



**MANITOBA
LEGISLATIVE ASSEMBLY**

To All Members of the Legislative Assembly of Manitoba

I have the privilege of presenting for your information, the Annual Report of the Legislative Assembly Management Commission for the Fiscal Year ended March 31, 2015.

Respectfully Submitted,

A handwritten signature in black ink that reads "Daryl Reid".

Honourable Daryl Reid
Speaker of the Legislative Assembly and
Chairperson of the Legislative Assembly
Management Commission

Composition of the Commission

Members as at March 31, 2015

Honourable Daryl Reid, MLA
Speaker and Chairperson

Honourable Dave Chomiak, MLA
Government House Leader

Mr. Kelvin Goertzen, MLA
Official Opposition House Leader

Mr. Jim Rondeau, MLA

Mr. Ralph Eichler, MLA

Mr. Blaine Pedersen, MLA

Mr. Matt Wiebe, MLA

Honourable Melanie Wight, MLA

Secretary to the Commission

Ms. Patricia Chaychuk
Clerk of the Legislative Assembly

REPORT OF THE LEGISLATIVE ASSEMBLY MANAGEMENT COMMISSION FOR THE FISCAL YEAR ENDED MARCH 31, 2015

COMMISSION PROCESS

This is the annual report to the Legislative Assembly of the Legislative Assembly Management Commission (the Commission) for the fiscal year ended March 31, 2015.

The Commission is comprised of the Speaker as Chairperson, four MLAs appointed by the government caucus and three from the official opposition caucus. The Clerk of the Legislative Assembly is the Secretary.

During the 2014/2015 fiscal year the Commission held meetings on the following dates to consider various matters:

June 19, 2014

December 16, 2014

January 27, 2015

March 16, 2015

The Legislative Assembly Management Commission Act assigns the following duties and responsibilities to the Commission:

- carrying out those Rules of the Assembly and those provisions of *The Legislative Assembly Act* which relate to the financial management of the Assembly;
- reviewing the estimates of expenditure and the establishment of positions for staff required for the proper conduct of the business operation of the Assembly and for the Assembly offices and for the Auditor General, the Registrar appointed under The Lobbyists Registration Act, the Chief Electoral Officer, the Information and Privacy Adjudicator appointed under The Freedom of Information and Protection of Privacy Act, the Children's Advocate, the Conflict of Interest Commissioner appointed under The Legislative Assembly and Executive Council Conflict of Interest Act, and the Ombudsman and respective offices;
- in cooperation with the government, providing facilities and services required by the Members of the Assembly, by the caucuses of the various parties to the Assembly and by the leaders of the parties in opposition;
- formulating administrative policies in respect of the Clerk and the offices required for the administration of the Assembly, *The Legislative Assembly Act* and *The Legislative Assembly Management Commission Act*;
- maintaining a proper system of security for the Chamber and the Assembly Offices, subject to the administrative authority of the department of the executive government of the province charged with the responsibility for such security; and

- advising and giving directions respecting the efficient and effective operations and management of the Assembly.

Meetings are held in camera, however Officers of the Assembly and staff required to be present may attend. Members of the Assembly who are not Commission members may attend Commission meetings if so invited by the Commission.

As of November 2009, the minutes of Commission meetings, and the Annual Report of the Commission are posted on the Legislative Assembly website.

This report provides an overview of the decisions and recommendations made by the Commission.

2014/2015

LEGISLATIVE ASSEMBLY MANAGEMENT COMMISSION

DECISIONS/RECOMMENDATIONS

2014/2015 LEGISLATIVE ASSEMBLY ESTIMATES

The Commission met on December 16, 2014, January 27, 2015 and March 16, 2015 to consider and approve the 2014/2015 estimates for the Legislative Assembly and for the offices of the Independent Officers of the Assembly.

HANSARD

Traditionally, all MLAs are provided with a printed copy of *Hansard*, containing the verbatim of remarks made officially on the record, with each MLA receiving a copy at his or her desk in the Legislative Chamber. *Hansard* is also available electronically on the Legislative Assembly website, and with the growing use of devices such as tablets and iPads, fewer MLAs require printed copies. In considering this matter, the Commission decided to discontinue the practice of providing a printed copy of *Hansard* on each MLA's desk. Instead, a reduced number of printed *Hansards* will be made available in the Chamber for those MLAs who would still like to have a printed copy.

INCIDENTAL MAILINGS

The Commission was asked to consider the issue of incidental mailings sent out by MLAs to constituents and whether such communications were required to be sent out in an envelope. After consultation with the Members' Allowance Office and with the Commissioner for Salaries, Allowances and Retirement Benefits, the Commission was advised that an envelope would not be required for incidental mailings provided that the usual criteria are met. For incidental mailings, the criteria are:

- 1) the item must be non-partisan;
- 2) the item must be addressed to individuals and groups;
- 3) the volume of mail to be sent is within the 20% restriction on size;
- 4) the item is not similar in content to a series of incidental mailings; and
- 5) the cost of mailing reflects the difference in costs: the cost versus the lesser cost of mailing unaddressed ad mail.

SPECIAL SUPPLIES AND ASSISTANCE ALLOWANCE

Caucus offices of the recognized political parties are provided with a certain type of funding known as the Special Supplies and Assistance Allowance, which allocates funding on a per member basis for the respective caucus office. In order to provide more transparency and accountability, the Commission was asked to consider a format for providing an increased level of financial reporting.

The Commission agreed that a detailed reporting breakdown for the Special Supplies and Assistance Allowance is to commence with the 2015/16 fiscal year. Reports are to be completed by June 30 for the fiscal year that ends on March 31. The reports will be made public on request through the Members' Allowances Office, with all such reports to be kept on file for a period of five years. For the 2008/09 to 2014/15 fiscal years, a yearly statement of monies paid and to whom the monies were paid will also be prepared.

STANDING COMMITTEES

Routinely, as part of the process for enacting legislation, Bills that have had second reading agreed to are referred to a Standing Committee of the Legislature for clause by clause consideration and for receiving presentations from the public. On occasion, a public presenter may engage in behavior at the committee meeting that may not be appropriate. The Commission considered this issue and agreed that signage describing a code of conduct for presenters to Standing Committees be displayed outside the room during committee meetings and on the Legislative Assembly web page.

It was also agreed that Standing Committee Chairpersons have the ability to maintain order and decorum in committees, and if necessary, presenters who are continually disruptive or pose a threat can be asked to leave or escorted from the committee room.