

**Ministerial Administrative  
Procedures**

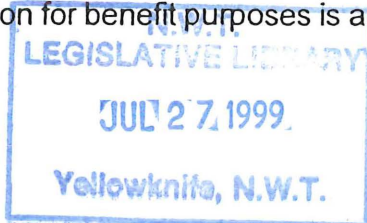
**Section: 3  
Title: Remuneration  
and Benefits**

Guidelines



1. For remuneration purposes a Minister's official term of office commences on a date and time set by the Commissioner following acceptance of a motion of recommendation passed in the House.
2. By convention the date and time set as the official starting date is 0830 hours on the day following passage of the Legislative Assembly's motion of appointment. Likewise, the official starting date for remuneration purposes is also the effective date for the calculation of ministerial benefits such as vacation pay, headquarters accommodation reimbursement and the non-accountable entertainment allowance.
3. Before assuming any duties of office, the Premier and Ministers must take an Oath of Allegiance and an Oath of Office in accordance with the provisions of the Legislative Assembly and Executive Council Act.
4. The Premier and Ministers are paid an Executive indemnity over and above the basic indemnity and other indemnities which they receive as Members of the Legislative Assembly.
5. The Executive indemnity and other allowances which the Premier and Ministers receive as Members of the Executive Council (Cabinet) are paid from the Executive Department Appropriation and charged against the Minister's Office Activity.
6. The Premier and Ministers are paid on a bi-weekly basis with pay days falling on every second Friday. The MLA indemnity and allowances, plus the ministerial indemnity and allowances, are combined and paid in one bi-weekly cheque. The annual indemnities are divided by 26.088 to arrive at a gross amount on each cheque.
7. The level of Executive remuneration is set out in the Legislative Assembly and Executive Council Act. Current rates are as follows:

Premier	\$62,975 per year
Ministers	\$57,916 per year
8. The Premier and Ministers are entitled to all benefits which are provided to Members of the Legislative Assembly. Documentation for benefit purposes is arranged through the Clerk of the Legislative Assembly.



Procedures

1. Arrangements for the swearing in of Ministers are made by the Commissioner of the Northwest Territories with the assistance of the Secretary to Cabinet and the Clerk of the Legislative Assembly.
2. Once the Commissioner has set the date and time for the commencement of a Minister's term of office, the Secretary to Cabinet will advise the Secretary of the Financial Management Board as to the official commencement date and instruct him/her to initiate action to provide the Executive indemnity.
3. The Secretary to Cabinet will initiate and coordinate applicable orientation arrangements for Ministers.

Attachments

Nil

Contacts

For further information contact:

1. Secretary to Cabinet - 873-7100
2. Clerk of the Legislative Assembly - 669-2299
3. Director, Executive Financial and Management Services - 873-7148
4. Manager, Executive Human Resources - 873-8677

Ministerial Administrative  
Procedures

Section: 4  
Title: Housing

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Guidelines

1. Government staff accommodation in Yellowknife is not provided to Ministers.
2. Ministers from outside of Yellowknife requiring accommodation in Yellowknife must seek accommodation on the open market.
3. Ministers who occupy temporary rental accommodation in Yellowknife and who maintain a primary residence in their home constituency outside of Yellowknife are entitled to receive reimbursement for rental and operating costs for the Yellowknife unit which they occupy (for more details see Section 5).

Procedures

1. For accommodation reimbursement guidelines and procedures see Section 5.

Attachments

Nil

Contacts

For further information contact:

1. Secretary to Cabinet - 873-7100

Guidelines

1. a) Ministers who occupy and/or maintain a primary residence in a community which is not within commuting distance of Yellowknife before relocating to Yellowknife following their appointment to Cabinet and who continue to maintain their primary residence are eligible to claim reimbursement for lease costs, plus the costs of heat, electricity, utilities and furniture rental for the temporary accommodation which they occupy in Yellowknife, less the rent, if any, received from their primary residence.
  - b) Eligible Minister may also claim reimbursement for:
    - i. Real estate service fees on a one time only basis;
    - ii. Security deposits with the understanding that the Government of the Northwest Territories will recover the cost of security deposit reimbursement from the Minister when he/she ceases to be eligible for reimbursement.
2. For the purpose of these guidelines, "Primary Residence" means accommodation which:
  - a) the Minister and his/her family would normally occupy if he/she was not a Member of Cabinet and;
  - b) is not subsidized by the Government of the Northwest Territories or its agencies.
3. The maximum annual limits for temporary accommodation rental and operating cost reimbursement are as follows:
  - a) Minister residing alone \$26,000
  - b) Minister residing with spouse and/or dependent children \$35,000

The maximum annual limits for reimbursement of temporary accommodation costs cannot be exceeded as a result of payments made during the 90 day transition period.

The maximum annual limits referred to in the foregoing do not apply to reimbursement for the following:

1. Furniture rental costs
  2. Real estate service fees
  3. Security deposits
4. When a Minister ceases to be a Member of Cabinet, the eligibility for reimbursement of temporary accommodation costs is extended by 90 days from the effective termination date of the Minister to allow for a transition period. Where a temporary accommodation lease remains in effect between the end of the transition period and the expiry of the term of the Legislative Assembly, the Government of the Northwest Territories will assume the lease until its termination date or until the term of the Assembly expires, whichever comes first.

If a Minister is required to enter into a long-term lease commitment, he/she will make every effort to negotiate an early termination clause, to be included in the lease, which will limit the exposure of the GNWT to any additional costs (2 months rental payments would be a reasonable penalty for early termination of a long-term lease). Penalty payments to landlords would terminate either at the end of the penalty period or when the unit is reoccupied, whichever comes first.

If Ministers are able to enter into tenancies on a month to month basis, early termination clauses and penalties will not be necessary.

5. Eligible Ministers occupying temporary accommodation under these guidelines may lease furniture from the Department of Public Works and Services up to the maximum entitlements under the Department of Public Works and Services scale of furniture for government staff housing (attached).
6. Further to guideline #5, eligible Ministers may select the furniture to be purchased for their temporary accommodation based on the following maximum limits:

1 bedroom	\$16,000
2 bedroom	\$19,000
3 bedroom	\$22,000
4 bedroom	\$25,000

7. Monthly furniture rental and reimbursement rates will be based on furniture costs amortized over a five (5) year period.

8. Eligible Ministers who lease furniture in accordance with guideline #5 may, at any time, purchase all or part of the furnishings at the net depreciated value.
9. Reimbursement under these guidelines is provided from the Executive Department Appropriation and charged against the Minister's office activity.
10. Payments are made to eligible Ministers on a quarterly basis. Reimbursement is based on actual costs.
11. Eligible Ministers may obtain an accountable advance at the beginning of each quarter to cover their projected lease, operating and furniture rental costs for the quarter.

#### Procedures

1. Ministers who require temporary accommodation in Yellowknife are responsible for making their applicable lease arrangements.
2. Eligible Ministers who wish to rent furniture for their temporary accommodation should contact the Deputy Minister of Public Works and Services with a view to initiating procurement action and the applicable furniture lease agreement.
3. The Deputy Minister of Public Works and Services is responsible for the procurement and delivery of furniture provided to Ministers in accordance with the foregoing guidelines.
4. The Deputy Minister of Public Works and Services is responsible for calculating monthly furniture rental rates and preparing applicable furniture rental agreements. Ministers will make monthly furniture rental payments through payroll deduction.
5. Funding for the procurement of furniture and the execution of furniture rental agreements is provided from the Department of Public Works and Services appropriation.
6. Funding for the payment of leases pursuant to guideline #4 is provided from the Department of Public Works and Services appropriation.
7. Ministers wishing to claim reimbursement under the above guidelines must submit a verification statement (form A) to the Secretary to Cabinet at the end of each quarter.

8. Ministers may obtain a one-time accountable advance to cover their total projected temporary accommodation costs for a period of one quarter. This accountable advance can be repaid at any time or will be recovered from the final accommodation reimbursement at the end of the Minister's term. Ministers wishing to obtain an accountable advance should submit a requisition for cheque to the Secretary to Cabinet.
9. In the event a dispute arises with respect to the calculation of the amount of reimbursement, the Secretary to Cabinet will refer the matter to Cabinet for direction.

Attachments

- Statement of Verification - Application (Form A)
- Public Works and Services Scale of Staff Housing Furniture dated September 8, 1993

Contacts

For further information contact:

1. Secretary to Cabinet - 873-7100
2. Director, Executive Financial and Management Services - 873-7148

REIMBURSEMENT FOR COSTS OF TEMPORARY  
ACCOMMODATION IN YELLOWKNIFE

STATEMENT OF VERIFICATION

I \_\_\_\_\_ make this statement in verification of my claim for reimbursement of costs for temporary accommodation in Yellowknife pursuant to Section 5 of the Ministerial Administrative Procedures Manual.

- 1) I maintain a primary residence in \_\_\_\_\_ .  
(community)
- 2) My primary residence is not subsidized accommodation provided by the Government of the Northwest Territories or its agencies.
- 3) My Monthly Rental Income from my Primary Residence in \_\_\_\_\_ is \$ \_\_\_\_\_ .  
(community)
- 4) I temporarily reside/resided at the following address in the City of Yellowknife:  
\_\_\_\_\_  
\_\_\_\_\_
- 5) I occupied the unit at the above noted address on \_\_\_\_\_ .  
(date)
- 6) Operating costs of temporary accommodation in Yellowknife for the quarter ending: \_\_\_\_\_  
(date)

Economic Rent	\$					Monthly Rental Income (#3 above)
Fuel	\$					x 3 months (\$_____ x 3)
Electricity	\$					= \$_____ (b)
Water/Sewer	\$					
Furniture Rental	\$	_____				Quarterly Costs (a) less income (b)
						\$_____ - \$_____
Total	\$	_____ (a)				= Reimbursement \$_____
- 7) Claim \$ \_\_\_\_\_ for real estate service fee paid on \_\_\_\_\_ .  
(date)
- 8) Claim \$ \_\_\_\_\_ for security deposit paid on \_\_\_\_\_ .  
(date)
- 9) I vacated the unit at the above noted address on \_\_\_\_\_ .  
(date)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Accommodation Services Manual

Department of Public Works & Services

Volume: MANAGEMENT OF RESIDENTIAL  
ACCOMMODATION

Volume No. 5

Section: Staff House Furnishings

Section No. 22

Effective: 8 September 1993

Page No. 7

		ALLOCATION QUANTITY PER SIZE OF UNIT					
		Bach/ Studio	1 Bdrn	2 Bdrn	3 Bdrn	4 Bdrn	5 Bdrn
DINING ROOM	Table	1	1	1	1	1	1
	Chairs	4	4	6	8	8	8
	Drapes			1	1	1	1
LIVING ROOM	Sofa Bed	1					
	Sofa		1	1	1	1	1
	Chairs	1	2	2	2	2	2
	Wall Unit (High)	1	1	1	1	1	1
	Wall Unit (Low)	1	1	1	1	1	1
	Coffee Table	1	1	1	1	1	1
	End Table	1	2	2	2	2	2
	Table Lamp	1	2	2	2	2	2
	Floor Lamp	1	1	1	1	1	1
	Bookcase	1	1	1	1	1	1
	Drapes	1	1	1	1	1	1
MASTER/MAIN BEDROOM	Bed		1	1	1	1	1
	Night Table		2	2	2	2	2
	Night Table Lamp		2	2	2	2	2
	Dresser		2	2	2	2	2
	Dresser Mirror		1	1	1	1	1
	Writing Desk		1	1	1	1	1
	Bookcase		1	1	1	1	1
	Drapes		1	1	1	1	1
OTHER BEDROOMS	Bunked			1	2	3	4
	Night Table			1	2	3	4
	Night Table Lamp			1	2	3	4
	Dresser			1	2	3	4
	Bookcase			1	2	3	4
	Drapes			1	2	3	4
KITCHEN	Table				1	1	1
	Chairs				4	4	4
	Refrigerator	1	1	1	1	1	1
	Range	1	1	1	1	1	1
	Curtains		1	1	1	1	1
	Fire Extinguisher	1	1	1	1		1
LAUNDRY ROOM	Washer		1	1	1	1	1
	Dryer		1	1	1	1	1
	Fire Extinguisher		1	1	1	1	1

Please note that the actual furnishings allocated may vary depending upon the design of the accommodation, the particular needs of the tenant and the availability of furnishings. Every effort will, however, be made to conform with the Standard Scale of Issue shown above. In all cases, the Department of Public Works and Services shall decide the appropriate allocation of furnishings.

- ( ) This replaces page \_\_\_\_\_ Section No. \_\_\_\_\_ dated \_\_\_\_\_
- ( ) This is a new page

Guidelines

1. Ministers from communities not within commuting distance of Yellowknife and who reside in temporary accommodation in Yellowknife may lease household furniture from the Department of Public Works and Services while they are serving as members of Cabinet.
2. Ministers from communities not within commuting distance of Yellowknife may claim relocation assistance to cover the cost of transporting their furniture and household effects to and from Yellowknife.

Procedures

1. For furniture leasing guidelines and procedures see Section 5.
2. For relocation assistance guidelines and procedures see Section 7.

Attachments

Nil

Contacts

For further information contact:

1. Secretary to Cabinet - 873-7100

Guidelines

1. Upon appointment to the Executive Council, Ministers and their dependants are entitled to relocation assistance from their home constituency to Yellowknife.
2. In addition to the packing and shipment of personal effects, relocation assistance also covers the travel expenses of the Minister and his/her dependants.
3. The provisions of Article 43 of the GNWT/Union of Northern Workers Collective Agreement apply to the level of assistance provided to Ministers with the following exceptions:
  - a) Personal effects to be moved and/or stored include any item in a Minister's possession at the time of his/her move that can be included within the applicable weight entitlements outlined in Article 43.04 of the GNWT/Union of Northern Workers Collective Agreement.
  - b) Removal will be made by the most direct means available, with reasonable regard for costs.
  - c) Accommodation and meal costs will be paid in accordance with Specified Ministerial Duty Travel Rates (see Section #11).
4. The costs of relocation are charged to Labour Relations and Compensation Services, Financial Management Board Secretariat.

Procedures

1. Ministers wishing to receive relocation assistance must submit their request to the Secretary to Cabinet.
2. The Secretary to Cabinet will acknowledge the Minister's request and direct the Director of Labour Relations and Compensation Services, Financial Management Board Secretariat, to initiate the required action.
3. In the event a dispute arises with respect to relocation assistance, the Secretary to Cabinet will refer the matter to Cabinet for direction.

Attachments

Appendix A - copy of Article 43 of the GNWT/UNW Collective Agreement.

Contacts

For further information contact:

1. Secretary to Cabinet - 873-7100

The Territorial Government will not pay removal assistance to an employee who receives duplicate assistance from another employment source. ✓

An employee must move from his/her community of residence in order to receive removal assistance. The move must take place within thirty (30) days, except in extenuating circumstances approved by the Financial Management Board Secretariat.

#### CLAIMS PROCEDURES

**42.04** The employee is responsible for making all moving arrangements and paying for his/her move. The employee must submit receipts for their move.

**42.05** The provisions of this Article do not apply to employees who have been dismissed, rejected on probation or declared to have abandoned their position.

**42.06** Employees who have eligible stopover expenses shall submit a claim form with receipts, in the usual way.

#### EMPLOYEES HIRED BEFORE AUGUST 5, 1976

**42.07** Subject to the maximum reimbursement rates set out in Article 42.02(a)(ii); all employees, including those hired locally, who were hired before August 5, 1976, may choose to use their previous ultimate removal entitlement of twenty dollars (\$20.00) per month of service. Although the maximum entitlement is twenty dollars (\$20.00) per month of continuous service, the claim must be backed by freight bills and travel receipts. The Territorial Government will not pay more than the total of the substantiated claim, nor will it pay more than a maximum of two thousand, four hundred dollars (\$2,400.00).

To be eligible for this assistance, employees who terminate their employment with the NWT Public Service must certify their intention to either:

(a) leave the Northwest Territories forthwith; or

(b) move forthwith to another settlement within the Northwest Territories.

An employee who chooses Ultimate Removal Assistance under this Clause, and who resides in a community outside of Churchill, Iqaluit, or outside of the MacKenzie Highway System, will continue to receive assistance from their community of residence to the nearest of those communities, and then be entitled to removal assistance as outlined in this Clause.

**42.08** When this previous entitlement is exceeded by the entitlement under the current system, an employee will be covered instead by the current system.

#### NOTE:

An employee hired locally prior to August 5, 1976, may use his/her previous ultimate removal entitlement summarized in Clause 42.07 to any destination either inside or outside the Northwest Territories. For purposes of Clause 42.08, an employee hired locally prior to August 5, 1976, is entitled to ultimate removal assistance, in accordance with the current system, either to the point of departure or to any destination in the Northwest Territories, whichever is the lesser cost.



#### REMOVAL EXPENSES ON INITIAL APPOINTMENT

#### AND SUBSEQUENT MOVES AS AN EMPLOYEE

## AND SUBSEQUENT MOVES AS AN EMPLOYEE

**43.01** The Employer will reimburse an employee for reasonable expenses incurred in moving with his/her dependants between places of duty or to his/her first place of duty on appointment to the Public Service.

### ENTITLEMENT

**43.02** The following entitlements are subject to the limitations in Clause 43.07. Where the expenses for meals, lodgings, or other items cannot be kept within the entitlements laid down in these regulations, the claimant must explain the circumstances on his/her claim.

**43.03** The following travelling expenses are allowed:

(a) transportation by:

(i) the most economical airfare (e.g. family plan);

(ii) first class rail including multiple accommodation (drawing room, bedroom or compartment) for persons travelling with small children;

(iii) privately owned car (refer to Article 45 - Duty Travel).

(b) the actual cost of meals and incidental expenses may be claimed up to a maximum of fifteen dollars per day for the employee and each dependant six (6) years of age and over and ten dollars per day for each dependant under six (6) years of age.

(i) at the start of the journey for a maximum of three (3) days.

(ii) enroute for the time required to make the direct journey. Employees travelling by car will be allowed lodging and meal costs of not more than one day for each six hundred and forty-four kilometres (400 miles) of the trip, using the distances given in the Canadian Warehousing Official Distance Guide where these are listed and on the generally accepted kilometrages for the most direct route for other enroute distances.

The maximum claim payable for kilometrages, meals, and lodging enroute cannot exceed the total expense that would have been incurred had the trip been made under paragraph 43.03(a)(i).

(iii) at destination while awaiting furniture or accommodation for up to twenty-one (21) days if dependants accompany the employee or up to ten (10) days if dependants are not with the employee.

(iv) for periods of interim lodging and meals at the start of the journey of more than three (3) days and for periods of interim lodging and meals at destination of more than twenty-one (21) days or ten (10) days, as applicable, the Employer may, in exceptional circumstances such as the lack of accommodation at destination, approve reimbursement for an additional period in reduced amounts to a maximum of \$7.50 per day per adult and \$5.00 per day for each child under six (6) years of age which will allow for the saving in home costs during the period.

(v) under no circumstances will an employee be granted interim lodging and meals exceeding twenty-one (21) days or ten (10) days as applicable, including the period at the start of the journey and at the destination without the approval of the Employer or his/her delegate.

(c) Excess baggage to a maximum of six (6) pieces not more than 32 kg. (70 lbs) each for the employee and two (2) pieces not more than 32 kg. (70 lbs) each for each dependant where:

(i) effects are moved separately by a slower method of transportation;

(ii) no other expenses are paid for the movement of effects.

(d) expenses for telegrams and telephone calls necessary to expedite shipment of effects.

**43.04** The following entitlements shall apply to the movement and storage of effects:

(a) where furnished accommodation is not provided at destination and or where the location is serviced by an all-weather road or rail line, the movement of effects not exceeding:

(i) for an employee who does not have dependants residing with him, 1,814 kg. (4,000 lbs);

(ii) for an employee who has dependants residing with him. 6.804 kg. (15,000 lbs).

(b) where furnished accommodation is provided by the Employer at locations not serviced by an all-weather road or rail line, the movement of effects not exceeding:

(i) for an employee who does not have dependants residing with him/her removal assistance for 680 kg. (1,500 lbs) of effects;

(ii) for an employee who has dependants residing with him her removal assistance of 1.814 kg. (4,000 lbs) of effects.

(c) where an employee's normal place of residence is a mobile home, owned by him, the Employer may authorize him/her to move the mobile home and reimburse him/her to the extent the Employer considers the expenses reasonable in the circumstances provided the employee does not otherwise claim expenses for shipment of effects. No expenses may be claimed for moving transportable or sectionalized homes or other types of quasi-permanent accommodation. For purposes of this Clause "mobile home" is defined as a permanent residence, on its own wheeled under-carriage, designed for highway travel, and includes equipment and furnishings installed by the manufacturer. Justifiable expenses that may be claimed include:

(i) preparation of the installed equipment and furnishings of the home for the move and disconnection of domestic services;

(ii) in-transit insurance for the mobile home and contents up to a maximum coverage of \$30,000;

(iii) in-transit charges for ferry and bridge tolls, taxes, etc.;

(iv) preparation of the installed equipment and furnishings of the home for occupancy after the move and connection of domestic services to existing on-site terminals. In exceptional cases the Employer may allow the total expenses claimed to exceed the maximum expenses that would have been incurred had the removal been of usual effects.

(d) costs of packing, crating, unpacking, uncrating, transportation and in-transit insurance. If professional movers are not available in the community, the Employer may authorize payment for the cost of packing materials purchased by the employee from local stores and the cost of making crates, etc. by local people in lieu of packing costs by a professional mover;

(e) temporary storage pending availability of permanent accommodation where authorized by the Employer.

(f) long term storage at the nearest commercial storage facility when it is not in the interest of the Employer to move the effects. Under normal circumstances, this storage will not exceed three (3) years without the approval of the Employer.

(g) reimbursement of incidental expenses of the move not specifically provided in these regulations not exceeding:

(i) \$250.00 for an employee moving into unfurnished accommodation;

(ii) \$125.00 for an employee moving into furnished accommodation.

(h) The Employer shall provide to new employees with their letter of offer a list of basic furnishings provided to employees in government housing.

#### REAL ESTATE COSTS

**43.05 (a)** An employee who owns and occupies a single family dwelling as a principal residence and is required to transfer from one place of duty to another in the service of and as an employee of the Government of the Northwest Territories may be reimbursed actual real estate, legal and notarial fees incurred in the sale of the residence, provided that the residence is sold and/or purchased within one year of the date the employee was authorized to transfer.

(i) This benefit will not be applicable to employees upon initial appointment to the Public Service;

(ii) reimbursement will not be authorized without documented evidence of expenditures;

(iii) all claims for reimbursement are to be submitted to the Employer for authorization.

(b) On initial appointment where a new employee is residing in his/her own home and must either sell or rent it and where this has not been accomplished prior to his/her relocation and he/she is making payments for accommodation at both his/her old and new residences, reimbursement will be made for the period of duplicate cost for a maximum period of three (3) months from the date of appointment for the lesser amount of:

(i) the monthly mortgage payment on the old residence; or

(ii) the monthly rental payment on the new residence.

#### COSTS OF BREAKING LEASES

**43.06** All employees, both on initial appointment and on subsequent moves, shall be entitled to reimbursement for the cost of fulfilling the terms of the employee's tenancy not exceeding three (3) months, of leased premises at the old place of duty.

#### LIMITATIONS

**43.07** The following limitations shall apply:

(a) in no case will a move be made without the prior approval of the Employer;

(b) reimbursement shall be limited to costs which would have been incurred if the move had been carried out in the most practical and economical manner;

(c) entitlement for lodgings obtained in a private home shall not exceed a daily amount of \$11.00 for the employee and \$3.00 for each dependant;

(d) an employee who has an established residence at the place of duty at the time of appointment (other than one which he/she must vacate because it was owned by his/her previous employer) shall not be entitled to the benefits provided by this Article.

(e) travel advances shall not exceed the estimated amount of the employee's entitlement under this Article.

(f) where the total weight allowance for removal of effects is not used at the time of the initial move, the



balance of the allowance cannot be claimed at a later date except in cases where transportation problems preclude transporting the total weight allowance in one shipment.

## PROCEDURE

**43.08** The Employer shall:

- (a) where local moving companies have been appointed as the exclusive booking agent for major van lines, select, on a rotational basis, a local moving company to handle the move;
- (b) (i) where no local moving company has been appointed as the exclusive booking agent, request the employee to obtain from at least two (2) carriers, if possible, a quotation on moving his/her effects to his/her place of duty, including proposed date of delivery.
- (ii) review the estimates and advise the successful moving company to commence the move upon direction from the employee;
- (c) advise the employee of the name of the moving company selected to perform the move;
- (d) issue the necessary travel advances and, if required, transportation warrants.

**43.09** Within thirty (30) days of arrival, the employee shall submit:

- (a) a completed Travel Authorization and Expense Claim, attaching supporting receipts;
- (b) where reimbursement of incidental expenses is claimed under paragraph 43.04(g) a completed certificate as follows:

"Certifies that I have incurred expenses incidental  
to this move and not otherwise claimable in the  
amount of \$ ."

Claimant

- (c) a cheque for any unexpended balance of advances issued.

**43.10** The Employer shall provide new employees with an information package specifically detailing what is covered by the provisions of this Article.

**43.11** All claims for removal expenses on initial appointment and subsequent moves of an employee shall be paid within six (6) weeks of receiving an expense claim from the employee.

## NOTE:

For entitlement concerning transportation and purchasing assistance for foodstuffs, refer to Article 44 - **Food and Transportation Assistance.**



## FOOD AND TRANSPORTATION ASSISTANCE

**44.01** Employees newly appointed or transferred for the first time to one of the settlements listed in Clause 44.03 will be given a recoverable allowance up to a maximum of \$5,000.00 per household, which will assist the employee in purchasing and transporting food supplies to cover his/her first

Guidelines

1. Ministers who represent a constituency other than those in Yellowknife may claim Home Travel Expenses for themselves and/or their spouses, children and their household employees for personal/family related trips between their home community in their electoral district and Yellowknife.
2. A Minister's annual budget for Home Travel Expenses is based on the estimated cost of thirty-two (32) economy class return air trips between the Minister's home community in his/her electoral district and Yellowknife.
3. Home Travel expenses are limited to transportation costs only and do not include costs of accommodation, meals and incidentals.
4. Ministers may utilize charter aircraft or other modes of transportation for Home Travel purposes on the understanding that they will not exceed their annual Home Travel budget.
5. Ministers may obtain accountable cash advances to cover airfares when required. Travel warrants may also be used to purchase airline tickets.
6. Ministers should submit their claim for Home Travel expenses within 10 days of returning to Yellowknife along with a personal cheque to cover any amount by which the advance exceeds the total claim.
7. Home Travel costs are paid from the Executive Department Appropriation and charged against the Minister's Office Activity under the applicable Minister's cost centre.

Procedures

1. Acquisition of chartered aircraft services should be undertaken in accordance with Directive No. 815 in the Financial Administration Manual (attached). The requisition for Air Charter Services (form NWT 1828-16/0885) should be coded to line object 138 to reflect a home travel expenditure.
2. Requests for accountable cash advances should be submitted to the Director of Executive Financial and Management Services three (3) working days before the trip commences. All requests for advances and applicable claims should be submitted on form NWT 1890-50/1285.

3. In completing form NWT 1890-50/1285 the reason for travel should be identified as "Home Travel". The travel claim should be coded to line object 126 to reflect a Home Travel expenditure.
4. Ministers may sign as spending authority for travel warrants and requisitions for aircraft charter services related to their home travel requirements.
5. Advances unaccounted for within 20 days from date of return will be followed up with a letter from the Director of Executive Financial and Management Services addressed to the applicable Minister's Secretary.
6. In the event an advance is not accounted for within the next 10 days, or in cases where a dispute arises with respect to a particular travel claim, the Director of Executive Financial and Management Services will refer the matter to the Secretary to Cabinet.
7. In cases where the Secretary to Cabinet is unable to resolve the matter, the Secretary to Cabinet will refer it to the Premier along with a recommended course of action.
8. Ministers' Secretaries should retain a record of the costs of each Home Travel trip to ensure that the Ministers' Home Travel budget is not overspent by the end of a fiscal year.

#### Attachments

Appendix A - Directive 815 - Aircraft Chartering

Appendix B - Vehicle Rental - Letter to Minister dated June 25, 1996 signed by the Premier

Appendix C - Air Charter Procedures - Letter to Ministers dated March 18, 1996 signed by the Premier

#### Contacts

For further information contact:

1. Secretary to Cabinet - 873-7100
2. Director, Executive Financial and Management Services - 873-7148



Issue Date Aug/83 Effective Date Immediate Responsible Agency Comptroller General

Page 1 of 3

Chapter Control of Expenditures

Directive Aircraft Chartering

No 815

## 1. INTRODUCTION

The purpose of this directive is to provide authority and procedures for aircraft charters by the Government.

## 2. DIRECTIVE

The Department of Public Works & Services shall be responsible for the purchasing and co-ordinating of all chartered aircraft services required by the G.N.W.T. where the value is in excess of \$1,000. All G.N.W.T. departments may charter aircraft for departmental use under an established Standing Offer Agreement where the cost of such charter is \$1,000 or less.

## 3. PROVISIONS

3.1 The Department of Public Works & Services shall conduct periodic audits of air carriers to ensure proper safety and operational standards are being maintained.

### REQUISITIONING OF AIRCRAFT CHARTERS

3.2 Deputy Ministers may delegate spending authority for requisitioning aircraft charter services. The limits of this delegation are the standard expenditure limits as set out in Directive 802-1, except for the following positions:

<u>Position</u>	<u>Limit</u>
a) Court Clerks, Headquarters, Courts	\$20,000
b) Senior Archaeologist, Headquarters, Education, Culture and Employment	\$20,000

3.3 Commitment authority must be exercised on all aircraft charter requisitions over \$1,000.

### 3.4 Approved Air Carriers.

3.4.1 The Department of Public Works & Services shall establish and maintain a list of approved air carriers.

3.4.2 Only air carriers approved by the Department of Public Works & Services shall be sourced when acquiring services.



Chapter  
Control of Expenditures

Directive  
Aircraft Chartering

No  
815

3.5 Senior Liaison Officer.

3.5.1 Each Department shall appoint a Senior Liaison Officer to co-ordinate and control departmental charter requirements.

3.5.2 The Senior Liaison Officer shall review travel requirements and give first priority to the use of scheduled and unit toll air services

3.6 Charters to communities connected by daily (week day) schedule or unit toll operations shall be approved by the Deputy Minister of the requisitioning department.

3.7 All users of aircraft charter services shall, when operationally practical, consolidate travel arrangements to minimize costs.

CONTRACTING FOR AIRCRAFT CHARTERS.

3.8 All aircraft charter contracting is subject to Regulation 9904 (Government Contract Regulations).

3.9 Exceptions to \$1,000 contracting (purchasing) rule:

The following departments and positions may charter aircraft under an established Standing Offer Agreement to a maximum dollar limit delegated in accordance with the standard expenditure limits of Directive 802-1:

- a) Department of the Executive;
- b) Department of Health (for medivac or emergency services);
- c) Department of Renewable Resources (Forestry - for active fire suppression); and
- d) the Speaker of the Legislative Assembly.

The limits for the following positions are:

<u>Position</u>	<u>Limit</u>
a) Clerk of the Supreme Court	\$20,000
b) Clerk of the Territorial Court	\$20,000

3.10 In the formulations of contracts, except those entered into under authority delegated in Directive 808-3, all contact with suppliers for technical data and other information shall be co-ordinated by the Department of Public Works & Services.



Issue Date  
Aug/83

Effective Date  
Immediate

Responsible Agency  
Comptroller General

Page  
3 of 3

Chapter  
Control of Expenditures

Directive  
Aircraft Chartering

No  
815

- 3.11 All correspondence with suppliers of aircraft charter services shall normally be conducted by or through the Department of Public Works & Services.
- 3.12 All adjustment negotiations shall be conducted by the Department of Public Works & Services.
- 3.13 The Department of Public Works & Services shall set quality standards for air carrier services purchased by the G.N.W.T.

#### AIR CHARTERS AND OTHER PARTIES.

- 3.14 When acquiring air charter services, the Department of Public Works & Services may split charters with other government or private users.
- 3.15 Use of chartered aircraft by other parties during a term charter with the G.N.W.T. might be allowed, when convenient to the G.N.W.T. The G.N.W.T. shall be exempt from any accountability or responsibility regarding third party use during the period.
- 3.16 Incidental passengers are allowed to travel on G.N.W.T. chartered aircraft under rules governing incidental traffic in the Carriers Tariff. The G.N.W.T. shall not be liable in any way for incidental traffic.
- 3.17 Except when on official G.N.W.T. business, G.N.W.T. staff are only allowed to utilize available seats or space on chartered aircraft under incidental flight rules (as described in 3.16) and only with the approval of the appropriate Deputy Minister or Regional Director.

JUN 25 1996

MINISTERS

Vehicle Rental on Government Business

Insurance coverage for short term car rentals while traveling on government business was included under the Corporate Insurance program that permits government employees renting vehicles on government business to forego the high cost of buying the "collision damage waiver" for physical damage to the vehicle.

When you are required to rent a vehicle on government business, the rental company will automatically provide at least the minimum required limits of third party liability for bodily injury and/or property damage you might cause to someone else. Most car rental companies provide \$1,000,000 third party liability coverage. They may or may not have insurance on the vehicle to cover any physical damage that you as a renter might cause to the vehicle. Rental companies who do have physical damage coverage on the vehicle usually carry a very high deductible and will make the renter responsible for all physical damage below the deductible. With some car rental companies you may be responsible for the entire value of the vehicle.

The Government of the Northwest Territories has its own insurance coverage which is as follows:

1. \$25,000,000

This is contingent third party legal liability insurance for bodily injury or property damage caused to third parties sustained through an employee's negligence while driving a non owned vehicle. This coverage is in excess of any coverage that the rental company is required to carry. It covers the GNWT and employee who is operating the vehicle while on government business.

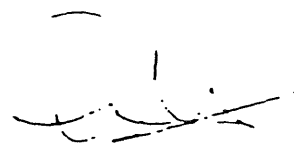
2. \$50,000

This is physical damage coverage for vehicles rented by the GNWT with a \$250 deductible. This is similar to the collision and comprehensive coverage you would have on your own vehicle.

The policy deductible of \$250.00 for any one accident must be borne by the renting department and all accidents involving physical damage to rented vehicles must be reported to Risk Management & Insurance.

Because of the additional coverage this government carries, and further to the Financial Administration Manual (Section 820-1), collision damage waivers and similar supplementary insurance offered by a rental firm should not be purchased when renting vehicles on government business, and will not be reimbursed. Please keep this in mind when renting vehicles in the future for government business.

The cost of a rental vehicle used for the purpose of "Home Travel" is also considered as an expense related to government business and therefore the same insurance rules apply. Any rentals for personal reasons will, of course, be the responsibility of the individual.



- Don Morin  
Premier



MAR 18 1996

MINISTERS

Air Charter Procedures

There are a number of policies and procedures which require careful consideration. The information contained in the Financial Administration Manual on Aircraft Chartering is one example where the subject is somewhat open to interpretation. This memo is intended to eliminate any confusion associated with incidental/third party traffic as it relates to air charters.

Directive 815 of the Financial Administration Manual (copy attached) states that, "Incidental passengers are allowed to travel on GNWT chartered aircraft under rules governing incidental traffic in the Carriers Tariff." The Carriers Tariff (also attached) outlines the procedures related to incidental traffic on GNWT chartered aircraft, that being, "passengers, baggage and goods other than those of the charterer for which no arrangement has been made prior to the commencement of the charter flight."

Public Works has confirmed that where there are extra seats available, incidental traffic travelling on GNWT chartered aircraft, must make all arrangements for travel and payment with the charter company directly and not the charterer (ie yourself). The GNWT is not liable in any way for incidental traffic, and the charterer is entitled to a refund in an amount equivalent to 50% of the revenue from such incidental traffic from the charter company.

Please ensure compliance with the above when utilizing air charters, to avoid all possibilities for public perception that free trips are being granted to voters.

Original Signed By  
DON MORIN

Don Morin

## Tariff Manual

### PART XXX1 INCIDENTAL TRAFFIC

1. In this section incidental traffic means passengers, baggage and goods other than those of the charterer for which no arrangement has been made prior to the commencement of the charter flight.
2. The carrier shall accept incidental traffic for carriage on an aircraft where:
  - the charterer's use of the aircraft will not be adversely affected;
  - the deviation from the mileage flown pursuant to the charter does not exceed 15% and
  - when the charterer's passengers are aboard the aircraft, the agreement of the charterer is obtained.
3. Charges for the carriage of incidental traffic shall be the sum of:
  - the greater of:

the charges computed by multiplying the actual number of miles the traffic is carried by the rate per passenger per mile or the per kilogram per mile rate whichever is applicable;

or

the charges for any services performed incidental to transportation for which provision is made in this Tariff.
4. Where any incidental traffic is carried, the charterer shall be entitled to a refund in an amount equivalent to 50% of the revenue from such incidental traffic.

Guidelines

1. Ministers receive annual leave credits at the following rate:

<b>Completed years of Continuous Employment</b>	<b>Days Earned Per Month</b>	<b>Days Earned Per Year</b>
Less than one year	1.79	21.5
One or more, less than 10	2.21	26.5
10 or more, less than 20	2.63	31.5
20 or more	3.04	36.5

2. Ministers may accumulate vacation leave credits from year to year with a view to receiving a lump sum, taxable payout during and/or at the conclusion of their term of office.
3. Ministers are required to submit a request to the Secretary to Cabinet in order to facilitate a payout of leave credits if required.
4. Ministers who spend time in their constituencies are deemed not to be on vacation unless they have obtained vacation leave approval from the Premier.

Procedures

1. Ministers wishing to take vacation leave shall obtain the Premier's approval and make the necessary arrangements for another Minister to stand in for them during their absence.
2. Applications for vacation leave should be submitted to the Premier utilizing the form attached as Appendix "B".
3. Ministers are required to maintain a record of annual leave taken in order to substantiate requests for a payout of unused leave credits.

Attachments

Appendix A - Sample form used by Ministers for recording annual leave information

Appendix B - Application for Vacation Leave

**Ministerial Administrative  
Procedures**

**Section: 14  
Title: Vacation Leave**

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Contacts

For further information contact:

1. Secretary to Cabinet - 873-7100
2. Director, Executive Financial and Management Services - 873-7148
3. Manager, Executive Human Resources - 873-8677

ANNUAL LEAVE RECORD

FOR

HONOURABLE \_\_\_\_\_

<u>Details</u>	<u>Days</u>
a) Carryover from:	
b) Days earned:	_____
c) Subtotal Balance	
d) Days used:	
e) Days paid out:	_____
f) Accumulated balance:	=====

Confirmed by: \_\_\_\_\_

Date: \_\_\_\_\_

To: Premier

**Application for Vacation Leave**

I wish to take \_\_\_\_ days of vacation leave during the following period:

Hour	Day	Month	Year		Hour	Day	Month	Year

I have asked the Honourable \_\_\_\_\_  
to act on my behalf during my absence.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Minister

**Approval of Vacation Leave**

The annual leave as requested above is hereby approved.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Minister

**Distribution**

Upon approval, the Premier's Office will return:

- a) the original to the applicant and
- b) one copy to the Secretary to Cabinet

Guidelines

1. Ministers may extend hospitality on behalf of the Government of the Northwest Territories in circumstances where it may be considered necessary or desirable as a matter of courtesy on the part of the Government of the Northwest Territories, or to facilitate the conduct of government business or both. Examples of such circumstances would include:
  - a) On the occasion of national, international, federal, provincial or other conferences which the Government of the Northwest Territories hosts or is represented at.
  - b) On the occasion of visits by persons who are members of national or international organizations which are involved in or represent an interest in activities relating to those of the Government of the Northwest Territories.
  - c) When meetings or discussions on official business matters are held with persons who are not employees of the Government of the Northwest Territories.
  - d) On the occasion of a dedication ceremony or a major prestigious exhibition.
  - e) When a person is being interviewed in relation to recruitment at the senior officer level (Assistant Deputy Minister or higher) or for recruitment which requires special discretion.
  - f) During departmental or regional conferences where a snack, meal, or any food is considered an appropriate part of the conference. (Hospitality should be restricted to those people directly involved in the conference.)
  - g) During meetings held with Ministers or senior officials during meal times.
  - h) During ceremonies for the presentation of long service, retirement and other awards.
2. Government of the Northwest Territories funds are not to be used to provide alcohol when extending hospitality under these guidelines.

3. Normally hospitality should not be extended to employees of the Government of the Northwest Territories, except when they are participants in the circumstances set forth above. Hospitality may be extended to employees to mark special occasions when it is considered to be in the interests of the Government.
4. Ministers may not delegate their authority to approve the extension of hospitality.
5. When hospitality is being extended, the number of Government of the Northwest Territories employees participating should be kept to a minimum consistent with the number required to conduct government business.
6. Office or staff parties, or gifts presented at such occasions, must not be charged to an appropriation via hospitality or any other means.
7. Ministers may receive a non-accountable annual entertainment allowance of \$1,500.00. The non-accountable entertainment allowance is not subject to these guidelines.

#### Procedures

1. Hospitality expenses should be submitted to the Director of Executive Financial and Management Services with an accompanying "Travel Authorization and Expense Claim" form.
2. Payments to organizations/suppliers should be submitted on standard Government of the Northwest Territories "cheque requisition" forms.
3. All hospitality expenditures must list individuals or organizations to whom hospitality was extended.
4. The non-accountable entertainment allowance will be issued on a quarterly basis upon receipt of a "cheque requisition" signed by the applicable Minister.
5. Ministers should retain receipts related to the expenditure of the non-accountable entertainment allowance in the event that Revenue Canada requests same for income tax purposes.



**Ministerial Administrative  
Procedures**

**Section: 16  
Title: Hospitality and  
Entertainment**

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6. The ministerial entertainment allowance and hospitality expenses are paid from the Executive Department Appropriation and charged against the Ministers' Offices Activity under the applicable Minister's cost centre.
7. In the event a dispute arises with respect to a particular hospitality or entertainment expense, the Director of Executive Financial and Management Services will refer the matter to the Secretary to Cabinet.
8. In cases where the Secretary to Cabinet is unable to resolve the problem, he/she will refer the matter to the Premier along with a recommended course of action.

Attachments

Nil

Contacts

For further information contact:

1. Secretary to Cabinet - 873-7100
2. Director, Executive Financial & Management Services - 873-7148

Guidelines

1. Ministers are not permitted to engage in employment or carry on business except that which is required as a duty of office. As a result of this requirement, the Conflict of Interest Commissioner may advise that a blind trust be established and maintained during a Minister's term of office.
2. Ministers may be reimbursed for reasonable fees incurred in establishing, maintaining and dissolving blind trusts determined to be necessary by the Conflict of Interest Commissioner. Spouses and dependent children may not claim reimbursement.
3. A Minister may claim reimbursement for:
  - a) Divestment of Assets
    - i) reasonable legal, accounting and transfer costs to establish and dismantle a blind trust arrangement;
    - ii) annual, actual and reasonable costs to maintain and administer the trust or management arrangement;
    - iii) commissions for transferring, converting or selling assets where transferring, converting or selling assets is determined necessary by the Conflict of Interest Commissioner; and
    - iv) costs of other financial, legal or accounting services required because of the complexity of arrangements for such assets.
  - b) Withdrawal from Activities
    - i) costs of removing a Minister's name from federal, provincial or territorial registries of corporations.
4. A Minister 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; or
  - c) costs for acquiring permitted assets using proceeds from required sale of other assets.
5. Ministers are responsible for any income tax liabilities that may result from reimbursement.

#### Procedures

1. The responsibility for paying invoices remains with the Minister.
2. To make a claim for reimbursement, the Minister submits the receipted invoice for costs to the Secretary to Cabinet.
3. The claims submitted by the Minister to the Secretary to Cabinet should contain the following information:
  - 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.

#### Contacts

For further information contact:

1. Secretary to Cabinet - 873-7100
2. Director, Executive Financial and Management Services - 873-7148

**MINISTERIAL  
CLEARANCE  
PROCEDURES**

Guidelines

1. The term of office for an incumbent Minister who chooses not to run for re-election or who is not re-elected as a Member of the Legislative Assembly during a territorial election expires at 5:00 p.m. on:
  - a) the day on which new appointments to the Executive Council are announced in the House at the first session following the general election or
  - b) on an earlier date identified by an incumbent Minister in his/her letter of resignation addressed to the Commissioner of the Northwest Territories.
2. The term of office for an incumbent Minister who is re-elected as a Member of the Legislative Assembly but not chosen to serve on the Executive Council following a territorial election expires at 5:00 p.m. on:
  - a) the day on which new appointments to the Executive Council are announced in the House at the first session following the general election or
  - b) on an earlier date identified by an incumbent Minister in his/her letter of resignation addressed to the Commissioner of the Northwest Territories.
3. The term of office for an incumbent Minister who is removed from the Executive Council through the midterm review or a formal non-confidence motion by the Legislative Assembly expires at 5:00 p.m. on the date which the motion is passed by the Legislative Assembly.
4. The term of office for an incumbent Minister who resigns of his/her own free will expire at 5:00 p.m. on the date of the letter of resignation or the date designated by the Minister in his/her letter of resignation addressed to the Commissioner of the Northwest Territories.

5. Severance pay based on the Executive element of the ministerial salary package will be provided to Ministers in the following cases:
  1. resignation due to a mid-term review;
  2. resignation due to a motion of non-confidence;
  3. resignation of own free will during a Minister's term of office.
  
6. Ministerial severance pay will be provided in accordance with the following scale based on years of continuous service:
  1. After four (4) years or more - 2 months' pay
  2. After three (3) years - 1½ months' pay
  3. After two (2) years - 1 month's pay
  4. After one (1) year - 2 weeks' pay
  5. Less than one (1) year - Nil
  
7. Ministers who (a) resign for reasons of misconduct or (b) choose not to seek re-election to the Legislative Assembly during a territorial general election or (c) are not reappointed to the Executive Council following a territorial election are not entitled to severance pay.

Procedure

1. Following a formal statement in the House announcing the selection of a new Executive Council or upon receipt of:
  - a) a Minister's letter of resignation or
  - b) a House motion revoking a Minister's appointment,

the Secretary to Cabinet will advise the Secretary of the Financial Management Board as to a Minister's official termination date and instruct him/her to initiate action to terminate the Minister's applicable remuneration.
  
2. The Secretary to Cabinet will initiate and co-ordinate applicable clearance arrangements.

Guidelines

1. Outgoing Ministers are eligible to receive reimbursement for temporary Headquarters accommodation expenses for 90 days following their official termination date.
2. When an outgoing Minister does not wish to retain his/her temporary accommodation, and the lease remains in effect between the end of the 90 day transition period and the expiry of the term of the Legislative Assembly, the Department of Public Works and Services will assume the lease until its termination date or until the term of the Assembly expires, whichever comes first.
3. Ministers who lease furniture in accordance with Section 5 of the Ministerial Administrative Procedures Manual may at any time purchase all or part of the furniture at the net depreciated value.
4. Furniture lease agreements terminate 90 days following a Minister's official termination date.

Procedures

1. Outgoing Ministers who wish to obtain assistance under Guideline #2 above should submit a written request to the Secretary to Cabinet.
2. Ministers wishing to purchase the furniture they lease from the Department of Public Works and Services should submit a written request along with an itemized list of furniture to the following address:

Yellowknife Regional Office  
Department of Public Works and Services  
Government of the Northwest Territories  
P.O. Box 1320  
YELLOWKNIFE NT X1A 2L9  
Facsimile Number: (867) 873-0257

**Ministerial Clearance  
Procedures**

**Section: 2  
Title : Temporary  
Headquarters  
Accommodations**

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3. Ministers wishing to terminate their furniture lease agreement should submit a request in writing to the above noted address.
4. Upon the termination of a furniture lease agreement, the Deputy Minister of Public Works and Services will initiate the necessary action to remove the furniture not purchased by the Minister (lessee).
5. In the event an agreement is not reached respecting the disposition of a lease or the sale of furniture, the Minister of Public Works and Services will refer the matter to Cabinet for direction.



Guidelines

1. Ministers are entitled to 20 working days annual leave per fiscal year earned at the rate of one and two-thirds (1 2/3) days for each month the Minister is in office for a minimum of ten (10) days.
2. Ministers may accumulate annual leave credits from year to year with a view to receiving a lump sum (taxable) payout during and/or at the conclusion of their term.
3. Ministers are required to maintain a record of annual leave taken in order to substantiate their requests for a payout of unused vacation leave credits.
4. Ministers will be asked periodically to submit updated annual leave records to the Secretary to Cabinet in order to facilitate a payout if requested.

Procedures

1. The Secretary to Cabinet will initiate discussions with outgoing Ministers with a view to confirming the number of annual leave credits to be paid out.
2. The Secretary to Cabinet will direct the Director of Executive Financial and Management Services to initiate payment.
3. In the event an outgoing Minister has utilized annual leave days in excess of the entitlement, the Secretary to Cabinet will pursue discussion with the Minister with a view to confirming the number of days to be recovered.
4. The Secretary to Cabinet will direct the Director of Executive Financial and Management Services to initiate recovery action.

Guidelines

1. Outgoing Ministers (and their dependants) who do not own their own home in Yellowknife are entitled to removal assistance from their residence in Yellowknife to:
  - a) their home constituency or
  - b) to another residence in Yellowknife.
2. Outgoing Ministers are also entitled to assistance with the removal of personal effects from their ministerial office in Yellowknife to:
  - a) their home constituency or
  - b) to another location in Yellowknife.
3. Personal effects to be moved include any item in a Minister's possession at the time of his/her move that can be included within the applicable weight entitlements outlined below. Coverage also includes crating charges and the limits include weight of the crates:
  - a) Minister without dependants. Maximum 1814 kg (4,000 lbs.).
  - b) Minister with dependants. Maximum 6840 kg (15,000 lbs.).
4. In addition to the packing and shipment of effects, removal assistance also covers the travel expenses of outgoing Ministers and their dependants.
5. Removal will be made by the most direct means available, with reasonable regard for costs.
6. Years of service have no bearing on the amount of assistance provided.
7. The following limitations will apply to removals from Yellowknife:
  - a) The move must take place within twelve (12) months of a Minister's official termination date.

- b) Accommodation and meal costs (at Specified Ministerial Duty Travel Rates) are covered only at points between Yellowknife and the Minister's home constituency and only when stopovers are a result of airline schedules.
- c) For personal travel by means other than air, no additional travel expenses for stopovers will be paid.

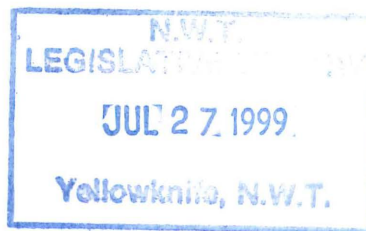
Procedures

1. Outgoing Ministers wishing to receive relocation assistance must submit their request to the Secretary to Cabinet.
2. The Secretary to Cabinet will acknowledge the Minister's request and direct the Director of Compensation Services to initiate the required removal action.
3. In the event a dispute arises with respect to removal assistance, the Secretary to Cabinet will refer the matter to Cabinet for direction.



TABLED DOCUMENT NO. 53 - 13(7) TABLED ON JUL 26 1999

**Remuneration & Benefits of Cabinet Ministers**  
**For the 13th Assembly: November '95 to March '99**



	Don Morin	Kelvin Ng	Stephen Kakwi	John Todd	Jim Antoine	Manitok Thompson	Charles Dent	Goo Arlooktoo	Floyd Roland
<b>Ministerial Base Salary</b>									
1998/99	41,519.77	57,276.77	57,916.00	57,498.78	59,446.62	57,916.00	57,916.00	58,090.53	17,316.23
1997/98	62,975.00	57,916.00	57,916.00	57,916.00	57,916.00	57,916.00	57,916.00	57,916.00	0.00
1996/97	62,975.00	57,916.00	57,916.00	57,916.00	57,916.00	57,916.00	57,916.00	57,916.00	0.00
1995/96	27,209.29	25,291.60	25,291.60	25,291.60	25,291.60	25,291.60	25,291.60	25,291.60	0.00
<b>Northern Allowance</b>									
1998/99	1,153.78	1,730.66	1,750.00	1,737.72	1,750.00	1,750.00	1,750.00	1,750.00	523.22
1997/98	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	0.00
1996/97	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	0.00
1995/96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Annual Leave Payouts</b>									
1998/99	23,309.10	20,157.87	6,993.10	5,883.08	4,827.90	12,321.16	0.00	13,808.59	0.00
1997/98	0.00	0.00	13,502.22	12,365.57	5,017.27	5,017.27	0.00	4,440.04	0.00
1996/97	0.00	0.00	0.00	2,220.03	0.00	0.00	0.00	1,465.22	0.00
1995/96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Severance</b>									
1998/99	10,495.82	9,652.66	0.00	9,652.66	0.00	7,239.50	0.00	7,239.50	0.00
1997/98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1996/97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1995/96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Remuneration & Benefits of Cabinet Ministers  
 For the 13th Assembly: November '95 to March '99

	Don Morin	Kelvin Ng	Stephen Kakfwi	John Todd	Jim Antoine	Manitok Thompson	Charles Dent	Goo Arlooktoo	Floyd Roland
<b>HQ Accommodation Reimburse.</b>									
1998/99	34,993.44	34,298.54	0.00	34,999.80	30,455.05	22,560.00	0.00	29,818.92	2,551.60
1997/98	34,826.34	36,787.58	0.00	34,999.80	31,785.72	22,862.68	0.00	29,818.92	0.00
1996/97	33,826.57	32,259.30	0.00	33,274.50	29,733.89	22,560.00	0.00	33,929.46	0.00
1995/96	11,326.78	12,556.44	0.00	8,216.00	7,480.19	5,640.00	0.00	10,492.42	0.00
<b>Furniture Allowance</b>									
1998/99	6,207.93	4,919.16	0.00	5,057.64	3,752.04	3,455.31	0.00	2,468.67	0.00
1997/98	556.05	3,813.84	0.00	2,614.32	1,939.44	1,513.40	0.00	1,439.79	0.00
1996/97	0.00	1,906.95	0.00	871.44	1,939.44	1,816.08	0.00	1,439.88	0.00
1995/96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Real Estate Fees (HQ Accom.)</b>									
1998/99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1997/98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1996/97	0.00	0.00	0.00	1,250.00	0.00	0.00	0.00	0.00	0.00
1995/96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Relocation Assistance</b>									
1998/99	0.00	0.00	0.00	0.00	2,348.48	1,438.45	0.00	0.00	0.00
1997/98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1996/97	0.00	125.19	0.00	10,477.55	2,343.68	0.00	0.00	0.00	0.00
1995/96	0.00	6,161.14	0.00	0.00	782.69	4,821.21	0.00	688.70	0.00

**Remuneration & Benefits of Cabinet Ministers  
For the 13th Assembly: November '95 to March '99**

	Don Morin	Kelvin Ng	Stephen Kakfwi	John Todd	Jim Antoine	Manitok Thompson	Charles Dent	Goo Arlooktoo	Floyd Roland
<b>Home Travel</b>									
1998/99	9,763.00	32,711.00	36,345.85	8,112.32	11,552.48	41,601.54	0.00	69,023.05	14,142.50
1997/98	8,049.21	23,470.70	32,758.43	23,900.86	4,032.89	30,870.78	0.00	31,827.00	0.00
1996/97	1,968.33	14,861.41	27,390.83	20,428.00	5,797.35	27,453.49	0.00	28,612.45	0.00
1995/96	1,547.27	6,419.98	7,439.97	11,619.80	4,358.80	11,197.66	0.00	13,820.11	0.00
<b>Entertainment Allowance</b>									
1998/99	1,125.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	375.00
1997/98	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00
1996/97	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00
1995/96	562.50	562.50	562.50	562.50	562.50	375.00	562.50	562.50	0.00
<b>Blind Trust</b>									
1998/99	0.00	695.50	0.00	1,035.00	0.00	0.00	0.00	0.00	0.00
1997/98	0.00	374.50	0.00	0.00	0.00	0.00	133.75	0.00	0.00
1996/97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1995/96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00