



## CITY OF YELLOWKNIFE

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Policy Title: **COUNCIL AND ADMINISTRATION PROTOCOL POLICY**  
Approved By: **Council Motion #0223-25**  
Effective Date: **December 9, 2025**

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### 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 <i>Cities, Towns and Villages Act</i> 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 <i>Cities, Towns and Villages Act</i> of the Northwest Territories;



<b>“Councillor”</b>	means a member of Council other than the Mayor;
<b>“Mayor”</b>	means the Mayor of the City of Yellowknife; and
<b>“Member”</b>	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 and City Administration.