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# **Enrolment Program for Nunavik Inuit Beneficiaries of the James Bay and Northern Québec Agreement**

# **POLICIES And Guidelines**

**June 1, 2010**

**Adopted by the Board of Directors of Makivik Corporation on October 5 - 8, 2010  
Resolution No. \_\_\_\_\_**

<b>Modification made by the Board of Directors of Makivik Date</b>	<b>Resolution No. (Attached hereto)</b>

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## SECTION I

### INTRODUCTION ENROLMENT OF THE INUIT BENEFICIARIES OF THE JAMES BAY AND NORTHERN QUEBEC AGREEMENT

#### 1.1 Introduction

As of May 1 2006, new Inuit eligibility criteria and enrolment procedures took effect, as outlined in Section 3A of the Complementary Agreement No. 18 (C.A. 18) to the James Bay and Northern Quebec Agreement (JBNQA). Subsequently, the Nunavik Enrolment Office, under the authority of the Makivik Corporation (Makivik) Board of Directors, became entrust with the maintenance and up-dating of the Nunavik Inuit Beneficiaries Register in accordance with the decisions of the Community Enrolment Committees and the Nunavik Enrolment Review Committee.

The present **Policies and Guidelines** informs the stakeholders about the content of the new enrolment regime (Section 3A C.A.18) while enhancing the comprehension by the Community Enrolment Committees and the Nunavik Enrolment Review Committee of their respective roles and responsibilities with respect to the enrolment of individuals who qualify as beneficiaries of the rights and privileges of the JBNQA.

#### 1.2 Background

At the request of the members of Makivik, a special committee was created by the corporation and mandated to consult from 1996 to 1998 the population of Nunavik on the issue of eligibility. A clear consensus emerged from the consultation to have the eligibility criteria of Section 3 of the JBNQA redefined. The members of Makivik then approved at the 2000 Annual General Meeting (AGM) held in Kuujuuaq the proposal to amend the eligibility criteria and enrolment procedures for Inuit beneficiaries upon the core premise that Inuit are best able to define who is an Inuk. The proposal, modeled on the section pertaining to eligibility in the *Agreement Between the Inuit of the Nunavut Settlement Area and Canada*, was approved in principle at the 2002 Makivik AGM. A working group spent the following year working out the fine details of the agreement, and minor modifications were made to ensure that human rights and procedural issues were addressed. The working group finalized the complementary agreement in the fall of 2003, and the JBNQA was then amended with the consent of all original parties. The signature of the 18<sup>th</sup> complementary agreement took place on January 27, 2005.

The new regime, that came into force on May 1<sup>st</sup> 2006, grants more discretionary powers to Nunavimmiut to decide who is eligible to become a beneficiary through the creation of a local Community Enrolment Committee in each Nunavik community. Said committees are mandated to decide who is entitled to be enrolled based on the new criteria, upon applications by individuals seeking registration as beneficiaries of the JBNQA.

### 1.3 **Transfer from the Government of Quebec to the Nunavik Enrolment Office**

On May 1, 2006, the Inuit beneficiaries register has been officially transferred from the Secretary General at the Québec Ministry of Health and Social Services (MSSS) to the Nunavik Enrolment Office, and the complete transition is foreseen to be terminated for December 2010.

Individuals whose names and affiliation were entered on the Inuit beneficiaries lists maintained by the Secretary-General of the MSSS, immediately prior to May 1<sup>st</sup>, 2006, the day of the coming into force of the Complementary Agreement, were automatically entered on the Nunavik Inuit Beneficiaries Register by the Nunavik Enrolment Office. Inuit beneficiaries were therefore not required to re-assert their status due to the implementation of the Complementary Agreement, because the new regime is not retroactive in its effects and application.

### 1.4 **Scope of New Eligibility Criteria and Enrolment Procedures**

Pursuant to the requests made during the consultations regarding eligibility, the criteria and enrolment procedures of the new regime grant local discretion to the Community Enrolment Committees to define and decide on eligibility of applicants under the provisions of C.A. 18.

Nevertheless, considering the demand presented at the 2000 Makivik AGM to have common policies and guidelines produced to assist the work of the Community Enrolment Committees, proposed procedures, operations and actions concerning the enrolment of Inuit beneficiaries under the new Section 3A of the JBNQA are hereby presented as **Policies and Guidelines** guided by the following principles:

- Nunavik Inuit are best able to define who is an Inuk and who is therefore entitled to be enrolled under the JBNQA, and;
- Nunavik Inuit are to be recognized according to their own understanding of themselves, of their culture and traditions; and;
- The determination and decision process of who is an Inuk for the purposes of the JBNQA is to be just and equitable.

## SECTION II

### NUNAVIK ENROLMENT OFFICE AND INUIT BENEFICIARIES REGISTER

#### 2.1 Head Office of the Nunavik Enrolment Office

The Nunavik Enrolment Office, staffed by the Registrar and officer(s), is located at the Makivik Head Office in Kuujjuaq and operates under the authority of the Makivik Board of Directors:

- Nunavik Enrolment Office  
P.O. Box 179  
Kuujjuaq, Qc, J0M 1C0  
Tel: 819-964-2925  
Fax: 819-964-0458  
Email: nunavikenrolmentoffice@makivik.org

#### 2.2 Staffing for the Nunavik Enrolment Office

The Registrar, who is the authority figure for the Nunavik Enrolment Office, is collaborating with its officer(s) and agent(s) out of the Makivik Corporation's head office in Kuujjuaq to ensure the maintenance and publication of the Nunavik Inuit Beneficiaries Register and to perform other statutory and ancillary responsibilities.

#### 2.3 Nunavik Inuit Beneficiaries Register

The Nunavik Inuit Beneficiaries Register is composed of the two (2) following lists, maintained and updated in accordance with the decisions of the Community Enrolment Committees and of the Nunavik Enrolment Review Committee:

- Nunavik Inuit Beneficiaries List; and
- List of Nunavik Inuit Beneficiaries Living Outside the Territory for Ten (10) or More Continuous Years.

#### 2.4 Nunavik Inuit Beneficiary Card

The Nunavik Enrolment Office issues Nunavik Inuit Beneficiary Cards with photo to eligible Nunavik Inuit beneficiaries enrolled on the Nunavik Inuit Beneficiaries Register, subject to administrative procedures and fees, if applicable.

## SECTION III

### RESPONSIBILITIES OF THE NUNAVIK ENROLMENT OFFICE

#### 3.1 Overview of the Nunavik Enrolment Office

The Nunavik Enrolment Office is established for the purpose of maintaining and updating the beneficiaries lists, organizing elections for enrolment committees where required and providing support to the local Community Enrolment Committees and to the Nunavik Enrolment Review Committee. Under the new Regime no discretion is devolved to the Nunavik Enrolment Office, its registrar and officer(s).

#### 3.2 Statutory Functions of the Nunavik Enrolment Office

- a) Maintain the Nunavik Inuit Beneficiaries Register;
- b) Conduct elections for designating the Community Enrolment Committee members for Puvirnituk;
- c) Receive applications for review and notify the persons appointed to the standing list of members called upon to compose the Nunavik Enrolment Review Committee;
- d) Publish the Inuit beneficiaries Register Lists in accordance with the provisions of C.A. 18 and the laws concerning privacy of information;
- e) Remove the name of a beneficiary at his/her request following decision that the enrolment under the JBNQA is to be discontinued;
- f) Act upon the establishment of residence of a beneficiary outside the Territory for ten (10) or more continuous years, or upon the application of the exceptions to time computation that are related to education, health or employment with an organization mandated for Inuit wellbeing purposes, and upon the re-establishment of residence in the Territory in accordance with decisions of the local Community Enrolment Committees.

#### 3.3 Ancillary Functions of the Nunavik Enrolment Office

- a) Ensure that proper structures and procedures are in place to enroll eligible Nunavik Inuit Beneficiaries;
- b) Maintain communications with Community Enrolment Committees, and keep complete and up-to-date list of Committees members and Enrolment Secretaries;
- c) Perform from time to time a review of the membership of the Community Enrolment Committees to assist them with their responsibilities and determine whether the members require additional training or other support;



- d) Execute performance assessment of Enrolment Secretaries in collaboration with local Community Enrolment Committees members to ensure proper implementation of Section 3A on eligibility and the present Policies and Guidelines, while providing support and training to the Enrolment Secretaries whenever needed;
- e) Ensure that Community Enrolment lists are established and maintained at the community level;
- f) Maintain computerized Nunavik Inuit Beneficiaries lists and store hard copies of the current and previous versions of the Nunavik Inuit Beneficiaries Register in a secure location;
- g) Issue Nunavik Inuit Beneficiary Cards with photo to each Inuk person enrolled to the Nunavik Inuit Beneficiaries Register, and sends replacement cards in case of loss or damage, subject to the current administrative procedures and costs, if applicable;
- h) Establish and support the Community Enrolment Committees in the performance of their respective responsibilities;
- i) Establish, in consultation with the Community Enrolment Committees, regional guidelines for the implementation of eligibility criteria listed in paragraph 3A.3 of C.A.18;
- j) Support the Nunavik Enrolment Review Committee in the performance of its duties, ensuring that all appeals are reviewed and decided upon in an efficient and expeditious manner, including complete written documentation;
- k) Maintain communications with the Nunavik Enrolment Review Committee, and keep a complete and up-to-date list of the Nunavik Enrolment Review Committee membership;
- l) Establish and maintain a policy and a process for the joint management of Inuit mobility among the various Inuit land claims agreements for Nunavut, the Northwest Territories, Nunavik and Labrador;
- m) Provide to the Government of Canada and the Government of Quebec a free copy of the Nunavik Inuit Beneficiaries Register on an annual basis;
- n) Provide copies of the Nunavik Inuit Beneficiaries Register lists to the Community Enrolment Committees, and make the Register available to the public upon written request, subject to laws concerning privacy of information;
- o) Maintain in good order and in a secure location all Records of Decisions and other enrolment-related records, including confidential files on enrolment applicants;
- p) Respond in an efficient manner to inquiries and other correspondences related to enrolment, including the maintenance of a log of inquiries and proper follow-up;
- q) Establish a mailing list system for correspondence with Nunavik Inuit Beneficiaries regarding enrolment matters;

- r) Provide to the Community Enrolment Committees and the Nunavik Enrolment Review Committee information, education and training, forms, and other materials sought by them or previously agreed upon;
- s) Receive and maintain all pertinent documentation from the Community Enrolment Committees and the Nunavik Enrolment Review Committee regarding their meetings and activities;
- t) Oversee and follow-up on decisions of the Community Enrolment Committees and Nunavik Enrolment Review Committee;
- u) Maintain a complete and up-to-date list of eligible Nunavik Inuit Beneficiaries that could be used by Inuit organizations in the administration of their elections, and by any other organizations that may be approved from time to time by the Board of Directors of Makivik;
- v) Develop and maintain the Nunavik Enrolment Office website/Internet link and/or application;
- w) Ensure that legal advice is sought and received regarding legal matters related to enrolment, and;
- x) Carry out any other activities as may be required to ensure that the Nunavik Enrolment Office fulfils its responsibilities.

## **SECTION IV**

### **OVERVIEW: ENROLMENT OF NUNAVIK INUIT BENEFICIARIES OF THE JBNQA**

#### **4.1 Eligibility Criteria to be Enrolled as Nunavik Inuit Beneficiary**

As of May 1<sup>st</sup> 2006, a person is entitled to be enrolled as a Nunavik Inuit beneficiary and to invoke the rights and privileges of the JBNQA if that person:

- (a) is alive; and
- (b) is a Canadian citizen; and
- (c) is an Inuit, as determined in accordance with Inuit customs and traditions; and
- (d) identifies himself/herself as an Inuit; and
- (e) is associated with an Inuit community through family, residential, historical, cultural or social connections with such a community; and
- (f) is not enrolled under another land claims agreement in Canada, unless it is an agreement related to the Nunavik Inuit rights, including those agreements that may be related to the Nunavik Marine Region surrounding Québec, to Labrador or to the Labrador offshore area; and
- (g) has his/her residence established or re-established in the Territory; or
- (h) has his/her residence established outside the Territory for less than ten (10) continuous years; or
- (i) has established his/her residence outside the territory during ten (10) or more years for purposes related to education, health or employment with an organization whose mandate is to promote the welfare of Inuit.

#### **Must Be Alive**

C.A. 18 sub-paragraph 3A.3.1a)

The first criterion to the new regime states that a person must be alive to qualify for enrolment. It is consequently not possible to enroll deceased persons on the Nunavik Inuit Beneficiaries Lists, and the names of deceased persons are automatically removed from the Nunavik Inuit Beneficiaries Lists upon confirmation of their death.

#### **Must Be a Canadian Citizen**

C.A. 18 sub-paragraph 3A.3.1b)

The second criterion requests that a person be a Canadian citizen to qualify for enrolment. A person who is not a Canadian citizen is not eligible to benefit the rights and privileges of the JBNQA.

**Must Be an Inuk According to Inuit Customs and Traditions**

C.A. 18 sub-paragraph 3A.3.1c)

This third condition requires that a person be an Inuk according to Inuit customs and traditions. This criterion is consistent with the spirit of the C.A. 18 to the effect that Inuit are best able to define who is an Inuk.

Common regional guidelines to help interpret this criterion are in the process of being developed in consultation with the Community Enrolment Committees that will be responsible to make decisions on this matter at their own discretion.

**Must identify himself or herself as an Inuk**

C.A. 18 sub-paragraph 3A.3.1d)

The fourth condition states that a person must identify himself or herself as an Inuk in order to be eligible to register himself/herself as Nunavik Inuk Beneficiary.

Subsection 3A.3.2 provides that, in the case of a person who, as a consequence of having a legal disability, is unable to identify himself or herself as an Inuk, the parent, tutor or guardian of that person may identify the person as an Inuk.

Therefore, in a common situation where a newborn baby is being registered, the baby's parents may identify the baby as an Inuk.

**Is associated with a community**

C.A. 18 sub-paragraph 3A.3.1e)

The association of a person is a question of proof and evidences to be evaluated by the local Community Enrolment Committees. Such a concept refers to the familial, residential, historical, cultural or social connections a person may have with an Inuit community. Evidencing the association could be easy if one person lives and resides in the community. It may be more complex if the person resides out of the Territory, or may never have lived in Nunavik. But the association with an Inuit community may be evidenced by the fact that a parent or a grandparent of the person requesting enrolment was a person of Inuit ancestry born and residing in a Nunavik community. The appreciation of the associative elements lies in the hand of the Community Enrolment Committees, which may require further proofs and elements of association from the applicant in order to render its decision.

**Must Not Be Enrolled Under another Land Claims Agreement**

C.A. 18 paragraph 3A.3.3

Paragraph 3A.3.3 of the JBNQA states that no individual shall be enrolled under the JBNQA and at the same time, be enrolled under any other Canadian aboriginal land claims agreement, exception being made for agreements or treaties related to Nunavik Inuit rights, inclusive of the Nunavik Inuit Land Claims Agreement (NILCA) and the Labrador Overlap Agreement:

**Exception** to the situation of the Offshore Agreement that Nunavik negotiated with the governments of Canada and Nunavut. In that particular situation, Nunavik Inuit beneficiaries may also be enrolled under the agreement related to the Nunavik Marine Region, because that agreement has been negotiated specifically to recognize and affirm Nunavik Inuit rights in offshore areas located outside the boundaries of the province of Quebec. Another exception refers to the Nunavik Inuit/Labrador Inuit Overlap Agreement.

This is not a new rule. If a person is entitled to be registered under two Land Claims Agreements, he/she must choose under which Agreement he/she will be registered but that choice is not necessarily permanent. A person may ask to change his/her Enrolment as long as it also asks at the same time to have his/her name removed from the other beneficiaries list.

The Enrolment shall only take place following the reception by the Nunavik Enrolment Office of a confirmation that the applicant's name has been removed from the other Land Claims Agreement Enrolment list.

**Multiple Enrolments:** Whenever the Nunavik Enrolment Office becomes aware of an irregular enrolment as beneficiary of more than one land claims agreements in breach of the provisions of C.A. 18, the rights and privileges of the individual under the JBNQA shall be suspended until such time that a decision is made to determine on which list the name of the individual should remain. A written Notification shall be sent by the Nunavik Enrolment Office to the individual, with copies to the appropriate enrolment offices of the other land claims agreements, requesting a written confirmation within 10 days of the choice of status of the individual. Proving that the individual indicates in writing his/her choice to remain a beneficiary of the JBNQA, his/her rights and privileges are to be reactivated only following the reception of confirmation of the other enrolments revocations.

Furthermore, no one shall be enrolled at the same time as Cree beneficiary and Inuit beneficiary of the JBNQA; a choice has to be made on the status of the benefits. Said choice is to be made by the parents or legal guardians of a minor child, and in the case of an adult, the choice can be made by the individual who must notify the Secretary General of the MSSS about his/her decision. The Secretary General of the MSSS shall inform the Nunavik Enrolment Office about such a decision.

**Exception** If a young adult entitled to be enrolled under both the Cree and the Inuit beneficiaries Register fails to make his/her decision, the Secretary General of the MSSS shall decide on which register the person is to be enrolled and must notify the Nunavik Enrolment Office about the decision.

**The Residency Requirements**  
C.A. 18 paragraphs 3A.4.5; 3A.4.6; 3A.4.7

The new regime refers to the place of residence of one person to determine the applicability of the rights and privileges provided for in the JBNQA:

**Principles guiding the entitlement to exercise rights and receive benefits under the JBNQA:**

- has his/her residence established or re-established in the Territory; or
- has his/her residence established outside the Territory for less than ten (10) continuous years; or
- has established his/her residence outside the territory during ten (10) or more years for purposes related to education, health or employment with an organization whose mandate is to promote the welfare of Inuit.

An Inuit Beneficiary who has maintained his/her residence outside the Nunavik territory for 10 or more consecutive years is not entitled to exercise rights or receive benefits as a Nunavik Inuit Beneficiary, and his/her name is transferred to the List of Inuit Beneficiaries Living Outside the Territory for Ten (10) or More Continuous Years. The rights and privileges of the JBNQA are suspended until the residency requirement is fulfilled. Such list is sometimes referred to as the Inactive List. In the meantime, all applicable federal and provincial government programs and funding made available to aboriginals and Inuit can be accessed by “inactive” Inuit beneficiaries.

Nunavik Inuit Beneficiaries wishing to reactivate their rights and privileges have to re-establish their residence in the territory and make a request to that effect to their local Community Enrolment Committee by filing the **Re-establishment of Residence in Nunavik Application Form (Form D)**. The Community Enrolment Committee will then review the application and make a decision about the request

**Exception**

However, the 10 consecutive years computation does not apply to Inuit beneficiaries that have maintained their residence outside Nunavik for 10 or more consecutive years for purposes related to health reasons, to pursue studies or to hold employment in an organization promoting Inuit well-being.

#### **4.2 Inuit Customary Adoption**

Nunavik Inuit are the holders, guardians and practitioners of an immemorial tradition, the Inuit Customary Adoption. Such custom, acknowledged, recognized and affirmed in the old regime on Eligibility, is granted protection by the *Constitutional Act, 1982*. Although further work is necessary to govern such customary practice, it is for the time-being accepted that non-Inuit parent(s) cannot adopt under the auspices of the Nunavik Inuit Customary Adoption a child of Inuit ancestries.

To enroll an adopted Inuit child as a Nunavik Inuit Beneficiary, a **Declaration of Inuit Customary Adoption (Form G)** must be completed and signed by the biological parents and the adoptive parents, along with the **Enrolment Nunavik Inuit Beneficiary Application Form (Child under 18 years old) (Form B)**.

The following persons occupying the following functions are appointed for each Nunavik Inuit community to jointly confirm that an adoption pursuant to Inuit customs did occur:

- The Mayor (or the Secretary-Treasurer) of the Community Northern Village; and
- The President of the Inuit Landholding Corporation for the community.

The Declaration of Customary Adoption Form is to be transmitted once completed to:

**Nunavik Enrolment Office**

P.O. Box 179

Kuujuuaq, Qc

J0M 1C0

Furthermore, Nunavik Inuit communities may, if they deem it appropriate, establish a local advisory committee on adoption which the persons identified hereabove can consult before signing the confirmation of an adoption pursuant to Nunavik Inuit customs.

Finally, Makivik is in the process of defining the Inuit customary laws and practices on adoption to ensure a full and proper recognition by governmental institutions.

#### **4.3 Discontinuing Enrolment**

A person enrolled under the Nunavik Inuit Beneficiaries Register may decide to discontinue enrolment by presenting a **Removal from Nunavik Inuit Beneficiaries Register Application Form (Form E)** to the Community Enrolment Office.

#### **4.4 Nunavik Inuit Beneficiaries Register**

The Nunavik Inuit Beneficiaries Register lists contain the names of persons who meet all eligibility criteria under the old and the new Regimes whenever applicable.

#### **4.5 Responsibilities of Nunavik Inuit Beneficiaries**

The Nunavik Enrolment Office is responsible to maintain the Nunavik Inuit Beneficiaries Register in a computerized database.

It is nevertheless the responsibility of a person enrolled as a Nunavik Inuit Beneficiary to inform his/her Community Enrolment Committee of affiliation whenever occurs a name change and/or any other modification to the information contained in the enrolment records, on the Lists and on the cards.

#### 4.6 **Nunavik Enrolment Review Committee**

Applicants may appeal a decision to the Nunavik Enrolment Review Committee if they are not satisfied with the decision taken by a Community Enrolment Committee.

To that effect, a **Request to Review a Decision Application Form (Form F)** must be presented to the Nunavik Enrolment Office within twelve (12) months of the date of the Decision made by a Community Enrolment Committee. The Nunavik Enrolment Office will coordinate the review process.

Every decision of the Nunavik Review Committee is final and binding, and is not subject to further appeal.

#### 4.7 **Documentation**

All Application Forms can be obtained from the Community Enrolment Committee of the community of affiliation. Original signature of the Applicant is required. Applications Forms can also be obtained from the following offices or downloaded from their web sites:

Nunavik Enrolment Office P.O. Box 179 Kuujuaq, Qc J0M 1C0 Telephone: 964-2925 Fax: 964-0458 <a href="http://www.makivik.org">www.makivik.org</a>	Nunavik Landholding Corporations Association P. O. Box 219 Kuujuaq, Qc J0M 1C0 Telephone: 964-0364 Fax: 964-0331 <a href="http://www.nlhca.com">www.nlhca.com</a>
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#### **Form A Enrolment Nunavik Inuit Beneficiary (Adult) Application Form**

This form, to be sent to the Community Enrolment Committee, is to be used whenever a person wishes to be enrolled to the Nunavik Inuit Beneficiaries Register.

#### **Form B Enrolment Nunavik Inuit Beneficiary (Child: under 18 years old) Application Form**

This form, to be sent to the Community Enrolment Committee, is to be used whenever a person wishes to have a child enrolled to the Nunavik Inuit Beneficiaries Register.

#### **Form C Enrolment Modification and Correction Application Form**

This form, to be sent to the Community Enrolment Committee, is to be used whenever a person wishes to make a change or correction contained in the Nunavik Inuit Beneficiaries Register.

#### **Form D Re-establishment of Residence in Nunavik Application Form;**

This form, to be sent to the Community Enrolment Committee, is to be used whenever a person residing outside Nunavik for 10 or more consecutive years wishes to re-establish his/her principal residence in Nunavik.

#### **Form E Removal from Nunavik Inuit Beneficiaries Register Application Form**

This form, to be sent to the Community Enrolment Committee, is to be used whenever a person enrolled to the Nunavik Inuit Beneficiaries Register wishes to be removed.



**Form F Request to Review a Decision Application Form**

This form, to be sent to the Nunavik Enrolment Office, is to be used whenever a person was refused enrolment to the Nunavik Inuit Beneficiaries Register.

**Form G Declaration of Inuit Customary Adoption Form**

This form is to be used whenever a child is adopted pursuant to the Inuit Customary Adoption. This form is to be sent to:

Nunavik Enrolment Office  
P.O. Box 179  
Kuujuuaq, Qc  
J0M 1C0

Direction de l'Etat Civil  
2050 de Bleury  
Rez-de-chaussée, Bureau 1.01  
Montréal, Qc H3A 2J5

**Form H Nunavik Inuit Beneficiary Card with Photo Application Form (Adult)**

This form, to be sent to the Nunavik Enrolment Office, is to be used whenever a person aged 18 years old and over, wishes to obtain a Nunavik Inuit Beneficiary Card with photo issued by the Nunavik Enrolment Office.

**Form I Nunavik Inuit Beneficiary Card with Photo Application Form (Child aged under 18 years old)**

This form, to be sent to the Nunavik Enrolment Office, is to be used whenever a person aged under 18 years old, wishes to obtain a Nunavik Inuit Beneficiary Card with photo issued by the Nunavik Enrolment Office.

**Form J Access to nominative information of the Nunavik Inuit Beneficiaries Register Application Form;**

This form, to be sent to the Nunavik Enrolment Office, is to be used whenever a person and/or an organization wish to obtain information contained in the Nunavik Inuit Beneficiaries Register.

## SECTION V

### NUNAVIK INUIT BENEFICIARIES HAVING THEIR RESIDENCE OUTSIDE THE NUNAVIK TERRITORY FOR 10 CONSECUTIVE YEARS OR MORE

#### 5.1 Nunavik Inuit Beneficiaries Residing “Outside the Nunavik Territory”

An Inuk Beneficiary who resided outside the Nunavik Territory for ten (10) or more consecutive years is not entitled to exercise rights or receive benefits under the JBNQA, and his/her name is transferred to the List of Inuit Beneficiaries Living Outside the Territory for Ten (10) or More Continuous Years, sometimes referred to as the “Inactive Beneficiaries List”. Such list is maintained by the Nunavik Enrolment Office and forms part of the Nunavik Inuit Beneficiaries Register. The rights and privileges under the JBNQA are suspended until such time the residence is re-established in the Territory. In such a case, a **Re-establishment of Residence in Nunavik Application Form (Form D)** must be sent to the Community Enrolment Committee of the community of affiliation that must make a decision about the request.

#### **Exception**

However, this rule does not apply to an Inuk beneficiary who has established his/her residence outside the Territory during ten (10) or more continuous years for purposes related to education, health or employment with an organization promoting Inuit well-being. The Inuk beneficiary and his/her dependants are entitled to exercise rights and receive benefits under the Agreement.

In the cases where the entitlement of a beneficiary to exercise rights and receive benefits under the JBNQA is suspended following his/her absence from the Territory according to the provisions of C.A. 18, the beneficiary shall continue to be eligible to federal and provincial government programs and funding as an Inuk, subject to the criteria established from time to time for such programs and to parliamentary approval of such programs and funding.

#### 5.2 Inuit “N” Number for Nunavik Inuit Not Normally Resident of the Nunavik Territory

Nunavik Inuit normally residing outside the Nunavik Territory are services by Health Canada for health considerations (Section 15.0.10 JBNQA). They access Non-Insured Health Benefits (NIHB) provided by Health Canada, inclusive of prescription drugs, over-the-counter medication, medical supplies and equipment, short-term crisis counseling, dental care, vision care, medical transportation, etc. They have to apply to Health Canada to obtain a client identification number which begins with the letter "N" and is followed by 8 digits.

In order to obtain a "N" number, Nunavik Inuit must contact Health Canada (Québec region):

Ms. Michèle Gagnon  
Health Canada  
Telephone (toll-free): 1-877-483-5501  
Telephone (Montreal Region): 514-283-5501

#### **Qualifications:**

**As part of the Programs devolved to Aboriginals of Canada, Health Canada will issue an “N” number only to individuals of Inuit ancestries listed as “out of territory” or “OOT” in the Nunavik Inuit Beneficiaries Register.**

**5.3 Distinctive Benefits Programs provided for Nunavik Inuit residing “Outside the Nunavik Territory”**

<b>Benefits Programs provided for Nunavik Inuit residing “Outside the Nunavik Territory” for Ten (10) Continuous Years or More</b>	
Issuance of "N" number	Ms. Michele Gagnon Non-Insured Health Benefits First Nations and Inuit Health Health Canada Guy-Favreau Complex, East Tower, Suite 404 200 René-Lévesque Boulevard West Montreal, Qc H2Z 1X4 Telephone (toll-free): 1-877-483-5501 Telephone (Montreal Region): 514-283-5501
Mental Health and Psychological Services	Telephone (toll-free): 1-877-583-2965 Telephone (Montreal Region): 514-283-2965
Dental Services	Ms. Michele Gagnon Telephone (toll-free): 1-877-483-5501 Telephone (Montreal Region): 514-283-5501
Vision care, Drugs and Prescription, Medical Supplies and Equipment, Medical Transportation	Telephone (toll-free): 1-877-483-1575 Telephone (Montreal Region): 514-283-1575
Child Support Services	Telephone (toll-free): 1-800-561-3350 Telephone (Montreal Region): 514-496-9626
Post-secondary Studies	Avataq Cultural Institute Telephone (toll-free): 1-800-361-5029 Telephone (Montreal Region): 514-274-1166

<b>Benefits Program for Nunavik Inuit Beneficiaries covered by exceptions, being the persons who are residing outside Nunavik for 10 or more consecutive years for purposes related to health reasons, to pursue studies or to hold employment in an organization promoting Inuit well-being</b>	
Issuance of "N" number	Ms. Michele Gagnon Non-Insured Health Benefits First Nations and Inuit Health Health Canada Guy-Favreau Complex, East Tower, Suite 404 200 René-Lévesque Boulevard West Montreal, Qc H2Z 1X4 Telephone (toll-free): 1-877-483-5501 Telephone (Montreal Region): 514-283-5501
Mental Health and Psychological Services	Telephone (toll-free): 1-877-583-2965 Telephone (Montreal Region): 514-283-2965
Dental Services	Ms. Michele Gagnon Telephone (toll-free): 1-877-483-5501 Telephone (Montreal Region): 514-283-5501
Vision care, Drugs and Prescription, Medical Supplies and Equipment, Medical Transportation	Telephone (toll-free): 1-877-483-1575 Telephone (Montreal Region): 514-283-1575
Child Support Services	Telephone (toll-free): 1-800-561-3350 Telephone (Montreal Region): 514-496-9626
Membership and Voting Rights	- Makivik Corporation P.O. Box 179 Kuujuuaq, Qc J0M 1C0 Telephone: (819) 964-2925 - Inuit Nunavik Landholding Corporations
Financial Assistance for specific projects (Note that such are no benefits from the JBNQA hence are subject to their own sets of rules and conditions)	- Association /Kuujuamiut Inc. - Raglan Fund - Air Inuit - First Air
Hunting, Trapping and Fishing Rights	No limitations, no quotas, no permits within the Territory / access in all seasons
Education Programs Inclusive of Post-secondary Studies	Kativik School Board 9800 Cavendish, Suite 400 St-Laurent, Qc H4M 2V9 Telephone (toll-free): 1-800-361-2244 Telephone (Montreal Region): 514-482-8220

**REIMBURSEMENT WHILE TRAVELING IN SOUTHERN QUEBEC  
FOR NUNAVIK INUIT BENEFICIARIES RESIDING IN NUNAVIK**

You reside in Nunavik and are travelling in Southern Québec and need to renew your mdx prescription?

Since southern pharmacies do not accept your JBNQA beneficiary card, you just have to pay upfront for your medication and then transmit without delay the receipt of your purchase to the following address:

Janie Paquet  
Non-Insured Health Benefits Nunavik  
RRSS Nunavik RBHSS  
P.O. Box 900  
Kuujuuaq, Qc J0M 1C0  
Toll Free 1-866-686-7262  
and in Kuujuuaq 819-964-2222  
Fax: (514) 486-5527

**SUGGESTED TEMPLATE LETTER  
TO SEND FOR REIMBURSEMENT TO THE RRSS Nunavik RBHSS**

Date: \_\_\_\_\_

Non-Insured Health Benefits Nunavik  
RRSS Nunavik RBHSS  
P.O. Box 900  
Kuujuuaq, Qc J0M 1C0

Dear Sir/Madam,

Enclosed is a receipt in the amount of \$\_\_\_\_\_ which I paid upfront for medications while on travel outside the Territory of Nunavik. Reimbursement is requested.

I am a beneficiary of the James Bay and Northern Québec Agreement:

Name: \_\_\_\_\_

Ben. No. \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. (Home) \_\_\_\_\_ Office: \_\_\_\_\_

X  
Signature

## SECTION VI NUNAVIK INUIT BENEFICIARIES BY MARRIAGE

### 6.1 **Status of JBNQA Beneficiaries who acquired their Status by Marriage – pre-2006**

As a result of the signing of C.A. 18 on January 27, 2005 the rules to be enrolled as a JBNQA beneficiary by marriage to an Inuk beneficiary were modified completely, without affecting the rights already acquired under the old regime on Eligibility. Under the old regime it was possible to become a JBNQA beneficiary by marriage to an eligible Nunavik Inuk Beneficiary (subparagraph 3.2.5c) JBNQA).

However, from the date of coming into force of the new regime on eligibility (May 1<sup>st</sup> 2006), the status of individuals of non-Inuit ancestry who became beneficiaries through their marriage to a JBNQA beneficiary may be subject to review by the local Community Enrolment Committee as to whether the individual meets the new eligibility criteria in the event of divorce, separation for a period of more than one year, or the spouse's death.

In such cases, the local Community Enrolment Committees are responsible to decide, upon their own motion or upon the request of a beneficiary, **whether a person affiliated and eligible by virtue of marriage under the old regime** meets the new eligibility requirements if there are reasonable grounds to believe that he or she no longer has sufficient connection with the community following the occurrence of one of those events after the coming into force of the C.A. 18 on May 1<sup>st</sup> 2006:

- a divorce,
- legal separation,
- de facto separation, evidenced by an *Affidavit* signed by the spouse or another interested beneficiary attesting to the fact that the spouses have been separated for a period of at least one (1) year, or
- the spouse's death.

The Community Enrolment Committee will then ask itself if, following the occurrence after May 1<sup>st</sup> 2006 of one of said events, the individual meets the eligibility criteria of the new regime, being:

- |   |
|---|
| <ul style="list-style-type: none"><li>(a) is alive; and</li><li>(b) is a Canadian citizen; and</li><li>(c) is an Inuk according to Inuit customs and traditions; and</li><li>(d) identifies himself/herself as an Inuk; and</li><li>(e) is associated with an Inuit community through family, residential, historical, cultural or social connections with such community; and</li><li>(f) is not enrolled under another land claims agreement in Canada, unless it is an agreement affecting the Inuit of Nunavik, including an agreement relating to the Nunavik Marine Region bordering on Québec, to Labrador or to the Labrador offshore area; and</li><li>(g) has his/her residence established or re-established in the Territory; or</li><li>(h) has his/her residence established outside the Territory for less than ten (10) continuous years; or</li><li>(i) has established his/her residence outside the territory during ten (10) or more years for purposes related to education, health or employment with an organization whose mandate is to promote the welfare of Inuit.</li></ul> |
|---|

## 6.2 **New Regime on Eligibility and Non-Inuit Spouses – post 2006**

As of the coming into force of the C.A. 18, being on May 1<sup>st</sup> 2006, a person that marries an Inuk beneficiary of the JBNQA no longer acquires automatically the status of beneficiary of said treaty. As of said date, the person will have to submit an **Enrolment Nunavik Inuit Beneficiary (Adult) Application Form (Form A)** to the local enrolment committee requesting to be enrolled as a beneficiary of the JBNQA. Then, the local enrolment committee will have entire discretion in applying the criteria listed at the C.A. 18, in order to decide whether a person applying for enrolment as a beneficiary under the Agreement:

- meets each of the eligibility requirements listed at the agreement and
- is associated with the committee's Inuit community.

Hence, a person, of Inuit ancestry or not, will be entitled to be enrolled as a beneficiary under the Agreement if she or he meets all enrolment criteria as follows:

- (a) is alive; and
- (b) is a Canadian citizen; and
- (c) is an Inuk according to Inuit customs and traditions; and
- (d) identifies himself/herself as an Inuk; and
- (e) is associated with an Inuit community through family, residential, historical, cultural or social ties with such community; and
- (f) is not enrolled under another land claims agreement in Canada, unless it is an agreement related to the Nunavik Inuit rights, including those agreements that may be related to the Nunavik Marine Region surrounding Québec, to Labrador or to the Labrador offshore area; and
- (g) has his/her residence established or re-established in the Territory; or
- (h) has his/her residence established outside the Territory for less than ten (10) continuous years; or
- (i) has established his/her residence outside the territory during ten (10) or more years for purposes related to education, health or employment with an organization whose mandate is to promote the welfare of Inuit.

## **SECTION VII COMMUNITY ENROLMENT COMMITTEES**

### **7.1 Establishment of the Community Enrolment Committees**

Paragraph 3A.6.1 of the JBNQA establishes an Enrolment Committee in all Inuit communities, as defined in subsection 3A.2:

Kangiqsualujjuaq, Kuujjuaq, Tasiujaq, Aupaluk, Kangirsuk, Quaqtac, Kangiqsujuaq, Salluit, Ivujivik, Akulivik, Puvirnituc, Inukjuak, Umiujaq, Kuujjuaraapik, Chisasibi and Killiniq.

There are consequently sixteen (16) Community Enrolment Committees.

### **7.2 Composition and Voting for the Community Enrolment Committee**

The Community Enrolment Committees consist of not less than three (3) and not more than thirteen (13) beneficiaries residing in and affiliated with the concerned community, and every committee decisions are made by a majority vote.

### **7.3 Communities where there is a Landholding Corporation**

In the Inuit communities where an Inuit Landholding Corporation exists, the Community Enrolment Committee consist of the members of the Board of directors of the Landholding Corporation, plus an elder affiliated with the community and appointed for a renewable two-year term by the Board of Directors of the Landholding Corporation. The presence of the Elder to the sessions of the Community Enrolment Committees is a requisite to ensure the application of the principles guiding the new regime:

- Nunavik Inuit are best able to define who is an Inuk and who is therefore entitled to be enrolled under the JBNQA, and;
- Nunavik Inuit are to be recognized according to their own understanding of themselves, of their culture and traditions; and;
- The determination and decision process of who is an Inuk for the purposes of the JBNQA is to be just and equitable.

#### **7.3.1 Qualification to the Community Enrolment Committee**

- Director of the Landholding Corporation; or
- Appointed Elder affiliated with the community; and
- Enrolled on the Nunavik Inuit Beneficiaries Register; and
- 18 years of age and older; and
- Residing and affiliated to the community that the Committee serves; and
- Fluent in Inuktitut.



### 7.3.2 Chairperson

In all Inuit communities where there is a LHC, each Community Enrolment Committee shall elect a Chairperson among its members, whom shall:

- a) act as spokesperson for the Committee;
- b) chair the meetings of the Committee;
- c) call all meetings of the Committee;
- d) ensure that the Committee has a quorum at all meetings, and initiate appropriate steps if a member is consistently absent from meetings.

### 7.3.3 Vacancy at the Community Enrolment Committee

If the vacancy is for a position to the Board of Directors of the Landholding, the vacancy must be filled according to the rules set by the LHC general by-laws.

If the vacancy is for the position of the appointed Elder to the Community Enrolment Committee, the Board of Directors of the Landholding shall expediently appoint another elder to fill the vacant position.

### 7.3.4 Landholding Corporation's Employees

An employee of a LHC, unless he or she is also an elected member of the Board of directors of the LHC, shall not be eligible to officially assume any position on the Community Enrolment Committee other than the position of the Enrolment recording Secretary.

## 7.4 **Community where there is no Landholding Corporation**

In the community of Puvirnituk where there is no LHC, it is suggested that the Community Enrolment Committee consists of not less than three (3) and not more than eight (8) members, all residents associated with the community of Puvirnituk cognizant with the principles guiding the new regime:

- Nunavik Inuit are best able to define who is an Inuk and who is therefore entitled to be enrolled under the JBNQA, and;
- Nunavik Inuit are to be recognized according to their own understanding of themselves, of their culture and traditions; and;
- The determination and decision process of who is an Inuk for the purposes of the JBNQA is to be just and equitable.

The members of the Puvirnituk Enrolment Committee are elected for a renewable two-year term by the Inuit of Puvirnituk.

The Nunavik Enrolment Office is responsible to conduct elections for designating the Puvirnituk Enrolment Committee members.

### 7.4.1 Acting PUV Enrolment Secretary

Unless the Northern Village of Puvirnituk decides to assume such human and financial responsibility, the Registrar of the Nunavik Enrolment Office shall act as the "Enrolment Secretary" to the Puvirnituk Enrolment Committee.

As such, the PUV Enrolment Secretary shall:

- a) act as spokesperson for the Committee;
- b) chair the meetings of the Committee;
- c) call all meetings of the Committee;
- d) ensure that the Committee has a quorum at all meetings, and initiate appropriate steps if a member is consistently absent from meetings.
- e) Keep all records of Decisions taken by the Puvirnitug Enrolment Committee.

The PUV Enrolment Secretary shall not be eligible to officially assume any position on the Puvirnitug Enrolment Committee other than the position of Enrolment Secretary.

#### 7.4.2 Elections of the Members to the Puvirnitug Enrolment Committee

i) **Date of Elections**

An election to elect the eight (8) Members to the Puvirnitug Enrolment Committee shall be held every two (2) years, commencing in the year 2010.

ii) **Notice of Elections**

In the year of election and at least twenty (20) days prior to the date of election, the Registrar of the Nunavik Enrolment Office shall, by public notice, publish:

- a) the number of positions opened for election;
- b) the date and hour of the close of candidates nominations;
- c) the eligibility criteria to run for election;
- d) the date of the election.

iii) **Eligibility to run as a Member**

To qualify as a Member of the Puvirnitug Enrolment Community, a person must be:

- a) enrolled on the Nunavik Inuit Beneficiaries List; and
- b) 18 years of age and older; and
- c) a resident affiliated to the community of Puvirnitug; and
- d) be fluent in Inuktitut.

iv) **Eligibility to vote at Puvirnitug Enrolment Committee Elections**

The following persons are entitled to vote in an election:

- a) any person enrolled on the Nunavik Inuit Beneficiaries List; and
- b) who is of the age of majority; and
- c) who is affiliated with the community of Puvirnitug;

v) **Election Proceedings**

Elections shall take place as follows:

At least fifteen (15) days before the date fixed for the General Election, a nominee seeking to run for election to the Puvirnituk Enrolment Committee shall present to the Registrar of the Nunavik Enrolment Office a written notice of intention to run upon which shall also appear the name and signature of one (1) nominator who must be a beneficiary of the age of majority, affiliated with the community of Puvirnituk and ordinary resident therein.

In the event that the number of nominees is between the minimal (3) and maximal (8) number of open positions to the Puvirnituk Enrolment Committee, by the date of the close of nominations, such nominees shall be elected by acclamation as the Members of the Committee on the date of election.

In the event that the number of nominees is less than the minimal number of positions (3) on the Committee, such nominees shall be elected by acclamation and there shall be a second opening of nominations for the number of positions still vacant to reach the maximal number of members to the Committee (8). Elections shall then be proceeded to according to the present section.

At least from the seventh (7<sup>th</sup>) day preceding the date fixed for the election, the Registrar of the Nunavik Enrolment Office shall give notice of the holding of the election, indicating:

- a) the full names in alphabetical order of the nominees for election;
- b) the day upon which the voting shall take place;
- c) the place where the poll is to be established;
- d) the hours during which the poll shall be opened, which shall be between ten o'clock in the forenoon (10:00 a.m.) and five o'clock in the afternoon (5:00 p.m.);
- e) such other information as he deems relevant and as may properly be included in such notice.

The Registrar of the Nunavik Enrolment Office shall post a copy of such notice in the office of the Municipal Corporation, and such other public locations as the Nunavik Enrolment Office may indicate from time to time. The Nunavik Enrolment Office may in addition, communicate notices by other means, such as FM radio stations, to the members of the community.

Any nominee may withdraw at any time before the opening of the poll by filling a declaration to that effect with the Registrar. Any vote cast for a nominee who has so withdrawn shall be null and void.

The voting shall be by secret ballot and upon ballot paper furnished by the Registrar of the Nunavik Enrolment Office. The person furnishing the ballot shall do the following:

- a) satisfy himself that the voter is eligible to vote according to eligibility criteria's established in sub-section 7.4.2 iv);
- b) furnish the voter with in addition to his own ballot-paper, a ballot paper for each proxy held by the voter after verifying that the proxy appointing the voter is in proper form and properly signed by a member affiliated to the community of the age of majority;
- c) verify that, with respect to any proxies held by voter, his vote conforms with the restrictions and instructions contained in the proxy.

Each voter shall have the right to vote for as many as candidates as there are positions available on the Committee.

The candidates receiving the most votes for the number of positions to be filled shall be elected as Members of the Puvirnituk Enrolment Committee.

In the event of a tie-vote between or among nominees for the last position available on the Committee, one run-off election shall take place between or among such candidates. In the event that a tie-vote persists between or among candidates, a “coin-toss” shall take place to determine the winner.

A Letter of Confirmation to the elected members of the Puvirnituk Enrolment Committee shall be sent by the Nunavik Enrolment Office to the elected members.

#### **7.5 Time and Place of Meetings of the Community Enrolment Committees**

Community Enrolment Committees meetings shall be held a minimum of once every three (3) months, and more often if deemed necessary by the Community Enrolment Committee.

#### **7.6 Decision-Making Power Regarding Enrolment of Nunavik Inuit beneficiaries**

This is certainly one of the major changes under new Section 3A of the JBNQA. While under the old Section 3 of the JBNQA, the decision making power was in the hands of the Secretary-general who as a civil servant from the Quebec ministry of Health and Social services was applying the conditions for eligibility contained at the old regime (Inuit ancestry and birth, adoption, marriage), since May 1<sup>st</sup> 2006 the decision making power is devolved in the hands of the Community Enrolment Committees.

The Community Enrolment Committees must render decisions diligently by implementing the criteria set out in C.A. 18 in an informed, fair and consistent manner:

- (a) is alive; and
- (b) is a Canadian citizen; and
- (c) is an Inuk according to Inuit customs and traditions; and
- (d) identifies himself/herself as an Inuk; and
- (e) is associated with an Inuit community through family, residential, historical, cultural or social connections with such community; and
- (f) is not enrolled under another land claims agreement in Canada, unless it is an agreement affecting the Inuit of Nunavik, including an agreement relating to the Nunavik Marine Region bordering on Québec, to Labrador or to the Labrador offshore area; and; and
- (g) has his/her residence established or re-established in the Territory; or
- (h) has his/her residence established outside the Territory for less than ten (10) continuous years; or
- (i) has established his/her residence outside the territory during ten (10) or more years for purposes related to education, health or employment with an organization whose mandate is to promote the welfare of Inuit.

### **7.7 Discretion with Respect to the Application of Criteria**

The amount of discretion provided to the Community Enrolment Committees in decision-making varies with the specific criteria. For example, with respect to the Canadian citizenship criteria, there is no discretion: a person who is applying for Enrolment can be readily judged, on factual grounds and evidences. Other criteria, such as the association with a Nunavik community or the Inuit customs and practice of a community, involve the use of more investigation and discretion on the part of the members of the Community Enrolment Committees.

Community Enrolment Committees may use the regional guidelines to help then implementing their discretion. While there is flexibility in the application of some criteria, it must be balanced with the expectation that Community Enrolment Committees' decisions should be largely consistent across Nunavik.

### **7.8 Regional Guidelines with Respect to the Application of Criteria**

The Community Enrolment committees may, with the support of the Nunavik Enrolment Office, collaborate towards the development of regional guidelines to assist in the fulfillment of their review and decisional mandate and the application of their discretionary power over eligibility.

### **7.9 Statutory Functions of the Community Enrolment Committees**

The functions of a Community Enrolment Committee are to:

- a) decide whether a person applying to be enrolled under the Agreement (applicant) meets each of the Enrolment requirements of subparagraphs 3A.3.1 a), b), c), d) and e);
- b) decide, upon its own motion, whether the name of the beneficiary affiliated to the community must be removed because the person is dead or no longer a Canadian citizen
- c) decide, upon its own motion, or at the request of a beneficiary, whether the name of a person affiliated to the community in reason of its status of lawful spouse of a beneficiary should be removed from the list in the event of divorce, legal separation, de facto separation or the spouse's death, which event should have occurred after May 1, 2006. If the Community Enrolment Committee feels that following the occurrence of the event the individual has no longer sufficient connection with the community, it shall then questioned the eligibility of the individual under the new regime in accordance with the criteria of paragraph 3A.3.1;
- d) decide upon the request of a beneficiary affiliated to another community whether that person may see his/her affiliation changed and become affiliated with the community;
- e) decide, upon its own motion, whether a beneficiary affiliated to the community has established his/her residence outside the Territory during ten (10) or more continuous years for purposes other than those referred to in paragraph 3A.4.6. (education, health or employment with an organization whose mandate is to promote the welfare of Inuit);
- f) decide upon the request of a beneficiary affiliated to the community whether he/she has reestablished his/her residence back within the Territory;
- g) notify without delay the Nunavik Enrolment Office of all the decisions rendered by the Community Enrolment Committee. .

### **7.10 Objectives of the Community Enrolment Committees**

The primary objective of the Community Enrolment Committees is to manage from a community perspective the collective entitlement of Nunavik Inuit to the rights and privileges of the JBNQA. Consequently, the Community Enrolment Committees serve the Nunavik Inuit beneficiaries in the following manners:

- a) ensure that all eligible Inuit applying for enrolment are properly, efficiently, and expeditiously enrolled on the Nunavik Inuit Beneficiaries Register;
- b) focus on the local customs, cultural aspects and community positions with respect to enrolment of their members; and implement those local considerations;
- c) help promoting the enrolment needs and interests of the Nunavik Inuit beneficiaries;
- d) provide Nunavik Inuit beneficiaries of the community with information on enrolment matters, on a timely and regular basis;
- e) assist the Nunavik Enrolment Office in implementing Section 3A of C.A. 18 on Eligibility, and also assist in the implementation of other land claims agreements entered into by Makivik on behalf of the Nunavik Inuit;
- f) actively promote the aims and objectives of the local Community Enrolment Committee through meetings, conferences and other activities; and
- g) perform any other activity that may help attain the Community Enrolment Committees' objectives.

### **7.11 Proceedings Rules**

The Community Enrolment Committees shall establish rules for conducting proceedings, including rules for the use of teleconferencing, written submissions, and time limits to render decisions.

- 7.11.1 In making any decisions that would confirm or deny applications for enrolment, or if the effects of the decision could be to remove the name of a person from the beneficiaries lists, or to transfer the name of a person to the List of Inuit Beneficiaries Living Outside the Territory for Ten (10) or More Continuous Years, the Community Enrolment Committees shall:

- a) give appropriate notice to applicants and other directly interested parties; and
- b) allow applicants and other directly interested parties an opportunity to make representations.

7.11.2 The Community Enrolment Committees shall, upon request, supply to applicants, appellants and other directly interested parties written reasons for their decisions.

7.11.3 Consequently, all meetings, official discussions and decisions of the Community Enrolment Committees shall be kept in a Book of Minutes made available to any interested party.

7.11.4 Considering the important role played by each appointed Elder to the Community Enrolment Committees as guardian of the customary rules and traditions of the Inuit community, his/her presence is a requisite for the conduct of any meeting, official discussion and decision of the Community Enrolment Committees. This is not intended to give a right of veto to the Elders who have the same status as the other members when it comes to voting.

#### **7.12 Rights of Members**

Community Enrolment committee members have the right to vote on any matter devolved to a Community Enrolment Committee under C.A. 18.

Community Enrolment Committee decisions shall be taken by vote of a majority and must be consigned in the Book of Minutes and on the appropriate Forms and notification documents.

In the Inuit communities where an Inuit Landholding Corporation exists, the appointed Elder does not hold a veto nor a preponderant right to vote, although his/her presence to the sessions of the Community Enrolment Committees is a requisite.

#### **7.13 Language**

All proceedings of the Community Enrolment Committees shall be in Inuktitut and/or, at the request of a member of a Committee, an applicant or a directly interested party, in one or both of Canada's official languages.

#### **7.14 Term of Office**

a) Communities where there is a Landholding Corporation:

The term of office of members of a Community Enrolment Committee shall be for the duration of their mandate as elected directors of the local landholding corporation, and for two years, renewable, for the appointed elder.

b) Puvirnitug Enrolment Committee:

The term of office of members of the Puvirnitug Enrolment Committee shall be for two years, renewable.

### **7.15 Conduct of Community Enrolment Committee Members**

Members of a Community Enrolment Committee shall in no way materially profit or benefit from their position on the Committee or by any decisions made by the Committee, except for the honoraria expenses paid by the Community Enrolment Committee for their loss of income while participating in the work of their Committee.

### **7.16 Vacancies**

If a vacancy occurs in the composition of a Community Enrolment Committee, it shall be filled in accordance with the following:

#### **7.16.1 Where a Landholding Corporation exists:**

The Enrolment Secretary shall immediately inform the Registrar of the Nunavik Enrolment Office about said vacancy.

Vacancy of a LHC Director: The Community Enrolment Committee shall refer the vacancy to the Board of Directors of the landholding and have the position filled according to the applicable by-laws of the corporation. The Community Enrolment Committee may also decide to differ the filling of the vacancy until the next regular elections if they are to take place within the next six (6) months and if the minimal numbers for the composition of the Committee are respected. Following the filling of a vacancy, the name of the new member shall be transmitted to the Nunavik Enrolment Office;

Vacancy of the Elder: The Landholding Corporation shall appoint a new elder as member of the Community Enrolment Committee for a two (2) year term, being renewable. Following the new appointment, the name of the elder shall be transmitted to the Nunavik Enrolment Office;

#### **7.16.2 Puvirnituk Enrolment Committee:**

The PUV Enrolment Secretary shall immediately inform the Registrar of the Nunavik Enrolment Office whom shall take all steps necessary to fill the vacancy according to the proceeding rules on elections of the members for the Community Enrolment Committee of Puvirnituk.

### **7.17 Removal for Non-Participation**

Missing more than two consecutive meetings of a Community Enrolment Committee without a cause could constitute a sufficient reason for removal.

#### **7.17.1 Where Landholding Corporations exist:**

Removal of LHC Director: Notification of removal from the Community Enrolment Committee shall be served by the Enrolment Secretary to the member and director of the landholding corporation. Proving that the minimal composition numbers of the committee are met, the Community Enrolment Committee carry on its mandate with the remaining members, and information on the vacancy following removal is transmitted to the Nunavik Enrolment Office. If the minimal numbers are no longer met, the landholding corporation shall take all necessary steps to have filled the vacancy pursuant to its applicable by-laws. The Nunavik Enrolment Office shall be informed following the filling of the position.



Removal of appointed Elder: Notification of removal from the Community Enrolment Committee shall be served by the Enrolment Secretary to the member and appointed elder. The Landholding Corporation shall appoint a new elder as member of the Community Enrolment Committee for a two (2) year term, renewable. Following the new appointment, the name of the elder is to be transmitted to the Nunavik Enrolment Office

#### 7.17.2 Puvirnitug Enrolment Committee

The PUV Enrolment Secretary shall immediately inform the Registrar of the Nunavik Enrolment Office whom shall take the steps necessary to remove the member, and to fill the vacancy.

#### 7.18 Quorum

The quorum shall be half + 1 of the members composing the Community Enrolment Committee. In the Inuit communities where an Inuit Landholding Corporation exists, the quorum shall always include the elder appointed to the Community Enrolment Committee.

#### 7.19 Voting and Decisions of the Community Enrolment Committees

Decisions of the Community Enrolment Committees are taken at majority of the votes of the members present at the meeting.

All decisions made by a Community Enrolment Committee shall be recorded by the Enrolment Secretary and maintained in a Book of Minutes and Decisions.

All Community Enrolment Committees decisions shall be transmitted within thirty (30) days by the Enrolment Secretary of the Community Enrolment Committee to the Applicant and the Nunavik Enrolment Office.

No person shall present an Application Form for enrolment as a beneficiary under the Agreement or a Modification Form to more than one Community Enrolment Committee concurrently.

If the application for enrolment or modification of affiliation is refused, the person may apply to another Community Enrolment Committee in one of the following cases:

1. A period of 12 months from the date of the first Community Enrolment Committee's decision has expired;
2. The person has renounced his/her right to apply for review of the first Community Enrolment Committee's decision;
3. The Nunavik Enrolment Review Committee has maintained the first Community Enrolment Committee's decision refusing the application for enrolment or change of affiliation.

#### 7.20 Budget for Remuneration of Community Enrolment Committees' Members

Makivik supports the Community Enrolment Committees by providing an annual budget approved by its Board of Directors to assist with the payment of honorarium and related expenses. The budget is to be distributed annually to all Nunavik Community Enrolment Committees pursuant to applicable resolutions, and the local Community Enrolment Committees are to hold discretion in managing and using the complementary funds provided by Makivik.

Each year, upon approval of the annual budget by the Board of Directors of Makivik, the Registrar of the Nunavik Enrolment Office is to inform in writing the Community Enrolment Committees of the complementary funds allocated in accordance with the approved formula.

7.20.1 Community Enrolment Committees where there is a Landholding Corporation

Annual complementary funds will be transmitted by the Nunavik Enrolment Office to the landholding corporations by cheque. Payments issued by the Landholding Corporation to the members of the Community Enrolment Committees are subject to applicable taxes and other deductions.

7.20.2 Puvirnituuq Enrolment Committee

The Nunavik Enrolment Office sends quarterly cheques directly to each and all members of the Puvirnituuq Community Enrolment Committee, no matter the number of meetings, all in accordance with the funding formula approved by resolution of the Makivik Board of Directors. Payments are subject to applicable taxes and other deductions. Payment records are kept by the Registrar and sent to the members for information and income tax purposes.

## SECTION VIII

### NUNAVIK ENROLMENT REVIEW COMMITTEE

#### 8.1 Revision by the Nunavik Enrolment Review Committee

All decisions made by the Community Enrolment Committees are subject to review by the Nunavik Enrolment Review Committee (hereafter the “Review Committee”), established under subsection 3A.7 of the JBNQA. This enables applicants to appeal a decision if they are not satisfied with the decision rendered by a Community Enrolment Committee.

Review decisions by the Review Committee are final and binding.

#### 8.2 Composition of the Review Committee

The composition of the Review Committee consists of a standing list of six (6) members appointed via resolution by Makivik among eligible Nunavik Inuit beneficiaries and coming, in equal numbers, from the Ungava region, the Hudson Strait region and the Hudson region.

When notified by the Nunavik Enrolment Office of an application for review, the members of the standing list designate three (3) members from among themselves to form the Review Committee. Each of the three (3) regions of Nunavik must be represented on the Review Committee.

Are not eligible to qualify as a member of the Standing List to the Review Committee:

- Members of the Community Enrolment Committees.

No proceedings may be brought against a Review Committee member for acts performed in good faith in the exercise of his/her functions.

#### 8.3 Term of Office

The members of the Review Committee are appointed for a three (3) year term which may be renewed.

The term of office of a member of the standing list may terminate prematurely only if he/she resigns or is removed from office for cause by the Makivik Board of Directors.

#### **8.4 Role of Review Committee**

The functions of the Review Committee will be in good faith to:

- a) decide upon any application for review presented by a person applying for enrolment as a beneficiary under the Agreement, following a decision of a Community Enrolment Committee to refuse enrolment;
- b) decide upon any application for review presented by a person, following a decision by a Community Enrolment Committee to remove that person's name from the Nunavik Inuit Beneficiaries Register;
- c) decide upon application presented by a beneficiary to review the eligibility status by marriage of an individual, following refusal by the Community Enrolment Committee to remove the name of the individual;
- d) decide upon any application for review presented by a beneficiary, following a decision of a Community Enrolment Committee to refuse his or her request for affiliation to the community of the Community Enrolment Committee;
- e) decide upon application for review of a beneficiary following the decision of the Community Enrolment Committee to consider the beneficiary resident outside the Territory for more than ten (10) consecutive years for purposes other than the three (3) exceptions to time computation;
- f) decide upon any application for review presented by a beneficiary, following a decision of a Community Enrolment Committee to refuse his/her request to re-establish his/her principal residence within the Territory of Nunavik.

#### **8.5 Review by re-hearing**

A review by the Review Committee shall be by way of a re-hearing, and the Review Committee may agree to consider documents, information and further evidence other than those contained in the initial Forms submitted to the Community Enrolment Committee. Furthermore, it shall give to the interested parties an opportunity to make direct representations.

#### **8.6 Deadline to Appeal a Decision**

Applications for review must be presented to the Nunavik Enrolment Office within twelve (12) months of the date of the Community Enrolment Committee's decision subject to the review.

#### **8.7 Rules for Proceedings**

The present policies, guidelines and procedures have been developed pursuant to paragraph 3A.8.1 of C.A.18 to assist the Review Committee in fulfilling its responsibilities as an appeal body.

## 8.8 Initiating the Review Process

- 8.8.1 Review process shall be initiated with the submission by an applicant to the Nunavik Enrolment Office of a **Request to Review a Decision Application (Form F)** (hereafter “Application for Revision Form”).
- 8.8.2 The Application for Revision Form provides the following information with respect to the Applicant:
- a) complete name and address, and
  - b) reference number of the Decision taken and recorded by the Community Enrolment Committee; and
  - c) community of affiliation, if any
  - d) Date of birth;
  - e) Health Insurance number;
  - f) Summary of the Decision of the Community Enrolment Committee, and copy of said Decision if possible;
  - g) Statement and reasons for the application for review, including proofs and evidences for the benefit of the Review Committee members
  - h) Any support document the applicant may deem important to enclose with the Application for Revision Form.
- 8.8.3 Upon receipt of a duly completed Application for Review Form, the Registrar of the Nunavik Enrolment Office shall immediately forward to the applicant a **Notice of Receipt Form** which also includes instructions exposing the future steps that shall occur in the revision of the application.
- 8.8.4 The Registrar shall also immediately transmit a summary of the Application for Revision Form to:
- a) The Community Enrolment Committee whose decision is being appealed; and
  - b) To the six (6) members of the Standing List to the Review Committee.
- 8.8.5 Subsequently, the six (6) standing members of the Review Committee shall designate three (3) members from among themselves to form the Review Committee mandated to review the pending application for review, and each of the three (3) Nunavik regions must be represented.
- A Notice of Appointment of Three (3) Nunavik Review Committee Members to Review a Decision shall be addressed by the Registrar of the Nunavik Enrolment Office to the three (3) appointed Members of the Review Committee, with the details of the application for review, i.e. a copy of the Application for Revision Form and support documents, along with the copy of the Notice of Receipt.
- 8.8.6 The Registrar of the Nunavik Enrolment Office is in charge of all logistic and technical/administrative elements for the actual conduct of the revision of application by the Review Committee.
- 8.8.7 The Nunavik Enrolment Office finally addresses a Notice of a Date of Hearing by the Nunavik Review Committee to the applicant, and the review is conducted

### **8.9 Responsibilities of the Registrar of the Nunavik Enrolment Office respecting reviews**

The responsibilities and functions of the Registrar of the Nunavik Enrolment Office respecting the review of applications by the Review Committee shall be to:

- a) act as Recording Secretary to the Review Committee;
- b) be responsible for logistic/organizational/administrative work and support to the Review Committee;
- c) call the meetings of the Review Committee;
- d) ensure that the Review Committee has a quorum at all meetings;
- e) initiate appropriate steps if a member is consistently absent from meetings;
- f) ensure that all Decision Forms of the Review Committee are duly completed and signed by the three (3) designated members of the Review Committee;
- g) keep all records of decision and discussion in the Register of Decisions of the Review Committee;
- h) ensure that copies of the final Decision made by the Review Committee be transmitted to:
  - the applicant; and
  - the three (3) members of the Review Committee who made the decision; and
  - the remaining members appointed to the Standing List of the Review Committee; and
  - the interested Community Enrolment Committee, and
  - any interested party.

The Registrar of the Nunavik Enrolment Office cannot make any decision nor hold any position on the Review Committee other than the position of the “Recording Secretary”.

### **8.10 Review Hearings**

- 8.10.1 Review hearings can take place in any format deemed appropriate, being in person, by conference call, by videoconferencing, or in any other manner deemed necessary taking into consideration physical, financial and time considerations. The six (6) members of the Standing List that may be called upon to compose the Review Committee recommend the format of the Review Hearing while appointing the three (3) members who shall hear the Application for Review.
- 8.10.2 Whenever feasible and recommended, Review Hearings are open to the general public.
- 8.10.3 Before making any decision, the Review Committee shall allow directly interested parties an opportunity to make representations;
- 8.10.4 Any and all expenses incurred by the applicant and by any directly interested party for the conduct of his/her representation are his/her own responsibility.
- 8.10.5 The Review Hearings are in Inuktitut and, at the request of a member of a Committee or of a directly interested party, in French or in English.

### **8.11 Decisions by Review Committee**

- 8.11.1 All Decisions of the Review Committee are to be delivered to the directly interested parties in writing, in English and Inuktitut, while being supported with causes and reasons within thirty (30) days from the last Review hearing, unless exceptional circumstances advocate for more time and hearings before a decision on the review be duly rendered.
- 8.11.2 The quorum of the Review Committee is the three appointed (3) members and all Decisions are made by a majority vote.
- 8.11.3 Every decision of the Review Committee is final and binding and is not subject to further appeal.

## SECTION IX NUNAVIK INUIT BENEFICIARIES LISTS: ACCESS

### 9.1 Accessing the Nunavik Inuit Beneficiary Register

The information contained in the Nunavik Inuit Beneficiary Register is managed by the Nunavik Enrolment Office and is subject to the Federal and Provincial laws concerning privacy of information. Consultation of the Register by the general public is possible without charge in person at the head office of the Nunavik Enrolment Office, subject to the appropriate laws on privacy.

A free copy of the Register is also supplied annually to the Governments of Quebec and Canada as part of the agreed conditions of C.A. 18. Any other request to access the Nunavik Inuit Beneficiary Register shall be made in writing to the Nunavik Enrolment Office using the **Access to nominative information of the Nunavik Inuit Beneficiaries Register Application Form (Form J)**. All requests must be specific about the information being requested and the time frame involved. Nunavik Enrolment Office may refuse to disclose personal information as requested by an applicant.

No later than thirty (30) days after the reception of the Application by the Nunavik Enrolment Office, it shall:

- a) give written notice to the applicant who made the request as to whether or not access to the information or a part thereof is awarded; and
- b) if access is granted, give the requested information to the applicant, in full or in part.



## SECTION X NUNAVIK INUIT BENEFICIARY CARDS

### 10.1 Nunavik Inuit Beneficiaries Cards

Nunavik Inuit Beneficiaries enrolled to the Nunavik Inuit Beneficiaries Register are entitled to receive a Nunavik Inuit Beneficiary Card issued by the Nunavik Enrolment Office. The Cards are formatted to provide protection from fraud and identity theft, and contain:

- digitized photograph
- registration number
- family and given names
- gender
- date of birth
- community of Affiliation
- community of Residence
- beneficiary number
- Inuit “N” number issued by Health Canada if applicable

### 10.2 Application Information

In order to apply for a Nunavik Inuit Beneficiary Card with photo, the Applicant needs to present identity documents along with the application:

#### A) **Nunavik Inuit Beneficiaries aged 18 years old and over:**

- Nunavik Inuit Beneficiary Card with Photo Application Form (Adult) (**Form H**)
- One digitized photograph
- Copy of Birth Certificate issued by the Quebec Civil Status and on which names of the parents are indicated

#### B) **Nunavik Inuit Beneficiaries aged under 18 years old:**

- Nunavik Inuit Beneficiary Card with Photo Application Form (Child) (**Form I**)
- One digitized photograph of the child (\*)
- Copy of Birth Certificate issued by the Quebec Civil Status and on which names of the parents are indicated;
- Parent or legal guardian is required to sign the application form, with proof of guardianship for the latter guardian.

(\*) Beneficiary card with a photograph is available only for children aged 12 years old and over. No photograph shall be shown on beneficiary cards for children aged 11 years old and under

### **10.3 Lost or Stolen Nunavik Inuit Beneficiary Card**

In the event a Card is lost, stolen and/or destroyed, an Inuit Beneficiary may apply for a new Card with photo. Applicable fee is requested for the replacement and issuance of a new Card.

### **10.4 Information Protected Under the Provisions of the Privacy Act**

The information provided on the Application for a Nunavik Inuit Beneficiary Card with Photo is protected under the provisions of the Privacy Act and is collected by the Nunavik Enrolment Office strictly for the purpose of issuing a Nunavik Inuit Beneficiary Card.

<b>APPENDIX 1 DOCUMENTATION FORMS AVAILABLE FOR THE USE OF THE PUBLIC</b>		
All applications forms are available directly from the Community Enrolment Committees to which the Applicant is affiliated, and can also be downloaded from the following websites		
<b>Nunavik Enrolment Office</b> P.O. Box 179 Kuujjuaq, Qc J0M 1C0 www.makivik.org	<b>Nunavik Landholding Corporations Association</b> P. O. Box 219 Kuujjuaq, Qc J0M 1C0 www.nlhca.com	<b>Puvirnituk Enrolment Committee</b> c/o Northern Village of Puvirnituk P.O. Box 150 Puvirnituk, Qc J0M 1P0 www.nvpuvirnituk.ca
<b>FORM #</b>	<b>TITLE</b>	<b>PURPOSE</b>
Form A	Enrolment Nunavik Inuit Beneficiary (Adult) Application Form;	This form, to be sent to the Community Enrolment Committee, is to be used whenever a person wishes to be enrolled to the Nunavik Inuit Beneficiaries Register.
Form B	Enrolment Nunavik Inuit Beneficiary (Child: under 18 years old) Application Form;	This form, to be sent to the Community Enrolment Committee, is to be used whenever a person wishes to have a child enrolled to the Nunavik Inuit Beneficiaries Register.
Form C	Enrolment Change and Correction Application Form;	This form, to be sent to the Community Enrolment Committee, is to be used whenever a person wishes to make a change or correction contained in the Nunavik Inuit Beneficiaries Register.
Form D	Re-establishment of Residence in Nunavik Application Form;	This form, to be sent to the Community Enrolment Committee, is to be used whenever a person residing outside Nunavik for 10 or more consecutive years and wishes to re-establish his/her principal residence in Nunavik.
Form E	Removal from Nunavik Inuit Beneficiaries Register Application Form;	This form, to be sent to the Community Enrolment Committee, is to be used whenever a person enrolled to the Nunavik Inuit Beneficiaries Register wishes to be removed.
Form F	Request to Review a Decision Application Form	This form, to be sent to the Nunavik Enrolment Office, is to be used whenever a person wishes to appeal a decision if he/she is not satisfied with a decision rendered by a Community Enrolment Committee.
Form G	Declaration of Inuit Customary Adoption Form;	This form is to be used whenever a child is adopted pursuant to the Inuit Customary Adoption. This form is to be sent to:  <b>Nunavik Enrolment Office</b> P.O. Box 179 Kuujjuaq, Qc J0M 1C0
Form H	Nunavik Inuit Beneficiary Card with Photo Application Form (Adult);	This form, to be sent to the Nunavik Enrolment Office, is to be used whenever a person aged 18 years old and over, wishes to obtain a Nunavik Inuit Beneficiary Card with Photo issued by the Nunavik Enrolment Office.
Form I	Nunavik Inuit Beneficiary Card with Photo Application Form (Child under 18 years old);	This form, to be sent to the Nunavik Enrolment Office, is to be used whenever a person aged under 18 years old, wishes to obtain a Nunavik Inuit Beneficiary Card with Photo issued by the Nunavik Enrolment Office.
Form J	Access to nominative information of the Nunavik Inuit Beneficiaries Register Application Form;	This form, to be sent to the Nunavik Enrolment Office, is to be used whenever a person and/or an organization wishes to obtain information contained to the Nunavik Inuit Beneficiaries Register.

**APPENDIX 2  
DOCUMENTATION  
FORMS AVAILABLE FOR INTERNAL USE ONLY FOR  
NUNAVIK ENROLMENT OFFICE**

<b>FORM #</b>	<b>TITLE</b>	<b>PURPOSE</b>
Form NEO100	Public Notice of Elections to appoint Eight (8) Members to the Puvirnituk Enrolment Committee	This form is to be used for public postings of a notice of elections to appoint the members to the Puvirnituk Enrolment Committee.
Form NEO101	Nomination Form to run as a Member to the Puvirnituk Enrolment Committee	This form is to be used for the use of a candidate who wishes to run as a member to the Puvirnituk Enrolment Committee.
Form NEO102	Eligible Nominees for Election to Appoint Eight (8) Members to the Puvirnituk Enrolment Committee	This form is to be used for posting in public a list of all eligible candidates who have been nominated for the election.
Form NEO103	Ballot Form to Appoint eight (8) Members to the Puvirnituk Enrolment Committee	This form is to be used by all eligible voters to the election of the eligible candidates to the Puvirnituk Enrolment Committee.
Form NEO104	Elections Results Puvirnituk Enrolment Committee	This form is to be used for posting the results of the elections appointing the members to the Puvirnituk Enrolment Committee.
Form NEO105	Letter of Appointment of the Members to the Puvirnituk Enrolment Committee	This form is to be used to confirm the appointment of the members to the Puvirnituk Enrolment Committee.
Form NEO106	Resolution Removing a Member to the Puvirnituk Enrolment Committee	This form is to be used by the BOD of Makivik Corporation to remove a member to the Puvirnituk Enrolment Committee.
Form NEO107	Notice Annual Remuneration to the Community Enrolment Committees	This form is to be used to notify the annual remuneration to the Community Enrolment Committees.
Form NEO108	Notice of Receipt Request to Review a Decision	This form is to be sent to the person whom submitted a Request to Review a Decision, to the Nunavik Enrolment Review Committee and the Community Enrolment Committee whose Decision is being appealed.
Form NEO109	Notice of Appointment of Three (3) Nunavik Review Committee Members to Review a Decision	This form is to be sent to the three (3) members designated to review a Decision made by a Community Enrolment Committee.
Form NEO110	Notice of a Date of Hearing by the Nunavik Review Committee	This form is to be used to notify the interested parties of the date of hearing of the Nunavik Review Committee regarding his/her request to review a Decision.
Form NEO110A	Decision and Minutes of Meeting Nunavik Enrolment Review Committee	This form is to be used to notify the interested parties of the Decision rendered by the Nunavik Enrolment Review Committee
Form NEO 111	Book of Records of the appointed members to the Community Enrolment Committee	This form shall be used to keep all records and maintain the names and term of office of all appointed Members to the Community Enrolment Committee.
Form NEO 112	Book of Records of the appointed Enrolment Secretary to the Community Enrolment Committee	This form shall be used to keep all records and maintain the names and term of office of all appointed Enrolment Secretary to the Community Enrolment Committee.
Form NEO 113	Book of Records of the appointed members to the Nunavik Enrolment Review Committee	This form shall be used to keep all records and maintain the names and term of office of all appointed Members to the Nunavik Enrolment Review Committee.

<b>APPENDIX 3 DOCUMENTATION FORMS AVAILABLE FOR INTERNAL USE ONLY FOR COMMUNITY ENROLMENT COMMITTEES</b>		
<b>FORM #</b>	<b>TITLE</b>	<b>PURPOSE</b>
Form CEC200	Notice of Removal from Nunavik Community Inuit Beneficiaries List	This form is to be sent by a Community Enrolment Committee to a person it wishes to remove from the community Inuit Beneficiaries List.
Form CEC201	Notice of Modification or Correction for Enrolment of a Nunavik Inuit Beneficiary	This form is to be sent by a Community Enrolment Committee to a person which beneficiary status has been modified.
Form CEC202	Notice of a Meeting of the Community Enrolment Committee	This form is to notify the members of the Community Enrolment Committee about the holding of a meeting (date, time, place, agenda).
Form CEC203	Resolution of the local Landholding Corporation appointing the Elder to the Community Enrolment Committee	This form shall be used by the local Landholding Corporation to notify the Nunavik Enrolment Office about of the name and the term of office of the elder appointed to the Community Enrolment Committee.
Form CEC203A	Resolution of the Northern Village of Puvirnituk appointing the Enrolment Secretary to the Community Enrolment Committee	This form shall be used by the Northern Village of Puvirnituk to notify the Nunavik Enrolment Office about the name of the appointed Enrolment Secretary to the Community Enrolment Committee.
Form CEC203B	Resolution of the local Landholding Corporation appointing the Enrolment Secretary to the Community Enrolment Committee	This form shall be used by the local Landholding Corporation to notify the Nunavik Enrolment Office about the name of the appointed Enrolment Secretary to the Community Enrolment Committee.
Form CEC204	Notice of Non-Participation of a Member of the Community Enrolment Committee where there is a LHC	This form is to notify the concerned member and the Nunavik Enrolment Office of the non-participation of the Member to carry out his/her responsibilities.
Form CEC204A	Notice of Non-Participation of a Member of the Puvirnituk Enrolment Committee	This form is to notify the Nunavik Enrolment Office of the non-participation of a Member of the Puvirnituk Enrolment Committee to carry out his/her responsibilities.
Form CEC205	Letter of Appointment of the Elder to the Community Enrolment Committee	This form shall be sent to the appointed Elder to formally confirm the term of appointment of the Elder and his/her remuneration for such appointment.
Form CEC206	Resolution removing a member to the Community Enrolment Committee where there is a local landholding corporation	This form shall be used by the Board of Directors of the Local Landholding Corporation in cases where a Member of the Community Enrolment Committee must be removed with just cause.
Form CEC207	Resolution removing the appointed Enrolment Secretary of the Community Enrolment Committee where there is a local landholding corporation	This form shall be used by the Board of Directors of the Local Landholding Corporation in cases where the appointed Enrolment Secretary of the Community Enrolment Committee must be removed with just cause.
Form CEC208	Resolution removing the appointed Enrolment Secretary of the Community Enrolment Committee where there is no local landholding corporation	This form shall be used by the Council of the local Northern Village in cases where the appointed Enrolment Secretary of the Committee must be removed with just cause.
Form CEC209	Decision and Minutes of Meeting of the Community Enrolment Committee	This form is to be used to notify the interested parties of the Decision rendered by the Community Enrolment Committee.
Form CEC210	Book of Records of the appointed members and Enrolment Secretary to the Community Enrolment Committee	This form shall be used to keep all records and maintain the names and term of office of all appointed Elders and Enrolment Secretaries of the Community Enrolment Committee.

<b>APPENDIX 4                  BENEFITS PROGRAMS PROVIDED TO                  NUNAVIK INUIT BENEFICIARIES</b>	
<b>NUNAVIK INUIT BENEFICIARIES RESIDING WITHIN NUNAVIK                  TERRITORY</b>	
Education Programs	Kativik School Board 9800 Cavendish, Suite 400 St-Laurent, Qc H4M 2V9 Telephone (toll-free): 1-800-361-2244 Telephone (Montreal Region): 514-482-8220
Health Programs	Tulattavik Health Centre Hospital (Kuujjuaq) P.O. Box 149 Kuujjuaq, Qc J0M 1C0 Telephone: (819) 964-2905  Inuulitsivik Health Centre Hospital (Puvirnitug) Telephone: (819) 988-2957  Nunavik Regional Health Board & Social Services P. O. Box 900 Kuujjuaq, Qc J0M 1C0 Telephone: (819) 964-2222
Employment Programs	Kativik Regional Development Council P.O. Box 9 Kuujjuaq, Qc J0M 1C0 Telephone: (819) 964-2961
Membership and Voting Rights	<ul style="list-style-type: none"> <li>- Makivik Corporation</li> <li>- Inuit Nunavik Landholding Corporations</li> <li>- Inuit Northern Villages</li> </ul>
Financial Assistance for specific projects (Note that such are no benefits from the JBNQA hence are subject to their own sets of rules and conditions)	<ul style="list-style-type: none"> <li>- Association /Kuujjuamiut</li> <li>- Raglan Fund</li> <li>- Air Inuit</li> <li>- First Air</li> </ul>
Hunting, Trapping and Fishing Rights	No limitations, no quotas, no permits within the Territory / access in all seasons
Education Programs and Post Secondary Studies	Kativik School Board 9800 Cavendish, Suite 400 St-Laurent, Qc H4M 2V9 Telephone (toll-free): 1-800-361-2244 Telephone (Montreal Region): 514-482-8220

<b>Benefits Programs for Nunavik Inuit Beneficiaries residing outside Territory for 10 consecutive years and more</b>	
Issuance of "N" number	Ms. Michele Gagnon Non-Insured Health Benefits First Nations and Inuit Health Health Canada Guy-Favreau Complex, East Tower, Suite 404 200 René-Lévesque Boulevard West Montreal, Qc H2Z 1X4 Telephone (toll-free): 1-877-483-5501 Telephone (Montreal Region): 514-283-5501
Mental Health and Psychological Services	Telephone (toll-free): 1-877-583-2965 Telephone (Montreal Region): 514-283-2965
Dental Services	Ms. Michele Gagnon Telephone (toll-free): 1-877-483-5501 Telephone (Montreal Region): 514-283-5501
Vision care, Drugs and Prescription, Medical Supplies and Equipment, Medical Transportation	Telephone (toll-free): 1-877-483-1575 Telephone (Montreal Region): 514-283-1575
Child Support Services	Telephone (toll-free): 1-800-561-3350 Telephone (Montreal Region): 514-496-9626
Post-secondary Studies	Avataq Cultural Institute Telephone (toll-free): 1-800-361-5029 Telephone (Montreal Region): 514-274-1166

<b>Benefits Program for Nunavik Inuit Beneficiaries who:</b>	
<p><b>(1) reside outside the territory for less than then (10) consecutive years; or</b>  <b>(2) have established residence outside the territory for more than ten (10) consecutive years for purposes related to education, health and work for Inuit wellbeing organizations</b></p>	
Issuance of "N" number	<p>Ms. Michele Gagnon            Non-Insured Health Benefits            First Nations and Inuit Health            Health Canada            Guy-Favreau Complex, East Tower, Suite 404            200 René-Lévesque Boulevard West            Montreal, Qc H2Z 1X4            Telephone (toll-free): 1-877-483-5501            Telephone (Montreal Region): 514-283-5501</p>
Mental Health and Psychological Services	<p>Telephone (toll-free): 1-877-583-2965            Telephone (Montreal Region): 514-283-2965</p>
Dental Services	<p>Ms. Michele Gagnon            Telephone (toll-free): 1-877-483-5501            Telephone (Montreal Region): 514-283-5501</p>
Vision care, Drugs and Prescription, Medical Supplies and Equipment, Medical Transportation	<p>Telephone (toll-free): 1-877-483-1575            Telephone (Montreal Region): 514-283-1575</p>
Child Support Services	<p>Telephone (toll-free): 1-800-561-3350            Telephone (Montreal Region): 514-496-9626</p>
Membership and Voting Rights	<ul style="list-style-type: none"> <li>- Makivik Corporation                P.O. Box 179                Kuujjuaq, Qc J0M 1C0                Telephone: (819) 964-2925</li> <li>- Inuit Nunavik Landholding Corporations</li> </ul>
Financial Assistance for specific projects (Note that such are no benefits from the JBNQA hence are subject to their own sets of rules and conditions)	<ul style="list-style-type: none"> <li>- Association / Kuujjuamiut Inc.</li> <li>- Raglan Fund</li> <li>- Air Inuit</li> <li>- First Air</li> </ul>
Hunting, Trapping and Fishing Rights	<p>No limitations, no quotas, no permits within the Territory / access in all seasons</p>
Education Programs and Post Secondary Studies	<p>Kativik School Board            9800 Cavendish, Suite 400            St-Laurent, Qc H4M 2V9            Telephone (toll-free): 1-800-361-2244            Telephone (Montreal Region): 514-482-8220</p>



**REIMBURSEMENT WHILE TRAVELING IN SOUTHERN QUEBEC  
AND IN NEED TO RENEW MDX PRESCRIPTION  
FOR JBNQA BENEFICIARIES RESIDING IN NUNAVIK**

You reside in Nunavik and are travelling in Southern Québec and need to renew your mdx prescription?

Since southern pharmacies do not accept your JBNQA beneficiary card, you just have to pay upfront for your medication and then transmit without delay the receipt of your purchase to the following address:

Janie Paquet  
Non-Insured Health Benefits Nunavik  
RRSS Nunavik RBHSS  
P.O. Box 900  
Kuujuuaq, Qc J0M 1C0  
Toll Free 1-866-686-7262  
and in Kuujuuaq 819-964-2222  
Fax: (514) 486-5527

**SUGGESTED TEMPLATE LETTER  
TO SEND FOR REIMBURSEMENT TO THE RRSS Nunavik RBHSS**

Date: \_\_\_\_\_

Non-Insured Health Benefits Nunavik  
RRSS Nunavik RBHSS  
P.O. Box 900  
Kuujuuaq, Qc J0M 1C0

Dear Sir/Madam,

Enclosed is a receipt in the amount of \$\_\_\_\_\_ which I paid upfront for medications while on travel outside the Territory of Nunavik. Reimbursement is requested.

I am a beneficiary of the James Bay and Northern Québec Agreement:

Name: \_\_\_\_\_

Ben. No. \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. (Home) \_\_\_\_\_ Office: \_\_\_\_\_

X \_\_\_\_\_  
Signature

**APPENDIX 5**  
**NUNAVIK ENROLMENT OFFICE**  
**COMMUNITY ENROLMENT COMMITTEES**  
**NUNAVIK ENROLMENT REVIEW COMMITTEE**

Nunavik Enrolment Office  
P.O. Box 179  
Kuujuaq, Qc J0M 1C0  
Telephone: (819) 964-2925  
Fax: (819) 964-0458  
Recording Secretary: Nancy White, Registrar  
Email Address: [nunavikenrolmentoffice@makivik.org](mailto:nunavikenrolmentoffice@makivik.org)

Kuujjuraapik Enrolment Committee  
(Sakkuq Landholding Corporation)  
P.O. Box 270  
Kuujjuarapik, Qc J0M 1G0  
Telephone: (819) 929-3348  
Fax: (819) 929-3275  
Enrolment Secretary: Mary-Hannah Angatookalook  
Email Address: [mhangatookalook@sakkuq.ca](mailto:mhangatookalook@sakkuq.ca)

Umiujaq Enrolment Committee  
(Anniturovik Landholding Corporation)  
P.O. Box 34  
Umiujaq, Qc J0M 1Y0  
Telephone: (819) 331-7831  
Fax: (819) 331-7832  
Enrolment Secretary: Annie Kasudluak  
Email Address: [anniturovik@tamaani.ca](mailto:anniturovik@tamaani.ca)

Inukjuak Enrolment Committee  
(Pituvik Landholding Corporation)  
P.O. Box 285  
Inukjuak, Qc J0M 1M0  
Telephone: (819) 254-8001  
Fax: (819) 254-8252  
Enrolment Secretary: Mike Carroll  
Email Address: [pituvik@tamaani.ca](mailto:pituvik@tamaani.ca)

Akulivik Enrolment Committee  
(Qekehrriq Landholding Corporation)  
P.O. Box 59  
Akulivik, Qc J0M 1V0  
Telephone: (819) 496-2640  
Fax: (819) 496-2629  
Enrolment Secretary: Sarah Anautak  
Email Address: [manageraku@qekehrriq.ca](mailto:manageraku@qekehrriq.ca)

Salluit Enrolment Committee  
(Qaqqalik Landholding Corporation)  
P.O. Box 30  
Salluit, Qc J0M 1S0  
Telephone: (819) 255-8908  
Fax: (819) 255-8864  
Enrolment Secretary: Ida Keatainak  
Email Address:

Kangiqsujaq Enrolment Committee  
(Nunaturlik Landholding Corporation)  
P.O. Box 39  
Kangiqsujaq, Qc J0M 1K0  
Telephone: (819) 338-3368  
Fax: (819) 338-1071  
Enrolment Secretary: Louisa Jaaka  
Email Address: [manager@nunaturlik.ca](mailto:manager@nunaturlik.ca)

Quaqtaq Enrolment Committee  
(Tuvaaluk Landholding Corporation))  
P.O. Box 102  
Quaqtaq, Qc J0M 1J0  
Telephone: (819) 492-9281  
Fax: (819) 492-9302  
Enrolment Secretary: Robert Deer  
Email Address: [bobby.deer@tuvaaluk.com](mailto:bobby.deer@tuvaaluk.com)

Aupaluk Enrolment Committee  
(Nunavik Landholding Corporation)  
P.O. Box 29  
Aupaluk, Qc J0M 1X0  
Telephone: (819) 491-7045  
Fax: (819) 491-7045  
Enrolment Secretary: Maggie Grey  
Email Address: [aupaluknunaviklhc@lhcaupaluk.com](mailto:aupaluknunaviklhc@lhcaupaluk.com)

<p>Kangirsuk Enrolment Committee (Saputik Landholding Corporation) P.O. Box 119 Kangirsuk Qc J0M 1A0 Telephone: (819) 935-4269 Fax: (819) 935-4440 Enrolment Secretary: Noah Ningiuruvik Email Address: <a href="mailto:sitigaklhc@live.com">sitigaklhc@live.com</a></p>	<p>Tasiujaq Enrolment Committee (Arqivik Landholding Corporation) P.O. Box 52 Tasiujaq, Qc J0M 1T0 Telephone: (819) 633-5335 Fax: (819) 633-5337 Enrolment Secretary: Markussie Annahatak Email Address: <a href="mailto:arqivik.lhc@tamaani.ca">arqivik.lhc@tamaani.ca</a></p>
<p>Kuujuaq Enrolment Committee (Nayumivik Landholding Corporation) P.O. Box 209 Kuujuaq Qc J0M 1C0 Telephone: (819) 964-2870 Fax: (819) 964-2280 Enrolment Secretary: Christine Nakoolak Email Address: <a href="mailto:cnakoolak@nayumivik.ca">cnakoolak@nayumivik.ca</a></p>	<p>Kangiqualujuaq Enrolment Committee (Qiniqtiq Landholding Corporation) P.O. Box 160 Kangiqualujuaq, Qc J0M 1N0 Telephone: (819) 337-5449 Fax: (819) 337-5752 Enrolment Secretary: Alice Maggie Baron Email Address: <a href="mailto:qiniqtiqambaron@hotmail.com">qiniqtiqambaron@hotmail.com</a></p>
<p>Chisasibi Enrolment Committee (Kigaluk Landholding Corporation) P.O. Box 760 Chisasibi, Qc J0M 1E0 Telephone: (819) 855-1881 Fax: (819) 855-1891 Enrolment Secretary: Jennifer May Email Address: <a href="mailto:kigaluk@hotmail.com">kigaluk@hotmail.com</a></p>	<p>Killiniq Enrolment Committee (Epigituk Landholding Corporation) P.O. Box 197 Killiniq, Qc J0M 1N0 Telephone: (819) 337-5449 Fax: (819) 337-5325 Enrolment Secretary: Jobie Unatweenuk Email Address: n/a</p>
<p>Ivujivik Enrolment Committee (Nuvummi Landholding Corporation) P.O. Box 16 Ivujivik, Qc J0M 1H0 Telephone: (819) 922-9944 Fax: (819) 922-3045 Enrolment Secretary: Annie Kristensen Email Address:</p>	<p>Puvirnituk Enrolment Committee c/o Northern Village of Puvirnituk P.O. Box 150 Puvirnituk, Qc J0M 1P0 Telephone: (819) 988-2825 Fax: (819) 988-2751 Enrolment Secretary: Rebecca Unaluk Email Address: <a href="mailto:asstsectreas02@nvpuvirnituk.ca">asstsectreas02@nvpuvirnituk.ca</a></p>
<p>Nunavik Enrolment Review Committee c/o Nunavik Enrolment Office P.O. Box 179 Kuujuaq, Qc J0M 1C0 Telephone: (819) 964-2925 Fax: (819) 964-0458 Recording Secretary: Registrar Email Address: <a href="mailto:nunavikenrolmentoffice@makivik.org">nunavikenrolmentoffice@makivik.org</a></p>	

**APPENDIX 6  
VITAL STATISTICS CONTACT INFORMATION**

<p><b>QUEBEC</b>          Directeur de l'État Civil          2050 rue de Bleury          Rez-de-Chaussée, bureau 1.01          Montréal, Qc H3A 2J5          Telephone: (514) 864-1442, ext. 3020          Fax: (514) 864-4634          Website: <a href="http://www.etatcivil.gouv.qc.ca">www.etatcivil.gouv.qc.ca</a></p>	<p><b>ONTARIO</b>          Office of the Registrar General          189 Red River Road          P.O. Box 4800          Thunder Bay, Ontario P7B 6L8          Telephone: (416) 325-8305          Website: <a href="http://www.archives.gov.on.ca">www.archives.gov.on.ca</a></p>	<p><b>NUNAVUT</b>          Registrar-General of Vital Statistics          Nunavut Health and Social Services          Government of Nunavut          Bag 3          Ranking Inlet NU X0C 0G0          Telephone: (867) 645-8002          Toll free: (800) 661-0833          Fax: (867) 645-8092</p>
<p><b>NORTHWEST TERRITORIES</b>          Registrar-General of Vital Statistics          Department of Health and Social Services          Government of Northwest Territories          Bag 9          Inuvik NT X0E 0T0          Telephone: (867) 777-7420          Toll free: (800) 661-0830          Fax: (867) 777-3197          Website: <a href="http://www.hlthss.gov.nt.ca">www.hlthss.gov.nt.ca</a></p>	<p><b>YUKON</b>          Yukon Vital Statistics          Box 2703          Whitehorse, Yukon Y1A 3T2          Telephone: (867) 667-5207          Fax: (867) 393-6486          Website: <a href="http://www.hss.gov.yk.ca">www.hss.gov.yk.ca</a></p>	<p><b>NEWFOUNDLAND &amp; LABRADOR</b>          Vital Statistics          Government Service Centre          Department of Government Services          P.O. Box 8700          St-John's NL A1B 4J6          Telephone: (709) 729-3699          Fax: (709) 729-2071          Website: <a href="http://www.gs.gov.nl.ca">www.gs.gov.nl.ca</a></p>
<p><b>BRITISH COLUMBIA</b>          BC Vital Statistics Agency          P.O. Box 9657 STN PROV GOVT          Victoria BC V8W 9P3          Telephone: (604) 660-2937          Fax: (250) 952-2527          Website: <a href="http://www.vs.gov.bc.ca">www.vs.gov.bc.ca</a></p>	<p><b>ALBERTA</b>          Government Services          Alberta Registries          P.O. Box 2023          Edmonton AB T5J 4W7          Telephone: (780) 427-7013          Fax: (780) 422-9117          Website: <a href="http://www.servicealberta.go.ab.ca">www.servicealberta.go.ab.ca</a></p>	<p><b>MANITOBA</b>          Vital Statistics Agency          254 Portage Avenue          Winnipeg MB R3C 0B6          Telephone: (204) 945-3701          Fax: (204) 948-3128          Website: <a href="http://www.vitalstats.gov.mb.ca">www.vitalstats.gov.mb.ca</a></p>
<p><b>NEW BRUNSWICK</b>          Vital Statistics Office          Service New Brunswick          P.O. Box 1998          Fredericton NB E3B 5G4          Telephone: (506) 453-2385          Fax: (506) 444-4139          Website: <a href="http://www.snb.ca">www.snb.ca</a></p>	<p><b>SASKATCHEWAN</b>          Vital Statistics          Saskatchewan Health          100-1942 Hamilton Street          Regina SK S4P 3V7          Telephone: (306) 787-3251          Fax: (306) 787-2288          Website: <a href="http://www.health.gov.sk.ca">www.health.gov.sk.ca</a></p>	<p><b>NOVA SCOTIA</b>          Service Nova Scotia, Municipal Relations          Vital Statistics          P.O. Box 157          Halifax NS B3J 2M9          Telephone: (902) 424-4381          Fax: (902) 424-0678          Website: <a href="http://www.gov.ns.ca">www.gov.ns.ca</a></p>
<p><b>PRINCE EDWARD ISLAND</b>          Department of Health &amp; Social Services          P.O. Box 3000          Montague PE C0A 1R0          Telephone: (902) 838-0880          Fax: (902) 838-0883          Website: <a href="http://www.gov.pe.ca">www.gov.pe.ca</a></p>		