

AGENDA
TOWN OF INUVIK ~ COMMITTEE OF THE WHOLE AND REGULAR COUNCIL MEETINGS
TO BE HELD ON FEBRUARY 21 AND 23, 2022
AT 7:00 P.M. via VIDEO CONFERENCE

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**

Item # 5 **PUBLIC QUESTION PERIOD**

Item # 6 **ADOPTION OF THE MINUTES**

 6.1 Minutes of the February 7 and 9, 2022 Council Meetings

 Minutes attached. Requires motion to approve.

Item # 7 **ACTION ITEMS**

 7.1 Action Items List

 Document attached.

Item # 8 **NEW BUSINESS**

 8.1 RFCD 2022-SAO-024 ~ Strategic Priorities Chart

 Document attached. Requires motion to approve.

Item # 9 **BY-LAWS**

 9.1 RFCD 2022-SAO-023 ~ Firearms By-law 2685/PS/22

 By-law attached. Requires THIRD AND FINAL READING.

- Item # 10 **DEPARTMENT HEAD REPORTS**
- 10.1 Capital Projects Report
- Report attached. Requires motion to adopt.
- 10.2 RFCD 2022-SAO-025 ~ Quarterly Financial Report Discussion
- Document attached. Requires Council decision.
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- Item # 11 **INFORMATION ITEMS**
-
- Item # 12 **COUNCIL CONCERNS**
-
- Item #13 **IN CAMERA ITEMS**
- 13.1 Confidential and Personal Information - CTV Act, s.23 (3) (b) and (c)
-
- Item # 14 **ADJOURNMENT**

MINUTES
TOWN OF INUVIK ~ COMMITTEE OF THE WHOLE AND REGULAR COUNCIL MEETINGS
HELD ON FEBRUARY 7 AND 9, 2022
AT 7:00 P.M. via VIDEO CONFERENCE

Present:	<u>Monday</u>	<u>Wednesday</u>
Mayor:	Clarence Wood	Clarence Wood
Councillors:	Donovan Arey Tony Devlin Grant Gowans Alana Mero Kurt Wainman	Donovan Arey Tony Devlin Grant Gowans Jesse Harder Alana Mero Kurt Wainman
Absent:	Deputy Mayor Natasha Kulikowski (with notice both meetings) Councillor Alfred Moses (with notice on Monday) Councillor Jesse Harder (on Monday)	
Staff Present:	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 Economic Development and Tourism (both meetings) Chidi Amobi, Director of Finance (both meetings) Cynthia Hammond, Director of Protective Services (on Monday)	
Others Present:	Cpl Chris Main, Inuvik RCMP (on Monday)	
Item # 1	CALL TO ORDER Mayor Wood called both meetings to order at 7:00 p.m.	
Item # 2	ADOPTION OF THE AGENDA Moved by Councillor Gowans, seconded by Councillor Devlin:	
MOTION: 033/02/22	“BE IT RESOLVED THAT Inuvik Town Council hereby adopts the agenda as presented.” Motion CARRIED .	
Item # 3	DECLARATION OF CONFLICT OF INTEREST OR PECUNIARY INTEREST There were no declarations of conflict of interest or pecuniary interest.	

MINUTES

Inuvik Town Council Meetings
February 7 and 9, 2022

Item # 4 DELEGATIONS, PRESENTATIONS OR PETITIONS4.1 RCMP Statistical Report

Cpl Main gave an overview of the report.

Item # 5 PUBLIC QUESTION PERIOD

There were no questions.

Item # 6 ADOPTION OF THE MINUTES6.1 Minutes of the January 24 and 26, 2022 Council Meetings

Moved by Councillor Devlin, seconded by Councillor Gowans:

MOTION: 034/02/22 “BE IT RESOLVED THAT Inuvik Town Council hereby adopts the minutes of the January 24 and 26, 2022 Council meetings as presented.”

Motion **CARRIED**.

Item # 7 ACTION ITEMS7.1 Action Items List

Council noted the document.

Item # 8 NEW BUSINESS8.1 Pool Rehabilitation Project Update

SAO Hood gave a verbal update on the pool rehabilitation project. He stated that the planned completion date has been moved to the end of March and that a public update will be released.

Moved by Councillor Mero, seconded by Councillor Arey:

MOTION: 035/02/22 “BE IT RESOLVED THAT Inuvik Town Council hereby adopts the Pool Rehabilitation Project Update as presented.”

Motion **CARRIED**.

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- Item # 9 **BY-LAWS**
- 9.1 RFCD 2022-SAO-016 ~ Director of Finance Appointment By-law 2679/APP/22
- Moved by Councillor Gowans, seconded by Councillor Devlin:
- MOTION: 036/02/22 “BE IT RESOLVED THAT Inuvik Town Council hereby gives THIRD AND FINAL READING to By-law 2679/APP/22, a by-law to appoint a Director of Finance.”**
- Motion **CARRIED**.
- 9.2 RFCD 2022-SAO-017 ~ 2022 Interim Tax Billing By-law 2680/TAX/22
- Moved by Councillor Mero, seconded by Councillor Arey:
- MOTION: 037/02/22 “BE IT RESOLVED THAT Inuvik Town Council hereby gives THIRD AND FINAL READING to By-law 2680/TAX/22, the 2022 interim tax billing by-law.”**
- Motion **CARRIED**.
- 9.3 RFCD 2022-SAO-018 ~ Property Class By-law 2681/TAX/22
- Moved by Councillor Gowans, seconded by Councillor Devlin:
- MOTION: 038/02/22 “BE IT RESOLVED THAT Inuvik Town Council hereby gives THIRD AND FINAL READING to By-law 2681/TAX/22, a by-law to establish property classes.”**
- Motion **CARRIED**.
- 9.4 RFCD 2022-SAO-019 ~ Installment Tax Payment Plan By-law 2682/TAX/22
- Moved by Councillor Arey, seconded by Councillor Harder:
- MOTION: 039/02/22 “BE IT RESOLVED THAT Inuvik Town Council hereby gives THIRD AND FINAL READING to By-law 2682/TAX/22, a by-law to implement an Installment Tax Payment Plan.”**
- Motion **CARRIED**.

9.5 RFCD 2022-SAO-020 ~ By-law 2683/TAX/22 ~ To Provide Property Tax Exemptions

Moved by Councillor Devlin, seconded by Councillor Arey:

MOTION: 040/02/22 “BE IT RESOLVED THAT Inuvik Town Council hereby gives **THIRD AND FINAL READING** to **By-law 2683/TAX/22, a by-law to allow exemptions from municipal taxation.**”

Motion **CARRIED**.

9.6 RFCD 2022-SAO-021 ~ By-law 2684/GEN/22 ~ To Repeal Several By-laws

Moved by Councillor Gowans, seconded by Councillor Mero:

MOTION: 041/02/22 “BE IT RESOLVED THAT Inuvik Town Council hereby gives **THIRD AND FINAL READING** to **By-law 2684/GEN/22, a by-law to repeal by-laws that no longer have any force or effect.**”

Motion **CARRIED**.

9.7 RFCD 2022-SAO-022 ~ Firearms By-law 2685/PS/22

Concerns about risk to public safety with the discharging of firearms near residential areas were raised. SAO Hood clarified that the by-law amendment was being introduced for the purpose of harvesting bears who will likely pose a threat to the public once the solid waste disposal facility fencing project is complete. Director Hammond added that this was a planned approach and that the individuals who will be involved will be vetted by local wildlife boards and the GNWT.

Moved by Councillor Devlin, seconded by Councillor Mero:

MOTION: 042/02/22 “BE IT RESOLVED THAT Inuvik Town Council hereby gives **FIRST READING** to **By-law 2685/PS/22, the firearms by-law.**”

Motion **CARRIED**.

Moved by Councillor Mero, seconded by Councillor Gowans:

MOTION: 043/02/22 “BE IT RESOLVED THAT Inuvik Town Council hereby gives **SECOND READING** to **By-law 2685/PS/22, the firearms by-law.**”

Motion **CARRIED**.

Item # 10

DEPARTMENT HEAD REPORTS

10.1

Economic Development and Tourism Report

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

10.2

Senior Administrative Officer's Report

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

10.3

Public Services Report

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

10.4

Community Services Report

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

Moved by Councillor Harder, seconded by Councillor Mero:

MOTION: 044/02/22

"BE IT RESOLVED THAT Inuvik Town Council hereby adopts the following staff reports as presented: Item 10.1 – Economic Development and Tourism; Item 10.2 – Senior Administrative Officer; Item 10.3 – Public Services; and Item 10.4 – Community Services."

Motion **CARRIED**.

Item # 11

INFORMATION ITEMS

11.1

Strategic Priorities Chart

For information only.

11.2

Aurora Research Institute ~ Various Research Projects

For information only.

Item # 12

COUNCIL CONCERNS

Snow removal of larger snow piles was briefly discussed on Wednesday.

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 7:35 p.m.

Moved by Councillor Gowans:

MOTION: 045/02/22 “BE IT RESOLVED THAT In the regular Council meeting adjourn at 7:12 p.m.”

ACTION ITEMS

FEBRUARY 21 AND 23, 2022 COUNCIL MEETINGS

No.	ITEM	REQUIRED ACTION	ACTION TAKEN / ANTICIPATED COMPLETION DATE
1.	COVID-19 Vaccination Policies for TOI facilities	Administration to develop and bring forward a vaccination policy modeled on the Government of the Northwest Territories and City of Yellowknife samples whereby visitors, employees and contractors be fully vaccinated to enter Town of Inuvik Facilities, excluding outdoor facilities	Policy development under review to see if necessary given the current situation. Completion in February.
2.	Accessibility issues Restrictions on ATV operation	Bring forward potential options to address accessibility issues/prohibited use of ATVs and other types of vehicles on Mackenzie and Kingmingya Roads Public engagement to gauge support for keeping or removing restrictions on ATV operations	Request still under review by Administration. Item will be deferred until March 2022.
3.	Food Cycle Science Corporation	Discuss potential Town participation in 12-week Impact Canada Pilot Program	Community engagement needed prior to discussing potential commitment. Due to staffing issues it has been delayed.
4.	Inuvik Girl Guides use of Community Hall	Donated use approved at October 13, 2021 Council meeting.	To be reviewed on or before March 1, 2022
5.	Rec Programming Community Survey	Community Services to create and initiate a survey seeking input into community recreation programming	Report being prepared and will be presented to the Rec, Parks & Library Advisory Committee prior to coming forward to Council. Target date: March 2022
6.	Ski Club Lease	Town has signed lease for property from GNWT. Property survey is required in order to move forward with land acquisition.	

REQUEST FOR COUNCIL DECISION

Meeting Date: February 21 & 23, 2022

RFCD #: 2022-SAO-024

TOPIC

Town of Inuvik Strategic Priorities Chart

BACKGROUND

On February 5th & 6th Council, SAO and Directors met with Dr. Gordon McIntosh as facilitator to update and discuss strategic priorities for this Council and, as a result, do a major update to the Strategic Priorities Chart. Following this meeting, Dr. McIntosh met with the Directors to discuss individual department strategies and overall operational strategies that involve more than one department.

As a result of these meetings, a draft Strategic Priorities Chart was developed to replace the current one. This draft chart is attached for review.

Also provided is a summary memo from Dr. McIntosh regarding the discussions that took place and a summary of all the options that were proposed.

The proposed chart is presented for review and approval. Council may, however, make changes based on discussion at the Committee of the Whole meeting. Should Council make changes to its top 5 strategies, Administration will then need to possibly adjust its priorities to align with Council's. At this time, there might not be time to make those adjustments for the Regular Council meeting February 23 and they would have to be presented for approval at the March 9th Regular Council meeting.

FINANCIAL IMPLICATIONS

The main financial implication was the expense of the facilitator which was approximately \$25,000 including all expenses.

STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

This item is the Strategic Priorities Chart.

OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

Council and administration have used this chart for the past 4 years and it has worked well in aligning priorities and accomplishing tasks.

OPTIONS

Council has 2 options:

1. Make a motion to approve the proposed Strategic Priorities Chart as presented
2. Revise the Council priorities section of the chart and refer it back to Administration for review and adjustments to the Operational Initiatives section.

RECOMMENDATION

Recommended Motion for Option #1:

"BE IT RESOLVED THAT Inuvik Town Council hereby approves the Strategic Priorities Chart as presented."

Recommended Motion for Option #2:

"BE IT RESOLVED THAT Inuvik Town Council hereby requests Administration to review and adjust the Operational Initiatives section of the Strategic Priorities Chart based on revisions made by Council to the presented Chart."

Signature – SAO



STRATEGIC PRIORITIES CHART

February 8, 2022

COUNCIL PRIORITIES (Council & SAO)

NOW

1. **TRIPARTITE LEADERSHIP TABLE: Meeting**
2. **ECONOMIC DEVELOPMENT STRATEGY: Target Chart**
3. **TOURISM STRATEGY: Target Chart**
4. **CLIMATE ADAPTATION STRATEGY: Funding Research**
5. **COLD TESTING OPPORTUNITIES: Working Group**

TIMELINE

May
March
March
June
April

NEXT

- ABANDONED/UNSIGHTLY PROPERTY
- EMPTY PROPERTY: Options
- RESIDENTIAL PROPERTY: Inventory
- COMMUNITY PLAN: Update
- TRAIL PLAN: Draft
- ROAD MAINTENANCE: Priorities
- RECREATION FACILITY: Future Needs
- COUNCIL PROCEEDINGS BYLAW
- LONG TERM FINANCIAL PLAN
- PLASTIC BAG BAN: Bylaw

ADVOCACY/PARTNERSHIP

- *Department Service Decentralization (GNWT)*
- *College Programs: Local Needs Alignment*
- *NTPC: Net Metering Cap Removal*
- *MLA & MP Meeting Schedule*
- *Homeless Strategy: Status*
- *Inuvik Works: Support*

ORGANIZATIONAL INITIATIVE (Directors/Managers)

1. Facility Inspection Checklist (MSC Pilot) -
2. Health & Safety Program: Review -
3. Cross Training Program: Needs & Design -
4. External Funding Chart: Create -

OPERATIONAL INITIATIVES

SENIOR ADMINISTRATIVE OFFICER

1. **TRIPARTITE LEADERS: Meeting** – May?
2. **CLIMATE ADAPT. STRAT.: Research** – June
3. Human Resources Policy: Approval – May
 - Council Proceedings Bylaw: Revisions
 - Lottery Regulations: Update

FINANCE & ADMINISTRATION

1. Health & Safety Manual: Review - March
2. E-Service Portal: Launch – May
3. Automated Payroll: Decision - April
 - Council Indemnity Bylaw: Review
 - Cross Training Program

ECONOMIC DEVELOPMENT & TOURISM

1. **EDS: Target Chart** – March
2. **TOURISM STRATEGY: Target Chart** – Mar.
3. **COLD TESTING: Working Group** – April
 - New Office: Service Manual
 - Post-COVID: Action Plan

PROTECTIVE SERVICES

1. Be Safe/Be Seen: Design - July
2. Bite Prevention Program: Pilot Evaluation - April
3. Emergency Response Plan: Update – March
 - Passenger Transportation Bylaw
 - UNSIGHTLY PROPERTY: Ops Guidelines

RECREATION & LIBRARY

1. Nordic Walking Group: Start-Up – Mar.
2. Youth Night: Launch – Mar.
3. Book Club Launch – May
 - Elders Engagement Initiative
 - Community Group Partnerships

COMMUNITY SERVICES

1. Community Survey: Report – Mar.
2. Swim Pool: Staffing – Feb.
3. Online Booking: Software Selection - April
 - Community Activity Guide/Calendar
 - MSC Inspection Schedule

CAPITAL

- 2022 Utilidor Replacement: Design – Feb.
- Waste Site Fencing: Design – Mar.
- Swim Pool Rehabilitation: Complete – Apr.
- Breynat Road Upgrade: Tender – Apr.
- Lagoon Dike Rehabilitation: Tender - Apr.
- Welcome Centre: Completion – June

PUBLIC WORKS/MSC

1. TRAIL PLAN: Draft – May
2. Sport Field Maintenance: Training – June
3. ROAD MAINT. PRIORITIES: Review – May
 - Water Intake Inspection
 - Drainage Plan: Update

CODES: BOLD CAPITALS = NOW Priorities; CAPITALS = NEXT Priorities; Italics = Advocacy; Regular Title Case = Operational Strategies



GORDON A. McINTOSH

250 881 0761

ga.mcintosh@shaw.ca

Via E-mail: SAO@inuvik.ca

February 9, 2022

To: Mayor & Council
Grant Hood SAO – Town of Inuvik
From: Gordon McIntosh

Subject: **STRATEGIC PRIORITY SETTING SESSION**

The Strategic Priority Setting Sessions during February was for council with senior staff to identify STRATEGIC TOPICS for discussion; explore each strategic topic as a STRATEGIC POSSIBILITY; and determine STRATEGIC PRIORITIES along with actions for implementation.

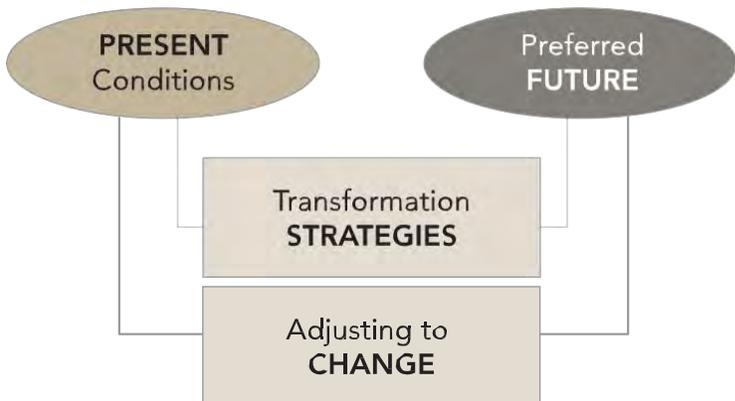
This memo summarizes the outcomes of Strategic Priority Session as follows:

- **Strategic Process** overview
- **Strategic Topics** for discussion
- **Strategic Possibilities** for potential implementation
- **Strategic Priorities** for NOW, NEXT and LATER attention
- **RECOMMENDATIONS** for follow-up

STRATEGIC PROCESS

The priority setting process started by looking at **present** conditions - issues and opportunities. The emerging strategic topics were explored with a preferred **future** – desired expectations in mind. It is in the transformation stage where the present/future gap is closed by defining achievable **strategies**. Effective strategic priority setting involves making strategic choices consistent within the Town's mandate and capacity.

A critical important element of an ongoing strategic priority process is adjusting to **change**. Strategic priorities should be regularly monitored and adapted to changing external conditions and internal capacity using the 'one page' *Strategic Priorities Chart* and *Strategic Priority Work Program*. Once priorities are completed, NEXT items can take their place.



STRATEGIC TOPICS

The priority setting process began by looking to the future. Participants engaged in a 'Community Check-up' discussing the five distinct areas of a sustainable community:

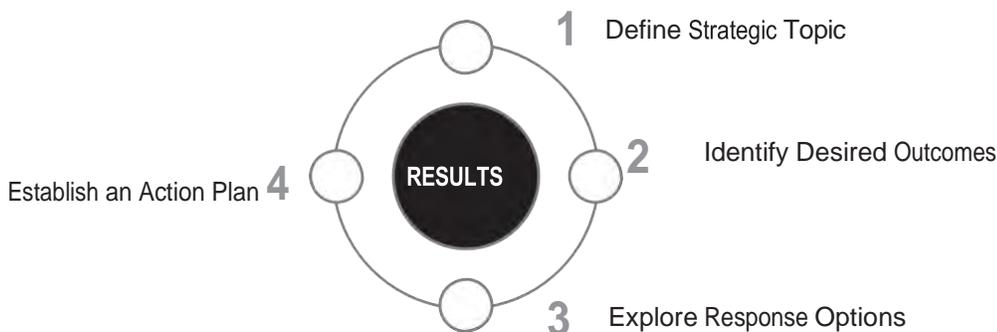
- **Environment** - healthy and natural environment through responsible use and protection
- **Infrastructure** - well maintained infrastructure and facilities that meet community needs
- **Economy** – capacity to attract, support and retain businesses and residents
- **Social** – community engagement to improve the well-being and diversity of the community
- **Governance** - sustainable government focused on strategic decision-making

Councillors and staff identified issues and opportunities facing the organization and community (See *attachment 1*) and short listed those interest for strategic attention (see *Attachment 2*). It was agreed that the following strategic topics (& related other items) warranted discussion:

1. **Town Staffing**
2. **Climate Adaptation**
3. **Public Communication**
4. **Abandoned Properties**
5. **Sidewalks & Roads**
6. **Inuvik Works**
7. **Economic Diversity**
8. **E-Services**
9. **Town Beautification**

STRATEGIC POSSIBILITIES

Participants 'unpacked' each topic utilizing a four-step Solution Seeking process.



Participants began by clarifying the strategic topic, then identifying desired outcomes if it was successfully addressed. Next, options to achieve the desired outcome were explored and a 'preferred strategy' was selected. Action steps were then identified to implement the preferred option as a **Strategic Possibility** (*next page*).

STRATEGIC POSSIBILITIES (AKA Action Plan) November 2021

STRATEGIC TOPIC – <i>Expectations</i>	STRATEGIC POSSIBILITY
1. Town Staffing <i>Fill vacancies, good work environment, employee satisfaction, competitive recruitment, staff retention, competent/skilled staff, local talent development, internal training, future leaders development</i>	1. Human Resource Manual: Completion 2. Staff Training Program: Design 3. 2022 Staff Recruitment Strategy 4. Structure Review 5. Staff Capacity Development 6. Cross Training Program
2. Climate Adaptation <i>Public education, infrastructure risk reduction, GHG reduction, private property risks, Arctic leadership, centre of excellence/research, cold testing opportunities</i>	1. Plastic Bag Bylaw 2. Water Treatment Plant: Heat Exchanger 3. Energy Plan: Update 4. Biomass Project: Water Reservoir 5. Climate Adaptation Strategy: Grant Application 6. Wildlife Interface: Public Awareness (ENR)
3. Public Communication <i>Enhanced awareness, input/feedback opportunities, transparency, citizen involvement, increased partnerships</i>	1. Community Activity Guide 2. Town Hall Sessions 3. Open House Event (@pool re-opening)
4. Abandoned Properties <i>Empty residences & lots, unsafe premises, unsightly lots, unsightly buildings, reduced local pride, poor visitor impression</i>	1. Empty Property Classification 2. Unsightly Premises: Options Research
5. E-Services <i>Customer service, less staff time, greater efficiency, information access, online payments, registration & sales</i>	1. E-Booking Vendor Selection 2. E- Commerce: Portal Development
6. Sidewalks & Roads <i>Safety, visitor impression, enhanced mobility, long term plan/funding</i>	1. Road/Sidewalk Maintenance Priorities; Review <i>Included in Capital Plan</i>
7. Inuvik Works <i>Indigenous Initiative – job creation, employee readiness,</i>	1. Application Support
8. Economic Diversification <i>Job creation, business retention, expansion & attraction, unique Arctic position, adequate housing supply, targets for attention, post-COVID re-start,</i>	1. Economic Development Strategy: Targets Review 2. Tourism Strategy: Targets Review 3. Cold Testing Prospectus: 4. Residential Lot Inventory 5. Community Plan: Update 6. Business Branding/Prospectus 7. GNWT Department Service Decentralization 8. College Programs: Local Needs Alignment
9. Town Beautification <i>Local pride, visitor impression, cleanliness, spring clean-up, less litter,</i>	<i>See #4 above</i> <i>Continue ‘Town Clean Up’ campaigns</i>
Emerging	
Leadership Table <i>Federal/Territorial partnerships, Indigenous community collaboration</i>	1. Tripartite Leaders Table (NGC & ICC) 2. MLA/MP Meeting Schedule

STRATEGIC PRIORITIES

Based on the application of reality, urgency, and responsibility criteria, five (5) **strategic priorities** were selected to be addressed NOW and placed on the *Strategic Priorities Chart (Attachment 3)* in **BOLD CAPITALS**. These priorities automatically enter the appropriate operational unit on the chart to align staff work with council direction. Items listed in CAPITALS indicate strategic directions that will be addressed NEXT/LATER when a NOW item is completed or displaced. In addition to council priorities, there are strategic items receiving administration's attention. These operational strategies are noted in regular font.

The *Strategic Priorities Chart* should be included in every council meeting agenda as a reference, updated regularly as a reminder of the organization's capacity to make adjustments, change priorities, and celebrate progress and reviewed annually.

To enhance continued alignment of strategic directions and expectations it is also suggested that the following templates be considered:

- **Request for Decision [RFD]** (Att. 4) - to provide key information at-a-glance for council decisions re: impact on strategic priorities, budget and staff work program
- **Request for Clarification [RFC]** (Att. 5) – to 'unpack' emerging topics - what the topic expected outcomes and potential options are before staff prepare the RFD

RECOMMENDATIONS

The following suggestions are offered to sustain the strategic priority setting efforts:

1. **That Council requests the SAO to update the Strategic Priorities Chart with staff prior to quarterly council reviews and schedule an annual review.**
2. **That the SAO initiate use of the Request for Decision for recommendations to council.**
3. **That the SAO initiate use of the Request for Clarification for emerging strategic topics at Committee of the Whole**

I trust the forgoing accurately portrays the session outcomes in a manner that facilitates follow-up to the ideas raised. If you have any questions or I can be of any further assistance, please to not hesitate to contact me.

ISSUES/OPPORTUNITIES LIST

	ITEM	Council	Staff	Total
1	Green Space	0	1	1
	Sidewalks	12	9	21
	Leadership Table	0	10	10
	Town Beautification	11	0	11
	Climate Change	10	12	22
	Downtown Revitalization	9	1	10
	Cold Weather Testing	9	0	9
	Public Communication	9	13	22
	Events & Festivals			
	Cemetery Software			
	Signage/Wayfinding			
	GNWT Decentralization to Inuvik	5	3	8
	Electric vehicle Infrastructure			
	Arts Committee		6	6
	Town Staffing	24	15	39
	Future Recreation Centre			
	Future Funding Strategies	5	5	10
	Development Areas	9	1	10
	User Fees Review		4	4
	Utilidor Upgrades	0	16	16
	Abandoned Properties	13	12	25
	Volunteers	2	10	12
	Automated Payroll			
	Welcome Centre Completion		8	8
	Roads/Drainage	15	2	17
	Available Housing			
	Economic Diversity	11	7	18
	Chamber of Commerce			
	Trail System		20	20
	Commissioners Land			
	Community Clean-Up	1	2	3
	Community activity Guide	5		5
	E- Services	13	13	26
	Inuvik Branding	6	6	12
	Commercial Space			
	GNWT Advocacy			
	Niche Businesses			
	Inuvik Works	12	11	23
	Wildlife Interface			
	Drone Regulations	8		8
	Youth Involvement			
	Community Input	5	2	7
	ICSP Update	2		2
	ATIPP Legislation	1		1
	Increase property tax base	14		14
	Recycling - tires		4	4
	Net Zero Cap Elimination	1		1
	Airport Quarry acquisition	7	13	20
	Boat Launch Enhancement			
	Alternate Heat Sources		7	7
	Corporate Sponsorships		9	9
	GTC Land Taxes			
	Dog Park			
	Infrastructure Expansion			

ISSUES/OPPORTUNITIES SHORTLIST

ITEM	Council	Staff	Total
TOWN STAFFING	24 (1)	15 (2)	39
ROADS & DRAINAGE	15 (2)	2	17
CLIMATE CHANGE/ADAPTATION	10 (3)	12 (8)	22
TAX BASE	14 (4)	0	14
ABANDONED PROPERTIES	13 (5)	12 (7)	25
E-SERVICES (Town)	13 (6)	13 (5)	26
SIDEWALKS	12 (7)	9 (9)	21
INUVIK WORKS	12 (8)	13 (4)	23
ECONOMIC DIVERSIFICATION	11 (9)	7	18
TOWN BEAUTIFICATION	11 (10)	0	11
Public Communication	9	13 (3)	22
Trails		20 (1)	20
Airport Quarry Acquisition	7	13 (6)	20

CAPITAL = Council/staff top ten; **CAPTIALS** = Council-led; & Regular = Staff-led

STRATEGIC PRIORITIES CHART February 8, 2022	
COUNCIL PRIORITIES (Council & SAO)	
NOW 1. TRIPARTITE LEADERSHIP TABLE: Meeting 2. ECONOMIC DEVELOPMENT STRATEGY: Target Chart 3. TOURISM STRATEGY: Target Chart 4. CLIMATE ADAPTATION STRATEGY: Funding Research 5. COLD TESTING OPPORTUNITIES: Working Group	TIMELINE May March March June April
NEXT <ul style="list-style-type: none"> • ABANDONED/UNSIGHTLY PROPERTY • EMPTY PROPERTY: Options • RESIDENTIAL PROPERTY: Inventory • COMMUNITY PLAN: Update • TRAIL PLAN: Draft • ROAD MAINTENANCE: Priorities • RECREATION FACILITY: Future Needs • LONG TERM FINANCIAL PLAN • PLASTIC BAG BAN: Bylaw 	ADVOCACY/PARTNERSHIP <ul style="list-style-type: none"> • <i>Department Service Decentralization (GNWT)</i> • <i>College Programs: Local Needs Alignment</i> • <i>NTPC: Net Metering Cap Removal</i> • <i>MLA & MP Meeting Schedule</i> • <i>Homeless Strategy: Status</i> • <i>Inuvik Works: Support</i>
ORGANIZATIONAL INITIATIVE (Directors/Managers)	
1. Facility Inspection Checklist (MSC Pilot) - June 2. Health & Safety Program: Review - May 3. Staff Capacity Development: Cross Training Needs & Design - May 4. External Funding Chart: Create – Feb.	
OPERATIONAL INITIATIVES	
SENIOR ADMINISTRATIVE OFFICER 1. TRIPARTITE LEADERS: Meeting – May? 2. CLIMATE ADPAT. STR.: Research – June 3. Human Resources Policy: Approval – May <ul style="list-style-type: none"> • Council Proceedings Bylaw: Revision • Lottery Regulations: Update 	FINANCE & ADMINISTRATION 1. Health & Safety Manual: Review - March 2. E-Service Portal: Launch – May 3. Automated Payroll: Decision - April <ul style="list-style-type: none"> • Council Indemnity Bylaw: Review • Cross Training Program
ECONOMIC DEVELOPMENT & TOURISM 1. EDS: Target Chart – March 2. TOURISM STRATEGY: Target Chart – Mar. 3. COLD TESTING: Working Group – April <ul style="list-style-type: none"> • New Office: Service Manual • Post-COVID: Action Plan 	PROTECTIVE SERVICES 1. Be Safe/Be Seen: Design - July 2. Bite Prevention Program: Pilot Evaluation - April 3. Emergency Response Plan: Update – May <ul style="list-style-type: none"> • Passenger Transportation Bylaw • UNSIGHTLY PROPERTY: Oper. Guideline
RECREATION & LIBRARY 1. Nordic Walking Group: Start-Up – Mar. 2. Youth Night: Launch – Mar. 3. Book Club Launch – May <ul style="list-style-type: none"> • Elders Engagement Initiative • Community Group Partnerships 	COMMUNITY SERVICES 1. Community Survey: Report – Mar. 2. Swim Pool: Staffing – Feb. 3. Online Booking: Software Selection - April <ul style="list-style-type: none"> • Community Activity Guide/Calendar • MSC Inspection Schedule
CAPITAL - 2022 Utilidor Replacement: Design – Feb. - Waste Site Fencing: Design – Mar. - Swim Pool Rehabilitation: Complete – Apr. - Breynat Road Upgrade: Tender – Apr. - Lagoon Dike Rehabilitation: Tender - Apr. - Welcome Centre: Completion – June	PUBLIC WORKS 1. TRAIL PLAN: Draft – May 2. Sport Field Maintenance: Training – June 3. ROAD MAINT. PRIORITIES: Review – May <ul style="list-style-type: none"> • Water Intake Inspection • Drainage Plan: Update
<small>CODES: BOLD CAPITALS = NOW Priorities; CAPITALS = NEXT Priorities; Italics = Advocacy; Regular Title Case = Operational Strategies</small>	

REQUEST for DECISION

<u>SUBJECT:</u> <i>Decision-making topic title</i>		
<u>RECOMMENDATION:</u> <i>Clear decision-making resolution answering What?, Who?, How?, When?.</i>		
<u>CAO COMMENTS:</u> <i>Any additional comments regarding the reason for the recommendation</i>		
RECOMMENDATION	Report/Document: Attached ___	Available ___ Nil ___
KEY ISSUE(S)/CONCEPTS DEFINED: <i>Define the topic, reference background material and state question to be answered</i>		
RELEVANT POLICY: <i>Cite existing policies, practices and/or legislation</i>		
STRATEGIC RELEVANCE: <i>To Goals or priorities of current work program</i>		
DESIRED OUTCOME(S): <i>Main Result along with - highlighted requisites & benefits</i>		
RESPONSE OPTIONS: <i>Possible ways to achieve the main result with analysis highlights</i>		
1. _____		
2. _____		
3. _____		
PREFERRED STRATEGY: <i>Rationale for selected option –including pros a& cons</i>		
IMPLICATIONS OF RECOMMENDATION:		
GENERAL: <i>Consequences to community, overall organization and/or other agencies</i>		
ORGANIZATIONAL: <i>Policy change or staff workload requirements</i>		
FINANCIAL: <i>Current and/or Future Budget impact</i>		
FOLLOW UP ACTION: <i>Timelines, decision-making milestones, and key products</i>		
COMMUNICATION: <i>Strategy to inform, consult or involve stakeholders</i>		
OTHER COMMENTS: <i>By others reviewing this RFD</i>		

Submitted by: Writer
 Reviewed by: SAO

Endorsed by: Other
Reviewers

REQUEST for CLARIFICATION

SUBJECT: <i>Discussion Topic title</i>			
SUGGESTED FOLLOW-UP ACTION: <i>Next steps to develop the topic further discussion or decision?</i>			
CAO COMMENTS: <i>Any additional comments regarding the suggestion.</i>			
BACKGROUND: Report/Document:	Attached	Available	Nil
<u>1. DEFINE THE TOPIC</u>			
KEY INFORMATION: <i>Key summary of existing information to understand the nature of the topic.</i>			
RELEVANT OBSERVATIONS: <i>Note issues or opportunities related to the complexity of the topic</i>			
STRATEGIC QUESTIONS: <i>What needs to be known before recommendations can be developed?</i>			
ESSENTIAL QUESTION: <i>The key question to guide the information and recommendation activities</i> _____ ?			
<u>2. DETERMINE DESIRED OUTCOMES</u> if the essential question is addressed			
KEY RESULT: <i>The tangible outcome the organization can achieve to address the essential question.</i> ** _____			
DESIRED BENEFITS OF KEY RESULT: <i>What positive conclusions are expected?</i>			
REQUISITES: <i>What must happen before the key result can be achieved?</i>			
UNINTENDED OUTCOMES: <i>Are there possible undesirable effects that could occur?</i>			
<u>3. EXPLORE RESPONSE OPTIONS</u> to achieve the key result (Pros & Cons)			
1. _____			
2. _____			
3. _____			

Submitted by: Writer _____

Reviewed by: SAO _____

REQUEST FOR COUNCIL DECISION

Meeting Dates: February 21 and 23, 2022

RFCD #: 2022-SAO-023

TOPIC

Firearms By-law 2685/PS/22

BACKGROUND

The attached by-law was given First and Second Readings at the February 9, 2022 regular Council meeting. If there are no further changes, Council may proceed with giving Third Reading.

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. Give the by-law the required reading as presented via motion
2. Defeat the by-law on third reading
3. Defer the item via motion with direction to Administration on how to proceed

RECOMMENDATION

Should Council wish to approve the by-law as presented, the motion should be:

"BE IT RESOLVED THAT Inuvik Town Council hereby gives THIRD AND FINAL READING to By-law 2685/PS/22, the firearms by-law."

Signature – Grant Hood, SAO



**TOWN OF INUVIK
BY-LAW #2685/PS/22**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE NORTHWEST TERRITORIES TO REGULATE OR PROHIBIT THE DISCHARGE OF FIREARMS WITHIN THE MUNICIPAL BOUNDARIES

PURSUANT TO the *Cities, Towns and Villages Act*, S.N.W.T. 2003, c. as amended;

WHEREAS Council has been granted the power to make by-laws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS it is the Council of the Municipal Corporation of the Town of Inuvik in the Northwest Territories deems it proper to introduce a by-law restricting and regulating activities involving firearms within municipal boundaries;

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

1.0 SHORT TITLE

1. This by-law may be cited as the “**Firearms By-law**”.

2.0 INTERPRETATION

2.1 In this by-law, unless the context requires otherwise:

- 1) “**Airport Personnel**” means the Inuvik Airport Manager, Airfield Maintenance Specialist or other personnel responsible for enforcing a kill permit or scare permit at the Inuvik Airport.
- 2) “**Bow**” means a device composed of curved wood or other material, whose ends are joined by a taught string, and is designed to fire an arrow or other projectile by drawing and releasing the string.
- 3) “**Cross-bow**” means a device with a bow and bowstring mounted on a stock that is designed to propel an arrow, a bolt, a quarrel or any similar projectile on a trajectory guided by a barrel or groove.
- 4) “**Council**” means the Council of the Municipal Corporation of the Town of Inuvik.
- 5) “**Firearm**” has the same meaning as in section 2 of the *Criminal Code of Canada*, RSC 1985, c C-46, as amended from time to time, but does not include:
 - i) a Firearm which is not designated or capable of propelling a projectile, such as a movie prop or toy Firearm; or
 - ii) a Firearm which uses air to propel a projectile which does not exceed 500 feet per second.
- 6) “**Peace Officer**” means:
 - i) a member of the Royal Canadian Mounted Police;
 - ii) a By-law Enforcement Officer; or
 - iii) a Peace Officer appointed under the *Wildlife Act*.
- 7) “**Person**” has the meaning given to it in the *Interpretation Act*.
- 8) “**Property**” means a parcel of land and any building, structure, or improvement located on such land, as the context of this by-law so requires.
- 9) “**Summary Conviction Procedures Act**” means the *Summary Conviction Procedures Act*, R.S.N.T. 1988, c.S-15, as amended.
- 10) “**Ticket**” has the meaning given to it in the *Summary Conviction Procedures Act*.

**TOWN OF INUVIK
BY-LAW #2685/PS/22**

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- 11) **“Weapon”** means a Firearm, Bow, Crossbow, or any other device that propels a projectile by means of an explosion, spring, air, gas, string, wire, or elastic material or any combination of those things.
- 12) **“Zoning By-law”** means the Town of Inuvik Zoning By-law as amended.
- 2.2 Save as herein otherwise provided, the terms and expressions in this by-law have the same meaning as in the Interpretation Act, the Motor Vehicles Act, the *All-Terrain Vehicles Act* and the *Cities, Towns and Villages Act* respectively.

3.0 GENERAL PROHIBITIONS

- 3.1 No person shall discharge or use a weapon on property located within the Town of Inuvik Municipal Boundary, as illustrated in Schedule B of this by-law.

4.0 EXEMPTIONS

- 4.1 Section 3 shall not apply to:
- i) any Peace Officer while they are engaged in the lawful execution of their duties;
 - ii) any person who uses or discharges a weapon at a shooting range, gun club or similar facility designed and operated for such use in accordance with the Town of Inuvik Zoning By-law as amended;
 - iii) any airport personnel authorized to enforce a scare permit or kill permit issued by the Federal and/or Territorial Government; and
 - iv) any person identified by local wildlife co-management boards as being authorized to discharge firearms within municipal boundaries for the purposes of wildlife management and harvesting activities.

5.0 OFFENCES

- 5.1 A Person who violates any provision of this by-law is guilty of an offence and is liable, upon conviction, to a specified penalty as set out in Schedule A of this by-law. If there is no specified penalty listed in Schedule A for a particular offence, the penalty shall be \$1,000.00.
- 5.2 Where there is a minimum penalty listed for an offence in Schedule A of this by-law, that amount shall be the minimum penalty for that offence.
- 5.3 Notwithstanding section 5.1, a person who commits the same offence under this by-law a second time within a twelve (12) month period of committing the first offence shall, on conviction, be liable to a penalty double the specified penalty for that offence.
- 5.4 Notwithstanding section 5.1, a person who commits the same offence under this by-law a third or subsequent time within a twelve (12) month period of committing the first offence shall, on conviction, be liable to a penalty triple the specified penalty for that offence to a maximum of two thousand dollars (\$2,000.00).

6.0 ENFORCEMENT

- 6.1 Where a Peace Officer has reasonable grounds to believe that a person has violated any provision of this by-law, the Peace Officer may commence court proceedings against such person by:
- i) issuing the person a Violation Ticket pursuant to the provisions of the *Summary Conviction Procedures Act*; or
 - ii) swearing an information and complaint against the person.

TOWN OF INUVIK
BY-LAW #2685/PS/22
 Page 3

- 6.2 Where a Peace Officer issues a person a ticket in accordance with section 9 of this by-law, the Peace Officer may either:
- i) allow the person to pay the specified penalty established in Schedule A for the offence by including the penalty in the Ticket; or
 - ii) require a court appearance of the person where the Peace Officer believes that it is in the public interest, pursuant to the *Summary Conviction Procedures Act*.

7.0 OBSTRUCTION

- 7.1 No Person shall obstruct, hinder, or impede a Peace Officer in the exercise of any of their powers or duties under this by-law or make frivolous, malicious, or vexatious complaints pursuant to the by-law.

8.0 SEVERABILITY

- 8.1 If any provision or part of this by-law law is declared by court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the balance of the by-law, or its application in other circumstances, shall not be affected and shall continue to be in full force and effect.

9.0 CONFLICT WITH ANY OTHER BY-LAW

- 9.1 In the event of any conflict between any provisions of this by-law and any other by-law heretofore passed, the provisions of this by-law shall prevail.

10.0 REPEALS

- 10.1 By-law 2636/PS/19 and any previous firearms by-laws in effect are hereby repealed.

11.0 EFFECT

- 11.1 This by-law shall come into effect upon the day of its final passage.

READ A FIRST TIME THIS 9TH DAY OF FEBRUARY, 2022 A.D.

READ A SECOND TIME THIS 9TH DAY OF FEBRUARY, 2022 A.D.

READ A THIRD TIME AND FINALLY PASSED THIS DAY OF , 2022 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

SCHEDULE A
SPECIFIED PENALTIES
(Court Designation Schedule)

SECTION	OFFENCE	SPECIFIED PENALTY	MINIMUM PENALTY
3.1 (i)	Use Weapon Where Prohibited	\$1,000.00	\$250.00
5.3	Second offence within 12 months of committing first offence	Double Specified Penalty	Double Minimum Penalty
5.4	Third offence within 12 months of committing second offence	Triple Specified Penalty	Triple Minimum Penalty
7.1	Obstruction	\$500.00	\$250.00

SCHEDULE B

TOWN OF INUVIK MUNICIPAL BOUNDARY MAP



CAPITAL PROJECTS REPORT FOR COUNCIL
As of January 31, 2022

Note: All dates/times and costs are based on information available at the time of report compilation and are subject to change due to year adjustments and late invoices

Project	Budget	% of Work Complete	Expenditure to Date	Comments
Utilidor Replacement	\$ 4,000,000	10%		Engineering and tender document are in progress
2nd Water Tank- Start Up	297,000	0%		Planned in May
WTP - Glycol Heat Exchanger	346,620	0%		Planned in May
Biomass Project Hidden Lake	785,171	30%	\$239,228	The equipment is being assembled and will be shipped as soon as it is ready.
WTP - Beam installation	65,000	0%		Planned in May
Sewage Lagoon	1,200,000	5%		Engineering work is being completed
Chief Jim Koe Park Enhancement	172,460	0%		Planned in May
Firehall Exhaust System	51,000	10%		Awaiting instructions to install the beam
Pool Liner	488,000	15%	\$10,822	Process is ongoing and will be completed by March 31.
Haul All Garbage Bins	84,895	0%		Payment will be made in February
Expand Solid Waste Site and Install Fencing	800,000	10%		Engineering and tender document are in progress
Garbage Bin Pad Improvement	25,000	0%		Planned in June
Breynat Road Upgrade	1,011,146	5%		Ongoing, Tender documents being prepared
Tractor	65,000	5%		Planned in May but currently seeking quotes from different vendors.
Fitness Equipment	15,000	0%		Planned in May, however, it will be replaced as needed
Conference Equipment	20,000	0%		Planned in May, however, it will be replaced as needed

Project	Budget	% of Work Complete	Expenditure to Date	Comments
Vehicle	70,000	90%	\$63,893	Light installation to be completed in February.
Town Office and Firehall Energy Upgrades	795,000	0%		Planned in May
Firehall bathroom renovation	30,000	0%		Preliminary discussions will start in February
Fire Training Site refurbishment	30,000	0%		Planned in March
MSC Flooring replacement	62,000	0%		Planned in May, flooring type being investigated
SCBA Replacement	65,000	0%		Payment will be made in February
MSC Concession equipment	100,000	5%		Preliminary discussions with the supplier
Additional dressing room	350,000	5%		Working on architectural plans
Flooring replacement for Firehall	10,000	0%		To be completed in conjunction with MSC flooring replacement
Signage for Chief Jim Koe Park	20,000	0%		Planned in June
Discovery Inuvik signage	20,000	0%		Planned in May
Zip up sidings Pavilion	24,000	0%		Supplier to be contacted in March
Dance floor - Pavilion 30x30	15,000	0%		Planned in May
Radar Sign for Municipal Enforcement	10,000	0%		Planned in February
Smart Board for Conference rooms	20,000	0%		Equipment will be ordered in February

REQUEST FOR COUNCIL DECISION

Meeting Date: February 21 & 23, 2022

RFCD #: 2022-SAO-025

TOPIC

Town of Inuvik Financial Reporting

BACKGROUND

Administration currently provides Council with monthly financial reports except for during December (due to potential final audit adjustments) and January due to potential carry forward adjustments due to the audit.

During the Council orientation with MACA, it was noted during the financial presentation section that it is recommended that Administration present these statements on a quarterly basis. Administration supports this recommendation as variances are frequently due to timing issues.

Should Council approve the change to quarterly reporting, an additional report would be included. This report would be what has been called the balance sheet. If Council recalls, it was recommended as well during the orientation session.

These reports would be presented at the second set of meetings in the month following the quarter end or in January, April, July, and October. It should be noted that depending on the scheduled dates for July and the possibility of only one meeting, the second quarter reports may be presented at the first meeting in August.

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

This would actually allow for more detailed financial presentations to Council with improved variance reporting and current financial status.

OPTIONS

Council has two options:

1. Make a resolution to have financial reporting done on a quarterly basis
2. Make a resolution to continue with status quo

RECOMMENDATION

Recommended Motion for Option #1:

“BE IT RESOLVED THAT Inuvik Town Council hereby requests that Administration provide financial reporting including a Statement of Financial Position and Statement of Operations and Accumulated Surplus on a quarterly basis.”

Recommended Motion for Option #2:

“BE IT RESOLVED THAT Inuvik Town Council hereby requests that Administration provides financial reporting including a Statement of Operations and Accumulated Surplus on a monthly basis.”

Signature – Grant Hood, SAO

A handwritten signature in black ink, appearing to be 'G. Hood', is written on a white background within a rectangular box.