



MINUTES OF THE 212th MEETING OF THE JAMES BAY ADVISORY COMMITTEE ON THE ENVIRONMENT

DATE: July 17, 2019

LOCATION: Videoconference

PRESENCES: Melissa Saganash, CNG, Chairperson
Chantal Otter Tétreault, CNG, Vice-Chair
Pamela MacLeod, CNG
Jean Picard, Canada
Caroline Girard, Canada
François Provost, Québec
Manon Cyr, Québec
Mélanie Chabot, Québec

Michèle Leduc-Lapierre, Executive Director
Graeme Morin, Environmental Analyst
Eva Wolf, Secretariat Officer

ABSENCES: Marc Dunn, CNG
Judy Doré, Canada
Maud Ablain, Québec

WELCOME AND ADOPTION OF THE AGENDA

On a motion proposed by Mélanie Chabot, seconded by Jean Picard, the agenda is adopted (see appendix 1).

ADOPTION OF THE MINUTES

Minutes 208

The Executive Director mentioned that while finalizing the minutes, a modification had to be made. Because of this modification, it is necessary to adopt the modified minutes.

Minutes 210

No changes to be made.

Minutes 211

One member pointed out that a small mistake had slipped into the minutes. In the section "Inclusion of Climate Change in Impact Assessments" (Climate Change discussion), COMEX should be replaced by COMEV.

On a motion by Manon Cyr, seconded by Chantal Tétreault, the minutes from the three meetings are adopted with the modifications made.

Actions:

- The Executive Director will make the changes to minutes 208 and 211;
- Once finalized, the Executive Director will post the minutes on the website and send them to the appropriate persons.

ADMINISTRATION

Adoption of the procedure for performance reviews

The Chair reminded members that the goal of establishing a performance appraisal procedure is to facilitate the management of staff and to better monitor employee performance. The documents (procedure and form) were developed by the AC based on the experience of other committees.

The members discussed the documents and suggested a few modifications:

- Add the part "Employee's comments" to the item *Expected results 4* of the form (a cell is missing);
- Add "conferences" when talking about the training plan.

The Executive Director will make the changes before finalizing the documents.

On a motion proposed by Mélanie Chabot, seconded by Jean Picard, the procedure for performance reviews is adopted.

Action:

- The Executive Director will make the changes and finalize the documents.

Document storage (cloud)

The Executive Director presented the proposed options for the implementation of a document storage system ("cloud") for the JBACE Secretariat. Two vendors stand out, Global Network Solutions, CCEBJ's current IT Technician and Dropbox Pro, a company domiciled in the United States. After comparing the offers and discussing the security solutions, the members agree that it is better to choose a company domiciled in Québec and that the backup equipment (server) belongs to the JBACE. The company Global Network Solutions was selected and a new quote of the day will be requested. It was discussed to ask the HFTCC if they wanted to share the service and costs.

Actions:

- The Executive Director will ask the HFTCC if they are interested by the cloud and to share costs;
- The Executive Director will ask for a new quote from Global Network Solution and send it to the AC;
- The members of the AC will approve the quote in order to move forward.

Update on funding and adoption of the revised budget

The Executive Director presented the revised budget according to the amount the JBACE will receive (and not what it requested) and noted that the grant has not been received. Because of this, some expenses will have to be carried over or spread out in order to respect the established budget and to cover the running costs of the secretariat. This scenario tends to be repeated every year, giving the impression that the JBACE has funds still available at the end of its fiscal year. The question is whether this unspent money can have an impact on the amount of the grant awarded.

Members agreed to defer the expenditures allocated to cumulative effects. The costs associated with the cloud are included in the revised budget, but can be spread over two fiscal years if Global Network Solutions is selected.

The members discussed the option of proposing to Québec next year a budget over two or three years. The funding received would thus cover a longer period and would avoid financial strangulation during the waiting period for payment.

The Executive Director raised the issue with the funds allocated for the review of the PAFITs, which result in a large expenditure every five years, and suggested considering an annual monetary allocation to avoid a similar scenario. After discussion with the accountant, it would be possible to create a fund specifically dedicated to the project, without having an impact on the budget. The establishment of this fund will be discussed at the next meeting.

On a motion proposed by Manon Cyr, seconded by Melissa Saganash, the revised 2019-2020 budget is adopted.

Actions:

- The Executive Director will make the changes and finalize the document;
- The members of the AC will meet at the beginning of the fall to talk about the next request.

Annual Report

The Executive Director informed the members that the annual report was sent to the National Assembly before the end of June and once it is tabled in session, it can be shared.

FILES AND REVISION OF THE WORK PLAN

Climate change

One member explained that the *Plan d'électrification et de changements climatiques* (PECC) for the next ten years (starting in 2020) is under development. The role of the JBACE could be to add a new perspective to the PECC so that it takes into account issues specific to the Northern territory. A first introductory meeting between the members of the subcommittee and those responsible for the development of the PECC will take place on 17 July 2019 in the afternoon (note: following the JBACE meeting). The meeting will allow us to present the JBACE and we will also share the document from the November 2018 Eastmain forum of the Cree Nation Government on Climate Change Adaptation.

The Executive Director mentioned that the JBACE also sent a letter to the Assistant Deputy Minister in order to put forward our interest in being involved in the development of the PECC. She also mentioned that the JBACE is interested in meeting with the Canadian Centre for Climate Services (CCCS) to see how it will be possible to coordinate the work of everyone.

Cumulative effects

The Executive Director explained that a document has been prepared for this file to provide an update on the development of the Centre of Expertise. The document outlines the next steps as well as recommendations regarding the involvement of the JBACE in relation with the committee's mandate. At this point, it would be better to continue to participate in the meetings to share information with other groups on the subject, but there is no need to engage further. The Chair supports this opinion by affirming the interest of sharing the expertise of the JBACE but while maintaining an observer role. The members also discussed the possibility of presenting pilot project proposals in the future and discussed the role of the JBACE and the communities.

Then, the Executive Director explained that there would be an opening to hold a discussion with other groups to share information. Members agreed that this is a good opportunity to share what the JBACE is doing on this issue.

Finally, the Analyst informed the members that they can participate in the meeting with the trainee on Friday, July 19, 2019 by videoconference.

Actions:

- The Secretariat will hold an informal teleconference with other groups to exchange information on this file;
- Members interested in attending the July 19 meeting with the intern and her supervisor will contact Graeme.

Revision of the work plan

The Executive Director advised that adjustments to the integrated work plan will be completed as a result of the budget and file discussions. Members will be notified by email once completed and the plan will be uploaded to the website.

Sectoral co-creation tables

The Analyst mentioned that the comments were sent to the MELCC a few days before the meeting. The regulations will probably come out early next year and the secretariat will follow-up. There will be an opportunity to comment on the draft regulations.

Guide

The Analyst mentioned that the guide is now completed and is being processed by the graphic designer. Once finalized, we will print 40 copies (20 in English, 20 in French), post it on the website and share it within our network.

Actions:

- The Secretariat will finalize the guide with the graphic designer and print it;
- Once everything is completed, the Secretariat will distribute it and post it on the website.

SEPTEMBER MEETING

The Executive Director mentioned that the next meeting should be held in the Territory to meet the Cree Administrator. Dates were suggested and it will be necessary to do a Doodle poll to identify the best ones.

Actions:

- The Executive Director will send a Doodle poll to identify the dates for the next meeting;
- The members will answer the poll as soon as possible to help with planning the next meeting.

Michèle Leduc-Lapierre, Executive Director

Prepared on August 22, 2019

Adopted on December 6, 2019



212th Meeting of the JBACE **Videoconference – Wednesday July 17 2019, from 9:00 to 11:30**

1. 9:00 Welcome, presentations and adoption of the agenda
2. 9:10 Adoption of the minutes
3. 9:20 Administration
 - Adoption of the procedure for performance reviews
 - Document storage (cloud)
 - Update on funding and adoption of the revised budget
 - Annual Report
4. 10:30 Files and revision of the work plan
 - Climate change
 - Cumulative impact
 - Revision of the work plan
 - Updates: sectoral co-creation tables, guide
5. 11:15 September 2019 meeting
6. 11:30 Adjourn