Members' Handbook

7th Legislative Assembly of Nunavut



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Introduction

The *Members' Handbook* has been prepared to serve a resource for Members of the Legislative Assembly of Nunavut.

The *Handbook* provides comprehensive information concerning the structure and operations of the Legislative Assembly, in addition to the allowances and benefits that are available to Members.

The Management and Services Board of the Legislative Assembly is the institution's governing authority. The Board is established by the *Legislative Assembly and Executive Council Act*. The Board is responsible for providing services to Members; administering Members' indemnities, allowances, expenses and benefits; and providing for the management and operation of the Office of the Legislative Assembly. From time to time, the Board approves directives and policies concerning matters under its jurisdiction. In the event of an inconsistency between information contained in this *Handbook* and a Board-approved directive or policy, the latter prevails.

Members are encouraged to contact the Office of the Clerk of the Legislative Assembly at any time concerning the contents of this *Handbook*.



Authorities and Structures

Privileges, Rules and Procedures

The Legislative Assembly of Nunavut is one of only two federal, provincial or territorial legislatures in Canada that has a non-partisan, consensus style of government. In Nunavut, all Members of the Legislative Assembly (MLAs) are elected as independent candidates in their constituencies, rather than as nominated candidates of political parties.

One of the key characteristics of the Legislative Assembly of Nunavut is the absence of an "official opposition" to the government. Although this contributes significantly to Nunavut's consensus style of government, unanimous agreement is not necessary for decisions to be made, motions passed or legislation enacted in the Legislative Assembly. For many matters, a simple majority vote is required. As in all other Canadian jurisdictions, the Legislative Assembly governs its own proceedings through a set of formal rules.

All Members of the Legislative Assembly are provided with copies of the *Rules of the Legislative Assembly of Nunavut*. The *Rules of the Legislative Assembly of Nunavut* were initially adopted on April 1, 1999.

Canada is a constitutional monarchy. As in all Canadian jurisdictions, there are three separate branches of government in Nunavut: the executive branch, the legislative branch and the judicial branch.

Each branch of government has different powers and responsibilities. The legislative branch of government consists of the Legislative Assembly and the Commissioner. The approval of a majority of MLAs and the Assent of the Commissioner is required for a Bill to become law. Most Bills are introduced by the government and sponsored by a Minister. The executive branch of government is accountable to the legislative branch of government. This is most clearly illustrated by the fact that the Premier and Ministers hold office at the pleasure of the Legislative Assembly.

The Commissioner of Nunavut is formally designated by the federal *Nunavut Act* as the Chief Executive for Nunavut, similar to the role of the Governor General with respect to the federal government or a Lieutenant Governor with respect to a provincial government. The executive branch of government is led by the Premier and Cabinet, who are Members of the Legislative Assembly. The Government of Nunavut's departments, public agencies, territorial corporations and other entities administer Nunavut's laws and deliver programs and services.

The executive branch holds the "Crown prerogative" to initiate financial legislation to levy taxes or spend public money.

The judicial branch of government is, in essence, the court system. The judiciary is responsible for interpreting the law. Nunavut is unique in Canada in that it has a "single level" court – the Nunavut Court of Justice.

Following a general election, MLAs gather together as the "Nunavut Leadership Forum" to select the Speaker, Premier and Ministers in a secret ballot election. This process has traditionally been open to the public to observe. These choices are formalized through motions at the first sitting of the Assembly. The Commissioner, on the recommendation of the Legislative Assembly, formally appoints the Premier and Ministers.

Canada's system of Parliamentary government is often referred to as "responsible government" or "Westminster-style government." In Nunavut, the principle of Parliamentary privilege is respected. The rights, powers and privileges of the Legislative Assembly and its Members are provided for in the *Legislative Assembly and Executive Council Act* and the *Rules of the Legislative Assembly of Nunavut*. Parliamentary privilege encompasses the rights and powers of elected legislators as individuals to perform their duties of office, and the rights and powers of the institution as a whole.

Section 16 of the *Legislative Assembly and Executive Council Act* provides that:

> Parliamentary privilege
> 16. (1) The Legislative Assembly and the members shall hold, enjoy and exercise those and similar privileges, immunities and powers that are now held, enjoyed and exercised by the House of Commons of the Parliament of Canada and by the members of that House of Commons.

Section 19 of the *Legislative Assembly and Executive Council Act* provides that:

> Rights and powers of members
> 19. (1) In addition to the rights and powers of members under subsection 16(3), members have the following rights and powers:
>
> (a) freedom of speech;
>
> (b) subject to this Act or the *Integrity Act*, freedom from arrest in a civil action during a sitting of the Legislative Assembly and for five days before the commencement of a sitting and for five days following the end of a sitting;
>
> (c) exemption from jury duty;
>
> (d) exemption from appearing as a witness before a court or any person or body empowered to compel the attendance of witnesses, at the following times:
>
> (i) during a sitting of the Legislative Assembly and for five days before the commencement of a sitting and five days following the end of a sitting,

(ii) during a meeting of a committee on which they serve or before which they are required to appear, and for two days before the commencement of the meeting and for two days following the end of the meeting, and

(iii) at such other times as the Speaker considers necessary for the functioning of the Legislative Assembly;

(e) freedom from obstruction, interference, intimidation and molestation in the carrying out of their duties.

The collective privileges of the Legislative Assembly as an institution include the right to establish its own rules and procedures, the right to control its own publications, the power to punish individuals for contempt (for example, a government official lying to a committee of the House during a formal appearance as a witness), the right to discipline its own Members and the power to summon witnesses and documents.

However, it must be noted that not all of these privileges can be regarded as absolute in every circumstance. For example, MLAs enjoy absolute freedom of speech when speaking in the Chamber during a sitting of the House. They are not, however, protected by Parliamentary privilege when speaking outside of the House and should avoid making comments that may be potentially libelous or defamatory.

Detailed information concerning Parliamentary privilege, rules, order and decorum are provided to all Members during the orientation program that follows an election.

Oaths of Allegiance and Office

The *Legislative Assembly and Executive Council Act* provides for a number of Oaths that Members must take prior to assuming their duties of office.

Member's Oath of Allegiance
(Taken by all Members of the Legislative Assembly)

I _____, do [swear *or* affirm] that I will be faithful and bear true allegiance to His Majesty King Charles the Third, King of Canada, his heirs and successors, according to law. [So help me God.]

Member's Oath of Office
(Taken by all Members of the Legislative Assembly)

I, _____, do solemnly and sincerely promise and [swear *or* affirm] that I will duly and faithfully and to the best of my skill and knowledge execute the powers and trust reposed in me as a Member of the Legislative Assembly of Nunavut. [So help me God.]

Ministerial Oath of Office
(Taken by Members of the Executive Council)

I, _____, do solemnly and sincerely promise and [swear *or* affirm] that I will duly and faithfully and to the best of my skill and knowledge execute the powers and trust reposed in me as a member of the Executive Council of Nunavut. I further [swear *or* affirm] that I will keep confidential all matters addressed in Executive Council or that come to my knowledge by reason of being a member of the Executive Council, and that I will not disclose any such matters to any person other than a member of the Executive Council, except as authorized by the Executive Council, or as required in the lawful execution of my duties. [So help me God.]

Management and Services Board Oath of Office
(Taken by Members of the Management and Services Board)

I, _____, do solemnly and sincerely promise and [swear *or* affirm] that I will duly and faithfully and to the best of my skill and knowledge execute the powers and trust reposed in me as a member of the Management and Services Board. I further swear that I will keep confidential all matters addressed in the Management and Services Board or that come to my knowledge by reason of being a member of the Management and Services Board, and that I will not disclose any such matters to any person other than a member of the Management and Services Board, except as authorized by the Management and Services Board, or as required in the lawful execution of my duties. [So help me God.]

Conflict of Interest and Code of Conduct

The *Integrity Act*, which was passed in 2001, affirms in law the commitment of Members of the Legislative Assembly to favour the common good over private interests. It sets out a system of standards and accountability for the ethical performance of their duties.

The *Integrity Act* came into force on July 1, 2001. Its purpose and principles are set out in the statute as follows:

> Purpose
> 1. The purpose of this Act is
>
> (a) to affirm in law the commitment of the members of the Legislative Assembly to serve always the common good in keeping with traditional Nunavummiut values and democratic ideals; and
>
> (b) to establish a system of standards and accountability for fulfilling that commitment.
>
> Principles
> 2. This Act is founded on the following principles:
>
> (a) integrity is the first and highest duty of elected office;
>
> (b) the people of Nunavut are entitled to expect those they choose to govern them to perform their public duties and arrange their private affairs in a way that promotes public confidence in each member's integrity, that maintains the Legislative Assembly's dignity and that justifies the respect in which society holds the Legislative Assembly and its members;
>
> (c) the members of the Legislative Assembly are committed, in reconciling their public duties and private interests, to honour that expectation with openness, objectivity and impartiality, and to be accountable for so doing;
>
> (d) the Legislative Assembly can serve the people of Nunavut most effectively if its members come from a spectrum of occupations and continue to participate actively in the economic and social life of the community.

The *Integrity Act* establishes a number of general obligations and commitments on the part of all Members of the Legislative Assembly:

General obligations and commitments
4. Each member shall

> (a) perform his or her duties of office and arrange his or her private affairs in such a manner as to maintain public confidence and trust in the integrity, objectivity and impartiality of the member;
>
> (b) refrain from accepting any remuneration, gift or benefit the acceptance of which might erode public confidence and trust in the integrity, objectivity or impartiality of the member, and in all other respects act in a manner that will bear the closest public scrutiny;
>
> (c) arrange his or her private affairs in conformity with the provisions of this Act and act generally to prevent any conflict of interest from arising; and
>
> (d) make all reasonable efforts to resolve any conflict of interest that may arise in favour of the public interest.

The *Integrity Act* also provides that:

> Conflict of interest
> 8. A member shall not make a decision or participate in making a decision in the performance of his or her duties of office or otherwise exercise an official power or perform an official duty in the exercise of his or her office if the member knows or reasonably should know that in doing so there is an opportunity to further the member's private interest or improperly to further another person's private interest.

The Integrity Commissioner is required to submit an annual report under the *Integrity Act* to the Legislative Assembly. The Integrity Commissioner may also, from time to time, submit reports on other matters. Sections 36 to 38 of the *Integrity Act* establish the process by which the Integrity Commissioner may be requested to undertake a review.

Under the provisions of the *Integrity Act*, Members of the Legislative Assembly are required to file public disclosure statements within sixty (60) days after being elected and on an annual basis thereafter. Copies of Members' public disclosure statements are available for inspection by any member of the public.

Detailed information concerning Members' obligations under the *Integrity Act* are provided to all Members during the orientation program that follows an election. Members are provided with a separate Member's *Integrity Manual* by the Office of the Integrity Commissioner.

On March 20, 2014, the Members' *Code of Conduct* was tabled in the Legislative Assembly. The Code provides that:

> "As an elected Member of the Legislative Assembly of Nunavut, I recognize that I have been entrusted with significant privileges and responsibilities.
>
> As a consequence of these privileges and responsibilities, I acknowledge the necessity of adhering to a Code of Conduct during my term of office.
>
> Consistent with my Oath of Allegiance and Oath of Office, I will perform my duties with integrity, honesty, fairness, compassion, transparency and courage.
>
> I will ensure that the decisions taken by this Legislative Assembly will, in all ways possible, respect our cultural diversity and honour those who have built our past and worked for the creation of Nunavut; while fostering the aspirations and goals of our youth; and respecting the role and place of all residents of Nunavut.
>
> Where I have a duty to pursue issues of concern to my constituents, I will do so without fear or favour.
>
> I will respect confidences and privileged information entrusted to me as a legislator and as a guardian of the public trust.
>
> I acknowledge the need to conduct myself in a manner that will withstand the closest public scrutiny. I will refrain from behaviour that brings dishonour or disrepute to myself, the Legislative Assembly or the people of Nunavut.
>
> I confirm my responsibility to disclose to my colleagues any such conduct for which I am responsible, and I acknowledge the prerogative of the institution of which I am a Member to impose any such discipline that it deems appropriate in the event that it determines that I have not met the expectations articulated in this Code.
>
> I will neither act nor condone others in acting in ways that exploit, slander or discriminate against others. I will not condone actions that are dishonest or which exploit positions of privilege for personal gain.
>
> I will work with determination, in a spirit of good will and good faith, to seek solutions for problems that create hardships for our people and to strengthen the greatness of our land."

Workplace Harassment Policy

The Management and Services Board has approved a *Workplace Harassment Policy*. The current policy was last updated in November of 2021.

Authority Subsections 40(3)(c) and (j) of the *Legislative Assembly and Executive Council Act*

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 Legislative Assembly, officers and employees of the Legislative Assembly, Independent Officers of the Legislative Assembly and their employees, Ministerial staff, Members' constituency assistants, employees of the Government of Nunavut whose positions are located within the Legislative Assembly and contract service providers working within the Legislative Assembly will work towards maintaining a workplace environment where all persons in it are treated with respect and dignity. A respectful workplace 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 covers all forms of harassment that may occur in or away from the workplace, including, but not limited to, the Legislative Assembly Precinct, constituency offices of Members of the Legislative Assembly, offices of Independent Officers of the Legislative Assembly, 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 behaviour 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 matters connected with the person's employment relationship with the Legislative Assembly.

► This Policy applies to:

- Members of the Legislative Assembly;
- Officers and Employees of the Office of the Legislative Assembly, appointed pursuant to section 49 of the *Legislative Assembly and Executive Council Act*;
- Individuals performing functions under the direction of officers or employees of the Legislative Assembly within the physical premises of the Legislative Assembly Precinct on a contractual basis with the Office of the Legislative Assembly[1];
- Employees in the Public Service of the Government of Nunavut, appointed pursuant to the *Public Service Act*, working on a seconded basis in the offices of the Premier and members of the Executive Council as Ministerial staff or as employees of the Department of Executive and Intergovernmental Affairs within the premises of the Legislative Assembly Precinct;
- Individuals working on a contractual basis for the Offices of the Premier and members of the Executive Council as Ministerial staff;
- Constituency Assistants to Members of the Legislative Assembly, engaged pursuant to section 31 of the *Legislative Assembly and Executive Council Act*;
- Independent Officers of the Legislative Assembly and those employees of their offices who are members of the Public Service:
- Chief Electoral Officer of Nunavut and the office's employees, appointed pursuant to section 188 of the *Nunavut Elections Act*;
- Information and Privacy Commissioner of Nunavut and the office's employees, appointed pursuant to section 61 of the *Access to Information and Protection of Privacy Act*;
- Integrity Commissioner of Nunavut, appointed pursuant to section 24 of the *Integrity Act*;
- Languages Commissioner of Nunavut and the office's employees, appointed pursuant to section 16 of the *Official Languages Act*; and
- Representative for Children and Youth and the office's employees, appointed pursuant to section 2 of the *Representative for Children and Youth Act*.

1 For illustrative purposes, these positions include, but are not limited to, interpreter-translators, audio-visual technicians, custodial staff and security personnel.

1. Definitions

Harassment

For the purposes of this Policy, harassment is any action, conduct or comment by an individual,

- that can reasonably be expected to cause offence, humiliation or other psychological injury to another person or persons;
- 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, but not limited to, race, language used, creed, colour, sex, sexual orientation, gender identity or expression, family status, marital status, pregnancy, nationality, ethnic origin, place of origin, age, disability, political beliefs, religion or a pardoned conviction.

Harassment includes retaliation against a person for having exercised their rights under this Policy, for having participated in procedures under this Policy as a witness, or for having otherwise assisted a person who has exercised their rights under 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 defence. 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; or

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.

Determining What Constitutes Harassment

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

- *Is the behaviour unwelcome, offensive or causing harm with a lasting impact on an individual?*
- *Would a reasonable person view the conduct as unwelcome, offensive or harmful?*
- *Did it demean, belittle or cause personal humiliation or embarrassment?*
- *Is it a single incident or 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 behaviour is based on grounds of discrimination prohibited under the Human Rights Act.

It should also be noted that while the legitimate and proper exercise of management's authority or responsibilities do not constitute harassment, related actions might constitute harassment if they are carried out in a manner that is offensive, humiliating or embarrassing, or when power and authority are used in a non-professional way, such as through threats, fear, ridicule or intimidation.

Workplace conflict in itself does not constitute harassment, but could turn into harassment if no steps are taken to resolve the conflict.

Work-related stress in itself does not constitute harassment, but the accumulation of stress factors may increase the risk of harassment.

Difficult conditions of employment, professional constraints, and organizational changes are all circumstances that can create stress and could lead to harassment if not managed properly.

A social relationship welcomed by both individuals or friendly gestures among co-workers such as a pat on the back or a shared joke do not constitute harassment.

Complaint

A complaint is a formal allegation respecting:

a. actions defined as harassment, sexual harassment or discrimination;

b. retaliation for the making of a complaint; or

c. a 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 Legislative Assembly, officers and employees of the Legislative Assembly, Independent Officers of the Legislative Assembly and their employees, Ministerial staff, Members' constituency assistants, employees of the Government of Nunavut whose positions are located within the Legislative Assembly and contract service providers working within the Legislative Assembly are responsible for fostering and maintaining a workplace environment that is respectful of all persons in it.

Managers/Supervisors

Managers and supervisors 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 of the Legislative Assembly

The ultimate responsibility and authority for this Policy rests with the Clerk of the Legislative Assembly and their authorized representative(s).

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 constituents in accordance with parliamentary convention.

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 formal complaint process.

Informing the Person

If possible, and if reasonable and appropriate in the circumstances, a person who believes that they are being harassed or discriminated against should try to communicate constructively with the alleged harasser, either personally or with the assistance of another person, and as soon as reasonably possible, regarding the impact of their behaviour. A person who believes that they are being harassed or discriminated against may ask another individual to communicate on their behalf with the alleged harasser.

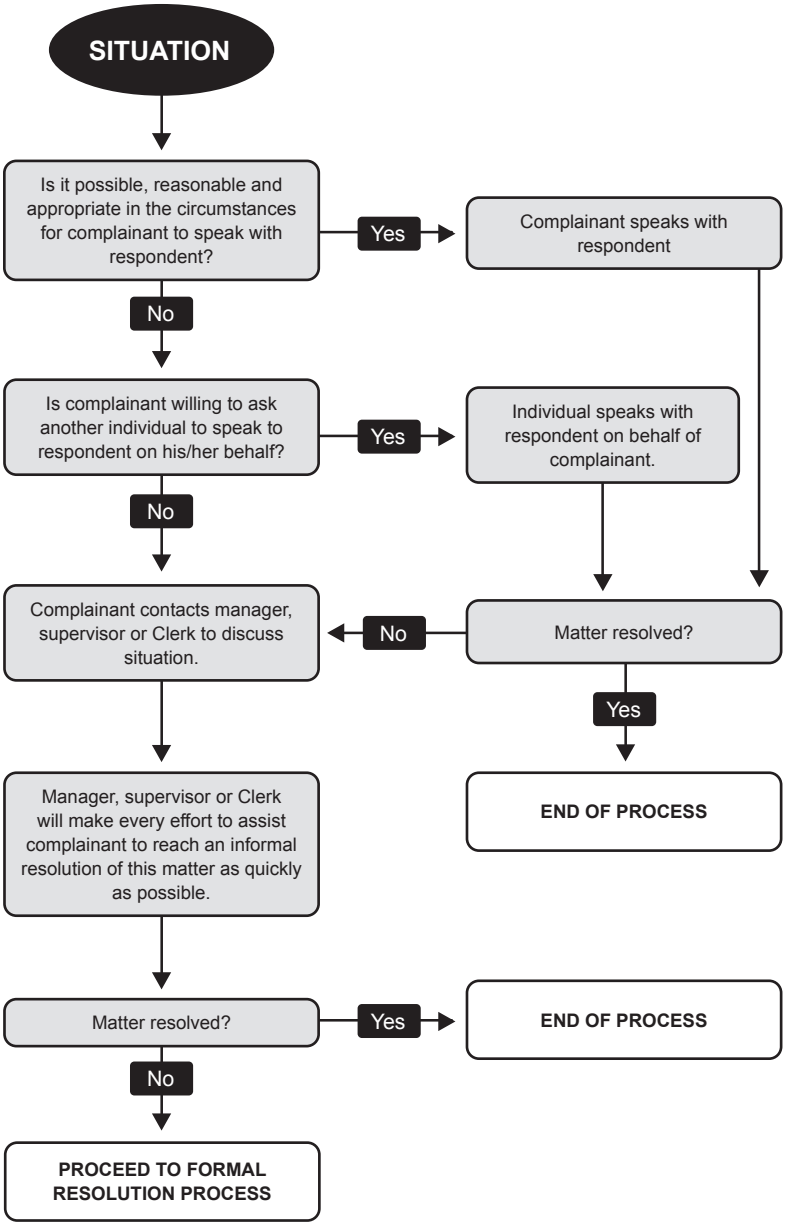
Documentation

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

Support Services

A person who believes that they are 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.

INFORMAL RESOLUTION PROCESS



B. Formal Resolution (Complaint) Process

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, or if direct communication with them by the complainant is not reasonable and appropriate, a person who believes that they are 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 - Acknowledgment and Review of Complaint

Upon receiving a written complaint from the complainant, the delegated manager or supervisor or the Clerk will acknowledge, in writing, 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 content of the allegations constitute harassment under this Policy and what efforts have been made to resolve the problem.

If the content of the allegations are found not to constitute harassment, the complainant will be informed of such and the complaint will be considered resolved. If the complainant is not satisfied with this outcome, the complainant may request another review by the Clerk.

If the content of the allegations are found to constitute 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, if applicable.

Step 3 - Written Notification of a Complaint

The Clerk will notify, in writing, the person complained of 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 within 5 working days.

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 their 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. The Clerk shall determine if any or all of the circumstances apply.

- 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; or
- the severity of the alleged behaviour 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 practical or appropriate, if the mediation process is concluded with no resolution, or if the unwelcome behaviour 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, within 20 working days, submit a disposition report outlining the arbitrator's recommendations for disposition of the complaint, with reasons, to the Management and Services Board, the person complained of and the complainant.

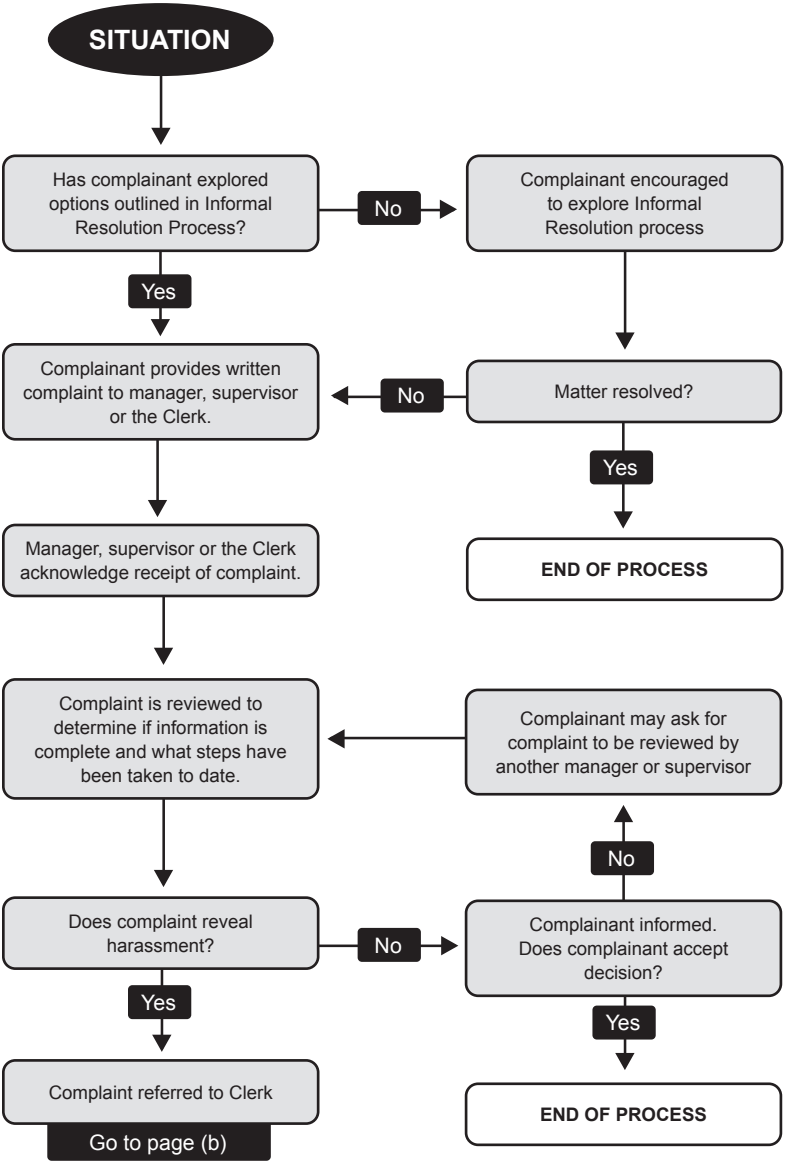
Step 10 - Consideration of Report by Management and Services Board

The Management and Services Board shall consider a disposition report made under this Policy within 20 working days of receipt. If a member of the Management and Services Board was one of the parties to the complaint, they shall not take part in any deliberations of the Board on the matter. Payment of legal costs shall be at the discretion of the Management and Services Board.

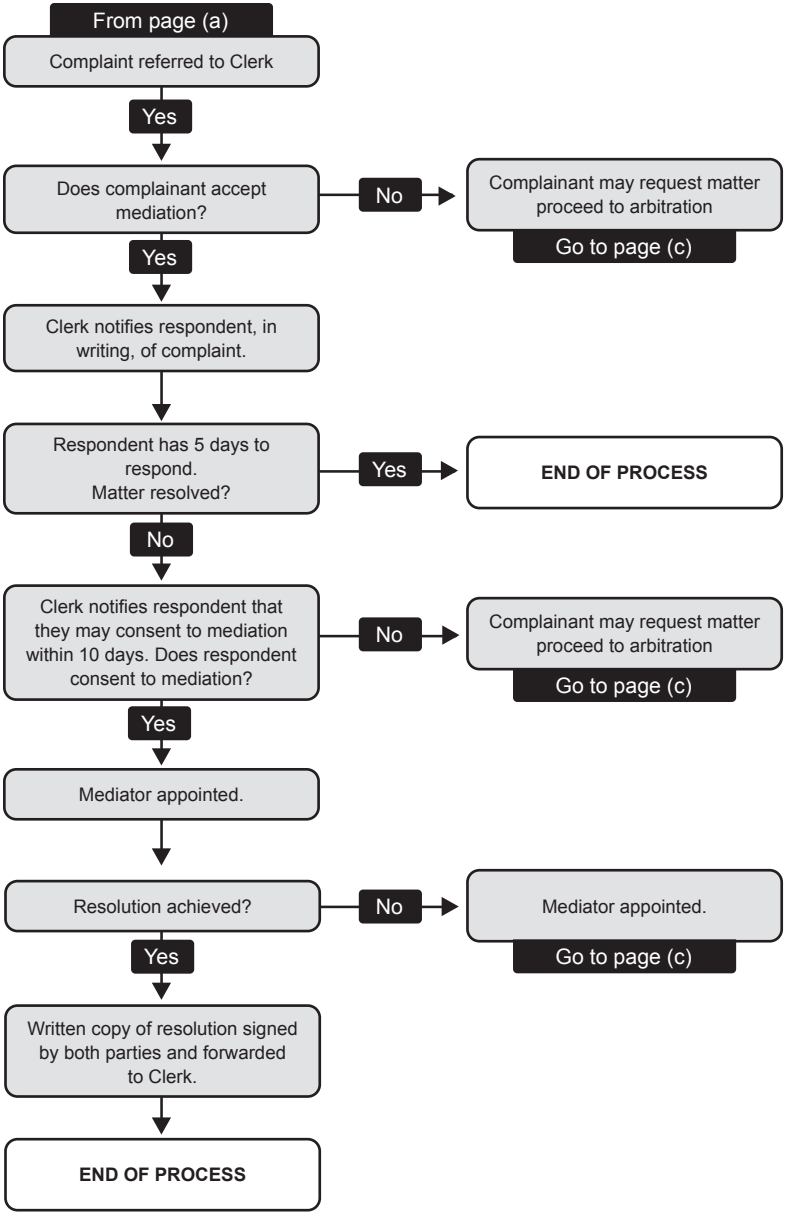
Step 11 - Disposition by Management and Services Board

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.

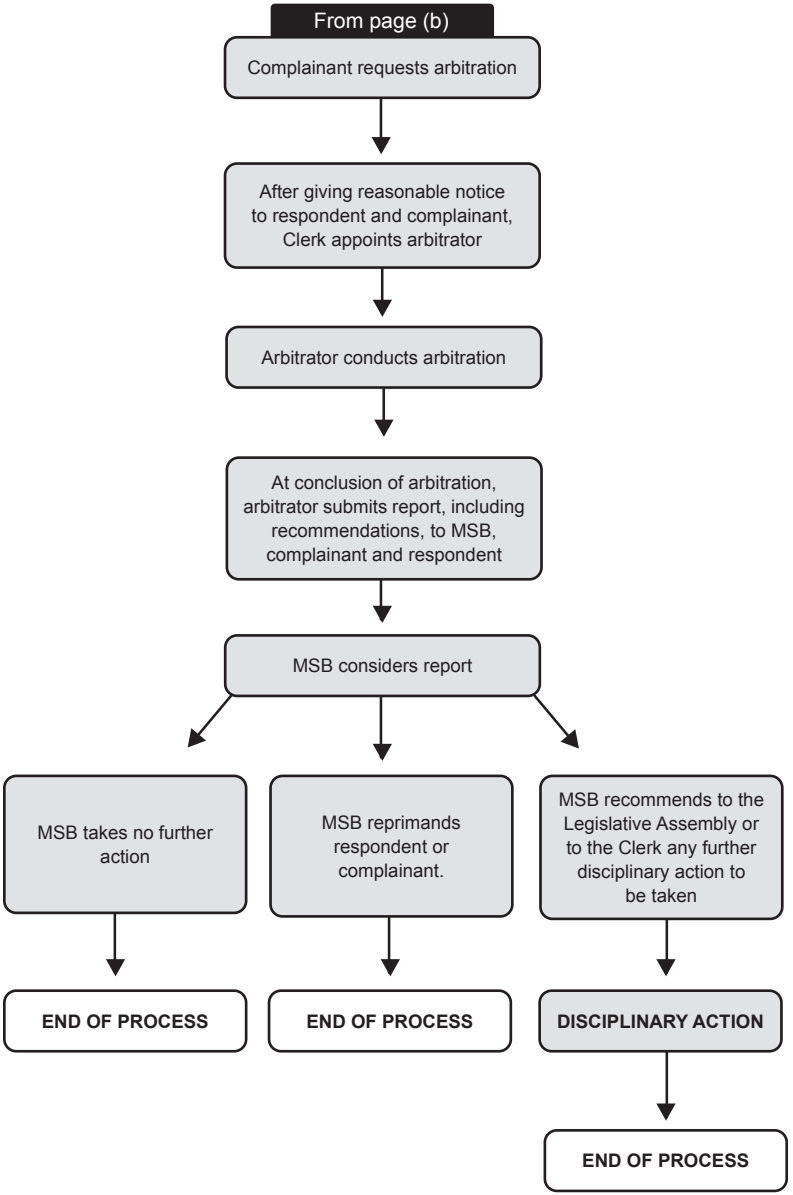
Formal Resolution Process (a)



Formal Resolution Process – Mediation (b)



Formal Resolution Process – Arbitration (c)



C. Handling of Complaints

Expedience

All complaints will be dealt with as quickly as practicable.

Confidential Information

Subject to this Policy, the Clerk, officers and employees of the Legislative Assembly, mediators and persons employed in, or engaged by, 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 the 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;

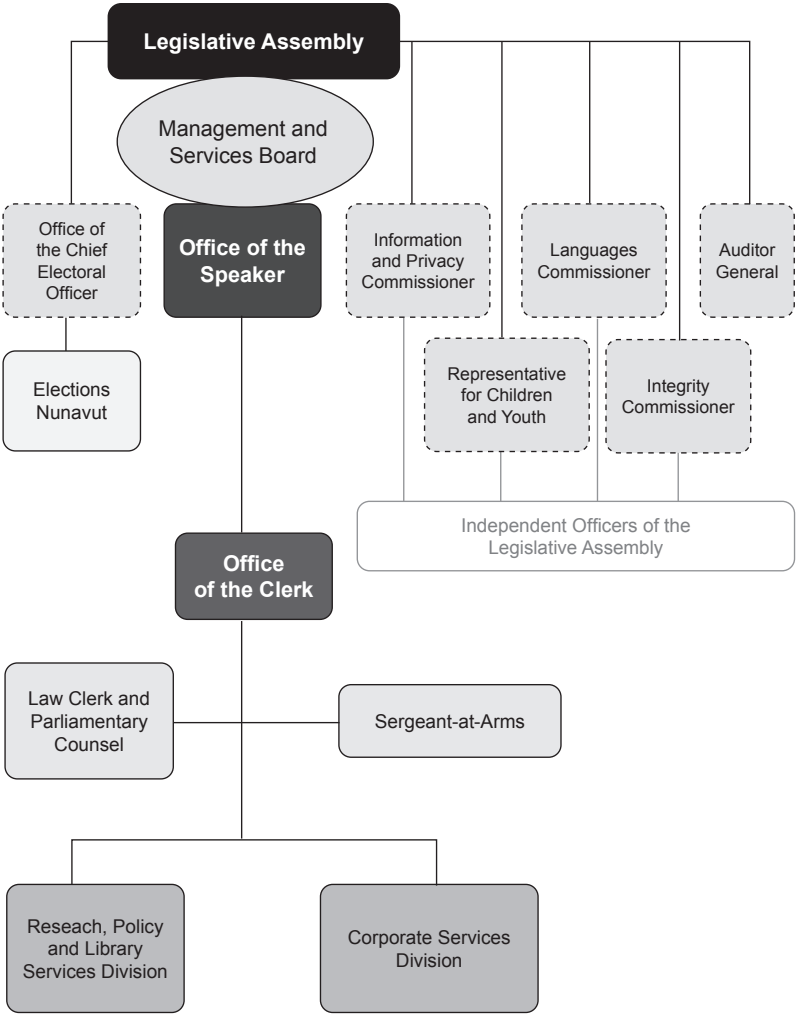
b. where there is reason to believe that an individual or group is at risk of physical harm; and

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 secure master file in the human resources section of the corporate services division of the Legislative Assembly. Records of complaints will be placed in the personnel file of the complainant and the person being complained of.

Organization of the Legislative Assembly



Management and Services Board

The Management and Services Board (MSB) of the Legislative Assembly has overall responsibility for financial and administrative matters concerning the Legislative Assembly and the Office of the Legislative Assembly. It consists of:

- The Speaker of the Legislative Assembly;
- One (1) Minister; and
- Three (3) Regular Members other than the Deputy Speaker.

The membership of the MSB is appointed by way of a formal motion in the House.

The Speaker chairs meetings of the MSB. In the absence of the Speaker, the Deputy Speaker chairs meetings of the MSB. If both the Speaker and Deputy Speaker are absent, the MSB may choose an acting Chairperson.

An alternate Ministerial member of the Board is also required to be appointed by the Legislative Assembly by way of formal motion in the House. The alternate Ministerial participates in meetings of the Board in the absence of the Ministerial member.

The Clerk of the Legislative Assembly serves as the Secretary to the Board.

The authorities, powers and responsibilities of the MSB are provided for in the *Legislative Assembly and Executive Council Act*. They include:

Regulations

40. (1) The Management and Services Board may make regulations,

(a) prescribing rates for the indemnities, allowances and expenses set out in Schedules B and C and sections 28 and 31;

(b) respecting additional duties of the Clerk;

(c) respecting the duties of the officers and employees of the Office of the Legislative Assembly;

(d) for carrying out the purposes and provisions of this Act.

Retroactivity of regulations

(2) A regulation made under paragraph (1)(a) may come into force before it is made.

Powers of Management and Services Board

(3) The Management and Services Board may

(a) provide the services to members that the Management and Services Board considers appropriate;

(b) administer the indemnities, allowances, expenses, reimbursements and benefits to which members are entitled;

(c) establish and provide for the management and operation of the Office of the Legislative Assembly;

(d) establish job classifications and salary ranges and determine any other terms and conditions of employment;

(e) provide a system of cumulative vacation and other credits for regular attendance and payments in respect of these credits;

(f) determine the remuneration of independent officers of the Legislative Assembly;

(f.1) issue directives to independent officers of the Legislative Assembly respecting compliance with the provisions of the *Public Service Act*, the *Financial Administration Act*, regulations and policies made under those Acts, and other administrative matters;

(g) establish security procedures for the Legislative Assembly;

(h) establish policies to give effect to the provisions of this Act;

(i) establish an appropriate decor for the Legislative Assembly and an appropriate decor and dress for the opening ceremonies of the Legislative Assembly; and

(j) provide for any other financial or administrative matter that it considers appropriate in respect of the Legislative Assembly or the Office of the Legislative Assembly.

Duty of Management and Services Board

(4) The Management and Services Board shall approve the annual estimates.

Caucuses and Committees

These bodies are formally defined in the *Legislative Assembly and Executive Council Act*.

- Full Caucus (FC) consists of all 22 MLAs.
- Regular Members' Caucus (RMC) consists of all Regular MLAs (MLAs other than the Speaker, Premier and Ministers).

Although the bodies not do have formal powers under the Act, they serve as important forums in which MLAs may deliberate in confidence on such matters as House planning, priority-setting and other business under the jurisdiction of the Legislative Assembly. Both the Full Caucus and the Regular Members' Caucus elect a Chairperson and Co-Chairperson. Both the Chairperson of the Full Caucus and the Chairperson of the Regular Members' Caucus receive an additional annual indemnity. Co-Chairs of these bodies do not receive an additional annual indemnity.

The Regular Members' Caucus meets from time to time during sittings of the Legislative Assembly to plan Members' activities in the House. The Chair of the Regular Members' Caucus may liaise with the Government House Leader (GHL) and the Office of the Clerk on scheduling matters and the planning of House business. Presentations on government-wide matters, such as fiscal updates and briefings on supplementary appropriations, are often made to the Regular Members' Caucus.

The forum of Full Caucus serves as an important body in which all 22 MLAs can discuss, in confidence and as equals, matters of their choosing. Although Nunavut's proposed laws and budgets must be debated publicly on the floor of the Legislative Assembly, Full Caucus is often the forum in which differences are reconciled and compromises achieved. Full Caucus also serves as a practical forum for the discussion of such matters as the scheduling of House business and the review of internal matters.

Full Caucus can also be a forum where such matters as discipline of Members can be discussed. In serious cases, formal discipline of Members must be undertaken publicly by way of formal motion in the House. For example, the suspension and subsequent expulsion of a Member during the 4th Legislative Assembly (2013-2017) occurred by way of formal motion.

It is important to note that neither the Full Caucus nor the Regular Members' Caucus are considered to be standing committees of the Legislative Assembly. As such, Bills are not referred to either body for consideration following second reading in the House. Neither the Full Caucus nor the Regular Members' Caucus have such statutory powers as the ability to compel the attendance and evidence of witnesses and production of documents.

Subsection 17(1) of the *Legislative Assembly and Executive Council Act* provides that:

> "The Legislative Assembly may establish such committees to aid and advise it as it considers necessary."

Rule 83 of the *Rules of the Legislative Assembly of Nunavut* provides that:

> "At its first sitting after a general election, the Assembly shall appoint a Striking Committee of at least three Members to report and recommend, with all convenient speed, Members to comprise Standing Committees of the Assembly."

Standing committees perform a number of oversight functions on the activities of the government through:

- The scrutiny of bills and regulations;
- The consideration of proposed departmental business plans, main estimates and capital estimates;
- The review of annual reports of independent officers of the Legislative Assembly; and
- The study of specific public policy issues.

Televised hearings conducted by committees on proposed legislation and other matters provide an opportunity for organizations and individuals to express their views and participate in the formulation of public policy.

Committees report their findings and recommendations to the House for its consideration. Upon request by the Committee, the government must table a written response to a Committee's report within 120 calendar days of its presentation.

From time to time, the Legislative Assembly may establish special committees to examine specific issues or undertake specific mandates. These Committees dissolve at the completion of their work. The 1st Legislative Assembly of Nunavut (1999-2004) established a Special Committee to review the *Official Languages Act*. This Committee presented its final report to the House in the fall of 2003. The 4th Legislative Assembly of Nunavut (2013-2017) established a Special Committee to review the *Education Act.* This Committee presented its final report to the House in the fall of 2015. From time to time, Committees may undertake fact-finding studies.

Members of the Legislative Assembly's Standing Committees are appointed by motion of the House on the recommendation of the Striking Committee, which is required by the *Rules of the Legislative Assembly of Nunavut* to be established at the first sitting of the Legislative Assembly after a general election.

Presiding Officers

The Speaker

In the year 1377, Sir Thomas Hungerford was named the first Speaker of the English Parliament. For over 600 years, this position has been one of the most important ones in democratically-elected legislatures around the world.

In the past, the position of Speaker was often a dangerous one. As Parliaments struggled to exert their democratic supremacy, Speakers were often the targets of a monarch's displeasure. In fact, the first Speaker to meet an untimely fate was beheaded in 1410.

Today, the position of Speaker in Canadian legislatures is one of significant authority and prestige.

Members of the Legislative Assembly formally elect the Speaker on the first day of sitting after a general election. The Speaker holds office at the pleasure of the Legislative Assembly. As the official representative of the Legislative Assembly, the Speaker embodies the institution as the place where Nunavut's democratically-elected MLAs gather to deliberate. As the Presiding Officer of the Legislative Assembly, the Speaker is responsible for enforcing its Rules, presiding over the conduct of House business and maintaining order and decorum.

As the Chairperson of the Management and Services Board, the Speaker is ultimately responsible for the administration of the Office of the Legislative Assembly and has jurisdiction over the Legislative Assembly Precinct. The Speaker is expected to remain impartial and neutral on matters before the House.

The Speaker ensures that the proceedings of the House are conducted according to its Rules, acting, in effect, as the "referee" of the Legislative Assembly. The primary duties of the Speaker of the Legislative Assembly include:

- Presiding over the deliberations of the House in an impartial manner;
- Upholding the *Rules of the Legislative Assembly of Nunavut*;
- Ensuring order and decorum in the House;
- Chairing meetings of the Management and Services Board;
- Administering, subject to direction from the Management and Services Board, the *Legislative Assembly and Executive Council Act*;
- Entering into agreements and contracts on behalf of the Legislative Assembly; and

- Serving as Nunavut's representative on the Canadian Regional Council of the Commonwealth Parliamentary Association and representing the Legislative Assembly at national and international events.

The Speaker has certain statutory responsibilities under the *Order of Nunavut Act*, including chairing meetings of the Advisory Council.

The Deputy Speaker

The Deputy Speaker is elected by the Members of the Legislative Assembly.

The Deputy Speaker exercises the powers and performs the duties of the Speaker in circumstances where the Speaker is absent, incapacitated or unable to act. The Deputy Speaker acts as Chairperson of Committee of the Whole.

Deputy Chairpersons of Committee of the Whole

Two (2) Deputy Chairpersons of Committee of the Whole are elected by the Assembly.

Deputy Chairpersons chair the Committee of the Whole when the Chair is not acting in this capacity.

House Officers

Clerk and Other Table Officers

The position of Clerk of the Legislative Assembly is central to the functioning of the institution. The Clerk, who holds office during good behaviour, is appointed by the Commissioner of Nunavut on the recommendation of the Management and Services Board, approved by motion of the Legislative Assembly.

The Clerk is, effectively, the Deputy Minister of the Office of the Legislative Assembly. The Clerk reports to the Speaker and serves as the Secretary to the Management and Services Board and the Secretary to the Order of Nunavut Advisory Council. As the senior official of the Office of the Legislative Assembly, all other employees and officers report to the Clerk.

The Clerk's primary areas of responsibility include:

- Managing the total scope of operations of the Office of the Legislative Assembly and services to the Legislative Assembly's Committees, Caucuses and individual Members;

- Acting as the principal advisor to the Speaker and Members of the Legislative Assembly on matters of parliamentary procedure and privilege;
- Compiling and safeguarding the official documents, papers and records of the Legislative Assembly and its Committees; and
- Administering certain provisions of statutes under the exclusive or shared jurisdiction of the Legislative Assembly.

The Clerk and other Table Officers sit at the Table in front of the Speaker's Chair during sittings of the Legislative Assembly. They manage the operations of the Chamber and assist the Presiding Officers during proceedings of the House and the Committee of the Whole.

Law Clerk and Parliamentary Counsel

The Law Clerk and Parliamentary Counsel is an Officer of the Legislative Assembly and serves as the principal legal advisor and Parliamentary Counsel to the Legislative Assembly, its Standing and Special Committees and the Management and Services Board.

The Law Clerk and Parliamentary Counsel performs a wide range of duties, including:

- Advising the Legislative Assembly with respect to all legislation placed before it;
- Assisting Members of the Legislative Assembly and Standing Committees by drafting amendments to Government Bills and by assisting in the drafting of Private Members' Public Bills;
- Ensuring that Bills amended by Standing Committees and the Committee of the Whole are reprinted accurately to reflect the amendments made;
- Reviewing all Bills receiving Assent prior to their transmission to the Governor-in-Council and certifying to the Clerk of the Legislative Assembly that the legislation for transmittal is exactly as passed by the Assembly;
- Advising the Speaker and Chairs of the Committee of the Whole, upon request, whether any provision in a Bill is at a variance with general Acts;
- Providing the Legislative Assembly and its Standing and Special Committees, either orally or in writing, upon request, legal opinions on matters relating to Acts, Bills or constitutional questions.
- Providing legal advice to the Management and Services Board and Standing
- or Special Committees whenever required on legislation before the House;

- Providing general legal counsel to individual Members, the Clerk and senior officials of the Legislative Assembly;
- Providing in-house legal services and advice on contractual, employment, administrative and other general matters;
- Representing the Legislative Assembly when instructed in matters before the Courts; and
- Issuing, at the direction of the Management and Services Board, drafting instructions to legislative counsel in the Department of Justice for the preparation of House Bills to amend or create statutes that fall under the jurisdiction of the Legislative Assembly.

Sergeant-at-Arms

The position of Sergeant-at-Arms is formally provided for in the *Legislative Assembly and Executive Council Act*. A prestigious, but primarily symbolic position, its main function is to safeguard the Chamber of the Legislative Assembly and provide protection to Members during sittings of the House. The position of Sergeant-at-Arms is not considered to be a full-time employee of the Office of the Legislative Assembly.

At the beginning of each day's sitting, the Sergeant-at-Arms carries the Mace into the Chamber at the head of the daily procession, in front of the Speaker and Table Officers. The Sergeant-at-Arms is responsible for managing the Mace's position on its pedestal, depending on whether the House is in formal Session or sitting as the Committee of the Whole. The Sergeant-at-Arms escorts witnesses to and from their assigned seats at the witnesses' table.

In the event of a disruption on the part of a visitor in the Gallery, the Sergeant-at-Arms is expected to take action. In the event that the Speaker were to name a Member and suspend him or her for the remainder of the sitting day, the Sergeant-at-Arms would be directed to escort the Member out of the Chamber.

Independent Officers of the Legislative Assembly

There are a number of independent officers of the Legislative Assembly. They are the:

- Chief Electoral Officer of Nunavut
- Information and Privacy Commissioner of Nunavut
- Integrity Commissioner of Nunavut
- Languages Commissioner of Nunavut
- Representative for Children and Youth
- Auditor General of Canada

With the exception of the Auditor General of Canada, the independent officers of the Legislative Assembly are appointed by the Commissioner of Nunavut on the recommendation of the Legislative Assembly made by way of motion in the House.

Section 40 of the *Legislative Assembly and Executive Council Act* provides the Management and Services Board with the authority to:

- Determine the remuneration of independent officers of the Legislative Assembly; and
- Issue directives to independent officers of the Legislative Assembly respecting compliance with the provisions of the *Public Service Act*, the *Financial Administration Act*, regulations and policies made under those Acts, and other administrative matters.

The Management and Services Board is responsible for the recruitment and selection process for independent officers of the Legislative Assembly. The Board's recommendations are ratified by Full Caucus prior to formal motions being moved in the House.

The Management and Services Board is also responsible for approving the annual estimates of the offices of independent officers of the Legislative Assembly.

Chief Electoral Officer of Nunavut

This position is appointed by the Commissioner of Nunavut on the recommendation of the Legislative Assembly, pursuant to the *Nunavut Elections Act*. The Chief Electoral Officer is responsible for the administration of Nunavut's territorial general elections, by-elections and plebiscites.

On January 1, 2014, the new territorial *Plebiscites Act* came into force. At that time, the Chief Electoral Officer assumed the functions of the Chief Plebiscite Officer under the former *Plebiscite Act*. On June 8, 2017, Bill 49, *An Act to Provide for Elections for Municipal Councils and District Education Authorities,* was passed by the Legislative Assembly. Bill 49 amended the *Nunavut Elections Act* to bring all elections for the municipal councils, district education authorities, and the Legislative Assembly under the same set of rules. Bill 49 also amended the *Nunavut Elections Act* to provide the Chief Electoral Officer with the overall responsibility for conducting local elections.

Further information concerning this Office can be found at:
https://www.elections.nu.ca/

Information and Privacy Commissioner of Nunavut

This position is appointed by the Commissioner of Nunavut on the recommendation of the Legislative Assembly, pursuant to the *Access to Information and Protection of Privacy Act*. The Information and Privacy Commissioner has a broad range of responsibilities under the Act, including monitoring government compliance with the legislation.

Further information concerning this Office can be found at:
https://atipp-nu.ca/

Integrity Commissioner of Nunavut

This position is appointed by the Commissioner of Nunavut on the recommendation of the Legislative Assembly, pursuant to the *Integrity Act*. The Integrity Commissioner advises Members of the Legislative Assembly on the ethical performance of their official duties and administers a system of standards and accountability under the *Integrity Act*.

Further information concerning this Office can be found at:
https://integritycom.nu.ca/

Languages Commissioner of Nunavut

This position is appointed by the Commissioner of Nunavut on the recommendation of the Legislative Assembly, pursuant to Nunavut's *Official Languages Act*.

The Languages Commissioner has a broad range of responsibilities under the Act, including monitoring government compliance with the legislation.

The position also has responsibilities under the *Inuit Language Protection Act*, which was passed by the Legislative Assembly in September 2008.

Further information concerning this Office can be found at:
https://langcom.nu.ca

Representative for Children and Youth

This position is appointed by the Commissioner of Nunavut on the recommendation of the Legislative Assembly, pursuant to the *Representative for Children and Youth Act*. The Representative's mandate is to "ensure that the rights and interests of Nunavut children and youth are protected and advanced and that their views are heard and considered in matters affecting them by government departments and designated authorities."

Further information concerning this Office can be found at:
https://rcynu.ca/

Auditor General of Canada

The Auditor General of Canada is appointed by the federal government through an Order in Council, but also reports to the Legislative Assembly of Nunavut on the financial statements of the Government of Nunavut and other matters, pursuant to the *Nunavut Act*. The Auditor General performs this role in Nunavut, the Northwest Territories and the Yukon.

Further information concerning this Office can be found at:
https://www.oag-bvg.gc.ca

B

Indemnities, Allowances, Expenses and Benefits

Pay Indemnities

Overview

Section 25 of the *Legislative Assembly and Executive Council Act* provides that:

> Member's indemnity
> 25. (1) Every member shall be paid
>
> (a) an indemnity at the rate set out in section 1 of Schedule C; and
>
> (b) a constituency work indemnity at the rate set out in section 1.1 of Schedule C.

Section 22 of the federal *Nunavut Act* provides that:

> 22. One thousand dollars of the indemnity paid in any year to a member of the Assembly for sittings of the Assembly is not income for the purposes of the *Income Tax Act*.

The first $1,000 of the Basic Indemnity paid to a Member immediately following election to office is not taxable, as is the first $1,000 of the Basic Indemnity following January 1st of each year that is paid to a Member. Members' remuneration is otherwise taxable.

Schedule C of the *Legislative Assembly and Executive Council Act* also provides for annual indemnities for the performance of certain prescribed duties.

Section 36 of the *Legislative Assembly and Executive Council Act* provides that:

> Annual report by Speaker
>
> 36. (1) The Speaker shall, during each fiscal year, cause a report to be laid before the Legislative Assembly
>
> (a) setting out any policies made under subsection 33.1(1) in the previous fiscal year; and
>
> (b) showing the amounts paid by the Legislative Assembly by way of indemnity, allowance, expense or benefit during the previous fiscal year to each person who had been a member during that previous fiscal year, other than those amounts paid pursuant to a policy made under subsection 33.1(2).

Annual Indemnities[2]				
Position	**Basic MLA Indemnity**	**Constituency Work Indemnity**	**Additional Indemnity**	**Total Indemnity**
Premier	$123,107	$33,362	$113,426	$269,893
Deputy Premier	$123,107	$33,362	$104,451	$260,918
Speaker	$123,107	$33,362	$95,477	$251,944
Minister	$123,107	$33,362	$95,477	$251,944
Deputy Speaker	$123,107	$33,362	$24,622	$181,089
Regular MLA	$123,107	$33,362	-	$156,467
Other Duties				
Deputy Chair of the Committee of the Whole			$6,459	
Chair of Standing or Special Committee			$5,563	
Chair of Full Caucus or Regular Members' Caucus			$3,768	

2 Current as of January 1, 2026

Payroll Administration

The Government of Nunavut's Department of Finance administers the payroll function on behalf of the Office of the Legislative Assembly. Pay is received on a two-week deferred cycle. Physical copies of paystubs will be mailed to a Member's home address provided to Corporate Services. Corporate Service staff do not receive Members' paystubs or have access to copies of paystubs.

Members are paid bi-weekly on a 14-day deferred payment cycle. There are 26 pay periods during a calendar year. Payments are issued every other Friday and include remuneration for the two weeks immediately before the current pay period.

Members of the Legislative Assembly are encouraged to have their pay directly deposited (electronically) to a Canadian financial institution. Direct deposit prevents delays in receiving your paycheque and allows for more timely corrections, if necessary. Direct deposit forms can be obtained from the Human Resources Officer in Corporate Services. Members will be required to provide copies of their banking information to retain on their personnel file.

Members are encouraged to set up a self-service payroll account where they will be provided access to view and print copies of their pay stubs. Members should contact the Manager of Information Technology for access to the Government of Nunavut Self-Service portal.

Nunavut Northern Allowance

The amount payable pursuant to section 29 in each fiscal year is the amount, with respect to the community in which the member ordinarily resides, that is set out in Article 39 of the *Collective Agreement between the Nunavut Employees Union and the Minister Responsible for the Public Service Act*.

All Members must indicate the community in which they normally reside to the Human Resources Officer, Corporate Services to Human Resources to initiate Nunavut Northern Allowance payments.

Members are required to advise Corporate Services if they move or change communities in which they ordinarily reside to ensure they are paid the correct Nunavut Northern Allowance entitlement.

Community	Nunavut Northern Allowance [3]	
	January 1, 2026	January 1, 2027
Arctic Bay	$30,520	$31,436
Arviat	$22,622	$23,300
Baker Lake	$24,767	$25,510
Cambridge Bay	$21,309	$21,948
Chesterfield Inlet	$23,986	$24,706
Clyde River	$28,732	$29,594
Coral Harbour	$25,242	$25,999
Gjoa Haven	$26,872	$27,678
Grise Fiord	$44,460	$45,794
Igloolik	$26,966	$27,775
Iqaluit	$16,328	$16,818
Kimmirut	$23,508	$24,213
Kinngait	$24,676	$25,416
Kugaaruk	$28,014	$28,855
Kugluktuk	$22,483	$23,157
Naujaat	$24,803	$25,547
Pangnirtung	$24,535	$25,271
Pond Inlet	$29,149	$30,023
Qikiqtarjuaq	$25,646	$26,415
Rankin Inlet	$18,887	$19,454
Resolute Bay	$33,704	$34,715
Sanikiluaq	$24,146	$24,871
Sanirajak	$25,962	$26,741
Taloyoak	$31,032	$31,963
Whale Cove	$21,995	$22,655

3 Current as of January 1, 2026

Nunavut Household Allowance

Qualifying Members are entitled to receive the Nunavut Household Allowance. The Nunavut Household Allowance is a taxable allowance that is also provided to eligible employees of the territorial public service. The Nunavut Household Allowance Program is administered by the Department of Finance.

The Nunavut Household Allowance is a subsidy of $1000.00 per month, which is available on a per household basis. The recipient must own and occupy the unit as their principal residence, or pay the full rental cost of the unit. For clarity, recipients may not live in any form of subsidized housing (for example, federal staff housing or public housing, regardless of the rental rate).

Application forms for the Nunavut Household Allowance are available from the Human Resources Officer, Corporate Services.

Attendance and Indemnity Recovery

Section 34 of the *Legislative Assembly and Executive Council Act* provides that:

> Reimbursement by member
>
> 34. (1) A member shall reimburse the Consolidated Revenue Fund for any excess payment or any payment to which the member was not entitled under this Act by reason of the member's failure to
>
> (a) attend a sitting of the Legislative Assembly or a meeting of caucus, regular members' caucus or a committee of the Legislative Assembly;
>
> (b) in the case of a member of the Executive Council, attend a meeting of the Executive Council or a committee of the Executive Council; or
>
> (c) perform an assignment or duty.
>
> Payment authorized by Management and Services Board
>
> (2) Despite subsection (1), the Management and Services Board may, if the Management and Services Board is of the opinion that the member's explanation for the failure to do any of the acts described in paragraphs 1(a) to (c) is reasonable, authorize the payment of an indemnity, allowance or expense to the member.

Recovery of payment

(3) The Management and Services Board may recover the amount of the payment referred to in subsection (1) by setting it off against any other entitlement the member may have to an indemnity, allowance or expense or by any other legal means.

Indemnity Recovery Regulations made under the authority of the *Legislative Assembly and Executive Council Act* were approved the Management and Services Board in 2006.

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

Section 36.1 of the *Legislative Assembly and Executive Council Act* provides that:

Attendance report
36.1. (1) The Speaker may, whenever the Speaker considers appropriate, cause a report to be laid before the Legislative Assembly showing

(a) the name of any Member who failed to attend a sitting of the Legislative Assembly or a meeting described in paragraph 34(1)(a) or (b); and

(b) if the Member provides an explanation for his or her failure to attend that 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.

Retiring Allowances

Overview

Members of the Legislative Assembly of Nunavut, and, in some cases, the Member's spouse and dependant children, are eligible for a number of retirement and insurance benefits.

Members of the Legislative Assembly are not employees of the Government of Nunavut. Consequently, they do not participate in, or contribute to, the federal Public Service Pension Plan under the federal *Public Service Superannuation Act*.

The Legislative Assembly provides a defined benefit pension plan for its Members under two statutes:

- *Legislative Assembly Retiring Allowances Act*; and
- *Supplementary Retiring Allowances Act*.

Pension Administration

The Director of Financial Services and Operations provides all Members with the necessary forms for registration in the Plan.

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

AON, an actuarial firm, oversees the Plan on behalf of the Management and Services Board. This firm has administered Nunavut's plan since 1999.

AON 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 calculates benefit entitlements for Members on retirement, termination or death. Working with the Management and Services Board, AON 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 RBC Royal Trust as Plan Trustee and Custodian. As custodian of all pension fund assets, the company provides deposit and payment record-keeping services of the pension funds. The custodian manages the payment of pension benefits paid to former Members or spouses and beneficiaries of deceased Members. These payments are made at the direction of the plan's actuary, which calculates and provides to the custodian the pension benefits payable to each Member.

The Legislative Assembly also retains the services of Arrowstreet Capital and Aviva Investors as Investment Managers. Investment Managers manage the assets of the RAA and SRAA Plans in accordance with the mandate given by the Management and Services Board and the terms of the investment management agreement(s) entered into between the parties. Investment management and investment policy decisions are the responsibility of the Management and Services Board.

Enrollment

Members are required to join the Plan under the *Legislative Assembly Retiring Allowances Act* as soon as they are elected. Pension forms are provided to each Member for completion.

Credited Service

All service after March 31, 1999, as a Member of the Legislative Assembly of Nunavut is credited towards the plan. In the event that the Member is suspended from the Legislative Assembly, by way of a formal motion in the House, pensionable service will not accrue for the period of the suspension.

Contributions

Members contribute 6.5% of their pensionable salary (indemnity) towards the pension plan fund. If a Member elects to participate in the Supplementary Retiring Allowances Plan under the *Supplementary Retiring Allowances Act*, they must contribute an additional 2.5% to the RAA Plan Fund (total contribution of 9.0% of their pensionable salary) in order to obtain an income tax deduction for their contributions.

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 an MLA, multiplied by the number of years of credited service up to a maximum of 15 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 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.

Retirement Age

Retirement is the age at which a Member can attain an unreduced pension benefit. This occurs upon reaching the age of 60.

Early Retirement

A Member may retire at any time upon ceasing to be a Member of the Assembly. A Member who retires prior to reaching Retirement Age shall receive a pension that is reduced by 0.25% 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. The refund must be deposited into a Registered Retirement Savings Plan (RRSP) account and cannot be taken as cash.

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. This includes information regarding estimates of Members' future entitlements.

Death Benefits

Where a Member or former Member dies, upon 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
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.

Supplementary Retiring Allowance Plan

Overview

The Legislative Assembly of Nunavut also provides a supplementary retirement allowance plan for its elected Members under the *Supplementary Retiring Allowances Act*.

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. The Director of Financial Services and Operations provides all Members with the necessary forms for registration 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.

Section 20.1 of the *Supplementary Retiring Allowances Act* provides that:

> Tabling of elections
> 20.1. The Speaker shall, as soon as possible after the end of the fiscal year, lay before the Legislative Assembly copies of the elections filed by members under sections 7 and 16.1.

Contributions

Members contribute 6.5% of their pensionable salary (indemnity) towards the pension plan fund. If a Member elects to participate in the Supplementary Retiring Allowances Plan under the *Supplementary Retiring Allowances Act*, they must contribute an additional 2.5% to the RAA Plan Fund (total contribution of 9.0% of their pensionable salary) in order to obtain an income tax deduction for their contributions.

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 provided for 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 15 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 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 15 years, payable immediately or at a date before age 71.

Other Allowances and Benefits

Transitional Allowance

Under section 33 of the *Legislative Assembly and Executive Council Act*, all Members are entitled to a transitional allowance upon ceasing to be a Member of the Legislative Assembly.

Members earn six (6) weeks of pay for every year of continuous service as a Member of the Legislative Assembly of Nunavut.

The transitional allowance entitlement is based on the Member's total earnings (basic indemnity plus additional indemnities, if applicable). In calculating the amount of a Member's transitional allowance entitlement, the Constituency Work Indemnity or other allowances received are not included.

The amount of a transitional allowance payable pursuant to section 33 shall not exceed the amount of the annual Basic Indemnity at the time the Member ceases to be a Member of the Legislative Assembly of Nunavut.

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

Members have the option to receive the benefit in bi-weekly payments, or as a lump sum at the time the final earnings have been calculated. The transitional allowance is taxable and is not considered as pensionable earnings.

Retraining Assistance Program for Non-Returning Members

The Retraining Assistance Program for Non-Returning Members provides assistance to former Members in their transition from public to private life. To be eligible for this benefit, a former Member must have served at least one complete term and have left office either through retirement or defeat. A former Member is entitled to $1,500 in program funding for each year of service, up to a maximum of $18,000.

The former Member must apply to access the program within one year of leaving office and, if the application is approved, can access the funding over a two-year period commencing on the approval of their application. The Retraining Assistance Program may be accessed only once in the lifetime of a Member.

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 program funding is to be used to reimburse or pay for the following:

- Consulting services for starting a new business;
- Financial, employment or retirement counselling and planning;
- Courses and training directly related to future employment; and
- Return travel costs from a former Member's home community to the location of the service provider.

The purchase of assets or services, or payment of legal and registration fees for business purposes, are not eligible expenses under this program.

Former Members will be responsible for submitting a program profile to the Office of the Clerk for approval, prior to the commencement of the program and release of funding.

The program profile must include the cost of consulting, or counseling and planning services, educational courses or training program fees, information on the assistance or support to be provided to the former Member and a detailed schedule. The Legislative Assembly will pay the service provider directly, or reimburse the former Member upon submission of receipts.

For those Non-Returning Members who choose not to access the retraining assistance program, a one-time payment of $6,000 (4 years x $1,500) shall be paid to them.

Health Care Benefits and Insurance

Overview

Members have comprehensive health care and insurance benefits. They include the following components:

- Dental Plan
- Prescription Drug Plan
- Vision Care Plan
- Hospital/Medical Practitioner
- Medical Travel
- Emergency Travel Benefit
- Long-Term Disability
- Basic Life Insurance and Supplementary Life Insurance
- Accidental Death and Dismemberment Coverage
- Dependants' Life Insurance

Dental Plan Coverage

The Canada Life Assurance Company provides basic dental coverage for Members and their dependents. Premiums are employer-paid. Qualifying dental expenses can be reimbursed up to 100% (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% 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 (optional additional coverage)

- 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 Canada Life Assurance 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 elements as follows:

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

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 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 Department of Finance or by contacting the Director of Financial Services.

Medical Travel Program

Purpose

The Government of Nunavut provides Medical Travel Benefits to Members of the Legislative Assembly who are required to travel in order to access necessary Health Services that are not available in their home community.

Definitions

Member - means any Member of the Legislative Assembly.

Dependants - means the spouse of a Member who is residing with the Member, or any child, adopted child or stepchild of the Member who:

a) is attending school or is a student at some other institution, and is under 21 years; or

b) is under 21 years and dependent upon the Member for support; or

c) is 21 or older and is certified by a medical professional to be dependent upon the Member because of a mental or physical illness; or

Any other relative of the Member who is a part of the Member's household and is totally dependent upon the Member for support because of a mental or physical illness.

Escort - means an adult (19 years of age or older) who is medically required to accompany a Member or dependant and who is approved according to the Department of Health's Medical Travel Policy. Escorts must be able to provide the care required for the Member or dependant and may be required to provide interpreting services when traveling with a unilingual Member or dependant. For long term medical appointments, an Escort must be willing to stay with the Member or dependant for a minimum of four weeks before an alternate Escort would be considered.

Member Medical Travel Benefits - means scheduled airfare; emergency medical evacuations (medevacs); ground transportation including taxi, shuttle, ambulance or in some cases mileage; duty travel rates as defined in *Financial Administration Manual (FAM) Directive 802-1: Duty Travel,* for meals, incidentals and accommodations.

Director - means the Director of Regional Operations or the Director Financial Operations in Headquarters.

Nunavut Practitioner - means an individual who is licensed to deliver health services in Nunavut through employment or a contract with the Government of Nunavut, such as nurses, physicians, and midwives. For the purposes of these Guidelines, dental providers are not considered Nunavut Practitioners.

Health Services - means insured services, as defined by the *Hospital Insurance and Health and Social Services Administration Act* and the *Medical Care Act* that a Nunavut Practitioner deems medically necessary for a Member or dependant and that is not available in their home community. Dental treatment is not eligible for Member Medical Travel Benefits unless approved by the Dental Coordinator with the Department of Health.

Private Accommodations - means non-commercial accommodations with friends,relatives or other accommodations not arranged or reimbursed by the GN.

Roles and Responsibilities

Members must attend their appointments and have their health care provider complete and sign a **Medical Travel Authorization (MTA) form**. Members or Dependants who do not attend their appointment(s) will have any airfare, accommodation or ground transportation costs recovered from the Member and will not be eligible for additional reimbursements for that medical travel occurrence.

Members, Dependants and Escorts must be at the airport at least 90 minutes before their departure time. Members, Dependants or Escorts are always advised to check with the airline to make sure they will have enough time to check in prior to departure. Members, Dependants and Escorts who miss their return flights due to their own actions will not be reimbursed for accommodations, meals or incidentals for any additional time spent outside of their community of residence beyond their approved medical travel. Members, Dependents or Escorts who miss multiple flights will no longer be considered on medical travel status for that occurrence and will be responsible for arranging their own travel and seeking reimbursement.

Members, Dependants and Escorts are responsible for respecting the rules of the boarding homes, hotels and airlines during their medical travel. Failure to abide by these rules, resulting in a discharge from a prearranged medical travel accommodation, may result in a loss of Members Medical Travel Benefits for the duration of their medical travel.

Members, Dependants and Escorts must make their own airline and accommodation arrangements if they are adding personal leave to their medical travel trip. Members and their Dependants that add personal leave to their medical travel trip are responsible for any additional costs associated with those changes. The GN will not reimburse any additional costs arising from any airline or accommodation changes due to the addition of personal leave while on a medical travel trip. For example, if a Member adds personal leave prior to their appointment, the Member would need to arrange their own airfare and accommodations for the time prior to the appointment. The GN would arrange accommodations for the appointment time and return airfare.

Escorts are generally required to stay with the Member or their Dependant at all times, attend hospital visiting hours if hospitalized, attend all appointments with the Member or Dependant and be knowledgeable about the Member's or Dependant's condition and medications should the Member or Dependant not be able to respond in an emergency.

Provisions

Medical Travel Benefits include: airfare (scheduled airlines and medevacs), accommodations, ground transportation, meals and incidentals.

- No other expenses are reimbursed.
- Reimbursements must be supported by a signed MTA form (Appendix A).
- MLAs prepare their request for reimbursement and submit direct to the designated contact at Department of Finance.
- The MTA Form must be authorized by a Physician or Nunavut Practitioner.
- The health care provider at the appointment must also sign the MTA form.

Airfare

(a) The GN has contracts with the air transportation providers for both scheduled travel and medevacs.

(b) The GN will make arrangements for travel for the Member, Dependants or Escorts to travel immediately before their appointment and returning immediately after their appointment. .

(c) During times of the year when travel from communities is uncertain, the Department of Health may exercise discretion to make travel arrangements a day earlier than the appointment to ensure the Member, Dependant or Escort is able to attend their appointment(s).

(d) Infants under 2 years of age travel on the airlines free but it is important to notify the airline when an Member or Dependant will be travelling with an infant. No Escort will be provided to care for an infant travelling with a Member or Dependant. Members and Dependants will be responsible to make arrangements for babysitting at the destination if the infant cannot attend the appointment. Any daycare or babysitting fees will be at the Member's or Dependant's expense.

(e) Escorts are not allowed to bring an infant on a medical travel trip.

(f) Members and their Dependants that add additional days to their medical travel are responsible for any additional costs associated with those changes.

Members that wish to add more than 3 days to the beginning of their trip will be responsible for the cost of the outgoing airfare.

Members adding more than 3 days to the end of their appointment will be responsible for the cost of the return airfare.

Accommodations

(a) The Department of Health's medical travel staff can arrange accommodations for Members, Dependants and approved Escorts. Accommodations will be arranged as close as possible to the location of the appointment(s) ensuring economical options that also provide acceptable levels of service.

(b) All accommodations will be booked using government rates as defined in FAM Directive 820-1.

(c) Accommodations will be provided at commercial rates up to 40 days. After 40 days, no accommodations, meals, incidentals or ground transportation will be reimbursed under these guidelines and Members, or their Dependants, will need to contact the Department of Health if further assistance is necessary.

(d) Private Accommodations are eligible for reimbursement up to $50.00 per night for southern accommodations or $75.00 per night for accommodations in Nunavut. Private Accommodations will be reimbursed once for either the Member/Dependant or Escort but not both.

(e) Members or Dependants who are eligible, and request to stay at medical boarding homes may do if there is availability so but will not be eligible for reimbursement of meals or ground transportation while staying in the boarding home. Incidentals are eligible for reimbursement.

(f) Members or Dependants, that have added personal time to their return travel, and experience delays due to weather or mechanical failure, will not be eligible for reimbursement of accommodations for any additional days spent waiting for a flight to return home.

Meals and Incidentals

(a) Meals and incidentals as outlined in FAM Directive 820-1 are reimbursed for Members, Dependants, and Escorts up to 40 days. MLAs prepare and submit their claim meals and incidental claims.

(b) Members or Dependants that have added personal time to their return travel, and experience delays due to weather or mechanical failure, will not be eligible for reimbursement of meals and incidentals for any additional days spent waiting for a flight to return home.

(c) Members, Dependants or Escorts staying in boarding homes are not eligible for reimbursement of meal per diems. In addition, Members or Dependants, staying in a health facility as inpatients, are not eligible for meal per diems.

Ground Transportation

(a) Members, Dependants or Escorts are eligible to be reimbursed for ground transportation including taxis, shuttles, buses or ambulances. Any reimbursement for ground transportation must be accompanied by receipts unless the cost, per occurrence, is less than $8.00.

(b) Members or Dependants staying in a boarding home are not eligible for reimbursement of ground transportation that would normally be provided through the boarding home.

Contacts

Members seeking reimbursement or having questions should contact the Department of Finance headquarters and regional offices responsible for the Medical Travel Program:

Qikiqtaaluk and Headquarters
Department of Finance
2nd Floor W. G. Brown Building
PO Box 1000, Station 360, Iqaluit, NU, X0A 0H0
Phone: **867-975-5800**

Kivalliq
Department of Finance
1st Floor Oomilik Building
PO Box 460, Rankin Inlet, NU, X0C 0G0
Phone: **867-645-8500**
E-mail: Kivalliq_Financial_Operations@gov.nu.ca

Kitikmeot
Department of Finance
2nd Floor Helen Maksagak Building
PO Box 2377, Cambridge Bay, NU, X0B 0C0
Phone: **867-983-4048**
E-mail: CambridgeBayFinance@gov.nu.ca

Retiree Benefits

Retired Members who are receiving monthly retiring allowance (pension) benefits are eligible to continue to receive certain health care coverage, including dental care. Deductions will be made to Members' retiring allowance (pension) benefits.

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 Office of the Legislative Assembly 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 Legislative Assembly Precinct and while working in the their constituency.

Members' constituency assistants are covered by the generic Government of Nunavut coverage for all full-time and casual employees. As such, no additional premium is required.

Members' Assistance Plan

Holding public office puts significant pressure on Members and their families. The Management and Services Board recognizes that Members may, from time to time, require professional counselling services to assist with mental health and wellness issues. Members may, on a confidential basis, request the Clerk of the Legislative Assembly to identify appropriate services in this area.

The Employee and Family Assistance Program provided by the Government of Nunavut's Department of Human Resources is also available for Members to access. Information published by the department indicates that:

> The Employee and Family Assistance is designed to assist Government of Nunavut employees and their families maintain and/or improve their overall well-being. Employees and their families can call the toll-free number **1-800-663-1142** for personal counselling. It is your choice whether or not you wish to use this service. The service offers:
>
> - free and confidential service
> - offered to employees, their partners and their dependants
> - available 24 hours per day, 7 days per week
> - delivered by professional and experienced counsellors for a wide range of issues
> - available in Inuktitut and Inuinnaqtun with interpreter
> - available in English and French
> - includes 8 sessions per issue
> - choice of phone and/or telehealth services

Travel Allowances and Benefits

Sessional and Committee Travel

The Management and Services Board has approved a Directive under subsections 30(1) to (3) of the *Legislative Assembly and Executive Council Act* concerning Members' travel and childcare entitlements in respect to Sessional and Committee travel.

Management and Services Board Directive

Title:	Members' Travel and Childcare Entitlements
Authority:	Subsections 30(1) to (3) of the *Legislative Assembly and Executive* Council Act

Principles

The primary legislative and policy basis for providing section 30 travel benefits is recognition that Members who are required to spend extended periods away from their residences in order to fulfill their duties should not experience unreasonable separation from their immediate families with whom they reside. Consequently, Members who reside in the capital and whose immediate family members reside with them are not eligible for section 30 travel benefits for the purpose of defraying travel costs of persons other than the Member.

Members' ability to utilize their constituency budgets for the purpose of paying travel costs for other constituents (e.g. Mayors, community Elders and other constituents) remains unaffected, provided that the purpose of the travel is directly related to the Member's responsibilities. Members cannot use their constituency budgets for the purpose of covering the cost of personal family travel.

Travel Entitlements

- This *Directive* applies to travel undertaken by Eligible Members or their designated family members of the 7th Legislative Assembly.
- A travel point is defined as a return trip to and from Iqaluit and the Member's constituency.
- Travel points can be used during sittings of the House or meetings of a standing or special committee held in Iqaluit.
- Travel points cannot be banked (i.e. carried over between fiscal years).
- An eligible Member is entitled to:

    a) a) One (1) travel point for the period from January 1, 2026, to March 31, 2026;

    b) b) Two (2) travel points for each of the 2026-2027, 2027-2028 and 2028-2029 fiscal years; and

    c) c) One (1) travel point for the period April 1, 2029, to the date of the dissolution of the 7th Legislative Assembly in September of 2029;

- Members are not permitted to use travel points for special sittings of the House that occur as a result of a recall within the meaning of Rule 3(3) of the *Rules of the Legislative Assembly of Nunavut*.

1. An eligible Member includes:

    1. Members representing non-Iqaluit constituencies who reside in their constituencies; and

    2. Members representing non-Iqaluit constituencies who reside in Iqaluit and receive the Iqaluit-prescribed Nunavut Northern Allowance. It is important to note that although these Members are eligible for travel entitlements during sittings of the House or meetings of standing and special committees, these entitlements do not extend to the Legislative Assembly paying for guests' travel from Iqaluit to the Members' constituencies.

2. Members' guests are considered to be "designated travellers" within the meaning of subsection 40(3)(f.2) of the *Legislative Assembly and Executive Council Act* and are defined as immediate family members within the meaning of the *Legislative Assembly Retiring Allowances Act* and are registered with the Management and Services Board pursuant to the prescribed *Enrollment Form*.

3. Travel undertaken by children six (6) years of age and younger who are identified in the *Enrollment Form* are not a charge to travel points. However, all dependent children travelling to and from Iqaluit on a section 30 trip must be escorted by the Member or by an adult who is an immediate family member.

4. The Legislative Assembly will pay the following reasonable costs associated with authorized travel:

    a) Return airfare;
    b) Accommodation en route to and from Iqaluit; and
    c) Accommodation in Iqaluit.

- In the event that a Member or other person travelling at Legislative Assembly expense under this directive incurs airline and/or hotel cancellation charges, change fees or other related costs as a consequence of a Member's actions taken under circumstances within the Member's control, a Member will be held personally liable and responsible for the payment of such costs, up to and including the full purchase price of a new return airfare/hotel accommodation.

- Where a Member is persistently absent from sittings of the House or meetings of committees and caucuses without providing, in writing, a valid explanation that is accepted by the Management and Services Board, the Board may suspend the Member's section 30 travel benefits or take such other disciplinary action as it considers reasonable and appropriate under the circumstances.
- The Clerk of the Legislative Assembly has the authority to make determinations as to eligible expenses and related matters in unusual or undefined circumstances.

Childcare Entitlements

- A Member who is not a resident of Iqaluit who travels to the capital for the purpose of attending sittings of the Legislative Assembly or meetings of standing and special committees is entitled to claim:

    a) Childcare expenses upon submission of receipts. Total allowable childcare expenses may not exceed $45.00 per day per eligible child in respect to children who are accompanying the Member; and

    b) Any or all of the Member's laundry and drycleaning allowance (as prescribed on page 5-21 of the *Member's Handbook on Administrative and Financial Matters*) in respect to children who are accompanying the Member.

- A Member's immediate relatives (spouse, children, parents, grandparents or siblings) may not receive financial compensation under this provision.
- The Clerk of the Legislative Assembly has the authority to make determinations as to eligible expenses and related matters in unusual or undefined circumstances.

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 supporting documentation for audit purposes and should include the purpose of the travel, dates and destination(s).

Air Travel

- When Members travel by aircraft, scheduled air service is to be used whenever available.
- If chartered aircraft are used when scheduled commercial service is available, the Member pays the excess over commercial fare, unless approved in advance by the Clerk.

- In situations where a chartered aircraft is necessary, prior approval is required through the Clerk's Office.
- The Office of the Clerk will organize and coordinate air charters.
- While air charter travel is permissible under certain circumstances, it is prohibited for a Member to sell seats or freight to offset the cost of the charter.

Private Transportation

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.
- 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.

- Members may use rental vehicles to fulfill their constituency responsibilities.
- 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.
- 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.
- 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.
- 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.

- Recoveries for personal use, if any, will be made from future payments to the Member.
- 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.

Reimbursement of Expenses

Members will be reimbursed for travel and meals while carrying out duties related to their Legislative Assembly and constituency responsibilities.

Members should understand what they are entitled to and the process for making a travel and expense claim. This will ensure the most expeditious processing of any claims submitted.

Members may claim travel and meal allowances in accordance with the Government of Nunavut Duty Travel Rates, as amended from time to time and published in the *Financial Administration Manual*.

Members are accountable for the use of public funds, including reimbursements and entitled allowances, and therefore must exercise appropriate discretion by ensuring requests and expenses are reasonable and are in compliance with the Duty Travel provisions.

As such, it is important to note that per diem meal allowances may not be claimed when a Member is attending a hosted event (such as a conference) when meals are provided. If a Member chooses to make alternative arrangements, he or she may not make a claim when a meal is already provided.

Expense Claim Process

Members must adhere to the following process to have expense claims processed as expeditiously as possible.

a) All requests for reimbursement, expense claims and requests to pay invoices must be submitted directly to the Manager of Members' Services or the Manager of Financial 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 or she has personally spent, payment will be made on the next available processing date.

Duty Travel Provisions

Out of pocket expenses for meals, incidentals and other expenses will be reimbursed upon submission of the Travel Authorization & Expense Claim form on the following basis:

1) Travel and accommodation expenses paid with personal funds or by personal credit card will be reimbursed providing the expenses incurred are in compliance with standards and are deemed reasonable;

2) Meal expenses will be reimbursed at the per diem rates set out by the Duty Travel Policy except as otherwise provided. (When using the Duty Travel per diems, no receipts are required.)

    a) If the per diem meal allowance is insufficient in a particular community, the Member may claim actual expenses for all meals (Receipts are required). If receipts cannot be provided, then reimbursement will be made based on the per diem rates as set out under the GN Duty Travel policy.
    b) The cost of meals should not to be included on a hotel bill.
    c) Costs for alcohol will not be reimbursed.
    d) When meals are provided at conferences or meetings, no meal allowance is to be claimed for those meals.
    e) It is generally expected that Members will eat before departing from their home or office and after arriving back at their home or office. A claim may not be made for hours in which a Member is not yet considered on Duty Travel or after he or she has returned home or to the office upon completion of Duty Travel.

1. Other appropriate expenses will be reimbursed including the following:

    a) An “Incidental” allowance to cover tips and other minor personal expenses paid as part of the per diem for each day on travel status.
    b) Government business telephone calls (Receipts are required);
    c) Taxis may be used (Receipts not required for fares of $8 or less). The use of taxis must be explained except where the purpose is self-evident.

        Through-travel requires the use of airport hotels and hotel provided transportation rather than the use of rental cars or taxis.

2. Receipts are required (unless specifically exempted) to justify travel expense claims. Members must make every reasonable effort to comply with this requirement. However, if it is impossible to obtain an original or replacement receipt, it should be so noted on the claim form. The approving officer shall initial the note if s/he agrees that it is appropriate to pay the claim despite the missing receipt.

The per diem meal allowances and provisions of the Duty Travel policy are subject to change. For specific details and/or clarification, please refer directly to the most current version of the Duty Travel Policy and/or direct inquiries to the Manager, Member Services or Manager, Corporate Services.

Travel Outside of Nunavut

A Member who has been formally invited to participate in meetings, conferences or other events outside of the territory must receive the approval of the Office of the Clerk in order for travel-related expenses to be paid by the Legislative Assembly or the Member's constituency budget.

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. In general, the provisions of the Duty Travel Policy apply. These provisions also apply to travel that is related to standing committee work or is being undertaken at the request of the Speaker.

Travel by spouses or other designated travellers 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, but will apply if the Minister is traveling on non-Ministerial business.

Constituency Expenses

Overview

The *Legislative Assembly and Executive Council Act* defines constituency work to mean "any work directly connected with a Member's responsibilities as a Member in relation to the ordinary and proper representation of his or her constituents."

Subsection 31(3) of the Act provides that:

> Other expenses that may be paid
> (3) In addition to the 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.

Constituency Budgets

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

- Constituency Work Expense Budget
- Constituency Assistants Salary Budget

Maximum permissible constituency work expense budgets are prescribed in Schedule B of the *Legislative and Executive Council Act*.

Constituency Work Expense Budgets[4]	
Constituency	**Annual Budget**
Aggu	$28,000
Aivilik	$47,000
Amittuq	$45,000
Arviat North-Whale Cove	$46,000
Arviat South	$29,000
Baker Lake	$30,000
Cambridge Bay	$26,000
Gjoa Haven	$37,000
Hudson Bay	$31,000
Iqaluit-Manirajak	$25,000
Iqaluit-Niaqunnguu	$25,000
Iqaluit-Sinaa	$25,000
Iqaluit-Tasiluk	$25,000
Kugluktuk	$26,000
Netsilik	$41,000
Pangnirtung	$26,000
Quttiktuq	$67,000
Rankin Inlet North-Chesterfield Inlet	$43,000
Rankin Inlet South	$29,000
South Baffin	$45,000
Tununiq	$29,000
Uqqummiut	$51,000

4 Current as of October 1, 2024

Constituency Assistants Salary Budget

The Constituency Assistants Salary Budget provides an opportunity for Members to engage assistance in carrying out their duties. This budget can be allocated to CAs at the Member's discretion, paying one or more individuals at an amount the Member chooses either via payroll system or service contract. Constituency Assistants are not considered to be employees of the Government of Nunavut. Note that the total base wages paid to Constituency Assistants over a fiscal year cannot exceed the annual budget.

The budget for Constituency Assistants' salaries is allocated according to how many communities are contained in a Member's constituency:

Constituency Assistants Budget[5]			
Number of Communities per Constituency	Annual Budget		
	October 1, 2025	October 1, 2026	October 1, 2027
One (1) Community	$77,123	$79,443	$81,432
Two (2) Communities	$118,255	$121,813	$124,862
Three (3) Communities	$159,387	$164,182	$168,293

Public Reporting

Section 36 of the *Legislative Assembly and Executive Council Act* provides that:

> Annual report by Speaker
>
> 36. (1) The Speaker shall, during each fiscal year, cause a report to be laid before the Legislative Assembly
>
> (a) setting out any policies made under subsection 33.1(1) in the previous fiscal year; and
>
> (b) showing the amounts paid by the Legislative Assembly by way of indemnity, allowance, expense or benefit during the previous fiscal year to each person who had been a Member during that previous fiscal year, other than those amounts paid pursuant to a policy made under subsection 33.1(2).

Members should be aware that their constituency work expenditures, including expenses related to the purchase of promotional items, are published as part of this annual report. Constituency work expenses are detailed by category: Staffing Expenses, Service Contracts, Travel, Hospitality, Gifts, Advertising, Purchased Services, and Office Expenses.

5 Current as of October 1, 2025

Constituency Budget Over-Expenditure

Subsection 31(4) of the *Legislative Assembly and Executive Council Act* provides that:

> Amount of expenses
> (4) The maximum allowances and expenses to which a Member is entitled under this section in any fiscal year shall not exceed the amount set out in Schedule B for the constituency represented by the Member.

Members are personally responsible for any over-expenditure in a given fiscal year. In the case of an over-expenditure, the Member may reimburse the Legislative Assembly as follows:

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

Purchasing

All purchases must be formally approved by the Member through the submission of a Constituency Expense Requisition for Goods and Services Form. These forms are available from the Manager of Members' Services.

The nature of the purchase and vendor is detailed and the form is sent to the Manager of Members' Services. Upon approval, a signed Legislative Assembly Purchase Order will be issued to the Member or Constituency Assistant authorizing the purchase.

Invoices related to approved purchases must be submitted immediately after the purchase to ensure timely payment and accurate budget tracking.

Service Contracts

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

Members should contact the Manager of Members' Services or the Director of Financial 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.

Reimbursement for Expenses

Members may purchase goods in their community with their personal funds 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 the expense was an eligible cost related to the performance of constituency business.

Constituency Budget Reporting

Every Member will receive a detailed monthly budget report that provides information on:

- Expenses to date
- Outstanding Purchase Orders (unpaid purchases)
- Available budget
- Constituency Assistant expenses
- Travel expenses and details

It is the Member's responsibility to review their budgets and provide information requested by Corporate Services.

Typical Constituency Expenses

- Advertising, for example, constituency office hours, contact numbers for the Member, notices of constituency meetings, etc.;
- Constituency newsletters;
- Office supplies;
- Promotional items;
- Rental of rooms for constituency meetings;
- Light refreshments provided at constituency meetings;
- Telephone, fax, and long-distance charges;

- Computer hardware and software used exclusively by the Member or the Member's constituency assistant; and
- Photocopying charges, postage and freight.

Specific Programs and Limitations and Restrictions

Newsletters

Members are permitted to issue newsletters to their constituents, in order to communicate the work that the Member is performing.

A Member is entitled to issue one constituency newsletter per fiscal 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 (i.e. Inuktitut, Inuinnaqtun, English and French).

Meeting Space and Interpretation Services

Members are permitted to hold public constituency meetings. Financial assistance will be made available to the Member for rental of meeting space in certain circumstances as set out in this section.

Where a Member wishes to have simultaneous interpretation services provided, and where these services are available from a professional service provider, financial assistance will be made available to the Member as set out in this section.

Eligible expenses for large constituency meetings serviced by a professional simultaneous interpretation service provider would normally include the provision of equipment and staff.

A Member can use their Constituency Budget for the first $500.00 per meeting; this may include catering, venue rental, and simultaneous translation. The Assembly will provide financial assistance as follows which is limited to rental space and simultaneous translation, as follows:

- A maximum of $750 per meeting for the venue for established and published venue market rental rates;
- Financial assistance for constituency meetings is for up to four (4) constituency meetings per fiscal year; and
- A maximum $3,000 per fiscal year in financial assistance for constituency meetings.

Hospitality Policy

Each Member of the Legislative Assembly has an annual allowance to facilitate the purchase of goods and services directly related to fulfilling a Member's duties to his/her constituents at certain events.

Expenses must be related to the Member's legislative roles and responsibilities. The Member must pay expenses directly and request reimbursement. Purchase Orders will not be provided for Hospitality events. Expenses must meet the criteria to be reimbursable to the Member.

Eligibility Criteria

Members must attend and participate in the hospitality event for which expenses are being claimed.

Members must obtain and submit receipts in order to be reimbursed from their Constituency Budget. Members may claim expenses for food and beverages only. Such expenses typically cover a meal and may include the purchase of water, juice, and fruit.

Hospitality expenses may be incurred up to a maximum of $750.00 in any fiscal year. If this amount is not used in a fiscal year, the balance may not be carried forward to the following year.

Restrictions

Alcohol is strictly not permitted and is not a reimbursable expense. Tipping in not an eligible expense.

The Hospitality program is not to be used in conjunction with other programs such as the Community Feast program. Event tickets are not an eligible expenditure.

Members are provided a per diem allowance for days of travel on constituency business; the allowance is reduced to reflect any meals provided or paid through the hospitality allowance.

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.

Translation Expenses

Members may be required to provide document or letters to constituents or organizations for the benefit of constituents. The Assembly can assist with the translation between official languages: Inuktitut, Inuinnaqtun, English and French.

The Assembly has contracts with various individuals 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.

Community Events and Feasts

Members may contribute up to $1,000 per year for this program to each community within their constituency for community feasts and events.

Members are encouraged to recognize important community events and participate in community events; utilizing this program is an excellent way to ensure Members are accessible to constituents, provide support to constituents and from time to time recognizing the passing of a constituent.

This program can support and recognize annual public events in connection with special occasions and holiday seasons, such as:

- Hamlet Day
- Canada Day
- Nunavut Day
- National Day for Truth and Reconciliation
- Thanksgiving
- Christmas

Only edible food items and items that are intrinsically connected to the serving of food (utensils, plates, glasses, paper towels, refreshments such as milk, juice etc.) at public events may be provided for community feasts and other occasions, including constituency meetings.

All Members recognize and appreciate the need to ensure that the public has confidence that Members' expenditures are appropriate, prudent and consistent with their collective commitment to promoting healthy lifestyles, which is why the purchase of junk food (e.g. pop, potato chips, candy, etc.) is prohibited.

Donations to community organizations, such as food banks, are not an eligible constituency expense. The only exception to this provision applies during the Christmas season (December 1-January 1), when Members are permitted to make donations to recognized societies and community organizations (e.g. food banks) for the purpose of distributing food and related items to persons in need within the Member's constituency. Donations made under this provision are made by way of cheque, with the relevant organization identified as the payee.

The purchase of country food for the purpose of donating to community feasts and other public events at which any resident of a Member's constituency may attend is an eligible constituency expenditure. However, the purchase of country food for the purpose of donating to specific individuals and/or organizations is not an eligible constituency expenditure.

Recognizing that there are a number of facilities which provide residential care and other services to Elders and the disabled who face mobility issues, Members may purchase country food for the purpose of hosting constituency events at such facilities during which the Member is expected to make himself or herself available to residents.

The approved facilities are as follows:

- Any facility that is used for the purpose of hosting events by a recognized Elders Committee and/or Society;
- Iqaluit Elders' Home and Iqaluit Elders' Qammaq;
- Arviat Andy Aulatjut Personal Care Centre;
- Igloolik and Gjoa Haven Continuing Care Centres; and
- Others that may be identified from time to time.

Members may use their constituency budgets to purchase country food from:

- A Hunters' and Trappers' Organization that is registered under the *Societies Act* and which is recognized as a community's designated HTO within the meaning of the territorial Wildlife Act. Please note that the receipts issued by the HTO must be submitted to be deemed an eligible expense.
- A licensed meat and fish processing facility located in Nunavut. As of the date of writing, these include: Iqaluit Enterprises (Iqaluit), Kivalliq Arctic Foods (Rankin Inlet), Pangnirtung Fisheries (Pangnirtung), Papiruq Fisheries (Whale Cove) and Kitikmeot Foods (Cambridge Bay).

The Members' Services staff are responsible for the administration of this program.

- The Member prepares and signs a Requisition for Goods and Services. Requisitions should be prepared and sent well ahead of the event.
- The Members' Services staff track and monitor the $1,000 annual budget and verify that there is adequate budget remaining for the amount of the Requisition. Expenses under this program are reported on Members' monthly budget reports.
- The Members' Services staff prepare and issue the Member a purchase order to a goods provider.
- The Member or his/her Constituency Assistant must make the purchase.
- The Member or his/her Constituency Assistant must sign the detailed and itemized receipt from the store.
- The Member or Constituency Assistant return the signed itemized receipt to Members Services.
- The retailer invoices the Legislative Assembly directly.
- The Members' Services staff match the itemized receipt to the store invoice and payment is issued.

Bereavement Program

Members may also contribute bereavement flowers or food baskets 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.

Promotional Items

Members may use a portion of their constituency budgets for the promotion of their constituency office or the Legislative Assembly. Members normally accomplish this through the purchase of promotional items, including refrigerator magnets, mouse pads, beverage containers (e.g. coffee/tea mugs, water or thermos bottles), tote bags, fishing lures, calendars and items of clothing, such as caps or hoodies.

Promotional items must comply with the Visual Identity requirements of the Legislative Assembly. This includes information or imagery that identify them as originating from the Member's office or the Legislative Assembly. At a minimum, such items must identify the name of the Member and either the name of the Member's constituency or the Member's

constituency office telephone number. Members are encouraged to imprint complete contact details, if practicable.

Promotional items can be distributed at sponsored events by the Legislative Assembly and Members' constituencies for special gatherings, feasts and other community events.

Guidelines

Through the Public Affairs Officer, the Office of the Legislative Assembly provides assistance to all Members wishing to purchase promotional items from their constituency budgets. This assistance ensures that such acquisitions conform to visual identity requirements and contracting and procurement policies and procedures, including the *Nunavummi Nangminiqaqtunik Ikajuuti* Policy and the solicitation of competitive quotes.

Members are required to seek this assistance. All promotional items must be pre-approved by the Public Affairs Officer.

Purchases of promotional items are monitored by Corporate Services financial staff to ensure that a Member does not inadvertently overspend his or her budget during the fiscal year.

Members should be aware that the Legislative Assembly maintains a limited inventory of standardized promotional items that Members may purchase and distribute to their constituents.

Visual Identity Requirements

In accordance with the Visible Identity requirements of the Legislative Assembly, the territorial Coat of Arms must appear on all advertising, public notices and printed materials for distribution at meetings that involve Members.

Standardized promotional items issued by the Public Affairs Officer from the Legislative Assembly's centralized inventory must, at a minimum, identify the Legislative Assembly and depict elements of the territorial flag (e.g. the Inuksuk) and/or the territorial Coat of Arms. Where practicable, printing includes all of Nunavut's official languages (Inuktitut, Inuinnaqtun, English and French).

Members who purchase promotional items through their constituency budgets have the discretion to determine which language or languages are used in imprinting contact information. Members are encouraged to imprint contact information in as many official languages as is practicable.

Members are required to contact the Public Affairs Officer for clarification of these requirements as needed.

Restrictions

Food, beverages and other consumable products are not considered to be promotional materials. Members' constituency budgets include separate funding for the hosting of community feats and related events at which food and beverages may be purchased and provided to constituents.

Members may not utilize their constituency budgets to purchase general goods from stores or other sources (e.g. cleaning products, stationery, gasoline, hardware, sewing supplies, hunting supplies, games, videos, etc.) for the purpose of distribution to constituents, regardless of whether or not the Member is identified as the source.

Presentation and Special Occasion Items

Special occasion items are items purchased by Members for presentation to constituents to mark special occasions (e.g. 50th wedding anniversary, 80th birthday, graduation, territorial or national awards, athletic championship, death of a constituent, etc.).

There is a $150 per item limit on such purchases and the gift should hold no monetary value to the recipient.

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.

Laundry Expenses

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

- Members are allowed to submit for reimbursement of expenses incurred for dry cleaning and laundry expenses to a maximum of $125 per week, for cleaning, ironing, and occasional dry cleaning while on Legislative Assembly or constituency business.
- Reimbursement is only be available for those Members who attend an Assembly session, a committee meeting or if they travel on constituency business.
- Expenses will be reimbursed for cleaning and dry cleaning of business attire and traditional clothing worn in the House and formal meetings. This does not include outdoor clothing, such as parkas, snowmobile wear, or the repair of such items.
- Reimbursement will only be made upon the submission of original receipts.
- 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.

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. Refer to Constituency Office section for more information on Furniture and Equipment entitlements.

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 are not specifically prescribed in this section. Contact Members' Services for guidance and approval in respect to any discretionary purchases. As a general principle, discretionary purchases must conform to the requirement in the *Legislative Assembly and Executive Council Act* that they be "directly connected with a Member's responsibilities as a Member in relation to the ordinary and proper representation of his or her constituents."

Prohibited Expenses

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

- Cash or in-kind donation to any individual or organization;
- Travel costs for spouses or dependants that are not covered by any Board-approved policy and/or directive;
- Travel costs for constituents, unless the constituent is traveling and performing constituency work on behalf of the Member. Any such travel must be pre-approved by Members' Services. The Member must provide details in writing;
- 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; and
- Purchases of artwork/craft items for display in constituency offices.

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.

Constituency Offices

Office Space

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

- Members must not make any rental or lease commitments without prior approval of Corporate Services; and
- Members may not lease any portion of their private residence as constituency office space.

To obtain approval for establishing a constituency office, a Member:

- Locates office space in the community (Members who represent multi-community constituencies may establish a constituency office in each 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 asking for approval of the constituency office rental; and
- Ensures that the request is be accompanied by documentation from the prospective landlord indicating the total monthly cost, including utilities.

If 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.

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 to determine any impact on the lease agreement and/or related costs. Maintenance and repair issues should be brought to the attention of Corporate Services.

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 and 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 a signed inventory of the furniture and equipment and whether the items are working satisfactorily, or whether they are damaged, or stolen.

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.

The basic office furniture and equipment entitlement is paid for by the Assembly Office. All office equipment and furniture are the property of the Legislative Assembly. 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.

Members may lease furnished office space; however, furniture inventory will not be supplied to furnished offices.

Any additional furniture/equipment requirements are charged to the Member's Constituency Work Expense Budget. (refer to Constituency Expenses section)

Mobile Phone

The Speaker and all Regular Members are entitled to receive one mobile phone. Members' phones will be provided by and configured by the Legislative Assembly. The costs of the base cellular plan will be paid by the Legislative Assembly and charged against the Member's Constituency Work Expense budget. Not that any additional charges related to excess data use will be recovered from the Member monthly.

Cellular telephones or smart phones are not provided to Constituency Assistants.

Constituency Office Signage

The Assembly Office will pay for one constituency office sign per term of an Assembly to a maximum of $1,000.

If the cost exceeds $1,000, the excess must be covered from the Member's Constituency Work Expense Budget.

The territorial Coat of Arms must form an integral part of the office sign.

Information Technology Equipment

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 issued to them.

The basic computer entitlement is based upon the following:

- One (1) Desktop PC
- 19" monitor
- Multifunction printer, photocopier, and facsimile machine
- Power filter, UPS, battery backup
- One (1) laptop computer or one (1) tablet computer (iPad, Surface or equivalent)

Laptops

The Speaker and all Regular Members are issued 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 and 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 protocols.

Software

All PCs that are to be connected to the Legislative Assembly network must meet current specifications for both operating system and applications products.

Purchasing Additional System(s)

Members wishing to obtain an additional system should forward their requests to the Manager, Information Technology.

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 Member's Constituency Work Expense Budget.

Replacing Equipment

If a piece of equipment fails, the Manager of Information Systems will make best efforts 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 general 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 (e.g. a damaged file cabinet or a broken office desk), the Member may be permitted to dispose of it locally.

Option to Purchase Constituency Furniture and 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 the 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 provided with an inventory record 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.

Constituency Assistants

Overview

Constituency Assistants are a key resource for Members of the Legislative Assembly in fulfilling their representational responsibilities. All MLAs are entitled to engage the services of a Constituency Assistant. Where a constituency includes more than one community, the Member may choose to hire more than one Constituency Assistant.

Constituency Assistants Budget[6]			
Number of Communities per Constituency	Annual Budget		
	October 1, 2025	October 1, 2026	October 1, 2027
One (1) Community	$77,123	$79,443	$81,432
Two (2) Communities	$118,255	$121,813	$124,862
Three (3) Communities	$159,387	$164,182	$168,293

Constituency Assistants (CAs) 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 their constituency.

The responsibilities of a Constituency Assistant may include:

- Managing the Member’s constituency office;
- Assisting constituents with problems and concerns;
- Liaising with municipal councils, community leaders, Government Liaison Officers (GLOs) and local organizations;
- Preparing the Member’s constituency communications, including newsletters, *Hansard* clippings and radio spots;
- Drafting correspondence;
- Assisting with interpretation and translation as needed;
- Providing information on the Member’s activities and government initiatives and programs to constituents;

6 Current as of October 1, 2025

- Monitoring local radio and other media for information of interest to the Member;
- Coordinating the Member's schedule of events and meetings while in the constituency;
- Representing the Member at community events in his or her absence; and
- Informing the Member of developing issues in the community.

Outside Employment and Activities

Constituency Assistants must receive written approval and permission from their employer, the Member, prior to undertaking any outside paid employment or activities, including:

- Running for elected municipal office;
- Serving on such bodies as the board of directors of a Hunters' and Trappers' Organization; or
- Accepting a statutory appointment under federal or territorial legislation.

Hiring Process

Constituency Assistants are hired on a contract basis and serve at the pleasure of the Member. They are not considered to be Government of Nunavut employees and members of the public service within the meaning of the *Public Service Act*. A Member may appoint an individual of his or her choice to serve as a CA. However, immediate family members[7] may not be hired for the position. Constituency Assistants are covered under the *Workers' Compensation Act*.

The Human Resources Officer assists Members with the hiring process by preparing the following items:

- Constituency Assistant *Letter of Offer*;
- Constituency Assistant *Job Description*;
- *Terms And Conditions of Employment for Constituency Employees of Members of the Legislative Assembly of Nunavut*; and
- *Constituency Assistant Conflict of Interest, Loyalty and Confidentiality Agreement*.

7 As defined in *Human Resources Manual Directive 206: Preferential Treatment*

Remuneration for constituency assistants is based on an hourly rate of pay or as an annual calculation. The rate is negotiated between the Member and the constituency assistant. Guidance on appropriate pay can be provided by the Human Resources Officer. Constituency Assistants are paid on the same schedule as Government of Nunavut employees through the government's central payroll system. Constituency Assistants are encouraged to set up direct-deposit pay with Human Resources for more efficient pay process.

Additional Pay and Benefits

The Legislative Assembly pays costs associated with certain benefits for which constituency assistants are eligible to receive:

- Vacation Pay (6.0%)
- Nunavut Northern Allowance
- Nunavut Household Allowance
- Inuktut Language Incentive Allowance
- Continuous Service Bonus
- Overtime, Termination and Severance

Vacation Pay

Constituency Assistants do not accrue leave credits as they are not employees of the Government of Nunavut. Constituency Assistants receive 6.0% vacation pay on top of their regular remuneration.

Nunavut Northern Allowance

Constituency Assistants receive, on a prorated basis, the appropriate Nunavut Northern Allowance in respect to their community of residence.

Nunavut Household Allowance

Constituency Assistants who meet the criteria of this program are eligible to receive the monthly benefit.

Inuktut Language Incentive Allowance

Constituency Assistants are automatically entitled to receive the Level 1 (oral fluency) allowance of $2,000 per year. The Member is required to attest to the Constituency Assistant's proficiency. Constituency Assistants must successfully undertake the language proficiency assessment process that is administered by the Inuit Uqausinginnik Taiguusiliuqtiit (Inuit Language Authority) to be eligible to receive Level 2 or 3 allowances.

Continuous Service Bonus

Constituency Assistants are entitled to continuous service bonuses, based upon their 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 a general election. To be entitled to receive a continuous service bonus, a Constituency Assistant must have a minimum of three years continuous service, as of December 1st in any calendar year. Bonuses are paid in December and are $2,000 per year for three or more continuous years of service.

Termination and Severance

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 termination and severance entitlements on the termination of their Constituency Assistants employment if the Constituency Assistant meets the eligibility requirements as set out in policy. Constituency Assistants must have at least 90 days of continuous service to be eligible for termination benefits. Members must provide at least 2 weeks of notice of termination. Constituency Assistants paid through the government payroll system are eligible for holiday pay. Severance payments are paid to Constituency Assistants who are on payroll as of the date of dissolution of an Assembly.

Continuous Service	Termination/Severance Pay Entitlement
Less than 1 Year	2 weeks current pay rate
1 Year	2 weeks current pay rate
2 Years	3 weeks current pay rate
3 Years	4 weeks current pay rate
4 Years	5 weeks current pay rate
5 Years	6 weeks current pay rate

Facilities, Programs and Services

C

Legislative Assembly Precinct and Building Use

Introduction

Section 8 of the *Legislative Assembly and Executive Council Act* provides that:

> ***Precinct of the Legislative Assembly***
>
> 8. (1) In Iqaluit, the Precinct of the Legislative Assembly is under the jurisdiction of the Speaker, and includes
>
> (a) 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 Office of the Legislative Assembly for the business of the Legislative Assembly; and
>
> (b) 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.
>
> ***Precinct when Legislative Assembly sits outside Iqaluit***
>
> (2) 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 for the business of the Legislative Assembly during the sitting.

Legislative Assembly Building Access and Use

The Legislative Assembly Building is the symbol of Nunavut's democracy and the seat of the territory's government. Policies and guidelines concerning the Building are intended to balance the public right of access with operational requirements and the safety of all occupants.

The Legislative Assembly Building's normal opening hours are 08:30am to 5:00pm from Monday to Friday. From time to time, the House sits past 5:00pm and on Saturdays. The Building's main entrance remains open when the House is sitting.

All Members, officers, employees of the Office of the Legislative Assembly and Ministerial staff are issued with a Building Access Key Fob. The Facilities Manager is responsible for issuing Building Access Key Fobs and maintaining the master inventory of Building Access Key Fobs.

Upon approval of the Clerk of the Legislative Assembly, certain other individuals may be issued a Building Access Key Fobs (Deputy Ministers, Independent Officers of the Legislative Assembly, Contractors, etc.).

Members who misplace their Building Access Key Fob are required to report the loss to the Facilities Manager for inventory control purposes prior to being issued a replacement.

Building Access Key Fobs allow users to access the main entrances of the Legislative Assembly Building and the "Red Doors" entrance to the 1st, 2nd and 3rd floor office areas on a 24/7 basis. After-hours access also requires the inputting of a secure passcode into one of two keypads located at each of the main entrances.

Members are also issued with keys to their individual offices. Key inventory is maintained by the Facilities Manager.

Messages of a political and/or religious nature; or materials that depict sexual activity or other inappropriate conduct may not be posted in areas that are visible to Building occupants or the public.

Representatives of the news media may apply to the Public Affairs Officer for accreditation that allows access to designated areas and use of technical facilities during sittings of the House and other public events.

The foyer ("Great Hall") of the Legislative Assembly Building contains a number of pieces that form part of the Legislative Assembly's permanent collection of artwork. Visitors to the Legislative Assembly may view the artwork in this public space during normal opening hours without prior appointment. Loitering or other disruptive behaviour is not permitted.

Government of Nunavut departments or other entities wishing to use the foyer for official announcements, ceremonies or other events must receive permission from the Clerk of the Legislative Assembly. Events must be non-partisan and non-commercial. All events must comply with applicable health and safety regulations, including maximum occupancy loads. The foyer may not be used for personal occasions or events, such as wedding ceremonies.

Guided tours of the Legislative Assembly, including the Chamber, must be arranged in advance through the Public Affairs Officer.

When the House is sitting or other public events are taking place in the Chamber, visitors may view the proceedings from the Visitors' Gallery. Legislative Assembly security personnel support the Speaker and Sergeant-at-Arms in maintaining order during sittings of the House.

All visitors wishing to meet with a Member or other Building occupant are required to present themselves at the main reception desk upon arrival. Security personnel will confirm the availability of the intended meeting participant. All visitors are required to sign in and out of the Building and may be subject to additional screening measures as appropriate.

Accessibility features in the Building include ramps and a designated washroom located on the 1st Floor. This washroom is gender-neutral.

Three committee meeting rooms are located in the Legislative Assembly Building. The Nanuq Room and Tuktu Room are located on the 2nd Floor and the Natsiq Room is located on the 1st Floor. The Nanuq and Tuktu rooms are equipped with booths for the provision of simultaneous interpretation. Use of the committee meeting rooms requires permission from the Clerk of the Legislative Assembly.

The Cabinet Room, which is located on the 2nd Floor, falls under the jurisdiction of the Office of the Premier.

The Members' Lounge, which is adjacent to the Chamber, falls under the jurisdiction of the Speaker. Use of the Lounge is strictly limited.

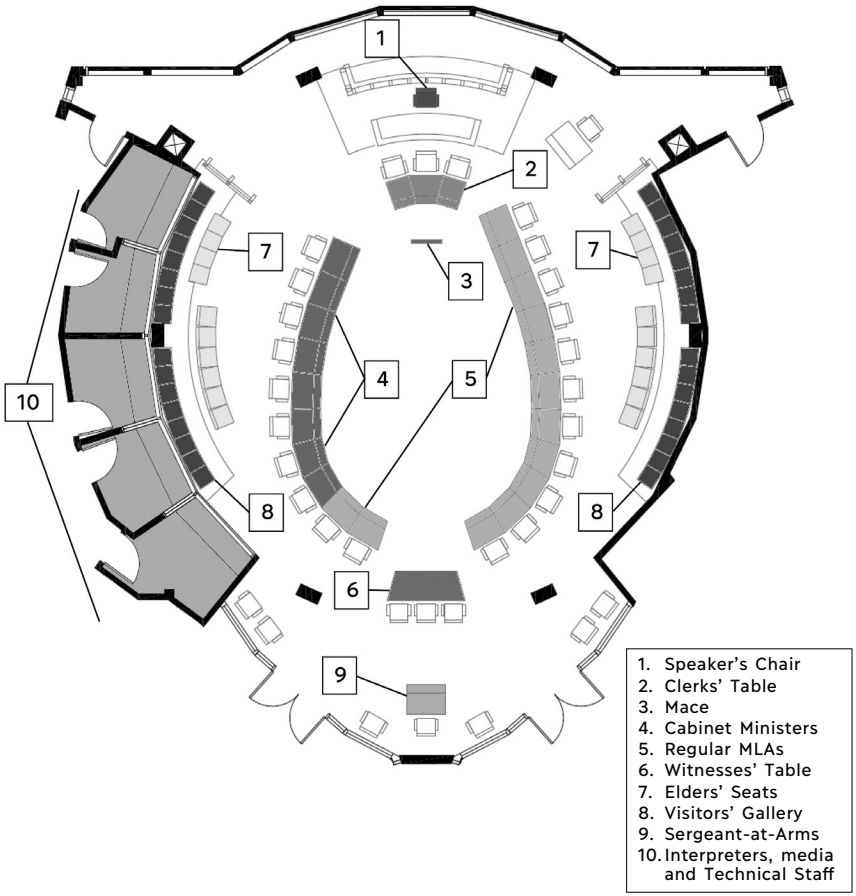
The consumption of alcohol, smoking and vaping within the Legislative Assembly Building are prohibited activities. Designated smoking areas are located adjacent to the Assembly's parking lot. Smoking is not permitted within three meters of any public entrance to the Building.

The Legislative Assembly's parking lot includes designated spaces for Members and other office-holders.

The following protocols, guidelines and policies fall under the jurisdiction of the Speaker and may, from time to time, be amended by decision of the Management and Services Board:

- *Protocol for Half-Masting Flags at the Legislative Assembly of Nunavut;*
- *Guidelines and Protocols for the News Media Respecting Filming, Photography and Other Matters; and*
- *Policy on Access to the Legislative Assembly Precinct by Members of the Royal Canadian Mounted Police and Other Law Enforcement Agencies and By Other Persons Serving Documents.*

Legislative Assembly of Nunavut
Chamber Seating Plan



Fleet Management and Vehicle Use

The Office of the Legislative Assembly maintains two dedicated vehicles (licence plate numbers LA-001 and LA-002) for use in addressing operational requirements.

Vehicles are to be used for Legislative Assembly business only, and should only be used during normal working hours. The Facilities Manager is responsible for fleet management and maintenance.

Members and staff wishing to sign out a vehicle on Assembly business must:

- Provide an itinerary for, and description of, the Assembly business requiring the use of a vehicle;
- Hold a valid class 5 driver's licence issued by the Motor Vehicles Division of the Department of Economic Development and Transportation;
- Be prepared to provide a clean driver's abstract on request;
- Ensure that the vehicle is returned in good condition, with at least a half tank of fuel; and
- Comply with all applicable traffic laws and rules of save driving.

The Legislative Assembly maintains accounts at both Iqaluit gas dispensaries. Users purchasing fuel or fluids are required to sign invoices as proof that the charge was incurred on Assembly business.

Smoking and/or vaping in Assembly vehicles is strictly prohibited. The Legislative Assembly is not responsible for paying traffic fines, parking tickets or towing charges that are incurred by users. Assembly vehicles may not be utilized for transportation to and from the Iqaluit Beer and Wine Store or any licenced bar.

In the event of an accident involving an Assembly vehicle, the driver must complete an accident report form and submit it at the earliest practicable opportunity to the Facilities Manager. Injuries or damage to persons and property must be reported to the Royal Canadian Mounted Police. Misuse of Assembly vehicles or careless operation may result in suspension of usage privileges.

The Clerk of the Legislative Assembly and the Facilities Manager are considered to be on-call on a 24/7 basis. Accordingly, these positions are authorized to utilize Assembly vehicles outside of normal working hours and to exercise discretion in overnight parking at their places of residence.

Safety, Security and Emergency Procedures

The *Legislative Assembly Building Emergency Plan Policy* provides the framework within which measures are taken to protect the Precinct, Members and other Building occupants and visitors.

Reporting an Emergency or Incident

Life-threatening emergency such as a personal injury or fire

- For serious injury or illness, call an ambulance at **979-4422**.
- For fire, call the fire department at **979-4422**.
- If it is a fire, activate the fire alarm by using a fire pull box.
- When reporting an emergency, it is important to identify yourself and be as specific as possible - your name, phone number and location, including room.
- Describe the nature and severity of the emergency – for example, location of fire, type of personal injury, spill of hazardous chemicals. In the latter case, give the name of the chemical and how much.
- Identify other potential dangers, such as the presence of flammable liquids or gases, structure damage, or suspicious object.
- Inform the Facilities Manager and Clerk of the Assembly.

Security incident emergency such as suspicious mail or problems with visitors

- Call the Royal Canadian Mounted Police (RCMP) at **979-1111** for security events such as:

  1) suspicious mail,
  2) threatening phone calls,
  3) bomb threat,
  4) visitors with inappropriate behaviours,
  5) hostage-taking incident.

- If this is a threatening phone call, a visitor who threatens harm, a bomb threat, or hostage taking, follow the instructions in the appropriate section about making written notes on the incident.
- Inform the Facilities Manager and Clerk of the Assembly.

Non-emergency incident reporting

- Prompt notification is required of all work-related incidents which could create a hazard or emergency.
- Report all such events immediately to your supervisor.
- Call Qikiqtani Hospital at **975-8600** for minor injuries and illnesses.
- Call **1-867-920-8130** for the following:
  1) environmental releases,
  2) hazardous conditions related to spills.
- Inform the Facilities Manager and Clerk of the Assembly.

Procedures for Specific Emergencies and Incidents

Active Shooter or Armed Stand-Off

- Remain calm and do not do anything to upset the individual who is threatening to discharge a firearm or has taken a hostage.
- If you can do so safely, call the Royal Canadian Mounted Police (RCMP) at **979-1111**.
- Briefly explain the situation, your name, the location of the incident, and request assistance.

If the location of the active shooter is known with certainty and safe evacuation can be made:

Evacuate:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Follow the instructions of any police officers
- Do not attempt to move wounded people

If the location of the active shooter is not known with certainty

Find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (e.g. an office with a closed and locked door).
- Not trap you or restrict your options for movement

- To prevent an active shooter from entering your hiding place:
  - Lock the door
  - Blockade the door with heavy furniture
- If the active shooter is nearby:
- Lock the door
- Silence your cell phone
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

How to react when law enforcement arrives

- Remain calm and follow officers' instructions
- Put down any items in your hands (e.g. bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to RCMP or Dispatch Operator

When you can safely do so, write down all details of the incident and other important impressions – time of the event, description of the person involved (age, male or female, other identifying factors such as clothing).

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

Suspicious Mail or Package

- If you receive suspicious mail, do not open it or handle it.
- Immediately call the Royal Canadian Mounted Police (RCMP) at **979-1111.**
- Characteristics of suspicious mail:

- Lack of a return address, or a suspicious return address,
- Unusually restrictive markings – “to be opened only by”, “fragile”, “rush”, “do not delay delivery,”
- Excessive postage,
- Excessive weight or thickness for envelope or package size,
- Cut and paste lettering or improvised labels,
- Excessive tape or string,
- Unusual odours, oily stains or discoloration on the outer envelope or wrapper,
- Feeling of springiness, metallic components, or stiffeners in letters,
- Protruding wires, string or metal foil.

- If you have opened a letter or package that you believe contains biological or chemical material, do not panic. Follow these steps:

1) Set the letter or package down and do not handle it further.
2) Immediately call the Royal Canadian Mounted Police (RCMP) at **979-1111**.
3) If you have immediate access to a sink, wash your hands with warm water and soap for one minute.

- Precautions for those who routinely sort, handle, or distribute mail:

1) Wash your hands with warm water and soap before and after handling the mail and do not eat or drink around mail.
2) If you have open cuts or skin lesions on your hands, wear disposable latex gloves.

Threatening Phone Call

- Listen carefully to the caller and get as much information as you can.
- Do not confront or argue with the caller.
- If the caller makes a bomb threat, refer to “Bomb Threat” procedure
- Take notes about the call while you are listening.
- As soon as you can, call the Royal Canadian Mounted Police (RCMP) at **979-1111** to report the call.
- Write down all details of the call and other important impressions: age, gender, sound of voice and other identifying features
- Inform the Facilities Manager and Clerk of the Assembly.

Aggressive/Intoxicated/Obstructive Persons

- *Intoxicated or unruly visitor* – remain calm and do not confront or argue with the individual.
- Ask the person to have a seat while you call for assistance.
- Contact building security at **975-5111**. Identify yourself, state your location, and request assistance.
- Visitor who threatens harm – remain calm and do not confront or argue with the individual.
- Ask the person to have a seat while you call someone to meet them.
- Contact the Royal Canadian Mounted Police (RCMP) at **979-1111**. Identify yourself, state your location, and request assistance.
- Write everything down that happened and was said.
- Inform the Facilities Manager and Clerk of the Assembly.

Bomb Threat

- If you receive a telephone bomb threat, attempt to keep the caller on the line as long as possible and note:
    - Approximate age
    - Gender
    - Distinguishing speech characteristics
    - Caller's message
    - Attempt to determine where the bomb has been placed
    - Any background noises
    - Any other conversation or comments
    - Time and date of call
    - Phone number if caller ID is available
- Report the bomb threat by calling the R.C.M.P. at **979-1111**.
- Wait for further instructions.
- If a building evacuation is ordered, follow the evacuation procedure in Section 3, Building Evacuation.
- Write down all details of the call and other important impressions – age, male or female, sound of voice, other identifying factors. Inform the Facilities Manager and Clerk of the Assembly.

Fire

- Immediately call the Fire Department at **979-4422**.
- Activate the fire alarm by using a fire pull box.
- Inform the Facilities Manager and Clerk of the Assembly.
- Evacuate immediately using the designated exit route for your location and go to the designated muster point outside (**Parnaivik Building**).
- Ensure that any visitors to the building are assisted to evacuate.
- Close doors behind you as you leave.
- Do not attempt to use the elevator.
- Persons with mobility issues require a designated person to assist with use of stairs.
- If you must go through a closed door:
    - Feel it and if it is hot, do not open and take an alternate route;
    - If the door is not hot, open it slowly;
    - If the hallway is clear of smoke, walk to the fire exit and evacuate;
    - If you are trapped in a room, put a cloth or piece of clothing at the base of the door to help prevent the entry of smoke;
    - Call the Fire Department at **979-4422** and tell them you are trapped and your location.
    - Use a fire extinguisher only if you have been trained in fire extinguisher use, and only if you have a clear escape route.
    - Evacuate and remain at the designated muster point in front of the Parnaivik Building.
    - After evacuation, remain in the assembly area until the Manager Facilities and Security Services or the Fire Department authorizes re-entry.

Earthquake

- *If you are inside*, get under a desk or table and hold on until the shaking stops.
- Stay clear of windows, bookcases, or any apparatus that may fall.
- After the shaking stops, evacuate the Assembly Building to the muster point.
- Do not use the elevator.
- If you are outside, stay away from buildings and overhead power lines.
- Be aware of falling rocks or landslides.
- Move to the muster point after the shaking stops.

- If you are in a motor vehicle, stop in a safe open area away from buildings and overhead power lines.
- Do not park near the edge of a hill because the roadway may shift and cause the vehicle to slide down the hill.
- Remain in the vehicle and allow emergency vehicles to pass.

Serious Injury or Illness

- Immediately call an ambulance at **979-4422**.
- Call building security at **975-5111**.
- Administer first aid or CPR only if you are trained to do so.
- Refrain from moving the victim unless he/she would suffer further injury by remaining in the area.
- A list of first aid responders is adjacent to the AED by the fountain on each floor; first aid equipment is above kitchenette sink (floor 1 through 3 and at security desk).

Hazardous material spill or release

- Alert others in the area.
- Call the Fire Department at **979-4422**.
- If the situation requires it, security will notify the Hazardous Materials Spill line at **1-867-920-8130**.
- Isolate the area and restrict access. If the spill is inside, keep doors closed.
- Watch what you touch and where you walk. Prevent unnecessary contamination or cross-contamination.
- Do not attempt to clear up the spill yourself.

Protests and Demonstrations

All protests and demonstrations occurring at the Legislative Assembly Precinct must be conducted in a manner that respects freedom of speech but does not infringe on the rights and privileges of the institution and its Members.

Protests and demonstrations occurring at the Legislative Assembly Precinct may not obstruct the free movement of Members, staff, contractors or visitors into and out of the Assembly Building and Precinct.

Protests and demonstrations must be held outside of the Assembly Building. The Facilities Manager and/or the Clerk of the Assembly may direct that public entrances be locked for the duration of a demonstration.

Under no circumstances may any materials or substances (e.g. posters, stickers, spray paint, etc.) make contact with, or be affixed to, the

Assembly Building or a structure within the Precinct (e.g. lighting fixtures, flag poles, etc.).

Placards, signs, posters, displays, etc. are to be free-standing, except during winter months when they may be mounted on snowbanks.

Violence and/or verbal abuse of any sort will not be tolerated and the Royal Canadian Mounted Police will be requested to intervene in circumstances where violence and/or verbal abuse occurs.

Inclement Weather

- The Legislative Assembly is guided by *Human Resources Manual Directive 1011: Inclement Weather*.
- The Clerk of the Legislative Assembly makes closure decisions for the Legislative Assembly Building.
- Individual Members of the Legislative Assembly are responsible for weather closure decisions in respect to their constituency offices. It is recommended that Members align weather closure decisions with the Government of Nunavut's operations in the impacted community.

Power Outages

- The Legislative Assembly maintains a back-up power generation unit that operates when there is an outage in the primary Iqaluit grid.
- Do not attempt to use the elevator.
- Turn off all electrical equipment that may come back on automatically – printers, copiers, hot plates, coffee makers, etc.
- If power cannot be restored in a reasonable time, you will be informed by your supervisor and given instructions to evacuate temporarily or leave the building for the day.

Building Evacuation

General Instructions

- When there is a fire alarm or other order to evacuate, **DO SO IMMEDIATELY** in a safe and orderly manner.
- Use the designated exit route for your location and go to the assembly area outside (muster point).
- Ensure that any visitors to the building are assisted to evacuate.
- Close doors behind you as you leave.
- Do not attempt to use the elevator.

- After evacuation, remain in the assembly area until the Manager of Facilities and Security Services authorizes re-entry.
- If you are aware of any individual who is trapped in the building or otherwise cannot leave, report it to the First Responders or building security at **975-5111**.

If you have a disability and need assistance

- Identify yourself to the Manager of Facilities and Security Services and specify the type of assistance you will require in an emergency.
- The Manager of Facilities and Security Services will assist you in identifying individuals who can and will provide assistance during an emergency evacuation.
- Keep in mind that elevators cannot be used during an evacuation so alternative means of exit must be used.
- If you need assistance to evacuate, contact the designated individual(s) or call building security at **975-5111**.

Staff Responsibility During Emergencies

Staff involved in the emergency

- Report the emergency promptly, according to the procedures as specified in the section Reporting an Emergency.
- If required, immediately follow the evacuation procedures outlined in the section Building Evacuation.
- If you are aware of any individual who is trapped in the building or otherwise cannot leave, report it as appropriate to the Fire Department, Manager Facilities and Security Services or building security at **975-5111**.
- Ensure that any visitors to the building are assisted to evacuate.
- If evacuation is not required, show the professional emergency responders where the incident occurred, summarize the issue, and provide any other information that will help avoid injuries or future incidents.
- If illness or injury is involved, remove the injured persons only if there is threat of further injury or further exposure to hazardous conditions.
- Administer first aid only if they are trained and can do so safely.
- If this was a threatening phone call, a visitor who threatened harm, a bomb threat, or hostage taking, follow the instructions in the appropriate section about making written notes on the incident.

Staff NOT directly involved in the emergency

- Stay away from the scene of the incident.
- If required, immediately follow the evacuation procedures outlined in the section Building Evacuation.
- If you are aware of any individual who is trapped in the building or otherwise cannot leave, report it as appropriate to the Fire Department, Manager of Facilities and Security Services or building security at **975-5111**.
- Ensure that any visitors to the building are assisted to evacuate.

Manager of Facilities and Security Services

- Is a primary contact for information and coordinates the response during emergency situations in or around the building.
- Oversees the evacuation of the building and checks to ensure all have heard the warning and left.
- Ensures that plans are made to assist individuals with a disability and that they are assisted to evacuate.
- Documents emergency incidents and responses and makes recommendations to improve building safety procedures and responses.

Drills and Exercises

Building evacuation

- Regular, at least annual, evacuation drills will be conducted for building staff.
- All staff will be provided information on evacuation exit routes and alternative routes.
- Staff will have designated assembly areas outside the building.
- Results of the drills will be recorded, including time required to evacuate and any incidents that occurred.
- After each drill the Floor Wardens and/or Manager of Facilities and Security Services will make recommendations to improve the process.

Mail handling procedures

- Staff who handle mail will annually review the procedures they use to identify and deal with suspicious mail or packages.
- The results of the review and any recommendations for improvement in the process will be recorded by the Manager Facilities and Security Services.

Training

- All new employees will be provided a copy of this policy.
- All new employees will be shown the location of fire equipment, the fire pull box, evacuation routes and assembly areas.
- All staff will be periodically reminded of emergency procedures and participate at least annually in a building evacuation drill.
- All staff shall be informed of the procedures to follow if they receive threatening phone calls at work or are confronted by visitors exhibiting inappropriate behaviours.
- Staff who regularly deal with mail shall be provided training on how to handle suspicious mail or packages and hazardous material.
- Reception staff who greet visitors or route telephone calls shall be provided specific training on how to handle threatening phone calls and visitors exhibiting inappropriate behaviours.

Occupational Health and Safety Committee

- Committee members and Floor Wardens assist in emergency training activities.
- Committee members assist in emergency evacuation drills and during actual events and make note of issues that arise.
- The Committee makes recommendations to the Manager Facilities and Security Services to improve emergency and evacuation procedures.

Safety and Evacuation Drills

General

The Legislative Assembly has a duty to protect the health and safety of Members, staff, contractors and visitors to the Building. Periodic fire drills help ensure that Building occupants have the knowledge to safely and promptly evacuate the Building, minimizing congestion and the likelihood of injury.

Fire drills are organized by the Occupational Health and Safety Committee and are conducted in conjunction with the City of Iqaluit Fire Department and the Government of Nunavut's Office of the Fire Marshal.

Fire drills are intended to test preparedness to respond to an actual fire or building emergency so no prior notice is given.

Objective

The objective of a fire drill is to ensure individuals are familiar with the correct procedures to follow in the event of an actual fire or Building emergency.

When directed, Individuals are to evacuate the Building as efficiently as possible and gather at the designated muster point to await further instructions.

Background

Legislative Assembly Occupational Health and Safety Committee Members are on each floor of the Assembly as follows:

- Facilities Manager (First Floor)
- First Floor Member
- Second Floor Member
- Second Floor Member
- Third Floor Member

Occupational Health and Safety Committee Members are the designated Floor Wardens and are responsible for coordinating the evacuation of each floor.

Fire Evacuation Plans are posted on each floor. These plans identify exit routes and the location of the muster point (gathering point).

Procedure

All individuals in the Building at the time of a fire drill must actively participate and be sure to comply with directions issued by the Floor Wardens. When the fire alarm signal is given, individuals will vacate the building in an orderly and efficient manner.

No one may re-enter the Building until the “ALL CLEAR” signal is given.

All individuals must go to the muster point to ensure everyone has been accounted for. Each Floor Warden will have a list of Members and staff at the Muster point.

The muster point is directly in front of the Parnaivik Building. (See picture below). In the event of inclement weather, individuals may gather inside the Parnaivik Building (using the entrance closest to the four-way stop intersection).

Muster Point (designated gathering place):



Members and staff should be familiar with the procedures set out in the ***Legislative Assembly Building Emergency and Evacuation Plan*** and be prepared to follow them in the event of an emergency.

Questions concerning the fire drill and building evacuation procedures should be directed to the Occupational Health and Safety Committee.

Floor Warden Responsibilities

Floor Wardens have primary responsibility for ensuring the evacuation plan is carried out and that all individuals vacate the Building as quickly as possible in the event of a fire or building emergency.

During an evacuation, Floor Wardens' responsibilities include:

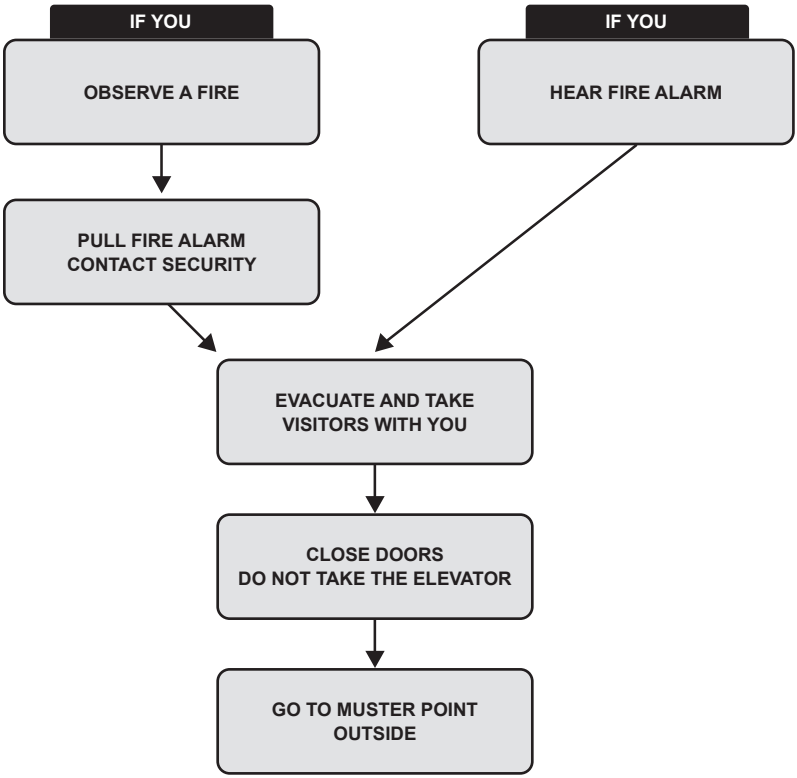
- Ensuring all individuals within their assigned area (floor) immediately evacuates the building upon activation of a fire alarm. The Floor Warden will conduct a complete tour of the floor to ensure all offices have been vacated and, as able, close each door upon leaving.
- Securing assistance for individuals who are mobility-challenged and/or have special needs. Such individuals must be escorted out of the building to the muster point and their presence recorded. After the assigned areas have been evacuated and checklists completed at the muster point, this information must be provided to the Facilities Manager immediately.
- Maintaining order and calm at the muster point. The Floor Wardens will be advised by the Fire Department or Facilities Manager when an "All Clear" has been given indicating that it is safe to re-enter the Building. The Floor Wardens will convey this information to those at the muster point and ensure everyone's safe and orderly return.

After an evacuation, Floor Wardens are responsible for the joint-preparation of a post-incident safety report to be submitted to the Management and Services Board. These safety reports offer constructive feedback from Floor Wardens, Fire Department officials and the Fire Marshal's office and captures observed issues, non-compliance matters, record deficiencies and code violations. Whenever possible, such reports also include suggested improvements to further enhance overall safety and efficiency in the event of fire and/or emergency related evacuations in the future.

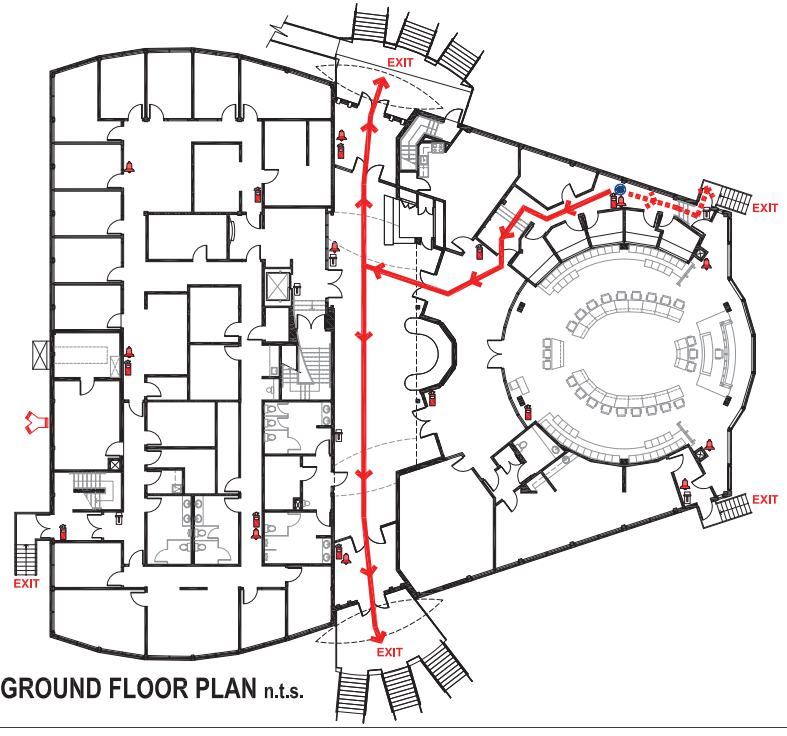
Quick Reference Emergency Contacts

Legislative Assembly Building Security:	**975-5111**
Facilities Manager:	**975-5180 / 222-1501**
Clerk of the Legislative Assembly:	**975-5100**
Royal Canadian Mounted Police:	**979-1111**
Iqaluit Emergency Services (Ambulance/Fire):	**979-4422**
Qikiqtani General Hospital:	**975-8600**
Emergency Management:	**979-6262 / 1-800-693-1666**
Hazardous Materials Spill Reporting:	**1-867-920-8130**

WHAT TO DO IF THERE IS A FIRE



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GROUND FLOOR PLAN n.t.s.

LEGEND:

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You Are Here
Hamanilittutin
Vous êtes ici

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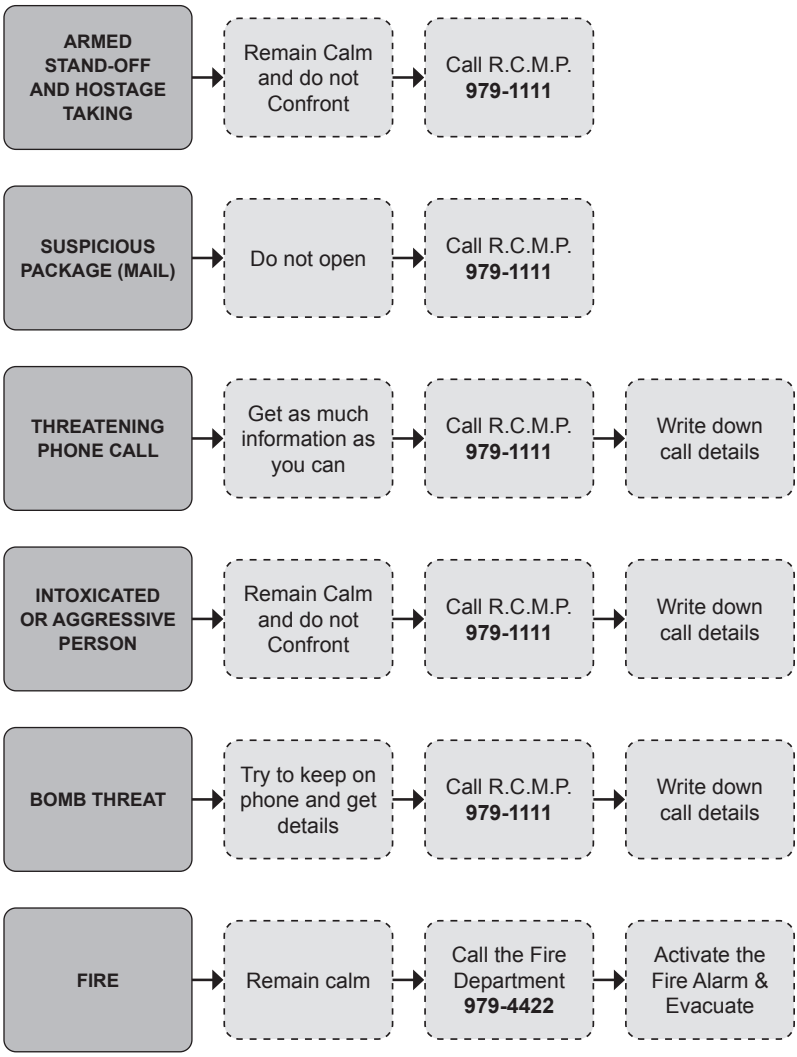
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Manual Pull Station
Qaptirutighat ikiaqnilitut
Station Manuelle

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Fire Bell
Ikittuliqinikun ququugut
Alarme d'incendie

ᐊᑦᓴᖅᑐᓄ ᓱᓕᓯᖏᓐᓄᑦ ᓴᐅᑎᑎᓂᓪᓗᒍ
Siamese Connection
Aatjikiiktun katitiqtughat tughuangit
Piece do Jonction

IF YOU HEAR THE FIRE ALARM. LEAVE THE BUILDING THROUGH THE NEAREST EXIT. IF THIS EXIT IS BLOCKED, USE A SECONDARY EXIT.

WHO TO CALL



All emergencies should be reported to the Security Desk: 975-5111

Information Technology

Introduction

The Office of the Legislative Assembly of Nunavut (OLA) provides various information technology (IT) resources to support Members in conducting Legislative Assembly business and is responsible for the administration of the Acceptable Use of Information Technology Resources Policy.

As users of these IT resources, Members play an essential role in ensuring their appropriate use, as well as the privacy, confidentiality and security of the information to which Members have access. Appropriate use also means that individuals not interfere with the appropriate use of these resources by others.

Scope

The IT Services unit of the Office of the Legislative Assembly is responsible for the management of all physical networks, IT systems and user endpoints (e.g. Personal Computers, laptops, mobile devices) within the OLA. Additionally, IT Services is responsible for the general administration of all computing services, policies and acceptable use guidelines. The guidelines below apply to account holders and any other individuals granted access to Information Systems managed by the OLA.

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 are 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 respecting confidentiality.
- Requests for network accounts must be directed to IT Services.
- OLA account holders are responsible for their network accounts. Accounts and passwords should not be shared with anyone.
- To ensure greater privacy and confidentiality, system users must use strong, complex and unique passwords for OLA systems.

- Account holders must not download or install any software. Requests for additional software are to be submitted to IT Services.
- 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 it is limited during core business hours. These services may also be used outside of scheduled hours of work, provided that such use is consistent with professional conduct.

Electronic Mail

- Electronic mail is a personal communication tool provided to account holders on the Legislative system. It is essential that users are aware that this form of communication should never be considered private or secure.
- 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 transmit computer viruses, some types of attachments that are 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 IT Services to make alternative arrangements.
- Targeted phishing and malware campaigns continue to grow in number and frequently target senior officials. Members should exercise caution when receiving unsolicited correspondence and view any unusual email with a degree of skepticism. IT Services is available to assist Members with a closer inspection of any suspicious email.
- Incoming email is scanned for malicious content and may be quarantined or rejected outright. If a user is expecting an email and is concerned that it may have been erroneously flagged as malicious, contact IT Services to investigate further.
- Due to the nature of this medium, it should not be used as long-term storage for valuable information and files.

Internet Access

- Internet access is provided as a tool to do business and should be treated as such.
- Users of this service are cautioned that they are responsible for exercising the appropriate discretion in use of sites.
- The prohibited activities below are examples of inappropriate use of the Internet access provided by the OLA:

    a) deliberately introducing malware, viruses or other malicious software code to a device on the network;

    b) bullying or harassment;

    c) viewing, downloading, or communicating defamatory, discriminatory, violent, obscene or otherwise inappropriate content; and

    d) misappropriating or infringing on the patent, copyright, trademark or other intellectual property rights of any third party, including copying material from third parties (including text, graphics, music, videos or other copyrightable material) without proper authorization.

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. IT Services will initiate appropriate measures if a user contravenes these policies. If in doubt, users may seek the advice of IT Services on the proper use of network resources.

For further assistance with information technology services, including email and internet services both in your constituency and while in Iqaluit, please contact the Manager of Information Systems at **975-5066** or the Systems Technician at **975-5172**.

Broadcasting

Introduction

The Legislative Assembly broadcasts sittings of the House, public committee hearings and proceedings of the Nunavut Leadership Forum on satellite television (Nunavut and nationally), cable television (Nunavut only), Internet and FM radio (Iqaluit).

Satellite

On August 8, 2013, the Canadian Radio-television and Telecommunications Commission (CRTC) issued Broadcasting Order CRTC 2013-381, which required mandatory carriage of the televised proceedings of the Nunavut and Northwest Territories legislatures on the digital basic service of the direct-to-home satellite broadcasting distribution undertakings serving the territories. On August 21, 2018, the Order was renewed on an indefinite basis.

The satellite TV broadcasting involves use of a shared channel between Nunavut and the Northwest Territories on the Bell (channel 513 on Bell XpressVU) and Shaw (channel 181 on Shaw Direct) systems. This has been established so that both legislatures can share the channel in a fair and equitable manner. Each legislature has a 2-hour live broadcast which is intended to cover their respective Oral Question Periods. Since both legislatures have similar sitting hours, the time zone difference allows for this process to meet scheduled requirements.

Live Broadcast Times

Floor Language:	1:30pm-3:30pm (Monday-Thursday)
Floor Language:	9:00am-12:00pm (Friday)

Re-Broadcast Times

Inuktitut Replay:	6:00pm-8:00pm (Monday-Friday)
English Replay:	8:00pm-10:00pm (Monday-Friday)
Inuinnaqtun Replay:	12:00am-02:00am (Monday-Friday)

If the Northwest Territories legislature is not sitting, the channel broadcasts Nunavut's live feed up to 6:00pm from Monday to Thursday. If the Northwest Territories legislature is not using the 10:00pm-12:00am time slot, Nunavut's floor language replay will be inserted into the schedule.

Local Cable

Where available, local cable TV programming now mirrors the broadcast schedule of the Shaw and Bell satellite services.

Web Streaming and Video On Demand

Legislative Assembly proceedings are also viewable on the website by going to: https://assembly.nu.ca/webcasts

Selecting “Watch Live” will access the Assembly’s streaming partner where the livestream is viewable in Inuktitut, Inuinnaqtun, English and Floor language. The WebCast page also includes the Legislative Assembly’s video on demand archive, where proceedings from prior sittings may be viewed or downloaded.

FM Radio

In Iqaluit only, there are four (4) FM radio frequencies maintained by the Legislative Assembly. Each radio frequency carries the live broadcast of Assembly proceedings as follows:

Inuktitut:	94.7
English:	102.1
Floor:	92.5
Inuinnaqtun/French:	96.9

Committee Hearings

Public hearings held by standing and special committees are broadcast live. Broadcast times of televised hearings are announced in advance by way of news release.

Page Program

The Page Program provides an opportunity for Nunavut students to learn about the Legislative Assembly through working in the House during formal sittings. Pages perform a number of duties during sittings, including distributing documents, ensuring that Members have adequate supplies of stationery and water, and assisting the Speaker and House Officers as required.

Members representing constituencies outside of Iqaluit have the opportunity to nominate students from their constituency to travel to Iqaluit to serve as Pages. Members who wish to nominate students should contact the Public Affairs Officer at least thirty (3) days prior to the commencement of the sitting. Members are entitled to nominate students according to the following allocation:

- Members whose constituency includes one community: 2 Pages per community per term of office (2 Pages total)
- Members whose constituency includes two communities: 2 Pages per community per term of office (4 Pages total)
- Members whose constituency includes three communities: 2 Pages per community per term of office (6 Pages total)

To be eligible for consideration, nominees must:

- Be under the age of nineteen (19) years;
- Attending secondary school on a full-time basis;
- Have received written permission from their parent/guardian and school principal to participate in the Page Program.

The Public Affairs Officer is responsible for:

- Arranging for air travel and accommodation for Pages;
- Arranging for the payment of Pages' remuneration and allowances; and
- Ensuring good conduct of Pages while at the Legislative Assembly.

Sponsoring Members are responsible for:

- Nominating Pages;
- Arranging for a chaperone (costs to be paid from the Member's constituency work expense budget) or serving as the chaperone; and
- Ensuring good conduct of Pages while outside of the Legislative Assembly.

Order of Nunavut

The ***Order of Nunavut Act*** was passed by the Legislative Assembly in December of 2009 and came into force on January 1, 2010. The legislation provides that the objective of the Order is to "honour individuals who have provided an outstanding contribution to the cultural, social or economic well-being of Nunavut." The Order of Nunavut is the highest honour of Nunavut and takes precedence over all other orders, decorations or medals awarded or conferred by the Government of Nunavut. The inclusion of the Order of Nunavut into the Canadian Honours System was formalized in 2018 by way of a federal Order in Council that was approved by the Governor General. The Order of Nunavut Advisory Council recommends individuals for investiture into the Order. The members of the Advisory Council are the Speaker of the Legislative Assembly of Nunavut, the Chief Justice of the Nunavut Court of Justice and the President of Nunavut Tunngavik Incorporated. The Clerk of the Legislative Assembly serves as the Secretary to the Advisory Council.

A maximum of three individuals may be invested into the Order each year. Canadian citizens currently living in Nunavut are eligible for appointment to the Order, as are Canadian citizens who were formerly long-term residents of Nunavut or the area that became Nunavut on April 1, 1999. Previous recipients of the Order of Nunavut are:

2011: The Reverend Michael Gardener, C.M., the late Mark Kalluak, C.M. and the late Jose Amaujaq Kusugak

2012: The late Kenojuak Ashevak, C.C. and the late Charlie Panigoniak

2013: Messrs. Jimmy Akavak, Louis Angalik Sr. and Davidee Arnakak

2014: Mr. John Amagoalik

2015: Messrs. Tagak Curley, C.M., the late William Lyall, C.M. and the late Father Robert Lechat, O.M.I.

2016: The late Louie Kamookak, Ms. Ellen Hamilton and the late Red Pedersen

2017: Ms. Betty Brewster and the late Ludy Pudluk

2018: Mr. Zacharias Kunuk, O.C.

2019: Mr. Peter Tapatai

2020: No Recipients

2021: Mses. Maryanne Inuaraq Tattuinee and Dorothy Atuat Tootoo

2022: No Recipients

2023: No Recipients

2024: No Recipients

Eligible persons who have been previously nominated for appointment to the Order, but who were not selected for appointment, may be re-nominated.

The following are not eligible for appointment to the Order while they hold office: Members of the Legislative Assembly of Nunavut; Members of Parliament; mayors and members of municipal councils; judges of any court; members of the Order of Nunavut Advisory Council and the Secretary of the Order of Nunavut Advisory Council.

Nomination forms and other information are available from the Office of the Clerk of the Legislative Assembly.

Research Services

This division provides research and information services for the Speaker, Regular Members of the Legislative Assembly, Standing and Special Committees and the Office of the Clerk.

Committees of the Legislative Assembly are supported by a Committee Clerk and a Research and Policy Analyst. The Law Clerk and Parliamentary Counsel provides support to standing committees during the consideration of proposed legislation and is available to provide legal advice as necessary on any matter before a Committee. The committee's Research and Policy Analyst provides a number of services to the Committee, including:

- Preparing Committee correspondence;
- Preparing Committee Briefing Notes for the review of Departmental Main Estimates and Business Plans;
- Preparing Members' lines of questioning for witnesses;
- Preparing Committee reports;
- Preparing Committee news releases;
- Preparing Chair's Opening Comments and Speaking Notes for use in the Committee of the Whole and other forums;
- Providing briefings to the Committee in advance of hearings and Ministerial appearances; and
- Preparing and providing, in collaboration with the Law Clerk and Parliamentary Counsel, briefings and briefing notes on proposed legislation.

Some of the services that are provided to individual Regular MLAs include:

- Preparing Member's Statements, Oral Questions, Written Questions and other items for the House;
- Preparing briefing materials on proposed legislation, government policies, spending estimates, departmental business plans, current issues and any other matter of interest;
- Conducting oral briefings on any matter as requested;
- Preparing speaking notes for various occasions;
- Preparing correspondence; and
- Tracking Government of Nunavut announcements and initiatives, such as tenders, requests for proposals, news releases and other items.

Ministerial and departmental staff provide similar services to Ministers.

Legislative Library

The Nunavut Legislative Library provides a broad range of collection and reference services to MLAs, Government of Nunavut departments and other clients.

The Legislative Library provides information services to Members of the Legislative Assembly, their staff and Assembly staff. Government of Nunavut employees also use the collection and have borrowing privileges. ISBNs for Government of Nunavut publications are also issued by the Nunavut Legislative Library.

The Legislative Library collects materials written and spoken in all the official languages of Nunavut. Its comprehensive collection includes:

- Nunavut *Hansard* from 1999 to present;
- Nunavut Tabled Documents from 1999 to present;
- Books, videos, CDs and DVDs with a focus on major issues of relevance to Nunavut and the North;
- Federal, provincial and territorial government publications; and
- Periodicals, including a comprehensive collection of Northern publications.

The Legislative Library's catalogue is available at www.nll.bywatersolutions.com or through the Legislative Assembly's website. It includes links to electronic documents. Nunavut Tabled Documents can be accessed at: https://assembly.nu.ca/tabled-documents.

The Legislative Library's reading room is accessible to all Members of the Legislative Assembly.