

Introduction

Overview of Members' Allowances

The Legislative Assembly Act provides for a Commissioner to be appointed within six months of a general election. The mandate of the Commissioner is to decide on the appropriate salaries, allowances and retirement benefits for Members of the Legislative Assembly and to make regulations to implement those decisions. Reports of past Commissioners' decisions can be found at www.reviewcommissioner.mb.ca or requested from the Members' Allowances Office, Room 9B, Legislative Building.

With respect to allowances, the Commissioner must also decide when and how the allowances are to be paid, the period for which they are to be paid, how they are to be prorated, whether there is to be a COLA and what information about allowances is to be disclosed to the public. The regulations that implement the Commissioner's decisions respecting allowances and disclosure are the *Members' Allowances Regulation* and the *Members' Salaries, Allowances and Retirement Plans Disclosure Regulation* which are **included at the end of this Manual**. These Regulations are also posted on the Legislative Assembly website at <http://www.gov.mb.ca/legislature/members/remuneration>.

When a Member claims expenses under any of the allowances, the claim for expenses is subject to the approval of the Speaker. In accordance with *The Legislative Assembly Act*, the Speaker has delegated this approval to staff of the Members' Allowances Office. This is the office that is responsible for administering, under the supervision of the Clerk of the Assembly, the regulations respecting Members' Allowances. Members are entitled to appeal any decision made under the *Members' Allowances Regulation* to a Commissioner appointed by LAMC and the Commissioner's decision is final.

Within six months after each general election, the Director of the Members' Allowances Office must prepare a Compliance Report which describes any administrative or interpretive issues that arose in the administration of the allowances and verifies whether the amounts were paid in compliance with *The Legislative Assembly Act* and the Regulations. The Compliance Report is then audited by the Auditor General. The Director of the Members' Allowances Office then provides the Report, together with the Auditor's opinion, to the Speaker who must table it in the Assembly. The Compliance Report is provided to all Members and is also posted on the Legislative Assembly website.

Purpose of the Members' Allowances Manual

The Members' Allowances Manual was developed to give you the specific information you need to determine your eligibility for an allowance, how amounts are calculated and to understand the criteria for reimbursement.

The Manual also provides practical information concerning what authorized expenses can be claimed, what is required to submit an expense and what the conflict of interest conditions are. A sample claim is provided for each Allowance. Please contact the Members' Allowances Office for copies of the electronic claim forms approved for use for claiming expenses. As required by the *Members' Allowances Regulation*, claims for expenses must be submitted on the approved forms.

Important information regarding monthly reports provided to Members, annual reports required of Members, and information provided to the public is included in the Reporting and Disclosure section in this Manual.

In general, expenses incurred when you are no longer a Member are not authorized expenses under any of the Members' Allowances. The Effects of Dissolution section in this Manual provides you with information respecting the effects of dissolution on each of the Members' Allowances.

How it is Organized

The Members' Allowances Manual is organized using **one chapter to discuss each allowance**. Each allowance chapter is a complete unit providing the details you require for that particular allowance and includes a sample claim for that allowance.

Headings have been clearly labelled to help you quickly find the specific information you are looking for. Headings have been organized in the same order in every allowance chapter for easy scanning and recognition of contents. Pages display chapter titles and page numbers, and have been designed with more space on the left to allow for notes.

What is Contained in the Manual

A table entitled, "*Allowance Entitlements for the Fiscal Year*" is located at the beginning of the Manual and indicates the current maximum annual amounts and category limits for each allowance. This table is updated and provided to Manual holders for April 1st of each year.

The Table of Contents provides a complete listing of the contents of the Manual. This Introduction section is next, followed by a Definitions section and a Reporting and Disclosure section. The terms that are defined in the Definitions section are found throughout the Allowances Chapters with the terms pertaining to each allowance listed at the end of the Chapter. These sections are followed by the Allowances Chapters.

After the Allowances Chapters, you will find a section containing the Schedules referred to throughout the Manual and a section on Effects of Dissolution.

At the end of the Manual are the annotated *Members' Allowances Regulation* and the *Members' Salaries, Allowances and Retirement Plans Disclosure Regulation*, for your reference.

How to Get Additional Copies

Manuals are available by request to the Members' Allowances Office, Room 9B, Legislative Building. Manuals are issued to Members and their staff with updates provided annually to Members and to constituency offices of new fiscal year entitlements, rates, payroll schedules and other information, as required.