

Independent Commission
TO REVIEW
Members' Compensation and Benefits

**2018 REVIEW OF MEMBERS' COMPENSATION AND
BENEFITS REPORT**

AUGUST 2018



Acknowledgements

The Commission thanks staff of the NWT Legislative Assembly for information, research and other support provided for this review. The Commission is grateful for the support provided by the staff at the Legislative Assembly including Haylee Carlson, Danielle Mager, Cynthia James and Tim Mercer. The Commission also thanks all the participants who took the time to share their views and insights, either in person or in writing.

July 6, 2018

The Honourable Jackson Lafferty
Speaker of the NWT Legislative Assembly
Box 1320
Yellowknife NT X1A 2L9

Dear Mr. Speaker,

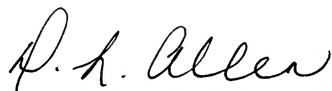
The Independent Commission to Review Members' Compensation and Benefits has completed its review of the remuneration and benefits paid to the Members of the Legislative Assembly, as defined in Section 35.1 of the *Legislative Assembly and Executive Council Act*.

The Commission is pleased to submit this 2018 report, which includes the recommendations as agreed upon by the Commission.

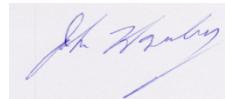
Respectfully submitted,



Norman Yakeleya
Commission Chair



Donna Allen
Commissioner



John Hazenberg
Commissioner

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2018 REVIEW OF MEMBERS' COMPENSATION AND BENEFITS REPORT

1.0 Legislation, Commissioners and Mandate

1.1 The Commission

On October 20, 2017, the Honourable Jackson Lafferty, Speaker of the NWT Legislative Assembly appointed three members to the Independent Commission to Review Members' Compensation and Benefits. The review of indemnities, allowances, expenses, and benefits provided to Members of the Legislative Assembly is a statutory requirement of the *Legislative Assembly and Executive Council Act*, Section 35.1: Independent Commission to Review Members' Compensation and Benefits.

A copy of Section 35.1 of the *Legislative Assembly and Executive Council Act* is included as Appendix A.

This report was to be submitted to the Speaker within 10 months of the establishment of the Commission. The Commission was tasked with the responsibility to set out recommendations for any suggested change to the indemnities, reimbursements, or other benefits Members are entitled to. After receiving this report, the Speaker is required to table the report with "the Legislative Assembly as soon as is reasonably possible".

The Commission reviewed and assessed Members' various benefits to determine the adequacy and appropriateness of the amounts provided and reviewed and assessed the reporting requirements and procedures to determine an acceptable level of public accountability.

1.2 Commission Members

Norman Yakeleya

Norman Yakeleya was elected to the 15th Legislative Assembly of the Northwest Territories in December 2003 and then acclaimed for a second term as the Member for Sahtu in October 2007 in the 16th Assembly. Mr. Yakeleya was re-elected to the 17th Assembly on October 3, 2011.

During the 15th Assembly, Mr. Yakeleya served as the Caucus Chair, the Deputy Chair of the Standing Committee on Social Programs, a Member of the Striking Committee, and a Member of the Board of Management. Mr. Yakeleya also served as the Member of the Standing Committee on Accountability and Oversight (AOC) on the Joint (Cabinet/AOC) Pipeline Planning Committee. During the early part of the 16th Assembly he was Minister of Transportation, Minister Responsible for Seniors, Minister Responsible for Youth, Minister of Municipal and Community Affairs, Minister Responsible for the Workers' Safety and Compensation Commission, and Minister Responsible for the Northwest Territories Power Corporation.



During the early part of the 16th Assembly Mr. Yakeleya was also a member of the Ministerial Energy Coordinating Committee, Chair of the Committee on Sustainability of Rural and Remote Communities, and Chair of the Strategic Initiative Committee on Regionalization of Government.

Mr. Yakeleya, a Sahtu Dene, was born in Yellowknife in 1959. He has lived in Inuvik, Hay River, and Fort Smith and currently lives in Tulita. Mr. Yakeleya served with the Tulita Dene Band as a band councillor from 1987 to 1990 before being elected Chief. He was also the Chair of the Sahtu Tribal Council.

Prior to being elected to the Legislative Assembly, Mr. Yakeleya worked for the Tulita Yamoria Community Secretariat, was Health Manager for the Dene Nation, Executive Director for the Grollier Hall Healing Circle, Executive Director for the Northern Addictions Centre, Healing Director/Trainer for the Dene Cultural Institute, Tulita Self Government Chief Negotiator, and the Chief Negotiator of the Sahtu Dene and Metis Comprehensive Land Claim.

Mr. Yakeleya is a graduate of the Samuel Hearne High school in Inuvik, the Native Studies Program at Arctic College (Yellowknife), and the Renewable Resource Technology Program at Arctic College (Fort Smith). Mr. Yakeleya also earned a By-law Enforcement Certificate, an Alcohol and Drug Program Certificate, and a Train the Trainers Certificate from the Nechi Institute in Edmonton and has operated his own business in the wellness field and development of human resources. Mr. Yakeleya has also received a certificate in Neuro-Linguistics Programming.

Mr. Yakeleya's volunteer efforts include work with the wellness agencies, the national and territorial residential schools healing programs, and youth programs (most recently with the Canol Trail Youth Leadership Hike). He enjoys reading, Dene drumming, expanding his traditional skills, developing cultural knowledge and skills, and practicing martial arts with his son in Yellowknife.

Mr. Yakeleya and his wife Cheryl have a son, Chase, three children from a previous marriage, Jonathan, Jamie, and Joy, and two step-children, Erica and Whitney.

John Hazenberg

Mr. Hazenberg has worked with Community and Territorial Governments in the NWT since 1989. He has significant management experience in the areas of human resources management, fiscal policy, and compensation and benefits policy.

Mr. Hazenberg has held management positions in mining, wholesale business, municipal, regional and territorial government settings.

He served as the Chief Financial Officer during the formative years of the Tlicho Government.

John has represented the Northwest Territories while serving on various Boards such as the Canadian General Standards Board (CGSB),



the CANDO Board and the Canadian Community Futures Network. He served on the Excellence Canada Board. As a reserve officer, he represented the Northwest Territories on the Department of Defence Branch Advisory Board.

He has also served on territorial Boards such as the Legal Services Board of the NWT and the Registered Nurses Association of the Northwest Territories and Nunavut. He currently serves on the audit committee of the NWT Business and Investment Development Corporation (BDIC).

Recently, he was appointed to be the Municipal Inspector of the Town of Norman Wells by the Minister responsible for the Municipal and Community Affairs Department.

John has prepared compensation and benefits reports for regional and municipal organizations.

In addition, Mr. Hazenberg has recently completed an analysis of a mid-size NWT based corporation on behalf of the shareholder.

Mr. Hazenberg earned a master's degree (MBA) and a Bachelor of Arts degree, majoring in Business and Economics. He has taught for the University of Alberta and the predecessor of Thompson Rivers University in Kamloops, B.C.

Donna Allen

Donna has lived in the NWT for almost 40 years. Most of her career was spent in health care, working first at Stanton Territorial Hospital for 20 years in a variety of roles. She continued her nursing career at the Department of Health and Social Services in Senior Management for 8 years, followed by a year as the CEO for the Dehcho Health and Social Services Authority.

For the past 2.5 years she has been the Executive Director of the Law Society of the Northwest Territories and as of January 31, 2018, is retired. Donna lives in Yellowknife with her husband.



1.3 Independent Commission: Terms of Reference

Pursuant to Section 35.1 of the *Legislative Assembly and Executive Council Act*, within two years after the polling day for a general election, the Speaker, on the recommendation of the Board of Management, shall establish an independent commission and appoint as its members three individuals who are independent, neutral, and knowledgeable.

The last comprehensive review of Members compensation and benefits occurred in 2013, with a report tabled in May 2014.

The Independent Commission was to report back to the Speaker, using the Terms of Reference as their guide and direction for the work to be completed.

As identified in the Terms of Reference, the purpose of the Commission was to:

- Review and assess the indemnities, additional indemnities, allowances, expenses, and benefits provided to Members and Ministers to determine the adequacy and appropriateness of the amounts provided
- Review and assess specific items referred to the Commission by the Board of Management
- Review and assess the reporting requirements and procedures for Members' and Ministers' expenditures to determine the level of accountability acceptable to the public
- Review any other matter the Commission considers relevant, specific to compensation, allowances, and benefits provided to Members and Ministers
- Provide to the Speaker a report with recommendations for any changes the Commission determines should be made to Members' or Ministers' indemnities, allowances, reimbursements, and other benefits

For additional information about the Terms of Reference and the responsibilities of the Commission, please refer to Appendix B.

2.0 Review Process

The Commission members took the following steps to conduct the review of members' compensation and benefits:

The Commission members attended an introductory meeting with the Clerk of the Legislative Assembly, Tim Mercer; Darren Oullette and Cheryl Menard from the Board of Management; and Haylee Carlson, who was assigned to provide administrative support to the Commission. They described the statutory mandate of the Commission and the resources that would be available to assist the Commission. They also provided background material and described how previous reviews had been conducted.

The Commission considered the following documentation as part of the review:

- Summary power point presentations:
 - o Independent Commission to Review Members' Compensation and Benefits: Overview of Current Regime and Issues. Created by the Office of the Clerk, November 29, 2017.
 - o Presentation to the 2017 Independent Commission to Review Members' Compensation and Benefits: Members' Pension Plans (November 2017)
- 18th Legislative Assembly of the Northwest Territories Members' Handbook
- The 2010 and 2014 Review of Members' Compensation and Benefits Reports
- The indemnities, allowances, expenses, and benefits currently provided to the Members of the Legislative Assembly
- The indemnities of Members of legislative bodies in other Canadian jurisdictions¹
- Constituency Assistant salary comparison (across Canada)

The Commission reviewed Members of the Legislative Assembly (MLA) remuneration and benefits and any increases they have received over the last few years. It should be noted MLA salaries and benefits were frozen at 2015 levels for two years.

The Consumer Price Index (CPI) for the NWT is the current method of annually adjusting the basic indemnity and indemnities for additional responsibilities received by MLAs. The Commission considered whether this was the most appropriate method to adjust these indemnities. The Commission notes that the CPI for the NWT increased 1.6% in 2017.

The Gross Domestic Product (GDP) for the NWT was considered by the Commission as a measure of how the territorial economy has performed. The Commission notes that the GDP for the NWT rose by 0.8% in 2016 (latest figures). Most jurisdictions across Canada experienced growth, except for Alberta and Saskatchewan. Nationally, GDP for Canada rose by 1.4% over 2015 and 2016.

The Commission reviewed the status of negotiated salaries for public sector collective bargaining units in the Northwest Territories.

The Commission conducted meetings with interested Members of the NWT Legislative Assembly to obtain their input into the indemnities, expenses, and allowances for Members.²

¹ See Appendix C for the 2015 MLA Pay Jurisdictional Survey and Members' Salary Comparisons - 2017

² See Appendix D for a list of MLAs who met with or provided a written submission to the Commission.

The Commission canvassed public opinion about MLA compensation and benefits. A letter with posters was sent from the Commission to the Hamlets, Band Council Chiefs, Métis Presidents and Regional Governments. They were invited to submit written submissions, contact the Commission to arrange a tele-conference call/interview or an in-person session in their region.³

The public response included two email submissions.

Advertisements were placed in News North and L'Aquilon inviting submissions to the Commission along with public service announcements.⁴ A website was established with information about the Commission. And a public meeting was held in Yellowknife on Thursday, April 26, 2018.⁵

Summary

From previous reports reviewed across Canada, common themes were found. One is the important and challenging role elected officials must carry out. Another is the importance of maintaining a system of allowances which is transparent and stresses accountability. This system needs to gain the confidence of the public, to ensure they understand the process by which their representatives are remunerated, even if they may disagree with the result.

Previous committees in the NWT and across Canada considered salaries paid to MLAs across the country, the current economic situation in the respective territory or province, cost-of-living increases as some of the factors. All the reports stressed that compensation should be fair and reasonable, both to the elected representative and to the public. Members should be remunerated in a manner that is commensurate with the duties, responsibilities and importance of their role.

³ See Appendix E for a copy of the letter sent to the communities and poster.

⁴ See Appendix F for Samples of Advertisements and Public Service Announcement

⁵ See Appendix G for the CBC North News Article

3.0 Politics in the Northwest Territories

3.1 Consensus Government

The Northwest Territories is one of only two jurisdictions in Canada with a consensus system of government instead of one based on party politics. In this system, all Members of the Legislative Assembly are elected as independents. Shortly after the election, all Members meet as a Caucus to set priorities for that Assembly. The Caucus remains active throughout their term as the forum where all Members meet as equals.

Members who are not in Cabinet are referred to as Regular Members. They become the “unofficial opposition.” They are responsible, through questioning in the House and the work of standing committees, for holding the government accountable and responsive to the people of the Northwest Territories.

Compared to the party system, there is much more communication between Regular Members and Cabinet. All legislation, major policies, and proposed budgets pass through the Regular Members’ standing committees before coming to the House. This gives Members a chance to make changes and put their “fingerprints” on initiatives before they’re made public, unlike in other systems. This influence comes at a price for Regular Members: they often get advance notice of announcements and issues before the public does but can’t tell their constituents.

The 11 Regular Members also hold the balance of power, as only seven Cabinet Ministers are elected. A Cabinet that ignores the direction favoured by the majority soon runs into trouble. Even so, consensus government does not mean that unanimous agreement is necessary for decisions to be made, motions passed, and legislation enacted. A simple majority carries the vote.

Once elected, the Members hold a territorial leadership meeting at the Legislative Assembly in Yellowknife. The first order of business is the election of the Speaker by secret ballot. This reflects the importance of the Speaker, who presides over the Assembly as a whole and enforces the rules.

The next task is electing the Premier. Members have many discussions behind the scenes as candidates measure their support leading up to the election, which has been held in public since the 12th Assembly. Candidates are nominated and given 20 minutes to present their platforms. Then the floor is opened for a limited number of questions from each Member, and a secret ballot vote is held. Sometimes it takes several ballots before any candidate receives more than 50% of the votes.

The election of six Cabinet ministers comes next. In order to have fair and equitable representation, Ministers are generally selected from across the territory – two from the north, two from the south and two from the central part of the territory. There is also discussion about the structure of cabinet, such as having representatives who are female or Indigenous. Again, candidates are nominated and outline their platforms in public before a secret ballot vote takes place. After meeting with his or her team of ministers, the Premier assigns them to head up one or more departments.

Some Members choose not to accept nominations to Cabinet because they prefer to be free to ask tough questions of ministers in the House and before standing committees. They feel they can better represent their constituents as Regular Members.

It rarely happens, but the Premier and/or Cabinet ministers can be removed by passing a motion of non-confidence in the House. Motions of censure are a less extreme measure that can put a Premier or minister under considerable public pressure.

3.2 Culture and Language

The Northwest Territories is comprised of both Indigenous and Non-Indigenous peoples. A significant number of Indigenous residents live in small, isolated communities where they maintain their traditional lifestyle and still speak their language. For some (mainly the Elders), their Aboriginal language is the only language in which they are fluent. The significance of Aboriginal languages is recognized in the Official Languages Act which sets out 11 Official languages for the NWT.

As of the 2016 census, Indigenous people accounted for 50.7% of the total NWT population. Non-Indigenous people accounted for 49.3% of the population. Between 2006 and 2016, the Indigenous population in the NWT grew by 1.1%.⁶

Because the Indigenous worldview differs from the dominant non-Indigenous worldview, people in small Indigenous communities have different expectations of their leaders than people in larger communities. For example, in smaller communities' people expect their MLAs to attend important community events such as funerals and it is the custom for food to be served at meetings. Interpretation services are often required. As a result, MLAs representing smaller communities have a different set of challenges from those MLAs representing larger communities.

3.3 Roles of a Member of the Legislative Assembly

Members of the Legislative Assembly, or MLAs, are elected to represent one of 19 districts of the Northwest Territories called ridings or constituencies. MLAs represent their constituents at the territorial level.

MLAs help create and amend laws, act as spokespeople for their constituents, and help solve problems. It is the duty of an MLA to represent everyone in their riding, regardless of how they voted.

When they take office, MLAs swear a statutory oath. They are also bound to follow the [Members' Conduct Guidelines](#).

In the Legislative Assembly

In the course of their work in the House, Members typically:

- Make statements in the Legislative Assembly about important issues
- Exchange ideas with other MLAs
- Ask questions of cabinet ministers to ensure accountability
- State their views on legislation
- Introduce bills about issues important to the riding or the MLA
- Participate in standing committees which monitor and provide advice to ministers responsible in particular areas, such as social programs, economic development, or government operations
- Participate in special committees set up to deal with major issues
- Participate in Caucus, in which all members are included as equals regardless of their other roles as cabinet ministers, Speaker, or committee chairs
- Present petitions from the public in the House
- Meet with groups who have special concerns, or interest in specific areas
- Talk with the media to help keep the public informed
- Keep in touch with constituents to find out what they think about issues

⁶ Retrieved from: NWT Bureau of Statistics. Newstats. Released: November 2, 2017.

- Follow current events by reading reports, attending meetings and conferences, and monitoring the media

An active role in the community

Members travel in their ridings often, and many live in their home communities. It is quite common for Members' families to remain there while the MLAs travel to Yellowknife to work in the Legislative Assembly.

MLAs normally have at least one office in their riding where constituents can meet with them or speak with staff, discuss problems and get information about the Legislative Assembly or government agencies.

Constituents often ask their MLA for information, or to help with housing, education, or many other matters. The Member can try to help solve the problem by speaking to the proper government department or minister. The MLA usually knows exactly who to call to avoid confusion and save time. Members are often asked to open public buildings, make speeches to community groups, and attend performances or anniversaries. They generally attend as many as possible, as it helps them keep in touch with how people feel about various issues. And the MLA is not only expected to attend community events, they are often asked to make financial contributions to cover expenses.

In summary, there are really two “areas” of MLA work. The first is constituency work where the MLA is “on call” for their constituents twenty-four hours a day, seven days a week, whether the constituents supported them or not. The second is legislative work. Unfortunately, this description does not make it easier to define the nature of the MLA workload. Much of that is determined by the MLAs personal contributions, the physical size of their constituency, their travel back and forth to Yellowknife and the role the Member takes in the Legislative Assembly.

3.4 Constituencies

An electoral district is a geographical area represented by a Member of the Legislative Assembly. An electoral district is also called a ‘constituency’ or ‘riding’.

As noted, there are 19 constituencies in the NWT. Of these, 12 are located outside of Yellowknife and seven constituencies have more than one community. The constituencies that include more than one community are spread over large geographic areas. Except for the Dehcho communities, most of which are connected by an all-weather road system, all multi-community ridings rely on air travel for their contact with the outside world for much of the year. MLAs representing constituencies outside of Yellowknife face additional challenges because of the isolation of the communities in their ridings.

| Constituency | Communities |
|---------------------|--|
| Dehcho | Enterprise, Fort Providence, Hay River Reserve, Kakisa |
| Hay River North | Hay River |
| Hay River South | Hay River |
| Inuvik Boot Lake | Inuvik |
| Inuvik Twin Lakes | Inuvik |
| Mackenzie Delta | Aklavik, Fort McPherson, Tsiigehtchic |

| | |
|---------------------------|--|
| Monfwi | Behchoko, Gameti, Wekweeti, Wha Ti |
| Nahendeh | Fort Liard, Fort Simpson, Jean Marie River, Nahanni Butte, Trout Lake, Wrigley |
| Nunakput | Ulukhaktok, Paulatuk, Sachs Harbour, Tuktoyaktuk |
| Thebacha | Fort Smith |
| Sahtu | Colville Lake, Deline, Fort Good Hope, Norman Wells, Tulita |
| Tu Nedhé - Wiilideh | Dettah, Fort Resolution, N'dilo, Lutsel'ke |
| Yellowknife Centre | Yellowknife |
| (Yellowknife) Frame Lake | Yellowknife |
| (Yellowknife) Great Slave | Yellowknife |
| (Yellowknife) Kam Lake | Yellowknife |
| (Yellowknife) Range Lake | Yellowknife |
| Yellowknife North | Yellowknife |
| (Yellowknife) Weledeh | Ingraham Trail, Yellowknife |

3.5 Committees of the 18th Assembly

Committees are an essential part of this legislature. They make the NWT Legislative Assembly more effective by allowing Members to look at issues in a detailed way. Committees occasionally travel to various parts of the NWT to take the Legislature to the people. Committees meet during Sessions or between Sessions. The Legislative Assembly has three types of committees – Committee of the Whole, Standing Committees and Special Committees.

Standing (or permanent) committees carry out much of the work of the Assembly, saving Members time during sessions. They help to ensure that all Members have the opportunity to voice their opinions on each issue.

This Independent Commission was asked to look at compensation for the Chairs of Standing Committees, specifically the Standing Committee on Rules and Procedures. Historically, the Chair of this Committee is compensated at a lower rate than the other Committees. The question was asked if the chair of this committee should be compensated at the same level as other Standing Committee Chairs?

4.0 Recommendations

The Independent Commission's recommendations and the factors considered in arriving at the recommendations are set out below. The recommendations are organized under subject headings.

Leaving Politics

1. Exit Strategy for Members of the Legislative Assembly when Their Term Ends

- 1.1 It is recommended that an exit strategy for Members of the Legislative Assembly be developed and implemented as a resource for all who are leaving politics.**
- 1.2 It is recommended that the government should pay for the "Planning for Retirement Course" or the "Successful Transition to Retirement Course" for any Member who is leaving the government at the end of their term.**

The Commission noted there may be a lack of awareness about how leaving the service of the government as a Member of the Legislative Assembly impacts the former member. Some MLAs are unprepared with respect to financial planning, awareness about the process regarding access to their pension (e.g., should they withdraw the allotted portion) and the potential tax implications of the services and allowances available to them. For example, the Retraining Assistance Program that provides assistance up to \$10,000 to members in their move from public to private life, is considered by the Canada Revenue Agency to be a taxable benefit.

Members should educate themselves, during their term in office, on the various financial planning options once they cease to be an MLA. This should be encouraged even for Members who intend to run again, in case they are not re-elected. They do have the opportunity to meet with the Actuaries prior to leaving government. This is set up by the Board of Management staff. Members should be encouraged to take advantage of this opportunity. This would provide them with the opportunity to review their pension to determine their options with respect to overall financial planning. Members are also encouraged to seek out financial planning assistance, which can be paid for, if there is a cost, through the Retraining Assistance Program.

The government offers retirement courses, such as the "Successful Transition to Retirement" course or the "Planning for Retirement" course, a three-day course that provides retirement education and planning information. Members should be encouraged to access one of these courses at some point prior to their leaving politics (if possible). Members need an understanding of their entitlements, benefits and tax implications.

An exit strategy would cover this information along with any other relevant information that will support the Members in their move from public to private life. It will offer support to prepare the MLA for departure from their work as a politician.

2. Emotional Impact when Leaving Government as a Member of the Legislative Assembly

2.1 It is recommended that Members of the Legislative Assembly continue to have access to the GNWT Employee and Family Assistance Program (EFAP) for one year after their term as a Member of the Legislative Assembly ends.

It is important to understand that MLAs are under intense pressure in their working lives while in office. As noted earlier, MLAs are responsible for and on-call to their constituents 24 hours per day, seven days per week, along with the legislative work they complete. There are minimal times during their term of office that they are “free” from the pressure of their work. It is recognized that members who are elected to and serve in the legislature make sacrifices in their lives to serve the public.

In recent research, it has been identified that political leaders, whether they chose to leave or were not re-elected, described a sense of loss at having left political office. Many who were interviewed in this research, including a former GNWT MLA, described a feeling of grief and loss, similar to emotional bereavement.

MLAs, when no longer elected officials, have to adjust to a very different life. They have to learn how to restructure their time, potentially find a new career, or return to a previous one. They also have to come to terms of their loss of ‘being needed’; there is a feeling of no longer mattering to others in the same way. It was reported in the research that some struggled to find employment.

Others who were defeated described a sense of public humiliation, personal failure, and lack of confidence.⁷

Their families also have to adjust to a new ‘way of being’ for their family and their relationship with their significant other. The family will need to work towards a new normal in their roles and responsibilities in support of their family.

Having access to the Employee and Family Assistance Program would help ease the transition some members and their families may struggle with as they transition back into everyday life as a citizen of the NWT.

⁷ Roberts, Jane. Politicians and Mental Health. Retrieved May 8, 2018 from <https://www.palgrave.com/us/campaigns/mental-health-awareness/politicians-and-mental-health>

Transparency of Expenses

3. Publication of Members' Expenses

3.1 It is recommended that more detailed information about Members' expenses be published on the government website, as a separate document, by June 30th of the following fiscal year.

A system that is transparent and accountable to the public, specifically with respect to Members' expenses is paramount to the political system. The public is demanding greater transparency and accountability. With ever increasing use of and access to technology, the public expects to be able to find information online, including Members' expenses. The public wants to be reassured that Members are reimbursed for fair and reasonable expenses incurred in carrying out their duties. It was noted by one respondent that the current reporting system of NWT MLA salaries, benefits, allowances, and expenses, is "at the minimum of accountability and transparency".

During the Commission's consultations, members of the public identified they would like to see greater accountability through a breakdown of costs of MLA expenditures. It was noted that MLA expenditures are not broken down in the same way that expenditures incurred by cabinet members are. It was suggested that cost breakdowns of larger MLA expenditures, such as travel or details about office expenses be posted. Not having the expenses broken down limits the public's ability to even question how the money is spent. It was suggested more detail is required, in a format that is useable, such as a spread sheet.

Salaries, benefits, allowances and expenses were previously disclosed in a separate document tabled annually. However, since 2012, this information has been included as an appendix of the Northwest Territories Legislative Assembly Annual Report. Expenses are only disclosed in general groups with no details or date. Previously, for example, MLA home travel was disclosed in detail including specific dates and costs.⁸ Now this entitlement is disclosed only in general terms of expense – total and number of trips. The 2015-16 annual report has the members' expenses listed in the appendices under the heading "Accountability". This is not an easily identifiable heading.

The Legislative Assembly Annual Report is also not current. The latest annual report available on the Legislative Assembly website at the time of the writing of this report is the 2015-16 report. This creates a delay in being able to access current information.

There are clear examples of more accessible published information available at the Federal, Provincial and Territorial levels. Similar expense information is available on the Parliamentary website, that clearly lists expenditures (under the "Expenditure Report" tab/link) of the member⁹. This government has

"I think it is really important that this committee and MLAs in general take the transparency and accountability that they are talking about for the government and apply it to themselves".

⁸ [https://web.archive.org/web/20140330224951fw/http://www.gov.nt.ca/research/publications/pdfs/Home%20Travel%20\(July-Sept%202010\).pdf](https://web.archive.org/web/20140330224951fw/http://www.gov.nt.ca/research/publications/pdfs/Home%20Travel%20(July-Sept%202010).pdf)

⁹ <https://www.ourcommons.ca/Parliamentarians/en/members/Michael-McLeod>

recently started to publish detailed travel expenses for Cabinet Members¹⁰. It was suggested the same level of openness and accountability should be provided by all MLAs.

Providing increased transparency and access to information about salaries, detailed expenses and entitlements is appropriate and aligns with the 18th Assembly's commitment to accountability and transparency. Rather than requiring the public to sort through larger annual reports, the information should be easily identified and available on the Legislative Assembly website. Having clear information about salaries, benefits, allowances and expenses paid to MLAs allows the public to be better informed.

Members of the Legislative Assembly Benefits

4. Health Benefits

4.1 It is recommended that the Public Service Health Care Plan dues, at the level available to senior managers in the public service, be paid by the Government of the Northwest Territories for all Members of the Legislative Assembly

4.2 It is recommended that, if it is decided to not pay for the same level of medical travel, health, dental and life insurance benefits for all Members of the Legislative Assembly, that the additional paid benefits for the Speaker and Ministers be removed from their benefit package and the Speakers and Ministers become responsible for paying for that benefit. All Members of the Legislative Assembly would then receive the Extended Health Care Benefit and Level 1 of the Hospital Benefit at no cost.

"All Members can choose to participate in the Public Service Health Care Plan (PSHCP). The cost of the insurance depends upon the level of coverage chosen. The Extended Health Care Benefit and Level 1 of the Hospital Benefit is provided to Members at no cost."¹¹

This plan covers expenses not covered under the NWT Health Care Plan, such as prescription drugs, vision care and an emergency travel benefit.

Currently, the "Speaker and Ministers are entitled to receive the same medical travel, health, dental and life insurance benefits available to senior managers in the public service. Eligibility for these benefits ceases when the Speaker or Minister no longer hold office, as per sections 45 and 66 of the *LAEC Act*."¹²

Ministers are the highest paid members within the system and receive additional benefits as described above. This creates an inequity in the cost and benefits provided to all Members of the Legislative Assembly.

¹⁰ <https://engage.eia.gov.nt.ca/en/ministerial-travel/ministerial-travel-expenses/>

¹¹ Retrieved from the Legislative Assembly of the Northwest Territories – Members' Handbook, Section 62. Public Services Health Care Plan (PSHCP), p. 39

¹² Retrieved from the Legislative Assembly of the Northwest Territories – Members' Handbook, Appendix A: Additional Speaker and Ministerial Benefits, Section 2.0 Medical Travel, Health, Dental and Life Insurance Benefits, p. 40.

All Members of the Legislative Assembly should be treated in the same manner and receive the same benefits. This includes medical travel, health, dental and life insurance benefits. If this does not occur, then all Members of the Legislative Assembly should pay for additional health benefits as offered by the Public Service Health Care Plan. All Members of the Legislative Assembly would then receive the Extended Health Care Benefit and Level 1 of the Hospital Benefit at no cost, as is the current practice. The Members can then choose to buy additional benefits if desired.

Committee Chair Stipends

5. Committee Chair Stipends

5.1 It is recommended that the indemnity for extra duty for the Chair of the Rules and Procedures Committee be increased from \$3,149 to \$6,296 per year.

The Legislative Assembly establishes Standing Committees early in the life of each Legislature. As per the Rules of the Legislative Assembly, a Striking Committee prepares a list of Members to create the five Standing Committees of the Legislative Assembly. This list is generated, based on Members' interests, ability and experience. Standing Committees hold meetings about issues of significance, review proposed legislation, Government plans or proposals. Through the Committees' reports, that are tabled in the Legislative Assembly, the Committees provide input in order to assist the Government in moving forward with its proposals.

Standing Committees carry out much of the work of the Assembly, saving Members time during sessions. They help ensure that all Members have the opportunity to voice their opinions on each issue. The 18th Legislative Assembly has five standing committees and the Board of Management.

Historically, the stipend for the Chair of the Standing Committee on Rules and Procedures has received half of what the Chairs for the other committees receive. We understand the rationale for this was that this committee did not meet as often as other standing committees but were also told that in recent years the workload of this committee has increased. It may also have been felt the work of this committee is not as impactful on the public as the work of other standing committees. The Commission feels that the work the Rules and Procedures Committee carries out, as noted below, is an important component towards the effective and efficient functioning of the Legislative Assembly.

The Standing Committee on Rules and Procedures reviews matters referred to it by the Legislative Assembly, the Speaker, or the Board of Management. The committee will also:

- Review reports provided by the Chief Electoral Officer on the conduct of elections, plebiscites, or votes conducted in the Northwest Territories
- Review, as necessary and appropriate, the annual and other reports of the Conflict of Interest Commissioner
- Review and make recommendations on the implications and impacts that the implementation of self-government agreements will have on the powers, structures and procedures of the Legislative Assembly

It is felt by this Commission that the work of the Chair of the Standing Committee on Rules and Procedures should be recognized and compensated equitably to the other four Standing Committee

Chairs. The Standing Committee on Rules and Procedures is a permanent committee of the Legislative Assembly and should be recognized as such by providing the same stipend.

Constituency Assistant Benefits

6. Health Benefits for Constituency Assistants

6.1 It is recommended that Members of the Legislative Assembly who hire a Constituency Assistant who does not have access to health and dental benefits should provide those paid benefits through Northern Employee Benefits Services as part of the Constituency Assistant's employment package.

Members are permitted to hire individuals to assist them in the performance of their constituency duties. The Member is reimbursed for this expense from their Constituency Work Expense Allowance (CWEA). The Constituency Assistant may be hired as a term employee that is not to exceed the life of the current Legislative Assembly, or the Member may engage an individual, business or corporation to perform duties under a short-term service contract. The Member has flexibility in how they want to have support provided.

Constituency Assistants are not employees of the Legislative Assembly or the Government of the Northwest Territories. The Member is the employer who enters into a personal employment contract with the employee. The Legislative Assembly is not a party to this agreement or any obligations that are part of the agreement. Members are personally liable for wages owed to the Constituency Assistant and any amounts owed under the service contract if there are insufficient funds in their Constituency Work Expense Allowances.

Members receive information and guidelines about how to hire a Constituency Assistant when they are newly elected. They are informed about the Constituency Work Expense Allowance and that a portion of that allowance can be used to pay a Constituency Assistant. It is up to the Member to determine what portion of the CWEA they will use for the salary of the Constituency Assistant. The Members are provided a range of suggested fees and they then determine how much they will pay, along with the hours of work.

Other jurisdictions do provide more structured guidelines around paying a Constituency Assistant. In the NWT, there has never been a request to put the salary on a pay grid. There is a strong desire to ensure flexibility with this hiring practice. Upon a review of Constituency Assistant salaries across Canada, the NWT salary did come close to the highest paid. Nunavut had the highest allowance. (Please see Appendix H for an across Canada review of Constituency Assistant salaries.) The Commission did not want to make recommendations about Constituency Assistant salaries given the Members are provided with salary guidelines and it is up to them to determine their needs, such as hours of work or whether to hire more than one Constituency Assistant, based on their needs and the riding size.

When the new Member receives their orientation, they meet with the Board of Management to discuss and learn about the employment contract and their responsibilities. The Members are informed that they are an employer and they need to determine what benefits they will provide. They are told, for example, they can provide a bonus at the end of the fiscal year if there is additional funding available.

Upon review of the past years data re: amount of members constituency budgets used, it appears that most of the Members do not spend the full amount of the allowance provided. Historically, they spend between 90 to 95% of their full budget. In 2013/14, five MLAs spent 100% of their constituency budget. Some Members do provide their Constituency Assistant with a bonus at the end of the fiscal year, if there are remaining dollars in the budget, as allowed.

Members who were interviewed identified their concern about being able to hire qualified individuals to work in this position. It was noted that without a good salary and benefits it is difficult to keep experienced staff. The Constituency Assistant is important to them and their work, as they represent the Member in their riding. Many were in agreement that if the money could be found within their budget, it would be beneficial to be able to offer health and dental benefits.

Since Constituency Assistants are not employees of the Legislative Assembly nor the Government of the Northwest Territories, some may not have health or dental benefits. The Northern Employee Benefits Services (NEBS) is a member owned, not-for-profit corporation that sponsors an insurance and health care benefits plan (and also a pension plan) for public sector employees in the north.

Assuming premiums for health and dental care coverage would cost between \$1200 and \$1500 per year, it is recommended that the Member enrol with the Northern Employee Benefits Services to access health and dental benefits for their Constituency Assistant. This would be on a case by case basis, as needed by the Constituency Assistant. This benefit would provide additional support to the Constituency Assistant, which may allow the Member increased ability to hire (and retain) more qualified people into the position.

Expenses and Entertainment Allowance

7. Non-Taxable Allowance

7.1 It is recommended that the current non-taxable allowances (Allowance for Expenses and Entertainment Allowance) become accountable allowances.

7.2 It is recommended the current amounts be set at the maximum reimbursable annual amount (Allowance for Expenses = \$7,484 in Yellowknife; \$14,968 outside of Yellowknife and \$1,500 Entertainment Allowance for the Speaker and Ministers).

7.3 It is recommended that the Board of Management develop a more detailed policy specific to allowable expenses, to ensure clarity for the Member.

Every Member of the Legislative Assembly currently receives a non-taxable, non-accountable allowance of \$7,484. This is to assist with a wide variety of expenses that may be incurred when serving constituents, such as meals, local transportation costs and other incidental expenses incurred while in their community of ordinary residence and while discharging their duties as a Member. The allowance is also intended to cover all meals and similar hospitality, including transportation, whether within or outside the constituency. Hospitality includes food, entertainment and other items, such as tickets to sports and performance events. This allowance is not currently part of the Member's salary.

Members who do not live within commuting distance of Yellowknife are eligible for an additional non-taxable, non-accountable allowance of \$7,484 to cover meals, transportation and incidental expenses incurred while in Yellowknife on constituency business or business as a Member. This allowance is also

intended to cover the purchase of basic, household expenses associated with maintaining a temporary residence in Yellowknife.

Along with the allowance for expenses, there is an entertainment allowance provided to the Speaker and Ministers for duty related entertainment expenses. The amount for this allowance is \$1,500 per year.

As a non-taxable and non-accountable allowance, no proof of expenses is required for payment. The allowance is paid to the Member directly every month. The allowance is adjusted yearly by the percentage increase or decrease in the Consumer Price Index between the previous calendar year and the calendar year before that. While Commissioner's are confident elected members use this allowance appropriately, the lack of reporting is not transparent to the public.

As of January 1, 2019, these allowances will be considered a taxable benefit to Members. It is now important to find the best option possible to minimize the impact of these allowances becoming taxable on member's indemnities. The dollar amount was reviewed to identify the least amount of impact on the Members' taxes. It was determined that a zero-impact approach to the change coming into effect by the Canada Revenue Agency is to make the allowance an accountable allowance. That is the Member will need to provide receipts for approved expenses.

The Members' Handbook will need to clearly define allowable expenses for the Members to follow. The approach of making this amount of money an accountable allowance will also further the appearance of transparency and accountability.

If the government does not approve the concept of accountable allowances, then the allowance would become a taxable allowance and pensionable. This will incur additional costs for the government. And, it would appear to the public to be a raise in members' salaries. The Commission strongly recommends that the allowances be accountable and may have made this recommendation even if the rules were not about to change.

Members' of the Legislative Assembly Remuneration

8. Members' Basic Salary

8.1 It is recommended that the Members' salary be renewed on April 1 each year, calculated on the current Yellowknife Consumer Price Index or the increase negotiated by the Union of Northern Workers, whichever is less.

Compensation for MLAs needs to be generous enough to attract competent, capable and committed individuals from all sectors, yet not so generous to be the primary motivator for prospective members. To attract the best people to seek office is to appeal to those motivated by a desire to serve. For some, pursuing politics as a career will involve a financial sacrifice; MLAs salaries cannot compete with those offered in the private sector. However, compensation should not deter desirable candidates from serving due to unreasonable monetary sacrifices.

Compensation should also be commensurate with the duties, responsibilities and importance of the role of an MLA. This creates a unique position of fairly compensating an MLA and the challenges associated

with attaching a salary to that position. The underlying motivation for running for office must be to serve and improve the well-being of people of the Northwest Territories. Collectively, MLAs represent and advocate for the will of the people. They set public policy and spending of public funds responsibly. They can be voted out of office, if the public does not feel their performance has met the anticipated mandate. The opportunity to run for office is open to all NWT residents 19 and over.

The concept that members' remuneration be decided by an independent (arm's length) process is formally recognized in the Legislative Assembly and Executive Council Act (s.35.1). One of the guiding principles found in the Terms of Reference for the Commission is that

“the system of remuneration must be transparent, open and provide an easy to understand system of remuneration to the members of the Legislative Assembly and members of the Executive Council while providing a high degree of accountability to the people they serve”.

This left the Commission to answer the question, “What is the fair way for MLAs to be paid?”

The Commission members appreciate the demands and the intensity of the job of an MLA. The recommendation for the Member of the Legislative Assembly salary was reached after considering information from the MLAs, the public and a review of MLA salaries across the country. They factored in the state of the economy when discussing the adjustment to members' wages. They assessed how government employees, as union members, are paid with an assigned yearly step increase. MLAs do not have steps built into their salaries. They also noted that current MLA salaries are at a level above the average income level in the NWT. And, they have the fourth highest salary of the provinces and territories in Canada (See Appendix C, members' Salary Comparisons – 2017).

It is important that political salaries are adjusted using an external measure that is not subject to undue political interference. For example, tying political salary increases to government labour contracts salary increases can create a conflict of interest for MLAs in approving labour agreements.

Recommending that MLAs receive the CPI or union increase, whichever is less, ensures the MLA never receives a greater increase in compensation than that of the largest employer in the NWT.

Summary of Recommendations

Leaving Politics

1. Exit Strategy for Members of the Legislative Assembly when Their Term Ends

- 1.1 It is recommended that an exit strategy for Members of the Legislative Assembly be developed and implemented as a resource for all who are leaving politics.
- 1.2 It is recommended that the government should pay for the “Planning for Retirement Course” or the “Successful Transition to Retirement Course” for any Member who is leaving the government at the end of their term.

2. Emotional Impact when Leaving Government as a Member of the Legislative Assembly

- 2.1 It is recommended that Members of the Legislative Assembly continue to have access to the GNWT Employee and Family Assistance Program (EFAP) for one year after their term as a Member of the Legislative Assembly ends.

Transparency of Expenses

3. Publication of Members’ Expenses

- 3.1 It is recommended that more detailed information about Members’ expenses be published on the government website, as a separate document, by June 30th of the following fiscal year.

Members of the Legislative Assembly Benefits

4. Health Benefits

- 4.1 It is recommended that the Public Service Health Care Plan dues, at the level available to senior managers in the public service, be paid by the Government of the Northwest Territories for all Members of the Legislative Assembly
- 4.2 It is recommended that, if it is decided to not pay for the same level of medical travel, health, dental and life insurance benefits for all Members of the Legislative Assembly, that the additional paid benefits for the Speaker and Ministers be removed from their benefit package and the Speakers and Ministers become responsible for paying for that benefit. All Members of the Legislative Assembly would then receive the Extended Health Care Benefit and Level 1 of the Hospital Benefit at no cost.

Committee Chair Stipends

5. Committee Chair Stipends

- 5.1 It is recommended that the indemnity for extra duty for the Chair of the Rules and Procedures Committee be increased from \$3,149 to \$6,296 per year.

Constituency Assistant Benefits

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- 7.2 It is recommended the current amounts be set at the maximum reimbursable annual amount (Allowance for Expenses = \$7,484 in Yellowknife; \$14,968 outside of Yellowknife and \$1,500 Entertainment Allowance for the Speaker and Ministers).
- 7.3 It is recommended that the Board of Management develop a more involved and detailed policy specific to allowable expenses, to ensure clarity for the Member.

Members' of the Legislative Assembly Remuneration

8. Members' Basic Salary

- 8.1 It is recommended that the Members' salary be renewed on April 1 each year, calculated on the current Yellowknife Consumer Price Index or the agreed upon increase negotiated by the Union of Northern Workers, whichever is less.

Appendices

- A. Section 35 of the *Legislative Assembly and Executive Council Act*
- B. Independent Commission to Review Members' Compensation and Benefits: Terms of Reference
- C. 2015 MLA Pay Jurisdictional Survey and Members' Salary Comparisons - 2017
- D. MLAs Who Met with or Provided Written Submissions to the Commission
- E. Letter sent to the Hamlets, Band Offices, Métis Presidents, Regional Governments
- F. Samples of advertisements and public service announcements
- G. CBC North News Article
- H. Constituency Assistant Salary Comparison

Appendix A

Section 35 of the
Legislative Assembly and Executive Council Act

Legislative Assembly and Executive Council Act, S.N.W.T. 1999,c.22
In force October 31, 2017
Section 35.1

Independent Commission to Review
Members' Compensation and Benefits

| | |
|---|--|
| Establishment of independent commission | 35.1. (1) Within two years after the polling day for a general election, the Speaker, on the recommendation of the Board of Management, shall establish an independent commission and appoint as its members three individuals who are independent, neutral and knowledgeable. |
| Chairperson | (1.01) The commission shall designate a chairperson from among its members. |
| Remuneration | (1.1) A member of the commission is entitled to remuneration for his or her services at the rates determined by the Board of Management. |
| Expenses | (1.2) A member of the commission is entitled to reasonable travelling and living expenses while absent from his or her ordinary place of residence in the course of his or her duties under this section, at the rates determined by the Board of Management. |
| Duties of commission | (2) The commission shall, within 10 months after its establishment, <ul style="list-style-type: none">(a) review the indemnities, allowances and reimbursements for expenses payable, and any other benefits available, to members and to members holding offices; and(b) provide to the Speaker a report setting out any recommendations for changes that the commission determines should be made to the indemnities, allowances, reimbursements and other benefits. |
| Laying report before Legislative Assembly | (3) The Speaker shall cause the report provided under paragraph (2)(b) to be laid before the Legislative Assembly as soon as is reasonably possible. |
| Termination of commission appointments | (4) An appointment of an individual to a commission terminates on the day the report is laid before the Legislative Assembly, unless the appointment is earlier revoked or otherwise terminated. S.N.W.T. 2002,c.3,s.5; S.N.W.T. 2006, c.22,s.16;S.N.W.T. 2011,c.11,s.8. |

Appendix B

Independent Commission to Review Members' Compensation and Benefits:
Terms of Reference

Terms of Reference

Pursuant to Section 35.1 of the Legislative Assembly and Executive Council Act, within two years after the polling day for a general election, the Speaker, on the recommendation of the Board of Management, shall establish an independent commission and appoint as its members three individuals who are independent, neutral, and knowledgeable.

The last comprehensive review of Members compensation and benefits occurred in 2013, with a report tabled in May 2014.

1. PURPOSE

The Commission shall:

- Review and assess the indemnities, additional indemnities, allowances, expenses and benefits provided to Members to determine the adequacy and appropriateness of the amounts provided by way of:
 - *Legislative Assembly and Executive Council Act*
 - *Indemnities, Allowances and Expense Regulations*
 - *Legislative Assembly Retiring Allowances Act*
 - *Supplementary Retiring Allowances Act*
 - *Board of Management Policies*
- Review and assess specific items referred to the Commission by the Board of Management.
- Review and assess the reporting requirements and procedures for Members' and Ministers' expenditures to determine the level of accountability acceptable to the public.
- Review any other matter that the Commission considers relevant respecting the compensation, allowances, and benefits provided to all Members and Ministers.
- Provide to the Speaker a report setting out any recommendations for change that the commission determines should be made to Members' or Ministers' indemnities, allowances, reimbursements, and other benefits.

2. GUIDING PRINCIPLES

- 1) No Member should seek to serve in public office for purely financial gain. Although the reasons may vary considerably, the underlying motivation for election must be to serve and improve the well-being of people of the Northwest Territories.
- 2) The system of remuneration must be transparent, open, and provide an easy to understand system of remuneration to the Members of the Legislative Assembly and Members of the Executive Council while providing a high degree of accountability to the people they serve.
- 3) Remuneration packages, particularly with respect to living, travel and transportation costs, need to be sensitive to the regional differences of job related expenses in order to ensure these factors do not become prohibitive for any Member to represent their constituents.

- 4) The requirement to be available and accountable 24 hours a day, seven days a week, coupled with the lack of job security associated with an election every four years ensures that only certain individuals would consider running for public office. A position of such importance in our democratic system, with such wide-ranging responsibility, should be fairly compensated in order to attract qualified and committed individuals.

3. COMPOSITION

The Commission shall consist of three individuals who are independent, neutral, and knowledgeable. Preferably the commission shall consist of a former Member, a professional with relevant financial or legal designations and experience, and an interested member of the public. Appointment to the Commission will also take into account regional representation within the NWT.

The Speaker, on the recommendation of the Board of Management, will appoint one of the three Commission Members to serve as Chair.

4. RESPONSIBILITIES

The Commission will be responsible for:

Collecting and analyzing research materials from previous commissions and other legislative jurisdictions and position of comparable responsibility within the public and private sectors.

Seeking public input and soliciting Members' submissions.

Reviewing and making recommendations on the following areas of Members' and Ministers' remuneration, or any other areas the Commission considers relevant, including but not restricted to:

- Indemnities Payable to Every Member
- Indemnities Payable to Office Holders
- Non-taxable Allowance for Expenses
- Constituency Work Expense Allowance and Permissible Expenditures
- Duty Travel & Meals
- All Travel Allowances
- Northern Living Allowance
- Leave and Vacation Allowance
- Transition Allowance
- Pension & Benefits Entitlements
- Telecommunications & Computer Equipment Allowances
- Acquisition of Office Inventory Items on Expiry of Office
- Capital Accommodation and Furniture Allowances
- Automatic Adjustment to All Allowances
- Specific Items Referred by the Board of Management
- Constituency Assistant Compensation and Benefits
- Rules and Procedures Chair Compensation

5. REPORT

The Commission shall, within ten months after the day the Commission is established, deliver a report to the Speaker that sets out any recommendations for change it determines should be made to the indemnities, allowances, reimbursements, and all other benefits Members are entitled to.

6. FINANCE AND ADMINISTRATION

The Clerk of the Legislative Assembly will provide administrative services and support to the Commission as required. The Commission may seek the assistance of consultants to provide it with advice and analysis and to ensure an arms-length relationship with the Legislative Assembly.

The Speaker, on the recommendations of the Board of Management, will approve funding for the Commission. The Commission will ensure expenditures do not exceed the allotted funds.

7. REMUNERATION

The Speaker, on the recommendations of the Board of Management, may approve honoraria and reasonable expenses to attend meetings for Members of the Commission, including the Chair.

8. TERMINATION

The appointment of an individual to the Commission terminates on the day the report is laid before the Legislative Assembly, unless the appointment is earlier revoked or otherwise terminated.

Appendix C

2015 MLA Pay Jurisdictional Survey

2015 MLA Pay Jurisdictional Survey

(Prepared by the Legislative Assembly of Alberta – Human Resource Services, based on responses from all jurisdictions, October 2015)

| | BC | AB | SK | MB | ON | QC | NB | NS | PE | NL | YT | NU | NT | Senate | HoC |
|--|--------------|--------------|-------------|--|--------------|----------------|---------------|--------------|--------------|-------------|--------------|------------------|--------------|--|---------------------------------|
| Basic Salary | \$102,878.00 | \$127,296.00 | \$94,668.00 | \$91,201.00 | \$116,500.00 | \$90,850.00 | \$95,000.00 | \$89,234.90 | \$68,721.00 | \$95,357.00 | \$74,670.00 | \$97,355.00 | \$103,851.00 | \$142,400.00 | \$167,400.00 |
| Tax - Free Allowance | | | | | | \$16,465.00 | | | | | | | \$14,359.00 | \$1,000.00 | \$7,484.00 |
| Tax - Free Allowance-Non Capital | | | | | | | | | | | | | | | \$7,484.00* |
| Speaker | \$51,439.00 | \$63,648.00 | \$48,198.00 | \$49,931.00 | \$36,964.00 | \$68,138.00 | \$52,614.00 | \$49,046.51 | \$40,376.00 | \$54,072.00 | \$28,720.00 | \$75,505.00 | \$45,203.00 | \$58,500.00 | \$80,100.00 |
| Speaker of pro Tempore (Senate) | | | | | | | | | | | | | | | \$24,100.00 |
| Deputy Speaker | \$36,007.00 | \$31,824.00 | \$14,086.00 | \$10,303.00 | \$17,249.00 | \$31,798.00 | \$26,307.00 | \$24,523.25 | \$20,188.00 | \$27,033.00 | \$11,488.00 | \$19,471.00 | \$7,313.00 | | \$41,500.00 |
| Asst. Dep. Chair - Cmte Whole (Hoc) | | | | | | | | | | | | | | | |
| Dep. Chair - Cmte Whole House | \$36,007.00 | \$15,912.00 | \$7,043.00 | \$7,359.00 | \$12,704.00 | | | | | \$13,517.00 | | \$5,108.00 | \$4,989.00 | | \$16,600.00 |
| Asst. Dep. Chair - Cmte Whole (Hoc) | | | | | | | | | | | | | | | \$16,600.00 |
| Prime Minister (HoC) | | | | | | | | | | | | | | | \$167,400.00 |
| Premier | \$92,590.00 | \$79,560.00 | \$98,852.00 | \$55,944.00 | \$82,424.00 | \$95,393.00 | \$79,000.00 | \$112,791.20 | \$74,634.00 | \$72,409.00 | \$57,439.00 | \$99,698.00 | \$78,986.00 | | |
| Deputy Premier | | | \$55,083.00 | | | | | | | | | | | | \$82,601.00 |
| Ministers | \$51,439.00 | \$63,648.00 | \$48,198.00 | \$36,745.00 | \$49,301.00 | \$68,138.00 | \$52,614.00 | \$49,046.51 | \$48,022.00 | \$54,072.00 | \$40,207.00 | \$75,505.00 | \$55,583.00 | | \$90,100.00 |
| Ministers without Portfolio | | \$28,644.00 | | \$32,570.00 | \$22,378.00 | | \$39,500.00 | \$49,046.51 | | | | | | | |
| Minister of State (HoC and BC) | \$36,007.00 | | | | | | | | | | | | | | \$90,000.00 |
| Parliamentary Secretary (HoC and BC) | \$15,432.00 | | | | | \$18,170.00 | | | | | | | | | \$16,600.00 |
| Legislative Assistants | | | \$14,086.00 | \$4,418.00 | \$16,667.00 | | | | | \$27,036.00 | | | | | |
| Secretaries of State (HoC) | | | | | | | | | | | | | | | \$90,000.00 |
| Govt. House Leader | | | \$14,086.00 | \$10,303.00 | \$21,329.00 | \$68,138.00 | | \$10,506.00 | \$12,949.00* | \$54,072.00 | | | | | \$80,100.00 |
| Leader of the Govt in Senate (Senate) | | | | | | | | | | | | | | | \$80,100.00 |
| Deputy House Leader | | | \$7,043.00 | | \$21,329.00 | \$22,713.00 | | \$5,253.00 | | | | | | | \$16,600.00 |
| Deputy Leader of the Govt in Senate (Senate) | | | | | | | | | | | | | | | \$38,100.00 |
| Government Whip | \$20,576.00 | \$12,732.00 | \$14,086.00 | \$7,359.00 | \$21,329.00 | \$31,798.00 | \$26,307.00 | \$5,253.00 | \$3,773.00* | \$13,517.00 | | | | | \$30,000.00 |
| Deputy Government Whip | \$15,432.00 | \$9,552.00 | \$7,043.00 | | \$14,569.00 | \$18,170.00 | | | | | | | | | \$5,800.00 |
| Government Caucus Chair | \$20,576.00 | | \$14,086.00 | \$6,343.00 | \$14,569.00 | \$22,713.00 | \$8,000.00 | \$10,506.00 | | \$13,517.00 | | \$2,980.00 | \$3,240.00 | | \$6,800.00 |
| Deputy Government Caucus Chair | | | \$7,043.00 | | | | | | | | | | | | \$11,700.00 |
| Leader Official Opposition | \$51,439.00 | \$63,648.00 | \$48,198.00 | \$49,931.00 | \$64,336.00 | \$68,138.00 | \$55,300.00 | \$49,046.51 | \$48,022.00 | \$54,072.00 | \$40,207.00 | | | | \$38,100.00 |
| Off. Opp. House Leader | \$20,576.00 | \$15,912.00 | \$14,086.00 | \$7,359.00 | \$21,329.00 | \$31,798.00 | \$8,000.00 | \$10,506.00 | \$4,486.00* | \$27,033.00 | | | | | \$41,500.00 |
| Deputy House Leader of Official Opposition | | | \$7,043.00 | | \$10,489.00 | \$18,170.00 | | \$5,253.00 | | \$18,457.00 | | | | | \$16,600.00 |
| Deputy Leader of the Opposition | | | \$14,086.00 | | | | | | | | | | | | \$24,100.00 |
| Off. Opp. Whip | \$20,576.00 | \$9,552.00 | \$14,086.00 | \$5,889.00 | \$16,317.00 | \$27,255.00 | \$19,730.25 | \$5,253.00 | \$3,773.00* | \$13,517.00 | | | | | \$6,800.00 |
| Deputy Official Opposition Whip | \$15,432.00 | \$7,632.00 | \$7,043.00 | | \$10,489.00 | \$18,170.00 | | | | | | | | | \$3,100.00 |
| Off. Opp. Caucus Chair | \$20,576.00 | | \$14,086.00 | \$6,343.00 | \$14,569.00 | \$20,441.00 | \$8,000.00 | \$10,506.00 | n/a | \$13,517.00 | | \$2,980.00 | \$9,549.00 | | \$5,800.00 |
| Off. Opp. Deputy Caucus Chair | | | \$7,043.00 | | | | | | | | | | | | \$11,700.00 |
| Leader 2nd Opposition | \$25,720.00 | \$28,644.00 | \$24,098.00 | \$42,085.00 | \$41,608.00 | \$31,798.00 | \$19,750.00 | \$24,523.25 | \$19,168.00 | \$18,918.00 | \$17,232.00 | | | | \$56,800.00 |
| 2nd Opp. House Leader | \$10,288.00 | \$12,732.00 | \$7,043.00 | \$5,889.00 | \$18,182.00 | \$22,713.00 | | \$10,506.00 | | | | | | | \$16,600.00 |
| 2nd Opposition Deputy House Leader | | | | | | | | \$5,253.00 | | | | | | | \$5,900.00 |
| 2nd Opp. Whip | \$10,288.00 | \$7,632.00 | \$7,043.00 | \$4,418.00 | \$14,685.00 | \$18,170.00 | \$2,500.00 | \$5,253.00 | | | | | | | \$11,700.00 |
| 2nd Opp. Deputy Whip | | | | | | | | | | | | | | | \$5,900.00 |
| 2nd Opp. Caucus Chair | \$10,288.00 | | \$7,043.00 | | \$13,170.00 | | | \$10,506.00 | | | | | | | \$5,900.00 |
| Permanent Chr - max per year | \$15,432.00 | | \$14,086.00 | \$4,418.00 | \$16,317.00 | \$22,713.00 | | \$2,101.00 | | \$13,517.00 | | \$4,399.00 | \$6,480.00 | \$11,600.00 | \$11,700.00 |
| Permanent Vice Chr-max per yr. | \$10,288.00 | | \$7,043.00 | \$3,682.00 | \$9,324.00 | \$18,170.00 | | \$525.00 | | \$10,339.00 | | | | \$5,800.00 | \$5,900.00 |
| Temp. Chair of Standing Committee (Quebec) | | | | | | \$13,628.00 | | | | | | | | | |
| Member of Office of the National Assembly | | | | | | \$13,628.00 | | | | | | | | | |
| All Party Committees | | \$200.00/mtg | \$109/day | No add'l pay | No add'l pay | \$125 per diem | no add'l comp | Chair/Vice | | \$145/mtg | No add'l pay | | No add'l pay | | |
| Other Committees | | | | | | | | | | \$190/mtg | | | | | |
| Government Committees | | | \$109/day | No add'l pay | No add'l pay | No add'l pay | n/a | n/a | \$6,322.00* | | No add'l pay | no add'l to list | No add'l pay | | |
| Changes | 0% | 0% | 0% | **Payable at rate of \$189/mtg. over which member presides + 50% of the time | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| | No Change | No Change | No Change | | No Change | No Change | No Change | No Change | No Change | No Change | No Change | No Change | No Change | No Changes. Note* - only members beyond commuting distance to the capital are eligible | No Changes Review In April 2016 |

Members' Salary Comparisons – 2017

(Retrieved from: Report of the Commissioner on Salaries, Allowances and Retirement Benefits for Members of the Manitoba Legislative Assembly, July 2017)

| Jurisdiction | Salary | Total |
|-------------------------|---------------|--------------|
| House of Commons | \$172,700.00 | \$172,700.00 |
| Senate | \$147,700.00 | \$147,700.00 |
| Alberta | \$127,296.00 | \$127,296.00 |
| Ontario | \$116,500.00 | \$116,500.00 |
| British Columbia | \$105,881.83 | \$105,881.83 |
| Northwest Territories | \$103,851.00 | \$103,851.00 |
| Nunavut | \$101,297.00 | \$101,297.00 |
| Newfoundland & Labrador | \$95,357.00 | \$95,357.00 |
| Manitoba | \$94,513.00 | \$94,513.00 |
| Quebec | \$93,827.00 | \$93,827.00 |
| Saskatchewan | \$92,817.00 | \$92,817.00 |
| Nova Scotia | \$89,234.90 | \$89,234.90 |
| New Brunswick | \$85,000.00 | \$85,000.00 |
| Yukon | \$76,775.00 | \$76,775.00 |
| Prince Edward Island | \$71,497.00 | \$71,497.00 |

Appendix D

MLAs Who Met with or Provided Written Submissions to the Commission

MLAs Who Met with or Provided Written Submissions to the Commission

Glen Abernethy, MLA Great Slave

Tom Beaulieu, MLA Tu Nedhé – Wiilideh

Caroline Cochrane, MLA Range Lake

Julie Green, MLA Yellowknife Centre

Kevin O'Reilly, MLA Frame Lake

Louis Sebert, MLA Thebacha

R. J. Simpson, MLA Hay River North

Kieron Testart, MLA Kam Lake

Shane Thompson, MLA Nahendeh

Cory Vanthuyne, MLA Yellowknife North

Appendix E

Letter sent to the Hamlet Mayors, Band Council Chiefs, Métis Presidents and Regional Governments and
Poster

Distributed to:

- Hamlet Mayors
- Band Council Chiefs
- Métis Presidents
- Regional Governments – Inuvialuit Regional Corporation, Gwich'in Tribal Council, Sahut Secretariat Incorporated, Tłı̨chǫ Government, Dehcho First Nation, Akaitcho Territory Government, Northwest Territory Métis Nation

To whom it may concern:

MAR 08 2018

Re: Independent Commission to Review Members' Compensation and Benefits

The Independent Commission to Review Members' Compensation and Benefits (ICRMCB) is an independent commission that is appointed by the Speaker of the Legislative Assembly to review the current salaries, allowances, expenses and benefits provided to Members of the Legislative Assembly. This is a requirement of the Legislative Assembly and Executive Council Act.

The Commission will review and assess Members' various salaries and benefits to determine the adequacy and appropriateness of the amounts provided.

The Commission consists of three members, with Ms. Donna Allen and Mr. John Hazenberg (of Yellowknife) as Commissioners, and Mr. Norman Yakeleya (of Tulita) as Chair.

If you wish additional information about the ICRMCB, please visit our website, found at: nwtmlapay.ca

Your input is of interest to us. If you wish to provide your thoughts and direction, you may do so in a number of ways.

1. Submit a written submission by **May 15, 2018**.
 - a. Letters can be mailed to the following address:
 - i. Independent Commission to Review Members' Compensation and Benefits
c/o NT Legislative Assembly
4517 48 St.
Yellowknife NT X1A 2L9

Email submissions can be sent to: info@nwtmlapay.ca

Contact the Commission to arrange a tele or video conference call/interview. We would like to hear from you by **March 31, 2018** so that we have time to ensure this can be organized.

The number to call is: **867-447-0356**

Or

Email your request to: info@nwtmlapay.ca

2. Contact the Commission to request an in-person session in your region. There is some limited opportunity for the Commission to travel. Again, we would like to hear from you

by **March 31, 2018** to discuss whether this is a possible option and ensure adequate time to arrange.

The number to call is: **867-447-0356**

Enclosed with this letter are posters with information about the Commission. We would ask that you put these up in key public spaces to ensure community members are aware of this Commission and the request for input.

Mahsi | Mársi | Máhsi | Kinanāskomitin | Thank you | Merci | Haj" | Quana | Qujannamiik | Quyanainni



Mr. Norman Yakeleya
Chair, Independent Commission to Review Members'
Compensation and Benefits

Appendix F

Samples of Advertisements and Public Service Announcement

Newspaper Advertisements

TELL US WHAT YOU THINK!

The Independent Commission to Review Members Compensation and Benefits is interested in what Northerners think about MLAs salaries and benefits.

If you think that people in your community are engaged and would like to meet with the Commission to discuss Members Compensation and Benefits, please let us know by March 31, 2018.

You can contact the Commission at 867-447-0356 or email info@nwtmlapay.ca

You can also visit our website: nwtmlapay.ca.

If you wish to utilize any of the official languages of the Northwest Territories, other than English, please contact the Commission before 5pm on March 31, 2018.

Advertisement Inserts:

News North – March 12, 19, and 26, 2018

L’Aquila – March 23, 2018

Public Service Announcement

March 12, 2018

The Independent Commission to Review Members Compensation and Benefits is interested in what Northerners think about MLAs salaries and benefits.

If you think that people in your community would like to meet with the Commission, please let us know by March 3, 2018.

For more information, please call 867-447-0356.

Appendix G

CBC North News Article

Better compensation for MLA assistants remains a top concern in salary review

Jamie Malbeuf · CBC · Posted: Apr 27, 2018 9:46 AM CT | Last Updated: April 27

'They're not being compensated fairly, or properly, according to MLAs,' said the commission's chair

MLAs in the Northwest Territories are more concerned about their assistants' salaries than their own. At least that's one of the findings of the Independent Commission to Review Members Compensation and Benefits.

The commission is tasked with reviewing MLA salaries, benefits, and expense allowances and eventually make recommendations to the legislative assembly based on its findings.

Four people attended a public meeting at Yellowknife's Baker Centre Thursday evening. Some were surprised to discover MLA assistants aren't government employees, and therefore miss out on government benefits and salaries.

"They're not being compensated fairly, or properly, according to MLAs," said Norman Yakeleya, chair of the independent commission. But this is not the first-time constituency assistant salary has been highlighted as problematic. The final report of the last commission (2014) to review compensation included the recommendation that constituency assistants become "full employees of the N.W.T."

Yakeleya said the commission spoke with 10 of the 19 MLAs. After assistant salaries, new taxation on existing tax-free allowances were another concern. Come January 2019, MLAs will lose the tax-free status of some of their allowances because of new federal legislation. This could cost N.W.T. MLAs between \$2,600 and \$5,200 a year in new taxes.

Current MLA salaries are set at a base of \$103,851 and do not include an additional non-taxable expense allowance of \$7,484. MLAs do not have to account for how this allowance is spent. MLAs who do not live within commuting distance of Yellowknife are allowed double that in non-accountable expenses.

Not enough transparency

David Wasylciw is a Yellowknife resident. He also maintains OpenNWT.ca, a website that promotes government transparency. "Expenses through the house [Legislative Assembly] aren't all that open," Wasylciw said.

He used the meeting to let the commission know he wants more transparency from MLAs.

"I think it's really important that this committee and MLAs in general take the transparency and accountability that they're talking about for the government and apply it to themselves."

He wants to see greater cost breakdowns of large MLA expenditures, such as travel. Wasylciw said MLA expenditures aren't broken down in the same way that expenditures incurred by cabinet members are.

"You might get a rolled-up number once a year, but that's it."

The last review also included the recommendation that non-accountable allowances be converted to accountable allowances, meaning MLAs would have to submit receipts for expense claims.

During every term of the Legislative Assembly, the speaker must appoint an independent commission to do a review of the salaries. Because the commission is creating a report of recommendations, there is no requirement for the house to use any of them.

The commission said it will take resident comments into consideration when it writes up the report. The report will be given to the speaker in August.

And it will be accepting public comments until roughly the end of May.

Appendix H

Constituency Assistant Salary Comparisons

Constituency Assistant Salary Comparisons

1: PEI:

Doesn't provide constituency assistants for Members.

Private members' caucus offices in the legislative precinct are fully staffed - employees are hired by the caucus offices and paid for by the Legislative Assembly within a per-caucus budget amount determined by the Legislative Management Committee. Opposition receives a larger staffing budget than Government or Third Party to support their parliamentary role in holding the Executive to account in the legislature, but the number of positions included in the allotted budget amount is determined by each caucus office.

2: Manitoba:

No change from 2016

In Manitoba, the maximum constituency assistant's allowance is \$1864.00 bi-weekly, or \$48,464 per year. However, MLAs can pay more and claim the excess salary expenses under their general constituency allowance (see this fact sheet on Member allowances http://www.gov.mb.ca/legislature/members/manual/allowance_entitlements.pdf).

3: Newfoundland and Labrador:

Constituency assistants are paid in accordance with the pay scales established for Political Support Staff (PS). They are hired at PS Level 04, but their step within that level depends on their continuous years of service as a political support staff member (Members' Administration Guide, p. 48).

The PS 04 scale is as follows; a CA starts at step one (unless they have previous experience as a political support staff member) and progresses three steps per year (year = their anniversary date) until they top out at step 25:

| | | | | | | | |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <u>STEP 1</u> | <u>STEP 2</u> | <u>STEP 3</u> | <u>STEP 4</u> | <u>STEP 5</u> | <u>STEP 6</u> | <u>STEP 7</u> | <u>STEP 8</u> |
| \$44,331 | \$44,885 | \$45,439 | \$45,994 | \$46,548 | \$47,102 | \$47,656 | \$48,210 |
| | | | | | | | |
| <u>STEP 9</u> | <u>STEP 10</u> | <u>STEP 11</u> | <u>STEP 12</u> | <u>STEP 13</u> | <u>STEP 14</u> | <u>STEP 15</u> | <u>STEP 16</u> |
| \$48,764 | \$49,318 | \$49,873 | \$50,427 | \$50,982 | \$51,535 | \$52,089 | \$52,644 |
| | | | | | | | |
| <u>STEP 17</u> | <u>STEP 18</u> | <u>STEP 19</u> | <u>STEP 20</u> | <u>STEP 21</u> | <u>STEP 22</u> | <u>STEP 23</u> | <u>STEP 24</u> |
| \$53,197 | \$53,752 | \$54,307 | \$54,860 | \$55,414 | \$55,969 | \$56,522 | \$57,076 |
| | | | | | | | |
| <u>STEP 25</u> | | | | | | | |
| \$57,632 | | | | | | | |
| | | | | | | | |

4: Saskatchewan:

Has remained the same

Each MLA in Saskatchewan is allocated a budget for constituency services and salary. These expenses are provided for under Board of Internal Economy [Directive #6 - Constituency Assistant Expenses](#). The Member is responsible for determining the job duties, employment type and salary rate in accordance with the directive. Note that there are clauses containing details regarding constituency remuneration: (2) maximum remuneration payments per annum; (3) funding for vacation and statutory holiday pay entitlements; and (8) lump sum bonus payment provisions.

5: Ontario:

Members may hire Constituency assistants at a salary of up to \$56,878.

As for staff benefits, The Legislative Assembly of Ontario provides the following benefits to Members' and Caucus staff employees:

- supplementary health & hospital
- life insurance
- short term sickness and long term disability
- maternity, parental, and adoption leave

From the Guide to Members' Allowances and Services (Members' Guide) - Part 3: Members' Support Staff and Caucus Staff, May 2017

6: Nova Scotia:

Full time constituency assistants are still classified in NS as EC 06, level 6 within the Excluded Classification Pay Plan. Since 2016 the salary has increased to a range of \$41,755.76 to \$52,741.78. Individuals who "Exceed or Greatly Exceed Performance Targets" may a higher salary, currently up to \$58,015.88 for EC 06. Given that the EC plan includes Deputy Ministers, Executive Directors and other high-level positions it is more likely that the CA salary will fall within the normal range. [Excluded Classification \(EC\) Pay Plan](#) details on p.7.

Benefits for full time CAs are the same as those for members of the Civil Service and are described in detail on the Public Service Commission website. Refer to the Life Events tab on the [Benefit Resources](#) page.

Please note that MLAs may also hire casual support staff. For compensation, the online Members' Compensation, Expenses and Constituency Administration manual from June 2017 notes only the minimum wage rate. Casual staff are paid an hourly wage do not receive benefits.

[Members' Compensation, Expenses and Constituency Administration manual](#) – from the main page, please refer to the MLA Office Staff sections.

7: Ottawa:

According to the Schedule of Rates appendix from the Budgets chapter of the [Members' Allowances and Services Manual](#), the annual maximum salary per employee is now \$85,700 as of April 1st, 2017, up from \$84,500 as of April 1st, 2016. As it was mentioned to you in 2016, the specific salary of a Constituency Assistant is not available.

8: Quebec:

No changes since 2016

Each Member of the National Assembly receives a specific amount to be spent on the salaries of their political staff MNAs can decide, at their discretion, how they divide the amount (depending on the number of people they hire, the workload of each employee, etc.). The basic amount for 2015-2016 to be spent on salaries of political staff is 167 807\$. The amount can then vary depending on a number of factors (such as the location of the constituency office, the political party of the Member, its responsibilities, etc.) detailed in Appendix B of the regulation (see p. 19-20 for specifications on the amount provided).

Here are the most relevant sections regarding salary of MNAs' assistants (whether they work in constituency offices or at the National Assembly).

« 4. La nomination d'un membre du personnel d'un député doit être faite par écrit et mentionner son port d'attache, soit l'un des

édifices occupés par l'Assemblée nationale, soit le bureau de la circonscription électorale du député.

10. La masse salariale accordée à un député pour la rémunération de son personnel est celle prévue par l'annexe

La masse salariale additionnelle accordée à un député représentant l'une des circonscriptions électorales des députés établis par l'annexe A, pour la rémunération de son personnel dont le port d'attache est le bureau de la circonscription électorale, est celle prévue par l'annexe B.

11.1. La masse salariale additionnelle accordée à un député qui est président ou vice-président d'une commission de l'Assemblée nationale ou qui est président de caucus du gouvernement, de l'opposition officielle ou du 2e groupe est celle prévue par l'annexe B.

14. Le député détermine le traitement de son personnel selon les masses salariales dont il dispose. Il peut en tout temps consentir à un membre de son personnel régulier le versement d'un montant forfaitaire à titre de mérite. Dans ce cas, la période de référence du montant forfaitaire ne doit pas être supérieure à douze mois.

15. Le traitement annuel d'un conseiller ou d'un attaché politique, incluant tout montant forfaitaire, ne peut être supérieur à l'échelle de traitement qui peut être accordée à un fonctionnaire conformément aux règles qui s'appliquent aux fonctionnaires non syndiqués de la fonction publique.

+ Annexe B (p. 19-20)

9: Alberta: (considered confidential)

LEGISLATIVE ASSEMBLY OFFICE HUMAN RESOURCE SERVICES
CONSTITUENCY ASSISTANT COMPENSATION PLAN

Pay Grids effective April 1, 2015

| Constituency Level 1.1.1 | 1.2 | 1.3 | 1.4 | 1.5 | 1.6 | 1.7 | 1.8 | |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Hourly | \$17.38 | \$17.83 | \$18.29 | \$18.85 | \$19.43 | \$20.04 | \$20.68 | \$21.36 |
| Annual - 35 hr wk | \$31,752 | \$32,580 | \$33,420 | \$34,440 | \$35,496 | \$36,612 | \$37,788 | \$39,024 |
| Annual - 36.25 hr wk | \$32,880 | \$33,732 | \$34,608 | \$35,664 | \$36,756 | \$37,908 | \$39,132 | \$40,416 |
| Annual - 37.50 hr wk | \$34,020 | \$34,908 | \$35,808 | \$36,900 | \$38,040 | \$39,228 | \$40,476 | \$41,808 |
| Annual - 40 hr wk | \$36,288 | \$37,224 | \$38,184 | \$39,360 | \$40,572 | \$41,844 | \$43,176 | \$44,604 |

| Constituency Assistant Working Levels Summary Levels | Constituency Assistant 1 | Constituency Assistant 2 | Constituency Assistant 3 |
|--|---|--|--|
| Performance Expectations | basic working level reception/backup support | fully functioning/operational level | advanced/professional level |
| Level of Work | <ul style="list-style-type: none"> •works closely with supervisor; instructions and procedures are clearly defined •little independent decision making •performs routine support activities as needed •refers issues to supervisor for resolution | <ul style="list-style-type: none"> •works with some supervision; determines how guidelines are applied to specific situations •makes decisions based on established criteria •identifies and refers issues of concern; refers non-routine issues to the MLA | <ul style="list-style-type: none"> •supervisory and complex administrative support •works as the primary contact in the office for constituent inquiries •works with independence; objectives and goals are outlined; participates in setting goals and objectives •considerable independence in making decisions •identifies and resolves issues of concern; refers unique situations or contentious issues to the MLA |
| Summary of Duties | <ul style="list-style-type: none"> •prepares basic correspondence •provides basic information to the public | <ul style="list-style-type: none"> •formats and prepares correspondence •maintains file and tracking | <ul style="list-style-type: none"> •drafts/composes complex correspondence •establishes and monitors records |

| | | | |
|--|---|---|---|
| | <ul style="list-style-type: none"> •maintains day-to-day functions of the office, such as filing, mail and reception •no supervisory responsibilities •provides support to case management process •gathers and distributes constituency and community resources and contact information to community members | <ul style="list-style-type: none"> systems •exchanges information with the public, liaising with external groups •plans and coordinates travel/meetings/ functions •coordinates purchasing and monitors budget •oversees/maintains daily functions of the office, such as mail, and reception •may have some lead hand or junior level supervisory responsibilities •facilitates access to and coordinates case management service delivery •builds relationships with community service providers and support agencies | <ul style="list-style-type: none"> management systems •researches and resolves sensitive issues, liaising and building relationships with external groups •coordinates administrative functions •plans and coordinates multi-faceted travel/meeting/function arrangements •maintains and enhances administrative systems •monitors and prepares budget •supervises administrative staff, including monitoring work flow and making adjustments where necessary |
|--|---|---|---|

10: Nunavut:

The information I've provided below is from the 2014 version of the Legislative Assembly of Nunavut's *MEMBER'S HANDBOOK ON ADMINISTRATIVE AND FINANCIAL MATTERS*.

It is worth noting that salaries in the north are generally higher than elsewhere in the country to compensate for the high cost of living. Also, the table below doesn't include the "Northern Living Allowance", which is explained a little further down.

Constituency Assistant Budget

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

| Constituencies with: | Budget |
|-------------------------|----------|
| One community | \$58,992 |
| Two communities | \$66,414 |
| More than 2 communities | \$73,835 |

Constituency Assistants Payroll

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

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

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

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

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

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

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

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

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

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