



**TERMS OF REFERENCE  
ŁUE TÚÉ SŪLÁI 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 Łue Túé Sŭłái.

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 Łue Túé Sŭłái Candidate Protected Area Working Group terms of reference will be reviewed once a year or as required.

**2. Vision Statement (To be included at a later date)**

**3. Mandate of the PAS Working Group**

The mandate of the Łue Túé Sŭłái Working Group is:

1. To bring representatives from the Jean Marie River First Nation, the Dehcho First Nations, the Sponsoring Agency (Industry, Tourism and Investment), PAS representatives and other stakeholders together within a collaborative Working Group;
2. To guide and direct detailed evaluation studies (scientific, traditional and local knowledge) 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 the boundaries and establishment of the protected area to the Jean Marie River First Nations, Dehcho First Nations,

Department of Industry, Tourism and Investment (ITI), Indian and Northern Affairs Canada (INAC) and the Government of the NWT;

6. To make recommendations on management and community – driven monitoring objectives.
7. Margaret Ireland (JMRFN) is to be the Chair and Acting Chief Stanley Sanquez to be Co-Chair of the Working Group (February 2011).

#### **4. Composition of the Łue Túé Sųłái PAS Working Group**

The composition of this Working Group is intended to reflect the ecological, economic, and cultural context of the Łue Túé Sųłái Candidate Protected Area. The size of this Working Group will be kept as small as is reasonably possible. The composition of the Łue Túé Sųłái Candidate Protected Area Working Group as of February 2011 is:

1. Two representatives from each of the following organizations:
  - the community leading the proposal, Jean Marie River First Nation – Margaret Ireland (chair) and Yvonne Norwegian. Stanley Sanquez (alternate and co-chair)
  - the Sponsoring Agency, Industry, Tourism and Investment (ITI) – Mike Mageean and Kris Johnson. No alternate identified.
2. One representative from each of the following organizations:
  - Dehcho First Nations (Keyna Norwegian, no alternate identified);
  - Other directly affected stakeholder organizations as necessary (none identified);
  - INAC (no representative identified)

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

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

Selection of Working Group members and alternates will be made directly by the organization to be represented. Notification of selected representatives and alternates should be made in writing and be addressed to the Sponsoring Agency and the PAS Secretariat.

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.

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

1. Familiarize themselves with the *Northwest Territories Protected Areas Strategy*, including the goals, principles and the eight implementation steps;
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 and present information their organizations have on relevant surrounding processes and initiatives;
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.

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

1. To develop, guide, and oversee the implementation of the overall work plan and budget for the evaluation studies required under Step 5 of the PAS for this Candidate Protected Area;
2. To oversee the implementation of the Candidate Area's work plan and budget, according to the amounts approved in the multi-party budget;
3. To review the Łue Túé Sųłái sponsorship proposal, and other known information (e.g., surrounding processes such as the NWT Water Strategy, etc.), 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), and public, as well as distributing information amongst partners, and including the use of organizations' TK protocols for cultural documents;
6. Develop a vision statement to communicate why Łue Túé Sųłái is being considered for permanent protection as a Cultural Conservation Area and develop recommendations for a management and community driven monitoring plan;
7. To prepare a report for presentation at the annual Dehcho Assembly. The report will contain:
  - i. Details of the current 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 Jean Marie River First Nations, Dehcho First Nations, Department of Industry, Tourism and Investment, and the Government of the NWT and INAC;
10. Identify a Working Group chair/spokesperson;
11. Develop a Working Group termination plan and a plan for transitioning to a management and monitoring committee.

## **8. Responsibilities of the 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. A co-chair will also be identified. The co-chair will act as the chair if the primary chair is unable to attend a meeting or perform his or her responsibilities. The Working Group Chair/Spokesperson responsibilities 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. 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.

## **9. Functioning of Working Groups**

Workings Groups should function according to the following guidelines:

1. Working Groups 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 results of scientific, traditional and local studies, relevant 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 communities Working Group members live in, including Yellowknife. The first two meetings will be held in the community of Jean Marie River. 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 will seek consensus (everyone supports the decision and agrees to move forward) on all decisions. When differences arise the following steps will be taken:
  - i. Every effort will be made to resolve issues, recognizing that compromise is required to accommodate differences.
  - ii. Should the Working Group fail to find ways to compromise with each other to accommodate all members, the dissenting view(s) will be recorded and included in the final recommendations report.
6. A quorum for Working Group meetings is defined as 50% of Working Group members and the chair and/or co-chair must be present at the meeting.
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 or presentations by technical, local or traditional experts to 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.

## **10. 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.

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

The PAS Steering Committee (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 work plans within the context of the multiparty 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.

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

The Sponsoring Agency will:

1. Where necessary, request that INAC 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 (through consultation with other members of the Sponsoring Agency to ensure adequate expertise when providing feedback);
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. Provide guidance to the Working Group on information needs and legislative requirements for interim and final land withdrawal (if necessary);
7. May initiate negotiations for protected areas agreements with the appropriate land claim organizations; and
8. In partnership, review and accept the Working Group's final proposal for a Cultural Conservation Area;

9. In partnership (e.g., with local communities), set up the protected area and manage it over the long term.

## **Appendix A:**

### **Official organizations invited to participate on the Łue Túé Sųłái PAS Working Group:**

- Jean Marie River First Nation;
- Dehcho First Nations;
- Industry, Tourism and Investment - GNWT- Sponsoring Agency
- Canadian Parks and Wilderness Society
- Ducks Unlimited Canada
- Indian and Northern Affairs Canada
- Canadian Association of Petroleum Producers
- NWT and Nunavut Chamber of Mines
- Department of Fisheries and Oceans