

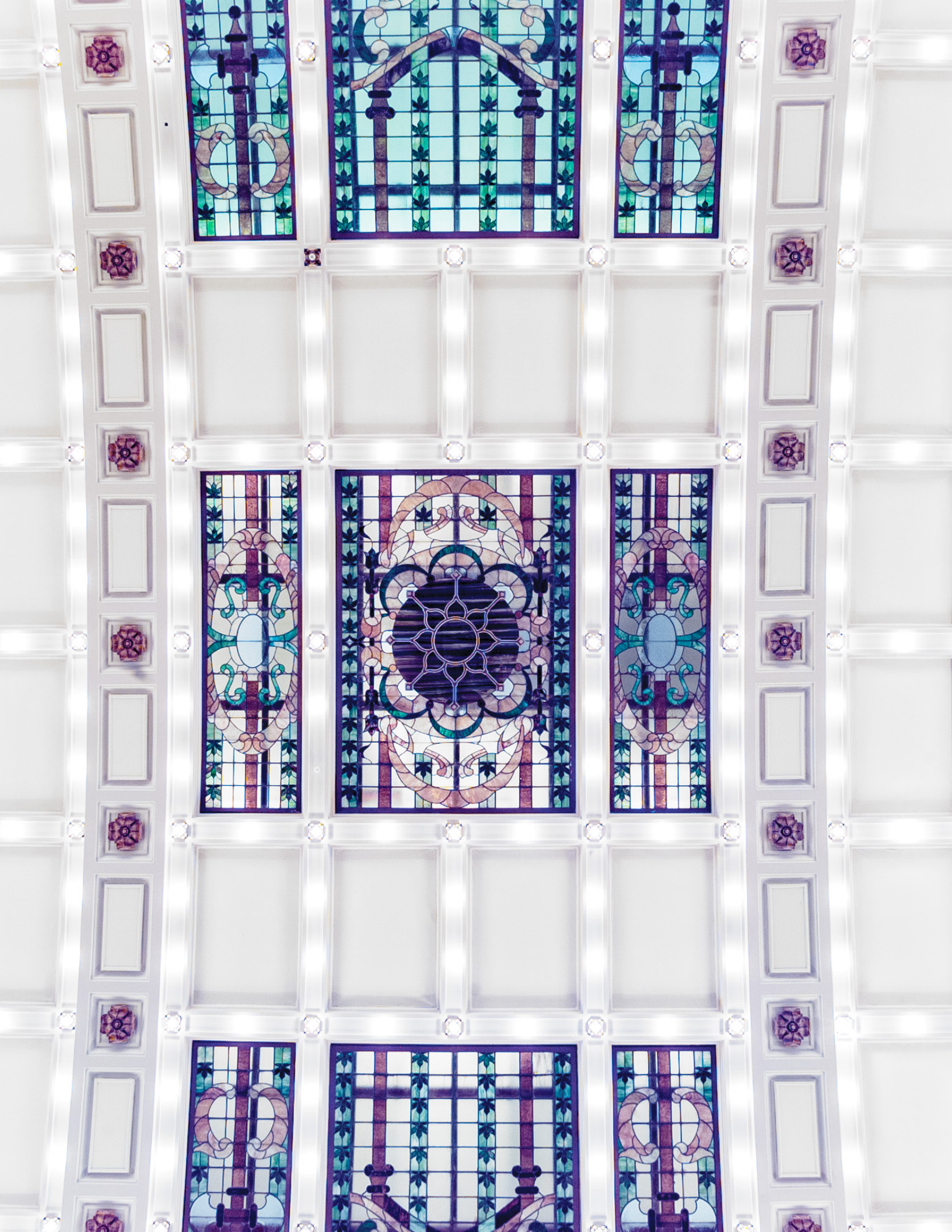


Legislative Assembly Office

# MANAGING TRANSITION

Annual Report 2018-2019





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# MESSAGE FROM THE SPEAKER

NOVEMBER 2019

The Legislative Assembly of Alberta, as the focal point of the democratic process in our province, is responsible for passing laws, many of which affect the daily lives of Albertans. I am honoured to count myself among the 87 individuals who collectively represent over 4 million Albertans.

I was voted Speaker by my colleagues following the provincial general election on April 16, 2019. As Speaker I oversee the Legislative Assembly Office (LAO), an organization created to assist Members in fulfilling their obligations and responsibilities to the people of Alberta.

I am pleased to present the 2018-19 annual report of the LAO. It outlines our performance between April 1, 2018,

and March 31, 2019. This report marks a shift to results-based reporting and performance measured against the goals outlined in our 2018-19 strategic plan.

The top priority for the past year was planning for the transition from one Legislature to the next. As this report will show, the LAO explored ways to innovate its processes and improve services for Members in support of Alberta's parliamentary system, which while steeped in tradition is ever-evolving to meet the needs of Albertans.

I look forward to leading the LAO through the changes and challenges to come, and I am excited to engage with Albertans in my new role as Speaker. I hope to inspire in them a life-long passion for active citizenship.





The Honourable Nathan Cooper,  
Speaker of the Legislative Assembly

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# MESSAGE FROM THE CLERK

NOVEMBER 2019

This annual report highlights our organizational priorities for the 2018-19 fiscal year and the initiatives we undertook to achieve them. It illustrates the many ways in which our team helped Members manage the responsibilities and challenges of their roles as elected representatives.

During the reporting period we focused on the transition from the 29th to the 30th Legislature by developing new tools and improving existing resources to deliver services to Members more efficiently and effectively. One stand-out project from the year was the redevelopment of the Legislative Assembly intranet site, OurHouse. This organization-wide initiative was undertaken to better assist with the orientation of new Members following

the election and has been largely regarded by users as a success.

We also devoted time to engaging the public in the legislative system through our many educational programs and tours and set in motion several new initiatives to continue to foster a collaborative workplace culture.

It has been a busy year, and I am proud of what our team has accomplished together.

We are honoured to support the democratic process in Alberta and committed to providing nonpartisan support and services to all Members of the Legislative Assembly.





Shannon Dean,  
Clerk of the Legislative Assembly of Alberta

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# OUR STORY

## THE LEGISLATIVE ASSEMBLY OFFICE

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Established in 1983, we are a unique entity separate from government, with the dedication and commitment to provide all Members, regardless of party affiliation, with the support they require to perform their duties in their constituencies and in the Assembly.

We support parliamentary democracy in Alberta by providing administrative and procedural

services to MLAs that help them to effectively represent Albertans.

Our educational programs encourage Albertans to become informed and active citizens.

We also ensure the continuity and impartiality of Alberta's legislative process during periods of transition from one Legislature to the next following a provincial general election.

We are fortunate to be the beneficiaries of a rich parliamentary tradition, dating back to 14th-century England. We work hard to uphold and abide by parliamentary tradition while at the same time ensuring our operations adapt to the ever-changing needs of the Members we serve, continually supporting the best interests of Albertans.







# OUR SERVICES

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## OFFICE OF THE CLERK

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The Clerk is the chief executive officer of the Legislative Assembly and has authority and responsibility equivalent to that of a deputy minister of a government department. Under the direction of the Speaker the Clerk has both procedural and managerial responsibilities and oversees the delivery of nonpartisan services.

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## COMMUNICATIONS SERVICES

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Communications Services provides strategic planning, consulting and design expertise to internal and external audiences. The branch delivers professional writing, design and web services and co-ordinates social media and media relations. It also assists with planning, execution and documentation in support of special events.

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## INTERPARLIAMENTARY RELATIONS

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Interparliamentary Relations is responsible for organizing participation in parliamentary associations. This includes co-ordinating Member participation in conferences, seminars and exchanges in Canada and abroad.

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## PARLIAMENTARY COUNSEL

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The office of Parliamentary Counsel provides legal advice and support on a broad range of issues, including questions of procedure, contract law, employment law and leases. Some members of the office serve as table officers, providing legal and procedural advice in the Assembly.

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## HOUSE SERVICES

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House Services provides procedural, research and administrative support for Assembly and committee proceedings and produces Assembly and committee documents and records.

House Services is divided into four units:

- *Journals*
- Research and Committee Services
- *Alberta Hansard*
- Venue Services

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## CORPORATE SERVICES

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Corporate Services comprises administrative support relating to human resources, financial management and information technology and broadcast services.





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## HUMAN RESOURCE SERVICES

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Human Resource Services provides customized human resource management as well as compensation and consulting services. It provides leadership and advice on organizational design and planning, recruitment, talent management and development, employee relations, health and wellness, disability management, Member remuneration and staff compensation and classification.

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## FINANCIAL MANAGEMENT

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Financial Management services include budget preparation; processing of claims, expenses and allowances; transaction compliance review and accounting; preparation of monthly reports; preparation of financial statements and co-ordination of the financial statement audit.

Administrative services include furniture, equipment and supplies procurement; constituency office services (leasing, set-up, moves, et cetera) and property management co-ordination for LAO offices and caucuses.

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## IT AND BROADCAST SERVICES

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Information Technology focuses on introducing the latest in technology to best serve the needs of stakeholders.

Audiovisual and broadcast oversees the production and distribution of live and on-demand sessions. The staff capture, record, archive and distribute all audio and video signals for Chamber, committee and special events.

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## VISITOR, CEREMONIAL AND SECURITY SERVICES

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Visitor, Ceremonial and Security Services (VCSS) manages all security for the Legislature

Chamber and constituency offices. It also encourages the public to become involved in the parliamentary process through participation in tours of the Legislature Building, educational programs, exhibitions and events.

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## LIBRARY SERVICES

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Library Services assembles collections of relevant knowledge in all available formats and increases the accessibility of information. As resources allow, service is provided to the civil service and the general public.

The branch also has responsibility for records management and administers the *Freedom of Information and Protection of Privacy Act* as it applies to the Legislative Assembly Office.



# VISION, MISSION AND VALUES

## OUR VISION

To provide exemplary service to Members of the Legislative Assembly in keeping with the values and traditions of Alberta's parliamentary system.

## OUR MISSION

- To provide nonpartisan support to the Speaker and Members of the Legislative Assembly as they carry out their roles as elected representatives.
- To uphold the traditions of the Legislative Assembly.
- To increase public awareness and engagement in the work of the Legislative Assembly.

## OUR VALUES

Employees of the Legislative Assembly Office are proud to provide services to the Legislative Assembly on behalf of the citizens of Alberta. We are guided in our work and conduct by a core set of principles that motivate us as individuals and cause us to work collaboratively to achieve our vision and mission.

### **Improvement**

Encouraging a commitment to ongoing development of skills and services that enhance the operations of the LAO while respecting the traditions of the office.

### **Impartiality**

Acting in an impartial and objective manner at all times to support the unique and politically neutral role of the LAO.

### **Integrity**

Providing services in an accountable, responsive, ethical and dedicated manner.

### **Involvement**

Promoting awareness and engagement in the democratic process.





# OUR PERFORMANCE

Setting a strategic direction and course correcting along the way to ensure that everyone is moving in concert is integral to the operation of any successful business. The pages that follow in this results-focused annual report summarize our operations from the 2018-19 fiscal year and provide context into how all activities contribute to the big picture as set forth by our broader organizational goals. This report delivers insight into the unique role our organization plays in supporting Alberta's parliamentary system through the services that we provide to Members and Albertans. It also offers perspective into the particular challenges we face. Our strategic plan has plotted our course, and when we all move in the same direction, success is assured.

This section is organized into the six organizational goals set out in the LAO strategic plan and speaks to our performance in relation to the corresponding strategies and outcome measures for each goal.

## GOAL 1: PREPARE FOR THE ELECTION

We've positioned ourselves for success in the transition from one Legislature to the next by developing new tools and improving existing ones to provide information and services more effectively.

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Goal 1: Pre-election, election and post-election protocols and practices are developed, maintained and applied in accordance with parliamentary traditions, and Members and staff receive the support that they need throughout the election process.

A provincial general election took place on April 16, 2019, and many of the initiatives mentioned below were launched post-election. This is outside of the reporting

window for this document. However, much of the work in support of these initiatives preceded the election and occurred within the 2018-19 fiscal year.

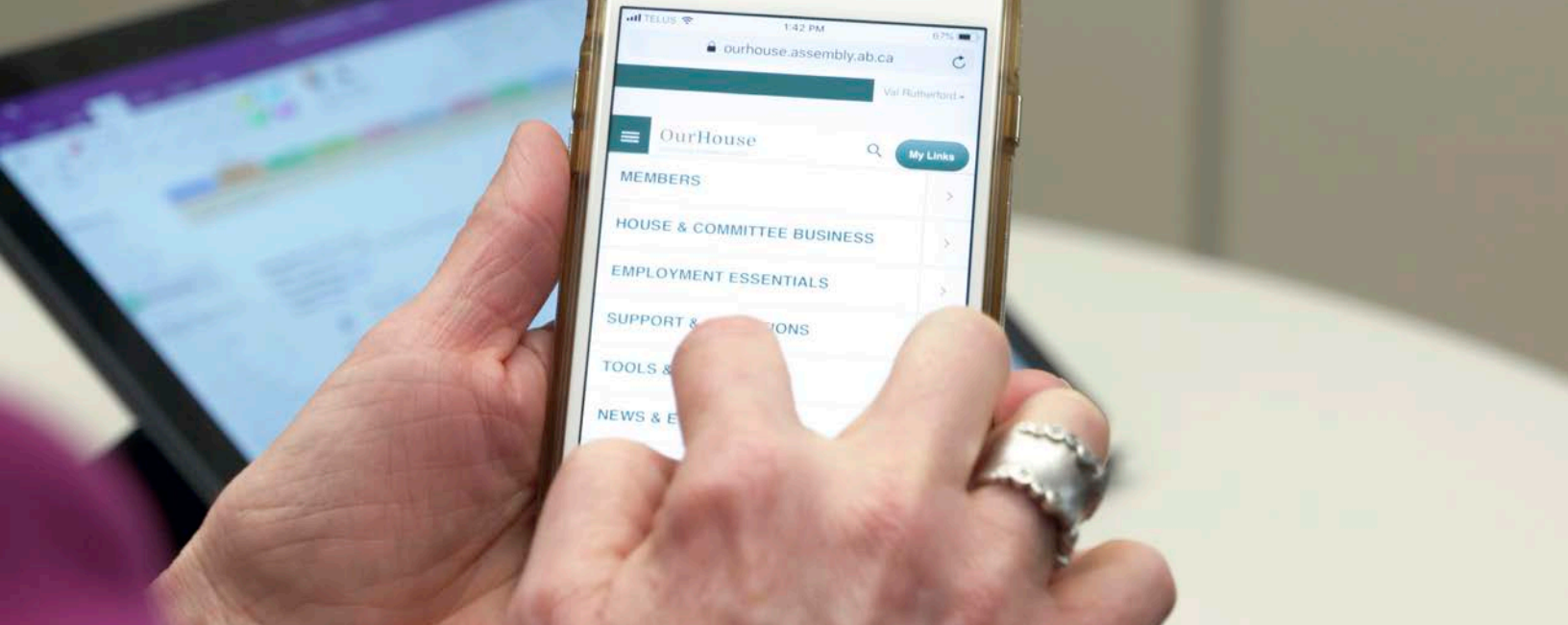
### MANAGING LEGISLATURE TRANSITION

Our focus for the 2018-19 fiscal year was positioning ourselves to effectively and efficiently assist with the smooth transition from one Legislature to the next. Preparations were twofold. Initiatives to assist Members and staff with the dissolution of the 29th Legislature were undertaken alongside planning for the commencement of the 30th Legislature. Seminars for

retiring Members were held concurrently with election planning meetings, and information about preparing for life after service was distributed at the same time as orientation resources were prepared for new Members.

During times of change it is natural to re-evaluate processes and look for new solutions to familiar





challenges. Can we get Members and their offices up and running faster? Is there a way to better ensure Members have the right information when they need it? Is it possible to improve our processes or create efficiencies to better support Members? No matter the organization or how long it has been operational,

the answer to these questions is always yes, which is why the LAO continues to look for ways to advance its services. As the needs of Members and Albertans change, so must the services we provide. In 2018-19 we improved many existing tools and implemented a few new ones in support of a smooth transition.

## REDEVELOPING EXISTING TOOLS TO BETTER SERVE MEMBERS

The redevelopment of our internal website, called OurHouse, was an important step towards improving communications at the LAO. OurHouse is the primary internal communications tool for relaying information to Members and constituency office staff, who are located throughout the province. As part of the redevelopment we compiled priority information in a section that focused on the first steps for Members following an election such as the setting up and staffing of a constituency office. The site is now more

user friendly and intuitive due to better navigability and an improved search function. The new site was launched just before the election, and it quickly became a primary orientation hub for new Members and staff. This redevelopment was initially part of a larger project involving both the LAO's internal and external websites but was prioritized in the 2018-19 fiscal year to allow us to focus internal resources on supporting Members during the time of transition.

## DEVELOPING NEW TOOLS TO SUPPORT FASTER SERVICE

We also created a secure Member portal to streamline the onboarding process, enabling us to outfit new Members and their offices sooner following the election. The portal enabled Members to fill out Human Resource forms and order equipment and devices

without having to visit the LAO offices in Edmonton. It shared information across forms, saving Members time and allowing them to hit the ground running. The portal was launched immediately after the election.



## PREPARING TO WELCOME NEW MEMBERS

New orientation and procedural videos were created in preparation for the arrival of new Members and staff. The orientation video features footage shot entirely in-house, and it provides an overview of the services that the LAO offers to Members and their staff. The procedural videos outline Assembly procedures and protocols and the roles and duties of presiding officers.

LAO leadership was positioned to contact all Members-elect within a week of polling day, which was our target, and this outcome measure will be reported on in the 2019-2020 report. The same applies to measuring the satisfaction of retiring, re-elected and newly elected Members.

## UPDATING THE ELECTORAL DIVISIONS

The electoral boundaries were revised following a review by the Electoral Boundaries Commission in 2016-17, and the new boundaries came into effect at the election call. Members have strong personal connections to the ridings in which they run, but having access to in-depth historical, demographic and geographical information can assist them with a deeper understanding of the people and places they represent. With that in mind, the LAO revamped

paper-based guides to electoral division information into a dynamic online format that continues to provide authoritative information on Alberta's 87 electoral divisions and legislative heritage as well as enhance access to additional data sources. One of the outcome measures for this goal was to provide Members and staff with updated information regarding the new electoral boundaries. We successfully met this measure and then some.







## GOAL 2: SUPPORT LEGISLATURE BUSINESS

- All meetings took place as planned
  - 88% satisfaction with Assembly documents
  - 91% satisfaction with committee and Assembly support
- 

Goal 2: The Legislative Assembly and its committees are effective in dealing with the business of the Legislature while protecting the institution, its traditions and its privileges.

### ENHANCING ACCESS TO ASSEMBLY AND COMMITTEE PROCEEDINGS

Previous rulings by Speakers and other presiding officers serve as guides to future decisions in the House, making information essential to Members and staff. In 2018-19 we developed a web-based application called the Legislative Assembly Speaker's Rulings (LASR), which enables users to search rulings, decisions or statements by the Speaker or other presiding officers. It allows for full-text searching by date, Legislature, session and Speaker. The LAO next plans to develop a version of the database that they will be able to make available to the public.

In November 2018 the LAO surveyed Members and found that 91 per cent were satisfied with the

committee- and Assembly-related support that they received. Their satisfaction with the quality, timeliness and ease of access to documents for Assembly proceedings was 88 per cent.

All sessional documents were available according to established time targets 98 per cent of the time, and Member satisfaction with committee and Assembly support was 91 per cent, exceeding our target by 7 per cent. Proceedings in the Chamber and committees took place as planned.

## GOAL 3: PROVIDE TIMELY SERVICE

- Met targets for financial transactions and payroll
  - 89% satisfaction with troubleshooting
  - 86% satisfaction with one-on-one tech support
- 

Goal 3: Corporate support services for the Office of the Speaker, Members, caucus staff and constituency office staff are provided in a timely and service-focused fashion in accordance with relevant Members' Services Committee (MSC) Orders, approved policies and operating guidelines.

### PROVIDING TIMELY AND USER-FRIENDLY INFORMATION AND SERVICES

Running a small business is no small task. The LAO helps to manage 99\* constituency offices throughout the province, each one its own unique small business. This includes everything from preparing and executing lease agreements and maintaining furniture and equipment to hiring, training and supporting constituency office staff.

The LAO ensures Members and their staff have the necessary resources and tools to complete their day-to-day tasks. This includes ongoing support with recruitment, payroll, training and general human resources services. One of the outcome measures for this goal relates to payroll accuracy. In 2018-2019 we achieved 100 per cent accuracy on payroll transactions, exceeding our target of 95 per cent.

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\*Some of Alberta's 87 Members have multiple offices.





## FINDING EFFICIENCIES AND IMPROVING PROCESSES

The LAO handles the managing and processing of financial transactions for Members and their constituency offices. In 2018-19 we moved to a fully automated system for processing invoices and expense claims for Members and constituency staff. This improvement allows for better tracking and greater accuracy, timeliness and efficiency. It also saves administrative time for Members and their staff, allowing them to dedicate more time to more important things such as meeting with constituents.

One of the outcome measures for this goal relates to financial transactions. We met our target of 10 days turnaround for processing financial transactions. In addition, we made the upgrade to providing individualized online expenditure reports.

Members and their constituency offices also receive technical support from the LAO. We provide devices, including mobile phones, laptops and desktop computers along with set-up, training and IT support to assist with their use. We measured the satisfaction of our clients to get a better idea of how we could improve our services. Satisfaction with one-on-one tech training support was 86 per cent, and satisfaction with troubleshooting and problem solving was 89 per cent. That being said, satisfaction with corporate services overall was 71 per cent, falling short of our 85 per cent target. This indicates that while we are doing many things well, there is room for improvement and more lessons to be learned. We are committed to consistently improving the level and quality of services we provide to Members and their staff.



## GOAL 4: ENGAGE THE PUBLIC

- 91% visitor satisfaction
  - Exceeded targets for event attendance by 5%
  - Exceeded targets for programming and tours by 15%
- 

Goal 4: The LAO is a proactive, open and accessible source for information about the Legislative Assembly and the parliamentary democratic process, including being successful at creating a public understanding that the Assembly is separate and distinct from government.

### PROMOTING PUBLIC ENGAGEMENT IN THE LEGISLATIVE PROCESS

Successful democracies rely on the participation of the electorate. The LAO encourages public participation in our parliamentary system by making the Legislative Assembly and its work accessible to Albertans through tours, events, educational programs and interactive spaces. We work hard to engage all Albertans in the legislative process. Engagement encourages involvement and empowers active citizenship. The

Speaker's Outreach program was developed in 2016 by Speaker Robert Wanner. It is one of many programs we offer to Albertans and is unique in its ability to make the Legislative Assembly and the parliamentary process accessible to Albertans in their own communities. Through the program the LAO reaches out to schools with activities that allow students to learn and be engaged even from a distance.





During the reporting period Speaker Wanner hosted three outreach programs, exceeding the target of two for this outcome measure. The Speaker visited north, south and central Alberta:

- Southwest Alberta (Lethbridge, Coaldale, Pincher Creek, Warner, Kainai First Nation)
- Northwest Alberta (Grande Prairie, Spirit River, Valleyview, Sturgeon Lake)
- Bow Valley Corridor (Banff/Canmore)

Other outcome measures for this goal were based on attendance numbers and visitor satisfaction. We exceeded our performance targets for visitors who participated in a program or tour, with 71,641 visitors compared to our target of 65,000. It is worth noting

that some of our targets may have been aggressive. For example, attendance numbers for visitors who observed a sitting fell short of our 10,750 target, but at 8,526 it was a 2.3 per cent increase over our three-year average. Legislative Assembly Visitor Centre attendance was 85,279, a 21 per cent increase over our three-year average, but it fell short of our 95,000 target. The number of visitors to the Alberta Branded store was 20,221, which was just under our target of 25,000. We had not previously tracked this number.

Attendance numbers do not tell the whole story, and with a visitor satisfaction rate of 91 per cent we are confident that our approach to visitor programming delivers value to Albertans. We will continue our efforts to crosspromote all programming to visitors on-site.



## GOAL 4 OUTCOME MEASURES

MEASURE	TARGET	ACTUAL
Number of visitors that observed a sitting	10,750	8,526
Number of visitors that attended a special event	120,000	126,495
Number of visitors that participated in a program or tour	62,000	71,641
Visitor Centre attendance, including Borealis Gallery, Agora Interpretative Centre, Pehonan Theatre	95,000	85,279
Number of visitors to Alberta Branded store	25,000	20,221
Satisfaction of public with events, Visitor Centre experience or program participation	85% satisfied or very satisfied	91% satisfied or very satisfied
Satisfaction of Members and staff with the ability to access information about the Legislative Assembly and the democratic process	85% satisfied or very satisfied	86% satisfied or very satisfied
Number of Speaker's Outreach tours to regions of the province, which will include a visit to at least one Indigenous people's community	2	3



## GOAL 5: MAINTAIN A SAFE ENVIRONMENT

- Exceeded security targets
  - Launched a cybersecurity program
- 

Goal 5: Provide a safe and secure environment for Members, staff and visitors while ensuring the continuity of the parliamentary process and the protection of property and information assets.

### FOCUSING ON OPERATIONAL READINESS

Maintaining a high level of co-operation with all appropriate security personnel contributes to a safer environment for those who work at or visit the Alberta Legislature and grounds. The LAO participates in weekly joint training sessions, monthly security audits and regular meetings, including monthly meetings with the Deputy Chief of Sheriffs and quarterly meetings with the Security Coordination Committee. Off-site we ensure the safety and security of our front-line staff by

visiting constituency offices throughout the province to verify appropriate security measures are in place. In the reporting period we completed 39 of 99 constituency office security visits or visited 39 per cent of offices, exceeding the target outcome measure of 35 per cent.

As well, no deficiencies were identified by the Office of the Auditor General when reviewing financial systems for control or security deficiencies.

### INTRODUCING A CYBERAWARENESS EDUCATION PROGRAM

The LAO has a strong and secure network. In a world of sophisticated cyberphishing schemes and e-mail fraud, maintaining a secure network requires participation by every team member. To be highly vigilant against potential data threats, the LAO instituted an organization-wide cyberawareness program to arm all Members and staff with enhanced detection and

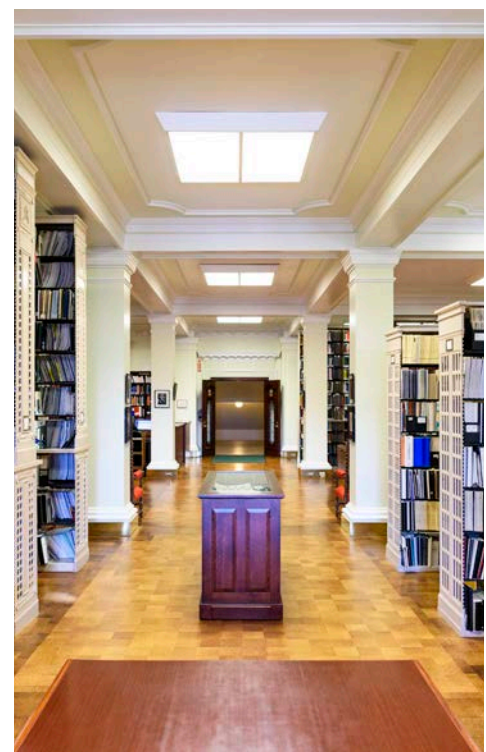
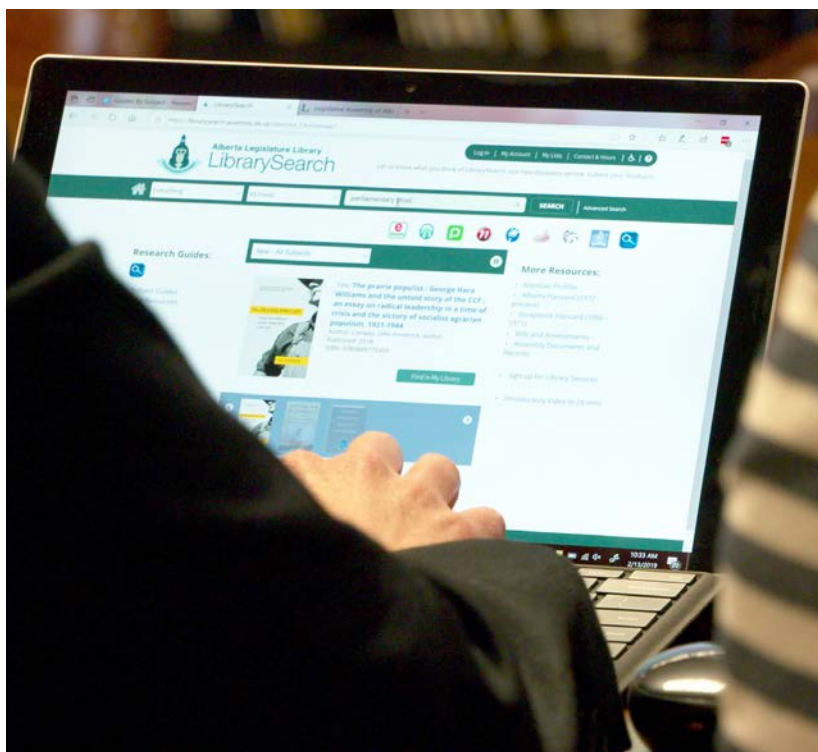
prevention skills. The program provides information on how to identify and avoid threats when browsing online or managing e-mail. The LAO continues to work on this important program and plans to begin monitoring participation next year. We reported zero successful ransomware exploits, and we experienced no compromised data threats.



## PROTECTING ASSEMBLY RECORDS AND LIBRARY COLLECTIONS

Digitization of House and Library records is a priority to the LAO, not just to enhance the accessibility of important materials but also to preserve them for the historical record. Digitization is one of the best ways to ensure the safety and security of our holdings over the long term because, despite our best efforts to limit physical damage with proper storage and care, we

cannot completely mitigate all threats. Such was the case on October 5, 2018, when a limited number of materials sustained water damage after a pipe in our storage facility burst. The pipe was promptly fixed and the area remediated. This isolated incident was the only damage sustained to the LAO's information holdings.



## GOAL 6: FOSTER A COLLABORATIVE CULTURE

- Offered 31 HR-related training sessions
  - Filled competitions with internal candidates, providing opportunities for professional growth
  - Completed 100 per cent of three-month check-ins for new hires
- 

Goal 6: The LAO Leadership creates through example a constructive collaborative workplace culture that fosters a skilled, diverse and united workforce that feels supported, valued and proud to provide LAO public services.

### ENHANCING GROWTH AND TRAINING OPPORTUNITIES

Providing growth and learning opportunities is an investment in the future of the organization, and training related to employment policies is critical to a healthy employee and employer relationship. The LAO provides a variety of in-person and online training sessions, including biannual constituency learning and development seminars and webinar training sessions covering everything from benefits and pay to technology and software. In 2018-19 we designed

and facilitated 31 HR-related training sessions. While the training has been well received, the greatest challenge to uptake has been schedule limitations and staff capacity. We will continue to explore creative ways to provide training tools that are easy for staff to accommodate within their busy schedules. We are working towards our goal of 85 per cent satisfaction with our training as our rate currently sits at 75 per cent.





## COMMITTING TO ONGOING REVIEW AND IMPROVEMENT

Periodically taking the temperature of the organization through one-on-one performance, development and review sessions is an important aspect of a healthy workplace culture. The LAO initiated three-month check-ins for new employees and their managers in 2018-19. Check-ins at early stages of employment are important to ensuring alignment between an

employee's professional development goals and an organization's goals. Check-ins were completed for 100 per cent of new hires, but there is room for improvement on our outcome measure related to completing official records of achievement for permanent staff. We recognize the importance of a coaching framework and culture and have plans to focus on this area.

## STRENGTHENING AND MAINTAINING A CONSTRUCTIVE CULTURE

Providing opportunities for staff to engage with each other in fun and collaborative ways is important to maintaining a positive workplace culture. We undertook several new Wellness @ Work initiatives in 2018-19. One that stood out was the Agents of Discovery lunch hour activity, which was a team-building exercise using an existing online app that sent staff on a scavenger hunt throughout the Legislature Grounds. This initiative supported friendly competition, strengthened

employee interactions and encouraged staff to engage in physical activity over the lunch break. An added bonus was that it tested staff on their knowledge of the organization.

The LAO also provided eight With All Due Respect sessions to foster respectful behaviours and enhance a constructive and collaborative working environment.

## RECOGNIZING STAFF FOR MILESTONES AND ACHIEVEMENTS

There is perhaps no word as gratifying to hear as thank you. In 2018-19 we developed the attitude of gratitude recognition program, which highlights the importance of showing appreciation to co-workers. Showing gratitude and feeling your contributions are

appreciated improves overall work morale and personal mental health. This initiative involves employees sending customizable e-cards to co-workers in an expression of gratitude. This is the first piece in a larger recognition program to come.



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# FEATURED EVENTS

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## SWEARING-IN OF ALBERTA'S 11TH AUDITOR GENERAL

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**APRIL 30, 2018**

W. Doug Wylie, FCPA, FCMA, ICD.D, was officially sworn in as Alberta's 11th Auditor General on April 30, 2018. The Auditor General is a nonpartisan Officer of the Legislature, responsible for conducting independent audits of every government of Alberta ministry, department, regulated fund and agency. The office of the Auditor General operates in accordance with the *Auditor General Act*.

## OFFICIAL VISIT BY GOVERNOR GENERAL

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**MAY 15, 2018**

Her Excellency the Right Honourable Julie Payette, CC, CMM, COM, CQ, CD visited the Alberta Legislature on May 15, 2018, to officially address the Legislative Assembly. The visit marked the third time in Alberta's history that a Governor General visited in an official capacity. Members of the public were invited to attend the welcoming ceremony on the north Legislature grounds.

## SWEARING-IN OF ALBERTA'S FIRST ELECTION COMMISSIONER

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**OCTOBER 26, 2018**

Lorne Gibson was officially sworn in as Alberta's first Election Commissioner on October 26, 2018. The Election Commissioner is responsible for ensuring compliance with and enforcement of certain obligations of entities regulated by the *Election Act* and the *Election Finances and Contributions Disclosure Act*. In this capacity the Election Commissioner will be responsible for fully investigating complaints, levying administrative penalties, issuing letters of reprimand, entering into compliance agreements and recommending prosecutions. Alberta's Election Commissioner is a nonpartisan Officer of the Legislature appointed by the Lieutenant Governor in Council on the recommendation of the Legislative Assembly.

## HONOURABLE JIM PRENTICE RECOGNIZED WITH LEGISLATURE PORTRAIT

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**FEBRUARY 4, 2019**

The Legislative Assembly honoured the late Jim Prentice, PC, QC, 16th Premier of Alberta, with a Legislature portrait on February 4, 2019. The portrait, which was painted by artist David Goatley, has been placed among the permanent collection displayed on the third floor of the Legislature Building. Jim Prentice was sworn in as Alberta's 16th Premier on September 15, 2014, after being elected leader of the Progressive Conservative Party on September 6. He served as the Member for Calgary-Foothills from October 27, 2014, until May 4, 2015.













## MARKING 30 YEARS OF FAMILY DAY IN ALBERTA

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**FEBRUARY 18, 2019**

The Legislative Assembly of Alberta passed the *Family Day Act* in 1989, becoming the first province in Canada to pass legislation for the now widespread holiday. On February 18 from 11 a.m. to 4 p.m. the doors to the Alberta Legislature and the Legislative Assembly Visitor Centre were opened to welcome Albertans to explore and enjoy free educational activities and entertainment. Family Day at the Legislature is celebrated annually.

## ORIGINAL ARTWORK BY ALEX JANVIER INSTALLED IN LEGISLATIVE ASSEMBLY CHAMBER

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**MARCH 18, 2019**

The Legislative Assembly of Alberta unveiled original works of art by renowned indigenous artist Alex Janvier, CM, AOE, RCA, LLD (Hon), during a ceremony in the Legislative Assembly Chamber on March 18, 2019. The diptych, entitled *Sunrise and Sunset*, was donated to the Legislative Assembly by the Alberta Union of Provincial Employees, AUPE, and was permanently installed in the Chamber.

## THURSDAYS TBD: LEGISLATURE BURGER BIRTHDAY PARTY

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**MARCH 21, 2019**

Since 2017 the public outreach initiative called Thursdays to Be Discovered (TBD) has brought visitors to our site every week with interactive and unique programming. A highlight from this year was the 50th birthday celebration for the famous Legislature hamburger, a long-time fixture and attraction in the Legislature Library. The hamburger, preserved in resin, was tabled in the Assembly in 1969 by a Member of the Legislative Assembly who wished to voice his dissatisfaction with the food in the Legislature cafeteria. About 50 people attended the quirky but educational event, and the party made front page news. The Legislature hamburger is a fun example of how we engage Albertans of all ages in the parliamentary system.

# BY THE NUMBERS

## HOUSE ACTIVITY

Days

52

Sittings

94

Words Spoken\*  
in the House and Committees

3,542,543

Hours in  
Session

292.1

Hours in  
Committee

150.9

Committee Meetings

74

\*This is the number of words transcribed into the official *Alberta Hansard* record.

## COMPARATIVE STATISTICS

The reader will note that the 2018-19 comparative statistics are reported based on the fiscal year April 1, 2018, to March 31, 2019. The 2017-18 comparative statistics, unless otherwise noted, mark a transition from calendar year to fiscal year reporting and as such reflect 15 months of reporting. Unless otherwise noted the LAO reported based on the calendar year in 2016.

### HOUSE AND COMMITTEE PROCEEDINGS

	2018-19	JANUARY 1, 2017 -MARCH 31, 2018	2016
Bills Introduced	37	55	49
Petitions Presented	8	18	4
Tablings	449	777	553
Committee Meetings	74	122	88
Sitting Days	52	87	62

### ALBERTA BRANDED SALES

	2018-19	2017-18	2016
Public Sales	172,228	162,063	179,779
MLA Sales	77,494	136,349	266,226
Government of Alberta (GOA) Sales	29,382	24,708	N/A
Legislative Assembly Office (LAO) Sales	11,920	8,066	N/A
LAO Staff Sales	15,912	21,372	N/A

### COMPUTER AND NETWORK EQUIPMENT

	2018-19	JANUARY 1, 2017 -MARCH 31, 2018	2016
Workstations	184	295	336
Printers	235	230	233
Servers*	76	48	62
Laptops	475	337	419
Mobile Devices	340	379	410
Training Days	62	93	184
Printer Multifunction	130	134	127

\*Server figures reflect virtualization

### EMPLOYEE COMPENSATION

	2018-19	JANUARY 1, 2017 -MARCH 31, 2018	2016
Contracts Processed	609	753	729
Total Commencements	235	300	232
Total Terminations	191	280	163
Payroll Transactions	14,201	17,809	14,011



## FINANCIAL SERVICES

	2018-19	2017-18	2016-17
Invoices Coded and Data Entered	14,950	15,858	18,443
Payments Issued	10,901	11,234	12,163
Items Evaluated for Compliance	105	139	135

## LIBRARY SERVICES

	2018-19	JANUARY 1, 2017 -MARCH 31, 2018	2016
Library Reference Requests	1,523	2,459	2,280
Legislature Information Line Calls	711	1,155	1,056
Views of Research Guides	31,770	30,464	12,824
Member Profile Visits	29,015	46,707	N/A
Alberta Electronic Government Document Repository (Cumulative Item Total)	21,634	17,329	15,156
Alberta Government Documents Pages Digitized	38,790	35,284	N/A

## INFORMATION AND RECORDS MANAGEMENT

	2018-19	JANUARY 1, 2017 -MARCH 31, 2018	2016
Boxed Records for Approved Disposition – Constituency/MLA/Caucus	36	33	115
Boxed Records for Storage – LAO	0	61	201
Boxed Records for Approved Disposition – LAO	26	255	8

Note: 2016 figures have been revised from what appeared in the 2016 annual report.

## LEGISLATIVE ASSEMBLY SOCIAL MEDIA

	AS AT MARCH 31, 2019	AS AT MARCH 31, 2018	AS AT MARCH 31, 2017
Facebook Likes	5,087	4,210	3,300
Twitter Followers	4,000	3,700	3,338
Instagram Followers	1,100	513	232
YouTube Video Views	38,399	25,830	3,962

## LEGISLATIVE ASSEMBLY WEBSITE ACTIVITY

	2018-19	2017-18	2016
Visits	2,355,536	2,602,827	927,237
Visitors	926,369	1,218,961	474,460

## PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWER PROTECTION) ACT

No disclosures under the *Public Interest Disclosure (Whistleblower Protection) Act* were received by or referred to the Legislative Assembly Office designated officer from April 1, 2018 – March 31, 2019.









# FINANCIAL STATEMENTS

March 31, 2019

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## INDEPENDENT AUDITOR'S REPORT

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# TO THE SPEAKER OF THE LEGISLATIVE ASSEMBLY

## REPORT ON THE FINANCIAL STATEMENTS

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### **Opinion**

I have audited the financial statements of the Legislative Assembly Office, which comprise the statement of financial position as at March 31, 2019, and the statements of operations, change in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Legislative Assembly Office as at March 31, 2019, and the results of its operations, its changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for opinion**

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Legislative Assembly Office in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### **Other information**

Management is responsible for the other information. The other information comprises the information included in the *Annual Report*, but does not include the financial statements and my auditor's report thereon. The *Annual Report* is expected to be made available to me after the date of this auditor's report.



My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I will perform on this other information, I conclude that there is a material misstatement of this other information, I am required to communicate the matter to those charged with governance.

### **Responsibilities of management and those charged with governance for the financial statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Legislative Assembly Office's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless an intention exists to liquidate or to cease operations, or there is no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Legislative Assembly Office's financial reporting process.



## Auditor's responsibilities for the audit of the financial statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Legislative Assembly Office's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Legislative Assembly Office's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Legislative Assembly Office to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

[Original signed by W. Doug Wylie FCPA, FCMA, ICD.D]

Auditor General

July 10, 2019

Edmonton, Alberta

# STATEMENT OF OPERATIONS

YEAR ENDED MARCH 31, 2019 (IN THOUSANDS)

	2019		2018
	BUDGET	ACTUAL	ACTUAL
<b>Revenues</b>			
Gift Shop Sales, Services and Fees	\$442	\$330	\$686
Other		105	230
	442	435	916
<b>Expenses</b>			
<b>Voted:</b>			
Government Members' Services	3,427	3,765	3,719
UCP Opposition Services	3,218	3,117	2,492
PC Opposition Services		-	353
Wildrose Opposition Services		-	884
AP Opposition Services	736	694	353
Liberal Opposition Services	329	346	337
Independent Member - Mr. Fildebrandt	192	231	92
New PC - Mr. Starke	192	122	89
Independent Member - Mr. Fraser MLA		-	38
Independent Member - Mr. Gill MLA		77	-
Independent Member - Ms. Luff MLA		2	-
Independent Member - Mr. Strankman		23	-
Parliamentary Services	8,930	7,617	7,255
Financial Management and Administrative Services	1,682	1,235	1,273
Human Resource Services	2,036	1,959	1,794
Information Technology Services	4,655	4,561	4,344
Legislative Committees	991	225	444
Legislature Library	2,701	2,474	2,510
MLA Administration	33,972	30,735	31,735
Office of the Speaker	562	510	417
Visitor Services	3,041	2,911	2,991
Planning and Development	725	709	697
Election Contingency	250	250	-
Electoral Boundaries Commission		-	234
	67,639	61,563	62,051
<b>Valuation Adjustments:</b>			
Capitalization of assets expensed as supplies (Note 3)		(453)	(385)
Amortization of capital assets (Note 3)		1,209	1,527
Provision for (reduction in) vacation pay liability		(128)	89
Net consumption of inventory		11	(26)
Provision for premium adjustment deposit account		1	1
		640	1,206
	67,639	62,203	63,257
<b>Net Cost of Operations</b>	<b>(\$67,197)</b>	<b>(\$61,768)</b>	<b>(\$62,341)</b>

The accompanying notes and schedules are part of these financial statements.

# STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2019 (IN THOUSANDS)

	2019	2018
<b>Financial Assets</b>		
Cash	\$10,859	\$12,511
Accounts Receivable and Advances	276	191
Inventory for Resale	131	142
	<u>11,266</u>	<u>12,844</u>
<b>Liabilities</b>		
Accounts Payable and Accrued Liabilities	2,785	2,977
Vacation Pay Liability	2,115	2,243
Members' Transition Allowance Liability (Note 6)	1,846	2,209
	<u>6,746</u>	<u>7,429</u>
<b>Net Financial Assets</b>	<u>4,520</u>	<u>5,415</u>
<b>Non-Financial Assets</b>		
Tangible Capital Assets (Note 4)	1,503	2,259
<b>Net Assets</b>	<u>\$6,023</u>	<u>\$7,674</u>
Net Assets at Beginning of Year	\$7,674	\$7,222
Net Cost of Operations	(61,768)	(62,341)
Net Financing Provided from General Revenues	60,117	62,793
<b>Net Assets at End of Year</b>	<u>\$6,023</u>	<u>\$7,674</u>
Contractual Obligations (Note 9)		

The accompanying notes and schedules are part of these financial statements.



# STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

YEAR ENDED MARCH 31, 2019 (IN THOUSANDS)

	2019		2018
	BUDGET	ACTUAL	ACTUAL
<b>Net Cost of Operations</b>	(\$67,197)	(\$61,768)	(\$62,341)
Acquisition of Tangible Capital Assets (Note 4)		(453)	(385)
Amortization of Tangible Capital Assets (Note 4)		1,209	1,527
Net Financing Provided from General Revenues		60,117	62,793
<b>(Decrease) Increase in Net Financial Assets</b>		(\$895)	\$1,594
<b>Net Financial Assets at Beginning of Year</b>		5,415	3,821
<b>Net Financial Assets at End of Year</b>		\$4,520	\$5,415

The accompanying notes and schedules are part of these financial statements.

# STATEMENT OF CASH FLOWS

YEAR ENDED MARCH 31, 2019 (IN THOUSANDS)

	2019	2018
<b>Operating Transactions</b>		
Net Cost of Operations	(61,768)	(62,341)
Non-cash Items:		
Amortization of Capital Assets	1,209	1,527
(Decrease) Increase in Vacation Pay Liability	(128)	89
(Increase) Decrease in Accounts Receivable and Advances	(85)	36
Decrease (Increase) in Inventory	11	(26)
Decrease in Accounts Payable and Accrued Liabilities	(192)	(327)
Decrease in Transition Allowance Liability	(363)	(994)
Cash Applied to Operating Transactions	(61,316)	(62,036)
<b>Capital Transactions</b>		
Acquisition of Tangible Capital Assets	(453)	(385)
<b>Financing Transactions</b>		
Net Financing Provided from General Revenues	60,117	62,793
<b>(Decrease) Increase in Cash</b>	<b>(1,652)</b>	<b>372</b>
<b>Cash at Beginning of Year</b>	<b>12,511</b>	<b>12,139</b>
<b>Cash at End of Year</b>	<b>\$10,859</b>	<b>\$12,511</b>

The accompanying notes and schedules are part of these financial statements.

# NOTES TO THE FINANCIAL STATEMENTS

## NOTE 1

### AUTHORITY

---

The Legislative Assembly Office (the Office) is operated under the authority of the *Legislative Assembly Act*. Annual operating budgets are approved by the Special Standing Committee on Members' Services. General Revenues of the Province of Alberta fund both the cost of operations of the Office and the purchase of tangible capital assets.

## NOTE 2

### PURPOSE

---

Within the traditions of parliamentary democracy as constitutionally established in Alberta, the Legislative Assembly Office will:

1. Support the Speaker of the Legislative Assembly in carrying out the duties of office.
2. Support Members by providing services, advice, information and infrastructure required to carry out their roles as elected representatives.
3. Record the proceedings and maintain and preserve the records of the Legislative Assembly.
4. Inform and educate the public on behalf of Members and the institution of Parliament.
5. Provide a positive, productive, healthy and secure environment for Members and staff of the Assembly.
6. Support the Assembly in protecting its institutions and privileges.
7. Support the exchange of ideas/information among Parliaments.
8. Build partnerships with external clients in support of the institution of Parliament.

## NOTE 3

### SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND REPORTING PRACTICES

---

These financial statements are prepared in accordance with Canadian Public Sector Accounting Standards, which use accrual accounting. The Office has adopted PS3450 Financial Instruments. The adoption of this standard has no material impact on the financial statements of the Office, which is why there is no statement of remeasurement gains and losses.

The Office has adopted PS3430 Restructuring Transactions effective April 1, 2018. The adoption of this standard has no material impact on the financial statements of the Office.

Other pronouncements issued by the Public Sector Accounting Board that are not yet effective are not expected to have a material impact on future financial statements of the Office.



## A) REPORTING ENTITY

The reporting entity is the Legislative Assembly Office, for which the Clerk of the Legislative Assembly is responsible.

The Office operates within the General Revenue Fund (the Fund). The Fund is administered by the President of Treasury Board, Minister of Finance. All cash receipts of the Office are deposited into the Fund and all cash disbursements made by the Office are paid from the Fund. Net financing provided from General Revenues is the difference between all cash receipts and all cash disbursements made.

## B) BASIS OF FINANCIAL REPORTING

### Revenues

All revenues are reported on the accrual basis of accounting.

### Expenses

Directly incurred

Directly incurred expenses are those costs the Office has primary responsibility and accountability for, as reflected in the Office's budget documents.

In addition to program operating expenses such as salaries, supplies, etc., directly incurred expenses also include:

- amortization of tangible capital assets,
- pension costs, which are the cost of employer contributions for current service of employees during the year, and
- valuation adjustments

Incurred by Others

Services contributed by other related entities in support of the Office's operations are not recognized but disclosed in Note 5.

### Valuation Adjustments

Valuation adjustments include changes in the valuation allowances used to reflect assets at their net recoverable or other appropriate value. Valuation adjustments also represent the change in management's estimate of future payments arising from obligations relating to vacation pay and transition allowance.

### Assets

Financial assets of the Office are limited to financial claims such as cash, advances to and accounts receivable from other organizations, employees and other individuals.

Inventory held for resale is reported at the lower of cost and net realizable value.

Tangible capital assets of the Office are recorded at cost and amortized on a straight-line basis over the estimated useful lives of the assets. An asset is deemed a capital item if its invoiced cost is \$5,000 (or greater) per item or if an assembly of connected components makes a whole asset (inclusive of labor, shipping, consulting, etc). The amortization periods are as follows:

Computer hardware and software	3 years
Other equipment	5 years
Furniture	10 years

The Office follows government budgetary practices that allow funds from an operating budget to be used to purchase tangible capital assets. These purchases are included in expenses on the statement of operations, but are then removed from expenses through a valuation adjustment and are capitalized and amortized over their useful lives.

The fair value of cash and accounts receivable and advances are estimated to approximate their carrying values.

## Liabilities

Liabilities are present obligations of the Office to external organizations and individuals arising from past transactions or events, the settlement of which is expected to result in the future sacrifice of economic benefits. They are recognized when there is an appropriate basis of measurement and management can reasonably estimate the amounts.

The Members' transition allowance is estimated based on Members' years of service and their most recent remuneration amounts.

The fair values of accounts payable and accrued liabilities, and Members' transition allowance are estimated to approximate their carrying values.

## Net Financial Assets

Net financial assets indicates financial resources available to finance future operations.

## Non-Financial Assets

Non-financial assets are acquired, constructed, or developed assets that do not normally provide resources to discharge existing liabilities, but instead:

- a) are normally employed to deliver the Office's services;
- b) may be consumed in the normal course of operations; and
- c) are not for sale in the normal course of operations.

Non-financial assets of the Office are limited to tangible capital assets.

**NOTE 4****TANGIBLE CAPITAL ASSETS (IN THOUSANDS)**

	FURNITURE	COMPUTER HARDWARE AND SOFTWARE	OTHER EQUIPMENT	2019 TOTAL	2018 TOTAL
Estimated Useful Life	10 years	3 years	5 years		
Historical Cost					
Beginning of Year	\$4,055	\$5,682	\$10,197	\$19,934	\$19,550
Additions	-	127	326	453	384
	\$4,055	\$5,809	\$10,523	\$20,387	\$19,934
Accumulated Amortization					
Beginning of Year	3,484	5,430	8,761	17,675	16,148
Amortization Expense	95	241	873	1,209	1,527
	3,579	5,671	9,634	18,884	17,675
Net Book Value at March 31, 2019	\$476	\$138	\$889	\$1,503	
Net Book Value at March 31, 2018	\$572	\$252	\$1,436		\$2,259

**NOTE 5****EXPENSES INCURRED BY ALBERTA INFRASTRUCTURE (IN THOUSANDS)**

The Office had the following transaction with Alberta Infrastructure for which no consideration was exchanged. The amount for this transaction is estimated based on the actual costs incurred by Alberta Infrastructure to provide the service. The estimated cost for the space is \$5,590 for 16,261 usable m<sup>2</sup> (2018 - \$5,554 for 16,784 usable m<sup>2</sup>).

**NOTE 6****MEMBERS' TRANSITION ALLOWANCE LIABILITY (IN THOUSANDS)**

The Office implemented a Members' transition allowance on October 1, 1998. The provisions of the allowance were established in accordance with the Members' Allowances Order (RMSC 1992, c. M-1, as amended, Section 9).

A transition allowance is paid to every Member at the time of dissolution of the Legislature unless they are re-elected in the next election. Members who resign their seats are also eligible for the allowance.

Under section 9, the amount paid for service commencing on or after March 20, 1989, is determined by multiplying three months' salary, based on the average monthly salary for the three calendar years in which the person received their highest salary, by the number of years the person served as a Member on or after March 20, 1989. "Salary" is defined in section 9(1). For service periods prior to March 20, 1989, the allowance is calculated by multiplying the highest rate of a Member's monthly indemnity and expense allowances for one month for every year of service prior to March 20, 1989 with no restrictions. There is no credit for years of service for which the Member has previously received a payment under Section 9 or the predecessor section. Eligible recipients may elect to be paid the allowance over a period of up to four years.



In the event of death of an active Member, a transition allowance equivalent to the amount owed at death is paid to the Member's estate.

	2019	2018
Liability at beginning of year	\$2,209	\$3,203
Total transition allowance payments	(363)	(994)
Liability at end of year	<u>\$1,846</u>	<u>\$2,209</u>

Changes were made to the allowance effective April 23, 2012. Members will no longer receive credit for service after April 22, 2012. However, any amounts owed to Members for prior service, up to April 22, 2012, will be paid in the future when they cease to be a Member.

## NOTE 7

### DEFINED BENEFIT PLANS (IN THOUSANDS)

The Office participates in the following multi-employer pension plans: Management Employees Pension Plan and Public Service Pension Plan. The Office also participates in the multi-employer Supplementary Retirement Plan for Public Service Managers. The expense for these pension plans is equivalent to the annual contributions of \$2,724 for the year ended March 31, 2019 (2018 - \$2,886).

At December 31, 2018, the Management Employees Pension Plan reported a surplus of \$670,700 (2017 – surplus of \$866,006) and the Public Service Pension Plan reported a surplus of \$519,218 (2017 – surplus of \$1,275,843). At December 31, 2018, the Supplementary Retirement Plan for Public Service Managers had a deficiency of \$70,310 (2017 – deficiency of \$54,984).

The Office also participates in two multi-employer Long Term Disability Income Continuance Plans. At March 31, 2019, the Bargaining Unit Plan reported an actuarial surplus of \$110,320 (2018 – Surplus of \$111,983) and the Management, Opted Out and Excluded Plan an actuarial surplus of \$24,642 (2018 – surplus of \$29,805). The expense for these two plans is limited to the employer's annual contributions for the year.

## NOTE 8

### 2018-2019 TOTAL VOTED/AUTHORIZED (a) (IN THOUSANDS)

	<b>Expenses:</b>
2018-2019 voted budget <sup>(a)</sup>	\$67,639
2018-2019 actual expenses (excluding valuation adjustments)	(61,563)
2018-2019 unexpended (excluding valuation adjustments)	<u>\$6,076</u>

<sup>(a)</sup> 2018-2019 Offices of the Legislative Assembly Estimates presented March 22, 2018

## NOTE 9

### CONTRACTUAL OBLIGATIONS (IN THOUSANDS)

Contractual obligations are obligations of the Office to others that will become liabilities in the future when the terms of those contracts or agreements are met.

The estimates for aggregate amounts payable in 2018-19 for unexpired contracts is as follows:

	2019	2018
Leased properties	\$2,453	\$2,448
Office equipment rentals	272	279
	<u>\$2,725</u>	<u>\$2,727</u>

## NOTE 10

### APPROVAL OF FINANCIAL STATEMENTS

These financial statements were approved by the Clerk of the Legislative Assembly.

# SCHEDULE 1

### EXPENSES - DIRECTLY INCURRED DETAILED BY OBJECT YEAR ENDED MARCH 31, 2019 (IN THOUSANDS)

	2019		2018
	VOTED BUDGET	ACTUAL	ACTUAL
<b>Expenses:</b>			
Salaries, wages and employer contributions	\$35,901	\$32,435	\$32,029
Supplies and services	15,336	13,931	14,630
Grants	3	2	2
Payments to MLAs and Executive Council	16,399	15,195	15,390
Total voted expenses	<u>\$67,639</u>	<u>\$61,563</u>	<u>\$62,051</u>

# SCHEDULE 2

## SALARY AND BENEFITS DISCLOSURE YEAR ENDED MARCH 31, 2019

	2019			TOTAL	2018 TOTAL
	BASE SALARY <sup>(1)</sup>	OTHER CASH BENEFITS <sup>(2)</sup>	OTHER NON-CASH BENEFITS <sup>(3)</sup>		
<b>Senior Official <sup>(5)</sup></b>					
Clerk of the Legislative Assembly <sup>(4)</sup>	\$129,138	\$464,679	\$33,174	\$626,991	\$333,640
Clerk of the Legislative Assembly <sup>(6)</sup>	34,962	-	2,605	37,567	
	\$164,100	\$464,679	\$35,779	\$664,558	\$333,640
<b>Senior Management Team</b>					
Law Clerk and Director of House Services	229,943	-	59,558	289,501	277,960
Director of Human Resources, Information Technology & Broadcast Services	222,667	92,017	12,398	327,082	233,770
Director of Financial Management <sup>(7)</sup> and Senior Financial Officer	126,671	-	26,380	153,051	194,269
Director of Visitor, Ceremonial & Security Services and Sergeant-At-Arms	163,284	-	35,992	199,276	198,351
Legislature Librarian	138,296	-	30,880	169,176	165,019

<sup>(1)</sup> Base salary is comprised of pensionable base pay.

<sup>(2)</sup> Other cash benefits include vacation payouts, severance and lump sum payments.

<sup>(3)</sup> Other non-cash benefits include the Legislative Assembly Office's share of all employee benefits and contributions or payments made on behalf of employees including pension, supplementary retirement plans, health care, dental coverage, group life insurance, short and long term disability plans, WCB premiums, professional memberships, tuition fees and fair market value of parking.

<sup>(4)</sup> Other non-cash benefits include \$3,898 in 2018-19 (\$7,124 for 2017-18) for vehicle rental, fuel and maintenance, and \$297,017 in severance benefits paid as a result of a termination agreement.

<sup>(5)</sup> Position occupied by two individuals at different times during the year.

<sup>(6)</sup> New Clerk appointed Feb 14th, 2019. Salary includes vehicle allowance of \$753.

<sup>(7)</sup> Position occupied until Jan 7th 2019.



# MEMBERS OF THE 29TH LEGISLATURE



**LEELA SHARON  
AHEER**  
UCP

**Chestermere-Rocky  
View**  
Deputy Leader of the  
Official Opposition



**HON. SHAYE  
ANDERSON**  
NDP

**Leduc-Beaumont**  
Minister of Municipal  
Affairs



**WAYNE  
ANDERSON**  
UCP

**Highwood**



**ERIN D. BABCOCK**  
NDP

**Stony Plain**



**DREW BARNES**  
UCP

**Cypress-Medicine Hat**



**HON. DERON  
BILOUS**  
NDP

**Edmonton-Beverly-  
Clareview**  
Minister of Economic  
Development and Trade



**HON. ONEIL  
CARLIER**  
NDP

**Whitecourt-Ste. Anne**  
Minister of Agriculture  
and Forestry



**JONATHON  
CARSON**  
NDP

**Edmonton-Meadowlark**



**HON. JOE CECI**  
NDP

**Calgary-Fort**  
President of Treasury  
Board and Minister of  
Finance



**GREG CLARK**  
AP

**Calgary-Elbow**  
Alberta Party Opposition  
House Leader



**MICHAEL R.D.  
CONNOLLY**  
NDP

**Calgary-Hawkwood**



**CRAIG  
COOLAHAN**  
NDP

**Calgary-Klein**



**NATHAN COOPER**  
UCP

**Olds-Didsbury-Three  
Hills**



**ESTEFANIA  
CORTES-VARGAS**  
NDP

**Strathcona-Sherwood  
Park**  
Government Whip



**SCOTT J. CYR**  
UCP

**Bonnyville-Cold Lake**



**LORNE DACH**  
NDP

**Edmonton-McClung**



**THOMAS DANG**  
NDP

**Edmonton-South West**



**DEVIN DREESHEN**  
UCP

**Innisfail-Sylvan Lake**  
Member from  
07/12/2018



**DEBORAH  
DREVER**  
NDP

**Calgary-Bow**



**WAYNE DRYSDALE**  
UCP

**Grande Prairie-Wapiti**



**HON. DAVID  
EGGEN**  
NDP

**Edmonton-Calder**  
Minister of Education



**MIKE ELLIS**  
UCP

**Calgary-West**



**HON. RICHARD  
FEEHAN**  
NDP

**Edmonton-Rutherford**  
Minister of Indigenous  
Relations  
Deputy Government  
House Leader



**DEREK GERHARD**  
FILDEBRANDT

**IND (to 04/29/2018)**  
**IC (04/30/2018 to  
07/25/2018)**  
**FCP (from 07/26/2018)**  
**Strathmore-Brooks**



**MARIA M. FITZPATRICK**  
NDP  
Lethbridge-East



**RICK FRASER**  
AP  
Calgary-South East



**HON. KATHLEEN T. GANLEY**  
NDP  
Calgary-Buffalo  
Minister of Justice and Solicitor General  
Deputy Government House Leader



**PRAB GILL**  
UCP (to 07/13/2018)  
IND (from 07/14/2018)  
Calgary-Greenway  
Official Opposition Deputy Whip (to 07/02/2018)



**NICOLE GOEHRING**  
NDP  
Edmonton-Castle Downs



**LAILA GOODRIDGE**  
UCP  
Fort McMurray-Conklin  
Member from 07/12/2018



**RICHARD GOTFRIED**  
UCP  
Calgary-Fish Creek



**HON. CHRISTINA GRAY**  
NDP  
Edmonton-Mill Woods  
Minister of Labour  
Minister Responsible for Democratic Renewal



**DAVID B. HANSON**  
UCP  
Lac La Biche-St. Paul-Two Hills



**BRUCE HINKLEY**  
NDP  
Wetaskiwin-Camrose



**HON. SARAH HOFFMAN**  
NDP  
Edmonton-Glenora  
Deputy Premier  
Minister of Health



**TREVOR A.R. HORNE**  
NDP  
Spruce Grove-St. Albert



**GRANT R. HUNTER**  
UCP  
Cardston-Taber-Warner  
Official Opposition Deputy Whip (from 07/03/2018)



**DEBORAH C. JABBOUR**  
NDP  
Peace River  
Deputy Speaker and Chair of Committees



**HON. SANDRA JANSEN**  
NDP  
Calgary-North West  
Minister of Infrastructure



**ANAM KAZIM**  
NDP  
Calgary-Glenmore



**HON. JASON KENNEY, PC**  
UCP  
Calgary-Lougheed  
Leader of the Official Opposition



**JAMIE KLEINSTEUBER**  
NDP  
Calgary-Northern Hills



**HON. DANIELLE LARIVEE**  
NDP  
Lesser Slave Lake  
Minister of Children's Services  
Minister of the Status of Women (from 06/18/2018)  
Deputy Government House Leader



**JESSICA LITTLEWOOD**  
NDP  
Fort Saskatchewan-Vegreville  
Parliamentary Secretary to the Minister of Economic Development and Trade for Small Business



**TODD LOEWEN**  
UCP  
Grande Prairie-Smoky



**ROD LOYOLA**  
NDP  
Edmonton-Ellerslie



**ROBYN LUFF**  
NDP (to 11/05/2018)  
IND (from 11/05/2018)  
Calgary-East



**DON MACINTYRE**  
UCP  
Innisfail-Sylvan Lake  
Member to 02/05/2018

# MEMBERS OF THE 29TH LEGISLATURE



**HON. BRIAN MALKINSON**  
NDP  
Calgary-Currie  
Minister of Service Alberta (from 06/18/2018)



**HON. BRIAN MASON**  
NDP  
Edmonton-Highlands-Norwood  
Minister of Transportation  
Government House Leader



**HON. MARGARET MCCUAIG-BOYD**  
NDP  
Dunvegan-Central Peace-Notley  
Minister of Energy



**RIC MCIVER**  
UCP  
Calgary-Hays  
Official Opposition Whip



**ANNIE MCKITRICK**  
NDP  
Sherwood Park  
Parliamentary Secretary to the Minister of Education



**HON. STEPHANIE V. MCLEAN**  
NDP  
Calgary-Varsity  
Minister of Service Alberta (to 06/17/2018)  
Minister of the Status of Women (to 06/17/2018)  
Member to 01/01/2019



**KAREN M. MCPHERSON**  
AP  
Calgary-Mackay-Nose Hill



**BARB MILLER**  
NDP  
Red Deer-South



**HON. RICARDO MIRANDA**  
NDP  
Calgary-Cross  
Minister of Culture and Tourism



**CHRISTIAN E. NIELSEN**  
NDP  
Edmonton-Decore



**JASON NIXON**  
UCP  
Rimbey-Rocky Mountain House-Sundre  
Official Opposition House Leader



**HON. RACHEL NOTLEY**  
NDP  
Edmonton-Strathcona  
Premier  
President of Executive Council



**RONALD ORR**  
UCP  
Lacombe-Ponoka



**PRASAD PANDA**  
UCP  
Calgary-Foothills



**HON. BRANDY PAYNE**  
NDP  
Calgary-Acadia  
Associate Minister of Health (to 06/17/2018)



**HON. SHANNON PHILLIPS**  
NDP  
Lethbridge-West  
Minister of Environment and Parks  
Minister Responsible for the Climate Change Office



**COLIN PIQUETTE**  
NDP  
Athabasca-Sturgeon-Redwater



**ANGELA D. PITT**  
UCP  
Airdrie  
Official Opposition Deputy House Leader



**MARIE F. RENAUD**  
NDP  
St. Albert



**ERIC ROSENDAHL**  
NDP  
West Yellowhead



**HON. IRFAN SABIR**  
NDP  
Calgary-McCall  
Minister of Community and Social Services



**HON. MARLIN SCHMIDT**  
NDP  
Edmonton-Gold Bar  
Minister of Advanced Education



**DAVID A. SCHNEIDER**  
UCP  
Little Bow



**KIM SCHREINER**  
NDP  
Red Deer-North





**DAVID SHEPHERD**  
NDP  
Edmonton-Centre



**HON. LORI SIGURDSON**  
NDP  
Edmonton-Riverview  
Minister of Seniors and  
Housing



**MARK W. SMITH**  
UCP  
Drayton Valley-Devon



**RICHARD STARKE**  
PC  
Vermilion-Lloydminster



**PAT STIER**  
UCP  
Livingstone-Macleod



**RICK STRANKMAN**  
UCP (to 01/14/2019)  
IND (from 01/15/2019)  
Drumheller-Stettler



**GRAHAM D. SUCHA**  
NDP  
Calgary-Shaw



**DAVID SWANN**  
AL  
Calgary-Mountain View



**HEATHER SWEET**  
NDP  
Edmonton-Manning  
Deputy Chair of  
Committees



**WES TAYLOR**  
UCP  
Battle River-  
Wainwright



**A. ROBERT  
TURNER**  
NDP  
Edmonton-Whitemud



**GLENN VAN  
DIJKEN**  
UCP  
Barrhead-Morinville-  
Westlock



**HON. ROBERT E.  
WANNER**  
NDP  
Medicine Hat  
Speaker



**CAMERON  
WESTHEAD**  
NDP  
Banff-Cochrane  
Deputy Government  
Whip



**DENISE  
WOOLLARD**  
NDP  
Edmonton-Mill Creek



**TANY YAO**  
UCP  
Fort McMurray-Wood  
Buffalo



# CONFERENCES

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## ASSEMBLÉE PARLEMENTAIRE DE LA FRANCOPHONIE (APF) INTERNATIONAL AND AMERICA REGION CONFERENCES

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**QUEBEC CITY  
JULY 5 TO 12, 2018**

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### Delegate

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- Annie McKittrick, MLA  
Sherwood Park

### Agenda

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- Meeting of APF delegation  
presidents
- Meeting of the Bureau of the  
APF
- Meeting of the Women  
Parliamentarians Network
- Meeting of the Commissions
- Plenary Assembly of the APF

General Debate (Part 1): Digital and  
Artificial Intelligence in the Service  
of Legislators and the General  
Population

General Debate (Part 2): Best  
Practices of French-speaking  
Parliamentarians in the Digital Era

APF America Region Conference

- Meeting of the Conference of  
Section Presidents
- Presentations by sections on  
the topic of French-language  
digital resources

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## 56TH COMMONWEALTH PARLIAMENTARY ASSOCIATION (CPA) CANADIAN REGIONAL CONFERENCE AND COMMONWEALTH WOMEN PARLIAMENTARIANS CONFERENCE

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**OTTAWA, ON  
JULY 22 TO 27, 2018**

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### Delegate

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- Debbie Jabbour, Deputy  
Speaker, MLA, Peace River

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### Agenda

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CPA

- Presentation: Overview of the  
Road Ahead for CPA
- First Session: Parliament and  
the #MeToo Movement
- Second Session: Foreign  
Interference in the Democratic  
Process
- Third Session: Balancing Work  
and Family Time during the  
Parliamentary Schedule
- Fourth Session:  
Underrepresentation of Women  
in Parliament
- Fifth Session: Inter-  
Parliamentary Relations
- Sixth Session: Balancing Public  
and Private Life in the Age of  
Social Media

Commonwealth Women  
Parliamentarians Conference

- Steering Committee Meeting
- Chair's report and CWP  
business session
- First Session: The Mandate  
of the CPA Chairperson to  
Increase the Number of

- Women Parliamentarians in the Commonwealth
- Second Session: Municipal Leadership: #Metoo, Social Media and What's Next
- Third Session: Evolution of Ethics in Parliament
- Fourth Session: Advocacy after #MeToo
- Fifth Session: #MeToo and the Media

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## 2018 NATIONAL CONFERENCE OF STATE LEGISLATURES (NCSL) LEGISLATIVE SUMMIT

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**LOS ANGELES, CA  
JULY 29 TO AUGUST 2, 2018**

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### Delegates

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- Drew Barnes, MLA, Cypress-Medicine Hat
- Mark Smith, MLA, Drayton Valley-Devon
- Lorne Dach, MLA, Edmonton-McClung
- Barb Miller, MLA, Red Deer-South
- Denise Woollard, MLA, Edmonton-Mill Creek

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## 40TH CPA CANADIAN REGIONAL SEMINAR

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**IQALUIT, NU  
OCTOBER 11 TO 14, 2018**

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### Delegates

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- Greg Clark, MLA, Calgary-Elbow
- Craig Coolahan, MLA, Calgary-Klein

- Cameron Westhead, MLA, Banff-Cochrane

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### Agenda

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- First Session: Reflecting and Respecting the Indigenous Presence in Parliaments
- Second Session: Proportional Representation and the Prince Edward Island Referendum
- Third Session: Life After Office
- Fourth Session: The Import and Impact of Social Media on the Work of Parliamentarians
- Fifth Session: Changes to Decorum in the Chamber
- Sixth Session: Mental Health Matters and their Impact on Members and Staff

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## WESTMINSTER SEMINAR ON PARLIAMENTARY PRACTICE AND PROCEDURE

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**LONDON, UNITED KINGDOM  
NOVEMBER 26 TO 30, 2018**

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### Delegates

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- Scott Cyr, MLA, Bonnyville-Cold Lake

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### Agenda

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- First Session: Introductions
- Second Session: The Political Scene at Westminster
- Third Session: The Modern Parliamentarian
- Fourth Session: Keynote from the Leader of the House of Commons, Andrea Leadson

- Fifth Session: The Political Scene across the Commonwealth
- Sixth Session: Goal Sharing
- Seventh Session A: Pressures on a Parliamentarian
- Seventh Session B: Role of the Clerk and Effective Member-Clerk Relations
- Eighth Session: The Impact of Committees
- Ninth Session A: Behaviour and Etiquette
- Ninth Session B: Neutrality
- Tenth Session A: The Role of the Speaker in Effective Parliaments
- Tenth Session B: 21st-century Committees
- Eleventh Session: Role of the Clerk in Effective Parliaments
- Twelfth Session: Role of the Clerk: Legislation, Scrutiny, Procedure
- Thirteenth Session: Effectiveness in Communication for Clerks
- Fourteenth Session: Assertiveness and Confidence in Communicating/Engaging with Members









