



Governance Policies

GOVERNANCE POLICES INTRODUCTION

Within the results based model, policies are grouped by four governance category areas where the Nunavik Marine Region Planning Commission can provide leadership.

COMMISSION OPERATIONS

Commission Operations policies detail how to operate as a Commission to fulfill the leadership role.

REGIONAL PLANNER CONSTRAINTS

In the case of the NMRPC, the role and responsibilities of the Executive Director are undertaken by the Regional Planner.

Involvement as a Commission Member in the management of the organization is stated through constraint policies. Constraints policies are limited and stated in the negative. The Commission states, “The Regional Planner can achieve the results in any way he/she requires except for these specific barriers”.

Constraint policies determine what limitations are placed on how the Regional Planner and staff achieve the results the Commission set out. The Commission remains out of the process or means to achieve the desired result. For example, “The Regional Planner shall not cause or allow any practice, activity, decision or organizational circumstance which is unlawful, imprudent or in violation of commonly accepted business and professional ethics”. This allows the Regional Planner and his/her staff to be innovative, yet provides a comfort zone so critical values will not be violated.

There are often other limitations on processes that are imposed by funders and legislation. The organization must adhere to these as well.

Nunavik Marine Region Planning Commission
ᓄᓇ ᐱᐃᑦ ᑕᓕᐃᐃᑦ ᐃᓄᓇᓄᓇ ᑕᑦᓄᓇ ᐃᑦᓄᓇᓄᓇ

Table of Contents

Commission Operation Policies

CO 1.0	Chairperson’s Role	6
CO 2.0	Code of Conduct	8
	Code of Conduct Declaration	12
CO 3.0	Commission Duties	13
CO 4.0	Commission Member Orientation	15
CO 5.0	Honoraria and Expenses	16
CO 6.0	Linkage to the Planning Partners.....	19
CO 7.0	Policy Development Process	21
CO 8.0	Relationship With the Media.....	23

Regional Planner Constraints Policies

RPC 1.0	Administrative Expectations	24
RPC 2.0	Work Plans and Budgeting	25
RPC 3.0	Communication and Advice to the Commission	26
RPC 4.0	Compensation and Benefits	27
RPC 5.0	Contracting of Services	28
RPC 6.0	Regional Planner Backup	30
RPC 7.0	Financial Management.....	31
RPC 8.0	Operational Practice.....	32
RPC 9.0	Planning Partners Treatment.....	33

Nunavik Marine Region Planning Commission
ᓄᓇ ᐱᐃᑦ ᑕᓚᐃᑦᐃᑦᑎᓄᓚᓄᓄᑦ ᑖᑦᓇ ᑎᑦ ᐃᑦᑦᑦᑦᑦᑦᑦᑦ

RPC 10.0	Risk Management.....	34
RPC 11.0	Staff Treatment	36

Commission / Regional Planner Relations Policies

CRPR 1.0	Regional Planner Delegation	38
CRPR 2.0	Regional Planner Job Function	40
CRPR 3.0	Regional Planner Monitoring.....	41

Results Policies

R 1.0	Monitoring and Evaluation	43
R 2.0	Results Policy	44

Glossary of Terms	45
--------------------------	-------	----

Commission Governance Policies

Policy Type: Commission Operations
Commission Policy: CHAIRPERSON’S ROLE
Policy Statement # CO 1.0

Policy

- a. The Chairperson’s role is to ensure the integrity of the Commission’s operations.

- b. The Chairperson or his/her designate is the only person authorized to speak on behalf of the Commission.
 - i. The Chairperson shall ensure that the conduct of the Commission is consistent with its own rules, and those legitimately imposed upon it from outside the Commission.
 - ii. The Chairperson is empowered to:
 - 1. Chair Commission meetings with all the commonly accepted powers of that position.
 - 2. Confine meetings to those issues which, according to policy, are to be decided by the Commission.
 - 3. Keep discussion timely, fair, efficient, thorough, and to the point.
 - 4. Ensure that within the formal business part of the meetings order is observed.
 - 5. Facilitate the evaluation of the Regional Planner by the Commission annually.

Commission Governance Policies

Policy Type:	Commission Operations
Commission Policy:	CODE OF CONDUCT
Policy Statement #	CO 2.0

Policy

- a. The Commission expects of itself and its members ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Commission members.
- b. Guiding Principles:
 - i. Members of the Commission are equal in that each Commission Member strives to represent each and every Planning Partner fairly in accordance with the requirements of the Nunavik Inuit Land Claims Agreement.
 - ii. Members of the Commission derive their authority through the Nunavik Inuit Land Claims Agreement and recognize the expenditure of funds as a Trust and endeavor to see all such funds expended responsibly, economically, and in the best interests of the Planning Partners¹.
 - iii. Conduct of every Commission Member must at all times be, and be seen to be, above reproach and recognize the authority rests with the Commission as a whole, not the individual Commission Member(s).
 - iv. No member of the Commission during, or after a term of office, shall disclose confidential information obtained while serving as a Member of the Commission.

¹ See Glossary of Terms for definition of Planning Partners

Nunavik Marine Region Planning Commission
ᓄᓇ ᐱᐅᓂᓐ ᐱᓂᐅᓐᐅᓐᐅᓐ ᐱᓂᐅᓐᐅᓐ ᐱᓂᐅᓐᐅᓐ ᐱᓂᐅᓐᐅᓐ

- v. To represent each and every Planning Partner the Commission serves, Commission Members will attend and participate at all Commission meetings. Attendance at all Commission meetings is mandatory unless authorized otherwise by the Chairperson.
 - vi. Members of the Commission want to maintain a high level of service to the Planning Partners they serve so they must keep up-to-date on governance issues and they will therefore attend all Commission training provided, unless authorized otherwise by the Chairperson.
- c. In this spirit the Commission will:
- i. Direct, control, and inspire the organization through careful thought, discussion and establishment of policies.
 - ii. The Commission will be accountable for the results achieved by the organization through the policy development process.
 - iii. Enforce upon itself whatever discipline is needed to operate with excellence. This will apply to attendance, treating each other with dignity and respect, respecting the roles of the Commission and Regional Planner, and speaking with one voice.
 - iv. Allow no officer, individual, or committee of the Commission to assume the Commission's authority.
 - v. Monitor, and regularly discuss, the Commission's own operation and performance including regular review and updating of Commission Operation Policies.
 - vi. Use the expertise of the various Commission Members to enhance the ability of the Commission as a body.

Nunavik Marine Region Planning Commission
ᓄᓇ ᐱᐅᓪᓴ ᐱᓄᐅᓪᓴᐅᓄᓪᓴᓄᓪᓴ ᐱᓄᐅᓪᓴᐅᓄᓪᓴ ᐱᓄᐅᓪᓴᐅᓄᓪᓴ

d. Conflict of Interest:

- i. Any Commission member who is directly or indirectly interested in any matter before the Commission or any of its committees or who has an associate who is directly or indirectly interested in any matter before the Commission or any of its committees shall declare their interest and shall be excused from the meeting until the discussion and voting (if applicable) on the matter has been completed. (*Associate refers to a corporation, a business partner, a trust or estate, or partner, spouse, child, parent, or any other person who has the same residence as the Commission Member.*)
- ii. Situations where conflicts may include, but are not limited to:
 - 1. Any position of financial interest in any concern from which Nunavik Marine Region Planning Commission purchases services, goods, property, or property rights/services
 - 2. Any ownership, management or consulting relationship with any concerns that does business with Nunavik Marine Region Planning Commission.
 - 3. Any other matter in which the individual's ability to act in the best interest of the Commission may be compromised by a competing outside interest.
- iii. There must be no self-dealing or any conduct of private business or personal services between any Commission member and the Commission except as procedurally controlled to ensure openness, and competitive opportunity.

e. Breach of the Code:

- i. A Commission Member shall bring to the attention of either the Chairperson, Vice Chairperson, or failing that, the Regional Planner, of any situation, actual or potential, in which a Commission Member may be or appears to be in breach of the Code.
- ii. If, following a review of the matter, there is reasonable cause to believe that a breach has occurred, the Commission at the next meeting of the Commission shall address the matter.

Nunavik Marine Region Planning Commission
ᓄᓇ ᐱᐅᓪᓴ ᐱᓄᓄᓄᓄᓄ ᐱᓄᓄᓄᓄ ᐱᓄᓄᓄᓄ ᐱᓄᓄᓄᓄ ᐱᓄᓄᓄᓄ

- d. Honoraria for conference calls:
 - i. One (1) day of preparation time will be paid for a conference call.
 - ii. If a meeting or conference call takes place during the same day as travel, the Commission Member will be paid a maximum rate of one (1) full day for that day.

- e. Honoraria for regular board meetings of the Commission:
 - i. Two days of preparation time will be paid for a regular board meeting.
 - ii. Two days of travel time will be paid for a regular board meeting.
 - iii. Two days of follow-up time will be paid for a regular board meeting.

- f. Honoraria for activities undertaken as a Commission Member:
 - i. Correspondence or other work for the Commission not undertaken at a face-to-face meeting or a teleconference will be paid as follows:
 - 1. One (1) to three (3) hours: one half-day
 - 2. More than three (3) hours: one full day

- g. When a Commission Member is advised in advance of a hearing that he/she is required to act for the Chairperson at a hearing, that Member shall receive Chairperson remuneration for travel, work and preparation time. In the event that due to weather a Commission Member is required to act for the Chairperson, the Member shall receive Chairperson remuneration rates for the period of the hearing that he/she acts for the Chairperson.

- h. When on duty travel, layover – non travel days shall be designated as preparation days, where appropriate.

Nunavik Marine Region Planning Commission
 ᓄᓇ ᐱᐅᑦ ᑕᓕᐅᑦᐅᐅᑦᐅᑦᐅᑦ ᑕᑦᑕᑦ ᐱᑦᑕᑦᑕᑦᑕᑦ

- i. Advances against honoraria from the Nunavik Marine Region Planning Commission shall not be made to any Commission Member except in the case of special circumstances:
 - i. Approved Circumstances - An honoraria advance may be requested for attendance at a family emergency or funeral.
 - ii. The maximum amount that may be provided is limited to a maximum of five hundred dollars (\$500.00). No additional honoraria advance may be provided to an individual until satisfactory repayment of outstanding honoraria advance is completed.
 - iii. However, in the case of extraordinary circumstances, and at the discretion of the Chairperson, this amount may be increased.
- j. Only one (1) per diem payment shall be made in respect of a twenty-four (24) hour calendar day.
- k. Remuneration paid to a Commission Member may be subject to mandatory deductions at source.
- l. Advances for travel expenses, when applicable, may be made at the request of the Commission Member.
- m. Remuneration to Commission Members shall be made by direct deposit to the Member’s banking institution. Under special circumstance payment may be made by cheque or direct deposit or money transfer to the Commission Member as best determined to suit the needs of the Commission. If payment is made at the request of the Commission Member under special circumstance transfer or if administration fees are charged by the financial institution they shall be deducted from the Commission Member’s remuneration.

Approved By:	Monitored By:
Date:	Date:

Commission Governance Policies

Policy Type:	Commission Operations
Commission Policy:	LINKAGE TO THE PLANNING PARTNERS
Policy Statement #	CO 6.0

Policy

With respect to our Planning Partners³ the Commission will act according to guidelines set out therein.

Guidelines

Linkage to the Planning Partners requires that Commission be proactive in seeking out the needs, concerns and opinions of Planning Partners, and in keeping them regularly informed.

- a. These responsibilities may be carried out as follows:
 - i. Attitudinal - The first, simplest level of obligation is attitude:
 - Commission Members behave according to the belief that they are Commission Members on behalf of the Planning Partners.
 - This intention establishes a frame of mind that leads the Commission to appropriate considerations and loyalties when resolving values issues.
 - ii. Data - At a second level, the Commission seeks and considers, as deemed necessary, data responsiveness to the Planning Partners and Commission Member’s concerns, needs, demands and fears.

³ See Glossary of Terms for definition of Planning Partners

Nunavik Marine Region Planning Commission
ᓄᓇ ለጎጅ ርᓚ ጎጆጎ ᓃᓄᓂ ᓄᓄ ርᓄᓇ ᓃᓄ ለᓄᓄ ጎጆጎᓄᓄ

iii. Personal - The third is more personal. It engages the Commission in understanding which may be facilitated by:

1. Meetings with Planning Partners and representatives;
2. Community consultation;
3. Dialogue with other Commissions or public officials;
4. Studying responses from questionnaires, and comments from key community advisors and members;
5. Reviewing articles in the media;
6. Presentations at Commission meetings;
7. Needs assessments; and
8. Accountability and monitoring reports.

Approved By:	Monitored By:
Date:	Date:

Commission Governance Policies

Policy Type:	Commission Operations
Commission Policy:	POLICY DEVELOPMENT PROCESS
Policy Statement #	CO 7.0

Policy

The Commission sees the development of policy as providing effective parameters and broad guidelines for the action of the Commission and the Regional Planner.

Guidelines

- a. In fulfilling its responsibility for policy-making, the Commission will be directed by the following considerations:
 - i. Policies will be statements of values or approaches which address:
 1. Results statements that define results to be achieved by the organization and used as the basis for long-range planning.
 2. Regional Planner’s Constraints policies which limit or constrain the Regional Planner’s authority.
 3. Commission Operations on how the Commission conceives, carries out and monitors its own mandate and provides strategic leadership to the organization.
 4. Commission/Regional Planner Relationship Policies for the delegation of authority, defining of the relationship, and monitoring of the Regional Planner.
 5. Monitoring of the Regional Planner and the Commission’s own performance against established policies.

Nunavik Marine Region Planning Commission
ᓄᓇ ᐱᐃᑦ ᐱᐃᑦ ᐱᐃᑦ ᐱᐃᑦ ᐱᐃᑦ ᐱᐃᑦ ᐱᐃᑦ ᐱᐃᑦ ᐱᐃᑦ

- ii. In setting policy, the Commission will start by stating the broadest, most general statement of policy, and will proceed to progressively develop more specific policies until the Commission reaches its level of comfort.
- iii. The Regional Planner is responsible for the implementation of Result and Constraint policies.

Approved By:	Monitored By:
Date:	Date:

Commission Governance Policies

Policy Type: Commission Operations
Commission Policy: RELATIONSHIP WITH THE MEDIA
Policy Statement # CO 8.0

Policy

Relationship with media in any matters relating to Nunavik Marine Region Planning Commission is the responsibility of the Chairperson. Relations with the media respecting program delivery matters are the responsibility of the Regional Planner.

Guidelines

- a. Other than specifically authorized instances, the Chairperson and the Regional Planner are the only persons authorized to speak for the organization.

- b. Each has the authority to issue press releases, respond to the media on behalf of the Nunavik Marine Region Planning Commission and, as appropriate, to delegate this responsibility for specific issues.

- c. Members of the media are encouraged to contact the Chairperson or the Regional Planner.

- d. The Chairperson and the Regional Planner must be proactive in notifying each other of new and emerging issues to avoid any surprises.

- e. The Regional Planner will notify and provide information about new or emerging issues, as directed by the Chairperson, to all Commission Members.

Approved By:	Monitored By:
Date:	Date:

Commission Governance Policies

Policy Type: Regional Planner Constraint
Commission Policy: ADMINISTRATIVE EXPECTATIONS
Policy Statement # RPC 1.0

Policy

Recognizing that the Commission is accountable for the operation of the organization, the Commission therefore supports the principle of delegation to the Regional Planner so that the Commission will be free from operational matters.

Guidelines

- a. To facilitate effectiveness, the Commission leaves the Operational Policy development, administration and enforcement to the Regional Planner.

- b. The Regional Planner must be guided by the constraint policies, and within the limits of those policies the Regional Planner shall not operate without:
 - i. Administrative and operational policies.
 - ii. These policies and procedures are published and widely available within the organization.
 - iii. These policies and procedures, at a minimum, reflect the standards of the Canada Labour Standards or other relevant and applicable Provincial Standards and Territorial Standards.

Approved By:	Monitored By:
Date:	Date:

Commission Governance Policies

Policy Type: Regional Planner Constraint
Commission Policy: WORK PLANS AND BUDGETING
Policy Statement # RPC 2.0

Policy

When preparing the annual work plan and annual budget, the Regional Planner shall not deviate from the Commission’s stated result oriented policies, or jeopardize the fiscal integrity of the organization.

Guidelines

- a. Accordingly, he/she shall not cause or allow work planning and budgeting which:
 - i. Has not been presented and approved by the Commission by February of each fiscal year.
 - ii. Deviates from the Commission’s priorities with annual work plans or budget allocations.
 - iii. Plans the expenditure in any fiscal year of more than revenues that are projected to be received for that period.
 - iv. Contains insufficient information to enable reasonably accurate projection of revenues and expenses, separation of capital and operational items, cash flow, subsequent audit trails and disclosure of planning assumptions.
 - v. Fail to provide quarterly or as required variance reports to Commission Members
 - vi. Reduces current liquid assets to below a level that will meet the organization’s liabilities.
 - vii. Fails to ensure the operating budget includes provision for Commission expenses and development.

Approved By:	Monitored By:
Date:	Date:

Commission Governance Policies

Policy Type: Regional Planner Constraint
Commission Policy: COMMUNICATON AND ADVICE TO THE COMMISSION
Policy Statement # RPC 3.0

Policy

When providing information and advice to the Commission, the Regional Planner shall not cause or allow the Commission to be uninformed or misinformed.

Guidelines

- a. Accordingly, he/she shall not:
 - i. Fail insofar as reasonably possible to gather points of view, issues, and opinions, from internal and external sources needed for fully informed Commission choices.
 - ii. Fail to submit the required monitoring data (see policy on Monitoring the Regional Planner’s Performance) in a timely, accurate, and understandable format, directly addressing provisions of the Commission policies being monitored.
 - iii. Let the Commission be unaware of relevant trends, public events of the organization, or significant external and internal changes. In particular, the Commission must be informed of any changes in the assumptions upon which any Commission policy has previously been established.
 - iv. Present information in unnecessarily complex or lengthy form.

Approved By:	Monitored By:
Date:	Date:

Commission Governance Policies

Policy Type: Regional Planner Constraint
Commission Policy: COMPENSATION AND BENEFITS
Policy Statement # RPC 4.0

Policy

With respect to employment, compensation, and benefits to the Regional Planner, consultants, and contract workers, the Regional Planner must not jeopardize the organization’s fiscal integrity or public image.

Guideline

- a. Accordingly, he/she shall not:
 - i. Change his or her compensation and benefits as established by the Commission.
 - ii. Establish current compensation and expenses for consultants and contract workers which:
 - 1. Deviate significantly from the geographic or professional market of individuals with those skills.
 - 2. Create obligations over a longer term than that for which revenues can be safely projected.
 - 3. Cause unfunded liabilities to occur, or in any way commit the Commission to expenses, which incur unpredictable future costs.
 - 4. Provide less than basic level of benefits to contract employees, as prescribed by the Canada Labour Code, or other applicable Provincial or Territorial Labour Codes.

Approved By:	Monitored By:
Date:	Date:

Commission Governance Policies

Policy Type: Regional Planner Constraint

Commission Policy: CONTRACTING OF SERVICES

Policy Statement # RPC 5.0

Policy

The Commission recognizes that services by a contractor may provide an effective and efficient alternative method of providing services.

Guidelines

- a. The Regional Planner, in reviewing and deciding on potential services by a contractor, must not deviate from the following key principles:
 - i. The Regional Planner shall ensure that service agreements must ensure that standards of quality, generally accepted by the industry, are maintained.
 - ii. The range and scope of services must be clearly defined in writing.
 - iii. The Commission must be assured of the contractor’s responsiveness to service demands.
 - iv. The Regional Planner must be reasonably assured of the contractor’s long-term viability.
 - v. Contracts will include performance and evaluation criteria. The level of service provided will be the key component of the evaluation process.
 - vi. Services by contracts will be cost effective.
 - vii. A fair and equitable process will be used in selecting and evaluating contractors for possible services.
 - viii. The Regional Planner must provide preference to Makivik Designated Organizations.

Nunavik Marine Region Planning Commission
ᓄᓇ ᐱᐅᑦ ᑕᓕᐅᑦᐅᑦᐅᑦᐅᑦᐅᑦ ᑕᑦᑕᑦ ᐱᑦᑕᑦᑕᑦᑕᑦ

- ix. Contractors must be notified that a contract may be awarded on other factors than that of the lowest bid.
- x. Contracts developed must assist in the achievement of the results established by the Commission.

Approved By:	Monitored By:
Date:	Date:

Commission Governance Policies

Policy Type: Regional Planner Constraint
Commission Policy: REGIONAL PLANNER BACKUP
Policy Statement # RPC 6.0

Policy

To protect the Commission from sudden loss of the Regional Planner’s services, the Regional Planner shall not cause or allow insufficient management backup; this however does not pertain to authorized leave.

Guidelines

- a. In the planned absence of the Regional Planner from the Commission for more than five working days, the Regional Planner shall not fail to designate a staff member to assume the delegated responsibility. Notice of such designated delegation will be communicated to the Commission.
- b. Accordingly, the Regional Planner shall not fail to ensure that a designated staff person be familiar with Commission issues, processes and policies.
- c. The delegation must be to an individual or individuals with the skills and competencies to fulfill the role and responsibilities of the position.
- d. Accordingly, the Regional Planner shall not fail to ensure that the Chairperson of the Commission is notified immediately.

Approved By:	Monitored By:
Date:	Date:

Commission Governance Policies

Policy Type: Regional Planner Constraint

Commission Policy: OPERATIONAL PRACTICES

Policy Statement # RPC 8.0

Policy

In the course of conducting his/her duties, the Regional Planner shall not cause or allow any practice, activity, decision or organizational circumstance which is unlawful, imprudent, immoral or unethical or in violation of commonly accepted business and professional ethics.

Approved By:	Monitored By:
Date:	Date:

Commission Governance Policies

Policy Type: Regional Planner Constraint
Commission Policy: PLANNING PARTNERS TREATMENT
Policy Statement # RPC 9.0

Policy

With respect to working with Planning Partners⁴, the Regional Planner shall not cause or allow conditions which are disrespectful, unlawful or in a bad faith manner.

Approved By:	Monitored By:
Date:	Date:

⁴ See Glossary of Terms for definition of Planning Partners

Commission Governance Policies

Policy Type: Regional Planner Constraint

Commission Policy: RISK MANAGEMENT

Policy Statement # RPC 10.0

Policy

For the proper management of the Commission's risk, and care of the organization's assets, the Regional Planner shall not risk losses beyond those necessary in the course of daily operations.

Guidelines

- a. Accordingly, he/she shall not:
 - i. Fail to insure against theft, fire or liability losses at a prudent level.
 - ii. Allow staff to function without appropriate qualifications, skills and competencies
 - iii. Allow abuse or misuse of assets. Property will be inventoried, and a security system in place to ensure adequate safeguards to prevent loss, damage, or theft of property.
 - iv. Allow the assets of the organization to be improperly maintained.
 - v. Invest operating or capital funds in a way that is inconsistent with Treasury Board of Canada Guidelines.
 - vi. Allow any one individual to have complete authority over any significant financial transactions.
 - vii. Sell or otherwise dispose of assets under controls insufficient to meet a consistent, open and fair process.

Commission Governance Policies

Policy Type:	Regional Planner Constraint
Commission Policy:	STAFF TREATMENT
Policy Statement #	RPC 11.0

Policy

With regard to the treatment of staff, the Regional Planner shall not cause or allow conditions which are disrespectful, unreasonable, unlawful or in bad faith.

Guidelines

- a. Accordingly, he/she shall not:
 - i. Discriminate among employees on other than clearly individual job performance and/or job-related qualifications.
 - ii. Subject staff to unsafe or unhealthy conditions.
 - iii. Fail to ensure respect for confidentiality.
 - iv. Fail to inform staff of significant policies and guiding principles or changes affecting the Commission.
 - v. Fail to provide opportunities for skill maintenance and professional development.
 - vi. Fail to provide a clear message that harassment is not acceptable, or to provide specific recourse for individuals who believe they are suffering harassment.
 - vii. Fail to follow a consistent, fair and open recruitment, selection and promotion process.

Nunavik Marine Region Planning Commission
 ᓄᓇ ᐱᐅᑦ ᑕᓕᐅᑦᐅ ᐅᑎᓂᓴᓄᑦ ᑕᑦᑕᑦ ᐱᑦ ᐅᑦᑕᑦᑕᑦᑕᑦ

- viii. Leave staff unprepared for prompt action in case of emergency or disaster.
- ix. Fail to ensure that the staff is fully oriented to the Commission.
- x. Fail to ensure training is carried out in a culturally sensitive manner.
- xi. Fail to remunerate staff for any delegation designated as increased responsibilities.

Approved By:	Monitored By:
Date:	Date:

Commission Governance Policies

Policy Type:	Commission/Regional Planner Relations
Commission Policy:	REGIONAL PLANNER DELEGATION
Policy Statement #	CRPR 1.0

Policy

The Regional Planner is the Commission’s single official link to the operating organization and is the person to whom the Commission delegates all operational authority.

Guidelines

- a. The only constraints are those established by policy.
- b. The Commission’s job is generally confined to establishing the highest level of policies, leaving operational policy development, administration and enforcement to the Regional Planner.
- c. The Result Policies direct the Regional Planner to achieve certain outcomes; Regional Planner Constraint Policies constrain the Regional Planner to act within acceptable boundaries of prudence and ethics.
 - i. All Commission authority delegated to staff is delegated through the Regional Planner.
 - ii. The Commission can, by way of resolution, change its policies to take away or increase areas of the Regional Planner’s authority.
 - iii. The Commission can request information about activities delegated by the Commission to the Regional Planner.

Commission Governance Policies

Policy Type: Commission/Regional Planner Relations

Commission Policy: REGIONAL PLANNER JOB FUNCTION

Policy Statement # CRPR 2.0

Policy

The Regional Planner’s job function can be stated as:

- a. Advising the Commission on all aspects of Commission business.

- b. The Regional Planner is authorized to make all decisions, take all actions, and develop all activities which are true to the Commission’s Governance Policies.

- c. Directing the Operations - The Regional Planner will assume full responsibility, consistent with all Commission Policies, for:
 - i. All Human Resource matters;
 - ii. Organization of administrative programs and procedures;
 - iii. Directing the day-to-day activities of the Commission;
 - iv. Financial management;
 - v. Monitoring and reporting on financial and program performance; and
 - vi. Acting as a liaison with Planning Partners.

- d. The Regional Planner during, or after his/her employment, shall not disclose any confidential information obtained while serving as the Regional Planner for Nunavik Marine Region Planning Commission and shall sign a confidentiality agreement.

Approved By:	Monitored By:
Date:	Date:

Commission Governance Policies

Policy Type: Commission/Regional Planner Relations
Commission Policy: REGIONAL PLANNER MONITORING
Policy Statement # CRPR 3.0

Policy

The Regional Planner is responsible for achieving the Governance Results Policies.

Guidelines

- a. The Commission monitors the degree to which the Results policies are being fulfilled.
 - i. A given policy may be monitored in any or all of the following ways:
 1. Internal Report - The Regional Planner shall produce all the information necessary for Commission members to determine whether the policy has been achieved.
 2. External Report - Review and report by an impartial external auditor, or inspector, who is selected by and reports directly to the Commission. Such reports must assess the Regional Planner's performance only against policies of the Commission, not those of the auditor or inspector.
 3. Direct Monitor - The Commission will determine which method of direct monitoring shall be used, and implement the procedures to do so.
 - ii. The Commission will decide how frequently the policies are monitored annually.

Commission Governance Policies

Policy Type: Results
Commission Policy: MONITORING AND EVALUATION
Policy Statement # R 1.0

Policy

The Commission will conduct an annual review of Commission policies and the Commission process.

Guidelines

- a. At least annually, the Commission will set aside a minimum of one day to evaluate the Commission’s own operation.

- b. The responsibility for ensuring a fair, balanced discussion will rest with the Commission Chairperson.

- c. The Commission calendar will note the need for this annual review.

- d. All Commission policies will be monitored annually and kept current.

- e. Commission performance will be evaluated against Commission Governance Policies.

Approved By:	Monitored By:
Date:	Date:

Commission Governance Policies

Policy Type: Results
Commission Policy: RESULTS POLICY
Policy Statement # R 2.0

Policy

Develop the Nunavik Marine Region Plan for the Nunavik Marine Region in accordance with the principles, policies, priorities and objectives, outlined in the Nunavik Inuit Land Claims Agreement.

Guidelines

- a. For each fiscal year, the Regional Planner will present plans to include:
 - i. An updated Strategic Plan
 - ii. The annual work plan to implement an accelerated land use planning process to complete the Nunavik Marine Region Plan within an established time frame through an agreement or a MOU with key Planning Partners.
 - iii. Continuing strategies to proactively engage Planning Partners.
 - iv. Resources are focused to achieve the Nunavik Marine Region Plan.
 - v. Continued efforts to achieve collective efficiencies in operations through collaboration.

Approved By:	Monitored By:
Date:	Date:

Glossary of Terms

Planning Partners An individual, group, organization, either public or private, interested in participating in the land use planning process and/or the impact review process. For added clarity this includes: both Inuit and Non-Inuit residents; not for profit community and Inuit organizations; Municipalities; the business community; industry; environmental non-government organizations; Makivik Designated Organizations; territorial and federal government department and agencies; Nunavik Marine Region Impact Review Board, Nunavik Marine Region Wildlife Board, Nunavut Planning Commission, Nunavut Impact Review Board; Nunavut Water Board; Nunavut Wildlife Management Board; and any other community, regional, territorial, aboriginal or national organization with an interest in the social, cultural, economic and environmental impacts and benefits associated with land and marine use in the Nunavik Marine Region.

Committee Group of Commission Members assigned on a formal, but temporary basis to participate in or provide oversight for an internal issue or project, or participation in an external panel such as with Planning Partners to address a common area of interest.