



**TERMS OF REFERENCE  
KA'A'GEE TU NWT 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 have been established for specific Candidate Protected Areas, such as 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. The Ka'a'gee Tu Candidate Protected Area Working Group terms of reference will be reviewed once a year or as required.

**2. Mandate of the Ka'a'gee Tu PAS Working Group**

The mandate of the Ka'a'gee Tu Working Group is:

1. To bring representatives from the Ka'a'gee Tu First Nation, Deh Gah Got'ie Dene Council and K'at'l'odeeche First Nation, the Dehcho First Nations, Northwest Territories Métis Nation, the Sponsoring Agency (Canadian Wildlife Service), PAS representatives and other stakeholders together 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. To make recommendations on boundaries for the candidate protected area to Environment Canada, community 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 Ka'a'gee Tu PAS Working Group**

The composition of this Working Group is intended to reflect the ecological, economic, and cultural context of the Ka'a'gee Tu 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 composition of the Ka'a'gee Tu Candidate Protected Area Working Group as of March 2010 is:

1. Two representatives from each of the following organizations:
  - Ka'a'gee Tu First Nation (Kakisa, NT)
  - K'atl'odeeche First Nation (Hay River, NT)
  - Deh Gah Got'ie Dene Council (Fort Providence, NT)
2. One representative from each of the following organizations:
  - Dehcho First Nations
  - Northwest Territories Métis Nation
  - Sponsoring Agency: Environment Canada, Canadian Wildlife Service (CWS)
  - Indian and Northern Affairs Canada
  - Government of the Northwest Territories
  - Ducks Unlimited Canada
  - Brabant Lodge
  - Deghanni Lake Lodge
  - Northern Transportation Company Ltd., (NTCL)

Each organization should provide an alternate when the primary representative is unavailable.

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

Selection of Working Group members and alternates will be made directly by the organization to be represented. The notification of selection should be made in writing addressed to the Sponsoring Agency and the PAS Secretariat and 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 Working Group Members**

1. Familiarize themselves with the *Northwest Territories Protected Areas Strategy*, including the goals and principles and the eight implementation steps;
2. Review the specific Proposal (and all work to date) for the 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 Working Group**

1. To develop a Candidate Area work plan for the evaluation studies required under Step 5 of the PAS for inclusion in the PAS Steering Committee's overall multiparty work plan;
2. To detail and oversee the implementation of the Candidate Area's work plan, according to the amounts approved in the multi-party budget;
3. To review the Ka'a'gee Tu sponsorship 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 communications and consultation plan for review of assessments and on-going updates to Working Group member organizations (Annual Reports and Work Plans may assist with this duty), as well as distributing information amongst partners;
6. Develop a vision statement to communicate why Ka'a'gee Tu is being considered for permanent protection as a National Wildlife Area and develop a draft management plan;
7. To prepare a report for presentation at the annual Dehcho Assembly and for submission to the other partners organizations of the Working Group. 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 Dehcho First Nations, Canadian Wildlife Service, DIAND and the Government of the NWT;
10. Identify a Working Group spokesperson;
11. Develop a Working Group termination plan and a plan for transitioning to a management committee.

## **7. Responsibilities of the Working Group Chair and Spokesperson**

The Working Group will select one member for the role of Working Group Chair and one member for the role of Working Group Spokesperson, or one member to represent both, for a one year term. The responsibilities of the Working Group Chair are:

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

The responsibilities of the Working Group Spokesperson are:

1. 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;
2. May represent the Working Group at related meetings, conferences or other public events.

## **8. Functioning of Working Groups**

Workings Groups should function according to the following guidelines:

1. Working Groups will make every effort to conduct meetings 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 the Working Group Communities. The first two meetings will be held in the community of Kakisa. 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. Working Groups shall function and make decisions by consensus;
6. A quorum for Working Group meetings is defined by the Ka'a'gee Tu Working Group to be 50% of Working Group members of which two must be representatives from Kakisa and one from the Canadian Wildlife Service;
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 as observers along with regular members if additional PAS financial resources are not required;
9. Participation of Resource Persons in the Working Group will be by invitation;
10. Minutes of meetings will be recorded, approved and maintained by the Working Group; and
11. Wage replacement costs and meeting expenses for Working Group members shall be paid in accordance with PAS guidelines.

## **9. Role of the PAS Secretariat**

The PAS Secretariat will support each 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. Monitor Working Group functioning to ensure that it operates within PAS guidelines;
5. Report on the activities of the Working Group to the Steering Committee; and
6. Compiling information and materials for the Working Group.

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

The PAS Steering Committee 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 work plans within the context of the multi-party budget;

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.

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

The Sponsoring Agency will:

1. Where necessary, 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;
6. May initiate negotiations for protected areas agreements with the appropriate land claim organizations; and
7. In partnership, review and accept the Dehcho First Nation's final proposal for a National Wildlife Area;
8. In partnership, set up the protected area and manage it over the long term.

## **12. Review of Terms of Reference:**

The Ka'a'gee Tu Working Group Terms of Reference will be reviewed once a year or as required.