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Statement of Policy

Members who own or lease a principal residence in a Northwest Territories community outside the capital may claim reimbursement, to set maximums, for relocation and removal costs, lease costs for temporary accommodation in the capital, one-time real estate fees, as well as the costs of utilities and furniture.

Principles

Individuals elected to public office to serve and improve the well-being of their fellow citizens should be reimbursed for reasonable expenses related to that service.

Definitions

Capital - means the City of Yellowknife and that area within 80 kilometers commuting distance of Yellowknife.

Eligible Member - is any Member who owns or leases a principal residence in his/her home community outside the capital.

Family - for the purposes of this Policy, individuals normally residing with the Member including spouse, parents, children, wards, grandparents and grandchildren.

Member - for the purposes of this Policy, a Member of the Executive Council, including the Premier, appointed to the Executive Council by the Commissioner on the recommendation of the Legislative Assembly.

Principal Residence - means the residence the Member declares, in a Statutory Declaration form prescribed by the Department of Executive and filed with the Department of Executive, to be that Member's principal residence which the Member and his/her family would normally occupy in a Northwest Territories community outside the capital.

Spouse - a spouse as defined in the *Legislative Assembly and Executive Council Act*.

Guidelines

1. The total amount an eligible Member may be reimbursed for temporary accommodation, including lease costs and the costs of utilities and furniture, shall, as of the date of this Policy, not exceed \$46,000 annually less any revenue the Member receives from rental or sub-lease of the principal residence.
2. When an eligible Member ceases to be a Member of the Executive Council, his or her eligibility for assistance under this Policy may be extended by 90 days from the effective termination date.

3. Should an eligible Member cease to own or lease a principal residence during his or her term as a Member of the Executive Council, his or her eligibility for assistance under this Policy may be extended by 30 days from the date the property formally changes ownership or the date the lease was terminated.
4. Guideline 1 above notwithstanding, the total maximum amount an eligible Member may be reimbursed for temporary accommodations will be increased or decreased, on a percentage basis, to correspond with percentage increases or decreases to the Capital Accommodations Allowance provided to the Regular Members of the Legislative Assembly.
5. On request, the Department of Executive may advance the cost of a security deposit, to a maximum of \$2400 or 1/12 of the annual rent (whichever is the lesser), which will be recovered from the eligible Member.
6. Eligible Members may claim one-time relocation assistance for themselves and any family member relocating from their principal residence to the capital at the same level of assistance provided to senior managers in the Government of the Northwest Territories.
7. When an eligible Member ceases to be a member of the Executive Council, he or she will be entitled to assistance with the cost of relocation to their home constituency or to another residence in the capital at the same level of assistance provided to senior managers in the Government of the Northwest Territories.

Responsibilities

1. Eligible Members are responsible for making their own arrangements for accommodations, utilities and furniture. As of the date of this Policy, Department of Public Works and Services will no longer arrange for furniture for eligible Members.
2. Eligible Members are responsible for making arrangements and paying for their own relocation and removal.
3. Members making a claim for reimbursement under this Policy must submit receipted invoice for costs to the Department of Executive.
4. The Department of Executive shall establish administrative procedures necessary to the implementation of this Policy.





Statement of Policy

Members who are eligible to claim reimbursement under the Capital Accommodations Policy may also claim reimbursement, to set maximums, for expenses for themselves and their families to travel between the Capital and their home community.

Principles

Individuals elected to public office to serve and improve the well-being of their fellow citizens should be reimbursed for reasonable expenses related to that service.

Definitions

Capital - means the City of Yellowknife and that area within 80 kilometers commuting distance of Yellowknife.

Eligible Member - is any Member who owns or leases a principal residence in his/her home community outside the capital.

Family - for the purposes of this Policy, individuals normally residing with the Member including spouse, parents, children, wards, grandparents and grandchildren.

Global Home Travel Budget - a budget established under this Policy to reimburse eligible Members for travel between the Capital and their home community in their constituency.

Home Community - for the purposes of this Policy, the Northwest Territories community in which the eligible members' principle residence is located.

Member - for the purposes of this Policy, a Member of the Executive Council, including the Premier, appointed to the Executive Council by the Commissioner on the recommendation of the Legislative Assembly.

Principal Residence - means the residence the Member declares, in a Statutory Declaration form prescribed by the Department of Executive and filed with the Department of Executive, to be that Member's principal residence which the Member and his/her family would normally occupy in a Northwest Territories community outside the capital.

Spouse - a spouse as defined in the *Legislative Assembly and Executive Council Act*.



Guidelines

1. Each eligible Member may determine by what means and how frequently he or she travels between the capital and their home community, but total annual expenses reimbursed under this Policy shall not exceed the global home travel budget established under this Policy.
2. Eligible home travel may include travel and accommodations costs, as well as costs for meals and incidentals based on the Government of the Northwest Territories duty travel rates.
3. A global home travel budget shall be calculated based on the estimated cost of 32 return trips between the capital and the respective home communities for each eligible Member.

Where the home community may be accessed by scheduled air services, a trip's cost shall be based on the estimated cost of an economy class return air trip. Where the home community cannot be accessed by scheduled air service, a trip's cost shall be based on kilometer rates paid to members of the public service for use of personal vehicles.

4. Home travel benefits are deemed to be a taxable benefit for an eligible Member's spouse and dependent children.

Responsibilities

1. Eligible Members are responsible for making their own arrangements for home travel, but are obliged by the same limitations and restrictions imposed on public service travel as outlined in the Financial Administration Manual.
2. Eligible Members are responsible for paying for their own travel costs and for making claims for reimbursement under this Policy.
3. The Department of Executive shall establish administrative procedures necessary to the implementation of this Policy.



Statement of Policy

Should the Conflict of Interest Commissioner advise a Member of the Executive Council that a blind trust must be established and maintained during the Member's term of office, the Member will be reimbursed for reasonable costs incurred in establishing, maintaining and dissolving such a blind trust.

Principles

Individuals elected to public office to serve and improve the well-being of their fellow citizens should be reimbursed for reasonable expenses related to that service.

Definitions

Member - for the purposes of this Policy, a Member of the Executive Council, including the Premier, appointed to the Executive Council by the Commissioner on the recommendation of the Legislative Assembly.

Spouse - a spouse as defined in the *Legislative Assembly and Executive Council Act*.

Guidelines

- I. A Member may claim reimbursement for:
 - a. Divestment of Assets
 - ≈ reasonable legal, accounting and transfer costs to establish and dismantle a blind trust arrangement;
 - ≈ annual, actual and reasonable costs to maintain and administer the trust or management arrangement;
 - ≈ commissions for transferring, converting or selling assets where transferring, converting or selling assets is determined necessary by the Conflict of Interest Commissioner; and
 - ≈ costs of other financial, legal or accounting services required because of the complexity of arrangements for such assets.
 - b. Withdrawal from Activities
 - ≈ costs of removing a Member's name from federal, provincial or territorial registries or corporations.

2. Claims submitted by a Member to the Department of Executive should contain:
 - a. a detailed breakdown of the charges levied to demonstrate that all costs are directly related to the arrangements required to comply with the conflict of interest provisions of the *Legislative Assembly and Executive Council Act*, including the number of hours charged and the applicable hourly rate. Fixed and variable costs should be differentiated with a short explanation; and
 - b. the market value of the assets involved on the date when a specific arrangement is completed, or at the end of each period claimed in the case of annual maintenance and administration costs.
3. A Member may not claim reimbursement for:
 - a. charges for day-to-day operations of a business or commercial entity;
 - b. charges associated with winding down a business;
 - c. costs for acquiring permitted assets using proceeds from required sale of other assets; and
 - c. costs incurred by a Member's spouse and dependent children in establishing, maintaining and dissolving a blind trust.

Responsibilities

1. Members are responsible for paying invoices.
2. Members are responsible for any income tax liabilities that may result from reimbursement.
3. Members making a claim for reimbursement under this Policy must submit receipted invoice for costs to the Department of Executive.
4. The Department of Executive shall establish administrative procedures necessary to the implementation of this Policy.



Ministerial Benefits Policy

Statement of Policy

Members are eligible to receive medical travel, sick leave, vacation leave, health, dental and life insurance benefits, at the same rates, and under the same conditions, provided to senior management group in the Government of the Northwest Territories public service.

Principles

Individuals elected to public office to serve and improve the well-being of their fellow citizens should be entitled to the same medical travel, sick, vacation, health, dental and life insurance benefits provided to senior managers in the public service.

Definitions

Member - for the purposes of this Policy, a Member of the Executive Council, including the Premier, appointed to the Executive Council by the Commissioner on the recommendation of the Legislative Assembly.

Responsibilities

1. The Department of Executive, in consultation with the Department of Human Resources and the Corporate Services Division of the Department of Executive, shall establish administrative procedures necessary to the implementation of this Policy.



Statement of Policy

The Premier may approve a Member's request that his or her spouse be permitted to travel with the Member at government expense provided attendance by the Minister is required or expected in the usual performance of his or her duties and protocol suggests that it is appropriate for a spouse to accompany the Member.

The Premier may permit his or her spouse to accompany him or her on duty travel when protocol suggests that such travel is appropriate.

Principles

Where it is appropriate or required that a Member's spouse accompany a Member on duty travel, the spouse should not be expected to pay for the cost of such travel from personal funds.

Definitions

Member - for the purposes of this policy, a Member of the Executive Council, including the Premier, appointed to the Executive Council by the Commissioner on the recommendation of the Legislative Assembly.

Spouse - a spouse as defined in the *Legislative Assembly and Executive Council Act*.

Guidelines

1. Procedures governing public service duty travel, as laid out in the Financial Administration Manual, will apply to spousal travel authorized under this policy.

Responsibilities

1. Costs of spousal travel will be charged to the department responsible for the respective Member's duty travel.
2. The Department of Executive, in consultation with all other departments, shall establish administrative procedures necessary to the implementation of this policy.



Statement of Policy

Members may receive a \$1,500.00 non-accountable annual allowance for duty related entertainment expenses.

Principles

Individuals elected to public office to serve and improve the well-being of their fellow citizens should be reimbursed for reasonable expenses related to that service.

Definition

Member - for the purposes of this Policy, a Member of the Executive Council, including the Premier, appointed to the Executive Council by the Commissioner on the recommendation of the Legislative Assembly.

Responsibilities

1. The Department of Executive shall establish administrative procedures necessary to the implementation of this Policy.

