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# **NWMB Regular Meeting 003-2021**

August 27, 2021

To: All NWMB Co-management Partners

Re: Nunavut Wildlife Management Board (NWMB) Regular Meeting No. RM 003-2021

- In-person at the Aqsarniit Hotel in Iqaluit AND
- Zoom video conferencing platform

Please be advised that the NWMB's Regular Meeting (RM 003-2021) scheduled for September 8, 2021 at the Aqsarniit Hotel in Iqaluit will be done in-person and through the zoom videoconferencing platform. This meeting will start at 9am Eastern Time.

#### <u>In-person at the Agsarniit Hotel in Igaluit</u>

The Aqsarniit Hotel meeting space has a maximum capacity of 100 people. We do not expect to exceed this capacity but to ensure we can accommodate those attending in-person please let the NWMB know if you and/or your colleagues will be attending in-person **by no later than Thursday**, **September 2**, **2021**, at Receptionist@nwmb.com.

We will be sending out another notice to participants outlining safety measures for the in-person meeting.

## **Zoom Videoconferencing platform**

For those joining by zoom, you will find attached instructions to register (<a href="https://zoom.us/signup">https://zoom.us/signup</a> - see attached). The RM003-2021 zoom meeting link will be emailed to all participants that have confirmed attendance prior to the September 8 meeting. Please download Zoom and set up an account so you can join the September 8 RM003-2021 meeting.

For those joining by zoom, please let us know by email at Receptionist@nwmb.com by no later than Thursday, September 2, 2021, so that we can send you the zoom link.

Note that the Board will <u>not</u> be able to trouble shoot at the time of the meeting and will not be providing technical assistance with the use and operation of the Zoom Platform.

The NWMB appreciates that the internet is required to use the Zoom platform, and that it may not be an option for everyone. Because of this, it will also be possible to participate in RM003-2021 through a landline. If the phone line is the *only* option available to you, please contact

(888) 421-9832



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PPearson@nwmb.com. Please note that the landline option will not enable you to choose between English and Inuktut channels.

#### Organization Lead Person

To facilitate a more efficient in-person and virtual meeting, the NWMB requests that each organization identify a lead person (organization lead). To facilitate speakers and presentations during RM003-2021, the NWMB Chairperson will call on the organization lead person to speak or defer to another colleague to address a question, make a comment, or ask a question. Please identify your organization lead person to the NWMB at Receptionist@nwmb.com by no later than September 2, 2021.

## **Meeting Process**

As in past Regular Meetings, the proponents will present in the sequence outlined in the agenda. After the proponent concludes their presentation, the Chairperson shall first ask the NWMB members, staff and legal counsel for any questions or comments in response to the proposal. The Chairperson shall then refer to the proponent organization lead who may address the comment or question or defer to his/her/their colleague.

After the NWMB concludes questions and comments to the proponent, the Chairperson shall provide other organizations or individuals at the meeting with an opportunity to ask questions of the proponent or make comments.

Once the organization is called on by the Chairperson, the organization lead will be permitted to ask a question/comment to the proponent. Please be aware that once an organization concludes their questions/comments to the proponent, the Chairperson will move on to the next organization. The Chairperson is responsible for keeping to the agenda and may end an organization's intervention. Organizations should be prepared to ask all their questions and make all of their comments in an efficient manner sensitive of time and the meeting format. The Chairperson will give every organization attending the meeting an opportunity to ask questions or make comments.

## Interpretation

The NWMB has arranged for Inuktut translation via Zoom. There is a button at the bottom of the Zoom platform screen labelled "Translation" where the Inuktut audio channel will be available under the French language label.

All speakers are asked to be mindful of the meeting platform and **not to rush when presenting**, **asking questions**, **or commenting**, **to allow the interpreter to finish interpreting**. The Chairperson may interrupt if you are either speaking too fast for the interpreter or to permit



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the interpreter to finish.

## **Procedural Fairness**

The NWMB has a duty to conduct its processes in a manner that reflects the requirements of procedural fairness. The Zoom Platform has become quite common, appears to function reasonably well despite Nunavut's internet constraints, and allows for telephone access in case internet access is not possible. The Board has successfully conducted its NWMB meetings through Zoom and is confident that the September 8, 2021 will be successful again.

In summary:

- 1) If you haven't done so already, download, install and get familiar with Zoom
- 2) For those attending in-person, please identify yourself and your colleagues to the NWMB at <a href="mailto:Receptionist@nwmb.com">Receptionist@nwmb.com</a> by September 2, 2021
- 3) Identify your organization lead to <a href="mailto:Receptionist@nwmb.com">Receptionist@nwmb.com</a> by September 2, 2021
- 4) If the landline is your *only* option, please contact <a href="mailto:PPearson@nwmb.com">PPearson@nwmb.com</a> (note again that this option does <a href="mailto:note">not</a> enable you to choose your language preference)
- 5) Safety instructions will be sent to you before the RM003-2021 meeting

Thank you in advance for understanding.

Sincerely,

Jason Akearok

**Executive Director** 

Nunavut Wildlife Management Board