



**TERMS OF REFERENCE
SHÚHTAGOT'INE NÉNÉ NWT PROTECTED AREAS STRATEGY
WORKING GROUP**

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 have been established for specific Candidate Protected Areas, such as Edézhzhíe, Ts'ude niline Tu'eyeta, Sambaa K'e and Ka'a'gee Tu. 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, and the Sponsoring Agency.

2. Mandate of the Shúhtagot'ine Néné PAS Working Group

The mandate of the Shúhtagot'ine Néné (SGN) Working Group is:

1. To bring the communities of Tulita, Norman Wells, the Sponsoring Agency (Canadian Wildlife Service), PAS representatives and other stakeholders together within a collaborative Working Group;
2. To guide and direct detailed evaluation/assessment 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. To make recommendations on boundaries for the candidate protected area to Environment Canada (recognizing its original conditions of sponsorship), the communities and regional organizations, the Department of Indian Affairs and Northern Development (DIAND), and the Government of the Northwest Territories.
6. To make recommendations on management objectives.

3. Composition of the Shúhtagot'ine Néné PAS Working Group

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

and cultural circumstances of the Shúhtagot'ine Néné Candidate Protected Area, as well as the Partner organizations in the PAS process (Appendix A). The size of this Working Group will be kept as small as is reasonably possible. The minimum suggested composition is:

1. One representative from each regional Aboriginal organization with an interest in the Candidate Protected Area;
 - Tulita District Land Corporation
 - Fort Norman Métis Land Corporation
 - Norman Wells Land Corporation
 - Tulita Land Corporation
 - Tulita Dene Band
 - Tulita Renewable Resource Council
 - Norman Wells Renewable Resource Council
 - One Elder and one Youth from the Tulita District
 - One representative from the Nacho Nyak Dun First Nation
2. One representative from the Sponsoring Agency, Canadian Wildlife Service (CWS);
3. One representative from Indian and Northern Affairs Canada;
4. One representative from the Government of the Northwest Territories;
5. One representative from the NWT and Nunavut Chamber of Mines;
6. One representative from the Association of Mackenzie Mountain Outfitters (AMMO)
7. One representative from the NWT Chapter Canadian Parks and Wilderness Society (CPAWS)
8. Other directly affected stakeholders as necessary.

4. Selection of Working Group Members and Alternates

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

1. Notification of selected individuals should be made in writing and be addressed to the Sponsoring Agency and the 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.

Organizations selecting Working Group representatives are 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, traditional land users and/or elders, may be invited to participate in the meetings to provide information or expertise on a topic.

5. Responsibilities of Shúhtagot'ine Néné PAS 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. Review the specific Proposal (and all work to date) for their Candidate Protected Area;
3. Represent the interests and viewpoints of their respective organizations;
4. 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.
5. 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;
6. Report to their organization's leadership following every Working Group meeting or conference call.

6. Responsibilities of the Shúhtagot'ine Néné PAS Working Group

1. To develop a suggested Candidate Area general workplan required under Step 5 of the PAS for inclusion in the PAS Steering Committee's overall multiparty workplan;
2. To detail and oversee the implementation of the Candidate Area's timeline and work plan;
3. To review the Shúhtagot'ine Néné proposal, and other known information, in order to determine knowledge "gaps" that need to be addressed as within the context of the Protected Areas Strategy policies;
4. Identify and request financial resources for the evaluation work in the annual Work Plan or timeline;
5. Develop a vision statement to communicate why Shúhtagot'ine Néné is being considered for permanent protection as a National Wildlife Area and how the area should be managed in the future;

6. Develop a communications and consultation plan for review of assessments and on-going updates to Working Group member organizations (Work Plans may assist with this duty), as well as distributing information amongst partners;
7. Annual presentation to the Sahtu Secretariat Incorporated (SSI) on status of the Shúhtagot'ine Néné Candidate Protected Area with assistance from the PAS Secretariat. The report will contain:
 - i. Details of the Step 5 evaluation work conducted;
 - ii. Recommendations for the next Annual Work Plan and future work;
8. Support the Sponsoring Agency in coordinating the public review and contribute to its planning and implementation;
9. To make recommendations on the boundaries and establishment of the protected area to the Tulita District Land Corporation, Canadian Wildlife Service, DIAND and the GNWT;
10. Identify a Working Group chair/ spokesperson;
11. Develop a Working Group termination plan.

7. Responsibilities of the Shúhtagot'ine Néné PAS Working Group Chair/Spokesperson

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

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. Signs Working Group correspondence.
6. May represent the Working Group at related meetings, conferences or other public events.

8. Functioning of the Shúhtagot'ine Néné PAS Working Group

The Shúhtagot'ine Néné Working Group should function according to the following guidelines:

1. The Working Group will make every effort to function within approved budgets. Activities requiring additional budgetary resources will only be undertaken if new funding sources are identified, and approved, in advance;
2. Working Group meetings will be held as required to review study results, related activities, work plans, and to plan future consultation activities. Meetings may be 'face-to-face' or by conference call.
3. Meeting locations will be selected by Working Group members from amongst Tulita and Norman Wells. Access and cost logistics will also be considered in meeting location decisions;
4. 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;
5. The Working Group shall function and make decisions by consensus.
6. A quorum for Working Group meetings shall be defined by the Working Group;
7. The Chair/Spokesperson is selected by the Working Group from its membership for a one-year term;
8. A Facilitator may be retained for a Working Group, if requested by the Working Group. The facilitator, if retained, will be responsible for minute-taking;
9. 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;
10. Participation of Resource Persons in the Working Group will be by invitation;
11. Minutes of meetings will be recorded, approved and maintained by the Shúhtagot'ine Néné Working Group with support from the PAS Secretariat or a facilitator as noted above; and
12. Wage replacement costs, travel and meeting expenses for Shúhtagot'ine Néné Working Group members shall be paid in accordance with PAS guidelines.

9. Role of the PAS Secretariat

The PAS Secretariat will support the Shúhtagot'ine Néné Working Group by:

1. Arranging briefings for Working Group members on evaluation studies;
2. Assist in coordinating public communication, consultation and review;
3. Assisting in the preparation of work plans and budgets;
4. Assisting in the preparation of meeting materials, including agendas and minutes;
5. Assisting in the organization of meeting logistics;
6. Monitor Working Group functioning to ensure that it operates within PAS guidelines;
7. Report on the activities of the Working Group to the Steering Committee; and
8. Compiling information and materials for the Working Group.

10. Role of the Community Coordinator

The Services of a Community Coordinator may be retained by the Shúhtagot'ine Néné Working Group if sufficient need and available resources permit.

The Community Coordinator shall support the Shúhtagot'ine Néné Working Group by:

1. Coordinating and maintaining communication with the NWT PAS Secretariat lead contact and the sponsoring agency lead contact;
2. Working with the PAS Secretariat to identify working group funding requirements;
3. Working with the PAS Secretariat to coordinate budget, expenditures, and general financial administration with the Land Corporation's Financial Manager;
4. Working with the PAS Secretariat to organize logistics for working group and community meetings to discuss the PAS (identifying dates; developing an agenda; advertising; contacting participants; hiring catered food (if required); setting up facilities; recording minutes; writing follow-up reports; drafting Band Council Resolutions and appropriate correspondence);
5. Providing regular protection updates and presenting information on the status of areas identified to the Band Manager, Chief or Land Corporation President and Band Council at regular and special meetings;
6. Coordinating and maintaining communication with appropriate regional organizations and regional NWT PAS Steering Committee representative;
7. Providing regular protection updates and presenting information on the status of areas identified to elders, youth and children (e.g. school visits with an elder to talk about the land and areas that are important);
8. Maintaining organized files (both electronically and hard copy), maps and other materials; and
9. Writing interim and final reports for the contracts.

11. Role of the PAS Steering Committee

The PAS Steering Committee will:

1. As the senior body in the PAS process, approve the establishment of the Shúhtagot'ine Néné Working Group;
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 Steering Committee will approve final Terms of Reference of the Shúhtagot'ine Néné Working Group;
3. Approve Shúhtagot'ine Néné Working Group budgets and work plans;
4. May provide advice and guidance to the Shúhtagot'ine Néné Working Group to assist them in dealing with issues and in meeting their responsibilities;
5. Ensure that the Shúhtagot'ine Néné Working Group functions within the PAS structure in accordance with PAS policies; and
6. May invite the Chair of the Shúhtagot'ine Néné Working Groups to make presentations at PAS SC meetings.

12. Role of the Sponsoring Agency

The Sponsoring Agency will:

1. Request that DIAND withdraw the land for the candidate protected area (following established PAS Guidelines for Interim Land Withdrawal).
2. Select a representative to the Working Group who will participate in and provide feedback for the economic, cultural and ecological research;
3. Work to identify funds, or raise funding for, the approved work plan for the candidate protected area (this does not preclude funding contributions from other organizations);
4. Assist the Working Group in meeting community information and consultation needs;
5. 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;
6. Provide guidance to the Working Group on information needs and legislative requirements for interim and final land withdrawal;
7. Ensure their legislation is available for permanent protection of the Candidate Protected Area.
8. Initiate negotiations of protected areas agreements with the appropriate land claim organizations; and
9. In partnership, review and accept the Tulita District Land Corporation's final proposal for an official protected area.
10. In partnership, set up the protected area and manage it over the long term.

13. Review of Terms of Reference:

The Shúhtagot'ine Néné Working Group terms of reference will be reviewed once a year or as required.