



**AGENDA**  
**TOWN OF INUVIK ~ COMMITTEE OF THE WHOLE AND REGULAR COUNCIL MEETINGS**  
**TO BE HELD ON OCTOBER 23 AND 25, 2023**  
**AT 7:00 P.M. in COUNCIL CHAMBERS**

**Item # 1                      CALL TO ORDER**

Land Acknowledgement

**Item # 2                      ADOPTION OF THE AGENDA**

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

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

Community Plan update from Dillon Consulting

Camilla and Amanda-Brea will be in attendance to deliver an update.

**Item # 5                      PUBLIC QUESTION PERIOD**

**Item # 6                      ADOPTION OF THE MINUTES**

6.1                      Minutes of the October 11, 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-088 ~ Housing Accelerator Fund application

Document attached. Requires motion to approve.

**AGENDA**

*Inuvik Town Council Meetings  
October 23 and 25, 2023*

8.2 RFCD 2023-SAO-089 ~ 2024 Council and Committee Meeting Schedule

Document attached. Requires motion to approve.

8.3 RFCD 2023-SAO-090 ~ Charlotte Vehus request for variance

Document attached. Requires motion to approve.

Item # 9 **BY-LAWS**

Item # 10 **DEPARTMENT HEAD REPORTS**

Directors will provide an update on their respective departments.

Item # 11 **INFORMATION ITEMS**

11.1 Strategic Priorities Chart

Document attached. For information only.

11.2 Aurora Research Institute ~ Various Research Projects

Document attached. For information only.

Item # 12 **COUNCIL CONCERNS**

Item #13 **IN CAMERA ITEMS**

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

Item # 14 **ADJOURNMENT**

**MINUTES**  
**TOWN OF INUVIK ~ REGULAR COUNCIL MEETING**  
**HELD ON OCTOBER 11, 2023**  
**AT 7:00 P.M. IN COUNCIL CHAMBERS**

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6.1

### 1) Call to order

A combined meeting of the Committee of the Whole and Regular Council was conducted by The Town of Inuvik in Council Chambers on October 11, 2023, starting at 7:00 p.m. The meeting was attended by Mayor Clarence Wood, Councillor Whitney Alexis, Councillor Ned Day, Councillor Tony Devlin, Councillor Grant Gowans, Councillor Jesse Harder, Councillor Alana Mero (via zoom), Councillor Kurt Wainman, Senior Administrative Officer Michael Trabysh, Executive Assistant Jenna MacNeil, Senior Director of Public Safety & Infrastructure Cynthia Pihlaja, Director of Economic Development & Tourism Charlotte Verriere, and Director of Parks, Recreation, & Leisure Stevenson Krug. Deputy Mayor Natasha Kulikowski was not present.

### 2) Adoption of the agenda

Moved by Councillor Harder, seconded by Councillor Alexis:

**MOTION: 188/10/23                      “BE IT RESOLVED THAT Inuvik Town Council hereby adopts the agenda as amended.”**

Motion CARRIED

### 3) Declaration of conflict of interest or pecuniary interest

There were none.

### 4) Delegations, presentations, or petitions

There were none.

### 5) Public question period

There were none.

## 6) Approval of minutes

### 6.1 Minutes of the September 25 and 27, 2023, Council Meeting

Moved by Councillor Devlin, seconded by Councillor Alexis:

**MOTION: 189/10/23**      **“BE IT RESOLVED THAT Inuvik Town Council hereby adopts the minutes of the September 25 and 27, 2023 Council meeting as presented.”**

Motion CARRIED

### 6.2 Minutes of the October 3, 2023, Public Works Committee Meeting

Moved by Councillor Gowans, seconded by Councillor Harder:

**MOTION: 190/10/23**      **“BE IT RESOLVED THAT Inuvik Town Council hereby adopts the minutes of the October 3, 2023, Public Works Committee meeting as presented.”**

Motion CARRIED

## 7) Action Items

Council noted the document.

## 8) New Business

### 8.1 RFCD 2023-SAO-083 ~ MSC Concession Contract Award

Moved by Councillor Harder, seconded by Councillor Gowans:

**MOTION: 191/10/23**      **“BE IT RESOLVED THAT Inuvik Town Council hereby awards the Midnight Sun Concession contract for a period of two years with the option to renew for an additional three to eight years to Lil’ Ava’s Pizza.”**

Motion CARRIED.

8.2 RFCD 2023-SAO-087 ~ Appoint a Development Officer

Moved by Councillor Devlin, seconded by Councillor Gowans:

**MOTION: 192/10/23**      **“BE IT RESOLVED THAT Inuvik Town Council hereby appoints Peter Scholz to Development Officer for the Town of Inuvik.**

Motion CARRIED.

## 9) By-laws

9.1 RFCD 2023-SAO-084 ~ Dispose of by way of sale By-law 2718/LND/23

Moved by Councillor Wainman, seconded by Councillor Day:

**MOTION: 193/10/23**      **“BE IT RESOLVED THAT Inuvik Town Council hereby gives THIRD AND FINAL READING to By-Law #2718/APP/23, a by-law to dispose of real property by way of sale.”**

Motion CARRIED.

9.2 RFCD 2023-SAO-085 ~ Dispose of by-way of sale By-law 2719/LND/23

Moved by Councillor Devlin, seconded by Councillor Mero:

**MOTION: 194/10/23**      **“BE IT RESOLVED THAT Inuvik Town Council hereby gives THIRD AND FINAL READING to By-Law # 2719/LND/23, a by-law to dispose of real property by way of sale.”**

Motion CARRIED

## 10) Reports

There were none.

## 11) Information items and announcements

### Strategic Priorities Chart

Council noted the document.

### 2024 Budget Calendar and Plan

SAO Trabysh presented an overview of plans for the 2024 budget process; council noted the document.

## 12) Council comments or concerns

Available on corresponding YouTube link.

## 13) In camera items

### Confidential and Personnel Information - CTV Act, s.23 (3) (h) & (i)

Moved by Councillor Gowans, seconded by Councillor Alexis:

**MOTION: 195/10/23**      **“BE IT RESOLVED THAT Inuvik Town Council hereby moves in camera at 7:32 p.m.”**

Motion CARRIED.

Moved by Councillor Devlin, seconded by Councillor Gowans:

**MOTION: 196/10/23**      **“BE IT RESOLVED THAT Inuvik Town Council hereby moves out of camera at 8:23 p.m.”**

Motion CARRIED.

## 14) Adjournment

Moved by Councillor Gowans:

**MOTION: 197/10/23      “BE IT RESOLVED THAT the Regular Council meeting  
adjourns at 8:23 pm.”**

Motion CARRIED.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date of approval

\_\_\_\_\_  
Senior Administrative Officer

\_\_\_\_\_  
Date of approval

# ACTION ITEMS

October 23 and 25, 2023 COUNCIL MEETINGS

No.	ITEM	REQUIRED ACTION	ACTION TAKEN / ANTICIPATED COMPLETION DATE
1.	Condemned Buildings	Public safety issue with fire, repeated calls and unnecessary use of resources.	<p><b>Sept 11 - Aecom Engineers have been scheduled for week of Sept 25<sup>th</sup> to complete a structural assessment.</b></p> <p><b>Oct 20 – Aecom Structural report is coming next week</b></p>
2.	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> <p><b>Oct 20 – from Govt of Canada “I am confident that we will be able to get approvals within the stipulated timelines give or take a week or two to CA signoff timeline.”</b></p>
3.	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> <p><b>Sept 21 – Need to add missing-middle properties per City of Calgary result</b></p>



# ACTION ITEMS

October 23 and 25, 2023 COUNCIL MEETINGS

No.	ITEM	REQUIRED ACTION	ACTION TAKEN / ANTICIPATED COMPLETION DATE
			Oct 20 – Application has been submitted, updates have been sent, waiting for approval.
4.	Land Sales	33 lots sold to IDC	Oct 20 – Legal contract is near completion.
5.	Library Hours	Review operating hours at the Library and budget impact.	September 22 <sup>nd</sup> interviews for Library manager, when the role is filled the manager will advise on staffing and budget.  Oct 20 – Interviews were not successful, restarting interview process
<b>Completed Action Items</b>			
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	Lawson Lundell was consulted, and it was determined that fiber communication lines require permitting and are assessable for property taxation purposes as well.  Issue permit by August 31, 2023  Permit issued Sept 15, 2023
2.	Water Main Break	Fix water leak at Tununuk and Mackenzie in the Utilidor.	Beaufort Mechanical has repaired the leak.

# ACTION ITEMS

October 23 and 25, 2023 COUNCIL MEETINGS

No.	ITEM	REQUIRED ACTION	ACTION TAKEN / ANTICIPATED COMPLETION DATE
3.	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.
4.	Swimming Pool	Fix white caulking.	The pool re-opened on Aug 3 <sup>rd</sup> .
5.	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> <p><b>Sept 15 – Quad Check stop held</b></p>
6.	MSC Concession	RFP – Proponent has been selected	<b>Oct 20 – Legal is preparing lease, equipment has been procured and shipment will start next week</b>

## REQUEST FOR COUNCIL DECISION

Meeting Dates: October 23 & 25, 2023

RFCD #: 2023-SAO-088

### TOPIC

#### Application For Town of Inuvik's Housing Accelerator Fund

### BACKGROUND

The Housing Accelerator Fund (HAF) provides incentive funding to local governments encouraging initiatives aimed at increasing housing supply. It also supports the development of complete, low-carbon and climate-resilient communities that are affordable, inclusive, equitable and diverse.

### FINANCIAL IMPLICATIONS

If successful, the Town's application to CMHC would provide a total of \$2,668,000 over 3 years between April 1, 2024 and ending of March 31, 2027.

### STRATEGIC GOALS/PRIORITIES

This application supports the following Strategic Priorities:

Abandoned Properties  
Advocacy and Partnerships

### OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

The HAF Fund encourages initiatives that remove barriers to help accelerate housing supply in our community. Accordingly, the application for the Town spells out initiatives that directly support removal of such barriers. The action plan to implement these initiatives (see Exhibit One) will be conducted over certain milestones and contribute to an overall strategy to add 80 units during the program. They are as follows:

1. Expansion to Utilidor Infrastructure to allow for more development.
2. Demolition and Land Acquisition of Property with Abandoned Buildings.
3. Capacity building by Hiring a Development Officer that can assist with rapid application turn-around time.
4. Undertake a Housing Gap Analysis.
5. Secondary suite incentive program (in-law suite, carriage houses, tiny homes etc.).

**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**

**“BE IT RESOLVED THAT Inuvik Town Council approves the Housing Accelerator Fund Application & Action Plan to support the increase of housing supply and promote the development of affordable, inclusive and diverse communities that are low-carbon and climate-resilient within the Town of Inuvik, and approve the submission of the application to the Canada Mortgage and Housing Corporation”**

***Signature – Michael Trabysh, SAO***

A handwritten signature in black ink, appearing to read 'mtrabysh', is written over a light gray background within a rectangular box.

## 1.0 Purpose

### Housing Accelerator Fund – Action Plan Initiatives

This memo outlines the 5 Action Plan Initiatives as part of the Town of Inuvik's application to the Housing Accelerator Fund (HAF) through the Canada Mortgage and Housing Corporation and is considered one of the application requirements through the Small/Rural/North/ Indigenous stream. The Small/Rural/North/Indigenous Stream of the Housing Accelerator Fund provides incentive funding to local governments to increase housing supply. The funding is meant to remove barriers and support the development of affordable, inclusive, equitable and climate-resilient communities.

## 2.0 Action Plan Overview

Applicants must develop an Action Plan including satisfying the prescribed minimum of five (5) initiatives. The purpose of the action plan is to outline a housing supply growth target and the specific initiatives that the applicant will undertake to grow housing supply and speed up housing approvals.

The action plan must include initiatives that will help the applicant achieve their commitment to their housing supply growth target and any additional targets. The Action Plan items must support enhancements achievable within the program's timeframe, but the intent is for changes to outlive the HAF.

The applicant must indicate how each initiative will increase the supply of housing and associated timelines, as well as any other expected results. The applicant must identify and explain how each proposed initiative supports at least one of the objectives of the program. The five (5) initiatives are summarized below.

### 1. Expansion of the Utilidor

This initiative will support the expansion of the utilidor (above ground infrastructure) that will provide utilities to a centrally located neighbourhood in the town of Inuvik that is not currently serviced and remains undeveloped.

**Estimated number of permitted units in this initiative:** 56 (assuming single detached units)

**Initiative Type:** Ensuring that development and amenity charges - fees that cover necessary infrastructure to support new housing and amenities such as libraries and recreation centres in and adjacent to communities where development is occurring - are clear, transparent and pre-determined (not subject to negotiation).

### 2. Land Acquisition of Property with Abandoned Buildings



Inuvik needs more land to develop new housing units to meet the growing community's demand. In response, the community has expressed a strategic interest in procuring underutilized land within the community that could be used for new housing development. The location of this land will allow the community to share the amenities they currently have. Funding will help the population with core housing needs.

**Estimated number of permitted units in this initiative:** 24-48 (assuming row houses or multi-unit complexes)

**Initiative Type:** Creating a process for the acquisition and disposal of city owned land assets for the development of affordable housing as-of-right (not requiring rezoning).

### 3. Capacity Building for Town of Inuvik - Development Officer

Hire one (1) Development Officer (or similar position) to be responsible for all aspects of urban and development planning, land and lease administration.

**Estimated number of permitted units in this initiative:** 30 (remainder accounted for in other initiatives)

**Initiative Type:** Other - Capacity building and support for housing and development authority

### 4. Housing Gap Analysis

Inuvik would like to increase the diversity of housing stock to align with the needs and culture of the community through a Housing Gap Analysis. Inuvik would like to conduct a Housing Gap Analysis to better understand the diverse needs of the existing population and potential population of Inuvik to promote strategic development of a variety of new housing that meets the diverse needs of Inuvik.

**Estimated number of permitted units in this initiative:** 40 (remainder accounted for in other initiatives)

**Initiative Type:** Allowing increased housing density (increased number of units and number of stories) on a single lot including promoting "missing middle" housing. This type of housing form is typically buildings less than 4 storeys.

### 5. Secondary Suites:

Secondary suites (nanny suites, carriage houses, tiny homes, accessory dwelling units, etc.), serve a significant role in diversifying the available housing options to residents and can provide a stepping stone approach for people who are new to the community or otherwise looking for permanent housing options. This initiative looks to develop a secondary suite implementation program within the Town of Inuvik. Funds will go towards the development of the program and the Town will secure secondary funding to actually develop the suites. The developed program will have an established number of suites provided for each year it is active, a requirements list for applications to the program, and support to review applications. The program would be able to provide resources for landowners to develop their suites which may include funding secured by the Town separate to the HAF application.



## REQUEST FOR COUNCIL DECISION

Meeting Dates: October 23 and 25, 2023

RFCD #: 2023-SAO-089

### TOPIC

#### 2024 COUNCIL AND COMMITTEE MEETING SCHEDULE

### BACKGROUND

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

A draft schedule is attached for Council's consideration.

### FINANCIAL IMPLICATIONS

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

### STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

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

### OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

There are no other considerations or operational impacts.

### OPTIONS

Council has three options:

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

### RECOMMENDATION

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

**"BE IT RESOLVED THAT Inuvik Town Council hereby approves the 2024 Council and Committee Meeting Schedule as presented."**

*Signature – Michael Trabysh, SAO*





# 2024 Council & Committee Meeting Schedule<sup>8.2</sup>

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

- Committee of the Whole
- Economic Development Committee
- Public Works Committee
- Regular Meeting



# REQUEST FOR COUNCIL DECISION

Meeting Dates: October 23 and 25 2023

RFCD #: 2023-SAO-090

## TOPIC

### Variance Request and Recommendation for Charlotte Vehus Home

## BACKGROUND

Construction of Wheelchair-accessible ramps to 2 doors of the Charlotte Vehus Senior Citizen's Home

#### Recommendation: Variance Approval by Council

#### Enabling Bylaw(s) and Associated Summaries:

1. 2583/P+D/15, Zoning Bylaw, November 2015

*This Bylaw created the CU Community Use Zone and General Regulations for Development, including the Permitted and Conditional Uses allowed in the CU Zone. Note that in the current Zoning Bylaw, a 3m setback from utilidors is required in residential zones.*

2. 1531/UTIL/98, Utilidor Bylaw, 1998 states:

*Whenever a utilidor runs through a property or adjacent to a property, the owner of the property shall provide a clear space around the utilidor and any utilidor vaults to be available for utilidor operations, maintenance and reconstruction work. The minimum clear space around utilidors and utilidor vaults is defined as a rectangle when viewed along the longitudinal centreline of the utilidor:*

*-sides not less than 3 m away measured horizontally from the centreline of the utilidor or vault;*

*-top not less than 2.5 m above the highest point of the roof of the utilidor cross-section or vault structure; and,*

*-top not less than 5 m above the highest ground at the wall of the utilidor section or vault structure.*

#### Analysis:

The Charlotte Vehus building is a Senior Citizen's Home that has served the community of Inuvik for at least 15 years. As part of regular building maintenance in 2023, an investment was made to improve the accessibility of the building through the addition of two wheelchair-accessible ramps.

One of these ramps comes within 0.5m of the utilidor. Because of the size, height, and cost of the ramp, and its close proximity to the utilidor, staff decided to interpret both ramps as porches or decks for the purposes of the Zoning Bylaw.

The building is not located on one lot, but 5 separate very small lots and a short municipal right-of-way. Since all the lots are zoned CU, staff chose to apply CU setbacks to the interpretation of the zoning bylaw,

which are 4.5 for side yard and 7.5m for rear yard. Staff are also interpreting the collective of the 5 lots and the short right-of-way as a single large CU lot.

In the Zoning Bylaw, Section 5.5 1) a., the DO may only decide to unilaterally vary setbacks in CU zone to allow decks or porches by up to 0.61m. The needed variance is 4m for the side yard and 6m for the rear yard (plus or minus 0.4m).

Staff have reviewed the access to the utilidor and determined that where the ramps are close to the utilidor on the southeast side (the Natala/Nanuk side) the utilidor may be easily accessed from the other side through neighbouring lots. As well, the hydrant access ports are on the side of the utilidors facing away from the ramp on the northeast side of the building (the Bompas/Gwich'in side).

By permitting this variance, Council will ensure the legality of the two newly built ramps. By having the variance on file, any potential or future variance requests for neighbouring lots is unlikely to be approved, due to the need to have at least one side of the full length of all utilidors accessible to service vehicles. No such variance requests are currently anticipated or proposed, but the owners of said neighbouring lots will have 2 weeks to appeal the variance decision once issued should they have concerns.

**Staff supports this request for variance**

#### **FINANCIAL IMPLICATIONS**

No financial impact

#### **STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS**

Not related to strategic plan or priorities

#### **OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS**

While reviewing this development request and determining the need for a variance, the Development Officer identified that the building is not located on one lot, but 5 separate very small lots and a short municipal right-of-way. The development officer will work with the property owner to review the option of consolidating all lots into one. This would assist with future development permits at this sight.

#### **OPTIONS**

1. Council has the option of approving the required development as submitted, deny the approval or approve the development with conditions.

#### **RECOMMENDATION**

**“BE IT RESOLVED THAT Inuvik Town Council hereby approves the proposal to accommodate a porch (wheelchair ramp) variance to construct a larger than permitted porch (wheelchair ramp) at the Charlotte Vehus Senior Citizen’s Home”**

*Signature – Michael Trabysh, SAO*

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## 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



Sep 27, 2023  
Application No. 5732

## Application for Multiyear Research

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I would like to inform the Town of Inuvik that an application for a Northwest Territories Scientific Research Licence has been received by the Department of Education, Culture and Employment (ECE). Application No. 5732 was submitted by:

Ms. Claire Singer  
5404A 49 Street

Phone: (867) 444-0387  
Email: Claire.Singer@smu.ca

to conduct the following study:  
Indigenous Knowledge of Berries in the Northwest Territories

For the following years:  
2023 to 2028

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

Sincerely,

Niccole Hammer  
Manager, Scientific Services Office

**Application #5732****Indigenous Knowledge of Berries in the Northwest Territories**

**Year:** 2024  
**Length Of Project:** Year 3 of 5

Inuvialuit Settlement Region, Gwich'in Settlement Area, Sahtu Settlement Area,  
Dehcho Region, North Slave Region, South Slave Region, Deline Gotine Government

Traditional Knowledge

**Principal Investigator:**

Ms. Claire Singer  
Saint Mary's University  
5404A 49 Street  
Yellowknife, NT  
X1A 1R3, Canada  
Phone: (867) 444-0387  
Email: Claire.Singer@smu.ca

**Primary Contact Information:**  
Same as Principal Investigator

**Research Supervisor Information:**  
Dr. Erin Cameron  
923 Robie Street  
Halifax, NS  
B3H 3C3, Canada  
Phone: (902) 329-7123  
Email: Erin.Cameron@smu.ca

**Emergency Contact Information:**  
Same as Principal Investigator

**Team Members:**  
Lauren King, Gila Somers, Sarah True, Michele Grabke, Lila Erasmus, Elaine Lamalice, Anne Thrasher, Annie Buckle, Margaret McDonald, Bea Lepine, Celine Procter, Margaret Leishman, Alestine Andre, Erin Cameron, Noemie Boulanger-Lapointe

**Research Locations****Description for where research will be carried out:**

The geographical scope includes the Northwest Territories as a whole. Regions includes the South Slave, Dehcho, North Slave, Sahtu, and Beaufort Delta regions.

**Location Coordinates:**

62.454 ° Latitude || -114.3718 ° Longitude

**Location Description:**

Coordinates for Yellowknife, however, research will occur across the territory

## Communities:

Aklavik, Ulukhaktok, Inuvik, Sachs Harbour, Tuktoyaktuk, Fort McPherson, Tsiigehtshic, Colville Lake, Délı̨ne, Fort Good Hope, Norman Wells, Tulı́t'a, Fort Liard, Fort Providence, Fort Simpson, Jean Marie River, Nahanni Butte, Sambaa K'e, Wrigley, Gamèti, Behchokò, Wekweètì, Whaı̨, Yellowknife, Enterprise, Fort Resolution, Fort Smith, Hay River, Hay River Reserve, Łútsëlké, Kakisa, Paulatuk, Dettah

## Project Description

### Dates of Research Activity:

Start Date: Jan 01, 2024 – End Date: Dec 31, 2024

### Objective:

In the context of the above (see Rationale), our overarching goal is to complete a territory-wide Indigenous knowledge study to determine what we know about berries, describe any changes that are being seen in berries, identify potential causes of these changes, and outline what further information needs to be collected. The completion of this work will result in (1) the development of regional and overall results reports describing the status, trends, and threats to berries in the NWT, (2) a gaps report that will drive the research agenda in the territory on these topics in the future (thus representing a community-driven research project and agenda), (3) guidelines or best practices for completing community-based research linked to biodiversity, and (4) community-identified resources, such as an NWT berry calendar or cookbook.

Given reports of declines in the condition, size, and yield of berry plants, this work may be used to inform processes associated with species at risk, habitat, food security, and cultural continuity programming at appropriate levels of governance (Indigenous, territorial, regional, community). The identification of gaps in knowledge will be used to encourage and direct research on this topic in the future, based in either scientific or Indigenous knowledge, or a combination. Further, given the community-driven and Indigenous knowledge focus of this work, coupled with interdisciplinary participants from various sectors, we hope this work will facilitate building or strengthening relationships between governments and communities, and people and the land, and recognize more fully the relationships between berries/plants, the health of the land, and the health of the people that depend upon it.

### Rationale:

In 2017, the Northwest Territories (NWT) Species at Risk Committee (SARC) noted declines in the condition, size, and yield of berries in some areas of the NWT, as reported by Indigenous knowledge holders. These concerns have been echoed in Nunavut, Nunavik, Nunatsiavut, and Labrador, as well as internationally in Alaska, the Netherlands, and Norway.

In the NWT and neighbouring regions, berries have been important for many generations of people, being used extensively as a food source, for medicines, and for dyes. They are also a key food source for many other species, including birds, small mammals, caribou, and grizzly bears, influencing habitat selection, movements, and over-wintering success. Despite their widely recognized importance in the territory, and in northern regions in general, berry ecology, trends, and vulnerabilities are poorly understood, such that effective, timely, and evidence-driven responses by co-management authorities would be difficult if declines were to occur now or into the future.

In recognition of the ecological, cultural and economic importance of berries in the territory, as well as the concerns noted in the previous section, SARC recommended research be undertaken to better understand their status and trends, and potential cause(s) of the apparent declines, focusing on the collection of Indigenous knowledge.

Particularly given the pronounced effects of climate change projected for the territory, including likely

changes in the growing season, winter snowpack, and consequently, plant growth, it is essential to build and document knowledge of foundational species such as berries in order to facilitate responsible and adaptive management. The clear connections among the health of berries, the health of the land, and the well-being of people makes this topic particularly salient.

Globally, environmental research often starts from a Euro-Canadian frame of reference, with Indigenous knowledge being an afterthought, treated superficially, or with outright disregard. It is our intention to position Indigenous knowledges, cultures, values, and perspectives as the starting frame of reference, with scientific questions about berries emerging from the process.

The collection of Indigenous knowledge throughout the territory will allow us to document the temporal and spatial variation in berry growth in a manner that would be exceedingly more difficult using scientific methods (i.e., the length and breadth of knowledge holders' collective personal and intergenerational experience will potentially speak to berry trends over long time periods and may shed light on normal cyclical changes in berries versus changes driven by recent ecological changes).

### Methodology:

To meet these goals, flexible community-based knowledge documentation methods are being proposed. Methods that involve being on the land and storytelling will be prioritized, based on direction from the knowledge holders on the team and communities. A guiding set of interview themes and questions will be used in all communities. From there, methods will be tailored to the needs and preferences of each community. Methods may include one-on-one interviews with Indigenous knowledge holders in their preferred language and location, group discussion sessions, mapping (without needing to disclose specific berry picking locations), presentations, and publications. This approach will produce results that can be comparable across communities while ensuring that processes are suited to the needs and preferences of each community.

Interviewees and participants will be selected by regional representatives and interviews will be conducted with regional language experts. Ultimately, we want to ensure that all participants can share their experiences – and their reality – of berries, versus having the team make assumptions of how people relate to, know, and use these plants in their daily lives.

Interview questions have been drafted and focus on themes associated with the health and productivity of berries (e.g., good conditions/habitat for berries, timing of berry picking), changes being seen in berries (including potential causes of those changes), and socio-cultural importance and uses (e.g., berry picking history, types of berries picked/used, parts used, ways used, stories/ practices/ ceremonies/ teachings, barriers to picking).

### Communication Plan:

Knowledge mobilization is an important component of this project and will include digitization of interview recordings and transcripts, map data, and results to ensure they are readily available to communities/regional authorities that own the data. Data sharing agreements will be pursued with appropriate authorities.

As noted previously, regional results reports will be published, summarizing research results in each region. Further, an overall results report summarizing results for the NWT as a whole, a guidance/best practices report detailing recommendations for completing similar work in the territory, and a gaps report providing direction for future research will be published following project completion.

Translation of these documents in their entirety will likely be prohibitively costly and potentially of limited utility. As such, we will pursue translation of summaries of these products only so that the results are accessible across the territory at least in abridged format. To ensure results are accessible to a broad audience, we will pursue alternatives for sharing results, including videos, animations, fact sheets, recipe books covering traditional uses of berries, calendars with flowering/harvesting times, social media, etc.

The results may support future reporting and decision-making and will be reported to co-management authorities in the NWT.



## Travel Arrangements:

Travel will occur across a range of dates and locations, and will utilize a number of forms (plane, vehicle). Travel is being arranged as interviews are confirmed in communities and we are thus, at this time, unable to specify dates/locations.

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## Ethics

Will you be interviewing or surveying NWT residents?

Yes

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

Saint Mary's University Research Ethics Board

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

Jun 29, 2022

How will you maintain participant confidentiality in your research?

If the participant agrees, their first and last names as well as their community, will be recorded. If the participant wishes to remain anonymous, we will utilize a unique participant code in lieu of their name during the interview and in all transcripts and results reporting/analysis. Their community will still be recorded, however, reflecting the fact that environmental trends can often vary locally. We are currently in the process of developing a data management plan to ensure secure storage of data, confidentiality (where necessary), and project records for the duration of the project. Mechanisms for ensuring this are currently being discussed with the Saint Mary's University library (which provides data management and storage services) and ACENET (Atlantic Computational Excellence Network) to determine the most appropriate method(s) for data storage and management. We anticipate entering into data sharing agreements with each community/regional authority as appropriates that invites us to conduct research. This would stipulate that ownership of data is to remain vested in the community/regional authority and that outside of this project, decisions regarding data sharing and use remain at the discretion of the community/regional authority. In this context, we anticipate deleting our copies of the raw data following project completion. We will of course retain records of correspondence, agreements, permits, and final analyses/reporting for our own records, but we do not anticipate that any of this material will include personally identifying information.

We anticipate that data (i.e., recordings, notes of interviews, transcripts) will be retained by us for approximately 5 years. Following this period of time, as noted above, data will be retained by communities/regional authorities, or as directed by communities/regional authorities (e.g., if a community/regional authority does not have the capacity for long-term data storage, it may direct us to make arrangements for long-term storage at another institution). However, this will be determined on a case-by-case basis.

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

See above answer. Short term storage (during the life of the project, approximately 5 years) will be through either Saint Mary's University or ACENET. Long-term storage will at the discretion of communities/regional authorities. That is, raw data will be returned to communities/regional authorities for long-term storage and our stored copies of the raw data will be deleted following project completion. Where participants wish to remain anonymous, their names will not be included in any recordings, transcripts, or reporting, so that maintaining confidentiality (on the level of personal information) during long-term storage will not be an issue.

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## Supporting Information

Potential Adverse Impacts:

Adverse impacts to the environment are not expected, beyond travel-related emissions. It is possible that

interviews may elicit emotional responses from some participants. We recognize that within the context of historical and ongoing experiences, lack of trust in government and academic institutions is often present.

### Adverse Impact Mitigation:

Questions being asked are not considered invasive (i.e., not related to personal health, or related sensitive topics). It is our intention to ensure that all research is returned to communities/regional authorities, in both raw and compiled form. Ownership will remain vested in those agencies and the uses to which we would like to put the research results will be articulated in data sharing agreements with local agencies. These agreements should cover topics such as ownership, data sharing, approved uses, and storage. We understand the violations of trust that have occurred over time and it is our intention to approach this research in a respectful manner that actively aims to return benefit to communities.

### Tags:

Indigenous knowledge, berry(ies), uses, status, health, NWT;

## Distribution

Inuvialuit Regional Corporation  
 Aklavik Community Corporation  
 Hamlet of Aklavik  
 Ulukhaktok Community Corporation  
 Hamlet of Ulukhaktok  
 Inuvik Community Corporation  
 Inuvik Métis Local #62  
 Town of Inuvik  
 Paulatuk Community Corporation  
 Hamlet of Paulatuk  
 Sachs Harbour Community Corporation  
 Hamlet of Sachs Harbour  
 Tuktoyaktuk Community Corporation  
 Hamlet of Tuktoyaktuk  
 GTC Department of Cultural Heritage  
 Ehdiitat Gwich'in Council  
 Tetlit Gwich'in Council  
 Nihtat Gwich'in Council  
 Tsiigehtchic Charter Community Council  
 Tsiigehtchic Charter Community Gwichya Gwich'in Band  
 Hamlet of Fort McPherson  
 Behdzi Ahda' First Nation Band  
 Ayoni Keh Land/Dugha Financial Corporation  
 K'ahsho Got'ine Charter Community Council  
 Deline Got'ine Government  
 Xahweguweh/Yamoga Land and Financial Corporation  
 Tulita Dene Band Council  
 Fort Norman Métis Community  
 Tulita Metis Land Corporation  
 Hamlet of Tulita  
 Town of Norman Wells  
 Dehcho First Nations  
 Tlicho Government  
 North Slave Métis Alliance  
 Akaitcho Territory Government  
 Acho Dene Koe Band

Fort Liard Métis Local #67  
 Hamlet of Fort Liard  
 Deh Gah Got'ie Dene Council  
 Fort Providence Métis Local #57  
 Hamlet of Fort Providence  
 Liidlíi Kue First Nation  
 Fort Simpson Métis Nation  
 Village of Fort Simpson  
 Hay River Dene Band/Katlodeeche First Nation  
 Jean Marie River First Nation  
 Ka'a'gee Tu First Nation  
 Nahanni Butte Dene Band  
 Sambaa K'e Dene Band  
 Pehdzeh Ki First Nation  
 Yellowknives Dene First Nation  
 City of Yellowknife  
 Deninu Kue First Nation  
 Fort Resolution Settlement Corporation/Deninoo Community Council  
 Salt River First Nation 195  
 Town of Fort Smith  
 West Point First Nation  
 Town of Hay River  
 Lutsel K'e Dene First Nation  
 Smith Landing First Nation  
 Northwest Territory Métis Nation  
 Tulita District Land Corporation Limited  
 Sahtu Secretariat Incorporated  
 South Slave Research Centre - ARI  
 Inuvialuit Joint Secretariat  
 Scotty Creek Research Station  
 Gwich'in Renewable Resources Board

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Sep 27, 2023  
Application No. 5732

## Scientific Research Licence Comment Form

Town of Inuvik

### Project Details

Indigenous Knowledge of Berries in the Northwest Territories

Submitted by: Ms. Claire Singer

Length of Project: 5 year(s)

### Comments on Project

Please outline any concerns, requests or suggestions regarding Application No. 5732 :

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

Signature of Town of Inuvik official

PRINT NAME

SIGNATURE

DATE

Oct 02, 2023  
Application No. 5734

## Application for Single Year Research

I would like to inform the Town of Inuvik that an application for a Northwest Territories Scientific Research Licence has been received by the Department of Education, Culture and Employment. Application No. 5734 was submitted by:

Mr. Leyton Schnellert  
Faculty of Education  
2125 Main Mall

Phone: (604) 822-5422  
Email: leyton.schnellert@ubc.ca

to conduct the following study:  
Shifting Pedagogical Practice: An Act of Reconciliation

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

Sincerely,

Niccole Hammer  
Manager, Scientific Services Office



## Application #5734

### Shifting Pedagogical Practice: An Act of Reconciliation

Year: 2023      Length Of Project: Year 1 of 1

Inuvialuit Settlement Region, Gwich'in Settlement Area

Social Sciences

#### Principal Investigator:

Mr. Leyton Schnellert  
University of British Columbia  
Faculty of Education  
2125 Main Mall  
Vancouver, BC  
V6T1Z4, Canada  
Phone: (604) 822-5422  
Email: leyton.schnellert@ubc.ca

#### Primary Contact Information:

Ms Jacqui Currie  
3175-95B Wolverine Road  
Inuvik, NT  
X0E 0T0, Canada  
Phone: 780-712-6100  
Email: jcurrie@bdec.nt.ca

#### Research Supervisor Information:

Same as Principal Investigator

#### Team Members:

Jacqui Currie

#### Research Locations

Description for where research will be carried out:

#### Communities:

Aklavik, Inuvik, Tuktoyaktuk, Fort McPherson, Tsiigehtshic

#### Project Description

##### Dates of Research Activity:

Start Date: Nov 01, 2023 -- End Date: Dec 31, 2023

## Objective:

I (Jacqui Currie) will be conducting qualitative practitioner inquiry under the supervision of my professor, Leyton Schnellert. The research will include working with school educators, division consultants, and Indigenous mentors. Data collection will include gathering data from the following sources: literature, focus groups, interviews, participant reflective journaling, and a research journal. I will look for themes and patterns in the data gathered to create a list of barriers preventing educators in the Beaufort Delta Divisional Education Council from participating in Land-based education. These barriers and literature will be used to create a list of suggested strategies to increase engagement in Land-based education. This research aims to provide educators with strategies to engage in Land-based education to meet Indigenous students' needs better. I will compile my research into a final paper explaining my results and will share the findings with the Beaufort Delta Divisional Education Council.

## Rationale:

This research will explore the barriers preventing educators in the Beaufort Delta region from participating in Land-based education. Participants will create a list of strategies to increase educator engagement with Land-based education. This research is done as an act of reconciliation with the hope of addressing the academic inequities that exist for Indigenous students and responding to the calls to action stated by the Truth and Reconciliation Commission of Canada. This project is being done as a capstone project toward a masters degree in education.

## Methodology:

The following is an explanation of my research plan:

1. Recruitment and consent letters are dispersed and returned.
2. I will review the literature on Land-based pedagogy practices in the Northwest Territories. I will meet with Indigenous mentors to discuss Land-based pedagogy in the Beaufort Delta region. These meetings will be in-person and approximately 60 minutes in length. Information from these meetings will be documented in the researcher's teacher journal. The purpose of these meetings is to help the researcher better understand the importance of Land-based pedagogy for Indigenous students. They are attended to ensure the researcher practices place-consciousness when discussing Land-based pedagogy. The information gathered from these meetings is not intended to be used as data collection for analysis but as further information to understand the need for Land-based pedagogy to meet the needs of Indigenous students. All information gathered in these meetings will be shared with Indigenous mentors, who will have decision-making authority on their use in the researcher's final paper.
3. A focus group with in-school educators will be hosted to discuss current reflections on what are the barriers to engaging in Land-based pedagogy and to create the parameters for the reflective journaling process. This session will be approximately 90 minutes long, hosted on Zoom and recorded. The intention is to host this focus group during work hours if approval is received from the superintendent. If approval is not received, it will occur after school hours. Participants will include in-school teachers and the researcher. The researcher will email all participants with the focus group's date, time and location.
4. A focus group with division consultants will be hosted to discuss current reflections on the barriers to engaging in Land-based pedagogy and to create the parameters for the reflective journaling process. This session will be approximately 90 minutes long, hosted in person, during work hours, and audio recorded. It will include school division consultants and the researcher. The researcher will email all participants with the focus group's date, time and location.
5. Participants and I will complete reflective journaling every 2 weeks for a two-month period.
6. I will interview each participant to discuss their reflective journals and what they noticed in their practice over the two-month period. These interviews will be recorded and approximately 60 minutes long. These interviews will occur after school hours, in person or on Zoom and will be audio recorded. Participants will decide whether their reflective journals can be used as artifacts for data analysis or just the information they

shared in the recorded interview.

7. A final focus group will be hosted with in-school educators and school division consultants to discuss the themes of barriers that emerged from the data gathered. The purpose of this focus group is to allow participants to reflect on the barriers identified in the data and to brainstorm strategies to support educators in engaging in Land-based pedagogy based on the identified barriers. The focus group will occur on Zoom, be approximately 90 minutes long, recorded and hosted during work hours. The researcher will email all participants with the focus group's date, time and location.

8. I will take anecdotal notes in a teacher-reflective journal throughout the research process.

9. I will meet with Indigenous mentors to discuss the themes from the triangulation of data collection and share the strategies recommended to increase Land-based pedagogy. These meetings will be in-person and approximately 60 minutes in length. These meetings aim to share the researcher's learning with Indigenous mentors to demonstrate a commitment to act in reconciliation and meet the calls to action.

### Communication Plan:

The Beaufort Delta Divisional Education Council has had communication about the planned research through an information package and has provided school division approval. Final research findings will be shared back with the school division and participants. Presentations on the research findings will be available for any interested community organizations.

### Travel Arrangements:

I live in the community of Inuvik and this research be conducted from Inuvik.

## Ethics

Will you be interviewing or surveying NWT residents?

Yes

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

University of British Columbia Behavioural Research Ethics Board

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

Oct 04, 2023

How will you maintain participant confidentiality in your research?

All research participants will be protected by using pseudonyms in all data collection forms during and after the research study. However, confidentiality for data gathered during the focus groups cannot be guaranteed. We will encourage participants not to discuss the content of the focus groups with people outside the groups; however, we cannot control what participants do with the information discussed. If the researcher wants to use a direct quote or artifact from a reflective journal, the participant who shared the information will be informed. If the participant feels the quote or artifact breaches their confidentiality and they do not want it used in the report, it will be removed.

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

All data collected will be stored on a password-protected computer, in a non-online location, and encrypted. If it is not electronic data, it will be stored in a locked filing cabinet. The data that will be collected includes:

- Focus group audio recordings
- Interview audio recordings and transcripts
- Researcher teacher practitioner journal



- Reflective journals (when shared)
- Signed consent forms

The Principal Investigator will be responsible for storing all data for a period of five years. This data will be stored in a locked filing cabinet or an encrypted file, on a password-protected UBC computer. After this time, all data will be shredded. This data will include:

- Focus group audio recordings
- Interview audio recordings and transcripts
- Researcher teacher practitioner journal
- Reflective journals (when shared)
- Signed consent forms

## Supporting Information

### Potential Adverse Impacts:

This research is low risk; the research activities are similar to ongoing professional reflection conversations in the field of education and in the school district where this research is taking place. The school division has fostered an environment that encourages professional self-reflection and sharing of learning. All participants will be made aware of the activities they will participate in and understand the research purpose and methods before consenting to participate. As the research includes focus groups, participants will be informed that confidentiality is expected but that the researcher cannot control what participants do with the information discussed. None of the participants will hold a position of power over other participants, but there could be a perceived position of power between in-school educators and school division consultants.

### Adverse Impact Mitigation:

To limit the risk of this power dynamic, the focus groups that are intended to reflect on current barriers in the school division will be conducted separately for in-school educators and school division consultants. Participants will only see their raw interview data, and they will have an opportunity to remove any data they feel puts them at risk. All other data shared with participants will be done after it has been analyzed and categorized into themes. A third-party recruiter will be used to mitigate coercion. All data gathered will be stored in accordance with TCPS 2: Core.

### Tags:

education;

## Distribution

Inuvialuit Regional Corporation  
 Gwich'in Tribal Council  
 Tsiigehtchic Charter Community Council  
 Tsiigehtchic Charter Community Gwichya Gwich'in Band  
 Inuvialuit Joint Secretariat  
 Aklavik Community Corporation  
 Hamlet of Aklavik  
 Inuvik Community Corporation  
 Inuvik Métis Local #62  
 Town of Inuvik  
 Tuktoyaktuk Community Corporation  
 Hamlet of Tuktoyaktuk  
 GTC Department of Cultural Heritage  
 Ehdiitat Gwich'in Council  
 Tetlit Gwich'in Council



Oct 02, 2023  
Application No. 5734

# Scientific Research Licence Comment Form

Town of Inuvik

## Project Details

## Shifting Pedagogical Practice: An Act of Reconciliation

Submitted by: Mr. Leyton Schnellert

Length of Project: 1 year(s)

## Comments on Project

**Please outline any concerns, requests or suggestions regarding Application No. 5734 :**

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

Signature of Town of Inuvik official

PRINT NAME

SIGNATURE

DATE \_\_\_\_\_

## NWT Scientific Research Licence # 17358 Issued

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Please be advised that the NWT Scientific Research Licence has been issued to Dr Tiff-Annie Kenny for the project entitled: "Can we tell them that people can't afford to eat, and it's getting worse and worse?": An Assessment of the Retail Food Environment and Consumer Agency in the Inuvialuit Settlement Region. The Notification of Research summarizing the researcher's activities and locations is attached.

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

October 17, 2023

## Notification of Research

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I would like to inform you that Northwest Territories Scientific Research Licence No. 17358 has been issued to:

Dr Tiff-Annie Kenny  
Université Laval  
Pavillon Ferdinand Vandry  
1050 Av. de la Médecine  
Québec, QC  
G1V 0A6, Canada  
Phone: 514-771-8595  
Email: Tiff-Annie.Kenny@CRCHUdeQuebec.ulaval.ca

to conduct the following study:

**"Can we tell them that people can't afford to eat, and it's getting worse and worse?": An Assessment of the Retail Food Environment and Consumer Agency in the Inuvialuit Settlement Region (5503)**

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

### Summary of Research

This licence has been issued for the scientific research application No. 5503.

The aim of the project is to collect new information on the retail food environment, household socio-economic conditions, and food purchases, through both empirical measures and local knowledge. The goal is to shed new light on market food affordability and food security in the ISR, while building local and regional research capacity to lead food system research.

The project is composed of three key objectives:

1. Characterize the retail food environment and the economic affordability of market foods.
2. Examine socio-economic dimensions of food affordability.
3. Document experiences and perceptions related to food security and food affordability.

The approach for this study is rooted in community-based participatory research (CBPR) principles, which emphasize collaboration, mutual learning, and respect for local knowledge. This approach ensures that the research process is community-driven, culturally appropriate, and responsive to local needs and contexts.

A significant aspect of this approach involves hiring Community Research Leads (CRLs) in each of the six Inuit communities within the ISR. The CRLs will play a pivotal role in the research process, acting as the main point of contact between the research team and the community. They will be

responsible for facilitating participant recruitment, data collection, and community engagement activities. The CRLs will be identified through a careful selection process, focusing on individuals who are community members, have a good understanding of local contexts, and have an interest in the research topic. The CRLs will receive training and ongoing support from the research team to build their research capacity and to ensure the successful implementation of the study.

### OBJECTIVE 1: PARTICIPATORY FOOD ENVIRONMENT SURVEY (Activity 1)

Building on the Inuvialuit Participatory Food Costing Study (see Kenny et al. 2018, Food Policy for detailed methodology), the researchers are developing a new methodology for retail food environment assessments in remote northern communities. This includes the development and deployment of a smartphone application to rapidly process food price information from images of consumer receipts and the use of high-resolution smartphone cameras to systematically characterize various food quality features like produce ripeness, detecting freezer-burn and food-borne pathogens. In the first phase of the project, the researchers will pilot the methodology in two communities of the region (Paulatuk and Tuktoyaktuk). The approach will subsequently be extended to the additional four communities of the region in Phase 2 to collect comprehensive regional data on the retail food environment.

### OBJECTIVE 2: HOUSEHOLD ECONOMIC DIARIES (Activity 2)

**Description:** Household economic diaries are a comprehensive research tool used in social and economic research that provides a nuanced view of a household's financial landscape. They capture detailed, real-time data about household spending patterns, income, and other revenues. The aim of these diaries is to gain insight into the financial behaviors, income allocation, decision-making processes, and overall economic health of households.

Annotated receipt collection methodology is an innovative approach to examining and understanding the intricacies of household food purchasing habits and decision-making processes. It can be a powerful tool in food environment research as it can provide insights into the realities of food affordability and consumption patterns within households. This will allow researchers to understand the patterns of spending, the impact of income cycles and external factors on these patterns, and the decisions households make regarding food and other necessities.

**Participant profile:** The researchers aim to recruit between 5-10 household representatives per community, resulting in a total sample of 30-60 households. The recruitment process will focus on ensuring a diverse range of households participate– including representation from different age groups, sexes and genders, income levels, household structures and involvement in traditional food harvesting activities.

**Nature of the participation:** Participation in this component of the project will involve three major facets: a. Household economic diary; b. Annotated till receipts; c. Household survey; d. exit interviews.

- 2a. Each participating household will be provided with an Economic Diary to record their daily expenses. The diary will include sections to record the date, description of the item(s), total cost, and any additional notes (such as the reason for the purchase). Additionally, there will be a space to record any income received during the period.
- 2b. Participants will also be asked to save their grocery receipts over a one-month period, annotate these receipts with additional information about each purchased item.
- 2c. They will also be asked to complete a pre-research survey and engage in a follow-up interview about their shopping habits, decision-making processes, and experiences with food affordability.

The research team will maintain regular contact with participants throughout the process. This will include check-ins to address any questions or concerns, reminders about the diary entries, and updates on the progress of the project. At the end of each week, the research team will collect the completed diary pages for that week. This allows for ongoing data collection and the opportunity to address any issues or confusion about the diary entries. At the end of the project, participants will be debriefed and will have an opportunity to learn about the overall findings of the research.

**Participant recruitment:** Participants will be recruited by the CRL in each community, using a variety of methods including community cooking circles, announcements at community meetings, and posts on community social media platforms. Additionally, the researchers will leverage the power of word-of-mouth referrals, which can be particularly effective in smaller, close-knit communities. The CRL will work closely with local community leaders and organizations throughout the recruitment process, to ensure that the recruitment process is transparent, respectful, culturally safe, and aligns with the values and expectations of the local community. Letters of invitation will be distributed directly to invited or interested participants. The letter will describe the objectives of the research, what participants will be asked to contribute, follow up procedure for participation in the study, and contact information should they have any questions or concerns related to the research. Interested participants will be invited to contact the CRL to schedule a time and date to initiate the research. The CRL will follow-up directly with participants one week following distribution of the invitation letter to confirm their interest, with a reminder one week prior to the workshop.

**Free & informed consent:** Before starting the project, participants will be provided all the necessary information about the study, including the purpose of the study, what participation involves, the voluntary nature of their involvement, and how the data will be used and protected via an information letter and consent form (A2.2 Info and Consent). These documents will be reviewed with participants in a one-on-one meeting with the CRLs, where they will have the opportunity to ask questions and clarify any concerns. Participants will be informed that their involvement is on a voluntary basis and that they may withdraw at any time without the need for justification and without suffering any negative consequences. Information relating to confidentiality will also be mentioned. A written signature will be required, and a copy of the consent will be given. Participants will only be included in the project once they have given their free and informed consent, which they can withdraw at any time without penalty.

**Compensation:** Recognizing the time and effort involved in participating in this project, all participants will receive compensation for their participation. This will take the form of an honoraria cheque, which will be provided at the end of the participation period. The value of the gift card will be commensurate with the time and effort required to participate in the project. Based on consultation with the local Community Corporations, this amount should be \$50 per day, for a total of 30 days, amounting to \$1,500 upon completion of the follow-up interview.

**Analysis:** The data from the household economic diaries and annotated till receipts will be analyzed using a combination of quantitative and qualitative methods. Descriptive statistics will be used to summarize household income and expenditures, spending patterns, and the proportion of income spent on different categories of items. Patterns in spending and income will be examined over time to identify trends or cycles. Qualitative analysis of notes from the diaries and annotations on the receipts will be used to gain insights into the decision-making processes and contextual factors influencing spending and consumption patterns.

### OBJECTIVE 3A: SHOPPING GO-ALONG INTERVIEWS (Activity 3)

**Description:** Go-along shopping interviews are a qualitative research method in which a researcher accompanies a participant during a normal shopping trip and asks them questions about their shopping behaviours, attitudes, and perceptions. The approach provides in-depth insights into the ways consumers experience and interact with their retail food environment and make food purchasing decisions.

**Participant profile:** A diverse range of adult participants will be sought in each community – including those from different age groups, sexes and genders, income levels, and household structures. Participants from Activity 2 (Household economic diary and till receipt collection) will be prioritized for participation in the shopping go-along interviews.

**Nature of the participation** Participation in this study involves allowing a researcher (the CRL or a university-based researcher, according to the participant's preference and comfort) to accompany the participant during a typical shopping trip at their local store, during which the researcher will ask questions and observe shopping behaviors. Participants are encouraged to carry out their shopping as usual and are invited to share as much, or as little, as they are comfortable with during the interview. They have the right to skip any questions they do not wish to answer, and they may end the interview at any time. The duration of the shopping trip and interview will typically range from 30 to 60 minutes but may vary depending on individual shopping routines. Participants will have the option to review and revise their responses or to withdraw their data from the study up to four weeks following the interview.

**Participant recruitment:** Participants will be recruited by the CRL in each community, using a variety of methods including community cooking circles, announcements at community meetings, and posts on community social media platforms. Additionally, we will leverage the power of word-of-mouth referrals, which can be particularly effective in smaller, close-knit communities. The CRL will work closely with local community leaders and organizations throughout the recruitment process, to ensure that the recruitment process is transparent, respectful, culturally safe, and aligns with the values and expectations of the local community.

**Letters of invitation** will be sent directly to invited (i.e., participants who took part in the Activity 2) or interested participants (i.e., participants who responded to calls on social media, in public postings, etc.). The letter will describe the objectives of the research, what participants will be asked to contribute, follow up procedure for participation in the study, and contact information should they have any questions or concerns related to the research. Interested participants will be invited to contact the CRL to schedule a time and date for the interviews. The CRL will follow-up directly with participants one week following distribution of the invitation letter to confirm their interest, with a reminder one week prior to the workshop.

**Free & informed consent:** Prior to the interview, participants will be provided all the necessary information about the study, including the purpose of the study, what participation involves, the voluntary nature of their involvement, and how the data will be used and protected. The researcher leading the interview will read the consent form (A2.3 Info and Consent). After reading each section, participants will be asked if they have any questions. They will be informed that their participation is on a voluntary basis and that they may withdraw at any time without the need for justification and without suffering any negative consequences. Information relating to confidentiality will also be mentioned. A written signature will be required, and a copy of the consent will be given. Consent will only be obtained after the researcher collecting the data has read the complete consent form to the participant and responded to any questions or preoccupations they have regarding the research.



**Compensation:** Participants will be provided a \$250 gift card to the local store to compensate for their time in participating in the study. This amount is based on the standard compensation for research participation in the region, as set by local Inuit organizations, which is approximately \$100 per hour in 2023.

**Analysis:** The data collected from the shopping-go-along interviews will be transcribed and analyzed using thematic analysis. This qualitative method allows for the identification, analysis, and interpretation of patterns or "themes" within the data. Through this approach, we aim to gain insights into participants' shopping behaviors, attitudes, and perceptions. The themes identified from the analysis will provide a rich, detailed, and complex account of the data that can be used to inform interventions aimed at improving the retail food environment.

### OBJECTIVE 3B - SHARING CIRCLE (Activity 4)

**Description:** A sharing circle is a traditional Indigenous method used for group communication and decision-making. It provides an opportunity for every member of the group to share their perspectives and experiences in a respectful, egalitarian setting. Everyone in the circle is given an equal opportunity to speak, and is encouraged to share freely, fostering a collective sense of ownership and responsibility.

**Participant profile:** The participants for the sharing circle are the Inuit CRLs from each of the six communities participating in the study. These individuals are key stakeholders and leaders within their communities who have been directly involved in leading the project locally. They possess unique insights, experiences, and knowledge about their community's food environment, socio-economic conditions, and challenges and opportunities related to food security and agency.

**Nature of the participation:** Participation in the sharing circle involves active engagement in a dialogue about the participants' experiences and insights related to the project. The participants will be asked to share their reflections on their involvement in the research, their observations about household economic practices and food security in their communities, and their thoughts on the concept of agency in the context of the retail food sector in the Inuvialuit Settlement Region. The sharing circle will be audio-recorded with the consent of the participants for accurate documentation and analysis. However, all information shared will be kept confidential and anonymized in any reports or publications resulting from this research.

**Participant recruitment:** The CRLs will have already been engaged in the project (leading activities 1-3 detailed above) and hence, their recruitment for the sharing circle will involve a formal invitation detailing the purpose, date, time, and venue of the sharing circle. Their participation will be voluntary and based on their interest and availability.

Letters of invitation will be sent directly to each CRL by the PI. The letter will describe the objectives of the research, what participants will be asked to contribute, follow up procedure for participation in the study, and contact information should they have any questions or concerns related to the research.

**Free & informed consent:** Prior to the sharing circle, each participant will be provided with an information sheet that clearly outlines the purpose and process of the sharing circle, what will be expected of them, and how the data collected will be used and stored. They will be assured of their right to withdraw from the sharing circle at any time, without any repercussions.

**Compensation:** Participants will be provided an honorarium of \$250 per day, for a total of \$500 for the two days, for their time in participating in the workshop and sharing circles. All travel expenses to and from the workshop location will be fully covered. This includes airfare, accommodations, per diems (for meals not catered during the workshop) and local transportation as needed.

**Analysis:** The sharing circles and workshop discussions will be audio-recorded, transcribed, and analyzed using thematic analysis. This will allow for the identification of key themes and patterns in the experiences, perspectives, and insights shared by the community research leads. The analysis will provide valuable insights into the community's food environment, socio-economic conditions, and challenges and opportunities related to food security and the concept of 'agency'. The findings will be instrumental in informing future research and interventions in the community.

The primary target audience for the project includes regional (e.g., IRC, Inuvialuit Game Council) and community organizations in the ISR (e.g., Hamlet Council, Community Corporations, Hunters and Trappers Committees) – primary those which focus on food security, cost of living, and health and well-being. The Community Research Leads and Regional Coordinator (based at the IRC) will ensure that all periodic project updates are communicated to community leadership boards, such as the Community Corporations, from whom they will also seek feedback and advice on the project, including feedback on plans for the dissemination of research results locally. All project results will be communicated to, and validated by, the primary target audience prior to broader dissemination. We will leverage existing communication channels within the region, such as the IRC Annual Newsletter (distributed to all communities in the region) to disseminate project updates and results.

The broader audience for project results includes policy makers (e.g., Nutrition North Canada, Government of the Northwest Territories (GNWT) Sustainable Livelihoods, GNWT Anti-Poverty, Inuit Tapiriit Kanatami (ITK) Food Security Strategy, ITK Anti-Poverty initiatives) practitioners from public (e.g., nurses, dietitians, social workers) and private (e.g., food retail and transportation) sectors, as well as academic researchers, and the public.

Targeted dissemination activities (e.g., public presentations, social media releases), including events to disseminate the result results (e.g., webinars, workshops) and a suite of communication materials (e.g., infographics, policy briefs, summaries, reports, presentations, and videos) will be co-developed to respond to the unique needs and considerations of the respective target audiences of the research. For example, in December 2022, we hosted a food security side-event at the ArcticNet Annual Meeting "Moving from Understanding to Action on Food Security in Inuit Nunangat" which convened representatives from each Inuit land claim region (including eight delegates from the ISR), ITK, and policy makers (see Naylor, Kenny et al. 2023). We intend to organize a similar event at upcoming ArcticNet gatherings, and aspire to embed further leadership from Inuit researchers and organizations in the planning process, including the CRLs in this project.

Throughout the life of the project, the research team will mobilize knowledge through in-person learning opportunities, development of documentation for different audiences (program managers, decision makers, academics, community members and public), and communications (through websites, social media). In consultation with the regional and community-based project partners, we will develop communication materials (e.g., brochures, pamphlets, Facebook, website, other materials as deemed appropriate) for the public in both English and Inuvialuktun that explains the project, process, and results in an easily accessible and understandable manner. Before launching any communication materials to the public, we would like to conduct pilot tests with a smaller group of targeted audience to ensure that the materials are appropriate and effective at conveying the information.

The fieldwork for this study will be conducted from:  
September 01 - December 31, 2023

Sincerely,

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Niccole Hammer  
Manager, Scientific Services Office

**Distribution**

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

Aklavik Community Corporation  
Ulukhaktok Community Corporation  
Inuvik Community Corporation  
Paulatuk Community Corporation  
Sachs Harbour Community Corporation  
Tuktoyaktuk Community Corporation  
Inuvialuit Joint Secretariat