

**AGENDA**  
**TOWN OF INUVIK ~ COMMITTEE OF THE WHOLE AND REGULAR COUNCIL MEETING**  
**TO BE HELD ON MAY 24, 2023**  
**AT 7:00 P.M. in COUNCIL CHAMBERS**

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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 May 8 and 10, 2023 Council Meetings

Minutes attached. Requires motion to approve.

Item # 7                    **ACTION ITEMS**

7.1                        Action Items List

Document attached.

Item # 8                    **NEW BUSINESS**

8.1                        RFCD 2023-SAO-049 ~ Inuvialuit Day Request

Document attached. Requires motion to approve.

8.2                        RFCD 2023-SAO-051 ~ Annual Spring Clean up

Document attached. Requires motion to approve.

8.3                        RFCD 2023-SAO-052 ~ Strategic Priorities Chart approval

Document attached. Requires motion to approve.

8.4 RFCD 2023-SAO-053 ~ Cancel Council Meetings

Document attached. Requires motion to approve.

Item # 9 **BY-LAWS**

9.1 RFCD 2023-SAO-050 ~ Appoint Senior Administrative Officer By-law 2715/APP/23

By-law attached. Requires FIRST AND SECOND READINGS.

Item # 10 **DEPARTMENT HEAD REPORTS**

Item # 11 **INFORMATION ITEMS**

Item # 12 **COUNCIL CONCERNS**

Item #13 **IN CAMERA ITEMS**

Item # 14 **ADJOURNMENT**

**MINUTES**  
**TOWN OF INUVIK ~ COMMITTEE OF THE WHOLE AND REGULAR COUNCIL MEETING**  
**HELD ON MAY 8 AND 10, 2023**  
**AT 7:00 P.M. in COUNCIL CHAMBERS**

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

**Absent:** Kurt Wainman (on Wednesday, with notice)

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

Item # 1                    **CALL TO ORDER**

Mayor Wood called both meetings to order at 7:00 PM

Item # 2                    **ADOPTION OF THE AGENDA**

Moved by Councillor Harder, seconded by Deputy Mayor Kulikowski:

**MOTION: 092/05/23 “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**

None

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

RCMP Report

**MINUTES**

*Inuvik Town Council Meetings  
May 8 and 10, 2023*

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Item # 5                    **PUBLIC QUESTION PERIOD**

There were no questions from the public

Item # 6                    **ADOPTION OF THE MINUTES**

6.1                         Minutes of the April 26, 2023 Council Meeting

Moved by Councillor Devlin, seconded by Councillor Harder:

**MOTION 093/05/23    BE IT RESOLVED THAT Inuvik Town Council hereby adopts the minutes of the April 26, 2023 Council meeting as presented."**

Motion **CARRIED**

Item # 7                    **ACTION ITEMS**

7.1                         Action Items List

Council noted the document

Item # 8                    **NEW BUSINESS**

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

Moved by Deputy Mayor Kulikowski, seconded by Councillor Alexis:

**MOTION: 094/05/23    "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 Vehicle**

**HR.014 - Impairment"**

Motion **CARRIED.**

## MINUTES

Inuvik Town Council Meetings  
May 8 and 10, 2023

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## Item # 9

**BY-LAWS**

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

Moved by Councillor Devlin, seconded by Councillor Alexis:

**MOTION: 095/05/23** “BE IT RESOLVED THAT Inuvik Town Council hereby gives **THIRD AND FINAL** to By-law **2710/GEN/23, the Road Naming by-law.**”

Motion **CARRIED.**

9.2 RFCD 2023-SAO-043 ~ Business License By-law 2711/L+P/23

Moved by Councillor Harder, seconded by Councillor Devlin:

**MOTION: 096/05/23** “BE IT RESOLVED THAT Inuvik Town Council hereby gives **THIRD AND FINAL READING** to By-law **2711/L+P/23, the Business License by-law.**”

Motion **CARRIED.**

9.3 RFCD 2023-SAO-044 ~ Cemetery By-law 2712/H&S/23

Moved by Councillor Devlin, seconded by Councillor Day:

**MOTION: 097/05/23** “BE IT RESOLVED THAT Inuvik Town Council hereby gives **THIRD AND FINAL READING** to By-law **2712/H&S/23, the Cemetery by-law.**”

Motion **CARRIED.**

9.4 RFCD 2023-SAO-045 ~ Repeal Inactive By-laws By-law 2713/LND/23

Moved by Deputy Mayor Kulikowski, seconded by Councillor Devlin:

**MOTION: 098/05/23** “BE IT RESOLVED THAT Inuvik Town Council hereby gives **THIRD AND FINAL 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.**

9.5 RFCD 2023-SAO-046 ~ 2714/BORR/23 Debenture Borrowing for Utilidor By-law

Moved by Deputy Mayor Kulikowski, seconded by Councillor Day:

## MINUTES

Inuvik Town Council Meetings  
May 8 and 10, 2023

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**MOTION: 099/05/23** “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.”

Motion **CARRIED**.

Moved by Deputy Mayor Kulikowski, seconded by Councillor Devlin:

**MOTION: 100/05/23** “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.”

Motion **CARRIED**.

## Item # 10

**DEPARTMENT HEAD REPORTS**10.1 Capital Projects Report

There were no questions, comments, or concerns.

10.2 Community Services Report

Councillor Devlin inquired about the pool closure. Details in the corresponding YouTube video.

10.3 Financial Report

There were no questions, comments, or concerns.

Moved by Deputy Mayor Kulikowski, seconded by Councillor Alexis:

**MOTION: 101/05/23** “BE IT RESOLVED THAT Inuvik Town Council hereby adopts the following staff reports as presented: **Item 10.1 – Capital Projects Report, Item 10.2-Community Services Report, and Item 10.3-Financial Report.**”

Motion **CARRIED**.

## Item # 11

**INFORMATION ITEMS**11.1 Aurora Research Institute ~ Various Research Projects

Council noted the document(s).

## MINUTES

Inuvik Town Council Meetings  
May 8 and 10, 2023

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Item # 12                    **COUNCIL CONCERNS**

None

Item #13                    **IN CAMERA ITEMS**13.1                    Confidential and Personnel Information - CTV Act, s.23 (3)(c)

Committee of the Whole:

Moved by Councillor Devlin, seconded by Deputy Mayor Kulikowski:

**MOTION: 102/05/23    “BE IT RESOLVED THAT Inuvik Town Council hereby moves in camera at 7:16 p.m.”**

Motion **CARRIED**.

Moved by Councillor Harder, seconded by Councillor Wainman:

**MOTION: 103/05/23    “BE IT RESOLVED THAT Inuvik Town Council hereby moves out of camera at 7:34 p.m.”**

Motion **CARRIED**.

Item # 14                    **ADJOURNMENT**

The Committee of the Whole meeting adjourned at 7:35 pm.

Moved by Councillor Gowans:

**MOTION: 104/05/23    “BE IT RESOLVED THAT the Regular Council meeting adjourns at 7:20 pm.”**

Motion **CARRIED**.

# ACTION ITEMS

May 24, 2023 COUNCIL MEETING

No.	ITEM	REQUIRED ACTION	ACTION TAKEN / ANTICIPATED COMPLETION DATE
1.	Food Cycle Science Corporation	Discuss potential Town participation in 12-week Impact Canada Pilot Program	SAO Hood had discussion with group at FCM. It was decided to put project on hold until fall due to staffing issues. This will a 2023 investigation as to viability of project
2.	Ski Club Lease	Town has signed lease for property from GNWT. Property survey is required to move forward with land acquisition. See item 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

Meeting Date: May 24, 2023

RFCD #: 2023-SAO-049

**TOPIC**

**MACKENZIE ROAD CLOSURE – INUVIALUIT DAY 39<sup>TH</sup> ANNIVERSARY  
JUNE 5, 2023**

**BACKGROUND**

In the past, Mackenzie Road has been closed for a portion of the day on June 5 for Inuvialuit Day celebrations. This has worked very well and made for a much safer and more inclusive event. We had no complaints from businesses.

IRC has changed the location of their celebrations this year, they are requesting the closure of Mackenzie Road in front of the Mackenzie Hotel to the intersection of Veterans Way on June 5, 2023 from 9:00 a.m. until 3:00 p.m. They are also requesting the use of the Jim Koe Park Pavilion and facilities, set walls, and portable heaters.

Full notification will be made to all emergency response agencies. Notification of the closure will also be given to the public through posters, announcements on CBC and the rolling channel.

The Municipal Enforcement Department will also ensure they have a presence at the event.

**FINANCIAL IMPLICATIONS**

Sound System (includes power)	\$ 250.00	\$ 12.50	\$ 262.50	per day
MSC Staff - as required	\$ 50.00	\$ 2.50	\$ 52.50	per staff/per hour

**STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS**

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

**OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS**

As part of granting the request, Town staff will be required to assist with moving and/or setting up equipment for the event.

**OPTIONS**

Council has three options:

1. Approve the request as presented via motion
2. Defeat the motion

- 3. Refer the document back to Administration with suggested changes or areas that require further investigation

**RECOMMENDATION**

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

**“BE IT RESOLVED THAT Inuvik Town Council hereby authorizes the closure of Mackenzie Road in front of the Mackenzie Hotel to the intersection of Veterans Way on June 5, 2023 from 9:00 a.m. until 3:00 p.m. in celebration of Inuvialuit Day and grants permission for Town staff to assist with setting up barricades and equipment for the event and the use of the Jim Koe Park Pavilion free of charge.”**

*Signature – Grant Hood, SAO*





Bag Service #21, Inuvik NT X0E 0T0  
Tel: (867) 777-7000 Fax: (877) 289-2389  
Email: info@inuvialuit.com Web: www.inuvialuit.com

May 17, 2023

Mayor Clarence Wood  
and Town Council  
Town of Inuvik  
Inuvik, NT X0E 0T0

Dear Mayor and Town Council:

On behalf of IRC, I am writing to ask the Mayor and Town Council for permission regarding the following in preparation of Inuvialuit Day, which will be celebrated on Monday, June 5<sup>th</sup>, 2022.

- Permission to close Mackenzie Road from 9am to 3pm, outside of Mackenzie Hotel, Mackenzie Road, to celebrate outside of the hotel.
- Permission to use Jim Koe Park tent and facilities, set walls to block wind and use of portable heaters.

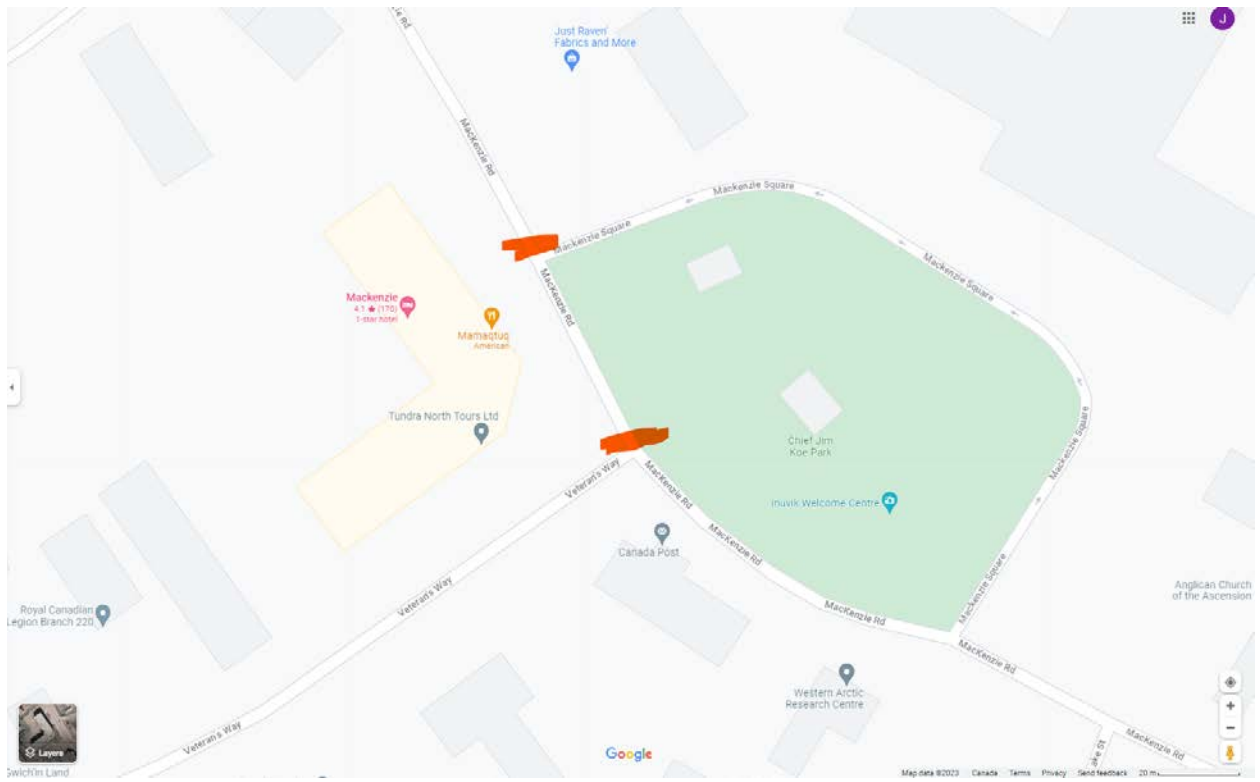
This will be the 39<sup>th</sup> Anniversary! The Inuvialuit Day BBQ Luncheon is organized and prepared by the staff of IRC, IDC and Inuvik CC. It is offered free of charge to the residents of Inuvik. In previous years, we have had long line-ups for the spread of food, from hamburgers to traditional offerings of muktuk, Northern Games style fish, rabbits, muskrats, etc. There are also performances by the Inuvik Drummers and Dancers. With more than 300 people in attendance, it is truly a community celebration of Inuvialuit Day!

At this time, IRC would like to extend an invitation to the Mayor and Town Council and staff to mark the date on their calendar and come join in the celebrations!

I look forward to hearing from you and working with the Town of Inuvik.

Yours sincerely,

Tara Cardinal  
Public Relations Coordinator





TOWN OF INUVIK

DONATION AND SPONSORSHIP POLICY MG.001

**APPLICATION FOR DONATION**

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

Date: May 19 2023

1. Name of Applicant

a) **ORGANIZATION INFORMATION**

Name: Inuvialuit Regional Corp

Address: 107 Mackenzie Rd

Phone Number: 867 777 7090 Fax Number: \_\_\_\_\_

E-mail: tcardinal@inuvialuit.com

**Organization's Executive Information:**

President/Chairperson Name: Duane Smith

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

b) **INDIVIDUAL INFORMATION**

Name: Tara Cardinal

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

2. If the applicant is:

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

Yes

No

If not in good standing, please explain:

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

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

Not-for-profit

Other

If other, explain:

3. **Donation Information**

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

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

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

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

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

Yes

No

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

\_\_\_\_\_  
Name Amount

\_\_\_\_\_  
Name Amount

\_\_\_\_\_  
Name Amount

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

\_\_\_\_\_ none \_\_\_\_\_

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

Yes  
 No

If yes, when? \_\_\_\_\_

Amount of donation/donation in-kind assistance received: \_\_\_\_\_

For what purpose?

Inuvuit Day

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

no

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

\_\_\_\_\_  
Name of Group/Organization

\_\_\_\_\_  
Amount of Donation

\_\_\_\_\_  
Name of Group/Organization

\_\_\_\_\_  
Amount of Donation

\_\_\_\_\_  
Name of Group/Organization

\_\_\_\_\_  
Amount of Donation

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

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

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

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



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

I Tara Cardinal on behalf of IRC

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

16. Contact Person:

Name: Tara Cardinal  
Address: 107 Mackenzie Rd  
Phone Number: 678 5503 Fax Number: \_\_\_\_\_  
E-mail: tcardinal@inuvik.ca

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# REQUEST FOR COUNCIL DECISION

Meeting Dates: May 24, 2023

RFCD #: 2023-SAO-051

## TOPIC

### ANNUAL SPRING CLEANUP ACTIVITIES

## BACKGROUND

This year's clean-up initiatives include:

- Scheduling two weeks for large item residential pick-up including items that residents no longer want that will be picked up and delivered to the free store at the solid waste disposal facility
- Development of a general series of ads and interviews about clean-up
- Sponsoring the annual beautification contest to encourage residents to clean up their properties
- Sponsoring the graffiti hotline
- Sponsoring the community zone clean-up
- Sponsoring the water rebate program

This year as part of the large item residential pickup, we will also be looking at items for the "free store".

The Community Beautification Policy was developed to assist with setting guidelines. A copy is attached for reference.

## FINANCIAL IMPLICATIONS

As a result of the free tipping for some commercial loads, the Town will not receive the normal 50% of the fees that would be collected. This also applies to the contractor who operates the solid waste site under contract with the Town. It should be noted, however, that any tipping fees collected throughout the year are only an estimate and that there is no guarantee that any eligible fees would be collected in any year.

## STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

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

## OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

There are no other considerations or operational impacts.

## OPTIONS

Council has four options:

1. Approve the recommended items and dates
2. Defeat the motion to approve and not have any of the programs go ahead in 2023
3. Revise the recommended motion for approval

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

## RECOMMENDATION

Should Council wish to approve spring cleanup activities for 2023, the motion should be:

**“BE IT RESOLVED THAT Inuvik Town Council hereby approves of the following spring clean-up activities for 2023:**

- Free tipping for residential users from May 29 to June 9;
- Free tipping for commercial and industrial users from May 29 to June 9 with the exception of construction and demolition debris, and hazardous materials;
- Two weeks (May 29 to June 9) will be scheduled for large item residential pick-up;
- Sponsorship of the Community Beautification Contest with categories for residential, commercial, and industrial properties;
- Support for the annual Community Zone Clean-up;
- Support for the continuation of the Water Rebate Program;
- Support for the continuation of the Graffiti Hotline Program; and,
- Support for the development of a general series of ads and interviews about clean-up.”

*Signature – Grant Hood, SAO*



# REQUEST FOR COUNCIL DECISION

Meeting Date: May 24, 2023

RFCD #: 2023-SAO-043

## TOPIC

**Town of Inuvik Strategic Priorities Chart**

## BACKGROUND

On May 13<sup>th</sup> Council revised their Strategic Priorities section as an item had been accomplished. As a result of this change the SAO and Directors revised their operational initiatives to align with Council revisions. Those revisions and updates are presented for approval by Council

## FINANCIAL IMPLICATIONS

There are no financial implications

## STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

This item is the Strategic Priorities Chart.

## OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

Due to supply chain disruptions, fluctuations in costs, and staffing shortages, timelines have had to be adjusted.

## OPTIONS

Council has 2 options:

1. Make a motion to approve the proposed Strategic Priorities Chart as presented
2. Refer it back to Administration for review and further adjustments to the Operational Initiatives section.

## RECOMMENDATION

Recommended Motion for Option #1:

**“BE IT RESOLVED THAT Inuvik Town Council hereby approves the Strategic Priorities Chart as presented.”**

Recommended Motion for Option #2:

**“BE IT RESOLVED THAT Inuvik Town Council hereby requests Administration to review and adjust the Operational Initiatives section of the Strategic Priorities Chart based on revisions made by Council to the presented Chart.”**

Signature – SAO



# STRATEGIC PRIORITIES CHART

May 2023

## COUNCIL PRIORITIES (Council & SAO)

NOW	TIMELINE
1. <b>TRIPARTITE LEADERSHIP TABLE: Meeting</b>	October
2. <b>ABANDONED/UNSIGHTLY PROPERTY – By-law review and enforcement</b>	September
3. <b>COLD TESTING OPPORTUNITIES: Working Group</b>	September
4. <b>BOAT LAUNCH ENHANCEMENT PLAN INITIALIZATION</b>	October
5. <b>VOLUNTEER STRATEGY</b>	July

NEXT	ADVOCACY/PARTNERSHIP
<ul style="list-style-type: none"> <li>• TRAIL PLAN: Draft</li> <li>• ROAD MAINTENANCE: Priorities</li> <li>• RECREATION FACILITY: Future Needs</li> <li>• Waste management strategy</li> <li>• Enhanced Cultural training</li> <li>• Flag Policy</li> <li>• Community beautification</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Department Service Decentralization (GNWT)</i></li> <li>• <i>College Programs: Local Needs Alignment</i></li> <li>• <i>NTPC: Net Metering Cap Removal</i></li> <li>• <i>MLA &amp; MP Meetings</i></li> <li>• <i>Homelessness strategy support</i></li> <li>• <i>Empty property options</i></li> <li>• <i>Inuvik Works: Support</i></li> <li>• <i>MMIWG support</i></li> </ul>

## ORGANIZATIONAL INITIATIVE (Directors/Managers)

1. Facility Inspection Checklist (MSC Pilot) - July
2. Health & Safety Program: Review - October
3. Cross Training Program: Needs & Design - September
4. External Funding Chart: Create - September

## OPERATIONAL INITIATIVES

SENIOR ADMINISTRATIVE OFFICER	FINANCE & ADMINISTRATION
1. <b>TRIPARTITE LEADERS: Meeting</b> – September	1. New payroll and HR system review of options – June
2. Human Resources Policy: Roll-out – June	2. Cloud-based record storage (financial) – July
3. <b>Water Treatment Plant Land</b> <ul style="list-style-type: none"> <li>• Council Proceedings Bylaw: Revisions</li> <li>• Council Indemnity Review</li> <li>• Lottery Regulations: Update</li> </ul>	3. Cross-Training Program <ul style="list-style-type: none"> <li>• E-Service Portal: Launch</li> </ul>

ECONOMIC DEVELOPMENT & TOURISM	PROTECTIVE SERVICES
1. <b>COLD TESTING: Working Group</b> – Sept	1. Municipal Enforcement Public Education Evaluation - September
2. <b>Sector working groups</b> – December	2. <b>ABANDONED/UNSIGHTLY PROPERTY – By-law review and enforcement</b>
3. <b>Small business survey</b> – December <ul style="list-style-type: none"> <li>• Climate change positioning strategy</li> <li>• MCIT 2023-24</li> </ul>	3. Emergency Response Plan: Update – August <ul style="list-style-type: none"> <li>• Passenger Transportation Bylaw</li> </ul>

COMMUNITY SERVICES & RECREATION	CAPITAL
1. MSC Inspection Schedule Implementation - August	- Waste Site Fencing: Construction – October
2. Online Booking: Software Selection – October	- Breynat Road Upgrade: Phase 1 Construction - October
3. <b>Volunteer Strategy</b> – July <ul style="list-style-type: none"> <li>• Community Activity Guide/Calendar</li> <li>• Nordic Walking Group</li> <li>• Elders Engagement Initiative</li> <li>• Book Club Launch</li> <li>• Community Group Partnerships</li> <li>• MSC Inspection Schedule</li> <li>• Online Booking: Software Selection</li> </ul>	- Lagoon Dike Rehabilitation: Tender – June New Sub-division Development - December
	PUBLIC WORKS/MSC
	1. TRAIL PLAN: Draft – October
	2. Sports Field Maintenance: Training – June
	3. <b>Boat Launch Enhancement Plan Initialization</b> - October <ul style="list-style-type: none"> <li>• Water Intake Inspection - Winter 2024</li> <li>• Drainage Plan: Update</li> </ul>

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



# REQUEST FOR COUNCIL DECISION

Meeting Date: May 24, 2023

RFCD #: 2023-SAO-053

**ORGANIZATION**

**Cancellation of Council Meetings June 12 and 14, 2023**

**BACKGROUND**

The Annual Arctic Development Expo is scheduled for June 12-14, 2023. This event is attended by members of Council and Town employees. As a result of this conflict, it is recommended that the Council meetings scheduled for June 12 & 14, 2023 be cancelled. There are still meetings scheduled for June 26 and 28, 2023 which will fulfill the requirements for a regular meeting at least once a month.

**RECOMMENDATION – SAO**

**“THAT Inuvik Town Council hereby cancels the June 12 committee of the whole meeting and the June 14, 2023 regular council meeting.”**

*Signature – SAO*





# REQUEST FOR COUNCIL DECISION

Meeting Date: May 24, 2023

RFCD #: 2023-SAO-050

**TOPIC**

**By-law 2715/APP/23 ~ To Appoint a Senior Administrative Officer**

**BACKGROUND**

To establish the hiring of our new Senior Administrative Officer, Michael Trabysh, Council is required to officially appoint him to the position through a by-law. The proposed appointment by-law is enclosed for Council’s review.

**RECOMMENDATION – SAO**

**RECOMMENDED MOTION #1:**

**“BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2715/APP/23, a by-law to appoint a Senior Administrative Officer.”**

**RECOMMENDED MOTION #2:**

**“BE IT RESOLVED THAT Inuvik Town Council hereby gives SECOND READING to By-law 2715/APP/23, a by-law to appoint a Senior Administrative Officer.”**

*Signature – SAO*



**TOWN OF INUVIK  
BY-LAW #2715/APP/23**

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**A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE NORTHWEST TERRITORIES TO APPOINT A SENIOR ADMINISTRATIVE OFFICER FOR THE TOWN OF INUVIK AND TO SET FORTH CERTAIN TERMS AND CONDITIONS OF EMPLOYMENT**

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

**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 Mr. Michael Trabysh is hereby appointed as the Senior Administrative Officer for the Town of Inuvik, effective July 19, 2023.
2. The Senior Administrative Officer shall perform the statutory duties required by the *Cities, Towns and Villages Act*, S.N.W.T. 2023, C8, and shall, in addition, perform other duties as required by by-law or resolution of Council.
3. The Senior Administrative Officer shall report directly to the Mayor.
4. The Senior Administrative Officer shall be paid an annual salary and benefits as established in the offer of employment letter dated May 3<sup>rd</sup>, 2023.
5. The Senior Administrative Officer of the Town of Inuvik, for the purposes of the municipal corporation, may be called the "Town Manager".
6. That By-law #2492/APP/10 is hereby repealed.
7. This by-law will come into effect on July 19<sup>th</sup>, 2023.

**READ A FIRST TIME THIS \_\_ DAY OF \_\_\_\_\_, 2023 A.D.**

**READ A SECOND TIME THIS \_\_ DAY OF \_\_\_\_\_, 2023 A.D.**

**READ A THIRD TIME AND FINALLY PASSED THIS \_\_ DAY OF \_\_\_\_\_, 2023 A.D.**

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MAYOR

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SENIOR ADMINISTRATIVE OFFICER

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

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SENIOR ADMINISTRATIVE OFFICER