



2023 Election Year Guidelines for Members

Legislative Assembly of the Northwest Territories

UPDATED

As approved by the Board of Management Record of
Decision BOM 45 -19-2023 dated February 28, 2023.
Decision BOM ### dated <insert>
Based on November 14, 2023 polling date

Here's what you'll find in this document:

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Message from the Speaker

In the year leading up to a general election, the Legislative Assembly's Board of Management adopts guidelines for the use of public funds by Members of the Legislative Assembly.

The reason for these guidelines is to ensure that sitting Members do not have an advantage, real or perceived, through their access to public funds, in the pre-election and election periods.

On February 28, 2023, the Board of Management adopted guidelines for the 2023 election year. These guidelines limit what Members may do with their constituency budgets in the pre-election period and set out the rules for Members' staff and offices during the election.

The Speaker recalled the Assembly on Monday August 28, 2023 at 1:30 p.m. The Assembly met in Inuvik to consider legislation to delay the general election and authorize spending on wildfire response through a supplementary appropriation.

The legislation to delay the election set the election date for November 14, 2023. Accordingly, critical dates and actions required in the run up to dissolution would see the 19th Legislative Assembly dissolved on **Sunday, October 15, 2023.**

If Members or their staff have questions about these guidelines, please contact the Office of the Clerk.



The Honourable Frederick Blake Jr.,

Speaker of the Northwest Territories Legislative Assembly

2023 Election Dates and Transition

The transition from the 19th to the 20th Legislative Assembly

19 Legislative Assembly

June 4, 2023
Pre-Election Period begins

October 14, 2023
Last day of office for Regular MLAs

October 15, 2023
Day of Dissolution

Election Period
October 16, 2023 to November 14, 2023

October 16, 2023
Election is called

October 24, 2023
Advance polling starts

November 13, 2023
Last day of benefits for Regular Members

November 14, 2023
Election Day

November 28, 2023
Return of the writs of election

20th Legislative Assembly

November 24, 2023
Swearing-in ceremony for Members

New Members sign documents for compensation (new amounts), benefits and allowances, hire constituency assistants and establish constituency offices.

December 8, 2023
Last day of benefits for Speaker, Premier, Ministers

December 8, 2023
First Session of the 20th Assembly

Duties
and compensation and benefits
Continue
for
Speaker, Premier, and Ministers
until
end of term.

NWT election terms

Campaign advertising	It is forbidden to advertise, post or distribute advertising materials within 25 meters of a polling station or office of the returning officer. (<i>Elections and Plebiscites Act, s.102</i>)
Campaign period	Begins with the nomination of the candidate and ends on polling day. (<i>Elections and Plebiscites Act, s.237(1)</i>)
Chief Electoral Officer	The Chief Electoral Officer is an Officer of the Northwest Territories Legislative Assembly, appointed by the Commissioner of the Northwest Territories to administer territorial elections, by-elections and plebiscites. (<i>Elections and Plebiscites Act, s.5</i>)
Dissolution	The day the Legislative Assembly is dissolved. On this day, the work of the Regular Members stops.
Election	Means an election of members to serve in the Legislative Assembly. (<i>Legislative Assembly and Executive Council Act, s.1</i>)
Election period	Begins the day the writ of election is issued and ends on election day. (<i>Elections and Plebiscites Act, s.1, p.29</i>)
Nomination period	The five-day period that starts the day the writ of election is issued by the Chief Electoral Officer. The nomination paper must be accepted by the Returning Officer during this period to establish a person as a candidate. (<i>Elections and Plebiscites Act, s.81 to 83</i>)
Polling Day	Means election day and is the last day to vote in an election. (<i>Elections and Plebiscites Act, s.1, s.39</i>)
Pre-election period	Begins three months before the issue of the writ of election and ends with the nomination of the candidate. (<i>Elections and Plebiscites Act, s.237(1)</i>)
Return of Writs	Nine days after elections, the returning officer must return the writ to the Chief Electoral Officer with the winning candidate's name. (<i>Elections and Plebiscites Act, s.201</i>)
Writ of election	<p>A writ is a formal, legal document issued by the Chief Electoral Officer to the returning officer for each electoral district, to hold an election to elect members of the Legislative Assembly, and it:</p> <ul style="list-style-type: none"> • Sets the date on which the writ is to be issued. • Sets the polling date (a minimum of 29 days after issue of writ). • Sets the date on which the writ is to be returned to the Chief Electoral Officer. <p>(<i>Elections and Plebiscites Act, s.39</i>)</p>

When benefits stop in 2023 for
Regular Members

Benefits stop on the date indicated, meaning that day is the last day for the Member to receive pay in each category.

October 13, 2023	<p>Return to Procurement</p> <p>Return all computers, laptops, tablets, cellphones and satellite phones from the office and the capital residence to the Procurement and Finance Officer by the close of the last business day before the election period.</p>
October 14, 2023	<p>Expense Allowance</p> <p>The last day to incur expenses under this allowance is the day before dissolution.</p>
October 14, 2023	<p>Member Compensation</p> <p>The last day Members receive basic compensation is the day before polling day.</p>
October 14, 2023	<p>Northern Allowance</p> <p>The last day Members receive Northern Allowance (pay is tied to the basic compensation) is the day before polling day.</p>
November 30, 2023	<p>Housing Allowance – not seeking re-election</p> <p>Members not seeking re-election receive this allowance up to the end of the election month.</p>
December 31, 2023	<p>Housing Allowance – not re-elected</p> <p>Members not re-elected receive this allowance up to the end of the month following the month in which election day happened.</p>

When benefits stop in 2023 for Members holding Offices

Benefits stop on the date indicated, meaning that day is the last day for the Member to receive pay in each category.

October 14, 2023	<p>Extra Duty Compensation for Deputy Speaker, Chairpersons</p> <p>The last day of extra duty compensation for the Deputy Speaker, deputy chairperson of Committee of the Whole, chairperson of Caucus, and chairpersons of Standing and special committees.</p>
November 13, 2023	<p>Basic Compensation for Speaker, Premier, and Ministers</p> <p>The last day all Members receive basic compensation is the day before polling day. This includes the Northern Allowance.</p>
December 8, 2023	<p>Extra Duty Compensation for Speaker, Premier, and Ministers</p> <p>The last day of extra duty compensation for the holders of the office of Speaker, Premier and Minister is the day of the swearing-in of the new Speaker, Premier and Ministers.</p>
November 30, 2023	<p>Housing Allowance – not running</p> <p>Ministers not seeking re-election receive this allowance up to the end of the month following the month in which election day happened.</p>
December 31, 2023	<p>Housing Allowance – not re-elected</p> <p>Members not re-elected receive this allowance up to the end of the month following the month in which election day happened.</p>

Constituency work and expenses

March 31, 2023	<p>Constituency Assistant Contract</p> <p>No remuneration changes or bonuses after March 31, 2023.</p>
April 1, 2023	<p>Member's Constituency Work Expense Allowance</p> <p>The Expense Allowance for the fiscal year is prorated.</p>
May 1, 2023	<p>Annual Inventory Confirmation List</p> <p>Every Member receives this list. It must be verified and returned to Finance and Procurement Services by June 2, 2023.</p>
June 3, 2023	<p>Office Equipment and Furniture</p> <p>Equipment and furniture need to be purchased before the pre-election period begins.</p> <p>It requires Clerk's approval if the intent is to purchase after the pre-election period begins.</p>
October 14, 2023	<p>Constituency Assistant Contract</p> <p>Employment contracts must be terminated before or on the day before dissolution.</p>
October 14, 2023	<p>Constituency Work Expense Allowance</p> <p>Provided from April 1, 2023, to and including the day before dissolution (prorated).</p>
October 14, 2023	<p>Constituency Offices</p> <ul style="list-style-type: none"> • The last day of access is the day before dissolution. • We ask all Members and their Assistants to remove all information from GNWT networks and computers. <p>Legislative Assembly Offices</p> <ul style="list-style-type: none"> • Return office keys and Legislative Assembly security passes. <p>Offices in Communities</p> <ul style="list-style-type: none"> • Return office keys to landlord. • Offices must be locked and not accessed during election period.

Wrapping up work in constituency offices

March 10, 2023	<p>Promotional Items - Orders</p> <p>Last day to order promotional items.</p>
March 31, 2023	<p>Promotional Items – Distribution</p> <p>Last day to distribute promotional items.</p>
March 31, 2023	<p>Special Occasion and Presentation Items</p> <p>Must be purchased and distributed by the last day of the fiscal year. Distribution of special occasion and presentation items after this date require the Clerk's approval.</p>
June 3, 2023	<p>Advertising</p> <p>Must be completed no later than the day before the pre-election period begins.</p> <p>Signage (Signs, Banners, Sandwich Boards)</p> <p>Must be purchased or displayed before the day the pre-election period begins.</p>
June 3, 2023	<p>Contributions to Community Events</p> <p>Contributions to community events and feasts are no longer allowed when the pre-election period begins.</p>
June 3, 2023	<p>Newsletter and Printed Material</p> <p>Must be distributed, placed in the mail, and uploaded to websites no later than the day before the beginning of the pre-election period.</p>
October 13, 2023	<p>Credit Cards, Cell and Satellite Phones</p> <p>Must be returned to Corporate Services by close of the last business day before dissolution.</p>
October 14, 2023	<p>Websites and Email</p> <p>You must disable and make inaccessible all websites and email addresses established by or purchased with public funds by the end of day before dissolution day.</p>
October 14, 2023	<p>Reimbursements</p> <p>Eligible reimbursements can be claimed, and payments made, for constituency work up to and including the day before dissolution.</p>
October 14, 2023	<p>Financial Transactions</p> <p>This is the last day to submit invoices or requests for reimbursement to the LA Accounts Payable email.</p>

End of other services	
October 13, 2023	<p>Cafeteria</p> <p>Return items borrowed from the cafeteria or caterer.</p>
October 13, 2023	<p>Library</p> <p>Return materials borrowed from the library.</p>
October 13, 2023	<p>Precinct</p> <p>Security pass: By the close of business, all Regular Members must return their Legislative Assembly Security passes to the Sergeant-at-Arms.</p> <p>Parking: Legislative Assembly parking for Regular Members is cancelled, and payroll deductions ceased.</p>
October 13, 2023	<p>Procurement Services</p> <p>Return office equipment to Procurement Services, including laptop computers, printers, cellular telephones, iPads, satellite phones.</p> <p>All internet and government-owned cellular telephone and satellite phone services paid for by public funds will be discontinued at the end of the day.</p>
October 13, 2023	<p>Research Services</p> <p>The last day of services is the last business day before dissolution.</p>

Principles, Rules and Services During an Election

Principles During the Election Period

These guidelines help ensure that no Legislative Assembly funds are used, or are perceived to be used, to assist a Member in an election campaign.

Following these guidelines will help prevent a violation of the *Elections and Plebiscites Act*.

The general rule governing expenses, allowances, services, and benefits to Members in an election year is this:

During an election year, an incumbent should not gain an advantage from access to public funds that are not available to other candidates.

The conditions described in this document apply to all Members regardless of whether or not they are seeking re-election.

Pre-election period

Members should be aware of the date the pre-election period commences three months before the issue of the writ of election. It ends with the candidate's nomination.

(Elections and Plebiscites Act, s.237)

A candidate to be cannot accept a contribution of any kind during the pre-election period. All Members are cautioned to be particularly careful in spending their constituency budgets.

Contact the Office of the Chief Electoral Officer for information concerning the *Elections and Plebiscites Act* and its provisions.

 (867) 767-9100  info@electionsnwt.ca

Conventions for Members during the election period

No election campaign activity is permitted in the Legislative Assembly Building or government-leased or owned premises. In this context, campaign activity includes:

- a) The production of campaign materials such as posters, pamphlets and letters or their storage; and
- b) meetings to discuss campaign activity.

Under no circumstance should a Member use in an election campaign any written material, furniture and equipment purchased for the office with public funds (including computers, laptops, copiers, cell phones/satellite phones, and business cards).

All Members' websites and email addresses established or purchased with public funds will be disabled and made inaccessible during the election period.

During the election period, all administrative or financial assistance requests must go to the Clerk of the Legislative Assembly.

The *Office of the Clerk* staff is not allowed to engage in any activity associated with an election campaign.

Conventions for Speaker, Premier and Ministers

The Speaker holds the *Office of the Speaker* until a new Speaker is elected.
(*Legislative Assembly and Executive Council Act*, s.45(5))

Ministers continue to hold office during a Territorial election campaign until the beginning of the first day of sitting of the next Legislative Assembly.

Expenses

It is prohibited to charge any expenses related to an election campaign to the Legislative Assembly or the Government of the Northwest Territories. Examples of expenses include hospitality, materials and supplies, postage, travel, telephone and fax charges, email and Internet services, etc.

Duty travel

Once the writ of election is issued, the Speaker shall travel on Legislative Assembly business as its representative only when necessary.

During an election campaign, Ministers should travel to their constituencies on departmental budgets only when clearly on essential and urgent departmental business.

The Office of the Speaker



Staff of the Speaker's Office includes all excluded staff in the Office of the Legislative Assembly.

Activity by members of the Public Service is governed by the sections of the *Public Service Act* that deal with political activity. *(Public Service Act, s.34)*

Additionally, for all employees of the Legislative Assembly the *Code of Conduct for Employees of the Legislative Assembly* applies.

Staff of the Speaker's Office are not allowed engaging in election campaign activities during regular working hours or on Legislative Assembly premises.

If staff of the Office of the Speaker choose to work full-time on an election campaign, they must terminate employment or be on an approved leave of absence without pay.

Contact: Kim Wickens, Deputy Clerk, Members' and Precinct Services,
 (867) 767-9131 ext. 12047  kim_wickens@ntassembly.ca

Ministerial staff

Activity by Members of the Public Service, including ministerial staff, is governed by the sections of the *Public Service Act* which deal with political activity.


(Public Service Act, s.34)

Public servants, including Ministerial Special Advisors and Executive Administrative Coordinators, may not engage in election campaign activities during regular working hours or on government premises.

If ministerial staff choose to work full-time on an election campaign, they must apply for and receive approval for a leave of absence without pay.

Contact: Mike C. Reddy, Deputy Secretary to Cabinet, Department of Executive and Indigenous Affairs
 (867) 767-9156 ext. 11100  Mike_C.Reddy@gov.nt.ca

Life of a Legislature in the Northwest Territories



Every Legislative Assembly continues for four years, starting after the date for the return of the writ of election.

(Legislative Assembly and Executive Council Act, s.3.(2))

A dissolution of the Legislative Assembly terminates all business of the Legislature and is followed by a general election. When the Legislature is dissolved, Regular Members cease to be Members by definition.

(Legislative Assembly and Executive Council Act, s.1(1)).

During the election period between two Legislative Assemblies, Ministers, Deputy Premier, and Premier hold office until the beginning of the first day of sitting of the next Legislative Assembly, unless the appointment is revoked.

(Legislative Assembly and Executive Council Act, s.69)

The Speaker holds office until the next Speaker is elected.

(Legislative Assembly and Executive Council Act, s.45(5))

The Premier holds the office of Premier until the next Premier is chosen at the first sitting of the next Legislative Assembly.

(Legislative Assembly and Executive Council Act, s.64(2))

Elections are held on the first Tuesday in October every four years. [This has been changed by Bill 97, for the 2023 Territorial General Election only.](#)

(Elections and Plebiscites Act, s.39)

Rules for Member Compensation and Benefits

This Part describes the allowances and services available to Members in an election year.

The following outlines the services available from the days on which a Legislature is dissolved, and the writ is issued, polling day happens, to the day the writ is returned.

Some allowances and services cease on specific dates.

Important benefit terms	
Basic Indemnities	Means the remuneration or compensation a Member receives annually until the day the person ceases to be a Member. In this document, we use the term compensation.
Capital	Means Yellowknife, the Capital of the Northwest Territories <i>(Legislative Assembly and Executive Council Act, section 1)</i>
Capital Accommodation Allowance	Is the housing allowance available to Members from ridings outside of Yellowknife and meant as reimbursement for the actual rent or cost of hotel accommodation in Yellowknife. <i>(Legislative Assembly and Executive Council Act, section 24)</i>
Compensation	Means the basic indemnity payable to every Member. <i>(Legislative Assembly and Executive Council Act, Schedule C, Part 1)</i>
Regular Members	Means Members of the Legislative Assembly who are not Speaker, Premier, Deputy Premier or Minister.
Transition Allowance	Means an allowance available to Members who meet certain conditions following their term in office. The allowance is an equivalent to an employment insurance to allow members to find other employment.

Basic compensation and allowances for all Members

The benefits for all Members have compensation and allowance components:

Compensation	Allowances
<ul style="list-style-type: none">• Base salary• Compensation for extra duties	<ul style="list-style-type: none">• Northern Allowance• Expense Allowances• Transition allowances• Housing allowance• Housing expense allowances

In an election year, all members receive compensation and allowances up to polling day. Members with specific additional roles may be paid longer.

Compensation

The compensation of Members is determined by legislation. A set base salary amount is provided to all Members and paid in bi-weekly installments with deductions for income tax, Canada Pension Plan and various benefits.

As a member of the Legislative Assembly, your work is not considered insurable employment by the *Canada Revenue Agency*. You do not contribute to the federal Employment Insurance plan.

Specific amounts are added depending on additional positions and extra duties taken on by the Member.

(Legislative Assembly and Executive Council Act, section 17, Schedule C, Parts 1, 2).

During an election year, compensation continues to be paid every two weeks, including between the day of dissolution and the day before polling.

- For Members who are re-elected, there is no disruption in the basic compensation payment.
- For a Member who is not re-elected and will not return as a Member of the Legislative Assembly, the last day of paid basic compensation is the day before polling day.

Northern Allowance

Members are eligible to receive an annual Northern Allowance amount based on the *Collective Agreement between the Union of Northern Workers and the Minister responsible for the Public Service Act*.

(Legislative Assembly and Executive Council Act, Schedule C, Part 4).

Members continue receiving this allowance every two weeks between the dissolution and the day before polling day.

- For Members who are re-elected, there is no disruption in Northern Allowance.
- The Northern Allowance ceases the day before polling day for members who are not re-elected or do not seek re-election.

Expense allowances

Expense allowances are determined in legislation as a flat amount. Each Member receives \$8,253 each fiscal year, with payments every two weeks. This allowance is non-accountable, meaning no proof of expenses is required.

(Legislative Assembly and Executive Council Act, Schedule C, Part 3)

(Members' Handbook Northwest Territories Legislative Assembly, section 77)

An election year is shorter than a full fiscal year. Consequently, in an election year, the available expense allowance will be adjusted to cover the period from the beginning of the fiscal year (April 1) up to and including the day before dissolution.

All Members receive the prorated allowance for expenses for the period beginning on polling day and ending on the last day of the fiscal year (March 31).

(Legislative Assembly and Executive Council Act, section 33(1)).

Transition allowance

Members who do not seek re-election or who are not re-elected are entitled to a transition allowance. *(Members' Handbook, section 79).*

Based on the time served, non-returning eligible Members are eligible to receive a calculated amount in monthly or lump sum payments.

(Legislative Assembly and Executive Council Act, section 31)

(Indemnities, Allowances and Expense Regulations, section 13)

Certain conflict of interest restrictions apply to the actions of former Members, Ministers and Speakers during the transition period.

(Legislative Assembly and Executive Council Act, Part 3, sections 83 to 86)

Housing allowances (Capital Accommodation Allowance)

Members whose principal residence is not within commuting distance to the capital, are eligible to receive a housing allowance. The Member's Handbook determines that commuting distance is no more than 80 kilometers.

(Member's Handbook, s.74)

(Legislative Assembly and Executive Council Act, section 24)

An additional amount may be paid for each dependant residing in the secondary residence.

(Indemnities Allowances and Expense Regulations, section 6(2))

(Indemnities Allowances and Expense Regulations, section 6(2))

During an election year, the housing allowance is prorated for the period beginning on the first day of the fiscal year and ending on the day the Legislative Assembly is dissolved.

(Legislative Assembly and Executive Council Act, section 33(2))

(Legislative Assembly and Executive Council Act, section 33(2))

- Members not seeking re-election lose eligibility for the housing allowance at the close of nomination day. The allowance will be paid up to the end of that month.
- Members who are not re-elected lose eligibility for the housing allowance on polling day. These Members may receive allowance to the end of the month following the month in which their eligibility ceases.
- Ministers not running again for election continue their ministerial tasks until replaced. Eligibility for the housing allowance is extended to the end of the month in which a new Minister is appointed.

Housing expense allowances (Capital Expense Allowances)

Members whose home is outside of commuting distance of the Capital, receive an additional \$8,253, with payments at the beginning of each month. This allowance is non-accountable, meaning no proof of expenses is required.

(Members' Handbook Northwest Territories Legislative Assembly, section 81.1)

Grace period for housing allowance

- The accommodation allowance has been extended from the day the writ is issued to polling day. This option provides 60 more days of housing allowance.
- The extension allowing housing during the election period requires Members to observe the principle of not gaining an advantage from access to public funds unavailable to other candidates.

During the election period, it is forbidden to carry out election campaign activities in the accommodation funded by the housing allowance.

Returning Members who qualify for the Housing Allowance may retain their rental accommodation and receive the allowance, prorated from polling day to the last day of the fiscal year.

Retraining Assistance Program

This program helps former Members in their transition from public to private life.

To be eligible for this benefit, you must have served at least one complete term as a Member and have left office either through retirement or defeat. A former Member is entitled to \$1,000 in program funding for each year of service, up to a maximum of \$12,000.

The program funds services related to financial, employment, or retirement counseling and planning, and educational or training courses.

You must apply within one year of leaving office, and, if approved, may access funding over two years.

(Members' Handbook Northwest Territories Legislative Assembly, section 80)

Pension and health benefits for Members

Pension benefits

As early as possible after the fiscal year of the election year begins, Members' and Precinct Services provide Members with an Estimated Statement of Entitlement upon Termination of Membership. This statement shows all entitlements and pension options.

Each Member is asked to verify the information on the pension administration forms to ensure that the pension administrators have the most up-to-date information.

The Deputy Clerk contacts Members who are not seeking re-election or are not re-elected about their pension options.

Contact: Kim Wickens, Deputy Clerk, Members' and Precinct Services,
 (867) 767-9131 ext. 12047  kim_wickens@ntassembly.ca

Medical, dental and insurance benefits

As a Member of the Legislative Assembly, you have medical, dental and other insurance under the Government of the Northwest Territories.

In an election year, polling day is your last day of coverage. Members who will not return to the next Legislative Assembly:

- Cease coverage under the GNWT dental plan, but can opt into programs under Greenshield (www.greenshield.ca; 1-800-667-0429)
- Cease coverage under the Public Service Health Care Plan. Still, you are eligible for further coverage if you were a Public Service territorial or federal employee before becoming a Member of the Legislative Assembly.
- Continue coverage under any of the life insurances until the end of September

Although medical, dental, and all other insurance ends on polling day for Members who do not seek or win re-election, those Members retain coverage under the Government of the Northwest Territories Employee and Family Assistance Program (EFAP).

Contact: Kim Wickens, Deputy Clerk, Members' and Precinct Services,
 (867) 767-9131 ext. 12047  kim_wickens@ntassembly.ca

Benefits for Members with additional responsibilities

The Premier's and Ministers' activities during the election period must relate directly to Ministerial responsibilities.

Speaker, Premier, and Minister positions continue receiving compensation from the Legislative Assembly for these additional responsibilities while holding offices.

The Speaker

The Speaker continues to receive Speaker's compensation until the next Speaker is elected.

The Premier and Ministers

The Premier and Ministers receive their ministerial compensation and benefit until they resign, are re-appointed, or are replaced by another Member.

The Premier and Ministers retain their positions until the 20th Legislative Assembly appoints a new Cabinet and Oaths of Office are administered.

(Legislative Assembly and Executive Council Act, sections 64(2) and 69).

Rules for Constituency Work

As a Member of the Legislative Assembly, you are entitled to a budget called the Constituency Work Expense Allowance.

Constituency work is defined as any work directly connected with your responsibility as a Member in relation to the ordinary and proper representation of members of the public.

The following pages describe the guidelines that Members must follow regarding claims for the constituency expenses submitted both during and after the election period.

*(Legislative Assembly and Executive Council Act, sections 29 and 30)
(Indemnities, Allowances and Expenses Regulations, sections 10, 11 and 12;
Schedule to the Regulations.)*



(Members' Handbook Northwest Territories Legislative Assembly, sections 93 to 111)

Constituency work expense allowance

Constituency work expense budgets are the funds available to Members each fiscal year to cover constituency work expenses.

In an election year, the funds available are prorated. This means that your annual budget available on April 1st is reduced to cover about five months up until Dissolution Day.

This prorated Member's Constituency Work Expense Allowance will be communicated to each Member at the beginning of the fiscal year of an election year.

Contact: Alex Mulooki Manager, Finance and Procurement Services,
 (867) 767-9131 ext. 12032  alex.mulooki@ntassembly.ca

All expenses claimed under the Constituency Work Expense Allowance must be incurred before the day of dissolution. This includes all travel, which must be undertaken and completed before Dissolution Day.

If elected as a Member of the 20th Assembly, you will be entitled to constituency work expenses prorated from polling day to the end of the

fiscal year. Access to constituency expense funds begins on the day of swearing-in as a Member of the 20th Legislative Assembly.

Constituency Assistants

Contracts

Members are prohibited from making any change in the remuneration for Constituency Assistants once the fiscal year of the election year starts.

It is not permitted to change payment for performance, or other one-time bonuses, except those changes expressly provided for in contracts between the Constituency Assistant and Member.

All contracts, commitments, and arrangements for constituency assistants must end the day before the election period starts.

Community constituency offices

The Legislative Assembly pays the cost of leased constituency offices in communities. The rental agreements between the Legislative Assembly and the landlord have 30-day cancellation clauses.



As a Member of the Legislative Assembly, you must notify Members' and Precinct Services if you want to terminate a lease agreement.

Constituency offices must not be used for any purpose related to an election campaign.

Members who maintain offices in their constituency will not be permitted access to these offices once the election period starts.

Newly elected Members will not be allowed to access their office until sworn in. The lease will remain in place if you have been re-elected and wish to maintain the same office.

The Procurement and Finance Coordinator will send instructions to each landlord.

Contact: Jennifer Lennie, Procurement and Finance Officer,
 (867) 767-9131 ext. 12048  jennifer.lennie@ntassembly.ca

Legislative Assembly constituency offices and Member offices

Members' and Constituency Assistants' Offices in the Legislative Assembly cannot be used during the election period. Access will be denied, and keys must be returned to the Sergeant-at-Arms by the end of the business day before the election period.

As a Member of the Legislative Assembly, you must vacate the Legislative Assembly offices on the last business day before the election period and:

- Remove any personal items;
- Have all items packed up before leaving;
- Return keys to the Sergeant-at-Arms.

Newly elected and returning Members will be given access to their new office after being elected.

If you have been re-elected and wish to maintain the same office, contact the Sergeant-at-Arms.

Contact: Floyd Powder, Sergeant-at-Arms,
 (867) 767-9131 ext. 12049  floyd_powder@ntassembly.ca

Closing the constituency office

As a Member of the Legislative Assembly, you may have furniture and equipment that have been purchased using Legislative Assembly funds. Each Member is required to account annually for all property provided by the Legislative Assembly or for which the Constituency Work Expense Allowance was used.

Should you wish to purchase office equipment and furniture after the pre-election period has started, this will require approval by the Clerk.

Inventory confirmation

On May 1, you will receive an inventory confirmation list.

The inventory must be verified and returned to Members' and Precinct Services by the last business day before the pre-election period.

This inventory list forms the basis for the replacement and disposal of furniture and equipment.

Contact: Jennifer Lennie, Procurement and Finance Officer,
 (867) 767-9131 ext. 12048  jennifer.lennie@ntassembly.ca

Returning equipment

Members must return all computers, laptops, tablets, cell phones and satellite phones to the Procurement and Finance Officer by the close of the last business day before the election period.

All items listed in inventory list and not described above must remain in the Constituency Office.

All information housed on the GNWT network and or/computer provided by the Legislative Assembly must be removed from the network and/or the computer before returning the equipment.

Credit cards

Government Credit Cards must be returned to the Procurement and Finance Officer before the close of the last business day before the election period begins.

Telephone charges

Members may claim telephone charges from their constituency work expense budget, provided the budget amount is not exceeded.

All constituency telephones will be disconnected by the close of the last business day before the election period begins.

Websites and email addresses

All Members' websites and email addresses established or purchased with public funds must be disabled and made inaccessible during the election period. This is regardless of whether the site was established by the Legislative Assembly or contracted out using constituency budgets.

Members may continue to update their website until the close of the last day before the election period begins.

Any newsletters must have been uploaded to the website before the beginning of the pre-election period.

Promotional materials

Promotional items must be ordered six weeks before the end of the fiscal year to allow time for production and delivery. Promotional items must adhere to the Legislative Assembly Visual Identity Standard.

(Members' Handbook, section 97)

The purchase and distribution of promotional items are restricted during the election period:

- Members are not allowed to distribute promotional material to constituents after the end of the fiscal year before the election period, except with the prior consent of the Clerk.
- Members are not allowed to purchase promotional items in the new fiscal year of the election year.
- Members are not allowed to distribute newsletters and printed material in the mail 90 days before dissolution day.
- Members are not allowed to advertise or use signage after the pre-election period starts.

Legislative Assembly Services for Members

Legislative Assembly staff

The Office of the Clerk staff is not permitted to engage in any activity associated with an election campaign.

Members may not request the assistance of any of the staff or use any of the facilities of the Legislative Assembly during the election period.

During the election period, Members who require administrative or financial assistance relevant to their position as a Member must contact the Clerk of the Legislative Assembly, regardless of whether they are seeking re-election.

Research services

Research services are available to all Members. Research services provide research and analysis on behalf of Members, Committees of the Legislative Assembly, the Speaker and the Clerk. The team of Researchers also assists with briefing materials, reports, speaking notes, Members' Statements and oral and written questions for individual Members.

Members may request research services in an election year until the last business day before the Day of Dissolution.

Requests that entail large-scale research should be made well in advance of dissolution to ensure they are completed.

If a requested research report is not completed before dissolution, it will be given to the Member on the last business day before dissolution in its existing state of completion.

On request, the Research Division will compile and return all research projects originated by the Member and undertaken during the 19th Assembly.

The Research Division may, with the Member's consent, keep copies of records for future research purposes.

Any records remaining with Research Services will continue to be treated as confidential and transferred per the Legislative Assembly's Records Disposition Authority and records retention schedule.


Contact: Harjot Sidhu, Manager, Research and Committee Advisory Services

 (867) 767-9132 ext. 12050  harjot_sidhu@ntassembly.ca

Legislative Library

Materials on loan from the Legislative Library must be returned on the last business day before the beginning of the election period.

Contact: Gerry Burla, Legislative Librarian

 (867) 767-9132 ext. 12056  gerry_burla@ntassembly.ca

Use of Leg premises - precinct

By the close of business on the last business day before the election period,

- all Regular Members must return their Legislative Assembly Security passes to the Sergeant-at-Arms;
- Legislative Assembly parking spots of Regular Members must be released, so that related payroll deductions are stopped.

Contact: Floyd Powder, Sergeant-at-Arms

 (867) 767-9131 ext. 12036  floyd_powder@ntassembly.ca

Links to Relevant Sources

Legislation and Guidelines

[*Code of Conduct for Members of the Legislative Assembly of the Northwest Territories*](#). Tabled on August 21, 2019. (TD 509-18(3))

[*Elections and Plebiscites Act*](#)

[*Legislative Assembly and Executive Council Act*](#)

[*Legislative Assembly and Executive Council Act
Indemnities, Allowances and Expense Regulations*](#)

[*Northwest Territories Legislative Assembly Members' Handbook*](#)

[*Public Service Act*](#)

Programs and Offices

[*Employment and Family Assistance Program*](#)

[*Office of the Chief Electoral Officer*](#)

[*Public Service Health Care Plan Administration Authority*](#)