



Community Enrolment Committee Terms of References

Procedures

The Community Enrolment Committees (CEC) have been developed by Nunavut Tunngavik Inc. (NTI) to assist NTI in meeting its responsibilities with respect to enrolment. Under the *Nunavut Land Claims Agreement* (NLCA) (Section 35.6.1), CECs have authority to establish rules for conducting proceedings.

Objectives

The primary objective of a CEC is to administer and promote the enrolment rights of Inuit as provided for under Article 35 of the NLCA. Without limiting that objective, the CEC shall seek to serve Nunavut Inuit in the following ways:

- (a) Ensuring that all eligible Inuit associated with their community who wish to be enrolled are properly, efficiently, and expeditiously enrolled on the Nunavut Inuit Enrolment List as Nunavut Inuit under the NLCA;
- (b) Providing a focus to determine the needs and wishes of local Nunavut Inuit in regard to enrolment, and represent them in acting on these matters;
- (c) Helping to promote the enrolment interests of local Nunavut Inuit;
- (d) Encouraging and facilitating local Nunavut Inuit to assist the CEC in the determination and affirmation of Inuit status with respect to members of the community;
- (e) Providing local Nunavut Inuit with information on important enrolment matters that affect them on a timely and regular basis;
- (f) Assisting the NTI Enrolment Division in implementing Article 35 of the NLCA, including the implementation of any collateral agreements NTI may enter into on behalf of the Nunavut Inuit;
- (g) Helping to ensure that the rights and benefits flowing to Nunavut Inuit from Article 35 of the NLCA and related agreements are defended in law;
- (h) Actively promoting the aims and objectives of the CEC through meetings, conferences and other activities; and
- (i) Performing any other activities that may help attain the CEC's objectives.

Classes of Membership

Membership in a CEC shall include a class of voting members, and may also include classes of non-voting associate members and honorary members.

Voting Members

To qualify as a voting member of a CEC, a person must be:

- (a) Enrolled on the Nunavut Inuit Enrolment List;
- (b) 16 years of age or older; and
- (c) A resident of the community which the CEC serves.

For more information, please contact:

Nunavut Tunngavik Inc.
Enrolment Administrator
Department of Human Resources
P.O. Box 280 Rankin Inlet, NU X0C 0G0
Tel: (867) 645-5400 Fax: (867) 645-3451
Toll Free: 1-888-236-5400
Website: www.tunngavik.com

Rights of Members

Voting members have the right to vote on any matter that a CEC is authorized to decide. Members other than voting members may not hold office or exercise voting privileges. Such members may, upon approval of a CEC, be entitled to participate in the affairs of the CEC under terms and conditions approved by the CEC.

Composition of Committees

A CEC shall consist of three voting members.

Language

All voting members of a CEC must be fluent in Inuktitut or Inuinnaqtun.

NTI Employees

An employee of NTI shall not be eligible to officially assume any position on the CEC other than the position of enrolment secretary.

Conduct of CEC Members

Members of a CEC shall in no way materially profit or benefit from their position on the CEC, or by any decisions made by the CEC, except for the honoraria and expenses paid by NTI for their participation in CEC work. For greater certainty, no CEC member may be employed by or otherwise under contract with a CEC.

Chairperson

Each CEC shall elect a chairperson from its membership.

The chair shall:

- (a) Act as the spokesperson for the CEC;
- (b) Chair the meetings of the CEC;
- (c) Call all meetings of the CEC;
- (d) Attend other meetings and workshops on behalf of the CEC as appropriate; and
- (e) Ensure the CEC has a quorum at all meetings, and initiate appropriate steps if a member is consistently absent from meetings.



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Vacancies Due to Illness or Disability

A CEC member shall cease to be a member if he or she is unable to continue to perform his or her duties due to illness or disability. In such circumstances, the enrolment secretary shall immediately inform the NTI Enrolment Division. The NTI Enrolment Division may, upon 10 days notice with written reasons provided to the member, declare the member's position vacant. The NTI enrolment office shall take the steps necessary to fill the vacancy.

Removal for Non-participation

Missing more than two consecutive meetings of a CEC shall constitute cause for removal. In such circumstances, the enrolment secretary shall immediately inform the NTI Enrolment Division. The Enrolment Division may, upon 10 days notice with written reasons provided to the member, declare the member's position vacant. The NTI Enrolment Division shall take the steps necessary to fill the vacancy.

Petition for Removal

Upon receipt of a petition for removal of a member signed by at least 15 Nunavut Inuit residents in a community, a CEC shall give public notice of the petition, and consider the removal of the member at its next meeting in light of the reason stated in the petition. The member shall be provided with any reason, and be given 10 days notice, prior to the CEC meeting. In the event the CEC votes in favour of removal, that vote shall be reported immediately to the NTI Enrolment Division. The NTI Enrolment Division shall take the steps necessary to fill the vacancy.

Final Authority

The NTI Enrolment Division has authority to overrule any decision to declare vacant the position of a CEC member or to remove a CEC member. The Enrolment Division may make such inquiries as it deems appropriate in the circumstances.

Role and Duties of Enrolment Secretaries

The work of each CEC will be assisted by an enrolment secretary.

Unless otherwise determined by NTI, an enrolment secretary will be a casual employee of the NTI Enrolment Division, and will be paid directly by the Enrolment Division.

The duties of the enrolment secretary shall be:

- (a) To assist members of the community in filling out enrolment forms and answering their questions about enrolment;
- (b) To advise CEC members of meeting dates, place and times;
- (c) To record and maintain minutes of all CEC meetings;
- (d) To record enrolment and enrolment-related decisions of the CEC, and to maintain Records of Decision;
- (e) To provide the NTI Enrolment Division with copies of the minutes of all CEC meetings, decisions, other records, newly completed enrolment forms, and, every six months, an up-to-date list of all community members who are enrolled;
- (f) To provide the NTI Enrolment Division with names of all CEC members;
- (g) To report to the NTI Enrolment Division any circumstances in which committee members are failing to or are unable to carry out their responsibilities;
- (h) To perform other related duties as requested from time to time by the NTI Enrolment Division;
- (i) To assist the NTI Enrolment Division with the confirmation of information for inclusion on Nunavut Inuit Enrolment Cards, and with the distribution of those Enrolment Cards to Nunavut Inuit in his or her community;
- (j) To co-operate as appropriate, with Hunters and Trappers Organizations, the Government of Nunavut, community health centres, municipal councils, Community Lands and Resource Committees, Economic Development Officers, Community Housing Associations, Regional Inuit Associations, Elders and church representatives;
- (k) To forward to the NTI Enrolment Division any appeals received from community members;
- (l) To manage any other enrolment-related correspondence as required;
- (m) To keep track of the relocation of people into and away from the community, as well as any births or deaths when they occur, and report these events to the NTI Enrolment Division;
- (n) To participate as appropriate in any training that may be offered by the NTI Enrolment Division.

Qualities and Skills of Enrolment Secretaries

An enrolment secretary should be:

- (a) Reliable, trustworthy and resourceful;
- (b) Knowledgeable of the enrolment and appeals processes;
- (c) Able to carry out good customer service;
- (d) Able to keep confidential matters;
- (e) Fluent in Inuktitut or Inuinnaqṭun and English; and
- (f) Willing to learn.

Time and Place of Meetings

CEC meetings shall be held at least once every six months and more often if deemed necessary by the CEC. Meetings shall be held at times determined by the CEC. CEC meetings shall be held at places determined by the CEC.



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Quorum and Voting

The quorum for the transaction of business of any meeting of a CEC shall be two voting members and the enrolment secretary.

At all CEC meetings, every question shall be decided by a majority of the votes of the voting members present. The chairperson shall be entitled to vote on all questions. Enrolment secretaries shall not vote on CEC decisions.

Decisions of the CEC

All decisions made by a CEC shall be recorded by the enrolment secretary in the minutes and maintained in a Record of Decisions.

All CEC decisions concerning applications for enrolment shall be forwarded within seven days to the NTI Enrolment Division.

Other Meetings of the CEC

The chairperson of the CEC shall call a meeting of the CEC upon receiving written request from at least 15 enrolled Nunavut Inuit of the community. Such a request shall state the purpose of the meeting. A meeting shall be held at the earliest possible date, and no later than three weeks from the time of receiving the written request.

Remuneration of CEC Members

Members of a CEC shall receive an honorarium of \$150 for each meeting they attend. CEC members shall not be paid any other remuneration for their services. CEC members shall be paid for any approved expenses they may incur in attending meetings of the CEC, or for carrying out other approved business for the CEC.

Remuneration of Enrolment Secretaries

The enrolment secretary of a CEC shall be paid a fee of \$250 for organizing, participating in and carrying out the required follow up work for each meeting of the CEC. Enrolment secretaries shall be paid a rate of \$15 per hour for any pre-approved additional work carried out between meetings, upon receipt of a report on the activity.

Indemnity

With the approval of the NTI Enrolment Division, a voting member of a CEC may be indemnified and saved harmless for all costs, charges and expenses he or she sustains or incurs:

- (a) In relation to the normal operation of the CEC's business; or
- (b) Through any action, lawsuit or proceeding brought against the member because of anything the member did or did not permit to be done in the duties of this office, except where these are caused by the member's own willful neglect or default.