

AGENDA
TOWN OF INUVIK ~ COMMITTEE OF THE WHOLE AND REGULAR COUNCIL MEETINGS
TO BE HELD ON NOVEMBER 21 AND 23, 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**

Item # 5 **PUBLIC QUESTION PERIOD**

Item # 6 **ADOPTION OF THE MINUTES**

 6.1 Minutes of the November 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-089 ~ Request for Donation of Space, French Immersion Student Exchange program

Document attached. Requires motion to approve.

 8.2 RFCD 2022-SAO-094 ~ Changes to the Donation Policy

Document attached. Requires motion to approve.

 8.3 RFCD 2022-SAO-095 ~ Changes to Procurement Policy

Document attached. Requires motion to approve.

8.4 RFCD 2022-SAO-096 ~ Changes to Fees and Charges Policy

Document attached. Requires motion to approve.

Item # 9

BY-LAWS

9.1 RFCD 2022-SAO-090 ~ Mayor-Council Indemnity By-law 2696/LEG/22

By-law attached. Requires FIRST AND SECOND READINGS.

9.2 RFCD 2022-SAO-091 ~ Council Proceedings By-law 2697/LEG/22

By-law attached. Requires FIRST AND SECOND READINGS.

9.3 RFCD 2022-SAO-092 ~ Finance and Administration By-law 2698/GEN/22

By-law attached. Requires FIRST AND SECOND READINGS.

9.4 RFCD 2022-SAO-093 ~ Procurement Policy By-law 2699/LEG/22

By-law attached. Requires FIRST AND SECOND READINGS.

Item # 10

DEPARTMENT HEAD REPORTS

10.1 Financial Report

Report attached. Requires motion to adopt.

Item # 11

INFORMATION ITEMS

11.1 Strategic Priorities Chart

Document attached. For information only.

11.2 Aurora Research Institute ~ Various Research Projects

Document attached. For information only.

Item # 12

COUNCIL CONCERNS

Item #13 **IN CAMERA ITEMS**

Item # 14 **ADJOURNMENT**

MINUTES
TOWN OF INUVIK ~ COMMITTEE OF THE WHOLE AND REGULAR COUNCIL MEETING
HELD ON NOVEMBER 7 AND 9, 2022
AT 7:00 P.M. in COUNCIL CHAMBERS

Present:	<u>Monday</u>	<u>Wednesday</u>
Mayor:	Clarence Wood	Clarence Wood
Councillors:	Deputy Mayor Natasha Kulikowski	Whitney Alexis (via zoom)
	Whitney Alexis (via zoom)	Ned Day
	Ned Day	Tony Devlin (via zoom)
	Grant Gowans	Grant Gowans
	Jesse Harder	Jesse Harder
	Alana Mero (via zoom)	Alana Mero (via zoom)
	Kurt Wainman	Kurt Wainman

Absent: Natasha Kulikowski (on Wednesday, with notice)
 Tony Devlin (on Monday, with notice)

Staff Present: Grant Hood, Senior Administrative Officer
 Jenna MacNeil, Council Administrator
 Cyndy Hammond, Director of Protective Services (on Monday)
 Lise Saumur, Director of Community Services
 Jackie Challis, Director of Economic Development and Tourism

Item # 1 CALL TO ORDER

Mayor Wood called the Committee of the Whole meeting to order at 7:00 PM

Mayor Wood called the Regular Council Meeting to order at 7:00 PM

Item # 2 ADOPTION OF THE AGENDA

Moved by Councillor Gowans seconded by Councillor Wainman:

MOTION: 185/11/22 "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

None

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

On Monday night Travis Balanski provided an update on the Inuvialuit Energy Security Project and Sergeant Aaron Semmler made his monthly policing report to council, respectively.

Item # 5 **PUBLIC QUESTION PERIOD**

There were no questions from the public

Item # 6 **ADOPTION OF THE MINUTES**

6.1 Minutes of the October 24 and 26, 2022 Council Meeting

Moved by Councillor Wainman, seconded by Councillor Gowans:

MOTION 186/11/22 BE IT RESOLVED THAT Inuvik Town Council hereby adopts the minutes of the October 24 and 26, 2022 Council meetings as presented."

Motion **CARRIED**.

Item # 7 **ACTION ITEMS**

7.1 Action Items List

Council noted the document

Item # 8 **NEW BUSINESS**

None

Item # 9 **BY-LAWS**

There were no by-laws

Item # 10 **DEPARTMENT HEAD REPORTS**

10.1 Economic Development and Tourism Report

Council noted the report

10.2 Community Services Report

Council noted the report

10.3 Capital Projects Report

Council noted the report

10.4 Financial Report

Council noted the report

10.5 Public Services Report

Council noted the report

Moved by Councillor Wainman, seconded by Councillor Gowans:

MOTION: 187/11/22 **"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- Community Services; Item 10.3-Capital Projects; Item 10.4-Financial Report; Item 10.5-Public Services."**

Motion **CARRIED**.

Item # 11 **INFORMATION ITEMS**

11.1 Strategic Priorities Chart

Council noted the document

11.2 Aurora Research Institute ~ Various Research Projects

Council noted the document

Item # 12 **COUNCIL CONCERNS**

Councillor Gowans requested an update on the pool. SAO Hood shared that the facilities team is waiting on a couple parts including a pump and a gasket for a heat exchanger, but they expect to start filling the pool with water this week and can install the parts when they get here.

Item #13 **IN CAMERA ITEMS**

No In Camera items

Item # 14

ADJOURNMENT

The committee of the whole meeting adjourned at 7:27 p.m.

Moved by Councillor Harder:

MOTION: 188/11/22 “BE IT RESOLVED THAT the regular Council meeting adjourn at 7:06 p.m.”

Motion **CARRIED.**

ACTION ITEMS

November 21 & 23, 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 was reviewed with the by-law review committee on November 17. Legal counsel is finalizing some wording based on the meeting discussion.
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
	Ski Club Lease	Town has signed lease for property from GNWT. Property survey is required in order to move forward with land acquisition. See item 4.	
3.	Large Solar project	Confirm availability of land for panels	Consultant has provided a revised review of scope which is being reviewed by administration.
4.	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 be arranged. This process will be scheduled for 2023 and included in the 2023 fiscal budget. It is anticipated to take 6 months from time of survey to the land being registered and transfer request completed by GNWT and Land Title.
5.	Review request for taxi fare increase	Both cab companies have submitted a signed petition requesting an 60% increase to Taxi fares. Does council wish to hold a online poll for the public to vote on approval and amount of the increase.	The By-law review committee reviewed the request and decided that more feedback from council and the public would be required before a decision could be made.

REQUEST FOR COUNCIL DECISION

Meeting Dates: November 21 and 23, 2022

RFCD #: 2022-SAO-089

TOPIC

Donation of space for the French Immersion Student Exchange Program

BACKGROUND

The French Immersion Student Exchange program, in partnership with Experiences Canada is raising funds to bring a group of Students from Quebec to Inuvik. They are requesting the donation of space of the Sun Dog room to host a babysitting program for the same time as the GNAF Christmas Craft fair. They will be charging \$25 per hour while parents are shopping at the fair. They will have various stations set up so are also requesting the donation of some tables, chairs, and curtains.

FINANCIAL IMPLICATIONS

Taking in to account the requested hours the rate for the Sun Dog room would be \$ 100 per day, and \$106 for equipment (2 drapes, 3 tables, 10 chairs), resulting in a revenue loss of \$ 406.00 for the weekend.

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 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 Sun Dog Room by the French Immersion Student Exchange Program for the Weekend of the Great Northern Arts Festival Craft Fair, November 25th to the 27th, inclusive.”

Signature – Grant Hood, SAO





TOWN OF INUVIK

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: Nov. 18th 20221. Name of Applicanta) ORGANIZATION INFORMATION

Name: ETSS French Immersion Student Exchange

Address: 116 Kingmingya

Phone Number: 777-3030 Fax Number: _____

E-mail: elised@bdec.nt.ca

Organization's Executive Information:

President/Chairperson Name: Elise Decarie-Jean

Address: 30 Natala p.o. box 3388

Phone Number: 678-2100 Fax Number: _____

E-mail: elised@bdec.nt.ca

b) INDIVIDUAL INFORMATION

Name: SAME AS ABOVE

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: \$ 0

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.)

We are requesting access to the Sundog room Friday, November 25th from 5 :30 to 9pm and the upstairs lounge of the Midnight Sun complex Saturday, November 26th from 12 to 6pm and Sunday, November 27th from 12 to 4pm.

We will provide babysitting services to parents wanting to shop at the Christmas Craft Fair. 1 hour of babysitting for \$25 donation to our Exchange Project.

We will set up play areas for various age groups.

We will need a few table and chairs and 2 black curtains.

- 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: \$10000 (project)
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
_____	_____
Name	Amount
_____	_____
Name	Amount

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

Our exchange project is organized through Experiences Canada. Experiences Canada is a nationally registered charity that helps young Canadians to explore their country in ways they never may have imagined through reciprocal exchanges, forums, conferences and other opportunities to travel and connect with one another.

Most of the project is sponsored however, each exchange group is responsible to fundraise to pay for the activities that will happen in their region when hosting.

This fundraising activity is the 1st of many and the students are excited to showcase their region to the group from Quebec.

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.

NO

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 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:

Elise Decarie-Jean on behalf of ETSS French immersion student exchange

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: Elise Decarie-Jean
Address: 30 Natala P.O. box 3388
Phone Number: 678-2100 Fax Number: _____
E-mail: elised@bdec.nt.ca

REQUEST FOR COUNCIL DECISION

Meeting Dates: November 21 & 23, 2022

RFCD #: 2022-SAO-094

TOPIC

Policy MG.001 Donations Policy

BACKGROUND

On November 17, 2022, the By-law Review Committee met to review various by-law and associated policies. The Donation Policy was reviewed with minor changes. These changes were:

1. Include reference regarding set cash donation amount and the annual budget
2. Added the Events Pavilion as to the list of Town facilities
3. Deleted the cash amount requested from the application as the Town does not provide cash donations other than those outlined in section 9.

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 amendments as presented via motion
2. Defeat the motion
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 motions should be:

Motion #1:

"BE IT RESOLVED THAT Inuvik Town Council hereby approves amendments to policy MG.001 the donations policy."

Signature – Grant Hood, SAO



POLICIES AND PROCEDURES MANUAL	Category Municipal Governance	Policy Number MG.001
	Date November 22, 2017	Resolution Number 218/11/17

DONATION AND SPONSORSHIP POLICY

1. POLICY

This policy has been developed to assist Council in administering requests for donations and/or sponsorships; to establish guidelines for requests from organizations or individuals who reside in the Town of Inuvik; and, to delineate eligibility for receiving a donation from the Town.

The Town may:

- Lend certain furnishings to local groups that will assist them in hosting their local event
- Provide relief on facility user fees or rentals
- Provide promotional items to groups or individuals

2. PURPOSE

The purpose of this policy is:

- To establish funding criteria and application procedures for requests for financial assistance from groups and organizations
- To provide Council and staff with clear direction in considering and responding to requests for assistance
- To secure an open and transparent decision-making process for requests for donations
- To provide an accessible and equitable process for groups and organizations seeking donations
- To establish a process which allows Council to conduct a meaningful comparison of requests for donations
- To provide a process which allows Council to maintain an equitable distribution of donations

The Town will implement and maintain a donations and sponsorship program with the purpose of demonstrating good corporate citizenship. Annually, the Town of Inuvik will budget the exact amount of money it will expend for donations to support various community events, programs and projects per section 9 of this policy.

Donation requests will be evaluated against predetermined criteria and with due regard to the value of the donation request. This donation/donation in-kind funding assistance is not meant to provide annual operating funds for groups or organizations on an ongoing basis, unless specifically set out in this policy. Council's decision regarding the funding recommendation is final and binding.

The criteria to be met by organizations requesting donations and/or sponsorships from the Town are as follows:

- Be based within the Town of Inuvik
- Be not for profit
- Fundraising efforts
- The significance of the event
- The total cost of the event
- The benefit to the community
- Monies raised through events or activities associated with the donation must be used or distributed wholly within the Town of Inuvik with the exception of Territorial or National Championships
- Not be the recipient of any other financial or other type of assistance from Council
- Not be a Federal or Territorial government funded initiative
- Agree to acknowledge Council's contribution in all publicity relating to the events or activity to which the donation applies

Preference is given to groups and organizations falling within the following categories:

- not-for-profit
- can demonstrate community support and involvement
- can demonstrate how the funds or in-kind donation from the Town is to be spent with the expected outcome of the event
- events, projects or programs that support, sustain, promote, inform, educate, celebrate, preserve and/or provide access to the arts, culture, environment, heritage, youth, children, elders, recreation and/or healthy living activities

The following are not eligible for support: individuals, organizations, projects or activities located outside the town's municipal boundaries; professional fundraisers working on behalf of an organization; generic requests that may have been sent to various organizations; requests for cash donations; "to whom it may concern" letters; and, requests for donation of Town facilities for licensed events.

Requests for donations should be concise, submitted in writing, and include the following:

- An outline of the project or event for which the donation is being requested and the expected outcome;
- The amount or in-kind services being requested together with a total budget or projected cost of the event; and,
- A completed application form.

Applications should be submitted at least one month prior to the event.

3. DEFINITIONS

Donations refer to in-kind contributions only.

In-kind donations are donations that do not involve a direct cash contribution but instead might include providing promotional items or Town services, or waiver of user/rental fees.

Sponsorships relate to opportunities that will in most cases offer a promotional opportunity for the Town. Where Town sponsorship has been approved, groups or organizations must recognize the Town of Inuvik by using the Town logo on all advertising and printing.

Town facilities as defined within this policy shall include the following:

- Swimming Pool
- Squash Courts
- Kids Play Zone
- Community Hall
- Arena
- Curling Ice Surface and Lounge (during periods it is not being leased by the Inuvik Curling Club)
- Sun Dog Room
- Community Lounge
- Event Pavilion in Chief Jim Koe Park
- Portable Stage
- Eligible resources

Municipally owned resources eligible for donation include:

- a) Use of a municipally owned facility (rental fee waived/reduced)
- b) Municipal staff support for an event (wages waived/reduced)
- c) Use of municipally owned equipment (rental fee waived/reduced)
- d) Use of municipally owned materials (rental fee waived/reduced)

4. REQUESTS FOR A DONATION

All requests for a donation must be made in writing and provide supporting details that the event is providing an economic or cultural/social benefit to the community and surrounding region.

A not-for-profit group must be sponsoring the event and this group must complete the written application.

A detailed budget showing proposed revenues and expenditures for the event must be submitted with the application. Council reserves the right to request a financial statement for the previous year prepared by a qualified person.

Territorial and national competitions may be eligible for a donation.

5. APPROVAL OF REQUESTS FOR A DONATION

All requests for a donation received by the Town shall be reviewed by Administration to ensure the request includes the information required as stated in this policy (i.e. evidence they are a not-for-profit group, economic benefit is clearly stated, detailed budget includes all revenues and expenditures for the event, etc.) before the request is presented to Council.

Organizations requesting donations from the Town of Inuvik that require Council approval under this policy shall ensure that a representative is present at the 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.

Council shall make the decision on approval of all requests for a donation unless otherwise specified in this policy.

6. REQUESTS FOR DONATION OF FURNISHINGS

The Town may lend furnishings such as tables, chairs, conference draperies and linens, bleachers, portable barbecue, tents and barricades to local groups for events at no charge. The local group is responsible for picking up, setting up, returning, and replacing any item(s) that are damaged or missing.

If a local group requires the Town to deliver, set up or pick up the borrowed item(s), or if the group does not return the item(s) as agreed, the Town will pick up the item(s) and may bill the group for staff time, equipment costs, material costs and a 20% administration fee.

The Senior Administrative Officer or his/her designate has the authority to donate furnishings to local non-profit recognized charities.

7. REQUESTS FOR ITEM DONATIONS

The Senior Administrative Officer or his/her designate has the authority to donate promotional items (such as a golf shirt, hat, pen, etc.) or passes for use of the pool, gym or squash courts, subject to availability, for prizes, gifts or silent auction items. Requests for donation of the portable barbecue or tents shall be at the discretion of the Senior Administrative Officer. A monthly report shall be prepared for Council to include any donations approved by the Senior Administrative Officer.

8. REQUESTS FOR REDUCTION OR ELIMINATION OF FEES FOR USE OF TOWN FACILITIES

Not-for-profit groups may request a reduction or elimination of fees from the Town of Inuvik for the use of Town facilities. Any reduction or elimination of fees can only be done by motion of Council. This reduction or elimination of fees shall only be done in exceptional circumstances and will not be granted for licensed events using Town facilities.

Youth and student groups may be eligible to apply for reduced facility user fees up to 50 % of the current subsidized rate provided they show a statement of need and that the registration fees are in line with similar groups in the region. This can be applied to sports tournaments and clinics.

Where user groups require meeting space for a limited time and the space is not being rented, approval shall be at the discretion of the Senior Administrative Officer or his/her designate. The exception to this shall be the community room at the library and the fire training area at the fire department. The Head Librarian, in consultation with the Director of Community Services, shall have the authority to allow the use of the community room at no charge. The Fire Chief, in consultation with the Senior Administrative Officer, shall have the authority to allow the use of the fire training area at no charge. A monthly report including any donations of either of these areas shall be provided to Council.

9. PRE-APPROVED ANNUAL DONATIONS

Each year, the Town of Inuvik shall provide the following financial donations which do not require Council approval and are to be included in the annual budget allocation. These donations are to be reviewed every three (3) years.

1) Aurora College Scholarship - \$1,000.00

This is for the Town of Inuvik scholarship that is presented annually to a student enrolled in the Office Administration Program. Applicants are required to write an essay on a topic which is changed each year.

2) Northern Arts and Cultural Centre (NACC) - \$5,000.00

The Northern Arts and Cultural Centre brings world class entertainment to Inuvik which normally would not be available to the citizens. As a sponsor, we receive recognition of our contribution.

3) Inuvik Volunteer Fire Fighters Ball and Children's Show

Each year, the Inuvik Volunteer Fire Department may use the Community Hall free of charge for one (1) adult and one (1) children's event.

4) Muskrat Jamboree

Each year, the Muskrat Jamboree may use the Community Hall free of charge for its closing ceremonies and the organizing committee will also receive a \$2,500.00 cash donation.

5) Muskrat Jamboree Kiddie Carnival

Each year, the Muskrat Jamboree may use the Community Hall free of charge as an alternative location for its kiddie carnival should weather prevent it from being held outside.

**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) 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.)

b) 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
---------------	-----------------

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

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

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, 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.

If the information is unavailable you will provide an explanation as to why.

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 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: _____

REQUEST FOR COUNCIL DECISION

Meeting Dates: November 21 & 23, 2022

RFCD #: 2022-SAO-095

TOPIC

Policy MG.003 Procurement Policy

BACKGROUND

On November 17, 2022, the By-law Review Committee met to review various by-law and associated policies. The Procurement Policy was reviewed with minor changes. These changes were:

1. Updated section 10.1 to correct non-competitive purchase options to the original intent of the section.
2. Corrected various references that had not been changed from previous revisions
3. Changed who the third person who must attend a tender opening to any staff member other than an administrative department person as there have been openings where this was not possible. The priority when having an opening will be a financial or administrative department staff member in attendance
4. Added additional advertising means

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 amendments as presented via motion
2. Defeat the motion
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 motions should be:

Motion #1:

“BE IT RESOLVED THAT Inuvik Town Council hereby approves amendments to policy MG.003 the procurement policy.”

Signature – Grant Hood, SAO

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

POLICIES AND PROCEDURES MANUAL	Category Municipal Governance	Policy Number MG.003
	Date March 28, 2018	Resolution Number 050/03/18

PROCUREMENT POLICY

1.0 POLICY

This policy has been developed to comply with sections the *Cities Towns and Villages Act*.

2.0 PURPOSE

The purpose of this policy is to ensure that the Town of Inuvik procurement processes comply with applicable statutes and to describe the means by which the Town of Inuvik will ensure openness, transparency and fairness in the procurement of goods and services.

3.0 DEFINITIONS

3.1 In this policy, unless a contrary intention appears:

- a) “By-law” means the Town of Inuvik’s Procurement Policy By-law.
- b) “Corporate wide procurement” means the acquisition of goods and/or services on a corporate wide basis.
- c) “Emergency” includes:
 - i) an imminent or actual danger to the life, health or safety of an official or an employee while acting on the Town of Inuvik’s behalf;
 - ii) an imminent or actual danger or injury or destruction of real or personal property belonging to the Town of Inuvik;
 - iii) an unexpected interruption of a public service;
 - iv) an emergency as defined by the *Emergency Management Act* and/or the emergency plan formulated thereunder by the Town of Inuvik;
 - v) a spill of a pollutant as contemplated by the *Environmental Protection Act* and by the *Canadian Environmental Protection Act*;
 - vi) issuance of a non-compliance or directive order under a statute by a Territorial or Federal authority.

- d) “Director or Manager” means the following Town of Inuvik employees: Director of Finance, Director of Public Services, Director of Protective Services, Director of Community Services, Director of Economic Development and Tourism, and Library Services Manager.
- e) “Standing supplier arrangement” means a contract under which the Town of Inuvik may purchase goods and/or services which will be required on an ongoing basis but where the exact types or quantities of goods and/or services required may not be precisely known or the time period during which the goods and/or services are to be delivered may not be precisely determined.
- f) “Goods and/or Services”, also known as a “As and When Arrangements”, includes services, supplies, materials, equipment and infrastructure of every kind that the Town of Inuvik may require to carry out the operations of the Town of Inuvik.
- g) “Irregularity” is when any of the following has occurred or is likely to occur:
 - i) all potential suppliers in a procurement procedure have submitted non-compliant tenders, quotations or proposals;
 - ii) the lowest compliant quotation, tender or proposal exceeds the estimated cost or budget allocated;
 - iii) for any reason, the award of the contract to or the purchase from the lowest compliant potential supplier is procedurally inappropriate or not in the best interests of the Town of Inuvik; or,
 - iv) the specification of a request for quotation, invitation to tender or request for proposal cannot be met by potential suppliers.
- h) “Invitation to Tender” means an invitation made either generally or to selected potential suppliers to submit a tender for the goods and/or services specified in the tender documentation.
- i) “Professional Service Supplier” means a supplier of services requiring professional skills for a defined service requirement including:
 - i) architects, engineers, designers, management, project managers, and financial consultants; and,
 - ii) firms or individuals having specialized competence in environmental, planning, project management or other disciplines.
- j) “Purchase Order” means the purchasing document used to internally track purchasing transactions within the Town of Inuvik’s accounting system and order routine goods and/or services;
- k) “Request for Quotation” or “RFQ” means a request made either generally or to selected potential suppliers for prices on specific goods and /or services.

- l) “Request for Proposal” or “RFP” means a request made either generally or to selected potential suppliers for undefined goods or services including a request to propose solutions or methods to arrive at the desired result.
- m) “Direct Purchase” is where goods and/or services are acquired directly from a services supplier, retailer, wholesaler or by ordering through a catalogue or product guide.
- n) “Response” includes:
 - i) a quotation issued by a supplier in response to a request for quotation;
 - ii) a tender submitted in response to an invitation to tender; and,
 - iii) a proposal issued in response to a request for proposal.
- o) “Senior Administrative Officer” or “SAO” means a person appointed by the Council of the Town of Inuvik to the position of Senior Administrative Officer pursuant to section 41 of the *Cities, Towns, and Villages Act*, S.N.W.T. 2003, c. 22 and includes any person designated by him or her to act on his or her behalf.
- p) “Supplier” means any individual or organization providing goods and/or services to the Town of Inuvik including, but not limited to, contractors, consultants, vendors, project managers and services suppliers.

4.0 GENERAL

- 4.1 Unless otherwise exempted by resolution of Council, the policies herein apply to all procurement by or in the name of the Town of Inuvik, except as specified in Schedule 1.
- 4.2 The Director of Finance shall review compliance with the procurement by-law and this policy, and report to the Council on an annual basis.
- 4.3 The spending and contract authorization limits set forth herein shall apply to all procurement by or on behalf of the Town of Inuvik, except in the case of an emergency, in which case the provisions of section 19.0 shall apply.
- 4.4 Unsolicited proposals received by the Town of Inuvik shall be rejected but may be retained on file for future reference.
- 4.5 Any question involving the meaning or application of this policy is to be submitted to the Director of Finance who will resolve the question.
- 4.6 Procurement of goods and/or services, including without limiting the generality of the foregoing, requests for quotations, purchase orders and procurement contracts shall not be arbitrarily structured to circumvent, avoid or alter the price or potential price relative to the limits set out herein and/or established under section 6.3.
- 4.7 In the case of a multi-year supply and/or service contract, for the purpose of determining whether or not the proposed procurement meets the pre-authorized expenditure limits herein,

the value of procurement shall be deemed to be the total anticipated annual expenditures each fiscal year over the potential life of the contract, including any extensions or renewals.

- 4.8 In order to avoid conflicts of interest and maintain the integrity of the Direct Purchase, RFQ and RFP procurement processes, staff shall not participate in or attempt to influence any Direct Purchase, RFQ or RFP procurement process in which they have or may have a pecuniary interest. For the purposes of this section, the pecuniary interest, direct or indirect, includes the pecuniary interest of the employee.
- 4.9 The Director or Manager shall ensure all goods procured on behalf of the Town meet all applicable standards for use in Canada.

5.0 PROCUREMENT DOCUMENTATION

- 5.1 In order to maintain consistency, Directors or Managers, in consultation, may provide guidelines and standard forms of procurement documentation.
- 5.2 Procurement documentation shall avoid the use of specific products or brand names.
- 5.3 Notwithstanding section 5.2, a specific product or brand name may be specified to ensure consistency or functionality with existing equipment or installations, to avoid unacceptable risk or for some other documented valid purpose.
- 5.4 Preparation of the specifications shall generally be the responsibility of the department initiating the procurement process. The use of standards in procurement documentation that have been certified, evaluated, qualified, registered or verified by independent nationally recognized organizations shall be preferred.

6.0 DELEGATION OF SPENDING AUTHORITY

- 6.1 Within the expenditure limits and the policies and procedures set out herein, staff shall be and are hereby authorized and empowered to procure goods and/or services in the name of the Town of Inuvik and/or to initiate procurement processes as may be necessary to carry out the duties and operations of the Town of Inuvik.
- 6.2 Council delegates to the Senior Administrative Officer the authority to commit or expend funds from the approved operational and capital budgets of the Town.

6.3 The spending authority for other various Management staff is assigned as follows:

Director of Public Services	\$ 25,000
Director of Finance	\$ 25,000
Director of Community Services	\$ 10,000
Director of Protective Services	\$ 10,000
Director of Economic Development and Tourism	\$ 10,000
Library Services Manager	\$ 5,000

6.4 The Director of Finance in consultation with the respective Director or Manager assigns, as necessary, expenditure limits, including monetary and product limits to staff. Notwithstanding anything to the contrary, such expenditure limits shall not exceed the authority of the respective Directors or Managers listed in 6.3. Assignment of spending authority shall be approved by the Director of Finance.

6.5 In the case of consultant contracts, management contracts, project management contracts or similar service contracts, any and all authority of the service provider to make expenditures in the name of the Town of Inuvik or which may be charged to the Town of Inuvik shall be specifically detailed in the contract in question. In the absence of a specific expenditure authority, the applicable Director or Manager shall have the authority to authorize expenditures on behalf of or in the name of the Town of Inuvik for an amount not to exceed the authority of the assigning Director or Manager.

6.6 The Director of Finance shall keep a current list of all assigned expenditure limits, which shall include the information required under sections 6.2 through 6.6.

7.0 AVAILABLE METHODOLOGIES AND PROCESS REQUIREMENTS

7.1 For the purposes of this by-law, procurement is either:

- 1) Pre-authorized; or
- 2) Not pre-authorized.

7.2 Procurement shall be and is hereby pre-authorized if it is either:

- 1) within the expenditure limits authorized under section 6.3 and is performed in accordance with the policies and procedures set out therein; or,
- 2) done in accordance with the terms of a contract that explicitly authorizes expenditures on behalf of or in the name of the Town of Inuvik.

7.3 All procurement not pre-authorized in accordance with section 7.2 shall require Council approval.

- 7.4 Notwithstanding anything to the contrary, a Director or Manager may precede a procurement process with pre-qualification procedures such as expressions of interest, request for pre-qualification or similar techniques.

8.0 CONSTRUCTION LIEN HOLDBACKS

- 8.1 The Town of Inuvik shall, at all times, meet its obligations under the Construction Lien Act and similar statutes.
- 8.2 Prior to the release of any funds that may be hold back funds within the meaning of such statutes, the individual responsible for the contract shall determine whether or not the Town of Inuvik has any obligations under such statutes with respect to such funds.

9.0 PURCHASING METHODOLOGIES

- 9.1 Subject to the provision of the by-law and the provisions of this policy, goods and/or services may be acquired by one or more of the following methodologies:

- 1) Direct Purchase (DP);
- 2) Request for Quotation (RFQ);
- 3) Invitation to Tender; or
- 4) Request for Proposal (RFP)

9.2 DIRECT PURCHASE (DP)

- 9.2.1 Direct purchase may be used in the following circumstances:

- 1) For non-competitive purchases by staff within their assigned expenditure limits where:
 - a) the goods and/or services are readily available at retail outlets or from service providers;
 - b) are required on an item by item basis;
 - c) the total price is less than \$10,000; and,
 - d) where otherwise provided under section 10.1 (8) for the provision of Professional Services.
- 2) Notwithstanding anything to the contrary, no person shall authorize or enter into a procurement contract on behalf of the Town of Inuvik in excess of the expenditure limitation assigned to them under section 6.3.

9.3 REQUEST FOR QUOTATIONS (RFQ)

9.3.1 Request for Quotation procedures may be used where:

- 1) the estimated price is not greater than \$50,000;
- 2) the requirements can be fully defined; and,
- 3) the best value for the Town of Inuvik can be achieved by an award selection made on the basis of the best quotation that meets specifications set out in Sections 9.3 through 9.5.

9.3.2 Despite the provision of section 9.3.1, where it is in the interest of the Town of Inuvik or the interests of ensuring that the procurement is undertaken in an open, fair and transparent way, the procurement shall be done by way of Invitation to Tender.

9.4 INVITATION TO TENDER

9.4.1 Invitation to Tender procedures may be used in circumstances set out in sections 9.3.2 but shall be used where:

- 1) the estimated price is greater than \$50,000;
- 2) the requirement can be fully defined; and,
- 3) the best value for the Town of Inuvik can be achieved by an award selection made on the basis of the best tender that meets specifications set out in Section 6.1 through 18.6.

9.5 REQUESTS FOR PROPOSALS (RFP)

9.5.1 The Request for Proposal may be used where:

- 1) the requirement is best described in a general performance specification;
- 2) innovative solutions are sought; and,
- 3) to achieve best value, the award selection must be based at least in part on subjective evaluations.

10.0 NON-COMPETITIVE PURCHASES

10.1 The requirement for competitive bid solicitation for goods and/or services may be waived under joint authority of the SAO and the appropriate Director or Manager and replaced with direct negotiations with a particular potential supplier under one or more of the following circumstances:

- 1) where competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, technical secrets or controls of raw material;
- 2) where, due to abnormal market conditions, the goods and/or services required are in short supply;
- 3) where only one source of supply would be acceptable and cost effective;
- 4) where there is an absence of competition for technical or other reasons and the goods, services or construction can only be supplied by a particular supplier and no alternative exists;
- 5) where the nature of the requirement is such that it would not be in the public interests to solicit competitive bids as in the case of security or confidentiality matters;
- 6) where in the event of an emergency as defined by this policy, a requirement exists;
- 7) where the requirement is for a utility for which there exists a monopoly; and,
- 8) where the requirement is for professional services provider.

10.2 When a sole source supplier is proposed to provide goods and/or services pursuant to section 10.1, a written report indicating the rationale for a non-competitive selection shall be submitted to Council for approval, if the amount exceeds the spending limits as assigned in section 6.3.

11.0 STANDING SUPPLIER ARRANGEMENTS

11.1 A standing supplier may be used where:

- 1) the same goods and/or services will be required on a repetitive basis over a period of time and the actual demand is not known in advance; or,
- 2) a need is anticipated for a range of goods and/or services for a specific purpose such as office supplies or snowplowing services, but the actual demand is not known at the outset and delivery is to be made when a requirement arises.

11.2 Selection of a standing supplier or suppliers shall be made in accordance with the provisions contained in this policy.

11.3 More than one standing supplier may be selected where it is in the best interests of the Town of Inuvik and the procurement documentation allows for more than one.

11.4 Existing standing supplier arrangements shall be utilized unless the proposed procurement is related to an emergency in accordance with section 19.0.

11.5 In the procurement documentation for a standing supplier arrangement, the expected quantity of the specified goods and/or services to be purchased over the time period of the agreement will be as accurate an estimate as practical and be based, to the extent possible, on previous usage adjusted for any known factors that may change usage.

11.6 ELIGIBLE SUPPLIERS

11.6.1 The Director of Public Services shall, on an annual basis, advertise in the local newspaper or other media that the Town of Inuvik is seeking expressions of interest from contractors for various construction services including labour and equipment rates. This registry shall be kept by the Director of Public Services for use in addressing any small scale construction projects deemed necessary by the Town of Inuvik.

12.1 EXCLUSION OF SUPPLIERS IN LITIGATION

12.1.1 The Town of Inuvik may, in its absolute discretion, reject a quotation, tender or proposal if the potential supplier, or any officer or Director of the potential supplier is or has been engaged, either directly or indirectly through another corporation in legal action against the Town of Inuvik, its elected or appointed officers and employees in relation to:

- 1) any other contract or services ; or
- 2) any matter arising from the Town of Inuvik's exercise of its powers, duties or functions.

12.1.2 In determining whether or not to reject a quotation, tender or proposal under this clause, the Town of Inuvik will consider whether the litigation is likely to affect the potential supplier's ability to work with the Town of Inuvik, its consultants and representatives and whether the Town of Inuvik's experience with the potential supplier indicates that the Town of Inuvik is likely to incur increased staff and legal costs in the administration of the contract if it is awarded to the potential supplier.

12.2 EXCLUSION OF SUPPLIER DUE TO POOR PERFORMANCE

12.2.1 All individuals responsible for the contract shall document evidence and keep records where the performance of a supplier has been unsatisfactory in terms of failure to meet contract specifications, terms and conditions or health and safety violations.

12.2.2 Council may prohibit an unsatisfactory supplier from participating in future contracts for a period of up to three years.

13.0 DIRECT PURCHASE PROCEDURES

- 13.1 Goods and/or services may be acquired by direct purchase only if one or more of the following conditions apply:
- 1) The required goods and/or services may be acquired by retail or from supplier in accordance with the expenditure limits established pursuant to section 6.3 of this policy; or,
 - 2) The required goods and services are available from only one source by reason of the scarcity of supply in the market, the existence of exclusive rights held by any supplier, or the need for compatibility with goods and services previously acquired and there are no reasonable alternatives or substitutes with the concurrence of the Director of Finance.
- 13.2 In keeping with clause 14.5, three (3) quotations must be sought prior to any purchase of \$2,500.00 or more.
- 13.3 Directors and Managers shall provide written justification for all sole source purchases between \$1,000.00 and \$2,500.00.

14.0 REQUEST FOR QUOTATION (RFQ) PROCEDURES

- 14.1 Procurement by Request for Quotation shall be initiated by the preparation of a Request for Quotation in writing, containing the relevant specification and the terms and conditions for the purchase of goods and services.
- 14.2 Potential suppliers shall be contacted in accordance with section 22.0.
- 14.3 A summary of the quotation received shall be prepared and all quotes shall be reviewed for compliance with the Request for Quotation.
- 14.4 The Town of Inuvik reserves the right to accept or reject any submission received.
- 14.5 A competitive process shall be undertaken whereby a minimum of three (3) quotations are obtained, and generally speaking, the lowest compliant quotation is awarded the contract. Care must be taken as to how quotations are sought, bidder's lists are maintained and how competition is encouraged. Although a minimum of three (3) quotations are required, an open process will be more competitive and is encouraged.
- 14.6 Procurement by Request for Quotation shall be undertaken only on the basis of clear definition of the product and/or service requirement. The decision on which quotation to choose will be based solely on the requirements as documented, the quotation made and the application of the evaluation criteria, if any, set forth in the Request for Quotation. The same decision should be arrived at each time given the same set of facts, which will facilitate the dispute resolution process.

- 14.7 The Town of Inuvik's staff will take no action to allow any potential supplier an unfair advantage. The inclusion of costs associated with changing from an existing supplier to another supplier will be considered in the cost evaluation of a Request of Quotation.
- 14.8 The lowest or any proposal will not necessarily be accepted.
- 14.9 Purchase Orders must be completed in addition to any other procurement documentation.
- 14.10 In order to assist in cross-training, enable potential suppliers to understand the process requirements and ensure that legal and insurance risks are controlled, standard formats should be followed for Requests for Quotations.

15.0 REQUESTS FOR PROPOSAL (RFP) PROCEDURES

- 15.1 A Request for Information or a Request for Expression of Interest may be issued in advance of Request for Proposals to assist in the development of a more definitive set of terms and conditions, scope of work/service and the selection of qualified potential suppliers.
- 15.2 Where the requirement is not straightforward or an excessive workload would be required to evaluate proposals, either due to their complexity, length, number of combination thereof, a procedure may be used that would include a pre-qualification phase.
- 15.3 The Director or Manager of the department or his or her designated alternate involved in issuing the RFP shall prepare an evaluation summary of the procurement, as well as a recommendation for the award of a contract, if any, to the supplier meeting all mandatory requirements and providing best value as stipulated in the Request for Proposal.
- 15.4 Reporting shall not include summaries of proposals as this information will remain confidential. Any disclosure of information shall be made by the designated staff in accordance with the provisions of the Access to Information and Protection to Privacy Act.
- 15.5 The Town of Inuvik reserves the right to accept or reject any or all proposals.
- 15.6 The lowest or any proposal will not necessarily be accepted.
- 15.7 All proposals are subject to a formal contract being negotiated.

16.0 TENDER PROCEDURES

- 16.1 Procurement by Invitation to Tender shall be initiated by the preparation of tender documents containing the relevant specifications and terms and conditions for the purchase of goods and/or services using the Town of Inuvik's standard formats.
- 16.2 The issuing department shall be responsible for arranging for the public opening of tenders at the time and date specified in the tender document.
- 16.3 A summary of the tenders received shall be prepared and reviewed for compliance.
- 16.4 The Town of Inuvik reserves the right to accept or reject any and all tenders.

17.0 GUARANTEES OF CONTRACT EXECUTION AND PERFORMANCE

- 17.1 A Director or Manager may require that tenders be accompanied by a Bid Deposit to guarantee the entry into a contract by the successful tenderer.
- 17.2 In addition to the bid security referred to in subsection 17.4, the successful tenderer may be required to provide:
 - 1) A Performance Bond to guarantee the faithful performance of the contract;
 - 2) A Labour & Material Payment Bond to guarantee the payment for labour and materials to be supplied in connection with the contract;
 - 3) An irrevocable letter of credit; and/or,
 - 4) Such other performance security that may be determined to be suitable in accordance with section 17.4.
- 17.3 The Director or Manager of the issuing department shall select the appropriate means to guarantee execution and performance of the contract. Means may include one or more of, but are not limited to, financial bonds or other forms of security deposits, provisions for liquidated damages, progress payments and holdbacks.
- 17.4 Prior to issuing a tender, the Director or Manager shall determine the amount of bid deposit required, if any.
- 17.5 Prior to commencement of work and where deemed appropriate, evidence of insurance coverage satisfactory to the Director or Manager must be obtained, ensuring indemnification of the Town of Inuvik and any municipality on whose property the work may be carried out.
- 17.6 Prior to payments to suppliers, certificates or clearance from the Workers' Safety and Compensation Commission shall be obtained ensuring all premiums or levies have been paid to the Board to date.

- 17.7 In addition to all other holdbacks, a maintenance holdback may be specified by the Director or Manager or the issuing department in the tender documents.

18.0 SUBMISSIONS OF TENDERS

- 18.1 Tenders shall be accepted in the forms designated in the tender up to the time and date specified by the tender call.
- 18.2 Tenders received later than the specified closing time shall not be accepted.
- 18.3 A tender requiring a bid deposit shall be void if such security is not included in the tenderer's bid.
- 18.4 All tenderers may be requested to supply a list of all subcontractors to be employed on a project. Any changes to the list of subcontractors or addition thereto must be approved by the Director, Manager or individual responsible for the project.
- 18.5 All tenders shall be opened in public at a time as specified in the tender. In attendance at the tender shall be the Director or Manager of the originating tender, the staff person responsible for the project as well as a least one staff member not from the department issuing the tender.

19.0 CORPORATE WIDE AND DEPARTMENTAL PROCUREMENT

- 19.1 Procurement may be undertaken on a corporate wide or departmental basis in accordance with this section.
- 19.2 The Director of Finance shall, from time to time in conjunction with the SAO and Directors or Managers, establish a list of goods and/or services to be acquired on a corporate wide basis.
- 19.3 The list of goods and/or services to be procured on a corporate wide basis shall include designation of the lead department responsible for the procurement of the items listed.
- 19.4 Goods and/or services not acquired on a corporate wide basis may be acquired on a departmental basis.
- 19.5 The provisions of this policy shall be complied with regardless of whether the procurement is done on a corporate wide basis or departmental basis.

20.0 EMERGENCY SITUATIONS

20.1 Where, in the opinion of the SAO or Emergency Control Group (ECG), an emergency has occurred:

- 1) The ECG, with the approval of the Senior Administrative Officer, may undertake procurement in excess of any preauthorized expenditure limits of members of the ECG herein up to a maximum of \$100,000.00.
- 2) Any expenditure made under such conditions together with a source of financing shall be reported on at the next meeting of Council following the date of the expenditure.

21.0 IN HOUSE BIDS

21.1 During the procurement process, in house bids will not be considered.

22.0 NOTICE OF PROCEDURES

22.1 The following notice procedures shall apply to all procurement, except by direct purchase.

22.2 Where only selected potential suppliers will be eligible to participate in a procurement process, notice of the procurement process shall be given by way of notice to the selected suppliers by fax, courier or such other method as may ensure notification and integrity of the process.

22.3 Where a procurement process will be open to all who wish to participate, notice may be given by one or more of the following methods:

- 1) by publication of a notice in a trade journal or other publication likely to be read by the group of potential suppliers; and/or,
- 2) publication of an advertisement in a daily or weekly newspaper that has such circulation within the Municipality so as to provide reasonable notice to potentially interested parties; and/or,
- 3) publication on the Town of Inuvik's website.
- 4) Town of Inuvik Social Media Platforms

23.0 EVALUATION OF QUOTATIONS, TENDERS AND PROPOSALS

23.1 Where two or more responsible bidders have submitted bids with the same bid amount, and the bid is the lowest bid by a responsible bidder, the bidders shall be advised in writing that the Senior Administrative Officer shall recommend to Council that acceptance be decided by means of a draw at the next regular or special meeting of Council. The names of the lowest bidders shall be written on equal sized pieces of paper and drawn from a container in full view of all present. Should any bidder elect not to attend, the draw will proceed regardless.

23.2 NO ACCEPTABLE RESPONSE RECEIVED

- 23.2.1 Where the responses received in a procurement process exceed budget, are not responsive to the requirement, or do not represent fair value, a revised solicitation may be issued in an effort to obtain an acceptable response unless section 23.2.2 applies.
- 23.2.2 The applicable Director or Manager and SAO may jointly waive the need for a revised bid solicitation and enter into negotiation with the lowest responsive bidder, or the highest responsive bidder for a revenue-driven bid selection emanating from a bid solicitation, under the following circumstances:
- 1) the total cost of the lowest responsive bid is in excess of the funds that are budgeted by Council for the project or the highest responsive bid revenue is less than that made; and,
 - 2) the Director or Manager and the SAO agree that the changes required to achieve an acceptable bid will not change the general nature of the requirement described in the bid solicitation.
- 23.2.3 Negotiations undertaken in section 23.2.2 shall be undertaken to ensure that all ethical public procurement practices are followed.
- 23.2.4 The Town of Inuvik has the right to cease negotiations and reject any offer at any time.

23.3 ONLY ONE RESPONSE RECEIVED

- 23.3.1 In the event that only one response is received in a procurement process, the Director or Manager may:
- 1) return the unopened bid to the bidder when, in the opinion of the Director or Manager, the Town of Inuvik would reasonably expect to receive more than one bid, in which case the bidder shall be informed that the Town of Inuvik may be recalling the tender at a later date; or,
 - 2) cause the bid to be opened and evaluated in accordance with the Town of Inuvik's usual procedures and, following evaluation, if the bid is found not to be acceptable, the procedures set out in subsections 23.2.1 to 23.2.3 may be followed.

24.0 CONTRACT RECORDS

- 24.1 The establishment of a procurement contract may be made by way of:
- 1) acceptance by a supplier of the Town of Inuvik's purchase order;
 - 2) acceptance by the Town of Inuvik of a supplier's quotation or tender; or,
 - 3) negotiation subsequent to a Request for Proposal.
- 24.2 A Purchase Order approach may be used when the resulting procurement contract is straightforward and will contain the Town of Inuvik's standard terms and conditions.

24.3 A formal contract approach is to be used when the resulting procurement contract is complex and will contain terms and conditions other than the Town of Inuvik's standard terms and conditions.

24.4 Where a formal approach is not used, a Purchase Order describing the goods and/or services being ordered together with references to all other documentation containing terms or conditions related to the transaction shall be filed by the applicable department.

25.0 CUSTODY OF DOCUMENTS

25.1 The issuing department shall be responsible for the safeguarding of the original purchasing and contract documentation for the procurement of goods and services.

25.2 Where applicable, a copy of contract documentation for the procurement of goods and services should be provided to the Finance Department for record management purposes.

26.0 CONTRACT AMENDMENTS AND REVISIONS

26.1 No amendment or revision to a contract shall be made unless the amendment is in the best interest of the Town of Inuvik.

26.2 No amendment that materially changes the price of a contract shall be agreed to without a corresponding change in requirement or scope of work.

26.3 Amendments to contracts are subject to the identification of sufficient funds within the Council approved budget, including authorized budget amendments to the project or the services that are the subject of the proposed contract amendment.

26.4 Where expenditures for the proposed amendment combined with the price of original contract exceeds the Council approved budget for the project, a report prepared by the Director or Manager shall be submitted to Council detailing the proposed amendment, and proposing the source of financing.

27.0 EXERCISE OF CONTRACT RENEWAL OPTIONS

27.1 Where a contract contains an option for renewal, such option may be exercised by the Director or Manager provided that all the following apply:

- 1) the supplier's performance in supplying the goods, services or construction is considered to have met the requirements of the contract;
- 2) the Director or Manager of the department is of the opinion that the exercise of the option is in the best interest of the Town of Inuvik;

- 3) funds are available in appropriate accounts within the council approved budget including authorized revisions to meet the proposed expenditure; and,
 - 4) the amount of the extension does not exceed the assigned spending authority.
- 27.2 In the event that the provisions of section 27.1 are not complied with, renewals or extensions shall require the authorization of Council.

28.0 CHANGE ORDERS

- 28.1 Amendments to a contract may only be done by way of change orders if:
- 1) The contract contemplates a change made by way of change orders and provides detailed procedures to establish the nature of the change in the goods and/or services and the determination of the price adjustments applicable to any such change.
 - 2) Proper documentation is prepared in accordance with the provisions of the contract.
 - 3) Change orders comply with assigned authorities within this policy.

29.0 CO-OPERATIVE PURCHASING

- 29.1 The Town of Inuvik may participate with other governments or public authorities in co-operative purchasing where it is in the best interest of the Town of Inuvik.
- 29.2 The decision to award a contract in co-operative purchasing arrangement will be made by the Town of Inuvik in accordance with the authority prescribed in the policy.
- 29.3 The policies of the government or public authorities calling the co-operative tender are to be the accepted policy for that particular tender.

30.0 DISPOSALS OF SURPLUS EQUIPMENT

- 30.1 All departments shall notify the Director of Finance when items become obsolete or surplus to their requirements.
- 30.2 The Director of Finance shall be responsible for ascertaining if the items can be of use to another department rather than disposed of.
- 30.3 Items that are not claimed for use by another department may be offered for sealed bids, public auction or other public sale, whichever method is most suitable for the equipment or material involved in the opinion of the Director of Finance.
- 30.4 The revenue from the sale of obsolete material shall be credited to the appropriate departmental account.

31.0 SIGNING AUTHORITIES

- 31.1 Cheque and document signing authorities are defined in the Town of Inuvik Signing Authority Policy FM.002.

SCHEDULE 1
GOODS AND SERVICES NOT SUBJECT TO THIS POLICY

1. Petty cash items
2. Training and education including:
 - i) Conferences
 - ii) Courses
 - iii) Conventions
 - iv) Magazines
 - v) Memberships
 - vi) Periodicals
 - vii) Seminars
 - viii) Staff Development
 - ix) Staff Workshops
 - x) Staff Relations
3. Refundable Employees Expenses including:
 - i) Cash Advances
 - ii) Meal Allowances
 - iii) Travel Expenses
 - iv) Accommodation
4. Employer's General Expenses including:
 - i) Payroll Deduction Remittances
 - ii) Medicals
 - iii) Insurance Premiums
 - iv) Tax Remittances
5. Licenses, certificates and other approval required.
6. Ongoing maintenance for existing computer hardware and software.
7. The following Professional and Special Services:
 - i) Additional non-recurring Accounting and Auditing Services
 - ii) Legal Counsel
 - iii) Banking Services where covered by agreements
 - iv) Public Debenture Sales
 - v) Group Benefits
 - vi) Realty Services regarding the lease, acquisition, demolition, sale of land, appraisal of land, and survey
 - vii) Project Management Services
 - viii) Utilities where a franchise agreement or monopoly exists
 - ix) Engineering Services
8. Real property acquisitions, including the leasing of property.

REQUEST FOR COUNCIL DECISION

Meeting Dates: November 21 & 23, 2022

RFCD #: 2022-SAO-096

TOPIC

Amendments to Town of Inuvik Fees and Charges Policy FM.021 Schedule A

BACKGROUND

On November 17, 2022, the By-law Review Committee met to review various by-law and associated policies. As a result of the financial administration by-law changes the fees for tax certificates and zoning compliance letters were moved the Fees and Charges Policy.

The additional fees are listed as Appendix "A" of this request.

FINANCIAL IMPLICATIONS

There are no financial implications as this is just changing the location of where the fees are located.

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 amendments as presented via motion
2. Defeat the motion
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 motions should be:

Motion #1:

"BE IT RESOLVED THAT Inuvik Town Council hereby approves amendments to policy FM.021 the Fees and charges policy Schedule "A"."

Signature – Grant Hood, SAO



APPENDIX A – ADDITIONAL FEES

Lands				
Tax Certificates	\$ 50.00	\$ 2.50	\$ 52.50	per certificate
Zoning Compliance Letters	\$ 50.00	\$ 2.50	\$ 52.50	per letter

REQUEST FOR COUNCIL DECISION

Meeting Dates: November 21 & 23, 2022

RFCD #: 2022-SAO-090

TOPIC

By-law 2696/LEG/22 Council Indemnity By-law

BACKGROUND

On November 17, 2022, the By-law Review Committee met to review various by-law and associated policies. The Council Indemnity by-law was reviewed with only minor recommended changes. These changes were a reference to the new terminology for the Human Resources Policy and correcting the per diem rates reference that have been in use from the Government of the NWT rates to those for the Federal Government which has been the practice for 4 years.

FINANCIAL IMPLICATIONS

The Federal rate differentiates various areas and has separate rates for those areas where the GNWT has one rate for all travel. By adopting the federal rate will reduce costs for travel to provinces and Yukon.

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 readings as presented via motion
2. Defeat the by-law on first 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 motions should be:


Motion #1:

"BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2696/LEG/22, a by-law provide indemnities for the Mayor, Council and Youth Councillor Bursary."

Motion #2:

"BE IT RESOLVED THAT Inuvik Town Council hereby gives SECOND READING to By-law 2696/LEG/22, a by-law provide indemnities for the Mayor, Council and Youth Councillor Bursary."

Signature – Grant Hood, SAO



**TOWN OF INUVIK
BY-LAW #2696/LEG/22**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE NORTHWEST TERRITORIES TO PROVIDE INDEMNITIES FOR THE MAYOR, DEPUTY MAYOR AND COUNCILLORS, AND TO PROVIDE A BURSARY FOR THE YOUTH REPRESENTATIVE ON COUNCIL

PURSUANT to section 102 of the Cities, Towns and Villages Act, S.N.W.T. 2003, c.22;

WHEREAS Council deems it desirable and appropriate to establish indemnity rates for Council Members and remuneration for Youth Representatives on Council;

AND WHEREAS Council deems it advisable to have an appointed Youth Representative who should receive remuneration in the form of a bursary for his or her attendance and participation on Council;

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

SHORT TITLE

1. This by-law may be cited as the “**Mayor and Council Indemnity and Youth Bursary By-law**”.

INTERPRETATION

2. In this by-law:
 - a) “**CPI**” means The Consumer Price Index, which is an indicator prepared by Statistics Canada, of changes in consumer prices experienced by Canadians. It is obtained by comparing, over time, the cost of a fixed basket of goods and services purchased by consumers. Since the basket contains goods and services of unchanging or equivalent quantity and quality, the index reflects only pure price change.
 - b) “**Town**” means the Municipal Corporation of the Town of Inuvik in the Northwest Territories.
3. In this by-law, all other terms, phrases and their derivatives as set out in the attached schedules shall have the meanings given in the by-law (including any amended or successor by-law) referenced in the individual part of the schedule.
4. If or when the terms, phrases or their derivatives are not consistent with the context, words in the present tense shall include the future, words in the plural context shall include the singular and words in the singular number include the plural. The word “shall” is always mandatory and not merely directory. Words not defined shall be interpreted in accordance with the *Interpretation Act*, and the *Cities, Towns and Villages Act* and if not defined in either of these Acts, they are not to be given their common and ordinary meaning.
5. The marginal notes and headings in this by-law are for reference purposes only.
6. Any Act, Regulation or by-law that is referenced to in this by-law shall be interpreted as including any successor Act, Regulation or by-law.

INDEMNITY RATES

7. The Mayor of the Town of Inuvik shall receive an annual indemnity paid hourly on a bi-weekly basis, based on the salary grid attached as Schedule “A”, forming part of this by-law.

8. The Mayor's indemnity allowance will be adjusted to reflect the CPI percentage for the preceding year using Yellowknife CPI. If the CPI percentage is greater than the annual salary increase in accordance with the current Town Personnel Directive Policy, the lesser of the two amounts will be used. The position is eligible for benefits as outlined in the Town of Inuvik Human Resources Policy.
9. The Deputy Mayor of the Town of Inuvik shall receive the sum of **two hundred and ten dollars (\$210.00)** for each Regular, Special Council Meeting and Committee of the Whole Meeting attended.
10. When the Assistant Deputy Mayor is required to assume the Acting Mayor's and/or Deputy Mayor's position due to their absence, the Assistant Deputy Mayor will be paid the level of the Deputy Mayor's remuneration for the period he or she acts in the Acting Mayor and/or Deputy Mayor's position.
11. Councillors shall receive the sum of **one hundred and fifty dollars (\$150.00)** for each Regular, Special Council Meeting and Committee of the Whole Meeting attended.
12. The Deputy Mayor and Councillor(s) of the Town of Inuvik shall receive an indemnity as follows:
 - (i.) for attendance at Council Committee meetings on the following basis:
 - **seventy five dollars (\$75.00)** for less than a half day meeting
 - **one hundred and fifty dollars (\$150.00)** for a half day meeting
 - **three hundred dollars (\$300.00)** for a full day meeting
 - (ii.) **three hundred dollars (\$300.00)** per day if the Deputy Mayor, Assistant Deputy Mayor, Council Member, or Youth Representative are required to travel out of Town on Town Council approved business in the form of an indemnity.

NOTE: If a Council Member or Youth Representative on Council is required to travel out of Town on Council approved business for a portion of the day, they will be paid an indemnity and expense allowance of **one hundred and fifty dollars (\$150.00)** for a half day.

13. The Mayor, Deputy Mayor, Councillors and Youth Representative will receive a per diem allowance for each full or portion of a day they are out of Town on Town Council approved business which shall be adjusted as the Federal Government rates are changed, or as may be amended from time to time so that the Town rates remain consistent with rates being paid by the Federal Government.
14. The Deputy Mayor and Councillors will be paid on a bi-weekly basis.
15. Council members may request that their payments be applied directly against any debts owing to the municipality.
16. Prior to the call for nominations preceding every general election, the Town shall review this by-law. The results shall be included in the nomination packages provided to candidates and shall be made widely available to the public.
17. Any personal business that the Mayor wishes to engage in during his regular working hours must have the prior approval from Council.

YOUTH REPRESENTATIVE

18. The Youth Representative on Council shall receive a bursary to a maximum amount of **five thousand dollars (\$5,000.00)** based on attendance at council meetings. The bursary will be held in trust for a two-year period following his/her term on council and is to be used to assist with studies at a post-secondary institution or other program approved by Council resolution.

EFFECT

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

REPEAL

20. By-law #2618/LEG/18 is hereby repealed.

READ A FIRST TIME THIS ____ DAY OF _____, 2022 A.D.

READ A SECOND TIME THIS ____ DAY OF _____, 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”
Mayor’s Salary Grid

<u>Mayor's Proposed Salary Grid</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>
Mayor Hourly Remuneration	\$43.34	\$45.50	\$47.66	\$49.81	\$51.97	\$54.13

Term year is November - October
Year 1 = 1st year of service
Year 2 = 2nd year of service
Year 3 = 3rd year of service
Year 4 = 4th year of service
Year 5 = 5th year of service
Year 6 = 6th year of service

REQUEST FOR COUNCIL DECISION

Meeting Dates: November 21 & 23, 2022

RFCD #: 2022-SAO-091

TOPIC

By-law 2697/LEG/22 Council Proceedings By-law

BACKGROUND

On November 17, 2022, the By-law Review Committee met to review various by-law and associated policies. The Council Proceedings by-law was reviewed with some changes. These changes were:

1. Reference to the new terminology for the Human Resources Policy
2. Expanding where notices may be advertised to include social media etc.
3. Section 3.10 was deleted as it is a duplicate of 3.9
4. Section 5.1 was updated to reflect the CTV Act
5. Addition of the land acknowledgement to the set agenda
6. Clarification and updating of the dates for distribution or submission for Council meeting

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 readings as presented via motion
2. Defeat the by-law on first 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 motions should be:

Motion #1:

"BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2697/LEG/22, the Council Proceedings By-law."

Motion #2:

"BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2697/LEG/22, the Council Proceedings By-law."

Signature – Grant Hood, SAO

A handwritten signature in black ink, appearing to read 'G. Hood', is written over a light blue circular stamp that contains the text 'SAO'.

**TOWN OF INUVIK
BY-LAW #2697/LEG/22**

**A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE
NORTHWEST TERRITORIES TO REGULATE THE PROCEEDINGS OF COUNCIL**

PURSUANT to Sections 29 and 30 of the *Cities, Towns and Villages Act* S.N.W.T. 2003 c.22 of the Northwest Territories and any subsequent amendments thereto:

WHEREAS it is deemed desirable to provide rules for:

- (a) the calling of meetings of Council and its committees;
- (b) the procedures of Council;
- (c) the calling of public meetings of Council;
- (d) the behaviour of the Council members and members of the public present at meetings of Council and its committees; and
- (e) the establishment, appointment and designation of the duties and responsibilities of Council Boards, Commissions and Committees.

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

1.0 SHORT TITLE

This By-law may be cited as "The Council Proceedings By-law".

2.0 INTERPRETATION

2.1 In this by-law, the following terms have the following meanings, unless context requires otherwise:

- (a) "Administration" means the employees of the Town of Inuvik.
- (b) "Assistant Deputy Mayor" means the Assistant Deputy Mayor of the Municipal Corporation of the Town of Inuvik.
- (c) "Business Day" means a day on which the municipal offices are open for business.
- (d) "Chairperson" means the person who is presiding at Council or Council committee meetings.
- (e) "Council" means the Council of the Municipal Corporation of the Town of Inuvik.
- (f) "Council Member" means a member of Council.
- (g) "Council Chambers" means the assembly location of the Municipal Corporation of the Town of Inuvik.
- (h) "CTV Act" means the *Cities, Towns and Villages Act* S.N.W.T. 2003, C.22 and all amendments thereto.
- (i) "Deputy Mayor" means the Deputy Mayor of the Municipal Corporation of the Town of Inuvik.
- (j) "Donation and Sponsorship Policy" means the Town of Inuvik Donation and Sponsorship Policy MG.001 as amended.
- (k) "Ex-Officio" means the appointed members of Council and committees that have exactly the same rights and privileges as do all other members excluding the right to vote.
- (l) "In Camera" means a meeting of the entire body of Council members present which is closed to the media and the public.
- (m) "Mayor" means the presiding Council member and the Senior Executive Officer of the Municipal Corporation of the Town of Inuvik.

- (n) "Meeting" means a duly constituted regular, special or committee of the whole meeting of Council where municipal business is conducted or issues are discussed.
- (o) "Motion" means a standard terminology used by Council to describe the original statement whereby business is brought before a meeting.
- (p) "Resolution" means a formal expression by a meeting, agreed to by a vote.
- (q) "Senior Administrative Officer" means the Senior Administrative Officer of the Municipal Corporation of the Town of Inuvik appointed under the *Cities, Towns and Villages Act* of the Northwest Territories.
- (r) "Statutory Holiday" means a holiday away from work during the work week which is officially recognized pursuant to the Town of Inuvik Human Resources policy as amended.
- (s) "Town" means the Municipal Corporation of the Town of Inuvik.
- (t) "Town Office" means the offices of the Municipal Corporation of the Town of Inuvik.

3.0 REGULAR AND SPECIAL COUNCIL MEETINGS

- 3.1 All regular Council meetings shall be held on the second and fourth Wednesday of each month beginning at 7:00 p.m. and terminating by 10:00 p.m. Council may, by motion, extend the time limit for any regular Council meeting with a unanimous vote in favour of the motion to extend the meeting past the hour of 10:00 p.m.
- 3.2 If a Statutory Holiday falls on a Monday or a Wednesday, the regular Council meetings and committee of the whole Council meetings described in section 3 (1) and 4 (1) may be re-scheduled by a motion of Council or cancelled by the Mayor and/or Council as required.
- 3.3 If there are an inadequate number of agenda items to justify a meeting, the Mayor or Council by motion may reschedule or cancel the meeting.
- 3.4 Council must hold at least one regular council meeting each month at the time and place that Council fixes by sections 3.1 and 4 of this by-law.
- 3.5 When a regular council meeting is scheduled on a Statutory Holiday, that meeting will be automatically rescheduled to the Thursday immediately following the Statutory Holiday, unless the meeting is cancelled.
- 3.6 All regular council meetings shall be held in the Council Chambers except where the location is changed by Council motion.
- 3.7 No regular or special Council meetings will be held on Sundays.
- 3.8 Notices and/or agendas of all committee of the whole, regular and special Council meetings will be posted in a public place at the Town Office, on the Town of Inuvik Website, and social media platforms and announced on the CBC radio message service seventy-two (72) hours in advance of the meetings.
- 3.9 No business other than that stated in the notice for such special meeting shall be transacted at that meeting unless all members of the council are present and a resolution therefore is passed unanimously.

4.0 COMMITTEE OF THE WHOLE MEETINGS

- 4.1 All Council committee of the whole meetings shall be held two (2) days prior to the regular council meeting beginning at 7:00 p.m. and terminating by 10:00 p.m. Council may, by unanimous agreement, extend the meeting beyond 10:00 p.m.
- 4.2 When a Council committee of the whole meeting is scheduled on a Monday that is a Statutory Holiday, that meeting will be automatically rescheduled to the Tuesday immediately following the Statutory Holiday unless the meeting is cancelled.
- 4.3 All Council committee of the whole meetings shall be held in the Council Chambers except where the location is changed by Council motion.
- 4.4 No by-law or motion, apart from the motion necessary to go in and out of an in-camera session, may be passed.
- 4.5 Chair for Committee of the Whole meetings may be held by any member of Council and appointed via motion at the proceeding Committee of the Whole meeting. Should no motion be made the Mayor shall chair the meeting.

5.0 IN CAMERA MEETINGS

- 5.1 Council shall limit "In Camera" discussions to the following items:
 - (a) commercial information that, if disclosed, would likely be prejudicial to the municipal corporation or the persons involved;
 - (b) information received in confidence that, if disclosed, would be prejudicial to the municipal corporation or the persons involved;
 - (c) personal information, including personal information about employees;
 - (d) the salary, benefits or performance record of an employee;
 - (e) a matter still under consideration and on which council has not yet publicly announced a decision, if discussion in public would likely prejudice the municipal corporation's ability to carryout its activities or negotiations;
 - (f) the acquisition or disposition of property by or on behalf of the municipal corporation;
 - (g) the setting of minimum tax sale prices under the Property Assessment and Taxation Act;
 - (h) the conduct of existing or anticipated legal proceedings;
 - (i) the conduct of an investigation under, or enforcement of, an enactment or bylaw;
 - (j) information, the disclosure of which could prejudice public security or the maintenance of law and order;
 - (k) the security of documents or premises
- 5.2 Participants (i.e. Administration and Council members) in In Camera meetings are morally and duly bound to treat all discussions, information, documentation or correspondence received and informal decisions reached in these meetings to be of a strictly private and confidential nature.
- 5.3 Any breach of the Code of Confidentiality will result in the offending party being censured by Council motion.
- 5.4 All correspondence and documentation received as part of any In Camera meeting will be returned to the Senior Administrative Officer at the end of the In Camera meeting in order that the correspondence or documentation may be shredded to avoid its circulation.

- 5.5 Minutes of In Camera meetings may be recorded at Council's request.
- 5.6 A quorum of Council shall constitute a quorum for In Camera meetings.
- 5.7 In Camera meetings may be held immediately following the committee of the whole or regular Council meeting(s) at Council's discretion.

6.0 QUORUM

- 6.1 A quorum of Council for regular, special, committee of the whole and in camera meetings is five (5) Council members except in the case of an emergency meeting, as described in Sections 28 (1), 28 (2), 28 (3) and 28 (4) of the *Cities, Towns and Villages Act*, when those members of Council present constitute a quorum.
- 6.2 If a quorum is present, the Mayor shall take the chair and call the Council meeting to order. If no quorum is present fifteen (15) minutes past the time set for the meeting, the Senior Administrative Officer will record the names of those present and the Mayor will adjourn the meeting and announce the time and place of the next Council meeting.
- 6.3 A motion can be voted on by the remaining Councillors in the case when there would be no quorum due to any abstention on the basis of a declared conflict of interest allowed or required by statute.

7.0 AGENDAS

- 7.1 The Council meeting agendas shall be made available to each Council member by 4:00 p.m. on the Friday immediately preceding the week in which the Committee of the Whole or Regular Council Meeting is to be held. Should the Friday fall on a statutory holiday, agendas shall be made available at 4:00 p.m. on the Thursday preceding the meeting.
- 7.2 Items for the agenda (for the Council committee of the whole and regular Council meetings) shall be made available to the Senior Administrative Officer, or his/her designate, by 5:00 p.m. on the Thursday preceding the meeting.
- 7.3 An amended agenda for regular Council meetings, as outlined in the Order of Business in this by-law, shall be made available to each Council member immediately preceding the regular Council meeting.
- 7.4 An agenda for special Council meetings shall be made available to each Council member seventy-two (72) hours prior to the special Council meeting.

8.0 MINUTES

- 8.1 At the Committee of the Whole meetings, minutes shall include motions to go in and out of an in camera session, and to adjourn the meeting. Motions are not used for any other business recorded in the minutes of the committee of the whole meetings.

9.0 ORDER OF BUSINESS

- 9.1 The Order of Business to be followed in conducting the Regular Council Meeting and Committee of the Whole Meeting will be as follows:

- | | |
|----------|---|
| Item #1 | Call to Order |
| | i Land Acknowledgment |
| Item #2 | Adoption of the Agenda |
| | i. as presented |
| | ii. with additions |
| | iii. with deletions |
| | iv. with revisions |
| 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 |
| Item #7 | Action Items |
| Item #8 | New Business |
| Item #9 | By-laws |
| Item #10 | Department Head Reports |
| Item #11 | Information Items |
| Item #12 | Council Concerns |
| Item #13 | In Camera Items |
| Item #14 | Adjournment |

- 9.2 Council may vary the Order of Business by means of a motion passed by a majority of Council.

- 9.3 Council shall pass a motion to adopt the agenda as presented or with additions or with deletions.

10.0 DELEGATIONS TO COUNCIL

- 10.1 Delegations wishing to appear before Council will advise the Senior Administrative Officer or his/her designate of their intention to do so at least two (2) full working days prior to the committee of the whole meeting in order to be assured of being placed on the agenda.
- 10.2 Delegations will be requested to appear before Council at the committee of the whole meetings in lieu of the regular Council meetings. 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.
- 10.3 Delegations presenting themselves to Council unannounced and without proper notice will only be heard if Council, by mutual consent of a quorum of Council members present, agrees to hear the delegation. Otherwise the delegation may be asked to present their concerns or issues at a subsequent Council meeting.
- 10.4 Delegations will be limited to a maximum presentation time of ten (10) minutes, unless Council agrees to extend this time restriction by mutual consent of a quorum of Council members present. Each delegate may speak only once per meeting.
- 10.5 Upon being recognized, a Council member may direct questions to a delegate or to Administration, but at no time shall a Council member, a delegation or Administration enter into a debate during the delegation section of the agenda.
- 10.6 Delegations will be encouraged to present a written text of their presentation to Council two (2) full working days prior to their appearance before Council so that their request(s), issue(s) or concern(s) can be circulated to Council with the meeting agenda.
- 10.7 Council will listen to the delegations before it. Council will then take their concern(s), issue(s) or request(s) under advisement and defer any decision on the matter to later on in the meeting or to a subsequent Council meeting. This deferment will then allow Council time for thoughtful discussion and debate, or an opportunity to obtain input from Administration prior to arriving at a decision. This deferment will avoid any situation where Council might feel pressured into making a hasty decision.

11.0 PETITIONS

- 11.1 Persons wishing to present a petition to Council must ensure the petition meets the following criteria in order to be considered a valid, legal and binding petition. The petition can only request Council to do something that falls within Council's legally legislated mandate.
- (a) The petition, at the top of each page must clearly state the purpose of the petition and what action the petitioners wish the Council to take.
 - (b) Persons signing the petition must be:
 - (i) eighteen (18) years of age or older;
 - (ii) eligible voter(s) in the community; and,
 - (iii) resident(s) in the community for the last twelve (12) months.

- (c) Each line on the petition must provide a place for the following:
 - (i) the petitioner to print his/her name;
 - (ii) the petitioner to print his/her complete address including:
 - 1. P.O. Box number;
 - 2. civic street address; and,
 - 3. phone number.
 - (iii) the petitioner to give his/her written signature; and,
 - (iv) the petitioner to indicate whether he/she is in favour of or against the petition.
- (d) The original petition must be submitted to Council. Council will not accept a facsimile or photocopy of the petition.
- (e) The petition must be in pen. Penciled in names, addresses and signatures will not be considered to be bona fide petitioners.
- (f) The petition, once it is formally presented to and accepted by Council, becomes the property of the Town and cannot be withdrawn by the petitioner.
- (g) Each page of the petition must be numbered in consecutive order, with page numbers appearing at the bottom middle of each petition page.
- (h) The last page of the petition is to contain an affidavit declared by the originator of the petition as to the sufficiency of the petition, and that to the best of his/her knowledge, all signatories are eligible voters and all have signed the petition with the understanding of the request involved. Further, that the petition as presented is complete.
- (i) The Council will, by motion, accept the petition 'in principle' as presented. Council will then turn the petition over to the Senior Administrative Officer to determine the sufficiency and validity of the petition and have the Senior Administrative Officer report his/her findings back to the next meeting of Council. Council cannot act on the petition until its sufficiency and validity have been determined.
- (j) The Senior Administrative Officer will report on the sufficiency and legality of the petition at the next Council meeting. If the petition is found to be valid and meets the sufficiency requirements, Council is then in a position by motion to confirm the petition and carry out its recommendations.

12.0 ATTENDANCE

- 12.1 A record of attendance of Council members shall be maintained during each calendar year.
- 12.2 Where a member of Council is absent without prior notification or approval of Council for more than three (3) consecutive regular Council meetings, the member of Council is deemed to have resigned. Council may, by motion, consent to a member of Council being absent for more than three (3) consecutive regular Council meetings.

13.0 MAYOR AND DEPUTY MAYOR

- 13.1 The Mayor shall preside over all Council meetings and shall maintain order and decorum. The Mayor shall decide all questions of order subject to the appeal of Council members present. Questions of order or procedure that are not covered by this By-law shall be determined by referring to the most recent edition of "Robert's Rules of Order."
- 13.2 The Mayor is by virtue of his/her office, an Ex-Officio voting member of all Council committee(s), board(s) and commission(s) and possesses all the rights, privileges, powers and duties of that membership.
- 13.3 The Mayor, as Senior Executive Officer of the Municipal Corporation, shall communicate information to Council and recommend measures within the authority of the Council that, in the opinion of the Mayor, may be necessary and in the public interest.

- 13.4 The Mayor, in consultation with Council shall provide direction to the officers of the Municipal Corporation through the Senior Administrative Officer.
- 13.5 The Deputy Mayor or Assistant Deputy Mayor shall perform the duties and may exercise the powers of the Mayor when the Mayor is absent or unable to act and perform such other duties and may exercise such other powers subject to the authority of the Mayor as the Council may determine.
- 13.6 Where the Mayor, Deputy Mayor and Assistant Deputy Mayor are absent for a meeting, Council may appoint a Council member to act as chairperson.
- 13.7 The candidate who receives the highest number of votes at the municipal election is declared the Deputy Mayor. The candidate who receives the second highest number of votes is declared the Assistant Deputy Mayor.
- 13.8 Should there be a tie for the highest number of votes, or there is no election resulting in all Councillors being acclaimed, the Senior Administrative Officer shall call for nominations from the floor at the first Regular Council Meeting of the new Council.
- 13.9 For the purposes of the selection of Deputy Mayor and Assistant Deputy Mayor, the Mayor is given voting privileges.
- 13.10 The Senior Administrative Officer shall make the first call for nominations for the position of Deputy Mayor. Any Councillor may nominate any other Councillor. The nomination shall be seconded by another Councillor.
- 13.11 After each nomination, the Senior Administrative Officer shall ask the Councillor whether or not he or she wishes to accept the nomination. If the nomination is accepted, the Senior Administrative Officer shall announce that the Councillor has been nominated. The process shall continue until all Councillors have submitted their nominations.
- 13.12 If only one Councillor has been nominated and accepts the nomination, the Senior Administrative Officer shall declare that Councillor as Deputy Mayor.
- 13.13 Once it appears that all nominations have been made, the Senior Administrative Officer shall make the second call for nominations followed by the final call and then close nominations.
- 13.14 Once nominations have closed, voting shall be done by secret ballot. The nominee who receives the highest number of votes shall be declared Deputy Mayor.
- 13.15 The nomination process detailed in clauses 13.8 through 13.14 shall follow for the selection of the Assistant Deputy Mayor.

14.0 EX-OFFICIO POSITIONS OF COUNCIL

- 14.1 There will be one ex-officio position on the Inuvik Town Council: Youth Member.
- 14.2 This position will have the following criteria but will not be limited to:
 - (a) Non-voting position.
 - (b) Not participate in in-camera sessions
 - (c) To participate actively in and contribute to the process of municipal government.
 - (d) Representatives will be appointed by their respective councils to the Inuvik Town Council.
 - (e) The term of the position will be on a one (1) year basis.
 - (f) Representative is to bring knowledge and input to the table.
 - (g) Express views of their organization/council.
 - (h) Effectively communicate advice from council to their organization/council.

- (i) Foster the co-ordination of resources.
- (j) Review and provide constructive feedback on council information provided.
- (k) Proactively generate new ideas for administrative delivery of services.
- (l) Act as a liaison between the Inuvik Town Council and their organization/council.
- (m) Promote a good working relationship between their organization/council by promoting and fostering better lines of communication and interaction between the groups.
- (n) Bring to the attention of the Inuvik Town Council, opportunities, issues and problems related to municipal government.

15.0 COMMITTEES

- 15.1 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 Council, by motion, decides that the special mandate is completed. Council may remove Committee members for just cause.
- 15.2 Council committee meetings, other than the committee of the whole, may be held at any time and place as determined by the Committee, provided that all Committee Members have been notified in advance of the time and place of the meeting.
- 15.3 A Committee of Council has no powers to pass any by-law or motion but can make recommendations to Council on any matter within its mandate.
- 15.4 Each committee will consist of a minimum of three (3) members appointed by Council with the Chairperson of that committee being a Council member.
- 15.5 Where, in the opinion of the committee, it is in the public interest to discuss matters in private, the Committee may hold the meeting in private, conditional upon the agreement of two thirds (2/3) of the members present.
- 15.6 A committee of Council or its appointed representatives has no authority or power to commit Council or the municipality to any course of action or to incur any expenditure on behalf of Council or the municipality.

16.0 OTHER AGENCIES

- 16.1 Council, may, by by-law, establish boards or commissions to carry out special operations or projects of Council, and prescribe their mandate, duties, responsibilities, and length of tenure.
- 16.2 Council, may, by motion, dissolve the commission or board created upon completion of its mandate.
- 16.3 Council, may, by motion, appoint and/or discharge board or commission members for just cause.
- 16.4 Council boards or commissions or their members have no power or authority to commit the Council or the municipality to any course of action or incur any expenditures on behalf of the Council or municipality without its prior consent.
- 16.5 Council boards and commissions have no authority to pass by-laws or resolutions.

17.0 VOTING

- 17.1 All Council members are encouraged to vote on every issue before Council unless excused from voting by Council motion due to a conflict of interest, a pecuniary interest

in, or a declared religious, ethical or moral reason that hinders them voting on the issue before Council.

17.2 Upon a tie vote, the Mayor, as a member of Council, is entitled to cast the deciding vote.

17.3 A vote by ballot can be ordered (without debate) by a majority vote. There can be no motion to disclosure of a Council member's vote or views on the matter.

17.4 **Balloting Procedure**

(a) Where the ballot voting is to take place in the same room as the meeting, the chair appoints a teller to distribute, collect and count the ballots, and to report the vote.

(b) The tellers should be chosen for accuracy and dependability should not have a direct personal involvement in the question or in the result of the vote to an extent that they would be obliged to refrain from their position with regard to the issue involved.

(c) To ensure accuracy and to enable the teller when unfolding the ballots to detect any error, each ballot should be folded in manner announced in advance.

(d) The teller is to collect each vote and place in a central ballot box.

(e) The Chair is to close the polls.

(f) When everyone appears to have voted, the chair shall ensure by asking if everyone has voted who wished to do so. If there is no response, the chair shall declare the polls closed.

(g) Recording of votes:

i) Blank ballots will be ignored.

(h) The teller stands, addresses the chair, reads the teller's report and hands it to the chair without declaring the result.

(i) The teller's report is entered in full in the minutes, becoming a part of the official records.

(j) After completion of a ballot on a motion, the ballots are to be ordered to be destroyed immediately.

18.0 MOTIONS IN COUNCIL

18.1 Council may act by by-law or motion, based upon statutory requirements.

18.2 A motion is defeated unless a quorum of the Council members present and voting at a duly constituted Council meeting votes in favour of it.

18.3 All motions are to be stated in the affirmative. Negative motions will not be accepted.

18.4 All motions once passed shall be in writing.

18.5 The vote on a motion shall be recorded when a recorded vote is requested by a member of Council before the voting commences or when the vote requires more than a simple majority to pass. Each Council member's name will be recorded and whether he/she voted in favour of or against the motion.

18.6 Minutes of each regular Council meeting and committee of the whole meeting shall be typed and distributed to all members of Council and to whomever Council shall direct. These minutes are to be made available to outside agencies on request.

18.7 **Main Motions**

(a) When a motion has been moved and seconded, and has been stated or read, it shall be deemed to be in possession of the Council, and may only be withdrawn by majority consent of the Council members present.

- (b) Every motion or resolution shall be stated or read aloud. The mover shall speak first to the motion and close debate on the motion.
- (c) When a member who has moved a motion closes the debate the chairperson shall put the motion to a vote.
- (d) When duly moved and seconded, a motion shall be open for discussion and debate. A member may speak to a motion to a maximum of two (2) times only unless Council agrees to provide a member another opportunity to address the issue.
- (e) When the motion has been put to a vote, no member shall debate further on the question or speak any words except to request that the motion be read aloud.
- (f) Unless the chairperson is overruled by a majority vote of the members present at the Council meeting, the chairperson shall determine when a motion is to be put and the chairperson's decision shall be final.
- (g) The mover and seconder of any motion may speak and vote for or against any motion.
- (h) When required by the chairperson, a motion shall be in writing and a copy shall be given to Administration before such motion is open for consideration.
- (i) When a motion under consideration concerns two (2) or more specific matters, any member of Council may request that the vote upon each matter be taken separately.
- (j) Any member of Council may require the motion under discussion to be read for the member's information at any time during the debate, but not so as to interrupt a member who is speaking.
- (k) When a motion is tabled but is not finally settled, no similar or conflicting motion whose adoption would restrict Council in acting on the first motion may be introduced unless brought up again in accordance with sections 18.7 (a) and (b) of this by-law.
- (l) Any motion which has the effect of changing or nullifying a previous action or direction of Council shall not be brought up unless in accordance with section 18.13 (a) of this by-law.
- (m) No motion other than amending motion or a motion to table or refer shall be considered until any motion already before Council has been disposed of.
- (n) A motion to adjourn shall not require a seconder and shall be brought to a vote. Such motion shall not be discussed or debated.

18.8 Motion to Table

- (a) A motion to table shall be used only to temporarily set aside an issue and bring it back at the same meeting.

18.9 Motion to Postpone

- (a) A motion to postpone passed by a majority of Council members present may postpone any motion in possession of Council.
- (b) Any motion postponed to a date specified shall appear on the agenda for the next regular council meeting and be considered as an item of unfinished business at that meeting.
- (c) A postponed motion shall be on the next regular agenda unless otherwise specified.
- (d) When duly moved and seconded, a motion to postpone shall be open for discussion and debate. A member may speak to a motion to postpone a maximum of one (1) time only.

18.10 Motion to Amend

- (a) A motion to amend an original motion may be made by any member of Council.
- (b) Amendments shall be voted on in reverse order to that in which they are moved.

- (c) Every amending motion shall, when requested by the chairperson, be in writing, and shall be decided on or withdrawn before the original motion is put to a vote.

18.11 Motion to Refer

- (a) Any member of Council may “move to refer” an original motion to administration or committee in order that additional information may be brought to Council prior to further consideration.
- (b) A member who is moving a motion to refer may include in the motion:
 - (i) The terms on which the motion is being referred;
 - (ii) The time when the matter referred is returnable; and
 - (iii) Whatever explanation is necessary as to the purpose of the motion.

18.12 Notice of Motion

- (a) A notice of motion may be given at any Council meeting, but may not be dealt with at that meeting.
- (b) A notice of motion shall be given verbally and in writing to all members of Council present. A copy of such notice of motion shall be given to Administration upon adjournment of the meeting at which the notice was given.
- (c) Every notice of motion shall precisely specify the entire content of the motion to be considered, and shall be on the agenda for the next regular Council meeting unless otherwise specified.
- (d) Administration shall include the subject referred to in the notice of motion under New Business on the agenda of the next regular Council meeting or the meeting specified in the notice of motion.

18.13 Motion to Reconsider, Alter or Rescind

- (a) A question once decided shall not, during a period of one (1) year after the decision, be reversed, reconsidered or rescinded unless a written notice of motion to do so has been given from one (1) meeting to the next and a minimum of four (4) members vote in favour of the reversal.
- (b) Notwithstanding anything provided in section 18.13 (a), where pursuant to any motion duly passed by Council the Town has a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with that liability or obligation.

18.14 Debate on Motion

- (a) No member without the consent of the chairperson shall speak to the same question or in reply for longer than three (3) minutes.

19.0 BY-LAWS

- 19.1 The Council is empowered to make by-laws under the provisions of the *Cities, Towns and Villages Act* of the Northwest Territories.
- 19.2 Every by-law must have three (3) distinct and separate readings to be effective. Each reading of a by-law requires a separate motion of Council.
- 19.3 No Council shall give more than two (2) readings to a by-law at any one (1) meeting of the Council, unless all Council members are present at the meeting and prior to third reading, they all agree, by motion, to give the by-law third reading at the same meeting.
- 19.4 Every by-law being introduced to Council for passage shall be presented in written form prior to the by-law receiving its first reading.
- 19.5 A by-law that requires the approval of the territorial authorities shall receive two (2) readings prior to the submission of a certified copy to the territorial authorities. Approval

of the by-law by way of a form signed by the territorial authority shall be received prior to third reading.

20.0 CONDUCT OF MEMBERS OF COUNCIL

- 20.1 Members of Council shall notify the Mayor or Senior Administrative Officer in the event that they are unable to attend a regular or special Council meeting.
- 20.2 Members of Council shall at all times conduct themselves in a manner and with decorum befitting their office and abide by the terms and conditions of the Code of Conduct Policy as amended. Members of Council shall not, during any meeting, demean, be sarcastic towards, ridicule or threaten other Council members, Administration, the public, federal or territorial politicians or staff.
- 20.3 Members of Council shall, when speaking, address the chair and not individual members of the Council or the public.
- 20.4 Members of Council shall only speak after being recognized by the chair.
- 20.5 The chairperson shall treat each question in a judicial spirit, but shall not take part in the debate of Council.
- 20.6 The chairperson may step down from the chair for the purpose of taking part in the debate, in which case the Deputy Mayor or other member may be called to take the chair.
- 20.7 The chairperson may give explanations and recommendations or information within his/her knowledge from the chair in respect to the business being discussed.
- 20.8 Town personnel issues will only be discussed and debated during In Camera Council meetings. Final decisions resulting from such discussions such as personnel recruitment, terminations, suspensions, salaries and benefits, as required, will be finalized by Council motion in an open session of Council duly convened.
- 20.9 Individual Councillors have no authority to give direction to Administration. Such direction from Council will be by means of a Council motion or directive channeled through the Senior Administrative Officer.
- 20.10 No Councillor may leave the room during discussion of a motion once moved and seconded, but must wait until the motion is voted on, unless the Councillor is in a conflict of interest.
- 20.11 When a Councillor wishes to declare a conflict of interest in a matter to be discussed, the following steps must be taken:
- (a) the conflict of interest must be declared; and,
 - (b) the Councillor or Mayor must leave the room prior to discussion of the matter so that it is clear that the member has not participated in the discussion or attempted to influence the voting of the other members of Council.
- 20.12 Individual Council members are not authorized to commit Council to any course of action or to commit the municipality to any expenditure of monies other than collectively by Council motion, in Council duly assembled.

21.0 CONTRACTS AND TENDERS

- 21.1 The Council collectively and duly assembled may, by motion, make contracts for and on behalf of the Town for the provision of goods and/or services and for any projects or services with the Government of the Northwest Territories or the Government of Canada. They shall do so in accordance with the Town of Inuvik Procurement Policy By-law as amended.

22.0 SIGNING AUTHORITIES

22.1 Cheque and document signing authorities are defined in the Town of Inuvik Signing Authority Policy FM.002.

23.0 **REPEALS**

23.1 By-law 2619/LEG/19 and any previous council proceedings by-laws are hereby repealed.

24.0 **EFFECT**

24.1 This by-law supersedes and repeals any previous Council proceedings by-laws previously in effect.

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

READ A FIRST TIME THIS ____ DAY OF _____, 2022 A.D.

READ A SECOND THIS ____ DAY OF _____, 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

REQUEST FOR COUNCIL DECISION

Meeting Dates: November 21 & 23, 2022

RFCD #: 2022-SAO-092

TOPIC

By-law 2698/GEN/22 Financial Administration By-law

BACKGROUND

On November 17, 2022, the By-law Review Committee met to review various by-law and associated policies. The Council Proceedings by-law was reviewed with some changes. These changes were:

1. Removal of the fee for Tax Certificates and Zone Compliance letters to the fees and charges policy
2. Correcting signing authorities to reference the policy to avoid duplication or differences

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 readings as presented via motion
2. Defeat the by-law on first 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 motions should be:

Motion #1:

"BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2698/GEN/22, the Financial Administration By-law."

Motion #2:

"BE IT RESOLVED THAT Inuvik Town Council hereby gives SECOND READING to By-law 2698/GEN/22, the Financial Administration By-law."

Signature – Grant Hood, SAO



**TOWN OF INUVIK
BY-LAW #2698/GEN/22**

**A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN
THE NORTHWEST TERRITORIES TO PROVIDE FOR THE FINANCIAL
ADMINISTRATION OF THE TOWN OF INUVIK**

PURSUANT TO *the Cities, Towns and Villages Act*, S.N.W.T. c. 22, and the *Property Assessment and Taxation Act*, R.S.N.W.T. 1988, c. P-10;

AND WHEREAS the Council of the Municipal Corporation of the Town of Inuvik deems it desirable and necessary to regulate the financial administration of the Municipal Corporation of the Town of Inuvik;

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

SHORT TITLE

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

INTERPRETATION

1. In this by-law:
 - a) “**Fee**” means a charge for municipal services or a recovery of costs.
 - b) “**Other monies**” means monies owed to the Town of Inuvik and includes, but is not limited to: tipping fees, land lease fees, utility charges and any other general accounts receivable for which the Town has generated an invoice through the Accounts Receivable department.
 - c) “**Senior Administrative Officer**” means a person appointed by the Council of the Town of Inuvik to the position of Senior Administrative Officer pursuant to section 41 of the Cities, Towns, and Villages Act, S.N.W.T. 2003, c. 22 and includes any person designated by him or her to act on his or her behalf.
 - d) “**Town**” means the Municipal Corporation of the Town of Inuvik in the Northwest Territories, established under the Cities, Towns, and Villages Act.
2. In this by-law, all other terms, phrases and their derivatives as set out in the attached schedules shall have the meanings given in the by-law (including any amended or successor by-law) referenced in the individual part of the schedule.
3. If or when the terms, phrases or their derivatives are not consistent with the context, words in the present tense shall include the future, words in the plural context shall include the singular and words in the singular number include the plural. The word “shall” is always mandatory and not merely directory. Words not defined shall be interpreted in accordance with the Interpretation Act, R.S.N.W.T. 1988, c. I-8 and the Cities, Towns and Villages Act, S.N.W.T. 2003, c. 22 and if not defined in either of these Acts, they are not to be given their common and ordinary meaning.
4. The marginal notes and headings in this by-law are for reference purpose only.
5. Any Act, Regulation or by-law that is referenced to in this by-law shall be interpreted as including any successor Act, Regulation or by-law.

APPLICATION

6. This by-law provides for the comprehensive regulation of financial activities except where specifically prescribed in another by-law.

FUNDS

7. The Town shall maintain a General Operating Fund. The fund shall account for the financial activities not accounted for in other funds.
8. The Town shall maintain a Land Development Fund to account for the financial activities involving all aspects of acquiring, developing and disposing of municipal lands including the following:
 - a) the preparation of secondary development plans and detailed urban designs for development areas;
 - b) property appraisal, legal survey and mapping work related to lands for disposal;
 - c) engineering and constructing infrastructure required in the development area; and,
 - d) recovering, through sale of public lands, all direct, indirect and associated costs related to municipal lands in accordance with the Land Administration By-law.
9. The Town shall maintain a Water and Sewer Fund to account for the financial activities related to the water and sewer operation. Water and sewer operations include all aspects of establishing, operating and maintaining buildings, equipment and work related to the supply and process of potable water; distribution of potable water; and, the collection, treatment and disposal of sewage.

FEES

10. Customers may be required to pay fees to recover the administrative costs of services as prescribed by the Senior Administrative Officer.
11. Customers are required to pay a processing fee as defined in the Fees and Charges Policy for the preparation of a tax certificate or zoning compliance letter.

CUSTOMER PAYMENT

12. Customer payments shall be collected upon delivery of goods or services unless permission to bill a customer is expressly granted.
13. The Town may bill a customer for:
 - a) taxes, utilities, emergency services, and other services that the Senior Administrative Officer considers necessary; and,
 - b) other goods and services provided that the Senior Administrative Officer is satisfied that collection is reasonably assured and administration costs are warranted.
14. Bills for all taxes, charges, fees and interest are payable on the due date appearing on the bill. Due dates shall be set by the Town and clearly marked on bills.
15. Liability to pay bills shall not be affected by any defect in the form of bill or non-receipt of a bill.
16. The Senior Administrative Officer may prescribe terms and conditions for billing customers.
17. The Town may reject customer payments if:
 - a) the payment is made by cheque and the Senior Administrative Officer believes that there is higher than normal risk that the cheque will be returned by the bank; or,
 - b) the payment is made by a large number of coins or bills that do not constitute legal tender under the Currency Act.

PAYMENT PLANS

18. The Town may offer an Interest Free Tax Payment Plan that provides for the payment of taxes or utilities in monthly instalments. Tax accounts that include any overdue amount do not qualify for this payment plan. Interest shall not be charged.
19. The Town may offer a Tax Arrears Payment Plan that provides the payment plan required by the Property Assessment and Taxation Act. Payments shall be in equal monthly instalments with a maximum term of 60 months. Payments must be sufficient to cover past and current taxes levied up to the end of the term of the agreement.
20. The Town may offer a Land Sale Payment Plan that provides for the payment of the land purchases.
21. Payments shall be a down payment of 10% of the purchase price and with the balance paid in full no later than 30 days after the start of the agreement.
22. The Senior Administrative Officer may prescribe terms and conditions for payment plans.

INTEREST

23. Unless otherwise prescribed by a payment plan, tax accounts shall be charged interest at 1.8% calculated monthly on the unpaid balance on the first day of default and on the unpaid balance of the account on the first day of each calendar month thereafter until sums due have been paid in full.
24. Unless otherwise prescribed by a payment plan, by-law or other agreement, accounts receivable accounts shall be charged interest calculated at 1.5% monthly and utility accounts at a rate of 2.0% monthly on the unpaid balance on the first day of default and on the unpaid balance of the account on the first day of each calendar month thereafter until sums due have been paid in full.

ADVANCES

25. The Town may advance money to the Mayor, Councillors and employees for meal and incidental allowances for travel on behalf of the Town of Inuvik. As per the Town's Duty Travel Policy, no later than 10 days after the completion of the education or travel, the person who received the advance shall submit a written accounting of the money and return the unused money, if any.

DEPOSITS

26. The Town may require a deposit if the Senior Administrative Officer believes that it is necessary to ensure payment or compliance with an agreement or other requirement of the Town.

SECURITY DEPOSITS

27. At the time an application is made for a utility account, the Town of Inuvik will collect a security deposit in the amount of \$150.00 in the form of cash, cheque or credit card payment. Interest on security deposits shall accrue monthly at the rate set by the GNWT which may be adjusted from time to time as GNWT rates are adjusted. Interest due will be paid monthly or on return of the security deposit or closure of the account, whichever comes first. Interest will be paid by credit to the account.

COLLECTION

- 28. The Town may actively and vigorously pursue the collection of outstanding receivables. The Senior Administrative Officer may limit collections if he or she believes that collection efforts are likely to cause or compound financial hardship.
- 29. The Senior Administrative Officer is appointed the Collecting Authority in accordance with the Property Assessment and Taxation Act.
- 30. Any outstanding monies owed to the Town that have not been paid by the end of the fiscal year (December 31) in which they have been levied shall be charged against the lands or premises in respect of which the charges are levied, subject to the same penalties and collectable in the same manner as property taxes. All other monies owed to the Town may be charged against the lands or premises.

DISBURSEMENTS

- 31. The Mayor and Director of Finance, or their designated alternates during their respective absences, will be required to authorize and approve of the payment of all payroll and expense cheques.

The municipal cheque signing authorities for the Town of Inuvik will be established in Policy FM.002 “Signing Authority”.

- 32. All cheques must be signed by one elected official and one designated Administration member.
- 33. The Town may maintain petty cash and cash floats not exceeding \$5,000.00.

EFFECT

- 34. This by-law will come into effect upon the day of its final passage.

READ A FIRST TIME THIS ____ DAY OF _____, 2022 A.D.

READ A SECOND TIME THIS ____ DAY OF _____, 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’
FINANCIAL ADMINISTRATION BY-LAW

SERVICES AND CHARGES

Security Deposit on Utility Accounts\$150.00

REQUEST FOR COUNCIL DECISION

Meeting Dates: November 21 & 23, 2022

RFCD #: 2022-SAO-093

TOPIC

By-law 2698/LEG/22 Procurement Policy By-law

BACKGROUND

On November 17, 2022, the By-law Review Committee met to review various by-law and associated policies. The Council Proceedings by-law was reviewed with some changes. These changes were:

1. Remove the policy from the actual By-law as is our current practice to allow for more flexibility to make changes should conditions change.
2. Updated the reference to the actual policy number

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 readings as presented via motion
2. Defeat the by-law on first 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 motions should be:

Motion #1:

"BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2699/LEG/22, the Procurement By-law."

Motion #2:

"BE IT RESOLVED THAT Inuvik Town Council hereby gives SECOND READING to By-law 2699/GEN/22, the Procurement By-law."

Signature – Grant Hood, SAO



A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE NORTHWEST TERRITORIES TO PROVIDE FOR THE TERMS AND CONDITIONS OF PROCUREMENT POLICY OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE NORTHWEST TERRITORIES

WHEREAS pursuant to the Cities, Towns and Villages Act, municipalities are required to adopt policies with respect to procurement of goods and services by the municipality;

AND WHEREAS it is desirable to adopt such a policy for procurement by the Town of Inuvik;

AND WHEREAS it is desirable to establish expenditure limits and signing authorities with respect to procurement by the Town of Inuvik;

NOW THEREFORE the Council of the Municipal Corporation of the Town of Inuvik, in Council duly assembled, enacts as follows:

1.0 PROCUREMENT POLICY AND PROCEDURES.

- 1.2 The guiding principal shall be that the procurement by or in the name of the Town of Inuvik will be made using competitive processes that are open, transparent and fair.
- 1.3 Subject to any exceptions set out in Policy MG.003 “Procurement Policy” here to, acquisition of goods and/or services by or on behalf of the Town of Inuvik is not authorized unless the acquisition is done in compliance with the policy and this by-law. Goods and/or services that are obtained without following the provisions of this by-law shall not be received and any invoices received shall not be paid.
- 1.4 Without limiting the generality of section 4, the provisions of this by-law shall apply to any and all procurement in the name of the Town of Inuvik by consultants and/or Directors or Managers pursuant to consultant or management contracts.

2.0 EXECUTION OF PROCUREMENT CONTRACTS

- 2.1 Where procurement has been pre-authorized in accordance with this by-law, contracts may be signed by the Director or Manager responsible for the procurement on behalf of the Town of Inuvik.
- 2.2 Where procurement has been authorized by Council resolution, the contract shall be signed by the Senior Administrative Officer and the Mayor.

3.0 LIMITATIONS

- 3.1 Despite any other provisions of this by-law, the following procurement contracts are subject to council approval:
 - a) Any contract requiring the approval of any other approval authority;
 - b) Any contract prescribed by statute to be made by Council;
 - c) Where the cost amount proposed for acceptance is higher than the Council approved budget for that expenditure or where the expenditure would result in insufficient remaining funds in the project budget to complete the project as budgeted;

- d) Where the net revenue amount proposed for acceptance is lower than the Council approved budget;
 - e) Where a substantive objection emanating from the procurement process has been filed;
 - f) Where an irregularity precludes the award of a contract in accordance with Policy MG.003 “Procurement Policy”
 - g) Where authority to enter into the contract has not been expressly delegated; and,
 - h) Where the procurement is by way of Tender.
- 3.2 The exercise or authority to award a procurement contract is subject to the identification and availability of sufficient funds in the appropriate accounts within the Council approved budget.

4. **IMPLEMENTATION AND CONFLICTS**

- 4.1 The provisions of this by-law apply to any and all procurement initiated by or on behalf of the Town of Inuvik after this by-law is passed despite any references to the contrary in any by-laws, regulations or policies or other documentation.
- 4.2 By-law 2558/LEG/14 and any amendments thereto are hereby repealed.
- 4.3 This by-law will come into effect upon the day of its final passage.

READ A FIRST TIME THIS ____ DAY OF _____, 2022 A.D.

READ A SECOND TIME THIS ____ DAY OF _____, 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

Town of Inuvik
Operating Budget Variance
For the 10 Months ending October 31, 2022

	2022 Budget	2022 Budget to Date	2022 Actual	Variance	%	Notes
REVENUE						
Administrative	\$ 7,841,193	\$ 5,810,795	\$ 7,246,755	\$ 1,435,960	25%	1
Protective Services	72,500	69,768	59,639	(10,129)	-15%	
Public Works	25,000	25,000	25,000	-	0%	
Environmental	655,000	524,167	528,404	4,237	1%	
Tourism	203,400	198,317	270,739	72,422	37%	2
Recreation	356,000	292,633	225,233	(67,399)	-23%	3
Library	86,250	31,125	42,467	11,342	36%	4
Fiscal	3,496,000	2,765,778	2,668,503	(97,275)	-4%	
Total Revenue	\$ 12,735,343	\$ 9,717,582	\$ 11,066,740	\$ 1,349,158	14%	
EXPENSES						
Administrative	\$ 3,121,677	\$ 2,562,689	\$ 2,395,785	\$ 166,904	-7%	
Protective Services	849,047	687,721	655,359	32,361	-5%	
Public Works	1,549,582	1,325,570	1,291,014	34,555	-3%	
Environmental	984,200	763,867	730,248	33,619	-4%	
Tourism	663,009	593,434	672,743	(79,309)	13%	2
Recreation	3,514,045	2,820,743	2,483,934	336,810	-12%	5
Library	440,674	356,823	331,118	25,706	-7%	
Fiscal	801,000	667,500	668,100	(600)	0%	
Total Expense	\$ 11,923,234	\$ 9,778,347	\$ 9,228,301	\$ 550,046	-6%	
Surplus / (Deficit)	\$ 812,109	\$ (60,765)	\$ 1,838,439	\$ 1,899,204		
Land Fund Revenue	\$ 9,500	\$ 8,677	\$ 43,584	\$ 34,907	402%	6
Land Fund Expenditure	100	83	128	(44)	53%	
Surplus / (Deficit)	\$ 9,400	\$ 8,593	\$ 43,456	\$ 34,863		
Utility Fund Revenue	\$ 3,468,866	\$ 2,641,460	\$ 2,595,945	\$ (45,514)	-2%	
Utility Fund Expenses	3,080,506	2,483,756	2,652,864	(169,108)	7%	
Surplus / (Deficit)	\$ 388,360	\$ 157,704	\$ (56,919)	\$ (214,622)		
Total Surplus / (Deficit)	1,209,869	105,532	1,824,977	1,719,445		
Capital Project Funding						
Community Public Infrastructure	\$ 4,199,255	\$ 4,199,255	\$ 1,449,964	\$ 2,749,291	-65%	7
Gas Tax	2,030,000	2,030,000	1,241,268	788,732	-39%	7
Transfer from Reserves	732,103	238,940	114,569	124,371	-52%	7
Contribution Agreements and other funding	3,117,187	3,067,187	1,346,106	1,721,081	-56%	7
Total Capital Project Funding	\$ 10,078,545	\$ 9,535,382	\$ 4,151,908	\$ 5,383,474	-56%	
Capital Projects						
Water Utility	\$ 6,715,373	\$ 6,559,873	\$ 2,460,665	\$ 4,099,208	-62%	7
Other Capital Projects	\$ 4,573,041	\$ 4,573,041	\$ 2,550,980	\$ 2,022,061	-44%	7
Total Capital Projects	\$ 11,288,414	\$ 11,132,914	\$ 5,011,644	\$ 6,121,270	-55%	
Net Capital Projects	\$ (1,209,869)	\$ (1,597,532)	\$ (859,737)	\$ (737,795)	-46%	
Surplus (Deficit) after Transfers	-	(1,492,000)	965,240	(2,457,241)	-165%	
Amortization	3,500,000					

Notes

- 1 Grants in lieu received early
- 2 Fiddle & Flow funding not in annual budget
- 3 Timing of receiving contribution agreement funds
- 4 Additional literacy funding received not budgeted for
- 5 Timing of Utility invoices entry
- 6 Sale of land parcel
- 7 Timing of capital project expenses and funding allocation

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



Nov 03, 2022
Application No. 5431

Application for Multiyear Research

I would like to inform the Town of Inuvik that an application for a Northwest Territories Scientific Research Licence has been received by the Aurora Research Institute. Application No. 5431 was submitted by:

Dr. Jessica Dunkin
Box 841

Phone: (867) 669-8375
Email: jdunkin@nwtrpa.org

to conduct the following study:
"How I Survived": An Exhibit on Recreation at Northern Residential Schools, Hostels, and Indian Day Schools

For the following years:
2022 to 2027

Please read the enclosed application and send comments to the Manager of Scientific Services at the Aurora Research Institute. A comment form has been included with this review package for your convenience. Responses can be submitted online at <https://polar.nwtresearch.com> or emailed to licence@nwtresearch.com.

Sincerely,

Niccole Hammer
Manager, Scientific Services



Application #5431

"How I Survived": An Exhibit on Recreation at Northern Residential Schools, Hostels, and Indian Day Schools

Year: 2023 Length Of Project: Year 3 of 5

Inuvialuit Settlement Region, Gwich'in Settlement Area, Sahtu Settlement Area,
Dehcho Region, North Slave Region, South Slave Region, Deline Gotine Government

Social Sciences

Principal Investigator:

Dr. Jessica Dunkin
NWT Recreation and Parks Association
Box 841
Yellowknife, NT
X1A 2N6, Canada
Phone: (867) 669-8375
Email: jdunkin@nwtrpa.org

Primary Contact Information:
Same as Principal Investigator

Research Supervisor Information:
Same as Principal Investigator

Emergency Contact Information:
Same as Principal Investigator

Team Members:
Crystal Fraser, Paul Andrew, Sharon Firth, Lorna Storr, Rae Braden, Sheena Tremblay

Research Locations

Description for where research will be carried out:

The main source of information for this project is interviews with residential school survivors. We will interview ten to twelve survivors about their experiences of recreation while at residential school, hostels, or federal Indian day schools. We are approaching people of different cultural backgrounds from different regions who attended different residential schools in the NWT. We are also working to have a balance of women and men, and are taking a generational approach by interviewing people of different ages. We will interview people in the communities where they currently live, in a location in which they feel comfortable. The communities identified above are for individuals that we would like to interview. This list includes the home communities of the prospective interviewees (where they were born and grew up), the communities where they attended school, and the communities in which the prospective interviewees currently live. We have not

yet confirmed participation of people in all of these communities. It is possible that some will decide not to participate. It is also possible that other people who live in communities not yet identified may be added to the list. There are also participants on our invitation list who are from the NWT, but no longer live in the territory. They live in places like Edmonton, Whitehorse, and Ottawa. In this case, their home communities have been included in this list.

Communities:

Aklavik, Inuvik, Sachs Harbour, Tsiigehtshic, Déline, Fort Good Hope, Norman Wells, Tukit'a, Fort Providence, Fort Simpson, Behchokò, Yellowknife, Fort Resolution, Fort Smith, Hay River, Kakisa, Paulatuk

Project Description

Dates of Research Activity:

Start Date: Jan 01, 2023 -- End Date: Dec 31, 2023

Objective:

As part of this project, we will create a travelling public exhibit, related website and resources, and academic publications on the entwined histories of recreation and residential schooling in the North. Our hope is that this project will encourage further public dialogue around residential schools in the North, using the lens of recreation. We understand recreation to include a diverse range of social, physical, intellectual, and creative pursuits including, but not limited to music, the arts, sports, games, crafts, and Boy Scouts and Girl Guides. Our objectives are: to share the stories of residential school survivors; to provide context for their experiences through related archival research; and to develop materials and resources that reflect and respect their diverse experiences of recreation while at residential school, hostels, and federal Indian day schools.

Rationale:

This project is an initiative of the NWTRPA, a non-profit organization that promotes recreation by supporting leaders, communities, and partners through training, advocacy, and networking.

Since the release of the final report of the Truth and Reconciliation Commission of Canada (TRC) in 2015, the NWTRPA has been actively seeking to better understand the interrelated histories of recreation and colonialism and to advance reconciliation by working in the spirit of the TRC. Though the topic of recreation appears in the final report, the 94 Calls to Action do not address recreation directly. However, there are a number of relevant actions in the sections on sport, health, and education that provide guidance for those in the recreation sector seeking to work in a different way.

Inspired by the maxim "truth before reconciliation," the NWTRPA invited Gwichyà Gwich'in historian Crystal Gail Fraser to deliver a keynote presentation about recreation at Mackenzie Delta residential schools, federal Indian day schools, and hostels at the NWTRPA's 2017 conference in Inuvik. While delegates found the subject matter difficult, they also appreciated the opportunity to learn more about an important part of northern and Canadian history. During the facilitated discussion that followed the presentation, some delegates shared their experiences of residential schools and hostels as former students and as intergenerational survivors. As an organization, we were struck by the power of this truth-telling and the gaps in knowledge that exist about residential schooling, including among those directly impacted by the residential school system. The role of recreation at residential schools, hostels, and federal Indian day school is one area that historical research has yet to seriously consider.

The NWTRPA felt strongly after the conference that we could play a part in facilitating conversations about recreation and the history of residential schooling in the North, indeed conversations that are important to the wellbeing of Indigenous communities, but which might also contribute to more just relations between Indigenous and non-Indigenous peoples. We reached out to Crystal to collaborate on this project because of her expertise on the subject of northern residential schools, but also because she is Gwichyà Gwich'in, from

the NWT, and has been affected by the intergenerational consequences of residential schooling policies.

During strategic planning sessions through the fall and winter of 2017-2018, reconciliation emerged as a priority for the NWTRPA board. This project is one part of a multi-pronged approach the NWTRPA is undertaking to meet strategic priority 1: "The NWTRPA is working with intention to advance decolonization and reconciliation through its work, workplaces, and relationships."

The primary audience for the project deliverables will be adults, though we will develop materials appropriate for younger audiences and there will be additional resources for educators and parents wishing to share the content of the exhibit with children and youth. We especially want to reach people who are not aware of or are not talking about the history of the residential school system, particularly in the North.

Methodology:

The content for the exhibit and the website, as well as for the related resources and academic publications, will primarily come from the interviews with residential school survivors. We will also be reviewing historical documents including photographs, reports, and yearbooks from residential schools, hostels, and Indian day schools across the territory. Together, the interviews and historical research will help us to understand how recreation was a part of the residential school, hostel, and day school experience, and also the significance of recreation for residential school, hostel, and day school students.

If a survivor decides to participate in the project, an interviewer and a videographer will travel to their community to interview them. The interview will be approximately one hour long. The survivor will be provided with a list of possible interview questions ahead of time. The interviews will be recorded using a video camera and an audio recorder. We will make a transcript of each interview. The interviewee will have an opportunity to edit the transcript of their interview. They will be given copies of the video and the final transcript to keep.

If they decide to participate, they will be offered a \$250 honorarium. This honorarium covers learning about the project, reviewing the interview questions, preparing for the interview, signing consent forms, the interview itself, and reviewing and editing transcripts (once).

If we decided to use quotations or clips from an interview in the exhibit, on the website, or in other project materials, we will contact the interviewee first and make sure they are okay with the quotations/clips and how they will be used. If an interviewee allows us to use a quotation/clip from their interview, but decides later they don't want us to use it, we will remove it from the exhibit materials and the website. We are aware and will communicate with the interviewees the limits of this provision, namely that once some of the materials are generated or printed, we will not be able to completely eliminate their contributions from the public sphere.

Communication Plan:

As part of this project, we will be creating a travelling public exhibit. We recognize that as we work with the advisory committee and the interviewees, the vision for what the exhibit looks like may change. However, at this time, we anticipate that it will include panels and an interactive story box similar to those produced for the travelling version of the Special Constables exhibit, "We Took Care of Them." When the exhibit is complete, members of the research team will travel to communities who are interested to share the exhibit with them.

We will also be creating a website that includes more information about what we learned during the interviews and historical research, and educational resources for teachers and parents who want to share the project with children and young people.

Travel Arrangements:

Car, plane.

Ethics

Will you be interviewing or surveying NWT residents?

Yes

What organization conducted (or will be conducting) the Ethics review for this research?

University of Alberta

When was the review received (or anticipated to be received)?

Feb 25, 2020

How will you maintain participant confidentiality in your research?

We will only identify interviewees if they wish to be identified. Ideally, participants will allow us to use identified clips from their interviews in the exhibit and on the website. However, if a participant wishes to remain anonymous, but is willing to have quotations from their interviews included in the exhibit or on the website, we will work with them to ensure that the quotations, whether in audio or written form, do not include any identifying information.

How will the data be stored over the short and long terms?

The interviews will be recorded digitally using a video camera and an audio recorder. They will then be transcribed. In the short term, the video, audio, and text files will be stored at the NWTRPA on a secure internal server and on external hard drives in locked twice storage. Access to both locations will be limited to members of the research team. Members of the research team and advisory committee sign confidentiality agreements.

We think these interviews are an important resource for future generations, so we are looking for ways to preserve them. When we identify an appropriate location to house the interviews and transcripts (e.g. museum, archives), we will contact the participants. At that point, they can decide if they wish to have their interview saved or destroyed.

Supporting Information

Potential Adverse Impacts:

The interviewees are residential school, hostel, and day school survivors. Reflecting on and sharing stories from their time at residential school, hostel, and day school may cause emotional trauma for them and their families. However, as our intention is to emphasize and celebrate the spirit and resilience of survivors, the interview process and the final products of this research (e.g. exhibit, website, resources, academic publications) may also have positive impacts for survivors.

Adverse Impact Mitigation:

We are purposefully seeking out survivors who have shared their experiences publicly. We will provide potential interviewees with wellness support information when we contact them to be part of the project. This includes contact information for counselling services should the process cause any emotional trauma. The people who will be undertaking the interviews have experience interviewing survivors about their experiences at residential school, hostels, and day schools. We will practice ongoing consent throughout this process. At any point, including during the interview itself, an interviewee can choose to end their participation. If clips or quotes from an interviewee are used in the exhibit or website, they can choose to remove them.

Emergency Response Plan

The interviewers have experience interviewing survivors. Various members of the research team also have training in Mental Health First Aid, Psychological First Aid, and Applied Suicide Intervention Skills Training (ASIST).

Distribution

Inuvialuit Regional Corporation
 Aklavik Community Corporation
 Hamlet of Aklavik
 Inuvik Community Corporation
 Town of Inuvik
 Paulatuk Community Corporation
 Hamlet of Paulatuk
 Sachs Harbour Community Corporation
 Hamlet of Sachs Harbour
 GTC Department of Cultural Heritage
 Ehdiitat Gwich'in Council
 Nihtat Gwich'in Council
 Tsiigehtchic Charter Community Council
 Tsiigehtchic Charter Community Gwichya Gwich'in Band
 K'ahsho Got'ine Charter Community Council
 Deline Got'ine Government
 Xahweguwh/Yamoga Land and Financial Corporation
 Tulita Dene Band Council
 Fort Norman Métis Community
 Hamlet of Tulita
 Town of Norman Wells
 Dehcho First Nations
 Tlcho Government
 North Slave Métis Alliance
 Akaitcho Territory Government
 Deh Gah Got'ie Dene Council
 Hamlet of Fort Providence
 Liidlí Kue First Nation
 Village of Fort Simpson
 Hay River Dene Band/Katlocheeche First Nation
 Ka'a'gee Tu First Nation
 Yellowknives Dene First Nation
 City of Yellowknife
 Deninu Kue First Nation
 Fort Resolution Settlement Corporation/Deninoo Community Council
 Salt River First Nation 195
 Town of Fort Smith
 Town of Hay River
 Smith Landing First Nation
 Northwest Territory Métis Nation
 Tulita District Land Corporation Limited
 Norman Wells Land Corporation
 Sahtu Secretariat Incorporated
 Wek'èezhii Renewable Resources Board
 Inuvialuit Joint Secretariat
 Gwich'in Renewable Resources Board
 Gwich'in Tribal Council
 West Point First Nation



Nov 03, 2022
Application No. 5431

Scientific Research Licence Comment Form

Town of Inuvik

Project Details

"How I Survived": An Exhibit on Recreation at Northern Residential Schools, Hostels, and Indian Day Schools

Submitted by: Dr. Jessica Dunkin

Length of Project: 5 year(s)

Comments on Project

Please outline any concerns, requests or suggestions regarding Application No. 5431 :

No concerns, requests or suggestions to express at this time(check here):

☐

Signature of Town of Inuvik official

PRINT NAME

Grant Hood

SIGNATURE

DATE

November 5, 2022



Nov 08, 2022
Application No. 5444

Application for Multiyear Research

I would like to inform the Town of Inuvik that an application for a Northwest Territories Scientific Research Licence has been received by the Aurora Research Institute. Application No. 5444 was submitted by:

Dr. Bram Noble
117 Science Place

Phone: (306) 966-1899
Email: b.noble@usask.ca

to conduct the following study:
Community Appropriate Sustainable Energy Security (CASES) in Northern and Indigenous Communities

For the following years:
2022 to 2027

Please read the enclosed application and send comments to the Manager of Scientific Services at the Aurora Research Institute. A comment form has been included with this review package for your convenience. Responses can be submitted online at <https://polar.nwtresearch.com> or emailed to licence@nwtresearch.com.

Sincerely,

Niccole Hammer
Manager, Scientific Services



Application #5444

Community Appropriate Sustainable Energy Security (CASES) in Northern and Indigenous Communities

Year: 2023 Length Of Project: Year 4 of 5

Inuvialuit Settlement Region, Gwich'in Settlement Area

Social Sciences

Principal Investigator:

Dr. Bram F. Noble
University of Saskatchewan
117 Science Place
Saskatoon, SK
S7N 5C8, Canada
Phone: (306) 966-1899
Email: b.noble@usask.ca

Primary Contact Information:
Same as Principal Investigator

Research Supervisor Information:
Same as Principal Investigator

Emergency Contact Information:
Jackie Martin
117 Science Place
Saskatoon, SK
S7N 5C8, Canada
Phone: 306 966 8758
Email: jackie.martin@usask.ca

Team Members:

Bram Noble, Greg Poelzer, Jordan Peterson, Jackie Martin, Kevin Hanna, Sara Thompson, Ken Belcher, Grant Sullivan, Arwa Jaradat, Laura Lynes, Vikas Menghwani, Hakan Armagan, Minika Ekanem, Jordan Koe, Dakota Norris, Josie Ward

Research Locations

Description for where research will be carried out:

Communities:

Aklavik, Inuvik, Fort McPherson, Tsiigehtshic

Project Description

Dates of Research Activity:

Start Date: Jan 03, 2023 -- End Date: Jan 20, 2023

Start Date: Mar 15, 2023 -- End Date: Mar 30, 2023

Start Date: Sep 11, 2023 -- End Date: Sep 29, 2023

Objective:

PURPOSE: The overall goal of the CASES Partnership is to co-create and broker the knowledge, understanding, and capacity to design, implement and manage renewable energy systems that support and enhance social and economic values in northern and Indigenous communities. The Partnership's objectives are to:

- i) Co-develop and apply tools for assessing, understanding, and enhancing the social and economic value of renewable energy in northern and Indigenous communities.
- ii) Determine the necessary and sufficient conditions, including common challenges and solutions, for successfully introducing renewables into the energy mix of northern and Indigenous communities.
- iii) Facilitate co-learning between partners and 'sister communities' to share knowledge and innovations that contribute to long-term sustainable energy security, through a network of model energy communities across the Circumpolar North.
- iv) Create a northern Circumpolar knowledge sharing platform, comprised of model community energy plans, energy transition toolkits, and stories from international experience for communities, utilities and researchers to network, exchange knowledge, and facilitate long-term capacity building.
- v) Train a new generation of interdisciplinary leaders, researchers, policy makers, and practitioners to transform energy systems and promote sustainable energy systems in northern and Indigenous communities.

Rationale:

Context: Energy security is vital to self-determination in the North. It is a basic need for food security, water treatment, and ensuring the health and social well being of communities. Yet, many northern communities are in, or approaching, a state of energy insecurity. Energy infrastructure is aging or operating beyond capacity. Imported fuel to heat homes and power off-grid communities is expensive, contributing to high costs of living and constrained development opportunities. For grid-connected communities, electricity can be intermittent and infrastructure increasingly vulnerable to climate change and severe weather events.

Advances in renewable energy technologies are setting the foundation for what may be the most significant transition since the industrial revolution. The North is well-poised for energy transition. However, there is often an assumption that existing renewable energy systems, including policies and governance, can simply be 'plugged-in' to the social and economic life of northern communities. Energy and social systems are tightly connected. Energy transition and renewable energy development in the North must be co-planned, co-implemented, and informed by local needs, values, and aspirations, but tempered by technological realities.

History: In 2017, with the support of the Government of Canada, United States' Consulate, and SaskPower, the University of Saskatchewan hosted a symposium on renewable energy in the North, engaging energy utilities, industry, researchers, and community leaders from Canada (Saskatchewan, Northwest Territories), Alaska, northern Sweden, and northern Norway. Four issues emerged from the workshop about the future of energy transition and security in the North. First, any investments in renewable energy systems in the North must

serve to enhance social and economic values and opportunities in northern communities. Second, the technology is proven but the governance, economic, and human capacity needs of many northern communities to invest in and sustain renewable energy is uncertain. Third, there are few tools available locally to assist northern communities in renewable energy planning, assessment, and transition. Fourth, there are northern communities that have successfully introduced renewables into their local energy mix, but there is a lack of sharing of success, struggles, and solutions and limited opportunities to learn from energy innovators and front-runners.

Stemming from this workshop, the Community Appropriate Sustainable Energy Security (CASES) Partnership was formed. The Partnership involves 15 public and private sector partners, 30+ researchers, and seeks to engage 15 northern and Indigenous communities from across Canada, Alaska, Norway, and Sweden (see attached: "About the CASES Partnership").

Methodology:

This is a multi-year partnership initiative. Not all stages of the project are "research". The project involves a combination of research activities and knowledge sharing events to build a foundation for, and advance, community appropriate energy solutions. The main steps and methods involved in the project over its 7-year duration are summarized below.

[A] Community Energy Profiles (Year 1-2): We will assess existing community energy systems as a baseline and develop community energy profiles as a planning resource for communities and utilities. Working with our partners, we will develop community energy profiles of: i) energy systems (e.g. assets, supply chain, use patterns, governance); ii) energy costs, benefits, vulnerabilities, renewables incentives; and iii) potential renewable resources and technologies. Energy profiles will help communities chart their own energy future and inform the design of energy systems that enhance values and reduce vulnerabilities to energy insecurity. Data collection methods will be based on energy models developed using energy use data; workshops with communities to explore how energy is used and current and future community energy needs; and interviews with community members, leadership, and energy utilities about energy use, energy needs, energy regulations, and energy investment programs and opportunities.

[B] Sister Communities Energy Forum (Year 2): We will bring together representatives from each of the 15 communities across northern Canada (NWT: Aklavik, Fort McPherson, Tsiigehtshic, and Inuvik; Saskatchewan: Deschambault Lake, Pellican Narrows), Alaska, Sweden, and Norway for a 4-day energy forum hosted by the Alaska Center for Energy and Power, at Fairbanks, Alaska. We will share energy profile results, discuss common gaps and challenges, and explore solutions. Community participants will also share narratives on the meaning of 'energy security' and the diversity and commonality of energy values. We will record stories as part of a video production for communities on energy security in the North, which will be produced near the end of the project.

[C] Community Energy Futures Assessment (Year 2-3): Through community energy futures workshops (futures clinics), we will co-produce bottom-up visions for community energy based on local values and aspirations. Workshops will involve community members, utilities, elders and youth to frame: i) opportunities to advance/innovate existing renewable energy projects; ii) opportunities for new projects to meet current and future energy needs; iii) problems or challenges that could be tackled by future projects; and iv) desired energy futures and long-term energy goals. Results will complement community energy profiles and identify opportunities to use renewables to create value and reduce vulnerability or insecurity.

[D] Sister Communities Energy Forum (Year 4): We will once again bring together representatives from each of the 15 communities across northern Canada, Alaska, Sweden, and Norway for a 4-day forum, this time at Inuvik. The forum will be held during the Arctic Energy and Emerging Technologies conference. We will present energy futures assessment results and engage in cross-sector discussions of constraints and strategize about solutions based on international sister community experience. We will explore alternative renewable technology and infrastructure and design features based on results of community energy futures workshops – specifically, analyses of how technologies operate, costs, infrastructure needs, and reliability. We will engage local NWT community elders and youth to share narratives on energy security and revisit

questions asked at the first sister community energy forum in Alaska.

[E] CASES Energy Transition Assessments (Year 4-5): Working with partners and communities, we will assess what is 'community appropriate' – the possibilities, value generation, and constraints associated with renewables; the intended and unintended consequences; and the needed investments in technology, infrastructure, governance and capacity to achieve energy self-sufficiency. Data collection methods will be based on energy systems models and scenario analysis using energy profile data; workshops with communities to explore the impacts and opportunities presented by different energy options; and interviews with community members, leadership, and energy utilities about the potential impacts, challenges, and benefits of different energy futures and options.

[F] International Best-practices Forum on Renewable Energy Transition (Year 6): We will host a 3-day forum in Saskatchewan engaging all community leaders and partners, and inviting other communities, industries and governments external to the partnership. We will share results from CASES assessments, explore common opportunities and challenges to renewable energy, and explore viable solutions to address these challenges. The forum will provide an opportunity for community participants and partners to learn about innovations and practices in renewable energy from participants from other jurisdictions – including models of ownership, rate structures, and governance to facilitate energy transition. A major outcome will be a set of international principles for 'community appropriate' sustainable energy security' in the North to shape future energy planning, policy and investment decisions.

[G] Comparative Analysis (Ongoing): From the start of the project, we will be undertaking comparisons of energy profiles, assessments, and challenges across regions in Northwest Territories, northern Saskatchewan, Alaska, Sweden, and Norway. Communities in Alaska and Norway are more advanced in community-based renewable energy systems than communities in northern Canada. There are likely valuable lessons to learn. We will be asking "why here, not there" and "why like that here and like that there" questions. We will be sharing the results with communities and partners throughout the project, and communities will share directory with other communities during our energy forums.

[H] CASES Toolkits (Ongoing): Working with communities, other partners, and researchers, we will develop toolkits for community energy planning. These will include community energy planning templates, models for ownership and governance, information on renewable technologies and system design capabilities, and guides for community engagement in energy planning. The assessment frameworks used in our project will be translated to easy-to-use models for communities to use as self-assessment tools and monitor energy transition progress. Toolkit development will be ongoing throughout the project.

[I] 'Storyteller' Forums (Year 7): This is a seminal activity of the Partnership and an opportunity to expand its impact. We will hold four forums (Yellowknife, Winnipeg, Ottawa, Saskatoon), co-led by the Canadian Museum for Human Rights. Forums will engage community leaders, governments, utilities and communities who have yet to invest in renewables, or at the early stages of transition, to learn about approaches, problems, and solutions. Throughout our project we will capture video from energy forums, interviews, and workshops to develop a video series that captures the importance on energy security in the North, shares lessons from front-runners and innovators, and highlights the value derived from energy systems that are community-appropriate. Videos will be complemented by posters and displays and talks from partners and northern community leaders involved in the project.

Communication Plan:

Knowledge Exchange Events: Major knowledge sharing activities by project stage include:

Year 1-2: Local community energy planning workshops to present, review and evaluate community energy profiles [NOTE: Initial workshops and forums will be held virtually due to COVID-19 health and safety precautions]

Year 2: Sister communities energy forum at Alaska, engaging community leadership/representatives from all communities (tentative for May 2022)

Year 2-3: Local community energy planning workshops to develop community energy futures/visions.

Year 4: Sister communities energy forum at Inuvik, engaging community leadership/representatives from all

communities.

Year 4-5: Local community energy planning workshops to assess community energy options.

Year 6: International best-practices forum at Saskatoon, engaging community leadership/representatives from all communities.

Year 7: Story Teller forums, hosted at Yellowknife, Winnipeg, Ottawa, Saskatoon.

Energy Planning Toolkits: The research will result in the development of community energy planning toolkits, which will include energy profiles and model energy plans and templates for local communities and leadership.

Energy Gateway: An open-access web-based tool will be created in Year 2 of the project, where all project information and community energy data will be stored and made available. This will be a key resource for communities and northern energy utilities and governments. Energy Gateway will include such resources as: toolkits for communities to undertake energy assessments; community energy profiles; model community energy plans; energy literacy material, illustrating the different types of energy ownership and benefits-sharing structures; story-teller videos; and a network of utilities, communities, and researchers. This will be a primary portal for the project.

Short Video: Videos taken during our project will be compiled into a short production on energy security in the North, sharing stories about northern energy, opportunities for renewables, and lessons from international success stories. The videos will be shown in each community through an open house near the end of the project.

Policy Reports, Papers, Student Theses: All policy briefs, major presentations, and other papers and reports will be made available on the Energy Gateway.

Travel Arrangements:

Air from Saskatoon to Inuvik. Local travel to communities by road (ice road) or air depending on season.

Ethics

Will you be interviewing or surveying NWT residents?

Yes

What organization conducted (or will be conducting) the Ethics review for this research?

University of Saskatchewan [License # Beh 1616; annual renewal submitted 17-10-2020]

When was the review received (or anticipated to be received)?

Nov 27, 2020

How will you maintain participant confidentiality in your research?

A main reason for the CASES Partnership is to share knowledge about and experiences with renewable energy development – including the challenges, opportunities, and lessons learned. Research activities involve interviews, community workshops and forums. Many participants in the research (e.g. community leaders, utilities, etc.) are from partner organizations and are already known to each other. Many participants involved in the research will be interacting with each other, and the research team, regularly over a 7-yr project period. Under such conditions, confidentiality is difficult to guarantee. However, the following measures will be applied:

WORKSHOPS: For community workshops we will not be identifying or reporting names of attendees or attributing responses to individuals in the reporting of results. All workshop data will be aggregated to the community level. We may use quotations from the workshop when reporting results, but a person's name will not be reported. It's possible that a participant may be identifiable to others outside the workshop based on

what they have said. This is unavoidable given the openness and transparency of community workshops. Workshop discussions will be recorded on worksheets by notetakers. Names will not be recorded on the worksheets. See below for details on data storage.

INTERVIEWS: For individual interviews with community members and leaders, we will not be identifying or reporting names or attributing responses to individuals in the reporting of results. All interview data will be aggregated to the community level. We may use quotations from an interview when reporting results, but an individual's name will not be reported with the results. Interviews will be transcribed, but personally identifying markers removed and consent forms stored separately. See below for details on data storage.

VIDEOS: We obviously cannot guarantee confidentiality for those individuals participating in storyteller forms and who agree to participate in a video interview. The purpose of these activities is to publicly share northern experience with energy security and transition. This is clear on the consent forms and will be clearly explained to all participants.

NATURE OF DATA COLLECTED: Given the nature of our research (focused on energy systems and renewables), the data we are working with are not of a personal or sensitive nature – i.e. it includes information about community level energy use, community energy incentives, policy and regulatory challenges, community energy futures, and community energy capacity.

How will the data be stored over the short and long terms?

Following the requirements of the University of Saskatchewan Research Ethics Board:

1. Interview recordings will be transcribed, but the person's name will be removed from the files and any consent forms or personal identifiers stored separately.
2. Any personally identifying information will be removed from workshop data or worksheets, and the participant list stored separately.
3. All data will be stored on a secure server at the University of Saskatchewan. Data files are accessible only by the lead researchers and server access is password protected behind a multi-layered secured system.
4. Video files will be stored on the same server, but in separate files.

Supporting Information

Potential Adverse Impacts:

No adverse impacts to the environment or communities are anticipated as a result of this research.

Adverse Impact Mitigation:

Not applicable.

Emergency Response Plan

Please see attached for our Travel and Fieldwork Safety Plan, approved by the University of Saskatchewan.

Tags:

renewable energy; energy security;

Distribution

Inuvialuit Regional Corporation
Aklavik Community Corporation

Hamlet of Aklavik
Inuvik Community Corporation
Town of Inuvik
GTC Department of Cultural Heritage
Ehdiitat Gwich'in Council
Tetlit Gwich'in Council
Nihtat Gwich'in Council
Tsiigehtchic Charter Community Council
Tsiigehtchic Charter Community Gwichya Gwich'in Band
Hamlet of Fort McPherson
Inuvialuit Joint Secretariat



Nov 08, 2022
Application No. 5444

Scientific Research Licence Comment Form

Town of Inuvik

Project Details

Community Appropriate Sustainable Energy Security (CASES) in Northern and Indigenous Communities

Submitted by: Dr. Bram Noble

Length of Project: 5 year(s)

Comments on Project

Please outline any concerns, requests or suggestions regarding Application No. 5444 :

No concerns, requests or suggestions to express at this time(check here):

☐

Signature of Town of Inuvik official

PRINT NAME

Grant Hood

SIGNATURE

DATE

November 10, 2022

NWT Scientific Research Licence # 17141 Issued

Please be advised that the NWT Scientific Research Licence has been issued to Caitlin Blanchfield for the project entitled: Unsettling Colonial Science: Modern Architecture and Indigenous Claims to Land 1954-1998. The Notification of Research summarizing the researcher's activities and locations is attached.

Thank you,
Manager, Scientific Services
Aurora Research Institute
Tel: (867) 777-3298
licence@nwtresearch.com
polar.nwtresearch.com



November 16, 2022

Notification of Research

I would like to inform you that Northwest Territories Scientific Research Licence No. 17141 has been issued to:

Caitlin Blanchfield
Columbia University
810 Cayuga Heights Road
Ithaca, New York
14850, United States
Phone: 4159905702
Email: cjb2162@columbia.edu

to conduct the following study:

Unsettling Colonial Science: Modern Architecture and Indigenous Claims to Land 1954-1998
(5261)

Please contact the researcher if you would like more information about this research project.

Summary of Research

This licence has been issued for the scientific research application No.5261.

This research project asks how the settler colonial governments of the United States and Canada used federally-funded, cold-war era scientific research infrastructures to appropriate Indigenous lands during the second half of the twentieth century. The aim of the research is on the one hand to show the mechanisms by which settler colonial governance continues and changes through the twentieth century, and demonstrate the role of architecture and land use planning in that governance. On the other hand, the research aims to center Indigenous land use practices as forms of refusal of the settler state and study land claims, legal cases, and protest movements as expressions of Indigenous sovereignty on contested lands. The study does this at three sites: the Kitt Peak National Observatory on the Tohono O'odham Nation in Arizona, USA; the Maunakea Observatories in Hawai'i, USA; and the Inuvik Research Laboratory (now Western Arctic Research Center) in Inuvik, NWT. In Inuvik, the study seeks to trace how community activism and collaboration transformed spaces of scientific research and understandings of land in the context of the Inuvialuit and Gwich'in Land Claims Agreements. The project intends to show how the meaning of the land is asserted and contested through land use and land claims.

The Principal Investigator (PI) will use archival research and interviews with human subjects to carry out this study. The PI will first conduct research in the Library and Archives Canada before

traveling to the Northwest Territories. In Inuvik, the PI will consult the Dick Hill Collection of the Inuvik Centennial Library. In dialogue with the Gwich'in Tribal Council and the Inuvialuit Regional Corporation, The PI will contact and request interviews with individuals who have memories of the early history of Inuvik, those who were involved in the Inuvialuit and Gwich'in Land Claims Agreements, and individuals who have collaborated with the Inuvik Research Institute/WARC. In Yellowknife, the PI will interview individuals at the Mackenzie Valley Environmental Review Board. The PI has reached out to representatives from the Inuvialuit Research and Government Affairs offices and the Gwich'in Tribal Council and Language, Culture, and Heritage office, and anticipate that my research methods will be shaped through conversation with these offices to find a process that centers benefit to the community and reciprocity.

I The PI will consult with these organizations as to how best communicate throughout the process and to ensure the PI is communicating with interviewees in the most respectful manner. The PI will also ensure the interviews themselves are carried out in ways that benefit the Gwich'in and Inuvialuit communities and the current research interests and capacities of their respective governments. The PI will do this in dialogue with representatives from the Inuvialuit Research Office and Gwich'in Language, Culture, and Heritage Office. This may result in changes to my research questions and process. The PI could see a side outcome including educational material for children.

The PI will use snowball sampling, in which case the PI will have an initial conversation to describe the project and ask if the individual is interested in participating in an interview, and will then schedule the interview. Verbal consent will be obtained at the start of each interview. Upon arrival in Inuvik, I will first go to the Inuvialuit Regional Corporation and Gwich'in tribal council to meet the Inuvialuit research office, and the Gwich'in Chief and Council, local Renewable Resources Council, and Language, Culture, and Heritage Office.

After interviews, the PI will follow up with interview participants to send transcripts of the interview for them to approve or make changes to. Prior to any publication that would include quotations or information from interviews would also be sent to interviewees for approval and edits. Any publications would be sent to participants, Inuvialuit Regional Corporation, Gwich'in Tribal Council, and WARC. Lastly, the PI will return to Inuvik to give a public presentation in the summer of 2023. Upon completion the PI will make a copy of my dissertation available in hard copy to Inuvialuit Regional Corporation, Gwich'in Tribal Council, and WARC, and electronically to all interviewees. Should interview participants approve I will also make copies of interview transcripts available to the archives of the Inuvialuit Regional Corporation, Gwich'in Tribal Council, and WARC, as well as other appropriate venues. In the event the dissertation manuscript is published in book form, I would reach out to all project participants, send copies of the book, and if there is interest hold an event for the community.

The fieldwork for this study will be conducted from November 16, 2022 to December 31, 2022.

Sincerely,

Niccole Hammer
Manager, Scientific Services

Distribution
Inuvialuit Regional Corporation

Inuvik Community Corporation

Town of Inuvik
North Slave Métis Alliance
Yellowknives Dene First Nation
Northwest Territory Métis Nation
Inuvialuit Joint Secretariat
Gwich'in Tribal Council

Nihtat Gwich'in Council
Akaitcho Territory Government
City of Yellowknife
Wek'èezhii Renewable Resources Board
Gwich'in Renewable Resources Board
GTC Department of Cultural Heritage