

JOINT SECRETARIAT
INUVIALUIT RENEWABLE RESOURCE COMMITTEES
ANNUAL ACTIVITY REPORT - 1994/95

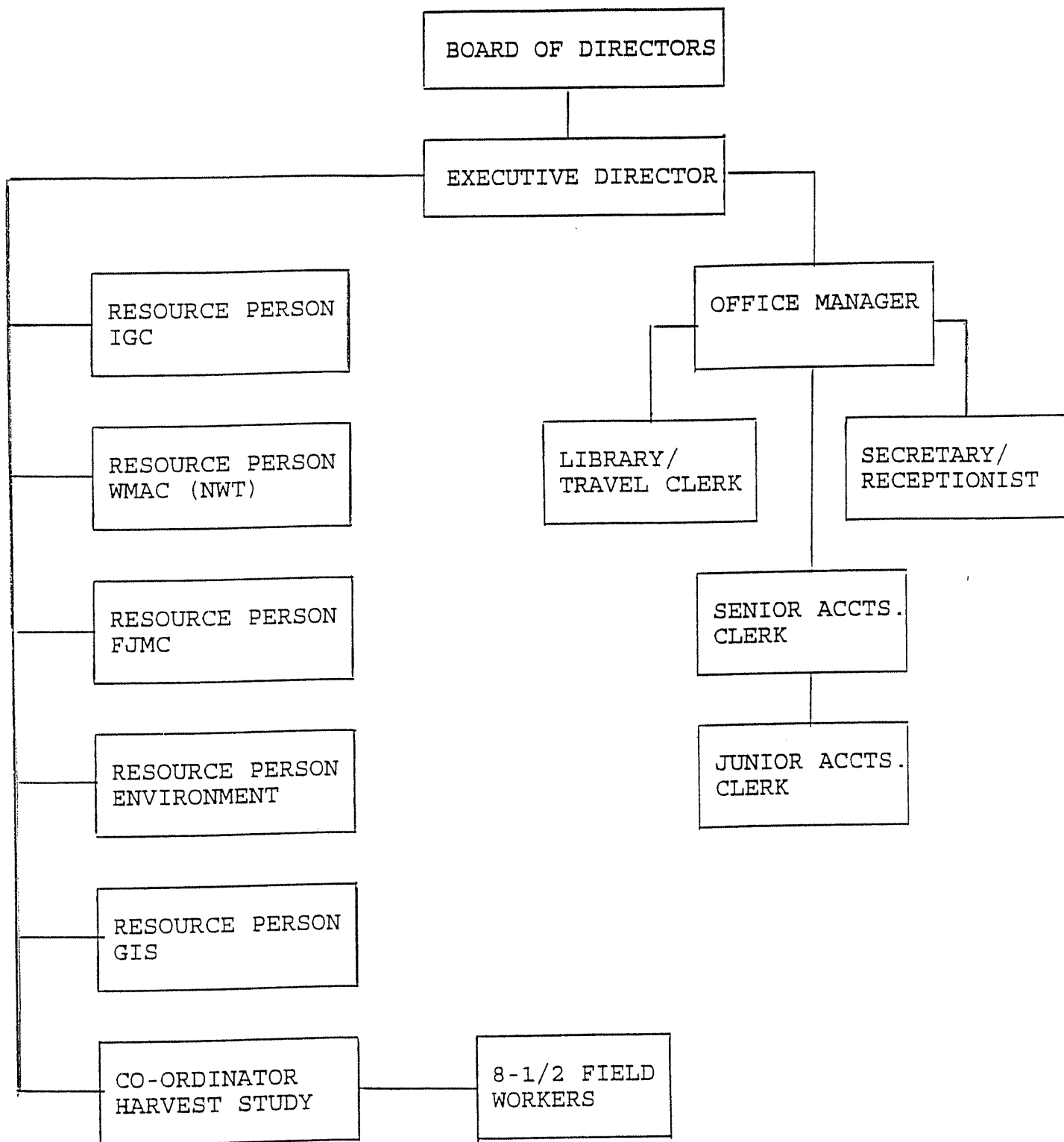
Produced in Inuvik, Northwest Territories

June, 1995

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 reporting to the Office Manager which is comprised of a Senior Accounts Clerk, a Junior Accounts Clerk, and a Travel Clerk. This unit is 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.
- a Resource Person for the Inuvialuit Game Council.
- a Resource Person for the WMAC (NWT).
- a Resource Person for the EISC and the EIRB.
- a Resource Person for the operation of the GIS.
- a 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 its Board of Directors, who are also members of the Secretariat as a society.

The resource persons 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 BOARD OF DIRECTORS 1994/95:

Chairman	-	John Bailey, WMAC(NWT)
Vice-chairman	-	Tom Beck, EISC
Secretary	-	Norm Snow, Joint Secretariat
Director	-	Andy Carpenter, IGC (April to Sept. 1994)
	-	Larry Carpenter, IGC (Sept. 1994 to present)
Director	-	Bob Bell, FJMC
Director	-	Robert Hornal, EIRB
Ex-officio	-	Lindsay Staples, WMAC(North Slope)

JOINT SECRETARIAT STAFF 1994 - 1995:

<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	Peggy Madore	Mar. 1994 to present
Travel Clerk	Shirley Kisoun	Aug. 1992 to present
Secretary/Receptionist	Michelle Greene	Aug. 1992 to present
Casual Secretary	Ruth Elanik	Sept.'94 to Feb. '95
FJMC Resource Person	Matt Stabler	June 1992 to present
IGC Resource Person	Richard Binder	Sept. 1990 to present
WMAC(NWT) Res. Person	Bruce Hanbidge	Aug. 1990 to present
Env. Resource Person	Charles Klengenber	July 1993 to Jul.'94
Env. Resource Person	Dodie Malegana	July 1994 to Dec.'94
Env. Casual RP	Linda Graf	July 1994 to Dec.'94
Env. Resource Person	Linda Graf	Jan. 1995 to present
Harvest Study Co-ord.	Michael Fabijan	Apr. 1987 to present
GIS Resource Person	Wayne Forsythe	Oct. 1993 to present

OPERATIONS

The Joint Secretariat was incorporated as a society in 1986, pursuant to the Inuvialuit Final Agreement. Five chairmen of the co-management committees (below) constitute the society's members and directors. The chairman of the WMAC (North Slope) is an ex-officio member. The Joint Secretariat was established to provide technical and administrative support to the following Inuvialuit Renewable Resource Committees:

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

The board of directors for the Joint Secretariat (JS) held one teleconference, two regular and an annual general meeting during the 1994/95 fiscal year. The teleconference took place in July and dealt with the additional space required by the Joint Secretariat office, as well as the adoption of the audited financial statements for the 1993/94 fiscal year end. The first regular board meeting was held in August in Calgary. The outcome of this meeting placed a fixed (capital) asset policy for the Joint Secretariat, reported on and extended the GIS operator's position for another one-year term. The board also gave their full support for the 2-year Renewable Resource Technology Program to be instructed at Arctic College in Inuvik beginning in the fall. The annual general meeting was held in Inuvik in January as well as the second board of director's meeting. Election of officers took place and saw the EISC chairman replace the FJMC chairman as the vice-chair of the Joint Secretariat board.

In April, all the co-management committees held their meetings in Inuvik.

At a meeting between the staff of the Joint Secretariat and the IGC chairman early in the fiscal year, notice was given by the IGC chairman of his impending resignation in the fall, however, he would still be active on the other co-management boards.

In the early part of May, the executive director of the Joint Secretariat attended the IWC Scientific Committee meeting in Mexico. In the latter part of May, he made presentations to a Nunavut Tungavik Inc. workshop on Land Claims implementation and traditional knowledge.

In June, the WMAC(NWT) resource person attended the NWT Technical Committee on Arctic Contaminant's meeting in Yellowknife. The executive director and the GIS operator attended an Ecosystem Monitoring workshop at the same time in Dawson City.

The Environment resource person resigned in July and this position was filled later that month. This position was complemented by the addition of a casual assistant to assist in the preparation for an upcoming EIRB public review.

OPERATIONS Cont'd

In mid-June, the executive director of the JS and the IGC chairman travelled to Whitehorse for a Principal's meeting with the Yukon Territorial Government, DIAND and the chairman of the WMAC (North Slope).

During the latter part of June, the second meetings of the co-management committees took place in Inuvik.

July saw the executive director going to the High North Alliance Networking Workshop in Washington, D.C.

August was a very busy month in the Joint Secretariat office as preparations and co-ordination for the North Slope Conference in Dawson got underway for the following month.

In September, all the co-management committees held their board meetings in Dawson to coincide with the North Slope Conference. At this meeting, a new chairman for the Inuvialuit Game Council was elected.

The secretary/receptionist for the Joint Secretariat took maternity leave from September '94 until February '95 and this position was filled by a casual secretary for that time period.

Also, in September, members from the Inuvialuit Game Council, FJMC and the Joint Secretariat travelled to Halifax for the Coastal Zone Canada conference. Members from the Joint Secretariat and the Inuvialuit Game Council went on to Ottawa for a whaling workshop sponsored by the Inuit Tapirisat of Canada.

In November, the executive director of the Joint Secretariat and the resource person and two members of the IGC, attended a CITES meeting in Florida. Public review hearings were held in Inuvik and Aklavik for the Driftwood Lumber Project during the month of November.

In December, a Community Conservation Plan Workshop was held in Inuvik. This event was hosted by the WMAC(NWT) and co-ordinated by the administration unit of the Joint Secretariat. Other co-management committee meetings were also held in Inuvik this month.

In December, the Environment resource person resigned and this position was filled in January by her casual assistant, for a ten-month term.

OPERATIONS Cont'd

In January, a community tour by the Joint Secretariat, IGC and WMAC(NWT) saw representatives from these groups go to all the communities in the Inuvialuit Settlement Region to explain the role of the co-management bodies. During this community tour, presentations on the IFA and wildlife management were made in all schools in the ISR communities. During the latter part of January, an ITC Environmental workshop was held in Nain, Labrador. Inuvialuit youth and community health workers from the ISR were co-sponsored to attend this workshop by the Inuvialuit Game Council.

In February, all the co-management committees met once again in Inuvik. The executive director of the JS, the chairman and resource person of the IGC travelled to Nuuk, Greenland to attend the annual NAMMCO meeting.

In early March, a National Marine Conservation Strategy Workshop was held in Inuvik, which was sponsored by CARC. The executive director of the JS went to Ottawa, in the latter part of the month, for an Advisory Committee on Marine Mammals meeting.

On March 27th, 1995, the Joint Secretariat was advised that Inuvialuit participation costs for the two WMAC's, the EISC and the EIRB would not be paid by the GNWT as of April 1st, 1995. The executive director and the IGC chairman began discussions with GNWT and DIAND officials to secure bridge funding and prevent disruption of the operations of those four co-management bodies. Predictably, with only four days notice, these efforts were to no avail, nor was a speedy resolution of this long-standing issue in sight.

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, and services.

OVERVIEW

In June, Charles Klengenber, the Environment resource person, resigned from his position. It was filled in July by Dodie Malegana. Linda Graf was hired on as casual Environment resource person assistant for a term position to December 1994. As Dodie Malegana resigned from her position in December 1994, it was filled by Linda Graf in January 1995. Linda will act as the Environment resource person until her term is up in October 1995. Recruitment for the Environment and FJMC resource persons will begin in the upcoming fiscal year.

Michelle Arbeau, secretary receptionist, took maternity leave commencing September 1994 until February 1995. A casual secretary, Ruth Elanik, was hired for the duration of Michelle's leave.

At their December meetings, the co-management bodies and the IGC responded to a need expressed by the HTC's for academic upgrading for the resource persons of the Hunters and Trappers Committees. The Department of Renewable Resources of the Government of the NWT provided funding for some of these resource persons to attend administration courses at Arctic College in Inuvik in the upcoming fiscal year.

In January 1995; the board of directors for the Joint Secretariat approved an extension for space in the library. This alleviated space shortage for storing dead files belonging to all the committees.

Computer courses were taken at Arctic College in Inuvik, by two administration staff.

The Harvest Study co-ordinator (Michael Fabijan) retained the services of 8 full-time and 1 part-time fieldworkers from the ISR communities to collect harvest data.

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

FUNDING

Funding requirements for the Joint Secretariat committees are provided 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)
 - Harvest Study (component - separate contribution agreement)
 - Inuvialuit participation costs for Environmental Impact Review Board, Environmental Impact Screening Committee and Wildlife Management Advisory Council (North Slope - separate funding arrangement)

2. **Department of Fisheries and Oceans Canada**
 - Fisheries Joint Management Committee (Inuvialuit and Chairman costs)
 - Fisheries Joint Management Committee (staff & program support)
 - FJMC Beluga Monitoring Program, Fishing Registration and Consultation
 - FJMC One Time Studies
 - Harvest Study (component)

3. **Department of Indian and Northern Affairs**
 - Environmental Impact Screening Committee
 - Environmental Impact Review Board
 - Administration and Staff Support for both the above Committees
 - Staff Support for the Joint Secretariat Library
 - Environmental Impact Review Public Hearings
 - Community Resource Management Program (partial funding on behalf of FJMC Traditional Knowledge Project)

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.

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.