

**AGENDA**  
**TOWN OF INUVIK ~ COMMITTEE OF THE WHOLE AND REGULAR COUNCIL MEETINGS**  
**TO BE HELD ON SEPTEMBER 11 AND 13, 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**

4.1                    RCMP Report

Report attached.

4.2                    Delegation for Hours of Operation at the Library

Karli Zschogner to present.

4.3                    Delegations for Greener Neighbourhoods Pilot Program

Jade English to present.

Item # 5                    **PUBLIC QUESTION PERIOD**

Item # 6                    **ADOPTION OF THE MINUTES**

6.1                    Minutes of the August 9, 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-072 ~ Updates to Credit Card Policy

Document attached. Requires motion to approve.

8.2                      RFCD 2023-SAO-074 ~ Council Sub-Committee Review

Document attached. Requires motion to approve.

Item # 9                      **BY-LAWS**

9.1                      RFCD 2023-SAO-070 ~ Land Administration By-law 2708/LND/23

By-law attached. Requires THIRD AND FINAL READING.

9.2                      RFCD 2023-SAO-071 ~ Appoint Director of Protective Services By-law 2717/APP/23

By-law attached. Requires FIRST AND SECOND READINGS.

Item # 10                      **DEPARTMENT HEAD REPORTS**

10.1                      Financial Report

Report attached.

10.2                      Capital Projects Report

Report attached.

10.3                      Director Updates

- Qualitative
- Quantitative
- Questions

Item # 11                      **INFORMATION ITEMS**

11.1                      Strategic Priorities Chart

Document attached. For information only.

Item # 12                      **COUNCIL CONCERNS**

**Item #13                      IN CAMERA ITEMS**

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

**Item # 14                      ADJOURNMENT**



# **MONTHLY POLICING REPORT**

## **August, 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:**

Inuvik Detachment is currently working with Victim Services on a local educational campaign in regards to resources for victims of sexual assault. Sgt. Jesse Aubin met with victim services this month to ensure both agencies are supporting victims appropriately. Meetings will continue monthly.

#### **2. Reconciliation:**

During the weekend of August 18<sup>th</sup>, Detachment members conducted several foot patrols during the Fiddle and Flow Festival.

Detachment members met evacuees from Old Crow at the Midnight Sun Complex. Proactive patrols were increased in the area to ensure evacuees felt safe during their short stay in Inuvik.

#### **3. Road Safety:**

The Detachment conducted 4 proactive traffic enforcement programs this month (check stops). Due to the great proactive work of detachment members, 10 tickets for offences under the *Motor vehicle Act* were issued as well as multiple warnings. Members will continue to focus on impaired and dangerous driving. Community members are encouraged to report these offences by calling 911.

#### **4. Drugs and Alcohol:**

Multiple proactive foot patrols were completed downtown this month with several police generated liquor act offence investigations initiated resulting in 11 bottles of liquor disposed of. Multiple drug seizures were also noted this month (please see notable occurrences).



### Notable Occurrences for the Month:

On August 17<sup>th</sup>, 2023, the Detachment conducted a traffic stop on Mackenzie Street. A 28-year-old man from Edmonton was located in the vehicle and arrested after it was determined he was the subject of an arrest warrant. During a search of the man, officers located 13 grams of crack-cocaine and approximately \$500 cash. The man was released for a future court appearance on charges of possession of a controlled substance for the purpose of trafficking, possession of the proceeds of crime and failing to comply with court conditions.

On August 30<sup>th</sup>, 2023, the Detachment received a complaint indicating that a man was armed with a handgun inside an apartment building. Members attended the location and arrested the same man from the August 17<sup>th</sup>, 2023 incident. A search of the man resulted in the seizure of crack-cocaine. A search warrant for the apartment was authorized and investigators located 110 grams of crack-cocaine, scales, packaging materials and a handgun. The man is facing additional drug charges as well as three firearms charges. The man has been remanded into custody and was transferred to a correctional center in the south. NSCC is closed as a result of the evacuation order in Yellowknife. The closure of NSCC has impacted the Inuvik Detachments ability to remand accused persons into custody.

“The drugs and firearm seized during the course of this investigation represents a significant disruption in the local drug trade. The Inuvik Detachment remains committed to combatting the distribution of these harmful substances in our community”. Sgt. Jesse Aubin, Inuvik Detachment Commander





## Community Contributions

Sgt. Jesse Aubin would also like to introduce Cst. Arielle Stewart and Cst. Chris Stewart to the Detachment.



“We are so excited to be here in Inuvik and look forward to being a part of this wonderful community.

We are the Stewart family- Chris, Arielle and our two amazing kiddos Finn and Delilah. We are from the small town of Barrington Nova Scotia (Lobster capital of Canada) and love to spend all our time on the beach when we visit home.

We were posted to Fort Simpson before coming to Inuvik and love the Northwest Territories. We feel so thankful to be able to live and work in such a beautiful Territory. We both love small town policing and pride ourselves in being police officers that the community can turn to when they need help.

We’ve heard so many great things about Inuvik since we moved to the Northwest Territories and can’t wait to experience it for ourselves.”





## The Inuvik RCMP Detachment responded to 474 calls for service during the month of JULY 2023.

OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	33	230	47	471
Sexual Offences	3	26	4	43
Break and Enters (Residence & Business)	6	19	6	42
Theft of Motor Vehicle	4	15	0	12
Theft Under \$ 5000.00	8	64	12	116
Theft Over \$ 5000.00	0	4	0	1
Drugs ( Possession )	0	2	0	4
Drugs ( Trafficking )	6	31	4	27
Liquor Act	35	186	37	348
Unlawful Sale (Bootlegging)	0	0	0	0
Causing a disturbance / Mischief (total)	261	1017	165	1581
Causing a Disturbance	73	268	40	350
Mischief - damage to property	18	72	11	116
Mischief - obstruct enjoyment	170	677	114	1115
Impaired Driving	31	106	19	108
Other Complaints	89	513	62	580
Total Violations	476	2213	356	3333



JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	8	41	0	39
Victim Services Referral - Declined	4	149	7	232
Victim Services - Proactive Referral	0	5	1	8
Victim Services - Not Available	0	0	0	0
Restorative Justice Referrals	1	0	0	5
Emergency Protection Orders (Detachment Initiated)	0	2	1	7
ODARA Reports	7	33	6	60
Prisoners Held	88	351	69	620
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	8	44	5	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 ~ COMMITTEE OF THE WHOLE AND REGULAR COUNCIL MEETING**  
**HELD ON AUGUST 9, 2023**  
**AT 7:00 P.M. in COUNCIL CHAMBERS**

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**Present:** Wednesday

Mayor: Clarence Wood  
 Councillors: Deputy Mayor Natasha Kulikowski  
 Whitney Alexis  
 Tony Devlin  
 Grant Gowans  
 Jesse Harder  
 Alana Mero

**Absent:** Ned Day (with notice)  
 Kurt Wainman (without notice)

**Staff Present:** Michael Trabysh, Senior Administrative Officer  
 Jenna MacNeil, Council Administrator  
 Cyndy Hammond, Director of Protective 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 Gowans:

**MOTION: 149/07/23 "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**

Councillor Harder declared conflict with item 8.2

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

RCMP Report

S/Sgt. Aubin presented the report to Council.

**MINUTES**

*Inuvik Town Council Meetings  
August 9, 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 July 24 and 26 2023, Council Meetings

Moved by Councillor Gowans, seconded by Councillor Harder:

**MOTION 150/07/23      BE IT RESOLVED THAT Inuvik Town Council hereby adopts the minutes of the July 24 and 26, 2023 Council meetings as presented.”**

Motion **CARRIED**

6.2                              Minutes of the July 31, 2023, Special Council Meeting

Moved by Councillor Devlin, seconded by Councillor Gowans:

**MOTION 151/07/23      BE IT RESOLVED THAT Inuvik Town Council hereby adopts the minutes of the July 31, 2023 Special 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-066 ~ Audited Financial Statements

Moved by Councillor Devlin, seconded by Councillor Gowans:

**MOTION: 152/07/23      “BE IT RESOLVED THAT Inuvik Town Council hereby approves the 2022 audited financial statements as presented.”**

Motion **CARRIED.**

8.2                              RFCD 2023-SAO-067 ~ Tender Award for Landfill Access Road

Moved by Councillor Mero, seconded by Deputy Mayor Kulikowski:

**MOTION: 153/07/23** “BE IT RESOLVED THAT Inuvik Town Council hereby awards the Landfill Access Road (Bear Fencing) Tender Contract to Northwind Industries Ltd. for the tendered price of \$463,924.00.”

Motion **CARRIED**.

8.3 RFCD 2023-SAO-068 ~ Updates to Security Camera Policy

Moved by Deputy Mayor Kulikowski, seconded by Councillor Alexis:

**MOTION: 154/07/23** “BE IT RESOLVED THAT Inuvik Town Council hereby adopts the Town of Inuvik Security Camera Policy FP.007 as revised.”

Motion **CARRIED**

8.4 RFCD 2023-SAO-069 ~Request to hold Bingo on a restricted date

Moved by Deputy Mayor Kulikowski, seconded by Councillor Harder:

**MOTION: 155/07/23** BE IT RESOLVED THAT Inuvik Town Council defeats amending the Lottery Regulations to allow the Inuvik Marine Rescue 292 to hold one Mega Bingo on December 16<sup>th</sup>, 2023.”

Motion **CARRIED**

Item # 9 **BY-LAWS**

None

Item # 10 **DEPARTMENT HEAD REPORTS**

10.1 Community Services Report

10.2 Capital Projects Report

Moved by Councillor Mero, seconded by Councillor Gowans:

**MOTION: 156/06/23** “BE IT RESOLVED THAT Inuvik Town Council hereby adopts the following staff reports as presented: Item 10.1 –Community Services Report, and Item 10.2- Capital Projects Report.”

Motion **CARRIED**.

**MINUTES**

*Inuvik Town Council Meetings  
August 9, 2023*

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**Item # 11                    INFORMATION ITEMS****11.1                    Strategic Priorities Chart**

Council noted the document.

**Item # 12                    COUNCIL CONCERNS**

Can be viewed on the corresponding YouTube link.

**Item #13                    IN CAMERA ITEMS**

None

**Item # 14                    ADJOURNMENT**

Moved by Deputy Mayor Kulikowski:

**MOTION: 157/06/23    “BE IT RESOLVED THAT the Regular Council meeting adjourns at 8:15 pm.”**

Motion **CARRIED.**

# ACTION ITEMS

September 11 and 13, 2023 COUNCIL MEETINGS

No.	ITEM	REQUIRED ACTION	ACTION TAKEN / ANTICIPATED COMPLETION DATE
1.	Dempster Fiber Line	ROHL Global Networks has asked the Town if a development permit is required to install fiber optic lines in the Town boundaries	<p>Lawson Lundell was consulted, and it was determined that fiber communication lines require permitting and are assessable for property taxation purposes as well.</p> <p>Issue permit by August 31, 2023</p> <p><b>Sept 11 - Revised to September 30, 2023 (no development officer on staff) Have reached out to Matthew Ferris for a quote to issue this permit</b></p>
2.	Tri-Partite Committee	Develop relationships and working group to meet regularly and discuss community interests considering all stakeholders	<p>First working group meeting has been set for August 23, 2023.</p> <p><b>Sept 11 - Second working group meeting held Sept 7. Issues have been identified with blocks 34 &amp; 94 re: lot plans.</b></p> <p><b>Sept 11 – Potential for economic development opportunity in providing town facility in exchange for staging / assembly of housing re: GTC</b></p> <p><b>Sept 11 – No response from IDC for lot purchases</b></p>
3.	Condemned Buildings	Public safety issue with fire, repeated calls and unnecessary use of resources.	<b>Sept 11 - Aecom Engineers have been scheduled for week of Sept 25<sup>th</sup> to complete a structural assessment.</b>



# ACTION ITEMS

September 11 and 13, 2023 COUNCIL MEETINGS

No.	ITEM	REQUIRED ACTION	ACTION TAKEN / ANTICIPATED COMPLETION DATE
4.	Solar Project	Update RET Screen model and submit corrected values	<p>Meeting has been scheduled with SolVest to update RET Screen and re-submit to NR-CAN. NR-CAN has advised that it will take up to 3 months before a contribution agreement can be finalized. Project most likely not to start until 2024.</p> <p><b>Sept 11 - Infrastructure Canada has requested our Incorporation/community charter docs.</b></p>
5.	HAF-Application Deadline	Complete grant application for up to \$51,000.00 in funding per net new unit.	<p>Dillon Consulting is assisting with this application since they are working on the community plan, which directly ties in. Fees are recoverable as part of the grant. Due date for the grant application is August 18, 2023.</p> <p><b>Sept 11 – CMHC has extended the deadline to Sept 29 due to the evacuation in Yellowknife.</b></p> <p><b>Sept 11 – Our current estimated funding is \$2.67M</b></p>
6.	Speeding / Quads	Implement deterrents to combat speeding utilizing but not limited to traffic controls, speed bumps, traffic calming etc.	<p>A 3-way stop is being installed on Franklin and Millen. Further areas will be considered and implemented as necessary.</p> <p><b>Sept 11 – Stop sign was removed for the winter, will consider putting it back for the summer.</b></p> <p><b>Sept 11 – We will be meeting with RCMP to strategize a method for corralling and ticketing quads</b></p>
		<b>Completed Action Items:</b>	
4.	Water Main Break	Fix water leak at Tununuk and Mackenzie in the Utilidor.	Beaufort Mechanical has repaired the leak.

**ACTION ITEMS****September 11 and 13, 2023 COUNCIL MEETINGS**

<b>No.</b>	<b>ITEM</b>	<b>REQUIRED ACTION</b>	<b>ACTION TAKEN / ANTICIPATED COMPLETION DATE</b>
6.	Town Beautification / Blind Corners	JB Firth has been issued work orders under their as-and-when contract to clear overgrown brushes, install signs and mow ditches. Mackenzie Rd. is priority.	Work orders have been issued.
8.	Swimming Pool	Fix white caulking.	The pool re-opened on Aug 3 <sup>rd</sup> .

## REQUEST FOR COUNCIL DECISION

Meeting Dates: September 11 and 13, 2023

RFCD #: 2023-SAO-072

### TOPIC

**Credit Card Policy – FM.004**

### BACKGROUND

To streamline and maximize corporate rewards, we are adding a credit card for travel and training purposes. This will allow all employees who require travel and training to be handled by the Executive Administrative Coordinator (EAC).

### FINANCIAL IMPLICATIONS

No financial implications

### STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

This item is not on the strategic priorities chart.

### OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

None

### RECOMMENDATION – SAO

**“THAT Inuvik Town Council hereby adopts the Town of Inuvik Credit Card Policy FM.004 as revised.”**

*Signature – Michael Trabysh, SAO*





POLICIES AND PROCEDURES MANUAL	Category Financial Management	Policy Number FM.004
	Date	Resolution Number

Deleted: March 28, 2018

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### CREDIT CARD EXPENDITURE POLICY

#### 1.0 POLICY

- 1.1 The Mayor, Senior Administrative Officer, and designated staff are issued Town of Inuvik credit cards for the payment of expenditures incurred relating to duty travel and to facilitate the purchase of goods and services on behalf of the Town.
- 1.2 Within the expenditure limits and the policies and procedures set out herein, staff shall be and are hereby authorized and empowered to procure goods and/or services in the name of the Town of Inuvik and/or initiate procurement processes as may be necessary to carry out the duties and operations of the Town of Inuvik.
- 1.3 All expenditures on behalf of the Town of Inuvik are subject to the Town of Inuvik's Procurement Policy MG.003.

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#### 2.0 DIRECTIVES

- 2.1 The issuance, use, control and accounting for credit cards must be administered in accordance with this and other directives.
- 2.2 The Senior Administrative Officer shall authorize the issuance of departmental credit cards. Finance will issue the procedures for the use of any Town credit card; will provide central monitoring and control over each credit card issued; and, will keep a current list of all assigned expenditure limits.

#### 3.0 RESPONSIBILITIES OF DIRECTORS AND MANAGERS

- 3.1 Each employee who is assigned a departmental credit card is responsible for safeguarding any credit cards in his or her possession.
- 3.2 Employees who are supplied with departmental credit cards shall:
- Ensure that adequate records are maintained to account for credit card use;
  - Ensure that the credit card is used only for the purpose for which it was issued;
  - Ensure that all credit card transactions are charged to appropriate accounts under their department's control;
  - Ensure that only authorized transactions are charged to the credit card; and,
  - Ensure that receipts are retained for all transactions and provided to the Finance Department on a monthly basis for payment.
- 3.3 Employees who have been assigned credit cards are responsible for:

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- Ensuring safe custody of the card; and,
- Immediately reporting the loss or theft of a credit card to Finance.

3.4 The Senior Administrative Officer through Finance shall ensure that systems are in place to retrieve cards from the Employee who has terminated employment or who has abused their privileges. Finance will advise the financial institution that the card is to be canceled.

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3.5 Employees will work with the Director of Finance to ensure that the credit cards are used for their proper purpose and to prevent misuse.

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#### 4.0 MISUSE OF CREDIT CARDS

4.1 Credit cards may not be used to obtain cash or for personal use. Any use of a Town credit card for purposes other than those outlined in this policy must be approved by the Senior Administrative Officer prior to there being any such charge to the credit card. Any use of the card not authorized will be an immediate withdrawal of the use of the credit card.

Deleted: 4.0 CREDIT CARD EXPENDITURE LIMITS AND DESIGNATED STAFF¶

¶  
4.1 The following positions will be provided with departmental credit cards with spending authority limits assigned as follows:¶

¶  
 Senior Administrative Officer \$100,000¶  
 Director Public Services \$ 25,000¶  
 Mayor \$ 10,000¶  
 Director of Community Services \$ 10,000¶  
 Fire Chief/Director of Protective Services \$ 10,000¶  
 Director of Economic Development and Tourism \$ 10,000¶  
 Library Services Manager \$ 5,000¶

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CREDIT CARD EXPENDITURES - DUTY TRAVEL

#### 5.0 DIRECTIVES FOR CREDIT CARD EXPENDITURES - DUTY TRAVEL

5.1 All expenditures for duty travel must be chargeable against an appropriation of the department incurring the expense.

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5.2 Departmental credit cards shall be used to purchase airline tickets and pay for hotel accommodations for those on duty travel on behalf of the Town of Inuvik. Approval to charge any other type of travel related expenses must be obtained in advance from the Senior Administrative Officer.

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5.3 Departmental Credit Cards may be used to pay for approved travel expenses of other persons on duty travel. – For further clarity, except for travel costs that are charged to departmental credit cards, each Director or Manager on duty travel is responsible for paying and accounting for his or her individual travel expenditures or for those expenditures incurred for the travel of any staff that use his or her credit card for duty travel related expenditures.

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5.4 Expenditures that are covered by the per diem meals and incidentals expense allowance must not be charged to a departmental credit card either directly or indirectly through hotel or other invoices. Exceptions may be granted by the Senior Administrative Officer. Should an exception be granted, the Director of Finance must ensure that the expenses have not also been claimed as a per diem allowance on the individual's Duty Travel Authorization and Expense Claim Form (see Duty Travel Policy HR.001).

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## REQUEST FOR COUNCIL DECISION

Meeting Dates: September 11 and 13, 2023

RFCD #: 2023-SAO-074

### TOPIC

### Council Sub-Committee Review

### BACKGROUND

During the 2021 interim budget a discussion was held regarding the need for scheduled sub-committee meetings, a thorough assessment was conducted to determine if monthly sub-committees were still necessary. As a result, Council decided to transition subcommittee meetings to an ad hoc basis. However, a new request has been put forward by the current Council to reinstate monthly scheduled sub-committee meetings. This is because the current ad hoc schedule does not allow for the proper administration of meetings to occur.

### FINANCIAL IMPLICATIONS

There would be some financial implications. The budget worksheet for Current and proposed implications is attached.

#### Base Values

# of Public Works Meetings	3	12
# of Administration Committee meetings	3	12
# of By-law Review Meetings	4	6
# Economic Development Committee Meetings	3	12
# Lottery Committee Meetings	3	3
Naming Committee		2
# Parks & Recreation Committee meetings	3	12
Discount for absences	20%	20%

#### Costs Calculations

Public Works Meetings	\$675.00	\$2,700.00	
Administration Committee meetings	\$675.00	\$2,700.00	3 councilors
By-law Review Meetings	\$1,800.00	\$2,700.00	3 councilors
Economic Development Committee Meetings	\$1,350.00	\$5,400.00	3 councilors
Lottery Committee Meetings	\$450.00	\$450.00	1 councilor
Name committee meeting		\$900.00	3 councilors
Parks & Recreation Committee meetings	\$225.00	\$900.00	1 councilor
<b>Total Council salary Costs</b>	<b>\$54,423.00</b>	<b>\$64,998.00</b>	

Increase

**\$10,575.00**

## STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

This item is not on the strategic priorities chart.

## OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

Under the new organizational structure and SAO requirement to present for departmental presentations to be made, perhaps our Committee of the whole meetings will be a better use of time and resources. It would be the recommendation of the new SAO to allow a 6-month trial period of more in-depth COW meetings with the Senior management opposed to adding more meeting to an already very understaffed administration.

## RECOMMENDATION – SAO

**“BE IT RESOLVED THAT Inuvik Town Council defer the motion to revert back to scheduled committee meetings for a period of 6 months while SAO and Administration provide more in-depth committee of the Whole meeting presentations and discussions to assess if sub-committee meetings are required. This will also allow Administration to focus on recruitment due to our very limited staffing resources.**

*Signature – Michael Trabysh, SAO*

A handwritten signature in blue ink, appearing to read 'mtrabysh', is written over a light blue grid background.

# REQUEST FOR COUNCIL DECISION

Meeting Dates: September 11 and 13, 2023

RFCD #: 2023-SAO-070

## TOPIC

### Land Administration By-law 2708/LND/23

## BACKGROUND

This By-law has already received 1<sup>st</sup> and 2<sup>nd</sup> reading and the Public has been informed and given time to provide comments.

The previous Land Administration By-law is from 1995. Administration has reviewed it and found the conditions regarding the buying and selling of Town owned land and the overall administration of Town-owned properties has changed significantly. As a result, a new by-law has been drafted updating it in many ways including the methods of selling properties we own. When the old by-law was drafted, properties (especially residential) were in very short supply and so methods were developed using a lottery system to sell the few remaining ones. With the development of the new areas since then and the current expansion of 58 lots to the residential inventory later this year or early next year some adjustments have been made.

## FINANCIAL IMPLICATIONS

There are no specified financial implications, however, it may allow for an easier way for residents to acquire properties from the Town thus providing some additional revenues.

## STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

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

## OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

This particular by-law has been in the review process for quite some time, including twice with the by-law review committee and considerable work completed by our legal counsel.

It should be noted that once the by-law receives second reading, a process must be taken to inform the public to allow for any comments. This is outlined in Section 55 of the CTV act which reads:

**55. (1)** A land administration bylaw must provide for the procedures and terms and conditions for making any acquisition, disposition or other activity referred to in subsections 53(1) and 54(1).

(2) Before giving third reading to a land administration bylaw, council shall  
(a) give at least two weeks public notice of the proposed land administration bylaw;



and  
(b) hear any person claiming to be affected  
by the bylaw who wishes to be heard.

### OPTIONS

Council has three options:

1. Give Third and Final readings to the attached by-law
2. Defeat the motion
3. Defer the item via motion with direction to Administration on how to proceed

### RECOMMENDATION

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

**“BE IT RESOLVED THAT Inuvik Town Council hereby gives THIRD READING to By-law 2708/LND/23, the Land Administration by-law.”**

*Signature – Michael Trabysh, SAO*



TOWN OF INUVIK  
BY-LAW #2708/LND/23

BEING A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE NORTHWEST TERRITORIES TO REGULATE LAND ADMINISTRATION IN THE TOWN OF INUVIK

**WHEREAS** the Town is authorized to purchase, sell, lease, or otherwise acquire and dispose of real property;

**AND WHEREAS** the Cities, Towns and Villages Act requires the Town to adopt a Land Administration By-law to provide for policy and procedures relating to the acquisition, holding and disposal of real property;

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

**TITLE**

1. This By-law may be cited as “The Land Administration By-law”.

**DEFINITIONS**

2. In this By-law:
- (a) “Acquisition of Land” means the purchase, lease or other means of acquiring land;
  - (b) “Town” means the Municipal Corporation of the Town of Inuvik which is represented by the Senior Administrative Officer or their designate, except when decisions of Council are required;
  - (c) “Council” means the Council of the of the Municipal Corporation of the Town of Inuvik;
  - (d) “Developed Land” means land in which the necessary municipal infrastructure has been placed to allow improvements to be built or installed thereon;
  - (e) “Development Costs” means the Town’s direct and indirect costs of developing a lot or another specific area of land for disposition to the public, and which may include:
    - (i) land acquisition;
    - (ii) fees for appraisal, legal services, surveying, planning and engineering designs and project management;
    - (iii) land excavation and filling;
    - (iv) roads, lanes, parking areas, curbs, sidewalks, walkways, boulevards and all necessary appurtenances to Town standards
    - (v) water, sanitary and storm sewer systems, including service connections and all necessary appurtenances to Town standards;
    - (vi) electrical transmission systems, including all necessary appurtenances;
    - (vii) parks and recreational improvements;
    - (viii) financing charges including interest; and.
    - (ix) natural gas;

and which may be increased or reduced by up to 25% for site-specific factors. The amounts of capital grants or contributions from the Government of the Northwest Territories for the development of the land shall be deducted from the Town’s costs in determining Development Costs.

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- (f) “Disposal of Land” means the sale, lease or other means of disposing of land but does not include any activities otherwise exempted by this by-law
- (g) “Granular Material” means any Natural Resource defined as sand, black dirt, rock and clay.
- (h) “Land” means real property or an interest therein, other than an easement or restrictive covenant;
- (i) “Lot” means a specific area of land, the boundaries of which are:
  - (j) shown on a plan registered at the NWT Land Titles Office; or
  - (ii) described in a certificate of title registered at the NWT Land Titles Office;
- (i) “Market Value” means the value of land based on the amount that a willing buyer would pay to a willing seller. This value shall be determined by a professionally qualified land appraiser or by public tender;
- (k) “Minister” means the Minister of Municipal and Community Affairs;
- (l) “Municipal Infrastructure” means those facilities or amenities normally put in place on developed or undeveloped lands to allow improvements to be built or install and which may include all or one of the following:
  - (i) roads, lanes, parking areas, curbs, sidewalks, walkways, boulevards and all necessary appurtenances;
  - (ii) water, sanitary and storm sewer systems, including service connections and all necessary appurtenances;
  - (iii) electrical transmission systems, including all necessary appurtenances;
  - (iv) parks and recreational improvements;
  - (v) land required for, or in connection with, any of the facilities described in 2 (k) of this by-law, or any other facilities deemed to be required by Council;
  - (vi) natural gas;
- (m) “Off-site Levy” means a surcharge levied by the Town pursuant to section 8 against the purchaser of land from the Town or against a tenant leasing land from the Town;
- (n) “Quarry” means any work or undertaking in which granular materials are removed from the ground or the land by any method, and includes all ways, works, machinery, plant, buildings and premises belonging to or used in connection with the quarry;
- (o) “Site-specific Factors” means factors which may be used, where applicable, in adding to or subtracting from the cost of developed land and which may consist of:
  - (i) the size of the parcel;
  - (ii) the site conditions;
  - (iii) the desirability of location;
  - (iv) the existing adjacent land uses; and
  - (v) the land’s zoning.
- (p) “Town Standard” means any Standard approved and/or used by the Town for the purpose of Development. These standards many include, but are not limited to standards for roads, sidewalks, parks, and recreational improvements, water and sewer infrastructure, landscaping, curbing, gutters, etc.
- (q) “Undeveloped Land” means land which does not have the municipal infrastructure necessary to use land for its intended purpose.

Commented [ML(-21): formatting error here that we can't seem to fix. "j" needs to be part of the list.

TOWN OF INUVIK  
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APPLICATION

3. (a) Except as expressly provided herein or otherwise authorized by the Minister, this by-law will apply to all acquisitions, sales, leases, or other dispositions of land by the Town.
- (b) This by-law shall not apply to month-to-month tenancies or leases having terms of less than three (3) years.
- (c) This by-law shall not apply to assignments of existing leases of Town lands.
- (d) Neither the Town nor any authorized representative of the Town shall make or enter into any offer, agreement or other arrangement for the purchase, sale, lease or other disposition of land except in accordance with this by-law.
- (e) This by-law shall not apply to easement agreements for the purpose of public utility uses and structures as defined in the zoning by-law or for the purpose of site servicing.

REQUEST FOR LAND WITHIN THE MUNICIPAL BOUNDARY

A request for acquisition of land shall:

- a) Be made using the form specified by the Town, as amended from time to time; and
- b) Include such information necessary or appropriate to consider the request, including but not limited to a sketch delineating the area to be acquired and any development proposal.

ACQUISITION BY THE TOWN

- (a) The Town shall acquire Head Leases or Title, as applicable, on all Commissioner's or Crown Land required for municipal purposes.
- (b) The Town may acquire fee simple or leasehold interest in any real property which is required for municipal purposes.
- (c) The acquisition of land by purchase, lease or other means from another party by the Town shall be authorized by by-law.
- (d) A by-law for the purchase or lease of land shall include the legal description of the land to be acquired, or, in the case of a lease of unsurveyed lands, a description of the parcel and sketch sufficient to identify the property to be leased.
- (e) The Town may acquire real property by expropriation pursuant to the provision of the *Expropriation Act* and *Community Planning and Development Act*, and through the tax recovery process in accordance with the *Property Assessment and Taxation Act*.
- (f) The acquisition of real property shall be by by-law in accordance with this By-law and the *Cities Towns and Villages Act*.
- (g) Council may amend any terms of agreement for the sale, lease or other disposition of land by resolution except the legal description of the land affected, which may be amended only by by-law.

Commented [ML(-22)]: clause (c) and (f) appear to say the same thing; recommend combining the two.

DISPOSAL BY THE TOWN

- (a) The Town may dispose of fee simple or leasehold interest in any real property where the land is not required for municipal purposes, and where the intended land use is in accordance with the Town's General Plan, and Zoning By-law, or any other relevant by-laws, plans and studies. Where applicable, adjacent property owners (i.e. those sharing common property lines) may be given first refusal to lease or purchase such lands.
- (b) Where land is to be offered for sale, lease or other disposition without a specific

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intended purchaser or lessee, the by-law authorizing the sale, lease or other disposition of the land shall:

- i. include a legal description of the land;
  - ii. state whether the land shall be offered for sale, lease or other disposal by ballot draw, public tender, call for development proposal or, in the case of land which has been previously advertised unsuccessfully, on a first come first serve basis; and
  - iii. specify the form of agreement to be used if applicable; and state the minimum acceptable purchase price or lease payment if applicable.
- (c) The disposal of fee simple or leasehold interest in any real property shall be in accordance with this By-law and the *Cities, Towns and Villages Act*.
- (d) Prior to the Town authorizing the sale or lease of property to a business, corporation or society, the society must provide proof of being in good standing in accordance with the provisions of the *N.W.T. Societies Act* or other relevant Act, by-law or policy. **[NTD: this only specifies that a society has to provide good standing, what about the corporation or business?]**
- (e) Where the Town disposes real property to a tax-exempt institution, another order of government or a non-profit organization, the Town may require the purchaser or lessee to enter into an agreement which gives the Town the right of first refusal to reacquire the land and any improvements placed thereon should the purchaser or lessee cease to operate or no longer require the property for its intended purpose.
- (f) Real property disposals by the Town will be subject to the terms and conditions of a Purchase or Lease Agreement.
- (g) Real property may be leased where it is not available in fee simple title to the Town, or where there is benefit to the Town in retaining real property for public purposes.
- (h) All lease agreements shall incorporate clauses relative to remediation of potential environmental damage, including the requirements for remediation, at the lessee's expense, and the lessee shall be required to deposit security with the Town in the form of a bond or irrevocable letter of credit to the noted remediation requirements.
- (i) Disposition of land in fee simple or leasehold interest shall be authorized by by-law. Subject to provisions of this By-law, all land disposal by-laws shall state the method by which land shall be disposed of, pursuant to this By-law.
- (j) Where land is to be sold, leased or otherwise disposed of to a specific intended purchaser or lessee, the by-law authorizing the sale, lease or other disposition of the land shall:
  - (i) include a legal description of the land or, in the case of a lease of unsurveyed lands, a description of the parcel and a sketch sufficient to identify the property to be leased; and
  - (ii) specify the form of agreement to be used if applicable.

6. I shall not authorize the lease, sale or other disposition of lands owned by the Town unless:
- (a) it has been established that the Town has legal title to the interest to be conveyed in the land;
  - (b) an inspection of the lands has been conducted to determine:
    - (i) whether the lands are occupied;

**Commented [3]:** In the YK bylaw, there is a clause relating to public liability insurance for businesses, corporations, or societies who acquire a leasehold interest. It may not be relevant to the Town's bylaw and its absence may be intentional but thought we'd flag that it was missing.

**Commented [4]:** Numbering on these sections was missed. There needs to be a s. 4 and 5 added above somewhere as it jumps from "3" to "6".

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- (ii) if there are any improvements on the land which do not belong to the Town;
- (iii) if there are any easements affecting the land; and
- (iv) whether any other circumstances exist which may prevent or delay the proposed disposal of the land.

**OFF-SITE LEVIES**

7. The Town may levy charges against land being developed, whether by the Town or by a private developer, to pay for all or part of the capital costs of any municipal infrastructure which is located outside the boundaries of the land being developed, but which is of direct (but not exclusive) benefit to the land being developed, including, but not limited to:
  - (a) new or expanded facilities for the storage, transmission, treatment or supply of water;
  - (b) new or expanded facilities for the transmission, treatment or disposal of sewage;
  - (c) new or expanded storm sewer drainage facilities;
  - (d) new or expanded roadways and sidewalks; and
  - (e) land required for, or in connection with, any of the facilities described in 7 (a), 7 (b), 7 (c) and 7 (d).
8. The Town may designate by by-law areas of the Town in which off-site levies shall be levied. The amount of the off-site levy may be a fixed amount payable for each lot or may be an amount per unit based on some measurable criteria such as frontage, area or fair market value of a lot.
9. In determining the amount to be raised by off-site levies for municipal infrastructure, the Town shall deduct the amount of any capital grants received from the territorial or federal governments for completion of any portion of the municipal infrastructure for which the off-site levy is being made.
10. Off-site levies shall be paid in full before a development permit is issued for any improvement on a parcel of land that is subject to off-site levies.
11. All off-site levy revenues shall be deposited in a separate account to be used for the purpose for which the levy was made.

**ESTABLISHING THE PRICE OF LAND**

12. The price of previously developed land to be disposed of by the Town shall be:
  - (a) the greater of the fair market value (including improvements) or the replacement cost of the land and improvements; or
  - (b) at a price determined by assessed value of land (including improvements) plus a percentage factor, determined by Council, which would be designated to approximate (a) above.
13. The price of newly developed land to be disposed of by the Town shall be calculated based on development costs, off-site levies and the allowance, if any, to be added or subtracted for site-specific factors AND upon due consideration of the market value (including off-site levies) of the land.
14. All development costs and off-site levies for newly developed land shall be recovered unless the Town is unable to dispose of the land within a reasonable period of time, as determined by Council and an application to the Minister to sell land below cost, is approved.
15. The annual lease rate for land leased by the Town shall:
  - (i) not burden other rate payers; and
  - (ii) not exceed the value of capital requirements as determined by fair market value or the replacement cost of the land and improvements; and
  - (iii) in any event, not exceed 10% of the price of the lot.

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- (iv) Notwithstanding Section 7 (a), Council may, at its sole discretion, dispose of land below the appraised value or development costs where it is deemed to support economic development or re-vitalization of a neighbourhood.

**Commented [5]:** This clause is identical to the YK bylaw – the reference to Section 7(a) – which is in the YK bylaw relates to determining the price of land – does not make sense here, since 7(a) of this document relates to levies against land for expansion of water treatment and transmission facilities. There does not seem to be a strict equivalent in this document to 7(a) of the YK bylaw. You will need to remove the reference or revise.

TERMS AND CONDITIONS OF LAND DISPOSAL BY THE TOWN

- 16. Except as expressly provided herein, before disposing of any particular parcel of land, the Town shall conduct a ballot draw, public tender, or call for development proposal in accordance with this by-law offering the property for sale, lease or other disposition, as the case may be. If no offers are received for the purchase of the property as a result of the ballot draw, public tender or call for development proposal, or, if in the opinion of Council, the price offered or other conditions of any offer received are unacceptable, the Town may dispose of the land by any means, including on a first come first serve basis, subject always to the terms of this by-law.
- 17. The provision of Section 16 shall not apply to the disposal of land:
  - (a) to the Federal Government or the Territorial Government;
  - (b) to be used for the installation of electric power, telephone or other communication utilities, if the utility company is a Crown corporation or government regulated monopoly;
  - (c) to be consolidated with adjoining land when the land being disposed of does not comply with the minimum lot size requirements as the Town's Zoning By-law;
  - (d) to a person or persons with a leasehold interest who wish to purchase the freehold interest in the same land;
  - (e) to an assignment of an existing lease; or
  - (f) disposing of land to a specific intended purchaser or ~~leasee~~ lessee.
- 18. Purchasers of single residential lots from the Town shall have priority over those acquiring more than one lot, except when lots are required by:
  - (a) the Federal Government or Territorial Government;
  - (b) Housing NWT; or
  - (c) the Canada Mortgage and Housing Corporation.
- 19. All offers to the Town and all agreements or other arrangements with the Town for the purchase of Town land shall be in writing and in a format which is acceptable to the Town. Any application for the purchase of Town land shall indicate the applicant's proposed use of the land and, in the case of vacant land, the improvements to be constructed or placed by the applicant on the land.
- 20. A person leasing land from the Town shall be required to enter into a lease substantially in the form as approved by Council
- 21. If a private developer wishes to purchase undeveloped land from the Town and to build or install municipal infrastructure to develop the land, then, before approving the disposal to the private developer, the Town shall:
  - (a) have first obtained a cost estimate establishing that the private developer will be able to develop and sell lots at a lower cost than the price the Town would be required to charge under this policy;
  - (b) require the developer to provide a letter from a financial institution confirming that the developer has sufficient financial resources to complete the development of the subject land;
  - (c) require the developer to enter into an agreement with the Town requiring the developer to dispose of vacant land by way of ballot draw, tender or proposal call, unless a building has been constructed or installed on the land and the building is sold with the land;
  - (d) specify by agreement with the developer any requirements for the development of the land pursuant to Section 37 of the Planning Act, R.S.N.W.T. 1988, c. P-7, including any restrictions on the use of the lands;
  - (e) transfer title to the developer, subject to a caveat to ensure compliance with subsections 22 (c) and 22 (d) if applicable; and

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- (f) require that the development of the municipal infrastructure be completed within a reasonable period of time to ensure an adequate supply of serviced land is maintained in the Town.

**PUBLIC NOTICE OF THE DISPOSAL OF TOWN OWNED LAND**

- 22. Before disposing of any land to the public, the Town shall provide public notice either:
  - (a) by advertising the availability of the land in two consecutive issues of a newspaper having circulation in the town; or,
  - (b) by posting a notice in six prominent places within the municipal boundaries of the town; and
  - (c) on the Town's website.
- 23. Each advertisement or notice shall include:
  - (a) a sketch, drawn to scale, identifying the size and location of the land;
  - (b) the legal description, if any;
  - (c) the minimum purchase price acceptable, if applicable;
  - (d) the process by which the disposal of land shall occur; and
  - (e) the location and time at which applicants for the land may participate in the process; and
  - (f) results of inspection by the Town as outlined in Section 6 (b) of this by-law.
- 24. Subject to section 26, land which has been advertised or posted but not sold, leased or otherwise disposed of in response to such advertisement or notice may thereafter be disposed of on a first come first serve basis without further advertisement or notice.
- 25. The Town shall readvertise or post a new notice advising of the availability of land in accordance with section 23 before disposing of that land:
  - (a) if that land has been rezoned or subdivided since it was first advertised or posted as available for disposition, even if the subdivision or rezoning was at the request of a specific person;
  - (b) if an application was made for the acquisition of the land but was withdrawn by the applicant after acceptance by the Town; or
  - (c) if any Lease or Agreement for Sale granted in response to the first advertisement or notice is terminated before the construction of any improvements on the land.

**LAND SALE CATALOGUE**

- 26. A catalogue of all land which has been approved by disposal by Town By-law shall be maintained. The information in the catalogue shall include:
  - (a) a sketch, drawn to scale, identifying the size and location of the land;
  - (b) the full legal description, if any;
  - (c) the price of the land;
  - (d) conditions of disposal; and
  - (e) a record of pending disposals.
- 27. The catalogue shall be open for inspection by the public at the Town Office during normal business hours.

**QUARRY MANAGEMENT**

- 28. (a) The Town shall manage quarries in accordance with the statutes of the Governments of the Northwest Territories and Canada.
- (b) The acquisition and disposal of land for quarry purposes shall be subject to the requirements of this by-law.



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- (d) Subject to authorization by by-law, the Town may apply for quarry permits and land use permits from senior governments for quarry purposes, and issue quarry permits to other parties.
- (e) Any agreement executed by the Town to lease or sell land for quarry purposes shall require the purchaser or lessee from the Town to restore the land at his or her own expense in accordance with the policies and guidelines established by the Government of the Northwest Territories and any other requirements of the Town.
- (f) Before executing a lease agreement or transfer for quarry lands, the Town shall require the lessee or purchaser to deliver and deposit security with the Town to ensure complete restoration of the site. The terms and amount of this security shall be determined by Council. This security shall consist of cash or an Irrevocable Letter of Credit issued by a Chartered Bank or a Surety Company.

BY-LAW ADMINISTRATION

- 29. Council may by resolution adopt standard forms of agreement for the acquisition or disposal of land and may authorize administration to make such minor amendments to any such standard form agreement as may be necessary to adapt the agreement to the requirements of any particular transaction.
- 30. All agreements for the acquisition or disposition of land made pursuant to this by-law shall be substantially in the form as approved by Council..
- 31. The fees, procedures and agreements required for the administration of this by-law shall be as determined from time to time by resolution of Council.

REPEALS

- 32. The following by-law is hereby repealed: 95-1369.

EFFECT

This by-law comes into effect on the date of its final passing, subject to the approval of the Minister of Municipal and Community Affairs.

READ A FIRST TIME THIS 9<sup>th</sup> DAY OF August, 2023.

READ A SECOND TIME THIS 9<sup>th</sup> DAY OF August, 2023.

READ A THIRD TIME AND FINALLY PASSED WITH THE CONSENT OF MEMBERS  
PRESENT THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SENIOR ADMINISTRATIVE OFFICER

## REQUEST FOR COUNCIL DECISION

Meeting Date: September 11 & 13, 2023

RFCD #: 2023-SAO-071

### TOPIC

#### **BY-LAW 2717/APP/23**

Appointment of Director of Protective Services

### BACKGROUND

After some necessary restructuring of our Senior Management team, Brian Larman has been appointed as our new Director of Protective Services.

We are required to formally appoint him to this position. A draft by-law is attached for consideration.

### RECOMMENDATION – SAO

Recommended Motion #1:

**“BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2717/APP/23, a by-law to appoint a Director of Protective Services.”**

Recommended Motion #2:

**“BE IT RESOLVED THAT Inuvik Town Council hereby gives SECOND READING to By-law 2717/APP/23, a by-law to appoint a Director of Protective Services.”**

*Signature – Michael Trabysh, SAO*



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

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

**WHEREAS** the Council of the Municipal Corporation of the Town of Inuvik deems is appropriate and necessary to appoint a Director of Protective Services.

**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. Brian Larman is hereby appointed Director of Protective Services for the Town of Inuvik effective August 14, 2023.
- 2. The Director of Protective Services shall report directly to the Senior Director of Public Safety & Infrastructure Services.
- 3. The Director of Protective Services shall be paid an annual salary and benefits as established in the Offer of Employment.
- 4. Any previous by-laws dealing with the appointment of a Director of Protective Services or Fire Chief are hereby repealed upon the date of final reading of this by-law.
- 5. By-law #2616/APP/18 is hereby repealed.
- 6. This by-law will come into effect upon the day of its final passage.

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

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

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

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SENIOR ADMINISTRATIVE OFFICER

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

\_\_\_\_\_  
SENIOR ADMINISTRATIVE OFFICER

**Town of Inuvik**  
**Operating Budget Variance**  
**For the 7 Months ending July 31, 2023**

		<b>2023</b>		<b>2023</b>		<b>2023</b>		<b>Variance</b>	<b>%</b>	<b>Notes</b>
		<b>Budget</b>		<b>Budget to Date</b>		<b>Actual</b>				
<b>REVENUE</b>										
Administrative	\$	8,281,786	\$	5,086,076	\$	7,366,488	\$	2,280,412	45%	1
Protective Services		65,000		51,791		47,896		(3,896)	-8%	
Public Works		25,000		25,000		25,000		-	0%	
Environmental		697,500		387,917		363,481		(24,436)	-6%	
Tourism		272,500		207,917		235,979		28,062	13%	
Recreation		491,700		216,389		232,074		15,685	7%	
Library		84,800		1,150		1,271		121	11%	
Fiscal		3,496,000		1,670,444		1,198,515		(471,929)	-28%	2
Total Revenue	\$	13,414,286	\$	7,646,684	\$	9,470,704	\$	1,824,020	24%	
<b>EXPENSES</b>										
Administrative	\$	3,618,048	\$	1,664,055	\$	1,527,274	\$	136,782	-8%	3
Protective Services		913,217		540,414		489,486		50,927	-9%	
Public Works		1,527,441		785,634		912,812		(127,178)	16%	4
Environmental		1,009,200		591,400		435,718		155,681	-26%	5
Tourism		889,698		613,794		603,083		10,711	-2%	
Recreation		3,675,277		2,133,941		1,846,157		287,784	-13%	6
Library		456,425		261,991		240,134		21,856	-8%	
Fiscal		801,000		467,250		494,803		(27,554)	6%	
Total Expense	\$	12,890,307	\$	7,058,478	\$	6,549,468	\$	509,010	-7%	
<b>Surplus / (Deficit)</b>	<b>\$</b>	<b>523,979</b>	<b>\$</b>	<b>588,206</b>	<b>\$</b>	<b>2,921,236</b>	<b>\$</b>	<b>2,333,030</b>		
Land Fund Revenue	\$	2,266,887	\$	166,679	\$	192,072	\$	25,393	15%	
Land Fund Expenditure		100		58		(500)		558	-957%	
<b>Surplus / (Deficit)</b>	<b>\$</b>	<b>2,266,787</b>	<b>\$</b>	<b>166,620</b>	<b>\$</b>	<b>192,572</b>	<b>\$</b>	<b>25,951</b>		
Utility Fund Revenue	\$	3,513,565	\$	1,750,120	\$	1,675,607	\$	(74,513)	-4%	
Utility Fund Expenses		3,561,276		1,973,600		1,992,979		(19,379)	1%	
<b>Surplus / (Deficit)</b>	<b>\$</b>	<b>(47,711)</b>	<b>\$</b>	<b>(223,480)</b>	<b>\$</b>	<b>(317,372)</b>	<b>\$</b>	<b>(93,892)</b>		
<b>Total Surplus / (Deficit)</b>		<b>2,743,056</b>		<b>531,346</b>		<b>2,796,435</b>		<b>2,265,090</b>		
<b>Capital Project Funding</b>										
Community Public Infrastructure	\$	4,577,957	\$	2,364,365	\$	27,623	\$	2,336,741	-99%	7
Gas Tax		890,210		55,000		55,141		(141)	0%	
Transfer from Reserves		121,799		117,858		189		117,669	-100%	7
Contribution Agreements and other funding		8,546,126		1,732,592		51,664		1,680,928	-97%	7
Total Capital Project Funding	\$	14,136,092	\$	4,269,815	\$	134,617	\$	4,135,197	-97%	
<b>Capital Projects</b>										
Water Utility	\$	12,823,275	\$	2,956,638	\$	552,943	\$	2,403,695	-81%	8
Other Capital Projects	\$	4,055,873	\$	2,877,367	\$	218,160	\$	2,659,206	-92%	8
<b>Total Capital Projects</b>	<b>\$</b>	<b>16,879,148</b>	<b>\$</b>	<b>5,834,004</b>	<b>\$</b>	<b>771,103</b>	<b>\$</b>	<b>5,062,901</b>	<b>-87%</b>	
<b>Net Capital Projects</b>	<b>\$</b>	<b>(2,743,056)</b>	<b>\$</b>	<b>(1,564,189)</b>	<b>\$</b>	<b>(636,486)</b>	<b>\$</b>	<b>(927,704)</b>	<b>-59%</b>	
<b>Surplus (Deficit) after Transfers</b>		-		<b>(1,032,844)</b>		<b>2,159,949</b>		<b>(3,192,793)</b>	<b>-309%</b>	
Amortization		3,500,000								

**Notes**

- 1 Timing of revenue recognition of Grant-in Lieu
- 2 CCBF (Gas Tax) tax transfer for loan payments not yet recorded
- 3 Insurance payment less than expected/WSCC payment and consulting payment timing
- 4 Costs incurred for dust abatement and street sweeping were higher than expected. As well, timing difference with budgeted cost for snow removal.
- 5 Solid waste tipping fees less than anticipated plus monthly billing
- 6 Salary vacancies, utility cost timing
- 7 Timing of entry in relation to capital expenditures
- 8 Timing of entry in relation to capital funding for capital projects

**CAPITAL PROJECTS REPORT FOR COUNCIL  
As Of August 31, 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	85%	436,362	Utilidor construction complete. Will be tying in the new utilidor by end of month.
WTP - Beam installation	135,000	95%	5,121	Beam has been installed. Waiting on moving parts. Contractor will wire for operation.
Biomass Project Hidden Lake	263,275	65%	200,403	Piping Installation is in the progress, Contractor noted significant delay receiving parts (estimate end of December). Anticipated that Silo relocation and tie in to be completed in 2024 by another Contractor. Interim plan for 2023-24 is to use existing system until project is complete.
Water Distribution System	7,600,000	5%		Engineer design is on hold until a decision is made regarding residential density and lot sizes. Geo-technological sampling to occur this month. Dependent on residential density design and design timelines, contractor is ready to begin drilling this winter.
Sewage Lagoon	1,500,000	1%	70,786	Awaiting Project Update from AECOM regarding tender. Also awaiting response from Waterboard regarding the design.
Haul All Garbage Bins	84,895	40%	910	Place ordered and finalizing yearly lease payment plan with vendor. Also, awaiting shipment due to shipping strike. Expected delivery will be next February or March.
Expand Solid Waste Site and Install Fencing	800,000	10%	3,858	Tender has been awarded; earth works contractor to begin when weather allows (due to significant rainfall the area has limited accessibility).
Garbage Bin Pad Improvement	25,000	0%		Waiting on contractor to commence project
Breynat Road Rehabilitation	1,806,173	10%	2,833	Culverts have been replaced. Progress of this has been weather dependent. Project is ongoing.
Fitness Equipment	15,000	0%		Items will be ordered as needed
Conference Equipment	20,000	0%		Items will be ordered as needed
Vehicle	85,000	100%	84,936	Project completed
Firehall bathroom renovation	30,000	100%	33,370	Project completed

**10.2**

Fire Training Site refurbishment	30,000	100%	8,892	The remaining unspent amount will be reallocated to fund the motor on Pumper 2 upon Council's approval.
MSC Flooring replacement	70,000	0%		Waiting on building assessment and possible repair due to building shift before replacing floors.
SCBA Replacement	65,700	100%	65,689	Annual payment year 2 of 5, project completed
MSC Concession equipment	100,000	5%		Waiting on assessment report from contractor to identify equipment that need to either be replaced/repared.
Additional dressing room	750,000	1%	17,250	Waiting on architectural design and drawings.
Flooring replacement for Firehall	10,000	0%		To be reallocated to fund the motor on Pumper 2 upon Council's approval.
Signage for Chief Jim Koe Park	20,000	1%		Consultation outstanding; will request a revised quote afterwards.
Discovery Inuvik signage	20,000	40%		Consultation, design work and installation still outstanding
Pool repair	92,000	100%	90,540	Complete
Pool filter sand	22,000	100%	12,506	Complete

## STRATEGIC PRIORITIES CHART

May 2023

## COUNCIL PRIORITIES (Council &amp; 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
<ol style="list-style-type: none"> <li>1. <b>TRIPARTITE LEADERS: Meeting</b> – September</li> <li>2. Human Resources Policy: Roll-out – June</li> <li>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> </li> </ol>	<ol style="list-style-type: none"> <li>1. New payroll and HR system review of options – June</li> <li>2. Cloud-based record storage (financial) – July</li> <li>3. Cross-Training Program <ul style="list-style-type: none"> <li>E-Service Portal: Launch</li> </ul> </li> </ol>

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

COMMUNITY SERVICES & RECREATION	CAPITAL
<ol style="list-style-type: none"> <li>1. MSC Inspection Schedule Implementation - August</li> <li>2. Online Booking: Software Selection – October</li> <li>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> </li> </ol>	<ul style="list-style-type: none"> <li>Waste Site Fencing: Construction – October</li> <li>Breynat Road Upgrade: Phase 1 Construction - October</li> <li>Lagoon Dike Rehabilitation: Tender – June</li> <li>New Sub-division Development - December</li> </ul>
	PUBLIC WORKS/MS
	<ol style="list-style-type: none"> <li>1. TRAIL PLAN: Draft – October</li> <li>2. Sports Field Maintenance: Training – June</li> <li>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> </li> </ol>

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