



**TERMS OF REFERENCE  
TS'UDE NILINE TU'EYETA PROTECTED AREAS STRATEGY  
WORKING GROUP**

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**1. Background**

The Protected Areas Strategy Steering Committee (PAS SC) is responsible for monitoring the implementation of the NWT Protected Areas Strategy (PAS). Working Groups are established for specific Candidate Protected Areas to provide guidance through Step 5 of the PAS process. The purpose in having a Terms of Reference for Working Groups is to provide consistent guidance on Working Group roles and responsibilities for evaluating candidate protected areas, and to clearly define relationships between the Working Group and the PAS SC, the PAS Secretariat / PAS Team, and the Sponsoring Agency.

**Mandate of the Ts'ude niline Tu'eyeta PAS Working Group**

The mandate of the Ts'ude niline Tu'eyeta Working Group is:

1. To bring together the community of Fort Good Hope, Yamoga Land Corporation, K'asho Go'ine Dene Band, Fort Good Hope Métis Local # 54, Renewable Resource Council, Canadian Wildlife Service, PAS representatives and stakeholders within a collaborative Working Group;
2. To guide and direct detailed evaluation studies of the Candidate Protected Area as required under the PAS planning process, working within established guidelines;
3. To oversee public participation and consultation programs;
4. To review and assess levels of support for establishing a protected area;
5. Where appropriate, to recommend desired outcomes and final parameters (boundaries, management objectives, etc.) for the candidate protected area to the Canadian Wildlife Service (the Sponsoring Agency), community and regional organizations, the Department of Indian Affairs and Northern Development (DIAND), and the Government of the Northwest Territories (GNWT).

**2. Composition of the Ts'ude niline Tu'eyeta PAS Working Group**

The composition of this Working Group is intended to reflect the ecological, economic,

and cultural circumstances of the Ts'ude niline Tu'eyeta Candidate Protected Area, as well as the Partner organizations in the PAS process. The size of this Working Group will be kept as small as is reasonably possible. The minimum suggested composition is:

1. One representative from the community of Fort Good Hope with an interest in the Candidate Protected Area;
2. One representative from the Renewable Resource Council;
3. One representative from each regional Aboriginal organization with an interest in the Candidate Protected Area;
  - i. Yamoga Land Corporation
  - ii. K'asho Got'ine Dene Band
  - iii. Fort Good Hope Métis Local # 54
4. One representative from the Sponsoring Agency (CWS);
5. One representative from each government:
  - i. DIAND
  - ii. GNWT
6. One representative from environmental organization;
  - i. Ducks Unlimited Canada
7. Other directly affected stakeholders as necessary i.e.;
  - i. Association of Mackenzie Mountains Outfitters

### **3. Selection of Working Group Members and Alternates**

Selection of all Working Group appointments members and alternates will be made directly by the organization to be represented:

1. The selection should be made in writing and be addressed to Paul Latour, Canadian Wildlife Service (Sponsoring Agency) and the DIAND PAS Secretariat; and
2. The letter of selection should include both a primary representative for the organization as well as an alternate who will attend on behalf of the representative when they are not available.

The appointing organization is encouraged to maintain consistent representation on the Working Group, but may replace their member and/or alternate at any time by notifying the Sponsoring Agency and the PAS Secretariat in writing.

As required, resource people such as traditional land users, elders, or scientists may be invited to participate in the meetings to provide information or expertise on a topic.

### **4. Responsibilities of Working Group Members**

1. Familiarize themselves with the *Northwest Territories Protected Areas Strategy*, including the goals and principles, the eight implementation steps, and the resource assessment guidelines;
2. Familiarize themselves with the *Mackenzie Valley Five-Year Action Plan*;

3. Review the specific Proposal (and all work to date) for their Candidate Protected Area;
4. Represent the interests and viewpoints of their respective organizations;
5. Prepare for Working Group meetings and conference calls; this includes:
  - i. Reviewing the agenda and any materials provided ahead of the meeting;
  - ii. Reviewing minutes from the previous meeting and ensuring that any Action Items they are responsible for are completed; and
  - iii. Reviewing the meeting agenda with their leadership or supervisor to identify any concerns or issues that should be addressed at the meeting.
6. Attend all Working Group meetings and conference calls. If the member will be unavailable, ensure that the alternate will participate on their behalf and that this alternate is properly briefed ahead of the meeting;
7. Report to their organization's leadership following every Working Group meeting or conference call.

## **5. Responsibilities of the Working Group**

1. To develop a suggested Candidate Area general workplan and budget for the evaluation studies required under Step 5 of the PAS for inclusion in the PAS Steering Committee's overall multiparty workplan and budget;
2. To detail and oversee the implementation of the Candidate Area's timeline, work plan and budget, according to the amounts approved in the multi-party budget;
3. To review the Ts'ude niline Tu'eyeta submission for interim withdrawal, and other known information, in order to determine knowledge "gaps" that need to be addressed within the context of the Protected Areas Strategy policies;
4. Develop a communications and consultation plan for review of assessments and on-going updates to Working Group member organizations, as well as distributing information amongst partners;
5. Support the Sponsoring Agency in coordinating the public review, including contributing information needed, giving suggestions for most suitable times and locations of review meetings, attending public review meetings;
6. To make recommendations on the boundaries and establishment of the protected area;
7. Identify a Working Group Chair.

## **6. Responsibilities of the Working Group Chair**

A member of the Working Group is selected by the Working Group to take on the responsibilities of the Chair for a one-year term. The Working Group Chair:

1. Chairs Working Group meetings with support from the PAS Secretariat;
2. Ensures that all Working Group members are given the opportunity to participate in discussions;
3. Works with the PAS Secretariat to develop agendas for the meetings;

4. Provides statements to the media on behalf of the Working Group on an as-needed basis. Consult with the Working Group whenever possible prior to dealing with the media;
5. Submits, on behalf of the Working Group, the recommendation paper for the candidate protected area to appropriate organization.

## **7. Functioning of Working Groups**

Workings Groups should function according to the following guidelines:

1. Working Group meetings will be held as required to review study results, related activities, workplans, and to plan future consultation activities. Meetings may be 'face-to-face' or by conference call;
2. Meeting locations will be selected by Working Group members between Fort Good Hope and Yellowknife. The majority of Working Group meetings will take place in Fort Good Hope.
3. All meetings are open to the public. Meeting invitations are normally issued to Working Group members/alternates and special guests as required. Working Groups may invite the public to meetings or open houses as required;
4. Working Groups shall function and make decisions by consensus;
5. A quorum for Working Group meetings shall be defined by the Working group;
6. The Chair is selected by the Working Group from its membership for a one-year term;
7. A Facilitator may be retained for a Working Group, if requested by the Working Group.
8. Alternates attend meetings when the regular member is unable to do so. Alternates may attend along with regular members if additional PAS financial resources are not required;
9. Participation of Resource Persons in Working Group will be by invitation;
10. Minutes of meetings will be recorded. CWS and the DIAND Secretariat will maintain records of the minutes. Minutes are to be approved by the Working Group; and
11. Wage replacement costs and meeting expenses for Working Group members shall be paid in accordance with PAS guidelines.

## **8. Role of the PAS Secretariat / Team**

The PAS Secretariat / Team may support each Working Group by:

1. Supporting a Ts'ude niline Tu'eyeta PAS Community Coordinator or another designate of the Yamoga Land Corporation in making arrangements for Working Group meetings;
2. Arranging briefings for Working Group members on evaluation studies;
3. Assisting in coordinating public communication, consultation and review;
4. Assisting in the preparation of work plans and budgets;

5. Monitoring Working Group functioning to ensure that it operates within PAS guidelines;
6. Reporting on the activities of the Working Group to the Steering Committee; and
7. Compiling information and materials for the Working Group.

## **9. Role of the PAS Steering Committee**

The PAS SC will:

1. As the senior body in the PAS process, approve the establishment of Working Groups;
2. Provide standard Terms of Reference to new Working Groups, and invite Working Group suggestions for adapting them to reflect the unique ecological and cultural circumstances of the candidate protected area. After due consideration of these suggestions the PAS SC will approve final Terms of Reference;
3. Approve Working Group budgets and workplans;
4. May provide advice and guidance to Working Groups to assist them in dealing with issues and in meeting their responsibilities;
5. Ensure that Working Groups function within the PAS structure in accordance with PAS policies; and
6. May invite Chairs of Working Groups to make presentations at PAS SC meetings.

## **10. Role of the Sponsoring Agency**

The Canadian Wildlife Service, as Sponsoring Agency will:

1. Appoint a representative to the Working Group who will participate in and provide feedback for the economic, cultural and ecological research;
2. Work to identify funds, or raise funding for, the approved workplan for the candidate protected area (this does not preclude funding contributions from other organizations);
3. Assist the Working Group in meeting community information and consultation needs;
4. With the assistance of the Working Group member organizations, coordinate and conduct a public review of the candidate area, including discussions of levels of development permitted and related funding;
5. Provide guidance to Working Groups on information needs and legislative requirements for interim and final land withdrawal;
6. Assist in the development of a protected area proposal suitable to their legislation and the WG needs;
7. In partnership, review and accept at the regional CWS level, the Community's final proposal for an official protected area
8. Initiate negotiations of protected area agreements with the Yamoga Land Corporation; and

9. In partnership, set up the protected area and manage it over the long term.

Review of Terms of Reference:

The Ts'ude niline Tu'eyeta Working Group terms of reference will be reviewed once a year or as required.