

Conference of Management Authorities (CMA)
Meeting Minutes – 5-6 February 2013
Scotia Centre Boardroom, Basement (5102-50 Ave), Yellowknife, NT

8:30 – 9:00 a.m. Orientation and refresher session (optional)

In attendance:	Representative for:
Vanessa Charwood	Environment Canada
Jason Horesay	Dehcho First Nations, Participant Observer
James Firth	Species at Risk Committee Chairperson
Johnny Charlie	Gwich'in Renewable Resources Board
Walter Bayha	Sahtu Renewable Resources Board
Joanna Wilson	Species at Risk Secretariat
Claire Singer	Species at Risk Secretariat
Michelle Henderson	Species at Risk Secretariat

Half-hour orientation session to acquaint new members with the purpose and functions of the Conference of Management Authorities (CMA).

9:00 a.m.– Meeting call to order

Day 1

In attendance:	Representative for:
Vanessa Charwood	Environment Canada, Government of Canada
Jason Horesay	Dehcho First Nations, Participant Observer
James Firth	Species at Risk Committee (SARC) Chairperson
Johnny Charlie	Gwich'in Renewable Resources Board
Walter Bayha	Sahtu Renewable Resources Board
Grant Pryznyk	Wek'èezhii Renewable Resources Board, CMA Chairperson
Paul Latour	Sahtu Renewable Resources Board
Rob Gau	Wildlife Management Advisory Council (NWT)
Lynda Yonge	Environment and Natural Resources (ENR), Government of the Northwest Territories (GNWT)
Marjorie Matheson-Maund	Tłıchǫ Government
Jack Bird	ENR, GNWT
Amy Thompson	Gwich'in Renewable Resources Board (by teleconference)
Diane Casimir	Parks Canada, Government of Canada (by teleconference)
Suzanne Carrière	Species at Risk Committee, Alternate Chairperson
Joanna Wilson	Species at Risk Secretariat
Claire Singer	Species at Risk Secretariat
Michelle Henderson	Species at Risk Secretariat

1. Opening prayer – *led by Johnny Charlie*
2. Introductions - *led by Grant Pryznyk*
Round table introductions
3. Agenda – *led by Grant Pryznyk*
Review of draft agenda
Decision #D2013020501: Consensus to approve the February 2013 agenda with no changes.
The order and numbering of some agenda items were later changed.
4. Review of draft minutes from December 2012 conference call – *led by Grant Pryznyk*
Review of draft minutes from December 13, 2012.
Action #A2013020501: ENR will follow-up on whether CMA's request for an extension has been received by the Minister's office.
Decision #D2013020502: Consensus to approve the December 2012 meeting minutes with no changes.
5. Review of action items – *led by Michelle Henderson*
Review of outstanding action items from 2010-2012, updates on progress, and re-evaluation of action items, if necessary.
Report on A2012011008: Larry Carpenter is no longer able to provide criteria for coming to consensus on listing.
Report on A2012060401: The legislation does not allow the organization whose SARC appointee is the Chairperson to send their designated alternate in addition to the SARC Chairperson. The only way this could be done would be if the Minister were to appoint an additional member from that region.
Report on A2012060402: The legislation does not allow for SARC alternate members to be compensated for SARC work in addition to regular members. Possible solutions are to split the honorarium or to consider some functions as training/capacity building for the alternate.
Report on A2012060406: Input has been incorporated into the most recent draft of the guidelines. No further action required.
Report on A2012060410: ENR has confirmed that the Secretariat directive letter is consistent with the CMA Rules of Conduct.
Report on A2012121302: CMA members confirmed that SARC assessment results have been or will be circulated within their organizations.

6. CMA work plan – *led by Michelle Henderson*
Review of updated CMA work plan.
Decision #D2013020503: Consensus to approve the 2013-14 fiscal year work plan.

7. CMA decisions made since last meeting – *led by Joanna Wilson*
Review of decision since December 2012 conference call.
Decision #D2013020504: Letter to Minister of ENR requesting extension approved by Chairperson December 19, 2012.

8. CMA letters sent and received since last meeting – *led by Joanna Wilson*
Letter from CMA to Minister of Environment and Natural Resources regarding request for extension to SARC clarification timeline.
 - Future correspondence from the CMA should include cc's to the CMA member organizations on distribution list.

9. Invitations to observers – *led by Joanna Wilson*
Review of letters from North Slave Metis Alliance and Treaty 8 Tribal Corporation and discussion on whether any new invitations should be issued by the CMA. The CMA discussed whether it is satisfied with the standing invitations issued currently and discussed possibly inviting other groups that have not yet been invited.
 - The intent of the CMA is to bring together those groups that have a mandate, responsibility and authority for species at risk.
 - CMA should focus on management and recovery planning and species-specific issues. CMA is not a political forum and is not rights-based.
 - GNWT is responsible for consulting with Aboriginal governments in areas with unsettled land claims and for bringing their views to the CMA table.

Action #A2013020502: ENR to review existing IMAs (Interim Measures Agreements) and AIPs (Agreements in Principle) for wording relating to mandate of wildlife management.

Action #A2013020503: ENR to confirm Salt River First Nation's authorities as a settled land claim group with wildlife management authority on reserve lands in the NWT.

Action #A2013020504: ENR to provide a list of organizations that GNWT has obligations to consult with regarding rights/roles for wildlife management, and possibly offer observer status on CMA.

10. Species at Risk Committee (SARC) Update - *led by James Firth and Suzanne Carrière, Species at Risk Committee Chairperson and Alternate Chairperson Update from the SARC about species assessments, requests for clarification, and future status reports.*

- Management Authorities requested that SARC provide guidelines for how Management Authorities should submit reviews.
- Management Authorities requested that SARC provide its assessment criteria along with the draft report.
- SARC requested comments earlier in the 6-month review period for comments that require discussion.

Specific recommendations:

1. Start reviewing early. Inform the Secretariat of any glaring errors early in review period.
2. Distribute the draft report widely.
3. Encourage informal dialogue between reviewers and SARC.
4. Provide full, complete and accurate references.
5. Where possible, provide information about who made each comment so that SARC can directly contact the person for clarification.
6. Provide specific suggestions for how to improve the text.
7. SARC should cc local staff when sending the draft to a government agency.

11. Species at Risk website – *led by Michelle Henderson*

Secretariat reported on website usage using Google Analytics report.

CMA indicated that once a year is sufficient for reporting on website use.

12. Species at Risk Stewardship Program update – *led by Michelle Henderson*
Stewardship Committee update on progress since June 2012 meeting, including Call for Applications for 2013-14 projects, Guidelines for distributing excess funding for incorporation into CMA Rules of Conduct and Operating Procedures, and recruitment of new member to sub-committee to fill vacancy.

Action #A2013020505: CMA representatives to bring names of interested Stewardship sub-committee members to Secretariat.

13. Conservation measures for Boreal Caribou – *led by Joanna Wilson*

Overview of conservation tools available in the Species at Risk (NWT) Act for pre-listed species.

Discussion on whether or not the CMA wants to pursue any immediate conservation actions for Boreal Caribou.

- There are several initiatives already underway for boreal caribou in the NWT.
- Management Authorities did not wish to pursue new conservation measures at this time.

14. Actions to prepare for a decision on listing Boreal Caribou – *led by Joanna Wilson*

As required under section 35 of the Species at Risk (NWT) Act, the Management Authorities discussed the actions that each will need to take in order to prepare for a decision on whether or not to list Boreal Caribou. They identified and co-ordinated the actions and established a time frame for completion.

See document Actions Needed to Prepare for a Conference of Management Authorities (CMA) Consensus Agreement on Listing (attached).

Management Authorities should consider whether consultation and engagement at the listing stage can also be used to discuss ideas about management/recovery planning.

Day 2

In attendance:	Representative for:
Vanessa Charwood	Environment Canada, Government of Canada
James Firth	Species at Risk Committee Chairperson
Jody Snortland	Wek'ëezhii Renewable Resources Board
Johnny Charlie	Gwich'in Renewable Resources Board
Walter Bayha	Sahtu Renewable Resources Board
Grant Pryznyk	Wek'ëezhii Renewable Resources Board, CMA Chairperson
Rob Gau	Wildlife Management Advisory Council (NWT)
Lynda Yonge	Environment and Natural Resources, Government of the Northwest Territories
Marjorie Matheson-Maund	Tłı̨chǫ Government
Diane Casimir	Parks Canada, Government of Canada (by teleconference)
Paul Latour	Sahtu Renewable Resources Board
Joanna Wilson	Species at Risk Secretariat
Claire Singer	Species at Risk Secretariat
Michelle Henderson	Species at Risk Secretariat

15. Updates on actions taken since last CMA meeting, and changes to representatives – *led by Grant Pryznyk*

Round table from Management Authorities and participant organizations to share and discuss any actions taken or projects relating to species at risk.

Action #A2013020506: Secretariat to contact Northwest Territory Métis Nation, Akaitcho Territory Government and Dehcho First Nations to find out whether there have been any changes to representatives or any other updates for the CMA.

16. Materials needed on Boreal Caribou – *led by Joanna Wilson*
Identification of materials needed to help Management Authorities carry out their engagement and consultation on listing.

See document Actions Needed to Prepare for a Conference of Management Authorities (CMA) Consensus Agreement on Listing (attached).

Action #A2013020507: Secretariat to produce draft public engagement materials by March 20 and distribute to CMA representatives.

17. Guidelines and templates for management plans and recovery strategies – *led by Joanna Wilson*
Review of revisions to draft guidelines and templates and discussion on any further changes needed.

- Action #A2013020508: ENR to provide wording for the Template for Management Plans and Recovery Strategies to clarify how the *Species at Risk (NWT) Act* applies on Tłıchǵ lands.
- Action #A2013020509: Secretariat to make additional changes to Guidelines and Templates as requested and provide to CMA for final review.
- Action #A2013020510: Secretariat to look into setting up a learning opportunity for CMA on developing recovery goals and objectives.

18. Next steps and Action items – *led by Michelle Henderson*
Secretariat reviewed the list of action items, next steps and schedule of future meetings.

Next meetings (New dates):

Conference call – June 12, 2013 @ 9:30AM-12:00PM

Face-to-Face – October 8-9, 2013 @ Inuvik, NT

19. Check in – *led by Grant Pryznyk*
Round table to discuss any outstanding items. No outstanding items were brought up.

20. Selection of Ad-hoc Chair – *led by Grant Pryznyk*

Selection of ad-hoc chair for the discussion of Polar Bear, Peary Caribou and Hairy Braya.

In attendance	Representative for:
Lynda Yonge	Environment and Natural Resources, Government of the Northwest Territories
Rob Gau	Wildlife Management Advisory Council (NWT)
Diane Casimir	Parks Canada, Government of Canada
(Vanessa Charwood)	Environment Canada, Government of Canada provided comments but not present for discussion

Decision #D2013020505: Rob Gau, representative for WMAC (NWT), selected to be ad-hoc Chairperson for pre-listing discussions for Peary Caribou, Polar Bear and Hairy Braya.

21. Conservation measures – *led by Joanna Wilson*

Discussion on whether or not the CMA wants to pursue any immediate conservation actions for Polar Bear, Peary Caribou and/or Hairy Braya.

- Management Authorities did not wish to pursue new conservation measures at this time.

22. Actions to prepare for decisions on listing Peary Caribou, Polar Bear and Hairy Braya – *led by Joanna Wilson*

As required under section 35 of the Species at Risk (NWT) Act, the Management Authorities discussed the actions that each will need to take in order to prepare for decisions on whether or not to list Peary Caribou, Polar Bear and Hairy Braya. They identified and co-ordinated the actions and established a time frame for completion.

See document Actions Needed to Prepare for a Conference of Management Authorities (CMA) Consensus Agreement on Listing (attached).

- Action #A2013020511: Government of Canada, specifically Environment Canada, to confirm whether or not it is a management authority for Hairy Braya.

23. Materials needed on Polar Bear, Peary Caribou and Hairy Braya – *led by Joanna Wilson*

Identification of materials that are needed to help Management Authorities carry out their engagement and consultation on listing.

Approved June 12, 2013

See document Actions Needed to Prepare for a Conference of Management Authorities (CMA) Consensus Agreement on Listing (attached).

- Action #A2013020512: ENR to confirm with Communications whether GNWT/ENR logo needs to be on engagement materials.

24. Meeting adjourned.

Actions Needed to Prepare for a Conference of Management Authorities (CMA) Consensus Agreement on Listing

Date of discussion:	February 5, 2013	Management Authority:	Wildlife Management Advisory Council (NWT) Gwich'in Renewable Resources Board Sahtu Renewable Resources Board Wek'èezhii Renewable Resources Board Tłı̨chǫ Government Government of the Northwest Territories Government of Canada
Species:	Boreal Caribou	Status in the NWT (from SARC Assessment):	Threatened

The CMA shall develop a consensus agreement. The consensus agreement must set out that the CMA has reached a consensus on:

- (i) not to add the species to the NWT List of Species at Risk, or
- (ii) to add the species to the NWT List of Species at Risk as a species of special concern, a threatened species, an endangered species, an extirpated species or an extinct species.

The consensus agreement need not be consistent with the SARC assessment. Deadline for the consensus agreement is: **December 12, 2013.**

Legal consequences of listing under the *Species at Risk (NWT) Act*:

- Species is added to the NWT List of Species at Risk (found at <http://nwt-species-at-risk.ca/tiki/tiki-index.php?page=SarList>).
- The term of the listing is 10 years.
- For species listed as Special Concern in the NWT, a management plan for the species must be completed within 2 years of listing.
- For species listed as Threatened in the NWT, a recovery strategy for the species must be completed within 2 years of listing.
- For species listed as Endangered in the NWT, a recovery strategy for the species must be completed within 1 year of listing.

Note: There are no automatic prohibitions or protections for species or habitat that would come into effect upon listing. Conservation tools in the *Species at Risk (NWT) Act* are used on a species by species basis. They may be used anytime after the species is assessed, following proper consultation and processes in land claim agreements. The actions to prepare for a listing decision could also be used to gather input on possible conservation measures.

Should Boreal Caribou be added to the NWT List of Species at Risk as ‘Threatened in the NWT’?

The actions that Management Authorities must complete before the CMA can reach consensus on this question are the following:

Action we must complete	Notes	Collaborators /Partners needed	Time frame
Secretariat			
1. Full information provided on the listing (info package)	<p>PowerPoint presentation: short</p> <ul style="list-style-type: none"> • Focus on key messages • Should lead to asking questions and listening to answers from audience <p>Fact sheet (species): one-page (front)</p> <ul style="list-style-type: none"> • Why would it be listed • Biological information • Information derived from status report • Frequently Asked Questions and answers <p>Fact sheet (process): one page (back)</p> <ul style="list-style-type: none"> • What listing means for harvesters • How does it relate to the federal listing and federal recovery strategy • Include points about next steps after listing • Information should be specific to NWT species at risk processes • Simple flow chart for the process, including next steps – possibly on back of fact sheet <p>Poster (flow chart)</p> <ul style="list-style-type: none"> • Simple flow chart for the process, including next steps • Large size, laminated so it can be marked and erased <p>Mail out: standard one pager</p>	Review by all CMA members	Draft by mid-March 2013 (for March 20 WMAC(NWT) meeting)

Action we must complete	Notes	Collaborators /Partners needed	Time frame
	<ul style="list-style-type: none"> • Explain ‘this is the process’ and ‘this is what we’re asking’ • possibly a small version of the poster flowchart <p>Messaging:</p> <ul style="list-style-type: none"> • Should be very visual • Plain language is important • Consistent among regions • Comparison photos (e.g., different types of caribou) <p>Sahtu Renewable Resources Board will help with Dene words and fonts Use Gwich’in materials as a starting point</p>		
2. Draft example consensus agreement		Review by all CMA members	March
Gwich’in Renewable Resources Board (GRRB)			
1. Renewable Resources councils (RRCs) informed and understand material	<ul style="list-style-type: none"> • RRCs require more than just an information package; they need to be talked to. • Set up meetings with RRCs and the public in each Gwich’in community (if money is available) OR attend regularly-scheduled RRC meetings <ul style="list-style-type: none"> ○ Should have a Species at Risk representative present to alleviate GRRB capacity issues. 	ENR? SARC? CMA? Need more detail on type of support needed	Spring and summer 2013
2. RRCs provide advice to GRRB	<ul style="list-style-type: none"> • After community engagements, GRRB will request written support from all RRCs. 		By August 2013
3. Possibly engage with Gwich’in Tribal Council	<ul style="list-style-type: none"> • GTC will be invited to attend public meetings • GRRB can write a letter to GTC asking for specific comments on listing 		e.g., 60 days

Action we must complete	Notes	Collaborators /Partners needed	Time frame
(GTC) – to be confirmed			
4. Decision by GRRB	<ul style="list-style-type: none"> • GRRB to meet to discuss the info and make a motion • CMA reps would bring this motion to the CMA for a consensus agreement 		September 2013 board meeting
Government of Canada (Parks Canada and Environment Canada)			
1. No consultations needed	<ul style="list-style-type: none"> • Because boreal caribou are already listed federally. • Parks Canada is already involved in recovery processes for boreal caribou in SARA 		
2. Need to figure out who will sign consensus agreement	<ul style="list-style-type: none"> • Parks Canada to coordinate with Environment Canada; more conversations needed to figure this out • Internal briefings and meetings with other federal agencies will be needed • A draft of a consensus agreement would be useful • Hope to be able to make a decision within the one year timeline 		
Wildlife Management Advisory Council (NWT) (WMAC(NWT))			
1. WMAC(NWT) to form an engagement schedule	<ul style="list-style-type: none"> • At next regularly-scheduled meeting 		March 2013
2. Meet with Hunter & Trapper Committees (HTCs) to get input	<ul style="list-style-type: none"> • Meetings with Aklavik and Inuvik HTCs will be scheduled • This could fit in with meetings already planned • An ENR member should also be there 	ENR member of WMAC(NWT) to participate	By June 2013

Action we must complete	Notes	Collaborators /Partners needed	Time frame
from them			
3. Incorporate views of non-beneficiaries	<ul style="list-style-type: none"> Needs discussion – e.g., possible Inuvik open house? 	ENR	
4. Get input from Inuvialuit Game Council (IGC)	<ul style="list-style-type: none"> As part of regular communications with them 		Throughout
5. WMAC(NWT) to consider all input, pass a resolution to make a decision, and pass a resolution directing someone to sign consensus agreement on behalf of WMAC(NWT)	<ul style="list-style-type: none"> At regularly scheduled meeting(s) Could use early-December WMAC(NWT) meeting to finalize things, if needed 		September or early December 2013 at the latest
Tłı̨chǵ Government (TG)			
1. Review Tłı̨chǵ Agreement and land use plan regarding listing			
2. Tłı̨chǵ Government will work in partnership with Wek'èezhii Renewable Resources Board (WRRB) on	<ul style="list-style-type: none"> Annual gathering (August) may be one opportunity to disseminate information Focus will be on Tłı̨chǵ communities in boreal caribou habitat Tłı̨chǵ Government part may be led by Lands Protection Department 	WRRB	Start in spring 2013

Action we must complete	Notes	Collaborators /Partners needed	Time frame
community consultations			
3. Decision by the Leadership based on information gathered – Grand Chief would likely sign the consensus agreement	<ul style="list-style-type: none"> Chief Executive Council meets on a regular basis (there are several opportunities for a decision to be made) 		Decision by September 2013
Sahtu Renewable Resources Board (SRRB)			
1. RRCs informed and understand material	<ul style="list-style-type: none"> RRCs require more than just an information package; they need to be talked to. Set up meetings with RRCs and the public in each Sahtu community (if money is available) OR attend regularly-scheduled RRC meetings May need a Species at Risk representative present to alleviate SRRB capacity issues. 	ENR? SARC? CMA? Need more detail on type of support needed	Spring and summer 2013
2. RRCs provide advice to SRRB	<ul style="list-style-type: none"> After community engagements, RRCs would likely pass a motion 		By August 2013
3. Keep Sahtu Secretariat Inc. (SSI), Sahtu Dene Council and Chiefs informed	<ul style="list-style-type: none"> Starting at February meeting They may want to put it on their agenda for August but it's up to them 		
4. Decision by SRRB	<ul style="list-style-type: none"> SRRB to meet to discuss the info and make a motion CMA reps would bring this motion to the CMA for a consensus agreement 		September 2013 board meeting

Action we must complete	Notes	Collaborators /Partners needed	Time frame
Government of the Northwest Territories (GNWT)			
1. Consult with governments in areas without settled land claims	<ul style="list-style-type: none"> At regional level – take direction from regional government levels about how they want consultation to be done At minimum: ATG, NWTMN, DFN, Salt River First Nation, and possibly others with traditional use of boreal caribou 	Aboriginal governments	
2. In settled areas, rely on boards and Tłıchǫ Government 3. Make sure Aboriginal governments are consulted	<ul style="list-style-type: none"> At least in the Sahtu – send a letter to Aboriginal governments (SSI) to make sure they are consulted Coordinate with boards to make sure all are consulted 	SRRB, WRRB, WMAC(NWT, GRRB ,TG	
4. Provide an opportunity for the public to provide comments to the Minister (sec 35(2))	<ul style="list-style-type: none"> Ads, website – invite comments and concerns and take these into consideration Consult with the Stakeholder group set up for consultations on Wildlife Act Send an information package to Non-government Organizations (NGOs) (e.g., – World Wildlife Fund) and invite their comments 		
5. Consult with other departments within GNWT	<ul style="list-style-type: none"> InterSARC group 		
6. Minister will go to Cabinet with an information item	<ul style="list-style-type: none"> To make sure Cabinet is aware and agrees with approach Many opportunities (meetings) in Sept and Oct to do this 		Mid-late September or October 2013

Action we must complete	Notes	Collaborators /Partners needed	Time frame
Dehcho First Nations			
1. Engage with other Aboriginal leaders within boreal caribou range	<ul style="list-style-type: none"> Engage with leadership, possibly through an agenda item at leadership meetings 		
Wek'èezhìi Renewable Resources Board (WRRB)			
1. Internal consultations with the Board	<ul style="list-style-type: none"> At scheduled WRRB meetings 		First week of March, also in May 2013
2. Consultations in Tłıchǫ Communities	<ul style="list-style-type: none"> Done jointly with Tłıchǫ Government, likely the Lands Protection Department Timing not certain yet, but will likely only take one to two weeks once begun – will aim to have it done before the end of June 	Tłıchǫ Government	Possibly by May, should be done by September 2013
3. Board will meet to form a position	<ul style="list-style-type: none"> Meetings are expected in May and September Board will make a resolution 		Before October 8, 2013

Actions Needed to Prepare for a Conference of Management Authorities (CMA) Consensus Agreement on Listing

Date of discussion:	February 5, 2013	Management Authority:	Wildlife Management Advisory Council (NWT) Government of the Northwest Territories Government of Canada
Species:	Polar Bear Peary Caribou Hairy Braya	Status in the NWT (from SARC Assessment):	Special Concern Threatened Threatened

The CMA shall develop a consensus agreement. The consensus agreement must set out that the CMA has reached a consensus on:

- (i) not to add the species to the NWT List of Species at Risk, or
- (ii) to add the species to the NWT List of Species at Risk as a species of special concern, a threatened species, an endangered species, an extirpated species or an extinct species.

The consensus agreement need not be consistent with the SARC assessment. Deadline for the consensus agreement is: **December 12, 2013.**

Legal consequences of listing under the *Species at Risk (NWT) Act*:

- Species is added to the NWT List of Species at Risk (found at <http://nwt-species-at-risk.ca/tiki/tiki-index.php?page=SpeciesList>).
- The term of the listing is 10 years.
- For species listed as Special Concern in the NWT, a management plan for the species must be completed within 2 years of listing.
- For species listed as Threatened in the NWT, a recovery strategy for the species must be completed within 2 years of listing.
- For species listed as Endangered in the NWT, a recovery strategy for the species must be completed within 1 year of listing.

Note: There are no automatic prohibitions or protections for species or habitat that would come into effect upon listing. Conservation tools in the *Species at Risk (NWT) Act* are used on a species by species basis. They may be used anytime after the species is assessed, following proper consultation and processes in land claim agreements. The actions to prepare for a listing decision could also be used to gather input on possible conservation measures.

**Should Peary Caribou be added to the NWT List of Species at Risk as ‘Threatened in the NWT’?
 Should Hairy Braya be added to the NWT List of Species at Risk as ‘Threatened in the NWT’?
 Should Polar Bear be added to the NWT List of Species at Risk as ‘Special Concern in the NWT’?**

The actions that Management Authorities must complete before the CMA can reach consensus on these questions are the following:

Action we must complete	Notes	Collaborators /Partners needed	Time frame
Secretariat			
1. Full information provided on the listing (info package)	PowerPoint presentation: short <ul style="list-style-type: none"> • Focus on key messages • Should lead to asking questions and listening to answers from audience Fact sheet (species): one-page (front) <ul style="list-style-type: none"> • Why would it be listed • Biological information • Information derived from status report • Frequently Asked Questions and answers Fact sheet (process): one page (back) <ul style="list-style-type: none"> • What listing means for harvesters • How does it relate to the federal listing and federal recovery strategy • Include points about next steps after listing • Information should be specific to NWT species at risk processes • Simple flow chart for the process, including next steps – possibly on back of fact sheet Poster (flow chart) <ul style="list-style-type: none"> • Simple flow chart for the process, including next steps 	Review by all CMA members	Draft by mid-March 2013 (for March 20 WMAC(NWT) meeting)

Action we must complete	Notes	Collaborators /Partners needed	Time frame
	<ul style="list-style-type: none"> Large size, laminated so it can be marked and erased <p>Mail out: standard one pager</p> <ul style="list-style-type: none"> Explain 'this is the process' and 'this is what we're asking' possibly a small version of the poster flowchart <p>Messaging:</p> <ul style="list-style-type: none"> Should be very visual Plain language is important Consistent among regions Comparison photos (e.g., different types of caribou) 		
2. Draft example consensus agreement		Review by all CMA members	March
Government of Canada (Parks Canada and Environment Canada)			
1. No consultations needed	<ul style="list-style-type: none"> Need to confirm whether Government of Canada is a Management Authority for hairy braya or not 		
2. Need to figure out who will sign consensus agreement	<ul style="list-style-type: none"> Parks Canada to coordinate with Environment Canada; more conversations needed to figure this out Internal briefings and meetings with other federal agencies will be needed A draft of a consensus agreement would be useful Hope to be able to make a decision within the one year timeline 		

Action we must complete	Notes	Collaborators /Partners needed	Time frame
Wildlife Management Advisory Council (NWT) (WMAC(NWT))			
1. WMAC(NWT) to form an engagement schedule	<ul style="list-style-type: none"> • At regularly scheduled meeting 		March 2013
2. Meetings with HTC's to get input from them	<ul style="list-style-type: none"> • Meetings with HTC's will be scheduled: <ul style="list-style-type: none"> ○ Polar bear – all ISR communities ○ Peary Caribou – Ulukhaktok, Sachs Harbour and Paulatuk ○ Hairy Braya – Tuktoyaktuk and Paulatuk (to be confirmed) • This could fit in with meetings already planned • An ENR member should also be there • Multiple species may be done concurrently 	ENR member of WMAC(NWT) to participate	By June 2013
3. Incorporate views of non-beneficiaries	<ul style="list-style-type: none"> • Needs discussion – e.g., possible Inuvik open house? 	ENR	
4. Get input from IGC	<ul style="list-style-type: none"> • As part of regular communications 		Throughout
5. WMAC(NWT) to consider all input, pass a resolution to make a decision, and pass a resolution directing someone to sign consensus agreement on behalf of WMAC(NWT)	<ul style="list-style-type: none"> • At regularly scheduled meeting(s) • Could use early December WMAC(NWT) meeting to finalize things, if needed 		September or early December 2013 at the latest

Action we must complete	Notes	Collaborators /Partners needed	Time frame
Government of the Northwest Territories (GNWT)			
1. Provide an opportunity for the public to provide comments to the Minister (sec 35(2))	<ul style="list-style-type: none"> • Ads, website – invite comments and concerns and take these into consideration • Consult with the Stakeholder group set up for consultations on Wildlife Act • Send an information package to NGOs (eg – World Wildlife Fund) and invite their comments • Mail-out to full mailing list, for all 4 species, to entire list of groups that GNWT engages with for the whole Northwest Territories • Do all 4 species at the same time 		
2. Consult with other departments within GNWT	<ul style="list-style-type: none"> • InterSARC group • All 4 species at the same time 		
3. Discuss with Polar Bear Advisory Committee			
4. Minister will go to Cabinet with an information item	<ul style="list-style-type: none"> • To make sure Cabinet is aware and agrees with approach • Many opportunities (meetings) in Sept and Oct to do this; all 4 species at the same time 		Mid-late September or October 2013
5. Minister or his designate would sign the consensus agreement			