



# AMENDED

## A Recommendation regarding the General Terms of Reference for the North Yukon Planning Region

### RECOMMENDATION #2003-001 (Amending Recommendation #99-002 and #02-001)

**Clause Reference:** 11.3.3, 11.4.1 of Umbrella Final Agreement

**To:** Yukon Government  
Vuntut Gwitchin First Nation  
Tr'ondek Hwech'in Han Nation  
First Nation of Na-cho Nyak Dun

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North Yukon GTOR #99-002  
North Yukon GTOR #02-001



**General Terms of Reference  
for the  
North Yukon Planning Commission  
for the North Yukon Planning Region**

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**1. Introduction**

Chapter 11 of the Land Claim Agreements of the Yukon First Nations states:

***Government and any affected Yukon First Nation may agree to establish a Regional Land Use Planning Commission to develop a Regional Land Use Plan (reference 11.4<sup>1</sup>).***

The Parties (the Yukon Government and the Vuntut Gwitchin First Nation) and affected Yukon First Nations (the Tr'ondek Hwech'in Han Nation and the First Nation of Na-cho Nyak Dun), based on the recommendation of the Yukon Land Use Planning Council (the Council), have approved this General Terms of Reference (GTOR) for the North Yukon Planning Commission (the Commission).

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<sup>1</sup> All sections referenced in this document refer to the Vuntut Gwitchin First Nation Final Agreement



The provisions and requirements of the Final Agreements of the affected Yukon First Nations will be followed by the Commission throughout the planning process. In the event that any of the conditions contained within this GTOR conflict with the Vuntut Gwitchin, Na-cho Nyak Dun or Tr'ondek Hwech'in Final Agreements, the Final Agreements will prevail.

## **2. Purpose of the General Terms of Reference**

The purpose of these General Terms of Reference is to provide direction to the Commission to prepare a regional land use plan for the specified area of the North Yukon Planning Region in a manner consistent with the Final Agreements. The General Terms of Reference also outline the roles of the Parties and the Council, and the nature of their relationship to the Commission.

## **3. Mandate of the Commission**

The Commission will develop a regional land use plan (Plan) and will recommend the Plan to the Parties and to the affected Yukon First Nations of Tr'ondek Hwech'in Han Nation and the First Nation of Na-cho Nyak Dun for approval.

## **4. General Goals for the Regional Land Use Plan**

The Commission will work towards the development of an approved Plan for both Settlement and Non-Settlement Land that:

- 4.1. Promotes the well being of the Vuntut Gwitchin, other residents of the planning region, the communities and the Yukon as a whole, while having regard to the interest of other Canadians (reference 11.4.5.7);
- 4.2. Recommends measures to minimize actual or potential land use conflicts throughout the planning region (reference 11.4.5.4);
- 4.3. Recognizes and promotes the cultural values of the Vuntut Gwitchin and other affected Yukon Indian People (reference 11.1.1.3);
- 4.4. Ensures that social, cultural, economic and environmental policies are applied to the management, protection and use of land, water and resources in an integrated and co-ordinated manner so as to ensure sustainable development (reference 11.1.1.6);
- 4.5. Promotes Sustainable Development (reference 11.4.5.9); and
- 4.6. Takes into account that the management of land, water and resources, including fish, wildlife, and their habitats, is to be integrated (reference 11.4.5.8).
- 4.7. Considers the potential cumulative effects of proposed development and planned activities.



## **5. Boundary of the Planning Area**

- 5.1. The boundary of the North Yukon Planning Region is shown on Map 1 (attached). In general, the planning area is the traditional territory of the Vuntut Gwitchin First Nation, and the Yukon portion of the Porcupine River watershed.
  
- 5.2. The simplified boundary description is as follows:
  - 5.2.1. Northern Boundary: Commencing at the Yukon/Alaska border at the approximate Latitude of 68 degrees, 35 minutes, and proceeding in an easterly direction along the watershed boundary between the Porcupine River and the North Slope of the Yukon to the Yukon/NWT border (as described in Western Arctic Claim: the Inuvialuit Final Agreement: Annex A-2), thence;
  - 5.2.2. Eastern Boundary: Proceeding in a southerly direction along the Yukon/NWT border following the height of land along the Richardson Mountains to the Dempster Highway, south of McDougall Pass, continuing on the height of land of the Richardson Mountains which separates the Porcupine River Watershed and the Peel River Watershed curving in a westerly direction to the northernmost corner of settlement parcel VGFN R-8A, continuing along boundary of said parcel in a clockwise direction, along the Ogilvie River and the Dempster Highway, to a point on the northerly boundary of the Tr'ondek Hwech'in traditional territory at an approximate latitude of 65 degrees, 58 minutes, thence;
  - 5.2.3. Southern Boundary: Proceeding in a westerly direction along the northern boundary of the traditional territory of the Tr'ondek Hwech'in to a point on the Alaska/Yukon border at an approximate Latitude of 66 degrees, thence;
  - 5.2.4. Western Boundary: Proceeding in a northerly direction along the Alaska/Yukon border to an approximate Latitude of 68 degrees, 35 minutes, to the point of origin.
  
- 5.3. Land within a Community boundary will not be included in the planning region (reference 11.2.2.3).
  
- 5.4. Boundary changes:
  - 5.4.1. The Southern Boundary may be changed upon agreement between the Tr'ondek Hwech'in Han Nation and the Vuntut Gwitchin First Nation on a contiguous boundary in their overlapping traditional territories (Area B on Map 1 attached).
  - 5.4.2. With the exception of the above boundary change, no proposed change to any of the boundaries will take effect until Yukon and the Yukon First Nations affected by the boundary change have agreed to the change by signing an amendment to the General Terms of Reference.



## **6. Membership of the Planning Commission**

- 6.1. The appointment of Commission members will occur through the process defined in Chapter 11. The Commission will also adhere to the provisions of section 2.12.2 of the Vuntut Gwitchin Final Agreement.
- 6.2. Based on 11.4.2 of the Vuntut Gwitchin Final Agreement, the Commission will consist of six (6) members:
- 6.3. Two (2) members nominated by the Vuntut Gwitchin;
- 6.4. Two (2) members based on the demographic ratio of Yukon First Nations to the total population of the planning region. This is agreed to mean one (1) member nominated by the Vuntut Gwitchin and one (1) nominated the Yukon Government, this member being a Vuntut Gwitchin; and
- 6.5. Two (2) members being nominated by the Yukon Government.
- 6.6. The majority of nominees of Yukon First Nations and the majority of nominees of Government on the Commission will be Yukon residents with a long-term familiarity with the region being planned (reference 11.4.3).

## **7. Orientation, Training, and Start-Up Period**

- 7.1. The Commission will undertake the following training within a year from date of appointment:
  - 7.1.1. Training in Commission procedures and functions, such as team-building, decision-making, budgeting, staff-board relationships, operating procedures, conflict resolution, and chair and board responsibilities;
  - 7.1.2. Training to improve Commission members' ability to fulfill the Commission's mandate and to carry out their responsibilities in the field of land use planning, such as an introduction to land use planning, information management, and consensus-building;
  - 7.1.3. Familiarization with the VGFN Final Agreement; and
  - 7.1.4. Cross-cultural orientation and education.
    - 7.1.4.1. This training should be consistent with the training outlined in the VGFN Final Agreement Implementation Plan, Annex B, Part 2.
- 7.2. The Yukon Land Use Planning Council will assist the Commission in developing its training and orientation strategy. The Council will attend the initial meetings of the Commission, introduce finance and budgeting procedures, and provide an introduction to land use planning, Chapter 11 of the Umbrella and Vuntut Gwitchin Final Agreements, and Implementation Plan requirements.



**8. Operating Principles for the Commission**

- 8.1. The Commission will adopt bylaws or operating procedures for its internal management and may make rules governing its procedures consistent with the Final Agreement and these General Terms of Reference (reference 2.12.2.10).
- 8.2. Amendments to the Commission's operating procedures and policies are to be made by consensus of the Commission and only at meetings attended by the full Commission.
- 8.3. Commission meetings and business will be carried out in an open and accountable manner in recognition that it is a public body funded by the public treasury.
- 8.4. Quorum for Commission meetings will be defined as four out of six members or three out of four or five members depending on the number of members on the Commission at the time. A three member commission cannot achieve quorum.
- 8.5. Decisions of the Commission will be made by consensus whenever practicable, and at all times be guided by the "Protocols for Decision Making" outlined in Appendix C.
- 8.6. In the event that a Commission Member resigns, or for some reason is unable to fulfill his or her term, the Commission will confirm the resignation with the Yukon Government Minister of Energy, Mines and Resources in writing and request that the Minister take the necessary steps with the other Parties to replace the Commission members at the earliest convenience.
- 8.7. In the event of a vacancy, the Commission may discharge its duties with such members as have been nominated and appointed (2.12.2.5). However the Commission must cease operations once the membership does not include at least four members including one appointee from each of the nominating Parties.
- 8.8. If a Commission Member has been absent without reasonable cause for three (3) consecutive Commission meetings, this absence may be used as grounds for requesting the resignation of the member.
- 8.9. Commission members will exhibit respect towards each other and towards their staff for the duration of their service to the Commission.



9. **Relationships Between the Commission and the Council, Parties and Affected First Nations**

- 9.1. The Council will provide for training, technical and administrative support, particularly in the initial planning stages before Commission staff are hired and any other period when the Commission is operating without a full complement of staff.
- 9.2. The Commission will make provisions for the Council, the Parties and, as appropriate, affected Yukon First Nations and the Inuvialuit, to be involved at key stages of the planning process. This includes providing periodic opportunities for consultation on issues, process, progress, draft products, linkages with other planning processes and receiving any input the Parties may choose to make.
- 9.3. The Commission will use the Technical Working Group (TWG) as the primary means of facilitating communication regarding technical matters and policy matters among the Commission, the Council, and the Parties. The Terms of Reference for the TWG are outlined in Appendix A.
- 9.4. The Commission, Council, and Parties will use the Senior Liaison Committee (SLC) as the primary means of communication for overarching policy direction. The Terms of Reference for the SLC are outlined in Appendix B.
- 9.5. The Council and the Parties will be given an opportunity to review and comment on draft products produced by the Commission before they are finalized by the Commission. This includes documents such as the Precise Terms of Reference, issues summary documents, the Communication & Consultation Strategy, plan options and scenarios, draft plan, etc.
- 9.6. The Parties will conduct internal and inter-departmental reviews of draft products as soon as practicable.
- 9.7. The Commission will keep the Parties and the Council apprised of their activities and progress throughout the planning process. This is to be accomplished through the distribution of agendas for meetings, minutes of meetings, brief quarterly progress reports (for example one or two pages), annual reports and by any other means the Parties and/or the Council may request.
- 9.8. The Commission, the Principals of the Parties and the Council will meet at least once a year to discuss major issues related to the planning process as well as the Commission activities and progress towards the development of the Plan.
- 9.9. Throughout the planning process the Commission will involve the Inuvialuit in the identification of regional planning issues and at all stages of the planning process where issues which may affect Inuvialuit interests on the North Slope are being discussed. If it is determined in the planning process that activities north of the Porcupine and Bell Rivers affect the interests of the Inuvialuit on the North Slope (Inuvialuit Settlement Region), they will be invited by the Commission to participate in the deliberations and decisions with respect to those activities.



## **10. Application of the Regional Planning Process**

10.1. Any Regional Land Use Planning process in the Yukon will apply to:

10.1.1. Both Settlement and Non-Settlement Land throughout the North Yukon Planning Region and;

10.1.2. The process of establishing or extending National Parks and National Historic Parks and commemorating new National Historic Sites.

10.2. This regional land use planning process will not apply to:

10.2.1. National Park Reserves established or National Historic Sites commemorated prior to Settlement Legislation, National Parks or National Historic Parks once established, or National Historic Sites once commemorated and established Special Management areas (reference 11.2.2.1);

10.2.2. Subdivision planning or local area planning outside of a Community Boundary (11.2.2.3).

## **11. Planning Process and Products**

In preparing the Plan, the Commission will follow the basic steps of the Common Land Use Planning Process as outlined below and in the following chart. The draft PTOR and final PTOR are to be consistent with the Final Agreement and these General Terms of Reference. At minimum it is expected that the Commission will prepare the following products:

11.1. Precise Terms of Reference (PTOR) within six (6) months from the Commission's initial meeting, which contains the following:

11.1.1. Goals and objectives for the planning area;

11.1.2. Detailed three-year work plan and proposed planning budget. This three-year work plan should approximate the following timeline:





11.1.2 Regional Land Use Planning Timeline													
	Year 1				Year 2				Year 3				
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
<b>STARTUP COMMISSION</b>													
Participate in training													
Hire staff													
Establish office													
Write preliminary Precise Terms of Reference													
Write final Precise Terms of Reference													
<b>PREPARE PLAN</b>													
Conduct issues and interests gathering													
Write issues and interests summary													
Conduct information gathering													
Write resource report													
Develop issues options and scenarios													
Review options and direction w. stakeholders													
Develop draft plan													
Conduct public review													
<b>APPROVAL</b>													
Revise draft plan													
Submit draft plan to YTG and FN													
Revise draft plan into final draft plan													
Submit final draft plan for approval													

- 11.1.3. Proposed methods for identifying regional land use planning issues;
- 11.1.4. Methods for conducting data collection and analysis;
- 11.1.5. Strategy for ensuring linkages between planning processes;
- 11.1.6. Communication and consultation strategy; and
- 11.1.7. Other matters as the commission deems appropriate.

11.2. Final PTOR, within the first year of operation which contains the following:

- 11.2.1. List of issues to be addressed by the planning process;
- 11.2.2. Modified three year work plan;
- 11.2.3. Modified budget and timeline;
- 11.2.4. Current land use map; and
- 11.2.5. Resource inventory.
- 11.2.6. An issues and interests summary. This document will summarize the issues affecting the planning area based on public input and information provided by the Parties. For greater certainty, planning issues to be addressed in the Plan will include those relating to, but not limited to, traditional uses, renewable resource uses, oil and gas, mining and mineral exploration, transportation and communication, waste management, tourism, recreation, heritage and culturally significant sites.
- 11.2.7. The Commission will use work done by the Vuntut Planning Commission in the 2001-2002 fiscal year where appropriate.



- 11.2.8. A resource report summarizing current and historic social, economic, resource, and land use information related to the planning area.
- 11.2.9. Plan options and scenarios.
- 11.3. A draft plan. This document is the first draft plan that will be submitted to Government and First Nations for review under clauses 11.6.1 and 11.6.2.
- 11.4. A final draft plan for recommendation to the Parties. This document is the plan that has undergone consultation under 11.6.2. and 11.6.3, and that will undergo further review according to 11.6.3, 11.6.4, and 11.6.5.
- 11.5. The final draft plan:
  - 11.5.1. Will recommend methods for plan implementation, monitoring and compliance with the approved Plan;
  - 11.5.2. Will recommend measures to minimize actual or potential land use conflicts both within Settlement Land and Non-Settlement Land and between Settlement Land and Non-Settlement Land;
  - 11.5.3. Will provide for existing non-conforming uses in accordance with applicable Yukon First Nation Final Agreements;
  - 11.5.4. Will provide for procedures to make amendments to the Plan;
  - 11.5.5. May provide for recommendations for priority areas for Sub-regional and District Land Use Plans; and
  - 11.5.6. Will include recommendations regarding Plan review and a process for this review.
- 11.6. The Commission may be required to produce other documents as necessary in support of the Land Use Plan.

## **12. Consultation Principles**

Throughout the planning process the Commission will:

- 12.1. Ensure adequate opportunity for public, industry and stakeholder participation including a forum for Yukon-wide planning issues relevant to the North Yukon Planning Region;
- 12.2. Consult with adjacent jurisdictions where trans-boundary issues and/or resources are identified;
- 12.3. Give full and fair consideration to the oral forms of communication, traditional knowledge, traditional land knowledge and management practices of the Vuntut Gwitchin;
- 12.4. Utilize the knowledge and experience of residents of the planning region;
- 12.5. Develop working relationships with land and resource management agencies that are active in the planning region and in adjacent areas that affect the planning region;



- 12.6. Recognize that land and resource use decisions will be made concurrent with the preparation of the plan;
- 12.7. Ensure the land use planning process is linked with other land and water planning processes and that the relationships between those processes are clearly described;
- 12.8. Ensure that issues important to the parties are addressed in the plan. Each of the parties will provide a detailed list of issues to the commission. The commission will identify the issues, clarify them in the planning process and ensure they are adequately addressed.

### **13. Data, Background and Research Information**

The Parties will make their best effort to provide the Commission, in a timely manner, information that the Commission requires upon request. The Commission may also undertake its own studies and data collection but are expected to utilize existing information and resources to as large extent as possible.

### **14. Budget Considerations**

#### 14.1. Preparation of Budget

- 14.1.1. The Commission, after consultation with the affected Yukon First Nations, will prepare a budget each fiscal year for the preparation of the Plan and for carrying out its functions under Chapter 11 and will submit that budget to the Council (11.9.1).
- 14.1.2. This budget will be submitted to the Council by December 15 of each year and will address funding and activities for the following fiscal year. The budget will be consistent with the Precise Terms of Reference, this General Terms of Reference, and the VGFN Final Agreement.
- 14.1.3. Before submitting that budget to the Council, the Commission will consult with the Vuntut Gwitchin First Nation on the budget. The Vuntut Gwitchin First Nation will provide written acknowledgement to the Council before December 15 that consultation on the budget has taken place.

#### 14.2. Administration of Budget

- 14.2.1. The Council will consult with the Commission on that budget submission, then submit a budget to Yukon. Upon approval of that budget, Yukon will provide funds to the Council for disbursement to the Commission.
- 14.2.2. The Commission and the Council will sign a financial agreement. The financial agreement may specify conditions by which funding will be provided to the Commission, such as financial reporting requirements, accounting requirements, and proof of sound decision-making on financial matters. The Council will monitor compliance with the financial agreement.



14.2.3. Within its approved budget, the Commission may engage and contract technical or special experts for assistance and may establish a Secretariat to assist it in carrying out its functions under this Chapter.

14.2.4. The Commission will develop financial and administrative policies.

#### 14.3. Remuneration

14.3.1. The Commission Chair will receive \$325.00 (three hundred and twenty-five) per day and other Commission members will receive \$200.00 (two hundred dollars) per day. These rates may only be changed by the Minister.

14.3.2. The Commission will develop remuneration rates for food, accommodations and other costs associated with travel and meetings, based on the Vuntut Gwitchin Implementation Plan as a guideline. These rates may be adjusted, based on the costs of goods and services in the region.

### **15. Final Approval**

The approval process for the Recommended Plan will be as described in Section 11.6.0 of the Final Agreements of affected Yukon First Nations.

### **16. Amending and Monitoring the GTOR**

16.1. This GTOR may be amended, in writing, with the consent of the Parties, following consultation with the Council and, the Commission.

16.2. All parties, the Commission, and the Council will monitor compliance with the General Terms of Reference.



**Appendix A**  
**Terms of Reference**  
**Technical Working Group**

**Mandate:**

The mandate of the Technical Working Group (TWG) is to provide coordinated technical information and support to the North Yukon Planning Commission (the Commission). This includes:

- Acting as the primary point of contact between the Commission and governments on technical matters related to the preparation of the land use plan.
- Providing technical input and advice to the Commission regarding relevant government issues, policies, programs and initiatives for consideration in the preparation of the plan.

The TWG's role may be of either an advisory or task oriented nature, depending on the direction provided by the Commission.

Nothing in these terms of reference limits the roles and responsibilities of the Yukon Land Use Planning Council (the Council) or the Commission to perform their functions as described in the Umbrella Final Agreement or Vuntut Gwitchin First Nation Final Agreement.

**Composition:**

At minimum, TWG will be comprised of one representative from the Commission, Council and each of the Parties. The TWG will be chaired by the Commission representative/planner. Representatives from the Inuvialuit, affected Yukon First Nations and the Tetlit Gwich'in may also participate as appropriate.

At the request of the Commission, other staff from participating agencies or consultants may participate as required to address the matters being dealt with.

**Operating Procedures:**

TWG meetings will be at the call of the Commission. The TWG will develop its own operating procedures. The TWG will make best efforts to operate on the basis of consensus.

Each member organization will be responsible for covering its own costs for participating on the TWG.

The TWG will remain in effect until the final approval decisions of the Regional Land Use Plan for the North Yukon Planning Region. At that time the mandate and Terms of Reference of the TWG will be reviewed.



**Appendix B**  
**Terms of Reference**  
**Senior Liaison Committee**

**Mandate:**

The mandate of the Senior Liaison Committee (SLC) is to provide co-ordinated, senior level, intergovernmental (territorial, First Nation and federal) input, advice and support to the North Yukon Planning Commission (the Commission) on issues regarding the preparation of the plan. This includes:

- Providing input and advice to the Commission regarding relevant government issues, policies, programs and initiatives for consideration in the preparation of the plan.
- Responding to any questions the Commission may have on policy matters.

The intent of the SLC is provide input and to facilitate timely communication between governments and the Commission at key stages in the planning process as may be required to address planning issues during the preparation of the plan.

The SLC will make best efforts to operate on a consensus basis regarding the advice it provides to the Commission.

Nothing in these Terms of Reference will limit the roles and responsibilities of the Yukon Land Use Planning Council (the Council) or the Commission to perform their functions as described in the Vuntut Gwitchin First Nation Final Agreement and the North Yukon Planning Region General Terms of Reference.

**Composition:**

SLC will be comprised of a minimum of two members, including one senior representative from the Yukon Government and the Vuntut Gwitchin First Nation Government. Appointments to the SLC will be made by the respective Minister or Chief as appropriate. Federal agencies with interests and mandates in the Planning Region will be asked to participate by SLC as considered appropriate.

**Operating Procedures:**

The SLC will call a meeting with the Commission at least twice per year to gain workplan updates and provide input and guidance during key phases of the planning process, including but not limited to: 1) development of the Precise Terms of Reference (commission workplan and proposed planning budget), 2) Planning Region Issues and Opportunities, 3) Resource Assessments and Reports, 4) Plan Options and Scenarios, and 5) production of the Draft Plan. Each member organization will be responsible for covering its own costs for participating on the SLC.

SLC member will be expected to represent the broad corporate interests of their respective governments. Members will also be expected to keep their respective governments adequately informed of the key issues and items discussed during SLC business.

To facilitate effective communications and informed discussion, representatives from the Inuvialuit, affected Yukon First Nations, the Council, the Commission and the Technical Working Group (TWG) may be invited by the SLC to participate in and /or attend SLC meetings as appropriate.



**Appendix C**  
**Protocols for Decision Making**

1. The Commission will make best efforts to reach decisions by consensus. Consensus-based decision-making is a process of arriving at a decision that reflects and relies upon satisfying the interests, values and concerns of the whole group responsible for making the decision.
2. Within a consensus-based decision-making environment, Commission members have the responsibility to:
  - Be committed to relying upon the agreed upon consensus process to construct the decision.
  - Ensure that all decision-makers are adequately informed and knowledgeable of the issues surrounding the decision.
  - Ensure all decision-makers interests, values and concerns are openly articulated and understood.
  - Ensure all decision-makers interests, values and concerns are addressed and reflected in the decision.
3. In order to create and maintain a consensus-based decision-making environment, the following techniques should be used:
  - All decision-makers need to invite, welcome and respect the interests, values and concerns of each Commission member.
  - All decision-makers must understand that decisions reached will rely upon and be constructed from understanding and satisfying the interests, values and concerns of each Commission member.
  - All decision-makers must take responsibility for satisfying the interests, values and concerns expressed by others.
  - The Commission must ensure through flexible arrangements that all decision-makers participate in all phases of constructing the decision.
4. Examples of consensus-based techniques include:
  - Exploring many options and solutions
  - Determining what the underlying issues and interests are
  - Separating personal conflict from decision-making
  - Assessing level of agreement among members
  - Avoiding taking hard and fast positions
  - Deciding when to postpone a decision for future discussion
  - Re-configuring the issue or question
  - Seeking alternative solutions to a problem
  - Making incremental decisions rather than addressing large questions all at once



5. For clarity, the following should be noted:
  - Decisions made when all members are not informed and educated on a matter is not consensus.
  - Decisions made by individuals or by less than the quorum is not consensus.
  - Decisions made by a simple vote without seeking more acceptable alternatives is not consensus. Voting is a different decision-making process than making decisions by consensus. Voting should be recognized as an expression of the failure of a consensus-based decision making process.
6. Only when all avenues of consensus building have been explored should the Commission seek alternative means of decision-making. These alternatives may include:
  - Employing a meeting facilitator from outside the Commission
  - Seeking guidance on an issue using public consultation
  - Seeking guidance from the Parties or Council
  - Using a majority vote
7. Decisions and resolutions must be recorded in the minutes with a clear indication where consensus has been reached. Minutes should also record where conditions have been placed on an action or decision.