

JOINT SECRETARIAT
INUVIALUIT RENEWABLE RESOURCE COMMITTEES
ANNUAL ACTIVITY REPORT - 1996/97

March 1997

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.

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 Travel Clerk and Secretary/Receptionist. This unit is responsible for the maintenance of the secretariat's general ledger, accounts payable and accounts receivable, preparation of financial reports and matters relating to the budget process.
- a Librarian (who is also the Travel Clerk) is responsible for inputting library data into a computerized retrieval system and maintenance of the library itself.
- 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 field workers in the six ISR communities.

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 senior accountant receive their direction from the office manager, who in turn gets direction from the Executive Director.

* The Harvest Study Co-ordinator position was deleted in July, but the field workers continued to obtain harvest data in a "low maintenance mode".

STRUCTURE Cont'd

JOINT SECRETARIAT BOARD OF DIRECTORS 1996/97:

Chairman	-	John Bailey, WMAC(NWT) - April 1 to June 14, 1996
Chairman	-	Larry Carpenter, IGC - June 14, 1996 to March 31, 1997
Vice-chairman	-	Tom Beck, EISC
Secretary	-	Norm Snow, Joint Secretariat
Director	-	Bob Bell, FJMC
Director	-	Robert Horal, EIRB
Director	-	John Bailey, WMAC(NWT) - April 1, 1996 to October 1, 1996 - (resigned)
Acting Director	-	Andy Carpenter, WMAC(NWT) - October 1, 1996 to March 30, 1997
Director	-	Peter Usher, WMAC(NWT) - March 25, 1997 to present
Ex-officio	-	Lindsay Staples, WMAC (North Slope)

JOINT SECRETARIAT STAFF 1996 - 1997:

<u>POSITION</u>	<u>NAME</u>	<u>DATE OF EMPLOYMENT</u>
Executive Director	Norm Snow	Oct. 1986 to present
Office Manager	Peggy Madore	April 1996 to present
Senior Accounting Clerk	Judy Gordon	April 1996 to present
Travel Clerk	Shirley Kisoun	August 1992 to present
Secretary/Receptionist	Laura Paterson Angela Hunter	July 1995 to August 1996 September 1996 to present
FJMC Resource Person	Matt Stabler Mae Cockney	June 1992 to July 1996 June 1996 to present
IGC Resource Person	Richard Binder	Sept. 1990 to present
WMAC(NWT) Res. Person	Bruce Hanbidge	Aug. 1990 to present
Env. Resource Person	Linda Graf	November 1995 to present
Harvest Study Co-ord.	Michael Fabijan	April 1987 to July 1996
GIS Resource Person	Michael Muller	Jan. 1996 to present

OPERATIONS

The Joint Secretariat (JS) 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 director. 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 of the Joint Secretariat held one regular and an annual general meeting, as well as two teleconferences during the 1996/97 fiscal year. The regular board meeting and the annual general meeting were held in Yellowknife in June. The teleconferences took place in October, 1996 and February 1997. The February teleconference was held to appoint three representatives to the Inuvialuit Harvest Study Administrative Group. This administrative group is to be responsible for the future conduct of a revised Harvest Study.

In early June interviews were held for the replacement of the Fisheries Joint Management Committee's Resource Person. A successful candidate was hired June 10, 1996.

Larry Carpenter was elected Chairman of the Joint Secretariat Board at the June 1996 Annual General Meeting in Yellowknife.

In July the Inuvialuit Harvest Study Co-ordinator's position was deleted and the Harvest Study continued in a "low maintenance mode". The field workers came under the direction of the HTC's with assistance from J.S. staff and the former HSC.

Our Secretary/Receptionist resigned in August and in mid September the position was filled full time.

In early October, John Bailey resigned from his position as Chairman of the Wildlife Management Advisory Committee (NWT) and also as a J.S. Board member. As a result of the Order in Council process, the new Chair of WMAC(NWT) - Peter Usher was not appointed until March 25, 1997, Andy Carpenter was acting Chairman until such time as Peter Usher could officially take over. The position overlapped for two weeks due to scheduled meetings that were previously booked before the appointment was official.

OPERATIONS Cont'd

A seminar on "Two ways of knowing Indigenous and Scientific Knowledge" was held in November 1996. Hunters, elders, resource managers and researchers from Alaska, Canada, Greenland, and Russia, met in Inuvik, N.W.T. to discuss indigenous knowledge issues and prepare recommendations for its application in resource management and research. This seminar was a component of a beluga indigenous knowledge pilot project undertaken under the auspices of the Working Group on the Conservation of Arctic Flora and Fauna (CAFF), which is a Programme of the Arctic Environmental Protection Strategy (AEPS).

The workshop was sponsored by the Fisheries Joint Management Committee and co-sponsored by the Inuit Circumpolar Conference. Financial support for the workshop was provided by Department of Indian and Northern Affairs. Due to a number of telephone conferences and close contact between FJMC, IGC, ICC and DIAND, we were able to, along with the help of the Joint Secretariat administration staff, organize and accomplish a successful workshop.

The GIS Specialist spent a lot of effort in acquiring and verifying very basic spatial information for the ISR, projects which are now coming to fruition. Geomatics Canada is providing us with digital copies of the surveyed Inuvialuit lands along with the associated 1:250 000 scale National Topographic Database Basemaps. A contract sponsored by WMAC(NWT) was administered to digitize and verify the sites described in the Community Conservation Plans. NOAA AVHRR and ERS-1 radar satellite images for the Beaufort Sea were identified that coincide with data from the Beluga Tagging Project of 1995 and purchased. Vegetation mapping for the ISR was initiated. Significant time was also spent on information technology issues for the Joint Secretariat, HTC's and co-management boards. E-mail standards were developed, hardware purchased and access to the Internet negotiated. Networking possibilities within the JS are being evaluated.

Approximately 70 maps were produced for Renewable Resource Committees and IRC\ILA. Development and implementation of effective digital data management has begun.

There are other areas where the Joint Secretariat and the Inuvialuit Regional Corporation staff also worked closely together, notably in the development of the Harvester Assistance Program, and improving the level of technical and administrative support to the Hunters and Trappers Committee's. The latter is accomplished by way of an ad hoc working group, which includes Department of Resources, Wildlife and Economic Development staff.

Joint Secretariat staff also assisted in the coordination of presentations by IRC, IGC and GTC to the Standing Committee on Foreign Affairs and International Trade and to the Canadian Polar Commission.

OPERATIONS Cont'd

Ongoing Issues which require similar close cooperation largely involve the review and monitoring of new legislation, such as Canadian Environmental Assessment Act, Canadian Environmental Protection Act, Canadian Endangered Species Protection Act, Mackenzie Valley Resource Management Act and proposed firearms regulations.

Joint Secretariat staff, Fisheries Joint Management Committee and Inuvialuit Game Council representatives attended the International Association of the Study of Common Property Annual Meeting and made presentations to the Community Based Whaling Workshop which were held concurrently at Berkeley. These meetings initiated a process to create an International Community Based Whaling Council.

Joint Secretariat staff maintained involvement in the North Slope Ecological Monitoring and Assessment Network by participating in the Annual Workshop, and also the Long Term Research Planning exercise which followed that workshop. The Joint Secretariat also provided invaluable support to the Inuvialuit Game Council, Wildlife Management Advisory Council (NWT) and Fisheries Joint Management Committee participation in the International Union of the Conservation of Nature General Assembly (World Conservation Congress).

Norm Snow is a member of the Technical Committee on Arctic Contaminants at the request of the Inuvialuit Game Council and the Inuvialuit Regional Corporation, and in addition to attending regular Committee meetings, he also attended the Science Managers Meeting and Workshop in Yellowknife, and the Northern Contaminants Program Annual Results Conference in Sidney.

The Executive Director attended the Arctic Environmental Protection Strategy - Environmental Emergency Preparedness and Responses Working Group Meeting in Yellowknife and also the Experts Workshop in Vancouver which resulted in the development of a detailed outline for a Circumpolar Oilspill Response Guide. This was to be passed on to the Working Group for its review and ratification.

Norm Snow is a member for the Northern Regional Advisory Council (C.C.G.) and was present at its inaugural meeting in Yellowknife. All future meetings will be public meetings.

The Executive Director and the Chairman of the Inuvialuit Game Council were invited as experts, to participate in two National Round Table on Environment and Economy Workshops held in Ottawa. They were both contributory to Canada's presentation on the Oceans component of the Rio 5+ exercise.

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 (3 Contribution Agreements)**
 - a) - Joint Secretariat Administration
- Inuvialuit Game Council
- Wildlife Management Advisory Council (NWT)
- Staff Support for the Joint Secretariat Library
 - b) - Harvest Study
 - c) - Inuvialuit participation costs for the Environmental Impact Review Board, the Environmental Impact Screening Committee and both Wildlife Management Advisory Councils (North Slope and NWT)

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

3. **Department of Indian and Northern Affairs**
 - Environmental Impact Screening Committee
 - Environmental Impact Review Board
 - Administration and Staff Support for both the above Committees
 - Environmental Impact Review Board Public Reviews

FUNDING PROVIDED OUTSIDE CONTRIBUTION AGREEMENTS:

In addition to the above, the Harvest Study also received financial support from the Canadian Wildlife Service, via the GNWT contribution agreement and a contribution from the YTG via the Wildlife Management Advisory Council (North Slope).

FINANCIAL STATEMENTS

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