



**LEGAL, SOCIO-JUDICIAL and
MUNICIPAL MANAGEMENT department**

**ACTIVITY REPORT
FEBRUARY 2023 TO MAY 2023**

The Legal, Socio-Judicial and Municipal Management Department is responsible for delivering technical assistance to the northern villages in the fields of legal and municipal affairs. It also provides legal advice and support to the KRG Departments. This includes drafting and reviewing contracts and agreements with departments of the federal and provincial governments, preparing resolutions, ordinances and bylaws adopted by the Council and the Executive Committee, and participating in the tender process. In addition, the Department coordinates the Sapummijit Crime Victims Assistance Centre, the Inuit Community Reintegration Officers Program and the Offence Management Bureau that provide services to Nunavimmiut.

General Activities

Collaborative work with departments and the Director General's Office in the drafting and/or review of various documents such as:

- Ministère de l'Emploi et de la Solidarité sociale (Sustainable Employment) concerning the allowance increase for employment programs (Agreement);
- Welch Fund Administrator Services Inc. (WFAS) (Administration) regarding a contributor agreement related to a funding agreement with WFAS for the segment from Puvirnituaq to Kangiqsujaq (Agreement);
- Government of Québec (Sustainable Employment) concerning Mandate B.7 of the Sivunirmut agreement (Amendment).

Drafting of:

- 2 ordinances for the Council;
- 12 resolutions for the Council;
- 42 resolutions for the Executive Committee;
- 55 service contracts with various consultants and suppliers.

Drafting and/or review of ninety-one (91) calls for tenders documents and analysis of eighty-three (83) bids for various services and goods such as infrastructure projects, purchase of rolling stock (municipal services vehicles and heavy equipment) and purchase of materials for annual maintenance projects.

Provided legal advice and opinions to departments on various topics: four (4) access to information requests, enforcement of the Building Code, business registration, copyrights, land use planning, sole source contracting, etc. Further, the Department continued its involvement in various litigious files, including coordination of external resources.

The Legal Department participated in a two-day working session on the amendments to the Kativik Act with a representative of the Association of the Secretary-Treasurers of Nunavik (March 22 and 23).

The Department was party to conference calls and virtual meetings with the Québec Municipal Directors General Association (Association des directeurs municipaux du Québec) to help them prepare their presentations for the bi-annual meeting of the Association of the Secretary-Treasurers of Nunavik (February 21, March 29, April 12 and 14).

The Department participated in a conference call with the Québec Municipal Board (Commission municipale du Québec) to learn more about their mandates and services to municipalities (April 14).

The Department facilitated an in-house comprehensive course aimed at explaining the basic tenets of the call for tenders process to KRG employees. The hybrid training sessions were successfully conducted both in-person training and online. A total of 23 participants attended the training sessions (April 25, 26, 28 and May 3).

Technical Assistance Program to Northern Villages

Drafting of resolutions, by-laws, service contracts, agreements, memos, letters and other documentation on municipal matters for the NVs including:

- Remuneration By-law;
- Public notices for elections;
- Deeds of assignment;
- Disciplinary letters.

On a daily basis, provide support to Mayors, Secretary-Treasurers and Municipal Managers on a variety of legal matters involving:

- Labour law (termination of employment, disciplinary action, work-related injury, working conditions);
- Insurance coverage;
- Procurement rules for the purchase of various goods;
- Role and responsibilities of elected officials;
- Municipal elections and eligibility to a municipal office;
- Payroll garnishment;
- Scope of municipal jurisdiction;
- Development permits;
- Municipal financing and loan renewal;
- Bingo licence;
- Liquor licence for meeting purposes;
- Payment of municipal arrears.

The Department visited the Northern Village of Puvirnituq to provide administrative assistance (February 20 to 23). The Department also met with the municipal council of the Northern Village of Salluit (April 19).

The Department assisted the Northern Villages of Aupaluk, Quaqtuq, Kangirsuk, Kangiqsualujuaq, Inukjuak, Umiujaq and Kuujuaaraapik with the replacement of elected officials.

The Department provided support to the Association of the Secretary-Treasurers of Nunavik with the organization of their bi-annual meeting in Montreal, during which it facilitated three (3) presentations on various legal topics including the amendments to the Kativik Act (May 1 to 5).

The Offence Management Bureau

The role of the municipal by-law enforcement officers is to enforce municipal by-laws and raise awareness on issues related to municipal regulations. There are currently officers in Kuujjuaraapik, Kuujjuaq, and Puvirnituaq (3/14).

For the period of February to April, thirty-seven (37) files were opened.

Insurance

The Legal Department processed one (1) new claim by the NVs and four (4) by the KRG and followed up with insurance companies. The Department settled three (3) files worth \$44,332.

The Legal Department coordinated the call for tenders for the renewal of the ship owner insurance (Protection and Indemnity and Hull and Machinery).

Socio-Judicial Services

The Department participated in the following meetings with:

- Working Group on Justice in Nunavik to discuss justice delivery in Nunavik (March 24);
- Université Laval to organize the upcoming 3-day training for Victims Support Agents and Community Reintegration Officers on best practices (March 20);
- Justice Department of Makivvik Corporation concerning further collaboration on justice-related projects (March 30);
- Ministry of Justice concerning the financial requests to operate the Crime Victims Assistance Centre in Nunavik (Sapummijiit) for year 2023 (April 6).

The Coordinator held virtual monthly meeting with the Community Reintegration Officers and Victims Support Agents to discuss day-to-day activities.

Sapummijiit (Crime Victims Assistance Centre of Nunavik)

The six (6) Victims Support Agents ensured the follow-up of files and continued to provide victims with assistance mainly at the time of their appearance in court (seven (7) court sessions on the Hudson Coast and four (4) court sessions on the Ungava Coast).

From February to April, the Victims Support Agents assisted seventy-seven (77) victims for their appearance in Court:

- Women - 78 %; Men - 22 %
- Ungava Bay – 60 %; Hudson Bay – 40 %

Community Reintegration Officers

The four (4) Community Reintegration Officers attended court sessions in different communities (seven (7) court sessions on the Hudson Coast and four (4) court sessions on the Ungava Coast), and assisted their clients with their community works.

During the reporting period, the Community Reintegration Officers ensured the follow-up of (eighty-eight) 88 files and met with their clients on a monthly basis:

- Ungava Bay 23 %; Hudson Bay 77 %.

Training

The Department attended the following trainings:

- Obligation of confidentiality (February 17);
- Rights, Indigenous realities and cultural competence for lawyers (February 28);
- 2023 Conference on recent developments in public integrity (March 17);
- Impact studies on the low-wage labour market and the road to permanent residence (March 22);
- Domestic violence and sexual violence: tools to support lawyers and their clients (March 22);
- The legal profession during the pandemic: Legal aspects and employer obligations (April 3);
- Role of the lawyer in public administration (April 4);
- Efficient management (April 11 and 13).

Department Staff

The recruitment process is still on going to fill two (2) positions of legal advisor (respectively vacant since November 2021 and January 2022) as well as the positions of Coordinator Socio-Judicial Services, Victims Support Agents, and Administrative Technician – Legal.

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