



Hamlet of Kugluktuk By-Laws

By-Law Name:	Committees Bylaw
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By-Law Number:	343
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Description

A BY-LAW OF THE Municipal Corporation of the Hamlet of Kugluktuk in the Nunavut Territory to establish the Standing Committees of Council and their operating procedures, 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., c.29.

By-Law

WHEREAS, it is necessary to establish Committees of Council to support the operations of the Council by providing Council with recommendations regarding municipal operations;

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

1. Short Title

This by-law may be cited as the **“Committees Bylaw”**

2. Interpretation

In this Bylaw:

“Council”	means the Hamlet Council of Kugluktuk
“Councillor”	means a Council Member, other than the Mayor
“Council Member”	Means any member of Council including the Mayor and Deputy Mayor
“Deputy Mayor”	means the Deputy Mayor for the Municipality appointed by resolution of Council.
“Hamlet”	means the Municipal Corporation of Kugluktuk
“Mayor”	means the presiding Council Member
“Municipality”	means the Municipality of Kugluktuk in the Nunavut Territory.

3. Committees of Council

3.1 The general duties of all Committees of Council shall be as follows:



Hamlet of Kugluktuk By-Laws

- a) To provide Council with regular written reports on all matters connected with the duties of the Committee and to recommend such action as may be deemed necessary; and,
 - b) To consider and report respectively on all matters referred to it by the council.
- 3.2 Additional specific duties for Standing Committees of Council shall be as prescribed in SCHEDULE A – COMMITTEE PROFILES and may be amended from time to time by resolution of Council.
- 4. STANDING COMMITTEE MEMBERSHIP**
- 4.1 At the first meeting of Council following a general election, and annually in January thereafter the Council will determine which Councillors will serve on which Standing Committees and who will serve as the Chairperson for each Committee.
- 4.2 The Councillor appointed to each standing committee shall be the chairperson unless it is deemed that another member of the committee is more suited, and the council representative agrees.
- 4.3 Additional membership requirements for Standing Committees of Council shall be as prescribed in SCHEDULE A – COMMITTEE PROFILES and may be amended from time to time by resolution of Council.
- 4.4 The Mayor shall be “ex-officio” a member of all committees and shall have the same rights and privileges as any of the other members of the committee. The Mayor shall be counted as a member in determining and constituting a quorum.
- 4.5 Sign Up Sheets will be posted for one week in town for any interested community member to sign up for committees. Council shall review the volunteers for each committee and will appoint all community members by motion.
- 5. DUTIES OF THE CHAIRPERSON**
- 5.1 The duties and responsibilities of the Chairpersons of Standing Committees of Council shall be as follows, namely:
- i) The Chairperson shall be responsible for setting meeting dates, calling Committee meetings to order, approving the agenda, presiding over Committee meeting and voting on all matters.
 - ii) The Chairperson of each committee will make a monthly report to the Council of the activities and recommendations of the committee.
 - iii) The Chairperson of any Standing Committee will refer to the Accountant or SAO on any matter that relates to financial expenditures or revenues and will refer to the Executive Committee any matters relating to policies and bylaws; the Chairpersons of those Committees shall bring such matters forward to Council.



Hamlet of Kugluktuk By-Laws

6. COMMITTEE PROCEDURES

- 6.1 Regular meetings of Standing Committees shall be fixed as to date and time by resolution of Council (in SCHEDULE A – COMMITTEE PROFILES) and shall only be changed by resolution of Council. Unscheduled Committee meetings may be called at any time by the SAO on the request of a majority of the Committee or of the Chairperson thereof.
- 6.2 The standard procedures of Council shall be observed in Standing and Special Committees so far as they are applicable with the following exceptions:
- i) The emailing and receipt of the agenda for a Committee meeting to members shall constitute notice thereof.
 - ii) The majority of the members comprising any Standing or Special Committee, providing the Chairperson or Vice Chairperson is in attendance, shall constitute a quorum. Committee meetings shall be adjourned until a quorum can be met.
 - iii) Every member of a regular or special committee shall have one vote for each item presented at a meeting of that Committee providing the member is in attendance.
 - iv) In taking the vote, the names of members shall not be recorded.
 - v) The number and times of speaking on any question shall not be limited.
 - vi) Minutes of the proceedings of the standing committees of council shall not be kept, but the proceedings shall be covered by reports.
- 6.3 No report shall be referred to Council until it has been approved by the Committee.

7. COMMITTEE ATTENDANCE

- 7.1 Any member of the public serving on a Standing Committee who fails to attend three consecutive Committee meetings shall be deemed to have resigned as a member of said Committee (leaving their seat permanently vacant) unless he or she has received permission to absent themselves from the Committee for a specified period by a majority vote of the Committee (in which case their seat is temporarily vacant).
- 7.2 When a member of Council expects to be absent from more than one consecutive meeting of a Standing Committee he or she shall give notice to the Chairperson stating the period during which such absence is expected to continue.
- 7.3 The Council may remove the Chairperson or any member of a Standing Committee at any time and shall immediately appoint a successor.



Hamlet of Kugluktuk By-Laws


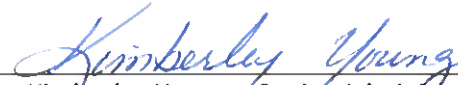




7.4 No member of the Committee may attend meetings or events while under the influence of drugs or alcohol. Violation of this point may lead to removal from the Committee.

8. SPECIAL COMMITTEES

8.1 From time to time it may be necessary to form a Special Committee to address specific matters in a limited period of time. In these situations, the Council may, by resolution, appoint a Special Committee to deal with any issue that needs further investigation and consideration. The resolution to form a Special Committee shall appoint a Committee Chairperson, identify the tasks of the Committee and set the date of its dissolution. After considering the issue the Special Committee shall make recommendations to Council for their action.

9. EFFECTIVE DATE

9.1 This By-Law shall come into effect upon receiving Third and Final reading.

Date of First Reading	3 rd	May	2022
			
Nadene McMenemy – Deputy Mayor		Kimberley Young – Senior Administrative Officer	
Date of Second Reading	17 th	May	2022
			
Nadene McMenemy – Deputy Mayor		Kimberley Young – Senior Administrative Officer	
Date of Third Reading	7 th	June	2022
			
Simon Kuliktana – Mayor		Kimberley Young – Senior Administrative Officer	





Hamlet of Kugluktuk By-Laws

"SCHEDULE A"

COMMITTEE PROFILES

This schedule establishes the Standing Committees of Council of the Municipality, sets the specific duties of these Committees, and provides guidelines of the Committee membership.

The Standing Committees of Council are as follows:

Executive Committee

Finance and Administration Committee

Recreation Committee

Community Planning & Lands Committee

Health and Wellness Committee

Economic Development Committee

Bylaw Review Committee

1. Executive Committee

Duties: The Executive Committee shall be responsible for considering all legal and property matters affecting the Municipal corporation and reporting to Council on these matters. The Committee is also responsible for carrying out the business of Council during July and August when Council reverts to one meeting per month.

Membership: The Executive Committee shall consist of the Mayor, Senior Administrative Officer and Deputy Mayor.

Meetings: The Executive Committee shall meet as required.

2. Finance & Administrative Committee

Duties: The Finance & Administration Committee shall be responsible for considering all financial and contract matters affecting the municipal corporation and reporting to Council on these matters. The Committee is also responsible to draft a proposed budget for the upcoming fiscal year for discussion by the council.

Membership: The Finance & Administration Committee shall consist of one member of Council, the Mayor, Director of Finance and the Senior Administrative Officer.

Meetings: The Finance & Administration Committee shall meet quarterly.

3. Recreation Committee



Hamlet of Kugluktuk By-Laws

Duties: The Recreation Committee shall be responsible for considering and reporting to Council on recreation programs and services. The committee shall assist the Recreation Department to plan, organize and supervise recreation activities, events and programs sponsored by the Municipality. The Committee shall encourage, assist and advise groups providing recreation programs and where necessary carrying out certain recreation programs.

The Committee is responsible for all fundraising for Special events. The Recreation Coordinator will be available to assist as needed however overtime cannot occur.

Membership: The recreation Committee shall be composed of 5 members of the public, one member of Council and the Mayor.

Meetings: The Recreation Committee shall meet once per month, more if needed and determined by the group.

4. Community Planning & Lands Committee

Duties: The Community Planning and Lands 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 Bylaws; and to report to and make recommendations to Council on issues related to land.

Membership: The Community Planning and Lands Committee shall be comprised of 2 members of the public, Municipal Planning and Lands Administrator, one member of Council and the Mayor.

Meetings: The Community Planning & Land Committee will meet on an as needed basis.

5. Health and Wellness Committee

Duties: The Health and Wellness Committee shall be responsible for considering and reporting to Council on all health-related matters, reviewing health related Government funding programs, considering strategies to meet the present or future health requirements of the community.

Membership: The Health and Wellness Committee shall be composed of 3 members of the public, Director of Healthy Living, one member of Council and the Mayor.

Meetings: The Health and Wellness Committee shall meet on the 1st Wednesday of each month.

6. Economic Development Committee

Duties: The Economic Development Committee shall be responsible for considering all matters relating to business development, Tourism and entrepreneurial ship within the Municipality.

Membership: The Economic Development Committee shall be composed of 3 members of the public, Economic Development Officer, one member of Council and the Mayor.

Meetings: The Economic Development Committee shall meet on the 2nd Wednesday of each month.

7. Bylaw Review Committee

Duties: The Bylaw Review Committee shall be responsible for the review of active Bylaws, make recommendations of changes for Council review and to ensure all active Bylaws are signed and sealed with the Municipal seal.

Membership: The Bylaw Review Committee shall be composed of 3 members of the public, one member of Council and the Mayor.

Meetings: The Bylaw Review Committee will meet on an as needed basis.