

AGENDA
TOWN OF INUVIK ~ REGULAR COUNCIL MEETING
TO BE HELD ON APRIL 26, 2023
AT 7:00 P.M. in COUNCIL CHAMBERS

Item # 1 **CALL TO ORDER**

Land Acknowledgement

Item # 2 **ADOPTION OF THE AGENDA**

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

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

4.1 RCMP Report

Report attached.

Item # 5 **PUBLIC QUESTION PERIOD**

Item # 6 **ADOPTION OF THE MINUTES**

6.1 Minutes of the April 12, 2023 Council Meeting

Minutes attached. Requires motion to approve.

6.2 Minutes of the April 20, 2023 By-law Review Committee Meeting

Minutes attached. Requires motion to approve.

Item # 7 **ACTION ITEMS**

7.1 Action Items List

Document attached.

Item # 8 **NEW BUSINESS**

8.1 RFCD 2023-SAO-035 ~ Strategic Priorities Chart Update

Document attached. Requires motion to approve.

8.2 RFCD 2023-SAO-036 ~ Lottery Regulations Policy MG.009 Update

Document attached. Requires motion to approve.

8.3 RFCD 2023-SAO-037 ~ Fees and Charges Policy Update

Document attached. Requires motion to approve.

Item # 9 BY-LAWS

9.1 RFCD 2023-SAO-038 ~ Road Naming By-law 2710/GEN/23

By-law attached. Requires FIRST AND SECOND READINGS.

9.2 RFCD 2023-SAO-039 ~ Business License By-law 2711/L+P/23

By-law attached. Requires FIRST AND SECOND READINGS.

9.3 RFCD 2023-SAO-040 ~ Cemetery By-law 2712/H&S/23

By-law attached. Requires FIRST AND SECOND READINGS.

9.4 RFCD 2023-SAO-041 ~ Repeal Old By-laws 2713/GEN/23

By-law attached. Requires FIRST AND SECOND READINGS.

Item # 10 DEPARTMENT HEAD REPORTS

Item # 11 INFORMATION ITEMS

11.1 Aurora Research Institute ~ Various Research Projects

Document attached. For information only.

Item # 12 COUNCIL CONCERNS

Item #13

IN CAMERA ITEMS

13.1

Confidential and Personnell Information - CTV Act, s.23 (3) (b) & (c)

Item # 14

ADJOURNMENT



MONTHLY POLICING REPORT MARCH, 2023



Inuvik Detachment “G” Division Northwest Territories



The Inuvik RCMP Detachment responded to 285 calls for service during the month of MARCH 2023.

OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	16	72	29	470
Sexual Offences	1	10	5	42
Break and Enters (Residence & Business)	4	4	5	43
Theft of Motor Vehicle	2	4	0	13
Theft Under \$ 5000.00	7	18	8	116
Theft Over \$ 5000.00	0	1	0	1
Drugs (Possession)	0	1	0	3
Drugs (Trafficking)	3	6	3	26
Liquor Act	36	71	26	349
Unlawful Sale (Bootlegging)	0	0	0	0
Causing a disturbance / Mischief (total)	139	336	134	1587
Causing a Disturbance	18	45	23	349
Mischief - damage to property	4	19	6	116
Mischief - obstruct enjoyment	117	272	105	1122
Impaired Driving	14	33	7	112
Other Complaints	62	190	62	586
Total Violations	284	746	279	3348



JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	5	20	3	39
Victim Services Referral - Declined	7	123	8	234
Victim Services - Proactive Referral	1	5	0	8
Victim Services - Not Available	0	0	0	0
Restorative Justice Referrals	0	0	0	5
Emergency Protection Orders (Detachment Initiated)	0	1	0	7
ODARA Reports	4	15	5	60
Prisoners Held	65	118	22	381
Prisoners Escorted	0	0	0	0
Prisoners Held non-PROS Agency	0	0	1	1
Prisoners Escorted Non-PROS Agency	0	0	0	0
Liquor Destroyed Immediately	8	9	6	42



Annual Performance Plan (A.P.P.'S) Community Priorities

Family Violence-Domestic and Elder Abuse

During the month of March, Inuvik RCMP responded to 16 reports of violence against persons. Seven occurrences were in the context of intimate partner violence. The Inuvik Detachment continues to place violence against women and children as a top priority and we look forward to working with our partners in the coming months to combat violence.

Road Safety – Impaired Driving

RCMP responded to 14 complaints of impaired driving. Our traffic initiative specific to check-stops and traffic enforcement continues and this month with 8 check-stop programs being held. The Inuvik Detachment will continue to proactively enforce impaired driving legislation and encourages all citizens to call 911 when they suspect an impaired driver.

Community and Cultural Awareness, including Youth

Members continue to participate in the East Three Breakfast Program each Friday morning. Cst. Kearns finished his Bystander Intervention Program this month and by all accounts it was well received. Cpl. Main and Cst. Bursey presented a Healthy Living presentation to the Grade 5's which ended in a "push-up" challenge and several prizes being handed out. Cst. Barnes helped judge the regional wisdom fest science fair and Cst. Bursey and Cst. Demont took in some of the great hockey at the Gwich'in Cup.

Introduction to new Detachment Commander



Sgt. Jesse Aubin, originally from Ontario, joined the RCMP in 2006. He has been posted to Yukon, Ontario and the Musical Ride. Jesse has spent the last 6 years in the Northwest Territories as the Detachment Commander in Fort Resolution, the Family Violence Coordinator at NT RCMP Headquarters and as a Sgt. at Yellowknife Detachment.

"It has been an honor to live and work in the Northwest Territories. I am excited to serve the people of Inuvik and look forward to learning about the local Indigenous cultures.



As discussed during our recent in-person meeting, I am available to meet at anytime to discuss how the Detachment can serve the community.

Report completed by Sgt. Jesse Aubin
Inuvik RCMP Detachment
Telephone: (867) 765-3906 (direct line)
Email: jesse.aubin@rcmp-grc.gc.ca

Internal Distribution List:

S/Sgt Bruce MCGREGOR - North District Advisory NCO

External Distribution List:

Duane Smith - Chair Inuvialuit Regional Corporation
Ken Kyikavichik – Grand Chief Gwich'in Tribal Council

MINUTES
TOWN OF INUVIK ~ REGULAR COUNCIL MEETING
HELD ON APRIL 12, 2023
AT 7:00 P.M. in COUNCIL CHAMBERS

Present: Wednesday

Mayor: Clarence Wood
 Councillors: Whitney Alexis
 Tony Devlin
 Grant Gowans
 Jesse Harder
 Kurt Wainman

Absent: Natasha Kulikowski (with notice)
 Alana Mero (with notice)
 Ned Day (without notice)

Staff Present: Grant Hood, Senior Administrative Officer
 Jenna MacNeil, Council Administrator
 Jackie Challis, Director of Economic Development and Tourism
 Rick Campbell, Director of Public Services

Item # 1 **CALL TO ORDER**

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

Item # 2 **ADOPTION OF THE AGENDA**

Moved by Councillor Gowans, seconded by Councillor Alexis:

MOTION: 068/04/23 "BE IT RESOLVED THAT Inuvik Town Council hereby adopts the agenda as presented."

Motion **CARRIED**.

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

There were no declarations of conflict of interest or pecuniary interest.

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

There were no delegations, presentations, or petitions.

MINUTES

*Inuvik Town Council Meeting
April 12, 2023*

Item # 5 **PUBLIC QUESTION PERIOD**

Julie Beaver, a student from the Journalism Training Initiative Program asked Council the following question: "What steps were they taking to ensure the TRC Calls to Action are being implemented?" Council's response, and following conversation can be found on the corresponding YouTube link.

Item # 6 **ADOPTION OF THE MINUTES**

6.1 Minutes of the March 20 and 22, 2023 Council Meetings

Moved by Councillor Alexis, seconded by Councillor Devlin:

MOTION 069/04/23 BE IT RESOLVED THAT Inuvik Town Council hereby adopts the minutes of the March 20 and 22, 2023 Council meetings as presented."

Motion **CARRIED.**

Item # 7 **ACTION ITEMS**

7.1 Action Items List

Council noted the document.

Item # 8 **NEW BUSINESS**

8.1 RFCD 2023-SAO-028 ~ CPI Funding Agreement

Moved by Councillor Devlin, seconded by Councillor Harder:

MOTION: 070/04/23 "BE IT RESOLVED THAT Inuvik Town Council hereby approves the Contribution Agreement with the Government of the Northwest Territories for Community Public Infrastructure Funding in the amount of \$1,854,000.00."

Motion **CARRIED.**

8.2 RFCD 2023-SAO-029 ~ O&M Funding Agreement

Moved by Councillor Gowans, seconded by Councillor Alexis:

MOTION: 071/04/23 "BE IT RESOLVED THAT Inuvik Town Council hereby approves the Contribution Agreement with the Government of the Northwest Territories for Operations and Maintenance Funding in the amount of \$2,698,000.00."

Motion **CARRIED.**

8.3 RFCD 2023-SAO-030 ~ WSS Funding Agreement

Moved by Councillor Devlin, seconded by Councillor Harder:

MOTION: 072/04/23 “BE IT RESOLVED THAT Inuvik Town Council hereby approves the Contribution Agreement with the Government of the Northwest Territories for Water and Sewer Funding in the amount of \$1,385,000.00.”

Motion **CARRIED**.

8.4 RFCD 2023-SAO-031 ~ Utilidor Replacement Tender Award

Moved by Councillor Wainman, seconded by Councillor Alexis:

MOTION: 073/04/23 “BE IT RESOLVED THAT Inuvik Town Council hereby awards the Utilidor Replacement Block 28, 50 and 51 Tender Contract to Beaufort Mechanical Services Ltd. for the tendered price of \$2,887,140.00.”

Motion **CARRIED**.

8.5 RFCD 2023-SAO-032 ~ Beam Installation at WTP Tender Award

Moved by Councillor Devlin, seconded by Councillor Wainman:

MOTION: 074/04/23 “BE IT RESOLVED THAT Inuvik Town Council hereby awards the WTP Hoist Rails and Column Relocation Tender Contract to Beaufort Mechanical Services Ltd. for the tendered price of \$134,120.00.”

Motion **CARRIED**.

8.6 RFCD 2023-SAO-033 ~ Inventory of Residential Property

Moved by Councillor Gowans, seconded by Councillor Harder:

MOTION: 075/04/23 “BE IT RESOLVED THAT Inuvik Town Council hereby accepts the land inventory report and directs administration to remove the item from the Strategic Priorities Chart.”

Motion **CARRIED**.

8.7 RFCD 2023-SAO-034 ~ Appointment to Municipal Board of Revision

Moved by Councillor Harder, seconded by Councillor Devlin:

MOTION: 076/04/23 “BE IT RESOLVED that pursuant to the Property Assessment and Taxation Act, S.30., 31, C.P-10, R.S.N.W.T., the Inuvik Town Council hereby appoints Donald Fisher to the 2023 Municipal Board of Revision at an honorarium of \$100.00 per half day and \$150.00 per full day.”

MINUTES

Inuvik Town Council Meeting
April 12, 2023

Motion **CARRIED.**

Item # 9

BY-LAWS

No By-laws

Item # 10

DEPARTMENT HEAD REPORTS

10.1

Economic Development and Tourism Report

There were no questions, comments, or concerns.

Moved by Councillor Gowans, seconded by Councillor Alexis

10.2

Protective Services Report

There were no questions, comments, or concerns.

Moved by Councillor Wainman, seconded by Councillor Gowans

10.3

Financial Report

There were no questions, comments, or concerns.

Moved by Councillor Devlin, seconded by Councillor Alexis

10.4

Capital Projects Report

There were no questions, comments, or concerns.

Moved by Councillor Wainman, seconded by Councillor Harder

10.5

Community Services Report

There were no questions, comments, or concerns.

Moved by Councillor Gowans, seconded by Councillor Harder

MOTION: 077/03/23 **"BE IT RESOLVED THAT Inuvik Town Council hereby adopts the following staff reports as presented: Item 10.1 – Economic Development and Tourism Report, Item 10.2 – Protective Services Report, Item 10.3 – Financial Report, Item 10.4 – Capital Projects Report, and Item 10.5 – Community Services Report ."**

Motion **CARRIED.**

MINUTES

*Inuvik Town Council Meeting
April 12, 2023*

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

Details can be found on the corresponding YouTube link.

Item #13 IN CAMERA ITEMS

There were no In Camera items.

Item # 14 ADJOURNMENT

Moved by Councillor Gowans:

MOTION: 078/03/23 "BE IT RESOLVED THAT the Regular Council meeting adjourn at 7:19 p.m."

Motion **CARRIED.**

MINUTES
BY-LAW REVIEW COMMITTEE
HELD ON THURSDAY, April 20, 2023
AT 5:30 P.M. in COUNCIL CHAMBERS

Present: Mayor Clarence Wood
 Councillor Tony Devlin
 Councillor Grant Gowans
 Councillor Alana Mero
 Grant Hood, Senior Administrative Officer
 Jenna MacNeil, Council Administrator
 Margaret Lovely, Lawson Lundell LLP

Item #1 CALL TO ORDER

Councillor Devlin called the meeting to order at 5:33 p.m.

Item #2 DECLARATION OF CONFLICT OF INTEREST OR PECUNIARY INTEREST

There were no declarations of conflict of interest or pecuniary interest.

Item #3 BY-LAWS

Item	Description
3.1	<u>95-1369 Land Administration By-law</u> Changes include: -Specifying how the Town may dispose of property -formatting and grammar Legal asked for more time with the By-law to confirm changes.
3.2	<u>514/GEN/78 Road Naming By-law</u> A new by-law has been proposed which move the road names from within the by-law proper and moves them to 'Schedule A' for simplified revision.
3.3	<u>2630/L+P/19 Business License By-law</u> A revision to remove an item where currently, multiple licenses are required for different businesses operating under one owner and then some minor changes were made to clean up formatting and grammar.

MINUTES

*By-law Review Committee Meeting
February 2, 2023*

3.4 910/TAX/86 Mobile Unit Assessment By-law

With the changes to the PATA Act there may not be any need for this by-law Legal is going to confirm and let us know.

3.5 2047/H+S/02 Cemetery By-law

Changes include:

- adding Municipal Enforcement Officer to definitions
- changing 'Animal' to "Handler" for who is responsible for cleaning up after animal
- removing a number of outdated Schedules

3.6 MG.009 Lottery Regulations

Changes include:

- added item to make all bingos require a license. Right now only, Bingos over a certain dollar amount require a license, Now Merchandise bingos and all dollar amount bingos will require a license.
- change wording in regards to 50/50 draws to handle multiple days events
- added procedures in the case of equipment failure or administrative errors

Item #4 NEXT MEETING DATE – Fall 2023

Item #5 ADJOURNMENT

The meeting adjourned at 7:06 p.m. by Councillor Devlin

ACTION ITEMS

April 26, 2023 COUNCIL MEETING

No.	ITEM	REQUIRED ACTION	ACTION TAKEN / ANTICIPATED COMPLETION DATE
1.	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
2.	Ski Club Lease	Town has signed lease for property from GNWT. Property survey is required to move forward with land acquisition. See item 4.	
3.	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.

REQUEST FOR COUNCIL DECISION

Meeting Date: April 26, 2023

RFCD #: 2022-SAO-035

TOPIC

Strategic Priorities Chart Update

BACKGROUND

On April 12th, Council revised their Strategic Priorities section as an item (Land inventory) had been accomplished. That item has been deleted from the chart with it being completed. This now has openings to add another priority. The revised chart is included with this briefing note for reference. Until then the chart will not be an information item for future Council meetings.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

This item is the strategic priorities chart.

OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

Council has the option of deferring any additions until the administration has completed their review of their priorities and then update at an in-depth meeting in May. It is suggested that May 13 be the scheduled date for the review by Council.

OPTIONS

- Council has two options:
- 1. Add two new items to the top 5 prioities
 - 2. Defer making any adjustments until a full review can be done. This does not require any motion to complete this option

RECOMMENDATION – SAO

“THAT Inuvik Town Council hereby request Administration to update the Strategic Priorities Chart with the following item:

- 1. XXX

And that Administration review and modify the operational priorities as a result of these changes to be brought forward to Council for approval at a later date.”

Signature – SAO



STRATEGIC PRIORITIES CHART

April 2023

COUNCIL PRIORITIES (Council & SAO)

NOW

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

TIMELINE

September
September
October
September

NEXT

- EMPTY PROPERTY: Options
- COMMUNITY PLAN: Update
- TRAIL PLAN: Draft
- ROAD MAINTENANCE: Priorities
- RECREATION FACILITY: Future Needs
- LONG TERM FINANCIAL PLAN
- PLASTIC BAG BAN: Bylaw

ADVOCACY/PARTNERSHIP

- *Department Service Decentralization (GNWT)*
- *College Programs: Local Needs Alignment*
- *NTPC: Net Meterring 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
 - 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. Online Booking: Software Selection - October
 - Community Activity Guide/Calendar
 -

CAPITAL

- Waste Site Fencing: Design – June
- 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

REQUEST FOR COUNCIL DECISION

Meeting Date: April 26, 2023

RFCD #: 2023-SAO-036

TOPIC

Amendment to Lottery Regulations

BACKGROUND

At the April 20, 2023 By-law Review Committee members reviewed proposed changes to the Lottery Regulations. Following discussions of the proposed changes the Committee is recommending the following:

- 1. All bingos must require a license. Previously merchandise bingos did not require a license if total prizes were under \$5,000
- 2. Clarify the rules regarding 50/50 draws in that those draws must be done on the day of the sale of tickets and cannot carry over to multiple days.
- 3. Procedures were put in place should during a bingo an incident occur where the bingo cannot proceed.
- 4. Clarify when a number becomes official for the purposes of recording on the bingo card

FINANCIAL IMPLICATIONS

There are minimal financial implications although it will increase the revenue as all merchandise bingos are now included.

STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

This is not on the Strategic Priorities Chart.

OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

No other considerations.

OPTIONS

Council has three options:

- 1. Approve the policy as presented via motion
- 2. Defer the motion with direction to the Administration on how to proceed.
- 3. Defeat the motion and keep the policy as is.

RECOMMENDATION

“BE IT RESOLVED THAT Inuvik Town Council hereby approves the Town of Inuvik’s revised Lottery Regulations Policy MG.009 as presented.”

Signature – Grant Hood, SAO





LOTTERY REGULATIONS POLICY MG.009

~~Authorized by By-law 2627/LOTT/19~~

~~Adopted by Council Resolution 189/07/19~~

1.0 **STATEMENT OF INTENTION**

The intention of these Regulations is to provide a means for designated charitable organizations to use various lottery schemes to fundraise monies for charitable purposes for the benefit of the community as a whole, while ensuring guidelines are in place to protect the public and consumers of the lottery schemes from unfair gaming practices and the misuse of their contributed funds.

2.0 **INTERPRETATION**

2.1 In these Regulations and Schedules under the Lottery By-Law,

- a) **“Amendment”** means a change to a License.
- b) **“Application”** means an application to the Town for a License.
- c) **“Bingo”** means a game of chance played with cards having numbered squares corresponding to numbered “Ping Pong” type balls drawn at random;
- d) **“Casino”** means a Lottery consisting of games of Blackjack, Wheel of Fortune, or Roulette.
- e) **“Casino Manager”** means the person responsible for the day-to-day running operations of a casino, including all gaming operations, the management of casino staff and the enforcing casino regulations.
- f) **“Charitable Objectives or Purposes”** include objectives or purposes which:
 - (i) promote the advancement of culture, religion, recreation or education; or
 - (ii) are of a charitable nature and are beneficial to the community as a whole.
 - (iii) an organization that with prior approval by Council has a member-oriented purpose
- g) **“Charitable Organization”** means an organization or foundation such as one of the following that carries out Charitable Objectives or Purposes:
 - (i) registered as a charitable organization under the Federal *Income Tax Act*, R.S.C. 1985, c. 1 (5th Supp), as amended;
 - (ii) registered for a charitable purpose under the Northwest Territories *Societies Act*, R.S.N.W.T. 1988, c. S-11, as amended; or
 - (iii) an organization which performs services for the public good or welfare without profit and includes any organization designated by the Town; andin operation in the Town for at least one (1) year or at the discretion of Council.

- h) **“Chase the Ace Style Lottery”** are event-based schemes whereby there is an opportunity to win a percentage take, by way of a roll ticket draw, as well as an opportunity to win a chance to select a card in search of a specific jackpot card. This may include, Chase the Ace, Klub the King, Crown the Queen, Jig the Joker, etc.
- i) **“Children”** is defined as a person under the age of nineteen (19) years.
- j) **“Club Room”** is an owned or leased premise where regular members meet. Members must be registered and must pay a yearly fee. Club Room tickets can be sold to members and their “signed in” guests.
- k) **“Community”** means the Municipal Corporation of the Town of Inuvik in the Northwest Territories, established under the *Cities, Towns and Villages Act*.
- l) **“Compensation”** includes any direct or indirect gain or reward.
- m) **“Council”** means the Council of the Municipal Corporation of the Town of Inuvik in the Northwest Territories.
- n) **“Dealer”** means the person who hands out the cards during a casino game and handles any bets and payments made during that game. Dealers are also known as croupiers when they work in a physical casino and dealers may also work the roulette tables and other games, as well as handling the card games.
- o) **“Elder”** is defined as a person over the age of 60 years.
- p) **“Gross Proceeds”** means all monies and other things of value received by a person or organization in the conduct of a Lottery or Series of Lotteries.
- q) **“Honorarium”** means a reasonable fee, as approved by the Senior Administrative Officer, charged for services for Bingo calling.
- r) **“Immediate Family”** means father, mother, brother, sister, spouse, common-law spouse, child, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law and sister-in-law.
- s) **“License”** means a License issued under these Regulations.
- t) **“Licensee”** means a holder of a License issued under these Regulations.
- u) **“Lottery”** includes those games of chance commonly known as Bingo, Nevada Ticket, Casino, Raffle, and Chase the Ace Style Lotteries.
- v) **“Lottery By-Law”** means the Town of Inuvik By-Law #2627/LOTT/19 providing for the regulation and licensing of Lotteries within the Town.
- w) **“Lottery Licensing Committee”** is a committee whose members are appointed by motion of Town Council.

- x) **“Lottery Officer”** means any person designated as such, in writing by the Senior Administrative Officer.
- y) **“Mega Bingo”** is defined as a single Bingo event where the total prize pay-out is greater than \$10,000.00.
- z) **“Media Bingo”** means a Bingo, which is transacted via mass media communication, including but not limited to local internet based, radio, television, closed circuit, satellite and cable transmission, newspapers, magazines and periodicals.
- aa) **“Member-Oriented Purpose”** means a purpose that benefits the members of an organization more than it benefits the general public.
- bb) **“Net Proceeds”** is defined as the amount remaining after deducting the cost of prizes and the relating expenses of conducting a Lottery.
- cc) **“Nevada Ticket”** includes a pull-type or break-open ticket.
- dd) **“Nevada Ticket Lottery”** means a Lottery involving Nevada Tickets.
- ee) **“Outlet”** is defined as a business, approved by the Town, which is in the business of operating or selling Lottery supplies.
- ff) **“Raffle”** means a Lottery in which a prize is won by one of numerous persons buying chances.
- gg) **“Regulations”** refers to the Lottery Regulations Policy.
- hh) **“Senior Administrative Officer”** means Senior Administrative Officer, as appointed by the Town of Inuvik in accordance with Section 41 of the *Cities, Towns and Villages Act*, S.N.W.T. 2011, C-22.
- ii) **“Series”** means a Lottery that is conducted on more than one date.
- jj) **“Town”** means the Municipal Corporation of the Town of Inuvik in the Northwest Territories, established under the Act, as represented by Council or its designates.
- kk) **“Town Office”** means the Town’s office located at:

 Town of Inuvik
 Box 1160
 #2 Firth Street
 Inuvik, NT X0E 0T0
- ll) **“Unit”** means individual games as sealed in a separate box.
- mm) **“Youth”** is defined as a person under the age of nineteen (19) years.

3.0 GENERAL

- 3.1 The Town may exercise the powers and shall perform the duties imposed under these Regulations.
- 3.2 Licenses shall not be issued to organizations to hold events outside the Town without the express permission of Council and other regulating bodies where the event is being held.
- 3.3 The Town shall refuse to issue a License where:
- a) a Charitable Organization does not state in its Application that a minimum of 100% of the net proceeds shall be paid to Charitable Objectives or Purposes;
 - b) the applicant or an officer or principal member of the applicant, who has been, in the previous 5 years, convicted of fraud, extortion, and robbery under Part VII of the *Criminal Code of Canada*, R.S.C. 1985, c. C-46, as amended; or
 - c) the Charitable Organization or the applicant is deemed to have not fulfilled its obligation to the Town as per these Regulations.
- 3.4 Council may restrict or authorize any Lottery being conducted on any specific date by Motion.
- 3.5 The following are the terms of every License:
- a) A License cannot be assigned or transferred.
 - b) The proceeds from all Lotteries shall be kept in a separate bank account. Unless prior approval in writing is received from the Town, it shall have separate records maintained and all financial aspects of the Lottery shall be conducted in accordance with these Regulations.
 - c) Funds raised will be used for the purpose stated and accepted on the Application.
 - d) Prizes are to be awarded in accordance with the prizes stated on the Application.
 - e) A complete statement of account, showing total receipts, expenses and profits and indicating when and how such profits will be spent for the Charitable Objectives or Purposes set out in the Application, shall be filed with the Town at the Town Office within thirty (30) days of the holding of any Lottery, on a form established by the Town.
 - f) An Application for a second or subsequent License shall be accompanied by a statement of account from previous Lotteries unless the statement(s) has been previously submitted.
 - g) If proceeds are raised as contributions to other charitable groups, the following must be provided:
 - i) the name of the charitable group receiving the donation;
 - ii) the chairperson or head of fundraising and the phone number for the charitable group receiving the donation;

- iii) the purpose for the contribution (specific, i.e. new wheelchair; or generally, i.e. all-purpose fund); and
 - iv) the amount contributed, with receipt.
- h) The proceeds from the Lottery shall be disbursed either in accordance with the Charitable Objectives or Purposes set out on the Application form, or in a manner requested by the Licensee expressly authorized by the Town.
- i) No person shall receive direct compensation from Lottery funds specifically for conducting, managing, planning or assisting with any Lottery, except an honorarium as defined under Section 2.1 (q), with the exception of an outlet approved by the Town.
- j) Except in the case of a Raffle, Nevada Ticket Lottery or Chase the Ace Lottery, no liquor shall be served, sold or consumed in an area where a Lottery is being held.
- k) Liquor shall not be offered as a prize or part of a prize in any Lottery licensed under these Regulations.
- l) Where the prize in any Lottery is a firearm, the operators of the Lottery shall not release possession of the firearm until a Possession and Acquisition License is obtained by the winner of the prize in accordance with the *Criminal Code of Canada*.
- m) No single prize in any Lottery or Series shall exceed \$50,000.00 in cash or real or personal property having equivalent retail market value, unless the approval of the Council is obtained before issuing the License. Chase the Ace Style Lotteries shall be exempt from this regulation.
- n) Where the total prizes awarded under a License for a Series exceed \$100,000.00, the Licensee shall submit to the Town an annual financial report audited by an independent auditor, approved by the Town, within ninety (90) days of expiration of the License.
- o) The Town may require that security be posted for all prizes in any proposed Lottery.
- p) Unsold tickets, receipts, counterfoils, game forms, and financial documents pertaining to a Lottery shall be retained by the Licensee for a period of not less than twenty-four (24) months from the date of the Lottery, and for such additional time as the Town may direct. A Licensee or former Licensee shall make available, on the request of the Town, all books of accounts or documents relating to the operation of a Lottery and shall, at all reasonable times, allow the access to the books or documents.
- q) Where the Town considers it necessary, it may require an audit by an independent auditor, approved by the Town, in respect of any License and the cost of the audit shall be paid for by the Licensee.
- r) No person or organization shall be issued more than five (5) Licenses under these Regulations in any six (6) month period, and no more than three (3) Licenses shall be issued for Series. This item maybe waived should there be fewer applications received for assignment of bingo dates

- s) Where a Lottery is cancelled or postponed, the Licensee shall notify the Town and comply with such additional instructions as the Town may issue regarding monies collected, tickets purchased or any other matter concerning the Lottery or License.
- t) No person directly assisting in the sales of Bingo cards or Nevada Tickets shall participate as a player.
- u) The rules of all Lotteries shall be approved by and shall be posted in accordance with the instructions of the Town.
- v) In addition to the terms set out in this section, the Town may impose on any License such additional terms or restrictions as deemed necessary.
- w) For cash prize payouts, the maximum amount of cash to be paid out is \$5,000.00 for any one game amount. Any amount in excess of this may be paid out by cheque. The player may also request that the entire payment or any amount be paid by cheque.
- x) Due to the potential of having large sums on money on site during a Bingo, Licensees are required to have 2 people responsible for the cash on site.

4.0 ORGANIZATION ELIGIBILITY

- 4.1 Subject to these Regulations, the Town may issue a License to a Charitable Organization to conduct and manage a Lottery within the boundaries of the Town.
- 4.2 A Charitable Organization that has been granted a License shall notify the Town in writing immediately of any changes of members of its executive.
- 4.3 Where, in the opinion of the Town, a Lottery is being operated contrary to these Regulations, the Town may confiscate the License.
- 4.4 Notwithstanding any other provision of these Regulations:
 - a) A Charitable Organization may apply all of the proceeds of a Lottery, after deductions for prizes and administrative expenses, to a Community facility provided that the Community facility is accessible to all members of the Community.
 - b) A Charitable Organization may apply up to 50% of the proceeds of a Lottery, after deductions for prizes and administrative expenses to:
 - (i) its building fund for the construction, repair, renovation or decoration of the Charitable Organization's building or to provide or replace capital items;
 - (ii) the equipment of the Charitable Organization. A Charitable Organization may not apply any of its proceeds to or in respect of any revenue producing equipment or facilities without prior approval from the Town.

- (iii) A Licensee shall not use any proceeds from a Lottery for social events or activities other than those for children or senior citizens and/or all members of the Community.

5.0 APPLICATIONS

- 5.1 Completed Applications, with the exception of Applications for Media Bingo Licenses, must be received and date-stamped seven (7) working days prior to the first proposed event. In the case of Raffles, seven (7) days prior to the date an applicant wishes to start **PRINTING** tickets.
- 5.2 Applications for Media Bingo Licenses must be received by **MARCH 15** for July 1 to December 31 Bingos and by **SEPTEMBER 15** for January 1 to June 30 Bingos. If the aforementioned dates fall on a weekend or statutory holiday, then they shall be received up to the end of the next business day immediately following the deadline.
- 5.3 A completed Application for a License shall be on a form prescribed by the Town and shall be sent to the Town Office.
- 5.4 Notwithstanding Section 5.1, the Senior Administrative Officer may approve any Application submitted less than seven (7) working days prior to the proposed Lottery, provided such Application is accompanied by a Late Application Fee pursuant to the Town of Inuvik Fees and Charges Policy.
- 5.5 The completed Application form shall include:
- a) name of organization;
 - b) address of organization;
 - c) registration;
 - d) years of operation;
 - e) name of bank and account number exclusively used for Lottery proceeds;
 - f) activities and background of organization including constitution, by-laws, etc. and listing of current members identifying executive officers and signing authorities;
 - g) an itemized list of how the profits from this Lottery will be used. An organization as designated by Council may provide a generalized statement;
 - h) all dates, time and location of proposed lottery;
 - i) all data pertaining to the cost of admission, tickets, games, prizes, "house rules", etc.;
 - j) financial estimate;
 - k) signatures by appropriate members of the organization; and

- l) all applicable fees with the exception of Bingo Licenses.

6.0 CONDUCT

- 6.1 All Lotteries shall be conducted as regulated by the License as authorized by the Town.
- 6.2 Any cheating or other irregularity known or suspected shall be reported immediately to the Senior Administrative Officer.
- 6.3 The Senior Administrative Officer may appoint inspectors.
- 6.4 The Licensee shall establish “rules of play”, not inconsistent with the terms and conditions of the License, which shall contain:
 - a) pay-off structure for all games/prizes;
 - b) sequence of games shall be played (Bingo);
 - c) requirements for a Bingo/ticket to be valid;
 - d) price of extra cards, tickets and games;
 - e) time at which play starts or draw is made; and
 - f) the method of distributing cards.
- 6.5 Bingo card verification must be confirmed by two people (one of which must be a representative of the organization).

7.0 POSTING OF LICENSE

- 7.1 Subject to this section, the License, Lottery house rules, and any approved Amendment shall be posted in a conspicuous location on the premises where the Lottery is being held.
- 7.2 In the case of a television or radio Bingo, the License shall be kept at the television or radio station offices for inspection during the event hours by any person.

8.0 LOTTERY EXPENSES

- 8.1 Lottery administrative expenses shall not exceed ten percent (10%) of the gross revenue for any one event. Administrative expenses do not include hall rental or prize payout.

8.2 Generally accepted Lottery expenses are the costs of:

- a) prizes;
- b) hall rental;
- c) advertising (this includes posters, television, radio ads, etc.);
- d) equipment rental;
- e) Bingo caller;
- f) supplies (Bingo paper, Nevada Tickets, playing cards, Raffle tickets);
- g) freight of supplies;
- h) License fees;
- i) postage;
- j) accounting; and
- k) prize for a contest (King/Queen and Prince and Princess). This prize is capped at \$5,000.00 total.

8.3 Some unacceptable expenses are, for example:

- a) ticket sellers;
- b) float; or
- c) concession stand.

9.0 **ACCOUNTING**

- 9.1 As per Section 3.5 (b), the Licensee shall have a bank account set up strictly for the purpose of Lottery monies, unless otherwise approved in writing by the Town.
- 9.2 All monies withdrawn from this account shall be in the form acceptable by the Town and the purpose of the withdrawal(s) noted.
- 9.3 Revenues from each event should be deposited the next banking day.
- 9.4 Administration expenses for conducting and managing Lotteries shall not exceed ten percent (10%) of gross revenue.

9.5 Thirty (30) days after a single event, or monthly if Series, the Licensee shall provide:

a) Bingo:

- (i) a fully completed statement of account form as approved by the Town by the Town (receipts for supplies must be provided);
- (ii) a list of staff/helpers at each Bingo;
- (iii) a copy of the deposit slip indicating total amount deposited;
- (iv) ball verification sheets;
- (v) the signed list of winners and amounts won (on a form as approved by the Town) must be provided to the attention of the Lottery Officer at the Town Office no later than seven (7) working days after the date of the event.;
- (vi) a list of disbursements to Charitable Organizations as indicated on the Application including names and addresses of the payees; and
- (vii) a Licensee may be required to provide other financial information as requested by the Senior Administrative Officer.

b) Nevada:

- (i) a fully completed statement of account form as approved by the Town by the Town (receipts for supplies must be provided);
- (ii) a list of the staff/helpers and dates of sale;
- (iii) a copy of the deposit slip indicating total amount deposited;
- (iv) the most recent bank statement of account;
- (v) the amount of Nevada Ticket supplies used at each Nevada Ticket event with receipts;
- (vi) a list of disbursement to Charitable Objectives and Purposes as indicated on the Application including names and addresses of the payees; and
- (vii) a Licensee may be required to provide other financial information as requested by the Senior Administrative Officer.

c) Raffle:

- (i) a fully completed statement of account form as approved by the Town by the Town (receipts for supplies must be provided);
- (ii) a list of the staff/helpers;
- (iii) a copy of the deposit slip indicating total amount deposited;
- (iv) the most recent bank statement of account;
- (v) the amount of Raffle supplies used each Raffle event with receipts;
- (vi) a list of disbursement to Charitable Objectives or Purposes as indicated on the Application including names and addresses of the payees; and
- (vii) a list of winners' names.

d) Casino:

- (i) a fully completed statement of account form as approved by the Town including only gross as prize payout is not known (receipts for supplies must be provided);
- (ii) a list of the staff/helpers;
- (iii) a copy of the deposit slip indicating total amount deposited;
- (iv) the most recent bank statement of account;
- (v) the amount of Casino supplies used at each Casino event with receipts;
- (vi) a list of disbursement to Charitable Objectives or Purposes as indicated on the Application including names and addresses of the payees; and
- (vii) a Licensee may be required to provide other financial information as requested by the Senior Administrative Officer.

e) Chase the Ace Style Lottery:

- (i) Upon awarding of the jackpot, a report shall be provided the Town detailing the following:
 - Date of each draw
 - Total ticket sales for that draw
 - Name of person drawing the roll ticket for that draw
 - Roll ticket number drawn
 - Winner Name and signature
 - Amount of ticket sales awarded to the winner
 - Amount of ticket sales added to jackpot (if jackpot card not drawn)
 - Amount of Jackpot won (zero if jackpot card not drawn)

(ii) A copy of the deposit slip indicating total amount deposited

(iii) Amount carried over to next jackpot if jackpot has had a ceiling and the final jackpot allocation exceeds this amount.

10.0 ADVERTISING

10.1 All advertising for Lotteries will state the following:

- a) the name of the organization;
- b) the location, date and time of event;
- c) the number of games to be played (Bingo);
- d) the number and amount of prizes to be awarded, including door prize, if any;
- e) the price of admission, cards, games or tickets;
- f) the maximum number of tickets to be sold (raffle); and
- g) the License number.

11.0 AMENDMENTS

- 11.1 The Town, on the request of the Licensee, within a reasonable period of time before the scheduled Lottery, minimum five (5) days, may amend the License and the Amendments shall be subject to the terms the Town deems appropriate.
- 11.2 Amendments to the License will be permitted providing there are no changes to the degree of chance.
- 11.3 There can be only two (2) Amendments per License.
- 11.4 Notwithstanding Section 3.5. (r), there can be no addition to dates.
- 11.5 Any modifications to the prize value must be approved in writing by the Town.

12.0 PENALTIES

- 12.1 The Senior Administrative Officer may suspend or cancel any License without notice and at any time for the breach of any terms and conditions.
- 12.2 Every person who violates or fails to comply with any terms and conditions of a License issued by the Senior Administrative Officer is guilty of an offence under the Lottery By-Law and is liable under summary conviction to a fine.

- 12.3 If the required financial documentation is not received within a sixty (60) day period after the last event date, the organization or its Chairperson/President is liable under the summary conviction to a fine of \$500.00 and two (2) years suspension of Licenses.

13.0 **BINGO LOTTERIES**

- 13.1 Subject to Section 13.5 of these Regulations, only one Bingo authorized by a License shall be held in the Town at one time.
- 13.2 No License will be issued for a Bingo to be conducted from the first Sunday following December 10th to January 1st inclusive, or on any "Easter Good Friday" in any given year, without the express permission of Council by motion.
- 13.3 Only one Mega Bingo License will be issued in any one week.
- 13.4 A maximum of six (6) Mega Bingo Licenses may be issued to any one organization during a calendar year.
- 13.5 A License shall not be issued for a Media Bingo to be conducted on any Sunday and Wednesday.
- 13.6 Where a special event is planned for the Town and the Town is satisfied that the duration of the event and the number of people anticipated to take part in the event justify more than one Bingo being held in the Town, Council may authorize the issuance of additional Licenses so that more than one Bingo authorized by License may be held in the Town at one time during the special event.
- 13.7 A License issued for a series of Bingos shall be for a period not exceeding six (6) months.
- 13.8 Licensees are limited to holding a maximum of two Bingos per week under a Bingo License.
- 13.9 If liquor is served in the same building in which a Bingo is being held, volunteers shall be posted to ensure that liquor is not served, sold, carried or consumed in the Bingo area.
- 13.10 Any proposed merchandise Bingo event ~~that has a total retail prize value of five thousand (\$5,000.00) dollars or more~~ requires a Bingo License.
- 13.11 An application for a Bingo shall contain the following information:
- a) the Charitable Objectives or Purposes for which the Bingo will be conducted;
 - b) the name and address of the building or facility where the Bingo will be held;
 - c) the date and hours of operation of the Bingo;
 - d) the price of admission;
 - e) a list of all games and prizes, including door prizes;

- f) the price of a master card and extra cards;
 - g) if merchandise prizes or donated prizes are to be awarded, the value of the merchandise or donated prizes; and
 - h) requested dates.
- 13.12 Applicants requesting a License for a Series of Bingos and wishing to carry over jackpot amounts shall provide the following information:
 - a) the amount of the opening jackpot and opening number of calls to be made;
 - b) the amount of subsequent increase in both jackpot and in number of calls;
 - c) the maximum jackpot and maximum increase in the number of calls;
 - d) the amount of consolation prizes, if any; and
 - e) any other information that the Town may require.
- 13.13 Jackpots which are carried over shall be played away on the expiry of the License, whether the License is renewed or not.
- 13.14 The age restriction for person(s) playing Licensed Bingos is sixteen (16) years or older. These restrictions shall be posted in a conspicuous location on the premises in which the Bingo is to be held.
- 13.15 Administrative expenses shall not be more than ten (10%) percent of the gross proceeds of the Bingo or a Series of Bingos.
- 13.16 The balance of the net proceeds of the Bingo shall be used for Charitable Objectives or Purposes specified in the Application.
- 13.17 Where an organization rents out its own facilities, it may claim the equivalent rate as a hall rental and include it as an administrative expense.
- 13.18 The conduct and management of a Bingo shall be the responsibility of the Licensee and this may not be delegated to any other group or person who is not a member of the organization holding the License.
- 13.19 Notwithstanding Section 3.5 (t), volunteer Bingo workers other than individuals or principal officers of the organization who are managing or conducting the Bingo may play Bingo before or after they have performed all their duties related to the Bingo.
- 13.20 Notwithstanding Section 3.5 (j) of these Regulations, the caller may be paid an honorarium for his or her services in the operation of a Bingo.
- 13.21 A hall Bingo shall be conducted and managed in compliance with the terms and conditions on the License. In addition, the following procedures shall be followed:

- a) the License and any “house rules” must be posted in a conspicuous place (including any Amendments to the License);
- b) the number of players in attendance will be recorded;
- c) cards and tickets shall be purchased with cash only (debit cards can be accepted if deposited only into the Lottery account);
- d) only cheques issued to the winning cards may be cashed at a Bingo event. Extending credit is prohibited; and
- e) cards shall not be sold outside the Town, ~~except in the case of regional Bingos.~~

13.22 Only Bingos based on the following structure are eligible for a License:

- a) caller reads out a letter/number combination from a ball randomly selected from seventy-five (75) “Ping Pong” type balls, each printed with a letter and a number grouped as follows:

B 1 to 15
I 16 to 30
N 31 to 45
G 46 to 60
O 61 to 75

- b) Bingo balls shall be of equal weight and in good condition;
- c) players shall use “cards” or sheets printed with one or more “cards”, each “card” to be laid out in five rows of five squares, with one letter from the word “bingo” over each vertical column, all squares containing a number as above, except for the “free” centre square;
- d) all players shall indicate whether a letter/number combination called appears on the card by marking, or placing a marker upon the appropriate square;
- e) where there is a declared card (possible winner), the following sequence of events shall take place:
 - (i) No further numbers shall be called pending confirmation of a winner.
 - (ii) The Bingo machine shall remain operational until the winner has been verified.
 - (iii) A checker shall take the declared card and place it in front of a neutral player and the checker shall then call back the numbers to the caller for the purpose of verifying the winner. In the case where a computerized programmed machine is being used, the checker can call back the serial number in the “free square”.
 - (iv) Upon verification of the Bingo winner, the caller shall ask for any other Bingo winners for the game to identify themselves and shall indicate it is the last call.

- (v) If no further Bingo winners are declared or determined, the caller shall return the Bingo balls to the Bingo machine and state clearly that the game is closed. Should the game be part of a “go-go series” where one card is used to play multiple games, the caller shall clearly state which qualifying game was closed, identify which games are left and continue to call the Series.

13.23 A strict inventory of cards used at each Bingo will be recorded at all times.

13.24 Media Bingo Licenses:

a) General Terms:

- (i) House rules for the Media Bingo must be announced, printed, or visually displayed prior to each event and must state the minimum age limit to play Media Bingo.
- (ii) House rules must be submitted to the Town for prior approval.
- (iii) House rules must be distributed with the purchase of Media Bingo paper.
- (iv) If the value of the prizes is advertised, the amount guaranteed must be indicated.
- (v) Person(s) involved in a conduct or management of a Media Bingo event may not play on the premises from which the event is being operated.
- (vi) Unclaimed prize(s) will be considered part of the organization’s gross proceeds, if not claimed within a seven (7) working day period.
- (vii) Unclaimed prize(s) shall be reported to the Town after each event’s claim period identifying that the winner is known and the prize amount.
- (viii) An organization which is planning to cease the operation of, or the end of a License of a Media Bingo, shall play away any accumulated prize(s) during the final event.
- (ix) Media Bingo sheets (cards) will not be given away as a bonus prize.
- (x) Media Bingo sheets (cards) shall be serialized.
- (xi) A ball verification sheet, which records the sequence the Bingo balls were called, must be completed for each game.

(xii) A number is not official until it has been verbally announced by the caller

~~(xii)~~(xiii) An appropriate amount of time must be allocated following each number called to allow players to call in a winning card.

~~(xiii)~~(xiv) An appropriate amount of time must be allocated following each declared winner to allow additional player(s) to call in other winning card(s).

~~(xiv)~~(xv) Winner(s) name will be announced at the conclusion of each event.

~~(xv)~~(xvi) Upon verification of a Bingo winner(s) and the declaration that the game is now closed, no further winners will be accepted.

~~(xvi)~~(xvii) All winning sheets (cards) must be verified by 2 persons authorized by the Licensee who are not related to each other or the winner whose card is being verified.

(xviii) Where house rules allow mail-in participation, a minimum of seven (7) days must be given for mail-in winner(s) claims prior to awarding prizes.

~~(xix) Should there be a technical malfunction, such as equipment or power failure the current game being played shall be stopped and the ball verification sheet confirmed with the physical ball number that have been called. The licensee shall then try to correct the issue if possible. Should it require the removal of the called physical balls from their allocated spot they shall be set aside with the ball verification sheet. Once the issue has been corrected the game may continue and the called balls placed in their appropriate spot and verified by 2 individuals the Bingo caller and a representative of the Licensee, with the verification sheet~~

~~(xx) Should a technical failure occur which cannot be corrected within one hour of the malfunction on the day of the assigned license date the following shall occur:~~

- ~~a. If all games on a specific card have been completed those prizes shall be awarded and distributed as normal~~
- ~~b. Should all games on a specific card not be completed no prizes shall be awarded and card purchasers may receive a refund for those cards and any remaining cards for which games have not started. The refund process shall begin as soon as possible after the licensee has it being determined the games cannot proceed within a reasonable time that is one hour. Should this not be possible the licensee shall notify the public how refunds may be obtained. Card-holders will have 24 hours to receive a refund.~~
- ~~(xvii)c. For any games that are unable to be played the licensee may apply to the Town for an adjustment to the paid license fee. The licensee has the option of applying this refund to future license fees or receive a cash refund.~~

- b) The initial application for a License must be accompanied by a complete written explanation of the procedures for operation of the Media Bingo. This submission may be amended from time to time.

13.25 Assignment of Media Bingo Licenses:

- a) Council shall appoint a Lottery Licensing Committee which shall assign the various Media Bingo dates. The term of the Lottery Licensing Committee shall be for a two year term at the pleasure of Council.
- b) The Committee shall be comprised of:
 - (i) One member of Council; and

- (ii) Members of the Public or License Holders, appointed by Council.
- c) The Lottery Licensing Committee shall meet on the earliest convenient date following the Media Bingo Application deadlines. Additional meetings may also be called by the Chair and Vice-Chair in his/her absence.
- d) The Lottery Licensing Committee shall establish its own meeting procedures.
- e) The Lottery Licensing Committee shall appoint a Chair and Vice-Chair.
- f) The Lottery Licensing Committee shall assign the various available Bingo dates.
- g) While every attempt will be made to assign groups their preferred dates, no guarantees can be provided.
- h) In the event that there are groups that did not receive any or all of their requested dates, the committee should also create a prioritized waitlist.
- i) Fees will be due and payable within thirty (30) days of the Lottery Licensing Committee's assignment of dates unless otherwise approved by the Town.
- j) Any groups which cannot hold their assigned Bingos must notify the Lottery Officer within five (5) business days of the date of the scheduled Bingo.
- k) The Lottery Officer will offer the Bingo to the next available group on the prioritized waiting list.
- l) Failure to host a Bingo shall mean a forfeit of the License Application fee.

14.0 NEVADA TICKET LOTTERIES

- 14.1 A License for a Nevada Ticket Lottery may be issued to a Charitable Organization if the tickets are sold to its members, guests or the public during a Bingo, Casino, in a "club room", or any other activity approved by the Town and specified on the License which the organization is holding or sponsoring.
- 14.2 A License for a Nevada Ticket Lottery may be issued to a Charitable Organization if the tickets are sold to its members or guests from a booth within the organization's premises or premises which the organization has specifically acquired for the purpose of selling Nevada Tickets.
- 14.3 In addition to any Series of Nevada Ticket Lotteries, a License may be issued to a Charitable Organization for a single event Nevada Ticket Lottery in conjunction with a Bingo or Casino Lottery providing the maximum number of Licenses permitted under these Regulations is not exceeded.
- 14.4 A License issued for a Series of Nevada Ticket Lotteries shall be for a period not exceeding six (6) months.
- 14.5 A License may authorize the sale of a variety of types of tickets.

- 14.6 Only the types of tickets specified in the License shall be sold.
- 14.7 Nevada Tickets shall not be sold off the premises specified on the License.
- 14.8 Winning tickets are to be marked and saved, bundled by date of event.
- a) These tickets are to be kept for one year.
 - b) It is not required to keep tickets when the prize value is less than twenty-five (\$25.00) dollars.
- 14.9 No person under the age of sixteen (16) years shall purchase or sell Nevada Tickets.
- 14.10 An Application for a Nevada Ticket Lottery License shall contain the following information:
- a) the Charitable Objectives or Purposes for which the proceeds of the ticket sales are to be used;
 - b) the name and address of the building where the tickets are to be sold;
 - c) the frequency and hours of ticket sales; and
 - d) any other ticket information the Town may require.
- 14.11 A maximum of ten (10%) percent of the net proceeds of Nevada Tickets, after deducting the cost of prizes and tickets, may be used towards the administrative expenses of conducting the Lottery.
- 14.12 The balance of the net proceeds of a Nevada Ticket Lottery shall be used for the Charitable Objectives or Purposes specified in the Application.
- 14.13 The conduct and management of Nevada Ticket sales shall be the responsibility of the Licensee and this may not be delegated to any other group or person who is not a member of the Licensee.
- 14.14 The Licensee shall maintain strict control and accounting of the sales of Nevada Tickets.
- 14.15 One unit of a specific type shall be completely dispensed before another unit of the same type may be sold.
- 14.16 Each unit, whether complete or partial, when not under the control of the vendor, shall be kept in a locked secure container and stored in a safe place.
- 14.17 All tickets shall be sold for cash currency only.
- 14.18 The Licensee shall display a notice in a conspicuous place on the premises where the Lottery is to be held in the following form:
- “All winning tickets shall be redeemed for prizes at the time of purchase.”
- 14.19 Vendors shall not purchase tickets while they are acting as vendors.

- 14.20 When accounting for a partially sold unit of Nevada Tickets at the end of the License, all Nevada Tickets must be “broken open” to account for all unsold winning tickets.

15.0 CASINO LOTTERIES

- 15.1 Subject to Section 15.4 of these Regulations, only one Casino authorized by a License shall be held in the Town at one time.
- 15.2 Casinos shall be managed and conducted in accordance with the License including any special conditions on the Application as approved by Council.
- 15.3 The Casino must be held within the Town’s boundaries.
- 15.4 Only one Casino may be held in the Community on any given day, unless special approval is given by Council.
- 15.5 A License for a Casino will not be issued for more than three (3) consecutive days.
- 15.6 Advertising for a Casino will contain the License number.
- 15.7 Notwithstanding Section 15.1 of these Regulations, no License will be issued for a Casino to be conducted from December 10th to January 1st inclusive, or on “Easter Good Friday” in any given year without the express permission of Council by motion.
- 15.8 Where a special event is planned for the Community and the Town is satisfied that the duration of the event and the number of people anticipated to take part in the event justify more than one Casino being held in the Community at one time, Council may authorize the issuance of additional Licenses so that more than one Casino authorized by a License may be held in the Community at one time during the special event.
- 15.9 Only one License for a Casino shall be issued to any one applicant in any six (6) month period.
- 15.10 A License for a Casino shall not be issued for a period exceeding three (3) consecutive days.
- 15.11 Casinos shall not operate between the hours of 2:00 a.m. and 1:30 p.m. on a Sunday.
- 15.12 Where a Casino is held in conjunction with any other activity, it shall be held within an area which has been physically separated from other activities of a non-lottery nature.
- 15.13 No person under the age of nineteen (19) years of age shall be permitted in the Casino area.
- 15.14 If liquor is served in the same building in which a Casino is held, volunteers shall be posted to ensure alcohol is not served, sold, carried or consumed in the Casino area.
- 15.15 An Application for a Casino License shall contain the following information:
- a) the Charitable Objectives or Purposes for which the Casino shall be conducted;
 - b) the name and address of the building where the Casino will be held;

- c) the dates and hours of operation of the Casino;
 - d) the number of tables to be used;
 - e) the minimum and maximum bet limits;
 - f) the method of payout on bets; and
 - g) any other information the Town may require.
- 15.16 A minimum of twenty five (25%) percent of the gross proceeds of the Casino shall be set aside for the Charitable Objectives or Purposes specified in the application before the deduction of the administration expenses of conducting a Casino.
- 15.17 Where an organization rents out its own facilities, it may claim the equivalent rate as a hall rental and include it as an administrative expense.
- 15.18 Minimum and maximum bet limits shall be posted and clearly visible to all players.
- 15.19 Rules of play relating to each game or table shall be posted and clearly visible to all players.
- 15.20 Maximum bet limits in excess of twenty dollars (\$20.00) per bet must be approved by Council motion.
- 15.21 Gaming equipment and supplies shall be retained for twenty-four (24) hours after termination of the License.

Administrative Control

- 15.22 The Licensee of a Casino event shall designate one individual worker as the "Casino Manager" for the event. Casino dealers, bankers, cashiers and other volunteer workers' names shall be recorded prior to the commencement of the Casino.
- 15.23 No volunteer shall participate as a player.
- 15.24 A complete "chip" inventory shall be taken prior to and after closing of each event.
- 15.25 Each dealer will have in his/her own possession a copy of the rules of Casino dealers provided by the Licensee.

Game Conduct

- 15.26 Licensees will post any house rules in a conspicuous place.
- 15.27 Casino Licenses provide for only three (3) types of games:
- a) Blackjack
 - b) Wheel of Fortune
 - c) Roulette

- 15.28 A bank must be maintained in the building where the games are being played, but in a separate room that only the Casino Manager and cashiers are allowed to enter.
- 15.29 The Licensee must provide a booth for the purchase of chips and redemption of same.
- 15.30 All bets must be placed with chips.
- 15.31 Dealers (or other game operators) must sign for chips received from the cashier or banker.
- 15.32 Records must be kept of the number of chips:
- a) supplied to dealers or other game operators;
 - b) returned by the dealers or other game operators to the bank; and
 - c) cashed in at the bank by players.
- 15.33 At the end of each Blackjack game, the dealer or other game operator must account for all the chips at the table or game and must return them to the bank.
- 15.34 Minimum and maximum bets shall be posted. Tables must accommodate players wishing to bet the minimum.
- 15.35 Rules of play relating to each game or table shall be posted and clearly visible to all players. Blackjack games must be played according to the following:
- (i) All cards are dealt face up.
 - (ii) The object of the game – draw to 21 or closest to 21 without exceeding 21. If total is higher than dealer, bettor wins. If total is the same as dealer, this is a stand-off (no winner). If the total is lower than the dealer, bettor loses.
 - (iii) Face cards count 10, aces count 1 or 11, and others count face value.
 - (iv) Blackjack is any ace with face card or a ten. This is an automatic winner, except when the dealer also has blackjack in which case it is a stand-off.
 - (v) Dealer will play against all players at the same time, not individually.
 - (vi) All pay-offs except Blackjack are even money.
 - (vii) All bets down before first card is dealt.
 - (viii) Split bets – if player's first two cards are a pair, the player has the choice of splitting them into two hands and betting the same bet on each hand.
 - (ix) Dealer must draw on 16 or under, stand on a hard 17 and over, and hit on a soft 17. A soft 17 is any combination of cards totaling 17 when the ace is counted 11.

- (x) If a chip falls to the floor, another volunteer must be called to retrieve it. It cannot be retrieved by the dealer or any player.
- (xi) The dealer may not deal cards to any person under the influence.
- (xii) Closing time of event shall be posted clearly and announced thirty (30) minutes prior to closure.

16.0 RAFFLE LOTTERIES

- 16.1 Subject to Section 16.2 of these Regulations, a Raffle License shall be issued for a period not exceeding six (6) months.
- 16.2 Where the Town is satisfied that it is not feasible to conduct a Raffle within a six (6) month period, the Town may issue a License for a period that exceeds six (6) months but does not exceed eighteen (18) months.
- 16.3 The expiry date of a License shall be endorsed on the License.
- 16.4 Any proposed Raffle that has a prize total with a retail market value of one hundred dollars (\$100.00) or less does not require a License.

- 16.5 An Application for a License shall contain the following information:
- a) the Charitable Objectives or Purposes for which the Raffle will be conducted;
 - b) the name and address of the building in which the Raffle will be held;
 - c) the date and time of the draw or draws for prizes;
 - d) the price to purchase a ticket or tickets;
 - e) the number and value of the prizes to be awarded;
 - f) if merchandise prizes or donated prizes are to be awarded, the value of the merchandise or donated prizes;
 - g) the maximum number of tickets to be printed; and
 - h) any other information the Town may require.
- 16.6 A draft or sample copy of each type of ticket to be printed shall be forwarded with the Application.
- 16.7 Proposed Raffle tickets will be approved by the Senior Administrative Officer or designate as part of the Application approval.
- 16.8 Administrative expenses for conducting a Raffle shall not exceed ten (10%) percent of the gross proceeds of the Raffle.
- 16.9 The balance of the net proceeds of the Raffle, after deducting the cost of prizes and administrative expenses, shall be used for the Charitable Objectives or Purposes specified in the Application.
- 16.10 Maximum ticket sales shall not exceed ~~thirty~~thirty thousand dollars (\$~~30,000.00~~30,000.00) for a License unless written approval from the Town~~the License specifically allows sales in excess of this amount.~~
- 16.11 The final draw for a Raffle shall be held on the expiry date endorsed on the License.
- 16.12 A Raffle ticket shall contain the following information:
- a) the name of the Charitable Organization;
 - b) the location, date and time of the draw or draws;
 - c) the price to purchase a chance;
 - d) the prizes to be awarded and value of each prize;
 - e) the maximum number of tickets printed;
 - f) the ticket number, if any; and

- g) the License number.

16.13 There is no requirement to comply with section 16.12 of these Regulations if:

- a) all ticket sales are made in the same room as the draw, and the draw of the winning ticket(s) is held in that same room within seven (7) hours of when the ticket sales start;
- b) the ticket is in two parts each of which bears the same number, one part to be retained by the purchaser and the other part to be entered by the purchaser in the draw;
- c) each prize is awarded to the person who presents the ticket part that bears the same number as the ticket part that is drawn for that prize; and
- d) the Licensee shall display a notice in a conspicuous place on the premises where the Raffle is to be held in the following form:

“All winning ticket holders must be present at time of draw to qualify to win. If ticket holder is not present at the time of draw another ticket will be drawn.”

16.14 A Raffle License may be issued to a Charitable Organization if the tickets are sold to its members or guests within the organization’s premises or premises which the organization has specifically acquired for the purpose of conducting its regular activities.

16.15 A Charitable Organization may conduct a club or 50/50 Raffle when:

- a) it complies with ~~all the~~ requirements in Section 16.13 ~~(b) & (c)~~ of these Regulations; and
- b) a complete schedule of draw dates and prizes including any cash 50/50 split prizes, are identified at the time of the Application.
- c) Licensee may not hold a 50/50 draw over multiple days
- d) Licensee may hold multiple 50/50 draws within one day but each draw requires a payment of a license per the Fees and Charges Policy
- e) A minimum license fee of \$100- according to the Fees and Charges Policy shall be paid for the license and any additional fees due upon completion of the raffle.
- b)f) Failure to report and pay the appropriate fees may disqualify an organization from future lottery licenses and possible summary conviction under by-law 2627/LOTT/19

16.16 All ticket stubs shall be kept by the Licensee until all prizes have been awarded.

16.17 Prize winners shall be notified within a twenty-four (24) hour period after a draw, and prizes shall be awarded not later than three (3) days following a draw, or such period of time as may be deemed reasonable by the Town.

- 16.18 In the event a prize winner is unable to be notified for any reason, the Licensee shall contact the Town in writing. Upon receipt of such notice, the Town shall advise the Licensed organization as required.
- 16.19 In the event a prize(s) cannot be awarded to the prize winner after three (3) months of the draw date, the Licensee shall apply to the Town to have the prize winner declared null and void, and a new draw for that prize shall take place upon receipt of the written approval of the Senior Administrative Officer.
- 16.20 No compensation or commission shall be paid to a member of the Licensee or any person for ticket sales.
- 16.21 Notwithstanding Section 3.5 (t) of these Regulations, persons assisting in the conduct of the Raffle may purchase tickets from other members of the sponsoring Charitable Organization.

17.0 CHASE THE ACE STYLE LOTTERY

- 17.1 Licenses are issued for fifty-two (52) weeks in duration and there is a maximum of fifty-two (52) draws AND a maximum of fifty-two (52) cards permitted for use on any one License.
- 17.2 The allocation of ticket sales proceeds must be in accordance with Section 17.5 of these Regulations and may be varied only upon approval of the Senior Administrative Officer only if a written request is submitted prior to commencing the first draw.
- 17.3 A Licensee is to notify the Town as soon as reasonably possible once a Chase the Ace Style Lottery jackpot has been awarded as this will cause the expiration of the License.
- 17.4 Chase the Ace Style Lottery is to be conducted using serialized roll tickets that are sold only to persons over the age of sixteen (16) or older. Tickets shall be sold for not less than two (2) and not more than a three (3) hour period with a ticket draw held at the end of the specified time period later that day and the holder of the ticket is required to be in attendance to claim their prize.
- 17.5 The winning ticket shall receive twenty (20%) percent of the ticket sales; while thirty (30%) percent is reserved for a building jackpot and the remaining fifty (50%) percent is retained by the Licensee. The split of proceeds from the sale of tickets may be modified upon written approval of the Senior Administrative Officer. The percentages to be remitted to the winner, the jackpot and the Licensee shall be clearly posted at the point of any ticket sales.
- 17.6 Additionally, the winning ticket holder is granted the opportunity to select a card and, if they select the ace of spades, or another predetermined jackpot card or approved draw item as defined in the house rules, they further win the building jackpot.
- 17.7 If the jackpot card is not chosen, the card selected is removed from the deck, logged and destroyed and the remaining cards in the deck are then resealed and secured until the next draw. As alluded to above, despite the name Chase the Ace, some groups choose to use a different card as the jackpot card to determine a jackpot winner.

- 17.8 No person directly assisting in the conduct of a Chase the Ace Style Lottery shall participate as a player. For the purposes of these Regulations, directly assisting refers to a person who draws a roll ticket to select the winning ticket and who handles the playing cards prior to and after the winning ticket holder selects a card.
- 17.9 Notwithstanding Section 17.8, persons assisting in the conduct of the Chase the Ace Style Lottery may purchase tickets from other members of the sponsoring charitable or religious organization.
- 17.10 Where the total prizes awarded under a License exceed one hundred thousand dollars (\$100,000.00), the Licensee shall submit to the Senior Administrative Officer a financial report audited by an independent auditor within ninety (90) days after expiration of the License.

18.0 EDUCATION TRAVEL

- 18.1 Educational groups within or affiliated with institutions or schools, such as classrooms, school clubs or societies; student unions or parent-teacher associations may qualify for a License to conduct a Lottery.
- 18.2 Lottery proceeds can be raised for educational travel only for “full-time” students including post-secondary students. (For class members and one adult per 5 children under 12 years of age, one adult per 8 children 12 to 17 years of age, one adult per 16 adult students.)
- 18.3 Lottery proceeds raised for educational travel are to be used:
- a) to provide a specific educational experience for students which is not principally recreational or social in nature and which otherwise would be unavailable; and
 - b) to expose students to other lifestyles or cultures, present and past.
- 18.4 Lottery proceeds shall not be used to supplement any aspect of the operational or capital budgets of the institution or school.
- 18.5 An Application for a License to raise funds for educational travel must be accompanied by the following information in addition to the Lottery Application Form approved by the Town:
- a) a complete itinerary of the trip with as much detail as possible;
 - b) the travel route and mode of transportation;
 - c) names, addresses and position of each student;
 - d) names, addresses and position of each adult (chaperone or teacher); and
 - e) amount (if any) of individual contributions.
- 18.6 Within thirty (30) days of the Lottery, a statement of account form must be submitted.
- 18.7 Within thirty (30) days of the “educational trip”, a travel report must be submitted. The travel report must include all expenses with receipts and in the form established by the Town.
- 18.8 Expenses allowed for educational travel include:
- a) cost of actual travel (air fare, bus fare, van rental/gas, etc.); and
 - b) cost of hotel ~~(based on double occupancy)~~ and meals.
- 18.9 Lottery proceeds cannot be used for social or recreational activities that may be incidental to the activity or event including alcohol.

19.0 TEAM TRAVEL

- 19.1 Lottery proceeds raised for team travel are to be used primarily to travel within Canada. Travel outside of Canada may be permitted by express permission of Council.
- 19.2 The team travel must be directly related to the organization's objective with the intention of fulfilling that objective and be either:
- a) an essential part of the organization's normal ongoing activities; or
 - b) an extraordinary opportunity gained as a result of qualifying to advance to a superior level of competitive activity.
- 19.3 In the case of an adult sports team, league or organization raising money for sporting events, a minimum of twenty-five (25%) percent of net proceeds must be donated to any youth or elder group or nonprofit social service registered with the Town within sixty (60) days after the last event date.
- 19.4 Lottery proceeds can only be utilized for residents of the Town for team travel.
- 19.5 An Application for a License to raise funds for team travel must be accompanied by the following information in addition to the Lottery Application Form approved by the Town:
- a) a brief description of the activity or event;
 - b) the destination;
 - c) the duration of the trip;
 - d) names, addresses and position of each player;
 - e) names, addresses and position of each adult (i.e. coach); and
 - f) amount (if any) of individual contributions.
- 19.6 Within thirty (30) days of the Lottery, a statement of account form must be submitted.
- 19.7 Within thirty (30) days of the "team trip", a travel report must be submitted. The travel report will include all expenses with receipts and in the form established by the Town.
- 19.8 Expenses allowed for team travel include (for team members and one adult per 5 minors under 12 years of age, and one adult per 8 minors between 12 to 18 years of age, one adult per 16 adult players):
- a) cost of actual travel (air fare, bus fare, van rental/gas, etc.);
 - b) cost of hotel ~~(based on double occupancy)~~ for the night before and each night of the tournament. Under special circumstances, an additional night may be approved by the Town; and

c) cost of registration for the tournament.

19.9 Lottery proceeds cannot be used for social or recreational activities that may be incidental to the activity or event, including alcohol.

REQUEST FOR COUNCIL DECISION

Meeting Dates: April 26, 2023

RFCD #: 2023-SAO-037

TOPIC

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

BACKGROUND

On April 20, 2023, the By-law Review Committee met to review various by-law and associated policies. As a result of the Cemetery by-law changes the fees for various services were moved the Fees and Charges Policy. Additionally, the committee recommended changes to the Lottery regulations Policy regarding 50/50 draws. The committee felt clarifications regarding 50/50 draws needed to be made to clarify that the draws must be held on the same day and not over a number of days. Also for each draw (should an application be made to hold multiple draws on one day or multiple days) each draw would require a license. Given the uncertainty of the total prize amount a set fee of \$100 for a 50/50 license is required unless the draw does not require a license per the regulations.

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

FINANCIAL IMPLICATIONS

There may be some increased revenue for fees but not significant given under the new regulations most 50/50 draws would be exempt from a license. There are no financial implications regarding the Cemetery By-law as this is just changing the location of where the fees are located.

STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

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

OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

There are no other considerations or operational impacts.

OPTIONS

- Council has three options:
- 1. Approve the amendments as presented via motion
 - 2. Defeat the motion
 - 3. Defer the item via motion with direction to Administration on how to proceed

RECOMMENDATION

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

Motion #1:

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

Signature – Grant Hood, SAO



APPENDIX A – ADDITIONAL FEES

CEMETERY FEES				
Interment - Local Resident	\$ -	\$ -	\$ -	Per instance
Interment - Canadian Citizen - Infant	\$ 1,500.00	\$ 75.00	\$ 1,575.00	Per instance
Interment - Canadian Citizen - Child/Adult	\$ 3,000.00	\$ 150.00	\$ 3,150.00	Per instance
Interment -Non-Resident - Infant	\$ 11,500.00	\$ 575.00	\$ 12,075.00	Per instance
Interment -Non-Resident - Child/adult	\$ 13,000.00	\$ 650.00	\$ 13,650.00	Per instance
Disinterment/Reinterment - Infant	\$ 1,500.00	\$ 75.00	\$ 1,575.00	Per instance
Disinterment/Reinterment -Child/Adult	\$ 3,000.00	\$ 150.00	\$ 3,150.00	Per instance

Lotteries				
50/50 License Fee (if applicable)	\$100.00	\$ -	\$100.00	Per draw

Program or Service	Fee	GST	Total	Per
MIDNIGHT SUN COMPLEX AND LIBRARY				
All Facility Room Rentals (excluding pool lobby, lobby registration desk, business office)				
Booking/Security Deposit	\$ 150.00	\$ -	\$ 150.00	per room per booking
Cancellation/Change Fee	\$ 50.00	\$ -	\$ 50.00	per room per booking
Multiple Room Rentals (excludes pool lobby, lobby registration desk, business office)				
2 meeting rooms	5% discount			per day
3 meeting rooms	10% discount			per day
4 + meeting rooms	15% discount			per day
Rental - Community Hall				
Licensed Event	\$ 900.00	\$ 45.00	\$ 945.00	per day
Non-licensed Event	\$ 600.00	\$ 30.00	\$ 630.00	per day
Non-profit Event (non-licensed)	\$ 300.00	\$ 15.00	\$ 315.00	per day
Wedding (non-licensed)	\$ 300.00	\$ 15.00	\$ 315.00	per day
Bereavement	\$ 50.00	\$ 2.50	\$ 52.50	per day
Hourly Rentals	\$ 75.00	\$ 3.75	\$ 78.75	per hour or part thereof ≤ 4 hrs.
Renter Set-up Time	\$ 200.00	\$ 10.00	\$ 210.00	≤ 4 hours after 5:00 p.m.
Renter Take down Time	\$ 200.00	\$ 10.00	\$ 210.00	≤ 4 hours before 12 noon
Rental – Community Lounge				
Licensed Event	\$ 600.00	\$ 30.00	\$ 630.00	per day
Non-licensed Event	\$ 400.00	\$ 20.00	\$ 420.00	per day
Non-profit Event (non-licensed)	\$ 200.00	\$ 10.00	\$ 210.00	per day
Hourly Rentals	\$ 50.00	\$ 2.50	\$ 52.50	per hour or part thereof ≤ 4 hrs.
Renter Set-up Time	\$ 100.00	\$ 5.00	\$ 105.00	≤ 4 hours after 5:00 p.m.
Renter Take down Time	\$ 100.00	\$ 5.00	\$ 105.00	≤ 4 hours before 12 noon
Rental – Sundog Room				
Licensed Event	\$ 300.00	\$ 15.00	\$ 315.00	per day
Non-licensed Event	\$ 200.00	\$ 10.00	\$ 210.00	per day
Non-profit Event (non-licensed)	\$ 100.00	\$ 5.00	\$ 105.00	per day
Hourly Rentals	\$ 25.00	\$ 1.25	\$ 26.25	per hour or part thereof ≤ 4 hrs.
Set-up	\$ 50.00	\$ 2.50	\$ 52.50	≤ 4 hours after 5:00 p.m.
Take down	\$ 50.00	\$ 2.50	\$ 52.50	≤ 4 hours before 12 noon
Rental - Arena Pad - Dry Floor				
Licensed Event	\$ 1,500.00	\$ 75.00	\$ 1,575.00	per day
Non-licensed Event	\$ 1,000.00	\$ 50.00	\$ 1,050.00	per day
Non-profit Event (non-licensed)	\$ 600.00	\$ 30.00	\$ 630.00	per day
Sport – Youth	\$ 25.00	\$ 1.25	\$ 26.25	per hour - 17 yrs. of age or under
Sport – Adult	\$ 50.00	\$ 2.50	\$ 52.50	per hour
Hourly Rentals	\$ 150.00	\$ 7.50	\$ 157.50	per hour or part thereof ≤ 4 hrs.
Renter Set-up Time	\$ 400.00	\$ 20.00	\$ 420.00	≤ 8 hours after 12:00 noon
Renter Take down Time	\$ 400.00	\$ 20.00	\$ 420.00	≤ 8 hours before 4:00 p.m.
Rental - Curling Pad - Dry Floor				
Licensed Event	\$ 1,000.00	\$ 50.00	\$ 1,050.00	per day
Non-licensed Event	\$ 800.00	\$ 40.00	\$ 840.00	per day
Non-profit Event (non-licensed)	\$ 400.00	\$ 20.00	\$ 420.00	per day
Sport - Youth	\$ 25.00	\$ 1.25	\$ 26.25	per hour - 17 yrs. of age or under
Rental - Pool Lobby				
Non-licensed Event - fundraising	\$ 100.00	\$ 5.00	\$ 105.00	per day - non exclusive
Non-licensed Event - non-fundraising	\$ 50.00	\$ 2.50	\$ 52.50	per day - non exclusive
Rental - Lobby Registration Desk				
Lobby Registration Desk	\$ 100.00	\$ 5.00	\$ 105.00	per day - non exclusive
Rental - Business Office				
Business Office	\$ 50.00	\$ 2.50	\$ 52.50	per day
Sport - Adult	\$ 50.00	\$ 2.50	\$ 52.50	per hour
Hourly Rentals	\$ 100.00	\$ 5.00	\$ 105.00	per hour or part thereof ≤ 4 hrs.
Renter Set-up Time	\$ 200.00	\$ 10.00	\$ 210.00	≤ 8 hours after 12:00 noon
Renter Take down Time	\$ 200.00	\$ 10.00	\$ 210.00	≤ 8 hours before 4:00 p.m.

Program or Service	Fee	GST	Total	Per
Rental - Curling Lounge				
Licensed Event	\$ 400.00	\$ 20.00	\$ 420.00	per day
Non-licensed Event	\$ 300.00	\$ 15.00	\$ 315.00	per day
Non-profit Event (non-licensed)	\$ 200.00	\$ 10.00	\$ 210.00	per day
Hourly Rentals	\$ 25.00	\$ 1.25	\$ 26.25	per hour or part thereof ≤ 4 hrs.
Renter Set-up Time	\$ 50.00	\$ 2.50	\$ 52.50	≤ 4 hours after 5:00 p.m.
Renter Take down Time	\$ 50.00	\$ 2.50	\$ 52.50	≤ 4 hours before 12 noon
Rental - Vicki Billingsley Community Room - Library				
Non-licensed Event	\$ 150.00	\$ 7.50	\$ 157.50	per day
Non-profit Event (non-licensed) - meeting	\$ -	\$ -	no charge	per day - during operational hrs.
Hourly Rentals	\$ 25.00	\$ 1.25	\$ 26.25	per hour or part thereof ≤ 4 hrs.
Renter Set-up Time	\$ 50.00	\$ 2.50	\$ 52.50	≤ 4 hours - day before
Renter Take down Time	\$ 50.00	\$ 2.50	\$ 52.50	≤ 4 hours - day after
CONFERENCE/FACILITY EQUIPMENT				
Multiple Rental of Conference Equipment				
One day	10% discount			per day
2 to 4 days	15% discount			per day
5 days or more	20% discount			per day
Conference/Facility Equipment				
Wireless Internet	\$ 20.00	\$ 1.00	\$ 21.00	per day
Wireless Projector	\$ 100.00	\$ 5.00	\$ 105.00	per day
Desktop Projector	\$ 100.00	\$ 5.00	\$ 105.00	per day
HD Digital Projector	\$ 150.00	\$ 7.50	\$ 157.50	per day
Portable Screen	\$ 25.00	\$ 1.25	\$ 26.25	per day
Laptop	\$ 50.00	\$ 2.50	\$ 52.50	per day
DVD Player	\$ 25.00	\$ 1.25	\$ 26.25	per day
LCD TV Monitor	\$ 50.00	\$ 2.50	\$ 52.50	per day
Conference Telephone	\$ 40.00	\$ 2.00	\$ 42.00	per day
Portable Speaker/Mic	\$ 50.00	\$ 2.50	\$ 52.50	per day
Microphones	\$ 5.00	\$ 0.25	\$ 5.25	per day
Flip Chart	\$ 5.00	\$ 0.25	\$ 5.25	per day - must supply own paper
Lobby - Registration Desk	\$ 50.00	\$ 2.50	\$ 52.50	per day
Podium	\$ 15.00	\$ 0.75	\$ 15.75	per day
Sound System	\$ 250.00	\$ 12.50	\$ 262.50	per day
Video Conferencing Equipment	\$ 100.00	\$ 5.00	\$ 105.00	per hour
	\$ 250.00	\$ 12.50	\$ 262.50	per day
Genie Lift Machine	\$ 35.00	\$ 1.75	\$ 36.75	per hour or part thereof
TV/VCR Rental	\$ 25.00	\$ 1.25	\$ 26.25	per day
Disco Ball	\$ 25.00	\$ 1.25	\$ 26.25	per day
Specialty Lights	\$ 25.00	\$ 1.25	\$ 26.25	per type/per day
Fogging Machine	\$ 50.00	\$ 2.50	\$ 52.50	per day
Bubble Machine	\$ 50.00	\$ 2.50	\$ 52.50	per day
Karaoke Machine	\$ 150.00	\$ 7.50	\$ 157.50	per day
Video Camera	\$ 50.00	\$ 2.50	\$ 52.50	per day
Stantions	\$ 10.00	\$ 0.50	\$ 10.50	per stantion/per day
Table Paper	\$ -	\$ -	TBD	
CATERING				
Preparation Kitchen & Supplies	\$ 100.00	\$ 5.00	\$ 105.00	per day
Preparation Kitchen Cleaning Deposit	\$ 150.00	\$ -	\$ 150.00	
Heating/Warming Table	\$ 25.00	\$ 0.50	\$ 25.50	per day/per unit
Warming Table Cleaning Deposit	\$ 25.00	\$ -	\$ 25.00	per waming table
Coffee or Tea Urns	\$ 10.00	\$ 0.50	\$ 10.50	per day /per unit

Program or Service	Fee	GST	Total	Per
CATERING (continued)				
18.9 L Water & Dispenser	\$ 12.50	\$ -	\$ 12.50	per bottle
Table Cloths	\$ 15.00	\$ 0.75	\$ 15.75	per table
Replacement table cloth	\$ 15.00	\$ 0.75	\$ 15.75	per table
Table Skirting	\$ 10.00	\$ 0.50	\$ 10.50	per table
Replacement Skirting	\$ 10.00	\$ 0.50	\$ 10.50	per table
Drapery	\$ 10.00	\$ 0.50	\$ 10.50	per section
Tables	\$ 12.00	\$ 0.60	\$ 12.60	per table
Chairs	\$ 5.00	\$ 0.25	\$ 5.25	per chair
TRADESHOW EQUIPMENT				
Set-up Included:				
Standard 10 x 10 booth	\$ 50.00	\$ 2.50	\$ 52.50	per booth - drapes/skirts/cloths
Standard 10 x 10 booth	\$ 25.00	\$ 1.25	\$ 26.25	per booth - drapes only
8' high drape only	\$ 3.00	\$ 0.15	\$ 3.15	per linear foot
3' high drape only	\$ 1.50	\$ 0.08	\$ 1.58	per linear foot
6' table with cloth	\$ 25.00	\$ 1.25	\$ 26.25	per table
5' round table with cloth	\$ 15.00	\$ 0.75	\$ 15.75	per table
Set-up Not Included:				
Standard 10 x 10 booth	\$ 30.00	\$ 1.50	\$ 31.50	per booth - drapes/skirts/cloths
Standard 10 x 10 booth	\$ 15.00	\$ 0.75	\$ 15.75	per booth - drapes only
8' high drape only	\$ 2.00	\$ 0.10	\$ 2.10	per linear foot
3' high drape only	\$ 1.00	\$ 0.05	\$ 1.05	per linear foot
DROP ZONE				
Drop-in (7 - 11 years)	\$ 2.38	\$ 0.12	\$ 2.50	per specified times
Drop-in (12 - 18 years)	\$ 4.76	\$ 0.24	\$ 5.00	per specified times
Rental	\$ 71.43	\$ 3.57	\$ 75.00	per hour - 2 hour minimum
Rental Damage/Cleaning Deposit	\$ 75.00	\$ -	\$ 75.00	per rental
PLAY ZONE/PARTY ROOM				
Drop-in	\$ 1.90	\$ 0.10	\$ 2.00	
Drop-in -10-pass	\$ 14.29	\$ 0.71	\$ 15.00	
Rental	\$ 47.62	\$ 2.38	\$ 50.00	per hour - 2 hour minimum
Rental Damage/Cleaning Deposit	\$ 50.00	\$ -	\$ 50.00	per rental
ADMINISTRATIVE SERVICES				
Photocopies				
Colour	\$ 0.39	\$ 0.02	\$ 0.41	per page/per side
Black and white	\$ 0.17	\$ 0.01	\$ 0.18	per page/per side
Computer Printer				
Black and white	\$ 0.25	\$ 0.01	\$ 0.26	
Colour	\$ 1.00	\$ 0.05	\$ 1.05	
Faxing				
Local	\$ 1.00	\$ 0.05	\$ 1.05	per page
Long Distance	\$ 2.00	\$ 0.10	\$ 2.10	per page
Laminator				
lamination per foot	\$ 2.00	\$ 0.10	\$ 2.10	per foot
Lands				
Tax Certificates	\$ 50.00	\$ 2.50	\$ 52.50	per certificate
Zoning Compliance Letters	\$ 50.00	\$ 2.50	\$ 52.50	per letter
Soccer Pitch and Ball Diamond				
League Fees - Adult	\$ 500.00	\$ 25.00	\$ 525.00	per season per team
League Fees - Youth	\$ 250.00	\$ 12.50	\$ 262.50	per season per team
Tournament - Adult (per field)	\$ 300.00	\$ 15.00	\$ 315.00	per day or part thereof
Tournament Adult/Youth (per field)	\$ 225.00	\$ 11.25	\$ 236.25	per day or part thereof
Tournament - Youth (per field)	\$ 150.00	\$ 7.50	\$ 157.50	per day or part thereof
Hourly Rental - Adult	\$ 40.00	\$ 2.00	\$ 42.00	per hour or part thereof
Hourly Rental - Youth	\$ 20.00	\$ 1.00	\$ 21.00	per hour or part thereof

Program or Service	Fee	GST	Total	Per
INUVIK CENTENNIAL LIBRARY				
Membership Card			no charge	
Transient Membership	\$ 14.29	\$ 0.71	\$ 15.00	
Lost Materials			TBD	item cost plus \$ 10.00 admin fee
Interlibrary Loans			no charge*	

Program or Service	Fee	GST	Total	Per
ARENA				
Arena - Ice Rates	To receive youth rate the activity or event must be intended for youth participants			
Ice Rental – Youth	\$ 60.00	\$ 3.00	\$ 63.00	per hour
Ice Rental - Adult	\$ 130.00	\$ 6.50	\$ 136.50	per hour
Youth Tournament	\$ 55.00	\$ 2.75	\$ 57.75	per hour
Adult Tournament	\$ 120.00	\$ 6.00	\$ 126.00	per hour
Public Skating			No charge	per program time
U 12 Drop in Shinney Hockey	\$ 1.90	\$ 0.10	\$ 2.00	per program time
U 12 Drop in Shinney Hockey - 10 pass	\$ 14.29	\$ 0.71	\$ 15.00	per program time
13 + Drop in Shinney Hockey	\$ 3.81	\$ 0.19	\$ 4.00	per program time
13 + Drop in Shinney Hockey - 10 pass	\$ 28.57	\$ 1.43	\$ 30.00	per program time - students only
Skate Sharpening	\$ 4.76	\$ 0.24	\$ 5.00	per pair of skates
SUPERPASS				
Pool/Gym/Squash Membership	\$ 1,047.62	\$ 52.38	\$ 1,100.00	per 12 months
Corporate Superpass	\$ 5,825.00	\$ 291.25	\$ 6,116.25	per 12 months
FITNESS PROGRAMS				
Registration	\$ 57.14	\$ 2.86	\$ 60.00	per person
Flex Pass	\$ 57.14	\$ 2.86	\$ 60.00	per pass - with expiry date
Drop-in	\$ 7.62	\$ 0.38	\$ 8.00	per person/per class
FITNESS CENTRE				
Daily	\$ 7.00	\$ 0.35	\$ 7.35	per day
1 week gym membership	\$ 30.00	\$ 1.50	\$ 31.50	per week
1 month gym membership	\$ 50.00	\$ 2.50	\$ 52.50	per month
3 month gym membership	\$ 125.00	\$ 6.25	\$ 131.25	per 3 months
12 month gym membership	\$ 450.00	\$ 22.50	\$ 472.50	per 12 months
Card deposit	\$ 20.00	\$ -	\$ 20.00	
Corporate gym membership	\$ 2,500.00	\$ 125.00	\$ 2,625.00	per 12 months - five cards
Corporate card deposit	\$ 100.00		\$ 100.00	
Small corporate gym membership	\$ 500.00	\$ 25.00	\$ 525.00	per 12 months - one card
Locker Rental	\$ 5.00	\$ 0.25	\$ 5.25	per month
SQUASH				
Court rentals - per person / per hour Must wear protective eye wear				
Squash Single	\$ 8.00	\$ 0.40	\$ 8.40	per person/hour
10 punch pass	\$ 75.00	\$ 3.75	\$ 78.75	per person/hour
3 month membership	\$ 91.00	\$ 4.55	\$ 95.55	per person
6 month membership	\$ 169.00	\$ 8.45	\$ 177.45	per person
12 month membership	\$ 312.00	\$ 15.60	\$ 327.60	per person
Racquet Re-string	\$ 32.00	\$ 1.60	\$ 33.60	per racquet
Gear Rental	\$ 5.00	\$ 0.25	\$ 5.25	per racquet and ball
Protective Eye Wear			no charge	
SWIMMING POOL				
Swim Admissions				
Children (0-6)			no charge	
Youth (7-18)	\$ 3.09	\$ 0.16	\$ 3.25	per person per swim
Adult (19-59)	\$ 6.19	\$ 0.31	\$ 6.50	per person per swim
Senior (60+)	\$ 3.09	\$ 0.16	\$ 3.25	per person per swim
Family	\$ 11.43	\$ 0.57	\$ 12.00	per family per swim
Youth - 10 punch pass	\$ 28.57	\$ 1.43	\$ 30.00	
Adult - 10 punch pass	\$ 57.14	\$ 2.86	\$ 60.00	
Senior - 10 punch pass	\$ 28.57	\$ 1.43	\$ 30.00	
Family - 10 punch pass	\$ 109.52	\$ 5.48	\$ 115.00	
Youth - 3 month pass	\$ 78.57	\$ 3.93	\$ 82.50	
Adult - 3 month	\$ 157.14	\$ 7.86	\$ 165.00	
Senior - 3 month pass	\$ 78.57	\$ 3.93	\$ 82.50	

Program or Service	Fee	GST	Total	Per
SWIMMING POOL (continued)				
Swim Admissions (continued)				
Family - 3 month pass	\$ 314.29	\$ 15.71	\$ 330.00	
Youth - 6 month pass	\$ 142.86	\$ 7.14	\$ 150.00	
Adult - 6 month pass	\$ 285.71	\$ 14.29	\$ 300.00	
Senior - 6 month pass	\$ 142.86	\$ 7.14	\$ 150.00	
Family - 6 month pass	\$ 600.00	\$ 30.00	\$ 630.00	
Youth - 12 month pass	\$ 257.14	\$ 12.86	\$ 270.00	
Adult - 12 month pass	\$ 514.29	\$ 25.71	\$ 540.00	
Senior - 12 month pass	\$ 257.14	\$ 12.86	\$ 270.00	
Family - 12 month pass	\$ 1,142.86	\$ 57.14	\$ 1,200.00	
Pool Rentals				
1 - 35 people	\$ 142.86	\$ 7.14	\$ 150.00	per hour
36 - 70 people	\$ 171.43	\$ 8.57	\$ 180.00	per hour
71 + people	\$ 238.10	\$ 11.90	\$ 250.00	per hour
Swim Lesson Programs				
10 lessons - Parent & Tot 1, 2, 3	\$ 63.00	\$ -	\$ 63.00	per person - 10 lessons per session
10 lessons - Preschool 1, 2, 3, 4, 5	\$ 63.00	\$ -	\$ 63.00	per person - 10 lessons per session
10 lessons - Swimmer 1, 2, 3	\$ 63.00	\$ -	\$ 63.00	per person - 10 lessons per session
10 lessons - Swimmer 4, 5, 6	\$ 73.50	\$ -	\$ 73.50	per person - 10 lessons per session
10 lessons - Adult Lessons 1, 2, 3	\$ 90.00	\$ 4.50	\$ 94.50	per person - 10 lessons per session
8 lessons - Parent & Tot 1, 2, 3	\$ 50.40	\$ -	\$ 50.40	per person - 8 lessons per session
8 lessons - Preschool 1, 2, 3, 4, 5	\$ 50.40	\$ -	\$ 50.40	per person - 8 lessons per session
8 lessons --Swimmer 1, 2, 3	\$ 50.40	\$ -	\$ 50.40	per person - 8 lessons per session
8 lessons - -4, 5, 6	\$ 58.80	\$ -	\$ 58.80	per person - 8 lessons per session
8 lessons - Adult Lessons 1, 2, 3	\$ 72.00	\$ 3.60	\$ 75.60	per person - 8 lessons per session
Youth Private Lessons (age 14 or younger)	\$ 25.00	\$ -	\$ 25.00	per person - per 1/2 hour class
Adult Private Lessons (age 15 yrs. or older)	\$ 25.00	\$ 1.25	\$ 26.25	per person - per 1/2 hour class
Leadership Programs				
Bronze Medallion/Bronze Cross	Fees calculated based on current material costs, certification fees, instructor fees, number of anticipated candidates and funding opportunities			per person
NLS				per person
Swim & Lifesaving Instructor				per person
Standard First Aid/CPR/AED				per person
Miscellaneous				
Showers	\$ 2.38	\$ 0.12	\$ 2.50	per person
Locker Rental	\$ 0.95	\$ 0.05	\$ 1.00	per locker/per use
YOUTH CAMPS Summer Day Camp / March Break Day Camp - non supervised lunch				
full week	\$ 175.00	\$ -	\$ 175.00	per child
full week - additional child	\$ 135.00	\$ -	\$ 135.00	per additional child
short week - 4 days	\$ 140.00	\$ -	\$ 140.00	per child - due to closure/stat holiday
short week - 4 days - additional child	\$ 108.00	\$ -	\$ 108.00	per additional child - due to closure/stat. hol.
short week - 3 days	\$ 105.00	\$ -	\$ 105.00	per child - due to closure/stat holiday
short week - 3 days - additional child	\$ 81.00	\$ -	\$ 81.00	per additional child - due to closure/stat. hol.
drop-in - per day	\$ 50.00	\$ -	\$ 50.00	per child
drop-in - half day - morning	\$ 20.00	\$ -	\$ 20.00	per child
drop-in - half day - afternoon	\$ 30.00	\$ -	\$ 30.00	per child
cancellation/change fee	\$ 10.00		\$ 10.00	per change or refund
PD FUN DAYS School PD Days - non supervised lunch				
full day	\$ 40.00	\$ -	\$ 40.00	per child
half day - morning	\$ 15.00	\$ -	\$ 15.00	per child
half day - afternoon	\$ 25.00	\$ -	\$ 25.00	per child
RECREATION PROGRAMS				
Girls Night	\$ 15.00	\$ -	\$ 15.00	per child
Boys Night	\$ 15.00	\$ -	\$ 15.00	per child
RESALE MERCHANDISE				

Program or Service	Fee	GST	Total	Per
Squash - Resale Merchandise				
Squash Balls	\$ 5.00	\$ 0.25	\$ 5.25	
Rad Wrap	\$ 9.00	\$ 0.45	\$ 9.45	
Rad Cushion	\$ 10.00	\$ 0.50	\$ 10.50	
Ekleton Mirage II	\$ 15.00	\$ 0.75	\$ 15.75	
Head & Wrist Band	\$ 6.00	\$ 0.30	\$ 6.30	
Ekleton 03 Bones	\$ 30.00	\$ 1.50	\$ 31.50	
Protective Eye Wear	as marked	plus	as marked	
Squash Racquets	as marked	plus	as marked	
Swimming Pool - Resale Merchandise				
Splasher Goggles	\$ 9.00	\$ 0.45	\$ 9.45	
Jr. Champ Goggles	\$ 9.00	\$ 0.45	\$ 9.45	
Vanquisher Goggles	\$ 20.00	\$ 1.00	\$ 21.00	
Sillicone Nose Clips	\$ 7.00	\$ 0.35	\$ 7.35	
PVC Ear Plugs	\$ 5.00	\$ 0.25	\$ 5.25	
Silicone Ear Plugs	\$ 7.00	\$ 0.35	\$ 7.35	
Latex Swim Caps	\$ 5.00	\$ 0.25	\$ 5.25	
Silicone Swim Caps	\$ 10.00	\$ 0.50	\$ 10.50	
Miss Glam Swim Caps	\$ 8.00	\$ 0.40	\$ 8.40	
Swim Diapers (reusable)	\$ 12.00	\$ 0.60	\$ 12.60	
Female Swim Suits	as marked	plus		
Male Swim Suits	as marked	plus		
Aquafit Glove	\$ 9.00	plus		
Rainbow Kickboard	\$ 7.50	\$ 0.38	\$ 7.88	
Swim Towel	\$ 5.00	\$ 0.25	\$ 5.25	
Water Wings (arm bands)	\$ 6.00	\$ 0.30	\$ 6.30	
MISCELLANEOUS EQUIPMENT RENTAL				
20' x 20' square tent	\$ 200.00	\$ 10.00	\$ 210.00	first day - with set-up/take down
	\$ 75.00	\$ 3.75	\$ 78.75	per additional day
40' hex tent	\$ 400.00	\$ 20.00	\$ 420.00	first day - with set-up/take down
	\$ 125.00	\$ 6.25	\$ 131.25	per additional day
SL 100 Portable Stage	\$ 700.00	\$ 35.00	\$ 735.00	first day - with set-up/take down
	\$ 125.00	\$ 6.25	\$ 131.25	per additional day
Portable Bar	\$ 75.00	\$ 3.75	\$ 78.75	per unit/per day
25' x 15' Blow Up Screen	\$ 400.00	\$ 20.00	\$ 420.00	per day - with set-up/take down
Tailgate Barbecue	\$ 250.00	\$ 12.50	\$ 262.50	per day
BBQ cleaning deposit	\$ 75.00		\$ 75.00	
Barbeque Delivery or Pick-up	\$ 15.00	\$ 0.75	\$ 15.75	per delivery or per pick-up
Bouncy Castle				TO BE ASSESSED
Arena Ice Cover (set-up / take-down)	\$ 1,800.00	\$ 90.00	\$ 1,890.00	set-up / take down
Arena Ice Cover rental / day	\$ 1,000.00	\$ 50.00	\$ 1,050.00	per day - outside of setup/take down
SPONSORSHIP ADVERTISING				
Zamboni Top	\$ 1,000.00	\$ 50.00	\$ 1,050.00	top - per ice season
Zamboni Side	\$ 1,000.00	\$ 50.00	\$ 1,050.00	per side per ice season
Arena Wall Signs - 4' x 4'	\$ 300.00	\$ 15.00	\$ 315.00	per year (sign extra)
- 4' x 8'	\$ 500.00	\$ 25.00	\$ 525.00	per year (sign extra)
Arena Dasher Boards - half board	\$ 300.00	\$ 15.00	\$ 315.00	per year (sign extra)
- full board	\$ 500.00	\$ 25.00	\$ 525.00	per year (sign extra)
On-ice-logo - Centre Ice	\$ 1,000.00	\$ 50.00	\$ 1,050.00	per season (logo extra)
- Other	\$ 600.00	\$ 30.00	\$ 630.00	per season (logo extra)
Scrolling Video (Lobby)	\$ 10.00	\$ 0.50	\$ 10.50	per day
	\$ 50.00	\$ 2.50	\$ 52.50	per week (7 days)
	\$ 150.00	\$ 7.50	\$ 157.50	per month (28-31 days)

Program or Service	Fee	GST	Total	Per
POOL SWIM SPONSORSHIP (sign extra)				
per hour	\$ 142.86	\$ 7.14	\$ 150.00	
1 week - public/teen	\$ 1,000.00	\$ 50.00	\$ 1,050.00	average of 12 hours per week
- family	\$ 500.00	\$ 25.00	\$ 525.00	average of 7 hours per week
- public/teen/family	\$ 1,500.00	\$ 75.00	\$ 1,575.00	average of 19 hours per week
1 month - public/teen	\$ 2,500.00	\$ 125.00	\$ 2,625.00	average of 36 hours per month
- family	\$ 1,500.00	\$ 75.00	\$ 1,575.00	average of 28 hours per month
- public/teen/family	\$ 3,500.00	\$ 175.00	\$ 3,675.00	average of 64 hours per month
July/Aug - public/teen	\$ 4,000.00	\$ 200.00	\$ 4,200.00	average of 72 hours per month
- public/teen/family	\$ 5,000.00	\$ 250.00	\$ 5,250.00	average of 100 hours per month
Chief Jim Koe Park Events Pavilion				
Program or Service				
Booking/Damage Deposit	\$ 150.00	\$ -	\$ 150.00	per event *
Booking/Damage Deposit- Licenced Event	\$ 500.00	\$ -	\$ 500.00	per licenced event**
Casual Use - not booked - no amenities	no charge	no charge	no charge	non exclusive *
Booked Use - no amenities	deposit required	no gst	deposit required	non exclusive *
Booked Use - amenities required	as indicated	as indicated	as indicated	non exclusive *
Booked Use - Licenced - Exclusive	\$ 1,000.00	\$ 50.00	\$ 1,050.00	per day - 8 a to 11 p **
Booked Use - non-licenced - Exclusive	\$ 625.00	\$ 31.25	\$ 656.25	per day - 8 a to 11 p *
Hourly (non-licenced only - max. 4 hours)	\$ 75.00	\$ 3.75	\$ 78.75	per hr. or part thereof
Set-up (evening before)	\$ 200.00	\$ 10.00	\$ 210.00	per 4 hr. (5:00 - 9:00)
Take down (morning after)	\$ 200.00	\$ 10.00	\$ 210.00	for 4 hr. (9:00 - 1:00)
Security - user's expense	user's expense	user's expense	user's expense	duration of use/event
Insurance - user's expense	user's expense	user's expense	user's expense	duration of use/event
Pavilion Amenities				
Trailer Stage	\$ 700.00	\$ 35.00	\$ 735.00	first day
Trailer stage - per additional day	\$ 125.00	\$ 6.25	\$ 131.25	per additional day
Dance Floor	\$ 300.00	\$ 15.00	\$ 315.00	per event
Platform Stage	\$ 300.00	\$ 15.00	\$ 315.00	per event
Tables	\$ 12.00	\$ 0.60	\$ 12.60	per table/day
Chairs	\$ 5.00	\$ 0.25	\$ 5.25	per chair/day
Package - 1 table with 6 chairs	\$ 30.00	\$ 1.50	\$ 31.50	per package unit/day
Sound System (includes power)	\$ 250.00	\$ 12.50	\$ 262.50	per day
Additional portable washrooms	\$ 50.00	\$ 2.50	\$ 52.50	per unit/day
Washroom Pump out	\$ 116.50	\$ 5.83	\$ 122.33	first unit
Washroom Pump out	\$ 25.00	\$ 1.25	\$ 26.25	additional unit same location
Hand-wash Stations	\$ 50.00	\$ 2.50	\$ 52.50	per unit/day
Additional Garbage bins	\$ 50.00	\$ 2.50	\$ 52.50	per bin
Garbage disposal + MSC staff	\$ 35.00	\$ 1.75	\$ 36.75	per diposal trip + MSC staff
MSC Staff - as required	\$ 50.00	\$ 2.50	\$ 52.50	per staff/per hour
Table cloths	\$ 15.00	\$ 0.75	\$ 15.75	per table
Table skirting	\$ 10.00	\$ 0.50	\$ 10.50	per table
Pipe and drape	\$ 10.00	\$ 0.50	\$ 10.50	per 10' section
Heaters	\$ 50.00	\$ 2.50	\$ 52.50	per /own propane
Power	\$ 25.00	\$ 1.25	\$ 26.25	per day
Wifi access	\$ 20.00	\$ 1.00	\$ 21.00	per day
Podium	\$ 15.00	\$ 0.75	\$ 15.75	per day
Zip Walls	TBD	TBD	TBD	TBD
OTHER				
Staff hours for delivery / set up / take down of equipment	\$ 47.62	\$ 2.38	\$ 50.00	per person/per hour
LOTTERY FEES				
50/50, 1/3 1/3 1/3 and Progressive Bingos				
Less than 6 games being run during the lottery	\$ 20.00	\$ -	\$ 20.00	per license
More than 6 games being run during the lottery	\$ 50.00	\$ -	\$ 50.00	per game
All Other Games				
Total prize value \$1,250.00 or less	\$ 50.00	\$ -	\$ 50.00	per game
Total prize value \$1,250.00 or more	5% of total prize value			per game

Program or Service	Fee	GST	Total	Per
Nevada Tickets				
Hall/Media Bingo	\$ 50.00	\$ -	\$ 50.00	per game
Booth fee where licence is for 6 months or less	\$ 50.00	\$ -	\$ 50.00	per day
	\$ 450.00	\$ -	\$ 450.00	per month
Casinos				
Casino Lottery	\$ 50.00	\$ -	\$ 50.00	per day
Raffles				
Raffles with total prize value of \$1,250.00 or less	\$ 25.00	\$ -	\$ 25.00	per raffle
Raffles with total prize value of greater than \$1,250.00	5% of total prize value			per raffle
Fee payable to club room for series of raffle ticket lotteries where the club licence is for a period of less than 6 months	\$ 100.00	\$ -	\$ 100.00	per month
50/50 License	\$ 100.00	\$ -	\$ 100.00	per draw
Chase the Ace Style Lottery				
Initial Licence Fee	\$ 50.00	\$ -	\$ 50.00	per licence
Greater than \$1,250.00	5% of total prize value			per licence
Between \$7,000.00 and \$19,999.00	\$ 300.00	\$ -	\$ 300.00	per licence
Greater than \$19,999.00	\$ 1,500.00	\$ -	\$ 1,500.00	per licence
Other Lottery Fees				
Licence Amendment or Cancellation Fee	\$ 25.00	\$ -	\$ 25.00	per occasion
Late Application Processing Fee	\$ 50.00	\$ -	\$ 50.00	per occasion
Processing Fee for Incorrect or Incomplete Documents	\$ 75.00	\$ -	\$ 75.00	per occasion
RESPONSIBLE PET OWNERSHIP FEES				
Dog Licence Fees				
1 Year Dog Licence - Fixed Dog	\$ 25.00	\$ -	\$ 25.00	per licence
1 Year Dog Licence - Intact Dog	\$ 40.00	\$ -	\$ 40.00	per licence
1 Year Dog Licence - Nuisance Dog (fixed or intact)	\$ 100.00	\$ -	\$ 100.00	per licence
Lifetime Dog Licence - Fixed Dog	\$ 150.00	\$ -	\$ 150.00	per licence
Lifetime Dog Licence - Intact Dog	\$ 240.00	\$ -	\$ 240.00	per licence
Replacement of Lost Tag - Fixed Dog	\$ 10.00	\$ -	\$ 10.00	per tag
Replacement of Lost Tag - Intact Dog	\$ 10.00	\$ -	\$ 10.00	per tag
Replacement of Lost Tag - Nuisance Dog	\$ 10.00	\$ -	\$ 10.00	per tag
Impoundment/Seizure Fees				
1st Impoundment/Seizure (Subsidised Rate) - Licenced Dog	\$ 50.00	\$ -	\$ 50.00	per occasion
1st Impoundment/Seizure (Subsidised Rate) - Unlicensed Dog	\$ 100.00	\$ -	\$ 100.00	per occasion
1st Impoundment/Seizure (Subsidised Rate) - Nuisance Dog	\$ 200.00	\$ -	\$ 200.00	per occasion
Each Additional Impoundment/Seizure (Full Rate) - Licenced Dog	\$ 120.00	\$ -	\$ 120.00	per occasion
Each Additional Impoundment/Seizure (Full Rate) - Unlicensed Dog	\$ 120.00	\$ -	\$ 120.00	per occasion
Each Additional Impoundment/Seizure (Full Rate) - Nuisance Dog	\$ 200.00	\$ -	\$ 200.00	per occasion
Daily Maintenance Fees for Impounded/Seized Dogs				
Per day in pound (including first day)				
Licensed Dog	\$ 20.00	\$ -	\$ 20.00	per day
Unlicensed Dog	\$ 30.00	\$ -	\$ 30.00	per day
Nuisance Dog	\$ 40.00	\$ -	\$ 40.00	per day
Veterinarian & Other Fees				
Veterinarian Fees (Licensed, Unlicensed & Nuisance Dogs)	Actual Cost + 10% Administrative Fee			
Medication/Vaccinations (Licensed, Unlicensed & Nuisance Dogs)	Actual Cost + 10% Administrative Fee			
Air Transportation (Licensed, Unlicensed & Nuisance Dogs)	Actual Cost + 10% Administrative Fee			
Veterinarian Boarding (Licensed, Unlicensed & Nuisance Dogs)	Actual Cost + 10% Administrative Fee			
Other Costs Incurred by the Town of Inuvik	Actual Cost + 10% Administrative Fee			
BUSINESS LICENCE FEES				
Resident Business Licence Fee	\$ 100.00	\$ -	\$ 100.00	per licence
Renewal Fee - if paid before May 1	\$ 100.00	\$ -	\$ 100.00	per licence
Renewal Fee - if paid between May 2 and August 31	\$ 150.00	\$ -	\$ 150.00	per licence
Renewal Fee - if paid between September 1 and December 31	\$ 200.00	\$ -	\$ 200.00	per licence
Non-resident Business Licence	\$ 500.00	\$ -	\$ 500.00	per licence
Renewal Fee - if paid before May 1	\$ 500.00	\$ -	\$ 500.00	per licence
Renewal Fee - if paid between May 2 and August 31	\$ 550.00	\$ -	\$ 550.00	per licence
Renewal Fee - if paid between September 1 and December 31	\$ 600.00	\$ -	\$ 600.00	per licence

Program or Service	Fee	GST	Total	Per
Peddler/Hawker Business Licence - First 3 days	\$ 250.00	\$ -	\$ 250.00	per licence
Peddler/Hawker Business Licence - Each day thereafter	\$ 100.00	\$ -	\$ 100.00	per licence
Cannabis Retail Store Business Licence - Resident	\$ 250.00	\$ -	\$ 250.00	per licence
Renewal Fee - if paid before May 1	\$ 250.00	\$ -	\$ 250.00	per licence
Renewal Fee - if paid between May 2 and August 31	\$ 300.00	\$ -	\$ 300.00	per licence
Renewal Fee - if paid between September 1 and December 31	\$ 350.00	\$ -	\$ 350.00	per licence
Cannabis Retail Store Business Licence - Non-resident	\$ 750.00	\$ -	\$ 750.00	per licence
Renewal Fee - if paid before May 1	\$ 750.00	\$ -	\$ 750.00	per licence
Renewal Fee - if paid between May 2 and August 31	\$ 800.00	\$ -	\$ 800.00	per licence
Renewal Fee - if paid between September 1 and December 31	\$ 850.00	\$ -	\$ 850.00	per licence
Cannabis Production & Manufacturing Facility - Resident	\$ 250.00	\$ -	\$ 250.00	per licence
Renewal Fee - if paid before May 1	\$ 250.00	\$ -	\$ 250.00	per licence
Renewal Fee - if paid between May 2 and August 31	\$ 300.00	\$ -	\$ 300.00	per licence
Renewal Fee - if paid between September 1 and December 31	\$ 350.00	\$ -	\$ 350.00	per licence
Cannabis Production & Manufacturing Facility - Non-resident	\$ 750.00	\$ -	\$ 750.00	per licence
Renewal Fee - if paid before May 1	\$ 750.00	\$ -	\$ 750.00	per licence
Renewal Fee - if paid between May 2 and August 31	\$ 800.00	\$ -	\$ 800.00	per licence
Renewal Fee - if paid between September 1 and December 31	\$ 850.00	\$ -	\$ 850.00	per licence
ATV LICENCE FEES				
All ATV operators (exclusive of Elders)	\$ 25.00	\$ -	\$ 25.00	per licence
Elders Licence	\$ 1.00	\$ -	\$ 1.00	per licence
Replacement of a Lost Licence	\$ 10.00	\$ -	\$ 10.00	per licence
Replacement of a Lost Licence - Elders	\$ 1.00	\$ -	\$ 1.00	per licence
TIPPING FEES - SOLID WASTE FACILITY				
LOCAL WASTE				
LOAD SIZE AND BULK DISCOUNT	PRICE FIRST 20,000 LBS	GST	TOTAL	PRICE (+ GST) EACH ADDITIONAL 1,000 LBS
X-Large - Base Load Weight: 20,000 lb.				
0-50 LOADS (Bulk Discount 0%)	\$ 325.00	\$ 16.25	\$ 341.25	\$15.00
51-100 LOADS (Bulk Discount: 15%)	\$ 275.00	\$ 13.75	\$ 288.75	\$10.00
101-200 LOADS (Bulk Discount 20%)	\$ 260.00	\$ 13.00	\$ 273.00	\$5.00
200+ LOADS (Bulk Discount 25%)	\$ 240.00	\$ 12.00	\$ 252.00	\$5.00

Program or Service	Fee	GST	Total	Per
TIPPING FEES - SOLID WASTE FACILITY (cont'd)				
LOCAL WASTE (cont'd)				
Large - Base Load Weight: 5,000 lb.				
0-50 LOADS (Bulk Discount 0%)	\$ 125.00	\$ 6.25	\$ 131.25	\$15.00
51-100 LOADS (Bulk Discount: 15%)	\$ 110.00	\$ 5.50	\$ 115.50	\$10.00
101-200 LOADS (Bulk Discount 20%)	\$ 100.00	\$ 5.00	\$ 105.00	\$5.00
200+ LOADS (Bulk Discount 25%)	\$ 95.00	\$ 4.75	\$ 99.75	\$5.00
Medium (1-ton truck & truck/trailer combination)	\$ 65.00	\$ 3.25	\$ 68.25	per load
Small (1/2 ton to 1 ton truck)	\$ 35.00	\$ 1.75	\$ 36.75	per load
TIPPING FEES - OUT OF TOWN WASTE				
LOAD SIZE AND BULK DISCOUNT	PRICE FIRST 20,000 LBS	GST	TOTAL	PRICE (+ GST) EACH ADDITIONAL 1,000 LBS
X-Large - Base Load Weight: 20,000 lb.				
0-50 LOADS (Bulk Discount 0%)	\$ 1,000.00	\$ 50.00	\$ 1,050.00	\$15.00
51-100 LOADS (Bulk Discount: 15%)	\$ 850.00	\$ 42.50	\$ 892.50	\$10.00
101-200 LOADS (Bulk Discount 20%)	\$ 800.00	\$ 40.00	\$ 840.00	\$5.00
200+ LOADS (Bulk Discount 25%)	\$ 750.00	\$ 37.50	\$ 787.50	\$5.00
Large - Base Load Weight: 5,000 lb.				
0-50 LOADS (Bulk Discount 0%)	\$ 250.00	\$ 12.50	\$ 262.50	\$30.00
51-100 LOADS (Bulk Discount: 15%)	\$ 220.00	\$ 11.00	\$ 231.00	\$20.00
101-200 LOADS (Bulk Discount 20%)	\$ 200.00	\$ 10.00	\$ 210.00	\$10.00
200+ LOADS (Bulk Discount 25%)	\$ 190.00	\$ 9.50	\$ 199.50	\$10.00
Medium (1-ton truck & truck/trailer combination)	\$ 600.00	\$ 30.00	\$ 630.00	per load
Small (1/2 ton to 1 ton truck)	\$ 400.00	\$ 20.00	\$ 420.00	per load
QUARRY FEES				
Usage Area Clean-up Deposit	\$ 1,000.00	-	-	per area
Permit Application Fee	\$ 50.00	-	-	per area per season
Quarry Administration & Maintenance	\$ 0.75	-	-	per cubic meter (minimum 1,000)
Quarry Restoration	\$ 0.50	-	-	per cubic meter (minimum 1,000)
Quarry Royalty	\$ 0.25	-	-	per cubic meter (minimum 1,000)
GNWT Surcharge	\$ 0.30	-	-	per cubic meter (minimum 1,000)

REQUEST FOR COUNCIL DECISION

Meeting Date: April 26, 2023

RFCD #: 2023-SAO-038

TOPIC

By-law 2710/GEN/23 ~ Road Naming By-law

BACKGROUND

Following Administration review of older by-laws with respect to the naming of roads within the municipality it was found that there were a few omissions in the amendments and the original table for roads descriptions had changed over time due expansion and the addition of roads.

A new proposed Road Naming By-law was presented to the By-law Review Committee at its April 20, 2023 meeting.

Noted changes from the previous by-law include:

- a) Take the road name schedule out of the body of the by-law and create a "Schedule A" for easier revision
- b) Reference policy FP.009 Civic Address Standards and Guidelines Policy which includes the naming or renaming of roads procedures and
- c) Repeal original by-law and amendments

The committee recommended that the by-law (with amendments made at the meeting) be presented to Council for discussion. The proposed by-law is attached for Council's consideration.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

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

OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

There are no other considerations or operational impacts.

OPTIONS

Council has three options:

- 1. Give the by-law the required readings as presented via motion
- 2. Defeat the by-law on the first reading

3. Defer the item via motion with direction to Administration on how to proceed

RECOMMENDATION – SAO

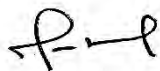
RECOMMENDED MOTION #1:

“BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2710/GEN/23, the Road Naming by-law.”

RECOMMENDED MOTION #2:

“BE IT RESOLVED THAT Inuvik Town Council hereby gives SECOND READING to By-law 2710/GEN/23, the Road Naming by-law.”

Signature – SAO

A handwritten signature in black ink, appearing to be 'F. L.', is written within a rectangular box.

**TOWN OF INUVIK
BY-LAW #2710/GEN/23**

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

WHEREAS pursuant to The Cities, Towns and Villages Act, and subsequent amendments thereto authorizing the Municipality to name or change the name of Streets, Roads, Places, Crescents, Drives or Ways.

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. SHORT TITLE

1.1 This by-law may be cited as the “Street Naming By-law”.

2. NAME CHANGE

2.1 All highways, streets, roads, and private roads in the municipality shall be named or their name changed to the name(s) as set out and in accordance with a registry as attached hereto as Schedule “A” to this by-law.

2.2 Council may from time to time amend Schedule “A” to name or change the name of a highway, street, or road over which it has jurisdiction and a private road in the municipality.

2.3 All names, addressing and name changes shall follow Town of Inuvik Policy FP.009 – Civic Address Standards and Guidelines

3. SEVERABILITY

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

4. REPEAL

4.1 By-laws 514/GEN/78, 815/GEN/84, 2254/GEN/04 and 2403/GEN07 are hereby repealed.

5. COMING INTO FORCE

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

**TOWN OF INUVIK
BY-LAW #2710/GEN/23**

READ A FIRST TIME THIS __ DAY OF ____, 2023 A.D.

READ A SECOND TIME THIS __ DAY OF ____, 2023 A.D.

READ A THIRD TIME AND FINALLY PASSED THIS ____ DAY OF, 20023 A.D.

MAYOR

SENIOR ADMINISTRATIVE OFFICER

TOWN OF INUVIK
BY-LAW #2710/GEN/23

SCHEDULE ‘A’

<u>Name</u>	<u>Description</u>
Adam Street	From Wolvern Road to Kugmallit Road
Arctic Street	from the Northeast corner of Lot 7 Block 55 to the southeast corner of Lot 8, Block 57
Bay Street	from Navy Road to Willow Road
Berger Street	from Kingmingya Road to Mackenzie Road
Bompas Street	from Gwich’in Road to Mackenzie Road and from Centennial Street to Stringer road
Breynat Street	from Bompas Street to Kingmingya Road
Carn Street	from Airport Road to East Channel Road
Centennial Street	from By- Pass Road to Bonnetplume Road
Distributor Street	from the junction of Franklin Road and Veterans Way to the boat launch and up to Water Road
Dolphin Street	from Wolverine Road to Franklin Road
Duck Lake Street	from Mackenzie Road to River Road
Firth Street	from Inuit Road to Kingmingya Road
Millen Street	from Mackenzie Road to Franklin Road
Muskrat Street	from Navy Road to Willow Road
Okpik Street	from High Road to Low Road
Raven Street	from Wolverine Road to Bonnet Plume Road
Reliance Street	from Wolvern Road to Franklin Road
Tower Street East and West	from High Road to Low Road
Union Street	from Kingmingya Road to Franklin Road
Water Street	from Veterans Way to the junction of Distributor Street and River Road
Anderson Road	From to Airport Road to the Dempster Highway
Airport Road	from the junction of Gwich’in Road and Mackenzie Road to Mike Zubko Airport
Bonnetplume Road	from Navy Road to Firth Street
Boot Lake Road	from Lot 1, Block 51 to Lot 16, Block 50
Cemetery Road	from Airport Road to Lot 1 Group 1355
Franklin Road	from Navy Road to the Junction of Distributor Street and Veterans Way
Gwich’in Road	from Firth Street to the junction of Mackenzie Road and Airport Road
High Road	from the Northwest corner of Lot 17, Block 52 to Tower Street
Industrial Road	from Muskrat Street to Wolverine Road
Inuit Road	from Raven Street to Breynat Street

**TOWN OF INUVIK
BY-LAW #2710/GEN/23
Page 5**

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REQUEST FOR COUNCIL DECISION

Meeting Date: April 26, 2023

RFCD #: 2023-SAO-039

TOPIC

By-law 2711/L+P/23 ~ Business Licence By-law

BACKGROUND

Revisions to the Business License By-law was presented to the By-law Review Committee at its April 20, 2023 meeting to clear up a few items such as multiple licenses required for different businesses .

The committee recommended that the by-law (with amendments made at the meeting) be presented to Council for discussion. The proposed by-law is attached for Council’s consideration.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

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

OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

There are no other considerations or operational impacts.

OPTIONS

- Council has three options:
- 1. Give the by-law the required readings as presented via motion
 - 2. Defeat the by-law on first reading
 - 3. Defer the item via motion with direction to Administration on how to proceed

RECOMMENDATION – SAO


RECOMMENDED MOTION #1:

“BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2711/L+P/23, the Business License by-law.”

RECOMMENDED MOTION #2:

“BE IT RESOLVED THAT Inuvik Town Council hereby gives SECOND READING to By-law 2711/L+P/23, the Business License by-law.”

Signature – SAO



TOWN OF INUVIK
BY-LAW #2711XXXX/L+P/23

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE NORTHWEST TERRITORIES TO PROVIDE FOR THE LICENCING, REGULATING AND CONTROLLING OF BUSINESSES OPERATING WITHIN THE MUNICIPAL BOUNDARIES OF THE TOWN OF INUVIK

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

WHEREAS it is deemed desirable and necessary that the Town licence, regulate and control businesses within the Town of Inuvik municipal boundaries;

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 SHORT TITLE

- 1.1 This by-law may be cited as the “**Business Licence By-law**”.

2 INTERPRETATION

- 2.1 “**Applicant**” means any person who makes an application for a business licence or renewal under the provisions of this by-law.
- 2.2 “**Application**” means a written application for a business licence or renewal thereof required under this by-law.
- 2.3 “**Business**” means
- a) a commercial, merchandising or industrial activity or undertaking;
 - b) a profession, trade, occupation, calling or employment; or
 - c) an activity providing goods and services;
 - d) whether for profit or not for profit and however organized or formed, including a co-operative association of persons.
- 2.4 “**Business Licence**” means a licence issued by the Senior Administrative Officer pursuant to this by-law for the purpose of allowing a business to operate within the Town of Inuvik.
- 2.5 “**Business Premises**” means any store, office, warehouse, dwelling, factory, building, enclosure, yard or other place occupied or capable of being occupied for the purpose of any business.
- 2.6 “**Cannabis**” means a cannabis plant and anything referred to in Schedule 1 of the *Cannabis Act* (Canada) but does not include anything referred to in Schedule 2 of that Act.
- 2.7 “**Cannabis Retail Store**” means a cannabis store operated by a vendor where cannabis is sold or marketed to a person who attends the premises.
- 2.8 “**Cannabis Production and Manufacturing Facility**” means a premises used for growing, producing, testing, destroying, storing, or distribution of cannabis authorized by a license issued by the Federal Minister of Health.
- 2.9 “**Canvasser**” means any person whether a resident of the town or not, who solicits orders by telephone, fax machine or other means for the purchase, sale or trade of merchandise or who offers a service for sale or trade by such means.
- 2.10 “**Charitable Objectives or Purposes**” includes objectives or purposes which
- a) promote the advancement of culture, religion, recreation or education; or
 - b) are of a charitable nature and are beneficial to the community as a whole
- 2.11 “**Charitable Organization**” means an organization or foundation that carries out charitable objectives or purposes, such as one of the following:

- a) an organization registered as a charitable organization under the Federal *Income Tax Act*, R.S.C. 1985, c. 1 (5th Supp), as amended;
 - b) an organization registered for a charitable purpose under the Northwest Territories *Societies Act*, R.S.N.W.T. 1988, c. S-11, as amended;
 - c) an organization which performs services for the public good or welfare without profit and includes any organization designated by the Town; or
 - d) an organization in operation in the Town for at least one (1) year or at the discretion of Council.
- 2.12 “**Council**” means the Council of the Municipal Corporation of the Town of Inuvik.
- 2.13 “**Direct Seller**” means a business engaged in directing, managing or coordinating the distribution or sale of goods or services for future delivery, including food products, where one or more agents including the licensee carry on business at a location other than the licensee’s premises, and includes the offer or exposure for sale to any person by means of samples, drawings, pictures, patterns, cuts or blueprints, merchandise or a service, or both, to be afterwards delivered in and shipped into town.
- 2.14 “**Hawker/Peddler**” means any person who, whether as principal or agent, goes from house to house or locates on any street or roadway or elsewhere other than a building which is their permanent place of business, and offers for sale any merchandise to any person or offers to expose for sale to any person by means of samples, patterns, cuts or blueprints, merchandise to be afterward delivered in or shipped to the Town; but does not include a principal or agent selling to a wholesale or retail dealer.
- 2.15 “**Home Occupation**” shall have the meaning attributed to it in the Town of Inuvik Zoning By-law.
- 2.16 “**Licensee**” means the holder of a valid and subsisting business licence issued pursuant to the provisions of this by-law.
- 2.17 “**Non-resident Business**” means a business carried on in whole or in part within the Town, but which neither maintains a permanent place of business within the Town nor is listed in any current municipal property tax assessment roll.
- 2.18 “**Peace Officer**” means any By-law Enforcement Officer of the Town of Inuvik, or any RCMP officer.
- 2.19 “**Person**” has the meaning given to it in the *Interpretation Act*.
- 2.20 “**Private Home Accommodation**” means licensed visitor accommodation in a one-unit or a two-unit dwelling for transient paying guests on a short-term basis operated as a home occupation.
- 2.21 “**Public Place**” means, but is not limited to, any public highway, roadway, laneway, sidewalk, courtyard, passage, alley, parking lot, park, parkland, woodland, building or other place or structure in the Town of Inuvik to which the public reasonably has or is permitted to have access, whether for payment or not, and which is under the care, ownership or control of the Town of Inuvik.
- 2.22 “**Renew or Renewal**” means, in respect of a business licence, a licence issued to a business for a second or subsequent concurrent term.
- 2.23 “**Resident Business**” means any person carrying on a business as defined under this by-law, and establishing a permanent office and/or location of operation within the corporate limits of the Town of Inuvik in the Northwest Territories.
- 2.24 “**Student Business**” includes any business operated by a person under the age of twenty-one (21) years presently attending an educational institution or enrolled in an ongoing educational program.
- 2.25 “**Senior Administrative Officer**” means the Senior Administrative Officer of the Municipal Corporation of the Town of Inuvik.
- 2.26 “**Town**” means the Municipal Corporation of the Town of Inuvik in the Northwest Territories.

3 GENERAL PROVISIONS

- 3.1 The Senior Administrative Officer is hereby authorized to:
- a) issue business licences;
 - b) require the payment of such fees for issuance; and,
 - c) regulate the conduct of businesses in the Town pursuant to the provisions of this by-law.
- 3.2 No person shall carry on or operate a business that is either wholly or partly within the Town unless he or she holds a valid and subsisting business licence to do so, issued pursuant to this by-law. A business licence will be valid and current from the date of issue for the current year unless sooner terminated.
- 3.3 Every application for a business licence under this by-law, including for renewal or transfer, shall be duly completed on a form established by the Town and shall be submitted to the Senior Administrative Officer together with the following:
- a) the appropriate fee prescribed in the Town of Inuvik Fees and Charges Policy; and,
 - b) all other such permits or approvals as may be required by the Town of Inuvik to ensure that the requirements under this by-law are met.
- 3.4 Upon being satisfied that an application is in compliance with this by-law, and that the applicant is entitled to the business licence applied for, the Senior Administrative Officer shall issue the business licence to the applicant.
- 3.5 Unless expressly granted for a shorter period, every business licence issued under this by-law shall be current and have effect from the date of its issuance until the 31st day of December next following or until revoked, whichever occurs first.
- 3.6 Every charitable organization conducting a business in the Town shall require a valid and subsisting business licence but shall be exempt from the fees provided for in the Town of Inuvik Fees and Charges Policy.
- 3.7 Business conducted by individual persons for a period of not more than two times per year and as part of an event operated by a charitable organization, or an event organized by the Town of Inuvik, shall be exempt from the licensing requirements and fees established by this by-law.
- 3.8 Every business licence issued pursuant to this by-law shall, during its currency, be posted in a conspicuous place in the business premises of the licensee.
- 3.9 A business licence renewal must be completed and approved prior to the business licence's expiry date.
- 3.10 Any person engaged in or carrying on one or more different businesses, either separately or together, shall be required to hold a business licence for each business with applicable fees for each license.
- 3.11 All business licences issued to persons to carry on any business shall designate the premises in or on which the licensee may carry on or engage in the business in respect of which the business licence is issued and the business licence authorizes the licensee to carry on the licensed business only in or upon the premises designated in such business licence and a separate business licence shall be obtained for each location.
- 3.12 No person will operate a business on public or private property without permission of the owner of said property.
- 3.13 The Senior Administrative Officer shall cause to be kept a record of all applications for business licences and all business licences issued by the Town.
- 3.14 Every business licence issued pursuant to this by-law shall, during its currency, be produced on demand for inspection by the Senior Administrative Officer or a Peace Officer.

- 3.15 Where a licensee changes their business name or address, they shall forthwith notify the Town in writing of the change and provide the Senior Administrative Officer with such proof of the change as may be required and the Senior Administrative Officer may amend the business licence to reflect the change.

4 LICENCE APPLICATIONS

- 4.1 An application shall not be valid unless made by the owner or owner(s) of the business or an applicant who will be the owner or owners of a proposed business, or by a duly authorized agent of such owner or owners, and the Senior Administrative Officer may require a statutory declaration to be sworn as proof of such agency.
- 4.2 An application shall not be complete and a business licence shall not be issued until the fees provided for in the Town of Inuvik Fees and Charges Policy are received by the Town.
- 4.3 Business licence fees are non-refundable.
- 4.4 Where an applicant operates or intends to operate a business at a specific business premises or location in town, such applicant shall be the owner of such business premises or location or shall provide to the Senior Administrative Officer proof of a valid lease for such business premises or location.
- 4.5 The applicant shall provide with the application form any information required by this by-law or by the Senior Administrative Officer to establish compliance with this by-law.

5 ELIGIBILITY FOR LICENCING

- 5.1 Subject to section 5.2, no business licence shall be issued until such time as the applicant holds such permits and approvals as may be required by Federal or Territorial Law including, but not limited to, land use development, fire code and building code permits and approvals, and copies of all such licences, permits and approvals shall be provided to the Senior Administrative Officer by the Applicant at the time of application and, without limiting the scope and generality of the forgoing, such permits and approvals specifically include those required by the Zoning By-law.
- 5.2 Despite section 5.1, a business licence may be issued if the Senior Administrative Officer is satisfied that:
- a) one or more required permits or approvals by other legislative requirements or policies cannot be issued until the applicant has obtained a business licence under this by-law; and
 - b) the applicant will, immediately following issuance of a business licence, take the steps necessary to obtain the required permits.
- 5.3 If an applicant is issued a business licence pursuant to section 5.2, the applicant shall forthwith provide the Senior Administrative Officer copies of any required permits obtained following the issuance of a business licence. Failure to provide copies of such permits may result in the business licence being revoked.

6 REVOCATION, SUSPENSION AND CANCELLATION

- 6.1 The Town may refuse to issue a business licence to an applicant who furnishes false or misleading information.
- 6.2 The Senior Administrative Officer may refuse to issue or renew a business licence, may suspend or cancel a business licence and may impose any conditions on a business licence for any of the following reasons:
- a) the applicant or licensee does not or no longer meets the requirements of this by-law;
 - b) the applicant or licensee or, in respect of the business only, any of its officers or employees:

- (I) furnishes false information or misrepresents any fact or circumstance to a Peace Officer or the Senior Administrative Officer;
 - (II) the Senior Administrative Officer has reasonable grounds to believe that a contravention of this or any other by-law of the Town of Inuvik has occurred, whether or not the contravention has been adjudicated;
 - (III) fails to pay a fine resulting from a contravention of any Town by-law;
 - (IV) fails to pay any fee required by this by-law; or
 - c) if the Senior Administrative Officer has reasonable grounds to believe that it is in the public interest to do so.
- 6.3 The licensee of any business who operates, undertakes or allows to be operated or undertaken such business contrary to the conditions established pursuant to this bylaw in respect of such business is guilty of an offence and upon conviction is liable for the penalties set out in Schedule A attached to and forming part of this by-law.
- 6.4 The licensee of any business who operates or allows to be operated or undertaken such business when the business licence in respect of such business has been suspended or revoked, is guilty of an offence and upon conviction is liable for the penalties set out in Schedule A attached to and forming part of this by-law.
- 6.5 A suspension of a business licence as provided for in this section may be:
- a) for a period not exceeding the unexpired term of the business licence; and,
 - b) where the suspension is for non-compliance with the provisions of this or any other Town of Inuvik by-law, until the holder of the suspended licence complies with that by-law.
- 6.6 When a suspension of a business licence pursuant to section 6.65 extends to the date of expiry of such business licence, such business licence shall not be re-issued except if it is the subject of an application meeting all the requirements of this by-law.

7 NOTICE

- 7.1 Before refusing to issue or renew a business licence, and before a business licence is suspended or cancelled or conditions are imposed, other than conditions imposed by this by-law, the Senior Administrative Officer shall provide the applicant or the licensee:
- 7.2 notice in writing of the proposed refusal, suspension or cancellation or the proposed conditions with reasons; and,
- 7.3 an opportunity to make written representations to the Senior Administrative Officer.

8 DECISION

- 8.1 If a decision is made to refuse issuance or renewal of a business licence, to suspend or cancel or to impose conditions on a business licence, other than conditions imposed by this by-law, written notice of the decision, which shall include reasons, may be served on the applicant or licensee:
- a) in person on the applicant or licensee or any of its officers or employees; or,
 - b) by ordinary mail to the address in the application ~~or in the records of the Town for the licensee.~~
- 8.2 After service of a notice pursuant to section 7.0:
- a) the suspended or revoked business licence shall be surrendered to the Senior Administrative Officer; and,
 - b) the business specified in the notice shall not be carried on until such time as a suspended business licence is reinstated or a revoked business licence is reissued.

9 NON-RESIDENT BUSINESSES

- 9.1 Every non-resident business engaging in business in the town shall apply for a business licence issued by the Senior Administrative Officer pursuant to the provisions of this by-law and shall pay the business licence fee established in the Town of Inuvik Fees and Charges Policy.

10 INSPECTIONS

- 10.1 The Senior Administrative Officer is hereby authorized to inspect at all reasonable times, or to delegate inspections to a Peace Officer, the land, lot and improvements where the Senior Administrative Officer has reasonable grounds to believe a business which requires a business licence is being carried on or operated with or without a business licence.
- 10.2 No person shall prevent, obstruct or hinder the Senior Administrative Officer or Peace Officer in the course of an inspection pursuant to this by-law.

11 REVIEWS AND APPEALS

- 11.1 Where an application or a fee exemption has been refused, a business licence revoked or suspended, a condition or conditions attached to a business licence, or a business assigned to a business category, the applicant in question may require the Senior Administrative Officer to review such refusal, revocation, suspension, attachment or assignment by submitting to the Senior Administrative Officer in writing a request for such review not more than ten (10) business days after such refusal, revocation, suspension, attachment or assignment is sent to the applicant.
- 11.2 Where the Senior Administrative Officer is in receipt of a request for a review pursuant to section 11.1, they shall conduct such review within five (5) business days of such receipt of the request and on completion of their review:
- a) may direct an application to be accepted and a business licence be issued;
 - b) may direct a fee exemption be provided;
 - c) may confirm the refusal, revocation or suspension of a business licence;
 - d) may reinstate a revoked business licence;
 - e) may vary or remove a suspension;
 - f) may confirm, vary or remove conditions; or
 - g) may vary or confirm an assignment.

The Senior Administrative Officer shall advise the applicant in writing of their decision and the reasons for it not less than five (5) business days after the conclusion of their review.

- 11.3 Every refusal, revocation, suspension, attachment of conditions, or assignment which is the subject of a review by the Senior Administrative Officer shall remain in effect during such review and until or unless varied or removed by the Senior Administrative Officer.
- 11.4 An Applicant who makes a request pursuant to section 11.1 may appeal to Council a decision of the Senior Administrative Officer pursuant to section 11.2 by submitting to Council in writing a request for such appeal not more than ten (10) days after delivery by the Senior Administrative Officer of notification of their decision pursuant to section 11.2.
- 11.5 Where Council is in receipt of an appeal pursuant to section 11.4, it shall within 21 days of such receipt convene an appeal hearing to which the Applicant shall be invited in writing and upon conclusion of such appeal shall within five (5) business days notify the applicant in writing of its decision to:
- a) direct an application be accepted and a business licence be issued;
 - b) direct a fee exemption be provided;
 - c) confirm the refusal, revocation or suspension of a business licence;
 - d) reinstate a revoked business licence;

- e) vary or remove a suspension;
- f) confirm, vary or remove conditions; or,
- g) vary or confirm an assignment.

11.6 Where Council is in receipt of an appeal pursuant to section 11.4, the Senior Administrative Officer's decision pursuant to section 11.2 shall remain in effect during such appeal and until Council has delivered notification of its decision pursuant to the requirements of section 11.5.

12 OFFENCES

- 12.1 A person who contravenes this by-law is guilty of an offence.
- 12.2 Every day during which a person engages in or undertakes a business contrary to the provisions of this by-law shall constitute a new offence and the person doing so is liable upon conviction for the penalties set out in Schedule A attached to and forming part of this by-law.
- 12.3 No person shall on land in the Town designated Residential Zone (R1 or R2) in the Zoning By-law engage in or undertake the business of renting or offering for rent private home accommodation by the night unless such person is in possession of a valid and subsisting business licence issued by the Senior Administrative Officer in respect of such accommodation which shall specify which portions of the dwelling on such land are to be used for such purpose and any person so doing and the person renting or offering for rent accommodation other than that specified in the business licence is guilty of an offence and upon conviction is liable for the penalties set out in Schedule A attached to and forming part of this by-law.
- 12.4 For the purposes of this by-law, an act or omission by an employee or agent of a person is deemed to also be an act or omission of the person if the act or omission occurred in the course of the employee's employment with the person or in the course of the agent's exercising powers or performing the duties on behalf of the person under their agency relationship.
- 12.5 Every person who is guilty of an offence under this by-law is liable on summary conviction:
- a) in the case of a corporation, to a fine not exceeding ten thousand dollars (\$10,000.00); or
 - b) in the case of an individual, to a fine not exceeding two thousand dollars (\$2,000.00), or to imprisonment for a term of not more than six (6) months in default of payment of the fine.
- 12.6 Pursuant to the *Summary Conviction Procedures Act*, a Peace Officer may issue a Summary Offence Ticket Information to any person who violates any provision of this by-law.

13 EXEMPTION

- 13.1 The following persons or groups shall be exempt from the application of this by-law:
- a) a charitable organization as defined under this by-law;
 - b) a student business; and
 - c) persons or groups approved as vendors at the Arctic Market or at any other market operated by the Town of Inuvik, as designated by the Senior Administrative Officer.
- 13.2 Persons or groups that are exempt are still required to apply for a business licence as per the provisions of this by-law.

14 SEVERABILITY

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

15 REPEAL

15.1 By-law ~~26301878~~/L+P/~~1901~~ and any previous business licence by-laws are hereby repealed.

16 COMING INTO FORCE

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

READ A FIRST TIME THIS ____ DAY OF ____, 2023 A.D.

READ A SECOND TIME THIS ____ DAY OF ____, 2023 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

SCHEDULE A

FINES

SECTION	OFFENCE	AMOUNT
s. 3.2	Engage in or undertake Business in the Town while not in possession of a valid or subsisting Business Licence in respect of such Business	1 st offence - \$250.00 2 nd and subsequent offences within 1 calendar year - \$500.00
s. 3.8	Failure to post Business Licence	\$100.00
s. 6.3	Operating a business in violation of the conditions for that business	1 st - \$250.00 2 nd - \$500.00
s. 6.4	Engage in or undertake Business in the town when the Business Licence issued in respect of such Business has been revoked or suspended by the Senior Administrative Officer	1 st - \$500.00 2 nd - \$1,000.00
s. 7.1	Engage in or undertake Business in the Town contrary to conditions established by the Senior Administrative Officer	1 st offence - \$250.00 2 nd and subsequent offences within 1 calendar year - \$1,000.00
s. 10.2	Obstructing a Peace Officer in the performance of their duty	\$500.00
s. 12.3	Engage in or undertake the Business of renting or offering for rent Private Home Accommodation without a valid Business Licence	1 st - \$250.00 2 nd - \$500.00
	Any offence for which a specified penalty is not provided in this by-law	1 st offence - \$250.00 2 nd and subsequent offences within 1 calendar year - \$500.00

REQUEST FOR COUNCIL DECISION

Meeting Date: April 26, 2023

RFCD #: 2023-SAO-040

TOPIC

By-law 2712/H&S/23 ~ Cemetery By-law

BACKGROUND

A new proposed Cemetery By-law was presented to the By-law Review Committee at its April 20, 2023 meeting.

Noted changes from the previous by-law include:

- 1. Clarify terms regarding Enforcement Officers.
- 2. Take out a number of schedules including the map as it changes with every burial.

The committee recommended that the by-law (with amendments made at the meeting) be presented to Council for discussion. The proposed by-law is attached for Council’s consideration.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

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

OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

There are no other considerations or operational impacts.

OPTIONS

Council has three options:

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

RECOMMENDATION

RECOMMENDED MOTION #1:

“BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2712/H&S/23, the Cemetery By-law.”

RECOMMENDED MOTION #2:

“BE IT RESOLVED THAT Inuvik Town Council hereby gives SECOND READING to By-law 2712/H&S/23, the Cemetery By-law.”

Signature – Grant Hood, SAO



TOWN OF INUVIK
BY-LAW #~~2712xxxx~~/H&S/23

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE NORTHWEST TERRITORIES TO ESTABLISH AND OPERATE A CEMETERY

WHEREAS pursuant to ~~Section 103 of~~ the Cities, Towns and Villages Act, ~~R.~~S.N.W.T. ~~19882003~~, ~~c.~~C-~~822~~, and subsequent amendments thereto, which state:

- ~~103. A Council may, by by-law,~~
- ~~(a) provide for the establishment and operation of cemeteries; and,~~
- ~~(b) regulate the disposal of the dead.~~

AND WHEREAS the Council of the ~~Municipal Corporation of the~~ Town of Inuvik deems it desirable and necessary to establish a cemetery and determine the rules and regulations under which it is to be operated;

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. SHORT TITLE

- 1.1 This by-law may be cited as the “Cemetery By-law”.

2. DEFINITIONSINTERPRETATION

In this by-law, the following terms shall have the following meanings:

- 2.1 “**Adult**” means any person over the age of eighteen (18) years;
- 2.2 “**All-terrain Vehicle**” means a motorized vehicle that runs on wheels, tracks, skis, air cushions, or any combination of wheels, tracks, skis or air cushions and is designed for cross-country travel on land, water, snow, ice, marsh, swamp or other natural terrain and without limiting the generality of this definition, includes:
- a) an amphibious vehicle;
- b) a snow vehicle;
- c) a motorcycle with a motor that has a piston displacement of seventy-five (75) cubic centimetres or less;
- d) ~~a motorized vehicle mounted on three (3) wheels;~~
- e) ~~a pedal bicycle with motor attachment; and,~~
- f) ~~any other vehicle prescribed to be included;~~
- any other vehicle prescribed to be included but does not include any vehicle that weighs more than nine hundred (900) kilograms, or any other vehicle prescribed as an exception hereto.
- ~~but does not include any vehicle that weighs more than 900 kg or any other vehicle prescribed as an exception to this definition;~~
- 2.3 “**Bicycle**” means a cycle having a number of wheels that is propelled by human power and on which a person may ride;
- 2.4 “**Body**” means the remains of a human corpse and includes cremated human ashes;
- 2.5 “**Burial Plot**” means a piece of ground set aside for the burial of human remains or cremated human ashes;

TOWN OF INUVIK

BY-LAW #~~xxxx~~2712/H&S/23

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2.6 “**Burial Permit**” means a permit to bury, remove or otherwise dispose of a dead body;

2.7 “~~By-law Enforcement Officer~~Municipal Enforcement Officer” means a person appointed by the Council of the Town of Inuvik to the position of By-law Enforcement Officer pursuant to ~~section 171~~ of the Cities, Towns and Villages Act, ~~R.S.N.W.T. 1988, c. C-8, and includes a Peace Officer~~;

2.8 “**Cemetery**” means the area designated within the surveyed municipal boundaries, pursuant to Section 3, and which is owned, operated and under the control of the Town of Inuvik;

2.9 “**Child**” means a person from three (3) to eighteen (18) years of age;

2.10 “**Coffin**” means a container in which human remains are buried;

2.11 “**Council**” means the Council of the Municipal Corporation of the Town of Inuvik.

2.112.12 “**Death**” means the death of a natural person and includes a stillbirth as defined in the Vital Statistics Act, SNWT 2011,C.34~~R.S.N.W.T. 1988, c. V-3~~;

2.122.13 “**Director of Public Services**” means the person appointed by the Council of the Town of Inuvik as the Director of Public Services, and includes any person designated by ~~him/het~~them to act on ~~his/her~~their behalf;

2.132.14 “**Infant**” means any person under the age of three (3) years;

2.142.15 “**Marker**” means a memorial of a temporary nature put in place to identify the name of the deceased;

2.152.16 “**Monument**” means a memorial of granite, marble, bronze or other material of a permanent nature which may be flush with the ground or project, or may be above ground identifying the deceased person in a particular burial plot;

2.162.17 “**Monument Permit**” means a permit to put a monument on a specified burial plot;

2.172.18 “**Motorcycle**” means a motor vehicle that:

- a) has two (2) or three (3) wheels;
- b) is designed for use on a highway; and,
- c) does not have a cab for the driver;

2.182.19 “**Motor Vehicle**” means a vehicle propelled or driven by power other than muscular power and includes a trailer, but does not include:

- a) an aircraft, a marine vehicle or an all-terrain vehicle;
- b) a device that runs or is designed to run exclusively on rails; or,
- c) a mechanically propelled wheelchair;

2.192.20 “~~Peace Officer~~” means:

- a) a ~~member of the Royal Canadian Mounted Police~~Municipal Enforcement Officer, or;
- ~~b) a by-law officer in respect of an offence under a municipal by-law; or,~~
- e)b) a Peace Officer who is entitled by law to enforce the by-laws of the Town of person prescribed as a peace officer or one of a class of persons prescribed as peace officers;

2.202.21 “**Local Resident**” means any person who currently resides in the Town of Inuvik at the time of death;

2.212.22 “**Canadian Resident**” means a resident of Canada with Canadian citizenship status;

TOWN OF INUVIK

BY-LAW #~~xxxx~~2712/H&S/23

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~~2.22~~2.23 “Non-resident” means a person without Canadian citizenship status;

~~2.23~~2.24 “Senior Administrative Officer” means the person appointed by the Council of the Town of Inuvik as the Senior Administrative Officer pursuant to the Cities, Towns, and Villages Act, and includes any person designated by ~~him/her~~them to act on ~~his/her~~their behalf;

~~2.24~~2.25 “Town” means the ~~m~~Municipal ~~e~~Corporation of the Town of Inuvik in the Northwest Territories;

~~2.25~~2.26 “Urn” means a container in which human cremated ashes are buried; and,

~~2.26~~2.27 “Vehicle” includes any vehicle designed to travel on land that is drawn, propelled or driven by any kind of power, including muscular power, but does not include an all-terrain vehicle or a device that is designed to run on rails.

3. CEMETERY

- 3.1 Any burial of a human body or human cremated remains in the Town of Inuvik shall be buried in the cemetery as defined below:

The whole of Lot 1 in Group 1355 in the Town of Inuvik in the Northwest Territories according to a plan of survey filed in the Land Titles Office under the number 191.

- 3.2 Any burial in the cemetery shall be done in accordance with the provisions of this by-law which shall be enforced by the Senior Administrative Officer or ~~his or her~~their designate.

- 3.3 Plots shall have the following uniform dimensions:

- a) infant plots shall be one (1) metre wide by one point five (1.5) metres long;
- b) child and adult plots shall be one point five (1.5) metres wide by three (3) metres long; and,
- c) plots for cremated remains shall be one (1) metre wide by one (1) metre long.

Plots shall be dug to a minimum depth of:

- a) two (2) metres for the burial of human remains; and,
- b) one (1) metre for the burial of cremated remains.

- 3.4 The spouse or an immediate family member of the deceased may request permission from the Town of Inuvik to arrange for the opening and closing of the grave as part of their grieving process. Such a request will be at the sole cost of the bereaved spouse or immediate family member making the request and will be subject to them signing a waiver on a form established by the Town~~, the prescribed waiver form attached as Schedule “A” and forming part of this by-law.~~

- 3.5 Plots shall only be used for the exclusive purpose of interment of human bodies or cremated human remains.

- 3.6 A Coffin or Urn shall fit within the dimensions of a single respective plot.

- 3.7 Plots shall be used consecutively by order of Plot and Block number as identified in the cemetery map kept on file at the Town Office~~, as identified in Schedule “C-1” attached to and forming part of this by-law.~~

- 3.8 Family burial plots of one or more graves may be reserved by submission of a burial plot reservation permit on a form established by the Town and upon payment in full of the burial fee as per the Fees and Charges Policy FM.021. Reserved burial plots shall not be subject to any increases in burial fees and shall be marked as “RESERVED” on the cemetery map.~~Family plots of one or more~~

TOWN OF INUVIK
BY-LAW #~~xxxx~~2712/H&S/23
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~~graves may be reserved by submission of a Burial Plot Reservation Permit (see Schedule "C-2"), and upon payment in full of the fee prescribed in Schedule "B" attached to and forming part of this by-law. Reserved Plots shall not be subject to any increases in burial fees and shall be marked as "RESERVED" on the cemetery map.~~

- 3.9 Plots reserved before the death of the person(s) whose body or bodies are to be interred therein, shall not be transferred or sold to any other person or persons, except to resell back to the Town of Inuvik for the same price paid by the original purchaser.

3.10 Town Council hereby:

- a) delegates to the Senior Administrative Officer or designate the power to prescribe where burial plots are to be located; and
- b) directs that the Senior Administrative Officer or designate to keep and maintain a record of such locations, which shall be open to public inspection during normal business hours.

4. INTERMENTS, DISINTERMENTS AND REINTERMENTS

- 4.1 ~~Fees for burials, disinterments, and reinterments are set out in the Fees and Charges Policy FM.021 as amended. The fees for burials, disinterments and reinterments are set out in Schedule "B" attached to and forming part of this by-law.~~
- 4.2 Plots shall be dug and disinterments or reinterments shall only be made by authorized Town employees or contractors (except as outlined in section 3.4 above).
- 4.3 Notice for the preparation of a Plot must be given to the Town at least forty-eight (48) regular working hours prior to the time set for the burial. Saturday, Sunday, and statutory or declared holidays are not classified as regular working hours.
- 4.4 Burial Permits may be obtained from the Senior Administrative Officer or ~~his/her~~their designate.
- 4.5 Prior to the burial of human or cremated remains, the following information shall be provided to the Town in the format of a Cremation or Burial Permit:
- a) name of deceased;
 - b) place of death;
 - c) date of death;
 - d) age of deceased;
 - e) gender of deceased; and,
 - f) name, mailing address and telephone number of next of kin.
- 4.6 Interment, disinterment or reinterment fees shall be charged for each burial or disinterment applied for, ~~in accordance with Schedule "B" attached to and forming part of this by-law, which may be amended from time to time by Council resolution.~~
- 4.7 The Director of Public Services or ~~his or her~~their designate, shall maintain a cemetery registry containing the following information for each Plot:
- a) distinct identification number to locate each interment site;
 - b) reserved plots;
 - c) burials:
 - d) date of burial;
 - e) name of deceased;
 - f) age and gender;
 - g) name, mailing address and telephone number of next of kin; and,
 - h) reinterments or disinterments (i.e. where a body is to be reinterred or disinterred and the date).

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- 4.8 Only one (1) full sized child or adult coffin shall be buried in any Plot at any time.
- 4.9 Upon receipt of prior written permission from the Director of Public Services or ~~his or her~~their designate, the cremated remains may be interred along with another deceased person in a single grave.
- 4.10 No interment or disinterment shall be permitted in the cemetery unless the information required by the appropriate ordinances or regulations have been submitted to the Senior Administrative Officer.

5. MARKERS AND MONUMENTS

- 5.1 At the time of interment, a temporary Marker or Monument shall be in place which marks the location of the grave and identifies the name of the deceased.
- 5.2 Temporary Markers or Monuments shall be erected immediately following interment by the family of the deceased, executor of the estate, or by another person so designated by the family of the deceased, funeral home or executor of the estate.
- 5.3 Temporary Markers or Monuments shall be replaced by a permanent Marker or Monument during the second year following the date of interment, or such other time as may be deemed appropriate by the Director of Public Services, or his or her designate.
- 5.4 Prior to erecting a permanent Marker or Monument on a Plot, written permission shall be obtained from the Town. A sketch of the proposed Monument shall accompany the written application.
- 5.5 All Markers or Monuments shall be placed in line at the head of the burial Pplot.
- 5.6 Foundations are required for all Monuments.
- 5.7 Only one (1) Monument per Plot is permitted unless prior written permission is first obtained from the Director of Public Services, or ~~his or her~~their designate.
- 5.8 Foundations and Monuments shall be confined within the boundary of the approved Plot.
- 5.9 Foundations and Monuments shall not disturb adjacent plots or landscaping.
- 5.10 Monuments shall be erected from June 1 to October 31, or such other time as may be granted in writing by the Director of Public Services, or ~~his or her~~their designate.
- 5.11 The Town reserves the right to remove any Marker, Monument or inscription which, in the opinion of the Senior Administrative Officer, or ~~his or her~~ designate, is improper, offensive, or deemed as unsightly in appearance due to neglect and age.
- 5.12 All cost of construction, erection and installation of any foundation, Marker or Monument shall be the responsibility of the family of the deceased, executor of the estate, or of another person so designated by the family of the deceased, funeral home or executor of the estate.
- 5.13 In circumstances where interment costs are the responsibility of the Government of the Northwest Territories, Department of Health and Social Services, the Department shall ensure that a foundation, Marker or Monument is erected.
- 5.14 Where the bereaved family or the Department of Health and Social Services does not erect a foundation, Marker or Monument, the Town of Inuvik shall do so and

TOWN OF INUVIK

BY-LAW #~~xxxx~~2712/H&S/23

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the cost for same shall be invoiced to the bereaved family or the Department of Health and Social Services.

- 5.15 No work shall be done upon any Monument or Marker, nor shall any Monument or Marker be removed from any grave or Plot without the prior consent of the Senior Administrative Officer or ~~his/her~~ designate.

6. MAINTENANCE

- 6.1 Perpetual Care of the Cemetery shall be provided by the Town of Inuvik. This includes the right to landscape any part of the Cemetery, and includes: grading; sodding; mowing; and, placement of flowers, trees, shrubs or other plants.
- 6.2 The Town may remove any stand, holder or other receptacle for flowers or plants which, in the opinion of the Director of Public Services, are unsuitable for such a purpose or unsightly in appearance.
- 6.3 The Town may remove any withered flowers or wreaths from Plots.
- 6.4 Only the Town of Inuvik shall have the right to level, grade, sow grass upon, repair, maintain and otherwise care for all Plots, and shall have the right to plant and remove trees in any part of the Cemetery, unless prior consent has been obtained from the Senior Administrative Officer or ~~their~~~~his/her~~ designate.
- 6.5 All earth, debris and rubbish arising or resulting from work done on any Plot by, or on behalf of the owner of the Plot, must be immediately cleaned up and removed from the Cemetery.

7. GENERAL

- 7.1 No person shall walk, jump, run or ride across upon graves; pick flowers; break or damage trees, plants or shrubs; or damage or deface any Plot, Marker, Monument or grave.
- 7.2 No person shall disturb the quiet of the Cemetery or persons assembled there to conduct a burial ceremony or be with their deceased friends and/or family.
- 7.3 No form of advertising materials shall be placed or displayed within the boundaries of the Cemetery.
- 7.4 No person shall canvass for orders, conduct business or distribute business cards within the boundaries of the Cemetery.
- 7.5 No person shall enter the Cemetery carrying a firearm or discharge a firearm within the boundaries of the Cemetery unless such person is a By-law Enforcement Officer or is participating in a military funeral.

~~7.6~~ Animal(s) brought into the Cemetery must be on a leash at all times and under control of their handler. The handler will be responsible for ensuring that the animal(s) do not urinate or defecate on any graves, Monuments or Markers,

~~7.67.7~~ ~~and for~~ The handler will be responsible picking up any animal faeces deposited by animals brought into the cemetery by them, and dispose of ~~them~~ the feces outside of the boundaries of the Cemetery in a proper disposal container.

~~7.77.8~~ No all-terrain vehicles, bicycles, vehicles, motorcycles or motor vehicles will be driven within the Cemetery except upon designated roadways.

~~7.9~~ **NOTE:-** Vehicles or equipment necessary for the operation and maintenance of the Cemetery or burial of persons are exempted from this provision.

TOWN OF INUVIK
BY-LAW #~~xxxx~~2712/H&S/23
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~~7.10 Any person(s) found damaging, defacing, or demolishing any cemetery burial plot(s), marker(s), monument(s) or signage will be subject to the specified penalty for the offence as listed in Schedule A attached to and forming part of this by-law and payment of any of all costs involved to restore or replace any damaged burial plot site(s), burial plot(s), marker(s), monument(s) or signage to its original state.~~

~~7.8 Any person(s) found damaging, defacing or demolishing any Cemetery grave(s), Marker(s), Monument(s), or signage will be subject to a one thousand dollar (\$1,000.00) fine being levied and payment of any and all costs involved to restore or replace any damaged grave site(s), graves, Markers or Monuments or signage to its original state.~~

~~7.97.11~~ The Town, its agents or employees shall not be responsible for any injury resulting to any person who enters the Cemetery, or for any damage to any Burial Plot, marker, monument or other structure located within the Cemetery, unless such injury or damage is shown to be caused by the negligence of the Town, its agents or employees.

8. OFFENCES

~~8.1 Every person who contravenes any provision of this by-law is guilty of an offence and is liable upon Summary Conviction (if a fine is not otherwise specified in Schedule A attached to and forming part of this by-law) to:~~

~~a) for a person, to a fine not exceeding two thousand dollars (\$2,000.00), or to imprisonment for a term not exceeding six (6) months, or to both;~~

~~b) for a corporation, to a fine not exceeding ten thousand dollars (\$10,000.00), or to imprisonment for a term not exceeding six (6) months, or to both.~~

~~8.2 An Officer may issue a Summary Offence Ticket in the form prescribed by the Summary Convictions Procedures Act to any person who contravenes any provision of this by-law, and such person may, in lieu of prosecution, pay the Town of Inuvik the specified penalty for the offence as listed in Schedule A attached to and forming part of this by-law, prior to the court date specified on the ticket.~~

~~7.10 Every person who contravenes any provision of this by-law is guilty of an offence and is liable upon Summary Conviction (if a fine is not otherwise specified in Schedule "D" of the by-law) to:~~

~~7.11 for the first and each subsequent offence:~~

~~a) for a person, to a fine not exceeding two thousand dollars (\$2,000.00), or to imprisonment for a term not exceeding six (6) months, or to both;~~

~~b) for a corporation, to a fine not exceeding ten thousand dollars (\$10,000.00), or to imprisonment for a term not exceeding six (6) months, or to both;~~

~~7.12 In addition to any fine that may be levied, the court, subject to its jurisdiction, may order a person convicted of an offence under this by-law:~~

~~a) to pay any fee or charge that may otherwise be payable by the person to the Town in respect of any licence or permit that should have been obtained by the person; and,~~

~~b) to do or refrain from doing any activity that the court may specify.~~

~~7.13 The By-law Enforcement Officer or his/her designate may issue a Summary Offence Ticket in the form prescribed by the Summary Convictions Procedures Act, to any person who contravenes any provision of this by-law, and such person may, in lieu of prosecution, pay the Town of Inuvik the voluntary penalty for the~~

TOWN OF INUVIK
BY-LAW #~~xxxx~~2712/H&S/23
Page 8

~~offence as listed in **Schedule “D”** attached to and forming part of this by-law, prior to the court date specified on the ticket.~~

~~7.14 Where a person does not act lawfully as required under this by-law, the council may direct that the act be done by the municipal corporation at the expense of the person in default.~~

9. SEVERABILITY

~~7.159.1 If any provision or part of a provision of this by-law is declared by a court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the balance of the by-law, or its application in other circumstances, shall not be affected and shall continue to be in full force and effect.~~

10. REPEALS

~~10.1 By-Law 2047/H&S/02 is hereby repealed~~

~~By-laws #1772/H&S/00 and #1773/H&S/00 are hereby repealed. This by-law supersedes any previous cemetery by-laws or regulations in effect.~~

READ A FIRST TIME THIS __ DAY OF ____, 2023 A.D.

READ A SECOND TIME THIS __ DAY OF ____, 2023 A.D.

READ A THIRD TIME AND FINALLY PASSED THIS ____ DAY OF, 20023 A.D.

MAYOR

SENIOR ADMINISTRATIVE OFFICER

~~WAIVER FORM~~
~~GRAVE OPENING AND CLOSING~~
~~BY LAW #2047/H&S/02~~

~~-SPOUSE OR IMMEDIATE FAMILY MEMBER~~

~~SCHEDULE "B"~~

~~FEES~~
~~BY-LAW #2047/H&S/02~~

	LOCAL RESIDENT	DISINTERMENTS REINTERMENTS	CANADIAN RESIDENT	NON-RESIDENT
Infant	n/a	\$1,500.00 + GST	\$1,500.00 + GST	\$11,500.00 + GST
Child & Adult	n/a	\$3,000.00 + GST	\$3,000.00 + GST	\$13,000.00 + GST

~~NOTE:~~

~~Special rates apply to Saturdays, Sundays and holidays. Supplementary rates are determined by the actual labour hours and labour rates to complete the Interment.~~

~~SCHEDULE "C 1"~~

~~CEMETERY MAP~~
~~BY-LAW #2047/H&S/02~~

SCHEDULE “C 2”

BURIAL PLOT RESERVATION PERMIT
BY-LAW #2047/H&S/02

Plot Reserved for:

Name

Mailing Address

Phone: _____ Home _____ Work _____ Fax _____

Contact Person for the Above:

Name

Mailing Address

Phone: _____ Home _____ Work _____ Fax _____

Plot Reserved:

Row: _ Plot: _ Grave: _____

I, _____, of _____
Name Address

Phone: _____
Home _____ Work _____ Fax _____

have requested the reservation of the above plot for _____
NAME OF DECEASED

SIGNATURE - WITNESS

SIGNATURE – TOWN OF INUVIK

Date of Reservation: _____

Date Payment Received: _____

Receipt Number: _____

Initials: _____

SCHEDULE “~~D~~A”

VOLUNTARY PENALTIES
~~BY-LAW #2047/H&S/02~~

OFFENCE	SECTION	PENALTY
Failure to erect a marker or monument	5.1 5.2	\$100.00
Failure to clean up debris or rubbish	6.5	\$100.00
Defacing any plot, marker or monument	7.8	\$1,000.00
Disturbing the quiet of the cemetery	7.2	\$100.00
Advertising or conducting business within the cemetery	7.3	\$100.00
Unleashed animal(s) or animal faeces	7.6	\$100.00
Vehicles in non-designated areas	7.7	\$100.00
Destroying or defacing flowers, trees, shrubs or plants	7.1	\$250.00
Carrying a firearm into the cemetery	7.5	\$100.00

REQUEST FOR COUNCIL DECISION

Meeting Date: April 26, 2023

RFCD #: 2023-SAO-041

TOPIC

By-law 2713/LND/23 To Repeal a Number of By-laws No Longer in Effect

BACKGROUND

Following a review by Administration regarding older by-laws the following by-laws that were enacted to lease properties are no longer in effect as the properties have been sold and no longer owned by the Town.

The following is a list of by-laws that Administration is recommending be repealed:

Land

1935/LND/01	Dispose by Way of Lease
1807/LND/00	Dispose by Way of Lease
1751/LND/99	Dispose by Way of Lease
1562/LND/98	Dispose by Way of Lease
1558/LND/98	Dispose by Way of Lease
1551/LND/98	Dispose by Way of Lease
1545/LND/98	Dispose by Way of Lease
1540/LND/98	Dispose by Way of Lease
1521/LND/98	Dispose by Way of Lease
1520/LND/98	Dispose by Way of Lease
1509/LND/97	Dispose by Way of Lease
1497/LND/97	Dispose by Way of Lease

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

This item is not part of the strategic priorities chart.

OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

There are no other considerations or operational impacts.

OPTIONS

Council has three options:

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

RECOMMENDATION – SAO

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

FIRST READING:

“BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2713/LND/23, a by-law to repeal a number of by-laws which no longer have any force or effect.”

SECOND READING:

“BE IT RESOLVED THAT Inuvik Town Council hereby gives SECOND READING to By-law 2713/LND/23, a by-law to repeal a number of by-laws which no longer have any force or effect.”

Signature – SAO



TOWN OF INUVIK
BY-LAW #2713/LND/23

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE NORTHWEST TERRITORIES TO REPEAL BY-LAWS WHICH NO LONGER HAVE ANY FORCE OR EFFECT

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

AND WHEREAS the Council of the Municipal Corporation of the Town of Inuvik deems it desirable and necessary to repeal by-laws which no longer have any force or effect;

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. That the following by-laws are hereby repealed:

<u>Land</u>	
1935/LND/01	Dispose by Way of Lease
1807/LND/00	Dispose by Way of Lease
1751/LND/99	Dispose by Way of Lease
1562/LND/98	Dispose by Way of Lease
1558/LND/98	Dispose by Way of Lease
1551/LND/98	Dispose by Way of Lease
1545/LND/98	Dispose by Way of Lease
1540/LND/98	Dispose by Way of Lease
1521/LND/98	Dispose by Way of Lease
1520/LND/98	Dispose by Way of Lease
1509/LND/97	Dispose by Way of Lease
1497/LND/97	Dispose by Way of Lease

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

READ A FIRST TIME THIS ____ DAY OF _____, 2023 A.D.

READ A SECOND THIS ____ DAY OF _____, 2023 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



Government of
Northwest Territories

Mar 03, 2023
Application No. 5570

Application for Single Year Research

I would like to inform the Town of Inuvik that an application for a Northwest Territories Scientific Research Licence has been received by the Department of Education, Culture and Employment. Application No. 5570 was submitted by:

Dr. Brenda Parlee
507 GSB University of Alberta

Phone: (780) 492-6825
Email: bparlee@ualberta.ca

to conduct the following study:
Influences of MPA stewardship on the wellbeing of future leaders

Please read the enclosed application and send comments to the Manager of Scientific Services. A comment form has been included with this review package for your convenience. Responses can be submitted online at researchlicensing.ece.gov.nt.ca or emailed to researchlicensing@gov.nt.ca.

Sincerely,

Niccole Hammer
Manager, Scientific Services Office

**Application #5570****Influences of MPA stewardship on the wellbeing of future leaders**

Year: 2023
Length Of Project: Year 1 of 1

Inuvialuit Settlement Region, Gwich'in Settlement Area

Social Sciences

Principal Investigator:

Dr. Brenda Parlee
 University of Alberta
 507 GSB University of Alberta
 Edmonton, AB
 T6G2H1, Canada
 Phone: (780) 492-6825
 Email: bparlee@ualberta.ca

Primary Contact Information:

Ms Kirsten Chamberlin
 661 Bevington Place NW
 Edmonton, AB
 T5T6G6, Canada
 Phone: 4036293541
 Email: knchambe@ualberta.ca

Research Supervisor Information:

Same as Principal Investigator

Emergency Contact Information:

Same as Principal Investigator

Team Members:

Kirsten Chamberlin, Carrie Karsgaard, Brenda Parlee

Research Locations

Description for where research will be carried out:

Communities:

Inuvik, Tuktoyaktuk

Project Description**Dates of Research Activity:**

Start Date: May 01, 2023 -- End Date: Aug 01, 2024

Objective:

The broader hope is to learn more about the benefits of youth involvement in community-led environmental stewardship. The Beluga Whale Monitoring Program has been a successful example of co-management and stewardship which has been in place for many decades. We wish to showcase the benefits of this program to the broader research community.

We also want to work with and support future leaders to tell their own stories about these questions through interviews as well as by making short films about the TNMPA including their hopes and worries about the future.

We propose to do this in 2023-2024 in four phases.

Rationale:

Inuvialuit from Tuktoyaktuk and Inuvik are leading stewardship activities in Tarniut Niryutait Marine Protected Area (TNMPA) in the eastern Beaufort. There are various kinds of stresses on the TNMPA, the eastern Beaufort, beluga, and Inuvialuit as a result of climate change, contaminants, resource development as well as the potential for increased shipping. These stresses have led to different kinds of research and monitoring activities. The question of how these stresses have impacted the well-being of people including youth (future leaders) remains.

The Inuvik and Tuktoyaktuk Hunters and Trappers Committees have applied for funding from the Inuvialuit Joint Secretariat (and Fisheries Joint Management Committee) to support these activities. Some of these activities involve future leaders.

Our research project would support these activities already proposed by the IHTC and THTC for the TNMPA in 2023. Specifically we would like to support and celebrate Inuvialuit culture and knowledge by working with the HTC's and future leaders to learn more about these questions:

What kinds of stewardship activities would future leaders like to happen in the TNMPA?

How have future leaders benefited from being involved in stewardship activities in the past? (Examples include education, training, and employment).

Has being involved in stewardship activities in the past contributed to their well-being?

Methodology:

One future leader in each community (Inuvik and Tuktoyaktuk) will be hired as research assistants to facilitate interview processes. The roles of research assistants will include: help in recruiting interview participants, transcribing interviews, communicating research objectives and benefits, and involvement in the interviews themselves. Research assistants will be compensated for their involvement and have the opportunity to learn about social science research processes.

Phase 1 - Collaboration with the THTC, IHTC (May 2023)

This phase is important to learn what is the best approach to engage with future leaders in the community, to determine if and how many interviews might be done, as well as design and coordinate how future leaders might be involved in the beluga camp at Hendrickson Island/ East Whitefish in 2023. We propose to develop and sign a "data sharing agreement" between the HTC's and the University of Alberta to ensure the knowledge of the individuals and communities involved in the research are protected.

Phase 2 - Mentorship of Future Leaders

We want to engage future leaders in deciding how the research activities should happen. We would do this by meeting with a small group in May in a workshop setting where elders, and other resource persons such as HTC members, staff from the FJMC and DFO resource persons, are involved in discussion about the research and monitoring activities at Hendrickson. The questions guiding the workshop might include:

- good stewardship practices at Kittigaryuit (Kugmaliut Bay – Hendrickson Island)
- knowledge and skills needed for hunting
- respecting others in the community and other hunters.

The workshop will also create opportunities to learn more about some of the stresses currently impacting the

arctic, beluga and the Inuvialuit communities including climate change, resource development contaminants, shipping and microplastics.

Phase 3 - Learning from Past Experiences

We want to work with future leaders to interview people who have been involved in monitoring beluga whales in previous years and in related stewardship activities. We think it would be great to ask questions such as:

Can you talk about how beluga are important to you, your family and community? How would you describe the health of beluga? How does the health of beluga impact on the health and well-being of people? Can you share any worries you might have about the health of beluga? Did being involved in monitoring activities of beluga increase or decrease your worries? How?

How long were you in monitoring? Can you describe that experience?

How did you benefit from this experience? What were some of the challenges?

What would be some recommendations to improve opportunities and benefits for other future leaders?

These interviews would happen between April-August 2023, Kirsten Chamberlin and Carrie Karsgaard will conduct 30-60 minute semi-structured interviews with young leaders who have previously participated in stewardship activities, community leaders involved with running the stewardship activities, and any young individuals who plan on participating in whaling camps in July 2023. Interviews will be conducted in person and will be audio recorded. Recordings will be transcribed by members of the research team (Kirsten Chamberlin, Carrie Karsgaard, and local research assistants).

Phase 4 - Youth sharing their Own Stories

We want to support youth sharing their own stories about stewardship in the TNMPA through video technology. For example youth could use their phones to take some video, as well as professional cameras. They could work together with a filmmaker to make short films (5 mins) or longer videos (E.g., 20-30 minutes long) depending on the guidance of the HTC and choices of youth themselves. These stories could be shared in the region. Youth might also travel to share their films at a bigger event such as a film festival or meeting on biodiversity and climate change.

Communication Plan:

Before the research license application was developed, we had multiple meetings:

July, 2022 - Brenda Parlee and Kirsten Chamberlin met with The Tuktoyaktuk and Inuvik HTCs about ideas for stewardship activities in the TNMPA. This meeting provided guidance about if/how to develop this research project.

September - December 2022 - Brenda met several times by Teams with HTC staff from the Inuvik HTC and also had phone meetings with the THTC.

January - February 2023 - Kirsten Chamberlin and Carrie Karsgaard also met with staff and members of the HTCs.

During the research activities and after approval of the research license:

We will meet with the HTCs at their regular meetings to report on the progress of the project according to the activities outlined in the objectives.

We will also be communicating with the other members of the Inuvik and Tuktoyaktuk communities through the workshop proposed for May-June.

Guided by the HTCs, we will also share outcomes with other Inuvialuit organizations / councils (e.g. FJMC, Community Corporations) during their regular meetings and / or as needed. To ensure communication and coordination, we will also provide any needed information on logistics with other organizations including the Department of Fisheries and Oceans.

We will be communicating with Inuvialuit members from Inuvik and Tuktoyaktuk through the interview process.

We will be working with future leaders to coordinate their engagement including filming/editing.

After the research is completed in late 2023-24:

We hope to support future leaders to produce a long film and several short films that could be shared in

Inuvik at a meeting or feast/celebration in the fall of 2023.

Kirsten Chamberlin will also be working on an MSc thesis and would share it in draft with the HTC's before it is defended. An academic publication might also be developed. Workshop results, interview quotes, video etc. would only be used with the permission of individuals and the HTC's according to the terms of the data sharing agreement.

Travel Arrangements:

Travel to and from Inuvik and Tuktoyaktuk from the researchers resident city (Edmonton) will be required in order to meet and interview participants. Flights from Edmonton to Inuvik will be scheduled, and a rental vehicle will be used to travel between Inuvik and Tuktoyaktuk. Upcoming travel dates depend entirely on participants availability and are subject to change, however frequent travel between May 2023 and July 2023 is expected.

Ethics

Will you be interviewing or surveying NWT residents?

Yes

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

University of Alberta

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

Dec 10, 2021

How will you maintain participant confidentiality in your research?

Interviews will be conducted in a private and comfortable space within the community. Interviews will be recorded, but upon transcription, all personal identifiers will be removed unless otherwise indicated by the interviewee. Publications will utilize pseudonyms for participants, unless otherwise indicated by the interviewee.

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

All transcriptions and consent forms will be stored in password-protected cloud storage through the University of Alberta Google service. Only the research team will have access to the data. Once transcribed, recordings of interviews will be destroyed. Transcriptions will be anonymized, and pseudonyms will be used in publications, unless interviewees indicate that they would prefer to be named.

Supporting Information

Potential Adverse Impacts:

There are minimal risks and discomforts associated with this research. We are taking care through working with the Inuvik and Tuktoyaktuk HTC's to ensure participant knowledge is respected and protected. Discussions about losses to biodiversity and poor health and well-being may lead to feelings of grief or anxiety.

Adverse Impact Mitigation:

Participants can stop the interview at any time if they are feeling anxious, and they will be assisted in dealing with issues of grief during and after our interview through community connections. In addition, we will respect all guidelines and rules related to health and safety including those associated with limiting the spread of Covid19.

Distribution

Inuvialuit Regional Corporation
Inuvik Community Corporation
Town of Inuvik
Tuktoyaktuk Community Corporation
Hamlet of Tuktoyaktuk
GTC Department of Cultural Heritage
Nihitat Gwich'in Council
Inuvialuit Joint Secretariat
Gwich'in Renewable Resources Board
Gwich'in Tribal Council
Inuvik Hunters and Trappers Committee
Tuktoyaktuk Hunters and Trappers Committee



Government of
Northwest Territories

Mar 03, 2023
Application No. 5570

Scientific Research Licence Comment Form

Town of Inuvik

Project Details

Influences of MPA stewardship on the wellbeing of future leaders

Submitted by: Dr. Brenda Parlee

Length of Project: 1 year(s)

Comments on Project

Please outline any concerns, requests or suggestions regarding Application No. 5570 :

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

☐

Signature of Town of Inuvik official

PRINT NAME

Grant Head

SIGNATURE

Grant Head

DATE

April 8, 2023



Nov 21, 2022
Application No. 5467

Application for Multiyear Research

I would like to inform the Town of Inuvik that an application for a Northwest Territories Scientific Research Licence has been received by the Department of Education, Culture and Employment (ECE). Application No. 5467 was submitted by:

Brett van Poorten
8888 University Dr

Phone: 7787822339
Email: bvanpoor@sfu.ca

to conduct the following study:

Documenting Gwich'in and Inuvialuit Dolly Varden management history and contemporary fisheries objectives through Traditional Knowledge

For the following years:
2022 to 2024

Please read the enclosed application and send comments to the Manager, Scientific Services Office, Department of Education, Culture and Employment. A comment form has been included with this review package for your convenience. Responses can be submitted online at researchlicensing.ece.gov.nt.ca or emailed to researchlicensing@gov.nt.ca.

Sincerely,

Niccole Hammer
Manager, Scientific Services Office

**Application #5467****Documenting Gwich'in and Inuvialuit Dolly Varden management history and contemporary fisheries objectives through Traditional Knowledge**

Year: 2023 Length Of Project: Year 1 of 2

Inuvialuit Settlement Region, Gwich'in Settlement Area

Traditional Knowledge

Principal Investigator:

Brett van Poorten
Simon Fraser University
8888 University Dr
Burnaby, BC
V5A 1S6, Canada
Phone: 7787822339
Email: bvanpoor@sfu.ca

Primary Contact Information:
Same as Principal Investigator

Research Supervisor Information:
Same as Principal Investigator

Emergency Contact Information:
Same as Principal Investigator

Team Members:
Anne Salomon, Maya Townend, Colin Gallagher, Kimberly Howland, Sarah Lord, Ellen Lea, Xinhua Zhu, Burton Ayles, Kiyo Campbell

Research Locations

Description for where research will be carried out:

Communities:

Aklaavik, Inuvik, Fort McPherson

Project Description

Dates of Research Activity:

Start Date: Jun 30, 2023 -- End Date: Sep 07, 2023

Objective:

The goal of this project is to improve sustainability of Dolly Varden fisheries from the perspective of the

Gwich'in and Inuvialuit communities that rely on them. Within that, specific Project Objectives include: 1) Document Indigenous Knowledge of population trends, environmental change, and cumulative impacts for Dolly Varden and their habitat, and; 2) Establish community-based objectives and associated indices for these fisheries to use in future. The overarching Research Question that addresses this objective is: How do the communities use and value seasonal Dolly Varden fisheries? We have identified multiple potential outcomes and impacts from this project: 1) Documented changes in conditions and values of the Dolly Varden fisheries over time, and; 2) Improved application of community-based values and knowledge into co-managed fishery processes. These fisheries are important to the communities that fish them and declines in catches have real impacts on these communities, including food supply, ecosystem changes, and intergenerational learning. Moreover, although working groups have the best interests of the community in mind, community-based fishery objectives are not formally incorporated into decision-making. Outcomes of this project will lead to decisions that more fully align with needs of the communities.

Rationale:

Dolly Varden has been harvested by Inuvialuit and Gwich'in people for thousands of years and remain an essential part of their cultures for subsistence, cultural and nutritional purposes. Dolly Varden stocks that supply two major subsistence fisheries for the Inuvialuit and Gwich'in peoples living in Aklavik and Fort McPherson, Northwest Territories, have been declining since the 1970s. In 2010, Dolly Varden was officially recognized as a species of "Special Concern" under the Species at Risk Act. Gwich'in Traditional Knowledge of several of these fisheries has been documented, which has helped establish traditional management practices and changes to the fishery over many years. With consent of communities and individuals, we wish to build on that information from the perspective of Gwich'in and Inuvialuit community members on Big Fish, Rat, and Babbage rivers, and better understand the communities' current fishery objectives among multiple fisheries. Through semi-structured interviews, we hope to document Traditional Knowledge of trends in how Dolly Varden abundance and size, fishing effort, and management practices have changed over decades to help us understand co-management goals, fishery objectives and subsistence needs of the communities. We have worked with the Rat River Working Group and the West Side Working Group, which are the co-management bodies for Dolly Varden in the Gwich'in Settlement Area and Inuvialuit Settlement Region, respectively, to develop this project. The project involves knowledge holders, harvesters and community members primarily from Aklavik and Fort McPherson, researchers from Fisheries and Oceans Canada, and scientists from Simon Fraser University, including the PI, the co-investigators, and two graduate students.

Methodology:

For the proposed project, Maya Townsend will travel to Aklavik and Fort McPherson in mid to late June 2023. She will spend about 2 weeks at different harvester's fish camps to better understand the fisheries and learn from harvesters and knowledge holders on the land. She will then return to Aklavik and Fort McPherson in late summer (dates pending on when community members are available for interviews) to conduct semi-structured interviews with Knowledge Holders, harvesters and community members identified through our co-management partners, community members and Steering Committee. These interviews will explore the history of these fisheries in terms of management, fishing practices, catch rates, conditions, and participation. We will also discuss how Dolly Varden are used and shared within the communities, how the fishery is valued and how these values are affected by changes in catch rates and broader changes to the environment. Finally, we will discuss how participants define a fishery that is healthy, declining, or should be temporarily closed to improve catch rates in the longer-term. As requested by the working groups, all discussions will be conducted with the help of Youth Ambassadors from the community, which provides additional context and support for interviews, and helps connect Knowledge Holders with youth to strengthen intergenerational bonds and relationships within communities, while providing employment and training opportunities for community youth. All interview participants will be given and read a consent form to physically sign before the start of the interviews acknowledging that these interviews will be audio-recorded and transcribed. Analysis: All data from semi-structured interviews will be transcribed, coded and summarized as Traditional Knowledge reports. Specific data on fishery objectives, measures, and reference points will be summarized as mean values across Knowledge Holders. Validation: Traditional Knowledge findings will be presented together with Youth Ambassadors, at community meetings in Aklavik and Fort McPherson in the spring of Year-2 to share knowledge and validate findings. It is likely that additional information will come out of those meetings that will contribute further information to the overall knowledge gained. Fishery objectives identified by Knowledge

Holders will also be presented at these meetings. We will employ group facilitation methods to arrive at agreed-upon combinations of fisheries objectives and appropriate means to combine them.

Communication Plan:

Maya recently visited the communities of Inuvik, Aklavik and Fort McPherson earlier this month to introduce herself and the proposed project and build relationships with the communities and people she will be working with and interviewing. She has consulted and met with Elders and knowledge keepers regarding the project and building relationships and met with and presented the proposed project proposal to the West Side Working Group (WSWG), the Ehdiiat Renewable Resources Council (Ehdiiat RRC), and the Tetlit Renewable Resources Council (Tetlit RRC). With help from our Steering Committee, Knowledge holders, Elders and community members from Aklavik and Fort McPherson who have extensive knowledge of the Dolly Varden fisheries and their land will be identified and asked if they agree to participate in an interview. Members of the Gwich'in Renewable Resource Board and West Side Working Group have provided a list of people in their communities who have been harvesting from the land for decades and would be good people to interview. We will reach out to the people identified, provide them with the necessary information and consent form to ask them for consent to being interviewed, ensuring they have the opportunity to either accept or decline. This project seeks to build long-term capacity by providing employment and training through Youth Ambassadors, selected from within communities to assist with, and participate in, interviews with knowledge holders and harvesters, and communicate results at annual community meetings. Results will be presented to communities twice (in spring of Years-2 and -3) through community meetings mentioned above. We will present these findings together with the Youth Ambassadors to help reinforce that this knowledge and project belongs to the community. Additionally, we intend to have one member of each Indigenous Steering Committee co-present findings of the final project at a national conference (such as the Canadian Conference for Fisheries Research) or international-scope meeting (such as ArcticNet if in Canada) at the end of Year-2. All publications emanating from this project will be co-authored by each community; the role of individual knowledge holders, Youth Ambassadors and members of Indigenous Steering Committees that were part of the study will be specifically acknowledged at the end of peer-reviewed and popular papers, and presentations. We plan on holding a verification and clarification workshop with all participants after the interviews are transcribed. This will give participants the chance to go over their answers, remove anything they're not comfortable with being shared, clarify anything and add any final edits to their answers. Each community will be given a copy of the final written paper, where participants will be able to see their work. We intend to have one member of each Indigenous Steering Committee co-present findings of the final project at a national conference (such as the Canadian Conference for Fisheries Research) or international-scope meeting (such as ArcticNet if in Canada) at the end of Year-2. All publications emanating from this project will be co-authored by each community; the role of individual knowledge holders, Youth Ambassadors and members of Indigenous Steering Committees that were part of the study will be specifically acknowledged at the end of peer-reviewed and popular papers, and presentations. The final written project will be uploaded to the Government of Canada Open Data Portal, available for the public to view. We have also been in constant contact with our Indigenous co-partners via e-mail.

Travel Arrangements:

DFO will be covering travel costs that will be required for Maya Towned to travel back and forth from Vancouver to Inuvik. Once in Inuvik, a DFO vehicle will be provided to drive from Inuvik to Fort McPherson and to Aklavik. Travel dates are not yet confirmed for the interviews that will take place. We are anticipating sometime in the summer.

Ethics

Will you be interviewing or surveying NWT residents?

Yes

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

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

Mar 30, 2023

How will you maintain participant confidentiality in your research?

As per the Gwich'in Traditional Knowledge policy, "Direct references must be cited for Gwich'in Traditional Knowledge holders, persons or groups who provide information that is recorded and then used in a report, providing consent to do so has been obtained." The Inuvialuit Traditional Knowledge policy has not yet been released. However, I have met with Gilly McNaughton, the Traditional and Local Knowledge Team Lead at the Joint Secretariat and she informed me that the Inuvialuit Traditional Knowledge policy will have the same protocol that all names must be recorded and cited. Attached is the consent form outlining that the participant is aware and fully consents to their name being attached to the knowledge they are sharing. This ensures that the participant understands and allows their name to be used, documented, and published in final publications. If a participant does not consent to this information being shared, I will consult the Gwich'in Social and Cultural Institute and Joint Secretariat for any protocols or next steps in this situation.

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

During the working period, the data will be stored in secured DFO network drives, DFO approved iCloud storage, Nvivo and MS Excel files. This will ensure the safe storage and sharing of data among participants. We will also create a SharePoint to share non-protected data with external participants. All data pertaining to Traditional Knowledge (e.g., interview recordings, transcripts, photos, maps) will be stored on a portable drive that will be provided to communities, Joint Secretariat, and the Gwich'in Social and Cultural Institute. All data pertaining to Traditional Knowledge belongs to the community and people where it originated from, therefore it must be given back to the Joint Secretariat (Inuvialuit), and the Gwich'in Social and Cultural Institute to add to their Traditional Knowledge library for cultural preservation. As per the Gwich'in Traditional Knowledge policy, "The product of the research containing or derived from Gwich'in Traditional Knowledge must be reviewed by the Gwich'in Social and Cultural Institute and affected Designated Gwich'in Organization before distribution to a third party". The Gwich'in Social and Cultural Institute and the Joint Secretariat will both have continuous access to the data, since the data belongs to the communities which it was documented in. We will also confirm and follow storage protocols determined by the communities (OCAP® principles). All data will be stored on a Government secured and regulated laptop. DFO laptops follow strict policies and protocols to ensure Federal security and each laptop is password protected with a VPN required for use. All digital data will be backed up once every month to minimize the risk of a hard drive failure and losing data. We are working with Fisheries and Oceans Canada on this project, so all data will be available to the external collaborators from DFO listed in the "Who" section through the DFO OneDrive and iCloud.

Supporting Information**Potential Adverse Impacts:**

Although there are no known risks associated with this project that would be any greater than the participant would face in their daily lives, sensitive topics could arise during the interviews and trigger emotions and memories that may be upsetting to some participants. As Dolly Varden is now a species of special concern but remains an important source of food for Gwich'in and Inuvialuit, the topic of food security could come up and cause anxiety or stress. As we will be speaking about the past in these interviews, other sensitive topics such as the residential school system and policies of dispossession that have attempted to destroy Indigenous cultures could arise and cause emotional stress. Speaking about the past could also cause some nostalgic and sentimental memories that could cause emotional responses. Speaking about the way things have changed and how climate change has effected the fisheries could be upsetting to some participants.

Adverse Impact Mitigation:

If any signs of emotional triggers arise, we will remind the participant that they can stop at any time – whether that means taking a break if needed or pulling out of the entire interview process.

Emergency Response Plan

N/A

Distribution

Inuvialuit Regional Corporation
Aklavik Community Corporation
Hamlet of Aklavik
Inuvik Community Corporation
Town of Inuvik
Gwich'in Renewable Resources Board
GTC Department of Cultural Heritage
Ehdiitat Gwich'in Council
Tetlit Gwich'in Council
Nihtat Gwich'in Council
Hamlet of Fort McPherson
Inuvialuit Joint Secretariat

Government of
Northwest TerritoriesNov 21, 2022
Application No. 5467

Scientific Research Licence Comment Form

Town of Inuvik

Project Details

Documenting Gwich'in and Inuvialuit Dolly Varden management history and contemporary fisheries objectives through Traditional Knowledge
Submitted by: Brett van Poorten
Length of Project: 2 year(s)

Comments on Project

Please outline any concerns, requests or suggestions regarding Application No. 5467 :

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

☐

Signature of Town of Inuvik official

PRINT NAME

Grant Hood

SIGNATURE

DATE

April 8, 2023