



CITY OF YELLOWKNIFE

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

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.