



Henry Alayco, as the nominated Chairperson for the NMRPC and Putulik Papigatuk, who had been similarly nominated as the Chairperson for the NMRIRB, presided over the meeting as co-chairs.

As it had been agreed by the members at the initial meeting of the NMRPC that all future meetings of the NMRPC would commence with a prayer, Charlie Arngak was invited to give the prayer for the meeting.

1. B) Chairpersons' Welcome and Opening Remarks

The Chairperson welcomed the members and invited guests to the sixth joint board meeting of the NMRPC and the NMRIRB.

1. C) Swearing-in of Commissioners

There were no new Commissioners to swear in as they are still in the process of being approved by AANDC.

1. D) Approval of Agenda

After discussion, an agenda was jointly agreed to by the two sets of members that were participating in the meeting. Although there would be joint discussion of agenda items, it was agreed that separate resolutions and separate minutes would be prepared for the NMRPC and the NMRIRB. The motion to approve was moved by Lorne McNeice, seconded by Charlie Arngak and carried by all.

1. D) Declaration of Conflict of Interest

It was determined that due to the approval of the agenda of the meeting, that there was no conflict of interest for this meeting.

2. A) Approval of Record of Decision

The Record of Decisions to be approved were the Communications Strategy and the International Polar Year meeting attendance. The motion to approve was moved by Lorne McNeice, seconded by Charlie Arngak and carried by all.



the release of funding by AANDC for fiscal year 2011-2012 and any leftover funding which would be shortly released. The Commission staff is currently finalizing the Workplan and Budget for the fiscal year 2012-2013.

8. H) Baffinland (NIRB) Update

Ryan Barry of the Nunavut Impact Review Board delivered via teleconference a presentation on the Baffinland Iron Mine Corporation's Mary River Project. The presentation included maps of the project site as well as the shipping lines, and an overview of the project with specific regard to the shipping component. The EA review process timeline for the project was also highlighted. The Commission was invited to participate in the review process especially the technical review of the FEIS.

8. I) Nunavik Nickel/CRI Update

Mishal Naseer updated the Commission on the meeting with CRI in September which was also attended by representatives from DFO, Environment Canada, Transport Canada and Makivik Corporation. The meeting discussed the port infrastructure to be built on Deception Bay and the permits to be required.

A follow-up teleconference between the different federal departments and the staff of the NILCA boards as well as Makivik was organized where the NILCA EA process was detailed.

8. J) Other Projects – Status Update

Nunavik Biosciences will be submitting a Management Plan to the NMRWB which will be copied to the NMRIRB.

An Eider study will be conducted in March on the Belcher Islands for which there are no permits in place and therefore the project will be authorized on a case-by-case basis with advice from the NMRWB.

Arctic Kingdom's spring-summer tour season will require Entry & Access permits from Makivik which the NMRIRB will be consulted on when submitted even though the project may be exempt from screening under Schedule 7-1.

Qalingo Tookalook's fisheries business was briefly discussed, and advice on the permit would be given by the Commission to the NMRWB before it is issued.

8. K) Administrative Assistant Evaluation

Mishal Naseer discussed the Administrative Assistant Evaluation, which is attached below (Attachment Two).

P.O. Box 1139
Kuuujuaq
Quebec
J0M 1C0



Tel: (819) 964 – 0888
Fax: (819) 964 – 0241
Email: info@nmrpc.ca
Website: www.nmrpc.ca

Attachment One:

Chairperson Henry Alayco's Report

As most of you know we had a workshop with Terry Tobias in Montreal at Makivik office on September 19th 2011 on Use and Occupancy Mapping (UOM) and continued the next day September 20th 2011 on UOM for about an hour.

At 10 o'clock on the same morning of September 20th 2011, we had a teleconference NMRPC and NMRIRB as was planned on the evaluation of Regional Planner and also on Policies Approval still at the Makivik Office.

On October 7-14, 2011 we NMRPC Chair and Regional Planner had an invitation to go to Iqaluit for Nunavut Planning Commission's AGM as was the two Makivik representatives to the Nunavut Planning Commission Putulik Papigatuk and Charlie Arngak.

January 9-13, 2012 new year we all NMRPC, NMRIRB, NMRWB and Terry Tobias along with HFTA representative one from each community went to Kuuujuaq for Research Design meeting along with the translators that will accompany the community visits.



2. Provide support to the NMRPC and the NMRIRB meetings by:

- I. Assisting the RP in organizing the agendas for the NMRPC and NMRIRB meetings and hearings.
- II. Coordinating schedules for presentations and subsidiary meetings for each NMRPC and NMRIRB meeting to ensure that the best use is made of available time.
- III. Preparing meeting minutes, including a record of decisions and a list of assignments from each NMRPC and NMRIRB meeting and ensuring that they are circulated in a timely fashion.
- IV. Ensuring that all minutes of the NMRPC and the NMRIRB meeting and hearings and other pertinent records are maintained in an appropriate manner and are available to anyone on request.
- V. Helping the RP in preparing briefing notes, presentations, reports and correspondence as required.

SCORE: 4/5

COMMENTS:

Preparing meeting minutes has been attempted but not perfected yet. With professional training to be provided in desktop publishing skills, this will need to improve.

QUALIFICATIONS:

The incumbent must be able to perform each essential responsibility at a satisfactory level. The key requirements with respect to knowledge, skills, education and/or experience, language and personal suitability are listed below.

Knowledge

The incumbent must have knowledge of:

- Word-processing and related computer software.
- Achieving a high communications standard and providing efficient and relevant information to all queries from the public,
- Maintaining ties with local groups and advising the RP on upcoming events.
- Scheduling and organizing meetings, appointments, hearings and consultation sessions.
- Maintaining the filing systems and organizing the office as well as keeping accounts updated.
- Managing the NMRPC and NMRIRB office in the absence of the RP.

SCORE: 4/6

COMMENTS:



With professional training to be provided in desktop publishing skills, this will need to improve. Better filing system needs to be developed in order to be more organized.

Skills

The incumbent must be able to use and apply the following skills:

- Communicating with a broad range of audiences on the goals and objectives of the NMRPC and the NMRIRB.
- Deliver a presentable image of the NMRPC and the NMRIRB.
- Work under pressure and meet tight deadlines.
- Read, analyze, and interpret reports, articles and relevant legal documents.

SCORE: 4/4

COMMENTS:

Good skill sets and improving constantly.

Education and/or Experience

The incumbent must have:

- A suitable combination of education and experience.

SCORE: 1/1

COMMENTS:

Good education and with some courses to better the current skill-set, will only improve with time.

Language

The incumbent must be able to:

- Respond to common inquiries or complaints from clients, regulatory agencies, or members of the business community.
- Effectively present information to the Regional Planner.
- Communicate effectively in English – both orally and in writing.
- Respond to telephone inquiries in Inuktitut.

The ability to read and/or write Inuktitut or French would be an asset.

SCORE: 4/4

COMMENTS:

Good communication skills. Will need a proper course in Inuktitut and French in the future.

P.O. Box 1139
Kuujuuaq
Quebec
J0M 1C0



Tel: (819) 964 – 0888
Fax: (819) 964 – 0241
Email: info@nmrpc.ca
Website: www.nmrpc.ca

Personal Suitability

The incumbent must demonstrate:

- Effective interpersonal relationship skills.
- Thoroughness, dependability, cooperativeness, flexibility and initiative.
- Sensitivity to Inuit cultural values.
- Strong self-motivational abilities.

SCORE: 3/4

COMMENTS:

Good personality, but better time management is required.

TOTAL SCORE: 27/31

COMMENTS:

Great skill-set that with some desktop publishing and filing courses can be further developed. Better motivation needed to improve time-management skills.

POSITION: ADMINISTRATIVE ASSISTANT

Approved By:

Mishal Naseer, Regional Planner NMRPC-IRB

Dated: Monday December 5th 2011

Reviewed By:

May Berthe, Administrative Assistant NMRPC-IRB

Dated: Wednesday January 25th 2012