

1.14

Commonwealth Parliamentary Association Events

Authority: Section 42(1)(b) of the *Legislative Assembly and Executive Council Act*

Context:

The Commonwealth Parliamentary Association is an association of Commonwealth Parliamentarians who are united by common interests and the ideals of parliamentary democracy.

A Member will be entitled to a full fare economy ticket for attendance at CPA functions, which may be converted to two excursion tickets to cover the cost of a spouse or one designate person accompanying the Member. The total cost of any such conversation shall not exceed the cost of one full fare economy ticket. If section 1.14.02 of this policy applies then the cost associated shall not exceed the cost of one business class/executive class ticket.

Within the CPA organizational framework, Canada is one region, which is made of fourteen Branches: the federal Branch and one for each province and territory. The NWT Branch is composed of all Members of the Legislative Assembly. There is an Executive Committee of the NWT Branch comprising five Members of the Legislative Assembly. The Speaker is the President of the Branch and the Chairman of the Executive Committee. The Premier is the Vice-President of the Branch and the remaining three members are elected by all Members of the Legislative Assembly.

Members are selected by the NWT Branch of the Canadian Parliamentary Association to travel to CPA meetings and seminars. Registration fees, travel and accommodation expenses are paid by the Legislative Assembly. In the absence of the Executive Committee, Members may be assigned to attend a meeting or seminar by the Speaker.

Board

of

Management

Policy 1.14

*Commonwealth
Parliamentary
Association
Events*

N.W.T.
LEGISLATIVE ASSEMBLY
NOV 16 2000
Yellowknife

Legislative Assembly
OF THE NORTHWEST TERRITORIES

*Board
of
Management*

1.14.01 Members' Travel and Expenses

Approved travel and accommodation expenses incurred on behalf of Members selected to attend CPA functions will be arranged and paid for by the Assembly. All travel must be undertaken in the most cost effective and economical manner.

Meals and incidental expenses, when not included in the cost of registration or supplied by the hosts will be paid at the rate set from time to time by the Federal Treasury Board for employees of the Government of Canada for duty travel.

A Member will be entitled to a full fare economy ticket for attendance at CPA functions, which may be converted to two excursion tickets to cover the cost of a spouse or one designated person accompanying the Member. The total cost of any such conversion shall not exceed the cost of one full fare economy ticket. If section 1.14.02 of this policy applies, then the cost associated shall not exceed the cost of one business class/executive class ticket.

Costs for attendance at CPA functions cannot exceed the budget approved by the Board of Management for CPA travel in the fiscal year in which the conferences and seminars occur.

1.14.02 Class of Travel

When a Member must fly continuously on one or more planes for periods in excess of 12 hours (nine or more hours on a nonstop flight), where overnight stopovers are unavailable, the Member is entitled to a higher standard of comfort, namely business/executive class seats.

1.14.03 Attendance of Members' Spouses at CPA Functions

Members' spouses, if invited, may attend CPA functions. Registration fees for a Member and the Member's spouse or designate, will be paid by the Legislative Assembly.

Spouses' or designates' travel, accommodation and other expenses are the personal expense of Members.

Policy 1.14

*Commonwealth
Parliamentary
Association
Events*

1.14.04 Combining Personal Business with Duty Travel

Any additional costs incurred for including personal business with CPA travel will be the responsibility of the Member.

Section 1.14.04 Amended by Board of Management, Record of Decision 1-14-2000, effective July 5, 2000.

Board

of

Management

Policy 1.14

Commonwealth

Parliamentary

Association

Events

2.05

Legislative Assembly Building and Services

Context:

One of the main objectives when the first permanent home of the Legislative Assembly of the Northwest Territories was envisioned was that of openness and accessibility to the people of, and visitors to, the Northwest Territories. An ideal place to express this sentiment was in the creation of the Great Hall as "The Place of the People". It is the intent of this policy to set guidelines for such uses to the benefit of all and at all times to uphold and not infringe upon the dignity of the Legislative Assembly or the building.

2.05.01 Smoking and Alcohol

Smoking and the consumption of alcohol are prohibited at all times in the Legislative Assembly building.

2.05.02 Building Access

Security

In order to preserve the privacy and security of people and property within the Legislative Assembly building, there are restrictions on access to various areas of the building. Security personnel are located in the Great Hall to monitor access to the building.

All individuals in areas of the building not open to the public are required to display a security pass at all times.

Visitors not requiring Security Passes

Visitors wishing to view areas of the building open to the public or participate in a tour of the Legislative Assembly are not required to acquire a pass from security personnel.

Office

of the

Clerk

Policy 2.05

Legislative

Assembly

Building and

Services

Office

of the

Clerk

Policy 2.5

*Legislative
Assembly
Building and
Services*

Visitors requiring Security Passes

A person visiting the office of a Member, Minister, or staff in the Legislative Assembly building is required to check in with security personnel and acquire a visitor's pass.

Visitors, while in the Legislative Assembly building, are required to be accompanied by the person or staff of the person whom they are visiting.

Visitors' passes expire at the end of each day and are to be returned to the security desk before the visitor exits the building.

Staff

While in the building, all Legislative Assembly employees, including staff of the Executive Offices, Elections Office, Office of the Languages Commissioner and constituency assistants are required to wear a staff identification pass to security personnel upon entering the building. Staff identification passes are issued through Facilities Management Services.

Departmental Staff

Each Deputy Minister is to compile and maintain a current list of staff from his or her department who he or she wishes to have access privileges to the Legislative Assembly building. These individuals will be issued a pass for the period they require access through Facilities Management Services. Facilities Management Services must be notified when any changes are made to the list.

Contractors

All contractors performing work in the Legislative Assembly building are required to display a Contractor's pass. Passes are acquired at the security desk.

Contractors' passes expire at the end of each day and are to be returned to the security desk before the contractor exits the building.

Media

A media outlet wishing to have their staff accredited at the Legislative Assembly must submit a written request, to the

Public Affairs Office, clearly indicating the name/s and contact numbers of the staff that will be covering events at the Legislative Assembly. The Public Affairs Office will issue Media passes to only those individuals that have undergone accreditation. Media outlets are responsible for reporting staff turn-over to the Public Affairs office and for collecting and returning assigned media passes of staff members that no longer represent that media outlet.

Upon entering the Legislative Assembly building, accredited members of the media must check in at the security desk and show their media pass. The media pass must be displayed at all times while in the Legislative Assembly building.

Privilege Pass

A Privilege Pass may be issued and revoked at the discretion of the Speaker or the Clerk. These passes allow access to the Members' office area only.

Lost or Missing Passes

Any building access passes that are lost or missing are to be reported immediately to security personnel who will make arrangements with Facilities Management Services for the issuance of a replacement pass.

Speaker's Prerogative

The Speaker reserves the right to revoke a pass or restrict access to the building for any individual at any time.

Access to Offices in the Legislative Assembly Building

Other than in an emergency situation, access to an office by anyone other than the occupant is permitted only by invitation or with prior permission of the occupant.

Storage Room

To access the storage room, Legislative Assembly staff must sign out a key from the Coordinator, Administrative Services.

Members Lounge

No one other than Members and staff, in the performance of their duties, are permitted in the Members' Lounge during session.

Office

of the

Clerk

Policy 2.05

Legislative

Assembly

Building and

Services

Office

of the

Clerk

Policy 2.5

*Legislative
Assembly
Building and
Services*

After Hours Access to Offices

Members, staff, constituency assistants and invited guests entering the building after working hours are required to sign in and out at the security desk.

When the House is not in session, all occupants must vacate the Legislative Assembly building between the hours of 10:00 p.m. and 6:00 a.m. During session the Legislative Assembly is accessible 24 hours of the day.

2.05.03 Use of the Media and Meeting Rooms

A Member who requires the media room or a room for meeting with constituents or other work relating to the Legislative Assembly, may book the room through the Clerk's Secretary. Notwithstanding, the Speaker retains the prerogative to reassign or cancel bookings without notice.

The services a Member may request include catering, audio/visual set-up, recording and interpretation services. At the time of booking the Member should indicate which services he/she will require. Any costs for services will be deducted from the Member's constituency work expense allowance.

2.05.04 Public Use of Legislative Assembly

The Great Hall may be used for non-partisan public meetings, displays and events.

Activities planned within the building must be consistent with the principles outlined in the Code of Conduct adopted by the Legislative Assembly in December 1993.

Public events are restricted to the Great Hall and require the support of a Member, or a Minister and confirmation by the Office of the Speaker. Government departments wishing to use the Great Hall must have the support of their Minister.

Public displays and events within the building are subject to further limitations:

- ▶ All displays or events shall be sponsored by government or non-profit organizations only, and shall be non-partisan in nature;

- ▶ The sale of merchandise will not be permitted;
- ▶ Events which solicit funds for profit will not be permitted;
- ▶ All individuals and organizations interested in using the Legislative Assembly for a display or event should submit a written request outlining their requirements to the Facilities Manager at least 10 working days prior to the requested date of the event/display;
- ▶ Upon receipt of request, the Facilities Manager must obtain approval from the Clerk;
- ▶ All events within the building must take place between 8:30 a.m. and 10:00 p.m. unless otherwise authorized by the Office of the Speaker;
- ▶ The use of space within the Legislative Assembly will be considered on a first request received basis; space will be allotted for a maximum of 10 consecutive working days;
- ▶ The organizer of the event will be responsible for all set up/take down, staffing, and monitoring of displays, and must inform the Facilities Manager as to who will be the people involved in these actions;
- ▶ The organizer/sponsor will be responsible for any extra security and janitorial costs that are required for the display/event;
- ▶ The Legislative Assembly will not be held liable for the loss or damage of any of the organizer's/sponsor's property;
- ▶ The organizer/sponsor will be liable for damage to the Legislative Assembly property.

The Facilities Manager will inform the applicant at least 5 working days prior to the requested event/display date, as to whether the request has been approved or denied.

The Legislative Assembly building will not compete with other facilities in the city of Yellowknife for functions. The request should contain the dates and times requested, the amount of display space required, the purpose of the function, and the reason why the display or event cannot be held in a private facility.

Requests are considered by the Legislative Assembly based on:

- ▶ Their interest to visitors and residents;

Office

of the

Clerk

Policy 2.05

Legislative

Assembly

Building and

Services

Office

of the

Clerk

- ▶ Whether or not they put the Legislative Assembly in a competitive position with private facilities; and
- ▶ Whether or not they would be suitable with the image of the Legislative Assembly.

Committee Rooms

Committee rooms are booked in the following priority:

- a) Committees
- b) Caucuses
- c) Cabinet

No other groups may use the committee rooms during session.

At other times during the year, the Executive may book Committee Room 'A' or the Caucus room through the Clerk's Executive Secretary. However, bookings are subject to cancellation at any time due to the operational requirements of the Legislative Assembly.

Policy 2.5

**Legislative
Assembly
Building and
Services**

The Great Hall

Bookings are made through the Facilities Manager and must be approved by the Clerk.

Guidelines for Holding A Wedding Ceremony

- a) The Great Hall will be available to hold a wedding ceremony to any member of the general public who has made an application to the Department of Justice for a marriage license.
- b) Wedding ceremonies will not interfere with any ongoing business of the Legislative Assembly and will be normally scheduled during weekends and after normal business hours. Application to hold a wedding ceremony can be made by contacting the Office of the Facilities Manager at least three months in advance of the proposed event at the Legislative Assembly of the Northwest Territories, P.O. Box 1320, Yellowknife NT X1A 2L9, phone number 669-2228 or by e-mail at john_anderson@gov.nt.ca. Advance notice may be waived providing the facility is available and approval is obtained from the Facilities Manager, the Clerk or the Speaker.

- c) On the receipt of an application, a meeting will be held with the Facilities Manager. The terms and conditions on the usage of the space will be discussed in detail. This will include any cost factors that will be incurred in the setting up and other logistics for the ceremony including the use of sound systems, janitorial and security services. The cost of these services will be determined and paid directly to the appropriate Legislative Assembly contractors at least thirty days in advance of the event date. If the payments are not made, the event will not be allowed to proceed.
- d) At the conclusion of a wedding ceremony, the wedding party will be allowed a short photographic session in the Great Hall. The throwing of rice, confetti, paper streamers, balloons or anything else of this nature at the conclusion of a wedding ceremony is forbidden within the Great Hall and on the Grounds of the Legislative Assembly. Provisions will be made to allow decorating the Great Hall with flowers and other appropriate decoration prior to the ceremony on the condition the Great Hall is returned to its original condition immediately after the event is over. The Great Hall will also be available for photographic sessions when the wedding ceremony takes place offsite provided the appropriate approval has been obtained and the security staff advised.

The Chamber

Use of the Chamber requires the express written consent of the Speaker.

Displays

Displays may include photographs, videos, written material or sample items. Displays may be manned, with the approval of the Facilities Manager, although freestanding displays are preferred.

2.05.05 Catered Events within the Legislative Assembly

All catered events at the Legislative Assembly must be arranged through the Facilities Manager. The Facilities Manager in turn will make arrangements with the in-house caterer. Costs involved in catering will be the responsibility of the individual or group making the booking. Arrangements

*Office
of the
Clerk*

Policy 2.05

*Legislative
Assembly
Building and
Services*

Office

of the

Clerk

with food vendors outside the Legislative Assembly must be made through the Facilities Manager.

2.05.06 Cafeteria Services

The cafeteria is open to all Members, staff and the general public. During session, the cafeteria is open from 8:00 a.m. to 6:00 p.m. At all other times the cafeteria is open from 8:00 a.m. to 5:00 p.m.

During session the cafeteria will make available a full range of meal and snack services. While the House is not sitting, the cafeteria will provide snack and lunch service.

2.05.07 Building Tours

Summer Tours

During the months of June, July and August, guided tours of the Legislative Assembly are given weekdays at 10:30 a.m., 1:30 p.m. and 3:30 p.m., and Sundays at 1:30 p.m.

Non-summer Tours

During the remaining months of the year:

- ▶ If the House is in session, tours will be given Mondays through Thursdays at 10:00 a.m. only;
- ▶ If the Assembly is not in session, tours will be given at 10:30 a.m. Monday through Friday.

Arranged Tours

Those wishing to tour at other times or to tour in large groups must contact the Public Relations Officer.

2.05.08 Parking

Short-term Parking

Vehicles may be parked in the short term parking zone located directly in front of the Legislative Assembly building for up to 30 minutes. After 30 minutes the vehicle may be ticketed or towed at the owner's expense.

Policy 2.5

*Legislative
Assembly
Building and
Services*

Fire Lane

Any vehicles parked in the designated fire lanes will be removed immediately at the owner's expense.

Parking Lot

The Legislative Assembly has spaces designated for disabled parking. Vehicles parked in disabled parking spaces not displaying valid disabled parking tags are liable to be ticketed.

The Legislative Assembly parking lot consists of 32 parking spaces with electrical outlets, 32 without. Parking spaces without electrical outlets are not assigned and are available for general use of Legislative Assembly and Executive employees, guests and the general public free of charge.

Allocation of spaces with electrical outlets is as follows:

- ▶ Members receive first consideration at the beginning of an Assembly only.
- ▶ The remainder of the spaces are allocated on a first come, first served basis.

Individuals wishing a parking space with an electrical outlet must fill out an application and submit it to the Facilities Manager. If necessary, the Facilities Manager will keep a waiting list.

When parking spaces with electrical outlets become available, current holders of parking spaces with electrical outlets will have first opportunity on preferred spaces; newcomers are allotted the others.

Individuals assigned parking spaces with electrical outlets will be charged a winter rate and a summer rate. Deductions for parking spaces are made from pay cheques on a bi-weekly basis and extend year round.

If a renter relinquishes his/her parking space with an electrical outlet and reapplies at a later date, his/her name is placed at the end of the list.

2.05.09 Use of Legislative Assembly Vehicles

The Legislative Assembly maintains a fleet of vehicles to provide transportation for staff while conducting business on behalf of the Assembly. Members and Ministers may use the

Office

of the

Clerk

Policy 2.05

Legislative

Assembly

Building and

Services

Office

of the

Clerk

vehicles when they are available but will be charged an hourly rate. The hourly rate will be set from time to time by the Clerk.

Smoking is not allowed in any Legislative Assembly vehicles.

Restrictions on Use

Vehicles are to be used for Legislative Assembly business only. Vehicles are not to be used, or seen to be used, for personal purposes.

Vehicles must be signed out and in at the Security desk. Members or staff signing out the vehicle must hold at least a valid class 5 driver's licence issued by the Motor Vehicles Branch of the NWT. The Facilities Manager or Security personnel have the right to see the license before a vehicle is signed out.

All personal belongings and garbage must be removed from the vehicle at the conclusion of each trip.

The Assembly will not pay traffic fines, parking tickets or towing charges incurred by a user of the vehicle. These amounts are the responsibility of the user.

Policy 2.5

*Legislative
Assembly
Building and
Services*

Use of Vehicle Outside of Yellowknife or After Hours

Prior arrangements must be made with the Facilities Manager if a vehicle is required for overnight use. The Clerk of the Assembly or the Facilities Manager must approve journeys outside of Yellowknife city limits or the use of vehicles after business hours.

Accidents

If an accident occurs, the user must, as soon as reasonably practical, notify the Facilities Manager and complete an accident report form. If there is an injury or any damage to the vehicle or another vehicle or property estimated at over \$1,000.00, the RCMP must be notified immediately.

If there is damage to a Legislative Assembly vehicle the user may be held liable for the costs to repair it.

Allocation of Vehicles

A vehicle may be reserved in advance. Otherwise, vehicles will be allotted on a first come, first serve basis. Operational requirements of the Legislative Assembly may limit the availability of vehicles.

2.05.10 Speaker's Prerogative

Nothing in this policy shall in any way be construed to limit the prerogative of the Speaker to make decisions or take action respecting the management of the Legislative Assembly building and its precincts outside the provisions of this policy.

Section 2.05.02 - Amended by Board of Management Record of Decision - Board 2000 July 5, 2000

Office

of the

Clerk

Policy 2.05

Legislative

Assembly

Building and

Services