

JOINT SECRETARIAT

**INUVIALUIT RENEWABLE
RESOURCE COMMITTEES**

**ANNUAL ACTIVITY REPORT
1999/00**

June 2000

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 Wildlife Management Advisory Council (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 two regular and an annual general meeting during the 1999/00 fiscal year. The June 1999 annual general meeting and board of directors meeting was held in Inuvik. In March 2000 a board of directors meeting was held in Vancouver, British Columbia.

In August the JS staff participated in a Computer Software Training course which was offered at the IDC/IRC computer based training center. This course allowed the individual staff to train on different software at the same time and to choose the software particularly relevant to their jobs.

The staff of the JS continues to maintain 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, the implementation of the Inuvialuit Harvester Assistance Program, and Inuit Tapirisat of Canada/Inuit Circumpolar of Canada matters. A continuing major objective of both the JS and IRC is to provide financial administration support and related infra-structure to the Hunters and Trappers Committees (HTC's). This has led to the creation of an Administrative Support Officer position within the J.S.. This position is supported by the Government of the Northwest Territories (GNWT) Department of Resources Wildlife and Economic Development (DRWED) from IFA Implementation funds. This position continues to reduce the overall level of assistance provided by the JS staff to the HTC's.

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). The IHS is run by a Program Manager with overall direction from a Management Committee. The GIS is maintained and operated by a GIS Specialist, and both positions are Resource Person equivalents within the JS organization.

The IHS was re-commenced in the last quarter of this fiscal year. It was re-vitalised according to the blueprint developed by the Inuvialuit Harvest Study Management Committee flowing from the Community workshop. The functions of the IHS Coordinator position were modified, resulting in its re-description as a Program Manager. This position was subsequently filled, in addition to the hiring of a Field Worker by each HTC. Data gathering began expeditiously and the HTC-Administrative Support Officer provided invaluable support to the re-vitalisation process. The IHS Technical Support Team (J. Nagy, S. Stephenson, C. Pinard, M. Cockney (contractor) and N. Snow) was also active in this process and produced a series of Community posters, a pamphlet, and a pocket-calendar.

The IHS database has been reviewed, harvest estimation completed and the methodology fully documented.

Continuing improvements to equipment, software, connectivity and information contribute to the ability in the JS to develop, produce and disseminate moderate volumes of both digital and paper copies of documents and maps.

Y2K transition checks and procedures were run and no difficulties were experienced.

The web site to communicate relevant wildlife management information (e.g. the Community Conservation Plans) over the Internet is being used in partnership with the Minerals, Oil and Gas Division of RWED-GNWT.

The Beaufort Sea Conference (BSC 2000) was hosted in Inuvik in September. All JS staff were heavily involved in this FJMC/DFO initiative, which was well attended in particular the Community Youth and Elder components. It is considered to have been a highly successful venture, resulting in many recommendations for co-management which will be published together with the invited presentations through the journal Arctic

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 Program Manager for the Inuvialuit Harvest Study.
- a HTC Administrative Support Officer

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 are the secretaries of their respective committees. The Harvest Study coordinator is a resource person equivalent, but receives technical direction from a Management Committee. The secretary, the library clerk and senior accountant receive their direction from the senior administrative officer, who in turn gets direction from the Executive Director.

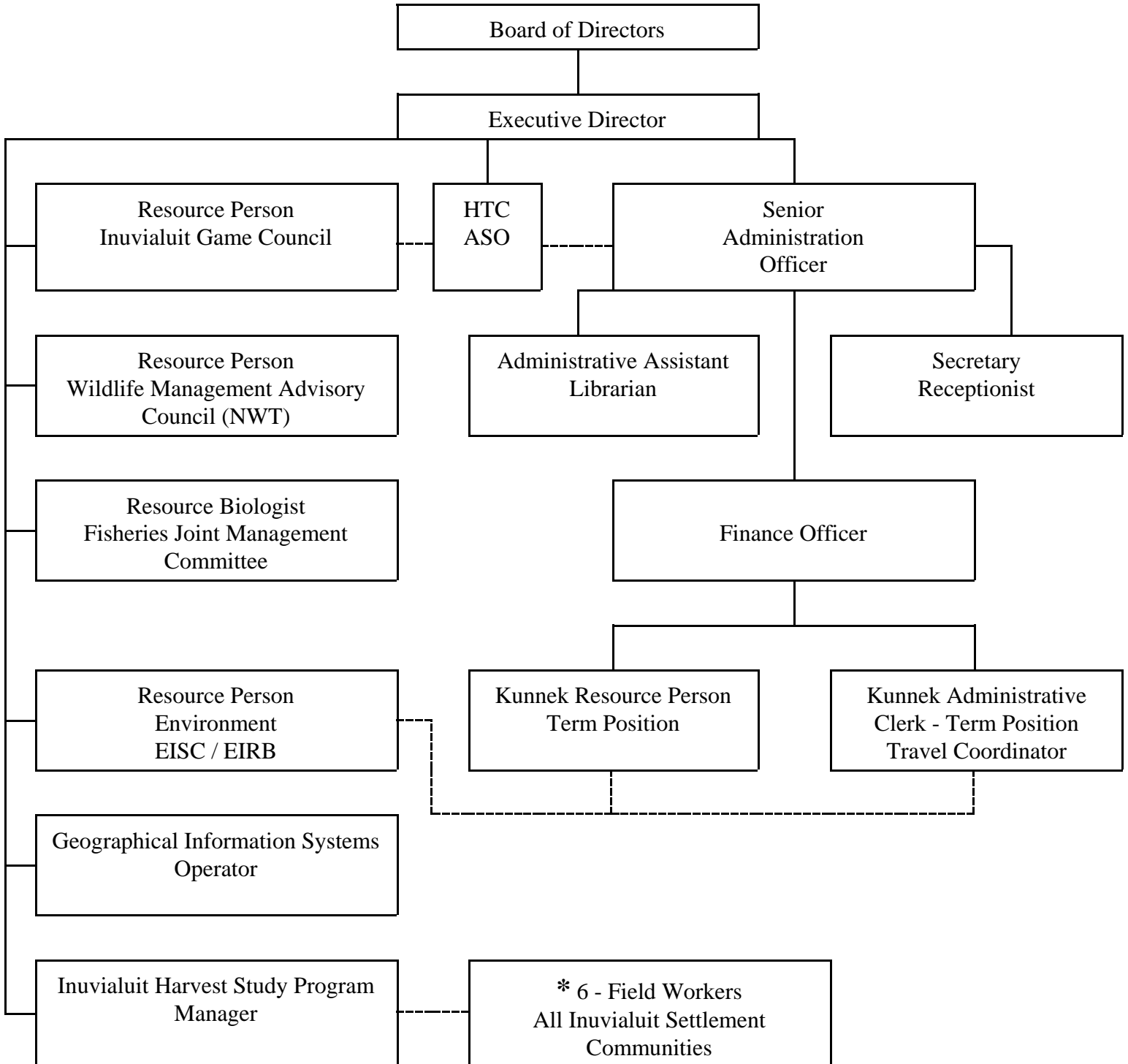
JOINT SECRETARIAT BOARD OF DIRECTORS 1999/00:

Chair	-	Duane Smith, IGC
Vice-chair	-	Tom Beck, EISC
Secretary	-	Norm Snow, Joint Secretariat
Director	-	Bob Bell, FJMC
Director	-	Robert Hornal, EIRB
Director	-	Peter Usher, WMAC(NWT)
Director (Ex-officio)	-	Lindsay Staples, WMAC (North Slope)

JOINT SECRETARIAT STAFF 1999 - 2000:

<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	Angela Hunter	February 9, 1998 to present
Secretary/Receptionist	Brigitte Wolki	March 23, 1998 to present
Casual Office Clerk/Librarian	Myrna Button	February 11, 1998 to present
Casual Administrative Assistant	Suzanne Robinson	March 8, 1999 to February 4, 2000
FJMC Resource Person	Joseph Amos Edward McLean	June 1, 1999 to January 4, 2000 March 13, 2000 to present
IGC Resource Person	Joseph Amos Katherine Thiesenhausen	April 6, 1998 to June 1, 1999 June 1, 1999 to present
WMAC(NWT) Res. Person	Brian Johnston	November 1, 1997 to present
Env. Resource Person	Linda Graf	November 1995 to present
E.I.A. Resource Person	Eric Chernoff	February 17, 2000 to present
E.I.R.B. Procedures Clerk	Lucy Kudlak	February 7, 2000 to March 13, 2000
GIS Resource Person	Michael Muller	Jan. 1996 to present
I.H.S. Coordinator	Sheila Nasogaluak	April 6, 1998 to July 16, 1999
IHS Program Manager	Catherine Pinard	February 10, 2000 to present
H.T.C. Coordinator (subsequently re-described as an Administrative Support Officer)	Esther Price	July 3, 1999 to present

Joint Secretariat Inuvialuit Renewable Resource Committees



***Hired by the Hunters and Trappers Committees**

MEETINGS AND COURSES ATTENDED BY J.S. STAFF

Brian Johnston

- Youth Ambassador Tour - Inuvik - July
- Numerous Trappers' Workshop Planning Committee Meetings - Inuvik - July through to September
- Trappers Workshop - Inuvik - September
- Meeting with Gulf Canada and Inuvik Community Corporation - Inuvik - October
- Sustainability of Arctic Communities Project - Aklavik - November
- Grizzly Bear Workshop [RWED] - Inuvik - March
- Meeting with DIAND Mineral Resources Directorate representatives - Inuvik - March
- Meeting with Gladys Netro & Kelly Hayes on the Millennium Trek in August to protect the calving grounds of the Porcupine Caribou herd - Inuvik - March
- CAFF VII Conference - Yellowknife - April
- Dempster Highway caribou hunting regulations - Inuvik - June
- Polar Bear Workshop - Inuvik - June
- 10th. Arctic Ungulate Conference - Tromso, Norway - August

Joey Amos

- Youth Ambassador Tour (Presentation) - Inuvik - July
- FJMC Community Tour - November
- World Trust Fisheries - Victoria, BC - October

Katherine Thiesenhausen

- Changing the level 1 & 2 guide training program - Inuvik - July
- Youth Ambassador Tour (Presentation) - Inuvik - July
- Numerous Trappers' Workshop Planning Committee Meetings - Inuvik - July through to September
- IHS Workshop - Inuvik - August
- Trappers Workshop - Inuvik - September
- Meeting with Gulf Canada and Inuvik Community Corporation - Inuvik - October
- HTC Resource Person and Community Corp. Resource Person Training Workshop - Inuvik - October
- Meeting with Petro Canada - Inuvik - October & November
- Sustainability of Arctic Communities Project - Aklavik - November
- Federal Government's Northern Sustainable Development Strategies meeting - Yellowknife - November
- Tukut Nogait National Park Management Board - Inuvik - February
- Inuvialuit - Inupiat Polar Bear Joint Commission meeting - Inuvik - March
- Cumulative Effects Assessment workshop [EIRB] - Inuvik - March
- Grizzly Bear Workshop [RWED] - Inuvik - March
- Meeting with DIAND Mineral Resources Directorate representatives - Inuvik - March
- Meeting with Gladys Netro & Kelly Hayes on the Millennium Trek in August to protect the calving grounds of the Porcupine Caribou herd - Inuvik - March

Ed McLean

- Rat River Char Management Plan Meeting - Aklavik - March
- DFO Beluga RAP Meeting / Stock Status - Inuvik - March

Linda Graf

- Effective Team Leadership and Facilitation Course - Banff - May
- Website Design Workshop - Inuvik - June
- Youth Ambassador Tour (Presentation) - Inuvik - July
- Gwich'in Land and Water Board Application Process Workshop - Inuvik - September
- Hunters' and Trappers' Committee and Community Corporation Resource Persons Workshop (Presentation) - Inuvik - October
- Mining Millennium 2000 Conference (Display Booth) - Toronto - March
- Cumulative Effects Assessment Course - Inuvik - March
- Introduction to the Canadian Natural Gas Industry Course - Inuvik - March

Michael Muller

- Youth Ambassador Tour (Presentation) - Inuvik - July
- Beaufort-Mackenzie Mineral Development Area Web-site Unveiling - Yellowknife - October
- Geoscience Forum - Yellowknife - November
- 61st. Midwest Fish & Wildlife Conference - Chicago - December

Catherine Pinard

Throughout February and March trips were made to the Communities to present to the HTC's how the "new" Harvest Study works and their role in it.

At the end of March a Workshop was organized for all the HTC's. In attendance were the HTC Resource Person, the fieldworker for each community and some HTC Board Members.

Topics discussed at this workshop included:

- C a historical overview of the IHS
- C objectives of the IHS
- C what and how the data is collected
- C how to fill out the data sheets
- C how to complete a summary sheet
- C simulated interviews were practised

Esther Price

The HTC-ASO made numerous trips to the Communities, often with the IHS - Program Manager for cost-effectiveness. Esther provided 'hands-on' training and coaching for the HTC-RP's, and met with HTC Directors. Esther also organised a training workshop in October for all Community RP's, and herself attended the Aboriginal Financial Officers Association workshop in Yellowknife in January.

The Executive Director is a member of the following:

- Arctic Regional Advisory Council (Chair)
- Canadian delegation, EPPR Working Group (Arctic Council)
- Committee on Oilspill and Countermeasures Effects
- Committee on the Physical Properties and Behaviour of Oilspills
- NWT Environmental Contaminants Committee
- Working Committee to develop the NWT Greenhouse Gas strategy

He has attended the regular meetings of these bodies throughout the year, and in conjunction with Environmental Protection officials in Yellowknife is developing a proposal for the production of a manual dealing with arctic shoreline clean-up and assessment techniques. An outline is currently before the Arctic Council Working Group, and the final version will be submitted to the Senior Arctic Officials next year.

The Executive Director is also the IHS Administrator and Secretary to the JS Board, and routinely attends their meetings as well as those of the IFA-Implementation Coordinating Committee (as an alternate). He and the IGC Chair were involved in the initial set-up of the Section 16 (IFA) assessment process, participated in Committee on Arctic Fauna and Flora VII (Arctic Council), and the Canada - European Union Meetings in Aylmer, P.Q. Both have also been heavily involved in the Species at Risk legislation development process, and in the establishment of a Community Based Management and Sustainable Use network in collaboration with Africa Resources Trust, ITC and ICC. There have been various meetings with representatives of these organisations throughout the year, invariably in conjunction with other meetings.

The International Institute for Sustainable Development Sachs Harbour Climate Change project was initiated this year and the Executive Director heads the science component. He made a presentation on this project as a panellist at the Climate Change Action Fund meeting in Yellowknife and attended the 10th. Annual Global Warming Conference earlier in the year. He co-authored (with J. Nagy - DRWED /GNWT) two papers and posters dealing with wildlife co-management and caribou herds, and presented these at the second International Wildlife Management Conference. He was an invited (fully sponsored) participant at the International Wildlife Management Consortium World Conservation Trust symposium on Sustainable Use, and attended the 5th Conference on Mercury as a global pollutant.

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 receives financial support from the Canadian Wildlife Service and the Yukon Territorial Government.

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 Student Mentoring Placement Program was cost-shared between the Inuvialuit Regional Corporation, Federal Department of Education, Culture and Employment, the Fisheries Joint Management Committee, and is administered on behalf of the FJMC.

Funding for additional staff necessitated by the EIRB Public Review of the Kunnek project is provided by DIAND by way of an amendment to the existing Contribution Agreement for the Screening and Review process.

A WMAC(NWT) Project (Edible Meat Weights) was funded by the National Contaminants Program.

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.