

**MINUTES OF THE 18TH MEETING OF THE
EYYOU MARINE REGION PLANNING COMMISSION
Held in Montreal, Quebec
on February 1, 2 and 3, 2016**

PRESENT: Chantal Tetreault, Interim Chairperson
Alan Penn, Vice-Chairperson
Lorne McNeice, Member
David Alagalak, Member
Tina Petawabano, Nominated Chairperson

Being duly appointed members of the Eeyou Marine Region Planning Commission (the "Planning Commission").

Also in attendance were Audrey Lapenna, Regional Planner, and Eveleen Kapashesit, Administrative Assistant.

Chairperson and Recording Secretary: Audrey Lapenna chaired the meeting and Eveleen Kapashesit acted as recording secretary.

1. AGENDA

- a. Audrey Lapenna reviewed the Agenda with members, who reviewed, added items and approved the agenda.

On a motion duly, made by Alan Penn and seconded by Lorne McNeice, that the Planning Commission adopted Resolution **PC2016-19** approving the Agenda.

2. MINUTES

The October and November 2015 minutes were not available and will be reviewed at a later date.

3. BOARD UPDATES:

Audrey Lapenna, Regional Planner gave an update on:

- a. New office – The new employees are settling in their positions and offices.
- b. ArcticNet – Audrey Lapenna and Alan Penn went on behalf of the Planning Commission. They both gave a review of the conference.
- c. INAC's new screening procedure
- d. Appointments/Re-appointments
- e. RFP information analysis/Legal portion

- f. Land Use Planning Workshop
- g. Boards (NMR Boards, NPC, EMRWB)
- h. Community tour schedule was discussed

4. STAFF

Audrey Lapenna discuss staff training for both Administrative Assistant (AA) and her position; Eveleen Kapashesit was directed to select two courses of interest to further develop her administrative skills.

The possibility of a business cell phone for the AA position was also discussed, the Commission provided the directive not to provide the AA position with a business cell phone.

Audrey Lapenna discussed changing her position title from Regional Planner to Director and to increase her annual salary.

The Commission asked Audrey to provide suggested position titles for later approval.

The Commission approved her salary increase deciding that it was not necessary to pass a resolution but to have agreement with the Impact Review Board.

5. QUOTES

The Regional Planner worked with the Administrative Assistant to request quotes for parkas and tablets for the Commission.

6. OFFICE POLICIES

It was discussed that the office policies would be separate documents from the Governance Policy and that the Regional Planner would work with the Wildlife Management Director and staff to develop these.

7. BOARD TRAINING

Audrey Lapenna recommended board training to provide a better understanding of governance and the role of the members and Chairpersons, and that this could possibly be done with all three EMR boards to save on costs. The Commissioners agreed and asked Audrey to inquire with the Wildlife Board and the Impact Review Board.

8. POWER OF ATTORNEY (POA)

The Commission had a discussion regarding updating the POA for the Commission. It was decided that Audrey Lapenna would discuss this with the lawyers.

9. OVERLAP APPROACH

Regional Planner discussed an outline that she and the Regional Planner from Nunavik had worked out, the Commissioners discussed the complexity of the overlap area

10. STRATEGIC REPORT

The Commissioners directed the Regional Planner to find a communication specialist to produce a succinct summary.

11. ANNUAL REPORT - INAC and public report

The Commissioners directed the Regional Planner to provide a public facing report regarding the Commissions work during the 2015 – 2016 FY.

12. ANNUAL AUDIT

The Regional Planner presented the quote proposed by BDO to perform the 2015 – 2016 FY audits explaining that the audits would be underway once the fiscal year was closed.

13. COMMUNICATION BETWEEN THE BOARDS

Chantal Tetreault suggested forming an Administrative Committee including the Chairpersons of all three EMR boards and the senior staff positions to increase communication between the boards. The Commissioners agreed, asking Audrey and Chantal to approach the Wildlife and Impact Review Board about the committee.

14. COMMUNITY CONSULTATIONS – summer 2016

The Commission discussed delivering community consultations during the summer 2016 if it was possible. The Regional Planner would begin to map out a process forward to do this.

15. GIS AND DATA ACQUISITION – Sophie Fillion

Sophie Fillion, Wildlife Liaison, provided a presentation mapping out a two to three year process for developing a GIS and data acquisition system for the EMR.

16. WEBSITE – Sophie Fillion

Sophie Fillion provided an update regarding the transition of the EMR website to new format.

17. FINANCIAL UPDATES – Amber Taudien (Laurianne Iserhoff on the phone)

Amber Taudien, Interim Bookkeeper with the EMR, and Laurianne Iserhoff, Accounting Administrator, provided a report on the year to date financials of the Commission.

18. BUDGET

- a. Quarter three (3) report
- b. 2016 – 2017 budget
- c. 2015 – 2016 carry over

d. 2016 – 2021 land use planning budget

19. OTHER ITEMS

20. NEXT MEETING

July 2016, the Regional Planner to communicate with the Commissioners over email to decide on a date.

Chairperson

Recording Secretary