



CITY OF YELLOWKNIFE

TERMS OF REFERENCE **Heritage Committee**

Whereas, pursuant to the Council Procedures By-law, Council may establish a special committee to investigate and consider any matter; Yellowknife City Council hereby establishes a Special Committee to be known as the “**HERITAGE COMMITTEE**” with the following terms of reference:

INTRODUCTION

1. The City of Yellowknife has identified that there is a need to celebrate and promote Yellowknife’s heritage.

BACKGROUND

2. The City of Yellowknife Heritage By-law No. 4540 identifies the process and procedures for the designation and recognition of heritage resources.

SCOPE

3. The purpose of the Heritage Committee is to advise the City on the management of heritage interests of the City of Yellowknife.
4. The Heritage Committee makes recommendations to the appropriate Standing Committee of Council regarding the preservation of Yellowknife’s heritage and its value to the community.

MEMBERSHIP:

Composition:

Section 5 as amended by Council Motion #0054-16 March 14, 2016

Section 5 as amended by Council Motion #0106-21 June 14, 2021

5. The Heritage Committee shall consist of members appointed by Council and shall include the following:
 - a. The **Mayor** of the City of Yellowknife - ex-officio, voting member;
 - b. One (1) Member of **City Council**;
 - c. Six (6) representatives from the Public at Large;

- d. One (1) Member of the Yellowknives Dene First Nation.
- 6. A member of City Administration shall provide administrative support to the Heritage Committee.
- 7. The Member of City Council shall be the Chair of the Heritage Committee.

Section 8 as amended by Council Motion #0168-17, August 28, 2017

- 8. No member, with the exception of the representative for the Yellowknives Dene First Nation, may appoint an alternate to represent that Member and act on their behalf during absences.
- 9. In the event that a Member is unable or unwilling to continue to serve on the Heritage Committee, for whatever reason, the Heritage Committee will inform City Administration of the vacancy so that it can commence the process to have a new member appointed by City Council.
- 10. If any Member misses two (2) consecutive meetings without approval of the Heritage Committee, the Member shall be struck from Heritage Committee membership and replaced by Council.
- 11. Council may remove any member of the Heritage Committee for any good and sufficient cause.
- 12. Members shall be appointed for a two (2) year term.

MEETINGS

- 13. The first meeting shall be called within 30 days of the appointments to the Heritage Committee being established.

Section 14 as amended by Council Motion April 12, 2021

- 14. Regular meetings of the Heritage Committee shall be held at least 3 times a year with the time and place to be determined by the Chair in consultation with the Heritage Committee. Special meetings of the Heritage Committee may be called at the request of the Chair.
- 15. A quorum of the Heritage Committee shall consist of a majority of the Members. Vacant positions do not count towards quorum.
- 16. The Heritage Committee may, in accordance with the City of Yellowknife Council Procedures By-law, conduct all or a portion of any meeting during an in camera session to discuss issues that fall within the permitted categories if it is determined, by resolution, to be in the public interest to do so.
- 17. The motion to move to an in camera session must identify the general nature of the topics to be discussed during the in camera session.
- 18. The Chair may cancel any scheduled meeting of the Heritage Committee if it is felt that a quorum will not be achieved or if there are no items for the agenda.
- 19. All decisions of the Heritage Committee shall be in the form of resolutions duly passed by a majority of its Members present.

20. If, within 10 (ten) minutes from the time appointed for a meeting, a quorum is not present, the meeting will be terminated and re-scheduled for another date and time that falls within four weeks of the terminated meeting.
21. The rules of procedure for the Heritage Committee shall be governed by the City of Yellowknife Council Procedures By-law No. 4975 insofar as it may be applicable.

REMUNERATION

22. The Members of the Heritage Committee, including the Chair, shall serve in a volunteer capacity only, with no remuneration.

FINANCE, ADMINISTRATION AND TECHNICAL SUPPORT

Section 23 as amended by Council Motion #0328-15 October 26, 2015

Section 23 as amended by Council Motion #0165-21 October 25, 2021

23. The Heritage Committee may grant up to \$5,000 for a proposal, whereas any request exceeding \$5,000 must receive Council approval. For requests above \$5,000, the Committee will provide a recommendation to Council on the funding request. The maximum grant amount that can be awarded for a given project is \$10,000
24. Administration shall, in cooperation with the Chair, prepare all meeting agendas and distribute them to Heritage Committee Members at least five (5) days in advance of the meeting or as soon thereafter as is possible.
25. Administration shall prepare minutes of all meetings of the Heritage Committee and distribute them within one week to the Heritage Committee members.
26. Administration shall forward all original approved minutes and recommendations of the Heritage Committee to the City Clerk for retention and forwarding to the appropriate Standing Committee of Council.

COMMUNICATIONS

27. City Committees are Committees appointed by the City of Yellowknife (through Council motion) and represent the City of Yellowknife.
28. Committee chairs are the spokespeople for City Committees. If Administration is contacted in addition to Committee chairs then the media response may be coordinated through City Administration.
29. All committee activities shall adhere to the City of Yellowknife Social Media Policy and Communications Policy (available through Administration). These policies do not apply to elected officials, but apply to all other members appointed by the City of Yellowknife.
30. Use of the City's website, social media sites, electronic boards, Capital Update and other communication tools are available.

31. Communications Plans are prepared in partnership with the Department of Economic Development and Strategy.
32. Any advertising must adhere to the City's branding guidelines and be approved by the Department of Economic Development and Strategy.
33. Financial resources for the implementation of a communications plan shall form part of the communications plans.

REPORTING RELATIONSHIPS

34. The Heritage Committee shall make recommendations to the appropriate Standing Committee of Council.
35. All communications from the Heritage Committee in relation to educational materials or media releases shall be reviewed by the Chair and forwarded to City Administration for review and approval prior to being published or released.

DUTIES

36. The Chair's responsibilities will be as follows:
 - a. Chair meetings;
 - b. Assist with agenda/meeting preparation in conjunction with the Administrative Support person;
 - c. Monitor attendance; contact members as necessary re: absences;
 - d. Represent the Heritage Committee when presenting recommendations to City Council for approval; and
 - e. Present a written and verbal annual report to the appropriate Standing Committee of Council within the second quarter.

37. The Heritage Committee Members' responsibilities will be as follows:
 - a. To attend all regular meetings of the Heritage Committee;
 - b. To discuss issues pertaining to the Heritage Committee without breach of confidentiality;
 - c. Where it deems advisable, to make recommendations, reached by the majority of its membership, to City Council;
 - d. Make recommendations to the appropriate Standing Committee of Council on all matters pertaining to the orderly planning, development, and management of the acquisition, designation and restoration of heritage resources;
 - e. Preserve, promote and market Yellowknife's past;
 - f. Hear and consider representations with respect to the management of the acquisition, designation, and restoration of heritage resources; and
 - g. Make recommendations to the appropriate Standing Committee of Council on the development and promotion of community events and activities regarding Yellowknife's heritage.

CONFIDENTIALITY

38. Heritage Committee members are responsible for maintaining the confidentiality of all proprietary or privileged information that they are privy to while serving as a Heritage Committee member.

TIMELINE

39. This is an ongoing Committee with no identified timeline for completion at this time.

TERMINATION

40. Notwithstanding the above, Council may, by resolution, dissolve the Committee at any time, or amend these Terms of Reference.