

Draft Minutes
Environmental Monitoring Advisory Board
Aug 14- 16, 2012, Lutsel' Ke

Tuesday, August 14, 2012

Present:

Doug Crossley, Chair, Kitikmeot Inuit Association
Floyd Adlem, Secretary Treasurer, Canada
Mike Nitsiza, alternate, Tlicho Government
Steve Ellis, Government of the Northwest Territories
Seth Bohnet. Alternate, Diavik

Staff:

Mark Fenwick
Michele LeTourneau

Meeting started at 2:10.

Opening prayer:

Item 1: Agenda and Minutes

a) Agenda

Motion: Approve agenda.

Moved: Seth Bohnet

Second: Mike Nitsiza

Carried

b) Minutes from May, 2012 meeting.

Action: Staff will add detail to AEMP and WMP sections, specifically key points from experts.
To be reviewed at September meeting.

Item 2: Aquatic Effects Monitoring Program (AQMP)

a) Update on draft AQMP: Golder (Diavik consultants) has the five EMAB comments

from the letter sent to Diavik regarding their draft AQMP submitted in June. A second draft is forthcoming. They had informed EMAB it would be available the last week of July. It has not yet arrived.

- b) Dust Deposition: There is an outstanding issue regarding methodology that EMAB's consultant raised several years ago.

Action: This will be dealt with under the umbrella of the revised draft AQMP.

- c) Lichen Review & Comments: EMAB received their SENES review and has not yet acted on it.

Action: Send draft conveyance letter and EMAB review re: Lichen risk assessment to Board members for approval, then send review to Diavik, apologizing for the delay.

Item 3: Wildlife Monitoring Program (WMP)

- a) Comments for submission to Diavik on 2011 WMP report/Conveyance letter

Motion:

Approve conveyance letter re: Diavik 2011 WMP report.

Moved: Steve Ellis

Second: Floyd Adlem

Carried

Action: Send conveyance letter and EMAB review re: Diavik's 2011 WMP report to Diavik

Item 4: Translation Equipment

- a) Cost efficiency of owning translation equipment as opposed to renting

Estimates on purchase of equipment as compared to renting equipment presented in meeting kit.

Action: ED will explore possibility of cost-sharing purchase with other agencies, look for a local distributor, and consider how the equipment will be maintained. There is also the possibility that Diavik might be interested in cost-sharing.

Item 5: Operations Manual

Corrections and updates to Operations Manual are in meeting kit.

- Remove section 2.5: Capacity funding
- Section 3.4.4.1 Document attempts to reach members.
- Section 3.5 Location of meetings. Change to “EMAB will rotate meetings in communities so that each Party is represented up to twice a year...”
- Section 3.6.2 Change “days” to “business days”
- Section 4.4 Public updates. Add that public updates should have minutes.
- Section 5.2.6 Remove last sentence portion that reads: eg: not clearing Diavik security as per contractual obligation.
- Remove Appendix B and Appendix C (Related to Capacity Funding)

Discussion on honoraria. Michele notes that TK/IQ Panel members have raised the issue of honoraria and would like to see it increased, citing the amount scientific experts are paid. Board members have loosely discussed raising member honoraria, as well.

Action: Staff will research the range of honoraria paid in the territory by various organizations.

Action: The Board will go over the entire Operations Manual at the next meeting.

Motion:

Approve current changes to Operations Manual, as proposed by ED and included in the meeting kit, as well as additional changes discussed.

Moved: Steve Ellis

Second: Seth Bohnet

Carried

Action: Staff will update Operations Manual and send to members with conveyance letter reminding everyone that this will be discussed at the next meeting and requesting comments.

Additional item: Job description and contracts

Included in meeting kit.

Board reviews job descriptions and contract.

Discussion on how the role of the Communication Coordinator has changed over the last year. The job title should reflect this. The job titled is changed to Program Manager.

Other changes are made: typos and names.

Also added to Executive Director:

Preparation, organization, and participation related to Board meeting

Advise Board in its activities at Board meeting

Add to "act as spokesperson" that this is "under direction of the chair."

Action: Staff will make changes to job descriptions and contract and will add a section to contracts regarding legal liability re: relationship between employer and employee. Steve Ellis will send template to office.

Wednesday, August 15, 2012

Item 6: Strategic Plan

a) Presented by Kevin West of Arktis Solutions via conference call for approval in order to move forward with items in the strategic plan.

Board works their way through each item of the strategic plan table, adding responsibility/lead and timing deadlines.

ACTION: Staff to make changes to strategic plan table and send revised version to the Board members within two weeks.

ACTION: The strategic plan is to be approved at the September Board meeting.

Lunch 12:00-1:00

Item 7: Misc

a)

Motion:

Approve letter to AANDC concerning mine inspectors, with corrections.

Moved: Floyd Adlem

Second: Steve Ellis

Carried

b) DCAB update

DCAB is now sharing the EMAB/IEMA boardroom.

c) Staff site visit

Staff will be visiting the Diavik site on August 27.

d) EMAB Supper

The Board's Annual General Meeting dinner will take place Wednesday, September 26 at 7:00 p.m.

e) Consistency in Monitoring Programs

There is some confusion about this item. Staff will clarify the issue, likely having to do with the AQMP and bring it forward to the next meeting.

f) Executive Director Performance Review

Motion:

Meeting in camera.

Moved: Steve Ellis

Second: Mike Nitsiza

Carried

Motion:

Meeting ex camera.

Moved: Mike Nitsiza

Second: Steve Ellis

Carried

Motion: Approve the Executive Director's performance appraisal, including recommendations made therein retroactive July 1, 2012.

Moved: Steve Ellis

Second: Floyd Adlem

Carried

Action: Letter from Chair approving pay raise for Executive Director.

Lunch 12:00 – 1:00

Item 8: TK/IQ Panel

Michele presents the ToR for the TK/IQ Panel and reports on results so far from the

March and June Sessions

Action: Michele will make changes to the TK/IQ Panel ToR as per Board instruction and bring forward to the next meeting.

Discussion on recommendations that came from the TK/IQ Panel.

Recommendation #2 is not possible. EMAB's Program Manager will report TK/IQ Panel progress and results to communities and wildlife committees.

From the document referred to as Terms or Reference and Guiding Principles:

- Items 1 and 2: These are not possible and would not be in keeping with the Environmental Agreement.
- Item 3: Agreed that youth play a critical role and EMAB will include youth when possible and where opportunities exist.
- Item 4: EMAB will invite a panel member to an EMAB meeting if there is a need. Otherwise, the Program Manager is the liaison.

Action: Program Manager will report the Board's discussion to the TK/IQ Panel.

Action: Board Chair will attend the beginning of the next TK/IQ Panel session in person to clarify the role of the panel.

Action: After the October session, EMAB will put out a Request for Proposals for the next rounds of TK/IQ Panel sessions.

Action: Include TK/IQ facilitator financials at September meeting.

Item 9: Annual Report

Board reviews the annual report.

Concerns with the confusing topics in the Air section – this will be fixed.

Discussion about revamping the annual report next year and also involving the whole board in the process, such as having a workshop with all members to discuss what will be included in the report.

Other clarifications are added.

Thursday, August 16, 2012

Item 9: Annual Report con't

Action: Staff will make changes to the Annual Report as per Board instruction.

Motion:

Approve Annual Report, with changes.

Moved: Mike Nitsiza

Second: Floyd Adlem

Carried – for/4, against/1

Item 10: Two-year Work Plan & Budget Submission

- Board reviews draft two-year work plan & budget submission.
- The budget should be revisited in light of IEMA and SLEMA budgets – Diavik want a reduction of the budget.
- There should be more detailed breakdowns of costs.
- Diavik feels that their money is being used just to use their money.
- There should be specific links between activities and the funds needed to carry them out.
- A letter from Diavik dated February 24, 2011 is referenced.

Action: Executive Director will revise the two-year work plan and budget. To be brought forward to the next meeting.

Item 12: Reports

Financial statement

Staff is in the process of fixing the programming for EMAB's financial statements. They are working with the auditor. There will be a statement at the next meeting.

Members' reports

Canada: Julian Kanigan will likely also come to the next meeting. All federal departments, such as DFO, EC, have been decimated staff-wise.

Diavik: Bruce Hannah will be leaving DFO. He is a repository of much of the information re: the Diavik file from the beginning. Working to organize that information. Also, all of Rio Tinto's diamond mines are for sale.

ENR: The department is waiting on the AQMP. They are also very interested in seeing how the grizzly monitoring realignment pans out.

TG: Notes that he would appreciate if the Lutsel K'e and Yellowknives Dene members were present.

KIA: The environmental department will be increasing their staff. There will be double the staff in Kugluktuk over the next year. There is quite an increase in mining activity in the

Item 11: Audit

Mackay presents the audit and answer questions.

Motion:

Approve the 2011-2012 audit as presented.

Moved: Floyd Adlem

Second: Steve Ellis

Carried.

Board returns to the audit to discuss some of the larger changes from last year.

Action: Staff will find out why there is an increase in employee benefits by \$20,000 from last year.

The Board reviews the seven recommendations made by Mackay. Recommendations 1, 3, 4, 6, and 7 are being carried out.

Action: Staff will gather more information about recommendation 2 and will get quotes for insurance as per recommendation 5.

Motion:

Adjourn meeting

Moved: Steve Ellis.

Closing prayer: Mike Nitsiza

Meeting concluded at 2:30.

