

NUNAVIK MARINE REGION PLANNING COMMISSION

MINUTES: MEETING NO. 4

February 22-23, 2011

Montreal, Quebec

Present:

Henry Alayco	Member NMRPC
Charlie Arngak	Member NMRPC
Qavaroak Qatsiya	Member NMRPC
Lorne McNeice	Member NMRPC
Alan Penn	Member NMRPC

Advisors and Invited Guests:

Putulik Papigatuk	Member NMRIRB
Peter May	Member NMRIRB
Brendan O'Donnell	Member NMRIRB
Lucassie Arragutainak	Member NMRIRB
Mishal Naseer	NMRPC-IRB Regional Planner
Don Axford	Consultant
Adam Lewis	Makivik Corporation
Stas Olpinski	Makivik Corporation
Gregor Gilbert	Makivik Corporation
Alexei Karashchenko	Raymond Chabot Grant Thornton LLP

1. Call to Order and Prayer

The meeting was called to order at 9:00 a.m. and it was noted that this meeting of the NMRPC would be held as a joint meeting with the NMRIRB.

Henry Alayco, as the Chairperson for the NMRPC and Putulik Papigatuk, as the Chairperson for the NMRIRB, presided over the meeting as co-chairs.

Henry Alayco was invited to give the prayer for the meeting.

2. 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.

3. Approval of Minutes

It was noted that draft minutes for Meeting No. 3 of the NMRPC, which was held on June 1-2, 2010 in Montreal, had been prepared and circulated to members. The minutes, as circulated, were approved by the members.

4. Action List

The Chairperson noted that an "Action List" had been prepared by Don Axford that identified various items where follow-up actions were required, the persons responsible for follow-up activities, and the current status of the action items. The Action List was reviewed by the members and it was noted that issues requiring discussion by members were all on the agenda that had earlier been approved for the meeting.

5. NMRIRB Financial Statements

The Chairperson reported that, as required pursuant to sub-section 14.2 of the *General NMRIRB By-Law*, audited financial statements and a financial report containing a balance sheet and a receipts and disbursements statement since the establishment of the NMRPC and ending on March 31, 2010 had been prepared and submitted to the members for their approval. He then introduced Alexei Karashchenko, of Raymond Chabot Grant Thornton LLP, and invited him to present the NMRPC FY 2009-2010 Financial Statements for review and approval by the members.

The members agreed that the FY 2009-2010 Financial Statements of the NMRPC for the fiscal year ending March 31, 2010, together with the auditor's report thereon, would be approved and, that the Chairman and one or more members would be authorized to sign the Financial Statements evidencing such approval.

(Resolution Number: 2011-01)

6. Appointment of Auditor for FY 2010-2011

The Chairperson pointed out that, under sub-section 14.1 of the General By-Laws, an auditor must be appointed each year, by resolution of the NMRPC, to audit the accounts of the NMRPC.

After discussion, it was agreed by the members that they were satisfied with the audit services being provided by Raymond Chabot Grant Thornton LLP (RCGT) and therefore that RCGT should be appointed as the auditors of the NMRPC for the period commencing on April 1, 2010 and ending on March 31, 2011 and that RCGT should hold office until the next Annual General Meeting of the members at such remuneration as may be fixed by the Chairperson of the NMRPC. **(Resolution Number: 2011-02)**

7. Office Update

The Regional Planner was invited by the members to give an update on the progress that had been made in establishing the joint NMRPC-NMRIRB office in Kuujuaq. Mishal Naseer informed the members that the printer for the office had arrived and that a service arrangement for the maintenance of the office (cleaning, etc.) had been arranged, which would be added to the building lease.

The Regional Planner also noted that George Assaf, the accountant with RCGT who is responsible for bookkeeping for the NMRPC, had informed her that T-4s would not be issued for the members but that the amounts of remuneration that had been received by the members would be sent to them for incorporation into their tax returns. She said that the intention was to issue T-4s for future tax years.

The Regional Planner then introduced Miyuki Matsushita, who works with Makivik Corporation, and said that she greatly appreciated all of Miyuki's administrative support while she was providing Interim Secretariat services to the NMRPC and NMRIRB and her tremendous efforts in getting supplies and files delivered to the new office in Kuujuaq. All of the members joined with the Regional Planner in expressing sincere appreciation for Miyuki's dedicated work on behalf of the NMRPC and NMRIRB.

As a final administrative matter, the Regional Planner also commented that a VISA card had been issued to the NMRPC that was being used by her to assist in meeting the operational and administrative needs of the Commission. She commented that a small pre-approved monthly amount would be of great assistance to her as she would not then have to have each and every purchase approved by the Chairperson no matter how small the amount.

After discussion, the members agreed that a pre-approved amount of up to \$500.00 per month would be approved for charges on the VISA card for purchases made by the Regional Planner in relation to meeting the operational and administrative needs of the

Commission. It was also agreed that the Regional Planner would not need to have prior oral or written approval from the Chairperson for such purchases.

However, it was stipulated by the members that the Regional Planner should, each month, identify to the Chairperson all charges on the VISA card that had been made in that month within the pre-approved amount; attach receipts for all such purchases to the monthly VISA statement; and, forward the monthly statement and receipts to the persons responsible for providing bookkeeping and accounting services to the Commission. **(Resolution Number: 2011-03)**

8. Logo Contest

The members agreed that the drawings that had been submitted by Cathy Ford in response to the contest for a logo for the NMRPC were the best ones that were submitted and agreed that she should be awarded the prize money. However, the members agreed that they would like to see a more polished version of the proposed logo and requested that the Regional Planner carry out further work in this regard.

9. Canadian Arctic Research Licensing Initiative (CARLI)

The Regional Planner reported that the Chairpersons of the NMRIRB and NMRPC had received letters from Makivik Corporation stating that there is currently no agency or organization in place that has the capacity to issue all of the research permits or licenses for the entire Nunavik region, including the areas set out in the JBNQA and NILCA. Presently, any research proponent seeking to obtain a permit is (usually) directed to a land claims mandated board (for example, the Hunting Fishing Trapping Coordinating Committee, the NMRIRB or the Nunavik Regional Board of Health & Social Services), Makivik Corporation, the Northern Villages, or the Landholding Corporations. This has led to confusion at all levels about correct procedure and compliance.

She said that the letter also noted that the Federal Government, through its Program for the International Polar Year (IPY) Canadian Arctic Research Licensing Initiative (CARLI), has indicated that it intends to make funds available to aid in the development of a central research licensing body, for the purpose of coordinating research permitting in Nunavik. With this in mind, the letter from Makivik Corporation recommended that, as research licensing involves many different Nunavik agencies, it would be desirable to create a small working group comprised of individuals representing research licensing stakeholders from the Nunavik Region to identify the main requirements necessary for the creation of a central licensing agency, designate the appropriate individuals and/or groups to fulfill these requirements, define the roles of these individuals within their organizations, and complete and submit a proposal to the Federal Government in order to apply for CARLI funding.

The letters to the chairpersons asked if the NMRIRB and NMRPC would be interested in participating in this type of central licensing committee and, if so, to indicate the person to contact to initiate the relevant discussions. After discussion, the members agreed that the chairpersons of the NMRPC and NMRIRB should jointly indicate to Makivik Corporation that their respective organizations would be interested in participating in this initiative and that Lorne McNeice would be the contact person for these purposes for the NMRPC. The NMRPC agreed to fund all resulting costs for the attendance of their representative for the duration of the appointment. It was anticipated that the NMRPC would be involved in these activities in FY 2011-2012.

10. Bear Island

Alan Penn was invited to give the members an update on the clean-up project at Bear Island and he reported to the members that Mark Yetman had informed him that the remedial works had been completed in the summer of 2010 but that the equipment was not able to be demobilized before the arrival of winter. As a result, he said that the Bear Island completion report would not be finalized until the summer of 2011.

11. Web Site

The Regional Planner reminded the members that they had earlier invited Qaujimaatik Systems Inc. and Strata360 to prepare a proposal for them to consider related to the design and development of two state-of-the-art websites and said that Adam Lewis would present the proposal and answer questions that the members might have about the proposal. Adam Lewis distributed copies of the proposal and noted that the proposal that was submitted for their consideration included recommendations for the conceptual design and subsequent budgets for the NMRPC and NMRIRB websites. The proposal, he said, also included a summary of the goals, a description of the structure of the information to be stored, a mock-up, design specifications, and an estimated budget.

Adam Lewis noted that, although the proposal included recommendations related to the development of two separate websites (front-ends), it was submitted as one proposal as the proposed underlying Document Management Systems (DMS) and databases (back-ends) were designed to be shared by both websites with user access controls. Sharing the underlying database and DMS provided for significant cost savings, he said, and for the implementation of better technology.

It was pointed out that the members of the NMRPC would continue to be involved with the development and refinement of the NMRPC web site and the underlying Document Management System that would be shared between the NMRPC and NMRIRB. As documents were produced by or be submitted to the NMRPC by project proponents

they would be incorporated into the DMS for internal use and possibly for posting onto the NMRPC web site as public documents.

The NMRPC and NMRIRB members requested time to review the proposal and to discuss it amongst themselves. When the joint NMRPC-NMRIRB board meeting resumed the following morning the members unanimously agreed that they would proceed with the proposal as submitted by Qaujimautik Systems Inc. and Strata360 and that they wished to also proceed with developing the underlying Document Management Systems (DMS) and databases (back-ends) that were to be shared by both websites. The Chairpersons were authorized to complete the purchase arrangements with Qaujimautik Systems Inc. and Strata360 for undertaking this work on behalf of both the NMRPC and the NMRIRB.

3:00 p.m.

[At this point it was agreed that the joint NMRPC-NMRIRB board meeting would be suspended in order to hold a training session with representatives from the Nunavut Impact Review Board (NIRB) who had been invited to Montreal for this purpose. The training session, however, was not officially part of the joint NMRPC-NMRIRB board meeting and so is not included in these minutes.]

9:00 a.m., February 23, 2011

[The joint NMRPC-NMRIRB board meeting resumed at this point.]

12. Preparation of Land Use Plan for the Nunavik Marine Region

The Regional Planner reported to the members that she had visited Yellowknife to meet with representatives of the Nunavut Planning Commission (NPC) and that a number of training sessions had been arranged for her during her visit, which were helpful to her as the sessions allowed her to learn about how the NPC staff perceive their role in the land use planning process and about their policies and administrative practices. She said that it appeared that many of the same policies and procedures could be applied in relation to the Nunavik Marine Region.

Mishal Naseer also mentioned that she would like to travel to Toronto to meet with experts in the area of land use and occupancy studies such as Terry Tobias and David Carruthers. She said that she was interested in learning more about the preparation of land use and occupancy maps and the software that is used for this purpose.

The members approved the travel request and requested that Regional Planner obtain a quote for work of this nature and a fuller description of the activities that would need to be undertaken in the Nunavik communities in order to collect land use and occupancy data that could be used in the preparation of the NMR Land Use Plan.

13. Date and Location of Next Meeting

It was agreed that the next joint meeting of the members of the NMRPC and NMRIRB would be tentatively scheduled for the first week of June in Kuujjuaq. The chairpersons and the Regional Planner were asked by the members to finalize the timing of the meeting after consulting the members as to their availability.

Adjournment

The meeting was adjourned at 5:00 p.m.

Minutes Approved by:

Chairperson

Date