

## TERMS OF REFERENCE

### TR'ONDĚK-KLONDIKE WORLD HERITAGE SITE ADVISORY COMMITTEE

#### 1. Purpose

- 1.1. To provide strategic direction for developing a Nomination Proposal for Tr'ondëk-Klondike World Heritage Site, hereinafter referred to as “the Project”; and
- 1.2. To bring the community together to recognize and celebrate our shared past, present and future.

#### 2. Background

In 2004, “The Klondike” was added to Canada’s Tentative List for potential World Heritage inscription on UNESCO’s World Heritage List. As such, it is proposed by Canada as a candidate for the highest possible international recognition for cultural and natural heritage sites. It is a distinction that would bring greater international attention to an extraordinary place.

The Tr'ondëk-Klondike World Heritage Site Advisory Committee (“the Committee”) brings together representatives from four levels of government and local stakeholders. Since 2013, the Committee has been working to develop a Nomination Proposal for “Tr'ondëk-Klondike” for submission to UNESCO per the *Operational Guidelines for the Implementation of the World Heritage Convention*. The Committee’s efforts to date include research, economic impact and feasibility studies, public engagement activities, and management planning exercises. A Project Management Committee<sup>1</sup>, which includes the Project Manager, was created to undertake the operational work of the Advisory Committee. The support of local residents, organizations, stakeholders, and all levels of government continues to be instrumental in the development of the Nomination Proposal.

Following the submission of the Nomination Proposal to UNESCO in February 2017, a review process led by ICOMOS will last approximately 18 months, followed by a decision from the World Heritage Committee in the following year.

#### 3. Responsibilities

- 3.1. The responsibilities of the Advisory Committee are:
  - a) To provide strategic direction for the Project;
  - b) To ensure that community members and stakeholders are appropriately engaged;
  - c) To obtain the support of relevant authorities;
  - d) To discuss and review the Project Management Committee Terms of Reference, work plan and budget, and make recommendations to the Tr'ondëk Hwëch'in Co-Chairperson (Director of Heritage);
  - e) To discuss and provide strategic advice to the Project Management Committee pertaining to the management of the Project, including creating working groups; and
  - f) To end the Project, as required.

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<sup>1</sup> See ‘Terms of Reference – Tr'ondëk-Klondike World Heritage Site Project Management Committee’.

- 3.2. The Advisory Committee may establish such sub-committees as deemed necessary to provide advice or to assist in the performance of its responsibilities.
- 3.3. At least one member of the Advisory Committee will be part of each such sub-committee.
- 3.4. The Project Management Committee will manage the operation of the Project and will provide updates to the Advisory Committee at monthly meetings.

#### **4. Membership and Reporting**

- 4.1. A team is set up to coordinate the Project. It includes an Advisory Committee, a Project Management Committee, and Working Groups. (Refer to Terms of Reference for the Project Management Committee.)
- 4.2. The Advisory Committee includes broad-based representation from key community stakeholders and residents.
- 4.3. The members of the Advisory Committee will be sourced from the following groups and individuals:

Tr'ondëk Hwëch'in

City of Dawson

Government of Yukon, Cultural Services

Parks Canada

Klondike Visitors Association

Dawson City Chamber of Commerce

Dawson City Museum

Klondike Placer Miners' Association

Yukon Chamber of Mines

Residents of the Dawson City area (up to four positions, including at least one Tr'ondëk Hwëch'in citizen)

##### Ex-officio non-voting

Government of Yukon, Tourism

Government of Yukon, Economic Development Branch

Government of Yukon, Business and Industry Development Branch

Canadian Northern Development Agency

- 4.4. Each organization can delegate one representative and one alternate. Alternates are encouraged to attend meetings but in the event of a vote being conducted, the alternate may only vote if the principal representative is absent.
- 4.5. The term of office for each representative is at the discretion of the respective organization.
- 4.6. The Advisory Committee may invite new members to ensure the balance and representation necessary to reach the Project's goals.
- 4.7. Quorum will be 50% plus one of filled positions of the Advisory Committee. A quorum must be present before a meeting can proceed.

- 4.8. Should an Advisory Committee member miss three consecutive meetings without designating an alternate, this absence will be deemed a resignation and they will not be included in quorum. The position will be considered vacant.
- 4.9. The Project Manager will also sit on the Advisory Committee in an ex-officio non-voting capacity to report to and advise the Advisory Committee as necessary.
- 4.10. The Communications Assistant may act in the position of Project Manager as needed.
- 4.11. Experts can be added as ex-officio non-voting members of the Advisory Committee as required.
- 4.12. Resource people may be invited to attend meetings upon request from the Advisory Committee to provide advice and assistance as necessary.
- 4.13. Decisions should be made by consensus and approved unanimously. Should consensus not be possible, a vote will be conducted with a majority determining the decision.

## 5. Co-Chairpersons

- 5.1. There will be two Co-Chairpersons of the Advisory Committee. One will be an employee of Tr'ondëk Hwëch'in – the Director of Heritage. The other Co-Chairperson will be elected by the Committee on the basis of his/her demonstrated ability to represent community values and dedicate the necessary time to the Project in order to fulfill the role.
- 5.2. The responsibilities of the Co-Chairpersons include:
  - a) Approving draft agendas prior to meetings;
  - b) Inviting resource people to attend meetings when required by the Advisory Committee;
  - c) Guiding the meetings according to the time and agenda, and ensuring that all agenda items end with a decision, action or definite outcome;
  - d) Reviewing the draft minutes prior to their distribution;
  - e) Ensuring that the minutes of the previous meeting are approved at the beginning of the following meeting; and
  - f) Serving as the official Spokespersons of the Project.
- 5.3. Specific responsibilities of the Tr'ondëk Hwëch'in Co-Chair include:
  - a) Accountability to funders and Tr'ondëk Hwëch'in for the financial management and achievement of the project; and
  - b) Supervision of the Project Manager.
- 5.4. Co-chairpersons may be members of the Project Management Committee.

## 6. Recorder

- 6.1. The Communications Assistant shall act as Recorder to the Advisory Committee.
- 6.2. The responsibilities of the Recorder are:
  - a) To prepare meeting agendas, issue notices of meetings, and ensure that all documents required for discussion or comment are attached to the agenda;

- b) To take notes and prepare minutes of Advisory Committee meetings within 21 days of the meeting;
- c) To provide draft minutes to the Co-Chairpersons for their review prior to distribution to the members;
- d) To organize the logistics of the meetings of the Advisory Committee.

## **7. Meetings**

- 7.1. Meetings shall be held once every six weeks at a time and location to be decided upon by the Advisory Committee.
- 7.2. Special meetings may be called by the Co-Chairpersons upon the request of two or more members of the Advisory Committee.
- 7.3. Meetings are public and minutes will be available, following approval of the Advisory Committee.
- 7.4. Notwithstanding 7.3, the Committee may close a meeting to the public in order to discuss personnel matters, legal proceedings or commercial or other information received in confidence which, if disclosed, would likely be prejudicial to the Committee or other parties involved.

## **8. Finances**

- 8.1. Financial authorities and procedures shall be decided upon by Tr'ondëk Hwëch'in.
- 8.2. The finances of the Project are to be managed by Tr'ondëk Hwëch'in.
- 8.3. The Tr'ondëk Hwëch'in Co-Chair is responsible for approving the Project budget.

## **9. Schedule and Expiry**

- 9.1. The Advisory Committee will provide strategic direction and support to the Project until there is a decision regarding the Nomination Proposal by the World Heritage Committee.
- 9.2. If the Nominated Property is inscribed on the World Heritage List by the World Heritage Committee, the Advisory Committee will cease to exist and relevant parties will form the Tr'ondëk-Klondike World Heritage Site Stewardship Board.
- 9.3. If the Nomination Proposal is unsuccessful, the Advisory Committee will support the Project's closure and reporting for ninety (90) days following the decision by the World Heritage Committee.

## **10. Amendments**

These terms of reference may be reviewed and altered to meet the current needs of the Advisory Committee, by unanimous agreement.