



## CITY OF YELLOWKNIFE

### **TERMS OF REFERENCE** **University/Post-Secondary Advisory Committee**

Whereas, pursuant to the Council Procedures By-law, Council may establish a special committee to investigate and consider any matter; Yellowknife City Council hereby establishes a Special Advisory Committee to be known as the “**University/Post-Secondary Advisory Committee (UPAC)**” with the following terms of reference.

#### **INTRODUCTION**

The City of Yellowknife has identified that there is a need to establish an Advisory Committee that will provide advice and guidance to Council for the advancement of a University/Post-Secondary Institution in Yellowknife, NT.

#### **BACKGROUND**

1. On December 11, 2017, Council approved the City of Yellowknife’s 2018 Budget, which included \$50,000 to undertake a University/Post-Secondary Institution Feasibility and Benefits Study (the “Study”). An external consultant was retained and presented the Study to Council on January 14, 2019. Council is seeking the expert advice and input from potential partners who share an interest in advancement of a university/post-secondary institution in Yellowknife.

#### **SCOPE**

The purpose of the UPAC is to provide advice and guidance to the City throughout the development of a response to the Study and will inform the City’s efforts to establish the presence of a university/post-secondary institution in Yellowknife, as articulated in the Aurora College Foundational Review Report.

#### **MEMBERSHIP**

##### **Composition:**

2. The UPAC will consist of the following members appointed by Council:
  - a. The **Mayor** of the City of Yellowknife - ex-officio;
  - b. One (1) Member of **City Council**;

- c. Two (2) non-voting advisory representatives from the **Government of the Northwest Territories** :
    - i. One (1) representing the Department of Education, Culture and Employment; and
    - ii. One (1) representative with expertise in knowledge, research and leadership;
  - d. Two (2) representatives from the Yellowknife business community;
  - e. One (1) recent graduate from a university/post-secondary institution;
  - f. One (1) representative from the Yellowknife Chamber of Commerce;
  - g. One (1) representative from the NWT and Nunavut Chamber of Mines;
  - h. Up to four (4) representatives from **academic independent research organizations**;;
  - i. Up to four (4) representatives from **Indigenous Governments** and/or research institutes attached to Indigenous Governments; and
  - j. Any additional representation as deemed appropriate.
3. The Member of City Council shall be the Chair of the UPAC.
  4. Members shall be appointed for a two (2) year term.
  5. Support for the UPAC will come from City of Yellowknife Administration.

#### **MEETINGS**

6. The UPAC shall meet as required to provide support in the City's efforts to advance the presence of a post-secondary institution in Yellowknife.
7. Special meetings of the Committee may be called at the request of the Chair.

#### **As amended by Council on May 27, 2019**

8. The rules of procedure for the Committee shall be governed by the City of Yellowknife Council Procedures By-law insofar as it may be applicable except that quorum for a meeting is:
  - One (1) representative of the City; and
  - Three (3) members who are not representatives of the City.

#### **REMUNERATION**

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

#### **DUTIES**

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

- a. Chair meetings;
- b. Approve agenda/meeting preparation and any follow up actions; and
- c. Introduce the response to the Study and any other final information the UPAC recommends to the appropriate Standing Committee of Council.

11. The UPAC Members' responsibilities will be as follows:

- a. To attend meetings of the UPAC and discuss issues pertaining to the advancement of a post-secondary institution in Yellowknife;
- b. To provide advice and guidance to the City throughout for the development of a response to the Study to establish the presence of a university/post-secondary institution in Yellowknife.

#### **TERMINATION**

12. The Committee shall be considered dissolved upon completion of their task.

13. Notwithstanding the above, Council may, by resolution, dissolve the Committee at any time, or amend these Terms of Reference.