



CITY OF YELLOWKNIFE

## MINUTES

**HERITAGE COMMITTEE**  
**Wednesday, September 23, 2015 at 12:04 p.m.**  
**Lower Boardroom, City Hall**

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Minutes of a meeting held on Wednesday, September 23, 2015 at 12:04 p.m. in the Lower Boardroom at City Hall. The following Committee members were in attendance:

Chair: Councillor Son,  
A. Cartwright,  
D. Finch,  
S. Irlbacher-Fox,  
D. Kellett,  
K. Luce,  
D. Ritchie, and  
M. Vaydik.

Absent: Mayor M. Heyck,  
E. Purchase  
R. McKeown

The following members of Administration were in attendance:

J. Humble,  
W. Yu,  
J. Larsen, and  
L. Dunsmore, Recording Secretary.

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### **Call to Order**

1. The Chair called the meeting to order at 12:04 p.m.

### **Appointments to Heritage Committee**

2. As the newly appointed committee member was unable to attend the meeting, this item will be added to the agenda of the next scheduled meeting (October 21, 2015).



**Approval of Agenda**

3. M. Vaydik moved,  
K. Luce seconded,

**That the agenda be approved.**

**CARRIED UNANIMOUSLY**

**Disclosure of Pecuniary Interest**

4. There were no disclosures of pecuniary interest.

**Approval of Minutes of Previous Meeting**

5. D. Finch moved,  
M. Vaydik seconded,

**That the minutes of the meeting held on August 12, 2015 be approved.**

**CARRIED UNANIMOUSLY**

**Matters arising from minutes of previous meeting**

6. **Update on Chair's Action List –**
  - a. **Council approval of Committee's recommendations** – Administration advised members that it takes at least four weeks to move the Minutes of the Standing Committees of Council from the committee level to final Council approval. The senior representative of City Administration expressed support for any approach that would streamline the process, but commented that the City is bound by provisions of the *Cities, Towns and Villages Act*.
  - b. **Action Plan Review** – The Committee agreed to Administration's suggestion that perhaps a Heritage Plan be developed and that Arts, Heritage and Culture be amalgamated under the mandate of the Heritage Committee. The members, however, would like to complete previously proposed heritage-related projects before taking on any others. Administration agreed. To track progress, Administration recommended the creation of a chart identifying the projects that have been planned, resources that have been committed, estimated timeline and the committee members and staff who will work on each project. The Committee created a working group that will review their projects to ensure that they are in line with Council's objectives and the resources that are available.

**Action:** *The working group, comprised of M. Vaydik, the Chair and S. Ihrbacher-Fox, will meet with the Chair and Administration before the October meeting to create an Action Plan.*

- c. **Staff Participation**  
Administration has committed several staff members to assist the Heritage Committee on a regular basis. They are the Director of Planning and Development, the Manager of



Planning and Lands, the Manager of Building Inspections, a Planner and an Executive Assistant. Additional staff can be called in on an as-needed basis.

d. **Number of Hours allotted to Heritage Committee**

The Chair and J. Humble indicated the number of estimated staff hours allotted to the Heritage Committee could be provided at the next meeting.

e. **Social Media Policy**

Discussion of this item was deferred to a future meeting, as the Director of Communications and Economic Development will need to be involved.

**Action:** *Administration will invite the Director of Communications and Economic Development to a future meeting to discuss the City's Social Media Policy.*

f. **Council and Administration Feedback to Heritage Committee**

The Chair asked that any Heritage-related item referred to Council appear as a standing item on the Agenda of the next scheduled meeting of the Heritage Committee. If the item is part of the Committee's Action Plan, the progress chart (described above, in Item b., Action Plan Review) will be updated accordingly.

**Action:** *Administration will ensure that items referred to Council will be added to the agenda of the next meeting.*

g. **Yellowknife Hockey Heritage – invoice for photo display**

Administration reported that the invoice had been sent to Finance for payment.

h. **Terms of Reference (TOR)**

The Terms of Reference require that a meeting be cancelled if the Chair is not available. Members were concerned that, if meetings were cancelled, progress on action items would be stalled. Administration advised members that either the alternate Councilor or the Mayor could also Chair the meeting. It was acknowledged that this should be coordinated with the Chair ahead of time if an absence is anticipated. The Chair and Administration indicated the intent is to ensure meetings proceed monthly.

i. **Heritage Plaques**

Members noted that it had been four years since a plaque has been placed at any of Yellowknife's unmarked heritage sites. They have already set priorities for the sites that should be plaqued first, and asked if several plaques could be placed in the coming year. M. Vaydik requested that the criteria and application for Heritage Grants be posted on the website.

**Action:** *Administration will draft a Memo to Council regarding the \$4,000 funding for the Heritage Plaques as this initiative was not communicated to other Administrative Departments or Council previously.*



j. **Communications Plan**

M. Vaydik asked when the Communications Plan created by the members would be made available to the public.

**Action:** *Administration will set up a meeting with M. Vaydik to discuss this at a future date. This will also involve the Director of Communications and Economic Development.*

**Action:** *The Recording Secretary will put the Minutes of past Heritage Committee meetings on the City's website.*

k. **Member contact info on Committee's web page**

M. Vaydik asked when photos of the committee members and their contact information would be available to the public on the Heritage Committee's web page.

**Action:** *J. Larsen will revise the City's website so that the Heritage Committee page includes the contact information of its members.*

l. **File Submission by M. Vaydik**

Administration requested more time to review the documents submitted by M. Vaydik. The report from the Heritage Committee's bus tour in September 2014 raised some issues that require interdepartmental input and, once that has been received, Administration will ensure that the results are added to the agenda of a future meeting of the Heritage Committee. It was agreed this could be discussed during the Action Plan review noted above as well as a future meeting.

**Budget reporting process (Administration overview)**

7. Administration circulated a document it had created, proposing a Heritage Committee Budget Process that may resolve many of the uncertainties that members have encountered. The proposed budget process would ensure that, from the start, projects are in line with Council's goals and the funding for them has been pre-approved. The document also provides a timeline, so that the Committee can track its recommendations as they move through the approvals process. Administration advised the Committee that any expenditure over \$2,000 would require the approval of Council, and asked that a broad budget scope be submitted to Council annually for approval. Members responded that they had already created a document explaining the Heritage Committee's Criteria for Funding along with a Funding Application which stated that a Call for Proposals would go out twice a year (February, September). They also wanted the limit for expenditures without Council approval raised to \$3,000. Administration suggested that they would draft a memo to Council on the matter based upon the suggested budget items for the balance of the year.

**Action:** *Administration will draft a Memo to Council for approval of the budgeting process of the Heritage Committee pursuant to the Heritage Committee Terms of Reference and the Committee Orientation Guide.*



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**Other Business**

**8. New member orientation**

Administration will aim to provide orientation to the new member prior to the next meeting.

**Heritage Share**

9. There will be an Open House at the Prince of Wales Northern Heritage Centre on Saturday, October 3 from noon to 4:00 p.m. to mark the official opening of "This Land is Our Home". The exhibition showcases the history, language and culture of the Yellowknives Dene First Nations.

**Next Scheduled Meeting**

10. The next meeting is scheduled for Wednesday, October 21, 2015.

**Adjournment**

11. M. Vaydik moved,  
D. Kellett seconded,

**That the meeting be adjourned at 1:15 p.m.**

**CARRIED UNANIMOUSLY**