

**EMAB Board Meeting Minutes**  
**Day One – January 15<sup>th</sup>, 2003**  
**Yellowknife, NT**

**Present:**

Robert Turner, Chair, North Slave Metis Alliance  
Floyd Adlem, Vice-chair, Government of Canada  
Doug Doan, Secretary-Treasurer, Government of the Northwest Territories  
Lawrence Goulet, Yellowknives Dene First Nation  
Doug Crossley, Kitikmeot Inuit Association  
Florence Catholique, Lutsel K'e Dene First Nation  
Johnny Weyallon, Dogrib Treaty 11 Council  
Erik Madsen, Diavik Diamond Mines Incorporated

**Absent:**

John Morrison, Government of Nunavut

**Resource People:**

Hal Mills, GeoNorth Limited  
Brian McCutcheon, Outcrop Communications Ltd.

**Support Staff:**

Lisa Best, GeoNorth (minute taker)

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Opening Prayer – Florence Catholique

Welcome from Chair  
Commencement by Bob Turner at 9:30 am

<b>Agenda Items &amp; Discussion Headings</b>	<b>Discussion / Recommendation</b>
<b>Approval of Agenda</b>	Amendments to Agenda: <ol style="list-style-type: none"><li>1. Add EMAB insurance coverage to Day Two of the agenda.</li><li>2. Add meeting with Chris Hanks (re: discussion of the status of the winter road) to Day Two.</li></ol> <p><b>Motion #01-03-01-15</b> <i>Approve agenda as amended.</i> <i>Moved:</i> Bob Turner <i>Seconded:</i> Floyd Adlem <i>Carried:</i> Unanimously</p>

**Approved minutes by motion: 02-03-02-18**

<p><b>Approval of Minutes December 11<sup>th</sup> and 13<sup>th</sup>, 2002</b></p>	<p>Amendments to December 11<sup>th</sup> and 13<sup>th</sup> minutes:</p> <ul style="list-style-type: none"> <li>• 3 corrections noted – see footnoted amendments on pages 2 and 19.</li> </ul> <p><b>Motion #02-03-01-15</b>  <i>Approve minutes from December 11<sup>th</sup> and 13<sup>th</sup>, 2002 as amended.</i>  <i>Moved:</i> Doug Crossley  <i>Seconded:</i> Lawrence Goulet  <i>Carried:</i> Unanimously</p>
<p>Letter to minister re fisheries workshop</p>	<p>The letter was sent to Bob Overvold – copies were mailed and faxed to EMAB members.</p>

*Johnny Weyallon – joined the group at 9:50 am.*

<p><b>Agenda Items &amp; Discussion Headings</b></p>	<p><b>Discussion / Recommendation</b></p>
<p><b>Executive Committee Report - Operations Manual</b></p>	<p>Doug Doan and Floyd Adlem worked on the operations manual starting with section two. The Board will review sections 2 and 5 and discuss and submit amendments on Day Two (January 16<sup>th</sup>, 2003).</p>
<p><b>Executive Committee Report - C/E Training Dates</b></p>	<p>The training session dates will be changed to February 20<sup>th</sup> and 21<sup>st</sup>, 2003. Since there weren't any objections to the date changes - they will need to be confirmed by EMAB. The total cost of the course will be \$15,804 plus GST. It is possible to invite up to twenty four people.</p> <p>There will be a questionnaire to be filled out (prior to the training sessions that will need to be distributed to the participants) and submitted to Axys.</p> <p><b>Action Item:</b> The participants of the training sessions will be Board members and alternates plus one person from each party. The Executive will follow up and submit the proposal into DIAND and notify Axys. Communities will be requested to confirm the party participant with Linda by January 22<sup>nd</sup>, 2003.</p> <p>There was a short discussion about the issue of being consistent with the intention to utilise the expertise of northerners. The Axys company experts conducting the training session are based in Calgary. Since EMAB is receiving funding through DIAND and the arrangements are being made by DIAND, it was concluded that this case was beyond EMAB's control.</p>

**Break – 10:10 am**

*Eric Madsen joined the group at 10:15 am.*

**Reconvene – 10:30 am**

Agenda Items & Discussion Headings	Discussion / Recommendation
<b>Finance Report</b>	<p>Balance sheet and revenue sheets were reviewed. The net income of \$254 000 is the revenue that will last for the last quarter. Doug explained the comparison of the revised budget to actual for 9 months ending December 31, 2002. There will be further expenditures for this fiscal year i.e. TK workshop, CE training etc.</p> <p>Q: Has Diavik approved/acknowledged our budget for next year? A: Doug will look into it.</p> <p><b>Action item:</b> Doug Doan will look into whether or not Diavik has approved/acknowledged the EMAB budget for next year.</p> <p>Q: There are two areas on the balance sheet that refer to total fixed assets and they are different values (43000, 40000) - are they two different things? A: Doug Doan will get a detailed explanation for the next meeting.</p> <p><b>Action item:</b> Doug Doan will get a full explanation (for the February 2003 meeting) regarding the variance in total fixed assets referred to on the balance sheet.</p>

**10:40 am** - there was a five minute set up break for the DDMI presentation.

Agenda Items & Discussion Headings	Discussion / Recommendation
<b>Diavik Diamond Mines Presentation – Project Update</b>	<p>The DDMI Project Update Presentation detailed the following:</p> <ul style="list-style-type: none"> <li>○ <b>The maintenance complex</b> was completed in August 2002.</li> <li>○ The process of piling rock (clean rock and rock with acid drainage potential) was presented.</li> <li>○ <b>The Process Plant</b> was completed and commissioned - September – December 2002.</li> <li>○ Some ore was processed late fall from BHP to ensure the process plant was running properly. By December the top of kimberlite was being processed and actual diamonds were out of the ground</li> </ul>

	<p>before Christmas.</p> <ul style="list-style-type: none"><li>○ The quirks of the process plant are being worked out (re extra parts on hand etc.).</li><li>○ The November mass amounts for kimberlite processed were stated, as well as course rejects trucked to the PKC area and fine rejects pumped to the PKC area.</li><li>○ <b>A154 Pit</b> – dewatering is complete and the excavation of country rock and kimberlite is presently occurring.</li><li>○ The amounts and placement of country rock (clean and acid potential) rock were described.</li><li>○ The volume of till and lakebed sediments were presented.</li><li>○ The excess trucks, haulers, dozers, etc. will be removed from site (this winter possibly).</li><li>○ <b>The accommodation complex</b> completion date is set for February 2003</li><li>○ This is the only infrastructure on site that is behind schedule.</li><li>○ Various pictures of buildings/areas (like the lunch room, gymnasium etc.) were presented.</li><li>○ <b>The processed kimberlite containment (PKC)</b> facility is operational</li><li>○ Water is being recycled from the PK containment area, coarse PK is being placed inside the PK containment area.</li><li>○ Engineering to maintain the stability of the dike was discussed in terms of spigot lines and beaching along the dam to keep the water further away from the dam.</li><li>○ It was noted that a spigot line broke. The spill area from the spigot line breakage was contained within the PKC area. Even though the breakage was contained within the approved PKC area, it was requested by the Inspector to still report it as a spill to the NWT Spill line. The reported spill was approximately 20 000 L – however it was not environmentally significant. Unfortunately the DDMI spill statistics for the month of December appear horrendous (in the area of 20 000 L).</li><li>○ <b>In general...</b> the sewage treatment plant (north and south) are operating well – the south discharge to the lake will eventually be discontinued and re-routed to the PKC.</li><li>○ Any minewater, currently being generated and or seepage waste, is being pumped through the water treatment plant (flow through without treatment) and is being held in the North Inlet. There is presently a plentiful amount of space remaining in the North Inlet and seepage levels are currently lower than expected.</li><li>○ At the end of dewatering, Diavik moved the muddy water to the on land sedimentation pond (the earlier dredge water did not settle). Diavik is hoping that the water will eventually meet water licence levels and they are monitoring the NTUs. The water is about 40 NTUs presently (10 NTUs is the limit). If and when the</li></ul>
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	<p>water meets limits Diavik would like to apply to the MVLWB to pump it out.</p> <ul style="list-style-type: none"> <li>○ Diavik is mostly staffed we are looking for ten to fifteen positions to fill – we are looking at about 300 people currently on site.</li> <li>○ The winter road is open between BHP and Diavik (the cold weather helped).</li> <li>○ As of Feb. 1<sup>st</sup>, Diavik will have a new president - Phillip Du Toit, Stephen Prest will be retiring.</li> </ul> <p><u>Questions/Answers:</u></p> <p>Q: Does seepage flow cause ice blockage areas?  A: No, the seepage flows and does not form blockage ice but there are plans to deal with that scenario if and when it occurs.</p> <p>Q: What else is there besides the gym?  A: Exercise rooms, TV rooms, entertainment rooms (pool tables etc.), a couple of board rooms, a couple of craft rooms etc.</p> <p>Q: Have there been any wildlife reports?  A: No wolverines, no signs of caribous, but some foxes and rabbits have been reported.</p> <p>Q: Are ravens attracted to the site?  A: The ravens are around in the spring and fall but they don't stay for the winter.</p> <p>Q: With respect to shipping equipment back to the site - when will the current pit be depleted? There are two other pits that Diavik is going to build dikes etc. around – would they have to ship the equipment back in?  A: Diavik is looking at the year 2006 to build the 418 dike and has approval to build it but designs still need to be submitted to MVLWB (as there will be changes due to lessons learned). Diavik will contract the job of building the dike out again in 2006 – Diavik was happy with the last crew. Diavik will also need to rehire designers. They will ship their equipment in again later.</p> <p>Q: How will the workforce increase due to the work in 2006?  A: The workforce will increase to about 400 people as opposed to 800 people at the start of the mine.</p> <p>It was suggested that as part of the February meeting, a trip could be planned to the Diavik site for a morning.</p>
<p><b>Member Reports</b></p>	<p><u>Lutsel K'e Dene First Nation (LDFN) Concerns:</u></p> <ol style="list-style-type: none"> <li>1. With respect to the fisheries workshop re compensation areas, compensation areas were identified and the LDFN wasn't certain</li> </ol>

	<p>what the next step was to be.</p> <ol style="list-style-type: none"> <li>2. For the third year in a row, caribou accessibility has been limited; it is a big concern for the LDFN. There has been discussion regarding the possible causes. Two sections of the EMAB mandate were quoted as a possible means for the Board to address the concern presented.</li> <li>3. The LDFN requested a tour of the Diavik site. Diavik responded to the party suggesting that they raise it with EMAB. This response caused upset within the party.             <ul style="list-style-type: none"> <li>• It was suggested that the LDFN get a copy of the request and response letters to and from Diavik for confirmation. The party should deal directly with Diavik.</li> </ul> </li> <li>4. Charles Brulet set up the fax machine for the LDFN. They figured out why the email wasn't working (internet service is by satellite by phone and when the phone lines are tied up - the internet is slowed. The email contact person in Lutsel K'e was Steve Ellis who is not there anymore. There is now a new contact and things are working themselves out.). Thanks from the LDFN for Charles' helpful visit.</li> <li>5. The LDFN is concerned regarding their capacity funding cheque and would like receipt of the cheque owing to them.</li> </ol>
<p>Discussion Following Member Reports re Fisheries Workshop</p>	<p>Posed questions: What is the next step? Should there be proposals from each group?</p> <p>Suggestions/Statements:</p> <ul style="list-style-type: none"> <li>• The amount of money available for proposed alternate compensation projects will be limited to the amount defined (and approved by DFO) by Diavik in the original compensation plans to recover the three lakes. DDMI made a presentation detailing the original funds (current funds available) at the December 12<sup>th</sup>, 2002 fisheries workshop.</li> <li>• The December 12<sup>th</sup>, 2002 fisheries workshop notes were not included in the binder and were distributed at lunch hour.</li> <li>• Guidelines could be developed for the communities' alternate proposals.</li> <li>• The Communities, the Board and DDMI should work in consultation with DFO to work on the proposals.</li> <li>• Perhaps capacity funding could be utilised to help develop the proposals.</li> </ul>
<p><b>Review of Action Items</b></p>	<p>Postponed til Day Two.</p>

**Lunch Break - 11:50 am**

**Reconvene – 1:15 pm**

*Graeme Dargo and Sam Gamble from Dargo and Associates joined the group.*

<p><b>Agenda Items &amp; Discussion Headings</b></p>	<p><b>Discussion / Recommendation</b></p>
<p><b>Capacity Funding: Dargo &amp; Associates – Final Report</b></p>	<p>Graeme Dargo of Dargo and Associates presented the Evaluation Report and Recommendations for the EMAB Capacity Building Fund.</p> <ul style="list-style-type: none"> <li>• The evaluation concludes that the fund is not operating most effectively and that recipients have not met the reporting guidelines established by EMAB.</li> </ul> <p>The following limitations were identified:</p> <ul style="list-style-type: none"> <li>• Parties have not submitted reports on scheduled deadlines. Differences of opinion exist over the intent of the capacity building program. The funding program is still relatively new.</li> <li>• Report accounting did not meet set guidelines.</li> <li>• The roles and responsibilities of members– were not clarified.</li> <li>• EMAB needs to consider its own capacity and role in supporting members (technical support etc.).</li> </ul> <p>A challenge to EMAB (who have sought a means to correct the situation) is to find a better balance between community-based, flexible use of available funding and demonstration of the program impacts and achievement.</p> <p>In order to improve the funds effectiveness recommendations are as follows (see the actual capacity funding evaluation report for details):</p> <ul style="list-style-type: none"> <li>• Development of a program policy type statement that clarifies the goals and intended use of program funds.</li> <li>• Annual project plans should be provided by each Party, showing the intended use of their funding allocation in meeting the goals of the program.</li> <li>• Development of financial contract agreements between EMAB and the Parties to improve financial and activity reporting.</li> </ul> <p>Draft statements and agreements that reflect the above noted recommendations for discussion and consideration by EMAB were referred to.</p> <ul style="list-style-type: none"> <li>• Page 14 covered commitments, principles and goals under the Community Capacity Building Fund Policy (these were discussed).</li> </ul> <p>Funding focus, project plans, and project reporting on pages 15 and 16 were discussed.</p>

	<ul style="list-style-type: none"> <li>• Under ‘Project Costs’ on page 16 of the report, it was suggested that a designated percentage (i.e. 25%) go directly towards administration fees – to avoid the aggravation of saving receipts for minor things like paperclips.</li> <li>• On page 17 and 18 a type of contract agreement was presented as an example. It is not like a contribution agreement. It is simple in order to clearly indicate what is expected at the community level.</li> </ul> <p>There will be a few minor changes made to the Evaluation Report and Recommendations – EMAB Capacity Building Fund which will be submitted in final form next week.</p> <p>Corrections to be made:</p> <ul style="list-style-type: none"> <li>• ‘Programs’ will be reworded to ‘programs/community initiatives’.</li> <li>• Funding options will be elaborated in order to show that they can be a combination of things.</li> <li>• The point about project plans will be reworded because it is misleading (more than one project may be undertaken).</li> <li>• It will be stated that the funding can be utilised for a variety of uses and examples will be given.</li> <li>• Section 5 and 7 of the Agreement on page 17 will be removed.</li> <li>• On page 15 (under Fund Focus) delete the crossed out words: “Organizing community workshops and bringing residents, <del>EMAB and Diavik staff</del> together to:”</li> </ul> <p>The process of the capacity funding and yearly distribution was clarified.</p>
<p align="center"><b>Capacity Funding: Board Discussion</b></p>	<p><b>Motion #03-03-01-15</b>  <i>To accept the capacity funding reports as submitted for 2001.</i>  <i>Moved:</i> Florence Catholique  <i>Seconded:</i> Johnny Weyallon  <i>Carried:</i> Unanimously</p> <ul style="list-style-type: none"> <li>• Budgeting for community exercises related to capacity funding may be useful.</li> <li>• Administration costs of the community can be up to \$9000 just for rental costs in a year (just for an office in a building).</li> <li>• The monies available add up very quickly (i.e. admin costs like rent, translator costs, workshops etc.) if there is a goal to carry out an actual project the capacity funds are insufficient.</li> <li>• There may be support available upon request for specific research carried out by the parties – the ideas need to be formally proposed.</li> <li>• Before considering increases in capacity funding – the Dargo &amp; Associates report should be used to maximize the use of the existing fund.</li> <li>• Options for pooling capacity funding monies not spent yearly were</li> </ul>

discussed.

There was a discussion regarding capacity funding and how to deal with parties that had not submitted reports (there have been warnings to date). There was a suggestion (not agreed to) to repay all parties the \$30 000 (rather than bump them up to \$30 000 depending on what was spent and reported on last year) for this year regardless of what monies were or were not reported to have been spent on capacity building. Suggestion was that any party not submitting a report (having had warnings) should no longer have access to last year's available \$30 000.

During a break the Lawrence Goulet tried to contact the YDFN (without success) in order to remind them about the need to report the capacity fund use in order to receive payment.

**Motion #04-03-01-15**

*Doug Doan (EMAB treasurer) will contact the YDFN and provide them with an opportunity to submit a capacity funding report by January 31, 2003.*

*Moved: Lawrence Goulet*

*Seconded: Florence Catholique*

*Carried: Unanimously*

**Action item:** Doug Doan will contact the YDFN and provide them with an opportunity to submit a capacity funding report by January 31, 2003.

Further discussion regarding capacity funding included:

- The need for credible adequate reporting of capacity funding.
- A staff member could work on a summary report of work done through capacity funding (for Diavik/annual report). An explanation could be included that would explain the challenges that have been faced and the new action plan/guidelines to be implemented in order to improve capacity funding use and reporting.
- Each party has the option of hiring someone to write the capacity funding report utilising capacity funds.
- Perhaps quarterly reports would be helpful in order for the communities to gain access to funds more than once a year (some communities have had to work on a deficit).
- The reporting as it stands at once a year has been a challenge to obtain to date.

**Motion #05-03-01-15**

*To accept Dargo and Associates evaluation report and recommendations regarding the capacity building fund subject to changes discussed.*

	<p><i>Moved:</i> Floyd Adlem  <i>Seconded:</i> Erik Madsen  <i>Carried:</i> Unanimously</p> <p><b>Action Item:</b> Floyd will revise the capacity funding reporting guidelines for the boards review by February 2003.</p>
<p align="center"><b>Capacity Funding: Kugluktuk Proposal</b></p>	<p><b>Kugluktuk Proposal</b>                  Doug Crossley presented the Kugluktuk Water Quality Program Proposal to EMAB in order to receive feedback. The proposal outlines a project that the KIA would like to undertake utilizing capacity funds.</p> <p>Comments were supportive of the range of activities (workshop, monitoring etc.) proposed. It was mentioned that it would be a good opportunity for the KIA to further understand Diavik related water quality issues and clarify KIA concerns. It was clarified that the KIA does not need to submit a proposal in order to move ahead or obtain funding for the project and that the capacity funding is available for use at the KIA’s discretion.</p> <p>Diand is conducting a Copper River basin study that may be incorporated into the KIA work results.</p>

**Break – 3:05 pm**

**Reconvene – 3:25 pm**

*Doug Doan joined the group (returning since lunch).*

*Brian McCutcheon joined the group.*

*Hal Mills joined the group.*

<p align="center"><b>Agenda Items &amp; Discussion Headings</b></p>	<p align="center"><b>Discussion / Recommendation</b></p>
<p align="center"><b>Outcrop Communications – Final Report</b></p>	<p>Brian McCutcheon of Outcrop Communications Inc., presented the final Information and Communications Strategy Recommendations report. A number of changes were noted (see below) and those pages would be corrected, reprinted and replaced in the original binders some time next week.</p> <p><b>Corrections Noted:</b>                  Page 30 – change NWT to North in the ‘Preferred Background’ section.                  Page 32 – change Inuvialuktun to Innuinaqtun in the ‘Preferred</p>

	<p>Background' section. The quoted number of \$800 000 should be changed to \$600 000 with respect to funding.</p> <p>The Executive Summary of Recommendations on pages two and three of the report were reviewed.</p> <ul style="list-style-type: none"> <li>▪ Priority audiences:             <ol style="list-style-type: none"> <li>1. Affected communities</li> <li>2. DDMI</li> <li>3. Regulatory authorities</li> <li>4. Other EMAB Board members</li> <li>5. ENGOs</li> <li>6. Public interest groups</li> </ol> </li> <li>▪ Hiring of two additional aid staff to EMAB (Executive Director and a Communications Services Coordinator).</li> <li>▪ Priority skill set of staff: effective communications.</li> <li>▪ Key functions of staff: administration of EMAB monitoring activities and the organization of studies and report reviews.</li> <li>▪ Additional Communication Resources to be developed were also reviewed:             <ul style="list-style-type: none"> <li>▪ Standard power point presentation for community uses - both available in CD and hard copy format.</li> <li>▪ Community Open House (clearly thought to be a useful communication tool) package resources (display boards, maps and photos were emphasized).</li> <li>▪ Environmental Monitoring Report Card (see page 21 of report).</li> <li>▪ Communications resources to website (see page 24 of report).</li> </ul> </li> </ul> <p><i>See the Outcrop Communications - Information and Communications Strategy Recommendations report for further details of the recommendations.</i></p>
<p align="center"><b>Communica- tions  Board Discussion</b></p>	<p>Posed Question: Where do we go from here?</p> <p>Suggestions:</p> <ul style="list-style-type: none"> <li>• Hire staff – it lays a foundation for hiring an executive director.</li> <li>• Recruit one of the two staff persons with a broad skill base that includes communications.</li> <li>• Get an executive director in place that has a general base and once that first person is hired it can then be assessed as to what else EMAB would be looking for.</li> <li>• If one person is hired first – the second might be found through that process.</li> <li>• Personality comes into play with respect to working relationships.</li> </ul>

**Approved minutes by motion: 02-03-02-18**

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	<p><b>Motion #06-03-01-15</b> <i>To accept the Outcrop – Information and Communications Strategy as per concluded contract.</i> <i>Moved: Doug Crossley</i> <i>Seconded: Florence Catholique</i> <i>Carried: Unanimously</i></p>
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*Brian McCutcheon parted the group.*

*Hal Mills parted the group.*

<b>Communications Recruitment Strategy</b>	The numbers in the Outcrop report seem on the low side with respect to recruitment and will be disregarded.
EMAB Annual Report	Floyd Adlem would like the Board to start thinking about the annual report - it must be finalised by mid August and should be started relatively early.
DDMI Community Based Monitoring Update	The land use permit was submitted and has been advertised in the paper. Diavik through the MVLWB will receive any comments and any concerns should be publicized. Perhaps EMAB could write a letter of support.

**Meeting adjourned at 4:30 pm.**

**EMAB Board Meeting Minutes**

**Day Two – January 16<sup>th</sup>, 2003**

**Yellowknife, NT**

**Present:**

Robert Turner, Chair, North Slave Metis Alliance  
Floyd Adlem, Vice-chair, Government of Canada  
Doug Doan, Secretary-Treasurer, Government of the Northwest Territories  
Lawrence Goulet, Yellowknives Dene First Nation  
Doug Crossley, Kitikmeot Inuit Association  
Florence Catholique, Lutsel K'e Dene First Nation  
Johnny Weyallon, Dogrib Treaty 11 Council  
Erik Madsen, Diavik Diamond Mines Incorporated

**Absent:**

John Morrison, Government of Nunavut

**Resource People:**

Sean Kollee, IEMA  
Hal Mills, GeoNorth Limited  
Julian Kanigan, DIAND  
Brenda Kuzyk, Diavik Diamond Mines Incorporated  
Chris Hanks, BHP Billiton Diamonds Inc.

**Support Staff:**

Erica Janes and Lisa Best, GeoNorth (minute takers)

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Commencement by Bob Turner at 9:15 am

<b>Agenda Items</b> <b>&amp;</b> Discussion Headings	<b>Discussion / Recommendation</b>
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<p><b>TK Monitoring Workshop Proposal</b></p>	<p>Hal Mills of GeoNorth presented a revised proposal for conducting the TK Monitoring Workshop, with fewer experts present and added facilitators, thus decreasing the cost to the Board by approximately \$16 000. Sean Kollee was present to represent IEMA's interest in participating in the workshop.</p> <p>Discussion items:</p> <ol style="list-style-type: none"><li>1. EA Requirements re: TK<ul style="list-style-type: none"><li>• Discussion around the need of communities to cooperate in monitoring processes, and the need for collective recommendations to industry.</li><li>• Discussion around the need for TK collected to be specific to what is being monitored; a blanket general procedure won't work.</li></ul></li><li>2. Protocols/Procedures for incorporating TK<ul style="list-style-type: none"><li>• Discussion around the need to develop protocols for TK monitoring so that communities know what information is required and work together to collect it.</li><li>• Concern over how the TK coming out of communities is represented and accessed, how that information is then used, and then how it is brought back to communities to make sure TK is used properly.</li><li>• Communities want to participate in monitoring. It's important that it be an ongoing process, but it's the effective implementation and incorporation of the knowledge that's more difficult. MVEIRB reported on TK to KIA – maybe a good resource for Hal (will get a copy when it's available).</li></ul></li><li>3. Participants with TK and Policy expertise<ul style="list-style-type: none"><li>• Discussion around the inclusion of TK experts vs. policy experts. All agreed on importance of developing a collective process and guidelines for communities to incorporate TK into policy instead of just collecting TK itself.</li><li>• Suggestion: worthwhile developing clear statement about the objectives of the workshop, having it translated and given to communities so that the right people are included and participants know the goals before they even go to the workshop. Hal to draft statement and submit to Floyd and Sean (representatives for EMAB and IEMA) for feedback, with final comments to Hal February 3.</li></ul></li></ol>
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	<p>4. Options for TK panels</p> <ul style="list-style-type: none"> <li>• Discussion about experts vs. facilitators, with conclusion that the Board agreed that Brenda Parlee should be put back on the agenda as a TK expert, provided she is still available for those dates (Hal to confirm).</li> </ul> <p>5. Logistics</p> <ul style="list-style-type: none"> <li>• Discussion around balance between cost of workshop and effectiveness of length. Agreed that 2-3 people per party can attend, plus translators, totalling about 30 people (including BHP – Board to talk to Chris Hanks in pm about BHP involvement).</li> <li>• Dates of March 12, 13, 14 agreed upon.</li> <li>• List of venues suggested: Baker Centre, then Air Tindi top choices. GeoNorth to investigate.</li> </ul> <p>6. EMAB/IEMA Coordination</p> <ul style="list-style-type: none"> <li>• IEMA passed a motion to set up a TK committee and are committed to moving in that direction in consultation with EMAB. This would justify a joint workshop and cost sharing.</li> <li>• IEMA looking at ways to fit a TK panel into existing bylaws and agreement.</li> <li>• Decision to proceed with or without IEMA.</li> <li>• Suggestion: because the same communities that are impacted by the mines, have one TK panel or one process to serve the purpose, instead of both EMAB and IEMA having one each.</li> </ul>
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**Break – 10:30**

*Hal Mills and Sean Kollee left the group at 10:30 am.*

**Reconvene – 10:55**

<p><b>Agenda Items</b> &amp; Discussion Headings</p>	<p><b>Discussion / Recommendation</b></p>
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<p><b>Operations Manual</b></p>	<p>Review of Operations Manual continued: Section 2</p> <ul style="list-style-type: none"><li>• Dollar signs need to be added to all numbers in this section.</li></ul> <p>2.1 Authorities Discussion on spending authority of various positions; decision to categorize new head as “executive director” to determine their spending authority.</p> <p>Q: How often are people allowed to use their spending authority limits? A: As many times a year as necessary, within reason for board operation. But maybe should put a limit on spending...</p> <ul style="list-style-type: none"><li>• Add “any expenditures approved by executive will be brought to attention of the board in a timely fashion”.</li><li>• Change “chairperson” to “executive” on pg 6 so that at least 2 members are making the decision.</li><li>• Put authority first, then authority to initiate payment second.</li></ul> <p>Discussion on corrections of numbering of topic headings</p> <p>Q: Should chairperson and exec have blended payment authority as with spending authority? A: Combine chair and executive, up to \$30 000 (under payment authority)?</p> <ul style="list-style-type: none"><li>• Correction: “executive committee up to \$30 000” for payment authority.</li><li>• Take chairperson category out.</li></ul> <p>Q: Should cheques over \$10 000 require 2 exec committee members? A: Yes.</p> <p>2.2 Purchasing and Contracts Discussion about semantics of quotations for the purchase of goods.</p> <ul style="list-style-type: none"><li>• Correction in 2.2.2: “purchases up to \$2000...”.</li><li>• Correction in 2.2.3: “Tenders will be awarded...” and “Contracts for services...”<sup>3rd</sup> sentence.</li><li>• Last bullet on pg. 7 – change to “such others factors as may be appropriate” instead of the different combinations.</li></ul>
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	<p>Standing Offer Agreements Explanation of SOA's for goods; Board have used them for services in the past.</p> <p>Q: How long do SOA's stay in place? A: Terminated at the end of each year (renewed again if desired)</p> <ul style="list-style-type: none"><li>• Decision to add a bullet about the timeline for SOA's: will be reviewed on an as-required basis (Linda should have list of SOA's to refer to).</li></ul> <p>Payment and Time frame Q: Why the difference in time frames for payment for goods and services? A: Service payments involve consultants, need to be reviewed and to through approval process (based on the fact that board must approve expenditures at monthly meetings).</p> <ul style="list-style-type: none"><li>• Decision to combine 1<sup>st</sup> 2 bullets: "payments for goods and services made within 15 days of approval for payment".</li><li>• Add "approval of final payment dependent on approval of services".</li></ul>
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**Break – 12:00 am**

**Reconvene – 1:30 pm**

*Florence Catholique did not rejoin the group until 3:00 pm.  
 Julian Kanigan, Chris Hanks and Brenda Kuzyk joined the group.*

<p align="center"><b>Agenda Items &amp; Discussion Headings</b></p>	<p align="center"><b>Discussion / Recommendation</b></p>
<p align="center"><b>Inspection Report</b></p>	<p>Julian Kanigan (DIAND inspector) presented slides of his most recent visit to Diavik. There was no formal report from his latest visit as of yet but the latest formal report dated December 10<sup>th</sup>&amp;11<sup>th</sup>, 2002 was included within the meeting binders.</p> <p>The slide presentation involved pictures and prompted discussion related to the following:</p> <ul style="list-style-type: none"> <li>• The amount of kimberlite passing through the process plant varies from 2000 to 4000 (units? weekly?). Kimberlite is transported to the ore stockpile pad once a week and the rest of the time waste rock is hauled away.</li> <li>• The snow dump area has been changed from last year due to necessary spring clean up of the site and past problems with accessibility.</li> <li>• Unneeded materials at the Diavik site are piled up and ready to be hauled away on the winter road in late January.</li> <li>• There is now a place where type 2 rock is placed.</li> <li>• Within the water treatment plant – the dike seepage water has different sampling requirements (they were discussed).</li> </ul> <p><i>Johnny Weyallon joined the group at 1:45 pm.</i></p> <p>The following areas were inspected and the details of the findings were in the December inspection report.</p> <ul style="list-style-type: none"> <li>• A154 pit</li> <li>• PKC area</li> <li>• Permanent Waste Transfer Facility</li> <li>• Large Truck Refuelling Station</li> </ul>

<p><b>Winter Road Report</b></p>	<p>Chris Hanks of BHP, gave the following winter road update:</p> <ul style="list-style-type: none"><li>• Beginning in 1997 when BHP started construction the winter loads jumped to 4000, since Diavik started construction winter loads have jumped to 8000. This year we are expecting about 6000 winter loads.</li><li>• Winter roads have gone through the reauthorization of its main permit granted by DIAND. On January 7, 2003 a new licence of occupation was signed for the next 30 years of operation of the road. DIAND wants to make sure that existing mines could be decommissioned. Echo Bay, Diavik and BHP are involved in a joint venture to hold the road permit. If De Beers goes into production, they will have the opportunity to join the joint venture. Users buy in and out as the need exists (they buy out after reclamation is completed and approved).</li><li>• The winter loads that we carry on the winter road are in excess of the GNWT guidelines (the guidelines are designed for 3 axle trucks as opposed to 8 axle trucks – and research is being done on the way the excess weight is carried for an 8 axle truck as opposed to 3 axle).</li><li>• Uncontrolled ice road and controlled ice road regulations are being developed by GNWT and BHP is paying towards GNWT research.</li><li>• With respect to the spill contingency plans – Nuna Resources have been contracted to take charge. If an incident is larger than Nuna can handle then we have a joint venture agreement that all the mines have equipment available to clean up a spill in a first instance. If more equipment is needed it will be brought to the road from the mine site.</li><li>• Contaminated material update – gravel pits will be used for contaminated soil and snow. In the future contaminated soils will be piled and oils will be burnt off and landfilled. For contaminated snow we have a plan to recover contaminated material.</li><li>• Another area of constant concern to Aboriginal groups is access to the Ingraham trail. We are required to allow access. We have also asked permission to close roads to the public.</li><li>• Issue of wildlife harvesting – we have no control over actual wildlife management issues. RWED is monitoring the roads – someone has already had their caribou tags checked.</li><li>• An environmental management subcommittee was created in 2000. It consists of management staff from the various mine sites. There are typically two meetings per year. One meeting is to discuss road issues and the second meeting is for a tour of the road.</li><li>• Operation has been ongoing for 21 years and we are proud of the good environmental record.</li></ul>
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<p>Questions and Answers related to the Winter Road</p>	<p>Q: How is security and speed limits built on the road? A: Secure check is working on the road (checking separations of trucks, 1<sup>st</sup> spill responses – 45 gallon spill containers are built onto trucks for 1<sup>st</sup> spills). Their main function is to control speeds, speed is critical to the maintenance of the road. Small spills are a major concern for many people. We run the vacuum trucks down the road at the end of the season (after it has been melted by the sun a little). An on-going battle is trash on the road. We distribute bags and make them available – it is a problem and we will keep working on it.</p> <p>Q: How does the wave (beneath the ice due to traffic) affect the ice? Is there any research done on those impacts? A: We plan so that the waves go through the deep parts of the lakes. We haven't done a lot of research on impacts. With respect to the Lockhart, NSMA asked the question of the effects specifically on beaver and muskrat habitat. We have biologists working on it. There is some impact but we have not quantified and measured it as of yet.</p> <p>Q: One other concern was in relation to all the harvesting of firewood. Previously the wood has been dragged all over the road and oils and other messes were left on the road. In areas where there is so little soil to begin with - this is a concern. A: People are allowed to use the road for all purposes other than its intended industry. We don't like the mess any more than anyone else. We can't interfere with public access of the road. RWED is putting wildlife stations on the road this year. We have had police patrol. We are also concerned about the increase in traffic on the Ingraham trail. With the volume of trucks on the road - we need increased policing - we have many of the same frustrations. With respect to many of the public issues we are limited with what we can say. Weekend alcohol is one of the major problems on the road.</p> <p>We are thinking of getting people to sign up when they go on the road. There is a safety issue also (however it is not meant for search and rescue). There is going to be increased signage this year (big electric sign by the ski club also). We are trying this year to improve the Ingraham trail speed signage as well as the ice road signage. It will help with predicting road conditions and how to handle driving on the road. Companies are moving towards safer practices and better compensation for their drivers.</p> <p>Chris Hanks will send EMAB a copy of the new licence.</p>
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*Julian Kanigan, Brenda Kuzyk and Chris Hanks parted the group at 3:00 pm.*

**Break – 3:00 pm**

Reconvene – 3:15 pm

<p><b>Agenda Items</b> &amp; Discussion Headings</p>	<p><b>Discussion / Recommendation</b></p>
<p>Operations Manual (OM)</p>	<p><b>Operations Manual</b> Review of the operations manual continued in section two and through section five.</p> <p>Q: Audit – is it a given or should a date be stated to appoint an auditor? A: The auditor could be appointed at any time and there is no need to have a date. This year at the AGM the appointment was to Michael Odell and Associates but it doesn't have to happen at the AGM. Systematically there should be some trigger to assess what you are getting out of your audits. The trigger is that you have to have your audit within 180 days after the fiscal year.</p> <ul style="list-style-type: none"> <li>• Change to OM: On page 10 add in the title '5.0 Personnel' and change the title '5.0 Recruitment' to '5.1 Recruitment'.</li> </ul> <p>There was a brief discussion regarding the purpose of the personnel committee and their role in assisting the Executive Director (yet to be hired) to hire the second staff member to be hired.</p> <p>It was agreed that the second person hired should answer to one person—not a number of different people.</p> <ul style="list-style-type: none"> <li>• Change to OM: A statement will be placed under section '5.1.1 Personnel Committee' incorporating allowance for the Board to assist with the hiring of the sub staff.</li> <li>• Change to OM: Under section '5.1.3 Hiring Policy'             <ol style="list-style-type: none"> <li>i. Aboriginal peoples as defined in the EA (changed)</li> <li>ii. Indigenous NWT/Nunavut people (changed)</li> <li>iii. Others (same)</li> </ol> </li> <li>• Change to OM: Under section '5.2.2 Statutory Holidays' remove the sentence "In the event that any of the above holidays fall on a Saturday or Sunday, the Friday prior or the Monday following will be observed as a holiday".</li> </ul> <p>Comment was made that the Operations Manual was designed not to be too cumbersome or involve too many unnecessary nitty gritty details.</p>

	<ul style="list-style-type: none"> <li>• Change to OM: Under section ‘5.2.4 Evaluation’ add the statement: “Performance objectives shall be established for each employee”. Also add a bullet to allow for a review prior to the probationary period.</li> </ul> <p>There was discussion about how the chairperson would conduct the evaluation and it was decided that the chair would decide on how he would like to do the evaluation at his own discretion.</p> <ul style="list-style-type: none"> <li>• Change to OM: Under section ‘5.2.5 Probation’ remove “by the Personnel Committee”.</li> </ul> <p>Comment: Holiday time was very complex in the reviewed document. This is an area where you can make up for lack of benefits compared to the government (by increasing holiday time). The statement to describe it was agreed to be brief.</p> <p>Q: What if a person quits (with respect to settlement etc.)?  A: A section will be added called <b>Termination</b> (either staff members or Board members). Labour standards say that you can give as much notice as the pay period.</p> <p>The Environmental Agreement and the Constitution agreement – will be removed from the Operations Manual.</p>
Insurance Coverage	<p>Liability Insurance is available that covers just the board (not the members) – EMAB has liability insurance. The other kind of insurance is to cover people who are not already covered by the group they represent. Floyd visited Lakeshore Insurance and asked about accidental insurance etc. for the board. The insurance available is an accidental death and disability insurance. What is not covered is loss of wages or a death benefit to your survivors in the event of your death. Those are available however. Floyd will get an estimate and get more information.</p> <p>The only people here covered by workers compensation are the staff.</p> <p>FYI there is terrorism exclusion in the insurance coverage.</p> <p><b>Action Item:</b> Floyd Adlem will get an estimate for liability insurance costs.</p>
<b>Review of Outstanding Action Items</b>	<p>The action items were briefly reviewed and changes will be made to the outstanding action item list.</p>
Hiring Staff	<p>The terms of reference for the upcoming job position will need to be developed and submitted to the newspaper. The Board will discuss</p>

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	specific salary at a later time. Once Outcrop submits their final report - the personnel committee will meet. A day to meet was discussed (possibly next Sunday???)
Next Steps after Fisheries Workshop	<p><b>Action Item:</b> Figure out the cost of honorariums and (as agreed) split it three ways (between DFO, EMAB and Diavik).</p> <p>It was suggested that a one or two page guideline for compensation proposals could be drafted by DDMI.</p> <p><b>Action Item:</b> EMAB will write a letter and request that DDMI draft a template that could be reviewed by EMAB and eventually sent out to communities that describes how they can propose an area that can be considered as a compensation recommendation guideline (following the December 2002 Fisheries workshop).</p>

**Motion #01-03-01-16**

*Adjourn meeting.*

*Moved:* Lawrence Goulet

*Seconded:* Floyd Adlem

*Carried:* Unanimously

**Meeting adjourned at 5:00 pm.**

FEBRUARY 2003						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18 EMAB mtg.	19 EMAB mtg.	20 CE Training	21 CE Training	22

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23	24	25	26	27	28	
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**The following Corrections were made to the January 2003 EMAB meeting minutes:**

- Recorded that Florence was absent the day of Chris Hanks presentation from 1:30-3:00 p.m. She was at a medical appointment (Page 18) and returned at 3:00 p.m.
- Page 19 – should note that Chris Hanks gave update on winter road.
- Page 19 – “bevel pits” should read “gravel pits”.
- Page 4 - It should be noted that the spill was reported, even though the breakage was contained within the PKC. The south sewage treatment plant will be discontinued and re-routed to the PKC. There is not currently a regulation for seepage. Levels are currently lower than expected.
- Page 5 - New president name correction to “Phillip du Toit”.
- Page 6 - The name “Charles Brulet” should be changed to “Charles Goulet”.
- Page 18 - “Brenda Kusak” should be changed to “Brenda Kuzyk”.
- Page 19 - Chris Hanks presentation – indicate that Julian did not do this.
- Page 23 - EMAB will write a letter regarding the Fisheries Workshop. DFO has to be on board. Clarification is required for this item. Letter has been drafted and won't be sent until the Board hears from DFO.
- Page 16 – spelling of “checks” should be “cheques”. There should be \$ sign for 10,000.
- Page 21 – change from Manager to Executive Director throughout.