

A stylized graphic of a hand with fingers pointing towards the right, rendered in a light pink color with a white outline, positioned on the left side of the page.

**Office of the  
Legislative  
Assembly**



**Business  
Plan**

*2003-2004*

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## INTRODUCTION

The Office of the Legislative Assembly is established pursuant to the *Legislative Assembly and Executive Council Act*. The Office supports Nunavut's elected MLAs in the conduct of their duties. We provide support to the Legislative Assembly's independent officers, and work to inform Nunavummiut of the proceedings of the Assembly and its Committees.

### Our Mission

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

### Our Vision

*An institution whose people provide the best possible administrative, procedural and information support to elected Members in the conduct of their business in the Chamber, Committees, constituencies and caucuses.*

### Our Principles and Values

#### Integrity

We acknowledge that, by its very nature, the Legislative Assembly is a political arena in which diverse positions and perspectives are articulated. However, we serve Members in a manner consistent with the need to maintain their confidence in our impartiality and professionalism.

#### Transparency

We recognize that the proceedings of the Legislative Assembly are the most visible day-to-day expression of Nunavut's government at work. We strive to ensure that the public is informed of House proceedings and Committee business through the publication of one of the few bilingual *Hansards* in Canada; the publication of Committee reports; the broadcasting of sittings and selected Committee hearings; and the maintenance of an informative, up-to-date Web presence.

**Accountability**

We are cognizant of the need to ensure that our resources are used wisely and that we obtain value for the public funds that we expend in support of Members' business.

**Diversity**

We respect and celebrate the cultural and linguistic diversity of Nunavut through the way we ourselves work, and in how we provide services to Members.

## **ENVIRONMENTAL SCAN**

### **Constitutional Context**

Canada's Westminster system of parliamentary democracy requires a rigorous separation of powers between the legislative, executive and judicial branches of government. Fostering effective and collegial working relationships with the executive branch of government, while ensuring the independence of the Legislative Assembly, is essential. Nunavut's consensus style of governance calls upon us to serve Members in a manner that respects the character of the institution.

### **Service Context**

The challenge of delivering quality services to elected Members is amplified by the need to do so within the context of a geographically and linguistically diverse jurisdiction. No other provincial or territorial legislature in Canada faces the same level of challenge with respect to distance and diversity. As we work to provide quality services to Members in the language of their choice, we must also build an organization that fulfills our Inuit Employment Plan (IEP) goals.

### **Public Expectations**

Nunavummiut expect an open government. It is incumbent upon us to effectively evaluate and employ communications and technological tools that help ensure public awareness of the institution and its work.

### **Transition to the Second Assembly**

The election of the Members of the Second Legislative Assembly of Nunavut will take place some time during the 2003-04 fiscal year. We must ensure that adequate resources and support are provided to Elections Nunavut, the independent office responsible for the conduct of Nunavut's territorial elections. We must plan for the welcome and orientation of the Members of the Second Assembly.

### **Critical Issues**

- Ensuring a smooth transition from the First to the Second Legislative Assembly during the 2003-04 fiscal year;
- Ensuring the provision of adequate interpretation and translation services in the conduct of House and Committee proceedings and the production of Assembly documents; and
- Ensuring that adequate capacity exists to meet the operational requirements of Members and Committees.

## CORE BUSINESS

### Assembly Operations

This line of business supports the primary purpose of the Assembly - a functional legislative process. We work to ensure that the business of the House is conducted in compliance with the *Rules of the Legislative Assembly*, the *Legislative Assembly and Executive Council Act* and certain statutory requirements of the *Nunavut Act*. We provide support to the Office of the Speaker and Members in the Chamber, Committees, Caucuses and Constituencies

The Standing and Special Committees of the Legislative Assembly fulfill important functions in the legislative process. The review of legislation ensures that Bills receive the necessary scrutiny and amendment before becoming law. Public hearings provide an opportunity for interested individuals and stakeholders to express their views and concerns.

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

### Objectives

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

<b>Programs</b>	<b>Main Estimates (\$000)</b>	<b>2002-03</b>	<b>2003-04</b>
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<b>Sessional and Committee Administration</b>		2,470	2,400
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- The production of *Hansard*;
- The provision of the services of the Law Clerk and Parliamentary Counsel;
- The provision of translation and interpretation services for Chamber, Committee and Caucus proceedings;
- The provision of a safe, aesthetically pleasing and culturally appropriate working environment; and
- The organization and delivery of public hearings and community consultations.

<b>Office of the Clerk and Deputy Clerk</b>	1,040	897
<ul style="list-style-type: none"> <li>· The provision of advice and support to the Speaker, Members, Caucus and Committee chairs on matters of parliamentary procedure and privilege;</li> <li>· The maintenance of the papers and records of the Legislative Assembly; and</li> <li>· The protection of the dignity and decorum of the House by the Sergeant-at-Arms;</li> </ul>		
<b>Research and Library Services</b>	814	835
<ul style="list-style-type: none"> <li>· The provision of research services for individual Members, Standing and Special Committees and the Office of the Clerk;</li> <li>· The preparation of Committee correspondence, reports, news releases and other documents;</li> <li>· The preparation of correspondence, reports and other documents for the Office of the Legislative Assembly;</li> <li>· The co-ordination, with the Office of the Clerk, of Committee and Caucus scheduling and operations; and</li> <li>· The provision of the information and reference services of the Nunavut Legislative Library to Members, Assembly staff, GN departments and other clients.</li> </ul>		
<b>Corporate Services</b>	1,800	1,913
<ul style="list-style-type: none"> <li>· The administration of the financial management and human resources functions of the Office of the Legislative Assembly;</li> <li>· The administration of Members' indemnities, allowances and benefits;</li> <li>· The delivery of specialized Members' services in the area of constituency office operations, sessional and Committee travel;</li> <li>· The management of the Assembly precinct and other tangible assets;</li> <li>· The provision of information technology support to the Office of the Legislative Assembly and Members' constituency and capital offices; and</li> <li>· The provision of training to Members' constituency assistants in Assembly procedures;</li> </ul>		
<b>Public Affairs</b>	100	100
<ul style="list-style-type: none"> <li>· The development and maintenance of the Assembly's website;</li> <li>· The promotion of the Legislative Assembly through the public tour program, and production of information materials and brochures;</li> <li>· The planning and delivery of special events, ceremonies and openings;</li> <li>· The co-ordination of the Assembly's art collection development strategy; and</li> <li>· Liaison with northern and national media.</li> </ul>		
<b>Subtotal, Office of the Clerk</b>	<b>6,224</b>	<b>6,145</b>

<b>Office of the Speaker</b>	253	335
· Support to the Office of the Speaker in the execution of the office-holder's duties as official representative of the Legislative Assembly and Chair of the Management and Services Board.		
· Support to the Office of the Speaker with respect to Nunvaut's participation in national and international events of the Commonwealth and Canadian Parliamentary Associations.		
<b>Subtotal, Office of the Speaker</b>	<b>253</b>	<b>335</b>
<b>Total, Assembly Operations</b>	<b>6,477</b>	<b>6,480</b>

**Accomplishments (2001 & 2002)**

- Legislative Assembly fully up-to-date in meeting its statutory tabling requirements;
- Speaker tables at regular intervals the *Table of Statutory Tabling Requirements* for the information of Members, the Government and the public;
- New *Legislative Assembly and Executive Council Act, Integrity Act* and *Elections Act* developed, introduced and passed;
- Production time for *Hansard* improved - Inuktitut and English *Blues* now generally available at the beginning of the next sitting day;
- Decentralized sittings of the Assembly successfully held in Cambridge Bay and Pangnirtung;
- Improvements effected to the physical infrastructure of the Chamber, including new lighting system;
- Landscaping and signage enhancements realized;
- Several successful community consultation tours held by Standing and Special Committees;
- Numerous Standing and Special Committee reports prepared and tabled;
- The Auditor General, Information and Privacy Commissioner and Languages Commissioner appeared before Standing Committees to present the annual reports of these independent offices;
- Standing Committee *Ajauqtiit* successfully undertook recruitment process for Nunavut's first Chief Electoral Officer;
- Over 2,200 people participated in Assembly tours and special events;
- Participated in the Nunavut Household Survey to evaluate level of viewership of televised proceedings of the Assembly;
- Collaborated in the development of the new syllabic font, Pigiarniq; font now Assembly standard for Inuktitut documents;
- Extensive improvements effected to the Assembly precinct, including paving initiative and community flags display;
- Information Technology training and equipment upgrades provided to Members;
- Development of Assembly computer network initiated; and



- Training provided to new constituency assistants in Assembly policies and procedures.

#### **Priorities (2003-04)**

- Effect continuous improvement to the quality of *Hansard*;
- Introduce daily production of *Votes and Proceedings*;
- Construct and maintain database for tracking Members' House activities;
- Meet all statutory tabling requirements;
- Be prepared to conduct decentralized sittings of the Legislative Assembly at the direction of Caucus;
- Develop comprehensive orientation program for Members of the Second Assembly;
- Provide ongoing support to the activities of Standing and Special Committees;
- Continue to catalogue the collection of the Legislative Library, including Inuktitut holdings;
- Develop and enhance the Legislative Library's web-based catalogue;
- Convert First Assembly tabled documents into electronically-archivable formats;
- Continue to work towards full staffing of Assembly positions in compliance with the IEP and on-time delivery of annual performance evaluations;
- Increase capacity of the Assembly to deliver services to Members in the language of their choice;
- Upgrade the Assembly's audio/visual suite of equipment;
- Participate in the development of websites for the Assembly's independent officers;
- Enhance the Assembly's computer network with respect to communications between Members' constituency and capital offices;
- Provide training to newly-elected Members' Constituency Assistants.

### **Expenditures on Behalf of Members**

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

#### **Objectives**

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

<b>Programs</b>	<b>Main Estimates (\$000)</b>	<b>2002-03</b>	<b>2003-04</b>
<b>Indemnity, Allowance and Benefit Administration</b>		6,852	4,652
<ul style="list-style-type: none"> <li>· Administer the payment of all indemnities, allowances and benefits due to Members;</li> <li>· Process duty travel claims, Members' constituency work expense claims and constituency assistant-related expenditures;</li> <li>· Administer the system of retiring allowances provided to Members;</li> <li>· Prepare, in co-operation with the Department of Justice, all regulations made by the Speaker on the approval of the Management and Services Board pursuant to the <i>Legislative Assembly and Executive Council Act</i> with respect to indemnities, allowances and benefits for Members; and</li> <li>· Provide advice and support to Members in the management of their constituency office budgets.</li> </ul>			
<b>Total, Expenditures on Behalf of Members</b>		<b>6,852</b>	<b>4,652</b>

**Accomplishments (2001 & 2002)**

- New, transparent system of indemnities, allowances and benefits successfully developed through passage of the *Legislative Assembly and Executive Council Act* and *Supplementary Retiring Allowances Act*;
- Statutorily-required annual reports related to Members' indemnities and retiring allowances tabled on time; and
- Support provided to all Members' constituency offices and assistants.

**Priorities (2003-04)**

- Improve capacity of staff to provide support and advice in the language of Members' choice;
- Prepare for transition to the Second Assembly with respect to benefits due to outgoing and incoming Members; and
- Table all annual reports in compliance with the law.

**Support to Independent Officers of the Legislative Assembly**

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

- The Integrity Commissioner, pursuant to the *Integrity Act*;
- The Information and Privacy Commissioner, pursuant to the *Access to Information and Protection of Privacy Act*;
- The Languages Commissioner, pursuant to the *Official Languages Act*; and
- The Chief Electoral Officer, pursuant to the *Elections Act*.

The budgets for the operation of these independent offices are provided through the annual appropriations of the Legislative Assembly. Independent officers are generally required to report to the Legislative Assembly on an annual basis. We work to support these offices, in varying degrees, to ensure the smooth functioning of their day-to-day activities and the successful completion of a variety of special projects, while ensuring that their independence is not violated. The first terms of office for these positions expire at various times over the next few years.

### Objectives

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

Programs	Main Estimates (\$000)	2002-03	2003-04
<b>Support to Information &amp; Privacy, Languages and Integrity Commissioners</b>		560	657
<b>Support to the Chief Electoral Officer</b>		500	1,200
<ul style="list-style-type: none"> <li>· Support the offices in the development and administration of their annual budgets;</li> <li>· Facilitate the translation and production of a number of their annual reports and other documents;</li> <li>· Collaborate in the development of websites and other initiatives; and</li> <li>· Collaborate in the development of legislative initiatives that fall under the jurisdiction of the Legislative Assembly.</li> </ul>			
<b>Total, Support to Independent Officers</b>		<b>1,060</b>	<b>1,857</b>

### Accomplishments (2001 & 2002)

- New *Integrity Act* developed, introduced and passed in 2001;
- New website for the Integrity Commissioner launched in 2002;
- Work initiated on building website for the Information and Privacy Commissioner;
- New Chief Electoral Officer for Nunavut selected by Legislative Assembly;
- New *Elections Act* developed, introduced and passed in 2002; and
- Work initiated on constructing new office space for Elections Nunavut.

### Priorities (2003-04)

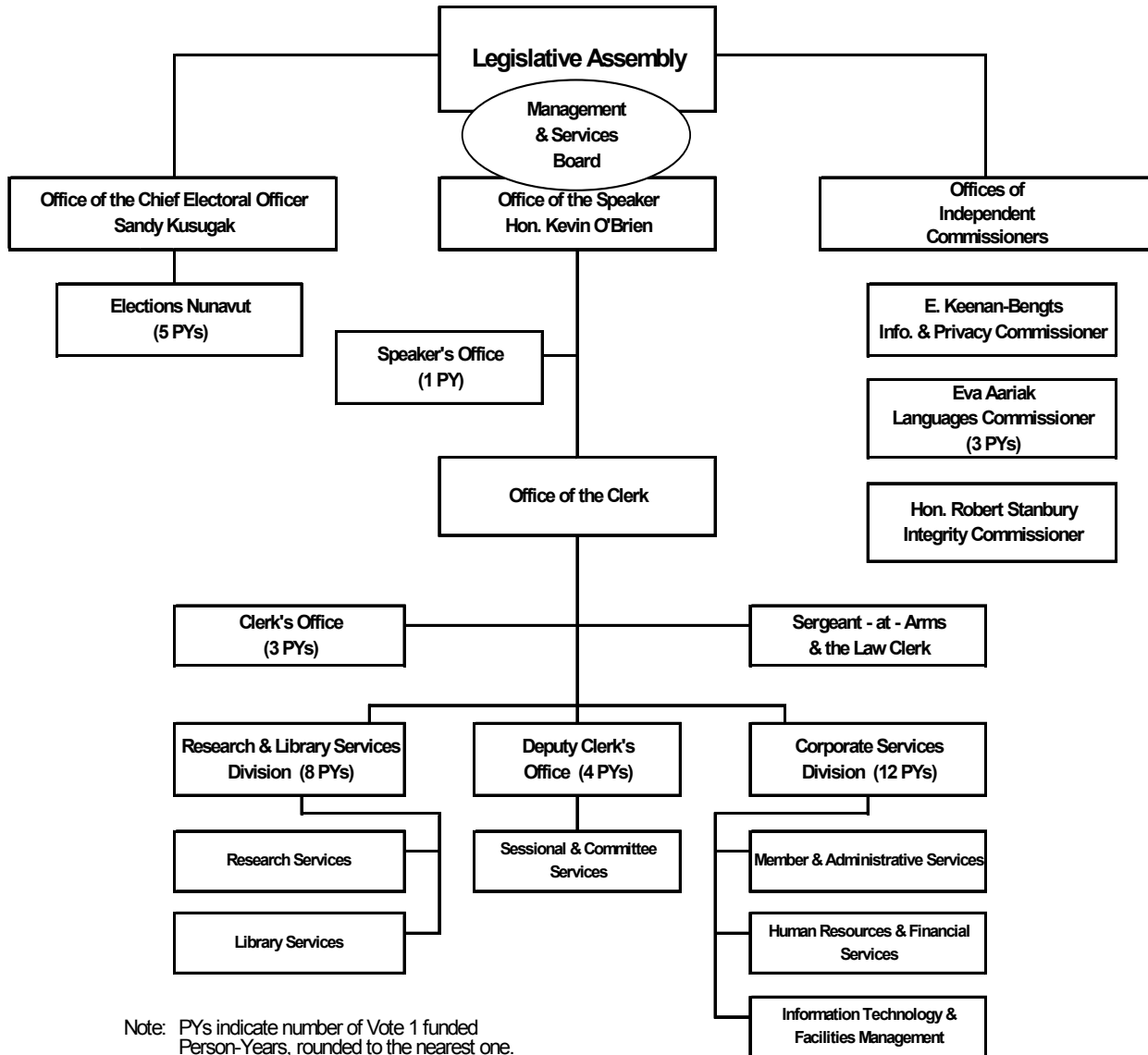
- Work closely with Elections Nunavut on matters related to the transition to the Second Assembly;

- Begin work to initiate selection process for those officers whose terms expire in the next 12 to 24 months; and
- Organize the annual appearances of independent officers before Standing Committees of the Legislative Assembly.

# APPENDIX A – Organizational Structure and Budget

## Part 1 – Organizational Chart

### Office of the Legislative Assembly



## **APPENDIX A**

### **Part 2 – Departmental Roles**

#### **Office of the Clerk**

The Office of the Clerk provides for the administration of Members' indemnities, allowances, benefits and constituency expenses. It administers the budgets for holding Sessions of the Legislative Assembly, as well as for Standing and Special Committee work. The Clerk's Office provides support services in the areas of research, the Nunavut Legislative Library, public affairs and corporate services.

#### **Office of the Speaker**

The Speaker is elected by the Members to preside over proceedings in the House and enforce the rules of the Legislative Assembly. As Chair of the Management and Services Board, the Speaker is responsible for developing policies with respect to the overall control and operation of the Office of the Legislative Assembly. The Speaker is the official representative of the Legislative Assembly at national and international events. The Financial Administration Act provides for the Speaker to attend meetings of the Financial Management Board when matters related to the budget of the Legislative Assembly are under consideration.

#### **Expenditures on Behalf of Members**

This branch area provides for the administration of Members' indemnities, allowances and benefits. It also provides for the necessary resources to be made available for the engagement of Members' constituency assistants and the operation of their constituency offices.

#### **Office of the Chief Electoral Officer**

The Office of the Chief Electoral Officer provides for the administration of Elections Nunavut in the planning and conduct of general elections and by-elections in the territory.

#### **Offices of Independent Commissioners**

The Office of the Legislative Assembly provides certain administrative support services to the Integrity Commissioner, the Information and Privacy Commissioner and the Languages Commissioner. These three independent officers report directly to the Legislative Assembly as a whole.

**APPENDIX A****Part 3 – Financial Summary**

<b>Branch</b>	<b>2002 - 2003 Main Estimates</b>		<b>2003 - 2004 Main Estimates</b>	
	<b>\$000</b>	<b>PYs</b>	<b>\$000</b>	<b>PYs</b>
<b>Office of the Clerk</b>				
Salary	2,309	28	2,390	27
Grants & Contributions	0		0	
Other O&M	3,915		3,755	
<b>Subtotal</b>	<b>6,224</b>		<b>6,145</b>	
<b>Expenditures on Behalf of Members</b>				
Salary	2,543	0	2,546	0
Grants & Contributions	0		0	
Other O&M	4,309		2,106	
<b>Subtotal</b>	<b>6,852</b>		<b>4,652</b>	
<b>Office of the Speaker</b>				
Salary	173	1	175	1
Grants & Contributions	0		0	
Other O&M	80		160	
<b>Subtotal</b>	<b>253</b>		<b>335</b>	
<b>Office of the Chief Electoral Officer</b>				
Salary	200	0	400	5
Grants & Contributions	0		0	
Other O&M	300		800	
<b>Subtotal</b>	<b>500</b>		<b>1,200</b>	
<b>Office of Independent Commissioners</b>				
Salary	320	2	407	3
Grants & Contributions	0		0	
Other O&M	240		250	
<b>Subtotal</b>	<b>560</b>		<b>657</b>	
<b>Total</b>	<b>14,389</b>	<b>31</b>	<b>12,989</b>	<b>36</b>

## **APPENDIX B – Report on Decentralization**

Although the Legislative Assembly has held sittings in Rankin Inlet, Cambridge Bay and Pangnirtung, the Office of the Legislative Assembly itself does not have any decentralized offices or positions. However, the Office of the Chief Electoral Officer of Nunavut ("Elections Nunavut") is located in Rankin Inlet. Funding for Elections Nunavut is provided through the appropriations of the Legislative Assembly.

Pursuant to the *Nunavut Elections Act*, the Chief Electoral Officer is an independent officer of the Legislative Assembly, appointed by the Commissioner on the recommendation of the Legislative Assembly. Nunavut's present Chief Electoral Officer was appointed in November 2001. The Chief Electoral Officer is responsible for planning and administering general elections and by-elections in Nunavut.

During the 2002 Pangnirtung sitting of the Legislative Assembly, a new *Nunavut Elections Act* was introduced and passed. This provides the statutory base for the conduct of the election of the Second Legislative Assembly, which must occur no later than March of 2004. Work is underway to renovate office space for Elections Nunavut.

The location of Elections Nunavut outside of the capital presents a number of opportunities. Efforts to develop and maintain a permanent register of electors will be facilitated by the office's proximity to such partner organizations as the Department of Health and Social Service's vital statistics division and the Department of Community Government and Transportation's community development division.

Northern elections are highly subject to the vagaries of weather, communications and transportation links. Rankin Inlet's central location provides superior direct air links to the communities of the Kitikmeot, Kivalliq and Qikiqtaaluk. During an election period, time is often of the essence with respect to such requirements as shipping elections materials to local Returning Officers in each of Nunavut's nineteen electoral districts.

### **Decentralized Positions**

#### **Rankin Inlet**

- 1 Chief Electoral Officer
- 4.8 FTEs (before and after election period: administrative assistant, communications officer, IT support)

#### **Communities**

- 170 PTEs (for election period, in 19 constituencies: Returning Officers, Deputy Returning Officers, Assistant Returning Officers, Registration Clerks and Poll Clerks)