



## CITY OF YELLOWKNIFE

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

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### 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* 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*, 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;



<b>“Council”</b>	means the Council of the City of Yellowknife;
<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 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 must be taken in the 78 week period following the child’s birth or the child coming into the member's care. 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 the *Council Procedures By-law*.

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 the *Council Procedures By-law*, 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.