

AGENDA
TOWN OF INUVIK ~ COMMITTEE OF THE WHOLE AND REGULAR COUNCIL MEETINGS
TO BE HELD ON NOVEMBER 6 AND 8, 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**

RCMP Report

Item # 5 **PUBLIC QUESTION PERIOD**

Item # 6 **ADOPTION OF THE MINUTES**

6.1 Minutes of the October 23 and 25, 2023 Council Meetings

Minutes attached. Requires motion to approve.

Item # 7 **ACTION ITEMS**

7.1 Action Items List

Document attached.

Item # 8 **NEW BUSINESS**

8.1 RFCD 2023-SAO-092 ~ Funding for Solid Waste Site Improvement

Document attached. Requires motion to approve.

Item # 9 **BY-LAWS**

9.1 RFCD 2023-SAO-093 ~ Acquire Land By-law 2720/LND/23

By-law attached. Requires FIRST AND SECOND READINGS.

Item # 10 **DEPARTMENT UPDATES**

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**

Item # 14 **ADJOURNMENT**

**MONTHLY
POLICING REPORT
October, 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 partnering with Victim Services to provide East Three Secondary School with Bystander Intervention Training again this year. The training aims to create safe and positive options to prevent harm or intervene when confronted with an incident of violence.

Inuvik Detachment is working with Aurora College to provide Bystander Intervention Training to adults in the community.

2. Reconciliation:

The Detachment continues to participate in the Breakfast Program at East Three school on Friday's. Members also attend Books and Bannock (see photo below) on a regular basis.

On October 24th, S/Sgt Aubin presented at an Elders workshop hosted by the Inuvialuit Regional Corporation and NWT Seniors' Society. S/Sgt. Aubin discussed options Elders have when reporting crime to the Detachment and signs of Elder abuse. Elder abuse remains a priority for the Detachment.

On October 31st, Inuvik members attended East Three Elementary School and took part in the Halloween parade (see photo below)

PS. Carley Gray and S/Sgt Aubin attended the Elders Halloween lunch at Ingamo Hall.

3. Road Safety:

Over the Thanksgiving weekend, Inuvik participated in "Operation Impact", a National police initiative that focuses on road safety. Detachment members stopped 79 vehicles checking for sobriety, driver's licenses and distracted drivers. Two impaired drivers were charged during this initiative along with the issuance of two tickets for offences under the *Motor Vehicle Act* and one ticket under the *Cannabis Act*.



The Detachment conducted five proactive traffic enforcement programs this month (check stops). In addition to the enforcement actions during “Operation Impact”, one other impaired driving by alcohol charge was laid and a Criminal Code charge of driving while prohibited was also laid due to a police-initiated traffic stop.

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 patrols were completed downtown this month with several police generated liquor act offence investigations initiated resulting in 7 bottles of liquor disposed of.

Notable Occurrences for the Month:

The Inuvik Detachment has been taking a proactive approach to the management of offenders currently on court order conditions who reside in Inuvik. Members are confirming that these offenders are abiding by their conditions. Proactive measures include random curfew checks and sobriety checks if appropriate. Ensuring offenders are complying with court order conditions assists in keeping the community safe.

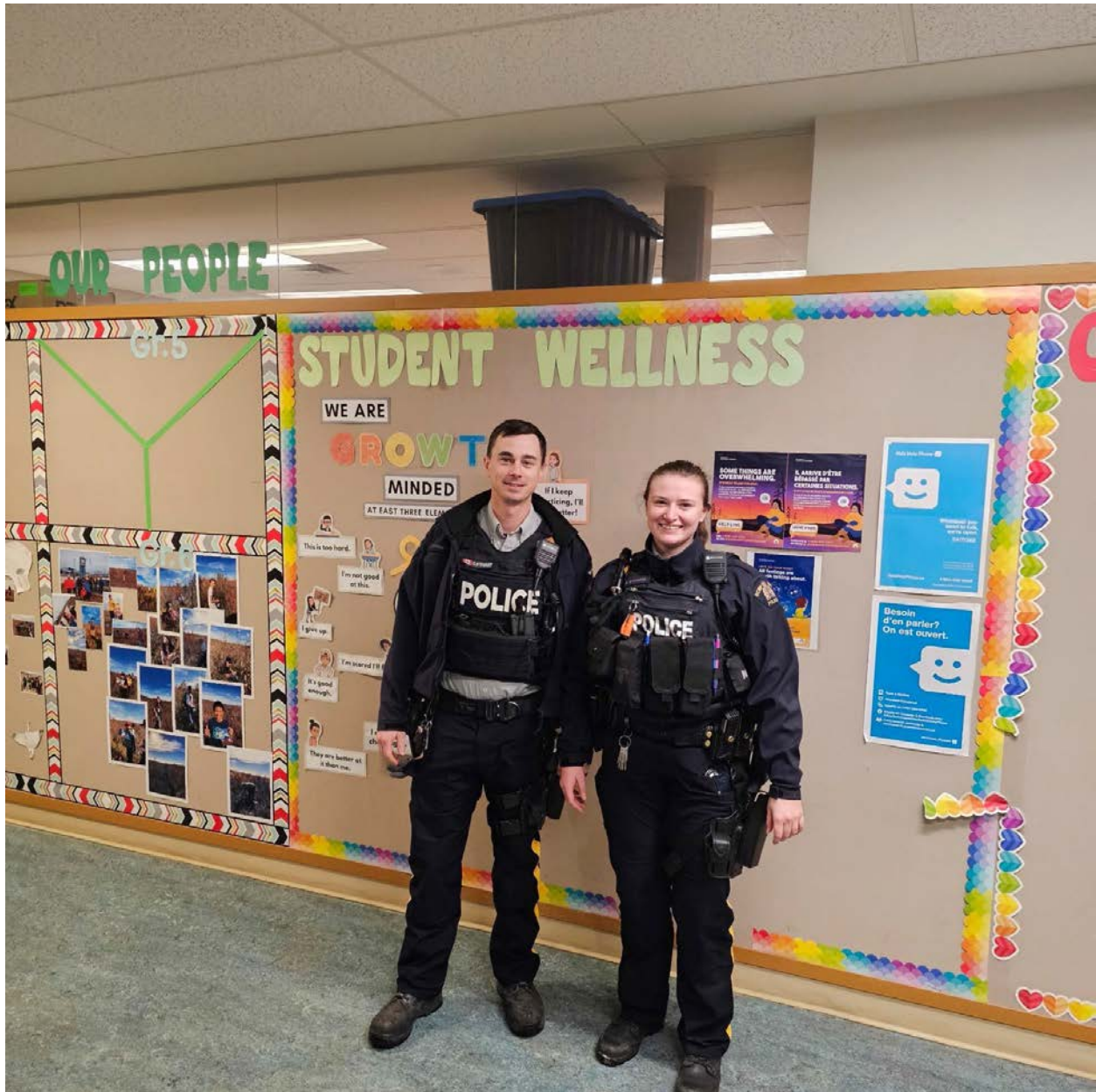


Community Contributions

Cpl. Main at East Three School during Halloween events.



Cst. Stewart and Cst. O'Connor attending Books and Bannock at East Three School



The Inuvik RCMP Detachment responded to 393 calls for service during the month of OCTOBER 2023.

OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	42	388	42	471
Sexual Offences	3	33	7	43
Break and Enters (Residence & Business)	7	40	5	42
Theft of Motor Vehicle	1	21	1	12
Theft Under \$ 5000.00	16	108	6	116
Theft Over \$ 5000.00	0	7	0	1
Drugs (Possession)	0	5	2	4
Drugs (Trafficking)	4	56	3	27
Liquor Act	25	281	29	348
Unlawful Sale (Bootlegging)	0	0	0	0
Causing a disturbance / Mischief (total)	94	1366	137	1581
Causing a Disturbance	33	430	24	350
Mischief - damage to property	13	125	16	116
Mischief - obstruct enjoyment	48	811	97	1115
Impaired Driving	21	159	10	108
Other Complaints	66	769	35	579
Total Violations	279	3233	277	3332



JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	2	56	4	39
Victim Services Referral - Declined	7	180	29	232
Victim Services - Proactive Referral	1	7	0	8
Victim Services - Not Available	0	0	0	0
Restorative Justice Referrals	0	1	0	5
Emergency Protection Orders (Detachment Initiated)	1	3	2	7
ODARA Reports	3	47	4	60
Prisoners Held	70	640	52	620
Prisoners Escorted	0	1	0	0
Prisoners Held non-PROS Agency	0	0	0	1
Prisoners Escorted Non-PROS Agency	0	0	0	0
Liquor Destroyed Immediately	7	71	4	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: S/Sgt. Jesse Aubin

Inuvik RCMP Detachment

Telephone: (867) 777-4957

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 OCTOBER 23 AND 25, 2023
AT 7:00 P.M. IN COUNCIL CHAMBERS

Present:	<u>Monday</u>	<u>Wednesday</u>
Mayor:	Clarence Wood	Clarence Wood
Councillor:	Whitney Alexis Ned Day Tony Devlin Grant Gowans Jesse Harder (zoom) Kurt Wainman	Whitney Alexis Ned Day Tony Devlin Grant Gowans Jesse Harder (zoom) Alana Mero (zoom) Kurt Wainman
Absent:	Natasha Kulikowski (on Monday and Wednesday, with notice) Alana Mero (on Monday, with notice) Michael Trabysh (on Wednesday, with notice)	
Staff Present:	Michael Trabysh, Senior Administrative Officer (on Monday) Jenna MacNeil, Executive Assistant Cyndy Pihlaja, Senior Director of Public Safety, & Infrastructure Brian Larman, Director of Protective Services & Fire Chief Charlotte Verriere, Director Economic Development & Tourism Steve Krug, Director of Parks, Recreation, & Leisure Services	

1) Call to order

Mayor Wood called both meetings to order at 7:00 p.m.

2) Adoption of the agenda

Moved by Councillor Gowans, seconded by Councillor Harder:

MOTION: 198/10/23 “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 October 11, 2023, Council Meeting

Moved by Councillor Devlin, seconded by Councillor Wainman:

MOTION: 199/10/23 **“BE IT RESOLVED THAT Inuvik Town Council hereby adopts the minutes of the October 11, 2023 Council meeting as presented.”**

Motion CARRIED

7) Action Items

Council noted the document.

8) New Business

8.1 RFCD 2023-SAO-088 ~ Housing Accelerator Fund Application

Moved by Councillor Gowans, seconded by Councillor Alexis:

MOTION: 200/10/23 **“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”**

Motion CARRIED.

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

Moved by Councillor Devlin, seconded by Councillor Gowans:

MOTION: 201/10/23 **“BE IT RESOLVED THAT Inuvik Town Council hereby approves the 2024 Council and Committee Meeting Schedule as presented.”**

Motion CARRIED.

8.3 RFCD 2023-SAO-090 ~ Ramp Variance for Charlotte Vehus Home

Moved by Councillor Wainman, seconded by Councillor Day:

MOTION: 202/10/23 **“BE IT RESOLVED THAT Inuvik Town Council hereby directs the Development Officer to resurvey the 5 lots on which the Charlotte Vehus Senior Citizen’s Home is located, merge the lots and rights-of-way, rezone the entire new lot and re-issue land leases appropriately.”**

Motion CARRIED.

9) By-laws

There were none.

10) Reports

Directors provided updates on their respective departments. Details can be viewed on the corresponding YouTube link.

11) Information items

11.1 Strategic Priorities Chart

Council noted the document.

11.2 Aurora Research Institute ~ Various Research Projects

Council noted the document(s).

12) Council comments

Can be found on the corresponding YouTube link

13) In camera items

There were none.

14) Adjournment

Moved by Councillor Alexis:

MOTION: 197/10/23 “BE IT RESOLVED THAT the Regular Council meeting adjourns at 7:05 pm.”

Motion CARRIED.

Mayor

Date of approval

Senior Administrative Officer

Date of approval

ACTION ITEMS

November 6 and 8, 2023 COUNCIL MEETINGS

No.	ITEM	REQUIRED ACTION	ACTION TAKEN / ANTICIPATED COMPLETION DATE
1	2024 Budget	Need to re-schedule Council 2024 Budget Workshops	Nov 6 - Suggested dates: Wednesday November 15 th 6-8pm. Wednesday November 29 th 6-8pm. Saturday December 2 nd (if needed) 9-11am.
2	Eligible Suppliers List	Pursuant to Section 11.6 of Procurement Policy number MG.003, the Public Works director shall advertise annually for contractors and keep a registry for small scale construction projects.	Nov 6 – We will complete an advertisement for the next issue of the Inuvik Drum and due to timing, the period will run from now until the end of 2024. Then annually thereafter.
3	Ground mount Utilidor Pilot Project	Small section TBD with low impact. Plan and design work required for 2024 budget.	Nov 6 – Hasegawa Engineering is putting a proposal together for TOI.
4	Recruitment	Continue to recruit for vacant Town positions	Nov 6: Director of Finance – Advertised / In Progress Civil Engineer – Advertised / In Progress Library Manager – Top candidate declined, re-advertised / In progress Special Projects Coordinator – Starts Dec 4th Development Officer – Contracted to Cairnstone Planning

ACTION ITEMS

November 6 and 8, 2023 COUNCIL MEETINGS

No.	ITEM	REQUIRED ACTION	ACTION TAKEN / ANTICIPATED COMPLETION DATE
5	MSC Parking Lot – Standing water	Determine source of water in parking lot	<p>Nov 6 – several tests have been conducted, nothing conclusive yet, will be reaching out to Hasegawa Engineering for consultation.</p>
6	Condemned Buildings	Public safety issue with fire, repeated calls and unnecessary use of resources.	<p>Sept 11 - Aecom Engineers have been scheduled for week of Sept 25th to complete a structural assessment.</p> <p>Oct 20 – Aecom Structural report is coming next week.</p> <p>Nov 6 – Aecom still has not sent report on their letterhead</p>
7	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>Sept 11 - Infrastructure Canada has requested our Incorporation/community charter docs.</p> <p>Oct 20 – from Govt of Canada <i>“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.”</i></p> <p>Nov 6 – Solvest has sent another request for an update on the Contribution Agreement</p>

ACTION ITEMS

November 6 and 8, 2023 COUNCIL MEETINGS

No.	ITEM	REQUIRED ACTION	ACTION TAKEN / ANTICIPATED COMPLETION DATE
8	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>Sept 11 – CMHC has extended the deadline to Sept 29 due to the evacuation in Yellowknife.</p> <p>Sept 11 – Our current estimated funding is \$2.67M</p> <p>Sept 21 – Need to add missing-middle properties per City of Calgary result</p> <p>Oct 20 – Application has been submitted, updates have been sent, waiting for approval.</p>
9	Land Sales	Determine prices and advertise industrial and residential land inventory	<p>Oct 20 – 33 lots sold to IDC, Legal contract is near completion.</p> <p>Nov 3 – Have reached out to Remax as Coldwell Banker has not taken any affirmative action on listing and marketing our lots</p> <p>Nov 6 – IDC Contract is still not complete, a holdback was requested but it has been rejected.</p>
10	Library Hours	Review operating hours at the Library and budget impact.	<p>September 22nd interviews for Library manager, when the role is filled the manager will advise on staffing and budget.</p> <p>Oct 20 – Interviews were not successful, restarting interview process</p>

Completed Action Items

ACTION ITEMS

November 6 and 8, 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	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.
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 rd .
5.	Speeding / Quads	Implement deterrents to combat speeding utilizing but not limited to traffic controls, speed bumps, traffic calming etc.	A 3-way stop is being installed on Franklin and Millen. Further areas will be considered and implemented as necessary. Sept 11 – Stop sign was removed for the winter, will consider putting it back for the summer Sept 11 – We will be meeting with RCMP to strategize a method for corralling and ticketing quads Sept 15 – Quad Check stop held
6.	MSC Concession	RFP – Proponent has been selected	Oct 20 – Legal is preparing lease, equipment has been procured and shipment will start next week

ACTION ITEMS

November 6 and 8, 2023 COUNCIL MEETINGS

No.	ITEM	REQUIRED ACTION	ACTION TAKEN / ANTICIPATED COMPLETION DATE
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REQUEST FOR COUNCIL DECISION

Meeting Dates: November 6 & 8, 2023

RFCD #: 2023-SAO-092

TOPIC

Inuvik Solid Waste Site Improvement Project

BACKGROUND

The Regional Solid Waste Site Improvement Project is funded through the Investing in Canada's Infrastructure Plan (ICIP). The project is a response to the need for additional support to get the historical stockpiles out of landfills.

The project has 5 main activities as follows split into two phases:

Phase I

1. Consolidating and removing stockpiles of hazardous waste;
2. Segregating and depolluting different types of scrap metal including appliances and vehicles;

Phase II

3. Processing the depolluted scrap metal prior to transportation;
4. Transporting the scrap metal; and,
5. Constructing secure temporary storage areas for the collection of Household Hazardous Waste.

The scope of work will include local resources (staff & equipment) and contractors to remove historical stockpiles of hazardous waste and scrap metal as well as construct new household hazardous waste collection areas. The GNWT will be coordinating project management and commissioning services to mobilize technicians and contractors. Where possible, contractors will utilize local labour in the completion of this project. However; the contractor will reserve the right to bring their own labour forces in the event that local labour is not available within the delivery schedule or if the contractor has documented concern with quality control and quality assurance aspects of the work performed by the local labour.

FINANCIAL IMPLICATIONS

The total project budget is \$2,500,000 as outlined in Appendix A. The GNWT was approved a maximum of \$1,875,000 under the Investing in Canada Program (ICIP) for this project. Participating communities will combine to contribute a total of \$625,000 and not less than 25% of actual costs. The Town of Inuvik (TOI) agrees to provide a minimum of 25% of the total costs attributed to their community (\$37,500). TOI may invoice the Project for staff or equipment and fuel at cost. The TOI agrees to advance \$37,500 from their CPI Funding as outlined in Appendix A. Any extra costs approved by the TOI will be withheld from the Community's 2023-24 CPI Funding. Upon project completion, any unspent funds from the advance will be paid back to the community.

STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

This program supports the Waste Management Strategy listed under “Next” on the Council Priorities Chart.

OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

This Program is effective June 30th, 2021 and terminates on March 31, 2027 unless terminated or amended in accordance with the provisions of the MOU. All terms and conditions outlined in the Canada – Government of the Northwest Territories Integrated Bilateral Agreement for the Investing In Canada Infrastructure Program will apply to the Project.

OPTIONS

Approve the motion as presented to receive \$112,500 in ICIP funding or defer the motion back to administration for further review and consideration.

RECOMMENDATION

Town Council hereby approves funding of \$37,500.00 to be withheld from the 2024-2025 Community Public Infrastructure allocation reducing the available allocation for the said years to \$1,816,500.00.

Signature – Michael Trabysh, SAO

A handwritten signature in black ink, appearing to read 'mtrabysh', is written over a white rectangular background.

MEMORANDUM OF UNDERSTANDING

Investing In Canada Infrastructure Plan Inuvik Solid Waste Site Improvement Project

BETWEEN:

THE GOVERNMENT OF THE NORTHWEST TERRITORIES (the GNWT),
as represented by the
Department of Municipal and Community Affairs (MACA)

OF THE FIRST PART

AND:

THE TOWN OF INUVIK (the Town)

OF THE SECOND PART

WHEREAS:

- A. The GNWT has been approved for \$1,875,000 under the Investing in Canada Program to assist communities in the Inuvik Region make improvements to their solid waste sites;
- B. The Town of Inuvik is responsible for capital planning and asset management of the municipal solid waste site;
- C. The Department of Municipal and Community Affairs' goal is to support effective infrastructure management in community governments;
- D. MACA provides community governments with annual Community Public Infrastructure (CPI) Funding to support purchase or construction of municipal capital assets;
- E. The Parties agreed to work together to make solid waste site improvements by removing historic stockpiles of hazardous waste and scrap metal from the community's solid waste site (the "Project"); and
- F. Efficiencies and cost-savings can be made by combining the work and resources of the communities in the Inuvik Region.

NOW, THEREFORE, the Parties have agreed to the following terms and conditions:

1.0 PROJECT

- 1.1 The scope of work will include local resources (staff & equipment) and contractors to remove historical stockpiles of hazardous waste and scrap metal as well as construct new household hazardous waste collection areas.

- 1.2 The GNWT will be coordinating project management and commissioning services to mobilize technicians and contractors.
- 1.3 The GNWT reserves the right to approve any change orders within the total project budget without seeking agreement from the community.
- 1.4 Where possible, contractors will utilize local labour in the completion of this project. However; the contractor will reserve the right to bring their own labour forces in the event that local labour is not available within the delivery schedule or if the contractor has documented concern with quality control and quality assurance aspects of the work performed by the local labour.

2.0 TERMS AND CONDITIONS

- 2.1 This MOU is effective October 31st, 2023 and terminates on March 31, 2027 unless terminated or amended in accordance with the provisions of this MOU.
- 2.2 All terms and conditions outlined in the “Canada – Government of the Northwest Territories Integrated Bilateral Agreement for the Investing In Canada Infrastructure Program” will apply to the Project.

3.0 FINANCIAL

- 3.1 The total project budget is \$2,500,000 as outlined in Appendix A.
- 3.2 The GNWT was approved a maximum of \$1,875,000 under the Investing in Canada Program (ICIP) for this project. Participating communities will combine to contribute a total of \$625,000 and not less than 25% of actual costs.
- 3.3 The Town agrees to provide a minimum of 25% of the total costs attributed to their community.
- 3.4 The Town may invoice the Project for staff or equipment fuel at cost. Administration, equipment maintenance and equipment rental fees are not an eligible expense.
- 3.5 The Town agrees to advance \$37,500 from their CPI Funding as outlined in Appendix A.
- 3.6 Any extra costs approved by the Town will be withheld from the Town's 2024-25 CPI Funding.
- 3.7 Upon project completion, any unspent funds from the advance will be paid back to the community.
- 3.8 The Town will provide a Council motion to agreeing to proceed within 30 days, if construction contracts or tender bids received are greater than 10% of the budget outlined in Appendix A.
- 3.9 The GNWT will keep records of all expenses and transactions of the Project and complete required reporting for the ICIP funding.

4.0 GNWT RESPONSIBILITIES

- 4.1 MACA will be responsible for the strategic direction for the Project and will coordinate and sign off on the Project contract documents and approvals.
- 4.2 MACA will define the Project budget and will ensure that value for money principals, due diligence with public funds, and fair and transparent procurement are adhered to.
- 4.3 The GNWT will provide project management services and provide copies of all project documents to the Town.

- 4.4 The GNWT will ensure that consultants and contractors have the sole responsibility for meeting necessary regulatory requirements throughout the delivery of this project.
- 4.5 The GNWT will inform communities in a timely manner of any circumstance that might impact the total cost of the Project and will provide quarterly project status updates.

5.0 TOWN OF INUVIK RESPONSIBILITIES

- 6.1 The Town should be prepared to hire casual staff if needed.
- 6.2 The Town will ensure that solid waste staff and required heavy equipment are available for use on this project.
- 6.3 The Town will ensure scrap metal and hazardous waste are secure and safe while the contractor is not on site.
- 6.4 The Town will ensure that staff are available for training arranged by the contractor during the project, such as site safety and other maintenance procedures.
- 6.5 The Town will ensure that they are in compliance their water license requirements.

6.0 TERMINATION AND AMENDMENTS

- 6.1 This MOU may be amended or terminated by written agreement of both parties.
- 6.2 If the Town terminates the Project before completion, full project costs and cancellation penalties will be withheld from the Town's CPI Funding.

7.0 NOTICES AND ADDRESSES

Notice under this MOU will be given in writing:

For the GNWT to:

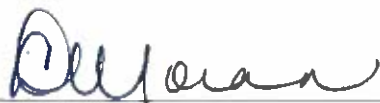
Regional Superintendent, Inuvik Region
 Municipal and Community Affairs
 Box 70
 INUVIK, NT X0E 0T0
 Fax: (867) 777-7121
 E-mail: Dana_Moran@gov.nt.ca

For the Town of Inuvik at:

Senior Administrative Officer
 Town of Inuvik
 PO Box 1160
 Inuvik, NT X0E 0T0
 Fax: (867) 777-8601
 E-mail: sao@inuvik.ca

IN WITNESS WHEREOF the Parties hereto have executed this Memorandum of Understanding through their duly and validly authorized representatives as follows:

SIGNED on behalf of the
Government of the Northwest Territories



Dana Moran

Regional Superintendent, Inuvik Region
Municipal and Community Affairs

October 24, 2023

Date

SIGNED on behalf of the
Town of Inuvik



Michael Trabysch

Senior Administrative Officer
Town of Inuvik

October 24, 2023

Date

APPENDIX A

PROJECT BUDGET

The estimated total regional project costs, funding contributions and cash flow requirements are provided below:

Community	Community Contribution	Maximum Investing In Canada Plan Funding	Totals
Aklavik	\$50,000	\$150,000	\$200,000
Fort McPherson	\$62,500	\$187,500	\$250,000
Inuvik	\$37,500	\$112,500	\$150,000
Paulatuk	\$125,000	\$375,000	\$500,000
Sachs Harbour	\$150,000	\$450,000	\$600,000
Tsiigehtchic	\$75,000	\$225,000	\$300,000
Ulukhaktok	\$125,000	\$375,000	\$500,000
Total	\$625,000	\$1,875,000	\$2,500,000

Cost estimates include the cost of diverting hazardous waste, depolluting and diverting scrap metal, as well as making some operational improvements at the solid waste site.

The contribution amounts for each individual community are specific to their own community solid waste site requirements. Each community is only responsible for contributing costs to the diversion and improvements that are required at their own solid waste site.

Town of Inuvik CPI HOLDBACK SCHEDULE

Fiscal Year	Total Community Public Infrastructure Allocation	Community CPI Holdback	CPI Available for Other Projects
2024-2025	1,854,000	37,500	1,816,500

REQUEST FOR COUNCIL DECISION

Meeting Dates: November 6 and 8, 2023

RFCD #: 2023-SAO-093

TOPIC

BY-LAW TO ACQUIRE COMMISSIONER'S LAND

Lot 0, Block 23, Plan 228

BACKGROUND

The Gwich'in Tribal Council (GTC) would like to beautify the lot in front of their office building located at 3 Council Crescent. This park-like area is currently in disrepair, and the GTC has approached the Town to take over this lot and update its appearance at their cost. Flags, flag poles, landscaping, grounds maintenance, trees and natural garden features are representative of their plans and their proposal is recommended by the administration as this is a key high traffic area along the entrance to our beautiful community.

In order to acquire fee simple title to the above property from the Commissioner, the Town is required to pass a by-law to acquire the property. Once a bylaw is in place, and the Commissioner's land application is approved, the Town can transfer the land to the GTC. A subsequent re-zoning of the lot to Parks and Open spaces would be a final step as the permitted use of this property.

A draft by-law is attached for consideration.

FINANCIAL IMPLICATIONS

There is an application fee of \$250.00 for the transfer from Commissioner's Land to Municipal Lands.

STRATEGIC PLAN OR PRIORITIES CHART IMPLICATIONS

This land beautification project ties into Council's next plans under "Community Beautification".

OTHER CONSIDERATIONS OR OPERATIONAL IMPACTS

There are no other considerations or operational impacts.

OPTIONS

Council has three options:

1. Give the by-law First and Second Readings as presented
2. Defeat the motion on First Reading
3. Refer the document back to Administration with suggested changes or areas that require further investigation

RECOMMENDATION

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

“BE IT RESOLVED THAT Inuvik Town Council hereby gives FIRST READING to By-law 2720/LND/23, a by-law to acquire real property.”

“BE IT RESOLVED THAT Inuvik Town Council hereby gives SECOND READING to By-law 2720/LND/23, a by-law to acquire real property.”

Signature – Michael Trabysch, SAO

A handwritten signature in black ink, appearing to read 'mtrabysch', is written within a rectangular box.

**TOWN OF INUVIK
BY-LAW #2720/LND/23**

**A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE
NORTHWEST TERRITORIES TO ACQUIRE REAL PROPERTY**

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

AND WHEREAS it is deemed necessary that the Town of Inuvik acquire the said lands from the Commissioner of the Northwest Territories;

NOW THEREFORE BE IT RESOLVED that the Council of the Municipal Corporation in the Northwest Territories, in council duly assembled, enacts as follows:

1. That the Mayor and the Senior Administrative Officer are hereby authorized on behalf of the Municipal Corporation of the Town of Inuvik to acquire from the Commissioner of the Northwest Territories for the sum of One Dollar (\$1.00) the land described in hereunder:

Lot 0, Block 23, Plan 228

2. This by-law shall come into effect upon the final day of passing.

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

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

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

MAYOR

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

STRATEGIC PRIORITIES CHART

May 2023

COUNCIL PRIORITIES (Council & SAO)

NOW	TIMELINE
<ol style="list-style-type: none"> 1. TRIPARTITE LEADERSHIP TABLE: Meeting 2. ABANDONED/UNSIGHTLY PROPERTY – By-law review and enforcement 3. COLD TESTING OPPORTUNITIES: Working Group 4. BOAT LAUNCH ENHANCEMENT PLAN INITIALIZATION 5. VOLUNTEER STRATEGY 	<p>October September September October July</p>

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

ORGANIZATIONAL INITIATIVE (Directors/Managers)

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

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

COMMUNITY SERVICES & RECREATION	CAPITAL
<ol style="list-style-type: none"> 1. MSC Inspection Schedule Implementation - August 2. Online Booking: Software Selection – October 3. Volunteer Strategy – July <ul style="list-style-type: none"> • Community Activity Guide/Calendar • Nordic Walking Group • Elders Engagement Initiative • Book Club Launch • Community Group Partnerships • MSC Inspection Schedule • Online Booking: Software Selection 	<ul style="list-style-type: none"> - Waste Site Fencing: Construction – October - Breynat Road Upgrade: Phase 1 Construction - October - Lagoon Dike Rehabilitation: Tender – June - New Sub-division Development - December
	<h3>PUBLIC WORKS/MSC</h3> <ol style="list-style-type: none"> 1. TRAIL PLAN: Draft – October 2. Sports Field Maintenance: Training – June 3. Boat Launch Enhancement Plan Initialization - October <ul style="list-style-type: none"> • Water Intake Inspection - Winter 2024 • Drainage Plan: Update

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



Oct 11, 2023
Application No. 5744

Application for Multiyear Research

I would like to inform the Town of Inuvik that an application for a Northwest Territories Scientific Research Licence has been received by the Department of Education, Culture and Employment (ECE). Application No. 5744 was submitted by:

Dr. Wendy Gifford
Centre for Research on Health and Nursing
Room 1118, Roger Guindon Hall
451 Smyth Rd
Phone: 613-562-5800 ext. 8975
Email: wgifford@uottawa.ca

to conduct the following study:
Building culturally safe cancer survivorship care with Inuit in Inuit Nunangat

For the following years:
2023 to 2025

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

Sincerely,

Terrilyn Chiasson
Manager, Scientific Services Office



Application #5744

Building culturally safe cancer survivorship care with Inuit in Inuit Nunangat

Year: 2024 Length Of Project: Year 2 of 2

Inuvialuit Settlement Region, Gwich'in Settlement Area

Health

Principal Investigator:

Dr. Wendy Gifford
University of Ottawa
Centre for Research on Health and Nursing
Room 1118, Roger Guindon Hall
451 Smyth Rd
Ottawa, ON
K1H 8M5, Canada
Phone: 613-562-5800 ext. 8975
Email: wgifford@uottawa.ca

Primary Contact Information:

Mrs Karis Gruben
Pauktuutit Inuit Women of Canada
1 Nicholas Street, Suite 520
Ottawa, ON
K1N 7B7, Canada
Phone: (613) 238-3977
Email: kgruben@pauktuutit.ca

Research Supervisor Information:

Same as Principal Investigator

Emergency Contact Information:

Same as Principal Investigator

Team Members:

Veldon Coburn, Joan Almost, Kednapa Thavorn, Linda Jurgensen, Mohamad Hamze Al-Chami, Catherine Larocque, Tapisa Kilabik, Reyna Uriarte, Chelsea Giesel, Karis Gruben, Liquaa Wazni

Research Locations

Description for where research will be carried out:

Communities:

Inuvik, Tuktoyaktuk

Project Description

Dates of Research Activity:

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

Objective:

Phase 1 objectives

- 1) To co-develop a strategy with the Inuit Advisory Committee for implementing the Inuit Cancer Resources; and,
- 2) To field test the implementation strategy in one regional health centre (Inuvik).

Phase 1 research questions

- 1) How can the Inuit Cancer Resources be implemented in ways that are consistent with the Inuvialuit cultural identity and acknowledge beliefs, values, and worldviews surrounding cancer in a regional health centre (Inuvik) in ISR to support cancer care?
- 2) What are the barriers and facilitators to the implementation of the Inuit Cancer Resources in the chosen community (Inuvik)?
- 3) What is the level of fidelity of this implementation strategy and what are the associated costs?
- 4) How do nurses and health services providers in the chosen community (Inuvik) use the Inuit Cancer Resources conceptually and instrumentally when providing care to Inuit cancer patients?
- 5) What are the perceptions of the quality of care and quality of life for Inuit cancer survivors following this implementation?

Phase 2 objectives:

- 1) Revise the implementation strategy developed in Phase 1 (based on the field test);
- 2) Implement the Inuit Cancer Resources in one rural health centre (Tuktoyaktuk)
- 3) Evaluate outcomes (Fidelity of the implementation strategy, resources and costs required to implement the Inuit Cancer Resources, perceptions of improved quality of care for Inuit cancer survivors); and
- 4) Develop a framework for scaling up implementation in all four regions of Inuit Nunangat (Inuvialuit Settlement Region [ISR; location of both Phase 1 and Phase 2 implementation], Nunavut, Nunavik, and Nunatsiavut).

Phase 2 research questions:

- 1) How can the implementation strategy of the Inuit Cancer Resources be revised to overcome the barriers and capitalize on the facilitators of Phase One?
- 2) How can the implementation strategy of the Inuit Cancer Resources be adapted to a rural health centre in ISR (Tuktoyaktuk)?
- 3) What are the barriers and facilitators to the revised implementation strategy of the Inuit Cancer Resources in the chosen community (Tuktoyaktuk)?
- 4) What is the level of fidelity of this revised implementation strategy, and what are the associated costs?
- 5) How do nurses and health services providers in the chosen community (Tuktoyaktuk) use the Inuit Cancer Resources conceptually and instrumentally when providing care to Inuit cancer patients?
- 6) What are the perceptions of the quality of care and quality of life for Inuit cancer survivors following this revised implementation strategy?

Rationale:

Building on the success of our previous research partnership with Pauktuutit Inuit Women of Canada (hereafter referred to as Pauktuutit), our team will address a key gap in the provision of culturally safe cancer care with Inuit. In partnership with Pauktuutit and an Advisory Group made up of Inuit Elders, policy analysts, health services providers, and researchers, we will develop and test a strategy to implement a series of Inuit Cancer Resources (attached below) into healthcare interventions and resources for cancer patients in the Inuvialuit Settlement Region (ISR), and to scale up implementation in all four regions of Inuit Nunangat. Such research is urgently required given the high cancer prevalence and mortality rates among Inuit, and the lack of culturally responsive health services that have largely neglected strengths of Inuit communities and their potential to meaningfully address cancer survivorship needs. Therefore, the purpose of this two-phase study

is to implement the Inuit Cancer Resources to enable nurses, Community Health Representatives (CHRs), and other health service providers to deliver culturally safe cancer care and improve the quality of healthcare delivery and quality of life for Inuit cancer survivors and their families.

"Inuit Cancer Resources"

Pauktuutit is a national, non-profit organization representing Inuit women in Canada. Its mandate is to foster a greater awareness of the needs of Inuit women and encourage their participation in community, regional, and national concerns related to social, cultural, and economic development. Pauktuutit's work on health intends to influence policy and program development to meet the needs of Inuit women and their families, and to develop plain language, bilingual information resources for use by healthcare providers and Inuit community members. In 2013, Pauktuutit conducted a needs assessment to understand the cancer needs of Inuit in IN with an Advisory Group made up of representatives from health and social services departments across IN (Nunavut, ISR, Nunavik, Nunatsiavut), Canadian Cancer Society, and Canadian Partnership Against Cancer, as well as Inuk Elders, Registered Nurses, community health representatives and individual Inuit cancer survivors. They found that people throughout IN had limited knowledge about cancer and perceived it as incurable or fatal. Participants revealed that having cancer felt like being dead and many gave up hope and contemplated suicide after being diagnosed. They noted that limited information was culturally relevant and meaningful for Inuit, and expressed distrust towards local healthcare providers. Based on this information, Pauktuutit collaborated with the Advisory Group to produce a series of evidence-based Inuit Cancer Resources that are culturally aligned to address Inuit cancer needs. These include (all attached below): 1) Inuit Cancer Project's Healthcare Provider E-learning Module, an e-learning module for healthcare providers jointly created by Pauktuutit and Canadian Cancer Society (CCS) (accredited by the Canadian Nurses Association Accreditation Program for continuing professional development); 2) Inuit Cancer Glossary, a plain-language glossary of cancer-related terms in five Inuit languages and dialects, including Inuvialuktun, to help healthcare providers deliver cancer information in appropriate wording 3) My Journey, a series of easy-to-read cancer information booklets (n=2) and treatment plan sheets available in English as well as three Inuit languages, that aim to increase Inuit knowledge about cancer and provide resources to patients, families, and healthcare providers to build cancer literacy, navigate the healthcare system, and support informed consent and improved decision-making, at each stage of the cancer journey; and 4) Patient & Family e-learning module that describes information from the Cancer Glossary and My Journey series in an electronic format. Throughout this application, we will refer to these tools collectively as the "Inuit Cancer Resources."

Study rationale:

The Healthcare Provider E-learning Module has yet to be implemented and Pauktuutit reports that the Cancer Glossary and My Journey booklets are not well utilized by healthcare providers or cancer survivors in IN. Further research is necessary to develop a more effective and tailored implementation strategy. Furthermore, little research on cancer care has been conducted in the ISR; this study will advance knowledge on how to improve the provision of culturally safe cancer survivorship care in the ISR and improve Inuit engagement with healthcare services.

Methodology:

NOTE: All research will be conducted in strict accordance with the principles set by Inuit Tapiriit Kanatami.

This research is a participatory intervention study that uses a mixed methods approach. It will be guided by Inuvialuit societal values rooted in traditional Inuvialuit knowledge, cultural identity, and collective purpose and belonging, and are central to the beliefs and values governing health and wellness for Inuit in Canada. While difficult to define or summarize—as it has, until very recently, only been passed through oral tradition and language—Inuvialuit culture is shaped by their collective past and intimately related to their long history of living with and caring for their land. According to the Inuvialuit Regional Corporation (IRC), Inuvialuit value patience, kindness, curiosity, resourcefulness, and environmental knowledge. Although Inuvialuit have demonstrated resilience in the face of colonization and assimilation of Inuit, decades of such policies have interrupted their traditional ways of learning and sharing, resulting in a systematic erasure of Inuit societal values and the Inuvialuktun language. Furthermore, government systems and institutions (e.g., residential schools, tuberculosis hospitals) actively opposed Inuit worldviews and, subsequently, disregarded or entirely ignored their beliefs and values. Through our collaborative partnership, we will foster an atmosphere of trust

and cultural safety that encourages Elders to share their knowledge. We will integrate Indigenous culture, beliefs, traditional knowledge, and worldviews into our research approach, including oral teachings, the Inuvialuktun language, and time on the land. We will tailor implementation to the unique cultural, spiritual, and community needs of each community and focus on creating and ethical safe space where Inuit societal values are uplifted and prioritized throughout our partnership.

Implementation will occur in two communities in the Inuvialuit Settlement Region (ISR) – a regional community (Inuvik) in Phase One and a rural community (Tuktoyaktuk) in Phase Two.

Phase 1

We will implement the Inuit Cancer Resources and evaluate the barriers and facilitators to the implementation in Inuvik (regional community) with a Community Project Liaison (CPL) hired to assist the research team.

Data collection in this phase will involve two focus groups that aim to explore barriers, facilitators, community strengths, and strategies for implementing the Inuit Cancer Resources. The focus group discussion guides will be structured around factors that may prevent or enable improvements in healthcare practices; be consistent with Inuvialuit values; and acknowledge Inuit beliefs, values, and worldviews towards cancer. In these discussions, we will facilitate an atmosphere of trust, and support ethical safe spaces for community members and Elders to share their knowledge so we can understand the requirements for tailoring the implementation strategy to the community's strengths. Following the implementation of the Inuit Cancer Resources in the first community, the CPL and research team will keep field notes to capture the fidelity, dose, reach, adaptations, and resources and costs associated with implementation. To assess contextual factors impacting implementation, we will conduct semi-structured individual interviews to explore how nurses, community health representatives (CHRs), other healthcare providers and community members used the Inuit Cancer Resources, and their perceptions of any unanticipated consequences.

Phase 2

Data collection in this phase will involve two focus groups. These focus groups will include health service providers, community leaders, Inuit cancer survivors, and families. We will revise the focus group guides developed for Phase One as necessary, aiming to explore barriers, facilitators, and community strengths to understand how to further tailor the implementation strategy to each community's strengths and context. Throughout the 6-month intervention period, the research team will conduct up to two visits to collect structured observational data on the implementation process.

Data analysis (both phases)

All focus group discussions and interviews will be audiotaped, transcribed, de-identified, and entered into QSR-NVIVO 12 qualitative software, to facilitate data management and analysis. We will conduct an inductive content analysis for themes related to each outcome being evaluated. Content analysis will involve an iterative process of data reduction, data display, and verifying descriptive codes and themes. The research team will be involved in all stages of data analysis and regular group meetings will be held to facilitate accurate interpretation of the data and reflection of community beliefs. All aspects of the process log, including structured observations, field notes, and individual interviews, will be narratively described and their frequencies and percentages will be calculated. To determine the cost of the implementation strategy, we will use a micro-costing technique by identifying, measuring, and valuing resources used. Total costs will be categorized into i) Operating costs (production of implementation materials); ii) healthcare provider participation (based on time spent and NTHSSA mean hourly wages for health professionals); and iii) miscellaneous/incidentals. We will multiply the quantity of each type of resource consumed by unit costs (the value of those resources) to obtain total component-specific costs and overall costs for the implementation. Total and component-specific cost data will be presented as mean (standard deviation) and median (interquartile range). The total cost of the implementation will be further categorized as fixed (do not vary with increase in program coverage) and variable (changes with the number of participants in the program). We will estimate the marginal cost of increasing program coverage by one participant and assess whether the marginal costs would be reduced if the program coverage is increased. Finally, we will estimate the point of productive efficiency with respect to program coverage, i.e., coverage where the total cost per patient is the lowest possible.

Communication Plan:

Advisory Group.

The Advisory Group has met virtually with the nominated PI (Gifford) to plan the direction for this study; members are in full support of the research direction. Advisory group members include:

- Ms. Tina Buckle, Community Health Nursing Coordinator, Nunatsiavut Government Department of Health and Social Development
- Ms. Jenn Gordon, Director of Operations, Canadian Breast Cancer Network
- Ms. Tracy Torchetti, Assistant Director Cancer Information, Canadian Cancer Society
- Nancy Cymbalsty, Breast Cancer/ Breast Action Group in NWT, Nurse and prior Cancer patient navigator
- Jenn Gordon, Director of Operations, Canadian Breast Cancer Network
- Deb Keen, Director FNIM Cancer Strategy, Canadian Partnership Against Cancer
- Danielle Dorschner, Executive Director, Ottawa Health Services Network Inc (OHSNI)
- Leslee Nizman, OHSNI, Operations Manager
- Marta McLean, OHSNI, Nurse Case Manager
- Melissa Satira, FNIM Canadian Partnership Against Cancer
- Elyse Tratt, Cancer Planning and Programming Officer, Nunavik Regional Board of Health, and Social Services
- Agnes Pascal, Cancer Survivor, Inuvik Cancer Support Group
- Jenna Long, Territorial Manager, Cancer Care Clinical Integration, Health Services, Northwest Territories Health and Social Services Authority, Government of the Northwest Territories
- Catherine Dixon, Territorial Specialist, Cancer Care Territorial Operations, Cancer Care Northwest Territories Health and Social Services Authority, Yellowknife Region, Government of the Northwest Territories.

As collaborative research partners, Pauktuutit and the Advisory Group will advise on each stage of the research process, including determining the communities invited to participate (Inuvik and Tuktoyaktuk), developing the implementation strategy, analyzing results, and revising the strategy for scaling up implementation throughout Inuit Nunangat. Pauktuutit and the Advisory Group will be full members of the research team; together with the researchers (nominated PI and co-I's), they will hereafter be referred to as the "research team."

Pre-Study activities.

Pending ever-changing travel restrictions and feedback from our community partners, the primary investigator (WG) and two members from the Pauktuutit team (Chelsea Giesel and Reyna Uriarte), and the Community Project Liaison (Tapisa Kilabuk) will conduct a preliminary site visit to both the regional (Inuvik) and rural (Tuktoyaktuk) communities in Summer 2023 to consult with community leaders (e.g., Elders, nurses, community members) about the interest, acceptability, and feasibility of conducting the study in their community.

Participant recruitment.

1) Health Service Providers

At the beginning of Phase One, a recruitment email will be sent to all employees at the Inuvik Public Health Centre (through internal email) as well as Pauktuutit's listserv for health service providers in Inuvik. The recipients will be given a brief description of the study and invited to participate in an FG to inform the study implementation. The recipients will be encouraged to contact the CPL to learn more about the study and to pass the information along to anyone else they think might be interested.

People who agree to participate will receive a reminder phone call a week before the FG and provided with an information sheet about the study and an electronic copy of the consent form, so they can prepare questions ahead of time.

During the FGs, participants will be invited to take part in individual interviews after 6 months to share their opinions about the implementation and the Inuit Cancer Resources in a private setting. A month before the completion of the field test, similar recruitment emails with an information sheet about the interviews will be sent to previous FG participants, other health centre employees, and Pauktuutit's listserv.

To avoid social or professional pressure that might lead people from this group to feel obligated to participate in this study, potential participants will be given reassurances that participation is completely voluntary, that they have a right to refrain from participating or to withdraw from the study at any point, and that this will not affect their jobs or their access to health and social services. This is also emphasized in the consent forms.

2) Inuit Cancer Survivors and Families/Community Members

Research team members will conduct a site visit at the beginning of the study to hold a series of meetings and community engagement activities

(e.g., Bingo night). Attendees will receive information sheets about the FGs with an invitation to contact the CPL for further information and to pass the information along to anyone else they think might be interested. The CPL will be available to answer questions and take down potential participants' contact information. People not yet ready to give an answer will be contacted a week later. Moreover, a poster containing the same information will be placed in the waiting rooms of the health centre and in community centres. The CPL will also approach local businesses (e.g., coffee shops) to ask for permission to hang this poster up in their premises.

People who agree to participate in the FGs will receive a reminder phone call the week before and, if possible, give an electronic/paper copy of the consent form, so they can read it ahead of time and prepare questions.

Cancer survivors and family caregivers who are given the Cancer Glossary and/or My Journey Booklet at the beginning of the intervention will receive a recruitment brochure for the individual interviews at the same time. They will be invited to participate in a follow-up interview that will take place at the end of the intervention to provide feedback about the resources. Those who provide their names will be contacted by the CPL, given a description of the interview session, and encouraged to ask questions about the study and what participation entails. They will be invited to undergo an individual interview. People who are not yet ready to give an answer will be contacted a week later.

More potential participants will be identified through a snowballing technique by previous interview participants. Potential participants will be contacted by the participant who identified them to ask for permission to share their contact information with the study team. If permission is obtained, potential participants will be contacted by the CPL, as described above.

Dissemination.

We will disseminate our study results to our partner communities using dissemination venues and formats consistent with their preferences, such as community sharing sessions. We will prepare one-page infographic executive summaries for posting in health centers and on their website and social media, as appropriate. In agreement with the leadership of our community partners, we will also prepare scientific papers for publishing in open-access journals, such as the International Journal of Indigenous Health, International Journal of Circumpolar Health, and AlterNative: An International Journal of Indigenous Peoples. We will also prepare posters and presentations for submission to peer-reviewed conferences/workshops/symposiums, such as University of Toronto Indigenous Health Conference, International Union for Circumpolar Health (planned in Canada for 2023 or 2024), and World Indigenous Cancer Conference. We will prioritize the participation of Indigenous partners in preparing scientific papers and presentations, supporting them to be first authors, as applicable.

Travel Arrangements:

Our tentative plan at this point in time include 3 site visits to Inuvik in 2023 and 3 visits to Tuktoyaktuk in 2024. Note that all dates below are approximate.

-Site visit #1: 1 person (our Community Project Liaison) will visit Inuvik around the last week of May 2023, for approx 2 days.

-Site visit #2: 3 people (CPL + 1 person from UOttawa + 1 person from Pauktuutit) will visit Inuvik around June 2023, for approximately 7 days.

-Site visit #3: 3 people (CPL + 1 person from UOttawa + 1 person from Pauktuutit) will visit Inuvik around September 2023, for approx 7 days.

-We will fly into and out of the Inuvik Mike Zubko Airport. We will book accommodation in an Inuvik hotel (e.g. Inuvik Capital Suites) and rent a car for accessibility.

Phase 2

-Site visit #1: 1 person (our CPL) will visit Tuktoyaktuk around April 2024, for approx 2 days.
-Site visit #2: 3 people (CPL + 1 person from UOttawa + 1 person from Pauktuutit) will visit Tuktoyaktuk around May 2024, for approx 7 days.
-Site visit #3: 3 people (CPL + 1 person from UOttawa + 1 person from Pauktuutit) will visit Tuktoyaktuk around August 2024, for approx 7 days.
-We will fly into and out of the Inuvik Mike Zubko Airport. We will rent a car and travel to Tuktoyaktuk using the Inuvik-to-Tuktoyaktuk Highway. We will book accommodation in one of the 3 Bed & Breakfast hotels that are available in Tuktoyaktuk (e.g. Smitty's Bed and Breakfast).

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 Ottawa

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

Nov 07, 2022

How will you maintain participant confidentiality in your research?

We will ensure the Northwest Territories Health Information Act and NTHSSA's privacy requirements are respected throughout the research project. All patient information disclosed to the researchers will be speedily redacted, and all those who collect, transcribe, or analyze participant data will be required to sign confidentiality agreements.

The identity of individuals will be safeguarded in the following ways:

- 1) There will be two types of research data: raw and deidentified. During audio transcription of interviews and focus groups, all identifiers will be removed. Names will be deleted, and participants will be referred to by role (e.g., "respondent"). Locations will also be redacted (e.g., "location 1").
- 2) Transcripts will be revised and any remaining identifying material (e.g., place of residence if disclosed) will be further redacted prior to data analysis. Interview transcripts will use participant IDs instead of names, and focus group transcripts will use roles assigned during transcription (e.g., "respondent" or "family member #2").

Participants will have the option to review preliminary analyses of their data and transcripts, if requested. Transcripts of Focus Groups will be de-identified using participant IDs and redaction of all identifying details, before being shared with participants. FG participants will only be given access to the transcript of the session in which they participated.

Special considerations for Focus Groups.

Due to the inherent nature of group discussions with multiple participants, protection of participants' identity and confidentiality in focus groups has limitations.

At the beginning of each FG session, participants will be reminded that although the research team will keep all information confidential, the group nature of the discussion means that privacy and confidentiality cannot be completely guaranteed. This limitation is identified on the consent form (confidentiality section). All participants will be asked to keep the information shared by others confidential, and to refrain from sharing information that they consider too sensitive.

Those who wish to discuss sensitive information will be invited to speak to the Community Project Liaison (Tapisa Kilabuk) about participation in the individual interviews.

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

People with access to the data:

- Principal Investigators (Dr Wendy Gifford and Dr. Veldon Coburn)

- Co-Researchers (Dr. Joan Almost, Dr. Kednapa Thavorn, Dr. Linda Jurgensen, Dr. Mohamad Hamze Al-Chami)
- Research Assistants, Research Coordinators (Catherine Larocque, Zeina Al-Awar)
- Community Project Liaisons (Tapisa Kilabik)
- The research team at Pauktuutit Inuit Women of Canada (Reyna Uriarte and Chelsea Giesel)

According to the principles set out by Inuit Tapiriit Kanatami and the Inuvialuit Regional Corporation, the NTHSSA and the IRC will co-own the REDACTED and DEIDENTIFIED data on behalf of the community, and Pauktuutit will co-own the RAW and the DEIDENTIFIED data to ensure equitable access to research partners and participants. In agreement with Reyna Uriarte (Pauktuutit Health and Wellness Program Manager) and Chelsea Giesel (Pauktuutit Senior projects Coordinator, Health and Wellness), the raw data will be stored in trust on servers at the University of Ottawa. Only Reyna, Chelsea, or a delegate, will have the authority to request access (in writing). For all other data requests, decisions will be made in collaboration with Pauktuutit on a need-to-know basis. This will be made clear in the consent form and reiterated at the beginning of each FG and interview session.

In addition, per regulations set out by the Northwest Territories Health and Social Services Authority (NTHSSA) and the Inuvialuit Regional Corporation (IRC), we will enter a research agreement to ensure that any confidential identifying patient information disclosed during interviews or focus groups will be permanently redacted.

Physical safeguards:

During data collection and analysis, the study investigators, research staff, and community project liaison, will have access to the research data. Paper records obtained during site visits (e.g., Focus group records, consent forms) will be transported by a member of the research team to Ottawa. The records will be kept with the researcher's laptop and/or personal items during transportation and neither checked-in nor stored in the overhead compartment of the plane. Paper records obtained outside site visits (e.g., field notes) will be kept by the CPL in a locked filing cabinet (provided by the research team) until the time of the next site visit, when they will be handed to the research team to be transported to Ottawa. Once in Ottawa, the paper records will be stored in locked cabinets in the Primary Investigator's research office in the locked Center for Research on Health and Nursing, located in room 1118, at the Roger Guindon Building, University of Ottawa.

Technical safeguards:

During data collection and analysis, only the study team will have access to the research data. All electronic data will be stored in a secure UOttawa OneDrive folder and only researchers and RAs actively working with the data will be given access. This folder will be accessed through UOttawa computers that are password protected and secured by the UO IT security. The CPL will be provided with a UO e-mail and username (to access this OneDrive folder) and a secure UOttawa laptop on which to perform all study tasks. The laptop will be returned to the university at the end of the study. Raw data (i.e., recordings) will be placed in a marked subfolder immediately after data collection, then deidentified as soon as possible and moved to a 256-bit encrypted hard drive kept in locked cabinets in the Primary Investigator's locked research office located in room 516A at the 200 Lees building, University of Ottawa. De-identified research data will remain in the OneDrive folder until data-analysis is complete, then they will be moved to the same external hard drive for storage. Any de-identified research data stored on portable devices (such as laptops, USB keys) will be password protected and permanently deleted after use.

Data retention:

All study data will be conserved at the University of Ottawa for 5 years following the end of data collection. At the end of this period, NTHSSA and IRC will be offered the redacted, de-identified data for their continued storage, if so desired.

During the retention period, paper records will be kept in locked cabinets in the Primary Investigator's locked research office located in room 516A at the 200 Lees building, University of Ottawa. All electronic data will be kept on 256-bit encrypted hard drives and also placed in locked cabinets in the Primary Investigator's locked research office.

Disposal:

Paper data will be disposed by secure and confidential shredding at the University of Ottawa.
Electronic data will be securely deleted in consultation with IT professionals in the Faculty of Health Sciences at the University of Ottawa.

Supporting Information

Potential Adverse Impacts:

We anticipate a potential minimal risk of the following:

- Questions that may be upsetting to the respondent; participants could feel tired or stressed.
- The study has the potential of identifying individuals in distress.
- Due to the nature of focus groups,

The potential adverse impacts of this study are comparable to those experienced in everyday life.

Adverse Impact Mitigation:

Like all discussions about health, illness, and healing, particularly regarding cancer, the conversation may elicit some discomfort. In our previous studies related to this topic, we have not encountered any participant who required psychological support. However, we will arrange for appropriate counselling in each study community, if needed.

Regarding focus groups.

Due to the inherent nature of group discussions with multiple participants, protection of participants' identity and confidentiality in focus groups has limitations.

At the beginning of each FG session, participants will be reminded that although the research team will keep all information confidential, the group nature of the discussion means that privacy and confidentiality cannot be completely guaranteed. This limitation is identified on the consent form (confidentiality section). All participants will be asked to keep the information shared by others confidential, and to refrain from sharing information that they consider too sensitive.

Those who wish to discuss sensitive information will be invited to speak to the CPL about participation in the individual interviews.

Right to withdraw.

To avoid social or professional pressure that might lead people from this group to feel obligated to participate in this study, potential participants will be given reassurances that participation is completely voluntary, that they have a right to refrain from participating or to withdraw from the study, and that this will not affect their jobs or their access to health and social services. This is also emphasized in the consent forms. Participants will have the option of withdrawing their consent at any time. Any participant can withdraw by informing the CPL or the primary investigator, whose contact information is clearly stated in the consent form. Interview participants who withdraw can choose whether to have their data retained for analysis or deleted. This will be made clear in the consent form. If participants wish for their data to be deleted, they must signal this to the CPL or PI prior to the de-identification and analysis of the data. Focus group participants may withdraw at any time, but due to the group nature of the discussion, it may not be possible to remove the information shared prior to their withdrawal. However, all their identifying information will be withdrawn. This is made clear in the consent forms. Participants who withdraw from the study will still be entitled to their honorarium in full. This will be made clear in the consent form and reiterated at the beginning of each FG and interview.

Tags:

participatory research; cancer; Inuit; Inuvialuit Settlement Region; Nursing education, leadership, practice, community practice; Culturally Safe Care;

Distribution

Inuvialuit Regional Corporation
Inuvik Community Corporation
Town of Inuvik
Inuvialuit Joint Secretariat
Health and Social Services and NTHSSA
Hamlet of Tuktoyaktuk
Tuktoyaktuk Community Corporation

Oct 11, 2023
Application No. 5744

Scientific Research Licence Comment Form

Town of Inuvik

Project Details

Building culturally safe cancer survivorship care with Inuit in Inuit Nunangat
Submitted by: Dr. Wendy Gifford
Length of Project: 2 year(s)

Comments on Project

Please outline any concerns, requests or suggestions regarding Application No. 5744 :

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

Signature of Town of Inuvik official

PRINT NAME

SIGNATURE

DATE



Oct 30, 2023
Application No. 5778

Application for Multiyear Research

I would like to inform the Town of Inuvik that an application for a Northwest Territories Scientific Research Licence has been received by the Department of Education, Culture and Employment (ECE). Application No. 5778 was submitted by:

Mark Dobrow
Institute of Health Policy, Management and Evaluation
155 College Street, Suite 425

Phone: 647-267-1145
Email: mark.dobrow@utoronto.ca

to conduct the following study:
Organizational Learning with Indigenous Communities

For the following years:
2023 to 2026

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

Sincerely,

Terrilyn Chiasson
Manager, Scientific Services Office



Application #5778

Organizational Learning with Indigenous Communities

Year: 2024 Length Of Project:
Year 3 of 3

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

Social Sciences

Principal Investigator:

Mark Dobrow
University of Toronto
Institute of Health Policy, Management and Evaluation
155 College Street, Suite 425
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Phone: 647-267-1145
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Primary Contact Information:

Ms Crystal Milligan
4308 49 Avenue
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X1A 1A6, Canada
Phone: 867-688-6776
Email: crystal.milligan@mail.utoronto.ca

Research Supervisor Information:

Same as Principal Investigator

Emergency Contact Information:

Mike Lee
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Yellowknife, NT
X1A 1A6, Canada
Phone: 647-764-4332
Email: mickileepaul@gmail.com

Team Members:

Mark Dobrow, Crystal Milligan, Angela Mashford-Pringle, Susan Chatwood, Suzanne Stewart, Whitney Berta, Rosa Mantla, Grace Blake, Agnes Pascal

Research Locations

Description for where research will be carried out:

Communities:

Project Description

Dates of Research Activity:

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

Objective:

The purpose of this study is to gather information that organizations can use to improve how they support our health and wellness. This study will help us understand how organizations can learn from communities, specifically Gwich'in and Tłıchǫ communities.

This study is being done as a collaboration between Gwich'in Tribal Council (GTC), Tłıchǫ Government (TG), the Northwest Territories (NWT) Department of Health and Social Services (HSS), NWT Health and Social Services Authority (NTHSSA) and University of Toronto.

The research questions for this project are:

1. How do organizations learn from the knowledges and evidence within communities?
2. What does 'learning organization' mean to Gwich'in and Tłıchǫ communities?
3. What does 'learning health system' mean to Gwich'in and Tłıchǫ communities?

This study will inform health system capacity building to learn from and apply knowledges and evidence in a way that improves patient experience and care for Indigenous peoples.

The NWT organizations will each receive their respective results from the study, giving them insight into how to improve their own programs and services. These results will be particularly important to guide their relationships with the communities they serve and meet public commitments such as the Truth and Reconciliation Commission's Calls to Action.

Rationale:

This study will address a need to generate knowledge about what and how organizations can learn to improve their health and wellness programs and services for Indigenous communities.

It is well known that Canadian healthcare does not always meet the health needs of Indigenous peoples. Furthermore, many Indigenous peoples do not see health as an absence of disease, but as the result of good relationships with their family, community, environment, and spirit. The differences between these beliefs and the beliefs of our health care system, combined with colonial structures, mean that Indigenous patients often receive unhelpful, and even harmful, care. These are some of the reasons why the Truth and Reconciliation Commission called on health organizations to learn from Indigenous knowledges and integrate Indigenous worldviews into healthcare.

One idea is to build "learning health systems" that continuously improve care by learning from a variety of information sources, including patients. To improve care for Indigenous patients, learning health systems must know what to learn, how, and from whom. This study will help to inform a health care system that learns from our different understandings of health, and constantly improves to provide better care. Our results will suggest what and how health systems can learn to improve care for Indigenous patients and all Canadians.

This study was borne out of personal relationships in NWT. Crystal Milligan is a lifelong non-Indigenous resident of NWT, born and raised in Sòǰmbak'è (Yellowknife). Before beginning a PhD program at University of Toronto in 2017, she was a manager in the NWT department of health and social services in the division of Indigenous Health and Community Wellness. More recently, she served as Manager, Health and Wellness at Gwich'in Tribal Council while living in Inuvik for two years (2019-2021). In her work, she collaborates with Elders, communities, Indigenous governing bodies, and others in the health system to address issues of social determinants of health, culturally respectful care, and community development. As she learns from stories

shared by friends, colleagues, and community partners, discussing what kind of northern-led research would most benefit NWT health systems and communities, the idea for this research has taken shape. Most of this project will comprise Milligan's PhD research.

Through collaboration and partnership with NWT/Indigenous organizations and communities, this study will give community members an opportunity to provide feedback on the organizations that support their health and wellness, helping those organizations to strengthen their relationships, processes and structures for better services and relationships in communities.

Methodology:

Three organizations will be the focus of research: Gwich'in Tribal Council, Tłıchǫ Government and Government of NWT. Each organization will be studied to see how they learn from communities in their different roles to support the health and wellness of NWT residents.

We will focus our data collection and analysis on three program areas: medical travel, the public health response to COVID-19, and on-the-land healing. These focus areas will allow us to explore organizational and system learning from different perspectives.

The research team will collect information using different methods.

- Literature review: Working with Gwich'in and Tłıchǫ Elders and research assistants as well as our community partners, we will review literature in a way that combines Indigenous and western ways of knowing.
- Interviews: Interviews of 1 to 2 hours will be done with people living in 2 NWT communities and with people working in the 3 organizations. With permission, the interviews will be audio recorded. The interviews will gather information about situations when the organizations learned from or with community and how different things make this learning easier or more difficult.
- Talking circles: Talking circles of 2 to 4 hours will be done with people living in the same 2 NWT communities and with people working in the 3 organizations. The talking circles will gather information about situations when the organizations learned from or with community and what people think a 'learning organization' should look like.
- Document review: Documents like websites, policy, newspaper articles and other publications will be reviewed for evidence to answer the research questions.

Data collection and analysis are planned to be finished in late 2022, when results will be shared with all communities and organizations collaborating in this study.

Interviews and talking circles will take place in Tsiigehtchic, Inuvik, Behchokǫ, Yellowknife and possibly Whatì. These communities were selected with guidance from our organizational and community partners.

Please note: discussions are still ongoing to confirm the Tłıchǫ community partners. At this time, the research team has only been able to have preliminary discussions with Tłıchǫ Government staff. Due to the COVID-19 outbreak in NWT that began in the summer of 2021, discussions with Tłıchǫ communities had to be postponed. The research team is committed to engaging and listening to Tłıchǫ communities before research begins.

We have established a steering group comprising Indigenous Elders, community leaders and partner/case organization representatives to guide and help carry out the research.

Communication Plan:

Project progress and results will be communicated with NWT communities and health system decision makers, care providers and scholars in different ways.

In-person gatherings with partner organizations and communities will be held to present and discuss study findings. We will also pursue broadcasting summaries of the results on local community radio.

The organizations involved in this research will be given progress updates throughout and at the conclusion of research, including recommendations.

All knowledge holders (participants) involved in the research will be provided with their own audio recordings, transcripts, and a final summary of results if they wish to receive them. All communities will also receive the final reports and any results summaries. The project team will ensure that findings are presented at in-person gatherings in each community when public health safety measures permit.

With the steering group, we will prepare journal articles (with co-authorship by Elders, steering group members and/or other NWT partners, as appropriate) and co-present findings at national and international conferences. Credit will be given to all partners in any publications or presentations.

In addition to her PhD dissertation, Crystal Milligan will prepare a study brief for circulation among health system policy and practitioner audiences.

Travel Arrangements:

This research will take place in Northwest Territories in collaboration with organizations and communities there. In-person research activities will be led by Crystal Milligan, a lifelong resident of NWT whose PhD dissertation will be based on the bulk of this project. She is fully vaccinated against COVID-19 and located in Yellowknife. Travel within the territory will be by vehicle or commercial air transport. Data collection will likely be completed with only one remaining trip by road between Yellowknife and Whati. Subsequent trips may be made for continued collaboration during data analysis and knowledge translation, and so will be scheduled in collaboration with community members. Travel on the land is not anticipated as part of this work.

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 Toronto

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

Dec 13, 2022

How will you maintain participant confidentiality in your research?

The research team will keep all research data confidential by not discussing or sharing the research information in any form or format (e.g., recordings, transcripts). All research information will be kept in a secure electronic format that will be password-protected and not revealed to anyone, unless that person has signed a confidentiality agreement as part of a specific research task.

Any individual (i.e., Elders, research assistants) hired to support specific research tasks (e.g., recording or editing audio data, transcribing, entering data, destroying data) who must come into contact with raw data will be required to sign a confidentiality agreement. The confidentiality agreement will stipulate the need for all research information to be returned to the research team upon completion of their specific research task, and to destroy any other formats that are not returnable (e.g., information stored on a computer).

All knowledge holders will be informed about the degree of confidentiality that will apply to the information they provide before research processes begin. Knowledge holder names will not appear in any report(s), publication(s) or presentation(s) of the research without their informed consent. Names will appear only on this consent form. Names or identifying information (e.g., community name) will not appear on any other files like tapes or transcripts.

Any Elders who choose to be part of this project will be encouraged to provide their names to ascribe to any Traditional Knowledge they may choose to share. This is so youth and people of the future will know their ancestors of the early 21st century provided the Traditional Knowledge. This is the one exception to protection of confidentiality/anonymity.

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

All data for the multiple case study, including audio recordings, field notes and transcripts, will be kept in an encrypted password-protected folder on the case study lead's (Milligan) computer and on a back-up drive. Signed consent forms will be kept in a locked filing cabinet, or in a secure folder while travelling.

In the event any project data (audio recordings, transcripts) reflect Traditional Knowledge, they will be submitted in digital format to the Gwich'in Tribal Council, Tłı̨chǫ Research and Training Institute or other designated Traditional Knowledge repository at the end of the case study. These bodies will store the data indefinitely, as is their right as stewards and owners of their Traditional Knowledge and research data. As stewards, they may choose to share data with other researchers in the future, with the source properly credited. This will be reflected in the research agreements signed with each Indigenous government.

Other data that do not reflect Traditional Knowledge will be stored in de-identified and anonymized format by the case study lead (Milligan) indefinitely. These data will only be available for other researchers/users with written permission from the relevant partner organization(s), i.e., Gwich'in Tribal Council, Tłı̨chǫ Government and/or GNWT/DHSS. No identifiable data will be kept beyond 6 years. Final project deliverables (reports, briefings, presentations, publications) will be submitted to the partner organizations/cases for their use.

Supporting Information

Potential Adverse Impacts:

COVID-19: We acknowledge the risk of any in-person research activity during the COVID-19 pandemic. At no time will research activities be conducted in person if they cannot be done so safely and with strict adherence to NWT public health measures. Further detail on our COVID-19 risk mitigation methods is found in the section, 'Adverse impact mitigation.'

Psychological/emotional risks: Although the questions to be posed in interviews and talking circles are not intended to trigger knowledge holders, they may nonetheless cause knowledge holders to recall past or current experiences that have been challenging or painful in their interactions with organizations and/or the health system.

Social risks: There is a risk of loss of privacy for knowledge holders who participate in talking circles. Further, as stated in "Gwich'in Traditional Knowledge Policy and Guide to Researchers in the Gwich'in Settlement Area", any Gwich'in Elders who choose to be part of this project will be encouraged to provide their names to any Traditional Knowledge they may choose to share. Similar principles and protocol are followed by the Tłı̨chǫ Government. This is so youth and people of the future will know their ancestors of the early 21st century provided the Traditional Knowledge that collectively belongs to their Nation and culture.

Adverse Impact Mitigation:

Indigenous peoples living in what is now known as Canada have a long history of exploitation by researchers, and this is considered at all times. This work will be done with oversight by and in collaboration with a steering group composed of representatives from Indigenous governments and communities. The project team will heed steering group direction. This research is focused on the strengths and inherent value of communities and their knowledges and will not require knowledge holders to share personal health information. For these reasons, while a history of exploitation is acknowledged, group and individual-level vulnerability is generally considered to be relatively low, and the research is low-risk.

In-person relationship and trust building are central to this work so that it can be conducted ethically in

collaboration with Indigenous communities currently under additional pandemic-related stress

COVID-19 risk mitigation: Crystal Milligan will be the team focal point for COVID-19 public health measures/requirements, given her knowledge of the NWT health system's pandemic response and her role throughout the spring/summer of 2020 as a Gwich'in Tribal Council health and safety committee member who led the development of the GTC COVID-19 safety protocols/plan.

All those who participate in any activity will be made aware of any associated COVID-19 risk as well as measures taken to mitigate those risks (e.g., distancing, disinfecting, PPE). Additional precautions will be taken when working with Elders, i.e., the researchers commit to always wearing masks in the presence of Elders, even while maintaining physical distancing. Proper hand washing and/or sanitizing will be done regularly. Southern research team members will not travel to NWT until which time they can do so safely.

Before any gathering or interview, all researchers and knowledge holders/participants must complete a COVID-19 screening/assessment form. Personal contact information for all participants will be collected to facilitate contact tracing, if needed, which would be managed by public health officials in the territorial government.

All research participants will be made aware that their contact information could be made available to public health officials in the event of a confirmed case of COVID-19.

Psychological/emotional risk mitigation: The project team will compile a list of resources and services that are accessible in each community to someone in search of emotional support or counselling. This list will include resources such as community counsellors, mental health workers, cultural support workers, spiritual/religious counsellors, and Indian Residential School counsellors who visit the communities 2-3 times per month. All knowledge holders will be able to pass on answering a question and end their participation at any time.

Social risk mitigation: There is a risk of loss of privacy for knowledge holders who participate in talking circles. To mitigate any negative impact, the co-facilitators will emphasize the importance of confidentiality and safety within the session. Sharing preliminary analyses and results will provide an important opportunity for storytellers to confirm whether they are comfortable with the information being proposed for wider dissemination in reports and other materials. Similarly, if any Traditional Knowledge is shared and the knowledge holder wishes to have their name alongside this knowledge, the researcher will discuss with the knowledge holder any associated risks to their privacy or confidentiality.

Tags:

organizational learning; learning health systems; Indigenous health;

Distribution

Town of Inuvik
GTC Department of Cultural and Heritage
Tlicho Government
North Slave Métis Alliance
Akaitcho Territory Government
Yellowknives Dene First Nation
City of Yellowknife
Northwest Territory Métis Nation
Health and Social Services and NTHSSA
Gwich'in Renewable Resources Board
Gwich'in Tribal Council
Nihtat Gwich'in Council
Tsiigehtchic Charter Community Council

Oct 30, 2023
Application No. 5778

Scientific Research Licence Comment Form

Town of Inuvik

Project Details

Organizational Learning with Indigenous Communities
Submitted by: Mark Dobrow
Length of Project: 3 year(s)

Comments on Project

Please outline any concerns, requests or suggestions regarding Application No. 5778 :

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

Signature of Town of Inuvik official

PRINT NAME

SIGNATURE

DATE



Oct 26, 2023
Application No. 5769

Application for Multiyear Research

I would like to inform the Town of Inuvik that an application for a Northwest Territories Scientific Research Licence has been received by the Department of Education, Culture and Employment (ECE). Application No. 5769 was submitted by:

Dr. Jessica Dunkin
Box 841

Phone: (867) 669-8375
Email: jdunkin@nwtrpa.org

to conduct the following study:
"How I Survived": An Exhibit on Recreation at Northern Residential Schools, Hostels, and Indian Day Schools

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 or emailed to researchlicensing@gov.nt.ca.

Sincerely,

Terrilyn Chiasson
Manager, Scientific Services Office



Application #5769

“How I Survived”: An Exhibit on Recreation at Northern Residential Schools, Hostels, and Indian Day Schools

Year: 2024 Length Of Project: Year 4 of 5

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

Social Sciences

Principal Investigator:

Dr. Jessica Dunkin
NWT Recreation and Parks Association
Box 841
Yellowknife, NT
X1A 2N6, Canada
Phone: (867) 669-8375
Email: jdunkin@nwtrpa.org

Primary Contact Information:

Same as Principal Investigator

Research Supervisor Information:

Same as Principal Investigator

Emergency Contact Information:

Same as Principal Investigator

Team Members:

Crystal Fraser, Paul Andrew, Sharon Firth, Lorna Storr, Rae Braden, Sheena Tremblay, Amos Scott, Rebecca Gray

Research Locations

Description for where research will be carried out:

The main source of information for this project is interviews with residential school survivors. We will interview ten to twelve survivors about their experiences of recreation while at residential school, hostels, or federal Indian day schools. We are approaching people of different cultural backgrounds from different regions who attended different residential schools in the NWT. We are also working to have a balance of women and men, and are taking a generational approach by interviewing people of different ages. We will interview people in the communities where they currently live, in a location in which they feel comfortable. The communities identified above are for individuals that we would like to interview. This list includes the home communities of the prospective interviewees (where they were born and grew up), the communities where they attended school, and the communities in which the prospective interviewees currently live. We have not yet confirmed participation of people in all of these communities. It is possible that some will decide not to participate. It is also possible that other people who live in communities not yet identified may be added to the

list. There are also participants on our invitation list who are from the NWT, but no longer live in the territory. They live in places like Edmonton, Whitehorse, and Ottawa. In this case, their home communities have been included in this list.

Communities:

Aklavik, Inuvik, Sachs Harbour, Tsiigehtshic, Délı̄nę, Fort Good Hope, Norman Wells, Tulit'a, Fort Providence, Fort Simpson, Behchokò, Yellowknife, Fort Resolution, Fort Smith, Hay River, Kakisa, Paulatuk

Project Description

Dates of Research Activity:

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

Objective:

As part of this project, we will create a travelling public exhibit, related website and resources, and academic publications on the entwined histories of recreation and residential schooling in the North. Our hope is that this project will encourage further public dialogue around residential schools in the North, using the lens of recreation. We understand recreation to include a diverse range of social, physical, intellectual, and creative pursuits including, but not limited to music, the arts, sports, games, crafts, and Boy Scouts and Girl Guides. Our objectives are: to share the stories of residential school survivors; to provide context for their experiences through related archival research; and to develop materials and resources that reflect and respect their diverse experiences of recreation while at residential school, hostels, and federal Indian day schools.

Rationale:

This project is an initiative of the NWTRPA, a non-profit organization that promotes recreation by supporting leaders, communities, and partners through training, advocacy, and networking.

Since the release of the final report of the Truth and Reconciliation Commission of Canada (TRC) in 2015, the NWTRPA has been actively seeking to better understand the interrelated histories of recreation and colonialism and to advance reconciliation by working in the spirit of the TRC. Though the topic of recreation appears in the final report, the 94 Calls to Action do not address recreation directly. However, there are a number of relevant actions in the sections on sport, health, and education that provide guidance for those in the recreation sector seeking to work in a different way.

Inspired by the maxim "truth before reconciliation," the NWTRPA invited Gwichyà Gwich'in historian Crystal Gail Fraser to deliver a keynote presentation about recreation at Mackenzie Delta residential schools, federal Indian day schools, and hostels at the NWTRPA's 2017 conference in Inuvik. While delegates found the subject matter difficult, they also appreciated the opportunity to learn more about an important part of northern and Canadian history. During the facilitated discussion that followed the presentation, some delegates shared their experiences of residential schools and hostels as former students and as intergenerational survivors. As an organization, we were struck by the power of this truth-telling and the gaps in knowledge that exist about residential schooling, including among those directly impacted by the residential school system. The role of recreation at residential schools, hostels, and federal Indian day school is one area that historical research has yet to seriously consider.

The NWTRPA felt strongly after the conference that we could play a part in facilitating conversations about recreation and the history of residential schooling in the North, indeed conversations that are important to the wellbeing of Indigenous communities, but which might also contribute to more just relations between Indigenous and non-Indigenous peoples. We reached out to Crystal to collaborate on this project because of her expertise on the subject of northern residential schools, but also because she is Gwichyà Gwich'in, from the NWT, and has been affected by the intergenerational consequences of residential schooling policies.

During strategic planning sessions through the fall and winter of 2017-2018, reconciliation emerged as a priority for the NWTRPA board. This project is one part of a multi-pronged approach the NWTRPA is undertaking to meet strategic priority 1: "The NWTRPA is working with intention to advance decolonization and reconciliation through its work, workplaces, and relationships."

The primary audience for the project deliverables will be adults, though we will develop materials appropriate for younger audiences and there will be additional resources for educators and parents wishing to share the content of the exhibit with children and youth. We especially want to reach people who are not aware of or are not talking about the history of the residential school system, particularly in the North.

Methodology:

The content for the exhibit and the website, as well as for the related resources and academic publications, will primarily come from the interviews with residential school survivors. We will also be reviewing historical documents including photographs, reports, and yearbooks from residential schools, hostels, and Indian day schools across the territory. Together, the interviews and historical research will help us to understand how recreation was a part of the residential school, hostel, and day school experience, and also the significance of recreation for residential school, hostel, and day school students.

If a survivor decides to participate in the project, an interviewer and a videographer will travel to their community to interview them. The interview will be approximately one hour long. The survivor will be provided with a list of possible interview questions ahead of time. The interviews will be recorded using a video camera and an audio recorder. We will make a transcript of each interview. The interviewee will have an opportunity to edit the transcript of their interview. They will be given copies of the video and the final transcript to keep.

If they decide to participate, they will be offered a \$250 honorarium. This honorarium covers learning about the project, reviewing the interview questions, preparing for the interview, signing consent forms, the interview itself, and reviewing and editing transcripts (once).

If we decided to use quotations or clips from an interview in the exhibit, on the website, or in other project materials, we will contact the interviewee first and make sure they are okay with the quotations/clips and how they will be used. If an interviewee allows us to use a quotation/clip from their interview, but decides later they don't want us to use it, we will remove it from the exhibit materials and the website. We are aware and will communicate with the interviewees the limits of this provision, namely that once some of the materials are generated or printed, we will not be able to completely eliminate their contributions from the public sphere.

Communication Plan:

Our initial plan was to develop a travelling public exhibit. At an advisory committee meeting in April 2023, the project team was directed to begin work on a podcast using the interviews we had done to date. We may in the future still develop an exhibit.

We will also be creating a website that includes more information about what we learned during the interviews and historical research, and educational resources for teachers and parents who want to share the project with children and young people.

Travel Arrangements:

Car, Plane

Ethics

Will you be interviewing or surveying NWT residents?

Yes

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

research?

University of Alberta

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

Feb 25, 2020

How will you maintain participant confidentiality in your research?

We will only identify interviewees if they wish to be identified. Ideally, participants will allow us to use identified clips from their interviews in the exhibit and on the website. However, if a participant wishes to remain anonymous, but is willing to have quotations from their interviews included in the exhibit or on the website, we will work with them to ensure that the quotations, whether in audio or written form, do not include any identifying information.

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

The interviews will be recorded digitally using a video camera and an audio recorder. They will then be transcribed. In the short term, the video, audio, and text files will be stored at the NWTRPA on a secure internal server and on external hard drives in locked twice storage. Access to both locations will be limited to members of the research team. Members of the research team and advisory committee sign confidentiality agreements.

We think these interviews are an important resource for future generations, so we are looking for ways to preserve them. When we identify an appropriate location to house the interviews and transcripts (e.g. museum, archives), we will contact the participants. At that point, they can decide if they wish to have their interview saved or destroyed.

Supporting Information

Potential Adverse Impacts:

The interviewees are residential school, hostel, and day school survivors. Reflecting on and sharing stories from their time at residential school, hostel, and day school may cause emotional trauma for them and their families. However, as our intention is to emphasize and celebrate the spirit and resilience of survivors, the interview process and the final products of this research (e.g. exhibit, website, resources, academic publications) may also have positive impacts for survivors.

Adverse Impact Mitigation:

We are purposefully seeking out survivors who have shared their experiences publicly. We will provide potential interviewees with wellness support information when we contact them to be part of the project. This includes contact information for counselling services should the process cause any emotional trauma. The people who will be undertaking the interviews have experience interviewing survivors about their experiences at residential school, hostels, and day schools. We will practice ongoing consent throughout this process. At any point, including during the interview itself, an interviewee can choose to end their participation. If clips or quotes from an interviewee are used in the exhibit or website, they can choose to remove them.

Distribution

Inuvialuit Regional Corporation
Aklavik Community Corporation
Hamlet of Aklavik
Inuvik Community Corporation
Town of Inuvik
Paulatuk Community Corporation

Hamlet of Paulatuk
Sachs Harbour Community Corporation
Hamlet of Sachs Harbour
GTC Department of Cultural Heritage
Ehdiitat Gwich'in Council
Nihtat Gwich'in Council
Tsiigehtchic Charter Community Council
Tsiigehtchic Charter Community Gwichya Gwich'in Band
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
Hamlet of Tulita
Town of Norman Wells
Dehcho First Nations
Tlicho Government
North Slave Métis Alliance
Akaitcho Territory Government
Deh Gah Got'ie Dene Council
Hamlet of Fort Providence
Liidlii Kue First Nation
Village of Fort Simpson
Hay River Dene Band/Katlodeeche First Nation
Ka'a'gee Tu 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
Town of Hay River
Smith Landing First Nation
Northwest Territory Métis Nation
Tulita District Land Corporation Limited
Norman Wells Land Corporation
Sahtu Secretariat Incorporated
Wek'èezhii Renewable Resources Board
Inuvialuit Joint Secretariat
Gwich'in Renewable Resources Board
Gwich'in Tribal Council
West Point First Nation



Oct 26, 2023
Application No. 5769

Scientific Research Licence Comment Form

Town of Inuvik

Project Details

"How I Survived": An Exhibit on Recreation at Northern Residential Schools, Hostels, and Indian Day Schools

Submitted by: Dr. Jessica Dunkin

Length of Project: 5 year(s)

Comments on Project

Please outline any concerns, requests or suggestions regarding Application No. 5769 :

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 # 17371 Issued

Please be advised that the NWT Scientific Research Licence has been issued to Dr. Ryan Gibson for the project entitled: Government Land Policy in the NWT. The Notification of Research summarizing the researcher's activities and locations is attached.

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



October 20, 2023

Notification of Research

I would like to inform you that Northwest Territories Scientific Research Licence No. 17371 has been issued to:

Dr. Ryan Gibson
University of Guelph
50 Stone Road East
Guelph, ON
N1G2W1, Canada
Phone: 519-824-4120 Ext. 56785
Email: gibsonr@uoguelph.ca

to conduct the following study:
Government Land Policy in the NWT (5683)

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. 5683.

The study aims to fill in a literature gap describing government land policy, legislation and regulations in the Northwest Territories historically, and further aims to answer the following questions:

- What has been the impact of government land legislation, regulation and policy on housing in the NWT?
- How has government land policy in the NWT evolved over time, and why?
- Has the devolution of lands and resources from the federal government to the Government of the Northwest Territories (GNWT) (2014) impacted residential land users in the NWT?
- How has government land policy in the NWT impacted residents' access to housing?

1) Conduct archival, primary and secondary research of government documents/decisions, to develop history of land policy in the NWT.

2) Conduct quantitative research using descriptive methods to describe and evaluate data including the numbers of residential leases issued by year and by region/community, average lease pricing, average property assessment values compared between leased and fee simple title land, etc. While some of this information is already public, in other cases information will need to be sought from the territorial and federal governments. Any information requests will clarify that no personal information of land users/leaseholders is being requested, with the goal of expediting the request process.

3) Conduct qualitative research in the form of semi-structured interviews with stakeholders to hear perspectives on the impacts of government land policy in the territory. Interview responses will be coded to understand themes.

Initial outreach has been made with the NWT Association of Communities (NWTAC) to advise of the project and seek input. NWTAC will receive email updates throughout the project given their potential interest in the subject matter. Potential interviewees will consist solely of public servants or leaders in various levels of government, providing input relevant to their position. Interviewees will be contacted by email with information about the study and informed consent. Interviewees will receive updates by email as the study progresses, and interviewees as well as NWTAC will receive a copy of the final report for their information.

The fieldwork for this study will be conducted from:
October 01 - December 08, 2023

Sincerely,

Niccole Hammer
Manager, Scientific Services Office

Distribution

Inuvialuit Regional Corporation
Hamlet of Ulukhaktok
Hamlet of Paulatuk
Hamlet of Tuktoyaktuk
GTC Department of Cultural Heritage
Tsiigehtchic Charter Community Gwichya
Gwich'in Band
Behdzi Ahda' First Nation Band
K'ahsho Got'ine Charter Community Council
Xahweguweh/Yamoga Land and Financial
Corporation
Hamlet of Tulita
Dehcho First Nations
North Slave Métis Alliance
Acho Dene Koe Band
Hamlet of Fort Providence
Hay River Dene Band/Katloodeeche First Nation
Nahanni Butte Dene Band
Pehdzeh Ki First Nation
Fort Resolution Settlement Corporation/Deninoo
Community Council
Town of Hay River
Northwest Territory Métis Nation
Sahtu Secretariat Incorporated
Parks Canada - Wood Buffalo National Park
Parks Canada - Nahanni and Nááts'ihch'oh NPR
Aklavik Community Corporation
Inuvik Community Corporation

Hamlet of Aklavik
Town of Inuvik
Hamlet of Sachs Harbour
Gwich'in Tribal Council
Tsiigehtchic Charter Community Council
Hamlet of Fort McPherson
Ayon Keh Land/Dugha Financial Corporation
Deline Got'ine Government
Fort Norman Métis Community
Town of Norman Wells
Tlicho Government
Akaitcho Territory Government
Hamlet of Fort Liard
Village of Fort Simpson
Jean Marie River First Nation
Sambaa K'e Dene Band
City of Yellowknife
Town of Fort Smith
Smith Landing First Nation
Norman Wells Land Corporation
Wek'èezhii Renewable Resources Board
Inuvialuit Joint Secretariat
Scotty Creek Research Station
Ulukhaktok Community Corporation
Paulatuk Community Corporation
Tuktoyaktuk Community Corporation
Tetlit Gwich'in Council
Tulita Dene Band Council

Sachs Harbour Community Corporation
Ehdiitat Gwich'in Council
Nihtat Gwich'in Council
Deh Gah Got'ie Dene Council
Ka'a'gee Tu First Nation
Deninu Kue First Nation
West Point First Nation
Hamlet of Enterprise

Liidlí Kue First Nation
Yellowknives Dene First Nation
Salt River First Nation 195
Lutsel K'e Dene First Nation
Hamlet of Rae-Edzo

NWT Scientific Research Licence # 17383 Issued

Please be advised that the NWT Scientific Research Licence has been issued to Dr. Brenda Parlee for the project entitled: Influences of MPA stewardship on the wellbeing of future leaders. 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
researchlicensing@gov.nt.ca
<https://researchlicensing.ece.gov.nt.ca>



October 30, 2023

Notification of Research

I would like to inform you that Northwest Territories Scientific Research Licence No. 17383 has been issued to:

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

to conduct the following study:

Influences of MPA stewardship on the wellbeing of future leaders (5570)

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. 5570.

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

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

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

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

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

research are protected.

Phase 2 - Mentorship of Future Leaders

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

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

The workshop will also create opportunities to learn more about some of the stresses currently impacting the arctic, beluga and the Inuvialuit communities including climate change, resource development contaminants, shipping and microplastics.

Phase 3 - Learning from Past Experiences

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

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

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

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

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

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

Phase 4 - Youth sharing their Own Stories

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

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

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

to develop this research project.

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

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

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

The researchers will meet with the HTCs at their regular meetings to report on the progress of the project according to the activities outlined in the objectives and will also be communicating with the other members of the Inuvik and Tuktoyaktuk communities through the workshop proposed for May-June.

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

The researchers will be communicating with Inuvialuit members from Inuvik and Tuktoyaktuk through the interview process will be working with future leaders to coordinate their engagement including filming/editing.

After the research is completed in late 2023-24:

The researchers hope to support future leaders to produce a long film and several short films that could be shared in Inuvik at a meeting or feast/celebration in the fall of 2023.

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

The fieldwork for this study will be conducted from:

May 01 - December 31, 2024

Sincerely,

Terrilyn Chiasson
Manager, Scientific Services Office

Distribution
Inuvialuit Regional Corporation
Town of Inuvik
Hamlet of Tuktoyaktuk
Nihtat Gwich'in Council
Gwich'in Renewable Resources Board
Inuvik Hunters and Trappers Committee

Inuvik Community Corporation
Tuktoyaktuk Community Corporation
GTC Department of Cultural and Heritage
Inuvialuit Joint Secretariat
Gwich'in Tribal Council
Tuktoyaktuk Hunters and Trappers Committee

NWT Scientific Research Licence # 17347 Issued

Please be advised that the NWT Scientific Research Licence has been issued to Dr. Brenda Parlee for the project entitled: Options for an Inuvialuit Community-Based Harvest Study. 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
researchlicensing@gov.nt.ca
<https://researchlicensing.ece.gov.nt.ca>



October 30, 2023

Notification of Research

I would like to inform you that Northwest Territories Scientific Research Licence No. 17347 has been issued to:

Dr. Brenda Parlee
University of Alberta
557 General Services
University of Alberta
Edmonton, AB
T6G 2H1, Canada
Phone: 780-504-5883
Email: bparlee@ualberta.ca

to conduct the following study:

Options for an Inuvialuit Community-Based Harvest Study (5673)

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. 5673.

The objectives of this study are:

1. options for elements of the Harvest Study that reflect both scientific best practice and community-specific needs and priorities, including timing of the survey, how to record observations on the health of animals and the land, observations of pressures and stresses on harvest activities, and incentives and compensation levels for harvesters to participate and send in their data. The Inuvialuit Game Council and the 6 Hunters and Trappers Committee will have the final decision on which options to choose to use in the Inuvialuit Harvest Study; and,
2. Master's thesis for the student conducting the work based upon analysis of harvester perceptions of the survey elements and on the compensation/incentive options.

The research team must clarify the central vision and knowledge needs associated with the harvest study (e.g., what kind of data do different committees, councils and others need and why).

The research team has already started participatory design by taking direction from the Inuvialuit Joint Secretariat (IJS) and Inuvialuit Game Council (IGC) and building on the work that they have already started to re-launch the Harvest Study. The research team met with the Inuvialuit Game Council and the Wildlife Management Advisory Council to inform them about the project and to get their initial opinions and recommendations. The IJS also shared internal documents that started the redesign process (Firelight report) as well as places where harvest data was used, such as in the Inuvik-Tuktoyaktuk Highway Environmental Impact Statement, and other monitoring programs like

the Imaryuk Monitors.

The research team will develop 3-4 options/examples of what a harvest study might look like (e.g., examples of surveys). From the research team's meetings and conversations with community members, there are 3 specific challenges that need to be addressed in the new design of the harvest study: interview fatigue, meaningful incentives for participation, and a user-friendly set-up. The research team was also told that the survey should reflect the unique needs and concerns of each community, and not just be a cookie-cutter standard survey. Based on these directions, the survey components will be developed with one baseline section to be consistent across the entire region and other optional components tailored to community preferences and to incorporate local knowledge.

The PI will be creating a web form to be distributed to all HTC members who are interested in having a say in the development of the survey questions and to select incentives for taking part in the Harvest Study. The design survey is completely voluntary, and people may choose to opt-out at any time in the process. The design survey will present examples of questions and ask if they are understandable and appropriate.

Once the draft has been confirmed, the research team will begin sending promotional material to invite people to take the design survey. The responses will be analyzed to find the top choices for survey questions and response incentives as well as any other comments participants have shared. This feedback will ensure that the efforts for the long-term viability and engagement with the Harvest Study are supported by preferences of the people involved.

The Harvest Study elements will be put together following the responses to the design survey. The options for the final design will be made to present back to the Game Council to see if any final edits are needed. Once survey options have been written, the PI will be working on finding either an existing program or a purpose-built program to best deliver the Harvest Survey. The team has heard that most people would prefer a way to enable Inuvialuit researchers to collect data digitally on a smartphone, but still allow people to do either their own data entry on their phone or on paper in an in-person interview. The computer program would also enable the IJS or others to do some instant interpretation of the data. The PI will also put together a user guide with useful information from the development process to allow Inuvialuit researchers to facilitate training on implementing the program and adapt it as they use it in the future.

The project's main point of contact will be the Inuvialuit Joint Secretariat (IJS) Committee Program Manager. Regular updates on the progression of the project will be sent in a newsletter format via email to the Resource Persons of the Hunters and Trappers Committee to pass along to their Board members. For critical developments, the team will apply to be on the agendas of the meeting of HTC and other joint management boards.

The fieldwork for this study will be conducted from:
June 26 - December 31, 2023

Sincerely,

Terrilyn Chiasson

Manager, Scientific Services Office

Distribution

Inuvialuit Regional Corporation

Hamlet of Ulukhaktok

Hamlet of Paulatuk

Hamlet of Tuktoyaktuk

Aklavik Community Corporation

Paulatuk Community Corporation

Tuktoyaktuk Community Corporation

Hamlet of Aklavik

Town of Inuvik

Hamlet of Sachs Harbour

Inuvialuit Joint Secretariat

Inuvik Community Corporation

Sachs Harbour Community Corporation

Ulukhaktok Community Corporation