

2021 - 2024



Office of the Legislative Assembly of Nunavut

BUSINESS PLAN: 2021-2024

OFFICE OF THE LEGISLATIVE ASSEMBLY OF NUNAVUT
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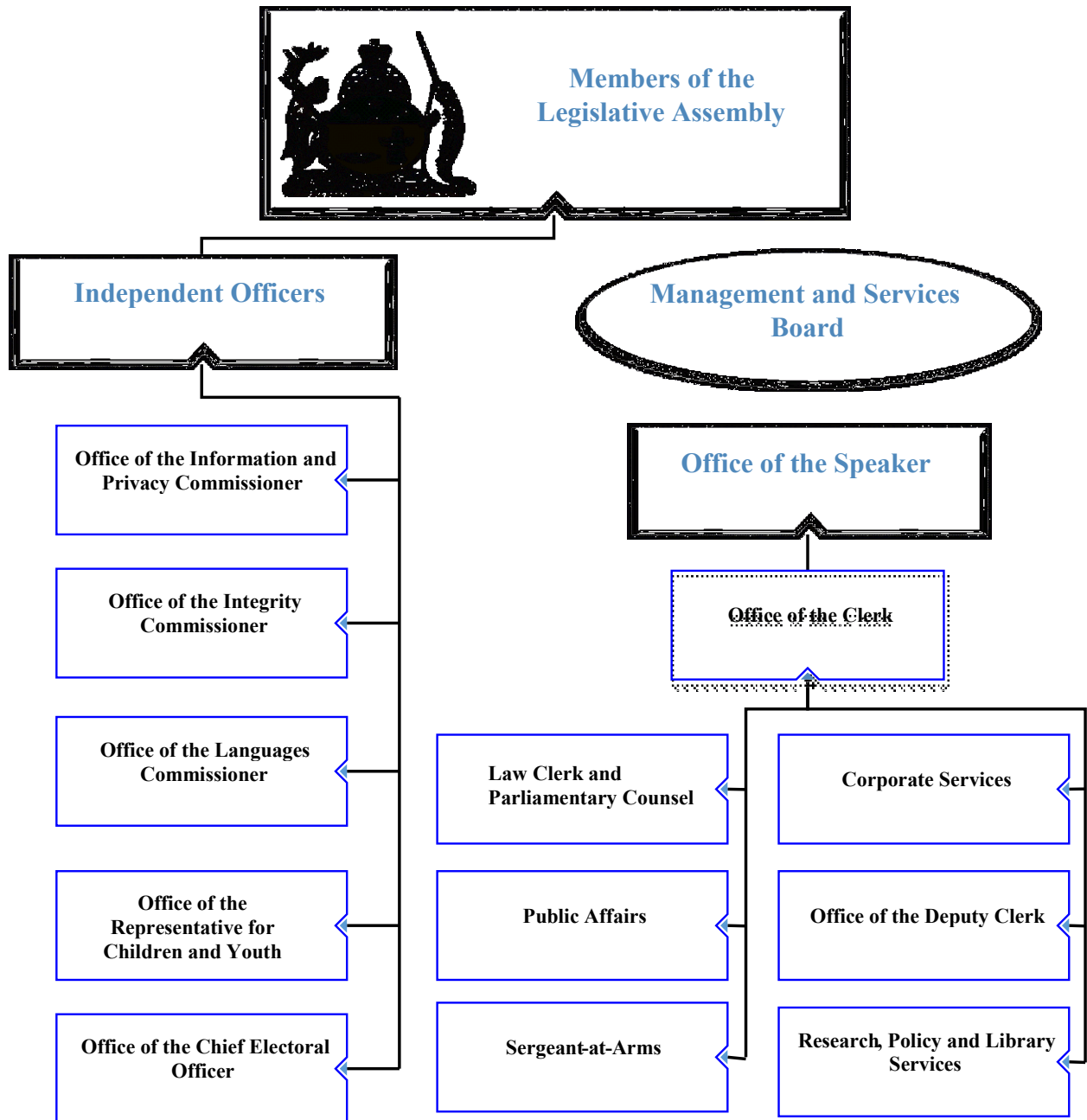
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Figure 1
The Organization of the Legislative Assembly of Nunavut



CORE BUSINESS

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

	Budget (\$000)			
	2020-21	2021-2022	2022-2023	2023-2024
Assembly Operations	9,615	9,211	9,211	9,211
Expenditures on Behalf of Members	11,957	12,225	13,725	13,725
Support to Independent Officers of the Legislative Assembly	5,698	7,334	5,834	5,834
TOTAL	27,270	28,770	28,770	28,770

Assembly Operations

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

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

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



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

Objectives

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

Programs	Budget (\$000)	2020-21	2021-22	2022-23	2023-24
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Office of the Clerk		1,224	1,415	1,415	1,415
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- The provision of advice and support to the Speaker, Members, Caucus and Committee Chairs on matters of parliamentary procedure and privilege;
- The maintenance of the papers and records of the Legislative Assembly;
- The co-ordination of Committee and Caucus scheduling and meetings of the Legislative Assembly;
- The protection of the dignity and decorum of the House by the Sergeant-at-Arms; and
- The provision of a safe, aesthetically pleasing and culturally appropriate working environment for Members and Assembly employees.

Office of the Speaker		427	280	280	280
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- Support to the Office of the Speaker in the execution of the office-holder's duties as the official representative of the Legislative Assembly and Chair of the Management and Services Board;
- Support to the Office of the Speaker with respect to Nunavut's participation in national and international events of the Commonwealth Parliamentary Association; and
- Support to the Office of the Speaker in the execution of the office-holder's duties as Chairperson of the Order of Nunavut Advisory Council.



Sessional Administration **2,375** **2,435** **2,435** **2,435**

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

**Standing and Special
Committee Administration** **860** **680** **680** **680**

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

**Research, Policy and Library
Services** **1,201** **1,036** **1,036** **1,036**

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

Public Affairs **50** **50** **50** **50**

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



Corporate Services	3,478	3,315	3,315	3,315
<ul style="list-style-type: none">• The administration of the financial management and human resources functions of the Office of the Legislative Assembly;• The administration of Members' indemnities, allowances and benefits;• The administration of retiring allowances for Members;• The delivery of specialized Members' services in the area of constituency office operations, sessional and committee travel support;• The management of the Legislative Assembly Precinct and tangible assets;• The maintenance of the Legislative Assembly website;• The administration of the Legislative Assembly's TV broadcasting system;• The provision of information technology support to the Office of the Legislative Assembly, Members' constituency offices and Regular Members' capital offices; and• The provision of training to Members' constituency assistants in Legislative Assembly policies and procedures.				
Total, Assembly Operations	9,615	9,211	9,211	9,211

Priorities (2020-21)

- Conduct the 8th Speaker's Biennial Youth Parliament during the fall of 2020.
Status: Cancelled due to COVID-19 pandemic.
- Support the Order of Nunavut Advisory Council in its consideration of nominations to the Order and the organization of investiture ceremonies.
Status: 2019 recipient of the Order announced on September 28, 2020.
- Support the statutory reviews of the *Official Languages Act*, the *Inuit Language Protection Act* and the *Representative for Children and Youth Act*.
Status: Ongoing. Amendments to the Inuit Language Protection Act were made by way of passage of Bill 25 during the fall 2020 sitting of the Legislative Assembly.

Priorities (2021-22)

- Conduct the Orientation and Transition Program for the Members of the 6th Legislative Assembly
- Conduct the 2021 *Our House to Your Home* Speaker's Community Tour Program [dependent on status of COVID-19 pandemic].
- Support the Order of Nunavut Advisory Council in its consideration of nominations to the Order and the organization of investiture ceremonies.



Priorities (2022-23)

- Conduct the 9th Speaker's Biennial Youth Parliament during the fall of 2022 [dependent on status of COVID-19 pandemic].
- Support the Order of Nunavut Advisory Council in its consideration of nominations to the Order and the organization of investiture ceremonies.

Priorities (2023-24)

- Conduct the 2023 *Our House to Your Home* Speaker's Community Tour Program [dependent on status of COVID-19 pandemic].



Expenditures on Behalf of Members

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

Objectives

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

Programs	Budget (\$000)	2020-21	2021-22	2022-23	2023-24
Indemnity, Allowance and Constituency Administration		11,957	12,225	13,725	13,725
Total, Expenditures on Behalf of Members		11,957	12,225	13,725	13,725

- Administer the payment of all indemnities, allowances and benefits due to Members;
- Administer the payment of all Members' constituency work expense claims and constituency assistant-related expenditures;
- Administer leasing and payment for all constituency offices;
- Administer the system of retiring allowances provided to Members; and
- Prepare, in co-operation with the Department of Justice, all regulations made by the Speaker on the approval of the Management and Services Board pursuant to the *Legislative Assembly and Executive Council Act* with respect to indemnities, allowances and benefits for Members.

Priorities (2020-21)

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

Status: Requirements are being met on an ongoing basis.



Priorities (2021-22)

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

Priorities (2022-23)

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

Priorities (2023-24)

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

Support to Independent Officers of the Legislative Assembly

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

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

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



Objectives

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

Programs	Budget (\$000)	2020-21	2021-22	2022-23	2023-24
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Support to the Information and Privacy Commissioner

125	500	500	500
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- Support the office in the development and administration of its annual budget;
- Facilitate the translation and production of annual reports and other documents;
- Collaborate in the development of websites and other initiatives; and
- Collaborate in the development of legislative initiatives that fall under the jurisdiction of the Legislative Assembly.

Support to the Languages Commissioner

1,410	1,410	1,410	1,410
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- Support the office in the development and administration of its annual budget; and
- Provide certain centralized services to the office in the areas of financial processing, human resources management and contracting.

Support to the Integrity Commissioner

100	100	100	100
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- Support the office in the development and administration of its annual budget;
- Facilitate the translation and production of annual reports and other documents;
- Collaborate in the development of websites and other initiatives; and
- Collaborate in the development of legislative initiatives that fall under the jurisdiction of the Legislative Assembly.



Support to the Chief Electoral Officer

1,702	2,988	1,488	1,488
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- Support the office in the development and administration of its annual budget;
- Collaborate in the development of websites and other initiatives; and
- Collaborate in the development of legislative initiatives that fall under the jurisdiction of the Legislative Assembly.

Support to the Representative for Children and Youth

2,336	2,336	2,336	2,336
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- Support the office in the development and administration of its annual budget; and
- Provide certain centralized services to the office in the areas of financial processing, human resources management and contracting.

Total, Support to Independent Officers of the Legislative Assembly

5,698	7,334	5,834	5,834
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Priorities (2020-21)

- Finalize the Information and Privacy Commissioner’s transition to a full-time role, including a Nunavut-based office.

Status: Motion to recommend appointment of new Information and Privacy Commissioner adopted during fall 2020 sitting of the Legislative Assembly. Office-holder assumes duties on January 11, 2021.

Priorities (2021-22)

- Support Elections Nunavut in the lead-up to the 6th territorial general election, which will be held on October 25, 2021.

Priorities (2022-23)

- Initiate preparatory work in anticipation of the expiry of the appointments of the current Chief Electoral Officer (October 18, 2023) and Integrity Commissioner (October 23, 2023).

Priorities (2023-24)

- Initiate preparatory work in anticipation of the expiry of the appointment of the current Representative for Children and Youth (July 22, 2024).



APPENDIX: Financial Summary

Branch	2020 – 2021 Main Estimates		2021 – 2022 Main Estimates		2022 – 2023 Planned		2023 – 2024 Planned	
	\$0	PYs	\$0	PYs	\$0	PYs	\$0	PYs
ASSEMBLY OPERATIONS								
Salary	3,994	24	3,918	24	3,918	24	3,918	24
Grants & Contributions	—		—		—		—	
Other O&M	5,621		5,293		5,293		5,293	
Subtotal	9,615		9,211		9,211		9,211	
EXPENDITURES ON BEHALF OF MEMBERS								
Salary	6,897		6,755		6,755		6,755	
Grants & Contributions	—		—		—		—	
Other O&M	5,480		5,470		6,970		6,970	
Subtotal	12,377		12,225		13,725		13,725	
INDEPENDENT OFFICERS								
Salary	3,073	20	4,145	22	4,145	22	4,145	22
Grants & Contributions	0		0		0		0	
Other O&M	2,205		3,189		1,689		1,689	
Subtotal	5,278		7,334		5,834		5,834	
TOTAL	27,270	44	28,770	46	28,770	46	28,770	46

Department Summary	2020 – 2021		2021 – 2022		2022 – 2023		2023 – 2024	
	\$000	PYs	\$000	PYs	\$000	PYs	\$000	PYs
Salary	13,964	44.0	14,818	46.0	14,818	46.0	14,818	46.0
G&C	-		-		-		-	
Other O&M	13,306		13,952		13,952		13,952	
total	27,270		28,770		28,770		28,770	



Office of the Legislative Assembly

INUIT EMPLOYMENT PLAN: 2021-2026

Overview of the Office:

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

The standing and special committees of the Legislative Assembly fulfill important functions in the legislative process. The review of proposed legislation ensures that bills are scrutinized before becoming law. Televised hearings on annual reports of independent officers and other matters support transparency and accountability.

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

Operations and Locations

The OLA is located in Iqaluit, with 24 positions (excluding Members of the Legislative assembly (“MLAs”))

The OLA works in three main branches:

- Assembly Operations (24 positions)
- Expenditures on Behalf of Members (0 positions)
- Independent Officers¹ (19 positions)

¹ Refer to individual IEP documents for the Office of the Languages Commissioner, Elections Nunavut, and the Office of the Representative for Children and Youth

Employment Categories in the Office as of September 30, 2020

In its Public Service Annual Report and in its Towards a Representative Public Service (TRPS) quarterly reports, the GN reports positions across six occupational categories: Executive, Senior Management, Middle Management, Professional, Paraprofessional and Administrative Support.

Employment Summary, by Category							
	Total Positions				Nunavut Inuit		
	Total Positions	Vacancies	Filled	% Capacity	Hired	% IEP	
Executive	2.00	1.00	1.00	50%	-	0%	
Senior Management	2.00	-	2.00	100%	-	0%	
Middle Management	3.00	-	3.00	100%	1.00	33%	
Professional	5.00	1.00	4.00	80%	2.00	40%	
Paraprofessional	7.00	-	7.00	100%	5.00	71%	
Administrative Support	5.00	-	5.00	100%	5.00	100%	
Total Employment Categories	24.00	2.00	22.00	92%	13.00	59%	

Within the Office of the Legislative Assembly, most of the 19 positions as of September 30, 2020 which are categorized as Senior Management, Middle Management, Professional and Paraprofessional, correspond with the need for post-secondary (college or university) education as well as on-the-job training and experience. Five positions are categorized as Administrative Support, corresponding with the need for completion of secondary/high school (or equivalent) education. Two positions are categorized at the Executive level, which generally also requires post-secondary education.

Capacity in the Office

The Office of the Legislative Assembly has capacity in respect to three linguistic communities: Inuktitut-speaking, English-speaking and French-speaking people.

Inuit Employment

As of September 30, 2020, the Office had an overall Inuit employment rate of 59%.

The Office will seek to increase Inuit employment representation through the current vacancies.

Job Category	Position Titles	Filled/Vacant (I=Nunavut Inuk)
Executive	Clerk of the Assembly	F
	Deputy Clerk	V
Senior Management	Director of Operations and Financial Services	F
	Director of Research, Policy and Library Services	F
Middle Management	Manager of Corporate Services	F (I)
	Manager of Information Technology and Broadcasting	F
	Manager, of Facilities and Security Services	F
Professional	Legislative Librarian	F
	Clerk Assistant	F (I)
	Research and Policy Analyst	V
	Senior Research and Policy Analyst	F
	Public Affairs Officer	F (I)
Paraprofessional	Finance Officer (x3)	F (x3) (I x3)
	Human Resources Development Officer	F
	Junior Research and Policy Analyst	F (I)
	Systems Technician	F (I)
	Technical Services Officer	F
Administrative Support	Manager of Member Services	F (I)
	Administrative Assistant to the Clerk	F (I)
	Library Assistant	F (I)
	Administration Receptionist	F (I)
	Members Services Officer	F (I)

Inuit Language Requirements by Employment Category

Inuit language is a requirement in four (8) or 32% of the positions in the Office of the Legislative Assembly, while all positions identify knowledge of the Inuit Language as an asset when screening potential candidates.

Within all positions in the Office of the Legislative Assembly, nine (9) employees receive a designation under the Government of Nunavut's Inuit Language Incentive Policy.

Training and Development Plans

The Office identifies employee training and development programs through annual performance reviews and goals and objectives-setting processes. Managers are expected to work with each direct reporting employee to actively identify areas where training and development opportunities would benefit the employee's career goals and to support their employees in forming a plan to attain appropriate training and development to assist in accomplishing these goals.

In addition, all employees are continually notified and informed of all training and development opportunities that are provided by the Government of Nunavut through various initiatives.

Current Issues and Opportunities

Within the Office of the Legislative Assembly, a number of positions are specialized and require formal education and/or qualifications. While formal education may be a requirement for some positions, the OLA has identified that there is a need to continue to analyze job descriptions as positions become vacant to ensure that the education and work experience requirements are not over inflated and that appropriate equivalencies are considered. The OLA maintains this process by working closely with Department of Human Resources reviewing the job descriptions.

The Office will continue to ensure that the minimum education, work experience and language(s) identified in job descriptions pertain to roles where it is an absolute requirement. Mentorship is also a value-added investment to help Inuit succeed.

Potential Future Issues and Opportunities

The 2018-2019 *Public Service Annual Report* indicates that the average age of a member of the Nunavut public service was 44.85 years.

For the purpose of planning and forecasting for possible future vacancies in the Office, OLA is using this data to be informed of the "retirement potential" while keeping in mind those employees may not retire when the time comes.

About Inuit Employment Goals and Targets

Departments and territorial corporations set their Inuit employment goals and targets by considering labour supply and demand factors in Nunavut as a whole and in the communities where their offices are located. The Office of the Legislative Assembly is considering the same factors. Factors may include:

- The availability, interest and level of preparedness of Inuit for government employment, as documented in Nunavut Inuit Labour Force Analysis products and related summaries prepared by the GN;
- Trends in the number of Inuit who are likely to be qualified now for available positions or high-demand occupations;
- Trends in the number of Inuit who are likely to become qualified over time for available positions or high-demand occupations;
- Competition for skilled Inuit throughout the GN and with other employers in the territory;
- Recent trends in staffing and recruitment in the OLA;
- Operational requirements and approved positions (PYs) and budgets; and
- Vacancies and projected turnover rates in the Office of the Legislative Assembly.
- In setting short-term and medium-term goals, the OLA did not exceed the approved number of positions (PYs) in each employment category as of the date of the IEP.

Short-Term and Medium-Term Goals

Short-term goals are within 3 years from 2020, by March 2023. By March 2023, the OLA's objective is to increase Inuit representation from 59% to 70% by:

- Reviewing job descriptions to ensure that education, work experience and language requirements are not inflated in job descriptions;
- Assessing all vacancies to determine whether it is feasible to re-profile the position to create an internship or other career development opportunity;
- Promoting and making use of GN training and career development programs;
- Providing specialized training to current professional and paraprofessional staff to develop their current skills;
- Using restricted competitions; and
- Fostering a positive work and learning environment in the Office.

Between now and 2026, the Office will focus on initiatives that create long-term, sustainable Inuit employment in all categories. The Office will continue to utilize various human resource initiatives to support the development of our employees internally to provide career advancement opportunities for our paraprofessional and professional positions. Such initiatives include education leave and professional development (both external and internal).

The OLA will work with Inuit employees who seek career advancement to ensure opportunities for our identifying positions for the internships and mentoring programs. These initiatives are long-range in nature and require the commitment of the targeted staff as well as a financial investment on the part of the Office.