

Lansing Steering Committee

Terms of Reference

Formation:

The Lansing Historic Site Steering Committee is formed to complete work described in Schedule A, Chapter 13 of the First Nation of Na-Cho Nyak Dun Final Agreement. All work performed by the Steering Committee will be completed in accordance with the provisions of the Agreement.

Composition:

The Steering Committee shall be comprised of four members, of whom two shall be designated by the First Nation of Na-Cho Nyak Dun and two designated by Yukon. Alternates from each party will also be appointed. Appointed members are:

Joella Hogan	NND
Stewart Moses	NND
Barbara Hogan	YG, Manager Historic Sites
Greg Hare	YG, Senior Projects Archaeologist
Rebecca Jansen	YG, Historic Sites Registrar, Alternate
Stephen Buyck	NND, Alternate

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 Lansing Historic Site referred to in Section 1.0, Schedule A, Chapter 13 of the NND Final Agreement. The tentative date for completion is August 2017.

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 First Nation of Na-Cho Nyak Dun 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 26.3.0.

Communications:

Formal correspondence with the Steering Committee shall be through the First Nation of Na-Cho Nyak Dun or YG representative who will then disseminate the information to the rest of the Steering Committee.

Operational communications shall be through the Secretariat/Project Manager who will inform 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 NND heritage office and YG Historic Sites office. This includes messaging, media requests and delegating a spokesperson.

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 or alternates of the committee
- b) The 4 members will be 2 members from each of the parties (First Nation of Na-Cho Nyak Dun and Yukon Government)
- c) Members may participate by teleconference or videoconference.

Approved by:

<u>Joella Hogan</u> NND	<u>1 April 25/16</u> Date	<u>Stewart Moses</u> NND	<u>1 April 25/16</u> Date
<u>Barbara Hogan</u> YG	<u>1 April 25/16</u> Date	<u>Greg Hare</u> YG	<u>1 April 20 2016</u> Date