

**AGENDA**  
**TOWN OF INUVIK ~ COMMITTEE OF THE WHOLE AND REGULAR COUNCIL MEETINGS**  
**TO BE HELD ON DECEMBER 12 AND 14, 2022**  
**AT 7:00 P.M. in COUNCIL CHAMBERS**

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Item # 1                    **CALL TO ORDER**

Item # 2                    **ADOPTION OF THE AGENDA**

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

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

Item # 5                    **PUBLIC QUESTION PERIOD**

Item # 6                    **ADOPTION OF THE MINUTES**

6.1                        Minutes of the November 21 and 23, 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-101 ~ Property Tax Auction

Document attached. Requires motion to approve.

8.2                        RFCD 2022-SAO-102 ~ Property Tax Auctioneer

Document attached. Requires motion to approve.

8.3            RFCD 2022-SAO-103 ~ Approve December Holiday Hours

Document attached. Requires motion to approve.

8.4            RFCD 2022-SAO-104 ~ Holiday Light Up and Decorating Contest

Document attached. Requires motion to approve.

8.5            RFCD 2022-SAO-105 ~ Approve 2023 Council and Committee Meeting Dates

Document attached. Requires motion to approve.

8.6            RFCD 2022-SAO-106 ~ Approval of 2023 Interm Budget

Document attached. Requires motion to approve.

Item # 9            **BY-LAWS**

9.1            RFCD 2022-SAO-097 ~ Mayor-Council Indemnity By-law 2696/LEG/22

By-law attached. Requires THIRD AND FINAL READING.

9.2            RFCD 2022-SAO-098 ~ Council Proceedings By-law 2697/LEG/22

By-law attached. Requires THIRD AND FINAL READING.

9.3            RFCD 2022-SAO-099 ~ Finance and Administration By-law 2698/GEN/22

By-law attached. Requires THIRD AND FINAL READING.

9.4            RFCD 2022-SAO-100 ~ Procurement Policy By-law 2699/LEG/22

By-law attached. Requires THIRD AND FINAL READING.

9.5            RFCD 2022-SAO-107 ~ Borrowing By-law Corporate Credit Card 2700/BORR/22

By-law attached. Requires FIRST AND SECOND READING.

9.6                    RFCD 2022-SAO-108 ~ Borrowing By-law Line of Credit 2701/BORR/22

By-law attached. Requires FIRST AND SECOND READING.

Item # 10                    **DEPARTMENT HEAD REPORTS**

10.1                    Public Services Report

Report attached. Requires motion to adopt.

10.2                    Capital Projects Report

Report attached. Requires motion to adopt.

10.3                    Community Services 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 21 AND 23, 2022**  
**AT 7:00 P.M. in COUNCIL CHAMBERS**

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<b>Present:</b>	<u>Monday</u>	<u>Wednesday</u>
Mayor:	Clarence Wood	Clarence Wood
Councillors:	Whitney Alexis	Whitney Alexis
	Ned Day	Ned Day
	Tony Devlin	Tony Devlin
	Grant Gowans	Grant Gowans
	Jesse Harder	Jesse Harder
<b>Absent:</b>	Deputy Mayor Natasha Kulikowski (on Monday and Wednesday with notice) Alana Mero (on Monday and Wednesday with notice) Kurt Wainman (on Monday and Wednesday with notice)	
<b>Staff Present:</b>	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 Rick Campbell, Director of Public Services (on Monday)	
Item # 1	<b>CALL TO ORDER</b>	
	Mayor Wood called both meetings to order at 7:00 PM	
Item # 2	<b>ADOPTION OF THE AGENDA</b>	
	Item 13.1 Section 23(3)(d) of the CTV Act-Confidential Information was added to the Agenda	
	Moved by Councillor Devlin seconded by Councillor Harder:	
<b>MOTION: 189/11/22</b>	<b>“BE IT RESOLVED THAT Inuvik Town Council hereby adopts the agenda as presented.”</b>	
	Motion <b>CARRIED.</b>	
Item # 3	<b>DECLARATION OF CONFLICT OF INTEREST OR PECUNIARY INTEREST</b>	
	Councillor Devlin declared conflict with item 8.1	

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

None

Item # 5                    **PUBLIC QUESTION PERIOD**

There were no questions from the public

Item # 6                    **ADOPTION OF THE MINUTES**

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

Moved by Councillor Devlin, seconded by Councillor Gowans:

**MOTION 190/11/22    BE IT RESOLVED THAT Inuvik Town Council hereby adopts the minutes of the November 7 and 9, 2022 Council meetings as presented."**

Motion **CARRIED.**

Item # 7                    **ACTION ITEMS**

7.1                        Action Items List

Council noted the document

Item # 8                    **NEW BUSINESS**

Councillor Devlin left Council Chambers

8.1                        RFCD 2022-SAO-089 ~ Request for Donation of Space, French Immersion Student Exchange Program

Moved by Councillor Alexis, seconded by Councillor Gowans:

**MOTION 191/11/22    "BE IT RESOLVED 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 25<sup>th</sup> to the 27<sup>th</sup>, inclusive."**

Motion **CARRIED.**

Councillor Devlin returned to Council Chambers

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

Moved by Councillor Harder, seconded by Councillor Gowans:

**MOTION 192/11/22** “BE IT RESOLVED THAT Inuvik Town Council hereby approves amendments to policy MG.001 the Donations policy.”

Motion **CARRIED**.

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

Moved by Councillor Gowans, seconded by Councillor Alexis:

**MOTION 193/11/22** “BE IT RESOLVED THAT Inuvik Town Council hereby approves amendments to policy MG.003 the Procurement policy.”

Motion **CARRIED**.

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

Moved by Councillor Devlin, seconded by Councillor Alexis:

**MOTION 194/11/22** “BE IT RESOLVED THAT Inuvik Town Council hereby approves amendments to policy FM.021 the Fees and Charges policy schedule “A”.”

Motion **CARRIED**.

Item # 9 **BY-LAWS**

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

Moved by Councillor Devlin, seconded by Councillor Gowans:

**MOTION: 195/11/22** “BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2696/LEG/22, the Mayor-Council Indemnity by-law.”

Motion **CARRIED**.

Moved by Councillor Alexis, seconded by Councillor Gowans:

**MOTION: 196/11/22** “BE IT RESOLVED THAT Inuvik Town Council hereby gives SECOND READING to 2696/LEG/22, the Mayor-Council Indemnity by-law.”

Motion **CARRIED**.

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

Moved by Councillor Gowans, seconded by Councillor Alexis:

**MOTION: 197/11/22    “BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2697/LEG/22, the Council Proceedings by-law.”**

Motion **CARRIED.**

Moved by Councillor Harder, seconded by Councillor Devlin:

**MOTION: 198/11/22    “BE IT RESOLVED THAT Inuvik Town Council hereby gives SECOND READING to By-law 2697/LEG/22, the Council Proceedings by-law.”**

Motion **CARRIED.**

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

Moved by Councillor Devlin, seconded by Councillor Harder:

**MOTION: 199/11/22    “BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2698/GEN/22, the Finance and Administration by-law.”**

Motion **CARRIED.**

Moved by Councillor Gowans, seconded by Councillor Harder:

**MOTION: 200/11/22    “BE IT RESOLVED THAT Inuvik Town Council hereby gives SECOND READING to By-law 2698/GEN/22, the Finance and Administration by-law.”**

Motion **CARRIED.**

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

Moved by Councillor Gowans, seconded by Councillor Alexis:

**MOTION: 201/11/22    “BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2699/LEG/22, the Procurement Policy by-law.”**

Motion **CARRIED.**

Moved by Councillor Devlin, seconded by Councillor Harder:

**MOTION: 202/11/22** “BE IT RESOLVED THAT Inuvik Town Council hereby gives SECOND READING to By-law 2699/LEG/22, the Procurement Policy by-law.”

Motion **CARRIED**.

Item # 10                    **DEPARTMENT HEAD REPORTS**

10.1                    Financial Report

There were no questions, comments, or concerns.

Moved by Councillor Gowans, seconded by Councillor Devlin:

**MOTION: 203/11/22** “BE IT RESOLVED THAT Inuvik Town Council hereby adopts the following staff report as presented: Item 10.1 – Financial Report.”

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(s).

Item # 12                    **COUNCIL CONCERNS**

None

Item #13                    **IN CAMERA ITEMS**

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

Moved by Councillor Gowans, seconded by Councillor Alexis:

**MOTION: 204/11/22** “BE IT RESOLVED THAT Inuvik Town Council hereby moves in camera at 7:12 p.m.”

Motion **CARRIED**.

Moved by Councillor Gowans, seconded by Councillor Alexis:



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**MOTION: 205/11/22    “BE IT RESOLVED THAT Inuvik Town Council hereby moves out of camera at 8:30 p.m.”**

Motion **CARRIED.**

Item # 14

**ADJOURNMENT**

The Committee of the Whole meeting adjourned at 8:30 pm.

Moved by Councillor Gowans:

**MOTION: 206/11/22    “BE IT RESOLVED THAT the Regular Council meeting adjourn at 7:12 p.m.”**

Motion **CARRIED.**

# ACTION ITEMS

## December 12 & 14, 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. This will a 2023 investigation as to viability of project
	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	Land availability is approved.
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: December 12 & 14, 2022

RFCD #: 2022-SAO-101

### TOPIC

#### 2022 PROPERTY TAX AUCTION

### BACKGROUND

The *Property Assessment and Taxation Act* requires the Town of Inuvik to follow specific procedures to notify the assessed owners and encumbrancers of the tax arrears and the tax sale provisions. Each year, the Town notifies the assessed owner of the balance of taxes owing via letters and annual tax notices.

For property taxes in arrears as of December 31, 2022 the Town:

1. posted a list of arrears at the Town Office on March 31, 2022
2. sent a registered letter notifying the assessed owner of the arrears and tax sale provisions on June 13, 2022
3. notified parties with an interest registered against the property on July 21, 2022 and published the tax arrears list in the Inuvik Drum on July 21, 2022

The assessed owner was offered the option of entering into a payment plan on June 13, 2022. The Town of Inuvik has not received payment in full for property tax arrears owing on the following properties and therefore, these properties are included on the 2022 Auction List. Section 3 (1) of the *Property Assessment and Taxation Act Tax Sales Regulations* states "Subject to subsection (2), the minimum sale price of a taxable property, whether located in the general taxation area or a Municipal taxation area, that is to be offered for sale is 50% of the assessed value of the taxable property." The list of properties is attached.

### RECOMMENDATION

**"THAT, in accordance with the *Property Assessment and Taxation Act*, Inuvik Town Council will auction specified properties at the Town Council Chambers at 9:00 A.M. on Tuesday March 7, 2023. The minimum sale price shall be 50% of the assessed value as listed for each property. Each property shall be auctioned on the condition that taxes are two (2) years in arrears at the time of the auction."**

Signature – Grant Hood, Senior Administrative Officer



## 2023 PROPERTY TAX AUCTION

ASSESSED OWNER	LOT	BLOCK	PLAN	STREET ADDRESS	ARREARS (As at <i>December 09, 2022</i> )	MINIMUM SALE PRICE (50% of assessed value)	RECOMMENDED SALE PRICE (not less than 50% of assessed value)
DONNA BALLAS	1	1	228	2 LAGOON ROAD	10,340.32	\$31,750	<b>\$31,750</b>
DONNA BALLAS	2	1	228	14 NAVY ROAD	10,379.49	\$66,250	<b>\$66,250</b>
5562 NWT INC.	29	1355	449	74 Industrial Road	4,741.40	\$35,750	<b>\$35,750</b>
BRIAN CLARKE & LORI-LEIGH JOY	36	70	1154	49 Ruyant Crescent	2,739.09	\$34,150	<b>\$34,150</b>
KELLY DONOVAN	28	1355	449	76 INDUSTRIAL ROAD	15,886.78	\$26,750	<b>\$26,750</b>
SANDRA & AMIER SULIMAN	29	70	929	24 Adams Street	2,525.30	\$42,050	<b>\$42,050</b>
TIMOTHY HUNTER	10	49	633	43 INDUSTRIAL ROAD	11,465.75	\$34,450	<b>\$34,450</b>
LENA PETERSON	10	70	929	35 RUYANT CRESCENT	96,774.11	\$27,200	<b>\$54,400</b>
DELRaine HENLEY	11	70	929	37 RUYANT CRESCENT	23,811.21	\$64,350	<b>\$64,350</b>
JODY & LORI GREENOUGH	12	70	929	39 RUYANT CRESCENT	29,775.14	\$91,700	<b>\$91,700</b>
THE INUVIK CANADIAN RANGERS	45	76	1089	55 WILLOW ROAD	3,382.96	\$7,600	<b>\$7,600</b>
THE INUVIK CANADIAN RANGERS	46	76	1089	57 WILLOW ROAD	4,508.75	\$15,300	<b>\$15,300</b>
NORTHERN MANAGEMENT & DEVELOPMENT LTD	1009	Q107B	3543	AIRPORT ROAD	23,135.83	\$40,650	<b>\$40,650</b>
5397 N.W.T. LTD	2	45	2098	24 UNIT ROW HOUSING	728,627.61	\$115,950	<b>\$231,900</b>
TRINA NERYSOO	9 UNIT 1	26	2671	258 MACKENZIE ROAD	42,348.64	\$28,050	<b>\$42,349</b>
SHIRLEY KYIKAVICHIK	9 UNIT 3	26	2671	262 MACKENZIE ROAD	41,757.10	\$28,050	<b>\$41,757</b>
PATRICK BOURQUE	9 UNIT 4	26	2671	264 MACKENZIE ROAD	40,545.49	\$28,050	<b>\$40,545</b>
DONALD ANDRE	2 UNIT 4	30	2672	73 NATALA DRIVE	21,057.02	\$39,750	<b>\$39,750</b>

## REQUEST FOR COUNCIL DECISION

Meeting Dates: December 12 & 14, 2022

RFCD #: 2022-SAO-102

### TOPIC

#### **2022 PUBLIC AUCTION OF PROPERTIES APPOINTMENT OF "AUCTIONEER"**

### BACKGROUND

Pursuant to the *Property Assessment and Taxation Act*, the Town of Inuvik will hold a "Tax Auction" on March 7, 2023 in the Town Council Chambers. The Town of Inuvik is required to appoint an "Auctioneer" to conduct the Tax Auction.

### RECOMMENDATION

**"BE IT RESOLVED THAT Inuvik Town Council hereby appoints Mr. Grant Hood as the Auctioneer for the 2023 Tax Auction scheduled for Tuesday March 7, 2023 as per the requirements of the *Property Assessment and Taxation Act*."**

*Signature – Grant Hood, Senior Administrative Officer*



## REQUEST FOR COUNCIL DECISION

Meeting Dates: December 12 and 14, 2022

RFCD #: 2022-SAO-103

### TOPIC

#### December Holiday Hours for Town Facilities

### BACKGROUND

The attached operating schedule for Town of Inuvik facilities is being proposed for the upcoming holiday season. Input has been provided by those senior staff responsible for each facility. A motion to approve the schedule is required.

### 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 schedule 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 schedule, the motion should be:

**"BE IT RESOLVED THAT Inuvik Town Council hereby approves the proposed 2022 Holiday Schedule for all Town Facilities as presented."**

*Signature – Grant Hood, SAO*



 <div>TOWN OF INUVIK Northwest Territories</div>		2022 HOLIDAY HOURS				
Date		MSC See Holiday Schedule	Welcome Center	Library	Town Office	Protective Services Office
Friday	23-Dec	Regular Hours	Regular Hours	Regular Hours	Regular Hours	<div>Municipal Enforcement will be closed from December 21<sup>st</sup> to January 3<sup>rd</sup></div> <div>Fire Department will be closed from December 24<sup>th</sup> to January 3<sup>rd</sup></div> <div>Emergency Services will be available during this time</div>
Saturday	24-Dec	CLOSED	CLOSED	CLOSED	CLOSED	
Sunday	25-Dec	CLOSED		CLOSED		
Monday	26-Dec	CLOSED		CLOSED		
Tuesday	27-Dec	Hours as per Holiday Schedule		1:00 pm – 5:00 pm		
Wednesday	28-Dec	Hours as per Holiday Schedule		1:00 pm – 5:00 pm		
Thursday	29-Dec	Hours as per Holiday Schedule		1:00 pm – 5:00 pm		
Friday	30-Dec	Hours as per Holiday Schedule		1:00 pm – 5:00 pm		
Saturday	31-Dec	Hours as per Holiday Schedule		CLOSED		
Sunday	01-Jan	CLOSED		CLOSED		
Monday	02-Jan	Hours as per Holiday Schedule		1:00 pm – 5:00 pm		
Tuesday	03-Jan	Regular Hours	Regular Hours	Regular Hours	Regular Hours	

# REQUEST FOR COUNCIL DECISION

Meeting Dates: December 12 and 14, 2022

RFCD #: 2022-SAO-104

## TOPIC

### APPOINTMENT OF HOLIDAY LIGHT-UP AND DECORATING CONTEST JUDGES

## BACKGROUND

Each year, the Town of Inuvik supports a holiday light-up and decorating contest. As per the attached policy, a minimum of two people, one being a Council member, must be appointed to the judging committee by Council.

More details about the contest can be found in the attached policy.

## FINANCIAL IMPLICATIONS

Cash prizes for the contest are budgeted for annually.

## STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

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

## OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

At the November 24 2021 Meeting, Councillor Harder and Councillor Arey were appointed to the Committee until October 2024. With the resignation of Councillor Arey this position is vacant.

Council may also, via resolution, request Administration to make revisions to the policy.

## OPTIONS

Council has 4 options:

1. Appoint another Councillor to the committee until November 2024
2. Ask Administration to provide a name to appoint to the committee
3. Cancel the contest and dissolve the committee
4. Make a resolution to change

## RECOMMENDATION

Option 1:

**“BE IT RESOLVED THAT Inuvik Town Council hereby appoints Councillor NAME to the Holiday Light-up and Decorating Contest Judging Committee until October 2024.”**



Option 2:

**"BE IT RESOLVED THAT Inuvik Town Council hereby appoints NAME to the Holiday Light Up and Decorating Contest."**

Option 3:

**"BE IT RESOLVED THAT Inuvik Town Council hereby cancels the Holiday Light-up and Decorating Contest."**

Option 4:

**"BE IT RESOLVED THAT Inuvik Town Council directs Administration to make the following changes to policy FM.015 the Holiday Light Up and Decorating Contest Policy."**

*Signature – Grant Hood, SAO*

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

<b>POLICIES AND PROCEDURES MANUAL</b>	<b>Category</b> Financial Management	<b>Policy Number</b> FM.015
	<b>Date</b> May 26, 2021	<b>Resolution Number</b> 115/05/21

## **HOLIDAY LIGHT-UP AND DECORATING CONTEST POLICY**

### **1.0 POLICY**

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

### **2.0 ADVERTISING**

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

### **3.0 PRIZES**

- 3.1 Cash prizes will be awarded as follows:

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

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

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

### **4.0 CONTEST JUDGING**

- 4.1 Judging will take place during the second week of December. The judging date and time will be widely advertised ahead of time to allow time for participants to ensure that their lights and decorations are visible to the judges. Judging for the Camp/Out on the Land category will be through pictures submitted no later than the 10<sup>th</sup> day of December.

- 4.2 The decision of the judges is final and binding.

- 4.3 Judges will be not less than 2 people appointed by Council and shall include at least one (1) Councillor and may include Town staff. Applicants cannot be contest judges.

## **5.0 CONTEST RULES**

- 5.1 Residents within the municipal limits of Inuvik are eligible to enter. Entries under the Camp/Out on the Land category must be Town of Inuvik residents.
- 5.2 Residents can only enter in one category. (Winner's Circle, New Entry, or Camp/Out on the Land)
- 5.3 Only exterior holiday lighting/decorating displays and exhibits are eligible.
- 5.4 The Town's Community Services Department will be responsible for coordinating the contest.
- 5.5 The judges will provide the contest winners to the Community Services Department for processing of cash prizes.

# REQUEST FOR COUNCIL DECISION

Meeting Dates: December 12 and 14, 2022

RFCD #: 2022-SAO-105

## TOPIC

### 2023 COUNCIL AND COMMITTEE MEETING SCHEDULE

## BACKGROUND

Each year, Council approves the Council and Committee meeting schedule for the upcoming year.

A draft schedule is attached for Council's consideration.

## FINANCIAL IMPLICATIONS

These meetings have been budgeted for based on the schedule. Actual expenses may vary based on needs.

## STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

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

## OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

There are no other considerations or operational impacts.

## OPTIONS

Council has three options:

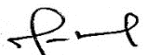
1. Approve the schedule as presented via motion
2. Defeat the motion
3. Refer the document back to Administration with suggested changes or areas that require further investigation

## RECOMMENDATION

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

**"BE IT RESOLVED THAT Inuvik Town Council hereby approves the 2023 Council and Committee Meeting Schedule as presented."**

Signature – Grant Hood, SAO





# 2023 Council & Committee Meeting Schedule

MONTH	Committee of the Whole Meetings (7:00 PM)	Regular Council Meetings (7:00 PM)	Public Works Committee Meetings	Administration Committee Meetings	By-law Review Committee Meetings	Recreation, Parks & Library Advisory Committee	Economic Development Committee	Environmental Working Group	Lottery Committee	Naming Committee (Twice/year)
	Mondays	Wednesdays	Tuesdays	Thursdays	Thursdays	Tuesdays	Tuesdays	Wednesdays		Wednesdays
January	9	11	AD HOC	AD HOC	12	AD HOC	AD HOC	AD HOC	MEETS WHEN SCHEDULED BASED ON LOTTERY REGULATIONS REQUIREMENTS	DATES TO BE CHOSEN BASED ON REQUESTS RECEIVED
	23	25								
February	6	8								
	20	22								
March	6	8								
	20	22								
April	10	12			13					
	24	26								
May	8	10								
	22	24								
June	12	14								
	26	28								
July	10	12			13					
	24	26								
August	7	9								
	21	23								
September	11	13								
	25	27								
October	9	11			12					
	23	25								
November	6	8								
	20	22								
December	11	13								
	25	27								

NOTE:

■ ~ Meetings cancelled

■ ~ Meetings optional; to be confirmed in 2023

## REQUEST FOR COUNCIL DECISION

Meeting Dates: December 12 and 14, 2022

RFCD #: 2022-SAO-106

### TOPIC

#### Town of Inuvik 2023 Interim Operating & Capital Budget

### BACKGROUND

The attached budget was prepared by senior management and reviewed in greater detail by Council and senior staff on December 10. The budget requires formal approval prior to December 31, 2022.

### FINANCIAL IMPLICATIONS

The 2023 interim operating and capital budgets represent the estimated planned operating and capital needs of the Town of Inuvik for the upcoming year. This budget reflects the funds that the Town requires to continue to provide the level of service that residents expect as well as to replace, repair and maintain the Town's aging infrastructure.

### 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 budget 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 budget as presented, the motion should be:

**"BE IT RESOLVED THAT Inuvik Town Council hereby approves the 2023 Interim Operating and Capital Budget as presented."**

Signature – Grant Hood, SAO



**Town Of Inuvik**  
**Interim Operating Budget**  
**For The Year Ended December 31, 2023, 2024, 2025**

	<b>2021</b>	<b>2022</b>	<b>2022</b>	<b>2023</b>	<b>%</b>	<b>2024</b>	<b>%</b>	<b>2025</b>	<b>%</b>
	<b><u>Actuals</u></b>	<b><u>Budget</u></b>	<b><u>October 31</u></b>	<b><u>Budget</u></b>	<b><u>Variance</u></b>	<b><u>Forecast</u></b>	<b><u>Variance</u></b>	<b><u>Forecast</u></b>	<b><u>Variance</u></b>
<b><u>REVENUES</u></b>									
Administrative	\$ 7,823,917	\$ 7,841,193	\$ 7,327,688	\$ 8,374,723	6.8%	\$ 8,539,189	2%	\$ 8,746,021	2%
Protective Services	68,575	72,500	59,639	65,000	-10.3%	65,000	0%	65,000	0%
Public Works	20,000	25,000	25,000	25,000	0.0%	25,000	0%	25,000	0%
Environmental	545,014	655,000	528,404	687,500	5.0%	652,708	-5%	690,851	6%
Economic Development/Tourism	162,160	203,400	270,739	308,500	51.7%	283,500	-8%	283,500	0%
Utilities	3,418,904	3,468,866	2,595,945	3,513,566	1.3%	3,577,076	2%	3,642,491	2%
Recreation	277,477	356,000	225,233	388,600	9.2%	415,430	7%	425,440	2%
Library	77,296	86,250	42,467	84,800	-1.7%	84,850	0%	84,900	0%
Land	208,252	9,500	43,584	3,848	-59.5%	3,848	0%	3,848	0%
Fiscal	3,806,137	3,496,000	2,668,503	4,165,171	19.1%	3,496,000	-16%	3,496,000	0%
	<b>\$ 16,407,732</b>	<b>\$ 16,213,709</b>	<b>\$ 13,787,202</b>	<b>\$ 17,616,708</b>	<b>9%</b>	<b>\$ 17,142,602</b>	<b>-3%</b>	<b>\$ 17,463,050</b>	<b>2%</b>
<b><u>EXPENSES</u></b>									
Administrative	\$ 3,239,439	\$ 3,121,677	\$ 2,400,328	\$ 3,498,563	12.1%	\$ 3,377,322	-4%	\$ 3,415,028	1%
Protective Services	740,782	849,047	655,359	917,554	8.1%	930,272	1%	995,230	7%
Public Works	1,548,110	1,549,582	1,291,014	1,642,285	6.0%	1,606,039	-2%	1,616,555	1%
Environmental	780,431	984,200	730,248	994,200	1.0%	994,200	0%	994,200	0%
Economic Development/Tourism	542,447	663,009	695,906	898,114	35.5%	895,761	0%	908,061	1%
Utilities	3,123,493	3,080,506	2,652,864	3,232,669	4.9%	3,135,779	-3%	3,135,260	0%
Recreation	2,861,003	3,514,045	2,483,934	3,691,618	5.1%	3,778,947	2%	3,845,704	2%
Library	420,859	440,674	331,118	469,327	6.5%	486,611	4%	499,357	3%
Land	173,327	100	128	100	0.0%	100	0%	100	0%
Fiscal	10,140	801,000	668,100	801,000	0.0%	801,000	0%	801,000	0%
	<b>\$ 13,440,029</b>	<b>\$ 15,003,840</b>	<b>\$ 11,908,998</b>	<b>\$ 16,145,430</b>	<b>8%</b>	<b>\$ 16,006,030</b>	<b>-1%</b>	<b>\$ 16,210,494</b>	<b>1%</b>
<b>Surplus / (Deficit)</b>	<b>\$ 2,967,703</b>	<b>\$ 1,209,869</b>	<b>\$ 1,878,204</b>	<b>\$ 1,471,278</b>	<b>22%</b>	<b>\$ 1,136,572</b>	<b>-23%</b>	<b>\$ 1,252,555</b>	<b>10%</b>
Net Transfers to Capital Expenditures	1,815,527	2,421,870	859,737	1,471,278		3,304,050		2,832,604	
	<b>\$ 1,815,527</b>	<b>\$ 2,421,870</b>	<b>\$ 859,737</b>	<b>\$ 1,471,278</b>	<b>-39%</b>	<b>\$ 3,304,050</b>	<b>125%</b>	<b>\$ 2,832,604</b>	<b>-14%</b>
<b>Surplus (Deficit) after Transfers</b>	<b>\$ 1,152,176</b>	<b>\$ (1,212,001)</b>	<b>\$ 1,018,467</b>	<b>\$ (0)</b>		<b>\$ (2,167,478)</b>		<b>\$ (1,580,049)</b>	
<b>Amortization</b>	<b>\$ 3,339,006</b>	<b>\$ 3,380,000</b>	<b>\$ -</b>	<b>\$ 3,339,006</b>	<b>-1%</b>	<b>\$ 3,339,006</b>	<b>0%</b>	<b>\$ 3,339,006</b>	<b>0%</b>

# REQUEST FOR COUNCIL DECISION

Meeting Dates: December 12 & 14, 2022

RFCD #: 2022-SAO-097

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

## RECOMMENDATION

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

**“BE IT RESOLVED THAT Inuvik Town Council hereby gives THIRD AND FINAL READING to By-law 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**

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**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**

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**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 23 DAY OF November, 2022 A.D.

READ A SECOND TIME THIS 23 DAY OF November, 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: December 12 & 14, 2022

RFCD #: 2022-SAO-098

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

## RECOMMENDATION

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

**“BE IT RESOLVED THAT Inuvik Town Council hereby gives THIRD AND FINAL READING to By-law 2697/LEG/22, the Council Proceedings By-law.”**

Signature – Grant Hood, SAO



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

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**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 23 DAY OF November, 2022 A.D.

READ A SECOND THIS 23 DAY OF November, 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: December 12 & 14, 2022

RFCD #: 2022-SAO-099

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

## RECOMMENDATION

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

**“BE IT RESOLVED THAT Inuvik Town Council hereby gives THIRD AND FINAL READING to By-law 2698/GEN/22, the Financial Administration By-law.”**

Signature – Grant Hood, SAO



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

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**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**

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**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 23 DAY OF November, 2022 A.D.

READ A SECOND TIME THIS 23 DAY OF November, 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.

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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: December 12 & 14, 2022

RFCD #: 2022-SAO-100

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

## RECOMMENDATION

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

**“BE IT RESOLVED THAT Inuvik Town Council hereby gives THIRD AND FINAL READING to By-law 2699/LEG/22, the Procurement By-law.”**

Signature – Grant Hood, SAO



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**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**

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**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 23 DAY OF November, 2022 A.D.**

**READ A SECOND TIME THIS 23 DAY OF November, 2022 A.D.**

**READ A THIRD TIME AND FINALLY PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022 A.D.**

---

MAYOR

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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.

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SENIOR ADMINISTRATIVE OFFICER

# REQUEST FOR COUNCIL DECISION

Meeting Dates: December 12 & 14, 2022

RFCD #: 2022-SAO-107

## TOPIC

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

## BACKGROUND

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

## FINANCIAL IMPLICATIONS

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

## STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

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

## OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

There are no other considerations or operational impacts.

## OPTIONS

Council has three options:

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

## RECOMMENDATION

The recommended motions are:

### Motion #1:

**"THAT Inuvik Town Council hereby gives FIRST READING to By-law 2700/BORR/22, a by-law to provide for the borrowing of \$250,000.00 during 2023."**

### Motion #2:

**"THAT Inuvik Town Council hereby gives SECOND READING to By-law 2700/BORR/22, a by-law to provide for the borrowing of \$250,000.00 during 2023."**

*Signature – Grant Hood, SAO*



**TOWN OF INUVIK  
BY-LAW #2700/BORR/22**

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**A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE NORTHWEST TERRITORIES TO AUTHORIZE THE BORROWING OF TWO HUNDRED AND FIFTY THOUSAND DOLLARS (\$250,000.00) DURING THE CALENDAR YEAR 2022**

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**PURSUANT TO** the *Cities, Towns and Villages Act* of the Northwest Territories, S.N.W.T. 2003, c.22 as amended;

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

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

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

1. The Town of Inuvik obtains a VISA credit facility for the sum of Two Hundred and Fifty Thousand Dollars (\$250,000.00) from the Canadian Imperial Bank of Commerce (CIBC) the purposes of enabling the Town to meet its expenditures.
2. These VISA facilities are to remain available for future borrowing until December 31, 2023.
3. The Town shall pay the Bank the monies so borrowed on demand and shall pay interest on said monies as remains from time to time unpaid.
4. Interest shall be calculated as per VISA cardholder agreement in effect from time to time both before and after maturity, default, and judgment, with interest on overdue interest at the same rate as interest on the principal. Interest shall be payable, monthly in arrears.
5. The Mayor and Senior Administrative Officer of the Town are hereby authorized and directed to execute and deliver for and on behalf of the Town such promissory note or notes as the Bank may require to evidence and secure payment of the monies so borrowed together with interest as described above.
6. The Town pledges, charges and hypothecates to the Bank, as security for the said monies and interest as described above, all revenues from whomsoever due to become due and payable to the Town; but the Bank is not restricted to such revenues for the payment of the said monies and interest as described above nor is the Bank bound to wait for payment until such revenues are received by the Town.
7. Nothing in this resolution waves, prejudicially affects or excludes any right, power, benefit of security, by statute, common law or otherwise given or implied in favour of the Bank.
8. By-law 2674/BORR/21 is hereby repealed.
9. 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 \_\_, 2023 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: December 12 & 14, 2022

RFCD #: 2021-SAO-108

### TOPIC

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

### BACKGROUND

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

### FINANCIAL IMPLICATIONS

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

### STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

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

### OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

There are no other considerations or operational impacts.

### OPTIONS

Council has three options:

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

### RECOMMENDATION

The recommended motions are:

#### Motion #1:

**“THAT Inuvik Town Council hereby gives FIRST READING to By-law 2701/BORR/22, a by-law to provide for the borrowing of \$1,500,000.00 during 2023.”**

#### Motion #2:

**“THAT Inuvik Town Council hereby gives SECOND READING to By-law 2701/BORR/22, a by-law to provide for the borrowing of \$1,500,000.00 during 2023.”**

*Signature – Grant Hood, SAO*



TOWN OF INUVIK  
BY-LAW #2701/BORR/22

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE NORTHWEST TERRITORIES TO AUTHORIZE THE BORROWING OF ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000.00) DURING THE CALENDAR YEAR 2022

PURSUANT TO the *Cities, Towns and Villages Act* of the Northwest Territories, S.N.W.T. 2003, c.22 as amended;

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

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

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

1. The Mayor and Senior Administrative Officer are hereby authorized, on behalf of the Municipal Corporation of the Town of Inuvik, to maintain a line of credit at the Canadian Imperial Bank of Commerce, a sum of up to One Million Five Hundred Thousand Dollars (\$1,500,000.00) to meet, until the revenues are collected, the current expenditures of the Municipality for the current year, and to give on behalf of the Municipality to the bank, a promissory note, or notes, sealed with the Corporate Seal and signed by the Mayor and the Senior Administrative Officer for the monies borrowed, with interest to be paid in advance or otherwise, at the current chartered bank rates.
2. All sums borrowed pursuant to the authority of this by-law, as well as other sums borrowed in this year from the said bank for any or all purposes mentioned above shall, with the interest thereon, be a charge upon the whole of the revenues of the Municipality for the current year and for all preceding years, as and when the revenues are received.
3. The Senior Administrative Officer is hereby authorized and directed to apply in payment of all sums borrowed as aforementioned, together with interest thereon, all the monies hereafter collected or received, either on account or realized in respect of taxes levied for the current year, preceding years, or from any other source which may lawfully be applied for such purpose.
4. By-law 2686/BORR/21 is hereby repealed.
5. 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 \_\_\_, 2023 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

**CAPITAL PROJECTS REPORT FOR COUNCIL  
As Of November 30, 2022**

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

Project	Budget \$	% Of Work Complete	Expenditure to Date	Comments
Utilidor Replacement	4,000,000	98%	\$2,582,143	Current years project complete. Due to logistical and supply issues original plan not completed.
2nd Water Tank- Start Up	297,000	100%	\$345,534	Water tank completed and commissioned and in use. Budget overage will have to be covered from previous years surplus.
WTP - Glycol Heat Exchanger	346,620	98%	\$260,507	Heat exchanger final commissioning underway. Heat loop with NTPC completed
Biomass Project Hidden Lake	785,171	80%	\$1,078,623	Commissioning of system underway
WTP - Beam installation	12,000	90%	\$6,270	Planning and tender being prepared. Majority of actual project is moved to 2023 and reflected in the 2023 budget and forecast
Sewage Lagoon	1,200,000	5%	\$0	Main work of project to be completed in 2023 now
Chief Jim Koe Park Enhancement	400,000	100%	\$426,648	Building officially opened. Security gates installed
Firehall Exhaust System	51,000	100%	\$35,780	Equipment installed and in use
Pool Rehabilitation	488,000	98%	\$633,497	Work continues with pool being filled and then drained as issues found. Heat exchanger gasket replacement being installed.
Haul All Garbage Bins	84,895	100%	\$84,892	Complete
Expand Solid Waste Site and Install Fencing	800,000	10%	\$85,389	Project scope and requirements being re-evaluated by engineers
Garbage Bin Pad Improvement	25,000	0%	\$0	Delayed due to contractor timing
Breynat Road Upgrade	1,011,146	5%	\$32,803	Reduced initial project scope completed and contract awarded. Work delayed to 2023 due to weather and availability of dry fill
Tractor	50,000	100%	\$46,305	Project complete
Fitness Equipment	15,000	0%	\$0	To be expensed as required during the year
Conference Equipment	20,000	0%	\$0	To be expensed as required during the year
Vehicle	76,500	100%	\$76,465	Complete.
Town Office and Firehall Energy Upgrades	795,000	100%	\$980,667	Project completed

Firehall bathroom renovation	30,000	0%	\$0	Ongoing discussions regarding the nature of work such as flooring type and other bathroom accessories that best suit or achieve the project objectives.
Fire Training Site refurbishment	30,000	0%	\$0	Planning in process to be deferred to 2023
MSC Flooring replacement	62,000	0%	\$0	Evaluating pricing quotes from suppliers
SCBA Replacement	65,000	0%	\$65,689	Complete
MSC Concession equipment	100,000	5%	\$0	Continued discussions with the supplier regarding scope of work required. Further information has been forwarded to them
Additional dressing room	350,000	5%	\$9,350	Working on architectural plans. Project will have to be constructed in 2023.
Flooring replacement for Firehall	10,000	1%	\$412	To be completed in conjunction with MSC flooring replacement
Signage for Chief Jim Koe Park	20,000	2%	\$0	Final design and material being completed but project to be delayed to 2023
Discovery Inuvik signage	20,000	2%	\$0	Signage to be purchased in 2022 and installed in 2023 once content has been finalized.
Zip up sidings Pavilion	24,000	90%	\$32,021	Supplier missed the deadline for trucking this fall. Items will not be delivered until the road re-opens to heavy traffic
Dance floor - Pavilion 30x30	15,000	100%	\$16,965	Project complete
Radar Sign for Municipal Enforcement	10,000	100%	\$11,539	Completed
Smart Board for Conference rooms	20,000	95%	\$20,502	Items received and Council Chambers item installed



## TOWN OF INUVIK

### COMMUNITY SERVICES DEPARTMENT REPORT TO COMMITTEE OF THE WHOLE NOVEMBER 2022

#### **COMMUNITY SERVICES – Lise Saumur – Director of Community Services**

The Department has seen a busy month with revolving rentals and juggling facility use to accommodate a number of multiple uses. The start of the winter flu season and staff leaves has put a bit of a strain on staff resources. Through the struggle the remaining staff have stepped up to fill in the gaps. We will be hosting a last minute 2-day Arena Maintenance/Zamboni course being put on by MACA. We will have five staff take part in this training on December 14 and 15.

#### **RENTAL ACTIVITIES REPORT**

##### Community Hall

- Boot Camp – 2 days
- Territorial Court – 1 day
- Brownies/Girl Guides – 3 day
- ARI – 1 day
- Gwich'in Renewable Resources Board – 1 day
- Bereavement Feast – 1 day
- Tourism TRC Workshop – 1 day
- Children First Family Dance – 1 day
- Fire Fighter Association – 1 days
- GNAS Christmas Craft Fair – 3 days

##### Community Lounge

- ARI – 2 days
- Kuzuri Judo – 2 days
- Brownies/Girl Guides – 1 day
- IRC – 2 days
- Tourism Stakeholder Meeting – 1 days
- Boot Camp – 4 days
- Joint Secretariat – 3 days
- Scouts – 1 day

##### Pool Lobby

- GNAS Christmas Craft Fair – 3 days

##### Play Zone

- Birthday Parties – 9

##### Sundog Room

- Inuvik Minor Hockey – 1 day
- Community Services Staff Training – 1 day
- Arctic Circle Sobriety Paint Night – 1 day
- Yoga – 5 days
- Boot Camp – 2 days

##### Donations

- E3 French Exchange Group – Lounge – 3 days

##### Cancellations

- Music Workshop – Community Hall – 1 day

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

##### Arena

The Arena has been in full swing for two months this season. Public skating continues to show a large turnout, daily. At times all rental skates are used by the public.

##### Arena User Groups

Arena User groups are happy with the arena and the use of it. There was a small problem with the Rec. Hockey Players and the Old timers not having hot water. This water issue has been fixed.

Some skate sharpening training is being done when Steve and the other staff have some time to sharpen skates. This allows more staff to do skates.

Glow in the Dark Skating

A Glow in the Dark Skate was held on Friday November 4<sup>th</sup>. This was very popular, with almost 100 people coming to the event.

Training

Steve delivered a training session on de-escalating potentially dangerous Situations to six town staff across three different departments. This was a one-day course for frontline workers who could be exposed to dangerous situations. This training was held in the MSC Sundog Room on November 8.

Steve attended the First Annual Recreation Facilities Conference in Yellowknife from November 21- 23 The Conference was put on by MACA (Municipal and Community Affairs) This was a great opportunity to see behind the scene operations of their facilities and to network with other Recreation operators in the NWT. Travel and other funding were supported by MACA.

Fitness Centre

The Fitness Centre at the MSC is operating as normal. Replacement pads for damaged equipment arrived and has been installed. There was some delay in getting the replacements from the supplier.

**AQUATICS REPORT – Shandy Onishenko – Aquatic Supervisor**Pool Repairs and Reopening Preparations

Electrical and painting in the pool changerooms is complete. What we hope is the last of the leaks were sealed December 7<sup>th</sup>. A deep cleaning of the pool changerooms is being done in preparation for opening. Staff have finished deep cleaning of the pool basin and a deep cleaning of the deck will commence shortly. The heat exchanger gaskets are in and scheduled to be installed. A new chlorine pump and motor are expected shortly.

Recruitment of New Staff

We started the Lifeguard Career Pathway certifications on December 10<sup>th</sup> with a full courseload of candidates! We look forward to concluding these courses in March and hiring a new pool of certified Lifeguards/Swim Instructors this spring.

East Three Swimming/Leadership Lessons

Initial discussions with East Three Secondary on December 6<sup>th</sup> to create option classes for Grades 7-12 to complete Lifeguard courses for credits. We look forward to starting this initiative in the next school year. Discussion with East Three Elementary is planned in the future to add aquatic programs and swimming lessons back into the Physical Education program.

**LIBRARY SERVICES REPORT – Bill Mann – Library Services Manager**Patrons

	Nov 5	Nov 12	Nov 19	Nov 26
Children	77	82	99	142
Youth	22	20	50	57
Adults	318	289	339	358
Computer Hours	69.5h	77.5h	67.5h	72.5h

Youth still under-utilize Library though they may attend alternate programs at MSC or Youth Centre. Plans to engage East Three teachers in the New Year to collaborate on Teen program options. Since computers are consistently used by patrons yet public stations run on Ubuntu, effort is being made to transition these to Microsoft platform

Programs

Reading Rascals – average of 2 - 4 children and 2-4 adults

Books in the Home – average of 5 - 10 children and 3 – 5 adults

Book Club – average of 3 to 4 adults

After School Program – Week 1 – 49, Week 2 – 24, Week 3 – 32, Week 4 – 68

(Fluctuations in attendance due to holidays, no-school schedule and weather)

Head Start Program visited on November 23<sup>rd</sup> and looking to try to schedule on a regular basis in the New Year.

Circulation

	November	October
Child Collection	171	165
Fiction	52	40
Junior Fiction	24	8
Junior Graphic Novels	18	27
Non-Fiction	43	39
Junior Non-Fiction	10	10
French	11	7
Video Collection	257	218
New Items	22	23

DVDs continue to be largest circulating items in the Collection. New dvds have been ordered to refresh the available selections after fewer purchases were made during Covid-19. The Children's collection & Jr. Graphic Novels are seeing increased circulation now that the After School program is bringing more children into the Library. Library Staff are currently shelf reading collections & updating circulation records to remove lost and weeded materials.

East Three Class Visits

Grade 1 class visited November 8, Grade 3 class visited November 15, 16, and 17, Grade 5 class visited November 16. There is currently no Librarian at East 3 School and several teachers have initiated visits to Centennial. The Grade 1 classes have booked monthly visits through to June.

Community Room

The Community Room was booked out for Arctic Paws, Food Bank, Union of Northern Workers, and the Community Greenhouse. A substantial cleaning & reorganizing of the Community Room was necessary to accommodate the growing After School program. Some cosmetic changes are still necessary to create a more inviting space for programs and community rental space.



## Director of Public Works Monthly Report for November 2022

During the month of November 2022, the public works department had various projects and tasks that were completed or are ongoing.

- The Utilidor crew has had another busy summer, we have had to deal with dirty raw water this spring and now that we are in fall and the river has iced over the raw water turbidity has dropped to the winter time level and makes for much longer filter runs before backwashing. The focus in the winter is to keep the water tempered so we can treat it and have our distribution system work well.
- In November we have a sewer line that runs between Franklin and Mackenzie from Millen Street to the IDC building, big line and only about 5 houses hooked up to it. It pugged up by IDC and because of the low use froze all the way back up to Millen Street. We didn't find out about it until 4 pm in the afternoon and the crew had to work until 1 am the next morning to get it back up and running properly. But it is working well now, and we should have no more trouble with it this winter.
- We have had problems with the sewage Lagoon mainly in water flow between the primary and secondary treatment cells. We have had Michael Lanteigne from Aecom up this month to do his annual inspection of our Lagoon Dikes for our Water License requirements. He will be putting a project together to repair and rebuild the Dikes of the lagoon as well as the decanting structure replacement and the divider from the Primary cells into the Secondary Lagoon. This will be tendered in the spring of 2023.
- The project for putting a third heat exchanger into the water treatment plant and up grades to the existing pumps at the power plant to use more waste heat from the Power Corp is almost completed and is up and running now. Just a few more items to have this incorporated into our existing Scada system.
- We have done the work to have the second water tank up at hidden lake put into service and is now up and running so we have doubled the water capacity up at Hidden Lake. We are not using all the captivity. Instead of filling the 1 tank to 10.5 meters of water we are filling both tanks to 8.5 meters
- We have had a crew out cutting brush in some of the problem areas and they will be doing more brushing around signs and corners around town.
- We had the roads graded to get rid of the roughness and potholes from freeze up and it is much better to drive around town now.
- We have had to do a lot of sanding of the streets this month but not much snow fell until the end of the month, and we had a town wide snow removal done. It costs us almost \$18,000. To have the whole town done.
- We had to deal with a few beavers that had spent most of the summer damming up creeks around the sewage lagoon. We had to have dams removed from the creeks twice this fall, and the beavers finally moved on.
- Electric power produced by the solar panels at the Town Hall and the Midnight Sun Complex. I am not going to continue doing this as it will now be available online

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

# 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

# NWT Scientific Research Licence # 17127 Issued

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Please be advised that the NWT Scientific Research Licence has been issued to Dr Deinera Exner-Cortens for the project entitled: Exploring the WiseGuyz Program in Beaufort Delta Divisional Educational Council. 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](mailto:licence@nwtresearch.com)  
[polar.nwtresearch.com](http://polar.nwtresearch.com)



November 22, 2022

## Notification of Research

I would like to inform you that Northwest Territories Scientific Research Licence No. 17127 has been issued to:

Dr Deinera Exner-Cortens  
University of Calgary  
2500 University Drive NW  
Calgary, AB  
T2N 1N4, Canada  
Phone: (403) 220-8871  
Email: [deinera.exner2@ucalgary.ca](mailto:deinera.exner2@ucalgary.ca)

to conduct the following study:

**Exploring the WiseGuyz Program in Beaufort Delta Divisional Educational Council (5288)**

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.5288.

The primary objectives are to describe the implementation of WiseGuyz with adolescent boys in the BDDEC, in terms of the lived experiences of a) the youth participants and b) the facilitators/other key program stakeholders in the community; and, to generate culturally-appropriate knowledge about gender-transformative programs in northern and remote settings that is beneficial to youth participants, facilitators, and community partners.

WiseGuyz Program - The Centre for Sexuality (C4S) will offer training on the WiseGuyz program to facilitators within the Beaufort-Delta Divisional Education Council (BDDEC) in Inuvik, NWT in September 2022. The BDDEC is located in the Gwich'in settlement area with a primarily Gwich'in (First Nation) and Inuvialuit (Inuit) population. WiseGuyz is a participatory, gender-transformative, school-based healthy relationships resource developed and owned by the Centre for Sexuality in Calgary, Alberta. WiseGuyz targets adolescent boys in the age range 13-17. The foundation of the program is an integrated curriculum that is comprised of four sequential core modules facilitated over 20 sessions during school hours. The program is offered once per week, however with holidays/school events, it takes ~8 months to facilitate the 20 sessions and as a result, the program is usually implemented over the length of the school year.

Research Process - The first steps will focus on fostering positive relationships with community

members in Inuvik. The research team will start this work by attending the WiseGuyz training hosted in Inuvik in September 2022. As the research project develops, community partners' feedback will be incorporated into the planned method. As such, the method will likely evolve throughout the project; changes will always be based on the needs and interests of the community with whom the team will be working. In consultation with the community partners, the team will engage in knowledge generation with WiseGuyz program facilitators, key program stakeholders in the community, and youth WiseGuyz participants in the BDDEC. The team will receive approval from all relevant agencies and community stakeholders before conducting any recruitment for this study. The methods described below were co-created through discussions between HOPELab team members and key staff in the BDDEC.

**Youth** – The research team will invite all youth participants enrolled in the WiseGuyz program in BDDEC to join this research project. The team plan to start research recruitment alongside the first program offerings in fall 2022. The team will make it clear that whether or not the youth decide to participate will not impact their access to the WiseGuyz program and associated resources. WiseGuyz program facilitators will be asked to distribute an information packet to all WiseGuyz participants in person or electronically. The information packet will contain a caregiver information letter and a caregiver Q & A style consent form. All consent documents will always be available in both written and oral formats. Per school division policy, for youth under age 18, both caregiver consent and youth assent for participation in the evaluation project will be obtained. For youth participants 18 or older, participants are able to provide their own consent for participation. Youth/caregivers can choose which aspects of the project they would like to participate in, if any.

**Arts Based Approach** - All youth participants will have the opportunity to use art (e.g., photos, digital media, drawing) to express how WiseGuyz has been working for them. To increase accessibility, the team will send art supplies to all participating schools for this task. Guys who participate in this project will actively partner in the research by creating art and participating in individual and group discussions to talk about their art. They will be asked to create art that best represents what it means to be a guy in their world before WiseGuyz? and since WiseGuyz? Once youth have created their art, the team will use visual storytelling to learn about their creation. Visual storytelling is a newer method designed for adolescents that draws on both photovoice and photo-elicitation (a method where participants describe the meaning of their photos in a one-to-one interview) methods. First, the team will ask participants to share their art through individual discussions. One of the project researchers will conduct a 30-minute individual interview to discuss the participant's art, per visual storytelling methodology. Participants will be allowed to choose where their interview is held. If the team are unable to travel to the participant (e.g., due to COVID-19 restrictions), these interviews can be conducted via Zoom or telephone (in this case, we would ask participants to send us a picture of their art using WeTransfer). To protect participants' rights, we will follow best practices for arts-based ethics, in addition to ownership, control, access, and possession (OCAP) principles that recognize the right of Indigenous peoples to own, control, access, and possess their own cultural knowledge. These principles will guide the way the team approach data access, privacy, and confidentiality in this project. Following the end of individual interviews, participants will be invited to attend a storytelling circle with other WiseGuyz participants from their school, in order to engage in critical dialogue about each other's art, and then work to 1) select the art that best reflects their lived experiences in the program; 2) create stories to describe what the selected art means to them; and 3) identify themes that emerge from the created stories. The art and stories will be shared with the community per OCAP principles, with further potential for sharing at other relevant venues. Youth will have the option as to whether they wish to participate in community dissemination events.

**Arts-Based Analysis Overview** - Individual interviews will be audio-recorded (as long as this is okay with the community) and transcribed verbatim, and then coded using a narrative analysis method designed for gender-based visual research. The storytelling circle will be guided by principles of participatory analysis, as well as standard arts-based analysis strategies. Storying and theming of participant art in the storytelling circle will be based on questions that ask what has changed, why these changes occurred, and what changes still need to happen. The team will also audio-record (as long as this is okay with the community) and transcribe this meeting to capture group narratives and critical dialogue about masculinities.

**Survey-Based Approach** – The research team will also conduct brief pre- and post-program surveys with BDDEC WiseGuyz participants. The collection of survey data will allow us to examine youth beliefs and well-being before and after participating in the WiseGuyz program. Surveys will be administered during a WiseGuyz session at the beginning and end of the program, likely in late fall and May of the given school year. The survey will occur during the participant's regular WiseGuyz time, so shouldn't present a burden in terms of completion time (note: if the team cannot conduct surveys in person, the team will email out surveys so that participants can either complete them during WiseGuyz or on their own time. The team will also send paper copies to the school in this case, with double-labeled ID stickers to protect participant privacy). All youth who are participating in a WiseGuyz program at BDDEC will be invited to participate in surveys. Surveys will be brief (15 minutes to complete) and include items on adherence to male role norms in relationships; negativity towards sexual minorities; sexual health self-efficacy; teen dating violence attitudes; mental health; and caring/cooperative behaviors. All survey items will be audio-recorded so youth can have the survey read out loud to them, if they so choose. The team will also collect standard WiseGuyz demographics (e.g., age, gender identity, sexual orientation, population group, economic status). If the community partner requests other measures, these may be added to the survey to ensure maximum benefit to the communities with whom the team will be working. Any additional measures will be submitted to the Research Ethics Board via amendment for ethics approval before being collected. The team will also make sure to tell participants how the team will use the data, in order to help them feel their participation is meaningful. Data will be collected via online, quantitative surveys using REDCap, or via paper if online is not an option (e.g., due to limited internet access). Anonymized data will also be shared back with project sites to support their own organizational reporting needs.

**Facilitators and Key Community Stakeholders** – The research team will ask those facilitating the WiseGuyz program as well as other key staff and stakeholders in the BDDEC to join the research project. The team will obtain informed consent from all facilitators, stakeholders, and staff in written and/or oral forms. With facilitators, stakeholders, and staff of the WiseGuyz program in the BDDEC, the team will hold storytelling circles to discuss their experiences implementing and being involved with the WiseGuyz program in their community. Unlike focus groups, storytelling circles do not involve a moderator and instead entail a horizontal structure where all participants share equally. These groups may also entail objects and ceremonial elements of Indigenous cultural value (in this case, specifically Gwich'in and Inuvialuit cultures). The team will discuss with community partners regarding which objects and practices, if any, would be most valuable and appropriate for those participating. Depending on the number of participants, the team may conduct separate storytelling circles for facilitators, staff, and other stakeholders. Following the storytelling circle, the team will produce a document describing the findings from the circle. This will include a transcript of the audio recording for the circle (only audio-record with the permission of the community). Facilitators, staff, and stakeholders who participated in the storytelling circle will ensure that their perspectives are represented well in the document (i.e., member checks). The team will conduct a narrative analysis using this document. The team will also ask for permission from facilitators to use

standard feedback and training documents that are part of the WiseGuyz training model for secondary analysis purposes. These forms/documents are always collected by the Centre for Sexuality as internal program feedback regardless of research; the team hope to use the responses from facilitators who give consent to inform this research.

The research team are actively collaborating with BDDEC, the school district in Inuvik, who explicitly requested the WiseGuyz program, to plan this project. The team met with the key division contact, Jacqui Currie, to review and discuss all research plans prior to the submission of this application. Ms. Currie is the division lead for implementation of the WiseGuyz program. The team have not been able to pre-emptively visit Inuvik and establish other connections but establishing these connections will be among the first tasks in this research project. The team will have the first opportunity at the WiseGuyz training institute in September 2022. Communication with Ms. Currie and BDDEC has been oral, such that no documentation is available. The team will collaborate with BDDEC throughout the duration of the project and work together to develop a plan to share the findings with interested stakeholders and community members.

The fieldwork for this study will be conducted from November 23, 2022 to December 31, 2022.

Sincerely,

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Niccole Hammer  
Manager, Scientific Services

#### Distribution

Beaufort-Delta Education Council  
Aklavik Community Corporation  
Ulukhaktok Community Corporation  
Inuvik Community Corporation  
Paulatuk Community Corporation  
Sachs Harbour Community Corporation  
Tuktoyaktuk Community Corporation  
Ehdiitat Gwich'in Council  
Nihtat Gwich'in Council  
Tsiigehtchic Charter Community Gwich'ya  
Gwich'in Band  
Inuvialuit Joint Secretariat

Inuvialuit Regional Corporation  
Hamlet of Aklavik  
Hamlet of Ulukhaktok  
Town of Inuvik  
Hamlet of Paulatuk  
Hamlet of Sachs Harbour  
Hamlet of Tuktoyaktuk  
Tetlit Gwich'in Council  
Tsiigehtchic Charter Community Council  
Hamlet of Fort McPherson  
Gwich'in Renewable Resources Board



December 07, 2022

## Notification of Extension

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Please be advised that the Northwest Territories Scientific Research Licence No. 17140 has been Extended. The 2022 study: **Indigenous Knowledge of Berries in the Northwest Territories** has been extended for the following dates:

- Start: Jan 01, 2023 - End: Feb 28, 2023

Sincerely,

Nicole Hammer  
Manager, Scientific Services  
Aurora Research Institute  
Tel: (867) 777-3298  
[licence@nwtresearch.com](mailto:licence@nwtresearch.com)

### Distribution

- Inuvialuit Regional Corporation
- Aklavik Community Corporation
- Hamlet of Aklavik
- Ulukhaktok Community Corporation
- Hamlet of Ulukhaktok
- Inuvik Community Corporation
- Town of Inuvik
- Paulatuk Community Corporation
- Hamlet of Paulatuk
- Sachs Harbour Community Corporation
- Hamlet of Sachs Harbour
- Tuktoyaktuk Community Corporation
- Hamlet of Tuktoyaktuk



- Gwich'in Renewable Resources Board
- 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
- Behdzi Ahda' First Nation Band
- Ayoni Keh Land/Dugha Financial Corporation
- K'ahsho Got'ine Charter Community Council
- Deline Got'ine Government
- Xahweguweh/Yamoga Land and Financial Corporation
- Tulita Dene Band Council
- Tulita Metis Land Corporation
- Hamlet of Tulita
- Town of Norman Wells
- Dehcho First Nations
- Tlicho Government
- North Slave Métis Alliance
- Akaitcho Territory Government
- Acho Dene Koe Band
- Hamlet of Fort Liard
- Deh Gah Got'ie Dene Council
- Hamlet of Fort Providence
- Liidlíi Kue First Nation
- Village of Fort Simpson
- Hay River Dene Band/Katlodeeche First Nation
- Jean Marie River First Nation
- Ka'a'gee Tu First Nation

- Nahanni Butte Dene Band
- Sambaa K'e Dene Band
- Pehdzeh Ki 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
- Lutsel K'e Dene First Nation
- Smith Landing First Nation
- Northwest Territory Métis Nation
- Tulita District Land Corporation Limited
- K'ahsho Got'ine Land Corporation Limited
- Norman Wells Land Corporation
- Sahtu Secretariat Incorporated
- Wek'èezhii Renewable Resources Board
- South Slave Research Centre - ARI
- Inuvialuit Joint Secretariat
- Gwich'in Tribal Council
- Sahtu Renewable Resources Board
- Hamlet of Enterprise
- Sahtu Land and Water Board