



CITY OF YELLOWKNIFE

## MUNICIPAL SERVICES COMMITTEE REPORT

**Tuesday, May 24, 2016 at 12:05 p.m.**

Report of a meeting held on Tuesday, May 24, 2016 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 S. Morgan,  
Councillor J. Morse,  
Councillor S. Payne, and  
Councillor R. Silverio.

The following members of Administration staff were in attendance:

D. Kefalas,  
C. Greencorn,  
C. Hand,  
D. Marchiori,  
N. Naidoo,  
K. Penney,  
G. White,  
W. Yu, and  
D. M. Gillard.

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<u>Item</u>	<u>Description</u>
1.	(For Information Only) Committee agreed unanimously to add a legal matter to the agenda.
2.	(For Information Only) There were no disclosures of pecuniary interest.
3.	(For Information Only) Committee heard a presentation from Eric Binion, a representative from the Yellowknife



Climbing Club, regarding a proposal for the development of a climbing wall within the Fieldhouse facility. Mr. Binion provided Committee with a copy of their proposal. The Yellowknife Climbing Club requested that their proposal be included in the 2017 Budget and that Administration be directed to work with them to finalize the project.

4. **Committee read a memorandum regarding whether to permit a hotel as a Conditionally Permitted Use under the Old Town Mixed Use zone, at Lot 16, Block 80 (adjacent to the Arnica Inn on Franklin Avenue).** Committee noted that in December 2015, the City received an application for a Development Permit for Lot 16, Block 80 to construct a 19-room hotel on the subject property. “Hotel” is listed as a Conditionally Permitted Use under the Old Town Mixed Use zone; as such, a decision by Council is required in accordance with Section 2.4(1)(a) of the Zoning By-law No. 4404, as amended.

The subject property was a former industrial site owned and operated by Two-Way Enterprises. The property has been environmentally remediated and is deemed suitable for the proposed use. In addition to utilizing a former brownfield site the proposed use will enhance tourism and revitalization of both the Downtown and Old Town.



Figure 1: Subject Property

Committee noted that Council’s policies, resolutions or goals include: Objective 1(c) Emphasize Fairness, Value and Transparency in Financial Decisions, Program Delivery and Land Administration; Objective 2(d) Promote a Range of Commercial, Residential and



Institutional Development and Revitalization Opportunities.

Committee noted that applicable legislation, by-laws, studies or plans include: *NWT Community Planning and Development Act*; General Plan By-law No. 4656, as amended; and Zoning By-law No. 4404, as amended.

Committee noted the City of Yellowknife is granted the authority to control land uses by way of a Zoning By-law under Section 12 of the *NWT Community Planning and Development Act*.

Section 2.4(1)(a) of Zoning By-law No. 4404, as amended, states that Council shall:

*Make decisions and state any terms and conditions for development permit applications for those uses listed as Conditionally Permitted Uses.*

The subject property is zoned Old Town Mixed Use (OM). The purpose of the zone is to “provide for a mix of commercial and residential uses”.

“Hotel” is listed as a Conditionally Permitted Use under Section 10.18 (2)(b) of Zoning By-law No. 4404, as amended. Should Council choose to approve the application, there is still the requirement to complete the Development Permit process.

The subject property is located at the entrance of Old Town, an area of mixed use and development. Adjacent land uses include commercial, residential, light industrial, park and former brownfield sites. The subject property is located outside of the Twin Pine Hill design standards boundary – as prescribed in the section 8.2 of the Zoning By-law. Access to Twin Pine Hill and the developing trail network is proposed through the City owned right-of-way abutting the subject property to the northeast.

The proposed building meets site regulations such as setbacks, building height, parking and site coverage, other than the setback variance noted below. Submission of a site servicing and grading plan is still outstanding and requires review and approval by Public Works before the Development Permit can be issued. The finalized site plan, landscaping bond, and development agreement will be approved by the Development Officer as part of the final steps of the Development Permit process.

In January 2016, the Applicant sent notification letters by registered mail to the two neighbouring property owners within a 30 metre radius of the subject property. The *Community Planning and Development Act* specifies that all property owners within 30 metres of land under consideration for a Conditionally Permitted Use must be provided notice. At the Development Officer’s discretion, a greater circulation area is used for neighbourhood notification when developments are anticipated to significantly influence the neighbourhood. Building design at that time indicated a 19-room hotel.

No concerns were raised from the notified neighbours regarding the development of the hotel on the subject property. However, a number of other community members did



express concerns with the proposed development when they became aware of the proposal. A presentation was made to Council by Jamie Bastedo, on behalf of the Facebook group “Friends of Twin Pine Hill”, at the February 8<sup>th</sup> 2016 Municipal Services Committee meeting. As well, there was some confusion amongst members of the public regarding the scope of the development permit application and whether it applied to the neighbouring Bartam site. The proposed application is deemed to be separate.

As a result of the expressed public concern, the developer and staff reconsidered the application and supporting documents. A detailed site plan, landscaping plan, parking plan and building elevations were drafted for the proposed hotel site. In addition, the development concept was formalized as a 31-room hotel. Recognizing the limitations of the 30 metre notification requirement and the prominent location of the site at the entrance to Old Town, a public engagement process was initiated.

The City opened the proposed development up for city-wide public comment from April 22 until May 1 2016. Communication mediums included the City website, radio advertisements, Capital Update, Facebook and PlaceSpeak. The two neighbours within 30 metres of the subject property were also notified again with the updated development plans. Twenty-eight written comments were submitted during the engagement period. The chart below provides a summary of the concerns and comments that were collected during the public engagement process. Planning staff’s response is also provided. A detailed listing of all concerns expressed accompanies this report.

Summary of Public Concerns and Comments	Staff Response
Concern that the outcropping bedrock will be blasted.	There will be no blasting of the outcropping bedrock to accommodate the proposed hotel. There is no outcropping bedrock on the subject property. There is a utility corridor between the rear property line and the existing outcropping bedrock
Concern with the exterior design of the building	The City does not have legislated design standards or architectural requirements that apply to this property. Design is very subjective; however, it is noted that the proposed building design demonstrates a varied roof line, a number of fenestrations on the street facing elevation, hardie board and metal siding, and a rich and dark colour palette.
Concern with the northern viability of the proposed landscaping species	Plant hardiness Zone 1 tree and shrub species will be a condition of the development permit. These will be plants that commonly grow in Yellowknife, both in a landscaped setting and naturally.
Concern that the hotel will create off-site parking problems	Parking requirements in the Zoning By-law are 1 space for every 2 hotel rooms. The site plan is indicating 19 spaces for 31 rooms. Overflow parking is not expected to be



	needed. The majority of Yellowknife hotel patrons do not use vehicles when they come to town.
Concern that the developer will not be held accountable to City development rules	Building and mechanical permits, along with inspections will ensure the building is constructed correctly. A real property report confirming the building's location with respect to the property lines will be required prior to an occupancy permit being issued. A landscaping bond will be taken to ensure that the landscaping plan is carried out and viable (both hard and soft landscaping). And a development agreement outlining all terms and conditions of the proposed development will be signed by the developer, the Mayor and the SAO.

There was a 33% variance associated with this development proposal at the time of public consultation. The applicant had asked to reduce the rear yard setback from 6.0 m to 4.0 m for a triangular shaped piece of land at the southwest corner of the lot. The subject property is an irregular shape; lot depth at the northeastern end is 43 m whereas lot depth at the southwestern end is 28 m.

As part of stakeholder notification, a second utility easement at the rear of the property was realized. In order to accommodate this easement, it is now proposed that the hotel location be shifted 0.5 m towards Franklin Avenue. The change in variance request will be to reduce the required rear yard from 6.0 m to 4.5 m (25% variance) and to reduce the required front yard from 6.0 m to 5.5 m (8% variance); both variances are only for the narrow portion of the lot as indicated on the site plan.

Given the site context Administration will be supporting this variance. The proposed variance to the rear yard setback is not expected to unduly influence neighbouring properties. A 9 m wide City utility easement abuts the rear property boundary at the southeast corner of the site. Further, the proposed variance to the front yard setback is not expected to unduly influence neighbouring properties, the sidewalk or Franklin Avenue. The requested variance is to reduce the front yard setback by only 0.5 m and landscaping will serve as a buffer between the sidewalk and the building face.

Committee noted that the subject property is located at the entrance of Old Town, an area of mixed use and development. The proposed 31-room hotel is in keeping with the form and character of adjacent development and is not expected to negatively impact the neighbourhood. Neighbourhood concerns expressed during the public engagement process will be mitigated through diligent application of all development permit conditions and requirements.

**Committee recommends that Council approve the Conditionally Permitted Use of a hotel at Lot 16, Block 80 (adjacent to the Arnica Inn on Franklin Avenue).**

**MOVE APPROVAL**



(For Information Only)

5. Committee read a memorandum regarding whether to present for adoption:
- 1) By-law No. XXXX, a by-law authorizing the City of Yellowknife to enter into an easement agreement for the purposes of construction, installation and maintenance of municipal infrastructure located on Lot 7, Block 547, Plan 1799, Yellowknife; and
  - 2) By-law No. XXXX, a by-law authorizing the City of Yellowknife to enter into an easement agreement with Northland Utilities for the purposes of an electrical infrastructure, located on Lot 6, Block 550, Plan 1971; Lot 31, Block 546, Plan 1799; and Lot 7, Block 547, Plan 1799.

Committee noted that the development of the Hordal Bagon Residential Subdivision will require the addition of two new easements: 1) an easement for installation of a drainage swale for municipal purposes; and 2) an easement for the installation and maintenance of electrical service by Northlands Utilities. These new easements will be added to the existing electrical easements (as highlighted in purple on Figure 1) already located behind existing residential properties along Hordal Road and Bagon Drive.

Figure 1: Existing Electrical Easements



Committee noted that Council's policies, resolutions or goals include: Council Objective #1 (c) Emphasize Fairness, Value and Transparency in Financial Decisions, Program Delivery and Land Administration; and Council Objective #2 (c) Develop Smart and Sustainable Approaches to Energy, Water and Sewer, Waste Management and Building Systems.

Committee noted that applicable legislation, by-laws, studies or plans include: Land Administration By-Law No. 4596, as amended; Zoning By-law No. 4404, as amended; and *Cities, Towns and Villages Act* S.N.W.T 2003.

Committee noted that Pursuant to Section 53 of the *Cities, Towns and Villages Act* and Section 4 of the Land Administration By-law No. 4596, as amended, the acquisition of real

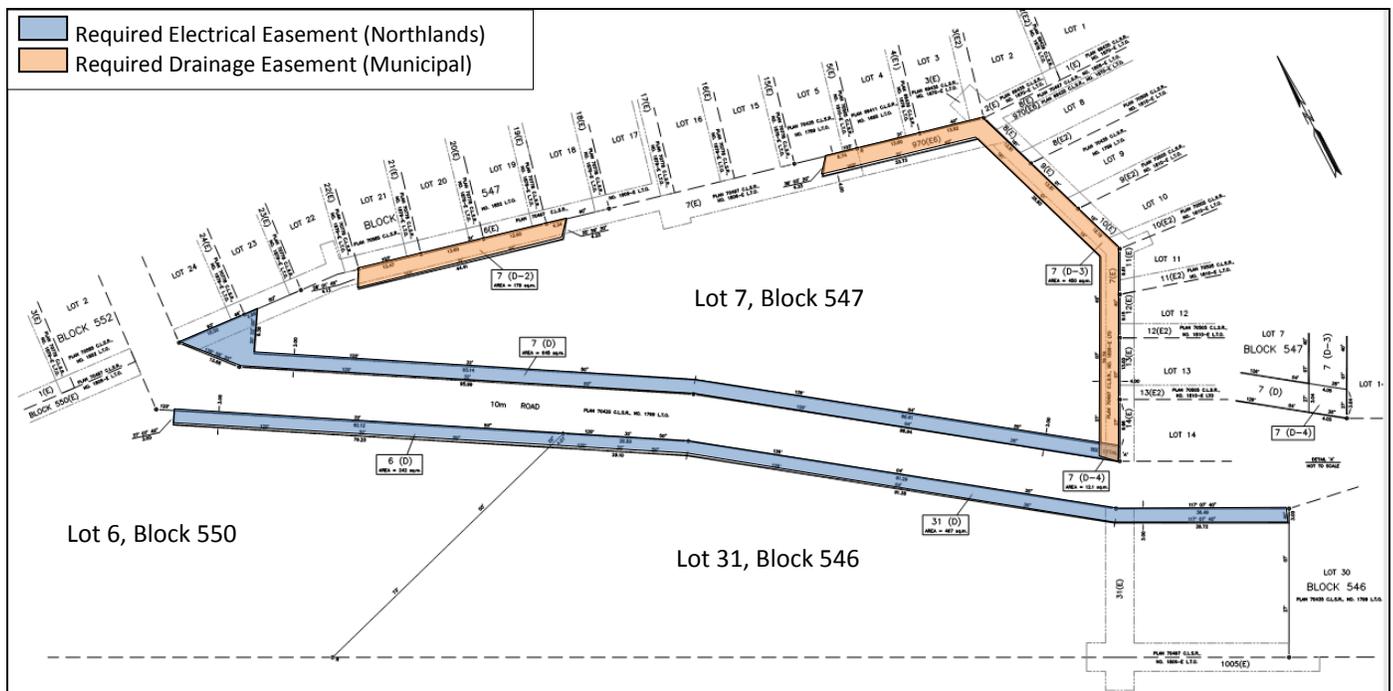


property (including an interest in real property) must be authorized by a by-law specific to the subject land.

The development of Hordal Bagon Residential subdivision requires the addition of a drainage easement 4 metres in width along the rear of the properties to be developed for the portion within Lot 7, Block 547 property boundaries (see Figure 2).

The existing electrical easement spanning the rear property line of existing residential lots will remain, for which an easement agreement and caveat has been registered against the title. Additional electrical easement is required by Northlands Utilities for the installation of underground electrical service for new properties in the Hordal Bagon Residential Subdivision. The easement required is 3 metres in width and spans all three undeveloped Hordal Bagon parcels (see Figure 2).

Figure 2: New electrical and drainage easements required on Lot 7 Block 547, Lot 6 Block 550 and Lot 31 Block 546 (Hordal Bagon)



Caveats will be registered against the titles of Lot 7 Block 547, Lot 6 Block 550 and Lot 31 Block 546 for the municipal infrastructure easement and the electrical easement. These caveats will be carried over to the titles of future individual lots once the Hordal Bagon subdivision plan is registered.

Committee noted that a by-law is necessary to authorize the City to enter into an easement agreement for the purposes of installing and maintaining the required municipal infrastructure, as well for the installation of electrical service.



Committee recommended that:

- 1.) By-law No. 4903, a by-law authorizing the City of Yellowknife to enter into an easement agreement for the purposes of construction, installation and maintenance of municipal infrastructure located on Lot 7, Block 547, Plan 1799, Yellowknife; and
- 2.) By-law No. 4904, a by-law authorizing the City of Yellowknife to enter into an easement agreement with Northland Utilities for the purposes of an electrical infrastructure, located on Lot 6, Block 550, Plan 1971; Lot 31, Block 546, Plan 1799; and Lot 7, Block 547, Plan 1799, be presented for adoption.

(For Information Only)

6. Committee accepted for information a report regarding Mayor Mark Heyck's attendance at the Interdisciplinary Panel on Northern Housing, as organized by UAlberta North, in Edmonton, Alberta held March 24, 2016. Mayor Heyck noted that he was given a personalized Edmonton Oiler's jersey, which is estimated with a value over \$100. Committee was in agreement that he be permitted to keep it as a personal item.

(For Information Only)

7. Committee read a memorandum regarding whether to amend Zoning By-law No. 4404, as amended, for the purpose of adding a definition of Temporary Work Camp and allowing Temporary Work Camp as a conditionally-permitted use in the Kam Lake area. Committee noted that in March 2015, By-law No. 4830 was passed to modify Zoning By-law No. 4404, as amended, to allow a number of changes to the Kam Lake zoning regulations. One of the key changes was to add a definition of workers accommodation and conditionally permit workers accommodation up to eight units in the Kam Lake area. The intention was to accommodate a limited number of workers living in housing in the form of complete dwelling units in the Kam Lake area with proper site development, including proper site servicing, grading and landscaping. The goal was to ensure quality development and to distinguish workers accommodation from "Temporary Activity".

On December 16, 2015 a Development Permit was issued for the construction of a new Stanton Territorial Hospital. The Public-Private Partnership (P3) contract for the design, construction, finance and maintenance of the new hospital was awarded to the Boreal Health Partnership (BHP). As the design/builder component of BHP, Bird/Clark Stanton Joint Venture is underway with the construction. The construction component is expected to cost \$300 million and will involve 200-250 workers. Bird/Clark Joint Venture indicates that securing sufficient accommodations for these workers through current market supply is not possible (see 'Local Rental Market' below). On May 2, 2016 they submitted a rezoning application to accommodate a work camp for up to 250 workers on Lot 34, Block 502 (3 Coronation Drive) (Attachment 1).

Committee noted that Council's policies, resolutions or goals include: Objective 2(d) Promote a Range of Commercial, Residential and Institutional Development and Revitalization Opportunities; Objective 4(b) Advance the City's Interest in Responding to Social, Environmental and Economic Issues and their Impacts.



Committee noted that applicable legislation, by-laws, studies or plans include: *Cities, Towns and Villages Act*; *Community Planning and Development Act*; Zoning By-law No. 4404, as amended; General Plan By-law No. 4656, as amended.

Committee noted that the adoption of amendments to the Zoning By-law requires formal Public Notice and a Public Hearing before Council in accordance with the *Cities, Towns and Villages Act* (CTVA).

Pursuant to Section 5.2 of Zoning By-law No. 4404, as amended, the process for amending the by-law requires multiple steps including but not limited to research and consultation with neighbouring property owners, City Departments, government agencies. Section 5.2 (2) states that in addition to the CTVA requirement of public notice, Council may at First Reading, by resolution, require the applicant to post a sign, of the amendment on the subject property.

Amendments to the Zoning By-law must be consistent with the General Plan, Development Scheme, and any Council-approved plans or policies that affect or will affect the area. The General Plan describes the intent of the Kam Lake Designation in Section 3.11 as recognizing the area's unique characteristics and supporting the gradual area transition from a focus on land-intensive light industrial uses to more compact commercial and business park type uses, with increased residential.

Recent years have seen that shift in Kam Lake from a Commercial/Industrial area to a mixed use zone, with the inclusion of residential units. Workers accommodation in the form of complete dwelling units for a limited numbers of workers (up to eight units) was identified as an acceptable conditionally permit use through past community consultations. Temporary work camp for a larger number of workers was not supported. The proposed temporary camp facility would be scalable for 50 to 250-worker accommodation; it represents an increased intensity of use, however on a temporary basis. Should Council be willing to consider this request, Administration recommends introducing Temporary Work Camp as a conditionally permitted use in the Kam Lake zone. The subsequent Development Permit process will require neighbour notification and Council review. Details such as camp capacity, transportation of workers, camp installation and removal arrangement, parking, site and building layout would be examined thoroughly to minimize adverse impact on the surrounding properties.

The proposed rezoning includes two components: 1) the introduction of a 'Temporary Work Camp' to Section 1.6 (Definitions), and 2) the addition of 'Temporary Work Camp' as a conditionally-permitted use in the Kam Lake Residential Overlay (see Figure 1). The recommended definition of a 'Temporary Work Camp' is 'a facility constructed to provide accommodations for workers who are associated with a specific large-scale project with a construction value of no less than \$250,000,000 for a determinate period of time. The facility shall be removed from the site upon the predetermined end date'.



In addition to the application form, the Applicant has provided further information required by the Development Officer, key items include:

- Timing: The camp installation will be in late June into July. The initial camp set up would likely be for 100 workers with the remainder of the camp being built out prior to September. Duration of the camp will be 18 to 24 months.
- Transportation plan: school busses will be used to shuttle the work force from camp to site and back. The bussing will occur between 6-7am to site and 5-6pm back to camp, a minimum of 2 busses are anticipated to be used.
- Water and Sewer will be tanked and trucked services will be utilized. Power will be via overhead power lines. The camp will include backup generators.
- Making use of local rental market: see below section.

It is noted that only preliminary site layout and servicing information is provided for the rezoning application, details will be reviewed at the development permit stage.

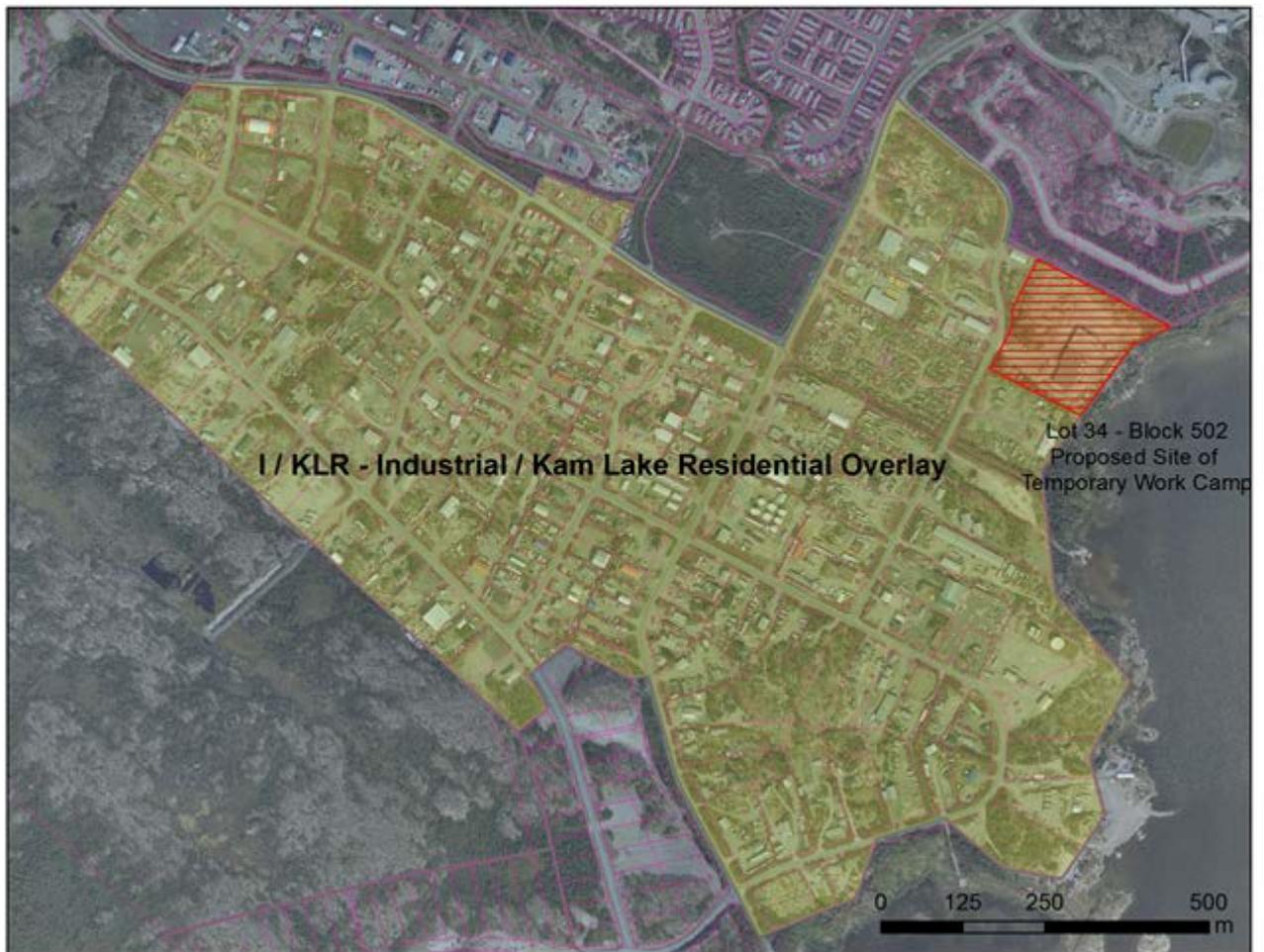


Figure 1 – Kam Lake Residential Overlay and Proposed Site of Temporary Work Camp (Lot 34, Block 502)



In total, the total number of workers required for the Stanton Territorial Hospital project is between 200-250. The applicant already has a lease arrangement of 12 two bedroom units, which will remain leased for duration of the project. The applicant has provided evidence of communication with four companies leasing rental apartments in Yellowknife. Two barriers were identified to securing sufficient accommodation in the existing hotel and rental housing market: 1) Hotel operators cannot provide reduced nightly rates for periods that extend through their peak season; and 2) most apartment building operators lease units on a monthly or yearly basis and generally cannot commit a large block in advance. Still, the applicant has secured a block of 40+ rooms at a local hotel. Nonetheless, the applicant indicates that the only viable option to ensure adequate accommodations to house the required work force is to hire a remote work force camp company to mobilize the required facilities and establish a temporary work force camp.

Although the proposed rezoning would apply to the entire Kam Lake Residential Overlay, the applicant has indicated that the Temporary Work Camp would be established at Lot 34, Block 502 (3 Coronation Drive), in the Kam Lake Residential Overlay zone (see Figure 1). At over 3 ha in size, the applicant has indicated that this is one of the few parcels within City limits large enough to accommodate this use. Detailed site development will be reviewed at the development permit stage.

The applicant is finalizing the work camp site development details. Once the site design is determined, a development permit application may be submitted and notification to neighbours may start. However Council review and approval of the development permit will be contingent upon the adoption of By-law No. 4902. The development permit application will require submission of site development details and neighbour notification to all property owners and lessees within 30 metres of the subject land. A Security Bond will be required from the developer to ensure satisfactory completion of all Development Permit requirements including proper removal of the camp by the end date.

The timeline for this memorandum has been accelerated to provide a timely response to the applicant in view of the work force camp market dynamics.

Table 1: Anticipated Timeline

<b>Rezoning Process</b>	
Memo to Municipal Services Committee	May 24
Neighbour Notification (Zoning amendment)*	May 17- June 1
Council (First Reading)	May 24
Public Notice	May 25 - June 13
Public Hearing (Special Council Meeting)	June 13
Second Reading (Special Council Meeting)	June 13
Third Reading (Special Council Meeting)	June 13
* Notification letter to neighbours were sent out on May 17, summary of feedback will be provided to Council in the week of June 6, 2016	



<b><i>Development Permit Process (Conditionally Permitted Use)</i></b>	
Memo to Municipal Services Committee	June 13
Neighbour Notification (Conditionally-permitted use)**	June 1 – June 15
Council approval of the Temporary Work Camp as a conditionally permitted use on Lot 34, Block 502 (Council meeting)	June 27
Development Officer finalize the permit review and post the development permit on site, development permit would be effective after 14 days if there are no appeals	the week of June 27
** Once the site development details are finalized, the Applicant may submit the development permit application as soon as after First Reading of By-law No. 4902. Notification letters may be sent out on June 1 after the rezoning feedback period, summary of feedback could be provided to Council by June 20, 2016.	

Committee noted that allowing a Temporary Work Camp exclusively for worker accommodations associated with large-scale projects, such as the construction of Stanton Territorial Hospital, would avoid tightening an already competitive market for rental units. As a narrowly-defined use with a defined duration, this use remains largely compatible with the Kam Lake area’s transition to a mixed use Commercial/Industrial – Residential area.

6. Mr. Dave Brothers, a representative of Clark Builders, was in attendance and stated that early on they realized that they would have to put a work camp in to accommodate their housing shortage, and that what is before Committee is the finalized option.
7. Mr. Aaron Reid addressed Committee and stated that he is a resident of Hall Crescent. Mr. Reid stated that they canvassed their neighbourhood yesterday and collected 83 signatures on a petition and submitted the petition to the City Clerk. Mr. Reid further stated that they moved into the area knowing that the correctional facility was in the neighbourhood, but noted that there is no noise or traffic generated by the facility. Mr. Reid further noted that the other side of the subdivision has commercial properties and that they close down at 5:00 p.m. Mr. Reid stated that their concern is with the degradation of quality of life for residents of Hall Crescent.
8. Mr. Jim Pook addressed Committee and stated that he owns property in the area and that Coronation Drive is not currently adequate to handle the amount of traffic that a work camp of this size would generate. Mr. Pook stated that before anything is located out there, the road needs to be fixed.
9. Mr. Les Rocher, a representative of Homes North Ltd. addressed Committee and stated that they have \$70 million invested in Hall Crescent and that the subdivision is only half complete. Mr. Rocher stated that the temporary work camp will either slow them down or put them out of business if it is allowed to proceed, as it will affect their ability to market and sell in this area.



10. Mr. George Farrell, a resident of Hall Crescent, addressed Committee and questioned whether the temporary work camp could be placed in another area. Mr. Farrell expressed concern with what might take place at the camp, such as fighting and boozing.
11. Ms. Jacqueline Rocher addressed Committee and stated that there are 47 children in the Hall Crescent neighbourhood and that they play and ride their bikes in the area and by the water and walking trail.
12. Mr. Brothers further addressed Committee and stated that the temporary work camp will be a dry camp and that there will be camp rules with management and security on site. If someone is unruly, they will be evicted. Mr. Brothers further stated that they will be bussing the workers; therefore there won't be a lot of traffic generated by the development. In response to questions from Committee, Mr. Brothers stated that they have contacted the hotels and apartment rental agencies and have secured everything that they were able to, however, were not able to secure enough accommodation and therefore a temporary work camp to house approximately 150 workers is required. In response to further questions, Mr. Brothers stated that they have looked at every option available to them and are following the City's process in requesting this development. If not approved, the project will be devastated and go over in the millions of dollars. With respect to timing, Mr. Brothers stated that they were not able to speak to the City as the GNWT contract was confidential until awarded. As soon as they were awarded the contract in September 2015 they started the process of seeking blocks of accommodation and as soon as they knew the shortfall they contacted the City with respect to the temporary work camp.
13. Mr. Rod Carson, a representative of Clark Builders, addressed Committee and stated that it does seem like it took them a long time before coming to the City; however, they needed to find out the housing needs from the subtrades first. Mr. Carson assured Committee that they are not trying to put the City under any duress with this application.

Committee recommended that:

1. By-law No. 4902, a by-law to amend Zoning By-law No. 4404, as amended, for the purpose of:
  - a) Adding a definition of Temporary Work Camp to Section 1.6; and
  - b) Including Temporary Work Camps as a Conditionally-Permitted Use in the Kam Lake Residential Overlay zonebe presented for adoption.
2. Bird/Clark Stanton Joint Venture as the rezoning applicant be required to post the notice of the zoning amendment application on Lot 34, Block 502 as per the requirements of Section 5.2 (2) of Zoning By-law No. 4404, as amended.

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



- (For Information Only)
14. Councillor Bussey moved,  
Councillor Alty seconded,

**That Committee move in camera at 1:18 p.m. to discuss an appointment to the Grant Review Committee, a legal matter and a personnel matter.**

**MOTION CARRIED UNANIMOUSLY**

- (For Information Only)
15. Committee discussed whether to appoint members to serve on the City of Yellowknife Grant Review Committee.
- (For Information Only)
16. Committee discussed a legal 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 2:01 p.m.**

**MOTION CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM THE IN CAMERA SESSION**

19. Committee read a memorandum regarding whether to appoint members to serve on the City of Yellowknife Grant Review Committee. Committee noted that the term of office for Ms. Cheryl Tordoff expired on March 10, 2016 and that another vacancy will occur on June 24, 2016.

It is the practice of the City of Yellowknife to advertise all vacancies for boards and committees. The City has advertised vacancies on the Grant Review Committee in the Capital Update, the City's website and social media sites and has received three (3) applications.

Committee noted that Council's policies, resolutions, by-laws, studies or plans include Council Goal #3 Enhancing Communications and Community Engagement; 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.
- 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.
- vi) 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.

Committee noted that applicable legislation, by-laws, studies or plans include Council Procedures By-law No. 4250, as amended.

Committee noted that 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 and Subcommittees must be approved by Council. There shall be two members of Council and three public members at large, according to the Terms of Reference. Councillors Alty and Payne were appointed to this Committee.

Committee noted that the purpose of the Grant Review Committee is to make recommendations to Council regarding the allocation of Special Grant funding. Appointment of a Member to serve on the Committee will ensure that the funding to community groups following the January 10, 2016 deadline is awarded in a timely manner.



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**Committee recommends that Council appoint Cheryl Tordoff and Brianna Spicer, for a two (2) year term effective June 28, 2016 until June 27, 2018, on the City of Yellowknife Grant Review Committee.**

**MOVE APPROVAL**

20. The meeting adjourned at 2:01 p.m.