

TERMS OF REFERENCE

TR'ONDĚK-KLONDIKE WORLD HERITAGE SITE PROJECT MANAGEMENT COMMITTEE

1. Purpose

- 1.1. To manage the operation of 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 Committee¹ brings together representatives from four levels of government and local stakeholders. Since 2013, the Advisory 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 Advisory Committee's efforts to date include research, economic impact and feasibility studies, public engagement activities, and management planning exercises. A Project Management Committee ("PMC"), 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 Project Management Committee are:
 - a) To coordinate all aspects relevant to the Project to meet UNESCO requirements, including deliverables outlined under 4.1;
 - b) To assist the Project Manager to manage data, and develop contracts, as necessary for the successful completion of the Project;
 - c) To ensure coordination with the Parks Canada National Office;
 - d) To provide regular activity reports to the Advisory Committee;
 - e) To provide recommendations to the Advisory Committee;

¹ See 'Terms of Reference – Tr'ondëk-Klondike World Heritage Site Advisory Committee'.

- f) To ensure the implementation of the Advisory Committee strategic direction;
- g) To develop and implement a communications and public engagement plan;
- h) To raise awareness about the Project and facilitate public engagement;
- i) To coordinate relations with the media;
- j) To recommend the establishment of Working Groups as deemed necessary; and
- k) To coordinate the activities of any Working Groups.

4. Deliverables

- 4.1. The Project Management Committee will produce, in accordance with the UNESCO *Operational Guidelines for the Implementation of the World Heritage Convention*:
 - a) Arguments in support of one or more of the ten criteria on Outstanding Universal Value;
 - b) A draft Statement of Outstanding Universal Value;
 - c) A draft report of proposed tangible heritage resources/places that illustrate the above value, including related research and current management regime;
 - d) Draft boundaries and buffer area for the site, with rationale for selection of boundaries;
 - e) A concise history of the proposed property;
 - f) A draft Statement of Authenticity and Integrity; and
 - g) A framework for Global Comparative Analysis for the Klondike region.
- 4.2. A communications and public engagement plan will be developed and implemented. Information regarding the Project will be made available to the public in a transparent fashion, including the use of a website and social media.

5. Membership and Reporting

- 5.1. The Project Management Committee reports to the Advisory Committee and shall submit periodic reports on Project progress for review by that Committee. These shall include summaries of activities, communications, and spending.
- 5.2. The members of the Project Management Committee are:
 - a) The Project Manager and Communications Assistant
 - b) Up to three additional members of the Advisory Committee (or their alternates), as appointed by the Advisory Committee, of whom a minimum of one and maximum of two will be a Tr'ondëk Hwëch'in representative.
- 5.3. The Project Manager works collegially with the other members, and reports directly to the Tr'ondëk Hwëch'in Co-Chairperson - Director of Heritage.
- 5.4. The Project Management Committee may recommend the establishment of Working Groups with focused responsibilities as deemed necessary to reach the Project's goals. Initially this will include the Outstanding Universal Value Working Group, and may include other working groups e.g., Community Engagement, Buffer Zone Development and Management Planning.
- 5.5. The Working Groups report to the Project Management Committee.
- 5.6. The Project Management Committee can seek additional expertise and support as deemed necessary to fulfill its responsibilities.

6. Meetings

- 6.1. Formal meetings will be held on an as-needed basis. Decisions and direction to the Project Manager may also take place by telephone and email exchange.

7. Financial

- 7.1. Financial authorities and procedures shall be decided upon by Tr'ondëk Hwëch'in.
- 7.2. The finances of the Project are to be managed by Tr'ondëk Hwëch'in.
- 7.3. The Project Management Committee will provide advice to the Tr'ondëk Hwëch'in Director of Heritage regarding project expenditures.

8. Schedule and expiry

- 8.1. The Project Management Committee will provide operational and strategic support to the Project until there is a decision regarding the Nomination Proposal by the World Heritage Committee.
- 8.2. If the Nominated Property is inscribed on the World Heritage List by the World Heritage Committee, the Project Management Committee will provide operational support while relevant parties of the Advisory Committee transition to form the Tr'ondëk-Klondike World Heritage Site Stewardship Board.
- 8.3. If the Nomination Proposal is unsuccessful, the Project Management Committee will support the Project's closure and reporting following the decision by the World Heritage Committee, under direction of the Advisory Committee.

9. Amendments

- 9.1. These terms of reference shall be reviewed and amended by the Advisory Committee as required.