



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

MEMBERS' ALLOWANCES AND SERVICES

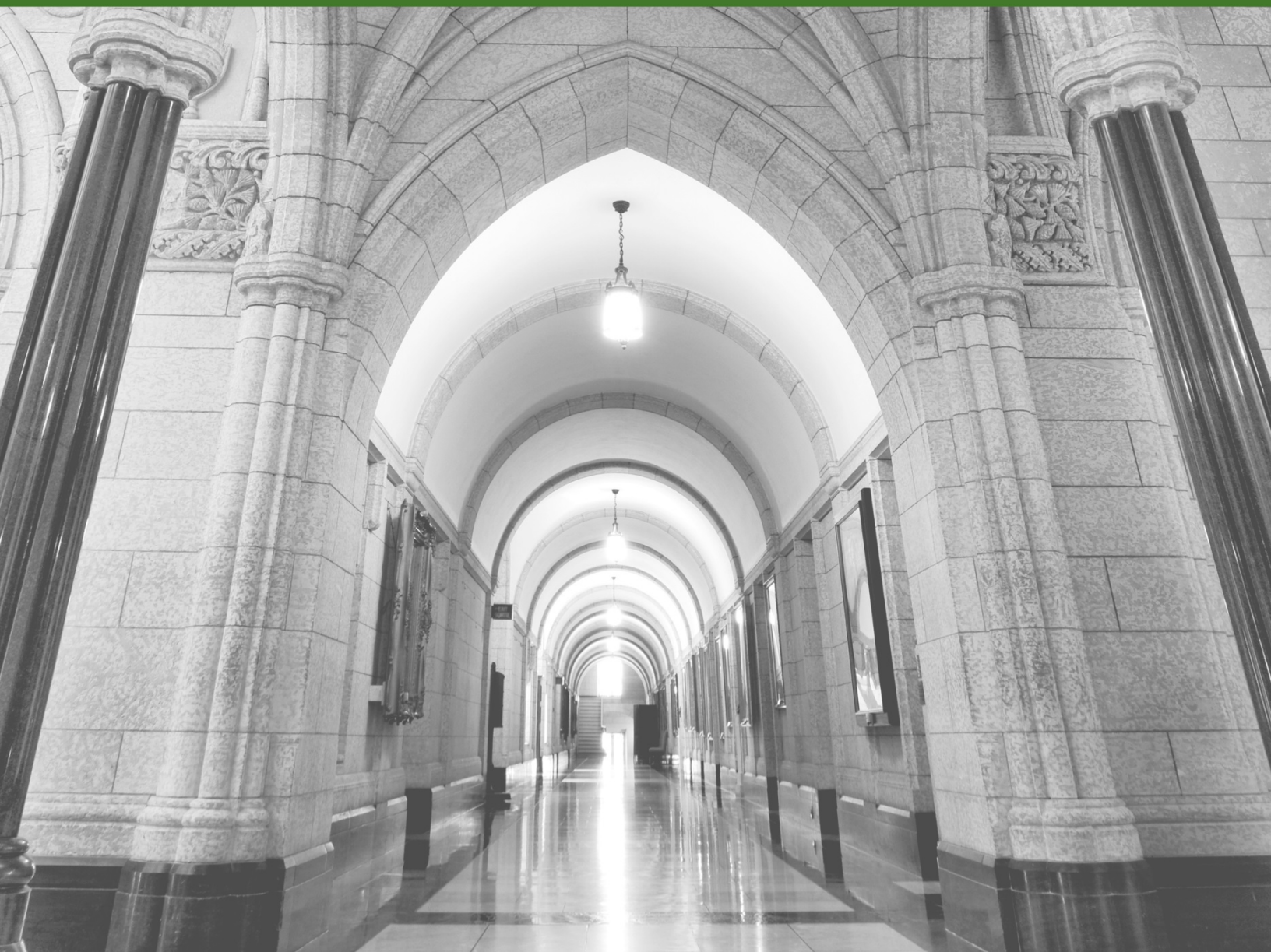


Table of Contents

1.	Introduction	1-1
2.	Governance and Principles	2-1
	1. Introduction	2-2
	2. Governing Principles	2-2
	3. Governance Structure.....	2-4
	4. House Administration	2-5
3.	Members' Salary and Benefits	3-1
	1. Introduction	3-2
	2. Members' Pay	3-2
	3. Insurance Plans	3-3
	4. Pension.....	3-5
	5. Relocation	3-5
	6. Employee and Family Assistance Program	3-8
	7. Special Accommodations for Members.....	3-8
	8. Conflict Resolution and Harassment Prevention	3-8
	Appendix: Sessional Allowance and Additional Salaries	3-9
4.	Budgets	4-1
	1. Introduction	4-2
	2. Summary of Budget Allocations.....	4-3
	3. Member's Office Budget.....	4-4
	4. Travel Allocations.....	4-5
	5. Delegation of Authority	4-6
	6. Financial Reports and Public Disclosure	4-7
	7. Accounting and Reimbursement	4-8
	Appendix: Schedule of Rates	4-11
	Appendix: Member's Office Budget by Constituency 2019-2020	4-13
	Appendix: Financial Limits by Constituency 2019-2020	4-27
5.	Expenses	5-1
	1. Introduction	5-2
	2. General Principles	5-2
	3. Advertising	5-4
	4. Hospitality and Gifts.....	5-6
	5. Smartphones and Tablets	5-7
	6. Websites and Domain Names	5-8

7.	Offices	5-10
8.	Other Expenses	5-14
9.	Restrictions	5-16
	Appendix: Limits on the Purchase of Assets	5-19
6.	Travel	6-1
	1. Introduction	6-2
	2. General Principles	6-2
	3. Summary of Travel Allocations	6-3
	4. Members' Travel Services	6-4
	5. Authorized Travellers	6-4
	6. Travel Points System	6-5
	7. Air Travel	6-8
	8. Road Travel	6-12
	9. Other Means of Transportation	6-14
	10. Accommodations and Meals	6-16
	11. Residences	6-18
	12. Travel for Special Circumstances	6-22
	13. Travel Reward Programs	6-23
	14. Accounting and Reimbursement	6-24
	Appendix: Travel Points System	6-25
7.	Employees	7-1
	1. Introduction	7-2
	2. Governing Principles	7-2
	3. Recruitment	7-2
	4. Pay and Leave Administration	7-5
	5. Benefits	7-9
	6. Employee and Family Assistance Program	7-10
	7. Conflict Resolution and Harassment Prevention	7-10
	8. Employee Departures	7-11
8.	Services	8-1
	1. Introduction	8-2
	2. Printing	8-2
	3. Franking Privilege and Mail	8-7
	4. Telecommunications	8-9
	5. Training	8-10
	6. Other House Services	8-12
	7. Services Provided by Other Organizations	8-16

	Appendix: Access to Parliamentary Dining Room.....	8-19
9.	Offices	9-1
	1. Introduction	9-2
	2. Governing Principles	9-2
	3. Parliamentary Office	9-3
	4. Constituency Office.....	9-5
	5. Custody, Care and Control of Assets.....	9-9
10.	Contracts.....	10-1
	1. Introduction	10-2
	2. Contract Types	10-2
	3. Requirements, Restrictions and Limitations.....	10-6
	4. Status of Contractors	10-7
	5. Invoicing and Payment Procedures	10-8
11.	House Officers and Recognized Parties	11-1
	1. Introduction	11-2
	2. Salary and Benefits	11-2
	3. House Officers.....	11-3
	4. National Caucus Research Offices	11-8
	5. Speaker and Other Presiding Officers.....	11-10
	6. Employees.....	11-14
12.	Resignation or Death of a Member	12-1
	1. Introduction	12-2
	2. Resignation of a Member	12-2
	3. Death of a Member.....	12-8
13.	Dissolution of Parliament	13-1
	1. Introduction	13-2
	2. Election Expenses.....	13-2
	3. Salary and Benefits	13-3
	4. Member's Office Budget.....	13-4
	5. House Officer's Office Budget.....	13-5
	6. National Caucus Budgets	13-6
	7. Travel	13-6
	8. Services and Offices	13-7
	9. Employees.....	13-9
14.	Elections.....	14-1
	1. Introduction	14-2

2.	Newly Elected Members	14-2
3.	Re-elected Members	14-5
4.	Members Not Re-elected.....	14-6
5.	Members Not Seeking Re-election	14-15
6.	House Officers and Recognized Parties	14-23
	Appendix: Budget Formula Following a General Election for House Officers and National Caucuses Research Office	14-25
15.	Glossary.....	15-1
	Glossary.....	15-2

1. INTRODUCTION

The *Members' Allowances and Services Manual*, which is available on the *Source* website and the [Parliament of Canada](#) website, is a comprehensive guide on the Board of Internal Economy's current policies related to budgets, allowances, entitlements and services for Members, House Officers and research offices. In addition, this manual outlines the provisions that apply in the event of the resignation or non re-election of a Member or the death of a Member while in office, and explains how the dissolution of Parliament affects budgets, allowances, entitlements and services.

The Board of Internal Economy has established four By-laws under the authority of the [Parliament of Canada Act](#):

- The [Members By-law](#), which regulates the use of financial resources and administrative services provided by the House, serves as the foundation for the *Members' Allowances and Services Manual* and should be read in conjunction with this manual.
- The [Governance and Administration By-law](#) provides the Clerk and other senior officials in the House Administration with various authorities relating to Members, committees and the House Administration. It provides for the establishment of budgets, allowances, rates and limits by the Board with regard to the funds, goods, services and premises used by Members.
- The [Rules of Practice and Procedure of the Board of Internal Economy](#) establish administrative rules relating to Board meetings, including the process by which Members may request direction from the Board or an exception to its By-laws.
- The [Committees By-law](#) provides for the financing of committees and the administration of goods and services for committees.

In the event of any inconsistencies between the By-laws and the *Members' Allowances and Services Manual*, the By-laws take precedence over the manual.

2. GOVERNANCE AND PRINCIPLES

1. Introduction	2-2
2. Governing Principles	2-2
2.1 Parliamentary Functions	2-2
2.2 Principles	2-3
3. Governance Structure.....	2-4
4. House Administration	2-5

1. Introduction

This chapter describes some of the governing principles as detailed in the Board of Internal Economy's *Members By-law*, which regulates the allocation of funds, goods, services and premises to Members, as well as the use of such resources. In addition, this chapter provides an overview of the governance and administration of the House of Commons. Throughout this chapter, reference to Members should be read to include House Officers and the national caucus research offices, unless otherwise indicated, and any expenses are to be charged to their respective budgets.

This chapter describes:

[Governing Principles](#)

[Governance Structure](#)

[House Administration](#)

For more information on the *Members By-law*, contact the Office of the Law Clerk and Parliamentary Counsel.

2. Governing Principles

This section defines:

[Parliamentary Functions](#)

[Principles](#)

2.1 Parliamentary Functions

Pursuant to section 52 of the *Parliament of Canada Act*, the Board of Internal Economy can make by-laws that govern the use of funds, goods, services and premises by Members in the discharge of their parliamentary functions.

Section 1 of the *Members By-law* defines “parliamentary functions” as follows:

“[...] duties and activities that relate to the position of Member, wherever performed and whether or not performed in a partisan manner, namely, participation in activities relating to the proceedings and work of the House of Commons and activities undertaken in representing his or her constituency or constituents.”

For clarity, subsection 4(3) of the *Members By-law* defines that the following activities, when performed by a Member, are not parliamentary functions:

“(a) activities related to the private interests of a Member or a Member’s immediate family;

“(b) activities related to the administration, organization and internal communications of a political party, including participation in a party leadership campaign or convention, solicitations of contributions and solicitations of membership to a political party;

- (c) activities related to a Member's re-election;
- (d) activities designed, in the context of a federal, provincial, or municipal election, or any other local election, to support or oppose a political party or an individual candidate; and
- (e) activities that are related to a meeting of an electoral district association, as defined in the *Canada Elections Act*, and that are carried out for nomination, electoral or sponsorship purposes or that relate to soliciting contributions or membership."

Subsection 4(3.1) of the *Members By-law* clarifies that:

"For greater certainty, a Member's parliamentary or constituency office shall not be used as a meeting or organizational location in relation to any of the activities referred to in subsection (3)."

2.2 Principles

The following principles govern the use of funds, goods, services and premises by Members or on their behalf, as well as the responsibilities that Members must accept with regard to the use of such resources.

Responsibilities and accountability: Members are responsible for knowing, understanding and following the Board of Internal Economy's policies, as outlined in the *Members By-law* and in this manual.

- **Manage the budgetary limits:** Members must operate within the limits of their allocated budget to carry out their parliamentary functions and are personally responsible for paying expenditures that are not allowed or that exceed the budget, amounts, allowances, rates and limits. Except as directed by the Board, Members may not personally fund, in whole or in part, the purchase of House assets. (*Members By-law*, Part 1)
- **Responsibilities as an employer:** Members are the employers of their employees and have full discretion in the direction and control of the work performed on their behalf by employees and contractors. Members are always responsible for actions taken on their behalf. Even where there has been a delegation of authority, Members remain responsible for their employees' actions and decisions. (*Members By-law*, Part 1, Part 3 and Part 4)

Employees of Members, House Officers and research offices are entitled to a positive work environment, characterized by a culture of dignity and respect, and one in which inappropriate conduct such as harassment will not be tolerated.

- **Custodians of goods and premises:** Members are the custodians of goods and premises provided by the House of Commons or purchased with funds provided by the House. Assets must only be used in the discharge of parliamentary functions. As the custodians, Members will be held accountable for managing and safekeeping these assets, whether purchased or provided by the House. (*Members By-law*, Part 1)

Use of House resources

- **In the discharge of parliamentary functions only:** Members may use funds, goods, services and premises provided by the House of Commons in the discharge of their parliamentary functions only. (*Members By-law*, Part 1 and Part 5)
- **Use by Members and their employees:** Members may not allow resources provided by the House of Commons to be used by anyone other than their employees, except as directed by the Board. Members, their employees and their immediate families may not, directly or indirectly, personally benefit from any of these resources, nor may Senators, the Senate, the Government of Canada or any of their employees. (*Members By-law*, Part 1 and Part 3)
- **No donations or contributions:** Members may not donate, directly or indirectly, funds, goods or services provided by the House of Commons to any person, cause or organization, nor may they use these House resources for the purpose of soliciting contributions. (*Members By-law*, Part 1)
- **Place of work:** Contractors or employees hired by Members may not have as their regular place of work any space in the premises owned or leased by a political party or under the effective control of a political party. (*Members By-law*, Part 4)

3. Governance Structure

The governance structure of the House of Commons is as follows:

- **Board of Internal Economy:** The Board is responsible for all financial and administrative matters with respect to Members, the House of Commons itself, its premises, services and staff. It is comprised of Members representing all recognized political parties.

The Board is established pursuant to the [Parliament of Canada Act](#), which sets out its powers and exclusive authority to govern the allocation and use of funds, goods, services and premises that Members and House Officers need to carry out their parliamentary functions. The Board's decisions and opinions are reflected in the policies contained in this manual. Based on these policies, Members manage their offices and employees, provide services to their constituents, and perform their parliamentary functions.

The Board approves House Administration budgets and is the employer of House Administration employees.

- **Speaker:** At the beginning of each Parliament, Members elect the Speaker of the House by secret ballot. The Speaker chairs the Board of Internal Economy.
- **Standing Committee on Procedure and House Affairs:** The Committee's mandate includes reviewing and reporting to the House of Commons and the Board of Internal Economy on the following:
 - issues concerning the administration of the House and the provision of services and facilities to Members; and
 - the effectiveness and management of operations under the joint control of the House of Commons and the Senate, except the Library of Parliament.

- **Clerk:** As the permanent senior officer of the House of Commons and the Secretary to the Board of Internal Economy, the Clerk is responsible for the management of the House Administration in accordance with the Board's policy decisions and directions. The Clerk advises and supports the Speaker, the House and its committees in all procedural and administrative matters. The Clerk, acting under the authority of the Board, carries out the functions of the Board as employer and is responsible for financial matters, including the establishment of a system of internal financial controls for the House.
- **Clerk's Management Group:** Chaired by the Clerk and comprised of the heads of each Service Area, this management committee assists the Clerk by recommending policies and making submissions to the Board of Internal Economy, setting direction and priorities for the House Administration, defining expected results, managing risks, and monitoring work in progress. The Clerk's Management Group ensures compliance with the By-laws, and aligns and coordinates policies and procedures within the House Administration in accordance with the Board's decisions. The Clerk's Management Group is accountable to the Clerk.

4. House Administration

The House Administration is the non-partisan institutional infrastructure that provides continuity from one parliament to the next, ensuring a stable infrastructure for Members, and preserving the parliamentary traditions and environment that support Members in the discharge of their parliamentary functions.

The House Administration is structured to serve the individual and collective needs of Members in their roles as legislators and representatives of their constituents in the Chamber, in committees and in caucus. It also supports the Board of Internal Economy through the following Service Areas:

- **Office of the Clerk:** Under the leadership of the Clerk, this office supports the Board and the Speaker. Other responsibilities include internal audit, internal communications, and support for the Clerk's Management Group.
- **Corporate Security Office:** Under the leadership of the Corporate Security Officer, this office acts as the central point of coordination for corporate security risk management and as a liaison with the Parliamentary Protective Service, who is responsible for physical security throughout the parliamentary precinct. The office is responsible for security project management, event coordination, parking allocation and enforcement, accreditation and security clearances, administrative investigations and ceremonial Chamber duties.
- **Finance Services:** Under the leadership of the Chief Financial Officer (CFO), this service area is responsible for corporate financial planning, financial and asset management, as well as the contracting and purchasing of goods and services. The CFO provides policy and strategic financial advice and services to the Clerk, Members, the Board, and the House Administration.
- **Human Resources Services:** Under the leadership of the Chief Human Resources Officer, this service area is responsible for providing human resources services to the House Administration and Members. This includes pay and benefits, learning and organizational development, language training, occupational health, safety and environment, accommodation of Members with special needs, and respectful workplace programs.

- **Digital Services and Real Property:** Under the leadership of the Chief Information Officer (CIO), this service area is responsible for providing information technology and information management services to Members, the House Administration and to other parliamentary organizations, including the Office of the Conflict of Interest and Ethics Commissioner. This includes the planning and delivery of a broad range of technology programs and services. In addition, this service area broadcasts the House of Commons debates and the committee proceedings, and is responsible for the House of Commons accommodation program. The CIO is responsible for overseeing the partnership with Public Services and Procurement Canada as it relates to the Long-Term Vision and Plan for the parliamentary precinct.
- **Office of the Law Clerk and Parliamentary Counsel:** Under the leadership of the Law Clerk and Parliamentary Counsel, this service area provides legal and legislative services to the Speaker, the Board, Members, the Clerk and the House Administration. Legal services include advice and representation on constitutional and parliamentary law, legal rights and immunities of Members, legal powers of the House and its committees, labour and employment law, conflict of interest, contractual obligations, and the application of federal laws to House business. Legislative services include assisting Members with the preparation of private Members' bills and of amendments to Government bills. Other responsibilities include the printing and reprinting of private Members' bills and of Government bills.
- **Parliamentary Precinct Operations:** Under the leadership of the Director General, this service area provides functional accommodation and related services to all Members and the House Administration. These services include trades, tenant operations, room allocations, food services, postal and messenger services, transport services, printing services, as well as maintenance and material handling.
- **Procedural Services:** Under the leadership of the Deputy Clerk, this service area provides a full range of procedural and legislative services to the Speaker, Members and House Officers. This includes preparing the official agenda and record of proceedings of the House (i.e. *Order Paper* and *Journals*, respectively), as well as maintaining House papers and records. It also provides a secretariat function to committees and organizes, on behalf of both the Senate and the House of Commons and their Speakers, the participation of the Parliament of Canada in international and interparliamentary activities in Canada and abroad. Other responsibilities include administration of the Parliamentary Press Gallery and safeguarding the heritage and traditions of Parliament.

3. MEMBERS' SALARY AND BENEFITS

1. Introduction	3-2
2. Members' Pay	3-2
3. Insurance Plans	3-3
3.1 Public Service Management Insurance Plan	3-3
3.2 Public Service Health Care Plan	3-4
3.3 Dental Care Plans	3-4
3.4 Other Insurance Options	3-4
4. Pension.....	3-5
5. Relocation	3-5
6. Employee and Family Assistance Program	3-8
7. Special Accommodations for Members.....	3-8
8. Conflict Resolution and Harassment Prevention	3-8
Appendix: Sessional Allowance and Additional Salaries.....	3-9

1. Introduction

Members are entitled to a sessional allowance and a number of benefits such as retirement benefits. This chapter should be read in conjunction with section [2. Governing Principles](#) in the Governance and Principles chapter.

This chapter describes the following:

[Members' Pay](#)

[Insurance Plans](#)

[Pension](#)

[Relocation](#)

[Employee and Family Assistance Program](#)

[Special Accommodations for Members](#)

[Conflict Resolution and Harassment Prevention](#)

For information about the impacts of dissolution of Parliament or of an election on Members' salaries and benefits, see the [Dissolution of Parliament](#) and [Elections](#) chapters, respectively.

For information on the additional salaries and benefits of House Officers, see section [2. Salary and Benefits](#) in the House Officers and Recognized Parties chapter.

2. Members' Pay

Members' pay: In accordance with the *Parliament of Canada Act*, Members are eligible to receive a sessional allowance as of the date of their election, as certified in the appropriate writ issued by the Chief Electoral Officer. The sessional allowance is payable in equal instalments on the last day of each month until the Member ceases to be a Member (i.e. if the Member does not seek re-election, is not re-elected, resigns, or dies while in office). For more information, see the [Elections](#) chapter and the [Resignation or Death of a Member](#) chapter.

Additional salaries: Members who hold certain offices and positions are entitled to additional salaries in accordance with the *Parliament of Canada Act*. These salaries are paid as of the date of the Member's appointment or election, depending on the requirements of the position. For more information about House Officers, the Speaker and other presiding officers, see the [House Officers and Recognized Parties](#) chapter.

Annual adjustment: The sessional allowance and additional salaries are adjusted each year on April 1 based on the index of the average percentage increase in base-rate wages for a calendar year in Canada resulting from major settlements negotiated in the private sector. This index is published by Employment and Social Development Canada within three months following the end of each calendar year. The salaries are rounded down to the nearest hundred dollars.

For the current sessional allowance and additional salaries, see the [Sessional Allowance and Additional Salaries](#) appendix in this chapter.

Members' attendance reporting: An amount of \$120 is deducted from the sessional allowance for each day, beyond 21 days in a session, that a Member does not attend a sitting of the House for reasons other than illness or official business. For every month that the House is sitting, Members must provide Pay and Benefits with an attendance record that clearly indicates the number of days they attended sittings, as well as the number of days they did not for the following reasons (as these days still count as days of attendance): illness, participation in other public or official business, service in the Canadian Armed Forces, or House adjournment. No deductions are made from House Officers' additional salaries.

3. Insurance Plans

Members are provided with a range of protection in the event of illness, disability or death. Coverage includes life insurance, and health and dental care. The following insurance plans are available to Members:

[Public Service Management Insurance Plan](#)

[Public Service Health Care Plan](#)

[Dental Care Plans](#)

[Other Insurance Options](#)

3.1 Public Service Management Insurance Plan

Premiums for this plan, with the exception of supplementary life insurance, are paid by the House Administration and are a taxable benefit. This optional insurance plan includes:

- **Basic life insurance:** A lump sum benefit for basic life insurance is provided to the named beneficiary in the event of a Member's death from any cause while insured.
- **Supplementary life insurance:** Members may, at their own expense, add supplementary life insurance coverage to the equivalent of their annual salary.
- **Accidental death and dismemberment benefit:** A lump sum benefit for accidental death and dismemberment is provided to a Member if mutilated in an accident or to a Member's dependants or estate if the Member is killed in an accident.
- **Insurance for spouse and dependants:** Life insurance, as well as accidental death and dismemberment coverage, are provided for the Member's spouse (\$5,000) and for each dependent child (\$2,500).
- **Long-term disability:** Continuing income may be provided to Members who are unable to work as a result of a disability.
- **Post-retirement life insurance:** This optional life insurance is available to former Members who receive a monthly retirement allowance under the [*Members of Parliament Retiring Allowances Act*](#) immediately upon ceasing to be a Member and to former Members who meet the eligibility criteria under section 71.2 of the [*Parliament of Canada Act*](#).

For more information about insurance benefits for Members, see the [Public Service Management Insurance Plan](#) or contact Pay and Benefits.

3.2 Public Service Health Care Plan

This plan provides Members, their spouses and dependants with coverage for costs they have incurred for eligible services and products, including drugs, vision care, hearing aids, hospital benefits and nursing services excluded from the Member's provincial or territorial plan. Some restrictions may apply. For more information about insurance benefits for Members, see the [Public Service Health Care Plan Directive](#) or contact Pay and Benefits.

Former Members can maintain their coverage under this plan if they receive a monthly retirement allowance, in accordance with the [Members of Parliament Retiring Allowances Act](#), immediately upon ceasing to be a Member or if they meet the eligibility criteria under section 71.2 of the [Parliament of Canada Act](#).

3.3 Dental Care Plans

Public Service Dental Care Plan: This mandatory plan provides insurance for dental services and supplies not covered under provincial or territorial health care or another dental plan for Members, their spouses and dependants. The House Administration pays the premiums for the plan. Some limits apply. For more information about the [Dental Care Plan – Public Service of Canada](#) or about insurance benefits for Members, see the *Source* website or contact Pay and Benefits.

Pensioners' Dental Services Plan: This plan is similar to the Public Service Dental Care Plan with respect to coverage, except that it is voluntary and at the former Member's expense. It is available to former Members who are entitled to receive a monthly retirement allowance immediately upon ceasing to be a Member and to former Members who meet the eligibility criteria under section 71.2 of the [Parliament of Canada Act](#). Former Members' survivors may also use this plan. For more information about the [Pensioners' Dental Services Plan](#) or about insurance benefits for Members, see the *Source* website or contact Pay and Benefits.

3.4 Other Insurance Options

There are several other insurance options provided or available to Members. For more information about these plans, contact Members' Travel Services.

Group special risk insurance: Members, as well as their designated traveller and dependants who are travelling with or on behalf of the Member, are provided with additional accident coverage paid by the House Administration.

Flight and rail insurance: Insurance in the amount of \$500,000 per person is provided to Members and their authorized travellers at no charge if their airline or rail ticket is booked and paid through Members' Travel Services. The insurance covers accidental loss of life, sight or limbs. Travellers who pay for their airline and rail tickets by other means will not benefit from this insurance. Members may purchase optional flight or rail insurance at their own expense.

Other travel insurance: Additional insurance is provided to Members and their authorized travellers at no charge and includes coverage for lost and stolen baggage, and baggage and trip delays if their airline

or rail ticket is booked and paid through Members' Travel Services. Travellers who pay for their airline or rail tickets by other means will not benefit from this insurance. For more information about this coverage, contact Financial Management Operations. Members may purchase optional travel insurance at their own expense for tickets purchased through Members' Travel Services or another travel agency.

Medical insurance: Additional medical insurance is provided to Members for business travel outside Canada under the Travel Points System or with committees, parliamentary associations and parliamentary delegations. This insurance provides additional coverage once all other provincial and group medical plans have been exhausted.

Provincial and territorial medicare: All provinces and territories provide Members with basic health insurance. Most Members pay no premiums for this insurance; however, Members residing in Alberta and British Columbia share the premiums with the House Administration.

4. Pension

The [*Members of Parliament Retiring Allowances Act*](#) regulates pension coverage for Members of the House of Commons. Under the Act, Members must contribute a percentage of their sessional allowance toward their retirement benefits. For more information about retirement benefits for Members, see the *Source* website or contact Pay and Benefits. Members can also obtain details pertaining to their personal retirement benefits from their Pay and Benefits Advisor.

Severance allowance: When Members cease to be a Member, they may be entitled to a severance allowance. For more information about retirement benefits, see the *Source* website or contact Pay and Benefits.

Disability allowance: Members who are 65 years of age or older and who resign by reason of disability may elect to receive a disability allowance.

5. Relocation

Members may relocate their primary residence or establish a secondary residence in the National Capital Region (NCR), once, at any time following their election to the House of Commons. Members may relocate back from the NCR to a residence in Canada outside the NCR within one year of ceasing to be a Member. These benefits are subject to the conditions outlined below.

Allowable relocation expenses: Expenses for the following will be reimbursed at the time of relocation to and from the NCR:

- packing, unpacking and moving of furniture, household equipment and personal effects of the Member, the Member's spouse and dependants residing with the Member;
- shipping of up to two family vehicles owned by the Member, the Member's spouse or dependants residing with the Member (note: campers, snowmobiles, racing cars, and any other vehicle or boat with three-quarter ton rating or more are not allowed);
- transportation of household pets;
- in-transit storage of household goods and effects when necessary, up to three months;

- up to \$1,500 in insurance premiums for household effects; and
- installation or removal of appliances, utilities, telecommunications and security systems, etc.

Restrictions and limitations: The following restrictions and limitations apply:

- All relocation expenses, including monthly storage charges if required, must be claimed within one year of ceasing to be a Member.
- Relocation must include the NCR as the first destination or last departure point. (Relocations within the NCR are not allowed.)
- Materiel and Contract Management must approve, in advance and in writing, any in-transit storage of household effects from a Member's residence in the NCR.
- Moves must be direct, from one address to another. Only expenses incurred for the loading, unloading, cartage or freight of Members' household effects in their primary or secondary residence or authorized storage location will be reimbursed.
- The House of Commons will not be liable for:
 - any fees, liabilities or costs related to the leasing, renting, buying, or selling of a Member's primary or secondary residence by a Member, former Member or their estate; and
 - any economic losses or out-of-pocket expenses incurred due to a recession, depressed housing market conditions, health-related issues, floods, fire, etc.
- Members must settle any disputes resulting from the move (e.g. damages to goods in transit) directly with the moving or insurance company prior to signing or submitting the invoices for payment or reimbursement within one year of ceasing to be a Member.

Planning of a move: For more information and advice, Members should contact Materiel and Contract Management before proceeding with any relocation-related activities.

The House Administration has contracted with companies to move Members' personal effects. These professional moving companies offer excellent service, preferred client rates and liability coverage. Alternatively, Members may use another moving company provided the Member obtains estimates from at least two commercial moving companies. These estimates must be provided to Materiel and Contract Management for review who will provide Members with a written confirmation of the selected moving company. The selected company will be the one of the three with the best cost and value.

To ensure that the interests of Members and the House Administration are protected, moving estimates must be in the name of the Member and signed by the Member, a representative of the moving company, and their respective witnesses. The House Administration is unable to give a moving company, prior to any move, verbal or written guarantees that the full estimated relocation expenses, as determined by the moving company, will be paid by the House Administration.

The estimates must include:

- the moving company's business number and goods and services tax/harmonized sales tax registration number;

- the services to be provided, including the weight of the goods, as well as the departure and destination addresses;
- the insurance coverage;
- total fees; and
- the timelines and deliverables.

Once signed, a moving estimate is considered a binding contract and may not be amended or replaced by a new agreement that charges a greater amount for the same arrangements.

Invoices: All invoices for moving expenses must be sent to the Member or former Member, who is responsible for confirming the expenses and that the work performed is satisfactory. Original receipts for all relocation expense claims are required.

Invoices must indicate:

- the completed work, described in detail with dates; and
- the dollar amount of the invoice.

Members may pay relocation expenses directly to the moving company and then claim reimbursement from Financial Management Operations. Alternatively, the moving company's invoice, with the written approval of the Member or former Member, may be forwarded to Financial Management Operations for direct payment to the moving company; only allowable expenses approved in writing by the Member will be paid. Any unpaid portion of a move resulting from a dispute is the Member's personal responsibility.

Travel for relocation purposes: The Member's travel expenses, as well as those of the Member's spouse and dependants who reside with the Member, will be reimbursed as follows:

- **Relocation to the National Capital Region:** The Member's air or road transportation expenses, as well as those of the Member's spouse and dependants, for relocation from the Member's primary residence to a residence in the National Capital Region (NCR) may be claimed under the Travel Points System.

When travelling under the Travel Points System, Members may claim their personal accommodation, meal and incidental expenses as a charge to their Travel Status Expenses Account. For more information, contact Members' Travel Services.

- **Relocation back to a residence in Canada, outside the NCR:** The House Administration will pay the Member's air or road transportation expenses, as well as those of the Member's spouse and dependants, for relocation from the NCR to the new or former place of residence in Canada, in accordance with the Members' travel regulations in effect at that time. Additional costs resulting from stopovers en route for personal reasons will be at the traveller's expense.

Accommodation, meal and incidental expenses are not reimbursed. However, if relocating while still in office, the Member's personal accommodation, meal and incidental expenses may be charged to the Travel Status Expenses Account.

6. Employee and Family Assistance Program

This program provides confidential and voluntary counselling services on a broad range of topics such as personal, family, financial, legal, professional, addiction, lifestyle, nutrition, health and wellness matters. The program is free and available to Members, their spouses, their dependants and their employees. For more information, contact Occupational Health, Safety and Environment.

7. Special Accommodations for Members

Members that require special accommodations to fulfil their parliamentary functions may contact the Chief Human Resources Officer (CHRO). Under the direction of the CHRO, Human Resources Services will work directly with Members to assess their specific needs and ensure the implementation of an approved accommodation plan based on standard practices.

8. Conflict Resolution and Harassment Prevention

Employees of Members, House Officers and national caucus research offices are entitled to a positive work environment, characterized by a culture of dignity and respect, and one in which inappropriate conduct such as harassment will not be tolerated.

The *Code of Conduct for Members of the House of Commons: Sexual Harassment* ensures the commitment of Members in creating an environment free of sexual harassment. Every Member is therefore required to sign the pledge form and return it to the Office of the Chief Human Resources Officer.

The [*House of Commons Policy on Preventing and Addressing Harassment*](#) focuses on harassment prevention and provides a process for filing informal and formal complaints, investigating and reporting on harassment, and communicating and appealing findings. This policy applies to Members, House Officers and Members responsible for research offices and their employees.

In support of this policy, the Finding Solutions Together program is available to Members and their employees who experience conflict or harassment in the workplace. This confidential program focuses on communication, collaboration and respect to resolve conflict as well as administering the harassment prevention program.

For more information about the program, contact the Manager of the Finding Solutions Together program or the Chief Human Resources Officer.

Appendix: Sessional Allowance and Additional Salaries

All Sessional Allowance and Additional Salaries are rounded down to the nearest hundred dollars as per section 67 of the [Parliament of Canada Act](#) and are effective as of April 1, 2019.

Type	\$
Member's Sessional Allowance	\$178,900
Prime Minister <i>Pursuant to the Salaries Act or the Ministries and Ministers of State Act</i>	178,900
Speaker	85,500
Leader — Official Opposition	85,500
Cabinet Ministers <i>Pursuant to the Salaries Act or the Ministries and Ministers of State Act</i>	85,500
Ministers of State <i>Pursuant to the Salaries Act or the Ministries and Ministers of State Act</i>	85,500
Secretaries of State <i>Pursuant to the Salaries Act or the Ministries and Ministers of State Act</i>	63,900
Leader — Other Opposition Party	60,600
Deputy Speaker and Chair, Committees of the Whole	44,200
House Leader — Official Opposition	44,200
Chair – National Security and Intelligence Committee of Parliamentarians <i>Pursuant to the National Security and Intelligence Committee of Parliamentarians Act Other than Members receiving a salary under the Salaries Act</i>	44,200
Chief Whips — Government and Official Opposition	31,900
Parliamentary Secretaries	17,500
Assistant Deputy Speaker and Deputy Chair — Committees of the Whole	17,500

Type	\$
Assistant Deputy Speaker and Assistant Deputy Chair — Committees of the Whole	17,500
House Leader — Other Opposition Party	17,500
Deputy House Leaders — Government and Official Opposition <i>Other than Members receiving a salary under the Salaries Act</i>	17,500
Chief Whip — Other Opposition Party	12,400
Deputy Whips — Government and Official Opposition	12,400
Caucus Chairs — Government and Official Opposition	12,400
Chair — Standing, Special, Standing Joint and Special Joint Committees <i>Other than Members receiving a salary under the Salaries Act Excluding the Liaison Committee and the Standing Joint Committee on the Library of Parliament</i>	12,400
Committee Member – National Security and Intelligence Committee of Parliamentarians <i>Pursuant to the National Security and Intelligence Committee of Parliamentarians Act Other than Members receiving a salary under the Salaries Act</i>	12,400
Caucus Chair — Other Opposition Party	6,200
Deputy House Leader — Other Opposition Party	6,200
Deputy Whip — Other Opposition Party	6,200
Vice-Chairs — Standing, Special, Standing Joint and Special Joint Committees <i>Other than Members receiving a salary under the Salaries Act Excluding the Liaison Committee and the Standing Joint Committee on the Library of Parliament</i>	6,200

4. BUDGETS

1. Introduction	4-2
2. Summary of Budget Allocations.....	4-3
3. Member’s Office Budget.....	4-4
4. Travel Allocations.....	4-5
5. Delegation of Authority	4-6
6. Financial Reports and Public Disclosure	4-7
7. Accounting and Reimbursement	4-8
Appendix: Schedule of Rates	4-11
Appendix: Member’s Office Budget by Constituency 2019-2020	4-13
Appendix: Financial Limits by Constituency 2019-2020	4-27

1. Introduction

Members are provided with funds, premises, goods and services to support them in the fulfillment of their parliamentary functions. Members must operate within their allocated budget and use the resources as prescribed by the Board of Internal Economy. Additional information on allowable expenses is provided throughout this manual.

Members should read this chapter in conjunction with section [2. Governing Principles](#) in the Governance and Principles chapter.

This chapter includes:

[Summary of Budget Allocations](#)

[Member's Office Budget](#)

[Travel Allocations](#)

[Delegation of Authority](#)

[Financial Reports and Public Disclosure](#)

[Accounting and Reimbursement](#)

For more information about the office budgets of House Officers and national caucus research offices, see the [House Officers and Recognized Parties](#) chapter.

For more information about the impacts of the dissolution of Parliament or of an election on Members' budgets, see the [Dissolution of Parliament](#) and [Elections](#) chapters, respectively.

2. Summary of Budget Allocations

Allocations	Fiscal Year 2019-2020	Description
Member's Office Budget (MOB) Basic Budget Add: (if applicable) + Elector Supplement + Geographic Supplement + Schedule 3 Supplement	\$363,600	This annual budget provides Members with funds to pay employee salaries, service contracts, wireless devices, some operating and travel costs, and other expenses. For more information, see the Expenses chapter and the Member's Office Budget by Constituency appendix in this chapter.
Travel Status Expenses Account (TSEA)	\$30,690	Members may charge some travel expenses they personally incur while in travel status to this account. For more information, see the Travel chapter.
Travel Points System Add: (if applicable) + Point allocation based on age of dependant	64 travel points	This system ensures that Members have the same transportation resources regardless of where their constituency is located in Canada. Members are allocated at least 64 travel points each fiscal year for regular trips, of which 25 points may be used for special trips. For more information, see section 6. Travel Points System in the Travel chapter.

Member's Office Budget Limits

Allocations	Fiscal Year 2019-2020	Description
Miscellaneous Expenditures Account (hospitality and gift expenses)	3% of the MOB	Members may charge eligible hospitality and gift expenses related to their parliamentary, non-political functions to this account. See section 4. Hospitality and Gifts in the Expenses chapter and section 4. the Financial Limits by Constituency appendix in this chapter.
Advertising Expenses Account	10% of the MOB	Members may charge eligible advertising expenses to this account. For more information, see section 3. Advertising in the Expenses chapter and the Financial Limits by Constituency appendix in this chapter.

3. Member's Office Budget

The Board of Internal Economy sets the Member's Office Budget (MOB).

The MOB consists of a basic budget and in some cases, an Elector Supplement and/or a Geographic Supplement for Members who represent densely populated or geographically large constituencies. Members whose constituencies are located in areas of the country where transportation and communication facilities may be restricted, as listed in Schedule 3 of the [Canada Elections Act](#), also receive a Schedule 3 Supplement. The MOB is allocated each fiscal year on April 1. The Board may adjust the budget from time to time.

Members use the MOB to pay employee salaries, service contracts, some operating and travel costs, and other expenses, as determined by the Board. Members are responsible for the management of these resources and must operate within their allocated budget, as they are personally responsible for paying expenditures exceeding their budget.

The MOB includes:

- **Basic budget:** The basic budget is currently set at \$363,600 for all constituencies.
- **Elector Supplement:** Members who represent densely populated constituencies receive an Elector Supplement. This graduated supplement is added to the basic budget when there are 70,000 electors or more on the Final Lists of Electors for the Member's constituency, as published by the Chief Electoral Officer after an election. The Elector Supplement remains in effect for the duration of Parliament.

2019-2020 Annual Elector Supplement

Number of Electors	Supplement
150,001 or more	\$64,020
130,001 – 150,000	53,340
110,001 – 130,000	42,690
90,001 – 110,000	32,030
80,001 – 90,000	21,370
70,000 – 80,000	10,680

- **Geographic Supplement:** Members who represent constituencies with an area of 500 square kilometres or more receive a graduated Geographic Supplement.

2019-2020 Annual Geographic Supplement

Area (sq. km)	Supplement
500,001 or more	\$64,950
200,001 – 500,000	45,760
75,001 – 200,000	36,910
20,001 – 75,000	26,570
15,001 – 20,000	23,610
8,001 – 15,000	20,670
3,001 – 8,000	10,320
500 – 3,000	5,910

- **Schedule 3 Supplement:** Members who represent constituencies located in areas of the country where transportation and communication facilities may be restricted, as listed in Schedule 3 of the [Canada Elections Act](#), receive a Schedule 3 Supplement of \$20,670, except for Members representing Nunavut and the Northwest Territories, who receive \$24,800.

For a complete list of basic budgets and supplements by constituency, see the [Member's Office Budget by Constituency](#) appendix in this chapter.

Carry-forward: Members may carry forward into the next fiscal year the unspent portion of their current fiscal year's MOB, excluding any carry-forward from a prior year, to a maximum of 5% of the approved budget. The carry-forward is calculated each year in June by the House Administration and is automatically added to the MOB for the new fiscal year. However, the carry-forward policy does not apply to expenditure limits established within a budget, such as the Miscellaneous Expenditures Account and the Advertising Expenses Account.

Year of an anticipated general election: In the year of an anticipated general election, the MOB will be prorated based on the number of days between April 1 and midnight the day before the general election.

Electoral boundaries redistribution: The Chief Electoral Officer confirms the electoral boundaries of each constituency, which are reviewed every 10 years. After this review and the next election, there may be changes to the supplements due to revised demographic or electoral boundaries.

4. Travel Allocations

The Board of Internal Economy provides Members with travel allocations to reimburse their transportation, accommodation and meal expenses as follows:

- **Travel Points System:** Members are allocated 64 travel points each fiscal year to carry out their parliamentary functions. Members who have more than one dependant are provided with eight

additional points for the second and any subsequent dependants between the ages of 6 and 20. Members may use:

- all of these points for regular trips, which are trips:
 - between their constituency and Ottawa;
 - within the constituency; and
 - from Ottawa or the constituency to the provincial/territorial capital in which the constituency is located.
- up to 25 of these 64 points for special trips, which are trips within Canada (other than regular trips), 4 of which can be used to travel to Washington D.C. and New York City. (Travel points may be used by the Member's authorized travellers, under certain conditions.)

Unused travel points cannot be carried forward from one fiscal year to the next.

For more information on the use of travel points, see section [6. Travel Points System](#) in the Travel chapter.

- **Travel Status Expenses Account (TSEA):** Members may charge meal, incidental and accommodation expenses, including those related to their secondary residence, that they personally incur while in travel status to this account. The maximum limit is currently set at \$30,690 per fiscal year.

Unused amounts of the TSEA cannot be carried forward from one fiscal year to the next.

- **Year of an anticipated general election:** In the year of an anticipated general election, the travel point allocation and the TSEA amount are prorated based on the number of days between April 1 and midnight the day before the general election.

5. Delegation of Authority

The Board of Internal Economy allows Members to delegate certain responsibilities to their regular employees. However, Members are ultimately accountable for the actions taken on their behalf and are personally responsible for paying expenditures that are not allowed. Under no circumstances can Members delegate responsibilities to contractors.

Members may delegate the following responsibilities in writing to a regular employee:

- initiate expenditures against the Member's Office Budget (MOB);
- approve invoice payments, including those for lease agreements, equipment maintenance contracts, goods and services contracts, but excluding contracts for professional services;
- approve petty cash claims for office expenses;
- request budget information, including salary costs;

- approve monthly employee attendance forms, except the designated employee's own report;
- approve requisitions for office supplies, stationeries, printing services and householder printing;
- request locksmith services; and
- approve requisitions for identification/access cards.

Members may not delegate the following responsibilities:

- appoint or terminate employees;
- set or amend pay rates and working hours for employees;
- enter into, amend or terminate contracts;
- approve payments for contracts for professional services;
- enter into, amend or terminate lease agreements;
- approve requests for airline or train tickets;
- approve travel expense claims;
- make commitments for matters for which the Member is personally liable;
- establish a petty cash fund for office expenses;
- approve hospitality and gift expenses charged to the Miscellaneous Expenditures Account; and
- approve charges for advertising expenses.

Financial Management Operations must be notified in writing of the delegation, its extent and duration, any subsequent amendments, and its termination. Members must complete and return the *Delegation of Authorities* form. Forms may need to be updated from time to time to ensure accuracy of the information on record. For more information or a copy of the form, see the Financial Portal or contact Financial Management Operations.

6. Financial Reports and Public Disclosure

Financial reports: Members may access different financial reports related to their budgetary allocations and various expenditures, including salary, travel, operating and advertising expenses, through the Financial Portal. For more information, contact Financial Management Operations.

Other than the Member or the Board of Internal Economy, no other person or group may release information about a Member's expenditures without the permission of the Member or the Board.

Public disclosure: The Speaker of the House of Commons will publish the *Members' Expenditures Report* on the Parliament of Canada website on a quarterly basis. The report summarizes:

- expenditures incurred by Members;
- expenditures related to resources provided by the House Administration in support of Members' parliamentary functions;
- detailed travel expenses charged under the Travel Points System; and
- detailed hospitality expenditures.

Members must routinely review their financial reports and report any errors to ensure the accuracy and validity of the data available in the Financial Portal. The schedule for cumulative quarterly reporting is as follows:

Year-to-date Reports	Publishing Deadline
Q1 (April – June)	September 30
Q2 (April – September)	December 31
Q3 (April – December)	March 31
Q4 (April – March)	June 30

7. Accounting and Reimbursement

Members are responsible for managing their budgets. They must therefore submit their expense claims promptly, manage their petty cash and set up recurring payments for their office and secondary residence leases, if applicable, by filling the *Direct Deposit Enrolment – Contractors, Landlords, Suppliers and Others* form. For more information, contact Financial Management Operations.

Payments to suppliers: Members are responsible for directly paying suppliers for all allowable expenses under \$100. For allowable expenses exceeding \$100, Members may either:

- submit an office expense claim through the Financial Portal and provide the approved original invoices to Financial Management Operations for payment directly to the supplier; or
- pay these expenses and then seek reimbursement by submitting a claim through the Financial Portal and providing the original receipts to Financial Management Operations.

During the fiscal year, reimbursement requests should be submitted to Financial Management Operations as soon as possible. At the end of the fiscal year (March 31), all accounts relating to that fiscal year must be received by the date specified by Financial Management Operations in its year-end procedures. Subject to certain conditions, invoices received after the specified date will be charged to the budget of the new fiscal year.

Travel expense claims: A single claim for each trip including all transportation, accommodation and per diem expenses must be submitted by Members and their authorized travellers. Travel claims must be

submitted through the Financial Portal within 30 calendar days of the end of the trip. Members and their authorized travellers must regularly reconcile all outstanding travel claims and airline tickets purchased by Members' Travel Services. Members may not transfer travel costs between the Travel Points System, the Travel Status Expenses Account and the Member's Office Budget after they have been approved and submitted through the Financial Portal. For more information on submitting claims, contact Financial Management Operations.

Expense claims: Members must submit all expense claims, along with original receipts, invoices and supporting documentation (e.g. tear sheet and copy of material produced) promptly after the expenses are incurred.

Direct deposit for reimbursement: Reimbursement of travel and office expense claims will be made through direct deposit to the Member's bank account.

Petty cash: In order to pay suppliers directly, Members may establish a petty cash of up to \$2,000 as an advance from the MOB. This advance does not represent an increase to the MOB.

The petty cash is established by completing the *Petty Cash Request – Members* form, available from Financial Management Operations, and by providing a void cheque. By signing this form, Members accept all terms and conditions associated with creating a petty cash. Non-allowable expenses, including those exceeding the applicable budget limit, will not be reimbursed.

Members must ensure that adequate measures are taken to safeguard their petty cash. Members are personally responsible for any loss of funds resulting from negligence or misuse. The petty cash must be returned to the House Administration when the Member ceases to be a Member.

Taxes: Members pay the goods and services tax (GST), the harmonized sales tax (HST) and the Québec sales tax (QST), as applicable, on purchases of goods and services. However, these taxes are charged to a central account and are not charged to the MOB.

The provincial sales tax (PST) applies in the provinces of British Columbia, Saskatchewan and Manitoba, and is charged to the MOB. However, Members may claim a PST exemption for goods and services purchased while carrying out their parliamentary functions under the following circumstances:

- Since House standing orders already contain a PST exemption clause, all purchases by Members or on their behalf using a House standing offer are PST exempt; no action is required by the Member.
- The mandatory template for professional service contracts contains a PST exemption clause. If the Member enters into another type of contract with a supplier, such as an equipment lease agreement, the Member may claim a PST exemption if such a clause is added to the contract. The supplier may request a copy of the PST exemption certificate.
- Some provinces charge PST on office leases. If this is the case, Members must include a PST exemption clause in the lease agreement. The landlord may request a copy of the PST exemption certificate.

Regulatory charges (e.g. environmental fees) are typically paid and charged to the applicable budget.

For a copy of the PST exemption certificate or for more information on the application of the GST, HST, QST, PST and regulatory charges, contact Financial Management Operations.

Recovery of funds: In accordance with the *Parliament of Canada Act*, the Board of Internal Economy has the power to act on all matters of financial and administrative policy affecting the House of Commons.

After 90 days or more, the House Administration may recover what is owed from the amounts due to Members, House Officers and research offices, excluding their sessional allowances, additional salaries and pensions. This does not preclude the Board from exercising any other civil remedies it deems appropriate.

Former Members must repay any amounts that they owe to the House.

Appendix: Schedule of Rates

Schedule of Rates

The maximum annual salary and contract limit rates are reviewed annually based on the major wage settlements reached by major groups across Canada. The maximum rates for mileage and tickets for meals are reviewed periodically.

Item	Rate	Effective Date
Maximum Annual Salary	\$88,300 per employee	April 1, 2019
Maximum Annual Contract Limit	\$88,300 per contractor	April 1, 2019
Private Accommodation	\$50 per night	October 20, 2003
Secondary Residence	\$50 per day	April 1, 2017
Mileage	52.80 cents per kilometre	April 1, 2019
Tickets for Meals	Maximum of \$125 per ticket	December 7, 2017
Taxi and Bus	Receipts required for amounts over \$25	-
Postal Services	82 cents per kilogram (preferred bulk rate) for items mailed from the House of Commons postal stations only	January 1, 1996

Per Diem

The per diem rates are based on the National Joint Council's Travel Directive, subject to the conditions set by the Board of Internal Economy. The per diem rates for United States are the same as for the provinces, in US currency.

The following per diem rate is effective April 1, 2019.

Per Diem Type	Provinces	Yukon	N.W.T.	Nunavut
Breakfast	20.50	21.15	26.00	27.30
Lunch	20.10	21.45	28.20	36.95
Dinner	50.65	59.25	62.35	90.35
Incidentals	17.30	17.30	17.30	17.30
Total	108.55	119.15	133.85	171.90

This page is intentionally left blank.

Appendix: Member's Office Budget by Constituency 2019-2020

Constituency	Basic Budget \$	Geographic Supplement \$	Elector Supplement \$	Schedule 3 Supplement \$	Total \$
Abbotsford	363,600	-	-	-	363,600
Abitibi—Baie-James—Nunavik—Eeyou	363,600	64,950	-	20,670	449,220
Abitibi—Témiscamingue	363,600	26,570	21,370	20,670	432,210
Acadie—Bathurst	363,600	10,320	-	-	373,920
Ahuntsic-Cartierville	363,600	-	21,370	-	384,970
Ajax	363,600	-	21,370	-	384,970
Alfred-Pellan	363,600	-	10,680	-	374,280
Algoma—Manitoulin—Kapusking	363,600	36,910	-	20,670	421,180
Argenteuil—La Petite-Nation	363,600	10,320	10,680	-	384,600
Aurora—Oak Ridges—Richmond Hill	363,600	-	10,680	-	374,280
Avalon	363,600	10,320	-	-	373,920
Avignon—La Mitis—Matane—Matapédia	363,600	20,670	-	-	384,270
Banff—Airdrie	363,600	20,670	32,030	-	416,300
Barrie—Innisfil	363,600	-	10,680	-	374,280
Barrie—Springwater—Oro-Medonte	363,600	5,910	10,680	-	380,190
Battle River—Crowfoot	363,600	26,570	21,370	-	411,540
Battlefords—Lloydminster	363,600	26,570	-	20,670	410,840
Bay of Quinte	363,600	5,910	21,370	-	390,880
Beaches—East York	363,600	-	10,680	-	374,280
Beauce	363,600	10,320	21,370	-	395,290
Beauport—Côte-de-Beaupré—Île d'Orléans—Charlevoix	363,600	20,670	10,680	-	394,950
Beauport—Limoilou	363,600	-	10,680	-	374,280
Beauséjour	363,600	10,320	-	-	373,920

Constituency	Basic Budget \$	Geographic Supplement \$	Elector Supplement \$	Schedule 3 Supplement \$	Total \$
Bécancour—Nicolet—Saurel	363,600	5,910	10,680	-	380,190
Bellechasse—Les Etchemins—Lévis	363,600	10,320	32,030	-	405,950
Beloeil—Chambly	363,600	-	32,030	-	395,630
Berthier—Maskinongé	363,600	10,320	21,370	-	395,290
Bonavista—Burin—Trinity	363,600	23,610	-	20,670	407,880
Bourassa	363,600	-	10,680	-	374,280
Bow River	363,600	26,570	10,680	-	400,850
Brampton Centre	363,600	-	-	-	363,600
Brampton East	363,600	-	-	-	363,600
Brampton North	363,600	-	10,680	-	374,280
Brampton South	363,600	-	10,680	-	374,280
Brampton West	363,600	-	10,680	-	374,280
Brandon—Souris	363,600	23,610	-	-	387,210
Brantford—Brant	363,600	5,910	32,030	-	401,540
Brome—Missisquoi	363,600	10,320	21,370	-	395,290
Brossard—Saint-Lambert	363,600	-	21,370	-	384,970
Bruce—Grey—Owen Sound	363,600	10,320	21,370	-	395,290
Burlington	363,600	-	32,030	-	395,630
Burnaby North—Seymour	363,600	-	10,680	-	374,280
Burnaby South	363,600	-	10,680	-	374,280
Calgary Centre	363,600	-	21,370	-	384,970
Calgary Confederation	363,600	-	32,030	-	395,630
Calgary Forest Lawn	363,600	-	10,680	-	374,280
Calgary Heritage	363,600	-	21,370	-	384,970
Calgary Midnapore	363,600	-	21,370	-	384,970
Calgary Nose Hill	363,600	-	21,370	-	384,970
Calgary Rocky Ridge	363,600	-	21,370	-	384,970
Calgary Shepard	363,600	-	32,030	-	395,630

Constituency	Basic Budget \$	Geographic Supplement \$	Elector Supplement \$	Schedule 3 Supplement \$	Total \$
Calgary Signal Hill	363,600	-	21,370	-	384,970
Calgary Skyview	363,600	-	10,680	-	374,280
Cambridge	363,600	-	21,370	-	384,970
Cape Breton—Canso	363,600	20,670	-	-	384,270
Cardigan	363,600	5,910	-	-	369,510
Cariboo—Prince George	363,600	36,910	10,680	20,670	431,860
Carleton	363,600	5,910	10,680	-	380,190
Carlton Trail—Eagle Creek	363,600	26,570	-	20,670	410,840
Central Nova	363,600	20,670	-	-	384,270
Central Okanagan— Similkameen—Nicola	363,600	23,610	21,370	-	408,580
Charlesbourg—Haute-Saint- Charles	363,600	-	21,370	-	384,970
Charleswood—St. James— Assiniboia—Headingley	363,600	-	-	-	363,600
Charlottetown	363,600	-	-	-	363,600
Châteauguay—Lacolle	363,600	5,910	10,680	-	380,190
Chatham-Kent—Leamington	363,600	5,910	10,680	-	380,190
Chicoutimi—Le Fjord	363,600	5,910	-	-	369,510
Chilliwack—Hope	363,600	10,320	10,680	-	384,600
Churchill—Keewatinook Aski	363,600	45,760	-	20,670	430,030
Cloverdale—Langley City	363,600	-	10,680	-	374,280
Coast of Bays—Central—Notre Dame	363,600	26,570	-	20,670	410,840
Compton—Stanstead	363,600	10,320	21,370	-	395,290
Coquitlam—Port Coquitlam	363,600	5,910	21,370	-	390,880
Courtenay—Alberni	363,600	20,670	32,030	-	416,300
Cowichan—Malahat—Langford	363,600	10,320	21,370	-	395,290
Cumberland—Colchester	363,600	20,670	-	-	384,270
Cypress Hills—Grasslands	363,600	36,910	-	-	400,510
Dartmouth—Cole Harbour	363,600	-	10,680	-	374,280

Constituency	Basic Budget \$	Geographic Supplement \$	Elector Supplement \$	Schedule 3 Supplement \$	Total \$
Dauphin—Swan River—Neepawa	363,600	26,570	-	20,670	410,840
Davenport	363,600	-	10,680	-	374,280
Delta	363,600	-	10,680	-	374,280
Desnethé—Missinippi—Churchill River	363,600	45,760	-	20,670	430,030
Don Valley East	363,600	-	-	-	363,600
Don Valley North	363,600	-	10,680	-	374,280
Don Valley West	363,600	-	10,680	-	374,280
Dorval—Lachine—LaSalle	363,600	-	21,370	-	384,970
Drummond	363,600	5,910	21,370	-	390,880
Dufferin—Caledon	363,600	5,910	32,030	-	401,540
Durham	363,600	5,910	32,030	-	401,540
Edmonton Centre	363,600	-	21,370	-	384,970
Edmonton Griesbach	363,600	-	21,370	-	384,970
Edmonton Manning	363,600	-	21,370	-	384,970
Edmonton Mill Woods	363,600	-	10,680	-	374,280
Edmonton Riverbend	363,600	-	21,370	-	384,970
Edmonton Strathcona	363,600	-	10,680	-	374,280
Edmonton West	363,600	-	21,370	-	384,970
Edmonton—Wetaskiwin	363,600	10,320	32,030	-	405,950
Eglinton—Lawrence	363,600	-	10,680	-	374,280
Egmont	363,600	5,910	-	-	369,510
Elgin—Middlesex—London	363,600	5,910	21,370	-	390,880
Elmwood—Transcona	363,600	-	-	-	363,600
Esquimalt—Saanich—Sooke	363,600	-	32,030	-	395,630
Essex	363,600	5,910	32,030	-	401,540
Etobicoke Centre	363,600	-	21,370	-	384,970
Etobicoke North	363,600	-	-	-	363,600
Etobicoke—Lakeshore	363,600	-	32,030	-	395,630

Constituency	Basic Budget \$	Geographic Supplement \$	Elector Supplement \$	Schedule 3 Supplement \$	Total \$
Flamborough—Glanbrook	363,600	5,910	10,680	-	380,190
Fleetwood—Port Kells	363,600	-	10,680	-	374,280
Foothills	363,600	26,570	21,370	-	411,540
Fort McMurray—Cold Lake	363,600	36,910	10,680	20,670	431,860
Fredericton	363,600	5,910	-	-	369,510
Fundy Royal	363,600	10,320	-	-	373,920
Gaspésie—Les Îles-de-la-Madeleine	363,600	23,610	-	-	387,210
Gatineau	363,600	-	21,370	-	384,970
Glengarry—Prescott—Russell	363,600	10,320	21,370	-	395,290
Grande Prairie—Mackenzie	363,600	36,910	21,370	20,670	442,550
Guelph	363,600	-	32,030	-	395,630
Haldimand—Norfolk	363,600	10,320	21,370	-	395,290
Haliburton—Kawartha Lakes—Brock	363,600	20,670	32,030	-	416,300
Halifax	363,600	-	10,680	-	374,280
Halifax West	363,600	-	10,680	-	374,280
Hamilton Centre	363,600	-	-	-	363,600
Hamilton East—Stoney Creek	363,600	-	21,370	-	384,970
Hamilton Mountain	363,600	-	10,680	-	374,280
Hamilton West—Ancaster—Dundas	363,600	-	21,370	-	384,970
Hastings—Lennox and Addington	363,600	20,670	10,680	-	394,950
Hochelaga	363,600	-	21,370	-	384,970
Honoré-Mercier	363,600	-	10,680	-	374,280
Hull—Aylmer	363,600	-	10,680	-	374,280
Humber River—Black Creek	363,600	-	-	-	363,600
Huron—Bruce	363,600	10,320	21,370	-	395,290
Joliette	363,600	20,670	21,370	-	405,640
Jonquière	363,600	26,570	10,680	-	400,850

Constituency	Basic Budget \$	Geographic Supplement \$	Elector Supplement \$	Schedule 3 Supplement \$	Total \$
Kamloops—Thompson—Cariboo	363,600	26,570	32,030	20,670	442,870
Kanata—Carleton	363,600	5,910	21,370	-	390,880
Kelowna—Lake Country	363,600	5,910	32,030	-	401,540
Kenora	363,600	45,760	-	20,670	430,030
Kildonan—St. Paul	363,600	-	-	-	363,600
Kings—Hants	363,600	10,320	-	-	373,920
Kingston and the Islands	363,600	-	32,030	-	395,630
King—Vaughan	363,600	-	21,370	-	384,970
Kitchener Centre	363,600	-	10,680	-	374,280
Kitchener South—Hespeler	363,600	-	10,680	-	374,280
Kitchener—Conestoga	363,600	5,910	-	-	369,510
Kootenay—Columbia	363,600	26,570	21,370	-	411,540
La Pointe-de-l'Île	363,600	-	21,370	-	384,970
La Prairie	363,600	-	21,370	-	384,970
Labrador	363,600	45,760	-	20,670	430,030
Lac-Saint-Jean	363,600	26,570	21,370	-	411,540
Lac-Saint-Louis	363,600	-	21,370	-	384,970
Lakeland	363,600	26,570	10,680	20,670	421,520
Lambton—Kent—Middlesex	363,600	10,320	21,370	-	395,290
Lanark—Frontenac—Kingston	363,600	10,320	10,680	-	384,600
Langley—Aldergrove	363,600	-	21,370	-	384,970
LaSalle—Émard—Verdun	363,600	-	21,370	-	384,970
Laurentides—Labelle	363,600	23,610	32,030	-	419,240
Laurier—Sainte-Marie	363,600	-	21,370	-	384,970
Laval—Les Îles	363,600	-	21,370	-	384,970
Leeds—Grenville—Thousand Islands and Rideau Lakes	363,600	10,320	10,680	-	384,600
Lethbridge	363,600	10,320	21,370	-	395,290
Lévis—Lotbinière	363,600	5,910	21,370	-	390,880

Constituency	Basic Budget \$	Geographic Supplement \$	Elector Supplement \$	Schedule 3 Supplement \$	Total \$
London North Centre	363,600	-	32,030	-	395,630
London West	363,600	-	32,030	-	395,630
London—Fanshawe	363,600	-	21,370	-	384,970
Long Range Mountains	363,600	26,570	10,680	20,670	421,520
Longueuil—Charles-LeMoine	363,600	-	21,370	-	384,970
Longueuil—Saint-Hubert	363,600	-	21,370	-	384,970
Louis-Hébert	363,600	-	21,370	-	384,970
Louis-Saint-Laurent	363,600	-	32,030	-	395,630
Madawaska—Restigouche	363,600	20,670	-	-	384,270
Malpeque	363,600	5,910	-	-	369,510
Manicouagan	363,600	45,760	10,680	20,670	440,710
Marc-Aurèle-Fortin	363,600	-	10,680	-	374,280
Markham—Stouffville	363,600	-	21,370	-	384,970
Markham—Thornhill	363,600	-	10,680	-	374,280
Markham—Unionville	363,600	-	21,370	-	384,970
Medicine Hat—Cardston—Warner	363,600	26,570	10,680	20,670	421,520
Mégantic—L'Érable	363,600	10,320	10,680	-	384,600
Milton	363,600	-	10,680	-	374,280
Mirabel	363,600	5,910	21,370	-	390,880
Miramichi—Grand Lake	363,600	23,610	-	-	387,210
Mission—Matsqui—Fraser Canyon	363,600	26,570	-	20,670	410,840
Mississauga Centre	363,600	-	21,370	-	384,970
Mississauga East—Cooksville	363,600	-	21,370	-	384,970
Mississauga—Erin Mills	363,600	-	21,370	-	384,970
Mississauga—Lakeshore	363,600	-	21,370	-	384,970
Mississauga—Malton	363,600	-	10,680	-	374,280
Mississauga—Streetsville	363,600	-	21,370	-	384,970
Moncton—Riverview—Dieppe	363,600	-	10,680	-	374,280

Constituency	Basic Budget \$	Geographic Supplement \$	Elector Supplement \$	Schedule 3 Supplement \$	Total \$
Montarville	363,600	-	10,680	-	374,280
Montcalm	363,600	5,910	21,370	-	390,880
Montmagny—L'Islet— Kamouraska—Rivière-du-Loup	363,600	10,320	10,680	-	384,600
Moose Jaw—Lake Centre— Lanigan	363,600	26,570	-	-	390,170
Mount Royal	363,600	-	10,680	-	374,280
Nanaimo—Ladysmith	363,600	5,910	32,030	-	401,540
Nepean	363,600	-	21,370	-	384,970
New Brunswick Southwest	363,600	20,670	-	-	384,270
New Westminster—Burnaby	363,600	-	21,370	-	384,970
Newmarket—Aurora	363,600	-	21,370	-	384,970
Niagara Centre	363,600	-	21,370	-	384,970
Niagara Falls	363,600	5,910	32,030	-	401,540
Niagara West	363,600	5,910	-	-	369,510
Nickel Belt	363,600	26,570	10,680	-	400,850
Nipissing—Timiskaming	363,600	23,610	10,680	-	397,890
North Island—Powell River	363,600	26,570	21,370	20,670	432,210
North Okanagan—Shuswap	363,600	23,610	32,030	-	419,240
North Vancouver	363,600	-	21,370	-	384,970
Northumberland— Peterborough South	363,600	10,320	21,370	-	395,290
Northwest Territories	363,600	64,950	-	24,800	453,350
Notre-Dame-de-Grâce— Westmount	363,600	-	10,680	-	374,280
Nunavut	363,600	64,950	-	24,800	453,350
Oakville	363,600	-	21,370	-	384,970
Oakville North—Burlington	363,600	-	21,370	-	384,970
Orléans	363,600	-	32,030	-	395,630
Oshawa	363,600	-	32,030	-	395,630
Ottawa Centre	363,600	-	32,030	-	395,630

Constituency	Basic Budget \$	Geographic Supplement \$	Elector Supplement \$	Schedule 3 Supplement \$	Total \$
Ottawa South	363,600	-	21,370	-	384,970
Ottawa West—Nepean	363,600	-	21,370	-	384,970
Ottawa—Vanier	363,600	-	21,370	-	384,970
Outremont	363,600	-	10,680	-	374,280
Oxford	363,600	5,910	21,370	-	390,880
Papineau	363,600	-	10,680	-	374,280
Parkdale—High Park	363,600	-	21,370	-	384,970
Parry Sound—Muskoka	363,600	20,670	10,680	-	394,950
Peace River—Westlock	363,600	36,910	10,680	20,670	431,860
Perth—Wellington	363,600	10,320	10,680	-	384,600
Peterborough—Kawartha	363,600	10,320	32,030	-	405,950
Pickering—Uxbridge	363,600	5,910	21,370	-	390,880
Pierre-Boucher—Les Patriotes—Verchères	363,600	5,910	10,680	-	380,190
Pierrefonds—Dollard	363,600	-	21,370	-	384,970
Pitt Meadows—Maple Ridge	363,600	5,910	10,680	-	380,190
Pontiac	363,600	26,570	21,370	-	411,540
Port Moody—Coquitlam	363,600	-	10,680	-	374,280
Portage—Lisgar	363,600	20,670	-	-	384,270
Portneuf—Jacques-Cartier	363,600	10,320	21,370	-	395,290
Prince Albert	363,600	23,610	-	20,670	407,880
Prince George—Peace River—Northern Rockies	363,600	45,760	10,680	20,670	440,710
Provencher	363,600	23,610	-	-	387,210
Québec	363,600	-	10,680	-	374,280
Red Deer—Lacombe	363,600	10,320	21,370	-	395,290
Red Deer—Mountain View	363,600	10,320	21,370	-	395,290
Regina—Lewvan	363,600	-	-	-	363,600
Regina—Qu'Appelle	363,600	20,670	-	-	384,270
Regina—Wascana	363,600	-	-	-	363,600

Constituency	Basic Budget \$	Geographic Supplement \$	Elector Supplement \$	Schedule 3 Supplement \$	Total \$
Renfrew—Nipissing—Pembroke	363,600	20,670	10,680	-	394,950
Repentigny	363,600	-	32,030	-	395,630
Richmond Centre	363,600	-	-	-	363,600
Richmond Hill	363,600	-	21,370	-	384,970
Richmond—Arthabaska	363,600	10,320	21,370	-	395,290
Rimouski-Neigette— Témiscouata—Les Basques	363,600	20,670	10,680	-	394,950
Rivière-des-Mille-Îles	363,600	-	21,370	-	384,970
Rivière-du-Nord	363,600	-	21,370	-	384,970
Rosemont—La Petite-Patrie	363,600	-	21,370	-	384,970
Saanich—Gulf Islands	363,600	5,910	21,370	-	390,880
Sackville—Preston— Chezzetcook	363,600	5,910	-	-	369,510
Saint Boniface—Saint Vital	363,600	-	-	-	363,600
Saint John—Rothesay	363,600	-	-	-	363,600
Saint-Hyacinthe—Bagot	363,600	5,910	21,370	-	390,880
Saint-Jean	363,600	5,910	21,370	-	390,880
Saint-Laurent	363,600	-	-	-	363,600
Saint-Léonard—Saint-Michel	363,600	-	10,680	-	374,280
Saint-Maurice—Champlain	363,600	26,570	32,030	-	422,200
Salaberry—Suroît	363,600	5,910	32,030	-	401,540
Sarnia—Lambton	363,600	5,910	21,370	-	390,880
Saskatoon West	363,600	-	-	-	363,600
Saskatoon—Grasswood	363,600	-	-	-	363,600
Saskatoon—University	363,600	-	-	-	363,600
Sault Ste. Marie	363,600	10,320	-	-	373,920
Scarborough Centre	363,600	-	10,680	-	374,280
Scarborough North	363,600	-	-	-	363,600
Scarborough Southwest	363,600	-	10,680	-	374,280
Scarborough—Agincourt	363,600	-	10,680	-	374,280

Constituency	Basic Budget \$	Geographic Supplement \$	Elector Supplement \$	Schedule 3 Supplement \$	Total \$
Scarborough—Guildwood	363,600	-	-	-	363,600
Scarborough—Rouge Park	363,600	-	10,680	-	374,280
Selkirk—Interlake—Eastman	363,600	26,570	10,680	20,670	421,520
Shefford	363,600	5,910	21,370	-	390,880
Sherbrooke	363,600	-	21,370	-	384,970
Sherwood Park—Fort Saskatchewan	363,600	5,910	32,030	-	401,540
Simcoe North	363,600	5,910	21,370	-	390,880
Simcoe—Grey	363,600	5,910	32,030	-	401,540
Skeena—Bulkley Valley	363,600	45,760	-	20,670	430,030
Souris—Moose Mountain	363,600	26,570	-	-	390,170
South Okanagan—West Kootenay	363,600	23,610	32,030	-	419,240
South Shore—St. Margarets	363,600	20,670	10,680	-	394,950
South Surrey—White Rock	363,600	-	10,680	-	374,280
Spadina—Fort York	363,600	-	10,680	-	374,280
St. Albert—Edmonton	363,600	-	21,370	-	384,970
St. Catharines	363,600	-	21,370	-	384,970
St. John's East	363,600	-	-	-	363,600
St. John's South—Mount Pearl	363,600	5,910	-	-	369,510
Steveston—Richmond East	363,600	-	10,680	-	374,280
Stormont—Dundas—South Glengarry	363,600	5,910	10,680	-	380,190
Sturgeon River—Parkland	363,600	10,320	21,370	-	395,290
Sudbury	363,600	5,910	10,680	-	380,190
Surrey Centre	363,600	-	10,680	-	374,280
Surrey—Newton	363,600	-	-	-	363,600
Sydney—Victoria	363,600	10,320	-	-	373,920
Terrebonne	363,600	-	21,370	-	384,970
Thérèse-De Blainville	363,600	-	10,680	-	374,280
Thornhill	363,600	-	21,370	-	384,970

Constituency	Basic Budget \$	Geographic Supplement \$	Elector Supplement \$	Schedule 3 Supplement \$	Total \$
Thunder Bay—Rainy River	363,600	26,570	-	20,670	410,840
Thunder Bay—Superior North	363,600	36,910	-	20,670	421,180
Timmins—James Bay	363,600	45,760	-	20,670	430,030
Tobique—Mactaquac	363,600	23,610	-	-	387,210
Toronto Centre	363,600	-	10,680	-	374,280
Toronto—Danforth	363,600	-	10,680	-	374,280
Toronto—St. Paul's	363,600	-	10,680	-	374,280
Trois-Rivières	363,600	-	32,030	-	395,630
University—Rosedale	363,600	-	10,680	-	374,280
Vancouver Centre	363,600	-	21,370	-	384,970
Vancouver East	363,600	-	21,370	-	384,970
Vancouver Granville	363,600	-	21,370	-	384,970
Vancouver Kingsway	363,600	-	10,680	-	374,280
Vancouver Quadra	363,600	-	10,680	-	374,280
Vancouver South	363,600	-	10,680	-	374,280
Vaudreuil—Soulanges	363,600	-	32,030	-	395,630
Vaughan—Woodbridge	363,600	-	10,680	-	374,280
Victoria	363,600	-	32,030	-	395,630
Ville-Marie—Le Sud-Ouest—Île-des-Soeurs	363,600	-	21,370	-	384,970
Vimy	363,600	-	21,370	-	384,970
Waterloo	363,600	-	21,370	-	384,970
Wellington—Halton Hills	363,600	5,910	32,030	-	401,540
West Nova	363,600	20,670	-	-	384,270
West Vancouver—Sunshine Coast—Sea to Sky Country	363,600	20,670	32,030	-	416,300
Whitby	363,600	-	32,030	-	395,630
Willowdale	363,600	-	10,680	-	374,280
Windsor West	363,600	-	21,370	-	384,970
Windsor—Tecumseh	363,600	-	21,370	-	384,970

Constituency	Basic Budget \$	Geographic Supplement \$	Elector Supplement \$	Schedule 3 Supplement \$	Total \$
Winnipeg Centre	363,600	-	-	-	363,600
Winnipeg North	363,600	-	-	-	363,600
Winnipeg South	363,600	-	-	-	363,600
Winnipeg South Centre	363,600	-	10,680	-	374,280
Yellowhead	363,600	36,910	10,680	20,670	431,860
York Centre	363,600	-	-	-	363,600
York South—Weston	363,600	-	10,680	-	374,280
York—Simcoe	363,600	5,910	10,680	-	380,190
Yorkton—Melville	363,600	26,570	-	20,670	410,840
Yukon	363,600	45,760	-	20,670	430,030

This page is intentionally left blank.

Appendix: Financial Limits by Constituency 2019-2020

Constituency	Total Member's Office Budget \$	Maximum chargeable to Miscellaneous Expenditures Account (3%) \$	Maximum chargeable to Advertising (10%) \$
Abbotsford	363,600	10,908	36,360
Abitibi—Baie-James—Nunavik— Eeyou	449,220	13,477	44,922
Abitibi—Témiscamingue	432,210	12,966	43,221
Acadie—Bathurst	373,920	11,218	37,392
Ahuntsic-Cartierville	384,970	11,549	38,497
Ajax	384,970	11,549	38,497
Alfred-Pellan	374,280	11,228	37,428
Algoma—Manitoulin—Kapusking	421,180	12,635	42,118
Argenteuil—La Petite-Nation	384,600	11,538	38,460
Aurora—Oak Ridges—Richmond Hill	374,280	11,228	37,428
Avalon	373,920	11,218	37,392
Avignon—La Mitis—Matane— Matapédia	384,270	11,528	38,427
Banff—Airdrie	416,300	12,489	41,630
Barrie—Innisfil	374,280	11,228	37,428
Barrie—Springwater—Oro-Medonte	380,190	11,406	38,019
Battle River—Crowfoot	411,540	12,346	41,154
Battlefords—Lloydminster	410,840	12,325	41,084
Bay of Quinte	390,880	11,726	39,088
Beaches—East York	374,280	11,228	37,428
Beauce	395,290	11,859	39,529
Beauport—Côte-de-Beaupré—Île d'Orléans—Charlevoix	394,950	11,849	39,495
Beauport—Limoilou	374,280	11,228	37,428

Constituency	Total Member's Office Budget \$	Maximum chargeable to Miscellaneous Expenditures Account (3%) \$	Maximum chargeable to Advertising (10%) \$
Beauséjour	373,920	11,218	37,392
Bécancour—Nicolet—Saurel	380,190	11,406	38,019
Bellechasse—Les Etchemins—Lévis	405,950	12,179	40,595
Beloeil—Chambly	395,630	11,869	39,563
Berthier—Maskinongé	395,290	11,859	39,529
Bonavista—Burin—Trinity	407,880	12,236	40,788
Bourassa	374,280	11,228	37,428
Bow River	400,850	12,026	40,085
Brampton Centre	363,600	10,908	36,360
Brampton East	363,600	10,908	36,360
Brampton North	374,280	11,228	37,428
Brampton South	374,280	11,228	37,428
Brampton West	374,280	11,228	37,428
Brandon—Souris	387,210	11,616	38,721
Brantford—Brant	401,540	12,046	40,154
Brome—Missisquoi	395,290	11,859	39,529
Brossard—Saint-Lambert	384,970	11,549	38,497
Bruce—Grey—Owen Sound	395,290	11,859	39,529
Burlington	395,630	11,869	39,563
Burnaby North—Seymour	374,280	11,228	37,428
Burnaby South	374,280	11,228	37,428
Calgary Centre	384,970	11,549	38,497
Calgary Confederation	395,630	11,869	39,563
Calgary Forest Lawn	374,280	11,228	37,428
Calgary Heritage	384,970	11,549	38,497
Calgary Midnapore	384,970	11,549	38,497

Constituency	Total Member's Office Budget \$	Maximum chargeable to Miscellaneous Expenditures Account (3%) \$	Maximum chargeable to Advertising (10%) \$
Calgary Nose Hill	384,970	11,549	38,497
Calgary Rocky Ridge	384,970	11,549	38,497
Calgary Shepard	395,630	11,869	39,563
Calgary Signal Hill	384,970	11,549	38,497
Calgary Skyview	374,280	11,228	37,428
Cambridge	384,970	11,549	38,497
Cape Breton—Canso	384,270	11,528	38,427
Cardigan	369,510	11,085	36,951
Cariboo—Prince George	431,860	12,956	43,186
Carleton	380,190	11,406	38,019
Carlton Trail—Eagle Creek	410,840	12,325	41,084
Central Nova	384,270	11,528	38,427
Central Okanagan—Similkameen— Nicola	408,580	12,257	40,858
Charlesbourg—Haute-Saint-Charles	384,970	11,549	38,497
Charleswood—St. James— Assiniboia—Headingley	363,600	10,908	36,360
Charlottetown	363,600	10,908	36,360
Châteauguay—Lacolle	380,190	11,406	38,019
Chatham-Kent—Leamington	380,190	11,406	38,019
Chicoutimi—Le Fjord	369,510	11,085	36,951
Chilliwack—Hope	384,600	11,538	38,460
Churchill—Keewatinook Aski	430,030	12,901	43,003
Cloverdale—Langley City	374,280	11,228	37,428
Coast of Bays—Central—Notre Dame	410,840	12,325	41,084
Compton—Stanstead	395,290	11,859	39,529
Coquitlam—Port Coquitlam	390,880	11,726	39,088
Courtenay—Alberni	416,300	12,489	41,630

Constituency	Total Member's Office Budget \$	Maximum chargeable to Miscellaneous Expenditures Account (3%) \$	Maximum chargeable to Advertising (10%) \$
Cowichan—Malahat—Langford	395,290	11,859	39,529
Cumberland—Colchester	384,270	11,528	38,427
Cypress Hills—Grasslands	400,510	12,015	40,051
Dartmouth—Cole Harbour	374,280	11,228	37,428
Dauphin—Swan River—Neepawa	410,840	12,325	41,084
Davenport	374,280	11,228	37,428
Delta	374,280	11,228	37,428
Desnethé—Missinippi—Churchill River	430,030	12,901	43,003
Don Valley East	363,600	10,908	36,360
Don Valley North	374,280	11,228	37,428
Don Valley West	374,280	11,228	37,428
Dorval—Lachine—LaSalle	384,970	11,549	38,497
Drummond	390,880	11,726	39,088
Dufferin—Caledon	401,540	12,046	40,154
Durham	401,540	12,046	40,154
Edmonton Centre	384,970	11,549	38,497
Edmonton Griesbach	384,970	11,549	38,497
Edmonton Manning	384,970	11,549	38,497
Edmonton Mill Woods	374,280	11,228	37,428
Edmonton Riverbend	384,970	11,549	38,497
Edmonton Strathcona	374,280	11,228	37,428
Edmonton West	384,970	11,549	38,497
Edmonton—Wetaskiwin	405,950	12,179	40,595
Eglinton—Lawrence	374,280	11,228	37,428
Egmont	369,510	11,085	36,951
Elgin—Middlesex—London	390,880	11,726	39,088

Constituency	Total Member's Office Budget \$	Maximum chargeable to Miscellaneous Expenditures Account (3%) \$	Maximum chargeable to Advertising (10%) \$
Elmwood—Transcona	363,600	10,908	36,360
Esquimalt—Saanich—Sooke	395,630	11,869	39,563
Essex	401,540	12,046	40,154
Etobicoke Centre	384,970	11,549	38,497
Etobicoke North	363,600	10,908	36,360
Etobicoke—Lakeshore	395,630	11,869	39,563
Flamborough—Glanbrook	380,190	11,406	38,019
Fleetwood—Port Kells	374,280	11,228	37,428
Foothills	411,540	12,346	41,154
Fort McMurray—Cold Lake	431,860	12,956	43,186
Fredericton	369,510	11,085	36,951
Fundy Royal	373,920	11,218	37,392
Gaspésie—Les Îles-de-la-Madeleine	387,210	11,616	38,721
Gatineau	384,970	11,549	38,497
Glengarry—Prescott—Russell	395,290	11,859	39,529
Grande Prairie—Mackenzie	442,550	13,277	44,255
Guelph	395,630	11,869	39,563
Haldimand—Norfolk	395,290	11,859	39,529
Haliburton—Kawartha Lakes—Brock	416,300	12,489	41,630
Halifax	374,280	11,228	37,428
Halifax West	374,280	11,228	37,428
Hamilton Centre	363,600	10,908	36,360
Hamilton East—Stoney Creek	384,970	11,549	38,497
Hamilton Mountain	374,280	11,228	37,428
Hamilton West—Ancaster—Dundas	384,970	11,549	38,497
Hastings—Lennox and Addington	394,950	11,849	39,495

Constituency	Total Member's Office Budget \$	Maximum chargeable to Miscellaneous Expenditures Account (3%) \$	Maximum chargeable to Advertising (10%) \$
Hochelaga	384,970	11,549	38,497
Honoré-Mercier	374,280	11,228	37,428
Hull—Aylmer	374,280	11,228	37,428
Humber River—Black Creek	363,600	10,908	36,360
Huron—Bruce	395,290	11,859	39,529
Joliette	405,640	12,169	40,564
Jonquière	400,850	12,026	40,085
Kamloops—Thompson—Cariboo	442,870	13,286	44,287
Kanata—Carleton	390,880	11,726	39,088
Kelowna—Lake Country	401,540	12,046	40,154
Kenora	430,030	12,901	43,003
Kildonan—St. Paul	363,600	10,908	36,360
Kings—Hants	373,920	11,218	37,392
Kingston and the Islands	395,630	11,869	39,563
King—Vaughan	384,970	11,549	38,497
Kitchener Centre	374,280	11,228	37,428
Kitchener South—Hespeler	374,280	11,228	37,428
Kitchener—Conestoga	369,510	11,085	36,951
Kootenay—Columbia	411,540	12,346	41,154
La Pointe-de-l'Île	384,970	11,549	38,497
La Prairie	384,970	11,549	38,497
Labrador	430,030	12,901	43,003
Lac-Saint-Jean	411,540	12,346	41,154
Lac-Saint-Louis	384,970	11,549	38,497
Lakeland	421,520	12,646	42,152
Lambton—Kent—Middlesex	395,290	11,859	39,529

Constituency	Total Member's Office Budget \$	Maximum chargeable to Miscellaneous Expenditures Account (3%) \$	Maximum chargeable to Advertising (10%) \$
Lanark—Frontenac—Kingston	384,600	11,538	38,460
Langley—Aldergrove	384,970	11,549	38,497
LaSalle—Émard—Verdun	384,970	11,549	38,497
Laurentides—Labelle	419,240	12,577	41,924
Laurier—Sainte-Marie	384,970	11,549	38,497
Laval—Les Îles	384,970	11,549	38,497
Leeds—Grenville—Thousand Islands and Rideau Lakes	384,600	11,538	38,460
Lethbridge	395,290	11,859	39,529
Lévis—Lotbinière	390,880	11,726	39,088
London North Centre	395,630	11,869	39,563
London West	395,630	11,869	39,563
London—Fanshawe	384,970	11,549	38,497
Long Range Mountains	421,520	12,646	42,152
Longueuil—Charles-LeMoyne	384,970	11,549	38,497
Longueuil—Saint-Hubert	384,970	11,549	38,497
Louis-Hébert	384,970	11,549	38,497
Louis-Saint-Laurent	395,630	11,869	39,563
Madawaska—Restigouche	384,270	11,528	38,427
Malpeque	369,510	11,085	36,951
Manicouagan	440,710	13,221	44,071
Marc-Aurèle-Fortin	374,280	11,228	37,428
Markham—Stouffville	384,970	11,549	38,497
Markham—Thornhill	374,280	11,228	37,428
Markham—Unionville	384,970	11,549	38,497
Medicine Hat—Cardston—Warner	421,520	12,646	42,152
Mégantic—L'Érable	384,600	11,538	38,460

Constituency	Total Member's Office Budget \$	Maximum chargeable to Miscellaneous Expenditures Account (3%) \$	Maximum chargeable to Advertising (10%) \$
Milton	374,280	11,228	37,428
Mirabel	390,880	11,726	39,088
Miramichi—Grand Lake	387,210	11,616	38,721
Mission—Matsqui—Fraser Canyon	410,840	12,325	41,084
Mississauga Centre	384,970	11,549	38,497
Mississauga East—Cooksville	384,970	11,549	38,497
Mississauga—Erin Mills	384,970	11,549	38,497
Mississauga—Lakeshore	384,970	11,549	38,497
Mississauga—Malton	374,280	11,228	37,428
Mississauga—Streetsville	384,970	11,549	38,497
Moncton—Riverview—Dieppe	374,280	11,228	37,428
Montarville	374,280	11,228	37,428
Montcalm	390,880	11,726	39,088
Montmagny—L'Islet— Kamouraska—Rivière-du-Loup	384,600	11,538	38,460
Moose Jaw—Lake Centre—Lanigan	390,170	11,705	39,017
Mount Royal	374,280	11,228	37,428
Nanaimo—Ladysmith	401,540	12,046	40,154
Nepean	384,970	11,549	38,497
New Brunswick Southwest	384,270	11,528	38,427
New Westminster—Burnaby	384,970	11,549	38,497
Newmarket—Aurora	384,970	11,549	38,497
Niagara Centre	384,970	11,549	38,497
Niagara Falls	401,540	12,046	40,154
Niagara West	369,510	11,085	36,951
Nickel Belt	400,850	12,026	40,085
Nipissing—Timiskaming	397,890	11,937	39,789

Constituency	Total Member's Office Budget \$	Maximum chargeable to Miscellaneous Expenditures Account (3%) \$	Maximum chargeable to Advertising (10%) \$
North Island—Powell River	432,210	12,966	43,221
North Okanagan—Shuswap	419,240	12,577	41,924
North Vancouver	384,970	11,549	38,497
Northumberland—Peterborough South	395,290	11,859	39,529
Northwest Territories	453,350	13,601	45,335
Notre-Dame-de-Grâce—Westmount	374,280	11,228	37,428
Nunavut	453,350	13,601	45,335
Oakville	384,970	11,549	38,497
Oakville North—Burlington	384,970	11,549	38,497
Orléans	395,630	11,869	39,563
Oshawa	395,630	11,869	39,563
Ottawa Centre	395,630	11,869	39,563
Ottawa South	384,970	11,549	38,497
Ottawa West—Nepean	384,970	11,549	38,497
Ottawa—Vanier	384,970	11,549	38,497
Outremont	374,280	11,228	37,428
Oxford	390,880	11,726	39,088
Papineau	374,280	11,228	37,428
Parkdale—High Park	384,970	11,549	38,497
Parry Sound—Muskoka	394,950	11,849	39,495
Peace River—Westlock	431,860	12,956	43,186
Perth—Wellington	384,600	11,538	38,460
Peterborough—Kawartha	405,950	12,179	40,595
Pickering—Uxbridge	390,880	11,726	39,088
Pierre-Boucher—Les Patriotes— Verchères	380,190	11,406	38,019
Pierrefonds—Dollard	384,970	11,549	38,497

Constituency	Total Member's Office Budget \$	Maximum chargeable to Miscellaneous Expenditures Account (3%) \$	Maximum chargeable to Advertising (10%) \$
Pitt Meadows—Maple Ridge	380,190	11,406	38,019
Pontiac	411,540	12,346	41,154
Port Moody—Coquitlam	374,280	11,228	37,428
Portage—Lisgar	384,270	11,528	38,427
Portneuf—Jacques-Cartier	395,290	11,859	39,529
Prince Albert	407,880	12,236	40,788
Prince George—Peace River— Northern Rockies	440,710	13,221	44,071
Provencher	387,210	11,616	38,721
Québec	374,280	11,228	37,428
Red Deer—Lacombe	395,290	11,859	39,529
Red Deer—Mountain View	395,290	11,859	39,529
Regina—Lewvan	363,600	10,908	36,360
Regina—Qu'Appelle	384,270	11,528	38,427
Regina—Wascana	363,600	10,908	36,360
Renfrew—Nipissing—Pembroke	394,950	11,849	39,495
Repentigny	395,630	11,869	39,563
Richmond Centre	363,600	10,908	36,360
Richmond Hill	384,970	11,549	38,497
Richmond—Arthabaska	395,290	11,859	39,529
Rimouski-Neigette—Témiscouata— Les Basques	394,950	11,849	39,495
Rivière-des-Mille-Îles	384,970	11,549	38,497
Rivière-du-Nord	384,970	11,549	38,497
Rosemont—La Petite-Patrie	384,970	11,549	38,497
Saanich—Gulf Islands	390,880	11,726	39,088
Sackville—Preston—Chezzetcook	369,510	11,085	36,951
Saint Boniface—Saint Vital	363,600	10,908	36,360

Constituency	Total Member's Office Budget \$	Maximum chargeable to Miscellaneous Expenditures Account (3%) \$	Maximum chargeable to Advertising (10%) \$
Saint John—Rothesay	363,600	10,908	36,360
Saint-Hyacinthe—Bagot	390,880	11,726	39,088
Saint-Jean	390,880	11,726	39,088
Saint-Laurent	363,600	10,908	36,360
Saint-Léonard—Saint-Michel	374,280	11,228	37,428
Saint-Maurice—Champlain	422,200	12,666	42,220
Salaberry—Suroît	401,540	12,046	40,154
Sarnia—Lambton	390,880	11,726	39,088
Saskatoon West	363,600	10,908	36,360
Saskatoon—Grasswood	363,600	10,908	36,360
Saskatoon—University	363,600	10,908	36,360
Sault Ste. Marie	373,920	11,218	37,392
Scarborough Centre	374,280	11,228	37,428
Scarborough North	363,600	10,908	36,360
Scarborough Southwest	374,280	11,228	37,428
Scarborough—Agincourt	374,280	11,228	37,428
Scarborough—Guildwood	363,600	10,908	36,360
Scarborough—Rouge Park	374,280	11,228	37,428
Selkirk—Interlake—Eastman	421,520	12,646	42,152
Shefford	390,880	11,726	39,088
Sherbrooke	384,970	11,549	38,497
Sherwood Park—Fort Saskatchewan	401,540	12,046	40,154
Simcoe North	390,880	11,726	39,088
Simcoe—Grey	401,540	12,046	40,154
Skeena—Bulkley Valley	430,030	12,901	43,003
Souris—Moose Mountain	390,170	11,705	39,017

Constituency	Total Member's Office Budget \$	Maximum chargeable to Miscellaneous Expenditures Account (3%) \$	Maximum chargeable to Advertising (10%) \$
South Okanagan—West Kootenay	419,240	12,577	41,924
South Shore—St. Margarets	394,950	11,849	39,495
South Surrey—White Rock	374,280	11,228	37,428
Spadina—Fort York	374,280	11,228	37,428
St. Albert—Edmonton	384,970	11,549	38,497
St. Catharines	384,970	11,549	38,497
St. John's East	363,600	10,908	36,360
St. John's South—Mount Pearl	369,510	11,085	36,951
Steveston—Richmond East	374,280	11,228	37,428
Stormont—Dundas—South Glengarry	380,190	11,406	38,019
Sturgeon River—Parkland	395,290	11,859	39,529
Sudbury	380,190	11,406	38,019
Surrey Centre	374,280	11,228	37,428
Surrey—Newton	363,600	10,908	36,360
Sydney—Victoria	373,920	11,218	37,392
Terrebonne	384,970	11,549	38,497
Thérèse-De Blainville	374,280	11,228	37,428
Thornhill	384,970	11,549	38,497
Thunder Bay—Rainy River	410,840	12,325	41,084
Thunder Bay—Superior North	421,180	12,635	42,118
Timmins—James Bay	430,030	12,901	43,003
Tobique—Mactaquac	387,210	11,616	38,721
Toronto Centre	374,280	11,228	37,428
Toronto—Danforth	374,280	11,228	37,428
Toronto—St. Paul's	374,280	11,228	37,428
Trois-Rivières	395,630	11,869	39,563

Constituency	Total Member's Office Budget \$	Maximum chargeable to Miscellaneous Expenditures Account (3%) \$	Maximum chargeable to Advertising (10%) \$
University—Rosedale	374,280	11,228	37,428
Vancouver Centre	384,970	11,549	38,497
Vancouver East	384,970	11,549	38,497
Vancouver Granville	384,970	11,549	38,497
Vancouver Kingsway	374,280	11,228	37,428
Vancouver Quadra	374,280	11,228	37,428
Vancouver South	374,280	11,228	37,428
Vaudreuil—Soulanges	395,630	11,869	39,563
Vaughan—Woodbridge	374,280	11,228	37,428
Victoria	395,630	11,869	39,563
Ville-Marie—Le Sud-Ouest—Île-des-Soeurs	384,970	11,549	38,497
Vimy	384,970	11,549	38,497
Waterloo	384,970	11,549	38,497
Wellington—Halton Hills	401,540	12,046	40,154
West Nova	384,270	11,528	38,427
West Vancouver—Sunshine Coast—Sea to Sky Country	416,300	12,489	41,630
Whitby	395,630	11,869	39,563
Willowdale	374,280	11,228	37,428
Windsor West	384,970	11,549	38,497
Windsor—Tecumseh	384,970	11,549	38,497
Winnipeg Centre	363,600	10,908	36,360
Winnipeg North	363,600	10,908	36,360
Winnipeg South	363,600	10,908	36,360
Winnipeg South Centre	374,280	11,228	37,428
Yellowhead	431,860	12,956	43,186
York Centre	363,600	10,908	36,360

Constituency	Total Member's Office Budget \$	Maximum chargeable to Miscellaneous Expenditures Account (3%) \$	Maximum chargeable to Advertising (10%) \$
York South—Weston	374,280	11,228	37,428
York—Simcoe	380,190	11,406	38,019
Yorkton—Melville	410,840	12,325	41,084
Yukon	430,030	12,901	43,003

5. EXPENSES

1. Introduction	5-2
2. General Principles	5-2
2.1 Management and Use of House Resources	5-2
2.2 Financial Responsibilities.....	5-3
3. Advertising	5-4
4. Hospitality and Gifts.....	5-6
5. Smartphones and Tablets	5-7
6. Websites and Domain Names.....	5-8
7. Offices	5-10
7.1 Furniture and Equipment	5-10
7.2 Utilities, Maintenance and Security Systems	5-13
7.3 Office Decor.....	5-13
7.4 Office Moves	5-14
8. Other Expenses	5-14
9. Restrictions	5-16
Appendix: Limits on the Purchase of Assets.....	5-19

1. Introduction

Members are provided with funds to carry out their parliamentary functions and pay for employee salaries, office-related expenditures, contracts for professional services, contracts for goods and other services, as well as other allowable expenses.

This chapter includes:

[General Principles](#)

[Advertising](#)

[Hospitality and Gifts](#)

[Smartphones and Tablets](#)

[Websites and Domain Names](#)

[Offices](#)

[Other Expenses](#)

[Restrictions](#)

Throughout this chapter, reference to Members should be read to include House Officers and national caucus research offices, unless otherwise indicated, and any expenses are to be charged to their respective budgets.

For more information about additional allowable expenses for House Officers and research offices, see the [House Officers and Recognized Parties](#) chapter.

For more information about employee salaries, contracts for professional services, and travel entitlements, see the [Employees](#) chapter, the [Contracts](#) chapter and the [Travel](#) chapter, respectively.

Allowable expenses are impacted by the dissolution of Parliament or a general election. For more information, see the [Dissolution of Parliament](#) chapter and the [Elections](#) chapter, respectively.

2. General Principles

The following principles govern Members' management and use of House resources, as well as Members' financial responsibilities:

Management and Use of House Resources

Financial Responsibilities

2.1 Management and Use of House Resources

- **Reasonableness, transferability, and business need:** Since a new Member assumes custody and use of existing office assets from the former Member, asset purchases must be reasonable and the assets transferable and typically needed in an office. As a result, Members may not charge the cost of household, personal, premium or customized items to any budget.

- **Centrally funded assets:** Members may not purchase goods and services provided by the House Administration (and therefore funded through the House Administration central budget) and charge the cost to any other budget, unless otherwise indicated.
- **No joint ownership:** Members may not personally fund, in whole or in part, the purchase of House assets. However, if Members choose to purchase a camera or video camera at a cost that exceeds the maximum purchase price, Members will be personally responsible for the additional cost. Assets purchased with House funds, in whole or in part, are the sole property of the House of Commons.
- **Parliamentary functions:** House assets are only to be used while Members carry out their parliamentary functions and are not intended for Members' personal use.
- **Use by Members and their employees:** Members may not allow House resources to be used by anyone other than their employees, except as directed by the Board of Internal Economy.
- **Compliance with House of Commons standards:** Items purchased by Members must meet the House's technical and service standards approved by the Board for specific assets, such as computers and telecommunication equipment, as well as furniture in the parliamentary offices. Members must contact the appropriate House Administration service area before making purchases to:
 - ensure that equipment complies with these standards;
 - take advantage of any House standing offers, which usually offer the best value; and
 - record equipment warranties.

2.2 Financial Responsibilities

- **Budget management within limits:** Members must operate within their allocated budgets and use the resources as prescribed by the Board of Internal Economy. Members are personally responsible for paying expenditures that are not allowed or that exceed their budgetary allocations.
- **Responsibilities as an employer:** Members are always responsible for the actions and decisions of their employees. Even where there has been delegation of authority, Members remain responsible for actions taken on their behalf by employees, and are personally responsible for paying expenditures that are not allowed.

For other guiding principles, see section [2. Governing Principles](#) in the Governance and Principles chapter.

3. Advertising

Members may use up to 10% of their Member's Office Budget for advertising expenses. For a list of advertising financial limits by constituency, see the [Financial Limits by Constituency](#) appendix in the Budgets chapter.

Purpose: The purpose of advertisements is to allow Members to communicate with their constituents. Advertisements must support at least one of the following purposes:

- provide the Member's office location and contact information;
- describe the services that a Member provides to constituents;
- announce upcoming meetings related to the fulfillment of the Member's constituency functions;
- issue congratulatory messages or greetings to the Member's constituents; and
- support other matters regarding the Member's parliamentary functions, such as issuing partisan opinions or advocacy statements.

Content: Advertisements must include the Member's name and status as a Member of Parliament (i.e. name, M.P.). Members who include their contact information in advertisements must only use their official parliamentary contact information (i.e. their designated website, office phone number, and office or email address).

Advertisements may also include the following:

- the Member's picture;
- the location of constituency and parliamentary offices;
- office hours;
- meeting announcements;
- descriptions of services provided to constituents;
- congratulatory messages or greetings to constituents;
- details of the Member's participation in an event or activity;
- the party logo;
- quick response (QR) codes, web addresses and other types of references, all of which must link to the Member's designated website or to federal, provincial or municipal websites; and
- partisan opinions or advocacy statements.

Format: Members may choose from the following advertising formats:

- roadside billboards, as well as advertisements in newspapers, on television and on the radio or in other commercial media commonly available to their constituents, including the Internet;

Note: Radio advertisements should provide, although it is not mandatory, a means of contacting the Member.

- at third party events or activities:
 - printed materials, including event programs, booklets, newsletters, bulletins and flyers;
 - event signage and banners, and other types of signs; and
- promotional items of minimal value (e.g. pens, bookmarks, calendars and refrigerator magnets).

Members may share an advertisement with another federal Member or provincial or municipal elected official from the same community or region. Each Member of the House of Commons must submit their own invoice as per the procedures outlined below.

Restrictions: Advertisements cannot be used to directly or indirectly:

- sponsor or support community groups and charities unless the advertisements:
 - meet one or more of the criteria outlined under the Purpose paragraph above;
 - are directed at people residing within the Member's constituency; and
 - are supported by an advertising format with the required content.
- refer to websites other than municipal, provincial or federal websites and the Member's designated website (for more information, see section [6. Websites and Domain Names](#) in this chapter);
- make a donation or contribution of a political nature;
- solicit contributions to or membership in any political party, funds for community groups or charities, or donations or contributions for any other person or cause;
- provide financial assistance to groups or causes or their Internet sites (golf tournaments, concerts, festivals, charitable activities, sports teams, etc.);
- communicate campaign or constituency association information; or
- support or oppose the election of any candidate or party at any level of government.

Cost: Advertising at events or activities hosted or organized by a third party cannot exceed \$500 per event or activity.

This limit does not apply to the commercial media advertising formats specified above; actual costs for such formats will be reimbursed (based on receipts).

For more information on the reimbursement of costs related to the production of signage, see section [8. Other Expenses](#) in this chapter.

Invoicing: Requests for reimbursement or payment of advertising expenses must include the following three pieces of information:

- the original invoice (including an invoice number, where applicable) printed on the official letterhead of the business or organization that provided the advertisement;
- a copy of the advertisement in the published format:
 - for radio or television advertisements: a tear sheet or script;
 - for a web advertisement: the Internet link and a hard copy of the advertisement; or
 - for signage and banner advertisements used at a third party event or activity: a photograph that shows the event and the location of use of the advertisement in a clear and obvious manner; and
- an office expense claim approved and submitted through the Financial Portal by the Member

Advertising is impacted by the dissolution of Parliament. For more information, see the [Dissolution of Parliament](#) chapter.

4. Hospitality and Gifts

Members may use up to 3% of their Member's Office Budget (MOB) for hospitality and gift expenses. This portion of the budget is referred to as the Miscellaneous Expenditures Account. For a list of the financial limits for this account by constituency, see the [Financial Limits by Constituency](#) appendix in the Budgets chapter.

Hospitality: Expenses for the following, incurred while Members carry out their parliamentary functions (excluding political activities), may be charged to this account:

- meals for the Member and guests (when accompanied by one or more guests);
- tickets for meals with service groups, at community events or at other meetings (for the maximum ticket rate for meals, see the [Schedule of Rates](#)); and
- food and any beverages served at meetings and events organized or hosted by the Member.

Members may also charge office-related hospitality items, such as coffee makers, cups, spoons and drinking glasses, as an expense against their MOB.

Gifts: Expenses not exceeding \$150 (before taxes) for each of the following gifts, and incurred while Members carry out their parliamentary functions (excluding political activities), may be charged to this account:

- a gift given as a matter of protocol in recognition of the value and importance of a person, an event or an organization in the Member's constituency that has contributed positively to the community, including:
 - charitable and non-profit community organizations;

- athletic, educational or cultural community events; and
- individuals from the community who have achieved distinction, or whose significant contribution to the community warrants public recognition;
- flowers for the funeral of a Member's constituent; and
- a gift given as a matter of protocol to a civic leader or visiting dignitary.

To be reimbursed for gift purchases, Members must approve and submit an office expense claim through the Financial Portal and provide original receipts. This responsibility cannot be delegated. For more information on the reimbursement process, see section [7. Accounting and Reimbursement](#) in the Budgets chapter.

5. Smartphones and Tablets

Members may charge the cost of eligible wireless devices (smartphones, cell phones, pagers and tablets) to their Member's Office Budget (MOB). Members must contact Telecommunications Services to have the devices purchased with service packages at the best value and then configured, ensuring security and connectivity, and to receive service support. These devices may only be used by the Member's regular employees.

- **Smartphones:** In addition to the cost of their own smartphone, Members may charge to their MOB the cost of up to one smartphone per regular employee (cell phones and pagers included), including the cost of monthly voice and data plans, air time (including roaming), long-distance calls, and features such as messaging, voice mail, network access and 911 services. Members may also purchase standard accessories such as car chargers, holsters, ear buds and headsets. Non-standard accessories may not be charged as an expense to any budget.
- **Tablets:** In addition to the tablet provided to Members through the House Administration central budget, Members may charge the cost of one Apple iPad and accessories (extended warranty, case, charger and mini-SIM card) to their MOB. The maximum purchase price of the tablet (including accessories) cannot exceed \$1,800. Expenses associated with the monthly data plan and roaming charges of these two tablets are charged to the MOB. Members may not have more than two tablets in inventory.
- For more information about smartphones and tablets for House Officers and for research offices, see section [3.2 Expenses](#) and section [4. National Caucus Research Offices](#) respectively, in the House Officers and Recognized Parties chapter.

Conditions: The following conditions apply to the wireless devices of Members, House Officers and research offices:

- **Replacements and upgrades:** Members may replace or upgrade a wireless device 24 months after its acquisition date and must return the previous device to the House Administration. All replacement and upgrade costs will be charged to the MOB.
- **Lost or damaged devices:** Members may have damaged devices repaired as a charge against their MOB. If a device has been damaged beyond reasonable repair, the device must be returned to the House Administration. The replacement cost for a device that is lost or that has

been damaged will be charged to the MOB, and the Member's inventory report will be updated accordingly.

- **Applications, digital content, and accessories:** The purchase and maintenance costs for applications, digital content and non-standard accessories may not be charged to any budget. However, newspaper and periodical subscriptions and e-books relevant to the Member's parliamentary functions may be charged as an expense to the relevant office budget. Applications and digital content remain the property of the user.
- **Travel abroad:** At least one week before travelling abroad on parliamentary business, Members must contact Telecommunications Services to discuss the most economical solution for long-distance calls and data plans. Otherwise any additional costs related to the use of their wireless devices abroad become personal expenses. Members should only use their devices' Wi-Fi capability when travelling abroad and limit the use of their devices to parliamentary functions. For more information, contact the IT Service Desk.
- All wireless devices must be returned to the House Administration when the Member ceases to be a Member.
- Members will assume full responsibility for the security of the information and documents saved on their wireless devices.

6. Websites and Domain Names

Website policy: In order to charge certain expenses to their Member's Office Budget (MOB), Members must designate one website with a domain name that is in compliance with the domain name policy. Once designated, only that website (or its sub-pages) may be used in advertisements, ten percenters and householders, or on letterheads and personalized stationery.

Designation: Members must submit the *Designation of a Member's Website* form. This designation will remain in effect for at least 12 months or for the duration of Parliament, whichever is less. New designations will be required at the beginning of a new parliament.

Expenses for the designated website: Expenses for the following can be charged to the MOB:

- web consulting services, web design, graphic design and maintenance;
- website hosting; and
- copyright for website content, if required.

Content: Designated websites may include party logos, partisan opinions and advocacy statements. Links to other websites are allowed (including municipal, provincial and federal websites) as long as these links and their graphics, when viewed from the Member's designated website, do not contravene the restrictions outlined below. For example, an allowable link would be "ABC Party website." However, links such as "Contribute to the ABC Party," "Join the ABC Party," "Member's Name – Campaign 2015," or "Donate to Local Food Bank" would not be allowed.

Members are personally responsible for the content of their websites. They must ensure that the content is at all times in compliance with the by-laws and the restrictions outlined below, as well as any applicable legislation (e.g. *Canada Elections Act* and *Copyright Act*).

Restrictions: Members' designated websites cannot directly or indirectly:

- solicit contributions to or membership in any political party;
- solicit funds for community groups or charities;
- solicit donations or contributions for any person or cause;
- include campaign or constituency association information; or
- support or oppose the election of any candidate or party at any level of government.

Only Members' designated websites that comply with the conditions above and the [domain name policy](#) below, whether they are paid through the MOB or not, may be:

- linked from the Parliament of Canada website (www.ourcommons.ca); or
- used in advertisements, promotional items, ten percenters and householders, or on letterheads and personalized stationery.

Invoicing: Requests for reimbursement or payment must include the following three pieces of information:

- the original invoice (including the invoice number, where applicable) printed on the official letterhead of the business or organization that provided the service;
- the domain name or designated website address for which services were rendered; and
- an office expense claim approved and submitted through the Financial Portal by the Member.

Domain name policy: Members may charge domain name registration fees to their MOB under the following conditions:

- the domain name must contain neutral terms and must not include words such as vote, donate, support, elect, or contribute, or any other words of the same nature; and
- the domain name must exclusively refer to the Member and not to any other individual or group; however, references to the Member's political party or constituency are allowed.

When seeking reimbursement, Members must clearly indicate the domain name on the invoices.

It is the Member's responsibility to ensure the protection of any domain names. Although Members may purchase multiple domain names, only one can be designated for use under the [website policy](#). As a result, all domain names purchased must direct users to the designated website. Purchased domain names may never be used for election-related or other purposes.

Website and domain name policies are impacted by the dissolution of Parliament. For more information, see the [Dissolution of Parliament](#) chapter.

7. Offices

Members may charge expenses for the following to their Member's Office Budget (MOB):

[Furniture and Equipment](#)

[Utilities, Maintenance and Security Systems](#)

[Office Decor](#)

[Office Moves](#)

For information on the reimbursement process, see section [7. Accounting and Reimbursement](#) in the Budgets chapter.

7.1 Furniture and Equipment

Members may purchase some furniture and assets for their parliamentary and constituency offices and charge the cost to their MOB.

The Board of Internal Economy has established certain rules and limitations regarding the acquisition of certain assets. For more information, see the [Limits on the Purchase of Assets](#) appendix in this chapter.

Parliamentary office: Members are provided with standard furniture, equipment and supplies based on a scale of entitlement approved by the Board to support the operation of their parliamentary office. For more information on assets provided to Members for their offices, see the [Offices](#) chapter.

Members may acquire additional furniture, office equipment and supplies, and charge the cost to their MOB, subject to the conditions set by the Board.

Members may also charge to their MOB the cost of special ergonomic equipment, including ergonomic assessments for their parliamentary office. For more information, contact Occupational Health and Safety and Environment.

Members may not purchase any additional multi-functional devices, fax machines, photocopiers, scanners or printers for their parliamentary office as a charge against any budget. However, the cost of label printers and barcode scanners may be charged to their MOB.

In addition to televisions already provided by the House for parliamentary offices, Members may purchase an additional television, if it meets House technical standards, as a charge against their MOB. The cost for the installation of the additional television network drops or for the relocation of existing drops, as well as the furniture required to accommodate the television will also be charged to the MOB. All television purchases must be coordinated with Materiel and Contract Management. Televisions provided by the House or purchased by the Members for their parliamentary offices may not be transferred to constituency offices.

If the additional television becomes obsolete due to technological changes within the parliamentary precinct, any associated costs to update or replace the additional television will be charged to the MOB.

Constituency office: Members may purchase the following assets for their constituency offices:

- **Furniture:** Members may purchase furniture such as desks, chairs, tables, bookcases and filing cabinets, and charge the cost to their MOB.

Members may also charge to their MOB the cost of ergonomic equipment and assessments. For more information, contact Occupational Health and Safety and Environment.

- **Printing equipment:** Members must limit the purchase or lease of printing equipment to items that are available through House standing offers or from other suppliers who can provide the same value as House standing offers. Printing equipment includes photocopiers, printers and folding/inserting machines. The cost of high-capacity printing equipment is not an allowable expense. For a list of technology products currently available through House standing offers, see the *Source* website or contact the IT Service Desk.

Members are strongly encouraged to negotiate termination clauses when entering into equipment lease agreements, since Members are personally responsible for any costs remaining 30 days after they cease to be a Member. For standard termination clauses, see section [2.2. Contracts for Goods and Other Services](#) in the Contracts chapter.

- **Computers and laptops:** Members may purchase computers and other hardware from any supplier or through House standing offers, and charge the cost to their MOB. For a list of technology products currently available through House standing offers, see the *Source* website or contact the IT Service Desk. The cost of repairing, cleaning and maintaining computer equipment may also be charged to the MOB.

Members must consult with and receive prior approval from Digital Services and Real Property (DSRP) before making any computer-related purchases to ensure that the computer equipment complies with the House's technical and service standards, and to record equipment warranties. Members must comply with the [Acceptable Use of Information Technology Resources Policy](#), which is available on the *Source* website. For more information, contact the IT Service Desk. If Members' unique and essential business requirements cannot be met using the House of Commons' existing standard equipment, Members may purchase Apple computers and laptops, for their constituency office only, as a charge against their MOB. Members must receive prior approval from the Chief Information Officer (CIO). The equipment, the operating system and any non-standard software will not be supported by the House of Commons. The equipment will not be configured to be connected to the parliamentary precinct network, and all maintenance issues will be the sole responsibility of the Member.

To request the purchase of an Apple computer or laptop, Members must contact the IT Service Desk to discuss their business requirements, justify the need for non-standard equipment, and provide the make and model of the computer requested. Approval for Apple computers and laptops may only be obtained from the CIO. If prior approval is not received, the cost of the new asset will be considered a personal expense.

- **Computer software:** In addition to standard software provided by the House, Members may purchase non-standard software as a charge against their MOB, with the prior approval of the DSRP.
- **Network access:** In addition to the RSA SecurID hardware token provided by the House, Members may purchase additional tokens to access the network while they are travelling or away from the office as a charge against their MOB.
- **Televisions:** Members may purchase two televisions per constituency office and charge the cost to their MOB. The maximum purchase price of the television (including accessories) cannot exceed \$1,200. The installation and monthly service fees for these televisions may also be charged to their MOB.
- **DVD players:** Members may purchase a DVD player as a charge against their MOB.
- **Fax machines:** Members may purchase or lease fax machines for their constituency office. Costs to acquire and install a fax machine or any required additional phone line, as well as associated operating expenses including long-distance fees, are charged to the MOB. Members are encouraged to contact Materiel and Contract Management about the equipment available through House standing offers.
- **Global positioning system (GPS) devices:** Members may charge the cost of portable GPS devices to their MOB. Any repair and maintenance costs are chargeable to the MOB. Service fees, subscription and installation charges, accessory costs, and costs for non-portable GPS devices may not be charged to the MOB and will be considered personal expenses. Portable GPS devices will be recorded in the Constituency Asset Inventory Report and must be returned when the Member ceases to be a Member.
- **Satellite phones:** In special circumstances to secure assistance to Members and their employees when travelling to remote locations within the constituency, Members may request the purchase of a satellite phone as a charge against the House Administration central budget.

To request the purchase of a satellite phone, Members must contact DSRP to discuss their business requirements and must provide written justification. Each request will then be reviewed by the Chief Financial Officer in consultation with the CIO. If the request is not approved, the cost of the satellite phone may be considered a personal expense.

If approved, the costs of monthly voice and data plans, air time (including roaming), long-distance calls, and standard accessories, as well as any repair and maintenance costs, will be charged to the MOB.

The satellite phone will be recorded in the Constituency Asset Inventory Report and must be returned when the Member ceases to be a Member.

7.2 Utilities, Maintenance and Security Systems

Unless included in the constituency office lease, Members may charge costs for the following to the Member's Office Budget (MOB):

- utilities, including oil, natural gas, propane, electricity, water and water tanks;
- lawn maintenance and snow removal;
- parking;
- office accessibility assessments (for more information, contact Occupational Health and Safety and Environment);
- security monitoring;

Notes: Office security systems with video intercoms are highly recommended, and with prior approval from the Corporate Security Office, the cost will be charged to the House Administration central budget. For more information on security issues related to constituency offices and Members' residences, contact the Security Project Management Office.

If Members feel that their office is at a higher security risk, a security assessment can be undertaken in consultation with the Corporate Security Office, and the cost of the assessment and resulting enhancements charged to the House Administration central budget. For more information, contact the Security Project Management Office.

- maintenance and repairs, including painting, carpet installation and cleaning, carpentry repairs to the premises, and furniture and equipment repairs; and
- consulting services for environmental monitoring related to indoor air quality, asbestos, volatile organic compounds, etc. (for more information, contact Occupational Health and Safety and Environment).

7.3 Office Decor

Members may modestly and professionally decorate their offices in a standard office style. Members may charge decorative items under \$100, plus applicable taxes, to their Member's Office Budget (MOB). Members may not charge to any budget the cost of purchasing or renting artwork. For more information on framing decorative items, see section [6. Other House Services](#) in the Services chapter.

For greater precision, decorative items include swearing-in certificates, press clippings, photos with or of dignitaries and community leaders, as well as photos taken at events that the Member organized or attended. To be allowable, decorative items must be related to the Member's parliamentary functions and displayed in the Member's parliamentary or constituency office.

All decorative items, other than the items listed above, become the property of the House regardless of the cost or the source. As a result, Members will not be able to retain these items when they cease to be a Member.

Members may also charge the cost of plants and floral arrangements, flags, Remembrance Day wreaths, and seasonal decorations to their MOB.

7.4 Office Moves

During the course of a parliament, all expenses associated with a constituency office move will be charged to the Member's Office Budget. These expenses include those for storing and relocating office assets, and for setting up equipment (e.g. phone lines). For assistance in coordinating a constituency office move, contact Materiel and Contract Management. For more information on constituency office moves after an election, see the [Elections](#) chapter.

8. Other Expenses

Members may charge expenses for the following to their Member's Office Budget (MOB):

[External printing](#)

[Phone surveys](#)

[Reference materials](#)

[Signage](#)

[Travel](#)

[Interpretation services](#)

[Room rentals for public meetings](#)

[Residences](#)

External printing: When Members choose not to use the House Administration printing services, they may charge to their MOB external printing expenses for the following, subject to the restrictions and conditions of use set by the Board of Internal Economy (for more details, see section 2.6 Restrictions in the Services chapter):

- volumes of less than 5,000 essentially identical copies ("essentially identical" means that each document must have a 50% difference in textual content from other documents produced in the same fiscal year); and
- Christmas and holiday greetings cards.

Phone surveys: Members who wish to conduct any type of contracted phone survey (including virtual town halls and automatic dialers) in order to obtain feedback from constituents may charge the cost to their MOB, subject to the following conditions and restrictions:

- Members must direct the survey only to their constituents.
- Members may only seek feedback on their own performance as an individual Member or to determine how their constituents feel about certain issues.
- Members must identify themselves as the object of the survey.

- Members may only ask constituents for personal information for the purpose of carrying out their own parliamentary functions and must inform constituents that the gathered information will only be used for the purpose and to the extent for which their consent was granted.
- Before a survey can be conducted, Members must email their survey scripts to the Office of the Law Clerk and Parliamentary Counsel for review. Payment requests must be submitted along with the scripts and the results of the review from the Office of the Law Clerk and Parliamentary Counsel.

Reference materials: Members may charge expenses for the following reference materials to their MOB:

- dictionaries and directories;
- books (hard copy and electronic versions), not exceeding three copies of any title;
- newspaper and periodical subscriptions (electronic subscriptions may be weekly, monthly or quarterly only); and
- documents received through access-to-information requests personally submitted by the Member.

Signage: Members may charge the cost to produce signage in quantities not exceeding six copies per sign per parliament to their MOB. Signage should prominently include the Member's name and provide a means of contacting the Member (e.g. the Member's designated website, office phone or fax number, and office or email address). A photograph of the signage must be submitted to Financial Management Operations for reimbursement purposes.

When signage is used at third party events or activities, any costs related to its use will be charged to the Advertising Expenses Account, if used in compliance with the advertising policy. For more information on advertisements, see section [3. Advertising](#) in this chapter.

Travel: Members may charge some of their travel expenses and those of their authorized travellers to their MOB when travelling within their constituency. For more information, see the [6. Travel chapter](#).

Interpretation services: Expenses for language and sign language interpretation may be charged to the MOB, as follows, as follows:

- **Language interpretation:** Expenses are allowed when such a service is required in the fulfillment of Members' parliamentary functions in Canada, Washington D.C. or New York City. Original receipts must be provided with expense claims. No travel costs may be reimbursed for interpreters.
- **Sign language interpretation:** Expenses are allowable when such a service is required for Members' meetings with constituents who are deaf or hard of hearing. Alternatively, Members may seek prior approval from their Chief Whip to charge the cost of sign language interpretation to their party's Caucus Translation Services Budget. In either case, original receipts must be provided with expense claims.

Room rentals for public meetings: Members may charge the cost of room rentals for public meetings in their constituency to their MOB. It is highly recommended that Members acquire public liability

insurance for these meeting facilities. They may also charge public liability insurance costs, as well as sound system and security costs along with other similar costs, to their MOB.

Residences: Members may charge expenses for the following to their MOB:

- **Fax machine in primary and secondary residences:** Members may purchase or lease a fax machine for their primary and secondary residences. Purchase and installation costs for the fax machine and an additional phone line (if required), as well as associated operating expenses (including long-distance fees), may be charged to the MOB.
- **Internet in primary and secondary residences:** Members may acquire Internet service for their primary and secondary residences. Connection and monthly service fees may be charged to the MOB. Members should make their own arrangements for home Internet service.

For more information about residences, see section in the [6. Travel chapter](#).

9. Restrictions

Members, House Officers and research offices may not use any budget for the following:

- personal expenditures such as personal meals and traffic violation fines;
- hospitality expenses for political events;
- membership and tournament fees;
- a gift purchase exceeding \$150;
- gift purchases for staff, for current or former Members, or for personal or political reasons;
- a gift purchase for third party fundraising;
- a gift certificate purchase;
- donations or contributions of any kind, direct or indirect, including any fundraising meals or events;
- sponsorship expenses for events, groups or causes;
- purchase or rental of formal wear;
- costs for external printing services to print, produce or distribute printed materials other than Christmas and holiday greetings cards in volumes exceeding 5,000 copies;
- purchase or rental of furniture for the parliamentary office, unless authorized by the Board of Internal Economy;
- purchase or long-term lease of motor vehicles, including acquisition costs and financing charges for a mobile office;
- costs for party conventions, including party leadership conventions or events of a similar nature;

- expenses related to electoral district association meetings;
- legal fees, except those related to the preparation of constituency office leases; and
- costs for any type of contracted phone survey that is not directed at constituents in the Member's constituency.

Prior to committing funds or making a purchase, Members may seek additional clarification with regard to these restrictions by contacting Financial Management Operations. For more information on assets, see the [Limits on the Purchase of Assets](#) appendix in this chapter.

This page is intentionally left blank.

Appendix:

Limits on the Purchase of Assets

The Board of Internal Economy has established administrative controls governing the purchase of assets for Members, House Officers and national caucus research offices.

This document includes:

[Limits on the Purchase of Certain Types of Assets](#)

[Restricted Assets](#)

[Inventory Control](#)

1. Limits on the Purchase of Certain Types of Assets

The following table provides the maximum purchase price and quantity for certain assets that can be purchased using the Member's Office Budget (MOB) or any other applicable budget, subject to certain conditions. This table is not an all-inclusive list of allowable assets; it includes only the assets with specific purchase price or quantity limits. The maximum purchase price and quantity, as well as the types of assets, may periodically be amended subject to the conditions set in section [2. General Principles](#) of this chapter.

If Members are uncertain whether the purchase of an asset is allowable or not, they should refer to the Expenses chapter. They may also contact the following services for assistance and advice related to the limits or the purchase price:

- For furniture and office equipment, contact Materiel and Contract Management.
- For information on technology equipment, contact the IT Service Desk.

Asset type	Maximum purchase price per item (excludes applicable taxes)	Maximum quantity	Comments
Smartphones (including cell phones and pagers)	None	One per Member and one per regular employee	<ul style="list-style-type: none"> • The cost of associated monthly voice and data plans, air time, long-distance calls, as well as standard features and accessories (i.e. chargers, car chargers, holsters, ear buds and headsets) will be charged to the MOB. • Non-standard accessories may not be charged to any budget. • All devices must be procured through Telecommunications Services. • For more information on limits applying to House Officers and national caucus research offices, see the House Officers and Recognized Parties chapter.
Tablets	\$1,800	Two per Member	<ul style="list-style-type: none"> • The cost of extended warranties and all accessories (cases, chargers and micro SIM cards) is included in the maximum purchase price. • An extended 24-month warranty must be purchased for each tablet. • One tablet will be provided as a charge against the House Administration central budget. • An additional tablet may be purchased as a charge against the MOB. All devices must be procured through Telecommunications Services. • For more information on limits applying to House Officers and research offices, see the House Officers and Recognized Parties chapter.

Asset type	Maximum purchase price per item (excludes applicable taxes)	Maximum quantity	Comments
Cameras and audio/visual capture equipment (digital and film)	\$3,000 for one office (either constituency or parliamentary office) \$1,500 for each additional office	One camera per office	<ul style="list-style-type: none"> • Primary office package (\$3,000) includes: <ul style="list-style-type: none"> ○ Camera not exceeding \$1,500 ○ All related accessories • Each additional office's package (\$1,500) <ul style="list-style-type: none"> ○ Camera and accessories not to exceed a total of \$1,500 • Regardless of the office, the cost of all accessories is included in the maximum purchase price, whether purchased at the same time as the camera or subsequently, and charged to the MOB. • If Members choose to seek a reimbursement that exceeds the maximum purchase price, they will be personally responsible for the portion of the cost above the maximum purchase price. This portion will not be reimbursable at any time and the asset remains the sole property of the House of Commons.
Televisions (all types)	\$1,200	Two per constituency office	<ul style="list-style-type: none"> • The cost of installation and all accessories is included in the maximum purchase price. • Televisions may be used for any purposes, including video conferencing and digital signage. • Costs are charged to the MOB.
Video/teleconferencing equipment	\$2,500	One per constituency office	<ul style="list-style-type: none"> • The cost of all accessories is included in the maximum purchase price, whether purchased at the same time as the video/teleconferencing equipment or subsequently. • Costs are charged to the MOB. • All devices must be procured through Telecommunications Services.
Portable event shelters (all types)	\$2,500	One per constituency office	<ul style="list-style-type: none"> • Camping-style tents or shelters are not allowed. • Costs are charged to the MOB.
Public address systems	\$1,500	One per constituency office	<ul style="list-style-type: none"> • The cost of all components such as loud speakers, mixers, megaphones, microphones, stands and cabling is included in the maximum purchase price. • Costs are charged to the MOB.
Coffee makers (all types)	\$350	One per office	<ul style="list-style-type: none"> • Costs are charged to the MOB.

Asset type	Maximum purchase price per item (excludes applicable taxes)	Maximum quantity	Comments
Refrigerators (all types)	\$750	One per constituency office	<ul style="list-style-type: none"> Costs are charged to the MOB.
Microwaves	\$150	One per office	<ul style="list-style-type: none"> Costs are charged to the MOB.
Decorative items	\$100	None	<ul style="list-style-type: none"> Costs are charged to the MOB.
Framing	\$125	None	<ul style="list-style-type: none"> Costs are charged to the MOB.

2. Restricted Assets

Members may not charge household, personal, premium or customized items to any budget. The following list provides examples of assets that are not allowable as expenses against any budget since they are not transferable, reasonable or typically needed in an office.

Household items:

- camping equipment, BBQs and outdoor grills;
- home theatre sound systems;
- stoves and blenders;
- beds and cots;
- steam irons or steamers; and
- power tools.

Personal items:

- artwork;
- iPods, iPhones, iPod touch phones, MP3 players and any related accessories;
- electronic book readers such as Kindle, Kobo and Sony Reader;
- luggage;
- clothing such as coats and formal wear; and
- car accessories.

Premium or customized items:

- leasehold improvements that would normally be paid by the landlord, such as the addition or removal of permanent walls and bathroom upgrades;
- any items that cannot be relocated to another office, such as custom blinds and built-in bookshelves;
- assets that are permanently customized;
- luxury and/or antique and/or custom-built furniture; and
- special-order desk blotters and other accessories.

3. Inventory Control

Members who have more than the maximum quantity of the items listed above in their office inventory will not be allowed to replace these items or make new purchases until their current inventory falls below the limits. Members who have assets that are not allowable listed in their office inventory may not replace such items.

This page is intentionally left blank.

6. TRAVEL

1. Introduction	6-2
2. General Principles	6-2
3. Summary of Travel Allocations	6-3
4. Members' Travel Services	6-4
5. Authorized Travellers	6-4
6. Travel Points System	6-5
6.1 Point Allocation	6-5
6.2 Point Calculation	6-6
7. Air Travel	6-8
7.1 Class of Air Travel	6-8
7.2 Charters and Private Aircraft	6-11
7.3 Other Eligible Expenses	6-11
8. Road Travel	6-12
9. Other Means of Transportation	6-14
10. Accommodations and Meals	6-16
10.1 Accommodations	6-16
10.2 Per diem	6-17
11. Residences	6-18
11.1 Declarations of Primary and Secondary Residences	6-19
11.2 Expenses for the Secondary Residence	6-20
12. Travel for Special Circumstances	6-22
13. Travel Reward Programs	6-23
14. Accounting and Reimbursement	6-24
Appendix: Travel Points System	6-25

1. Introduction

Members are provided with resources to facilitate their travel within their constituencies, to and from Ottawa, and elsewhere, as approved by the Board of Internal Economy. Throughout this chapter, reference to Members should be read to include House Officers, unless otherwise indicated.

This chapter describes the following:

[General Principles](#)

[Summary of Travel Allocations](#)

[Members' Travel Services](#)

[Authorized Travellers](#)

[Travel Points System](#)

[Air Travel](#)

[Road Travel](#)

[Other Means of Transportation](#)

[Accommodations and Meals](#)

[Residences](#)

[Travel for Special Circumstances](#)

[Travel Reward Programs](#)

[Accounting and Reimbursement](#)

For information on travel by employees of House Officers and national caucus research offices, see section [3.3 Travel](#) in the House Officers and Recognized Parties chapter.

For special travel rules that apply during the dissolution period and following a general election, see section [7. Travel](#) in the Dissolution of Parliament chapter and the [Elections](#) chapter, respectively.

2. General Principles

The following principles govern the use of travel entitlements by Members and their authorized travellers:

- **Parliamentary functions:** Members may use the travel resources provided to them by the House of Commons in the fulfillment of their parliamentary functions only. Expenses for all other travel are considered personal expenses. Each trip requires a specific purpose of travel related to the fulfillment of the Member's parliamentary functions.
- **Travel within Canada:** Members' travel entitlements are intended for travel within Canada, except as otherwise allowed under the *Members By-law*. As a result, Members will not be reimbursed the cost, in whole or in part, of airline tickets and road travel that indicate destinations or departure points (including stopovers) outside Canada.
- **Travel status:** Members will be reimbursed for out-of-pocket expenses when in travel status, subject to certain conditions. Members are in travel status when they are at least 100 kilometres from their primary residence and travelling:
 - between Ottawa and their constituency;
 - within their constituency, or the province or territory in which their constituency is located;
 - within the National Capital Region (NCR);

- elsewhere in Canada; or
- in and between Washington D.C. or New York City and Ottawa or their constituency.
- **Most direct route and economical transportation:** Members and their authorized travellers must take the most direct route when travelling. They must also select the most economical, practical and the safest means of travel.
- **Family reunification:** Designated travellers and dependants may use travel points to reunite with the Member at the Member's secondary residence or at another location where the Member is carrying out parliamentary functions. They may also reunite with the Member who is travelling as a Minister or Parliamentary Secretary when carrying out parliamentary functions at the same location or when the combined duration of ministerial and parliamentary duties does not allow the Member to return to the primary residence. Resources are not provided for travel related to the personal engagements of Members, designated travellers and dependants.
- **Expenses paid through other means:** Members may not seek the reimbursement of expenses for meals (e.g. during flights and at events they are attending) and other items provided to them at no additional cost during their travels.

3. Summary of Travel Allocations

Members are entitled to the following allocations in order to enable them to travel in the fulfillment of their parliamentary functions.

- **Travel Status Expenses Account (TSEA):** Only Members may charge their accommodation, meal and incidental expenses to this account, subject to certain conditions. For the current limit of this account, see section [2. Summary of Budget Allocations](#) in the Budgets chapter.
- **Member's Office Budget (MOB):** Members and their authorized travellers may charge some of their travel expenses to the MOB, subject to certain conditions. Other than between the constituency and Ottawa, travel expenses are typically charged to this budget when the Member travels in the province or territory in which their constituency is located.
- **Travel Points System:** Members are allocated travel points each fiscal year for trips between their constituency and Ottawa, elsewhere in Canada, and to Washington D.C. and New York City, subject to certain conditions. The transportation cost associated with these travel points is charged to the House Administration central budget. For more information, see section [6. Travel Points System](#) in this chapter.

For more information on the reimbursement process, see section [14. Accounting and Reimbursement](#) in this chapter.

4. Members' Travel Services

Members' Travel Services provide Members with travel agency services that include issuing airline and rail tickets, making hotel and car rental reservations, and assisting with route planning. Although Members may use the travel agency of their choice, Members' Travel Services offer the following advantages:

- substantial savings to Members and the House of Commons through a bulk discount;
- the most economical and practical travel options available at the class of travel to which the traveller is entitled;
- the corporate flight pass program, which entitles some long-distance travellers to travel at a higher class of travel at a lower cost, subject to certain conditions;
- \$500,000 in accident insurance per person at no charge when the airline or rail ticket is booked and paid through Members' Travel Services; and

Note: This insurance covers accidental loss of life, sight or limbs. Travellers who pay for these airline and rail tickets by other means will not benefit from this insurance. To designate a beneficiary for this insurance, Members and authorized travellers must complete the *Beneficiary Designation Request* and send it to Financial Management Operations.

- other travel insurance, including insurance for lost or stolen baggage, and for baggage and travel delays at no charge when the airline or rail ticket is booked and paid through Members' Travel Services.

Note: Travellers who pay for these airline and rail tickets by other means will not benefit from this insurance. For more information about this coverage, contact Financial Management Operations.

Members and their authorized travellers may purchase additional insurance coverage at their own expense for tickets purchased through Members' Travel Services or another travel agency.

5. Authorized Travellers

Members may allocate certain travel entitlements to their authorized travellers, who are the designated traveller, dependants and regular employees of the Member.

Designated traveller: Members may appoint one person as their designated traveller. This person is entitled to travel resources in order to support or represent the Member in their parliamentary functions. Members may not designate an employee or another Member who is not their spouse or partner. For more information, see section [12. Travel for Special Circumstances](#) in this chapter.

Members must declare their designated traveller. This declaration remains in effect for at least 12 months or for the duration of Parliament, whichever is shorter. Changes before the expiry of the designation may be approved by the Chief Financial Officer under special circumstances, including death, divorce or other significant life events, with written justification from the Member.

Since the name of the Member's designated traveller is published in the *Public Registry of Designated Travellers* on the Parliament of Canada website, Members are responsible for ensuring that their designated traveller is also advised and agrees to have their name disclosed. The *Designated Traveller Declaration* form is available on the Financial Portal.

Dependant: Members' dependants may be able to use Members' travel resources, as long as Members declare their dependants by providing each dependant's name, date of birth, relationship to the Member, and student status. For dependants who are students, Members must also provide the name and location of the educational institution where the dependants are enrolled. Members must provide, on an annual basis and upon any change, a new declaration for each dependant. The *Dependant Declaration* form is available the Financial Portal.

Eligible employees: To be eligible to use the Member's travel resources, employees must regularly work for the Member and be paid a minimum of 15 hours a week. No travel claims may be made for an employee for any period prior to their employment.

Excluded travellers: Members and House Officers may not authorize on-call employees, contractors, volunteers or employees of government departments and agencies to use their travel entitlements, unless otherwise indicated.

6. Travel Points System

Transportation expenses incurred by Members and their authorized travellers in the fulfillment of Members' parliamentary functions are typically charged under the Travel Points System. The Travel Points System ensures that all Members have access to the same travel resources regardless of where in Canada their constituency is located.

This section describes:

[Point Allocation](#)

[Point Calculation](#)

6.1 Point Allocation

Members are allocated a minimum of 64 travel points each fiscal year. For a diagram of the travel point allocation, see the [Travel Points System](#) appendix in this chapter.

Members who have more than one dependant are provided with eight additional points for the second and any subsequent dependants between the ages of 6 and 20. The allocation is calculated each fiscal year according to the age of the dependants as of March 31 of the fiscal year in question.

This allocation of additional points does not take into account dependants with disabilities in this age range as no point is deducted for them regardless of their age.

Leaders of recognized parties who are Members, other than the Prime Minister, are entitled to additional travel resources. For more information, see section [3.3 Travel](#) in the House Officers and Recognized Parties chapter.

Regular trips: Members may use their travel points for regular trips, which are trips:

- between Ottawa and the Member's constituency;
- within the constituency; and
- from Ottawa or the constituency to the provincial/territorial capital in which the constituency is located.

Members may allocate some or all of their travel points to their authorized travellers, including eligible employees who can either assist the Members or represent them at an event.

Special trips: Members may use up to 25 of their allocated points for special trips, which are trips in Canada (other than regular trips). Members may allocate some or all of these 25 points to their authorized travellers. To be able to use special points, employees must accompany the Member.

The 25-point limit for special trips does not apply to the Speaker, Leaders of recognized parties who are Members (other than the Prime Minister), House Leaders and Whips of recognized parties.

Washington D.C. and New York City: Members may use up to 4 of their 25 points for special trips to Washington D.C., and 2 of these 4 points for special trips to New York City. The following conditions must be met:

- Members must provide a detailed description of the purpose of the trips, which must be in order to carry out their parliamentary functions;
- trips to New York City must be to attend official conferences, meetings and events mentioned on the United Nations website, as well as meetings scheduled with United Nations officials;
- the Member must be the only authorized traveller;
- travel to these destinations must be round trips, for which a full travel point must be deducted;
- the most direct route of travel must be used, and one of the points of departure or arrival must include either Ottawa or the Member's constituency, or the Canadian or American border airport closest to the Member's constituency;
- trips must not include stopovers; and
- travel points cannot be used for travel related to the business of parliamentary associations or parliamentary committees.

Year of an anticipated general election: In the year of an anticipated general election, the Travel Points System will be prorated based on the number of days between April 1 and midnight the day before the general election.

6.2 Point Calculation

Unless otherwise provided for in this chapter, a half point is deducted for each trip taken by Members or their authorized travellers. A trip means a trip that is taken by any means to one destination for a particular purpose and that is direct or without any interruption other than a single stop, which must not be longer than 12 hours and not be a layover. The calculation of travel points is impacted by the following:

Reunification: When dependants reunite with the Member:

- No point is deducted for dependants from 0 to 5 years old;
- No point is deducted for dependants with disabilities who rely wholly on the Member, regardless of their age; and
- A half point per trip is deducted for dependants from 6 to 20 years old, or from 21 to 25 years old if they are full-time students.

Accommodation and per diem: Upon written justification, Members, whether in travel status or not, may charge under the Travel Points System, any accommodation and per diem expenses that are incurred under special circumstances to ensure their safety and well-being the day before or after a regular trip. Original receipts are required for all expenses.

Local ground transportation: Under the Travel Points System, any local ground transportation costs for travel to and from train and bus stations or airports are considered part of the cost of the trip. Travellers will be reimbursed for the cost of the kilometres travelled for a round trip, as well as for those travelled by bus, by taxi, or using lawful alternative commercial transportation services, at the approved kilometre rate plus applicable parking fees, and ferry and road tolls. Original receipts are required for all expenses, except for taxi fares under \$25. For the current kilometre reimbursement rate, see the [Schedule of Rates](#) appendix in the Budgets chapter.

Conditions and restrictions: The following conditions and restrictions apply to travel points:

- When travelling between the Member's constituency and Ottawa, Members and their authorized travellers must charge their transportation expenses under the Travel Points System, regardless of the province or territory in which the Member's constituency is located.
- Each trip must have a specific purpose of travel and be for the purpose of the fulfillment of the Member's parliamentary functions.
- A point or a fraction thereof is deducted on the day on which the travel occurs, regardless of when the trip was booked or ticket issued.
- Unused travel points do not carry over into the next fiscal year.
- To use special points, employees must accompany the Member or the House Officer.
- Members must monitor their point usage and ensure that they do not exceed their point allocation. Members may view their travel details as well as those for their authorized travellers in the Financial Portal. These details include the number and dates of trips taken, destinations, cost of travel, as well as the number of remaining travel points.
- The House Administration will recover the cost for trips that exceed the Member's allocation.
- Members may use the Travel Points System when travelling with parliamentary committees or associations within Canada. Members and their authorized travellers may not use the Travel Points System when Members are travelling in their capacity as Ministers or Parliamentary Secretaries except when Members are carrying out parliamentary functions at the same location

or for family reunification purposes as per conditions set out in section [2. General Principles](#) in this chapter.

7. Air Travel

Members and their authorized travellers must select the most economical, practical and the safest means of travel, at the class of travel to which they are entitled, on any airline, and use the most direct Canadian route available to reach their destination. Air travel expenses are typically charged under the Travel Points System.

When travelling by air, any stop that is longer than 12 hours and that is not a layover ends the trip. A layover means a necessary stop—until the trip can be resumed—that occurs at a place other than the trip destination, in either of the following circumstances:

- The stop is necessary because of external factors outside the control of the traveller, such as a strike or weather-related problems.
- The stop is necessary in order to make a connecting flight or to continue the trip by another means of travel.

In the event of a layover, the House Administration will pay, on presentation of original receipts, the cost of overnight accommodation.

This section also describes:

[Class of Air Travel](#)

[Charters and Private Aircrafts](#)

[Other Eligible Expenses](#)

7.1 Class of Air Travel

Members and their authorized travellers are entitled to various classes of travel depending on the duration of continuous travel and whether or not travel arrangements are made by Members' Travel Services.

Since Members' Travel Services administer the corporate flight pass program on behalf of the House of Commons, they ensure that travellers always travel using the most economical, practical and the safest travel option at the class of travel to which they are entitled.

Members and their authorized travellers must travel at a class of travel to which they are entitled. However, when a flight is available at a higher class of travel for a lower fare, Members and their authorized travellers may travel at the most economical fare regardless of class and duration of travel when supported by written documentation (e.g. a screenshot or quote).

The following tables summarize the classes of travel allowed for each type of traveller based on whether or not travel arrangements are made by Members' Travel Services.

Table 1 – Booked by Members' Travel Services

	Regular Trips Over 2 hours	Regular Trips Under 2 hours	Special Trips Over 2 hours	Special Trips Under 2 hours
Members	Business	Full-fare economy	Business	Full-fare economy
Designated Travellers	Business	Full-fare economy	Business	Full-fare economy
Dependants	Business	Full-fare economy	Business	Full-fare economy
Eligible Employees	Reduced economy	Reduced economy	Reduced economy	Reduced economy

Table 2 – Not booked by Members' Travel Services

	Regular Trips Over 2 hours	Regular Trips Under 2 hours	Special Trips Over 2 hours	Special Trips Under 2 hours
Members	Business <i>(flight pass only)</i>	Full-fare economy	Full-fare economy	Full-fare economy
Designated Travellers	Business	Full-fare economy	Full-fare economy	Full-fare economy
Dependants	Full-fare economy	Full-fare economy	Full-fare economy	Full-fare economy
Eligible Employees	Reduced economy	Reduced economy	Reduced economy	Reduced economy

Members and their authorized travellers are allowed to travel in the following classes of travel:

1) Air travel booked by Members' Travel Services:

- **Regular and special trips over two hours:** Members, designated travellers and dependants may request to travel in business class.
- **Regular and special trips under two hours:** Members, designated travellers and dependants may travel in full-fare economy class.
- **Eligible employees:** Eligible employees may travel in reduced economy class, regardless of the duration of the trip.

2) Air travel not booked by Members' Travel Services:

When Members and their authorized travellers choose to make their own travel arrangements or use a travel agency other than Members' Travel Services, they are only allowed to travel in the following classes of travel:

Regular trips over two hours:

- Members and designated travellers may travel in business class, subject to the following conditions:
 - Members must use a flight pass, otherwise they must travel in full-fare economy class.
 - Members and designated travellers may purchase a flight pass at a lower class of travel than business class provided that its cost does not exceed that of a business class flight pass.
 - Designated travellers may use an individual ticket or a flight pass.
- Dependants may travel in full-fare economy class (up to the equivalent of *Latitude*) using an individual ticket or a flight pass.

Regular trips under two hours: Members, designated travellers and dependants may travel in full-fare economy class (up to the equivalent of *Latitude*) using an individual ticket or a flight pass.

Special trips: Members, designated travellers and dependants may travel in full-fare economy class (up to the equivalent of *Latitude*) using an individual ticket or a flight pass, regardless of the duration of the trip.

Eligible employees: Eligible employees may travel in reduced economy class (up to the equivalent of *Flex*) using an individual ticket, regardless of the duration of the trip.

Non-corporate flight passes: When Members choose not to use Members' Travel Services to book their flight pass, they must purchase the pass directly from an airline and seek reimbursement through the Financial Portal. These purchases are subject to the following conditions and restrictions:

- A flight pass purchase is limited to an individual 10-segment non-transferable package at the most economical travel class option to which the traveller is entitled.
- Flight passes must only be used by Members, designated travellers and dependants.
- Seeing that five regular travel points will be deducted from the Member's travel point balance at the time of purchase and then adjusted at the time of use to reflect the nature of the trip (regular or special), Members must ensure that they have five travel points available prior to the purchase of a flight pass.
- Members are responsible for the monitoring and use of the entire flight pass within its validity period; therefore, the cost of any segments not accounted for within the validity period (including segments not used by designated travellers and dependants) will be deemed a personal expense of the Member. Depending on the airline's terms of purchase, an extension may be possible.

- At the end of the fiscal year, any costs for unused flight pass segments and the corresponding travel point deductions will be transferred to the new fiscal year if the segments are still within their validity period.
- When Members cease to be a Member, they must reimburse the House Administration for any costs for unused flight pass segments, including segments not used by their designated travellers and dependants.

If permitted by Members' travel reward programs, Members may use these benefits to upgrade to business class. For more information, see section [13. Travel Reward Programs](#) in this chapter.

For more information on classes of travel, contact Members' Travel Services.

7.2 Charters and Private Aircraft

Chartered aircraft: Members will be reimbursed up to the maximum cost of the equivalent commercial airfare on days when commercial flights are available. Otherwise, Members will be reimbursed for actual costs, including those for allowable local ground transportation.

When a Member allows additional passengers to travel on the chartered aircraft, the related costs will be divided equally among all passengers. The House Administration will pay only the Member's and the authorized travellers' share of the costs. Other passengers not eligible to travel at the House Administration's expense must pay their share of the costs directly to the carrier. A passenger manifest from the carrier must accompany all claims for reimbursement or for direct payment to the carrier.

For travel in the province or territory in which their constituency is located, Members may charge the costs for charters to their Member's Office Budget (MOB) or use the Travel Points System. For travel elsewhere, Members may only charge those costs under the Travel Points System. When using the Travel Points System, a point per round trip will be deducted for the Member only, even though other authorized travellers may be accompanying the Member on the flight. An additional half point will be deducted for any planned stop in the same location that is longer than one overnight stay.

Privately operated aircraft: The rate of reimbursement for Members operating a privately owned or leased aircraft will be determined on a case-by-case basis. For more information, contact Financial Management Operations.

7.3 Other Eligible Expenses

Airport Lounges: When in travel status, pay-per-use access fees for airport lounges for Members and their designated travellers, as well as for dependants and employees when travelling with the Member or the designated traveller, may be charged to the Member's Office Budget (MOB).

Annual lounge membership fees at Canadian airports for Members and their designated travellers may also be charged to the MOB. This includes the special annual membership fee for the Air Canada Maple Leaf Club. Members must complete the *Maple Leaf Club Application* form, which is also available in the Financial Portal.

In-flight wireless Internet access: Expenses related to wireless Internet access during flights may be charged to the MOB.

Pre-approved traveller programs: Expenses related to pre-approved traveller programs (e.g. Nexus) that have been approved by the House Administration may be charged to the MOB.

8. Road Travel

Members and their authorized travellers may travel by road in order to carry out parliamentary functions when it is the most economical, practical and the safest means of travel. They must use the most direct route available to reach their destination. Members charge their road transportation expenses to their Member's Office Budget (MOB) typically when travelling in the province or territory in which their constituency is located, or under the Travel Points System when travelling elsewhere in Canada. The following expenses incurred while in travel status will be reimbursed:

- **Privately owned vehicle:** Members and their authorized travellers may use their own car and be reimbursed for the cost of the distance travelled at the approved kilometre rate. The kilometre rate is determined using the formula approved by the Board of Internal Economy. The formula is based on the rates set by the National Joint Council's Travel Directive. For the current kilometre rate, see the [Schedule of Rates](#) appendix in the Budgets chapter. The following conditions and restrictions apply:
 - When Members or authorized travellers travel together in a privately owned vehicle, only the traveller who provides the car will be reimbursed for the expenses incurred.
 - When employees are not travelling with the Member, they will only be reimbursed for the cost of the distance travelled within the Member's constituency and from the constituency to the provincial/territorial capital in which the constituency is located.
 - Members may charge the cost of supplementary business liability insurance for one of their own vehicles to their MOB. Members may allow the same expense for their regular employees when their insurance provider requires such coverage. Original proof of payment must be provided.
- **Rented vehicle:** Members and their authorized travellers may use rented vehicles when the combined costs, including those for local ground transportation, do not exceed the cost of commercial airfare. Costs may be charged under the Travel Points System or to the MOB, as appropriate. When travelling together by rental car, by taxi or using lawful alternative commercial transportation services, Members and authorized travellers may claim an equal share for reimbursement. Travel points will be deducted for every traveller claiming expenses. Authorized travellers must ensure that they have adequate liability coverage when they rent a car. The cost of purchasing additional liability coverage will be reimbursed if it is included in the rental agreement. Reimbursement will be made on the basis of actual and reasonable costs up to the maximum cost of the equivalent commercial airfare, or taxis, where applicable.

Conditions and restrictions: The following conditions and restrictions apply for road travel:

- **Most direct route:** Members and their authorized travellers must use the most direct route to reach their destination when travelling by car. To assist travellers in planning the most direct route for their road travel, the House Administration standard is Google Maps, using major highways in Canada only. For every road travel claim, Members and their authorized travellers must provide routing information. For every major route deviation, the traveller must provide

an explanation and additional routing information, and indicate any special circumstances in the *Travel Expense Claim* available in the Financial Portal.

- **Purpose of travel:** Each trip by road requires a specific purpose of travel, which must support the fulfillment of Members' parliamentary functions. Members and their authorized travellers must provide a detailed description of the purpose of the trip.
- **Road Travel Log:** When claiming road transportation expenses as a charge against the MOB, Members must complete the *Road Travel Log* and submit it with their travel expense claim through the Financial Portal. The log submitted must provide the dates and purpose of travel, as well as the address of each destination of the trip.
- **Commuting:** Commuting expenses for travel between residences and the normal place of work are not allowed for any travellers. For the purposes of this section, Members' normal place of work is defined as their parliamentary and constituency offices, while employees' normal place of work is defined as the office where they normally work, whether it be the parliamentary or the constituency office. The following exceptions apply to commuting expenses:
 - Members whose primary or secondary residence is located within the constituency, but more than 50 kilometres from their normal place of work, may claim transportation costs at the approved kilometre rate for the distance travelled between their declared residence and their normal place of work.
 - Members whose primary or secondary residence is located outside their constituency, but within 100 kilometres of their constituency's nearest border and more than 50 kilometres from their normal place of work, may claim transportation costs at the approved kilometre rate for the distance travelled between their declared residence and their normal place of work.
 - When authorized travellers travel directly from their residence to attend an event or activity within the Member's constituency, they may only claim the distance in excess of their normal commute.
 - Members whose constituency is located in the National Capital Region (NCR) and who maintain a primary residence between 50 and 100 kilometres from the parliamentary precinct may claim transportation costs at the approved kilometre rate for the distance travelled between their primary residence and the parliamentary precinct while on House-related business. The Speaker, recognized party leaders who are Members, and ministers may not claim these expenses.
 - Members may claim expenses for taxi or lawful alternative commercial transportation services incurred for travel between the parliamentary precinct and the NCR residence on an exceptional basis when the House is sitting for extended hours in the evening. Original receipts are required.
- **Travel between the constituency and Ottawa:** When travelling between the constituency and Ottawa, Members and their authorized travellers must charge their transportation expenses under the Travel Points System, regardless of the province or territory in which the Member's constituency is located.

- **Travel within the NCR:** Members and authorized travellers may charge to the MOB the expenses they incur for the following while travelling in the NCR (other than commuting) in order to carry out the Members' parliamentary functions (original receipts are required):
 - parking, except monthly or weekly passes;
 - taxis or lawful alternative commercial transportation services;
 - public transportation tickets or monthly passes used by the Member; and
 - road travel using a personal vehicle at the approved kilometre rate (no receipts required).

Note: Cars are not allowed to be rented in the NCR.

- **Long-distance road travel:** When Members, designated travellers or dependants claim expenses for long-distance road travel, they will be reimbursed up to the cost of a corporate flight pass segment to the nearest reasonable destination at the class of travel allowed. Employees will be reimbursed up to the maximum cost of airfare in reduced economy class (*Flex*).

For safety reasons, employees and parliamentary interns should not be required to drive more than:

- 250 kilometres after having worked a full day;
- 350 kilometres after having worked a half day; and
- 500 kilometres on any day when they have not worked.

9. Other Means of Transportation

Members and their authorized travellers may choose to travel by the following means of transportation when these means are the most economical, practical and the safest means of travel:

Train: VIA Rail Canada provides Members with free rail pass privileges. VIA Rail also provides Members' spouses and dependants with a preferred rate (50% discount) for any rail ticket fare. For more information, contact VIA Rail Canada.

No travel points are deducted when the free train privileges are used. However, a travel point will be deducted when Members, spouses and dependants claim the cost of meals, accommodations or seat upgrades. These costs cannot exceed the maximum cost allowed for air transportation plus local ground transportation.

Employees may travel by train and claim actual costs, up to the maximum airfare allowed. These costs will be charged to the Member's Office Budget (MOB) or under the Travel Points System, depending on the circumstances of travel.

Bus: When Members and their authorized travellers travel by bus, actual receipted costs will be reimbursed up to the maximum cost of allowed air transportation plus local ground transportation to and from the nearest terminal. These costs will be charged to the MOB or under the Travel Points System, depending on the circumstances of travel.

Charters and private boats:

- **Chartered boats:** Members may charge the cost of charters to their MOB for travel in the province or territory in which their constituency is located or use the Travel Points System; when travelling elsewhere in Canada, the costs may only be charged under the Travel Points System. When using the Travel Points System, a half point will be deducted for each Member and authorized traveller per trip. The same conditions that apply to chartered aircraft apply to chartered boats. For more information, see section [7.2 Charters and Private Aircraft](#) in this chapter.
- **Privately operated boats:** The rate of reimbursement for Members operating a privately owned or leased boat will be determined on a case-by-case basis. For more information, contact Financial Management Operations.

10. Accommodations and Meals

When Members are in travel status, they may charge their accommodation, meal and incidental expenses to the Travel Status Expenses Account (TSEA) or the Member's Office Budget (MOB), subject to certain conditions. Only Members may charge these expenses to the TSEA.

This section describes:

[Accommodations](#)

[Per diem](#)

10.1 Accommodations

When Members and authorized travellers are in travel status, their hotel, motel or private accommodation expenses will be reimbursed as follows:

- Commercial accommodations or lawful alternative commercial accommodation services are reimbursed at actual costs; original receipts are required. Private non-commercial accommodations, other than a Member's secondary residence, are reimbursed at the private accommodation rate approved by the Board of Internal Economy. The rate is set and adjusted in accordance with the National Joint Council's Travel Directive. For the current rate, see the [Schedule of Rates](#) appendix in the Budgets chapter.
- Reasonable actual costs for private non-commercial accommodations when commercial accommodations or lawful alternative commercial accommodations are non-existent; original receipts are required.

Conditions and restrictions: When claiming accommodation expenses incurred while in travel status, the following conditions and restrictions apply:

- Members who maintain a primary residence within 100 kilometres of the parliamentary precinct may claim accommodation expenses when they are required to remain at work for House of Commons or committee business, or in exceptional or emergency situations (e.g. when they cannot safely return home due to bad weather). Original receipts are required. However, Members whose primary residence is located within 16 kilometres of the parliamentary precinct may not claim accommodation expenses.
- Members who declared a secondary residence in their constituency may claim accommodation expenses when travelling at least 100 kilometres from this residence to carry out their parliamentary functions. For more information on secondary residences, see section [11. Residences](#) in this chapter.
- Members may only claim accommodation expenses for up to seven consecutive nights in each location. In general, designated travellers and dependants may not claim accommodation expenses.
- The Prime Minister, the Speaker and the Leader of the Official Opposition may not claim accommodation expenses while in the National Capital Region (NCR).

- Members may claim the cost of one hotel room or other commercial accommodations when their spouse and/or dependants visit them in the NCR, under the following conditions:
 - Members must be with their spouse and/or dependants for the duration of the stay; and
 - Members who own or rent a secondary residence within the NCR must confirm that the residence is unsuitable for use by their spouse and/or dependants.
- Employees may claim accommodation expenses as a charge against the MOB, when travelling in order to carry out the Member's parliamentary functions, under the following conditions:
 - When they are travelling between Ottawa and the constituency, and are more than 100 kilometres from their normal place of work.
 - When they are accompanying the Member or House Officer on a special trip.
 - A maximum of two weeks' accommodation expenses may be charged per trip; original receipts are required.

For more information on accommodation expenses for House Officers' employees, see section [3.3 Travel](#) in the House Officers and Recognized Parties chapter.

10.2 Per diem

When Members are in travel status, their meal and incidental expenses will be reimbursed based on the per diem rates approved by the Board of Internal Economy. The rates are set and adjusted in accordance with the National Joint Council's Travel Directive. Incidentals include gratuities as well as laundry and dry cleaning expenses. For the current per diem rates, see the [Schedule of Rates](#) appendix in the Budgets chapter.

Conditions and restrictions: When claiming per diem expenses incurred while in travel status, the following conditions and restrictions apply:

- Members may claim per diem expenses for all days of travel and for sitting days while in the National Capital Region (NCR).
- Per diem expenses must be reduced by the cost of any meals provided through other means, for example, by airlines, in lobbies and as hospitality.
- Members may claim per diem expenses for non-sitting days while in the NCR, subject to certain conditions. Members must provide the dates and nature of parliamentary functions performed.
- Members may claim per diem expenses when travelling in the constituency and must provide the dates and nature of parliamentary functions performed.
- Members whose constituency is located in the NCR and who maintain a primary residence within 100 kilometres of the parliamentary precinct may claim breakfast and dinner expenses for the days when the House is sitting and the Member works a minimum of 11 hours, which include transit time to and from the Member's residence. Meal expenses will be reimbursed at the approved per diem rate and will be charged to the TSEA.
- Designated travellers and dependants may not claim per diem expenses.

- Employees may claim per diem expenses as a charge against the MOB, when travelling in the fulfillment of the Member's parliamentary functions, as follows:
 - When they are travelling between Ottawa and the constituency, and are more than 100 kilometres from their normal place of work.
 - While travelling in the Member's constituency, when travel is authorized by the Member and the Member's employees are more than 16 kilometres away from their normal place of work during regular meal hours.
 - When they are accompanying the Member or House Officer on a special trip.

While travelling in their constituency (other than commuting), Members may claim the per diem allowance for meals as a charge against the MOB when they are more than 16 km from their primary or secondary residence that is in or near their constituency.

For more information on per diem expenses for House Officers' employees, see section [3.3 Travel](#) in the House Officers and Recognized Parties chapter.

11. Residences

Because they are required to work extensively in Ottawa, Members whose constituency is not located in the National Capital Region (NCR) may choose to stay in a commercial or private accommodation, or at a personal residence when in the NCR. Expenses for such accommodations may be charged to the Travel Status Expenses Account (TSEA), which provides Members with assistance to defray some of the additional costs of maintaining a secondary residence.

Although Members typically choose to have their secondary residence in the NCR, since their primary residence is in the constituency, they may choose to have their secondary residence in the constituency and their primary residence in the NCR, subject to certain conditions as outlined below:

- **Primary residence:** A primary residence is defined as a residence other than a seasonal or recreational dwelling or a recreational vehicle, that is ordinarily occupied by the Member, and available for the Member's occupancy at all times. The main purpose of a primary residence cannot be to generate income.
- **Secondary residence:** A secondary residence is defined as a residence of the Member, other than a seasonal or recreational dwelling or a recreational vehicle that is maintained by the Member in addition to the Member's primary residence.

Note: The Member's residence in the constituency must be located in or near the Member's constituency ("near" means within 100 kilometres from the nearest border of the Member's constituency).

This section describes:

[Declarations of Primary and Secondary Residences](#)

[Expenses for the Secondary Residence](#)

11.1 Declarations of Primary and Secondary Residences

All Members must declare their accommodation arrangements at the start of each new parliament by completing the *Declaration of Primary and Secondary Residences* form available in the Financial Portal. Members who have a residence in the constituency and in the National Capital Region (NCR) must indicate which one is the primary residence and which one is the secondary residence. Members must complete a new declaration form whenever there is a change in their accommodation arrangements, including a change of address for all declared residences.

Note: Members who stay in hotels or private accommodations or who share accommodations with another person, including another Member, must also declare these arrangements.

Members must provide supporting documentation for their declared residences that clarifies ownership or rental status, such as but not limited to:

- if the property is owned, a municipal tax invoice that shows the details of the property assessment; or
- if the property is rented, a residential lease.

The House Administration will verify the information provided in the Member's declaration and conduct a title search, if applicable.

Criteria: In addition to the definition of a primary residence, Members must consider the following criteria to determine which residence they should declare as their primary residence:

- The primary residence is occupied by the Member more often than the other residence.
- The primary residence is where the Member most frequently resides on weekends and holidays (the Member's travel patterns between Ottawa and the constituency will also be considered).
- The primary residence is where the Member's spouse or partner lives most of the time.
- The primary residence is where the Member's young dependent children reside.
- The primary residence is in the area where the Member's dependent children attend primary/elementary and secondary school.
- The primary residence is the one declared on the Member's income tax return, and is located in the province where the Member votes and pays income taxes.
- The primary residence is in the province or territory where the Member has public health coverage, and where the Member's driver's licence is issued and vehicle registered.

One or more criteria may be sufficient to determine which residence is the primary residence. In situations where both residences could potentially qualify as the primary residence, Members should contact Financial Management Operations for advice.

11.2 Expenses for the Secondary Residence

Members who own or rent a secondary residence in the National Capital Region (NCR) or in their constituency may claim expenses related to their declared secondary residence against the TSEA, subject to certain conditions.

This section describes:

[Owned secondary residence](#)

[Rented secondary residence](#)

[Restrictions](#)

Owned secondary residence

Members who own a secondary residence may only claim an accommodation rate for each day it is available for their occupancy and is not rented to any other person. Members are deemed owners of a secondary residence when they or their spouse are the sole owners or when they jointly own the residence with a spouse or with any other person.

Only one claim for accommodation expenses may be submitted per dwelling, per day. The secondary residence rate approved by the Board of Intern Economy is set and adjusted in accordance with the private non-commercial accommodation rate of the National Joint Council's Travel Directive. For the current rate, see the [Schedule of Rates](#) appendix in the Budgets chapter.

Rented secondary residence

Members who rent or lease a secondary residence may claim receipted expenses for the following:

- rental of furnished or unfurnished apartments, condominiums or homes, whether rented by the day, week or month, or leased, except for rental or leasing arrangements that include a purchase option;
- one basic phone line;
- basic cable television;
- utilities (oil, natural gas, propane, electricity, water and water tanks); and
- one parking space.

Members may not claim any rent when their secondary residence is rented from a member of their immediate family or from an employee of any Member, House Officer or research office.

Rent or lease payments: Members have two options for the payment of their secondary residence rent or lease.

- **Direct payments to the landlord:** To have the rent of their secondary residence paid directly to their landlord by the House Administration, Members must:
 - declare their primary and secondary residences using the *Declaration of Primary and Secondary Residences* form available in the Financial Portal;

- complete the lease form available in the Financial Portal, indicating the monthly rent amount to be paid to the landlord (up to the maximum monthly rent indicated in the lease);
- complete the *Direct Deposit Enrolment – Contractors, Landlords, Suppliers and Others* form available in the Financial Portal; and
- provide Financial Management Operations with the original lease signed by the Member and the landlord.

Annual validation: Automatic direct payments may only be set up for 12 months. To ensure the continuation of automatic payments, Members must annually validate their declaration of primary and secondary residences in the Financial Portal one month prior to the end of their lease, or 12 months following the start of automatic payments or the last annual validation, whichever comes first.

New or revised lease: Members are responsible for their lease and must notify Financial Management Operations in writing and 30 days in advance of any changes to their lease (e.g. change to monthly rent or new landlord). Members must provide an original copy of the new lease, signed by both parties. The lease must specify the monthly rent amount and included utilities. In addition, Members must submit a new *Declaration of Primary and Secondary Residences* form available in the Financial Portal. Otherwise, they will be held personally responsible for any related payment error.

- **Reimbursement of payments to the Member:** To seek the reimbursement of their monthly lease payments to the landlord for their secondary residence, Members must:
 - declare their primary and secondary residences using the *Declaration of Primary and Secondary Residences* form available in the Financial Portal;
 - submit a monthly secondary residence expense claim through the Financial Portal; and
 - provide the original monthly lease receipt that includes the landlord's name and phone number, the landlord's or agent's signature, the full address of the property, the amount paid, as well as the rental period.
- **Shared secondary residence:** Members who share a secondary residence must provide details of the cost-sharing arrangements to Financial Management Operations. Only their portion of the costs will be reimbursed or automatically paid to the landlord.
- **Security deposit or last month's rent:** If a landlord requires a security deposit or last month's rent, Members must pay this expense personally. Members may seek reimbursement for this expense (receipt required) when they leave the secondary residence and the deposit is applied against the last month's rent, subject to certain conditions.

Restrictions

Members who own or lease their secondary residence may not claim any of the following expenses:

- rental fees for seasonal or recreational dwellings, such as cottages, ski chalets or camp sites;
- Internet access fees and costs to acquire and operate a fax machine (however, Members may charge these expenses to their MOB);

- expenses for space used as the Member's constituency office;
- real estate fees;
- legal fees;
- house finders' fees;
- mortgage payments (neither the principal nor the interest);
- lease termination costs;
- local moving costs;
- furniture, furnishings or equipment costs; and
- expenses associated with mobile homes or recreational vehicles.

The Prime Minister, the Speaker and the Leader of the Official Opposition may not claim any secondary residence expenses.

12. Travel for Special Circumstances

Members and their authorized travellers may seek reimbursement for travel expenses incurred in the following special circumstances:

[Travel to attend funerals](#)

[Travel by an authorized traveller to represent the Member at a constituency event](#)

[Travel by employees to attend training](#)

[Travel for speaking engagements](#)

Travel to attend funerals: Members and authorized travellers may charge travel expenses to the Member's Office Budget (MOB) or under the Travel Points System, where applicable, to attend:

- state funerals;
- funeral of a sitting Member, their spouse or their dependant;
- funeral of a former Member;
- funeral of a constituent (when held in the Member's constituency); and
- funeral of the Member's own employee.

Travel by an authorized traveller to represent the Member at a constituency event: When an authorized traveller is required to represent the Member at an event, accommodation and per diem expenses will be reimbursed under the following conditions:

- the travel relates to the Member's parliamentary functions;

- the travel is in the province or territory in which the Member's constituency is located;
- the authorized traveller representing the Member is more than 100 kilometres from the authorized traveller's normal place of work;
- related claims by the designated traveller are limited to expenses for seven consecutive nights in each location; and
- original receipts are provided.

Travel by employees to attend training: At the Member's discretion, transportation costs incurred by a Member's employee to attend training courses may be charged under the Travel Points System or to the MOB. However, in order to use a travel point as a special trip, the employee must accompany the Member or House Officer. Meal, accommodation and incidental expenses may be charged to the MOB at the Member's discretion.

Travel for speaking engagements:

- Members may use their travel allocations to attend a speaking engagement in order to carry out their parliamentary functions. However, they must not accept payment for this engagement (unacceptable payment also includes gifts valued at over \$500 and donations to charitable organizations, with or without a tax receipt).
- Members may not use their travel allocations to attend a speaking engagement that is not part of their parliamentary functions. However, they may accept payment for this type of engagement.

For more information, contact the Office of the Law Clerk and Parliamentary Counsel.

13. Travel Reward Programs

Members may use accumulated points or other benefits from memberships in travel reward programs for the following:

- travel that would otherwise be paid by the House Administration (e.g. travel under the Travel Points System, or travel for parliamentary committees, delegations and associations);
- international travel related to the Member's parliamentary functions;
- travel for standing and special committee members to attend international conferences or seminars that have been approved by the committee;
- travel by employees of Members, House Officers and research offices who are required to accompany Members on parliamentary business trips within Canada;
- travel by a designated traveller accompanying the Member who is part of a parliamentary association or exchange delegation; and
- travel by a Member for personal reasons.

If permitted by the travel reward program, Members may use their points or other benefits to upgrade to business class when travelling to carry out their parliamentary functions, or donate their unused points or other benefits to charitable organizations.

14. Accounting and Reimbursement

Travel expense claims: The following conditions apply when submitting a travel claim:

- All travel claims must be personally approved by the Member and submitted through the Financial Portal.
- A single claim must be submitted for each trip and include all transportation, accommodation and per diem expenses.
- Members and their authorized travellers must submit the *Road Travel Log* for their road travel expenses charged to the Member's Office Budget (MOB).
- All claims must be submitted within 30 days of the end of the trip, even when there are no additional costs other than the airline ticket purchased through Members' Travel Services.
- Proper supporting documentation (e.g. original receipts and invoices) is required before the reimbursement can be processed. The following documents will not be accepted as proof of payment:
 - credit card slips;
 - post-dated receipts;
 - statements of accounts; and
 - copies of cheques.

Outstanding claims: Members and their authorized travellers must regularly reconcile all outstanding travel claims with airline tickets purchased by Members' Travel Services.

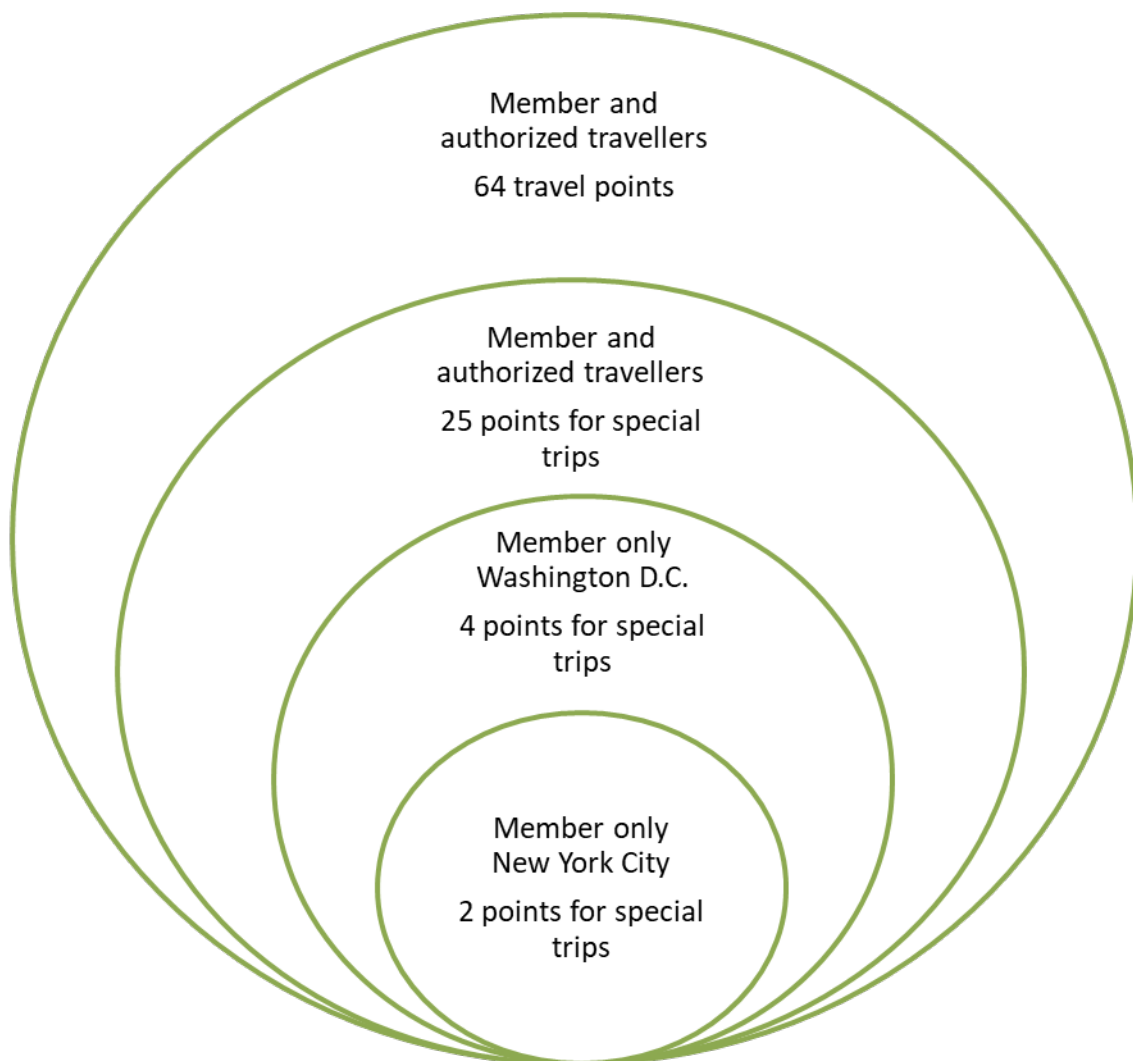
Expense transfer: Members may not transfer travel costs between the Travel Points System, the Travel Status Expenses Account and the Member's Office Budget after the costs have been approved and submitted through the Financial Portal.

Direct payment: The House Administration will not pay suppliers directly, unless expenses are for travel by chartered aircraft or boat, or for travel booked with Members' Travel Services.

Appendix: Travel Points System

ANNUAL POINT ALLOCATION

Members who have more than one dependant are provided with eight additional points for the second and any subsequent dependants between the ages of 6 and 20. For more information, see section [6.1 Point Allocation](#) in this chapter.



This page is intentionally left blank.

7. EMPLOYEES

1. Introduction	7-2
2. Governing Principles	7-2
3. Recruitment	7-2
4. Pay and Leave Administration	7-5
4.1. Pay Administration	7-5
4.2. Leave Administration	7-8
5. Benefits	7-9
6. Employee and Family Assistance Program	7-10
7. Conflict Resolution and Harassment Prevention	7-10
8. Employee Departures	7-11
8.1. Closing Notice	7-11
8.2. Separation Entitlement	7-12
8.3. Working Notice	7-13
8.4. Termination Entitlement	7-14
8.5. Severance Entitlement	7-15
8.6. General Entitlement	7-15

1. Introduction

The applicable Terms and Conditions of Employment govern the employment relationship between Members or House Officers and their employees. This chapter highlights some of the terms and conditions of employment and provides additional information regarding the processes.

Throughout this chapter, reference to Members should be read to include presiding officers, House Officers, and Members responsible for national caucus research offices, unless otherwise indicated. Any expenses, including employee salaries, are to be charged to the respective office budgets.

This chapter describes:

[Governing Principles](#)

[Recruitment](#)

[Pay and Leave Administration](#)

[Benefits](#)

[Employee and Family Assistance Program](#)

[Conflict Resolution and Harassment Prevention](#)

[Employee Departures](#)

2. Governing Principles

The following principles govern recruitment and management of Members' employees.

Members as employers: Members are the employers of their employees. In accordance with the *Members By-laws*, Members may recruit, hire, promote or release employees, and determine their job responsibilities, hours of work, classification of positions, and salaries. Members have the full discretion over the direction and control of the work performed on their behalf by their employees; however, employees are hired exclusively to assist Members in the fulfillment of their parliamentary functions.

Fairness: Employees are entitled to be treated in a fair and equitable manner, free from discrimination.

Respect: Employees are entitled to a positive work environment, characterized by a culture of dignity and respect, and one in which inappropriate conduct such as harassment will not be tolerated.

Safety: Employees are entitled to a safe and healthy work environment. Members will take all reasonable precautions to protect their employees from illness or injury.

3. Recruitment

Types of employees

The Board of Internal Economy has established three categories for Members' employees:

- regular employees, who are full- or part-time employees hired for an employment period of greater than six months;

- short-term employees, who are full- or part-time employees hired for an employment period of less than six months; and
- on-call employees, who are hired for a specified or unspecified employment period and who report to work as required.

Staffing

To staff their offices, Members may wish to:

- consider hiring the employees who worked for the former Member;
- contact their party Whip's office, which often maintains a list of candidates, including those that have been employed by former Members; or
- consider candidates from the inventory of resumés managed by Members' Human Resources Services.

When Members have determined their staffing requirements for their parliamentary or constituency offices, they must:

- ensure that sufficient financial resources are available in their [Member's Office Budget \(MOB\)](#);
- determine job responsibilities and hours of work;
- determine the place of work, which must be the parliamentary or constituency office (for more information, see the section [2. Governing Principles](#) in the Governance and Principles chapter); and
- establish appropriate salaries (see section [4. Pay and Leave Administration](#) in this chapter).

Staffing procedures

When a Member hires a new employee, or requests a new position, the Member must:

- send the following documents to the prospective employee:
 - the standard letter of offer of employment, signed by the Member;
 - the Terms and Conditions of Employment;
 - the *Policy on Confidentiality and Conflicts of Interest*; and
 - the House of Commons *Policy on Harassment Prevention and Resolution in the Workplace*;

Note: The employee must sign the letter of offer of employment and the Terms and Conditions of Employment, and return them to the Member.

- make the staffing request through the *Source* website under [Initial Appointment](#) and attach the letter of offer of employment, the Terms and Conditions of Employment signed by the employee, and the *Direct Deposit Enrolment Form*.

Failure to submit these documents will result in a delay in salary payments to the employee.

For more information on these documents, contact Members' Human Resources Services.

Hiring restrictions

- **Immediate family:** Members may not hire members of their immediate family to work in the parliamentary or constituency office.
- **Designated traveller:** Members may not hire their designated traveller to work in the parliamentary or constituency office.
- **Political party executives:** Members may not hire political party executives to work in the parliamentary or constituency office. The Party Leader of each recognized party must provide the names of all political party executives to the House Administration on an annual basis and within 30 days of any changes.
- **Contractors:** Members may not hire, as an employee, any person who is already engaged as an independent contractor with the House of Commons, a Member, the Senate, a Senator, the Library of Parliament, a federal government department or agency, or a Crown corporation, and who continues to receive income from the Consolidated Revenue Fund. Employees may not benefit, directly or indirectly, from any contract with a Member. These contractual arrangements are subject to the rules and restrictions described in the [Contracts](#) chapter.
- **Employees paid from the Consolidated Revenue Fund:**
 - Members may not hire, as a full-time employee, any person who is already receiving full-time employment income from the Consolidated Revenue Fund, or who is employed by the House of Commons, a Member, the Senate, a Senator, the Library of Parliament, a federal government department or agency, or a Crown corporation. Members may hire, as a full-time employee, a part-time reservist in the Canadian Forces, subject to certain conditions. For more information, contact Members' Human Resources Services.
 - Members may hire, as a part-time employee, any person who is already receiving part-time employment income from the Consolidated Revenue Fund, as long as the total combined hours do not exceed 37.5 hours per week. The total combined hours can exceed 37.5 hours if the excess hours are attributable to part-time employment as a reservist in the Canadian Forces. For more information, contact Members' Human Resources Services.

Other considerations

Probation: Members may wish to impose a probationary period allowing them time to properly evaluate a new employee. A probationary period of up to 12 months may be considered, depending on the nature and duration of the work. It is important to clearly state the length of the probationary period in the letter of offer of employment.

Security screening: All prospective employees, contractors, interns and volunteers of Members are required to undergo site access security screening. They must obtain and maintain the required level of site access security screening and comply with all policies regarding site access security screening.

Temporary personnel: Members may require temporary office help for a number of reasons, such as to catch up on office work during peak periods, to prepare a particular report or proposal, to translate householders into languages other than French or English, or to replace regular employees on sick leave or maternity or parental leave. Temporary personnel may be hired through personnel agencies and the related costs charged to the MOB. For more information, see section [2.2 Contracts for Goods and Services](#) in the Contracts chapter, or for additional options, contact Members' Human Resources Services.

4. Pay and Leave Administration

This section describes:

[Pay Administration](#)

[Leave Administration](#)

4.1. Pay Administration

Information regarding pay administration is available in the Terms and Conditions of Employment for [regular employees](#), [short-term employees](#) or [on-call employees](#). For more information on leave entitlements, see section 4.2 Leave Administration in this chapter.

There are many factors that affect employee salaries and payments:

[Rate of pay on appointment](#)

[Maximum annual salary](#)

[Annual salary increases](#)

[Performance awards](#)

[Acting Pay](#)

[Overtime](#)

[Attendance reporting](#)

Rate of pay on appointment: Members determine their employees' rates of pay on appointment, subject to the maximum annual salary established by the Board of Internal Economy. This maximum

salary does not apply to employees paid from the office budgets of presiding officers, House Officers, or research offices.

Pay and Benefits must be notified in writing of an appointment within 30 calendar days following the employee's effective date of employment. Otherwise, the House Administration will only pay the salary portion for the 30 calendar days immediately preceding the date when the written hiring notice was received from the Member. If the employee worked for more than 30 days before receipt of the written hiring notice, the Member will be personally responsible for paying the additional portion of the salary to which the employee is entitled.

No person shall be paid a salary if the services for which the payment is made have not been performed. Services shall be performed during the period for which the payment is made.

Maximum annual salary: The maximum annual salary of Members' employees is adjusted annually based on the index of the average percentage increase in base-rate wages for a calendar year in Canada resulting from major wage settlements negotiated by major groups. For the current maximum annual salary, see the [Schedule of Rates](#) appendix in the Budgets chapter.

Annual salary increases: At their discretion, Members may increase a regular employee's base salary once per fiscal year, subject to the maximum annual salary approved by the Board. This maximum salary does not apply to employees paid from the office budgets of presiding officers, House Officers, or research offices.

Members determine the amount of the annual salary increase, which will be a permanent adjustment to the employee's base salary. Members may request and approve a salary increase at any time during a fiscal year, but no later than March 31 of that fiscal year, through the *Source* website under [Increase in salary for a regular employee](#). Retroactive payments will be limited to a period not exceeding 30 calendar days immediately prior to the date that Members' Human Resources Services receives the request. The salary increase will only be processed if the letter of offer of employment for the position in question, duly signed by the Member and the employee, has been provided to Members' Human Resources Services.

Decreases to the annual salary of an employee are not permitted unless there is a change in position. However, Members may offer an employee a new position, at a lower salary, through the *Source* website under [Appointment to New Position](#). A copy of the new letter of offer of employment, duly signed by the Member and the employee, must be provided to Members' Human Resources Services.

Short-term and on-call employees are not eligible to receive annual salary increases. A new letter of offer of employment is required for each period of employment, with a new salary determination, and the letter must be sent to Members' Human Resources Services.

At their discretion, Members may give an annual salary increase to employees who are on leave with pay, on leave without pay or on maternity/parental leave, unless they have been on continuous leave for more than two years.

Regular employees whose employment is terminated in a Member's office and who are subsequently re-employed by the same Member within 90 calendar days will be considered to have been continuously employed for the purposes of determining the employee's eligibility for an annual salary increase. Short-term employees who were terminated for less than five working days are considered to have been continuously employed.

If a regular employee accepts a different position within a Member's office or is hired by another Member within the fiscal year, the employee is eligible for the annual salary increase, as determined by the current Member.

When a regular employee works for multiple Members concurrently, each Member may provide a salary increase on a discretionary basis. However, the employee's new collective annual salary cannot exceed the maximum annual rate of remuneration. Accordingly, these Members will need to coordinate the applicable salary increases.

During the dissolution of Parliament, Members may not request any salary increases for their employees.

Performance awards: At the discretion of the Member, an employee may be paid a performance award of no more than 10% of the employee's salary as of December 31 in the year for which the award is granted. The cost will be charged to the Member's Office Budget of that fiscal year.

Regular employees who are at the maximum annual rate of remuneration established by the Board are eligible to receive a performance award. A performance award will not affect an employee's base salary, but it is a taxable benefit and counts toward pensionable service.

To process a performance award, Members must submit the request between January 1 and March 31 through the *Source* website under [Performance Award](#). The performance award will only be processed if a letter of offer of employment for the position in question, duly signed by the Member and the employee, has been provided to Members' Human Resources Services.

At their discretion, Members may give a performance award to employees who are on leave with pay, on leave without pay or on maternity/parental leave, unless they have been on continuous leave for more than two years.

Regular employees whose employment is terminated in a Member's office and who are subsequently re-employed by the same Member within 90 calendar days will be considered to have been continuously employed for the purpose of performance award eligibility. Short-term employees who were terminated for less than five working days are considered to have been continuously employed.

If a regular employee accepts a different position within a Member's office or is hired by another Member within the fiscal year, the employee is eligible for the annual performance award, as determined by the current Member.

When a regular employee works for multiple Members concurrently, each Member may provide a performance award on a discretionary basis. However, the employee's collective performance award cannot exceed 10% of the employee's collective annual salary on December 31 of the previous calendar year. Accordingly, these Members will need to coordinate the applicable performance awards.

During the dissolution of Parliament, Members may not request performance awards for their employees.

Acting pay: Requests for [acting pay](#) for regular and short-term employees must be made through the *Source* website.

When an on-call employee is required to perform the duties of a higher level position, the employee should be provided a new letter of offer of employment.

Overtime: Employees are not entitled to be paid overtime. When an employee is required to work additional hours, or work on a day of rest or on a designated paid holiday, the Member may grant compensatory leave or give a performance award to regular employees.

For more information on performance awards, see the [Performance awards](#) section in this chapter.

Attendance reporting: Members must provide Members' Human Resources Services with a monthly employee attendance report signed by the Member or their approved delegate. When the current *Monthly Attendance Summary* form is not provided, the House Administration may only release one subsequent cheque for the employee whose attendance has not been reported. The [Monthly Attendance Summary](#) form is available on the *Source* website.

4.2. Leave Administration

Information regarding leave administration is available in the Terms and Conditions of Employment for [regular employees](#), [short-term employees](#) or [on-call employees](#).

Depending on the type of employee, employees may be entitled to the following types of leave*:

[Vacation leave](#)

[Sick leave](#)

*Members may also grant other types of leave on a discretionary basis.

Vacation Leave: Vacation leave that is not taken by December 31 of the year in which it is earned must be paid out to the employee as a charge against the Member's Office Budget (MOB). To compensate an employee for unused vacation leave, the Member must submit a request by February 15 through the *Source* website under [Vacation Leave Liquidation](#).

Members may not accept the liability for vacation leave accumulated with another employer, including other Members, a federal department, the House Administration, the Senate, the Library of Parliament, or other government agencies.

Sick leave: Members may request medical certificates in order to authorize sick leave. However, medical certificates are required when sick leave extends beyond 20 consecutive working days. The Member must then submit the medical certificate to Members' Human Resources Services. If an employee's absence continues for more than 20 consecutive working days, the employee's salary will continue to be paid from the House Administration central budget until accumulated sick leave has been exhausted or employment is terminated, whichever comes first. For more information, contact Members' Human Resources Services .

Employees' remuneration and leave are affected by the dissolution of Parliament. For more information, see the [Dissolution of Parliament](#) chapter.

5. Benefits

Depending on the type of employee, Members' employees may be entitled to the following benefits:

[Pension](#)

[Supplementary Death Benefit Plan](#)

[Insurance plans:](#)

[Public Service Management Insurance Plan](#)

[Public Service Health Care Plan](#)

[Dental care plans](#)

[Employee parking](#)

Pension: Employees who have contributed to the Public Service Superannuation Plan for two or more years are generally entitled to a pension benefit such as an immediate or deferred pension or a transfer value payment. For more information, see the [Public Service Pension Plan](#) website.

Supplementary Death Benefit Plan: Following the death of an employee who has participated in this plan, twice the annual adjusted salary will be payable to the named beneficiary or estate of the employee.

Insurance plans: Employees are provided with a full range of protection in the event of illness, disability or death. Coverage includes life insurance, and health and dental care. The following insurance plans are available to employees:

- **Public Service Management Insurance Plan:** Premiums for this plan are paid by the employee. This optional insurance plan includes:
 - **Basic life insurance:** A lump sum basic life insurance benefit is provided to the named beneficiary in the event of the employee's death from any cause while insured.
 - **Supplementary life insurance:** Employees may, at their own expense, add supplementary life insurance coverage to the equivalent of their annual salary.
 - **Accidental death and dismemberment benefit:** A lump sum accidental death and dismemberment benefit is provided to an employee if mutilated in an accident or to the employee's dependants or estate if the employee is killed in an accident.
 - **Insurance for spouse and dependants:** Life insurance, as well as accidental death and dismemberment coverage, are provided for the employee's spouse (\$5,000) and for each dependent child (\$2,500). In case of accidental death, the amount of insurance is doubled.
 - **Long-term disability:** Continuing income is provided to employees who are unable to work because of a disability. For more information about restrictions and other conditions, contact Pay and Benefits.

For more information, see the [Public Service Management Insurance Plan](#).

- **Public Service Health Care Plan:** This plan provides employees of Members and House Officers, their spouses and dependants with coverage for costs they have incurred for eligible products and services, including drugs, vision care, hearing aids, hospital benefits and nursing services, excluded from the employee's provincial or territorial plan. Some restrictions apply. This plan is subject to co-insurance. For more information, see the [Public Service Health Care Plan](#).
- **Dental care plans**
 - **Public Service Dental Care Plan:** This mandatory plan provides insurance for dental services and supplies not covered under provincial or territorial health care or another dental plan for employees of Members and House Officers, their spouses and dependants. The House Administration pays the premiums for the plan. Some limits apply. For more information, see the [Public Service Dental Care Plan](#).
 - **Pensioners' Dental Services Plan:** This plan is similar to the Public Service Dental Care Plan with respect to coverage, except that it is voluntary and available to former employees who are entitled to receive a monthly retirement allowance. Former employees' survivors may also use this plan. For more information, see the [Pensioners' Dental Services Plan](#).

Employee parking: Members' employees may apply for parking within the parliamentary precinct. Parking is a taxable benefit. Parking is granted according to availability and requirements. Members are responsible for returning parking permits when their employees leave their employment. For more information, contact the Parking Administration.

6. Employee and Family Assistance Program

This program provides confidential and voluntary counselling services on a broad range of topics such as personal, family, financial, legal, professional, addiction, lifestyle, nutrition, health and wellness matters. This program is free and available to Members' employees at all times and up to six months following the employee's termination of employment for any reason other than just cause. For more information, contact Occupational Health and Safety and Environment.

7. Conflict Resolution and Harassment Prevention

Members' employees are entitled to a positive work environment, characterized by a culture of dignity and respect, and one in which inappropriate conduct such as harassment will not be tolerated.

The House of Commons *Policy on the Prevention and Resolution of Harassment in the Workplace* focuses on harassment prevention and provides a process for filing informal and formal complaints, investigating and reporting on harassment, and communicating and appealing findings. This policy applies to Members, House Officers, and the Members responsible for research offices and their employees.

In support of this policy, the Finding Solutions Together program is available to Members and their employees when they experience conflict or harassment in the workplace. This confidential program focuses on communication, collaboration, and respect between peers to resolve conflict, and on harassment prevention.

Members and employees who experience conflict or harassment in the workplace or who would like more information about the program should contact the Finding Solutions Together or the Chief Human Resources Officer.

8. Employee Departures

Details on the entitlements regarding employee departures are available in the Terms and Conditions of Employment for [regular employees](#), [short-term employees](#) or [on-call employees](#). Additional information is provided in this section.

Depending on the type of employee and the reason for departure, the Member's employee may be entitled to some or all the following upon termination of employment:

[Closing Notice](#)

[Separation Entitlement](#)

[Working Notice](#)

[Termination Entitlement](#)

[Severance Entitlement](#)

[General Entitlement](#)

8.1. Closing Notice

The following Members and House Officers who are not re-elected or who are former House Officers due to a party losing its recognized party status may, if it is within the limits of their respective budgets, retain a select number of their existing employees under their existing terms and conditions of employment for a period of up to 14 calendar days following the general election, to assist in the closing of files and offices:

- regular Members;
- Leaders of recognized parties;
- House Leaders of recognized parties; and
- Chief Whips of recognized parties.

Employees are expected to work through the closing notice period.

Employee salaries during this 14-day closing notice period will be charged to the former Member's Office Budget or to the House Officer's Office Budget of the previous parliament. If not re-hired following the 14-day closing notice period, employees who are entitled to the 60-day separation entitlement will begin their entitlement following the closing notice period. For more information, see section 8.2 Separation Entitlement in this chapter.

8.2. Separation Entitlement

A separation entitlement equal to salary for 60 days or until the end of the employee's term of employment, whichever comes first, is provided to some employees when their employment is terminated because their employer ceases to be their employer (e.g. because the Member resigns, is not re-elected, does not seek re-election, dies while in office, or is no longer a House Officer). Employees are not expected to work as of the date they receive the separation entitlement.

If within the 60-day period the employee is appointed to another position or receives income as a contractor from the Consolidated Revenue Fund, the employee must inform Pay and Benefits and the separation entitlement will cease as of the date of the appointment.

Regular and short-term employees of former Members: The separation entitlement for regular and short-term employees of former Members is charged to the House Administration central budget. On behalf of the former Member, the House Administration will notify the employees of their change in status. At the end of the 60-day period or at the end of their term of employment, whichever comes first, their employment will cease unless they receive a new offer of employment.

The start date of the separation entitlement for regular and short-term employees may be changed following the activation of a closing notice period or the death of a Member. For more information, see section 8.1 Closing Notice in this chapter and the Resignation or Death of a Member chapter, respectively.

Regular and short-term employees of Party Leaders, House Leaders and Chief Whips: For employees whose employment is terminated during a parliament, the separation entitlement is charged to the respective House Officer's Office Budget. For employees whose employment is terminated following a general election as a result of their employer ceasing in the House Officer role or as a result of a budget reduction, the separation entitlement is charged to the House Administration central budget. On behalf of the former House Officer, the House Administration will notify the employees of their change in status. At the end of the 60-day period or at the end of their term of employment, whichever comes first, their employment will cease unless they receive a new offer of employment.

The start date of the separation entitlement for employees of these House Officers may be changed following the activation of a closing notice after a general election. For more information, see section 8.1 Closing Notice in this chapter.

Regular and short-term employees of research offices during a parliament: For employees whose employment is terminated when the Member ceases to be responsible for the research office during a parliament, the separation entitlement is charged to the Research Office Budget. On behalf of the Member who ceased to be responsible for the research office, the House Administration will notify the employees of their change in status. At the end of the 60-day period or at the end of their term of

employment, whichever comes first, their employment will cease unless they receive a new offer of employment.

Dissolution of Parliament

Regular and short-term employees of the following House Officers are impacted by the dissolution of Parliament:

- **Speaker:** The Speaker's employees continue to be employed through the dissolution of Parliament. If the Speaker ceases in that role on the day a new parliament begins, the employees will continue in their functions under the direction of the new Speaker for a transition period of 30 days, after which time, they will receive an amount equal to their salary for 60 calendar days or until the end of their term of employment, whichever comes first. This separation entitlement is charged to the Speaker's Office Budget. On behalf of the Speaker, the House Administration will notify the employees of their change in status. At the end of this 90-day period, their employment will cease unless they receive a new offer of employment.
- **Deputy Speaker:** The Deputy Speaker's employees continue to be employed through the dissolution of Parliament. If the Deputy Speaker ceases in that role on the day a new parliament begins, the employees will receive an amount equal to their salary for 60 calendar days or until the end of their term of employment, whichever comes first, starting on the day the Deputy Speaker ceases in that role. This separation entitlement is charged to the Deputy Speaker's Office Budget. On behalf of the Deputy Speaker, the House Administration will notify the employees of their change in status. At the end of this 60-day period, their employment will cease unless they receive a new offer of employment.
- **National Caucus Chairs, the Deputy Chair and Assistant Deputy Chair of Committees of the Whole:** This separation entitlement is charged to the respective House Officer's Office Budget.
- **Research Offices:** Research office employees receive a working notice as of the date of dissolution. For more information, see section 8.3 Working Notice in this chapter.

8.3. Working Notice

Working notice is only provided at the dissolution of Parliament for the regular and short-term employees of research offices. Working notice provides employees with written notice that their employment will end as of a particular day in the future. Employees are expected to continue to work during this period since their employment continues until the end of the notice period and their employer continues in a particular role.

Regular and short-term employees of research offices:

- During the working notice, salaries will continue to be charged to the respective House Officer's Office Budget or Research Office Budget. On behalf of the House Officers and research offices, the House Administration will notify the employees of their change in status.

While their employment continues until the end of the working notice period, these employees would not be allowed access to the parliamentary precinct as of election day until the working notice is cancelled. At the end of this 60-day period, their employment will cease unless one of the following occurs:

- If the Member responsible for the research office decides to continue the employment of an employee in the same position after the election, they must advise the Members' Human Resources Services in writing. This effectively cancels the working notice. Otherwise, no further action is required.
- If the Member responsible for the research office decides to offer an employee another position, they must provide the Members' Human Resources Services with a new letter of offer of employment. The working notice will cease on the date of the appointment.
- If, however, their employment is terminated for any reason, including a party losing its recognized party status or a party budget being reduced due to a change in party standing, the Member responsible for the research office will advise the Members' Human Resources Services. The employees will receive the remaining portion of the 60-day working notice as pay in lieu of notice. This entitlement is charged to the respective House Officer's Office Budget or Research Office Budget.

Leave of absence during the dissolution of Parliament impacts working notice as follows:

- If the leave of absence is unpaid and starts during the working notice period, the notice period will be extended by an equivalent number of days only if the leave was approved and submitted in writing to Pay and Benefits prior to the date of dissolution. Leaves of absence should not be extended beyond the election date.
- If the employee takes a paid leave of absence, the working notice period will not be extended.
- If the employee begins a paid or an unpaid leave of absence prior to the date of dissolution, the working notice period will not be extended.

8.4. Termination Entitlement

Whenever an employee's dismissal is contemplated, the Member is strongly advised to consult Members' Human Resources Services. Members must submit a termination of employment request through the *Source* website under the Employment and human resources tab.

Details regarding termination entitlements are available in the [Terms and Conditions of Employment](#) for regular employees. Additional information is provided in this section.

- **Regular employees of Members:** In accordance with the Terms and Conditions of Employment and based on an employee's length of continuous employment, regular employees whose employment is terminated for any reason other than just cause are entitled to notice of termination. If a Member chooses to give pay in lieu of notice, the first two weeks will be charged to the Member's Office Budget. The remaining entitlement will be paid from the House Administration central budget.
- **Regular employees of House Officers or research offices:** In accordance with the Terms and Conditions of Employment, regular employees whose employment is terminated by a House Officer or the Member responsible for the research office, for any reason other than just cause or because

the House Officer or Member ceases in that role, will be given a minimum of two weeks up to a maximum of eight weeks of notice of termination. In exceptional circumstances and following consultation with the Office of the Law Clerk and Parliamentary Counsel, the maximum termination entitlement of eight weeks may be exceeded if a House Officer or the Member responsible for the research office deems it appropriate and if the payment remains within the limits of their respective office budgets. Furthermore, the Office of the Law Clerk and Parliamentary Counsel must be satisfied that legal circumstances warrant this higher payment. The Office of the Law Clerk and Parliamentary Counsel must be consulted in these matters.

8.5. Severance Entitlement

Information on severance entitlements is available in the [Terms and Conditions of Employment](#) for regular employees. Short-term and on-call employees may not receive a severance entitlement.

- Members may not take on the liability for severance entitlement with an employer other than the House of Commons, or another Member or House Officer. As a result, new employees cannot bring with them any severance entitlement earned while in the employ of a minister, a federal government department or agency, a Crown corporation, the Senate, or the Library of Parliament.

8.6. General Entitlement

Members' regular employees whose employment is terminated because the Member ceases to be a Member (e.g. because of the Member's resignation, non re-election, or death while in office) will be given employment consideration over applicants not currently employed by the House of Commons. This applies for a period of six months from the date of termination of employment if the employee:

- meets the established position requirements;
- has a good employment record; and
- has a minimum of one year's service as a regular employee in a Member's office.

This page is intentionally left blank.

8. SERVICES

1. Introduction	8-2
2. Printing.....	8-2
2.1 Communication with Constituents.....	8-3
2.2 Communication Outside the Constituency	8-4
2.3 Christmas and Holiday Greeting Cards.....	8-5
2.4 Personalized Stationery.....	8-5
2.5 Envelope Processing.....	8-6
2.6 Restrictions.....	8-6
3. Franking Privilege and Mail.....	8-7
4. Telecommunications.....	8-9
5. Training	8-10
6. Other House Services.....	8-12
7. Services Provided by Other Organizations.....	8-16
Appendix: Access to Parliamentary Dining Room.....	8-19

1. Introduction

The House Administration provides many services to Members in order to enable them to carry out their parliamentary functions as approved by the Board of Internal Economy. Throughout this chapter, reference to Members should be read to include House Officers and national caucus research offices, unless otherwise indicated, and expenses are to be charged to their respective budgets. This chapter should be read in conjunction with section [2. Governing Principles](#) in the Governance and Principles chapter, which states that goods and services provided centrally by the House Administration may not be purchased and charged as an expense to any budget, unless otherwise expressly indicated.

This chapter describes the following:

[Printing](#)

[Franking Privilege and Mail](#)

[Telecommunications](#)

[Training](#)

[Other House Services](#)

[Services Provided by Other Organizations](#)

For information about the impact of a dissolution of Parliament on services, see the [Dissolution of Parliament](#) chapter.

2. Printing

Members have access to many printing-related services, including document preparation, content validation, digital copying, offset printing, bindery, consulting and planning services, subject to certain restrictions. These services do not apply to House Officers and national caucus research offices. They are only provided to Members in their role as Members.

This section describes the following policies and services:

[Communication with Constituents](#)

[Communication Outside the Constituency](#)

[Christmas and Holiday Greeting Cards](#)

[Personalized Stationery](#)

[Envelope Processing](#)

[Restrictions](#)

2.1 Communication with Constituents

Members may use the following printed materials to communicate with their constituents:

Correspondence

Householders

Ten percenters

Correspondence: Members may send direct, addressed mail to their constituents by using their frank or they may send unaddressed mail by using the bulk mail rate. All correspondence is subject to the following conditions:

- There is no limit to the quantity of mailings that may be distributed at one time within the Member's constituency.
- For larger volumes, Members must certify that their mailings comply with the policies of the Board of Internal Economy.
- To produce, print, assemble and/or seal mailings, Members must use one of the following three methods:
 - Printing and Mailing Services, which is the most cost-effective and required method for larger volumes;
 - external printing services for volumes of less than 5,000 essentially identical copies ("essentially identical" means that each document must have a 50% difference in textual content from other documents produced in the same fiscal year); costs for these services may be charged to the Member's Office Budget (MOB) subject to restrictions and conditions of use outlined in section [2.6 in this chapter](#); or
 - printers in their offices for low volumes.

Householders: Householders are printed materials sent by Members to inform their constituents about parliamentary activities and issues. Householders are prepared and distributed exclusively by the House Administration. Members are entitled to print and mail up to four householders per calendar year.

- There must be at least 30 calendar days between each householder printing request.
- Unused householder allocations cannot be carried over to a subsequent year.
- For each householder, the quantity produced at the House Administration's expense cannot exceed the total number of businesses and residential and rural households in the Member's constituency.
- Members who require additional copies may have them printed and mailed as a charge against their MOB. Postage for additional householder mailings is subject to the preferred bulk rate set by Canada Post and is charged to the MOB. This preferred rate is available to Members only when items are mailed from the House of Commons Postal and Distribution Services. When

mailed from anywhere, items are subject to the prevailing regular postal rates. For the bulk mail rate, see the [Schedule of Rates](#) in the Budgets chapter.

- In the preparation of householders, Members may charge the cost of graphic design services and of translation into languages other than English or French to their MOB.

The Board of Internal Economy sets the restrictions and conditions of use, and approves householder colours and formats. For more details, see section [2.6 Restrictions](#) in this chapter. For more information on printing and mailing services, see the *Source* website or contact Printing and Mailing Services.

Ten percenters: Ten percenters are printed or photocopied material reproduced and distributed by the House Administration to households in quantities not exceeding 10% of the total number of households in the Member's constituency.

- Each ten percenter is produced in black and white and must have a 50% difference in textual content from other ten percenters produced.
- Each document may be printed only once per fiscal year and must originate with the Member.
- The originating Member's name must appear prominently on all ten percenters.
- Ten percenters may only be distributed to households within the Member's own constituency and may not be distributed as addressed mail.
- Members may not share their ten percenter allocations with other Members.
- Postage for ten percenters is subject to the preferred bulk rate set by Canada Post and postage fees are charged to the MOB. Ten percenters may only be mailed from the House of Commons Postal and Distribution Services.
- Quantities exceeding 10% of the total number of households in the Member's constituency will be considered householders and will be deducted from the Member's householder allocation.

The Board of Internal Economy sets the restrictions and conditions of use, and approves the format of ten percenters. For more details, see section [2.6 Restrictions](#) in this chapter. For more information on printing and mailing services, see the *Source* website or contact Printing and Mailing Services.

2.2 Communication Outside the Constituency

To facilitate communication with stakeholders, some mailings may be distributed outside a Member's constituency. In the fulfillment of their parliamentary functions, Members may produce and mail correspondence and other printed materials to stakeholders outside their own constituency in quantities not exceeding 5,000 copies per document under the following conditions:

- Only mailings in quantities not exceeding 5,000 essentially identical copies may be distributed outside a Member's constituency. "Essentially identical" means that each document must have a 50% difference in textual content from other documents produced in the same fiscal year.
- Each document must originate with the Member and the Member's name and status as a Member of Parliament (i.e. name, M.P.) must appear prominently on each document.

- Documents must be distributed within Canada as addressed or unaddressed mail.
- For larger volumes, Members must certify that their mailings comply with the Board's policies.
- To produce, print, assemble and/or seal mailings, Members must use one of the following three methods:
 - Printing and Mailing Services, which is the most cost-effective and required method for larger volumes;
 - external printing services for volumes of less than 5,000 essentially identical copies (costs for these services may be charged to the Member's Office Budget); or
 - printers in Members' offices for low volumes.
- Several Members may mail the same document if the total quantity does not exceed 5,000 copies and all other conditions are met.
- In the preparation of such material, Members may charge the cost of graphic design services and of translation into languages other than English or French to their MOB.
- Greeting cards are not subject to this policy.

The Board of Internal Economy sets the restrictions and conditions of use. For more details, see section [2.6 Restrictions](#) in this chapter.

2.3 Christmas and Holiday Greeting Cards

Printing and Mailing Services will provide Members with up to 2,000 full-colour photograph cards or two-colour personalized cards with envelopes.

- The costs for additional cards and envelopes beyond the 2,000 limit will be charged to the Member's annual envelope allocation and then, if necessary, to the Member's Office Budget (MOB).
- Members may choose to work with Printing and Mailing Services or with an external supplier of their choice to design and print full-colour personalized cards. Costs for this second option will be charged to the MOB.

2.4 Personalized Stationery

Each fiscal year, Members are entitled to personalized stationery printed in two colours at the House's expense, including:

- personalized letterhead on high-quality paper (maximum of 12,000 sheets);
- additional personalized letterhead on a more economical grade of paper in a quantity equal to the number of households in the Member's constituency;
- personalized business cards for Members and their employees;

- complimentary slips or cards;
- up to 2,000 wish cards with envelopes (see next section for more details); and
- note paper and pads.

For more information on printing and mailing services, see the *Source* website or contact Printing and Mailing Services.

2.5 Envelope Processing

Printing and Mailing Services provides envelope processing services such as franking, addressing, inserting and sealing. Franking services are limited to 2,500 envelopes per request and may not exceed the maximum annual envelope allocation. Envelopes in excess of the Member's annual allocation and charged as an expense to the Member's Office Budget (MOB) must be franked by the Member as franking services cannot be outsourced. For more information on the envelope allocation, see the office supplies paragraph in section [6. Other House Services](#) in this chapter. For more information on printing and mailing services, see the *Source* website or contact Printing and Mailing Services.

2.6 Restrictions

Members may not use the House Administration's printing and photocopying services, or any external printing and advertising services, nor may they use the Member's Office Budget (MOB) for the following:

- solicitations for membership in any political party;
- solicitations for monetary contributions for any political party;
- federal, provincial or municipal election campaign material, including speeches, enumerators' lists, party and constituency workers lists, poll activities, and requests for re-election support;
- advertising of an event or activity for the benefit of a person, an association or an organization unless the advertisement forms a minor part of the communication and either:
 - is for the purpose of communicating the Member's participation in the event or activity; or
 - the event or activity would be of interest to the Member's constituents;

Note: A "minor part of the communication" means not more than: for reply cards, one third of a page or one sixth of the whole document; for booklets, the equivalent of one page, and the advertisement must not be located on the front page; and for all other formats, the equivalent of a folded sheet, and the advertisement must not be located on the front page.

- printed materials that include quick response (QR) codes, web addresses or other references to sites other than the Member's designated website or federal, provincial or municipal websites. (subject to conditions set by the Board, printed materials produced by the House Administration's printing and photocopying services may include web addresses for third-party local community, government or non-for-profit organizations);
- large-volume requests for material that has been previously copied that fiscal year for the Member;

- entire reproduction of publications available from the House Administration, a government department or agency, or a commercial source;
- reproductions of any item that would infringe a copyright, unless permission has been obtained from the owner of the right; and
- work that Printing and Mailing Services is not technologically equipped to undertake.

3. Franking Privilege and Mail

Members are provided with internal mail and messenger services, as well as free mailing privileges. This section describes the following:

[Franking privilege](#)

[Internal mail](#)

[Messenger](#)

[Courier](#)

Franking privilege: Members are entitled to the franking privilege as specified in the [Canada Post Corporation Act](#). This does not apply to House Officers and research offices. The franking privilege is only provided to Members in their role as Members in order to assist communication between Members and their constituents and to allow Members to send mail postage-free anywhere in Canada. Mail addressed to Members is also delivered postage-free.

The franking privilege is for the exclusive use of the Member and may not be shared with individuals or groups requesting franked envelopes.

To ensure that Members' outgoing mail is sent postage-free, it must be franked, that is, marked to indicate that the sender has free mailing privileges. The House Administration provides Members with franking services. For more information on envelope processing, see section [2. Printing](#) in this chapter.

The following items may be mailed postage-free in Canada:

- letter mail;
- publication mail;
- addressed advertising distribution mail (excluding parcels);
- four householders per calendar year; and
- books returned by Members to the Library of Parliament.

Costs for the following may be charged to the Member's Office Budget (MOB):

- mailing of parcels;
- postal insurance; and

- special service mail (e.g. registered mail or Xpresspost).

To prevent the unauthorized use of the Members' franked envelopes and letterheads, these materials should be shredded when no longer required. To arrange the shredding of bulk material, contact Delivery Services.

Mailing privileges begin on the day that notice of the Member's election is published by the Chief Electoral Officer in the *Canada Gazette* and end 10 calendar days after Parliament is dissolved or 10 calendar days after the Member ceases to be a Member.

Internal mail: The House of Commons' internal mail service is available to Members and is intended for routine, non-urgent pick-ups and deliveries within the parliamentary precinct of parliamentary publications, government reports and other publications, as well as regular mail intended for delivery by Canada Post.

Members receive a secure mailbox in the building where their parliamentary office is located. To further ensure the confidentiality of Members' mail, only Members may receive mail over the counter from Postal and Distribution Services employees.

Messenger: Within the parliamentary precinct, messenger services may be used to deliver items marked URGENT that cannot be sent by electronic mail or fax. Urgent messenger services will be limited to requests that directly support Members' parliamentary functions.

Messengers are not permitted to:

- pick up and deliver urgent items within the same building;
- pick up and deliver personal items to and from the House of Commons Dry Cleaning Depot and the Ottawa International Airport, bus or rail terminals;
- transport Members, their designated travellers, friends or visitors within or outside Ottawa;
- drive Members' vehicles for any reason;
- obtain licence renewals and pay fines, parking tickets, etc., for Members;
- pick up and deliver material and messages to or from Members' or employees' residences;
- shop for Members;
- pick up and deliver from any off-the-Hill commercial retail outlet;
- provide personal services to Members' employees or individuals employed by the House Administration; and
- accept tips from Members.

Courier: Members may charge the costs for commercial courier services to their MOB. Within the parliamentary precinct, Members may request the internal delivery of commercial courier items by Messenger Services. However, the cost of the commercial courier is charged to their MOB.

4. Telecommunications

Members are provided with telecommunications services. This section describes the following:

Phones

Long-distance calls

Smartphones and tablets

Satellite phones

Phones

- **Ottawa:** Members are provided with one fax line and four multi-line phones in their parliamentary office, which are paid by the House Administration. They may purchase peripheral equipment for their parliamentary office and charge the cost to their Member's Office Budget (MOB). Members must contact Telecommunications Services before making any purchases to ensure that equipment meets the House Administration's technical and service standards.
- **Constituency:** Members will designate one constituency office as their primary constituency office. This does not apply to House Officers and research offices. Constituency offices are only established by Members in their role as Members. In the primary constituency office, Members are provided with the following phone services and suite of standard features, which are paid by the House Administration:
 - four phone sets and lines, including monthly services;
 - one fax line; and
 - one toll-free number.

In the primary constituency office, additional phone sets, lines, monthly services (excluding long-distance costs), and other related costs will be charged to the MOB. In secondary constituency offices, all phone sets, lines, monthly services (excluding long-distance costs), and other related costs will be charged to the MOB.

Members must contact Telecommunications Services before making any purchases for phone equipment and services to ensure that equipment and services meet the House Administration's technical and service standards, as well as to take advantage of special prices and other favourable terms available to the House Administration.

Long-distance calls

- **Ottawa:** All charges for long-distance calls made from the parliamentary office are paid by the House Administration.
- **Constituency:** All charges for long-distance calls made from the constituency offices, regardless of the number of phone lines, are paid by the House Administration as long as the constituency offices are leased office spaces used exclusively to serve constituents and to carry out the Member's parliamentary functions.

Members may also designate up to four phone numbers in their constituency office from which long-distance calls may be made in support of their parliamentary functions. The cost for these long-distance calls is paid by the House Administration. No other costs related to these four lines are allowable expenses against any budget. Members are required to notify Financial Management Operations about the location of these phones or fax lines.

- **Collect and teleconference calls:** Within Canada, the cost of collect calls and government or commercial teleconference or videoconference calls may be charged to the MOB.
- **Long-distance reports:** Members may request from Telecommunications Services reports of long-distance calls placed on their TeleCanada Calling Card or from phones in their offices.

Smartphones and tablets: Members must purchase wireless devices and service packages through Telecommunications Services in order to ensure that they get the best value, and to receive full support and configuration, including security features. Before travelling abroad, Members should contact Telecommunications Services to ensure that they have the best travel package available for their device. For more information on the purchase conditions for wireless devices, see section [5. Smartphones and Tablets](#) in the Expenses chapter or contact Telecommunications Services.

Satellite phones: To secure assistance to Members and their employees when travelling to remote locations within the constituency, Members may request the purchase of satellite phones. Upon written justification, the Chief Financial Officer, in consultation with the Chief Information Officer, may provide for the purchase of satellite phones as an eligible expense to the House Administration central budget. The costs of monthly voice and data plans, air time (including roaming), and long-distance calls, as well as the cost of standard accessories will be charged to the MOB. For more information on purchases, see section [7.1. Furniture and Equipment](#) in the Expenses chapter or contact Telecommunications Services.

5. Training

This section describes the following:

[Language training](#)

[Media relations and presentation skills training](#)

[Computer software training](#)

[Other training](#)

Language training: The House Administration offers language training in both official languages, provides advice on various learning products and services, and assists in coordinating training through external suppliers. For more information, contact the Language Training Centre.

- **Members:** Members have the following options for second official language training at the House Administration's expense:
 - Individual or group language courses that are offered in Ottawa by the House Administration.
 - Language courses elsewhere in Canada, including individual or group immersion programs offered by an accredited Canadian teaching institution, as long as language training services

has approved the course in advance and in writing. Accommodation expenses will be fully reimbursed and meals will be reimbursed at the approved per diem rate. For the current per diem rates, see the [Schedule of Rates](#) in the Budgets chapter.

- **Spouses and regular employees:** All training costs (including course registration fees and material) related to language training for spouses and regular employees will be charged to the Member's Office Budget (MOB). Spouses and regular employees have the following options for second language training, if approved by the Member:
 - individual or group language courses offered in Ottawa by the House Administration, at the published rates; or
 - individual or group language courses elsewhere in Canada (including language immersion sessions) offered by a certified or an accredited Canadian teaching institution, as long as the language training and assessment services have approved the course in advance and in writing.

Members may approve transportation, accommodation, meal and incidental costs for their spouses and regular employees as a charge under the Travel Points System or against the MOB, as applicable. For more information on employee travel for training, see section [12. Travel for Special Circumstances](#) in the Travel chapter.

In the case of regular employees of House Officers, all training costs and related travel costs are charged to the House Officers' Office Budgets.

If Members, their spouses or regular employees must cancel their participation in a course or a particular session, they must notify the teacher or the institution at least 24 business hours before the start of that course or session. If notice is not given within the specified period, any cancellation fees incurred will be charged to the MOB. However, in cases where Members must cancel a course or session due to an unplanned absence related to their parliamentary duties or travel delays, the cancellation fees will be charged to the House Administration central budget.

Media relations and presentation skills training: Members and their regular employees may attend media relations and presentation skills training at the House Administration's expense. If Members or their regular employees need to cancel or reschedule a course, they must notify Learning and Organizational Development at least 72 business hours prior to the beginning of the course. If notice is not given within the specified period, any cancellation fees incurred will be charged to the MOB.

Computer software training: The House Administration provides software training to Members and their regular employees on standard House-supported software at the House Administration's expense. Training for non-standard software will be charged to the MOB. For more information, contact Learning and Organizational Development.

Other training: Members and their regular employees may attend:

- training in languages other than English or French offered by a certified or an accredited Canadian teaching institution; and
- external workshops, conferences and courses held in Canada, provided that they are directly related to the Member's parliamentary functions.

Allowable expenses, including registration or cancellation fees and other related costs, as well as travel, accommodation, meal and incidental expenses, will be charged to the MOB at the approved per diem rates. For the current per diem rates, see the [Schedule of Rates](#) in the Budgets chapter.

Short-term and on-call employees are not eligible for any training.

6. Other House Services

Members are provided with many other House services. Any costs to Members associated with these services are described below. These services include:

File storage and disposal: Each Member is allocated 0.66 square metres of locked storage space for hard-copy files, the equivalent of 12 file boxes (38 cm x 29 cm x 25 cm each) in the parliamentary precinct. For more information, contact the Secure Storage Facility.

Shredding services are also available to Members, in the parliamentary precinct, upon request through Delivery Services. Documents to be shredded must be boxed and clearly labelled.

Computer diskettes, audiotapes and videotapes, CD-ROMs and other electronic storage media may be disposed of by contacting the IT Service Desk.

Food Services: Members have access to the Parliamentary Dining Room in the West Block and a variety of cafeterias and canteens located throughout the parliamentary precinct, as well as, an on-site catering service.

- **Catering Services:** Full catering and coffee services are available for meetings, luncheons and receptions in the parliamentary precinct. For more information, contact Catering Services.
- **Parliamentary Dining Room:** Members, their spouses and immediate families, as well as other eligible guests may dine in the Parliamentary Dining Room, which is a formal, full table service facility. See the [Access to the Parliamentary Dining Room](#) appendix in this chapter for a list of eligible diners. Appropriate business attire is required at all times. Members or their spouses may invite a maximum of 10 guests to join them in the dining room. For reservations or more information, contact the Parliamentary Dining Room. Credit privileges are not granted to any Members or guests.

Framing Services: Members may request the House Framing Services to frame, dry-mount or mat decorative items for the Members' parliamentary or constituency offices, as well as gifts given as a matter of protocol only. The cost of framing services is chargeable to the Member's Office Budget (MOB) if the cost of framing is less than \$125. Members may request framing services by completing the [Framing Services Request](#) form, available on the on the *Source* website.

- For greater precision, the House Framing Services may frame allowable items with a wood and metal moulding, to comply with House standards. To be allowable, decorative items must be related to the Member's parliamentary functions and displayed in the Member's parliamentary or constituency office. These include: Members' posters, Charter of Rights, Bill of Rights;
- Constituency and Canada maps;
- swearing-in certificates;
- press clippings, photos at events that the Member organized or attended;

- photos with or of dignitaries and community leaders;
- debate documents; and
- items of up to a maximum of three window openings of various shapes and sizes.

The following items are not allowable:

- framing with special order mouldings;
- artwork that need additional or specialized mounting such as mounting on wood frames;
- items that are brittle, unstable, frail and risk of being damaged during the framing process (e.g. antique items);
- empty frames; and
- three-dimensional items (e.g. shadow boxes, hockey or sports jerseys or items that are beyond the allowable thickness of a standard frame).

All framed items, other than the allowable items listed above and gifts to be given as a matter of protocol, become the property of the House regardless of their cost or source. As a result, once an item is framed, Members will not be able to retain it when they cease to be a Member.

For more information on the gifts policy or on the office decor policy, see section [4. Hospitality and Gifts](#) and section [7.3 Office Decor](#) in the Expenses chapter.

Health services: Qualified nurses provide a broad range of health services to Members, including:

- ongoing care such as nursing assessments, dressings, blood pressure tests and medically prescribed injections;
- referrals for medical care in the National Capital Region;
- referrals for travel immunizations; and
- basic counselling on health matters, as well as referrals to the Employee and Family Assistance Program.

For more information, contact Occupational Health, Safety and Environment. In the case of a medical emergency in the parliamentary precinct, contact the Parliamentary Protective Service.

Locksmith services: Members may request the Locksmith Unit to provide new security locks for filing cabinets and offices in the parliamentary precinct.

Meeting rooms in the parliamentary precinct: Members may reserve meeting rooms within the parliamentary precinct for parliamentary functions such as:

- caucus activities;
- parliamentary committee activities;
- press conferences, scrums and media activities;
- state visits, parliamentary exchanges and protocol activities;

- Members' meetings with constituents and groups; and
- briefings for Members.

For more information on meeting room and equipment reservations or on rental fees, contact the Tenant Operations Services Centre or see the *Event Management Services Guidelines* available in the Event Planning Portal on the *Source* website.

Multimedia Services televises, distributes and provides on-demand access to House proceedings, selected committee events and press conferences. In addition to these information channels, Members have access to commercial television services, including local cable and some satellite services.

Office refurbishment: Members may request assistance with the design of their office layout or may refurbish their offices and office furniture in the parliamentary precinct. Members must obtain written approval for refurbishing orders from their Whip, or the Speaker in the case of independent Members. Members must sign each refurbishing request and work order. For more information, contact the Tenant Operations Services Centre.

Office supplies: Members are provided with standard office supplies such as pens, Post-it notes and desktop items, which are listed in the House of Commons stationery catalogue. Most supplies in the catalogue are provided at the House Administration's expense unless otherwise specified, in which case the cost of these supplies may be charged to the MOB. Certain office supplies, for example shipping containers, are subject to limitations.

- **Paper:** Members are provided with up to 60,000 sheets of paper per fiscal year for use in their parliamentary and constituency offices as a charge against the House Administration's central budget. For the purposes of this allocation, paper includes all types, colours and sizes, but does not include personalized stationery. For more information on allocations of personalized stationery, including letterhead, see section [2. Printing](#) in this chapter.

This paper may not be used to photocopy extra copies of Members' householders or ten percenters.

The cost of any paper provided in excess of the allocation will be charged to the MOB.

The above allocation does not apply to House Officers and research offices.

Year of an anticipated general election: In the year of an anticipated general election, the Member's paper allocation will be prorated based on the number of days between April 1 and midnight the day before the general election.

- **Envelopes:** Envelopes provided to Members as a charge against the House Administration's central budget are limited to a maximum of the number of households in the Member's constituency plus 10%, rounded up to the nearest 500, per Member, per fiscal year. For the purposes of this allocation, envelopes include all types, colours and sizes, except those for Christmas and Holiday greeting cards provided by Printing and Mailing Services, for both parliamentary and constituency offices. For more information, see section [2. Printing](#) in this chapter.

The cost of any envelopes provided in excess of the allocation will be charged to the MOB.

The above allocation does not apply to House Officers and research offices.

Year of an anticipated general election: In the year of an anticipated general election, the Member's envelope allocation will be prorated based on the number of days between April 1 and midnight the day before the general election.

Parking: Members are provided with reserved parking within the parliamentary precinct for the duration of the Parliament. House Officers and research offices do not receive an additional benefit. Parking is granted according to availability and requirements. For more information, contact Parking Services.

Parliamentary Publications: This unit produces a draft version ("Blues"), as well as an edited, a translated and a published version of both the *Debates of the House of Commons* and committee *Evidence* within timeframes determined by the Board of Internal Economy. Members have the opportunity to review the accuracy of any statements they make in the Chamber prior to the publication of the *Debates of the House of Commons* and to forward any changes to Parliamentary Publications. They may also provide changes to the "Blues" committee by contacting the appropriate committee clerk.

Personal entitlements

- **Daycare:** Members and their employees have access to the Children of the Hill daycare, which is located within the parliamentary precinct and has spaces for 38 children, ages two and a half to five. It is overseen by a board of directors composed of 12 members and is subject to the standards established by the Ontario Ministry of Children, Community and Social Services. Although admission is on a first-come, first-served basis, parliamentarians have priority on waiting lists.
- **Members' Gym:** For an annual, non-refundable fee of \$100, including HST, Members and their spouses may use the Members' Gym, located in the parliamentary precinct. This fee is a personal expense and not chargeable to any budget. For more information, contact the Members' Gym.

Shuttle (Minibus): A minibus shuttle service provides transportation within the parliamentary precinct.

7. Services Provided by Other Organizations

Members are provided with many other services. Any costs to Members associated with these services are described below. These services include:

Library of Parliament

Parliamentary Protective Service

Translation

Library of Parliament: The Library of Parliament provides information, documentation, research and analysis, as well as training sessions and seminars to Members. Members are entitled to borrow books and other materials from the Library of Parliament and to request borrowing privileges for their employees.

Upon request, the Library of Parliament will prepare research papers and briefing notes in the areas of law, government, economics, science, technology, and political and social affairs. The Library of Parliament also provides background papers, oral briefings and technical advice to parliamentary associations and delegations.

Parliamentary Protective Service: The security and safety of Members and their employees while they are within the parliamentary precinct are the responsibility of the Parliamentary Protective Service.

Members or their employees who have reason to believe that they require special security attention should contact the Parliamentary Protective Service.

To contribute to the overall protection of the House and its Members, all persons entering the parliamentary precinct are required to identify themselves by showing their official identification card or any other identification, as requested.

For more information about these and other security services, contact the Parliamentary Protective Service.

Translation: This service is provided to Members by Interpretation and Parliamentary Translation of Public Services and Procurement Canada. Access to translation services begins on the day that notice of the Member's election is published by the Chief Electoral Officer in the *Canada Gazette* and ends 10 calendar days after Parliament is dissolved, or 10 calendar days after the Member ceases to be a Member.

Members may request translations in English or French for:

- up to four householders per year, whether or not they are mailed to constituents;
- sections of speeches to be delivered in the House of Commons in the Member's second official language (approximately 1,000 words);
- letters to constituents;

- Members' working documents when they perform their duties as legislators;
- material produced by the research office;
- home pages and navigational links for Members' designated website, as well as biographical sketches of Members used on their designated website; and
- Christmas and holiday greetings.

Public Services and Procurement Canada will not process translation requests for:

- documents for the Member's personal use;
- press clippings and magazine articles, with the exception of brief excerpts;
- parliamentary publications available from the House Administration's Postal and Distribution Services, government department and agencies or commercial sources;
- publications protected by copyright, without written approval from the author or publisher;
- documents that must be referred to another House Administration service (drafts of bills, motions, questions, etc.);
- texts that conflict with the rules of or that duplicate the work of the House of Commons or its committees;
- documents into languages other than English or French, with the exception of letters exchanged with constituents (the costs for all other documents to be translated into languages other than English and French may be charged to the MOB); and
- requests submitted later than 10 calendar days after the dissolution of Parliament or 10 calendar days after the Member ceases to be a Member.

For more information, contact Parliamentary Publications.

This page is intentionally left blank.

Appendix:

Access to Parliamentary Dining Room

The following persons have access to the dining room located on the first floor of the West Block:

- all Members and Senators, their spouses and immediate families, whether or not accompanied by the Member or Senator;
- guests of any Member, when accompanied by the Member or their spouse;
- senior officials under the jurisdiction of the Speaker of the House of Commons or of the Senate, who have been specifically designated to use this facility;
- Under Secretaries of State, Deputy Ministers, Assistant Deputy Ministers and Officers of Parliament (Auditor General of Canada, Chief Electoral Officer, Commissioner of Official Languages, Privacy Commissioner, Information Commissioner, Conflict of Interest and Ethics Commissioner, Public Sector Integrity Commissioner and Commissioner of Lobbying) as well as their spouses, when accompanied by them;
- two persons as nominated from time to time in writing by each Minister, Party Whip and House Leader;
- judges of the Supreme Court of Canada and of the Federal Court of Canada;
- members, associate members, life members and honorary members of the Parliamentary Press Gallery;
- visiting parliamentarians and distinguished visitors (as well as their spouses, when accompanied by them), if introduced by written authority of the Speaker or Clerk of either House, the Sergeant-at-Arms, the Usher of the Black Rod or the Deputy Clerk responsible for International and Interparliamentary Affairs; and,
- former Members or Senators, their spouses and accompanying guests.

Business attire: Members and their guests are required to wear business attire in the Parliamentary Dining Room. Military uniforms, national dress, culturally specific or religious attire are also considered acceptable.

This page is intentionally left blank.

9. OFFICES

1. Introduction	9-2
2. Governing Principles	9-2
3. Parliamentary Office	9-3
4. Constituency Office.....	9-5
4.1 Office Location	9-5
4.2 Use of Constituency Offices	9-6
4.3 Office Leases.....	9-6
4.4 Informatics Services	9-8
5. Custody, Care and Control of Assets.....	9-9

1. Introduction

Members are provided with a fully equipped parliamentary office as well as resources and assets for their constituency offices to support them in the fulfillment of their parliamentary functions. Members are also allowed to purchase additional assets for their offices and charge the cost to their Member's Office Budget (MOB), subject to certain conditions. For more information, see section [7.1 Furniture and Equipment](#) in the Expenses chapter.

This chapter describes the following:

[Governing Principles](#)

[Parliamentary Office](#)

[Constituency Office](#)

[Custody, Care and Control of Assets](#)

For information on services provided to Members by the House Administration, see the [Services](#) chapter.

2. Governing Principles

The following principles govern the management and use of assets by Members and their employees:

- **Member as custodian:** All assets provided by the House of Commons or purchased through any budget are the property of the House. Members are the custodians of these assets and as such, are required to:
 - safeguard these assets during their term in office wherever they are used (e.g. in the office, at home and in their car), and when being used by their employees;
 - refrain from transferring assets between the parliamentary and constituency offices;
 - ensure that when their employees' employment ceases, all House assets assigned to them are returned;
 - confirm and sign their inventory reports maintained by the House Administration; and
 - coordinate the disposal of damaged or obsolete assets with Materiel and Contract Management.
- **Use for parliamentary functions only:** House assets are to be used in the fulfillment of Members' parliamentary functions and are not intended for Members' personal use.
- **Use by Members and their employees:** Members may not allow resources provided by the House to be used by anyone other than their employees, except as directed by the Board of Internal of Economy.

- **Insurance for personal assets:** Personal items belonging to Members or their employees used within the parliamentary precinct or in the constituency office are the responsibility of the owner and must be insured by the owner since they will not be covered by the House of Commons' insurance in the event of loss or damage.

For more information on the overall governing principles regarding Members' use of House resources, see section [2. Governing Principles](#) in the Governance and Principles chapter.

3. Parliamentary Office

Members are provided with an office within the parliamentary precinct as assigned by the party Whip. Some House Officers and the national caucus research offices are also allocated additional space within the parliamentary precinct.

The House Administration provides furniture, equipment and supplies for Members' parliamentary offices based on a standard office allocation approved by the Board of Internal Economy. For more information, see the [Members' Suites, Furniture and Equipment Allocation Policy](#) available on the *Source* website.

These parliamentary office assets may not be transferred to constituency offices.

In addition to the furniture provided, unless otherwise indicated, Members may acquire other furniture, equipment and supplies and charge the cost to their Member's Office Budget (MOB), subject to certain conditions. For more information on allowable expenses, see section [7.1 Furniture and Equipment](#) in the Expenses chapter.

This section describes the allocations for the following:

[Furniture](#)

[Computers](#)

[Tablets](#)

[Parliamentary precinct network](#)

[Network drops](#)

[Computer software training](#)

[Printers and multi-functional devices](#)

[Televisions](#)

Furniture: Members are provided with furniture for their parliamentary offices, including desks, chairs, tables, bookcases and filing cabinets. The furniture is provided according to the standard office allocation and is specific to the building in which the Member's office is located.

All offices located in the Justice and Valour buildings are equipped with standard furniture that complements the buildings' heritage architecture and meets ergonomic standards and information technology requirements. In keeping with the House Administration's long-term renovation plans for the parliamentary precinct, these standards and requirements will be implemented in all other buildings as they are renovated.

Computers: Members are provided with three personal computers, several standard software packages, and support services for their parliamentary office. House Officers and research offices also receive computer equipment. Members must comply with the [Acceptable Use of Information Technology Resources Policy](#), which is available on the *Source* website.

Members may purchase additional computers and computer accessories as a charge against their MOB, subject to certain conditions. For more information, see section [7.1 Furniture and Equipment](#) in the Expenses chapter.

Tablets: Members are provided with one tablet per parliament and may purchase one additional tablet as a charge against their MOB. All expenses for data plans, extended warranties and roaming coverage related to these tablets will be charged to the MOB. For more information, see section [5. Smartphones and Tablets](#) in the Expenses chapter.

Parliamentary precinct network: Each parliamentary office is provided with a secure local area network (LAN). The LAN is connected to the parliamentary precinct network, which provides Members with online access to their constituency offices, other Members' offices, the House Administration, the Senate, the Library of Parliament, participating federal departments and agencies, Crown corporations, other external users and the Internet. The Internet is to be used by Members and their employees for carrying out Members' parliamentary functions only. The House Administration's [Information Technology Security Policy](#) which is available on the *Source* website, outlines the principles and procedures for safeguarding information.

Network drops: Members are provided with one network drop per room. A network drop is an outlet that physically connects a computer to the network. All requests for the installation or relocation of a network drop should be directed to the Tenant Operations Services Centre who will coordinate the installation or relocation with other services as required.

Computer software training: The House Administration provides free training to Members and their regular employees on the House's standard software.

Printers and multi-functional devices: Members are provided with one multi-functional device to copy, scan, fax and print (black and white and colour), as well as one backup desktop black and white printer. They are also provided with toners and service support for these devices, as well as the required fax line.

Members may not purchase any additional multi-functional devices, fax machines, photocopiers, scanners or printers for their parliamentary office as a charge against any budget.

Televisions: Members are provided with two standard televisions in order to have access to House proceedings, selected committee events, and press conferences. They also have access to commercial television services, including local cable and some satellite services. For more information, contact Multimedia Services.

Members may purchase one additional television. For more information, see section [7.1 Furniture and Equipment](#) in the Expenses chapter.

4. Constituency Office

Members may establish one or more offices in their constituency to serve constituents and carry out their parliamentary functions. The Board of Internal Economy has approved specific entitlements related to the goods and services for Members' constituency offices.

This section does not apply to House Officers and research offices since constituency offices are only established by Members in their role as Members.

This section describes the following:

[Office Location](#)

[Use of Constituency Offices](#)

[Office Leases](#)

[Informatics Services](#)

4.1 Office Location

Members should consider the following when choosing their office location:

- an office space in a central location with easy access for senior citizens and persons with disabilities; however, if the office space under consideration requires modifications to make it more accessible, the Member is strongly encouraged to negotiate leasehold improvements in advance of signing a lease (note: leasehold improvements related to accessibility are typically the responsibility of the landlord, not the tenant);
- an office space with a private office for the Member, offices for employees and a waiting area;
- an office space serviced by major telecommunications companies and with available business-grade, high-speed Internet service; and
- an office space reasonably priced since office leasing costs normally account for approximately 11% of the expenditures charged to the Member's Office Budget (MOB).

Members have a number of options for office locations:

- **Independent office:** Constituency offices may be located anywhere within the Member's constituency, including buildings managed by Public Services and Procurement Canada. A new Member may choose to use the former Member's office.
- **Shared office:** Members may share office space with another Member, a member of a provincial legislature or an elected municipal representative. However, all costs must be completely separate and Members must have a signed lease in their name. The House Administration will not manage the sharing arrangement. Resources provided to Members by the House Administration must be used exclusively by the Members. This applies but is not limited to telecommunication services; staff; office supplies, equipment and furniture; advertisements; as well as householders and ten percenters.

- **Offices outside the constituency:** Constituency offices are usually located within the Member's constituency. Should a Member need to establish a constituency office within the boundaries of another Member's constituency, the prior written consent of that Member must be obtained.

4.2 Use of Constituency Offices

Constituency offices are intended to help Members carry out their parliamentary functions, such as representing their constituents, and may not be used to promote their re-election, to support a candidate or a political party, or to facilitate the internal organization of political parties at any time. Members' offices may not be used at any time as a rally point for any political or election-related activities.

4.3 Office Leases

In order to charge office rent to their MOB, Members must have a lease signed in their capacity as Members for their constituency office. As such, the section that identifies the tenant (or lessee) should be as follows:

[Member's name] as Member of Parliament for [name of constituency]

Members must send a signed copy of their lease to Financial Management Operations, who will pay the landlord directly. Members may charge legal fees related to the preparation of an office lease to their MOB.

Once signed, the lease agreement may not be amended or replaced by a new agreement that requires a greater amount for the same office within the same lease period.

Special clauses: Members may be required to negotiate special clauses in their lease agreements, such as those pertaining to waiving the rent deposit fee, terminating the lease, and paying municipal taxes and the provincial sales tax.

- **Rent deposit fee:** Members usually negotiate with their landlords to forego the one-month rent deposit fee since the risk of non-payment is low. If the rent deposit fee is not waived, Members may charge it to their MOB.
- **Lease termination:** Constituency office leases must contain the following termination clauses:

-
- 1) Notwithstanding any other clause in the Lease, where the Lessee ceases to be a Member of Parliament for [name of constituency] during the period of the Lease, the following will apply:
 - a) In the case where the Lessee dies while in office or resigns as Member of Parliament, the following will apply:
 - i) The Lease will automatically be assigned to a House Officer identified by the Clerk of the House of Commons either upon the death of the Lessee, or on the day after the effective date of resignation, as the case may be.
 - ii) On the date of the subsequent election, the lease will automatically be assigned to the House of Commons. The lease will terminate on the following dates, whichever is earlier:

- (1) on the date the newly elected Member of Parliament for [name of constituency] enters into a new Lease with the Lessor;
 - (2) on the date the House of Commons provides written notice that the premises are vacant, at which time the House of Commons will pay an amount in lieu of rent prorated for the remainder of the 120 days after the election; or
 - (3) 120 days from the date of the subsequent election.
- b) In the case where an election is held in which the Lessee does not seek re-election or seeks re-election but is not re-elected as a Member of Parliament, the following will apply:
- i) The lease will automatically be assigned to the House of Commons on the date of the election. The Lease will terminate on one of the following dates, whichever is earlier:
 - (1) on the date the newly elected Member of Parliament for [name of constituency] enters into a new Lease with the Lessor;
 - (2) on the date the House of Commons provides written notice that the premises are vacant, at which time the House of Commons will pay an amount in lieu of rent prorated for the remainder of the 120 days after the election; or
 - (3) 120 days from the date of the election.
 - c) For greater certainty, in the event that the Lease terminates pursuant to clauses 1(a)(ii)(1) or 1(b)(i)(1) above and the Landlord leases the property to another Member of Parliament, the House of Commons will not be obliged to continue paying rent for the remainder of the 120 days.
 - d) If the Lease terminates pursuant to clauses 1(a)(ii)(2), 1(a)(ii)(3), 1(b)(i)(2) or 1(b)(i)(3) above, the House of Commons will pay no more than four months' rent from the date of the subsequent election.
- 2) The lease may be terminated for any valid operational reason with the consent of both parties, with payment of no more than three months' rent in lieu of notice.
-

Members may lease their office on a monthly basis. In such cases, Members must forward personally signed monthly invoices to Financial Management Operations, who will then pay the landlord directly.

A Member who ceases to be a Member may be personally responsible for termination penalties if the lease agreement does not include the mandatory termination clauses.

- **Municipal taxes:** Constituency offices are usually not considered commercial properties for municipal tax purposes. However, depending on the province or territory in which the constituency office is located, Members may be required to pay municipal taxes. Members may consult with the provincial or territorial government in which their constituency offices are located to determine whether their offices are exempt. Any applicable municipal taxes may be charged to their MOB.
- **Taxes:** Members pay the goods and services tax (GST), the harmonized sales tax (HST) or the Québec sales tax (QST) on constituency office leases. However, these taxes are automatically charged to a central account and are not charged to the MOB.

The provincial sales tax (PST) only applies in the provinces of British Columbia, Saskatchewan

and Manitoba. In those provinces, PST may also be applied to office leases. Members should claim a PST exemption by including the following PST exemption clause in the lease agreement:

1) The Lessee is exempt from paying the provincial sales tax (PST) as per the following exemption licence number: [enter applicable exemption licence number].

The landlord may require a PST exemption certificate. For a copy of this certificate or for more information on the application of the PST, contact Financial Management Operations.

- **Liability and property insurance:** Members must ensure that they have sufficient liability coverage for their constituency office as well as for public meetings. Members may charge the cost of public liability insurance to their MOB if it is not included in the lease or rental agreement. Members may also charge property insurance costs to their MOB. Members are not required to insure assets owned by the House of Commons. However, personal items belonging to Members or their employees are not insured by the House of Commons and must be insured accordingly.

4.4 Informatics Services

Office network: Members are responsible for selecting and entering into a contract with an Internet service provider for a business Internet access that links their constituency offices to the Constituency Connectivity Service (CCS). The CCS is a secure, Internet-based solution that connects constituency offices to the parliamentary precinct network. The addresses of constituency offices must be the same as those specified in Members' lease agreements. Members must obtain Digital Services and Real Property's approval before entering into a contract with an Internet service provider.

Expenses associated with the business-grade Internet service required to link official constituency offices to the CCS, including additional telecommunication charges that are part of a bundle (e.g. for basic cable and reasonable upgraded Internet), will be charged to the House Administration central budget.

Members should secure a service that provides optimal use options (i.e. upload and download speeds and monthly utilization allowance). When entering into a contract with an Internet service provider, Members should opt for the shortest contract period available (i.e. no term or month-to-month service contracts), and the contract period should not exceed the date of the next anticipated election. Members may charge the monthly service fees to the Member's Office Budget (MOB). Any costs for supplemental hardware, network infrastructure (cabling) requested by the Member, installations, as well as any other costs, will be charged to the MOB.

In the event that Members relocate or renovate their offices, the associated installation or activation fees for business Internet access will be charged to the MOB. Should a Member decide to cancel a service contract, the Member is responsible to charge any cancellation fees to the MOB.

For more information, contact the IT Service Desk.

RSA SecurID hardware tokens: The House Administration provides one RSA SecurID hardware token to every Member so that Members can access the network while travelling or being away from the office. Additional tokens may be requested and the related costs charged to the MOB.

5. Custody, Care and Control of Assets

All assets that are provided by the House of Commons or purchased through any budget are the property of the House of Commons.

Throughout this section, references to Members also apply to House Officers and research offices.

Members have the custody and use of assets provided by the House, subject to certain conditions. To ensure that Members respect the principles on the custody and use of House resources, this section should be read in conjunction with section [2. Governing Principles](#) in this chapter.

Inventory control: The House Administration maintains two inventory reports for each Member: one for office furniture and equipment in the parliamentary and constituency offices, and the other for phones and wireless devices. These reports contain an up-to-date listing of all House assets entrusted to Members. They are official records that help ensure Members' accountability. Copies of these reports are provided to Members annually, at the time of an election or upon request. Members must verify these reports and confirm their accuracy by returning a signed copy of the office furniture and equipment report to Materiel and Contract Management and a signed copy of the phones and wireless devices report to Telecommunications Services.

A Member's Whip, or the Speaker in the case of independent Members, will be informed if the Member does not sign and return the inventory reports within 30 calendar days of receipt. If the Member does not comply within 30 calendar days of written notification from the Whip or Speaker, Financial Management Operations may withhold payment on non-salary expenses and not process office furniture, equipment and supply requisitions.

Lost or damaged assets: Members must report in writing any lost or damaged asset as soon as possible to Materiel and Contract Management or the IT Service Desk (as appropriate), and describe the circumstances surrounding the loss or damage. Members are personally responsible for reimbursing the House of Commons if assets provided to them or purchased through any budget are damaged other than by reasonable wear and tear, or if it is determined that the Member did not protect the asset sufficiently to avoid a loss. Members' inventory reports will be adjusted accordingly. Members may not dispose of assets without prior approval from the House Administration. For more information on lost or damaged assets, contact Materiel and Contract Management. For more information on insurance implications, refer to the [Speaker's communiqué](#).

Although the House Administration will work with Members to resolve the issue, the Board of Internal Economy may request that the Member rectify the situation if it is determined that an asset was not damaged by reasonable wear and tear or that the Member did not protect the asset sufficiently to avoid a loss. The Board may request that the goods be repaired or replaced, and that the related costs be deducted from any allowance or other non-salary payment due to the Member. This policy does not affect any other civil remedy available to the Board.

Obsolete and surplus assets: If assets are obsolete or in surplus to needs, Members must contact Materiel and Contract Management who will work with them to determine the best course of action for disposal. Members' inventory reports will be adjusted accordingly. For more information, contact Materiel and Contract Management.

Stolen assets: Members must submit an official police report for any stolen asset to Materiel and Contract Management or the IT Service Desk (as appropriate) as soon as possible. The House Administration will work with Members to replace stolen assets. For more information on stolen assets, contact Materiel and Contract Management. For more information on insurance implications, refer to the Speaker's communiqué.

10. CONTRACTS

1. Introduction	10-2
2. Contract Types	10-2
2.1 Contracts for Professional Services	10-2
2.2 Contracts for Goods and Other Services	10-4
3. Requirements, Restrictions and Limitations	10-6
4. Status of Contractors	10-7
5. Invoicing and Payment Procedures	10-8

1. Introduction

Members may enter into contracts for professional services and for goods and other services to carry out their parliamentary functions. Throughout this chapter, reference to Members should be read to include House Officers and national caucus research offices, unless otherwise indicated, and any expenses will be charged to their respective budgets. This chapter should be read in conjunction with section [2. Governing Principles](#) in the Governance and Principles chapter.

This chapter describes the following:

[Contract Types](#)

[Requirements, Restrictions and Limitations](#)

[Status of Contractors](#)

[Invoicing and Payment Procedures](#)

Contracts are not to be used to create an employment relationship. For information on how to hire employees, see the [Employees](#) chapter.

2. Contract Types

Members are personally responsible for all contracts they sign, even when signed by their authorized delegates. There are two types of contracts:

[Contracts for Professional Services](#)

[Contracts for Goods and Other Services](#)

2.1 Contracts for Professional Services

When setting up a contract for professional services, the mandatory contract template is to be used. No other format will be accepted. Contracts for professional services that are not set up with the mandatory template will be returned to the Member.

A contract for professional services is used when individuals are hired to assist a Member in carrying out parliamentary functions by providing particular services, including the following:

- **Administration** (e.g. office assistants and managers, and human resources specialists);
- **Communications** (e.g. media relations specialists and event planning coordinators);
- **IT support** (e.g. website and desktop designers);
- **Research** (e.g. researchers for fact finding, inquiries and studies);
- **Training** (e.g. consultants who organize or deliver training, excluding educational institutions); and
- **Writing** (e.g. drafters of reports, speeches and ten percenters).

Members should submit their contracts for professional services through the Financial Portal. For a copy of the mandatory contract template for professional services for Members or House Officers and research offices, see the *Source* website.

Members may enter into a contract for professional services with a company or an organization that may have its own standard contract format. If such is the case, Members must consult with the Office of the Law Clerk and Parliamentary Counsel for further guidance. It is the Member's responsibility to ensure that the automatic termination clauses and other mandatory clauses are included in the contract. The mandatory contract template for professional services includes a number of standard automatic termination clauses for the following situations:

- when the Member dies, resigns or is not re-elected;
- in the case of contracts entered into by House Officers or Members responsible for research offices when Parliament is dissolved;
- when the contractor becomes employed by another Member or a federal department or agency, or a Crown corporation listed in the schedules to the [Financial Administration Act](#);
- when the contractor is unable to provide the services required; and
- when the services of the contractor are not satisfactory or are no longer required.

The mandatory contract template for professional services for House Officers and research offices also includes an automatic assignment clause in the event that the responsibilities of the House Officer or the Member responsible for the research office cease during the term of the contract.

An original signed copy of the contract must be submitted to Financial Management Operations within 30 days of its signature. If a Member fails to provide the original signed contract within this period, the House Administration will not pay the contractor. Verbal agreements for professional services are not valid.

Payments will not be processed for any work performed more than 30 calendar days prior to the date of receipt of the original signed contract by Financial Management Operations.

House Officers and Members responsible for research offices may delegate their authority to enter into, amend or terminate contracts to a regular employee. Members may not delegate this authority. For more information, see the [Delegation of Authority](#) paragraph in section 3.1 House Officers Office Budgets in the House Officers and Recognized Parties chapter and section [5. Delegation of Authority](#) in the Budgets chapter.

Upon termination of the contract, the contractor will be paid for the work performed up to the date of termination. The contractor must immediately return all completed work and all work in progress to the Member or House Officer.

2.2 Contracts for Goods and Other Services

When setting up a contract for goods and services, other than professional services, the Member and the contractor may decide, at their discretion, on the format of the contract to be used. Contracts may be entered into for the following types of goods and services:

- **Advertising** (e.g. publishing in newspapers and signage);
- **Couriers and shipping** (e.g. local couriers, shipping and mailing);
- **Leased equipment** (e.g. photocopiers and multi-functional devices);
- **Legal review of constituency office leases** (note: Members may charge legal fees related to the preparation of an office lease to their Member's Office Budget);
- **Miscellaneous** (e.g. various assets and one-time services, such as entertainment for an event);
- **Office repairs and routine maintenance** (e.g. office cleaning, repairs and renovations);
- **Printing** (e.g. document layout and printing services);
- **Temporary help agency services** (e.g. office assistance);
- **Training** (e.g. commercially available training courses, workshops and seminars provided by educational and training institutions such as universities); and
- **Utilities** (e.g. security system monitoring, snow removal, telecommunications services, website hosting and cell phone plans).

To ensure that the interests of Members and the House of Commons are protected, these contracts must include all of the following information:

- a statement indicating that the Member is entering into the contract as a Member of Parliament;
- the contractor's business number, registration number for the goods and services tax / harmonized sales tax, or social insurance number;
- a detailed description of the nature of the goods and services to be provided by the contractor, including a statement of work or statement of requirements that clearly describes:
 - the work to be accomplished;
 - how the work or services are to be performed (location of the contractor, tools and resources to be provided to the contractor, availability of the contractor, etc.);
 - when the work or services are expected to be performed and completed (timelines and deliverables);

- the total fees for services;
- for Members, an automatic termination clause in the event that the Member ceases to be a Member:

This Contract shall terminate without notice on the day the Member ceases to be a Member.

- for House Officers, an automatic assignment clause in the event that the House Officer ceases to be a House Officer (whether during a parliament or upon dissolution of a parliament):

If the Member ceases to act in his or her capacity as House Officer, this Contract will automatically be assigned to his or her successor. The assignee will have 15 days from the date of assignment to terminate this Contract with 10 days written notice.

- for Members responsible for national caucus research offices, an automatic assignment clause in the event that the Member ceases to be responsible for the research office during a parliament:

If the Member ceases to act in his or her capacity as Member responsible for [*insert name of political party*] national caucus research office during a parliament, this Contract will automatically be assigned to his or her successor. The assignee will have 15 days from the date of assignment to terminate this Contract with 10 days written notice.

- for Members responsible for national caucus research offices, an automatic assignment clause in the event that the Member ceases to be responsible for the research office upon dissolution of a parliament:

On dissolution of Parliament, this Contract will automatically be assigned to the leader of [*insert name of political party*]. The assignee will have 15 days from the date of assignment to terminate this Contract with 10 days written notice.

- for House Officers and Members responsible for National Caucus Research Offices, an automatic termination clause in the event that the Member's party loses official party status:

This Contract shall terminate without notice if the [*insert the name of the Member's political party*] loses official party status in the House of Commons.

Members must ensure that all the required information above is included in a contract or invoices may be returned to them. If the above-mentioned termination and assignment clauses are omitted from a contract, Members will be held personally responsible for any expenses incurred due to early termination.

House Officers and Members responsible for research offices may delegate their authority to enter into, amend or terminate contracts to a regular employee. Members may not delegate this authority. For more information, see the [Delegation of Authority](#) paragraph in section 3.1 House Officers Office

Budgets in the House Officers and Recognized Parties chapter, as well as section [5. Delegation of Authority](#) in the Budgets chapter.

Upon termination of the contract, the contractor will be paid for the work performed up to the date of termination. The contractor must immediately return all completed work and all work in progress to the Member or House Officer.

3. Requirements, Restrictions and Limitations

In addition to the mandatory template for contracts for professional services and the mandatory termination and assignment clauses, the Board of Internal Economy has established the following minimum contracting requirements, restrictions and limitations that apply to all types of contracts. For more information, contact the Office of the Law Clerk and Parliamentary Counsel.

Authorized contractors: Members may only enter into contracts with individuals who have a Canadian social insurance number or business number, or with those who are authorized to work in Canada.

Members and their families: Members may not enter into any contract with their immediate family members, or with a company whose director, officer or major shareholder happens to be one of their immediate family members. Neither Members nor their immediate families may personally benefit, directly or indirectly, from any contract.

Designated travellers: Members may not enter into any contract with their designated traveller or with a company whose director, officer or major shareholder happens to be the designated traveller. Neither Members nor their designated traveller may personally benefit, directly or indirectly, from any contract.

Political party executives: Members may not enter into any contract with a political party executive. The Leader of each recognized party must provide the names of all political party executives to the House Administration on an annual basis and within 30 days of any changes.

Other restricted contractors: Individuals receiving employment income from the Consolidated Revenue Fund, other than as a part-time reservist in the Canadian Forces, may not provide services under contract to Members, nor may they benefit directly or indirectly from any contract with a Member as director, officer or major shareholder of a company or otherwise. This includes individuals who are employed by the following:

- any Member or House Officer, including the contracting Member or House Officer;
- the House Administration;
- the Senate Administration;
- a Senator;
- the Library of Parliament; or
- federal departments and agencies, or Crown corporations listed in the schedules to the [Financial Administration Act](#).

Legal services: Except for legal assistance with the preparation of constituency office leases, Members may not enter into a contract with an individual, a law firm or a business for the purpose of receiving legal services. Members seeking legal services should contact the Office of the Law Clerk and Parliamentary Counsel.

Goods and services provided centrally: Unless specified otherwise, contracts may not be used to acquire goods and services already provided centrally by the House Administration.

Contract amendments and subcontracting: Once signed by both parties, contracts cannot be retroactively amended to provide an increase in fees for work already performed. Contractors wishing to subcontract all or any portion of the work to be performed must obtain the Member's written permission in advance.

Maximum contract limit: The Board of Internal Economy has established that the total amount payable by a Member to a contractor within one fiscal year cannot exceed the maximum contract limit, which is equivalent to the allowable maximum annual salary for Members' employees. The contracting expenditure limit excludes the goods and services tax and the provincial or harmonized sales tax. Also, Members may not pay a contractor more than \$600 per day for any contract in any defined period. There is no annual maximum contract limit for House Officers and research offices. For the current annual contract limit, see the [Schedule of Rates](#) in the Budgets chapter.

Ownership of work and confidentiality: The House of Commons owns all the work performed by a contractor, but the Member issuing the contract retains exclusive direction and control over the work while in office and thereafter. Contractors must keep all information to which they have access confidential during the contract period and after the completion of the contract. Contractors must not divulge anything related to the work performed for a Member.

Travel by contractors: Contractors are not entitled to any of the Members' travel allocations, and will not be reimbursed for any travel expenses.

4. Status of Contractors

Contractors are hired as independent contractors and not as employees of Members or the House Administration. Contractors normally provide some expertise and require little to no direct supervision other than general instruction. As independent contractors, they generally use their own office tools, equipment, supplies and office space, and do not require training to perform the work required.

Because contractors can, on occasion, perform activities that are similar or related to the work done by Members' employees, it is very important that these activities be performed independently and at arm's length. To avoid the perception of an employer-employee relationship, Members should ensure that:

- the service provided is unique or different from the usual activities of the Members' employees;
- the contractors provide their own work tools and work space and do not regularly work in the Member's or House Officer's office or on any premises owned, leased or under the effective control of a political party;
- the contract itself is managed properly; and
- contractors are not directly supervised.

If an individual hired under a contract is later deemed by the Canada Revenue Agency (CRA) to be an employee, the employee's deductions at source and any other costs or penalties, as determined by the CRA, will be charged against the Member's Office Budget. The employer's portion of the employee's benefit plan will be paid by the House Administration. Also, a contractor who is deemed by the CRA to be an employee may be entitled to certain benefits.

No deductions at source will be made from any contract payments, since contractors are not employees of Members or the House Administration.

All prospective contractors working for Members, House Officers and research offices are required to undergo security screening for access to sites. For additional information on security screening, see the *Source* website under the Screening tab.

5. Invoicing and Payment Procedures

Expenses resulting from contracts are charged against the Member's Office Budget, the House Officer's Office Budget or the budget of the national caucus research office, as applicable.

Payments to contractors will be based on the work completed. No payments will be made in advance for work not yet completed. Periodic progress payments based on work completed are allowed, but services must have been performed during the period for which payment is authorized.

The contractor must submit an invoice, on personal or corporate letterhead, for each payment requested. All invoices must be signed by the Member and must include the following:

- a detailed description of the work completed;
- the period of time during which the work was completed;
- the percentage of work completed during the period covered by the invoice;
- the cumulative percentage of work completed; and
- the dollar amount of the invoice.

Payments will not be processed for any work performed more than 30 calendar days prior to the date of receipt of the original signed contract by Financial Management Operations.

Taxes: The goods and services tax (GST), the harmonized sales tax (HST) or the Québec sales tax (QST), as applicable to contracts for professional services and contracts for goods and other services, must be shown separately on all invoices and are paid by the Member. These taxes are automatically charged to a central account and are not charged to the Member's Office Budget. The contractor's GST/HST/QST registration numbers must appear on all invoices when these taxes are charged.

The provincial sales tax (PST) only applies in the provinces of Saskatchewan, Manitoba and British Columbia. Members may include a PST exemption clause in a contract. In such a case, the contractor may require a copy of the PST exemption certificate.

For a copy of the PST exemption certificate or for further information on the application of the GST, HST, QST and PST, contact Financial Management Operations.

11. HOUSE OFFICERS AND RECOGNIZED PARTIES

1. Introduction	11-2
2. Salary and Benefits	11-2
3. House Officers.....	11-3
3.1 House Officer’s Office Budgets.....	11-3
3.2 Expenses.....	11-5
3.3 Travel.....	11-7
3.4 Offices and Services.....	11-8
4. National Caucus Research Offices	11-8
5. Speaker and Other Presiding Officers.....	11-10
5.1 Office Budgets	11-10
5.2 Expenses.....	11-11
5.3 Speaker’s Travel	11-13
5.4 Offices and Services.....	11-13
5.5 Dissolution of Parliament.....	11-13
6. Employees.....	11-14

1. Introduction

The Speaker is elected while the other presiding officers are appointed to preside over the sittings of the House, enforcing the rules to preserve order and decorum and to conduct the business of the House. House Officers are Members appointed to positions within the national caucus of a recognized party who carry additional parliamentary functions. House Officers include the Opposition Party Leaders, House Leaders, Chief Whips, National Caucus Chairs, and Members who are former Prime Ministers.

The Speaker, other presiding officers and certain House Officers are provided with an office budget and an additional parliamentary office. Each recognized party is provided with the additional resources necessary to support their Members and House Officers in the fulfillment of their parliamentary functions. The Board of Internal Economy regulates the use of all these resources. This chapter should be read in conjunction with section [2. Governing Principles](#) in the Governance and Principles chapter.

This chapter describes the following:

[Salary and Benefits](#)

[House Officers](#)

[National Caucuses](#)

[Speaker and Other Presiding Officers](#)

[Employees](#)

The resources provided to national caucuses, House Officers and their employees are affected by the dissolution of Parliament and general elections. For more information, see the [Dissolution of Parliament](#) chapter and section [6. House Officers and Recognized Parties](#) in the Elections chapter.

2. Salary and Benefits

In accordance with the [Parliament of Canada Act](#), the Speaker, other presiding officers and some House Officers receive additional salaries, which are paid from the date of their appointment or nomination. For more details, see the [Sessional Allowance and Additional Salaries](#) appendix in the Members' Salary and Benefits chapter.

The additional salaries of the Speaker and other presiding officers are paid as of the date of their election or nomination to their respective position and continue during prorogation.

The salaries and benefits provided to the Speaker, other presiding officers and House Officers are affected by the dissolution of Parliament and general elections. For more information, see the [Dissolution of Parliament](#) chapter and section 6. House Officers and Recognized Parties in the Elections Chapter. For more details, see the [Sessional Allowance and Additional Salaries](#) appendix in the Members' Salary and Benefits chapter.

Pensions: Under the [Members of Parliament Retiring Allowances Act](#), Members must contribute a percentage of their sessional allowance toward their pension. House Officers have the option of contributing a percentage of their additional allowances as well. For more information on Members' retirement benefits, see the *Source* website or contact Pay and Benefits.

Motor vehicle allowances: The House Administration provides an automobile to the Speaker and to each recognized opposition party leader. Since the automobile may only be used in the fulfillment of the responsibilities of that office and not for the personal use of the Speaker, the Party Leader or any other person, it is not a taxable benefit. The House Administration pays for automobile insurance under a fleet arrangement. All operating and maintenance costs for the automobiles, including the cost of hiring a driver, are charged to the Speaker's and Opposition Party Leader's respective budgets. For practical reasons, if the automobile is used personally when it is not required for official business, the costs associated with the personal use of the automobile will be reimbursed using the kilometre rate provided by the House Administration, which is set by the Board and adjusted only to take into consideration direct costs based on Canadian average expenses of maintaining and using a vehicle.

In accordance with the *Parliament of Canada Act*, an annual motor vehicle allowance of \$1,000 is provided to the Speaker and \$2,000 to the Leader of the Official Opposition. This allowance is not taxable.

Accommodations: The Speaker is provided with an apartment in the West Block of the parliamentary precinct. Under the *Official Residences Act*, the Speaker is also provided with an official residence at Kingsmere. The Leader of the Official Opposition is provided with the official Stornoway residence and a budget to pay for the remuneration and the other costs related to employees managing the residence. For the 2019-2020 fiscal year, this budget is \$182,030. On behalf of Public Services and Procurement Canada, the National Capital Commission is responsible for the maintenance and upkeep of the lands and buildings.

3. House Officers

Depending on their role, House Officers are provided with an office budget and other resources necessary to support them in the fulfillment of their parliamentary functions.

This section describes the following:

[House Officer's Office Budgets](#)

[Expenses](#)

[Travel](#)

[Offices and Services](#)

3.1 House Officer's Office Budgets

Opposition Party Leaders, House Leaders, Chief Whips and National Caucus Chairs of all recognized parties are provided with an annual office budget to pay employee salaries; costs for language training, translation services and contracts; and some office expenses. In some instances, annual budgets may be provided for expenses related to hospitality, smartphones, tablets and employee travel, subject to the conditions outlined below.

The following table summarizes the House Officers' Office Budgets.

2019-2020 House Officers' Office Budgets			
	Government	Official Opposition	New Democratic Party
Party Leaders	—	\$4,612,550	\$2,145,360
House Leaders	\$105,970	\$530,060	\$337,580
Chief Whips	\$1,526,750	\$1,098,810	\$738,570
Caucus Chairs	\$141,090	\$104,670	\$81,110

House Officers' Office Budgets are established following a general election, based on a formula approved by the Board of Internal Economy. Within a parliament, House Officers' Office Budgets can only be adjusted by a decision of the Board of Internal Economy, normally through the estimates process. These budgets are not adjusted in the event of a change in party representation in the Chamber during a parliament. When a new House Officer is appointed during a fiscal year, the new House Officer assumes the balance of the budget of the former House Officer for the remainder of that fiscal year. For more information, see section [6. House Officers and Recognized Parties](#) in the Elections chapter or contact Financial Management Operations.

Restrictions: House Officers are bound by the same restrictions that apply to Members regarding the use of their budgets. For more information, see section [9. Restrictions](#) in the Expenses chapter.

The funds, goods, services and premises provided to House Officers in support of their responsibilities must be kept separate from any other entitlements provided to them as Members. These resources may only be used as directed by the Board of Internal Economy.

Budget transfer: House Officers within a recognized party may transfer funds between their respective House Officer's Office Budgets. However, no funds may be transferred between the budgets of House Officers, national caucuses or Members. House Officers must notify the Chief Financial Officer, in writing, of the amounts to be transferred.

Carry-forward: House Officers may carry forward into the next fiscal year the unspent portion of the current fiscal year's annual office budget, excluding any carry-forward from a prior year, to a maximum of 5% of the approved budget. The carry-forward policy does not apply to expenditure limits established within a budget, for example, the hospitality expenditure limit for the Opposition Party Leaders, Opposition House Leaders and Chief Whips. The carry-forward is calculated each year in June by the House Administration and is automatically added to the office budget for the new fiscal year.

Delegation of authority: House Officers may delegate certain office management responsibilities to their regular employees. However, House Officers are ultimately accountable for the actions of their employees. The following responsibilities may be delegated:

- enter into or terminate employment relationships;
- set or amend pay rates and working hours for employees;
- enter into, amend or terminate contracts;
- initiate expenditures against House Officers' Office Budgets;

- approve all invoices for payment;
- approve travel expenses, except their own;
- approve requisitions for office supplies and stationery;
- request budget information;
- request information on employee salaries;
- approve the monthly employee attendance reports, except the designated employee's own report; and
- request locksmith services.

Delegation cannot be extended under any circumstances to an employee of another House Officer or Member, to any contractor, or to a ministerial employee. House Officers may delegate authority to regular employees of other House Officers within the caucus to view their financial information.

Financial Management Operations must be notified in writing of the delegation, its scope, duration, any subsequent amendments, and termination by completing and returning the *Delegation of Authorities — House Officers* form. Whenever a new House Officer is appointed, new forms must be completed and submitted. Forms may need to be updated from time to time to ensure the accuracy of the information.

Financial reporting: House Officers may access their financial reports through the Financial Management System. House Officers' expenses are subject to public disclosure.

Year of an anticipated general election: In the year of an anticipated general election, all House Officers' budgets will be prorated based on the number of days between April 1 and midnight the day before the general election.

Dissolution of Parliament: The House Officers' responsibilities are significantly impacted by the dissolution of Parliament. For more information, see section [5. House Officer's Office Budget](#) in the Dissolution of Parliament chapter.

3.2 Expenses

Contracts: House Officers may enter into contracts for professional services and for other goods and services to carry out their parliamentary functions. They are bound by the same contracting restrictions and requirements that apply to Members, except that there is no contracting expenditure limit for House Officers. Expenses related to these contracts are charged to the House Officer's Office Budget. For more information, see the [Contracts](#) chapter.

Hospitality: Party Leaders, House Leaders and Chief Whips may use up to 3% of their annual office budget for hospitality expenses in the fulfillment of their parliamentary functions. This amount may not be carried forward from one fiscal year to the next or between parliaments. The following table presents the annual maximum for hospitality expenses of these House Officers:

2019-2020 Hospitality Limit			
	Government	Official Opposition	New Democratic Party
Party Leaders	—	\$138,377	\$64,361
House Leaders	\$3,179	\$15,902	\$10,127
Chief Whips	\$45,803	\$32,964	\$22,157

Smartphones: House Officers may charge the cost of one smartphone per regular employee, including voice and data plans, standard accessories, as well as any other applicable fees, to the House Officer's Office Budget. These devices must be purchased through Telecommunications Services. For more information and conditions, see section [5. Smartphones and Tablets](#) in the Expenses chapter.

Tablets: House Officers may charge the cost of tablets and standard accessories, as well as any other applicable fees, to the House Officer's Office Budget. These devices must be purchased through Telecommunications Services. For the applicable conditions of purchase and use, see section [5. Smartphones and Tablets](#) in the Expenses chapter.

Information technology: House Officers may acquire computer equipment, including computers and laptops, printers, peripheral devices, smartphones, software and related consulting services on behalf of the national caucus. House Officers may also incur expenses for communication services such as subscriptions to electronic news sites under this category.

All equipment and software must meet the House Administration's information technology standards and must be approved by the IT Service Desk prior to purchase. This is to ensure compatibility with existing systems and to allow the House Administration to provide continued support, maintenance and repairs.

All informatics equipment and resources provided to House Officers and research offices must be used in compliance with the *Acceptable Use of Information Technology Resources Policy*, which is available on the *Source* website. For more information, contact the IT Service Desk.

Caucus translation services: The Chief Whip manages expenses for translation services for the national caucus or sign language interpretation services for Members.

Members may seek prior approval from their Chief Whip for expenses related to sign language interpretation services when such services are required during meetings with hearing-impaired constituents. Alternatively, Members may charge the cost of these services to their Member's Office Budget (MOB). In either case, original receipts must be presented for reimbursement. For more information, see the [Offices](#) chapter and the [Services](#) chapter.

National caucus meetings: House Officers may incur reasonable expenses for national caucus meetings. These meetings may be held within or outside the National Capital Region (NCR). Allowable expenses for national caucus meetings include employee travel, accommodation and related administrative support costs. The Chief Whip, or a person designated by the Party Leader, must approve these expenses and the original receipts must be provided.

Interpretation services for national caucus meetings may be charged to the House Administration central budget upon presentation of original receipts. When meetings are held outside the NCR, local interpretation services are used whenever possible to minimize travel expenses. Travel expenses incurred by external interpreters are charged to the House Officer's Office Budget.

Expenses incurred by Members and their authorized travellers to attend a national caucus meeting may be claimed under normal travel entitlements. For more information, see the [Travel](#) chapter.

When a national caucus meeting is held during, immediately preceding or immediately following a party convention, Members and their authorized travellers may seek reimbursement for their transportation expenses through the Travel Points System. However, accommodation and per diem expenses for a maximum of two days may be charged by the Member to the Travel Status Expenses Account and by employees to the Member's Office Budget. Per diem expenses are to be reduced when meals are provided at any event the traveller is attending. Travel expenses may only be claimed for one national caucus meeting per party convention. All expenses related to the party convention are not permitted.

3.3 Travel

As Members, House Officers may use their travel points in the fulfillment of their parliamentary functions. The following exceptions apply to House Officers' travel:

Points for special trips: The limit of 25 travel points for special trips does not apply to the Speaker, Opposition Party Leaders, House Leaders and Chief Whips of recognized parties.

Employee travel: House Officers may allocate up to 25 of their travel points for special trips to their eligible employees who accompany them on special trips related to their parliamentary functions. For more information, see section [6. Travel Points System](#) in the Travel chapter.

Accommodations, meals and incidentals: When an employee accompanies a House Officer on a special trip, the employee's accommodations, meals and incidentals may be charged to the House Officer's budget.

Extended sitting hours: When the House of Commons sits for extended hours and the employees of House Leaders and Chief Whips of a recognized party are required to work long hours, the cost of the employees' meals and transportation to their residence may be charged to the respective House Officer's Office Budget.

Opposition Party Leaders: In addition to the 64 travel points available to all Members, Opposition Party Leaders have 16 supplementary points for trips within Canada. They may allocate some or all of these points to their designated traveller, dependants, eligible employees, or parliamentary interns. These points may be used for regular trips or special trips.

Opposition Party Leaders may use up to 4 of their travel points for special trips to Washington D.C., and 2 of these 4 points for trips to New York City under the conditions described in section [6. Travel Points System](#) in the Travel chapter.

In the year of an anticipated general election, the supplementary points will be prorated based on the number of days between April 1 and midnight the day before the general election.

3.4 Offices and Services

Party Leaders, House Leaders, Chief Whips and Caucus Chairs of all recognized parties are provided with an additional parliamentary office, equipped with all the necessary office furniture and equipment. After a general election, office furniture and equipment are reallocated based on party representation. All equipment and furnishings provided by the House Administration remain the property of the House. All other House services provided to Members are generally extended to House Officers. For more information, see the [Offices](#) chapter and the [Services](#) chapter.

4. National Caucus Research Offices

The national caucus research office of each recognized party is provided with resources to support its Members and House Officers in the fulfillment of their parliamentary functions. Reference to a national caucus should be read to include all Members of a recognized party in the House of Commons, but not a sub-group of the national caucus (e.g. regional caucuses or special interest groups).

The research office has the mandate of supporting the national caucus' Members and House Officers in the fulfillment of their parliamentary functions. The Party Leader must designate and inform in writing the Chief Financial Officer of the Member who will be responsible for the research office. This Member is the employer of the employees of the research office.

Each research office is provided with an annual office budget to pay employee salaries and costs for language training, smartphones, tablets, translation services and contracts. The following table summarizes Research Office Budgets.

2019-2020 National Caucus Research Office Budgets

Government	Official Opposition	New Democratic Party
\$3,098,220	\$2,889,980	\$1,763,630

Research Office Budgets are established following a general election, based on a formula approved by the Board of Internal Economy. Within a parliament, Research Office Budgets can only be adjusted by a decision of the Board of Internal Economy, normally through the estimates process. These budgets are not adjusted in the event of a change in party representation in the Chamber during a parliament. When a new Member is appointed during a fiscal year, the new Member assumes the balance of the budget of the former Member for the remainder of that fiscal year. For more information, see section [6. House Officers and Recognized Parties](#) in the Elections chapter or contact Financial Management Operations.

Restrictions: The Member responsible for the research office is bound by the same restrictions that apply to Members regarding the use of their budgets. For more information, see section [9. Restrictions](#) in the Expenses chapter.

The funds, goods, services and premises provided to the research office must be kept separate from any other entitlements provided to the Member responsible for the research office as a Member. These resources may only be used as directed by the Board of Internal Economy.

Budget transfer: No funds may be transferred between the Research Office Budgets, House Officers or Members.

Carry-forward: Recognized parties may carry forward into the next fiscal year the unspent portion of the current fiscal year's Research Office Budget, excluding any carry-forward from a prior year, up to a maximum of 5% of the approved budget. The carry-forward is calculated in June of each year by the House Administration and is automatically added to the office budget for the new fiscal year.

Delegation of authority: The Member responsible for the research office may delegate to a regular employee the same office management responsibilities that House Officers may delegate to their regular employees. The Member responsible for the research office is ultimately accountable for the actions of their employees. Delegation cannot be extended under any circumstances to an employee of another House Officer or Member, to any contractor, or to a ministerial employee. For more information, see the [Delegation of authority](#) section for House Officers in this chapter.

Financial Management Operations must be notified in writing of the delegation, its scope, duration, any subsequent amendments, and termination by completing and returning the *Delegation of Authorities — House Officers* form. Whenever a new Member responsible for the research office is appointed, new forms must be completed and submitted. Forms may need to be updated from time to time to ensure the accuracy of the information.

Financial reporting: The Member responsible for the research office may access the research office's financial reports through the Financial Management System. National Caucus expenses are subject to public disclosure.

Year of an anticipated general election: In the year of an anticipated general election, the Research Office Budgets will be prorated based on the number of days between April 1 and midnight the day before the general election.

Office and assets: The research office is also provided with a parliamentary office, equipped with the necessary office furniture and equipment. After an election, the office furniture and equipment are reallocated based on party representation. All equipment and furnishings provided by the House Administration remain the property of the House. All other House services provided to Members and House Officers are generally extended to the research office. For more information, see the [Offices](#) chapter and the [Services](#) chapter.

Expenses:

- **Contracts:** The Members responsible for research offices may enter into contracts for professional services and other goods and services to carry out their parliamentary functions. They are bound by the same contracting restrictions and requirements that apply to Members, except that there is no contracting expenditure limit for research offices. Expenses related to these contracts are charged to the Research Office Budget. For more information, see the [Contracts](#) chapter.

- **Smartphones:** The Member responsible for the research office may charge the cost of one smartphone per regular employee, including voice and data plans, standard accessories, as well as any other applicable fees, to the Research Office Budget. These devices must be purchased through Telecommunications Services. For more information and conditions, see section [5. Smartphones and Tablets](#) in the Expenses chapter.
- **Tablets:** The Member responsible for the research office may charge the cost of tablets and standard accessories, as well as any other applicable fees, to the Research Office Budget. These devices must be purchased through Telecommunications Services. For the applicable conditions of purchase and use, see section [5. Smartphones and Tablets](#) in the Expenses chapter.

Dissolution of Parliament: The responsibilities of research offices are significantly impacted by the dissolution of Parliament. For more information, see section [6. National Caucus Budgets](#) in the Dissolution of Parliament chapter. Following a general election, the Party Leader must designate a Member to be responsible for the research office.

5. Speaker and Other Presiding Officers

The Speaker, Deputy Speaker and Chair, Committees of the Whole, Deputy Chair, Committees of the Whole, and Assistant Deputy Chair, Committees of the Whole are provided with an office budget to support the operations of their offices.

This section describes the following considerations for the Speaker and other presiding officers:

[Office Budgets](#)

[Expenses](#)

[Speaker's Travel](#)

[Offices and Services](#)

[Dissolution of Parliament](#)

Unless otherwise specified in this section, all the policies listed under section 3. House Officers apply to the Speaker and other presiding officers.

5.1 Office Budgets

Each presiding officer is provided with an office budget to pay employee salaries and contracts required in their offices. The Speaker may also use the office budget for hospitality, smartphones, tablets, travel and other office operating expenses that are not provided or paid for by the House Administration. These expenses include those for freight and postage, equipment rental, office materials and supplies, as well as gas, maintenance and repairs for the Speaker's automobile. The Speaker and the Leader of the Official Opposition may charge cable and phone expenses incurred for their official residence to the Speaker's Office Budget or the budget for the Stornoway residence, as appropriate.

Budgets are allocated on a prorated basis from the date of their election. However, if the incumbent Speaker and Deputy Speaker are re-elected as Speaker and Deputy Speaker respectively, their budgets continue uninterrupted. When a new presiding officer is appointed during a fiscal year, the new presiding officer assumes the balance of the budget of the former presiding officer for the remainder of that fiscal year.

2019-2020 Office Budgets for the Speaker and Other Presiding Officers

Role	Budget
Speaker	\$1,227,110
Deputy Speaker and Chair, Committees of the Whole	\$94,830
Deputy Chair, Committees of the Whole	\$43,030
Assistant Deputy Chair, Committees of the Whole	\$40,680

Delegation of authority: The Speaker and other presiding officers may delegate to a regular employee the same responsibilities that House Officers may delegate to their regular employees. The Speaker and the other presiding officers are ultimately accountable for the actions of their employees. Delegation cannot be extended under any circumstances to an employee of another presiding officer, House Officer or Member, to any contractor, or to a ministerial employee. For more information, see the [Delegation of authority](#) section for House Officers in this chapter.

Financial Management Operations must be notified in writing of the delegation, its scope, duration, any subsequent amendments and termination by completing and returning the *Delegation of Authorities — House Officers* form. Whenever a new House Officer is appointed, new forms must be completed and submitted. Forms may need to be updated from time to time to ensure the accuracy of the information.

Financial reporting: The Speaker and other presiding officers may access their financial reports through the Financial Management System. The Speaker and other presiding officers' expenses are subject to public disclosure.

Year of an anticipated general election: In the year of an anticipated general election, the office budgets of presiding officers will be prorated based on the number of days between April 1 and midnight the day before the general election.

5.2 Expenses

Smartphones: The Speaker and other presiding officers may charge the cost of one smartphone per regular employee, including voice and data plans, standard accessories, as well as any other applicable fees, to their office budget. These devices must be purchased through Telecommunications Services. For more information and applicable conditions, see section [5. Smartphones and Tablets](#) in the Expenses chapter.

Tablets: The Speaker and other presiding officers may charge the cost of tablets and standard accessories, as well as any other applicable fees, to their office budget. These devices must be purchased through Telecommunications Services. For the applicable conditions of purchase and use, see section [5. Smartphones and Tablets](#) in the Expenses chapter.

Hospitality: The Speaker may use up to 16% of the Speaker's annual office budget for hospitality expenses for parliamentary and protocol functions pertaining to the Speaker's Office. For the 2019-2020 fiscal year, this amount represents \$196,338. The role of the Speaker of the House of Commons includes responsibilities pertaining to protocol functions. Expenses for the following may be charged to the hospitality portion of the Speaker's Office Budget:

- food and beverages;
- labour and equipment rentals for the Speaker's official residence at Kingsmere or the Speaker's private dining room (as there are no regular full-time employees at the Kingsmere residence, the cost of hiring individuals on a part-time or an on-call basis for official events may be claimed);
- official gifts obtained from the official gift bank maintained by the International and Interparliamentary Affairs Directorate; and
- flowers and other hospitality items.

All claims for hospitality expenses incurred while in travel status or otherwise must clearly indicate the number of individuals involved. For a template of the hospitality log, contact Financial Management Operations.

Parliamentary delegations: The cost of receiving parliamentary delegations is charged to the appropriate budget of the International and Interparliamentary Affairs Directorate, even if the Speaker's Office makes the detailed arrangements and the Speaker attends or hosts the function.

House events: When the Speaker participates in events organized by other House Administration services, such as the Long Service Awards and the Workplace Charitable Campaign functions, the costs are charged to the budget of the House Administration manager responsible for the event.

Other presiding officers: The Deputy Speaker and Chair of Committees of the Whole, the Deputy Chair, and the Assistant Deputy Chair of Committees of the Whole are each provided with a separate hospitality budget.

2019-2020 Hospitality Budgets for Other Presiding Officers

Role	Budget
Deputy Speaker and Chair, Committees of the Whole	\$4,160
Deputy Chair, Committees of the Whole	\$2,510
Assistant Deputy Chair, Committees of the Whole	\$2,510

Year of an anticipated general election: In the year of an anticipated general election, the hospitality budgets of presiding officers will be prorated based on the number of days between April 1 and midnight the day before the general election.

5.3 Speaker's Travel

Speaker: When the Speaker is travelling to carry out business as Speaker, all travel expenses incurred by the Speaker are charged to the Speaker's Office Budget. Expenses include those for airfare, accommodations, meals, incidentals, car rentals, and long-distance phone calls. The Speaker can travel in business class when continuous air travel exceeds two hours. For more information on class of travel for the Speaker's authorized travellers, see section [7.1 Class of Air Travel](#) in the Travel chapter.

Designated traveller: Travel expenses incurred by the Speaker's designated traveller are charged to the Speaker's Office Budget when the designated traveller accompanies the Speaker and is required to act as a host in order to assist the Speaker in the conduct of official responsibilities or is required to be present for reasons of protocol.

Employees: The Speaker's employees may only travel in economy class or its equivalent. When travelling on business for the Speaker's Office, travel expenses incurred by the Speaker's eligible employees are normally charged to the Speaker's Office Budget. However, if eligible employees travel under the Travel Points System, the Speaker has the option of charging their accommodations, meals and incidentals expenses to the Member's Office Budget (MOB). For more information, see the [Travel](#) chapter.

Parliamentary delegations: When the Speaker is travelling on parliamentary exchanges and protocol business (e.g. heading a delegation), the Speaker's travel costs are covered by the appropriate budget of the International and Interparliamentary Affairs Directorate.

5.4 Offices and Services

The Speaker and other presiding officers are allocated a parliamentary office in the West Block of the parliamentary precinct. The House Administration provides standard office furniture, equipment and supplies. All equipment and furnishings provided by the House Administration remain the property of the House. All other House services provided to Members are generally extended to the Speaker and other presiding officers. For more information, see the [Offices](#) chapter and the [Services](#) chapter.

5.5 Dissolution of Parliament

At the dissolution of Parliament, the Speaker and the Deputy Speaker shall be deemed to remain in office until their replacements are elected or appointed. All funds, goods, services and premises provided to the Speaker and the Deputy Speaker to support the functions of their offices may not be used for election purposes.

Personal entitlements: The Speaker's and the Deputy Speaker's additional allowances and the Speaker's motor vehicle allowance continue to be paid following the dissolution of Parliament. In addition, the Speaker may use the West Block apartment and the official residence at Kingsmere, as well as the automobile provided by the House Administration, until the new Speaker is elected.

Budgets and services: To ensure continuity in the administration of the House of Commons following the dissolution of Parliament, the Speaker's Office Budget continues uninterrupted until the new Speaker is elected. The Speaker's franking privileges also continue through the dissolution period.

6. Employees

Presiding officers, House Officers and the Member responsible for the national caucus research office may recruit, hire, promote or release employees and determine their duties, hours of work, classification of positions and salaries. Presiding officers, House Officers and the Member responsible for the research office are the employers of their respective employees.

Presiding officers' employees, House Officers' employees and research office employees are hired generally under the same terms and conditions of employment as Members' employees, except that there is no maximum annual salary set for these employees. Their salaries are charged to the presiding officers' budgets, House Officers' Office Budgets and the Research Office Budgets, respectively.

For more information on hiring employees and about special conditions regarding the departure of employees, see the [Employees](#) chapter.

For more information on the impacts of dissolution, see section [9. Employees](#) in the Dissolution of Parliament chapter.

12. RESIGNATION OR DEATH OF A MEMBER

1. Introduction	12-2
2. Resignation of a Member	12-2
2.1 Salary and Benefits	12-2
2.2 Continuity of Service to Constituents.....	12-3
2.3 Offices.....	12-4
2.4 Services.....	12-6
2.5 Travel	12-6
2.6 Employees	12-7
3. Death of a Member.....	12-8
3.1 Salary and Benefits	12-8
3.2 Continuity of Service to Constituents.....	12-9
3.3 Offices.....	12-10
3.4 Services.....	12-12
3.5 Travel	12-12
3.6 Employees	12-12

1. Introduction

Members' salaries and benefits, employees, budgets, travel allowances, and services in the parliamentary and constituency offices are impacted when a Member resigns or dies while in office. This chapter should be read in conjunction with section [2. Governing Principles](#) in the Governance and Principles chapter.

Refer to the appropriate section:

[Resignation of a Member](#)

[Death of a Member](#)

For more information about closing Members' offices, see the *Source* website.

2. Resignation of a Member

This section describes the impact of a Member's resignation on:

[Salary and Benefits](#)

[Continuity of Service to Constituents](#)

[Offices](#)

[Services](#)

[Travel](#)

[Employees](#)

2.1 Salary and Benefits

Salary and allowances: Members receive their salary and allowances up to and including the date of their resignation. Members may obtain specific information about their personal entitlements by contacting Pay and Benefits.

Retirement benefits: Members may be entitled to several different retirement or severance allowances:

- **Retirement allowance:** Contributions made under the [Members of Parliament Retiring Allowances Act](#) cease on the date of resignation. Members may be entitled to a retirement allowance depending on their age and length of service.
- **Withdrawal allowance:** Upon ceasing to be a Member, Members who have contributed to the retirement accounts (the Members of Parliament Retiring Allowances and the Members of Parliament Retirement Compensation Arrangements) for a period of less than six years will receive an immediate withdrawal allowance. This allowance is a lump sum payment equal to the total amount of the contributions paid by the Member, plus interest earned, up to the date of resignation.
- **Severance allowance:** Depending on their length of service, age and circumstances, Members who resign may be entitled to a severance allowance.

For more information on Members' retirement benefits, see the *Source* website or contact Pay and Benefits.

Insurance benefits: Life insurance and health and dental care plans are affected by a Member's resignation. Members should confirm when coverage under each insurance plan ceases and whether their coverage may be converted or reinstated following their resignation. For more information on Members' insurance benefits, see the *Source* website or contact Pay and Benefits.

Employee and Family Assistance Program: This program provides confidential and voluntary counselling services on a broad range of topics such as personal, family, financial, legal, professional, addiction, lifestyle, nutrition, health and wellness matters. The program is free and available to former Members, their spouses and dependants for up to six months following the date of resignation. For more information, contact Occupational Health, Safety and Environment.

Relocation benefit: If Members establish a secondary residence in the National Capital Region (NCR) following their election to the House of Commons, they may relocate back from the NCR to a residence in Canada, outside the NCR, within one year of ceasing to be a Member. For more information, contact Materiel and Contract Management or see section [5. Relocation](#) in the Members' Salary and Benefits chapter.

Parliamentary Dining Room access: Former Members, as well as their spouses and guests, continue to have access to the Parliamentary Dining Room and the cafeterias in the parliamentary precinct following their resignation.

2.2 Continuity of Service to Constituents

Following the resignation of a Member, the Whip of the former Member's party, or the Speaker in the case of an independent Member, becomes responsible for continuing services to constituents, overseeing day-to-day operations, and managing employees in the parliamentary and constituency offices until a new Member is elected. Standard office services already available (e.g. television, phones, computers, and network and Internet access) continue. The following resources are affected:

- **Employees:** To ensure the continuity of service to constituents, up to two regular employees may be retained for the period starting on the date of the Member's resignation up to 60 calendar days following the by-election. The two employees may both be retained in either the parliamentary or constituency office, or one at each office. These employees are entitled to the benefits described in section [2.6 Employees](#) in this chapter, except that the Separation Entitlement will start as of the day of the by-election. Prior to the by-election, the Whip or the Speaker is responsible for these employees.
- **Budget:** Salary and operating costs required to provide services to constituents are charged against the Member's Office Budget, as authorized by the Whip or the Speaker.
- **Travel:** During the period between the date of the Member's resignation and the date of the by-election, the Whip or the Speaker may use up to five regular trips between the constituency and Ottawa and claim reasonable accommodation, meal and incidental expenses. The Whip or the Speaker may allocate some or all of these trips to eligible employees.

Travel expenses incurred by employees who are retained by the Whip following the Member's

resignation may also be charged to the Member's Office Budget until the date of the by-election.

- **TeleCanada calling card:** The Whip or the Speaker will be issued a new TeleCanada calling card and personal identification number (PIN) for long-distance calls when away from the parliamentary and constituency offices, until the date of the by-election.
- **Services:** Following the Member's resignation, the following services continue but may require the Whip's or the Speaker's authorization:
 - postal services;
 - printing, photocopying or bindery services (other than for householders, ten percenters, and Christmas and holiday greetings cards);
 - translation services; and
 - Library of Parliament consultation services for work-related purposes.

2.3 Offices

As of the date of resignation, the parliamentary and constituency offices will be operated under the direction of the Whip or the Speaker, as the case may be, until a by-election is held.

Members who resign are required to remove their personal belongings and vacate their parliamentary offices within 17 calendar days and their constituency offices within 30 calendar days following the date of their resignation. In addition, they are responsible for the following:

- **Offices:** Since the House Administration is not party to the following contracts, Members should contact Financial Management Operations to sign the consent form allowing the House Administration to assist them in their departure, therefore ensuring a smooth transition and minimizing penalties.
 - **Leases:** Members who resign must contact the Whip or the Speaker as soon as possible, to discuss the continuation of the constituency office lease since the Whip or the Speaker will automatically be assigned as the lessee. As soon as they know their departure date, Members who resign must advise their landlords of their departure and the assignment of their constituency office lease.

In the event that the lease must be terminated by the Whip or the Speaker and that the lease agreement does not include the mandatory termination clauses, payments will only be made for the 12-month period from the lease's start date or from its most recent anniversary. The maximum amount reimbursable by the House Administration is 12 months' rent. The former Member is personally responsible for any costs in excess of this amount.

- **Utilities:** Members who resign must contact utility companies (for oil, natural gas, propane, electricity, water, water tanks, etc.) and transfer their accounts to the Whip or the Speaker, as the case may be. The former Members must advise suppliers of their departure and the assignment of their accounts as soon as possible to avoid unnecessary service interruptions or penalties. The former Member may be personally responsible for these expenses if they fail to transfer their accounts.
- **Contracts:** All other contracts terminate as of the date of the Member's resignation. If the mandatory termination clauses were omitted from a contract, the former Member will be held personally responsible of any early termination costs. For more information, see the [Contracts](#) chapter.
- **Petty cash:** Members who resign must submit a final claim for office expenses incurred up to the date of their resignation to Financial Management Operations. They must also send a cheque payable to the Receiver General for Canada for the unspent petty cash balance within 30 calendar days following the date of their resignation.
- **House assets:** All parliamentary and constituency office furniture, furnishings and equipment provided by the House of Commons or charged to any budget remain the property of the House and must not be removed from the Members' offices. These assets include purchased equipment and material such as computers, fax machines, wireless devices, tablets, portable GPS devices, books, reference materials, televisions, radios and video cassette recorders.

Members are required to account for all House assets before vacating their parliamentary and constituency offices by reviewing and signing the Asset Inventory Report for each office and promptly returning the reports to Materiel and Contract Management. Members must also review and confirm the accuracy of the Telecommunications Information Management System Profile Report for wireless devices and office phones. For more information, contact Telecommunications Services. Members will be invoiced for any missing House assets.

Members may not purchase any House assets from the parliamentary or constituency offices. However, upon resignation, the Member, or other individuals or groups on the Member's behalf, may purchase a replica of the Member's chair in the Chamber at replacement cost, plus applicable taxes. For more information, contact Tenant Operations Services Centre.

- **Computers and peripherals:** Members who resign are responsible for ensuring that all data on their office computers is backed up and then deleted. Upon resignation, all computers and peripheral equipment (e.g. computers, laptops, tablets, wireless devices, fax machines, modems and printers), as well as supporting infrastructure, must be kept securely in their current location or be returned to the parliamentary or constituency office. For more information, contact the IT Service Desk.
- **Leased equipment:** Members who resign must contact their suppliers of office equipment to cancel contracts or transfer them to the Whip or the Speaker. Expenses incurred up to 30 calendar days after the date of resignation will be reimbursed. The former Member is responsible for any expenses incurred beyond this period. For assistance in returning equipment, contact Materiel and Contract Management.

- **Websites:** If the former Member has a designated website, the last monthly hosting fee chargeable to the Member's Office Budget will include the date of the Member's resignation. After this last charge, all expenses related to the former Member's designated website and domain name registration will become a personal expense. If the former Member decides to cancel the website hosting services, the cancellation fees, if applicable, may be charged to the Member's Office Budget within 30 calendar days following the date of resignation.
- **Internet in the residence:** The last monthly service fee chargeable to the Member's Office Budget will include the date of the Member's resignation. After this last charge, Internet service fees in the residence will become a personal expense. If the former Member decides to cancel the Internet service, the cancellation fees, if applicable, may be charged to the Member's Office Budget within 30 days of the date of resignation.
- **Fax in the residence:** The fax line and service used in the Member's residence will be cancelled on the day immediately following the date of the Member's resignation. The fax machine must be returned to the Member's parliamentary or constituency office on the day following the date of the Member's resignation.
- **Personalized stationery:** In order to avoid their unauthorized use, official letterhead, franked envelopes and other personalized materials must be safely disposed of in the parliamentary and constituency offices. For more information, see the [File Storage and Disposal](#) section in the Services chapter.

2.4 Services

The following resources and services are affected by a Member's resignation:

- **Postal privileges:** Free mailing privileges, including the special bulk rate per kilogram set by Canada Post, end 10 calendar days following the date of the Member's resignation.
- **Printing:** Members' entitlements for printing householders, ten percenters, and Christmas and holiday greeting cards cease upon resignation.
- **TeleCanada calling cards:** These cards are cancelled 17 calendar days after the date of the Member's resignation.
- **Library of Parliament:** Members' borrowing privileges cease on the date of resignation.
- **Training:** Members and their spouses are not entitled to second language training offered by the House of Commons as of the date of the Member's resignation.

2.5 Travel

Members' travel allowances, including those of their designated traveller and dependants cease as of the date of the Member's resignation. Members must submit all outstanding travel expense claims within 30 calendar days of the date of their resignation.

Tickets: All unused airline or railway tickets issued to Members, their designated traveller, dependants or employees must be returned to Members' Travel Services as soon as possible.

Travel Status Expenses Account: Members who resign must submit any outstanding claims for accommodation, meal and incidental expenses they incurred while in travel status prior to their resignation within 30 calendar days of the date of their resignation.

Rail travel: All travel privileges from VIA Rail Canada for Members, their spouses and dependants cease as of the date of the Member's resignation.

Flight passes: Members who resign must reimburse the House of Commons for the cost of any unused flight pass segments for the Member or any authorized traveller.

Travel post-resignation: In order to close their offices, Members who resign are entitled to one economy class return trip (no stopover) between Ottawa and their constituency within 30 calendar days of the date of their resignation. Only transportation expenses will be reimbursed and the related travel claim must be submitted to Financial Management Operations no later than 90 calendar days after the date of resignation.

2.6 Employees

The employees of a Member who resigns may be eligible for the following entitlements and benefits upon termination of their employment. For more information, contact Pay and Benefits.

Separation Entitlement

- **Members' regular employees:** When their employment is terminated because the Member resigns, regular employees will continue to receive an amount equal to their salary for 60 calendar days starting the day after the date of the Member's resignation. If, during this period, the employee receives any income paid out of the Consolidated Revenue Fund as an employee or a contractor, the employee must advise Pay and Benefits and the Separation Entitlement will cease on the date of that appointment. This entitlement is paid from the House Administration central budget.
- **Short-term employees:** When their employment is terminated because the Member resigns, short-term employees will continue to receive an amount equal to their salary for 60 calendar days or until the end of their term of employment, whichever comes first, starting the day after the date of the Member's resignation. If, during this period, the short-term employee receives any income paid out of the Consolidated Revenue Fund as an employee or a contractor, the employee must advise Pay and Benefits and the Separation Entitlement will cease on the date of that appointment.
- **On-call employees:** These employees are not eligible for the Separation Entitlement and are immediately terminated.

Severance Entitlement

- **Regular employees:** The regular employees of a Member who resigns are entitled to two weeks' pay for their first completed year of continuous employment and one week's pay for each succeeding completed year of continuous employment to a maximum of 28 weeks upon termination.

Severance is calculated on the basis of the employee's current salary. It will be reduced by any period in respect of which the employee was previously granted severance pay, retiring leave or a cash gratuity in lieu thereof. Time spent on maternity or parental leave counts as continuous employment for the calculation of severance pay. Severance payments are prorated for part-time employees. Severance is paid by the House Administration central budget.

- **Short-term and on-call employees:** These employees are not eligible for the Severance Entitlement.

Maternity and parental leave: If the maternity or parental leave of an eligible employee was approved prior to the date of the Member's resignation, the employee is entitled to the maternity and/or parental allowance provided that the employee begins the leave before or within 60 calendar days following the date of the Member's resignation. The employee will have the option of receiving the remaining applicable weeks of maternity and/or parental allowance or the Separation Entitlement, whichever is more beneficial to the employee.

Sick leave: Accumulated sick leave lapses the day after the date of the Member's resignation. Accumulated sick leave is not payable upon termination of employment. However, if there is no break in service, an employee who transfers to another Member's office or another federal government department or agency may transfer accumulated sick leave.

3. Death of a Member

This section describes the impact of the death of a Member on:

[Salary and Benefits](#)

[Continuity of Service to Constituents](#)

[Offices](#)

[Services](#)

[Travel](#)

[Employees](#)

3.1 Salary and Benefits

Salary and allowances: The sessional allowance and any additional allowances are paid to the Member's estate until the end of the month in which the Member's death occurred. A death benefit equal to two months of the Member's sessional allowance is payable to the Member's survivor or estate.

Insurance benefits: Life insurance and health and dental care plans are affected by a Member's death. For more information on Members' insurance benefits, see the *Source* website or contact Pay and Benefits.

Pension entitlements: Under the [Members of Parliament Retiring Allowances Act](#), an annual pension or a withdrawal allowance may be payable to the Member's survivor and/or each eligible child upon the death of the Member. Certain conditions apply.

Employee and Family Assistance Program: This program provides confidential and voluntary counselling services on a broad range of topics such as personal, family, financial, legal, professional, addiction, lifestyle, nutrition, health and wellness matters. This program is free and available to the former Member's spouse and dependants for up to 12 months following the death of the Member. For more information, contact Occupational Health, Safety and Environment.

Relocation benefit: Relocation costs of the deceased Member's personal effects from one of the Member's residences to the other (e.g. from the Member's secondary residence to the primary residence) are considered eligible expenses. All claims for relocation expenses must be submitted with original receipts within 12 months following the Member's death. For more information regarding allowable relocation expenses, see section [5. Relocation](#) in the Members' Salary and Benefits chapter.

The Member's spouse and children (regardless of age), as well as a maximum of two additional travellers (family members or others), are entitled to two round trips to Ottawa to arrange for the move of the Member's household and personal effects. Transportation, accommodation, meal and incidental expenses will be reimbursed for a period not exceeding five days per trip. Transportation and accommodation expenses must be supported by original receipts, while meal and incidental expenses will be reimbursed based on the approved per diem rates. These entitlements are valid for 60 calendar days after the day of the Member's death. All claims must be submitted with original receipts within 12 months following the Member's death.

Other expenses: The family of a deceased Member requiring assistance with other types of expenses not mentioned in this section may contact the Chief Human Resources Officer (CHRO). Under the CHRO's direction, Human Resources Services will work directly with the family to assess specific needs.

Parliamentary Dining Room access: The Member's spouse, as well as the spouse's guests, continue to have access to the Parliamentary Dining Room and the cafeterias indefinitely.

3.2 Continuity of Service to Constituents

Following the death of a Member, the Whip of the former Member's party, or the Speaker in the case of an independent Member, becomes responsible for continuing services to constituents, overseeing day-to-day operations, and managing employees in the parliamentary and constituency offices until a new Member is elected. Standard office services already available (e.g. television, phones, computers, and network and Internet access) continue. The following resources are affected:

- **Employees:** To ensure the continuity of service to constituents, up to two regular employees may be retained for the period starting on the day of the Member's death up to 60 calendar days following the by-election. The two employees may both be retained in either the parliamentary or constituency office, or one at each office. These employees are entitled to the benefits described in section [3.6 Employees](#) in this chapter, except that the Separation Entitlement will start as of the day of the by-election. Prior to the by-election, the Whip or the Speaker is responsible for these employees.

The Whip or the Speaker will terminate the employment of other regular employees within 10 working days following the day of the Member's death. Upon termination, these employees will be entitled to the Separation Entitlement outlined in section 3.6 Employees in this chapter.

- **Budget:** Salary and operating costs required to provide services to constituents are charged against the Member's Office Budget, as authorized by the Whip or the Speaker.
- **Travel:** During the period between the date of the Member's death and the date of the by-election, the Whip or the Speaker may use up to five regular trips between the constituency and Ottawa and claim accommodation, meal and incidental expenses. The Whip or the Speaker may allocate some or all of these trips to eligible employees.

Travel expenses incurred by employees who are retained by the Whip or the Speaker following the Member's death may also be charged to the Member's Office Budget until the date of the by-election.

- **TeleCanada calling card:** The Whip or the Speaker will be issued a new TeleCanada calling card and personal identification number (PIN) for long-distance calls while away from the parliamentary and constituency offices, until the date of the by-election.
- **Services:** Following the Member's death, the following services continue but some services will require the Whip's or the Speaker's authorization:
 - postal services;
 - printing, photocopy or bindery services (other than for householders, ten percenters, and Christmas and holiday greeting cards);
 - translation services; and
 - Library of Parliament consultation services for work-related purposes.

3.3 Offices

The parliamentary and constituency offices will be operated under the direction of the Whip or the Speaker, as the case may be, until a by-election is held. The Whip or the Speaker will be responsible for the following:

- **Offices:** Since the House Administration is not party to the following contracts, the Whip's office should contact Financial Management Operations so that it may assist with the transfer of contracts, therefore ensuring a smooth transition and minimizing penalties.
 - **Leases:** The office lease will automatically be assigned to the Whip or the Speaker. For more information, see section [4.3 Office Leases](#) in the Offices chapter.

In the event that the lease must be terminated by the Whip or the Speaker and that the lease agreement does not include the mandatory termination clauses, payments will only be made for the 12-month period from the lease's start date or from its most recent anniversary. The maximum amount reimbursable by the House Administration is 12 months' rent. The former Member's estate is responsible for any costs in excess of this amount.

- **Utilities:** Following the Member's death, office utilities become the responsibility of the Whip or the Speaker. The Whip or the Speaker must contact utility companies (for oil,

natural gas, propane, electricity, water, water tanks, etc.) and transfer the accounts to their name.

- **Contracts:** All other contracts terminate as of the date of the Member's death. If the mandatory termination clauses were omitted from a contract, the former Member's estate becomes responsible for any early termination costs. For more information, see the [Contracts](#) chapter.
- **Petty cash:** Following the Member's death, a final office expense claim must be submitted to Financial Management Operations. The unspent balance of the Member's petty cash will be deducted from any monies owed by the House to the former Member's estate.
- **House assets:** All parliamentary and constituency office furniture, furnishings and equipment provided by the House of Commons or charged to any budget remain the property of the House and must not be removed from the Member's offices. These assets include purchased equipment and material such as computers, fax machines, wireless devices, tablets, portable GPS devices, books, reference materials, televisions, radios and video cassette recorders.

After the Member's death, no new furniture or equipment may be purchased for the constituency offices until a new Member is elected.

Individuals or groups may purchase a replica of the Member's chair in the Chamber at replacement cost, plus applicable taxes. For more information, contact Tenant Operations Services Centre.

- **Computers and peripherals:** The House Administration will ensure that all data on office computers is deleted. All computers and peripheral equipment (e.g. computers, laptops, tablets, wireless devices, fax machines, modems and printers), as well as supporting infrastructure, must be kept securely in their current location or be returned to the parliamentary or constituency office. For more information, contact the IT Service Desk.
- **Leased equipment:** The Whip or the Speaker must contact the suppliers of all leased equipment and either cancel the contracts or transfer them to their name. Expenses incurred up to 30 calendar days after the date of the Member's death will be reimbursed. The former Member's estate is responsible for any expenses incurred beyond this period. For assistance in returning equipment, contact Materiel and Contract Management.
- **Websites:** If the former Member had a designated website, the last monthly hosting fee chargeable to the Member's Office Budget will include the day of the Member's death. The Whip or the Speaker will have 30 days after the Member's death to cancel the website hosting services and charge the cancellation fees to the Member's Office Budget.
- **Internet in the residence:** The last monthly service fee chargeable to the Member's Office Budget will include the day of the Member's death. After this last charge, Internet service fees in the residence will become a personal expense. If the Internet service is cancelled, the cancellation fees, if applicable, may be charged to the Member's Office Budget within 30 days of the day of the Member's death.

- **Fax in the residence:** The fax line and service used in the Member's residence will be cancelled 17 calendar days after the day of the Member's death. Materiel and Contract Management will arrange for the return of the fax machine at the earliest appropriate moment, if applicable.
- **Personalized stationery:** In order to avoid their unauthorized use, official letterhead, franked envelopes and other personalized materials must be safely disposed of in the parliamentary and constituency offices. For more information, see the [File Storage and Disposal](#) section in the Services chapter.

3.4 Services

The following resources and services are affected by the death of a Member:

- **Postal privileges:** Free mailing privileges, including the special bulk rate per kilogram set by Canada Post, end 10 calendar days following the day of the Member's death.
- **Printing:** Members' entitlements for printing householders, ten percenters, and Christmas and holiday greeting cards cease upon the Member's death.
- **TeleCanada calling cards:** These cards are cancelled 17 calendar days after the Member's death.
- **Training:** The Member's spouse is no longer entitled to second language training offered by the House of Commons following the Member's death.

3.5 Travel

All travel allowances cease on the day of the Member's death.

- **Tickets:** All unused airline or railway tickets issued to former Members, their designated traveller, dependants or employees must be returned to Members' Travel Services as soon as possible.
- **Travel Status Expenses Account:** Any outstanding claims for accommodation, meal and incidental expenses incurred by the Member should be submitted within 60 days following the day of the Member's death.
- **Rail travel:** All travel privileges from VIA Rail Canada for the Member's spouse and dependants cease on the day following the Member's death.
- **Flight passes:** The Member's estate must reimburse the House of Commons for the cost of any unused flight pass segments for the Member or any authorized traveller.

For more information related to travel to attend the funeral of a Member, see section [12. Travel for Special Circumstances](#) of the Travel chapter.

3.6 Employees

The employees of a Member who dies while in office may be eligible for the following benefits upon termination of their employment. For more information, contact Pay and Benefits.

Separation Entitlement

- **Members' regular employees:** When their employment is terminated because the Member dies while in office, regular employees will continue to receive an amount equal to their salary for 60 calendar days starting the day following the Member's death, or within 10 working days as determined by the party Whip, or the Speaker in the case of an independent Member. If, during the 60-day period, the employee receives any income paid out of the Consolidated Revenue Fund as an employee or a contractor, the employee must advise Pay and Benefits and the Separation Entitlement will cease on the date of that appointment. This entitlement is paid from the House Administration central budget.
- **Short-term employees:** When their employment is terminated because the Member dies while in office, short-term employees will continue to receive an amount equal to their salary for 60 calendar days or until the end of their term of employment, whichever comes first, starting the day after the Member's death. If, during this period, the short-term employee receives any income paid out of the Consolidated Revenue Fund as an employee or a contractor, the employee must advise Pay and Benefits and the Separation Entitlement will cease on the date of that appointment.
- **On-call employees:** These employees are not eligible for the Separation Entitlement and are immediately terminated.

Severance Entitlement

- **Regular employees:** The regular employees of a Member who dies while in office are entitled to two weeks' pay for their first completed year of continuous employment and one week's pay for each succeeding completed year of continuous employment to a maximum of 28 weeks upon termination.

Severance is calculated on the basis of the employee's current salary. It will be reduced by any period in respect of which the employee was previously granted severance pay, retiring leave or a cash gratuity in lieu thereof. Time spent on maternity or parental leave counts as continuous employment for the calculation of severance pay. Severance payments are prorated for part-time employees. Severance is paid by the House Administration central budget.

- **Short-term and on-call employees:** These employees are not eligible for the Severance Entitlement.

Maternity and parental leave: If the maternity or parental leave of an eligible employee was approved prior to the Member's death, the employee is entitled to the maternity or parental allowance provided that the employee begins the leave before or within 60 calendar days following the day of the Member's death. The employee will have the option of receiving the remaining applicable weeks of maternity and/or parental allowance or the Separation Entitlement, whichever is more beneficial to the employee.

Sick leave: Accumulated sick leave lapses the day following the day of the Member's death. Accumulated sick leave is not payable upon termination of employment. However, if there is no break in service, an employee who transfers to another Member's office or another federal government department or agency may transfer accumulated sick leave.

This page is intentionally left blank.

13. DISSOLUTION OF PARLIAMENT

1. Introduction	13-2
2. Election Expenses.....	13-2
3. Salary and Benefits	13-3
4. Member’s Office Budget.....	13-4
4.1 Expenses.....	13-4
5. House Officer’s Office Budget.....	13-5
6. National Caucus Budgets	13-6
7. Travel	13-6
8. Services and Offices	13-7
8.1 Services.....	13-7
8.2 Offices.....	13-8
9. Employees.....	13-9

1. Introduction

This chapter should be read in conjunction with section [2. Governing Principles](#) in the Governance and Principles chapter. This chapter describes the impacts of dissolution on the following:

[Election Expenses](#)

[Salary and Benefits](#)

[Member's Office Budget](#)

[House Officer Office Budget](#)

[National Caucus Budgets](#)

[Travel](#)

[Services and Offices](#)

[Employees](#)

For information regarding Members who do not seek re-election, see section [5. Members Not Seeking Re-election](#) in the Elections chapter. For information regarding Members who resign, see section [2. Resignation of a Member](#) in the Resignation or Death of a Member chapter.

For more information about closing Members' offices, see the *Source* website.

2. Election Expenses

In accordance with the [Canada Elections Act](#), election expenses must be accounted for from the day that the Chief Electoral Officer issues the writs (i.e. the day that Parliament is dissolved) to the day of the general election. The Act requires that election expenses be declared to the Chief Electoral Officer. Election expenses are funds used to directly promote or oppose the campaign of a candidate or party. For more information, contact Elections Canada.

It is important to clarify that the re-election of Members is not considered to be within the exercise of their parliamentary functions. Therefore, any of the resources provided to Members by the House of Commons to support them in the discharge of their parliamentary functions must not be used for election purposes. These resources include, but are not limited to, householders, parliamentary and constituency office space, office materials and supplies, telecommunications and wireless equipment and services, employees paid from the Consolidated Revenue Fund, postal services, photocopy and translation services, travel resources, website and network services, and budget commitments, especially advertising expenses. Members or House Officers who use these resources for election purposes must personally reimburse the equivalent dollar value to the House of Commons, and more importantly, may be found to be non-compliant with the [Members By-law](#) and therefore subject to any remedies deemed appropriate by the Board of Internal Economy.

If Elections Canada determines, after an investigation, that the resources provided by the House of Commons were used for election purposes (e.g. to promote the campaign of the candidate or the candidate's party, or oppose the campaign of another candidate or party), it will remain the Member's sole responsibility to demonstrate that these resources were not used for such purposes.

3. Salary and Benefits

Sessional allowance: The Member's sessional allowance will continue to be paid during the dissolution period.

House Officers' additional salaries: As per the [Parliament of Canada Act](#), the additional salaries of the Speaker and the Deputy Speaker continue during the dissolution period. The additional salaries of the following House Officers cease at midnight (Eastern Time) on the day of dissolution:

- Leaders of opposition parties;
- House Leaders of the opposition parties;
- Chief Whips of all parties;
- Deputy Chair of the Committees of the Whole House;
- Assistant Deputy Chair of the Committees of the Whole House;
- Parliamentary Secretaries;
- Deputy House Leaders;
- Deputy Whips;
- Caucus Chairs;
- Chairs of standing, special, standing joint and special joint committees; and
- Vice-Chairs of standing, special, standing joint and special joint committees.

Pension entitlements: Contributions will continue to be deducted during the dissolution period, as this period counts as pensionable service. For more information about retirement benefits for Members, see the *Source* website or contact Pay and Benefits.

Insurance benefits: Health and dental care coverage continue during the dissolution period. For more information about insurance benefits for Members, see the *Source* website or contact Pay and Benefits.

Employee and Family Assistance Program: This program provides confidential and voluntary counselling services on a broad range of topics such as personal, family, financial, legal, professional, addiction, lifestyle, nutrition, health and wellness matters. This program is free and available to Members, their spouses, their dependants and their employees during dissolution. For more information, contact Occupational Health, Safety and Environment.

4. Member's Office Budget

Members may continue to use their Member's Office Budget and petty cash during the dissolution period, subject to the rules outlined in the [Budgets](#) chapter. Resources provided to Members to support them in the discharge of their parliamentary functions may not be used for election purposes at any time. If this should happen, the House of Commons must be reimbursed the equivalent dollar value.

4.1 Expenses

Contracts: Members may not enter into any new contracts during the dissolution period, including office leases or equipment leases. All contracts that came into effect before the date of dissolution can continue, but may not be extended during the dissolution period. For more information, see the [Contracts](#) chapter. For the impacts of an election on contracts, see the [Elections](#) chapter.

Advertising: In accordance with the provisions of the [Canada Elections Act](#), Members are not allowed to use their Member's Office Budget to advertise from the day of dissolution up to and including the day of the election. Members should review and cancel their advertising commitments. Members are personally responsible for the cost of all advertisements during the dissolution period, including prior advertising commitments that cannot be cancelled.

Office furniture, computers and equipment: Members may not purchase any office furniture, computers or equipment nor charge them to their Member's Office Budget during the dissolution period. Under exceptional circumstances, Members should contact Materiel and Contract Management.

Smartphones and tablets: Members may continue to use their smartphones and tablets in support of their parliamentary functions only. If they use their wireless devices for election purposes, Members must reimburse the House for the costs incurred.

Postage: During the dissolution period, Members may charge up to \$500 to their Member's Office Budget for the purchase of stamps for letter mail and courier services. Original receipts must be provided. Registered mail services may not be used during the dissolution period. The sale of postage stamps, money orders and parcel wrapping continues throughout the dissolution period.

Websites: During the dissolution period, Members do not need to disable their designated websites; however, Members are personally responsible for the content of their websites and related costs, which may or may not be considered election-related expenses by Elections Canada. No expenses related to any websites, including the Member's designated website, may be charged to the Member's Office Budget during the dissolution period since they are considered personal expenses. If the Member's website is hosted on a server provided by the House, the Member must transfer the website to the server of a commercial Internet service provider within 10 days of the dissolution of Parliament.

Domain name: During the dissolution period, domain name purchases may not be charged to the Member's Office Budget. No domain name previously purchased as a charge against the Member's Office Budget may be used for election purposes.

Training: Training which began before the date of dissolution and that were charged to the Member's Office Budget may be completed at the Member's discretion. However, no new training may be taken during the dissolution period. In the event that the Member ceases to be a Member, all training must be completed by election day.

Interpretation services: During the dissolution period, the cost of interpretation services may not be charged to the Member's Office Budget.

Airport lounges: During the dissolution period, annual membership fees for the use of airport lounges by Members and their designated traveller may not be charged to the Member's Office Budget.

5. House Officer's Office Budget

Presiding officers: To ensure continuity in the administration of the House of Commons during the dissolution period, the budget of the Speaker and the Deputy Speaker continue until a new Speaker and a Deputy Speaker are elected. If a new Speaker or Deputy Speaker is elected, the budget is prorated based on the number of days from the day of their election until the end of the fiscal year (March 31).

The budgets of the Deputy Chair and the Assistant Deputy Chair of the Committees of the Whole House cease as of the day of dissolution.

House Officers: During the dissolution period, the budgets of the Leaders and House Leaders of opposition parties and of all Chief Whips may be used to carry out their parliamentary functions, which never include election-related activities.

The National Caucus Chair Office Budgets cease as of the day of dissolution.

For more information regarding the impacts of an election on these budgets, see section [6. House Officers and Recognized Parties](#) in the Elections chapter.

Expenses: The following expenses are impacted during the dissolution period:

- **Contracts:** House Officers may not enter into new contracts during the dissolution period.
 - **Professional services:** All contracts for professional services cease as of the day of dissolution.
 - **Other contracts:** Other contracts for goods and services that came into effect before the date of dissolution can continue, but may not be extended during the dissolution period.

For more information, see the [Contracts](#) chapter. For the impacts of an election on contracts, see the [Elections](#) chapter.

- **Postal services**
 - **House Officers' postal expenses:** During the dissolution period, Opposition House Leaders and Chief Whips may charge up to \$500 to their House Officer's Office Budget for the purchase of stamps for letter mail and courier services. Original receipts must be provided. Registered mail services may not be used during the dissolution period.
 - **Party Leaders' postal expenses:** During the dissolution period, Party Leaders' offices may charge to their office budget no more than the equivalent of \$50 for each Member in their caucus at the time of dissolution to buy stamps for letter mail and courier services. Original receipts must be provided. Registered mail services may not be used during the dissolution period.

6. National Caucus Budgets

Research offices: During the dissolution period, the Member responsible for the research office may continue to use the research office budget for allowable expenses. Under no circumstances may any House resources be used for election purposes. Research office employees are limited to administrative activities such as to closing files and other matters related to the previous Parliament. For more information, see section [4. National Caucuses Research Office](#) in the House Officers and Recognized Parties chapter.

Other budgets: The National Caucus Meetings Budget, the Information Technology Budget and the Caucus Translation Service Budget cease as of the day of dissolution.

For more information regarding the impacts of an election on these budgets, see section [6. House Officers and Recognized Parties](#) in the Elections chapter.

Contracts: No new contracts may be entered into during the dissolution period.

- **Professional services:** All contracts for professional services cease as of the day of dissolution.
- **Other contracts:** Other contracts for goods and services that came into effect before the date of dissolution can continue, but may not be extended during the dissolution period.

For more information, see the [Contracts](#) chapter.

7. Travel

As of the date of dissolution: All entitlements under the Travel Points System cease. Members may no longer claim expenses for travel within their constituency or the province or territory in which their constituency is located. House Officers may no longer charge employees' travel expenses against the annual hospitality limit of their House Officer's Office Budget. Any trips made under the Travel Points System that are only partially completed at the time of dissolution should be completed or terminated as soon as possible. Claims for trips taken prior to dissolution should be submitted and will be charged to the appropriate budget. Members' Travel Services must be informed of any unused airline tickets as soon as possible.

During the dissolution period: Members are entitled to the equivalent of one round trip per week or portion thereof between Ottawa and their constituency chargeable to a House of Commons central budget. Travel must be in support of carrying out their parliamentary functions and not election-related activities. Members may claim accommodation and per diem expenses and charge them to their Travel Status Expenses Account.

Members may allocate these return trips to their designated traveller or dependants. Members may allocate up to three of these return trips to their eligible employees. All travel regulations regarding employees' travel remain in effect, including purpose of travel, class of travel, kilometre rate and per diem rates.

A maximum of two weeks' accommodation and per diem expenses per trip may be charged to the Member's Office Budget. Original receipts are required for reimbursement. Members may continue to use Members' Travel Services.

Rail travel: All travel privileges from VIA Rail Canada remain in effect until the Member ceases to be a Member. Any unused rail tickets must be returned to VIA Rail Canada as soon as possible.

8. Services and Offices

8.1 Services

Certain services provided to Members are impacted during the dissolution period, including:

[Office supplies](#)

[Printing services](#)

[Franking privileges](#)

[Training](#)

[Translation](#)

[Food Services](#)

[Library of Parliament](#)

Office supplies: These may be ordered during the dissolution period for routine office needs, but may not be used for election purposes.

Printing services

- **Householders, ten percenters and personalized stationery:** These items will not be printed during the dissolution period. Any outstanding requests with Printing and Mailing Services will be cancelled and returned to the Member's parliamentary office.
- **Photocopying:** Correspondence received in the parliamentary office that must be forwarded to the constituency office may be photocopied during the dissolution period.

Franking privileges

- Franking privileges and the special bulk mailing rate end 10 calendar days after Parliament is dissolved. The 10-day period begins at 12:01 a.m. the day following dissolution and ends at midnight on the 10th day. For a list of current rates, see the [Schedule of Rates](#) in the Budgets chapter.
- The Speaker's franking privileges continue through the dissolution period.

Training

- **Language training** courses for Members and their spouses that began before the date of dissolution may be completed. However, no new training may begin during the dissolution period. For Members' employees, language training courses are suspended as of the day of dissolution.

- **Training courses provided to Members' employees by the House Administration**, such as computer software training, are suspended as of the day of dissolution, but may resume following the election. Training that began before the day of dissolution will end on that day. New nominations for training participants will be required from Members after the election.

Translation: During the dissolution period, Members may request the translation of letters, received from or to be sent to constituents, into either official language or other languages in support of their parliamentary functions. However, all other translation services end 10 calendar days after Parliament is dissolved (this period begins at 12:01 a.m. the day following dissolution and ends at midnight on the 10th day). Translation services resume on the day that notice of the Member's election is confirmed by the Chief Electoral Officer in the *Canada Gazette*.

Food Services: During the dissolution period, all services offered by the Parliamentary Dining Room are discontinued. Cafeterias, canteens and catering services operate on a revised schedule.

Library of Parliament: The Library of Parliament operates on an adjournment schedule during the dissolution period. For more information, contact the Library of Parliament.

8.2 Offices

Parliamentary office: Members' parliamentary offices remain open to ensure continuity of service to constituents during the dissolution period. The following restrictions come into effect during the dissolution period:

- **Office furniture, computers and equipment:** Requests for office furniture, furnishings, multi-functional devices, computers and equipment, except those required on an emergency basis, will not be filled until after election day.
- **Computers, Parliamentary Precinct Network, and television services**
 - **Computers:** All computers, peripherals and portable devices can be used during the dissolution period, but must remain in the parliamentary office. Members are responsible for backing up and managing the data contained in their office computers. For more information, contact the IT Service Desk.
 - **Web servers:** The web servers provided to recognized parties for their research office are disconnected 10 calendar days after the dissolution of Parliament. For more information, contact the IT Service Desk.
 - **Parliamentary Precinct Network and Parliamentary Television Network:** These networks are available during the dissolution period.

Constituency office: During the dissolution period, Members may not use their constituency offices to promote their re-election, support a candidate or political party, or facilitate the internal organization of political parties. However, the offices may remain open to ensure continuity of service to constituents.

9. Employees

Members, House Officers and research offices hire employees to help them carry out of their parliamentary functions. As a result, during the dissolution period, these employees must perform any election-related work outside their normal working hours (e.g. in the evenings, on weekends, while on compensatory or unpaid leave) and not in the parliamentary or constituency offices. Employees may take a paid or unpaid leave of absence during the dissolution period. Leave requests must be promptly submitted in writing to Pay and Benefits.

Employees of House Officers and research offices who continue to work during the dissolution period may not provide any services to any constituents of any Members and are limited to performing administrative activities related to:

- any contracts for goods and services entered into before the date of dissolution; and
- the closing of files and other matters related to the previous Parliament, including internal office administration and the organization of paper and electronic files.

In accordance with the [Canada Elections Act](#), no employees can undertake or be perceived to undertake any election-related activities. If Elections Canada determines, after an investigation, that the resources provided by the House of Commons were used for election purposes (e.g. to promote the campaign of the candidate or the candidate's party, or oppose the campaign of another candidate or party), it will remain the Member's sole responsibility to demonstrate that these resources were not used for such purposes.

During the dissolution period, under no circumstances, retroactive or otherwise, may Members, House Officers and research offices increase their employees' salaries nor may they compensate their employees in any way for any election-related work using House funds.

During the dissolution period, Members may hire short-term employees to help them carry out their parliamentary functions and to replace regular employees at the same or at a lower rate of pay. Members may not extend the employment of any term employee beyond the day before the election. House Officers and research offices may not hire new employees or extend the employment of any term employee.

For more information on the impacts of a dissolution and a general election on employees of House Officers and research offices, see section [7. Employee Departures](#) in the Employees chapter or contact Pay and Benefits.

This page is intentionally left blank.

14. ELECTIONS

1. Introduction	14-2
2. Newly Elected Members	14-2
3. Re-elected Members	14-5
4. Members Not Re-elected.....	14-6
4.1 Members' Salary and Benefits	14-7
4.2 Resettlement Allowance	14-8
4.3 Budgets.....	14-9
4.4 Travel.....	14-11
4.5 Services.....	14-11
4.6 Offices.....	14-12
4.7 Employees	14-14
5. Members Not Seeking Re-election	14-15
5.1 Members' Salary and Benefits	14-16
5.2 Resettlement Allowance	14-17
5.3 Budgets.....	14-18
5.4 Travel.....	14-19
5.5 Services.....	14-19
5.6 Offices.....	14-20
5.7 Employees	14-22
6. House Officers and Recognized Parties	14-23
Appendix: Budget Formula Following a General Election for House Officers and National Caucuses Research Office	14-25

1. Introduction

Members' salaries, benefits, budgets, services, travel allowances, employees and contracts are impacted by elections and when a Member does not seek re-election. This chapter should be read in conjunction with section [2. Governing Principles](#) in the Governance and Principles chapter.

This chapter describes the impacts of an election on:

[Newly Elected Members](#)

[Re-elected Members](#)

[Members Not Re-elected](#)

[Members Not Seeking Re-election](#)

[House Officers and Recognized Parties](#)

Many of the allowances and services mentioned above are also affected by the dissolution of Parliament. For more information, see the [Dissolution of Parliament](#) chapter.

2. Newly Elected Members

In order to carry out their parliamentary functions, Members are provided with a budget, services, travel allowances, an equipped office in the parliamentary precinct, and resources to establish an office in their constituency. This section should be read in conjunction with section [2. Governing Principles](#) in the Governance and Principles chapter.

This section includes:

[Members' salary and benefits](#)

[Budgets](#)

[Travel](#)

[Relocation benefit](#)

[Websites](#)

[Domain names](#)

[Wireless devices](#)

[Services](#)

[Parliamentary office](#)

[Constituency office](#)

Members' salary and benefits: Newly elected Members receive a sessional allowance starting on the date of their election, as certified in the appropriate writ issued by the Chief Electoral Officer. To apply for insurance, health and dental care coverage or for information about salary and pension, contact Pay and Benefits. The [Members' Salary and Benefits](#) chapter and the [House Officers and Recognized Parties](#) chapter also provide details about these plans and entitlements.

Budgets: Newly elected Members are provided with their own Member's Office Budget to pay employee salaries, professional service contracts, operating and travel expenses, and other expenses, as determined by the Board of Internal Economy. This budget is prorated based on the number of days from the date of the election to the end of the fiscal year (March 31). If the constituency is eligible for the Elector Supplement, the budget may be adjusted upward or downward once the Final Lists of Electors are published by the Chief Electoral Officer after the general election. The Elector Supplement remains in effect for the duration of a parliament. For more information, see the [Budget](#) chapter.

Travel: Members are provided with resources to travel between Ottawa and their constituencies, within their constituencies, and on parliamentary business elsewhere in Canada. Newly elected Members receive prorated travel resources, such as travel points and the Travel Status Expenses Account, based on the number of days from the date of the election to the end of the fiscal year (March 31). For more information, see the [Travel](#) chapter.

Relocation benefit: Members may establish a secondary residence in the National Capital Region (NCR), once, at any time following their election to the House of Commons. Members may relocate back from the NCR to a residence in Canada, outside the NCR, within one year of ceasing to be a Member. For more information, contact Materiel and Contract Management or see section [5. Relocation](#) in the Members' Salary and Benefits chapter.

Websites: Members may designate a website to be used in advertisements, promotional items, ten percenters, householders, letterhead and personalized stationery. For more information, see section [6. Websites and Domain Names](#) in the Expenses chapter.

Domain names: Members may purchase domain names to protect their identity, but only one can be designated for use in all communications material under the website policy. For more information, see section [6. Websites and Domain Names](#) in the Expenses chapter.

Wireless devices: Members are allowed to purchase up to five wireless devices such as smartphones and cell phones, including five monthly voice and data plans, applicable monthly fees, air time, long-distance charges, and features such as messaging, voice mail, access fees and 911 services. Members may also purchase standard accessories such as chargers, car chargers, holsters, ear buds and headsets. Wireless devices and all related expenses are charged to the Member's Office Budget. All wireless devices must be procured through Telecommunications Services.

The cost of any applications or digital content downloaded on a smartphone, as well as non-standard accessories for any wireless devices is a personal expense for Members and employees of Members.

For more information, see section [5. Smartphones and Tablets](#) in the Expenses chapter.

Services

- **Postal privileges:** Free mailing privileges begin on the day that notice of the Member's election is published by the Chief Electoral Officer in the *Canada Gazette*.
- **Phones:** Members are provided with a standard suite of phone services for their parliamentary office and their primary constituency office.

- **Paper and envelopes:** Newly elected Members receive an allocation of paper and envelopes as a charge against the House Administration central budget. These allocations are prorated based on the number of days from the date of the election to the end of the fiscal year (March 31).

For more information on these services and other services provided to Members, see the [Services](#) chapter.

Parliamentary office: Members are provided with a fully equipped office in the parliamentary precinct as determined by their Whip. For more information, see section [3. Parliamentary Office](#) in the Offices chapter.

Constituency office:

- **Office assets:** Newly elected Members assume custody and use of constituency office furniture, computers, equipment and other furnishings from the previous Member. Members may acquire additional equipment, supplies and services for the constituency office as a charge to their Member's Office Budget, under certain conditions. In order to avoid significant termination costs, newly elected Members should not sign equipment leases extending beyond the date of the next general election.
- **Office selection, leases, moves and closures:** Members may establish one or more offices in their constituency. Newly elected Members may choose to use the office of the previous Member or select a new office. Newly elected Members who choose to use the previous Member's office must negotiate a new lease and send an original copy of the lease to Financial Management Operations as soon as possible. In order to avoid significant termination costs, newly elected Members should not sign office leases extending beyond the date of the next general election.

The selected constituency office must be a leased office space used exclusively to serve constituents and to carry out the Member's parliamentary functions.

The House Administration will pay all expenses associated with the move of the primary and secondary constituency offices within four months of the election, including the cost of relocating assets and setting up offices and equipment (e.g. phone and Internet services). The House Administration will also pay up to four months of storage for assets. Any moving, set-up or storage costs incurred after this period will be charged to the Member's Office Budget.

If the newly elected Member decides that a secondary constituency office is no longer required, the House Administration will pay the associated storage and moving costs, as well as phone and Internet cancellation fees, if these costs are incurred within four months of the election. If these costs are incurred after this period, they will be charged to the Member's Office Budget. Any cancellation fees incurred for utilities and office equipment will also be charged to the Member's Office Budget. Members must contact Materiel and Contract Management to discuss suitable options for the disposal of assets.

For assistance in coordinating an office move or disposing assets, contact Materiel and Contract Management. For more information about setting up Members' offices, see the [Source](#) website or the [Offices](#) chapter.

3. Re-elected Members

When Members are re-elected, most of their entitlements remain unaffected and most services are automatically reinstated. However, budgets and travel allowances are impacted by an election. Following a general election, the House Administration will advise Members in writing about their budgets and travel entitlements for that fiscal year. This section should be read in conjunction with section [2. Governing Principles](#) in the Governance and Principles chapter.

This section includes:

[Members' salary and benefits](#)

[Budgets](#)

[Employees](#)

[Travel](#)

[Services](#)

[Parliamentary office](#)

[Constituency office](#)

Members' salary and benefits: The sessional allowance, pension contributions and insurance benefits continue for re-elected Members. For more information, see the [Members' Salary and Benefits](#) chapter.

Budgets: Following a general election, re-elected Members are allocated the unspent portion of their annual Member's Office Budget until the end of the fiscal year (March 31). If the constituency is eligible for the Elector Supplement, the budget may be adjusted upward or downward once the Final Lists of Electors are published by the Chief Electoral Officer after the general election. The Elector Supplement remains in effect for the duration of a parliament.

Expenses incurred before the election may continue to be charged against the balance of the prorated Member's Office Budget. Claims must be submitted to Financial Management Operations promptly and no later than 90 calendar days after the election.

Since re-elected Members may continue to use their petty cash account during dissolution period, any unused funds of the account may be carried forward into the new Parliament.

Re-elected Members will be required to submit new delegation of authority forms.

For more information, contact Financial Management Operations.

Employees: There is no impact on the employees of re-elected Members.

Travel: Re-elected Members are allocated prorated travel points under the Travel Points System from the date of the election to the end of the fiscal year (March 31).

Members must declare their designated traveller and dependants as well as their primary and secondary residences at the beginning of the new Parliament. For more information, see the Travel chapter.

Re-elected Members will continue to use the unspent portion of their Travel Status Expenses Account until the end of the fiscal year.

Services: The services for re-elected Members will resume as follows:

- **Postal privileges:** Members' postal privileges resume on the day that notice of the Member's election is published by the Chief Electoral Officer in the *Canada Gazette*.
- **Householders:** Members are entitled to produce four householders during the remainder of the calendar year following the election. However, there must be a 30-calendar day interval between all householder printing requests.
- **Parliamentary Dining Room:** The dining room reopens on the first day of the new Parliament.
- **Paper and envelopes:** Re-elected Members may use the unspent portion of their paper and envelope allocations until the end of the fiscal year (March 31).
- **Other services:** Mail, messenger and translation services resume following the election.

For more information about these allocations, see the [Services](#) chapter.

Parliamentary office: Re-elected Members will be assigned an office in the parliamentary precinct as determined by their Whip.

Constituency office: All expenses associated with a move of the constituency office within the constituency, including the cost of relocating assets and setting up offices and equipment (e.g. phone and Internet services), will be charged to the Member's Office Budget. For assistance in coordinating an office move, contact Materiel and Contract Management.

4. Members Not Re-elected

This section describes the impacts of an election on the allowances and services provided to Members who are not re-elected in a general election.

This section includes:

[Members' Salary and Benefits](#)

[Resettlement Allowance](#)

[Budgets](#)

[Travel](#)

[Services](#)

[Offices](#)

[Employees](#)

4.1 Members' Salary and Benefits

Salary and allowances: The Members' sessional allowance and any additional salaries or allowances, as applicable, are paid up to and including the day of the election or, in the event of a judicial recount, as of the date of receipt of the certificate by Elections Canada. Final payment of the sessional allowance is made within 30 calendar days following the date of the general election. For more information, contact Pay and Benefits.

Retirement benefits: Members may be entitled to a retirement or withdrawal allowance:

- **Retirement allowance:** Contributions made under the *Members of Parliament Retiring Allowances Act* cease as of election day for Members who are not re-elected. Members may be entitled to an immediate or deferred retirement allowance, depending on their age and length of service.
- **Withdrawal allowance:** Upon ceasing to be a Member, Members who have contributed to the retirement accounts (the Members of Parliament Retiring Allowances and the Members of Parliament Retirement Compensation Arrangements) for a period of less than six years will receive a withdrawal allowance. This allowance is a lump sum payment equal to the total amount of the contributions paid by the Member, plus interest.

Severance allowance: Members who are not re-elected may be entitled to a severance allowance. For more information about Members' retirement benefits, see the *Source* website or contact Pay and Benefits.

Insurance benefits: All life insurance, health and dental care plans are affected when a Member is not re-elected. For more details about Members' insurance benefits, see the *Source* website or contact Pay and Benefits.

Employee and Family Assistance Program: This program provides confidential and voluntary counselling services on a broad range of topics such as personal, family, financial, legal, professional, addiction, lifestyle, nutrition, health and wellness matters. Members who are not re-elected are entitled to use this program for up to six months following the election. For more information, contact Occupational Health, Safety and Environment.

Relocation benefit: If the former Members establish a residence in the National Capital Region (NCR) following their election to the House of Commons, but are not re-elected, they may relocate back from the NCR to a residence in Canada, outside the NCR, within one year of ceasing to be a Member. For more information, contact Materiel and Contract Management or see section [5. Relocation](#) in the Members' Salary and Benefits chapter.

Parliamentary Dining Room access: Members who are not re-elected, as well as their spouses and guests, continue to have access to the Parliamentary Dining Room and the cafeterias in the parliamentary precinct.

4.2 Resettlement Allowance

Members who are not re-elected are entitled to resettlement allowance to help them re-establish themselves.

Members who are not re-elected may use up to \$15,000 for the following:

- financial, retirement and re-employment counselling, as well as outplacement services, if started and completed within 12 months of a general election; and
- education or training, including language training, and reasonable expenses required by the course, if started and paid for within 12 months of a general election. (These courses can end after this 12-month period.)

Members should contact Financial Management Operations before making any commitments or incurring any expenditure under this entitlement. These costs must be incurred in Canada with a recognized firm or organization. For firms or institutions to be recognized by the House of Commons for payment of fees, the following conditions must be met:

- The selected firm or institution must have a business address, a publicly listed phone number and its own official letterhead.
- Rates charged to the former Member must be no greater than those normally charged by the firm or institution to its other customers for similar work.
- There must be an arm's length relationship between the former Member and the selected firm or institution.
- No remuneration can be earned by the former Member from the firm or institution with respect to the contract, nor can the former Member at any time directly or indirectly retain any portion of the amount paid by the House under this arrangement.
- The education or training referred to below must be in a field or endeavour related to the vocation that the former Member is intending to pursue.

Also,

- Financial, retirement, re-employment counselling and outplacement service firms must be registered federally or provincially or hold membership in a professional association.
- Recognized educational or training institutions must issue official receipts for tuition or registration fees for income tax purposes. They must also be under written contract with the former Member, permitting the Member to work on-site and receive on-the-job instruction, tutoring, training or supervision so that the Member can update or acquire skills (e.g. teaching, legal, accounting, engineering and trade skills).

Members who are not re-elected may also claim the following expenses:

- long-distance phone calls within Canada;
- postal services;

- temporary help agencies for typing, secretarial or clerical services;
- stationery and office supplies; and
- commercial accommodations, meals and incidentals at an approved per diem rate when the former Member is at, in transit to, or returning from a location that is more than 100 kilometres from the Member's previously declared primary residence.

For current per diem rates, see the [Schedule of Rates](#) in the Budgets chapter.

Members may not claim expenses for the following:

- accommodations, meals and incidentals if related expenses were reimbursed by another source, or the Member did not personally incur the expenses;
- the acquisition of assets such as computers, peripherals, office furniture and equipment; and
- the registration of a domain name and other services for any website including their designated website.

Tax implications: The reimbursement of educational and training costs is a taxable benefit. However, the reimbursement of counselling fees for mental, physical, re-employment or retirement purposes is not a taxable benefit.

Reimbursement process: Members must complete the *Resettlement Expense Claim* form and submit it with original receipts to Financial Management Operations.

- For courses, claims must be submitted promptly after the expense is incurred and no later than 90 calendar days after the course end date. Proof of payment and of completion are required.
- For all other expenses, claims must be submitted promptly after the expense is incurred and no later than 15 months after a general election.

For more information or a copy of the form, contact Financial Management Operations.

Resettlement travel: During the 12 months following a general election, Members who are not re-elected are entitled to up to four round trips in Canada (economy class, without stopover) for resettlement purposes. Reasonable travel expenses will be reimbursed. The forms *Resettlement Expense Claim - Travel Expenses* and *Resettlement Expense Claim* must be used to submit expenses. Original receipts and the purpose of travel must also be provided.

4.3 Budgets

Expenses incurred before the election will continue to be charged against the balance of the former Member's Office Budget. Claims must be submitted to Financial Management Operations promptly and no later than 90 calendar days after the election. For more information, contact Financial Management Operations.

Closing of Members' offices and operations: For the purpose of completing outstanding parliamentary business and closing the parliamentary and constituency offices, Members who are not re-elected may charge the following reasonable costs, if incurred in Canada within 30 calendar days following the election, against their former Member's Office Budget:

- termination costs for constituency office leases (for more information, see section [4.6 Offices](#) in this chapter);
- termination costs for secondary residence leases;
- costs of existing agreements for office equipment rentals and associated costs, including termination costs (for more information, see section [4.6 Offices](#) in this chapter);
- costs for temporary administrative support while closing offices;
- costs for janitorial and shredding services;
- costs for postal and courier services (for more information, see section [4.5 Services](#) in this chapter);
- costs for the local transportation of office files; and
- eligible costs for accommodations, per diem and transportation by the most economical and direct means of travel within the constituency for former Members and their regular employees in order to close the constituency offices.
- eligible costs for accommodations and per diem for former Members while in the NCR in order to close their parliamentary office.

For more information on travel allowances following a general election, see section [4.4 Travel](#) in this chapter.

If the balance of the former Member's Office Budget is insufficient to pay for these costs, former Members may charge up to an additional \$12,000 against their former Member's Office Budget, with the pre-approval of the Chief Financial Officer.

Former Members must submit claims for these costs within 90 calendar days after election day. To expedite the reimbursement process, former Members are strongly encouraged to submit their claims through the Financial Portal while they still have access. Once they lose access to the Financial Portal, they can submit their claims directly to Financial Management Operations. For more information, contact Financial Management Operations.

For more information about closing Members' offices or completing outstanding parliamentary business, see the *Source* website.

Petty cash: Members who are not re-elected must submit a final claim for office expenses incurred up to the day of the election to Financial Management Operations. They must also send a cheque payable to the Receiver General for Canada for the unspent petty cash balance within 30 calendar days following the election.

Contracts: All contracts terminate on election day. Members who are not re-elected must advise contractors that their contracts are cancelled. If the mandatory termination clauses were omitted from a contract, the former Member will be held personally responsible for any early termination costs. For more information, see the [Contracts](#) chapter.

4.4 Travel

Members' travel allowances in effect during the dissolution period end at midnight the day before the election. Any outstanding claims for accommodations, meals and incidentals incurred prior to the election must be submitted to Financial Management Operations within 30 calendar days following the election. All unused airline or railway tickets issued to former Members, their designated traveller, dependants or employees must be returned to Members' Travel Services as soon as possible. Former Members must reimburse the cost of any unused flight pass segments to the House of Commons.

Post-election: Members who are not re-elected will be personally responsible for any travel expenses incurred as of election day. However, former Members are entitled to the equivalent of up to two economy class return trips (no stopovers) between their constituency and Ottawa within 30 calendar days following the election in order to close their offices and operations. Former Members may also claim accommodation (secondary residence or hotel, as applicable) and per diem expenses incurred within these 30 days. The designated traveller and dependants will each be reimbursed for transportation costs for the equivalent of up to two return trips between Ottawa and the constituency within 30 calendar days following the election. Under no circumstances will ministerial travel be reimbursed.

Constituency travel: Since Members who are not re-elected must close their constituency offices within 30 calendar days following the election, they may claim expenses for accommodations, per diem and transportation (most economical and direct means of travel) within the constituency for themselves and their regular employees within 30 calendar days following the general election, subject to current conditions on travel.

Former Members must submit their travel claims to Financial Management Operations promptly and no later than 90 calendar days after the general election.

4.5 Services

Services: Various services provided to Members are impacted when a Member is not re-elected.

- **House of Commons identification card:** Former Members and their spouses may retain their House of Commons identification cards. These cards will allow them to access all buildings without restrictions. They will be authorized to access the Chamber, but only when the House is not sitting.
- **Postal services:** During the dissolution period, Members are allocated \$500 for postal services. Members who are not re-elected may continue to use any remaining funds for 30 calendar days following the election.
- **Translation services:** Members who are not re-elected may continue to use translation services for 17 calendar days following the election. Translation requests should be limited to correspondence to and from constituents in either official language.

- **Phones and long-distance calls:** Members who are not re-elected and their employees may continue to use the phone equipment and services, including long-distance, for 17 calendar days following the election in the parliamentary office and 30 calendar days following the election in the constituency offices. Additional phone equipment may not be purchased or installed after the election. In the constituency office, toll-free phone services can be charged to the Member's Office Budget for up to 30 calendar days after the election.
- **TeleCanada calling cards:** These cards are cancelled 17 calendar days following the election.
- **Wireless devices:** Members who are not re-elected must return all telecommunication equipment, including cell phones and smartphones, to Telecommunications Services within 30 calendar days following the election. All services related to these devices will be discontinued no later than 30 calendar days after the election or once the devices are returned, whichever comes first. The former Member must also sign the Telecommunications Information Management System Profile Report indicating that all the assets were returned.
- **Library of Parliament:** As of election day, the borrowing privileges of Members who are not re-elected and their employees cease. All borrowed items must be returned within 17 calendar days following the election.
- **Training:** Members who are not re-elected, their spouses and their employees are no longer entitled to any training.
- **Office supplies:** Personalized stationery, franked envelopes and other such materials should be destroyed. For more information, contact Secure Storage Facility. All other office supplies provided by the House Administration are to be left in the office.
- **Parliamentary Precinct Network:** Access to the network ends 17 calendar days following the election. Members who are not re-elected have access to the network in their constituency office for 30 calendar days following the election.

4.6 Offices

Parliamentary office: Members who are not re-elected must vacate their parliamentary office and empty any secure storage units within 17 calendar days following the election and are responsible for the following:

- **Assets:** All assets, whether provided to Members by the House or charged to any budget, are the property of the House of Commons and must remain in the Member's parliamentary office. Former Members must account for these assets before closing their parliamentary office by signing the Asset Inventory Report and returning it to Materiel and Contract Management within 17 calendar days following the election. The former Member will be invoiced for any missing assets, including furniture, laptops, tablets and wireless devices.

All leased or rented equipment in the parliamentary office must be returned to the lessor to prevent additional charges to the former Member. For assistance in returning this equipment, contact Materiel and Contract Management.

- **Purchase of assets:** Members may not purchase House assets for their personal use, with the exception of a replica of the Member's chair in the Chamber. It may be purchased at replacement cost, plus applicable taxes. For more information, contact the Tenant Operations Services Centre.
- **Computers and peripherals:** All computers, peripheral equipment and supporting infrastructure used in the parliamentary office must be kept securely in their current location.

All laptops must be returned to Materiel and Contract Management and all wireless devices, such as tablets and smartphones, must be returned to Telecommunications Services within 30 calendar days following the election. Members must ensure that all House assets assigned to their employees are returned.

Members who are not re-elected are responsible for ensuring that all data on their parliamentary office computers is backed up and then deleted. For more information, contact the IT Service Desk.

Constituency office: Members who are not re-elected are required to vacate their constituency offices within 30 calendar days following the election. During this period, essential costs for maintaining an office, including office supplies, cell phones, utility bills, furniture and equipment rentals, may be charged to the Member's Office Budget. For more information, see section [4.3 Budgets](#) in this chapter.

- **Leases and utility contracts:** Since the House Administration is not party to the following contracts, Members should contact Financial Management Operations to sign the consent form allowing the House Administration to assist them in their transition, therefore minimizing penalties.
 - **Office leases:** Members who are not re-elected must advise their landlords and cancel their constituency office lease as soon as possible. Any lease penalties will be charged against the former Member's Office Budget. For more information, see section [4.3 Office Leases](#) in the Offices chapter.

In the event that a lease agreement does not include the mandatory termination clauses, payments will only be made for the 12-month period from the lease start date or from its most recent anniversary. The maximum amount reimbursable against the former Member's Office Budget is 12 months' rent. Former Members will be personally responsible for any costs in excess of this amount.

- **Utilities:** Members who are not re-elected must contact utility companies (oil, natural gas, propane, electricity, water, water tanks, etc.) within 30 calendar days following the election to inform them that their services are no longer required. Former Members may be personally responsible for these expenses if they fail to close their accounts. For more information, contact Financial Management Operations.
- **Leased equipment:** Members who are not re-elected must advise the suppliers, cancel their contracts and return all leased office equipment. Expenses incurred up to 30 calendar days after the general election will be reimbursed. Any remaining expenses become the responsibility of the former Member. For assistance in returning this equipment, contact Materiel and Contract Management.

- **Assets:** All assets provided by the House or charged to any budget are the property of the House of Commons and must remain in or be returned to the constituency office. Members must ensure that all House assets assigned to their employees are also returned. The former Member must sign the Asset Inventory Report and the Telecommunications Information Management System Profile Report. All assets in the constituency office will be transferred to the newly elected Member. The transfer of responsibility for these assets is not complete until the newly elected Member or Materiel and Contract Management provides written confirmation. Former Members will be invoiced for any missing assets, including furniture, laptops, tablets and wireless devices. For more information, contact Materiel and Contract Management or Telecommunications Services.
- **Purchase of assets:** Members may not purchase any House assets for their personal use.
- **Computers and peripherals:** All computers, peripheral equipment and supporting infrastructure must be kept securely in their current location. All laptops and tablets must be returned to Materiel and Contract Management.

Members who are not re-elected are responsible for ensuring that all data on their constituency office computers is backed up and then deleted. For more information regarding the management and disposal of this equipment or for assistance, contact the IT Service Desk.

- **Websites:** If the former Member has a designated website, the last monthly hosting fee chargeable to the Member's Office Budget will include the date of dissolution. After this last charge, all expenses related to the former Member's designated website will become a personal expense. If the former Member decides to cancel the website hosting services, the cancellation fees, if applicable, may be charged to the Member's Office Budget within 30 calendar days following the election.
- **Internet in the residence:** The last monthly service fee chargeable to the Member's Office Budget will include the day of the election. After this last charge, Internet service fees in the residence will become a personal expense. If the former Member decides to cancel the Internet service, the cancellation fees, if applicable, may be charged to the Member's Office Budget within 30 calendar days following the election.
- **Fax in the residence:** If the former Member has a fax machine installed in their residence, it must be returned to the constituency office within 30 calendar days following the election.

4.7 Employees

When Members are not re-elected, their employees may be eligible for the following entitlements and benefits upon termination of their employment. For more information, contact Pay and Benefits or see section [7. Employee Departures](#) in the Employees chapter.

Separation Entitlement: When their employment is terminated because the Member is not re-elected, regular and short-term employees will continue to receive an amount equal to their salary for 60 calendar days or until the end of the term of their employment, whichever comes first, starting the day after the election, subject to certain conditions.

Severance Entitlement: When a Member is not re-elected, a regular employee is entitled to two weeks' pay for the first completed year of continuous employment and one week's pay for each succeeding completed year of continuous employment to a maximum of 28 weeks upon termination, subject to certain conditions.

Maternity or parental leave: If the maternity or parental leave of an eligible employee was approved prior to the election, the employee is entitled to the maternity or parental allowance provided that the employee begins the leave before or within 60 calendar days following the election. The employee will have the option of receiving the remaining applicable weeks of maternity or parental allowance or the 60-day Separation Entitlement, whichever is more beneficial to the employee.

Sick leave: Accumulated sick leave lapse the day after the Member ceases to be a Member. Accumulated sick leave is not payable upon termination of employment. However, if there is no break in service, an employee who transfers to another Member's office or another federal government department or agency may transfer accumulated sick leave.

Subsequent employment: Members' and House Officers' regular employees who have lost their employment because the Member is not re-elected will be given employment consideration over applicants not currently employed by the House of Commons. This applies for a period of six months from the date of loss of employment if the employee:

- meets the established position requirements;
- has a good employment record; and
- has a minimum of one year's service as a regular employee in a Member's or House Officer's office.

5. Members Not Seeking Re-election

This section describes the following:

[Members' Salary and Benefits](#)

[Resettlement Allowance](#)

[Budgets](#)

[Travel](#)

[Services](#)

[Offices](#)

[Employees](#)

For more information about closing Members' offices or about completing outstanding parliamentary business, see the *Source* website.

5.1 Members' Salary and Benefits

Salary and allowances: The Members' sessional allowance and any additional salaries or allowances, as applicable, are paid up to and including the day of the election. Final payment of the sessional allowance is made within 30 calendar days following the date of the general election. Members may obtain specific information about their entitlements by contacting Pay and Benefits.

Retirement benefits: Members may be entitled to a retirement or withdrawal allowance:

- **Retirement allowance:** Contributions made under the [Members of Parliament Retiring Allowances Act](#) cease as of election day for Members who do not seek re-election. Members may be entitled to an immediate or deferred retirement allowance, depending on their age and length of service.
- **Withdrawal allowance:** Upon ceasing to be a Member, Members who have contributed to the retirement accounts (the Members of Parliament Retiring Allowances and the Members of Parliament Retirement Compensation Arrangements) for a period of less than six years will receive a withdrawal allowance. This allowance is a lump sum payment equal to the total amount of the contributions paid by the Member, plus interest.

Severance allowance: Members who are not seeking re-election may be entitled to a severance allowance. For more information about Members' retirement benefits, see the *Source* website or contact Pay and Benefits.

Insurance benefits: All life insurance and health and dental care plans are affected by the Member's decision to not seek re-election. For more details about Members' insurance benefits, see the *Source* website or contact Pay and Benefits.

Employee and Family Assistance Program: This program provides confidential and voluntary counselling services on a broad range of topics such as personal, family, financial, legal, professional, addiction, lifestyle, nutrition, health and wellness matters. Former Members, their spouses and dependants are entitled to use this program for up to six months after the general election. For more information, contact Occupational Health, Safety and Environment.

Relocation benefit: If Members establish a residence in the National Capital Region (NCR) at any time following their election to the House of Commons, but do not seek re-election, they may relocate back from the NCR to a residence in Canada, outside the NCR, within one year of ceasing to be a Member. For more information, contact Materiel and Contract Management or see section [5. Relocation](#) in the Members' Salary and Benefits chapter.

Parliamentary Dining Room access: Former Members and their spouses continue to have access to the Parliamentary Dining Room and the cafeterias in the parliamentary precinct.

5.2 Resettlement Allowance

Members who do not seek re-election are entitled to resettlement allowance to help them re-establish themselves as of the date of dissolution. Members who do not seek re-election may use up to \$15,000, as of the day of dissolution, for the following:

- financial, retirement and re-employment counselling, as well as outplacement services, if started and completed within 12 months of the dissolution of Parliament; and
- education or training, including language training, and reasonable expenses required by the course, if started and paid for within 12 months of the date of dissolution. (These courses can end after this 12-month period.)

Members should contact Financial Management Operations before making any commitments or incurring any expenditure. These costs must be incurred in Canada with a recognized firm or organization. For firms or institutions to be recognized by the House of Commons for payment of fees, the following conditions must be met:

- The selected firm or institution must have a business address, a publicly listed phone number and its own official letterhead.
- Rates charged to the former Member must be no greater than those normally charged by the firm or institution to its other customers for similar work.
- There must be an arm's length relationship between the former Member and the selected firm or institution.
- No remuneration can be earned by the former Member from the firm or institution with respect to the contract nor can the former Member at any time directly or indirectly retain any portion of the amount paid by the House under this arrangement.
- The education or training referred to below must be in a field or endeavour related to the vocation that the former Member is intending to pursue.

Also,

- Financial, retirement, re-employment counselling and outplacement service firms must be registered federally or provincially or hold membership in a professional association.
- Recognized educational or training institutions must issue official receipts for tuition or registration fees for income tax purposes. They must also be under written contract with the former Member, permitting the Member to work on-site and receive on-the-job instruction, tutoring, training or supervision so that the Member may update or acquire skills (e.g. teaching, legal, accounting, engineering and trade skills).

Members who do not seek re-election may also claim the following expenses:

- long-distance phone calls within Canada;
- postal services;

- temporary help agencies for typing, secretarial or clerical services;
- stationery and office supplies; and
- commercial accommodations, meals and incidentals at an approved per diem rate when the former Member is at, in transit to, or returning from a location that is more than 100 kilometres from the Member's previously declared primary residence.

For current per diem rates, see the [Schedule of Rates](#) in the Budgets chapter.

Members may not claim expenses for the following:

- accommodations, meals and incidentals if related expenses were reimbursed by another source, or the Member did not personally incur the expenses;
- the acquisition of assets such as computers, peripherals, office furniture and equipment;
- registration of a domain name and other services for any website, including the former Member's designated website.

Tax implications: The reimbursement of educational and training costs is a taxable benefit. However, the reimbursement of counselling fees for mental, physical, re-employment or retirement purposes is not a taxable benefit.

Reimbursement process: Members must complete the *Resettlement Expense Claim* form and submit it with original receipts to Financial Management Operations.

- For courses, claims must be submitted promptly after the expense is incurred and no later than 90 calendar days after the course end date. Proof of payment and of completion are required.
- For all other expenses, claims must be submitted promptly after the expense is incurred and no later than 15 months after the dissolution of Parliament.

For more information or a copy of the form, contact Financial Management Operations.

Resettlement travel: From the date of dissolution and up to 12 months following the election, Members who do not seek re-election are entitled to up to four round trips in Canada (economy class, without stopover) for resettlement purposes. Reasonable travel expenses will be reimbursed. The forms *Resettlement Expense Claim - Travel Expenses* and *Resettlement Expense Claim* must be used to submit expenses. Original receipts and the purpose of travel must also be provided.

5.3 Budgets

Expenses incurred before the general election will continue to be charged against the balance of the prorated Member's Office Budget. Claims must be submitted to Financial Management Operations promptly and no later than 90 calendar days after the general election. For more information, contact Financial Management Operations.

Petty cash: Members who do not seek re-election must submit, by election day, a final claim with original receipts for office expenses incurred up to the day before the election to Financial Management Operations. They must also send a cheque payable to the Receiver General for Canada for the unspent petty cash balance by election day.

Contracts: All contracts terminate on election day. Members must advise all contractors to cancel their contracts. If the mandatory termination clauses were omitted from a contract, the former Member will be held personally responsible for any early termination costs. For more information, see the [Contracts](#) chapter.

5.4 Travel

Post-election: Members who do not seek re-election are entitled to up to the equivalent of two return trips (no stopovers, economy class only) between their constituency and Ottawa, within 30 calendar days after the election. The Member's designated traveller and dependants may each use up to the equivalent of two return trips between the Member's constituency and Ottawa within 30 calendar days after the election. Only transportation expenses will be reimbursed. Under no circumstances will ministerial travel be reimbursed. Former Members must submit all travel claims to Financial Management Operations promptly and no later than 90 calendar days after the general election.

All unused airline or railway tickets issued to former Members, their designated traveller, dependants or employees must be returned to Members' Travel Services as soon as possible. Former Members must reimburse the cost of any unused flight pass segments to the House of Commons.

Constituency travel: No constituency travel is allowed between the date of dissolution and the date of the election. However, in order to close their constituency offices and operations prior to election day, reasonable direct travel to the constituency offices will be permitted. Former Members must submit any outstanding travel claims for expenses incurred before dissolution within 30 calendar days after the election.

5.5 Services

Services: Various services provided to Members are impacted when a Member does not seek re-election.

- **House of Commons identification card:** Former Members and their spouses may retain their House of Commons identification cards. These cards will allow them to access all buildings without restrictions. They will be authorized to access the Chamber, but only when the House is not sitting
- **TeleCanada calling cards:** These cards are cancelled the day of the election.
- **Wireless devices:** Members who are not seeking re-election must return all telecommunication equipment, including cell phones and smartphones, to Telecommunications Services before election day. All services related to these devices will be discontinued the day before the election or once the devices are returned, whichever comes first. The former Member must also sign the Telecommunications Information Management System Profile Report indicating that all assets were returned.

- **Library of Parliament:** As of election day, the borrowing privileges of Members who are not seeking re-election and their employees cease. All borrowed items must be returned by election day.
- **Office supplies:** Personalized stationery, franked envelopes and other such materials should be destroyed. For more information, contact Secure Storage Facility. All other office supplies provided by the House are to be left in the office.
- **Parliamentary Precinct Network:** Access to the network ends on the day before the election.
- **Other services:** All other services such as postal, translation and phone services, as well as language training, end on election day.

5.6 Offices

Parliamentary office: Members who do not seek re-election must vacate their parliamentary office and empty any secure storage units by election day.

- **Assets:** All assets, whether provided to Members by the House or charged to any budget, are the property of the House of Commons and must remain in the Member's parliamentary office. Members must account for these assets before closing their parliamentary office by signing the Asset Inventory Report and returning it to Materiel and Contract Management. The Member will be invoiced for any missing assets, including furniture, laptops, tablets and wireless devices.

All leased or rented equipment in the parliamentary office must be returned to the lessor to prevent additional charges to the former Member. For assistance in returning this equipment, contact Materiel and Contract Management.

- **Computers and peripherals:** All computers, peripheral equipment and supporting infrastructure used in the parliamentary office must be kept securely in their current location.

All laptops must be returned to Materiel and Contract Management and all wireless devices, such as tablets and smartphones, must be returned to Telecommunications Services before election day. All services related to these devices will be discontinued the day before the election. Members must ensure that all House assets assigned to their employees are returned.

Members who are not seeking re-election are responsible for ensuring that all data on their parliamentary office computers is backed up and then deleted. For more information, contact the IT Service Desk.

Constituency office: Members who do not seek re-election are required to vacate their constituency offices by election day and must complete their outstanding parliamentary business.

- **Leases and utility contracts:** Since the House Administration is not party to the following contracts, Members should contact Financial Management Operations to sign the consent form allowing the House Administration to assist them in their transition, therefore minimizing penalties.

- **Office leases:** Members who do not seek re-election must advise their landlords and cancel their constituency office lease as soon as possible. Any lease penalties will be charged against the former Member's Office Budget. For more information, see section [4.3 Office Leases](#) in the Offices chapter.

In the event that a lease agreement does not include the mandatory termination clauses, payments will only be made for the 12-month period from the lease's start date or from its most recent anniversary. The maximum amount reimbursable against the former Member's Office Budget is 12 months' rent. Former Members will be personally responsible for any costs in excess of this amount.

- **Utilities:** Members who do not seek re-election must contact utility companies (oil, natural gas, propane, electricity, water, water tanks, etc.) to inform them that their services are no longer required. Sufficient notice should be provided to reduce termination penalties. Former Members may be personally responsible for these expenses if they fail to close their accounts. For more information, contact Financial Management Operations.
- **Leased equipment:** Members who do not seek re-election must advise the suppliers, cancel their contracts and return all leased office equipment. Any lease penalties will be charged against the former Member's Office Budget. Expenses incurred up to 30 calendar days after the general election will be reimbursed. Any remaining expenses become the responsibility of the former Member. For assistance in returning this equipment, contact Materiel and Contract Management.
- **Assets:** All assets, whether provided by the House or charged to any budget, are the property of the House of Commons and must remain in or be returned to the constituency office. Members must ensure that all House assets assigned to their employees are also returned. The former Member must sign the Asset Inventory Report and the Telecommunications Information Management System Profile Report. All assets in the constituency office will be transferred to the newly elected Member. The transfer of responsibility for these assets is not complete until the newly elected Member or Materiel and Contract Management provides written confirmation. Former Members will be invoiced for any missing assets, including furniture, laptops, tablets and wireless devices. For more information, contact Materiel or Contract Management and Telecommunications Services.
- **Purchase of assets:** Members may not purchase House assets for their personal use.
- **Computers and peripherals:** All computers, peripheral equipment and supporting infrastructure must be kept securely in their current location. All laptops and tablets must be returned to Materiel and Contract Management.

Members who are not seeking re-election are responsible for ensuring that all data on their constituency office computers is backed up and then deleted. For more information regarding the management and disposal of this equipment or for assistance, contact the IT Service Desk.

- **Websites:** If the former Member has a designated website, the last monthly hosting fee chargeable to the Member's Office Budget will include the date of dissolution. After this last charge, all expenses related to the former Member's designated website will become a personal expense. If the former Member decides to cancel the website hosting services, the cancellation fees, if applicable, may be charged to the former Member's Office Budget within 30 calendar days following the election.
- **Internet in the residence:** The last monthly service fee chargeable to the Member's Office Budget will include the day of the election. After this last charge, Internet service fees in the residence will become a personal expense. If the former Member decides to cancel the Internet service, the cancellation fees, if applicable, may be charged to the former Member's Office Budget within 30 calendar days following the election.
- **Fax in the residence:** If the former Member has a fax machine installed in their residence, it must be returned to the constituency office before election day.

5.7 Employees

When Members do not seek re-election, their employees may be eligible for the following entitlements and benefits upon termination of their employment. For more information, contact Pay and Benefits or see section [7. Employee Departures](#) in the Employees chapter.

Separation entitlement: When their employment is terminated because the Member does not seek re-election, regular and short-term employees will continue to receive an amount equal to their salary for 60 calendar days starting the day after the Member ceases to be a Member, or until the end of the term of their employment, whichever comes first, subject to certain conditions.

Severance entitlement: When a Member does not seek re-election, a regular employee is entitled to two weeks' pay for the first completed year of continuous employment and one week's pay for each succeeding completed year of continuous employment to a maximum of 28 weeks upon termination, subject to certain conditions.

Maternity or parental leave: If the maternity or parental leave of an eligible employee was approved prior to the election, the employee is entitled to the maternity or parental allowance provided that the employee begins the leave before or within 60 calendar days following the election. The employee will have the option of receiving the remaining applicable weeks of maternity or parental allowance or the 60-day Separation Entitlement, whichever is more beneficial to the employee.

Sick leave: Accumulated sick leave lapse the day after the Member ceases to be a Member. Accumulated sick leave is not payable upon termination of employment. However, if there is no break in service, an employee who transfers to another Member's office or another federal government department or agency may transfer accumulated sick leave.

Subsequent employment: Members' and House Officers' regular employees who have lost their employment because the Member does not seek re-election will be given employment consideration over applicants not currently employed by the House of Commons. This applies for a period of six months from the date of loss of employment if the employee:

- meets the established position requirements;
- has a good employment record; and
- has a minimum of one year's service as a regular employee in a Member's or House Officer's office.

6. House Officers and Recognized Parties

This section describes the following:

[Salaries and benefits](#)

[Budgets](#)

[Contracts](#)

[Travel](#)

[Web servers](#)

[Employees](#)

Salaries and benefits: House Officers are entitled to additional remuneration in accordance with the [Parliament of Canada Act](#). For most House Officers, their additional salary is paid from the date of their appointment. For the Speaker and the Deputy Speaker, their additional salary is paid from the date of their election to their respective position.

Following a general election, the Speaker and the Deputy Speaker continue to receive their additional salary until such time as a new Speaker and a new Deputy Speaker are elected. The additional salaries of Leaders of the opposition parties, Opposition House Leaders and Chief Whips resume if they are re-elected as Members.

Budgets: Following a general election, the budgets of national caucuses and House Officers of recognized parties are established based on a budget formula approved by the Board of Internal Economy. They are calculated using party representation in the Chamber and prorated until the end of the fiscal year (March 31). They exclude any carry-forward from the previous Parliament.

Thereafter, these budgets are allocated at the beginning of each fiscal year on April 1, and only adjusted by a decision of the Board of Internal Economy, normally through the estimates process. These budgets are not adjusted in the event of a change in party representation in the Chamber during a parliament. For details on the budget formula, see the appendix [Budget Formula Following a General Election for House Officers and National Caucuses](#) in this chapter.

The Speaker's and the Deputy Speaker's budgets continue until a new Speaker and a new Deputy Speaker are elected. If a new Speaker and Deputy Speaker are elected, they are provided with budgets that are prorated until the end of the fiscal year. However, if the incumbents of these positions are

re-elected, the prorating does not apply and they may use the unused portions of their budgets until the end of the fiscal year.

Following a general election, Party Leaders are responsible for the budgets of their research office until a new Member is designated.

Contracts: If the House Officer ceases to be a House Officer following the election, any existing contracts for goods and services are automatically assigned to the new House Officer. If the mandatory assignment clause was omitted from a contract, the former House Officer will be held personally responsible for any early termination costs.

In the event the party loses its recognized party status following a general election, all contracts entered into by House Officers and the Member responsible for the research office terminate on the day of the election. If the mandatory termination clauses were omitted from a contract, the former House Officer and the former Member responsible for the research office will be held personally responsible for any early termination costs. For more information, see the [Contracts](#) chapters.

Travel: Following a general election, Opposition Party Leaders receive prorated travel points based on the number of days from the date of the general election to the end of the fiscal year (March 31). For more information, see section [6. Travel Points System](#) in the Travel chapter.

Web servers: Following the election, the servers assigned to Chief Whips, House Leaders and research offices prior to dissolution will be reactivated if they maintain recognized party status. Computers and peripheral equipment will be reassigned based on party representation. For more information, contact the IT Service Desk.

Employees: House Officers' and research offices' employees may be impacted by a general election. For more information, see the [Employees](#) chapter.

Appendix: Budget Formula Following a General Election for House Officers and National Caucuses Research Office

After a general election, the budgets of House Officers of recognized parties and the national caucuses research office are established using party representation in the House of Commons and prorated until the end of the fiscal year. They exclude any carry-forward from the previous Parliament.

Thereafter, these budgets are allocated at the beginning of each fiscal year on April 1, and only adjusted by a decision of the Board, normally through the Estimates process. These budgets are not adjusted in the event of a change in party representation in the Chamber during a parliament. The table below summarizes the budget formula for House Officers and national caucuses.

House Officers Offices Budgets as of April 1, 2018

The following tables define the budget House Officers receive based on the number of Members in their party.

Party Leaders Office Budgets	\$
For each opposition party with 12 to 25 Members	916,680
+ For each Member, from 26 to 50	61,110
+ For each Member, from 51 to 75	42,780
+ For each Member, from 76 to 100	39,720
+ For each Member, from 101 or more	6,110
Chief Whips Office Budgets	\$
For each party with 12 Members	122,230
+ For each Member, from 13 to 25	7,950
+ For each Member, from 26 to 50	6,110
+ For each Member, from 51 to 75	4,580
+ For each Member, from 76 to 100	4,280
+ For each Member, from 101 or more	3,670

House Leaders Office Budgets	\$
For each opposition party with 12 Members	91,670
+ For each Member, from 13 to 25	9,170
+ For each Member, from 26 to 50	6,110
+ For each Member, from 51 or more	3,060
Caucus Chairs Office Budgets	\$
For each party with 12 Members	65,270
+ For each additional Member	420

National Caucus Research Offices Budget as of April 1, 2018

The following tables define the budget national caucus research offices receive based on the number of Members in their party.

National Caucus Research Offices Budget	\$
For each party with 12 Members	611,120
+ For each Member, from 13 to 25	39,720
+ For each Member, from 26 to 50	30,560
+ For each Member, from 51 to 75	27,500
+ For each Member, from 76 to 100	9,170
+ For each Member, from 101 or more	2,290
Information Technology Budget	\$
For each party with 12 to 25 Members	61,110
+ For each Member, from 26 to 50	6,110
+ For each Member, from 51 or more	1,220
Translation Services Budget	\$
For each recognized party	148,330
National Caucus Meetings Budget	\$
For each recognized party	54,590

Note: An additional annual budget of \$318,100 for wireless telecommunication services is distributed among House Officers, the Speaker and other eligible presiding officers, as well as Members

responsible for national caucus research offices. The distribution is based on the weighted average of the budgets previously established using party representation in the House of Commons.

This page is intentionally left blank.

15. GLOSSARY

Glossary

All references in this glossary are to the [Members By-law](#).

Term	Definition
Authorized traveller	<p>Members' authorized travellers include their:</p> <ul style="list-style-type: none"> • designated traveller; • dependants; • eligible employees; and • parliamentary interns. <p>Excluded are: On-call employees, volunteers, contractors, or employees of government departments or agencies.</p> <p>(Part 2, Division 2)</p>
Board	<p>Board of Internal Economy established by section 50 of the <i>Parliament of Canada Act</i>.</p> <p>(subsection 1(1))</p>
Consolidated Revenue Fund	<p>Aggregate of all public moneys that are on deposit at the credit of the Receiver General for Canada.</p>
Constituency office	<p>An office, established by the Member in or near the Member's constituency, to serve constituents and carry out the Member's parliamentary functions.</p> <p>(Part 2, Division 1)</p>
Continuous employment	<p>Periods of employment with a Member, a House Officer, a research office, the House of Commons, a Senator, the Senate, the Federal Public Service (as defined in the <i>Public Service Superannuation Act</i>), and the Library of Parliament that have not been interrupted for more than three months for regular employees or for more than five working days for short-term employees.</p>
Continuous travel	<p>Continuous travel starts at the scheduled departure time and ends with the arrival at destination, or with an overnight stop, or layover equivalent to an overnight stop.</p>
Contract for professional services	<p>Agreement to retain a person or entity to directly assist a Member in carrying out his or her parliamentary functions, including assistance in research, writing, communications as well as temporary office assistance, but not including the provision of legal advice or representation.</p> <p>(subsection 1(1))</p>

Term	Definition
Dependant	<p>A child of a Member, including a stepchild, an adopted child, a foster child, a child in respect of whom the Member is the legal guardian, or a child of his or her spouse who is financially dependent on the Member for necessary maintenance or the necessities of life, such as food, lodging, medical care, clothing and cost of education and who is:</p> <ul style="list-style-type: none"> (a) under 21 years of age; (b) 21 or older, but not more than 25 years of age and in full-time attendance at a recognized educational institution; or (c) regardless of age, wholly dependent upon the Member by reason of physical or mental disability. <p>(subsection 1(1))</p>
Designated traveller	<p>Traveller designated by the Member other than:</p> <ul style="list-style-type: none"> • a Member's employee; or • a Member who is not the Member's spouse. <p>(Part 2, Division 2)</p>
Dissolution period	<p>Period starting at 11:59 p.m. (Eastern time) on the day before the dissolution of Parliament and ending at 11:59 p.m. (Eastern time) on the day of the general election.</p> <p>(Part 5)</p>
Eligible employee	<p>Employee of a Member or House Officer who regularly works, and is paid for, a minimum of 15 hours a week.</p> <p>(section 34)</p>
Employee	<p>There are three categories of Members' employees:</p> <ul style="list-style-type: none"> • Regular employee: Full- or part-time employee hired for an employment period of more than six months; • Short-term employee: Full- or part-time employee hired for an employment period of six months or less; and • On-call employee: Person hired for a specified or unspecified period of employment and who reports to work as required.
Former Member	<p>Member who resigned, did not seek re-election, was not re-elected or died.</p> <p>(section 106)</p>

Term	Definition
Franking privilege	Member's right to free mailing privileges in accordance with the <i>Canada Post Corporation Act</i> . A frank (i.e. an official signature, initials or a mark) indicating this privilege must appear on mailed items, excluding parcels.
House Administration	The Clerk of the House of Commons and the employees under the Clerk's authority. (subsection 1(1))
House Officers	Includes any of the following persons: a) the Member occupying the following positions: (i) Speaker of the House of Commons; (ii) Deputy Speaker of the House of Commons and Chair of Committees of the Whole House; (iii) Deputy Chair of Committees of the Whole House; (iv) Assistant Deputy Chair of Committees of the Whole House; (v) Government House Leader; (vi) Leader of a recognized party, but does not include the Prime Minister of Canada; (vii) House Leader of a recognized party; (viii) Whip of a recognized party; or (ix) Chair of the national caucus of a recognized party; or b) any Member who is a former Prime Minister. (subsection 1(1))
Householder	Printed material exclusively prepared and distributed by the House Administration for Members so that they can inform their constituents about parliamentary activities and issues.
Immediate family	Member's father, mother, brother, sister, spouse and children, as well as the spouses and children of the Member's children. (subsection 1(1))

Term	Definition
Layover	<p>Means a necessary stop—until the trip can be resumed—that occurs at a place other than the trip destination, in either of the following circumstances:</p> <ul style="list-style-type: none"> (a) the stop is necessary because of external factors outside the control of the traveller, such as a strike or weather-related problems; or (b) it is necessary in order to make a connecting flight or in order to continue the trip by another means of travel. <p>(section 34)</p>
National Capital Region	<p>Region described in the schedule to the <i>National Capital Act</i>.</p> <p>(section 34)</p>
National caucus	<p>All the Members of a recognized party. Reference to the national caucus is not considered to be a reference to a sub-group of the national caucus.</p> <p>(subsections 1(1) and 1(2))</p>
On-call employee	<p>Person hired for a specified or unspecified period and who reports to work as required.</p>
Parliamentary functions	<p>Duties and activities that relate to the position of Member, wherever performed and whether or not performed in a partisan manner, namely, participation in activities relating to the proceedings and work of the House of Commons and activities undertaken in representing the Member's constituency or constituents.</p> <p>(subsection 1(1))</p> <p>For greater certainty, the following activities, when performed by a Member, are not parliamentary functions:</p> <ul style="list-style-type: none"> (a) activities related to the private interests of a Member or a Member's immediate family; (b) activities related to the administration, organization and internal communications of a political party, including participation in a party leadership campaign or convention, solicitations of contributions and solicitations of membership to a political party; (c) activities related to a Member's re-election; (d) activities designed, in the context of a federal, provincial, or municipal election, or any other local election,

Term	Definition
	<p>to support or oppose a political party or an individual candidate; and</p> <p>(e) activities that are related to a meeting of an electoral district association, as defined in the Canada Elections Act, and that are carried out for nomination, electoral or sponsorship purposes or that relate to soliciting contributions or membership.</p> <p>(subsection 4(3))</p> <p>The funds, goods, services and premises provided by the House of Commons to a Member may be used by the Member for partisan activities only if those activities fall within the parliamentary functions of the Member.</p> <p>(subsection 4(2))</p> <p>For greater certainty, a Member's parliamentary or constituency office may not be used as a meeting or organizational location in relation to any activities that are not parliamentary functions.</p> <p>(subsection 4(3.1))</p>
Parliamentary intern	University graduate selected for the Parliamentary Internship Program assigned to work in the office of a Member.
Parliamentary office	Office that is located on or near Parliament Hill. (subsection 1(1))
Parliamentary precinct	Area accommodating the House Administration and Members' parliamentary offices in and around Parliament Hill.
Petty cash	Accountable advance on the Member's Office Budget used to pay suppliers directly for office expenses.

Term	Definition
Political party executive	<p>Any person who:</p> <p>(a) has been identified as an officer, auditor or a chief agent:</p> <p>(i) of a political party under section 366 of the <i>Canada Elections Act</i>; or</p> <p>(ii) of a registered political party under section 382 of that Act; or</p> <p>(b) holds an office or occupies a position identified in the constitution of a registered political party.</p> <p>(subsection 1(1))</p> <p>Note: The constitution of a registered political party refers to the constitution of a political party that is registered under the <i>Canada Elections Act</i>.</p>
Premises	<p>Any place provided for the use of the House of Commons, its committees, Members or the House Administration, including any place used as a Member's constituency office.</p> <p>(Part 1)</p>
Presiding officer	<p>Member elected or appointed to one of the following positions:</p> <ul style="list-style-type: none"> • Speaker; • Deputy Speaker and Chair of the Committees of the Whole House; • Deputy Chair of the Committees of the Whole House; or • Assistant Deputy Chair of the Committees of the Whole House.
Primary residence	<p>A residence, other than a seasonal or recreational dwelling or a recreational vehicle:</p> <p>(a) that is ordinarily occupied by the Member and available for his or her use at all times; and</p> <p>(b) the main purpose of which is not to generate income.</p> <p>(section 34)</p>
Private accommodation	<p>Non-commercial dwelling other than a Member's residence.</p>
Recognized party	<p>Party that has a recognized membership of 12 or more persons in the House of Commons.</p> <p>(subsection 1(1))</p>

Term	Definition
Regular employee	Full- or part-time employee hired for a period of more than six months.
Regular trip	Trip between Ottawa and a Member's constituency. (section 34)
Research office	Office of the national caucus of a recognized party that conducts research to support its Members and House Officers in the discharge of their parliamentary functions. (Part 4, Division 1)
Secondary residence	A residence of the Member, other than a seasonal or recreational dwelling or a recreational vehicle, that is maintained by the Member in addition to his or her primary residence. (section 34)
Sessional allowance	Annual allowance paid to Members in accordance with the <i>Parliament of Canada Act</i> .
Short-term employee	Full- or part-time employee hired for a period of six months or less.
Special trip	Trip in Canada, elsewhere than between the Member's constituency and Ottawa, as well as a trip between Ottawa or the Member's constituency and Washington D.C. or New York City. (Part 2, Division 2)
Spouse	With respect to a Member at any time, means a person who, at that time, is married to the Member; is cohabiting with the Member in a conjugal relationship, having so cohabited for a period of at least one year; or is cohabiting with the individual in a conjugal relationship and is the parent of a child of whom the Member is a parent. It does not include a person from whom the Member is separated where all support obligations and family property have been dealt with by a separation agreement or by a court order. (subsection 1(1))

Term	Definition
Ten percenter	<p>Printed or photocopied material reproduced and distributed by the House Administration to households in quantities not exceeding 10% of the total number of households in the Member's constituency.</p> <p>(Part 2, Division 1)</p>
Travel status	<p>Members are in travel status when they are at least 100 kilometres from their primary residence and travelling:</p> <ul style="list-style-type: none">• between Ottawa and their constituency;• within their constituency, province or territory;• within the National Capital Region;• elsewhere in Canada; or• in and between Washington D.C. or New York City and Ottawa or their constituency. <p>(Part 2, Division 2)</p>
Trip	<p>Means a trip, by any means, to one destination for a particular purpose and that is direct or without any interruption other than a single stop that is not longer than the period determined by the Board and that is not a layover.</p> <p>(section 34)</p>

This page is intentionally left blank.