



CITY OF YELLOWKNIFE

MUNICIPAL SERVICES COMMITTEE AGENDA

Tuesday, May 19, 2015 at 12:05 p.m.

Chairman: Mayor M. Heyck,
Councillor R. Alty,
Councillor A. Bell,
Councillor B. Brooks,
Councillor L. Bussey,
Councillor N. Konge,
Councillor P. Son,
Councillor C. Vanthuyne, and
Councillor D. Wong.

<u>Item</u>	<u>Description</u>
1.	Approval of the agenda.
2.	Disclosure of pecuniary interest and the general nature thereof.
ANNEX A	
3.	A memorandum regarding whether to set the 2015 Municipal Tax Levy and 2015 School Tax Levy.
ANNEX B	
4.	A memorandum regarding whether to amend By-law No. 4838 and By-law No. 4839, by-laws to acquire and dispose of a leasehold interest in the commissioner's land described as a portion of Parcel A, Lot 33, Group 964, Plan 195 (Robertson Drive) by replacing Schedule A with an updated sketch.
ANNEX C	
5.	A memorandum regarding whether to adopt the recommendations set forth by the Grant Review Committee to adopt the proposed Grant Funding Model.
ANNEX D	
6.	A memorandum regarding the minutes of the Grant Review Committee.
7.	A discussion regarding the Heritage Committee Terms of Reference.



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE

COMMITTEE: Municipal Services
DATE: May 19, 2015
DEPARTMENT: Corporate Services
ISSUE: Whether to set the 2015 Municipal Tax Levy and 2015 School Tax Levy.

RECOMMENDATION:

That:

- A) By-law No. XXXX, a by-law to set the 2015 Municipal Tax Levy by applying the same mill rates as in 2014 taxation year to the following property classifications:
- | | |
|---------------------------|-----------------|
| Residential | 6.00 mills |
| Multi-Residential | 6.35 mills |
| Commercial and Industrial | 12.78 mills |
| Mining and Quarrying | 16.69 mills |
| High Density Parking | 6.67 mills |
| Agricultural | 6.12 mills; and |
- B) By-law No. YYYY, a by-law to set the 2015 School Tax Levy by applying the same mill rates as in 2014 taxation year to the following property classifications:
- | | |
|---------------------------|-------------|
| Residential | 3.34 mills |
| Multi-Residential | 3.34 mills |
| Commercial and Industrial | 3.34 mills |
| Mining and Quarrying | 4.74 mills |
| High Density Parking | 3.34 mills |
| Agricultural | 3.34 mills; |

be presented for adoption.

BACKGROUND:

City Council sets municipal mill rates annually to generate property tax revenue in accordance with its adopted budget and sets school mill rates based upon revenue requisitions from the two school

boards. Once final municipal and school mill rates are set, the City sends a final property tax bill to all property owners.

The proposed municipal mill rates set out in this memorandum and the accompanying by-laws will result in sufficient tax revenues to fund the approved 2015 Budget.

COUNCIL POLICY / RESOLUTION OR GOAL:

Goal #1 – Building a sustainable future

Budget Policy #925-B8 Stabilization Funds – Fund balances shall be established and maintained as follows: General Fund: no less than 10% and no more than 15% of budgeted expenditures.

Budget Policy #925-B14 Balancing the Budget – The budget shall be balanced except when reasonably unforeseeable circumstances occur. The budget shall be considered balanced if: fund balances are within the minimum and maximum limits prescribed in the policy on Stabilization Funds.

Budget Policy #925-B18 Capital Asset Management – Council shall provide adequate Capital Fund revenue by including: equal to greater of all municipal taxes from mining plus 10 percent of non-mining taxation revenue, or debt servicing costs on long-term debt.

APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:

1. *Property Assessment and Taxation Act*;
2. Tax Administration By-law No. 4207, as amended; and
3. 2015 Budget Update.

CONSIDERATIONS:

Legislative

Section 76 of the *Property Assessment and Taxation Act* directs Council to establish a municipal mill rate, by by-law, for each property class in the municipal corporation area for the purpose of raising property tax revenue for use by the municipality. It also directs Council to establish an education mill rate based on a District Education Authority’s request.

Procedural Considerations

In order to determine the final tax bill for City ratepayers, the final mill rate must be approved by Council prior to the issuance of the final tax bill at the end of June. In January 2015, the City sent an interim tax bill to property owners as per the *Property Assessment and Taxation Act*. The amount of the interim tax bill was based on 50% of the 2014 taxes owed. This amount will be deducted from the final tax bill to determine what each ratepayer will owe for the balance of the year.

Financial Considerations

When the 2015 Budget was adopted in December 2014, Administration estimated that no tax increase would be needed to meet the tax revenue requirement of \$25,732,000. Since then, the Assessment

Roll values were finalized and some properties in Kam Lake have been reclassified from Commercial to Residential. These changes resulted in a net reduction in tax revenue of \$52,000.

Administration recommends that this shortfall be managed internally rather than a tax increase of 0.2%. This is consistent with Budget Policy #8 (Stabilization Funds) and #14 (Balancing the Budget): the projected 2015 General Fund balance before depreciation (\$4,387,000) is anticipated to be 12.6% of total expenditures excluding depreciation (\$34,798,000), which is within the 10% to 15% range established in Budget Policy #8. Budget Policy #14 considers the budget balanced if Policy #8 is achieved. However, it must be noted that the 2015 transfer from the General to the Capital Fund is \$614,000, which is substantially below the \$2,122,000 recommended by the Budget Policies.

Other Considerations

Council has discussed transferring a portion of the tax burden from commercial and industrial properties to residential and multi-residential properties. Presently the former accounts for 53.53% and the latter accounts for 45.59% of total tax revenues. Mining and quarrying, high-density parking and agriculture account for 0.89%. If tax burdens between the two classifications (commercial and residential) are to be equalized, the tax revenue from commercial will be reduced by \$1,020,000 which will have to be absorbed by the residential properties. This means that for a residential property with an assessment of \$291,000, the 2015 municipal taxes will increase by \$151, and the effects on different classes are as follows:

Property class	2014 municipal mills	2015 municipal mills	Changes in mills	Changes %	Median Assessment (\$)	Changes in municipal taxes (\$)
Commercial and Industrial Only (excludes Mining & quarrying, High Density Parking and Agriculture)	12.78	11.83	-0.95	-7.42	420,000	-399
Residential	6.00	6.52	+0.52	+8.71	291,000	+151
Multi-residential	6.35	6.92	+0.57	+8.98	1,988,250	+1,133

Council adopted a zero percent tax increase for the 2015 taxation year, thus Administration recommends postponing the change in the tax ratio between the two property classes to 2016, and spreading it over two to three years. This will be consistent with public expectations.

Education Mill Rate

For the 2015/2016 school year, Yellowknife Education District No. 1 has requested \$5,895,000 in tax revenues and the Yellowknife Catholic School Board (YCS) has requested \$4,046,000 in tax revenues.

Consistency

It has been Council’s policy, as agreed to by the school districts, to set the same mill rates for each school district.

Departmental Consultation

Consultation on the revenue requirements for the City is conducted amongst all departments when the budget is developed. Mill rates are established based on the tax revenue requirements identified in the budget.

Public Consultation

Public consultation took place during the budget process. The level of public input has increased from previous years and was highlighted by an online budget tool (Open Gov), and a three-day open house. Public participation was higher than previous years.

ALTERNATIVES TO RECOMMENDATION:

That Council increase the tax by an additional 0.02% in 2015 to compensate the revenue shortfall of \$52,000 and/or equalize the tax burdens between commercial and industrial properties and residential properties in 2015 or in 2016 and spread the changes over two to three years.

RATIONALE:

Municipal Mill Rates

Administration recommends no tax increase as originally proposed during the 2015 budget deliberations. This will be consistent with public expectations.

School District Mill Rates

Neither school district has requested an increase to their mill rates. They have submitted their requisitions accordingly.

ATTACHMENTS:

1. By-law No. XXXX, a by-law setting the municipal tax mill rates (DM#427912);
2. Yellowknife Catholic School Board Requisition (DM#428539);
3. Yellowknife Education District Number 1 Requisition (DM#428020); and
4. By-law No. YYYY, a by-law setting the school tax mill rates (DM#427913).

Prepared: May 8, 2015; CS
Revised: May 11, 2015; CH



CITY OF YELLOWKNIFE

BY-LAW NO. XXXX

BM XXX

A BY-LAW of the Council of the Municipal Corporation of the City of Yellowknife, in the Northwest Territories, providing for the final levy of taxes to raise revenue to meet the estimated expenditures of the City, for the year 2015.

PURSUANT to Section 76, 77, 78, 79, 80, 83 and 84 of the *Property Assessment and Taxation Act*, R.S.N.W.T., 1988(1V), c. P-10;

WHEREAS Council has approved the 2015 Budget which requires the City to raise property taxes of \$25,732,000;

AND WHEREAS the following sums are necessary, on the basis of the said budget, estimates and demands, after taking into account the anticipated revenue and estimate of unpaid taxes;

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

SHORT TITLE

1. This by-law may be cited as the 2015 Municipal Tax Levy By-law.

INTERPRETATION

2. Except as herein specifically defined and as the context may otherwise require, the words and expressions used in this By-law mean the same as provided by the *Interpretation Act*; the *Cities, Towns and Villages Act*; and the *Property Assessment and Taxation Act*; as the case may be.

LEVY

3. Municipal taxes for the year 2015 are hereby levied against all lands in the City area liable to taxation.
4. Municipal taxes shall be levied by applying the following mill rates to each specific classification:

Residential	6.00 mills
Multi-Residential	6.35 mills
Commercial and Industrial	12.78 mills
Mining and Quarrying	16.69 mills
High-Density Parking	6.67 mills
Agricultural	6.12 mills

EFFECT

- 5. This by-law will come into effect upon receiving Third and Final Reading by Council 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

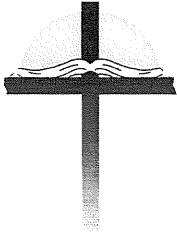
Read a Third Time and Finally Passed this _____ day of _____, A.D., 2015.

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



Yellowknife Catholic Schools

Box 1830, Yellowknife, NT X1A 2P4 • Phone (867) 766-7400 • Fax (867) 766-7401 • www.ycs.nt.ca

May 13, 2015

Ms. Christine Siu
Manager, Taxation, Budgeting and Evaluation
City of Yellowknife
P.O. Box 580
Yellowknife, NT
X1A 2N4

Sent via email

Confirmation of Tax Requisition – 2015-2016

The Trustees of Yellowknife Catholic Schools will approve the 2015-2016 operating budget at their May 20, 2015 public board meeting. The operating budget for the 2015-2016 includes a property tax requisition in the amount of \$4,046,000.

On behalf of the Board of Trustees, I will be requisitioning that the City of Yellowknife raise \$4,046,000 in property tax dollars for Yellowknife Catholic Schools. This amount is estimated to be net of the senior citizen rebates.

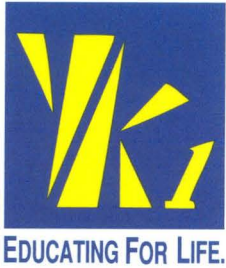
If you require further information, please call me at 766-7404.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Toner'.

Janet Toner, C.A.
Assistant Superintendent – Business

c.c. Claudia Parker, Superintendent



YELLOWKNIFE EDUCATION DISTRICT NO. 1
OF THE NORTHWEST TERRITORIES

BOX 788
YELLOWKNIFE, NT X1A 2N6
TEL: (867) 766-5050 FAX: (867) 873-5051

May 11, 2015

Ms. Christine Sui, CGA
Manager, Taxation, Budgeting and Evaluation
Corporate Services
City of Yellowknife
P.O. Box 580
4807 – 52nd Street
Yellowknife NT X1A 2N4

Property Tax Requisition for the 2015-2016 School Year

In accordance with subsection 76(3) of the *Property Assessment and Taxation Act* (R.S.N.W.T. 1988) and paragraphs 119(1)(c) and 135(3)(a) of the *Education Act* (S.N.W.T. 1995), the Yellowknife District No. 1 Education Authority (“YK1”) formally requisitions municipal property tax revenue in the amount of \$5,895,000 for the upcoming 2015-2016 school year.

If you require any additional information, please do not hesitate to contact us.

Sincerely,

Tram Do, CGA
Director of Corporate Services

cc. Mr. Metro Huculak, Superintendent, YK1
Budget File



CITY OF YELLOWKNIFE

BY-LAW NO. YYYY

BM YYY

A BY-LAW of the Council of the Municipal Corporation of the City of Yellowknife, in the Northwest Territories, providing for the levy of taxes to raise revenue to meet the requisitions of the two School Districts within the City of Yellowknife, for the school year 2015/2016.

PURSUANT to Section 76, 77, 78, 79, 80, 83 and 84 of the *Property Assessment and Taxation Act*, R.S.N.W.T., 1988(1V), C. P-10 and to the *Education Act* R.S.N.W.T. 1988, C. E-1;

WHEREAS the Council has received requisitions from Yellowknife Education District No. 1 in the amount of \$5,895,000; and from the Yellowknife Catholic School Board in the amount of \$4,046,000 for the year 2015/2016;

AND WHEREAS the following sums are necessary, on the basis of the said estimates and demands, after taking into account the said anticipated revenue and estimate of unpaid taxes;

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

SHORT TITLE

1. This by-law may be cited as the 2015 School Tax Levy By-law.

INTERPRETATION

2. Except as herein specifically defined and as the context may otherwise require, the words and expressions used in this By-law mean the same as provided by the *Interpretation Act*; the *Cities, Towns and Villages Act*; and the *Property Assessment and Taxation Act*; and *Education Act*; as the case may be.

LEVY

3. Education taxes for the year 2015 are hereby levied against all lands in the City area liable to taxation.
4. Education taxes shall be levied by applying the following education mill rates to each specific classification:

Residential	3.34 mills
Multi-Residential	3.34 mills
Commercial and Industrial	3.34 mills
Mining and Quarrying	4.74 mills
High-Density Parking	3.34 mills
Agricultural	3.34 mills

EFFECT

5. This by-law will come into effect upon receiving Third and Final Reading by Council 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



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE

COMMITTEE: Municipal Services

DATE: May 19, 2015

DEPARTMENT: Department of Planning and Development

ISSUE: Whether to amend By-law No. 4838 and By-law No. 4839, by-laws to acquire and dispose of a leasehold interest in the Commissioner’s land described as a portion of Parcel A, Lot 33, Group 964, Plan 195 (Robertson Drive) by replacing Schedule A with an updated sketch.

RECOMMENDATION:

That:

1. By-law No. XXXX, a by-law to amend acquisition By-law No. 4838, by replacing Schedule A with an updated sketch, be presented for adoption.
2. By-law No. YYYY, a by-law to amend disposal By-law No. 4839, by replacing Schedule A with an updated sketch, be presented for adoption.

BACKGROUND:

The City of Yellowknife (City)’s head lease 4256T with the Commissioner of Northwest Territories expired on October 31, 2014. Council adopted By-law No. 4838 and By-law No. 4839 on April 27, 2015 authorizing the renewal of head lease with the GNWT and sublease with the current land user. Schedule A of By-law No. 4838 and By-law No. 4839 (Figure 1) indicates the lease area following the property boundary of Parcel A, Lot 33, Group 964, Plan 195, which is bordered by the Ordinary High Water Mark (OHWM). In early May the City received the Head Lease document from the GNWT, it indicates a head lease boundary following the water’s edge (Figure 2), which is differed slightly from the by-law schedule.

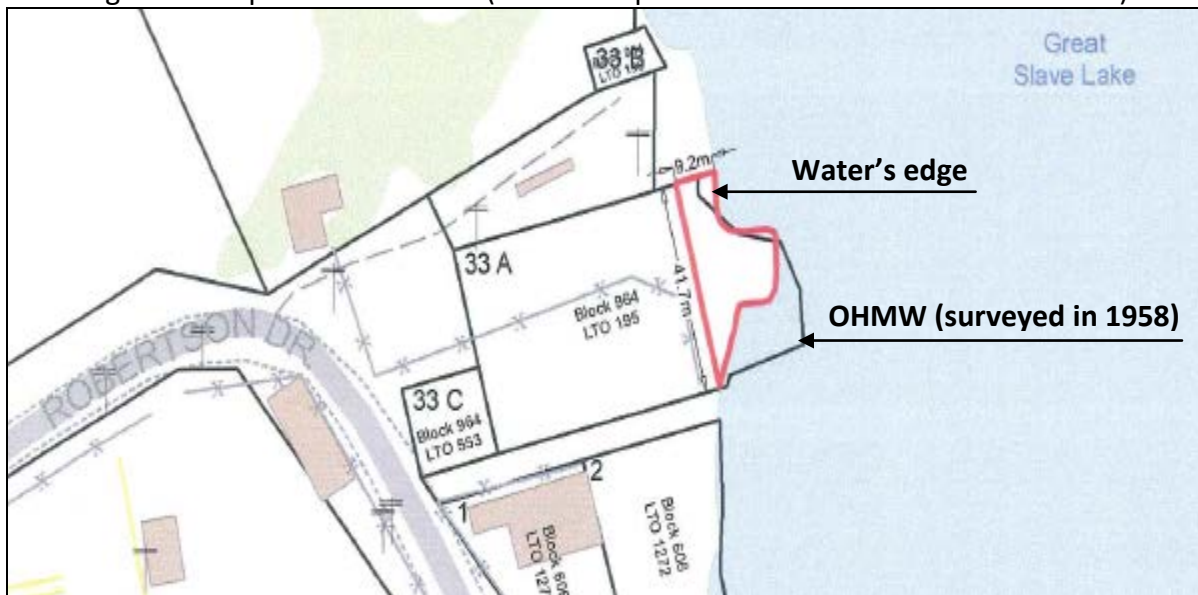
In discussion with the GNWT Department of Lands it was found that Parcel A, Lot 33, Group 964, Plan 195’s property boundary follows the old OHWM which was surveyed in 1958. The head lease boundary provided by the GNWT extends to the water’s edge as of today’s location. Anything extending into the water beyond this line is not considered Commissioner’s land and cannot be included in the lease.

Schedule A of By-law No. 4838 and By-law No. 4839 need to be replaced to reflect the correct lease boundary.

Figure 1: Current Schedule A of By-law No. 4838 and By-law No. 4839



Figure 2: Proposed Schedule A (lease area provided in the head lease document)



COUNCIL POLICY / RESOLUTION OR GOAL:

Council Objective #1 (c) Emphasize Fairness, Value and Transparency in Financial Decisions, Program Delivery and Land Administration.

Council Objective 2(d) Promote a range of commercial, residential, and institutional development and revitalization opportunities.

APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:

1. *Cities, Towns and Villages Act*, S.N.W.T. 2003;
2. Land Administration By-law No. 4596, as amended;
3. Lease Acquisition By-law Nos. 2917 and 4838; and
4. Disposal By-law Nos. 3599 and 4839.

CONSIDERATIONS:

Legislative Considerations

Pursuant to Sections 53, 54 and 73 of the *Cities, Towns and Villages Act* and Sections 4 and 5 of the Land Administration By-law No. 4596, as amended, the acquisition and disposition of land in leasehold interest must be authorized by by-law and Council may amend a by-law by by-law.

Amendments to By-law Nos. 4838 and 4839

To keep the by-laws accurate a new map will be needed to reflect the lease area.

ALTERNATIVES TO RECOMMENDATION:

No alternative identified.

RATIONALE:

The By-laws need to be amended to reflect the correct lease area.

ATTACHMENTS:

1. By-law No. XXXX (DM #427859); and
2. By-law No. YYYY (DM #427864).

Prepared: May 7, 2015; KPW/kpw
Revised:



CITY OF YELLOWKNIFE

BY-LAW NO. XXXX

BL XXX

A By-law of the Council of the Municipal Corporation of the City of Yellowknife to amend By-law No. 4838, a by-law authorizing the City to acquire leasehold interest 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 parcel 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 By-law No. 4838 is hereby amended by:

Deleting Schedule A and replacing it with 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.

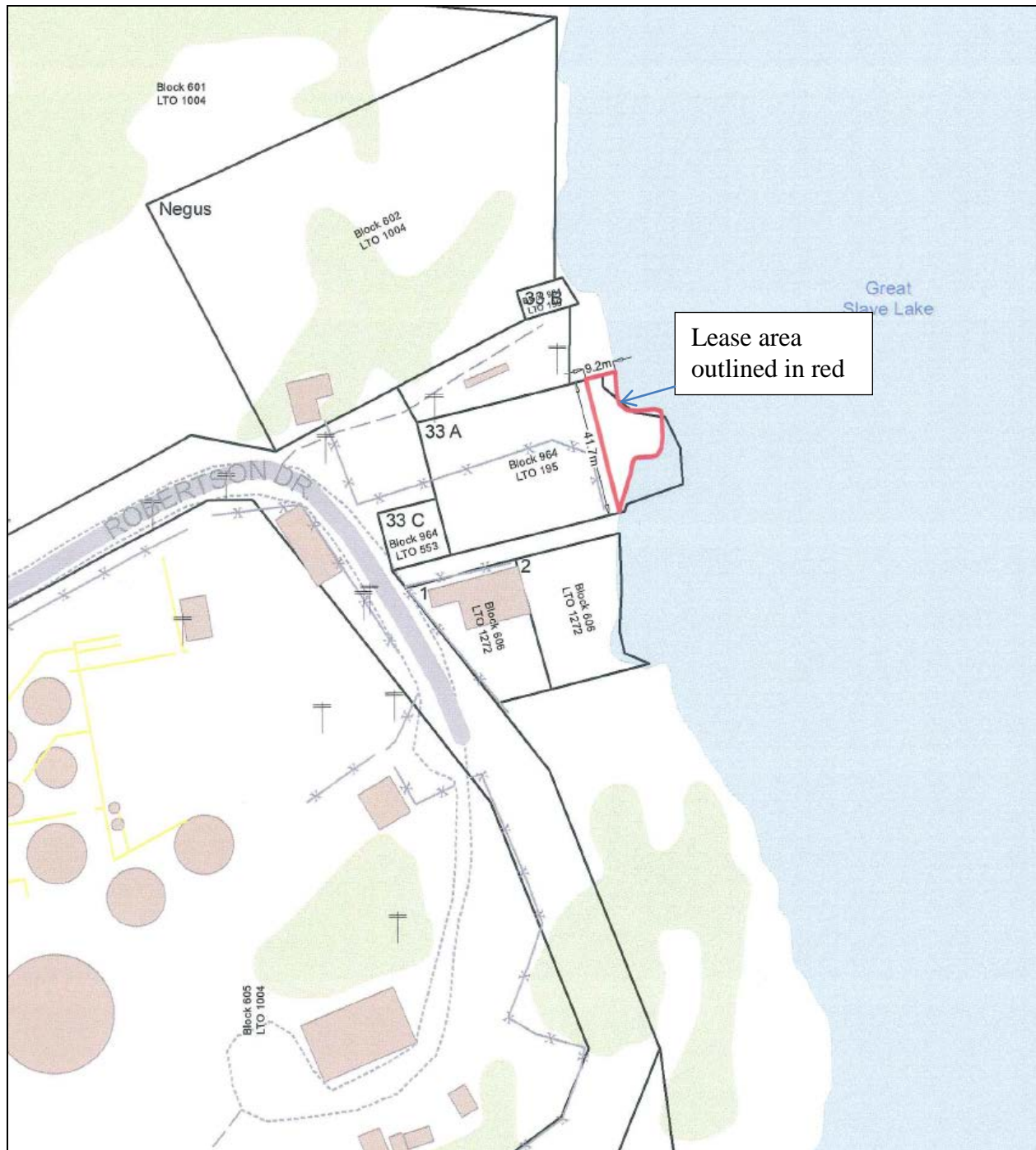
Mayor

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

Schedule A - By-law No. XXXX





CITY OF YELLOWKNIFE

BY-LAW NO. YYYY

BL XXX

A by-law of the Council of the Municipal Corporation of the City of Yellowknife to amend By-law No. 4839, a by-law authorizing the City to dispose of leasehold interest in land for the Municipal Corporation of the City of Yellowknife, in the Northwest Territories.

PURSUANT to Section 54 of the *Cities, Towns and Villages Act*, S.N.W.T., 2003, c. 22;

WHEREAS the said parcel of land is not required for municipal purposes 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 By-law No. 4839 is hereby amended by:

Deleting Schedule A and replacing it with 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.

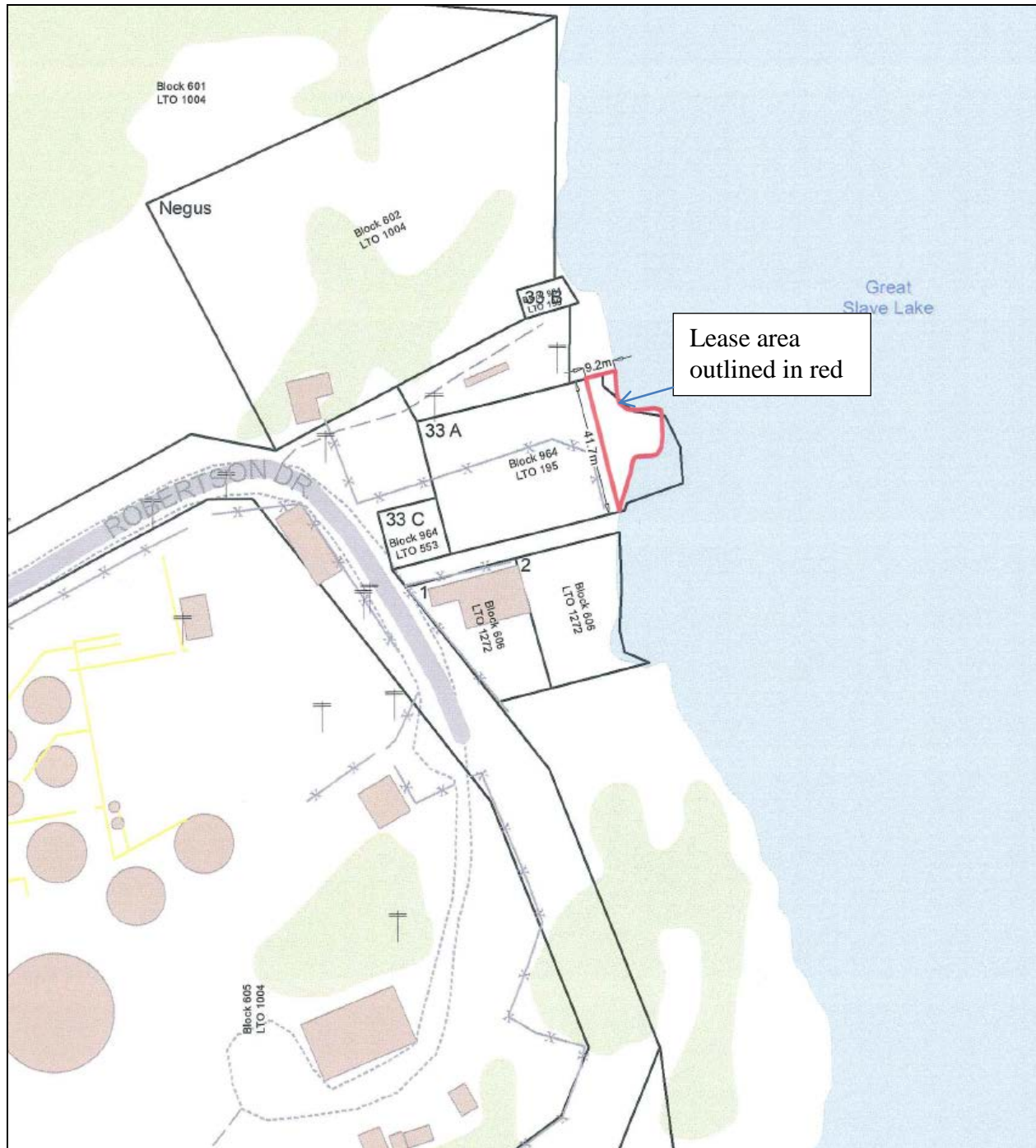
Mayor

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

Schedule A - By-law No. YYYY



Lease area outlined in red



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE

COMMITTEE: Municipal Services

DATE: May 19, 2015

DEPARTMENT: Community Services

ISSUE: Whether to adopt the recommendations set forth by the Grant Review Committee to adopt the proposed Grant Funding Model.

RECOMMENDATION:

That Council adopt the City of Yellowknife Grant Policy as proposed by the Grant Review Committee.

BACKGROUND:

On October 12, 2004, Council approved Terms of Reference for a Grant Review Committee that will review and make recommendations to Council regarding the annual distribution of the City of Yellowknife’s grant funding programs.

The purpose of the Grant Review Committee is to assist the City of Yellowknife in an advisory capacity by making recommendations annually to Council through the Municipal Services Committee as to which groups shall receive Special Grant and Core Funding, as well as the amount of funding that each group should receive. This committee has also been directed by Council to review the present funding programs and make recommendations for improvement to these funding models.

COUNCIL POLICY / RESOLUTION OR GOAL:

- | | |
|-------------------------|--|
| Council Objective # 3.b | Promote heritage, culture, arts and other unique characteristics of Yellowknife. |
| Council Goal #3.2 | Highlight volunteer opportunities with the City. |
| Policy 884.C2 | Define the manner in which not-for-profit community-based organizations may apply for funding from the City of Yellowknife and the criteria for approving such requests. |
| Motion #0287-13: | That Council: |
| | 1) Repeal and replace the Special Grant Policy and Criteria |

- 2) Repeal and replace the Core Funding Policy and Criteria
- 3) Repeal the Core Funding Policy effective December 31, 2014 and direct the Grant review Committee to develop a Multi- Year Funding Policy and a Sponsorship Funding Policy
- 4) Notify the 2014 Core Funding Recipients that the Core Funding Policy will be ending December 31, 2014 and that a new funding model will be created in which those groups will be eligible to apply.

#0297-14

That, as recommended by the Grant Review Committee, the Core Funding Program be reinstated until the new Multi-Year Funding Program has been adopted by Council.

The Grant Program meets City Council’s Goals by providing non-profit organizations funds to offer programs and/or events to residents of Yellowknife that will enhance community participation and spirit, and allow these groups to build volunteerism in our community. The programs and events that these groups are able to provide will promote our City’s heritage, culture, arts, sports, and recreational needs.

APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:

Cities, Towns and Villages Act.

CONSIDERATIONS:

Budget

Council reviews the budget annually to establish the funding allotment for each of the Grant Funding programs. Council has allocated the following funds from 2011 to 2015:

Year	Core Funding	Special Grant	Amount
2011	\$340,000.00	\$109,000.00	\$449,000.00
2012	\$314,000.00	\$105,000.00	\$419,000.00
2013	\$342,000.00	\$76,000.00	\$418,000.00
2014	\$340,900.00	\$77,100.00	\$418,000.00
2015	\$320,100.00	\$97,900.00	\$418,000.00

Procedural Considerations

Sixty days prior to funding deadlines, the Community Services Department prepares written notices to inform the public of application submission deadlines. These notices are advertised in the City’s Capital Update flyer, on the City of Yellowknife’s webpage, on social media, and on the electronic billboards located near the Yellowknife Community Arena and Multiplex.

Legislation

Section 123 of the *Cities, Towns and Villages Act* S.N.W.T., 2003 c.22 allows Council to authorize grants for purposes it considers beneficial to the residents of the municipality, totaling not more than 2% of total annual expenditures as set out in its annual budget.

Staffing

The Program Manager of Community Services shall provide administrative support to the Grant Review Committee.

Departmental Consultation

Through regular meetings of the Corporate Leadership Team, all affected departments have been consulted.

Existing Programs / Services

The City of Yellowknife currently has two programs by which not-for-profit community organizations can request funding: Special Grants and Core Funding.

In 2009, Spring Clean-Up was removed from the community grant program and was redeveloped into a Community Services contract for non-profit youth groups.

ALTERNATIVES TO RECOMMENDATION:

1. That Council refer back the City of Yellowknife Grant Policy to the Grant Review Committee for further consideration.
2. That Council amend and adopt the City of Yellowknife Grant Policy.

RATIONALE:

The original Special Grant Funding process allowed not-for-profit organizations to submit funding requests to the City of Yellowknife twice a year (January 10 and September 30). In 2003, Council began to disburse the entire \$100,000 budgeted for Special Grants at the January 10 deadline, a practice which has proved to be an effective method of disbursing the funds.

The Core Funding process allowed not-for-profit organizations to submit funding requests annually to the City of Yellowknife, but only after successfully completing 3 consecutive years under Special Grant Funding. This Core Funding program started with 10 groups that were awarded funding, and slowly grew to 21 groups. There had been no terms within the policy to limit the length of time a group could receive funding for. City Council repealed both Special grant and the Core Funding program and gave direction to the Grant Review Committee to reevaluate the present funding policies, as well as develop a new funding model that reflects the needs of Council and provides assistance to not-for-profit organizations in Yellowknife for the development of programs and/or events that benefit the citizens of Yellowknife.

The Committee’s recommendation for awarding funding is based on reviewing other communities across Western Canada, and by evaluating and discussing each of those policies that best falls in line with the City of Yellowknife’s Goals and Objectives.

The City of Yellowknife will conduct a media campaign to inform all residents and not for profit organizations that the new Grant Program will be in effect January 10, 2016.

ATTACHMENTS:

Grant Funding Policy (DOC # 425231-v2).

Revised: May 14, 2015; BKK/an

DOC # 426867-v3

SECTION: Community Services Department/ Program Division
CHAPTER: Grants

SUBJECT: Funding Grants

PURPOSE

To fund and partner with community non-profit organizations to deliver programs, projects or events that align with the City of Yellowknife objectives, have a clear community impact and respond to community needs. Eligible organizations may only apply under one (1) funding stream: Community Service Grant, Multi-Year Grant or Sponsorship Grant. Funding levels are reviewed and set annually by Council.

POLICY

Community Service Grant: It is the policy of the City of Yellowknife to provide one (1) year Community Service Grant funding to non-profit organizations based in Yellowknife for start-up or enhancement of programs or projects. The maximum amount to be awarded for this grant is \$10,000.00. Funding must be used within the grant year.

Multi-Year Grant: It is the policy of the City of Yellowknife to provide three (3) year Multi-Year Grant funding to established non-profit organizations based in Yellowknife for programs or projects. The maximum to be awarded for the Multi-Year Grant is \$50,000.00 per year.

Sponsorship Grant: It is the policy of the City of Yellowknife to provide one (1) year Sponsorship Grant funding to established non-profit organizations based in Yellowknife to sponsor or host an event. The maximum amount to be awarded for the Sponsorship Grant is \$20,000.00. Funding must be used within the grant year.

APPLICATION

This policy applies to registered non-profit organizations, as follows:

Funding Guiding Principles

- The City of Yellowknife has an open and transparent funding process where all eligible organizations have the ability to apply for related funding.
- Funding requests must clearly benefit the community of Yellowknife by encouraging community interaction and spirit.
- Activities must be municipal in nature.
- Funding must be directly attributable to program, project or event delivery in Yellowknife
- Organizations are encouraged to be self-supporting and sustainable.
- Organizations must demonstrate proof of \$2,000,000 all-risk liability insurance before funding will be awarded.
- Organizations must show the ability to match the funding request by demonstrating revenue streams and in-kind donations.
- Funding is not based on financial need.
- Funding must not be used for: fundraising, travel expenses, cash prizes or gifts.

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- Government departments, boards and agencies are not eligible for funding.
 - The Parent Advisory Committee (PAC) of a Yellowknife school board will be exempt from this criteria. PAC's may only submit an application under the Community Service Grant for projects that upgrade school grounds and the upgrades must benefit the community. Only one PAC per school board will be eligible to submit an application per year and the school board will be the organization responsible for overseeing the completion of the project and provision of a final financial report upon completion of the funded project.

Funding Process

The Grant Application process takes approximately six (6) to eight (8) weeks to complete.

1. Each organization must submit their application **no later** than January 10 of each year. Applications received after the closing date will not be considered.
2. A Community Services Department representative completes an administrative review of all applications received.
3. The Grant Review Committee reviews applications and may request oral presentations from applicants as deemed necessary.
4. The Grant Review Committee makes recommendations to Council, and Council makes all final decisions related to funding grants.
5. Administration prepares and sends out Contribution Agreements to successful applicants after funding levels are approved.
6. Within 30 days of receipt of signed Contribution Agreement, 75% of funds are released.
7. The remaining 25% of funds are released after Administration receives the final report.

Funding Priorities

Organizations must meet one (1) or more funding priority:

1. Arts: Support a program, project or event that enhances the media of music, drama, dance, visual arts, literature or craft.
2. Community: Support a program, project, or event that encourages social development, wellbeing, community sustainability, or community pride.

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3. Culture: Support a program, project, or event that develops an accessible, diverse and vibrant, arts and cultural landscape.
4. Sports and Recreation: Provide equitable access to diverse sport and recreational opportunities.
5. Sports Event – Only eligible for the Sponsorship Grant:
 - o Host a sanctioned championship event: territorial, western Canada, national or international.
 - o Event must be a team or individual competition where a winner or champion is declared.
 - o An official letter of endorsement from the respective territorial, national or international governing body is required.
 - o Event must be composed solely of amateur athletes.

Funding Eligibility

1. Applicants must be non-profit organizations registered under the *Societies Act* of the Northwest Territories and be in compliance with Corporate Registries by the application deadline.
2. Organizations must be based in Yellowknife, serve the residents of Yellowknife, and be in good standing with the City of Yellowknife.
3. Organizations applying for the Multi-Year Grant must have received a Special Project Grant or Sponsorship Grant for the previous two consecutive years.
4. Organizations may only apply under one funding stream.
5. Where applicable, the City of Yellowknife must be recognized as specified in the Contribution Agreement.
6. Organizations must demonstrate proof of \$2,000,000 all-risk liability insurance before funding will be awarded.

DEFINITIONS

Accessible: A general term to describe the degree to which an activity, service, or physical environment is available to as many people as possible regardless of their physical abilities or socio-economic background. Accessibility can be viewed as the “ability to access” and benefit for the ability, service, or physical space. Improving accessibility involves removing economic, physical, cultural, and transportation barriers to participate in programs, projects, and facilities.

Affordable: A measure of whether residents have access to sufficient resources to participate in society and whether programs, services, and activities are

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priced to allow residents from all income levels the opportunity to participate.

Amateur Athlete

Is an individual that is not paid for competing in a sport or competition.

Arts (the Arts):

The expression or application of human creative skills and imagination (e.g. painting, print-making, drawing, sculptures, crafts, photography, film and video, theatre, music, literary arts, dance) Includes original, creative interpretation, and facsimile reproduction and distribution, in addition to cultural industries - publishing, film, sound recording, video and audio-visual broadcasting.

Capital Projects:

Projects that encompass capital – includes new construction, renovation and/or expansion of a facility. Also includes equipment required for the program.

Community Associations:

Volunteer non-profit organizations that plan and provide sport, recreation, arts, culture and social programs for residents in a particular geographic area (neighbourhood).

Community Impact:

The organization has established, developed and implemented a meaningful initiative that advances the communities' vision, stream priorities, and outcomes.

Community:

Projects and programs implemented to encourage the optimal development, well-being and or sustainability of the community.

Culture:

The whole complex of distinctive spiritual, material, intellectual, and emotional features that characterize a society or social group. It includes creative expression (e.g. oral history, language, literature, performing arts, fine arts and crafts) community practices (e.g. traditional healing methods, traditional celebrations and patterns of social interaction that contribute to group and individual welfare and identity) and material or built forms such as sites, buildings, historic centers, landscapes, art, and objects.

Cultural Programming:

The collection of projects/programs, delivered through the events, festivals, and other modes of exhibition and distribution.

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- Events:** A planned public occasion such as music and cultural festivals and sporting events.
- Festival:** A specific event designed to present through public access, productions, or services of an arts discipline(s) often multi-faceted and occurring during a brief period of time. Festivals often occur annually and usually in a reasonably contained area, indoors or outdoors.
- Financial Need:** The organization demonstrates that the City funding for their project, program, or event is integral to their vitality, sustainability and continued work within the community.
- Inclusive:** A description of the community where all people have access to quality community necessities and amenities, where all people, regardless of any difference, have the same opportunities.
- Projects/Programs:** The specific, time-bound activities and services delivered to the citizens and organizations in Yellowknife.
- Recreation:** All those activities an individual chooses to participate in his/her leisure time and is not restricted solely to sports or physical recreation programs, but also includes artistic, creative, cultural, social, and intellectual activities.
- Sport:** A regular form of physical activity organized as a contest between two or more participants for the purpose of determining a winner by fair and ethical means. Such contest may be in the form of a game, match, races, and/or other form of competitive event.

PROCEDURE

Responsibility

Community Services

Action

Organization

1. Advertising for funding applications begins at least 60 days in advance of the deadline.
2. Submits applications before January 10. Applications received after the deadline will not be considered.
3. Applications must be completed in the *City of Yellowknife Funding Grants Application Form* and include all supporting

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materials. Applications received in alternative formats will not be considered.

Program Manager

4. Receives and confirms date of applications received.
5. Ensures applications are complete, and supporting material provided, prior to the application deadline.
6. Ensures applicants satisfy criteria.
7. Prepares binders for the Grant Review Committee to review each application.
8. Sets meetings for the Grant Review Committee to review all eligible applications and provides the Committee with the Evaluation Criteria Rating sheet.

Grant Review Committee

9. Reviews all applications and may request oral presentations from applicants.
10. Evaluates and provides recommendation(s) via motion to Council.

Program Manager

11. Prepares Memorandum to Committee with the Grant Review Committee Motion of Recommendation to the appropriate standing Committee of Council.

Council

12. Approves or makes recommendations to Administration for appropriate follow-up.

Director of Community Services

13. Directs Program Manager to proceed with recommendations from Council in regards to the actions that were adopted.

Program Manager

14. Advises the Grant Review Committee of Council's decision on recommendations.
15. Notifies all applicants and prepares the Contribution Agreements for successful organizations.

Organizations

16. Signs and returns the Contribution Agreement to the Community Services Department for processing.

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17. Submits a final report by December 15 of the year the grant was awarded, or within 60 (sixty) days of the program or project's end.

Program Manager

18. Verifies Contribution Agreements are signed by both parties. Ensures all applicable documents are attached with the agreement.

19. Ensures organizations submit final reports and meet contractual obligations as stated in the Contribution Agreement.

Prepared: May 1, 2015; BKK/an

DOC #425231-v2

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Revised by:

Approved:



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE
(For Information Only)

COMMITTEE: Municipal Services

DATE: May 19, 2015

DEPARTMENT: Community Services

ISSUE: Minutes of the Grant Review Committee meeting.

BACKGROUND:

Attached for the information of Committee are the minutes of the Grant Review Committee meeting for March 17, 2015.

ATTACHMENTS:

The Grant Review Committee Minutes March 17, 2015 (DM#427601)

Prepared: April 27, 2015; BK/sj



CITY OF YELLOWKNIFE

**Grant Review Committee
Tuesday, March 17, 2015 at 5:30 p.m.
City Hall – Main Boardroom**

MINUTES

Minutes of a meeting held on Tuesday, March 17, 2015 at 5:30 p.m. in the City Hall Main Boardroom. The following Committee members were in attendance:

Chairman: Councillor Rebecca Alty (Chair),
Mayor, M. Heyck, Ex Officio,
Dave Brothers,
Candace Thorne, and
Cheryl Tordoff.

Absent: Councillor Phil Moon Son.

The following members of Administration staff were in attendance:

Brian Kelln (Program Manager, Community Services Department)

Item Description

Call to Order

1. The meeting was called to order at 5:45 p.m.

Approval of Agenda

2. Ms. Thorne moved,
Mr. Brothers seconded,

That the agenda be approved as presented.

MOTION CARRIED UNANIMOUSLY

Disclosure of Pecuniary Interest

3. There were no disclosures of pecuniary interest.

Discussion Items

4. Multi-year Funding Policy
Community Service Grants Policy
Hosting Grant Policy
Committee discussed whether to develop a new funding model and to incorporate Multi-year Funding Policy, Community Service Grants Policy and Hosting Grant Policy into one



policy that would include the three streams of funding. Committee suggested several amendments and requested that Administration provide an updated copy of New Grant Policy for review.

- 6 Ms. Thorne moved,
Mr. Brothers seconded,

That Council adopt the recommendation set forth by the Grant Review Committee to adopt the New Grant Funding Policy.

MOTION CARRIED UNANIMOUSLY

Committee discussed how much funding would be awarded to each of three streams Community Service Grant, Hosting Grant and Multi-year Funding Grant. Committee will discuss this further at the next meeting prior to Budget deliberations.

Next Meeting

5. Next meeting is scheduled for September 2015.

Adjournment

- 6 Ms. Thorne moved,
Mr. Brothers seconded,

That the meeting be adjourned 6:40 p.m.

MOTION CARRIED UNANIMOUSLY