

# NUNAVIK MARINE REGION PLANNING COMMISSION

## MINUTES: MEETING NO. 3

June 1-2, 2010

Montreal, Quebec

<b>Present:</b>	Henry Alayco	Member NMRPC
	Charlie Arngak	Member NMRPC
	Qavaroak Qatsiya	Member NMRPC (In-part)
	Lorne McNeice	Member NMRPC

### Advisors and Invited Guests:

Putulik Papigatuk	Member NMRIRB
Peter May	Member NMRIRB
Brendan O'Donnell	Member NMRIRB
Lucassie Arragutainak	Member NMRIRB
Stas Olpinski	Makivik Corporation
Don Axford	Consultant
Adam Lewis	Makivik Corporation

### 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. It was noted that this was necessary as the *NILCA Implementation Plan* specifies that the NMRPC staff and offices are to be shared and co-located with the NMRIRB. As joint decisions would be required on these and other matters it was agreed by the members that this approach would be appropriate for this meeting of the NMRPC.

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, 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. 2 of the NMRPC, which was held on February 16-17, 2010 in Kuujjuaq, had been prepared and circulated to members. The minutes, as circulated, were approved by the members.

## **4. Action List**

The Chairperson pointed out that an "Action List" had been prepared by the interim secretariat 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 agreed that this list should be kept up-to-date by the interim secretariat in order to track progress on these action items

## **5. Hiring of Staff**

It was noted by the members that the funding to be provided by Government for the operation of the NMRPC and the NMRIRB is set out in the *NILCA Implementation Plan* and that this funding includes annual amounts over a ten-year period commencing in 2008 for jointly hiring the following staff:

- Regional Planner (PM-5)
- Administrative Assistant (AS-4)

With regard to the Administrative Assistant position, the members reviewed the qualifications and references of the individuals that had applied for this position and decided that the position should be re-posted, for an additional one month period, and that the focus of the recruitment efforts would be to encourage additional candidates from the community of Kuujjuaq to apply for this position.

With regard to the Regional Planner position, it was pointed out to the members that a total of nine people had applied for the position but that some of them had declined the position for various reasons and that others were deemed to be unsuitable after reviewing their resumé's or contacting their references. Two candidates for the position

were determined to be suitable for interviewing and it was noted that the interim secretariat had made arrangements for these two candidates to be invited to Montreal for interviews by the members if this was jointly agreed by the members of the NMRPC and NMRIRB.

The members reviewed the qualifications and references of the two candidates that had been selected for interviews and agreed that the interviews would be conducted on the afternoon of June 2, 2010, immediately after the close of the joint NMRPC-MNRIRB meeting, by a selection committee composed of the chairpersons and an equal number of members from each body. It was further agreed that a set of interview questions would be developed in advance of the interviews with the candidates and a method for ranking their performance in the interviews.

## **6. Office Space and Staff Housing**

A report was presented to the members on the progress that had been made with regard to leasing the two trailers from Makivik Corporation that would be used for accommodating the co-located offices of the NMRPC and NMRIRB. In this regard, it was commented that Makivik Corporation had proposed to evacuate the two trailers by the end of June at which time the trailers would be moved to permanent pads a short distance away. At the new location the sites would need to be re-graded, have gravel pads laid and have the hydro hooked up in a permanent manner. It was commented that a permit for this work would be required and was being prepared.

The members agreed with this approach and recommended that the lease with Makivik Corporation for this office space should be finalized as soon as possible, at standard rates per square foot, and that the Chairperson would have the authority to sign the lease. It was further agreed that hydro and internet connections to the office space should be arranged as soon as possible and that the office space should be configured to provide for three separate offices.

A report was also provided to the members on the possibility of renting an apartment in Kuujuaq from Makivik Corporation in order to provide housing for the Regional Planner. It was pointed out that the staff of Makivik Corporation would usually have priority for the use of their staff housing units but that one apartment was currently available and that Makivik Corporation was prepared to make the unit available to the Regional Planner.

The members agreed that the interim secretariat should continue discussions with Makivik Corporation to finalize the lease for the apartment and that it should be signed by the Chairperson as soon as possible in order to have the apartment ready to be occupied by the Regional Planner later in the summer. It was also recommended by the members that the interim secretariat confirm with Makivik Corporation what furniture would be available and if any improvements to the apartment were required.

## 7. Logo Contest

The members reviewed the drawings that had been submitted in response to the contest for a logo for the NMRPC and agreed that the submission from Cathy Ford might form the basis for a logo for the Commission. However, the members agreed that they would like to also see a couple of revised versions of the logo for comparative purposes before making a final determination.

The members agreed that the interim secretariat would ask Cathy Ford to prepare a couple of revised versions of the logo for further consideration and that the original and revised versions would be circulated, by e-mail, to the members by the interim secretariat as soon as possible after the revised versions were available. The members were requested to respond to the e-mail with their preferred version of the logo so that a tally of the votes could be determined and a final selection could be made.

## 8. Honoraria and Travel Allowances

The members discussed the amount of the honoraria that is paid to the members and Chairperson of the NMRPC and confirmed the per diem rates that were currently being used by the interim secretariat to reimburse members for participating in conference calls and for attending meetings. In this regard, the chairperson was requested to contact his counterpart at the Nunavut Planning Commission to discuss possible coordination of efforts to correct the low per diem remuneration levels.

The members agreed that the honoraria that would be paid to members for their attendance at meetings would be based on the amount of time required to travel to and from the meeting, the number of meeting days, and time for preparation and follow-up for meetings. The number of days for which honoraria would normally be paid would therefore be based on the following formula with adjustments for the number of days required for specific meetings or for the travel plans for individual members:

- Preparation for meeting (1 day)
- Travel to meeting (usually 1 day)
- Days allocated for meeting (usually 2 days)
- Travel home from meeting (usually 1 day)
- Follow-up to meeting (1 day)

The members also discussed the role of the Chairperson in supervising the operation and administration of the NMRPC in between regular meetings. In this respect it was pointed out that Sheet # 6-2 of the *NILCA Implementation Plan* provided 48 days of honoraria for work by the Chairperson in addition to the time necessary for preparing for and attending regular meetings. In order to streamline and simplify the reimbursement of the Chairperson for this additional work, it was decided by the members that the Chairperson should be paid for 4 days of honoraria each month (i.e., 4 days honoraria per month x 12 months = 48 days honoraria per year) without a monthly invoice by the Chairperson being necessary.

With respect to the travel allowance rates that were being used by the interim secretariat to reimburse members for attendance at meetings, it was noted that the rates were adjusted by the Treasury Board Secretariat on April 1, 2010 and that the new rates would be used for this meeting.

## **9. Purchase of Vehicle**

Stas Olpinski reported to the members that a vehicle had been purchased, as instructed, from Spinelli Toyota in Pointe Claire, which would be used in support of the operations of the joint NMRPC/NMRIRB office.

It was further reported that arrangements had been made in sufficient time in order to ship the vehicle to Kuujuuaq on the 2010 sea lift.

## **10. Potential Joint NILCA Training Session**

The members discussed the need for a training session and it was noted in this context that the Nunavik Marine Region Wildlife Board (NMRWB) also appeared to want to hold a training session in the near future. It was agreed that the Chairpersons of the NMRPC and NMRIRB, with the support of the interim secretariat, would contact the NMRWB to see if a joint NILCA training session could be arranged at which common issues might be discussed and where the members could meet each other.

Various people that might be interested in either providing this training or facilitating the training session were considered by the members and it was agreed that the interim secretariat would contact these people to get an assessment of their interest in providing these services and when such a training session might be made available to the members.

Note: The meeting was adjourned at 5:00 p.m. and resumed at 9:00 a.m. the following morning.

## **11. Banking Services**

The members discussed the banking services that were being provided by Desjardins, through the Nunavik Financial Services Cooperative, and it was agreed that the members were satisfied with these services.

## **12. Communications Requirements of Chairperson**

The members also discussed the communications requirements of the Chairperson in relation to his role in supervising the operation and administration of the NMRPC in between regular meetings.

