

**JOINT SECRETARIAT**

**INUVIALUIT RENEWABLE  
RESOURCE COMMITTEES**

**ANNUAL ACTIVITY REPORT - 1997/98**

**June 1998**

## OBJECTIVES OF THE JOINT SECRETARIAT

1. To support and facilitate the interests and activities 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 Chairs 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 Chairs.

## OPERATIONS

The Joint Secretariat (JS) was incorporated as a society in 1986, pursuant to the Inuvialuit Final Agreement. Five chairs of the co-management committees (below) constitute the society's members and directors. The chair 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 three regular and an annual general meeting, as well as one teleconference during the 1997/98 fiscal year. The April 1997 regular board meeting was held in Yellowknife. A teleconference was held in June 1997 to adopt the 1996/97 audited financial statement. In September 1997 a regular board meeting and the annual general meeting were held in Dawson. Another regular meeting was held in November 1997 in Calgary.

In late October interviews were held for the replacement of the Wildlife Management Advisory Council (NWT) Resource Person. The successful candidate was hired November 1, 1997.

Larry Carpenter resigned as the Chair of the Joint Secretariat Board at the November 15, 1997 board of director's meeting. At that time the Vice-Chair, Tom Beck, stepped into the position of Acting Chair. Larry also resigned as Chair of the Inuvialuit Game Council at its December 1997 meeting. Duane Smith was elected as Chair of the Inuvialuit Game Council at this meeting.

Shirley Kisoun resigned as Administrative Assistant/Librarian in mid December. Judy Gordon also resigned as Finance Officer in February 1998. Angela Hunter moved to the Administrative Assistant position and the secretary/receptionist position was filled with a casual person on a temporary basis until we hired a full time person. A successful candidate was hired late March 1998.

Mae Cockney, FJMC Resource Person, was on maternity leave from June to October of 1997. Joey Amos was hired for the duration of Mae's leave.

The Administrative Unit, in addition to its routine activities administered external funding for the Beluga Telemetry (satellite tagging) project and the WMAC(NWT) Curriculum Development project. These funds were provided by the United States Minerals Management Service and the Inuvialuit Education Fund respectively. Both projects have been extremely successful. The latter is ongoing, but will be concluded early in the new fiscal year.

The staff of the JS has maintained a high level of liaison and cooperation with the Inuvialuit Regional Corporation (IRC). This has largely been in the areas of existing and proposed environmental legislation, amendments to regulations and the development of the Inuvialuit

Harvester Assistance Program. A major objective of both the JS and IRC has been to provide financial administration support and related infra-structure to the Hunters and Trapper Committees (HTC). This has led to the joint development of an HTC Coordinator position. This is a Government of the Northwest Territories (GNWT) Department of Resources Wildlife and Economic Development (DRWED) position supported by Inuvialuit Final Agreement (IFA) Implementation funds, but physically located in the offices of the JS. The Executive Director is a member of the Interview Board, and the hiring process is currently under way. One of the primary roles of this position is to reduce the current level of assistance provided by the JS staff.

The JS has also provided assistance, via the Executive Director, to the development of the Arctic College (Aurora Campus) Natural Resource Training Program, and the Centre of Excellence proposal of the Aurora Research Institute.

In addition to the direct committee - specific support provided by the JS staff, there are "central service" facilities housed within the JS offices. These are: the Inuvialuit Harvest Study (IHS) and the Geographic Information System (GIS). Until July of last year the IHS was run by a Coordinator and the GIS continues to be operated by a GIS Specialist. Both positions are Resource Person equivalents within the JS organization.

The IHS is undergoing major modifications and this activity is currently in progress. In July 1996, the Study went into "low maintenance mode." i.e. the HTC's assumed a more prominent role in managing data collection and the Harvest Study Coordinator position was eliminated. Some of the Coordinator functions have been provided on a contract basis during this interim period. An ad hoc IHS Administration Group was convened to oversee this phase. It has subsequently been replaced by an IHS Management Committee comprised of the Chairs of the FJMC, and both WMAC's in addition to three IGC appointments. The Executive Director of the JS is the IHS Administrator.

The eight Field Workers remain in place, and a combination of JS staff and contracted services have ensured the smooth running of the IHS during this transition period. Consultants have been hired to build a user-friendly, menu-driven database management system. It is anticipated that this will be operational early in the new Fiscal Year, at which time the IHS Coordinator position will be re-staffed.

The mandate of the GIS element of the JS is to manage geographical information and computer systems in support of the Inuvialuit Game Council, the Joint Secretariat and the Renewable Resource Committees.

The current digital database of the ISR was expanded through the addition of digital copies of the surveyed Inuvialuit lands along with the associated National Topographic Digital Basemaps (NTDB) for geo-referencing. The correct linework for the Inuvialuit parcel fabric (Private Lands) was received from Geomatics Canada and the appropriate attribute information based on the IFA was attached. Coverage of any areas lacking NTDB was purchased. MAPINFO and SPANS GIS are being used to assimilate, edit and reconstruct these new data into specific layers covering all of the ISR. i.e. water data layer, topographical contour layer. This should be finished late in 1998.

GIS and WMAC(NWT) have initiated and partially completed, in cooperation with the co-management committees and the HTCs, verification, updating and revision of the Community

Other data were also procured. Prospecting permit data from DIAND (Yellowknife) were edited in order to develop and maintain a spatial database of prospecting permits in the ISR. Files have also been added to the JS database containing baseline information for the State of Alaska. These files describe the lakes, rivers and coastline of Alaska at a 1:2 000 000 scale. With the cooperation of the WWF, the data were acquired with which an "enduring features" analysis could be performed. All the ground control points (GCPs) surveyed in the ISR were downloaded from Geomatics Canada and the data was cleaned up for inclusion into the GIS database. These points represent the most accurate links between the real world and any images or maps and can be used for precise georeferencing.

Vegetation mapping over the ISR would provide a useful baseline from which to monitor change and identify habitat. DRWED-forestry has committed significant funds and personnel towards mapping the vegetation in the western NWT. A vegetation classification based on Landsat TM imagery was developed and implemented in Fort Smith last year. The classification scheme and air truthing procedures were tested and refined during the summer of 1997. A meeting of parties potentially interested in mapping the vegetation in the Western Arctic was held at the JS in the spring of 1998. Parks Canada, DRWED-renewable resources and DRWED-remote sensing centre will continue to make significant contributions to this project.

A great deal of time has been spent trying to identify appropriate NOAA AVHRR and ERS-1 radar satellite images of ice cover that coincide with data from the Beluga Tagging Project of 1995. No matches were found for a representative subset of the data so the search has been broadened for any matches at all. The tagging information for 1997 has not yet been received.

Research into the development of a georeferenced traditional names database began with an investigation of possible repositories for this type of information for the ISR. Experts have been contacted and their methods examined. There are still significant problems to be resolved when attempting to add traditional place names to a map in a meaningful way.

Efforts to standardize and document procedures, information and output from the Resource Person-GIS continued. Feedback from EISC has resulted in consistent output standards for hardcopy maps submitted to that committee. A "map signature" clearly identifying products from the Joint Secretariat was developed and appears on all the maps produced for the EISC. Application of this signature to other products is nearly universal. Current conventions for metadata continue to be implemented. New data sets are being documented as they arrive and metadata are being added to older files if they are updated or are under current use. A database structure for digital geographic data is slowly being constructed. Progress has been slow. Maps and data generated through EISC requests have been separated from other data in order to facilitate long-term tracking of development proposals.

A significant amount of time continued to be spent on maintaining the computing facilities at the Joint Secretariat. Operating systems were re-installed and configured on several computers. Software was installed and updated on 20 computers. Numerous computer systems and peripherals for the JS and HTC's were researched, priced and purchased. As a result, the JS and all the HTC's are using Win95 on Pentium machines. E-mail was implemented for those Inuvialuit groups involved in wildlife management. All have, or will have, access to e-mail. Telephone line quality remains low for Sachs Harbour and Holman. A detailed proposal has been submitted to the JS Board of Directors regarding options for networking the computers at the Joint Secretariat.

One of the primary tasks continued to be the production of hardcopy maps. About 30 maps were produced to aid in identifying potential impacts of proposed projects with regard to sites identified in the Community Conservation Plans for EISC. Maps and presentations were produced for the Community Conservation Plan Review and the overlap agreement with the Gwich'in for WMAC(NWT). Several maps were produced for both WMAC(NS) and FJMC, for use in their reports, brochures and research. Also, 17 maps dealing with various issues and projects, including land ownership were produced for different groups including IRC, IGC and the HTCs.

Last year several attempts were made to introduce GIS to members of the community and encourage interest in GIS-biology related careers through participation in Science and Technology Week (Aurora Research Institute), the Career Fair (Aurora College), a one-day course on GIS (University of Ottawa) and the North Slope Conference.

A couple of intensely productive days were also spent at Tydac Technologies for SPANS-specific training which focused on advanced modeling and issues particular to the needs at the Joint Secretariat.

## ORGANIZATION AND STAFF ROSTER

The Joint Secretariat presently consists of:

- a board of directors, comprised of the Chairs of the committees served by the Secretariat.
- an Executive Director, responsible for the overall direction of the Secretariat.
- a Senior Administrative Officer, responsible for the routine office procedures and the financial administration of the Secretariat.
- a financial administration unit reporting to the Senior Administrative Officer which is comprised of a Finance Officer, an Administrative Clerk and a 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 Administrative Clerk) is responsible for inputting library data into a computerized retrieval system and the 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 Coordinator 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 coordinator 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 Coordinator position was eliminated in July, but the field workers continued to obtain harvest data in a "low maintenance mode".

JOINT SECRETARIAT BOARD OF DIRECTORS 1997/98:

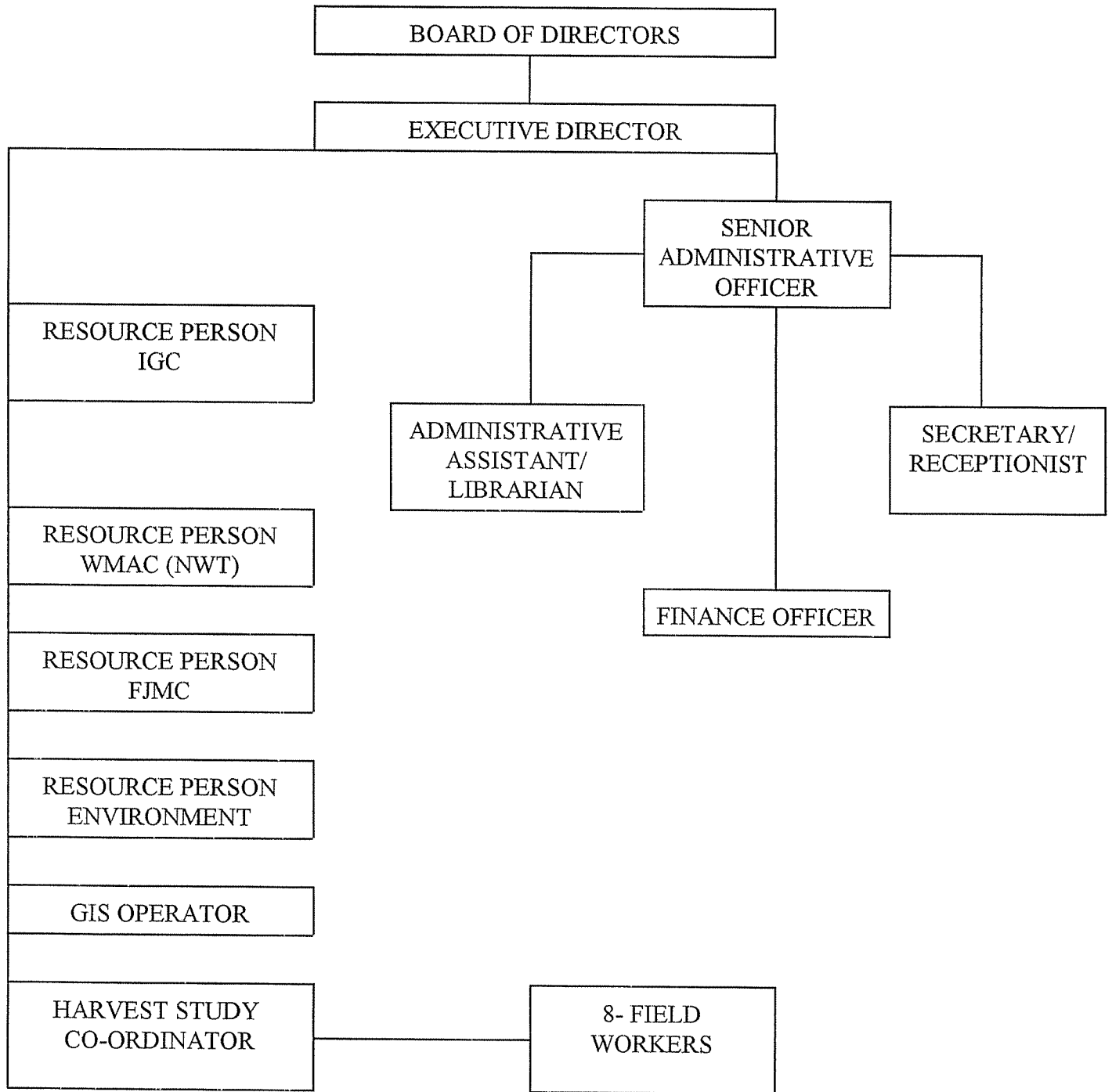
Chair	-	Larry Carpenter, IGC - June 14, 1996 to December 12, 1997 (resigned)
Vice-chair	-	Tom Beck, EISC
Secretary	-	Norm Snow, Joint Secretariat
Director	-	Duane Smith, IGC - December 13, 1997 to present
Director	-	Bob Bell, FJMC
Director	-	Robert Hornal, EIRB
Director	-	Peter Usher, WMAC(NWT) - March 25, 1997 to present
Director (Ex-officio)	-	Lindsay Staples, WMAC (North Slope)

JOINT SECRETARIAT STAFF 1997 - 1998:

<u>POSITION</u>	<u>NAME</u>	<u>DATE OF EMPLOYMENT</u>
Executive Director	Norm Snow	Oct. 1986 to present
Senior Administrative Officer	Peggy Madore	April 1996 to present
Finance Officer	Judy Gordon	April 1996 to February 2, 1998
Administrative Assistant	Shirley Kisoun Angela Hunter	August 1992 to December 18, 1997 February 9, 1998 to present
Secretary/Receptionist	Angela Hunter Carolyn Sheppard Brigitte Wolki	September 1996 to February 8/98 February 9, 1998 to March 20, 1998 March 23, 1998 to present
Casual Office Clerk	Myrna Button	February 11, 1998 to present
FJMC Resource Person	Mae Cockney Joseph Amos	June 1996 to June 27, 1997 October 27, 1997 to present June 16, 1997 to November 28/97
IGC Resource Person	Richard Binder	Sept. 1990 to present
WMAC(NWT) Res. Person	Bruce Hanbidge Brian Johnston	Aug. 1990 to October 2, 1997 November 1, 1997 to present
Env. Resource Person	Linda Graf	November 1995 to present
GIS Resource Person	Michael Muller	Jan. 1996 to present



**JOINT SECRETARIAT**  
**INUVIALUIT RENEWABLE RESOURCE COMMITTEES**



## MEETINGS AND COURSES ATTENDED BY J.S. STAFF

Richard Binder

- PBJC/TC - Anchorage - April 7 - 13, 1997
- CITES - Harare - June 9 - 20, 1997
- North Slope Conference - Dawson - September 29 - October 1, 1997
- Marine Mammal Commission, Annual Meeting - Fairbanks - November 17 - 20, 1997
- Alaska Beluga Whale Committee Meeting - Fairbanks - November 21, 1997

Bruce Hanbidge

- Polar Bear Workshop - Holman - June 23 - 24, 1997
- North Slope Conference - Dawson - September 29 - October 1, 1997

Brian Johnston

- Darnley Bay Meetings - Paulatuk - February 11 - 13, 1998
- Peary and Arctic Islands Caribou Workshops - Sachs Harbour and Holman February 28 - March 2, 1998
- North American Wildlife and Natural Resources Conference - Orlando March 20 - 24, 1998

Linda Graf

- IAIA Conference - New Orleans - May 25 - June 1, 1997
- North Slope Conference - Dawson - September 29 - October 1, 1997
- NWT Association For Impact Assessment - Yellowknife - October 14 - 17, 1997
- Environmental Review and Permits Workshop - Inuvik - November 21, 1997
- Geoscience Forum - Yellowknife - November 25 - 30, 1997
- CEAA Meeting - Yellowknife - February 8 - 11, 1998
- Canadian Environmental Assessment Agency's Cumulative Effects Assessment Practitioner's Guide Consultation Session - Yellowknife - February 10, 1998
- Cumulative Effects Assessment Course - Banff - February 23 - 27, 1998

Joey Amos

- North Slope Conference - Dawson - September 22 - October 1, 1997
- FJMC Community Tour - January 1998

Michael Muller

- Vegetation Mapping Workshop - Fort Smith - May 5 - 8, 1997
- Protected Areas Meeting - CWS and YTG - Yellowknife - June 4 - 9, 1997
- Vegetation Mapping Workshop - Fort Smith - June 17 - 21, 1997
- North Slope Conference - Dawson - September 22 - October 1, 1997
- Long Term Research Planning - Dawson - October 2, 1997
- SPANS Course - Ottawa - March 11 - 14, 1998
- IHS - Graphical User Interface Contractor Meeting - Calgary - March 9 - 11, 1998

## MEETINGS AND COURSES ATTENDED BY J.S. STAFF - Cont'd

Norm Snow

- Co-Management presentation to Congressional Caucus - Washington, DC - April 7, 1997
- 2<sup>nd</sup>. International Wildlife Law Conference - Washington, DC - April 8 - 10, 1997
- Contaminants Workshop (Arctic College) - Inuvik - April 30 - May 2, 1997
- Aquatic Effects Monitoring Workshop - Yellowknife - May 13 - 16, 1997
- Global Biodiversity Forum (7) - Harare - June 6 - 8, 1997
- CITES - Harare - June 9 - 20, 1997
- Arctic Regional Advisory Council Meeting - Hay River - August 20, 1997
- North Slope Conference - Dawson - September 29 - October 1, 1997
- Marine Mammal Commission Annual Meeting - Fairbanks - November 17 - 21, 1997
- Mercury Workshop - Ottawa - December 3 - 5, 1997
- EPPR WG Experts Meeting - Tromsø - January 3 - 17, 1998
- NCP Results Workshop - Calgary - January 26 - 31, 1998
- Yukon Wildlife Act Amendments WG Meeting - Whitehorse - February 18 - 22, 1998
- NRTEE (Ocean Co-Management) - Vancouver - March 15 - 16, 1998
- Workshop on Managing Human Activities in Caribou Calving and post-calving Areas, Steering Committee Meeting - Yellowknife - March 25 - 28, 1998

## **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 OF 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.

The Fisheries Joint Management Committee received special funding from the Minerals Management Service of Washington, D.C. to fund the Beluga Satellite Tagging Project. Extra funding was also received from Department of Fisheries and Oceans for this project.

The Joint Secretariat administered the funds received from the GNWT, by way of a contribution agreement for the Hunters and Trappers Committees Administrative and Operational Support.

The Inuvialuit Summer Placement Program was funded by the Inuvialuit Regional Corporation and administered by the Fisheries Joint Management Committee.

### **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.