

# Southern Lakes Wildlife Coordinating Committee

## Operating Procedures

The Southern Lakes Wildlife Coordinating Committee (“SLWCC” or “the committee”) was established in January of 2008. The following are operating procedures for the committee. These procedures provide direction on how the committee will function to accomplish the following objectives as established in section 5.0, Schedule B, Chapter 16 of the Kwanlin Dün First Nation Final Agreement and section 5.0, Schedule E, Chapter 16 of the Carcross/Tagish First Nation Final Agreement:

- a. to coordinate the management of moose, caribou, sheep and other Wildlife populations and the Habitats in the Southern Lakes Area to promote the recovery and Conservation of these populations, with consideration for the future subsistence needs of the First Nations in the Southern Lakes Area, as well as the future needs of other users, both consumptive and non-consumptive; and
- b. to coordinate the involvement of and improve communications among First Nations, Government, British Columbia and others with regard to all aspects of the recovery and management of caribou, moose, sheep and other Wildlife populations and their Habitats in the Southern Lakes area.

The composition of the SLWCC and the work of the SLWCC are described in the terms of reference for the committee (effective April 1, 2008).

The purpose of the operating procedures is to guide the conduct of the executive secretariat, members and committee meetings.

### **1. Meeting Procedures**

- Meeting agendas will be developed and circulated by email, mail, or fax at least one week in advance of the meeting;
- Meeting summaries of key decisions and points of discussion will be completed for each coordinating committee meeting;
- Meeting summaries will be circulated by email, mail, or fax within two weeks after meetings;
- Meeting dates and location will be identified in advance;
- Meetings may be convened by teleconference;
- Decisions and recommendations of the committee will be made by supporting motions of the members; and
- The committee will strive to reach decisions by consensus. Where consensus is not achieved, the views of the respective parties on a matter will be documented.

## **2. Quorum**

- Two thirds of the coordinating committee must be present for valid transaction of business by the coordinating committee (6 of the 9 delegates). Of these six, a representative of Kwanlin Dün First Nation, Carcross/Tagish First Nation and Yukon Government must be present.
- Members may participate in person or by teleconference.

## **3. Executive secretariat**

An independent executive secretariat selected from outside of the coordinating committee will facilitate fair, open and effective committee processes and represent the committee. The executive secretariat is the only committee member who will speak for the committee publicly and with governments, unless otherwise agreed to by the committee. The tasks of the executive secretariat are to:

- Review the draft minutes;
- Draft correspondence as appropriate;
- Assist in the preparation of the meeting agenda;
- Assist in the preparation of the work plan;
- Facilitate meetings of the committee;
- Ensure the committee operates in a manner consistent with its terms of reference; and
- Communicate with members of the committee as required to facilitate their participation in the work of the committee.

## **4. Committee members**

The responsibility of an individual committee member is to work with other members to contribute to the fulfillment of the committee mandate. To accomplish this committee members will:

- Effectively represent the interests of their respective governments;
- Keep informed about the wildlife matters of relevance to the work of the committee and the views of their respective governments on these matters;
- Participate fully in committee meetings;
- Attend meetings on a regular and punctual basis;
- Facilitate effective communication between the committee and their respective governments; and
- Coordinate with the executive secretariat and alternate minor absences from meetings to ensure efficient functioning of meetings.

## **5. Alternates**

At the discretion of each participating government, alternate members may be designated by them to assist in the work of the committee when regular members are not in attendance. The responsibilities of the members apply to the alternates.

## **6. Secretariat Support**

Secretariat support for the committee will be provided by the fish and wildlife planner for Yukon Government. Responsibilities will include:

- Scheduling and arranging meetings;
- Preparing materials to assist the committee to carry out their work;
- Overseeing the production of meeting summaries, including the appropriate distribution, and required follow-up of action items as required;
- Responding to information requests, and developing and managing public communications for review and approval by the committee; and
- Under the direction of the committee, drafting documents, developing work plans and supporting the completion of the regional wildlife assessment.

## **7. Non-member Participation**

Committee members may request persons with specialized information about the area or the planning process to attend meetings in an advisory capacity.

## **8. Work plan**

The committee will develop an annual work plan identifying tasks, time-lines and responsibilities.

## **9. Media/ Public Information**

A public communications strategy will be developed and reflected in the annual work plan.

## **10. Information Sharing**

Committee members will contribute information from their respective governments that will assist the committee in achieving the objectives of its mandate.

Traditional knowledge will be shared and respected in a manner consistent with the traditional knowledge guidelines developed by the committee.