

Board Meeting Agenda & Briefing Notes

Tuesday, July 17, 2012, 9:30-Noon and July 20, 2012, 9:15-11:50 am
 Teleconference 1-866-969-8429 and code 4950573#

Board Participants

Walter Bayha, Chair

Paul Latour

Michael Neyelle (July 17 only)

Patrick Bobinski (first part of July 17 only, –
 input on all items provided by phone on
 Tuesday, July 17.)

Gordon Zealand

Jeffrey Walker

Keith Hickling

Laurel McDonald (July 20 only)

Staff Participants

Deborah Simmons, Executive Director

Lori Ann Lennie, Office Manager (July 17
 only)

Regrets

Leonard Kenny

Laurel McDonald (
 Michael Neyelle (July 20)

Pat Bobinski (July 20)

Agenda

| Time | Item | Presenter |
|----------|---|--------------|
| 9:30 am | 1) Opening items a) Call to order b) Review and accept agenda c) Conflict of interest (as arises) d) Meeting facilitation and timing | Walter/Deb |
| 9:40 am | 2) Old Business a) Review and accept previous minutes i) February 7-9, 2012 ii) June 4, 2012 iii) Protocols for minute-taking b) Business arising from minutes i) September 20-22, 2011 ii) February 7-9, 2012 iii) June 4, 2012 | Deb |
| 10:00 am | 3) Workplanning and Budget a) Ten year Implementation Budget/Vision b) Workplanning for 2012-2013 c) Audit update d) Financial reporting and budget revision | Deb/Lori Ann |

| Time | Item | Presenter |
|-------------|--|--------------------------|
| 10:15 am | 4) Legislation a) Wildlife Act b) Species At Risk c) Fisheries Act | Walter/Gordon/Deb |
| 10:30 am | 5) Management Plans a) Caribou (Bathurst and Bluenose) | Deb/Walter |
| 10:45 am | 6) Referrals (including discussion of procedures) a) Wildlife Research b) Research Licenses (other) c) Development licenses and permits | Jeff/Deb/ Paul/Walter |
| 11:00 am | 7) Research and Monitoring a) Renewable Resources Council Regional Meeting, June 18-20 b) Climate Change On-the-Land Meeting | Deb/Keith |
| 11:15 am | 8) Board and Staff a) Board member appointments b) Resignation/relocation (Guthrie) c) Performance appraisal (Lennie) d) Contracts (Simmons and Lennie) e) Hirings | Deb/Walter |
| 11:30 am | 9) Consultant Support a) Website development b) Environmental assessments and research permit applications (procedures) c) Data management, including GIS and library sciences d) Dene language e) Administration and office operations f) Board/Staff development g) Operations Manual Update | Deb |
| 11:45 am | 10) Agenda for September 19-20 Board Meeting a) Location – Fort Good Hope (on the land?) b) RRC Regional Meeting, September 18 and attendance at SRRB meeting c) Presentations/Board development d) Key decision items | Deb/Walter |
| 11:55 am | 11) Next meeting (August?) – agenda focus? | |
| Noon | 12) Adjourn | |

1) Opening items

a) Call to order - Walter

The meeting called to order at 10:00 am. Moment of silence in lieu of prayer.

b) Review and accept agenda - Deb

Identify priority items for discussion.

Motion M053

That the agenda be accepted

Moved Pat; Seconded Gordon; Carried.

c) Conflict of interest (as arises)

None identified.

d) Meeting facilitation and timing

No discussion or decision.

2) Old Business

a) Review and accept previous minutes

i. February 7-8, 2012

Recording for Day 2 missing; decision was made to fund research that was funded the previous year. Lori Ann reported on projects that we funded (from cheque stubs, since the files are all at the auditors). Ongoing this year: Moose Study; Wildlife Health; Great Bear Lake Trout; no funding contribution found for Salmon Study. Board members will dig up their notes

Motion M054

To fund all research projects that were funded the previous fiscal year.

Moved Paul; Seconded Jeff; Carried.

Decision D001

Defer acceptance of February minutes to the next meeting, pending receipt and incorporation of Board member notes for Day 2.

ii. June 4 and 7, 2012

Motion M055

That the June 4 and 7 minutes be accepted.
Moved Paul; Seconded Pat; Carried.

iii. Protocols for minute-taking

Recommendation that staff review protocols for minutes from other boards and adopt a similar format.

b) Business arising from minutes

i. September 20-22, 2011

Action A004

Deb and Lori Ann to check October 2010 meeting to investigate budget report where surplus in Harvest Fund was discussed.

Action A005

Keith to follow up on whether it's possible for SRRB to access Imperial Oil funds from a fine; some of that money was allocated to an Environmental Fund.

ii. February 7-9, 2012

Action A006

Deb to draft letter regarding SRRB approval of barn swallow listing under SARA.

iii. June 4 and 7, 2012

Action A007

Michael to debrief with Dora Grandjambe about the Dene language plain language project that Glen initiated. Comment that this is a huge project, and not necessarily worth the effort and money.

Nothing else to discuss – all ongoing items are included in main agenda.

3) Workplanning and Budget

a) Ten year Implementation Budget/Vision

Deb and Walter gave an overview of discussion. Gordon: We need to go on record with our position on budget requirements to fulfill our legislated mandate.

Decision D002

Defer discussion of 10 year implementation budget meeting; Deb to look into the AANDC timeline as a basis for deciding whether we should discuss it at the conference call or face-to-face.

b) Workplanning for 2012-2013

See Appendix C staff workplanning notes and Appendix D associated budgeting.

c) Audit update

Lori Ann was required to travel to Yellowknife for a 1/2-day meeting to transfer files to auditor and discuss any questions about accounts. Auditor plans for completion within our July 31 deadline.

d) Financial reporting and budget revision

- Withdrawals from last and current fiscal years mean that our book value will be reduced to approximately \$2.7 million.

Action A008

Deb to work with interested Board members to investigate status of Wildlife Studies Fund and develop strategy for restoring the Fund to the target \$3 million. *Next meeting*

- GICs were established because the funds have barely been used. Last year was the first year that we gave out scholarships.

Action A009

Deb to develop briefing note for the Board on scholarship program for discussion at the next meeting.

Action A010

Deb to develop briefing note for the Board assessing value of ongoing research studies and strategy for supporting research given the current funding reality. *For discussion at September meeting.*

- Not clear exactly how much we will receive re WA.
- Note that there are proposed increases in consultants, legal/audit, and honoraria.
- Hope for reductions by getting rid of truck and cost-sharing in office.

Decision D003

Defer approval of the budget to next meeting.

Action A011

Add GIS Project to budget, and ensure payment for last and this year at \$15,000 (total owed \$30,000).

4) Legislation

a) Wildlife Act

No discussion.

b) Species At Risk (SARC) and Committee on the Status of Endangered Wildlife in Canada (COSEWIC)

Paul: Boreal Caribou this fall, followed grizzly next year.

c) Fisheries Act

Gordon: All habitat staff are being laid off by DFO. There is a significant change being made, tied to environmental review process.

Walter participated in a national conference call about the Fisheries Act – notes forwarded to Board members earlier. The word most often used was “overwhelming.” A wave of consultation meetings are planned for this summer.

Walter suggested referring to the WRRB letter.

Action A012

Walter will send the letter from the WRRB to Board members and staff.

Motion M056

That the letter drafted by Gordon Zealand regarding Fisheries Act reform be approved in principle with amendments as suggested by Board members following the meeting; timeline for delivery of the revised letter July 24.

Moved Pat; Seconded Gordon; Carried.

Decision D004

Fisheries Act letter should go to the Minister along with other co-management Boards and government, DFO Yellowknife office, and be prepared to go down a more vocal road, which may include joint action with other Boards.

Decision D005

Meeting break at 11:55 am; Part 2 meeting on Agenda Items 5-12 to be addressed later in the week.

Teleconference Meeting Resumed July 20, 2012, 9:15 am

Audit Report

Celestino: The records are fairly clean. There will be a balanced income statement – about \$10K surplus. The statements need to be submitted by July 31; there needs to be a Board decision with an email poll.

Motion M057

That Deborah be assigned signing authority for the audit.
Moved Laurel; Seconded Jeff; Carried.

Audit binder should be prepared for the auditor; recommended that preparation of audit information be completed in January and February so that early to mid-May the auditor can come to Tuli't'a and have time to follow up as needed before the deadline.

Motion M058

To fund the salmon study for this fiscal year at \$11, 500.
Moved Paul; Seconded Laurel; Carried.

Management Plans

a) Caribou (Bathurst and Bluenose)

Jeff: There has been a letter from ENR regarding Délı̄nę harvesting statistics. ENR has delivered money to the RRCs and has not received results. ENR would more likely want to work with the Board to ensure that results get back.

Keith: The Denison road may have a significant impacts.

b) Conference of Management Authorities (CMA) on Species At Risk

No discussion.

5) Referrals (including discussion of procedures)

Jeff: The proponent's work can be held up if the SRRB and RRCs do not provide signed letters of approval in a timely way. The Board needs a briefing from staff so that it can make decisions.

Paul: not clear that we need to respond to absolutely everything; we do have strong responsibilities for Wildlife Research applications and archeological license applications. It's not clear that we're providing value added on referrals regarding industrial development applications.

Keith: The SRRB has a responsibility to make decisions related to development impacts on wildlife – this is not necessarily covered by other agencies.

Walter: the co-management system is an integrated management system.

Motion M059

That a consultant be hired address immediate Environmental Assessment needs, and develop an overview of options for the Board to fulfil its mandate in the current development climate.

Deborah is authorized to do the hiring.

Moved Gordon; Seconded Jeff; Carried.

6) Research and Monitoring

Decision D006

Deb to continue partnership-building with RRCs toward development of SSHRC Letter of Intent (LOI) for funding; the draft LOI will be reviewed and approval by the Board before it goes forward.

7) Board and Staff

a) Board member contact information and appointments

See Appendix G.

Action A013

Letter regarding Board appointments to be delivered to the federal Minister, to be signed by the SRRB Chair.

b) Resignation/relocation (Guthrie)

Per the Operating Manual, the Board can at its discretion allocate \$8,000 for relocation costs for staff resigning or terminated who have been employed with us for over 6 years

Decision D007 by email and phone

That Glen Guthrie be provided with \$8,000 per the Operating Manual (Section 6.3.2 and Schedule B) for relocation costs in addition to the \$5,000 transition money, conditional upon signing a release.

Decision D008

That the Board provide Glen with a short hand-delivered letter that resignation date by July 27; we will proceed with termination.

c) Performance appraisal (Lennie)

No discussion.

d) Contracts (Simmons and Lennie)

Walter: This is underway, pending resolution of Glen situation.

e) Hirings

Decision D009

Hold on decision about new hirings until we have a clearer sense of our needs.

8) Consultant Support

Motion M060

Office assistant to be hired on an occasional basis to work with Lori Ann in a training role.
Moved Laurel; Seconded Paul; Carried.

f) Board/Staff development

Legal counsel suggested for short term assistance: Dick Spaulding, who worked in early Dene and Métis negotiations that led to Chapter 13, and since has worked in Nunavut on a number of wildlife files, as well as with SLUPB. Walter and Deb met with him by phone, and plan to meet again for ½ day on August 8 to discuss plans for Board development approach for the September in-person meeting.

g) Operations Manual Update

Will require a different lawyer than Terri – she will suggest a specialist to assist us, but we may want to consider this project in relation to our Board development process.

9) Agenda for September 19-20 Board Meeting

Walter: Darwin Bateyko's review of the Board recommended that the board focus on wildlife, not administrative matters.

Decision D010

Confirmed location of the September meeting as Fort Good Hope. Deb to research what this would look like.

Decision D011

Support for the workshop/presentations as proposed in the Briefing notes; SSI, SLUPB and SLWB to be invited.

Decision D012

Jeff, Keith and Deb to meet to discuss options with respect to the FIC Climate Change Gathering.

Decision D013

Majority participation in August meeting, and Deb to coordinate one-on-one sessions with individual Board members who can't make the meeting (since we will not get 100% turnout).

10) Adjourn

Motion M061

That the meeting be adjourned at 11:50 am (approximately), July 20, 2012.
Moved Laurel.