

# Members' Dissolution Guidelines and Information on Indemnities, Allowances, and Services in the 2017 Election Year



Prepared by the Office of the Clerk under the authority of the

Management and Services Board of the  
Legislative Assembly of Nunavut

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# Overview

These guidelines are provided for Members and staff of the Legislative Assembly of Nunavut. The purpose of this document is to describe the allowances and services which are available to Members in the 2017 election year.

The guidelines also outline the services available from the days on which the 4<sup>th</sup> Legislative Assembly is dissolved, including the day the writ of election is issued, the polling day and the day the writ of election is returned.

A basic underlying principle of democratic elections is that there must be a level playing field for all candidates. For clarification, an incumbent Member should not have an advantage over other candidates because of access to public funds, or because of his or her status associated with being a Member of the Legislative Assembly.

## Frequently Asked Questions

**Q. Am I still considered to be a Member of the Legislative Assembly after the Legislative Assembly dissolves?**

A. No. The issuance of a writ of election follows the dissolution of the current Legislative Assembly. Since there is no legislature, Members are no longer Members of the Legislative Assembly.

However, it is important to note that members of the Executive Council remain members of Cabinet (until the appointment is terminated), and the Speaker remains Speaker until the election of a new Speaker on the first sitting day of the first session of the new Legislative Assembly.

**Q. If I am no longer a Member, do I continue to be paid?**

A. Yes. Members continue to receive their Basic Indemnity, Nunavut Northern Allowance, and Housing Allowance (if applicable) up to the day preceding polling day. (Refer to 2 item on Page 6).

After polling day, Ministers and the Speaker will receive only their “Additional Indemnity” for the period of time up until they are replaced in office.

**Q. If I am currently a Member, can I use “MLA” or “Honourable Member” on my election campaign advertising?**

A. No. Once the Legislative Assembly is dissolved, Members are no longer Members of the Legislative Assembly.

**Q. Do I have to close my constituency office after dissolution of the 4<sup>th</sup> Legislative Assembly?**

A. Yes. All constituency offices have to remain closed from the day of dissolution up to polling day. If you are re-elected or a newly elected Member who is acclaimed, the office must remain closed until the return of the writ of election. (Refer to Page 14 and 15 for additional detail.)

**Q. Can I continue to assist my constituents following dissolution?**

A. Yes. You can assist constituents provided no financial obligations are incurred to the Assembly.

- For constituency concerns related to the Assembly, you may wish to refer constituents to the Assembly’s toll-free number: 1-877-334-7266.
- For constituency concerns related to the Government of Nunavut, you may wish to refer constituents to the government’s toll-free number: 1-888-252-9869.

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## Key Election Dates

The following events are the important dates for Members and Legislative Assembly staff to remember in the preparation and planning for the General Election.

These dates, as set out in **Table 1**, form the basis for calculation of Members' indemnities, expenses and allowances.

**Table 1. – Significant Events**

Table 1.	
<b>Significant Events</b>	<b>Date</b>
Dissolution	Sunday, September 24, 2017
Issue of the Writ	Monday, September 25, 2017
Polling Date	Monday, October 30, 2017
Return of the Writ	Monday, November 6, 2017

## Members' Indemnities and Allowances

When the Legislative Assembly is dissolved, Members cease to be Members within the meaning Section 1 (1) of the *Legislative Assembly and Executive Council Act (The Act)*.

However, for the purposes of computing the amount of indemnity and allowances, the following sections of the Act apply.

Section 25 (2) states:

*“For the purposes of subsection (1), a person shall be deemed to have become a member on the last day fixed for the election of a member for the constituency represented by that person.”*

Section 25(3) states:

*“For the purposes of subsection (1), a person who immediately before the expiration or dissolution of the Legislative Assembly was a member shall be deemed to continue to be a member until the day preceding the polling day for the next general election.”*

## Members' Basic Indemnity and Allowances

1. The Members' Basic Indemnity, Housing Allowance (if applicable) and Nunavut Northern Allowance will continue to be paid every two weeks from the day of dissolution until the day preceding the polling day for the next general election.
2. For a Member who is re-elected, there will be no disruption in his or her Basic Indemnity, Housing Allowance (if applicable) and Nunavut Northern Allowance.
3. For a Member who is not re-elected or who does not seek re-election, the Basic Indemnity, Housing Allowance (if applicable) and Nunavut Northern Allowance will cease the day preceding the polling day.

## Judicial Recount - Members' Basic Indemnity and Allowances

1. For a current Member whose election results are subject to a judicial recount, his or her pay shall continue until advised of the outcome of the recount. Should the Member be defeated as a result of the recount, all indemnity payments for Basic Indemnity, Housing Allowance (if applicable) and Nunavut Northern Allowance made from the day after the polling date shall be recovered from the Member's Transitional Allowance.

## New Members' Basic Indemnity and Allowances

1. For a Member who is newly-elected, and whose election is not subject to a judicial recount, he or she shall be entitled to the Basic Indemnity, Housing Allowance (if applicable) and Nunavut Northern Allowance effective on polling day. All newly-elected Members should also note that pay is received bi-weekly on a two week deferred cycle. Pay cheques are issued every other Friday and include remuneration for the two weeks immediately before the current pay period.
2. A newly elected candidate whose election is subject to a judicial recount shall not be placed on payroll until the recount has been conducted. If declared elected, the Member shall be paid the Basic Indemnity, Housing Allowance (if applicable) and Nunavut Northern Allowance retroactive to the polling date.

## Speaker, Ministers and Other Members with Additional Responsibilities

The positions of Speaker, Deputy Speaker, Premier, Deputy Premier, Ministers, Deputy Chairperson of Committee of the Whole, Chairpersons of Standing and Special Committees and Chairpersons of Full and Regular Members' Caucus (RMC) all receive Additional Indemnities pursuant to section 26 of the *Legislative Assembly and Executive Council Act* while they hold their respective offices.

The timeframe regarding the ceasing of payments to these respective offices during the election period is summarized in **Table 2**.

## 1. **Speaker**

Pursuant to subsection 41(5) of the *Legislative Assembly and Executive Council Act*:

*“The person who holds the office of Speaker at the time of the dissolution of the Legislative Assembly shall continue to hold the office of Speaker (and receive their additional indemnity for being Speaker) until the day before the day of the next sitting of the Legislative Assembly.”*

This remuneration continues to be paid even if the present Speaker chooses not to run for re-election or is no longer a Member after polling day. The election of the Speaker takes place on the first sitting day of the first session of the 5<sup>th</sup> Assembly.

To ensure that the Office of the Speaker is not compromised during an election campaign, the Management and Services Board has adopted additional guidelines to assist the Speaker in carrying out required duties during the election campaign (Refer to page 23 for additional detail.).

## 2. **Premier, Deputy Premier and Ministers**

Pursuant to subsection 63(2) of the *Legislative Assembly and Executive Council Act*:

*“The person who holds the office of Premier at the time of expiration or dissolution of the Legislative Assembly continues to hold the office of Premier until the next Premier is chosen at the first session of the next Legislative Assembly.”*

Pursuant to section 69 of the *Legislative Assembly and Executive Council Act*, the Deputy Premier and Ministers continue to hold office as members of the Executive Council,

*“A person, other than the Premier, who is a member of the Executive Council at the time of expiration or dissolution of the Legislative Assembly continues to be a member of the Executive Council, and to hold the office of Deputy Premier or Minister, until the beginning of the first day of the first session of the next Legislative Assembly, unless the person’s appointment or appointments are revoked earlier.”*

The Premier continues to be paid his or her additional Ministerial indemnity up to the day the 5<sup>th</sup> Assembly has chosen the Premier.

The Deputy Premier and Ministers continue to receive their additional Ministerial indemnities up to the beginning of the first day of the first session of the 5<sup>th</sup> Assembly.

This procedure is followed even if the Premier, Deputy Premier or Minister is not re-elected or does not seek re-election. However, as previously noted, the

Basic Indemnity, Housing Allowance (if applicable) and Nunavut Northern Allowance cease on the day preceding polling day.

For the information of all Members, Cabinet has adopted guidelines to assist the Premier, Deputy Premier and Ministers in carrying out their duties as Ministers during the election campaign (Refer to page 24 for additional detail.).

These guidelines are to ensure that the activities of the Premier, Deputy Premier and Ministers during the election campaign relate directly to Ministerial responsibilities.

### **3. Other Positions**

The *Legislative Assembly and Executive Council Act* makes no provision for the Deputy Speaker, Deputy Chairpersons of Committee of the Whole, Standing and Special Committee Chairpersons and Caucus Chairpersons to continue past dissolution. Therefore, a Member holding any of these positions will only be paid their Additional Indemnity up to and including the day of dissolution.

## Table 2. MLA Indemnities and Allowances Ending Dates

**For the Period between Dissolution of the 4<sup>th</sup> Legislative Assembly  
and the Convening of the 1<sup>st</sup> Session of the 5<sup>th</sup> Legislative Assembly**

Table 2.		
Description	Pay Ending Criteria	Pay Ending Dates
Basic Indemnity	Until the day preceding the polling day (Oct 30, 2017)	October 29, 2017
Nunavut Northern Allowance	Until the day preceding the polling day (Oct 28, 2017)	October 29, 2017
Housing Allowance (if applicable)	Until the day preceding the polling day (Oct 30, 2017)	October 29, 2017
Speaker's Additional Indemnity	To the day before the 1 <sup>st</sup> Sitting of the 4 <sup>th</sup> Assembly	
Premier's Additional Indemnity	Until the day the Premier is chosen at the 1 <sup>st</sup> Session of the 4 <sup>th</sup> Assembly	
Deputy Premier and Ministers' Additional Indemnity	Until the beginning of the 1 <sup>st</sup> day of the 1 <sup>st</sup> Session of the 4 <sup>th</sup> Assembly	
Additional annual indemnity for:		
Deputy Speaker;	Up to and including the day of Dissolution	September 24, 2017
Deputy Chairs, Committee of the Whole;	Up to and including the day of Dissolution	September 24, 2017
Chairs of Standing Committees;	Up to and including the day of Dissolution	September 24, 2017
Chair of Full Caucus; and	Up to and including the day of Dissolution	September 24, 2017
Chair of Regular Members' Caucus	Up to and including the day of Dissolution	September 24, 2017

## Constituency Expenses, Allowances and Services

The payment of constituency expenses and allowances in an election period is based on the principle that an incumbent should not have an advantage gained from access to public funds that is not available to other candidates.

When a legislature is dissolved, Members cease to be Members. Therefore, all constituency payments cease for the period of the election.

Section 32 of the *Legislative Assembly and Executive Council Act* states that in a year in which there is a general election, the entitlement of a Member to expenses, indemnities and allowances under section 31 shall be reduced:

*(a) for the period before the election, to an amount prorated for the period beginning on the first day of the fiscal year (April 1, 2017) and ending on the day on which the writ of election is issued (September 25, 2017); and,*

*(b) for the period after the election, to an amount prorated for the period beginning on the day on which the writ of election is returned (November 6, 2017) and ending the last day of the fiscal year (March 31, 2018).*

Constituency and other expenses are prorated and some allowances and services cease on certain dates. Specific details on each allowance are provided in these guidelines.

Members are not eligible to claim reimbursement or have payment made on their behalf for any expenses that were incurred for the election period of September 25, 2017 to November 6, 2017 inclusive.

The following pages set out guidelines that are to be followed with respect to claims submitted during and after the election period for Constituency Expenses.

## Constituency Work Expense Budgets

The Constituency Work Expense budget is the amount of funds set out in *Schedule B of the Legislative Assembly and Executive Council Act* that a Member has available in each fiscal year to pay for constituency work expenses.

In accordance with section 32 of the *Legislative Assembly and Executive Council Act*, the amount of funds available in an election year shall be prorated for the period April 1 to the day the writ of election is issued. For the purposes of the 2017 election year, this period is from April 1, 2017 to September 25, 2017. This means that a Member's yearly budget for 12 months will be

reduced accordingly. Members may utilize approximately 49% of the annual constituency budget entitlement prior to September 25, 2017.

Consequently, all expenses must be incurred prior to September 25, 2017. The notable exception to this date relates to promotional materials and newsletters. Please note restrictions set out under the section entitled “Advertising, Newsletters” on page 17. The constituency budgets available to Members for the period of April 1, 2017 through September 24, 2017 are summarized below.

**Table 3. Maximum Permissible Constituency Work Expenses**

**Prorated for the period April 1, 2017 to September 24, 2017**

<b>Table 3.</b>			
<b>Constituency</b>	<b>Constituency Work Expense Budget</b>		
	<b>Fiscal Year Budget</b>	<b>Prorated Budget</b>	
Aggu	31,000	15,200	
Aivilik	49,000	23,900	
Amittuq	45,000	22,000	
Arviat North-Whale Cove	46,000	22,500	
Arviat South	29,000	14,200	
Baker Lake	30,000	14,700	
Cambridge Bay	47,000	23,000	
Gjoa Haven	38,000	18,600	
Hudson Bay	31,000	15,200	
Iqaluit-Manirajak	25,000	12,200	
Iqaluit-Nianqunnguu	25,000	12,200	
Iqaluit-Sinaa	25,000	12,200	
Iqaluit-Tasiluk	25,000	12,200	
Kugluktuk	30,000	14,700	
Netsilik	43,000	21,000	
Pangnirtung	26,000	12,700	
Quttiktuq	67,000	32,700	
Rankin Inlet North-Chesterfield Inlet	43,000	21,000	
Rankin Inlet South	29,000	14,200	
South Baffin	45,000	22,000	
Tununiq	29,000	14,200	
Uqqummiut	51,000	24,900	
<b>Schedule B - Grand Total</b>	<b>\$ 809,000</b>	<b>\$ 395,500</b>	

Members elected to the 5<sup>th</sup> Legislative Assembly will be entitled to a constituency expense budget prorated for the period beginning the day the writ of election is returned (November 6, 2017) to March 31, 2018, in accordance with the following table. In summary, Members may utilize approximately 40% of the annual constituency budget entitlement prior to the end of the fiscal year.

The constituency budgets available to Members as of November 6, 2017, are summarized in the Table below.

**Table 4. Maximum Permissible Constituency Work Expenses**

**Prorated for the Period November 6, 2017 to March 31, 2018**

<b>Table 4.</b>			
<b>Constituency</b>	<b>Constituency Work Expense Budget</b>		
	<b>Fiscal Year Budget</b>	<b>Prorated Budget</b>	
Aggu	28,000	11,200	
Aivilik	47,000	18,700	
Amittuq	45,000	17,900	
Arviat North-Whale Cove	46,000	18,300	
Arviat South	29,000	11,600	
Baker Lake	30,000	12,000	
Cambridge Bay	26,000	10,400	
Gjoa Haven	37,000	14,700	
Hudson Bay	31,000	12,400	
Iqaluit-Manirajak	25,000	10,000	
Iqaluit-Nianqunngu	25,000	10,000	
Iqaluit-Sinaa	25,000	10,000	
Iqaluit-Tasiluk	25,000	10,000	
Kugluktuk	26,000	10,400	
Netsilik	41,000	16,300	
Pangnirtung	26,000	10,400	
Quttiktuq	67,000	26,700	
Rankin Inlet North-Chesterfield Inlet	43,000	17,100	
Rankin Inlet South	29,000	11,600	
South Baffin	45,000	17,900	
Tununiq	29,000	11,600	
Uqqummiut	51,000	20,300	
<b>Schedule B - Grand Total</b>	<b>776,000</b>	<b>309,500</b>	

## Constituency Living Allowance

Subsection 31(3) of the *Legislative Assembly and Executive Council Act* provides that a Member can claim in-town and out-of-town living allowances for constituency-related work up to a maximum of ninety (90) days in each fiscal year.

This entitlement is available to all Members and is prorated in accordance with the Act from April 1, 2017 to September 24, 2017.

This means that every Member will be able to claim up to a maximum of 44 days for this allowance.

Claims will not be processed for any days outside of the above noted period.

Returning and newly elected Members will be able to claim up to 35 days for the period from November 6, 2017 to March 31, 2018.

## Constituency and Assembly Offices -Use of Offices

It is important for Members to note that Members' constituency and Assembly offices must not be utilized for any purpose related to an election campaign. Constituency or Assembly offices cannot be used to prepare, store or distribute election campaign material nor can offices display any material advocating the choice of any candidate.

Members or newly elected members, who are acclaimed, will not be permitted access to constituency offices on or after September 25, 2017 until the day following the Return of the Writ. However, MLA signage can remain. Instructions to this effect will be provided to the landlord.

After dissolution, rent payments continue to be paid by Corporate Services to the end date of the constituency lease. Each newly-elected Member assumes the constituency office location of his/her predecessor. If a change of office is necessary, arrangements can be made with Corporate Services to obtain a more suitable location, subject to minimizing additional public expense or penalties connected with early termination of an existing lease.

## Constituency and Assembly Offices - Phones and Furniture

Members do not have use of their constituency communication accounts during the election period. This includes office phones, cellular telephones, Blackberry devices, satellite phones, fax machines and email.

Telephone and fax numbers will be suspended as of September 24, 2017. By suspending telephone numbers, this allows re-elected Members to re-activate their numbers after the election period is over and to continue to have the same constituency telephone numbers during the term of the 5<sup>th</sup> Assembly.

Cellular telephones, Blackberry devices and satellite telephones supplied to Members by the Assembly will have their service suspended in the same manner as the constituency telephones. Fax machines supplied to Members for use in their personal residence will have the service suspended. Assembly-issued telephone calling cards will also be suspended as of September 24, 2017.

Regular Members will not have access to, or use of, their offices in the Legislative Assembly Building after dissolution on September 24, 2017. Therefore, any material required during the election campaign will have to be removed by September 24, 2017. Office keys and/or door passes must be returned to the Clerk or the Facilities Manager.

Under no circumstances should any Assembly-supplied furniture or equipment, including telephone, fax, computer, cellular, Blackberry, mobile devices, and/or satellite telephones be used in an election campaign.

## Constituency and Assembly Offices -Winding Up

Members who decide not to seek re-election are encouraged to remove their personal items from their constituency offices (within one week following dissolution).

Members who decide not to seek re-election are encouraged to remove their personal items from their Assembly offices prior to September 24, 2017.

Members who are not re-elected must have their personal items removed from both their Assembly and Constituency offices by November 10, 2017.

Most Members have furniture and equipment they have purchased or that has been purchased for them using Legislative Assembly funds. Every Member will have received their annual inventory confirmation list issued by August 2017. This inventory needs to be verified, signed off and returned to the Director, Corporate Services by Friday, September 22, 2017.

This inventory forms the basis for any replacement and disposal of furniture and equipment. Non-returning Members may have the opportunity to purchase surplus constituency equipment. Details will be made available in September 2017 or upon demand by contacting Corporate Services.

## Assembly Office Transition Removal

To assist non-returning Members who represent constituencies outside of the capital with the removal of their personal effects from their Legislative Assembly office, the Assembly will pay for one return trip from the Member’s community of residence to Iqaluit, including up to a maximum of five <sup>1</sup> (5) nights’ accommodation and living allowances, as well as shipping of up to 250kg of personal effects back to their home community of residence. Non-returning Members who represent Iqaluit constituencies are only entitled to reimbursement of local cartage costs for removal of personal effects from their office to their Iqaluit residence.

## Constituency Assistants

The Constituency Assistants Program permits Members to hire individuals to assist them in the performance of their constituency duties. The amount of funding available will be prorated in the same manner as the constituency work expense budgets and is summarized in Table 5.

**Table 5. Constituency Assistance Salary – Election Year**

<b>Table 5</b>				
Description	Base Funding	April 1 <sup>st</sup> to to Sept 24 <sup>th</sup> , 2017	Base Funding	November 6 <sup>th</sup> to March 31 <sup>st</sup> , 2018
	April 1, 2017		October 1, 2017	
Members with 1 community	\$61,380	\$30,000	62,608	\$24,900
Members with 2 communities	\$69,103	\$33,700	69,103	\$27,500
Members with more than 2 communities	\$76,065	\$37,100	76,065	\$30,300

<sup>1</sup> The Maximum stay of 5 days, may be extended with prior authorization of the Clerk.

Beginning April 1, 2017, Members are prohibited from making any change in the remuneration for Constituency Assistants, including the payment of performance or other one-time bonuses, with the exception of those changes that are specifically provided for in contracts between the Constituency Assistant and the Member.

Members' Constituency Assistants may receive severance entitlements on the termination of their Constituency Assistants' employment if the Constituency Assistant meets the eligibility requirements as set out in the *Severance Entitlements for Constituency Assistants Policy*.

All Members must advise their Constituency Assistants that the requirement for their services will end as of September 24, 2017.

All Constituency Assistants will be removed from payroll effective September 24, 2017.

Any service contracts for constituency assistance will be terminated as of September 24, 2017.

## Advertising, Newsletters and Promotional Materials

**All newspaper advertising must be produced, purchased and published prior to the date of dissolution (September 24, 2017).**

This will help ensure that no funds of the Legislative Assembly are used, or are perceived to be used, to assist a Member with promotional material in an election campaign in any manner. Strict adherence to this guideline will also serve to avoid contravention of the *Nunavut Elections Act*.

Promotional materials include such items as Members' newsletters, calendars, seasonal cards, and other sundry items, such as caps, mugs and pins.

Purchasing of promotional materials must be completed by Wednesday, May 10, 2017. Promotional materials paid from Assembly or Constituency funds from either the current or past fiscal years cannot be distributed past July 31, 2017.

Purchasing of promotional materials will not be permitted if, in the opinion of the Legislative Assembly, the requisitioned goods will not be received and distributed prior to July 31, 2017.

## Legislative Assembly Computer Services

Email and internet services available to Members in the Legislative Assembly Precinct or in constituency offices will be suspended and hence will not be available during the election period.

After polling day, services for Members who are not re-elected will be cancelled. Laptop computers and other portable computer and phone equipment in Members' possession are to be returned to Legislative Assembly Computer Support Services no later than November 6, 2017.

Non-returning Members will be provided an opportunity to acquire the hard drive of their Assembly and constituency office computers, if they so wish. Members must contact Computer Support Services to receive the hard drive(s).

For returning Members, account passwords will be reset by Computer Support Services following polling day.

## Social Media and Members' Contact Information on the Legislative Assembly Website

Members who maintain an Internet presence using free-of-charge services such as blogs and/or social media accounts (e.g. Twitter and Facebook) cannot identify themselves as serving MLAs during the election campaign.

Biographical information concerning Members of the 4<sup>th</sup> Legislative Assembly will remain on the Assembly's website until the election of the Members of the 5<sup>th</sup> Legislative Assembly. During the election campaign period, information on the Legislative Assembly's website will clearly indicate that the 4<sup>th</sup> Legislative Assembly has been dissolved.

## Audio and Video Excerpts

Audio and/or video excerpts of Legislative Assembly proceedings may not be used by Members for advertising during the election campaign.

## Records Management

Personal and constituency records generated by Members in their capacity as a Regular Member of the Legislative Assembly or as private citizens are considered the Member's personal property and can be disposed of as they see fit. The Office will assist the Member in determining the best method of disposition.

For non-returning Members, all personal and/or constituency records may be removed, retained or disposed of as the Member deems appropriate.

For returning Members, a review of all files should be done to determine what records need to be kept and which are to be disposed of. If any advice or assistance is required, staff in the Office of the Clerk can assist.

For Members of the Executive Council (Cabinet) a review of all records would be initiated by staff of the Department of Executive and Intergovernmental Affairs (EIA) to determine which files are permitted to be disposed, and which need to be archived, according to the Government's records retention policies.

## Members' Retiring Allowances

Each year, Members are provided with a summary of their personal annual pension benefits statement. Each Member is asked to verify the data on the pension information provided to ensure that the pension administrators have the most up-to-date information. This should be reviewed and any changes forwarded to the Director of Corporate Services as soon as possible.

If a Member is not seeking re-election or is not re-elected, each individual will be contacted regarding his or her pension options. Any questions concerning pensions should be addressed to the Director of Corporate Services. Documents will be distributed to Members explaining the options available. These documents include a section where the Member must choose his or her form of pension. These documents are to be completed and returned to the Director of Corporate Services as soon as possible.

## Medical and Dental Benefits

Present coverage for Members and eligible dependents under the Government of Nunavut's medical, dental and liability insurance will continue in effect until polling day. Members who are re-elected will have continued coverage. For those Members not seeking re-election or who are not re-elected, coverage for the Member and his or her dependents will cease automatically on polling day.

## Transitional Allowance

Members who do not seek re-election or who are not re-elected are entitled to a transitional allowance in accordance with Section 33 of the *Legislative Assembly and Executive Council Act*. Section 33 states that the transitional allowance:

“Shall be calculated as an amount equal to the amount of the indemnity payable to the member for six weeks for each year served at the rate set out in section 1 of Schedule C plus the applicable allowances for six weeks for each year served at the rate for the capacity in which the member served set out in section 2 of Schedule C.”

Schedule C of the Act provides that “the amount of a transitional allowance payable according to Section 33 shall not exceed the level of the Basic Indemnity; the Basic Indemnity will be \$103,324 as at October 31, 2017.

Please note that outstanding indebtedness to the Legislative Assembly or the Government of Nunavut will be recovered from the Transitional Allowance.

Members will be provided options for payouts of the transitional allowance based upon either a one-time payment or a series of bi-weekly payments.

## Transition Counseling and Training Assistance

The *Transitional Counseling and Training Assistance Policy* provides (one-time only) financial assistance to departing Members wishing to either re-establish themselves in private life or to prepare for retirement.

Transition support includes:

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

Further details on the *Transitional Counseling and Training Assistance Policy* is available from the Clerk or the Director of Corporate Services.

## Other Considerations

### 1. Legislative Assembly Staff

Officers and employees of the Office of the Legislative Assembly are not permitted to engage in any type of activity associated with an election campaign. Likewise, Members are not permitted to request assistance of any of the staff or to use any of the facilities of the Legislative Assembly during the election. This includes any assistance provided to an elected Member prior to an election which could be construed as providing assistance in preparation for the forthcoming election. Assistance can include the printing, photocopying or preparation of political materials, assistance with pre-campaign materials, or telephone or email assistance by staff.

If a Member is not seeking re-election, any contact during the campaign period should be made directly to the Clerk of the Legislative Assembly, provided it relates to assisting the outgoing Member with administrative or financial matters.

### 2. Research Services

Members are permitted to continue to make requests for research services up to dissolution on September 24, 2017, in a manner consistent with the guidelines noted in preceding section. If any requests entail large-scale research, these should be made well in advance of dissolution to ensure they are completed. If a report is not completed prior to dissolution then it will be given to the Member at the stage it is at on September 24, 2017.

### **3. Nunavut Elections Act**

Members' attention is drawn to the following definitions contained in the *Nunavut Elections Act* respecting the expenditure of funds prior to an election:

- “pre-election expense” means any amount paid or liability incurred during a pre-election period to promote or oppose the election of a person who may be a candidate at a future election, and includes any contribution of services and goods;
- “pre-election period” means in the case of a general election held in accordance with the fixed election day under subsection 36(3.1), the 90 day period before the writ is issued, or
- “pre-election period” means the period beginning from the day when the date of a forthcoming election is publicly announced and ending on the day the writ is issued;

Members should be aware that the pre-election period commenced on June 27, 2017. All Members are cautioned to be particularly careful in the expenditure of their constituency budgets.

Further information regarding the *Nunavut Elections Act* and its provisions can be obtained from the Office of the Chief Electoral Officer at 1-800-267-4394.

Questions on any of the matters contained in these guidelines or other services provided to Members should be addressed to the Clerk of the Legislative Assembly or the Director, of Corporate Services.

### **4. Blind Trust Administration**

Fees paid by the Legislative Assembly for the administration of blind trusts will cease to be paid as of polling day for a non-returning Member.

### **5. Integrity Act and Contracting**

Non-returning Members and Ministers are reminded of the need to comply with the provisions of the Integrity Act and should be aware of restrictions on contracting with the Government of Nunavut after a Member ceases to be an elected official.

## Guidelines for the Speaker in an Election Year

These guidelines apply only to election campaign activities. The Speaker continues to hold office during the election campaign and until the day prior to the first sitting of a new Legislative Assembly.

### Legislative Assembly Office

No election campaign activity is permitted in the Speaker's Office or in any part of the Legislative Assembly Precinct. In this context, campaign activity includes:

- a) production of campaign materials, such as posters, pamphlets and letters or their storage; and
- b) meetings to discuss campaign activity.

### Expenses

No expenses of any kind related to an election campaign are to be borne by the Speaker's Office. Examples of such expenses include hospitality, materials and supplies, postage, travel, telephone and fax charges, etc.

# Guidelines for the Premier and Ministers in an Election Year

## Election Campaign Activities

### Guidelines:

1. Ministers are reminded that special restrictions are placed on Ministers and their staff under various pieces of legislation, including the *Nunavut Elections Act* and the *Legislative Assembly and Executive Council Act*, during an election campaign. Ministers continue to hold office and draw pay during a territorial election campaign and after an election until they are either reconfirmed or replaced.
2. No election campaign activity is permitted in government leased or owned premises. In this context, campaign activity includes:
  - a. production of campaign materials such as posters, pamphlets and letters or their storage;
  - b. meetings to discuss campaign activity.
3. Ministerial Executive Assistants and Secretaries may not engage in election campaign activities during normal working hours or on government premises, nor using any government property (i.e., phones, photocopiers, computers, etc.) for election purposes.
4. No expenses of any kind related to an election campaign should be borne by the Government of Nunavut. Examples of such expenses include hospitality, materials and supplies, postage, travel, telephone and fax charges.
5. During an election campaign, Ministers should travel at government expense only when clearly on essential and/or urgent government business.

### Procedures:

1. The above noted guidelines come into effect once the writ of election is issued.
2. If Ministerial staff choose to work full-time on an election campaign, they must apply for and receive approval for a leave of absence without pay.
3. Home travel undertaken in accordance with Section 10 of this manual is not affected by the foregoing guidelines.
4. In the event a dispute arises with respect to the interpretation of these guidelines and procedures, the Secretary to Cabinet will refer the matter to the Premier for direction with a recommendation.