

AGENDA
TOWN OF INUVIK ~ COMMITTEE OF THE WHOLE AND REGULAR COUNCIL MEETINGS
TO BE HELD ON SEPTEMBER 26 AND 28, 2022
AT 7:00 P.M. in COUNCIL CHAMBERS

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 Council Swearing in Ceremony

4.2 Presentation by Ahmadiyya Muslim Youth Association

Item # 5 **PUBLIC QUESTION PERIOD**

Item # 6 **ADOPTION OF THE MINUTES**

6.1 Minutes of the September 12, 2022 Council 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 2022-SAO-077 ~ Request for Donation of Space at the Midnight Sun Complex - Inuvik Girl Guides

Document attached. Requires motion to approve.

Item # 9 **BY-LAWS**

Item # 10 **DEPARTMENT HEAD REPORTS**

Item # 11 **INFORMATION ITEMS**

11.1 Strategic Priorities Chart

Document attached. For information only.

Item # 12 **COUNCIL CONCERNS**

Item #13 **IN CAMERA ITEMS**

Item # 14 **ADJOURNMENT**

MINUTES
TOWN OF INUVIK ~ REGULAR COUNCIL MEETING
HELD ON SEPTEMBER 12, 2022
AT 7:00 P.M. in COUNCIL CHAMBERS

Present: Monday

Mayor: Clarence Wood
 Deputy Mayor: Natasha Kulikowski
 Councillors: Tony Devlin
 Grant Gowans
 Jesse Harder
 Alana Mero
 Kurt Wainman

Absent:

Staff Present: Grant Hood, Senior Administrative Officer
 Jenna MacNeil, Council Administrator
 Lise Saumur, Director of Community Services
 Jackie Challis, Director of Economic Development and Tourism
 Shandy Onishenko, Aquatic Supervisor

Item # 1 **CALL TO ORDER**

Mayor Wood called the meeting to order at 7:05 p.m.

Item # 2 **ADOPTION OF THE AGENDA**

Moved by Councillor Mero, seconded by Councillor Gowans:

MOTION: 157/09/22 “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.

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

4.1 Mr. Gerry Petrin presented a proposal for the building of a homeless shelter on town land. Council raised some concerns regarding the liability, safety, and the fact that there are already 2 shelters in town. They were appreciative of Mr. Petrin's proposal but decided that more work to secure long term support and funding would need to be done before a decision could be made.

4.2 RCMP Report
Sergeant Semmler presented the monthly report to Council.

Item # 5 **PUBLIC QUESTION PERIOD**

There were no questions.

Item # 6 **ADOPTION OF THE MINUTES**

6.1 Minutes of the August 8 and 10, 2022 Council Meetings

Moved by Councillor Gowans, seconded by Councillor Mero:

MOTION: 158/09/22 "BE IT RESOLVED THAT Inuvik Town Council hereby adopts the minutes of the August 8 and 10, 2022 Council meetings as presented."

Motion **CARRIED**.

Item # 7 **ACTION ITEMS**

7.1 Action Items List

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

Item # 8 **NEW BUSINESS**

8.1 RFCD 2022-SAO-076 ~ Community Beautification Contest Winners

Moved by Councillor Deputy Mayor Kulikowski, seconded by Councillor Devlin:

MOTION: 159/01/22 "BE IT RESOLVED THAT Inuvik Town Council hereby awards the winners of the Town of Inuvik Community Beautification Contest as follows:

Winner's Circle – Commercial/Organization – \$ 325.00 – Alestine's
First Place – Commercial/Organization – \$ 325.00 – Royal Canadian Legion
Second Place – Commercial/Organization – \$ 225.00 – N/A
Third Place – Commercial/Organization – \$ 125.00 – N/A
Winner's Circle – Residential – \$ 325.00 – Kelcy McDonald
First Place – Residential – \$ 325.00 – Margaret/Andrew McInnes
Second Place – Residential – \$ 225.00 – Karin Lange
Third Place – Residential – \$ 125.00 – Fred/Deanna Bailey

Motion **CARRIED.**

Item # 9

BY-LAWS

NONE

Item # 10

DEPARTMENT HEAD REPORTS

10.1 Public Services Report

There were no questions, comments, or concerns.

10.2 Finance Report

There were no questions, comments, or concerns.

10.3 Community Services Report

There were no questions, comments, or concerns.

10.4 Capital Projects Report

There were no questions, comments, or concerns.

10.5 Economic Tourism and Development

There were no questions, comments, or concerns.

Moved by Councillor Mero, seconded by Councillor Gowans:

MOTION: 160/09/22 **"BE IT RESOLVED THAT Inuvik Town Council hereby adopts the following staff reports as presented: Item 10.1 – Public Services Report; Item 10.2 – Finance Report; Item 10.3 – Community Services Report; Item 10.4 – Capital Projects Report; Item 10.5 – Economic Development and Tourism Report."**

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**

Councillor Harder stated that he has had some questions from community members regarding the 2022-2023 as and when tenders not being posted, and the town website not being updated. SAO Hood responded that due to staffing issues over the last few months some things were being delayed but they would be out soon, and the town website would also be updated soon.

Councillor Devlin commented that he would like to see Committee meetings pick up now that summer is over.

Councillor Mero commented on how nice the renovations to the town office looked now that they were complete.

Deputy Mayor Deputy Mayor Kulikowski asked if the Town had been approached by Northwestel or anyone else regarding the Tr'ondek Hwech'in pulling their support from Dempster Highway fibre optic line. SAO responded with no.

Deputy Mayor Kulikowski also asked if the handicap parking stall outside town office would be updated with signage. The response was yes.

Councillor Devlin expressed his appreciation for Director Challis and her team regarding the amount and quality of programming and events they hosted this summer.

Item #13 **IN CAMERA ITEMS**

13.1 Confidential Personnel Information - CTV Act, s.23 (3) (c)(d)

Moved by Deputy Mayor Kulikowski, seconded by Councillor Mero:

MOTION: 161/09/22 "BE IT RESOLVED THAT Inuvik Town Council hereby moves in camera at 7:42 p.m."

Motion **CARRIED**.

Moved by Councillor Wainman, seconded by Councillor Gowans:

MOTION: 162/09/22 "BE IT RESOLVED THAT Inuvik Town Council hereby moves out of camera at 8:12p.m."

Motion **CARRIED.**

Item # 14

ADJOURNMENT

The regular meeting adjourned at 8:13 p.m.

Moved by Deputy Mayor Kulikowski

ACTION ITEMS

September 26 & 28, 2022 COUNCIL MEETINGS

No.	ITEM	REQUIRED ACTION	ACTION TAKEN / ANTICIPATED COMPLETION DATE
1.	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	By-law to be reviewed at the next bylaw review committee meeting in late October.
2.	Food Cycle Science Corporation	Discuss potential Town participation in 12-week Impact Canada Pilot Program	SAO Hood had discussion with group at FCM. It was decided to put project on hold until fall due to staffing issues
3.	Inuvik Girl Guides use of Community Hall	Donated use approved at October 13, 2021 Council meeting.	Request from Council to continue to be presented at September 26 & 28 meetings.
	Ski Club Lease	Town has signed lease for property from GNWT. Property survey is required in order to move forward with land acquisition.	
4.	By-Election	Returning officer appointed (Jenna MacNeil) August 10 Election date October 17 th	Completed
5.	Large Solar project	Confirm availability of land for panels	SAO Hood met with lands department in Yellowknife. Confirmation has been confirmed the proposed land is under a lease with the GNWT and the project can use the land. The next steps will be to have the property surveyed so that the land title can be transferred.
6.	Survey of leased lands	Coordinate the survey of a number of land parcels that are Commissioners Lands that can then be registered with Land Titles and then acquired by the Town.	Comprehensive list of parcels to be constructed and then the surveys can arranged.

REQUEST FOR COUNCIL DECISION – DONATIONS

Meeting Date: September 26, 2022

RFCD #: 2022-SAO-077

TOPIC

Request for Donation of Space at the Midnight Sun Complex

BACKGROUND

The Town has received a request from the Inuvik Girl Guides to resume using the Community Hall at the MSC free of charge for its programming on Mondays between 5:30 p.m. and 8:30 p.m.

Last October, the group approached the Town with a similar request when public health restrictions at East Three School facilities left the group without a space for its weekly programming. These restrictions remain in effect currently.

Council approved donated use of the Community Hall with the stipulation that the agreement be reviewed at the beginning of this year. Upon review, our Director of Community Services confirmed that the group had been accommodating if their use had to be cancelled due to paid rentals or otherwise, and any additional work for Town staff was not an issue. Based on this assessment, Council granted an extension of the agreement to June 30, 2022.

Administration is prepared to support entering into another agreement for the group's use of the facility through June 30, 2023, with a similar review scheduled for mid-way through the usage period should Council feel this is appropriate.

FINANCIAL IMPLICATIONS

Due to the lack of availability of the East 3 School gym, the Town amended our fees to a flat rate of \$25 per hour for youth organization programs. Based on the request of 3 hours per week, this would be a loss in revenue of \$ 75.00 per week. The temporary Covid-fee rates were rescinded in July when the new Public Health Order permitted us to get back to a more normal operation. The current hourly rental rate for the Community Hall is \$ 75.00 per hour up to four hours, resulting in a revenue loss of \$ 225.00 per week. If exclusive use is granted, a loss of revenue could also occur due to lack of availability.

The ability to cancel use or re-route use to another available area of the facility enables the Hall to be booked for paying rentals.

STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

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

OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

It should be noted that other groups impacted by the East 3 School gym closure may come forward requesting the same type of agreement.

REQUEST FOR COUNCIL DECISION – DONATIONS

OPTIONS

Council has four options:

1. Approve the request based on information provided.
2. Approve the request with variation(s) to the request such as the dates and times.
3. Deny the request by defeating the motion.
4. Refer the document back to Administration with suggested changes or areas that require further investigation.

RECOMMENDATION

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

“THAT Inuvik Town Council hereby waives the rental fee for use of the Midnight Sun Complex Community Hall by the Inuvik Girl Guides between the hours of 5:30 p.m. and 8:30 p.m. on Mondays. This decision will be reviewed by Council and Administration on or before March 1, 2023.”

Signature – Grant Hood, SAO





DONATION AND SPONSORSHIP POLICY MG.001

APPLICATION FOR DONATION

Please note that applications should be submitted at least one month prior to the event date.

Date: _____

1. Name of Applicant

a) **ORGANIZATION INFORMATION**

Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Organization's Executive Information:

President/Chairperson Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

b) **INDIVIDUAL INFORMATION**

Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

2. If the applicant is:

- a) an organization or group, is it a registered society in good standing?

☐ Yes

☐ No

If not in good standing, please explain:

NOTE: If your organization is a registered society, please provide the Town with a copy of your society's letter of incorporation.

- b) If the applicant is an organization, is it:

☐ Not-for-profit

☐ Other

If other, explain:

3. **Donation Information**

NOTE: Requests for donation of space for licensed events using Town facilities as defined in the Town of Inuvik Donation and Sponsorship Policy are not eligible for donation. Please see the policy for full details.

- a) Dollar amount being requested: \$_____

- b) If the donation request is for space at a Town facility, please provide details (dates, description of space needed, type of event being held, equipment/supplies needed, etc.)

- c) If the request is for something other than 3 a) or b), please explain:

4. Total cost of event, project or program being promoted: _____

5. Have you received donation/donation in-kind assistance from any other organization, individual or government agency?

☐ Yes

☐ No

If yes, please list all organizations, individuals and government agencies from which you have received or are about to receive assistance from and specify the dollar value of that assistance.

_____ Name	_____ Amount
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_____ Name	_____ Amount
---------------	-----------------

_____ Name	_____ Amount
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6. What monies are you or your organization committing or raising towards the event, project or program you are sponsoring?

7. Have you previously applied for and received donation/donation in-kind funding or support from the Town of Inuvik?

☐ Yes

☐ No

If yes, when? _____

Amount of donation/donation in-kind assistance received: _____

For what purpose?

8. Have you previously applied for and been refused donation/donation in-kind funding or support from the Town of Inuvik? If yes, please explain.

9. Are any of the financial proceeds from the event, project or program you, your organization or group are sponsoring going to be donated to other groups or organizations in Inuvik? Please specify.

Name of Group/Organization

Amount of Donation

Name of Group/Organization

Amount of Donation

Name of Group/Organization

Amount of Donation

10. In order for the Town of Inuvik to process your application for donation/donation in-kind assistance, you may be required to provide the following financial information:

- a) a copy of your group or organization's current budget; and,
- b) a copy of your group or organization's latest audited independent financial statements.

11. You, your group or organization agree to abide by and provide the Town of Inuvik with all the necessary information it requires in order to process this application. This includes requested financial information. Any misrepresentation or material omission on this application can result in the application being declined.

12. Organizations requesting donations from the Town of Inuvik that require Council approval under the Donation and Sponsorship Policy shall ensure that a representative is present at the committee of the whole Council meeting to answer questions or provide additional information. Council reserves the right to postpone making a decision until such time as a representative is available to attend.
13. You, your group or organization will be required to provide the necessary public liability and all perils insurance coverage if required by the Town in order for the Town to provide any donation/donation in-kind assistance for your event, project or program.
14. You, your group or organization hereby agrees to save harmless the Town of Inuvik from any claim, counter claim, damages or lawsuit arising from you or your group or organization's sponsoring of this event, project or program.
15. I/we agree to provide the Town of Inuvik with a follow-up report if requested:

I _____ on behalf of _____

do hereby declare that I have the authority and approval to make the above donation/donation in-kind application for assistance from the Town of Inuvik.

16. Contact Person:

Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

STRATEGIC PRIORITIES CHART

June 15, 2022

COUNCIL PRIORITIES (Council & SAO)

NOW

1. **TRIPARTITE LEADERSHIP TABLE: Meeting**
2. **ABANDONED/UNSIGHTLY PROPERTY**
3. **RESIDENTIAL PROPERTY: INVENTORY**
4. **CLIMATE ADAPTATION STRATEGY: Funding Research**
5. **COLD TESTING OPPORTUNITIES: Working Group**

TIMELINE

September
September
August
October
September

NEXT

- EMPTY PROPERTY: Options
- 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) - July
2. Health & Safety Program: Review - October
3. Cross Training Program: Needs & Design - September
4. External Funding Chart: Create - September

OPERATIONAL INITIATIVES

SENIOR ADMINISTRATIVE OFFICER

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

FINANCE & ADMINISTRATION

1. Health & Safety Manual: Review - November
2. Council Indemnity Bylaw: Review - September
3. **RESIDENTIAL PROPERTY: INVENTORY** - Aug.
 - Cross Training Program
 - E-Service Portal: Launch

ECONOMIC DEVELOPMENT & TOURISM

1. Tourism Action Plan 2023-2024 - December
2. New Office Operations Plan - July
3. **COLD TESTING: Working Group** – Sept
 - Small Business/Artisans 2023-24 – Dec.
 - MCIT 2023-34 - December

PROTECTIVE SERVICES

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

RECREATION & LIBRARY

1. Nordic Walking Group: Start-Up – November
2. Elders Engagement Initiative - July
3. Book Club Launch – October
 - Community Group Partnerships

COMMUNITY SERVICES

1. MSC Inspection Schedule - July
2. Swim Pool: Staffing – July
3. Online Booking: Software Selection - October
 - Community Activity Guide/Calendar
 -

CAPITAL

- 2022 Utilidor Replacement: Design – June
- Waste Site Fencing: Design – June
- Swim Pool Rehabilitation: Complete – July
- Breynat Road Upgrade: Tender – Complete
- Lagoon Dike Rehabilitation: Tender - June

PUBLIC WORKS/MSC

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

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