

**AGENDA**  
**TOWN OF INUVIK ~ REGULAR COUNCIL MEETING**  
**TO BE HELD ON NOVEMBER 9, 2020**  
**AT 7:00 P.M. via VIDEO CONFERENCE**

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Item # 1                   **CALL TO ORDER**

Item # 2                   **ADOPTION OF THE AGENDA**

Item # 3                   **DECLARATION OF CONFLICT OF INTEREST OR PECUNIARY INTEREST**

Item # 4                   **DELEGATIONS, PRESENTATIONS OR PETITIONS**

4.1                       Mayor Natasha Kulikowski ~ Presentation on Behalf of LGANT

Item # 5                   **PUBLIC QUESTION PERIOD**

Item # 6                   **ADOPTION OF THE MINUTES**

6.1                       Minutes of the October 26 and 28, 2020 Council Meetings

Minutes attached. Requires motion to approve.

6.2                       Minutes of the October 6, 2020 Recreation, Park and Library Advisory Committee Meeting

Minutes attached. Requires motion to approve.

Item # 7                   **ACTION ITEMS**

7.1                       Action Items List

Document attached.

Item # 8                   **NEW BUSINESS**

8.1                       RFCD 2020-SAO-087 ~ Appointment of Members to the Lottery Committee

Briefing note attached. Requires motion to approve.

8.2 RFCD 2020-SAO-088 ~ Naming Municipal Facilities and Parks Policy

Document attached. Requires motion to approve.

8.3 RFCD 2020-SAO-089 ~ Amendments to Holiday Light-up & Decorating Contest Policy

Document attached. Requires motion to approve.

8.4 RFCD 2020-SAO-090 ~ Request for Approval of 'Movember – A Drive to Remember' March

Document attached. Requires motion to approve.

Item # 9 **BY-LAWS**

9.1 RFCD 2020-SAO-085 ~ By-law 2658/BORR/20 – Municipal Line of Credit

By-law attached. Requires THIRD AND FINAL READING.

9.2 RFCD 2020-SAO-086 ~ By-law 2659/BORR/20 – Corporate Credit Card

By-law attached. Requires THIRD AND FINAL READING.

Item # 10 **DEPARTMENT HEAD REPORTS**

10.1 Senior Administrative Officer Report

Report attached. Requires motion to adopt.

10.2 Planning & Development Report

Report attached. Requires motion to adopt.

10.3 Economic Development & Tourism Report

Report attached. Requires motion to adopt.

10.4 Public Works Report

Report attached. Requires motion to adopt.

10.5 Community Services Report

Report attached. Requires motion to adopt.

10.6            Protective Services Report

Report attached. Requires motion to adopt.

Item # 11            **INFORMATION ITEMS**

11.1            Strategic Priorities Chart

Document attached. For information only.

Item # 12            **COUNCIL CONCERNS**

Item #13            **IN CAMERA ITEMS**

13.1            CTV Act 23 (3) (c) – Personnel Information

13.2            CTV Act 23 (3) (b) – Confidential Information

Item # 14            **ADJOURNMENT**

**MINUTES**  
**TOWN OF INUVIK ~ COMMITTEE OF THE WHOLE AND REGULAR COUNCIL MEETINGS**  
**HELD ON OCTOBER 26 AND 28, 2020**  
**AT 7:00 P.M. via VIDEO CONFERENCE**

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<b>Present:</b>	<u>Monday</u>	<u>Wednesday</u>
Mayor:	Natasha Kulikowski (video)	Natasha Kulikowski (video)
Deputy Mayor:	Paul MacDonald (video)	
Councillors:	Steven Baryluk Gary McBride (video) Alana Mero (phone) Kurt Wainman (video) Clarence Wood (video)	Steven Baryluk (video) Dez Loreen (video) Gary McBride (video) Alana Mero (phone) Ray Solotki (video) Clarence Wood (video)
<b>Absent:</b>	Councillor Dez Loreen (with notice) Councillor Ray Solotki (with notice)	Deputy Mayor Paul MacDonald (with notice) Councillor Kurt Wainman
<b>Staff Present:</b>	Grant Hood, Senior Administrative Officer (both meetings) Stephanie Sutton, Council Administrator (both meetings) Lise Saumur, Director of Community Services (both meetings) Jackie Challis, Director of Tourism & Economic Development (both meetings) Cyndy Hammond, Director of Protective Services (both meetings) James Das, Director of Finance (both meetings)	
Item # 1	<b>CALL TO ORDER</b>  Mayor Kulikowski called the committee of the whole meeting to order at 7:04 p.m. and the regular council meeting to order at 7:01 p.m.	
Item # 2	<b>ADOPTION OF THE AGENDA</b>  On Wednesday, Mayor Kulikowski directed that Item 8.1 be removed from the evening's agenda and referred to Administration for amendments.  Moved by Councillor Wood, seconded by Councillor McBride:	
<b>MOTION: 205/10/20</b>	<b>"THAT Inuvik Town Council hereby adopts the agenda with the deletion of Item 8.1 ~ RFCD 2020-SAO-081 ~ Naming Municipal Facilities and Parks Policy ."</b>  Motion <b>CARRIED</b> .	
Item # 3	<b>DECLARATION OF CONFLICT OF INTEREST OR PECUNIARY INTEREST</b>  There were no declarations of conflict of interest or pecuniary interest.	

## MINUTES

Inuvik Town Council Meetings  
October 26 and 28, 2020

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Item # 4 **DELEGATIONS, PRESENTATIONS OR PETITIONS**

There were no delegations, presentations, or petitions.

Item # 5 **PUBLIC QUESTION PERIOD**

There were no questions.

Item # 6 **ADOPTION OF THE MINUTES**

6.1 Minutes of the October 14, 2020 Council Meeting

Moved by Councillor Wood, seconded by Councillor McBride:

**MOTION: 206/10/20 “THAT Inuvik Town Council hereby adopts the minutes of the October 14, 2020 council meeting as presented.”**

Motion **CARRIED**.

6.2 Minutes of the October 20, 2020 Public Works Committee Meeting

Moved by Councillor Wood, seconded by Councillor Baryluk:

**MOTION: 207/10/20 “THAT Inuvik Town Council hereby adopts the minutes of the October 20, 2020 public works committee meeting as presented.”**

Motion **CARRIED**.

6.3 Minutes of the October 22, 2020 Administration Committee Meeting

Councillor Wood inquired about plans to hire an animal care custodian in lieu of filling the vacant Municipal Enforcement Peace Officer position. Director Hammond stated that hiring someone locally would provide an opportunity for the staff member to be mentored to eventually become a Peace Officer. She added that it would also be an opportunity for the Town to engage with local community groups and to bring someone into the position who has local connections with the community.

Moved by Councillor Baryluk, seconded by Councillor McBride:

**MOTION: 208/10/20 “THAT Inuvik Town Council hereby adopts the minutes of the October 22, 2020 administration committee meeting as presented.”**

Motion **CARRIED**.

## MINUTES

Inuvik Town Council Meetings  
October 26 and 28, 2020

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Item # 7                      **ACTION ITEMS**
7.1                      Action Items List

Council noted the document.

Item # 8                      **NEW BUSINESS**8.1                      RFCD 2020-SAO-081 ~ Naming Municipal Facilities and Parks Policy

Mayor Kulikowski posed several questions about the proposed policy on Monday. The item was removed from the agenda on Wednesday to allow further input from Administration.

8.2                      RFCD 2020-SAO-082 ~ Town of Inuvik Auditor Services Request for Proposals

Moved by Councillor Loreen, seconded by Councillor Wood:

**MOTION: 209/10/20    "THAT Inuvik Town Council hereby appoints EPR Yellowknife Accounting Professional Corporation as auditor for the Town of Inuvik for the fiscal years 2020, 2021 and 2022."**

Motion **CARRIED**.

Item # 9                      **BY-LAWS**9.1                      RFCD 2020-SAO-083 ~ By-law 2658/BORR/20 – Municipal Corporate Credit Card

Moved by Councillor Baryluk, seconded by Wood:

**MOTION: 210/10/20    "THAT Inuvik Town Council hereby gives FIRST READING to By-law 2658/BORR/20, a by-law to provide for the borrowing of \$250,000.00 in 2021."**

Motion **CARRIED**.

Moved by Councillor Loreen, seconded by Councillor Wood:

**MOTION: 211/10/20    "THAT Inuvik Town Council hereby gives SECOND READING to By-law 2658/BORR/20, a by-law to provide for the borrowing of \$250,000.00 in 2021."**

Motion **CARRIED**.

## MINUTES

Inuvik Town Council Meetings  
October 26 and 28, 2020

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9.2 RFCD 2020-SAO-084 ~ By-law 2659/BORR/20 – Municipal Line of Credit

Moved by Councillor Baryluk, seconded by Councillor Wood:

**MOTION: 212/10/20** “THAT Inuvik Town Council hereby gives FIRST READING to By-law 2659/BORR/20, a by-law to provide for the borrowing of \$1,500,000.00 in 2021.”

Motion **CARRIED**.

Moved by Councillor Loreen, seconded by Councillor Baryluk:

**MOTION: 213/10/20** “THAT Inuvik Town Council hereby gives SECOND READING to By-law 2659/BORR/20, a by-law to provide for the borrowing of \$1,500,000.00 in 2021.”

Motion **CARRIED**.

Item # 10 **DEPARTMENT HEAD REPORTS**

10.1 Financial Report

Council noted the report. There were no questions, comments, or concerns.

10.2 Capital Projects Report

Council noted the report. Warming centre roof project details were updated. Staff were commended for their work on the Chief Jim Koe Park redevelopment project.

Moved by Councillor Wood, seconded by Councillor Baryluk:

**MOTION: 214/10/20** “THAT Inuvik Town Council hereby adopts the following staff reports as presented: Item 10.1 – Financial Report; and Item 10.2 – Capital Projects Report.”

Motion **CARRIED**.

Item # 11 **INFORMATION ITEMS**

11.1 Aurora Research Notifications

For information only.

**MINUTES**

*Inuvik Town Council Meetings  
October 26 and 28, 2020*

**Page 5 of 5****Item # 12****COUNCIL CONCERNS**

Councillor Baryluk mentioned that the bridge near Boot Lake Park was steep and slippery, and recommended that the Town consider installing something to improve traction.

Mayor Kulikowski mentioned that the Poppy Campaign begins on Friday, October 30 with an event planned at the Town Office at 4:00 p.m.

Councillor Baryluk requested that Administration investigate a tent set up by Duck Lake Park.

**Item #13****IN CAMERA ITEMS**

There were no items to be discussed in camera.

**Item # 14****ADJOURNMENT**

The committee of the whole meeting adjourned at 7:26 p.m.

Moved by Councillor Loreen:

**MOTION: 215/10/20 “THAT the regular council meeting be adjourned at 7:10 p.m.”**





**MINUTES**  
**TOWN OF INUVIK**  
**RECREATION, PARKS, AND LIBRARY**  
**ADVISORY BOARD MEETING**  
**HELD ON OCTOBER 6, 2019**  
**AT 5:30 P.M. IN THE**  
**COMMUNITY HALL AT THE MIDNIGHT SUN COMPLEX**

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**Present:** Mayor Kulikowski

Holly Jones

Colin Pybus

**Absent:** Councillor Alana Mero (with notice)

Sallie Ross (with notice)

Jeffrey Amos

Bogdan Stanciu

**Staff:** Steve Krug – Recreation Coordinator

Kolin Murray – Manager of Library Services

Bob Everett – Aquatic Supervisor

Robin Langille – Recreation Facilities Foreman

Lise Saumur – Director of Community Services

**1. Welcome / Introductions**

Mayor Kulikowski welcomed everyone to the meeting. New staff members Bob Everett and Robin Langille were introduced to Committee. Committee members introduced themselves in return.

**2. Call to order**

Mayor Kulikowski call the meeting to order at 5:34 p.m.

**3. Adoption of Agenda**

The agenda was approved as received. There were not additions made.

**4. Delegations, Presentations or Petitions**

There were no delegations, presentations, or petitions.

**5. Public questions / Correspondence**

**a) Clarification – Fitness Centre / Squash – Emerging Wisely approvals**

The Director of Community Services indicated that there were questions and confusion with respect to Fitness Centre and Squash operations during Covid-19 Emerging Wisely requirements.

Public concerns brought forward about the Fitness Centre included:

- Lack of honouring memberships, and forcing members to a punch card access system
- Doubled regular membership fees per month for use of the gym
- Fees increased with limited access thereby making it harder for individuals to be active
- Questions of concern are not being entertained from Recreation Complex staff. Take it up with council being the response.

- What is the fitness centre cost, as individuals who have full memberships are now paying potentially upwards of \$ 60.00 per month through the punch pass system to access the fitness space at the same frequency. Users are being penalized for going to the gym “too much” versus those who would be going less.
- Fitness centre hours should be expanded to better accommodate working individuals.

The Director of Community Services gave the following information and clarification to the concerns brought forward:

- 1) Since the onset of opening existing memberships have been honoured. For every 4 uses, a membership has been deemed to have used a week from the membership. The per use cost of \$ 3.00 or 10 uses for \$ 30.00 was implemented for users who did not have memberships or for users who wanted to keep their current memberships on hold until we were back to “normal” operations.
- 2) The majority of our members have historically purchased one-month memberships. It was deemed that on average users access the gym 4 times per week or 16 times per month. At \$ 3.00 per visit, a user would spend an average of \$ 48.00 per month by paying per use. A one-month membership is \$ 52.50.
- 3) People who use their membership more often would invariably end up paying more. Similarly, we have members who purchase a membership but do not go as often. They do so for the convenience of 24/7 access even though they pay more per use to do so. Given the diversity of gym use by the members, we knew we would not be able to satisfy every single user. We elected to go with what was felt to be the middle of the road which could satisfy the greatest number.
- 4) We had given thought to having memberships run normal as to their current dates. However, issues would arise with members wanting extensions or rebates for “lost days” if they were not able secure an appointment time of their choice or if all appointments were already booked. In order to run memberships as normal, we would be required to have appointment slots available 24/7. We do not have the current resources to staff the facility for mitigated access and cleaning as we are required to do with respect to the Emerging Wisely requirements.
- 5) We have found that members who historically accessed the gym 3 or 4 times per week are now making appointments for access 5 to 7 times per week.
- 6) Since our first Emerging Wisely submission we made amendments for an additional gym time as well as an additional 2 appointment spots for each appointment time. We are looking to see how we can accommodate additional earlier or later times, however with increased operations in other areas of the facility, we must ensure we have the resources to be able to accommodate a broader schedule.
- 7) The Front Desk Administrator compiled ongoing statistics since we reopened the fitness centre through appointment bookings. The following statistics were highlighted:

Since re-opening the fitness centre on June 29, 2020:

- The top three used time slots are:
  - 1) 5:00 p.m. – 19%
  - 2) 9:00 p.m. – 17%
  - 3) 7:00 p.m. – 16%

- Most of the cancellations or no-shows per appointment time occur with the 7:00 p.m., then 9:00 p.m., the 1:30 p.m. time slots.
- The appointment times with the highest number of wait list participants are the 9:00 p.m., 7:00 p.m., then 5:00 p.m. times.
- Overall, the Fitness Centre usage is down from July, which was at 71% capacity for the month. Since then, August dropped to 65% capacity, and September saw a further drop to 59% capacity. Part of the reason for the drop may be that since we re-opened, more and more people are returning to their workplaces, so a flexible workday may no longer be possible.
- Cancellations or no shows have seen an increase of almost 5% since July.

(a copy of the statistics are as attached)

Public comments with respect to the gym have also included:

- Fitness centres in Yellowknife have been open, with minimal restrictions on open/closed times, general access to the space, with the onus for cleaning being placed on the members to clean before and after use.
- Hay River has made known their intentions to increase capacity within their fitness/rec spaces.
- Living under the same public health restrictions and seeing such differences is frustrating for users.

The Director of Community Services gave the following clarification and information to the comments:

- 1) The Director went to each of the Yellowknife fitness centre websites as well as made telephone contact with each of the centres. Each centre is operating in much the same way. Two of the three fitness centres in Yellowknife are open by appointment and are open for less hours per day than Inuvik. The third centre in Yellowknife still permits gym access by key-card, however, they have over 7600 square feet of gym space. They can easily accommodate 25 people or less as per phase two COVID-19 restrictions. They indicated that since they do not come near that number at any time, continued use of their key-cards has not been an issue. They maintain contact tracing through the cards logged through the system. They also have a laser system installed at their entry door which logs the number of bodies coming through the door once a card is used. If additional people come in on one card it, is easy for them to catch.
- 2) All gyms put a certain level of cleaning onus on their members. We have always had our members required to wipe down their equipment after each use as part of their membership responsibility. Covid-19 requirements call for “enhanced cleaning”, with the expectation for an additional clean following appointment times. We currently require our users to wipe the equipment before and after their use. While many of our members do clean their machines, there is a large number who do not. We find that many more do so now with Covid-19 concerns, and we still receive complaints regularly from members that others are not wiping their machines. Our newest complaint is that some members are monopolizing machines for circuit training. We will be coming out with a “reminder” memo for users. Lack of masks, purposefully going too close to others without wearing

masks, not wiping down machines, and wearing outside shoes are some of the complaints we have seen increasing lately.

Public concerns about squash play:

- commented to have cooled with the new 5-person bubbles but the anger and confusion with the one-player policy was very real.

The Director of Community Services gave the following clarification and information with respect to squash concerns:

- 1) Emerging Wisely requirements began with Squash permitted to be played with two people on the court provided they were socially distanced and wearing a mask if they could not socially distance. There was no game play permitted. Drills and conditioning play was permitted. When people questioned having to wear a mask to play, NWT Health changed the Emerging Wisely document to state only one person per court would be permitted. Same household play was not approved in the Emerging Wisely document until September 3<sup>rd</sup>.
- 2) We abided by the Emerging Wisely document and our play did not differ from any other location. The difference is that the other facilities have club pros and instructors and were doing training, drills, and coaching of players. They were not playing games.
- 3) Squash bubbles were approved for the Yellowknife Raquet Club through an application to vary from the Public Health Order. Meetings had been held with other "Squash" clubs, but Inuvik was not included in those discussions. We had heard that bubble play was approved in a Cabin Radio article. Subsequently, we were told that we could do as Yellowknife had done and submit an application to vary. We have done so and anticipate a relatively quick turn around for approval.

Throughout the Emerging Wisely requirements and applications to vary, we have and continue to work closely with our Environmental Health Officers, Assistant Fire Marshal, and WSCC Officer in order to ensure we can make advances in opening up the MSC for public use.

## **6. Review of Minutes**

There were no minutes to review.

## **7. New Business**

### **a) Community Member Profiles**

Mayor Kulikowski discussed an idea for Committee to work on. We have a number of people who have done a lot for the Community and as such have had facilities/parks named after them. There was a lack of documented history/acknowledgement for these individuals. History of these people could be researched and a plaque put up to acknowledge their efforts. One specific example was Peggy Curtis. Once the new soccer fields are built, commemoration should be made. Another person mentioned was Dave Jones for whom the previous arena was named. Shirley and Shannon Firth were two others who carried Community importance for Cross Country Skiing.

Committee members felt that this was a good idea. Further discussion to be held at the next meeting.

### **b) Draft Survey**

The Director of Community Services explained that a survey of facility use by the Community was a recommendation made in the Facility Utilization Report presented to Council in September. A copy of the report was forwarded with this meeting's agenda package.

Committee discussed the survey in general as well as the variety of ways the survey could be put out in the Community. Committee decided that each member would forward their comments to the Director of Community Services by Tuesday, October 6<sup>th</sup>. The Director would compile the recommended changes for Committee to review and finalize at the next meeting.

## **8. Information Items**

### **a) Community Services Update**

- We received funding with MACA through the Covid-19 Emergency Support Fund, in the amount of \$ 21, 857.00, to operate an after-school program between the Library and the MSC. We have to put in an application to vary and wait for Public Health Approval before we can start the program.
- Many locals sports/activity groups have been displaced with the unavailability of the school gym this new school year. This has resulted in several groups coming to the MSC for their programs. The Boot Camp exercise program has moved over to the Community Lounge. We are operating the program in the same fashion we had with our previous Yoga instructors. The participants pay to attend the program and we do revenue sharing with the instructor. Judo and the Girl Guides are the other two groups we are working with to facilitate their use of the Community Hall for their programs.
- We have started putting in the ice in the Arena and have also started off the Curling ice as well. It is coming along well and we should have groups on the ice after Thanksgiving.
- Additional pieces were put in at the skatepark and the smoking shack at the MSC was moved. Mayor Kulikowski stated that she had received positive comments with respect to the skatepark and the moving of the smoking shack.
- "Wait here" sticker dots were ordered for floor placement in the facility. We required a number of "sit here" dots to be made for the bleachers, player's benches, dressing rooms and squash benches. The Recreation Coordinator looked into producing them locally and we were able to do so through the Aurora Research Institute at a better than reasonable cost.
- We have undergone a program of foamjacking at the pool to raise the lazy river section. We did not obtain the results we had anticipated. Further testing of the lines will occur shortly as we still have some areas where the piping is compromised.
- Full time Aquatic staff attended a "virtual" on-line Red Cross Conference which dealt with a variety of topics on drowning, rescue, first aid, and instruction.
- Since re-opening, the Library has seen an average of 600 patrons per month. This is in contrast with approximately 5,000 per month pre Covid-19. Even though the library has limited hours and visitation numbers, we are still averaging approximately 700 loaned items per month.

**b) Tidbits**

- Member Holly indicated that there were a few people who had received multi-sport coach training. They are required to put in “coaching” hours for final certification. Due to Covid-19 sporting restrictions, they require participants in no contact – no equipment sports in order to obtain their required coaching hours. She was looking for suggestions/recommendations any members might have.
- Post meeting suggestion : Inuvik Minor Hockey, Inuvik Speed Skating, Judo Club might be three sports that are sanctioned for return to play that may welcome an additional coach or two.

**9. Next Meeting – Tuesday, November 3, 2020****10. Adjournment**

The meeting adjourned at 6:50 p.m.

## TOWN OF INUVIK - FITNESS CENTRE STATS - JUNE TO SEPTEMBER 2020

Attended						
	June	July	August	September		
7:30 AM	0	104	101	57	262	10.02%
9:30 AM	3	79	115	83	280	10.71%
11:30 AM	4	118	122	91	335	12.81%
1:30 PM	0	52	145	135	332	12.70%
5:00 PM	7	146	175	176	504	19.27%
7:00 PM	10	138	152	145	445	17.02%
9:00 PM	7	143	150	157	457	17.48%
Total	31	780	960	844	2615	100.00%

CANCELLED/NO SHOWS						
	June	July	August	September		
7:30 AM	0	21	26	20	67	2.56%
9:30 AM	1	29	32	17	79	3.02%
11:30 AM	3	31	32	18	84	3.21%
1:30 PM	0	22	42	25	89	3.40%
5:00 PM	3	27	40	23	93	3.56%
7:00 PM	0	36	42	53	131	5.01%
9:00 PM	2	31	52	31	116	4.44%
Total	9	197	266	187	659	25.20%

WAIT LISTED - NOT PLACED *						
	June	July	August	September		
7:30 AM	0	0	1	0	1	0.04%
9:30 AM	0	0	0	0	0	0.00%
11:30 AM	0	0	1	0	1	0.04%
1:30 PM	0	0	5	0	5	0.19%
5:00 PM	0	25	43	27	95	3.63%
7:00 PM	0	31	46	36	113	4.32%
9:00 PM	0	32	49	37	118	4.51%
Total	0	88	145	100	333	12.73%

% Cancelled/Attended	29.03%	25.26%	27.71%	22.16%	20.83%	Average
% Wait Listed/Attended	0.00%	11.28%	15.10%	11.85%	7.65%	Average
Attended/Available Spots	51.67%	71.04%	65.31%	59.39%	49.48%	Average

\* This is based on more than one time slot per person

## ACTION ITEMS

### NOVEMBER 9, 2020 COUNCIL MEETING

No.	ITEM	REQUIRED ACTION		ACTION TAKEN / ANTICIPATED COMPLETION DATE
1.	Naming Municipal Facilities & Parks Policy	More work needed to finalize policy presented at October 26 & 28 meetings		December 2020
2.	Boot Lake Trail Bridge	Improve traction on bridge near Boot Lake Park		December 2020
3.	Tent near Boot Lake Park	Investigation/enforcement		November 2020
4.	Strategic Priorities Chart	Update Operational Strategies		November 30, 2020
5.	By-laws: • Vacant & Derelict Properties • Unsightly Land/Premises • Water & Sewer Operation	Bring amendments forward once complete Public Education Campaign once approved		Waiting for feedback on Council questions from legal counsel.
6.	Fee Waiver for Judo Club, Girl Guides use of Community Hall	Review/re-assess		January 2021 Council meetings
7.	Rec Programming Community Survey	Community Services to create and initiate a survey seeking input into community recreation programming		February 2021
8.	Chief Jim Koe Park Redevelopment <b>Arctic Market/Visitor Building</b>	• Budget • Scope • Site preparation • Functionality	• Community needs • Facility security • Building design details	August 2021
	Chief Jim Koe Park Redevelopment <b>Special Events Pavilion</b>	• Site preparation & installment • Access to park during construction • Demolition/repurposing of Kiosk • Demolition of existing stage		December 2020
9.	Tourism Gateway Sign	Award contract for fabrication and installation		August 2021
10.	Gym Passes	Ability to issue passes on a per use rather than per term basis		TBD
11.	Breynat Road Redevelopment	Present design work done to date to Council Discuss alternatives/prevent U-turns into Aurora College residence roadway to avoid left-hand turn out of school onto Breynat Road		November 2020. Estimates have been received. Will be presented to Public Works Committee in November.
12.	Address public intoxication	• Meet with homeless and warming shelter boards • Council to discuss lease renewal for the building		Lease sent to Warming Shelter



## ACTION ITEMS

### NOVEMBER 9, 2020 COUNCIL MEETING

13.	Peggy Curtis Ball & Soccer Field Replacement	Tender for contruction has been awarded by the GNWT. Project to proceed next year.
14.	Ski Club Lease	Final documents need to be signed by Ski Club and re-submitted to the NWT Land Titles Office as the original ones were rejected.

## REQUEST FOR COUNCIL DECISION

Meeting Date: November 9, 2020

RFCD #: 2020-SAO-087

### TOPIC

#### APPOINTMENT OF MEMBERS TO THE LOTTERY COMMITTEE

### BACKGROUND

In anticipation of the Lottery Committee members' terms expiring on November 14, 2020, the Town advertised seeking interested individuals. The names that have been put forward are:

- Kelcy McDonald
- Margaret Miller
- Jerome Gordon
- Donovan Arey
- Melba Mitchell
- Paul MacDonald
- Krista Cudmore
- Bernice Furlong

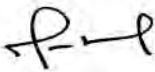
The committee meets twice a year, usually in September and March, to review applications for lottery licences and assign bingo dates to applicants based on a set criteria and rating formula. The committee also reviews existing lottery regulations and makes recommendations to Council for amendments. The current regulations were adopted in 2019.

More details about the committee's role are provided in the attached excerpt taken from the current regulations. The complete regulations can be found on the Town of Inuvik website (<https://www.inuvik.ca/en/town-hall/Policies.asp>).

### RECOMMENDATION

**"THAT Inuvik Town Council hereby appoints Kelcy McDonald, Margaret Miller, Jerome Gordon, Donovan Arey, Melba Mitchell, Paul MacDonald, Krista Cudmore and Bernice Furlong to the Lottery Committee for a two (2) year term expiring on November 14, 2022."**

*Signature – Grant Hood, Senior Administrative Officer*



REQUEST FOR COUNCIL DECISION

Meeting Date: November 9, 2020

RFCD #: 2020-SAO-088

TOPIC

Town of Inuvik Naming Municipal Facilities and Parks Policy FP.008

BACKGROUND

The Town of Inuvik does not have a formal procedure or policy to guide the naming or renaming of new or existing Town facilities or to handle requests received from the public to name or rename municipal facilities or parks.

The initial draft of the proposed policy was presented and discussed at the October 26 and 28, 2020 Council meetings. Administration took the questions into consideration and a revised policy is attached for Council’s consideration.

The main objectives of the attached proposed policy are to:

- establish the roles of Town Council and the Naming Committee in the naming of municipal facilities and parks;
- establish the criteria to recognize and commemorate noteworthy persons whereby names will be placed on the Names Reserve List;
- establish the principles for the naming of municipal facilities and parks; and,
- adhere to the Town of Inuvik Civic Address and Standards Guidelines Policy.

The application forms attached to the policy are included for information only.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

This item is not on the strategic priorities plan or chart.

OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

There are no other considerations or operational impacts.

OPTIONS

Council has three options:

1. Approve the policy as presented via motion
2. Defeat the motion to approve the policy
3. Refer the document back to Administration with suggested changes or areas that require further investigation

RECOMMENDATION

Should Council wish to approve the policy as presented, the motion should be:

“THAT Inuvik Town Council hereby adopts the Town of Inuvik Naming Municipal Facilities and Parks Policy FP.008 as presented.”

Signature – Grant Hood, SAO



POLICIES AND PROCEDURES MANUAL	Category Facilities and Properties	Policy Number FP.008
	Date TBD	Resolution Number TBD

### NAMING MUNICIPAL FACILITIES AND PARKS POLICY

#### **1.0 POLICY STATEMENT**

1.1 The primary function of naming municipal facilities and parks is to recognize and commemorate noteworthy persons associated with Inuvik and the region, to reflect Inuvik's history and to recognize the natural features of the community. This policy will:

- establish the roles of Town Council and the Naming Committee in the naming of municipal facilities and parks;
- establish the criteria to recognize and commemorate noteworthy persons whereby names will be placed on the Names Reserve List;
- establish the principles for the naming **and renaming** of municipal facilities and parks; and,
- adhere to the Town of Inuvik Civic Address and Standards Guidelines Policy.

#### **2.0 ROLES**

2.1 The role of Town Council will be to:

- Approve amendments to this policy; and,
- Make decisions on requests to name or re-name municipal facilities and parks based on recommendations from the Naming Committee.

2.2 The role of the Naming Committee will be to:

- Recommend names for municipal facilities and parks to Town Council for decision;
- Approve names to be added to the Names Reserve List; **and**
- Recommend amendments to this policy to Town Council; ~~and,~~
- ~~Recommend amendments to this policy to Town Council.~~

#### **3.0 DEFINITIONS**

- "Applicant"** means a person that includes an individual, partnership, association and corporation.
- "Municipal Facility"** includes any building, structure or area of land owned by ~~or under the direction and control of~~ the Town of Inuvik.
- "Name"** and **"Naming"** includes re-name and re-naming respectively.

- (d) **“Naming Municipal Facilities and Parks Committee or Naming Committee”** means a committee designated by Town Council to approve names for the Names Reserve List and to review applications for naming municipal facilities and parks to Town Council.
- (e) **“Names Reserve List”** means the names of noteworthy persons; names reflecting historical events significant to the Town of Inuvik; and, names recognizing the natural features, flora and fauna of the Town of Inuvik.
- (f) **“Senior Administrative Officer”** means the Senior Administrative Officer of the Town of Inuvik.

#### 4.0 **NAMING COMMITTEE COMPOSITION**

4.1 ~~The This policy will establish a Naming Committee and set out its terms of reference by adopting Schedule A attached to and forming part of this policy. shall consist of:~~

- ~~a) Three (3) members of Town Council appointed by motion of Council;~~
- ~~b) A minimum of three (3) to a maximum of six (6) members of the community at large, appointed by motion of Council; and,~~
- ~~c) The Senior Administrative Officer, as required.~~

#### 5.0 **GENERAL PRINCIPLES**

5.1 ~~Naming a municipal facility or park after a person shall be commensurate with the contributions of the person being honoured and having regard for the person’s achievements or areas of interest.~~

5.2 ~~Whenever possible, preference will be assigned to those names that have been on the Names Reserve List the longest but have not been selected.~~

5.3 ~~Municipal facilities may be named after the neighbourhood in which they are located, the name of a person, a geographical designation, an organization or after a historical event.~~

5.4 ~~The naming of halls, rooms or other facilities within a municipal facility may be excluded from this policy.~~

#### 6.0 **GENERAL PRINCIPLES TO RECOGNIZE A FORMER MAYOR OR COUNCILLOR**

6.1 ~~The name of a former Mayor or Councillor shall be placed on the Names Reserve List within one year after leaving office. The naming of a municipal facility or park shall give consideration to the former Mayor’s or Councillor’s achievements or areas of interest during their term of office.~~

#### 5.7.0 **NAMES RESERVE LIST APPLICATION PROCESS**

7.1 ~~This policy will establish a Names Reserve List.~~

**Commented [SS1]:** There are 2 processes covered by the naming policy. The first is to establish a Names Reserve List and to have a procedure for adding names to that list. The second is to provide a process for the public to request to name or rename a municipal property or park.

7.2 Anyone wishing to have a name added to the Names Reserves List will submit an application to the Senior Administrative Officer on a form established by the Town.

7.3 The Naming Committee will meet twice each year to review and make decisions about applications received for the Names Reserve List. The outcome of the decision will be provided to Council for information.

~~57.45~~ The name of a person must meet at least one of the following criteria:

- a) A person who demonstrates excellence, courage or exceptional dedication to service in ways that bring special credit to the Town of Inuvik, Northwest Territories or Canada;
- b) A person who volunteers and gives extraordinary help or care to individuals, families or groups, or supports community services or humanitarian causes;
- c) A person who fosters equality and reduces discrimination;
- d) A person who risks their life to save or protect others; and/or
- e) A person who achieves a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brings considerable benefit or great honour to the Town of Inuvik, Northwest Territories or Canada.

~~57.26~~ The Town of Inuvik encourages that the names to be honoured reflect the cultural and ethnic diversity of the community and persons who have made significant contributions to the community.

~~57.37~~ Names other than a person may reflect a historical event significant to Inuvik.

~~57.48~~ Names other than a person may recognize the flora and fauna of the local area or the geographical or topographical feature of the local area.

~~57.59~~ Notwithstanding the above, the name of a person or a name other than a person not identified on the Names Reserve List may be assigned when unique or extenuating circumstances warrant.

7.10 Within 10 days of a decision being made on a request by the Naming Committee to add a name to the Names Reserve List, the Senior Administrative Officer will notify the applicant.

## **8.0 PROCEDURE FOR NAMING AND RENAMING MUNICIPAL FACILITIES AND PARKS APPLICATION PROCESS**

8.1 Anyone wishing to request to name or rename a municipal facility or park must submit an application to the Senior Administrative Officer on a form established by the Town, ~~acting on behalf of the Naming Committee.~~

8.2 Within 10 business days of receiving the application, the Senior Administrative Officer will notify Town departments and agencies if necessary, to request comments and to provide an opportunity to be heard by the Naming Committee.

~~8.3 The applicant must submit a current list of the affected property owners and solicit and document the consent of these property owners.~~

- 8.4 Administration will ~~prepare a report~~ provide the application and any supporting documents for to the Naming Committee's for consideration.
- 8.5 Administration will notify the applicant of the opportunity to be heard by the Naming Committee.
- 8.6 The request will be heard by the Naming Committee within 30 days of receiving the application, and a recommendation put forward to Town Council for decision.
- 8.7 Town Council will hold a public hearing on the proposed municipal facility or park name change within 30 days of the Naming Committee's meeting to discuss the request. The applicant and any residents affected by the proposed name change will be notified of the date and time of the public hearing.
- 8.8 Council will make the final decision on the proposed name.
- 8.7 Within 10 business days ~~after the public hearing~~ following Council's decision, the Senior Administrative Officer will notify the applicant, affected Town departments and agencies in writing of Council's decision.
- 8.10 Within 14 business days of Council's decision, the Town will advertise all name changes.
- 8.11 Within 90 days of Council's decision to name or rename a municipal facility or park, the Town will purchase and install new signage and any other required materials to complete the name change.
- ~~8.8~~ ~~Upon a decision being made by the Naming Committee, the Senior Administrative Officer will notify the applicant and in the event the name is approved, the name will be placed on the Names Reserve List.~~

### Terms of Reference

#### Town of Inuvik Naming Municipal Facilities and Parks Committee

##### 1.0 Purpose

- 1.1 The Town of Inuvik Municipal Council wishes to formalize the naming municipal of municipal facilities and parks. The Naming Committee will take on the responsibility reviewing applications received by the Town for names to be placed on the Names Reserve List as well as requests to name or rename new or existing municipal facilities or parks.

##### 2.0 Committee Mandate

- 2.1 The Naming Committee's mandate includes but is not limited to:
- Reviewing applications from the public for suggestions of names to be placed on the Names Reserve List as established by the Naming Municipal Facilities and Parks Policy as amended;
  - Reviewing applications from the public to name or rename municipal facilities or parks, and recommend their decisions to Council;
  - Bringing forward ideas and suggestions from the community;
  - Hearing and considering presentations by any individual, organization, or delegation regarding the naming of municipal facilities and parks and advising Council of recommendations for consideration; and,
  - Completing other duties as may be assigned by Council.

##### 3.0 Committee Composition

- 3.1 The Committee shall consist of:
- a) Three (3) members of Town Council appointed by motion of Council;
  - b) A minimum of three (3) to a maximum of six (6) members of the community at large, appointed by motion of Council; and,
  - c) The Senior Administrative Officer and other Town staff, as required.
- 3.2 All members except for the appointed Town Councillors shall serve without pay or remuneration.
- 3.3 Appointed Town Council members are eligible to receive remuneration for attendance at Committee meetings.
- 3.4 The Mayor or Deputy Mayor acting on behalf of the Mayor is an ex-officio Committee member who shall have voting privileges.
- 3.5 Any member of Town Council may be appointed to the Committee with full voting privileges by motion of Council.
- 3.6 Non-appointed Town Council members may attend Committee meetings but will be considered ex-officio participants without voting privileges.
- 3.7 The Senior Administrative Officer and any other staff members are ex-officio members of the Committee without voting privileges.



#### **4.0 Term of Office**

- 4.1 Town Council shall appoint each Committee member for a 2-year term. Town Council members will be appointed to the Committee at the beginning of their term of office and will serve until their term on Council expires.
- 4.2 In the event of a vacancy, Town Council may appoint by motion, upon recommendation of the Committee, a replacement who shall become a member of the Committee for the remainder of the vacated position's term.
- 4.3 Any member of the Committee who is absent from three (3) regular meetings shall, unless such absence is excused by resolution of the Committee entered into its minutes, forfeit membership, and Town Council may appoint by motion, upon recommendation of the Committee, a replacement who shall become a member of the Committee for the remainder of the vacated position's term.
- 4.4 Town Council may remove any member from the Committee for any reason which, in its opinion, is reasonable.

#### **5.0 Committee Meetings**

- 5.1 A member of Town Council chosen by the Committee and appointed by motion of Council shall preside as the Chairperson for the Committee.
- 5.2 Committee meetings to review applications to add name(s) to the Names Reserve List shall take place twice each year as per the schedule adopted by Council. All Committee members shall be notified in advance by e-mail of the meeting date and time. Meetings may be rescheduled if necessary, to accommodate members' attendance.
- 5.3 Committee meetings to review applications to name or rename a municipal facility or park will be held as per the requirements of the Naming Municipal Facilities and Parks Policy as amended.
- 5.4 The agenda will be set by the Chairperson with assistance from the Senior Administrative Officer. Agenda packages will be prepared and emailed to members a minimum of 3 days before the meeting date.
- 5.5 If the Chairperson is absent, the meeting will be chaired by another member of the Committee chosen from amongst the Committee members in attendance at the meeting.
- 5.6 A quorum consists of one-half of the members of the committee, if  
  - a) representatives of both Council and the public are present; and
  - b) not less than one-half of the members present represent the public members.
- 5.7 Committee members who are unable to attend meetings are permitted to participate by electronic means where possible.
- 5.8 The Chairperson shall not vote except to break a tie vote.

## **6.0 Guidance from Council**

6.1 Town Council may, by motion, appoint a special committee of council, designate its mandate, term, composition, and authorities, duties, and responsibilities, and appoint its members to deal with any matter. Such a Committee will cease to exist when Town Council by motion decides that the special mandate is completed. Town Council may remove Committee members for just cause.

6.2 Town Council may expand, disband, or alter the Committee's function and its terms of reference in whole or in part at any time and may dismiss any Committee member(s) for just cause.

## **7.0 Governance**

7.1 The Committee shall serve in an advisory capacity only and may only make recommendations to Council on matters within their terms of reference. All Committee decisions recommending approving an application to name or rename a municipal facility or park will be written in the meeting minutes in the form of a motion that is moved, seconded, and voted upon.

7.2 The Committee or its appointed representatives have no authority or power to commit Council, the municipality, or municipal employees to any course of action or to incur any expenditure on behalf of Council of the municipality.

## **8.0 Reporting**

8.1 The minutes of the Committee meetings and any action items arising from Committee meetings will be circulated to all members of Town Council by including them in Council meeting packages as soon as possible after the Committee meeting takes place in order to allow for timely decision-making and/or action of items by Council as a whole if required. Minutes require formal adoption by motion of Council.

8.2 Meeting minutes will be circulated to members for approval by e-mail and any corrections should be provided to the Senior Administrative Officer or designate. The minutes will then be revised and forwarded to Council for approval.

**TOWN OF INUVIK APPLICATION – NAMES RESERVE LIST**  
**TOWN OF INUVIK POLICY FP.008**

**Applicant Information**

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

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

Phone Numbers: \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell)

E-mail: \_\_\_\_\_

**Details**

For a name to be considered for the Names Reserve List, the name of a person must meet **at least one** of the following criteria:

- a) A person who demonstrates excellence, courage or exceptional dedication to service in ways that bring special credit to the Town of Inuvik, Northwest Territories or Canada;
- b) A person who volunteers and gives extraordinary help or care to individuals, families or groups, or supports community services or humanitarian causes;
- c) A person who fosters equality and reduces discrimination;
- d) A person who risks their life to save or protect others; and/or
- e) A person who achieves a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brings considerable benefit or great honour to the Town of Inuvik, Northwest Territories or Canada.

(Please refer to the Naming Municipal Facilities and Parks Policy FP.008 for complete details.)

Name to be added to Names Reserve List:

\_\_\_\_\_

What is the reason or justification for this request?

\_\_\_\_\_

\_\_\_\_\_

If this request includes the name of a person or persons, have you received consent from that person or their family to use their name?

☐ Yes ☐ No

If this request includes the name of a person or persons, please provide a brief biography of that person. You may also include newspaper clippings, letters of support, articles or awards to support this request.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY

**SUBMISSION CHECKLIST**

☐ Completed application form and supporting documents

Date Application Received: \_\_\_\_\_

Date Reviewed by Naming Committee: \_\_\_\_\_

Date Applicant was Advised of Decision. \_\_\_\_\_

Date Name was Added to the Names Reserve List. \_\_\_\_\_

Notes (if any):

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**Applicant Information**

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

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

Phone Numbers: \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell)

E-mail: \_\_\_\_\_

**Details**

Name to be assigned to (choose one):

☐ Municipal Facility      ☐ Park

Type of Name (choose one):

☐ New Name      ☐ Rename an Existing Municipal Facility or Park

Location of facility or park. Please include a scaled drawing showing the area.

\_\_\_\_\_

Existing Name (if any): \_\_\_\_\_

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

What is the reason or justification for this request? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If this request includes the name of a person or persons, have you received consent from that person or their family to use their name?

☐ Yes      ☐ No

If this request includes the name of a person or persons, please provide a brief biography of that person. You may also include newspaper clippings, letters of support, articles, or awards to support this request.

\_\_\_\_\_

\_\_\_\_\_

**In addition to this application form, please provide a list of affected property owners and documentation confirming that they approve of proceeding with this application.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SUBMISSION CHECKLIST

- ☐ Completed Application Form and Supporting Documents
- ☐ Scaled Drawing Showing Areas Affected by the Proposed Name or Name Change
- ☐ List of Affected Property Owners
- ☐ Proof of Consent from Affected Property Owners

Date Application Received: \_\_\_\_\_

Date Reviewed by Naming Committee: \_\_\_\_\_

Date Name Added to Names Reserve List: \_\_\_\_\_

Municipal Address Changes Required? ☐ Yes ☐ No

Has applicant been advised of decision? ☐ Yes ☐ No Date: \_\_\_\_\_

Has change been advertised to the public? ☐ Yes ☐ No Date: \_\_\_\_\_

Has signage been changed if required? ☐ Yes ☐ No Date: \_\_\_\_\_

Notes (if any):

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## REQUEST FOR COUNCIL DECISION

Meeting Date: November 9, 2020

RFCD #: 2020-SAO-089

### TOPIC

**Town of Inuvik – Proposed Changes to Holiday Light-up and Decorating Contest Policy**

### BACKGROUND

A suggestion was made by a community member that we consider allowing Town Residents to enter their Camps into the Holiday Light-up and Decorating Contest. Many residents chose to celebrate the holidays out at their Camps and would love to be involved with the contest if they are out on the land. Staff felt that this would be a great way to involve more people in the spirit of the season. Entries would be judged according to entry pictures submitted by participants.

### FINANCIAL IMPLICATIONS

The contest is budgeted for annually.

### STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

This item is not on the strategic priorities plan or chart.

### OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

There are no other considerations or operational impacts.

### OPTIONS

Council has three options:

1. Approve the amendment as presented via motion
2. Defeat the motion
3. Refer the document back to Administration with suggested changes or areas that require further investigation

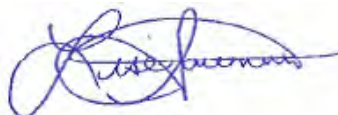
### RECOMMENDATION

**“THAT Inuvik Town Council hereby approve the amended Holiday Light-up and Decorating Contest Policy FM.015 as presented.”**

Signature – Grant Hood, SAO



Signature – Lise Saumur, Director of Community Services



<b>POLICIES AND PROCEDURES MANUAL</b>	<b>Category</b> Financial Management	<b>Policy Number</b> FM.015
	<b>Date</b> November 27, 2019	<b>Resolution Number</b> 268/11/19

### HOLIDAY LIGHT-UP AND DECORATING CONTEST POLICY

#### **1.0 POLICY**

- 1.1 The Town of Inuvik will annually sponsor a Holiday Light-up and Decorating Contest for residential residents within the community.

#### **2.0 ADVERTISING**

- 2.1 Advertising for the contest will begin during the third week of November and run for three (3) consecutive weeks. The Town will advertise on the community channel, Town website, Town social media channels as well as posting notices at a minimum of five (5) conspicuous locations in Town.

#### **3.0 PRIZES**

- 3.1 Cash prizes will be awarded as follows:

<u>RESIDENTIAL</u>	
• Winner's Circle (winners of previous 2 years only)	<del>\$ 325.00</del> <b>\$225.00</b>
• New Entry (current year) 1 <sup>st</sup> Place	<del>\$ 325.00</del> <b>\$225.00</b>
• New Entry (current year) 2 <sup>nd</sup> Place	<del>\$ 225.00</del> <b>\$200.00</b>
• New Entry (current year) 3 <sup>rd</sup> Place	<del>\$ 125.00</del> <b>\$125.00</b>
• <b>Camp/Out on the Land</b>	<b>\$ 225.00</b>

- 3.2 All cash prizes will be awarded if there are sufficient persons actively participating in the contest. The awarding of the cash prizes will be at the discretion of the judges.

- 3.3 Prizes will be paid no later than the first week of January.

#### **4.0 CONTEST JUDGING**

- 4.1 Judging will take place during the second week of December. The judging date and time will be widely advertised ahead of time to allow time for participants to ensure that their lights and decorations are visible to the judges. **Judging for the Camp/Out on the Land category will be through pictures submitted no later than the 10<sup>th</sup> day of December.**
- 4.2 The decision of the judges is final and binding.
- 4.3 Judges will be no less than 2 people appointed by Council and/or Town staff.



## 5.0 CONTEST RULES

- 5.1 Residents within the municipal limits of Inuvik are eligible to enter. **Entries under the Camp/Out on the Land category must be Town of Inuvik residents.**
- 5.2 **Residents can only enter in one category. (Winner's Circle, New Entry, or Camp/Out on the Land)**
- 5.3 Only exterior holiday lighting/decorating displays and exhibits are eligible.
- 5.4 The Town's Community Services Department will be responsible for coordinating the contest.
- 5.5 Town of Inuvik employees are not eligible to participate in the contest.
- 5.6 The judges will provide the contest winners to the Community Services Department for processing of cash prizes.

REQUEST FOR COUNCIL DECISION

Meeting Date: November 9, 2020

RFCD #: 2020-SAO-090

TOPIC

Request from Inuvik Firefighters Association for Permission to hold ‘Movember – A Drive to Remember’ March

BACKGROUND

The Town has received a request from the Inuvik Firefighters Association to hold a march in support of Movember on November 13, 2020 from 6:30 p.m. to 7:30 p.m.

First responders will walk a collective 60km for 60 lives lost to male suicide per minute. The longest route on the attached map is the preferred route.

Option 1 (preferred route): Begin at Firehall and proceed on Kingmingya Road to Northmart hill, turning onto Mackenzie Road to the Hospital, looping back up Gwich’in Road to Reliance Street and back to the Firehall

Option 2: Begin at Firehall proceeding on Kingmingya Road, through Inuvik Native Band parking lot, past Children First Centre to the Midnight Sun Complex, looping up Bompas Street to Gwich’in Road, then on to Reliance Street, Firth Street and back to the Firehall

Option 3: Same route as Option 2 but traveling past the Midnight Sun Complex by the Youth Centre

The Association is aware that they require the Environmental Health Officer’s approval before the march takes place. They are also aware that public notice will need to be given in advance.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

This item is not on the strategic priorities plan or chart.

OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

The Director of Protective Services has reviewed the application. As the March will be taking place on town streets, the Association will need to ensure that proper public safety measures are taken, and public notice given.

OPTIONS

- Council has three options:
- 1. Approve the recommended motion as presented.
  - 2. Defeat the motion.
  - 3. Refer the item back to Administration with suggested changes or areas that require further investigation.

RECOMMENDATION

Should Council wish to approve, the motion should be:

“THAT Inuvik Town Council hereby approves of the request from the Inuvik Firefighter Association to hold a ‘Movember – A Drive to Remember’ March on November 13, 2020 between 6:30 p.m. and 7:30 p.m. The Association will ensure that proper safety measures are in place during the March, that approval has been received from Public Health, and that public notice is given in advance.”

Signature – Grant Hood, SAO



# MOVEMBER

- A DRIVE TO REMEMBER -

FIRST RESPONDERS WILL WALK A COLLECTIVE 60KM  
FOR 60 LIVES LOST TO MALE SUICIDE PER MINUTE.

PHOTO CREDIT  
@WERONIKAMURRAY



TIME - 6:30PM - 7:30PM

DATE - FRIDAY 13TH NOVEMBER

LOCATION: FIRST RESPONDERS WILL WALK A LOOP  
ALONG MACKENZIE THROUGH TO GWICH'IN - FROM  
THE FIREHALL TO THE REGIONAL HOSPITAL.

PLEASE COME SUPPORT US BY:

FOLLOWING IN A VEHICLE, DECORATED AS BRIGHT AS YOU LIKE,  
AND SPREADING THE WORD OF MOVEMBER.

DONATE BY SCANNING THE QR CODE  
OR BY FOLLOWING OUR FACEBOOK  
PAGE @INUVIKFIREDEPARTMENT FOR  
DONATION LINK AND INFORMATION.





# APPLICATION TO CONDUCT A PARADE OR PROCESSION HIGHWAY TRAFFIC BY-LAW 2633/TR/19

## Applicant Information

☐ Individual
 ☐ Corporation
 ☒ Organization
 ☐ Partnership
 ☐ Sole Proprietorship

Applicant / Organization Name: Inuvik Firefighters Association

Mailing Address: POBOX 2681, 2 Firth St, Inuvik, NWT, X0E 0T0

Contact Name: Adi Scott Phone: 8676886353

E-mail: Emma.adara.scott@hotmail.co.uk

On-site Contact Name: Adi Scott On-site Contact Number: 8676886353

## Details of Request

Type of Event: A remembrance drive, firefighters to be in full PPE and walking, public to be following driving cars (decorated brightly)

Event Period: Date(s): 13th November to 13th November

Time(s): 6:30pm to 7:30pm

Number of Vehicles Participating: 3 (plus public vehicles)

Number of Persons Participating: 5

Do you require a road closure? ☒ Yes ☐ No

If yes, when do you require the road to be closed? Time(s): 6:30pm to 7:30pm

A map of your proposed route must be attached to your application. All applications should be completed and received by the **Town of Inuvik Municipal Enforcement Department** SEVEN (7) DAYS PRIOR to the event taking place.

Applicant Signature: *Adi Scott* Date: 2nd November 2020

## OFFICE USE ONLY

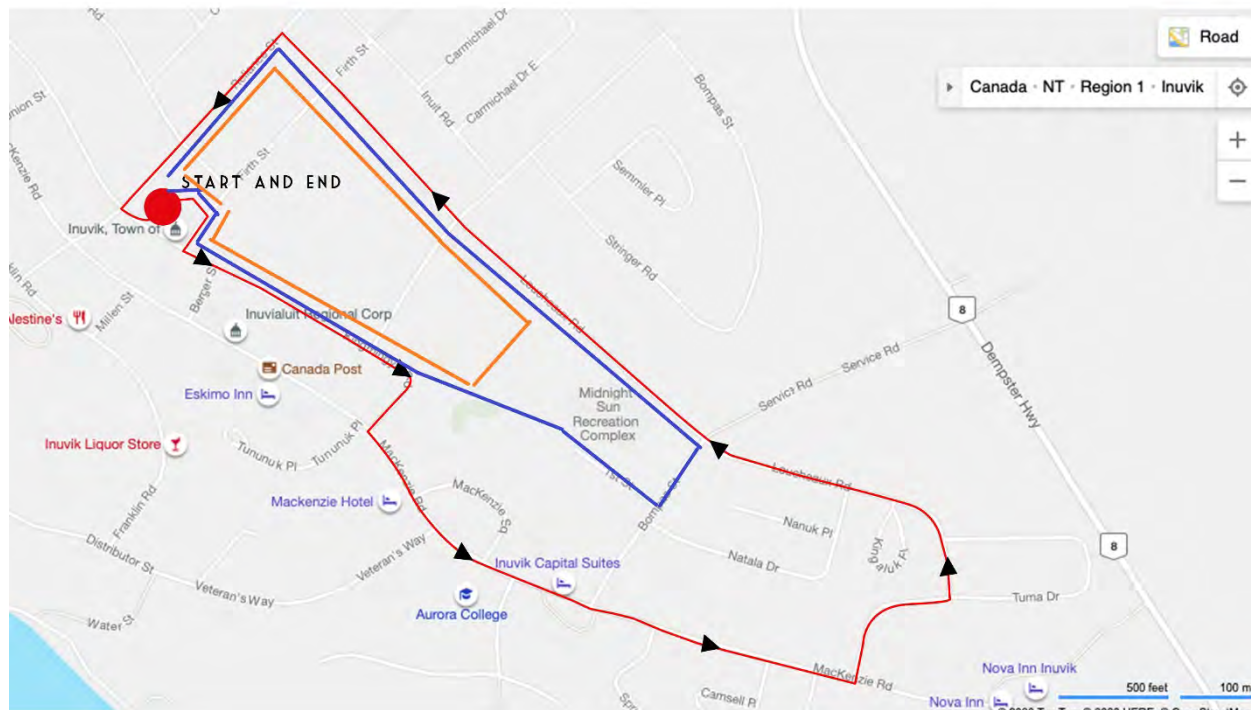
Date received: \_\_\_\_\_

Date approved/denied/modified: \_\_\_\_\_

Event Authorized by: \_\_\_\_\_ ☐ Approved ☐ Denied ☐ Modified Approval

(list conditions below)

Conditions (if any):



## REQUEST FOR COUNCIL DECISION

Meeting Date: November 9, 2020

RFCD #: 2020-SAO-085

### TOPIC

#### Annual Borrowing By-law – Corporate Credit Card

### BACKGROUND

On an annual basis, the Town is required to pass a by-law to confirm our corporate credit cards with the Canadian Imperial Bank of Commerce and Royal Bank.

### FINANCIAL IMPLICATIONS

The corporate credit card, which includes cards for senior staff members, provides the Town with a convenient method to pay several bills and make purchases in accordance with the procurement policy. All departmental credit cards are based on the position's spending limit.

### STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

This item is not on the strategic priorities plan or chart.

### OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

There are no other considerations or operational impacts.

### OPTIONS

Council has three options:

1. Give the by-law the requested reading as presented
2. Defeat the motion
3. Refer the document back to Administration with suggested changes or areas that require further investigation

### RECOMMENDATION

**“THAT Inuvik Town Council hereby gives THIRD AND FINAL READING to By-law 2658/BORR/20, a by-law to provide for the borrowing of \$250,000.00 during 2021.”**

Signature – Grant Hood, SAO



**TOWN OF INUVIK  
BY-LAW #2658/BORR/20**

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**A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE NORTHWEST TERRITORIES TO AUTHORIZE THE BORROWING OF TWO HUNDRED AND FIFTY THOUSAND DOLLARS (\$250,000.00) DURING THE CALENDAR YEAR 2021**

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**WHEREAS** pursuant to the *Cities, Towns and Villages Act* of the Northwest Territories, S.N.W.T. 2003, c. C-22, as amended;

**AND WHEREAS** the Council of the Municipal Corporation of the Town of Inuvik may by resolution borrow such sums as the Town deems necessary in order to carry out its objectives;

**AND WHEREAS** the Town of Inuvik deems it necessary to borrow the sum of Two Hundred and Fifty Thousand Dollars (\$250,000.00) for the purposes aforesaid;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Municipal Corporation of the Town of Inuvik, in Council duly assembled, enacts as follows:

1. The Town of Inuvik obtains a VISA credit facility for the sum of Two Hundred and Forty Thousand Dollars (\$240,000.00) from the Canadian Imperial Bank of Commerce (CIBC) and Ten Thousand Dollars (\$10,000.00) from the Royal Bank of Canada (the “Bank”) for the purposes of enabling the Town to meet its expenditures.
2. These VISA facilities are to remain available for future borrowing until December 31, 2021.
3. The Town shall pay the Bank the monies so borrowed on demand and shall pay interest on said monies as remains from time to time unpaid.
4. Interest shall be calculated as per VISA cardholder agreement in effect from time to time both before and after maturity, default, and judgment, with interest on overdue interest at the same rate as interest on the principal. Interest shall be payable, monthly in arrears.
5. The Mayor and Senior Administrative Officer of the Town are hereby authorized and directed to execute and deliver for and on behalf of the Town such promissory note or notes as the Bank may require to evidence and secure payment of the monies so borrowed together with interest as described above.
6. The Town pledges, charges and hypothecates to the Bank, as security for the said monies and interest as described above, all revenues from whomsoever due to become due and payable to the Town; but the Bank is not restricted to such revenues for the payment of the said monies and interest as described above nor is the Bank bound to wait for payment until such revenues are received by the Town.
7. Nothing in this resolution waves, prejudicially affects or excludes any right, power, benefit of security, by statute, common law or otherwise given or implied in favour of the Bank.
8. By-law 2637/BORR/19 is hereby repealed.
9. This by-law will come into effect upon the day of its final passage.

READ A FIRST TIME THIS 28<sup>TH</sup> DAY OF OCTOBER, 2020 A.D.

READ A SECOND TIME THIS 28<sup>TH</sup> DAY OF OCTOBER, 2020 A.D.

READ A THIRD TIME AND FINALLY PASSED THIS      DAY OF     , 2020 A.D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SENIOR ADMINISTRATIVE OFFICER

I hereby certify that this by-law has been made in accordance with the requirements of the Cities, Towns and Villages Act and the by-laws of the Town of Inuvik.

\_\_\_\_\_  
SENIOR ADMINISTRATIVE OFFICER



## REQUEST FOR COUNCIL DECISION

Meeting Date: November 9, 2020

RFCD #: 2020-SAO-086

### TOPIC

#### Annual Borrowing By-law – Municipal Line of Credit

### BACKGROUND

On an annual basis, the Town is required to pass a by-law to confirm our municipal line of credit with the Canadian Imperial Bank of Commerce.

### FINANCIAL IMPLICATIONS

The municipal line of credit provides the Town with a convenient method to access a fixed amount of funds when necessary to meet short-term business needs.

### STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

This item is not on the strategic priorities plan or chart.

### OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

There are no other considerations or operational impacts.

### OPTIONS

Council has three options:

1. Give the by-law the requested reading as presented
2. Defeat the motion
3. Refer the document back to Administration with suggested changes or areas that require further investigation

### RECOMMENDATION

**“THAT Inuvik Town Council hereby gives THIRD AND FINAL READING to By-law 2659/BORR/19, a by-law to provide for the borrowing of \$1,500,000.00 during 2021.”**

*Signature – Grant Hood, SAO*



TOWN OF INUVIK  
BY-LAW #2659/BORR/20

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A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE NORTHWEST TERRITORIES TO AUTHORIZE THE BORROWING OF ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000.00) DURING THE CALENDAR YEAR 2021

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**WHEREAS** pursuant to the *Cities, Towns and Villages Act* of the Northwest Territories, S.N.W.T. 2003, c. C-22, as amended;

**AND WHEREAS** the Council of the Municipal Corporation of the Town of Inuvik deems it necessary to establish a line of credit at the bank of up to one million five hundred thousand dollars (\$1,500,000.00) to meet the current expenses of the Municipality for the year until the revenues are collected;

**AND WHEREAS** the revenue for the current calendar year is estimated to be not less than Fifteen Million Dollars (\$15,000,000.00);

**NOW THEREFORE BE IT RESOLVED** that the Council of the Municipal Corporation of the Town of Inuvik, in Council duly assembled, enacts as follows:

1. The Mayor and Senior Administrative Officer are hereby authorized, on behalf of the Municipal Corporation of the Town of Inuvik, to maintain a line of credit at the Canadian Imperial Bank of Commerce, a sum of up to One Million Five Hundred Thousand Dollars (\$1,500,000.00) to meet, until the revenues are collected, the current expenditures of the Municipality for the current year, and to give on behalf of the Municipality to the bank, a promissory note, or notes, sealed with the Corporate Seal and signed by the Mayor and the Senior Administrative Officer for the monies borrowed, with interest to be paid in advance or otherwise, at the current chartered bank rates.
2. All sums borrowed pursuant to the authority of this by-law, as well as other sums borrowed in this year from the said bank for any or all purposes mentioned above shall, with the interest thereon, be a charge upon the whole of the revenues of the Municipality for the current year and for all preceding years, as and when the revenues are received.
3. The Senior Administrative Officer is hereby authorized and directed to apply in payment of all sums borrowed as aforementioned, together with interest thereon, all the monies hereafter collected or received, either on account or realized in respect of taxes levied for the current year, preceding years, or from any other source which may lawfully be applied for such purpose.
4. By-law 2640/BORR/19 is hereby repealed.
5. This by-law will come into effect upon the day of its final passage.

READ A FIRST TIME THIS 28<sup>TH</sup> DAY OF OCTOBER, 2020 A.D.

READ A SECOND TIME THIS 28<sup>TH</sup> DAY OF OCTOBER, 2020 A.D.

READ A THIRD TIME AND FINALLY PASSED THIS    DAY OF   , 2020 A.D.

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MAYOR

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SENIOR ADMINISTRATIVE OFFICER

**TOWN OF INUVIK**  
**BY-LAW #2659/BORR/20**  
**Page 2**

I hereby certify that this by-law has been made in accordance with the requirements of the Cities, Towns and Villages Act and the by-laws of the Town of Inuvik.

\_\_\_\_\_  
SENIOR ADMINISTRATIVE OFFICER



### **SAO Report to Council**

**For the month of October 2020**

**Prepared By: Grant Hood SAO**

October was again a month of challenges both on a personal note and in workplace. The New Director of Finance started October 13. Unfortunately, due to my having to travel to Saskatchewan for a family issue I was in self isolation for his first 2 weeks. During this time, I did have video conferences and telephone conversations when required. I also did preparations for Committee and Council meetings.

Along with the Director of Finance we independently reviewed the responses to the Auditor RFP and developed recommendations for Council.

During the month I met, along with the Mayor, the Minister of Infrastructure where concerns were raised about various issues. It was decided that we would continue to have meetings to provide better communications.

One strategic meeting that I led was regarding the pool and the issues that have continually plagued it and what steps need to be taken to try and finally reduce these issues to acceptable occurrences. This meeting was very informative, and a good discussion ensued exploring all our options. As a result, it was decided that we cannot continue to operate it under the current conditions and the recommendation was made to close the pool for an extended period of time and perform even more major adjustments. As a result of this decision, the Director of Public Works, the Facility Foreman and I participated in a conference call with the original pool installation company about our options. The Facility Foreman has been tasked with being the liaison with the contractor for the project.

During the month I had a telephone conversation with the contractor selected to complete the operational review and this project has started. This same contractor is performing another project (Labour Market Survey) for Education, Culture and Employment that is being administered by the Town.

I met with the Directors to have preliminary discussion regarding capital expending for 2021 in preparation for the 2021 budget.



# STAFF REPORT TO COUNCIL

## PLANNING AND DEVELOPMENT

#2 Firth Street, Inuvik, NT, X0E 0T0

**DATE:** November 04 2020

**TO:** Mayor and Council

**FROM:** Kecil Joseph, Development Officer

**SUBJECT:** Monthly Development Permit Summary, October 2020

**ATTACHMENT(S):** Summary of Development Permits issued for October 2020

### Purpose

This information report provides a summary of development permits issued in October 2020 and does not include construction work completed by the Town of Inuvik.

### Other Considerations

The values identified reflect the construction of the building or structure, including materials and labour.

### Permits Summary

#### Total Development Permits:

- 4 development permits totalling \$2600.00 in fees

#### Significant Development Permits:

- None

#### Development Permits:

##### **Demolition**

- D2043 - NWT Housing Corporatin - 242-248 Mackenzie Road - Demolition: 4-Plex Residential Unit
- D2044 - NWT Housing Corporatin 250-256 Mackenzie Road - Demolition: 4-Plex Residential Unit

##### **Home Occupation**

- D2045 - Jacob Peffer (Schooner Enterprise) - 11 Bonnetplume Road - Home Occupation: Seasonal Vehicle Washing
- D2046 - Robert Priveti (webhorse Technology) -9 Council Cres - Home Occupation: Web Design and online Marketing

**Stop Orders Issued**

- None

**Other**

- None

**Summary and Conclusion**

The Department recommends that Council receive this report for information.

**Respectfully submitted:**

*Kecil Joseph*  
Kecil Joseph, Development Officer

#	Permit Number	Issued	Applicant	Site Address	Legal Address	Zoning	Contractor	Development Type	Value	Deposit Paid	Development Fee
<b>JANUARY</b>											
1	D2001	16-Jan-20	Patrick and Ethel Gruben	73 Bonnetplume Road	Lt:35 BL:8 PL:327	R2	IDC Construction	Construction: Single Detached Residential Unit	\$ 400,000.00	\$ -	\$ 2,000.00
<b>Total</b>									\$ 400,000.00	\$ -	\$ 2,000.00
<b>FEBRUARY</b>											
2	D2002	26-Feb-20	Peggy Jay	2 Carmicheal Drive East	Lt:1 BL:35 PL:402	R1		Home Occupation: Office Space for Event/Conference/Communications	-	-	\$ 100.00
3	D2003	26-Feb-20	Mike Lee	36 Boot Lake Road	Lt:2 BL:51 PL:635	R2		Home Occupation: Video Production	-	-	\$ 100.00
<b>Total</b>									\$ -	\$ -	\$ 200.00
<b>March</b>											
4	D2004	04-Mar-20	Abdalla Mohamed	45 Bonnetplume Road	Lt:50 BL:8 PL:3627	R2		Home Occupation: Office for Short Term/Long Term Rentals	-	-	\$ 100.00
5	D2005	09-Mar-20	Edward Hatcher	3 Wolverine Road	Lt:78 BL:70 PL:3752	RHM		Construction: House Addition	\$ 15,000.00	-	\$ 75.00
6	D2006	25-Mar-20	Kits and Clubs Day Home	15 Bompas Road	Lt:1 BL:26 PL:1077	R2		Home Occupation: Day Home for Kids	-	-	\$ 100.00
7	D2007	29-Mar-20	Cynthia Steward	4 Gwichin Road	Lt:9 BL:32 PL:328	R1		Accessory Use: Shed	\$ 5,000.00	-	\$ 50.00
<b>Total</b>									\$ 20,000.00	\$ -	\$ 325.00
<b>April</b>											
<b>Total</b>									\$ -	\$ -	\$ -
<b>May</b>											
8	D2008	05-May-20	Demond Loreen	26 Tuma Drive	Lt:8 BL:29 PL:1096	R1		Home Occupation: Administrative for Total Arctic Wrestling	\$ -	\$ -	\$ 100.00
9	D2009	05-May-20	GNWT	Jak Park			Northern Industrial Construction Ltd	Construction: Jak Park Look Out Tower Repairs	\$ 145,477.00	\$ -	\$ 727.39
10	D2010	06-May-20	Swedish Space Corporation (SMS)	Inuvik Satellite Facility	Lt:2 BL:101 PL:4271	ST	McDonald Bros Electric Ltd	Construction: Installing New Satellite Antenna	\$ 1,700,000.00	\$ -	\$ 8,500.00
11	D2011	19-May-20	Eleanor Elias	20 Kugmallit Road	Lt:46 BL:70 PL:1154	RMH	-	Construction: Cover Deck	\$ 6,000.00	\$ -	\$ 50.00

12	D2012	22-May-20	Jeremy Burns	14 Tuma Drive	Lt:14 BL:79 PL:1096	R1	-	Accessory Use: Work Shop Storage Buildings	\$ 5,000.00	\$ -	\$ 50.00
13	D2013	22-May-20	Jeremy Burns	14 Tuma Drive	Lt:14 BL:79 PL:1096	R1	-	Relocation: Work Shop Storage Buildings	\$ -	\$ -	\$ 20.00
14	D2014	26-May-20	Raymond and Kim Wainman	15 Centennial Drive	Lt:126 BL:34 PL:3834	R1	-	Construction: Residential Addition	\$ 15,000.00	\$ -	\$ 75.00
15	D2015	29-May-20	Peter Clarkson	23 Centennial Drive	Lt:12 BL:34 PL:3835	R1	-	Construction: New Residential Unit	\$ 250,000.00	\$ -	\$ 1,250.00
16	D2016	29-May-20	GNWT	Airport Quarry		A	Northwind Industries	Relocation: Shed	0	\$ 200.00	\$ 20.00
<b>Total</b>									\$ 2,121,477.00	\$ 200.00	\$ 10,792.39

### June

17	D2017	18-Jun-20	Maung Win	47 Kugmallit Road	Lt:19 BL:37 PL:455	R1	-	Construction: Addition	\$ 4,000.00		\$ 50.00
18	D2018	18-Jun-20	Briam Larman	44 Reliance Street	Lt:9 BL:36 PL:402	R1	-	Accessory Use: Shed	\$ 5,000.00		\$ 50.00
19	D2019	19-Jun-20	IDC Construction Ltd	56-70 Tununuk Place	Lt:41-7-5-8 BL:20 PL:1136	R2	-	Excavation: Lot fill and Site Work	\$ 350,000.00		\$ 1,750.00
20	D2020	23-Jun-20	Jeff and Stephanie Sutton	18 Gwich'in Road	Lt:2 BL:32 PL:328	R1	-	Construction: Foundation Repairs	\$ 20,000.00		\$ 100.00
21	D2021	29-Jun-20	Vince Brown	33 Industrial Road	Lt:15 BL:49 PL:633	M2	-	Fence Construction	\$ 500.00		\$ 50.00
<b>Total</b>									\$ 379,500.00	\$ -	\$ 2,000.00

### July

22	D2022	08-Jul-20	Salah Mohamed	33 Ruyant Crescent	Lt:9 BL:70 PL:929	RMH	-	Home Occupation: Office for Cleaning Company	-	-	\$100.00
23	D2023	16-Jul-20	Shiloh Ltd	15 Dolphin Street	Lt:1 BL:8 PL:228	R1	-	Construction: Renovation	\$ 50,000.00	-	\$250.00
24	D2024	16-Jul-20	Erin Sydney	45 Centennial Street	Lt:17 BL:68 PL:3658	R1	-	Fence Construction	\$ 3,800.00	-	\$50.00
25	D2025	17-Jul-20	Bob's Welding	42 Industrial Road	Lt:11 BL:76 PL:1018	M1	-	Construction: Maintenance Shop	\$ 150,000.00	-	\$750.00
26	D2026	29-Jul-20	Northwest Company	147 & 151 Kinminyua R	Lt:5&6 BL:18 PL:228	C1	Arctic Restoration	Fence Construction	\$ 10,000.00	-	\$50.00
<b>Total</b>									\$ 213,800.00	\$ -	\$ 1,200.00



### August

27	D2027	05-Aug-20	Curtis Gruben	28-30 Mackenzie Road	Lt:11 BL:9 PL:228	R2		Construction: Renovation	\$ 2,000.00	-	\$50.00
29	D2029	13-Aug-20	Paisley Vanvilet	21 Dolphin Street	Lt:16 BL:44 PL:564	R1	James Cardinal	Fence Construction	\$ 3,000.00	-	\$50.00
30	D2030	18-Aug-20	Carmen (Shiloh) Vanvilet	15 Dolphin Street	Lt:1 BL:8 PL:228	R1	James Cardinal	Fence Construction	\$ 3,000.00	-	\$50.00
31	D2031	19-Aug-20	Susan Eveleigh	Corner of NT Road & N	Lt:55 BL:92 PL:695	M1	Inuvik Construction	Free Standing Sign	\$ 1,000.00	-	\$50.00
32	D2032	20-Aug-20	Steven Larkin	52 Breynat Street	Lt:73 BL:34 PL:3834	R1		Fence Construction	\$ 3,800.00	-	\$50.00
<b>Total</b>									\$ 12,800.00	\$ -	\$ 250.00

### September

33	D2033	04-Sep-20	Gerry Kisoun	28 Raven Street	Lt:8 BL:44 PL:564	R1	-	Construction: Foundation Replacement	\$ 5,000.00	-	\$ 50.00
34	D2034	18-Sep-20	Bob's Welding Ltd	7-9 Willow Road	Lt:10-11 BL:49 PL:633	M1	-	Demolition: Metal Storage Building	-	\$ 200.00	\$ 20.00
35	D2035	18-Sep-20	Bob's Welding Ltd	7-9 Willow Road	Lt:10-11 BL:49 PL:633	M1	-	Construction: New Prefabricated Metal Building	\$ 70,000.00	-	\$ 350.00
36	D2036	18-Sep-20	TD&L Painting	17 Industrial Road	Lt:23-11 BL:49 PL:633	M1	-	Construction: New Roof Construction	\$ 5,000.00	-	\$ 50.00
37	D2037	18-Sep-20	Paul MacDonald	59D King Road	Lt:23 BL:98 PL:3820	M1	-	Fence: Wall and Facia	\$ 350.00	-	\$ 50.00
38	D2038	22-Sep-20	Melinda Gillis	30 Industrial Road	Lt:17 BL:76 PL:1018	M1	-	Construction: Placement of Building on lot to be used as shop	\$ 40,000.00	-	\$ 200.00
39	D2039	22-Sep-20	Melinda Gillis	30 Industrial Road	Lt:17 BL:76 PL:1018	M1	-	Relocation: Boiler Shack	-	-	\$ 20.00
40	D2040	25-Sep-20	Edgar Maring	36 Semmler Place	Lt:17 BL:76 PL:1018	R1	-	Construction: Foundation repairs, new Deck, new Storage Bldg	\$ 10,000.00	-	\$ 50.00
41	D2041	28-Sep-20	NWT Housing Corporation	15 Nanuk Place	Lt:23 BL:25 PL:228	R1	-	Construction: New Single Detached Residential Unit	\$ 350,000.00	-	\$ 1,750.00
42	D2042	28-Sep-20	Vince Brown	129 Mackenzie Road	Lt:13-20 BL:20 PL:228	C1	-	Demolition: Remainder of the Eskimo Inn Hotel Building	-	\$ 5,000.00	\$ 177.00
<b>Total</b>									\$ 480,350.00	\$ 5,200.00	\$ 2,717.00

### October

43	D2043	14-Oct-20	NWT Housing Corporatin	242-248 Mackenzie Road	Lt:8-20 BL:26 PL:2054	R2	-	Demolition: 4-Plex Residential Unit	-	\$ 40.00	\$ 1,200.00
44	D2044	14-Oct-20	NWT Housing Corporatin	250-256 Mackenzie Road	Lt:4 BL:26 PL:2054	R2	-	Demolition: 4-Plex Residential Unit	-	\$ 40.00	\$ 1,200.00
45	D2045	19-Oct-20	Jacob Pfeffer (Schooner Enterprises)	11 Bonnetplume Road	Lt:5 BL:4 PL:228	R2	-	Home Occupation: Seasonal Vehicle Wash	-	-	\$ 100.00
46	D2046	28-Oct-20	Robert Privetti (webhorse Technology)	9 Council Cres	Lt:47 BL:28 PL:3610	R2	-	Home Occupation: Web Design and online Marketing	-	-	\$ 100.00
<b>Total</b>									\$ -	\$ 80.00	\$ 2,600.00

Year to Date Total	\$3,627,927.00	\$5,480.00	\$22,084.39
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## OVERVIEW

Our team continues to practice physical distancing, monitor risk, and work collaboratively as we manage multiple projects and events working with our various stakeholders. While our team has been splitting their time between working at home, in the office, and off-site at various events, we also have a physically-distancing appropriate work schedule and continue to adhere to risk mitigating measures to ensure the well being of our team and clients.

Our team was busy through the month of October promoting and running several Shop Local campaigns as well as participating in a number of planning and logistics meetings for upcoming departmental projects, events, and campaigns.

Tuesday, September 8 was proclaimed as Shop Local Day in Inuvik as part of a NWT Chamber of Commerce campaign recognizing and supporting small businesses. As part of this program the Town of Inuvik also ran a local campaign: “1000 Reasons to Love Inuvik”. Additionally, as with other years the Town of Inuvik also celebrates National Small Business Week in October with the administering of our Small Business Week #ShopInuvik Passport Program.

\*\*As was requested by Council at a previous meeting, summary reports for both these programs have been compiled by Staff and can be found as additions to this report.

## MARKETING & COMMUNICATIONS COORDINATOR ACTIVITIES

- Town of Inuvik – Tourism & Event Promotions
  - Social Media Planning & Content Creation
  - Visitor Centric Website Creation
  - Summer Programs & Events
  - Artist & Vendor Profiles
  - Winter Arctic Market
  - Shop Local Day
  - 1000 Reasons To Love Inuvik – Shop Local Campaign
  - Small Business Week - #ShopInuvik – Passport Campaign
- Town of Inuvik – Municipal Communications
  - TOI Staff Profiles
  - Departmental Updates & Requests
  - TOI Website Review
- Professional Development
  - Attended an Adobe/Creative Suite Webinar

## SPECIAL PROJECTS & EVENTS COORDINATOR ACTIVITIES

- 2021 Inuvik Guide
- Winter Arctic Market - Preparation
- Shop Local Day
- Small Business Week preparation (October)
- Winter Culture Connections - Preparation

## DIRECTOR ACTIVITIES

- Capital Projects
  - Chief Jim Koe Park Project(s)
    - Special Events Pavilion
    - Arctic Market / Visitor Centre / Tourism Office Building
  - Tourism Gateway Sign
  - Communication/Conference Calls with funders
  - Liaised with local Indigenous Governments re: languages, signage, etc
- Administrative Duties
  - Cheque Requisitions
  - Invoice & Expense Reconciliation
  - Funding Reporting
- Departmental Planning & Budgeting
- Funding Applications
- Shop Local & Small Business Week
- Facilitating Team Meetings & Daily/Weekly Briefings
- Attended Meetings / Conference Calls
  - Town Council Meetings
  - Inuvik Tourism Stakeholder Meeting Arts Committee Meeting
  - Ivvavik National Park Visitor Experience Strategy Planning Session
  - Capital Budget / Director Meeting
  - Tourism Department Planning & Logistics Meetings
    - Winter Arctic Market
    - Culture Connections
    - Community Engagement
    - Arctic Development Expo
    - Sunrise Festival
    - TOI Online Business Directory
  - Conference Call with ITI ADM & GNWT Director of Tourism re: TMAC
- Attended Online Events, Forums, & Conferences
  - Arctic Resiliency Forum
  - FCM Sustainable Communities Conference
  - Virtual Event Software Demonstrations

**Hannah Prestage & Luisa Ospina**

**Friday 30 October, 2020**

## **Inuvik Shop Local Day**

1000 Reasons to Love Inuvik

**Tuesday 8 September, 2020**

## Introduction

In celebration of the Northwest Territories ShopNWT initiative, the Northwest Territories Chamber of Commerce dedicated the Inuvik Shop Local Day as Tuesday 8 September 2020. Officially proclaimed as the Inuvik Shop Local Day by Mayor Natasha Kulikowski, our team planned to host an initiative to help support our local businesses and encourage our residents to shop local.

## Shop Local Day Initiative

Our initiative: 1000 Reasons to Love Inuvik, encouraged our local residents to tell us what they love about Inuvik & demonstrate how they support their community by shopping local. Those who entered would have their names entered to win a \$1000 gift card to a local business.

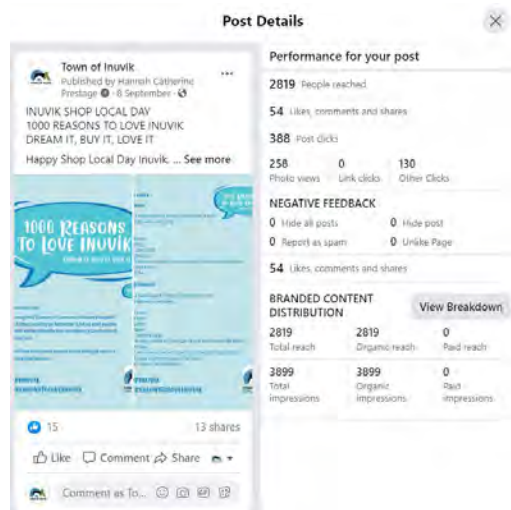
This campaign incorporated both Inuvik businesses and our local residents.

The consumers were asked to submit visual submissions demonstrating how they support Inuvik by shopping local. Businesses, however, were asked to submit Creative or Funny Answers to “What Can I Buy at Your Business for \$1000?”

As a team we decided that one day would not be enough time to prepare a submission so we extended our competition until 25 September, 2020.

## Advertising

We highlighted Shop Local Day on our social media and posters around town so that we could open the competition to a wider audience.



We created a poster as well as an information sheet so that our residents knew exactly what was to be included with the submissions and where to send them.

## Entries

We had a few entries from both individuals and businesses as seen below:

### Individuals

#### Amanda King

We moved to Inuvik just a year ago in April from New Brunswick. To say we've fallen in love with this Northern Town is an understatement. It has its own kind of magic that is simply indescribable.

We adore the community that is a patchwork quilt of various cultures. While we shop local at Moe's, Mac's, Stanton's, Home Hardware and Northmart, we love the Arctic Markets & Farmers market at the Greenhouse the most. Here are a few pictures of some of our favourite memories! Some of these are from earlier in the summer but it goes to show, we've been enjoying and sharing our local wares all summer long, no contest needed!





### **Raelle & Jolie Wolki-Hicks**

Raelle and Jolie created a short video consisting of interviews with their friends and family to explain what they love most about Inuvik and spent time exploring some of the best places in Inuvik to shop locally.

The video can be found here:

<https://www.youtube.com/watch?v=3Au87cZTXbY&fbclid=IwAR0oiSsrUVWH0RDGDiQGgAUJkwbAypKNOc0WXD2V-WkCJnKkyEzUt07oJ4>

### **Valerie Laylor (Alberta Resident)**

I am from Calgary, Alberta and I came here in January 2020. I never knew anything about Inuvik before but my experience so far has been great. I love the people, the community is very warm and friendly, everywhere I go in the community, I feel welcome and appreciated. Shopping experience is great especially at Northmart, Original, and Moe's. The food at McKenzie Hotel was just wonderful and the staff was amazing. I was timid at first when I came off the plane but now I am so happy I made the decision to work and live in this great community. This is a new experience for me, the 24 hours day and night, I have never experienced this before. I even started swimming lessons at the Sport Complex but had to cancel because of Covid. I do go to the gym on many occasions. The facility is wonderful and more than what I had anticipated. I would really like to invite my family to come for a visit when all this Covid 19 thing is over. I know they will enjoy it.



## **Businesses**

### **Cathy's Creations - Cathy Cockney**

For \$1000 you could buy 31 Ookpiks.

3 Large for \$70 each, 9 Medium for \$35 each, 19 Small for \$25 each

### **Inuvik Community Greenhouse - Ray Solotki**

For \$1000 you could buy:

333 bags of fresh herbs, 200 bundles of rhubarb, 1000 seed packets or 125 dozen eggs!

## **Selecting the Winner**

We selected our winner on 28 September, although we had very few entries to the competition, we had a clear winner. Raelle and Jolie Wolki-Hicks created a short video that was well thought out and with a clear commitment to show what they love about Inuvik and the community.

They had the option of selecting various business as their prizes and they chose to split the \$1000 as follows:

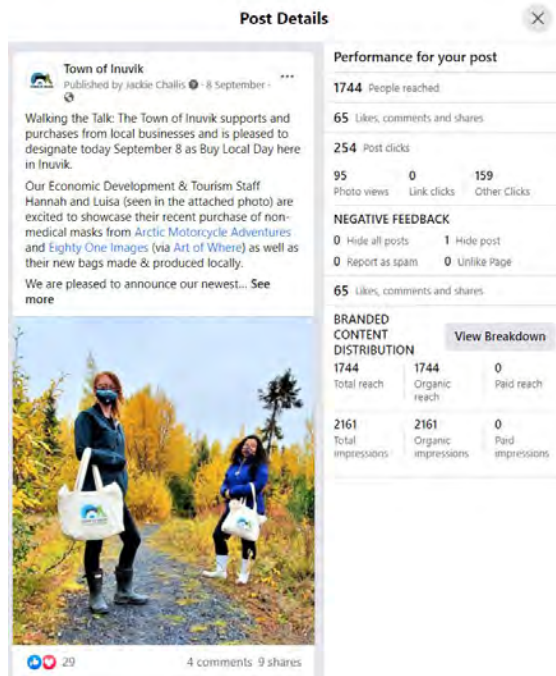
\$800 Home Hardware

\$200 Northmart

## **Walking the Talk**

To encourage our residents to take part in the campaign to shop local our team decided to create a post that showed us also shopping local and giving back to our community.

Luisa Ospina and Hannah Prestage were pictured showcasing the purchase of non-medical masks from two local businesses and Fort McPherson Canvas Totes that had been printed with the Town of Inuvik logo from a local artisan at the Arts, Crafts & Technology Micro-manufacturing Centre.



## Summary

From the submissions that we did receive we had some really high quality submissions and it was great to see what our residents are grateful for and what they love most about Inuvik.

There was, unfortunately a lack of participation from both residents and businesses for our Shop Local Day program, this could be due to the lack of knowledge surrounding the ShopNWT campaign created by the Northwest Territories Chamber of Commerce, as it was not as well advertised throughout Inuvik.

Inuvik residents generally expect our next big fall program to run in October, which is very similar, as we host our own shop local campaign - National Small Business Week - that involves shopping local and collecting stamps from participating businesses in a passport. Knowing that these two programs were very similar, residents may have chosen to not participate in the Shop Local Day initiative.

**Hannah Prestage & Luisa Ospina**

**Friday 30 October, 2020**

# **National Small Business Week**

Small Business Week Passport Initiative

**October 18-26, 2020**

## Introduction

National Small Business Week is hosted by the Business Development Bank of Canada. This year, Small Business Week, focused on the benefits of adapting to new trends in order to build resilient businesses for the future. We appreciate the efforts that every small business has implemented to overcome the challenges of this Covid-19 pandemic.

Every year the Town of Inuvik celebrates National Small Business Week and aims to support Inuvik's Small Businesses by creating a passport which encourages our local residents to shop local.

The Small Business Week passport encourages consumers to shop in their local Inuvik stores in which each participant will need to make a purchase in store and collect a stamp from each participating location.

If they collect every stamp in the passport, they can enter for a chance to win a \$1000 gift card to a local shop. If they collect 5 or more stamps, they can enter for a chance to win a \$100 gift card to a local shop.

In addition to the passports being printed, we had some stamps made with the #shopinuvik on them to identify them as our Small Business Week stamps. We also worked with a member at the ACTMC to produce 30 tent cards that would be displayed at each place of business participating in the passport.

## Registration

We had a total of 17 businesses participating this year, which was 4 more than last year. Each business was placed on a map at the front of the passport, and they were allocated their own section within the passport.

We had a total of 6 new businesses that participated this year in comparison to 2019. Two businesses that participated in 2019, did not participate this year.

We printed a total of 250 passports. Each business was given 10 passports, a stamp and a tent card prior to the start of Small Business Week.

Participating businesses included:

Small Businesses	2020	2019
Alestine's	✓	✓
Aurora Industrial Supplies	✓	
Bob's Welding LTD.	✓	✓
Combo in Town	✓	
Hawks Supply	✓	
Home Hardware	✓	✓
Inuvialuit Craft Shop	✓	✓
Just Raven Fashion Fabrics & More	✓	✓
Mac's News Stand	✓	✓
Mavis J's Craft Shop	✓	✓
Moe's Gifts Stationery	✓	✓
Northmart's Midtown Quickstop	✓	
Northwind Petroleum	✓	✓
Originals	✓	✓
Royal Canadian Legion	✓	
RX Drug Mart IDA	✓	
Wrangling River Supply LTD.	✓	✓

Past Small Businesses	2020	2019
Arctic Dove Gas Bar		✓
Gwich'in Craft Store		✓

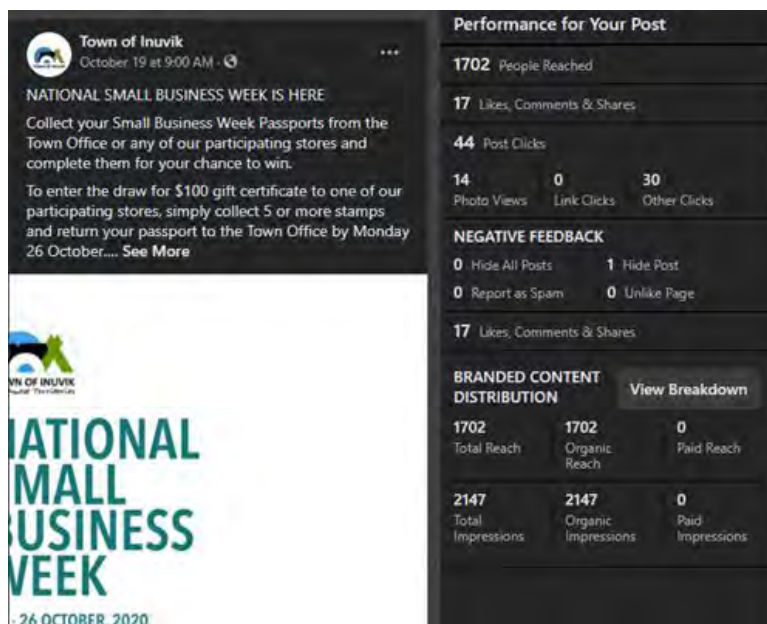
## Advertising

Small business week was promoted across our Facebook page, posters around town, the rolling channel, and Wanda announced it on her radio station.

To promote the advantages of shopping local to both our businesses and residents we highlighted the benefits through our social media and presented both formal and informal posts about the Town of Inuvik's Small Business Week.

Looking at the statistics of the posts, it reflects that most of the posts received the same amount of engagement from our residents. A couple of them received higher traction, such as the start of Small Business Week, as each individual business was tagged in the post as a participant of the passport initiative. The posts with the most traction were more informal and showed the passport in action, such as the passport outside of the Town Office and the compilation of images from outside of each business participating in the passport.

Our social media posts were as follows:



On October 19, we shared a post to let everyone know that National Small Business Week had commenced. We let our residents know when and where they could collect their passports and which local businesses were a part of the initiative.

**Town of Inuvik**  
October 20 at 9:30 AM · 🌐

**NATIONAL SMALL BUSINESS WEEK**

Take part in the Small Business Week celebrations and join in the Business Webinars hosted by Business Development & Investment Corporation.

You also have a chance to win one of three \$200 Gas Gift Cards. ... [See More](#)

**SMALL BUSINESS WEEK CELEBRATION Business Webinar**

Register and Participate in any of the Business Development & Investment Corporation (BDIC) Webinar's for a chance to win one (1) of three (3) Gas Gift Card. Draw will take place on Friday, October 23<sup>rd</sup> at 4:30 pm.

**October 19, 2020**

- 10:00 am - Operations Management Small Business
- 2:00 pm - Creating Engaging Video Using Your Phone

**October 20, 2020**

- 11:00 am - Tax sense During Covid-19
- 12:00 pm - Staying Resilient During Covid-19
- 3:30 am - Smart Marketing In A Challenging World

**October 21, 2020**

- 10:00 am - Sales Strategies For Small Business

**Performance for Your Post**

**425** People Reached

**4** Likes, Comments & Shares

**7** Post Clicks

**5** Photo Views   **0** Link Clicks   **2** Other Clicks

**NEGATIVE FEEDBACK**

**0** Hide All Posts   **1** Hide Post

**0** Report as Spam   **0** Unlike Page

**4** Likes, Comments & Shares

**BRANDED CONTENT DISTRIBUTION** [View Breakdown](#)

Total Reach	Organic Reach	Paid Reach
425	425	0
Total Impressions	Organic Impressions	Paid Impressions
490	490	0

On October 20, we promoted the free webinars that the Northwest Territories Business Development and Investment Corporation were hosting throughout the week as part of National Small Business Week.

**Town of Inuvik**  
October 21 at 11:02 AM · 🌐

**NATIONAL SMALL BUSINESS WEEK**

Have you started to collect your stamps yet?

It's not too late, you can pick up your passport at the Town Office. Just remember to drop off your passports by Monday 26 October to be in with a chance of winning. ... [See More](#)

**SMALL BUSINESS WEEK PASSPORT**

**Performance for Your Post**

**1842** People Reached

**27** Likes, Comments & Shares

**51** Post Clicks

**17** Photo Views   **0** Link Clicks   **34** Other Clicks

**NEGATIVE FEEDBACK**

**1** Hide All Posts   **1** Hide Post


**0** Report as Spam   **0** Unlike Page

**27** Likes, Comments & Shares

**BRANDED CONTENT DISTRIBUTION** [View Breakdown](#)

Total Reach	Organic Reach	Paid Reach
1842	1842	0
Total Impressions	Organic Impressions	Paid Impressions
2161	2161	0


On October 21, we posted again that the passports were still available to pick up and that our participants had until October 26 to drop off their passports at the Town Office for their chance to win in one of the draws.


**Town of Inuvik**  
 October 22 at 11:20 AM · 🌐

**NATIONAL SMALL BUSINESS WEEK**

If you are looking to start a small business in Inuvik or develop a new strategy for your existing business the [Government of the Northwest Territories - Industry, Tourism and Investment](#) offers great support for the Beaufort Delta's local businesses through funding, programs, marketing strategies and more.

Find out more information follow their website to see what is available to you:  
<https://www.iti.gov.nt.ca/en/services/support-entrepreneurs...> **See More**



**Performance for Your Post**

**401** People Reached

**3** Likes, Comments & Shares

**8** Post Clicks

**0** Photo Views   **4** Link Clicks   **4** Other Clicks

**NEGATIVE FEEDBACK**

**0** Hide All Posts   **1** Hide Post


**0** Report as Spam   **0** Unlike Page

**3** Likes, Comments & Shares

**BRANDED CONTENT DISTRIBUTION**   **View Breakdown**

<b>401</b> Total Reach	<b>401</b> Organic Reach	<b>0</b> Paid Reach
<b>445</b> Total Impressions	<b>445</b> Organic Impressions	<b>0</b> Paid Impressions


October 22, we published a post that highlighted the opportunities for established businesses and those looking to develop a business to take a look at the Government of the Northwest Territories - Industry, Tourism and Investment as they offer great support and have an array of funding for local businesses.


**Town of Inuvik**  
 October 23 at 11:06 AM · 🌐

**NATIONAL SMALL BUSINESS WEEK**

Are you an aspiring entrepreneur and looking to create a new business for the community?

[EntrepreNorth](#) is a great initiative offering programming to empower Indigenous entrepreneurs to build sustainable businesses and livelihoods across Northern Canada in various business sectors. ... **See More**



YOUTUBE.COM  
**EntrepreNorth #InnovationSpirit**  
 Curious to know more about EntrepreNorth? Watch...

**Performance for Your Post**

**342** People Reached

**0** Likes, Comments & Shares

**5** Post Clicks

**0** Photo Views   **4** Link Clicks   **1** Other Clicks

**NEGATIVE FEEDBACK**

**0** Hide All Posts   **1** Hide Post

**0** Report as Spam   **0** Unlike Page


**0** Likes, Comments & Shares

**BRANDED CONTENT DISTRIBUTION**   **View Breakdown**

<b>342</b> Total Reach	<b>342</b> Organic Reach	<b>0</b> Paid Reach
<b>366</b> Total Impressions	<b>366</b> Organic Impressions	<b>0</b> Paid Impressions

On October 23, we created a post to encourage our young budding entrepreneurs to see that it is possible to start a business doing what you love. We shared the EntrepreNorth Facebook page and a short video on how they help northern entrepreneurs.





**Town of Inuvik**  
 October 24 at 10:41 AM · 🌐

**NATIONAL SMALL BUSINESS WEEK**

A perfect day to go shopping don't you think?

Remember to check out Inuvik's local businesses this weekend, make a purchase at our participating stores and collect as many stamps as you can and fill your passports.... [See More](#)



**#SHOPINUVIK**

**Performance for Your Post**

**1355** People Reached

**19** Likes, Comments & Shares

**85** Post Clicks

**28** Clicks to Play   **0** Link Clicks   **57** Other Clicks

**NEGATIVE FEEDBACK**

**0** Hide All Posts   **1** Hide Post


**0** Report as Spam   **0** Unlike Page

**19** Likes, Comments & Shares

**BRANDED CONTENT DISTRIBUTION**   [View Breakdown](#)

<b>1355</b> Total Reach	<b>1355</b> Organic Reach	<b>0</b> Paid Reach
<b>1612</b> Total Impressions	<b>1612</b> Organic Impressions	<b>0</b> Paid Impressions

For October 24, we highlighted that this would be the final weekend to go shopping and collect the stamps from all of our participating businesses. We created a collage of images of Luisa Ospina and Hannah Prestage outside of each business with the passports.


**Town of Inuvik**  
 23h · 🌐

**NATIONAL SMALL BUSINESS WEEK**

Today is the last day to drop off your completed passports. Remember to add your name, email address and phone number when you drop it off at the Town of Inuvik Office.

Good luck and thank you to all those helping to support Inuvik's businesses by shopping local.... [See More](#)



**Performance for Your Post**

**469** People Reached

**0** Likes, Comments & Shares

**5** Post Clicks

**3** Photo Views   **0** Link Clicks   **2** Other Clicks

**NEGATIVE FEEDBACK**

**0** Hide All Posts   **1** Hide Post

**0** Report as Spam   **0** Unlike Page

**0** Likes, Comments & Shares

**BRANDED CONTENT DISTRIBUTION**   [View Breakdown](#)

<b>469</b> Total Reach	<b>469</b> Organic Reach	<b>0</b> Paid Reach
<b>528</b> Total Impressions	<b>528</b> Organic Impressions	<b>0</b> Paid Impressions

On Monday, we ensured that everyone knew that the Small Business Week Passport initiative was over and that everyone who participated and filled their passports must return them to the Town of Inuvik office by 5pm to enter their name into the draws.

## Participation

During the midweek check-in, each business had given out around 7 passports. Moe's Stationery and Alestine's requested more passports so that their customers could collect their stamps during their purchases.

We had a total of 250 passports for the Small Business Week initiative, at the end of the week only 32 passports remained, so we had a total of 218 passports circulating Inuvik for the duration of Small Business Week.

Small Businesses	Passport Amount
Alestine's	20
Aurora Industrial Supplies	10
Bob's Welding LTD.	10
Combo in Town	10
Hawks Supply	10
Home Hardware	10
Inuvialuit Craft Shop	10
Just Raven Fashion Fabrics & More	10
Mac's News Stand	10
Mavis J's Craft Shop	10
Moe's Gifts & Stationery	20
Northmart's Midtown Quickstop	10
Northwind Petroleum	10
Originals	10
Royal Canadian Legion	10
RX Drug Mart IDA	10
Town Office	28
Wrangling River Supply LTD.	10
<b>Total</b>	<b>218</b>

Participants were encouraged to drop off their passports throughout the week, we notified participants that they had to be returned by 5pm on Monday 26 October to be entered into the winning draw. On Monday 26, 9 passports were submitted by 5pm. Out of those 9, 3 acquired all the stamps on the passport and 6 had at least 5 or more.

Passports (5+ Stamps)	Passports (Complete)
6	3
Total	9

### The Draw

Mayor Natasha Kulikowski did the draw to announce our winners and revealed them on our Town of Inuvik Facebook page.

Ivan Raska was the winner of a \$100 gift card after collecting 5+ stamps.

Ellen K Wilkinson was the winner of the \$1000 gift card after collecting all 17 stamps.

### Feedback

It was reported to us that at one of the participating businesses there were some questions on their responsibility and the use of the stamp at the place of business. After hearing of this occurrence, we immediately spoke with the business in question and ensured that this would not happen again. Moving forward, the business started to initial the stamp to authenticate the stamps given by the business.

A few of the participating businesses suggested having a different coloured or branded stamp so that it would be clear that participants went to every store to collect the stamps.

### Summary

2020 National Small Business Week was a success as we saw an increase in participation from our local small businesses as well as an increase in participation from our residents. From the numbers, it shows that we had a great amount of participation from the 32 remaining passports, but we would like to see more passports returned to us in order to give an equal chance to all of our participants.

To make it more inclusive for 2020, we decided to incorporate the two entries to win a prize, as not everyone will be able to collect all of the stamps in the allotted week. We wanted to see everyone who participated with a chance to win a prize.

Moving forward we should make sure to encourage everyone to submit their passports no matter how many stamps you have collected. That way we would get more submissions as there were a high amount of passports circulating throughout Small Business Week, but only 9 returned.

## Appendix A

### Photos









## Director of Public Works Monthly Report for October 2020

During the month of October, the public works department had various projects and tasks that were completed or are ongoing

- The Utilidor crew has had another busy month; we are still having problems with grease plugs and the old sections of utilidor have been moving up and down as always. We have had to respond to a couple of sewage backups that were very difficult to bust up. This past 2 months our main problem areas have been in the sewer line that runs along Breynat Street behind the greenhouse. We have had grease plugs in it a couple of times in September and it has taken a fair bit of work to get it flowing good again. We are going to auger this out and see if this helps any! I have spoken to our Engineer, Michael Maltais about this problem and he has suggested that maybe we look at getting the 90-degree elbow replaced with 2 45-degree elbows therefore improving the flow hydraulics for this line. We will look at getting this done this summer as apart of our next utilidor replacement project.
- We had the guys working on a lot of maintenance at the water treatment plant including getting all the solids out of the wastewater tanks as well as cleaning up any settled silt from the bottoms of the Veolia water treatment skids.
- We have had a service tech from Clear Water Controls come into town and service and recertify all of our metering pumps, chlorinators and injector systems for the water treatment plant. This is work that has to be done as these items are inspected each year by the Public Health officers.
- We have completed all the work we needed done in the booster station just off Bompas Street, and it is all ready for the new Scada system when we get it installed later this season.
- We now have enough supply in town to get us into the new year for all of our water treatment needs.
- We have had to do a few minor changes to some of the garbage bins that we placed on pads over the summer and as you can see, we placed a series of decals on each bin - a "no parking" decal, a decal with the bin number and a larger decal with some of the things we would like to see people do when using the bins as well as the day of the week when that bin is to be emptied. The decal almost is like outlining bin etiquette!
- We have had our gravel streets graded at the beginning of October and once again after the roads froze, so we have smooth roads for the winter.
- We began sanding on the Thanksgiving weekend and will continue sanding for the rest of the season.
- We are carrying on with the work in Chief Jim Koe Park. We have had the crew from the tent company fly in and the tent has been erected and we have had a crew working inside the tent putting together the new stages and bleachers. We have had the fire pit relocated in the park and we have had a large amount of black dirt hauled in and spread out to level the grass areas.
- The old building from the park (the kiosk) was relocated to the area by the youth center and we had the rotten pads and beams replaced and the building is no longer in fear of collapsing.
- In Ruyant Crescent Park, we had black dirt hauled in and the field leveled so that we can regrow the grass field next summer.



Electric power produced by the solar panels at the Town Hall and the Midnight Sun Complex:

Date	Location	Leg 1	Leg 2	Leg 3	System lifetime
01-Jan-20	Town hall	8682	9553	6144	24397 Kwh
01-06-20		9170	9984	6281	25435 Kwh
01-Jan-20	MSC	20034	18136	20398	58568 Kwh
01-06-20		20985	19057	21411	61453 Kwh

These are some of the things that happened in October as well as our usual jobs and everyday duties involved in running the Town's Public Works Systems.

Rick Campbell  
 Director of Public Services  
 Town of Inuvik



**COMMUNITY SERVICES DEPARTMENT  
REPORT TO COMMITTEE OF THE WHOLE  
OCTOBER 2020**

**COMMUNITY SERVICES OVERVIEW (Lise Saumur – Director of Community Services)**

Much time has been spent assisting the ice groups and facility user groups with variance plans and mitigation plans for facility use during COVID-19. Although the work involved can be cumbersome; the public, staff, facility users, and groups have been great in working together to be able to move forward. In all, staff have weathered the “new normal” well.

We anticipated a rocky start to the ice season and despite a few small hiccups, the transition to comply with COVID-19 restrictions and requirements has been relatively smooth. We received approval of our Variance submission for the ability to provide for Squash Bubble play by our Squash Court users. Players can now form Bubbles of 5 people to play regular games of squash. There is a bit of “paperwork” involved but the ability to finally be able to play against others is makes it all worthwhile.

**CONFERENCE ACTIVITIES REPORT (Lise Saumur – Director of Community Services)**

**Bookings:**

**Community Hall**

- Inuvik Rangers – 3 days
- Town of Inuvik – Recreation, Parks, Library Advisory Committee meeting – 1 day
- Inuvik Emergency Warming Centre – 1 day
- Judo – 2 days
- Inuvik Girl Guides – 1 day
- Inuvik Community Corporation – 1 day
- Inuvik Community Events Society – 1 day
- NWT Courts – 1 days (2 additional days cancelled)

**Community Lounge**

- Boot Camp – 4 days
- Inuvik Community Corporation – 1 day

**Sundog Room**

- Inuvik Minor Hockey – coaches training – 1 day
- Inuvik Housing Authority – 1 day
- Inuvik Minor Hockey – meeting – 1 day

**Pool Lobby**

- Inuvik Minor Hockey Registration – 2 days
- Judo Registration – 1 day
- Inuvik Minor Hockey – meeting – 1 day

**MSC MAINTENANCE REPORT (Robin Langille – Recreation Facilities Foreman)**

For October 2020 Facilities maintenance report:

Started and monitored Refrigeration Plants for Arena and Curling Club  
 Checked and prepared the Zamboni for seasonal use  
 Ice making for the Arena and Curling Club  
 Removal of snow at Municipal facilities  
 Sanding walkways and entrances of municipal buildings  
 Did roadside pick up  
 Did large garbage pick up  
 Picked up and took to landfill garbage boxes  
 Helped with the coverall at Jim Koe Park  
 Provided logistics for a number of events at the MSC  
 Emptied Public garbage cans  
 Cleaned and disinfected Fitness Centre, library, Town Office, and Fire Hall  
 Observed Foam Jacking at the Pool  
 Routine maintenance at the MSC  
 Ice maintenance for the Arena

**LIBRARY SERVICES REPORT (Kolin Murray – Library Services Manager)**

Library Services Report  
**October 2020**

	April 2020	May 2020	June 2020	July 2020	August 2020	Sep 2020	Oct 2020
<b>Total Patrons</b>	0	0	48	333	576	691	<b>621</b>
<b>Hours Open</b>	0	0	43.5	152	176.5	180.5	<b>198.5</b>
<b>Total Children &lt; 12</b>	0	0	12	125	167	250	<b>156</b>
<b>Total Teens</b>	0	0	0	3	17	25	<b>10</b>
<b>Total Adults</b>	0	0	36	205	388	405	<b>455</b>
<b>Total Tourists</b>	0	0	0	0	0	0	<b>0</b>
<b>Number of Programs</b>	4	4	1	4	3	4	<b>4</b>
<b>Program Attendance</b>			10	84	46	56	<b>82</b>
<b>Items Used in Library</b>	0	0	0	37	141	50	<b>143</b>
<b>Total Loans</b>	16	166	189	706	602	567	<b>538</b>
<b>Computer Hours</b>	0	0	12	101	129	205	<b>156</b>

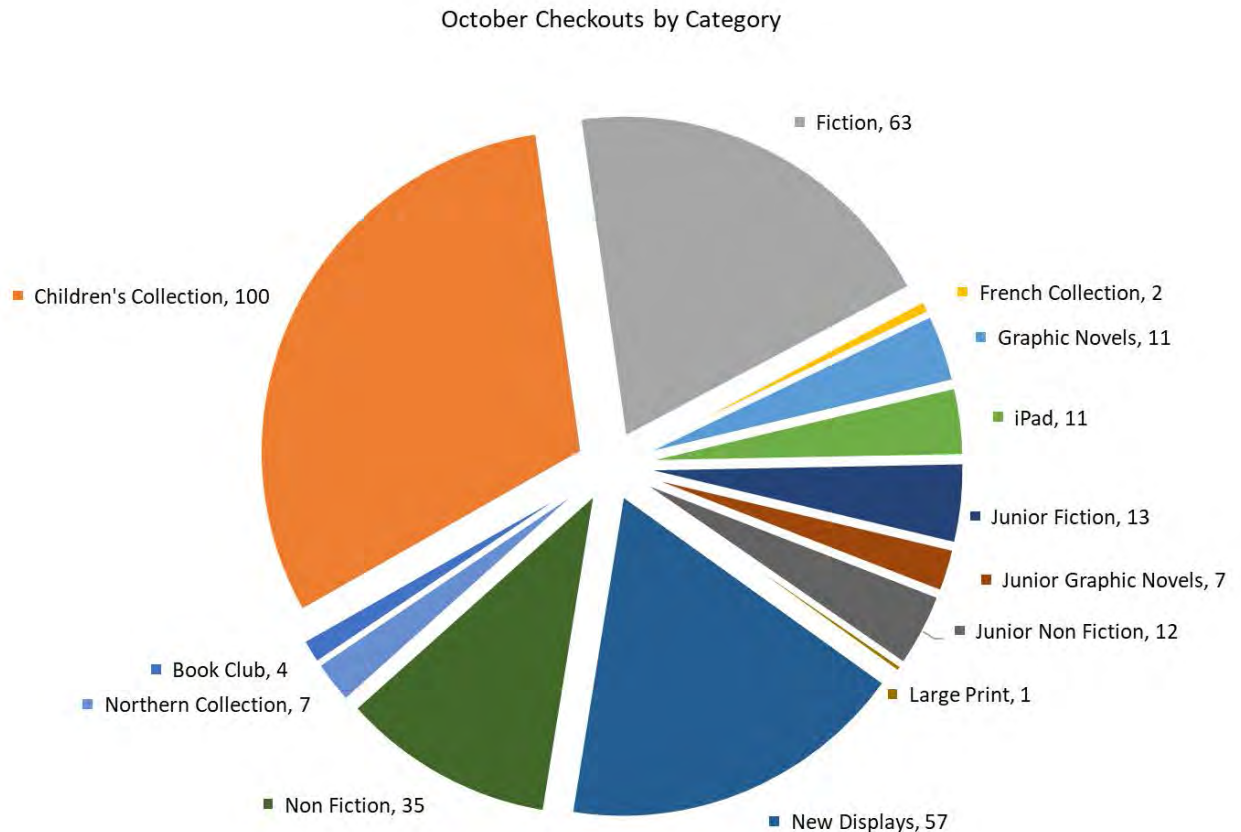
<b>September Summary</b>
--------------------------

- The library is **open at 9:30 AM five days a week**. We are open until 8PM two evenings a week.
  - Monday 9:30 AM – 8:00 PM (closed 12-1)
  - Tuesday 9:30 AM – 5 PM (closed 12-1)

- Wednesday 9:30 PM – 8:00 PM (closed 12-1)
- Thursday 9:30 AM – 5 PM (closed 12-1)
- Friday 9:30 AM – 5 PM (closed 12-1)
- Saturday 1:00 PM – 5:00 PM
- **Covid-19 Precautions**
  - Library staff and users are adhering to all COVID-19 precautions and procedures as outlined in the Town's 'Emerging Wisely' plan.
  - We are currently limited to a maximum of 15 patrons at a time. Visits are limited to one hour to ensure everyone gets a chance to visit. **Patrons book appointments by email, phone, or our web form available at [inuvik.ca/library](http://inuvik.ca/library)**
- The **Vicki Billingsley Community Room** had two paid bookings, and one free booking for an eligible community group this month.
- **Zero Tolerance Reports in October: 0**
- **Dolly Parton Imagination Library**
  - New Registrations this month: **2**
  - Total graduated since program inception: **51**
  - Active Registrants: **109** (The Dolly Parton Imagination Library sends free books to children registered in our postal code until age 5. Registration forms are available at the library.)

## Circulation Report

We loaned 538 items in October, **slightly fewer** than the **567** loaned in September. Below is a visual representation of what parts of our collection were most popular this month. We are encouraged that although total circulation is below normal, people are still making good use of library resources.



## Programming Report

### Inuvik Book Club:

The Inuvik Book Club will meet at the library at **7PM on November 16** in the Vicki Billingsley Community Room to discuss "Drive Your Plow Over the Bones of the Dead," by Olga Tokarczuk.

### Books in the Home

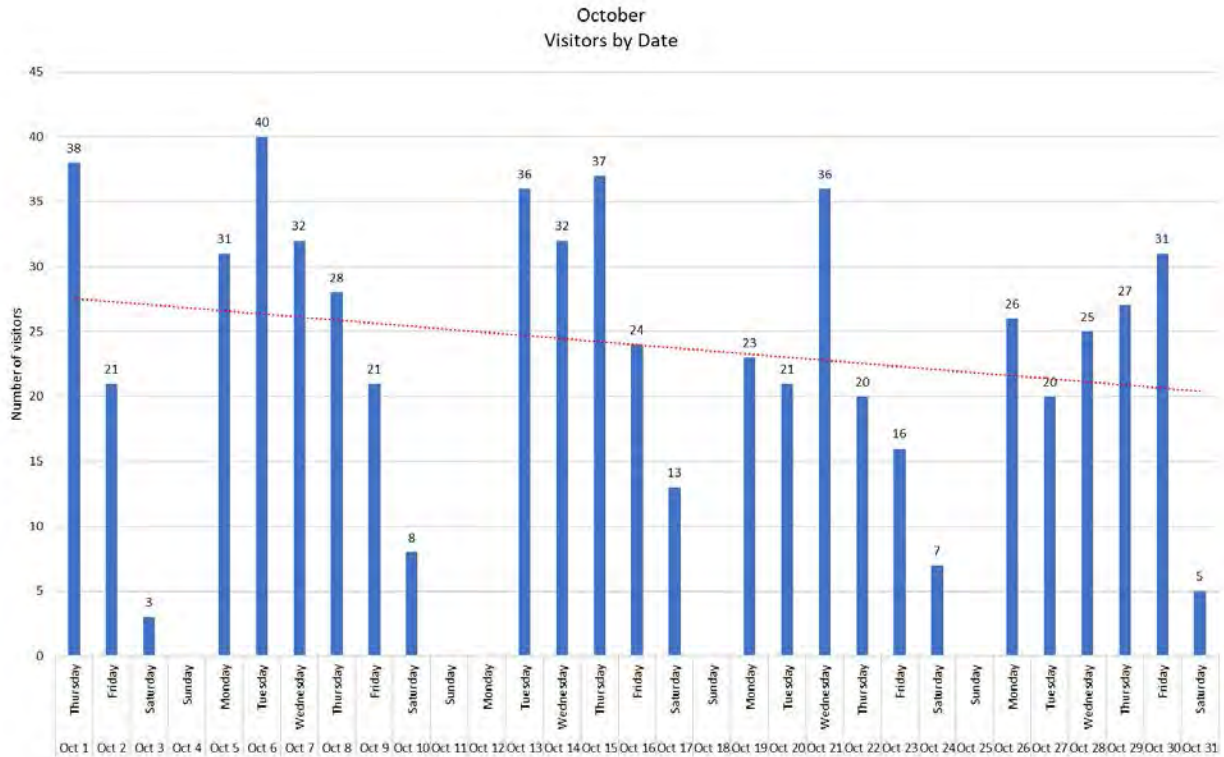
Books in the Home continues in mixed/online format. Families come on Wednesdays to pick up an individual craft kit and a free book. At 6:30PM, the story reading video airs on our YouTube Channel and is shared to the Town of Inuvik Facebook page.

Date	Kids	Adults	Activity	Book	Author	Theme
<b>7 October</b>	8	5	Fire Truck / Gluing	A Day at the Fire Station	Richard Scarry	Fire Prevention Week
<b>14 October</b>	14	8	Decorate Blessings Jar	The Blessing Jar	Colleen Coble	Thanksgiving
<b>21 October</b>	14	8	Spider craft	A Very Busy Spider	Eric Carle	Eric Carle
<b>28 October</b>	19	6	Halloween craft	What was I scared of?	Dr. Seuss	Halloween
<b>Total</b>	<b>55</b>	<b>27</b>				

### Attendance Summary

October was not quite as busy as September.

- Total visits were **621** in in October.
- On days we are open, our average number of visitors is **24**.
- The red dotted line shows a slight downward trend in attendance throughout the month.
- Evenings are quiet. We are currently open two evenings a week: Monday and Wednesday from 5 to 8 PM. On evenings that we are open, our average number of visitors is **2.8**.



### **POOL REPORT (Lise Saumur, Director of Community Services)**

Full time pool staff are currently assisting the facilities staff with ongoing maintenance and custodial requirements.

### **RECREATION REPORT (Steve Krug – Recreation Co-ordinator)**

Recreation Report  
October 2020

#### **Programming**

##### Boot Camp

Boot Camp has started back late into October after the instructor was away on a holiday. Boot Camp remains a popular program held at the MSC on Tuesdays and Thursdays. Depending on availability in the MSC class locations may change from night to night.

##### Judo

The Judo club has started its sessions at the MSC on Sundays for now.

### Inuvik Girls Guides

The Inuvik Girl Guides have started their programming in the MSC on Monday evenings.

### **Arena**

Arena User Groups have started on the ice. October 15<sup>th</sup> was the start of the season for many of the ice groups. Due to a back log with protect NWT the Inuvik Speed Skating club was late in getting their approval to resume play. After following up with the local EHO the Speed Skating Club got their approval.

Inuvik Minor Hockey held a two-day registration night in the Pool Lobby for in person registrations. They also offered online registration to its members.

All Arena Groups are tracking player attendance for contact tracing. Tracking sheets are being kept on file in the MSC for access if they are needed for a local case of COVID 19.

Spacing stickers are in the dressing rooms, bleachers and players benches to help remind players to social distance. The stickers were made at the Arctic College Trades centre in town.

Public skating is taking place daily from 3:30pm- 5:00pm Monday – Friday. Participants' guardians call in to register them on the day of or day before. Everyone must have a mask on when they arrive, and it must stay on while they tie skates. Daily average is roughly 18 skaters.

### **Squash**

Some squash players have started to play again. Community Services has been working with Protect NWT to get squash bubbles approved. Set-up of the program is complete with public notification on the Town website and Facebook site as well as a number of emails to interested players.



## Fitness Centre

The MSC fitness Centre remains popular. Although, morning appointments have declined since the start of October. The afternoon appointment times are usually full.

Attached is a break down of the stats from October 2020.

### 2020 Fitness Centre Statistics

Attended							
	Jun	Jul	Aug	Sep	Oct		
7:30 AM	0	104	101	57	70	335	9.07%
9:30 AM	3	79	115	83	115	400	10.83%
11:30 AM	4	118	122	91	164	507	13.72%
1:30 PM	0	52	145	135	147	489	13.24%
5:00 PM	7	146	175	176	184	702	19.00%
7:00 PM	10	138	152	145	164	623	16.87%
9:00 PM	7	143	150	157	171	638	17.27%
Total	31	780	960	844	1015	3694	100.00%

CANCELLED/NO SHOWS							
	Jun	Jul	Aug	Sep	Oct		
7:30 AM	0	21	26	20	18	85	2.30%
9:30 AM	1	29	32	17	37	119	3.22%
11:30 AM	3	31	32	18	36	122	3.30%
1:30 PM	0	22	42	25	38	128	3.47%
5:00 PM	3	27	40	23	27	120	3.25%
7:00 PM	0	36	42	53	65	197	5.33%
9:00 PM	2	31	52	31	42	159	4.30%
Total	9	197	266	187	263	930	25.18%

WAIT LISTED - NOT PLACED *							
	Jun	Jul	Aug	Sep	Oct		
7:30 AM	0	0	1	0	0	1	0.03%
9:30 AM	0	0	0	0	2	2	0.05%
11:30 AM	0	0	1	0	2	3	0.08%
1:30 PM	0	0	5	0	1	6	0.16%
5:00 PM	0	25	43	27	24	122	3.30%
7:00 PM	0	31	46	36	46	164	4.44%
9:00 PM	0	32	49	37	39	161	4.36%
Total	0	88	145	100	114	459	12.43%

% Cancelled/Attended	29.03%	25.26%	27.71%	22.16%	25.91%	Avg.	26.01%
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% Wait Listed/Attended	0.00%	11.28%	15.10%	11.85%	11.23%	Avg.	9.89%
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Attended/Available Spots	51.67%	71.04%	65.31%	59.39%	66.82%	Avg.	62.85%
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\* This is based on more than one time slot per person

# **MONTHLY REPORT**

## **Protective Services**

### September and October 2020



## **FIRE DEPARTMENT SUMMARY**

### **OPERATIONS**

Operations continue to align with the Emerging Wisely Orders from the CPHO. Risk mitigation plans have been implemented for essential operations, as well as training activities. Regular maintenance and inspections continued. Fire department operations were capably maintained by the Deputy Chief and Officers during the Fire Chief's annual leave in October.

### **PUBLIC ENGAGEMENT AND PREVENTION**

The Fire Department attended regularly scheduled fire drills. During October fire prevention week, in addition to the social media campaign, firefighters attended door to door to provide fire safety education and to ensure smoke alarms were operational. This is the 3<sup>rd</sup> year that this was conducted, and we are pleased that 2/3rds of the Town is now complete. We hope to visit the remaining homes next year.

### **TRAINING**

During the month of September, the Fire Department welcomed 9 new recruits. This brings our roster to a healthy 39. Activities in September and October focussed on training the new recruits including 2 weekend/40hr Recruit Training Program, Hydrant Operations and Equipment Familiarization. We welcome them to the team and look forward to learning together.

### **EMERGENCY RESPONSE**

The Fire Department responded to 5 incidents in September 8 and 5 in October. These ranged from simple alarm calls, cooking fires, outdoor fires, mischief, arson and 2 structure fires.

### **INCIDENTS**

<b>Number</b>	<b>Date</b>	<b>Time</b>	<b>Description</b>	<b># responders</b>
FD20-056	09/13/20	04:50	Outside Fire Navy Rd	1
FD20-057	09/15/20	16:59	Sprinkler IDC	1
FD20-058	09/16/20	09:59	Structure Fire Raven	12
FD20-059	09/19/20	01:09	Outside Fire Nataala	7
FD20-060	09/21/20	19:39	No fire by caller	5
FD20-061	09/24/20	09:06	False (reno triggered alarm) Hospital	1
FD20-062	09/24/20	09:36	Aurora College – pull station unintentional	1
FD20-063	09/30/20	03:30	Outside Fire Centennial (no fire)	9
FD20-064	10/01/20	19:07	Structure Fire Mackenzie	16
FD20-065	10/07/20	00:40	Parkview (hazmat bear spray)	6
FD20-066	10/17/20	17:08	Niihja Apt (called in as structure) cooking	16
FD20-067	10/24/20	17:08	Outside Fire Boat Launch	8
FD20-068	10/27/20	11:15	FOL Alarm - cancelled	1

**TRAINING**

<b>Date</b>	<b>Description</b>	<b># personnel</b>
09/02/20	Recruitment Night and Monthly Inspections	25
09/16/20	Wolverine Fire Debriefing	20
09/12-14/20	Recruit Training Program Day 1,2,3	25
09/23/20	Hose testing and Hose lays	25
09/24-26/20	Recruit Training Program Day 4,5,6	25
09/30/20	Monthly Equipment Inspections	18
10/14/20	Hydrant Operations	24
10/21/20	Hydrant Operations	18
10/28/30	Monthly equipment inspections	18

**PUBLIC EDUCATION/PREVENTION/MAINTENANCE**

<b>Date</b>	<b>Description</b>	<b># personnel</b>
09/24/20	Children's First Fire Drill	1
10/07/20	Door to Door Smoke Alarm Campaign	22
10/30/20	Children's First Fire Drill	1

## MUNICIPAL ENFORCEMENT SUMMARY

Overall, Bylaw related complaints in September were average, with MED's focus being on managing public behavior as numerous complains were received. One taxi owner/ operator permit was issued to a new driver. Most calls to service were animal control, as many dogs were reported to be, and found, at large.

Bylaw related complaints were low in October, with most time spent on program development and administration process updates. Two Town of Inuvik ATV permit courses were taught to two students of East Three Secondary. PO Waighorn participated in a traffic enforcement operation with the Inuvik RCMP over the Thanksgiving weekend where numerous citations were issued to drivers. One animal was seized under the Responsible Pet Ownership Bylaw, being declared a public safety risk and deemed a nuisance.

The largest change to the department comes with the official resignation of Peace Officer Hogan. We wish him well in his future endeavours.

### COMPLAINT RESPONSE SEPTEMBER AND OCTOBER

Report Type	Activity/Incident Type	Total
Case Report	ANIMAL CONTROL: VICIOUS/ AGGRESSIVE DOG	3
Case Report	ANIMAL CONTROL: UNLICENCED DOG	1
Case Report	ANIMAL CONTROL: ALLOW DOG TO BE AT LARGE	10
Case Report	ANIMAL CONTROL: CRUELTY/ NEGLECT	2
Case Report	ANIMAL CONTROL: DOG BITE	1
Caser Report	TAXI PERMITS: ISSUE PERMIT	2
Case Report	TRAFFIC PARKING: PARK WHERE PROHIBITED	4
Case Report	TRAFFIC PARKING: ABANDON MOTOR VEHICLE	2
Case Report	LIQUOR: POSSESION WHERE PROHIBITED	2
Case Report	TOWN PROPERTY: OTHER	3

### PROACTIVE ENGAGMENT SEPTEMBER AND OCTOBER

Report Type	Activity/Incident Type	Total
Field Report	TRANSPORT DOG TO AIRPORT	1
Field Report	SCHOOL ZONE PATROL	6
Field Report	ASSIST FIRE	1
Field Report	PUBLIC EDUCATION	2
Field Report	SCHOOL ZONE PATROL	5

**Respectfully Submitted,**  
**Peace Officer Aaron Waighorn,**  
**Director of Protective Services, Cynthia Hammond**

STRATEGIC PRIORITIES CHART    NOVEMBER 2020

COUNCIL PRIORITIES

<b>NOW</b> 1. BREYNAT ROAD: Redesign Cost Estimate 2. PARKS & TRAILS: Long-term Plan 3. UTILIDOR: SCADA & Funding 4. OPERATIONAL REVIEW & HR MANUAL 5. DERELICT BUILDINGS: Options		<b>TIMELINE</b> 1. November 2020 2. February 2021 3. December 2020 4. February 2021 5. December 2020
<b>NEXT</b>  • TOURISM STRATEGY: COMPLETE • ENVIRONMENTAL: Town Practices Review • INTEGRATED COMMUNITY SUSTAINABILITY PLAN: Update • SCHOOL ZONE AND PARKS & PLAYGROUNDS SPEED LIMITS	<b>ADVOCACY / PARTNERSHIPS</b>  • <i>Peggy Curtis Field Development (GNWT)</i> • <i>Quarterly RCMP Liaison</i> • <i>Airport Road Repair (GNWT)</i> • <i>Homeless Strategy (Interagency Group)</i> • <i>Satellite Receiving Station Licensing (Fed)</i> • <i>Mackenzie Valley Highway (GNWT)</i> • <i>Inuvik MLAs Council Meetings (GNWT)</i>  • <i>Public Utility Council Rate Reviews</i> • <i>Mental Health Services (GNWT)</i> • <i>Airport Bypass Chip Seal (GNWT)</i> • <i>College Changes (GNWT)</i> • <i>Invite MP to Council Meetings (FEDs)</i> • <i>Increased Communication when Ministers Visiting (GNWT)</i>	

OPERATIONAL STRATEGIES

<b>ECONOMIC DEVELOPMENT &amp; TOURISM</b> 1. Chief Jim Koe Park – Special Events Pavilion – Dec 2020 2. Tourism Gateway Sign – Aug 2021 3. Chief Jim Koe Park – Arctic Market/Visitor Building – Aug 2021 • Annual Department Work Plan – February 2021 • Economic Development Sector Committees – March 2021	<b>FINANCE &amp; ADMINISTRATION</b> 1. MAIS: Voter Module Activation – March 2021 2. Website E-Commerce Module Proposal – June 2021 3. Revised 2020-2021 Budget & Forecast – July 2020 • Time Tracking Software (MAIS) - 2021 • Cross Training Schedule Review – November 2020
<b>PUBLIC WORKS &amp; INFRASTRUCTURE</b> 1. PARKS & TRAILS: Long Term Plan – Feb 2021 2. BREYNAT ROAD: Redesign Cost Estimate – Nov 2020 3. UTILIDOR: SCADA & Funding – Dec 2020 • Utilidor Replacement Schedule – Sept 2020 • Roads Maintenance Manual – Complete • Road Plan: 3-Year Priorities – Complete	<b>COMMUNITY SERVICES</b> 1. RECREATION FACILITY: Community Survey – Feb 2021 2. Community Events (Contacts) Calendar – Feb 2021 3. Library Outreach Programs – Dec 2020 • Keyless Entry System Review – Nov 2020 • eRec Review – Jan 2021
<b>SENIOR ADMINISTRATION OFFICER</b> 1. OPERATIONAL REVIEW & HR MANUAL – February 2021 2. ICSP Review – March 2021 3. ATIPP Implementation – June 2022 • ENVIRONMENTAL: Practices Review – Committee • Land administration Agreement review • Council Indemnity By-law review	<b>PROTECTIVE SERVICES</b> 1. Emergency Management Plan Review – Dec 2020 2. MED Mentorship/New hire – Jan 2021 3. DERELICT BUILDINGS: Options & Enforcement – Dec 2020 • Reviewing Operational Guidelines – FD and MED

ORGANIZATIONAL EXCELLENCE

1. Employee Orientation - Leadership Team - Aug. & Staff – Outcome from Operational Review & HR Manual 2. Job Description Review: Expectations & Individual Training Needs – Outcome from Operational Review & HR Manual 3. Respectful Workplace: Staff Discussion – Once Staff Meetings Resume 4. Staff Development Program: Proposal – October 2020 5. Interdepartmental Relations – December 2020
<b>BOLD CAPITALS</b> = Council NOW Priorities; CAPITALS = Council NEXT Items; <i>Italics</i> = Advocacy; Title Case = Operational Strategies