



# **Business Plan 2016 - 2019**

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**Office of the  
Legislative Assembly  
of Nunavut**

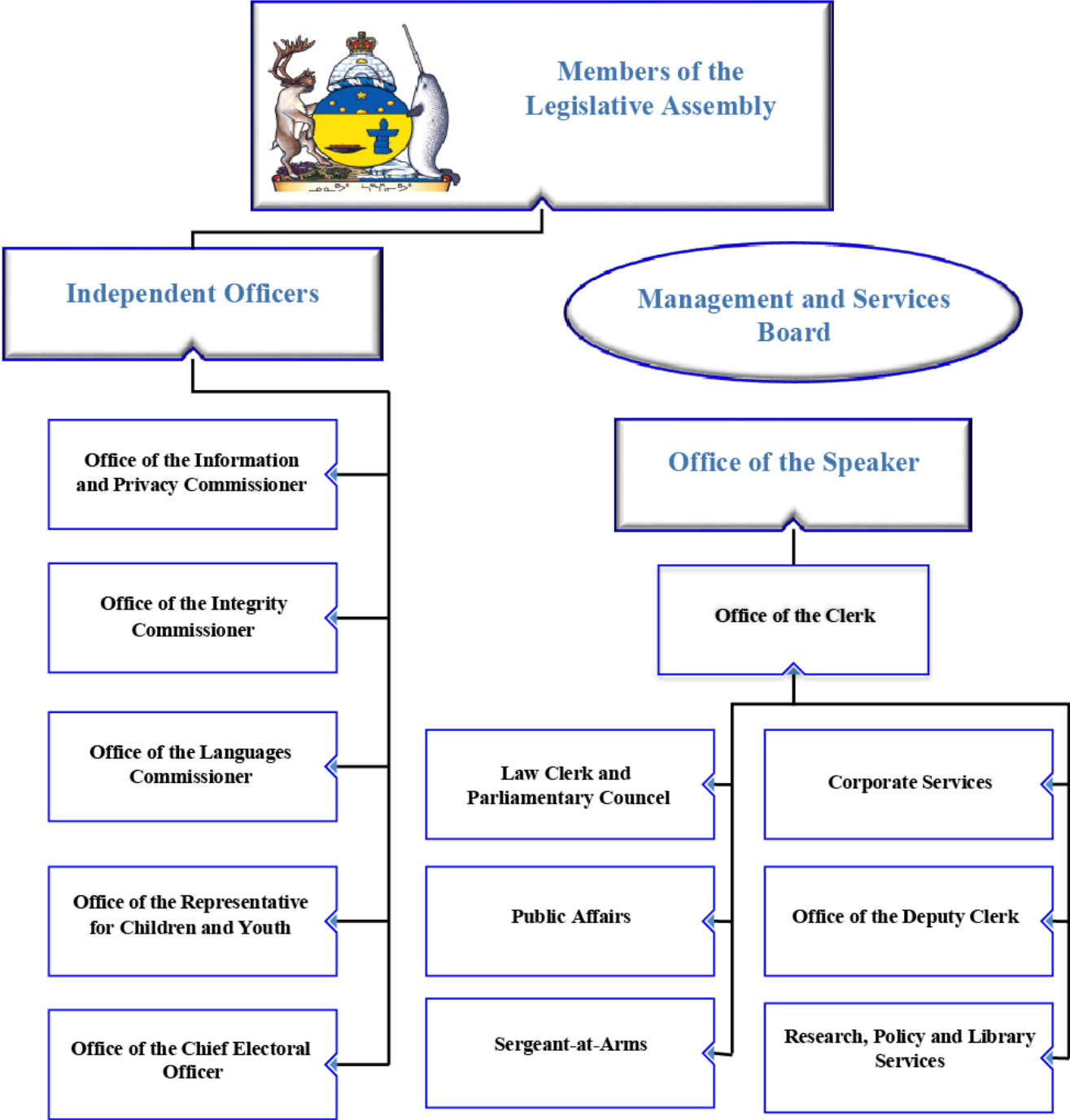


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Figure 1  
The Organization of the Legislative Assembly of Nunavut



## CORE BUSINESS

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

	Budget (\$000)			
	2015-2016	2016-2017	2017-2018	2018-2019
Assembly Operations	7,830	7,830	7,830	7,830
Expenditures on Behalf of Members	11,667	12,867	12,307	12,307
Support to Independent Officers of the Legislative Assembly	5,530	5,200	6,635	5,095
<b>TOTAL</b>	<b>25,027</b>	<b>25,897</b>	<b>26,772</b>	<b>25,232</b>

### 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)	2015-16	2016-17	2017-18	2018-19
<b>Office of the Clerk</b>		<b>1,051</b>	<b>1,051</b>	<b>1,051</b>	<b>1,051</b>
<ul style="list-style-type: none"> <li>• The provision of advice and support to the Speaker, Members, Caucus and Committee Chairs on matters of parliamentary procedure and privilege;</li> <li>• The maintenance of the papers and records of the Legislative Assembly;</li> <li>• The co-ordination of Committee and Caucus scheduling and meetings of the Legislative Assembly;</li> <li>• The protection of the dignity and decorum of the House by the Sergeant-at-Arms; and</li> <li>• The provision of a safe, aesthetically pleasing and culturally appropriate working environment for Members and Assembly employees.</li> </ul>					
<b>Office of the Speaker</b>		<b>450</b>	<b>450</b>	<b>450</b>	<b>450</b>
<ul style="list-style-type: none"> <li>• 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;</li> <li>• Support to the Office of the Speaker with respect to Nunavut's participation in national and international events of the Commonwealth Parliamentary Association; and</li> <li>• 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.</li> </ul>					



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

- 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 658 658 658 658**

- 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 1,102 1,102 1,102**

- 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 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.





<b>Corporate Services</b>	<b>2,561</b>	<b>2,561</b>	<b>2,561</b>	<b>2,561</b>
<ul style="list-style-type: none"> <li>The administration of the financial management and human resources functions of the Office of the Legislative Assembly;</li> <li>The administration of Members' indemnities, allowances and benefits;</li> <li>The administration of retiring allowances for Members;</li> <li>The delivery of specialized Members' services in the area of constituency office operations, sessional and committee travel support;</li> <li>The management of the Legislative Assembly Precinct and tangible assets;</li> <li>The maintenance of the Legislative Assembly website;</li> <li>The administration of the Legislative Assembly's TV broadcasting system;</li> <li>The provision of information technology support to the Office of the Legislative Assembly, Members' constituency offices and Regular Members' capital offices; and</li> <li>The provision of training to Members' constituency assistants in Legislative Assembly policies and procedures.</li> </ul>				
<b>Total, Assembly Operations</b>	<b>7,830</b>	<b>7,830</b>	<b>7,830</b>	<b>7,830</b>

### Priorities (2015-16)

- Work with the Department of Community and Government Services to determine options for addressing the expiry of the lease for the Legislative Assembly Building, which will occur on May 11, 2019.

**Status:** *Ongoing. The Management and Services Board has been reviewing legal and financial options respecting the terms of the current lease. Detailed financial analysis is being undertaken and the conclusions communicated to the Financial Management Board.*

- Commence the statutorily-required five-year review of the *Official Languages Act* and the *Inuit Language Protection Act*.

**Status:** *The Official Languages Act did not come into force until April 1, 2013. It is anticipated that the review process will commence following the conclusion of the statutorily-required review of the Education Act.*

- Conduct the *Our House to Your Home* Speaker's Community Tour Program.

**Status:** *Successful visits to the communities of Baker Lake and Gjoa Haven were undertaken in 2015. Approximately 1,000 students participated in events at community schools.*

- Support the Order of Nunavut Advisory Council in its consideration of nominations to the Order and the organization of investiture ceremonies.

**Status:** *The deadline for nominations for the current appointment cycle was August 31, 2015.*



### **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.
- Host the 6<sup>th</sup> Speaker's Biennial Youth Parliament during the fall of 2016.
- Support the Order of Nunavut Advisory Council in its consideration of nominations to the Order and the organization of investiture ceremonies.

### **Priorities (2017-18)**

- Undertake the orientation program for the Members of the 5<sup>th</sup> Legislative Assembly of Nunavut, following the October 30, 2017, general election.
- Support the establishment of the 5<sup>th</sup> 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)**

- Host the annual professional development seminar for the national Clerks-at-the-Table Society during the summer of 2018.
- Host the 7<sup>th</sup> 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.

## **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.



<b>Programs</b>	<b>Budget (\$000)</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
<b>Indemnity, Allowance and Constituency Administration</b>		<b>11,667</b>	<b>12,867</b>	<b>12,307</b>	<b>12,307</b>
<ul style="list-style-type: none"> <li>• Administer the payment of all indemnities, allowances and benefits due to Members;</li> <li>• Administer the payment of all Members' constituency work expense claims and constituency assistant-related expenditures;</li> <li>• Administer leasing and payment for all constituency offices;</li> <li>• Administer the system of retiring allowances provided to Members; and</li> <li>• 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.</li> </ul>					
<b>Total, Expenditures on Behalf of Members</b>		<b>11,667</b>	<b>12,867</b>	<b>12,307</b>	<b>12,307</b>

**Priorities (2015-16)**

- 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 being met on an ongoing basis.*

**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.

**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.



## 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.

<b>Programs</b>	<b>Budget (\$000)</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
<b>Support to the Information and Privacy Commissioner</b>		<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>

- 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**

<b>Commissioner</b>	<b>1,410</b>	<b>1,410</b>	<b>1,410</b>	<b>1,410</b>
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- 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**

<b>Commissioner</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>
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- 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**

<b>Electoral Officer</b>	<b>2,300</b>	<b>1,410</b>	<b>2,845</b>	<b>1,305</b>
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- 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**

	<b>1,570</b>	<b>2,130</b>	<b>2,130</b>	<b>2,130</b>
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- 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**

<b>Officers of the Legislative Assembly</b>	<b>5,530</b>	<b>5,200</b>	<b>6,635</b>	<b>5,095</b>
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**Priorities (2015-16)**

- Ensure that the position of Chief Electoral Officer of Nunavut is filled following the expiration of the present incumbent's appointment in November 2015. Support Elections Nunavut in its preparation for the planned municipal lands plebiscite in accordance with Article 14 of the *Nunavut Land Claims Agreement*.



**Status:** *In 2014, An Act to Provide for an Assistant Chief Electoral Officer (ACEO) was passed by the Legislative Assembly. A new ACEO has been appointed. The Management and Services Board has approved, in principle, the extension of the current Chief Electoral officer's term of office until the conclusion of the 2016 municipal lands plebiscite.*

**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.

**Priorities (2017-18)**

- Support Elections Nunavut in its preparing for the conduct of the 5<sup>th</sup> general election, which will be held on October 30, 2017.

**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.



**APPENDIX: Financial Summary**

Branch	2015 – 2016 Main Estimates		2016 – 2017 Main Estimates		2017 – 2018 Planned		2018 – 2019 Planned	
	\$0	PYs	\$0	PYs	\$0	PYs	\$0	PYs
<b>ASSEMBLY OPERATIONS</b>								
Salary	3,416	26	3,416	26	3,416	26	3,416	26
Grants & Contributions	—		—		—		—	
Other O&M	4,414		4,414		4,414		4,414	
<b>Subtotal</b>	<b>7,830</b>		<b>7,830</b>		<b>7,830</b>		<b>7,830</b>	
<b>EXPENDITURES ON BEHALF OF MEMBERS</b>								
Salary	6,053		6,053		6,053		6,053	
Grants & Contributions	—		—		—		—	
Other O&M	5,614		6,814		6,254		6,254	
<b>Subtotal</b>	<b>11,667</b>		<b>12,867</b>		<b>12,307</b>		<b>12,307</b>	
<b>INDEPENDENT OFFICERS</b>								
Salary	2,621	18	3,121	18	3,481	18	3,121	18
Grants & Contributions	—		—		—		—	
Other O&M	2,909		2,079		3,154		1,974	
<b>Subtotal</b>	<b>5,530</b>		<b>5,200</b>		<b>6,635</b>		<b>5,095</b>	
<b>TOTAL</b>	<b>25,027</b>	<b>44</b>	<b>25,897</b>	<b>44</b>	<b>26,772</b>	<b>44</b>	<b>25,232</b>	<b>44</b>



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