



Hamlet of Cambridge Bay By-Laws

By-Law Name:	Council Procedures
By-Law Number:	213

Description

A by-law of the Municipal Corporation of the Hamlet of Cambridge Bay in the Nunavut Territory to regulate proceedings in Council meetings, and to establish the Terms of Reference for its Standing Committees, pursuant to the provisions of the *Hamlets Act, R.S.N.W.T., 1988, c. H-1. section 29 as amended by S.Nu. 2003, c.3.*

By-Law

AS Council shall, by by-law, make rules respecting procedures for Council.

NOW, THEREFORE, THE COUNCIL OF THE HAMLET OF CAMBRIDGE BAY, in a meeting duly assembled, enacts as follows:

Short Title

1. This by-law may be cited as the **Council Procedures By-law.**

Interpretation

2. In this By-law:

"Council"	means the Council of the Hamlet;
"Councillor"	means a member of Council, other than the Mayor;
"Hamlet"	means the Municipal Corporation of the Hamlet of Cambridge Bay;
"Mayor"	means the Mayor of the Hamlet;
"Member"	means a member or members of Council, inclusive of the Mayor;



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- "Officer" means the Senior Administrative Officer, or an employee of the Hamlet appointed as an Officer pursuant to the *Hamlets Act*, of the Nunavut Territory;
- "Presiding Member" means the Mayor or Acting Mayor or any Councillor who may be presiding over a meeting of Council or Committee appointed by Council.

Suspension or Modification

3. Except where bound by the terms and provisions of an Act of the Nunavut Territory or Act of Parliament, Council may suspend, by resolution unanimously approved by the Members present at a meeting, any or all of the rules established by this by-law for the whole or part of that meeting.
4. Neither this by-law nor any provision contained in it may be repealed, amended, or suspended by Council when in session (except so far as the terms thereof shall permit) unless by a by-law passed at a subsequent Regular or Special Meeting of Council and at which at least six (6) Members voted in favour thereof.

Meetings of Council

5. Unless otherwise determined by the Mayor, the Council shall hold its first regular meeting following a general election on the first Tuesday in January at 7:00 p.m.
 - (a) Subsequent regular meetings of Council shall be held on the second and fourth Mondays of each month, at 7:00 p.m., unless otherwise decided by resolution of Council passed by a majority of Members present at any regular meeting of Council. If Monday falls on a holiday, the regular meetings of Council shall be on the next regular working day, at 7:00 p.m.
6. Any Member absent for three (3) consecutive meetings, without permission from Council to absent them by a majority vote at a regular meeting of Council, shall be deemed to have resigned. Permission for a Member to be absent from a regular meeting of Council shall not be unreasonably denied.
7. At all Council meetings there shall be a ten (10) minute recess called by the Presiding Member at their discretion.



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Quorum of Council

8. A quorum of Council shall consist of a majority of Members, being 5 (five) who comprise the Council being 9 (nine).
 - (a) As soon after the time set for the meeting as a quorum is present, the Presiding Officer shall take the Chair and call the Council to order. If a quorum is still not present one half hour past the time set for the meeting, the Senior Administrative Officer shall take down the names of those present and the meeting shall stand adjourned until the next day of meeting unless a special meeting is duly called in the meantime. Adjournments at all other times shall be by motion.
 - (b) Where the number of Members that have a pecuniary interest, direct or indirect, is such that at any meeting the remaining Members are not sufficient to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, subject to the provisions of the *Conflict of Interest Act* of the Nunavut Territory.

Order and Decorum during Meetings

9. If the Mayor is not present within fifteen (15) minutes of the time set for a regular or special Council meeting, the Deputy Mayor shall take the Chair and call the Members to order if a quorum is present. In the event that the Mayor and Deputy Mayor are absent, an Acting Mayor, appointed by the Members present, shall immediately take the Chair and call the meeting to order if there are sufficient Councillors on the floor to constitute a quorum. If the Mayor or Deputy Mayor should arrive later, then the Presiding Member shall vacate the Chair and turn the meeting over to the more senior Member.
10. The Presiding Member shall maintain order and decorum and shall decide all questions of order.
11. When the Presiding Officer is putting the question, no Member shall walk across or out of the room or make any noise or disturbance; nor when a Member is speaking shall any other Member pass between that Member and the Chair, or interrupt except to raise a point of order.
12. No person except Members and Officers of Council shall be allowed to come within the bar while Council is sitting, unless that person has the special permission of Council.



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Conflict of Interest

13. A Member is considered to be in conflict if the Member has any direct or indirect pecuniary interest, as defined in the *Conflict of Interest Act* of the Nunavut Territory.
14. When a Member has any direct or indirect pecuniary interest in any matter in which Council is considering and is present at the meeting at which the matter is the subject of consideration, that Member shall declare an interest in the matter before Council or a Committee of Council, the Member shall state the nature and extent of the interest and remove themselves from visual range of the meeting area during consideration of the matter.
15. Where the interest of the Member has not been disclosed by reason of:
 - (a) the Member being absent from the meeting in which the matter was being considered, or
 - (b) the Member acquired the interest after the meeting,the Member shall declare an interest in the matter at the next meeting of Council that the Member is in attendance.
16. Every declaration of interest shall be recorded in the minutes of the meeting.
17. In the case of the seat of any Councillor becoming vacant, the Member appointed to fill the vacancy shall occupy that seat in the Council Chambers.

Debate

18. If the Presiding Member desires to take part in the debate, or leave the Chair for any other reason, a Councillor shall, before the Chair is vacated, be appointed by the Presiding Member to occupy the Chair and preside over the meeting for the time being.
19. Every Member in speaking to any question or motion shall address only the Presiding Member.
20. When two or more Members desire to speak to a matter, the Presiding Member shall settle the priority; a motion may be made that any Member who is addressing the Chair "be now heard" or "do not speak", which motion shall be put without comment or debate.



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Speaking

21. The first to speak to a motion is the Member who has introduced the motion. The same Member is entitled to close the debate, but not until every Member choosing to speak has spoken. No Member shall speak more than twice to the same question (only once to a question of order), and no speech longer than five (5) minutes will be allowed. The limit as to the number and length of speeches may be waived with the unanimous consent of all members present.

Protocol

22. When addressing Council, no member shall:
- (a) speak disrespectfully of Her Majesty the Queen or her official representatives;
 - (b) use offensive words in referring to any member of the Council, or to any officer or employee of the Hamlet;
 - (c) indulge in personalities in the course of debate nor reflect on the motives of members who may have voted for a particular motion;
 - (d) use profane, vulgar or offensive language.

Order of Business

23. The Order of Business shall be as follows:
- (a) Call to Order;
 - (b) Opening Prayer;
 - (c) Adoption of Agenda;
 - (d) Declaration of Pecuniary Interest;
 - (e) Delegations and Petitions;
 - (f) Adoption of Minutes of Council;
 - (g) Business Arising from the Minutes
 - (h) Committee Reports;
 - (i) Management Reports;
 - (j) Financial Matters;
 - (k) Correspondence Requiring Action;
 - (l) Around the Table
 - (m) New Business;
 - (n) By-laws and Policies;
 - (o) Old Business; and
 - (p) Adjournment.



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24. The business of Council shall always be dealt with in the order set out in the Order of Business in section 23 unless Council decides, by resolution passed by a majority of Members present, on a different Order of Business.
25. At all special meetings of Council, the Agenda or Order of Business shall be set out and printed in a manner decided by the Mayor or Acting Mayor and the Senior Administrative Officer, but should this not be done, then in the same manner as set out in paragraph 23 for a regular meeting, as far as this can be done.
26. When any order, resolution, or question is left unresolved by Council or Committee breaking for want of a quorum, the order, resolution, or question so left shall be the first item of business at the next meeting of such Committee or Council, under that particular order of business.

Agenda material

27. The agenda for each regular meeting of Council and Standing Committees, and all supporting material, shall be provided to Members at least forty-eight (48) hours preceding the meeting.
28. The agenda format for each regular meeting of Council shall be as established in Schedule A of this By-law, which may be amended from time to time, by resolution of Council.
29. The supporting material for each agenda shall follow the order of business established in section 23.

Motions

30. Any Member may require the motion or question under discussion to be read at any time during a debate but not so as to interrupt a Member who is speaking.
31. All motions shall be seconded before being debated or put from the Chair, except that a motion to propose a vote of thanks shall not require a seconder and is not debatable.
32. After a motion is read or stated by the Chair, it shall be considered to be in the possession of Council but may, with the unanimous consent of Council, be withdrawn at any time before decision or amendment.



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33. When any motion is before a meeting, it may be debated, amended, superseded, negated, withdrawn, laid on the table, referred, postponed, adjourned, or the previous question may be moved.
34. When a question is under debate, no motion shall be received unless to commit, to amend it, to lay it on the table, to postpone it, to adjourn, to move the previous question, to move that the vote now be taken, or to extend the hour for closing proceedings.
35. The motion for the previous question must be decided at once before any amendments may be made and shall be put in the following words: "I move that the question be now put." If this motion is carried, the original motion (the previous question) must be put forthwith without any amendment or further debate. If this motion is defeated, the main question is thereby superseded but may be revived at a future day.
36. If it is moved and seconded that the vote be now taken, then that motion shall be put without debate and, if carried by a simple majority, the motion and amendment under discussion shall immediately be read or stated by the Chair and put to the vote without any further discussion.
37. No motion shall be offered that is substantially the same as one of which the judgement of the meeting has already been expressed during the same meeting.
38. Whenever the Presiding Member is of the opinion that a motion offered to Council is contrary to the Rules and Privileges of Council, the Members shall immediately be apprised thereof and the rule or authority applicable to the case shall be cited without debate or comment before the question is put. If the motion is of such a nature that the objection cannot be removed, the Presiding Member shall refuse to receive it.
39. The resolutions of Council shall be numbered in order each year, commencing with number one for the first resolution in the calendar year; this number to be followed by the year, and continuing through to the last meeting of the calendar year.

Amendments to Motions

40. While a motion is under discussion by Council, a Member may only move an amendment which directly relates to the subject matter of the principal motion.



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41. Amendments shall be put in the reverse order to that in which they are moved and shall be decided or withdrawn before the main question is put to the vote.
42. Only one amendment shall be allowed to an amendment. Any amendment more than one must be to the main question.

By-Laws

43. No by-law shall be referred to the Committee of the Whole or Council until printed copies of the by-law have been given to the Members of Council unless Council decides otherwise by resolution. A motion to this effect must be put to the vote without debate.
44. Every by-law shall be introduced by a Member upon motion or permission to do so stating the title of the by-law.
45. A vote for First Reading of a by-law shall be decided without amendment or debate.
46. During consideration of a by-law by Council or Committee of the Whole, the preamble shall be considered first, then each clause or section in its proper order and then the title, or in such other manner as Council or Committee of the Whole may decide.
47. All amendments made in Committee of the Whole to a by-law shall be reported by the Chairman of the Committee to the Council, which shall receive them immediately. After the report has been received, the by-law shall be open to debate and amendment before it is ordered for a second reading.
48. A vote on Third Reading of a by-law shall be decided without amendment or debate, unless otherwise decided by a majority of Council members.

Voting

49. All Councillors present shall vote when the question is put by the Presiding Member except in the case of Councillors who have declared a pecuniary or other special interest in the question, in which case the fact that they did not vote, and the reason for not voting, shall be recorded in the Minutes, and their abstention shall not be counted as negative or affirmative.
50. The names of all Councillors voting shall be recorded and whether for or against the motion.



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51. After a question is finally put by the Presiding Member, no Member shall speak to the question, nor shall any other motion be made, until after the result of the vote has been declared.
52. The Presiding Member shall not vote on any motion at a Regular or Special Meeting of Council except to cast the deciding vote for or against the motion in the case of a tie.

Reconsideration of Motions

53. (a) After any motion, except to one of indefinite postponement, has been voted on, any Member who voted with the majority on that question may, at the same or any later regular meeting, serve notice that the Member will move, at the next regular meeting held thereafter, for reconsideration of the question.
(b) At the next regular meeting, the Member who served notice as set out in 53(a), shall make a motion for the reconsideration of the question, but no discussion of the question shall be allowed until the motion for reconsideration is carried by a 2/3 majority of Councillors in attendance, and no question shall be reconsidered more than once unless approved by a majority of Councillors in attendance.

Committee of the Whole

54. Whenever it is moved and carried that Council go into Committee of the Whole, the Presiding Member shall leave the Chair, but shall first appoint a Chairman of the Committee of the Whole, who shall maintain order in the Committee, and who shall report its proceedings; but a Chairman of a Committee whose report is under consideration, or a Member introducing a by-law, shall not be required to take the Chair.
55. Proceedings during Committee of the Whole shall not be recorded in Minutes of Council, and the business shall be reported by the Chairman of the Committee of the Whole to Council when it reconvenes.
56. Questions of order arising in Committee of the Whole shall be decided by the Chairman of the Committee, but any Member may appeal to the Mayor or, in the absence of the Mayor, the Acting Mayor. If any disorder should arise in the Committee, the Mayor or Acting Mayor shall return to the Chair without any motion being made.
57. On motion in Committee of the Whole to rise and report, the question shall be decided at once without debate.



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58. A motion in Committee of the Whole to rise without reporting shall always be in order and shall take precedence over any other motion. Debate shall be allowed on such a motion and, if resolved in favour of the motion, the business which was before the

Committee shall be considered to have been disposed of in the negative and the Mayor or Acting Mayor shall assume the Chair and move on to the next order of business.

Point of Order

59. When the Presiding Member is asked to decide a point of order, the point shall be decided without unnecessary remarks or comments and the Presiding Member shall state the authority for the ruling. Any Member has the right to appeal the Presiding Member's ruling on a question of order and, if the appeal is seconded, the Presiding Member shall ask Council to decide whether the ruling of the Presiding Member shall be upheld.
60. A Member called to order shall immediately cease to speak but may afterwards explain, and Council, if appealed to, shall decide the same without debate; if there is no appeal the decision of the Presiding Member shall prevail.
61. Whenever any matter of privilege arises, it shall be immediately taken into consideration.

Adjournment of Meetings

62. Every regular Council meeting shall be adjourned at or before 10:00 p.m., unless a motion to extend the meeting beyond 10:00 p.m. is passed by the unanimous consent of all Members present.
63. A motion to adjourn a meeting of Council, or adjourn debate is not debatable and shall always be in order except:
- (a) when a Member is speaking;
 - (b) when the vote has been called for;
 - (c) when Members are voting;
 - (d) when it has been decided that the previous question shall be now put;
 - (e) in Committee of the Whole.

Standing and Special Committees

64. At the first meeting of Council following a general election the Chairperson and Members of Standing and Special Committees shall be appointed by Council.



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65. The Mayor shall be ex-officio a Member of all standing and special committees.
66. Each standing and special committee shall be composed of at least two (2) Members of Council in addition to the Mayor, and one (1) of the Councillors shall serve as Chairman of the Committee. Council may appoint other members as per Terms of Reference prescribed in Schedule B, attached to this By-law which may be amended from time to time by resolution of Council.
67. In any Committee the majority of its Members shall be a quorum.
68. Regular meetings of Standing Committees shall be fixed as to date and time by Council and shall only be changed by resolution of Council.
69. Every member of a regular or special committee has one vote for each item presented at a meeting of that committee providing the member is in attendance.
70. Special Meetings of any Committee may be called whenever it is deemed necessary by the Chairman or any two (2) Members of that Committee and all Council members shall be notified at least 24 hours in advance of the date and time of the meeting.
71. The general duties of all Committees of Council shall be to report to Council whenever it may require them to do so on all matters connected with their duties and to recommend such action as may be deemed necessary.
72. The Terms of Reference for Standing Committees of Council shall be as prescribed in Schedule B, attached to this By-law which may be amended from time to time by resolution of Council.
73. The Terms of Reference for Special Committees of Council shall be as prescribed by resolution of Council for whatever reasons or purposes Council deems necessary.
74. All reports and recommendations of Standing and Special Committees shall be put in writing and no report shall be referred to the Committee of the Whole or Council until printed copies of the report have been given to the Members unless Council decides otherwise by resolution. A motion to this effect must be put to the vote without debate.

Minutes of Meetings



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75. The Minutes of all Council proceedings shall be numbered in order each year, commencing with Regular Council Meeting (RCM) or Special Council Meeting (SCM), followed by number one for the first meeting in the calendar year; this number to be followed by the year and continuing in order through to the last meeting of the calendar year. This numbering is to be applied in strict order whether the meetings are recorded as Regular or Special and must appear on every document or copy of the Minutes to which it refers.
76. All official Minutes of Council Meetings shall have the motion number approving them affixed to the front page of each set, shall be signed by the Presiding Member and the Senior Administrative Officer or designate, and shall have the official seal of the Municipal Corporation of the Hamlet of Cambridge Bay affixed to it near the signatures.

General Matters

77. The person or persons in charge of any work for Council shall be subject only to Council, and shall not be subject to any Member of Council acting as an individual.
78. In all cases not provided for in this by-law, Bourinot's Rules of Order shall be followed so far as they may be applicable.
79. By-law number 172 Rules of Order is hereby, repealed.

Date of First Reading	(Day)	11	(Month)	01	(Year)	2007
Date of Second Reading	(Day)	11	(Month)	01	(Year)	2007
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <hr style="width: 80%; margin: 0 auto;"/> <p>Mayor</p> </div> <div style="text-align: center;"> <hr style="width: 80%; margin: 0 auto;"/> <p>Senior Administrative Officer</p> </div> </div>						
Date of Third Reading and Passed	(Day)	22	(Month)	01	(Year)	2007
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <hr style="width: 80%; margin: 0 auto;"/> <p>Mayor</p> </div> <div style="text-align: center;"> <hr style="width: 80%; margin: 0 auto;"/> <p>Senior Administrative Officer</p> </div> </div>						



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Hamlet of Cambridge Bay NU.

BY-LAW No. 213 – Schedule A

COUNCIL PROCEDURES

COUNCIL AGENDA

(R) OR (S)CM # xx , 20xx
(MONDAY) (MONTH) (DAY) (YEAR)

1. CALL TO ORDER
2. OPENING PRAYER
3. ADOPTION OF AGENDA
4. DECLARATION OF PECUNIARY INTEREST
5. DELEGATIONS AND PETITIONS
6. ADOPTION OF MINUTES OF COUNCIL
7. BUSINESS ARISING FROM THE MINUTES
8. COMMITTEE REPORTS
9. MANAGEMENT REPORTS
10. FINANCIAL MATTERS
11. CORRESPONDENCE REQUIRING ACTION
12. AROUND THE TABLE
13. NEW BUSINESS
14. BY-LAWS AND POLICIES
15. OLD BUSINESS
16. ADJOURN



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Hamlet of Cambridge Bay NU.

BY-LAW No. 213 – Schedule B

COUNCIL PROCEDURES

TERMS OF REFERENCE FOR STANDING COMMITTEES

LAND DEVELOPMENT COMMITTEE

Shall be responsible for considering all matters related to the orderly development of land; the administration of the lands function; acquisitions and disposals of municipal lands; the Land Administration, Community Plan, and Zoning By-laws; and to report to and make recommendations to Council on issues related to land.

Five Members: The Chairperson shall be a Councillor.

The Mayor

2 Councillors

2 Public members

Resources include the Senior Administrative Officer, Lands Officer or Clerk, Development Officer (appointed), CGS representatives.

- General Community Plan By-law
- Land Applications and Leases
- Development Permits
- Land Development and Administration
- Surveys, variances,
- Land Acquisition
- Land Disposition
- Land Use and Zoning By-law
- Quarry and gravel Management
- Traffic Circulation and Control, signage
- Temporary Road Closures
- Road naming, house numbering



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WELLNESS & SOCIAL PROGRAMS COMMITTEE

Shall be responsible for considering all matters related to Wellness and Social Development programming; Cultural and Heritage issues; Elders Programs; Social Services issues; and to report to and make recommendations to Council on issues related to Wellness and Social Programs.

Seven Members: The Chairperson shall be a Councillor.

2 Councillors

5 Public members

Resources include Senior Administrative Officer, Director of Community Wellness, Wellness Staff, and H&SS.

- Wellness Programs
- Social Services
- Social Development Issues
- Cultural & Heritage Activities
- Elders Programs



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RECREATION SERVICES COMMITTEE

Shall be responsible for considering all matters related to Recreation Services issues; Recreation Facility use; Recreation programming and scheduling; special events, days and celebrations; youth programs; and to report to and make recommendations to Council on issues related to Recreation Services.

Seven Members: The Chairperson shall be a Councillor.

2 Councillors

5 Public members.

Resources include Senior Administrative Officer, Recreation Co-ordinator, Manager Facilities Maintenance, Recreation staff, CLEY, and public.

- Special Events and Celebrations
- Concessions
- Recreation Facility Joint-Use Agreements
- Historical Sites and Developments
- Library
- Parks and Playgrounds Development
- Playing Field Operation & Maintenance
- Recreation Programs
- Recreation Facilities
- Sport and athletic competitions
- Youth Programs



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FINANCIAL, ADMINISTRATIVE & PERSONNEL COMMITTEE

Shall be responsible for considering all matters related to Financial, Administrative and Personnel issues; reviewing budgets and financial reports; infrastructure planning; remuneration of Council Members and employees; by-laws and policies; purchasing and tendering; Human Resources; and to report to and make recommendations to Council on issues related to Financial, Administrative and Personnel.

Five Members:

Mayor

Deputy Mayor

3 Councillors

Resources include Senior Administrative Officer, Director of Finance, Human Resources Manager, Finance Staff, Lawyers, CGS

- Auditor's Report
- Budget Summary
- Capital Projects
- Conferences
- Council Indemnities
- Debenture Requests
- Employee Contracts
- Financial Reviews
- Franchise Agreements
- Funds
- Legislation - Draft By-laws and Policies
- Municipal Elections
- Public Tenders/Calls for Proposals
- Human Resources



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MUNICIPAL WORKS & PUBLIC SAFETY COMMITTEE

Shall be responsible for considering matters related to the delivery of municipal services, the operations and maintenance of equipment and buildings and municipal infrastructure, protective services functions, and third party service contracts and to report to and make recommendations to Council on issues related to Municipal Works and Public Safety.

Five Members: The Chairperson shall be a Councillor.

3 Councillors

2 at large members.

Resources include Senior Administrative Officer, Manager Facilities Maintenance, Manager Municipal Services, By-law Enforcement Officer, Fire Chief, Search and Rescue Co-ordinator, Municipal Public Works staff, and CGS and GN resources.

- Ambulance Services
- By-law Enforcement
- Animal Control and Protection
- Fire Protection Services
- Search and Rescue
- Public Health Standards
- Garbage Pick up and Removal
- Solid Waste Site Operations and Maintenance
- Cemetery Development and Maintenance
- Traffic Signs - Maintenance
- Streets, Roads, Paths, and Walkways Operations and Maintenance
- Utilities
- Hamlet Buildings Operations and Maintenance
- Mobile Equipment Operations and Maintenance
- Water Intake, pumphouse and distribution (truck and piped) systems
- Sewage pumpout, disposal, and lagoon systems
- Community Public Works Agreement



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COMMUNITY ECONOMIC DEVELOPMENT COMMITTEE

Shall be responsible for the oversight of the Economic Development function as it relates to the Partnership Agreement with ED&T as well as overseeing the Hamlet's Economic Development Plan and to report to and make recommendations to Council for matters related to Economic Development

Six members: The Chairperson shall be a Councillor.

3 Councillors

3 at large members

- 1 recommended by the Wellness Committee
- 1 recommended by the Cambridge Bay Chamber of Commerce
- 1 at large member

Resources include Senior Administrative Officer, Economic Development Officer, Business persons, ED&T staff, KEDC staff, consultants, and public

- support for local businesses
- oversight of NNI or business incentives
- support for Inuit culture
- marketing Cambridge Bay
- tourism opportunities
- increase income opportunities and potentials
- proposals for grants and contribution programs GN
- proposals for funding Canada
- business proposals
- community consultations
- co-ordination with other Hamlet committees
- Kitikmeot Trade Show
- Liaison with other Economic Development agencies
- Nunavut Business Services Centre