



## CITY OF YELLOWKNIFE

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Policy Title: **Council-Administration Round-Table**  
Approved By: **Council Motion # 0178-20**  
Effective Date: **October 26, 2020**

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### PURPOSE

To establish the Council Administration Round Table (CART) which provides an opportunity for informal discussion between members of Council and Administration on City themes, issues and initiatives.

### POLICY

City Council can engage regularly with Administration through CART which provides a forum for briefings and informal discussions on themes, issues and initiatives in order to inform Administration's work and in anticipation of eventual decision-making by Council.

### GUIDING PRINCIPLES

- **Information Exchange:** CART is intended for information-sharing amongst Council members and Administration, not for decision-making that binds the City, politically or administratively.
- **Interactive:** Participants are able to engage and be forthcoming on matters under discussion so that issues can be thoroughly explored.
- **Open and Transparent:** CART meetings will be conducted with the public interest uppermost in mind, as an informal means to share information among Council and Administration within the requirements and conventions of municipal governance and within available time and resources.

### PARTICIPANTS

- Standing membership will be Mayor and Council; City Manager; City Administration's Senior Leadership Team.
- Other staff, subject matter experts, consultants and/or partners will be invited as necessary.

### FORMAT

- CART will typically be scheduled on the second Thursday of each month, or as needed, between 12:00 noon and 1:00 p.m. Schedules may be adjusted as required.
- CART meetings are open and will be webcast. Members of the public and City staff who are not participating in the discussion may observe, but unless invited, may not participate in the discussion.

## PROCESS

- An agenda and briefing materials on the subject matter will be circulated to Council members 3 days preceding the CART.
- No decisions will be made by CART; anything requiring follow up or direction will be channeled through the Governance and Priorities Committee en route to Council.
- While consistent attendance is preferred so CARTs are effective, there are no requirements for a quorum of Council in order for a CART to proceed.
- While moderated by a chairperson, CART discussions are intended to be informal as compared to Council or standing committee meetings, in order to facilitate engaged discussion.
- Members of Council will chair CART meetings, rotating in alphabetical order by last name. The Chair's role is to manage the discussion such that all participants wanting to speak have an opportunity to be heard, to ensure the CART guiding principles are upheld, and to summarize the discussion at the end of the meeting.
- Discussion themes may be proposed by either Council or Administration.
- A record of discussion will be kept in the form of high level meeting notes, to be circulated with the agenda package for a subsequent CART meeting.