



### 1. Statement of Policy

The Government of the Northwest Territories will establish a department called the Department of Finance, under the direction of a Minister.

#### **Mandate**

The Minister and the Department of Finance have the mandate to obtain, manage and control the financial resources required to implement the Government of the Northwest Territories' policies and programs; provide leadership and direction in all areas of human resource management; regulate the insurance industry and control the sale of alcohol products in the Northwest Territories.

### 2. Principles

In directing the Department of Finance to carry out its mandate, the Minister will adhere to the following principles:

- (1) Northwest Territories residents should be fully informed of the public business of government.
- (2) Northwest Territories residents deserve demonstrable accountability for the conduct of government.
- (3) Management of the Government of the Northwest Territories' human and financial resources should be consistent with, and supportive of, Government of the Northwest Territories' legislation, policies, strategic planning, programs, and services.
- (4) The Government of the Northwest Territories should support excellence in the public service through the delivery of innovative, equitable, clearly understood, and quality human resource services.
- (5) The Government of the Northwest Territories' public service should be representative of the diverse population of the Northwest Territories.

### 3. Scope

This Policy applies to all employees of the Government of the Northwest Territories.



### 3. Authority and Accountability

#### (1) General

This Policy is issued under the authority of the Executive Council. The authority to make exceptions and approve revisions to this Policy rests with the Executive Council. Authority and accountability is further defined as follows:

##### (a) Minister

The Minister of Finance (the Minister) is accountable to the Executive Council for the implementation of this policy.

##### (b) Deputy Minister

The Deputy Minister of Finance (the Deputy Minister) is accountable to the Minister and responsible to the Minister for the administration of this Policy.

#### (2) Specific

##### (a) Executive Council

The Executive Council may approve a change to the mandate of the Department of Finance.

##### (b) Minister

The Minister is:

- (i) responsible for carrying out the mandate of the Department of Finance and shall preside over the operation of the Department; and
- (ii) authorized to carry out the duties described in this Policy in a manner the Minister deems appropriate for the efficient and economical fulfillment of the Department's mandate.

##### (c) Deputy Minister

The Deputy Minister:



- (i) is responsible for the management of the Department of Finance including the planning, administration and other functions necessary to fulfill the Department's mandate;
- (ii) is accountable to the Minister for the proper conduct of the business of the Department;

#### 4. Provisions

##### (1) Mandate Establishment

Pursuant to the Government Organization Policy, the mandate, including the authority, responsibilities and functions, of the Minister and the Department of Finance, is established in this Policy.

##### (2) Duties of the Minister

The Minister shall develop and carry out programs and services of the Department as may be appropriate to fulfill the mandate of the Minister, the Department and the Financial Management Board.

The Minister shall have charge of and be responsible for:

- (a) Obtaining the financial resources necessary to meet the government's obligations.
- (b) Taking the lead in negotiating major federal-territorial fiscal arrangements, including the Formula Financing Agreement.
- (c) Supporting the Financial Management Board.
- (d) Providing assistance, support and advice in matters related to labour relations and organizational design functions.
- (e) Providing to government departments and agencies information and advice relative to the management and control of resources assigned to them by the Financial Management Board.
- (f) Developing, for Financial Management Board approval, a policy framework to promote and facilitate a good working environment for all Government of the Northwest Territories employees.



- (g) Co-ordinating the development of Estimates and Public Accounts as required under the *Financial Administration Act*.
- (h) Leading, coordinating and supporting the territorial public service, including recruitment, retention, job evaluation, benefits administration, payroll, and human resource management planning.
- (i) Providing accurate and timely reports and information on the government's financial position, the results of operations, and revenue projections.
- (j) Monitoring compliance and efficiency of Government of the Northwest Territories' legislation, policies, and strategies.
- (k) Providing a comprehensive and effective framework for managing the custody and use of government's financial, knowledge, and physical resources.
- (l) Analyzing and making recommendations respecting intergovernmental fiscal issues, negotiating mandates directly affecting expenditures, taxation, fiscal policy, debt and the government's macroeconomic policy.
- (m) Managing and administering the government's tax, insurance, banking, borrowing, and investment programs.
- (n) Providing internal audit services, centralized credit/collections services and general accounting services.
- (o) Regulating the insurance industry and regulating and controlling the sale of alcohol products.
- (p) Developing, interpreting and disseminating economic, social and demographic statistics appropriate for departments, agencies and the general public.
- (q) Developing terms and conditions of employment for Government of the Northwest Territories' employees.



- (r) Provide benefits administration, payroll and human resource management system services to Government of the Northwest Territories.
- (s) Providing financial and administrative support to other government agencies or secretariats when required.

(3) Administration

The Department of Finance shall be administered in such a manner as to ensure that government requirements as expressed in statutes, acts, agreements, regulations, policies and directives are satisfied.

### 5. Prerogative of the Executive Council

Nothing in this Policy shall in any way be construed to limit the prerogative of the Executive Council to make decisions or take action respecting the Department of Finance outside the provisions of this Policy.

A handwritten signature in black ink, reading "Robert A. McKeen".

Premier and  
Chairman of the Executive Council