
**Enrolment of Nunavik Inuit Beneficiaries of the James
Bay and Northern Québec Agreement
- Killiniq Affiliation -**

**POLICIES
And
Guidelines**

January 4, 2011

Date of Adoption by the Killiniq Enrolment Committee
Date of modification made by the Killiniq Enrolment Committee

SECTION I OVERVIEW KILLINIQ ENROLMENT COMMITTEE

1.1 Background

Following the signing on January 27 2005 of the James Bay and Northern Quebec Agreement (JBNQA) Complementary Agreement No. 18 on Inuit Eligibility (hereafter CA. 18), the list of all Nunavik beneficiaries is managed out of the Nunavik Enrolment Office located in Kuujuaq at the Makivik Head Office. The Nunavik Enrolment Office has among other duties to verse the lists provided by each community into the Nunavik Inuit Beneficiaries Register.

Pursuant to the coming into force of the CA. 18, being on May 1st 2006, the rules of the Inuit Eligibility Regime were modified completely.

The communities have now the responsibility to update their own community beneficiaries list via the work of their Community Enrolment Committee composed in Killiniq of one Elder and of the Directors of the local Landholding Corporation.

The Killiniq Community Enrolment Committee applies its discretion in implementing the criteria listed at the C.A. 18, in order to take a decision on the application presented by an individual, or his/her legal representative for minors, under the guidance of 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.

1.2 Creation of the Killiniq Enrolment Committee

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

Kangiqualujuaq, Kuujuaq, Tasiujaq, Aupaluk, Kangirsuk, Quaqaq, Kangisujuaq, Salluit, Ivujivik, Akulivik, Puvirmituq, Inukjuak, Umiujaq, Kuujjuaraapik, Chisasibi and Killiniq.

There are consequently sixteen (16) Community Enrolment Committees, inclusive of the committee for the community of Killiniq.

1.3 **Functions of the Killiniq Enrolment Committee**

The functions of the Killiniq Enrolment Committees are to:

- a) 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 Killiniq. Hence, a person will be entitled to be enrolled as a beneficiary under the Agreement if she or he meets the **enrolment criteria** as follows:
 - i) is alive,
 - ii) is a Canadian citizen,
 - iii) is an Inuk, as determined in accordance with Inuit customs and traditions,
 - iv) identifies himself or herself as an Inuk, and
 - v) is associated with the community of Killiniq through family, residential, historical, cultural or social connections with the community of Killiniq.
- b) decide, upon its own motion, whether the name of a beneficiary affiliated with Killiniq should be **removed** from the Inuit beneficiaries register, as a consequence of **that person is no longer alive or is no longer a Canadian citizen**;
- c) decide, upon its own motion or upon the request of a beneficiary, whether a person affiliated with Killiniq **by virtue on marriage** under the old regime still meet the eligibility requirements of the agreement;
- d) decide, upon the request of a beneficiary affiliated to another Inuit community, whether the beneficiary may **become affiliated** to the community of Killiniq;
- e) decide, upon its own motion, whether a beneficiary affiliated with Killiniq has established his or her **residence outside the Territory during ten (10) or more continuous years** for purposes other than those relating to education, health, employment with an organization dedicated to Inuit welfare;
- f) decide, upon the request of a beneficiary affiliated to Killiniq, whether the beneficiary has **re-established** his or her residence in the Territory;
- g) **notify** the Enrolment Office of its decisions without delay.

1.4 **Functions of the Killiniq Enrolment Secretary**

The General Manager of the LHC (or any other individual) appointed as the Killiniq Enrolment Secretary, shall be responsible to take the minutes of the meetings of the Committee, and to complete and transmit the various Application Forms and Decisions to the Applicants and to the Nunavik Enrolment Office.

SECTION II Policies and Guidelines

2.1 **Composition of the Killiniq Enrolment Committee**

The Killiniq Enrolment Committee consists of the members of the Board of Directors of the Epigituk Landholding Corporation ("Landholding Corporation"), plus a resident Elder affiliated with the community 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 Killiniq Enrolment Committee 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.

2.2 **Appointment of the Elder and the Enrolment Secretary to the Killiniq Enrolment Committee**

- a) The appointment of the Elder to the Killiniq Enrolment Committee shall be made via resolution duly adopted by the Board of Directors of the Landholding Corporation, for a renewable two-year term.
- b) Upon such appointment, the Landholding Corporation shall transmit to the appointed Elder a letter of appointment establishing the period of appointment to the Committee and his/her remuneration for such appointment. Copy of such Letter shall be sent to the Nunavik Enrolment Office.
- c) The appointment of the Enrolment Secretary to the Killiniq Enrolment Committee shall be made via resolution duly adopted by the Board of Directors of the Landholding Corporation.
- d) The General Manager of the Landholding Corporation or any other individual can be appointed as the Enrolment Secretary, to be responsible to take the minutes of the meetings of the Committee and to complete and transmit the various Forms and documents to the beneficiaries and to the Nunavik Enrolment Office.
- e) An employee of the Landholding Corporation, 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 Secretary.

- f) A copy of the resolution appointing and/or modifying the appointment of the Elder and/or the Enrolment Secretary to the Killiniq Enrolment Committee shall always be sent to the Nunavik Enrolment Office.
- g) A record of the name and term period of the appointed Elder and Enrolment Secretary shall be kept by the Enrolment Secretary.

2.3 Qualification to the Killiniq 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 Killiniq; and
- Fluent in Inuktitut.

2.4 Chairperson

The Killiniq 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 with the support of the Enrolment Secretary;
- d) ensure that the Committee has a quorum at all meetings, and initiate appropriate steps if a member is consistently absent from meetings.

2.5 Vacancy at the Killiniq Enrolment Committee

If the vacancy is for a position to the Board of Directors of the Landholding Corporation, the vacancy must be filled according to the rules set at 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 Corporation shall expediently appoint via resolution another elder to fill the vacant position.

2.6 Landholding Corporation's Employees

An employee of the Landholding Corporation, 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 Killiniq Enrolment Committee other than the position of the Enrolment Secretary.

2.7 Time and Place of Meetings of the Killiniq Enrolment Committee

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

At least fifteen (15) days prior the date fixed for such meetings, the Enrolment Secretary shall send to all members of the Killiniq Enrolment Committee a notice of the time and place thereof and a general statement of the nature of the Applications Forms received (**Form CEC202: Notice of a Meeting of the Community Enrolment Office**).

2.8 Decision-Making Power Regarding Enrolment of Nunavik Inuit beneficiaries

The Killiniq Enrolment Committee must render decisions diligently by implementing the criteria set out at the 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 Killiniq (association is defined as the familial, residential, historical, cultural or social connections a person has with Killiniq); 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
- (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.

2.9 Statutory Functions of the Killiniq Enrolment Committee

- a) 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 Killiniq. Hence, a person will be entitled to be enrolled as a beneficiary under the Agreement if she or he meets the enrolment criteria as follows:

- i) is alive,
- ii) is a Canadian citizen,
- iii) is an Inuk, as determined in accordance with Inuit customs and traditions,
- iv) identifies himself or herself as an Inuk, and
- v) is associated with Killiniq (association is defined as the familial, residential, historical, cultural or social connections a person has with Killiniq).

- b) decide, upon its own motion, whether the name of a beneficiary affiliated to Killiniq should be removed from the Inuit beneficiaries register, as a consequence of that person is no longer alive or is no longer a Canadian citizen;
- c) decide, upon its own motion or upon the request of a beneficiary, whether a person affiliated with Killiniq by virtue on marriage under the old regime still meet the eligibility requirements of the agreement;
- d) decide, upon the request of a beneficiary affiliated to another Inuit community, whether the beneficiary may become affiliated to Killiniq;
- e) decide, upon its own motion, whether a beneficiary affiliated to Killiniq has established his or her residence outside the Territory during ten (10) or more continuous years for purposes other than those relating to education, health, employment with an organization dedicated to Inuit welfare;
- f) decide, upon the request of a beneficiary affiliated to Killiniq, whether the beneficiary has re-established his or her residence in the Territory;
- g) notify the Enrolment Office of its decisions without delay.

Furthermore, the Killiniq Enrolment Committee and the Enrolment Secretary shall initiate thorough revision of the Killiniq Beneficiaries List and have identified all names that:

- h) must be automatically removed for cause of:
 - death;
 - no longer holder of Canadian Citizenship;

In such cases, the Killiniq Enrolment Committee shall during the course of a meeting withdraw automatically and without other notice the name(s) of the deceased or of the no-longer Canadian citizen by completing a Notice of Removal from Killiniq Beneficiaries List, said Notice to be sent to the Nunavik Enrolment Office.

- i) should be removed and/or their beneficiary status modified and/or corrected for cause of:
 - Not of Inuit ancestry, have acquire their beneficiary status via marriage under the old regime, are no longer married and no longer meet the eligibility criteria (see details below);
 - Are living outside of the territory for more than 10 years. The names are transferred to the *List of Inuit Beneficiaries Living Outside the Territory for Ten (10) or More Continuous Years*.

In such cases, the Killiniq Enrolment Committee shall send to the person concerned a Notice of Removal from Killiniq Beneficiaries List or a Notice of Modification or Correction for Enrolment Status Form, which will contain the reasons for such decision.

In those cases, the person concerned shall have thirty (30) days from the date of reception of the Notice to make representations to the Killiniq Enrolment Committee, after which date, a final decision and withdrawal shall be made automatically by the Committee. A copy of the Decision shall be sent to the person concerned and the Nunavik Enrolment Office.

2.10 Functions of the Enrolment Secretary

The mandate and work of the Killiniq Enrolment Committee will be assisted by the appointed Enrolment Secretary.

2.10.1 The duties of the Enrolment Secretary are:

- a) To review each and all Applications Forms and ensure that all supportive documents are enclosed;
- b) To advise the members of the Killiniq Enrolment Committee of meeting dates, place and times;
- c) To complete and sign the "Section reserved to the Local Enrolment Committee" of the Applications Forms;
- d) To inform the Applicant and the Nunavik Enrolment Office of the decision taken by the Killiniq Enrolment Office by transmitting, within thirty (30) days, copies of the duly completed Forms.
- e) To record and maintain minutes of all meetings and enrolment-related decisions of the Killiniq Enrolment Committee;
- g) To record the names and term period of appointed Elders and Enrolment Secretary to the Killiniq Enrolment Committee;
- h) To provide, upon request by the Nunavik Enrolment Office, with copies of the minutes of all Killiniq Enrolment Committee meetings, decisions, other records, newly completed enrolment forms, and any other enrolment-related documents;
- i) To provide the Nunavik Enrolment Office with names of all members of the Killiniq Enrolment Committee;
- j) To report to the Nunavik Enrolment Office any circumstance in which committee members are failing to or are unable to carry out their responsibilities;
- k) To manage any other enrolment-related correspondence as required;
- l) To keep tract as much as possible of the relocation of people into and away from the community, as well as any births or deaths when they occur, and report these events to the members of the Killiniq Enrolment Committee and the Nunavik Enrolment Office;

- m) To keep confidential all enrolment-related information;
- n) To participate as appropriate in any training that may be offered by the Nunavik Enrolment Office.

2.11 Objectives of the Killiniq Enrolment Committee

The primary objective of the Killiniq Enrolment Committee is to manage from a community perspective the collective entitlement of Nunavik Inuit to the rights and privileges of the JBNQA.

Consequently, the Killiniq Enrolment Committee serves 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 C.A. 18 Section 3A 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 Killiniq Enrolment Committee' objectives.

2.12 Rights of Members

The Killiniq Enrolment Committee members have the right to vote on any matter devolved to the Committee under its specific mandate of C.A. 18.

The Killiniq Enrolment Committee's decisions shall be taken by vote of a majority, to be consigned at the Book of Minutes and on the appropriate Forms and notification documents.

The appointed Elder does not hold a veto nor a preponderant right to vote, although his/her presence to the sessions of the Killiniq Enrolment Committee is a requisite.

2.13 **Language**

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

2.14 **Term of Office**

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

The term of office of the Enrolment Secretary shall be for an on-going term period. Nevertheless, the members of the Killiniq Enrolment Committee may remove the appointed Enrolment Secretary for just cause and re-appoint a new person via a resolution passed by the majority of the votes at a meeting of the Board of Directors of the Landholding Corporation.

A copy of said resolution shall be sent to the Nunavik Enrolment Office.

2.15 **Conduct of the Killiniq Enrolment Committee Members**

Members of the Killiniq 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 Killiniq Enrolment Committee for their loss of income while participating in the work of their Committee.

2.16 **Vacancies**

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

- a) The Enrolment Secretary shall immediately inform the Registrar of the Nunavik Enrolment Office about said vacancy.
- b) **Vacancy of a LHC Director:**
The Community Enrolment Committee shall refer the vacancy to the Board of Directors of the Landholding Corporation and have filled the position 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 is to be transmitted to the Nunavik Enrolment Office;
- c) **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 is to be transmitted to the Nunavik Enrolment Office.

2.17 **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.

a) **Removal of an LHC Director:**

Notification of removal from the Killiniq Enrolment Committee shall be served by the Enrolment Secretary to the members and directors of the Landholding Corporation. Proving that the minimal composition numbers of the committee are met, the Killiniq Enrolment Committee carries on its mandate with the remaining members, and notification on the vacancy following removal is transmitted to the Nunavik Enrolment Office.

If the minimal number is 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 notified following the filling of the position.

b) **Removal of the appointed Elder:**

The members of the Killiniq Enrolment Committee may remove the appointed Elder from office before the expiry of his term of office subject to the following condition:

- a) removal must be done by resolution passed by the majority of the votes at a meeting of the Board of Directors of the Landholding Corporation.

Notification of removal of the appointed Elder from the Killiniq Enrolment Committee shall be served by the Enrolment Secretary to the members and appointed elder of the Killiniq Enrolment Committee and the Nunavik Enrolment Office.

Following the new appointment, the name of the newly appointed elder, a notification is to be transmitted to the Nunavik Enrolment Office

2.18 **Quorum and Voting**

The quorum shall be $\frac{1}{2} + 1$ of the members composing the Community Enrolment Committee.

The quorum shall always include the elder appointed to the Killiniq Enrolment Committee. Nevertheless, the appointed Elder shall not have a right of veto, having the same status of the other members when it comes to voting.

2.19 **Decisions of the Killiniq Enrolment Committee**

2.19.1 Decisions of the Killiniq Enrolment Committee are taken at majority of the votes of the members present at the meeting.

- 2.19.2 Considering the important role played by the appointed Elder to the Killiniq Enrolment Committee 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 Killiniq Enrolment Committee.
- 2.19.3 No members of the Killiniq Enrolment Committee shall vote in respect of any Application Form in which he/she is personally interested.
- 2.19.4 All decisions made by the Killiniq Enrolment Committee shall be recorded by the appointed Enrolment Secretary (possibly the landholding manager) and maintained in a Book of Minutes and Decisions.
- 2.19.5 All Killiniq Enrolment Committee's decisions shall be transmitted within thirty (30) days by the Enrolment Secretary to the Applicant and the Nunavik Enrolment Office.
- 2.19.6 The Killiniq Enrolment Committee shall supply to applicants, appellants and other directly interested parties written reasons for their decisions.
- 2.19.7 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.

2.20 Revision by the Nunavik Enrolment Review Committee

- 2.20.1 All decisions made by the Killiniq Enrolment Committee are subject to review by the Nunavik Enrolment Review Committee established under Section 3A.7 of the JBNQA.
- 2.20.2 Applications for review must be presented to the Nunavik Enrolment Office within twelve (12) months of the date of the Killiniq Enrolment Committee's Decision up to review.

2.21 Budget for Remuneration of Killiniq Enrolment Committees' Members

Makivik supports the Community Enrolment Committees by adopting annually via resolution of its Board of Directors a budget 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. Payment is subject to applicable taxes and other deductions

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.

APPENDIX 1 DOCUMENTATION FORMS AVAILABLE FOR THE USE OF THE PUBLIC		
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		
Nunavik Enrolment Office P.O. Box 179 Kuujjuaq, Qc J0M 1C0 www.makivik.org	Nunavik Landholding Corporations Association P. O. Box 219 Kuujjuaq, Qc J0M 1C0 www.nlhca.com	Puvirnituaq Enrolment Committee c/o Northern Village of Puvirnituaq P.O. Box 150 Puvirnituaq, Qc J0M 1P0 www.nvpuvirnituaq.ca
FORM	TITLE	PURPOSE
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: Nunavik Enrolment Office 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		
FORM #	TITLE	PURPOSE
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.

APPENDIX 3 DOCUMENTATION FORMS AVAILABLE FOR INTERNAL USE ONLY FOR COMMUNITY ENROLMENT COMMITTEES		
FORM #	TITLE	PURPOSE
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.

APPENDIX 4 BENEFITS PROGRAMS PROVIDED TO NUNAVIK INUIT BENEFICIARIES	
NUNAVIK INUIT BENEFICIARIES RESIDING WITHIN NUNAVIK TERRITORY	
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 (Puvirnituk) 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"> - Makivik Corporation - Inuit Nunavik Landholding Corporations - Inuit Northern Villages
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"> - Association /Kuujjuamiut - 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 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

Benefits Programs for Nunavik Inuit Beneficiaries residing outside Territory for 10 consecutive years and more	
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

Benefits Program for Nunavik Inuit Beneficiaries who:	
(1) reside outside the territory for less than then (10) consecutive years; or (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	
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 Kuujjuaq, 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 / Kuujjuamiut 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 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

**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
Kuujjuaq, Qc J0M 1C0
Toll Free 1-866-686-7262
and in Kuujjuaq 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
Kuujjuaq, 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

<p>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</p>	<p>Umiujaq Enrolment Committee (Annituvik Landholding Corporation) P.O. Box 34 Umiujaq, Qc J0M 1Y0 Telephone: (819) 331-7831 Fax: (819) 331-7832 Enrolment Secretary: Annie Kasudluak Email Address: annituvik@tamaani.ca</p>
<p>Inukjuak Enrolment Committee (Pituvik Landholding Corporation) P.O. Box 285 Inukjuak, Qc J0M 1M0 Telephone: (819) 254-8001 Fax: (819) 254-8252 Enrolment Secretary: Nancy Nastapoka Email Address: pituvik@tamaani.ca</p>	<p>Akulivik Enrolment Committee (Qekeirriq 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@qekeirriq.ca</p>
<p>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:</p>	<p>Kangiqsujaq Enrolment Committee (Nunaturlik Landholding Corporation) P.O. B ox 39 Kangiqsujaq, Qc J0M 1K0 Telephone: (819) 338-3368 Fax: (819) 338-1071 Enrolment Secretary: Louisa Jaaka Email Address: manager@nunaturlik.ca</p>
<p>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</p>	<p>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</p>

<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: sitigaklhc@live.com</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: arqivik.lhc@tamaani.ca</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: cnakoolak@nayumivik.ca</p>	<p>Kangiqsualujuaq Enrolment Committee (Qiniqtiq Landholding Corporation) P.O. Box 160 Kangiqsualujuaq, Qc J0M 1N0 Telephone: (819) 337-5449 Fax: (819) 337-5752 Enrolment Secretary: Alice Maggie Baron Email Address: qiniqtiqamaron@hotmail.com</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: Violet Simand Email Address: kigaluk@hotmail.com</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: asstsectreas02@nvpuvirnituk.ca</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: nunavikenrolmentoffice@makivik.org</p>	

APPENDIX 6 VITAL STATISTICS CONTACT INFORMATION		
<p>QUEBEC 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: www.etatcivil.gouv.qc.ca</p>	<p>ONTARIO Office of the Registrar General 189 Red River Road P.O. Box 4800 Thunder Bay, Ontario P7B 6L8 Telephone: (416) 325-8305 Website: www.archives.gov.on.ca</p>	<p>NUNAVUT 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>NORTHWEST TERRITORIES 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: www.hlthss.gov.nt.ca</p>	<p>YUKON Yukon Vital Statistics Box 2703 Whitehorse, Yukon Y1A 3T2 Telephone: (867) 667-5207 Fax: (867) 393-6486 Website: www.hss.gov.yk.ca</p>	<p>NEWFOUNDLAND & LABRADOR 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: www.gs.gov.nl.ca</p>
<p>BRITISH COLUMBIA BC Vital Statistics Agency P.O. Box 9657 STN PROV GOVT Victoria BC V8W 9P3 Telephone: (604) 660-2937 Fax: (250) 952-2527 Website: www.vs.gov.bc.ca</p>	<p>ALBERTA Government Services Alberta Registries P.O. Box 2023 Edmonton AB T5J 4W7 Telephone: ((780) 427-7013 Fax: (780) 422-9117 Website: www.servicealberta.go.ab.ca</p>	<p>MANITOBA Vital Statistics Agency 254 Portage Avenue Winnipeg MB R3C 0B6 Telephone: (204) 945-3701 Fax: (204) 948-3128 Website: www.vitalstats.gov.mb.ca</p>
<p>NEW BRUNSWICK Vital Statistics Office Service New Brunswick P.O. Box 1998 Fredericton NB E3B 5G4 Telephone: (506) 453-2385 Fax: (506) 444-4139 Website: www.snb.ca</p>	<p>SASKATCHEWAN Vital Statistics Saskatchewan Health 100-1942 Hamilton Street Regina SK S4P 3V7 Telephone: (306) 787-3251 Fax: (306) 787-2288 Website: www.health.gov.sk.ca</p>	<p>NOVA SCOTIA Service Nova Scotia, Municipal Relations Vital Statistics P.O. Box 157 Halifax NS B3J 2M9 Telephone: (902) 424-4381 Fax: (902) 424-0678 Website: www.gov.ns.ca</p>
<p>PRINCE EDWARD ISLAND Department of Health & Social Services P.O. Box 3000 Montague PE C0A 1R0 Telephone: (902) 838-0880 Fax: (902) 838-0883 Website: www.gov.pe.ca</p>		