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**TERMS OF REFERENCE**  
**Cultural and Heritage Committee**

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18-Dec-18

**Ta'an Kwäch'än Council**  
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**Cultural and Heritage Committee**

Duly accepted by the Culture and Heritage Committee this 18th day of December, 2018

\*original signed

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Chair

**1.0 Authority**

1.1 The Cultural and Heritage Committee (Committee) derives its authority from section 7.2.2 of the *Constitution of the Ta'an Kwäch'än Council*.

**2.0 Mandate and Scope of Activities**

2.1 Section 7.2.2 of the *Constitution of the Ta'an Kwäch'än Council* prescribes that the Elders Council shall establish a cultural and heritage committee to oversee all traditional activities in order to ensure that the values of the Ta'an Kwäch'än are respected and followed.

2.2 The roles and responsibilities of the Committee shall be:

- (a) make recommendations regarding the traditional and cultural components of programs and services of the Ta'an Kwäch'än Council;
- (b) make recommendations regarding cultural and heritage projects and activities for inclusion in departmental work plans, and implementation of Chapter 13 of the *Ta'an Kwäch'än Council Final Agreement* and the *Ta'an Kwäch'än Council Strategic Plan*;
- (c) provide support to the Ta'an Kwäch'än Council Heritage programs;
- (d) review quarterly progress reports to ensure projects are proceeding in accordance with Ta'an Kwäch'än culture and values; and
- (e) provide an Annual Report to the General Assembly.

2.3 The roles and responsibilities of Committee members shall be:

- (a) become aware of current cultural and heritage issues and events;
- (b) encourage discussion on culture and heritage amongst their respective Councils; and
- (c) report back to their respective Councils on matters pertaining to culture and heritage.

**3.0 Proceedings**

3.1 At its first meeting, the Committee shall review and approve the Terms of Reference.

3.2 The Ta'an Kwäch'än Council Heritage programs representative, appointed pursuant to subsection 4.2(d), shall be the Chair of the Committee (Chair) and be responsible for

- (a) consulting the Committee members about items to be placed on the meeting agenda, and preparing and distributing the agenda;
- (b) ensuring Committee minutes accurately reflect the discussions and recommendations;

- (c) providing information to Citizens regarding cultural and heritage projects, and activities;
- (d) as required, liaising with Yukon Government's Tourism and Culture department;
- (e) preparing the quarterly budget report for the Committee pursuant to section 7.1; and
- (f) preparing the quarterly progress report for the Committee pursuant to subsection 2.2(c).

3.3 The Committee shall meet quarterly but may arrange for additional meetings as deemed necessary by the Chair.

#### **4.0 Membership**

4.1 The Committee members shall be appointed by the Elders Council.

4.2 The Committee shall consist of:

- (a) five Elders, one from each Traditional Family;
- (b) one Ta'an Kwäch'än Council member;
- (c) one Youth Council member; and
- (d) one representative from the Ta'an Kwäch'än Council Heritage programs as an ex-officio, non-voting member.

4.3 The Elders Council may appoint alternates for appointments under section 4.2(a).

4.4 The Council and Youth Council shall nominate their member according to their own procedures.

4.5 The Ta'an Kwäch'än Council Heritage programs shall select its representative and alternate according to its own procedures.

4.6 The Committee shall be appointed for a term of three years.

#### **5.0 Quorum**

5.1 The quorum for Committee meetings shall be three of the five Elders appointed pursuant to section 4.2(a) and the Chair.

5.2 If a vacancy arises, a new member will be appointed for the remaining duration of the Committee's term.

#### **6.0 Decision-Making**

6.1 All recommendations made by the Committee shall be made by consensus and shall be recorded in the Committee meeting minutes.

6.2 All recommendations regarding cultural and heritage projects and activities made by the Committee shall take into consideration the annual Ta'an Kwäch'än Council operating budgets.

#### **7.0 Budget**

7.1 The Chair shall monitor the budget for the Committee and prepare a quarterly budget report for the Committee members.

7.2 If there is a reasonable indication that a budget deficit may occur, the Chair shall report it to the Committee in advance of such a deficit actually occurring.

#### **8.0 Honouraria**

8.1 The Committee members shall receive an honourarium pursuant to paragraph 3(b) and subsections 4(4) and (5) of the *Honouraria Regulations*.

**9.0 Oath of Office and Oath of Confidentiality**

9.1 Upon appointment, each Committee member shall sign the *Oath of Office and Oath of Confidentiality*.