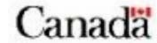




Nunavut Regulatory & Licensing Agencies Info-Guide

Canada-Nunavut Business Service Centre

Last Verified: 28/05/2004



Summary

Nunavut Regulatory & Licensing Agencies Info-Guide

- This guide is designed to help you find information about the different government programs, services and regulations and identify which ones you need to get your business started .
- We have done our best to answer all the questions we think you will have. However, if you still have some after reading the guide, please contact the agencies listed in this guide or the Canada-Nunavut Business Service Centre.
- As this is meant only to be a guide, the Canada-Nunavut Business Service Centre will not take responsibility for any business decisions made with this information.

To start a new business in Nunavut, there are a number of government regulations and legal requirements that you will need to take care of.

SECTION I

You MUST register for the following items:

1. Certificate of Compliance
2. Business License
3. Registering Your Business
4. Business Number
5. Payroll Tax

SECTION II

You MAY need or want to contact the following agencies about:

- NNI (Government of Nunavut contracting policy)
- NTI Inuit Firm Registry
- Safety Requirements
- Labour Standards
- Fire Safety Issues
- Health Requirement
- Liquor Issues
- Tobacco Issues
- Consumer Complaints and Inquiries
- Fair Practice Office
- Bingo, lotteries, casino, raffles, direct sellers and collection age
- Outfitting or Tourist Accommodation
- Inuit Owned Lands
- Fisheries and Oceans
- Rental Office
- Employment Issues
- Career Centres

SECTION I

1. Certificate of Compliance

ALL Businesses operating in Nunavut MUST register with the Worker's Compensation Board office. You will need to get a **Certificate of Compliance**. This needs to be attached to your Business License application (see below). Remember to keep a copy of your Certificate of Compliance for your own records. There is no charge for this service.

You must register with a Worker's Compensation Board Office within 10 days of starting your business.

More details can be obtained by writing or phoning one the Worker's Compensation Board offices below:

Iqaluit:

The Barren (Bldg. 1091)
P.O. Box 669
Iqaluit, Nunavut
X0A 0H0
(867) 979-8500 (phone)
(867) 979-8501 (fax)
1-877-404-4407 (toll free)
e-mail: stephaneb@wcb.nt.ca

Rankin Inlet:

Royal Bank Building
P.O. Box 368
Rankin Inlet, Nunavut
X0C 0G0
(867) 645-5600 (phone)
(867) 645-5601 (fax)
1-877-404-8878 (toll free)
e-mail: debbien@wcb.nt.ca

2. Business License

All business owners MUST have an up-to-date business license. This license can be obtained from your Hamlet or Municipal office.

(See page 3 for a list of hamlet office numbers)

If you plan to do your business in a community that does not have municipal by-laws you must receive a business license from:

Department of Community & Government Services

Consumer Affairs
Government of Nunavut
P.O. Box 440
Baker Lake, Nunavut
X0C 0A0
(867) 793-3303(phone)
(867) 793-3321(fax)
1-866-223-8139 (toll-free)
e-mail: laupaluktuq@gov.nu.ca

Municipal/Hamlet Offices

Municipality of Arctic Bay (867) 439-9917 (phone) (867) 439-8767 (fax)	Hamlet Council of Arviat (867) 857-2841 (phone) (867) 857-2519 (fax)
Hamlet Council of Baker Lake (867) 793-2874 (phone) (867) 793-2509 (fax)	Hamlet Council of Cambridge Bay (867) 983-2337 (phone) (867) 983-2193 (fax)
Municipality of Cape Dorset (867) 897-8943 (phone) (867) 897-8030 (fax)	Hamlet of Chesterfield Inlet (867) 898-9926 or 898-9951(phone) (867) 898-9108 (fax)
Municipality of Clyde River (867) 924-6220 (phone) (867) 924-6293 (fax)	Hamlet Council of Coral Harbour (867) 925-8867 (phone) (867) 925-8233 (fax)
Hamlet of Gjoa Haven (867) 360-7141 (phone) (867) 360-6309 (fax)	Hamlet Council of Grise Fiord (867) 980-9959 (phone) (867) 980-9052 (fax)
Municipality of Hall Beach (867) 928-8829 (phone) (867) 928-8871 (fax)	Municipality of Igloolik (867) 934-8830 (phone) (867) 934-8757 (fax)
City of Iqaluit (867) 979-5600 (phone) (867) 979-5922 (fax)	Hamlet of Kimmirut (867) 939-2247 (phone) (867) 939-2045 (fax)
Hamlet of Kugaaruk (867) 769-6281 (phone) (867) 769-6069 (fax)	Hamlet of Kugluktuk (867) 982-4471 or 982-4461 (phone) (867) 982-3060 (fax)
Hamlet of Pangnirtung (867) 473-8953 (phone) (867) 473-8832 (fax)	Hamlet of Pond Inlet (867) 899-8935 (phone) (867) 899-8940 (fax)
Municipality of Qikiqtarjuaq (867) 927-8832 (phone) (867) 927-8120 (fax)	Municipality of Rankin Inlet (867) 645-2895 (phone) (867) 645-2146 (fax)
Hamlet Council of Repulse Bay (867) 462-9952 (phone) (867) 462-4144 (fax)	Hamlet Council of Resolute Bay (867) 252-3616 (phone) (867) 252-3749 (fax)
Municipality of Sanikiluaq (867) 266-8874 (phone) (867) 266-8903 (fax)	Municipality of Taloyoak (867) 561-6341 (phone) (867) 561-5057 (fax)
Hamlet Council of Whale Cove (867) 896-9961 (phone) (867) 896-9101 (fax)	

3. Registering Your Business with the Territory

ALL businesses and non-profit organizations operating in Nunavut must be registered with the Department of Justice:

Samantha Van Genne
Deputy Registrar of Legal Registries and Securities
Government of Nunavut, **Department of Justice**
Legal Registries Division
P.O. Box 1000, Station 570
1st floor, Brown Building
Iqaluit, Nunavut
X0A 0H0
(867) 975-6590 (phone)
(867) 975-6194 (fax)
e-mail: svangenne@gov.nu.ca

4. Business Number (BN) – Registering Your Business with Canada

All Nunavut businesses must also register with the Federal Government by getting a business number.

- The BN is a numbering system that simplifies and streamlines the way businesses deal with government.
- It includes the four major Revenue Canada business accounts: corporate income tax, import/export, payroll deductions, and GST/HST.

To get a Business Number, contact the CCRA office:

Canada Revenue Agency (CRA)
Ottawa Tax Services Office
333 Laurier Avenue West
Ottawa, ON
K1A 0L9
1-800-959-5525 (toll free)
(613) 957-8130 (fax)
<http://www.cra.gc.ca>

5. Payroll Tax

- This is a tax on the income you pay your employees. It is separate from the Nunavut Tax paid to the federal government. As an employer, it is your responsibility to collect this tax.
- Registration for this tax **must** be done within 21 days of paying an employee.
- Whether you have employees or not, the Department of Finance and Administration recommends registering with them when setting up your business.

Contact the Department of Finance and Administration:

Department of Finance and Administration
Taxation and Risk Management Division (Bldg. 917)
P.O. Box 1000, Stn. 320
Iqaluit, Nunavut,
X0A 0H0
(867) 975-6841 (phone)
(867) 975-5845 (fax)
e-mail: wberryhill@gov.nu.ca

SECTION II

DEPENDING ON YOUR TYPE OF BUSINESS, YOU MAY NEED OR WANT TO CONTACT THE FOLLOWING AGENCIES:

- **If you are not sure, call the agency and ask.**

Nunavummi Nangminigaqtunik Ikajuuti (NNI Policy)

- The NNI policy is a procurement policy affecting Government of Nunavut (GN) contracting activities. If you are a local, Nunavut and/or Inuit firm, you can register with the Department of Public Works and Services and receive a bid adjustment and labour bonus if you apply on GN contracts.

- To be considered an Inuit Firm, your business must be on the NTI Inuit Firm Registry.

Operational Services Division

Department of Public Works and Services
of Nunavut
4th Floor Brown Building
P.O. Box 1000, Station 600
Iqaluit, Nunavut
X0A 0H0
(867) 975-5440 (phone)
(867) 975-5450 (fax)

Safety Requirements

- When starting a business it is important to know the rules about employee safety.

Contact the ***Worker's Compensation Board*** office nearest you.

Worker's Compensation Board

The Barren (Bldg. 1091)
P.O. Box 669
Iqaluit, Nunavut
X0A 0H0
(867) 979-8500 (phone)
(867) 979-8501 (fax)
1-877-404-4407 (toll free)
e-mail: stephaneb@wcb.nt.ca

Worker's Compensation Board

Royal Bank Building
P.O. Box 368
Rankin Inlet, Nunavut
X0C 0G0
(867) 645-5600 (phone)
(867) 645-5601 (fax)
1-877-404-8878 (toll free)
e-mail: debbien@wcb.nt.ca

NTI Inuit Firm Registry

- NTI maintains an Inuit Firm Registry, which is the only authorized listing of Inuit firms in Nunavut.

- In order to be considered "Inuit owned" and to be included in the Inuit Firm Registry, a company needs to be at least 51% owned by a beneficiary of the Nunavut Land Claim Agreement.

NTI Business Development Department

Sarah Maniapik, Business Development Officer
Nunavut Tunngavik Incorporated
Igluvut Building
P.O. Box 638
Iqaluit, NU
X0A 0H0
(867) 975-4900 (phone)
(867) 975-4949
e-mail: sarahm@tunngavik.com

Labour Standards

- When starting a business it is your job to know the laws that deal with the minimum employment standards for employees.

- The Labour Standards Act describes the rights and duties of employers and employees in Nunavut. It also describes procedures for investigating complaints.

- In cases where an employee and employer have a disagreement and/or a complaint, the Labour Standards Officer's job is to listen to both sides, and when required, give a decision.

Labour Standards

Department of Justice
Government of Nunavut
Room 102, Tumiit Plaza
P.O. Box 297
Iqaluit, Nunavut
X0A 0H0
(867) 975-7293 (phone)
(867) 975-7294 (fax)
1-877-806-8402 (toll free phone)
e-mail: rgillis@gov.nu.ca

Fire Safety Issues

- For fire and general safety requirements for your business contact the Fire Plan Review Officer.

Nunavut Emergency Management

Office of the Fire Marshal
Nunavut Fire Marshal
Department of Community & Government Services
Government of Nunavut
P.O. Bag 1000, Station 700
Iqaluit, Nunavut X0A 0H0
(867) 975-5310 (phone)
(867) 979-4221 (fax)
e-mail: gpickett@gov.nu.ca

Health Requirements

- When starting a business that deals with food, child care, and/or accommodation, you must know the health regulations involved.

Department of Health and Social Services

Environmental Health
Government of Nunavut
P.O. Box 1000, Station 1046
Iqaluit, Nunavut X0A 0H0
(867) 975-4815 or 975-4817 (phone)
(867) 975-4830 (fax)
e-mail: wjoy@gov.nu.ca or preeve@gov.nu.ca

Liquor Issues

- If you plan to serve liquor in your business location, you MUST contact:

Department of Finance and Administration

Taxation and Risk Management Division
(Bldg. 917)
P.O. Box 1000, Stn. 320
Iqaluit, Nunavut, X0A 0H0
(867) 975-6841 (phone)
(867) 975-5845 (fax)
e-mail: wberryhill@gov.nu.ca

Liquor Commission

- For liquor taxation issues contact:

Department of Finance and Administration

Taxation and Risk Management Division
(Bldg 917)
P.O. Box 1000, Stn. 320
Iqaluit, Nunavut, X0A 0H0
(867) 975-6841 (phone)
(867) 975-5845 (fax)
e-mail: wberryhill@gov.nu.ca

Liquor Warehouse

Government of Nunavut
Bldg 1070, Box 1000, Stn. 350
Iqaluit, Nunavut, X0A 0H0
(867) 979-5918 (phone)
(867) 979-5836 (fax)
e-mail: jpcloutier@gov.nu.ca

Tobacco Issues

- If you intend to sell tobacco products in your business location, contact:

Department of Finance and Administration

Fiscal Policy and Expenditure Management
Division, Government of Nunavut
Second Floor Parnaivik Bldg.
Box 1000, Stn. 320
Iqaluit, Nunavut X0A 0H0
(867) 975-5808 (phone)
(867) 975-6825 (fax)

Consumer Complaints and Inquiries

- As a consumer (buyer), if you have any questions, complaints or need more information about a situation where you think a business is acting dishonestly, contact:

Department of Community & Government Services

Consumer Affairs
Government of Nunavut
P.O. Box 440
Baker Lake, Nunavut X0C 0A0
(867) 793-3303(phone)
(867) 793-3321(fax)
1-866-223-8139 (toll-free)
e-mail: laupaluktuq@gov.nu.ca

Fair Practice Office

- If you have any questions, complaints or need more information about being treated unfairly due to your sex, religion, race or creed, contact:

Fair Practices Office

Department of Justice
Government of Nunavut
Room 102, Tumiit Plaza
Box 297
Iqaluit, Nunavut X0A 0H0
(867) 975-7291 (phone)
(867) 975-7294 (fax)
e-mail: briddell@gov.nu.ca

Bingo, Lottery, Casino, Raffles, Direct sellers, and Collection agents

Department of Community & Government Services

Consumer Affairs
Government of Nunavut
Box 440
Baker Lake, Nunavut
X0C 0A0
(867) 793-3303(phone)
(867) 793-3321(fax)
1-866-223-8139 (toll-free)
e-mail: laupaluktuq@gov.nu

Outfitting or Tourist Accommodation

- If you plan to start a tourism outfitting business in Nunavut, you need an Outfitters License.
- If you plan to open a tourism establishment in Nunavut, you need a Tourism Establishment License.

For general information contact:

Headquarters

Joe Tigullaraq
Department of Environment
P.O. Box 209
Igloolik, Nunavut
X0A 0L0
(867) 934-2052 (phone)
(867) 934-2058 (fax)
e-mail: jtigullaraq@gov.nu.ca

To obtain application forms and to submit applications, contact Regional Offices:

Baffin Region

Drikus Gissing
Department of Environment
P.O. Box 29
Pond Inlet, Nunavut
X0A 0S0
(867) 899-7378 (phone)
(867) 899-7348 (fax)
e-mail: dgissing@gov.nu.ca

Kivalliq Region

Dan Shewchuk
Department of Environment
P.O. Box 120
Arviat, Nunavut
X0C 0E0
(867) 857-2828 (phone)
(867) 857-2986 (fax)
e-mail: dshewchuk@gov.nu.ca

Kitikmeot Region

Monica Angohiatok
Department of Environment
P.O. Box 316
Kugluktuk, Nunavut
X0B 0E0
(867) 982-7441 (phone)
(867) 982-3701 (fax)
e-mail: mangohiatok@gov.nu.ca

Inuit Owned Lands

- For information on the use of Inuit owned lands, contact your regional association lands manager:

Qikiqtani Inuit Association

Salamonie Shoo
Lands & Resource Manager
P.O. Box 1340
Iqaluit, NU
X0A 0H0
(867) 979-5391 (phone)
(867) 979-1643 (Fax)
(800) 667-2742 (Toll free phone)
e-mail: lands@qia.ca

Kivalliq Inuit Association

Veronica Tattunee; Lands Administrator (or)
David Ningeongan; Lands Manager
P.O. Box 340
Rankin Inlet, NU
X0C 0G0
(867) 645-2810
(867) 645-3855
e-mail: veronica@arctic.ca or davidsn@arctic.ca

Kitikmeot Inuit Association

Jack Kaniak
KIA Lands Manager
P.O. Box 360
Kugluktuk, NU X0B 0E0
(867) 982-3310/4010 (phone)
(867) 982-3311 (fax)
e-mail: jkaniak@polarnet.ca

For any issues concerning the use, management and regulation of water in the Nunavut Land Settlement Area, contact the

Nunavut Water Board.

Philippe di Pizzo
P.O. Box 119
Gjoa Haven, Nunavut X0B 1J0
(867) 766-3212 (phone)
(867) 873-9052 (fax)
e-mail: exec@nwb.nunavut.ca

Fisheries and Oceans

If you are looking for information on things such as fishing quotas, marine resource harvesting or licenses for marine exploratory research, you can contact the Department of Fisheries and Oceans, Government of Canada at:

DFO

P.O. Box 358
Iqaluit, NU
X0A 0H0
Telephone: (867) 979-8000
Fax: (867) 979-8039

DFO

P.O. Box 145
Rankin Inlet, NU
X0C 0G0
Telephone: (867) 645-2871
Fax: (867) 645-2880

Rental Office

- The rental office acts as a source of information and provides services to both landlords and tenants at no cost to either party.

Department of Justice

Fair Practices Office
Government of Nunavut
Room 102, Tumiit Plaza
PO Box 297
Iqaluit, Nunavut
X0A 0H0
(867) 975-7291 (phone)
(867) 975-7294 (fax)
e-mail: briddell@gov.nu.ca

Employment Issues

- If you require assistance with Record of Employment, Social Insurance Number, Employment Insurance, and any other employment related questions contact your closest Human Resources Development Centre:

Iqaluit:

Human Resource Centre
Federal Government
Iqaluit House
PO Box 639
Iqaluit, NU
X0A 0H0
1-800-260-0877 (toll free)
(867) 975-4700(phone)
(867) 975-4711 (fax)

Rankin Inlet:

Human Resource Centre
Federal Government
Rockland Building
PO Box 97
Rankin Inlet, NU
X0C 0G0
(867) 645-4074 (phone)
(867) 645-4092 (fax)

Career Centres

- *If you require information about federal government employment programs such as the **Self Employment Option and Wage Subsidy Programs**, contact your regional Career Centre:*

Qikiqtalluk:

Qikiqtani Employment & Career Services
Department of Education
PO Box 204,
Pangnirtung, NU
X0A 0H0
(867) 473-2600 (phone)
(867) 473-2647 (fax)
1-800-567-1514

Kivalliq:

Rankin Inlet Career Centre
Department of Education
Tapariit Building
Bag Service 002
Rankin Inlet, NU
X0C 0G0
(867) 645-5040 (phone)
(867) 645-2148 (fax)
1-800-953-8516

Kitikmeot:

Cambridge Bay Career Centre
Department of Education
Enokhok Centre
PO Box 20
Cambridge Bay, NU
(867) 983-4031 (phone)
(867) 983-4025(fax)
1-800-661-0845