



CITY OF YELLOWKNIFE

## MINUTES

**HERITAGE COMMITTEE**  
**Wednesday, August 12, 2015 at 12:00 noon**  
**Lower Boardroom, City Hall**

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Minutes of a meeting held on Wednesday, August 12, 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,  
R. Heming,  
S. Irlbacher-Fox,  
D. Kellett,  
R. McKeown,  
D. Ritchie, and  
M. Vaydik.

Absent: Mayor M. Heyck, and  
K. Luce-Vivian.

The following people attended as observers:  
Councillor Wong, and  
R. Silke.

The following members of Administration were in attendance:  
J. Humble,  
N. Naidoo,  
D. M. Gillard,  
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.



### Approval of Agenda

2. Committee agreed to amend the agenda to add a discussion regarding renewal of membership on the Heritage Committee, as the terms of five members are due to expire on August 26, 2015.
3. R. McKeown moved,  
M. Vaydik seconded,

**That the agenda be approved as amended.**

**CARRIED UNANIMOUSLY**

### Disclosure of Pecuniary Interest

4. There were no disclosures of pecuniary interest.

### Approval of Minutes of Previous Meeting

5. R. McKeown moved,  
S. Irlbacher-Fox seconded,

**That the minutes of the meeting held on June 17, 2015 be approved.**

**CARRIED UNANIMOUSLY**

### Discussion of future operations of the Heritage Committee

6. **Presentation by Administration** – Representatives of the Restructuring Committee provided a summary of the initiative to restructure the Standing Committees of City Council. Councillors had asked Administration to undertake the project because they saw an overlap in the mandates of some committees, a lack of consistency in the way the committees operated and a need for better communication between the committees and Council. As a result of the restructuring process, the number of Committees was reduced from nine to five. The Heritage Committee is one of the five that remain in operation.
  - Terms of Reference (TOR) for all committees have been standardized.
  - A guide has been produced to help committees operate and training will be provided for newly appointed members of the Standing Committees of Council.
  - Prior to the restructuring, the operation of this committee was set out under the Heritage Committee By-law, which has been repealed.
  - Quorum for all committees is a majority of members (for Heritage Committee, quorum is five); vacant positions don't count toward quorum; the chair may cancel a meeting if there is no expectation of achieving quorum or there are no agenda items.
  - The changes recommended by the Restructuring Committee were accepted by Council and became effective in March 2015, following meetings with the chairs of Council's committees.

**Concerns about Terms of Reference** – Members of the Heritage Committee questioned whether City Council and Administration had sought adequate feedback from them prior to the restructuring initiative. It was noted that Administration did meet with the Chair of the Heritage Committee in this regard. They wanted to know how the new TOR fits with the Strategic Plan



the committee created following visioning workshops facilitated by Tait Communications in November 2013 and January 2014. Noting that there had always been at least one councillor in attendance at earlier meetings (pre-TOR), members questioned whether those people had passed on the information gathered at Heritage Committee meetings to their peers on City Council.

**Heritage Committee's Input to City Website** – Members have put in many hours of work on their own time to ensure the Heritage Committee is able to move forward with its projects. Over the past two years they have created a strategic plan, communications policy, funding application, criteria for funding, action list and a committee orientation for the public. Committee requested that these documents be posted to the City's website and undertook to provide them to Administration.

**Payment of Invoices** – Committee members asked if there was some latitude in the TOR that would allow the committee a small discretionary budget to pay invoices under a specified amount. They were told that all of the committee's expenditures required Council approval, but pre-approval was possible. Administration encouraged the Heritage Committee to submit an Action Plan once or twice a year, setting out proposed projects with cost estimates. This would expedite the process of paying for work done by small, local businesses that cannot afford to wait indefinitely for payment. The committee has asked that a tracking system be created so that they can easily follow the progress of invoices submitted for payment.

**Relationships among the Partners** – Committee noted that there is need to reconsider and improve communication and reporting relationships among the committee, Administration and Council.

**Media Requests** – The Chair, along with the Director of Communications & Economic Development and the Director of Planning & Development, are the appropriate spokespersons for questions from the media about the Heritage Committee. Whenever such requests come in, these three parties should meet to discuss the response and ways of ensuring the City's message gets out to the public.

**Appointment of a Co-Chair** – Members were concerned that City Councillors had a large workload, and might find it difficult to attend every committee meeting. Since there were other members of the Heritage Committee willing and able to assume the chair, they asked if a non-council co-chair could be appointed to keep the committee's work moving forward when the Chair cannot attend. Administration responded that, while the TOR could be amended to permit this, a meeting should not be held if the Chair is not available.

**The Chair's Action List** – While this meeting was underway, the Chair created a list of items for which he would take responsibility, and made a commitment to provide his list to members within the following few days. The following items were on his list:

- Review budget approach
- Action Plan, review and respond
- Staff participation



- # hours allotted for staff member
- Social media policy
- Council & Admin – requirements to report back to Heritage Committee
- Expense flow chart
- List of invoices that haven't been paid (e.g., \$2,000 for hockey heritage display)
- Co-chair review/ TOR review
- Plaquing plans
- Review communications plan (created March 2014)
- Get on city's website
- Documents already created by committee (with Mike)
- Does Heritage Committee need to be aligned with a different department

**Appreciation** – Administration recognized and commended the Heritage Committee for the vitality, dedication and accomplishments of its members, and expressed its intent to improve future communications between the City and the Committee.

### **Renewal of Membership**

7. As time for this meeting was running short the issue of membership renewals, which the committee voted to add to the agenda of this meeting, will be carried over to the agenda for the next meeting.

### **Next Scheduled Meeting**

8. Administration noted that members' misgivings regarding the TOR and other issues may bear further discussion, and suggested that another meeting be held in the near future.

The next regular meeting of the Heritage Committee is scheduled for September 16, 2015.

### **Adjournment**

9. The meeting was adjourned at 1:40 p.m.