



## CITY OF YELLOWKNIFE

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Policy Title: **PUBLIC ENGAGEMENT POLICY**  
Approved By: **Council Motion #0026-26**  
Effective Date: **February 25, 2026**

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### 1 INTRODUCTION

The City of Yellowknife recognizes public engagement as a core component of good governance and effective decision-making. The City has a strong culture of engaging residents and having a citywide Public Engagement Policy helps ensure a consistent, predictable approach to public participation in major initiatives, policy discussions, and decision-making.

### 2 PURPOSE

The purpose of this Policy is to establish the City's commitment to meaningful, inclusive, and transparent public participation in decisions that affect residents. This Policy supports consistent public engagement across the organization to inform decision-making, strengthen trust, and reflect community values and priorities.

This Policy is implemented through the City's Public Engagement Framework, which outlines the City's approach, principles, and processes for engaging the public, and is supported by internal Public Engagement Guidelines & Toolkit that provide detailed operational guidance.

### 3 DEFINITIONS

In this Policy:

**"Stakeholders"**

means people, groups, or organizations who are affected by, have an interest in, or can influence a City decision, policy, program, or project. This includes internal stakeholders, such as City staff and elected officials, and external stakeholders, such as residents, Indigenous governments and organizations, businesses, non-profits, and community partners;



<b>“Community”</b>	means individuals, groups, or organizations who live, work, study, operate a business, or have an interest in the City of Yellowknife. This includes residents, Indigenous governments and organizations, community groups, businesses, institutions, and visitors;
<b>“Public Engagement”</b>	means the process of involving the public in City decision-making through public participation opportunities that inform, consult, involve, collaborate with, or empower residents;
<b>“Public Engagement Framework”</b>	means the City’s public-facing document that defines the approach, principles, engagement levels, and engagement cycle to guide public participation;
<b>“Public Engagement Guidelines &amp; Toolkit”</b>	means internal resources that provide detailed processes, tools, templates, and best practices to support City staff and partners in planning and delivering public engagement activities; and
<b>“Public Engagement Plan”</b>	means a project-specific plan that outlines the objectives, scope, methods, timelines, and responsibilities for a public engagement initiative.

#### 4 POLICY

The City of Yellowknife is committed to engaging residents in a way that is purposeful, respectful, and transparent.

The City values diverse perspectives and seeks public input to inform municipal decisions, plans, policies, and services. Public engagement supports collaboration, shared stewardship, and sustainable choices that benefit both current and future generations.

The following principles will guide public engagement undertaken by the City:

- **Inclusive:** Welcoming diverse voices and reducing barriers to participation.
- **Clear:** Sharing information openly and explaining how public input is considered.
- **Respectful:** Encouraging constructive dialogue and listening to differing perspectives.
- **Responsible:** Demonstrating how engagement informs decision-making.
- **Purposeful:** Designing engagement with clear objectives and realistic outcomes.



Council, administration, and staff share responsibility for integrating public engagement into how the City plans, decides, and delivers services.

#### 4.1 Roles and Responsibilities

Public engagement is a shared responsibility between Council, administration, staff, and the community. The following roles outline accountability and expectations for public engagement undertaken by the City of Yellowknife.

##### *Council*

- Champions public engagement as a foundation of transparent, accountable, and inclusive governance.
- Considers public input when reviewing recommendations and making decisions.
- Supports early and appropriate public engagement on City initiatives.
- Demonstrates how community perspectives are considered in decision-making.
- Supports continuous improvement in public engagement practices across the organization.

##### *Administration and Departments*

- Integrate public engagement into planning and decision-making where appropriate.
- Allocate sufficient time, resources, and capacity to public engagement activities.
- Ensure engagement activities align with this Policy and the Public Engagement Framework.
- Work collaboratively with the Community Engagement Advisor on engagement planning and delivery.

##### *Community Engagement Advisor*

- Provides leadership and oversight to support consistent implementation of this Policy.
- Maintains and updates the Public Engagement Framework and internal Public Engagement Guidelines & Toolkit.
- Advises departments and project leads on engagement planning, methods, and levels of engagement.
- Supports quality, inclusive, and transparent engagement practices across the organization.

##### *Consultants and External Partners*

- Conduct public engagement activities in alignment with this Policy, the Public Engagement Framework, and City expectations.
- Coordinate with the Community Engagement Advisor and Department Project Lead when undertaking engagement on the City's behalf.



- Ensure engagement activities and reporting are accessible, unbiased, and transparent.

#### *Residents and Community Members*

- Participate in public engagement opportunities to share perspectives, lived experience, and local knowledge.
- Engage respectfully and constructively, recognizing diverse viewpoints.
- Understand that public input is one of several factors considered in City decision-making.
- Provide feedback on engagement processes to support continuous improvement.

#### 4.2 Implementation

This Policy is implemented through the City of Yellowknife's Public Engagement Framework, which establishes the City's approach to public participation, including guiding principles, engagement levels, and the public engagement cycle.

City departments and project teams are responsible for ensuring that public engagement activities align with this Policy and the Public Engagement Framework. Staff are supported by internal Public Engagement Guidelines & Toolkit, which provide detailed operational guidance, templates, and tools for planning, delivering, and evaluating engagement activities.

The City recognizes that public engagement activities will vary based on project scope, legislative requirements, timelines, resources, and community context. The application of this Policy and its supporting documents will be proportionate and appropriate to the nature of each initiative.

## 5 **APPLICATION**

This policy applies to:

- All City of Yellowknife departments and employees involved in engagement activities.
- Elected officials engaged in City projects.
- Consultants and external organizations that are conducting engagement on the City's behalf.

This policy complements, but does not replace or override, legislated consultation requirements by promoting broader community engagement and inclusiveness in the City's decisions.



## 6 REVIEW

The City of Yellowknife is committed to continuous improvement in public engagement practices.

This Policy will be reviewed at a minimum of every four (4) years, or as required, to ensure it remains relevant, effective, and aligned with Council priorities, organizational capacity, and community expectations.

The Public Engagement Framework and internal Public Engagement Guidelines & Toolkit may be updated as needed to reflect evolving best practices, lessons learned, and community feedback, without requiring formal amendments to this Policy.