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Nunavunmi Anngutighatigut Aulapkaijitkut Katimajiat
Nunavut Wildlife Management Board

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Tammaqtailinahuarniriit anngutighat atuqhugit Inuit qaujimajatuqangillu ilihimaniillu ilitquhiannin
Conserving wildlife through the application of Inuit Qaujimajatuqangit and scientific knowledge

November 15, 2021

NWMB Regular Meeting 004-2021

To: All NWMB Co-management Partners

Re: Nunavut Wildlife Management Board (NWMB) Regular Meeting No. RM 004-2021

- **Two Day Regular Meeting**
- **In-person at the Aqsarniit Hotel in Iqaluit AND**
- **Zoom video conferencing platform**

Please be advised that the NWMB's Regular Meeting (RM 004-2021) has been scheduled for 2-days from December 8-9, 2021 at the Aqsarniit Hotel in Iqaluit. The NWMB is holding the RM004-2021 meeting over 2-days (instead of the usual 1-day) to ensure proponents, co-management partners and stakeholders have a chance to voice their views on the submissions to the NWMB Members. The NWMB will soon be sending the link to all partners and stakeholders to access the submissions.

The RM004-2021 meeting will also be done in-person as well as through the Zoom videoconferencing platform. The meetings will start at 9am Eastern Time on both December 8 and 9.

In-person at the Aqsarniit Hotel in Iqaluit

The Aqsarniit Hotel meeting space currently has a maximum capacity of 100 people due to COVID-19. 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, November 26, 2021, at Receptionist@nwmb.com.**

The NWMB will be following the Nunavut Government public health protocols for COVID-19 and public gatherings during the NWMB meetings on December 8 and 9. 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 (https://zoom.us/signup - see attached). The RM004-2021 zoom meeting link will be emailed to all participants that have confirmed attendance prior to the December 8-9 meeting. **Please download Zoom and set up an account so you can join the December 8-9 RM004-2021 meeting.**

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

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 RM004-2021 through a landline. If the phone line is the *only* option available to you, please contact 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 RM004-2021, 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 November 26, 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 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 December 8-9, 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 Receptionist@nwmb.com by November 26, 2021**

3) **Identify your organization lead to Receptionist@nwmb.com by November 26, 2021**

4) **If the landline is your *only* option, please contact PPearson@nwmb.com (note again that this option does not enable you to choose your language preference)**

5) **Safety instructions will be sent to you before the RM004-2021 meeting**

Thank you in advance for understanding.

Nunavut Wildlife Management Board