

**JOINT SECRETARIAT  
INUVIALUIT RENEWABLE RESOURCE COMMITTEES  
ANNUAL ACTIVITY REPORT - 1991/92**

**Produced in Inuvik, Northwest Territories**

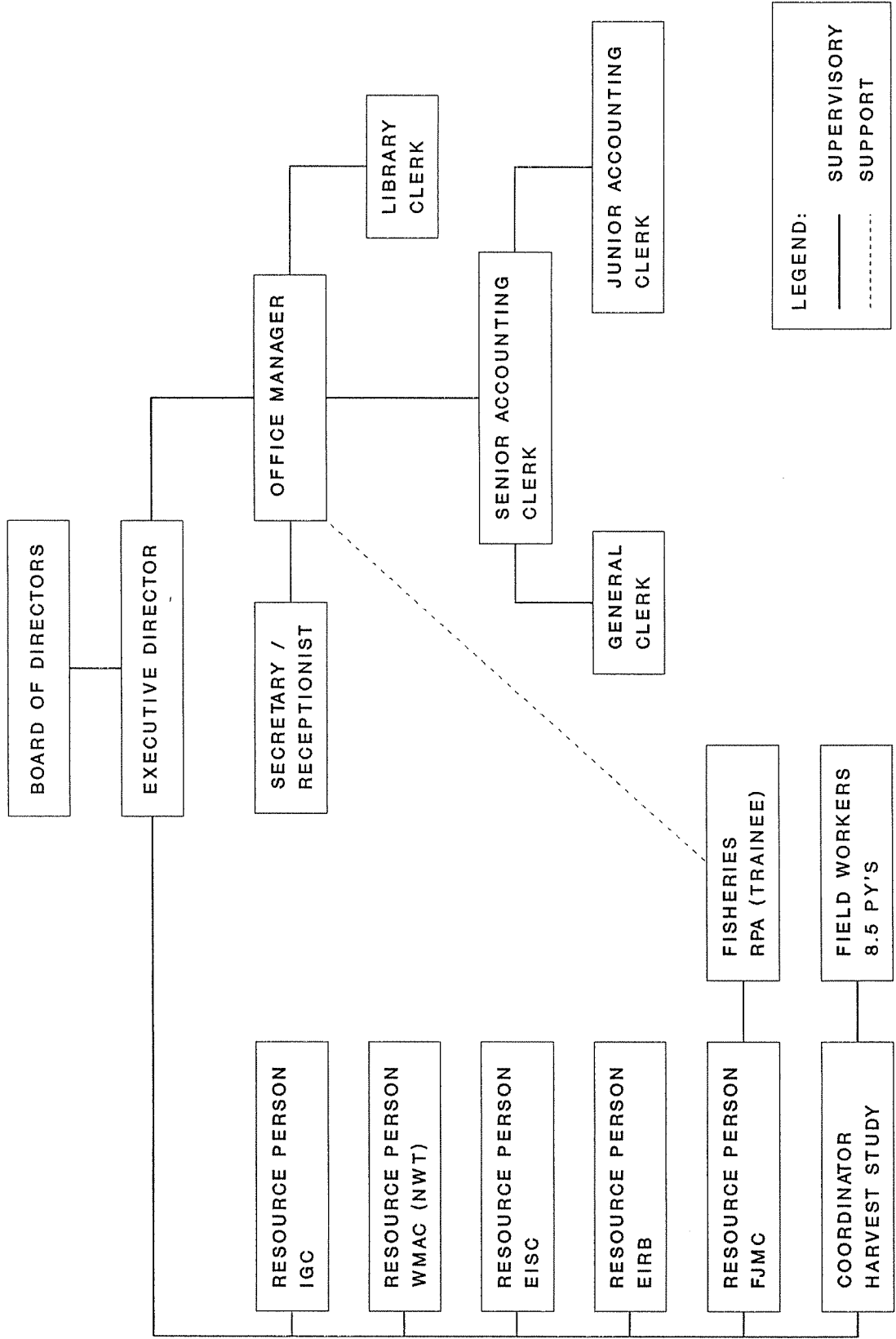
**June 01, 1992**

OBJECTIVES OF THE JOINT SECRETARIAT

1. To support and facilitate the interests of the wildlife and environmental councils, committees and boards, established pursuant to the Inuvialuit Final Agreement in any matters relating to their responsibilities and interests.
2. To provide administrative (financial/clerical) support to those councils, committees and boards and to arrange logistics of meetings pursuant to the business of those councils, committees and boards.
3. To record and make available all materials associated with the business of those councils, committees and boards as required by their Chairmen and other appropriate agencies.
4. To establish and maintain working liaisons between the Joint Secretariat and other Inuvialuit organizations, Government, Industry, the Academic sector and other relevant agencies or organizations.
5. To provide technical resource support to those councils, committees and boards as required by their Chairmen.

JOINT SECRETARIAT

INUVIALUIT RENEWABLE RESOURCE COMMITTEES



## STRUCTURE

The Joint Secretariat presently consists of:

- a board of directors, comprised of the Chairmen of the committees served by the Secretariat.
- an Executive Director, responsible for the overall direction of the Secretariat.
- an Office Manager, responsible for the routine office procedures and the financial administration of the Secretariat.
- a financial administration unit comprising of a Senior Accounts Clerk, a Junior Accounts Clerk, and a General Office Clerk responsible for the maintenance of the Secretariat's general ledger, accounts payables and receivables, preparation of financial reports and matters relating to the budget process.
- A Library Clerk responsible for inputting library data into a computer and maintenance of the library.
- a Resource Person for the FJMC, with a trainee/assistant.
- a Resource Person for the Inuvialuit Game Council.
- a Resource Person for the WMAC (NWT).
- a Resource Person for the EIRB.
- a Resource Person for the EISC.
- a Field Co-ordinator for the Harvest Study, with eight full-time and one part-time field workers in the six ISR communities.
- a Secretary/Receptionist

The Joint Secretariat receives policy direction from it's Board of Directors, who are also members of the Secretariat as a society.

The resource persons and their assistants receive their line management from the Executive Director and work for their respective committees. The Harvest Study co-ordinator is similar to the resource persons but receives technical direction from a multi-agency local working group. The secretary, the library clerk and the financial unit receive their direction from the office manager, who in turn gets direction from the Executive Director.

STRUCTURE Cont'd

JOINT SECRETARIAT STAFF 1991 - 1992:

<u>POSITION</u>	<u>NAME</u>	<u>DATE OF EMPLOYMENT</u>
Executive Director	Norm Snow	Oct. 1986 to present
Office Manager	Lena Malegana	Apr. 1987 to present
Senior Accounting Clerk	Debbie Anderson	Dec. 1988 to present
Junior Accounting Clerk	Vivian Goldsmith	Nov. 1989 to present
General Office Clerk	Eva Soukeroff	February - March/92
Library Clerk	Anne Margret White	February - March/92
Secretary/Receptionist	Jane Gordon	June /89 - Nov. /91
Casual Secretary	Ruth Elanik	February - March/92
FJMC Resource Person	Lois Harwood	Apr. 1988 to present
FJMC RPA Trainee	Billy Archie	June /90 - Nov. 1991
IGC Resource Person	Richard Binder	Sept./90 to present
WMAC(NWT) Res. Person	Bruce Hanbidge	Aug. 1990 to present
EIRB Resource Person	Gary Wagner	Apr. 1987 to present
EISC Resource Person	Marshall Netherwood	Apr. 1989 to present
Harvest Study Co-ord.	Michael Fabijan	Apr. 1987 to present

## OPERATIONS

The Joint Secretariat was established pursuant to the Inuvialuit Final Agreement to provide technical and administrative support to the following Inuvialuit Renewable Resource Committees:

- The Inuvialuit Game Council
- The Wildlife Management Advisory Councils
- The Fisheries Joint Management Committee
- The Environmental Impact Review Board
- The Environmental Impact Screening Committee

The fiscal year of 1991/92 started out slowly, with very little activity and most of the staff taking vacations during the summer months. This inactivity was brought to a halt as a flurry of last minute preparations began in the latter part of the summer for the long-awaited Bowhead Harvest of the Inuvialuit in the ISR region.

In May, the executive director, the IGC chairman, other IGC representatives, the FJMC chairman, and the IGC resource person attended the IWC meeting in Iceland.

Also in May, the Inuvik HTC resource person was hired on a part-time casual basis for the cleaning up and sorting of books in the library, in preparation for the actual automation of the Joint Secretariat library.

A combined IGC/WMAC-NWT/Polar Bear Workshop was held in Holman in July which the administration unit co-ordinated successfully.

In August the Joint Secretariat's board of directors held the first of two meetings for this year. It took place in Inuvik. The second board meeting and annual general meeting was held in Kananaskis, Alberta in November.

During the months of June and July, co-ordination of the impending Bowhead Harvest began with the bulk of assignments given to the two Wildlife resource persons and the FJMC resource person assistant trainee. However, when the actual hunt took place at Shingle Point in the Yukon coast, the entire Joint Secretariat staff observed the historical harvesting of the whale. The Joint Secretariat contracted ICS to do a video commentary on this event, along with a pictorial history of it.

In September, the executive director, the IGC chairman and the WMAC (NWT) chairman travelled to Greenland for the first Arctic Ungulates Conference.

The third annual North Slope Conference was held in Whitehorse this year and took place in October. It paved the way for the development of the North Slope Conservation Plan with all committees participating.

In December, the executive director attended the Transboundary Water Agreement Workshop in Yellowknife. He also attended the Financial Administration Meeting with funding agencies in Yellowknife.

OPERATIONS Cont'd

During the latter part of the fiscal year, recruitment began for a casual secretary, as the permanent secretary resigned in November. At the same time, two new clerks were hired for the administration unit. One was assigned to the combined position of a general office clerk, to do travel co-ordination for all the committees and as a junior administration clerk, while the other was selected as a librarian clerk.

The Fisheries resource person assistant trainee also resigned and the position will remain vacant until the new fiscal year. The Fisheries biologist resigned at the latter part of the year and recruitment began immediately for a replacement.

In March, the junior accounting clerk was moved to the library to help sort out the existing materials and prepare for a library consultant to automate the library. A consultant was contracted to automate the library and train three staff members. Funding was secured from DIAND for this one-time task.

The Joint Secretariat continues to maintain liaison with the governments, industry and other sectors through its various committees and their staff. It has been actively involved with each of the Hunters and Trappers Committees in the ISR communities with respect to financial advice.

## OVERVIEW

The Fisheries biologist, Lois Harwood, took maternity leave from April to August. During her absence the committee's administration was turned over to Billy Archie, her assistant and trainee.

Shirley Kisoun, Inuvik HTC resource person, was hired as a casual clerk on a part-time basis to do the initial sorting and binding of the library materials for approximately a month's duration.

In November, Jane Gordon, the permanent secretary/receptionist resigned to work elsewhere. A replacement was not recruited immediately, as Vivian Goldsmith, the junior accounting clerk was moved over to that position temporarily.

Also, in November, Billy Archie, the Fisheries trainee and assistant resigned his position to move back to his hometown. A replacement was not sought as we were uncertain of that position being re-opened in the new fiscal year.

A casual secretary (Ruth Elanik) was hired in February. We had hopes of recruiting for a permanent one in the new fiscal year.

We recruited for two new administration clerks and in February had hired Anne Margret White for the position of a library clerk. Eva Soukeroff was hired as a general office clerk. Both were selected because of their ability to be rotated within the administration unit as the need arose.

As the year was nearing an end, Vivian Goldsmith, the former junior accounting clerk was moved into the library to do the final cleanup (binding and sorting) of the library materials.

All the other permanent positions within the Secretariat remained constant throughout the year.

The Harvest Study co-ordinator added two new fieldworkers (to make a total of 8 full-time and 1 part-time) for the harvest data collection survey within the ISR. He also retained the services of a casual data entry clerk (Robert Inglangasuk) throughout the year.



## FUNDING

Funding requirements for the Joint Secretariat committees are provided for by Contribution Agreements as follows:

1. **Government of the Northwest Territories - Department of Renewable Resources**
  - Joint Secretariat Administration
  - Inuvialuit Game Council
  - Wildlife Management Advisory Council (NWT)
  - Inuvialuit participation costs for Environmental Impact Review Board, Environmental Impact Screening Committee and the Wildlife Management Advisory Council (North Slope)
  - Harvest Study (component - separate contribution agreement)
  
2. **Department of Fisheries and Oceans Canada**
  - Fisheries Joint Management Committee (Inuvialuit and Chairman costs)
  - Fisheries Joint Management Committee (staff support)
  - Beluga Monitoring Program
  - Beluga Management Strategy Plan
  - Harvest Study (component)
  
3. **Department of Indian and Northern Affairs**
  - Environmental Impact Screening Committee
  - Environmental Impact Review Board
  - Administration and staff support for both committees
  - Supplementary support to FJMC (one-time task)
  - On-going costs for the Review Board's attendance at the Beaufort Sea Steering Committee workshop.
  - One-time task for an FJMC project on Bowhead Whale Subsistence and Nutrition.
  - One-time task for the Library Automation for the Joint Secretariat.

### Funding provided outside Contribution Agreements:

In addition to the above funding, Environment Canada provides financial support to the Harvest Study by a grant from the Canadian Wildlife Service.

The Environmental Studies Research Fund provided partial funding for an FJMC Beluga Management Workshop in Vancouver, B.C.

## FINANCIAL STATEMENTS

The Joint Secretariat's and its committees' audited financial statements are provided separately from the annual report and are prepared for them by the firm of Avery, Cooper and Company of Yellowknife, N.W.T.

### FUTURE ACTIVITIES

For the new fiscal year, we hope to hire a permanent secretary/receptionist for the administration unit of the Joint Secretariat.

We will also be combining the junior accounting clerk's position with that of the general office clerk. This will be to maintain a junior accounts clerk who will also double as a travel co-ordinator for all of the committees.

At the end of the fiscal year, the library was installed, and one of the new clerks started the input of materials into a computer. She will continue on during the new year until that project is finished.

During the latter part of the fiscal year, we had started the hiring process for the vacated FJMC resource biologist position. To date, the interviews are not complete as we had received quite a wide response for the advertisement. We hope to have that position filled prior to the summer activities of that committee.

The Inuvialuit Regional Corporation has initiated a program which will be of use to the Joint Secretariat. The program is called "Human Resource Information System" and is in conjunction with CEIC's "Pathways" program. This program will train Inuvialuit beneficiaries to better their skills and will be computerized for future use of all the Inuvialuit organizations.