



CITY OF YELLOWKNIFE

## **TERMS OF REFERENCE**

### **Capital Area Committee**

#### **INTRODUCTION**

1. The City of Yellowknife has adopted Capital Area Development Plan By-law No. 4940, which identifies a singular Capital Area Committee to be formed to replace the former Capital Area Steering Committee and Program Committee. The Capital Area Committee shall be focused on the maintenance and initiatives related to the lands identified as “Governance Area” within By-law No. 4940 as well as the implementation of the Capital Area Development Plan.

#### **BACKGROUND**

2. The Capital Area Development Plan provides a framework and guidelines for improving public spaces, preserving natural and cultural heritage, and managing future growth in the Capital Area. The Plan integrates the principles of sustainable community growth while preserving natural and cultural assets of the Capital Area. The Capital Area is reflective of many important aspects of our territory: Politics and Government, Culture and Heritage, Recreation, Tourism and Natural Environment.

#### **SCOPE**

The Capital Area Committee shall:

3. Oversee the implementation of the Capital Area Development Plan and Schedule of Initiatives pursuant to By-law No. 4940;
4. The Capital Area Committee shall provide input on use of annual contributions from key public property owners within the Governance Area, notably the City of Yellowknife, the Government of the Northwest Territories, and potentially the Government of Canada (on behalf of DND and/or RCMP) for the purpose of capital projects, initiatives, events related to the Governance Area without limiting the foregoing. Each property owner shall consider, in their annual budget deliberations, monetary contribution (with potential inflation adjustment), contributions in kind, or any other contribution approved by the CAC. The CAC may invite non-members to meetings for those interested in partnering with the Committee and/or providing any contribution.
5. Clarify the responsibilities and annual contributions of each property owner in the form of an operations and maintenance (O&M) plan. The CAC shall provide input on site maintenance in the Governance Area.

6. Review individual proposals for development within the Governance Area in **Map 7- Capital Area Committee Governance** and proposals deemed of sufficient interest, and provide comments thereon to the City's Development Officer or City Council as appropriate; and,
7. Oversee the implementation of the Plan and Schedule of Initiatives.

## **MEMBERSHIP**

### **Composition:**

8. Membership shall consider administrative representatives from:
  - a. Yellowknives Dene First Nation
    - a. Up to two (2) as identified by the YKDFN
  - b. The City of Yellowknife
    - a. Senior Administrative Officer
    - b. Director of Planning and Development
    - c. Director of Community Services
  - c. The Legislative Assembly
    - a. Clerk of the Legislative Assembly
    - b. Sergeant-At-Arms
  - d. Government of the Northwest Territories;
    - a. Director, Lands Administration, Department of Lands;
    - b. Director, Prince of Wales Northern Heritage Centre;

### **Section 8 e. added by A/City Manager March 2, 2026 and remaining subsections renumbered accordingly**

- e. North Slave Metis Alliance;
- f. Any additional representation as deemed appropriate.
- g. The Capital Area Committee shall invite relevant stakeholder including but not limited to:
  - a. The Department of National Defence (DND); and
  - b. The Royal Canadian Mounted Police (RCMP) and/or Public Services and Procurement Canada.
9. The Director of Planning and Development shall be the Chair of the Capital Area Committee.
10. Various stakeholder groups may be periodically invited to participate at meetings of the Capital Area Committee.

## **MEETINGS**

11. The Capital Area Committee shall meet at regular frequencies to discuss current initiatives in the Capital Area, to review development permit applications as needed and set priorities for future initiatives.

## **REMUNERATION**

12. The Members of the Capital Area Committee, including the Chair, shall serve in a volunteer capacity only, with no remuneration.

## **FINANCE, ADMINISTRATION AND TECHNICAL SUPPORT**

13. The Capital Area Committee shall have no authority to expend or commit financial resources of the City of Yellowknife.

## **REPORTING RELATIONSHIPS**

14. The Chair of the Capital Area Committee will prepare an annual presentation on behalf of the Capital Area Committee for the purpose of reporting to elected officials at a relevant committee of Council and the Legislative Assembly, if requested.

## **DUTIES**

15. The Chair's responsibilities will be as follows:

- a. Chair meetings;
- b. Assist with agenda/meeting preparation/follow up items in conjunction with the Support person;
- c. Represent the Capital Area Committee when presenting recommendations to City Council for approval; and
- d. Present a written and verbal annual report to the appropriate Standing Committee of Council, if requested.

16. The Capital Area Committee Members' responsibilities will be as follows:

- a. To attend all meetings of the Capital Area Committee ;
- b. To discuss issues pertaining to the Capital Area Committee without breach of confidentiality;
- c. Review the Capital Area Plan to ensure the Plan is being implemented in a manner that best represents the interest of the community.

## **CONFIDENTIALITY**

17. Capital Area Committee members are responsible for maintaining the confidentiality of all proprietary or privileged information that they are privy to while serving as a Committee member.

## **TIMELINE**

18. This is an ongoing Committee with no identified timeline for completion at this time.

## **TERMINATION**

19. Notwithstanding the above, the Senior Administrative Officer of the City of Yellowknife may dissolve the Committee at any time, or amend these Terms of Reference.