



Department of Environment – Wildlife Division

Wildlife Research Section
Department of Environment
Box 209
Igloolik, NU
X0A 0L0
Tel: (867) 934-8690
Fax: (867) 934-8660
Email: wildlife_research@gov.nu.ca

Guidelines for Completing Nunavut Wildlife Research Permits

1. By authority of the Wildlife Act, the Department of Environment regulates the conduct of wildlife research in Nunavut.

The permitting process contains the following steps:

- a. The applicant fills out an application form that is then forwarded to the Department;
- b. The Department conducts an internal review of the application;
- c. The Department forwards a copy/summary of the application to the appropriate reviewers. They have 40 – 45 business days to respond with comments;
- d. Any outstanding issue(s) resulting from the reviews are brought to the attention of the applicant;
- e. The applicant is given an opportunity to address the outstanding issues; and
- f. If it is felt that the issues are adequately addressed, the applicant is issued a Wildlife Research Permit.

2. Complete applications will be dated upon receipt by the Department and filed as both hard copy and electronic files (along with your signed original application, please send applications and reports electronically). The Department will provide a digital copy of the application. Complete applications include: *standard application form*, *previous year's report* for multi-year projects, and an *animal care permit* if applicable.

3. Length of review period: 40 - 45 business days for reviewers.

Time to process applications take 60-70 days, which includes reviews, translations, distribution, etc.

List of reviewers include:

Internal Reviewers:

- Wildlife Biologist (Department): (Individual responsible for processing the permits)
- Species-specific Biologist (Department): (Individual responsible for research of a particular species)
- Regional Director (Department): (Director for the region in which the research is occurring)
- Regional Wildlife Biologist (Department): (Biologist for the region in which the research is occurring)
- Regional Manager (Department): (Wildlife manager for the region in which the research is occurring)
- Conservation Officer (Department): (Conservation Officers from communities in the vicinity of the project)

External Reviewers:

- Hunters and Trappers Organization: (HTOs from communities in the vicinity of the project)
- Regional Wildlife Organization: (RWO for the region in which the research is occurring)
- Nunavut Research Institute

→ Nunavut Wildlife Management Board

4. Late applications. (submitted within the 60-70 day review period).

Late applications shall be given low priority and shall be addressed only after all other applications have been processed. This may mean that a late application may well be processed after the time frame for the proposed research has passed.

However, the applicant may shorten the process with direct requests to the Nunavut Wildlife Management Board (NWMB), the relevant Hunters and Trappers Associations (HTA/HTO), and the relevant Regional Wildlife Management Boards (RWO), in the regions where the research will take place, submit letters of support (i.e. email, fax) directly to the Department.

The Department can contact the other reviewers for their comments and/or concerns regarding the proposed work.

5. Criteria for the Department to deny a permit.

The Department can deny any application if any of the conditions noted below are present.

- a. If there is an unreasonable impact on wildlife, wildlife habitat, or the environment.
- b. If the research conflicts with any other proposed or ongoing research project(s).
- c. If the proposed research conflicts with any current legislation. (i.e. Wildlife Act, Science Act, SARA, COSEWIC, etc.)
- d. If there is a negative impact on the economic or social well-being of people, including interruptions in harvesting practices.
- e. If the affected communities have not been fully informed of the project and subsequently of its results.
- f. If previous year's reports/summaries have not been provided to the Department.
- g. If there are past infractions/investigations that need to be addressed.

The Department of Environment reserves the right to attach conditions to a research permit to ensure that any deficiencies related to these conditions are addressed.

Each application will be evaluated for its scientific, management, and animal care merits. Ultimate authority for approval of an application rests with the Department's *Superintendent of Wildlife*.

6. Appeal process – in cases where a permit has been denied.

- a. Applicant will receive written notification, with reason(s) given, that his/her application has been denied.
- b. Applicant has 30 days, from the date on the *letter of refusal*, to submit a written appeal.
- c. Applicant will receive a written *final decision* from the Department 30 days after submission of the appeal letter.

7. How unauthorized research is dealt with. – charges, fines, warnings.

- a. Research project will be shut down and all specimens/data collected will be turned over to the appropriate Conservation Officer.
- b. Details of the unauthorized work will be turned over to the appropriate body and may result in a full investigation.
- c. All discrepancies under the permit will be brought to the attention of the Director of Wildlife, as well as, the Wildlife Biologist.

- d. Conservation Officers will investigate cases where a researcher has been conducting unauthorized activities, and upon completion of the investigation, the Conservation Officer will notify the Wildlife Biologist via an *Occurrence Report*. The information will be placed in the applicant's file and may be cause for denying future applications.

8. Applicants must be explicit in the *Methodology* section of the application in order to ensure timely processing of the permit. (*be SPECIFIC*)

- a. Method(s) used to get to, from, as well as, in and around the study area(s). i.e. plane, helicopter, snowmobile, boat, ATV, on foot, etc...
- b. Will a new camp be established, or will a current camp be used?
- c. Will there be invasive work regarding wildlife?...Provide thorough details!
 - i. **radio collaring**: how long will these be used? What model? How will they be retrieved?
 - ii. **culling/collecting**: specify method and how many?
 - iii. **marking**: with what and how long does the marker stay on the animal?
 - iv. **drugging**: permit and delivery details (requires animal care form)
 - v. **banding**: how many? What types?
 - vi. **netting**: method used?
 - vii. **trapping**: type(live/dead), method used, trap model, how many animals?
 - viii. **sample collecting**: specify type, method collected, how many, for whom and for what analysis?
 - ix. **radio transmitters**: method applied, duration, retrieval?
- d. Area to be studied...provide map. (GIS shapefiles with metadata accepted)
- e. Waste disposal, animal disposal?
- f. Bear deterrent plan.

9. The applicant is informed of exactly what (s)he is approved to do.

- a. The approval letter defining major activities and/or conditions, together with the permit, serve as the authorization required to carry out a project. This documentation should always be kept at the research site. **Note: *Permits must be signed and returned to the Department via fax, courier or regular mail before the project start date.***

10. Criteria for following up with communities and the Department with final reports/summaries.

- a. Final reports, or progress reports, will be provided to the relevant HTOs and to the Department within 6 months to 1 year upon completion.
- b. It is required that a report/summary be submitted to the Department before another research permit is granted for projects that are going into subsequent years.

11. Report of unusual findings...dead, diseased animals, etc.

- a. We request that any unusual findings by the research team be reported to the nearest Conservation Officer.
- b. It is obligatory to report any incidents resulting in wildlife being killed for purposes other than those approved within the research permit. (i.e. polar bear defense kills, wolves, etc)
- c. In cases of polar bear defense kills, the hide, lower jaw, and proof of sex (baculum) must be, and are legally required, to be submitted to the nearest Conservation Officer. No person shall retain or remove any other parts of the animal.

12. How do we deal with multi-year projects & multi-year permits?

No multi-year permits are given at this time. A revised permit must be submitted for each year of your study.