



CITY OF YELLOWKNIFE

TERMS OF REFERENCE

Mayor's Task Force on Economic Development

Whereas, pursuant to the Council Procedures By-law, Council may establish a special committee to investigate and consider any matter; Yellowknife City Council hereby establishes a Special Advisory Committee to be known as the "Mayor's Task Force on Economic Development" with the following terms of reference.

INTRODUCTION

The City of Yellowknife has identified that there is a need to establish a Task Force that will provide input into development of the 2019-2024 Economic Development Strategy (the "Strategy") and provide ongoing advice in the implementation phase of the Strategy.

BACKGROUND

On December 10, 2018, Council approved the City of Yellowknife's 2019 Budget, which included \$50,000 to obtain a multi-faceted 5 year Economic Development Strategy ("the Strategy"). Council is seeking the input and advice from potential partners who share an interest in economic development in Yellowknife to provide guidance and expert advice to the City of Yellowknife during the development and implementation phase of the City's Economic Development Strategy.

SCOPE

The purpose of the Task Force is to provide advice to the City in the development and implementation of the City's economic development strategy, supporting, promoting and advocating for the strategy; continuously assessing the present situation and capability; identifying emerging economic conditions, barriers and opportunities and to ensure long term and lasting sustained economic growth.

In particular, the Task Force will assist in the development of the economic growth strategies for sectors identified by the strategy, provide guidance on implementation, identify and leverage strength areas, and draw on existing economic development organizations, as well as municipal, territorial, Indigenous and federal governments, to ensure a collaborative effort resulting in economic growth.

MEMBERSHIP

Composition:

1. The Task Force will consist of the following members appointed by Council:
 1. Mayor
 2. One Councillor
 3. One representative from each of the following sectors:
 - a. Tourism
 - b. Minerals
 - c. Arts, Crafts and Film
 - d. Agriculture and Fisheries
 - e. Aviation, transportation, and logistics
 - f. Real Estate (developers/realtors/builders/planning & engineering)
 - g. Post-secondary
 - h. Retail
 - i. Hospitality
 - j. Business owner
 4. One (1) Member of the Yellowknives Dene First Nation
 5. Det'on Cho Corporation
 6. Yellowknife Chamber of Commerce
 7. NWT Tourism
 8. NWT/Nunavut Chamber of Mines
 9. CDETNO
 10. GNWT ITI
 11. CANNOR
 12. City of Yellowknife, Senior Administrative Officer
 13. City of Yellowknife, Director, Policy, Communications and Economic Development
 14. Any additional representatives as deemed appropriate by Council.
2. The Mayor shall be the Chair of the Task Force.
3. Members shall be appointed for a three (3) year term.

Amended by Council Motion #0008-24 January 22, 2024

4. Council may remove any member of the Task Force for any good and sufficient cause.
5. Support for the Task Force will come from City of Yellowknife Administration.

MEETINGS

6. The Task Force shall meet as required to provide support in the City's efforts to advance economic development in Yellowknife.
7. Special meetings of the Task Force may be called at the request of the Chair.
8. The rules of procedure for the Task Force shall be governed by the City of Yellowknife Council Procedures By-law, insofar as it may be applicable, except that quorum for a meeting is:
 - one representative of the City; and
 - 3 members who are not representatives of the City.

REMUNERATION

9. The Members of the Task Force shall serve in a volunteer capacity only, with no remuneration.

DUTIES

10. The Chair's responsibilities will be as follows:
 - a. Chair meetings;
 - b. Approve agenda/meeting preparation and any follow up actions; and
 - c. Introduce the Strategy and any other information or advice the Task Force develops to the appropriate Standing Committee of Council.
11. The Task Force Members' responsibilities will be as follows:
 - a. To attend meetings and discuss issues pertaining to economic development in Yellowknife;
 - b. To provide advice and support to the City throughout the development and implementation of the Economic Development Strategy.

TERMINATION

Amended by Council Motion #0057-22 April 11, 2022
Amended by Council Motion #0008-24 January 22, 2024

12. The Committee shall be considered dissolved upon completion of their task.
13. Notwithstanding the above, Council may, by resolution, dissolve the Committee at any time, or amend these Terms of Reference.