

JOINT SECRETARIAT

STATUS REPORT

STAFF AND ORGANIZATION

The Joint Secretariat presently has ten staff members. The majority of staff were hired in the period from April to June, 1987. This represents the full complement of staff. A revised organization chart and a list of position descriptions are attached.

The Resource positions report to the Chairmen of the respective committee/board. On a daily basis they inform the Executive Director of upcoming meetings and concerns. However, in terms of duties and performance, these positions look to the Chairmen for guidance.

Resource positions are supported by the Administration Staff. This support consists of accounting, administrative and secretarial services. These services are monitored and allocated by the Office Manager who reports directly to the Executive Director. The Executive Director is responsible to the Board of Directors of the Joint Secretariat.

The Joint Secretariat has expanded its office space to accommodate the increased staff size. Space includes the reception area, executive office, five offices, a computer room and a large common area. The common area houses the growing Joint Secretariat library, extra desks for visiting members and the coffee area. The present space is barely adequate for existing needs. Any additional growth will lead to overcrowding. There is a new office building planned for the exclusive use of the Inuvialuit groups. Occupancy is planned for the fall of 1989 when the leases for present office space expire.

In the meantime, the Landlord has planned various renovations that will improve the ventilation of the offices. These renovations include a proposal to jointly finance a central air-conditioning system. Mr. Billingsley's letter is attached.

PAY SCHEDULES

The annual salaries of the Joint Secretariat staff are:

Executive Director	-	\$45,000.00
Office Manager	-	34,000.00
Resource Positions	-	32,000.00
Clerical Staff	-	22,000.00

All staff except the Executive Director, are also paid a Settlement Allowance of \$3,500.00 and an Accommodation Allowance of \$5,400.00 annually. This is intended to compensate employees for the higher expense of living in Inuvik and is identical to the allowances paid by the Territorial Government. In addition, employees receive Vacation Travel Assistance of \$2,500.00 after one year of employment.

The Joint Secretariat does not extend medical, dental, retirement or death benefits to its employees, other than those offered by Workers' Compensation.

LAW SUIT - S. MONTEITH

Sally Monteith, formerly the Office Manager, was released from that position on January 23, 1987. She subsequently filed a lawsuit charging wrongful dismissal and demanding compensation. The Examination of Discovery has been held and a trial date is pending. To date \$2,278.60 has been paid to Richard, Vertes, Peterson & Schuler in connection with the case. Ms. Monteith is suing for compensation for lost wages and punitive damages in an amount equal to one year's salary plus benefits plus unauthorized overtime payment, plus costs.

FINANCIAL REPORTS

Copies of the most recent financial reports for all committees, as well as the Joint Secretariat, are attached. All organizations are under budget for 1987-1988 fiscal year. However, on-going cash flow problems are experienced due to late arrival of contribution payments from the Dept. of Indian Affairs and Northern Development and the Dept. of Fisheries and Oceans. To date, the Joint Secretariat has expended \$106,000.00 and committed a further \$11,000.00 on behalf of the Environmental Impact Review Board and the Screening Committee. To date \$63,000.00 has been received from DIAND, leaving a deficiency of \$54,000.00. On behalf of the Fisheries Joint Management Committee, \$50,000.00 has been expended and \$5,000.00 committed. As well, the Joint Secretariat has supported the Hornaday River Project on behalf of DFO for a total of \$25,000.00. Funding has yet to be received form DFO. In summary:

	Expended and Committed	Contributed	Deficit
EISC/EIRB (DIAND)	\$117,000.00	\$63,000.00	\$54,000.00
FJMC (DFO)	55,000.00	0.00	55,000.00
Hornaday (DFO)	25,000.00	0.00	25,000.00
 TOTAL DEFICIT			 <u>\$134,000.00</u>

The failure of DIAND and DFO to contribute on a timely basis has forced the Joint Secretariat to hold payments to suppliers due to lack of funds.

In contrast, the Government of the Northwest Territories has been very cooperative. Contributions for the first two quarters were deliberately inflated to allow the Joint Secretariat to continue to operate. Unfortunately, the third quarter payment will be decreased by the inflation factor of the first two. GNWT will be forwarding \$22,000.00 for the third quarter. Once again, the Joint Secretariat will be cash poor and have difficulty meeting its financial obligations.

JOINT SECRETARIAT

STATUS REPORT

STAFF AND ORGANIZATION

The Joint Secretariat presently has ten staff members. The majority of staff were hired in the period from April to June, 1987. This represents the full complement of staff. A revised organization chart and a list of position descriptions are attached.

The Resource positions report to the Chairmen of the respective committee/board. On a daily basis they inform the Executive Director of upcoming meetings and concerns. However, in terms of duties and performance, these positions look to the Chairmen for guidance.

Resource positions are supported by the Administration Staff. This support consists of accounting, administrative and secretarial services. These services are monitored and allocated by the Office Manager who reports directly to the Executive Director. The Executive Director is responsible to the Board of Directors of the Joint Secretariat.

The Joint Secretariat has expanded its office space to accommodate the increased staff size. Space includes the reception area, executive office, five offices, a computer room and a large common area. The common area houses the growing Joint Secretariat library, extra desks for visiting members and the coffee area. The present space is barely adequate for existing needs. Any additional growth will lead to overcrowding. There is a new office building planned for the exclusive use of the Inuvialuit groups. Occupancy is planned for the fall of 1989 when the leases for present office space expire.

In the meantime, the Landlord has planned various renovations that will improve the ventilation of the offices. These renovations include a proposal to jointly finance a central air-conditioning system. Mr. Billingsley's letter is attached.

PAY SCHEDULES

The annual salaries of the Joint Secretariat staff are:

Executive Director	-	\$45,000.00
Office Manager	-	34,000.00
Resource Positions	-	32,000.00
Clerical Staff	-	22,000.00

All staff except the Executive Director, are also paid a Settlement Allowance of \$3,500.00 and an Accommodation Allowance of \$5,400.00 annually. This is intended to compensate employees for the higher expense of living in Inuvik and is identical to the allowances paid by the Territorial Government. In addition, employees receive Vacation Travel Assistance of \$2,500.00 after one year of employment.

The Joint Secretariat does not extend medical, dental, retirement or death benefits to its employees, other than those offered by Workers' Compensation.

LAW SUIT - S. MONTEITH

Sally Monteith, formerly the Office Manager, was released from that position on January 23, 1987. She subsequently filed a lawsuit charging wrongful dismissal and demanding compensation. The Examination of Discovery has been held and a trial date is pending. To date \$2,278.60 has been paid to Richard, Vertes, Peterson & Schuler in connection with the case. Ms. Monteith is suing for compensation for lost wages and punitive damages in an amount equal to one year's salary plus benefits plus unauthorized overtime payment, plus costs.

FINANCIAL REPORTS

Copies of the most recent financial reports for all committees, as well as the Joint Secretariat, are attached. All organizations are under budget for 1987-1988 fiscal year. However, on-going cash flow problems are experienced due to late arrival of contribution payments from the Dept. of Indian Affairs and Northern Development and the Dept. of Fisheries and Oceans. To date, the Joint Secretariat has expended \$106,000.00 and committed a further \$11,000.00 on behalf of the Environmental Impact Review Board and the Screening Committee. To date \$63,000.00 has been received from DIAND, leaving a deficiency of \$54,000.00. On behalf of the Fisheries Joint Management Committee, \$50,000.00 has been expended and \$5,000.00 committed. As well, the Joint Secretariat has supported the Hornaday River Project on behalf of DFO for a total of \$25,000.00. Funding has yet to be received from DFO. In summary:

	Expended and Committed	Contributed	Deficit
EISC/EIRB (DIAND)	\$117,000.00	\$63,000.00	\$54,000.00
FJMC (DFO)	55,000.00	0.00	55,000.00
Hornaday (DFO)	25,000.00	0.00	25,000.00
TOTAL DEFICIT			<u>\$134,000.00</u>

The failure of DIAND and DFO to contribute on a timely basis has forced the Joint Secretariat to hold payments to suppliers due to lack of funds.

In contrast, the Government of the Northwest Territories has been very cooperative. Contributions for the first two quarters were deliberately inflated to allow the Joint Secretariat to continue to operate. Unfortunately, the third quarter payment will be decreased by the inflation factor of the first two. GNWT will be forwarding \$22,000.00 for the third quarter. Once again, the Joint Secretariat will be cash poor and have difficulty meeting its financial obligations.