



CITY OF YELLOWKNIFE

GOVERNANCE AND PRIORITIES COMMITTEE REPORT

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

Report of a meeting held on Monday, November 24, 2025 at 12:05 p.m. in the City Hall Council Chamber. The following Committee members were in attendance:

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

The following members of Administration staff were in attendance:

C. Caljouw,
S. Van Dine, (via teleconference)
D. Gillard,
C. Greencorn,
C. MacLean,
K. Pandoo,
K. Thistle,
C. White,
G. White, and
S. Jovic.

| <u>Item</u> | <u>Description</u> |
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| 1. | (For Information Only) Mayor Hendriksen read the Opening Statement. |
| 2. | (For Information Only) There were no disclosures of conflict of interest. |



(For Information Only)

- 3. Committee heard a presentation from Gord Stephenson, a representative of Diavik Diamond Mine, regarding Diavik Diamond Mine Closure Plans.
- 4. **Committee read 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.**

Committee noted that 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 include:

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

Applicable legislation, by-laws, studies, plans include:

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

Committee noted that 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.

Committee noted that 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.

Committee requested an amendment to Section 4.2.1 a) of Council Leave Policy to specify that parental leave must be taken in the 78 week period following the child's birth or the child coming into the member's care.

Committee recommended 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.**

MOVE APPROVAL

(For Information Only)

5. Councillor Arden-Smith moved,
Councillor Payne seconded,

That Committee move in camera at 12:49 p.m. to discuss a matter still under consideration.

MOTION CARRIED UNANIMOUSLY

(For Information Only)

6. Committee discussed a matter still under consideration.



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- (For Information Only)
7. Councillor Cochrane moved,
Councillor Warburton seconded,

That Committee return to an open meeting at 1:52 p.m.

MOTION CARRIED UNANIMOUSLY

- (For Information Only)
8. There was no business arising from the in camera session.
9. The meeting adjourned at 1:52 p.m.