

Environmental Monitoring Advisory Board

Annual General Meeting – October 29th, 2013

EMAB Board Room, Yellowknife, NT – 9:00 a.m.

Present:

Arnold Enge, <i>Interim Chair</i>	North Slave Metis Alliance
Seth Bohnet	Diavik Diamond Mines Inc.
Mike Nitsiza	Tlicho Government
Floyd Adlem, <i>Secretary-Treasurer</i>	AANDC
Julian Kanigan	AANDC (Alternate)
Steve Ellis	ENR, Government of the Northwest Territories
Doug Crossley (via phone)	Kitikmeot Inuit Association

Absent:

Napoleon MacKenzie	Yellowknives Dene First Nation
Robert Eno	Nunavut Government
Charlie Catholique	Lutselk'e Dene First Nation

Staff:

Mark Fenwick	Executive Director
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Call to order	9:00 a.m.
Opening Prayer	Mike Nitsiza

Agenda Item	Discussion	Motions/Action
Remarks from the Chair	The former Chairman thanked the Board for the support he has received while dealing with health issues. He also called on the board to work harder and effectively moving towards meeting all the work that the board has to be done. He thanked the interim Chair for the work and updates during his absence. He invited comments from other parties.	It was agreed that formal invitations should be sent out to parties and not just assuming that an ad in the paper will get people to come to the meetings. A formal invite should be sent out to encourage parties to come to meetings.
Comments from the parties	The Diavik party questioned if party members were invited to take part in the AGM. The ED pointed out that the invite was put in the paper with the dates of meetings. The Secretary-Treasurer interjected saying the parties have always been invited but	Aboriginal parties have to come from other communities should be given ample time to make the necessary travel and accommodation needs.

	have never attend.	
1) Approval of the Agenda	The 2013 AGM Agenda was presented.	<p>Motion: <i>To approve the agenda for the 2013 AGM as presented.</i></p> <p>Moved by: Stephen Ellis</p> <p>Seconded by: Floyd Adlem</p> <p>Motion Carried</p>
2) Approval of Minutes	Requested that the AGM minutes be sent out shortly after AGM for proper review and revision.	<p>Motion: To adopt the September 25th, 2012 AGM minutes with revisions as noted.</p> <p>Moved by: Seth Bohnet</p> <p>Seconded by: Floyd Adlem</p> <p>Motion Carried</p>
3) Annual Report	Audited Financial statements and translated Executive Summary needs to be inserted. The Board should work on a time line for printing and distributing the annual report. It should also be clearly outlined to whom this report will be distributed to. The annual report should have Board approved audited financial reports.	<p>Audited Financial statements and translated Executive Summary will be included in the annual report.</p> <p>The Board was given two weeks to provide feedback on the draft annual report.</p>
4) Budget	Diavik questioned how money was spent versus how it was planned to be spent. He is looking for assurance from the Directors and the Board members that all the expenditures are approved and governed by the Board and that they have full knowledge of and have given authorization for these expenditures particularly if these expenditures are greater than the approved budget for the year.	<p>Set clear procedures for budget expenditures.</p> <p>Re-write some of the financial process so they reflect a greater level of accountability and make sure the process are followed properly.</p> <p>Formalize the allocation of finances and approval of a global budget backed by financial</p>

	<p>The board did authorize and approve a budget in February for \$723,000 plus the \$143,000 left over from the previous financial year.</p> <p>There was a substantial deviation with the budget that was approved by the Board. This deviation came from the TK panel and having to bring in translators which came to \$10,000.00 per translator.</p> <p>The board should never be in a situation where they suddenly realize they are over budget or under budget. The process of budgeting should be more formal than it is at the present time.</p>	<p>statement.</p>
<p>5) Financial Audit Report for March 31, 2013</p> <p>Income account</p> <p>Expense account</p> <p>Liabilities</p> <p>Bad debit</p>	<p>Presented by Fred Deschenes of Mackay LLP. The old accounts payable was cleaned up and when it was re-posted, it was posted as credit and not a debit which increase EMAB's loss this year as opposed to reducing it. So EMAB ended up with a loss of \$93,000.00 instead of \$82,000.00 for the 2012-13 year.</p> <p>There hasn't been any significant increase.</p> <p>there has been an increase with this account due to projects most of which was spent on the Traditional Knowledge which doubled up from the previous year but still not up to the \$329,000.00 budget. There was a budget carryover of \$147,000.00.</p> <p>Decreased consistent with the assets.</p> <p>Bad debt represents bills that have been paid but not yet entered in the books.</p>	

<p>6) Discussion:</p>	<p>Gord McDonald stated that October is late to be receiving an audit report. If the report will be received this late, it should be accurate. He questioned if the board approved the audit report.</p> <p>Floyd advised that the board approved the budget and that the audited financial statements can be approved by the board at any time, but has always been approved at the AGM.</p> <p>The Board would like to have the audit report approved prior to the AGM so they are not dealing with mis-information at the AGM.</p> <p>Audit should be distributed to the parties once it is approved by the Board. The board does not have a capitalization policy for expenditures that are capital in nature. The board does not have insurance coverage for the contents in the office. General journal entries are not properly authorized. Cheques are not written in numerical sequence. This makes it hard to keep track of which cheques are outstanding or void. CPP is not deducted from honorarium payments</p>	<p>The office obtained insurance in mid-March.</p> <p>General Entries should be reviewed and approved by management.</p> <p>Cheques should be entered in SA as soon as they are issued.</p> <p>Honorarium to be paid when staff is paid on two week basis and CPP deducted.</p>

<p>7) Election of Officers</p>	<p>The process for election of officers commenced for the positions of Chair, Vice-Chair & Secretary-Treasurer.</p> <p>Floyd Adlem nominated Arnold Enge as Chair for EMAB. Arnold requested that the Board move to go in Camera to discuss the issue.</p> <p>Arnold accepts the nomination for Chair of EMAB.</p>	<p>Motion: To open the floor for nomination of Chair position for EMAB.</p> <p>Moved: Steve Ellis</p> <p>Second: Seth Bohnet</p> <p>Carried</p> <p>Move to go into camera. The Board reconvened</p> <p>Motion: <i>To nominate Arnold Enge for Chair of EMAB</i></p> <p>Moved by: Floyd Adlem</p> <p>Seconded by: Seth Bohnet</p> <p>Motion Carried</p> <p>Motion: <i>To cease nominations for Chair for EMAB</i></p> <p>Moved by: Floyd Adlem</p> <p>Seconded by: Seth Bohnet</p> <p>Motion Carried</p> <p>Motion: <i>To open nominations for Vice Chair of EMAB</i></p> <p>Moved by: Steve Ellis</p> <p>Seconded by: Doug Crossley</p> <p>Motion carried</p> <p>Motion: <i>To Nominate Seth Bohnet</i></p>
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	AGM adjourned at 11:50am	<i>Motion: To adjourn the 2013 AGM</i> Moved by: Stephen Ellis Seconded by: Seth Bohnet Motion Carried
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Chairman

Vice-President

Environmental Monitoring Advisory Board

MEETING – October 29th, 2013

EMAB Board Room, Yellowknife, NT – 1:00 p.m.

Present:

Arnold Enge, <i>Chair</i>	North Slave Metis Alliance
Seth Bohnet, <i>Vice Chair</i>	Diavik Diamond Mines Inc.
Mike Nitsiza, <i>Secretary-Treasurer</i>	Tlicho Government
Floyd Adlem	AANDC
Julian Kanigan	AANDC (Alternate)
Steve Ellis	ENR, Government of the Northwest Territories
Doug Crossley(via phone)	Kitikmeot Inuit Association

Absent:

Napoleon MacKenzie	Yellowknives Dene First Nation
Robert Eno	Nunavut Government
Charlie Catholique	Lutselk'e Dene First Nation

Staff:

Mark Fenwick	Executive Director
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Call to order	1:10 p.m.
Opening Prayer	Mike Nitsiza

Agenda Item	Discussion	Motions/Actions
1) Approval of Agenda	Board member asked whether party members were invited to the AGM. Formal invites should be sent.	Motion: To approve the agenda as presented <i>Moved by:</i> Stephen Ellis <i>Seconded by:</i> Floyd Adlem Motion Carried
Approval of Minutes Minutes of June 24th, 2013	Minutes require more detail but not verbatim – Add in: Aboriginal members get automatic 2 days for training. Members appointed to the board should have the basic computer knowledge and training facilitated by EMAB	Motion: The June 24 th , 2013 minutes should be more detailed with missing information as provided, for clarity. <i>Moved by:</i> Seth Bohnet <i>Seconded by:</i> Floyd Adlem Motion Carried

	<p>Representation is an issue and letters should be sent out to address this issue.</p> <p>Communications protocol</p> <p>The Diavik letter did not reflect the decisions that were by the board in the last meeting. The decisions include:</p> <ul style="list-style-type: none"> - animals been allowed to access from north to south and; - water runoff be directed to tundra rather than directly to the lake <p>A letter was approved to be sent out with respect to the Fish Palatability study.</p> <p>4 pre-approved days for Directors and they need to keep track of time.</p> <p>AEMP has not been reviewed and should be revisited at the next meeting.</p>	<p>Ed to send out letters confirming members and alternates.</p> <p>ED to locate communications plan.</p> <p>ED to revise.</p> <p>ED to send out the letter.</p> <p>ED to develop a template.</p> <p>Revisit at next meeting.</p>
<p>2) Staffing</p>	<p>Board is in receipt of ED resignation effective January 10th, 2014. Board requires an individual with strong organizational and leadership skills.</p> <p>Timelines: Board to develop an attractive incentive and revised job description for November 8, 2013 Ad ready for paper – Nov 13th Run Ad two times on Nov 18 & 25th Closing date: Nov 29th, 2013. First week of Dec – screening Interviews Dec 9 – 13th. Key attributes: leadership, governance, communication skills, oversight monitoring, working with a board and scientific abilities.</p>	<p>Motion: To establish a personnel committee to hire a new Executive Director consisting of: the Chair, Vice-Chair, GNWT Board member and Tlicho Board member.</p> <p><i>Moved by:</i> Stephen Ellis <i>Seconded by:</i> Seth Bohnet</p> <p>Motion Carried</p>

Environmental Monitoring Advisory Board

MEETING – October 30th, 2013

EMAB Board Room, Yellowknife, NT – 9:00 a.m.

Present:

Arnold Enge, <i>Chair</i>	North Slave Metis Alliance
Seth Bohnet, <i>Vice Chair</i>	Diavik Diamond Mines Inc.
Mike Nitsiza, <i>Secretary-Treasurer</i>	Tlicho Government
Floyd Adlem	AANDC
Steve Ellis	ENR, Government of the Northwest Territories
Doug Crossley(via phone)	Kitikmeot Inuit Association

Absent:

Napoleon MacKenzie	Yellowknives Dene First Nation
Robert Eno	Nunavut Government
Charlie Catholique	Lutselk'e Dene First Nation

Staff:

Mark Fenwick	Executive Director
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Guest:

Tracey Covey	Inspector, AANDC
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Call to order	9:19 a.m.
Opening Prayer	

<p>3) Standing Offers</p>	<p>Four proposals were received as a result of the RFP in the Yellowknifer and News North. MSES, N/S Consultants, SENES and Arktis Puisitippaa.</p> <p>MSCS is currently conducting the wildlife review and has been with EMAB since 2001. The offer is open as long as Board wants to continue.</p> <p>North/South has been conducting AEMP reviews since 2004.</p> <p>There are no issues with current</p>	<p>With the revitalization of the Board, these SO should be reviewed.</p> <p>SO's should not be a guarantee of work.</p>
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	<p>reviewers.</p> <p>SENES is conducting reviews in relation to AQ. Work is satisfactory.</p> <p>There should be an assessment tool and evaluation process for SO's. This would include: price, quality, northern content, availability.</p> <p>Offers should be made to all consultants that submitted RFP's</p> <p>There is a caribou conference on Nov 12th & 13th – is EMAB attending.</p> <p>Caribou studies with DDMI – Rio Tinto, DDC and DeBeers are working together and shifted to an aerial survey of caribou which has limited their data to more on the ground behavioral studies to find out how Caribou are interacting around the mine sites. Diavik is working on eliminating aerial surveys.</p>	<p>ED to draft an analysis tool for proposal evaluation.</p> <p>ED to respond to RFP consultants as having a SO.</p> <p>ED is attending and will provide an update. Board would like an update on wildlife protection. Ed will also send out invites to other parties if they wish to attend.</p>
4) TK/IQ	<p>Defer the review of the TK portion of DDMI's 2012 AEMP until the new ED and other staff are in place in the new year.</p>	<p>Ed to inform reviewers that submitted a proposal of the deferral.</p> <p>Determine if there is a legal implication due to the RFP.</p>
5) Operation Manual	<p>Include Donny Days (mandatory leave) to be included in the compensation package for the ED and new staff. The days are non-transferrable.</p> <p>Board member noted that motions require detailed specific information for clarity.</p>	<p>Ed to update operations manual and utilize track changes for new ED.</p> <p>ED to develop a table of contents for orientation manual. No response to emails means yes vote.</p>

<p>6) Budget Update</p>	<p>Minister approved \$601, 448 Budget can be moved around by the Board.</p> <p>Diavik authorized the carryover of \$55,000. This should be reflected on the 2012-13 audited financial statements.</p> <p>Community Update line item should be increase.</p> <p>Bookkeeping expense should be added to the budget.</p> <p>Annual Report</p> <p>Add a line to digitize the EMAB library based on an estimate by the ED.</p>	<p>ED to communicate decision with respect to the budget to the parties.</p> <p>Ed to ensure that auditor provides for a carryover of funds from the 2011-13 budget to the 2013-2015 budget.</p> <p>Requested to defer budget items revisions until the new ED is in place.</p> <p>Suggested for a two day orientation for the ED.</p> <p>ED to add annual report to the Gantt Chart.</p> <p>ED to obtain an estimate for library digitization.</p>
<p>7) Environmental Agreement Annual Report</p>	<p>First report has been rejected by all parties as being insufficient in content.</p> <p>Second version is still deficient in areas previously agreed upon.</p> <p>There is not enough information to back up the numbers in the report.</p> <p>Diavik would like a report that is friendlier to all parties.</p> <p>AANDC rejected based on the lack of technical information.</p> <p>The review period for revisions by the parties to the EAAR ends on December 5, 2013. After that time, the Minister of AANDC will make the final decision.</p>	<p>Board requires a few days to review the second version of the EA annual report. Distribution is to all parties.</p>
	<p>Lunch Break</p>	
<p>8) AANDC Inspector Report</p>	<p>The AANDC Inspector presented pictures of his inspections in a slideshow presentation.</p> <p>The inspector commented on the</p>	

	<p>raising of the PKC dams and the progress being made.</p> <p>He pointed out an issue with the human waste disposal process. Currently the human waste is dried and stored, then used as fertilizer in the vegetation plots. Currently the storage location holds water and when the dried human waste gets wet it turns back into sewage. A new storage location is being is being located.</p> <p>With the new CMP there is a question and scare of moving the facilities without having the pour to other areas.</p> <p>He also pointed out the concern with the Nickel concentration in the discharge water that increased drastically in June and August after having been consistent for years. He is working on finding out what caused the change.</p>	
9) Signing Authority	Chair, Vice-Chair, Executive Director and Secretary-Treasurer to have signing authority for EMAB.	ED to obtain necessary documents for signing authority.
10) Adjournment		Floyd Adlem moved to adjourn the meeting at 2:50 p.m.

Closing prayer: Mike Nitsiza

Minutes approved by: _____
Board Member

Board Member