

# Legislative Assembly of Nunavut

## MEMBER'S HANDBOOK ON ADMINISTRATIVE AND FINANCIAL MATTERS



For use as a general information guide for elected  
Members of the Legislative Assembly of Nunavut

Office of the Clerk



## Introduction

This Administrative Guide and Handbook has been prepared to provide Members of the Legislative Assembly of Nunavut with information which they may need to refer to frequently during their term as an MLA.

The Handbook provides up-to-date information concerning the services available to Members, including remuneration, benefits and allowances.

It should be emphasized that this Handbook is not to be construed as the definitive authority on matters of law, policy or procedure. Members are encouraged to refer to the relevant Statutes and Management and Services Board policies of the Legislative Assembly as the final authority.

Any inquiries regarding information in the Handbook or assistance Members may require while discharging their duties may be obtained from the Office of the Clerk of the Assembly.

John Quirke  
Clerk of the Assembly





# Table of Contents

1 Organization of the Legislative Assembly	1-1
2 MLA Pay Indemnities	2-1
3 Pension and Insurance Benefits	3-1
4 Travel and Living Allowances	4-1
5 Constituency Operations and Expenses	5-1
6 Legislative Assembly Building and Services	6-1





# 1 Organization of the Legislative Assembly

Our Mission and Vision	1-3
Organization and Structure of the Legislative Assembly	1-6
The Office of the Speaker	1-7
The Officers of the Legislative Assembly	1-8
Independent Officers	1-12
The Management and Services Board	1-14
Commonwealth Parliamentary Association	1-15

## Programs

The Order of Nunavut	1-16
Pages Program	1-17
Pages Funding	1-19
Constituency Assistant Training Program	1-20
Youth Parliament	1-20
Our House to Your Home	1-21
Translation Request Procedures	1-21
Workplace Harassment Policy	1-23





## Our Mission

Consistent with the governance traditions of Nunavut and Northern Canada and established principles of parliamentary democracy, the Office of the Legislative Assembly provides quality programs and services that support an environment in which Members can best fulfill their roles and responsibilities as elected representatives of Nunavummiut.

## Our Vision

Our vision is an institution whose people provide the best possible administrative, procedural and information support to elected Members in the conduct of their business in the Chamber, committees, constituencies and caucuses.

## Code of Conduct – Clerk, Officers and Staff

### Mission

Our mission, as employees of the Office of the Legislative Assembly, is to serve the public through service to the Legislative Assembly.

### Commitment

Our commitment is to conduct ourselves in a manner that warrants confidence and trust in the integrity of each employee and the integrity of the Legislative Assembly.



## Respect

We will show respect at all times for the Legislative Assembly, its Members, the public and each other. In particular we will strictly abide by the Assembly's policies against discrimination and harassment.

## Service

We will provide Members and the public with service that is courteous, impartial, objective, effective, efficient and faithful. Our service will support the deliberations and decisions of the Assembly. We will always act in a professional manner consistent with our positions of public trust.

## Conflict of Interest

We will permit no conflict or appearance of conflict to exist between any private interests and our public duties. We will avoid any outside employment, business, activity and association which could give rise to such conflict. Should a potential conflict arise, it is our duty to:

- identify it,
- refrain from participating in any decision or discussion of a related matter,
- disclose the potential conflict immediately to the Clerk, and
- comply with the Clerk's direction for resolution of the issue.



### Confidentiality

We will not disclose confidential information acquired in the course of our work except where authorized by the Clerk or where we are legally obligated to do so. We will not use such information for our own or anyone's improper advantage.

### Improper Influence

We will not use our positions improperly to influence an official decision or to further our own or anyone else's private interest.

### Gifts and Benefits

We will not, nor will members of our families or households, ask for, accept or keep any fee, gift, hospitality, favour or personal benefit, that might influence or be seen to influence our official actions. We may accept compensation authorized by law. We will consult the Clerk if in doubt and comply with his or her direction for resolution of the issue.

### Sanctions

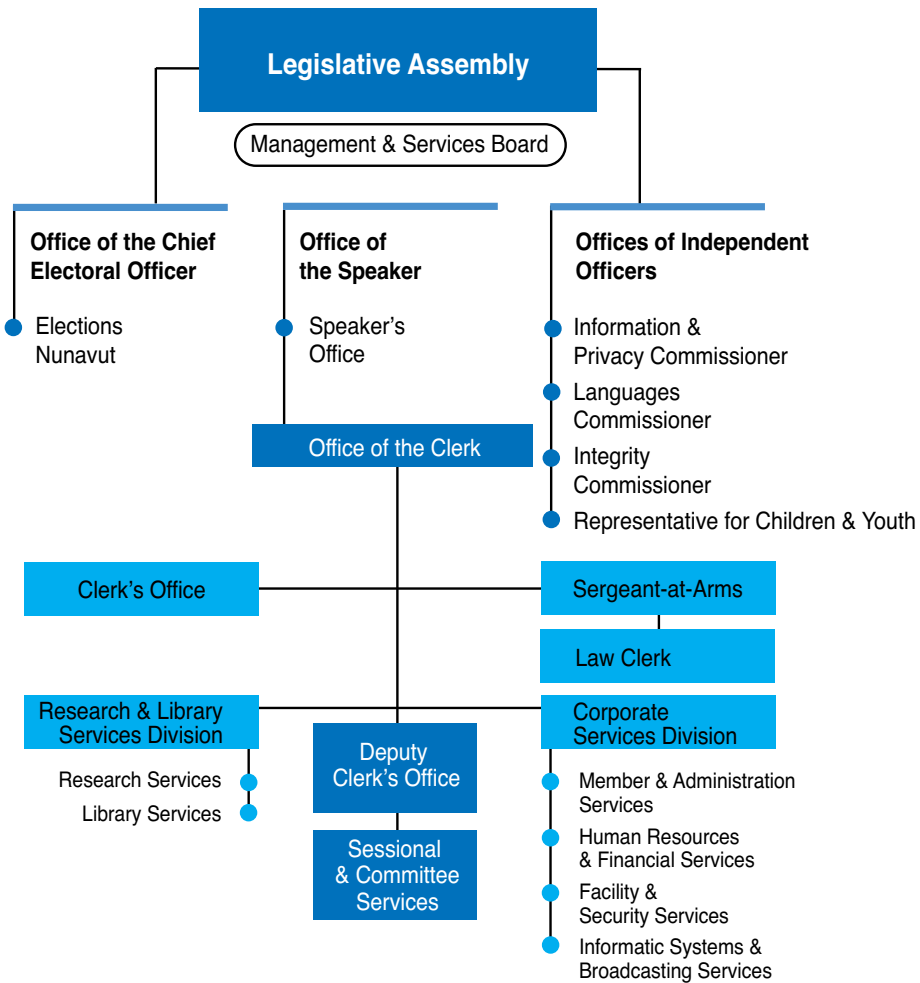
We will adhere to this Code as a condition of employment/contract. We understand that breach of it may result in disciplinary measures up to and including termination of service.

### Compliance

When this code comes into effect, every hired, appointed or engaged employee and every contract service provider will be given a copy and be required to sign the agreement form attached. We will abide by and be bound by this Code.



## Organization and Structure of the Legislative Assembly



## The Office of the Speaker

At the beginning of every Legislative Assembly, MLAs elect one of their own to serve as Speaker of the House. The Speaker holds the position of highest authority in the Legislative Assembly and his/her role is pivotal to the orderly conduct of business in the House. He/she is responsible for presiding over all debates of the House in an impartial manner.

The Speaker ensures the orderly flow of business in the Assembly by enforcing the rules of procedure which the Assembly has approved as House Rules. In order to govern the House effectively, the Speaker must always be, and be seen as, impartial.

The Speaker maintains the responsibility of serving his/her constituents, but does not take part in debates and votes in the House, nor does he/she voice the concerns of their constituents in the House. The Speaker does not vote except in the case of a tie.

The Speaker is a Member of Full Caucus, but not a Member of the Committee of the Whole or Regular Caucus.

The Speaker is responsible for the Office of the Legislative Assembly and is responsible for the services, staff and facilities directly related to the Legislative Assembly. The Clerk of the Legislative Assembly accounts directly to the Speaker. The Speaker serves as the spokesperson for the Legislature and serves as the Chair of the Management and Services Board, the corporate body which governs the internal affairs of the Legislative Assembly.



## The Officers of the Legislative Assembly

The Officers of the Assembly are:

- The Clerk of the Assembly;
- Deputy Clerk;
- Clerk Assistant;
- Law Clerk; and
- Sergeant-at-Arms

A full list of Officers, Members and staff of the Assembly is found in the directory at the end of this Guide. Staff is available to assist Members both in the capital and in their constituencies.

### The Clerk of the Legislative Assembly

The Clerk is appointed by the Commissioner on the recommendation of the Management and Services Board approved by motion of the Legislative Assembly.

The Clerk, as Deputy Head, holds the most senior Officer position of the Legislative Assembly.

The Clerk's duties are detailed in the *Legislative Assembly and Executive Council Act* and the *Rules of the Legislative Assembly*.

The Clerk exercises responsibilities in two major areas: procedural and management.

### Procedural Duties

The Clerk is the chief advisor to the Speaker, Deputy Speaker, Committee Chairpersons and all Members on procedural matters concerning the rules, privileges and proceedings of the Assembly.



The Clerk co-ordinates the procedural services of all Officers of the Assembly:

- The Clerk presides over the election of the Speaker at the opening of a new Legislature and the swearing in of Members;
- The Clerk is responsible for carrying out all recorded votes of the Assembly;
- The Clerk holds custody of all records and other documents of the Assembly;
- The Clerk is responsible for all legislation throughout all its stages and proceedings, and certifies all Bills after passage;
- The Clerk prepares and distributes the Orders of the Day for each sitting day; and
- The Clerk ensures that copies of the Hansard are distributed as directed by the Assembly.

#### Parliamentary and Ceremonial Duties

- The Clerk co-ordinates all official parliamentary ceremonies and other events involving the Legislative Assembly;
- The Clerk participates in inter-parliamentary activities through the Commonwealth Parliamentary Association and acts as Secretary to the Nunavut Branch; and
- The Clerk through his public affairs office provides numerous pamphlets, information packages, educational videos, tours and other promotional material to visitors and the general public.

#### Management Duties

- The Clerk has the direction and control of all of the Officers and staff employed in the Office of the Legislative Assembly;
- The Clerk is Secretary to the Management and Services Board;
- The Clerk assigns Clerks and support staff to various Standing and Special Committees;



- The Clerk directs the preparation of the Assembly's annual budget estimates for presentation to the Management and Services Board; and
- The Clerk is responsible for the administration of all services and payments to Members.

The Clerk has the overall responsibility for services provided by the Office of the Legislative Assembly including Corporate Services (finance, personnel, Members services, office administration, computer and facility services); Research, Policy and Library Services; legislation; the Hansard; session broadcasting; the provision of the Pages; and the Sergeant-at-Arms and Public/Visitor Services.

The Speaker and the Clerk of the Assembly have the powers, duties and functions of a Minister and his/her Deputy, respectively.

### The Deputy Clerk

The duties of the Deputy Clerk include the following:

- Assist the Clerk in his/her legislative functions and to substitute for the Clerk in his/her absence;
- Provide advice to the Speaker, Chairperson of Committee of the Whole, Members and the Clerk on any matters of procedure or practice referred to him/her;
- Assist Members with interpretations of the Rules of the Assembly and with procedures for conducting the business of the House;
- Act as Clerk to Committee of the Whole;
- Serve as records Officer of the Assembly, having responsibility for recording and distributing all documents laid on the Table before the Assembly;
- Responsible for the production of Hansard;
- Assist as directed with the drafting of motions;



- Co-ordinate the provision of language services to the Legislative Assembly, its Committees and Members; and
- Serve as Clerk to Standing and Special Committees, ensuring the availability of all administrative, financial, and support services for the effective operation of such Committees.

### The Clerk Assistant

The duties of the Clerk Assistant include the following:

- Assist the Clerk and Deputy Clerk in their legislative functions in the House and in Standing and Special Committees;
- Act as Clerk to Committee of the Whole;
- Provide advice to the Speaker, Chairperson of Committee of the Whole, Members and the Clerk on any matter of procedure or practice referred to him/her;
- Assist Members with interpretation of the Rules of the Assembly and with procedures for conducting the business of the House;
- Assist with the drafting of motions; and
- Serve as Clerk to Standing and Special Committees, ensuring the availability of all administrative, financial, and support services for the effective operation of such Committees.

### The Law Clerk

The duties of the Law Clerk include the following:

- Act as legal advisor to the Assembly, the Speaker, individual Members on a confidential basis and to the Clerk at the Table in the performance of their duties;
- Advise Members on the interpretation of legislation or any other questions of a legal nature concerning their work in the Legislative Assembly;



- Responsible for the correctness of all Bills and amendments before the House;
- Assist Members in drafting amendments to Bills;
- Advises Members on legal questions arising from their legislative duties;
- Review all legislation under consideration, prior to distribution; and
- Act as legal counsel to Standing and Special Committees as directed by the Clerk.

Inasmuch as the relationship that exists between the Law Clerk and a Member is a solicitor-client relationship, any legislative matter that is brought to that office is covered by solicitor-client confidentiality.

### Sergeant-at-Arms

The Sergeant-at-Arms is a sessional Officer of the Assembly and performs the following duties:

- Carries the Mace preceding the Speaker into and out of the Chamber at the opening and closing of each sitting day;
- Responsible for the safekeeping of the Mace and the furniture and fittings of the Assembly;
- Responsible for the direction of the Pages and for maintaining order in the Public Gallery; and
- Responsible for the security of the Chamber and support offices to the Legislative Assembly, including the protection of Members and staff.

### Independent Officers

The Office of the Legislative Assembly is responsible for the funding and coordination of the offices of four independent Officers. The following is a summary of these Offices.



### Integrity Commissioner

[www.integritycom.nu.ca](http://www.integritycom.nu.ca)

The Integrity Commissioner has the primary mandate to advise Members of the Legislative Assembly regarding the conflict of interest provisions of the Integrity Act, and to conduct reviews of allegations of conflict of interest by Members of the Legislative Assembly, as outlined in the *Legislative Assembly and Executive Council Act* and the *Integrity Act*.

### Languages Commissioner

[www.langcom.nu.ca](http://www.langcom.nu.ca)

The Languages Commissioner has the mandate to assist in the preservation, promotion and protection of the official languages of Nunavut and to ensure that Government of Nunavut departments, boards and agencies comply with the spirit and intent of the *Official Languages Act* and the *Inuit Language Protection Act*.

### Information and Privacy Commissioner

[www.info-privacy.nu.ca](http://www.info-privacy.nu.ca)

The Information and Privacy Commissioner has the primary mandate to conduct reviews of decisions of public bodies with respect to requests for information, as outlined in the *Access to Information and Protection of Privacy Act*.

### Chief Electoral Officer

[www.elections.nu.ca](http://www.elections.nu.ca)

The Office of the Chief Electoral Officer is established in pursuant to the *Nunavut Elections Act*. The Chief Electoral Officer is responsible for all aspects of the conduct of territorial elections and by-elections in Nunavut.



### Child and Youth Representative

[www.child-youth-rep.nu.ca](http://www.child-youth-rep.nu.ca)

The Office of the Child and Youth Representative is established pursuant to the *Representative for Children and Youth Act*. The Representative for Children and Youth is responsible for all aspects of ensuring that government services meet the needs of children and youth, and that the views and interests of children and youth are considered by government in Nunavut.

### The Management and Services Board

The Management and Services Board (MSB) is established pursuant to section 38 of the *Legislative Assembly and Executive Council Act* and amongst other duties is established to provide for the management and operation of the Office of the Legislative Assembly. The Board serves to reaffirm the independence of the Legislature from the executive branch of government and to decide on procedural and administrative issues affecting its operation.

The MSB is chaired by the Speaker, and includes at least one Minister and three Members, other than the Deputy Speaker. The Clerk acts as Secretary to the Board.

The Management and Services Board may make regulations for all legislation under the responsibility of the Legislative Assembly, such as prescribing rates for indemnities and allowances, and making decisions affecting Members' pension plan governance. In addition, the MSB may provide any and all services to Members that the Board considers appropriate, such as establishing security procedures for the Legislative Assembly precinct, establishing appropriate décor for the Chambers, and providing for any financial or administrative matters that the Board considers appropriate in respect of the Legislative Assembly or the Office of the Legislative Assembly.



Meetings of the Board are held regularly and are *in camera*. Members wishing to raise issues or topics for the Board to consider should approach the Speaker or Clerk.

## Commonwealth Parliamentary Association

The Commonwealth Parliamentary Association (CPA) is an association of Commonwealth Parliamentarians who, irrespective of race, religion, or culture, are united by community of interest, respect for the role of the law and the rights and freedom of individual citizens, and pursuit of the positive ideals of parliamentary democracy.

In providing the sole means of regular consultation between Commonwealth Parliamentarians, the Association seeks to promote understanding and co-operation amongst themselves and also to promote the study of, and respect for, parliamentary institutions throughout the Commonwealth.

Within the Commonwealth Parliamentary Association organizational framework, Canada is one region which is made up of fourteen Branches: the federal Branch, ten provincial Branches, and three territorial Branches.

The Commonwealth Parliamentary Association hosts annual conferences and seminars including:

The CPA General Conference and Small Countries Conference is an international annual meeting of representatives of all Branches to debate matters of parliamentary significance and topics of immediate concern in the Commonwealth and the world. The Speaker is the president of the Nunavut Branch.



The Canadian Parliamentary Association Region – Annual Conference is an annual meeting of all fourteen Canadian Branches. The Speaker leads the Nunavut delegation comprised of Regular Members.

The Canadian Region Seminar: Regular Members may attend to study Canadian parliamentary procedure with other provinces and territories.

The Presiding Officers' Conference is an annual professional seminar for the Speakers and Deputy Speakers of all Canadian jurisdictions.

Financial support will be provided for Members attending CPA events. Spouses of Members may attend. However, the costs are deemed personal and are not paid by the Assembly. (MSB decision # 03-01-139)

The Nunavut Branch is an autonomous and full-fledged Member of the Commonwealth Parliamentary Association. It is composed of all Members of the Legislative Assembly.

## The Order of Nunavut

The Order of Nunavut is the highest honour of Nunavut. The objective of the Order is to recognize individuals who have made outstanding contributions to the cultural, social or economic well-being of Nunavut. As the highest honour, the Order of Nunavut takes precedence over all other orders, decorations or medals conferred by the Government of Nunavut. The *Order of Nunavut Act* came into force on January 1, 2010.

The Commissioner of Nunavut is the Chancellor of the Order by virtue of his or her office. The Commissioner of Nunavut is a Member of the Order for life.



The Order of Nunavut Advisory Council is established and, consists of the Speaker of the Legislative Assembly of Nunavut, the Senior Judge of the Nunavut Court of Justice, and the President of Nunavut Tunngavik Incorporated. The Order of Nunavut Advisory Council selects the recipients.

The Speaker of the Legislative Assembly is the chair of the Council.

The Clerk of the Legislative Assembly is the Secretary of the Council.

Additional information on the Order can be obtained from the Clerk.

## Pages Program

Public Affairs co-ordinates the Pages Program each session. Pages work when the Members are in the House during session. They assist by carrying notes and documents between Members and other Members, the table Officers or their offices, and by ensuring that Members have proper stationery and water while the House is in session.

The Public Affairs Officer arranges for pages through local schools. However Members are encouraged to bring students from their constituencies to act as Pages when timing and funds allow.

Members wishing to bring Pages to assist during session must contact the Public Affairs Officer or the Clerk at least 30 days in advance of session to see if openings are available for the upcoming session. Normally Pages are assigned on a weekly basis and if a particular week is booked then names will be reserved for the following week of session.



All Members will have an equal opportunity to sponsor Pages. Members representing one community in their constituency may bring two (2) Pages per constituency per term of office. Members representing two communities in their constituency may bring two (2) Pages per community per term for a total of four (4) Pages per term of office. Members representing three communities in their constituency may bring two (2) Pages per community per term for a total of six (6) Pages per term of office.

Pages should be attending school, be under the age of 19, and have the approval of their parents and the school principal to be absent from school during the time they are in Iqaluit.

Members are responsible for all costs of all chaperones. The present practice of having the Constituency Assistant attend as the chaperone is encouraged.

The Public Affairs Officer with the assistance of the Manager of Member Services will find lodging for the students while in Iqaluit.

The Office of the Legislative Assembly is only responsible for the well-being and conduct of Pages during the time that they are working in the Legislative Assembly during a Session. Sponsoring Members are responsible for the well-being and conduct of Pages at all other times.

For further information on the Pages program, please contact Public Affairs at 975-5156, or the Manager of Member Services at 975-5165.



## Pages Funding

Authority: MSB Decision # 03-227 (September 12, 2013)

The Assembly Office and the Members' constituency budgets jointly share in the funding of the Pages Program.

1. The Assembly will pay 100% of the travel and accommodation costs for Pages whom Members wish to sponsor.
2. The Assembly will pay 100% of Pages' living allowances.
3. Members are responsible for all costs associated with Chaperones through their Constituency Work Expense Budgets.
4. Out-of-town Pages are provided \$50.00 a day for living allowances while out-of-town Chaperones' living allowances are at government per diem rates.
5. The living allowances in section (1) above are reduced by the applicable per diem meal rate if the Assembly provides a meal.
6. The private accommodation rate of government duty travel rates is used for Pages while staying in private homes.
7. The Member sponsoring the Page or the chaperone of the Page will arrange and pay for taxis to bring the Pages to the Legislative Assembly and return them to their designated lodging at the end of each sitting day.



## Constituency Assistant Training Program

The Constituency Assistant Training Program develops Constituency Assistants' knowledge in support areas for the Member.

Training is provided in a group following a General Election and bi-annually to Constituency Assistants, on Legislative Assembly processes, requirements, and policies pertaining to the Members' constituency administration. Topics include procurement, travel, and financial issues as they pertain to constituency budgets and spending.

Members wishing to have their Constituency Assistant participate in this program must contact the Manager of Member Services.

## Youth Parliament

This bi-annual initiative brings young leaders, one student from each Constituency, together from across the territory to our Legislative Assembly for a week during which they learn about the Parliamentary system and our distinctive style of consensus government.

Student participants in the Speaker's Youth Parliament are accommodated at Nunavut Arctic College's student residence on Federal Road or in a local hotel.

The Public Affairs Officer co-ordinates the program and selects Youth Parliament participants in conjunction with school officials from across the territory.



## Our House to Your Home

This is the Speaker's parliamentary outreach program and community mace tour. The bringing of the *Our House to Your Home* program will complement the Speaker's Youth Parliament by providing Nunavut's territorial leaders with the opportunity to visit schools and Elders' facilities in our communities on a periodic basis. These visits will provide youth and Elders with valuable learning and sharing opportunities.

Members wishing to participate in the *Our House to Your Home* program must contact the Public Affairs Officer or the Clerk.

## Translation Request Procedures

*Procedure for Translation Requests During Session and/or Standing Committee Meetings:*

Authority: MSB Decision # 02-109 (March 16, 2007)

### Inuktitut and Inuinnaqtun

1. A Translation Request Form (available from the Deputy Clerk) is completed and a copy of the document to be translated is left in the translation basket by the Deputy Clerk's office.
2. Inuktitut and Inuinnaqtun translators will email the completed work to the appropriate office.
3. The Translator is to complete the bottom section of the Request Form and place it in the folder marked "Completed Translations" by the Deputy Clerk's office.
4. The cost of this translation will be paid by the Office of the Legislative Assembly as part of the Contractor's Sessional and/or Standing Committee daily rate.



5. Translation requests for Members' letters of an Assembly or Constituency nature are a service to Members provided by the Clerk's office. Clerk's office translators do not translate work of a Cabinet or departmental nature.
6. Numerous requests for translation by Members during Session or Standing Committees will be a charge to the Member's constituency budget if overtime is incurred by the interpreter/translator in order to finish the translation work.

## French

Members wishing to have documents translated into French should communicate with the Public Affairs Officer, who maintains a current list of translators available for this service.

## Translation Request Procedures

*Procedure for Translation Requests Outside of Session and/or Standing Committee Meetings:*

Authority: MSB Decision # 02-109 (March 16, 2007)

1. The Office of the Legislative Assembly maintains a current listing of Inuktitut, Inuinnaqtun and French Translators. This list is provided to all Members and is available on the Member's constituency CD, which is provided annually to Members' constituency offices.
2. The Member or his or her assistant shall email the translator to confirm their availability to complete the translation. Upon confirming availability, the Member shall email the work to the Contractor for translation.
3. The Contractor shall email or fax the completed work to the appropriate Member's office.



4. The Contractor shall invoice the Member's office directly.
5. The invoice is approved for payment by the Member or his/her staff and the invoice is submitted to Corporate Services for processing.
6. Payment of the invoice will be paid from the Member's constituency budget.

## Workplace Harassment Policy

Authority: Section 40(3)(j) of the *Legislative Assembly and Executive Council Act*

MSB Decision # 02-025 (November 4, 2004)

MSB Decision #03-080 (September 20, 2010)

### Preamble

- The Legislative Assembly of Nunavut is committed to a healthy, harassment-free and non-discriminatory workplace.
- There is an expectation that all Members of the Assembly, Independent Officers of the Assembly and their employees, employees of the Assembly, Ministerial employees, constituency assistants and contract service providers will work towards maintaining a workplace environment where all persons in it are treated with respect and dignity.
- A respectful work place will not only promote well-being but will reinforce those values of integrity and trust that are the foundations of this institution.

### Policy Statement

- Harassment in the Legislative Assembly of Nunavut is unacceptable and will not be tolerated.



## Application

- This policy applies to, but is not limited to, the Legislative Assembly precinct, Legislative Assembly social functions, work-related conferences, work-related travel, correspondence, e-mail and telephone conversations. There is a sufficient connection with the Legislative Assembly for the purposes of this policy if the behavior interferes, or could reasonably be regarded as being capable of interfering, with the proper functioning of the Legislative Assembly or with any person's dignity or privacy in respect of any matter connected with the person's relationship with the Legislative Assembly.

This policy applies to all Members of the Assembly, Independent Officers of the Assembly and their employees, employees of the Assembly, Ministerial employees, constituency assistants and contract service providers.

## 1. Definitions

### Harassment

For the purposes of this policy, harassment is any improper conduct by an individual:

- that is directed at and offensive to another person or persons; and
- that the individual knew or ought reasonably to have known would cause offence or harm.

Harassment includes conduct, comment or display, made on either a one-time or an ongoing basis, that demeans, belittles, or causes personal humiliation or embarrassment and any act of intimidation or threat.



There may be circumstances where a single incident would not be considered to be harassment but a series of such incidents would constitute harassment.

Harassment may be based upon personal characteristics including race, language used, creed, colour, sex, marital status, nationality, ancestry, place of origin, age, disability, family status, political beliefs, sexual orientation or religion.

Harassment includes retaliation against a person for having invoked this policy, for having participated in procedures under this policy as a witness, or for having otherwise assisted a person who has invoked this policy or participated in these procedures.

Harassment may have the effect of creating an intimidating, hostile or negative work environment, impacting on an individual's ability to work and learn.

Harassment may or may not be intentional but the lack of intent on the part of the harasser is not a defense. The impact of the behaviour on the recipient and the workplace is of primary importance.

### Sexual Harassment

Sexual harassment means any conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents, that:

- a. might reasonably be expected to cause offence or humiliation;
- b. might reasonably be perceived as placing a condition of a sexual nature on employment or the business relationship or on an opportunity for training or promotion;



- c. might reasonably be perceived as a promise of reward for complying with a sexually oriented request or as a threat, reprisal or denial of opportunity for refusal to comply with a sexually oriented request;
- d. might reasonably be perceived as creating an intimidating, hostile or negative work environment.

### Discrimination

Discrimination is an act, behaviour or practice which may be intentional or unintentional that has the purpose or effect of making an adverse distinction against a person or a group of persons based on a prohibited ground of discrimination under human rights legislation.

See Appendix 1 for further guidelines to determining what may constitute harassment.

### Complaint

A complaint is a formal allegation respecting:

- a. actions defined as harassment, sexual harassment or discrimination;
- b. retaliation for the lodging of a complaint;
- c. breach of an undertaking made in the context of a complaint process as to future conduct.

## 2. Roles, Rights and Responsibilities

### Individuals in the Workplace

All Members of the Assembly, Independent Officers of the Assembly and their employees, employees of the Assembly, Ministerial employees, constituency assistants and contract service providers are responsible for fostering and maintaining a workplace environment that is respectful of all persons in it.



### Employers/Managers/Supervisors

Employers are responsible for ensuring that employees are not exposed to harassment in the workplace. Managers and supervisors are responsible for ensuring a harassment-free workplace and adherence to the policy. Managers and supervisors may be delegated by the Clerk to assist in the implementation of this policy.

### Clerk

The ultimate responsibility and authority for this policy rests with the Clerk and his/her authorized representative.

### Proper Exercise of Member's Functions

Nothing in this policy shall be construed so as to prevent or impede the proper exercise of a Member's functions as a Member of the Legislative Assembly, including the ordinary and proper representation of members of the public.

### Employer's Right to Manage

The proper exercise of one's authority or responsibility does not generally constitute harassment. This policy does not limit or constrain the employer's right to manage the workplace. For example, work assignments, reviews, evaluations and disciplinary measures taken by a manager or supervisor, in good faith for valid reasons, do not constitute harassment in the workplace.



### Individual Rights

Nothing in this policy shall be construed so as to prevent persons who allege harassment or discrimination from seeking alternative routes to resolve harassment issues, including remedies available under human rights legislation and remedies available in either the civil or criminal courts.

## 3. Processes and Procedures

### A. Informal Resolution

The objective of an informal resolution is to resolve any situation or conflict as soon as possible, in a fair and respectful manner without having to resort to the complaint process.

#### Informing the Person

If possible, and if reasonable and appropriate in the circumstances, a person who believes that he or she is being harassed or discriminated against should tell the alleged harasser, either personally or with the assistance of another person and as soon as possible, that their behaviour is unwelcome and request that it end. A person who believes that he or she is being harassed or discriminated against may ask another individual to speak on their behalf to the alleged harasser.

#### Documentation

Any person who believes that he or she is being harassed or discriminated against is encouraged to keep a written record of the date, time and nature of the incident(s), as well as the names of any witnesses, making note of what was said and how they felt.



## Support Services

A person who believes that he or she is being harassed or discriminated against may contact a delegated manager or supervisor, the Clerk or his/her authorized representative to discuss the situation. The Clerk or his/her authorized representative will give the complainant a copy of this policy. Every effort will be made to assist the person to reach an informal resolution of the matter as quickly as possible.

### B. Complaint Procedure

A complaint may be resolved at any point of the procedure.

#### Step 1 – Filing a Complaint

If the behaviour continues after the person complained of is informed that it is unwelcome, or if direct communication with him or her by the complainant is not reasonable and appropriate, a person who believes that he or she is being harassed or discriminated against may file a written complaint with a delegated manager or supervisor or with the Clerk. The written complaint must include the nature of the allegations, the identity of the respondent, a date and description of the incident(s) and, if applicable, the names of witnesses.

#### Step 2 – Acknowledgement and Review of Complaint

Upon receiving a written complaint from the complainant, the delegated manager or supervisor or the Clerk will acknowledge receipt of the complaint. The complaint will be reviewed to ascertain that it contains the information described above and, if necessary, additional information will be sought to determine whether the allegations are related to harassment and what efforts have been made to resolve the problem.



If the allegations are found not to disclose harassment, the complainant will be informed of such and the complaint will be considered resolved. The complainant may request another review by another designated individual.

If the allegations are found to disclose harassment and no further avenues for resolution are identified, the complaint will be referred to the Clerk who will determine whether or not the complainant consents to mediation.

### Step 3 – Written Notification of a Complaint

The Clerk will notify the person complained of in writing that a complaint has been made, outline the substance of the complaint, and provide that person a copy of this policy. The person complained of will have the opportunity to respond to the complaint.

### Step 4 – Consent to Mediation

The Clerk will advise the person complained of whether the complainant has consented to mediation. Where the complainant has consented to mediation, the Clerk will advise the person complained of that they may indicate his or her consent to mediation within 10 working days.

### Step 5 – Appointment of Mediator

Where both parties have consented to mediation, the Clerk will, as soon as is practicable, select an independent mediator who has completed recognized training in mediation and who is agreed to by both parties. The cost of the mediator will be paid by the Legislative Assembly. If the parties are unable to agree on the selection of a mediator after reasonable effort, the matter will be referred to arbitration.

### Exclusion from Mediation

Complaints received in the following circumstances must be excluded from mediation:

- there is a significant power imbalance between the parties;



- there is such a significant disparity between the parties' accounts of the events with which the complaint is concerned that mediation would be unworkable;
- the severity of the alleged behavior or the public interest requires an investigation of the complaint and arbitration.

#### Mediation Without Prejudice

Mediation will be conducted on a "without prejudice" basis.

#### Step 6 – Conclusion of Mediation

The mediation period will be concluded within a period of 20 working days of the appointment of the mediator, unless this period of time is extended at the discretion of the mediator. If a resolution is achieved as a result of mediation, a written copy of the resolution will be signed by both parties and forwarded to the Clerk. The resolution may include undertakings as to future conduct.

#### Step 7 – Arbitration

If mediation is not feasible or appropriate, if the mediation process is concluded with no resolution, or if the unwelcome behavior continues after mediation is concluded, the complainant may request that the matter proceed to arbitration.

#### Step 8 – Appointment of Arbitrator

Where the complainant has requested arbitration, the Clerk will, after giving reasonable notice to the person complained of and the complainant, appoint an independent arbitrator to adjudicate the matter, from a list of eligible persons approved by the Management and Services Board. The cost of arbitration will be paid by the Legislative Assembly.



### Inquiry Process

The arbitrator shall conduct the arbitration in private. Both parties must be advised of the right to be represented independently, including by legal counsel. An arbitrator

- a. has the powers of a Board under the *Public Inquiries Act*, including the power to engage the services of counsel, experts and other persons referred to in section 10 of that Act, and
- b. is not subject to technical rules of evidence.

### Step 9 – Disposition of Complaint

At the conclusion of the arbitration, the arbitrator shall submit a disposition report outlining the arbitrator's recommendations for disposition of the complaint, with reasons, to the Management and Service Board, the person complained of and the complainant.

### Step 10 – Consideration of Report by Management and Service Board

The Management and Service Board shall consider a disposition report made under this policy within 30 days of receipt.

Payment of legal costs shall be at the discretion of the Management and Services Board.

### Step 11 – Disposition by Management and Service Board

The Board may decide to take no further action in the matter, may reprimand the person complained of or the complainant, or may recommend to the Legislative Assembly or the Clerk any further disciplinary action to be taken.



## C. Handling of Complaints

### Expedience

All complaints will be dealt with as quickly as practicable.

### Confidential Information

Subject to this policy, the Clerk and Officers of the Legislative Assembly, mediators and persons employed or engaged in the Office of the Legislative Assembly or by a mediator or arbitrator shall maintain the confidentiality of any confidential information received in the course of the administration of this policy.

### Disclosure of Information

Confidential information received in the course of the administration of this policy may be disclosed:

- a. to a person who is subject of a complaint;
- b. to a complainant;
- c. for the purposes of an inquiry under this policy, unless the information relates to mediation provided for by this policy;
- d. where there is reason to believe that an individual or group is at risk of physical harm; and
- e. as required by law.

### Subsequent Events

Events that take place after a complaint has been made may, without the filing of a further complaint but with due notice to the complainant or the person complained of, be included in a mediation or arbitration.



### Anonymity

Upon the request of the complainant, and where the mediator or arbitrator considers it reasonable and appropriate in the circumstances, the anonymity of the complainant or the person complained of may be protected in the disposition report. Where the complainant or person complained of is not identified in the report, no person may disclose their identity, except:

- a. for the purposes of an arbitration under this policy;
- b. where there is reason to believe that an individual or group is at risk of physical harm; and
- c. as required by law.

### File Management

All information relevant to a complaint filed under this policy will be "received in confidence."

Information, records and reports relating to complaints will be maintained in a master file in the Personnel division of the Legislative Assembly.

Records of complaints will be placed on the personnel file of the complainant and the person being complained of.



## Appendix 1

### Guide for determining what constitutes harassment

(Source: Policy on the Prevention and Resolution of Harassment in the Workplace, Treasury Board of Canada Secretariat, June 1, 2001)

Some questions that can help assess whether the behavior (act, comment or display) constitutes harassment:

- Is the behavior unwelcome or offensive?
- Would a reasonable person view the conduct as unwelcome or offensive?
- Did it demean, belittle or cause personal humiliation or embarrassment?
- Is it a single incident?
- Is it a series of incidents over time?

It is also important to consider the severity and impropriety of the act, the circumstances and context of each situation, and whether the behavior is based on grounds of discrimination prohibited under the *Human Rights Act*. The prohibited grounds are race, colour, ancestry, ethnic origin, citizenship, place of origin, creed, religion, age, disability, sex, sexual orientation, marital status, family status, pregnancy, lawful source of income and pardoned conviction.

The following are some examples, but not an exhaustive list, to clarify what is meant by harassment.



What generally constitutes harassment	What may constitute harassment (*highly dependent on context and situation)	What does not generally constitute harassment
<p>Serious or repeated rude, degrading, or offensive remarks, such as jokes or teasing about a person's physical characteristics or appearance, put-downs, taunts or insults.</p> <p>Insulting gestures, jokes, disparaging written materials based on race or gender.</p> <p>Displaying sexist, racist or other offensive materials, posters, or sending e-mails related to one of the grounds of discrimination under the <i>Human Rights Act</i>.</p>	<p>Criticizing an employee in public.</p>	<p>Allocating work.</p> <p>Following-up on work absences.</p> <p>Requiring performance to job standards.</p> <p>Taking disciplinary measures.</p> <p><i>A single or isolated incident such as an inappropriate remark or abrupt manner.</i></p>
<p><i>Repeatedly</i> singling out an employee for meaningless or degrading jobs that are not part of their normal duties.</p> <p>Shunning, ostracizing and isolation.</p>	<p>Exclusion from group activities or assignments.</p>	<p>Exclusion of individuals for a particular job based on specific occupational requirements necessary to accomplish the safe and efficient performance of the job.</p>



<p><b>What generally constitutes harassment</b></p>	<p><b>What may constitute harassment (*highly dependent on context and situation)</b></p>	<p><b>What does not generally constitute harassment</b></p>
<p>Threats, intimidation or retaliation against an employee, including one who has expressed concerns about perceived unethical or illegal workplace behaviours.</p> <p>Verbal or physical abuse or threats.</p> <p>Refusal to work with a person because of gender, racial background or other personal characteristics.</p> <p>Unwelcome social invitations, with sexual overtones or flirting.</p> <p>Unwelcome sexual advances, propositions, or inquiries and/or comments about a person's sex life.</p> <p>Inappropriate physical contact or touching (may be one time only or persistent).</p> <p>Stalking.</p>	<p>Statements damaging to a person's reputation.</p> <p>Making sexually suggestive remarks.</p> <p>Physical contact such as touching or pinching.</p> <p>Jokes and humour.</p>	<p>Measures taken against someone who is careless in his or her work, such as the handling of secret documents.</p> <p>A social relationship welcomed by both individuals.</p> <p>Friendly gestures among co-workers such as a pat on the back.</p>





# 2 MLA Pay Indemnities

Overview	2-3
Direct Deposit Payroll Banking Services	2-4
Annual Indemnities	2-4
Indemnity and Expenses Recovery	2-5
Nunavut Northern Allowance and Residency	2-8
Nunavut Northern Allowance Lump Sum Option	2-8
Income Tax and Tax Benefits	2-9
Deferred Payroll System	2-9
Transitional Allowance	2-10
Transition Counseling & Training Assistance	2-11
Members Assistance Program	2-14





## Overview

Schedule C of the *Legislative Assembly and Executive Council Act* provides a series of indemnities to Members to assist them in their day-to-day duties as Members of the Legislative Assembly. An indemnity is essentially a payment for work done, in this case, a taxable salary indemnity.

All Members (and Assembly employees) are paid bi-weekly on a two week deferred payment cycle. Payments are issued every other Friday and include remuneration for the two weeks immediately before the current pay period.

Each Member is paid based on an annual salary indemnity. The indemnity is paid in 26 bi-weekly installments over the year.

The first \$1,000 of Base Indemnity paid to a Member is not taxable and not pensionable and is not included in gross earnings for taxation purposes. To clarify, the first \$1,000 paid to a Member immediately following election to office is not taxable; as well the first \$1,000 of Base Indemnity following January 1st of each year that is paid to a Member is not taxable and not pensionable and is not included in gross earnings for taxation purposes. This is in compliance with section 22 of the *Nunavut Act* (Canada).



## Direct Deposit Payroll Banking Services

Elected Members, constituency assistants of Members, Officers and employees of the Legislative Assembly are recommended to have their pay directly deposited to the banking institution of their choice. This prevents delays in receiving your pay cheque due to weather or other factors. Forms to declare your preferred bank or financial institution can be obtained from the Human Resources Officer in Corporate Services.

## Annual Indemnities

A base indemnity is paid to all Members and, extra indemnities are paid to Members who hold additional offices. Indemnities are summarized in the following table. It should be noted that indemnity rates are subject to change over time. The indemnities as summarized in the table came into effect on October 1, 2013.

Appointments and Other Duties	Basic Indemnity	Additional Indemnity	Total
<b>Appointments</b>			
Premier	97,355	89,698	187,053
Deputy Premier	97,355	82,601	179,956
Minister	97,355	75,505	172,860
Speaker	97,355	75,505	172,860
Deputy Speaker	97,355	19,471	116,826
<b>Other Duties</b>			
Deputy Chair of the Committee of the Whole		5,108	
Chair of Standing or Special Committee		4,399	
Chair of Caucus or Regular Members Caucus		2,980	

## Indemnity and Expenses Recovery

The Management and Services Board of the Legislative Assembly, under subsection 25(5) and section 40 of the *Legislative Assembly and Executive Council Act*, approves any Indemnity Recovery affecting Members of the Legislative Assembly pursuant to the *Indemnity Recovery Regulations*.

These regulations provide for the recovery of indemnities payable to Members in circumstances where Members do not provide both adequate notice and a reasonable explanation for their absence from either a sitting of the Legislative Assembly or a meeting of a committee of the Legislative Assembly.

The Management and Services Board of the Legislative Assembly can impose such deductions on the Member's indemnities and recoveries of his allowances and expenses as it deems appropriate. Additional measures imposed are intended to address situations in which Members are absent from sittings of the Legislative Assembly and meetings of its committees and caucuses without an explanation that is acceptable to the Board.

The Management and Services Board of the Legislative Assembly may also impose restrictions on the Member's use of his constituency budget and Legislative Assembly funds as it deems appropriate.

In these circumstances, the Board will consider, on a case by case basis, the recovery of certain items from Members. These may include:

1. Regular indemnity;
2. Indemnity for extra duties;
3. Living allowance;
4. Transportation costs, including airfare; and
5. Accommodation costs, including hotel charges.



The recovery of an indemnity and expenses is intended to encourage Members to attend a sitting and/or a meeting of a standing committee by providing an effective financial deterrent.

Section 36 of the *Legislative Assembly and Executive Council Act* requires the Speaker to table an annual report on Members' indemnities, allowances and expenses. This annual report must also include the following information, as provided for in section 4 of the regulations:

- 4(1) The Clerk shall maintain a record with the following information:
- (a) the name of a Member who failed to attend a sitting of the Legislative Assembly or meeting of a committee of the Legislative Assembly and the date of the Member's absence;
  - (b) if the Member provides an explanation for his or her failure to attend the sitting or meeting,
    - (i) a summary of the explanation, and
    - (ii) the determination made by the Management and Services Board as to whether the Member's explanation is or is not reasonable.

While the Board has the final authority to determine the reasonableness of a Member's explanation for absence, some examples of acceptable explanations include:

- Personal illness or medical appointments;
- Family emergencies;
- Weather related flight delays and cancellations;
- Legitimate constituency business; and
- Legitimate Ministerial business.



Regular Members are asked to call the Office of the Clerk if they will not be present at a sitting day so that the Speaker can inform the House. The Regular Member will be required to submit the attached attendance form to the Clerk's office.

Members are typically informed of the absence of a Minister during a sitting by means of a Ministerial Statement, usually delivered by the House Leader. The Clerk's office will attach a copy of the Ministerial Statement to the attendance form.

Authority: MSB Decision # 02-082 (October 3, 2006)  
LA&EC Act Regulation R-022-2006



## Nunavut Northern Allowance and Residency

A Member's residency is used to determine some payments under the *Legislative Assembly and Executive Council Act* (for example, living allowance payments are based on residency). As well, the Nunavut Northern Allowance, which is paid to all Members, is based upon the community of residence. This allowance may change periodically as do allowances to Excluded and Management employees of the Assembly.

Members are required to complete a *Declaration of Residency* form on first becoming a Member. Members are required to complete a *Declaration of Residency* form if their community of residency changes. For example, upon first becoming a Member of Executive Council, some Members may chose to move to Iqaluit. Any such declaration herein made does not affect Section 32 of the *Elections Act*, which covers residency for purposes of an election.

Members are required to advise Corporate Services as quickly as possible after changing communities to ensure they are paid the correct Northern Allowance entitlement.

## Nunavut Northern Allowance Lump Sum Option

Members are entitled to bank their Northern Allowance rather than receiving it each pay. Members are entitled to make two withdrawals from their banked allowance through the year including withdrawing it completely on March 31st each year. Forms and details are available from the Human Resources Officer in Corporate Services.

Members are cautioned that choosing this option will mean a \$500 to \$700 reduction in their pay on a bi-weekly basis.



## Income Tax and Tax Benefits

Members' annual pay indemnities including any pay for additional duties is fully taxable.

However, the first \$1,000 paid each year to a Member is not taxable and is not included in gross earnings on a Member's T4 slip.

Reimbursements made for receipted constituency expenses are not taxable.

The daily living allowance received for performing constituency, committee or sessional duties is not taxable.

Members are required to complete a TD1 form at the beginning of each term in office. Forms may be amended at any time. TD1 forms are available from the Human Resources Officer in Corporate Services.

## Deferred Payroll System

Elected Members, constituency assistants of Members, Officers and employees of the Legislative Assembly have their pay processed by the Government of Nunavut payroll system, managed by the Department of Finance. Pay is received on a two-week deferred cycle. For example, if you worked from Monday, February 1st to Friday, February 14th (a two-week period), you would receive either a pay cheque or a pay deposit on the pay of Friday, February 28th for this two-week pay period.



## Transitional Allowance

A Member is entitled to a taxable transitional allowance of six weeks' pay per year of continuous service upon leaving office. This allowance is intended to assist the Member in the transition from public to private life.

### Value and Use

The transitional allowance entitlement is based upon the Member's total base pay (basic indemnity plus additional indemnity, if applicable) and does not include the Nunavut Northern Allowance. The maximum payment to any one Member is to a maximum of the amount of the basic indemnity.

The basic indemnity sets the amount for the maximum payment of transitional allowance; currently the basic indemnity is \$94,518 (October 2012). The base indemnity will change periodically in accordance with amendments to Schedule C of the *Legislative Assembly and Executive Council Act*.

A Member is entitled to a transitional allowance irrespective of the reasons as to why the Member has ceased to be a member.

The transitional allowance is tied to changes in the rates of pay of the public service as per the *Public Service Act*.

This allowance can be paid either in bi-weekly payments or received as one lump sum.

Authority: MSB Decision # 01-01-066 (October 3, 2001)



## Transition Counseling & Training Assistance

Transitional assistance is available to departing Members wishing assistance on becoming re-established in private life, or to prepare for retirement.

Transition support includes:

- Career transition and job search skills for Members, including upgrading in basic academic skills, defining career goals, preparing résumés and effective interview skills;
- Assistance on how to start a business including developing a Business Plan;
- Assistance with retirement planning; and
- Financial counseling including pension, budgeting and income tax implications.

### Value and Use

The maximum value of assistance under this policy is \$12,000 for each former Member and can be used for:

- Services of an employment counselor or transition firm;
- Services of a business that provides résumé writing;
- Services of a firm that provides financial counseling or retirement planning;
- Language skills upgrading;
- Computer and/or business skills upgrading;
- GED and upgrading programs;
- Other training that would benefit the career of the former Member; and
- Airfare, accommodation and per diem to attend out of town programs.



Former Members requesting assistance from this policy are to provide a written request to the Clerk explaining the type of training assistance required and how this assistance would fit into his/her long-term plans. The written request will summarize the training requirements and shall be submitted to the Clerk accompanied with the cost estimates of the training prior to commencement of the program.

Former Members who live outside of Nunavut in centers where access to training is readily available are entitled to a reduced maximum reimbursement of \$6,000 (50%) of the entitlement approved for this policy as airfare and travel costs would not be a barrier in accessing training and transitional assistance.

Training and/or counseling services are to be obtained initially from a Nunavut educational institution such as Nunavut Arctic College. If the courses are not available within a reasonable timeframe, the programs can be taken in another location but only with the pre-approval of the Clerk.

### Eligibility

The former Member must serve at least one complete term in office to benefit from this policy. The program is a one-time program following a Members' retirement from public life; when the program has been accessed and used in full or in part, the program is non-renewable.

Former Members who are removed or resign due to a criminal conviction are not eligible to receive such assistance.



If a former Member's conduct is such that it brings discredit to their office or to the Legislative Assembly, no benefit of this policy shall accrue to that former Member.

The benefits of this policy are available for up to two years after leaving office.

Authority: MSB Decision # 02-012 and MSB # 03-183 December 19, 2012.

### Travel Support

Transportation costs to any southern training location will only be reimbursed to one of the four major gateway cities (Ottawa, Montreal, Winnipeg or Edmonton) and only if the training is unavailable in Nunavut. Former Members wishing to take a program outside one of the four southern centers, would be reimbursed for travel costs from their home community only to the four major centers. Additional travel costs are at the expense of the Member.

To ensure that former Members who reside in communities outside of Iqaluit are treated fairly, a Member's first airfare trip to attend training or counseling will be paid from Legislative Assembly funds. In addition, if the training can only be obtained in southern Canada, a Member's first airfare trip will be provided to a gateway city.



## Payment and Reimbursement

Invoices must be submitted to Corporate Services for payment within 24 months following a general election, a by-election, resignation or retirement.

Authority: MSB Decision # 02-012 (May 11, 2004)

## Members Assistance Program

The job of MLA brings with it significant pressures and stress for Members and their families. Removal from traditional community support, public scrutiny, added responsibility and time pressures can all have a personal effect on Members and their families. The Management and Services Board recognize that some Members may need additional support and therefore retains qualified counselors through Health Canada to assist Members if and when required. Any and all information regarding Members obtaining this assistance is kept in the strictest confidence. Members wishing to obtain the use of these services should contact the Clerk.

Members can access the program by calling: 1-800-268-7708

Authority: MSB Decision # 02-044 (April 26, 2005)



# Pension and Insurance Benefits

## 3

Overview	3-3
Members' Retiring Allowance	3-3
Members' Supplementary Retiring Allowance Plan	3-8
Personal Retirement or Savings Plans	3-11
Health Benefits and Insurances	3-11
Dental Plan Coverage	3-11
Insurance Plan	3-12
Health Care Plan	3-13
Travel Accident Insurance	3-14
Non-Insured Health Benefits (NIHB) Program	3-14
Workers' Compensation	3-15
Bereavement and Compassionate Travel	3-15





## Overview

Members of the Legislative Assembly of Nunavut, and in some cases, the Member's spouse and dependent children, are eligible for a number of insurance and retirement benefits. Members should keep in mind that they are not employees of the Government of Nunavut nor are they participants in the Federal Superannuation Pension Plan.

Failure to complete required documentation or completing necessary documentation by certain deadlines may adversely affect a Member's benefits.

The Human Resources Officer and the Director, Corporate Services, can provide Members with assistance and information on the following benefits:

## Members' Retiring Allowance/Pension Plan

The Legislative Assembly of Nunavut provides a defined benefit contributory Pension Plan for its elected Members.

### Membership

Members are required to join the plan as soon as they are elected. Pension forms are provided to each Member for completion.

### Eligibility

All Members of the Legislative Assembly of Nunavut are members of the Plan.

### Registration

The Director, Corporate Services, provides all Members with the necessary forms for registration in the Plan.



### Credited Service

All service after March 31, 1999, as a Member of the Legislative Assembly of Nunavut is credited towards the plan.

### Contributions

Members contribute 6 ½% of their pensionable salary/indemnity towards the pension plan fund. If a Member elects to participate in the Supplementary Retiring Allowances Plan (SRA), they must contribute 9% to the RAA Plan Fund in order to obtain an income tax deduction for their contributions.

### How the Plan is Managed

The AON Hewitt actuarial firm of Calgary, Alberta, oversees the Plan on behalf of the Management and Services Board. This firm has administered the NWT Member's pension fund since the 1980s and Nunavut's since 1999. AON Hewitt provides administration, advice and analysis to meet current and retired Members' needs, as well as the year-end reporting requirements of the Canada Revenue Agency. AON Hewitt calculates benefit entitlements for Members on retirement, termination or death. Working with the Director, Corporate Services, and the MSB, AON Hewitt provides assistance in establishing specific guidelines for investment objectives; reviews investment policies and performance; and provides assistance in the selection of investment management and custodial services.

The Legislative Assembly also retains the services of *Royal Trust* and *Beutel, Goodman & Company Ltd* who maintain the custodial/trust arrangements and oversee the investment management contract.



Investment management and investment policy decisions are the responsibility of the Management and Services Board, as directed by the *Legislative Assembly Retiring Allowances Act*.

### Maximum Allowance

A Member who completes four or more years of service, or serves at least one full term, as a Member of the Legislative Assembly, is entitled to a retirement pension.

Payments from the Pension Plan when a Member retires are based on:

- 2% of the best average earnings over four consecutive years as a MLA multiplied by the number of years of credited service up to a maximum of 30 years.

Plus

- 2% of the best average earnings over four consecutive years in each of the positions of Minister, Speaker or Premier or other position as defined in Section 12. (1) of the Act, multiplied credited service for each position. A position must be held for at least one year for a pension to be paid, and the pension for each position is calculated separately.



## Normal Retirement Age

Retirement is the earliest of:

- age 60; or
- 30 years of credited service; or
- age plus credited service equals 80

## Early Retirement

A Member may retire at any time upon ceasing to be a Member of the Assembly. A Member retiring prior to Normal Retirement Age (60) shall receive a pension reduced by .25% for each month a Member retires before Normal Retirement Age.

## Withdrawal Benefits

A Member who completes four or more years of service, or serves at least one full term, as a Member of the Legislative Assembly, is entitled to a retirement pension. All other Members who cease membership will receive a lump sum refund of their accumulated contributions with interest.

## Increases in Pension

The value of the immediate or deferred pension is increased on January 1 based on increases in the Canadian Consumer Price Index up to the preceding September 30.

## Annual Statement

Members receive an annual statement of their earned pension benefits.



## Death Benefits

Where a Member or former Member dies, on his or her death an annual allowance shall be paid to the surviving spouse and to each child of the Member or former Member as follows:

- (a) to the surviving spouse, an annual allowance equal to,
  - (i) 100% of the basic allowance of the Member or former Member for the first 60 monthly payments beginning the day on which an allowance under the Act commences to be paid, and
  - (ii) 66 2/3% of the basic allowance of the Member or former Member after the first 60 monthly payments;
- (b) if the Member or former Member dies leaving a surviving spouse, to each child of the Member or former Member, an annual allowance equal to 10% of the basic allowance of the Member or former Member;
- (c) if the Member or former Member dies without leaving a surviving spouse, to each child of the Member or former Member, an allowance equal to,
  - (i) 100% of the basic allowance of the Member or former Member, divided by the number of children, for the first 60 monthly payments beginning the day on which an allowance under this Act commences to be paid, and
  - (ii) 25% of the basic allowance of the Member or former Member after the first 60 monthly payments.

The allowances referred to in (a)(i) and (c)(i) are payable for 60 monthly payments made after the day on which an allowance under the Act commences to be paid to the former Member.

Where a Member or former Member who is not in receipt of an allowance, under the Act, dies without a spouse or dependent child, a lump sum equal to the value of the pension earned by the Member to the date of death shall be paid to the beneficiary designated by the Member or former Member.

When a retired former Member dies before receiving 120 monthly payments and there is no person to whom an allowance may be paid in respect of that former Member, a lump sum equal to the actuarial present value of the remaining 120 monthly payments shall be paid to the beneficiary designated by the former Member.

A Member or former Member may designate a beneficiary for the purposes of the above entitlement.

A Member or former Member who does not make a designation of a beneficiary is deemed to have designated his or her estate as beneficiary.

### Members' Supplementary Retiring Allowance Plan

The Legislative Assembly of Nunavut also provides a supplementary retirement allowance plan (SRA) for its elected Members.

#### Membership

This is a voluntary Plan. Members are eligible to join the Plan as soon as they are elected. Application forms are provided to all Members.



## Eligibility

All Members of the Legislative Assembly of Nunavut are eligible for membership in the Plan. A Member is only entitled to participate in this plan if the Member elects to do so by completing a form within 60 days of first being elected to the Legislative Assembly.

## Registration

The Director, Corporate Services, provides all Members with the necessary forms for registration in the Plan.

## Credited Service

All service after March 31, 1999 as a Member of the Legislative Assembly of Nunavut is credited towards the plan.

## Contributions

Members must contribute 6 ½% of their pensionable salary/indemnity towards the RAA pension plan fund. If a Member elects to participate in the SRA Plan, they must contribute an additional 2½% (or 9% in total) to the RAA Plan Fund in order to obtain an income tax deduction for their contributions.

## How the Plan is Managed

The Supplementary Retiring Allowances Plan is managed in the same fashion as that of the Retiring Allowances Plan. As is the practice for the RAA Plan, investment management decisions are the responsibility of the Management and Services Board, as directed by the *Supplementary Retiring Allowances Act*.



## Maximum Allowance

Members are entitled to a pension after four or more years of service, or if they serve at least one full term as a Member.

Payments from the Pension Plan when a Member retires are based upon:

- 3% of the best average earnings over four consecutive years as an MLA multiplied by the number of years of credited service up to a maximum of 30 years.

Plus

- 3% of the best average earnings over four consecutive years in each of the positions of Minister, Speaker or Premier or other position as defined in Section 12. (1) of the Act, multiplied by the credited service for each position. A position must be held for at least one year for a pension to be paid, and the pension for each position is calculated separately.

## Payments over a Fixed Term

Members who elect to participate in the Supplementary Plan have an opportunity to elect to have their pension benefits paid to them over a fixed term. Upon retiring or leaving office, Members can elect to have their pension paid over a term of 5, 10 or 15 years, payable immediately or at a date before age 71.

## Retirement Age and Pension Benefits

Retirement and benefit policies for the SRA plan are similar to that of the RAA plan.

Authority: *Legislative Assembly and Retiring Allowances Act*

*Supplementary Retiring Allowances Act*

Decisions of the Management and Services Board



## Personal Retirement or Savings Plans

Members may supplement their pension or investments by contributing to a personal tax-sheltered Registered Retirement Savings Plan (RRSP) or a Tax Free Savings Account (TFSA). As Members already can contribute to the two Assembly retirement plans, Members are advised to consult with their bank or with an independent accountant for professional advice on tax planning before making individual contributions during their term in office.

## Health Benefits and Insurances

Members have comprehensive Health and Insurance Benefits; currently health benefits and insurances include the following components:

1. Dental Plan
2. Prescription Drug Plan
3. Vision Care Plan
4. Hospital/Medical Practitioner
5. Emergency travel benefit
6. Long Term Disability
7. Basic Life Insurance and Supplementary Life Insurance  
(eligible Members may request optional additional coverage)
8. Accidental Death and Dismemberment coverage
9. Dependants' Life Insurance

## Dental Plan Coverage

Members have the option of participating in the GN dental plan administered by the Great West Life Insurance Company. The Great West Life Insurance Company provides basic dental coverage for Members and their dependents. Premiums are employer-paid.



Qualifying dental expenses can be reimbursed up to 100 percent (based upon the Nunavut Dental Fee Guide) with a deductible each fiscal year of \$25 for individuals and \$50 for family coverage. There is an initial 6-month waiting period upon first being enrolled.

There is also optional coverage such as an orthodontics component, which allows for a reimbursement of 50 percent of qualifying orthodontic expenses for children less than 19 years of age to a maximum of \$3,000 per dependent per lifetime.

Registration forms are available from Corporate Services for Members wishing to participate in this plan.

## Insurance Plan

The cost of this insurance depends on each individual Member's age, sex and remuneration and is paid for through payroll deductions.

This insurance contains four basic elements/options as follows:

- Basic Life Insurance equal to one year's salary;
- Supplementary Life Insurance equal to Basic Life;
- Accidental Death and Dismemberment coverage is available up to a maximum of 10 units at \$25,000 each (maximum benefits is \$250,000 on loss of life)
- Dependants' Insurance - \$5,000 on life of spouse and \$2,500 on life of each child. These amounts are doubled if accidental death occurs.

Registration forms are available from Corporate Services for Members wishing to participate in this plan.



## Health Care Plan

Members have the option of enrolling in the Health Care Plan, administered by the Great West Life Insurance Company.

The purpose of the Health Care Plan is to provide participants and their eligible dependants with coverage for unexpected expenses for specified medically required services and products.

This insurance contains key insurance elements as follows:

- Prescription drugs
- Vision care
- Hospital/medical practitioner
- Global Medical Assistance (applicable to travel outside Canada)

Examples of benefits include:

- Payment of up to \$275 every two years for eye glasses
- Payment of up to \$800 every five years for hearing aids
- Nursing services, chiropractor services

Premiums are employer-paid unless private hospital room coverage is requested. Registration forms are available from Corporate Services for Members wishing to participate in this plan.



## Travel Accident Insurance

Government of Nunavut liability insurance covers Employees and Members on a 24-hour basis for accidental death or dismemberment.

The coverage provided includes injury caused by an accident sustained while the insured person is riding as a passenger (but not as a pilot, operator or member of the crew) in or on any aircraft having a valid air worthiness certificate.

This coverage is provided at no cost to the Member and is administered by the Risk Management and Insurance Section of the Nunavut Department of Finance.

A schedule of the portion of the principal sum payable on various losses may be obtained from the Risk Management and Insurance Section of the Nunavut Department of Finance or by contacting the Director, Corporate Services.

## Non-Insured Health Benefits (NIHB) Program

This Health Canada Non-Insured Health Benefits (NIHB) Program and policies also provides broad-based health benefits for Inuit.

For Beneficiaries who are plan members of the Great West Life (GWL) program, GWL is considered to be the first payer of eligible health benefits and NIHB is the second payer of health benefits.

Additional details on the coverage and eligibility for the NIHB programs can be obtained by speaking with Health Canada at 1-888-332-9222 or online at: [http://www.hc-sc.gc.ca/fniah-spnia/pubs/nihb-ssna/index eng.php](http://www.hc-sc.gc.ca/fniah-spnia/pubs/nihb-ssna/index_eng.php).



## Workers' Compensation

Members of the Legislative Assembly are not automatically covered as “workers” under the *Workers' Compensation Act*. Members who wish to be covered for work-related injury must apply for Personal Option Coverage.

This coverage is provided by the Assembly Office at no expense to the Member. Applications and renewals are processed each year by Corporate Services to ensure adequate Workers' Compensation coverage for the Member while at the Assembly precinct and while working in Member's constituencies.

Members' constituency assistants are covered by the generic GN coverage for all full-time and casual employees and as such no additional premium is required.

## Bereavement and Compassionate Travel

Nunavut Tunngavik Incorporated (NTI) provides assistance to qualifying beneficiaries for compassionate airfare assistance for up to a maximum of two family members who wish to travel to visit an immediate family member that is terminally ill. In addition, NTI provides assistance for compassionate airfare to attend a funeral of an immediate family member.

Additional details on the eligibility for these programs can be obtained by speaking with NTI at 1-888-236-5400.





# 4 Travel and Living Allowances

Sessional Living Allowance	4-3
Travel to Session	4-4
Standing Committee Living Allowance	4-5
Travel to Meetings of Standing Committees	4-6
Travel Outside of Nunavut	4-7
International Travel	4-8
Air Travel and Air Charter Guidelines	4-11





Allowances are provided by Corporate Services to assist Members in carrying out their duties. Allowances are provided to pay the cost of accommodation, meals and incidentals. Allowances are a non-taxable payment for travel-related expenses incurred or to be incurred.

### Sessional Living Allowance

Travel and living allowances are paid to Members while attending Session. The amount paid for Sessional living allowance depends upon the Member's place of residence.

Members attending Session receive a living allowance as follows:

- If a Member lives within commuting distance, he/she is paid the current GN per diem for each day that the House is in Session and the Member attends. This does not include weekends unless the Assembly is meeting on weekends. The GN per diem covers meals and out-of-pocket expenses such as taxis and telephone calls. The GN per diem changes and is updated each April and October.
- If a Member does not live within commuting distance, and arranges their hotel lodging or private accommodation while en route to session, \$250 is paid for each night the Member is away from his/her home. This includes travel time and weekends (if the Member is required to be absent from his/her community over a weekend). The \$250 allowance is to pay for accommodation, meals and miscellaneous out-of-pocket expenses such as taxis and local telephone calls. On the day the Member returns to his/her community, the allowance is reduced to the current GN per diem, as accommodation is not normally required.
- If the Assembly arranges and pays for hotel accommodations for the Member, the above allowance is reduced to the current GN per diem.
- The allowance is pro-rated for the first and last day of session depending upon the travel itinerary of the Member.



## Travel to Session

Travel and hotel arrangements for Members are prearranged in advance by Corporate Services, in order for Members to be in Iqaluit for the start of a session. Corporate Services provides return transportation between the Member's place of residence and Iqaluit, or the place where Session is to be held (*LA&ECA s.28 (3)(a)*). In addition to this trip, a Member who attends session is entitled to (s.30):

- One return air trip between the Member's home and place of the Session;
- A second trip as described above after the Member has attended for five sitting days;
- A third trip as described above after the Member has attended the Session for 20 sitting days;
- A fourth trip as described above after the Member has attended the Session for 35 sitting days.

If the Member chooses not to take the additional session trips listed above, the Member's spouse, or a person designated by the Member, is entitled to take these trips between the Member's home and place where the Session is being held, provided the required number of sitting days has been met.

Additional trips may be charged to the Member's constituency budget, if it can be shown that the Member is attending to constituency business while in the Capital. These trips do not accrue to a Member; if they are not used, they are lost.

If any Member provides transportation to friends or family, the cost of that transportation is a benefit they are providing and may be recovered from other monies owing the Member or treated as a taxable benefit to the Member. A tax receipt (T4A) may be issued to the Member at the end of



the year by the Government of Nunavut Department of Finance. The taxpayer cannot be held to pay for personal travel of their elected officials or their family and friends.

Members are permitted if they wish to arrange and pay for their own travel and accommodations. Reimbursement will be provided to the Member as long as the costs are not in excess to what the costs would be if arranged by Corporate Services.

### Standing Committee Living Allowance

Members attending a meeting of a Standing or Special Committee receive a living allowance as follows:

- If a Member lives within commuting distance, he/she is paid the current GN per diem for each day that the Committee meets and the Member attends. This does not include weekends unless the Committee is meeting on weekends. The per diem covers meals and out-of-pocket expenses such as taxis and telephone calls. The GN per diem changes annually and is updated each April and October.
- If a Member does not live within commuting distance and arranges their hotel lodging or private accommodation while en route to session, \$250 is paid for each night the Member is away from his/her home. This includes travel time and weekends (if the Member is required to be absent from his/her community over a weekend). The \$250 allowance is to pay for accommodation, meals and miscellaneous out-of-pocket expenses such as taxis and local telephone calls. On the day the Member returns to his/her community, the allowance is reduced to the current GN per diem, as accommodation is not normally required.
- If the Assembly arranges and pays for hotel accommodations for the Member, the above allowance is reduced to the current GN per diem.
- The allowance is pro-rated for the first and last day of committee meetings depending upon the travel itinerary of the Member.



## Travel to Meetings of Standing Committees

Travel and hotel arrangements for Members are prearranged in advance by Corporate Services, in order for Members to be in Iqaluit for the start of the meetings. Corporate Services provides return transportation between the Member's place of residence and Iqaluit, or the place where the Committees are meeting.

For Members who do not live within commuting distance of the meeting location, reasonable costs of return transportation between their home and the meeting location are paid.

Members are permitted if they wish to arrange and pay for their own travel and accommodations. Reimbursement will be provided to the Member as long as the costs are not in excess to what the costs would be if arranged by Corporate Services.

Generally, transportation is by air and the airfare is paid directly by the Legislative Assembly.

Where a Member travels to a meeting in a location other than his/her own community, using his/her own transportation, he/she is reimbursed the lesser amount of the following:

- Prevailing Government of Nunavut reimbursement rate per kilometer. This rate remains the same regardless of the kind of vehicle used (i.e. snowmobile, car, airplane); or
- The cost of return airfare.

Living allowance payments for travel to committees is based on the minimum time required to travel to a destination.



Members are entitled to living allowance of either \$250 or the current GN per diem for each day required for travel to or from the community where the meeting is taking place.

Members are not required to submit travel claims in order to receive the allowance. This service is provided through Corporate Services.

### Travel Outside of Nunavut

Members wishing to travel to meetings and conferences at the Assembly's expense outside of Nunavut but within Canada must seek approval of the appropriate Standing Committee or the Management and Services Board prior to departure.

Approved travel expenses incurred on behalf of Members is paid for by the Assembly. All travel must be undertaken in the most cost-effective and economical manner. Living Allowance is paid by the Assembly and charged against the appropriate budget. *Additional Pay Indemnities are not paid.* Travel by spouses or designates to, or participation in, conference events is not permitted at public expense.

These guidelines do not apply to Members in their capacity as a Minister or Speaker, but will apply if the Minister is traveling on non-Ministerial business or if the Speaker is not in his role as Speaker.



## Applying for Travel

Unless outside of Nunavut travel is required as part of a Member's obligations to a Standing Committee (i.e. Public Accounts), Members seeking approval for travel outside of Nunavut must submit a written request to the Chair of the appropriate Standing Committee outlining the:

- a) travel details of the proposed trip;
- b) purpose of the trip;
- c) benefit of the trip to the people of Nunavut;
- d) detailed costing and source of funding; and
- e) copy of conference agenda.

Travel approval will be granted based upon an approved motion of the Standing Committee.

The written request may also be submitted for MSB consideration if the Standing Committee is not meeting. This request must be made well in advance of the proposed trip.

## Committee Report

Upon returning from the trip, the Member shall prepare a report (either verbal or written) to the Standing Committee or the MSB on the outcome of the trip, and the benefit to the people of Nunavut.

## International Travel

From time to time, Members, Officers and employees of the Legislative Assembly may be required or be invited to travel in their various capacities to events outside of the country. The MSB has agreed to generally follow GN travel guidelines for international travel. In addition:



### Assembly Employees, Officers and Contractors

International travel by employees, Officers and contractors of the Office of the Clerk requires the pre-approval of the Clerk prior to the commencement of such travel. In the Clerk's absence, the Deputy Clerk may approve such travel requests. International travel by the Clerk requires the approval of the Speaker or, in the absence of the Speaker, the Deputy Speaker.

### Speaker's Office

International travel to the Commonwealth Parliamentary Association annual conference by the Speaker in support of his duties as Chair of the Nunavut branch of the Canadian Parliamentary Association may be required each year. The Speaker may approve his own duty travel to attend this specific conference.

International travel to other international events of value to Nunavut by the Speaker requires the approval of the Management and Services Board.

### Standing or Special Committees

International travel by a Standing or Special Committee, in support of the Committee's mandate, requires the recommendation of the Committee Chair and the authorization of the Management and Services Board.

### Individual Members of the Legislative Assembly

International travel by an individual Member of the Legislative Assembly requires proof of a formal invitation to attend an official event and the approval of the Management and Services Board.



## Independent Officers

Independent Officers of the Assembly include the following:

- Chief Electoral Officer
- Integrity Commissioner
- Languages Commissioner
- Information and Privacy Commissioner
- Child and Youth Representative

Given the independent nature of these offices, approval for international travel for the Officers and/or their employees is at the discretion of the office itself, subject only to the availability of funds. Before tabling the annual reports of these Officers, the Speaker shall require that each annual report account for any international travel undertaken by the Officer during the period covered by the annual report.

## Living Allowance

Living Allowance is paid by the Assembly and charged against the appropriate budget. Travel by spouse or designates to, or participation in, international events is not permitted at public expense.

These guidelines do not apply to Members in their capacity as a Minister, but will apply if the Minister is traveling on non-ministerial business.

## Applying for International Travel

Members seeking approval to travel outside of Canada must submit a written request to the Management and Services Board outlining the

- a) travel details of the proposed trip;
- b) purpose of the trip;
- c) benefit of the trip to the people of Nunavut;
- d) detailed costing and source of funding; and
- e) copy of business agenda.

The written request must be submitted for MSB consideration well in advance of the proposed trip.

## Air Travel and Air Charter Guidelines

The following standards and guidelines apply to Members and staff for arranging airline travel.

### Scheduled Air Services

Travel and hotel arrangements for Members and staff are arranged in advance by Corporate Services. Approved travel expenses incurred on behalf of Members and Assembly staff are arranged and paid by the Assembly. All travel must be undertaken in the most cost-effective and economical manner possible as long as the fare is deemed fully refundable. The approved standard of air travel includes excursion and other discounted fares as long as the fare is refundable.

Air travel must be by the most direct route to and from the travel location(s) unless the Office of the Clerk approves an alternate routing.

Any additional costs resulting from changes to a ticket not pertaining to Legislative Assembly business will be deemed the traveler's personal responsibility.

When a Member or Assembly staff person must fly continuously on one or more planes for periods in excess of three hours non stop, or where overnight stopovers are unavoidable, the Member or staff person is entitled, upon request, to a higher standard of comfort, in business or executive class seats.



Members and staff are permitted if they wish to arrange and pay for their own travel and accommodations. Reimbursement will be provided as long as the costs are not in excess to what the costs would be if arranged by Corporate Services.

A Request for reimbursement form must accompany all requests for reimbursement of travel and accommodations if paid for by the Member. (See copy in Section 10.) Staff must use GN travel claims.

If the traveler is requesting reimbursement for airline costs, the following documents must be submitted, before reimbursement can be made:

- a. proof of payment (i.e. paid invoice, debit or credit card slip);
- b. original copy of the airline ticket(s) and/or itinerary;
- c. original copy of boarding pass.

If the request is for reimbursement for accommodations, the following documents must be submitted before reimbursement can be made:

- a. proof of payment (i.e. paid invoice, debit or credit card slip);
- b. original copy of the receipt(s) from the hotel;
- c. statement from the family if for private non-commercial lodging.

### Air Charters

From time to time air charters need to be arranged for Members or staff of the Assembly who are traveling on official Legislative Assembly business. Corporate Services arranges all air charters for Assembly staff and Members' constituency, committee or session travel.

Charters are used only when more economical air travel is not available or is impractical. The most economical and practical air charter available must be used.



If circumstances arise whereby a charter is deemed necessary, Corporate Services will obtain direction from the Member and the Clerk before the charter is arranged. If at all possible, three quotes are to be obtained from competing airlines to ensure the provisions of the GN tendering policies are respected and to ensure best value. In addition, Members and staff are encouraged to look for opportunities to share charters and to reduce costs.

Incidental passengers and goods may join a charter arranged by or for a Member or staff person provided that:

- The carrier agrees to carry the incidental passenger(s) and goods in accordance with the incidental traffic rules in the carrier's tariff;
- The incidental passenger(s) and shipper(s) agree to pay the proportion of the costs associated with joining the charter and further agree to pay the carrier directly;
- The carrier agrees to collect payment from any separate parties responsible for the costs of incidental passengers or goods; and
- The Legislative Assembly assumes no additional responsibility, cost or liability for additional passengers.

The Member cannot arrange a charter carrying passengers or goods if the above criteria are not met, unless the Member agrees to absorb the additional cost personally or if the travel is constituency related, and constituency budget funds are available.

Authority: MSB Decision # 03-01-114-January 8, 2003 and  
# 03-01-138-June 5, 2003



### Use of Personal Vehicles for Transportation

Where a Member or staff person travels using his/her own transportation, the Member or the staff person will be reimbursed the lesser of the following amounts:

- The rate set per kilometer from time to time by the GN for duty travel. This rate remains the same regardless of the kind of vehicle used (i.e. snowmobile, boat, car, airplane, etc.); or
- The cost of the most economical refundable return airfare through arrangements with Corporate Services.

### Frequent Flyer Points

The Management Services Board has approved that Members of the Legislative Assembly can use their frequent flyer cards while traveling on Assembly business. Members are however reminded that the use of points is technically a taxable benefit and should be reported when completing their personal income tax returns.

Authority: MSB Decision # 02-003 (March 22, 2004)



# 5 Constituency Operations and Expenses

Constituency Work Expenses – Overview	5-3
Constituency Travel	5-19
Constituency Budget Entitlements	5-23
Constituency Offices	5-28
Constituency Office Furniture & Equipment	5-29
Constituency Assistants	5-36
<b>Appendices</b>	
Constituency Assistant Employment Documentation	5-43





## Constituency Work Expenses – Overview

Members are entitled to be reimbursed for reasonable expenses, incurred by the Member, in order to engage in constituency work. This would include expenses to meet with constituents on community issues, expenses related to the operation of the Member's office in the community and expenses related to the promotion of the Member in his or her role in supporting their constituents.

The *Legislative Assembly and Executive Council Act*, section 31(4), states:

*"In addition to allowances and expenses referred to in subsection (1), a Member is entitled to be reimbursed for any other reasonable expenses incurred by the Member in order to engage in the constituency work on production of receipts or other documentation satisfactory to the Management and Services Board."*

The following legal opinions expand upon this definition:

*"Constituency work is defined as any work directly connected with the Member's responsibilities as a Member."*

Cooper, Gullberg, Wiest & MacPherson, May 25, 1994

*"It appears to be generally accepted that a Member's responsibility, vis-à-vis his constituents in our system of government, is to determine the legitimate needs and aspirations of his constituents and work toward achieving those goals through strong representation on the floor of the House and by pressing his case with government. In attempting to determine the needs of his constituents, and therefore fulfill his responsibility, a Member must either travel to the constituents place of residence or establish*

*an office where constituents can contact him. The expenses incidental to either of these activities, such as travel, accommodation, food, leasing of space, stationery and the like, clearly fall within the scope of section 31 (formally 32) of the Act."*

Cooper, Johnson, Hardy & Fournier, June 3, 1986

### Typical Constituency Expenses

Expenses incurred in constituency work include:

- Travel expenses to meet with constituents or with Federal, Provincial, or Territorial officials to discuss issues of concern to constituents;
- Advertising, for example, constituency office hours, contact numbers for the Member, notices of constituency meetings, etc.;
- Office supplies;
- Promotional items;
- Rental of rooms for constituency meetings;
- Food provided at constituency meetings;
- Telephone, cellular telephone, smart phone (BlackBerry), satellite phone, fax, and long-distance charges;
- Computer hardware and software used exclusively by the Member or the Member's constituency assistant;
- Photocopying charges, postage and freight;
- Constituency newsletters.



## Newsletters

Members are encouraged to issue newsletters to their constituents as it is an excellent way to ensure their constituency is made aware of the work the Member is doing for them throughout the year.

A Member is entitled to issue one constituency newsletter per year.

To assist with the cost of production, the Assembly will provide financial assistance up to 50% of the total cost to a maximum of:

- \$2,400 per Member if produced in one official language;
- \$3,000 per Member if produced in two official languages;
- \$3,600 per Member if produced in three official languages; or
- \$4,200 per Member if produced in four official languages.

Authority: MSB Decision # 03-074 (June 9, 2010)



## Arctic Winter Games

Depending upon constituency funds available, Members may use their constituency budgets to attend the Arctic Winter Games.

In addition:

- Members' constituency budgets can be used in support of their constituents attending the AWG;
- Member's constituency budgets can be used to cover a Member attending an AWG event in either Iqaluit or another hosting community, subject to budget availability; and
- Members can be reimbursed for miscellaneous expenses in support of athletes attending AWG events subject to budget availability and upon submitting receipts.

Authority: MSB Decision # 02-083 (October 3, 2006)

## Translation Expenses

Members from time to time must produce documents or send letters to constituents or organizations for the benefit of constituents. Very often letters and documents may have to be translated to Inuktitut, Inuinnaqtun or French. The Assembly maintains an inventory of selected translators who can assist Members with their translating needs. As well, if a Member can access the services of a translator in their own community, they are encouraged to do so, and have invoices approved and submitted through the normal payment process. The procedure for accessing translators is covered by the Assembly Office policy. Arrangements should be made with the Deputy Clerk.

Authority: MSB Decision # 02-109 (March 16, 2007)



## Community Events and Feasts

Members may contribute up to \$1,000 a year for food products only, to each community within their constituency for events such as feasts and community events.

Members may also contribute bereavement flowers or a basket of food to a grieving family, within their constituency, of a value not to exceed \$200. The basket of food is limited to food products only and cannot include gifts, store vouchers, or raffle tickets.

It is recommended that the Member and/or the constituency assistant attend the event or the funeral to represent and show support to his/or her community and constituents.

Authority: MSB Decision # 02-081 (October 3, 2006) and 03-224 (September 12, 2013)

## Promotional Materials

Members may use a portion of their constituency budgets for the promotion of their constituency office, the Legislative Assembly or Nunavut as a new territory. Members normally can accomplish this by the purchase of many types of promotional items such as hats, pins, business cards and cultural items such as knives and tea pots.

Promotional materials are issued at Assembly-sponsored events and Members' constituencies for special gatherings, feasts and other community events. Purchases of promotional materials are monitored by Corporate Services financial staff to ensure the Member does not inadvertently overspend their budget too early in the fiscal year.



Currently the Legislative Assembly maintains a basic issue of clothing and some other promotional products for its Members to purchase and distribute to constituents. Clothing items are typically used as presentation items to support graduating students from Members' ridings. Pins, flags, key chains, etc., are purchased in volume to allow for general distribution by the Member.

While in-stock items vary, the typical range of promotional products maintained by the Public Affairs Office of the Nunavut Legislature may include:

#### Clothing-Type Items

Ball caps

Hoodies

T-shirts

Vests

#### Non-Clothing Items

Pins & flags

Fishing lures

Knives

Sewing kits

Thermal mugs

Key chains

#### Specialty Items

Mugs

Tea kettles

Tote bags

Sling pacs

Pack sacs

Fridge calendars



Items stocked by the Clerk's Office at a minimum have the name of the Legislative Assembly printed, painted or engraved on its products.

Specialty items are purchased specifically on a Member's request and as such must highlight the Member's name, constituency name and phone number, or the Coat of Arms.

As a minimum, promotional materials purchased to be distributed in Member's constituencies must have the Member's name and the constituency or community and their contact number printed on the material, and be printed in the languages of the choice of the Member.

In circumstances where a Member chooses to purchase promotional items with his or her personal funds and later claim reimbursement, the reimbursement is subject to the items conforming to the Members' Handbook with respect to matters such as labeling and eligibility.

Promotional materials issued by the Public Affairs Officer from the Assembly's regular stock of supplies must at least have the name of the Legislative Assembly and the Coat of Arms printed on the product. Where possible, printing should use Nunavut's four official languages.

If printing on promotional items cannot be achieved in four languages due to space limitations on the product, the production can be divided, with one half printed in two of the official languages (i.e. Inuktitut and English), and the other half printed in the other two official languages (French and Inuinnaqtun).



Members are encouraged to contact the Public Affairs Officer and the Manager of Members Services for assistance and clarification.

Authority: MSB Decision # 03-074 (June 9, 2010)

Authority: MSB Decision # 03-110 (April 13, 2011)

### Presentation & Special Occasion Items

Special occasion items are items purchased by Members for presentation to constituents to mark special occasions (50th wedding anniversary, 80th birthday, graduation, territorial or national awards, athletic championship, death of a constituent, etc.). There is a \$150 limit on such purchases and the gift should hold no monetary value to the recipient, serve no practical purpose and be symbolic in nature.

Presentation items are limited to \$300 per item are for groups of constituents or organizations to commemorate significant events such as the opening of a school or other prominent facilities or a territorial, national or international award. Examples include a plaque or framed photograph.

Authority: MSB Decision # 03-074 (June 9, 2010)

### Prohibited Expenses

The following expenses are not legitimate constituency expenses and cannot be reimbursed:

- a) Travel costs for spouses or dependants, unless the individual is traveling in order to perform constituency work on the Member's behalf. In such cases, the Member must provide details in writing.
- b) Travel costs for constituents, unless the constituent is traveling and performing constituency work on behalf of the Member. The Member must provide details in writing.

c) Cash donations:

Examples: providing money for feasts, Christmas parties, etc., large gifts to local organizations or individuals.

d) Sponsoring individuals or groups:

Examples: paying airfare for a constituent travelling to a personal appointment; rental of meeting rooms or assisting financially for community organizations; providing a local sports team with uniforms or registration fees.

e) Artwork/craft items for constituency offices:

Example: wall hangings, carvings, prints, etc.

The Board in its review of allowable constituency operating expenses has made a number of decisions to protect Members from committing funds or promising to make payments for types of expenses that are not considered allowable. Examples include the purchase of artwork, crafts, reimbursement for cash donations, the sponsoring of a hockey team, etc.

The Board has allowed Members some leeway in their support to their constituency for contributions to community feasts and funerals, etc., preferably where the Member or his or her representative attends.

Authority: MSB Decision # 02-081 (October 3, 2006)

In addition to the above, the Board approved the following guideline as a statement of policy on the reimbursement of donations.



*The Legislature or its Members cannot be reimbursed for donations. Donations cannot be made using public funds at the Legislative Assembly of Nunavut. More specifically, Members are not able to make donations to specific individuals or organizations within their constituency. The rationale for this policy is that Members cannot be seen as supporting or providing a benefit to a specific individual or organization within their constituency and not to others. Donations may be seen as furthering the Member's or an individual's or an organization's own interest.*

*Further, the Board has approved a policy allowing Members to attend events and be reimbursed. If the fee identified to attend an event is a donation, the Member will not be reimbursed by the Legislative Assembly.*

*Additionally, Members are not allowed to solicit donations through their community events either to defray their own costs or to raise funds on behalf of any individual/organization within their constituency.*

### Discretionary Purchases

Members are faced with many different types of expenditures in the management and operation of their constituency offices.

Many expenses are budgeted for and are required, for example the cost for telephone, fax and other communication costs, office supplies, and travel to meet constituents.

Some expenses are discretionary or elective and as such do not factor in or warrant an adjustment in base budgets due to excessive spending. Examples of such expenses would include the purchase of presentation and promotional items, spending on rental cars and non-critical travel, and the use of the laundry reimbursement policy.

Authority: MSB Decision # 03-074 (June 9, 2010)

## Purchasing of Furniture and Supplies

Purchases of most supply items, such as constituency office supplies, can be made two ways: by purchase order obtained from Corporate Services or by paying directly and requesting reimbursement.

If Members wish to purchase furniture, equipment or other larger items, they should contact Corporate Services who will assist in finding the right product at the most economical price.

### Type of Purchase

### Contact

Office supplies, catering for meetings, etc.

Manager, Member Services, or Member Services Officer

Computer software and hardware or items computer related

LA – Services Coordinator, or LA – Systems Technician

Promotional materials or products and constituency publications

Public Affairs Officer or Manager, Member Services

Furniture and fax machines

Manager, Member Services or Director, Corporate Services

Telecommunications equipment

Manager, Member Services or Director, Corporate Services



## How to Purchase Supplies and Equipment

Assembly Purchase Orders must be used for purchasing goods and services in your communities.

Before a purchase can be made, a *Requisition for Goods and Services form* must be completed identifying what types of supplies or services are required.

The Member must sign the form and either the Member or constituency assistant should fax, e-mail or call the Manager of Member Services to obtain a purchase order number. If the Manager of Member Services is not available, a number can be obtained from the Member Services Officer or the Finance Manager.

Please keep in mind that Assembly purchases follow Government of Nunavut's Nunavummi Nangminiqagtunik Ikajuuti (NNI) purchasing and contracting policies to ensure that Nunavut businesses are offered Assembly purchase opportunities and to ensure all bids are treated fairly.

### Purchases up to \$5,000

Members and LA staff can purchase directly from a Nunavut supplier if the value including GST is under \$5,000. If prices are lower from alternate suppliers, in most cases the lower cost should be obtained. Purchases should not be made from family members or close relatives unless prior approval from Corporate Services is obtained.

In order to make a purchase, Members and Assembly staff must obtain and provide a Purchase Order number to the supplier as this provides the supplier (e.g. Northern Stores or the Co-op) a guarantee, a billing address and a reference number for sending their invoice to Corporate Services for payment.



Purchasing regulations require that a purchase order be entered into with only approved vendors. A purchase order form provides backup for audit purposes, and must accompany all purchases. Once issued, purchase orders cannot be changed or amended; for example, if a purchase order is issued for food only.

If purchases are made in Iqaluit when the Member is in town for Assembly business, purchase orders are available from Corporate Services.

Corporate Services will complete the purchase order, obtain the necessary approval signatures and return the purchase order to the Member. The purchase order should be brought to the vendor when the purchase is made. The receipt has to be signed by the MLA or CA to verify that goods or services were received. The vendor retains the white copy for their records and the signed receipt is forwarded to the Assembly for payment as soon as possible.

### Service Contracts

Members can enter into contracts with individuals or firms that provide services that assist Members in fulfilling their obligations in their communities.

Members should contact the Manager, Member Services or the Director, Corporate Services, who will assist them with the purchase and will prepare the service contract on the Member's behalf.



## Purchases over \$5,000

Constituency office purchases over \$5,000 require prior approval of Corporate Services before the commitment to purchase is made to ensure that sufficient uncommitted funds are available within a Member's constituency budget.

Prior to initiating a purchase, Members should confirm that funds are available for such a purchase; contracting policy requires three written quotes to be received. Quotes should be filed and retained for audit purposes.

For those written quotes, a copy of the three quotes is to be sent to Corporate Services to support the purchase and to be attached to the Purchase Order to ensure that a future reviewer (i.e. an auditor) is satisfied that bids were received and that the NNI policies were respected. In most cases, Corporate Services will provide this service for you.

Only if the goods are urgent should a quote be obtained from only one supplier. If this is the case, then approval of the Clerk must be received before a contract or Purchase Order is issued. This is referred to as a "sole source contract" and should only be used in special circumstances.

For purchases over \$25,000, a public tender or RFP (Request For Proposals) must be issued and advertised in the local newspapers. These type of purchases must first be approved by the Clerk, and only if budget and policy allows.

Please keep in mind that all purchases must follow the GN's NNI policies to ensure that Nunavut businesses are offered services first and to ensure bids are treated fairly. The Clerk's Office is required to report contracts and purchases over \$5,000 on a quarterly basis to MSB and table the report in the House each year.



## Reimbursement for Expenses

Members can purchase goods themselves in their community and request reimbursement from Corporate Services. A *Request for Reimbursement* form must accompany all requests. The Legislative Assembly will reimburse the Member for the full cost of acceptable constituency expenses plus GST.

If a Member personally pays for goods or services, most expenses can be reimbursed as long as they were incurred in order for the Member to perform constituency business.

Bank debit or credit card receipts do not provide the detail required to support an expense and reimbursement will not be made based upon the submission of such receipts.

Corporate Services requires the original itemized receipts (and not photocopies or fax copies) before reimbursement can be made.

## Receipt of Goods

When the Member has received the goods and the invoice from the vendor, the Member or CA must sign the invoice as "goods received" and mail the invoice to Corporate Services for payment. Please do not fax invoices for payment. Sometimes faxes are not received; other times a fax could be paid and when the original invoice arrives there is a risk of paying that invoice twice. Therefore please mail Corporate Services the original invoice rather than faxing it.



## Retail Store Accounts

Members may have local retail store accounts in their communities to charge minor expenses used in constituency business.

Accounts must be in the name of the Legislative Assembly and not the name of the Member so as to avoid a purchase being deemed as a personal expense or charge.

Vendors are required to submit invoices to the Assembly. The Member must sign off on the Requisition for Goods and Services authorizing the purchase and that the goods and services were required for constituency use and not personal use.

If a Member wishes to have an account set up at their local Co-op or Northern Store, please contact the Manager, Financial Services, who will arrange for the account to be set up.

For assistance with purchasing supplies, equipment and services for your constituency or to obtain purchase order numbers or forms, please contact:

Manager, Member Services – 975-5165; or  
Member Services Officer – 975-5170

Should the above people not be available, please contact:  
Manager, Financial Services – 975-5160.



## Constituency Travel

A *Request for Travel/Accommodation/Living Allowance* form must accompany all requests for travel, whether by air, car or other form of transportation.

This form constitutes back-up for audit purposes and should include the purpose of the travel, dates and destination(s).

### Air Travel

- a) When Members travel by aircraft, scheduled air service is to be used whenever available.
- b) If chartered aircraft is used when scheduled commercial service is available, the Member pays the excess over commercial fare, unless approved in advance by the Clerk.
- c) In situations where a chartered aircraft is necessary, prior approval is required through the Clerk's Office.

### Private Transportation

- a) When Members travel using their own vehicles, they will be reimbursed the lesser amount of the following:

The current GN reimbursement rate per kilometer remains the same regardless of the kind of vehicle used (i.e., snowmobile, car, airplane); or the cost of gas (upon production of receipts); or the cost of return air fare.

- b) The Member must supply a written explanation including dates, purpose of travel and destination. This written back-up is required for audit purposes.



## Rental Vehicles

Nunavummiut expect the Legislative Assembly to manage public funds with prudence at the highest standards of integrity. The use of vehicle rentals by Members' should be reflective of these principles.

- a) Members may use rental vehicles to fulfill their constituency responsibilities.
- b) Government regulations require that rental vehicles be used solely for business purposes, that is, constituency budgets can only be charged for costs which are directly constituency related, and not for personal use.
- c) The Member must provide the Legislative Assembly with written substantiation, which includes the purpose, dates and destinations. This written back-up is required for audit purposes. This can be done by way of a purchase order.
- d) If there is a personal component, and for example, if the vehicle is rented for an extended period of time (i.e., two or more days), or for more than one specific purpose, the Member should keep the following record for each excursion made in the vehicle: the purpose, date, destination and total kilometers traveled.
- e) Once the vehicle has been returned to the rental agent, the Member should forward the rental receipt to Corporate Services, who will code this to the Member's constituency budget, or calculate the personal portion of the expense based on the number of kilometers used for constituency work compared to total number of kilometers accumulated during the rental period.
- f) Recoveries for personal use, if any, will be made from future payments to the Member.
- g) When traveling to the Capital city the use of rental vehicles is discouraged. Rental vehicles should only be used for official business that would ordinarily be reimbursed by the Legislative Assembly of Nunavut. Prior approval must be obtained.

## Laundry Expenses

Management and Services Board decisions approve payment for laundry expenses in the following situations:

- a) Members are allowed to submit for reimbursement of expenses incurred for dry cleaning and laundry expenses to a maximum of \$56 per week. This is based upon a daily maximum of \$8 per day for cleaning, ironing, and occasional dry cleaning while on Legislative Assembly or constituency business.
- b) Reimbursement would only be available for those Members who attend an Assembly session, a committee meeting or if they travel on constituency business.
- c) The Assembly will continue to pay for the cleaning and dry-cleaning of the Speaker's, the Clerk's and all Table Officers' robes, and all traditional dress used in the Chamber.
- d) Expenses will be reimbursed for cleaning and dry cleaning of business attire and traditional clothing worn in the House. This would not include parkas, snowmobile wear or the repair of such items.
- e) Reimbursement will only be made upon the submission of original receipts.
- f) Reimbursement for cleaning expenses of Members' apparel would be a charge to the Assembly office budget for travel related to session and committee travel and to the Member's constituency budget, if funds allow, for travel which is constituency related.
- g) This policy applies to those staff that travel on Committee and parliamentary business with Members.

Authority: MSB Decision # 02-103 (November 22, 2006)

Authority: MSB Decision # 03-075 (June 9, 2010)



## Submitting Expense Claims

- a) All requests for reimbursement, expense claims and requests to pay invoices must be submitted to the Manager, Member Services, or the Manager, Financial Services in Corporate Services.
- b) All claims for constituency expenses must be supported by original receipts and/or vouchers.
- c) If original receipts are not available, the Member must submit a statutory declaration before the expense can be reimbursed.
- d) If a Member is requesting reimbursement for money he/she has personally spent, payment will be made on the next available processing date. These requests should be submitted before 12 noon to meet processing deadlines.
- e) Requests for payments to third parties will be processed according to *Financial Administration Act* regulations and Government policies. Note that turnaround for a third-party payment is 20 days for organizations which meet Government specifications as northern contractors, and 30 days for all others.

## Statements

- a) Members receive monthly statements showing the year-to-date balance in their Constituency Work Expenses (O&M) and Constituency Assistance budgets.
- b) Members may contact the Manager, Member Services, or the Manager, Financial Services, at any time to request the current balance in their accounts.

For a copy of your current budget balance, or an explanation of any expenses charged to your accounts, please contact:

Manager, Member Services 975-5165; or  
Manager, Financial Services 975-5160.



## Constituency Budget Entitlements

Members have three budgets to assist them in fulfilling their constituency obligations:

- Constituency Work Expense Budget
- Constituency Living Allowance Budget
- Constituency Assistants Budget

### Constituency Work Expense Budget

Maximum yearly entitlements for constituency work expenses are identified in Schedule B of the *Legislative Assembly & Executive Council Act*:

Constituency	Constituency Work Expense Budget Amount
Aggu	31,000
Aivilik	49,000
Amittuq	34,000
Arviat North	34,000
Arviat South	27,000
Baker Lake	28,000
Cambridge Bay	47,000
Gjoa Haven	38,000
Hudson Bay	30,000
Iqaluit-Manirajak	21,000
Iqaluit-Nianqunnguu	21,000
Iqaluit-Sinaa	21,000
Iqaluit-Tasiluk	21,000
Kugluktuk	30,000
Netsilik	43,000
Pangnirtung	23,000
Quttiktuq	57,000
Rankin Inlet North	35,000
Rankin Inlet South	26,000
South Baffin	35,000
Tununiq	27,000
Uqqummiut	36,000

## Reporting

In accordance with section 36 of the Legislative Assembly & Executive Council Act, the Speaker must table an annual report with the Legislative Assembly of all indemnities, allowances and expenses, paid to or on behalf of all Members during the last fiscal year.

## Constituency Budget Over-Expenditure

The *Legislative Assembly and Executive Council Act*, section 31(5) states:

*"The maximum expenses to which a Member is entitled under subparagraph (1)(b)(i) and subsection (4) in any fiscal year shall not exceed the amount set out in Schedule B for the electoral district represented by the Member."*

In the case of an over-expenditure, the Member may reimburse the Legislative Assembly as follows:

- The Member may provide, to the Manager, Financial Services, a cheque for the full amount of the over-expenditure, payable to the Government of Nunavut.
- If the Member does not provide a cheque, the full amount will be recovered from future allowances.

## Communications Budget

Each Member has a communication allocation included in their Constituency budget. Each budget has a base amount plus an additional allocation to defray the costs of long-distance telephone calls while the Member is in Iqaluit for sessions or meetings.



All constituency telecommunication charges will be applied to this budget including:

- constituency office telephone and fax charges;
- all charges against telephone and fax lines located in Regular Members' offices in the Legislative Assembly building;
- all calling cards;
- cellular phones;
- satellite phones;
- regular monthly Internet online billings.

Telephone and fax lines located in Ministers' offices in the Legislative Assembly building are charged to the Department of Executive & Intergovernmental Affairs (EIA). It is the responsibility of the Minister to advise Executive Finance which long distance charges should be transferred to his/her constituency budget.

### Long Distance and Collect Calls

The Legislative Assembly accepts collect calls from Members.

During Session, Members are allowed to place long distance calls for the purposes of representing their constituents from the telephones located in the Member's offices.



## Constituency Living Allowance

Members are entitled to claim up to 90 days of constituency living allowance during the fiscal year. This allowance is intended to assist with the cost of meals and other out-of-pocket costs.

Members are paid the current GN per diem when they perform work in their home community and \$250 per day outside their home community and where the Assembly does not pay additional costs of accommodation. On the day the Member returns to his/her home community, the allowance is reduced to the current GN per diem, as accommodation is not normally required.

The GN per diem is approximately \$141 per day and is updated each April and October.

To claim the allowance, the Member must complete the form: Member's Request for Travel/Accommodation/Living Allowance. This form is available at the end of this Guide. The form is also available on the Assembly desktop-intranet site, or is available from Corporate Services. The written request must provide details of the constituency work, including dates and locations where the work was done or is to be done. Where the work is performed outside of the Member's home constituency, the Member must provide specific details of the purpose of travel.

This daily allowance covers the cost of accommodation, meals, and miscellaneous out-of-pocket expenses, such as local telephone calls and laundry, incurred when the Member is engaged in constituency business.



To claim the allowance, a written request must be submitted to the Manager, Member Services. The written request serves as a back-up for audit purposes and must include the following information:

- Purpose of travel
- Destination
- Actual travel dates
- Days claimed (if different from actual travel dates)

For assistance with claiming the Constituency Living Allowance, or to obtain the Member's Travel/Accommodation/Living Allowance forms please contact:

Manager, Member Services 975-5165; or  
Member Services Officer 975-5170; or  
Director, Corporate Services 975-5104.

Staff will also assist Members with their travel itineraries, flights, accommodation and allowances.



## Constituency Offices

### Office Rental

Members can make arrangements through Corporate Services or the Management and Services Board to lease office space in their constituencies, subject to the following guidelines:

- a) Members must not make any rental or lease commitments without prior approval of Corporate Services.
- b) Members may not lease a portion of their private residence as constituency office space.
- c) To obtain approval for a constituency office, a Member:
  - decides in which community the office will be located (although this is usually the Member's home community, it does not have to be);
  - locates office space in the community that will serve his/her needs and negotiates with the owner of the building for a monthly rental rate;
  - submits a request to Corporate Services or the Management and Services Board asking for approval of the constituency office rental; and
  - the request must be accompanied by documentation from the landlord indicating the total monthly cost, including heating and power costs.
- d) If the Board or Corporate Services approves a Member's request for a constituency office rental, a contract is prepared between the Legislative Assembly and the owner of the office space.
- e) The Member has nothing further to do with the rental/lease contract unless the Member decides to have the present rental agreement cancelled. If the rental agreement is to be cancelled, the Member must notify Corporate Services immediately.

- f) Arrangements for the hook up of constituency fax lines, telephone lines and telephone directory advertising must be requested through Corporate Services at the Legislative Assembly.

## Constituency Office Furniture & Equipment

Members are entitled to receive an allocation of office furniture and equipment for use in each of their constituency offices. In addition, Members can purchase additional items, so long as they are expensed to their constituency work expense budget.

Members are allocated furniture, a computer and equipment for use in their constituencies. This initial allocation is provided from the Assembly budget immediately after being elected in a general election.

Members are required to verify each year that their constituency furniture and equipment (F&E) is on hand and available for use in their constituency offices. At that time they provide to the Assembly Office a signed inventory of the F&E and whether the items are working satisfactorily, or whether they are damaged, or stolen.

### Constituency Office Furniture Standard Issue (Other than Computer Equipment)

- a) The following office equipment/furniture is provided, upon request, to each Member who rents a constituency office. This request must be provided to Corporate Services in writing.
- Double pedestal desk with utility table OR modular desk with computer access
  - Swivel tilt chair
  - Two side chairs



- Two-drawer lateral filing cabinet or four-drawer upright filing cabinet
- Integrated telephone answering machine or equivalent
- 24-inch television monitor (to observe proceedings of the House)
- Coat tree
- Garbage can
- Coffee maker
- Paper shredder
- Boot tray or mat
- Plastic chair mat

Members in constituencies who have a 2nd and/or 3rd constituency office are entitled to a similar issue.

- b) This basic office entitlement is paid for by the Assembly Office. Any additional furniture/equipment requirements are charged to the Member's Constituency Work Expense Budget.
- c) The Speaker and all Regular Members are entitled to receive one cellular telephone or smart phone (BlackBerry) paid from Assembly funding.
- d) All office equipment and furniture are the property of the Legislative Assembly.
- e) Members are personally responsible for all items in their constituency inventories. Members are required to account annually for all of the office equipment/furniture that has been loaned to them.
- f) Members may lease furnished office space; however, furniture inventory will not be supplied to furnished offices.



### Constituency Office Sign

- a) The Assembly Office will pay for one constituency office sign per term of an Assembly to a maximum of \$1,000.
- b) If the cost exceeds \$1,000, the excess must be covered from the Member's Constituency Work Expense Budget.
- c) The coat-of-arms must form an integral part of the office sign.

### Computer Equipment Standard Issue

As part of their basic constituency office inventory, Members are entitled to one office computer system per constituency office. Any computer purchases above the basic entitlement are charged to the Member's Constituency Work Expense Budget.

All computer equipment remains the property of the Legislative Assembly. Members are personally responsible for all computer equipment and software loaned to them.

Authority: MSB decision # 03-01-116 (January 8, 2003)

Authority: MSB decision # 03-022 (June 8, 2009)

Authority: MSB decision # 03-072 (June 9, 2010)



The basic computer entitlement is based upon the following:

#### Hardware

- desktop PC
- 19" monitor
- multifunction printer, photocopier, and facsimile machine
- Power filter, UPS, battery backup
- One laptop computer or one tablet computer (iPad, Surface or equivalent)

#### Peripherals

PDA (Personal Digital Assistances) are not to be connected to the Assembly's network.

#### Laptops

The Speaker and all Regular Members shall receive a laptop computer or tablet computer upon being elected to office, at the expense of the Assembly's general budget. Members appointed to the Executive Council will be provided a laptop from the Department of Executive & Intergovernmental Affairs (EIA) upon request. All Assembly issued items shall be purchased through the Manager of Information Technology Services and/or Systems Technician to ensure compatibility with the Legislative Assembly's Information Systems Strategy.

#### Software

All PCs that are to be attached to the LA network system must meet current specifications for both operating system and applications products. Software specs are published on a list available from the LA Help Desk.

#### Purchasing Additional System(s)

Members wishing to obtain an additional system should forward their requests to the Management Systems Coordinator.



For additional systems, MLAs do not have to adhere to basic standards and may request a more advanced system. However, all requests must first go to the Manager of Information Systems to ensure compatibility with the Legislative Assembly's Information Systems Strategy.

All purchases of additional systems are paid for out of the MLA's Constituency Work Expense Budget.

### Replacing Equipment

If a piece of equipment fails, the Manager of Information Systems will try to provide a temporary replacement.

If the equipment cannot be repaired, new equipment is ordered by the Manager of Information Systems based on current standards. The old equipment must be returned to the Legislative Assembly.

If the equipment is from the MLA's basic entitlement, the Legislative Assembly pays for the repairs/replacement; if it is not, costs will be allocated from the Member's Constituency Work Expense Budget.

### Computer Equipment Purchases During an Election Year

Prior to each territorial election, standards for basic equipment are evaluated and submitted to the Director, Corporate Services, by the Manager of Information Systems.

- Any equipment which needs upgrading will be recommended by the Assembly.
- If an update is impossible or is not cost effective, a replacement will be purchased based on the Legislative Assembly's basic standards for computers.



- New MLAs requiring a different platform of computer than that of their predecessor will receive a system, if available, from the Legislative Assembly general inventory. If not available a new system will be purchased.

### Disposal of Office Furniture and Equipment

Members shall not personally, under any circumstances, dispose of any constituency assets, unless specifically authorized to do so by the Office of the Clerk or the Manager of Information Systems.

If a Member wishes to dispose of a constituency asset or have it written off, he/she must submit a request to the Clerk or to the Management and Services Board identifying the item and stating the reason for the request.

Once approved by the Clerk or the Management and Services Board, the Member should return the item to the Legislative Assembly for disposal, unless otherwise directed. When the item is received by the Legislative Assembly, it will be removed from the Member's inventory. If it is not feasible to return the item to the Legislative Assembly, i.e. a damaged file cabinet or a broken office desk, the Member may be permitted to dispose of it locally.

### Option to Purchase Constituency Furniture & Equipment

The Legislative Assembly permits non-returning Members to purchase constituency assets at a depreciated rate based upon a written request to the MSB and accompanied by appropriate payment made payable to the Government of Nunavut.



Only assets deemed by the Clerk's Office to have no further value to the Assembly or incoming Member would be permitted to be offered for sale or donation. For example, desks, chairs and file cabinets, unless severely worn should be made available to an incoming Member. Computers and related equipment could be depreciated and sold or donated at a reduced value.

The non-returning Member is entitled to keep their "personal constituency computer data" including the hard drive if they do not wish to purchase the complete computer system.

If the non-returning Member does not want to purchase any of his/her constituency F&E, the MSB can donate the F&E to the community where the F&E is currently located, arrange for storage of the F&E for other Assembly uses; or transfer the F&E back to Iqaluit.

- At the end of their terms, departing MLAs have the option of purchasing assets in their constituency inventory at depreciated rates.
- Members are supplied with an inventory of all assets acquired during their term which outlines the year purchased, purchase price and depreciated value of the item.
- The method used to calculate the value of the assets for disposal is the fair market value based on the Capital Cost Classes in the Income Tax Regulations and decisions of the Management and Services Board.

Authority: MSB decision # 03-01-117 (January 8, 2003)



## Constituency Assistants

Constituency Assistants are one of the key resources that Members depend upon to assist them in fulfilling their responsibilities. Constituency Assistants can be regarded as the "eyes and ears" of the Member in his or her constituency.

Constituency Assistants are not the same as a Minister's political staff. The focus of a Constituency Assistant's job is on the Member's work with and on behalf of people and organizations in their constituency. All MLAs are entitled to engage the services of a Constituency Assistant.

The Constituency Assistants Program provides funding for Members to hire staff in their constituency office. The Constituency Assistants Program employment documentation (refer to the Appendices to this Chapter for employment documentation), consists of the following:

- a) Constituency Assistant Letter of Offer
- b) Constituency Assistant Job Description
- c) Terms And Conditions Of Employment For Constituency Employees of Members of the Legislative Assembly of Nunavut
- d) Constituency Assistant Conflict of Interest, Loyalty And Confidentiality Agreement

### Duties of Constituency Assistants

The duties of the Constituency Assistant are set out in their job description. The following is not an exhaustive list, but describes some of the main responsibilities of Constituency Assistants:

- Managing the Member's constituency office and equipment;
- Liaising with community leaders and organizations;
- Preparing the Member's communication materials, including newsletters;



- Drafting the Member's correspondence;
- Providing information on the Member's activities to constituents;
- Coordinating the Member's constituency activities;
- Representing the Member at community events in his or her absence;
- Informing the Member of developing constituency issues; and
- Assisting constituents with problems and concerns.

The Constituency Assistants budget provides an opportunity for Members to obtain assistance in carrying out their duties. This budget can be split as the Member wishes, paying one or more individuals at an amount the Member chooses either by the casual payroll system or via service contract. Note that the total paid to Constituency Assistants during the year cannot exceed the annual budget.

There are two methods by which Members can access the Constituency Assistants Program – by having their CA paid a bi-weekly salary, or by contracting and invoicing for the services of a CA.

### Constituency Assistant Budget

The Budget for Constituency Assistants as of October 1, 2013 is as follows:

Constituencies with:	October 1, 2013
One community	\$58,992
Two communities	\$66,414
More than 2 communities	\$73,835



## Constituency Assistants Payroll

Constituency assistants can be paid either as casual staff at an hourly rate or as term staff at an annual rate. The rate is negotiated between the Member and the constituency assistant.

Although MLAs and constituency assistants are paid through the government payroll system (payroll service provider), they are not government employees. Constituency Assistants are employees of the Member alone.

Once the Member has decided on his/her Constituency Assistant, a "Letter of Offer" and related employment documentation should be prepared working in conjunction with the Human Resources Officer in Corporate Services. Employment documentation to be prepared with the assistance of the Human Resources Officer is appended to this Chapter.

Based on the information provided by the Member, a formal letter of offer to the individual is prepared and sent to the individual.

The individual signs the job offer and returns it to Corporate Services.

Frequency of pay – Constituency Assistants are paid every second week, and deductions for income tax, Canada Pension Plan and Employment Insurance are taken.

In order to receive a pay cheque, Constituency Assistants paid as casual staff must submit timesheets on a bi-weekly basis. These timesheets must be approved by the Member.

Pay cheques and pay deposits for Constituency Assistants paid as term staff are generated automatically.



Northern Allowance – Constituency Assistants who are paid on the payroll system are also entitled to receive the appropriate GN Nunavut Northern Allowance. Rates for the allowance are available from the Human Resource Officer.

Bilingual Bonus – Constituency Assistants are entitled to a bilingual bonus based on similar policy of the GN public service for those employees with proficiency in the use of two or more languages. This bonus is currently \$1,500 per year, paid bi-weekly.

Authority: MSB decision # 03-073 (June 9, 2010)

Long Service and Termination Entitlements – Constituency Assistants are entitled to a long service (three to five years) and termination entitlements, based upon the CAs years of continuous service with the Member.

Continuous service for the purposes of calculating the bonus begins the date of the return of the writ of election following the General Election.

To be entitled to receive the Long Service Bonus, CAs must have a minimum of three years continuous service, as of December 1st and the bonus must be determined in accordance with the *Long Service Bonus Policy* as is amended from time to time.

The Management and Services Board (MSB) recognize that either through the dissolution of the Legislative Assembly or other circumstances, the contract of employment between Members of the Legislative Assembly and their Constituency Assistants will from time to time be terminated.



The Management and Services Board has determined that Members' have the right to provide payment of severance entitlements on the termination of their Constituency Assistants employment if the Constituency Assistant meets the eligibility requirements as set out in policy. The *Policy on Termination Entitlements for Constituency Assistants* is appended to this chapter.

Bonuses are paid in December and are currently:

Service of 3 to 5 years	\$1,000
-------------------------	---------

Authority: MSB decision # 03-073 (June 9, 2010)

Vacation Pay – Constituency Assistants paid through the government payroll system are eligible for holiday pay. Vacation pay is paid out on a bi-weekly basis.

Insurance – No optional insurance benefits are available to constituency assistants. However, constituency assistants are however covered by Workers Compensation.

Overtime and Extra Work – Adjustments for overtime, extra work or incentive can be approved by the Member and paid either through the payroll system or as an extra taxable benefit through cheque requisition. Such payments should be used discreetly and are subject to the budget maximums of the Constituency Assistants program.



## Service Contracts for Constituency Assistants

The second method to obtain the services of a Constituency Assistant permits Members to use the budget assigned to the Constituency Assistants Program by requesting, in writing, the preparation of one or more service contracts.

The request should detail the work to be undertaken by an individual or group, and the amount to be paid for the work.

If the services are to be performed by an individual, particular care must be taken to ensure that an Employer/Employee relationship does not exist.

GN financial administration regulations state that the turnaround for payment of goods and services is 30 days unless a contractor is listed as a Northern Contractor, in which case the turnaround is 20 days.

The work must relate to constituency matters. The accumulated dollar amount of the contracts must not exceed the allotted budget in each fiscal year.

For advice and assistance in the contracting for constituency assistance services, please contact the Director, Corporate Services.





# Appendices

## Constituency Assistant Employment Documentation

1. Constituency Assistant Letter of Offer
2. Constituency Assistant Job Description
3. Terms And Conditions Of Employment For Constituency Assistants
4. Constituency Assistant Conflict of Interest, Loyalty And Confidentiality Agreement
5. Constituency Assistant Termination Letter
6. Policy on Termination Entitlements for Constituency Assistants



## Appendix 1

### Constituency Assistant Letter of Offer



<Insert Date mm/dd/yyyy>

<Insert Name of Constituency Assistant>

P.O. Box <Insert P.O. Box Number>

<Insert Community Name>, Nunavut

<Insert Postal Code>

#### PERSONAL & CONFIDENTIAL

Dear <Insert Name of Constituency Assistant>

I am pleased to offer you the regular full-time <part-time> position of Constituency Assistant in my <insert name of constituency> office at an annual salary of \$ <insert annual salary amount> at the hourly rate of \$ <insert hourly rate of salary>.

Please find attached a Job Description for this position. Your employment will commence on <insert start date>.

You will find attached a Conflict of Interest, Loyalty and Confidentiality Agreement that must be accepted for employment in this office.

Also attached are your terms and conditions of employment for this position.

Due to the unique nature of employment for a Member of the Legislative Assembly of Nunavut, there are certain terms and conditions that you should specifically review prior to accepting this offer of employment, including: Hours of Work; Vacation Pay and Leave; and, Separation, Termination and Severance Entitlements.

This position is subject to a probationary period of 90 days.

Please read and return a signed copy of this letter confirming that you accept this offer of employment, and that you have reviewed and you understand the attached documents.

Should you have any questions, please contact me. It is a pleasure for me to welcome you as an employee and I look forward to working with you.

Yours truly,

Member of the Legislative Assembly

ACCEPTANCE OF APPOINTMENT

I have read the terms of this letter and all the attachments noted herein and have had reasonable opportunity to consider them. I agree that there have been no collateral agreements, promises or representations made to me that are not contained in this letter or the attached materials. I am aware of and accept the legal obligations of this agreement. I accept the offer on the terms and conditions outlined in this letter and I certify that the information given in the application form signed by me, and my resume submitted by me, is true and correct and agree that the falsification or omission of requested information could result in my not being eligible for employment or in termination, regardless of seniority or other considerations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Appendix 2

### Constituency Assistant Job Description

This position provides assistance, administration, office management and support services to the elected Member of the Legislative Assembly, and provides able assistance in the many and varied aspects of constituency representation.

#### Purpose:

To provide constituency support to the Member and to provide constituents with access to the Members and the Assembly.

#### Responsibility Areas

##### Support to Member

- Co-ordinate the activities of the Member in the constituency.
- Monitor Legislative Assembly broadcasts and report broadcast problems to the Member such as audio (sound) or video (picture) problems.
- Keep the Member informed about local issues.
- Represent the Member in his/her absence from the constituency.
- Maintain the constituency office in an appropriate and suitable manner to receive constituents.

##### Services to Constituents

- Provide an information service for constituents.
- Receive and investigate constituent concerns and problems.
- Communicate constituents concerns and issues to the Member in a timely manner.

##### Liaison with the Riding

- Actively participate in local community networks, activities and events.
- Provide information to the media about the Member's constituency activities.



- Promote the services of the constituency office.
- Distribute various materials and items to constituents, as requested; for example, information about the Order of Nunavut, Youth Parliament, and other programs as required.
- Work with local organizations and groups.

#### Operation of the Constituency Office

- Manage the constituency office and equipment.
- Ensure all purchases for the Constituency Office follow the mandatory purchasing processes thus ensuring speedy payment to local businesses and accurate recording of expenses for the Member.
- Develop and maintain office systems.
- Maintain the constituency office premises in a clean, comfortable and welcoming state at all times for the public, ensuring a positive impression of organization and professionalism.

#### Personal Qualities

- Ability to communicate in Inuktitut and English.
- Ability to work in a cross-cultural setting.
- Credibility with local residents.
- High level of initiative, judgement and common sense
- Ability to manage stress.
- Ability to be empathetic with constituents without taking on their concerns personally.
- High level of motivation and responsibility.
- Ability to be flexible.
- Resourcefulness.



## Appendix 3

### Terms and Conditions of Employment for Constituency Assistants

#### Terms and Conditions of Employment for Constituency Assistants (Employees) of Members of the Legislative Assembly of Nunavut

The Member is the employer of his or her employees working in their constituency office(s). Members can recruit, hire, promote and release employees in accordance with the policies of the *Management and Services Board* and the policies outlined in the *Members' Handbook on Administrative and Financial Matters*.

This document sets out the terms and conditions of employment for constituency employees of Members of the Legislative Assembly.

#### 1. Rate of Pay on Appointment

The Member determines the employee's rate of pay on appointment including any compensation deemed appropriate for bilingual considerations.

Apart from Continuous Service Bonuses for long-term service employees, no lump sum or other payments in the form of "bonuses" can be paid at any time.

#### 2. Deductions

Provided the employee meets the conditions of the plan, the following compulsory deductions apply:

Compulsory deductions:

- a. Income Tax
- b. Canada Pension Plan



- c. Employment Insurance
- d. Payroll tax

### 3. Hours of Work

The Member is responsible for assigning the hours of work. It is in the nature of the employment for a Member of the Legislative Assembly that hours worked may vary from time to time depending on a number of factors, including sittings of the House, constituency business, various responsibilities of the Member, and political commitments.

### 4. Designated Paid Holidays

Employees are entitled to the following designated paid holidays:

- a. New Year's Day
- b. Good Friday
- c. Easter Monday
- d. Victoria Day
- e. Canada Day
- f. Nunavut Day
- g. Labour Day
- h. Thanksgiving Day
- i. Remembrance Day
- j. Christmas Day
- k. Boxing Day
- l. Provincial or Civic Holiday; applicable to the community in which the employee reports to work.

If a designated holiday falls on a day of rest, such as Saturday and Sunday, the holiday will usually be moved, at the discretion of the Member, to the employee's first regular working day following the employee's day of rest.



## 5. Compensatory leave

When an employee is required to work excessive hours or work on a day of rest or on a designated holiday, the Member may be grant such compensatory leave with pay as the Member considers appropriate.

Members may pay employees overtime from time to time providing it is pre-authorized by the Member. Pre-authorization requires the member to verify that sufficient constituency compensation funds remain unallocated and available to the Member so that the Member does not exceed authorized compensation limits as set in policy and legislation.

Compensatory leave is not payable upon termination nor can it be carried over to another Member.

## 6. Vacation Leave

Vacation pay of 6% is paid bi-weekly to the constituency employee.

In addition to the bi-weekly vacation payment, Members may grant other vacation leave they consider appropriate, either with or without pay.

Please note that the Member cannot take on the liability for vacation leave accumulated with another employer. As a result, any accumulated vacation leave earned while in the employ of another government department or agency must be used or cashed out prior to employment with the Member.



## 7. Sick Leave with Pay or without Pay

Members may grant sick leave they consider appropriate, either with or without pay.

Members may grant sick leave without pay to employees who are unable to work due to non-work-related illness or injury. Employees may also be eligible to receive benefits under the Employment Insurance Program.

The Member may request a medical certificate at any time. However, medical certificates are required for sick leave longer than three working days.

Constituency employees do not accumulate sick leave credits.

## 8. Injury-On-Duty Leave

Employees are entitled to injury-on-duty leave with pay when the territorial Worker's Safety and Compensation Commission has determined that a legitimate claim exists.

## 9. Maternity and Parental Leave

A natural mother is entitled to a maximum of 52 weeks of combined maternity and parental leave without pay.

Parental leave without pay may be requested by natural or adoptive parents while they are caring for a newborn or adopted child for up to 52 weeks from the child's birth or from the date the adopted child is placed with the employee. The period of parental leave without pay must be taken within the 52 weeks following the child's birth, or for adoptive parents within the 52 weeks from acceptance of custody.



### Maternity Allowance

Natural mothers are entitled to a maternity allowance if:

- a. They qualify for maternity benefits under the Employment Insurance Act.
- b. They have completed three months of continuous employment with the Member.

### Parental Allowance

Natural or adoptive parents or their partners are entitled to a parental allowance under the following conditions:

- a. They qualify for parental benefits under the Employment Insurance Act.
- b. They have completed three months of continuous employment.

### Return to Work

Employees on maternity or parental leave are entitled to be reinstated in their position on their return to work at the same wages and benefits that the employee was entitled to prior to the leave.

Where an employee has been granted maternity and/or parental allowance(s) by a Member who subsequently resigns, does not stand for re-election, is not re-elected, or dies, the employee is entitled to severance upon the completion of the leave period.

### Other Considerations

Time spent on maternity or parental leave with or without pay counts as "continuous employment" for the calculation of severance pay and continuous service bonus pay.



### One Day Special Leave

Members may grant leave they consider appropriate, either with or without pay. Parents are entitled to one day special leave with pay for the birth or adoption of a child.

### 10. Other Leave

Members may, at their discretion, grant, for a short duration, leave with pay to an employee in circumstances, such as, but not limited to, marriage, death in the immediate family, illness in the family, household emergency or jury duty.

Members may, at their discretion, grant employees leave without pay for purposes other than those indicated.

### 11. Termination and Termination Entitlements

Where an employee is employed by a Member of the Legislative Assembly at the time the circumstances set out in this provision occur, they shall be paid in accordance with the *Policy on Severance Entitlements for Constituency Assistants*.

Constituency assistants are employees of the elected Member. When the Member ceases to be an elected official because the Member retires, resigns, dies, is not re-elected, or does not stand for re-election; the constituency assistant's employment by the Member is terminated.

Employees, who have their employment terminated by the Member for reasons other than for cause, will be given advance notice of termination and are paid severance in accordance with the Policy.



## Appendix 4

### Constituency Assistant Conflict of Interest, Loyalty And Confidentiality Agreement



#### Conflict of Interest, Loyalty and Confidentiality Agreement

I, <employee name>, acknowledge and agree to the following:

1. That as an employee of <Member of the Legislative Assembly> ("my employer"), I recognize the unique nature of my employment and, in particular, the politically sensitive environment in which my duties will be carried out and which require utmost trust.
2. That I will serve my employer in good faith and loyalty and, to that end, will seek my employer's consent prior to undertaking any other work or other activities that may appear to present a conflict of interest.
3. That I will avoid any activity, business venture or interest that might reflect unfavourably upon the integrity or good name of my employer and the Legislative Assembly or affect my judgement in carrying out my duties.
4. That I will not act contrary to any policy established by the Management and Services Board.
5. That I will disclose, in a timely fashion, any gifts, gratuities and payments by third parties in the course of my employment.
6. That information to which I may become privy in the course of my employment relating to the activities and work of my employer is politically sensitive and confidential and that I will not divulge such information except as may be required by law.

7. That any breach of this Agreement is a basis for termination of employment without notice or pay in lieu of notice.

8. That this Agreement survives the termination of employment. In the event of a post-employment breach of this Agreement, in addition to any other legal or administrative recourse available to my employer or the Legislative Assembly, I will repay any amount equal to any termination pay received on termination of employment.

I attest that I have read and understand this agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Appendix 5

### Constituency Assistant Termination Letter



<Insert Date mm/dd/yyyy>

<Insert Name of Constituency Assistant>  
Constituency Assistant  
P.O. Box <Insert P.O. Box Number>  
<Insert Community Name>, Nunavut  
<Insert Postal Code>

PERSONAL & CONFIDENTIAL

Dear <Insert Name of Constituency Assistant>

Re: Letter of Termination

The purpose of this letter is to advise you that, in accordance with the terms and conditions of your employment, I have to inform you with regret that your employment as my Constituency Assistant will be terminated, effective <insert date> at 5:00 PM. In the event that I require your assistance on <insert date> you will be paid accordingly.

Please be advised that it is mandatory that you ensure that prior to departing my employ, you secure and return any Constituency or Assembly property that may be in your possession.

Based upon your term of employment as my constituency assistant, I would like to inform you that you qualify for a termination payment. If you continue to work up to and including <insert date>, it is estimated that you will receive a termination payment of <insert estimated amount>. It is important to note that at this time the amount of the payment is only an estimate and the final amount will be confirmed at the time the payment is made during the month of <insert month>.

If you have any requirement to pay from the Canada Revenue Agency, there may be adjustments to the termination payment.

Again, I wish to thank you for your contributions during your time of employment as my constituency assistant, and I wish you all the best for the future.

Yours sincerely,

<insert name of Member>

CC: Naty Matthews, Human Resources, Legislative Assembly



## Appendix 6

### Policy on Termination Entitlements for Constituency Assistants

#### Preamble:

The Management and Services Board (MSB) recognizes that either through the dissolution of the Legislative Assembly or other circumstances, the contract of employment between Members of the Legislative Assembly and their Constituency Assistants will from time to time be terminated.

The Legislative Assembly has been directed by the MSB to provide administrative support services to the Member in carrying out this policy; however, it must be recognized that the contract of employment exists between the Member and the Constituency Assistant.

The Management and Services Board has determined that Members have the right to provide payment of severance entitlements on the termination of their Constituency Assistant's employment if the Constituency Assistant meets the eligibility requirements as set out in policy.

#### Part A: Termination Pay for Constituency Assistants who are laid-off by the Member

Severance applies to Constituency Assistants who have 90 days continuous service. Severance does not apply if the Constituency Assistant was dismissed or has abandoned the position.

Less than 12 months of continuous service:

- The Member must provide two weeks' actual notice to their Constituency Assistant serving less than twelve consecutive months of service.
- The Member shall also inform the Constituency Assistant that they are entitled to the payment of termination pay.



- The Office of the Legislative Assembly will calculate the amount of the termination payment which will be equal to the wages (base salary) to which the employee is entitled if the employee had worked his or her usual hours of work for two weeks and such amount, of base salary, will be included in the termination letter prepared by the Member and sent to the Constituency Assistant.
- The Office of the Legislative Assembly will issue payments on behalf of the Members; the payments will be made from centrally administered funds.

Greater than or equal to 12 months of continuous service:

- The Member must provide two weeks' actual notice to their Constituency Assistant.
- The Member shall also inform the Constituency Assistant that they are entitled to the payment of termination pay.
- The Office of the Legislative Assembly will calculate the amount of the termination payment.
- The Office of the Legislative Assembly will issue payments on behalf of the Members; the payments will be made from centrally administered funds.
- Termination Formula (Summarized in Table 1):
  - for the first year of continuous service an amount equal to the wages (base salary) to which the employee is entitled if the employee had worked his or her usual hours of work for two weeks,
  - for the second year of continuous service an amount equal to the wages (base salary) to which the employee is entitled if the employee had worked his or her usual hours of work for one week,



- for the third year of continuous service an amount equal to the wages (base salary) to which the employee is entitled if the employee had worked his or her usual hours of work for one week,
  - for the fourth year of continuous service an amount equal to the wages (base salary) to which the employee is entitled if the employee had worked his or her usual hours of work for one week,
  - for the fifth year of continuous service an amount equal to the wages (base salary) to which the employee is entitled if the employee had worked his or her usual hours of work for one week.
- The maximum termination payable is six weeks.
  - In the event a particular Constituency Assistant enters into two or more contracts of employment with a Member during the course on one Assembly, the length of service for all of the contracts of employment will be calculated, for the purposes of termination pay, as if there had been only one contract of employment.

### Severance Entitlement

#### Based on Actual Years of Service Completed

Years of Service	Severance Entitlement
Less than 1 Year	2 Weeks
1 Year	2 Weeks
2 Years	3 Weeks
3 Years	4 Weeks
4 Years	5 Weeks
5 Years	6 Weeks

*Note: The maximum payable is 6 weeks.*

### Part B: Termination Pay for Constituency Assistants who resigned the Position of Constituency Assistant:

A Constituency Assistant who has three or more years of continuous employment and gives no less than two weeks notice of an intention to resign may be paid termination pay up to a maximum of six weeks pay.

The termination formula is outlined below:

- The Member shall inform the Constituency Assistant that they are entitled to the payment of termination pay.
- The Office of the Legislative Assembly will calculate the amount of the termination payment and such amount will be included in the termination letter prepared by the Member and sent to the Constituency Assistant.
- The Office of the Legislative Assembly will issue payments on behalf of the Members; the payments will be made from centrally administered funds.
- Termination Formula:
  - for the first year of continuous service an amount equal to the wages (base salary) to which the employee is entitled if the employee had worked his or her usual hours of work for two weeks,
  - for the second year of continuous service an amount equal to the wages (base salary) to which the employee is entitled if the employee had worked his or her usual hours of work for one week,
  - for the third year of continuous service an amount equal to the wages (base salary) to which the employee is entitled if the employee had worked his or her usual hours of work for one week,
  - for the fourth year of continuous service an amount equal to the wages (base salary) to which the employee is entitled if the employee had worked his or her usual hours of work for one week,
  - for the fifth year of continuous service an amount equal to the wages (base salary) to which the employee is entitled if the employee had worked his or her usual hours of work for one week.

- The maximum termination payable is six weeks.
- In the event a particular Constituency Assistant enters into two or more contracts of employment with a Member during the course of one Assembly, the length of service for all of the contracts of employment will be calculated, for the purposes of termination pay, as if there had been only one contract of employment.



# 6 Legislative Assembly Building and Services

Building Access and Use	6-3
Assembly Computer Services Acceptable Use Policy	6-23
Public Information	6-27
Nunavut Legislative Library and Information Services	6-27
Legislative Assembly's Visual Identity Policy	6-29
Use of Assembly Vehicles	6-30





## Building Access and Use

### Context

It is the intent of this policy to set guidelines to define the building access and acceptable use of the Legislative Assembly Chamber, Great Hall and Committee rooms to the benefit of all and to at all times uphold and not infringe upon the dignity of the Legislative Assembly and its precinct.

### Smoking and Alcohol

Smoking and the consumption of alcohol are prohibited at all times in the Legislative Assembly building. Smoking is allowed only outside the building where ashtrays are provided. Smoking is prohibited within a distance of three meters of any public entryway.

Management and Services Board decision 02-122 (June 2007) also designated the landings attached to both of the Assembly's main entryways, as well as the stairs, wheelchair ramps and areas within one meter of the front of the stairs and wheelchair ramp, as officially designated no smoking zones.



The areas around the cigarette butt disposal units attached to the planters on either side of the stairs on the parking lot side of the Assembly are designated smoking zones.



## Building Access and Hours of Operation

### Security

In order to preserve the privacy and security of individuals and property within the Legislative Assembly building, access restrictions are placed on various areas of the building. Security personnel are located in the Great Hall to monitor access to the building.



### Visitors Required to Sign-in with Security

A person visiting the office of a Member, Minister, or staff in the Legislative Assembly building is required to check in with security personnel and sign-in. Security will first confirm that the visitor is expected and only then will be permitted access. Upon leaving, the visitor must be escorted to the main floor beyond the red doors, and visitors must stop at the security desk to sign out. If the visitor wishes to visit another office or floor, security must again confirm that the visitor is expected.

### Visitors Not Required to Sign-in Security

Visitors wishing to view areas of the building open to the public, participate in a tour of the Legislative Assembly, or witness an active session of the Legislative Assembly are not required to sign-in at the security desk. Certain designated individuals including Deputy Ministers and Assembly contractors are granted pre-approved access to the Legislative Assembly and are not required to sign-in.

The main red entry doors in front of the elevator will remain locked at all times. This security measure significantly reduces problems with unauthorized visitors being present in Members' and staff work areas.

In order for staff who work in the building and Deputy Ministers to enter the office areas, you must use your access card (which is wallet-sized) or your electronic access card (FOB) (which can be attached to your key chain) to gain access to any of our three floors.

Persons who consistently neglect to carry their access cards/FOBs on their person will be required to be admitted under the same procedures as for visitors, which are outlined below. Ensuring that you remember to have your access key/FOB on your person will minimize any inconvenience to you.



For visitors to the building who wish to meet with MLAs or staff, the following will apply:

1. Security will phone the appropriate staff person, MLA or the representative of the Minister (EA and/or Executive Secretary), to inform them that a person or persons are waiting at the security desk to attend a meeting.
2. The appropriate staff person, MLA or representative is required to proceed in person to the security desk, and will sign the visitor sign-in/log-in sheet, and then will escort the visitor(s) to the meeting.
3. Once the meeting is concluded, the Member or staff will escort the visitor back to the security desk. The staff member or representative will again sign the visitor sign-in/log-out sheet. This will confirm that the visitor(s) was appropriately escorted in and out of the building.

#### Security Reminders:

- You should immediately report all accidents, incidents, thefts, lost keys or suspicious individuals to Security or the Facilities Manager.
- Only persons or staff using their access cards have unrestricted access to those areas to which they are authorized.
- Visitors must call a building occupant for entrance, be signed in and be escorted at all times.
- It is your responsibility to make sure the red door closes and that unauthorized people do not follow you into the Precinct.
- Do not let unauthorized persons into the Precinct and do not prop the doors open. Doing so compromises the safety procedures.
- Always take your access card with you and lock your door.
- Do not lend your access card to anyone.
- Your access card is for your personal use only.



### Office Hours:

When entering the building during normal office hours (8:00 a.m. to 5:45 p.m.) the main entrances are open to Members, staff, and the public.

Normal office hours can vary due to Committee and Session during extended operational hours.

- Visitors must sign-in and be escorted to and from their meeting.
- To access the Office Tower, the electronic access card (FOB) is used.
- The second floor locks down during normal office hours from 12:00 p.m. to 1:00 p.m. each day.

### After Hours:

When entering the building outside of normal office hours access to the Building is restricted to Members and staff.

Staff are restricted to their respective work areas.

- Exterior doors require an electronic access card (FOB).
- Once inside the exterior doors, a passcode is required to be inputted into the key pad; this provides access to the Great Hall.
- To access the Office Tower, the electronic access card (FOB) is used.
- The electronic access card (FOB) is used to go from the Great Hall to your area of work.
- All Member's have access to all three floors, except the Premier's suite.
- The Premier's suite is restricted to the Premier, Deputy Premier and their respective authorized staff.



### Access to Offices in the Legislative Assembly Building

Other than in an emergency situation or with the explicit permission of the Clerk of the Assembly or his/her official designate, access to an office by anyone other than the occupant is permitted only by invitation or with the prior permission of the occupant.

### Access of Law Enforcement Agencies and Other Persons on Official Business to the Legislative Assembly Precinct

The Precinct of the Legislative Assembly is defined in section 8 of the *Legislative Assembly and Executive Council Act*, which states:

In Iqaluit, the precinct of the Legislative Assembly is under the jurisdiction of the Speaker and includes:

- the Legislative Assembly Building and any other office, warehouse or storage space ordinarily and commonly used by the Members and the Officers and employees of the Legislative Assembly and;
- any space temporarily used by the Members and the Officers and employees of the Office of the Legislative Assembly for the business of the Legislative Assembly.

When the Legislative Assembly is sitting in another community or place in Nunavut, the precinct of the Legislative Assembly is under the jurisdiction of the Speaker, and includes all the spaces temporarily used by the Members and the Officers and employees of the Office of the Legislative Assembly during the sitting.

The Speaker's jurisdiction over the privileges of the Assembly extends to the Precinct, which includes buildings and lands ordinarily used by the Legislative Assembly. The Precinct does not include constituency offices.



A law enforcement officer includes any person responsible for the enforcement of a federal or territorial statute or regulation or a municipal bylaw.

A law enforcement officer is not attending on official business if he or she is meeting with a Member or a Minister or is attending a function otherwise open to the public and is not in the execution of policing duties.

Nothing in this protocol prohibits the Speaker from entering into agreements with law enforcement agencies granting access for the performance of certain duties on a regular basis.

### Access Protocol

#### Access by Police Officers:

A law enforcement officer seeking entry to the Precinct for official purposes shall:

1. contact the Clerk of the Legislative Assembly to request permission from the Speaker or his delegate to gain access to the Precinct and to set the terms and conditions of such access, if granted;
2. upon attending at the Legislative Assembly Building, identify himself to security as a law enforcement officer on official business and request that the Clerk's office be notified.

The Clerk shall:

1. In the case of a search warrant:
  - (i) advise the Speaker and the Law Clerk of the matter;
  - (ii) await the determination by the Speaker as regards to the validity and contents of the warrant;



- (iii) arrange for the room containing the documents being sought to be sealed or to have security personnel stationed to ensure no documents are removed or destroyed pending determination of the validity of the warrant;
  - (iv) if the Speaker determines the warrant to be valid, arrange for the police to have access to the room containing the documents;
  - (v) ensure that no one is allowed access to the room containing the documents until the warrant has been executed;
  - (vi) obtain a copy of the warrant and the names of the officers executing the warrant.
2. In the case of an arrest warrant:
- (i) advise the Speaker and the Law Clerk of the matter;
  - (ii) await the determination by the Speaker as regards to the validity and contents of the warrant; and,
  - (iii) if the Speaker approves the warrant, arrange for the person named in the warrant to be brought to an agreed place within the Legislative Assembly Building or the Precinct for the purpose of effecting the arrest.
3. In any other case:
- (i) advise the Speaker and the Law Clerk of the matter;
  - (ii) await the determination of the Speaker as to whether access shall be granted.

#### Access by Others:

A document server seeking entry to the Precinct shall:

1. contact the Clerk of the Legislative Assembly to request permission from the Speaker or his delegate to gain access to the Precinct and to set the terms and conditions of such access, if granted;
2. upon attending at the Legislative Assembly Building, identify himself to security as a document server there on official business and request that the Clerk's office be notified.



The Clerk shall:

1. in the case of legal documents intended for service on Members, other than Members of the Executive Council in their capacity as Ministers of the Crown or Officers of the Legislative Assembly:
  - (i) advise the Law Clerk;
  - (ii) advise the Member or Officer upon whom service is intended and determine if the person wishes to accept service at his place of work or at some other place within the Legislative Assembly Building or the Precinct;
  - (iii) if the person is willing to accept service, escort the document server to the person for the purposes of effecting service;
  - (iv) if the Member or Officer declines service, inform the document server that service will have to be effected at some other place.
2. in the case of legal documents intended for service on Members of the Executive Council in their capacity as Ministers of the Crown,
  - (i) advise the process server to effect service upon the Department of Justice, Legal Division;
  - (ii) notify the appropriate Minister that a legal document is being served on the Department of Justice on his or her behalf.
3. in the case of legal documents intended for service on the staff of Members, Ministers or Legislative Assembly staff:
  - (i) advise the Law Clerk;
  - (ii) advise the person named and determine if that person wishes to accept service at their place of work or at some other place within the Legislative Assembly Building or the Precinct;
  - (iii) if the person is willing to accept service, escort the document server to the person for the purposes of effecting service;
  - (iv) if the person declines service, inform the document server that service will have to be effected at some other place.

### Access of Languages Commissioner on Official Investigative Business to the Legislative Assembly Precinct

The Commissioner shall provide written notice upon receipt of a complaint to the Speaker and the Clerk. In the event the Commissioner undertakes an investigation in relation to the Legislative Assembly and wishes to exercise any powers under s. 31 of the Official Languages Act or s. 33.4 of the Inuit Languages Protection Act, the Commissioner shall notify the Clerk, in writing, of the steps which the Commissioner wishes to undertake to further the investigation.

The Clerk shall consider the notice provided by the Commissioner and if the Clerk considers that the matter being investigated relates to the administrative functions of the Office of the Legislative Assembly and does not impact on the privileges of the Legislative Assembly or its Members, the Clerk shall provide the information requested by the Commissioner.

However, if, upon considering the notice provided by the Commissioner, the Clerk is of the view that the matter being investigated or the information being sought impacts on the privileges of the Legislative Assembly or its Members, the Clerk shall refer the matter to the Management and Services Board.

A determination by the Management and Services Board with respect to the nature of the matter being investigated and the information being sought shall be final. The Management and Services Board shall provide direction to the Clerk regarding the information to be provided to the Commissioner.



## Storage Rooms

The Legislative Assembly maintains a number of storage rooms and facilities. Access to such rooms and facilities are assigned to specific designated staff.

## Members' Lounge

No one other than Members, legislative staff and pre-approved catering personnel in the performance of their duties, are permitted in the Members' Lounge during session.

## Members' Use of Committee Rooms

A Member who requires use of one of the three Committee Rooms (Natsiq, Tuktu and Nanuq) for meetings with constituents or other work relating to the Legislative Assembly, is required to book the room through the Clerk's Secretary. Notwithstanding, the Speaker retains the prerogative to reassign or cancel bookings without notice.

Members can book the use of Committee rooms for meetings with constituents and/or delegations. For evening and weekend meetings the Natsiq room is the designated meeting room available. A fee of \$250 a day or \$50 per hour (including GST) applies for a meeting only with constituents.

## The Chamber

The Chamber is the House of the elected representatives for the people of Nunavut. Its dignity must not be compromised and hence its usage is reserved exclusively for:

- Sittings of the Legislative Assembly;
- Events involving Heads of States, Parliamentary dignitaries or other publicly elected leaders;



- Canadian Parliamentary Association (CPA) events hosted by the Speaker in his capacity as the President of the Nunavut Branch;
- Events involving Officers of the House;
- Events sponsored by the Assembly (e.g., Youth Parliament);
- Swearing-in ceremonies for the Members of the Legislative Assembly and/or Members of the Executive Council pursuant to the *Legislative Assembly and Executive Council Act*;
- Swearing-in ceremony of the Commissioner and Deputy Commissioner of Nunavut pursuant to the *Nunavut Act*.

Any other proposed usage of the Chamber must be approved in writing by the Speaker of the Legislative Assembly of Nunavut

### Committee Room Reservations

Committee rooms are booked in the following priority:

- Meetings of the Management and Services Board, Standing and Special Committees;
- Meetings of Caucuses;
- Government of Nunavut departmental events;
- Special considerations.

During session the use of committee rooms is generally restricted to Committees and Caucuses.

### Public Use of Legislative Assembly's Great Hall (Main Lobby, Foyer)

The Great Hall may be used for non-partisan public meetings, displays and events.



The Legislative Assembly's facilities are not permitted to be used by Members to make announcements concerning their candidacy for any other office or for announcements concerning partisan activities.

Public events are restricted to the Great Hall and Ante-Chamber and require the support of a Member of the Legislative Assembly and confirmation by the Speaker and/or Clerk of the Assembly.

Government departments wishing to use the Great Hall must have the support of their Minister and the approval of the Speaker or the Clerk of the Assembly.

Public display or events within the building are subject to further limitations:

- All displays or events shall be sponsored by government or non-profit organizations only, and shall be non-partisan in nature;
- The sale of merchandise is not permitted;
- Events which solicit funds for profit are not permitted;
- All individuals and organizations interested in using the Legislative Assembly for a display or event should submit a written request outlining their requirements to the Clerk at least 15 working days prior to the requested date of the event/display;
- All events within the building must take place between 8:30 a.m. and 5:00 p.m. unless otherwise authorized by the Office of the Speaker or the Clerk of the Assembly;
- The use of space within the Legislative Assembly will be considered on the first request received basis; space will be allotted for a maximum of ten consecutive working days;
- The organizer of the event will be responsible for all set-up, take-down, staffing, and monitoring of displays, and must inform the Clerk as to who will be responsible for these actions;



- The organizer/sponsor will be responsible for any extra security and janitorial costs that are required for the display/event;
- The Legislative Assembly will not be held liable for the loss or damage of any of the organizer's/sponsor's property;
- The organizer/sponsor will be liable for damage to the Legislative Assembly property;
- The Clerk will inform the applicant as quickly as possible prior to the requested event/display date, as to whether the request has been approved or denied.

The Legislative Assembly building will not compete with other facilities in the City of Iqaluit for functions. The request should contain the dates and times requested, the amount of display space required, the purpose of the function, and the reason why the display or event cannot be held in a private facility.

Requests are considered by the Legislative Assembly based on:

- Their interest to visitors and residents;
- Whether or not they put the Legislative Assembly in a competitive position with private facilities; and
- Whether or not they would be suitable with the image of the Legislative Assembly.

Displays may include photographs, videos, written material or sample items. Displays may be manned, with the approval of the Facilities Manager, although freestanding displays are preferred.

*Please note that the Great Hall (Main Lobby, Foyer) is small and capacity is limited; refer to Fire Marshal and Occupancy Load Restrictions for further detail.*



## Fire Marshal and Occupancy Load Restrictions

All events held are subject to occupancy load restrictions and includes all persons on premises (guests, media, staff, catering, security personnel, etc).

As at September 2013, the occupancy load restrictions are as follows:

- Great Hall (Main Lobby): 189 persons (standing only), or
- Great Hall (Main Lobby): 100 persons in non-fixed seating, or
- Great Hall (Main Lobby): 80 persons non-fixed seating and tables.
- Legislative Assembly Chamber: 125 persons in fixed seating, non-fixed seating and tables.
- Legislative Assembly Ante-Chambers (Chamber Alcoves): 12 persons standing only, or six persons in non-fixed seating, or two persons in non-fixed seating and one table.

Occupancy load restrictions can and do change with seating and table arrangements. Large events nearing occupancy loads involves pre-planning consultations with the Office of the Fire Marshal. It is recommended that consultations should be completed two weeks in advance of events.

Authority: MSB decision # 03-109 (April 13, 2011)



## Building Tours

### Summer Tours

During the months of June, July and August, guided tours of the Legislative Assembly are run daily from Monday to Friday at 1:30 p.m., unless the Legislative Assembly is in Session. Tours are not available on weekends.

### Non-Summer Tours

During the remaining months of the year, all tours must be booked a minimum of one working day in advance by contacting the Public Affairs Officer:

- If the House is in Session, tours will be given Mondays through Thursdays between 9:00 a.m. to 10:00 a.m. only. Tours are not available on Fridays when the Assembly is in Session;
- If the Assembly is not in session, tours are available between 8:30 a.m. and 11:30 a.m. and between 1:00 p.m. and 4:30 p.m. from Monday to Friday;
- Tour times may be limited at times due to unforeseen circumstances and work schedules;
- Tours are not available on weekends.

## Parking

The Legislative Assembly parking lot has parking spaces with electrical outlets for Members and staff.

Allocation of spaces is as follows:

- At the front left, spaces for Members. [identified by Red signs with white lettering]
- At the front right, remaining spaces for the Office of the Clerk, Assembly vehicles and Members. [Blue signs with white lettering]



- The second row is for Assembly Building employees. [White signs with blue lettering]
- The back row is for guests, the general public, GN employees and for Assembly Building employees. [Black signs with white lettering]

## Renovations

Structural changes to Legislative Assembly Building require the approval of the Management and Services Board.

## Speaker's Prerogative

Nothing in this policy shall in any way be construed to limit the prerogative of the Speaker to make decisions or take action respecting the management of the Legislative Assembly building and its precincts outside the provisions of the policy.

Authority: MSB decision # 02-121 (June 1, 2007)

*The Legislative Assembly building will not compete with other facilities in the City of Iqaluit for functions.*

For further information please contact:  
Public Affairs Officer – 975-5156; or  
Director of Corporate Services – 975-5104.



## Building Exterior

### Flag Protocol for Half-Masting Flags at the Legislative Assembly of Nunavut

This Protocol defines the circumstances in which flags at the Legislative Assembly of Nunavut are to be flown at half-mast in recognition of the passing of prominent individuals and/or to mark occasions of significance that warrant such a demonstration of respect. The Protocol defines the Speaker of the Legislative Assembly's authority in respect to the half-masting of flags at the Precinct.

### Occasions for Half-Masting

- The National Flag and the Flag of Nunavut are to be flown at half-mast upon the death of:
  - The Sovereign, the Sovereign's spouse or the Heir to the Throne;
  - The Governor General or former Governor General of Canada;
  - The Commissioner of Nunavut, the Deputy Commissioner of Nunavut or a former Commissioner of Nunavut or Deputy Commissioner of Nunavut;
  - The Prime Minister of Canada or a former Prime Minister of Canada;
  - The Senator for Nunavut or a former Senator for Nunavut;
  - The Member of Parliament for Nunavut or a former Member of Parliament for Nunavut; and
  - A Member of the Legislative Assembly of Nunavut or a former Member of the Legislative Assembly of Nunavut.

Upon the death of a Member of the Legislative Assembly of Nunavut or a former Member of the Legislative Assembly of Nunavut, the flags of the communities which were located in the constituency that the Member or former Member most recently represented in the Legislative Assembly are to be flown at half-mast<sup>1</sup>.

<sup>1</sup>From time to time, extreme winter temperatures can result in the freezing of the internal equipment that is located inside of flagpoles and which is used to raise and lower flags.



- Upon the death of the Commissioner of Nunavut, a former Commissioner of Nunavut, the Deputy Commissioner of Nunavut, a former Deputy Commissioner of Nunavut, the Senator for Nunavut, a former Senator for Nunavut, the Member of Parliament for Nunavut or a former Member of Parliament for Nunavut, the flag of the community in which the deceased was ordinarily a resident of at the time of his or her death is to be flown at half-mast.
- Flags are to be flown at half-mast until sunset on the day of the official memorial service for the deceased whose passing is marked by the half-masting of the flags. In recognition of the Northern seasons, sunset is deemed to occur at 18:00.
- The National Flag and the Flag of Nunavut are to be flown at half-mast from sunrise to sunset on the following occasions:
  - April 28, *Day of Mourning for Persons Killed or Injured in the Workplace*;
  - Last Sunday in September, *Police and Peace Officers' National Memorial Day*;
  - November 11, *Remembrance Day*; and
  - December 6, *National Day of Remembrance and Action on Violence Against Women*.

### Discretionary Authority of the Speaker

The Speaker of the Legislative Assembly or his designate may, at his or her sole discretion, approve the half-masting of the National Flag, the Flag of Nunavut or any Community Flag in circumstances that are not provided for in this Protocol. Such circumstances include tragedies of a territorial or national nature resulting in the deaths of a significant number of individuals or the passing of individuals who, in the judgement of the Speaker, have made a significant contribution to the territory or the nation.



From time to time, flags that are flown in Nunavut communities may be half-masted to mark the passing of respected local residents or other occasions that the community deems to warrant a display of mourning. The Speaker may, upon request from the Mayor of the community and/or the Member of the Legislative Assembly representing the constituency in which the community is located, direct that the appropriate Community Flag be half-masted at the Legislative Assembly Precinct.

### Office Window Signs

Members of the Legislative Assembly and Legislative Assembly Building staff may not display in areas visible to the public outside of the Legislative Building any materials that depict:

- nudity or sexual activity;
- religious or political messages;
- any other material that the Board, from time to time, may deem to be inappropriate.

Discussion or inquiries regarding the application of this policy should be directed to the Clerk.

Authority: MSB decision # 03-01-144 (October 29, 2003)



## Assembly Computer Services Acceptable Use Policy

### Introduction

The Office of the Legislative Assembly of Nunavut (OLA) provides a professional environment in which elected Members and staff feel free to create and collaborate with colleagues within our organization and external groups without fear that the products of their work will be violated, misrepresented, tampered with, destroyed or stolen. The computing environment at OLA supports regular Members and not Members of the Executive Council and is intended to encourage an atmosphere based on both trust and confidentiality.

This policy is intended to provide a guide to the appropriate use of computer resources while protecting the OLA, its elected Members and its staff from repercussions, which might stem from inappropriate use. It does not intend to unnecessarily restrict the use of these tools in support of regular business of the Legislature.

### Scope

The LA – Computer Support Services unit of the Office of the Clerk (LA-CSS) is responsible for the management of Assembly computing services and the physical inventory of all software and hardware resources used by the Office of the Assembly. The LA-CSS is responsible for the management of the Assembly email and network system as well as for the general administration of all computer services, policies and acceptable use guidelines.



This policy applies to account holders and users of Information Systems managed by the Assembly Office. This Account Holder Acceptable Use Policy defines the roles and responsibilities of account users who are given access privileges to Legislative Assembly network resources, including work stations, servers, and the Internet.

Legislative Assembly Network Account Holders understand and agree to the following:

#### Guidelines for Appropriate Use

- Information resources at the OLA are for the sole use of Members and staff. These resources will be used in accordance with the policy and regulations outlined in this document.
- Equipment and resources are provided for the use of Members and staff to assist in the performance of their job duties.
- Network users will be provided access through a registered account. Those eligible for accounts are regular Members, staff of the OLA, interpreter-translators and other contractors who have taken an oath through contract respecting confidentiality.
- Requests for network accounts must be directed to the LA-CSS.
- OLA account holders are responsible for their network accounts. Accounts and passwords should not be shared with anyone.
- Account holders must not download or install any software unless identified as authorized software or otherwise approved by the LA-CSS.
- Account holders must not access other account holders' data/records/files unless previous authorization has been obtained by the user nor must they attempt to access other network resources to which the user does not have normal access.
- Occasional and reasonable personal use of the Assembly's Internet and email services is permitted, provided that this usage does not interfere



with work performance. These services may be used outside of scheduled hours of work, provided that such use is consistent with professional conduct.

- To ensure greater privacy and confidentiality, system users must change their network passwords on a regular basis and keep their password confidential.

### Electronic Mail

- Electronic mail is a personal communication tool provided to account holders on the LA system. It is essential that users are aware that this form of communication should never be considered private or secure.
- It is the nature of most email systems that the security of messages cannot be guaranteed.
- Account holders are responsible for any and all documents or email sent from their account.
- The OLA takes all reasonable precautions to ensure the security of the network. Due to the susceptibility of email to transport computer viruses, some types of attachments, known to carry viruses are not accepted. If you find that a business-related attachment is being sent to you is not being accepted, please contact LA-Computer Support Services to make alternative arrangements.
- Incoming email is scanned for viruses. There is no reading or monitoring of this mail. Any email found to be infected will be returned to the sender with a message indicating a detected virus and that it will not be accepted until cleaned.
- Account holders should use good judgment when sending email. Keep in mind the content and tone of the message.
- Due to the nature of this medium, it should not be used as storage for valuable files. Although it is backed up nightly, data will only be restored in the case of a complete file server failure.



## Internet Access

Internet access has been provided as a tool to do business and should be treated as such. The OLA does not currently filter or otherwise restrict access to specific websites through its Internet connection. It does however restrict certain traffic from entering/leaving our network.

- Users of this service are cautioned that they are responsible for exercising the appropriate discretion in use of sites.
- The Internet is not regulated by legislation at this time, so the truth and accuracy of information on the Internet should be verified if possible.

### Note:

*Policies specified in this document will be revised and new ones developed, on an ongoing basis, and as network access requirements arise. Users will be notified of any changes to this document. The LA Computer Support Services monitors the use of corporate network resources on a daily basis. The LA-CSS will initiate appropriate measures if a user contravenes these policies. If in doubt, users may seek the advice of the LA-CSS through the LA-Help Desk on the proper use of network resources.*

Authority: MSB decision # 03-01-133 (May 22, 2003)

For further assistance with computer services including email and internet services both in your constituency and while in Iqaluit, please contact:

Manager of Information Systems 975-5066, or  
Systems Technician 975-5172.



## Public Information

The Legislative Assembly of Nunavut publicizes events in a number of different ways. Meetings of the Legislative Assembly are always publicized in the Nunatsiaq News, Kivalliq News and News North. Public consultations are generally advertised locally within the communities the consultations are taking place and are also sometimes advertised in the local papers. Special events at the Assembly, such as the opening of an art exhibit are generally advertised over local radio and via email to the staff of the Government of Nunavut.

## Nunavut Legislative Library and Information Services

### Library Services

Nunavut Legislative Library provides reference and information services to Members of the Legislative Assembly in support of their role as representatives of the people of Nunavut.

Resources and services are provided on a priority basis to Members of the Legislative Assembly and their staff, Standing and Special Committees, the Office of the Speaker, the Office of the Clerk, Legislative Assembly Research Service and Government of Nunavut (GN) departments. The Library also welcomes members of the public, including researchers from around the world, to use the collections in-house.



The Library holds and assigns International Standard Book Numbers (ISBNs) on behalf of Library and Archives Canada (LAC) for publications of the Government of Nunavut. It, therefore, also has the responsibility of ensuring two copies of each GN document is deposited with LAC.

### Library Resources

It is the responsibility of the Legislative Library to collect and make accessible a comprehensive collection of the public documents of the Legislative Assembly of Nunavut and the Government of Nunavut. A repository of GN e-documents is being built and hard copy documents continue to be acquired.

The library collection focuses on government and public administration, parliamentary practice, politics, issues relating to Aboriginal people and the circumpolar north. Other topics which are of direct relevance to Nunavut are also collected, for example, health, housing, education and environmental science.

Materials in the Library include:

- Books, videos, CDs and DVDs
- Newspapers and magazines; northern newspapers are available from 1999 to present
- Online access to the Globe & Mail
- Press releases from GN & other Nunavut organizations
- Nunavut Implementation Commission reports (hard copy & digital)
- Inuktitut dictionaries, glossaries and traditional knowledge texts

The library collects materials in the four languages of Nunavut: Inuktitut, Inuinnaqtun, English and French. The library catalogue which is posted on the web is in Roman orthography and Inuktitut syllabics: [www.nunavut-libcat.nu.ca](http://www.nunavut-libcat.nu.ca).



Partnerships with other libraries in Nunavut and across Canada and Internet search capabilities of staff ensure access to an incredible wealth of information.

Nunavut Legislative Library and Information Services is located on the third floor of the Legislative Assembly Building.

For more information, please contact:  
Legislative Librarian or the Library Technician at:  
867-975-5132  
867-975-5190 (fax)  
[library@assembly.nu.ca](mailto:library@assembly.nu.ca)

## Legislative Assembly's Visual Identity Policy

### Coat of Arms

1. The coat of arms shall be used in all advertising, promotion, public notices, and meetings that involve the Members of the Assembly, including:
  - Session
  - Meeting of Committees and Caucuses of the Assembly
  - Management and Services Board
  - Identification of Members constituencies offices
2. The coat of arms shall be used in the advertisement for recruitment of employees and independent Officers of the Assembly and other positions identified in the Legislative Assembly and Executive Council Act.
3. The coat of arms shall be used in any material produced on behalf of Members that is used in the Chambers or for standing committees (binder/folder identification/note pads, etc.).



### Coat of Arms Letterhead

1. Full colour coat of arms letterhead shall be used for all correspondence signed by the Speaker.
2. Full colour coat of arms letterhead shall be used for all correspondence that is not internal and inter-departmental.
3. Blue colour coat of arms letterhead shall be used for all correspondence that is internal and inter-departmental to the Assembly and the GN.

### Size of Logo

1. 1" tall by .87" wide for standard items
2. 1.5" tall by 1.3" wide for items where the COA is to be emphasized

### Other

If a situation arises where a logo is to be applied which falls outside of the scope of this policy then the Clerk must be consulted.

## Use of Assembly Vehicles

### General

The Legislative Assembly maintains two dedicated vehicles.

The vehicles provide transportation for the administrative staff while conducting business on behalf of the Assembly and may be assigned to a Member under certain conditions.



## Guidelines for Use

Vehicles are to be used for Legislative Assembly business only.

If Members have constituency duties while in Iqaluit, they can use the Assembly vehicles provided they are returned at the close of normal working hours.

Special approval through the Clerk's office is required if the vehicle is requested for evening or weekend use. The vehicle may be taken after business hours, only if it is to be used for Legislative Assembly business.

Members and staff signing out the vehicles must hold a valid class 5 drivers' license issued by the Motor Vehicles Branch of Nunavut. The Clerk's Office has the right to inspect the license before the vehicle is signed out.

The vehicles must be signed out and signed back in with the Manager of Member Services or the Clerk's Executive Secretary at the Office of the Clerk.

Prior to returning the vehicle, the user must ensure the gas tank is full if at or near half the capacity, and ensure all fluid levels are checked. Fuel and fluids can be charged at either Iqaluit gas bar. Please sign their invoice as proof that the charge was for Assembly business.

All personal belongings and garbage must be removed from the vehicle at the conclusion of each trip.

The Assembly will not pay traffic fines, parking tickets, or towing charges incurred by the user of the vehicle if the vehicle was not used for Assembly business. These charges are the responsibility of the user.



Smoking is not permitted in the Assembly vehicles.

Drivers of the Assembly vehicle will follow all rules of safe driving and obey all traffic laws.

### Accidents

If there is an accident, the user must complete an accident report form, found in the vehicle logbook in the glove compartment and inform the Clerk's Office.

If there is an injury of any kind or damage to the vehicle or another vehicle or property estimated over \$1,000, the RCMP must be notified immediately.

If there is damage to a vehicle or property and there is no third party, the user may be held liable for the costs to repair the vehicle.

### Allocation of Vehicles

The Clerk's Office shall monitor vehicle use. If a vehicle will be needed for a specific event, it may be reserved ahead of time.

### Charge-out Fees

Fees will be charged at rates that are comparable to market rates in Iqaluit. These rates are important to ensure that Members use the vehicle wisely and to help ensure that it is available when required.



A charge-out fee will be levied on the use of the vehicle by MLAs and charged to the Member's constituency budget, as follows:

- There is no charge to a Member if the Member uses and returns the vehicle to the Assembly within an hour.
- According to MSB policy, a service fee may be charged to the Member's constituency budget per hour after retaining the vehicle after the hour of sign-out. This would be similar to the cost of a taxi fare to and from downtown Iqaluit with a number of stops.

