

AGENDA
TOWN OF INUVIK ~ COMMITTEE OF THE WHOLE AND REGULAR COUNCIL MEETINGS
TO BE HELD ON MAY 8 AND 10, 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**

Item # 5 **PUBLIC QUESTION PERIOD**

Item # 6 **ADOPTION OF THE MINUTES**

6.1 Minutes of the April 26, 2023 Council Meeting

Minutes attached. Requires motion to approve.

Item # 7 **ACTION ITEMS**

7.1 Action Items List

Document attached.

Item # 8 **NEW BUSINESS**

8.1 RFCD 2023-SAO-047 ~ GNAF Request for Donation

Document attached. Requires motion to approve.

8.2 RFCD 2023-SAO-048 ~ HR Policy and Procedures Manual

Document attached. Requires motion to approve.

Item # 9

BY-LAWS

- 9.1 RFCD 2023-SAO-042 ~ 2710/GEN/23 Road Naming By-law

By-law attached. Requires THIRD AND FINAL READING.
- 9.2 RFCD 2023-SAO-043 ~ 2711/L+P/23 Business License By-law

By-law attached. Requires THIRD AND FINAL READING.
- 9.3 RFCD 2023-SAO-044 ~ 2712/H&S/23 Cemetery By-law

By-law attached. Requires THIRD AND FINAL READING.
- 9.4 RFCD 2023-SAO-045 ~ 2713/GEN/23 Repeal Old By-laws

By-law attached. Requires THIRD AND FINAL READING.
- 9.5 RFCD 2023-SAO-046 ~ 2714/BORR/23 Debenture Borrowing for Utilidor By-law

By-law attached. Requires FIRST AND SECOND READINGS.

Item # 10

DEPARTMENT HEAD REPORTS

- 10.1 Capital Projects Report

Report attached. Requires motion to adopt.
- 10..2 Community Services Report

Report attached. Requires motion to adopt.
- 10.3 Financial Report

Report attached. Requires motion to adopt.

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**

Item # 14 **ADJOURNMENT**

ADDITION TO THE AGENDA
TOWN OF INUVIK ~ REGULAR COUNCIL MEETING
TO BE HELD ON MAY 8, 2023
AT 7:00 P.M. in COUNCIL CHAMBERS

Item # 4

DELEGATIONS, PRESENTATIONS OR PETITIONS

4.1

RCMP Report

S/Sgt Aubin will present the report to Council. Document attached.

MONTHLY POLICING REPORT APRIL, 2023



Inuvik Detachment “G” Division Northwest Territories

Annual Performance Plan (A.P.P.'s) Community Priorities:

Community approved priorities are:

1. Intimate Partner Violence;
2. Reconciliation;
3. Road Safety
4. Reduce Drug/Alcohol Abuse

1. Intimate Partner Violence:

The Detachment Commander met with various community partners including Victim Services, Probation Services and the high school principal. The Detachment will collaborate with our partners in the coming months to plan and implement community events in relation to contributing to healthy relationships in Inuvik.

2. Reconciliation:

Cst. David Barnes and Cst. Kayla Briere participated in Aurora Colleges Career Fair (picture below). The members provided local youth with information on joining the RCMP.

Throughout the Jamboree weekend, members attended several events including the snowmobile races and the Arctic market.

The Detachment will make pre-charge restorative justice referrals a priority this coming year. Restorative justice has been shown to hold offenders accountable and give victims and the community more control over the justice process.

3. Road Safety:

On April 20th Detachment members conducted traffic enforcement at the East Three School during lunchtime. No traffic infractions were observed.

Several verbal warnings were issued to drivers in the month of April and one summary offence ticket was issued for failing to yield.

The Detachment investigated twelve impaired driving occurrences this month charging one driver with operation of a motor vehicle while impaired.

4. Drugs and Alcohol:

Several bottles of liquor were destroyed this month due to consumption in public. Increased patrols are planned in the downtown area as the weather warms. Bike patrols will also begin

when weather/road conditions are favorable.

Notable Occurrences for the Month:

An offender who is alleged to have committed the offences of impaired driving and sexual assault had fled the Inuvik area to avoid justice and a warrant was issued for his arrest. The offender was located by our RCMP partners in the Province of PEI. The offender was arrested and brought back to the Territories to face justice. The offender remains in custody awaiting his trial.

Community Contributions

Cst. Terrence Deng provided the grade 11 class with a presentation on Arctic Sovereignty. By all accounts, the students were very interested and engaged with the topic.

The breakfast programs continues this month now that spring break is over.

Inuvik Detachment Welcomes New Member

Please join me in welcoming new member Cst. Remy Boulifa to the Inuvik Detachment. Remy was born and raised in Montreal from a French/Spanish mom and a Tunisian dad. He speaks three different languages fluently, French, English and Spanish. During his childhood he



travelled around the world and studied in Australia and Costa Rica. Travelling is his passion and it allowed him to discover different cultures with an open mind. He is a person with a sense of leadership with very good analytical skills and a team spirit that that he developed while working at the Val Cartier military base. During the last six years he had the opportunity to work in different spheres of security, including security of public and private events and youth centres and close custody of V.I.P members/escorts. His experience as a security officer has led him to join the RCMP. He has a have a diploma in Health Science, a diploma in Police Services and prior to attending Depot he started a bachelors degree in law. In his spare time, he enjoys spending time outdoors and doing various physical

activities. In summer months, he plays soccer, tennis and volley-ball. He also enjoys hiking in various areas.



Cst. Briere and Cst. Barnes at Aurora Colleges Career Fair

The Inuvik RCMP Detachment responded to 350 calls for service during the month of April 2023.

OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	31	104	39	470
Sexual Offences	4	17	1	42
Break and Enters (Residence & Business)	2	6	4	43
Theft of Motor Vehicle	2	6	1	13
Theft Under \$ 5000.00	3	21	9	116
Theft Over \$ 5000.00	0	1	1	1
Drugs (Possession)	1	2	0	3
Drugs (Trafficking)	4	10	3	26
Liquor Act	14	85	42	349
Unlawful Sale (Bootlegging)	0	0	0	0
Causing a disturbance / Mischief (total)	136	472	148	1587
Causing a Disturbance	13	58	29	349
Mischief - damage to property	7	26	12	116
Mischief - obstruct enjoyment	116	388	107	1122
Impaired Driving	12	45	11	112

Other Complaints	48	247	43	586
Total Violations	257	1016	302	3348

JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	5	26	5	39
Victim Services Referral - Declined	8	131	6	234
Victim Services - Proactive Referral	0	4	0	8
Victim Services - Not Available	0	0	0	0
Restorative Justice Referrals	0	0	0	5
Emergency Protection Orders (Detachment Initiated)	0	1	1	7
ODARA Reports	4	19	7	60
Prisoners Held	42	168	40	381
Prisoners Escorted	0	0	0	0
Prisoners Held non-PROS Agency	0	0	0	1
Prisoners Escorted Non-PROS Agency	0	0	0	0
Liquor Destroyed Immediately	2	12	7	42



Should you have any questions or concerns regarding this report or any other community matters, please feel free to contact me to discuss.

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

Internal Distribution List:

S/Sgt Bruce MCGREGOR - North District Advisory NCO
"G" Division Criminal Operations

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 26, 2023
AT 7:00 P.M. in COUNCIL CHAMBERS

Present: Wednesday

Mayor: Clarence Wood
 Councillors: Deputy Mayor Natasha Kulikowski
 Ned Day
 Tony Devlin
 Grant Gowans (zoom)
 Jesse Harder (zoom)
 Alana Mero

Absent: Whitney Alexis (without notice)
 Kurt Wainman (with notice)

Staff Present: Grant Hood, Senior Administrative Officer
 Jenna MacNeil, Council Administrator
 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 Deputy Mayor Kulikowski, seconded by Councillor Day:

MOTION: 079/04/23 "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**

RCMP Report

S/Sgt Aubin introduced himself and gave an overview of what he would like to prioritize during his time in Inuvik. Deputy Mayor Kulikowski inquired about the new Bystander

MINUTES

*Inuvik Town Council Meeting
April 26, 2023*

Intervention Program that has recently been introduced in the schools and whether it could be extended into the community. Councillor Devlin asked about promoting youth engagement and curbing substance abuse in the area.

Item # 5 **PUBLIC QUESTION PERIOD**

There were no questions from the public.

Item # 6 **ADOPTION OF THE MINUTES**

6.1 Minutes of the April 12, 2023 Council Meeting

Moved by Councillor Devlin, seconded by Councillor Gowans:

MOTION 080/04/23 BE IT RESOLVED THAT Inuvik Town Council hereby adopts the minutes of the April 12, 2023 Council meeting as presented."

Motion **CARRIED**.

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

Moved by Councillor Devlin, seconded by Councillor Gowans:

MOTION 081/04/23 BE IT RESOLVED THAT Inuvik Town Council hereby adopts the minutes of the April 20, 2023 By-law Review Committee meeting as presented."

Motion **CARRIED**.

Item # 7 **ACTION ITEMS**

7.1 Action Items List

Council noted a grammatical error referenced in item #2

Item # 8 **NEW BUSINESS**

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

Council deferred making any adjustments until after the Strategic Priorities Chart Update Meeting scheduled for May 13th.

8.2 RFCD 2023-SAO-036 ~ Lottery Regulations Amendment

Moved by Councillor Mero, seconded by Councillor Devlin:

MOTION: 082/04/23 “BE IT RESOLVED THAT Inuvik Town Council hereby approves the Town of Inuvik’s revised Lottery Regulations Policy MG.009 as presented.”

Motion **CARRIED.**

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

Moved by Deputy Mayor Kulikowski, seconded by Councillor Gowans:

MOTION: 083/04/23 “BE IT RESOLVED THAT Inuvik Town Council hereby approves amendments to policy FM.021 the Fees and charges policy Schedule “A”.”

Motion **CARRIED.**

Item # 9 **BY-LAWS**

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

Moved by Councillor Mero, seconded by Councillor Devlin:

MOTION: 084/04/23 “BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2710/GEN/23, the Road Naming by-law.”

Motion **CARRIED.**

Moved by Deputy Mayor Kulikowski, seconded by Councillor Mero:

MOTION: 085/04/23 “BE IT RESOLVED THAT Inuvik Town Council hereby gives SECOND READING to By-law 2710/GEN/23, the Road Naming by-law.”

Motion **CARRIED.**

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

Moved by Councillor Mero, seconded by Councillor Devlin:

MOTION: 086/04/23 “BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2711/L+P/23, the Business License by-law.”

Motion **CARRIED.**

Moved by Councillor Mero, seconded by Deputy Mayor Kulikowski:

MOTION: 087/04/23 “BE IT RESOLVED THAT Inuvik Town Council hereby gives SECOND READING to By-law 2711/L+P/23, the Business License by-law.”

Motion **CARRIED**.

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

Moved by Councillor Mero, seconded by Deputy Mayor Kulikowski:

MOTION: 088/04/23 “BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2712/H&S/23, the Cemetery by-law.”

Motion **CARRIED**.

Moved by Councillor Devlin, seconded by Councillor Harder:

MOTION: 089/04/23 “BE IT RESOLVED THAT Inuvik Town Council hereby gives SECOND READING to By-law 2712/H&S/23, the Cemetery by-law.”

Motion **CARRIED**.

9.4 RFCD 2023-SAO-041 ~ Repeal Inactive By-laws By-law 2713/LND/23

Moved by Councillor Mero, seconded by Deputy Mayor Kulikowski:

MOTION: 090/04/23 “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.”

Motion **CARRIED**.

Moved by Councillor Devlin, seconded by Councillor Harder:

MOTION: 091/04/23 “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.”

Motion **CARRIED**.

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Item # 10 **DEPARTMENT HEAD REPORTS**

There were no Department Reports

Item # 11 **INFORMATION ITEMS**

11.1 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**

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

Moved by Deputy Mayor Kulikowski, seconded by Councillor Mero:

MOTION: 092/04/23 "BE IT RESOLVED THAT Inuvik Town Council hereby moves in camera at 7:39 p.m."

Motion **CARRIED**.

Moved by Councillor Devlin, seconded by Councillor Gowans:

MOTION: 093/04/23 "BE IT RESOLVED THAT Inuvik Town Council hereby moves out of camera at 8:12 p.m."

Motion **CARRIED**.

Item # 14 **ADJOURNMENT**

Moved by Councillor Mero:

MOTION: 094/04/23 "BE IT RESOLVED THAT the Regular Council meeting adjourns at 8:13 p.m."

Motion **CARRIED**.

MINUTES

Inuvik Town Council Meeting

April 26, 2023

ACTION ITEMS

May 8 & 10, 2023 COUNCIL MEETINGS

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 3.	
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 - DONATIONS

Meeting Dates: May 8 & 10, 2023

RFCD #: 2023-SAO-047

TOPIC

Request for Donation - Great Northern Arts Festival

BACKGROUND

Each year, the Great Northern Arts Festival provides the community with both economic and showcase positives. In previous years, the Town has provided the festival with free use of the Midnight Sun Complex venue and its Staff.

In recent years the demands of the Town and its staff during, before, and even after the festival have become greater and past what Administration would call reasonable. Issues that have occurred are documented in the Other Considerations portion of this document. They have not formally asked for the use of the wireless internet or Sundog room during the event.

They are requesting access to some of the facility for July 1st but this is a statutory holiday, and the facility is closed. We would have to find staff to work double-time to allow access. We had booked off the traditional dates for the festival, then via social media, we found out that they have changed the dates (not informing us until this request came in) and we now have a function booked for the last Saturday (July 22) of the festival in the Community Hall. It should be noted that last year they allowed a wedding to happen on the last Saturday and again we had to find out via a third party.

It is our understanding there will be a new person coordinating the show this year. It is important to have that person contact the Director of Community Services to ensure that the expectations on both sides are clear.

The staff time shown below is only an estimate. The actual time may vary. Administration has reviewed the request and does have some concerns with the request.

FINANCIAL IMPLICATIONS

Below is a summary of the in-kind value of the donations estimate. Rates used are for a non-profit non-licensed event.

Venue	Total Days	Regular Rate/day	Regular Total
MSC Community Hall	12	\$300.00	\$3,600.00
MSC Arena	13	\$600.00	\$7,800.00
MSC Curling Rink	26	\$400.00	\$10,400.00
MSC Curling Lounge	26	\$200.00	\$5,200.00
MSC Community Lounge	9	\$200.00	\$1,800.00
Large Tent	15	\$400.00/\$125.00	\$2,150.00
2 Small Tents	15	\$200.00/\$75.00	\$1,325.00
Events Pavilion – exclusive use	10	\$625.00	\$6,250.00
Events Pavilion – Trailer Stage	10	\$700.00/\$125.00	\$1,575.00
Events Pavilion – Platform Stage	10	300.00	\$300.00
Events Pavilion – Sounds system/power	10	\$250.00	\$2,500.00
Events Pavilion – Podium	10	\$15.00	\$ 150.00
			\$43,050.00

8.1

Miscellaneous	Total Days	Regular Rate	Regular Total
Miscellaneous AV Equipment	Whole event	\$300.00	\$ 300.00
Email usage (gnaf@inuvik.ca)			\$840.00
			\$1,140.00
Staffing Costs	Hours	Regular Rate	Regular Total
Staff Assistance	125	\$51.00	\$6,375.00
Manager Assistance	40	\$75.00	\$3,000.00
Off-Hours Staff Cost (5-10PM)	115	\$77.00	\$8,855.00
			\$18,230.00
TOTAL FESTIVAL			\$62,420.00

In previous years users who have had the facility donated to them have not had to pay a damage deposit. It is felt by Administration that for any donation of space (not just GNAF) a damage deposit should be provided. Under our current fees & charges policy for this event the deposit would be \$900

STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

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

OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

- We receive a number of last minutes must-do – ie: Round ceiling hangings – staff had to hang them after the gallery was already set up. Also requesting additional items not included in the original donation request such as photocopying, supplies, and wireless internet for streaming.
- Change of venue day to day without notice. Staffing and scheduled cleaning are planned but not possible when relocating back to the facility from the park. Facility hours and staffing changes were requested last minute. Not always feasible. This includes changing or extending hours which sometimes causes us to have to pay employees overtime as it is outside scheduled hours.
- There must be a clear indication as to whom the Town should speak with when there are issues, and the Town will designate a person on our side. It should be made very clear that GNAF staff and volunteers are not to tell Town staff what to do but use the designated single point of contact with the Town.
- We have had issues with volunteers going into other areas of the facility where GNAF is not authorized for use. It must be made clear that they do not have run of the full facility.
- Need to nail down all particulars according to “ask” and ensure all volunteers, staff, and board members are aware of what has been sanctioned. (i.e.; come in early, leave late, need to respect facility staffing abilities and hours). An example is in 2022 they showed up two days ahead of the requested dates to start setting up.
- GNAF have stored in one of our seacans a number of items that they no longer use. We have asked several times for them to clear it out as we are short on storage and need the space. There has been no movement from them to clear it out.
- Sedna storage – they need to identify things they don’t need/want and take them to the landfill or sell them. Need to find a “new” storage location for “general items”.
- There are many instances of doors left open for smokers, then wanted heat on because they were cold and took to burning mosquito coils indoors due to all the mosquitos. This also allows small rodents such as mice into the building. We will be going back to installing the single door in place of the garage door on the curling ice surface once they have their sea can things brought in on the pad.

- They have put more tables in the lobby areas than permitted by the Fire Marshall
- They are contracting in the pavilion for someone to do the lighting and sound. There is no provision in the request regarding security as it will be required with the portable stage being open unless they are prepared to dismantle it all every day so we can close up the stage. Who will be responsible for these potential costs for security as we will not have the staff to do it or will have to pay overtime to have staff sitting in the pavilion all night? There may be an option by having the walls installed earlier than planned and making the building fully enclosed.
- It has been noticed that acknowledgment for the Town of Inuvik's contribution is not followed up on in their brochure.
- If there is room for further discussion – they should look to move their stone shed as well. (A load of stone came in and we did not have clear access to the shed at that time. We have since cleared a path to the shed, however, we told Manitoulin that they would have to get in touch with GNAF to open the shed and accept delivery)

OPTIONS

Council has a number of options:

1. Approve the request as presented via the recommended motion
2. Approve the donation with payment of the damage deposit
3. Approve the donation in part by reducing the fees to a set amount and paying a damage deposit
4. Approve the donation as presented with the payment of the damage deposit and any staff overtime costs supporting the Festival
5. Defeat any of the motions
6. Defer the item via motion with direction to Administration on how to proceed

RECOMMENDATION

Option #1

“BE IT RESOLVED THAT Inuvik Town Council hereby approves an in-kind donation to the Great Northern Arts Festival for 2023 to include the following:

- **Donation of the Community Hall, Arena Dry Floor, Curling Club Dry Floor and Curling Club Lounge, Community Lounge, Events Pavillion, and other items as per the letter of request from the Great Northern Arts Festival; and,**
- **Building maintenance assistance of Midnight Sun Complex staff during the festival.”**

Option #2

“BE IT RESOLVED THAT Inuvik Town Council hereby approves an in-kind donation to the Great Northern Arts Festival for 2023 to include the following:

- **Donation of the Community Hall, Arena Dry Floor, Curling Club Dry Floor and Curling Club Lounge, Community Lounge, Events Pavillion, and other items as per the letter of request from the Great Northern Arts Festival;**
- **Building maintenance assistance of Midnight Sun Complex staff during the festival. and,**
- **A damage deposit of \$900 be paid and returned should no damages occur”**

Option #3

“BE IT RESOLVED THAT Inuvik Town Council hereby approves in part an in-kind donation request to the Great Northern Arts Festival for 2023 to include the following:

- **Reduction of the fees of the Community Hall, Arena Dry Floor, Curling Club Dry Floor and Curling Club Lounge, Community Lounge, Events Pavillion, and other items as per the letter of request from the Great Northern Arts Festival to a total of \$XXXXX;**
- **Building maintenance assistance of Midnight Sun Complex staff during the festival. And,**
- **A damage deposit of \$900 be paid and returned should no damages occur”**

Option #4

"BE IT RESOLVED THAT Inuvik Town Council hereby approves an in-kind donation to the Great Northern Arts Festival for 2023 to include the following:

- Donation of the Community Hall, Arena Dry Floor, Curling Club Dry Floor and Curling Club Lounge, Community Lounge, Events Pavillion, and other items as per the letter of request from the Great Northern Arts Festival;
- Building maintenance assistance of Midnight Sun Complex staff during the festival.
- Payment of any Town of Inuvik staff overtime as a result of the Festival and,
- A damage deposit of \$900 be paid and returned should no damages occur"

Signature – SAO

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

REQUEST FOR COUNCIL DECISION

Meeting Dates: May 8 & 10, 2023

RFCD #: 2023-SAO-048

TOPIC

Human Resources Policies and Procedures Manual Policy HR.012

BACKGROUND

The previous Council had directed Administration to develop a more in-depth Human Resources Policies and Procedures Manual. This was undertaken by Administration with some assistance from an outside consultant. Current policies including the Personnel Directive were reviewed and consolidated into one comprehensive document. As part of the process, some new articles were added due to new legislation or changes to legislation that has come into effect regarding employment standards and Workers' Safety.

This policy replaces the current HR.012 Personnel Directive Policy. With the consolidation of the various policies, several individual policies can be cancelled.

FINANCIAL IMPLICATIONS

There are no direct financial implications in implementing the policy, however, because of additional employment standards and workers' safety legislation there could be potential operational impacts with additional leave allowances.

STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

This item is not on the current strategic priorities plan or chart. It was designated as a priority on a previous chart but removed as the manual was completed in a draft form and had been undergoing corrections and review.

OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

The document was also reviewed by our legal counsel and many meetings were held to ensure it conformed with appropriate legislative requirements.

As noted, several policies can be cancelled as they have been incorporated into the new document. A cross-reference guide is included in this request (Schedule A) indicating which policies may be cancelled.

OPTIONS

Council has a number of options:

1. Approve the policy as presented
2. Defeat the motion and leave current policies in place
3. Defer the item via motion with direction to Administration on how to proceed

RECOMMENDATION

Option #1

"BE IT RESOLVED THAT Inuvik Town Council hereby approves Policy HR.012 – the Human Resources Policies and Procedures Manual and cancels the following policies:

HR.003 – Employee Recognition/Long Term Service Award

HR.004 – Staff Meetings

HR.005 – Senior Management Meetings

HR.007 – Employee Identification Cards

HR.008 – Staff Discounts

IT.001 – Passwords Policy

IT.002 – Acceptable Use

HR.010 – Mobile Handheld Devices

MV.001 – Operation of a VehicleHR.014 - Impairment”

Signature – SAO

A handwritten signature in black ink, appearing to be "F. L.", is centered within a rectangular box. The signature is written in a cursive, stylized font.

Schedule A - HR Manual Policy and Procedures Cross Reference Guide

Article #	Name	Comment	Origin
	Overview	Existing	Personnel Directive Article 3 - 7
	Section 100 – Human Resources Management		
101	Code of Ethics	Existing	Personnel Directive Article 8
102	Respectful Workplace and Anti-Harassment	Existing	Personnel Directive Article 32
103	Prohibited Use of Tobacco and Smoking	New	
104	Employee Identification Cards	Existing	Policy HR.007
105	Staff Discounts	Existing	Policy HR.008
106	Appointments, Promotions and Transfers	Existing	Personnel Directive Article 38/39
107	Recruitment and Selection of Employees	Existing	Personnel Directive Article 38/39
108	Job Descriptions	Existing	Personnel Directive Article 36
109	Recruitment and Selection of the Senior Administrative Officer	New	
110	Personnel Files	Existing	Personnel Directive Article 26
111	Probationary Period	Existing	Personnel Directive Article 35
112	On-boarding Of Employees	New	
113	Seniority	Existing	Personnel Directive Article 34
114	Hours of Work	Existing	Personnel Directive Article 19
115	Overtime	Existing	Personnel Directive Article 20
116	Standby and Call Back Pay	Existing	Personnel Directive Article 21
117	Shift Premium	Existing	Personnel Directive Article 22
118	Performance Evaluation	Existing	Personnel Directive Article 26
119	Electronic and Telecommunications	Existing	Policy IT.001 & IT.002
120	Mobile Handheld Devices	Existing	Policy HR.010
121	Professional Development	New	
122	Staff Meetings	Existing	Policy HR.004
123	Senior Management Meetings	Existing	Policy HR.005
124	Required Work Expenses	Existing	Personnel Directive Article 29
125	Job Sharing	New	
126	Employee Recognition/Long Service Award	Existing	HR.003
127	Corrective Action (Employee Discipline)	Existing	Personnel Directive Article 37
128	Employee Complaints and Appeals	Existing	Personnel Directive Article 27
129	Civil Liability	Existing	Personnel Directive Article 32
130	Resignation	New	
131	Abandonment of Position	Existing	Personnel Directive Article 12
132	Termination of Employment	Existing	Personnel Directive Article 40
133			
	Section 200 – Leave Management		
201	General Leave	Existing	Personnel Directive Article 9
202	Vacation Leave	Existing	Personnel Directive Article 10 & 11 & 13
203	Designated Paid Holidays	Existing	Personnel Directive Article 14
204	Special Leave	Existing	Personnel Directive Article 15
205	Sick Leave	Existing	Personnel Directive Article 16
206	Court Leave	Existing	Personnel Directive Article 17.01
207	Compassionate Leave	New	
208	Bereavement Leave	New	
209	Time Off for Elections	New	
210	Injury on Duty Leave	Existing	Personnel Directive Article 17.02
211	Pregnancy and Parental Leave	Existing	Personnel Directive Article 17.03
212	Casual Leave	Existing	Personnel Directive Article 17.05

213	Civic Leave	New	
214	Civilian Work	Existing	Personnel Directive Article 17.04
215	Leave for Other Reasons	Existing	Personnel Directive Article 17.06
216	Discretionary Leave Days	Existing	Personnel Directive Article 17.07
217	Education Leave	Existing	Personnel Directive Article 17.08
218	Family Violence Leave	Existing	Personnel Directive Article 17.09
219	Leave for Employee Association Meeting Attendance	Existing	Personnel Directive Article 17.10
220	Medical Leave Expenses	Existing	Personnel Directive Article 18
	Section 300 - Compensation		
301	Pay Levels	New	
302	Pay	Existing	Personnel Directive Article 23
303	Northern Allowance	Existing	Personnel Directive Article 24
304	Employee Benefits Plan	Existing	Personnel Directive Article 30
305	Duty Travel	Existing	Personnel Directive Article 28
306	Severance Pay	Existing	Personnel Directive Article 25
	Section 4 – Occupational Health and Safety		
401	Occupational Health and Safety Program	Existing	Personnel Directive Article 33
402	Incident Reporting	New	
403	Operation Of a Vehicle	Existing	Policy MV.001
404	Security Of Facilities and Vehicles	New	
405	Workstation	New	
406	Return To Work (RTW)	New	
407	Duty To Accommodate	New	
	Section 500 - Impairment		
501	Impairment	Existing	Policy HR.014

REQUEST FOR COUNCIL DECISION

Meeting Date: May 8 and 10, 2023

RFCD #: 2023-SAO-042

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 road descriptions had changed over time due to 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 the 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 Third and Final Reading to the attached by-law

2. Defeat the motion
3. Refer the document back to Administration with directions on how to proceed

RECOMMENDATION – SAO

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

“BE IT RESOLVED THAT Inuvik Town Council hereby gives THIRD 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 over a light blue grid background.

**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.

READ A FIRST TIME THIS 26 DAY OF APRIL, 2023 A.D.

READ A SECOND TIME THIS 26 DAY OF APRIL, 2023 A.D.

READ A THIRD TIME AND FINALLY PASSED THIS ____ DAY OF, 2023 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
Kingmingya Road	from Lagoon Road to the Southwest corner of Lot 14, Block 18
Kugmallit Road	from Navy Road to Centennial Street
Lagoon Road	from N.T. Road to Kingmingya Road

Low Road	from Northeast corner of Lot 16, Block 52 to Tower Street
Mackenzie Road	from Navy Road to the junction of Gwich'in Road and Airport Road
Marne By-Pass Road	from Navy Road to the junction with Airport Road
N.T. Road	From Tank Farm Road to Navy Road
Navy Road	CFS Inuvik Operations Gateway to Franklin Road
River Road	from Distributor to Duck Lake Street
Stringer Road	from Breynat Street to Bompas Street
Tank Farm Road	from N.T. Road to and including Lot 4, Block 75
Willow Road	from Muskrat Street to Marine Bypass
Wolverine Road	from Navy Road to Firth Street
Alder Drive	from the Northeast corner of Lot 1 Block 47 to the Northeast corner Lot 44 Block 46
Camsell Place	from Mackenzie Road to completion of circle around Block 29
Carmichael Drive East	From Inuit Road to the Southwest corner of Lot 25, Block 34
Carmichael Drive West	From Inuit Road to the Southeast corner of Lot 30, Block 34
Kingalook Place	from Gwich'in Road, inside Block 30
Nanuk Place	from Nataala drive to Lot 16, Block 25
Nataala Drive	from Bompas Street to Gwich'in Road
Ruyant Crescent	from Dolphin Street surrounding Block 72
Semmler Place	from Stringer Road around the inside of Block 87
Spruce Hill Drive	from the Southeast corner of Lot 8 Block 28 to the Northeast corner of Lot 27, Block 27
Tuma Drive	from the Northwest corner of Lot 22 Block 79 to the Southwest corner of Lot 20, Block 79
Tununuk Place	from Mackenzie Road bisecting property known as Lots 7 to 16 Block 30
Veteran's Way	from Mackenzie Road to the junction of Franklin Road and Distributor Street

REQUEST FOR COUNCIL DECISION

Meeting Date: May 8 and 10, 2023

RFCD #: 2023-SAO-043

TOPIC

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

BACKGROUND

Revisions to the Business License By-law were 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 the 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 Third and Final Reading to the attached by-law
 - 2. Defeat the motion
 - 3. Refer the document back to Administration with directions on how to proceed

RECOMMENDATION – SAO

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

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

Signature – SAO



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 26th DAY OF April, 2023 A.D.

READ A SECOND TIME THIS 26th DAY OF April, 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: May 8 and 10, 2023

RFCD #: 2023-SAO-044

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 several 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 the 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:

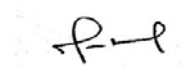
- 1. Give Third and Final Reading to the attached by-law
- 2. Defeat the motion
- 3. Refer the document back to Administration with directions on how to proceed

RECOMMENDATION

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

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

Signature – Grant Hood, SAO



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. ~~1988~~2003, ~~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;

- 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. G-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.
- 2.12 “**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~~;
- 2.12 “**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~~ to act on ~~his/her~~ behalf;
- 2.13 “**Infant**” means any person under the age of three (3) years;
- 2.14 “**Marker**” means a memorial of a temporary nature put in place to identify the name of the deceased;
- 2.15 “**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;
- 2.16 “**Monument Permit**” means a permit to put a monument on a specified burial plot;
- 2.17 “**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;
- 2.18 “**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;
- 2.19 “~~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,~~
 - ~~c) a Peace Officer who is entitled by law to enforce the by-laws of the Town of Inuvik or one of a class of persons prescribed as peace officers;~~
- 2.20 “**Local Resident**” means any person who currently resides in the Town of Inuvik at the time of death;
- 2.21 “**Canadian Resident**” means a resident of Canada with Canadian citizenship status;

- ~~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~~

~~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).

- 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 Plot.
- 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

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.

~~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

~~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 26th DAY OF April, 2023 A.D.

READ A SECOND TIME THIS 26th DAY OF April, 2023 A.D.

READ A THIRD TIME AND FINALLY PASSED THIS ____ DAY OF _____ 2023 A.D.

MAYOR

SENIOR ADMINISTRATIVE OFFICER

SCHEDULE "A"

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

I, _____, of _____
Name Address

Phone: _____
Home Work Fax

Do hereby apply to open grave # _____ in the Town of Inuvik's cemetery.

- 1. I will follow all instructions of the Town of Inuvik in opening and closing the grave.
- 2. I understand that the total costs for the grave opening and closing are the responsibility of the deceased's spouse and/or immediate family.
- 3. I will only use qualified operators for any heavy equipment used to open or close the grave site. I agree to provide the Town of Inuvik with proof of the qualifications of the heavy equipment operator(s) request to undertake the grave opening and closing on my behalf.
- 4. I will only take responsible steps to prevent damage to the cemetery and surrounding graves. I shall follow any requirements of the Town of Inuvik to ensure that the opening and closing of the grave causes the least possible disruption or damage to the cemetery or adjoining graves.
- 5. I agree to indemnify the Town of Inuvik for any expenses, claims, damages, or other costs (including legal costs on a solicitor and client basis) for any claim arising from any damage or alleged damage caused by me or any person acting on my behalf while opening or closing the grave.
- 7. I agree that the Town of Inuvik shall not be responsible for any damage or injury (including death) I or anyone on my behalf may suffer while opening or closing a grave.

DATED at the Town of Inuvik in the Northwest Territories this _____ day of _____, _____.

WITNESS _____ SENIOR ADMINISTRATIVE OFFICER

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, Name, of 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: May 8 and 10, 2023

RFCD #: 2023-SAO-045

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 Third and Final Reading to the attached by-law
2. Defeat the motion
3. Refer the document back to Administration with directions on how to proceed

RECOMMENDATION – SAO

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

“BE IT RESOLVED THAT Inuvik Town Council hereby gives THIRD 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



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 26th DAY OF April, 2023 A.D.

READ A SECOND THIS 26th DAY OF April, 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

REQUEST FOR COUNCIL DECISION

Meeting Date: May 8 and 10, 2023

RFCD #: 2023-SAO-046

TOPIC

Debenture Borrowing By-law 2714/BORR/23

BACKGROUND

The Town of Inuvik was presented with a proposal from a proponent to purchase 24 undeveloped lots bordered by Reliance and Firth Street. To proceed with the sale of these properties discussion was held with respect to the cost of servicing the lots. In consultation with our engineers and NTPC, an estimate of costs was developed. Following a review of the costs and the available money from the sale of the lots, Administration recommended that Council approve the development and take advantage of economies of scale to complete the services for all the 34 remaining unserviced lots. To complete this the Town will be required to borrow approximately \$5,500,000.

Council passed a motion to request an exemption by the Minister of Municipal and Community Affairs that would allow the Town to borrow the funds without voter approval. The Town has received this exemption and is now proposing the by-law authorizing Administration to proceed with borrowing arrangements.

FINANCIAL IMPLICATIONS

In consultation with our financial institution, the borrowing would be based in similar ways to the Water Treatment Plant borrowing. During construction, the Town would draw from available funds paying only interest monthly and once the project is complete the actual amount of the long-term debt would be set. The Town has very favorable conditions with the lender and does not anticipate any issue in getting approval from the lender or a good interest rate.

The exact implications are not determinable at this time as the final amount of the debt is not established, however, the by-law will only allow the limit to be \$5,500,000.

STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

This item is not part of the strategic priorities chart.

OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

Completing this project will allow for the availability of more residential lots for sale and the reduced pressure on the housing shortage with the sale of the initial 24. Secondly, it will then complete the utilidor system within the Town proper, and eliminate the water pressure issues that have affected the adjacent area where this project will be proceeding.

Under the Cities Town and Villages Act there are debt regulations that must be followed including debt limits. Administration has been in contact with MACA about these limits and even with the increase in debt we are well within the limits. Below is the table provided to us by MACA outlining the limits as of October 2022.

Borrowing limit		Remaining debt limit available	% debt limit utilized	Remaining Debt service limit	% debt service utilized
Short term	Long term				
2,267,347	27,963,943	16,484,734	45.47%	3,778,911	39.54%

As you can see from the table by increasing the debt limit by \$5.5 million the Town will still be almost \$11 million below the legislated maximum we can borrow.

Once the by-law is given first and second reading it is then forwarded to MACA to be signed by the Minister. Once it is signed and returned third reading may occur.

OPTIONS

- Council has three options:
- 1. Give First and Second Reading to the attached by-law
 - 2. Defeat the motion
 - 3. Refer the document back to Administration with directions on how to proceed

RECOMMENDATION – SAO

“BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2714/BORR/23, a by-law to provide for debenture borrowing for utilidor construction and related infrastructure.”

“BE IT RESOLVED THAT Inuvik Town Council hereby gives SECOND READING to By-law 2714/BORR/23, a by-law to provide for debenture borrowing for utilidor construction and related infrastructure.”

Signature – SAO





May 01, 2023

His Worship Mayor Clarence Wood
Town of Inuvik
2 FIRTH STREET
INUVIK NT X0E 0T0

Dear Mayor Wood:

Exemption from Public Vote Regarding Borrowing of Funds

I am writing in response to the Senior Administrative Officer's letter on behalf of the Town of Inuvik Council, dated March 20, 2023, formally requesting ministerial exemption from voter approval to borrow funds for the installation of a water distribution system in the Town of Inuvik.

Thank you for submitting this request for consideration under the *Cities, Towns, and Villages Act*. The Department of Municipal and Community Affairs (MACA) has reviewed the request and deems that it meets the criteria for voter exemption in accordance with the criteria established by the Regulations under section 112 (2) (a).

Once the Town completes its second reading of the exemption bylaw, please have it sent to MACA for official approval. In the meantime, MACA will process the paperwork to get the official ministerial order complete. Ms. Lorie Fyfe, Director of Community Governance, will reach out to the Town's Senior Administrative Officer to ensure MACA has everything required to support this work.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Shane Thompson'.

Shane Thompson
Minister
Municipal and Community Affairs

c. Distribution List

Distribution List:

Shaleen Woodward
Principal Secretary
Executive and Indigenous Affairs

Martin Goldney
Secretary to Cabinet/ Deputy Minister
Executive and Indigenous Affairs

Laura Gareau
Deputy Minister
Municipal and Community Affairs

Sonya Saunders
Assistant Deputy Minister
Municipal and Community Affairs

Dana Moran
Regional Superintendent – Inuvik
Municipal and Community Affairs

Lorie Fyfe
Director of Community Governance
Municipal and Community Affairs

Grant Hood
Senior Administrative Officer
Town of Inuvik

**TOWN OF INUVIK
BY-LAW #2714/BORR/23**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE NORTHWEST TERRITORIES TO BORROW MONEY ON THE SECURITY OF A NEW DEBENTURE TO BE ISSUED BY THE TOWN OF INUVIK FOR THE PURPOSES OF FINANCING THE COST OF THE INSTALLATION OF A WATER DISTRIBUTION SYSTEM

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

AND WHEREAS the Council of the Municipal Corporation of the Town of Inuvik deems it desirable and necessary to finance by long-term borrowing such project as described herein;

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. Subject to approval by the Minister of Municipal and Community Affairs, the Municipal Corporation of the Town of Inuvik is hereby authorized to issue debentures on the security of which may be borrowed up to **FIVE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$5,500,000.00)** to be used by the Town of Inuvik for the purposes of financing the cost of installing a water distribution system which is required in order to comply with the Government of the Northwest Territories Regulations and the Federal Government Guidelines.
2. The term of the debentures to be issued shall not exceed **TWENTY (20) YEARS**.
3. The debentures shall bear an interest rate at a fixed rate that the Town of Inuvik may negotiate, not to exceed **SEVEN PERCENT (7%)** per annum, to be established at the time of the draw-down of funds. Interest and principal shall be payable in Canadian dollars at Inuvik, Northwest Territories.
4. On any date on which payment of principal on the debt instrument becomes due, the debt may be redeemed by the Town of Inuvik by the repayment of outstanding principal and interest plus a penalty for lost interest income as may be determined by the holder.
5. The assessed value of all property in the Town of Inuvik on which property taxes are paid or in respect of which grants are made in lieu of such taxation, according to the latest revised assessment roll is **THREE HUNDRED SEVENTY NINE MILLION EIGHT HUNDRED FOURTY SEVEN THOUSAND NINE HUNDRED DOLLARS (\$379,847,900.00)**.
6. The debentures shall be dated June 1, 2023 or such other date thereafter as shall be deemed expedient and shall be signed by the Mayor and Senior Administrative Officer and sealed on behalf of the Municipal Corporation of the Town of Inuvik.

COMING INTO FORCE

7. This by-law shall come into effect upon receiving the Third and Final Reading and meets the requirements of Section 75 of the *Cities, Towns, and Villages Act*.

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

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

MAYOR

SENIOR ADMINISTRATIVE OFFICER

Approved by the Minister of Municipal and Community Affairs
THIS ____ DAY OF _____, 2023 A.D.

MINISTER OF MUNICIPAL AND COMMUNITY AFFAIRS

READ A THIRD TIME AND FINALLY PASSED THIS ____ DAY OF _____, 2023 A.D.

MAYOR

SENIOR ADMINISTRATIVE OFFICER

I hereby certify that this by-law has been made in accordance with the requirements of the Cities, Towns and Villages Act and the by-laws of the Town of Inuvik.

SENIOR ADMINISTRATIVE OFFICER

CAPITAL PROJECTS REPORT FOR COUNCIL
As Of April 30, 2023

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

Project	Budget (\$)	% of Work Complete	Expenditure to Date	Comments
Utilidor Replacement	3,325,000	3%	55,141	Tender approved by Council
WTP - Beam installation	135,000	3%	2,926	Tender approved by Council
Sewage Lagoon	1,500,000	1%	55,755	Tender being prepared
Haul All Garbage Bins	84,895	0%		Order quantities being developed
Expand Solid Waste Site and Install Fencing	800,000	0%		Revised project scope being prepared for tender
Garbage Bin Pad Improvement	25,000	0%	910	Awaiting summer construction season
Breynat Road Rehabilitation	1,806,173	5%	758	Awaiting construction season to start project
Fitness Equipment	15,000	0%		Items will be ordered as needed
Conference Equipment	20,000	0%		Items will be ordered as needed
Vehicle	70,000	2%		Model type being reviewed for order
Firehall bathroom renovation	30,000	100%	32,563	Project completed
Fire Training Site refurbishment	30,000	0%	3,590	Evaluation of needs ongoing
MSC Flooring replacement	70,000	0%		Final requirements and quotes be finalized
SCBA Replacement	65,700	0%		Annual payment year 2 of 5
MSC Concession equipment	100,000	5%		Due to staffing shortages project on hold for the next month
Additional dressing room	750,000	1%	17,250	Tender nearing completion for release
Flooring replacement for Firehall	10,000	0%		To be completed in conjunction with MSC flooring replacement
Signage for Chief Jim Koe Park	20,000	1%		Initial work for design ongoing
Discovery Inuvik signage	20,000	40%		Order placed and expected delivery later this year
Pool signage	15,000	0%		Final requirements be completed before ordering



TOWN OF INUVIK

COMMUNITY SERVICES DEPARTMENT REPORT TO COMMITTEE OF THE WHOLE APRIL 2023

COMMUNITY SERVICES – Lise Saumur – Director of Community Services

The Gwich'in Tribal Council has made the commitment to sponsor free swimming for the Community for the month of May. So far the public has been overwhelmingly thankful to learn that they will enjoy yet another month of free swimming. (See attached poster)

The facility was very well used through April. We had almost a full week where every rentable area in the building was in use at the same time by separate renting groups/organizations. Staff were great at keeping on top of each renter's requirements and performed quick turnaround for room setups in between rentals.

Desk staff are settling in to the increase in facility activity with the reopening of the pool. We no longer have a need to double up during the busier swims. Swimming lesson registration day was extremely busy but the registrants were more than patient with staff that day. Given that lessons are and will continue to be in high demand, we will look to have a registration night with additional staff on hand for future lesson sessions.

RENTAL ACTIVITIES REPORT

Community Hall

- Brownies/Girl Guides – 1 day
- Inuvialuit Land Administration – 3 days
- Merchandise Bingo – 3 days
- NWT Courts – 3 days
- Northern Arts and Cultural Centre – 1 day
- Tourism – Arctic Market – 1 day
- Weddings – 4 days
- Western Arctic Youth Collective – 1 day

Community Lounge

- Baby Shower – 1 day
- Journalists for Human Rights – 1 day
- NT Health & Social Services – training – 5 days
- Joint Secretariat – 1 day
- Boot Camp – 4 days
- Sport North meetings – 2 days
- Justice Committee - Yoga – 2 days

Arena Pad

Muskrat Jamboree – 6 days

Sundog Room

- Journalists for Human Rights – 14 days
- Birthday Party – 1 day

Pool Lobby

- Tourism – Arctic Market – 1 day
- Curling Club Bingo Card sales – 1 day

Play Zone

- Birthday Parties - 5

Swimming Pool

- Rentals – 8

Curling Lounge

NWT Courts – 2 days

Curling Pad

Aboriginal Sports Circle – 5 days

Squash Courts

Squash Clinics/Workshops – 3 days

Cancellations

- Community Hall – GNWT Infrastructure – 3 days
- Community Lounge – Boot Camp – 4 days
- Sundog Room – Pool Training Courses – 2 days
- Play Zone – Birthday Parties – 2

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

The Roy Ipana Memorial Arena closed for the season on April 1st. This was a great season at the arena, the schedule was balanced with user groups and access for public skating. Glow in the dark skates were very popular and will continue next year.

Fitness Centre

The leg extension machine main cable broke. A new replacement was ordered from the supplier, a delay from manufacture is causing the repair to take longer than expected. Once the new cable arrives it will be installed so the machine will be back in operation.

Regular cleaning is taking place. Signage for mud season will be going up to remind members of the importance of having clean indoor shoes to avoid tracking mud into the space.

Spring Break

Spring Break programming took place from April 11- 14th & 17-21st. Programming was offered from 1-5 pm daily with a variety of activities. Staff also took the participants to the Inuvik Centennial Library. Swimming was also part of the Spring break activities.

Squash

Squash court use has been limited.

AQUATIC REPORT – Shandy Onishenko – Aquatic Supervisor

- The IRC sponsored free swimming throughout the month of April
- Most public and family swims have been operating at booking capacity
- Aqua Fit has grown to 25 participants since the first class with demand for more
- Swim lessons were booked to over capacity – we were able to add more classes to clear everyone off the waitlist
- The first set of swim lessons have been running successfully since April 19th and will continue until the end of June
- We are working on temporary and permanent solutions to address the panel epoxy that is rubbing off onto swimmers and have issued a public statement
- The GTC has sponsored free swimming for the month of May. Pool capacity and bookings will remain in place while swimming is free to preserve lifeguard vigilance and stamina and to permit time to complete training courses for potential new staff.
- Lifeguard school begins Saturday May 6th with 10 candidates. We will commence hiring and training of assistant lifeguards following the completion of the Bronze Cross Medallion course in mid-May.

THE TOWN USES A RESERVATION SYSTEM
PLEASE CALL 867-777-8640 TO BOOK YOUR SWIM TIME
ALL BOOKED SWIMMERS WILL BE ENTERED INTO A
DRAW TO WIN 1 OF 10 GTC BEACH TOWELS EACH WEEK THIS MONTH!



FREE SWIMMING FOR CARIBOU (AND YOU)

FOR THE MONTH OF MAY 2023, THE GWICH'IN TRIBAL COUNCIL IS PROUD TO WORK WITH THE TOWN OF INUVIK TO OFFER SWIMMING FOR FREE AT THE MIDNIGHT SUN COMPLEX



GTC
GWICH'IN TRIBAL COUNCIL

PLEASE SEE TOI POOL SCHEDULE FOR HOURS

Town of Inuvik
Operating Budget Variance
For the 3 Months ending March 31, 2023

		2023	2023	2023			
		Budget	Budget to Date	Actual	Variance	%	Notes
REVENUE							
Administrative	\$	8,374,723	\$ 2,344,769	\$ 2,540,539	\$ 195,770	8%	
Protective Services		65,000	10,625	46,431	35,806	337%	1
Public Works		25,000	25,000	25,000	-	0%	
Environmental		687,500	102,917	171,485	68,568	67%	2
Tourism		308,500	41,500	79,903	38,403	93%	3
Recreation		388,600	80,225	114,238	34,013	42%	4
Library		84,800	575	613	38	7%	
Fiscal		4,165,172	210,000	20,405	(189,595)	-90%	5
Total Revenue	\$	14,099,295	\$ 2,815,610	\$ 2,998,612	\$ 183,002	6%	
EXPENSES							
Administrative	\$	3,498,563	\$ 781,528	\$ 511,484	\$ 270,045	-35%	6
Protective Services		917,554	234,800	206,657	28,143	-12%	7
Public Works		1,642,285	285,911	282,116	3,795	-1%	
Environmental		994,200	235,000	144,891	90,109	-38%	8
Tourism		898,114	173,244	179,346	(6,102)	4%	
Recreation		3,691,618	918,921	730,187	188,734	-21%	9
Library		469,327	115,513	107,849	7,664	-7%	
Fiscal		801,000	200,250	203,934	(3,684)	2%	
Total Expense	\$	12,912,661	\$ 2,945,167	\$ 2,366,465	\$ 578,702	-20%	
Surplus / (Deficit)	\$	1,186,634	\$ (129,557)	\$ 632,147	\$ 761,704		
Land Fund Revenue	\$	3,848	\$ 625	\$ 500	\$ (125)	-20%	
Land Fund Expenditure		100	25	-	25	-100%	
Surplus / (Deficit)	\$	3,748	\$ 600	\$ 500	\$ (100)		
Utility Fund Revenue	\$	3,513,565	\$ 356,024	\$ 347,779	\$ (8,245)	-2%	
Utility Fund Expenses		3,232,669	918,948	750,141	168,807	-18%	10
Surplus / (Deficit)	\$	280,896	\$ (562,924)	\$ (402,362)	\$ 160,562		
Total Surplus / (Deficit)		1,471,278	(691,881)	230,285	922,166		
Capital Project Funding							
Community Public Infrastructure	\$	4,555,956	\$ 56,000	\$ 27,623	\$ 28,377	-51%	11
Gas Tax		798,210	55,000	55,141	(141)	0%	
Transfer from Reserves		121,799	204,793	189	204,603	-100%	11
Contribution Agreements and other funding		1,954,630	112,500	50,568	61,932	-55%	12
Total Capital Project Funding	\$	7,430,595	\$ 428,293	\$ 133,521	\$ 294,771	-69%	
Capital Projects							
Water Utility	\$	4,960,000	\$ 55,000	\$ 114,328	\$ (59,328)	108%	12
Other Capital Projects	\$	3,941,873	\$ 206,000	\$ 52,925	\$ 153,075	-74%	11
Total Capital Projects	\$	8,901,873	\$ 261,000	\$ 167,253	\$ 93,747	-36%	
Net Capital Projects	\$	(1,471,278)	\$ 167,293	\$ (33,732)	\$ 201,024	-120%	
Surplus (Deficit) after Transfers		-	(524,588)	196,553	(721,141)	-137%	
Amortization		3,500,000					

Notes

- 1 Receipt of Highway Rescue funding
- 2 Receipt of royalty revenue
- 3 Increased sunrise festival donations and special project funding timing
- 4 Increased ice rentals and facility rentals
- 5 CCBF (Gas Tax) tax transfer for loan payments timing
- 6 Insurance payment timing
- 7 Med salary vacancy and Fire supplies
- 8 Solid waste collection and facility maintenance payment timing
- 9 Salary vacancies, utility cost timing,
- 10 Repairs and maintenance timing and utilities
- 11 Timing of entry in relation to capital expenditures
- 12 Timing of entry in relation to capital funding for capital projects

NWT Scientific Research Licence # 17242 Issued

Please be advised that the NWT Scientific Research Licence has been issued to Dr. Kelly Skinner for the project entitled: Perspectives on Country Foods in Community Programming in the Inuvialuit Settlement Region. The Notification of Research summarizing the researcher's activities and locations is attached.

Thank you,
Manager, Scientific Services Office
Department of Education, Culture and Employment
Government of Northwest Territories
Tel: (867) 777-3298
researchlicensing@gov.nt.ca
<https://researchlicensing.ece.gov.nt.ca>

April 27, 2023

Notification of Research

I would like to inform you that Northwest Territories Scientific Research Licence No. 17242 has been issued to:

Dr. Kelly Skinner
University of Waterloo
School of Public Health Sciences
200 University Avenue West
Waterloo, ON
N2L 3G1, Canada
Phone: (519) 888-4567 x48164
Email: kskinner@uwaterloo.ca

to conduct the following study:

Perspectives on Country Foods in Community Programming in the Inuvialuit Settlement Region (5519)

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

Summary of Research

This licence has been issued for the scientific research application No.5519.

The aim of this study is to inform pathways for incorporating more country food activities into existing food programming in the Inuvialuit Settlement Region (ISR) (including school food programs and daycares) that are guided by the wants and needs of children and youth. The overall objectives of this study are to determine the types of country foods and country food activities students in the ISR want more opportunities to engage with and determine how and from whom children and youth in these communities want to learn about country foods.

Each school in the ISR will be invited to participate in this survey through phone calls and emails with the school administration. Only schools that have expressed interest in participating will be involved in this study. A week ahead of the survey date(s), a "postcard" style letter will go home with each student informing them and their parents about the purpose of the survey and the date(s) that it will be conducted in class, as well as provide information about the public meeting where families can learn more about the survey project. This postcard letter will be accompanied by a detailed information letter about the project and consent form for parents of children age 10 & under to fill out. This information will also be posted on community Facebook pages, and posters will be put up around the school and community to allow for parents/guardians to have numerous opportunities to learn about the survey.

Receiving consent for participation from the students will be age-based. Following the

recommendations of the Superintendent of the Beaufort Delta Divisional Education Council, children aged 10 & under will be required to have parental/guardian consent to complete the survey, whereas students 11 and older will be able to provide their written consent immediately prior to the survey process. Since school administrators have explained that form-return rate is very low in schools in the ISR, the community researcher will follow up with parents to encourage consent form return, as needed. All parents/guardians of children 10 & under will have various opportunities to provide informed consent verbally for their child(ren): 1) The letter of consent for parents/guardians to sign will be sent home along with a "postcard" style letter giving a quick overview of the country foods survey and a more detailed information letter. Parents/guardians will be asked to return this consent letter by a set date ahead of the date(s) the survey will be administered; 2) Parents/guardians will receive a phone call to ensure they received the information and consent letter, and to seek verbal consent from parents/guardians for their child's participation over the phone. This verbal consent will be documented in a designated log book; 3) Following each community's directive, parents will be invited to attend a public meeting using social media, posters around the school, and the postcard sent home with their child(ren). Following the meeting, they will be invited to review the information letter and provide written or verbal consent. This meeting will likely look different across the ISR and we will adjust this plan to fit the needs and capacity of each community.

Youth aged 11 and up will be asked to provide consent to fill out the survey on the day that the survey is being administered through a consent form handed out & verbal explanation from a University researcher or local community coordinator, who will thoroughly explain: what the purpose of the survey is; the types of questions that will be asked; what will happen with the information collected; how privacy will be kept and information will be anonymous; and that students do not have to answer any question they are not comfortable answering and can change their mind about filling out the survey at any time. Students will each be given a physical copy of the information letter and consent letter, for them to read and sign if they are comfortable participating in the research. Students who do not receive or provide consent, will be discreetly given another activity, as recommended by the local school administration, to complete while other students fill out the survey, so as not to feel excluded from the group.

Before completing the survey, the participant will provide brief demographic data regarding year of birth, gender and school grade. The demographic data will be collected on a form alongside the survey, but will be stored separately from the survey once it is completed. This data will be coded using unique participant ID numbers, and will be non-identifiable.

The survey will be administered to all students in grades K-12 that are present in class on the set date(s). On the set dates, a University research assistant or local community coordinator will come to the school to support teachers in delivering the physical survey and to ensure consistency with how questions are understood. Resultantly, the survey is anticipated to be completed by 500-750 students, pending attendance and consent.

The survey will help identify what country foods children and youth in the ISR want more opportunities to eat, harvest, learn about, or engage with. The survey asks about what country foods the students like and want to eat, what country food activities they like and want to help with, what animals they want to learn how to harvest and prepare, and who they want to learn from.

Final results from the surveys will be shared with the schools in each community, the communities at large, as well as the Inuvialuit Regional Corporation (IRC) and the Beaufort Delta Divisional Education Council, so that future food programs can be tailored to the reported interests of young

people in the communities.

After the survey is shared in the schools an addition to a final research report, results from this survey will be disseminated at each school in the form of a letter being sent home to parents and/or a post made on the school's Facebook page, with a summary of the findings and results. Other dissemination methods will be determined based on ongoing communications with the schools, the Inuvialuit Regional Corporation (IRC) and the Beaufort Delta Divisional Education Council. This may include presentations, posters, or any other method of information sharing deemed appropriate, in collaboration with the community.

The fieldwork for this study will be conducted from April 26, 2023 to December 31, 2023

Sincerely,

Nicole Hammer
Manager, Scientific Services Office

Distribution

Inuvialuit Regional Corporation
Hamlet of Aklavik
Hamlet of Ulukhaktok
Town of Inuvik
Hamlet of Paulatuk
Hamlet of Sachs Harbour
Hamlet of Tuktoyaktuk
Ehdiitat Gwich'in Council
Inuvialuit Joint Secretariat
Gwich'in Tribal Council

Aklavik Community Corporation
Ulukhaktok Community Corporation
Inuvik Community Corporation
Paulatuk Community Corporation
Sachs Harbour Community Corporation
Tuktoyaktuk Community Corporation
GTC Department of Cultural Heritage
Nihtat Gwich'in Council
Gwich'in Renewable Resources Board



Jan 20, 2023
Application No. 5523

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. 5523 was submitted by:

Justin Barnes
399 Queen St. South

Phone: 2893889411
Email: jbarnes@balsillieschool.ca

to conduct the following study:
Local-to-Global dynamics influencing Circumpolar Governance in the Arctic

For the following years:
2023 to 2025

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 #5523****Local-to-Global dynamics influencing Circumpolar Governance in the Arctic**

Year: 2023 Length Of Project: Year 1 of 2

Inuvialuit Settlement Region, Gwich'in Settlement Area, North Slave Region

Social Sciences

Principal Investigator:

Justin Barnes
Wilfrid Laurier University
399 Queen St. South
Kitchener, ON
N2G 0C4, Canada
Phone: 2893889411
Email: jbarnes@balsillieschool.ca

Primary Contact Information:
Same as Principal Investigator

Research Supervisor Information:
Dr. Alex Latta
75 University Ave W
Waterloo, ON
N2L 3C5, Canada
Phone: +1 519-884-1970
Email: alatta@wlu.ca

Emergency Contact Information:
Same as Principal Investigator

Team Members:

Research Locations

Description for where research will be carried out:

Communities:

Aklavik, Ulukhaktok, Inuvik, Sachs Harbour, Tuktoyaktuk, Fort McPherson, Tsiigehtshic, Yellowknife, Paulatuk

Project Description

Dates of Research Activity:

Start Date: Jun 01, 2023 – End Date: Dec 31, 2023

Objective:

The objective of this research project is to understand the influence Indigenous Peoples have had as Permanent Participants at the Arctic Council. The Arctic Council is an international forum consisting of the eight Arctic countries and six Permanent Participant organizations representing Arctic Indigenous Peoples. Building effective connections between local, national and regional priorities and governance practices is challenging. This research will therefore seek to identify successful aspects and possible gaps in how community-level and Indigenous needs, priorities, and interests are represented at the international level through the Arctic Council. This research will explore ideas that could support further contributions of Indigenous Knowledges and governance practices in decision-making about complicated issues like climate change in the Arctic (as well as other places in the world). This research will contribute to my PhD dissertation, but it will also support northern decision-makers working to share Arctic community perspectives at the Arctic Council and other international forums.

Rationale:

I have been interested in international politics in the Arctic for many years, especially about the impacts of climate change on Arctic communities and growing international economic interest in the region. Research about international politics in the Arctic has mainly looked at the roles and actions of Arctic countries and has paid less attention to the important roles and valuable contributions of Arctic Indigenous Peoples. Therefore, the purpose of my research about the Arctic Council (an international forum primarily made up of the eight Arctic countries and six Permanent Participant organizations representing Arctic Indigenous Peoples) is to understand the level of influence that Indigenous Peoples have had on international politics in the Arctic. I am interested in understanding how Indigenous Knowledge, perspectives, consultation and participation in many of the Council's processes have helped develop relevant and meaningful responses to issues like climate change. In February 2023 I conducted a research engagement trip to Yellowknife and Inuvik to meet with potential stakeholders to discuss this research project for two weeks. These discussions have helped shape this project and my approach to it.

Methodology:

This research will use a Social Network Analysis to help explore the "pathways of influence" Indigenous organizations have harnessed in Arctic governance and decision-making. Social Network Analysis can help us better understand the connections and relationships among individuals and organizations, and can therefore help us understand when, why, and how social networks function best. The Arctic Council is an important social network where individuals, groups, organizations, and countries are connected through a shared set of priorities and concerns about the Arctic. This approach will be used in a case study of the Arctic Council's Sustainable Development Working Group (SDWG) and an analysis of three of its projects. Within this case study, interviews will take place at the international and local levels:

- (1) interviews with Knowledge Holders, Arctic Council Permanent Participant representatives, state officials, researchers, and other experts who have been involved in the work of the Arctic Council's working groups.
- (2) interviews with local community leaders, Elders, land users, rights holders, and other local knowledge holders in the North American Arctic about their views of the Arctic Council and its working groups. These interviews will discuss how connected individuals and communities feel to the work of the Arctic Council and circumpolar governance generally, and to connect discussions of climate change at the circumpolar level to lived experiences in the Arctic.

Communication Plan:

A short two-page outline of the project will be sent to each community and stakeholder organization about the purpose of the project and my visit to their community prior to any interview taking place. This will include an invitation for anyone interested to have the opportunity to share their perspectives and ideas. A report on the key findings will be submitted to stakeholder Indigenous organizations in NWT, including Gwich'in Council

International and Inuit Circumpolar Council, as well as all community organizations of the communities I visit.

Travel Arrangements:

I will travel primarily to Yellowknife and Inuvik by airplane, and other communities depending on location of individuals who contribute to Arctic Council initiatives or are interested in discussing this work. Travel will take place in September and October.

Ethics

Will you be interviewing or surveying NWT residents?

Yes

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

Wilfrid Laurier University Research Ethics Board

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

Aug 09, 2022

How will you maintain participant confidentiality in your research?

This research will be conducted with many participants who engage within an international public forum or are leaders within their communities, and whose identities are often accessible due to their leadership positions within their organizations or communities. As such, it is not expected that many participants will wish to have their identities protected. However, if a participant feels that they would like their contribution to remain anonymous, they can request on the participant consent form that their name not be used in conjunction with quotes; through the vetting of transcripts, they can also select specific information to remain off-the-record or non-attributable. Participants who would like their contributions to be anonymous will be referred to by a standard title such as "Participant A", and so on.

Information will be gathered on a standalone digital voice recorder. It will immediately (end of each day) be transferred to a password-protected laptop and an encrypted hard drive, with the recorder wiped clean of recordings. Notes taken by the researcher will be kept with personal belongings during research travel, and will then be stored in a locked desk drawer in the researcher's home for the duration of the research project.

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

In the short term, data will be kept in a password-protected laptop and an encrypted hard drive with personal belongings during research travel, and will then be stored in a locked desk drawer in the researcher's home for the duration of the research project. Data will be retained on an encrypted hard drive for seven years following the completion of the research project by the primary researcher.

Supporting Information

Potential Adverse Impacts:

While there is little to no perceived risk to the participants based on the questions being asked, their personal opinions and perspectives may be disclosed in the final research report. This could bring with it some form of professional and/or social risk.

Adverse Impact Mitigation:

Participants will be informed that their participation as a key informant may be known, but that each informant will have the right to approve what is attributed to them by reviewing their interview transcript post-interview, and will have the opportunity to clarify statements and inform me about the components of their interview that

the informant wishes to remain non-attributable.

It has been outlined in the consent form how the participants are able to withdraw from the project at any point and have the data associated with them destroyed.

Tags:

climate change; governance; Indigenous governance; Arctic Council; SDWG;

Distribution

Inuvialuit Regional Corporation
 Aklavik Community Corporation
 Hamlet of Aklavik
 Ulukhaktok Community Corporation
 Hamlet of Ulukhaktok
 Inuvik Community Corporation
 Town of Inuvik
 Paulatuk Community Corporation
 Hamlet of Paulatuk
 Sachs Harbour Community Corporation
 Hamlet of Sachs Harbour
 Tuktoyaktuk Community Corporation
 Hamlet of Tuktoyaktuk
 GTC Department of Cultural Heritage
 Ehdiitat Gwich'in Council
 Tetlit Gwich'in Council
 Nihtat Gwich'in Council
 Tsiigehtchic Charter Community Council
 Tsiigehtchic Charter Community Gwichya Gwich'in Band
 Hamlet of Fort McPherson
 North Slave Métis Alliance
 Akaitcho Territory Government
 Yellowknives Dene First Nation
 City of Yellowknife
 Gwich'in Land Use Planning Board
 Northwest Territory Métis Nation
 Wek'èezhii Renewable Resources Board
 Aurora College - Yellowknife/North Slave Campus
 Inuvialuit Joint Secretariat



Jan 20, 2023
Application No. 5523

Scientific Research Licence Comment Form

Town of Inuvik

Project Details

Local-to-Global dynamics influencing Circumpolar Governance in the Arctic
Submitted by: Justin Barnes
Length of Project: 2 year(s)

Comments on Project

Please outline any concerns, requests or suggestions regarding Application No. 5523 :

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 26/23