



**MANITOBA LEGISLATIVE ASSEMBLY
GENERAL EFFECTS OF DISSOLUTION
2023**

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MEMBERS' PAY

All Members – Annual Salary

Upon the issuance of the writ the current Legislature is dissolved. Since there is no Legislature, Members are no longer Members of the Legislative Assembly. **For pay purposes, a Member continues to be paid up to and including the day before election day.**

All new and returning Members are eligible for an annual salary (pay) effective election day, however **no pay will be issued to Members until they are officially declared elected.** This normally takes 14 calendar days after election day and longer if there is a recount. **Members' pay is retroactive to election day.**

Members Who Hold Special Positions – Additional Salary

Deputy Speaker, Leader of the Official Opposition, Leader of a Recognized Opposition Party, Deputy Chairperson of the Committee of the Whole House, House Leaders, Whips, Caucus Chairs, Legislative Assistants and Permanent Chairperson or vice-chairperson of one or more standing or special committees.

Once the writs of election are issued, the current Legislature is dissolved, and no Member holds a special position. The position is vacant until a Member is recognized, appointed or elected to a special position after election day. Whoever holds the position on the day the Assembly is dissolved, however, continues to be **paid up to and including the day before election day.**

Pay for a special position begins when a Member is recognized, appointed or elected to a special position and is **effective on the day the position is first held** after election day.

Member Who Holds Position of Speaker – Additional Salary

The Member who is the Speaker, at the time the writs of election are issued, continues to hold the position of Speaker until a new Speaker is elected by the Assembly. The Member continues to receive the additional salary for Speaker as long as they hold the position.

Members of the Executive Council (Premier, Ministers)

A Member of Executive Council is appointed by the Lieutenant Governor and continues to hold the position until the appointment is revoked. When an election is called, Members of Executive Council continue to hold their positions and receive their additional salaries for the positions held. This **continues after election day** until any or all of the appointments are revoked, and successors are appointed.

For questions regarding Members' pay, please contact Carrie Perumal, Director of Human Resource Services at 204-794-3963.

MEMBERS' BENEFITS

Health and Insurance Benefits

Health benefits and insurance coverage and deductions continue until the day before election day for all Members. Coverage and deductions resume effective election day for returning Members.

Retirement Benefits

Legislative Assembly Pension Plan (LAPP)

Contributions to LAPP continue until the day before election day. Contributions for returning Members continue with the first pay issued following election day. A Member, who is a member of LAPP and ceases to be a Member may draw pension when they reach the age of 55, provided they have served at least one year as a Member.

Registered Retirement Savings Plan / Tax Paid Trust

Contributions to RRSP or Tax Paid Trust continue until the day before election day. Contributions for returning Members continue with the first pay issued following election day. Members, who are not seeking re-election, may withdraw funds from their RRSP when they cease to be Members. Any monies in the Tax Paid Trust are disbursed when a Member ceases to be a Member.

Transition Payment

Members elected after 1995 who resign, retire, or are defeated are entitled to receive the equivalent of one month salary for each year of service. The minimum payment is three (3) months' pay and the maximum is twelve (12) months' pay. The Member has the option of receiving the payment in a lump sum (Severance) payment or bi-weekly (Transition) payments. A Member is not eligible to receive the Transition payment if the Member is drawing pension from the LAPP during the period of transition.

For questions regarding Members' benefits, please contact Carrie Perumal, Director of Human Resource Services at 204-794-3963.

Parking

Parking deductions continue for all Members until the day before election day and resume effective election day for returning Members. **Questions regarding parking should be directed to Jean Ramsay, Members' Allowances Office, at 204-945-8781.**

CONSTITUTENCY ASSISTANTS

Constituency staff salaries are only claimable for hours worked while the Employing Member is a Member. In a General Election, all Constituency Assistants (CAs) are laid off effective the day after the writs of election are issued. This lay-off is temporary if the Member is re-elected on election day and permanent if the Member is not re-elected. Re-elected Members may resume claiming constituency staff salaries for hours worked after election day.

Regular and term CAs will automatically receive four weeks' pay in lieu of notice of the lay-off based on their average weekly hours. If a term CA has less than one year of continuous service, the CA will be provided with two weeks' pay in lieu of notice based on their average weekly hours. This pay is considered a benefit expense and is not subject to the bi-weekly maximum for salary expenses. There is no requirement to provide a casual CA with notice, or pay in lieu, of lay-off. All CAs will receive a Record of Employment indicating lay-off due to a shortage of work.

CAs who are eligible for the AHSP, Dental Plan, Vision Care Plan, Drug Care Plan and the Health Spending Account continue to have coverage for 30 days after lay-off. Other benefits may also continue upon prepayment of premiums by the CA during temporary lay-off status.

If the Employing Member resigns, retires or is defeated, a regular or term CA with at least one year of continuous service is entitled to severance pay on termination of one week's pay per year of continuous service to a maximum of eight weeks pay. If the CA has worked part-time, the payment is based on their average weekly hours worked the previous year. This pay is considered a benefit expense and is not subject to the bi-weekly maximum for salary expenses. Casual CAs are not eligible for severance pay on termination.

**For questions regarding the Constituency Assistants Allowance, please contact
Carrie Perumal, Director of Human Resource Services at 204-794-3963.**

MEMBERS' ALLOWANCES

“Election period” means:

The period beginning on the day the writ for the election is issued and ending on the day before the day of general polling of the election.

The Legislative Assembly Management Commission (LAMC) recommends that Members not use their constituency offices as campaign offices.

If used for campaign purposes, the monthly rent and ongoing maintenance expenses are not eligible. All Legislative Assembly property (office equipment and furniture), equipment rentals and office supplies purchased with a Members' Constituency Allowance must be stored at the Member's own expense.

Members' Allowances Regulation provides for

Restriction re expenses incurred in election period

8(3) Despite any other provision of this regulation, no allowance is payable in respect of an expense incurred during the election period of a provincial general election, unless it is an expense referred to in subsection (2) and does not relate to the Member's candidacy in an election.

8(2)(a) Constituency Allowance

A Member may only claim constituency expenses **incurred while they are a Member, with the exception of the following monthly ongoing expenses:**

- office rent and insurance,
- office utilities for hydro, gas, water, cable television, ongoing contracts for office maintenance and janitorial charges,
- non-partisan constituency office sign rental,
- office equipment rental expenses, such as photocopiers and water coolers,
- office telephone, fax, and internet access. **Long distance charges are not eligible.**
- ongoing maintenance of a non-partisan constituency office website. **Design or development expenses are not eligible.**
- bank charges

Mobile Phones – Mobile phones are the property of the Legislative Assembly. During an election period, **Members are personally responsible for their MLA and their CA's device (if applicable) costs** incurred during the election period.

Advertisements published or broadcasted after the issuance of the writs are not allowable expenses during the election period. This includes advertising contracts for bus benches; recycle bins, billboards, signage in hockey rinks and community clubs.

The signage must indicate that it is an authorized campaign expense. If a pre-paid expense, reimbursement is required either from the MLA or from their campaign and reported as an election expenditure.

*****There can be no indication of the sign being an authorized campaign expense once the election is over.***

During an election period, while constituency offices are closed Members typically access their constituency offices only to the extent of retrieving phone messages and mail. The telephone message should reflect the constituency office is closed.

Security and Protective Services Allowance

- Monthly ongoing expense(s) alarm monitoring for systems already in place.

8.2(c) Living Allowance

Eligible Members may only claim authorized temporary or second-owned residence and living expenses **incurred while they are a Member.**

The following ongoing Temporary Residence expenses (or as a Living expense, if noted) **are eligible provided the temporary or second-owned residence is not being used for any campaign purposes:**

- rent for the rental accommodation,
- parking,
- utilities, including cable television,
- telephone rental and service and internet access (may be claimed as either a Temporary Residence expense or a Living expense). **Long distance charges are not eligible for reimbursement.**
- insurance premiums, prorated monthly (may be claimed as either a Temporary Residence expense or a Living expense).

And for,
Second-owned residences, the following ongoing Temporary Residence expenses are eligible:

- property taxes, prorated monthly,
- mortgage interest,
- common element fees, if the residence is a condominium,
- utilities, including cable television,
- telephone rental and service and internet access (may be claimed as either a Temporary Residence expense or a Living expense). **Long distance charges are not eligible for reimbursement.**
- insurance premiums, prorated monthly (may be claimed as either a Temporary Residence expense or a Living expense).

Commuter Allowance

Eligible Members may only claim commuting and contingency stay expenses **incurred while they are a Member.**

Intersessional Committee Allowance

A Member may only claim intersessional committee expenses **incurred while they are a Member.**

Travel Allowance

A Member may only claim travel expenses **incurred while they are a Member.**

Printing and Mailing Entitlement (Franking Privilege)

A Member may only claim printing and mailing expenses **incurred prior to the 60-day period before an election day for a general election held on a fixed date.** Franks must be at Canada Post prior to the 60-day period in order for the mailing expense to be claimable.

In the event of an early election, franks must be at Canada Post prior to the issuance of the writ for the mailing expense to be eligible.

**** Certain allowances continue after ceasing to be a Member. Members' Allowances will contact the individual Members not seeking re-election with information regarding winding up their offices and the eligible expenses.**

For any questions regarding Members' Allowances, please contact Jean Ramsay, Director Members' Allowances at 204-945-8781.

ASSEMBLY BUDGET INFORMATION

As a general rule, Assembly offices (Caucus Offices, Members' Offices, other offices), Assembly staff (during working hours), Assembly equipment and supplies are not to be used for any election purpose. Use of Assembly offices, staff, equipment, or supplies may also create a reporting requirement under *The Elections Financing Act*.

Office Budgets (Caucus Office, Leader of the Official Opposition, Leader of a Recognized Opposition Party and Independent Members)

Caucus Office funding (budgets) ceases immediately upon the call of a General Election. Without Members, a Caucus Office is not entitled to any funding. However, when a General Election is called, the Caucus Offices, Leader's Office, and Independent Member's Offices continue to function, and routine expenses are allowed.

After the election, the LAMC formula will set new prorated budgets for the Caucus Offices, Leader's Office, and Independent Member's office. The Caucus Office budget is calculated based on the number of Members each caucus has at that time.

a) Staffing Budget

During an election period, Caucus Office, Leader's Office, and Independent Member staff continue to be paid to perform their normal duties. If during their working hours staff work on the election campaign, they must use vacation, accumulated overtime or take a leave of absence without pay.

Staff who are laid off due to downsizing as a result of the election are eligible for a severance package consistent with the one paid to Executive Assistants and Special Assistants in government.

For questions regarding staff during an election period, please contact Carrie Perumal, Director of Human Resource Services at 204-794-3963.

b) Operating Budget.

When a General Election is called, the practice is to continue to pay routine Caucus Office, Leader's Office, or Independent Member's Office bills. This means that **only previously incurred expenses and ongoing routine office expenses will be allowable expenditures**. Any exceptions to this would need to be raised with LAMC after the election.

Postage

During an election period, the political offices of the Legislative Assembly should **incur only minimal postage charges necessary** to respond to non-political constituency matters.

Special Supplies and Assistance Allowance

The Special Supplies and Assistance Allowance is paid to each Caucus, Independent Member and the Speaker on April 1st of each fiscal year based on a per Member complement on the day of payment.

Limitation on Use Prior to an Election

There is a **limitation on use of payments** made under the Special Supplies and Assistance Allowance for certain expenses within 60 days before an election day for a general election held on a fixed date. With respect to a provincial general election held on October 3, 2023, starting August 4, 2023, money received under the Special Supplies and Assistance Allowance must not be used to pay for:

- a) advertising that appears
 - (i) in newspapers, magazines or other periodicals, or on the Internet,
 - (ii) on radio or television, or
 - (iii) on billboards, buses or other property normally used for commercial advertising; or
- b) posters, leaflets, letters, cards, signs, banners or any similar printed material that is distributed.

**For questions regarding Assembly budget information, please contact Debbie Campbell,
Director of Finance at 204-471-8084.**

CONDUCT OF STAFF

Caucus Offices, Leader's Office, and Independent Member's Office Staff

During an election period, Caucus Offices, Leader's Office, and Independent Member's Office staff continue to be paid to perform their normal duties. If staff work on the election campaign, they must use vacation, accumulated overtime or take a leave of absence without pay.

An employee who proposes to become a candidate in the general election must request and will be granted a leave of absence without pay in accordance with the Employment Policies for the Political Offices of the Legislative Assembly.

If the employee is not elected, the employee remains eligible for severance pay if the employee is laid off due to downsizing as a result of the General Election. If the employee is elected, the employee must resign.

Constituency Assistants

Constituency Assistants (CAs) cannot work on the election and be paid from the Member's Constituency Allowance at the same time. While employed, CAs can only work on elections on their own time. After the Writs of election are issued, CAs are laid off and may work on the election during lay off.

For questions regarding conduct of staff, please contact Carrie Perumal, Director of Human Resource Services at 204-794-3963.