

Task Status				
Not Started	In Progress	Delayed	Completed	Not Applicable
Action has not been started	Achievement of action is on track to meet due date	Achievement of action will be delayed or outcome will be reduced	Action was achieved	
9	5	0	171	9

MEWG ACTION ITEM TRACKER						
Year	Action No. (M-ddmm/yyyy-Action #)	Responsible Party	Action/Comment Description	Original Due Date (yyyy dd mm)	Status (Dropdown)	Notes
2018	M-15032018-1	Baffinland	Plan next MEWG meeting	-	Completed	Next meeting was scheduled for June 5th, 2018
2018	M-06062018-1	Baffinland - Megan Lord-Hoyle	MLH to look back at FEIS indicators for thresholds and circulate with the group.	-	Completed	These were reviewed and considered in development of EWI framework.
2018	M-06062018-2	Golder, Baffinland	Golder to support Baffinland in providing some structure in next meeting relative to PC 110 111 and 112 and get confirmation from group on whether or not this should be scoped just to PC 110, 111 and 112.	-	Completed	EWI framework was based on description of objective as outlined in PC 110, 111 and 112.
2018	M-06062018-3	Baffinland	Provide summary of what we heard in this meeting, share with this group, and assign some 'homework' to be done in advance of next meeting.	-	Completed	Partially-Complete on July 11, 2018. MEWG meeting minutes summarize what was discussed at the meeting. Correspondence sent with draft MEWG meeting minutes requesting MEWG participants to provide thoughts regarding framework for early-warning indicators in advance of next MEWG meeting. Refer to action item M-10122018-1 for subsequent related actions.
2018	M-06062018-4	Golder	On MEEMP: This year we will complete DNA analysis if there is any uncertainty in the program and will look into whether lab samples from last year are still available for a third level classification.	-	Completed	-
2018	M-06062018-5	Baffinland - Megan Lord-Hoyle	On ballast water: MLH to follow up and share information about specific discharge locations.	-	Completed	If ballast water testing is performed while vessel is at Milne anchorage, then ballast water is discharged at Milne anchorage. If ballast water testing occurs when vessel is alongside Panamax Dock, then ballast is discharged alongside.
2018	M-06062018-6	Baffinland, Golder	Consider whether or not Desgagnés MMO program has opportunity for cross-collaboration with our own SBO program.	-	Completed	Desgagnés is a member of the Marine Mammal Observation Network and accordingly provides marine mammal sighting data through its participation in the program. Sightings get published as part of the annual MMON report.
2018	M-06062018-7	QIA - Jeff Hidgon	On DFO: Request that someone from the MEWG write a letter to Baffinland / DFO writing a letter to request marine mammal expert participation in the Working Group. Jeff to bring this request back to QIA - to see if they will write a letter requesting DFO participation in the group.	-	Completed	-
2018	M-06062018-8	Baffinland, Golder	Prepare a tracking table with all of the topics, persons responsible, which partners in the collaboration for the next meeting.	-	Completed	Golder will provide an update table for the Tremblay Sound Ecosystem Approach 2018 Program including components and contributors for the 4th MEWG meeting of 2018.
2018	M-10122018-1	Baffinland, Golder	Golder / Baffinland to develop an EWI screening table for future discussions regarding selection of indicators.	-	Completed	Provided alongside draft December 10 MEWG Meeting Minutes.
2018	M-10122018-2	Baffinland	Propose dates for Phase 2 Working Group meetings – 1st week of February and 2nd week of April. Proposing that these be face-to-face meetings.	-	Completed	Phase 2 MEWG Meeting was held on February 7 in Ottawa. Dates for second Phase 2 MEWG meeting have not yet been determined.
2018	M-10122018-3	Baffinland, Golder	Provide Working Groups with dates we can expect to receive SBO, MEEMP / AIS Report and Bruce Head Report. DFO Offset report is due on December 31.	-	Completed	Drafts of the 2018 SBO and Bruce Head Reports, and the 2017 Narwhal Tagging Report were shared with the MEWG on February 19. A report schedule for remaining deliverables was shared on February 20, 2019.
2018	M10122018-4	Baffinland	Investigate ways to increase accessibility and/or use of Inuktitut for AIS monitor at MHTO office.	-	Completed	Baffinland hired Inuk Shipping Monitors in Pond Inlet for the 2019 shipping season who provide in-community information related to ship movements. An AIS monitor was also set up at the Shipping Monitors office in Pond Inlet.
2018	M-10122018-5	Golder and DFO	Golder and DFO to coordinate additional analysis of 2017 AIS program samples.	-	Completed	Samples have been shared with DFO. Further coordination on AIS program to occur as needed.
2018	M-13092018-1	Baffinland - Emma Malcolm	EM to retrieve list of spill response equipment on tug boats.	-	Completed	All vessels are required to have onboard spill cleanup equipment and material. These are detailed in each vessel's individual Shipboard Oil Pollution Emergency Plan (SOPEP), in accordance with Transport Canada Requirements. Additional details regarding onboard equipment can be found in Baffinland's Spill at Sea Response Management Plan (sec. 10).
2018	M-13092018-2	Golder	Golder to include map identifying where acoustic recorders were deployed at the December MEWG meeting	-	Completed	Map showing acoustic recorder locations was included on Slide 26 of Golder MEWG presentations.
2018	M-13092018-3	All MEWG Members	MEWG participants to submit EWI comment forms to Baffinland by	-	Completed	Baffinland received comments from Parks Canada, DFO, Oceans North indicated that they were not able to provide comments without first hearing input from QIA and MHTO. No other comments from MEWG members were received. Separate consultation with MHTO members on the EWIs occurred on November 29, 2018.
2018	M-15032018-1	Baffinland	Baffinland to plan next MEWG meeting	-	Completed	Baffinland is proposing to meet in early June and provide program design to MEWG mid-May to allow for input and discussion at next meeting.
2019	M-07102019-1	Baffinland	Baffinland to plan for next upcoming in-person meeting to be held in late 2019/early 2020	-	Completed	Meeting rescheduled for February 25 2020 following request by MEWG members to reschedule, as initiated by PC on January 8, 2020.
2019	M-21062019-1	Baffinland	Baffinland to meet with the MHTO during the June 25, 2019 pre-shipping season meeting in Pond Inlet to discuss restricted zone and drifting zones for the 2019 shipping season.	-	Completed	Baffinland met with MHTO on June 25, 2019 and discussed potential options. A response was provided in a letter addressed to the MHTO, dated July 16, 2019, announcing the start of the shipping season.

2019	M-21062019-10	QIA	QIA (via BS) to share most recent literature on use of fukui trap sampling with Golder	-	Completed	BS provided literature on use of fukui trap sampling to Golder on June 27, 2019.
2019	M-21062019-11	QIA	QIA (via BS) to share historical literature on sculpin sampling from Nanisivik Mine.	-	Completed	BS provided literature on use of fukui trap sampling to Golder on June 27, 2019.
2019	M-21062019-12	All MEWG Members	All members to start considering the use of Non-native species (NNS) instead of using the term "Aquatic Invasive Species (AIS)". Baffinland would use the revised term in reports going forward.	-	Completed	Baffinland currently uses AIS and NIS as acronyms for marine reporting.
2019	M-21062019-13	Baffinland, DFO	Baffinland/DFO to make available the Marine Fish Habitat Offset Monitoring report available to MEWG members.	-	Completed	Completed. 2019 report was provided to DFO on December 31, 2019, and will be distributed to MEWG members.
2019	M-21062019-14	Baffinland	Baffinland to include in the Table of Contents responses to reviewer comments in final versions of program reports.	-	Completed	Baffinland has been including locations of responses to reviewer comments in the Table of Contents for final reports as of 2020.
2019	M-21062019-15	Baffinland, Golder	Baffinland/Golder to further discuss with DFO methods (including survey track lines) to be implemented during 2019 aerial survey program.	-	Completed	Golder, QIA and DFO discussed survey track lines and methodology in advance of completing surveys. Email correspondence confirmed approval of methods on August 13, 2019.
2019	M-21062019-16	Baffinland, Golder	Golder/Baffinland to provide the model(s) being used to estimate abundance.	-	Completed	Aerial surveys completed in 2019. Request will be included in 2019 Draft Aerial Survey Monitoring Report.
2019	M-21062019-17	Baffinland, Golder	Golder/Baffinland to provide description of aerial survey methods as part of report including use of geometer, tablets, etc.	-	Completed	Aerial surveys completed in 2019. Request will be included in 2019 Draft Aerial Survey Monitoring Report.
2019	M-21062019-18	QIA	QIA (via JH) to provide walrus haulout locations and relevant literature with the MEWG.	-	Completed	JH shared via email to MEWG on June 28, 2019 the list of known Foxe Basin walrus haulout locations (active and uncertain) and relevant literature. Additional literature was shared by DFO with the MEWG on July 8, 2019 upon request from QIA.
2019	M-21062019-19	Baffinland	Baffinland, as part of future MEWG discussions, are to include an overview of helicopter overflights relevant to the marine environment.	-	Completed	JH shared via email to MEWG on June 28, 2019 the list of known Foxe Basin walrus haulout locations (active and uncertain) and relevant literature. Additional literature was shared by DFO with the MEWG on July 8, 2019 upon request from QIA.
2019	M-21062019-2	Baffinland	Baffinland to confirm ice navigators will be placed on the Botnica.	-	Completed	Ice analyst will be stationed on icebreaker when escort by icebreaker is required for safe travel to and from Milne Port.
2019	M-21062019-20	Baffinland	Baffinland Sustainable Development (SD) team to share the locations of walrus haulouts with the Baffinland Exploration team including a map showing these locations.	-	Completed	Baffinland SD team shared locations (via waypoints and map) of walrus haulout locations with Exploration team on July 3, 2019 including guidance for helicopter pilots (e.g., maintaining minimum distance of 5 km from known locations), if any travel were to occur in proximity of walrus haulouts. Subsequently, Baffinland provided follow-up to the MEWG via email sent on July 19, 2019, on subsequent actions that had taken place in response to QIA's email. This included a map that was developed by Baffinland showing each haulout location and the 2018 helicopter flight tracks separated by month, confirming that helicopters maintained >5 km distances from known haulout locations. QIA acknowledged on Baffinland's response on September 16 2019.
2019	M-21062019-3	Baffinland	Baffinland to verify how many vessels used in 2018 had D2 treatment systems installed.	-	Completed	In 2018 and 2019, 9 vessels procured by Baffinland had a D2 Ballast Water Treatment System (BWTS) installed on vessels.
2019	M-21062019-4	Baffinland	Baffinland to look at alternative methods other than SITMs that can be used to communicate to vessel operators of the various mitigation and management measures to be implemented when sailing through the Regional Study Area.	-	Completed	A number of different communications occur before, during and after shipping season between Baffinland Shipping and Sustainable Development departments with Port Captain, vessel captains of Baffinland-procured vessels and Fednav to provide messaging around expectations regarding mitigation measures committed to by Baffinland.
2019	M-21062019-5	All MEWG Members	All participating MEWG members to provide comments on the ToR to the GN	-	Completed	Comments provided by QIA, PC and GN. Revisions to ToR are ongoing as part of Phase 2 processes. Baffinland submitted a revised proposed ToR as part of its response to Final Written Submission for the Phase 2 regulatory process. Completed. Draft minutes have been reformatted to reflect member comments. Capturing of specific recommendations will follow once revisions to the ToR are finalized.
2019	M-21062019-6	Baffinland	Baffinland to reformat meeting minutes to include a table that clearly tracks "decisions" that were made at a meeting.	-	Completed	Draft minutes have been reformatted to reflect member comments. Capturing of specific recommendations will follow once revisions to the ToR are finalized.
2019	M-21062019-7	Baffinland	Baffinland to include a section in future monitoring reports on the "Use of Community Input and IQ (or Inuit Perspectives) for the monitoring program.	-	Completed	Where relevant these will be included in 2019 Monitoring Reports (MEEMP/AIS, Aerial Survey, Bruce Head, SBO).
2019	M-21062019-8	Baffinland	Baffinland to report back to the MEWG on what will happen to the spud barge during winter.	-	Completed	The spud barge, Nunavut Spirit, was used to facilitate transport of materials at Port. It left site in September 2019.
2019	M-21062019-9	Baffinland	Baffinland to amend proposed sampling locations based on further conversations between Baffinland and the QIA.	-	Completed	Discussion occurred on Friday, Sept 13 with QIA Bruce Stewart where an amended map was presented on proposed sampling locations. An agreement was subsequently made via email correspondence between Golder (on behalf of Baffinland) and QIA (via Bruce Stewart, consultant to QIA) on amended survey design.
2019	M-23042019-1	Golder, JASCO	Golder and JASCO to hold call to discuss and confirm selected locations for spring acoustic monitoring program.	-	Completed	Follow up to this request was provided by Baffinland on May 23, 2019.
2019	M-23042019-2	Golder	Provide updated figures and more detailed description of study design for aerial surveys at June 21 MEWG Meeting.	-	Completed	This information was provided at the June 21 MEWG meeting and in subsequent correspondence. A series of slides showing study design was presented as part of the June 21, 2019 MEWG meeting. Additional follow-up is captured as part of Action 14 above.

2019	M-23042019-3	Golder	Discuss update on how consideration of Phase 2 infrastructure was considered in radial design for 2019 MEEMP.	-	Completed	This discussion was held at the June 21 MEWG meeting in Iqaluit. Completed. A series of slides were presented as part of the June 21, 2019 MEWG meeting. Additional follow-up is captured under Action 8 above.
2019	M-23042019-4	Baffinland	Provide an update on SBO participation in Marine Safety Training program that is being held on May 13-14, 2019 in Dartmouth, Nova Scotia at the June MEWG meeting.	-	Completed	Ten Inuit trainees successfully completed the training May 13-14, 2019.
2020	M-09122020-1	Baffinland, Golder	Baffinland/Golder to consider the potential for estimating calving rate variance by exploring potential to calculate rates on a weekly basis.	-	Completed	Weekly segregation of data was not determined to be a suitable approach. Brucehead data is segregated temporally and aerial survey data is segregated spatially. Variability amongst replicates is assessed for the Brucehead Early Warning Indicator (EWI) dataset by separating the data into 10 annual bins of xx no. groups (changes annually due to difference in total no. of groups observed). For the aerial EWI dataset, variability amongst replicates is assessed using spatial replication. Each area in the aerial EWI dataset consists of 3-7 different aerial transect surveys, and these are treated as replicates, which allows us to estimate variability.
2020	M-09122020-2	Baffinland	Baffinland to share with the MHTO the number of transits the MSV Botnica made during the 2020 shipping season	-	Completed	A total of 27 transits were made by the MSV Botnica in 2020. This information was shared with the MHTO as part of the 2020 End of Shipping Season Meeting held on May 28th, 2021.
2020	M-09122020-3	Baffinland, Golder, JASCO	Baffinland/Golder/JASCO to review existing dataset to see if (i) sound from airplanes are detected by sound recorders; and (ii) if any narwhal behaviour data has been recorded in response to aircraft. Data to be subsequently shared with MEWG during future meeting.	-	Completed	Analysis was included in section 3.5 of 2020 Acoustic Monitoring Program Report.
2020	M-09122020-4	MHTO	MHTO to see if video is available by residents in the community showing narwhal behaviour in response to aircraft.	-	Not Applicable	No videos received as of 10-Nov-2023. Item closed - no longer relevant after three year timeframe.
2020	M-09122020-5	Baffinland, MHTO	Baffinland and DFO to continue conversations related to ship hull biofouling and standardization of effort.	-	Completed	Completed. Commitment finalized via Phase 2 Review process. Refer to DFO 3.6.6.NEW
2020	M-09122020-6	Baffinland, Golder	Baffinland/Golder to provide clarification with regards to the time frame over which the vessel would be audible to the animal.	-	Completed	Completed. Responses provided to ON via email following last MEWG meeting. (Attached for MEWG reference)
2020	M-09122020-7	Baffinland, Golder	Baffinland/Golder to provide explanation to Oceans North with regard to why two-dimensional surface movements from the ice-breaking period are not included.	-	Completed	Completed. Responses provided to ON via email following last MEWG meeting. (Attached for MEWG reference)
2020	M-25022020-1	Government of Nunavut	GN to distribute to MEWG members the latest draft of ToR showing track changes.	-	Completed	Completed. GN distributed a draft version to MEWG members for comment on March 9, 2020. Comments were by various agencies by April 17, 2020. Baffinland provided an updated version (May 7, 2020) and these were discussed during a follow-up working session on May 8, 2020. Subsequently, Baffinland submitted to the NIRB on October 16, 2020 an updated version and this included consideration of all feedback received during the various working sessions and comment review periods.
2020	M-25022020-10	DFO	DFO to connect Golder with DFO Arctic char aging specialist	-	Completed	DFO shared recent publication by DFO Canadian Scientific Advisory Secretariat from March 2021 (Gallagher et al 2021) on Arctic Char aging with Baffinland. Publication subsequently shared with the MEWG for reference. If the need is still required, DFO to provide contact information for specialist. Reference: Gallagher, C.P., Wastle, R.J., and Howland, K.L. 2021. Evaluating otolith preparation methods for anadromous Arctic Char: establishing an age estimation protocol and comparing historical with contemporary data. DFO Can. Sci. Advis. Sec. Res. Doc. 2021/023. iv + 29 p.
2020	M-25022020-11	Baffinland, Golder	Golder/Baffinland to include sampling frequency as part of 2019 MEEMP/Aquatic Invasive Species reporting	-	Completed	Completed. Request will be included in 2019 Draft MEEMP Report.
2020	M-25022020-12	All MEWG Members	MEWG members to provide comments on past draft meeting minutes by March 13, 2020.	-	Completed	Completed. No comments received during comment period by any MEWG member.
2020	M-25022020-13	Baffinland	Baffinland to plan for next upcoming in-person meeting to be held likely sometime in June 2020	-	Completed	Completed. In light of COVID-19 travel and work restrictions over the entire year, in-person meetings will not be possible.
2020	M-25022020-2	DFO	DFO to review availability of long-term datasets that may help to support selection of adequate EWI(s) relevant to the Project	-	In Progress	Baffinland requested dataset in January 2021 however DFO has indicated that they cannot provide any data associated with samples for cortisol levels in narwhal. DFO is continuing to look into what long-term datasets exist, but more discussion with the MEWG is required in order to identify and select any additional EWIs.
2020	M-25022020-3	Baffinland, Golder	Baffinland/Golder will provide an EWI "What we Heard" summary document to MEWG members to comment.	-	Completed	Baffinland submitted to the NIRB on August 21, 2020 a memo, Early Warning Indicators for Marine Mammals, which provided a summary of feedback received by the MEWG and others for the consideration of variables for suitable EWI
2020	M-25022020-4	All MEWG Members	MEWG to provide feedback to Baffinland/Golder on EWI summary document.	-	Completed	Completed. Dependent on completion of Action No. 3 to proceed.
2020	M-25022020-5	Baffinland	Baffinland to organize a dedicated teleconference call to further discuss selection of EWI(s) based on feedback received from Action No. 4.	-	Completed	Completed. Dependent on completion of Action No. 4 to proceed. Dedicated session was organized for June 25, 2020 and continued on July 11, 2020.
2020	M-25022020-6	Baffinland, Golder	Golder/Baffinland to provide calculations for coefficients of variation for abundance estimates in 2019 aerial survey report.	-	Completed	Completed. Request will be included in 2019 Draft Aerial Survey Report.
2020	M-25022020-7	Baffinland	Baffinland to schedule a teleconference for week of March 2, 2020 to resume discussion of outstanding agenda items.	-	Completed	Completed. Teleconference was scheduled on March 5, 2020.
2020	M-25022020-8	Baffinland, Golder	Golder/Baffinland to further discuss with DFO sampling methods/sample processing during benthic grabs.	-	Completed	Sampling methods/sample processing during benthic grabs were discussed during June 2020 MEWG meeting.
2020	M-25022020-9	Baffinland, Golder	Golder/Baffinland to include power analysis results using the newly added sampling sites and will clearly indicate in report figures new and historical sites.	-	Completed	Completed. Request will be included in 2019 Draft MEEMP Report.

2020	M-25062020-1	Baffinland	Baffinland to provide tentative schedule for the ToR amendment process	-	Completed	January 30th, 2023 deadline for revised TOR was provided in Dec 2nd, 2022 MEWG meeting, depending on feedback from QIA. Defer to M-04082022-03.
2020	M-25062020-2	Baffinland	Baffinland to notify to the Working Group that the NIRB Shipping Report has been submitted to the NIRB.	-	Completed	Baffinland submitted to the NIRB the Shipping report on July 17, 2020, three days prior to the start of the shipping season.
2020	M-25062020-3	Golder	Golder to connect with DFO (Kim Howland) as needed to discuss sampling plan logistics (offline discussion)	-	Completed	No additional input was required on 2020 logistics.
2020	M-25062020-4	DFO - Kim Howland	DFO (KH) to share literature on eDNA with Baffinland	-	Completed	DFO shared 8 publications on eDNA for consideration by Baffinland: <ul style="list-style-type: none"> <li>• Baillie et al. 2019. Environmental DNA and its applications to Fisheries and Oceans Canada: National needs and priorities.</li> <li>• Goldberg et al. 2016. Critical considerations for the application of environmental DNA methods to detect aquatic species.</li> <li>• Leduc et al. 2019. Comparing eDNA metabarcoding and species collection for documenting metazoan biodiversity.</li> <li>• Pochon et al. 2017. Wanted dead or alive? Using metabarcoding of environmental DNA and RNA to distinguish living assemblages for biosecurity applications.</li> <li>• Rey et al. 2020. Considerations for metabarcoding-based port biological baseline surveys aimed at marine nonindigenous species monitoring and risk assessments.</li> <li>• Ruppert et al. 2019. Past, present, and future perspectives of environmental DNA (eDNA) metabarcoding: A systematic review in methods, monitoring, and applications of global eDNA.</li> <li>• van den Heuvel-Greve et al. 2021. Early detection of marine non-indigenous species on Svalbard by DNA metabarcoding of sediment.</li> <li>• Zaiko et al. 2018. Advantages and Limitations of Environmental DNA/RNA Tools for Marine Biosecurity: Management and Surveillance of Non-indigenous Species.</li> </ul>
2020	M-25062020-5	Golder, DFO - Marianne Marcoux	Golder to connect with DFO (Marianne Marcoux) as needed to further discuss 2020 aerial survey approach.	-	Completed	After review of logistics associated with travel into and out of Mary River Mine site, no additional discussions were required.
2020	M-25062020-6	Baffinland	Baffinland to explore possibility of obtaining field-based ice condition data from Botnica when transiting through ice and to share this with the MEWG.	-	Completed	Ice breaking has not occurred since 2020. Ice condition data is included in the daily ship tracks with ice imagery, which are appended in the NIRB Annual Reports (refer to Appendix G.19 in the 2020 NIRB Annual Report).
2020	M-25062020-7	Baffinland	Baffinland to share with MEWG the various references included in Golder's EWI presentation shared during MEWG meeting	-	Completed	EWI memo was submitted to the NIRB on August 20, 2020 (NIRB Doc. No. 331325) and includes the list of references.
2020	M-25062020-8	Baffinland	Baffinland will confirm timing of EWI submission with the NIRB	-	Completed	Baffinland submitted to the NIRB the EWI document on August 21, 2020.
2020	M-25062020-9	Golder	Golder will provide a summary of modifications to the monitoring program as part of future reporting	-	Completed	Baffinland has included modifications to monitoring programs in annual reports since 2020.
2021	M-13052021-1	Golder	Golder to add an additional transect line based on DFO's recommendation, and also consider Tremblay Sound.	-	Completed	-
2021	M-13052021-2	Baffinland	Send out meeting request for next MEWG meeting.	-	Completed	Scheduled for May 3rd, 2021
2021	M-29062021-1	Golder - Patrick	Provide an update to MEWG if DFO and Greenland determine any changes to narwhal aerial survey methodology for narwhal	-	Completed	During a July 2021 follow-up meeting with DFO, it was agreed that when flying visual aerial surveys and a large aggregation (e.g., >50 narwhal or when observers indicated that they cannot accurately keep up with narwhal counts) is encountered, the survey will not break off the survey line at this point to begin a photographic survey. The survey will first complete the survey line, understanding that the visual count's accuracy will be compromised, and then loop back to photographically survey the large aggregation area. This change provides additional data to quantify the cut-off point between visual and photographic surveys. More discussions will be had following the field season to consider if and how this change will be integrated in the data analysis. Subsequently, during data analysis, another follow-up email exchange occurred between Golder and DFO in February 2022. In this exchange DFO advised that NAMMCO is working on releasing a report with updated guidance, but that it wasn't yet available. DFO did confirm however that the correction factors have not been significantly modified.
2021	M-29062021-2	Golder - Patrick	Provide information on the MEWG to obtain feedback on methodology for adding a measure of variability to EWI analysis	-	Completed	Provided in post-meeting notes: The table below provides additional information on the number of days during which data was collected in the Behavioural Study Area during each season and the number of narwhal groups that were recorded during these seasons. In order to assist the MEWG in advising on the preferred methodology, Golder will include analysis using each of these proposed methods in the 2021 Bruce Head Shore-Based Monitoring Program Report. Following a review of this Report, the MEWG can better advise on what they believe to be the most appropriate method moving forward.

2021	M-29062021-3	Golder - Phil	Provide UAV model names	-	Completed	Provided in post-meeting notes: We are using a DJI m300 RTK (with Base station) as well as the H20T camera (zoom, wide angle, thermal and laser range finder all built into one head) and P1 camera (45 megapixel, global Shutter, 4K) cameras. Additionally, we are utilizing multiple Autel EVO 2 drones, which are equipped with cameras capable of recording 8K video, and 48 megapixel images.
2021	M-29062021-4	Baffinland (Emma), IASCO (Melanie)	BIM to seek additional input from MHTO on location for deployment of floe-edge acoustic recorders.	-	Completed	A figure with proposed locations for the floe edge recorders was shared with MHTO on July 27 2021. No feedback was provided by MHTO
2021	M-29062021-5	DFO - Marianne	Communicate with Golder concerning drone program to ensure no conflicts for this season.	-	Completed	This was no longer necessary given that DFO cancelled their drone program in 2021
2021	M-29062021-6	Baffinland - Emma	Provide updates on Working Group ToR	-	Completed	Comment from Emma in post-meeting notes: There are plans for that. Internally we are waiting on some feedback around the relationships between the working groups and the other committees that have been proposed through the ICA associated with phase 2. I am waiting on direction before updating further.
2022	M-03052022-1	Baffinland	Provide the Table of Contents for the Annual Report	-	Completed	Complete
2022	M-03052022-2	Oceans North	Provide Krista with the 2021 paper regarding the sounds produced by narwhal calves for contact calls between mother calf pairs to circulate to MEWG members for future discussion	-	Completed	<a href="https://journals.plos.org/plosone/article?id=10.1371/journal.pone.0254393#:~:text=We%20found%20that%20the%20narwhal,the%20mother%20and%20her%20calf.">https://journals.plos.org/plosone/article?id=10.1371/journal.pone.0254393#:~:text=We%20found%20that%20the%20narwhal,the%20mother%20and%20her%20calf.</a> KI circulated to MEWG members 19-May-2022
2022	M-03052022-3	Baffinland	Krista will email the group looking for suggested dates for the June 2022 MEWG meetings, target date is early June	-	Completed	Scheduled for June 14th, 2022
2022	M-14062022-01	Baffinland	Baffinland to re-engage the MEWG regarding updates to the MEWG Terms of Reference (ToR)	-	Completed	Ongoing. Draft TOR circulated Aug 2022 - waiting on feedback from QIA. Defer to M-04082022-03.
2022	M-14062022-02	All MEWG Members	Provide all recommendations and input in writing to BIM with substantiated recommendations - Genevieve.Morinville@baffinland.com, Lauren.Corlett@baffinland.com, Lou.Kamermans@baffinland.com	-	Not Applicable	No recommendations received in writing as of December 2023. Members use NIRB registry public comments currently to relay recommendations.
2022	M-14062022-03	All MEWG Members	Confirm there are no outstanding action items from previous meetings	-	Completed	Reviewed at 02-Dec-22 meeting.
2022	M-14062022-04	DFO - Daniel Coombs	Provide MEWG and TEWG for review the details and report of the sampling program in the Robertson River area.	-	Not Started	Not started - DFO to follow up with Science Group. Update provided at 11-Dec-2023 meeting - report will be released in one year's time and action will remain open.
2022	M-14062022-05	Baffinland - Kendra Button	Provide details re. sampling effort, fish age analysis, and whether same size mesh gill nets were used for BIM 2021 char and historical DFO studies.	-	Completed	Response was circulated to the MEWG on July 7th, 2022 by Lauri Corlett.
2022	M-14062022-06	Baffinland - Lou Kamermans	Confirm whether vessel convoys are expected to reduce noise; maximum no. of vessels per convoy; percentage of all vessels that will travel in a convoy.	-	Completed	Details are available as part of the PIP Renewal (PIPR) Application submitted to NIRB. Refer to Appendix B in 220615-08MN053-PIP Renewal Supp Info Package-IMTE
2022	M-14062022-07	Baffinland - Genevieve Morinville	Confirm with DFO which fleet the 9% of vessels with UV treatment belong to. The 9% belongs to vessels not falling in the top 3 most commonly contracted shipping company.	-	Completed	Sent to Kim Howland on June 23, 2022
2022	M-14062022-08	Baffinland, Golder	The MHTO would like to be included in the aerial survey so that the MHTO member can relay the information to the board.	-	Completed	Baffinland secured one spot for MHTO representative, but no response was received from MHTO.
2022	M-14062022-09	All MEWG Members	We would like input from the MEWG members, including the MHTO, on any advice or recommendations for the upcoming monitoring programs. Provide to Lauri via email your availability to continue these conversations so we may get input on these programs	-	Completed	Completed; Meeting 2 scheduled for June 22, 2022
2022	M-14062022-10	MHTO	Obtain a letter of approval for the program's BIM will be running for a 4.2 mtpa shipping season.	-	Completed	Received by BIM staff 30-Jun-22
2022	M-14062022-11	Baffinland - Genevieve Morinville and Lauri Corlett	We will email both slide decks and ensure Terry prints them off for the MHTO so the Inuktitut copy is available.	-	Completed	Completed June 22nd, 2022
2022	M-14062022-12	DFO - Daniel Coombs	DFO to follow up with a written comment about plankton monitoring.	-	Not Applicable	Bilateral meeting held April 20, 2023 to discuss study design for 2023 zooplankton sampling. Minutes recorded and written correspondence not required.
2022	M-29062022-01	Golder	Provide a written response explaining how AIS monitoring fits in with the targeted benthic monitoring compared to the larger three year benthic monitoring program.	-	Completed	Phil Rouget later joined the meeting and provided a verbal response.
2022	M-29062022-02	DFO	DFO to follow up with Baffinland and Golder regarding a more robust zooplankton sampling method that involves nets instead of the plates.	-	Completed	Bilateral meeting held April 20, 2023 to discuss study design for 2023 zooplankton sampling.
2022	M-29062022-03	DFO	DFO to provide effective ways to use existing background data for comparison with future data, given the difference in sample sizes, for the MEEMP program—as well as provide further insight on enhancements for AIS monitoring.	-	Completed	DFO confirmed no further discussion was required at bilateral meeting held April 20, 2023 to discuss 2023 MEEMP Program.
2022	M-29062022-04	Oceans North	Oceans North to confirm whether they have acoustic recordings from any previous shipping season of convoys without the Botnica, and provide to Baffinland.	-	Completed	Captured in 04-Aug-22 MEWG meeting minutes. ON does not have recordings of convoys without the Botnica.
2022	M-29062022-05	Oceans North	Oceans North to inform Baffinland of acoustic recorder locations that are being deployed in July, 2022.	-	Completed	Captured in 04-Aug-22 MEWG meeting minutes. Coordinates are the same as previous years and can be found on pg 9 of the Josh Jones report that's found in the resources tab of the ON website.
2022	M-29062022-06	QIA	QIA to inform MHTO of any upcoming consultations planned in Pond Inlet, and arrange a future visit to interact with elders.	-	Completed	There are currently two engagements planned for QIA on January 23rd and February 20th-24th, 2023 to discuss the QIA-led Inuit Stewardship Plan (ISP) with North Baffin HTOs.
2022	M-29062022-07	QIA	QIA to provide Baffinland with a summary of completed and ongoing community-based monitoring programs, including harvester survey.	-	Completed	Update provided at Dec 2nd, 2022 MEWG meeting - QIA operates the Nauttiqsuqit program through the Marine & Wildlife Department. Several of the Nauttiqsuqit community teams operate around the Mary River Project to observe and monitor environmental changes throughout the year. QIA is also actively engaged in the development of the Inuit Stewardship Program which is intended to include CBM sub-components.
2022	M-29062022-08	Baffinland	Baffinland to distribute all 2021 marine report comments to the MEWG upon completion.	-	Completed	All reports distributed via Kiteworks and uploaded to NIRB registry.
2022	M-29062022-09	Baffinland	Baffinland to plan an additional meeting to discuss 2021 marine report comments as a group.	-	Completed	Agenda item at Dec 2nd, 2022 MEWG meeting.

2022	M-29062022-10	Baffinland	Baffinland to discuss alternative options to commenting on draft reports, as MEWG members do not agree with the current process.	-	Completed	Discussed at Dec 2nd, 2022 MEWG meeting and captured in minutes. Reports will be submitted in final to the NIRB as part of the annual reporting process, where members and observers of the Working Group will be able to provide comment.
2022	M-29062022-11	Baffinland, Golder	Baffinland and Golder to secure a spot on leg 2 of the marine mammal aerial survey program for an MHTO member. BIM to follow-up with MHTO regarding travel requirements.	-	Completed	Baffinland secured spot from Aug 9th - 23rd, but did not receive response from MHTO.
2022	M-29062022-12	Parks Canada	Parks Canada to provide the MEWG with a written response that highlights all ongoing research related to cruise ships in the eastern Canadian Arctic.	-	Completed	Lauri distributed to MEWG on July 5th, 2022
2022	M-04082022-01	DFO	Provide email summary to Baffinland explaining requested modifications to Table 5.2 in NAMRP.	October 31st, 2022	Not Applicable	Dec 2nd, 2022 meeting update - DFO (DC) to share drafted adaptive management table and set up discussion on this item. Item closed 10-Dec-2023. NAMRP in question was developed in 2022 and is no longer under review/ DFO to provide comments through NIRB public registry during next NAMRP update.
2022	M-04082022-02	Oceans North	ON to arrange a call with Lou Kamermans and Phil Rouget when Kristin Westdal returns to work to further discuss implementation of convoys.	October 31st, 2022	Not Applicable	Shipping season now complete.
2022	M-04082022-03	Baffinland	Schedule a formal meeting to discuss MEWG recommendations on draft ToRs and finalized ToRs	December 31st, 2022	Completed	Complete. Meeting was held April 19 <sup>th</sup> , 2023.
2022	M-04082022-04	Baffinland	Baffinland to create a summary table showing which MEWG member recommendations were included or rejected in final ToR draft.	October 15th, 2022	Completed	Complete. Included in the Table of Concordance circulated by Lauri Corlett on 03-April-2023.
2022	M-04082022-05	All members and observers	Continue to review the 2022 NAMRP and contact Baffinland to arrange a meeting if there are any additional questions or suggestions.	September 30th, 2022	Not Applicable	No comments on 2022 NAMRP received.
2022	M-02122022-01	Baffinland	BIM to provide a response to DFO regarding plankton monitoring, once DFO comments received.	None	Not Applicable	Bilateral meeting held April 20, 2023 to discuss study design for 2023 zooplankton sampling. Minutes recorded and written correspondence not required.
2022	M-02122022-02	DFO	Set up call with Baffinland to discuss item M-29062022-03 and M-04082022-01.	31-Jan-23	Not Applicable	Multiple meetings held March and April, 2023 to discuss AIS monitoring. No meeting held to date to discuss recommended modifications to NAMRP, however, comments should be applied to the next version of the NAMRP, rather than the 2021 NAMRP. This action has been closed 05-Feb-2024 due to lack of relevancy.
2022	M-02122022-03	DFO	Determine time to meet with BIM to discuss AIS monitoring program.	31-Jan-23	Completed	Complete. Bilateral meetings were held via ZOOM on March 17 <sup>th</sup> and 28 <sup>th</sup> , 2023.
2022	M-02122022-04	Baffinland, Golder	Discuss possibility of delineating area disturbed by tug propeller wash during next MEEMP field program.	01-Sep-23	Completed	Complete. Included in 2023 scope of work for the MEEMP.
2022	M-02122022-05	Baffinland	BIM to share PIPR commitment table with the MEWG.	31-Dec-22	Completed	Circulated by Lauri Corlett to MEWG on 13-Dec-2022.
2022	M-02122022-06	Baffinland	Discuss proposed 2023 monitoring programs with the MEWG at the next meeting.	28-Feb-23	Completed	Complete. Proposed monitoring programs were discussed at the Feb 15 <sup>th</sup> /16 <sup>th</sup> MEWG meetings.
2022	M-02122022-07	ECCC (GG)	Circulate relevant published research regarding seabirds to the MEWG.	31-Jan-23	Completed	Circulated by Lauri Corlett to MEWG on 30-Mar-2023.
2023	M-15022023-01	Baffinland	Provide MHTO with a list of authorities that Nunavut Land Claim beneficiaries can approach on site when the Inuit Qaujimajatuqangit Principles are not being followed.	Not specified	Completed	Complete. List of representatives sent via email on 04-Apr-2023 by Lauri Corlett.
2023	M-15022023-02	Baffinland	Recirculate completed studies related to identification of suitable anchorage locations.	Not specified	Completed	Complete. Circulated to MHTO and MEWG via email on 04-Apr-2023 by Lauri Corlett.
2023	M-15022023-03	Baffinland	Develop plain language summaries for each Management Plan being submitted with the SOP.	Not specified	Completed	Plain language Summaries of management plans are included in the adaptive management plan. Those will be translated once AMP has been finalized.
2023	M-15022023-04	Baffinland	Develop a map showing non-Project vessels with ice concentration overlays.	Not specified	Completed	Complete. Figure was not developed in time for 2022 NIRB Annual Report, but can be included in 2023 NIRB Annual Report if requested. This is not a requirement under the PC and would be completed solely to satisfy requests from the MEWG. No requests were raised at the December 13th, 14th, 2023 meeting to leave this action open/provide a non-Project ice overlay figure for 2023.
2023	M-15022023-05	Transport Canada	Follow up with Working Group regarding feasibility of implementing speed restrictions in Tallurutiup Imanga National Marine Conservation Area	Not specified	Completed	Complete. Jackie Barker provided written response via email on 09-Mar-2023. Response was circulated to MEWG by Lauri Corlett on 03-Apr-2023.
2023	M-15022023-06	Baffinland	Determine appropriate method to notify IHTA of narwhal locations when conducting aerial surveys.	Not specified	Completed	Not achievable - logistical constraints do not permit real time update during surveys.
2023	M-15022023-07	Parks Canada	Confirm whether PC installed acoustic recorders in Steensby Bay.	Not specified	Completed	Complete. Verbal confirmation provided later in Feb 15 <sup>th</sup> meeting that three acoustic recorders were deployed near Arctic Bay by PC (not Steensby Bay).
2023	M-15022023-08	Oceans North/ Baffinland	Both parties to provide justification for recommended thresholds used in the acoustic monitoring program for listening range reduction analysis. Justification is to be provided in writing and circulated to the Working Group.	Not specified.	Completed	Baffinland has already clarified its position on the 120 dB threshold in numerous reports: o BIM's response to NIRB-70 and MHTO-26 in BIM's Post-Hearing Question Responses for the Phase 2 Proposal (NIRB File No. 08MN053). o BIM's response to MHTO-26 in BIM's Post-Hearing Question Responses for the Phase 2 Proposal (NIRB File No. 08MN053). o Items 54 through 57 (V. Reply to Vergara Presentation on Behalf of MHTO) in Baffinland Written Comments on Phase 2 Proposal (NIRB File No. 08MN053) o Section 4.9.4, and 4.9.5 (Noise -Assessment and Mitigation) in BIM's Final Written Comments o Golder Technical Memorandum No. 1663724-254-TM-RevA-38000 entitled "Golder Review of Jones 2020 Draft Report: 'Passive Acoustic Monitoring of Underwater Radiated Noise from Ships in Eclipse Sound, Nunavut (2018-2019)'. Dated 18 January 2021.
2023	M-15022023-09	DFO	DFO to share historical sampling locations with WSP that could serve as a suitable reference area for the fish health program.	Not specified.	Completed	Historical reference area locations shared with Baffinland, WSP at bilateral meeting held April 20, 2023. Kim Howland sent excel file to Lauri Corlett on April 20, 2023.

2023	M-16022023-01	DFO/ Baffinland	Discuss possibility of DFO conducting a narwhal tagging program from the Bruce Head camp.	Not specified.	Completed	DFO applied for independent tagging project in summer of 2023.
2023	M-16022023-02	Baffinland	Determine appropriate method to notify IHTA of narwhal locations when conducting aerial surveys (same action as M-15022023-06). Discuss ways of formalizing these summary reports.	Not specified.	Completed	Not achievable - logistical constraints do not permit real time update during surveys.
2023	M-16022023-03	Baffinland	Share web link with IHTA for live vessel tracking on the Baffinland website.	Not specified.	Completed	Complete. Email sent to IHTA on 04-April-2023 by Lauri Corlett. Also included below: <a href="https://baffinland.com/operation/shipping-and-monitoring/">https://baffinland.com/operation/shipping-and-monitoring/</a>
2023	M-16022023-04	Baffinland	Share SOAR website with shipping monitor team as per IHTA request.	Not specified.	Completed	Complete. Shared with the Baffinland shipping team on 04-Apr-2023 via email by Lauri Corlett. Will be shared with shipping monitors once hired/shipping season starts. Link provided below: <a href="https://soar.earth/mags">https://soar.earth/mags</a>
2023	M-16022023-05	Baffinland	Confirm with IHTO how close the nearest glacier or year-round ice cap is to the Project.	Not specified.	Completed	Email sent to IHTO on 02-May-2023 by Lauren Corlett.
2023	M-16022023-06	Parks Canada	Follow up with IHTO regarding glacier monitoring conducted in Sirmilik National Park.	Not specified.	Completed	PC provided a response via email May 18, 2023.
2023	M-16022023-07	QIA	Send written request to Baffinland outlining summary information that QIA recommends DFO, BIM and WSP provide to the Working Group (in relation to disagreements on the degree of mixing between Eclipse Sound and Admiralty inlet summering stocks).	Not specified.	Completed	Complete. Jeff Higdon sent via email on 21-Feb-2023.
2023	M-16022023-08	Baffinland	Circulate written request M-16022023-07 to entire MEWG once received.	Not specified.	Completed	Complete. Request is outlined in these minutes and was circulated via email on 03-Apr-2023 by Lauri Corlett.
2023	M-16022023-09	DFO	Circulate 2012 baseline studies conducted in Steensby area with the MEWG.	Not specified.	Completed	Complete. Goldsmith thesis sent by Kim Howland to BIM on 20-Apr-2023.
2023	M-16022023-10	Baffinland/ DFO	Baffinland to schedule a meeting with DFO, specifically Kim Howland, to discuss sampling design for 2023 zooplankton monitoring.	Prior to 2023 MEEMP Program.	Completed	Meeting held with Baffinland, WSP, DFO on April 20, 2023.
2023	M-16022023-11	Baffinland	Inform the MEWG on the decision to use/not use capesized vessels in 2023 once determined.	Not specified.	Completed	Email sent 17-Aug-23
2023	M-16022023-12	Baffinland	Confirm with IHTA whether ore carriers have thrusters.	Not specified.	Completed	Complete. Confirmation sent via email on 04-Apr-2023 by Lauri Corlett. Ore carriers do not have thrusters.
2023	M-16022023-13	Baffinland	Circulate formal summary to the MEWG outlining proposed approach for determining independent chair.	Not specified.	Completed	Included in section 4.2.1 of final TOR.
2023	M-19042023-01	Baffinland	Baffinland to circulate GoC comments on 2nd TOR draft to the MEWG	1-Apr-23	Completed	Complete. Circulated via email by Lauri Corlett April 19th, 2023.
2023	M-19042023-02	GN	GN to correspond with Lawsons offline regarding wording of TC No. 49 if necessary	Prior to release of fourth draft.	Completed	Brad Pirie confirmed via email with Lauri Corlett (BIM) on 10-Nov-2023 that follow-up was not required.
2023	M-19042023-03	Baffinland	Baffinland to arrange a bilateral call with Clyde River HTO to provide more clarification regarding Terms of Reference	1-May-23	Completed	Complete. Virtual meeting held May 4th, 2023.
2023	M-19042023-04	Oceans North	ON to send Baffinland/Lawsons examples of Working Groups that use a 60% majority vote	Prior to release of fourth draft.	Completed	Complete. Included in comments on third Terms of Reference draft, submitted May 3, 2023.
2023	M-19042023-05	Baffinland	Lawsons/Baffinland to clarify where reference to section 2.2.6.3 in 2nd draft of TOR is meant to refer to 2.1.6.4	Prior to release of third draft.	Completed	Final TOR numbering was revised.
2023	M-19042023-06	Baffinland	Lawsons/Baffinland to include definition of operational feasibility in third draft of TOR	Prior to release of third draft.	Completed	"Operational feasibility" definition was added to final TOR.
2023	M-19042023-07	Baffinland	Third draft of TOR to include dispute resolution timelines, and alternative interim options while Chair is being appointed.	Prior to release of third draft.	Completed	Baffinland has included a 45-day period for dispute resolution in section 8.2.11, and will target to appoint an Independent Chair by the first MEWG meeting scheduled for 2024. In the interim, if individual members wish to seek advice directly from NIRB on recommended mitigations it is open to them to do so.
2023	M-19042023-08	Baffinland	Section 3.2 and sections relevant to the Project Monitor will be updated as role of Project Monitor becomes more fully developed/better understood	Not specified - as required	Completed	References to Project Monitor have been removed. TOR will be updated should the Project Monitor be established in future and tasked with working group dispute resolution.
2023	M-19042023-09	Baffinland	Lawsons to follow up with Mark Hopkins regarding status of "What We Heard" letter from Project Monitor meetings held in Fall of 2023.	Not specified	Completed	Confirmed that letter was circulated to attendees.
2023	M-19042023-10	Baffinland	Lawsons/Baffinland to follow up with the NIRB regarding section of 3.3/role of the NIRB	Prior to release of fourth draft.	Completed	Feedback included in submissions is reflected in the Final TOR.
2023	M-19042023-11	All members and observers	Working Group members/observers to provide preferences for Chair, including desired qualifications and skill set, in written comment submissions on TOR draft.	Prior to release of fourth draft.	Completed	Feedback included in submissions is reflected in the Final TOR.
2023	M-19042023-12	Baffinland	Revise wording in Section 4.2.2. to clearly indicate that minutes will be provided within 15 days of each meeting.	Prior to release of third draft.	Completed	Reflected in Final TOR.
2023	M-19042023-13	Baffinland	Remote participation option to be incorporated into section 4.6	Prior to release of third draft.	Completed	Remote participation was incorporated into section 4.7 of the Final TOR.
2023	M-19042023-14	Baffinland	Section to be incorporated into the TOR outlining process for verbal recommendations from HTO members.	Prior to release of third draft.	Completed	Incorporated into final TOR.
2023	M-19042023-15	All members and observers	Members/observers to provide additional clarification on their organization's mandate when providing written comments on draft Terms of Reference.	Prior to release of fourth draft.	Not Applicable	Clarification was not provided through member/observer comment submissions. Individual members to populate to the TOR appendix in due course as indicated.
2023	M-19042023-16	Baffinland	Process outlining how draft Terms of Reference will be finalized/accepted prior to submission to the NIRB to be circulated to the Working Group.	Prior to release of fourth draft.	Completed	Baffinland has prepared a written response to the comments received in a Table and reflected the accepted comments in the Final TOR filed with NIRB. The next step is appointment of an Independent Chair, with a goal to have that position in place by the first MEWG meeting of 2024.  Baffinland appreciates the feedback received and the dedication of all parties in this process. The initiative to revise the TOR to improve functionality has extended over three years. A number of changes have been made to the Final TOR that reflect feedback.  While it is appreciated all participants may not necessarily agree with the Final TOR, it represents an improvement over the previous working group processes and is compliant with the Project Certificate TC 49 and TC 77. Further delay of the implementation of the TOR will delay improvement of MEWG and TEWG functionality.



