



Gwich'in Renewable Resources Board

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GRRB MEETING MINUTES

November 9, 2022 1:00 PM MST (NT)

Attendance

- GRRB Board: Robert Charlie-Tetlich (Chairperson), Doug Doan (Board Member), Roger Fraser (Board Member), Ron Allen (Alternate Member)
- GRRB Staff: Steve Andersen (Wildlife Biologist)
- Regrets: none

1. Call to order

Quorum was recognized and the meeting was called to order at 1:05 PM.
Conflict will be declared as it arises.

2. Agenda

Motion # GRRB 2022-513	To approve the Nov 9, 2022 GRRB meeting agenda as presented.
Moved by: Roger Fraser	Seconded by: Doug Doan
All in favour.	Motion carried.

3. Minutes

a. Approval of past minutes

Motion # GRRB 2022-514	To approve the minutes from the July 26, 2022 board meeting.
Moved by: Doug Doan	Seconded by: Roger Fraser
All in favour.	Motion carried.

Motion # GRRB 2022-515	To approve the minutes from the Sept 7, 2022 board meeting.
Moved by: Ron Allen	Seconded by: Doug Doan
All in favour.	Motion carried.

Motion # GRRB 2022-516

Moved by: Doug Doan
All in favour.

To approve the minutes from the Sept 12, 2022 board meeting.

Seconded by: Ron Allen
Motion carried.

Motion # GRRB 2022-517

Moved by: Roger Fraser
All in favour.

To approve the minutes from the Oct 7, 2022 board meeting.

Seconded by: Doug Doan
Motion carried.

b. Review of outstanding action items

Minutes do not appear to have been recorded for many of the meetings from October 2021 to August 2022. Those minutes that do exist do not include any action items.

All action items from the September 7 board meeting were reviewed, as well as all unresolved action items from 2021.

Action #22-511: Staff to reach out to Rob Gau for update on status of Commercial Use file.

Action #22-512: Staff to send Charlie Snowshoe Senior a card.

4. GRRB Reports**a. Staff Reports****5. Research Project Updates****a. Tsee' (Beaver) Project**

Helen Wheeler has been working with the GRRB on a beaver monitoring project for the past four years and has received WSF funds to support that work. She would like to bring on a PhD student to help with the project. Her application for funding would be more competitive if she had a commitment to co-funding from a partner organization, so she was wondering if the GRRB would commit to providing a similar level of WSF funding for the next two years. Steve Andersen put together a rough budget and estimates that her project will cost about \$23,000/year to run with an additional person on the field crew (the PhD student).

Action #22-513: Staff to write a letter of support for Helen Wheeler's project (without any commitment to funding).

Action #22-514: Staff to request Helen to provide additional information to the board on her projects in the ISR and how they could be integrated with GSA work.

6. Agency Updates

Cancelled due to time constraints.

7. Finance

a. Auditor’s Report

The auditor’s report had previously been approved by the Board, but a few minor changes between Draft 3 and Draft 4 were discussed. There was a net change of \$2000 to deferred revenue affecting Whitefish_CIMP (\$2000 in expenses added) and Arctic Salmon_WSF (professional fees moved to equipment).

b. RBC Investments

Cancelled due to time constraints.

c. Transfer 2022-2023 WSF funds to CIBC

Motion # GRRB 2022-518	To transfer \$80,000 from the GRRB’s investment account with RBC to the CIBC Wildlife Studies Fund account to fund the 2022-2023 WSF Projects.
Moved by: Doug Doan All in favour.	Seconded by: Roger Fraser Motion carried.

Action #22-515: Staff to transfer \$80,000 from the RBC investments to CIBC WSF account.

d. Variance Report

The variance report was reviewed. Questions were raised regarding funding for the Strategic Plan and Research Priorities Review and the specifics of the consulting contract signed with Stratos Inc (now ERM Group). The Board plans to do further research on budget commitments.

e. Grant Reporting & Funding Applications

Steve provided an overview of the grant reporting that has been completed and those that are overdue (in particular, the Divii Project’s POLAR grant).

f. Board Member Compensation

Steve explained that the Privy Council limits what board members can be paid (their per diem rates), but that the GRRB’s rates are currently lower than that threshold and could be increased. He also pointed out that the Chairperson is currently doing a great deal of extra work due to the absence of an Executive Director.

Robert plans to reach out to the other Renewable Resources Board chairs in the hope of putting together a joint recommendation to the Privy Council for higher board member per diems. He will also reach out to the Tribal Councils since they’re responsible for implementation.

Motion # GRRB 2022-519	To increase the board members’ per diem from \$225 to \$250 and the chairperson’s per diem from \$325 to \$350.
Moved by: Roger Fraser All in favour.	Seconded by: Ron Allen Motion carried.

Motion # GRRB 2022-520	To pay the Chairperson at step 1 of the Executive Director pay scale for any work done as Acting Executive Director until such time as an Executive Director is hired. As a casual at an hourly rate.
Moved by: Ron Allen All in favour.	Seconded by: Doug Doan Motion carried.

Motion # GRRB 2022-521	To set the chairperson’s monthly stipend to 3 x the chair’s per diem.
Moved by: Doug Doan All in favour.	Seconded by: Roger Fraser Motion carried.

g. RRSP Contributions

Mary Beckett, who had been helping with the bookkeeping, indicated that there may still be errors in our RRSP contributions. Some contributions were also missed after the Executive Director’s departure. Robert will follow up with Cheryl Williams to see if she’s able to assist with the bookkeeping on a temporary basis.

h. Removing Steve Andersen’s signing authority with CIBC

The Board decided to leave Steve’s signing authority in place for now.

8. Fisheries & Forestry

a. Forest Act Update

A new NWT Forest Act is being prepared. Once draft legislation is ready, we will need to hold community consultations, but funding has not been secured for this work.

Action #22-516: Staff to request legal council to review the new Forest Act.

Action #22-517: Chairperson to request \$15,000 in funding from ENR to hold community consultations on the new Forest Act.

9. Species at Risk

a. SARC: A replacement for James Firth needs to be appointed

Action #22-518: Staff to ask RRCs to reach out to their communities for expressions of interest in the role of alternate on SARC.

10. Environmental Coordinator

a. Gwich'in Harvest Survey

The June harvest survey was only completed by one community. The November survey should be running now, but our Environmental Coordinator position is vacant so we have no one to coordinate it. This data supports caribou management work by the GRRB, RRCs, PCMB, and ENR.

The Board decided that it was important to collect the data, but that analysis could wait until a new Environmental Coordinator is hired.

Action #22-519: The Wildlife Biologist is to run a Gwich'in Harvest Survey to collect the missing data from the past year (Nov 2021 – Oct 2022).

b. ABEKS' finances

The GRRB had a seat on the Arctic Borderlands Ecological Knowledge Society's board, which was occupied by our Environmental Coordinator, but the organization has now largely ceased functioning. One of their board members recently raised concerns about possible misuse of the organization's remaining funds. ABEKS does not currently hold any grants from the GRRB.

11. Administration

a. Hiring ED, Fisheries Bio, Environmental Coordinator

Ron reported on hiring progress:

- **Executive Director:** 10 applicants. A few have also applied for other positions. Only one applicant was screened in. We will also contact Mary Ann Villeneuve about potentially doing the job in the interim until the position is filled.
- **Fisheries Biologist:** 26 applicants. Three are worth considering further, possibly four.
- **Environmental Coordinator:** 30 applicants. Lots of engineers. Maybe five worth considering.
- Ready to start the interview process. Doug will assist. Robert will take part in the ED interviews.

Action #22-520: Ron to continue to assess applicants and will begin the interview processes for all three positions.

b. Transferring GEKP and ABEKS data to GTC Dept of Cultural Heritage / Prince of Wales

In the late 1990s and early 2000s the GRRB ran the Gwich'in Ecological Knowledge Project (GEKP), which collected Gwich'in Knowledge about local wildlife. We still have the original audio recordings of elders, transcripts, and other materials from this work. GTC's Department of Cultural Heritage has expressed interest in adding these materials to their archive and potentially transferring them to the Prince of Wales Northern Heritage Centre for preservation.

The Arctic Borderlands Ecological Knowledge Society (ABEKS) collected knowledge from harvesters in northern NWT, Yukon, and Alaska for 25 years, but the organization has now largely ceased functioning. The first decade of their interviews were recorded on paper, and a few years ago they

transferred those records to the Joint Secretariate for digitizing. Digitization did not end up happening and JS would like to know what to do with the Gwich'in records.

Action #22-521: Staff to transfer the data from the Gwich'in Ecological Knowledge Project to GTC's Department of Cultural Heritage.

Action #22-522: Staff to request the RRCs' permission to transfer ABEKS data to GTC's Department of Cultural Heritage and, if approved, pass over the files.

c. Updates to Operating Procedures

While Steve and Kaytlin were Acting Executive Directors, they identified a number of gaps in the Operating Procedures. Details can be found in the meeting binder.

Steve presented an updated version of the Field Work Safety Plan.

Action #22-523: The new Executive Director is to work on updating the Operating Procedures, taking into account the problems identified by staff (Tab 11c of the Nov 9, 2022 board meeting binder). Procedures related to the use of credit card travel points should also be developed.

Motion # GRRB 2022-522	To replace the Field Work Safety Plan in the Operating Procedures with the updated version, which can be found in Tab 11c of the Nov 9, 2022 board meeting binder.
Moved by: Ron Allen All in favour.	Seconded by: Doug Doan Motion carried.

d. Past meeting minutes, re-passing motions

There do not appear to be minutes for a number of board meetings which were held over the past year. Steve suggested that if board members recall any key motions, they may want to repass them so that there is a record of the decisions.

e. Research Priorities & Strategic Planning

The Board reviews its research priorities and strategic plan every five years, with the next review due in 2023. Consulting firm Stratos Inc (now part of ERM Group) was chosen through an RFP process to assist with the work and a contract has been signed. However, no funding was secured for the project. Staff estimate it will cost \$100,000 or more. Staff also brought forward concerns about their ability to support this work given that three of the GRRB's six positions are currently vacant. It was suggested that the new Executive Director would also benefit greatly from taking part in the project.

Action #22-524: Staff to advise the consultants from Stratos/ERM Group that the Board would like to delay the review of the research priorities and strategic plan until Sept 2023.

f. Upcoming Meetings

Upcoming meetings were reviewed:

- Section 15 Meeting in Yellowknife (Nov 8-9)
- ACCWM Meeting in Inuvik, hosted by GRRB (Nov 15-17)
- A-BON Beaver Research Meeting in Yellowknife (Nov 21-22)
- ENR Biologists' Meeting in Yellowknife (Nov 22-23)
- SAR Consultations in the GSA, led by Kaytlin (Dec-Jan)
- GTC's Porcupine Caribou Summit in Fort McPherson (Jan 17-19)

g. Christmas closure dates

Motion # GRRB 2022-523	To close the GRRB office for the holidays from Dec 19, 2022 – Jan 2, 2023.
Moved by: Roger Fraser All in favour.	Seconded by: Doug Doan Motion carried.

h. Scheduling upcoming meetings

- **GRRB-DFO Meeting:** Board members felt that the next meeting should be held in Inuvik rather than Winnipeg and suggested it could coincide with the February board meeting.
- **ACCWM Special Meeting:** The Board will meet Nov 30, 2022 to review the ACCWM herd status decisions.
- **GRRB Board Meeting:** The GRRB's next face to face meeting is tentatively scheduled for Aklavik from Feb 7-9, 2023.

Action #22-525: Chairperson to invite the Department of Fisheries and Oceans to Inuvik for the next GRRB-DFO meeting.

Action #22-526: Board members to send agenda items for the GRRB-DFO meeting to Robert.

Action #22-527: Staff to book accommodations in Aklavik for the Feb 7-9, 2023 board meeting.

12. Other Business

None

13. In-Camera

Motion # GRRB 2022-524	To go in-camera at 4:30 PM on Nov 9, 2022.
Moved by: Ron Allen All in favour.	Seconded by: Roger Fraser Motion carried.

Motion # GRRB 2022-525

Moved by: Roger Fraser
All in favour.

To come out of in-camera at 5:15 PM on Nov 9, 2022.

Seconded by: Doug Doan
Motion carried.

14. Adjournment

Motion # GRRB 2022-526

Moved by: Doug Doan
All in favour.

To adjourn the Nov 9, 2022 GRRB meeting at 5:23 PM.

Seconded by: Not required
Motion carried.

Minutes approved November 27th, 2023 **(date)**

Motion # 2023-18