



CITY OF YELLOWKNIFE

GOVERNANCE AND PRIORITIES COMMITTEE AGENDA

Monday, November 24, 2025 at 12:05 p.m.

Chair: Mayor B. Hendriksen,
Councillor S. Arden-Smith,
Councillor G. Cochrane,
Councillor R. Fequet,
Councillor R. Foote,
Councillor C. McGurk,
Councillor T. McLennan,
Councillor S. Payne, and
Councillor R. Warburton.

<u>Item</u>	<u>Description</u>
1.	Opening Statement: The City of Yellowknife acknowledges that we are located in Chief Drygeese territory. From time immemorial, it has been the traditional land of the Yellowknives Dene First Nation. We respect the histories, languages, and cultures of all other Indigenous Peoples including the North Slave Métis, and all First Nations, Métis, and Inuit whose presence continues to enrich our vibrant community.
2.	Approval of the agenda.
3.	Disclosure of conflict of interest and the general nature thereof.
4.	A presentation from Diavik Diamond Mine on Closure Plans.
ANNEX A	
5.	A memorandum regarding whether to adopt a Council and Administration Protocol Policy, Council Leave Policy, and whether to repeal and replace the Council Travel, Conference, and Training Policy.
<u>IN CAMERA</u>	
6.	A matter still under consideration.
7.	Business arising from In Camera Session.



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE

COMMITTEE: Governance and Priorities

DATE: November 24, 2025

DEPARTMENT: Mayor's Office

ISSUE: Whether to adopt a Council and Administration Protocol Policy, Council Leave Policy, and whether to repeal and replace the Council Travel, Conference, and Training Policy.

RECOMMENDATION:

That Council:

1. adopt the Council and Administration Protocol Policy;
2. adopt the Council Leave Policy; and
3. repeal and replace the Council Travel, Conference and Training Policy.

BACKGROUND:

At the request of Council, Administration undertook the development of three key governance policies to support clarity, consistency, and transparency in Council operations: the Council and Administration Protocol Policy, the Council Leave Policy, and the Council Travel, Conference, and Training Policy. These policies were initiated to formalize expectations, roles, and procedures that guide interactions between Council and Administration, provide structure around Council member absences, and establish clear guidelines for professional development and travel-related activities. The development process included a review of best practices from other municipalities and alignment with existing legislative and procedural frameworks to ensure relevance and effectiveness.

As Council's spokesperson, the Mayor supported Administration's development and review of these policy documents before presentation to Council's Governance and Priorities Committee.

COUNCIL STRATEGIC DIRECTION/RESOLUTION/POLICY:

Strategic Direction #2: Service Excellence

Focus Area 2.3 Organizational Culture

Providing a positive and productive workplace environment for effective governance and service excellence.

Key Initiative 2.3.2 Enhancing governance capacity through individual and collective development opportunities.

Strategic Direction #3: Sustainable Future

Focus Area 3.1 Resilient Future

Enhancing Yellowknife as a great place to live, visit, work and play now and into the future.

APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:

1. *Cities, Towns and Villages Act, and*
2. Council Procedures By-law.

CONSIDERATIONS:

The proposed policies aim to clarify the respective roles and responsibilities of Council and Administration. These policies reflect current best practices and are designed to align with evolving legislative frameworks, municipal standards, and expectations around transparency and accountability.

The Council and Administration Protocol will help to foster clear, respectful, and effective working relationships. Clear protocols can reduce misunderstandings and improve governance outcomes. Implementation of this protocol by the current Council will help to establish positive Council and Administration working relationships with the next Council that will be sworn in after the next municipal election in 2026.

The Council Leave Policy provides a formal structure for managing absences, and ensuring continuity of representation while supporting the well-being of elected officials.

The Council Travel, Conference, and Training Policy establishes consistent guidelines for professional development opportunities, while ensuring responsible use of public funds. Repealing and replacing this policy presents an opportunity to streamline, modernize, and consolidate governance documents.

ALTERNATIVES TO RECOMMENDATION:

That the Council and Administration Protocol Policy, Council Leave Policy, and the Council Travel, Conference, and Training Policy be amended and presented for adoption.

RATIONALE:

The Council and Administration Protocol Policy, Council Leave Policy, and Council Travel, Conference, and Training Policy demonstrate a strong commitment to enhancing governance, transparency, and accountability in municipal leadership. These policies empower Council members to carry out their duties with integrity, effectiveness, and ethical responsibility.

ATTACHMENTS:

1. Council and Administration Protocol Policy (DM#808404);

2. Council Leave Policy (DM#797294); and
3. Council Travel, Conference, and Training Policy (DM#758251).

Prepared: November 10, 2025; PM



CITY OF YELLOWKNIFE

Policy Title: **COUNCIL AND ADMINISTRATION PROTOCOL POLICY**
Approved By: **Council Motion #00XX-25**
Effective Date: **Month XX, 2025**

1 INTRODUCTION

This protocol provides a framework that guides the interaction between Council and Administration to ensure the effective management and operation of the City of Yellowknife.

2 PURPOSE

The purpose of the Council and Administration Protocol Policy (the “Policy”) is to establish:

- a) clarity about the respective roles and responsibilities of Council and Administration;
- b) a system for regulating communications and business between Council and Administration; and
- c) good working relations between Council and Administration.

3 DEFINITIONS

In this Policy:

- “City”** means the Municipal Corporation of the City of Yellowknife;
- “City Manager”** means the Senior Administrative Officer of the City appointed pursuant to the *Cities, Towns and Villages Act* of the Northwest Territories and includes any person appointed or designated to act on their behalf;
- “Council”** means the Council of the City of Yellowknife;
- “CTV Act”** means the *Cities, Towns and Villages Act* of the Northwest Territories;



“Councillor”	means a member of Council other than the Mayor;
“Mayor”	means the Mayor of the City of Yellowknife; and
“Member”	means a member of Council, inclusive of the Mayor.

4 POLICY

4.1 Governance Framework

- a) Council constitutes the political component of the City. Council’s Chairperson and spokesperson is the Mayor.
- b) Administration constitutes the administrative and operational component of the City and is led by the City Manager.
- c) The legal responsibilities, functions, and powers of both Council and Administration are interdependent and interrelated.
- d) Council and Administration will adhere to formal channels of communication between one another as established by legislation, by-laws, and policy.
- e) The statutory powers of both Council and Administration are set out in the *CTV Act*.

4.2 Roles and Responsibilities of Council

- a) The Mayor is Council’s spokesperson and facilitates the Council and Administration relationship.
- b) Council provides direction to Administration, makes strategic policy decisions, represents the public interest, and performs the duties of a Council and also as individual Council members as per the *CTV Act*.
- c) Council has one employee, the City Manager.
- d) Council is responsible to hire, supervise, and terminate the City Manager.
- e) Refer to the Council Code of Ethics By-law with respect to roles and obligations when acting as representatives of the City.

4.3 Roles and Responsibilities of Administration

- a) The City Manager coordinates the City’s systems, manages organizational resources, facilitates the Administration and Council relationship, and performs the duties of a Senior Administrative Officer as per the *CTV Act*.
- b) The City Manager is responsible for the hiring, managing, and terminating of all City employees.



- c) Administration implements Council directions, provides decision-making advice, and communicates requirements for successful implementation of Council direction.

4.4 General Protocol

- a) Council and Administration will treat each other with respect and integrity.
- b) The Mayor will advise a Councillor and/or Council when their activities are affecting Administration's performance.
- c) Council will deal with Administration performance concerns by communicating them through the Mayor, or any committee established by Council to the City Manager.
- d) The City Manager will provide information to all of Council when deemed appropriate in responding to a request from one member of Council.
- e) Administration will advise the City Manager if a request for information from a member of Council will create a significant impact on performance and workload, and the City Manager will inform the Mayor of this advice in order to find an agreeable path forward.

4.5 Communication Between Council and Administration

- a) Council will provide direction to Administration through a resolution of Council.
- b) Council may make information requests of Administration with the following understanding:
 - The City Manager is Council's point of contact.
 - For non-emergency matters, the City Manager must not be contacted on weekends and evenings; and
 - For emergency matters, the City Manager may be contacted on weekends and evenings.
- c) When approached by a City employee with an operational issue or concern, Council members will encourage the employee to use appropriate channels within the organization such as talking with their supervisor, Human Resources, or the City Manager.

4.6 Resident Inquiries to Council

- a) A member of Council may respond to requests for information from a resident when the information is readily available to the public. Such responses must be shared with all of Council and the City Manager.
- b) Council members will direct requests from residents for services or information that is not readily available to the public to the Mayor for response and action. The Mayor will request advice from the City Manager if required.



- c) All inquiries from residents to Council regarding enforcement matters, or complaints regarding a City employee must be directed to the City Manager.
- d) All inquiries from residents to Council that have an appeal process outlined in a by-law or legislation are referred to the City Manager.
- e) This framework for responding to resident inquiries does not restrict Council members' ability to discuss issues of public interest with residents.

4.7 Organizational Tools

The following organizational tools contribute to a successful working relationship between Council and Administration:

- a) Reports and updates to Council about Administration's activities.
- b) Administrative requests for decisions that provide the information required for decision-making.
- c) Clear and open discussion from the Mayor and Councillors at committee and Council meetings.
- d) Clear and concise direction to Administration through resolutions made at Council meetings.
- e) An up-to-date organizational chart of Administration.
- f) A Council Procedures By-law that provides the framework for Council's governance system.
- g) A Work Plan which implements Council's Strategic Direction.

4.8 Success Indicators

The following are indicators of this Policy's success:

- a) Clarity for Council members and senior administrative leadership about their roles and responsibilities.
- b) Administration does not undertake work without first receiving direction from Council.
- c) Council does not expect work to be undertaken without a clear resolution of Council.
- d) No direct supervision of Administration by individual members of Council.
- e) Improved employee satisfaction.
- f) Achievement of Council's strategic priorities and Work Plan.
- g) Timely communication, both internal and external.
- h) An informed and involved Council.



5 APPLICATION

This Policy applies to all Members of Council.

DRAFT



CITY OF YELLOWKNIFE

Policy Title: **COUNCIL LEAVE POLICY**
Approved By: **Council Motion #00XX-25**
Effective Date: **Month XX, 2025**

1 INTRODUCTION

The City is committed to transparency, equity, and good governance. As such, it is desirable for Council to establish guidelines for Member leave to allow governance to continue effectively during periods of absence, while also upholding the well-being of individual members.

Council Procedures By-law No. 4975 requires that any Member absent for three (3) consecutive regular meetings of Council, without Council's permission by resolution passed at a regular meeting of Council, shall be deemed to have resigned.

2 PURPOSE

The purpose of the Council Leave Policy (the "Policy") is to establish a clear, consistent, and transparent framework for approving and managing leave for members of Council. Recognizing the importance of balancing the public duties and personal responsibilities and well-being of the Mayor and Councillors. This Policy outlines a model for various types of leave and a process for requesting and approving leave.

Members remain accountable to the public for any requests for leave. This Policy does not diminish the responsibility Members have to those they were elected to serve, nor does it override the requirement outlined in *Council Procedures By-law No. 4975*, which mandates that Council must approve a Member's leave through a resolution passed at a regular Council meeting.

3 DEFINITIONS

In this Policy:

"City" means the Municipal Corporation of the City of Yellowknife;



“Council”	means the Council of the City of Yellowknife;
“Councillor”	means a member of Council other than the Mayor;
“Mayor”	means the Mayor of the City of Yellowknife; and
“Member”	means a member of Council, inclusive of the Mayor.

4 POLICY

4.1 Mayor Leave Requests

If the Mayor is the Member requesting leave, all references to the Mayor in this Policy shall be interpreted as meaning the Deputy Mayor.

4.2 Leaves of Absence

It is the policy of the City of Yellowknife that Members may request the following types of leave. Requests which conform to the requirements of this Policy will not be unreasonably denied by Council.

Compassionate and Family Caregiver Leave and Medical leave may be renewed with the approval of Council.

4.2.1 Parental Leave

- a) A Member may take paid parental leave prior to or after the birth or adoption of their child. Parental leave may not exceed a period of up to twenty-six (26) weeks.
- b) The Member going on leave is entitled to determine their level of involvement during parental leave, though no expectation of involvement is expected of a Member during their period of parental leave. Involvement may include attendance at Council and Committee meetings, responding to calls or emails, and meeting with constituents. The level of a Member's involvement shall be set out in the plan described in section 4.4.2.



4.2.2 Compassionate and Family Caregiver Leave

A Member may request an unpaid leave of absence, for a period of up to twenty-six (26) weeks to attend to personal responsibilities arising from the serious illness, injury, or death of a family member or dependent. The Member shall provide supporting medical documentation from a qualified medical professional.

4.2.3 Medical Leave

A Member who has an illness or injury may request an unpaid leave of absence, for a period of up to twenty-six (26) weeks. The Member shall provide supporting medical documentation from a qualified medical professional.

4.2.4 Reservist Leave

A Member who is a member of the Reserve Force in the Canadian Armed Forces may request unpaid leave for any period of training and active deployment. The Member shall provide evidence of this training or active deployment to the Mayor.

4.2.5 Political Office Leave

A Member who wishes to run in a federal or territorial election may take an unpaid leave of absence from their Council position. This leave is granted to allow the individual to campaign for election without conflict of interest or perceived bias related to their duties. Leave of absence without pay will be granted during the election period if requested by the Member.

4.3 Requesting a Leave of Absence

4.3.1 Notice

Prior to taking a leave of absence, a Member of Council will provide four (4) weeks' written notice to the Mayor and City Manager of their intention to take the leave unless circumstances do not make that possible. If four (4) weeks' notice is not possible, the request must be made as soon as possible. The written notice must include:

- a) the start date of the leave;
- b) the anticipated length of the leave;
- c) if the Member of Council was unable to provide four (4) weeks' notice, the general nature of the circumstances that prevented the four (4) weeks' notice; and



- d) a medical certificate from a qualified medical professional, if required. Any medical certification provided to request Compassionate and Family Caregiver Leave or Medical Leave will be confidential to the Member, the Mayor, and the City Manager.

4.3.2 Request to Council and Notice to the Public

All requests for leave must be presented to Council for approval as required by Section 11 of the *Council Procedures By-law No. 4975*.

The request for leave shall be presented to Council for a decision at their earliest meeting following the submission of the notice by the Member. The Council agenda will include the type of leave requested, and the period of time for which the leave has been requested.

4.4 Implementing a Leave of Absence

4.4.1 Duties During Leave

A Member who takes an authorized leave of absence is not required to attend Council meetings or committee meetings. In accordance with Section 11 of the *Council Procedures By-law No. 4975*, a Member of Council is not deemed resigned from Council during an authorized leave of absence.

4.4.2 Management of Duties During Parental Leave

As parental leave is the one type of approved leave where a member may still be able and willing to participate in the work of Council during their leave of absence, the following points apply.

- a) Prior to the approved date for the start of parental leave, a Member of Council requesting parental leave must submit a written plan to the Mayor and City Manager.
- b) The written plan must explain any duties, if any, that the Member will continue to perform during their parental leave (i.e. committee participation, community engagement etc.).
- c) Unless a written plan for parental leave states that a Member will continue their work on committees; during a Member's leave the Member is considered to have resigned from all committees to which they have been appointed and another Member must be appointed prior to the next meeting of any Committee.



4.5 Term of Leave

Regardless of the length of leave, any leave in effect at the end of a Member's term on Council comes to an end at the end of their term.

5 **APPLICATION**

This Policy applies to all Members of Council.

DRAFT



CITY OF YELLOWKNIFE

Policy Title: **COUNCIL TRAVEL, CONFERENCE, AND TRAINING POLICY**
Approved By: **Council Motion #00XX-XX**
Effective Date: **Month XX, 20XX**

1 INTRODUCTION

The City of Yellowknife is committed to supporting Members in their roles by providing opportunities for professional development and networking. This includes attendance at relevant conferences, workshops, seminars, and events that enhance their knowledge and effectiveness.

In addition to these development opportunities, Members may also be required to represent the City in an official capacity at local events and functions, where related expenses may be incurred.

2 PURPOSE

The purpose of the Council Travel, Conference, and Training Policy (the “Policy”) is to establish a clear, consistent, and transparent framework for authorizing Members’ attendance at relevant conferences, workshops, seminars, and events. The Policy also outlines the criteria and procedures for the approval, documentation, and reimbursement of eligible expenses, ensuring accountability and responsible use of public funds.

3 DEFINITIONS

In this Policy:

“City”	means the Municipal Corporation of the City of Yellowknife;
“Council”	means the Council of the City of Yellowknife;
“Mayor”	means the Mayor of the City of Yellowknife; and



“Member”

means a member of Council, inclusive of the Mayor.

4 POLICY

Council must approve all City-sponsored travel and attendance at conferences, workshops, and seminars by a formal resolution of Council either prior to the commencement of travel or at the first regular Council meeting following the start of travel. Members will be reimbursed for reasonable expenses incurred for approved travel while representing the City in an official capacity.

4.1 Budget

Council shall allocate an annual budget for professional development as part of the City's overall budgeting process.

4.2 Planning and Budgeting

Each January, Administration prepares a memorandum to Council's Standing Committee recommending Members' travel, conference, and training attendance. Council may also approve additional travel and conference or training attendance throughout the year as needed and as permitted by budget.

4.3 Transportation

- a) Air Travel: shall be booked using the most direct, economical, and time-efficient route available. Every effort will be made to secure airfare well in advance to obtain the best possible rates.

The City will cover the cost of fare options that allow for flight changes, ensuring flexibility in travel plans. In cases where a personal emergency necessitates cancellation, the City will cover any applicable airline cancellation fees.

- b) Vehicle Travel: When travel by vehicle is the chosen mode of transportation, Members are expected to use City vehicles for travel whenever possible. When multiple Members are attending the same event, carpooling is encouraged to the extent feasible.

If a City vehicle is not available, Members may use a personal vehicle and will be reimbursed at the per-kilometre rate established by the Canada Revenue Agency



(CRA). However, if a Member chooses to use a personal vehicle when a City vehicle is available, the reimbursement rate will be 20% of the CRA rate.

Reimbursement through the vehicle allowance is considered all-inclusive; therefore, no additional vehicle-related expenses (e.g., fuel, maintenance, insurance) are reimbursed. Members using personal vehicles for City business must ensure they carry adequate personal vehicle insurance. When more than one Member travels in the same vehicle, only the driver may claim the vehicle allowance.

- c) Car rentals: should only be used when more economical transportation options such as buses, trains, or taxis are not available or practical. Expenses for bus, train, or taxi fares incurred while traveling on City business will be reimbursed, provided that original receipts are submitted with the claim.
- d) Other Travel Expenses: Reimbursable travel expenses include transportation to and from the airport, hotel, or conference venue, as well as airport parking fees. If an airline charges an additional fee for checked luggage, the City will cover the cost of one piece of personal luggage per trip.

4.4 Airmiles

The City will not compensate Members for the use of personal airmiles or comparable reward plans to purchase airline tickets.

4.5 Combining Business and Personal Travel

Where personal and business travel are combined, reimbursement is to be based upon the lesser of actual transportation expenses or the most economical transportation expenses that would have been incurred had personal travel not taken place. Clear calculations must accompany the Travel Authorization and Expense Claim form. Per diem allowances and other expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.

4.6 Guest Costs

If a Member invites a guest(s) to accompany the Member to a conference, workshop or event, any expenses of the guest for travel, accommodation, meals, or registration are considered a personal expense. The City shall not reimburse any guest expenses as these are an ineligible expense under section 4.9 of this Policy.

4.7 Travel Report and Expense Claim

Members will claim reimbursement for expenses incurred while in attendance at a conference, workshop or seminar as a representative of Council, whether local or out of town, through a City of Yellowknife Travel Authorization and Expense Claim form.



As an official representative of the City of Yellowknife, the Member shall maintain a daily record of City-related business conducted and expenses incurred.

Members must submit travel reports and expense claims to Executive Services within two (2) weeks of travel or attendance at a conference. This requirement applies to all travel, regardless of whether it is funded by the City or by an external party.

Failure to submit the required documentation within six (6) weeks of return will result in that Member's suspension from future travel privileges on behalf of the City until Executive Services receives the outstanding travel report. Executive Services will not process expense claims submitted more than six (6) weeks after travel without written approval by the Mayor.

Council may, by resolution, deny all or part of an expense claim if it determines that the expenses were not incurred for City business purposes or were not in the best interests of the City.

4.8 Meals

Meals shall be paid in accordance with the City of Yellowknife's Duty Travel Per Diem Rates.

Where meals are provided or included in the conference, workshop or seminar, Members shall not claim an allowance.

Partial Day Travel Meal Status

The following guidance is provided on partial day status:

On the **day of departure** if travel status begins:

- After 12:00 p.m., breakfast and lunch cannot be claimed; and
- After 6:00 p.m., no meals can be claimed.

On the **day of return**, if travel status ends:

- Prior to 7:00 a.m., no meals can be claimed;
- Prior to 12:00 p.m., breakfast can be claimed;
- Prior to 6:00 p.m., breakfast and lunch can be claimed; and
- After 6:00 p.m., all meals can be claimed.

4.9 Ineligible Expenses

The following are not eligible expenses, and the City will not provide reimbursement for costs associated with:

- a. Alcohol;
- b. Entertainment;



- c. Upgrades to higher classes of travel;
- d. Fines for traffic or parking violations;
- e. Personal items, such as clothing and toiletries;
- f. Compensation for loss or damage to personal property;
- g. Additional expenses resulting from travelling with guest(s); and
- h. Items not specifically identified as an approved expense in this policy or not approved by Council Resolution.

4.10 Non-Attendance

If a Member fails to attend a conference, workshop, or seminar for which the City has incurred costs (e.g., registration fees, travel, accommodation, meals), the Member shall reimburse the City for all associated expenses.

Exceptions may be granted in cases of extenuating circumstances, subject to approval by Council.

5 **APPLICATION**

This Policy applies to all Members of Council.