

Conrad Steering Committee

Terms of Reference

Formation:

The Conrad Historic Site Steering Committee is formed to complete work described in Schedule B, Chapter 13 of the Carcross/Tagish First Nation Final Agreement. All work performed by the Working Group will be completed in accordance with the provisions of the Agreement.

Composition:

The steering committee shall be comprised of six members, of whom three shall be designated by the Carcross/Tagish First Nation and three designated by Yukon. Alternates may be appointed at a later date. Appointed members are:

Art Johns	CTFN
Colleen James	CTFN
Heather Jones	CTFN, Heritage Manager
Barbara Hogan	YG, Manager Historic Sites
Greg Hare	YG, Senior Projects Archaeologist
Rebecca Jansen	YG, Historic Sites Registrar

Term of Membership:

Each representative shall serve for the life of the Steering Committee. If it becomes necessary for a representative to be replaced, the responsible government will formally identify the Steering Committee and the other party of the name of the new representative, and the date on which the person will assume the duties.

Goals:

It is the goal of the Steering Committee to prepare and recommend a management plan for Conrad Historic Site referred to in Section 3.1, Schedule B, Chapter 13 of the CTFN Final agreement. The tentative date for completion is May 2016.

Deliverables:

1. A work plan and budget for the development of the heritage management plan
2. Preliminary cultural history report
3. Archaeological assessment
4. A draft heritage management plan for the review and approval of CTFN and Yukon
5. Final heritage management plan

Resources and Budget:

Each government shall fund the participation of its representative. Provision of meeting rooms, transportation, etc. shall be provided at no cost to the other representatives. As much as possible meetings will rotate amongst steering committee members. Costs associated with visiting other co-owned, co-managed sites to be covered by each government as will costs associated with attending public meetings or open houses.

Governance:

Decisions of the Steering Committee shall be made by consensus between Carcross/Tagish First Nation and Yukon. If members of the Steering Committee are unable to reach a consensus as to the matters to

be included in the management plan, any members of the Steering Committee may, upon direction from the body that designated them, refer the matter to dispute resolution under 26.4.0.

Communications:

Formal correspondence with the Steering Committee shall be through the Carcross/Tagish First Nation representative who will then disseminate the information to the rest of the Steering Committee.

Communication within the Steering Committee will be through meetings, conference calls and by e-mail. The Steering Committee shall strive to meet at least 6 times per year.

Any communication materials created for public distribution shall be approved by the Steering Committee before release, and managed by the CTFN heritage office and YG Historic Sites office

Records of Decision:

Formal decisions of the Steering Committee shall be recorded by the Secretary, who will be provided by Yukon Government. Copies of meeting minutes and a record of decisions will be provided to the Steering Committee.

Quorum:

- a) A quorum will be 4 members of the committee
- b) The 4 members will be 2 members from each of the parties (Carcross/Tagish First Nation and Yukon Government)
- c) Members may participate by teleconference or videoconference.

Approved: March 16, 2015