

Independent Environmental Monitoring Agency
Special Meeting of the Board of Directors
Yellowknife, NT – September 15-16, 2021
Summary of Discussion

Directors

Emery Paquin
Tim Byers (Z)
Ron Allen
Jesse Jasper
Bill Slater (Z)
Kim Poole (Z)

Staff

Marc Casas, *Executive Director*
Jamie Mistry, *Communications & Admin Specialist*

Other Guests

Connie Dentinger, *Bookkeeper - SheBookie (Day 2)*

(Z) denotes participation via Zoom

Meeting chaired by Emery Paquin (Chairperson).

Day one: September 15th, 2021. Start time: 9:10am

Agency Business

Chair/Director Updates

The Chair and Directors provided brief summaries of key reviews completed, general thoughts on recent meetings and updates for on-going projects.

Financial Report

- All expenses are in line for projected totals for this fiscal year. There are a few pending contracts which will appear in subsequent financial reports, this includes:
 - 2020-21 Annual Report Layout
 - Technical Review and analysis from Lorax and Anne Gunn
 - Site model additions and animations from Selkirk College
 - Data cataloguing for the Agency's digital repository of past reports and documentation
- Community Visits
 - With the on-going changes and restrictions in place due to COVID-19, the Agency was not able to visit any communities or host workshops this past year. It is unknown at this time when the Agency will be able to re-initiate these activities. As such, Directors and Staff are brainstorming alternative options that will allow the Agency to re-engage with Society Members and the community. When future opportunities arise, the Agency would like to work with those interested to have safe and productive interactions. When restrictions ease, the Agency would like to re-initiate quarterly communications to Society Members and host workshops related to updates at Ekati and general topics of interest.

Previous Action Items

#	Item	Lead	Date Completed	Comments
1	Community Communications	Staff	<i>Ongoing</i>	
9	GNWT Environmental Protection Act Inspectors to be invited to a future board meeting	Marc	<i>Ongoing</i>	
11	Review of policies	Staff	<i>On-going</i>	<i>Staff will review policies saved on Dropbox and remove older versions to avoid confusion</i>
16	Purchase office decor	Staff	<i>On-going</i>	<i>The Agency plans to setup the site model in the office that will require the purchase of some furniture to accommodate</i>

Annual Report Updates

Staff and Directors discussed the current status of the Agency's Annual Report. The report is currently going through revisions and will soon be available for print and distribution.

AGM and Board Meeting

The Agency has confirmed a date mid-November 2021 for this year's AGM. An email will be distributed to Society Members followed by an invitation for the meeting. Due to the current COVID-19 restrictions on indoor gathering sizes, the Agency plans to host a one-day virtual meeting to ensure the safety of our Society Members.

Current Review Items

ICRP v3.1 Request for Extension

Due September 21st

Directors have reviewed the proponents request and will be sending a letter stating the extension is acceptable provided there is continued progress made to finalize the closure criteria.

Point Lake Work Plan

During the Point Lake Technical Session September 7th-9th, the WLWB proposed changes to the current work plan that would allow additional time for a public review of the Information Request responses and would push the date for the Public Hearing to late November.

The Agency has considered the proposed changes and will be providing a response in support of the potential workplan updates.

Re-circulated EIR and Workshop

The Agency submitted comments for the re-circulated 2019 EIR on September 1st, 2021. Since the submission, Staff have not received any updates from GNWT regarding potential next steps or workshop dates. Agency Staff have followed up with Arctic Diamond and were informed that no dates have been

confirmed so far. The Agency will wait for further updates but are concerned the delayed timeframe for the approval of the 2019 version will impact the subsequent iteration that is due in 2022.

Policy Updates

Purchasing old computers/equipment from the Agency

This item was originally scheduled for discussion on Day 2

Background: In reference to the “Contracting and Purchasing Procedures and Policy”, where a Director requires a laptop/computer to assist in their role, the Agency would supply the equipment for the duration of their term. Once the Director leaves the Agency, there is an opportunity to purchase the equipment at a depreciated value. Directors discussed whether this policy should be extended to allow staff of the Agency to purchase surplus equipment. Directors agreed the policy will be amended to allow surplus computer equipment to be made available for both Directors or Staff to purchase at the depreciated value.

Changes were adopted.

Point Lake Project

Technical Sessions

Directors discussed their general impressions and thoughts on the Technical Sessions that took place September 7th through 9th. Overall, the Agency was pleased with the participation from those who attended the sessions in person and online through Zoom. While there were concerns over the absence of direct input from technical consultants, the Agency is hopeful that additional information can be provided through the Information Request Responses that will be provided following the Technical Sessions.

Information Requests (IRs) Directed to the Agency

IR #2 – IEMA to provide animation of Caribou movements from collar data

The Agency will work with Selkirk College to develop an animation that will display the collared caribou data provided by GNWT-ENR

IR #8 – Copy of Caribou Collar Report

The Agency will provide a copy of the caribou report “Influence of the Ekati Diamond Mine on migratory tundra caribou movements” by Kim Poole, Anne Gunn and Graeme Pelchat to be included on the Public Record.

IR #54 – Feedback on revised workplan

The Agency will be providing a response in favour of the proposed workplan changes

Intervention Discussion

Directors discussed timelines for providing internal responses and how to present the intervention response.

MVEIRB Letter

In a letter distributed from MVEIRB, it was announced that not enough information was available to accept or reject the WLWB's decision to forgo environmental assessment for the Point Lake Project. A request was made by the MVEIRB for Arctic Diamond and GNWT to provide additional information regarding the effectiveness of transferring or removing measures that were originally outlined in the water licence for the Jay Project. In addition, the MVEIRB requested that the WLWB postpone issuing the Early Works Permit until MVEIRB has made their decision.

WLWB Meeting

The Agency would like to host a meeting with the WLWB staff to understand the review process and ensure the Agency is fulfilling their role when reviewing documents and providing feedback. Agency Staff will be in contact with WLWB staff to arrange a meeting.

Action: Agency Staff to contact WLWB and arrange a meeting.

Day 1 meeting adjourned 3:10 pm

Day 2 meeting start: 1:07pm

Director Honoraria Process

Vacation Pay, Director location, Director "Employee" status

Directors and Staff discussed with Connie how Honoraria and vacation pay will be paid out to Directors. Through discussion it was agreed that Director's employment status will not change, vacation pay will continue as is and bookkeeping will continue to follow the Labour Standards Act.

IEMA Management

Our Mandate & Responding to changes

During the past few months, the Agency has reviewed and provided feedback on a number of Ekati reports delivered from regulators and the proponent. In recent meetings and communications, it has come to the Agency's attention that there are discrepancies over how our mandate as set out in the Environmental Agreement is interpreted. Directors reviewed the concerns and discussed how the mandate was being interpreted by others and how it will be implemented going forward. The Agency has agreed that a regular internal review of the mandate is necessary to ensure we are fulfilling our role.

Managing work calendar, internal reviews, deadlines, file management etc.

With the increase in review documents, Directors discussed areas of improvement for management of internal processes and communications to ensure efficiency, moving forward. Staff will utilize an email-based calendar for sending review items and reminders to Directors and will continue to organize files and archive older versions within Dropbox.

Action: Staff will create a calendar system to manage schedules and coordinate upcoming review items. Staff will continue to organize file folders within Dropbox and archive older versions as necessary.

Director replacement for Jaida (Kitikmeot Inuit Association)

With Jaida Ohokannoak's departure from the Agency, a Director appointed from the KIA must be selected to fill the vacancy.

Action: Staff will reach out to the KIA and see if there are any updates, or if the Agency can be of assistance to KIA in selecting a candidate.

Other Business

Contractors

Lorax

Directors agree to extend scope of contract with Lorax. Staff will request their availability to assist in reviewing Geochemical reports/data in preparation for the Point Lake Public Hearing later in November.

Policies

Staff will review and update policy documents regarding hours and honoraria to ensure an "up to 2 hours per month" allotment for administrative-related tasks are reflected in the policy.

Action: Staff will review and make updates to policy documents to reflect discussions from this Board Meeting

Day 2 meeting adjourned 4:50 pm