

Northern Sky Corridor Working Group

Operating Guidelines

1. Purpose of Corridor Working Groups

Working Groups are implementation-focused bodies established under each Tourism Corridor's approved strategic pillars. Their role is to advance priority initiatives and tactics, and report on progress against defined KPIs that support the corridor's overall strategy.

2. Scope of Work

Each Working Group should develop a workplan per the template provided:

- Confirm identified initiatives and develop tactics for their assigned strategic pillar
- Translate tactics into time-bound implementation actions with outcomes
- Determine if a budget is required to support implementation
- Report on progress to the Stewardship Committee.
- Support investment readiness, destination development, and partnership activation

Scope should be reviewed and adjusted as implementation priorities evolve.

3. Membership & Composition

Working Groups should be composed of:

- Relevant subject-matter experts
- Representatives from tourism organizations, municipalities, Indigenous governments, businesses, and partners aligned to the pillar
- Members with authority or capacity to contribute to implementation

Best practice recommends 6–10 members to maintain effectiveness and accountability. Membership may be refreshed over time to reflect evolving needs.

4. Roles & Structure

Each Working Group should identify the following roles to ensure the burden of work is kept at a minimum for any one member:

Northern Sky Corridor Working Group

Operating Guidelines

a) Working Group Chair

Responsible for:

- Leading meetings
- Acting as the primary liaison to the Corridor Governing Body

b) Working Group Vice-Chair

Responsible for:

- Leading meetings in absence of Chair
- Acting as the liaison to the Corridor Governing Body when Chair is not available

c) Working Group Secretariat

Responsible for:

- Scheduling meetings
- Recording meeting minutes/action items

d) Initiative/Activity Lead

Responsible for:

- Scheduling and leading initiative meetings
- Reporting on initiative progress to Working Group

e) Members

Responsible for:

- Contributing expertise and capacity
- Advancing assigned actions

5. Meetings & Decision-Making

- Working group meetings should occur monthly to advance implementation (additional meetings may be called as required)
- Agendas should be focused on:

Northern Sky Corridor Working Group

Operating Guidelines

- Key activities to support implementation
- Progress against KPIs
- Barriers to implementation
- Upcoming milestones

Working Groups operate by consensus wherever possible. Escalation of issues or decisions requiring approval should be referred to the Stewardship Council.

7. Reporting & Accountability

The Working Group Chair should attend regularly scheduled Stewardship Council Meetings and report on the following:

- Progress against KPIs
- Key risks or constraints
- Adjustments required to timelines or tactics
- Opportunities for leverage or alignment

Reporting should be concise and action-oriented, enabling informed oversight without creating administrative burden.

8. Alignment & Coordination

Working Groups are expected to:

- Coordinate with other corridor Working Groups where dependencies exist
 - Avoid initiating new strategic directions outside the approved corridor strategy
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10. Guiding Principles

Working Groups should operate in accordance with the following principles:

- **Collaboration and transparency**
 - **Equity and inclusion**, including Indigenous participation
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Northern Sky Corridor Working Group Operating Guidelines

- **Practical implementation focus**
- **Flexibility with accountability**
- **Respect for local and regional context**

These principles reflect best practice in collaborative tourism governance and implementation-focused task groups.
