



Business Plan 2017 - 2020

**Office of the
Legislative Assembly
of Nunavut**

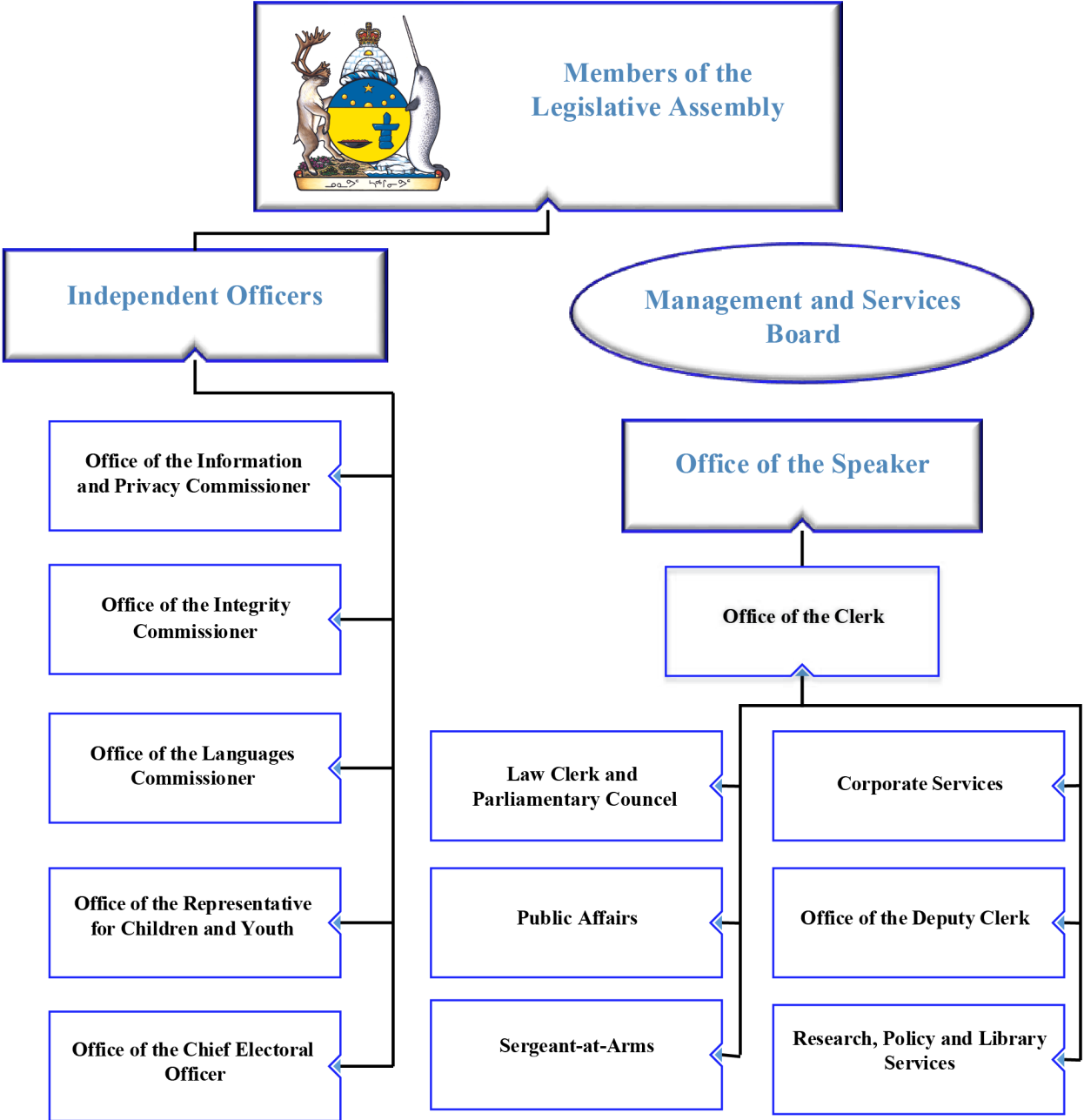
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Figure 1
The Organization of the Legislative Assembly of Nunavut



CORE BUSINESS

The Office of the Legislative Assembly focuses on the following lines of core business:

	Budget (\$000)			
	2016-2017	2017-2018	2018-2019	2019-2020
Assembly Operations	7,830	7,898	7,898	7,898
Expenditures on Behalf of Members	12,867	12,347	12,347	12,347
Support to Independent Officers of the Legislative Assembly	5,200	6,623	5,083	5,083
TOTAL	25,897	26,868	25,328	25,328

Assembly Operations

Canada's Westminster system of parliamentary democracy requires a rigorous separation of powers between the legislative, executive and judicial branches of government. Fostering effective and collegial working relationships with the executive branch of government, while ensuring the independence of the Legislative Assembly, is essential. Nunavut's consensus style of governance calls upon us to serve Members in a manner that respects the character of the institution. We acknowledge that, by its very nature, the Legislative Assembly is a political arena in which diverse positions and perspectives are articulated.

The operations of the Office of the Legislative Assembly are established pursuant to the *Legislative Assembly and Executive Council Act*. This line of business supports the primary purpose of the Assembly – a functional legislative process. Consistent with the governance traditions of Northern Canada and established principles of parliamentary democracy, we work to ensure that the business of the House is conducted in compliance with the *Rules of the Legislative Assembly*, the *Legislative Assembly and Executive Council Act* and certain statutory requirements of the *Nunavut Act*. We provide support to the Office of the Speaker and Members in the Chamber, committees, caucuses and constituencies.



The Standing and Special Committees of the Legislative Assembly fulfill important functions in the legislative process. The review of proposed legislation ensures that Bills are scrutinized before becoming law. Public hearings provide an opportunity for individuals and organizations to express their views and concerns on matters of public policy.

Committees perform an oversight function with respect to departmental expenditures and initiatives and can undertake detailed examinations of different subject areas. Caucus meetings allow Members to address matters related to the scheduling of House business, in addition to other issues that arise. Members are a direct link in their constituencies between Nunavummiut and their government. Members advocate for the needs of their communities and articulate the concerns and aspirations of their constituents.

Objectives

- To provide quality support to the Management and Services Board, the Speaker and Members of the Legislative Assembly in the conduct of their duties as Nunavut's elected representatives;
- To ensure that the legislative process is conducted in accordance with our statutory and procedural authorities; and
- To provide the public with information regarding House and committee proceedings.

Programs	Budget (\$000)	2016-17	2017-18	2018-19	2019-20
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Office of the Clerk		1,051	1,042	1,042	1,042
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- The provision of advice and support to the Speaker, Members, Caucus and Committee Chairs on matters of parliamentary procedure and privilege;
- The maintenance of the papers and records of the Legislative Assembly;
- The co-ordination of Committee and Caucus scheduling and meetings of the Legislative Assembly;
- The protection of the dignity and decorum of the House by the Sergeant-at-Arms; and
- The provision of a safe, aesthetically pleasing and culturally appropriate working environment for Members and Assembly employees.

Office of the Speaker		450	451	451	451
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- Support to the Office of the Speaker in the execution of the office-holder's duties as the official representative of the Legislative Assembly and Chair of the Management and Services Board;
- Support to the Office of the Speaker with respect to Nunavut's participation in national and international events of the Commonwealth Parliamentary Association; and
- Support to the Office of the Speaker in the execution of the office-holder's duties as Chairperson of the Order of Nunavut Advisory Council.



Sessional Administration **1,908** **1,924** **1,924** **1,924**

- The production of *Hansard*;
- The holding of sittings of the House;
- The provision of the services of the Law Clerk and Parliamentary Counsel; and
- The provision of interpretation and translation services for Chamber and caucus proceedings.

Standing and Special Committee Administration **658** **672** **672** **672**

- The provision of interpretation and translation services for Standing and Special Committee proceedings; and
- The holding of committee meetings, public hearings and community consultations.

Research, Policy and Library Services **1,102** **1,106** **1,106** **1,106**

- The provision of research services for individual Members, the Management and Services Board and Standing and Special Committees;
- The preparation of committee correspondence, reports, news releases and other documents;
- The preparation of correspondence, reports and other documents for the Office of the Legislative Assembly; and
- The provision of information and reference services by the Nunavut Legislative Library to Members, officers and employees of the Legislative Assembly, Government of Nunavut departments and other clients.

Public Affairs **100** **100** **100** **100**

- The promotion of the Legislative Assembly through the public tour program and the production of information materials and brochures;
- The administration of the Legislative Assembly Page Program;
- The administration of the Speaker’s biennial Youth Parliament;
- The planning and hosting of special events, ceremonies and unveilings;
- The co-ordination of the Assembly's art collection development strategy; and
- The management of liaison with northern and national media organizations.



Corporate Services	2,561	2,602	2,602	2,602
<ul style="list-style-type: none"> • The administration of the financial management and human resources functions of the Office of the Legislative Assembly; • The administration of Members' indemnities, allowances and benefits; • The administration of retiring allowances for Members; • The delivery of specialized Members' services in the area of constituency office operations, sessional and committee travel support; • The management of the Legislative Assembly Precinct and tangible assets; • The maintenance of the Legislative Assembly website; • The administration of the Legislative Assembly's TV broadcasting system; • The provision of information technology support to the Office of the Legislative Assembly, Members' constituency offices and Regular Members' capital offices; and • The provision of training to Members' constituency assistants in Legislative Assembly policies and procedures. 				

Total, Assembly Operations	7,830	7,898	7,898	7,898
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Priorities (2016-17)

- Finalize and implement decisions regarding the expiry of the lease for the Legislative Assembly Building, which will occur on May 11, 2019.
Status: *The Management and Services Board continues to review options.*
- Host the 6th Speaker's Biennial Youth Parliament during the fall of 2016.
Status: *The event was successfully held during the week of November 21-25, 2016.*
- Support the Order of Nunavut Advisory Council in its consideration of nominations to the Order and the organization of investiture ceremonies.
Status: *The 2016 recipients were announced on November 8, 2016.*

Priorities (2017-18)

- Undertake the orientation and transition program for the Members of the 5th Legislative Assembly of Nunavut, following the October 30, 2017, general election.
- Support the establishment of the 5th Legislative Assembly's standing committee structure.
- Conduct the 2017 *Our House to Your Home* Speaker's Community Tour Program.
- Support the Order of Nunavut Advisory Council in its consideration of nominations to the Order and the organization of investiture ceremonies.



Priorities (2018-19)

- Review, in co-operation with the Legislative Assembly of the Northwest Territories, options regarding renewal of the distribution order granted by the Canadian Radio-television and Telecommunications Commission (CRTC) under the federal *Broadcasting Act*.
- Host the annual professional development seminar for the national Clerks-at-the-Table Society during the summer of 2018.
- Host the 2018 Regional Seminar of the Commonwealth Parliamentary Association.
- Host the 7th Speaker's Biennial Youth Parliament during the fall of 2018.
- Support the Order of Nunavut Advisory Council in its consideration of nominations to the Order and the organization of investiture ceremonies.

Priorities (2019-20)

- Conduct the 2019 *Our House to Your Home* Speaker's Community Tour Program.
- Support the Order of Nunavut Advisory Council in its consideration of nominations to the Order and the organization of investiture ceremonies.

Expenditures on Behalf of Members

Nunavut's *Legislative Assembly and Executive Council Act* provides for a transparent system of remuneration for Members. It also provides for the necessary resources to be made available for the engagement of Members' constituency assistants and the operation of their constituency offices. The *Legislative Assembly Retiring Allowances Act* and *Supplementary Retiring Allowances Act* are under the jurisdiction of the Legislative Assembly.

Objectives

- To administer the indemnities, allowances and benefits that are provided for by our legislative authorities; and
- To ensure that the necessary resources are made available for Members' constituency operations.



Programs	Budget (\$000)	2016-17	2017-18	2018-19	2019-20
Indemnity, Allowance and Constituency Administration		12,867	12,347	12,347	12,347
<ul style="list-style-type: none"> Administer the payment of all indemnities, allowances and benefits due to Members; Administer the payment of all Members' constituency work expense claims and constituency assistant-related expenditures; Administer leasing and payment for all constituency offices; Administer the system of retiring allowances provided to Members; and Prepare, in co-operation with the Department of Justice, all regulations made by the Speaker on the approval of the Management and Services Board pursuant to the <i>Legislative Assembly and Executive Council Act</i> with respect to indemnities, allowances and benefits for Members. 					
Total, Expenditures on Behalf of Members		12,867	12,347	12,347	12,347

Priorities (2016-17)

- Meet all statutory tabling requirements for annual reports required under the *Legislative Assembly and Executive Council Act* and other statutes under the jurisdiction of the Legislative Assembly.

Status: Requirements are being met on an ongoing basis.

Priorities (2017-18)

- Meet all statutory tabling requirements for annual reports required under the *Legislative Assembly and Executive Council Act* and other statutes under the jurisdiction of the Legislative Assembly.

Priorities (2018-19)

- Meet all statutory tabling requirements for annual reports required under the *Legislative Assembly and Executive Council Act* and other statutes under the jurisdiction of the Legislative Assembly.

Priorities (2019-20)

- Meet all statutory tabling requirements for annual reports required under the *Legislative Assembly and Executive Council Act* and other statutes under the jurisdiction of the Legislative Assembly.



Support to Independent Officers of the Legislative Assembly

The Legislative Assembly recommends to the Commissioner of Nunavut the appointment of five independent officers:

- 1) The Chief Electoral Officer, pursuant to the *Nunavut Elections Act*;
- 2) The Information and Privacy Commissioner, pursuant to the *Access to Information and Protection of Privacy Act*;
- 3) The Integrity Commissioner, pursuant to the *Integrity Act*;
- 4) The Languages Commissioner, pursuant to the *Official Languages Act*; and
- 5) The Representative for Children and Youth, pursuant to the *Representative for Children and Youth Act*.

The budgets for the operation of these independent offices are provided through the annual appropriations of the Legislative Assembly. Independent officers are statutorily required to submit annual reports to the Legislative Assembly concerning their activities and expenditures. Their annual budget proposals and business plans are reviewed by the Management and Services Board. We work to support these offices, in varying degrees, to ensure the functional operation of their day-to-day activities, while ensuring that their substantive independence is respected. In addition, the Auditor General of Canada reports to the Legislative Assembly of Nunavut on the financial statements of the Government of Nunavut and other matters, pursuant to the federal *Nunavut Act*.

Objectives

- To provide support to the independent officers of the Legislative Assembly;
- To ensure that their annual reports are tabled in the Legislative Assembly; and
- To organize the appearances of independent officers before committees of the Legislative Assembly.

Programs	Budget (\$000)	2016-17	2017-18	2018-19	2019-20
Support to the Information and Privacy Commissioner		125	125	125	125

- In co-operation with the Legislative Assembly of the Northwest Territories, support the office in the development and administration of its annual budget;
- Facilitate the translation and production of annual reports and other documents;
- Collaborate in the development of websites and other initiatives; and
- Collaborate in the development of legislative initiatives that fall under the jurisdiction of the Legislative Assembly.



Support to the Languages

Commissioner 1,410 1,413 1,413 1,413

- Support the office in the development and administration of its annual budget; and
- Provide certain centralized services to the office in the areas of financial processing, human resources management and contracting.

Support to the Integrity

Commissioner 125 125 125 125

- Support the office in the development and administration of its annual budget;
- Facilitate the translation and production of annual reports and other documents;
- Collaborate in the development of websites and other initiatives; and
- Collaborate in the development of legislative initiatives that fall under the jurisdiction of the Legislative Assembly.

Support to the Chief

Electoral Officer 1,410 2,823 1,283 1,283

- Support the office in the development and administration of its annual budget;
- Collaborate in the development of websites and other initiatives; and
- Collaborate in the development of legislative initiatives that fall under the jurisdiction of the Legislative Assembly.

Support to the Representative

for Children and Youth 2,130 2,137 2,137 2,137

- Support the office in the development and administration of its annual budget; and
- Provide certain centralized services to the office in the areas of financial processing, human resources management and contracting.

Total, Support to Independent Officers of the Legislative Assembly 5,200 6,623 5,083 5,083



Priorities (2016-17)

- Ensure that the position of Languages Commissioner of Nunavut is filled following the expiration of the present incumbent's appointment in February 2017.

Status: *The recruitment process is ongoing.*

Priorities (2017-18)

- Host the 2017 annual meeting of federal, provincial and territorial information and privacy commissioners.
- Support Elections Nunavut in preparing for the administration of the 5th general election, which will be held on October 30, 2017.
- Support the Information and Privacy Commissioner's transition to a full-time role, including a Nunavut-based office.

Priorities (2018-19)

- Ensure that the position of Integrity Commissioner of Nunavut is filled following the expiration of the present incumbent's appointment in September 2018.

Priorities (2019-20)

- Ensure that the position of Representative for Children and Youth is filled following the expiration of the present incumbent's appointment in June 2019.
- Ensure that the position of Information and Privacy Commissioner is filled following the expiration of the present incumbent's appointment in March 2020.



Financial Summary

Branch	2016 – 2017		2017 – 2018		2018 – 2019		2019 – 2020	
	Main Estimates		Main Estimates		Planned		Planned	
	\$0	PYs	\$0	PYs	\$0	PYs	\$0	PYs
ASSEMBLY OPERATIONS								
Salary	3,416	26	3,424	25	3,424	26	3,424	26
Grants & Contributions	—		—		—		—	
Other O&M	4,414		4,474		4,474		4,474	
Subtotal	7,830		7,898		7,898		7,898	
EXPENDITURES ON BEHALF OF MEMBERS								
Salary	6,053		6,053		6,053		6,053	
Grants & Contributions	—		—		—		—	
Other O&M	6,814		6,294		6,294		6,294	
Subtotal	12,867		12,347		12,347		12,347	
INDEPENDENT OFFICERS								
Salary	3,121	18	3,473	18	3,110	18	3,110	18
Grants & Contributions	—		—		—		—	
Other O&M	2,079		3,150		1,973		1,973	
Subtotal	5,200		6,623		5,083		5,083	
TOTAL	25,897	44	26,868	43	25,328	44	25,328	44



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