-Contained Breathing Apparatus	243	450	350	(100)	Project expected to come in under budget.
Paving & Foundation Repairs	5	-	5	5	
Fire Hall Emergency Generator	-	300	-	(300)	Project deferred to 2021 until Fire Hall study is finalized.
Wildland Fire Mitigation Emergency Measures	1	86	86	-	
Design and Construction Standards	38	70	80	10	Projected to be over budget due to delays and additional reviews.
CEP Community Outreach	-	32	15	(17)	Event support. Unspent funds to carry forward.
CEP Waste Strategic Plan	-	50	-	(50)	Combine with SWMP Implementation.
Sustainability Coordinator	82	120	120	-	
SWMP Implementation	5	96	70	(26)	Bin replacement. Unspent to carry forward.
CEP Interior LED Lighting	14	354	50	(304)	LIC developments. Unspent to carry forward.
CEP City Hall Boiler Design	-	361	-	(361)	Reprofiled to WTP boiler design in 2021.
Community Energy Plan Projects	32	152	-	(152)	Unspent to be carried forward.
Fleet Management	982	2,243	2,243	-	
Large Vehicle Hoist	10	-	10	10	Final payment.
Public Transit Review	48	17	62	45	Additional work on Transit System Review as requested by Council Motion #0228-19.
Intersections Widening & New Traffic Lights	-	30	30	-	
McMeekan Causeway Abutment Stabilization	63	425	375	(50)	Finalized contract amounts less than anticipated.
Traffic Lights Video Detection Equipment	84	117	117	-	
Paving Program	2,132	3,680	2,800	(880)	Project under budget.
Site Restoration	-	196	56	(140)	Wood chipping and tree shredding. Unspent to carry forward.
Solid Waste Facility Upgrades	56	200	60	(140)	Bailing facility roof patch. Full repair in 2021.
New Landfill/ Landfill Expansion	10	45	45	-	Design in 2021.
Transfer Station & Cell Access Improvement	5	110	35	(75)	Road construction and culvert installation. Unspent to carry forward.
Bailing Facility- Mechanical Upgrades	32	42	42	-	Boiler repairs and upgrades.

Capital Projects	Year-to-date	2020	2020	2020	Note
	Actuals (\$000's)	Budget* (\$000's)	Forecast (\$000's)	Variance (\$000's)	
Weigh Out Station At SWF	43	196	-	(196)	Tender cancelled, project to be completed in 2021.
Landfill Fire Control & Risk Reduction Plan	-	25	-	(25)	Unspent to be carried forward.
Monitoring Well Installation	-	75	6	(69)	Desktop study to be completed in 2020 and drilling will occur in 2021.
Ban Commercial Cardboard	-	25	-	(25)	Unspent to be carried forward.
Water & Sewer Piped Services Expansion Study	10	14	10	(4)	Project complete.
SCADA Upgrades (Federal)	135	150	135	(15)	Project complete.
Pumphouse & Liftstation Upgrades	-	50	50	-	Unspent funds to carry forward.
PH#4 Water Truckfill Safety Project	6	-	18	18	Engineering in 2020 and project construction in 2021 (RFQ 20-017).
Pump Replacement Program	134	179	134	(45)	Unspent funds to carry forward to 2021.
Potable Water Reservoir Repairs	-	871	-	(871)	No response to 2 RFPs issued in 2019. Funds will carryforward to 2021 for this project.
Backup Power Liftstation Generator Installation	42	523	200	(323)	Unspent funds to carryforward to 2021.
Sewage Force Main Twinning	41	468	360	(108)	Unspent funds to carry forward to 2021 for design of retention structure.
Lagoon Control Structure Replacement	38	282	50	(232)	Unspent funds to carry forward to 2021 to continue project.
Lagoon Sludge Removal	2	469	30	(439)	Unspent funds to carry forward to 2021 to continue project.
Water & Sewer Infrastructure Replacement	1,900	4,400	3,400	(1,000)	Project under budget.
CMP/W&S Federal Funded	115	10	115	105	There is CWWF funding to cover project expenses.
Submarine Line Contracted Costs	39	1,000	100	(900)	Unspent funds to carry forward to 2021.
Total	7,933	31,538	15,993	(15,545)	

* Budget includes 2019 carryforwards of \$12,526

COUNCIL POLICY / RESOLUTION OR GOAL:

Council Goal #2 Delivering efficient and accountable government

APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:

N/A

ATTACHMENTS:

Prepared: October 16, 2020; AB

Revised: October 22, 2020; AB



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE
(For Information Only)

COMMITTEE: Governance and Priorities

DATE: October 26, 2020

DEPARTMENT: Administration

ISSUE: Minutes of the Homelessness Commission meeting of October 1, 2020.

BACKGROUND:

Attached for the information of Committee are the minutes of the Homelessness Commission meeting of October 1, 2020.

ATTACHMENTS:

Homelessness Commission Minutes October 1, 2020 (DM# 626872).

Prepared: October 13, 2020; AC



CITY OF YELLOWKNIFE

Homelessness Commission
October 1, 2020 at 2:00 p.m.
Via Video/Teleconference

MINUTES

Minutes of a meeting held on Thursday, October 1, 2020 at 2:00 p.m. The following Commission members called into the meeting:

Present: Mayor R. Alty, Chair
Honourable P. Chinna
Councilor S. Smith,
Chief Ernest Betsina,
T. Williams,
R. Lau-a, and
H. Nakehk'o.

The following members of Administration called into the meeting:

S. Bassi-Kellett,
G. White, and
A. Colasuonno.

Call to Order & Introductions

1. The Chair called the meeting to order at 2:03 p.m.

Approval of Agenda

2. Commission approved the Agenda as presented.

Disclosure of Pecuniary Interest

3. There were no disclosures of pecuniary interest.

Overview and current status on the 10 Year Plan to End Homelessness

4. The Chair presented an overview of the City's 10 Year Plan to End Homelessness.

Action Item: Commission to review the timelines/activities for the 10 Year Plan to End Homelessness and finalize the work plan at the next meeting.

Review and approve Terms of Reference

5. The Chair reviewed the current Terms of Reference (ToR) with the Commission. The Commission noted that it is critical for the ToR to link the 10 Year Plan to End Homelessness and the territorial Homelessness Strategy, highlighting that the success of one means the success of the other. Commission also noted that Mayor R. Alty should remain the Chair for the Homelessness



Commission going forward, and remove the section regarding “Co-chairing.” The Commission approved the revised ToR.

Update from GNWT on Homelessness and COVID-19

6. GNWT provided an update on the current/upcoming programs that relates to Homelessness and COVID-19.
7. GNWT noted that their goal is to have a Community Housing Plan for all 33 communities across NWT by the end of this Assembly. The GNWT recommends that the City of Yellowknife send them a letter requesting a presentation on the Community Housing Plan process and the timeline for completing the Yellowknife Housing Plan.
8. Minister P. Chinna encouraged the Commission to send in applications for the \$60M Co-Investment Fund Program.

Next Homelessness Commission Meeting Date

9. The next meeting is scheduled for Monday, December 14, 2020 at 1:30 p.m. via video/teleconference.

Adjournment

10. The meeting was adjourned at 3:26 p.m.

Prepared: October 2, 2020 ac



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE

COMMITTEE: Governance and Priorities / Council

DATE: October 26, 2020

DEPARTMENT: Mayor's Office

ISSUE: Whether to authorize the Mayor to attend Federation of Canadian Municipalities Committee meetings in 2020 and 2021.

RECOMMENDATION:

That the Mayor be authorized to attend Federation of Canadian Municipalities (FCM) Committee meetings in 2020 and 2021.

BACKGROUND:

On January 13, 2020, Council authorized the Mayor and Council to attend the following conferences in 2020:

Conference/Event	Location	2020 Dates	# of Members
AME Roundup 2020	Vancouver, BC	January 20 – January 23	One (1)
Northwest Territories Association of Communities (NWTAC) Annual General Meeting	Inuvik, NT	February 26 – March 1	Two (2)
Federal Engagement	Ottawa, ON	Spring 2020	One (1)
Opportunities North	Edmonton, AB	June 2 – June 4	One (1)
Akaiicho Assembly	Fort Resolution, NT	Summer 2020	Two (2)
Tlicho Assembly	Wekweètì, NT	Week of July 6	Two (2)
50th Dene Nation Assembly	Fort Good Hope, NT	Week of July 27	Two (2)
FCM Sustainable Communities Conference	St. John's, NL	October 20 – October 22	One (1)
2020 CANDO Conference & AGM	Saskatoon, SK	TBD	One (1)

Mayor Alty has expressed interest in serving on one of the following FCM Committees:

- Municipal Finance and Intergovernmental Arrangements
- Community Safety and Crime Prevention
- Environmental Issues and Sustainable Development
- Committee for Increasing Women’s Participation in Municipal Government
- Northern and Remote Forum
- International Relations
- Social-Economic Development
- Municipal Infrastructure and Transportation Policy

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 Members of Council submit a written travel expense claim together with a daily diary of activities while on City sponsored travel upon their return.

APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:

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

CONSIDERATIONS:

Economic, Social and Sustainability Awareness

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

Budget

For 2020, \$32,810 has been allocated for Mayor and Council travel, however, Council travel has been significantly reduced as a result of the COVID-19 pandemic. The cost for travel per person ranges between \$2,500.00 to \$4,100.00, with factors like location, accommodation rates and registration fees contributing to cost differentials. Costs to attend the FCM Committee meetings will be the responsibility of the City.

FCM Committee Schedule

FCM has scheduled Committee meetings for the following dates/locations:

November 23-27, 2020
(Virtual or Ottawa, ON)

March 9-12, 2021
(Virtual or Prince George, BC)

ALTERNATIVES TO RECOMMENDATION:

That a travel authorization request be brought forward for each Committee meeting, in advance of the requested conference date.

RATIONALE:

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

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

ATTACHMENTS:

None.

Prepared: October 19, 2020; DMG/